

Minutes

ORDINARY MEETING OF COUNCIL
15 APRIL 2015
COUNCIL CHAMBERS
WICKEPIN



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**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin
Wednesday 15 April 2015**

The President declared the meeting open at 1.31pm.

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

Shire President	Cr SJ Martin
Deputy Shire President	Cr JA Russell
Councillors	Cr FA Allan
	Cr AG Lansdell
	Cr MG Lang
	Cr WA Astbury
	Cr RE Easton
	Cr GCL Hinkley
Chief Executive Officer	Mr MJ Hook
Executive Support Officer	Ms LG Pearson (Minute Taker)

Leave of Absence (Previously Approved)

Apologies

2. Public Question Time

3. Applications for Leave of Absence/Apologies

Resolution No 150415-01

Moved Cr Hinkley / Seconded Cr Russell

That Council grant a leave of absence for the Ordinary Council meetings on 20 May 2015 and 17 June 2015 for the following Councillor;

Councillor Cr AG Lansdell

Carried 8/0

4. Petitions, Memorials and Deputations

In attendance:

2:00pm – District Superintendent Catherine Bullen and Sergeant Dave Glossop.

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

Item	Item Title	Councillor/Officer	Interest	Reason
10.2.09	WALGA 2015 Association Honours	CEO Mark Hook	Impartiality	Person nominated for Honour
10.2.09	WALGA 2015 Association Honours	President Steven Martin	Impartiality	Person nominated for Honour

6. Confirmation of Minutes – Ordinary Meeting of Council – 18 March 2015

Resolution No 150415-02

Moved Cr Allan / Seconded Cr Astbury

That the minutes of the Ordinary Council meeting held on Wednesday 18 March 2015 be confirmed as a true and correct record.

Carried 8/0

7. Receival of Minutes

Receival of Minutes

7.1 Harrismith Community Centre Committee Meeting and AGM

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:	18 March 2015

Enclosure / Attachment:

Minutes of the Harrismith Community Centre Committee Meeting and AGM held on Monday 9 March 2015.

Background:

The Harrismith Community Centre Committee Meeting and AGM was held on Monday 9 March 2015.

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 the Harrismith Community Centre Committee Meeting and AGM held on Monday 9 March 2015 be received.

Voting Requirements: Simple majority.

Resolution No 150415-03

Moved Cr Lang / Seconded Cr Hinkley

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

Carried 8/0

7.2 Bush Fire Control Officer's 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:	26 March 2015

Enclosure / Attachment:

Minutes of the Bush Fire Control Officer's Meeting held on Tuesday 24 March 2015.

Background:

The Bush Fire Control Officer's Meeting was held on Tuesday 24 March 2015.

Comment:

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

Statutory Environment:

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

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Recommendation:

That the Minutes of the Bush Fire Control Officer's Meeting held on Tuesday 24 March 2015 be received.

Voting Requirements: Simple majority.

Resolution No 150415-03

Moved Cr Lang / Seconded Cr Hinkley

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

Carried 8/0

Receival of Minutes

7.3 Annual Electors 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:	30 March 2015

Enclosure / Attachment:

Minutes of the Annual Electors Meeting held on Wednesday 25 March 2015.

Background:

The Annual Electors Meeting – Annual Farmers Forum meeting was held on Wednesday 25 March 2015 at the Wickepin Community Centre.

Section 5.33(2) of the Local Government Act 1995 (Decisions made at electors' meetings) provides that all decisions made at an electors' meeting are to be considered at the next ordinary council meeting.

Comment:

There were no decisions arising from the General Electors Meeting which were required to be considered pursuant to section 5.33 of the Local Government Act.

Statutory Environment:

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.

Section 5.33(2) of the Local Government Act 1995 (Decisions made at electors' meetings) provides that

(1) All decisions made at an electors' meeting are to be considered at the next ordinary council meeting or, if that is not practicable —

(a) At the first ordinary council meeting after that meeting;

or

(b) At a special meeting called for that purpose, whichever happens first.

(2) If at a meeting of the council a local government makes a decision in response to a decision made at an electors' meeting, the reasons for the decision are to be recorded in the minutes of the council meeting.

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Recommendation:

That the Minutes of the Annual Electors Meeting held on Wednesday 25 March 2015 be received.

Voting Requirements: Simple majority

Resolution No 150415-03

Moved Cr Lang / Seconded Cr Hinkley

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

Carried 8/0

Receival of Minutes

7.4 Townscape & Cultural Planning Committee Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Leah Pearson, Executive Support Officer
File Reference:	206
Author:	Leah Pearson, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	8 April 2015

Enclosure / Attachment:

Minutes of the Townscape & Cultural Planning Committee Meeting held on Wednesday 8 April 2015.

Background:

The Townscape & Cultural Planning Committee Meeting was held on Wednesday 18 April 2015.

Comment:

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

Statutory Environment:

Section 5.22 of the Local Government Act 1995

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Recommendation:

That the minutes of Townscape & Cultural Planning Committee Meeting held on Wednesday 8 April 2015 be received.

Voting Requirements: Simple majority.

Resolution No 150415-03

Moved Cr Lang / Seconded Cr Hinkley

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

Carried 8/0

8. Status Report

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

Item	Subject/Action	Officer/ File	Progress	Status	Comment
451-190214-17	Tincurrin Hall upgrade	CEO	That the Shire of Wickepin's Community Development Officer commence full community discussions on the future of all the community halls within the Shire of Wickepin, with all ratepayer and residents in the Shire of Wickepin, and prepare a report on the results of the Community Consultation. That the Community Consultation Report be tabled for discussion at the 21 May 2014 Ordinary Council Meeting.	○	Still in progress. Should be presented to Council May 2015.
544-180315-04	Subdivision Lot No 9001, Wickepin-Harrismith Road Wickepin	CEO	That Council advise the WAPC that it is in favour with the proposed subdivision Western Australian Planning Commission reference number 151485, Lot No 9001, Wickepin-Harrismith Road Wickepin, and that the conditions stated in the March 2015 minutes be imposed:	✓	
545-180315-08	Governance, Audit and Community Services Committee Meeting Recommendations	CEO	That Council pass the following recommendations; 1. That council formally enters into a legally binding three year agreement in accordance with the below mentioned terms commencing from 1 July 2015 in accordance with the following parameters: Shire of Wickepin and Facey Group AGREEMENT – MEMORANDUM OF UNDERSTANDING 1 July 2015 to 30 June 2018 Between The Shire of Wickepin , of 77 Wogolin Road, Wickepin, And Facey Group of 40 Wogolin Road, Wickepin Whereby it is agreed as follows: That the Shire of Wickepin and the Facey Group agree to the following terms and conditions for the period commencing 1 July 2015 to 30 June 2018. 1. Office Premises – Community Agricultural Centre, 40 Wogolin Road, Wickepin 1.1 The Shire of Wickepin agrees to provide the Facey Group with office premises located at 40 Wogolin Road, Wickepin. 1.2. The Shire of Wickepin agrees to meet the following costs relevant to the provision of office premises: ■ Building insurance (excluding contents); ■ Water Corporation rates and consumption charges; ■ Power consumption charges; ■ Cleaning costs; and ■ Building maintenance. 1.3 The Facey Group must: ■ ensure the building is kept in a clean and tidy state; and ■ Provide a list of items requiring annual budget determination to the Shire of Wickepin Administration Centre no later than 30 April of each year. 2 General Operational Support 2.1 The Shire of Wickepin agrees to provide the Facey Group the following operational subsidy for the term of the agreement:	○	2 copies of the agreement sent to the Facey Group on 24/03/2015.

Item	Subject/Action	Officer/ File	Progress	Status	Comment
			<ul style="list-style-type: none"> ■ 2015/2016 \$20,000 plus GST ■ 2016/2017 \$20,000 plus GST ■ 2017/2018 \$20,000 plus GST <p>The operational subsidy shall be paid in two equal instalments upon presentation of an invoice by the Facey Group to the Shire. The subsidy shall assist the Facey Group to meet the following operational costs:</p> <ul style="list-style-type: none"> ■ Employment costs – wages & salary: ■ Insurance costs – workers compensation, public liability: and ■ Office expenses – stationery, minor office equipment and consumables, utility charges. <p>2.3 The Facey Group will provide the Shire of Wickepin at the commencement of each financial year with certificates of currency for public liability insurance and workers compensation insurance.</p> <ul style="list-style-type: none"> ■ The Facey Group will provide to the Shire of Wickepin as soon as practicable at the completion of each financial quarter a copy of their financial position including but not limited to profit and loss statement and bank reconciliation. <p>3 Provision of Motor Vehicle</p> <p>3.1 The Shire of Wickepin agrees to provide the Facey Group with one executive vehicle for the full term of the agreement. The type of vehicle will be determined by the Shire of Wickepin in consultation with the Executive Committee of the Facey Group. The Shire of Wickepin will meet the full cost of changing over the vehicle in accordance with Shire of Wickepin budget deliberations and Shire of Wickepin plant and equipment replacement policy.</p> <p><u>The Motor Vehicle will be provided on the following conditions:</u></p> <ul style="list-style-type: none"> ■ The Facey Group to meet all operational costs associated with the vehicle (fuel, insurance, registration, servicing and other costs associated with normal wear and tear). ■ The Facey Group Executive Officer and partner are permitted to use the vehicle for private use up to a maximum of 1,500km per month. The Facey Group Executive Committee is responsible for overseeing the usage of the vehicle provided. ■ The Facey Group to be responsible for all matters relating to FBT for the private use of the vehicle. ■ The vehicle may be used by Facey Group Employees and Facey Group Committee Members. The Facey Group Executive Committee is responsible for overseeing the usage of the vehicle provided. ■ Other persons may drive the vehicle provided, at the permission of the Facey Group Employees. ■ Anyone driving the vehicle shall hold a current Australian Drivers Licence. ■ The vehicle shall be kept in a clean and tidy manner at all times, taking into account normal wear and tear. ■ Odometer readings shall be noted in Facey Group minutes and forwarded to the Shire of Wickepin. <p>4 Progressive Agriculture Award</p> <p>The Shire of Wickepin will provide an Annual award to persons from within the Shire of Wickepin judged to have made the greatest contribution to Landcare / Agriculture for the year, as determined by the Facey Group Committee. The Award shall be to a Maximum value of \$150 per annum for the term of this agreement.</p>		
546-180315-09	Proposed Aged Units Johnston Park	CEO	<ol style="list-style-type: none"> 1. That Council endorses the Proposed Aged Units Johnston Park Report as presented. 2. That the Shire of Wickepin work closely with the Wheatbelt Development Commission and 	○	Meeting arranged with Wheatbelt Development

Item	Subject/Action	Officer/ File	Progress	Status	Comment
			<p>the Wheatbelt Regional Development Australia to partner with other Local Governments to submit a regional based grant application on a dollar for dollar basis for aged accommodation units in the Wickepin Townsite and other Towns within the Wheatbelt Region.</p> <p>3. That the funds allocated in General Ledger 3352 of \$46,758 in the 2014/2015 adopted budget for one loan repayment for the construction of Aged Persons Accommodation Units in Wickepin at Johnston Park be transferred to the Aged Persons Accommodation Reserve.</p> <p>4. That \$5,000 be allocated in the 2015/2016 budget estimates to aid the preparation of a comprehensive grant application for Aged Units at Johnston Park.</p>		Commission and adjoining Councils.
547-180315-10	Swimming Pool 3 Year Contract	CEO	<p>1. That the management of the Wickepin Aquatic Centre be changed to a full external contract basis.</p> <p>2. That Council call tenders for the management of the Wickepin Aquatic Centre for a three year period commencing 1st July 2015 to 30th June 2018.</p>	✓	Advertised in Narrogin Observer and West Australian 24/03/2015.
548-180315-11	Community Resource Centre Report	CEO	<p>1. That Council endorse the Community Resource Centre Building Report and Site Feasibility, Concept Plan and Order of Cost Report.</p> <p>2. That Option 2 (new building on the same site) is used as the basis for more detailed planning of a proposed new CRC building.</p> <p>3. That the redevelopment of the CRC building be placed in the Forward Capital Works Plan and Long Term Financial Plan for the 16/17 and 17/18 financial years.</p> <p>4. That funding options be investigated for the construction of a new CRC building.</p>	✓	Placed in Forward Capital Works Plan and Asset Management Plan.
549-180315-12	Townscape & Cultural Planning Committee Meeting Recommendations	CEO	That Council increases its contribution in cash to the amount of \$7,000 plus GST for the preparation of text for the Walk Trails Signage.	✓	Contractors appointed.
550-180315-13	Townscape & Cultural Planning Committee Meeting Recommendations	CEO	That Council proceed as per the concept plan of the redevelopment of the Wickepin Cemetery adopted on 24 September 2014.	✓	Proceeding as per concept plan.
551-180315-14	Townscape & Cultural Planning	CEO	That an amount of \$3,000 be placed in the 2015/2016 budget deliberations for a concept plan for the improvement of the Harrismith	✓	Placed in budget estimates

Item	Subject/Action	Officer/ File	Progress	Status	Comment
	Committee Meeting Recommendatio		Cemetery.		2015/2016.

