

Minutes

ORDINARY MEETING OF COUNCIL
24 SEPTEMBER 2014
COUNCIL CHAMBERS
WICKEPIN



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**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin
Wednesday 24 September 2014**

The President declared the meeting open at 1.35pm.

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

| | |
|-----------------|----------------|
| Shire President | Cr SJ Martin |
| Councillors | Cr MG Lang |
| | Cr WA Astbury |
| | Cr RE Easton |
| | Cr FA Allan |
| | Cr AG Lansdell |
| | Cr JA Russell |

| | |
|--------------------------------|----------------------------------|
| Acting Chief Executive Officer | Mrs NA Manton |
| Executive Support Officer | Miss Leah Pearson (Minute Taker) |

Leave of Absence (Previously Approved)

Cr GCL Hinkley

Apologies

2. Public Question Time

President Steve Martin welcomed the Acting Chief Executive Officer Natalie Manton to the meeting and gave a brief update on the Chief Executive Officer Mark Hook.

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

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

| Item | Item Title | Councillor/Officer | Interest | Reason |
|---------|-------------------------------------|--------------------|--------------|--|
| 10.1.04 | Wickepin Community Centre Car Park | Cr AG Lansdell | Proximity | Owens a house on Campbell Street, opposite the Wickepin Community Centre car park. |
| 10.2.04 | Sewerage Asset Management Plan 2014 | Cr JA Russell | Proximity | Owens land where the sewerage ponds are situated. |
| 10.2.09 | Request for Alfresco Dining | Cr MG Lang | Impartiality | Wife works at the Wickepin Newsagency. |

6. Confirmation of Minutes – Ordinary Meeting of Council – 20 August 2014

Resolution No 240914-01

Moved Cr Astbury / Seconded Cr Lang

That the minutes of the Ordinary Council meeting held on Wednesday 20 August 2014 be confirmed as a true and correct record.

Carried 7/0

7. Receival of Minutes

Receival of Minutes

7.1 Governance, Audit and Community Services Committee Meeting

| | |
|------------------------------------|---|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Leah Pearson, Executive Support Officer |
| File Reference: | |
| Author: | Leah Pearson, Executive Support Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 15 September 2014 |

Enclosure / Attachment:

As there was no quorum, the Governance, Audit and Community Services Committee Meeting was not held. A general discussion between the committee took place instead.

Comment:

Section 5.22 of the Local Government Act 1995 provides that minutes of all meetings 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: | Nil. |
| Voting Requirements: | Simple majority. |

Receival of Minutes

7.2 Technical Services Committee Meeting

| | |
|------------------------------------|---|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Leah Pearson, Executive Support Officer |
| File Reference: | |
| Author: | Leah Pearson, Executive Support Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 11 September 2014 |

Enclosure / Attachment:

Minutes of the Technical Services Committee Meeting held on Wednesday 3 September 2014.

Background:

The Technical Services Committee Meeting was held on Wednesday 3 September 2014.

Comment:

Section 5.22 of the Local Government Act 1995 provides that minutes of all meetings 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 Technical Services Committee Meeting held on Wednesday 3 September 2014 be received.

Voting Requirements: Simple majority.

Resolution No 240914-02

Moved Cr Allan / Seconded Cr Lang

That the recommendations listed under agenda items 7.2 and 7.3 be adopted en-bloc.

Carried 7/0

Receival of Minutes

7.3 Townscape & Cultural Planning Committee Meeting

| | |
|------------------------------------|---|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Leah Pearson, Executive Support Officer |
| File Reference: | |
| Author: | Leah Pearson, Executive Support Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 11 September 2014 |

Enclosure / Attachment:

Minutes of the Townscape & Cultural Planning Committee Meeting held on Wednesday 10 September 2014.

Background:

The Townscape & Cultural Planning Committee Meeting was held on Wednesday 10 September 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

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Recommendation:

That the Minutes of the Townscape & Cultural Planning Committee Meeting held on Wednesday 10 September 2014 be received.

Voting Requirements: Simple majority

Resolution No 240914-02

Moved Cr Allan / Seconded Cr Lang

That the recommendations listed under agenda items 7.2 and 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 | <p>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.</p> <p>That the Community Consultation Report be tabled for discussion at the 21 May 2014 Ordinary Council Meeting.</p> | ○ | Work still being done by CDO. |
| 460-190314-04 | Technical Services Committee Meeting Recommendations | CEO | <p>That Council pass the following recommendation;</p> <p>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.</p> | ○ | Still to be undertaken. |
| 487-200814-08 | RRG - Local Road Project Funding | CEO | That Council gives the Technical Services Committee delegated authority to adopt the Five Year Road Program 2015/2016 to 2019/2020 and to submit the Regional Road Group Portion to the Main Roads Narrogin under the Local Road Project Funding Multi Criteria Assessment Program. | ○ | |
| 488-200814-12 | WA Kaolin – Planning Application | CEO | <p>1. That the applicant be advised that separate building applications will need to be made to the Shire for all buildings and structures prior to commencement of construction.</p> <p>2. Council, during the advertised period enter into an agreement with the applicant with respect to:</p> <ul style="list-style-type: none"> • The transport route from the mine site/degritting plan and the WRS through the Shire and the plans for its upgrading be agreed to the Council's satisfaction; • A method agreed by which contributions by road upgrading be agreed/maintenance are established; and • A legal agreement to be entered into between the Shire and the applicant incorporating the commitments made by the applicant in Attachment No.9 in respect to: <ul style="list-style-type: none"> • Environmental management; • Rehabilitation; and • Noise Management. <p>3. That the re-activation of the DAP process be deferred until the completion of advertising.</p> | ✓ | Letters sent 22/08/2014. |

| Item | Subject/Action | Officer/ File | Progress | Status | Comment |
|---------------|--|------------------|--|--------|---|
| 489-200814-13 | Toolibin Lake Recovery Team Membership | CEO | That Council nominates Cr Easton to be on the Department of Parks and Wildlife Great Southern District - Narrogin Office Toolibin Lake Recovery Team under the Toolibin Lake Natural Diversity Recovery Catchment Project. | ○ | |
| 490-200814-14 | Budget 2014/2015 | CEO | <ol style="list-style-type: none"> 1. The rate in the dollar for unimproved values is set at 0.01016969 cents per dollar of valuation. (FM Reg 23) 2. The rate in the dollar for gross rental values is set at 0.079761 cents per dollar of valuation. (FM Reg 23) 3. The minimum rate is set at \$350 for both gross rental and unimproved rate able values. (LGS Section 6.35) 4. The annual rubbish charge be set at \$165.30 for residential and \$326.00 for commercial in the collection areas only. (Health Act Section 112) 5. A penalty of 11% per annum calculated daily be imposed on all rates and service charges outstanding as at the close of business 35 days following the issue of the rate notice. (FM Reg 70) 6. The interest component for rate installment is set at 5.5% per annum calculated daily. (FM Reg 68) 7. Council offers a 10% discount on rates paid within a minimum 35 days from the date of issue on the rate notice 27 August 2014, closing at 4.30pm at the council office on the 3 October 2014 (LGA Section 6.46) 8. The rate in the dollar for sewerage is set at 0.047132 cents per dollar of valuation. 9. The minimum sewerage rate is set at \$170.00 for both residential and commercial properties. 10. Those non-rate able properties serviced by the sewerage scheme be rated as follows:- <ol style="list-style-type: none"> i. Police Department \$526.26 ii. Medical Centre \$526.26 iii. Education Department \$526.26 11. Refuse site levies are raised on non-minimum rated properties at \$46.50 and for minimum rated properties at \$15.50. (Health Act Section 41) 12. The schedule of fees and charges as listed and attached to the budget are adopted. (FM Reg 25) 13. The annual President's Allowance of \$1,500 is adopted (Minimum Set Band 4 SAT). 14. Sitting fees for Councillors of \$88 per council meeting and \$44 per committee meeting as claimed is adopted. (Minimum set Band 4 SAT) 15. That the date for issue of 2014 / 2015 rates be 27th August 2014, due date for rates is | ✓ | Rates billing completed and rates sent on 27/08/2014. |

| Item | Subject/Action | Officer/ File | Progress | Status | Comment |
|---------------|---|------------------|---|--------|--|
| | | | <p>therefore on 3rd October 2014 (LGS Section 6.52(2))</p> <p>16. Council allow rates to be paid in four installments, the first installment due a minimum of 35 days after the date of issue on the rate notice, with the following three installments falling due at two-monthly intervals thereafter. Option for installments of rate payments is 3rd October 2014, 5th December 2010, 6th February 2015 and 10th April 2015. (LGA Section 6.45, 6.50(3))</p> <p>17. A copy of the Shire of Wickepin 2014 / 2015 Annual Budget to be forwarded to the Executive Director, Department of Local Government by 19th September 2014 30 days after adoption on 20th August 2014 (FM Reg 33)</p> <p>18. The 2014/2015 budget, as presented, be adopted.</p> | | |
| 491-200814-15 | Dual Fire Control Officers 2014/2015 – Shire of Corrigin | CEO | That council appoints Craig Jespersen and Greg Doyle as Dual Fire Control Officers from the Shire of Corrigin 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. | ✓ | Letter sent 25/08/2014. |
| 492-200814-16 | Upper Great Southern Hockey Ass – Donation Synthetic Surface | CEO | <p>1. That Council forward a letter of support to the Upper Great Southern Hockey Association towards their application to the CSRFF for new Synthetic Turf at the Narrogin Sporting Complex.</p> <p>2. That the Upper Great Southern Hockey Association be advised that Council will not be making a financial contribution towards their application to the CSRFF for new artificial turf for the hockey grounds.</p> | ✓ | Letter sent 25/08/2014. |
| 493-200814-06 | CSRFF Grant Application 2014/2015 – Lake Yealering Bowling Club | CEO | <p>That Council support the Community Sport and Recreation Facilities Fund application for 2015/2016 – 2016/2017 – 2017/2018 triennium from the Lake Yealering Bowling Club for the construction of one new synthetic bowling green and that the following funding structure is approved;</p> <p>CSRFF 1/3rd of maximum of 8 rinks \$52,500 Shire of Wickepin \$52,500 Lake Yealering Bowling Club \$52,500</p> | ✓ | Application forwarded to the Department of Sport and Recreation on 03/09/2014. |
| 494-200814-17 | Wickepin Caravan Park Agreement | CEO | Agreement as shown in August Minutes 2014. | ✓ | Letter with agreement sent 22/08/2014. |
| 495-200814-18 | Harrismith Caravan Park Agreement | CEO | Agreement as shown in August Minutes 2014. | ✓ | Letter with agreement sent 22/08/2014. |

| Item | Subject/Action | Officer/ File | Progress | Status | Comment |
|-------------------|--|------------------|--|--------|---|
| 496- 200814-19 | Yealering Caravan Park Agreement | CEO | Agreement as shown in August Minutes 2014. | ✓ | Letter with agreement sent 22/08/2014. |

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

○ = in progress ✓ = completed ✕ =superseded

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

10. **Receipt of Reports & Consideration of Recommendations**

1.48pm – MWS Peter Vlahov entered the Chambers.

Infrastructure and Engineering Services

10.1.01 – Manager Works and Services Report

| | |
|------------------------------------|--|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Peter Vlahov, Manager Works & Services |
| File Reference: | 2610 |
| Author: | Peter Vlahov, Manager Works & Services |
| Disclosure of any Interest: | Nil |
| Date of Report: | 16 September 2014 |

Enclosure / Attachment: Ongoing Maintenance List

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

Comment: Not applicable.

Programmed Construction Works

- Gravel sheeting has been completed on Yarling Brook Road from Russells Road to Malyalling Road.
- The 84 Gate Road project is now in progress.

Maintenance Works

- Patch pot holes on Fence Road, Harrismith Road, Pingelly-Wickepin road and Wickepin Corrigin Road.
- Repair faults at main sewer pump station.
- Service fire extinguishers in all machinery and also at various buildings.
- Dig grave at Wickepin Cemetery.
- Relocate shade shelter at the swimming pool.
- Replace trampoline mat at the swimming pool.
- Attend to various fallen trees during storm event.
- Replace doors at CEO residence shed.
- General ongoing maintenance
- Plumbing issues at caravan park ablution block Wickepin

Please see ongoing list attached

Occupational Health and Safety

Two minor incidents were reported by the Safety Officer.

Workshop

- Repair pool vacuum machine
- General servicing and repairs
- Prep utes for trade.
- Begin mosquito fogging

Parks and Gardens

- Mowing and slashing various.
- Remove various stumps
- Begin garden planting and retic at Lakeside BBQ area.
- Begin preparation for summer at the oval
- Prune street trees re Western Power guidelines.
- Install and test retic at new office gardens
- General gardening.

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 16 September 2014.

Voting Requirements: Simple majority

Resolution No 240914-03**Moved Cr Russell / Seconded Cr Lang**

That council notes the report from the Manager of Works and Services dated 16 September 2014.

