



A Fortunate Place



Shire of Wickepin

Minutes

Ordinary Meeting of Council

Council Chambers, Wickepin

19 JULY 2017

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**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin
Wednesday 19 July 2017**

The President declared the meeting open at 3.44pm.

Urgent Business

Urgent Business – Cr Gerri Hinkley – Phone Link-Up Meeting Attendance

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	GO.CME.1323
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	19 July 2017

Enclosure / Attachment: Nil

Background:

Council has received a request from Cr Gerri Hinkley to attend the 19 July 2017 Council meeting via telephone link-up from 24 Loftus Street, Nedlands Perth WA. Council resolution by Absolute Majority is required under Section 5.25(ba) of the *Local Government Act 1995* to attend meetings of Council by telephone link-up.

Comment:

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

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

5.5 Urgent Business

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

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to receive a late item to allow Cr Hinkley to attend the 19 July 2017 Ordinary meeting of Council via telephone link-up.

Recommendation:

That the presiding Member accepts the late agenda item to allow Cr Hinkley to attend the 19 July 2017 Ordinary meeting of Council via telephone link-up from 24 Loftus Street, Nedlands Perth WA.

Voting Requirements: Absolute Majority

Resolution No 190717-01**Moved Cr Lansdell / Seconded Cr Allan**

That the presiding Member accepts the late Agenda Item to allow Cr Hinkley to attend the 19 July 2017 Ordinary meeting of Council via telephone link-up from 24 Loftus Street, Nedlands Perth WA.

Carried 7/0

Late Item

Cr Gerri Hinkley – Phone Link-Up Meeting Attendance

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	GO.CME.1323
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	19 July 2017

Enclosure / Attachment: Nil

Background:

Council has received a request from Cr Gerri Hinkley to attend the 19 July 2017 Council meeting via telephone link-up from 24 Loftus Street, Nedlands Perth WA.

Comment:

Under Section 5.25(ba) of the *Local Government Act 1995* Councillors may attend any meeting of Council via telephone or other conferencing facilities as long as it is a resolution of Council passed by absolute majority allowing them to do so.

For the purposes of Administration Regulation 14A, a person who is not physically present at a council or committee meeting is to be taken to be 'present' (remote participation) if:

- the person is simultaneously in audio contact with each person present at the meeting by telephone or other instantaneous communication means
- the person is in a suitable place (approved by an absolute majority decision of council), and
- the council has approved (by absolute majority decision) the arrangement.

Council cannot grant its approval for remote participation (non-physical attendance) if it means that at more than half of the meetings of the council or the committee in that financial year, the person would be participating 'remotely.'

For a person to have approval for remote participation (non-physical attendance) at a council or a committee meeting, council has to approve (by an absolute majority decision) the suitable place for the person to be physically present during the course of the meeting.

Approval for remote participation at a council or committee meeting can only be given if the elected member is in a suitable place. Council must approve the suitable place by an absolute majority decision and that suitable place must meet the requirements of Administration Regulation 14A(4), and is a place located:

- in a townsite (as defined under section 3(1) of the *Land Administration Act 1997*) or other residential area, and
- 150km or further from the place at which the meeting is to be held, in accordance with the notice calling the meeting.

It is not possible to use *Regulation 14A* to allow an elected member who is outside the State of Western Australia to participate in a meeting.

This is because a 'suitable place' is defined under the *Land Administration Act 1997* which only applies to the State of Western Australia. The department's view is that the definition, 'or other residential area', would have to be interpreted as being limited to a place of the same kind as a 'townsite'.

Administration Regulation 14B(1) provides for a council member to be recorded in the minutes of a council meeting as being 'present' if they are prevented from physically attending a council meeting by fire, flood, storm, lightning or other natural disaster as long as they participate by remote attendance. In this instance, this regulation does not depend on the requirement of there being 'a suitable place'.

The member must be continuously and simultaneously in audio contact with each person present at the meeting by telephone or other instantaneous communication means and the member must have the authorisation to be present from the mayor or president, or from the council (simple majority decision).

Cr Hinkley has nominated 24 Loftus Street, Nedlands Perth WA as her nominated place of attendance for the Council meeting. As this is within a Townsite, it complies with *Administration Regulation 14B(1)* and Cr Hinkley needs to be permitted by absolute majority of Council to attend by telephone link-up.

