



A Fortunate Place



Shire of Wickepin

Minutes

Ordinary Meeting of Council

Council Chambers, Wickepin

20 DECEMBER 2017

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**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin
Wednesday 20 December 2017**

The President declared the meeting open at 3.28pm.

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

President	Cr JA Russell
Deputy President	Cr WA Astbury
Councillor	Cr F Allan
Councillor	Cr N Astbury
Councillor	Cr S Martin
Councillor	Cr S Hyde
Councillor	Cr A Lansdell
Councillor	Cr GCL Hinkley
Chief Executive Officer	Mr MJ Hook
Deputy Chief Executive Officer	Mrs Natalie Manton
Manager of Works	Mr Peter Vlahov
Executive Support Officer	Ms AE Prior
Executive Support Officer	Mrs LG Taylor (Minute Taker)

Leave of Absence (Previously Approved)

Apologies

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

Rob Barnsley - Acting Regional Manager – Main Roads WA – Wheatbelt Region

- Update on Main Road Funding
- Update on Future Repairs
- Road Rehabilitation Funds
- Discussion regarding the grain freight network
- Upgrade to road signage & rest areas

4.00pm – Rob Barnsley departed the chambers.

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

Item	Item Title	Councillor/Officer	Interest	Reason
10.2.06	Chief Executive Officer Annual Leave	Mark Hook	Financial	CEO Taking Annual Leave
10.2.06	Chief Executive Officer Annual Leave	Natalie Manton	Financial	DCEO to take on acting CEO role in CEO's absence

6. Confirmation of Minutes – Ordinary Meeting of Council – 15 November 2017**Resolution No 201217-01****Moved Cr Lansdell / Seconded Cr Hyde**

That the minutes of the Ordinary Council meeting held on Wednesday 15 November 2017 be confirmed as a true and correct record.

Carried 8/0**7. Receival of Minutes**

7.1 Lifestyle Retirement Committee Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Leah Taylor, Executive Support Officer
File Reference:	CR.MEE.203
Author:	Leah Taylor, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	12 December 2017

Enclosure / Attachment:

Minutes of the Lifestyle Retirement Committee Meeting held on Wednesday 29 November 2017.

Background:

The Lifestyle Retirement Committee Meeting was held on Wednesday 29 November 2017.

Comment:

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

Statutory Environment:

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

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Recommendation:

That the Minutes of the Lifestyle Retirement Committee Meeting held on Wednesday 29 November 2017 be received.

Voting Requirements: Simple majority.

Resolution No 201217-02

Moved Cr Allan / Seconded Cr W Astbury

That the Minutes of the Lifestyle Retirement Committee Meeting held on Wednesday 29 November 2017 be received.

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																				
841-190717-09	Sewerage System Capacity – New Dam	CEO	That Council construct a new sewerage holding dam located in the Shire of Wickepin subdivision located on the east side of the Wickepin Harrismith Road, including pipes, fittings and pumping facility at a cost of \$15,500.	○	Construction has commenced.																				
892-151117-20	Tender for the Supply of one Medium Tray Body Truck	CEO	That Council accept the E quote from WA Hino for the purchase of one Hino 920 Trade Ace medium body truck at a tendered change over price of \$59,980 excl GST with the following accessories: <table style="margin-left: 20px; border: none;"> <tr> <td>Ski bar to roof</td> <td style="text-align: right;">380.00</td> </tr> <tr> <td>2 x LED amber beacons</td> <td style="text-align: right;">720.00</td> </tr> <tr> <td>Tow bar with 50mm ball</td> <td style="text-align: right;">960.00</td> </tr> <tr> <td>Canvas seat covers</td> <td style="text-align: right;">380.00</td> </tr> <tr> <td>Rubber mats</td> <td style="text-align: right;">220.00</td> </tr> <tr> <td>Window tint</td> <td style="text-align: right;">280.00</td> </tr> <tr> <td>Stoneguard</td> <td style="text-align: right;">650.00</td> </tr> <tr> <td>Kevrek 1000s fitted</td> <td style="text-align: right;">9,850.00</td> </tr> <tr> <td>Upgrade left rear spring</td> <td style="text-align: right;">720.00</td> </tr> <tr> <td>TX3500 UHF</td> <td style="text-align: right;">810.00</td> </tr> </table>	Ski bar to roof	380.00	2 x LED amber beacons	720.00	Tow bar with 50mm ball	960.00	Canvas seat covers	380.00	Rubber mats	220.00	Window tint	280.00	Stoneguard	650.00	Kevrek 1000s fitted	9,850.00	Upgrade left rear spring	720.00	TX3500 UHF	810.00	✓	Letters sent to successful and unsuccessful applicants 29/11/2017
Ski bar to roof	380.00																								
2 x LED amber beacons	720.00																								
Tow bar with 50mm ball	960.00																								
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Stoneguard	650.00																								
Kevrek 1000s fitted	9,850.00																								
Upgrade left rear spring	720.00																								
TX3500 UHF	810.00																								
893-151117-21	Tender for the Supply of one Motor Grader	CEO	That Council accept the E quote received from Westrac for the purchase of one CAT 12M grader at a net changeover price of \$241,700 excl GST with the following options: <ul style="list-style-type: none"> • Supply tyre inflation kit • Supply & install GME UHF Radio • Supply spare tyre & rim • Supply & install no2 slope meter • Supply & install signwriting • Supply & install sharq adaptor plate and sharq cutting edges • Supply & install guards over headlights • Supply & install amber beacons (two) • Supply & install 9kg fire extinguisher • Supply & install 1kg fire extinguisher • 157-0674 supply metric tool kit • Supply & install seat cover/cushion • Supply & install window tinting • 12 months concessional license • Full set of books 	✓	Letters sent to successful and unsuccessful applicants 29/11/2017																				
894-151117-25	Tincurrin Hall Sale	CEO	That the Shire of Wickepin applies to the Minister for Lands for the inclusion of leasing powers up to 21 years for Vested Reserve 18104 Tincurrin Hall Site Lot 7 Tincurrin.	✓	CEO Sent Letter 24/11/2017																				
895-151117-26	Wickepin She Shed He Shed Donation	CEO	That Council purchase the zinalume sheeting at a cost of \$560 GST inclusive from Ewen Rural Supplies for the Wickepin	✓	CEO Sent Email 17/11/2017																				

Item	Subject/Action	Officer/ File	Progress	Status	Comment
			She Shed He Shed, for the door being installed on the northern end of the recycling shed.		
896-151117-27	Townscape & Cultural Planning Committee Meeting Recommendations	CEO	That Council approve the Yealering Caravan Park camp kitchen project put forward by the Yealering Progress Association with Council's only contribution being of an in kind nature.	✓	CEO Sent Letter 24/11/2017
897-151117-31	Administration Office Christmas Trading Hours 2017/18	CEO	That the trading hours for 2017/18 Christmas period be as follows: Monday 25 December Closed - Public Holiday (for Christmas Day) Tuesday 26 December Closed - Public Holiday (for Boxing Day) Wednesday 27 December Closed - Employee Annual Leave Thursday 28 December Closed - Employee Annual Leave Friday 29 December Closed - Employee Annual Leave Monday 1 January Closed - Public Holiday, New Year Tuesday 2 January Open	✓	Advertised by ESO

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

Technical 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:	CM.REP.1
Author:	Peter Vlahov, Manager Works & Services
Disclosure of any Interest:	Nil
Date of Report:	12 December 2017

Enclosure / Attachment: Nil

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

Comment:

Programmed Construction Works

- The construction team is currently working on the Pingelly Wickepin Road and the bitumen seal is programmed to be applied on Wednesday the 13th December.
- Works have also been completed on the Wickepin North road widening. The bitumen seal has been programmed to be applied on Thursday 14th December.
- Tree pruning via Twin Karries Contracting has been completed on Dwelyerdine Rd, Line Rd, Wickepin Harrismith Rd and Malyalling Rd. More pruning will be carried out on Wickepin North Rd, Russell Rd, White Rd and Jago Rd if budget allows.
- Culvert widening and vegetation pruning has begun on the Line Road Black Spot Project.
- Work has commenced on the construction of the new sewerage overflow dam.
- Bridge maintenance work on the Yarling Brook Rd Bridge and also the 86 Gate Rd Bridge.
- Preparation work has commenced on the programmed footpath construction projects. This will include the construction of new Gopher / Pram ramps.

Plant Replacement

- MWS has issued an order for the purchase of a Cat 12M grader with a 14 ft blade from Westrac Bunbury. The machine is anticipated to be delivered prior to Christmas.
- MWS has issued an order for the purchase of a Hino 920 Trade Ace from WA Hino. As there were no manual transmission trucks available, W.A Hino has agreed to supply a 921 Automatic at the same tendered price. This truck will be delivered prior to Christmas.

Maintenance Works

- Grading various roads.
- Pot hole patching.
- Waste transferred from outer refuse sites
- Rubbish tip maintenance.
- Various fallen trees.
- Culvert cleaning various roads
- Signage maintenance.

- Guide posting maintenance.
- Begin vegetation pruning program
- Repair culverts Dwelludine Road
- Various ongoing and general maintenance.
- Sewerage Maintenance and repairs
- Repair plumbing at Arts and Crafts building
- Repair fencing at the Wickepin Caravan Park.
- Repair ceiling panels at the Harrismith community centre.

Occupational Health and Safety

- No issues to report.

Workshop

- Replace concrete cutting saw.
- Chainsaw repairs.
- Major service to Komatsu grader which included replacing the injectors.
- Service Cat 12H grader.
- Service Komatsu W250 Loader.
- Service Hino side tippers and dog trailers.
- Service Bomag multi roller.
- Service Dynapac vibe roller.
- Various service works on fire trucks.
- Work on the Yealering ambulance.
- Service various utilities and minor plant items.

Parks and Gardens

- Prepare oval for cricket.
- Prune street trees various
- Weed control
- Oval maintenance.
- General mowing
- Reticulation repairs and maintenance
- Maintenance and pumping at the sewer ponds.
- Plant screen trees at Wickepin refuse site.
- Mow the Harrismith oval.
- General maintenance at Lake Yealering, Harrismith and Tincurrin.

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 12 December 2017.

Voting Requirements: Simple majority

Resolution No 201217-3

Moved Cr Hinkley / Seconded Cr Hyde

That council notes the report from the Manager of Works and Services dated 12 December 2017.

Carried 8/0

4.14pm – MWS Peter Vlahov Departed the chambers

Governance, Audit and Community Services

10.2.01 – Financial Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Natalie Manton - Deputy Chief Executive Officer
File Reference:	FM.FR.1212
Author:	Natalie Manton - Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	4 December 2017

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 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 30 November 2017 as presented be received.

Voting Requirements: Simple majority

Resolution No 201217-4

Moved Cr Allan/ Seconded Cr N Astbury

That the financial statements tabled for the period ending 30 November 2017 as presented be received.

Carried 8/0

Governance, Audit and Community Services

10.2.02 – List of Accounts

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Amanda Smith – Finance Officer
File Reference:	FM.BA.1201
Author:	Amanda Smith – Finance Officer
Disclosure of any Interest:	Financial
Date of Report:	4 December 2017

Enclosure / Attachment: List of Accounts

Background: List of Accounts remitted during the period 1 November 2017 to 30 November 2017.

	<u>Vouchers</u>	<u>Amounts</u>
Municipal Account		
EFT	7883 – 7958	\$ 205,670.39
Cheques	15477 – 15482	\$ 18,568.05
Payroll	November	\$ 89,203.19
Superannuation	November	\$ 12,079.11
Credit Card		\$ 1,217.10
Direct Deductions		\$ 8,097.70
Trust		
EFT		
Cheques	1295	\$ 460.00
	TOTAL	<u>\$ 335,295.54</u>

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 3.1.8 - Cheque Issue

Strategic Implications: Not applicable

Recommendation: That Council acknowledges that payments totalling **\$335,295.54** have 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 201217-5

Moved Cr Martin / Seconded Cr Hyde

That Council acknowledges that payments totalling \$335,295.54 have 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
November 2017**

Chq/EFT	Date	Name	Description	Muni	Trust
1295	14/11/2017	DOCEP - Bond Administrator	BOND LODGEMENT - U2 YARLING COURT LOCHLAN MEAD		\$460.00
EFT7883	7/11/2017	Australasia Performing Right Association Limited	Licence for 1/12/17 to 30/11/18	\$90.20	
EFT7884	7/11/2017	Burgess Rawson (WA) Pty Ltd	Water for Wk Public Toilets	\$228.82	
EFT7885	7/11/2017	Best Office Systems	Printer Charges 23/9/17 to 23/10/17	\$531.98	
EFT7886	7/11/2017	Beaver Tree Services	Remove & Mulch Trees on WK Nth Rd	\$8,800.00	
EFT7887	7/11/2017	Courier Australia	Freight on Parts & Stationery	\$35.17	
EFT7888	7/11/2017	Dc & Lb Curtis	Wk Community Centre Bird Brush	\$2,915.00	
EFT7889	7/11/2017	Dews Excavations	Extend Culverts	\$4,400.00	
EFT7890	7/11/2017	Dumbleyung Hockey Club	Kidsport Voucher	\$135.00	
EFT7891	7/11/2017	Easifleet	Facey Group Vehicle Lease	\$486.26	
EFT7892	7/11/2017	AC & EJ Fulford & Co	Clear Trees on WK Nth Rd	\$3,520.00	
EFT7893	7/11/2017	Great Southern Fuel Supplies	Fuel Account for October 2017	\$15,569.63	
EFT7894	7/11/2017	Philippa Gooding	Facilitation of Enterprising Communities Movie Nights	\$3,160.00	
EFT7895	7/11/2017	Hanson Construction Materials	Stabilised Sand for Line Rd	\$4,424.26	
EFT7896	7/11/2017	Jason Signmakers	Reflective Cones & Sign Frame	\$891.00	
EFT7897	7/11/2017	LGISWA	Workers Compensation Actual Wages Adjustment	\$2,195.42	
EFT7898	7/11/2017	Microwave Safety Systems	Radiation Surveillance	\$141.19	
EFT7899	7/11/2017	Narrogin Earthmoving & Concrete	WANDRRA - WK-HSM Rd	\$40,700.00	
EFT7900	7/11/2017	PCS	Antivirus Licenses	\$1,820.00	
EFT7901	7/11/2017	Perth Audio Visual	WK Community Centre VGA Cable	\$166.50	
EFT7902	7/11/2017	Redfish Technologies Pty Ltd	CCTV Service & Upgrade Cameras	\$7,994.80	
EFT7903	7/11/2017	Kirstin Rigby	Wickepin Caravan Park Commission for October 2017	\$84.67	
EFT7904	7/11/2017	Sheridan's For Badges	Councillor Badges	\$278.85	
EFT7905	7/11/2017	Peter Robert Stribling	Yealering Caravan Park Commission for October 2017	\$158.27	
EFT7906	7/11/2017	A F Smith & A L Bullock	Netball Court Cleaning 28/8/17 to 31/10/17	\$1,371.40	
EFT7907	7/11/2017	Shire Of Narrogin	Sweeping Yea & Wk Town Streets	\$3,304.00	
EFT7908	7/11/2017	The Dan Turner Family Trust	Footing Plans for Yea Bowling Club Ablution Block	\$1,320.00	
EFT7909	7/11/2017	Western Australian Treasury Corp	Loan No. 100 Interest payment -	\$2,123.39	