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

1.36pm – 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:	8 April 2015

Enclosure / Attachment: Ongoing Maintenance List

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

Comment:

Programmed Construction Works

- Bitumen sealing has been completed on the Wickepin-Pingelly Road from Gillimaning Road to Pauley Road.
- Bitumen sealing has been completed on the Wickepin Corrigin Road from Dalton Road to the railway crossing.
- Reseal has been completed on Johnston Street and also Wickepin Street.
- Reconstruction of the large culvert located on Malyalling Road has been completed.
- Reconstruction of the Community Centre Car Park has commenced.
- Reconstruction work located on the Wickepin Corrigin Road floodway has been completed.
- Costings have been compiled for a Black Spot project submission for Toolibin North Road.
- Construction work has been completed on the Regional Waste Transfer Stations.
- Begin Wickepin North Road Black Spot Project.
- Begin Fox Road R2R project.
- The new culvert has been installed on the Wickepin-Harrismith Road near Tillbrooks.
- Complete new footpath in Baxter Street Yealering.

Plant Replacement

Maintenance Works

- Spray tree suckers on various roads.
- Clean various culverts.
- General ongoing maintenance
- Repair and clean out all culverts along Wickepin North Road.
- Various grading Giliimaning Road area.
- Remove fallen trees and limbs throughout road network.
- Replace various signs.
- Organise repairs to vandalised windows in Yealering.

Please see ongoing list attached

Occupational Health and Safety

- Cameron Charles sprained ankle.

Workshop

- General servicing
- Assist with other building and maintenance issues.

Parks and Gardens

- Mowing and slashing various, including some road verges.
- Spray sales yards for caltrop.
- Rake leaves Yealering townsite
- Repair-replace reticulation systems.
- Street tree pruning.
- Oval maintenance.

Statutory Environment: Local Government Act 1995.

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Summary: Not applicable.

Recommendation:

That council notes the report from the Manager of Works and Services dated 8 April 2015.

Voting Requirements: Simple majority

Resolution No 150415-04

Moved Cr Russell / Seconded Cr Astbury

That council notes the report from the Manager of Works and Services dated 8 April 2015.

Carried 8/0

1.55pm – MWS Peter Vlahov departed the Chambers.

MWS Action Request Register 2015

	Date	Area	Action	Requested by	Complete Y/N	Date Complete	Notes
2014	27/05/2014	All	Order bush fire signs for shire boundary entries.	Council	✓		Placed.
	19/09/2014	Wickepin	Town Hall – Smashed window health centre side.	Janet Thorley	✓		Complete.
	30/09/2014	Wickepin	Wogolin Reserve History Board Signs – Parking and Heritage signs.	Council	○		To be placed.
	09/10/2014	Wickepin	Unit 4 – Old furniture in spare room to be taken away.	Mark Hook	✓		Complete.
	15/10/2014	Wickepin	Private Works: 54 Campbell Street.	Tony Smith	○		
	15/10/2014	Wickepin	Cottage Homes – weeds and fix lattice.	Amy Read	✓		Complete
	04/11/2014	Wickepin	Remove prickles on oval banks.	Ty Miller	✓	20/12/2014	Dealt with
	11/11/2014	Various	Removal of advertising signs nailed to trees.		✓	11/12/2014	
	17/11/2014	Various	Standpipes still on manual – change to cards.	Mark Hook	✓	09/02/2015	
	05/12/2014	Wickepin	Bollard lights at Yarling Court need fixing.	CEO	✓	12/12/2014	
	05/12/2014	Wickepin	Unit 1 Yarling Court – Shed keys not opening, check other keys or replace.	CEO	✓	12/12/2014	
	05/12/2014	Yealering	Caravan Park – washers in taps need replacing.	Peter Stibling	✓	11/12/2014	
	08/12/2014	Wickepin	Caravan Park – replace door latch on Donga 3 and kitchen.	Kirsten Rigby	✓	12/12/2014	
	08/12/2014	Wickepin	Community Centre – fix bar roller doors and remove birds' nests.	Ty Miller	✓		
	09/12/2014	Wickepin	Attention needed on 86 Gate Road.	Frank Bird	✓	24/12/2014	
	11/12/2014	Wickepin	Street sign for Collins Street – Wogolin Intersection.	Lauren Osborne	○		Signs need installing
	15/12/2014	Harrismith	Caravan Park – Shower leaking.	Tanya Sands	✓	15/12/2014	
	15/12/2014	Wickepin	Unit 1 Yarling Court – Tidy front and back yard.	ESO	✓	17/12/2014	
	16/12/2014	Wickepin	Smoke alarm in Playgroup is chirping.	Sally Connah	✓	23/12/2014	
	17/12/2014	Wickepin	White gum tree down on Wickepin Street.	Rate payer	✓	23/12/2014	
19/12/2014	Harrismith	Caravan Park – ablution block toilets not draining.	Tanya Sands	✓	19/12/2014		
22/12/2014	Yealering	Tree branch down between Yealering Tennis Club and old toilets.	Wayne Rushton	✓	23/12/2014		
23/12/2014	Wickepin	Public toilets need cleaning.	Cheryl Lang	✓	24/12/2014		
January	14/01/2015	Harrismith	Tree down over road near cricket oval.	Leah Pearson	✓	15/01/2015	
	14/01/2015	Harrismith	Tree down blocking Baker Road.	Cheryl Groom	✓	15/01/2015	
	20/01/2015	Wickepin	Finish end path ramp at Admin office.	Judy Bransby	✓	21/01/2015	
	23/01/2015	Wickepin	Caravan Park – men's urinal been turned off 3 weeks ago, cannot flush.		✓	06/02/2015	
	27/01/2015	Wickepin	Knocked over branches 14 Johnston Street.	Rob Loveridge	✓	18/02/2015	
	30/01/2015	Wickepin	Unit 1 Yarling Court – Washing machine top washers need replacing	Jody Dunn	✓		
	30/01/2015	Wickepin	Unit 1 Yarling Court – TV Arial not working.	Jody Dunn	✓		
February	04/02/2015	Yealering	Lomus Road bitumen is lifting and dangerous.	Lynda Coxon	✓		Temporary fix.
	06/02/2015	Harrismith	Place Children crossing signs on Wickepin Harrismith Road loc 7390.	Carmen Bayley	✓	19/03/2015	
	11/02/2015	Wickepin	White rail at admin office needs repainting.	Townscape	✓	18/02/2015	Repainted.
	11/02/2015	Yealering	Attention needed to Yealering Gardens and dead plants need removing.	Townscape	✓		
	11/02/2015	Wickepin	Mark posts in lawn where war memorial posts will be placed.	Townscape	✓		
	11/02/2015	Harrismith	Tree fallen down in Harrismith Playground	Townscape	✓		
	11/02/2015	Yealering	Cowthrop on Corner of Roberts and Smith Street.	P. McKormick	✓		Private property
11/02/2015	Wickepin	Facey Group – Powerpoint needs checking.	Facey Group	✓			

	24/02/2015	Harrismith	Caravan Park Dongas – Stove not working.	Tanya Sands	✓		Complete.
	26/02/2015	Wickepin	Yarling Court Unit 1 – Air-conditioning leaking.	Jody Dunn	✓		
	04/03/2015	Wickepin	War Memorial – Water drainage running down to pub.	Allan Lansdell	✓		Gardener is monitoring.
March	04/03/2015	Harrismith	Bin on the Wickepin-Harrismith Road requires a lid.	Tech services	○		
	04/03/2015	Harrismith	Wind sock to be replaced at the air strip.	Tech services	○		Ordered.
	04/03/2015	Wickepin	Clean all gutters in Council buildings.	Governance	✓		Complete.
	09/03/2015	Wickepin	Yarling Court Unit 3 – tidy up gardens.	Leah	✓	10/03/2015	Complete.
	10/03/2015	Harrismith	Tidy up at cricket ground for grand final.	Leah	✓		
	11/03/2015	Harrismith	Harrismith Cemetery – Tree broken on picket fence. Fence needs fixing.	Townscape	○		
	11/03/2015	Yealering	Yealering Hall – globe needs replacing.	Townscape	✓		
	11/03/2015	Harrismith	Harrismith air strip – slashing is needed rather than grading.	Townscape	○		September.
	11/03/2015	Harrismith	Wind sock on Harrismith air strip – needs clearing before it is replaced.	Townscape	✓		
	12/03/2015	Wickepin	Gillimanning Road sign needs replacing.	Tina Simpson	✓		
	16/03/2015	Wickepin	Brand down at Unit A Collins Street – needs removing.	Anika Mullan	✓	18/03/2015	
	16/03/2015	Wickepin	Caravan Park – Door frame broken and long light bulb needs changing.	Tony Rigby	○		
	18/03/2015	Yealering	Opposite Coxons Garage – pine tree full of termites needs removing.	Wayne Rushton	○		
	19/03/2015	Wickepin	CRC – Assistance to change light bulb.	A. Heaney	✓		
	23/03/2015	Yealering	Mow lawn at CWA building.	Progress	○		
	23/03/2015	Yealering	Dalton Road needs grading.	Progress	○		
	23/03/2015	Yealering	Replace plants at the front and back of hall.	Progress	✓		
	24/03/2015	Yealering	Remove trees from the hall.	Kim Smith	✓		
	30/03/2015	Wickepin	Unit 3 Yarling Court – light filled with water and TV Aerial needs fixing.	Luke Hatchman	○		TV Aerial fixed.
	02/04/2015	Toolibin	Sign for Cemetery Road.	Lorinda Knox	○		
	02/04/2015	Wickepin	Have oval ready for first game of footy.	WFC	○		

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:	8 April 2015

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

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

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

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

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

Local Government (Financial Management) Regulations 1996

34. Financial reports to be prepared s. 6.4

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

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

Policy Implications: Not applicable

Financial Implications: Not applicable

Strategic Implications: Not applicable

Recommendation: That the financial statements tabled for the period ending 31 March 2015 as presented be received.

Voting Requirements: Simple majority

Resolution No 150415-05

Moved Cr Allan / Seconded Cr Lansdell

That the financial statements tabled for the period ending 31 March 2015 as presented be received.

Carried 8/0

Bank Balances

As at 31/03/2015

	Bank Statement
Municipal Fund	442,439.05
Municipal OCDF	287,220.41
Municipal ANZ Term Deposit	504,043.83
Petty Cash	700.00
Reserves	910,756.70
Total	\$2,145,159.99
Trust Fund	\$41,942.04
Transport Account	240.40

Debtors

Rates as at 31/03/2015

Account 7461	Rates	43,224.37
Account 6051	Sewerage	3,866.68
Account 7451	Excess Receipts	-4,507.16
Account 1092	ESL	1,381.00
Account 7481	Domestic Rubbish	757.05
Account 7491	Commercial Rubbish	0.00
Account 7201	Refuse Site Levy	390.92
Account 1052	ESL Penalty	178.23
Total		\$45,291.09

Sundry Debtors as at 31/03/2015

Current	0.00
1 Month	240.00
2 Months	30,622.90
3 Months	165.00
Total	\$31,027.90

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:	8 April 2015

Enclosure / Attachment: List of Accounts

Background: List of Accounts remitted during the period from 1– 31 March 2015

	<u>Vouchers</u>	<u>Amounts</u>
Municipal Account		
Cheques	15125 - 15146	26,749.69
EFTPOS	5238-5269, 5271 – 5289, 5290, 5292-5230	396,864.67
Superannuation	March	9,562.88
Other Transfers	Payroll March	85,879.93
Trust		
Cheques	1253 - 1255	842.10
EFTPOS	5269-5270, 5291, 5331	15,294.32
	TOTAL	\$535,193.59

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: 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

Strategic Implications: Not applicable

Recommendation: That Council acknowledges that payments totaling **\$535,193.59** 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
- Enclosure / Attachment:** List of Accounts
- Background:** List of Accounts remitted during the period from 1– 31 March 2015

Municipal Account

Cheques
EFTPOS
Superannuation
Other Transfers

Trust

Cheques
EFTPOS

Municipal Account

Cheques
EFTPOS
Superannuation
Other Transfers

Trust

Cheques

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:** 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
- Strategic Implications:** Not applicable
- Recommendation:** That Council acknowledges that payments totaling **\$535,193.59** 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 150415-06**Moved Cr Astbury / Seconded Cr Lansdell**

That Council acknowledges that payments totaling **\$535,193.59** has been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

