



A Fortunate Place



Shire of Wickepin

# Minutes

# Ordinary Meeting of Council

Council Chambers, Wickepin

# 15 FEBRUARY 2017

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**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin  
Wednesday 15 February 2017**

The President declared the meeting open at 3.40pm.

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

|                |  |
|----------------|--|
| Cr J Russell   | President - Member                       |
| Cr W Astbury   | Deputy President - Chairperson           |
| Cr A Lansdell  | Member                                   |
| Cr F Allan     | Member                                   |
| Cr G Lang      | Member                                   |
| Cr S Martin    | Member                                   |
| Cr R Easton    | Member                                   |
| Mr Mark J Hook | Chief Executive Officer                  |
| Ms L Marchei   | Executive Support Officer (Minute Taker) |

**Leave of Absence (Previously Approved)**

**Apologies**

Cr G Hinkley            Member

**2. Public Question Time**

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

**4. Petitions, Memorials and Deputations**

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

**6. Confirmation of Minutes – Ordinary Meeting of Council – 21 December 2016**

**Resolution No 150217-01**

Moved Cr F Allan / Seconded Cr Lang

That the minutes of the Ordinary Council meeting held on Wednesday 21 December 2016 be confirmed as a true and correct record.

Carried 7/0

**7. Receival of Minutes**

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## 7.1 Australia Day Committee Meeting

|                             |   |
|-----------------------------|---|
| Submission To:              | Ordinary Council                        |
| Location / Address:         | Whole Shire                             |
| Name of Applicant:          | Leah Pearson, Executive Support Officer |
| File Reference:             |   |
| Author:                     | Leah Pearson, Executive Support Officer |
| Disclosure of any Interest: | Nil                                     |
| Date of Report:             | 9 December 2016                         |

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**Enclosure / Attachment:**

Minutes of the Australia Day Committee Meeting held on Wednesday 16 November 2016.

**Background:**

The Australia Day Committee Meeting was held on Wednesday 16 November 2016.

**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 Australia Day Committee Meeting held on Wednesday 16 November 2016 be received.

**Voting Requirements:** Simple majority.

### Resolution No 150217-02

Moved Cr Lansdell / Cr Astbury

That the recommendations listed under agenda items 7.1 to 7.2 be adopted en-bloc.

Carried 7/0

## 7.2 Lifestyle Retirement Committee Meeting

|                             |   |
|-----------------------------|---|
| Submission To:              | Ordinary Council                        |
| Location / Address:         | Whole Shire                             |
| Name of Applicant:          | Leah Pearson, Executive Support Officer |
| File Reference:             |   |
| Author:                     | Leah Pearson, Executive Support Officer |
| Disclosure of any Interest: | Nil                                     |
| Date of Report:             | 9 December 2016                         |

### Enclosure / Attachment:

Minutes of the Lifestyle Retirement Committee Meeting held on Wednesday 8 February 2017.

### Background:

The Lifestyle Retirement Committee Meeting was held on Wednesday 8 February 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 Lifestyle Retirement Committee Meeting held on Wednesday 8 February 2017 be received.

**Voting Requirements:** Simple majority.

### Resolution No 150217-02

Moved Cr Lansdell / Cr Astbury

That the recommendations listed under agenda items 7.1 to 7.2 be adopted en-bloc.

Carried 7/0

## 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/<br>File | Progress  | Status | Comment   |
|---------------|--|------------------|---|--------|---|
| 767-210916-19 | Townscape and Cultural Planning Committee Meeting Recommendations    | CEO              | That a sign post be installed for a Recreational Vehicle Camp Site in Wogolin Road Wickepin by the 24 hour Fuel Depot and at the side and rear of Aussie Fulford's tractor museum.  | ○      | CEO sent memo to MWS.<br><br>Signs have been ordered.   |
| 783-211216-04 | Jean Sloan Seed Collecting to June 2017                              | CEO              | That Council grant permission to Jean Sloan of Kondinin to collect native plant seed from reserves vested in the Shire of Wickepin and the Wickepin Golf Club up to the 30 June 2017.<br>With the following conditions: <ul style="list-style-type: none"> <li>• The permission is only granted to Jean Sloan</li> <li>• Appropriate hygiene measures to be followed at all times to prevent the spread of plant disease and weeds.</li> <li>• All care to be taken to avoid the disturbance of fauna habitat.</li> <li>• All care to be taken to avoid any disturbance that may lead to soil degradation.</li> <li>• No damage to be done to the Wickepin Golf Club fairways and rough.</li> <li>• No picking during imposed harvest and vehicle movement bans.</li> </ul> | ✓      | Letter sent 22/12/2016.   |
| 784-211216-05 | Wickepin Sheep Sale Yards – Hand Rail Quotes                         | CEO              | 1. That no quotes be accepted.<br>2. That the CEO draft a design and specifications for the handrails at the Wickepin Saleyards and re-quote.   | ○      | Letters sent to company's advising of Council decision 22/12/2016.<br><br>Dan Turner has been asked to draft a design and specifications. |
| 785-211216-08 | Financial Management Review - Section 6.10 Local Government Act 1995 | CEO              | 1. That Council notes and receives the financial management systems review report as presented.<br>2. That the CEO implements the recommendations outlined within the report as presented.  | ✓      | Memo sent to DCEO.  |
| 786-211216-09 | 2015/2016 - Annual Report  | CEO              | 1. That Council adopts the Annual Audit and Management Reports provided by Councils Auditors Butler Settineri, for the year ended 30 June 2016.<br>2. That the Shire of Wickepin 2015/2016 Annual Report be received and adopted.   | ✓      | Sent to the department 22/12/2016.<br><br>Community Centre booked   |

| Item          | Subject/Action  | Officer/<br>File | Progress   | Status | Comment  |
|---------------|---|------------------|--|--------|--|
|               |   |                  | 3. That the annual electors meeting and Farmers Forum be held on 15 February 2016 at 6.30pm.   |        | for Annual Electors meeting.   |
| 787-211216-11 | Governance, Audit & Community Services Committee Meeting Recommendations      | CEO              | <ol style="list-style-type: none"> <li>1. That the draft Annual Audit and Management Reports provided by Butler Settineri for the year ended 30 June 2016 be received.</li> <li>2. That the Policy 4.1.3 Fire Control Officers be adopted by Council (as per Council Minutes December 2016).</li> <li>3. That the Governance, Audit and Community Services Committee request Council to adopt the amended Policy 3.1.7: Purchasing as per Council Minutes December 2016.</li> </ol>  | ✓      | <p>Policy Manual updated.</p> <p>Memo sent to all employees 04/01/2017.</p>  |
| 788-211216-12 | 2018 Wickepin Art Prize   | CEO              | <ol style="list-style-type: none"> <li>1. That the amount of \$9,000 be transferred to the Special Reserves Account for the 2018 Wickepin Art Prize from Councils Municipal Funds for 2016/2017.</li> <li>2. That the 2018 art prizes be raised to the table shown in December 2016 Council minutes.</li> <li>3. That the budget (shown in Council minutes December 2016) for the 2018 Wickepin Art Prize be placed in the 2018/2019 Budget Estimates:</li> </ol>  | ✓      | Placed in Townscape and Cultural Planning agenda and placed in budget notes. |
| 789-211216-13 | CEO Long Service Leave  | CEO              | That the Current CEO Mr Mark Hook be allowed to defer his Long Service Leave due on the 26/06/2016 for a period during and up to the 26/06/2019 at his current rate of pay as at the 21 December 2016.   | ✓      | Letter sent 22/12/2016.  |
| 790-211216-14 | Temporary Planning Approval – Dog Grooming Lot 74, 45 Sewell Street Yealering | CEO              | <p>That Planning approval be granted to Susann Bond of 45 Sewell Street Yealering to operate a dog washing grooming business at Lot 74 Sewell street Yealering WA 6712.</p> <p>With the following conditions being imposed:</p> <ol style="list-style-type: none"> <li>1 No more than three customer vehicles to be parked on road verge at 45 Sewell Street Yealering WA 6372 any given time.</li> <li>2 No more than four customers' dogs (being washed or groomed) to be on the premises at any given time.</li> <li>3 All dogs being groomed to be licenced and micro chipped with the relevant Local Authority.</li> <li>4 Planning approval only granted to the 30th June 2017.</li> </ol> | ✓      | Letter and email sent 22/12/2016.  |
| 791-211216-15 | Dual Fire Control Officers 2016/2017 – Shire of Corrigin                      | CEO              | That Council appoints Craig Jespersen and Greg Doyle as Dual Fire Control Officer from the Shire of Corrigin for the 2016/2017 fire season, subject to the officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.   | ✓      | Letter sent 22/12/2016.  |
| 792-211216-16 | Council and committee meetings 2017   | CEO              | That Council adopts the meeting dates for 2017 (as per December 2016 Council Minutes).   | ✓      | Advertised in Narrogin Observer and Watershed                                |

