

# Minutes

ORDINARY MEETING OF COUNCIL  
16 APRIL 2014  
COUNCIL CHAMBERS  
WICKEPIN



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**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin  
Wednesday 16 April 2014**

The President declared the meeting open at 3.35pm.

**1. Attendance, Apologies and Leave of Absence (Previously Approved)**

Shire President	Cr SJ Martin
Deputy Shire President	Cr JA Russell
Councillors	Cr GCL Hinkley
	Cr AG Lansdell
	Cr MG Lang
	Cr WA Astbury
	Cr RE Easton
	Cr FA Allan
Chief Executive Officer	Mr MJ Hook
Executive Support Officer	Miss LG Pearson (Minute Taker)
Member of the Public	Amanda Heaney – Community Resource Centre

**Leave of Absence (Previously Approved)**

**Apologies**

**2. Public Question Time**

**3. Applications for Leave of Absence/Apologies**

**4. Petitions, Memorials and Deputations**

**5. Declarations of Councillor's and Officer's Interest**

**6. Confirmation of Minutes – Ordinary Meeting of Council – 19 March 2014**

**Resolution No 160414-01**

**Moved Cr Astbury / Seconded Cr Russell**

That the minutes of the Ordinary Council meeting held on Wednesday 19 March 2014 be confirmed as a true and correct record.

**Carried 8/0**

**7. Receival of Minutes**

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Receival of Minutes

## 7.1 Albert Facey Homestead Management Committee Meeting

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Leah Pearson, Executive Support Officer
<b>File Reference:</b>	208
<b>Author:</b>	Leah Pearson, Executive Support Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	18 March 2014

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### Enclosure / Attachment:

Minutes of the Albert Facey Homestead Management Committee Meeting held on Monday 17 February 2014.

### Background:

The Albert Facey Homestead Management Committee Meeting was held on Monday 17 February 2014.

### Comment:

*Section 5.22 of the Local Government Act 1995* provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

### Statutory Environment:

*Section 5.22 of the Local Government Act 1995*

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

### Recommendation:

That the minutes of the Albert Facey Homestead Management Committee Meeting held on Monday 17 February 2014 be received.

**Voting Requirements:** Simple majority.

## Resolution No 160414-02

### Moved Cr Hinkley / Seconded Cr Allan

That the recommendations listed under agenda items 7.1 to 7.4 be adopted en-bloc.

**Carried 8/0**

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Receival of Minutes

## 7.2 Great Southern Regional Waste Group General Meeting

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Leah Pearson, Executive Support Officer
<b>File Reference:</b>	
<b>Author:</b>	Leah Pearson, Executive Support Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	21 March 2014

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### Enclosure / Attachment:

Minutes of the Great Southern Regional Waste Group General Meeting held on Tuesday 4 March 2014.

### Background:

The Great Southern Regional Waste Group General Meeting was held on Tuesday 4 March 2014.

### Comment:

*Section 5.22 of the Local Government Act 1995* provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

### Statutory Environment:

*Section 5.22 of the Local Government Act 1995*

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

### Recommendation:

That the minutes of Great Southern Regional Waste Group General Meeting held on Tuesday 4 March 2014 be received.

**Voting Requirements:** Simple majority.

## Resolution No 160414-02

### Moved Cr Hinkley / Seconded Cr Allan

That the recommendations listed under agenda items 7.1 to 7.4 be adopted en-bloc.

**Carried 8/0**

Receival of Minutes

### 7.3 Townscape & Cultural Planning Committee Meeting

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Leah Pearson, Executive Support Officer
<b>File Reference:</b>	206
<b>Author:</b>	Leah Pearson, Executive Support Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	10 April 2014

**Enclosure / Attachment:**

Minutes of the Townscape & Cultural Planning Committee Meeting held on Wednesday 9 April 2014.

**Background:**

The Townscape & Cultural Planning Committee Meeting was held on Wednesday 9 April 2014.

**Comment:**

*Section 5.22 of the Local Government Act 1995* provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

**Statutory Environment:**

*Section 5.22 of the Local Government Act 1995*

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

**Recommendation:**

That the minutes of Townscape & Cultural Planning Committee Meeting held on Wednesday 9 April 2014 be received.

**Voting Requirements:** Simple majority.

#### **Resolution No 160414-02**

##### **Moved Cr Hinkley / Seconded Cr Allan**

That the recommendations listed under agenda items 7.1 to 7.4 be adopted en-bloc.

**Carried 8/0**

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Receival of Minutes

## 7.4 Lifestyle Retirement Committee

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Leah Pearson, Executive Support Officer
<b>File Reference:</b>	
<b>Author:</b>	Leah Pearson, Executive Support Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	10 April 2014

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**Enclosure / Attachment:**

Minutes of the Lifestyle Retirement Committee Meeting held on Wednesday 9 April 2014.

**Background:**

The Lifestyle Retirement Committee Meeting was held on Wednesday 9 April 2014.

**Comment:**

*Section 5.22 of the Local Government Act 1995* provides that minutes of all meeting to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

**Statutory Environment:**

*Section 5.22 of the Local Government Act 1995* provides that minutes of all meetings are to be kept and submitted to the next ordinary meeting of the council or the committee, as the case requires, for confirmation.

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

**Recommendation:**

That the Minutes of the Lifestyle Retirement Committee Meeting held on Wednesday 9 April 2014 be received.

**Voting Requirements:** Simple majority.

### Resolution No 160414-02

#### Moved Cr Hinkley / Seconded Cr Allan

That the recommendations listed under agenda items 7.1 to 7.4 be adopted en-bloc.

**Carried 8/0**

## 8. Status Report

Item	Subject/Action	Officer/ File	Progress	Status	Comment
353-200313-13	Railway Land Lease 2013	CEO	Council authorise the CEO to negotiate a variation to the existing lease (L2663) for peppercorn rental to include: <ol style="list-style-type: none"> <li>1. The fenced compound immediately east of the Wickepin Railway Station store old farm machinery as part of the heritage precinct.</li> <li>2. Railway Station building.</li> <li>3. Additional land as illustrated on the map attached.</li> <li>4. A maximum of \$1000 be allocated for the fees associated with varying the existing lease agreement.</li> </ol>	○	CEO and 15 other CEO's are meeting with Brookfield Rail; PTA and WALGA to discuss issues 11/04/2014.
451-190214-17	Tincurrin Hall upgrade	CEO	That the Shire of Wickepin's Community Development Officer commence full community discussions on the future of all the community halls within the Shire of Wickepin, with all ratepayer and residents in the Shire of Wickepin, and prepare a report on the results of the Community Consultation.  That the Community Consultation Report be tabled for discussion at the 21 May 2014 Ordinary Council Meeting.	○	Work still being done by CDO.
460-190314-04	Technical Services Committee Meeting Recommendations	CEO	That Council pass the following recommendation; <ol style="list-style-type: none"> <li>1. That Council authorise the Chief Executive Officer to investigate the realignment of the Avery Corner and the Bulmans Hill sections of the Pingelly Wickepin Road, and prepare a report with costs and funding options for the Technical Services committee on any proposed realignment.</li> </ol>	○	CEO to commence investigation.
461-190314-05	Proposed Road Widening – Narrogin-Kondinin Road, Wogolin	CEO	That Council at its meeting of 19 <sup>th</sup> March 2014 concurred to the dedication of the land, the subject of Main Roads drawing 0360–099-2, as road under section 56 of the Land Administration Act.	✓	Letter sent to Mainroads on 24/03/2014
462-190314-06	Great Southern Regional Waste Group	CEO	That the Shire of Wickepin consider an amount of \$80,000 in the 2014/2015 budget deliberations to put towards land purchase and the ongoing establishment costs of a regional refuse site at Nebrikinning Road in the Shire of Cuballing.	○	Email forwarded advising decision.  Meeting on 10/04/2014 to discuss.



Item	Subject/Action	Officer/ File	Progress	Status	Comment
463-190314-08	Community Resource Centre Report	CEO	That Council endorse the draft Community Resource Centre Building Report and that it is used as the basis for: 1. Further consultation with the CRC management committee and community on the future of the CRC building, and 2. Obtaining quotes from architects for the development of concept plans including indicative costings and sketches for the 5 options presented in the report. That Council allocate up to \$15,000 from budget item 106620 Consulting Fees for the purpose of funding the preparation of concept plans including indicative costings and sketches for the five options presented in the CRC Building Report.	○	Still in progress.
464-190314-09	Budget Request 2014/15 – Dryandra Country Visitor Centre	CEO	That Council includes an allocation of \$5,500 in its 2014/2015 budget as a contribution toward the Dryandra Country Visitor Centre.	✓	Letter sent to the Dryandra Country Visitor on 24/03/2014.
465-190314-13	Proposed Chemical Storage Shed - Lot 4 Wogolin Road, Wickepin	CEO	That Council approve the application for the construction of a Chemical Storage Shed on Lot 4 Wogolin Road, Wickepin WA 6370.	✓	Mr Fleay advised 21/03/2014.  Memo sent to Allan Ramsay 24/03/2014.
466-190314-14	Wheatbelt South Small Business Centre - Donation	CEO	1. That Council donate \$200 to the Wheatbelt South Small Business Centre for its contribution towards the “Regional Local Government Authority Award” for the Wheatbelt South Small Business Awards 2014 with the Narrogin Chamber of Commerce. 2. That Council allow an amount of \$200 toward the “Regional Local Government Authority Award” for the Wheatbelt South Small Business Awards with the Narrogin Chamber of Commerce on an annual basis under General Ledger account 103020 Members of Council Operating Expenditure Subscriptions.	✓	Letter sent to Wheatbelt South Small Business Centre on 24/03/2014.
467-190314-15	LandCorp – Application Regional Development Assistance Program	CEO	That Council makes application to the State Government’s Regional Development Assistance 2014 Program (RDAP) through LandCorp for the Yarling Brook Estate Land Development.	✓	RDAP Application Sent 21/03/2014.
468-190314-16	LandCorp – Application Regional Development Assistance Program	CEO	That Council utilises \$50,000 of the monies held in the Land Development Reserve Account, as Council’s contribution under the 2014 RDAP application along with minor in-kind works.	✓	Placed in budget deliberations.

Item	Subject/Action	Officer/ File	Progress	Status	Comment
469-190314-17	Financial Hardship Policy	CEO	That the Shire of Wickepin adopts the new policy; Shire of Wickepin Financial Hardship Policy for Water Services, as attached to this Agenda Item.	✓	Placed in Policy Manual 25/03/2014.
470-190314-18	Wheatbelt Aged Support and Care Solution/s Report	CEO	1. That the five steps for the adoption and implementation of the Wheatbelt Aged Support and Care Solution/s Report be endorsed; 2. That Council adopt the Wheatbelt Aged Support and Care Solution/s Report.	✓	Letter sent to the Wheatbelt Development Commission 24/03/2014.
471-190314-19	12/13 Royalties for Regions - Country Local Government Fund Individual - Financial Assistance Agreement	CEO	That the Shire President and Chief Executive Officer be authorised to sign the 2012/2013 Royalties For Regions - Country Local Government Fund – Individual- Financial Assistance Agreement for the projects stated in the March Council Minutes 2014.	✓	Sent on 21/03/2014.
472-190314-20	Governance, Audit and Community Services Recommendations	CEO	That Council pass the following recommendations; 1. That the Policy Manual Review of Section 3, 4 and 5 lay on the table until Cr Hinkley returns to the next Governance, Audit and Community Services meeting held on 7 May 14. 2. That council adopts the Compliance Audit Return for the year 1 January 2013 to 31 December 2013 at its Ordinary Meeting of Council on 19 March 2014 and forwards the Compliance Audit Return to the Executive Director of the Department of Local Government by the due date 31 March 14. 3. That item 9.2 - Brookfield Rail Interface Agreement be taken to the April Ordinary Meeting of Council, allowing the CEO to provide further information on the matter after the meeting with Brookfield Rail being held on Tuesday 11 March 2014. 4. That the contract negotiations with the Manager of Works Mr Peter Vlahov and the final negotiations be delegated to the Chief Executive Officer and the Shire President.	✓	Audit Return sent on 21/03/2014.
473-190314-21	Lifestyle Retirement Recommendations	CEO	That an invite be extended to Rick Wilson Federal Member for O'Connor, after the delivery of the Federal budget, to discuss Lifestyle Retirement accommodation funding.	✓	Email sent on 24/03/2014.

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

○ = in progress    ✓ = completed    ✕ =superseded

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

## 10. Receipt of Reports & Consideration of Recommendations

Item 10.2.05 Community Resource Centre 2014/2015 Budget agenda item was brought forward to allow Amanda Heaney, member of the public and employee of the Community Resource Centre, to answer any questions in relation to the agenda item.

Governance, Audit and Community Services


## 10.2.05 – Community Resource Centre 2014/2015 Budget

**Submission To:** Ordinary Council  
**Location / Address:** Whole Shire  
**Name of Applicant:** Mark J Hook, Chief Executive Officer  
**File Reference:**  
**Author:** Mark J Hook, Chief Executive Officer  
**Disclosure of any Interest:** Nil  
**Date of Report:** 27 March 2014

**Enclosure / Attachment:** Nil

### Background:

Council has received the following letter of request from the Wickepin Community Resource Centre for the 2014/2015 Budget allocations.



**Wickepin  
Community Resource Centre**  
*Your local connection*  
 24 Wogolin Road, Wickepin WA 6370  
 P: 08 9888 1500 F: 08 9888 1588  
 E: wickepintc@westnet.com.au

Mr Mark Hook  
 Chief Executive Officer  
 Shire of Wickepin  
 PO Box 19  
 WICKEPIN WA 6370

SHIRE OF WICKEPIN™

DATE RECEIVED:	26 MAR 2014
FILE NO:	12082
TO:	MARK

Dear Mark

**Budget for 2014/2015**

Please consider the following items for inclusion in Council's 2014/2015 budget.

**Provision of Library Services**

The Wickepin Public Library has experienced an increase in patronage and membership in the last 12 months. We have recorded a higher turnover of stock with normal issues, returns and also requests from other libraries. We contribute this to being from new families moving to the Shire, constantly changing themed library windows, Story Time once a month in the library and the introduction of inviting Authors to come and speak at the library. Advertising will be placed in the Watershed News with information and lists on books available.

We will as always, provide high quality service to all patrons of the library and Community Resource Centre.

