

# Minutes

ORDINARY MEETING OF COUNCIL  
18 JUNE 2014  
COUNCIL CHAMBERS  
WICKEPIN



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**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin  
Wednesday 18 June 2014**

The President declared the meeting open at 3.34pm.

**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 MG Lang
	Cr WA Astbury
	Cr RE Easton
	Cr FA Allan
Chief Executive Officer	Mr MJ Hook
Finance Manager	Mrs NA Manton
Executive Support Officer	Miss LG Pearson (Minute Taker)
Wickepin Sergeant	Mr Dave Glossip
Community Member and Lake Yealering Living Lakes Project Co-Ordinator	Mr Ian Hills

**Leave of Absence (Previously Approved)**

**Apologies**

Cr AG Lansdell

**2. Public Question Time**

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

#### 4. Petitions, Memorials and Deputations

Ian Hills, a community member of the Shire of Wickepin and Co-ordinator of the Living Lakes Project gave Council some background information on the project. Mr Hills explained his role and gave an update of the options and opportunities available with regards to the Living Lakes project.

Mr Hills highlighted the opportunity for the Shire of Wickepin and surrounding Shires and regions also.

Mr Hills explained Worley Parsons Ltd involvement within the project, being a provider of project delivery and consulting services to the resources & energy sectors, and are presently developing up the detailed designs with associated specifications, drawings, cost estimates and engineering design.

President Steve Martin advised Council that a meeting will be arranged with Worley Parsons in August/September where they will present engineering design, cost plans and assumptions to the Council.

President Steven Martin thanked Mr Hills for updating Council on the Living Lakes Project, highlighted the importance of the project being driven by community members and advised Mr Hills that Council will assist where possible.

*3.57pm – Ian Hills departed the Chambers.*

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

Item	Item Title	Councillor/Officer	Interest	Reason
10.2.05	Shire of Wickepin Community Grant Applications	Cr FA Allan	Financial	Yealering Bowling Club Treasurer.

#### 6. Confirmation of Minutes – Ordinary Meeting of Council – 21 May 2014

##### **Resolution No 180614-01**

##### **Moved Cr Lang / Seconded Cr Allan**

That the minutes of the Ordinary Council meeting held on Wednesday 21 May 2014 be confirmed as a true and correct record.

**Carried 7/0**

#### 7. Receival of Minutes

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Receival of Minutes

## 7.1 Harrismith Community Centre Committee AGM and 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>	208
<b>Author:</b>	Leah Pearson, Executive Support Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	29 May 2014

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### Enclosure / Attachment:

Minutes of the Harrismith Community Centre Committee AGM and General Meeting held on Thursday 4 April 2014.

### Background:

The Harrismith Community Centre Committee AGM and General Meeting was held on Thursday 4 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 the Harrismith Community Centre Committee AGM and General Meeting held on Thursday 4 April 2014 be received.

**Voting Requirements:** Simple majority.

## Resolution No 180614-02

### Moved Cr Astbury / Seconded Cr Lang

That the recommendations listed under agenda items 7.1 to 7.3 be adopted en-bloc.

**Carried 7/0**

Receival of Minutes

## 7.2 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>	12 June 2014

### Enclosure / Attachment:

Minutes of the Townscape & Cultural Planning Committee Meeting held on Wednesday 11 June 2014.

### Background:

The Townscape & Cultural Planning Committee Meeting was held on Wednesday 11 June 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 11 June 2014 be received.

**Voting Requirements:** Simple majority.

### Resolution No 180614-02

#### Moved Cr Astbury / Seconded Cr Lang

That the recommendations listed under agenda items 7.1 to 7.3 be adopted en-bloc.

Carried 7/0

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Receival of Minutes

### 7.3 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>	12 June 2014

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**Enclosure / Attachment:**

Minutes of the Lifestyle Retirement Committee Meeting held on Wednesday 11 June 2014.

**Background:**

The Lifestyle Retirement Committee Meeting was held on Wednesday 11 June 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 11 June 2014 be received.

**Voting Requirements:** Simple majority.

### Resolution No 180614-02

#### Moved Cr Astbury / Seconded Cr Lang

That the recommendations listed under agenda items 7.1 to 7.3 be adopted en-bloc.

**Carried 7/0**

## 8. Status Report

Item	Subject/Action	Officer/ File	Progress	Status	Comment
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; 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.	○	Still to be undertaken.
482-210514-04	Technical Services Committee Meeting Recommendations	CEO	That Council pass the following recommendations; 1. That Council to adopt the 10 Year Plant Replacement Program 2014/15 to 2023/24 as attached, with the following changes hatched in Yellow; 2. The CEO undertakes a Blackspot submission for the Wickepin-Harrismith Road for the 2015/2016 Financial Year. 3. The CEO review the Five Year RRG Road Program based on the Wickepin-Corrigin Road, Wickepin-Pingelly Road and the Wickepin-Harrismith Road. 4. That Council to place on all of the Shire boundary entries a Prohibited Bush Fire sign.	✓	Placed in 2014/2015 budget estimates.
483-210514-08	Governance, Audit and Community Services Committee Meeting Recommendations	CEO	That Council pass the following recommendation; 1. That the 2014/2015 Fees and Charges with the amended changes be entered into the 2014/2015 Budget Deliberations.	✓	Placed in 2014/2015 budget estimates.
210514-09	2013/2014 Budget Review	CEO	1. That Council adopts the Annual Budget Review as presented by the Chief Executive Officer for the year ending 30th June 2014 2. That the Shire of Wickepin forward the adopted budget review to the Department of Local Government.	✓	Letter to the Department of Local Government sent 28/05/2014.



Item	Subject/Action	Officer/ File	Progress	Status	Comment
210514-10	Harrismith Community Centre - Sponsorship	CEO	That Council place an amount of \$540.00 in the 2014/2015 Budget Deliberations under 'Donations' for the Photo Competition organised by the Harrismith Community Centre Committee to be held on 1 November 2014.	✓	Letter sent to the Harrismith Community Centre Committee 28/05/2014.
210514-11	Relocating World War 1 Honour Board	CEO	That Council advise Mr Peter Williamson that the Shire of Wickepin has looked at his matter on a number of occasions and still feels that the World War 1 Honour Board should remain in its current location inside the Wickepin Town Hall. That the CEO explores options for displaying the World War 1 Honour Board; a) Photo of World War 1 Honour Board to be hung in front foyer of the Wickepin Town Hall. b) Replica of World War 1 Honour Board similar to Service Volunteers 1393 – 1995 currently hanging in the foyer of the Wickepin Town Hall.	○	Letter sent to Peter Williamson 03/06/2014.  Awaiting quotes for honour board replicas.
210514-12	2014 WA Local Government Convention and Trade Exhibition	CEO	That Council nominate the following Elected Members to attend the 2014 WA Local Government Convention being held on Wednesday 6 – Friday 8 August 2014 at the Perth Convention and Exhibition Centre, 21 Mounts Bay Road, Perth; <ul style="list-style-type: none"> <li>• <u>Cr Hinkley</u></li> <li>• <u>Cr Astbury</u></li> <li>• <u>Cr Lansdell</u></li> <li>• <u>Cr Martin</u></li> <li>• <u>Cr Russell (tentative)</u></li> </ul> That the two voting delegates be: <ul style="list-style-type: none"> <li>• Cr Hinkley</li> <li>• Cr Martin</li> </ul>	✓	Accommodation and parking organised, Councillors to register online. Email sent to Councillors 27/05/2014.
210514-13	Treasury Loans Lending Agreement	CEO	1. That the Shire of Wickepin enters into a Master Lending Agreement with the Western Australian treasury Corporation as per the document attached.  To approve the affixation of the common seal of the Shire of Wickepin to the said Master Lending Agreement in the presence of the Shire President and the Chief Executive Officer.  That the Chief Executive officer is authorised to sign schedule documents under the Master Lending Agreement on Behalf of the Shire of Wickepin.	✓	Letter sent 28/05/2014.
210514-14	Great Southern Regional Waste Group	CEO	That the Shire of Wickepin agrees in principle to proceeding with plans for the regional refuse site at Nebrikinning Road in the Shire of Cuballing based upon a percentage of current usage methodology for kerbside pickup (Wickepin approximately 8%), bulk bin pickup (approximately 14%) and refuse site maintenance (approximately 10%).	✓	Email sent 27/05/2014.

Item	Subject/Action	Officer/ File	Progress	Status	Comment																												
210514-15	Townscape & Cultural Planning Committee Meeting Recommendations	CEO	<p>That Council pass the following recommendations;</p> <p>1. That Council go ahead with Option 2 which includes the following; Install Swing and extend fence area with swimming pool fencing plus gate:</p> <table> <tr> <td>Swing</td> <td>\$1400.00</td> </tr> <tr> <td>Fencing 15 Panels 2450 x 1200</td> <td>\$1800</td> </tr> <tr> <td>Posts 20</td> <td>\$500</td> </tr> <tr> <td>Gates</td> <td>\$300</td> </tr> <tr> <td>TOTAL</td> <td>\$2,600 plus installation by Shire of Wickepin.</td> </tr> </table> <p>2. That the Tincurrin Entry Statement be approved.</p> <p>3. That the Townscape budget 2013/2014 be amended to the following;</p> <table> <tr> <td>Tincurrin Entry Statement</td> <td>\$3,000</td> </tr> <tr> <td>Seat for Harrismith</td> <td>\$1,700</td> </tr> <tr> <td>Playground Fence and Swing</td> <td>\$3,000</td> </tr> <tr> <td>Gate at the former goods yard at old railway station</td> <td>\$2,500</td> </tr> </table> <p>4. That it be recommended to Council that the Townscape budget 2014/2015 be set to the following;</p> <table> <tr> <td>Heritage Walk Trails</td> <td>\$5,000</td> </tr> <tr> <td>Fence for the Wickepin Railway Station</td> <td>\$7,500</td> </tr> <tr> <td>Wickepin ANZAC War Memorial</td> <td>\$15,000</td> </tr> <tr> <td>Wickepin Skate Park – Equipment Upgrade</td> <td>\$2,500</td> </tr> <tr> <td>TOTAL</td> <td>\$30,000</td> </tr> </table>	Swing	\$1400.00	Fencing 15 Panels 2450 x 1200	\$1800	Posts 20	\$500	Gates	\$300	TOTAL	\$2,600 plus installation by Shire of Wickepin.	Tincurrin Entry Statement	\$3,000	Seat for Harrismith	\$1,700	Playground Fence and Swing	\$3,000	Gate at the former goods yard at old railway station	\$2,500	Heritage Walk Trails	\$5,000	Fence for the Wickepin Railway Station	\$7,500	Wickepin ANZAC War Memorial	\$15,000	Wickepin Skate Park – Equipment Upgrade	\$2,500	TOTAL	\$30,000	✓	<p>Memo sent to MWS to order fencing, posts, swing and seat 27/05/2014.</p> <p>Letter to sent to Ross Easton requesting invoice for project 28/05/2014.</p>
Swing	\$1400.00																																
Fencing 15 Panels 2450 x 1200	\$1800																																
Posts 20	\$500																																
Gates	\$300																																
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Wickepin Skate Park – Equipment Upgrade	\$2,500																																
TOTAL	\$30,000																																

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

4.01pm – 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>	11 June 2014

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**Enclosure / Attachment:** Ongoing Maintenance List

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

**Comment:** Not applicable.

#### **Programmed Construction Works**

- Wogolin South Road – Gravel sheeting has been completed.
- Toolibin South Road – Gravel sheeting has commenced and is 30% completed.
- Wickepin- Harrismith Road – Project has been completed.
- Regional Waste Transfer Stations – No progress until July.
- Shire Office Gardens - Paths have been constructed and garden plantings are under way.
- Yealering Lake Swimming Hole – Earthworks have been completed. Some minor clean-up work to be done.

#### **Maintenance Works**

- General ongoing maintenance
- Commenced roadside spraying.

Please see ongoing list attached

#### **Occupational Health and Safety**

Safety Officer Course has been organised for two staff.

#### **Workshop**

- Replace rear axle seal – Isuzu side tipper truck.
- Repairs and modifications to side tipping trailer (no cost).

- General servicing and maintenance.

### **Parks and Gardens**

- Mowing and slashing various.
- Begin townsite weed spraying program.
- Street tree pruning.
- Various plantings.
- Ongoing oval maintenance.
- Ongoing general gardening.
- New office gardens.