| Item          | Subject/Action  | Officer/<br>File | Progress  | Status  | Comment  |               |       |   |                                  |         |  |   |                                |         |  |   |  |
|---------------|---|------------------|---|---------|--|---------------|-------|---|----------------------------------|---------|--|---|--------------------------------|---------|--|---|--|
|               |   |                  |   |         | 03/01/2017.<br><br>Sent out to Council and all committees.                         |               |       |   |                                  |         |  |   |                                |         |  |   |  |
| 793-211216-17 | Appointment of Authorised Officers                      | CEO              | <p>1. That the Shire of Wickepin makes the following appointments:<br/> <b>Aleeha Turner, Leah Pearson, Natalie Manton, Amanda Bullock, Lara Marchei, Gillian Spargo and Michelle Miller</b>, to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;<br/>           Authorised officer under the Cat Act 2011;<br/>           Dog Registration Officer's under the Dog Act 1976 (as amended);<br/> <b>Mark Hook and Peter Vlahov</b> to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;<br/>           Local Government Act 1995 (as amended)<br/>           Local Government Act (Miscellaneous Provisions Act 1960)<br/>           Bush Fires Act 1954 (as amended)<br/>           Dog Act 1976 (as amended)<br/>           Litter Act 1979 (as amended)<br/>           Cat Act 2011<br/> <b>Guy Maley and John Warburton</b> (Town of Narrogin Ranger) to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;<br/>           Bush Fires Act 1954 (as amended)<br/>           Dog Act 1976 (as amended)<br/>           Litter Act 1979 (as amended)<br/>           Cat Act 2011</p> <p>2. That all previous appointments be cancelled.</p> | ✓       | Letter sent 03/01/2017.  |               |       |   |                                  |         |  |   |                                |         |  |   |  |
| 794-211216-18 | Bush Fire Prone areas BAL Assessment Lot 27, Curlew Way | CEO              | <p>1. That Council request the Office of Bushfire Risk Management to remove the area marked in pink (Wickepin Golf Course) on the map (shown in the Council Minutes December 2016) from the designated bushfire prone areas in the Wickepin Townsite.</p> <p>2. That the CEO review the Office of Bush Fire Risk Management Bush Fire prone map areas across the whole of the Shire of Wickepin.</p>  | ○       | Letter sent 22/12/2016.<br><br>Review of Bush Fire prone mapping to be undertaken. |               |       |   |                                  |         |  |   |                                |         |  |   |  |
| 795-          | Asphalt Tender 04/2016-2017                             |                  | <p>That Council accept the tender received from Great Southern Paving as per the received RFT 04/2016-17 Supply and Lay Asphalt offer form:</p> <table border="1"> <thead> <tr> <th>Item No</th> <th>Description</th> <th>Tendered Rate</th> <th>\$/m2</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Rate to apply 25mm Black Asphalt</td> <td>\$21.00</td> <td></td> </tr> <tr> <td>2</td> <td>Rate to apply 25mm Red Asphalt</td> <td>\$34.50</td> <td></td> </tr> </tbody> </table>  | Item No | Description  | Tendered Rate | \$/m2 | 1 | Rate to apply 25mm Black Asphalt | \$21.00 |  | 2 | Rate to apply 25mm Red Asphalt | \$34.50 |  | ✓ | Successful and unsuccessful letters sent 04/01/2017.<br><br>Item placed in 2016/17 Tender Register file. |
| Item No       | Description   | Tendered Rate    | \$/m2   |         |  |               |       |   |                                  |         |  |   |                                |         |  |   |  |
| 1             | Rate to apply 25mm Black Asphalt                        | \$21.00          |   |         |  |               |       |   |                                  |         |  |   |                                |         |  |   |  |
| 2             | Rate to apply 25mm Red Asphalt                          | \$34.50          |   |         |  |               |       |   |                                  |         |  |   |                                |         |  |   |  |



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:             | 7 February 2017                        |

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Enclosure / Attachment: Nil

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

Comment: Not applicable.

#### Programmed Construction Works

- Wickepin Pingelly Road construction has been completed. A 7mm final seal may be applied during February.
- Lomos Road reconstruction has been completed.
- Yealering South East Road reconstruction is 50% completed.
- All aggregate for sealing program has now been delivered.
- Most of the staff were on annual leave during the Christmas period.

#### Plant Replacement

- The new side tipping dog trailer has been delivered and is now in use.
- The new six wheel dual tipping truck is due to be delivered during February.

#### Maintenance Works

- Signage repairs
- Tree pruning
- Call outs to remove fallen trees
- Culvert works.
- Bitumen patching
- Various ongoing maintenance
- Refuse site maintenance
- Ongoing grading.
- Transfer waste from outer refuse sites to Wickepin.

#### Occupational Health and Safety

- A safety inspection was conducted at the Shire depot on 2 February 2017 with the assistance of Mark Southgate from LGIS.

## Workshop

- General ongoing servicing and minor repairs.
- Assist with building maintenance and general maintenance issues.

## Parks and Gardens

- Whipper snip all areas for fire reduction
- Tidy fire breaks
- Weed control
- Oval fertilization
- General mowing
- Reticulation repairs and maintenance
- Sales yards caltrop control.

**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 7 February 2017.

**Voting Requirements:** Simple majority

### **Resolution No 150217-03**

**Moved Cr Easton / Seconded Cr Allan**

That Council notes the report from the Manager of Works and Services dated 7 February 2017.

**Carried 7/0**

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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:             | 8 February 2017                                 |

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

**Background:** In accordance with Section 6.4(2) of the Local Government Act 1995 and Regulation 35 of the Local Government (Financial Management) Regulations 1996, attached are the monthly 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 periods ending 31 December 2016 and 31 January 2017 as presented be received.

**Voting Requirements:** Simple majority

### **Resolution No 150217-04**

**Moved Cr Lang / Seconded Cr Lansdell**

That the financial statements tabled for the periods ending 31 December 2016 and 31 January 2017 as presented be received.

**Carried 7/0**

Governance, Audit and Community Services

## 10.2.02 – List of Accounts

Submission To: Ordinary Council  
 Location / Address: Whole Shire  
 Name of Applicant: Amanda Bullock – Finance Officer  
 File Reference: FM.BA.1201  
 Author: Amanda Bullock – Finance Officer  
 Disclosure of any Interest: Nil  
 Date of Report: 3 February 2017

Enclosure / Attachment: List of Accounts

Background: List of Accounts remitted during the period from 1 December 2016 to 31 January 2017.

|                          | <u>Vouchers</u>          | <u>Amounts</u>       |
|--------------------------|--------------------------|----------------------|
| <b>Municipal Account</b> |                          |                      |
| EFT                      | 6975 – 7029, 7031 - 7049 | \$ 180,338.89        |
| Cheques                  | 15380 – 15386            | \$ 5717.66           |
| Payroll                  | December                 | \$ 96,985.97         |
| Superannuation           | December                 | \$ 15,054.08         |
| Credit Card              | December                 | \$ 921.77            |
| Direct Deductions        | December                 | \$ 5,548.18          |
| <b>Trust</b>             |                          |                      |
| EFT                      | 6974, 7030               | \$ 595.00            |
| Cheques                  |                          | \$ 0.00              |
|                          | <b>DECEMBER TOTAL</b>    | <b>\$ 305,161.55</b> |

|                          | <u>Vouchers</u>      | <u>Amounts</u>       |
|--------------------------|----------------------|----------------------|
| <b>Municipal Account</b> |                      |                      |
| EFT                      | 7050 – 7135          | \$ 324,734.08        |
| Cheques                  | 15387 – 15401        | \$ 38,269.98         |
| Payroll                  | January              | \$ 81,864.86         |
| Superannuation           | January              | \$ 9,089.04          |
| Credit Card              | January              | \$ 0.00              |
| Direct Deductions        | January              | \$ 5,386.99          |
| <b>Trust</b>             |                      |                      |
| EFT                      |                      | \$ 0.00              |
| Cheques                  |                      | \$ 1,478.00          |
|                          | <b>JANUARY TOTAL</b> | <b>\$ 460,822.95</b> |

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

### Certificate of Chief Executive Officer:

The schedule of accounts, covering vouchers as listed above, have been checked and are fully supported by vouchers and invoices which are submitted herewith and which have been duly certified as to the receipt of goods and the rendition of services and as to prices computation, and costings and the amounts shown have been remitted.

|                                |  |
|--------------------------------|--|
| <b>Comment:</b>                | Detailed answers to queries can be obtained for presentation at council meeting.   |
| <b>Statutory Environment:</b>  | Local Government (Financial Management) Regulations 1996 – Regulations 13 (2), (3) & (4)   |
| <b>Policy Implications:</b>    | Policy 3.1.8 - Cheque Issue  |
| <b>Strategic Implications:</b> | Not applicable   |
| <b>Recommendation:</b>         | That Council acknowledges that payments totalling <b>\$765,984.50</b> have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory. |
| <b>Voting Requirements:</b>    | Simple majority  |

### **Resolution No 150217-05**

**Moved Cr Astbury / Seconded Cr Allan**

That Council acknowledges that payments totalling **\$765,984.50** 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 7/0**

## List of Accounts Due &amp; Submitted to Committee

December 2016

| Chq/EFT | Date      | Name                            | Description  | Muni         | Trust     |
|---------|-----------|---------------------------------|--|--------------|-----------|
| EFT6974 | 5/12/2016 | SS & P Martin                   | Refund bond for hire of community centre for funeral on 29.11.16       |              | \$ 500.00 |
| EFT6975 | 7/12/2016 | Air Response                    | Repairs to Wickepin Community Centre Cool Room                         | \$ 285.97    |           |
| EFT6976 | 7/12/2016 | Best Office Systems             | Konica Minolta Copier Charges for 21/10/16 to 23/11/16                 | \$ 814.03    |           |
| EFT6977 | 7/12/2016 | Amanda Louise Bullock           | 50% Course Fees as per Agreement                                       | \$ 495.00    |           |
| EFT6978 | 7/12/2016 | Cutting Edges PTY LTD           | Cutting Edges for WK518  | \$ 776.97    |           |
| EFT6979 | 7/12/2016 | Country Paint Supplies          | Decking Oil for Albert Facey Homestead                                 | \$ 405.95    |           |
| EFT6980 | 7/12/2016 | Covs Parts Pty Ltd              | Corrugated Split Tubing  | \$ 16.84     |           |
| EFT6981 | 7/12/2016 | Clark Equipment                 | Bobcat Rake for WK2489   | \$ 2,321.00  |           |
| EFT6982 | 7/12/2016 | Kelly Cochrane                  | Cleaning of Yealering Hall, Toilets and Caravan Park                   | \$ 362.50    |           |
| EFT6983 | 7/12/2016 | DC & LB Curtis                  | Repairs to Unit 1 Yarling Court  | \$ 4,070.00  |           |
| EFT6984 | 7/12/2016 | CSE Crossman                    | Fire Radios and Installation   | \$ 6,663.49  |           |
| EFT6985 | 7/12/2016 | Landgate                        | Land Tenure List   | \$ 201.30    |           |
| EFT6986 | 7/12/2016 | Dews Excavations                | Excavator Hire for Sewer Repairs                                       | \$ 275.00    |           |
| EFT6987 | 7/12/2016 | Everlon Bronze                  | Wickepin Niche Wall Plaque   | \$ 212.30    |           |
| EFT6988 | 7/12/2016 | FESA - ESL                      | 2016/17 ESL Quarter 2  | \$ 11,310.30 |           |
| EFT6989 | 7/12/2016 | Great Southern Fuel Supplies    | Fuel Account for November 2016   | \$ 12,299.58 |           |
| EFT6990 | 7/12/2016 | Great Southern Paving           | Overlay Intersection at Narrogin/Wickepin/Harrismith Rd T Intersection | \$ 10,000.10 |           |
| EFT6991 | 7/12/2016 | Harris Zuglian Electrics        | Wickepin Community Centre Electrical Works                             | \$ 3,443.12  |           |
| EFT6992 | 7/12/2016 | Jamieson Engine Engineering     | Repairs to WK667   | \$ 86.95     |           |
| EFT6993 | 7/12/2016 | Kleenheat Gas                   | Harrismith Golf Club Cylinder Service Charge                           | \$ 69.30     |           |
| EFT6994 | 7/12/2016 | Kel's Tyres                     | Tyres for WK667  | \$ 6,792.50  |           |
| EFT6995 | 7/12/2016 | Lock Plumbing Service           | Replace Broken Sewer Behind Dyson Wools Building                       | \$ 1,989.90  |           |
| EFT6996 | 7/12/2016 | Narrogin Hire Service           | Reticulation Parts for Yealering Hall & Parks & Gardens                | \$ 296.15    |           |
| EFT6997 | 7/12/2016 | Narrogin Bearing Service        | Filters for WK1951   | \$ 156.39    |           |
| EFT6998 | 7/12/2016 | Star Track Express              | Freight on Parts for WK822   | \$ 46.59     |           |
| EFT6999 | 7/12/2016 | Officeworks Superstores PTY LTD | Delivery fee for Whiteboard  | \$ 49.95     |           |
| EFT7000 | 7/12/2016 | Ozlite                          | Fluoro Lights for Wickepin & Yealering Town Halls                      | \$ 252.95    |           |
| EFT7001 | 7/12/2016 | PCS                             | New PC for EHO & Set up Counsellor iPads & Provide Training            | \$ 4,427.50  |           |