Statutory Environment: *Section 5.25(ba) of the Local Government Act 1995*
Administration Regulation 14B(1)

Financial Implications: Nil

Policy Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to allow Cr Hinkley to attend the 19 July 2017 Ordinary meeting of Council via telephone link-up.

Recommendation:

That Council allow Cr Hinkley to attend the 19 July 2017 Ordinary meeting of Council via telephone link-up from 24 Loftus Street, Nedlands Perth WA.

Voting Requirements: Absolute majority

Resolution No 190717-02

Moved Cr Lansdell / Seconded Cr Allan

That Council allow Cr Hinkley to attend the 19 July 2017 Ordinary meeting of Council via telephone link-up from 24 Loftus Street, Nedlands Perth WA.

Carried 7/0

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

President	Cr JA Russell
Councillor	Cr F Allan
Councillor	Cr MG Lang
Councillor	Cr GCL Hinkley
Councillor	Cr RE Easton
Councillor	Cr WA Astbury
Councillor	Cr A Lansdell
Chief Executive Officer	Mr MJ Hook
Deputy Chief Executive Officer	Mrs NA Manton
Manager of Works	Mr P Vlahov
Executive Support Officer	Mrs LG Taylor (Minute Taker)

Leave of Absence (Previously Approved)

Councillor	Cr SJ Martin
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Apologies**2. Public Question Time****3. Applications for Leave of Absence/Apologies****4. Petitions, Memorials and Deputations**

President Julie Russell welcomed Syd Martin, Pat Attwell, Rex Bergin, Skye Moxham, Clinton Hemley and Jayden Ewen to the meeting.

President Julie Russell invited Syd Martin to take the floor.

Syd Martin advised Council of the lack of aged care facilities and accommodation within the Shire of Wickepin and raised the following issues in relation to this:

- Wheatbelt South Aged Housing Business Case is still unsigned and asked for Council to treat this as a matter of urgency and to urge the Minister to sign.
- All Presidents of the WSAHA to sign a letter to send to the Minister requesting she consider the funding for the WSAHA aged units.
- The lack of enthusiasm from the lifestyle Retirement committee due to the prolonged process of attempting to obtain funding for aged care accommodation.
- Asked Council to consider the possibility of funding new units at Johnston Park in Wickepin Townsite.
- Highlighted the problem of families leaving the Shire of Wickepin due to the lack of aged care facilities.

President Julie Russell thanked Syd Martin for his statement regarding aged care facilities and advised Syd that a letter to the Minister has been sent. She also advised that if funding does fall through, other avenues of funding can possibly be sourced.

President Julie Russell invited Rex Bergin to take the floor.

Rex Bergin reaffirmed Syd Martins point regarding the lack of aged care facilities within the Shire of Wickepin, and underlined how important it is to retain the elderly members of the community within the Shire. Rex added that the recreational, sporting and age-friendly exercise park cater towards the aged community are appreciated and used extensively.

Funding options for the aged care facilities and accommodation were discussed between members of the public and the councillors.

President Julie Russell thanked Rex Bergin for his statement.

3.58pm – Syd Martin and Pat Attwell departed the Chambers.

President Julie Russell welcomed Jayden Ewen, Skye Moxham and Clinton Hemley to the meeting and acknowledged that the participants were present to discuss agenda item 10.2.05 – Application for Retrospective Planning Approval Lot 27 Curlew Way, Wickepin.

Clinton Hemley stated his case on behalf of himself and Skye Moxham regarding agenda item 10.2.05 – Application for Retrospective Planning Approval Lot 27 Curlew Way, Wickepin, and stated his disappointment in being placed in this position and the procedural process undertaken by the Shire of Wickepin.

Skye Moxham reaffirmed their disappointment on behalf of herself and Clinton Hemley regarding agenda item 10.2.05 – Application for Retrospective Planning Approval Lot 27 Curlew Way, Wickepin, and stated that procedural fairness has not been followed by the Shire of Wickepin and that herself and Clinton Hemley have lost faith in the Shire of Wickepin Council.

Jayden Ewen stated that in relation to agenda item 10.2.05 – Application for Retrospective Planning Approval Lot 27 Curlew Way, Wickepin and the conditions being imposed; at what stage will himself and the builder Redink be made aware of these conditions. Jayden also added that the longer the build takes, the more it will cost him financially.

A discussion was held between all parties and the Council in regards to ATU (Aerobic treatment units) within the various houses on Curlew Way, Wickepin.