Providing library services and administration of the Wickepin Public Library including:

- Readers book requests (approx. 31 per month), including:
  - ✓ Searching SLOWA catalogue for the item
  - ✓ Ordering the item from other libraries through VDX (Virtual Document Exchange) system
  - ✓ Tracking of requests from other libraries on VDX
  - ✓ Tracking of items ordered through VDX
  - ✓ Receipt of the item
  - ✓ Acknowledging receipt of book from other library through VDX

- ✓ Contacting the Library member upon receipt of item
- ✓ Issuing item to user
- ✓ Receipt of item upon return
- ✓ Forwarding item back to issuing library

- Issue and return of library items
- Placing library items on shelves
- Assisting Library users to locate literature
- Assisting Library users to locate research materials
- Assisting Library users to find book reviews
- Regular sorting and cleaning of Library shelves
- Processing of book exchange every month
- Window displays regarding or involving library items
- Promoting the usage of the Library
- Regular articles in the Watershed News
- Issuing overdue notices and following up on overdue items
- Maintaining statistics for LISWA
- Maintaining & Training on VDX
- Better Beginnings – Family Literacy Program
- Provision of monthly Story Time for young library users
- Purchase of new books for Local Stock
- Sourcing Authors to visit the Library
- Sourcing software upgrades & training

The estimated annual cost involved in providing the library service is:

- 20 hours per week @ average CRC Wage \$21.00 + oncosts 15% x 50 weeks =  
\$ 24150.00
- Allowance for advertising fortnightly in the local paper, 20 editions @ \$24ea  
\$ 480.00
- Allowance for printing, internet, computer, telephone usage and laminating  
\$ 2500.00

- ✓ Plus Allocation for purchase of books to increase numbers and stock most recent books available. The money will be kept separate from the rest of the funding and be used to purchase desired titles when they are published. Due to exchanges from the State Library being decreased, this is leading to fewer new books coming into the Wickepin Library. We are requesting an increase of the amount allocated to purchase of new library books to help alliveiate this down sizing.  
  
\$ 1700.00
- ✓ Plus Regional Meetings and Regional Training Sessions  
\$ 750.00

**Total Library Funding sought: \$29580.00**

The Wickepin Community Resource Centre Inc. is a source of information and assistance to members of the Wickepin community. Unfortunately this information and assistance is often not a service for which a specific charge can be applied.

The Shire has supported the CRC since it commenced operations and the support received has been appreciated and highly valued as well as beneficial to both the CRC and the community.

Please find the following items for consideration for inclusion in Councils 2014/2015 budget.

Provision of Services and Information to the community

This includes:

- Running of workshops and events which often do not cover the costs but provide community members with access to information that is not otherwise available in Wickepin, for example Basic computer workshops and Youth Days.
- General information regarding grants and funding.
- Sought and assist in writing grants for community groups.
- Information regarding potential business ventures.
- Referrals to government and other agencies.
- Assistance with information regarding Health and Safety, insurance and employment issues.
- Job vacancies, job search information and career guidance.
- Centrelink information.
- Provision of forms including Seniors Card application, AEC enrolment forms, Medicare forms, etc.
- Providing assistance to individuals to complete forms.
- Access to the CSC when CSC coordinator is not available
- "Welcome to Wickepin Pack".
- Production of Community Telephone Book (including Business Directory).
- Better Beginnings – delivering packs to all 3 Shire schools for Kindy & Pre-Primary students.
- Room Hire for visiting professionals.
- Online community information – community sporting, art & craft and social groups.0

Contact Point for:

- ✓ Watershed News
  - Receiving advertisements and articles – faxes, emails and numerous telephone calls.
  - Providing of information to customers, such as cost and publication of the Watershed.
  - Taking payment for advertisements on behalf of the Watershed.
  - Provide computer assistance when needed.
- ✓ Albert Facey Homestead
- ✓ Coffee Stop
- ✓ ANZ Local Link
- ✓ ECU Exam Supervision
- ✓ Medicare
  - Providing assistance to customers to lodge their claims over the phone or by form.
- ✓ Visitor Information
  - Provision of Visitor Information.
  - Handling Visitor queries.
- ✓ Westlink
- ✓ Job Search Agencies
  - Skill Hire
  - Community First
  - Hotham Personnel
  - Directions – Workforce Development
- ✓ Child Car Restraint Access Point
  - We have two employees registered as 'Type 1' Child Car Restraint Fitters.

- ✓ St. John Ambulance
  - Contact point for the Wickepin sub-centre to collect names and details for people interested in attending First Aid Courses.
- ✓ Wickepin Youth Advisory Council (YAC)
  - In kind contributions, including printing, photocopying, computer use.
  - Internet use for YAC members volunteering time.
  - Window display area specifically for YAC use.

#### Community Support Centre

The Wickepin Community Support Centre (CSC), which is incorporated in the Wickepin Community Resource Centre Inc, fulfils a specific role in regards to volunteering. Volunteers are vital to the community and the CSC provides support and information to volunteers and volunteer organisations. All services offered by the CSC are aimed at helping to ease the pressure of our hardworking volunteers.

#### Services include:

- Enable individual volunteers to access information from one source regarding volunteer opportunities, support, training and resources.
- Offer a direct introduction to volunteer organisations needing volunteers, overcoming barriers such as self-confidence, communication difficulties or confusion as to what is available.
- Provide ongoing support to volunteer organisations that provide volunteering opportunities through the provision of support, volunteer referrals, information and training opportunities.
- General information regarding community grants and funding.
- Registration & Referral Service
- Free laptop computer use for volunteer organisations
- Hosting Volunteer Thank You Day
- Promoting Volunteering through National Volunteer Week
- Providing a venue for volunteer organisations to hold meetings and/or perform their volunteer duties if they do not have their own venue

The estimated general contribution requested for the above services is:

Salary subsidy \_\_\_\_\_ \$9500.00

#### Building Maintenance

- Building Maintenance as per our Lease.

The Wickepin CRC Staff and Management Committee would like to thank you for your support and assistance over the previous years and look forward to your continued support over the coming year.

Yours sincerely



CRC Coordinator

Amanda Heaney



Chairman

Tony Smith

21/03/2014  
2014

<u>Finance Summary</u>		Summary
<b>Library</b>		
Administration		\$24150.00
Advertising		\$ 480.00
Printing, telephone, internet & laminating		\$ 2500.00
Purchase of new library materials		\$ 1700.00
Regional Meetings and Regional Training sessions		\$ 750.00
<b>Total</b>	<b>(Approx.)</b>	<b>\$29580.00 (excl GST)</b>
<b>Contact Point and Provision of Services &amp; Information</b>		
Salary subsidy		\$9500.00
<b>Total</b>	<b>(Approx.)</b>	<b>\$9500.00(excl GST)</b>
<b>Total Requested</b>		<b>\$39080.00(excl GST)</b>

**Comment:**

The Shire of Wickepin has supported the Wickepin Community Resource Centre since its inception.

Council budgeted the following over the last two years:

	<b>Budget 2012/2013</b>	<b>ACTUALS</b>	<b>BUDGET</b>
	<b>OPERATING EXPENDITURE</b>	<b>30/06/2013</b>	<b>2012/2013</b>
<b>5122</b>	<b>Administration Allocated</b>	3,000.18	2,801
	Wages		1,492
	Admin		1,163
	Build		146
<b>5142</b>	<b>Other Expenses - Telecentre</b>	32,247.83	32,054
	Insurance		54
	Telecentre Operation Subsidy		7,000
	Operation of Library Service		25,000
	Building Mtce		
<b>5372</b>	<b>Telecentre</b>	7,846.68	8,208
<b>LTC1</b>	<b>Telecentre</b>		
	Labour		1,600
	Overheads		848
	Utilities		500
	Contracts/Consultants		2,180
	Insurance		2,830
	Materials		250
	<b>TOTAL</b>	<b>43,094.69</b>	<b>43,063</b>



	<b>Budget 2013/2014</b>	<b>ACTUALS</b>	<b>BUDGET</b>
	<b>OPERATING EXPENDITURE</b>	<b>26/03/2014</b>	<b>2013/2014</b>
<b>5122</b>	<b>Administration Allocated</b>	2010.96	2,951
	Wages		1,639
	Admin		1,137
	Build		175
<b>5142</b>	<b>Other Expenses - Telecentre</b>	33,190.10	
	Insurance		60
	Telecentre Operation Subsidy		7,000
	Operation of Library Service		25,800
	Building Mtce		300
<b>5372</b>	<b>Telecentre</b>		
<b>LTC1</b>	<b>Telecentre</b>	<b>10,972.71</b>	
	Labour		1,600
	Overheads		848
	Utilities		500
	Contracts/Consultants		2,700
	Insurance		2,972
	Materials		200
	<b>TOTAL</b>	<b>46,133.77</b>	<b>44,931</b>

	<b>Proposed Budget 2014/2015</b>		<b>BUDGET</b>
	<b>OPERATING EXPENDITURE</b>		
<b>5122</b>	<b>Administration Allocated</b>		2,951
	Wages		1,639
	Admin		1,137
	Build		175
<b>5142</b>	<b>Other Expenses - Telecentre</b>		
	Insurance		60
	Telecentre Operation Subsidy		9,500
	Operation of Library Service		29,580
	Building Mtce		
<b>5372</b>	<b>Telecentre</b>		
<b>LTC1</b>	<b>Telecentre</b>		
	Labour		1,600
	Overheads		848
	Utilities		500
	Contracts/Consultants		2,700
	Insurance		2,972
	Materials		
	<b>TOTAL</b>		<b>53,662</b>



In previous years Council has paid for the Cleaners and the Minor Maintenance for the Community Resource Centre Building but this is now covered in the newly signed lease agreements, which has the following clauses, so this should see a small decrease to Council in the 2014/2015 financial year.

#### 4.2 Maintenance, Repairs & Painting

*The Lessee is to keep and maintain the premises (other than capital items i.e. carpet, painting where there is an instance of general wear and tear) in the condition presented to the Lessee. The Lessee is to maintain every part of the Premises and all additions to the Premises and all lighting and electrical installations and all drainage and all other fixtures and fittings in good repair to a standard acceptable to the Lessor and Lessee.*

#### 4.3 Cleaning

*At the Lessee's own expense during the Term at all times to keep and maintain the Premises clean, drained, free from rubbish, refuse and disused material of any kind and in good and sanitary condition to a standard acceptable to the Lessor.*

The cleaning bill reimbursement is approximately \$1,600 per year and the minor building maintenance should be reduced approximately \$1,500. The total cost to Council for the Community Resource Centre to run the Library and subsidise the Salaries for the Community Centre as requested by the Wickepin Community Centre for 2014/2015 financial year is \$39,080. The total figure for 2013/2014 financial year was \$32,800 so the requested 2014/2015 budget figure is some \$6,280 more than 2013/2014 or 19% increase on 2013/2014.

The requested increase of 19% does appear to be a bit high as the current Perth CPI is 2.4% to the end of the March Quarter 2014.

The main increase appears to be in the salaries area as the Library salaries for 2013/2014 were \$21,528 and the requested 2014/2015 salary is \$24,150.

The Library Salary subsidy for 2013/2014 was \$7,000 but the requested 2014/2015 Salary Subsidy is \$9,500 some \$4,500 increase in salaries for the operation of the Library and Community Resource Centre.

The other major increases appear to be in the Allowance for printing, internet computer, telephone usage and laminating which has gone from 2013/2014 - \$1,500 to 2014/2015 - \$2,500 plus an additional \$480 for advertising giving a total of \$2,980 for 2014/15 an increase of \$1,480.

The allocation for purchase of books has gone from 2013/2014 \$1,500 to 2014/2015 \$1,700 and the cost for Regional Meetings has increased from 2013/2014 \$250 to 2014/2015 \$750.

So the total increases are:

	2013/2014	2014/2015	Total increase
Wages	\$21,528	\$24,150	\$2,622
Printing etc	\$1,500	\$2,500	\$1,000
Advertising	\$0	\$480	\$480
Purchase of Books	\$1,500	\$1,700	\$200
Regional Meetings	\$250	\$750	\$500
Salary Subsidy	\$7,000	\$9,500	\$2,500
<b>TOTAL</b>	<b>\$31,778</b>	<b>\$39,080</b>	<b>\$7,302</b>

Community Resource Centre's are not-for-profit organisations that are independently owned and operated by their local community.

The Wickepin CRC currently provides a great range of services to the local Wickepin Community and needs to be supported as in previous years.

**Statutory Environment:** *Local Government Act 1995*

- 6.2. *Local government to prepare annual budget*
- (4) *The annual budget is to incorporate —*
- (a) *particulars of the estimated expenditure proposed to be incurred by the local government;*

**Policy Implications:** No Policy found

**Financial Implications:** Not applicable.

**Strategic Implications:** Does not appear in Council Strategic Plan

**Summary:**

Council is being requested to support the Wickepin Community Resource Centre by providing the following monetary level of support for the 2014/2015 financial year:

	2014/2015
Wages	\$24,150
Printing etc	\$2,500
Advertising	\$480
Purchase of Books	\$1,700
Regional Meetings	\$750
Salary Subsidy	\$9,500
<b>TOTAL</b>	<b>\$39,080</b>

**Recommendation:**

That Council places the following items in the 2014/2015 budget allocation in the form of financial support to the Wickepin Community Resource Centre for the 2014/ 2015 financial year:

	2014/2015
Wages	\$24,150
Printing etc	\$2,500
Advertising	\$480
Purchase of Books	\$1,700
Regional Meetings	\$750
Salary Subsidy	\$9,500
<b>TOTAL</b>	<b>\$39,080</b>

**Voting Requirements:** Simple majority.

**Resolution No 160414-03****Moved Cr Russell / Seconded Cr Allan**

That Council places the following items in the 2014/2015 budget allocation in the form of financial support to the Wickepin Community Resource Centre for the 2014/ 2015 financial year:

	<b>2014/2015</b>
Wages	\$24,150
Printing etc	\$2,500
Advertising	\$480
Purchase of Books	\$1,700
Regional Meetings	\$750
Salary Subsidy	\$9,500
<b>TOTAL</b>	<b>\$39,080</b>

**Carried 8/0**

3.47pm – Amanda Heaney departed the Chambers.

3.50pm – MWS Peter Vlahov entered the Chambers.

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Infrastructure and Engineering Services

### 10.1.01 – Manager Works and Services Report

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Peter Vlahov, Manager Works & Services
<b>File Reference:</b>	2610
<b>Author:</b>	Peter Vlahov, Manager Works & Services
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	9 April 2014

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**Enclosure / Attachment:** Ongoing Maintenance List

**Background:**

Monthly report submitted from Manager of Works & Services, Mr Peter Vlahov.