|         |            |  |  |              |          |
|---------|------------|--|--|--------------|----------|
| EFT7002 | 7/12/2016  | Maureen Susan Preedy                         | Cleaning of Yealering Toilets, Hall & Caravan Park                 | \$ 445.00    |          |
| EFT7003 | 7/12/2016  | TPG Town Planning, Urban Design and Heritage | Walk Trail Signage for Harrismith, Yealering and Wickepin          | \$ 2,838.00  |          |
| EFT7004 | 7/12/2016  | Stuart Bell Sails                            | Shade Sail Install for Pool  | \$ 17,116.00 |          |
| EFT7005 | 7/12/2016  | Western Australian Treasury Corp             | Loan No. 100 Interest payment -                                    | \$ 2,123.39  |          |
| EFT7006 | 7/12/2016  | Wickepin Community Resource Centre           | Donation Towards Big Bash  | \$ 500.00    |          |
| EFT7007 | 13/12/2016 | Australia Post                               | November 2016 Account  | \$ 196.79    |          |
| EFT7008 | 13/12/2016 | Air Liquide WA PTY LTD                       | Cylinder Rental for November 2016                                  | \$ 87.92     |          |
| EFT7009 | 13/12/2016 | Yvonne Bowey Consulting                      | Fair Values & Audit queries assistance                             | \$ 671.50    |          |
| EFT7010 | 13/12/2016 | Country Paint Supplies                       | Paint for bins   | \$ 260.99    |          |
| EFT7011 | 13/12/2016 | Courier Australia                            | Freight on Parts for WK813, Pool Water Samples & Computer Software | \$ 41.22     |          |
| EFT7012 | 13/12/2016 | Connelly Images                              | Plaques for Artwork  | \$ 29.70     |          |
| EFT7013 | 13/12/2016 | DC & LB Curtis                               | Repairs to Wickepin Hall Roof                                      | \$ 2,013.00  |          |
| EFT7014 | 13/12/2016 | Landgate                                     | Crown Reserve Data   | \$ 345.90    |          |
| EFT7015 | 13/12/2016 | MJ & JL Dyke                                 | Hydraulic Hoses for WK475 & WK813                                  | \$ 340.80    |          |
| EFT7016 | 13/12/2016 | Great Southern Paving                        | Asphalt Intersection Wickepin-Harrismith Road                      | \$ 23,625.00 |          |
| EFT7017 | 13/12/2016 | Hancock's Home Hardware                      | Tool Box   | \$ 69.95     |          |
| EFT7018 | 13/12/2016 | LGIS Insurance Broking Service               | 2015-16 Motor Vehicle Premium Adjustment                           | \$ 1,100.63  |          |
| EFT7019 | 13/12/2016 | Marketforce Productions                      | Advertisement for Asphalt Tender                                   | \$ 784.22    |          |
| EFT7020 | 13/12/2016 | Narrogin Hire Service                        | Reticulation Parts   | \$ 336.54    |          |
| EFT7021 | 13/12/2016 | Great Southern Waste Disposal                | November 2016 Waste Collection                                     | \$ 6,168.70  |          |
| EFT7022 | 13/12/2016 | Narrogin Bearing Service                     | Airline Joiner   | \$ 69.95     |          |
| EFT7023 | 13/12/2016 | Narrogin Pumps, Solar And Spraying           | Suction Hose for WK248   | \$ 146.96    |          |
| EFT7024 | 13/12/2016 | Narrogin Toyota                              | Roll of Whipper Cord   | \$ 90.00     |          |
| EFT7025 | 13/12/2016 | PCS  | IT Support for November 2016                                       | \$ 255.00    |          |
| EFT7026 | 13/12/2016 | Antony Smith                                 | Repairs to Wickepin Town Hall                                      | \$ 65.00     |          |
| EFT7027 | 13/12/2016 | Shire Of Narrogin                            | Ranger Services  | \$ 292.89    |          |
| EFT7028 | 13/12/2016 | Wickepin Cricket Club                        | Kid sport Voucher  | \$ 150.00    |          |
| EFT7029 | 13/12/2016 | Wickepin Newsagency                          | November 2016 Account  | \$ 257.50    |          |
| EFT7030 | 14/12/2016 | Dumbleyung Hockey Club                       | Kid sport Voucher - B Flood  |              | \$ 95.00 |
| EFT7031 | 16/12/2016 | Australian Taxation Office                   | November 2016 BAS Payment  | \$ 2,392.00  |          |
| EFT7032 | 16/12/2016 | Yvonne Bowey Consulting                      | Financial Management Report 2016                                   | \$ 4,500.00  |          |

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| EFT7033  | 16/12/2016 | Covs Parts Pty Ltd                           | Spillfix   | \$ 25.65     |  |
| EFT7034  | 16/12/2016 | Dc & Lb Curtis                               | Yealering Town Hall Repairs                                    | \$ 638.00    |  |
| EFT7035  | 16/12/2016 | Dews Excavations                             | Clean out culverts on Gillimanning Rd                          | \$ 2,178.00  |  |
| EFT7036  | 16/12/2016 | Ewen Rural Supplies                          | November Invoice   | \$ 6,326.66  |  |
| EFT7037  | 16/12/2016 | Paul Elliot                                  | Iron & Timber Double Sided Park Bench                          | \$ 800.00    |  |
| EFT7038  | 16/12/2016 | Ac & Ej Fulford & Co                         | Push Trees on South East Yealering Road                        | \$ 3,300.00  |  |
| EFT7039  | 16/12/2016 | Grab Photography & Design                    | Yealering Foreshore Concept Plan Deposit                       | \$ 9,817.50  |  |
| EFT7040  | 16/12/2016 | Griffin Valuation Advisory                   | Professional Valuation of Land & Building Assets Deposit       | \$ 6,160.00  |  |
| EFT7041  | 16/12/2016 | Ikes Home Improvement & Glass                | Require Flyscreen Doors 10 Smith St                            | \$ 479.60    |  |
| EFT7042  | 16/12/2016 | Narrogin Packaging                           | Serviettes, Bubble wrap and Packaging Tape                     | \$ 71.80     |  |
| EFT7043  | 16/12/2016 | Officeworks Superstores Pty Ltd              | Whiteboard   | \$ 138.00    |  |
| EFT7044  | 16/12/2016 | Pacific Brands Workwear                      | Uniforms for Natalie Manton                                    | \$ 546.00    |  |
| EFT7045  | 16/12/2016 | Tpg Town Planning, Urban Design And Heritage | Walk trail Signage for Yealering                               | \$ 1,100.00  |  |
| EFT7046  | 16/12/2016 | RSA Works                                    | Supervise Lomos Rd Construction                                | \$ 11,165.00 |  |
| EFT7047  | 16/12/2016 | Kirstin Rigby                                | Photos to be Used for Advertising                              | \$ 1,000.00  |  |
| EFT7048  | 16/12/2016 | St John Ambulance                            | First Aid Kits   | \$ 914.50    |  |
| EFT7049  | 16/12/2016 | Southern Cross Austereo                      | Fire Messages 2016/2017  | \$ 242.00    |  |
| 15380    | 2/12/2016  | Karen Leslie Leeson                          | Items for Annual Seniors Christmas Lunch                       | \$ 359.79    |  |
| 15381    | 7/12/2016  | Telstra                                      | Telephone Bill to 13/11/16                                     | \$ 1,875.94  |  |
| 15382    | 7/12/2016  | Water Corporation                            | Water Service Charge for Storage Tank on Rabbit Proof Fence Rd | \$ 39.48     |  |
| 15383    | 13/12/2016 | Shire Of Wickepin                            | Petty Cash Reimbursement                                       | \$ 317.10    |  |
| 15385    | 16/12/2016 | Infringement Payment Centre                  | Overweight Infringement  | \$ 1,000.00  |  |
| 15386    | 16/12/2016 | Synergy                                      | Power for Streetlights from 25 Oct 2016 - 24 Nov 2016          | \$ 2,125.35  |  |
| DD9141.1 | 7/12/2016  | WA Local Government Super Plan               | Payroll deductions   | \$ 6,587.94  |  |
| DD9141.2 | 7/12/2016  | ANZ Super - Allan Hemley                     | Superannuation contributions                                   | \$ 444.01    |  |
| DD9141.3 | 7/12/2016  | Prime Super                                  | Superannuation contributions                                   | \$ 223.45    |  |
| DD9141.4 | 7/12/2016  | Ing Custodians Pty Ltd                       | Superannuation contributions                                   | \$ 235.06    |  |
| DD9141.5 | 7/12/2016  | Mtaa Super Fund                              | Superannuation contributions                                   | \$ 225.28    |  |
| DD9141.6 | 7/12/2016  | Tremayne Superannuation Fund                 | Superannuation contributions                                   | \$ 141.49    |  |
| DD9141.7 | 7/12/2016  | Colonial First State                         | Superannuation contributions                                   | \$ 219.94    |  |
| DD9150.1 | 1/12/2016  | ANZ Bank                                     | ANZ Merchant Fees  | \$ 240.62    |  |