Carried 7/0

| | Date | Area | Action | Requested by | Complete Y/N | Date Complete | Notes |
|------------|------------|--|--|--|--------------|--------------------|--|
| 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 | ✓ | July 2014 | Temporary fix complete. |
| | 05/03/2014 | Wickepin | Patchwork on Dumbleyung Road Corner is needed. | Tech Services | ✓ | July 2014 | Temporary fix complete. |
| | 06/03/2014 | Wickepin | Russell Road sign needs replacing. | Tech Services | ✓ | July 2014 | 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 | 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 | ✓ | June | |
| | 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 | ✓ | June | |
| | 22/04/2014 | Wickepin | Hot water system is broken. | WFC | ✓ | April | |
| | May | 24/04/2014 | Wickepin | Cottage Homes – Retic is coming on at 3pm for 2 hours. | Colin Fleay | ✓ | May |
| 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 | |
| 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 | ✓ | | Complete |
| 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 Watson's 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 | ✓ | June | |
| | 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 | ✓ | June | |
| | 15/05/2014 | Wickepin | Check trestles at the hall and repair or throw out any that are damaged. | Natalie Manton | ✓ | June | |
| | 15/05/2014 | Wickepin | Put trestles that are in the hall on black trestle trolley. | Natalie Manton | ✓ | June | |
| | 15/05/2014 | Wickepin | Return the box of candle holders to Community Centre storeroom. | Natalie Manton | ✓ | June | |
| | 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 | ✓ | June | |
| | 15/05/2014 | Malyalling | Place tin back on the roof at the Malyalling Golf Club. | Natalie Manton | ✓ | June | |
| | 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 | ✓ | July 2014 | Sliding door fixed. |
| | 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 | ○ | | Parts have been ordered. |
| | 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 | ✓ | August | |
| | 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 | ✓ | | Complete. |
| | 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 | ✓ | August | Complete. |
| 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 | ✓ | | |
| | 11/06/2014 | Wickepin | Roses on main street need repositioning. | | ✓ | | Have been pruned. |
| | 12/06/2014 | Wickepin | Clean courts for netball game. | Leah Pearson | ✓ | 13/06/2014 | |
| | 13/06/2014 | Tincurrin | Mowing of Tincurrin school. | Tincurrin P.S | ✓ | June | |

| | | | | | | | |
|-----------|------------|-----------|--|----------------|---|-------------|--|
| | 20/06/2014 | Wickepin | Unit 4 Cottage Homes – Heater is only blowing cold air. | Vicki Kelly | ✓ | June | |
| | 23/06/2014 | Wickepin | Frames to be hung in Council Chambers. | Leah Pearson | ✓ | June | |
| | 23/06/2014 | Wickepin | Duplex floors to be cleaned and sealed. | Leah Pearson | ✓ | June | |
| | 26/06/2014 | Tincurrin | Pot hole in line Road. | Keith Parnell | ✓ | June | |
| | 27/06/2014 | Wickepin | No through sign needed on Levi Road. | Malcolm Talbat | ✓ | August | |
| July | 17/07/2014 | Wickepin | Malyalling Rd – Pot hole and small hole developing West Malyalling rd. | Gary Lang | ✓ | July 2014 | |
| | 25/07/2014 | Wickepin | Unit 3 Yarling Court – Sliding door hard to lock, replace kitchen light. | Glen Sands | ○ | | |
| | 28/07/2014 | Yealering | Yealering Hall – Oven door deosnt seal properly. | Lois Shipley | ✓ | August 2014 | |
| | 28/07/2014 | Wickepin | 6 Wogolin Road – Tree on fence line has come down needs removing. | Gwen Kirby | ✓ | | |
| | 29/07/2014 | Wickepin | Community Centre Store room has locking issues, 2 blown globes. | Tony Smith | ✓ | | |
| August | 01/08/2014 | Wickepin | Unit 2 Cottage Homes – Shower not draining properly. | Doug Gardener | ✓ | September | |
| | 13/08/2014 | Wickepin | Wickepin Cemetery – large trees with limbs coming down on graves. | Townscape | ✓ | September | |
| | 15/08/2014 | Wickepin | Community Centre – No paper in toilets. | | ✓ | September | |
| | 26/8/2014 | Wickepin | Collins street: fly wire door broken, gas leaks, broken clothes line. | Annika Mullan | ○ | | |
| September | 12/09/2014 | Wickepin | Community Centre – Extra green bins for pre-lim final football. | WFC | ✓ | September | |
| | 15/09/2014 | Wickepin | Unit 1 Yarling Court – TV not working. | Storm Roberts | ○ | | |
| | 16/09/2014 | Wickepin | Mens urinal cistern at the admin office is continually running. | Natalie Manton | ○ | | |
| | 16/09/2014 | Yealering | Tree needs trimming near school. | Linda Coxon | ○ | | |
| | | | | | | | |

Infrastructure and Engineering Services

10.1.02 – Technical Services Committee Meeting Recommendations

| | |
|------------------------------------|---|
| Submission To: | Technical Services Committee |
| Location / Address: | Whole Shire |
| Name of Applicant: | Technical Services Committee |
| File Reference: | |
| Author: | Leah Pearson, Executive Support Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 11 September 2014 |

Enclosure / Attachment: Nil.

Background:

Technical Services Committee Meeting held Wednesday 3 September 2014.

Comment:

The Technical Services Committee Meeting was held on Wednesday 3 September 2014 and passed the following recommendations:

Moved Cr Lang / Seconded Cr Astbury

That council adopts the following 5 year road program for the following roads:

RG001 – Wickepin Corrigin
 R2R008 – Line
 R2R016 – Tincurrin
 R2R022 – Toolibin South
 R2R098 – Angwin
 R2R161 – Lake
 R2R037 – Townsendale
 R2R034 – Bushby
 R2R150 – Fence
 R2R047 – Elsons
 R2R058 – Sparks
 R2R0057 – Cemetery
 R2R0010 – Toolibin North
 R2R039 – Mutton
 R2R0011 – Tincurin North
 CO108 – Johnston St
 CODAH - Drainage and headwalls
 CO010 – Toolibin North
 LFP1 – Footpath Construction
 CO024 – Wedin Sth
 CO035 – Gilliminning
 CO013 – 86 Gate
 CO017 – Wogolin South
 CO028 – Dorakin
 GPRVP – Tree Lopping
 5602 – Annual Manitenance Program
 BS103 – 86 Gate Road
 BS013 – Gilliminning
 BS010 – Toolibin North

Carried 3/0

Moved Cr Lansdell / Seconded Cr Astbury

That council adopts the following 5 year road program for the following roads:
R2R044 - Dalton

Carried 3/0

Moved Cr Lansdell / Seconded Cr Lang

That council adopts the following 5 year road program for the following roads:
R2R026 – Harrismith South
R2R040 - Wishbone

Carried 3/0

Moved Cr Russell / Seconded Cr Lang

That council adopts the following 5 year road program for the following roads:
R2R107 – Campbell Street
R2R076 – Leeson
CO160 – Watts road

Carried 3/0

| | |
|--------------------------------|-----------------|
| Statutory Environment: | Nil. |
| Policy Implications: | Not applicable. |
| Financial Implications: | Nil. |
| Strategic Implications: | Not applicable. |

Recommendation:

That Council pass the following recommendations;

1. That council adopts the following 5 year road program for the following roads:

RG001 – Wickepin Corrigin
R2R008 – Line
R2R016 – Tincurrin
R2R022 – Toolibin South
R2R098 – Angwin
R2R161 – Lake
R2R037 – Townsendale
R2R034 – Bushby
R2R150 – Fence
R2R047 – Elsons
R2R058 – Sparks
R2R0057 – Cemetery
R2R0010 – Toolibin North
R2R039 – Mutton
R2R0011 – Tincurin North
CO108 – Johnston St
CODAH - Drainage and headwalls

CO010 – Toolibin North
LFP1 – Footpath Construction
CO024 – Wedin Sth
CO035 – Gilliminning
CO013 – 86 Gate
CO017 – Wogolin South
CO028 – Dorakin
GPRVP – Tree Lopping
5602 – Annual Manitenance Program
BS103 – 86 Gate Road
BS013 – Gilliminning
BS010 – Toolibin North

2. That council adopts the following 5 year road program for the following roads:
R2R044 - Dalton
3. That council adopts the following 5 year road program for the following roads:
R2R026 – Harrismith South
R2R040 - Wishbone
4. That council adopts the following 5 year road program for the following roads:
R2R107 – Campbell Street
R2R076 – Leeson
CO160 – Watts road

Voting Requirements: Simple majority.

Resolution No 240914-04

Moved Cr Allan / Seconded Cr Lang

That Council pass the following recommendations;

1. That council adopts the following 5 year road program for the following roads:

RG001 – Wickepin Corrigin
R2R008 – Line
R2R016 – Tincurrin
R2R022 – Toolibin South
R2R098 – Angwin
R2R161 – Lake
R2R037 – Townsendale
R2R034 – Bushby
R2R150 – Fence
R2R047 – Elsons
R2R058 – Sparks
R2R0057 – Cemetery
R2R0010 – Toolibin North
R2R039 – Mutton
R2R0011 – Tincurin North
CO108 – Johnston St
CODAH - Drainage and headwalls

CO010 – Toolibin North
LFP1 – Footpath Construction
CO024 – Wedin Sth
CO035 – Gilliminning
CO013 – 86 Gate
CO017 – Wogolin South
CO028 – Dorakin
GPRVP – Tree Lopping
5602 – Annual Manitenance Program
BS103 – 86 Gate Road
BS013 – Gilliminning
BS010 – Toolibin North

2. That council adopts the following 5 year road program for the following roads:
R2R044 - Dalton

3. That council adopts the following 5 year road program for the following roads:
R2R026 – Harrismith South
R2R040 - Wishbone

4. That council adopts the following 5 year road program for the following roads:
R2R107 – Campbell Street
R2R076 – Leeson
CO160 – Watts road

Carried 7/0

Infrastructure and Engineering Services

10.1.03 – Western Australian Planning Commission - Butler Road

| | |
|------------------------------------|--------------------------------------|
| Submission To: | Ordinary Council |
| Location / Address: | Lot 2105 Lot 2100 Gillimanning |
| Name of Applicant: | Mark J Hook, Chief Executive Officer |
| File Reference: | 1702 |
| Author: | Mark J Hook, Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 27 August 2014 |

Enclosure / Attachment: WAPC Letter

Background:

Council has received the attached letter from the Western Australian Planning Commission requesting comment on the subdivision and boundary realignment for Lot 2105, Lot 2100 and Lot 4912 Gillimanning.

This item was brought to Council on the 16th July 2014 as part of the Butler Road realignment due to the current road being constructed outside of the actual gazetted road reserve for Butler Road.

Comment:

At the July 2014 Council meeting Council passed the following resolution:

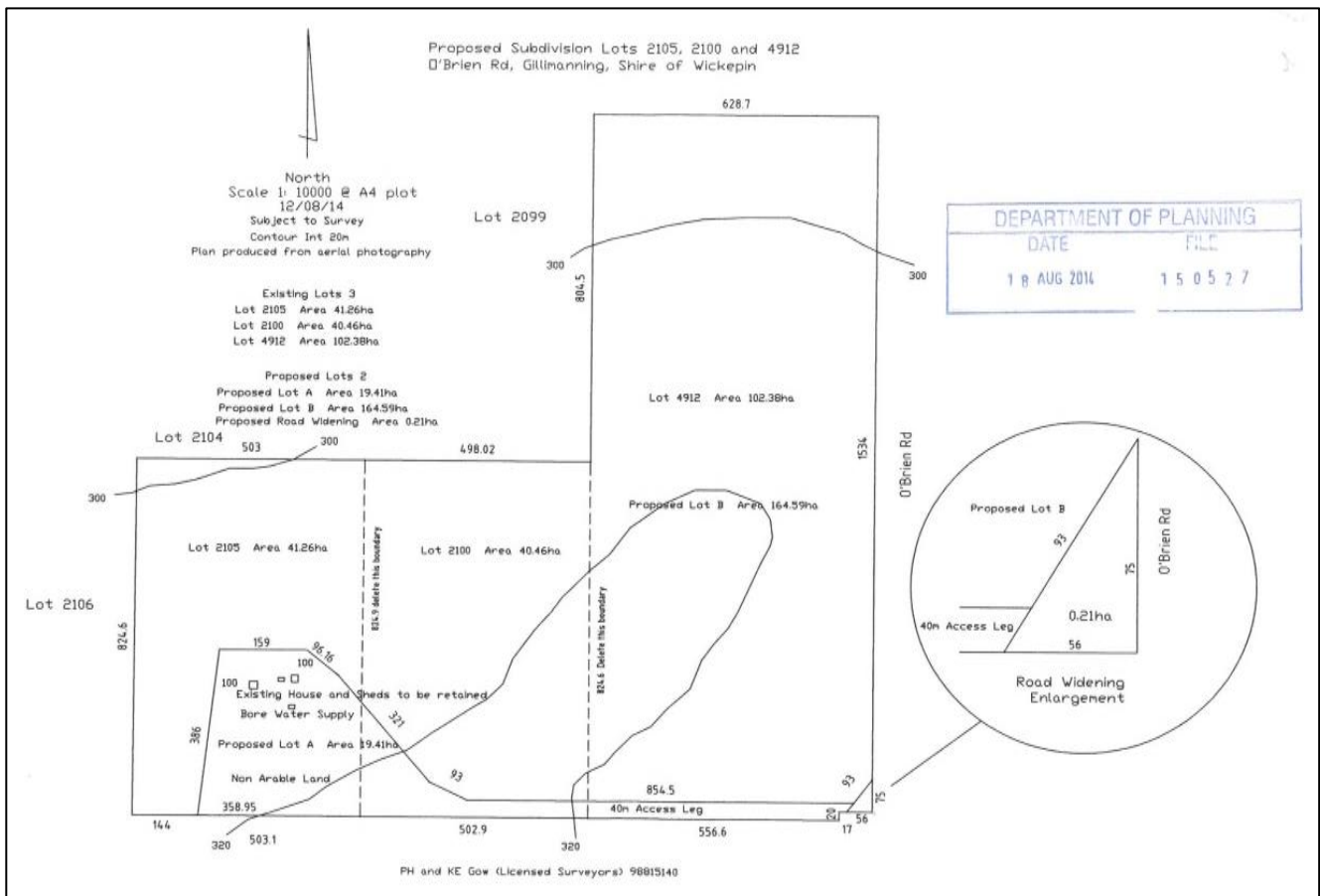
Resolution No 230714-10

Moved Cr Russell/ Seconded Cr Easton

That Council agree to the re surveying of Butler Road to take in the existing constructed road across the corner of Location 4912. The survey is to incorporate the constructed road into the Butler Road reserve, and that the costs be borne by the land holder.

Carried 5/2

The proposed subdivision and boundary realignment for Lot 2105, Lot 2100 and Lot 4912 Gillimanning incorporate the new road realignment as shown in the following diagram of Survey.



The area of land is on Butler Road and not O'Brien Road as shown on the diagram of survey.

This resolves the issue with Butler Road being constructed outside of the gazetted road, so the application should be supported by Council.

Statutory Environment: Not applicable.

Policy Implications: Not applicable.

Financial Implications: No Costs to Council

Strategic Implications: Not Applicable

Summary:

Council is being requested to advise the WAPC that it is in favour with the Application no 150527 – Lot 2105, 2100, O'Brien Road Gillimanning but advise the WAPC that these lots are on Butler Road and not O'Brien Road as shown on the survey documents.

Recommendation:

That Council advise the WAPC that it is in favour with the Application no 150527 – Lot 2105, 2100, O'brien Road Gillimanning but advise the WAPC that these lots are on Butler Road and not O'Brien Road as shown on the survey documents.

Voting Requirements: Simple majority

Resolution No 240914-05**Moved Cr Lansdell / Seconded Cr Easton**

That Council advise the WAPC that it is in favour with the Application no 150527 – Lot 2105, 2100, O'brien Road Gillimanning but advise the WAPC that these lots are on Butler Road and not O'Brien Road as shown on the survey documents.

Carried 7/0

2.01pm – Cr Lansdell departed the Chambers due to declaring a proximity interest; owns a house opposite the Wickepin Community Centre car park.

Infrastructure and Engineering Services

10.1.04 – Wickepin Community Centre Car Park Upgrade

| | |
|------------------------------------|--|
| Submission To: | Ordinary Council |
| Location / Address: | Wickepin Townsite |
| Name of Applicant: | Natalie Manton, Acting Chief Executive Officer |
| File Reference: | 514 |
| Author: | Natalie Manton, Acting Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 17 September 2014 |

Enclosure / Attachment:

- Peter Hunt Architect Wickepin Sports Master Plan Options 2-4
- Judith McDougall Designs/ Dan Turner – Proposed parking layout
- Cr Lansdell – alternative design

Background:

A preliminary quote of \$16,350 was obtained from Opus in March 2012 to provide drawings and specifications for improvements to the Wickepin Community Centre car park. The scope included:

- Car park design incorporating efficient traffic flow and utilise available space.
- Storm water drainage.
- Road marking and signage.
- Pavement design.

The Shire of Wickepin Technical Services Committee recommended that the quote be accepted and that the project be listed in the 2012/13 budget and that the concept design include areas for future sporting and community groups to move to the Wickepin Community Centre site.

A resolution was passed at the April 2012 council meeting (180412-09) to obtain three quotes for a complete concept design and feasibility study to allow for future Wickepin sporting groups to move to the Wickepin Sports Ground. It was resolved at the June 2013 council meeting to adopt the Forward Capital Works Plan including the upgrade of the Wickepin Community Centre grounds and fencing of car park in 2013/14.

Peter Hunt Architects were engaged in early 2013 to develop a Wickepin Sports Master Plan. Various options were developed between Jan and May 2013 including:

- | | |
|--------------|---|
| Option 1 | Overall plan including tennis courts and car parking for ram field day. |
| Option 2 C | Changes to car park at northern end of the block. |
| Option 3 F | Further changes to car parking. |
| Option 4 (a) | Add car parking near main building and around oval, access to front door and seating at front of community centre and parking in SW corner. |
| Option 4 (b) | Added parking along inside of fence on Campbell Street. |
| Option 4 (c) | Added toilets at the bottom of Community Centre near playground. |

The final plan (4c) was circulated to community members in June 2013 via the Shire of Wickepin newsletter and sent to all post boxes in Wickepin, Yealering and Tincurrin.

Feedback was received regarding the parking around the hockey oval to ensure adequate room for the safety of players and spectators.

The proposed relocation of the tennis courts to the Wickepin Community Centre area outlined in the plan did not receive strong support due to the limited space and the orientation of the existing building towards the oval which limits practical use by other sporting groups.

As a result of the community consultation the priority moved back to focus on the upgrade of the car park area.

A variation of the 2012/13 Royalties for Regions Country Local Government Fund Financial Assistance Agreement (FAA) was endorsed in April 2014 following the re-allocation of funding from the Yarling Estate to the refurbishment of the Facey Group building and Wickepin Community Centre environs.

The following project description was outlined in the FAA:

Wickepin Community Centre Reconstruct Environs

1. Reconfiguration and resurfacing of the existing car park (7,700m²).
2. Removal of old toilet block.
3. Construction of new car park for Ram Pavilion.
4. New access for parking from Campbell Street.
5. Kerbing of car park area (560m²).
6. Install one new light pole by entrance of car park.
7. Replace fencing along car park.
8. Removal of five large trees along Campbell Street.

The cost of the project was estimated to be:

| | |
|---|------------------|
| Kerbing 560m ² | \$9,000 |
| Cut, fill and prepare base course final trim car park | \$87,408 |
| Bitumen seal 7700m ² | \$39,000 |
| Install light pole | \$4,000 |
| Electrician | \$950 |
| Remove old toilets includes plumber | \$8,800 |
| Remove trees | \$6,500 |
| Line mark car parks | \$4,000 |
| Replace fencing | \$15,000 |
| Total | \$174,658 |

The funding agreement requires the project to be completed by 11th April 2016.

The Chief Executive Officer requested Dan Turner, consulting engineer from Narrogin and architect Judith McDougall to prepare a draft parking layout diagram for the Wickepin Community Centre car park. The proposed design was placed before the Technical Services Committee on the 4th September and the committee passed the following Resolution:

Moved Cr Russell / Seconded Cr Astbury

That this item be sent to the September 2014 Ordinary Meeting of Council for a decision.

Carried 3/0

An alternative design was proposed by Cr Lansdell and copies of the plan have been provided with the agenda. The alternative design would require further investigation by the engineer to determine if the proposed round-about could be accommodated in the available space.

Comment:

Council needs to make a decision in relation to the retention or demolition of the existing external toilet block on the Campbell St side of the Wickepin Recreation Centre. The toilets are currently being maintained and cleaned by council however there is no power connected to the facilities.

Council also needs to make a decision relating to the removal of the trees on Campbell Street which are damaging the road.

A decision on the redesign of the Wickepin Community Centre car park is required and the Technical Services Committee believed that such a decision should be made by the full Council.

Council has placed the amount of \$174,658 in the adopted 2014-15 budget which will be funded from the 2012-13 Country Local Government Funds.

Council staff will be guided by Council on the final outcome of the design at this meeting.

Statutory Environment: Not Applicable

Policy Implications: Nil

Financial Implications: Funding of \$174,658 is within Council's adopted 2014-15 budget.

Strategic Implications:

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

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

(2) To 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.

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

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

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

| Goal | Action | Measure |
|--|--|--|
| 4.1 Support the development and maintenance of recreational facilities and organisations in the district. | <ul style="list-style-type: none"> • Provide regular maintenance and development of recreation facilities. • Provide and maintain walk trails for recreation and tourism purposes. | <ul style="list-style-type: none"> • We have adopted a recreation maintenance and development plan to be published to the community to address this need. |

Summary:

Council is being requested to:

- 1 Decide that the existing external toilet block is to be demolished.
- 2 Decide if the Campbell Street trees should be removed.
- 3 Redesign the proposed parking layout of Wickepin Recreation Centre.

Recommendation:

- 1 That the existing external toilet block be demolished
- 2 That Council remove the trees on Campbell Street
- 3 That Council authorise the Manager of Works to commence the works required to the Wickepin Community Centre car park utilising the redesigned parking layout designed at this Council meeting.

Voting Requirements: Simple majority

Resolution No 240914-06

Moved Cr Astbury / Seconded Cr Lang

That the existing external toilet block be demolished.

Carried 5/1

Resolution No 240914-07

Moved Cr Lang / Seconded Cr Astbury

That Council remove the trees on Campbell Street.

Carried 6/0

Resolution No 240914-08**Moved Cr Lang / Seconded Cr Easton**

That Council authorise the CEO to request Judith McDougall to modify the design for the car park as per the discussion at Council meeting and that the revised design be brought back to the next ordinary meeting of Council.

Carried 6/0

Resolution differs from the Officers Recommendation as Council felt that the resolutions should be dealt with separately. Council also felt that the changes of the Wickepin Community Centre car park made at Council meeting should be re-submitted to the designer and be brought back to the next ordinary meeting of Council.

2.52pm – Cr Russell departed the Chambers.

2.53pm – Cr Lansdell returned to the Chambers.

Infrastructure and Engineering Services

10.1.05 – Wogolin Reserve History Board

Submission To: Ordinary Council
Location / Address: Whole Shire
Name of Applicant: Mark J Hook, Chief Executive Officer
File Reference: 2810
Author: Mark J Hook, Chief Executive Officer
Disclosure of any Interest: Nil
Date of Report: 1 September 2014

Enclosure / Attachment: Nil

Background:

Council has received the following letter:

| | |
|-------------------|-------------|
| SHIRE OF WICKEPIN | |
| DATE RECEIVED: | 27 AUG 2014 |
| FILL NO: | |
| TO: | CEO |

STUART LEDWITH
16 CURZON COURT
WILLETTON WA 6155

Shire of Wickepin
PO Box 19
WICKEPIN WA 6370

22 August 2014

Re: WOGOLIN RESERVE HISTORY BOARD.

I would like to thank the persons who prepared the history board.

The area where the board is located would make a great parking rest area.

To encourage travelers to stop I suggest a table and chairs/ bench be installed.

Also blue signs indicating a parking area 1 Km away & blue "P" sign at the entrance.

As it is a historic site also brown "H" signs should be installed.

Yours sincerely

Stuart Ledwith

STUART LEDWITH
16 CURZON COURT
WILLETTON WA 6155

Comment:

Council has not budgeted for table and chairs at the Wogolin Townsite Reserve. However, the provision of signs at the Wogolin Townsite reserve does make sense and this could be achieved under Council's signage budget.

The placement of the blue parking site signs and brown heritage signs would certainly highlight the area as a parking area and it would also highlight the Wogolin Townsite reserve and make it more noticeable to travellers or even people trying to locate the old Wogolin Townsite.

Statutory Environment: *Local Government Act 1995*

Policy Implications: Not applicable.

Financial Implications: Cost of signs approximately \$90 each installed total cost \$270 approximately

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

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

(2) To 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.

Summary:

Council is being requested to place blue parking site signs and brown heritage signs highlighting the area as a parking area. This would also highlight the Wogolin Townsite Reserve and the Fence Road interpretive signage within the Wogolin Townsite Reserve.

Recommendation:

1. That Council budget \$2,000 in the 2015/2016 Budget for a table and chair setting at the Wogolin Townsite Reserve.
2. That Council place parking and heritage signs at the entrance to the Wogolin Townsite Reserve.