Carried 8/0

List of Accounts Due & Submitted to Committee

March 2015

Chg/EFT	Date	Name	Description	Trust
1253	16/03/2015	SHIRE OF WICKEPIN	COMMUNITY CENTRE HIRE CHARGES FOR TRIATHLON	\$ 90.00
1254	31/03/2015	DOCEP - BOND ADMINISTRATOR	BOND U3 YARLING COURT - HATCHMAN	\$ 360.00
1255	31/03/2015	SHIRE OF WICKEPIN	TIDY TOWNS CONTRIBUTION TO GARDEN COMPETITION	\$ 392.10
EFT5269	10/03/2015	SS & P MARTIN	REFUND BOND FOR COMMUNITY CENTRE HIRE	\$ 500.00
EFT5270	10/03/2015	STORM ROBERTS	REFUND BOND FOR UNIT 1 YARLING COURT WICKEPIN	\$ 320.00
EFT5290	16/03/2015	WICKEPIN COMMUNITY RESOURCE CENTRE	PHOTOCOPYING AND LAMINATING FOR TRIATHLON	\$ 170.45
EFT5291	23/03/2015	WICKEPIN COMMUNITY FUND	REFUND COMMUNITY FUND MONEY	\$ 13,903.87
EFT5331	31/03/2015	DAMIEN MORRISON	REFUND BOND 5 SMITH STREET	\$ 400.00
				\$ 15,294.32
				\$ 16,136.42
				Muni
EFT5238	05/03/2015	AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY	Payroll deductions	\$ 113.86
EFT5239	10/03/2015	AIR LIQUIDE WA PTY LTD	OXYGEN D - GAS	\$ 113.34
EFT5240	10/03/2015	AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY	Payroll deductions	\$ 121.06
EFT5241	10/03/2015	YVONNE BOWEY CONSULTING	REVIEW NOTES FOR FINANCIALS	\$ 217.50
EFT5242	10/03/2015	BURGESS RAWSON (WA) PTY LTD	WATER USAGE 9 DEC 14 TO 6 FEB 15	\$ 730.14
EFT5243	10/03/2015	BEST OFFICE SYSTEMS	COPIER CHARGES C554E	\$ 792.61
EFT5244	10/03/2015	COUNTRY PAINT SUPPLIES	FLAP DISC, SPLASHES ALL COLOURS	\$ 23.25
EFT5245	10/03/2015	DEWS EXCAVATIONS	CLEAN OUT CULVERTS AND CART SOIL TO PITS	\$ 7,194.00
EFT5246	10/03/2015	EASIFLEET	MISUBISHI TRITON	\$ 626.80
EFT5247	10/03/2015	EXPANDABRAND	BANNERS	\$ 1,776.50
EFT5248	10/03/2015	FESA - ESL	2014/15 ESL QUARTER 3	\$ 10,310.40
EFT5249	10/03/2015	HARRIS ZUGLIAN ELECTRICS	PENDANT CHARGER SOCKET	\$ 236.78
EFT5250	10/03/2015	KALGOORLIE BOULDER CEMETERY BOARD	CCAWA SEMINAR	\$ 220.00
EFT5251	10/03/2015	LOCAL GOVERNMENT ASSOCIATION OF WA	ADVERTISE GARDENER	\$ 399.82
EFT5252	10/03/2015	MOMAR AUSTRALIA P/L	TRUCK WASH	\$ 660.28
EFT5253	10/03/2015	MELCHIORRE PLUMBING AND GAS	CHECK CISTERN	\$ 49.50
EFT5254	10/03/2015	NARROGIN CHAMBER OF COMMERCE	ANNUAL MEMBERSHIP	\$ 165.00
EFT5255	10/03/2015	GREAT SOUTHERN WASTE DISPOSAL	FEBRUARY ACCOUNT	\$ 4,366.62
EFT5256	10/03/2015	NARROGIN RETRAVISION	YARLING COURT MAINTENANCE	\$ 258.00
EFT5257	10/03/2015	STAR TRACK EXPRESS	FEB ACCOUNT	\$ 164.50
EFT5258	10/03/2015	OFFICEWORKS SUPERSTORES PTY LTD	OFFICE SUPPLIES	\$ 148.35
EFT5259	10/03/2015	ROADTECH CONSTRUCTIONS	VARIOUS ROAD REPAIRS WICKEPIN HARRISMITH ROAD	\$ 41,025.60
EFT5260	10/03/2015	LIONEL ANTHONY RIGBY	CARAVAN PARK MANAGEMENT AND COMMISSION	\$ 388.68
EFT5261	10/03/2015	REDMOND SAWMILL	WAR MEMORIAL POSTS	\$ 4,400.00
EFT5262	10/03/2015	SHENTON ENTERPRISES PTY LTD	REPAIRS TO PUMP	\$ 1,275.18
EFT5263	10/03/2015	PETER STRIBLING	CARAVAN PARK MANAGEMENT FEES	\$ 361.36
EFT5264	10/03/2015	TELFORD INDUSTRIES	CHLORINE	\$ 884.84

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EFT5265	10/03/2015	ORANGE COACH CHARTERS	SWIMMING LESSONS	\$	451.00
EFT5266	10/03/2015	WESTRAC EQUIPMENT	PARTS	\$	42.90
EFT5267	10/03/2015	WESTERN AUSTRALIAN TREASURY CORP	Loan No. 100 Interest payment -	\$	2,132.25
EFT5268	10/03/2015	WICKEPIN DISTRICT SPORTS CLUB	CONTRIBUTION FOR LIME YARLING BROOK ESTATE	\$	2,200.00
EFT5271	16/03/2015	AUSTRALIA POST	FEB ACCOUNT	\$	158.97
EFT5272	16/03/2015	BITUTEK	BITUMEN SEALING	\$	197,466.72
EFT5273	16/03/2015	CJD EQUIPMENT PTY LTD	PUSH BUTTON	\$	97.24
EFT5274	16/03/2015	CUTTING EDGES PTY LTD	CUTTING EDGES	\$	1,187.90
EFT5275	16/03/2015	COURIER AUSTRALIA	PATHWEST	\$	40.20
EFT5276	16/03/2015	KELLY COCHRANE	CLEANING YEALERING	\$	350.00
EFT5277	16/03/2015	FACEY GROUP INC	2014/15 SPONSORSHIP SECOND INSTALLMENT	\$	11,000.00
EFT5278	16/03/2015	GREAT SOUTHERN FUEL SUPPLIES	FEB ACCOUNT	\$	16,851.19
EFT5279	16/03/2015	JR & A HERSEY	WORKSHOP SUPPLIES	\$	298.01
EFT5280	16/03/2015	HAINES NORTON	FINANCIAL REPORTING WORKSHOP	\$	2,145.00
EFT5281	16/03/2015	HANSON CONSTRUCTION MATERIALS	WORKS REFUSE SITES AND MALYALLING RD CULVERT	\$	8,582.54
EFT5282	16/03/2015	NARROGIN HIRE SERVICE	RETICULATION	\$	1,134.94
EFT5283	16/03/2015	NARROGIN QUARRY OPERATIONS	BLUE METAL	\$	1,296.50
EFT5284	16/03/2015	NARROGIN TOYOTA	AUGERS	\$	6,578.23
EFT5285	16/03/2015	WAGIN PLUMBING	REPAIRS AT SWIMMING POOL AND RAILWAY DAM	\$	2,090.00
EFT5286	16/03/2015	MAUREEN PREEDY	CLEANING	\$	212.50
EFT5287	16/03/2015	T-QUIP	HAKO SCRUB MASTER	\$	13,200.00
EFT5288	16/03/2015	WESTRAC EQUIPMENT	HYDROLIC HOSE	\$	208.89
EFT5289	16/03/2015	WICKEPIN FOOTBALL CLUB	CONTRIBUTION TOWARDS BBQ	\$	1,360.10
EFT5292	23/03/2015	AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY	Payroll deductions	\$	115.30
EFT5293	23/03/2015	YEALERING AGPARTS & REPAIRS	GAS, BUS RUNS TO SWIMMING LESSONS	\$	968.52
EFT5294	23/03/2015	COURIER AUSTRALIA	LIBRARY AND MERCURY HELMETS	\$	65.41
EFT5295	23/03/2015	DEWS EXCAVATIONS	CULVERT AND HEADWALLS WICKEPIN PINGELLY ROAD	\$	1,870.00
EFT5296	23/03/2015	ROSS EASTON	CONCRETE PAD CONSTRUCTION	\$	7,535.00
EFT5297	23/03/2015	EWEN RURAL SUPPLIES	FEB ACCOUNT	\$	2,704.49
EFT5298	23/03/2015	EASIFLEET	FACEY GROUP VEHICLE	\$	676.60
EFT5299	23/03/2015	AC & EJ FULFORD & CO	EXCAVATE NEW TRENCHS AND FIX CULVERT	\$	7,502.00
EFT5300	23/03/2015	GRAB PHOTOGRAPHY & DESIGN	GOLDEN MEMORIAL PARK	\$	1,155.00
EFT5301	23/03/2015	HANCOCKS HOME HARDWARE	NOZZLE JET MAXI FLO	\$	35.95
EFT5302	23/03/2015	ELIZABETH HEFFERNAN	3.5 HOURS @ \$20 HOUR CLEANING ALBERT FACEY	\$	70.00
EFT5303	23/03/2015	KEL'S TYRES	2 NEW TYRES	\$	682.00
EFT5304	23/03/2015	MAJOR MOTORS PTY LTD	OIL FILTERS	\$	226.56
EFT5305	23/03/2015	MERCURY FIRESAFETY PTY LTD	HELMETS	\$	2,059.20
EFT5306	23/03/2015	NARROGIN GLASS	REPLACE GLASS PANELS AT TOWN HALL	\$	680.00

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EFT5307	23/03/2015	NARROGIN RETRAVISION	REPLACE ELECTRIC STOVE	\$	1,617.00
EFT5308	23/03/2015	NARROGIN QUARRY OPERATIONS	BLUE METAL	\$	1,355.90
EFT5309	23/03/2015	STAR TRACK EXPRESS	PARTS	\$	112.11
EFT5310	23/03/2015	PCS	UPDATE PLAY ACCOUNT ASSIST WITH POWER OUTAGE	\$	170.00
EFT5311	23/03/2015	ROCLA	FLUSH AND HEADWALLS	\$	13,021.31
EFT5312	23/03/2015	STATE LAW PUBLISHER	ADVERTISING PUBLIC NOTICE AUTHORISED OFFICERS	\$	152.90
EFT5313	23/03/2015	WESTRAC EQUIPMENT	OIL AND AIR FILTERS PI 9510054	\$	178.27
EFT5314	23/03/2015	WA HINO SALES & SERVICE	OIL FILTER	\$	427.65
EFT5315	23/03/2015	WICKEPIN MOTORS	REPAIR PANELS ON GRADER	\$	484.00
EFT5316	23/03/2015	WICKEPIN CRICKET CLUB	LOSS OF BAR STOCK DUE TO COOL ROOM MALFUNCTION	\$	842.50
EFT5317	23/03/2015	WICKEPIN NEWSAGENCY	STATIONARY, MILK, PAPERS	\$	654.28
EFT5318	23/03/2015	MECHANICAL & DIESEL SERVICES	PARTS HINO TRUCK	\$	33.00
EFT5319	30/03/2015	AUSTRALIA POST	BOX NUMBER 135	\$	73.00
EFT5320	30/03/2015	ARGUS PEST CONTROL	TERMITE INSPECTION	\$	330.00
EFT5321	30/03/2015	COURIER AUSTRALIA	LIBRARY	\$	28.96
EFT5322	30/03/2015	COVS PARTS PTY LTD	ANTENNA - WK 342 WK 2567	\$	138.90
EFT5323	30/03/2015	ELLENBY TREE FARM	CARRAMAR AND CHINESE TALLOW TREE	\$	2,376.00
EFT5324	30/03/2015	FRANK WESTON & CO	FLASHBACK ARRESTOR	\$	185.92
EFT5325	30/03/2015	GEOFF PERKINS FARM MACHINERY CENTRE	INSURANCE CLAIM BUSH FIRE DAMAGE TO FORKS	\$	540.95
EFT5326	30/03/2015	LOCAL GOVERNMENT ASSOCIATION OF WA	ANNUAL ELECTORS MEETING ADVERT	\$	240.74
EFT5327	30/03/2015	NARROGIN PACKAGING	TOILET TISSUE	\$	865.63
EFT5328	30/03/2015	STAR TRACK EXPRESS	MAJOR MOTORS WESTRAC	\$	98.57
EFT5329	30/03/2015	NARROGIN UPHOLSTERY SERVICE	REPAIR FORKLIFT SEAT	\$	328.00
EFT5330	30/03/2015	NARROGIN TOYOTA	ROLLOMATIC	\$	154.00
15125	05/03/2015	PETER GEOFFRY RANCE	Rates refund for assessment A5205 9-11 WICKEPIN ST	\$	447.71
15126	05/03/2015	TELSTRA	ADMIN OFFICE	\$	2,002.30
15127	05/03/2015	SYNERGY	STREET LIGHTS	\$	1,659.95
15128	05/03/2015	WATER CORPORATION	YEALERING BOWLING CLUB	\$	3,598.60
15129	10/03/2015	BEC DANILOVIC @ WICKEPIN GARDEN CENTRE	VARIOUS PLANTS	\$	336.00
15130	10/03/2015	JASON SIGNMAKERS	DEPTH MARKER	\$	121.00
15131	10/03/2015	WATER CORPORATION	WATER ACCOUNTS	\$	5,221.32
15132	16/03/2015	SHIRE OF WICKEPIN	PETTY CASH	\$	409.40
15133	16/03/2015	TELSTRA	FIRE BAN SMS	\$	380.50
15134	16/03/2015	TOWN OF NARROGIN	RANGER	\$	273.42
15135	16/03/2015	WATER CORPORATION	38 SMITH ST HARRISMITH	\$	1,123.67
15136	23/03/2015	A & A CORASANITI	REPAIR ROLLER DOOR	\$	847.00
15137	23/03/2015	BEC DANILOVIC @ WICKEPIN GARDEN CENTRE	WICKEPIN GARDEN MAINTENANCE	\$	376.00
15138	23/03/2015	TELSTRA	MANAGER OF WORKS PHONE	\$	205.41