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|----------|------------|--------------------------------|---------------------------------------|---------------|-----------|
| DD9150.2 | 1/12/2016  | Westnet Pty Ltd                | Internet Fees                         | \$ 243.90     |           |
| DD9150.3 | 6/12/2016  | ANZ Bank                       | ANZ Credit Card Account               | \$ 921.77     |           |
| DD9150.4 | 14/12/2016 | James Matthews                 | Pool Manager Contract Payment 12/2016 | \$ 2,352.53   |           |
| DD9153.1 | 21/12/2016 | WA Local Government Super Plan | Payroll deductions                    | \$ 5,643.38   |           |
| DD9153.2 | 21/12/2016 | ANZ Super - Allan Hemley       | Superannuation contributions          | \$ 381.51     |           |
| DD9153.3 | 21/12/2016 | Ramsay Superannuation Fund     | Superannuation contributions          | \$ 166.95     |           |
| DD9153.4 | 21/12/2016 | Prime Super                    | Superannuation contributions          | \$ 175.95     |           |
| DD9153.5 | 21/12/2016 | Ing Custodians Pty Ltd         | Superannuation contributions          | \$ 187.56     |           |
| DD9153.6 | 21/12/2016 | Mtaa Super Fund                | Superannuation contributions          | \$ 177.78     |           |
| DD9153.7 | 21/12/2016 | Tremayne Superannuation Fund   | Superannuation contributions          | \$ 81.72      |           |
| DD9153.8 | 21/12/2016 | Colonial First State           | Superannuation contributions          | \$ 162.06     |           |
| DD9157.1 | 23/12/2016 | Best Office Systems            | Konica Minolta Copier Lease           | \$ 358.60     |           |
| DD9157.2 | 28/12/2016 | James Matthews                 | Pool Manager Contract Payment 13/2016 | \$ 2,352.53   |           |
|          | 8/12/2016  | Payroll                        | Gross Payroll                         | \$ 53,909.51  |           |
|          | 22/12/2016 | Payroll                        | Gross Payroll                         | \$ 43,076.46  |           |
|          |            |                                |                                       | \$ 304,566.55 | \$ 595.00 |

| List of Accounts Due & Submitted to Committee |            |                              |  |              |             |
|---|------------|------------------------------|--|--------------|-------------|
| January 2017                                  |            |                              |  |              |             |
| Chq/EFT                                       | Date       | Name                         | Description  | Muni         | Trust       |
| 1284  | 5/01/2017  | DOCEP - Bond Administrator   | Bond lodgement for U2 Yarling court - Jamie Holmes   |              | \$ 260.00   |
| 1285  | 23/01/2017 | DOCEP - Bond Administrator   | Bond lodgement for U1 Yarling court - Daphne Tetlow  |              | \$ 1,200.00 |
| 1286  | 30/01/2017 | Shire Of Wickepin            | Transfer funds to muni kids port account   |              | \$ 18.00    |
| EFT7050                                       | 10/01/2017 | Frances Allan                | Councillor allowances July - December 2016   | \$ 1,978.92  |             |
| EFT7051                                       | 10/01/2017 | Wes Astbury                  | Councillor allowances from July To December 2016   | \$ 1,801.32  |             |
| EFT7052                                       | 10/01/2017 | Office Max                   | Stationery order   | \$ 173.89    |             |
| EFT7053                                       | 10/01/2017 | Burgess Rawson (WA) Pty Ltd  | Water usage for WK public toilets from 6.10.16 to 15.12.16                                   | \$ 1,116.72  |             |
| EFT7054                                       | 10/01/2017 | Best Office Systems          | Konica Minolta copier charges for 23/11/16 to 23/12/16                                       | \$ 248.74    |             |
| EFT7055                                       | 10/01/2017 | Bitutek                      | Bitumen spray seal for Pingelly-Wickepin Rd and Lomos Rd                                     | \$ 61,569.32 |             |
| EFT7056                                       | 10/01/2017 | Butler Settineri             | Final audit fee for 2016 financial year  | \$ 1,650.00  |             |
| EFT7057                                       | 10/01/2017 | Amanda Louise Bullock        | 50% course fees as per agreement - diploma in record keeping - final payment                 | \$ 495.00    |             |
| EFT7058                                       | 10/01/2017 | Country Paint Supplies       | Paint for street bins  | \$ 103.51    |             |
| EFT7059                                       | 10/01/2017 | Courier Australia            | Freight on water samples, fire masks and Facey Group award sign                              | \$ 88.74     |             |
| EFT7060                                       | 10/01/2017 | Covs Parts Pty Ltd           | Filters and air cleaner bowl for p2489   | \$ 77.97     |             |
| EFT7061                                       | 10/01/2017 | Coalcliff Plant Hire         | Vibration roller hire for Lomos Rd   | \$ 2,458.50  |             |
| EFT7062                                       | 10/01/2017 | Christine Hill Food          | Catering for Christmas party   | \$ 900.00    |             |
| EFT7063                                       | 10/01/2017 | Kelly Cochrane               | Cleaning Yealering hall, toilets and caravan park  | \$ 550.00    |             |
| EFT7064                                       | 10/01/2017 | Dews Excavations             | South Yealering road culverts  | \$ 7,535.00  |             |
| EFT7065                                       | 10/01/2017 | MJ & JL Dyke                 | Hydraulic hose for wk2495  | \$ 195.00    |             |
| EFT7066                                       | 10/01/2017 | Dial Before You Dig          | Membership fees for Oct - Dec 2016   | \$ 110.00    |             |
| EFT7067                                       | 10/01/2017 | Ross Edwin Easton            | Councillor allowances July - December 2016   | \$ 1,497.24  |             |
| EFT7068                                       | 10/01/2017 | Ewen Rural Supplies          | December 2016 account  | \$ 2,327.81  |             |
| EFT7069                                       | 10/01/2017 | Easifleet                    | Facey group vehicle lease  | \$ 438.49    |             |
| EFT7070                                       | 10/01/2017 | AC & EJ Fulford & Co         | Transport grader wk813, excavator hire to push up tip & tree removal on Pingelly-Wickepin Rd | \$ 4,482.05  |             |
| EFT7071                                       | 10/01/2017 | Great Southern Fuel Supplies | December 2016 fuel account   | \$ 11,244.97 |             |

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| EFT7072 | 10/01/2017 | Geoff Perkins Farm Machinery Centre    | Fuel tank for wk3570   | \$ 169.02   |  |
| EFT7073 | 10/01/2017 | Hanson Construction Materials          | Stabilised sand for Gillimanning Rd  | \$ 2,802.80 |  |
| EFT7074 | 10/01/2017 | Harris Zuglian Electrics               | Harrismith oval electrical repairs   | \$ 1,474.07 |  |
| EFT7075 | 10/01/2017 | Cr Gerri Hinkley                       | Councillor allowances July - December 2016                                       | \$ 3,859.80 |  |
| EFT7076 | 10/01/2017 | Jason Signmakers                       | Facey Group progressive ag award 2016 sign                                       | \$ 52.80    |  |
| EFT7077 | 10/01/2017 | Northstar Asset Pty Ltd / Artistralia  | Copyright for screening the jungle book (2016)                                   | \$ 165.00   |  |
| EFT7078 | 10/01/2017 | Murray Grayden Lang                    | Councillor allowances July - December 2016                                       | \$ 1,413.00 |  |
| EFT7079 | 10/01/2017 | Cr Allan Lansdell                      | Councillor allowances July - December 2016                                       | \$ 1,012.80 |  |
| EFT7080 | 10/01/2017 | Lochman Transparencies                 | Stock images for advertising   | \$ 319.00   |  |
| EFT7081 | 10/01/2017 | Marketforce Productions                | Advertising of asphalt tender  | \$ 272.13   |  |
| EFT7082 | 10/01/2017 | Steven John Martin                     | Councillor allowances July - December 2016                                       | \$ 1,481.05 |  |
| EFT7083 | 10/01/2017 | Narrogin Hire Service And Reticulation | Reticulation parts for Wickepin oval   | \$ 112.35   |  |
| EFT7084 | 10/01/2017 | Great Southern Waste Disposal          | December 2016 waste collection   | \$ 7,488.70 |  |
| EFT7085 | 10/01/2017 | Narrogin Hardware Makit                | Hand shower for cottage homes, tie down straps, sledge hammer and measuring tape | \$ 159.50   |  |
| EFT7086 | 10/01/2017 | Parry's                                | Work clothes for Peter Vlahov  | \$ 174.90   |  |
| EFT7087 | 10/01/2017 | Maureen Susan Preedy                   | Cleaning Yealering hall, toilets and caravan park                                | \$ 275.00   |  |
| EFT7088 | 10/01/2017 | Pacific Brands Workwear                | Uniform order - Leah Pearson   | \$ 1,178.20 |  |
| EFT7089 | 10/01/2017 | Royal Life Saving Society              | Swimming pool code of practice safety assessment service                         | \$ 195.00   |  |
| EFT7090 | 10/01/2017 | Rural Traffic Services Pty Ltd         | Traffic control for roadworks on Lomos Rd  | \$ 6,805.40 |  |
| EFT7091 | 10/01/2017 | Kirstin Rigby                          | Wickepin caravan park management fees & commission                               | \$ 2,037.41 |  |
| EFT7092 | 10/01/2017 | Shenton Enterprises Pty Ltd            | Swimming pool filter lids  | \$ 1,232.00 |  |
| EFT7093 | 10/01/2017 | Peter Stribling                        | Yealering caravan park commission for December 2016                              | \$ 36.73    |  |
| EFT7094 | 10/01/2017 | Antony Smith                           | Wickepin caravan park ablution block door repairs                                | \$ 243.60   |  |
| EFT7095 | 10/01/2017 | Shire Of Narrogin                      | Ranger services on 16/12/16  | \$ 158.57   |  |
| EFT7096 | 10/01/2017 | Telford Industries                     | 20lt hypo-chlorine   | \$ 716.32   |  |
| EFT7097 | 10/01/2017 | Western Australian Treasury Corp       | Loan no. 102 interest payment -  | \$ 3,669.40 |  |
| EFT7098 | 10/01/2017 | Wickepin District Sports Club          | Staff Christmas party refreshments   | \$ 580.00   |  |
| EFT7099 | 10/01/2017 | Wickepin Hotel And Harvest Cafe        | Refreshments and catering for special announcement                               | \$ 1,014.00 |  |
| EFT7100 | 10/01/2017 | Wickepin Newsagency                    | December 2016 account  | \$ 461.70   |  |
| EFT7101 | 10/01/2017 | Mechanical & Diesel Services           | Airline joiners for wk248  | \$ 74.80    |  |
| EFT7102 | 10/01/2017 | Western Australian Treasury Corp       | Government guarantee fee for treasury loans ending 31/12/16                      | \$ 467.08   |  |