Voting Requirements: Simple majority

Resolution No 240914-09**Moved Cr Easton / Seconded Cr Lang**

1. That Council allocate \$2,000 for consideration in the 2015/2016 Budget for a table and chair setting at the Wogolin Townsite Reserve.
2. That Council place parking and heritage signs at the entrance to the Wogolin Townsite Reserve.

Carried 6/0

2.56pm – MWS Peter Vlahov departed the Chambers.

Governance, Audit and Community Services

10.2.01 – Financial Report

| | |
|------------------------------------|----------------------------------|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Natalie Manton - Finance Manager |
| File Reference: | |
| Author: | Natalie Manton - Finance Manager |
| Disclosure of any Interest: | Nil |
| Date of Report: | 11 September 2014 |

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

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

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

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

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

Local Government (Financial Management) Regulations 1996

34. Financial reports to be prepared s. 6.4

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

- (3) The information in a statement of financial activity may be shown -
 - (a) According to nature and type classification;
 - (b) By program; or
 - (c) By business unit.

- (4) A statement of financial activity, and the accompanying documents referred to in sub regulation (2), is to be -
 - (a) Presented to the council -
 - (i) At the next ordinary meeting of the council following the end of the month to which the statement relates; or
 - (ii) if the statement is not prepared in time to present it to the meeting referred to in subparagraph (i), to the next ordinary meeting of the council after that meeting; and
 - (b) Recorded in the minutes of the meeting at which it is presented.

- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with AAS 5, to be used in statements of financial activity for reporting material variances.

Policy Implications: Not applicable

Financial Implications: Not applicable

Strategic Implications: Not applicable

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

Voting Requirements: Simple majority

Resolution No 240914-10

Moved Cr Lang / Seconded Cr Lansdell

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

Carried 6/0

Bank Balances

As at 31/08/2014

| | Bank Statement |
|--------------------|-----------------------|
| Municipal Fund | 484,220.16 |
| Municipal Term Dep | 429,576.25 |
| Petty Cash | 500.00 |
| Reserves | 897,414.33 |
| Total | 1,811,710.74 |
| <hr/> | |
| Trust Fund | 51,149.01 |
| Transport Account | 133.00 |

Debtors

Rates as at 31/08/2014

| | | |
|--------------|--------------------|---------------------|
| Account 7461 | Rates | 1,288,334.06 |
| Account 6051 | Sewerage | 38,659.56 |
| Account 7451 | Excess Receipts | -4376.51 |
| Account 1092 | ESL | 30,095.25 |
| Account 7481 | Domestic Rubbish | 23,346.60 |
| Account 7491 | Commercial Rubbish | 4564.00 |
| Account 7201 | Refuse Site Levy | 18,642.47 |
| Account 1052 | ESL Penalty | 150.75 |
| Total | | 1,399,416.18 |

Sundry Debtors as at 31/08/2014

| | |
|--------------|------------------|
| Current | 19,504.28 |
| 1 Month | 520.00 |
| 2 Months | 2,000.00 |
| 3 Months | 562.91 |
| Total | 22,587.19 |

Governance, Audit and Community Services

10.2.02 – List of Accounts

| | |
|------------------------------------|----------------------------------|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Natalie Manton - Finance Manager |
| File Reference: | |
| Author: | Natalie Manton - Finance Manager |
| Disclosure of any Interest: | Nil |
| Date of Report: | 11 September 2014 |

Enclosure / Attachment: List of Accounts

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

| | <u>Vouchers</u> | <u>Amounts</u> |
|--------------------------|------------------|----------------|
| Municipal Account | | |
| Cheques | 15013 -15028 | 22,677.99 |
| EFTPOS | 4762 - 4815 | 238,843.13 |
| Other Transfers | Payroll Aug 2014 | 60,721.00 |
| | | 8760.98 |

Trust Account

TOTAL \$331,003.10

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 **\$331,003.10** 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 240914-11

Moved Cr Astbury / Seconded Cr Lansdell

That Council acknowledges that payments totaling **\$331,003.10** 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 6/0

SHIRE OF WICKEPIN
CHEQUE LISTING 01/08/2014- 31/08/2014

| Chq/EFT | Date | Name | Description | Muni |
|---------|------------|--|--|---------------|
| EFT4762 | 04/08/2014 | AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY | Payroll deductions | \$ 263.28 |
| EFT4763 | 04/08/2014 | CONCEPT ONE THE INDUSTRY SUPERANNUATION FUND | Superannuation contributions | \$ 336.44 |
| EFT4764 | 04/08/2014 | ING CUSTODIANS PTY LTD | Superannuation contributions | \$ 358.74 |
| EFT4765 | 04/08/2014 | RAMSAY SUPERANNUATION FUND | Superannuation contributions | \$ 146.20 |
| EFT4766 | 11/08/2014 | JODIE AHRENS | BOND REFUND FOR COMMUNITY CENTRE HIRE | \$ 500.00 |
| EFT4767 | 11/08/2014 | BEST OFFICE SYSTEMS | COPIER CHARGES - C554E | \$ 718.00 |
| EFT4768 | 11/08/2014 | COUNTRY PAINT SUPPLIES | EXTERIOR PAINT | \$ 37.50 |
| EFT4769 | 11/08/2014 | COURIER AUSTRALIA | LIBRARY FREIGHT | \$ 28.48 |
| EFT4770 | 11/08/2014 | KELLY COCHRANE | CLEANING YEALERING HALL AND PUBLIC TOILETS | \$ 250.00 |
| EFT4771 | 11/08/2014 | JR & A HERSEY | SOCKET SET | \$ 60.50 |
| EFT4772 | 11/08/2014 | IT VISION | CORRECTING JOURNAL | \$ 457.60 |
| EFT4773 | 11/08/2014 | LOCAL HEALTH AUTHORITY ANALYTICAL COMMITTEE | ANALYTICAL SERVICES | \$ 495.95 |
| EFT4774 | 11/08/2014 | LO-GO APPOINTMENTS | RATES OFFICER CONTRACTOR | \$ 3,323.71 |
| EFT4775 | 11/08/2014 | LGIS INSURANCE BROKING SERVICE | INSURANCE | \$ 130,125.23 |
| EFT4776 | 11/08/2014 | MIRCO BROS MACHINERY | AGREX SPREADER | \$ 680.00 |
| EFT4777 | 11/08/2014 | NARROGIN BOILERMAKERS | SAFETY CLOTHING P.MARSH G.WILSON | \$ 624.40 |
| EFT4778 | 11/08/2014 | MAUREEN PREEDY | CLEAN YEALERING TOILETS | \$ 212.50 |
| EFT4779 | 11/08/2014 | LEE PARKER | EMBRACE OUR ROOTS WORKSHOP | \$ 600.00 |
| EFT4780 | 11/08/2014 | SUNNY INDUSTRIAL BRUSHWARE | ROAD BROOME | \$ 1,400.30 |
| EFT4781 | 11/08/2014 | ANTONY SMITH | MAINTENANCE ADMINISTRATION OFFICE | \$ 318.90 |
| EFT4782 | 11/08/2014 | WESTERN AUSTRALIAN TREASURY CORP | Loan No. 102 Interest payment - | \$ 5,818.39 |
| EFT4783 | 11/08/2014 | WICKEPIN MOTORS | INSURANCE CLAIM | \$ 300.00 |
| EFT4784 | 18/08/2014 | AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY | Payroll deductions | \$ 110.28 |
| EFT4785 | 18/08/2014 | OFFICE MAX | KNIFE AND TEA TOWELS | \$ 74.36 |
| EFT4786 | 18/08/2014 | EDWARDS MOTORS PTY LTD | TRADE IN | \$ 1,500.00 |
| EFT4787 | 18/08/2014 | EWEN RURAL SUPPLIES | JULY ACCOUNT | \$ 2,299.40 |
| EFT4788 | 18/08/2014 | EASIFLEET | MITSUBISHI TRITON OPERATING EXPENSES | \$ 864.79 |
| EFT4789 | 18/08/2014 | GREAT SOUTHERN FUEL SUPPLIES | JULY ACCOUNT | \$ 20,099.53 |
| EFT4790 | 18/08/2014 | GREAT SOUTHERN WASTE DISPOSAL | JULY ACCOUNT | \$ 4,802.14 |
| EFT4791 | 18/08/2014 | NARROGIN QUARRY OPERATIONS | CRUSHED METAL | \$ 710.55 |
| EFT4792 | 18/08/2014 | PCS | COMPUTER SUPPORT | \$ 765.00 |
| EFT4793 | 18/08/2014 | WA LOCAL GOVT ASSOCIATION | ANNUAL SUBSCRIPTION | \$ 25,335.82 |
| EFT4794 | 19/08/2014 | AUSTRALIAN TAXATION OFFICE | JULY GST PAYMENT | \$ 8,420.00 |
| EFT4795 | 25/08/2014 | AUSTRALIA POST | JULY ACCOUNT | \$ 170.87 |
| EFT4796 | 25/08/2014 | AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY | Payroll deductions | \$ 110.28 |
| EFT4797 | 25/08/2014 | ALL SERVICES ROADS | PREPARE TRAFFICE MANAGEMENT | \$ 660.00 |
| EFT4798 | 25/08/2014 | AUSSIE FENCING | POOL FENCE | \$ 1,090.00 |
| EFT4799 | 25/08/2014 | YEALERING AGPARTS & REPAIRS | GAS, SAFETY BOOTS, PARTS CAT GRADER | \$ 1,254.47 |
| EFT4800 | 25/08/2014 | COVS PARTS PTY LTD | PARTS | \$ 41.34 |

Attachment- Item 10.2.02

| | | | | | |
|----------|------------|--|--|----|-----------|
| EFT4801 | 25/08/2014 | CHRISTINE HILL FOOD | LIGHT LUNCH AND MORNING TEA | \$ | 810.00 |
| EFT4802 | 25/08/2014 | DEWS EXCAVATIONS | KERBING - SHIRE GARDENS | \$ | 3,245.00 |
| EFT4803 | 25/08/2014 | GREAT SOUTHERN DISTRICT DISPLAY | GRANT APPROVAL | \$ | 200.00 |
| EFT4804 | 25/08/2014 | LO-GO APPOINTMENTS | KM REIMBURSEMENT | \$ | 607.24 |
| EFT4805 | 25/08/2014 | NARROGIN HARDWARE MAKIT | PARTS | \$ | 92.90 |
| EFT4806 | 25/08/2014 | NARROGIN AUTO ELECTRICS | BATTERY | \$ | 302.00 |
| EFT4807 | 25/08/2014 | NARROGIN AGRICULTURAL REPAIRS | CHAINS AW REPAIRS | \$ | 255.00 |
| EFT4808 | 25/08/2014 | NARROGIN TOYOTA | SHARPEN CHAINSAW | \$ | 10.00 |
| EFT4809 | 25/08/2014 | NARROGIN BOILERMAKERS | SAFETY CLOTHING - TAPPING | \$ | 1,612.40 |
| EFT4810 | 25/08/2014 | SITE ARCHITECTURE STUDIO | SITE VISIT AND DESKTOP REVIEW | \$ | 3,850.00 |
| EFT4811 | 25/08/2014 | T-QUIP | FREIGHT | \$ | 272.10 |
| EFT4812 | 25/08/2014 | WESTRAC EQUIPMENT | REPAIRS | \$ | 11,838.09 |
| EFT4813 | 25/08/2014 | WICKEPIN NEWSAGENCY | PAPERS, LUNCH, STATIONARY | \$ | 177.20 |
| EFT4814 | 25/08/2014 | MECHANICAL & DIESEL SERVICES | OIL FILTER | \$ | 45.54 |
| EFT4815 | 29/08/2014 | NARROGIN COUNTRY FRESH MEAT | MEAT FOR SENIOR CITIZ LUNCH | \$ | 160.71 |
| 15013 | 04/08/2014 | AUSTRALIAN SUPER | Superannuation contributions | \$ | 147.19 |
| 15014 | 04/08/2014 | MTAA SUPER FUND | Superannuation contributions | \$ | 339.07 |
| 15015 | 04/08/2014 | PRIME SUPER | Superannuation contributions | \$ | 336.44 |
| 15016 | 04/08/2014 | WA LOCAL GOVERNMENT SUPER PLAN | Superannuation contributions | \$ | 7,043.36 |
| 15017 | 11/08/2014 | THE AMAROO TRUST | LOADS OF SAND | \$ | 1,276.00 |
| 15018 | 11/08/2014 | CENTRAL AGCARE | REFUND FOR CANCELLED WORKSHOP 31/07/2014 | \$ | 90.00 |
| 15019 | 11/08/2014 | JASON SIGNMAKERS | SIGNS | \$ | 608.30 |
| 15020 | 11/08/2014 | STAR TRACK EXPRESS | FREIGHT ON TOOLS | \$ | 40.06 |
| 15021 | 11/08/2014 | PRECISE CARPENTRY SERVICE | MELAMINE BOARD | \$ | 28.00 |
| 15022 | 11/08/2014 | SYNERGY | STREET LIGHTS POWER | \$ | 1,639.55 |
| 15023 | 18/08/2014 | TELSTRA | COLIN SAT PHONE | \$ | 96.82 |
| 15024 | 18/08/2014 | SYNERGY | COMMUNITY CENTRE | \$ | 131.75 |
| 15025 | 25/08/2014 | PARRYS | SAFETY CLOTHING - PETER VLAHOV | \$ | 148.67 |
| 15026 | 25/08/2014 | HILTON HOTELS OF AUSTRALIA PTY LTD | LOCAL GOVERNMENT WEEK | \$ | 6,935.30 |
| 15027 | 25/08/2014 | SHIRE OF WICKEPIN | PETTY CASH REIMBURSEMENT | \$ | 195.75 |
| 15028 | 29/08/2014 | WATER CORPORATION | STOCK ROUTE STANDPIPE | \$ | 3,621.73 |
| DD8558.1 | 06/08/2014 | WA LOCAL GOVERNMENT SUPER PLAN | Payroll deductions | \$ | 3,484.35 |
| DD8558.2 | 06/08/2014 | PRIME SUPER | Superannuation contributions | \$ | 168.76 |
| DD8558.3 | 06/08/2014 | AUSTRALIAN SUPER | Superannuation contributions | \$ | 99.93 |
| DD8558.4 | 06/08/2014 | ING CUSTODIANS PTY LTD | Superannuation contributions | \$ | 179.95 |
| DD8558.5 | 06/08/2014 | CONCEPT ONE THE INDUSTRY SUPERANNUATION FUND | Superannuation contributions | \$ | 168.76 |
| DD8558.6 | 06/08/2014 | MTAA SUPER FUND | Superannuation contributions | \$ | 169.54 |