President Julie Russell thanked both parties for attending the meeting, for stating their case regarding the potential conditions to be imposed and once again agreed that this is a regrettable position to be in for both parties.

Resolution No 190717-03

Moved Cr Astbury / Seconded Cr Allan

That item 10.2.15 be brought forward as per Council Standing Orders 5.1.

Carried 7/0

Governance, Audit and Community Services

10.2.05 – Application for Retrospective Planning Approval Lot 27 Curlew Way, Wickepin

Submission To:	Ordinary Council
Location / Address:	Lot 27 Curlew Way, Wickepin
Name of Applicant:	Redink South West
File Reference:	A6371
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	14 th July 2017

Enclosure / Attachment:

- Letters from Sky Moxham and Clinton Hemley
- Submissions received from affected neighbours

Background:

Council at the last Ordinary meeting of Council held on 21 June 2017 passed the following resolutions in relation to the planning approval for a single residence for Lot 27 Curlew Way, Wickepin from Redink Southwest on behalf of the landowners:

Resolution No 210617-05

Moved Cr Lang / Seconded Cr Martin

That Council approve the development application in principle in accordance with the setbacks indicated in the approved building permit.

Carried 6/2

Resolution No 210617-06

Moved Cr Martin / Seconded Cr Lansdell

That Council seek submissions from affected neighbours and if practical, add conditions to the approval to ameliorate any demonstrated adverse impacts on neighbouring properties.

Carried 8/0

Comment:

The Chief Executive Officer posted the following letter and submission forms to affected person on the 23rd June 2017:

Dear Sir / Madam

Retrospective planning approval for a single residence - Lot 27 Curlew Way, Wickepin,

The Shire of Wickepin is in receipt of a retrospective planning application to construct a single residence on Lot 27 Curlew Way, Wickepin from Redink

Southwest on behalf of the landowners with reduced setbacks on the front and side.

Council, at its Ordinary Meeting of Council, discussed the retrospective planning application and resolved the following.

That Council:

- (1) approve the development application in principle in accordance with the setbacks indicated in the approved building permit;*
- (2) seek submissions from affected neighbours and if practical, add conditions to the approval to ameliorate any demonstrated adverse impacts on neighbouring properties.*

*A submission form has been enclosed that you can use to provide your views regarding this matter. Please provide your comments in writing **prior to 5.00pm on 7 July 2017**. Please address your submission to:*

*Chief Executive Officer
Shire of Wickepin
PO Box 19
WICKEPIN WA 63704*



DEVELOPMENT APPLICATION SUBMISSION FORM

Proposed Development: *An application for retrospective planning approval for a single residence*

Location: *Lot 27 Curlew Way Wickepin*

Name: _____

Postal Address: _____

Phone Number: _____

SUBMISSION:

Give in full your comments and any arguments supporting your comments (if insufficient space, please attach additional sheets)

Signature: _____ **Date:** _____

Please return to: Chief Executive Officer
Shire of Wickepin
PO Box 19
WICKEPIN WA 6370

NOTE: *The local government in determining the application will take into account the submission received but is not obliged to support those views.*

Submissions Close: 5.00pm 7 July 2017

At the close of submissions Council had received two submissions which have been attached under separate cover for Council information.

Statutory Environment:

Clause 74 in Schedule 2 - Deemed Provisions for Local Planning Schemes from Planning and Development (Local Planning Schemes) Regulations 2015 provides for Approvals subject to later approval of details, commonly referred to as "approval in principle "

Planning and Development (Local Planning Schemes) Regulations 2015**Schedule 2****Deemed provisions for local planning schemes****Part 9****Procedure for dealing with applications for development approval****74. Approval subject to later approval of details**

- (1) The local government may grant development approval subject to a condition that further details of any works or use specified in the condition must be submitted to, and approved by, the local government before the developer commences the development.

Clinton and Sky have requested in their submission that the following conditions should be imposed on the planning conditions:

- That the roof pitch be reduced to make the impact not as visual as the bushfire clause is no longer in place;
- The septic system be moved to south side of the block away from our fruit trees;
- That any future building be constructed on the southern fence and as far from our sight lines as possible to reduce further impact on our amenity;
- That the setback from our southern fence to the northern wall of the house not be used as car park over flow or drive way;
- A landscape expert be contracted to landscape and design between our house and the northern side of 27 Curlew way;
- That the roof be a low-reflective colorbond not Zinalume;
- Our legal fees for replying to this letter be reimbursed of \$1100 inc invoice to follow.