EFT7910	7/11/2017	Wickepin Motors	Replace Windscreen WK701	\$418.00	
EFT7911	7/11/2017	Wickepin District Sports Club	Donation to Merino Fours	\$550.00	
EFT7912	7/11/2017	Yealering Primary School	Donation to End of Year Awards	\$50.00	
EFT7913	7/11/2017	Lake Yealering Progress Association	Catering for Enterprising Communities Movie Night	\$316.66	
EFT7914	15/11/2017	Australia Post	October 2017 Account	\$310.63	
EFT7915	15/11/2017	Air Liquide WA Pty Ltd	October 2017 Cylinder Rental	\$95.30	
EFT7916	15/11/2017	CJD Equipment Pty Ltd	Filters for WK475	\$467.51	
EFT7917	15/11/2017	Cutting Edges Pty Ltd	Grader Blades for WK813	\$1,152.46	
EFT7918	15/11/2017	Country Paint Supplies	Killrust for WK1915	\$29.82	
EFT7919	15/11/2017	Yealering Agparts & Repairs	Yea Cvn Pk Gas Bottle	\$141.00	
EFT7920	15/11/2017	Courier Australia	Freight on Water Samples & Parts	\$33.67	
EFT7921	15/11/2017	Crown Promenade Perth	Accommodation for LG Professionals Conference	\$924.00	
EFT7922	15/11/2017	Ewen Rural Supplies	October 2017 Account	\$5,652.84	
EFT7923	15/11/2017	AC & EJ Fulford & Co	Push Gravel & Tip Maintenance	\$9,570.00	
EFT7924	15/11/2017	Forpark Australia	Johnston Park Exercise Equipment	\$20,873.60	
EFT7925	15/11/2017	Hancocks Home Hardware	Parts for Lawn Mower	\$107.30	
EFT7926	15/11/2017	Elizabeth Heffernan	Cleaning of Albert Facey Homestead	\$40.00	
EFT7927	15/11/2017	Great Southern Waste Disposal	October 2017 Waste Collection & Bulk Pickup Transfer Stations	\$6,904.90	
EFT7928	15/11/2017	Star Track Express	Freight on Parts for WK454	\$34.49	
EFT7929	15/11/2017	PCS	IT Support	\$340.00	
EFT7930	15/11/2017	Parrys	Protective Clothing	\$365.45	
EFT7931	15/11/2017	Maureen Susan Preedy	Cleaning Yea Hall, Toilets & Cvn Pk	\$592.50	
EFT7932	15/11/2017	Shire Of Wickepin	CRC Community Grant - Venue Hire	\$90.00	
EFT7933	15/11/2017	RJ Smith Engineering	Canopy for WK2433	\$10,641.95	
EFT7934	15/11/2017	T-Quip	Parts for WK454	\$139.30	
EFT7935	15/11/2017	Westrac Equipment	Repairs to WK813	\$693.21	
EFT7936	15/11/2017	Wickepin Rural Services	Automatic Transmission Fluid for Hoist	\$88.00	
EFT7937	15/11/2017	Wickepin Hotel And Harvest Cafe	Refreshments for Council	\$230.00	
EFT7938	15/11/2017	Wickepin Newsagency	October 2017 Account	\$440.00	
EFT7939	15/11/2017	Mechanical & Diesel Services	Parts for WK248	\$44.00	
EFT7940	17/11/2017	Australian Taxation Office	BAS For October 2017	\$3,771.00	
EFT7941	17/11/2017	GS & B Madej Bricklaying	Art & Craft Building Repointing	\$2,640.00	

EFT7942	22/11/2017	Air Liquide WA Pty Ltd	Medical Oxygen for Pool	\$95.57	
EFT7943	22/11/2017	Air Response	U4 Yarling Court Aiconditioner	\$1,901.00	
EFT7944	22/11/2017	Yvonne Bowey Consulting	Consulting Fees for Annual Financial Report	\$1,545.00	
EFT7945	22/11/2017	Claw Environmental Pty Ltd	Drum Collection - Drummuster Drums	\$2,075.26	
EFT7946	22/11/2017	Courier Australia	Freight on Library Books & iPads	\$41.50	
EFT7947	22/11/2017	Dc & Lb Curtis	Repairs to Yea Golf Club & CWA	\$16,775.00	
EFT7948	22/11/2017	Ross Edwin Easton	Councillor Sitting Fees	\$799.92	
EFT7949	22/11/2017	Kleenheat Gas	Cylinder rental for Harrismith Community Centre	\$75.90	
EFT7950	22/11/2017	Landmark Engineering & Design Pty Ltd	Vasse Composite Bench for Yea Bike Gazebo	\$2,072.40	
EFT7951	22/11/2017	Murray Grayden Lang	Councillor Sitting Fees	\$848.00	
EFT7952	22/11/2017	Narrogin Furnishings	U5 Cottage Homes Flooring	\$1,299.00	
EFT7953	22/11/2017	PCS	CEO iPad	\$1,087.50	
EFT7954	22/11/2017	Shire Of Cuballing	Procurement & Contract Management Course	\$1,086.28	
EFT7955	22/11/2017	A F Smith & A L Bullock	Repairs to U2 Yarling Court	\$100.00	
EFT7956	22/11/2017	Mr Phil Watson	Rates refund for assessment A6648	\$385.65	
EFT7957	22/11/2017	West Australian Newspapers	Bushfire Directory Advertising - Ngn Observer	\$120.00	
EFT7958	22/11/2017	Wickepin Arts And Crafts Association	Community Grant Funding - Wood Shed	\$769.01	
15477	7/11/2017	Valery Jones	Cleaning of Hsm Public Toilets	\$170.00	
15478	7/11/2017	Telstra	Phone Account to 13/10/17	\$1,636.09	
15479	7/11/2017	Water Corporation	Water Accounts	\$4,751.15	
15480	15/11/2017	Synergy	Power for Streetlights	\$1,765.50	
15481	15/11/2017	Water Corporation	Water Accounts	\$2,102.26	
15482	22/11/2017	Synergy	Electricity Account	\$8,143.05	
DD9382.1	8/11/2017	WA Local Government Super Plan	Payroll deductions	\$4,571.98	
DD9382.2	8/11/2017	ANZ Super - Allan Hemley	Superannuation contributions	\$387.97	
DD9382.3	8/11/2017	Prime Super	Superannuation contributions	\$180.86	
DD9382.4	8/11/2017	ING Custodians Pty Ltd	Superannuation contributions	\$192.78	
DD9382.5	8/11/2017	Tremayne Superannuation Fund	Superannuation contributions	\$106.54	
DD9382.6	8/11/2017	Colonial First State	Superannuation contributions	\$48.41	
DD9382.7	8/11/2017	MTAA Super Fund	Superannuation contributions	\$365.72	
DD9384.1	8/11/2017	WA Local Government Super Plan	Superannuation contributions	\$87.22	
DD9396.1	1/11/2017	ANZ Bank	Merchant Fees	\$376.02	

DD9396.2	1/11/2017	Westnet Pty Ltd	Internet Fees	\$234.90	
DD9396.3	1/11/2017	James Matthews	Pool Manager Contract Payment 07/2017-18	\$2,376.06	
DD9396.4	6/11/2017	ANZ Bank	Credit Card - Fuel & Worksafe High Risk Work Licenses	\$1,087.10	
DD9396.5	15/11/2017	James Matthews	Pool Manager Contract Payment 08/2017-18	\$2,376.06	
DD9396.6	23/11/2017	Best Office Systems	Konica Minolta Copier Lease	\$358.60	
DD9401.1	22/11/2017	WA Local Government Super Plan	Payroll deductions	\$4,573.97	
DD9401.2	22/11/2017	ANZ Super - Allan Hemley	Superannuation contributions	\$387.97	
DD9401.3	22/11/2017	Prime Super	Superannuation contributions	\$180.86	
DD9401.4	22/11/2017	ING Custodians Pty Ltd	Superannuation contributions	\$192.78	
DD9401.5	22/11/2017	Tremayne Superannuation Fund	Superannuation contributions	\$128.84	
DD9401.6	22/11/2017	Colonial First State	Superannuation contributions	\$174.03	
DD9401.7	22/11/2017	MTAA Super Fund	Superannuation contributions	\$365.72	
DD9401.8	22/11/2017	Amp Flexible Lifetime Super Fund	Superannuation contributions	\$133.46	
DD9403.1	6/11/2017	ANZ Bank	Annual Credit Card Fee	\$130.00	
DD9405.1	29/11/2017	James Matthews	Pool Manager Contract 09/2017-18	\$2,376.06	
	9/11/2017	Gross Payroll		\$42,767.08	
	23/11/2017	Gross Payroll		\$46,436.11	
				\$334,835.54	\$460.00

Governance 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:	404
Author:	Lee Parker, Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	7 December 2017

Enclosure / Attachment: Agenda Item: Facey Festival 2018

CDO vs CRC

Attention has been brought to the CDO desk that there is community and council confusion as to the roles of the Shire Community Officer and the Wickepin Community Resource Centre. The roles are seen to be similar and a doubling up of services is seen as being provided to the community.

The CDO desk, since its inception in late 2007 as part of the Strategic Plan Measures: Theme 1 – Develop and Maintain Quality Services and Infrastructure, has covered a broad range of tasks for the Shire of Wickepin. The role initially focussed on sourcing grants for the shire. These grants were critical in updating, restoring and providing facilities around the shire. Along with the update and maintenance of infrastructure, community events were initiated to create goodwill and well-being.

More recently the CDO desk has been utilised in an economic development role. Events are still initiated for community well-being however these events are project managed at a larger scale to drive economic and tourism development and raise the profile of the shire. The CDO desk does liaise with the CRC on smaller, more community driven events that are initiated by the CRC or passed on to the CRC by the shire. Managing community events is only one facet of the position and not the primary job description.

The CDO desk is responsible for initiating and managing many of the projects that have made the Shire of Wickepin an interesting and vibrant place to visit and live in. These include but are not limited to:

- Wickepin War Memorial
- Cemeteries in Yealering and Wickepin
- Heritage Precinct: Restoration of Railway Building, Old Police Station and Arts & Crafts Building
- Walk trails and signage
- Johnston Park development

Future Key Projects for the CDO:

- Aged Housing
- Tourism Master Plan
- Facey Festival
- Rejuvenation of Wickepin main street including recreation spaces

The CDO is involved in shire governance on a constant basis, obtains grants to support projects for the shire as a whole, is involved in long-term planning for the shire, ensures projects are delivered in a cost effective manner, and creates big events for the shire to drive economic growth. The CDO desk tasks itself with town enrichment and design, and promotion of the Shire of Wickepin.

The CRC pursues entertainment and/or education opportunities for the community, manages the library, provides public internet access, and engages with youth, seniors and volunteers. Confusion can arise with the word *community* in both positions. The CDO role has developed into a Project Manager/ Economic Development Officer for the shire and the Community Resource Centre deliver as the name describes – a resource tool for the community.

Projects Currently on CDO Desk

Healthy Community Precinct: Johnston Park	<ul style="list-style-type: none"> • Strength training equipment • Water refill station, Solar overhead lights • Seating and landscaping • Funded by Royalties for Regions and Shire with in-kind support
Facey Festival	<ul style="list-style-type: none"> • Art Prize 2018 • Facey Carriage Drive • Scooplight Theatre production: A Fortunate Life
Dryandra Makers Trail	<ul style="list-style-type: none"> • Mother's Day weekend 12 & 13 May • Shire support in kind
Campfire Country Weekend	<ul style="list-style-type: none"> • Weekend of the 23 -25 June 2018 • Shire support in kind
Anzac Day	<ul style="list-style-type: none"> • 25 April 2018 • Shire initiative

Grant Name	Funding Organisation	Amount Requested exc Gst	Status
Healthy Community Precinct	Royalties For Regions Wheatbelt DC	\$28,540.50	Approved Council Contribution in-kind \$6,829 Council Contribution in cash \$6,336
Kidsport	Department of Sport and Recreation	\$2,500	Approved 2017 to January 2018
Enterprising Communities	RDA Wheatbelt	\$4,110	Approved Council Contribution in-kind \$1,400 Acquitted
Saluting their Service	Department of Veteran's Affairs	\$4,000	Approved Council Contribution in-kind
Facey Festival	Tourism WA Regional Events Scheme	18,000	Submitted Council contribution to be confirmed Council contribution in-kind

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 7 December 2017

Voting Requirements: Simple majority.