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| EFT7103 | 23/01/2017 | Western Australian Treasury Corp       | Loan no. 100 interest payment -  | \$ 2,123.39  |  |
| EFT7104 | 24/01/2017 | Australian Taxation Office             | December 2016 bas payment  | \$ 10,086.00 |  |
| EFT7105 | 24/01/2017 | Australia Post                         | December 2016 account  | \$ 185.95    |  |
| EFT7106 | 25/01/2017 | Air Liquide WA Pty Ltd                 | Monthly cylinder rental  | \$ 90.84     |  |
| EFT7107 | 25/01/2017 | AFGRI Equipment Australia Pty Ltd      | Fuel pump for wk1951   | \$ 179.43    |  |
| EFT7108 | 25/01/2017 | Yealering AgParts & Repairs            | Yealering fire truck extinguisher, repairs to wk813 and gas bottles for Yealering caravan park | \$ 2,485.08  |  |
| EFT7109 | 25/01/2017 | Courier Australia                      | Freight on library books and fire uniform supplies   | \$ 53.82     |  |
| EFT7110 | 25/01/2017 | Jazmin Corry                           | Cleaning of units 1 & 3 Yarling court  | \$ 139.80    |  |
| EFT7111 | 25/01/2017 | Dews Excavations                       | Grave digging - Mahar  | \$ 665.50    |  |
| EFT7112 | 25/01/2017 | Easifleet                              | Facey Group vehicle lease  | \$ 438.49    |  |
| EFT7113 | 25/01/2017 | J R & A Hersey Pty Ltd                 | Various equipment for Lomos and South East Yealering Roads                                     | \$ 1,405.82  |  |
| EFT7114 | 25/01/2017 | Harris Zuglian Electrics               | Globes for tennis facility   | \$ 305.47    |  |
| EFT7115 | 25/01/2017 | Kels Tyres                             | Tyres & tyre repairs for wk248, wk813, wk3570 and wk632  | \$ 2,618.00  |  |
| EFT7116 | 25/01/2017 | Markelforce Productions                | Bushfire listing advertisement   | \$ 347.97    |  |
| EFT7117 | 25/01/2017 | Narrogin Hire Service And Reticulation | Reticulation parts   | \$ 247.01    |  |
| EFT7118 | 25/01/2017 | Officeworks Superstores Pty Ltd        | Stationery order   | \$ 169.51    |  |
| EFT7119 | 25/01/2017 | Pcs                                    | It support for December 2016   | \$ 127.50    |  |
| EFT7120 | 25/01/2017 | Redfish Technologies Pty Ltd           | Repairs to CCTV system   | \$ 4,229.50  |  |
| EFT7121 | 25/01/2017 | Teds Carpet Cleaning Service           | Unit 3 Yarling court carpet cleaning   | \$ 170.00    |  |
| EFT7122 | 25/01/2017 | The Trampoline Man                     | Safety padding for swimming pool trampoline  | \$ 425.00    |  |
| EFT7123 | 25/01/2017 | Western Stabilisers                    | Lomos road stabilisation works   | \$ 54,854.45 |  |
| EFT7124 | 25/01/2017 | Waterman Irrigation                    | Standpipe remote access charges  | \$ 376.20    |  |
| EFT7125 | 30/01/2017 | Austral Pool Solutions Pty Ltd         | Pool lane rope storage reel  | \$ 3,049.12  |  |
| EFT7126 | 30/01/2017 | Burgess Rawson (WA) Pty Ltd            | Rent and management fees for Wickepin fuel facility 1/2/17 to 30/4/17                          | \$ 2,648.25  |  |
| EFT7127 | 30/01/2017 | Best Office Systems                    | Konica Minolta charges for 23/12/16 to 23/1/17   | \$ 415.63    |  |
| EFT7128 | 30/01/2017 | Bruce Rock Engineering                 | 4 axle dog trailer   | \$ 94,160.00 |  |
| EFT7129 | 30/01/2017 | Edwards Motors Pty Ltd                 | Service wk632  | \$ 746.25    |  |
| EFT7130 | 30/01/2017 | G & M Detergents                       | Magic sponges for pool cleaning  | \$ 51.20     |  |
| EFT7131 | 30/01/2017 | Narrogin Hire Service And Reticulation | Reticulation parts for Yealering parks & gardens   | \$ 98.58     |  |
| EFT7132 | 30/01/2017 | Narrogin Retravisation                 | Repairs to TV aerials at 13a Collins St and u3 cottage homes                                   | \$ 315.00    |  |

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| EFT7133  | 30/01/2017 | Southern Cross Austereo          | Radio west fire safety message December 2016                      | \$ 242.00    |  |
| EFT7134  | 30/01/2017 | The Trophy House                 | Community honour board updates                                    | \$ 73.00     |  |
| EFT7135  | 30/01/2017 | WA Fire Appliances               | Electric plug for fire shed charger                               | \$ 65.00     |  |
| 15387    | 10/01/2017 | Blackwoods                       | Fire Goggles  | \$ 1,034.62  |  |
| 15388    | 10/01/2017 | Department Of Mines & Petroleum  | Dangerous goods site licence for fuel facility 26/1/17 to 25/1/18 | \$ 662.00    |  |
| 15389    | 10/01/2017 | Dawn Jones                       | Cleaning Harrismith public toilets                                | \$ 220.00    |  |
| 15390    | 10/01/2017 | BJ & J McKenna                   | Repairs to Albert Facey Homestead                                 | \$ 200.00    |  |
| 15391    | 10/01/2017 | Cr Julie Russell                 | Councillor allowances July - December 2016                        | \$ 3,700.80  |  |
| 15392    | 30/01/2017 | Telstra                          | Telephone bill to 13/12/16  | \$ 1,918.35  |  |
| 15393    | 10/01/2017 | Water Corporation                | Water accounts for December 2016                                  | \$ 13,414.20 |  |
| 15396    | 24/01/2017 | Telstra                          | Telephone bill to 13/12/16  | \$ 1,918.35  |  |
| 15397    | 24/01/2017 | Synergy                          | Group power account for 7 Oct to 5 Dec 2016                       | \$ 9,814.85  |  |
| 15398    | 24/01/2017 | Water Corporation                | Water accounts for 29/10/16 to 31/12/16                           | \$ 5,044.74  |  |
| 15399    | 24/01/2017 | Telstra                          | Final satellite phone fees  | \$ 2.30      |  |
| 15400    | 25/01/2017 | Blackwoods                       | Fire Respirators  | \$ 127.71    |  |
| 15401    | 25/01/2017 | Water Corporation                | Harrismith standpipe charges                                      | \$ 212.06    |  |
| DD9155.1 | 4/01/2017  | WA Local Government Super Plan   | Payroll deductions  | \$ 3,308.76  |  |
| DD9155.2 | 4/01/2017  | ANZ Super - Allan Hemley         | Superannuation contributions                                      | \$ 381.51    |  |
| DD9155.3 | 4/01/2017  | Prime Super                      | Superannuation contributions                                      | \$ 175.95    |  |
| DD9155.4 | 4/01/2017  | Ing Custodians Pty Ltd           | Superannuation contributions                                      | \$ 187.56    |  |
| DD9155.5 | 4/01/2017  | MTAA Super Fund                  | Superannuation contributions                                      | \$ 177.78    |  |
| DD9155.6 | 4/01/2017  | Tremayne Superannuation Fund     | Superannuation contributions                                      | \$ 57.68     |  |
| DD9155.7 | 4/01/2017  | Colonial First State             | Superannuation contributions                                      | \$ 49.20     |  |
| DD9169.1 | 18/01/2017 | WA Local Government Super Plan   | Payroll deductions  | \$ 3,387.07  |  |
| DD9169.2 | 18/01/2017 | ANZ Super - Allan Hemley         | Superannuation contributions                                      | \$ 381.51    |  |
| DD9169.3 | 18/01/2017 | Ramsay Superannuation Fund       | Superannuation contributions                                      | \$ 134.95    |  |
| DD9169.4 | 18/01/2017 | Prime Super                      | Superannuation contributions                                      | \$ 175.95    |  |
| DD9169.5 | 18/01/2017 | ING Custodians Pty Ltd           | Superannuation contributions                                      | \$ 187.56    |  |
| DD9169.6 | 18/01/2017 | MTAA Super Fund                  | Superannuation contributions                                      | \$ 177.78    |  |
| DD9169.7 | 18/01/2017 | Tremayne Superannuation Fund     | Superannuation contributions                                      | \$ 76.91     |  |
| DD9169.8 | 18/01/2017 | Amp Flexible Lifetime Super Fund | Superannuation contributions                                      | \$ 62.42     |  |

|          |            |                     |  |                      |                    |
|----------|------------|---------------------|--|----------------------|--------------------|
| DD9169.9 | 18/01/2017 | Australian Super    | Superannuation contributions             | \$ 166.45            |                    |
| DD9174.1 | 3/01/2017  | ANZ Bank            | Merchant fees                            | \$ 178.43            |                    |
| DD9174.2 | 3/01/2017  | Westnet Pty Ltd     | Internet fees for admin office and depot | \$ 144.90            |                    |
| DD9174.3 | 11/01/2017 | James Matthews      | Pool manager contract payment 14/2016-17 | \$ 2,352.53          |                    |
| DD9184.1 | 23/01/2017 | Best Office Systems | Konica Minolta copier lease              | \$ 358.60            |                    |
| DD9184.2 | 25/01/2017 | James Matthews      | Pool manager contract payment 15/2016-17 | \$ 2,352.53          |                    |
|          | 5/01/2017  | Payroll             | Gross Payroll                            | \$ 39,418.83         |                    |
|          | 19/01/2017 | Payroll             | Gross Payroll                            | \$ 42,446.03         |                    |
|          |            |                     |  | <b>\$ 459,344.95</b> | <b>\$ 1,478.00</b> |



Governance, Audit and Community Services

## 10.2.03 - EHO/Building Surveyor's Report

|                                    |                                     |
|------------------------------------|-------------------------------------|
| <b>Submission To:</b>              | Ordinary Council                    |
| <b>Location / Address:</b>         | Whole Shire                         |
| <b>Name of Applicant:</b>          | Allan Ramsay, EHO/Building Surveyor |
| <b>File Reference:</b>             | DB.BDA.706                          |
| <b>Author:</b>                     | Allan Ramsay, EHO/Building Surveyor |
| <b>Disclosure of any Interest:</b> | Nil                                 |
| <b>Date of Report:</b>             | 9 February 2017                     |

**Enclosure / Attachment:** Nil

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

### Building Licenses:

There was one (1) building application approved and license issued for the month of January 2016.

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

| License No | Name & Address of Owner | Registered Builder (RB) or Owner Builder (OB) | Structure          | Situation of Building Lot or Street No & Town |
|------------|-------------------------|---|--------------------|---|
| 4/16-17    | Phillip Watson          | Owner Builder (OB)                            | Shed – steel frame | 21 Wickepin Street, Wickepin WA 6370          |

**Implications:** Not applicable

**Financial Implications:** Not applicable

**Strategic Implications:** Not applicable

### Recommendation:

That Council notes the report from the EHO/Building Surveyor 9 February 2017.