**Comment:**

**Programmed Construction Works**

- Wickepin-Corrigin Road – This project has been completed.
- Wickepin-Pingelly Road – Culvert extension works have been completed. The last of the culverts has now been extended. Sub soil drain has been installed on last curve. This project will be completed by end of April.
- Wogolin South Road – Gravel sheeting is 90% completed.
- Pauley Road – Gravel sheeting has been completed. Culvert widening has been finished.
- Toolibin South Road – Gravel has been stockpiled.
- Wickepin- Harrismith Road – Clearing has commenced and gravel has been stockpiled. Asphalt has been ordered for widening of the seal.
- Lomos Road realignment and reconstruction has been completed.
- Cement stabilize failures on older section of Lomos South Road.
- Regional Waste Transfer Stations – All sites have been cleared and leveled. Existing waste has been buried. Fencing has been installed and concrete retaining wall construction is underway. The metal skip bins have also been manufactured and delivered to the Wickepin Shire Depot. Construction of the earth ramps will begin during April.
- Sub soil drainage has been installed along the eastern wall footings at the Community Resource Centre.
- Kerbing and backfill has been completed on Plover Street.
- 2013/14 Footpath construction program has been completed.

### **Maintenance Works**

- Remove the old bunkers. New bunkers have been manufactured by Westons of Narrogin and will be installed prior to the first Football game.
- Kerbing has been installed at the Yealering Cemetery and also at the intersection of Sewell Street adjacent to the shop.
- Dig a grave at the Wickepin Cemetery.
- Construct school bus turn around at Angwin Road.
- Grading various roads.
- Empty Yealering swimming pond.
- General maintenance.
- Various tree issues attended to.

### **Occupational Health and Safety**

Nominations have been sought for a Safety Rep.

### **Workshop**

- The Isuzu Tip Truck (WK 342) has had transmission problems. Major Motors have completed the repairs.
- General ongoing repairs and servicing.
- Councils new 20 ton side tipping trailer has been delivered.

### **Parks and Gardens**

- Mowing and slashing various.
- Construct new lawn and garden areas at the Yealering Caravan Park.
- Prepare Oval for Football and Hockey season.
- General ongoing maintenance.

**Statutory Environment:** Local Government Act 1995.

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

**Summary:** Not applicable.

#### **Recommendation:**

That council notes the report from the Manager of Works and Services dated 9 April 2014.

**Voting Requirements:** Simple majority

### **Resolution No 160414-04**

#### **Moved Cr Hinkley / Seconded Cr Easton**

That council notes the report from the Manager of Works and Services dated 9 April 2014.

#### **Carried 8/0**

*Manager of Works, Peter Vlahov, advised council of a problem with Council's CAT Grader. Grader may have a broken oil pick up and CAT Mechanic is working at it today.*

*4.02pm – MWS Peter Vlahov departed the Chambers.*

MWS Works Register							
	Date	Area	Action	Requested by	Complete Y/N	Date Complete	Notes
2013	10/04/2013	Wickepin	Check all smoke detectors in Yarling Court.	Allan Ramsay	✓	March	Checked during housing inspections.
	17/09/2013	Wickepin	Mrs Kirbys corner is pooling water.	Council	○		
	18/09/2013	Wickepin	Caravan Park – Drainage and blue metal around ablution block	Natalie Manton	○		
	18/09/2013	Yealering	Caravan Park – Replace plants along road.	Natalie Manton	✓	March	
	18/09/2013	Yealering	Caravan Park – Install swing.	Natalie Manton	○		
	18/09/2013	Yealering	Caravan Park – Paving and tidy up around ablution block/clothes line.	Natalie Manton	✓	March	
	4/11/2013	Yealering	CBH Corrigin – Receival point sign.	Natalie Manton	✓	March	Signs are there.
	13/11/2013	Wickepin	Shrubs around picnic area are overgrown – need attention.	Townscape	✓	Feb 2014	
January	20/01/2014	Wickepin	Powerpoint fitting in Clinton Hemley's rental.	Clinton Hemley	○		Electrician to do.
	15/01/2014	Wickepin	Facey Group – Take cabinet to the dump.	Bronwyn Dew	✓	January 14	
	15/01/2014	Wickepin	Facey Group – Toilets need seeing to.	Bronwyn Dew	✓	Feb 2014	
	29/01/2014	Yealering	Cemetery – Tree needs removing due to white ants.	Natalie Manton	✓	14/02/2014	
	29/01/2013	Yealering	Cemetery – Retic needs checking and plants need attention.	Natalie Manton	✓	January 14	
February	04/02/2014	Wickepin	Please cut down tree on 48 Dumbleyung Road.	Graem Bushby	✓	Feb 2014	
	04/02/2014	Wickepin	Spray Cowthorp on vacant land in Wickepin.	Luci Satori	✓	Feb 2014	
	05/02/2014	Wickepin	63 Wogolin Road – Sewerage issue – high pressure hose needed.	Daphne Tetlow	✓	7/02/2014	Plumber has fixed problem.
	05/02/2014	Wickepin	Fire alarms needed in CRC building.	CRC	✓	12/02/2014	A. Ramsay advised fire alarms not needed.
	05/02/2014	Wickepin	Weeds need removing and door needs fixing.	CRC	✓	March	
	10/02/2014	Wickepin	Stop sign down at the Harrismith rail crossing.	Albany Police	✓	Feb 2014	Main Roads have been notified.
	11/02/2014	Wickepin	Replace football post.	WFC	✓	March 2014	
	14/02/2014	Yealering	Raking around Congreve Street needs re-raking.	Wayne Rushton	✓	Feb 2014	
	17/02/2014	Wickepin	Repair flyscreens at Unit 2 Cottage Homes.	Doug Gardener	✓	March	
	18/02/2014	Wickepin	Clean Netball Courts.	Steffie Green	✓	Feb 2014	
	19/02/2014	Yealering	Lake toilets – bowl needs tightening.	Council	✓	12/13/14	
	19/02/2014	Yealering	Caravan Park – Hand basin is leaking.	Council	✓	12/13/14	
	19/02/2014	Yealering	Caravan Park – Door lock is broken.	Council	✓	12/13/14	
	20/02/2014	Wickepin	Swimming Pool – General clean and tidy up.	Rate payer	✓	Feb 2014	
	25/02/2014	Wickepin	Community Centre – Mezzanine – White board needs fixing.	Lou Leeson	✓	27/02/2014	Tightened screws.
March	04/03/2014	Wickepin	Cleaning netball courts for netball season.	Anika Mullan	✓	March 2014	Netball courts are being cleaned weekly.
	05/03/2014	Wickepin	Pot holes forming in Richter Street.	Tech Services	○		
	05/03/2014	Wickepin	Patchwork on Dumbleyung Road Corner is needed.	Tech Services			
	06/03/2014	Wickepin	Russell Road sign needs replacing.	Tech Services	○		
	12/03/2014	Yealering	Sprinkler head has come off in Honeyman Park.	Peter Stribling	✓	13/03/14	Done – also done retic repairs at Town Hall.
	12/03/14	Wickepin	Grade 84 Gate Road.	Mark Graham	○		
	14/03/14	Wickepin	Campbell St – Harry Reads house – trees and rubble outside house.	Ruth Bailey	✓	09/04/2014	Done.
	17/03/14	Wickepin	Yarling Court- Unit 2 - Handle on door in laundry is loose.	Inspections	○		
17/03/14	Wickepin	Yarling Court- Unit 2 - Railing in bathroom needs screwing onto wall.	Inspections	○			

	17/03/14	Wickepin	Cottage Homes – Amy Read - Lower clothes line.	Inspections	○		
	17/03/14	Wickepin	Cottage Homes Car Port – Amy Read - Shade cloth on side of car port.	Inspections	○		
	17/03/14	Wickepin	13B Collins St - Outside light in car port doesn't work.	Inspections	○		
	17/03/14	Wickepin	Cottage Homes - Unit 3 - Renew kitchen curtain.	Inspections	○		Ring carpet Court.
	17/03/14	Wickepin	10 Smith St - Shire gardener to pull dead plants out.	Inspections	○		
	17/03/14	Wickepin	10 Smith St - Retic resets itself when there is a power cut, needs fixing.	Inspections	○		
	31/03/14	Wickepin	Unit 2 Cottage Homes – Pump sound every morning waking tenant.	P. Gardener	✓	01/04/2014	Retic has been reset.
April	09/04/2014	Harrismith	Cemetery – Meet with Ross Easton to discuss his ideas on this.	Leah Pearson	○		
	09/04/2014	Harrismith	Drainage Problems – Meet with Ross Easton to discuss.	Leah Pearson	○		
	09/04/2014	Tincurrin	Entry Sign Placement – Meet with Ross Easton.	Leah Pearson	○		
	09/04/2014	Harrismith	Walk trail needs maintenance on it (tidy up etc).	Leah Pearson	○		
	09/04/2014	Harrismith	Green Harrismith Road sign is no longer reflective, order new one.	Leah Pearson	○		
	09/04/2014	Yealering	Trees on main street have lost bark, needs a tidy up.	Kevin Coxon	○		
	09/04/2014	Yealering	Dead trees at cemetery need replacing.	Kevin Coxon	○		

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Governance, Audit and Community Services

## 10.2.01 – Financial Report

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Kerry Fisher - Finance Officer
<b>File Reference:</b>	
<b>Author:</b>	Kerry Fisher - Finance Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	9 April 2014

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**Enclosure / Attachment:** Listed below & attached (monthly report).

**Background:** In accordance with Section 6.4(2) of the Local Government Act 1995 and Regulation 35 of the Local Government (Financial Management) Regulations 1996, attached are the monthly/triannual financial reports.

1. Operating Statement by Function and Activity
2. Bank Balances and Investments
3. Outstanding Debtors

**Comment:** Council is required to prepare the Statement of Financial Activity as per Local Government (FM) Reg. 36, but can resolve to have supplementary information included as required.

**Statutory Environment:** Section 6.4(2) of the Local Government Act 1995

Local Government (Financial Management) Regulations 1996

34. Financial reports to be prepared s. 6.4

- (1) A local government is to prepare each month a statement of financial activity reporting on the sources and applications of funds, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail -
  - (a) Annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1) (b) or (c);
  - (b) Budget estimates to the end of the month to which the statement relates;
  - (c) Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;
  - (d) Material variances between the comparable amounts referred to in paragraphs (b) and (c); and
  - (e) The net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing -
  - (a) An explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;
  - (b) An explanation of each of the material variances referred to in sub regulation (1) (d); and
  - (c) Such other supporting information as is considered relevant by the



local government.

- (3) The information in a statement of financial activity may be shown -
  - (a) According to nature and type classification;
  - (b) By program; or
  - (c) By business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), is to be -
  - (a) Presented to the council -
    - (i) At the next ordinary meeting of the council following the end of the month to which the statement relates; or
    - (ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and
  - (b) Recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.

**Policy Implications:** Not applicable

**Financial Implications:** Not applicable

**Strategic Implications:** Not applicable

**Recommendation:** That the financial statements tabled for the period ending 31 March 2014 as presented be received.

**Voting Requirements:** Simple majority

### **Resolution No 160414-05**

**Moved Cr Lang / Seconded Cr Allan**

That the financial statements tabled for the period ending 31 March 2014 as presented be received.

**Carried 8/0**

## Bank Balances

As at 31/3/2014

	<b>Bank Statement</b>	<b>Adjusted</b>
Municipal Fund	1,633,393.45	1,631,015.86
Petty Cash	500.00	500.00
Reserves	797,093.54	797,093.54
<b>Total</b>	<b>2,430,986.99</b>	<b>2,428,609.40</b>
Trust Fund	58,400.31	58,400.31
Transport Account	3,827.65	0.00

## Debtors

Rates as at 31/3/2014

Account 7461	Rates	55,700.39
Account 6051	Sewerage	4,916.60
Account 7451	Excess Receipts	-2,103.35
Account 7441	Pensioners Rebates	2,806.34
Account 7481	Domestic Rubbish	2,225.68
Account 7491	Commercial Rubbish	0
Account 7201	Refuse Site Levy	1,000.61

**Sundry Debtors as at 31/3/2014**

Current	761.71
1 Month	629.35
2 Months	617.9
3 Months	956.59
<b>Total</b>	<b>2,965.55</b>

Governance, Audit and Community Services

## 10.2.02 – List of Accounts

**Submission To:** Ordinary Council  
**Location / Address:** Whole Shire  
**Name of Applicant:** Kerry Fisher - Finance Officer  
**File Reference:**  
**Author:** Kerry Fisher - Finance Officer  
**Disclosure of any Interest:** Nil  
**Date of Report:** 9 April 2014

**Enclosure / Attachment:** List of Accounts

**Background:** Please find following the List of Accounts remitted during the period from 1 March 2014 – 31 March 2014

	<u>Vouchers</u>	<u>Amounts</u>
<b>Municipal Account</b>		
Cheques	14893-14917	208,859.22
EFTPOS	4375-4447	331,868.57
Other Transfers	Payroll March 2014	71,439.00
<b>Trust Account</b>		
Cheques	1228	50.00
<b>TOTAL</b>		<b><u>\$612,216.79</u></b>

Financial Management Regulation 13 (4) also requires that a listing of all other outstanding accounts be presented to Council at the meeting. This information will be provided on the day of the meeting for inclusion in the recommendation.

### **Certificate of Chief Executive Officer:**

The schedule of accounts, covering vouchers as listed above, 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.

**Comment:** If there are any questions in relation to the listing of accounts, please forward a request by fax to me so that detailed answers to queries can be obtained for presentation at council meeting.