Resolution No 201217-6

Moved Cr Lansdell / Seconded Cr W Astbury

That council notes the report from the Community Development Officer dated 7 December 2017.

Carried 8/0

Governance and Community Service**10.2.04 – Facey Festival**

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Lee Parker, Community Development Officer
File Reference:	404
Author:	Lee Parker, Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	7 December 2017

Enclosure / Attachment: Scooplight Theatre Fee Estimate

Background:

Wickepin Art Prize is a biennial event and has been running since 2008. Shire of Wickepin wishes to expand the weekend event to create a greater interest base and include more activities.

These would include:

- Arty Party opening night on Friday, which will include music, catering and an artist creating an artwork on stage during the evening.
- An exhibition of Judith Lambert's work. Judith is a WA artist who was born and raised in Wickepin.
- All the grandchildren and relatives of Albert Facey will be invited to town for the weekend for a Facey reunion.
- Shire of Wickepin will be partnering with the Albert Facey Homestead Committee to host a Facey Feast, a high tea, on the verandah of the Facey Homestead.
- Scooplight Theatre will be dramatising snippets of "A Fortunate Life" the autobiography by Albert Facey. These will be presented as a moving theatre production, a Performance Promenade, set amongst the historical precinct in Wickepin, including the Facey Homestead, Railway Station building and old Police Station. We aim to have 3 limited-number shows on the Saturday evening. Local actors will supplement the actors coming from Perth.
- Shire of Wickepin will be partnering with Facey Group to present a Lamb & Lager evening on Saturday at the Community Centre.
- Shire of Wickepin will be supporting the Wickepin Primary School P& C to co-ordinate an open garden day. Approximately 10 gardens within a 25km radius of Wickepin will be open. Morning tea provided at one garden with lunch at the Community Centre.
- Feast on Art, a long table lunch amongst the artwork in the Town Hall, on Sunday.
- Shire will be hosting the Avon & Hills Carriage Driving Club for the weekend. They will be parading through town on the Saturday in traditional dress and showcasing carriage drive eventing at different venues around town.
- Leading into the Art Prize weekend, Shire aims to run a series of sculpture workshops using recycled materials. The artworks created will be exhibited at the Art Prize. Similar workshops have been successfully run in the past.

Comment:

Wickepin Art Prize normally stands alone. It is well-supported and has gained a good reputation among the artists who enter and visitors who attend the opening and who make the weekend visit to Wickepin to view the art. Successful sculpture workshops leading to the weekend have been run and these help drive the interest in the Art Prize.

Shire of Wickepin recognises to make the Art Prize more sustainable and to help cross-promote tourism of the town and greater shire, it needs to create an event to showcase the shire and not just the art. Wickepin is well-known for the story of Albert Facey with his best-selling autobiography "A Fortunate Life" which is viewed as a classic piece of Australian literature and is understood to be one of Australia's most loved books. Since publication in 1981 it has sold over a million copies and is estimated to have been read by double that amount. It is also on the compulsory reading list in many Australian primary and secondary schools. There is sustained interest in the book and Albert's life. Tourists make the trip to Wickepin specifically to view the Homestead. To foster this love of the book and Homestead, Shire will be creating a 'Facey Festival'. By partnering with the Albert Facey Homestead Committee and the Facey Group; and inviting the relatives and extended family of Albert Facey to Wickepin for the weekend, Shire will achieve greater interest for the town, leading to increased numbers involved with the Art Prize.

Shire of Wickepin is in discussion with Scooplight Theatre, who have written and directed several site specific, interpretive works which have been successfully performed by students at various locations in urban and rural Western Australia. Scooplight Theatre are very excited to bring the story of Albert Facey to life through a series of short extracts enacted amongst the historical area located around Albert Facey's original Homestead.

Shire will also be value adding to the opening night 'Arty Party' by engaging an artist to create a work of art on stage during the opening.

Shire of Wickepin is hosting the Facey Festival with the goal of creating a biennial event to highlight the point of difference of the Shire from other regional Art Prizes and events.

Shire objectives for the Facey Festival are to:

- Engage more partners in establishing the event
- Create higher audience satisfaction by providing more activities and diverse points of interest
- Increase visitor numbers to the event
- Create greater community engagement
- Make art more accessible (and less exclusive)
- Create a sense of pride in the community

The CDO has submitted a grant application to Tourism WA Regional Events Scheme for \$18,000 to cover the cost of the theatre production. Grant application results will be available in April/May. The Regional Events Scheme is highly competitive. The CDO would like Council to consider placing funding in the 2018/2019 budget to cover the costs of the Facey Festival if the grant application is not successful.

Statutory Environment: Nil

Financial Implications: Cost of Art Competition will be in the 2018/19 budget.
2016/17 budget was as follows;
5412 - Art Competition \$16,650.00
Acquisitive Art Prize \$5,000.00

Policy Implications: Nil

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
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.

Theme 6 – To Promote the Shire as the 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.	
Goal	Action
6.1 Promote the expansion of regional facilities and activities already established and targeted within the shire.	<ul style="list-style-type: none"> • Actively lobby for the expedient Support for expansion of grain handling facilities and the provision of infrastructure relating to expansion of the CBH Strategic Grain Receiver Bin. • Support efforts to achieve additional funding from sponsorship and other sources for the regional concept of the Facey Group. • Maintain support for the continued development of the Albert Facey Homestead and precincts as a regionally significant tourist attraction • Develop a plan that recognises that there may be opportunities to provide housing to attract people who work in the Narrogin Region and who may be encouraged to become residents in the Wickepin Shire and for employees in industry at the Kaolin Mine should it be established • Maintain support for Lake Yealering care group in the development of eco/camp and Lake surrounds as a regionally significant tourist attraction.

Summary:

The Shire of Wickepin is being requested to fund the Facey Festival in October 2018 including the Scooplight Theatre production of the Performance Promenade – extracts of "A Fortunate Life" by Albert Facey.

Recommendation:

That Council place funding of \$18,000 in the 2018/2019 budget for the Facey Festival if the Shire of Wickepin Tourism WA grant application is unsuccessful.

Voting Requirements: Simple majority

Resolution No 201217-7

Moved Cr Martin / Seconded Cr W Astbury

That Council consider placing funding of \$18,000 in the 2018/2019 budget for the Facey Festival if the Shire of Wickepin Tourism WA Grant application is unsuccessful.

Carried 8/0

Governance, Audit & Community Service

10.2.05 – Upper Great Southern Hockey Association - Donation

Submission To: Ordinary Council

Location / Address: Whole Shire
Name of Applicant: Mark J Hook, Chief Executive Officer
File Reference: CR.SPN.217
Author: Mark J Hook, Chief Executive Officer
Disclosure of any Interest: Nil
Date of Report: 20 November 2017

Enclosure / Attachment: Nil

Background:

Council has received the following letter from the Upper Great Southern Hockey Association INC requesting financial support towards the International Hockey Matches in Narrogin on the 27 and 28 January 2018.



 **UPPER GREAT SOUTHERN
HOCKEY ASSOCIATION INC.**
ABN. 12 547 002 356

Seniors
PO Box 240
Narrogin WA 6312
ugshockey@westnet.com.au
Phone / Fax. (08) 9881 1881

Juniors
PO Box 302
Narrogin WA 6312
ugshajuniors@westnet.com.au

Mr Mark Hook,
CEO, Shire of Wickepin
PO Box 19
Wickepin WA 6370

Dear Mr Hook,

Financial support for hosting two international hockey matches in Narrogin

The Upper Great Southern Hockey Association is extremely proud to announce that we will again be hosting two men's international hockey matches in Narrogin on the 27 and 28 January, 2018. These matches will see our Kookaburra's take on the Netherlands.

This is a massive coup for the Upper Great Southern Hockey Association, but even more so the entire Great Southern Region. We are expecting crowds of up to 2,500 for each of the games, and no doubt this will include people from your shire. The benefits of hosting such a match in regional WA are also widespread, and do not fall solely on Narrogin itself.

However, hosting such an event has a significant cost attached. Therefore any financial support that you could commit to the running of this momentous event would be greatly appreciated. If you require more details, please contact the UGSHA President, Mark Regan, on 0417 188 440.

Yours sincerely,


Claire Coffey
Secretary of the Upper Great Southern Hockey Association
Mobile – 0439699200

20 November 2017

Comment:

Council has not budgeted for any contribution towards the two International Hockey Games being held in Narrogin on the 27 and 28 January 2018.

Council will need to treat any contribution to the Upper Great Southern Hockey Association INC as an unbudgeted item which requires a decision by Absolute Majority.

Although the International Hockey Game will be great for the Narrogin Region the CEO cannot see any benefit to the Local Hockey club or other sporting clubs within the Shire of Wickepin.

Statutory Environment: *Local Government Act 1995 Section 6.8*

6.8. Expenditure from municipal fund not included in annual budget

- (1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —
 - (a) Is incurred in a financial year before the adoption of the annual budget by the local government; or
 - (b) Is authorised in advance by resolution*; or
 - (c) Is authorised in advance by the mayor or president in an emergency.

** Absolute majority required.*

Financial Implications: Cost of any contribution the council decides to make.

Policy Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested make a financial contribution to the Upper Great Southern Hockey Association INC towards the two International Hockey Games being held in Narrogin on the 27 and 28 January 2018.

Recommendation:

That Council advise the Upper Great Southern Hockey Association that the Shire of Wickepin won't be making a financial contribution towards the two International Hockey Games being held in Narrogin on the 27 and 28 January 2018.

Voting Requirements: Absolute majority

Resolution No 201217-8

Moved Cr Hyde/ Seconded Cr Allan

That Council advise the Upper Great Southern Hockey Association that the Shire of Wickepin won't be making a financial contribution towards the two International Hockey Games being held in Narrogin on the 27 and 28 January 2018.

Carried 8/0

4.40pm – CEO Mark Hook departed the chambers due to declaring a financial interest; CEO annual leave

4.40pm - DCEO Natalie Manton departed the chambers due to declaring a financial interest; DCEO to take on acting CEO role in CEO's absence

Governance, Audit & Community Service

10.2.06 – Chief Executive Officer Annual Leave

Submission To:	Ordinary Council
Location / Address:	
Name of Applicant:	Mark J Hook Chief Executive Officer
File Reference:	Personal File
Author:	Mark J Hook Chief Executive Officer
Disclosure of any Interest:	CEO is person requesting leave - Financial
Date of Report:	5 December 2017

Enclosure / Attachment: NIL

Background:

The Chief Executive Officer wishes to apply to Council for Annual Leave for the following dates.

Wednesday 27th December 2017 to 5th January 2018.

The Shire Administration Centre will be closed over the following dates.

Monday 25 December	Closed - Public Holiday (for Christmas Day)
Tuesday 26 December	Closed - Public Holiday (for Boxing Day)
Wednesday 27 December	Closed - Employee Annual Leave
Thursday 28 December	Closed - Employee Annual Leave
Friday 29 December	Closed - Employee Annual Leave
Monday 1 January	Closed – Public Holiday, New Year
Tuesday 2 January	Open

Comment:

The Chief Executive officer is entitled to four weeks Annual Leave and one Executive day per Month under his current Contract.

7. LEAVE ENTITLEMENTS

Leave entitlement shall be provided in accordance with the NES, as summarised below:

7.1 Annual Leave

The Chief Executive Officer is entitled to four weeks paid annual leave each year, to be taken during agreed periods. The Council may also direct the Chief Executive Officer to take annual leave if s/he has accrued over 30 days entitlement.

7.2 Long service leave

The long service leave accrued by the Chief Executive Officer shall be in accordance with the Local Government (Long Service Leave) Regulations.

7.3 Personal leave

7.3.1 Paid personal leave is available to the Chief Executive Officer when they are absent:

*Due to personal illness or injury (sick leave); or
for the purposes of caring for an immediate family or household member who is sick and requires the Chief Executive Officer's care and support (carer's leave); or for an*

unexpected emergency affecting the member; or because of the serious illness, injury or death of an immediate family or household member (bereavement leave)

7.3.2 *The amount of personal leave to which the Chief Executive Officer is entitled depends on how long they have worked for the Employer and shall accrue at the rate of 0.8333 day for each completed month of service.*

7.3.3 *The Chief Executive Officer is entitled to use up to two days personal leave as non-cumulative paid compassionate leave on any occasion on which a member of the Chief Executive Officer's immediate family or household contracts or develops a personal illness that poses a serious threat to his or her life; or sustains a personal injury that poses a serious threat to his or her life; or dies*

7.3.4 *The Chief Executive Officer is entitled to use up to two weeks personal leave each year to care for members of his or her immediate family or household who are sick and require care and support or for an unexpected emergency affecting the member. This entitlement is subject to the Chief Executive Officer being responsible for the care and support of the person concerned.*

7.4 Parental leave

7.4.1 *Parental Leave encompasses Maternity Leave, Paternity Leave and Adoption Leave, and is available if the Chief Executive Officer has been employed for a 12 month period or more immediately preceding the commencement of the leave.*

7.4.2 *The leave is unpaid (including Public Holidays), and is available for a period of up to 52 weeks in one unbroken period (with the ability to request an additional 52 weeks). Personal leave is not available and no leave entitlements accrue during the period of Parental Leave.*

7.4.3 *The Chief Executive Officer may take any other forms of paid leave to which he is entitled, such as annual or long service leave, in substitution for some or all of this 52 week period. The maximum entitlement to Paternity Leave is reduced by any maternity leave taken by the Chief Executive Officer's partner. Paternity Leave cannot normally be taken while the Chief Executive Officer's partner is on maternity leave.*

7.5 Public holidays

The Chief Executive Officer shall be entitled to Western Australian Gazetted public holidays.

7.6 Executive, Community Service and Study Leave

The Chief Executive Officer is entitled to one Executive day per month as executive leave and, if relevant, community service and/or study leave by agreement with the Council.