Attachment- Item 10.2.02

| | | | | | |
|--------------|------------|--|------------------------------|-----------|-------------------|
| DD8558.7 | 06/08/2014 | TREWAYNE SUPERANNUATION FUND | Superannuation contributions | \$ | 95.14 |
| DD8567.1 | 20/08/2014 | WA LOCAL GOVERNMENT SUPER PLAN | Payroll deductions | \$ | 3,364.73 |
| DD8567.2 | 20/08/2014 | RAMSAY SUPERANNUATION FUND | Superannuation contributions | \$ | 134.95 |
| DD8567.3 | 20/08/2014 | PRIME SUPER | Superannuation contributions | \$ | 168.76 |
| DD8567.4 | 20/08/2014 | AUSTRALIAN SUPER | Superannuation contributions | \$ | 110.73 |
| DD8567.5 | 20/08/2014 | ING CUSTODIANS PTY LTD | Superannuation contributions | \$ | 179.95 |
| DD8567.6 | 20/08/2014 | CONCEPT ONE THE INDUSTRY SUPERANNUATION FUND | Superannuation contributions | \$ | 168.76 |
| DD8567.7 | 20/08/2014 | MTAA SUPER FUND | Superannuation contributions | \$ | 169.54 |
| DD8567.8 | 20/08/2014 | TREWAYNE SUPERANNUATION FUND | Superannuation contributions | \$ | 97.13 |
| TOTAL | | | | \$ | 270,282.10 |

Attachment- Item 10.2.02

Governance, Audit and Community Services

10.2.03 – Write off – Overdue debt

| | |
|------------------------------------|----------------------------------|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Natalie Manton - Finance Manager |
| File Reference: | |
| Author: | Natalie Manton - Finance Manager |
| Disclosure of any Interest: | Nil |
| Date of Report: | 15 September 2014 |

Enclosure / Attachment: Nil

Background:

The following outstanding debt is unlikely to be recovered despite several reminders:

| | |
|-----------------|--------------------|
| Date Incurred: | 7/4/2012 |
| Name of Debtor: | Robert Whibley |
| Amount: | \$201.55 |
| Details: | Lost library books |

Comment:

Several reminders have been sent to the customer and attempts made to recover the outstanding amounts have not been successful.

Given the value of the debt is low, the cost of legal action is likely to involve greater expense than the original debt. The customer has entered into a repayment plan with the Shire of Wickepin to repay rates arrears and is making regular repayments of \$50.00 per fortnight via a Centrelink direct deduction.

Statutory Environment:

6.12 . Power to defer, grant discounts, waive or write off debts

- (1) Subject to subsection (2) and any other written law, a local government may —
- (a) when adopting the annual budget, grant* a discount or other incentive for the early payment of any amount of money; or
 - (b) waive or grant concessions in relation to any amount of money; or
 - (c) write off any amount of money, which is owed to the local government.

** Absolute majority required.*

(2) Subsection (1)(a) and (b) do not apply to an amount of money owing in respect of rates and service charges.

(3) The grant of a concession under subsection (1)(b) may be subject to any conditions determined by the local government.

(4) Regulations may prescribe circumstances in which a local government is not to exercise a power under subsection (1) or regulate the exercise of that power.

[Section 6.12 amended by No. 64 of 1998 s. 39.]

Policy Implications: Nil

Financial Implications: Loss of income as listed.

Strategic Implications: Nil

Recommendation:

That Council write-off the debt owed by Mr. Robert Whibley for lost library books totaling \$201.55 as outlined above.

Voting Requirements: Absolute Majority

Resolution No 240914-12

Moved Cr Lang / Seconded Cr Lansdell

That Council write-off the debt owed by Mr. Robert Whibley for lost library books totaling \$201.55 as outlined above.

Carried 6/0

3.11pm – EHO Allan Ramsay entered the Chambers.

Governance, Audit and Community Services

10.2.04 – Sewerage Asset Management Plan 2014

| | |
|------------------------------------|--|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Allan Ramsay, Environmental Health Officer |
| File Reference: | 7202 |
| Author: | Allan Ramsay, Environmental Health Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 12 September 2014 |

Enclosure / Attachment:

- Shire of Wickepin Sewerage Asset Management Plan 2014
- Notice from the ERA – Operational Audit and Asset Management System Review

Background:

The Shire of Wickepin Sewerage Asset Management Plan (AMP) is updated each year in August after the adoption of the budget.

The AMP has been updated yearly over the past couple of years to keep track of the real cost of running the scheme as well as keeping Council informed on how the scheme is functioning in regards to finance and overall management. Whilst there is no licence requirement to update the AMP yearly it does help in managing the scheme particular when an independent Audit has to be undertaken. The next Audit is due in February 2015 and the Economic Regulation Authority (ERA) has recently advised all Councils running a small sewerage scheme that the ERA will be arranging the Auditor this time round. The Council's pays for the Auditor as before.

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications:

The adoption of the Shire of Wickepin Sewerage Asset Management Plan 2014 can coexist with other AMP'S yet to be adopted by Council.

Summary:

The Shire of Wickepin is being requested to adopt the Sewerage Asset Management Plan 2014.

Recommendation:

That the Shire of Wickepin adopt the Shire of Wickepin Sewerage Asset Management Plan 2014 as attached.

Voting Requirements: Simple majority

Resolution No 240914-13

Moved Cr Allan / Seconded Cr Astbury

That the Shire of Wickepin adopt the Shire of Wickepin Sewerage Asset Management Plan 2014 as attached.

Carried 6/0

Governance, Audit and Community Services

10.2.05 - Application for Fuel Tank and Bowser – Lot 26 Roberts Street, Yealering

| | |
|------------------------------------|-------------------------------------|
| Submission To: | Ordinary Council |
| Location / Address: | Lot 26 Roberts Street, Yealering |
| Name of Applicant: | Mr. Peter Stribling |
| File Reference: | |
| Author: | Allan Ramsay, EHO/Building Surveyor |
| Disclosure of any Interest: | Nil |
| Date of Report: | 15 September 2014 |

Enclosure / Attachment:

- Application Form for Planning Approval
- Site Plan of the location of the Proposed Fuel Tanks and Bowsers
- Record of Certificate of Title
- AS 1940 – 2004 7.3.1 – Distance from Boundary and Building Requirements
- Short letter from Mr. Stribling
- Email from Mr. Lawry Lim – Principle Dangerous Goods Officer Department of Mines and Petroleum

Background

Mr. Stribling has requested approval to install a diesel and petrol fuel tank and bowsers at his shop located at Lot 26 Roberts Street, Yealering.

Mr. Stribling has indicated in his letter that all setbacks will be in accordance with AS 1940.

Officer's Comment

The plan of the location of the fuel tanks and bowsers that Mr. Stribling has submitted complies with AS 1940 – 2004. Furthermore the email from Mr. Lawry Lim from the Department of Mines and Petroleum has indicated that no licence is required if less than 10,000 litres of petrol is stored.

In regards to the Shire of Wickepin Town Planning Scheme No. 4 under the Zoning Table the use falls within category 'D' in the town Centre which means that the use is not permitted by the Scheme unless the local government has exercised its discretion by granting planning approval.

| | |
|--------------------------------|---|
| Financial Implications: | Not applicable |
| Strategic Implications: | Not applicable |
| Enabling Legislation: | Shire of Wickepin Town Planning Scheme No.4 |
| Council Policy: | Not applicable |

Recommendation:

That Council:

1. Approve the fuel tanks and bowsers at Lot 26 Roberts Street, Yealering;
2. The fuel tanks and bowsers to comply with Australian Standard (AS) 1940 for the storage of flammable and combustible liquids;
3. The fuel tanks and bowsers to comply with the code of practice on how to construct a proper earth bund for fuel storage;
4. A Building Licence is required prior to the construction of the fuel tanks and bowsers.

Resolution No 240914-14
Moved Cr Lang / Seconded Cr Lansdell

That Council:

1. Approve the fuel tanks and bowsers at Lot 26 Roberts Street, Yealering;
2. The fuel tanks and bowsers to comply with Australian Standard (AS) 1940 for the storage of flammable and combustible liquids;
3. The fuel tanks and bowsers to comply with the code of practice on how to construct a proper earth bund for fuel storage;
4. A Building Licence is required prior to the construction of the fuel tanks and bowsers.

Carried 6/0*3.20pm – EHO Allan Ramsay departed the Chambers.*

3.22pm – CDO Lee Parker entered the Chambers.

Governance, Audit and Community Service

10.2.06 – Community Development Officer's Report

| | |
|------------------------------------|---|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Lee Parker, Community Development Officer |
| File Reference: | 206 |
| Author: | Lee Parker, Community Development Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 16 September 2014 |

Enclosure / Attachment: Nil

| | |
|-------------------------------------|--|
| <p>Arts and Cultural</p> | <p>Dryandra Country Art, Food and Wine Event</p> <ul style="list-style-type: none"> • Met with Dryandra Country Art, Food and Wine re next trail. • Forwarded information to prospective stall holders • Meeting with organisations regards being venue holders • Feedback to Narrogin. <p>Sculpture Workshops</p> <ul style="list-style-type: none"> • Flyers to all town sites in Shire • Forwarded information promoting workshops to general public. • Maintained communication with artist – consolidated payments/invoices • Organised venue change <p>Art Prize</p> <ul style="list-style-type: none"> • Liaised with schools re participation • Meeting to organise Wine and Cheese evening • Contact with artists re: entering Art Prize • General mailing/maintenance of Facebook page <p>Other</p> <ul style="list-style-type: none"> • Met with artist with regards creating street artworks for the skate park in Wickepin. • Provided background information and visual aids for artist to consider. |
| <p>Community Development</p> | <p>Townscape</p> <ul style="list-style-type: none"> • Provided report and attended Townscape meeting. <p>CRC Building Report</p> <ul style="list-style-type: none"> • Architects concept plans received <p>Shire Office pool</p> <ul style="list-style-type: none"> • Supplied information for replacement of pool trampoline <p>Other</p> <ul style="list-style-type: none"> • Provided notes for Watershed, Facebook page and mail out • Follow up grant opportunities for Shire of Wickepin projects. • Forwarded information to community members on grant opportunities and events. • Followed up additional information required for Shire of Wickepin Community Grants. • Registered Wickepin for Shop Local initiative being run – waiting response • Maintained communication between the Shire and the groups/individuals in the towns. |
| <p>Community Safety</p> | |

| | |
|--|--|
| and Crime | |
| Economic Development | <ul style="list-style-type: none"> Wickepin Market Day in October – general meetings and planning |
| Tourism, Marketing and Promotion | <ul style="list-style-type: none"> Contacted Sunday Times re advertisement for supplement Let's Go Caravanning and Camping. Sourced photos/took photos for advertisement Provided notes and information for the Sunday Times to be used in the newspaper supplement - due to be published on the 5th October. Provided notes for Regional Development Australia to list upcoming events on their website Provided additional information to Market Creations, the company involved in printing new tourist brochures. Conversation with Market Creations as to the formatting and layout of the tourism brochures. Meeting with Linley Rose with regards tourism map and possible funding. |
| Sport and Recreation | <p>Kidsport</p> <ul style="list-style-type: none"> Maintained and updated file for Kidsport Forwarded Kidsport information to sporting clubs. Reminded clubs to complete registrations. <p>Other</p> <ul style="list-style-type: none"> General discussion with Wickepin Community Group re: fitness machines in town |
| Special Needs Groups inc; Youth, Disabled and Older People. | <ul style="list-style-type: none"> Provided information for groups to access grants. |
| Heritage | |
| Governance Other | <ul style="list-style-type: none"> Staff support as needed. |

Street artist to coincide with Embrace our Roots Art Prize

Jerome Davenport, an accomplished urban artist and former local, will be painting the skate park equipment during the weekend of the Art Prize (24-26th October). Townscape has \$2500 in its budget for a skate park upgrade. \$1980.00 has been spent so far in purchasing a new ramp (which will be delivered within the month). The remaining \$520.00 will go towards the paint and travel for Mr Davenport.