Council is unable to make the reimbursement of the legal fees amounting to \$1,100 a planning condition.

Council may wish to reimburse the neighbours this amount from Councils Municipal funds but should do so only as a matter of courtesy with no admittance of any legal liability against any future claims. If Council wishes to do this it should consult with McLeods to make sure Council is legally able to do so without admitting any liabilities.

Policy Implications: Nil

Financial Implications:

Cost of Legal Representation - Council should make all replies on this matter through Councils legal firm McLeods.

Strategic Implications: Nil

Summary:

Council is being requested to add the following conditions to the in principle approval granted under the following resolution:

Resolution No 210617-05

That Council approve the development application in principle in accordance with the setbacks indicated in the approved building permit.

Recommendation:

That Council approve the development application in accordance with the setbacks indicated in the approved building permit with the following conditions:

1. A landscape plan be prepared for the northern building set back area to the satisfaction of the local authority.
2. No development to occur in the northern building set back area including a change of level other than that approved or necessitated by the building permit and including any retaining walls other than those arising from the above unless the subject of a separate planning approval by the local authority.
3. The effluent disposal system be designed to ensure discharge of effluent is retained on site.
4. Fencing along the northern boundary opposite the approved building to be to the satisfaction of Council.

Advice note: The applicant is advised that any future building development proposed in the 10 metre northern side setback area will need to be subject to a planning approval by the local authority to ensure compliance with Condition 2.

Voting Requirements: **Simple majority**

4.44pm – Rex Bergin departed the Chambers.

4.44pm – MWS Peter Vlahov departed the Chambers.

Resolution No 190717-04**Moved Cr Astbury / Seconded Cr Allan**

Council affirm the Retrospective Planning Approval for Lot 27 Curlew Way, Wickepin in accordance with the setbacks indicated in the approved building permit, given at the 21 June 2017 Ordinary Council Meeting.

1. A landscape plan and parking plan be prepared for the northern building setback area to the satisfaction of the legal authority.
2. No development to occur in the northern building setback area including a change of level other than that approved or necessitated by the building permit and including any retaining walls other than those arising from the above unless the subject of a separate planning approval by the legal authority.
3. Roof materials to be non-reflective colorbond.
4. The effluent disposal system be designed to ensure discharge of effluent is retained onsite.
5. Fencing along the northern boundary opposite the approved building to be to the satisfaction of Council.

Advice note: The applicant is advised that any future building development proposed in the 10 metre northern side setback area will need to be subject to a planning approval by the local authority to ensure compliance with Condition C2.

Carried 4/3

Cr Russell wished her vote against the resolution be recorded.

Resolution No 190717-05**Moved Cr Russell / Seconded Cr Allan**

That Council express their disappointment in writing to Redink.

Carried 7/0

5.05pm – Council adjourned the meeting.

5.07pm – Council reconvened the meeting.

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

Item	Item Title	Councillor/Officer	Interest	Reason
10.1.02	Sewerage System Capacity – New Dam	Cr Julie Russell	Proximity	Owens land adjoining Sewerage ponds and where dam is proposed to be built.
10.1.03	Restricted Access Vehicle Permits - Council Roads	Cr Grayden Lang	Proximity	Owens land adjoining proposed road.

6. Confirmation of Minutes – Ordinary Meeting of Council – 21 June 2017

Resolution No 190717-06

Moved Cr Astbury / Seconded Cr Allan

That the minutes of the Ordinary Council meeting held on Wednesday 21 June 2017 be confirmed as a true and correct record.

Carried 8/0

7. Receival of Minutes

4.32pm – Leah Taylor departed the Chambers.

4.35pm – Leah Taylor entered the Chambers.

7.1 Bush Fire Control Officer's Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Leah Taylor, Executive Support Officer
File Reference:	ES.APN.901
Author:	Leah Taylor, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	6 July 2017

Enclosure / Attachment:

Minutes of the Bush Fire Control Officer's Meeting held on Tuesday 4 July 2017.

Background:

The Bush Fire Control Officer's Meeting was held on Tuesday 4 July 2017.

Comment:

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

Statutory Environment:

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

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Recommendation:

That the Minutes of the Bush Fire Control Officer's Meeting held on Tuesday 4 July 2017 be received.