If the leave is approved the Chief Executive Officer, under Policy 2.1.18 will appoint Mrs Natalie Manton as the Acting Chief Executive Officer during the Chief Executive Officers absence on annual leave.

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

Policy Implications:

2.1.18 ACTING CHIEF EXECUTIVE OFFICER

OBJECTIVE: *Set down guidelines for the employment of an Acting CEO.*

Prior to taking annual or other leave; the CEO must appoint an Acting CEO for the period of leave to ensure there is a designated officer responsible for the operations of Council.

When employed in the position of Acting CEO, the employee will be:

- *advised in writing by either the CEO, where the CEO delegates the position to the employee or by the Shire President where Council delegates the position to the employee;*
- *paid at the salary level of the CEO for the term of the appointment; and*
- *subject to all the other existing conditions of employment.*

Financial Implications: Nil - Allowed for in Budget.

Strategic Implications: NIL

Summary:

Council is being requested to allow the Chief Executive Officer to take leave from Wednesday 27th December 2017 to 5th January 2018

Recommendation:

That Council allow the Chief Executive Officer to take leave from Wednesday 27th December 2017 to 5th January 2018

Voting Requirements: Simple Majority

Resolution No 201217-9

Moved Cr Hinkley/ Seconded Cr Martin

That Council allow the Chief Executive Officer to take leave from Wednesday 27th December 2017 to 5th January 2018.

Carried 8/0

4.41pm – CEO Mark Hook & DCEO Natalie Manton Returned to the chambers

Governance, Audit and Community Services

10.2.07 – Louie-Jane Gamble – Rates - 11 Collins Street

Submission To:	Ordinary Council
Location / Address:	Lot 192 11 Collins Street Wickepin
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	A5261
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	11 December 2017

Enclosure / Attachment: Nil

Background:

Council has received the following email from Louie-Jane Gamble C/o PO Box 647, Mt Barker WA6324 on the 7th December 2017.

With a Shire meeting pending, I email rather than write a formal letter, hoping for some guidance on this matter before the years out. Further to my letter of enquiry & interview with Mr Mark Hook (22/11/17), I thank the CEO for the helpful information regarding dwelling options presently available to my husband and I in the town. Having learnt we're unable to place 'our home' van on this double block, I remain interested in purchasing the land, as a long-term interest in Wickepin. Whilst I renege on any idea of dwelling on the block/s, power and water are supplied at the Dumbleyung St frontage and I would consider building a new shed-patio there.

*I realise this would be an unusual situation and a seemingly irrational investment on my part, but given my passion for the Environment and the piece of history in Wickepin, the idea appeals to me. (In doing so, I'd be sure to pay respects to Henrietta Blackburn and her two young daughters, in some small way. Maybe to all Pioneer Women of the district ?!) As far as I can see, this is a valuable piece of remnant vegetation,(healthy Eucalypts, Wattles and Sheoaks) plus mature garden plantings on the Dumbleyung Rd block, acting as a buffer between industry and residences; one which I would delight in maintaining and hopefully enhancing. I feel the seller, Karl Wilson, is also of this opinion. We've yet to negotiate a price, as I need to better my position before making an offer to Karl this month. While there are no Shire services required for sewerage, rubbish collection, or fire controls, should I have to pay the full Council rates, for essentially maintaining this bush/parkland ? I would agree to Shire putting a caveat on the land, so that it remains **uncleared** into the future. This also appeals to me,- so long as I'm not paying full rates for the privilege of ownership. Please note, I am a DVA Pensioner, with a modest inheritance. As before, I would arrange for my family to take responsibility for the land if /when I'm unable. I could arrange to **vest it to the Shire** at that point, should this be an attractive proposition for both parties. This would then be reflected in my Advanced Health Directives and Will. I trust Shire will consider my proposals in the context of broader town-planning and hopefully respond most favourably, - ie by approving some relief in the Shire rates, so that I may most sensibly go ahead with "my dream". Forgive me, please, - but I feel this could also help tidy the adjoining blocks in the future.*

Comment:

The rates payable on property A5261 Lot 192 11 Collins Street Wickepin owned by Carl David Danilovic Wilson currently is as follows.

Rates (Minimum)	\$390
Refuse site levy	\$17.50
ESL	\$75.00
Sewerage	\$190.00
TOTAL	\$672.50



The Local Government states the following in relation to rateable land.

6.26. Rateable land

- (1) Except as provided in this section all land within a district is rateable land.

25. Rateable land exemptions

If a notice published by a continuing authority under section 532(3d) of the former provisions is in force immediately before the commencement day —

- that notice continues to have effect after the commencement day according to its terms; and
- section 532(3e) and (3f) of the former provisions continue to apply to that notice while the notice is in effect as if the reference in section 532(3f)(a) to subsection (3)(c) were a reference to section 6.26(2)(g).

26. Land declared to be exempt from payment of rates

- (1) If land has been declared by the Governor under section 532(8) or (10) of the former provisions to be exempt from municipal rates and that declaration is in force immediately before the commencement

day, the land is to be treated as land declared by the Minister under section 6.26(4) to be exempt from rates and the Minister may by declaration made under that subsection cancel or vary that declaration.

- (2) If land has been declared by a council under section 532(12) (as read with section 532(11)) of the former provisions to be exempt from municipal rates and that declaration is in force immediately before the commencement day, the land is to continue to be exempt from rates under this Act until the continuing authority cancels that declaration, and those subsections continue to have effect for the purposes of this clause.

Lot 192 Collins Street Wickepin has not been declared under sections 25 or 26 of the Local Government Act 1995. So it is the view of the CEO that Council is unable to make the property unrateable.

Council may if it wishes to, give a donation to the owner each year equivalent of the rates raised.

If council undertake this it would raise quite a large discussion on the large amount of agricultural land that has been set aside by farmers for protection of the environment. It is the view of the CEO that Council should deny this request.

Statutory Environment:

Local Government Act 1995 Sections -

6.26. Rateable land

25. Rateable land exemptions

26. Land declared to be exempt from payment of rates

Policy Implications: Nil

Financial Implications: Increase in donations of \$672.50

Strategic Implications: Nil

Summary:

Council is being requested to make Lot 192 11 Collins unrateable if purchased by Louie-Jane Gamble

Recommendation:

That Council advise Louie-Jane Gamble that it is unable to make Lot 192 11 Collins unrateable and is unwilling to make any donation equivalent to the rate payment on Lot 192 11 Collins.

Voting Requirements: Simple Majority

Resolution No 201217-10

Moved Cr W Astbury/ Seconded Cr Allan

That Council advise Louie-Jane Gamble that it is unable to make Lot 192 11 Collins unrateable and is unwilling to make any donation equivalent to the rate payment on Lot 192 11 Collins.

Carried 8/0

Governance, Audit and Community Services

10.2.08 – Government Regional Officers' Housing (GROH) Program

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Matthew Meyers, Program Manager, Housing Programs
File Reference:	CP.DAC.511
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	11 December 2017

Enclosure / Attachment: Nil

Background:

Council moved the following resolution at the 22 September Ordinary Meeting of Council

Resolution No 200917-09

Moved Cr Martin / Seconded Cr Astbury

That council invite representatives from the Department of Communities to the October 2017 council meeting to discuss further their request for council to construct a suitable dwelling in Wickepin on a long term basis for the use and occupation of the Education Department under the GROH Program on a 9 year lease with a 1 year option.

Carried 8/0

Members from GROH were unable to attend the meeting in person so a phone link up was used to discuss this matter with them during the September 2017 Council Meeting.

Following is the item that was presented to the ordinary meeting of Council on the 22 September 2017.

Background:

GROH wishes to negotiate with Council for the provision of a suitable 4 bedroom 2 bathroom dwelling with a separate living area in Wickepin on a long term basis for the use and occupation of the Education Department under the GROH Program on a 9 year lease with a 1 year option.

The Chief Executive Officer has received the following email from Matthew Meyers, Program Manager, Housing Programs, Housing, and Department of Communities

Thanks for speaking with me earlier today and confirming your willingness to entertain building a dwelling for a long term leaseback under the Government Regional Officers' Housing (GROH) Program. The Housing Authority is seeking feedback from the Council on its capacity to build a 4 bedroom 2 bathroom home in Wickepin for the use and occupation of the Education Department under the GROH Program on a 9 year lease with a 1 year option. A cost rent can be negotiated on the build to allow the Shire to recoup costs associated with the acquisition of land and building. Should the Shire have existing suitable and appropriate existing owned housing stock in Wickepin, we would also be happy to consider this option.

Below I have provided an outline of the process when an investor wishes to lease on a long term basis.

Stage 1 - If GROH has a requirement for this type of housing then the owner will be required to supply the terms, conditions and the proposed address. If these are satisfactory then a floor plan is required. The floor plan will be assessed for compliance with room sizes, the GROH design brief and specification. The location (address) rental information and any variance from GROH standards will be referred to the departments for their consideration and approval.

Stage 2 - When GROH and the client department are satisfied with the floor plan, term, conditions and the location of the proposed house then agreement in principle will be provided by GROH. This is only an agreement in principle and is conditional upon the owner supplying the following to the satisfaction of GROH before an "Agreement to Lease" will be drawn up:

1. The site plan for the selected lot.
2. External elevation drawings showing all four sides of the house.
3. Internal elevations for the kitchen, bathroom, ensuite and laundry.
4. Floor plan.
5. Electrical plan.
6. Wardrobe, linen and broom cupboard details.
7. GROH specification and design brief, current at that particular time will be included in the documentation.
8. Any agreed variations from the design brief / specification will be documented

If GROH and the owner cannot reach agreement with this proposal at this point, then there will be no obligation on either party to proceed and the proposal will lapse.

Stage 3 - Once the owner has supplied the required details and they are approved by GROH then an "Agreement to Lease" document will be signed by GROH and the owner. The following documentation will be included in this agreement:

1. Finalised site plan for the selected lot
2. Finalised external elevation drawings showing all four sides of the house.
3. Finalised internal elevations for the kitchen, bathroom, ensuite and laundry.
4. Finalised floor plan.
5. Finalised electrical plan.
6. Finalised wardrobe, linen and broom cupboard details.
7. The GROH specification and design brief upon which the agreement is based will be included in the documentation.
8. Any agreed variations from the GROH design brief / specification.

Stage 4 - Upon completion of the dwelling a representative of GROH will be required to inspect the property to verify that it is complete and meets the specified requirements. If this is the case the property will be accepted and the lease will commence from this date.

In addition I have provided the links to our design specification South and an Expression of Interest form.

http://www.housing.wa.gov.au/investorsandpartners/investmentbusinessopportunities/groh/Documents/Part_C_Construction_Specification_BCA_Class_1_and_10.pdf

http://www.housing.wa.gov.au/investorsandpartners/investmentbusinessopportunities/groh/Documents/Part_B_Functional_Brief_GROH_and_Key%20Worker_Housing_Single_and_Grouped_Dwellings.pdf

http://www.housing.wa.gov.au/investorsandpartners/investmentbusinessopportunities/groh/Documents/Appendix%20B_Requirements%20for%20GROH%20May%202016.pdf

Our preference would be for a 4 bedroom 2 bathroom dwelling with a separate living area.

Appreciate your feedback on the Shire of Wickepin's capacity to provide housing in Wickepin to meet this need. I understand that you will seek advice at the Shire's next meeting in September 2017 to gauge its interest of entering into this type of arrangement.

Comment:

It is the understanding of the Chief Executive Officer that there is currently a need for housing in Wickepin for teachers currently working at the Wickepin and Yealering Schools.

The issue for Council is; does the Shire of Wickepin use its financial resources to fund a State responsibility at the detriment to staff housing requirements.

If the Shire of Wickepin was to look at this proposal the cost of the construction of a suitable house in Wickepin would be around \$450,000 to \$500,000. Council could either use their reserve fund which currently has a balance of \$483,980, or it may wish to borrow the money from the Treasury which would be as follows. This equates to approximate loan repayments of \$60,250 per year for ten years.

Borrower:
Interest Rate: 3.77% Quarterly compounding
 0.94%
 * These rates do not include the government guarantee fee.
Date of Advance: 21 October 2017
Term (yrs) 10 Years
Maturity Date:
Amount of Advance: \$500,000.00
Schedule Basis: 40
Payments per year 4 Quarterly compounding

Total interest	\$102,483.09
Total capital	\$500,000.00
Total combined	\$602,483.09

The main argument for not supporting such a venture is that the State Government is abrogating its responsibility for State Housing, for its employees to Local Governments and communities such as Wickepin.

I am sure that the support for the Wickepin School is a major element in any future Shire of Wickepin Community Strategic and Corporate Plans but such a request will stretch council's current reserves and staff housing resources.

Council will require funds in the near future for the replacement of its ageing housing stock, as the current works Manager house will need to be either disposed of or a new one constructed in the near future, if Council is going to be able to compete in the workforce market for future works managers.

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications:

Loan repayments of \$60,250 per annum for ten years or a building reserve balance of \$00.00 if Council utilises its current building reserve funds.

Strategic Implications: Nil

Summary:

The Shire of Wickepin is being requested to finance the construction of a suitable 4 bedroom 2 bathroom dwelling with a separate living area in Wickepin on a long term basis for the use and occupation of the Education Department under the GROH Program on a 9 year lease with a 1 year option.

Recommendation:

That the Shire of Wickepin advise Mr Matthew Meyers, Program Manager, Housing Programs, Housing, Department of Communities that Council is not in a position to fund the construction of a suitable 4 bedroom 2 bathroom dwelling with a separate living area in Wickepin on a long term basis for the use and occupation of the Education Department under the GROH Program on a 9 year lease with a 1 year option at this moment in time.

Voting Requirements: Simple majority

Resolution No 201217-11

Moved Cr Lansdell/ Seconded Cr Allan

That the Shire of Wickepin advise Mr Matthew Meyers, Program Manager, Housing Programs, Housing, Department of Communities that Council is not in a position to fund the construction of a suitable 4 bedroom 2 bathroom dwelling with a separate living area in Wickepin on a long term basis for the use and occupation of the Education Department under the GROH Program on a 9 year lease with a 1 year option at this moment in time.