**Voting Requirements:** Simple Majority

### Resolution No 150217-06

Moved Cr Lansdell / Seconded Cr Allen

That Council notes the report from the EHO/Building Officer dated 8 February 2017.

Carried 7/0

Governance, Audit and Community Service

**10.2.04 – Community Development Officer's Report**

|                             |   |
|-----------------------------|---|
| Submission To:              | Ordinary Council                          |
| Location / Address:         | Whole Shire                               |
| Name of Applicant:          | Lee Parker, Community Development Officer |
| File Reference:             | CM.PLA.404                                |
| Author:                     | Lee Parker, Community Development Officer |
| Disclosure of any Interest: | Nil                                       |
| Date of Report:             | 8 February 2017                           |

Enclosure / Attachment: Nil

|  |   |
|--|---|
| Arts and Cultural  | <p><b>Sculpture Workshops</b></p> <ul style="list-style-type: none"> <li>• Acquittal completed</li> </ul> <p><b>Dryandra Country Art Food and Wine Trail</b></p> <ul style="list-style-type: none"> <li>• Correspondence and Narrogin meeting with Dryandra Committee</li> <li>• Communication with stall holders for 2017</li> <li>• Advert for Trail guide submitted</li> <li>• Trail guide information collated and submitted</li> </ul> <p><b>CampFire Country Weekend</b></p> <ul style="list-style-type: none"> <li>• Correspondence and meeting re weekend 9 &amp; 10 June at Wickepin Town Hall</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Support to She Shed/He Shed</li> </ul>  |
| Community Development  | <p><b>Wickepin Cemetery</b></p> <ul style="list-style-type: none"> <li>• Correspondence with Everlon re ordered extension to Granite Niche Wall</li> <li>• Delivery expected late March</li> </ul> <p><b>Anzac Day</b></p> <ul style="list-style-type: none"> <li>• Correspondence with John Duckworth, Vietnam Veteran, with regards speaking</li> <li>• Meetings with ESO re planning for the day</li> <li>• Communication with community members and schools re planning</li> </ul> <p><b>Townscape</b></p> <ul style="list-style-type: none"> <li>• Research into mapping needs for Shire map</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Support to CRC for Movie Night</li> <li>• Provided notes for Facebook page</li> <li>• Follow up grant opportunities for Shire of Wickepin projects.</li> <li>• Informed community members on grant opportunities and events.</li> </ul> |
| Economic Development   | <p><b>Facey Carriage Drive</b></p> <ul style="list-style-type: none"> <li>• Correspondence re drive in 2017</li> </ul> <p><b>Yealering Foreshore</b></p> <ul style="list-style-type: none"> <li>• Correspondence with Grab Creative with regards Concept Plan</li> </ul>  |
| Tourism, Marketing and Promotion                                 | <ul style="list-style-type: none"> <li>• Social media promotion</li> </ul>  |
| Special Needs Groups including Youth, Disabled and Older People. | <p><b>Johnston Park</b></p> <ul style="list-style-type: none"> <li>• Communication re approved grant application for creating the Health Community Precinct at Johnston Park</li> <li>• Discussion with regards development of Johnston Park</li> </ul>   |
| Sport and Recreation   | <p><b>Walk Trails</b></p> <ul style="list-style-type: none"> <li>• Proof read and responded to queries with regards the signage for Yealering</li> </ul>  |

|                         |  |
|-------------------------|--|
|                         | <p>Walk Trail, Harrismith Walk Trail and in-ground plaques for Wickepin</p> <ul style="list-style-type: none"> <li>• Communication with TPG and Jason Signs re manufacture of signs</li> <li>• Site meeting with Great Southern Paving re installation of hotmix along Wickepin Heritage Trail</li> <li>• Site meetings with shire works crew re upcoming work on Heritage Trail in Wickepin. Installation pending.</li> </ul> <p><b>Kidsport</b></p> <ul style="list-style-type: none"> <li>• Communication with Kidsport</li> <li>• Assisted individuals and provided support to clubs</li> <li>• Kidsport invoices processed</li> </ul> |
| <b>Governance Other</b> | <ul style="list-style-type: none"> <li>• Staff support as needed</li> <li>• Responded to queries from CDO Network</li> </ul>   |

### Projects Currently On CDO Desk

|  |   |
|--|---|
| <b>Walk Trails Signage</b>                       | <ul style="list-style-type: none"> <li>• Signage in Harrismith Yealering and Wickepin</li> <li>• Funded by Lotterywest and Shire</li> </ul>   |
| <b>Sculpture Workshops</b>                       | <ul style="list-style-type: none"> <li>• Acquittal completed</li> <li>• CanWa and Shire funding with in-kind shire support</li> </ul>   |
| <b>Yealering Concept Plan for Lake Yealering</b> | <ul style="list-style-type: none"> <li>• Concept Plan underway</li> </ul>   |
| <b>Dryandra Country Art Food and Wine Trail</b>  | <ul style="list-style-type: none"> <li>• Mother's Day weekend - Annual event</li> <li>• Shire support in kind</li> <li>• 2017 planning</li> </ul>   |
| <b>Campfire Country Weekend</b>                  | <ul style="list-style-type: none"> <li>• Weekend of the 9 &amp; 10 June 2017</li> <li>• Shire support in kind</li> </ul>  |
| <b>Anzac Day</b>                                 | <ul style="list-style-type: none"> <li>• 25 April 2017</li> <li>• Shire initiative</li> </ul>   |
| <b>Healthy Community Precinct: Johnston Park</b> | <ul style="list-style-type: none"> <li>• Strength training equipment</li> <li>• Water refill station</li> <li>• Solar overhead lights</li> <li>• Seating and landscaping</li> <li>• Funded by Royalties for Regions and Shire with in-kind support</li> </ul> |

| <b>Grant Name</b>          | <b>Funding Organisation</b>           | <b>Amount Requested exc Gst</b> | <b>Status</b>  |
|----------------------------|---------------------------------------|---------------------------------|--|
| Walktrail Projects         | Lotterywest                           | \$36,168.                       | Approved<br>Council Contribution \$15,000<br>(\$5000/town)                               |
| Healthy Community Precinct | Royalties For Regions<br>Wheatbelt DC | \$28,540.50                     | Approved<br>Council Contribution in-kind \$6,829<br>Council Contribution in cash \$6,336 |

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

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:**

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

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

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

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

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

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

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

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

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

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

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

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

**Recommendation:**

That council notes the report from the Community Development Officer dated 8 February 2017.

**Voting Requirements:** Simple majority.

**Resolution No 150217-07**

**Moved Cr Lang / Seconded Cr Astbury**

That Council notes the report from the Community Development Officer dated 8 February 2017.

**Carried 7/0**

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Governance, Audit and Community Service

## 10.2.05 – Local Government Nominations Development Assessment Panels

|                             |                                     |
|-----------------------------|-------------------------------------|
| Submission To:              | Ordinary Council                    |
| Location / Address:         | Whole Shire                         |
| Name of Applicant:          | Department of Planning              |
| File Reference:             | GS.SL.1438                          |
| Author:                     | Mark J Hook Chief Executive Officer |
| Disclosure of any Interest: | Nil                                 |
| Date of Report:             | 4 January 2017                      |

---

Enclosure / Attachment: Nil

### Background:

Council has received the following email from Fiona Sze Senior Policy and Project Officer Development Assessment Panels Department of Planning on the 4<sup>th</sup> January 2017.

*Members whose term has expired will be eligible for re-consideration at this time. Under regulation 26 of the Planning and Development (Development Assessment Panels) Regulations 2011 (DAP Regulations), your local council is requested to nominate four elected members of the Council, comprising two local members and two alternate local members to sit on your respective DAP as required.*

*Nominations are required to be received by 28 February 2017.*

*Following receipt of all local government nominations, the Minister for Planning will consider and appoint nominees for up to a three-year term, expiring on 26 April 2020. All appointed local members will be placed on the local government member register and advised of DAP training dates and times. It is a mandatory requirement, pursuant to the DAP regulations, that all DAP members attend training before they can sit on a DAP and determine applications. Local government members who have previously undertaken training are not required to attend further training, but are encouraged to attend refresher training.*

*When selecting nominees, the Council should consider that local government elections may result in a change to DAP membership if current councillors, who are DAP members, are not re-elected. If members are not re-elected, the local government will need to re-nominate for the Minister's consideration. DAP members are entitled to be paid for their attendance at DAP meetings and training, unless they fall within a class of persons excluded from payment. Further details can be found in the Premier's Circular – State Government Boards and Committees Circular (2010/02).*

### Comment:

Under the Development Assessment Panel (DAP) regulations, each DAP will determine development applications that meet set type and value thresholds as if it were the responsible authority under the relevant planning instrument, such as the local planning scheme or region planning scheme. The DAP regulations state that DAP applications cannot be determined by local government or the Western Australian Planning Commission (WAPC).

The role of DAP members is to determine development applications within a certain type and value threshold through consistent, accountable, and professional decision-making.

There are two different types of DAPs:

**1. Local Development Assessment Panels (LDAPs)**

An LDAP only has one local government within its boundary area. An LDAP is established to service a single local government, where it is deemed to be a high-growth local government with enough development to support its own DAP. There is currently only one LDAP, for the City of Perth.

**2. Joint Development Assessment Panels (JDAPs)**

JDAPs are established to service two or more local governments. There will be 14 JDAPs in Western Australia.

The current Members on the Mid-West/Wheatbelt (Central) Joint Development Assessment Panel are:

**Specialist Members**

Presiding Member - Mr David Gray

Deputy Presiding Member - Mr Robert Fenn

Third Specialist - Mr Patrick Dick

**Local Government Members**

Shire of Wickepin

- Cr Allan Lansdell (Member)
- Cr Ross Easton (Member)
- Cr Julie Russell (Alternate Member)
- Cr Gerri Hinkley (Alternate Member)

Current Development Assessment Panels (DAP) member appointments expire on 26 April 2017.

Members whose term has expired will be eligible for re-consideration at this time under regulation 26 of the Planning and Development (Development Assessment Panels) Regulations 2011 (DAP Regulations).

Council is requested to nominate four elected members of the Council, comprising two local members and two alternate local members to sit on the Mid-West/Wheatbelt (Central) Joint Development Assessment Panel as required.

Following receipt of Councils nominations, the Minister for Planning will consider and appoint the nominees for up to a three-year term, expiring on 26 April 2020. All appointed local members will be placed on the local government member register and advised of DAP training dates and times. It is a mandatory requirement, pursuant to the DAP regulations, that all DAP members attend training before they can sit on a DAP and determine applications. Local government members who have previously undertaken training are not required to attend further training, but are encouraged to attend refresher training.