**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 11 June 2014.

**Voting Requirements:** Simple majority

### **Resolution No 180614-03**

#### **Moved Cr Hinkley / Seconded Cr Astbury**

That council notes the report from the Manager of Works and Services dated 11 June 2014.

**Carried 7/0**

*4.05pm – MWS Peter Vlahov departed the Chambers.*

	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	✓	May	
	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	✓	May 2014	Complete.
	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.	Graeme Bushby	✓	Feb 2014	
	04/02/2014	Wickepin	Spray Cowthrop 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 Harris Smith 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	○		Sign has been ordered.
	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	✓	April	
	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	✓		Done.
	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	✓	April	
	09/04/2014	Harrismith	Drainage Problems – Meet with Ross Easton to discuss.	Leah Pearson	✓	April	
	09/04/2014	Tincurrin	Entry Sign Placement – Meet with Ross Easton.	Leah Pearson	✓	April	
	09/04/2014	Harrismith	Walk trail needs maintenance on it (tidy up etc).	Leah Pearson	✓	May 2014	
	09/04/2014	Harrismith	Green Harrismith Road sign is no longer reflective, order new one.	Leah Pearson	✓	May 2014	Sign not reflective.
	09/04/2014	Yealering	Trees on main street have lost bark, needs a tidy up.	Kevin Coxon	✓	May	
	09/04/2014	Yealering	Dead trees at cemetery need replacing.	Kevin Coxon	✓	May	Trees pulled out, new trees to be put in.
	10/04/2014	Wickepin	Extend trimming from Fox Road South to first 90 degree bend.	A. Borthwick	✓	May	
	11/04/2014	Wickepin	Rabbits undermining some graves at Cemetery.	R. Matthews	✓	May	Poison placed in warrens.
	17/04/2014	Harrismith	Grading of Golf Club Road.	Council	○		
	17/04/2014	Wickepin	Baiting at Cemetery.	Council	✓	May	Poison placed in warrens.
	22/04/2014	Wickepin	Sand to be placed on oval.	WFC	✓		
	22/04/2014	Wickepin	Broken window on scoreboard at oval.	WFC	○		
	22/04/2014	Wickepin	Hot water system is broken.	WFC	✓	April	
	24/04/2014	Wickepin	Cottage Homes – Retic is coming on at 3pm for 2 hours.	Colin Fleay	✓	May	Reset system.
	28/04/2014	Wickepin	Cottage Homes – Automatic light needs turning off.	Doug Gardener	✓	May	
28/04/2014	Wickepin	Couldn't lock change rooms after footy – lock may need looking at.	Ty Miller	✓	May	No Issue.	
29/04/2014	Wickepin	Unit 2 Yarling Court – Shower leak, back door latch broken.	Violet Holmes	✓	May		
May	06/05/2014	Wickepin	Fleay Road is becoming dangerous, needs investigating.	Keith Doncon	✓	May	
	07/05/2014	Wickepin	Unit 2 Cottage Homes – Mesh on back fly wire door needs patching.	Doug Gardener	○		
	09/05/2014	Wickepin	48 Dumbleyung Road – Drainage issue – flooding from road.	Graham Bushby	✓	May	Investigating.
	09/05/2014	Wickepin	Leaking pipe in lane behind Vera Watsons chook yard.	Hazel Green	✓	May	WAWA has fixed it.
	12/05/2014	Wickepin	Culvert on corner of Bushby and Roses Road washed out.	Wayne Leeson	✓	May	
	13/05/2014	Wickepin	Leak in toilets (women's) at Community Centre.	Steve Martin	✓	May	Checked, no issue.
	14/05/2014	Wickepin	Cottage Homes – One light is on for 24 hours.	Doug Gardener	✓	May	Checked, no issue.
	14/05/2014	Wickepin	Yarling Court – Bollard lighting needs repairing.	Mark Hook	○		
	15/05/2014	Wickepin	Stop sign at War Memorial has fallen over.	Natalie Manton	✓		
	15/05/2014	Wickepin	Return the trestles from the hall back to the Community Centre.	Natalie Manton	○		
	15/05/2014	Wickepin	Check trestles at the hall and repair or throw out any that are damaged.	Natalie Manton	○		
	15/05/2014	Wickepin	Put trestles that are in the hall on black trestle trolley.	Natalie Manton	○		
	15/05/2014	Wickepin	Return the box of candle holders to Community Centre storeroom.	Natalie Manton	○		
	15/05/2014	Wickepin	Bring the urn from the hall back to the office.	Natalie Manton	✓	May	
15/05/2014	Wickepin	Take down the Dryandra banner from up near the golf club.	Natalie Manton	○			
15/05/2014	Malyalling	Place tin back on the roof at the Malyalling Golf Club.	Natalie Manton	○			
15/05/2014	Wickepin	Check Power Points at the Community Centre Courts.	Michelle Miller	✓	May		

	15/05/2014	Yealering	Cemetery – tidy up needed near tree stump.	Natalie Manton	✓	May	
	15/05/2014	Yealering	Cemetery – Dead tree at the back needs to come out.	Natalie Manton	✓	May	
	19/05/2014	Wickepin	Shire Admin Office - Light globes and sliding door needs attention.	Leah Pearson	○		
	21/05/2014	Wickepin	Tree behind Wickepin sign needs removing.	Leah Pearson	✓	May	
	21/05/2014	Harrismith	Harrismith South Road needs grading.	Council	✓	May	
	21/05/2014	Harrismith	Fox Road needs grading.	Council	✓	May	
	21/05/2014	Wickepin	Netball courts need cleaning for Sunday 23 May for game.	Council	✓	May	
	21/05/2014	Wickepin	Pingelly Road – take gravel away.	Council	✓	May	
	21/05/2014	Wickepin	Avery Corner needs attention.	Council	✓	May	
	21/05/2014	Wickepin	Hemley Road – Water may have damaged road (Eastern side).	Council	✓	03/06/2014	
	23/05/2014	Wickepin	No soap dispenser in the Public Toilets on the main street.	Ruth Parker	✓	27/05/2014	
	23/05/2014	Harrismith	Grey Road needs grading.	Leah Pearson	✓	May	
	27/05/2014	Wickepin	Community Centre Home change room – light and ceiling panel broken.	Leah Pearson	○		
	27/05/2014	Wickepin	Mulch needed at the Health Centre.	Hazel Green	✓		
	27/05/2014	Wickepin	Leak in ceiling of courts (middle).	Michelle Miller	✓		
	27/05/2014	Wickepin	Community Centre – Projector cord not working – wall panel connection.	Natalie Manton	✓		
	27/05/2014	Yealering	Install Plaque in the Yealering Niche Wall.	Amanda Bullock	✓		
	27/05/2014	Wickepin	86 Gate Road – Standpipe – call IT support.	Amanda Bullock	○		
	27/05/2014	Wickepin	Community Centre – Powerpoints not working in kitchen & function room.	Hazel Green	✓		
	27/05/2014	Wickepin	Community Centre – New flick mixer needed in kitchen.	Natalie Manton	✓		
	27/05/2014	Wickepin	Community Centre – Broken glass in last door of courts – bottom panel.	Sandie O'Brien	○		Glass has been ordered.
	27/05/2014	Wickepin	Community Centre – Heater in function room has an error message.	Hazel Green	✓		
	27/05/2014	All	Order bush fire signs for shire boundary entries.	Council	○		
	27/05/2014	Wickepin	Quotes for swing and fencing for playground main street.	Mark Hook	✓		
	27/05/2014	Harrismith	Quote for seat in Harrismith main street.	Mark Hook	○		
	29/05/2014	Wickepin	Washers need replacing in women's toilet in the Shire office.	Natalie Manton	○		
June	03/06/2014	Wickepin	Plastic doggy bags needed at Community Centre.	K. Lansdell	✓	04/06/2014	
	06/06/2014	Wickepin	Oil heater not working – Unit 4 Cottage Homes.	Amy Read	✓	09/06/2014	Oil heaters are old and not used any more.
	10/06/2014	Wickepin	5 Smith Street – TV Aerial needs fixing.	Gillian Spargo	○		

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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>	Natalie Manton - Finance Manager
<b>File Reference:</b>	
<b>Author:</b>	Natalie Manton - Manager
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	12 June 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 28 February 2014 as presented be received.

**Voting Requirements:** Simple majority

### **Resolution No 180614-04**

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

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

**Carried 7/0**

*Resolution differs from the Officers Recommendation as the date of the report should state 31 May 2014 and not 28 February 2014.*

## Bank Balances

As at 31/05/2014

<b>Bank Statement</b>	
Municipal Fund	1,621,734.79
Petty Cash	500.00
Reserves	805,690.33
<b>Total</b>	<b>2,427,925.12</b>
<hr/>	
Trust Fund	63,715.31
Transport Account	494.85

## Debtors

Rates as at 31/05/2014

Account 7461	Rates	30,124.52
Account 6051	Sewerage	4,249.45
Account 7451	Excess Receipts	-5,495.94
Account 7441	Pensioners Rebates	6,133.55
Account 7481	Domestic Rubbish	2,212.34
Account 7491	Commercial Rubbish	0
Account 7201	Refuse Site Levy	689.56
		<b>37,913.48</b>

**Sundry Debtors as at 31/05/2014**

Current	90,483.43
1 Month	130.00
2 Months	2698.32
3 Months	631.55
<b>Total</b>	<b>93,943.30</b>

Governance, Audit and Community Services

## 10.2.02 – List of Accounts

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Natalie Manton - Finance Manager
<b>File Reference:</b>	
<b>Author:</b>	Natalie Manton - Finance Manager
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	12 June 2014

**Enclosure / Attachment:** List of Accounts

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

	<u>Vouchers</u>	<u>Amounts</u>
<b>Municipal Account</b>		
Cheques	14931-14962	75,961.17
EFTPOS	4514-4578	285,729.71
Other Transfers	Payroll May 2014	63,329.00
<b>Trust Account</b>		
Cheques	1223-1227	1,491.75
EFTPOS	4374	750.00
<b>TOTAL</b>		<b><u>\$427,261.63</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 \$310,212.86 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 180614-05**

**Moved Cr Easton / Seconded Cr Allan**

That Council acknowledges that payments totaling \$310,212.86 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 7/0**

Shire of Wickepin  
 Cheque Listing 01/05/2014 - 31/05/2014

Chq/EFT	Date	Name	Description	Muni	Trust
EFT4514	06/05/2014	BURGESS RAWSON (WA) PTY LTD	FUEL FACILITY - RENT AND MANAGEMENT FEES	2939.63	
EFT4515	06/05/2014	TERRY BROWN & CO	8 WHEEL SIDE TIPPING DOG TRAILER	107646.00	
EFT4516	06/05/2014	BEST OFFICE SYSTEMS	COPY CHARGES	982.22	
EFT4518	06/05/2014	STAPLES / CORPORATE EXPRESS	COPY PAPER	43.86	
EFT4519	06/05/2014	COALCLIFF PLANT HIRE	LOMOS SOUTH ROAD	8034.40	
EFT4520	06/05/2014	LANDGATE	RURAL UV GEN VALS	4899.00	
EFT4521	06/05/2014	DEWS EXCAVATIONS	EXCAVATOR HIRE CEMETERY	209.00	
EFT4522	06/05/2014	FRANK WESTON & CO	WICKEPIN COMMUNITY CENTRE MAINTENANCE	63.58	
EFT4523	06/05/2014	GEOFF PERKINS FARM MACHINERY CENTRE	HOSE AND JOINER FOR BITELLI ROLLER	476.34	
EFT4524	06/05/2014	GRAB PHOTOGRAPHY & DESIGN	SHIRE GARDENS CONCEPT PLANS	385.00	
EFT4525	06/05/2014	JR & A HERSEY	DEPOT PARTS	258.28	
EFT4526	06/05/2014	HARRIS ZUGLIAN ELECTRICS	RETIC PUMP AT DAM	1086.20	
EFT4527	06/05/2014	NARROGIN RETRAVISION	MOBILE PHONE	399.00	
EFT4528	06/05/2014	NARROGIN BOILERMAKERS	WORK WEAR	118.80	
EFT4529	06/05/2014	TPG TOWN PLANNING, URBAN DESIGN AND HERITAGE	WALK TRAIL HERITAGE SITE	4620.00	
EFT4530	06/05/2014	RSA WORKS	LOMOS ROAD PROJECT	1100.00	
EFT4531	06/05/2014	DYNAMIC PRINT	PURCHASE ORDER BOOKS	386.00	
EFT4532	06/05/2014	WICKEPIN DISTRICT SPORTS CLUB	SPONSORSHIP WICKEPIN GOLF CLUB	220.00	
EFT4533	06/05/2014	WICKEPIN NEWSAGENCY	REFRESHMENTS ADMIN OFFICE	376.40	
EFT4534	06/05/2014	WATERMAN IRRIGATION	REPAIR WICKEPIN STANDPIPE	2170.30	
EFT4535	12/05/2014	ANZ SUPER - ALLAN HEMLEY	Superannuation contributions	153.83	
EFT4536	12/05/2014	COURIER AUSTRALIA	FREIGHT ON STATIONARY	12.34	
EFT4537	12/05/2014	CONCEPT ONE THE INDUSTRY SUPERANNUATION FUND	Superannuation contributions	251.90	
EFT4538	12/05/2014	EDWARDS MOTORS PTY LTD	REPAIR	200.85	
EFT4539	12/05/2014	IRIS CONSULTING GROUP PTY LTD	RECORDS MANAGEMENT TRAINING	1740.00	
EFT4540	12/05/2014	ING CUSTODIANS PTY LTD	Superannuation contributions	487.62	
EFT4541	12/05/2014	LOVEGROVE TURF SERVICES	KIKUYU ROLL ON	882.00	
EFT4542	12/05/2014	MCRBERT CONTRACTING SERVICES PTY LTD	CCTV SEWER PIPES	10147.50	
EFT4543	12/05/2014	ROADTECH CONSTRUCTIONS	ROAD MAINTENANCE	77880.00	
EFT4544	12/05/2014	RAMSAY SUPERANNUATION FUND	Superannuation contributions	43.80	
EFT4545	15/05/2014	KELLY COCHRANE	CLEANING YEALERING HALL	225.00	
EFT4546	15/05/2014	MAUREEN PREEDY	CLEANING YEALERING HALL	275.00	
EFT4547	16/05/2014	PREMIUM PAINTING & DECORATING	1ST INSTALMENT PAINTING CAC	18095.00	
EFT4549	19/05/2014	AUSTRALIA POST	AUSTRALIA POST POSTAGE	126.15	