Carried 8/0

Governance, Audit & Community Services

10.2.09 – Council and committee meetings 2018

Submission To: Ordinary Council
 Location / Address: Wogolin Road Wickepin
 Name of Applicant: Mark J Hook, Chief Executive Officer
 File Reference: GO.CME.1323
 Author: Mark J Hook, Chief Executive Officer
 Disclosure of any Interest: Nil
 Date of Report: 12 December 2017

Enclosure / Attachment: Nil

Background:

The Local Government Act 1995 states “at least once a year a Local Government is to give public notice of the dates on which time and place at which ordinary and committee meetings are to be held”.

Comment:

Following is the proposed meeting dates for 2018:

[Council Meetings](#)

	Day	Date	Time
Council	Wednesday	February 21, 2018	3.30pm
Council	Wednesday	March 21, 2018	3.30pm
Council	Wednesday	April 18, 2018	3.30pm
Council	Wednesday	May 16, 2018	3.30pm
Council	Wednesday	June 20, 2018	3.30pm
Council	Wednesday	July 18, 2018	3.30pm
Council	Wednesday	August 15, 2018	3.30pm
Council	Wednesday	September 19, 2018	3.30pm
Council	Wednesday	October 17, 2018	3.30pm
Council	Wednesday	November 21, 2018	3.30pm
Council	Wednesday	December 19, 2018	3.30pm

[Governance, Audit & Community Services Committee \(same day as Council\)](#)

Committee	Day	Date	Time
Governance	Wednesday	February 21, 2018	1.30pm
Governance	Wednesday	June 20, 2018	1.30pm
Governance	Wednesday	October 17, 2018	1.30pm

[Townscape and Cultural Planning Committee \(four times a year, second Wednesday\)](#)

Committee	Day	Date	Time
Townscape	Wednesday	March 7, 2018	9.30am
Townscape	Wednesday	June 13, 2018	9.30am
Townscape	Wednesday	September 12, 2018	9.30am
Townscape	Wednesday	November 14, 2018	9.30am

Lifestyle Retirement Committee (four times a year, second Wednesday)

Committee	Day	Date	Time
Lifestyle Retirement	Wednesday	February 14, 2018	3.00pm
Lifestyle Retirement	Wednesday	May 9, 2018	3.00pm
Lifestyle Retirement	Wednesday	August 8, 2018	3.00pm
Lifestyle Retirement	Wednesday	November 14, 2018	3.00pm

Albert Facey Homestead Committee (four times a year, first Monday)

Committee	Day	Date	Time
Albert Facey Homestead	Monday	5 February 2018	9.00am
Albert Facey Homestead	Monday	7 May 2018	9.00am
Albert Facey Homestead	Monday	6 August 2018	9.00am
Albert Facey Homestead	Monday	5 November 2018	9.00am

Australia Day Committee

Committee	Day	Date	Time
Australia Day	Wednesday	October 17, 2018	12.00pm
Australia Day	Wednesday	December 19, 2018	12.00pm

Statutory Environment:

Local Government (Administration) Regulations 1996

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

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
 - (a) the ordinary council meetings; and
 - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.
- (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in subregulation (1).
- (3) Subject to subregulation (4), if a special meeting of a council is to be open to members of the public then the local government is to give local public notice of the date, time, place and purpose of the special meeting.
- (4) If a special meeting of a council is to be open to members of the public but, in the CEO's opinion, it is not practicable to give local public notice of the matters referred to in subregulation (3), then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the CEO's opinion, is practicable.

Local Government Act 1995

Division 2 — Council meetings, committees and their meetings and electors' meetings**Subdivision 1 — Council meetings****5.3. Ordinary and special council meetings**

- (1) A council is to hold ordinary meetings and may hold special meetings.
- (2) Ordinary meetings are to be held not more than 3 months apart.
- (3) If a council fails to meet as required by subsection (2) the CEO is to notify the Minister of that failure.

5.4. Calling council meetings

- An ordinary or a special meeting of a council is to be held —
- 1 (a) if called for by either —
 - (i) the mayor or president; or
 - (ii) at least $\frac{1}{3}$ of the councillors,
 - 2 in a notice to the CEO setting out the date and purpose of the proposed meeting; or
 - 3 (b) if so decided by the council.

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to adopt the proposed 2018 meeting dates.

Recommendation:

That Council adopts the following meeting dates for 2018.

Council Meetings

	Day	Date	Time
Council	Wednesday	February 21, 2018	3.30pm
Council	Wednesday	March 21, 2018	3.30pm
Council	Wednesday	April 18, 2018	3.30pm
Council	Wednesday	May 16, 2018	3.30pm
Council	Wednesday	June 20, 2018	3.30pm
Council	Wednesday	July 18, 2018	3.30pm
Council	Wednesday	August 15, 2018	3.30pm
Council	Wednesday	September 19, 2018	3.30pm
Council	Wednesday	October 17, 2018	3.30pm
Council	Wednesday	November 21, 2018	3.30pm
Council	Wednesday	December 19, 2018	3.30pm

Governance, Audit & Community Services Committee (same day as Council)

Committee	Day	Date	Time
Governance	Wednesday	February 21, 2018	1.30pm
Governance	Wednesday	June 20, 2018	1.30pm
Governance	Wednesday	October 17, 2018	1.30pm

Townscape and Cultural Planning Committee (four times a year, second Wednesday)

Committee	Day	Date	Time
Townscape	Wednesday	March 7, 2018	9.30am
Townscape	Wednesday	June 13, 2018	9.30am
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[Albert Facey Homestead Committee \(four times a year, first Monday\)](#)

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Albert Facey Homestead	Monday	6 August 2018	9.00am
Albert Facey Homestead	Monday	5 November 2018	9.00am

[Australia Day Committee](#)

Committee	Day	Date	Time
Australia Day	Wednesday	October 17, 2018	12.00pm
Australia Day	Wednesday	December 19, 2018	12.00pm

Voting Requirements: Simple Majority

Resolution No 201217-12

Moved Cr Allan/ Seconded Cr Lansdell

That Council adopts the following meeting dates for 2018.

[Council Meetings](#)

	Day	Date	Time
Council	Wednesday	February 21, 2018	3.30pm
Council	Wednesday	March 21, 2018	3.30pm
Council	Wednesday	April 18, 2018	3.30pm
Council	Wednesday	May 16, 2018	3.30pm
Council	Wednesday	June 20, 2018	3.30pm
Council	Wednesday	July 18, 2018	3.30pm
Council	Wednesday	August 15, 2018	3.30pm
Council	Wednesday	September 19, 2018	3.30pm
Council	Wednesday	October 17, 2018	3.30pm
Council	Wednesday	November 21, 2018	3.30pm
Council	Wednesday	December 19, 2018	3.30pm

[Governance, Audit & Community Services Committee \(same day as Council\)](#)

Committee	Day	Date	Time
Governance	Wednesday	February 21, 2018	1.30pm
Governance	Wednesday	June 20, 2018	1.30pm
Governance	Wednesday	October 17, 2018	1.30pm

Townscape and Cultural Planning Committee (four times a year, second Wednesday)

Committee	Day	Date	Time
Townscape	Wednesday	March 7, 2018	9.30am
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Lifestyle Retirement Committee (four times a year, second Wednesday)

Committee	Day	Date	Time
Lifestyle Retirement	Wednesday	February 14, 2018	3.00pm
Lifestyle Retirement	Wednesday	May 9, 2018	3.00pm
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Lifestyle Retirement	Wednesday	November 14, 2018	3.00pm

Albert Facey Homestead Committee (four times a year, first Monday)

Committee	Day	Date	Time
Albert Facey Homestead	Monday	5 February 2018	9.00am
Albert Facey Homestead	Monday	7 May 2018	9.00am
Albert Facey Homestead	Monday	6 August 2018	9.00am
Albert Facey Homestead	Monday	5 November 2018	9.00am

Australia Day Committee

Committee	Day	Date	Time
Australia Day	Wednesday	October 17, 2018	12.00pm
Australia Day	Wednesday	December 19, 2018	12.00pm

Carried 8/0

Governance, Audit and Community Services

10.2.10 - Appointment of Authorised Officers

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	LE.LL.1817
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	12 December 2017

Enclosure / Attachment Nil.

Background

Under various acts and regulations, Council must appoint authorised officers to act on behalf of Council under these acts and regulations.

Comment

The last list of authorised officer for the Shire of Wickepin is:

Resolution No 190417-09

Moved Cr Martin / Seconded Cr Hinkley

1. *That the Shire of Wickepin makes the following appointments:*

Samantha Dawes, Leah Taylor, Natalie Manton, Amanda Bullock, Lara Marchei, Gillian Spargo, Jenna Lansdell and Michelle Miller, to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Authorised officer under the Cat Act 2011;

Dog Registration Officer's under the Dog Act 1976 (as amended);

Mark Hook and Peter Vlahov to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Local Government Act 1995 (as amended)

Local Government Act (Miscellaneous Provisions Act 1960)

Bush Fires Act 1954 (as amended)

Dog Act 1976 (as amended)

Litter Act 1979 (as amended)

Cat Act 2011

Guy Maley and Noel White (Shire of Narrogin Ranger) to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Bush Fires Act 1954 (as amended)

Dog Act 1976 (as amended)

Litter Act 1979 (as amended)

Cat Act 2011

2. *That all previous appointments be cancelled.*

Carried 7/0

To ensure Council complies with the Legislation and Regulations, Council needs to adopt the following persons as authorised officers to allow for the officers to legally carry out their role;

1. *That the Shire of Wickepin makes the following appointments:*

Agatha Prior, Samantha Dawes, Leah Taylor, Natalie Manton, Amanda Bullock, Lara Marchei, Gillian Spargo, Jenna Lansdell and Michelle Miller, to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Authorised officer under the Cat Act 2011;

Dog Registration Officer's under the Dog Act 1976 (as amended);

Mark Hook and Peter Vlahov to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Local Government Act 1995 (as amended)

Local Government Act (Miscellaneous Provisions Act 1960)

Bush Fires Act 1954 (as amended)

Dog Act 1976 (as amended)

Litter Act 1979 (as amended)

Cat Act 2011

Guy Maley and Noel White (Town of Narrogin Rangers) to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Bush Fires Act 1954 (as amended)

Dog Act 1976 (as amended)

Litter Act 1979 (as amended)

Cat Act 2011

2. *That all previous appointments be cancelled.*

Statutory Environment

Authorised Person under the *Local Government Act 1995 as Amended.*

Authorised Person under the *Local Government (Miscellaneous Provisions) Act 1960.*

Authorised Person under the Litter Act 1979

26. *Authorised officers, appointment and jurisdiction of etc.*

- (1) *For the purposes of this Act an authorised officer is —*
- (a) *any member of the Police Force;*
 - (b) *any person appointed as such pursuant to subsection (2) within the area of jurisdiction entrusted to him by the appointment;*
 - (c) *within the district of a local government, any person who is —*
 - (i) *a member of the council of the local government; or*
 - (ii) *an employee of the local government; or*
 - (iii) *an honorary inspector appointed by the local government under section 27AA.*

Authorised Person under the Bush Fires Act 1954

14B. Powers of authorised persons during authorised periods

- (1) *In this section — authorised person means a bush fire liaison officer or another person who is given an authorisation and includes a person acting under an authorised person's orders and directions under section 13(6);*

Authorised person under the Cat Act 2011

Division 3 — Authorised persons

Subdivision 1 — Appointment of authorised persons

48. Authorised persons

- (1) *A local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions under this Act.*
- (2) *A person who is not an employee of a local government cannot be appointed to be an authorised person for the purposes of section 62.*
- (3) *An authorisation under this section may be made on such conditions as the local government determines, in writing given to the authorised person.*
- (4) *The local government may, in writing given to the authorised person, at any time, cancel an authorisation under this section or add, vary or cancel a condition of an authorisation.*
- (5) *The local government is to issue to each authorised person appointed under subsection (1) a certificate stating that the person is an authorised person for the purposes of this Act.*
- (6) *An authorised person appointed under subsection (1) must —*
- (a) *carry the certificate at all times when exercising powers or performing functions as an authorised person; and*
 - (b) *produce for inspection the certificate at the reasonable request of any person; and*
 - (c) *if he or she ceases to be an authorised person, return the certificate to the local government as soon as is practicable.*

Penalty: a fine of \$5 000.

Dog Act 1976

3. Interpretation

- (1) *In this Act, unless the context otherwise requires —*

authorised person means a person who is appointed by a local government, to exercise powers on behalf of the local government, under section 29(1);

registration officer means a person authorised by the local government to effect the registration of dogs pursuant to this Act;

- (3) *A person who is authorised by a local government to exercise any power under this Act shall be furnished with a certificate in the prescribed form evidencing his appointment, and shall produce*

that certificate on being required so to do by a person in respect of whom he exercises, has exercised, or is about to exercise any such power.

Policy Implications: Nil.

Financial Implications: Nil.

Strategic Implications: Not applicable.

Summary:

Council is being requested to appoint authorised officers under various acts and regulations to allow officers to exercise powers under these acts or regulations.