**Statutory Environment:** Local Government (Financial Management) Regulations 1996 – Regulations 13 (2), (3) & (4)

**Policy Implications:** Policy F3.7 - Cheque Issue

**Financial Implications:** Not applicable

**Strategic Implications:** Not applicable

**Recommendation:** That Council acknowledges that payments totaling \$612,216.79 has been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

**Voting Requirements:** Simple majority

### **Resolution No 160414-06**

#### **Moved Cr Russell / Seconded Cr Easton**

That Council acknowledges that payments totaling \$612,216.79 has been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

**Carried 8/0**

SHIRE OF WICKEPIN  
CHEQUE LISTING  
1/3/2014 TO 31/3/2014

Chq/EFT	Date	Name	Description	Muni	Trust
1228	17/03/2014	THOMAS PETER WILLIAMSON	REFUND KEY BOND - CARPET BOWLS		50.00
EFT4375	04/03/2014	APOLLO FABRICATIONS	24 BULK BINS	43,560.00	
EFT4376	04/03/2014	COALCLIFF PLANT HIRE	2 DAYS WATER CART HIRE	990.00	
EFT4377	04/03/2014	DONGARA EARTHMOVERS	HIRE OF ROADTRAIN & SIDETIPPERS	11,154.00	
EFT4378	04/03/2014	AC & EJ FULLFORD & CO	EQUIPMENT HIRE	12,562.00	
EFT4379	04/03/2014	JR & A HERSEY	PAINT, FLAGS & GUIDE POSTS	1,195.76	
EFT4380	04/03/2014	MURRAY RIVER HAULAGE	GRADER HIRE	16,500.00	
EFT4381	04/03/2014	LR SIMS & CO	CLAIM #1 80% TENDER FOR CULVERT WORK	63,570.40	
EFT4382	04/03/2014	ANZ BANK	FUEL AT NEERABUP	261.93	
EFT4383	13/03/2014	AUSTRALIA POST	POSTAGE CHARGES FEBRUARY 2014	231.35	
EFT4384	13/03/2014	AIR RESPONSE	CAPACITATOR FOR AIR CON	64.97	
EFT4385	13/03/2014	YVONNE BOWEY CONSULTING	DEC & JAN FINANCIALS & CHANGES TO ANNUALS	1,080.00	
EFT4386	13/03/2014	BEST OFFICE SYSTEMS	COPIER UNITS COLOUR	2,111.15	
EFT4387	13/03/2014	COUNTRY PAINT SUPPLIES	PAINT & PAINT EQUIP	187.61	
EFT4388	13/03/2014	COVS PARTS PTY LTD	FLOOR MATS	50.97	
EFT4389	13/03/2014	STAPLES / CORPORATE EXPRESS	STATIONERY ORDER	133.94	
EFT4390	13/03/2014	COALCLIFF PLANT HIRE	HIRE WATER CART	2,970.00	
EFT4391	13/03/2014	KELLY COCHRANE	CLEANING AT HALL & TOILETS	200.00	
EFT4392	13/03/2014	DEWS EXCAVATIONS	3 LOADS OF WHITE SAND	660.00	
EFT4393	13/03/2014	DONGARA EARTHMOVERS	SIDE TIPPER HIRE	500.50	
EFT4394	13/03/2014	EWEN RURAL SUPPLIES	PAINT & LINE MARKER	2,705.30	
EFT4395	13/03/2014	FESA - ESL	2013/14 ESL QTR 3	9,414.00	
EFT4396	13/03/2014	GREAT SOUTHERN FUEL SUPPLIES	FUEL FEB 14	27,223.26	
EFT4397	13/03/2014	PH & KE GOW LICENSED SURVEYORS	SURVEY WORK FOR LOMOS ROAD	5,337.20	
EFT4398	13/03/2014	HANSON CONSTRUCTION MATERIALS	5M SLURRY FOR CULVERT	1,518.00	
EFT4399	13/03/2014	KENWICK AUTO ELECTRICS	REPAIRS TO MOBILE TRAFFIC LIGHTS	1,793.00	
EFT4400	13/03/2014	MARKET CREATIONS	SHIRE BROCHURE ARTWORK REMAINING 50%	1,430.00	
EFT4401	13/03/2014	MURRAY HOTEL	ACCOMM L PEARSON TRANSPORT TRAINING	942.00	
EFT4402	13/03/2014	MURRAY RIVER HAULAGE	GRADER HIRE	9,570.00	
EFT4403	13/03/2014	NARROGIN CHAMBER OF COMMERCE	2014-2015 ANNUAL MEMBERSHIP	121.00	
EFT4404	13/03/2014	NARROGIN HARDWARE MAKIT	BRASS FITTINGS HALLIDAY ROAD STANDPIPE	82.95	
EFT4405	13/03/2014	NARROGIN AUTO ELECTRICS	BATTERY	270.00	
EFT4406	13/03/2014	ONSITE RENTAL GROUP OPERATIONS PTY LTD	ROLLER HIRE	10,327.24	
EFT4407	13/03/2014	WAGIN PLUMBING	CLEAR BLOCKED SEWER DRAINS	451.00	
EFT4408	13/03/2014	MAUREEN PREEDY	CLEANING HALL & TOILETS	275.00	
EFT4409	13/03/2014	RSA WORKS	LOMOS ROAD PROJECT	12,650.00	
EFT4410	13/03/2014	LR SIMS & CO	RECONSTRUCT CREEK LINE YEALERING	2,420.00	

SHIRE OF WICKEPIN  
CHEQUE LISTING  
1/3/2014 TO 31/3/2014

Chq/EFT	Date	Name	Description	Muni	Trust
EFT4411	13/03/2014	TELSTRA	TELSTRA CHARGES USAGE TO 13 FEB 14	1,799.20	
EFT4412	13/03/2014	TELFORD INDUSTRIES	CHEMICALS	422.40	
EFT4413	13/03/2014	TC WILLIAMSON & CO	SIDE TIPPER HIRE	32,246.50	
EFT4414	13/03/2014	WICKEPIN NEWSAGENCY	FOOD, SANDWICHES, FRUIT PLATTER	142.30	
EFT4415	20/03/2014	STAPLES / CORPORATE EXPRESS	PENS	14.31	
EFT4416	20/03/2014	LIBBY HEFFERNAN	3 HOURS CLEANING AT HOMESTEAD 13/03/14	60.00	
EFT4417	20/03/2014	KEL'S TYRES	4 TYRES	5,084.20	
EFT4418	20/03/2014	METROCOUNT	ITEMS FOR METRO COUNT SYSTEM	466.40	
EFT4419	20/03/2014	SHIRE OF NARROGIN	RTG - LONG TERM FINANCIAL PLAN CONTRIBUTION	19,345.06	
EFT4420	20/03/2014	THE DAN TURNER FAMILY TRUST	INSPECT HOUSE & PREPARE REPORT	500.00	
EFT4421	20/03/2014	TC WILLIAMSON & CO	HIRE OF WATER TANK & TRAILER	4,180.00	
EFT4422	20/03/2014	WICKEPIN HOTEL	1 CARTON BEER	47.00	
EFT4423	20/03/2014	WA LOCAL GOVT ASSOCIATION	MEMBERS TRAINING - W ASTBURY	214.50	
EFT4424	20/03/2014	AUSTRALIAN TAXATION OFFICE	FBT ACCOUNT CR	79.36	
EFT4425	20/03/2014	STAR TRACK EXPRESS	FREIGHT ON STAPLES ORDER 6/3/14 & 11/3/14	55.68	
EFT4426	20/03/2014	TELSTRA	MOBILE REPAYMENT OPTION	72.29	
EFT4427	20/03/2014	SYNERGY	STREETLIGHTS ELECTRICITY 25/1/14 TO 24/2/14	3,930.35	
EFT4428	24/03/2014	ANZ SUPER - ALLAN HEMLEY	SUPERANNUATION CONTRIBUTIONS	298.68	
EFT4429	24/03/2014	ING CUSTODIANS PTY LTD	SUPERANNUATION CONTRIBUTIONS	325.08	
EFT4430	24/03/2014	RAMSAY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	186.14	
EFT4431	24/03/2014	WESTERN AUSTRALIAN TREASURY CORP	LOAN 100 PAYMENT	2,132.25	
EFT4432	26/03/2014	YEALERING AGPARTS & REPAIRS	3 BATTERIES	1,195.45	
EFT4433	26/03/2014	COVS PARTS PTY LTD	SPOTLIGHTS WORK LIGHTS & UNI BAR	1,129.22	
EFT4434	26/03/2014	COALCLIFF PLANT HIRE	WATER CART HIRE	3,927.00	
EFT4435	26/03/2014	CHRISTINE HILL FOOD	MORNING TEA & LUNCH FOR MEETING 4/3/14	440.00	
EFT4436	26/03/2014	GREENWAY ENTERPRISES	BAHCO KNIFE FOR GARDENER	79.38	
EFT4437	26/03/2014	GEOFF PERKINS FARM MACHINERY CENTRE	MOWER BLADE KIT	96.74	
EFT4438	26/03/2014	GANGELLS AGSOLUTIONS	2 X CAMLOCK FITTINGS	66.99	
EFT4439	26/03/2014	XYLEM WATER SOLUTIONS AUSTRALIA	NEW FLOATS AND REPAIR INCL CALLOUT CHARGES	2,566.08	
EFT4440	26/03/2014	NARROGIN CARPETS & CURTAINS	SUPPLY & INSTALL ROLLER BLIND	280.50	
EFT4441	26/03/2014	NET REGISTRY	DOMAIN RENEWAL WICKEPIN.WA.GOV.AU	47.85	
EFT4442	26/03/2014	RYLAN PTY LTD	KERBING & KERB REPAIRS	3,912.70	
EFT4443	26/03/2014	LIONEL ANTHONY RIGBY	COM TO 28FEB14 LESS CALLS & PREVIOUS PAID	365.61	
EFT4444	26/03/2014	RUSTED SOLUTIONS (QLD) PTY LTD	STAINLESS CLEANER & POLISH & POSTAGE	279.00	
EFT4445	26/03/2014	SHIRE OF KULIN	HIRE OF TRAFFIC LIGHTS	800.00	
EFT4446	26/03/2014	TELFORD INDUSTRIES	12 DRUMS HYDROCHLORIC ACID	376.20	
EFT4447	26/03/2014	WA LOCAL GOVT ASSOCIATION	NARROGIN OBSERVER AD FOR CHEMICAL SHED	189.62	

SHIRE OF WICKEPIN  
 CHEQUE LISTING  
 1/3/2014 TO 31/3/2014

Chq/EFT	Date	Name	Description	Muni	Trust
14893	04/03/2014	TOLL IPEC	FREIGHT ON CRC LIBRARY CHARGES	59.96	
14894	13/03/2014	THE AMAROO TRUST	SAND FOR SAND PIT	704.00	
14895	13/03/2014	BEC DANILOVIC @ WICKEPIN GARDEN CENTRE	VARIOUS PLANTS & SUNDRIES	582.00	
14896	13/03/2014	GREAT SOUTHERN WASTE DISPOSAL	RECYCLING COLLECTION	4,745.04	
14897	13/03/2014	NORTH STAR TRANSPORT	FREIGHT ON BAILEY'S INVOICE	96.19	
14898	13/03/2014	PCS	COMPUTER SUPPORT 13/01/14 TO 20/02/14	935.00	
14899	13/03/2014	TOLL IPEC	FREIGHT ON WATER SAMPLES	9.72	
14900	13/03/2014	WICKEPIN POST OFFICE	POST BOX RENTAL #135	68.00	
14901	18/03/2014	SHIRE OF WANDERING	2011/12 CLGF GRANT - WANDERING WASTE SITE	172,795.00	
14902	20/03/2014	AUSSIE STOCKYARDS	ERECT FENCE AND GATE	10,245.00	
14903	20/03/2014	GRAHME FUCHSBICHLER	POTHOLE DAMAGE TO MR FUCHSBICHLER'S TYRE	150.00	
14904	20/03/2014	PCS	SUPPORT 25/2/14 TO 28/2/14	340.00	
14905	20/03/2014	STATE LAW PUBLISHER	GOVT GAZETTE AD - APPOINT AUTHORISED OFFICERS	149.60	
14906	20/03/2014	WATER CORPORATION	WATER SERVICE CHARGES 1/3/14 TO 30/4/14	34.38	
14907	24/03/2014	AUSTRALIAN SUPER	SUPERANNUATION CONTRIBUTIONS	351.23	
14908	24/03/2014	IOOF LIFETRACK - AMANDA LOUISE BULLOCK	SUPERANNUATION CONTRIBUTIONS	264.14	
14909	24/03/2014	MTAA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	320.84	
14910	24/03/2014	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	320.60	
14911	24/03/2014	WA LOCAL GOVERNMENT SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	7,624.09	
14912	26/03/2014	A & A CORASANITI	LABOUR & REPAIR BRICK PAVING	1,162.04	
14913	26/03/2014	BEC DANILOVIC @ WICKEPIN GARDEN CENTRE	ASST NATIVES, TOOLS, COMPOST & 100 TREE STAKES	402.80	
14914	26/03/2014	MELCHIORRE PLUMBING AND GAS	MATERIAL, LABOUR, REPAIRS - CRC INCL EXCAVATOR	7,419.30	
14915	26/03/2014	TOLL IPEC	FREIGHT - DYNAMIC PRINT	45.91	
14916	26/03/2014	WATER CORPORATION	WATER SERVICE CHARGES	34.38	
<b>TOTALS</b>				<b>540,727.79</b>	<b>50.00</b>

Governance, Audit and Community Services

## 10.2.03 - EHO/Building Surveyor's Report

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Allan Ramsay, EHO/Building Surveyor
<b>File Reference:</b>	2203
<b>Author:</b>	Allan Ramsay, EHO/Building Surveyor
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	10 April 2014

**Enclosure / Attachment:** Nil

**Background:** Monthly report submitted by EHO/Building Surveyor, Mr. Allan Ramsay.

### Building Licenses:

There was one (1) building application(s) approved and license issued for the month of March 2014.

Listed below is a summarised breakdown of the application and proposed structure:

License No	Name & Address of Owner	Registered Builder (RB) or Owner Builder (OB)	Structure	Situation of Building Lot or Street No & Town
5/13-14	Tim Cowcher	Tim Cowcher	1000m2 Shed	18 Central Avenue, Wickepin WA 6370

**Implications:** Not applicable

**Financial Implications:** Not applicable

**Strategic Implications:** Not applicable

**Enabling Legislation:** Shire of Wickepin Local Town Planning Scheme No. 4.

**Council Policy:** Nil

### Recommendation:

That council notes the report from the EHO/Building Surveyor dated 10 April 2014.

### Resolution No 160414-07

#### Moved Cr Lansdell / Seconded Cr Lang

That council notes the report from the EHO/Building Surveyor dated 10 April 2014.

Carried 8/0



4.15pm – CDO Natalie Manton entered the Chambers.