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EFT4550	19/05/2014	YVONNE BOWEY CONSULTING	BUDGET REVIEW	1674.00
EFT4551	19/05/2014	BELVEDERE NURSERY	PLANTS FOR WICKEPIN AND YEALERING	315.00
EFT4552	19/05/2014	BEST OFFICE SYSTEMS	TEST RICOH MPC2800/3300	60.00
EFT4553	19/05/2014	CORNER'S AUTO ELECTRICS	TRAFFIC LIGHT TRAILER REPAIRS	99.00
EFT4554	19/05/2014	COUNTRY PAINT SUPPLIES	VOLVOE BACKHOE PAINT	47.50
EFT4555	19/05/2014	COVS PARTS PTY LTD	WELDING HELMET	164.55
EFT4556	19/05/2014	CONNELLY IMAGES	FACEMAP ARTWORK	413.60
EFT4557	19/05/2014	DEWS EXCAVATIONS	EXCAVATE FLOODWAY RUSSELL ROAD	2442.00
EFT4558	19/05/2014	GREAT SOUTHERN QUARRIES P/L	AGGREGATE	1130.58
EFT4559	19/05/2014	IKES HOME IMPROVEMENT & GLASS	LOADER SCREEN	212.69
EFT4560	19/05/2014	INGREYS	NISSAN NAVARA REPAIRS	73.06
EFT4561	19/05/2014	IT VISION	VALUATION INTERIM	1540.00
EFT4562	19/05/2014	MAJOR MOTORS PTY LTD	SHIFT CABLE ON ISUZU TRUCK	196.53
EFT4563	19/05/2014	MELCHIORRE PLUMBING AND GAS	COMMUNITY CENTRE LABOUR	634.26
EFT4564	19/05/2014	GREAT SOUTHERN WASTE DISPOSAL	31 MARCH TO 28 APRIL REFFUSE	4763.44
EFT4565	19/05/2014	NARROGIN HARDWARE MAKIT	BATTERIES AND KNIFE	94.00
EFT4566	19/05/2014	NARROGIN RETRAVISION	NEW PHONE	602.00
EFT4567	19/05/2014	NARROGIN BEARING SERVICE	UTILITY TOOL	31.96
EFT4568	19/05/2014	NARROGIN QUARRY OPERATIONS	LANDSCAPING DUST	56.10
EFT4569	19/05/2014	NARROGIN CARPETS & CURTAINS	FLOORING HARRISMITH CARAVAN PARK	1760.00
EFT4570	19/05/2014	NARROGIN TOYOTA	CHAINSAW MATERIALS	133.91
EFT4571	19/05/2014	NARROGIN BOILERMAKERS	WORKWEAR	79.20
EFT4572	19/05/2014	TPG TOWN PLANNING, URBAN DESIGN AND HERITAGE	WALK TRAIL HERITAGE ADVICE PHASE 2	2673.00
EFT4573	19/05/2014	RSA WORKS	ROAD SAFETY AUDIT	1815.00
EFT4574	19/05/2014	WESTERN AUSTRALIAN TREASURY CORP	LOAN 99 AND 100	16255.92
EFT4575	19/05/2014	WICKEPIN MOTORS	NEW SCREEN	416.90
EFT4576	19/05/2014	WESTNET PTY LTD	INTERNET FOR ADMIN AND DEPOT	139.89
EFT4577	19/05/2014	WESTAUS CONSTRUCTION AND MAINTENANCE	MAINTENANCE ON SHIRE HOUSES	970.63
EFT4578	26/05/2014	ANTONY SMITH	CAT TRAP BOND REFUND	50.00
14931	06/05/2014	PCS	LABOUR	170.00
14939	06/05/2014	WATER CORPORATION	STANDPIPE	9393.69
14940	12/05/2014	AUSTRALIAN SUPER	Superannuation contributions	408.39
14941	12/05/2014	BEC DANILOVIC @ WICKEPIN GARDEN CENTRE	PLANTS FOR WICKEPIN AND YEALERING	349.00
14942	12/05/2014	FLICK / ISS FUMIGATION SVCES	MONTHLY SERVICE SANITARY UNITS	2772.00
14943	12/05/2014	IOOF LIFETRACK - AMANDA LOUISE BULLOCK	Superannuation contributions	396.21
14944	12/05/2014	LOCAL GOVERNMENT ASSOCIATION OF WA	MARKET FORCE ADVERTISING	348.13
14945	12/05/2014	MTAA SUPER FUND	Superannuation contributions	481.26
14946	12/05/2014	STAR TRACK EXPRESS	PARTS AND PAPER FREIGHT	187.51

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14947	12/05/2014	PRIME SUPER	Superannuation contributions	480.90
14948	12/05/2014	JOHN ROBERTSON CARPENTRY SVCES	MAINTENANCE TO SHIRE HOUSES	7223.26
14949	12/05/2014	SHIRE OF WAGIN	REGIONAL REFUSE GROUP CONTRIBUTION	5500.00
14950	12/05/2014	TELSTRA	TELSTRA ACCOUNTS	2066.57
14951	12/05/2014	SYNERGY	POWER USAGE	8409.30
14952	12/05/2014	WA LOCAL GOVERNMENT SUPER PLAN	Superannuation contributions	10977.18
14953	19/05/2014	BCITF	BUILDING LEVY LOMOS SOUTH ROAD	155.76
14954	19/05/2014	HANCOCKS HOME HARDWARE	DEPOT PARTS	29.35
14955	19/05/2014	THE CASHIER MRWA	LAND ACQUISITION	14866.64
14956	19/05/2014	NARROGIN FLORAL STUDIO	WREATHS FOR ANZAC SERVICE	275.00
14957	19/05/2014	STAR TRACK EXPRESS	PARTS FOR GRADER	128.60
14958	19/05/2014	PCS	COMPUTERS AND LAPTOP	7592.50
14959	19/05/2014	TELSTRA	COLIN PLUMB SAT PHONE	72.29
14960	19/05/2014	LANDMARK	WORK BOOTS	99.70
14961	19/05/2014	SYNERGY	POWER BILLS	3493.55
14962	19/05/2014	WATER CORPORATION	40 WOGOLIN ROAD WICKEPIN	34.38
				<u>361640.89</u>
				<u>50.00</u>

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Governance, Audit and Community Services

## 10.2.03 - EHO/Building Surveyor's Report

**Submission To:** Ordinary Council  
**Location / Address:** Whole Shire  
**Name of Applicant:** Allan Ramsay, EHO/Building Surveyor  
**File Reference:** 2203  
**Author:** Allan Ramsay, EHO/Building Surveyor  
**Disclosure of any Interest:** Nil  
**Date of Report:** 3 June 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 May 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
6/13-14	John Menegola	John Menegola	27m2 carport	2 Wogolin Road, 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 3 June 2014.

### Resolution No 180614-06

#### Moved Cr Lang / Seconded Cr Astbury

That council notes the report from the EHO/Building Surveyor dated 3 June 2014.

**Carried 7/0**



Governance, Audit and Community Services

## 10.2.04 – Change July 2014 Council Meeting Date

<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>	1305
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	10 June 2014

**Enclosure / Attachment:** Nil

### Background:

The following meeting dates have been set for the 2014/2015 financial year:

#### Council Meetings

	DAY	DATE	TIME	Workshop – 1.30pm
Council	Wednesday	February 19, 2014	3.30pm	1.30pm
Council	Wednesday	March 19, 2014	3.30pm	1.30pm
Council	Wednesday	April 16, 2014	3.30pm	1.30pm
Council	Wednesday	May 21, 2014	3.30pm	1.30pm
Council	Wednesday	June 18, 2014	3.30pm	1.30pm
Council	Wednesday	July 16, 2014	3.30pm	1.30pm
Council	Wednesday	August 20, 2014	3.30pm	1.30pm
Council	Wednesday	September 17, 2014	3.30pm	1.30pm
Council	Wednesday	October 15, 2014	3.30pm	1.30pm
Council	Wednesday	November 19, 2014	3.30pm	1.30pm
Council	Wednesday	December 17, 2014	3.30pm	1.30pm

A number of Councillors have advised that the meeting date set for 16<sup>th</sup> July 2014 is in the School holidays and wonder if the date could be moved to Wednesday 23<sup>rd</sup> July 2014 if at all possible.

### Comment:

The Changing of the Ordinary Council Meeting date to the 23<sup>rd</sup> July 2014 would not be a problem for the executive staff and there would be enough time to advise of the new dates, as the CEO only needs to give council member's at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting (5.5.1 Local Government Act 1995).

### Statutory Environment:

#### 5.4. Calling council meetings

*An ordinary or a special meeting of a council is to be held —*

- (a) *if called for by either —*
  - (i) *the mayor or president; or*
  - (ii) *at least 1/3 of the councillors, in a notice to the CEO setting out the date and purpose of the proposed meeting; or*
- (b) *if so decided by the council.*

**5.5. Convening council meetings**

- (1) *The CEO is to convene an ordinary meeting by giving each council member at least 72 hours' notice of the date, time and place of the meeting and an agenda for the meeting.*
- (2) *The CEO is to convene a special meeting by giving each council member notice, before the meeting, of the date, time, place and purpose of the meeting.*

*Local Government (Administration) Regulations 1996*

**12. Meetings, public notice of (Act s. 5.25(1)(g))**

- (1) *At least once each year a local government is to give local public notice of the dates on which and the time and place at which —*
  - (a) *the ordinary council meetings; and*
  - (b) *the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,*

*are to be held in the next 12 months.*

- (2) *A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).*

**Policy Implications:** Nil

**Financial Implications:** Not applicable.

**Strategic Implications:** Nil

**Summary:**

Council is being requested to change the 16<sup>th</sup> July Ordinary Council Meeting date to the 23<sup>rd</sup> July 2014.

**Recommendation:**

That Council change the 16<sup>th</sup> July 2014 Ordinary Council Meeting date to the 23<sup>rd</sup> July 2014.

**Voting Requirements:** Simple Majority.

**Resolution No 180614-07****Moved Cr Lang / Seconded Cr Martin**

That Council change the 16<sup>th</sup> July 2014 Ordinary Council Meeting date to the 23<sup>rd</sup> July 2014.

**Carried 7/0**

4.14pm – Cr Fran Allan departed the Chambers due to declaring a financial interest – Yealering Bowling Club Treasurer.