Voting Requirements: Simple majority.

Resolution No 190717-07

Moved Cr Lansdell / Seconded Cr Easton

That the Minutes of the Bush Fire Control Officer's Meeting held on Tuesday 4 July 2017 be received.

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/ File	Progress	Status	Comment
784- 211216-05	Wickepin Sheep Sale Yards – Hand Rail Quotes	CEO	1. That no quotes be accepted. 2. That the CEO draft a design and specifications for the handrails at the Wickepin Saleyards and re-quote.	○	Still awaiting Design and specifications. Should be received this week.
823- 210617-05	Application for Retrospective Planning Approval Lot 27 Curlew Way, Wickepin	CEO	That Council approve the development application in principle in accordance with the setbacks indicated in the approved building permit.	✓	Letter sent to Redink 28/06/2017.
824- 210617-06	Application for Retrospective Planning Approval Lot 27 Curlew Way, Wickepin	CEO	That Council seek submissions from affected neighbours and if practical, add conditions to the approval to ameliorate any demonstrated adverse impacts on neighbouring properties.	✓	Submission letters sent 22/06/2017.
825- 210617-08	Purchase Isuzu Tip Truck - WK 2433 – Southwest Isuzu	CEO	That Council ratifies the purchase of the new Isuzu tip truck from Southwest Isuzu with the factory fitted tow bar, 24 to 12 volt reducer, seat covers and floor mats at the invoiced amount of \$49,573.64.	✓	Copy of resolution given to DCEO 29/06/2017.
826- 210617-09	Isuzu Tip Truck - WK 2433 – Purchase of Truck Body	CEO	That Council purchase the metal body for the Isuzu truck from R.J Smith Engineering for Supply and fit canopy including floor, 4 x doors (2 each side front swinging and 2 rear swinging) and 4 x lifting lugs for \$9,515.00.	✓	MWS advised to issue purchase order 22/06/2017.
827- 210617-10	Greening Australia - Seed Collecting to July 2018	CEO	That Council grant permission to Greening Australia to Collect Native Plant Seed from Reserves Vested in the Shire of Wickepin up to the 30 th June 2018. With the following conditions: <ul style="list-style-type: none"> • All persons collecting native seed are licensed according to the Wildlife Conservation Act (1950) and will abide by the conditions of the licence. • Permission is for a twelve month period beginning 1st July 2017. • This letter allows for collection by only Greening Australia (WA) staff members. • Appropriate hygiene measures will be followed at all times to prevent the spread of plant disease and weeds. • All care will be taken to avoid the disturbance of fauna habitat. • All care will be taken to avoid any disturbance that may lead to soil degradation. • No picking during imposed harvest and vehicle movement bans. 	✓	Letter sent 28/06/2017.

Item	Subject/Action	Officer/ File	Progress	Status	Comment
828-210617-14	Policy Manual – Councillors Attendance at Conferences, Seminars, Training and Induction Courses	CEO	That Council adopt the new Councillors Attendance at Conferences, Seminars, Training and Induction Courses Policy as stated in June 2017 Council Minutes.	✓	Added into Policy Manual 29/06/2017.
829-210617-15	Policy Manual – Authorisation to Purchase Goods and Services	CEO	That Council adopt the new Authorisation to Purchase Goods and Services Policy as stated in June 2017 Council Minutes.	✓	Added into Policy Manual 29/06/2017.
830-210617-16	Policy Manual – Corporate Credit Card	CEO	That Council adopt the new Corporate Credit Card Policy as stated in June 2017 Council Minutes.	✓	Added into Policy Manual 29/06/2017.
831-210617-17	Policy Manual – Dealing with Family Members	CEO	That Council adopt the Dealing with Family Members Policy as stated in June 2017 Council Minutes.	✓	Added into Policy Manual 29/06/2017.
832-210617-18	Policy Manual – Petty Cash	CEO	That Council adopt the Petty Cash Policy as stated in June 2017 Council Minutes.	✓	Added into Policy Manual 29/06/2017.
833-210617-19	Policy Manual – Purchasing	CEO	That Council adopt the new Purchasing Policy as stated in June 2017 Council Minutes.	✓	Added into Policy Manual 29/06/2017.
834-210617-20	Policy Manual – Related Party Disclosures	CEO	That Council adopt the Related Party Disclosures Policy as stated in June 2017 Council Minutes.	✓	Added into Policy Manual 29/06/2017.
834-210617-21	Policy Manual – Debts (Other than Rates and Service Charges)	CEO	That Council adopt the Debts (Other than Rates and Service Charges) Policy as stated in June 2017 Council Minutes.	✓	Added into Policy Manual 29/06/2017.
835-210617-22	Sporting Facilities Feasibility Study	CEO	That the amount of \$25,000 be placed in the 2017/2018 budget estimates for a feasibility study, covering the next fifteen years of all the sporting groups needs in relation to sporting facilities, including possible relocation of sporting facilities within the Shire of Wickepin.	✓	Budget updated by CEO.
836-210617-24	Manager of Works – Salary Review	CEO	That Council increase the Manager of Works salary package to the following as of the first pay period on or after the 1st July 2017. 6.2. Salary (cash component) \$ 83,500 per year; 6.3 The benefit values of the provision of a motor vehicle \$ 13,857 per year; 6.4.1 Superannuation 9.5% \$ 7,933 per year 6.4.2 Superannuation 3% \$ 2,505 per year 6.5.2 Housing - Allowance rental \$ 8,320 per year 6.5.1 Housing - Utilities up to \$ 5,000 per year 6.6 Other benefits – uniform allowance \$ 400 per year; Total: \$121,515 per year	✓	Complete.
837-210617-26	Transfer to Reserves 2016/2017	CEO	That Council transfers the following amounts to the following reserves prior to the 30 th June 2017: • Cottage Homes \$29,000	✓	Resolution sent to DCEO 28/06/2017.