Governance and Community Service

## 10.2.04 – Community Development Officer's Report

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Natalie Manton, Community Development Officer
<b>File Reference:</b>	
<b>Author:</b>	Natalie Manton, Community Development Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	8 April 2014

<p><b>Arts and Cultural</b></p>	<p><b>Dryandra Country Art, Food and Wine Event</b></p> <ul style="list-style-type: none"> <li>• Promote Dryandra Country Art, Food and Wine event.</li> <li>• Liaised with stall holders, local businesses, Helen Warrilow and Christine Hill.</li> <li>• Forwarded information and posters to local businesses.</li> <li>• Commenced event management plan.</li> </ul> <p><b>Embrace Our Roots Sculpture Project</b></p> <ul style="list-style-type: none"> <li>• Submitted signed letters of support to CANWA for sculpture project.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Follow up on installation of art track at Wickepin Community Centre and hanging of artwork.</li> <li>• Ordered new Facemap Artwork.</li> </ul>
<p><b>Community Development</b></p>	<p><b>Townscape</b></p> <ul style="list-style-type: none"> <li>• Provided report to Townscape meeting.</li> <li>• Requested townscape members to submit budget requests for 2014/15 budget.</li> <li>• Contacted Men's Shed regarding machinery display and quotes for roof structure.</li> </ul> <p><b>CRC Building Report</b></p> <ul style="list-style-type: none"> <li>• Circulated draft report to CRC staff and management committee and requested additional information.</li> <li>• Contacted CRC for contribution to concept plan.</li> <li>• Contacted architects regarding concept plans.</li> </ul> <p><b>CLGF 12/13 Projects</b></p> <ul style="list-style-type: none"> <li>• Arranged payment of invoice to Yealering Progress Association for Golden Memorial Park upgrade.</li> </ul> <p><b>Shire of Wickepin Halls Report</b></p> <ul style="list-style-type: none"> <li>• Commenced Wickepin Halls report and planned community consultation.</li> </ul> <p><b>Wickepin Cemetery</b></p> <ul style="list-style-type: none"> <li>• Meeting with Sara Hills regarding cemetery concept plan.</li> </ul> <p><b>Shire Office Gardens</b></p> <ul style="list-style-type: none"> <li>• Meeting to further develop concept plan for shire office gardens.</li> </ul> <p><b>Community Archive</b></p> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Provided notes for Watershed, shire newsletter, Facebook page and website.</li> <li>• Responded to queries from CDO Network.</li> <li>• Sent cemeteries guide and process maps to CDO network.</li> <li>• Provided information and application forms to community members for Shire of</li> </ul>

	Wickepin Community Grants.
<b>Community Safety and Crime</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Economic Development</b>	<b>Living Lakes Project</b> <ul style="list-style-type: none"> <li>• Provided information on land ownership to contactor for Stage 2 of Living Lakes soil testing.</li> </ul>
<b>Tourism, Marketing and Promotion</b>	<ul style="list-style-type: none"> <li>• Contacted Gen Whisson from Shire of Kulin regarding workshop to consider marketing opportunities for Wickepin.</li> <li>• Obtained quote for e-newsletter.</li> <li>• Forwarded website comment on tourism potential of tractor display to owner.</li> </ul>
<b>Sport and Recreation</b>	<b>Kidsport</b> <ul style="list-style-type: none"> <li>• Processed Kidsport vouchers.</li> <li>• Forwarded Kidsport information to all sporting clubs.</li> <li>• Reminded clubs to complete registrations.</li> <li>• Followed up payment of vouchers with Town of Narrogin.</li> <li>• Attended Kidsport Wheatbelt hub meeting in Narrogin.</li> </ul> <b>Walk trails</b> <ul style="list-style-type: none"> <li>• Requested historical photos from community and forwarded to consultants.</li> <li>• Met with TPG to discuss walk trail plan.</li> </ul> <b>Other</b> <ul style="list-style-type: none"> <li>• Participated in Dept Sport and Rec survey</li> </ul>
<b>Special Needs Groups inc; Youth, Disabled and Older People.</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Heritage</b>	<b>War Memorial Upgrade Old Railway Station</b> <ul style="list-style-type: none"> <li>• Obtained quote for revision of Municipal Heritage Inventory.</li> </ul>
<b>Governance Other</b>	<ul style="list-style-type: none"> <li>• Follow up on revised valuations.</li> <li>• Assisted with office administration including fees and charges, filing, cemeteries and provided background information.</li> <li>• Attended Cemeteries and Crematoria Association of WA annual seminar and dinner.</li> <li>• Accepted Peter McLean award.</li> <li>• Attended Aspiring Leaders and Mentor's Conference in Margaret River on 3<sup>rd</sup> to 4<sup>th</sup> April 2014.</li> </ul>

I was fortunate to attend the Aspiring Leaders and Mentors Conference in Margaret River on 3<sup>rd</sup> and 4<sup>th</sup> April and attended interesting sessions including:

- Personal Success Plan Workshop
- The Performance Development Process
- Leadership styles
- Challenges and Choices, Career Decisions— how to establish, plan and execute your career pathway
- Psychological First Aid—Practical skills in stressful situations
- Speed Mentoring—opportunity to ask questions of CEO's
- Resistance is Futile...adapting to change the easy way

I met several new people from large and small local governments at the various networking opportunities as well as the conference dinner.

### Funding Applications Status Report

Project Name	Funding Organisation	Amount Requested exc Gst	Status
Walk trails plan	Lotterywest	\$11,960	approved
ANZAC Centenary Grant	Dept Veteran's Affairs	\$24,374	Pending Council contribution cash \$10,000 Council contribution in kind \$2,816
Restoration of Old Railway Station building	Lotterywest	\$56,350	Pending - approval delayed until August 2014. Council contribution \$20,000 to be allocated from 2014/15 budget.
Embrace Our Roots	Community Arts Network WA	\$9,350	Council contribution cash \$5,000. Included in 2013/14 budget Council contribution in-kind \$3,900

**Statutory Environment:** Local Government Act 1995.

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

#### **Strategic Implications:**

**(1) To Develop and Maintain Quality Services and Infrastructure:**

A sustainable and extensive transport system that allows for efficient travel within the local government and to other rural and metropolitan areas.

**(2) To Ensure the Protection and Improvement of the Environment:**

A protected and enhanced environment that is aesthetically beautiful and provides benefits for generations to come.

**(3) To Promote the Development of a Viable and Diversified Local Economy:**

A strong, diversified economic and industrial base that provides new and varied employment opportunities for all age groups.

**(4) To Provide and Encourage the use of a Variety of Recreational, Educational and Cultural Facilities:**

A healthy, strong and connected community that is actively engaged and involved.

**(5) To Provide Efficient, Effective and Accountable Governance:**

Availability of council services, personal development opportunities and adequate resident and staff accommodation to attract and retain quality resources.

**(6) To Promote the Shire as a Focal Point in the Development of the Greater Region:**

A council actively involved in promoting regional facilities and activities to its community and neighbouring regions.

**Recommendation:**

That council notes the report from the Community Development Officer dated 8 April 2014.

**Voting Requirements:** Simple majority.

**Resolution No 160414-08****Moved Cr Easton / Seconded Cr Allan**

That council notes the report from the Community Development Officer dated 8 April 2014.

**Carried 8/0**

*4.28pm- CDO Natalie Manton departed the Chambers.*

Governance, Audit and Community Services

**10.2.06 – Shire of Wickepin - Photocopier Replacement**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Mark J Hook, Chief Executive Officer
<b>File Reference:</b>	
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	31 March 2014

**Enclosure / Attachment:** Nil**Background:**

The Shire of Wickepin's existing photocopier service contract expires on 24 August 2014 with Best Office Systems.

Council purchased the current Ricoh Aficio MPC5000 outright and is currently paying the following cost under the current agreement; black @ \$0.016 per copy and Colour @ \$0.224 per copy.

<u>Total Current Costs</u> (all exclusive of GST)			
Ricoh Aficio MPC5000 – avg.	black prints /month	6500 @ \$0.016	\$ 104.00
	Colour prints/ month	8050 @ \$0.224	\$1,803.20
Plus capital (\$12,073 ÷ 54 months)			<u>\$ 223.50</u>
	<b>Total:</b>		<b>\$2,130.70 p/month</b>

The actual cost at the end of March 2014 are around \$12,560.96 divided by 7 months actual = \$1,794.23 per month plus \$232.00 capital cost = \$2,026.23 per month.

Photo Copier Costs	2013/2014	
Colour	25 July 2013	1,660.67
Black	25 July 2013	118.85
COLOUR COPY UNIT	26 AUG 2013	3240.68
BLACK COPY UNIT	26 AUG 2013	133.69
UNITS USED - COLOUR	23 SEP 2013	1326.48
UNITS USED - BLACK	23 SEP 2013	111.55
COPIER CHARGES	25 OCT 2013	1886.91
PHOTO COPIER	26 NOV 2013	1162.24
COPIER UNITS BLACK & COLOUR	17 DEC 2013	1000.66
COPIER UNITS COLOUR	24 FEB 2014	1834.61
COPIER UNITS BLACK	24 FEB 2014	84.62

**Comment:**

With Council's copier agreement expiring on 24 August 2014, Council needs to consider replacing the machine or taking out a new agreement with Best Office Systems for the existing or new agreement for a new machine in August 2014.

With the agreement running out on 24 August 2014, the Chief Executive Officer requested a quote for next year's budget to replace the existing Ricoh machine with a new agreement for the replacement machine.

Council received the following quotes under a lease agreement instead of an outright purchase to replace the existing Ricoh Aficio MPC500:

Total Proposed Costs

Konica Minolta C554e	
Average black prints /month - 6500 @ \$0.011	\$ 71.50
Average Colour prints/ month – 8050 @ \$0.12	\$ 966.00
Plus 48 monthly lease payments @	<u>\$ 326.00</u>
<b>Total:</b>	<b>\$1,363.50 p/month</b>

**Monthly saving of \$662.76 on Existing usage of \$2,026.23 per Month**

Total Proposed Costs

Ricoh Aficio MPC5503 Colour Digital Copier/Printer/Scanner/Fax	
Average black prints /month - 6500 @ \$0.011	\$ 71.50
Average Colour prints/ month – 8050 @ \$0.12	\$ 966.00
Plus 48 monthly lease payments @	\$ 296.00
<b>Total:</b>	<b>\$1,333.50 p/month</b>

**Monthly saving of \$692.76 on Existing usage of \$2,026.23 per Month**

The main savings are on the actual cost per page which is as follows:

Proposed Machine	Black	Colour
Ricoh Aficio MPC5503 Colour Digital Copier/Printer/Scanner/Fax	\$0.011	\$0.12
Konica Minolta C554e	\$0.011	\$0.12
Current Machine		
Ricoh Aficio MPC5000	\$0.016	\$0.224

As you can see the colour charges are some 12.4 cents per sheet cheaper and 0.05 cents per sheet cheaper for black copies.

The proposed figures used in this report does rely on the fact that the computer printer settings are altered to black as default instead of colour so that the usage of colour is reduced to offset the costs. Current colour usage is around 8500 units per month not 8050 as in the proposal and black is only 6365 per Month not 6500.

During this request for quotes, it became clear to the Chief Executive Officer that Council would be better keeping the current machine on a service agreement \$45 per month which covers a combination of black and colour up to \$45 and anything over the \$45 would be at the current rates of colour 0.224 cents per sheet and black at 0.016 cents per sheet. Staff would then push all the main jobs to a new machine due to the lower running costs. Council can lease a new Konica Minolta C554e over a 48 month period with running costs of Colour 0.011 Cents per sheet and Black at 0.12cents per sheet.

Best office Systems have advised that they are willing to extend the current service agreement for the existing Ricoh Aficio MPC5000 beyond August 2014 for another year at which point it would be reviewed. This affords peace of mind to Council, knowing that if any major issues arise they are still covered including expensive parts and consumables.

Council does have the option of cancelling the current service agreement on the existing Ricoh Aficio MPC5000 machine and pay as we go but I would strongly advise against this as Murphy's Law normally ensures that the colour drum will need replacing which, if not on a servicing agreement, could cost Council in the vicinity of \$800 per colour drum and there are 4 drums in the existing Ricoh machine, so it may cost Council up to \$3,200 to replace the drums.

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:**

The new Konica Minolta C554e under a lease arrangement could save Council around \$700.00 per month or \$8,400 per year on photo copier costs.

**Strategic Implications:** Not Applicable

**Summary:**

Council is being requested to enter into a lease agreement for a new photocopier with Best Office Systems for a period of 48 Months for a Konica Minolta Bizhub C554e Colour Digital Copier/Printer/Scanner/Fax.

**Recommendation:**

That Council lease the following photo copier for a period of 48 Months from Best Office Systems Narrogin 1 x Konica Minolta Bizhub C554e Colour Digital Copier/Printer/Scanner/Fax.

Including the following:

- 55 pages per minute Mono
- 55 pages per minute Colour
- New customisable 'flick and drag' home screen
- New Single Pass 100-sheet document feeder
- Automatic double siding
- 2 GB of RAM
- 250 GB HDD
- Network print unit
- Network scan unit
- Fax unit
- 100 sheet sorter stapler (3000 sheet capacity)
- 2/4 hole punch unit
- USB port print/scan interface
- 4 x 500 sheet paper trays (up to 256gsm)
- 1 x 3000 sheet A4 large capacity tray
- 1 x 150 sheet bypass tray (up to 300gsm)
- 25% - 400% Reduction and enlargement
- User box

On a 48 monthly lease with Monthly payments of \$326.00 + GST

Plus:

Full Service Agreement Black **including toner** @ \$0.011 cents per copy + GST

Full Service Agreement Colour **including toner** @ \$0.12 per colour copy + GST

**Voting Requirements:** Absolute majority

### Resolution No 160414-09

#### Moved Cr Lansdell / Seconded Cr Hinkley

That Council lease the following photo copier for a period of 48 Months from Best Office Systems Narrogin 1 x Konica Minolta Bizhub C554e Colour Digital Copier/Printer/Scanner/Fax.

Including the following:

- 55 pages per minute Mono
- 55 pages per minute Colour
- New customisable 'flick and drag' home screen
- New Single Pass 100-sheet document feeder
- Automatic double siding
- 2 GB of RAM
- 250 GB HDD
- Network print unit
- Network scan unit
- Fax unit
- 100 sheet sorter stapler (3000 sheet capacity)
- 2/4 hole punch unit
- USB port print/scan interface
- 4 x 500 sheet paper trays (up to 256gsm)
- 1 x 3000 sheet A4 large capacity tray
- 1 x 150 sheet bypass tray (up to 300gsm)
- 25% - 400% Reduction and enlargement
- User box

On a 48 monthly lease with Monthly payments of \$326.00 + GST

Plus:

Full Service Agreement Black **including toner** @ \$0.011 cents per copy + GST

Full Service Agreement Colour **including toner** @ \$0.12 per colour copy + GST

Service Agreement for the existing Ricoh Aficio MPC5000 - \$45 per month.