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Governance, Audit and Community Service

## 10.2.05 – Shire of Wickepin Community Grant Applications

<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>	1519
<b>Author:</b>	Natalie Manton, Community Development Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	24 May 2014

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**Enclosure / Attachment:** Nil

### Background:

Each year the Shire of Wickepin makes a budget provision of 2.5% of the previous year's levied rates to distribute to community and sporting organisations. The objective of the funding is for establishment or improve playing areas or buildings necessary for the conduct of sport or for community use, to assist community groups in establishing a service or activity seen as a need for the betterment of, and improvement to, the enjoyment of life within the community.

Details of the funding guidelines are provided in Policy F3.2 - Distribution of Funds to Community and Sporting Bodies. An analysis of the approved community grants over the past 6 years reveals that Council has relaxed its policy slightly in relation to the distribution of funds to community and sporting bodies. Council has funded equipment, sponsored trophies and provided funding greater than one third of the total project cost on some occasions.

The following table provides a summary of funding granted to community and sporting groups as part of the Shire of Wickepin Community Grants process, as well as donations, over the past 6 years. The Shire of Wickepin has supported and subsidised sporting and community groups in areas such as in kind, works, equipment hire, Community Sport and Recreations Facilities Funding, water for bowling greens, waiver of bonds, oval marking as well as transport and refreshments for students but these have not been included in the analysis.

Additional funding and sponsorship was provided to community and sporting groups in 2010 as part of the Department of Agriculture and Food - Dry Season Assistance Scheme. This funding was only available in that year and is not part of an ongoing funding program.

**Shire of Wickepin Community Grants and Donations 2008 – 2013**

<b>Community Grants and Donations GL 14922</b>		<b>2008/09</b>	<b>2009/10</b>	<b>2010/11</b>	<b>2011/12</b>	<b>2012/13</b>	<b>2013/14</b>	<b>2014/15 Committed</b>	<b>Sub Total 6 years</b>	<b>Total 6 Years</b>
Wickepin Telecentre/ CRC/ VRC	Grants	\$3,924					\$2,000		\$5,924	\$8,424
	Sponsorship					\$2,000	\$500		\$2,500	
Wickepin Golf Club	Grants	\$1,017							\$1,017	\$1,957
	Sponsorship					\$500	\$220	\$220	\$940	
Wickepin Tennis Club	Sponsorship			\$200	\$200	\$200	\$200	\$200	\$1,000	\$1,000
Wickepin Bowling Club	Sponsorship			\$500		\$500	\$550	\$550	\$2,100	\$2,100
Wickepin District Sports Club	Grants		declined	\$6,600	\$928	\$2,810	\$2,165		\$12,503	\$13,503
	Sponsorship			\$200			\$400	\$400	\$1,000	
Wickepin Playgroup			\$9,000				\$2,500		\$11,500	\$11,500
Wickepin Ladies Hockey Club				\$495					\$495	\$495
Wickepin P & C		\$1,456			\$1,000				\$2,456	\$2,456
Wickepin Primary School Grants	Grants			\$1,000	\$5,000				\$6,000	\$6,165
	Donations			\$30	\$30	\$35	\$35	\$35	\$165	
Wickepin Netball Club					\$1,500				\$1,500	\$1,500
Wickepin Men's Shed					\$2,500				\$2,500	\$2,500
Wickepin Football Club							\$200	\$200	\$400	\$400
Wickepin Indoor Carpet Bowls		\$2,800							\$2,800	\$2,800
Wickepin Triathlon							\$2,411		\$2,411	\$2,411
Wickepin Art Competition								\$750	\$750	\$750
Albert Facey Homestead				\$6,000					\$6,000	\$6,000
Children with Special Needs Support						\$1,222			\$1,222	\$1,222
Lake Yealering Progress Association		declined	\$5,000		\$6,500	\$1,534			\$13,034	\$13,034
Yealering Bowling Club		\$2,500	\$2,500				\$6,000		\$11,000	\$11,000
Yealering Golf Club		\$7,000							\$7,000	\$7,000
Yealering Tennis Club		\$4,000	\$6,800						\$10,800	\$10,800
Harrismith Cricket Club							\$10,000		\$10,000	\$10,000
Harrismith Golf Club		\$5,000	declined	\$3,285	\$14,141				\$22,426	\$22,426
Harrismith Community Committee							\$800	\$540	\$1,340	\$1,340
Tincurrin Primary School						\$858			\$858	\$858
Tincurrin P & C							\$1,300		\$1,300	\$1,300
Toolibin Tennis Club			\$1,520			\$4,000			\$5,520	\$5,520
		<b>\$27,697</b>	<b>\$24,820</b>	<b>\$18,310</b>	<b>\$31,799</b>	<b>\$13,659</b>	<b>\$29,281</b>	<b>\$2,895</b>	<b>\$148,461</b>	<b>\$148,461</b>

Over the past 4 years staff have encouraged all requests for funding from the Shire of Wickepin to be submitted via the Community Grants process so that Council can clearly identify the grant recipients and amounts. In 2013 the Shire of Wickepin Community Grant application form was modified to provide applicants with a greater understanding of the grant application requirements and gain more detailed information about the proposed funding request.

The Shire of Wickepin invited applications for the 2014/15 Community Grants in March 2014 and applications closed on Wednesday 30<sup>th</sup> April at 4pm. Applications were received from the following groups on the appropriate form and prior to the advertised deadline:

<b>2014/15 Budget Requests (gst exc)</b>	
Lake Yealering Golf Club	\$13,250.00
Harrismith Golf Club	890.00
Lake Yealering Bowling Club	771.30
Wickepin Football Club	1160.10
Wk Volunteer & Community Support Centre	1,000.00
St John Ambulance	4662.90
<b>Sub Total</b>	<b>\$21,734.30</b>
Lake Yealering Bowling Club	96,000.00
<b>Total</b>	<b>\$117,734.30</b>

A verbal expression of interest was received from the Wickepin Ladies Hockey Club for new hockey goals after the closing date and no application form was received outlining the funding request and quotes. The letter sent out to all clubs and community groups with the funding application clearly states that no late applications will be accepted.

An expression of interest was received from the Tincurrin Primary School for a smart antenna. No formal application was received and no quotes were supplied. The request does not meet the funding criteria which prevent the funding being used for equipment.

The hockey goals would be eligible for the Department of Sport and Recreation - Community Sporting Club Equipment Subsidy Scheme. The next round of funding opens in September 2014.

Council may endorse funding of \$32,868, being 2.5% of the 2013/14 levied rates. Sponsorship of \$2,895 has already been placed in the budget deliberations by Council in the 2014/15 budget period leaving an amount of \$29,973 available for distribution.

## Summary of Applications and Comment

<b>Application 1</b>	<b>Lake Yealering Golf Club</b>
<b>Purpose of Organisation</b>	Promote golf and socialise with members of the community.
<b>Incorporated:</b>	Yes
<b>Financial information attached:</b>	Yes, \$24,000 + term deposit of \$16,000
<b>Previous funding:</b>	Kitchen upgrade \$7000 in 2008/09
<b>Purpose of funding:</b>	Build a new bar and re-carpet the golf club.
<b>Alternative funding sought:</b>	Volunteer labour
<b>Support of members and general community e.g. letters of support or meeting minutes</b>	Golf Club minutes show support for the project.
<b>Total project cost:</b>	\$16,350
<b>Funding requested:</b>	\$13,250
<b>Project budget and quotes supplied:</b>	Yes

The Lake Yealering Golf Club is an established club with 20 playing members and 6 social members. The club receives strong support from its members and are responsible for mowing the golf course and upkeep of the club house. The original golf club house was built in 1927 and has been extended since that time. The facilities were improved in 2008 when a new kitchen was installed.

The proposed upgrade of the bar area and carpeting of the club house will improve the facilities for members and other users of the building. The application from the Lake Yealering Golf Club meets all criteria except that funding requested is greater than 1/3 of project cost.

<b>Application 2</b>	<b>Harrismith Golf Club</b>
<b>Purpose of Organisation</b>	Provide golf club facilities for members of the club and community
<b>Incorporated</b>	Yes
<b>Financial information attached:</b>	Yes, \$26,600
<b>Previous funding:</b>	Playground 14,000 in 2011/12
<b>Purpose of funding:</b>	Hot water system
<b>Alternative funding sought:</b>	No
<b>Support of members and general community e.g. letters of support or meeting minutes</b>	Meeting of members in which hot water system was identified as needing replacement was noted in application.
<b>Total project cost:</b>	\$890
<b>Funding requested:</b>	\$890
<b>Project budget and quotes supplied:</b>	2 quotes supplied

The Harrismith Golf Club is an established club with 35 members. The club receives strong support from its members and are responsible for the upkeep of the golf course and club house. The hot water system was installed when the club house was built in 1996 and is no longer working. The proposed replacement of the hot water system will improve the facilities for members and other users of the building.

The application from the Harrismith Golf Club meets all criteria except that the funding requested is greater than 1/3 of project cost.

<b>Applicant 3</b>	<b>Lake Yealering Bowling Club</b>
<b>Purpose of Organisation</b>	Playing bowls and hosting league clubs from Narrogin, Williams, Pingelly and Brookton.
<b>Incorporated</b>	Yes
<b>Financial information attached:</b>	Yes \$9,559 + \$24,600 term deposit
<b>Previous funding:</b>	Kitchen upgrade \$6,000 in 2013/14
<b>Purpose of funding:</b>	New BBQ and bowling mats
<b>Alternative funding sought:</b>	No
<b>Support of members and general community e.g. letters of support or meeting minutes provided</b>	Minutes attached of general meeting in April 2014 where members discussed and agreed on the proposal.
<b>Total project cost:</b>	\$771.30
<b>Funding requested:</b>	\$771.30
<b>Project budget and quotes supplied:</b>	Yes

The Lake Yealering Bowling Club currently has 15 playing members and several social members. Social bowls is played on weekends and the club participates in the Upper Great Southern Bowls League. The club also hosts open days and the Community Christmas function as well as night bowls, attracting approximately 40 players over a 6 week period.

The Shire of Wickepin has subsidised the payment of water charges for the Yealering Bowling Club to the value of \$2500 per annum since 2003.

The application from the Lake Yealering Bowling Club for a BBQ meets the funding criteria however the bowling mats would be ineligible as they are equipment used in the conduct of the sport as detailed in the funding limitations. Alternative funding for the bowling mats is available from the Department of Sport and Recreation - Community Sporting Club Equipment Subsidy Scheme. The next round of funding opens in September 2014.

The proposal from the Lake Yealering Bowling Club is greater than 1/3 of project cost.

### **Synthetic Bowling Green**

An expression of interest was also received from the Yealering Bowling Club for a new synthetic bowling green at a meeting with the Community Development Officer and the Chief Executive Officer. A new synthetic bowling green will cost approximately \$174,000 according to quotes obtained by the Shire of Wickepin.

The upgrade of the bowling green at Yealering to a synthetic surface would be eligible for the Department of Sport and Recreation – Community Sport and Recreation Facilities Fund (CSRFF) Annual Grants for 1/3 of the total project cost.

Lake Yealering Bowling Club	\$20,000
CSRFF Grant (1/3 total project cost)	58,000
Shire of Wickepin (1/3 total project cost)	58,000
Shire of Wickepin remaining funds	38,000
<b>Total project cost</b>	<b>\$174,000</b>

Council may consider raising a self-supporting loan on behalf of the Yealering Bowling Club for the balance of funding.



<b>Applicant 4</b>	<b>Wickepin Football Club</b>
<b>Purpose of Organisation</b>	Playing football in the Upper Great Southern football competition.
<b>Incorporated</b>	Yes
<b>Financial information attached</b>	Yes \$10,000 term deposit plus \$55,000 ladies account
<b>Previous funding:</b>	Christmas Bash in 2013 \$2000,
<b>Purpose of funding:</b>	Purchase BBQ
<b>Alternative funding sought:</b>	No
<b>Support of members and general community e.g. letters of support or meeting minutes</b>	Yes Wickepin Cricket Club
<b>Total project cost:</b>	\$1660.10
<b>Funding requested:</b>	\$1160.10
<b>Project budget and quotes supplied:</b>	Yes

The Wickepin Football Club is one of the largest sporting clubs in the Shire of Wickepin and has approximately 60 members plus social members. Many local volunteers provide assistance to the football club.