The idea was also raised of having urban art on buildings such as the Wickepin Hall, Community Resource Centre or Community Centre (perhaps in an historical timeline theme) for future consideration. The committee supported this idea in principle.

Jerome Davenport has been working on a concept for the Town Hall for our possible consideration. Jerome's urban art has wide appeal. He is a 24 year old visual artist, currently based in Perth. He works predominantly with aerosol, rendering large scale photorealistic portraits. His pieces can be seen all around Perth – he has regular commercial commissions for bars, restaurants and shops, and is actively involved in community-based initiatives like Form WA's Public event. He has also worked interstate and overseas, having painted all across Australia, as well as in London and New York. His commissioned public street artworks in Western Australia, so far, are: three in Leederville and one in North Fremantle.

Funding Applications Status Report

| Project Name | Funding Organisation | Amount Requested exc Gst | Status |
|---|---------------------------|--------------------------|---|
| Walk trails plan | Lotterywest | \$19,071 | Application has been submitted for signage for Heritage Walk trail. |
| ANZAC Centenary Grant | Dept Veteran's Affairs | \$24,374 | Verbal approval of \$18,000 for pillars Council contribution cash \$10,000 Council contribution in kind \$2,816 Waiting for Federal Approval |
| Restoration of Old Railway Station building | Lotterywest | \$56,350 | Approved. \$30,000 from Lotterywest Council contribution \$20,000 to be allocated from 2014/15 budget. |
| Embrace Our Roots | Community Arts Network WA | \$9,350 | Council contribution cash \$5,000. Included in 2013/14 budget Council contribution in-kind \$3,900 |

Statutory Environment: Local Government Act 1995.

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications:

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

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

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

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

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

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

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

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

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

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

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

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

Recommendation:

That council notes the report from the Community Development Officer dated 2 September 2014.

That council approve the painting of the skate park equipment by Jerome Davenport.

Voting Requirements: Simple majority.

Resolution No 240914-15**Moved Cr Allan / Seconded Cr Astbury**

That council notes the report from the Community Development Officer dated 2 September 2014.

That council approve the painting of the skate park equipment by Jerome Davenport.

Carried 6/0

3.36pm – CDO Lee Parker departed the Chambers.

Governance, Audit and Community Services

10.2.07 – Provision of Audit Services

| | |
|------------------------------------|--------------------------------------|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Mark J Hook, Chief Executive Officer |
| File Reference: | 1220 |
| Author: | Mark J Hook, Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 15 August 2014 |

Enclosure / Attachment: Nil

Background:

The Chief Executive Officer placed the following Advertisement in the Western Australian on 16 July 2014 and the Narrogin Observer on 17 July 2014:



Shire of Wickepin

Quotes - 4 Year Period

Quotes are invited for Qualified Registered Company Auditors or Approved Auditors for the purposes of the Local Government Act 1995 to provide audit services to the Shire of Wickepin for 2014/2015, 2015/2016, 2016/2017 and 2017/2018 financial years.

For quote specifications please contact Mr. Mark Hook on 9888 1005 or email ceo@wickepin.wa.gov.au.

Quotes are to be addressed to the Chief Executive Officer and will be received until 4.00pm on Monday 11th August 2014.

Shire of Wickepin
PO Box 19
Wickepin WA 6370,

Canvassing of Councillors or staff will disqualify.

Comment:

Council received the following proposals from the following companies:

| COMPANY NAME | RECEIVED | COMPLIANT YES / NO | AMOUNT | | |
|--|------------|--------------------|--------|-----------|--------------------|
| UHY HAINES NORTON | 31/07/2014 | YES | 2015 | 17,800 | GST EXCLUSIVE |
| | | | 2016 | 18,850 | Plus |
| | | | 2017 | 19,900 | accommodation |
| | | | 2018 | 20,950 | costs |
| BUTLER SETTINERI | 4/08/2014 | YES | 2015 | 7,000 | GST EXCLUSIVE |
| | | | 2016 | 7,500 | Does not include |
| | | | 2017 | 7,750 | travel costs |
| | | | 2018 | 8,000 | |
| MACLEOD CORPORATION | 01/08/2014 | YES | 2015 | 13,136 | GST EXCLUSIVE |
| | | | 2016 | 13,864 | Plus travel and |
| | | | 2017 | 14,773 | accommodation |
| | | | 2018 | 15,227 | \$1,500 |
| BENTLEYS | 04/08/2014 | NO | 2015 | 10,000 TO | GST EXCLUSIVE |
| | | | | 12,000 | |
| | | | 2016 | | Does not include |
| | | | 2017 | | travel costs |
| | | | 2018 | | |
| WILLIAM BUCK | 8/08/2014 | YES | 2015 | 10,000 | GST EXCLUSIVE |
| | | | 2016 | 10,500 | |
| | | | 2017 | 11,000 | |
| | | | 2018 | 11,550 | |
| ANDERSON MUNROE AND WYLIE | 08/08/2014 | YES | 2015 | 8,500 | GST EXCLUSIVE |
| | | | 2016 | 9,000 | Significant issues |
| | | | 2017 | 9,500 | additional costs |
| | | | 2018 | 10,000 | |
| DFK PA AUDIT PTY LTD | 08/08/2014 | YES | 2015 | 14,500 | GST EXCLUSIVE |
| | | | 2016 | 14,900 | plus out of pocket |
| | | | 2017 | 15,300 | expenses |
| | | | 2018 | 15,750 | |
| BYFIELDS | 01/08/2014 | YES | 2015 | 11,200 | GST EXCLUSIVE |
| | | | 2016 | 11,650 | Plus travel and |
| | | | 2017 | 12,100 | accommodation |
| | | | 2018 | 12,600 | costs |

The Audit Services Specification for the financial years commencing 1 July 2014 through to 30 June 2018 are as follows;



Audit Services Specification

1. Introduction

This document is provided for the assistance of auditors who wish to apply for the role of auditor with the Shire of Wickepin.

Auditors are required to address all of the matters outlined in the specification.

Auditors who submit an application may be asked to provide further information and/or make a presentation to the Audit Committee.

2. Objectives of the Audit

To provide an independent audit opinion of the accounts and annual financial reports of the local government for each financial year covered by the term of the audit appointment.

3. Term of Audit Appointment

For the financial years commencing 1 July 2014 through to 30 June 2018

4. Scope of the Audit

The auditor is to –

4.1 Carry out such work as is necessary to form an opinion as to whether –

- a) the accounts are properly kept; and
- b) the annual financial report:
 - i) is prepared in accordance with the financial records; and
 - ii) represents fairly the results of the operations of the local government and the financial position of the local government at 30 June in accordance with the Australian Accounting Standards, the Local Government Act 1995 (as amended), the Local Government (Financial Management) Regulations 1996 (as amended) and other mandatory professional reporting requirements.

4.2 Give an opinion in his or her audit report on –

- a) the financial position of the local government; and
- b) the results of the operation of the local government.

4.3 Include in his or her audit report on –

- a) any material matters that indicate significant adverse trends in the financial position or the financial management practices of the local government;
- b) any matters indicating non-compliance with financial management requirements of the Act, Regulations and any other written law.

5. Audit Methodology and Approach

- a) The auditor is required to comply with the requirements of section 7.9 of the Local Government Act 1995 and the Local Government (Audit) Regulations 1996.
- b) An audit is to be carried out in accordance with “Auditing Standards” and “Auditing Guidance Statements” adopted from time to time by the Australian Society of Certified Practising Accountants and the Institute of Chartered Accountants in Australia.
- c) The auditor is to provide the local government with a general outline of his/her methodology.
- d) The auditor is to provide the local government with a plan for the audit including:
 - timing of interim audit visits;
 - final audit visit (within 30 days of being advised that the accounts and annual financial report are available for audit);
 - timing of the legislative requirement to meet with the local government and whether that meeting will be in person or by some other means; and
 - the method to be used to communicate with, and provide advice and information to, the local government.
- e) The auditor is required to produce on audit report as required by section 7.9 of the Local Government Act 1995 and, if considered appropriate by the auditor, a management report.

6. Critical Matters to be Audited

The auditor is to include in his or her application the extent to which the critical matters outlined below will be audited so as to form an opinion on the manner in which they have been maintained.

- i) Revenue
 - Rates revenue
 - Government grants
 - User pays revenue
 - Profit on sale of non-current assets
 - Other income
- ii) Expenditure
 - Salary and wage costs
 - Depreciation
 - Materials and contract expenditure
 - Loss on sale of non-current assets
 - Insurances
 - Bad debts
 - Other expenditure
- iii) Current Assets
 - Bank and short term investments
 - Receivables and prepayments
 - Inventory

- iv) Non-Current Assets
 - Property, plant, furniture and equipment
 - Infrastructure and depreciation
 - Other receivables
- v) Liabilities (Current and non-current)
 - Creditors and accruals
 - Loan borrowings including new loans raised
 - Provision for annual and long service leave entitlements
- vi) Reserve Funds
- vii) Contingent Liabilities
- viii) Capital Commitments
- ix) Accounting Policies and Notes to the Financial Statements
- x) Cash Flow Statement
- xi) The financial ratios required by the Local Government (Financial Management) Regulations 1996

7. Hours, Fees and Expenditure

The auditor is to provide:

- Estimate of the time to be spent on the audit.
- Fees for completing the audit in accordance with this specification.
- Nominated auditor(s) and registered company audit number(s).
- Experience of the nominated auditors in completing local government audits.

The auditor is to provide a fee for any additional audit requested by council.

8. Terms

Conditions to be noted by auditors:

- The auditor shall not sub contract to a third party.
- The auditor shall not, and has no right to, assign the audit contract to third parties.
- The auditor shall not be engaged by the local government to undertake any financial consultancy with the local government that requires the preparation of financial information that will be the subject of the annual audit.
- The auditor shall confirm that he or she has, and will maintain during the duration of the audit term, professional indemnity insurance covering the legal liability arising out of any neglect, default, error, or omission.

The Chief Executive Officer has scored the audit quotes received and the results are as follows:

| COMPANY NAME | Score |
|---------------------------|---------------|
| Uhy Haines Norton | 425 |
| Butler Settineri | 455 |
| Macleod Corporation | 315 |
| Bentleys | Non-Compliant |
| William Buck | 370 |
| Anderson Munroe And Wylie | 385 |
| Dfk Pa Audit Pty Ltd | 340 |
| Byfields | 455 |
| AMD | 35 |

Statutory Environment: *Local Government Act 1995*

7.3. Appointment of auditors

- (1) A local government is to, from time to time whenever such an appointment is necessary or expedient, appoint* a person, on the recommendation of the audit committee, to be its auditor.

Policy Implications: No Policy

Financial Implications: Variance in costs of Audits.

Strategic Implications:

(1) To Provide Efficient, Effective and Accountable Governance:

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

Summary:

Council is being requested to appoint its auditor for the 2014/2015, 2015/2016, 2016/2017 and 2017/2018 financial years.

Recommendation:

That Council appoint Butler Settineri to provide audit services to the Shire of Wickepin for 2014/2015, 2015/2016, 2016/2017 and 2017/2018 financial years.

Voting Requirements: Simple Majority

Resolution No 240914-16

Moved Cr Lang / Seconded Cr Lansdell

That Council appoint Butler Settineri to provide audit services to the Shire of Wickepin for 2014/2015, 2015/2016, 2016/2017 and 2017/2018 financial years.