**Voting Requirements:** Absolute majority

**Carried 8/0**



Governance and Community Services

## 10.2.07 – Watershed News - Annual Allocation

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Mark J Hook, Chief Executive Officer
<b>File Reference:</b>	1208
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	3 April 2014

**Enclosure / Attachment:** Nil

### Background:

The Watershed News has been fully supported by the Shire of Wickepin over the years with the Shire of Wickepin purchasing all its paper requirements and paying for the photocopier copies, under an agreement between the Wickepin Community Resource Centre and Best Office Systems, Campbell Road, Albany.

The cost to Council for the Watershed photo copying over the past three years has been as follows:

Year	Copier Charges	Paper	Riso Ink	TOTAL
2011/2012	4869.78	692.50	883.00	6445.28
2012/2013	5086.97	653.18	2231.00	7971.15
2013/2014 To 31/03/2014	2854.76	668.18	868.00	4390.94
<b>TOTAL</b>	<b>12811.51</b>	<b>2013.86</b>	<b>3982.00</b>	<b>18807.37</b>

The main concern to the Chief Executive Officer is that Council has no control over the amount of copies being undertaken or the amount of paper being used by the Watershed News each year.

The amount of paper used can be monitored as we buy in bulk at the start of the year and allocate 60 rheems of paper to the watershed and they collect them throughout the year.

The issue has been in tracking the amount of paper used as there has been no system in place to track the number of rheems of paper given to the watershed over the financial year other than the original allocation made when the invoice is paid.

This has been rectified and we now track the amount of paper being issued to the watershed through an excel spread sheet.

To overcome the issue of no control over the amount of photo copying being undertaken or the amount of paper being used by the Watershed, would be to place the Watershed News on the same footing as the Community Resource Centre which receive an annual allocation via Councils budget requests each year.

This would mean the Watershed would need to request Council for an annual subsidy payment each year for the Watershed operational needs. The subsidy should be \$6,500 per year and commence from the 1st July 2014.

Discussions have been held with Mrs Hazel Green on this issue and she believes this would be a good option for the Watershed News as they can then handle all the costs for the Watershed.

Currently all the proceeds received from advertising or sale of the Watershed News is kept by the Watershed.

**Statutory Environment:** Not Applicable

**Policy Implications:** Not Applicable

**Financial Implications:** Annual allocation in the budget each year of \$6,500

**Strategic Implications:**

#### Theme 5 – To Provide Efficient, Effective and Accountable Governance

Availability of council services, personal development opportunities adequate resident and staff accommodation to attract and retain quality resources.

Goal	Action	Measure
<b>5.1 Promote the availability of Council services.</b>	<ul style="list-style-type: none"> <li>Continue dissemination of information via the "Watershed News".</li> </ul> <p>Regular release of information through various media outlets and by Council publications.</p>	<ul style="list-style-type: none"> <li>Release information monthly through various media outlets and council publications.</li> </ul>

**Summary:**

Council is being requested to subsidise the Watershed News on an annual allocation basis by request from the Watershed News in the sum off \$6,500 per year commencing from 1 July 2014.

**Recommendation:**

That the Watershed be placed on an annual allocation basis each year, commencing with the 2014/2015 financial year having a budget estimate of \$6,500.

**Voting Requirements:** Simple majority.

### Resolution No 160414-10

**Moved Cr Russell / Seconded Cr Lang**

That the Watershed be placed on an annual allocation basis each year, commencing with the 2014/2015 financial year having a budget estimate of \$6,500.

**Carried 8/0**

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Governance, Audit and Community Services

## 10.2.08 – Draft Wheatbelt Regional Planning and Infrastructure Framework

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Mark J Hook, Chief Executive Officer
<b>File Reference:</b>	
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	27 March 2014

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**Enclosure / Attachment:** Nil

### Background:

The draft Wheatbelt Regional Planning and Infrastructure Framework has been released for public comment and closes 5<sup>th</sup> June 2014.

The Wheatbelt Regional Planning and Infrastructure Framework see the continuation of the Wheatbelt as the State's agricultural powerhouse, and will seek to further diversify and value-add to the primary production sector. Freight and logistics will be an increasing part of the region's future, as well as 'lifestyle' population growth around the Avon Arc and Turquoise Coast.

The infrastructure projects identified in the Wheatbelt Regional Planning and Infrastructure Framework are based on existing unaudited information available from State agencies, utilities and departments. The infrastructure listed is not comprehensive and estimates of infrastructure, timeframes and costs are indicative only.

Infrastructure identified is based upon the information available at the time of enquiry, and may be subject to review and change to meet new circumstances. Infrastructure identified in the Wheatbelt Regional Planning and Infrastructure Framework should not be taken as a commitment by Government to fund these projects. Unless otherwise indicated, public funding of projects is not confirmed.

### Comment:

The Chief Executive Officer has downloaded the document and makes the following comments:

#### Initiatives for Liveable Communities Page 26 Appendix 1:

Does not cover any requirement for Aged Housing around or in the Narrogin Region of the Wheatbelt

#### Basic raw materials Page 47

There is no mention of the Kaolin Mine in the Shire of Wickepin or the Blue metal quarries at Wagin or Narrogin which should be included.

#### Appendix 1 – Initiatives pages 51 - 54

There is no mention with in this section for any proposed aged housing at Wickepin or even the Narrogin Region. There is also no mention of the Creating Age-Friendly Communities in Small Towns Project just released.

Appendix 3 - Anticipated direction for regional infrastructure – Page 58

7 - Wastewater treatment plan upgrades – There needs to be an acknowledgement that Local Governments also have waste water reuse schemes that are provided for their communities by Local Governments.

8 - Sewerage Program needs to acknowledge that there are Local Governments within the Wheatbelt that run and manage their own waste water systems such as the Shire of Wickepin, Shire of Brookton and others.

Overall the document is well put together and covers the Infrastructure requirements for the Wheatbelt. However, it is very silent on the provision of aged housing and health initiatives for the Wheatbelt Region especially around Wickepin.

There does not appear to be enough mention of what Local Governments are doing in the Region as it generally only mentions State Government Department Initiatives. Local Government has been doing a lot in the past with the Royalties for Regions program that is not mentioned within the document.

**Statutory Environment:** Planning and Development Act 2005

**Policy Implications:** Not applicable

**Financial Implications:** Not applicable

**Strategic Implications:** Not applicable

**Summary:**

Council is being requested to endorse and send comments on the Draft Wheatbelt Regional Planning and Infrastructure Framework.

**Recommendation:**

That Council forwards the following comments on the Draft Wheatbelt Regional Planning and Infrastructure Framework to the Department of Planning:

Initiatives for Liveable Communities Page 26 Appendix 1:

Does not cover any requirement for Aged Housing around or in the Narrogin Region of the Wheatbelt

Basic raw materials Page 47

There is no mention of the Kaolin Mine in the Shire of Wickepin or the Blue metal quarries at Wagin or Narrogin which should be included.

Appendix 1 – Initiatives pages 51 - 54

There is no mention within this section for any proposed aged housing at Wickepin or even the Narrogin Region. There is also no mention of the Creating Age-Friendly Communities in Small Towns Project just released within this document.

Appendix 3 - Anticipated direction for regional infrastructure – Page 58

7 - Wastewater treatment plan upgrades – There needs to be an acknowledgement that Local Governments also have waste water reuse schemes that are provided for their communities by Local Governments.

8 - Sewerage Program needs to acknowledge that there are Local Governments within the Wheatbelt that run and manage their own waste water systems such as the Shire of Wickepin, Shire of Brookton and others.

Overall the document is well put together and covers the Infrastructure requirements for the Wheatbelt. However, it is very silent on the provision of aged housing and health initiatives for the Wheatbelt Region especially around Wickepin.

There does not appear to be enough mention of what Local Governments are doing in the Region as it generally only mentions State Government Department Initiatives and Local Government has been doing a lot in the past with the Royalties for Regions program that is not mentioned within the document.

**Voting Requirements:** Simple majority

**Resolution No 160414-11****Moved Cr Russell / Seconded Cr Lansdell**

That Council forwards the following comments on the Draft Wheatbelt Regional Planning and Infrastructure Framework to the Department of Planning:

Initiatives for Liveable Communities Page 26 Appendix 1:

Does not cover any requirement for Aged Housing around or in the Narrogin Region of the Wheatbelt

Basic raw materials Page 47

There is no mention of the Kaolin Mine in the Shire of Wickepin or the Blue metal quarries at Wagin or Narrogin which should be included.

Appendix 1 – Initiatives pages 51 - 54

There is no mention within this section for any proposed aged housing at Wickepin or even the Narrogin Region. There is also no mention of the Creating Age-Friendly Communities in Small Towns Project just released within this document.

Appendix 3 - Anticipated direction for regional infrastructure – Page 58

7 - Wastewater treatment plan upgrades – There needs to be an acknowledgement that Local Governments also have waste water reuse schemes that are provided for their communities by Local Governments.

8 - Sewerage Program needs to acknowledge that there are Local Governments within the Wheatbelt that run and manage their own waste water systems such as the Shire of Wickepin, Shire of Brookton and others.

pages 32-33; 55; 58 & 60 – Grain freight Infrastructure

The notations and comments are all consistent with the 2009 SGNC Report where Tier 1 & Tier 2 rail are supported and upgraded, Tier 3 is closed, Wheatbelt roads are “upgraded” and the Brookton and Kellerberrin Strategies are implemented. However, there are no inclusions of notes or comments regarding the importance of retaining and utilizing Tier 3 rail for grain freight and the long term viability and sustainability of the road-network within our wheatbelt region, even though agriculture is said to be the main industry in this area, other than “the State Government will encourage private investment into the Tier 3 rail network where lines are viable” (page 60). More information is required before comments can be made on the privatisation of public services such as the existing rail network.

Overall the document is well put together and covers the Infrastructure requirements for the Wheatbelt. However, it is very silent on the provision of aged housing and health initiatives for the Wheatbelt Region especially around Wickepin.

There does not appear to be enough mention of what Local Governments are doing in the Region as it generally only mentions State Government Department Initiatives and Local Government has been doing a lot in the past with the Royalties for Regions program that is not mentioned within the document.

**Carried 8/0**

*The resolution differs from the Officers Recommendation as Council felt that the words ‘sustainability’ should be added into the recommendation, and the word ‘however’ should be included in the Grain Freight Infrastructure paragraph.*

5.03pm – CDO Natalie Manton entered the Chambers.

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## 10.3.01 – Townscape & Cultural Planning Committee Meeting

### Recommendations

<b>Submission To:</b>	Townscape and Cultural Planning Committee
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Townscape and Cultural Planning Committee
<b>File Reference:</b>	
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	10 April 2014

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**Enclosure / Attachment:** Nil.

### Background:

Townscape and Cultural Planning Committee Meeting held Wednesday 9 April 2014.

### Comment:

The Townscape and Cultural Planning Committee Meeting was held on Wednesday 9 April 2014 and passed the following recommendation:

**Moved Helen Warrilow / Seconded Lee Parker**

That it be recommended to Council that Cr Fran Allan, Kevin Coxon and Leah Pearson be appointed as members of the Townscape and Cultural Planning Committee for 2014.

**Carried 6/0**

**Moved Helen Warrilow / Seconded Margaret Fleay**

That it be recommended to Council that \$7,000 be taken from the Special Events Reserve Fund to contribute towards the Art Competition.

**Carried 9/0**

**Moved Margaret Fleay / Seconded Lee Parker**

That it be recommended to Council that a donation of \$750 be made towards the acquisitive prize for the Art Competition.

**Carried 9/0**

**Moved Lee Parker / Seconded Syd Martin**

That it be recommended to Council that \$390 be taken from the Tidy Towns Trust Fund to contribute to the Garden Competition.

**Carried 9/0**

**Moved Syd Martin / Seconded Helen Warrilow**

That it be recommended to Council that the advertising brochures and entry forms as tabled be accepted and placed around all towns within the Shire of Wickepin.

**Carried 9/0**

**Statutory Environment:** Nil.

**Policy Implications:** Not applicable.

**Financial Implications:** Nil.

**Strategic Implications:** Not applicable.

**Recommendation:**

That Council pass the following recommendations;

1. That Cr Fran Allan, Kevin Coxon and Leah Pearson be appointed as members of the Townscape and Cultural Planning Committee for 2014.
2. That \$7,000 be taken from the Special Events Reserve Fund to contribute towards the Art Competition.
3. That the CEO prepare a report to the next Townscape and Cultural Planning Committee meeting regarding the fencing of the playground in the Main Street of Wickepin and a minor revamp of the playground equipment.
4. That \$390 be taken from the Tidy Towns Reserve Fund to contribute to the Garden Competition.
5. That the advertising brochures and entry forms as tabled be accepted and placed around all towns within the Shire of Wickepin.
6. That a donation of \$750 be made towards the acquisitive prize for the Art Competition.

**Voting Requirements:** Simple majority.



*The resolution differs from the Officers Recommendation as Council felt that the recommendations should be dealt with as separate items and that item number 5 in the recommendation did not need a resolution.*

### **Resolution No 160414-12**

#### **Moved Cr Russell / Seconded Cr Lang**

That Cr Fran Allan, Kevin Coxon and Leah Pearson be appointed as members of the Townscape and Cultural Planning Committee for 2014.

**Carried 8/0**

### **Resolution No 160414-13**

#### **Moved Cr Russell / Seconded Cr Lang**

That \$390 be taken from the Tidy Towns Trust Fund to contribute to the Garden Competition.

**Carried 8/0**

*The resolution differs from the Officers Recommendation as Council felt the word 'Reserve' should be changed to the word 'Trust' to correctly reflect the Fund type.*

### **Resolution No 160414-14**

#### **Moved Cr Lansdell / Seconded Cr Allan**

That a donation of \$750 be made towards the acquisitive prize for the Art Competition.

**Carried 8/0**

### **Resolution No 160414-15**

#### **Moved Cr Easton / Seconded Cr Allan**

That the CEO prepare a report to the next Townscape and Cultural Planning Committee meeting regarding the fencing of the playground in the Main Street of Wickepin and the condition of the playground equipment.