The BBQ at the Wickepin Community Centre was removed in 2007 to make way for the construction of the new function room and ram selling complex and a portable BBQ has been used since. The Shire of Wickepin has received numerous requests to replace the BBQ for all users of the Community Centre.

The application from the Wickepin Football Club meets all of the assessment criteria except that the amount requested is greater than 1/3 of the estimated total project cost.

The Council meeting in April 2013 resolved that the Wickepin Football Club be given permission to install a BBQ at the Wickepin Community Centre with the Wickepin Football Club being responsible for all costs associated with the installation of the BBQ and the BBQ to be kept clean after use by the users of the BBQ.

The application from the Wickepin Football Club meets all criteria except that funding requested is greater than 1/3 of project cost.

<b>Applicant 5</b>	<b>Wickepin Volunteer and Community Support Centre</b>
<b>Purpose of Organisation</b>	To provide information, advice and support to volunteers and community groups in the Wickepin Shire.
<b>Incorporated</b>	Yes
<b>Financial information attached:</b>	Yes \$128,000
<b>Previous funding:</b>	Christmas Bash in 2013 \$2000 + \$500 donation
<b>Purpose of funding:</b>	Catering costs for Men's Pit Stop health checks
<b>Alternative funding sought:</b>	Wickepin Health Centre and CRC in kind
<b>Support of members and general community e.g. letters of support or meeting minutes</b>	Anecdotal support
<b>Total project cost:</b>	\$3,060
<b>Funding requested:</b>	\$1,000
<b>Project budget and quotes supplied:</b>	Project budget supplied

The Wickepin Volunteer Resource Centre (VRC) is run under the auspices of the Wickepin Community Resource Centre and has one paid staff member. The Wickepin VRC has hosted several successful events and functions in the Shire of Wickepin since 2010 including the; Thank a Volunteer events, 2010 and 2013 Christmas Bash, Hullabaloo and coordinated the volunteers for the Wickepin Primary School Centenary.

The Wickepin VRC proposes to hold Men's Health Pit Stop health check in September 2014. The VRC will coordinate the event with assistance from the Wickepin Health Centre. The Wickepin CRC will contribute in kind support to the project in the form of advertising, printing and staff time.

The proposal fits within the funding objective in that it will assist the community group to establish an activity seen as a need for the betterment of, and improvement to, the enjoyment of life within the community. Although the limitations of the funding guidelines indicate that funding is not to be used for expenses incurred in community activities. More clarity of the funding guidelines is required to determine if activities such as the Men's Pit Stop meet the funding guidelines.

The funding requested is equivalent to 1/3 of project cost and the organisation has funding available to complete the proposed project.

<b>Applicant 6</b>	<b>Wickepin St John Ambulance</b>
<b>Purpose of Organisation Incorporated</b>	Providing emergency ambulance service
<b>Financial information attached:</b>	Yes - operates under the umbrella of state St John Ambulance
<b>Previous funding:</b>	Yes \$20,116 + investment funds \$40,000 \$58,400
<b>Purpose of funding:</b>	Nil
<b>Alternative funding sought:</b>	Trauma, medication and airway bags
<b>Support of members and general community e.g. letters of support or meeting minutes</b>	No
<b>Total project cost:</b>	Yes minutes of meeting
<b>Funding requested:</b>	\$4,662.90
<b>Project budget and quotes supplied:</b>	\$4,662.90
	Yes

The Wickepin St John Ambulance provides a valuable service to the residents of the Shire of Wickepin. The organisation receives income from grants, donations, transport fees and memberships.

The Wickepin St John Ambulance sub-centre funding is used to fund new medical supplies and equipment as well as to replace expired stock. The term deposit funding is used to pay a contribution for new ambulances at Wickepin, Yealering and Harrismith and for urgent repairs and maintenance.

The proposal fits within the funding objective in that it will assist the community group to establish an activity seen as a need for the betterment of, and improvement to, the enjoyment of life within the community. Although the limitations of the funding guidelines indicate that funding is not to be used for expenses incurred in community activities. More clarity of the funding guidelines is required to determine if activities such as the Men's Pit Stop meet the funding guidelines.

The funding requested is greater than 1/3 of project cost and the organisation has funding available to complete the proposed project.

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

**Policy Implications:**

**Shire of Wickepin Policy F 3.2**

**Distribution of Funds to Community and Sporting Bodies**

*A budget provision of 2.5% of the previous year's levied rates to be provided for in each year to distribute to community and sporting organisations upon application to the council.*

*The following guidelines for distribution of funds to community and sporting bodies are to apply.*

**Fund Objective:**

*Funds from the council may be made available for the following purpose:*

*Establishment or improvement of playing areas or buildings necessary for the conduct of sport or for community use, to assist community groups in establishing a service or activity seen as a need for the betterment of and improvement to the enjoyment of life within the community.*

**Application Procedure:**

- a. *Application for funding close at the council Office on 30 April to be considered in the following financial year.*
- b. *Applications should only be made when the applicant group is confident that all the cash that the applicant proposes to contribute will be readily available if a grant is approved.*

**Limitations:**

- a. *Funds not to be used for equipment, trophies, prizes or expenses (including loan repayments) incurred in the conduct of the sport or in community activities.*
- b. *Community and Sporting bodies must submit an application where eligible, for Ministry for Sport and Recreation or other governmental grant aid, for assessment by the committee.*
- c. *Council's general philosophy is to fund  $\frac{1}{3}$  of the total project cost. It is anticipated that the applicant group will contribute  $\frac{1}{3}$  and will obtain grant funding or some other kind of funding for the remaining  $\frac{1}{3}$ . Voluntary labour and equipment may be included in the applicant's contribution subject to point.*
- d. *Council employees or equipment may be used in lieu of a cash contribution from council.*
- e. *Council reserves the right for the Chief Executive Officer or his/her delegate to carry out an inspection of the project at any time prior to and at completion of the project.*

**Voluntary Contributions:**

*The value of work undertaken by volunteers can be included in the local contribution but this value may not exceed one third of the completed value of the project. The voluntary work should be described and valued at the rate of \$20.00 per hour.*

**1. General Guidelines:**

- a. *All applications must be on the appropriate form.*
- b. *Applications must be submitted no later than 30 April each year for funds over \$2,000.*
- c. *Applications must be supported by two written quotes for materials or other goods included in the funding submission.*
- d. *Applications will be acknowledged by council.*
- e. *Council reserves the right to consider and allocate funds without the right of appeal.*
- f. *Council reserves the right to request further information on demand.*
- g. *All monies allocated must be spent and claimed by 30 June in the financial year for which it was allocated.*
- h. *No project requiring funding shall commence without the written consent of council.*
- i. *Money granted must be spent on the project allocated.*
- j. *No money will be allocated for completed projects.*
- k. *Council reserve the right to inspect reserves and buildings without prior notification to the respective committee.*
- l. *Council may consider applications from community groups other than sporting bodies.*
- m. *Applications will be considered at council's sole discretion.*
- n. *Any unspent allocation will not be carried over to the next budget year.*
- o. *Council reserves the right to set aside large projects as longer term budget items to be funded over more than one year.*

**Strategic Implications:**

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.

**Recommendations:**

That the Wickepin Ladies Hockey Club be advised that their expression of interest for funding is not able to be considered as an application was not received by the advertised closing date. Further that the Wickepin Ladies Hockey Club be advised that alternative funding for new hockey goals is available from the Department of Sport and Recreation – Community Sporting Club Equipment Subsidy Scheme with the next round opening in September 2014.

That the expression of interest from the Tincurrin School is not able to be considered for funding as a formal application was not received and the request does not meet the funding criteria which prevent the funding being used for equipment.

That Council place in the budget estimates the application for funding from the Lake Yealering Golf Club for \$13,250 towards an upgrade of the bar area and new carpet.

That Council place in the budget estimates the application for funding from the Harrismith Golf Club for \$890 toward the purchase of a new hot water system.

That Council place in the budget estimates the application for funding from the Lake Yealering Bowling Club for \$539.10 towards the purchase of a new BBQ. Further that the request for funding for the bowling mats be declined as the equipment does not meet the funding criteria and alternative funding is available from the Department of Sport and Recreation – Community Sporting Club Equipment Subsidy Scheme with the next round opening in September 2014.

That Council place in the budget estimates the application for funding from the Wickepin Football Club for \$1160.10 to purchase a BBQ for the Wickepin Community Centre.

That Council considers the application from the Wickepin Volunteer and Community Support Centre for \$1,000 towards Men's Pit Stop health checks.

That Council considers the application from the Wickepin St John Ambulance Sub Centre for \$4662.90 towards Trauma Medical and airways bags.

That Council considers the application for funding from the Lake Yealering Bowling Club for \$96,000 towards the cost of a new synthetic bowling green.

<b>2014/15 Community Grant Funding Summary</b>	
Lake Yealering Golf Club	\$13,250.00
Harrismith Golf Club	890.00
Lake Yealering Bowling Club	539.10
Wickepin Football Club	1160.10
Wk Volunteer & Community Support Centre	1,000.00
St John Ambulance	4662.90
<b>Sub Total</b>	<b>21,502.10</b>
Lake Yealering Bowling Club	96,000.00
<b>Total</b>	<b>\$117,502.10</b>

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

**Voting Requirements:** Simple majority

### **Resolution No 180614-08**

#### **Moved Cr Russell / Seconded Cr Hinkley**

That the Wickepin Ladies Hockey Club be advised that their expression of interest for funding is not able to be considered as an application was not received by the advertised closing date. Further that the Wickepin Ladies Hockey Club be advised that alternative funding for new hockey goals is available from the Department of Sport and Recreation – Community Sporting Club Equipment Subsidy Scheme with the next round opening in September 2014.

That the expression of interest from the Tincurrin School is not able to be considered for funding as a formal application was not received and the request does not meet the funding criteria which prevent the funding being used for equipment.

That Council place in the budget estimates the application for funding from the Lake Yealering Golf Club for \$13,250 towards an upgrade of the bar area and new carpet.

That Council place in the budget estimates the application for funding from the Harrismith Golf Club for \$890 toward the purchase of a new hot water system.

That Council place in the budget estimates the application for funding from the Lake Yealering Bowling Club for \$771.30 towards the purchase of a new BBQ. Further that the request for funding for the bowling mats be declined as the equipment does not meet the funding criteria and alternative funding is available from the Department of Sport and Recreation – Community Sporting Club Equipment Subsidy Scheme with the next round opening in September 2014.

That Council place in the budget estimates the application for funding from the Wickepin Football Club for \$1160.10 to purchase a BBQ for the Wickepin Community Centre.

That Council considers the application from the Wickepin Volunteer and Community Support Centre for \$1,000 towards Men's Pit Stop health checks.

That Council considers the application from the Wickepin St John Ambulance Sub Centre for \$4662.90 towards Trauma Medical and airways bags.

**Carried 6/0**

*The application for funding from the Lake Yealering Bowling Club for \$96,000 towards the cost of a new synthetic bowling green was removed from the resolution as Council felt this did not meet the Shire of Wickepin Community Grants application guidelines.*

4.44pm – Cr Fran Allan returned to the Chambers.

Governance, Audit & Community Services

## 10.2.06 - Dual Fire Control Officers 2014/2015 – Shire of Pingelly

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Shire of Pingelly
<b>File Reference:</b>	901
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	3 June 2014

**Enclosure / Attachment:** Nil

### Background:

Council has received a letter from the Shire of Pingelly requesting Rodney Shaddick, Neville Giles, Victor Lee and Andrew Marshall be appointed as a Dual Fire Control Officers with the Shire of Wickepin.

### Comment:

Fire Control Officers who adjoin neighbouring shires require the adjoining Shires approval to act as a Dual Fire Control Officers.

**Statutory Environment:** Bush Fires Act 1954.

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

### Summary:

Council is being requested by the Shire of Pingelly to appoint Rodney Shaddick, Neville Giles, Victor Lee and Andrew Marshall as Dual Fire Control Officers for the 2014/2015 fire season.

### Recommendation:

That council appoints Rodney Shaddick, Neville Giles, Victor Lee and Andrew Marshall as Dual Fire Control Officers from the Shire of Pingelly for the 2014/2015 fire season, subject to the officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.

**Voting Requirements:** Simple majority

## Resolution No 180614-09

### Moved Cr Hinkley / Seconded Cr Astbury

That council appoints Rodney Shaddick, Neville Giles, Victor Lee and Andrew Marshall as Dual Fire Control Officers from the Shire of Pingelly for the 2014/2015 fire season, subject to the officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.