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15139	23/03/2015	TOWN OF NARROGIN	ROAD SWEEPER DRY HIRE 15 HOURS	\$	1,725.00
15140	23/03/2015	SYNERGY	GROUPED POWER ACCOUNT	\$	2,062.00
15141	23/03/2015	WATER CORPORATION	FACEY GROUP BUILDING POWER	\$	36.01
15142	30/03/2015	A & A CORASANITI	REMOVE ASBESTOS	\$	2,332.00
15143	30/03/2015	JASON SIGNMAKERS	ROAD SIGNS	\$	383.90
15144	30/03/2015	TELSTRA	ADMIN PHONE ACCOUNTS	\$	1,518.99
15145	30/03/2015	SYNERGY	STREETLIGHTS	\$	1,653.50
15146	30/03/2015	WATER CORPORATION	STORAGE TANK	\$	36.01
DD8691.1	04/03/2015	WA LOCAL GOVERNMENT SUPER PLAN	Payroll deductions	\$	3,648.01
DD8691.2	04/03/2015	RAMSAY SUPERANNUATION FUND	Superannuation contributions	\$	151.82
DD8691.3	04/03/2015	PRIME SUPER	Superannuation contributions	\$	168.76
DD8691.4	04/03/2015	ING CUSTODIANS PTY LTD	Superannuation contributions	\$	179.95
DD8691.5	04/03/2015	CONCEPT ONE THE INDUSTRY SUPER FUND	Superannuation contributions	\$	168.76
DD8691.6	04/03/2015	MTAA SUPER FUND	Superannuation contributions	\$	169.54
DD8691.7	04/03/2015	TREMAYNE SUPERANNUATION FUND	Superannuation contributions	\$	81.27
DD8702.1	18/03/2015	WA LOCAL GOVERNMENT SUPER PLAN	Payroll deductions	\$	4,077.67
DD8702.2	18/03/2015	RAMSAY SUPERANNUATION FUND	Superannuation contributions	\$	134.95
DD8702.3	18/03/2015	PRIME SUPER	Superannuation contributions	\$	168.76
DD8702.4	18/03/2015	ING CUSTODIANS PTY LTD	Superannuation contributions	\$	179.95
DD8702.5	18/03/2015	CONCEPT ONE THE INDUSTRY SUPER FUND	Superannuation contributions	\$	168.76
DD8702.6	18/03/2015	MTAA SUPER FUND	Superannuation contributions	\$	169.54
DD8702.7	18/03/2015	TREMAYNE SUPERANNUATION FUND	Superannuation contributions	\$	95.14
				\$	433,177.24
				\$	9,562.88
				\$	433,177.24

Attachment- Item 10.2.02

1.56pm – CDO Lee Parker entered the Chambers.

1.56pm – CEO Mark Hook departed the Chambers.

Governance, Audit and Community Service

10.2.03 – 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:	8 April 2015

Enclosure / Attachment: Nil

<p>Arts and Cultural</p>	<p>Dryandra Country Art Food and Wine Event</p> <ul style="list-style-type: none"> • Liaised with organising committee in Narrogin and CRC <p>ANZAC Day</p> <ul style="list-style-type: none"> • Collection of Memorabilia • General planning for celebrations • Correspondence with schools and community • Advertising <p>Other</p> <ul style="list-style-type: none"> • Maintenance of Facebook • Provided information to artists/community • Supported ARtS Narrogin with their projects
<p>Community Development</p>	<p>Townscape</p> <ul style="list-style-type: none"> • Attended meeting • Raised budget items for consideration <p>War Memorial Upgrade</p> <ul style="list-style-type: none"> • Correspondence and phone meetings with Jason Signs • Meeting and correspondence re seating at the memorial • Liaised with Manager of Works and Ashley Steere re installation <p>Wickepin Cemetery</p> <ul style="list-style-type: none"> • Meeting with residents and families affected by the proposed change • Correspondence and conversation with Everlon re cemetery memorialisation granite, plaques and designs • Meeting with Everlon representative re ordering of plaques • Maintained correspondence with the families • Sent plans to builders requesting quotes for the gazebo and groundwork <p>Other</p> <ul style="list-style-type: none"> • Meeting with Yealering Progress Association representatives • Provided notes for Facebook page and mail out • Follow up grant opportunities for Shire of Wickepin projects.

	<ul style="list-style-type: none"> Assisted community members on grant opportunities and events. Responded to queries from CDO Network
Economic Development	Facey Carriage Drive <ul style="list-style-type: none"> Meeting with Homestead Management Committee with regards drive Meeting with CRC to discuss events to coincide with carriage drive including afternoon markets. Meetings/conversations/correspondence to ensure project moves forward
Tourism, Marketing and Promotion	<ul style="list-style-type: none"> Continual correspondence with Market Creations re website and brochure Advertising discussions for Caravanning editorials.
Sport and Recreation	Walk Trails <ul style="list-style-type: none"> Consultation with tpg (company engaged with the master trail plan) with regards the design and manufacture of the signs. Discussion with Facey Homestead Management Committee in relation to the manufacture of signs for the Facey Trail Kidsport <ul style="list-style-type: none"> Maintained and updated file for Kidsport Forwarded Kidsport information to sporting clubs
Special Needs Groups inc; Youth, Disabled and Older People.	<ul style="list-style-type: none"> Discussion with Health Care and HACC re their ideas/needs for the aged Provided information for groups to access grants.
Heritage	<ul style="list-style-type: none"> Correspondence regarding the maintenance work to be undertaken on the old Railway Station Building Correspondence with Brookfield Rail re permanent keys to buildings Site meeting Sent scope of works to builders requesting quotes Organised termite inspection of the Railway building to be carried out
Governance Other	<ul style="list-style-type: none"> Staff support as needed. Meeting with staff re Community Grants

Projects Currently On CDO Desk for 2015

War Memorial	<ul style="list-style-type: none"> • Due for completion Mid April • ANZAC grant and Shire funded
ANZAC Day	<ul style="list-style-type: none"> • Due 25 April • Liaison with public, schools, veterans, Shire staff
Railway Building Restoration	<ul style="list-style-type: none"> • Due for completion early June • Lotterywest and Shire funded
Facey Carriage Drive	<ul style="list-style-type: none"> • Annual event to occur last weekend in August • Shire support in-kind
Wickepin Cemetery	<ul style="list-style-type: none"> • To be completed by October • Royalties for Regions, Country Local Governments Fund
Walk Trails Signage	<ul style="list-style-type: none"> • To be completed by early December • Funded by Lotterywest and Shire
Community Grants	<ul style="list-style-type: none"> • Due to Shire on the 28 April. • Assessments due to Council early May for deliberation

Funding Applications Status Report

Project Name	Funding Organisation	Amount Requested exc Gst	Status
Heritage Walk Trail Signage	Lotterywest	\$19,071	Approved. \$19,071 Council contribution cash \$5000 Council contribution in-kind \$2000
ANZAC Centenary Grant	Dept Veteran's Affairs	\$24,374	Approval of \$18,865 incl for pillars Council contribution cash \$10,000 Council contribution in kind \$2,816
Restoration of Old Railway Station building	Lotterywest	\$56,350	Approved. \$30,000 from Lotterywest Council contribution \$20,000

Statutory Environment: Local Government Act 1995.

Policy Implications: Not applicable.

Financial Implications: Not applicable.

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

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

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

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

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

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

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

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

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

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

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

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

Recommendation:

That council notes the report from the Community Development Officer dated 8 April 2015.

Voting Requirements: Simple majority.

Resolution No 150415-07

Moved Cr Allan / Seconded Cr Easton

That council notes the report from the Community Development Officer dated 8 April 2015.

Carried 8/0

2.01pm – CEO Mark Hook entered the Chambers.

2.01pm – District Superintendent Catherine Bullen and Sergeant Dave Glossop entered the Chambers.

2.03pm – CDO Lee Parker departed the Chambers.

President Steven Martin welcomed District Superintendent Catherine Bullen and Sergeant Dave Glossop to the meeting and a discussion was held regarding police matters around the Shire of Wickepin.

2.22pm - CEO Mark Hook departed the Chambers.

2.22pm - District Superintendent Catherine Bullen and Sergeant Dave Glossop departed the Chambers.

Governance, Audit and Community Services

10.2.04 – Appointment of Committee members and Chairperson

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	2414
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	31 March 2015

Enclosure / Attachment: Nil

Background:

The current procedure for appointment of committee members and Chairperson is outlined in the 'Terms of Reference' which is included in each committee meeting agenda:

5. Appointment of Committee Members

Council calls for written nominations for members of the Townscape and Cultural Planning Committee at the end of each year. Committee members are appointed by Council at the December Ordinary Council meeting.

6. Appointment of Committee Chair

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

Comment:

It has been brought to the Chief Executive Officers attention that the current procedure for appointing members to committees does not run in accordance with Council elections which takes place every two years in October.

Having the appointment of committee members at the same time as Council elections in October, and every two years, allow the elections of Council and committee cycles to be kept in-line.

If Council adopts the Officer's recommendation the appointment of committee members will be brought to the November Council meeting after the October Council elections every two years. The appointment of the Committee Chair will then be undertaken at the first committee meeting, for a period of two years.

This procedure will not prevent prospective committee members from joining the committee's mid-term. The new committee members, once appointed by Council, are able to join mid-term.

Statutory Environment: *Local Government Act 1995*

Policy Implications: No Policy Applicable

Financial Implications: Nil

Strategic Implications: Not applicable

Summary:

Council is being requested to have the appointment of committee members run in accordance with Council elections in October every two years.

Recommendation:

That the appointment of committee members runs in accordance with Council elections and take place in October, every two years, and the Chairpersons elected at the first committee meeting for a two year period.

Voting Requirements: Simple majority

Resolution No 150415-08**Moved Cr Hinkley / Seconded Cr Allan**

That the appointment of committee members runs in accordance with Council elections and take place in October, every two years, and the Chairpersons elected at the first committee meeting for a two year period.

Carried 8/0

2.25pm – CEO Mark Hook returned to the Chambers.

Governance, Audit and Community Services

10.2.05 – Harrismith Community Centre Committee – Baby Change Table

Submission To:	Ordinary Council
Location / Address:	Council Public Toilets
Name of Applicant:	Harrismith Community Centre Committee
File Reference:	220
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	1 April 2015

Enclosure / Attachment: Nil

Background:

Council has received a request from the Harrismith Community Centre Committee for the provision of baby change tables in the public toilets at the Harrismith Hall. It has been noticed that women are changing their baby on the bench or in the boot of cars.


Comment:

There are a wide variety of baby change tables on the market and the Chief Executive Officer has looked at the following as being suitable for the Harrismith Public Toilets:

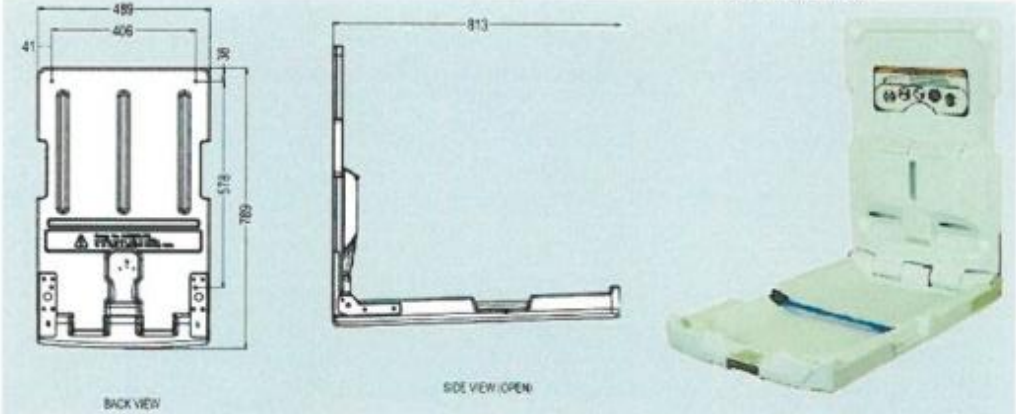
BCV-JDM Vertical Baby Change Table JD Macdonald

JD Macdonald Vertical Baby Change Table
Material: Fabricated of High Density Polyethylene body
Mounting: Unit is Vertically Wall Mounted
Capacity: Supports loads up to 113 kgs when properly installed
Easy to Clean- resists odours and bacteria growth
Features:

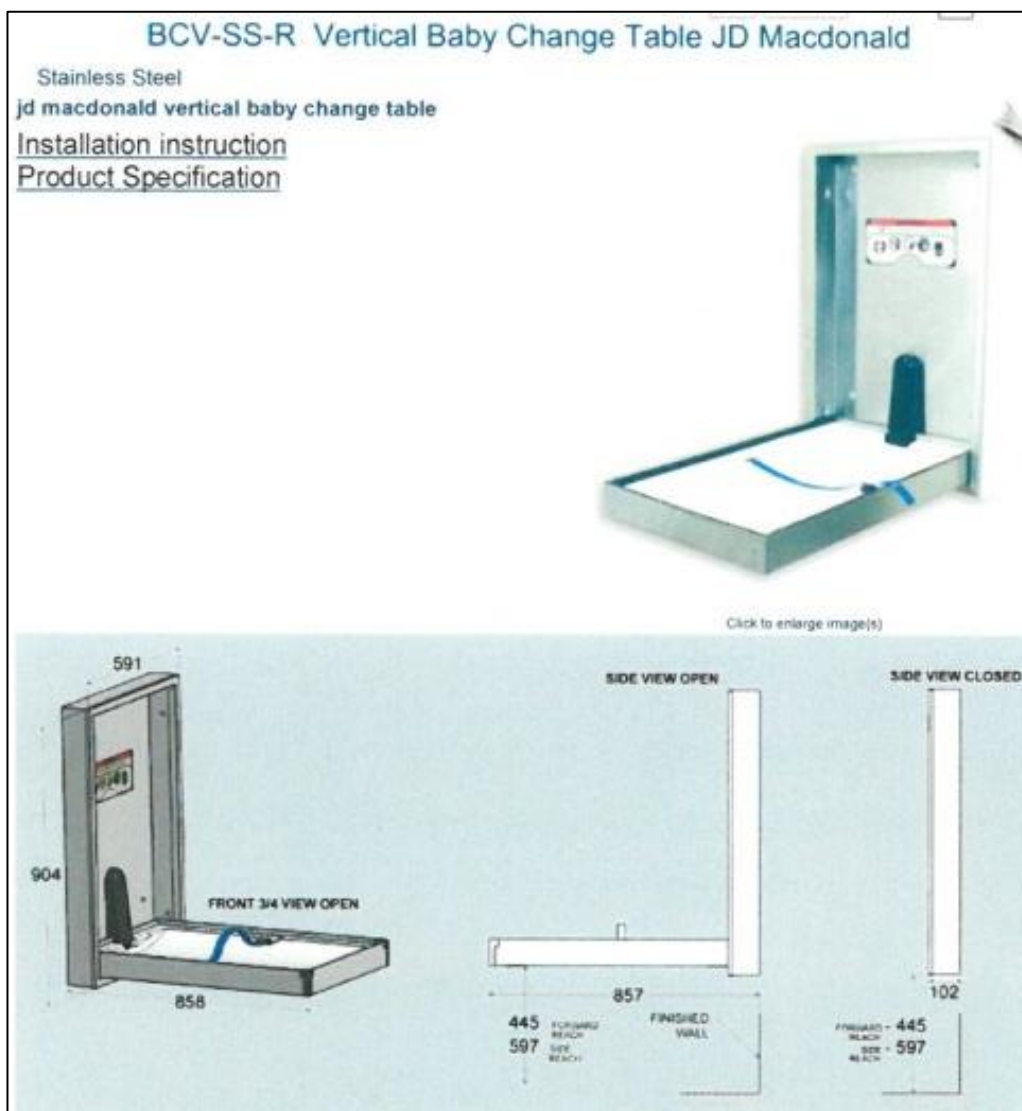
- Smooth pneumatic gas spring for smooth, safe controlled opening and closing
- Compact Slim Design
- Hygienic non-absorbent child safety lockable adjusting strap
- Convenient bag hooks are located on both sides of the unit.



[Click to enlarge image\(s\)](#)



Cost \$900



Cost \$3,000

There are no change tables in any of Councils public toilets. The Wickepin public toilets does have a laminated bench top but this does not stop the baby from rolling off the bench top and should not be used as a baby change table.

The cost of the baby change tables range from \$900 to \$3,000. The \$900 baby change tables only cater for a load of 12kg where the \$3,000 baby change tables cater for 50kg.

If Council is considering placing baby change tables in its public toilets it should look at placing an amount in Councils budget each year of \$3,000 to place one in each of its public toilets on a three to four year rotation basis as follows:

- 2015/2016 Harrismith Public Toilets \$3,000
- 2016/2017 Yealering Public Toilets \$3,000
- 2017/2018 Wickepin Public Toilets \$3,000

Statutory Environment: Nil

Financial Implications: Cost of baby change table at \$3,000 each

Policy Implications: No Policy

Strategic Implications: Fits within theme 1.2 in Councils Strategic Plan

Theme 1 – To Develop and Maintain Quality Services and Infrastructure		
Outcome: A sustainable and extensive transport system that allows for efficient travel within the local government and to other rural and metropolitan areas.		
Goal	Action	Measure
1.1 Develop effective assets replacement and maintenance programs	<ul style="list-style-type: none"> Develop and fund a five year program for the provision of footpaths. Develop and fund a ten year plan that will ensure the timely maintenance of Council assets. Provide for the replacement of existing and provision for new community assets as the need arises. 	<ul style="list-style-type: none"> Review, at least annually, the five-year road program for the district. Maintain and review annually an adequately funded reserve fund for the replacement of plant as necessary
1.2 Creation of new community assets	<ul style="list-style-type: none"> Progressively implement the Townscape plans. Provide strategically placed Public Conveniences. Provide housing for low-income earners, young singles and aged persons in conjunction with other authorities. 	<ul style="list-style-type: none"> We have a clear, published townscape plan that addresses the community's needs.
1.3 Actively pursue funding from external Sources	<ul style="list-style-type: none"> Employment of grants officer responsible for securing funding for the community of Wickepin. 	<ul style="list-style-type: none"> Grants Officer employed.

Summary:

Council is being requested to place baby change tables in its public toilets on a rotational basis as follows:

- 2015/2016 Harrismith Public Toilets \$3,000
- 2016/2017 Yealering Public Toilets \$3,000
- 2017/2018 Wickepin Public Toilets \$3,000

Recommendation:

That Council budget for the placement of baby change tables in each of its public toilets on the following rotational basis:

- 2015/2016 Harrismith Public Toilets \$3,000
- 2016/2017 Yealering Public Toilets \$3,000
- 2017/2018 Wickepin Public Toilets \$3,000

Voting Requirements: Simple majority

Resolution No 150415-09

Moved Cr Lansdell / Seconded Cr Lang

That Council budget for the placement of baby change tables in each of its public toilets on the following rotational basis:

- 2015/2016 Harrismith Public Toilets \$3,000
- 2016/2017 Yealering Public Toilets \$3,000
- 2017/2018 Wickepin Public Toilets \$3,000

Carried 6/2

Governance, Audit and Community Services


10.2.06 – Community Resource Centre 2015/2016 Budget

Submission To: Ordinary Council
Location / Address: Wickepin Community Resource Centre
Name of Applicant: Wickepin Community Resource Centre
File Reference: 1208
Author: Mark J Hook, Chief Executive Officer
Disclosure of any Interest: Nil
Date of Report: 31 March 2015

Enclosure / Attachment: Nil

Background:

Council has received the following letter of request from the Wickepin Community Resource Centre for the 2015/2016 Budget Allocations:



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

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

SHIRE OF WICKEPIN

DATE RECEIVED:	31 MAR 2015
FILE NO:	1208
TO: <i>CEO</i>	

Dear Mark

Budget for 2015/2016

Please consider the following items for inclusion in Council's 2015/2016 budget.


Provision of Library Services

The Wickepin Public Library has experienced an increase in patronage and membership in the last 12 months. We have recorded a higher turnover of stock with normal issues, returns and also requests from other libraries. We contribute this increase to new families moving to the Shire, constantly changing themed library windows, Better Beginnings Program and inviting Authors to come and speak at the library. Advertising will be placed in the Watershed News with information and lists of books available. We will as always, provide high quality service to all patrons of the library and Community Resource Centre.


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

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

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Wickepin Community Resource Centre

Your local connection

24 Wogolin Road, Wickepin WA 6370

P: 08 9888 1500 F: 08 9888 1588

E: wickepintc@westnet.com.au

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

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

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

- 20 hours per week @ average CRC Wage \$21.00 + oncosts 10% x 48 weeks =
\$ 22176.00
- Allowance for advertising in the local paper, 10 editions @ \$24ea
\$ 240.00
- Allowance for printing, internet, computer, telephone usage and laminating
\$ 1500.00

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

- ✓ Plus Allocation for purchase of books to increase numbers and stock most recent books available. The money will be kept separate from the rest of the funding and be used to purchase desired titles when they are published. Due to exchanges from the State Library being decreased, fewer new books are coming into the Wickepin Library.

\$ 1700.00

- ✓ Plus Regional Meetings and Regional Training Sessions

\$ 250.00

Total Library Funding sought: **\$25866.00**

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

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

Please find the following items for consideration for inclusion in Councils 2015/2016 budget.

Provision of Services and Information to the community

This includes:

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

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Wickepin

Community Resource Centre

Your local connection

24 Wogolin Road, Wickepin WA 6370

P: 08 9888 1500 F: 08 9888 1588

E: wickepintc@westnet.com.au

Contact Point for:

- ✓ Watershed News
 - Receiving advertisements and articles – faxes, emails and numerous telephone calls.
 - Providing of information to customers, such as cost and publication of the Watershed.
 - Taking payment for advertisements on behalf of the Watershed.
 - Provide computer assistance when needed.
- ✓ Albert Facey Homestead
- ✓ Coffee Stop
- ✓ ANZ Local Link
- ✓ ECU Exam Supervision
- ✓ Cedar Homes
- ✓ TR Homes
- ✓ Visitor Information
 - Provision of Visitor Information.
 - Handling Visitor queries.
- ✓ Westlink
- ✓ Job Search Agencies
 - Hotham Personnel
 - Directions – Workforce Development
- ✓ Child Car Restraint Access Point
 - We have an employee registered as ‘Type 1’ Child Car Restraint Fitters.
- ✓ Local History Contact Point
- ✓ Training Referral Point - TAFE

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

Community Support Centre

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

Services include:

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

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Wickepin Community Resource Centre

Your local connection

24 Wogolin Road, Wickepin WA 6370

P: 08 9888 1500 F: 08 9888 1588

E: wickepintc@westnet.com.au

The estimated general contribution requested for the above services is:

Salary subsidy _____ \$9500.00

Building Maintenance

- Building Maintenance as per our Lease.
-

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

Yours sincerely

CRC Coordinator

Amanda Heaney

Chairman

Wendy Hampel

2015

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**ROYALTIES
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24 Wogolin Road, Wickepin WA 6370
 P: 08 9888 1500 F: 08 9888 1588
 E: wickepintc@westnet.com.au

Finance Summary

Summary

Library

Administration	\$22176.00
Advertising	\$ 240.00
Printing, telephone, internet & laminating	\$ 1500.00
Purchase of new library materials	\$ 1700.00
Regional Meetings and Regional Training sessions	\$ 250.00

Total (Approx.) \$25866.00 (excl GST)

Contact Point and Provision of Services & Information

Salary subsidy \$9500.00

Total (Approx.) \$9500.00(excl GST)

Total Requested \$35366.00(excl GST)

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ROYALTIES FOR REGIONS

Comment:

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

Council budgeted the following in the 2014/2015 financial year:

	Budget 2014/2015	ACTUALS	BUDGET
	OPERATING EXPENDITURE	30/06/2014	2014/2015
5142	Other Expenses - Telecentre		
	Insurance		
	Telecentre Operation Subsidy	7,700	9,500
	Operation of Library Service	27,300	25,500
	Building Mtce		
	TOTAL	\$35,000	\$35,000

In previous years Council paid for the cleaners and the minor maintenance for the Community Resource Centre Building but this is now covered in the new signed lease agreements, this has seen a decrease to Council's overall expenses in the 2015/2016 financial year:

4.2 Maintenance, Repairs & Painting

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

4.3 Cleaning

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

The current total amount requested by the Wickepin Community Resource Centre for the 2015/2016 financial year is:

■ Operation of Library	\$25866
■ Salary Subsidy	\$9,500

TOTAL **\$35,366**

This amount is only \$336 more than budgeted for in the 2014/2015 budget estimates of \$35,000 and is seen as a minor increase only.

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

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

Statutory Environment: *Local Government Act 1995*

6.2. *Local government to prepare annual budget*

(4) *The annual budget is to incorporate —*

(a) *particulars of the estimated expenditure proposed to be incurred by the local government;*

Policy Implications: No Policy found

Financial Implications: Not applicable.

Strategic Implications: Does not appear in Council Strategic Plan

Summary:

Council is being requested to support the Wickepin Community Resource Centre by providing the following monetary level of support for the 2015 2016 financial year:

- Operation of Library \$25866
- Salary Subsidy \$9,500

TOTAL \$35,366

Recommendation:

That Council places the following items in the 2015/2016 budget allocation in the form of financial support to the Wickepin Community Centre for the 2015/2016 financial year:

- Operation of Library \$25866
- Salary Subsidy \$9,500

TOTAL \$35,366

Voting Requirements: Simple majority.

Resolution No 150415-10**Moved Cr Russell / Seconded Cr Lansdell**

That Council places the following items in the 2015/2016 budget allocation in the form of financial support to the Wickepin Community Centre for the 2015/2016 financial year:

■ Operation of Library	\$25,500
■ Salary Subsidy	\$9,500
TOTAL	\$35,000

Carried 6/2

The recommendation differs from the Officers recommendation as Council felt the figure should be rounded to \$35,000.