Carried 6/0

Governance, Audit & Community Services

10.2.08 – Weekend to End Women’s Cancer – Waiving Fees Wickepin Community Centre

| | |
|------------------------------------|-------------------------------------|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Joanne Leeson |
| File Reference: | 311 |
| Author: | Mark J Hook Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 25 August 2014 |

Enclosure / Attachment: Nil

Background:

Council has received the following letter from Joanne Leeson requesting Council to waive the fees for the Wickepin Community Centre for a day or night prior to the Weekend to End Women’s Cancer on the weekend of 28th to 29th March 2015:

| | |
|-------------------|-------------|
| SHIRE OF WICKEPIN | |
| DATE RECEIVED: | 25 AUG 2014 |
| FILL NO: | 311 |
| TO: | |

Joanne Leeson
25 Corrie Sreet
Cuballing WA 6311
August 22, 2014

Attn: Mark Hook CEO
Shire of Wickepin
PO BOX 19
Wickepin WA 6370

Dear Mark,

The Weekend to End Women's Cancers benefiting Harry Perkins Institute of Medical Research is a Weekend to remember those lives we have lost to breast or gynaecologic cancer and a Weekend to celebrate the lives we are saving.


Proceeds from The Weekend will enable Harry Perkins Institute of Medical Research to advance its groundbreaking cancer research. Harry Perkins Institute will be able to fund innovative new research projects, looking for the genetic clues to help prevent and treat cancers such as breast and ovarian cancer.

On the Weekend of the 28th -29th March 2015, a team of local ladies (Ammers Miley, Claire Ballard, Jenna Lansdell, Michelle Miller and Myself) will be participating In the Weekend, walking a total of 60kms around Perth.

In the lead up to this Weekend we are hoping to raise in excess of \$8,000 through donations and fundraisers, which is the reason for this letter. We would like to hold a quiz night in Wickepin at the Community Centre (date TBC), and we do not have any funding for hiring the venue. Would the Shire of Wickepin allow the hire of the function room and the bar at no cost? Keeping in mind that this is a Non-For Profit event and all proceeds are donated to the Harry Perkins Institute.

I look forward to your response.

With Many Thanks,


Joanne Leeson

Comment:

Council Policy C2.2 .2B states:

All other requests for reductions, concessions or waiving of hire charges will only be considered at the absolute discretion of the council upon the receipt of an application in writing.

Council has received an application in writing from Ms. Joanne Leeson requesting Council waives the hire fees for the Wickepin Community Centre for a day or night prior to the Weekend to End Women's Cancer on the weekend of 28th to 29th March 2015 being organised by Ms. Joanne Leeson.

As this a very worthy cause and the monies are being used to help a non-profit organisation, waiving of the fees is supported by the Chief Executive Officer.

Statutory Environment: *Local Government Act 1995*

Policy Implications:

Hire of Halls/Community Centre

C2.2

Purpose

To establish guidelines for the hire of halls and the Wickepin Community Centre and situations where hire charges may be waived.

Policy

1. Hall Hire

- (a) The condition of hired buildings will be monitored and any damage sustained or excessive cleaning required is to be brought to the attention of the hirer/user who will be levied with a further charge to cover the costs of such damage and/or cleaning in addition to the hire fee.
- (b) The onus shall be on the user/hirer of buildings to obtain the necessary copyright approvals if intending to broadcast copyright material (music) to the public.

2. Waiver of Hire Charges

- (a) The following community groups/organisations shall be entitled to use the halls and/or community centre for a nominal fee as set in council's budget for non-profit functions:
 - (i) Wickepin, Yealering and Tincurrin Primary Schools
 - (ii) Community Christmas Tree
 - (iii) Yealering Progress Association for meetings
 - (iv) Annual Senior Citizens Luncheon organised by the Guild

- (b) **All other requests for reductions, concessions or waiving of hire charges will only be considered at the absolute discretion of the council upon the receipt of an application in writing.**

Financial Implications:

Loss of income for waiving the hire charges of the Wickepin Town Hall of \$120.00

Strategic Implications:

Nil

Summary:

Council is being requested to waive the hire fees for the Wickepin Community Centre for a day or night prior to the Weekend to End Women's Cancer on the weekend of 28th to 29th March 2015.

Recommendation:

That Council waives the hire fees for the Wickepin Community Centre for a day or night prior to the Weekend to End Women's Cancer on the weekend of 28th to 29th March 2015, being organised by Ms. Joanne Leeson.

Voting Requirements:

Absolute majority.

Resolution No 240914-17**Moved Cr Easton / Seconded Cr Lang**

That Council waives the hire fees for the Wickepin Community Centre for a day or night prior to the Weekend to End Women's Cancer on the weekend of 28th to 29th March 2015, being organised by Ms. Joanne Leeson.

Carried 6/0

3.40pm – Cr Lang departed the Chambers due to declaring an impartiality interest; wife works at the Wickepin Newsagency.

Governance, Audit and Community Services

10.2.09 – Request for alfresco dining

| | |
|------------------------------------|--|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Jean Chalmers, Wickepin Newsagency |
| File Reference: | 602 |
| Author: | Natalie Manton, Acting Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 17 September 2014 |

Enclosure / Attachment: Letter from Jean Chalmers dated 4 September 2014

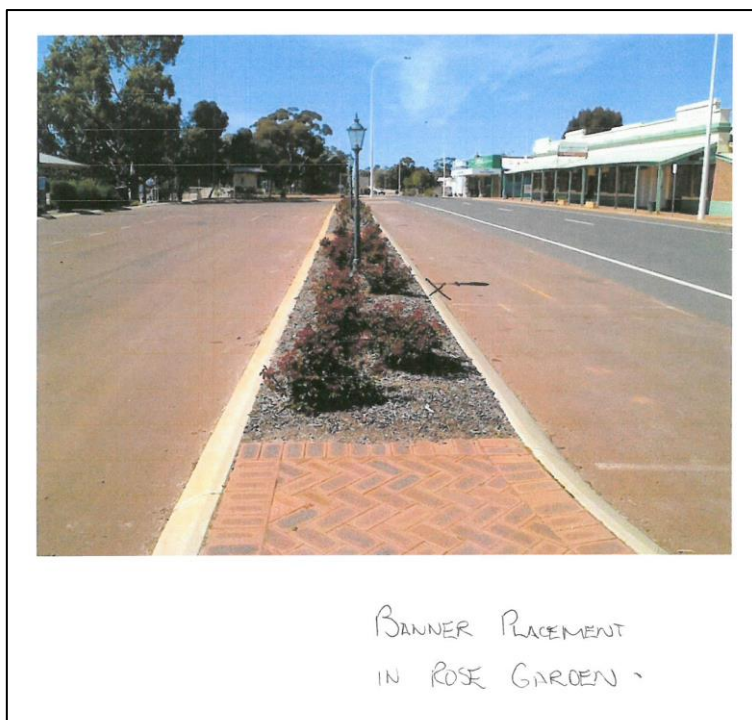
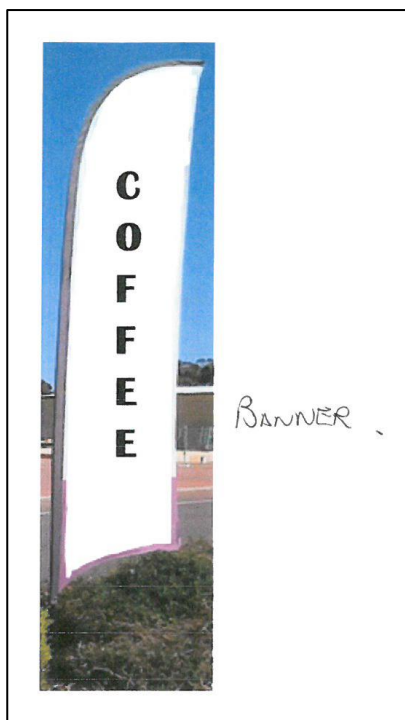
Background:

The letter (under separate cover) was received from Jean Chalmers requesting permission to place the following;

- Alfresco dining outside and adjacent to the Wickepin Newsagency
- Coffee banner in rose garden opposite Wickepin Newsagency

The images below from the applicant highlight the intended placement of alfresco dining and banner:





Comment:

Temporary permission was granted to the Wickepin Newsagency to place chairs and dining tables on the footpath outside the shop for the Market Day in May 2014 as part of the Dryandra Country Art, Food and Wine event. The applicant complied with the condition that there be no obstruction to the footpath and that pedestrians have clear access to the shop and surrounding businesses.

Policy Implications: nil

Financial Implications: nil

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.

Summary:

Council is being requested to give permission to Jean Chalmers at the Wickepin Newsagency to place the following;

- Alfresco dining outside and adjacent to the Wickepin Newsagency, and
- Coffee banner in rose garden opposite Wickepin Newsagency.

Recommendation:

That Jean Chalmers of the Wickepin Newsagency be permitted to provide alfresco dining outside and adjacent to the Wickepin Newsagency on the condition that there be no obstruction to the footpath and that pedestrians have clear access to the shop and surrounding businesses.

That Jean Chalmers of the Wickepin Newsagency be permitted to display a coffee banner in the rose garden in the medium strip opposite the Wickepin Newsagency.

Voting Requirements: Simple Majority

Resolution No 240914-18**Moved Cr Lansdell / Seconded Cr Allan**

That the Wickepin Newsagency be permitted to provide alfresco dining outside and adjacent to the Wickepin Newsagency on the condition that there be no obstruction to the footpath and that pedestrians have clear access to the shop and surrounding businesses.

That the Wickepin Newsagency be permitted to display a coffee banner in the rose garden in the medium strip opposite the Wickepin Newsagency.

Carried 5/0

3.43pm – Cr Lang returned to the Chambers.

Governance, Audit and Community Services

10.2.10 – Expressions of Interest - Yarling Court Unit

| | |
|------------------------------------|--|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Natalie Manton |
| File Reference: | 602 |
| Author: | Natalie Manton, Acting Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 16 September 2014 |

Enclosure / Attachment: Nil

Background:

The four units at Yarling Court were built in 1996 for young singles and a committee was formed to oversee tenancy applications, maintenance, grievances and other issues relating to the units. The committee developed assessment criteria for the tenants. At some stage around 2002 the committee was disbanded.

The following scoring matrix was used in the past to rank applicants and also to assist in determining the most appropriate tenant when there has been more than one application for the units.

| CATEGORIES | Score out of 5 |
|---|----------------|
| Meets financial criteria (Homes west limit \$390) | 0 |
| Aged between 18 and 25 | |
| Single priority before couple | |
| Distance from work | |
| Family problems – overcrowding | |
| Condition of current housing – lack of security of tenure | |
| Community involvement | |
| Willingness to be involved in management | |
| Total | 0 |

There are no policy guidelines to assist staff in assessing the suitability of applicants especially when there are several people on the waiting list. General practice has been to accept the first tenant on the waiting list if there is a vacancy. The age criteria have been relaxed on several occasions since the initial criteria were developed especially when the units have been vacant. On some occasions couples have rented the units and there is currently a couple with a child renting one of the units.

A letter has been received from a community member expressing an interest in renting Unit 3, Yarling Court. The applicant is approximately 60 years of age and therefore does not meet the intended age of tenants for the Yarling Court units. The applicant would normally be offered a unit at the Cottage Homes however all of the units are currently occupied.

Unit 3, Yarling Court has been vacant since mid-July 2014.

Comment:

There is a need to review the existing assessment criteria for the young singles units at Yarling Court and develop policy guidelines to assist staff with tenancy applications.

There is some concern that an older person may not share the same values and social habits as the existing younger tenants.

Policy Implications: Not Applicable

Financial Implications: \$90 per week

Strategic Implications:

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

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

(2) To 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.

Summary:

Council is being requested to consider an application to rent Unit 3 Yarling Court that falls outside the usual criteria for tenants of the young singles units.

Recommendation:

That the expression of interest from a senior person to rent Unit 3 Yarling Court is accepted and the usual application process proceeds.

Or

The expression of interest from a senior person to rent Unit 3 Yarling Court be declined on the basis that the age of the applicant does not meet the criteria for the units which are intended to be rented by young, single people.

That Council review the existing assessment criteria for the young singles units at Yarling Court and develop policy guidelines to assist staff with tenancy applications at the next Governance Committee meeting.

Voting Requirements: Simple Majority

Resolution No 240914-19

Moved Cr Lang / Seconded Cr Astbury

The expression of interest from a senior person to rent Unit 3 Yarling Court be declined on the basis that the age of the applicant does not meet the criteria for the units which are intended to be rented by young, single people.

That Council review the existing assessment criteria for the young singles units at Yarling Court and develop policy guidelines to assist staff with tenancy applications at the next Governance Committee meeting.

Carried 6/0

Governance, Audit and Community Services

10.3.01 – Townscape & Cultural Planning Committee Meeting

Recommendations

| | |
|------------------------------------|--|
| Submission To: | Townscape & Cultural Planning Committee |
| Location / Address: | Whole Shire |
| Name of Applicant: | Governance, Audit and Community Services Committee |
| File Reference: | |
| Author: | Leah Pearson, Executive Support Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 15 September 2014 |

Enclosure / Attachment: Wickepin Cemetery Upgrade Plan Part 2

Background:

Townscape & Cultural Planning Committee Meeting held Wednesday 10 September 2014.