Recommendation:

1. *That the Shire of Wickepin makes the following appointments:*

Agatha Prior, Samantha Dawes, Leah Taylor, Natalie Manton, Amanda Smith, Lara Marchei, Gillian Spargo, Jenna Lansdell and Michelle Miller, to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

*Authorised officer under the Cat Act 2011;
Dog Registration Officer's under the Dog Act 1976 (as amended);*

Mark Hook and Peter Vlahov to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

*Local Government Act 1995 (as amended)
Local Government Act (Miscellaneous Provisions Act 1960)
Bush Fires Act 1954 (as amended)
Dog Act 1976 (as amended)
Litter Act 1979 (as amended)
Cat Act 2011*

Guy Maley and Noel White (Town of Narrogin Ranger) to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

*Bush Fires Act 1954 (as amended)
Dog Act 1976 (as amended)
Litter Act 1979 (as amended)
Cat Act 2011*

2. *That all previous appointments be cancelled.*

Voting Requirements: Simple Majority

Resolution No 201217-13**Moved Cr Martin/ Seconded Cr Hinkley**

1. That the Shire of Wickepin makes the following appointments:

Agatha Prior, Samantha Dawes, Leah Taylor, Natalie Manton, Amanda Smith, Lara Marchei, Gillian Spargo, Jenna Lansdell and Michelle Miller, to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Authorised officer under the Cat Act 2011;

Dog Registration Officer's under the Dog Act 1976 (as amended);

Mark Hook and Peter Vlahov to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Local Government Act 1995 (as amended)

Local Government Act (Miscellaneous Provisions Act 1960)

Bush Fires Act 1954 (as amended)

Dog Act 1976 (as amended)

Litter Act 1979 (as amended)

Cat Act 2011

Guy Maley and Noel White (Town of Narrogin Ranger) to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Bush Fires Act 1954 (as amended)

Dog Act 1976 (as amended)

Litter Act 1979 (as amended)

Cat Act 2011


Carried 8/0

Governance, Audit and Community Services

10.2.11 – Yealering Lake - Request for Gazettal as Ski Lake

Submission To:	Ordinary Council
Location / Address:	Lake Yealering
Name of Applicant:	Natalie Manton, Deputy CEO
File Reference:	RM.RA.2509, RC.PRG.2
Author:	Natalie Manton, Deputy CEO
Disclosure of any Interest:	Nil
Date of Report:	13 December 2017

Enclosure / Attachment: Draft – Future Aquatic Use Plan



Department of
Transport

DRAFT

Have your say on future aquatic use

Lake Yealering

Current navigable waters regulations

There are no current navigable waters regulations

Proposed navigable waters regulations

Water skiing

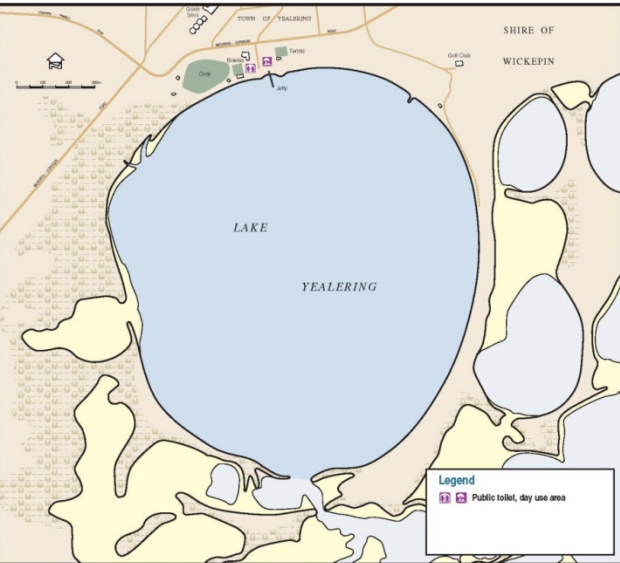
- Create a regulated water ski area with two take-off and landing areas along the northern and eastern shore as indicated on the map.
- Create the regulations that water skiing may only be conducted between sunrise and sunset and only in waters greater than 1.5m in depth within the gazetted ski area.

Closed waters to motorised vessels

- Create a closed waters to motorised vessels area for swimming and sail and paddle craft use.

Personal water craft (PWC) prohibited practices

- Create a regulation that freestyle driving and wave jumping are prohibited on all waters of Lake Yealering.




LAKE YEALERING

SHIRE OF WICKEPIN

Legend

- Public toilet, day use area



LAKE YEALERING

SHIRE OF WICKEPIN

Legend

- Water ski area
- Closed waters to motorised vessels
- Water ski limit buoy
- Over-beach boat launching area
- Public toilet, day use area

Background:

The Shire of Wickepin contacted the Department Transport in September 2014, notifying them that the Yealering Lake was full of water and people were skiing on the lake. A request was made for assistance in gazettement of the lake for skiing. Concerns were raised at the time about the safety of users in general and more particularly swimmers in the designated swimming area following the removal of the banks which used to segregate the swimmers from boats.

Council passed the following resolution No 150317-12 on 15 March 2017:

- 1 That the Shire of Wickepin request that the Department of Transport give urgent consideration to the suitability of Lake Yealering for gazettement for water sports and skiing.

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2 *That the Shire of Wickepin work with its insurer, LGIS and the Department of Transport to address safety concerns at Lake Yealering by:*

- *Defining areas that are safe to use for water sports.*
- *Restricting boat use in defined closed water areas.*
- *Educating boat users on the general boating rules and safety guidelines for skiing.*
- *Minimising the risk of injury or conflict between the active and passive users of the lake including: swimmers, paddlers, jet skis and boats.*

In July 2017 the Department of Transport contacted the Shire of Wickepin and noted that due to record high rainfalls experienced inland of Western Australia, especially within the Great Southern Region, the Department of Transport was undertaking an Aquatic Use Review of twelve key inland lakes and how they are used, now and into the future. Lake Yealering was included in this review.

As part of the Aquatic Use Review the Department of Transport surveyed Lake Yealering to ensure a safe minimum depth existed and identify any potentially unknown hazards. Following the results of the survey Mr Chris Mather, Team Leader of Navigational Safety for the Department of Transport, Marine Safety, met on site in November 2017 to discuss the process of the aquatic use review and gazettal options for the lake. The Shire of Wickepin was invited to comment on the lakes current usage and provide suggestions of future usage to improve the safety and amenity of the lake. Other key stakeholders were also consulted including:

- Living Lakes committee
- Yealering Progress Association
- Sporting groups in lake precinct: Yealering Bowling Club, Tennis Club, Golf Club.
- Yealering Caravan Park Manager
- Local Business: Yealering Shop, Yealering Hotel
- Boat owners.

Following the on-site meeting the Department of Transport produced a draft proposal for future aquatic use of Lake Yealering. The proposal was sent out for public comment and suggested amendments were received from two community members and boat users.

Comment:

In Western Australia water skiing is prohibited unless an area has been set aside for that purpose and the Department of Transport sets a minimum of 1.5 metres depth requirement to formally gazette a water ski area.

The draft map produced by the Department of Transport for public comment provides clear guidelines of safe water use areas, parking, boat ramps and take-off and landing areas as well as prohibited activities.

Statutory Environment:

Division 2 - Lake Yealering

Application

5.3 This Division applies to Reserve No 9610.

Appointment of authorised persons

5.4 The local government may authorise, under section 9.10 of the Act, a person or persons to perform all or any of the functions under this local law in relation to the reserve.

Speed of vehicles

- 5.5 A person shall not on the reserve drive a motor vehicle of any kind, whether towing a boat or caravan or not, other than upon a defined road or on an approved parking area –
- (a) at a speed in excess of fifteen (15) kilometres per hour;
 - (b) in a reckless, negligent or dangerous manner; or
 - (c) while under the influence of drugs or alcohol.

Water activities on Lake Yealering

- 5.6 (1) A person shall not swim, ski, sail, row or drive a motor powered boat on or in any part of Lake Yealering –
- (a) other than in an area which may be set aside, from time to time for the purpose; or
 - (b) which may from time to time, be declared unfit for the purpose.
- (2) For the purpose of subclause (1) areas may be delineated by a map, notice, flags, markers or buoys placed in position by a person or persons authorised by the local government to do so.

Under the navigable waters regulations 1958 it is an offence to water ski in an area not set aside for the purpose. Extract below.

48A. Areas for speed boats and water ski-ing

- (1) The chief executive officer may, by notice published in the *Government Gazette* —
- (a) limit the speed of any specified class or classes of motor boat, in any navigable waters therein defined;
 - (b) define and set aside any area of navigable waters for the purpose of racing by speed boats of which the owners have been granted permission to race by the chief executive officer;
 - (c) define and set aside, and impose conditions on the use of, any area of navigable waters for the purposes of para-sailing or water ski-ing and, where he sees fit, specify times when that area may be so used and may by that notice, permit the use in accordance with that notice of any waters mentioned in regulation 48(a), for that purpose;
 - (d) vary or cancel any previous notice under this subregulation.

(2) A person shall not race a motor boat, or drive a motor boat towing a para-sailor or a water skier in any navigable waters, except in an area defined and set aside by the chief executive officer for the purpose and, where times during which the area may be so used have been specified under subregulation (1)(c), during those times, and where the chief executive officer has imposed any conditions on the racing of speed boats, on para-sailing or on water ski-ing, in any such defined area, a person failing to comply with those conditions commits an offence.

(3) Where, under the provisions of this regulation, the Department of Transport Chief Executive Officer defines and sets aside any area of navigable waters, for a specified purpose, he may, at the same or any other time order that those waters be not used for any but the specified purpose; and a person shall not thereupon, use those waters for any but the specified purpose.

[Regulation 48A inserted in Gazette 19 Dec 1962 p. 4016; amended in Gazette 16 Dec 1963 p. 3876; 16 Oct 1970 p. 3206; 12 Jul 1974 p. 2625; 16 May 1986 p. 1661; 11 Aug 1992 p. 3975-6; 28 Aug 1992 p. 4241.]

Financial Implications: Nil

Policy Implications: Nil

Summary:


The Shire of Wickepin sought assistance from the Department of Water to have Lake Yealering considered for gazetting as suitable for water sports. The matter was considered an urgent priority as Lake Yealering is currently full and is being frequently used by boat owners despite the lake not being endorsed for boats or skiing.

The Department of Transport requests that the Shire of Wickepin endorse the proposed future aquatic use map.

4.57pm – ESO Leah Taylor departed the chambers

Recommendation:

That the draft future aquatic use plan outlining proposed closed water, ski areas, boat ramps, parking as well as take-off and landing zones be endorsed by the Shire of Wickepin.



Department of Transport

DRAFT

Have your say on future aquatic use

Lake Yealering

Current navigable waters regulations

There are no current navigable waters regulations

Proposed navigable waters regulations

Water skiing


- 1 Create a regulated water ski area with two take-off and landing areas along the northern and eastern shore as indicated on the map. Create the regulations that water skiing may only be conducted between sunrise and sunset and only in waters greater than 1.5m in depth within the gazetted ski area.

Closed waters to motorised vessels

- 2 Create a closed waters to motorised vessels area for swimming and sail and paddle craft use.


Personal water craft (PWC) prohibited practices

- 3 Create a regulation that freestyle driving and wave jumping are prohibited on all waters of Lake Yealering.



Legend

- Public toilet, day use area



Legend

- Water ski area
- Closed waters to motorised vessels
- Water ski limit buoy
- Over-beach boat launching area
- Public toilet, day use area


Voting Requirements: Simple majority

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Resolution No 201217-14

Moved Cr Lansdell/ Seconded Cr Hyde

That the draft future aquatic use plan outlining proposed closed water, ski areas, boat ramps, parking as well as take-off and landing zones be endorsed by the Shire of Wickepin.





Department of Transport

DRAFT

Have your say on future aquatic use

Lake Yealering

Current navigable waters regulations	Proposed navigable waters regulations
<p>There are no current navigable waters regulations</p>	<p>Water skiing</p> <p>① Create a regulated water ski area with two take-off and landing areas along the northern and eastern shore as indicated on the map. Create the regulations that water skiing may only be conducted between sunrise and sunset and only in waters greater than 1.5m in depth within the gazetted ski area.</p> <p>Closed waters to motorised vessels</p> <p>② Create a closed waters to motorised vessels area for swimming and sail and paddle craft use.</p> <p>Personal water craft (PWC) prohibited practices</p> <p>③ Create a regulation that freestyle driving and wave jumping are prohibited on all waters of Lake Yealering.</p>
 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Legend</p> <p> Public toilet, day use area</p> </div>	 <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;"> <p>Legend</p> <p> Water ski area</p> <p> Closed waters to motorised vessels</p> <p> Water ski limit buoy</p> <p> Over-beach boat launching area</p> <p> Public toilet, day use area</p> </div>

Carried 8/0

5.02pm – ESO Leah Taylor returned to the chambers

Governance, Audit and Community Services

10.2.12 – Application for Planning Approval – Mobile Phone Base Station – Lot 1 (No. 577) Tincurrin Road, Tincurrin

Submission To:	Ordinary Council
Location / Address:	Lot 1 (No. 577) Tincurrin Road, Tincurrin
Name of Applicant:	Planning Solutions
File Reference:	A6231/IBP2017469
Author:	Leigh Medlen, Planning Officer
Disclosure of any Interest:	Nil.
Date of Report:	28 November 2017

Enclosure / Attachment:

Attachment One – Locality Plan
Attachment Two – Application for Planning Approval
Attachment Three – Visual Amenity Impact Assessment

Background:

Council is requested to consider an application for planning approval for the installation of a mobile phone base station at Lot 1 (No. 577) Tincurrin Road, Tincurrin.

The proposal can be considered as 'Telecommunications Infrastructure' which is defined by the Shire of Wickepin Town Planning Scheme No.4 as:

"Telecommunications Infrastructure – means land used to accommodate any part of the infrastructure of a telecommunications network and includes any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure used, or for use in or in connection with a telecommunications network."

The proposal consists of the installation of a 60 metre Lattice Tower and associated ancillary equipment such as an equipment shelter, 6 panel antennas mounted on top of the mobile phone tower and a GPS antenna. The lattice tower will be constructed out of steel with a non-reflective finish. The equipment shelter will be constructed of colourbond and be a 'pale eucalypt' finish. The equipment shelter is 3.0 meters in length and 2.5 metres in width with a total area of 7.5m². The application proposes to remove existing trees and shrubs for the installation of the telecommunications infrastructure within the existing lease area. The proposed monopole is proposed to be located within an existing lease area held by Telstra.