Governance, Audit and Community Services

10.2.07 – Wickepin Ladies Hockey Club Reduction 2015/2016 Fees and Charges

Submission To:	Ordinary Council
Location / Address:	Wickepin Sports Ground and Community Centre
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	1208
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	CEO - Proximity Daughter President Narrogin Hockey Association
Date of Report:	1 April 2015

Enclosure / Attachment: Nil

Background:

Council has received the following correspondence via email from the Wickepin Ladies Hockey Club

“The Wickepin Ladies Hockey Club is unable to field a team in the 2015 season; we have therefore joined forces with the Mighty Ducks Hockey Club in Narrogin.

However we would like to keep using the oval for Hockey practice on Thursday nights. At this stage we will probably be training at Wickepin every second Thursday. We would kindly ask the Shire to mark the field to allow practice to be as efficient as possible. We will also need the oval marked in Term 3 to facilitate the Hookin2Hockey program for Primary School aged children. We are not expecting the Upper Great Southern Hockey Association to schedule any games to be played at Wickepin. Since we have joined forces with another club all financial matters including player subscription fees will be handled by the host club, Mighty Ducks. We are not expecting any income for our hockey club throughout the 2015 season. We would therefore kindly ask the Shire to consider waiving the fees for the use of the oval during the 2015 season.”

Comment:

The Chief Executive Officer has received a copy of the Upper Great Southern Hockey Association 2015 fixtures and there is not a game listed at the Wickepin Sports ground.

The works staff has been instructed by the Chief Executive Officer to mark the field as usual for hockey training and the Hookin2Hockey program.

The current Adopted 2014/2015 fees and charges for the Wickepin Sports Ground is as follows:

Ground/Court Fees - per annum	Receipt to 149130
Football Annual Fee	\$2,250.00
Cricket	\$350.00
Hockey	\$350.00
Badminton Club	\$130.00
Netball Club	\$350.00
Miscellaneous - Other	\$350.00
Free use for all shire school activities	

Statutory Environment:	Nil
Policy Implications:	Nil
Financial Implications:	Loss of Income off \$350 in the 2014/2015 financial year.
Strategic Implications:	Nil

Summary:

Council is being requested to waive the \$350 2014/2015 Wickepin Sports Ground Fees for the Wickepin Ladies Hockey Club.

Council is also being requested to continue to mark the hockey field to allow for hockey practice and in Term 3 to facilitate the Hookin2Hockey program for Primary School aged children.

Recommendation:

That Council waive the annual 2015 Wickepin Ladies hockey fees of \$350 for the Wickepin Sports Ground.

That the Shire of Wickepin continues to mark the hockey field during the 2015 hockey season to allow for hockey practice and the Hookin2Hockey program for Primary School aged children.

Voting Requirements: Simple majority

Resolution No 150415-11**Moved Cr Lansdell / Seconded Cr Hinkley**

That Council waive the annual 2015 Wickepin Ladies hockey fees of \$350 for the Wickepin Sports Ground.

That the Shire of Wickepin continues to mark the hockey field during the 2015 hockey season to allow for hockey practice and the Hookin2Hockey program for Primary School aged children.

Carried 8/0

Governance, Audit and Community Services

10.2.08 – Wickepin Aquatic Centre – Pool Blankets

Submission To:	Ordinary Council
Location / Address:	Wickepin Swimming Pool
Name of Applicant:	Tyron Miller
File Reference:	1508
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	2 April 2015

Enclosure / Attachment: Nil

Background:

Council has received the following request from a local ratepayer regarding the provision of a pool blanket for the Wickepin Aquatic Centre.

"I am writing to request the Wickepin Shire look into pool covers at the Wickepin Aquatic Centre. Quite a few surrounding pools have them and I think it would be a good investment as it would increase the patronage in both November and March. I look forward to you discussing the purchase at your next meeting and your thoughts."

Comment:

The Chief Executive Officer has requested Quotes from the following company for Pool Blankets but at the writing of this report no reply had been received.

- Austral Pool Solutions Pty Ltd - 5/160 Balcatta Road Balcatta WA 6021

The Shire of Wickepin received \$30,000 in the 2014/2015 financial year under the Department of Sport and Recreation Community Pools Revitalisation Program (CPRP) this was a new initiative provided by the Government to maintain, upgrade or improve regional aquatic centres.

The objectives of the CPRP is to provide financial assistance to regional local governments that have an aquatic centre to maintain and upgrade infrastructure, improve pool facilities (including development of new programs) and purchase new equipment. Ensure aquatic centres continue to be safe and vibrant places that encourage physical activity, a healthy lifestyle and participation in sport and recreation.

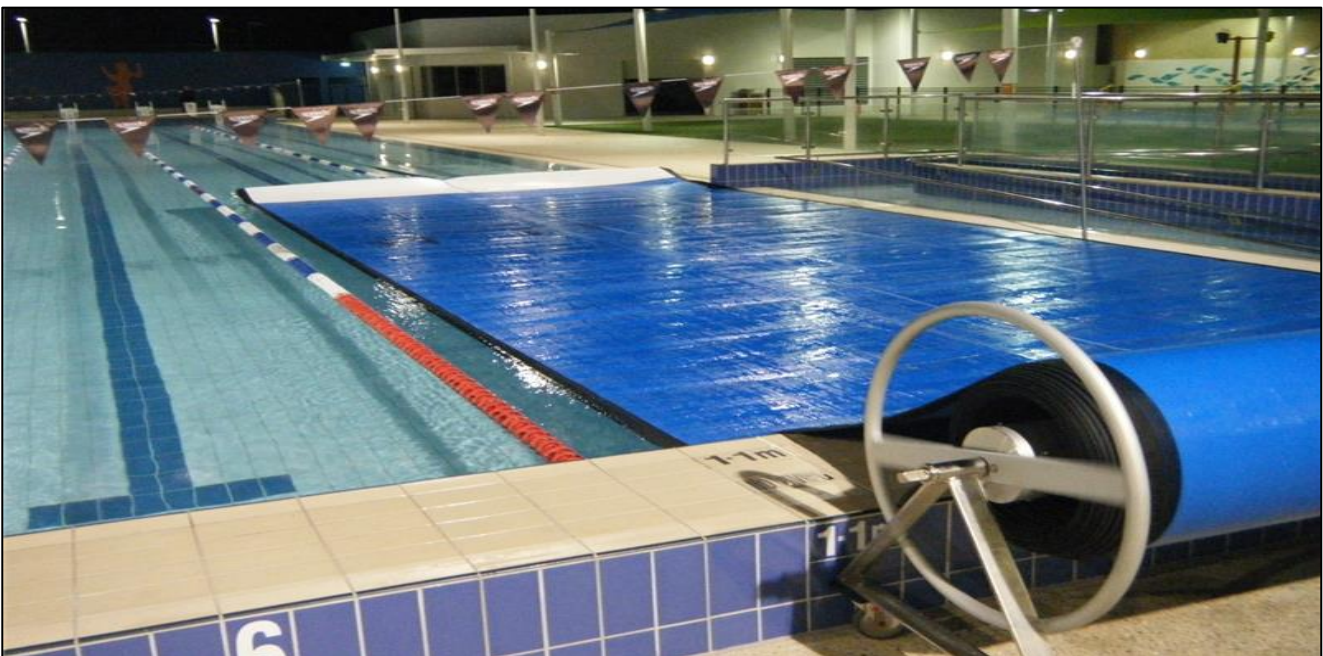
There will be one funding round per year for the CPRP.

The provision of a pool blanket for the Wickepin Aquatic Centre does meet the requirements of the CPRP and the next round should be released in July 2015. The grant income of \$30,000 has been placed in the 2015/2016 Budget estimates.

The provision of a pool blanket for the Wickepin Aquatic Centre is not within the Shire of Wickepin Forward Capital Works Plan Adopted by Council on 19 June 2013 Resolution No 190613-18.

The current visitation figures for the Wickepin Swimming Pool for 2015 was 4884.

Pool covers are stated as increasing heat retention, eliminating evaporation almost completely and reduce running costs in pool chemical consumption. Pool covers will also dramatically reduce the amount of dust and general debris that gets into the pool. It is also stated that they reduce water evaporation by up to 97%, Increase pool temperature by up to 8°C.



The Current Water usage at the Wickepin Aquatic Centre over the 2013/2014 season and the 2014/2015 season is as follows:

2014/15 to March 2015	2013/2014
\$2,483	\$4,399

Statutory Environment: Department of Sport and Recreation Grant guidelines Pool

Policy Implications: Nil

Financial Implications:
Unknown at this stage as the Chief Executive Officer has not received any requests for quotes back.

Strategic Implications:

Fits within theme 4 of Councils Strategic Community Plan 2012 – 2022:

Theme 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		
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.
4.2 Give support to the retention and expansion of educational facilities in the community.	<ul style="list-style-type: none"> We progressively upgrade and provide community amenities and facilities that cater to the needs of all age groups. This includes recognising particular community group needs that may include adequate medical facilities for local health issues. 	<ul style="list-style-type: none"> We have a clear, published community educational and facilities plan that addresses the community's needs.
4.3 Community engagement	<ul style="list-style-type: none"> Council proactively engages with all elements of its community in order to make decisions that reflect positively on the future of the Shire. 	<ul style="list-style-type: none"> A clear, documented engagement process with set activities that are tracked and reported against on a quarterly basis.
4.4 Give support to Arts, Crafts and Cultural activities and Special Events	<ul style="list-style-type: none"> Maintain the present level of support to Arts & Crafts and Cultural Groups. Encourage the conduct of "Special Events" by community and other groups 	<ul style="list-style-type: none"> We publish a monthly calendar of events and actively invest in the promotion of community activities. The Shire will actively facilitate access to suitable tertiary education services to help meet our community's needs.

Summary:

Council is being requested to provide for the installation of a pool blanket for the Wickepin Swimming Pool in the 2015/2016 Budget estimates through the 2015/2016 Department of Sport and Recreation Community Pools Revitalisation Program.

Recommendation:

That Council provide for the installation off a pool blanket for the Wickepin Swimming Pool in the 2015/2016 Budget estimates through the 2015/2016 Department of Sport and Recreation Community Pools Revitalisation Program.

Voting Requirements: Simple majority

Resolution No 150415-12**Moved Cr Lang / Seconded Cr Russell**

That Council provide for the installation off a pool blanket for the Wickepin Swimming Pool in the 2015/2016 Budget estimates through the 2015/2016 Department of Sport and Recreation Community Pools Revitalisation Program.

Carried 8/0

2.34pm – CEO Mark Hook and President Cr Steven Martin departed the Chambers due to declaring an impartiality interest - Person nominated for Honour.

Cr Russell took the Chair.

Governance, Audit and Community Services

10.2.09 – WALGA 2015 Association Honours

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Western Australian Local Government Association
File Reference:	1452
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	2 April 2015

Enclosure / Attachment: Nil

Background:

Nominations for 2015 Honours Program is now open and closes on Friday 15 May 2015. This year individual nomination forms have been created for each category to be specifically focused on each awards criteria. WALGA Honours Awards recognise people who are some of the most valuable and committed members of our community.

There are six categories of awards in 2015 Honours program, details are below:

1. Local Government Medal

Available for nomination by State Councillors and Local Governments with a co-sign by a State Councillor. - recognises outstanding achievement and significant contribution by Elected Members and Officers to the Association and/or to Local Government.

2. Life Membership

Available for nomination by State Councillors and Local Governments – recognises the long and outstanding service of Elected Members and Officers to the Association and/or to Local Government.

3. Eminent Service Award

Available for nomination by State Councillors and Local Governments – recognises personal commitment, eminent service and contribution to Local Government or the Association.

4. Long and Loyal Service Award

Available for nomination by State Councillors and Local Governments – recognises Elected Members who have provided long service of a high degree as an executive member of WALGA for 8 or more years or as an Elected Member for 12 or more years.

5. Merit Award

Available for nomination by State Councillors and Local Governments – recognises Elected Members who have provided distinguished service to the community through their Local Government.

6. Local Government Distinguished Officer Award

Available for nomination by State Councillors and Local Governments – recognises serving local Government officers who have provided outstanding performance for the Local Government sector.

Comment:

Nominations for 2015 Honours Program is now open and closes on Friday 15 May 2015.

Councillor Steven Martin meets the criteria for nomination under the Eminent Service Award as Cr Martin has been a Councillor for 14 years and President for ten years and has also been a WALGA State Councillor and has been on various WALGA committees during this time.

The Chief Executive Officer Mr Mark Hook is eligible under the Local Government Distinguished Officer Award as Mr Mark Hook has been a Chief Executive Officer for some 21 Years and has been on various WALGA committees including the Towed Agricultural Implements Original Committee and the Review Committee during his service with Local Government.

Statutory Environment: Nil

Policy Implications: No Policy

Financial Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to nominate the Shire President Cr Steven Martin for the Eminent Service Award and the Chief Executive Officer Mr Mark Hook for the Local Government Distinguished Officer Award.