Comment:

The Townscape & Cultural Planning Committee Meeting was held on Wednesday 10 September 2014 and passed the following recommendations:

Moved Cr Ross Easton / Seconded CR Allan Lansdell

That the Wickepin Cemetery Upgrade Plan Part 2, Option C1 is endorsed by the Townscape & Cultural Planning Committee.

Carried 7/0

Statutory Environment: Nil.

Policy Implications: Not applicable.

Financial Implications: Nil.

Strategic Implications:

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

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

Recommendation:

That Council pass the following recommendations;

- That the Wickepin Cemetery Upgrade Plan Part 2, Option C1 is endorsed by Council.

Voting Requirements: Simple majority.

Resolution No 240914-20**Moved Cr Lang / Seconded Cr Allan**

That Council pass the following recommendation;

- That the Wickepin Cemetery Upgrade Plan Part 2, Option C1 is endorsed by Council.

Carried 6/0

11. President's Report

Council

12. – Chief Executive Officer's Report

| | |
|------------------------------------|--------------------------------------|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Mark J Hook, Chief Executive Officer |
| File Reference: | |
| Author: | Mark J Hook, Chief Executive Officer |
| Disclosure of Any Interest: | Nil |
| Date of Report: | 25 August 2014 |

Restricted Access Vehicle Network – Main Roads WA

Council has been advised that the Tincurrin North Road between Line Road and Wickepin-Harrismith Road has been added to RAV Network 4. The Wickepin Harrismith Road from Tincurrin North Road to Toolibin North Road is already on RAV Network 4 with conditions.

The Network Addendum can be accessed via the following webpage:

<https://www.mainroads.wa.gov.au/UsingRoads/HeavyVehicles/Pages/Addendums.aspx>

Economic Regulation Authority

The Economic Regulation Authority (ERA) have advised that they have commenced the process of appointing the independent auditor to perform the Audit and Review of the Shire water services License for the period 1 December 2011 to 30 November 2014.

The ERA received quotations from Cardno, Paxon Group, Quantum Assurance and Qualeng. The pricing schedule for the quotes received is as follows:

| | Cardno | Paxon Group | Qualeng | Quantum Assurance |
|--------------------------|---------------|--------------------|----------------|--------------------------|
| Shire of Wickepin | \$13,547 | \$14,520 | \$19,761.50 | \$10,587 |
| | | | | |

The ERA considers the offer from Quantum represents best value for money. In accordance with sections 24(3) and 25(3) of the *Water Services Act 2012* the ERA have asked the CEO for comments by the 8th September on the proposal to appoint Quantum Assurance to perform the Audit and Review as per the Quotation scope of works.

Council budgeted \$6,000 for the audit based on previous costs, so the quote will be some \$4,587 over budget which can from the sewerage reserve if necessary.

Council is not able to amend the proposed conditions of appointment of the auditor including price under which the Authority is appointing the Auditor at Councils Cost.

As Quantum Assurance gives best value for dollar and is the cheapest and Council is unable to change the Auditor the CEO has advised the ERA that the Shire of Wickepin agrees to the appointment of Quantum Assurance as the approved Auditor for the Shire of Wickepin Water Service licence, WL27.

Annual Leave

I will be away on annual from 8 September to 30 September 2014. Natalie Manton will be Acting Chief Executive Officer in my absence.

Central Country Zone Meeting 29 August 2014

The WALGA Central Country Zone passed the following Shire of Wickepin recommendation at the Central Country Zone Meeting held on 29 August 2014:

RESOLUTION:*Moved: Cr Martin**Seconded: Mr Fardon*

1. *That the Central Country Zone request WALGA State Council to advise the State Government that it condemns the closure of the Tier 3 rail network and request WALGA State Council to keep lobbying the State Government Cooperative Bulk Handling and Brookfield Rail to maintain and reopen all Tier 3 rail lines.*
2. *That the Central Country Zone request WALGA State Council to strongly lobby the State Government for ongoing funding to manage Grain Freight Routes.*

Living Lakes

The Chief Executive Officer attended a meeting at the Yealering hall in relation to the Living Lakes initiative with the project managers Worley Parsons, Cr Astbury, Cr Lang, Natalie Manton (Finance Manager) and Peter Vlahov (Manager of Works).

The meeting was to discuss the future uses for the Lake after stage 1. At the meeting it was advised by Worley Parsons that the design and engineer drawings should be available in two weeks' time.

The discussion was to:

- Establish defined water areas;
- Enhance core community facilities;
- Establish destination elements;
- Establish planning framework; and
- Establish strategic partnerships.

Discussion was held on potential usage and the Yealering Community member tabled the following ideas.

LAKE YEALERING – YOUR ASSET

OPPORTUNITIES

They are endless.....

EDUCATION

Environmental Studies

Lake Yealering provides a unique opportunity to study flora, fauna, salinity, eco systems, etc.
Educational source for university students/others to study the management and process of a modified lake system.

Agriculture

A substantial base for people to learn about agriculture - the surrounding industry.
Incorporate Agri-tourism - provide a link from the country to the city ie where food comes from (once upon a time everyone had a cousin that lived on a farm...)
Opportunity for farm tours, woolshed/shearing - wool, livestock/crop production - food on the table etc.

Culture/History

Local history, sites of significance, local stories

Target

School groups, university students, scientists, tourists

Infrastructure

Educational signage on walk-ways, bird-watching platform, walk trails around the lake, accommodation facilities – ie, eco cabins, large group/school camp facilities.

TOURISM

Nature-based tourism

A genuine holiday destination, offering unique experiences (drawing people to an inland lake as opposed to a beach down south).

A substantial base to stay, whilst exploring outer regions.

Link to existing tourist routes – wildflower trail, wave rock (Hyden) etc.

Attract Bird-watching Groups, Sporting Tour Groups (both social and corporate), Walking Groups (walk trails), Photography Groups and many more.

Agri-tourism

Promote international tourists to come and see where their imported produce comes from whilst at the same time, enjoy the Lake, sporting facilities and other amenities within the town site.

Promote Agri-tourism within the region.

LAKE YEALERING – YOUR ASSET

OPPORTUNITIES

They are endless.....

RECREATIONAL/SOCIAL

Provides the existing community with a meeting place to socialise and participate in a wide range of activities, by the lakes edge – an important contributor to mental health/well – being.

Attracts a wide range of people from the community and outer regions with varying interests: water sports, bird-watching, picnicking, walking, biking etc. Promote a healthy, active lifestyle.

Function Venue – Weddings, corporate events, festivals (Yealering is already well positioned with a great hall venue and kitchen facility. All of these events ideally can be held on or flow onto the lakes edge).

Sporting Events – regatta, triathlon, 'City' week (as opposed to sporting groups going to the city to play in country week we invite city clubs to come and play sport in 'city' week), water-skiing – social and competitive.

Surrounding sporting precinct - 'open' bowls, tennis and golf for all (what could be better than teeing off on the 18th tee box jetty over the water - the only jetty tee-off in country WA!).

Groups (aged care facilities, sporting, social, corporate) - can use this as an 'outing' location.

CULTURAL/HERITAGE

Cultural/heritage links within the town

Develop heritage walk trail both within the town and landmarks of interest within the Shire.

Signage – historical facts and local stories

Indigenous places of interest and history (local stories)

COMMUNITY ART PROJECTS

Promote the development of unique community art projects

Incorporate unique art projects to attract visitors

LAKE YEALERING – YOUR ASSET

OPPORTUNITIES

They are endless.....

BUSINESS OPPORTUNITIES

The opportunities listed above gives existing businesses in the shire and community the opportunity to develop further and expand.

They also provide an opportunity for new business to be developed to cater for the extra demands that more people bring to the region.

Examples include but are not limited to:

Tour Guides

Bus & Coach Operators

Providers of Accommodation ie Bed & Breakfast, development of Eco Cabins on the lakes edge

RV facilities

Event organisers ie weddings

Retreats & Spas

Food Suppliers – café, caterers

Cottage Industry – food and crafts

Photographic Tours – landscape, wildlife, abstract

Fuel supplier

Cleaning

Many, many more!

Notwithstanding all the above, the development of Lake Yealering provides a unique lifestyle and living opportunities for its existing community and surrounding shires. With the redevelopment of the lake, it contributes greatly to retaining the existing population and attracting others to live and work in the region.

Meetings Attended

| | |
|-----------------------|--|
| August 2014 | Issue/Subject |
| 29/08 | Central Country Zone - Wandering |
| September 2014 | Issue/Subject |
| 05/09 | Living Lakes Meeting – Yealering Town Hall |

Delegations

| No. | Delegation Name | Delegation To | Delegation Exercised | When Exercised | Persons Affected |
|-----|--|---------------|--|--|---|
| A1 | Cheque Signing and Account Authorisation | CEO | Signing Cheques | August 2014 | Nil |
| A2 | Septic Tank Application Approvals | EHO | | | |
| A3 | Building Approvals | BO | | | |
| 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 | Sundowner Mens Health Pitstop Private Function Hockey Wind up | 17 September 2014 10 September 2014 27 September 2014 27 September 2014 | Facey Group Elizabeth Heffernan Judy Bransby Jodi Matthews |
| A13 | Hire of Community Halls / Community Centre | CEO | | | |

Recommendations:

That Council endorses the Chief Executive Officer's Report dated 25 August 2014.

Voting Requirements: Simple majority

Resolution No 240914-21**Moved Cr Allan / Seconded Cr Astbury**

That Council endorses the Chief Executive Officer's Report dated 25 August 2014.

Carried 6/0

13. Notice of Motions for the Following Meeting**14. Reports & Information**

President Steven Martin advised Council of the WALGA Freight Routes Review of heavy vehicle routes in the region being held in Wickepin at the Community Centre at 9.30am on Thursday 9 October 2013. Two delegates from Council will attend the meeting.

15. Urgent Business

Urgent Business

15.1 – Urgent Business – St John Ambulance – Waive sewerage rates

| | |
|------------------------------------|--|
| Submission To: | Ordinary Council |
| Location / Address: | Whole Shire |
| Name of Applicant: | Natalie Manton, Acting Chief Executive Officer |
| File Reference: | |
| Author: | Natalie Manton, Acting Chief Executive Officer |
| Disclosure of any Interest: | Nil |
| Date of Report: | 24 September 2014 |

Enclosure / Attachment: St Johns Ambulance letter

Background:

Council has received the following letter from St John Ambulance – Wickepin Sub-Centre:

| | | | | | | | | | |
|--|---|-------------------|--|----------------|-------------|----------|-------|-----|--|
| <p><i>For the Service of Humanity</i></p> <p>St John Ambulance Australia – Wickepin Sub-Centre PO Box 5 Wickepin WA 6370</p> <p>21st September 2014</p> <p>Shire of Wickepin PO Box 19 Wickepin WA 6370</p> |  <table border="1" style="margin-left: auto;"> <tr> <td colspan="2" style="text-align: center;">SHIRE OF WICKEPIN</td> </tr> <tr> <td>DATE RECEIVED:</td> <td>22 SEP 2014</td> </tr> <tr> <td>FILE NO:</td> <td>45241</td> </tr> <tr> <td>TO:</td> <td></td> </tr> </table> | SHIRE OF WICKEPIN | | DATE RECEIVED: | 22 SEP 2014 | FILE NO: | 45241 | TO: | |
| SHIRE OF WICKEPIN | | | | | | | | | |
| DATE RECEIVED: | 22 SEP 2014 | | | | | | | | |
| FILE NO: | 45241 | | | | | | | | |
| TO: | | | | | | | | | |

Dear Shire Council,


RE: SEWERAGE RATES FOR ASSESSMENT NO 5241

After examining records of previous years, we have never before been charged for sewerage rates. We would greatly appreciate it if council would consider waiving the sewerage component of our rates as per all previous years.

Over the last financial year the Wickepin ambulance crew has attended 42 call outs in and around the town with a further 11 call outs attended by the Yealering and Harrismith crews. As a non-profit emergency service our sub-centre can utilise the \$526.26 for medical supplies, equipment, maintenance and training of its volunteer officers to better serve the community.

Thankyou for your time and consideration of this matter.

Sincerely,



Amanda Bullock
Secretary/Treasurer

Comment:

Council has, in previous years, always waived the sewerage component of the rates for St John Ambulance, assessment number A5241.

Statutory Environment: *Local Government Act 1995.*

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to waive the sewerage rates for the St John Ambulance, assessment number A5241 as the rates are paid by the local sub-centre.

Recommendation:

That Council waive the sewerage rates for the St John Ambulance, assessment number A5241.

Voting Requirements: Simple Majority

Resolution No 240914-22**Moved Cr Allan / Seconded Cr Astbury**

That Council waive the sewerage rates for the St John Ambulance, assessment number A5241.

Carried 6/0

16. Closure

There being no further business the Presiding Officer declared the meeting closed at 4.06pm.