**Carried 7/0**

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Governance, Audit & Community Services

## 10.2.07 – Blackwood Basin Group – Committee Positions 2014/2016

<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>	New File
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	10 June 2014

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**Enclosure / Attachment:** Nil

### Background:

Council has been requested by the Blackwood Basin Group to nominate a representative from the Shires of Broomehill-Tambellup Dumbleyung Gnowangerup Katanning Kent Kojonup Kulin Narrogin Wagin West Arthur Wickepin Williams Woodanilling to represent the upper catchment Shires on the Blackwood Basin Group.

### Comment:

The current Upper catchment Shire Representatives to Blackwood Basin Group are:

- Janette Liddlelow
- Russel Thomson – President Shire of Woodanilling

These terms expire on the 30<sup>th</sup> June 2014 and they are eligible for renomination.

A person does not need to be a Councillor to be eligible, it only needs a Council to nominate a person or persons they would like to be the Upper Catchment Members to the Blackwood Basin Group.

The Blackwood Basin Group must receive the nomination by Friday 27<sup>th</sup> June 2014.

**Statutory Environment:** Not applicable.

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

### Summary:

Council is being requested to nominate a person or persons to represent the Upper Catchment Shires on the Blackwood Basin Group.

### Recommendation:

That Council Nominate:

1. \_\_\_\_\_
2. \_\_\_\_\_

As persons to represent the Upper Catchment Shires on the Blackwood Basin Group.

**Voting Requirements:** Simple majority



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Governance, Audit and Community Services

## 10.2.08 – Asset Management Plans

<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>	572
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	10 June 2014

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### Enclosure / Attachment:

1. Building and Structures Asset Management Plan
2. Roads and Bridges Asset Management Plan

### Background:

The attached Asset Management Plans have been undertaken to ensure adequate provision is made for the long-term replacement of major assets by:

- Ensuring that Council's services and infrastructure are provided in a sustainable manner, with the appropriate levels of service to residents, visitors and the environment.
- Safeguarding Council assets including physical assets and employees by implementing appropriate asset management strategies and appropriate financial resources for those assets.
- Creating an environment where all Council employees take an integral part in overall management of Council assets by creating and sustaining an asset management awareness throughout the organisation by training and development.
- Meeting legislative requirements for asset management.
- Ensuring resources and operational capabilities are identified and responsibility for asset management is allocated.
- Demonstrating transparent and responsible asset management processes that align with demonstrated best practice.

### Comment:

The Asset Management Plans has been prepared for the Sire of Wickepin by DL Consulting in line with guidance provided by the Department of Local Government.

Adopting these asset management Plans will assist council in meeting the requirements of national sustainability frameworks, the Integrated Planning Framework introduced under the Local Government Act 1995 and providing services needed by the community in a financially sustainable manner.

**Statutory Environment:** Local government Act 1995  
 Local Government Financial Regulations 1996  
 Local Government (Administration) Regulations 1996

**19DA. Corporate business plans, requirements for (Act s. 5.56)**

1. A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
2. A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
3. A corporate business plan for a district is to —
4. set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
5. govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
6. develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
7. A local government is to review the current corporate business plan for its district every year.
8. A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
9. A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine\* whether or not to adopt the plan or the modifications.
10. \*Absolute majority required.

**Policy Implications:** Nil

**Financial Implications:**

Review of the Asset Management Plan will occur each year as budgets are prepared to account for performance information and changing circumstances.

**Strategic Implications:** Nil

**Summary:**

Council is being requested to adopt the Asset Management Plans as prepared by Councils consultants DL Consulting.

**Recommendation:**

That the Shire of Wickepin adopts:

1. Building and Structures Asset Management Plan
2. Roads and Bridges Asset Management Plan

as prepared by Councils consultants DL Consulting.

**Voting Requirements:** Absolute Majority

**Resolution No 180614-10****Moved Cr Russell / Seconded Cr Easton**

That the Shire of Wickepin adopts:

1. Building and Structures Asset Management Plan
2. Roads and Bridges Asset Management Plan

as prepared by Councils consultants DL Consulting.

**Carried 7/0**

Governance, Audit and Community Services


## 10.2.09 – ALGA – Financial Assistance Grants

**Submission To:** Ordinary Council  
**Location / Address:** Whole Shire  
**Name of Applicant:** Mark J Hook, Chief Executive Officer  
**File Reference:** 1458  
**Author:** Mark J Hook, Chief Executive Officer  
**Disclosure of any Interest:** Nil  
**Date of Report:** 10 June 2014

**Enclosure / Attachment:** Nil

### Background:

Council has received the following letter from the Australian Local Government Association (ALGA)

 AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION									
20 May 2014									
Shire of Wickepin PO Box 19 WICKEPIN WA 6370									
<table border="1"> <tr> <td colspan="2" style="text-align: center;">SHIRE OF WICKEPIN</td> </tr> <tr> <td>DATE RECEIVED:</td> <td>26 MAY 2014</td> </tr> <tr> <td>FILE NO:</td> <td>1458</td> </tr> <tr> <td>TO:</td> <td>CEO</td> </tr> </table>		SHIRE OF WICKEPIN		DATE RECEIVED:	26 MAY 2014	FILE NO:	1458	TO:	CEO
SHIRE OF WICKEPIN									
DATE RECEIVED:	26 MAY 2014								
FILE NO:	1458								
TO:	CEO								
Dear Mayor									
<p>I am writing to you and the mayor and shire president of every council across Australia to ask you to join the Australian Local Government Association's (ALGA) call to have the Government restore the indexation of the local government Financial Assistance Grants (FAGs) which has been frozen for three years until 2017-18.</p> <p>The decision to freeze the indexation of the grants, announced in the Budget last week, will cost councils an estimated \$925 million in FAGs by 2017-18. Unfortunately, the impact will continue beyond that date because the base level of FAGs will be permanently reduced by over 12%. In 2017-18 the estimated reduction in FAGs will be \$321 million. Even if indexation is restored in 2017-18 (at an estimated 4.2%, which reflects CPI and population growth), the gap will continue to widen and FAGs will be about \$334 m less in 2018-19 and almost \$350m less in 2019-20.</p> <p>In fact, by 2018-19 when the current extension of Roads to Recovery (R2R) is due to end, the loss of FAGs will be the equivalent of 95% of R2R funding. Almost the entire value of the R2R program will be lost.</p> <p>The FAGs are a vital part of the revenue base of all councils. For many smaller rural and remote councils, FAGs form the majority of their revenue. These councils are likely to be hit hardest by the reduction in grants.</p> <p>The FAGs are absolutely essential to allow local communities across Australia to provide a reasonable level of services and infrastructure to local residents. These grants are used to maintain a great range of infrastructure including local roads, bridges, parks, swimming pools, libraries and community halls as well as services to the young, the elderly and community groups of all kinds.</p> <p>ALGA has been fighting to have the value of the FAGs restored to a level equivalent to 1% of tax revenue, the level they were at when John Howard came to power in 1996. In recent years they slipped to 0.7% but we are shocked to see that they will decline to just 0.53% by 2017-18.</p>									

The Government's decision will have a major impact on local services and infrastructure and it is possible that the Government has not fully comprehended the likely impact on communities and the unintended consequences of such a decision. This must be brought home in a factual and clear way to all Coalition Federal Members and Senators. I believe that this would best be done by local mayors and shire presidents writing to their Federal Government representatives, highlighting the implications of the decision for local services and asking Coalition representatives whether they continue to support the decision. I would hope that many Federal Government members would recognise the severe impact on their communities and support a review of the Government's decision.

On a related issue, ALGA is convening its 2014 National General Assembly in Canberra from 15 to 18 June. This issue is expected to be uppermost on the agenda for the Assembly and I urge you, or another representative of your council, to attend the Assembly so that together we can send the strongest possible message to the Government about the need to restore indexation of the FAGs.

Yours sincerely



Mayor Felicity-ann Lewis  
President

#### Comment:

The Shire of Wickepin is being requested by ALGA to have the Sire President Write to our Federal Members highlighting the implications of the decision for Local Services and asking Coalition representatives if they support the decision.

The Australian Government has provided over \$41 billion in Financial Assistance Grants to local government since 1974. These grants are provided under the Local Government (Financial Assistance) Act 1995 (the Act).

The Financial Assistance Grants consists of two components:

1. General purpose component which is distributed between the states and territories according to population (i.e. on a per capita basis), and
2. identified local road component which is distributed between the states and territories according to fixed historical shares.

Both components of the grants are untied in the hands of local government, allowing councils to spend the grants according to local priorities.

The Western Australian Local government grants commissions was established to recommend the distribution of the Financial Assistance Grants to local governing bodies in accordance with the Act and the National Principles for allocating grants.

The annual increase to the National funding pool for General Purpose Grants and Local Road Grants is calculated by indexing the previous year's funding pool with the following formula:

$$\frac{\text{Population of Australia}}{\text{Previous Population of Australia}} \times \frac{\text{CPI Number}}{\text{Previous CPI Number}}$$

The indexation formula normally used for the National FAGs pool **will not** be applied to the National FAGs pool for the next 3 financial years (2014/15, 2015/16 & 2016/17).

The Commonwealth has factored in small increases to the General Purpose Grants for WA over these 3 years. The Commonwealth has also factored in a small increase to the Local Road Grants in 2014/15 due to the balancing of the 2013/14 grant pool. There will be no increases in Local Road Grants in the following 2 years. The reason is that there are 2 steps in the calculation of each grant pool, the indexation of the National FAGs pool, and secondly the split up of the National FAGs pool among the States and Territories.

The Local Road Grant pool is split on the basis of fixed historic shares, of which WA receives 15.29%. The General Purpose pool is split on a per capita basis, so the faster growing States such as WA will receive an increasing share of the General Purpose pool for the next three years.

The breakdown for WA is as follows:

	2013/14	2014/15	Increase	Increase
<b>General Purpose</b>	170,188,704	173,467,865	3,279,161	1.93%
<b>Local Roads</b>	106,956,275	107,463,450	507,175	0.47%

	2014/15	2015/16	Increase	Increase
<b>General Purpose</b>	173,467,865	176,054,668	2,586,803	1.49%
<b>Local Roads</b>	107,463,450	107,463,450	0	0.00%

	2015/16	2016/17	Increase	Increase
<b>General Purpose</b>	176,054,668	178,618,195	2,563,527	1.46%
<b>Local Roads</b>	107,463,450	107,463,450	0	0.00%

These figures are notional only, and will vary (up or down) once the Commonwealth Treasurer calculates the final grants for 2013/14.

By not indexing the Federal Assistance Grants the Commonwealth Government is actually decreasing funding to Local Government.

The Total amount for Wickepin is not yet Known so the 2013/2014 figures have been used in the 2014/2015 Budget Estimates.

Hopefully we will know the final amount prior to setting the 2014/2015 Budget.

<b>OTHER PURPOSE GENERAL INCOME</b>	
<b>OPERATING INCOME</b>	
<i>Grants Commission General Purpose</i> 2014/2015 Allocation 100%	<b>482,824</b>
<i>Grants Commission General Purpose - Roads</i> 2014/2015 Allocation 100%	<b>230,552</b>

The implications to the Shire of Wickepin will be a decrease in road funding and the lack of financial resources to continue operating services such as the Wickepin Swimming Pool or the Local Community Centres as most of these do not raise revenue for Council and they are generally propped up by the National funding pool for General Purpose Grants and Local Road Grants.

<b>Statutory Environment:</b>	Nil
<b>Policy Implications:</b>	Nil
<b>Financial Implications:</b>	No Indexation of Federal Assistance Grants = Loss of Revenue.
<b>Strategic Implications:</b>	Nil

**Summary:**

The Shire of Wickepin is being requested by ALGA to have the Shire President write to our Federal Members highlighting the implications of the decision for Local Services and asking Coalition Representatives if they support the decision.

**Recommendation:**

That the Shire President write to our Federal Members highlighting the implications of the decision for Local Services and asking Coalition Representatives if they support the decision.

**Voting Requirements:** Simple Majority.

**Resolution No 180614-11****Moved Cr Russell / Seconded Cr Martin**

That the Shire President writes to our Federal Members highlighting the implications of the decision for Local Services.