Recommendation:

1. That Council nominate the Shire President Cr Steven Martin for the Eminent Service Award
2. That Council nominate the Chief Executive Officer Mr Mark Hook for the Local Government Distinguished Officer Award under the 2015 WALGA Honours Program.

Voting Requirements: Simple majority

Resolution No 150415-13

Moved Cr Allan / Seconded Cr Hinkley

1. That Council nominate the Shire President Cr Steven Martin for the Eminent Service Award
2. That Council nominate the Chief Executive Officer Mr Mark Hook for the Local Government Distinguished Officer Award under the 2015 WALGA Honours Program.

Carried 7/0

2.36pm – CEO Mark Hook and President Cr Steven Martin returned to Chambers.

Governance, Audit and Community Services

10.2.10 – Water Cooler Budget Estimates 2015/2016

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Wickepin Netball Club
File Reference:	1208
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	1 April 2015

Enclosure / Attachment: Nil

Background:

Council has received the following request from the Wickepin Netball Club to supply and install a water Cooler at the Wickepin Community Centre Netball Courts.

"I would also like to ask whether the inclusion of a water fountain at the courts has ever been considered in the Community Centre future improvement plans. We as a club feel this would be of great benefit to our netball players, throughout the entire season at training and especially when we hold home games at the courts and host other teams. We also feel it would benefit other users of the courts throughout the year including other sports teams and at the Stud sheep events. The main reason I ask as to whether it has been considered is because we as a club have looked into accessing funding and the possibility of installing a water fountain however realise that as Shire of Wickepin property we must first seek permission to do the works and check that it is not already planned.

I would like to request that both of these items be put up for consideration in the 2015 budget and if rejected notification given to the Wickepin Netball Club so we can follow up with other options."

Comment:

The provision of a water cooler at the Wickepin Community Centre netball courts is not with in Councils adopted Forward Capital Works Plan 2013 to 2018 but fits within Theme 4 of Councils Strategic Community Plan 2012 – 2022.

Quote form Wagin Plumbing to provide and install one Arcus STW 34RBJ, with one rubber bubbler and one jug filler at the Wickepin Community Centre is \$2740 + gst

Arcus STW34BJ Water Cooler

- Suitable for small offices, tearooms, factories and hospitals.
- Robust construction
- 2.9 litre tank
- Supplied with 1 x bubbler and 1 jug filler.
- Designed to service up to 140 people depending on the climate
- West Australian Made



Statutory Environment: Forward Capital Works Plan 2013-2018
Strategic Community Plan 2012 – 2022

Policy Implications: Nil

Financial Implications:
Cost of Water Cooler and installation \$2,800

Strategic Implications:

Fits within Theme 4 of Councils Strategic Community Plan 2012 – 2022

Theme 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		
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.
4.2 Give support to the retention and expansion of educational facilities in the community.	<ul style="list-style-type: none"> • We progressively upgrade and provide community amenities and facilities that cater to the needs of all age groups. This includes recognising particular community group needs that may include adequate medical facilities for local health issues. 	<ul style="list-style-type: none"> • We have a clear, published community educational and facilities plan that addresses the community's needs.
4.3 Community engagement	<ul style="list-style-type: none"> • Council proactively engages with all elements of its community in order to make decisions that reflect positively on the future of the Shire. 	<ul style="list-style-type: none"> • A clear, documented engagement process with set activities that are tracked and reported against on a quarterly basis.
4.4 Give support to Arts, Crafts and Cultural activities and Special Events	<ul style="list-style-type: none"> • Maintain the present level of support to Arts & Crafts and Cultural Groups. • Encourage the conduct of "Special Events" by community and other groups 	<ul style="list-style-type: none"> • We publish a monthly calendar of events and actively invest in the promotion of community activities. • The Shire will actively facilitate access to suitable tertiary education services to help meet our community's needs.

Summary:

Council is being requested to place the provision of a water cooler at the Wickepin Community Centre netball courts in the 2015/2016 Budget Estimates.

Recommendation:

That Council place \$2,800 in the 2015/2016 Budget Estimates for the provision of a water cooler at the Wickepin Community Centre netball courts.

Voting Requirements: Simple majority

Resolution No 150415-14

Moved Cr Russell / Seconded Cr Astbury

That Council place \$2,800 in the 2015/2016 Budget Estimates for the provision of a water cooler at the Wickepin Community Centre netball courts.

Carried 8/0

Governance, Audit and Community Services

10.2.11 – Dryandra Country Visitor Centre 2015/216 Budget Allocation

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Dryandra Country Visitor Centre
File Reference:	806
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	8 April 2015

Enclosure / Attachment: Dryandra Country Visitor Centre Letter Dated April 2015:

Dear Mark

Financial Support Dryandra Country Visitor Centre 2015/16

The Dryandra Country Visitor Centre thanks the Shire of Wickepin for the financial contribution toward the employment of the Visitor Centre Manager and the DCVC Marketing Strategy.

We continue to offer a high level of customer service in the promotion of Wickepin and the Dryandra area with a loyal team of volunteers dispensing information to travellers and local residents.

The last year has seen some positive changes to the organisation with the employment of a dedicated Tourism Development Officer (Geire Kami) who is responsible for regional promotion. Working with the manager, Geire has developed a brochure for Dryandra Country which is the first brochure to be dedicated to the Dryandra area. She is currently working on a new website for DCVC in order to create cohesive marketing in multimedia.

A portion of the Marketing Strategy funds have been used to sponsor the Dryandra Country Art, Food & Wine Trail for 2015. This has been utilised for brochure production and online marketing of the event into which Geire has input.

The funding also enabled DCVC to have a presence at the Perth Caravan & Camping Show which had record attendance figures in 2015.

The DCVC committee has discussed your financial contribution at length, and feels that an increase of \$500 is in line with a rise in costs and services, therefore we thank you for a contribution in 2015/16 of \$6,000 (GST included).

Background:

It has been proposed by the Dryandra Country Visitor Centre that the Annual Allocation to the Dryandra Country Visitor Centre be increased to \$6,000.

Comment:

Council currently is a member of the Dryandra Country Visitor Centre and contributes \$5,000 per annum to the running of the Dryandra Visitor Centre.

An additional \$5,500 was given to the Dryandra Country Visitor Centre last year for a Marketing Strategy which made Councils total Contribution to the Dryandra Visitor Centre for 2014/2015 \$10,500.

It would appear from the above correspondence that the Dryandra Country Visitor Centre is only requesting funding for an Annual Contribution of \$6,000 in the 2015/2016 year.

The \$5,500 towards the Marketing Strategy last year was not well utilised by the Dryandra Country Visitor centre and the Shire of Wickepin did not receive any major benefit from the \$5,500 given to the Dryandra Country Visitor Centre for the Marketing Strategy.

The Shire of Wickepin may be better positioned by utilising the amount allocated to Tourism in the budget to an actual marketing company or person to work with or for the Shire of Wickepin.

This needs further discussion and a proposal presented to Council outlining the full costs and methods of achieving a dedicated tourism person and the benefits off contraction out these services or employing such a person.

Council currently budgets the following for tourism:

2014/2015

6752	Area Promotion		
	Dryandra Visitor Centre Marketing Strategy		
	Dryandra Visitor Centre		
	Wickepin Brochure		
	Narrogin Chamber Phone Book		
	Advertising West Australian		
	Narrogin Business Community Directory		
			18,950

Statutory Environment:

6.2. Local government to prepare annual budget

- (1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.

* Absolute majority required.

- (2) In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —
- (a) The expenditure by the local government;
 - (b) The revenue and income, independent of general rates, of the local government; and
 - (c) The amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.
- (3) For the purposes of subsections (2) (a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.
- (4) The annual budget is to incorporate —
- (a) Particulars of the estimated expenditure proposed to be incurred by the local government;
 - (b) Detailed information relating to the rates and service charges which will apply to land within the district including —
 - (i) the amount it is estimated will be yielded by the general rate; and
 - (ii) The rate of interest (if any) to be charged by the local government on unpaid rates and service charges;
 - (c) The fees and charges proposed to be imposed by the local government;
 - (d) The particulars of borrowings and other financial accommodation proposed to be entered into by the local government;

- (e) Details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used;
 - (f) Particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and
 - (g) Such other matters as are prescribed.
- (5) Regulations may provide for —
- (a) The form of the annual budget;
 - (b) The contents of the annual budget; and
 - (c) The information to be contained in or to accompany the annual budget.

[Section 6.2 amended by No. 49 of 2004 s. 42(8) and 56.]

Policy Implications:

Financial Reporting – F3.10

Purpose

As per Section 34 & 35 of the Financial Management Regulations, council is to adopt the required financial reporting method they desire.

Policy

Annual Budget

1. *Draft Budget shall be presented to council for consideration by the June council meeting of each year.*
2. *Annual budget shall be adopted by council at the July council meeting of each year.*
3. *Chief Executive Officer shall ensure that the preparation and content of the annual budget ensures council complies with all aspects of the Local Government Act 1995 and Local Government Financial Management Regulations 1996.*

Monthly Financial Reporting

1. *Chief Executive Officer shall ensure the monthly statement of financial activity complies with all aspects of the Local Government Act 1995 and Local Government Financial Management Regulations 1996.*
2. *Council adopt the following scale of dollar values for reporting of material variances in accordance with FMR 1996 Section 35(5)*

Budget Value Scale	Actual Variance Trigger Value
\$0 to \$10,000	\$1,000
\$10,000 to \$50,000	\$2,500
\$50,000 and greater	\$5,000

Annual Financial Reporting

1. *Chief Executive Officer shall ensure that the Annual Financial Report of council is completed and audited by no later than 31 August of each year.*

Financial Implications: Budget allocation of \$6,000 to the Dryandra Country Visitor Centre

Strategic Implications:

Theme 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.		
Goal	Action	Measure
3.1 To actively support the development of tourism opportunities in the Shire.	<ul style="list-style-type: none"> Investigate and implement methods for improving the promotion of tourism in the district. Liaise with local and regional tourist promotion groups with the aim of promoting the development of tourism in the Shire. Seek advice from the WA Tourism Commission with regard to promoting the district. Publicise the availability of the information and encourage local and external entrepreneurs to become actively involved in the Shire of Wickepin. 	<ul style="list-style-type: none"> Measure our Shire's progress in accordance with Wickepin's tourism Development Plan

Summary:

Council is being requested to allocate an amount of \$6,000 to the Dryandra Country Visitor Centre for the 2015/2016 Budget deliberations.

Recommendation:

1. That Council allocate an amount of \$6,000 to the Dryandra Country Visitor Centre for the 2015/2016 Budget deliberations.
2. That Council request the Chief Executive officer to prepare a proposal for the 2015/2016 Budget Deliberations on the full costs and methods of achieving a dedicated Tourism person for the Shire of Wickepin.

Voting Requirements: Simple majority

Resolution No 150415-15

Moved Cr Hinkley / Seconded Cr Lansdell

That Council allocate an amount of \$5,000 to the Dryandra Country Visitor Centre for the 2015/2016 Budget deliberations.

Carried 8/0

The recommendation differs from the Officers recommendation as Council felt that the amount should stay at \$5,000.

Resolution No 150415-16**Moved Cr Lang / Seconded Cr Russell**

That Council request the Chief Executive officer to prepare a proposal for the 2015/2016 Budget Deliberations on the full costs and methods of achieving a dedicated Tourism person for the Shire of Wickepin.

Carried 8/0

2.44pm – ESO Leah Pearson departed the Chambers.

Governance, Audit and Community Services

10.2.12 – Chief Executive Officers – Annual Performance Appraisal 2015

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	Personnel File / 2008
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	8 April 2015

Enclosure / Attachment:

Performance appraisal report from John Phillips Consulting (Attached under separate cover)

Background:

Council engaged Workplace John Philips to undertake a performance appraisal of the Chief Executive Officer, Mr. Mark Hook.

Councillors and the CEO completed feedback forms from which a feedback report was compiled by John Phillips Consulting.

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

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

Comment:

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

Statutory Environment: *Local Government Act 1995.*

Policy Implications: Nil.

Financial Implications: The performance appraisal cost to Council was \$2,000.

Strategic Implications:

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

Summary:

The Final report is circulated for Council consideration and endorsement.

Recommendation:

That Council:

1. Notes that Mr Mark Hook's Performance Review in his role as Chief Executive Officer for the Shire of Wickepin for 2015 has been undertaken;
2. Endorses Mr Hook's overall rating of 'Satisfactory';
3. Schedules the next review of the CEO's performance to be conducted by March 2016;
4. Endorses the Key Result Areas for the 2015/16 appraisal period.

Voting Requirements: Simple majority.**Resolution No 150415-17****Moved Cr Lansdell / Seconded Cr Easton**

That Council:

1. Notes that Mr Mark Hook's Performance Review in his role as Chief Executive Officer for the Shire of Wickepin for 2015 has been undertaken;
2. Endorses Mr Hook's overall rating of 'Satisfactory';
3. Schedules the next review of the CEO's performance to be conducted by March 2016;
4. Endorses the Key Result Areas for the 2015/16 appraisal period.

Carried 8/0*3.57pm – ESO Leah Pearson returned to the Chambers.*

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:	1533/206
Author:	Leah Pearson, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	8 April 2015

Enclosure / Attachment: Nil

Background:

Townscape & Cultural Planning Committee Meeting held Wednesday 8 April 2015.