**Carried 8/0**

**Moved Cr Lansdell / Seconded Cr Easton**

That \$2,000 be taken from the Special Events Reserve Fund to contribute towards the Art Competition.

**Amendment:****Moved Cr Astbury / Seconded Cr Easton**

That \$2,900 be taken from the Special Events Reserve Fund to contribute towards the official opening of the Wickepin Art Competition, which will be an open event and open to the general public.

**Carried 7/1**

**The amendment then became the substantive motion and was carried:**

**Resolution No 170913-16****Moved Cr Astbury / Seconded Cr Easton**

That \$2,900 be taken from the Special Events Reserve Fund to contribute towards the official opening of the Wickepin Art Competition, which will be an open event to the general public.

**Carried 7/1**

*Resolution differs from the Officers Recommendation as Council felt that the amount taken from Special Events Reserve Fund should be lowered and the event should be an open event to the public.*

*5.27pm – CDO Natalie Manton departed the Chambers.*

## 11. President's Report

The President Steve Martin advised Council of the following meetings attended;

- Meeting with Tim Hoffman Strategic Transport and Logistics Advisory Services and discussing grain freight networks.
- Wagin Waste Group meeting.
- Wayne Gregson – Discussion paper for Bush Fire Brigade Regulations.

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Council

## 12. – Chief Executive Officer's Report

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Mark J Hook, Chief Executive Officer
<b>File Reference:</b>	
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of Any Interest:</b>	Nil
<b>Date of Report:</b>	8 April 2014

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### Brookfield Rail Interface Agreement

I attended a meeting in Perth with Mal Shervill and representatives from Brookfield Rail and the Perth Transit Authority to discuss the Rail Interface agreement they requested Council to sign at the March Council Meeting.

There was no good outcome for Council from this meeting as all costs for the Interface Agreement was still with Council and Brookfield Rail could not give me what these costs may be in the future.

Mal Shervill (WALGA) has arranged a meeting on 11 April 2014 with 15 CEO'S from the Wheatbelt and Brookfield Rail to work through the current Interface Agreement. There will be representatives from Brookfield Rail PTA and the Office of Rail Safety so an Outcome should be reached at this workshop. I will be able to give more information after this meeting.

### Senior Finance Officer

Ms Kerry Fisher has tendered her resignation as Senior Finance Officer with the Shire of Wickepin to take effect as of Thursday 24 April 2014. I will be advertising the position in consultation with the Shire President.

### Trailer

Council has finally taken delivery of the New Tipping Trailer from Wagin which will boost Council's work force delivery, with us being able to cart more gravel.



**Road Works**

The grain freight projects have all been completed and have all been recouped from main roads. The total cost of all the projects are as follows:

TOTAL BUDGET		\$ 522,000	\$ 1,043,400	\$ 52,000	\$ 152,047	\$ 958,000	\$ 103,000	\$ 2,830,447	
ROAD NAME		FENCE	LOMOS SOUTH	NARROGIN HARRISMITH	TINCURRIN NORTH	WICKEPIN HARRISMITH	VARIOUS		
MRWA PROJECT NUMBER		21107067	21107075	21107082	21106882	21107092	21107104		
Claim Number	Date	INVOICE NUMBER							
3 -	16/02/2012	5894	202,800						
4 -	20/02/2012	5895		50,000					
5 -	26/03/2012	5905				341,000			
5 -	11/10/2012	6070	371,600						
5 -	7/06/2012	5973				200,000			
6 -	11/10/201	6071		2,000					
7 -	11/12/2012	6124	300,000						
8 -	11/12/2012	6123				92,809			
9 -	18/02/2013	6179	19,201						
10 -	18/02/2013	6178	371,600						
General Ledger \$300,000 - 15/09/2011		Direct Debit - GF-001				300,000			
0 -	1/05/2011	6134			152,047				
0 -	07/06/2012	5985				24,191			
13-22/04/2013		6227					103,000		
11- 22/04/2013		6226	56,800						
12 - 22/04/2013		6228	57,600						
13-9/01/2014			121,141						
29/05/2013 D Jones		6254	64,658						
<b>TOTAL CLAIMED</b>			<b>522,001</b>	<b>1,043,399</b>	<b>52,000</b>	<b>152,047</b>	<b>958,000</b>	<b>103,000</b>	<b>2,830,447</b>

11- 22/04/2013	6226	56,800	Additional Funding - Culverts
12 - 22/04/2013	6228	57,600	Additional Funding - Western Power

## Regional Road Group Projects

**Wickepin Pingelly Road** - Widen drainage structures, reduce batter slopes and vegetation and upgrade guide posts is nearing completion. Budget Costs \$119,597 will be slightly over budget. 80% claimed from Main Roads.

**Wickepin Corrigin Road** - Widen and Seal has been completed. Budget Costs \$176,897 still finalising actuals but will be within budget. 80% claimed from Main Roads.

**Black Spot Wickepin Harrismith** - Widen the road formation and bitumen surface, reduce vegetation and upgrade drainage, signage and guideposts. Works have commenced should be finished end of May. Gravel shoulders will be graded and widened where necessary and seal widening will be undertaken with asphalt by end of April. 80% claimed from Main Roads.

**Black Spot Wickepin Pingelly** - Widen drainage structures, reduce batter slopes and vegetation and upgrade guide posts. Drainage Structures completed. Shoulder widening's finalised. Patch and signage to finalise job. 80% claimed from Main Roads.

## Country Local Government Fund 2012-13 Individual Allocation

The FAAA with the Department of Regional Development and The Shire of Wickepin for the Country Local Government Fund 2012-13 Individual Allocation for the following projects has been signed and sent back to the department for final signing.

Project	Actual Total Project Costs to 31/03/2014	CLGF Allocation / Contribution	Remaining funds
TOWN SITE REDEVELOPMENT YEALERING	\$42,437.94	\$70,000.00	\$27,562.06
REDEVELOPMENT WICKEPIN CEMETERY		\$60,000.00	\$60,000.00
COMMUNITY AGRICULTURAL CENTRE BUILDING		\$44,210.00	\$44,210.00
WICKEPIN COMMUNITY CENTRE RECONSTRUCT ENVIRONS		\$174,658.00	\$174,658.00
<b>Total Expenditure</b>	\$42,437.94	\$348,868.00	\$306,430.06

## Annual Leave

I will be taking Annual leave from 19 April to 25 April which incorporates Easter Public Holidays and Anzac Day back at work on 28 April 2014. I will be back for Anzac Day services.

As the period only included three working days that are not public holidays in this period, I can see no reason to appoint an Acting Chief Executive Officer for the period I am away from the office on annual leave.

## Staffing

I have asked Gillian Spargo to come in on Mondays for the time being to catch up on some administration matters in the office.

**Meetings Attended**

<b>March 2014</b>	<b>Issue/Subject</b>
<b>20/03</b>	Meeting with Tim Hoffman Strategic Transport and Logistics Advisory Services and Shire president Steve Martin Transport Authority discussing grain freight networks.
<b>27/03</b>	Meeting with Ben Lally to discuss the Bike Event around the Yealering Lake and the issue of his boundary fence.
<b>April 2014</b>	<b>Issue/Subject</b>
<b>9/04</b>	Townscape and Lifestyle meetings.
<b>10/04</b>	Wagin Waste Group – will advise more once meeting attended.
<b>11/04</b>	<p>Information session regarding rail/road Interface Agreements.</p> <p>Attendees: Chief Executive Officer, Shire of Beverley, Chief Executive Officer, Shire of Brookton, Shire of Bruce Rock, Shire of Corrigin, Shire of Cuballing, Shire of Dumbleyung, Shire of Kondinin, Shire of Kulin, Shire of Lake Grace, Shire of Narembeen, Shire of Narrogin, Shire of Pingelly, Shire of Quairading, Shire of Wagin, Representative of Office of Rail Safety, Department of Transport, Brookfield Rail, Public Transport Authority, Main Roads WA, and WA Local Government Association</p> <p><u>Matters discussed</u></p> <ul style="list-style-type: none"> <li>• Role of the Rail Regulator (Office of Rail Safety)</li> <li>• Purpose of an Interface Agreement - Rail Safety Act 2010 (Office of Rail Safety)</li> <li>• Interface Agreement - Brookfield Rail perspective (Brookfield Rail)</li> <li>• Responsibilities of Road Manager – Local Government (page 9 of the Agreement)</li> <li>• Maintain the Road approaches up to three metres (3m) either side from the outside running rail.</li> <li>• Arrange, undertake and maintain any vegetation clearing and/or removal of other physical obstructions on Roads (including on adjacent private properties if required) to provide requisite driver visibility sightlines on the approaches to railway Level Crossings.</li> <li>• Notify the Rail Infrastructure Manager of any road works planned, either of a temporary or permanent nature, in the vicinity of a crossing. (See section 9 of this Agreement).</li> <li>• Notify the Rail Infrastructure Manager of any change in land use adjacent to an Interface or any change in Level Crossing use.</li> <li>• Report to MRWA any damaged and unserviceable line marking and signage associated with a Level Crossing identified during inspection in accordance with normal maintenance regimes.</li> </ul> <p>(Brookfield Rail and Main Roads WA)</p> <ul style="list-style-type: none"> <li>• Responsibilities of Rail Infrastructure Manager (page 9 of the Agreement)</li> <li>• 6Install and maintain flashing lights and boom barriers, warning bells, pedestrian mazes, gates and crossing paths (not approach paths) including any signage affixed to these devices.</li> <li>• Provide control devices for advance warning signs.</li> <li>• Undertake and maintain any vegetation clearing and/or removal of other physical obstructions within the Rail Corridor to provide adequate visibility on the approaches to railway Level Crossings.</li> <li>• Maintain the roadway within three metres (3m) of the outside running rail.</li> </ul> <p>(Brookfield Rail)</p> <ul style="list-style-type: none"> <li>• Other issues raised by the Local Government sector</li> <li>• Training of Local Government staff to conduct risk assessments (ALCAMs – Australian Level Crossing Assessment Model) of rail crossings on local roads (Brookfield Rail and Main Roads WA)</li> <li>• Interface Agreements for crossings on non-operational lines (Brookfield Rail and Office of Rail Safety)</li> <li>• Reciprocal responsibility for the Rail Infrastructure Manager to notify the Road Manager on planned works in the rail corridor impacting on the road reserve (Brookfield Rail)</li> </ul>

**Delegations**

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Signing Cheques	March 2014	Nil
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO	See Agenda Item 10.2.03		
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO			
A6	Appointment and Termination of Staff	CEO			
A7	Rates Recovery – Instalment Payments	CEO	4 Payment Plans	24 March 2014	Rate Payers
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	Author Night	6 April 2014	Wickepin Community Resource Centre
A13	Hire of Community Halls / Community Centre	CEO	Anzac Day Ceremony	25 April 2014	Wickepin Shire

**Recommendations:**

That Council endorses the Chief Executive Officers Report dated 8 April 2014.

**Voting Requirements:** Simple majority

**Resolution No 160414-17**

**Moved Cr Astbury / Seconded Cr Russell**

That Council endorses the Chief Executive Officers Report dated 8 April 2014.

**Carried 8/0**

**13. Notice of Motions for the Following Meeting**

**14. Reports & Information**

**15. Urgent Business**

## Urgent Business

**15.1 - Urgent Business – Yealering Motorcycle Enduro**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Mark J Hook, Chief Executive Officer
<b>File Reference:</b>	1105
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	14 April 2014

**Enclosure / Attachment:** Nil

**Background:**

Council has received a request from the Yealering Motorcycle Riders Club for the use of the Shire reserves around the Yealering Lake for the Yealering Motorcycle Enduro.

**Comment:**

Council staff attempt to have the agendas prepared at least a week prior to the Council meeting. In completing this there will be business of an urgent nature that will arise from time to time.

**Statutory Environment:** *Local Government Act 1995*  
*Shire of Wickepin Standing Orders*

**5.5 Urgent Business**

- 5.5.1** A Councillor may move a motion or ask a question involving urgent business that is not included in the notice paper for that meeting provided that the Presiding Member agrees to the business being raised and the Presiding Member considers that either;
- (a) the urgency of the business is such that the business cannot wait inclusion in the notice paper for the next meeting of the Council or committee; or
  - (b) the delay in referring the business to the next meeting of the Council or committee could have adverse legal or financial implications for the council;
- 5.5.2** Any councillor may move without notice a procedural motion of dissent in respect of the Presiding Members ruling that the business is not worthy of inclusion as urgent business. If the motion of dissent is agreed to at the meeting by the majority of councillors present, the business must then be included as a matter of urgent business.

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:** Nil

**Summary:**

Council is being requested to receive a late item for the Yealering Motorcycle Riders Club request for the use of the land around the Yealering Lake for the Yealering Motorcycle Enduro.



**Recommendation:**

That the presiding Member accepts the late Agenda Item for the Yealering Motorcycle Riders Club request for the use of the land around the Yealering Lake for the Yealering Motorcycle Enduro.

**Voting Requirements:** Absolute Majority

*The President Steven Martin accepted the late agenda item, Yealering Motorcycle Riders Club request for the use of the land around the Yealering Lake for the Yealering Motorcycle Enduro.*

## Urgent Business

**15.2 – Urgent Business - Yealering Motorcycle Enduro**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Mark J Hook, Chief Executive Officer
<b>File Reference:</b>	1105
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	14 April 2014

**Enclosure / Attachment:**

- Risk Management Plan
- Map of Track
- Certificate of Insurance
- Disclaimer and Indemnity Form

**Background:**

Council has received the following letter from the Yealering Motorcycle Riders Club

*The Yealering Motor Cycle Riders Club would like to request the use of the Shire Land around the Yealering Lake, the Town Caravan Park and its ablution block, and the use of the town oval for overflow of camping, for an up and coming motorcycle Enduro. We have included a map of the planned race track, Insurance policy, a copy of our risk management plan, indemnity forms for land owners and riders. Also included is a land release for signed by the land owners giving us permission to use part of their land. There will be strictly no riding before the event and no riding on the oval throughout the weekend. All tracks on shire land will be on salt affected dirt and shall have no damage to any flora or fauna.*

**Comment:**

This Event has been happening in the past with no approvals from Council. This was due to the fact that in previous years the event was on private land and did not require council's permission. This year they require Council permission as they wish to use Council facilities and the actual Lake area which is on a Council Managed Reserve.