When selecting nominees, the Council should consider that local government elections may result in a change to DAP membership if current councillors, who are DAP members, are not re-elected. If members are not re-elected, the local government will need to re-nominate for the Minister's consideration. DAP members are entitled to be paid for their attendance at DAP meetings and training, unless they fall within a class of persons excluded from payment. Further details can be found in the Premier's circular – State Government Boards and Committees Circular (2010/02).

Cr Ross Easton is eligible to be a member of the Mid-West/Wheatbelt (Central) Joint Development Assessment Panel but as he has not undertaken the mandatory training he is unable to sit on any DAP panel until the training is undertaken.

**Statutory Environment:**

*Planning and Development Act 2005*

*Planning and Development (Development Assessment Panels) Regulations 2011*

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:** Nil

**Summary:**

Council is being requested to nominate Councillors to the Wheatbelt Joint Development Assessment Panel for the Shire of Wickepin for a three-year term, expiring on 26 April 2020.

**Recommendation:**

That Council nominate the following Councillors to the Wheatbelt Joint Development Assessment Panel for the Shire of Wickepin for a three-year term, expiring on 26 April 2020.

Cr \_\_\_\_\_ (Member)

Cr \_\_\_\_\_ (Member)

Cr \_\_\_\_\_ (Alternate Member)

Cr \_\_\_\_\_ (Alternate Member)

**Voting Requirements:** Simple majority

**Resolution No 150217-08**

**Moved Cr Martin / Seconded Cr Lansdell**

That Council nominate the following Councillors to the Wheatbelt Joint Development Assessment Panel for the Shire of Wickepin for a three-year term, expiring on 26 April 2020.

Cr Allan Lansdell (Member)

Cr Gerri Hinkley (Member)

Cr Julie Russell (Alternate Member)

Cr Wes Astbury (Alternate Member)

**Carried 7/0**

4.05pm *CEO Mark Hook departed the Chambers due to declaring a financial interest; CEO is person applying for Leave.*

---

Governance, Audit & Community Services

## 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:             | 31 January 2017                            |

---

Enclosure / Attachment: Nil

### Background:

The Chief Executive Officer wishes to apply to Council for Annual Leave for the following dates for Country Week Bowls:

- Friday 3 March 2017 to Friday 10 March 2017 (5 Days) back to work Monday 13 March 2017.

Note: Monday 6 March 2017 is a public holiday for Labour Day.

### 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.*

The CEO as of the 31/01/2017 has accrued 7.6 Days annual leave and 7 days Executive Leave.

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:** Not applicable - allowed for in Adopted 2016/2017 Budget.

**Strategic Implications:** Nil

**Summary:**

Council is being requested to allow the Chief Executive Officer to take Leave from 3 March 2017 to 10 March 2017.

**Recommendation:**

That Council allow the Chief Executive Officer to take Leave from 3 March 2017 to 10 March 2017.

**Voting Requirements:** Simple Majority

**Resolution No 150217-09**

**Moved Cr Martin / Seconded Cr Allan**

That Council allow the Chief Executive Officer to take Leave from 3 March 2017 to 10 March 2017.

**Carried 7/0**

4.08pm – CEO Mark Hook returned to the Chambers.

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Governance and Community Services

## 10.2.07 – Property Seizure and Sale

|                             |                            |
|-----------------------------|----------------------------|
| Submission To:              | Ordinary Council           |
| Location / Address:         | 86 Gate Road Wickepin      |
| Name of Applicant:          | Natalie Manton, Deputy CEO |
| File Reference:             | RV.RP.2301                 |
| Author:                     | Natalie Manton, Deputy CEO |
| Disclosure of any Interest: | Nil                        |
| Date of Report:             | 27 January 2017            |

---

Enclosure / Attachment: Nil

### Background:

Rates, interest and charges on Assessment 6264 in the Shire of Wickepin remain outstanding despite several attempts to recover the funds.

A General Purpose Claim was served by the Bailiff in November 2015 for outstanding rates of \$8,582.07. No admission of claim was lodged in response to the General Procedure Claim however a payment of \$5,000 was made in March 2016.

The debt collection process proceeded to the next stage being the lodgement of a Judgement Application with the Magistrates Court. The judgement was required in order to move to a Property Seizure and Sale Order (PSSO). At the April 2016 Council meeting the following resolution was passed:

#### Resolution No 200416-11

That the Shire of Wickepin engage AMPAC Debt Recovery to proceed to the next stage in the debt recovery process for A6264 being a Property Seizure and Sale Order authorising the Bailiff to seize and sell goods to the value of the outstanding debt.

A Property Seizure and Sale Order was issued in April 2016 authorising the bailiff to seize and sell as much of the real or personal property as necessary to satisfy the judgment debt of \$4,729 wholly or partially and is effective for 12 months from the date of the order. A payment of \$2,000 was made in June 2016.

A judgment debtor's saleable interest in any real estate property must not be sold unless the bailiff is satisfied that the sale of personal property will not be sufficient to satisfy the judgment. This does not prevent the Shire of Wickepin making an application to have both personal and real property being sold at the same time.

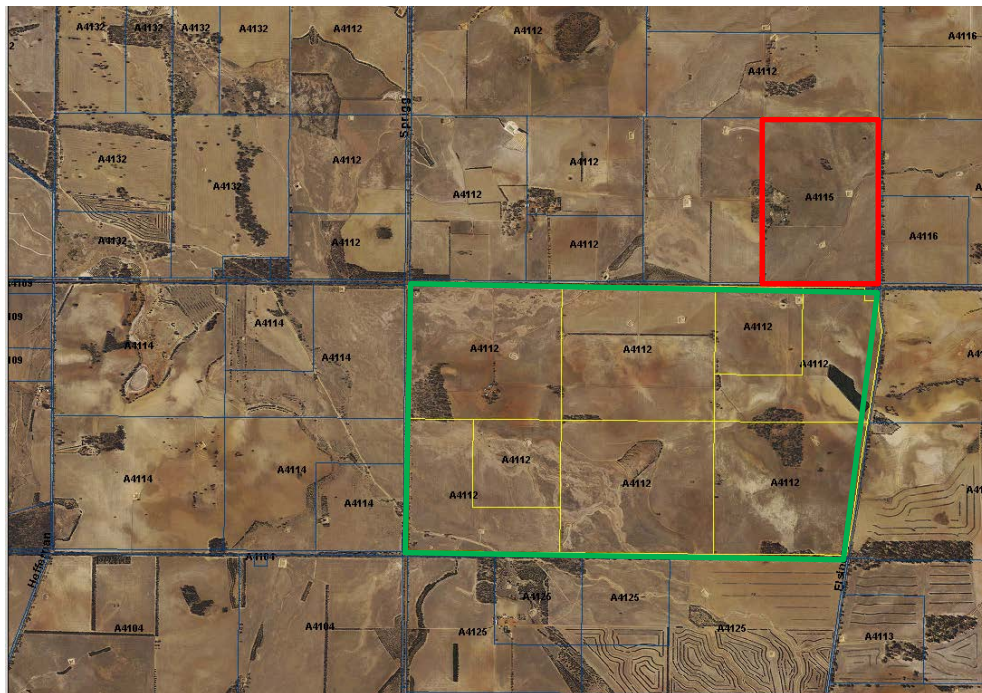
AMPAC debt collection agency advised the Shire of Wickepin in January 2017 that there is no property of value to seize and sell in order to settle the debt despite three attempts at service. No arrangement has been made to repay the remaining balance of the Judgement debt being \$3,295.00 including interest and legal fees.

All efforts to recover the debt to date from the ratepayer have not resulted in the full payment of the outstanding current rates and service charges or arrears. The next stage in the debt recovery process is to seek Council authority to direct the Bailiff to attempt to seize land to the value of the debt by way of the existing PSSO.

The farm land owned by the debtor consists of nine land parcels and is operated as one farming property and is group rated. The outstanding rates that is subject of the Judgement debt relates to the whole farm property.

A search of the property titles conducted in February 2016 revealed that Mr Len Lewis is shown on the title of Williams Loc 7327 as the sole owner. The remaining eight land parcels in the farm are shown on the land titles as being owned by eight members of the Lewis family, as joint tenants. Two caveats and an easement are also registered on the land titles.

Contact from several family members was received in response to a letter sent to all parties in February 2016 denying any interest in the property. The family members have indicated the Lewis brothers came to some arrangement many years ago (perhaps in the 1990's) that Mr Len Lewis would be responsible for the Wickepin farm property and the other brother would take up farm land separately in the Shire of Wickepin or in other parts of the state. This does not appear to have been fully resolved and all of the Lewis family members are still currently listed on the land title for eight of the land parcels.



#### A6264 Land Parcel Ownership

■ L Lewis

■ L Lewis, MS & PL Lewis, RP & HE Lewis, KJ & J Lewis and G Lewis as joint tenants

The Shire of Wickepin understands that there are other creditors, including a neighbouring shire and Water Corp, who are also owed money by Mr Lewis and who will be commencing legal action to recover outstanding amounts owed as well.

If a PSSO against land is proposed to collect outstanding rates due on a property where the owner resides, approval of Council shall be obtained before the order is issued. There are sheds but no house on Williams Location 7327 and Mr Lewis resides at Williams Location 7526.

Based on recent land sales the value of the land parcel at Williams Location 7327, solely owned by Mr Len Lewis, is likely to satisfy the judgement debt as well the additional outstanding rates.

Final notices have also been issued to Mr Lewis for outstanding rates for the 2015/16 and 2016/17 financial year which remain outstanding.

Additional approval will also be sought from Council to commence legal debt recovery proceedings against the family members identified on the land title for which the rates and charges remain outstanding.

**Comment:**

All efforts to recover the debt to date from the ratepayer have not resulted in the full payment of the outstanding current rates and service charges or arrears. The next stage in the debt recovery process is for the Bailiff to attempt to seize and sell land to the value of the debt via the existing PSSO.

New rates and charges for the 2016/17 financial year were added to the property assessment in August 2016 and remain unpaid.

To proceed with enforcement against land, the Shire of Wickepin must provide written instructions to the debt collection agency to register the PSSO on the title of the land.

**Statutory Environment:**

Local Government Act 1995 Section 6.56 – Rates or service charges recoverable in court

- (1) If a rate or service charge remains unpaid after it becomes due and payable, the local government may recover it, as well as the costs of proceedings, if any, for that recovery, in a court of competent jurisdiction.
- (2) Rates or service charges due by the same person to the local government may be included in one writ, summons, or other process.