The subject property is zoned as 'General Agriculture' under the Shire of Wickepin Town Planning Scheme No.4. The subject property being Lot 1 (No. 577) Tincurrin North Road, Tincurrin is approximately 19,983 m² in area. Surrounding properties are zoned 'General Agriculture' to the north, south, east and west of the property. Currently, on site there is existing telecommunications infrastructure within the existing Telstra lease area. Within the legal surveyed boundary of the lot there is an existing residence and associated outbuildings.

The subject property is covered in mature vegetation and the proposed monopole is located approximately 16.05 metres from the eastern boundary to Tincurrin North Road and approximately 45 metres to the northern lot boundary. The proposed monopole will be located approximately 113 metres from the Wickepin-Harrismith Road.

Comment:

Under the Shire of Wickepin Town Planning Scheme No.4 'Telecommunications Infrastructure' is listed as a 'D' land use permissibility. A 'D' use is defined as:

"Means that the use is not permitted unless the local government has exercised its discretion by granting development approval."

The development is required to be built in accordance with the development standards and requirements of a 'General Agriculture' Zone. The application has been assessed against the development standards for a 'General Agriculture' Zone as per the Shire of Wickepin Town Planning Scheme No. 4 in the below table:

Requirement	Provided	Officers Comments
Boundary Setbacks		
Front – 20 metres (50 to a major road)	Does Not Comply 16.05 metres	The proposal does not meet the minimum front setbacks to Tincurrin North Road. A variation to the development standards of the Shire of Wickepin Town Planning Scheme No.4 would therefore be required to be considered by Council.
Rear – 20 metres	Complies Approximately 60 metres	Complies
Side – 20 metres	Complies Approximately 40 metres to nearest side boundary	Complies.

As shown in the above table, the proposal therefore does not meet the minimum setback distances required to the front boundary and requires Council to consider a variation to the provisions of Shire of Wickepin Town Planning Scheme No.4. Council has the ability to consider a variation to the Shire of Wickepin Town Planning Scheme under Clause 4.5 which states:

"Clause 4.5 – Variations to site and development standards and requirements.

Except for development in respect of which the Residential Planning Codes apply, if a development is the subject of an application for development approval and does not comply with a standard or requirement prescribed under the Scheme, the local government may, despite the non-compliance, approve the application unconditionally or subject to such conditions as the local government thinks fit.

4.5.2 In considering an application for development approval under this clause, where, in the opinion of the local government, the variation is likely to affect any owners or occupiers in the general locality or adjoining the site which is the subject of consideration for the variation, the local government is to –

- a) Consult the affected parties by following one or more of the provisions for advertising uses under clause 64 of the deemed provisions; and*
- b) Have regard to any expressed view prior to making its determination to grant the variation."*

4.5.3 The power conferred by this clause may only be exercised if the local government is satisfied that –

- a) Approval of the proposed development would be appropriate having regard to the criteria set out in clause 67 of the deemed provisions; and*
- b) The non-compliance will not have an adverse effect upon the occupiers or users of the development, the inhabitants of the locality or the likely future development of the locality."*

In regards to Clause 4.5.2 listed above, it is recommended that Council notify the affected landowners adjoining the subject property to allow the public opportunity to comment on the proposal. Clause 64 of the deemed provisions provides multiple forms of advertising that could be undertaken however, it should be considered that

notification to the surrounding landowners to be the most suitable form of advertising due to the minor nature of the non-compliance to the development standards.

It is therefore recommended that Council notify adjoining landowners of the proposal and invite any written comments from adjoining landowners that could be impacted by the development in accordance with Clause 64 (3) (a) of the deemed provisions. It is also further recommended that Council notify the following relevant stakeholders and invite their comments on the proposal, Civil Aviation Safety Authority (CASA), Department of Biodiversity, Conservation and Attractions and Department of Planning, Lands and Heritage.

In regards to Clause 4.5.3 which requires the variation to consider the matters set out in Clause 67 of the deemed provisions. It has been determined that the application would have minimal adverse impact on the surrounding locality or future use of the land on the following premises:

- The subject property has existing telecommunications infrastructure located on the property.
- The surrounding properties are not sensitive land uses and therefore the potential impact of the development would be considered to be minimal given the surrounding land uses are for the purposes of broad acre farming.

It has been determined the greatest impact to the surrounding areas or future development of the area would be the potential impact to visual amenity of the natural landscape. An assessment of the impact to the visual amenity of the proposal has been provided as per attachment 3. An assessment against the relevant state planning policies has also been undertaken in the below section of this report. It has been determined from this assessment that minimal adverse impact would result from the proposed development.

Assessment against State Planning Policy 5.2 – Telecommunications Infrastructure.

Potential adverse impacts to visual amenity and the benefits of the proposed infrastructure has to be considered and weighed up by Council. The Western Australian Planning Commission (WAPC) have developed a State Planning Policy to guide local governments in the assessment of telecommunications infrastructure. State Planning Policy – Telecommunications Infrastructure states:

“The benefit of improved telecommunications services should be balanced with the visual impact on the surrounding area.”

The potential impact to visual amenity has been assessed using the provisions of the State Planning Policy. State Planning Policy – Telecommunications Infrastructure which states:

- ii) *Telecommunications Infrastructure should be sited and designed to minimise visual impact whenever possible:*
 - a) *Be located where it will not be prominently visible from significant viewing locations such as scenic routes, lookouts and recreation sites;*
 - b) *Be located to avoid detracting from a significant view of a heritage item or place, a landmark, a streetscape, vista or panorama, whether viewed from public or private land.*
 - c) *Not be located on sites where environmental, cultural heritage, social and visual landscape values maybe compromised; and*
 - d) *Display design features, including scale, materials, external colours and finishes that are sympathetic to the surrounding landscape;*

In relation to point a) above, the proposed tower will be visible along the Tincurrin North Road as well as the Wickepin-Harrismith Road. The Wickepin-Harrismith Road is a major regional road as dedicated by the Shire of Wickepin Town Planning Scheme No.4, while Tincurrin North Road is a local road. Both road networks play an integral role to the connectivity to and from the Shire of Wickepin; however are not scenic or tourist routes. There is currently an existing tower on the property, the proposed tower would be significantly taller than the existing tower and therefore would present a greater potential for adverse impact to the visual amenity of the surrounding

area however, given the mature, remanent vegetation as well as the location of the tower it would be unlikely to impact any visual amenity or viewing locations within the Shire of Wickepin.

In relation to point b) above, there are no places of cultural heritage significance on the subject property or surrounding the proposed site. It would therefore be unlikely that the proposed site and application would impact on landmarks or heritage significance of the locality.

In relation to point c) above, there is existing Telecommunication Infrastructure present on the subject property. It would be unlikely that the additional tower and associated ancillary equipment would therefore impact any social, heritage or visual landscapes. The subject property is not surrounded by sensitive land uses and is surrounded by broad acre farming.

In relation to point d) above, the lattice tower is to be constructed of steel and have a non-reflective galvanised finish. The equipment shelter will be constructed from colourbond with 'pale eucalypt' treatments. It could be considered that the finishes to the equipment shelter would be sympathetic with the surrounding character of the landscape.

From the above assessment it should be considered that the location of the telecommunications infrastructure is compliant with the State Planning Policy 5.2 as detailed above.

Electromagnetic Energy Report

The electromagnetic energy report, as supplied by the applicant, highlights that the maximum Electromagnetic Energy (EME) calculated at the site is 1.56V/m; equivalent to 6.45mW/m² or 0.17% of the public exposure limit. The Australian Communications and Media Authority controls the exposure limits. The report provided highlights that the subject property would be below the public exposure limits and therefore is expected to be compliant with the maximum provision for EME exposure limits.

From the above assessments it has been determined that the proposed application would be unlikely to have any adverse impact to the visual amenity upon the surrounding location that could potentially outweigh the benefits of the proposed infrastructure. It is also recommended that the proposal is forwarded to adjoining landowners who could potentially be impacted by the proposal to allow them opportunity to comment on the proposal. It is also further recommended that Civil Aviation Safety Authority (CASA), Department of Biodiversity, Conservation and Attractions and Department of Planning, Lands and Heritage are forwarded the details of the proposal for comment.

Statutory Environment: Shire of Wickepin Town Planning Scheme No. 4
Planning and Development Act 2005
Planning and Development (Local Planning Schemes) Regulations 2015

Policy Implications: State Planning Policy 5.2 – Telecommunications Infrastructure

Financial Implications: Application for Planning Approval Fee of \$800.00 has been made payable to the Shire of Wickepin.
Cost of giving notice to adjoining landowners
Shire of Narrogin Planning Advice

Strategic Implications: Nil

Summary:

Council is requested to consider the application for planning approval for the installation of a mobile phone base station at Lot 1 (No.577) Tincurrin Road, Tincurrin and associated ancillary equipment and to determine the application for planning approval.

Recommendation:

That Council:

1. Advertise the application for Planning Approval to adjoining landowners for public comment in accordance with clause 64 (3) (a) of the deemed provisions for local planning schemes.
2. Forward the application to Civil Aviation Safety Authority (CASA), Department of Biodiversity, Conservation and Attractions and Department of Planning, Lands and Heritage for comment on the proposal and have due regard to any comments received.
3. In the event that no negative submissions are received authorise the Chief Executive Officer to grant planning approval for the mobile phone base state at Lot 1 (No. 577) Tincurrin North Road, Tincurrin, subject to the following conditions:
 - a) The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.
 - b) Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
 - c) The development approved shall be in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of Council.
 - d) All drainage run-off associated with the development shall be contained on site or connected to the Shires storm water drainage system to the satisfaction of the Chief Executive Officer.
 - e) The use permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason or appearance or the emission of noise, vibration, odour, vapour, dust, waste water, waste products or otherwise.
 - f) All electromagnetic emissions are to comply and be carried out in accordance with Australian Communications and Media Authority requirements.
 - g) Should the application require the clearing of remnant vegetation the applicant should liase with the Department of Water and Environmental Regulation.

Voting Requirements: Simple majority

Resolution No 201217-15

Moved Cr Allan/ Seconded Cr Hinkley

That Council:

1. Advertise the application for Planning Approval to adjoining landowners for public comment in accordance with clause 64 (3) (a) of the deemed provisions for local planning schemes.
2. Forward the application to Civil Aviation Safety Authority (CASA), Department of Biodiversity, Conservation and Attractions and Department of Planning, Lands and Heritage for comment on the proposal and have due regard to any comments received.
3. In the event that no negative submissions are received authorise the Chief Executive Officer to grant planning approval for the mobile phone base state at Lot 1 (No. 577) Tincurrin North Road, Tincurrin, subject to the following conditions:
 - a) The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.

- b) Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
- c) The development approved shall be in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of Council.
- d) All drainage run-off associated with the development shall be contained on site or connected to the Shires storm water drainage system to the satisfaction of the Chief Executive Officer.
- e) The use permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason or appearance or the emission of noise, vibration, odour, vapour, dust, waste water, waste products or otherwise.
- f) All electromagnetic emissions are to comply and be carried out in accordance with Australian Communications and Media Authority requirements.
- g) Should the application require the clearing of remnant vegetation the applicant should liase with the Department of Water and Environmental Regulation.

Carried 8/0

Governance, Audit and Community Services

10.2.13 – Townscape and Cultural Planning Committee membership

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	CR.MEE.206
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	14 th December 2017

Enclosure / Attachment: Nil

Background:

Council has received a nomination from Spencer Davidson of Yealering to be a member of the Shire of Wickepin Townscape and Cultural Planning Committee.

Comment:

At the 15th November 2017 Ordinary Meeting of Council the following resolution was passed

Resolution No 151117-03 Moved Cr Allan / Seconded Cr Martin

That the following appointments to the Townscape and Cultural Planning Committee be endorsed:

- Cr Allan Lansdell
- Cr Sarah Hyde
- Lee Parker
- Leah Taylor
- Kevin Coxon
- Cr Fran Allan
- Sue Astbury
- Ted Astbury
- Kym Smith
- Jodi Thompson
- Ammers Miley
- Paige Leeson
- Tim Cowcher

Carried 8/0 by Absolute Majority

Council needs to appoint Spencer Davidson as a member of the Shire of Wickepin Townscape and Cultural Planning Committee as he was not part of the list of requested members presented to the 15th November 2017 Council Meeting.

Statutory Environment: Local Government act 1995

5.10. *Committee members, appointment of*

- (1) *A committee is to have as its members —*

- (a) *persons appointed* by the local government to be members of the committee (other than those referred to in paragraph (b)); and*
- (b) *persons who are appointed to be members of the committee under subsection (4) or (5).*

** Absolute majority required.*

- (2) *At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.*
- (3) *Section 52 of the Interpretation Act 1984 applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.*
- (4) *If at a meeting of the council a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.*
- (5) *If at a meeting of the council a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —*
 - (a) *to be a member of the committee; or*
 - (b) *that a representative of the CEO be a member of the committee,**the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.*

5.11. Committee membership, tenure of

- (1) *Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —*
 - (a) *the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be; or*
 - (b) *the person resigns from membership of the committee; or*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day,**whichever happens first.*
- (2) *Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —*
 - (a) *the term of the person's appointment as a committee member expires; or*
 - (b) *the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant; or*
 - (c) *the committee is disbanded; or*
 - (d) *the next ordinary elections day, whichever happens first*

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to appoint Spencer Davidson as a member of the Shire of Wickepin Townscape and Cultural Planning Committee.

Recommendation:

That Council appoint Spencer Davidson as a member of the Shire of Wickepin Townscape and Cultural Planning Committee.

Voting Requirements: Simple majority

Resolution No 201217-16

Moved Cr Allan/ Seconded Cr Martin

That Council appoint Spencer Davidson as a member of the Shire of Wickepin Townscape and Cultural Planning Committee.