The area that the Yealering Motorcycle riders Club require to hold this annual event is:

- Use of the Yealering Caravan Park Ablutions
- Use of the Town Oval for camping
- Use of Yealering Lake reserve 9610.

All of the areas requested are actually all part of Reserve 9610 Avon Location 29612 on DP 30829 reserved with the Shire of Wickepin for recreation and water. With the reserved being vested for recreation and water, the use of the Reserve for the Motorcycle Enduro fits the definition of Recreation under Councils vesting Order. Therefore, Council is within its rights to grant the use of Reserve 9610 for the Enduro Motorcycle Event.

As the entry makes all the competitors' sign a Disclaimer and Indemnity Form and the Yealering Motorcycle Riders Club Incorporated have given all land holders concerned an Indemnity Release and Hold Harmless Agreement, Councils liability would be limited if there was any actions, due to the event being run on Councils Land.

Council will require the Yealering Motorcycle Riders Club to enter into a Release and Hold Harmless Agreement prior to the event with the Shire of Wickepin to decrease Councils liability in case of any serious accident.

This matter has been referred to Council insurers for comments and it is hoped that the CEO has a reply on the day of the Council meeting.

The Chief Executive Officer has advised the organisers that it would be good to have a letter of support from the Yealering Progress Association. The Organisers have advised that the Yealering Progress Association has agreed verbally to the event, and they will forward a letter or email advising of this to the Yealering Motorcycle Club.

The area of land required for the event is marked blue on the following plan. The event organisers have advised that no Flora or Fauna will be damaged within the Reserve by any of the event riders.



**Statutory Environment:** *Local Government Act 1995.*

**Policy Implications:**

### **Hire of Halls/Community Centre - C2.2**

#### **Camping-Overnight Stay Requests**

##### **Purpose**

To establish guidelines for the use of nominated shire halls and community centres in situations where Council receives requests from a third party to stay overnight in the facility. The intention is to cater for groups involved with charity/fundraising, passive recreation (cycling clubs) and school groups involved in excursions.

##### **Policy Guidelines**

1. Council upon application may approve overnight stays in nominated shire community facilities, namely Wickepin Community Centre, Yealering Hall;
2. Overnight stays will not be approved for private functions such as birthday parties, weddings, funerals, end of season sporting club functions;
3. Council shall restrict the number of people to stay overnight to;
  - a. Wickepin Community Centre – maximum of 80 people
  - b. Yealering Hall – 50 people.
4. Groups shall not be permitted to stay more than 3 nights in a row;
5. Council shall ensure when booking is made at the office of Council that a copy of Councils Emergency Evacuation and Safety Management Plan is made known and provided to the hirer.

**Financial Implications:** Nil

**Strategic Implications:** Nil

##### **Summary:**

Council is being requested to allow the Annual Yealering Motorcycle Enduro to operate on Council reserve 9610 reserved for Recreation and Water within the Yealering Townsite.

##### **Recommendation:**

That Council gives permission to the Yealering Motorcycle Riders Club to hold the annual Yealering Motorcycle Enduro Event on reserve 9610, as long as the Shire of Wickepin and the Yealering Motorcycle Riders Club Incorporated enter into an Indemnity Release and Hold Harmless agreement prior to the event being held.

That the Shire of Wickepin allows the use of the Yealering Town Oval (part of Reserve 9610) for the starting point and for camping overnight at a cost of \$15.00 per night per tent site which includes permission to use the Yealering caravan park ablutions facilities.

**Voting Requirements:** Simple Majority

**Resolution No 160414-18****Moved Cr Allan / Seconded Cr Hinkley**

That Council gives permission to the Yealering Motorcycle Riders Club to hold the annual Yealering Motorcycle Enduro Event on reserve 9610, as long as the Shire of Wickepin and the Yealering Motorcycle Riders Club Incorporated enter into an Indemnity Release and Hold Harmless agreement prior to the event being held.

That the Shire of Wickepin allows the use of the Yealering Town Oval (part of Reserve 9610) for the starting point and for camping overnight at a cost of \$15.00 per night per tent site which includes permission to use the Yealering caravan park ablutions facilities.

**Carried 8/0**

Yealering Motorcycles Riders Club INC

Risk Management Plan :

The following are risks identified by Yealering Motorcycle Riders Club Inc.:

Accident/Rider

Accident/Spectator

Fatal Accident/Rider or Spectator

Fire on Property

Theft

The following plans have been put in place to assist with these risks:

Accident/Rider: Rider will be assisted by ambulance officer either at start line or on the track depending on injury. If rider needs to be transported to hospital race will be stopped until ambulance has returned or is replaced.

Accident/Spectator: Ambulance officer will attend to injured spectator and if ambulance is need to take spectator to hospital race will be stopped until ambulance has returned or is replaced.

Fatal Accident/Rider or Spectator: Race Stopped. Ambulance and Police called. Follow instruction given by police.

Fire on Property: There will be a water/fire truck at start line. This will be used in the event of a small fire, if fire becomes out of control riders and spectators will be asked to evacuate property. Once fire is out and damage is assessed spectators and riders will be allowed back on property to collect their belongings or commence riding.

Theft: If the item that is stolen belongs to the club it shall be reported to the local police. If the item stolen belongs to a rider or spectator it is up to them to contact police.

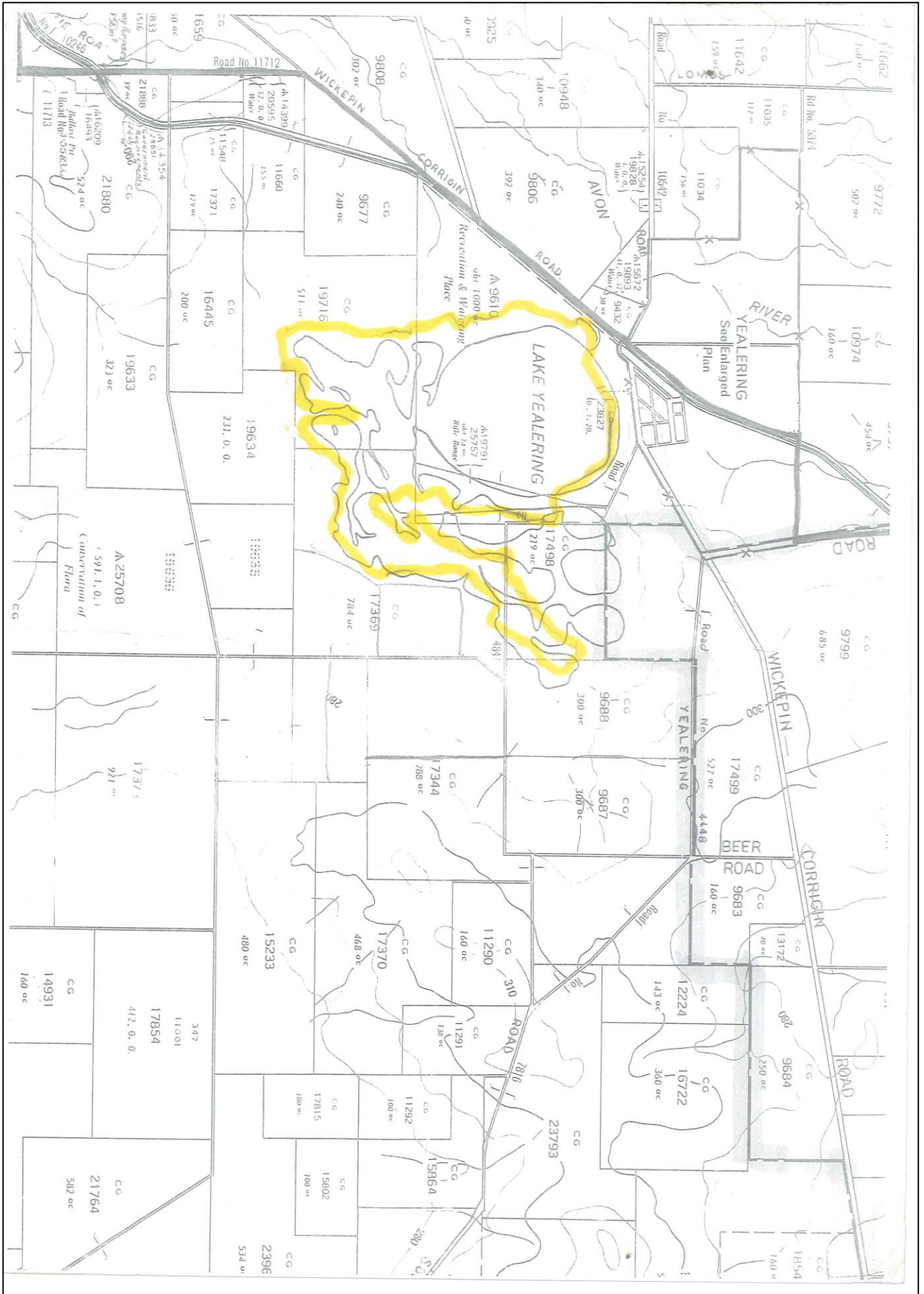
Prevention Plan:

Race track to be properly marked with direction signs, danger signs and all dangerous objects to be removed from track. Sweep riders to ride track before race to make sure all gates are open and all dangerous objects removed.

Spectator area will be clearly marked and separated from race track. This includes pit stop area. Riders are not permitted to ride in spectator area. If bikes need to be returned to trailers they will be pushed. A separate refuelling zone will be available to keep all flammables in one controlled area with fire extinguishers throughout zone. All bikes to be turned off while refuelling, and walking pace only in zone.

Riders briefing to be held before start of race explaining all the rules etc.





Attachment- Map of Track



## QBE Placement Solutions

A division of QBE Insurance (Australia) Limited

ABN 78 003 191 035 AFS Licence No: 239545

LEVEL 4, 85 HARRINGTON STREET SYDNEY NSW 2000

TELEPHONE: (02) 8275 9671- FACSIMILE: (02) 8275 9620

FACSIMILE COVER SHEET

26-Jul-13

### CERTIFICATE OF INSURANCE

The Policy below is current until 4.00pm on the expiry date shown below.

<b>INSURED</b>	:	Yealering Motorcycle Riders Club Inc
<b>POLICY NO.</b>	:	QI-641692
<b>EXPIRY DATE</b>	:	24 July 2014
<b>POLICY CLASS</b>	:	Leisure Plus - Broadform Liability
<b>INTERESTED PARTY</b>	:	0
<b>SUMS INSURED</b>	:	Public Liability \$10,000,000 Products Liability \$10,000,000
<b>INTEREST INSURED</b>	:	The Insured's legal liabilities to pay compensation.

*Paul Steiner*

Distribution Manager

QBE Placement Solutions

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Email: paul.steiner@qbe.com



Disclaimer and Indemnity Form

Yealering Motorcycle Riders Club Incorporated

YEALERING MOTORCYCLE RIDERS CLUB INCORPORATED ASSUMPTION OF RISK AND INDEMNITY AGREEMENT ("The Agreement").

IN CONSIDERATION for being permitted to participate in the Yealering Motorcycle Riders Club Incorporated:

I AM AWARE that and I agree to the following:

- a) Motorcycling is a dangerous undertaking and in undertaking such activities do so at my own risk.
- b) It is a condition of admission to membership of this Club that this Club, its directors, instructors, members, servants or agents are absolved from all liability howsoever arising from injury or damage howsoever caused (whether fatal or otherwise) arising out of membership of this Club or participating in Motorcycle, training to motorcycle, or in connection with motorcycle or in any way whatsoever due to any negligent act, breach of duty, default and/or omission on the part of this Club, its directors, instructors, members, servants or agents.
- c) Any person motorcycling, observing motorcycling, training to motorcycle or participating in any activity carried out by this Club are only allowed to do so on the distinct understanding that they do so at their own risk.
- d) If any member does not have ambulance cover, the cost of ambulance service falls to that member.

I DO HEREBY ACKNOWLEDGE that of my own free will and desire I have contracted with Yealering Motorcycle Riders Club Incorporated for participation in motorcycle activities which include riding motorbikes over undeveloped land and that I have read and understand the warning above and agree to all terms and to follow all directions and instructions of the Yealering Motorcycle Riders Club Incorporated.

Signature of participant \_\_\_\_\_ Date \_\_\_\_\_

Name of participant \_\_\_\_\_ Do you have Ambulance Cover Y/N

Driver's License Number \_\_\_\_\_ Member Number \_\_\_\_\_

**Parental Consent for Riders Under 18 Years of Age**

I \_\_\_\_\_ being the parent/guardian of the aforementioned \_\_\_\_\_

Have read the whole of this document and have taken all necessary actions to ensure that I am aware of the activities which the aforementioned is participating in and consent to him/her participation.

Signature of parent/guardian \_\_\_\_\_

INDEMNITY, RELEASE AND HOLD HARMLESS AGREEMENT

between

Yealering Motorcycle Riders Club Incorporated ("The Club")

And

LE BEATTIE & CO ("The Landholder")

The Club is liable for and hereby indemnifies, releases and holds harmless The Landholder and their employees, family and invitees against any loss in respect of, arising out of or in the course of the use by the Club of The Landholder's land being the land described as Blood 13<sup>2</sup>  
19716 ("Landholder's Land") and further:

- (a) The Club will use The Landholder's Land at its own risk;
- (b) The Club releases The Landholder, his employees, family and invitees to the full extent permitted by Law from all losses incurred or assessed against The Club or any property of The Club or its members by use of The Landholder's Land and the access rights granted;
- (c) The Landholder is not responsible nor liable for the safety and welfare of The Club's members, invitees or personal property of The Club's members or invitees;
- (d) The Club releases, holds harmless and indemnifies the Landholder against any loss suffered or incurred by the Club or its members in relation to damage to the Landholder's Land or any injury to any person or property of third parties on the Landholder's Land arising from The Club's use of the Landholder's Land except where such liability arises from or is contributed to by:
  - (1) an act or omission of the Landholder or of the Landholder's Employees, Agents and Visitors; or
  - (2) any danger created by the Landholder or the Landholder's Employees Agents and Visitors, whether or not the Landholder knew of that danger.

Signature of Club Officer \_\_\_\_\_ Date \_\_\_\_\_

Name of Club Officer and Position Held \_\_\_\_\_

Name of Landholder LEW BEATTIE

Signature of Landholder [Handwritten Signature]

**16. Closure**

There being no further business the Presiding Officer declared the meeting closed at 5.44pm.