Magistrates Court, Civil Jurisdiction

**Policy Implications:****Rates Recovery and Instalment Payments**

**OBJECTIVE:** Assist Ratepayers who are experiencing financial difficulty in meeting their rate payments and alleviate the need to bring each individual application to Council's attention.

Council delegates authority to the CEO to provide Ratepayers experiencing financial difficulty the opportunity to make reasonable instalment payments to extinguish their rate debts.

The Ratepayer is to apply in writing to the CEO with an application to include their proposed instalment plan. The CEO will then respond in writing to the Ratepayer either accepting the proposed instalment plan or including a modified instalment plan.

Finance Officer must ensure that Ratepayers meet their commitments to approved instalment payments.

**Financial Implications:**

All costs associated with the debt recovery process are recoverable from the ratepayers as debt collection costs are a charge to the land.

**Summary:**

All efforts to recover the debt to date have not resulted in the full payment of the outstanding current rates and service charges or arrears.

The next stage in the debt recovery process is for the Bailiff to attempt to seize and sell land to the value of the debt by way of a Property Seizure and Sale Order.

**Recommendation:**

That the Shire of Wickepin approve the issuing of a Property Seizure and Sale Order – Sale of Land against the owner of A6264 and register the Property Seizure and Sale Order on the title of the land.

**Voting Requirements:** Simple majority

**Resolution No 150217-10**

**Moved Cr Lang / Seconded Cr Allan**

That the Shire of Wickepin approve the issuing of a Property Seizure and Sale Order – Sale of Land against the owner of A6264 and register the Property Seizure and Sale Order on the title of the land.

**Carried 7/0**

## 11. President's Report

On the 6th January, Local Governments were advised by the State Government that the vehicle licence and stamp duty concessions offered on the fleet and plant vehicles would be removed as of 1st July 2017. This will mean increased costs to Local Governments across the sector on all of these vehicles and possibly will also affect the local economy in vehicle sales and supplies as Local Governments assess how they will manage the extra costs.

Australia Day was celebrated on the 26th January, this year at the Wickepin Community Centre. Thank you to all who attended and assisted in the day's proceedings.

Congratulations to the overall winners of the Facey Group Progressive Agricultural Award for 2016, being Stretton Farms - Craig & Karen Jespersen, Yealering, and also congratulations to the other nominees for the award being Scott Young and Ricky & Maree Dougall.

No other Community Nominations for awards were received by Council. I would therefore, on behalf of your Council and Community members, like to congratulate and thank all volunteers in all of their roles over the past 12 months. You are all very important to our communities and you are very much appreciated for your efforts.

In particular I wish to acknowledge, congratulate and thank all of the volunteers in our Emergency Service Teams – ie our Bushfire Management and Response teams and our St John Ambulance teams. Both of these teams of volunteers are absolutely vital to the safety and wellbeing of our shire and community.

With regards to the Bushfire teams, we have dedicated Bushfire Control Officers in the areas of Harrismith, Townsendale, Yealering-86 Gate, Tincurrin-Toolibin and Wickepin who regularly monitor the weather conditions and guide the communities as to the safety of activities that can be carried out through periods of severe weather events. In addition to this, they attend and oversee bushfire (and other fire) events and join with other members of our volunteer bushfire brigades in responding to, and extinguishing, fires that may have started by various means.

With regards to our St John Ambulance teams, we have dedicated ambulance officers and drivers in the areas of Tincurrin-Harrismith, Yealering and Wickepin who attend to various emergencies or patient care as required from time to time. In the event of any emergency situation these volunteers respond immediately the call is taken, without fear or favour, and at all times to the best of their abilities. In these situations I must extend "thank you" to the families and workers who "carry on with the job" whilst the emergency is being attended to.

In times of extreme emergencies both the Bushfire Officers and St John Ambulance Officers work hand in hand with DFES, Police and Health Authorities, and for that we wish to thank you for your professionalism, skill and knowledge at being able to cope with these situations.

At all times our teams of people are unpaid volunteers, donating their time, skill, knowledge and professionalism free of monetary charge, for the welfare and benefit of everyone in our community and adjoining communities.

WE THANK YOU ALL, YOU ARE ALL VERY MUCH APPRECIATED.

As mentioned in the CEO report, the Wickepin fire truck experienced safety issues at the fire attended at East Popanyinning and has been recalled by DFES to remedy the issues. The replacement truck has been temporarily commissioned by the Wickepin Fire Brigade.

I accompanied CEO Mark to Johnston Park on January 31st where we met with Tuck Waldron, Peter Rundle and Leigh Ballard for the announcement of the Shire of Wickepin's successful grant application through Royalties for

Regions Wheatbelt Community Chest Fund for 5 new exercise machines. We will all be very agile and fit upon the installation and use of these wonderful pieces of equipment, thank you to the Royalties for Regions Concept.

Again, similar to January 2016, the weather has presented challenging and extreme conditions in the form of 44 degree temperatures preceding a tropical low that delivered copious amounts of rain in the vicinity of 120mm to over 200mm to wide areas of our state. Our thoughts and prayers are with those who are experiencing unforeseen damages and losses.

### Resolution No 150217-11

Moved Cr Martin / Seconded Cr Lansdell

That the President's report dated 15 February 2017 be accepted.

Carried 7/0

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:             | 9 February 2017                    |

### Royalties for Regions - Wheatbelt Community Chest Fund

The Shire of Wickepin has been successful with its grant application through the Royalties for Regions Wheatbelt Community Chest Fund for 2017/2018. The plan is to create a Healthy Community Precinct by installing 5 strength-training exercise machines. These include: Leg Press, Butterfly Press, Shoulder Press, Quad extension and Chin-up Bar. It also includes installing a hot-mix pad, a refill water station for users to refill their water bottles. Recreational seating will be installed at the precinct with solar "street" lights to light the equipment and precinct in the evening. Solar bollards will be installed along the access path to the Healthy Community Precinct.

The funding will be available in the 2017/2018 financial year so will be part of the 2017/2018 Budget Estimates Councils contribution will be cash \$6,636 and in Kind works \$6,829 Total Project cost \$35,176.50.

### Wickepin Fire Truck

Recently the Wickepin Fire Truck was taken to a fire and experienced some issues with overheating. The truck goes into to a limp mode where it cannot be driven at any speed. The CEO arranged through DFES Narrogin for Major Motors to come and have a look at the truck and report on the issues at a cost of \$750. It is concerning that the Wickepin fire truck will do this during normal fire fighting operations.

The CEO also needs to know if this will happen again at a fire or if there actually was something wrong with the Isuzu Truck itself.

Below is the current reply from Major Motors on the Wickepin Fire Truck.

*The download showed it reached 110 degrees coolant temp at the point of it logging an overheat code. The combination of lack of air flow through the radiator due to the restriction, the slow travelling speed and high ambient temp was probably the cause. We have seen a few*



*firetrucks come through with grass build up between the radiator & intercooler and it is enough to prevent DPD regenerations.*

The Wickepin fire truck has been taken back by DFES for the installation of the new safety recalls for the sprinkler water dumping systems and will be away for eight (8) weeks. DFES have supplied a replacement fire truck while the Wickepin fire truck is out of action.

The CEO has requested DFES Narrogin to look into this issue and if possible replace the trucks we currently have.

### **Customer Support Officer**

As previously advised by email Aleeha Turner has resigned as the Customer Support Officer due to personal issues. The CEO has advertised this position with applications closing Friday 10 February 2017. At the writing of this report the CEO had received 9 applications.

### **Wheatbelt South Aged Housing Alliance**

The Wheatbelt Development Commission has advised that the Financial Agreement has been drafted for the Wheatbelt South Aged Housing Alliance but the draft agreement has the projects starting in the 2018/2019 financial year.

The DCEO has arranged a meeting of the Wheatbelt Aged Housing Alliance for Monday the 20<sup>th</sup> February 2017 to get all the small matters discussed to ensure we are ready to go.

### **Meetings Attended**

| <b>January</b>   |  |
|------------------|--|
| 31 <sup>st</sup> | Meeting with Tuck Waldron for announcement of Royalties for Regions Wheatbelt Community Chest funding for 2017/2018 Johnston Park equipment.   |
| <b>February</b>  |  |
| 6 <sup>th</sup>  | Attended the local government workshop for the State Risk Project – Local Level rollout. At this workshop the Office of Emergency Management steeped us through the risk assessment process, provided us with the tools, hazard scenarios, risk statements and support needed to assess Wickepin's emergency risk. |
| 8 <sup>th</sup>  | Lifestyle Retirement Committee meeting.  |
| 9 <sup>th</sup>  | Attended the farewell for The Hon Terry Waldron MLA member for Wagin.  |

**Delegations**

| No. | Delegation Name                            | Delegation To | Delegation Exercised  | When Exercised   | Persons Affected  |
|-----|--|---------------|---|--|---|
| A1  | Cheque Signing and Account Authorisation   | CEO           | Signing Cheques   | December 2016<br>January 2017  | Nil   |
| A2  | Septic Tank Application Approvals          | EHO           |   |  |   |
| A3  | Building Approvals                         | BO            |   |  |   |
| A4  | Road Side Advertising                      | CEO           |   |  |   |
| A5  | Application for Planning Consent           | CEO           |   |  |   |
| A6  | Appointment and Termination of Staff       | CEO           |   |  |   |
| A7  | Rates Recovery – Instalment Payments       | CEO           | Payment Plans   |  | Rate Payers   |
| A8  | Issue of Orders                            | CEO           |   |  |   |
| A9  | Legal Advice                               | CEO           |   |  |   |
| A10 | Permits to Use Explosives                  | CEO           |   |  |   |
| A11 | Street Stalls                              | CEO           |   |  |   |
| A12 | Liquor Consumption on Shire Owned Property | CEO           | Wickepin Cricket Home games<br><br>Landmark Wickepin<br><br>Presentation and Conclusion of Triathlon<br><br>Movie Night | Cricket Season 2016/17<br><br>17 February 2017<br><br>18 February 2017<br><br>25 February 2017 | Wickepin Cricket Club<br><br>Ty Miller<br><br>Wickepin Triathlon Committee<br><br>CRC |
| A13 | Hire of Community Halls / Community Centre | CEO           |   |  |   |

**Recommendation:**

That Council endorse the Chief Executive Officer's Report dated 9 February 2017.

**Voting Requirements:** Simple majority

**Resolution No 150217-12**

**Moved Cr Lansdell / Seconded Cr Martin**

That Council endorse the Chief Executive Officer's Report dated 9 February 2017.

**Carried 7/0**

13. Notice of Motions for the Following Meeting

14. Reports & Information

**15. Urgent Business**

**16. Closure**

There being no further business the Presiding Officer declared the meeting closed at 4.28pm.