**Carried 7/0**

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Governance, Audit and Community Services

## 10.2.10 – Long Term Financial Plan 2012/2022

<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>	1207
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	10 June 2014

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**Enclosure / Attachment:** Long Term Financial Plan 2012/2022

### Background:

The Shire of Wickepin's ("the Shire") Long Term Financial Plan ("LTFP") details what the Shire proposes to do over the next ten (10) years, including the period 1 July 2013 to 30 June 2022, as a means of ensuring the Shire's financial sustainability.

The LTFP has been prepared in the format prescribed by the Department of Local Government and is aligned to other core planning documents by which the Shire is accountable to the community including the Strategic Community Plan and the Shire's Corporate Business Plan.

Information contained in other strategic plans including the Forward Capital Works Plan and Workforce Plan have been utilised in the preparation of the LTFP. The Shire's Annual Report for 2012 and 2013 and the Annual Budget for 2014 has been utilised for this report.

The LTFP is a dynamic tool which analyses financial trends over a ten year period on a range of assumptions and provides the Shire with information to assess resourcing requirements to achieve its strategic objectives and to assist the Shire to ensure its future financial sustainability.

The LTFP covers the period 2012-13 to 2021-22. We believe there is a high level of accuracy and detail in the first three (3) years of the LTFP but this is underpinned by a number of assumptions. The remaining seven (7) years of the LTFP are shown as an overview and based on key growth and event assumptions.

### Comment:

The Long Term Financial Plan has been prepared for the Shire of Wickepin by RSM Bird Cameron in line with guidance provided by the Department of Local Government.

The Long Term Financial Plan has taken some time to finish and the data used are the 2012/2013 financial years. This is still in line with the Departments recommendations and Council should adopt this Long Term Financial Plan and use the next year to update the plan in line with the reviewed Asset management Plan, Strategic community plan, Workforce Plan and the reviewed Forward capital works plan.

There are still a number of workshops to be held on the Long Term Financial Plan but these will be undertaken with Council as we are reviewing the documents in 2014/2015.



**Statutory Environment:****5.56. Planning for the future**

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

**Policy Implications:** Nil

**Financial Implications:**

Review of the LTFP will occur each year as budgets are prepared to account for performance information and changing circumstances.

**Strategic Implications:** Nil

**Summary:**

Council is being requested to adopt the long term financial plan as prepared by Councils consultants RSM Bird Cameron for the period 2012 to 2022.

**Recommendation:**

That the Shire of Wickepin adopts the long term financial plan as presented and prepared by Councils consultants RSM Bird Cameron for the period 2012 to 2022.

**Voting Requirements:** Absolute Majority

**Resolution No 180614-12****Moved Cr Lang / Seconded Cr Russell**

That the Shire of Wickepin adopts the long term financial plan as presented and prepared by Councils consultants RSM Bird Cameron for the period 2012 to 2022.


**Carried 7/0**

Governance, Audit and Community Services

**10.2.11 – Dep't Communications Mobile Coverage Programme**

**Submission To:** Ordinary Council  
**Location / Address:** Whole Shire  
**Name of Applicant:** Mark J Hook, Chief Executive Officer  
**File Reference:** 1003  
**Author:** Mark J Hook, Chief Executive Officer  
**Disclosure of any Interest:** Nil  
**Date of Report:** 10 June 2014

**Enclosure / Attachment:** Letter from Department and Communications (below)



**Australian Government**  
**Department of Communications**

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

7 May 2014

SHIRE OF WICKEPIN	
DATE RECEIVED:	19-5-14
FILE NO:	
TO:	CEO

Dear Mr Hook

**Mobile Coverage Programme**

I am writing in relation to the Government's \$100 million Mobile Coverage Programme.

Under this Programme, the Commonwealth Government has made a funding commitment of \$100 million to improve mobile coverage and competition in regional and remote Australia, by investing in telecommunications network infrastructure.

In this letter I describe some aspects of the competitive selection process the Government expects to use, and the role that local councils can play – and I seek some specific information from your Council should you wish to provide it.

As the policy document issued by the Coalition in August 2013 stated, there are two components to this Programme, with the mobile phone network providers eligible for the first, \$80 million component, and a range of parties including these providers, as well as local government, state government and commercial entities, eligible for the second, \$20 million component.

In a Discussion Paper issued in December 2013, the Government sought comment about how best to administer the funding. Based on the feedback received the Government has decided to conduct an integrated competitive selection process across the two components.

The first step in the process is to develop a database of locations eligible for funding, based on the locations reported to the Department. To date, over 2,000 locations have been reported to the Department of Communications as having poor or no mobile phone coverage.

The next step is to supplement this database with any relevant information about each location, including particularly whether other parties such as state governments, local councils or others wish to make a contribution, either in cash or in-kind, towards the cost of building a mobile phone base station at that location.

This database will then be provided to the parties which are potential builders and operators of new mobile phone base stations. These will include Telstra, Optus and Vodafone, as well as companies which specialise in building and operating communications towers (such as Crown Castle and Broadcast Australia.)

In formal terms, it will be these parties (collectively, the 'Bidding Parties') which will lodge bids under the competitive selection process - specifying at which locations they would be prepared to build and the contribution they would make to the cost.

However, the Government envisages that there will be locations where state or local government (and in some cases other parties) will in effect act as the project proponent. In particular, this might occur where the proponent is prepared to contribute funding or other resources towards construction of a base station at the location, or to coordinate the provision of such resources from other sources.

To that end, the Government has directed the Department of Communications to give all regional councils containing areas eligible for funding under this Programme the opportunity to notify the Government of any locations within your Council area where your Council (or other third parties of which you may be aware) may be prepared to co-contribute funding, or resources, towards the construction of a base station at a particular location under the Programme.

Specifically, in respect of any such location, I request that you notify me if your Council, or any other organisation of which you are aware, is interested to do any of the following things:

- Make a financial contribution to the cost of installing the base station;
- Provide leasehold tenure for a site for a base station at zero or concessional cost;
- Provide civil works at zero or concessional cost, such as for example the cost of bulldozing an access road to the site;
- Provide access to an existing tower (such as an emergency services or other tower); or
- Provide a connection to an existing power source.

It may assist you in determining the amount of resources you allocate to respond to this letter to know that your entire local government area is eligible for funding under the Programme, and in total there are nearly 500 local government areas eligible for funding under the Programme.

Should you wish to do so, please write to me, as the official with responsibility for this Programme within the Department of Communications, to nominate any such locations and the extent of such proposed co-contribution. I would be grateful if you can also nominate a contact person in your Council with whom the Bidding Parties can consult on your co-contributions and the relevant locations. I ask that you do this by the end of June 2014 by email to [mobilecoverage@communications.gov.au](mailto:mobilecoverage@communications.gov.au)

I emphasise that there is no requirement for a location to be the subject of a co-contribution by a local council or other party before it can receive funding from the Commonwealth under the Programme.

However, the Government aims to have all relevant information gathered together in relation to a location, and made known to the Bidding Parties, before they lodge their proposals with the Government. Clearly, if a third party such as a local council has an appetite to provide a co-contribution towards the construction of a base station at a particular location, it makes sense for that information to be captured and included in the database which is provided to the Bidding Parties.

Finally, you should be aware that the selection of a location to be funded by the Commonwealth under this Programme will depend upon a number of factors. The availability of funding from sources other than the Commonwealth will not be determinative. In other words, while the Commonwealth is interested to learn from you if there are any locations where your Council is interested in providing a co-contribution, I cannot give you any assurance that such a location will necessarily be chosen for funding from the Commonwealth.

If you wish to discuss this matter further, I can be contacted on 1800 113 486 or [mobilecoverage@communications.gov.au](mailto:mobilecoverage@communications.gov.au)

Yours sincerely



Lachlann Paterson  
Assistant Secretary  
Regional Communications

**Background:**

Council has received the above letter from the Australian Government Department of Communication requesting whether Council would be part of a programme to improve mobile coverage and competition in regional and remote Australia by investing in telecommunication network infrastructure.

The Australian Government Department of Communication is specifically requesting if Council is interested in doing any of the following things:

- Make financial contribution to the cost of installing the base station:
- Provide leasehold tenure for a site for a base station at zero or concessional cost
- Provide Civil works at zero or concessional cost, such as for example the cost of bulldozing an access road to the site;
- Provide access to an existing tower (such as an emergency services or other tower); or
- Provide a connection to an existing power source.

The entire Shire of Wickepin is eligible for the funding under this programme but there is also nearly 500 other Local Government Areas eligible for the same funding under the programme.

**Comment:**

It states in the letter that the availability of funding from sources other than the Commonwealth will not be determinative of where the funding goes. It also states that "while the Commonwealth is interested to learn from you if there are any locations where your Council is interested in providing a co-contribution, I cannot give any assurance that such a location will necessarily be chosen for funding from the Commonwealth."

I find this very hard to give Council a recommendation on this matter as the letter does not disclose of any sites that may be available for funding in the Shire of Wickepin, or even what amount off monies are required to construct a mobile tower in the Shire of Wickepin, if Council is interested in being a contributor to the installation of such a mobile tower eligible under this programme.

There are no indicative costing of the civil works that would be required if Councils agrees to be part of such a funding programme.

Council could commit and then find out the access road is to be constructed up a steep or rocky hill with a high civil works design requirement. We even don't know what the length of the access road is. Without these facts Council could be contributing a large amount for little gain.

My feeling is that the letter is to find out who is willing to contribute to such a scheme and then give the details of where the mobile towers are required and only discuss the possibilities of constructing such a mobile tower with those Councils that have said they would contribute to such a scheme.

The Shire of Wickepin has no reserve set aside for contribution towards mobile towers so if Council decided to contribute to such a programme it would need to be funded via:

1. Councils Municipal Funds
2. Loan for infrastructure.
3. In kind contributions such as civil road works to site
4. In kind contribution by way of plant usage towards civil works for Site construction

**Statutory Environment:** Local Government Act 1995

**Policy Implications:** Not applicable.

**Financial Implications:** Unknown at this stage

**Strategic Implications:**

Communication towers are not mentioned in Councils Strategic Community Plan 2012/2022

**Summary:**

The Australian Government Department of Communication is specifically requesting if Council is interested in doing any of the following things.

- Make financial contribution to the cost of installing the base station:
- Provide leasehold tenure for a site for a base station at zero or concessional cost
- Provide Civil works at zero or concessional cost, such as for example the cost of bulldozing an access road to the site;
- Provide access to an existing tower (such as an emergency services or other tower); or
- Provide a connection to an existing power source.

**Recommendation:**

That the Shire of Wickepin advise the Australian Government Department of Communication that it would be interested in the \$100 Million Mobile Coverage Programme. However Council is unable to give what level of support it would give to this programme until Council can be advised of the following:

1. where the Mobile Tower would be located in the Shire of Wickepin;
2. how many towers could be or are required in the Shire of Wickepin;
3. what length of road infrastructure may be required to access the site;
4. what indicative cost of the civil works required from Council work force would be;
5. what level of a cash contribution would be required to fund a Mobile Tower in the Shire of Wickepin under this programme:

**Voting Requirements:** Simple majority

**Resolution No 180614-13**

**Moved Cr Hinkley / Seconded Cr Astbury**

That the Shire of Wickepin advise the Australian Government Department of Communication that it would be interested in the \$100 Million Mobile Coverage Programme by providing financial assistance and/or in-kind civil works.

**Carried 7/0**

5.02pm – ESO Leah Pearson departed the Chambers.

5.02pm – FM Natalie Manton departed the Chambers.

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Governance, Audit and Community Services

## 10.2.12 – Chief Executive Officers – Annual Performance Appraisal 2014

<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>	Personnel File / 2008
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	12 June 2014

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**Enclosure / Attachment:** Performance appraisal report from WALGA. (Attached under separate cover)

### Background:

Council engaged Workplace Solutions from the W.A Local Government Association (John Philips) to undertake a performance appraisal of the Chief Executive Officer, Mr. Mark Hook.

Councillors and the CEO completed feedback forms from which a feedback report was compiled by WALGA.

Council met to discuss the feedback report with the CEO, facilitated by John Philips, with a view to concluding the process with the compilation of a Performance Appraisal Final Report.

Circulated with the agenda under separate cover is the final report.

### Comment:

The process was thorough and enabled Councillors and the CEO to have open and objective feedback.

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

**Policy Implications:** Nil.

**Financial Implications:** The performance appraisal cost to Council \$3,000.

### Strategic Implications:

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<b>Provide personal development opportunities for elected members and staff.</b>	Identify the need and provide training opportunities for all staff.
	Provide necessary resources annually and offer the opportunity for elected members to take part in development programs.
	Ensure that efficient use of elected members time by the regular review of the meeting process.