Carried 8/0

Governance, Audit and Community Services

10.2.14 – Lifestyle Retirement Committee Meeting Recommendations

Submission To:	Lifestyle Retirement Committee
Location / Address:	Whole Shire
Name of Applicant:	Lifestyle Retirement Committee
File Reference:	CR.MEE.203
Author:	Leah Taylor, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	12 December 2017

Enclosure / Attachment: Nil

Background:

Lifestyle Retirement Committee meeting held on Wednesday 29 November 2017.

Comment:

The Lifestyle Retirement Committee meeting was held on Wednesday 29 November 2017 and passed the following recommendation:

Moved Kevin Coxon / Seconded Cr Fran Allan

That the Lifestyle Retirement committee adopt the design and quotation from Benjamin Kittow constructions for the refurbishment of the 4 Cottage Home units Wogolin Road Wickepin at a cost of \$103,410.40 GST Exclusive.

Carried 5/0

Statutory Environment: Nil.

Policy Implications: Not applicable.

Financial Implications: Nil.

Strategic Implications: Nil

Recommendation:

That Council pass the following recommendation:

That Council adopt the design and quotation from Benjamin Kittow constructions for the refurbishment of the 4 Cottage Home units Wogolin Road Wickepin at a cost of \$103,410.40 GST Exclusive.

Voting Requirements: Simple majority.

Resolution No 201217-17

Moved Cr Allan/ Seconded Cr Lansdell

That Council pass the following recommendation:

That Council adopt the design and quotation from Benjamin Kittow constructions for the refurbishment of the 4 Cottage Home units Wogolin Road Wickepin at a cost of \$103,410.40 GST Exclusive.

Carried 8/0

11. President's Report

Presidents Report December 2017

A Big welcome to our Staff to Agatha Prior who commenced work on December 11th as our ESO, as we say Good-bye to Leah Taylor who has resigned to commence family duties.

Many Thanks to Leah who has been here for 5 years, and has done a wonderful job especially with all of her "Technical Initiatives". We all wish Leah all the best in your Family Role, and hope that Agatha enjoys all of the challenges of the ESO's role.

On Monday November 20th the Wickepin CRC held their bi-monthly meeting where 15 new and interested community members came along and were briefed on the workings of the CRC, and invited to join the committee.

Tuesday 21st November saw the meeting of the Wheatbelt South Aged Housing Alliance at Wickepin, where we were briefed by Natalie of the progress of the submission for funding to the "Building Better Regions" Federal grant fund. By now the application would have been submitted and we can only cross our fingers and toes that we are successful, and that we will be able to progress with building the proposed Aged Care Facilities as planned.

Friday 24th November saw the annual Wickepin Shire sponsored event, the Senior Citizen's Christmas Lunch held at the community centre. A good number attended where the Senior Citizens celebrated and enjoyed a hot roast Christmas lunch, activities and entertainment together.

Friday 1st December I accompanied the CEO Mark to the Central Country Zone of WALGA meeting at Wagin where the bi-annual elections for our Zone were undertaken following the council elections in October.

I am again elected to the Executive Committee and the CEO and myself were also placed on the working group from our Zone that is discussing the Local Government Act Review phases as they come up, to assist WALGA with their submissions to the Department for Local Government.

Also at the Zone Meeting we were pleased to hear that the two Roadside Car Crash Trailers are now finished and have initially been delivered to the Host Shires of our Zone, being Cuballing and Kulin. These trailers are available for any Shire within our zone to have them placed on strategic road sites to raise the awareness of road safety.

Amongst other guests at this Zone meeting were Nationals WA representatives Hon Mia Davies MLA and Hon Colin DeGrussa MLC, Federal Member for O'Connor Mr Rick Wilson MP, representatives from LGIS – Mr Jonathon Seth, CEO and Mr Peter Hoare, Chief Operating Officer who all addressed the meeting for a few minutes on various points of interest.

On behalf of Council on Monday 11th December I attended the Wickepin Primary School end of year presentations, and on Wednesday 13th December I attended the Yealering Primary School end of year presentations where I assisted to present the Principal's Award to the student of his choice, as there were no graduating year 6 students this year. Congratulations to all of the Award Recipients, and to all of the school staff and students on a wonderful year's work.

It was wonderful to hear from the Principals their Thanks to the Wickepin Council and Shire for assistance to the Wickepin and Yealering Schools for various requests that have been needed throughout the year. Many Thanks to CEO and our council staff for doing a great job in accommodating the needs of our Primary Schools.

Friday 15th December was the annual year-end celebration by the Works Staff, a great evening for all to reflect on the past year's achievements and look forward to the challenges of the year to come. A big Thank You to all Staff and fellow Councillors for everyone's efforts throughout the year, and I wish everyone a very Merry Christmas and a Safe and Happy New Year



Resolution No 201217-18

Moved Cr Lansdell / Seconded Cr N Astbury

That Council endorses the President's Report dated 14 December 2017.

Carried 8/0

5.16pm – Cr Allan Lansdell departed the chambers
 5.18pm – Cr Allan Lansdell returned to the chambers

Council

12. – Chief Executive Officer's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	CM.REP.2
Author:	Mark Hook, Chief Executive Officer
Disclosure of Any Interest:	Nil
Date of Report:	11 December 2017

Living Lakes

J.A.K. Civil Pty Ltd has been formally appointed as the Contractor for Living Lakes Stage 3. All additional financial and construction methodology requested from J.A.K. Civil was reviewed by Wheatbelt NRM, and the tender Evaluation Panel, and determined to be satisfactory for the project. We held a preliminary meeting with J.A.K. Civil Pty Ltd on Monday to discuss timelines and program etc. At this meeting the following was confirmed:

- J.A.K. Civil will immediately commence preparation of the required Management Plans for review and approval by Wheatbelt NRM.
- Due to the current water levels in Lake Yealering, and the associated impact on the works, it was determined that works would be undertaken at Lake Ewlyamartup first.
- Works are planned to commence mid to late January 2018 at Lake Ewlyamartup, subject to all of the required approvals being in place.
- Construction at Lake Ewlyamartup will take approximately 3-4 months, subject to weather conditions.
- Should weather conditions and water levels be favourable upon completion of works at Lake Ewlyamartup, J.A.K. Civil will shift to Lake Yealering and commence works, prior to winter.
- Should weather conditions and water levels not be favourable upon completion of works at Lake Ewlyamartup, J.A.K. Civil will commence works at Lake Yealering in October-November 2018. We note a contingency plan is in place to undertake the works under wet conditions, should Lake Yealering not have dried out by late 2018.
- All works should be completed at both lakes by April 2019.

None of the tender submissions provided an option for the work to be carried out on both lakes simultaneously. The decision to undertake the Lake Ewlyamartup work first was made due to the level of impact that high water levels have on the differing sites. Emails will be sent to both the Lake Ewlyamartup Working Group and Lake Yealering Steering Committee shortly to update them on the above.

Refer below for an update on the permits and approvals being progressed:

Activity	Task	Status	Risk
Department of Planning, Heritage and Lands Approvals	Section 91 Licences to access and undertake works on Unallocated Crown Land	Submitted – in progress. Letters of consent have been provided by the DPLH in lieu of the S.91 Licences being issued.	Timeframe/conditions
Department of Aboriginal Affairs Approvals	Section 18 applications for each lake	Submitted – in progress.	Timeframe/conditions
Department of Water	Section 5C License for Lake	Approved	

and Environmental Regulation Approvals	Yealering		
	Native Vegetation Clearing Permits for each lake	Submitted – in progress	Timeframe/conditions
Department of Biodiversity, Conservation and Attractions	Submit letter for DBCA support	Complete	
Main Roads WA	Submit engineering drawings for approval for Lake Ewlyamartup	Submitted – in progress	Timeframe/conditions
Water Corporation	Submit engineering drawings for approval for Lake Ewlyamartup	Submitted – in progress	Timeframe/conditions

Next steps for Wheatbelt NRM -

- Secure all approvals, and schedule construction start date with J.A.K. Civil.
- Appoint a consultant engineer to assist Wheatbelt NRM during the construction phase of the project. Three (3) quotes have been obtained and we are currently going through the review and selection process.
- Update the Maintenance and Management Plans prepared by Worley Parsons and present to the PCG.
- Collate and review the community survey data to commence preparation of the Activation Plans for each lake.

Executive Support Officer

The CEO has appointed Agatha Prior to the position of ESO and Agatha will have commenced work with the Shire of Wickepin on the 11th December 2017. Leah's last day will be the 22nd December 2017.

Deputy CEO Natalie Manton

Natalie has been advised that she is the preferred candidate by WALGA for the CEO position at the Shire of Corrigin. Congratulations Natalie as she will be missed by us all and we wish her well in her new position as CEO at the Shire of Corrigin. The CEO will be advertising the position of Finance Manager in due course. The February 2018 council meeting will most probably be Natalie's last meeting with the Shire of Wickepin.

Christmas Break

The trading hours for 2017/18 Christmas period is as follows:

Monday 25 December	Closed - Public Holiday (for Christmas Day)
Tuesday 26 December	Closed - Public Holiday (for Boxing Day)
Wednesday 27 December	Closed - Employee Annual Leave
Thursday 28 December	Closed - Employee Annual Leave
Friday 29 December	Closed - Employee Annual Leave
Monday 1 January	Closed – Public Holiday, New Year
Tuesday 2 January	Open

The CEO will be on annual leave from Wednesday 27th December 2017 to 5th January 2018

To all the Councillors and staff a Merry Christmas and Happy New Year and on behalf of the Hook family, thank you all for a great twelve months so all have an exciting and prosperous 2018.

CEO Vehicle Change Over

The CEO has accepted a quote from Edwards Holden Narrogin to change over the current trailblazer with a new trailblazer at a changeover of \$1,550

Wickepin Caravan Park

Mrs Kirsten Rigby has advised that she will be relinquishing the contract to manage the Wickepin Caravan Park as of the 31st December 2017. The CEO will make arrangements for the management of the caravan Park in the interim period until a new manager can advertised and appointed for a three year term to make it fall in line with the Harrismith and Yealering caravan park agreements that fall due 30 June 2018.

Meetings Attended

<u>November</u>	
20 th	Department of Transport regarding renewal of contract for DOT services at the Shire of Wickepin
21 st	WSAHA meeting at Wickepin
21 st	LGIS Skin Cancer checks for all staff
21 st	LGIS ergonomic assessments for new staff
22 nd	Meeting with Louie-Jane Gamble to discuss building on Lot 192 11 Collins Street Wickepin
22 nd	LGIS Manual lifting training
23 rd	Met Rick Wilson MP, Member for O'Connor at the Yealering Bowling Club discussed aged housing the grant received by the Yealering Bowling Club from Rick Wilson for their shades
24 th	Seniors Christmas Luncheon WCC
25 th	LG Professionals Wheatbelt South Sundowner Shire of Narrogin
29 th	Lifestyle Retirement committee meeting
30 th	LG Act Review Narrogin Town Hall
<u>December</u>	
1 st	CCZ WALGA
8 th	ROE Roc Yealering
10 th	She Shed He Shed Xmas Function Wickepin
11 th	Wickepin Primary School Awards night

Delegation Register

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Signing cheques	December	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	Appointment of ESO	11 December 2017	Agatha Prior
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	Community Christmas Tree Cricket Club Season 17/18 Book Launch	16 December 2017 2017/2018 2 December 2017	Wickepin Community Christmas Tree Wickepin Cricket Club Olivia Dawes
A13	Hire of Community Halls / Community Centre	CEO			

Voting Requirements: Simple majority

Resolution No 201217-19

Moved Cr Allan / Seconded Cr Martin

That Council endorses the Chief Executive Officer's Report dated 11 December 2017.

Carried 8/0

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

President Julie Russell thanked ESO Leah Taylor for her 5 years' service & wished her all the best.

15. Urgent Business

Urgent Business

Urgent Business – Australia Day Community Awards 2017

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	CR.MEE.211
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	20 December 2017

Enclosure / Attachment: Nil

Background:

Council has to accept the nominations from the Australia Day committee meeting held prior to the December 2017 council meeting.

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 to accept the nominations from the Australia Day committee meeting held prior to the December 2017 council meeting.

Recommendation:

That the presiding Member accepts the late agenda item to accept the nominations from the Australia Day committee meeting held prior to the December 2017 council meeting.

Voting Requirements: Absolute Majority

Resolution No 201217-20**Moved Cr Hinkley / Seconded Cr Allan**

That the presiding Member accepts the late agenda item to accept the nominations from the Australia Day committee meeting held prior to the December 2017 council meeting.

Carried 8/0

Late Item

Urgent Business – Australia Day Community Awards 2017

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	CR.MEE.211
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	20 December 2017

Enclosure / Attachment: Nil

Background:

The Australia Day Committee met on the 20 December 2017 and the following nominations were received for 2017 awards.

Nominations Received:

Citizen of the Year

Young Citizen of the Year

Senior Citizen of the Year

Community Group of the Year

Comment:

Names have been quarantined until the breakfast where the awards will be presented.

Statutory Environment: *Local Government Act 1995.*

Policy Implications: Nil.

Financial Implications:

Strategic Implications: Nil

Summary:

Council is being requested to award the following Australia Day 2017 Awards to:

Citizen of the Year

Senior Citizen of the Year

Young Citizen of the Year

Community Group of the Year

Recommendation:

That Council award the Australia Day 2017 awards to:

Citizen of the Year

Senior Citizen of the Year

Young Citizen of the Year
Community Group of the Year

Voting Requirements: Simple Majority

Resolution No 201217 - 21

Moved Cr W Astbury / Seconded Cr Allan

That Council award the Australia Day 2017 awards to:

Citizen of the Year

Senior Citizen of the Year

Young Citizen of the Year

Community Group of the Year

Carried 8/0

Names have been quarantined until the breakfast where the awards will be presented.

16. Closure

There being no further business the Presiding Officer declared the meeting closed at 5.36pm