Comment:

The Townscape & Cultural Planning Committee Meeting was held on 8 April 2015 and passed the following recommendation:

Moved Kevin Coxon / Seconded Cr Allan

That the Townscape and Cultural Planning Committee adopt the projects as presented by the Yealering Progress Association and have the Chief Executive Officer cost each project and place them in the Townscape and Cultural Planning Committee five year program.

Carried 8/0

Statutory Environment: Nil.

Policy Implications: Not applicable.

Financial Implications: Nil.

Strategic Implications: Nil

Recommendation:

That Council pass the following recommendation:

1. That Council adopt the projects as presented by the Yealering Progress Association and have the Chief Executive Officer cost each project and place them in the Townscape and Cultural Planning Committee five year program.

Voting Requirements: Simple majority.

Resolution No 150415-18**Moved Cr Allan / Seconded Cr Easton**

That the Chief Executive Officer cost each project submitted by the Townscape and Cultural Planning Committee and place in the committees five year program.

Carried 8/0

11. President's Report

President Steven Martin gave an update from the Wheatbelt Development Commission meeting held on Wednesday 15 April 2015 at the Wickepin Community Centre, attended along with the CEO Mark Hook. The subject of the meeting was a group proposal for aged care housing.

Councillor Julie Russell gave an update from the Meet and Greet with the Wheatbelt Development Commission after their meeting held at the Wickepin Community Centre on Wednesday 8 April 2015.

Councillor Russell also gave an update from the Regional Road Group meeting held on Monday 13 April 2015.

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:	9 April 2015

Lake Yealering Bowling Club

The Chief Executive Officer has been advised that the CSRFF grant application for the conversion of the grass bowling greens to a Synthetic green has been unsuccessful.

The Chief Executive was advised by the Department of Sport and Recreation (DSR) that this project now qualifies for the Small Grants round which closed Tuesday 31 March at 4:00pm at the Northam DSR offices.

The DSR has advised that they will allow some leniency around the reapplication should Council choose to submit it again.

The Chief Executive Officer spoke with the Shire President and it was agreed to resubmit the grant application to the DSR under the small grants scheme under the following project costs and contributions split.

Base Construction	Using our own machinery- Dig out existing Bowling green grass 100mm. Dump within a 10km radius. Club to find site.	\$ 4,500.00	\$4,091
Engineered Base	Supply and install a 100mm blue metal (special blended mix), cement stabilized base. A final levelling layer will be hand screeded to ensure accurate matching with the plinths and to obtain a final flatness tolerance of 1mm under a 3m straight edge .Evergreens Cement stabilised base is guaranteed by a 5 year warranty	\$64,924.00	\$59,022
Surface	Supply and install Evergreen Ultra Plus 12mm on a 45 degree angle and secured to galvanised plinths	\$ 94,806.00	\$86,188

	Freight of machinery, grass, cement, silica sand to site. Travel time, fuel, accommodation.	\$8,400	\$7,637
Reticulation	Supply and install Reticulation	\$8,863	\$8,057
TOTAL G.S.T		\$181,493 GST INC	\$164,995 GST EXCLUSIVE

Overall the project is budgeted to cost \$165,938 GST Exclusive for one green. The current green has 7 rinks. Department Sport and Recreation Normally cap their funding at a contribution of 1/3rd of the cost of a maximum of one 8 rinks green.

Based on the proposed budget the likely split of funding for the project as it currently stands is;

CSRFF 1/3 rd of maximum of 8 rinks	\$54,998
Shire of Wickepin	\$54,998
Lake Yealering Bowling Club	\$54,999

Joint Venture Housing – Yarling Court and Collins Street

Annual Contract Review

The Department of Housing is reinstating annual reviews of all Community Housing Organisations. These annual reviews will provide an opportunity for the Department to reengage and to work together to achieve the best possible result for affordable housing in Western Australia. The review will focus upon the essential outcomes required under your contracts with the Department and will seek to avoid any unnecessary, overly detailed investigations into your processes.

The six broad areas under the review are:

1. Housing eligible persons
2. Charging the appropriate rent
3. Timely occupation of vacant properties
4. Appropriate insurance
5. Property maintenance
6. Sound financial management

The Annual review has shown the following issues for the Shire of Wickepin Joint Venture properties in Collins Street and the Yarling Court Young Singles:

- Rent Setting – The Shire will need to adhere to the obligations in the JVA under clause 8.3 25% of the rent has to be charged.
- Rental Tenancy Agreements – The Shire will need to adhere to the obligations in the Residential Tenancies Act including the notice periods for all tenants. The Shire will need to use the prescribed tenancy agreement 1AA for all new tenants.

The Department of housing Rent Setting rules are as follows:

5: Rent Setting Rules

The following rules apply for long term and transitional community housing:

- Providers must charge an affordable rent of no less than 25% and no higher than 30% of a households *net* (after tax) income;
- No rent can exceed the current Market Rent for any property;

Council will need to adhere to these rules when setting the 2015/2016 rents under its fees and charges.

The signed Joint Venture Agreement also has the following clause:

5. LONG TERM MAINTENANCE PROVISION

An amount of \$500 per Unit per year shall be set aside from the annual rental income for the long term maintenance needs of the Joint Venture Property.

At this stage it would appear that Council has not been setting aside \$500 per year per unit. The 2015/2016 Budget will be showing the \$500 per unit contribution to the Reserve Account.

Staff

Tyson Anderson has resigned with the Shire of Wickepin taking effect on 7 April 2015. Tyson has left Councils employment to take up a position with Fortescue Metals.

The Chief Executive Officer has filled the vacant position with Mr Matthew Pockran from Yealering who was interviewed for the Casuals Gardeners position.

The Casual Gardener position will be filled from one of the unsuccessful candidates from the last advertised casual gardener's position. The Chief Executive Officer will be discussing the full time gardener's position once a decision has been made in relation to the Aquatic Centre management Tenders.

Mr Bob Read has deferred his long service leave he was taking in April to June for personal reasons and will advise when he will be taking the LSL in 2015/2016. Mr Peter Bransby will be taking the balance of his LSL in May / June 2015.

Nebrikinning Action Group

The Nebrikinning action Group has asked that this information be passed onto Councillors for information on the proposed Regional Tip Site in the Shire of Cuballing:

Colin Hawksley and myself did appreciate your gracious invitation to view what some may consider 'best practice' waste disposal sites last Monday but in reality after visiting Bending and doing a bit of digging after our visit it has only made us more determined to show you the gravity of the decision you will make shortly on our regional proposed tip site. After speaking with Ashley from Avon Waste who manages the Bending site and with Barry Wilkins, a former Kondinin Shire President and the previous landowner and current neighbour of the Bending site it would seem that the Corrigin CEO's comments about Mr Wilkins being a 'compliant and happy' neighbour are so far from the truth that I feel we were all lied to. Ashley agreed that they did have an issue with windblown rubbish at the Bending site and were trying to address this problem and he believes "nobody wants to live near a tip." Barry Wilkins stated "if I knew five years ago what I know now I would never have sold my land for a tip," "don't believe anything a shire authority says to you," "if you live within 1km of a tip you will have lots of problems," "no matter how much I complain to the shires, to Avon Waste and to DER they seem unwilling or unable to fix the problem," and "it's got to the point where I'm thinking of gathering up bags of rubbish and dumping them in the Corrigin CEO's front yard and saying 'how do you like that?'" It's a pity we didn't get to speak with Mr Wilkins in person last Monday but I suppose I can see why he was left out of the loop. Hopefully you have had a chance to have a close look at the attached photo which is by no means a total day's collection as confirmed by my phone call to Ashley from Avon Waste but in fact a few deliveries from manned transfer stations. You will notice that there are many items that you could never call 'putrescible' – metals, industrial plastics, furniture. By current ABS census numbers our proposed regional tip site would receive waste from two and a half times the population that the Bending site draws from – I do not believe any of us have truly contemplated the volume of rubbish this will translate into – I'm shocked by the immensity of the pile of stuff in the attached photo! There is a letter to the Editor from Lynn MacLaren MLC in Saturdays West and I believe there have been appeals to the EPA decision to not review the Nebrikinning site. Where does that leave the Shire of Cuballing's decision making process as April is already upon us? Also this week's Narrogin Observer has an article about some of our concerns as neighbouring landowners and a letter to the Editor in regards to the Shire of Wagin's part in this process. I would ask Mr Sherry to review his figures before any further comments are made to media as he has stated that the proposed site will be "at least three times bigger" than the existing Cuballing tip site but clearly from figures Mr Sherry has provided me with as shown below this is grossly understated and incorrect.

As previously stated it is a decision for the Shire of Cuballing to make in relation to the Planning Application in front of them and the EPA will make the decision once the formal application for the Regional Waste Site is sent to the EPA for the licencing requirements.

Meetings Attended

March 2015	Issue/Subject
24/03	Bush Fire Control Post-harvest meeting
25/03	Annual Electors Meeting/Farmers Forum
April 2015	Issue/Subject
01/04	CEO Performance Review
08/04	Townscape and Cultural Planning Committee Meeting
08/04	Meeting with President Yealering Progress Association regarding placement of RV Dump Point and Yealering Hall Gardens
09/04	Asset Management Training funded by the DLG&C's mentoring programme

Delegations

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Signing Cheques	March 2015	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	Wickepin Football Club Pneuma (Uniting Church in Australia) Facey Group AGM Fleay Family Reunion	All Home games 25 – 28 September 2015 14 April 2015 11 April 2015	Wickepin Football Club Mark Illingworth Facey Group Leanne Smith
A13	Hire of Community Halls / Community Centre	CEO			

Recommendations:

That Council endorses the Chief Executive Officer's Report dated 9 April 2015.

Voting Requirements: Simple majority

Resolution No 150415-19

Moved Cr Lang / Seconded Cr Easton

That Council endorses the Chief Executive Officer's Report dated 9 April 2015.

Carried 8/0

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

14. **Reports & Information**

15. Urgent Business

Urgent Business

15.1. – Late Item - Annual Compliance Audit Return 2014

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	1105
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	11 April 2014

Enclosure / Attachment: Nil

Background:

It is a statutory requirement for local councils to prepare and present the attached CAR to the audit committee for review prior to council for adoption. The final report is then required to be submitted to the Executive Director of Local Government Department by 31 March 2015.

Comment:

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

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

5.5 Urgent Business

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

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to receive a late item for approval to adopt the Compliance Audit Return for the year 1 January 2014 to 31 December 2014 at its Ordinary Meeting of Council on 15 April 2015 and forwards the Compliance Audit Return to the Executive Director of the Department of Local Government by 16 April.

Recommendation:

That the presiding Member accepts the late Agenda to adopt the Compliance Audit Return for the year 1 January 2014 to 31 December 2014 at its Ordinary Meeting of Council on 15 April 2015 and forwards the Compliance Audit Return to the Executive Director of the Department of Local Government by 16 April 2015

Voting Requirements: Absolute Majority

Resolution No 150415-20**Moved Cr Hinkley / Seconded Cr Allan**

That the presiding Members accept the late Agenda Item 15.2 for the Annual Compliance Audit Return 2014.

Carried 8/0

Urgent Business

15.2 – Late Item - Annual Compliance Audit Return 2014

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	2805
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	15 April 2015

Enclosure / Attachment: Annual Compliance Audit Return 2014 under separate cover.

Background:

It is a statutory requirement for local councils to prepare and present the attached CAR to the audit committee for review prior to council for adoption. The final report is then required to be submitted to the Executive Director of Local Government Department by 31 March 2015.

The Department of local Government has extended an exemption to the Shire of Wickepin until 16 April 2015, the day after the Council meeting as the CEO inadvertently forgot to present the completed CAR return to the March 2015 meeting.

Comment:

There were no issues of “non” compliance in the return.

The Annual Compliance Audit Return 2014 was presented at the Governance, Audit and Community Services committee meeting on Wednesday 15 April 2015 and the following resolution was passed:

Moved Cr Lansdell / Seconded Cr Russell

That council adopts the Compliance Audit Return for the year 1 January 2014 to 31 December 2014 at its Ordinary Meeting of Council on 15 April 2015 and forwards the Compliance Audit Return to the Executive Director of the Department of Local Government by 16 April 2015.

Carried 5/0

Statutory Environment: Section 7.13(1) of Local Government Act.

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Objective 5 - To provide efficient, effective and accountable governance

Summary:

Council is being requested to adopt the CAR as required under Section 7.13(1) of *Local Government 1995*.

Recommendation:

That council adopts the Compliance Audit Return for the year 1 January 2014 to 31 December 2014 at its Ordinary Meeting of Council on 15 April 2015 and forwards the Compliance Audit Return to the Executive Director of the Department of Local Government by 16 April 2015.

Resolution No 150415-21**Moved Cr Hinkley / Seconded Cr Russell**

That council adopts the Compliance Audit Return for the year 1 January 2014 to 31 December 2014 at its Ordinary Meeting of Council on 15 April 2015 and forwards the Compliance Audit Return to the Executive Director of the Department of Local Government by 16 April 2015.

Carried 8/0

16. Closure

There being no further business the Presiding Officer declared the meeting closed at 3.37pm.