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### Summary:

The Final report is circulated for Council consideration and endorsement.

### Recommendation:

That Council adopts the 2014 Performance Appraisal Report of Chief Executive Officer Mr Mark J Hook.

**Voting Requirements:** Simple majority.

**Resolution No 180614-14**

**Moved Cr Easton / Seconded Cr Allan**

That Council adopts the 2014 Performance Appraisal Report of Chief Executive Officer Mr Mark J Hook.

**Carried 7/0**

Townscape and Cultural Planning

## 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>	12 June 2014

**Enclosure / Attachment:** Nil.

#### Background:

Townscape and Cultural Planning Committee Meeting held Wednesday 11 June 2014.

#### Comment:

The Townscape and Cultural Planning Committee Meeting was held on Wednesday 11 June 2014 and passed the following recommendation:

#### **Moved Syd Martin / Seconded Kevin Coxon**

That it be recommended to Council that permission is granted for the placement of the sculpture on the old Toolibin football ground.

**Carried 9/0**

**Statutory Environment:** Nil.

**Policy Implications:** Not applicable.

**Financial Implications:** Nil.

**Strategic Implications:** Not applicable.

#### Recommendation:

That permission is granted for the placement of the sculpture on the old Toolibin football ground.

**Voting Requirements:** Simple majority.

#### **Resolution No 180614-15**

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

That permission is granted for the placement of the sculpture on the old Toolibin football ground.

**Carried 7/0**



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Lifestyle Retirement

## 10.4.01 – Lifestyle Retirement Committee Meeting Recommendations

<b>Submission To:</b>	Lifestyle Retirement Committee
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Lifestyle Retirement 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>	12 June 2014

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**Enclosure / Attachment:** Nil.

**Background:**

Lifestyle Retirement Committee Meeting held Wednesday 11 June 2014.

**Comment:**

The Lifestyle Retirement Committee Meeting was held on Wednesday 11 June 2014 and passed the following Recommendation:

**Moved Syd Martin / Seconded Karen Williamson**

That it be recommended to Council that a loan be raised to build 4 aged housing units on Johnson Park, as stage one of the aged housing complex.

**Carried 6/0**

**Statutory Environment:** Nil.

**Policy Implications:** Not applicable.

**Financial Implications:** Nil.

**Strategic Implications:** Not applicable.

**Recommendation:**

That a loan be raised to build 4 aged housing units on Johnson Park, as stage one of the aged housing complex.

**Voting Requirements:** Simple majority

**Resolution No 180614-16**

**Moved Cr Lang / Seconded Cr Allan**

The raising of a loan be placed in the 2014/2015 budget estimates to build 4 aged housing units on Johnson Park, as stage one of the aged housing complex.

**Carried 7/0**

## 11. President's Report

Council

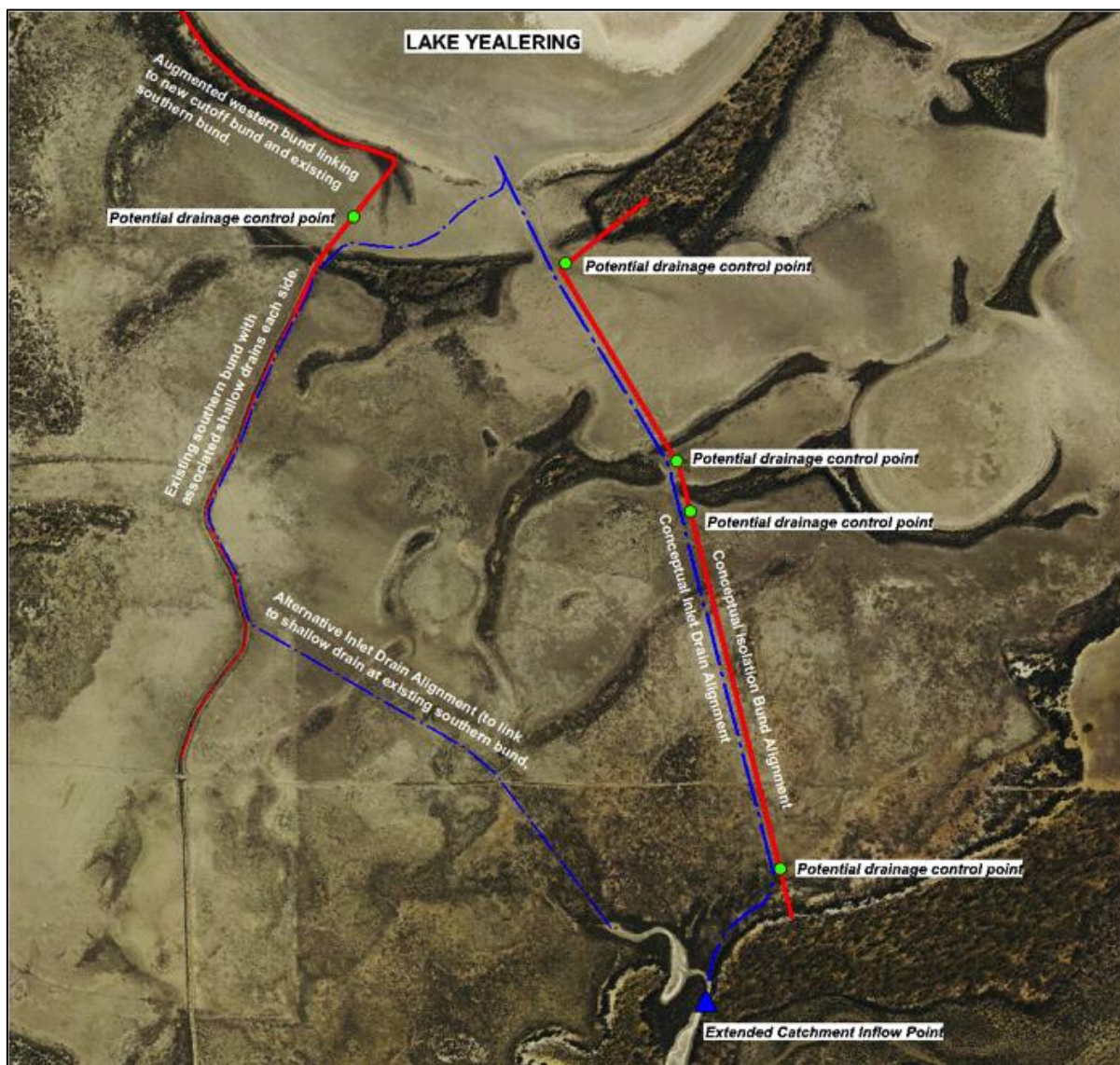
## 12. – Chief Executive Officer's Report

<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>	10 June 2014

### Living Lakes – Lake Yealering

Thank you to Cr Lansdell and Cr Lang for making the Living Lakes meeting. Unfortunately I got stuck with the CCZ working group on the new Emergency Management Act at the Shire of Williams and did not get back in time for the meeting.

Mr Ian Hill will be attending the 18<sup>th</sup> June meeting to discuss the meeting with Worsley Parsons and the overall concept of the Lake Yealering living lakes project.



### **Brookfield Rail Interface Agreement**

The Chief Executive Officer is still awaiting the amended Rail Interface Agreement from Brookfield Rail.

### **Regional Road Group**

The Chief Executive Officer has been advised that the following roads will be funded under the 2014/2015 Regional Roadwork Programme.

			<b>REGIONAL ROAD GROUP 2014/2015</b>	<b>Total Project Cost</b>	<b>Council Contribution</b>
RG001	Wickepin / Corrigin	Start 3.60 End 4.80 Start 15.00 End 17.20	Pavement Repairs upgrade of signs guide posts and line markings Final Seal	150,270	50,090
RG003	Wickepin / Pingelly	Start 6.88 End 9.24	Final Seal	155,020	51,673
			<b>Total Regional Road Group</b>	<b>305,290</b>	<b>101,763</b>

Maximum capping for a local government is \$325,000 of the Regional Road Group funds i.e. \$487,500 total project cost.

### **Lake Yealering Swimming Hole**

The Lake Yealering Swimming Hole project has been completed. There is a small rise at the back but this should disappear as the water rises.



### **Chief Executive Officers Vehicle**

There has been some damage done to the Chief Executive officers vehicle, which will be fixed under an insurance claim with Council being responsible for the \$300 excess as per Council Insurance Policy.

Damage is to the right front fender above the wheel arch due to the CEO hitting a pole while reversing out of a car port. The vehicle has been requested to be repaired at Wickepin Motors.

### **Finance Manager**

The Chief Executive Officer received eight applications for the position of Senior Finance Officer, with three applicants being interviewed for the position.

The successful applicant chosen was Mrs Natalie Manton formerly the Shire of Wickepin Community Development Officer. Natalie will be starting in the position of finance Officer as soon as possible.

**Community Development Officer**

With Natalie taking on the position of Finance Manager with the Shire of Wickepin, the position of Community Development Officer has been advertised in the Narrogin Observer and the Watershed.

The Shire of Wickepin is seeking to fill the position of Community Development Officer, up to 3 days per week.

The position is classified under the Local Government Industry Award 2010. Remuneration offered with the position will be from \$40,348 to \$50,945 per annum depending on experience. Applications close on Monday 23 June 2014 at 4.00pm.

**Cleaner Resignation**

Kathy Desmond has tendered her resignation as Councils Administration Cleaner as off the 28<sup>th</sup> May 2014.

The position is being advertised as a contract cleaning position in the Local Watershed and Narrogin Observer with applications closing Monday 16th June 2014 at 4.00pm. In the interim period Jan Thorley is cleaning the Administration Centre.

**Lake Yealering Mudfest**

An inspection was undertaken around the Lake Yealering area after the Yealering Mudfest and the area was found to have been left in a good condition with all areas clean of any rubbish. There was no damage to the oval or surrounds and the Chief Executive officer received no reports of damage elsewhere in Yealering.

It is understood the event went well with over a 100 participants in the Event. No noise complaints were received and generally the Event was well accepted. The campers at the oval were well behaved and there were a number of the Event people who stayed in the caravan park.

**Meetings Attended**

<b>May 2014</b>	<b>Issue/Subject</b>
<b>22/05</b>	Finance Manger interviews.
<b>23/05</b>	Mr Rick Wilson MP, Liberal Member for O'Connor, Western Australia- Meeting held with Council members to discuss funding for aged units and any other matters that mat be raised.
<b>26/05</b>	WALGA Meeting, to discuss Emergency Management Act at the Shire of Brookton.
<b>28/05</b>	RRG Meeting. The purpose of the meeting was to discuss: <ul style="list-style-type: none"> <li>• the financial status of all Projects and recommend the reallocation of available funds (as previously advised);</li> <li>• Review actions from the last Regional Road Group Meeting;</li> <li>• if known, funding of the draft Road Project Grants (dependent on the release of the State Budget and subsequent dealings in regard to the \$70m cut to Local Governments) – if not known, this may have to be communicated out of session; and</li> <li>• develop proposals for consideration at Sub Group Meetings.</li> </ul>
<b>29/05</b>	Attended the Wheatbelt Regional Blueprint Information Session in Narrogin.
<b>30/05</b>	CCZ-WALGA Info page Emergency Services Act Review at Shire of Williams.
<b>June 2014</b>	<b>Issue/Subject</b>
<b>10/05</b>	CEO and Finance Manager met with the Wheatbelt Development Commission and were interviewed to give comments on the Wheatbelt South Sub Regional Economic DRAFT strategy.
<b>11/06</b>	Auditors arrive for 2013/2014 Audit.
<b>11/06</b>	Townscape and Cultural Planning Committee meeting.
<b>11/06</b>	Lifestyle Retirement Committee meeting.
<b>12/06</b>	Council road inspection.

**Delegations**

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Signing Cheques	May 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	Payment Plans		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	Private Birthday Party	20 June 2014	Lee-Ann Mullan
A13	Hire of Community Halls / Community Centre	CEO			

**Recommendations:**

That Council endorses the Chief Executive Officers Report dated 10 June 2014.

**Voting Requirements:** Simple majority

**Resolution No 180614-17**

**Moved Cr Lang / Seconded Cr Astbury**

That Council endorses the Chief Executive Officers Report dated 10 June 2014.

**Carried 7/0**

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

**14. Reports & Information**

**15. Urgent Business**

**16. Closure**

There being no further business the Presiding Officer declared the meeting closed at 5.22pm.