Item	Subject/Action	Officer/ File	Progress	Status	Comment
			<ul style="list-style-type: none"> • Yarling Court Singles Accommodation \$8,000 • Joint Venture Accommodation Collins Street \$4,645 • Transfer to Plant Reserve \$25,000 • Transfer to Building Reserve \$220,000 • Sewerage Reserve \$20,000 • Transfer to Swimming Pool Reserve \$35,000 • Long Service Leave Reserve \$15,215 • Saleyards \$100 TOTAL \$356,960 <p>Carried 8/0 Absolute Majority</p>		Transfer completed 30/06/2017.
838-210617-28	Townscape and Cultural Planning Committee Meeting Recommendations	CEO	<p>That Council pass the following recommendations:</p> <ol style="list-style-type: none"> 1. That Council adopt the Yealering Foreshore Development Plan as attached. 2. That the following projects, listed in order of priority, be placed in the council budget estimates for 2017/2018: <ol style="list-style-type: none"> 1. Tincurrin School Heritage Gazebo – concrete floor and painting - \$1,500 2. Redesign and replace boundary signs - \$11,000 3. Town Hall Mural on exterior wall - \$10,000 4. Asphalt 300m of Wickepin Walk Trails - \$13,500 5. Benches x 2 each Yealering, Harrismith and Wickepin - \$7,000 	✓	Placed in budget.

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

Infrastructure and Engineering Services

10.1.01 – Manager Works and Services Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Peter Vlahov, Manager Works & Services
File Reference:	CM.REP.1
Author:	Peter Vlahov, Manager Works & Services
Disclosure of any Interest:	Nil
Date of Report:	13 July 2017

Enclosure / Attachment: Nil

Background: Nil

Comment:

Programmed Construction Works

- Wickepin Corrigin Road reconstruction. A second coat of bitumen has been applied at the contractors expense and this project has now been completed.
- All planned construction works have now been completed for 2016/17
- Locate gravel supplies for the 2017/18 road program. (this has been successful)

Plant Replacement

- The process for obtaining prices for the 2017/18 plant replacement is still being finalised as per the normal budget processes.

Maintenance Works

- Bitumen patching along the Wickepin Harrismith Road
- Various street tree pruning
- Drainage maintenance
- Various repairs to buildings
- Sewerage system maintenance. This has included the replacement of the pump located at the sewerage ponds. See agenda item
- Transfer of rubbish from outer refuse sites to Wickepin
- Refuse site maintenance
- Signage repairs, replacement and installations
- Maintenance grading.
- Traffic counter placement.
- Removal of a large dangerous tree on Halliday Road.
- Assist with road construction
- Begin construction of a foot bridge located on Yarling Brook walk tail
- Footpath maintenance and repairs in Johnston Street and Wogolin Road
- Remove a large dangerous tree located on Kirk Rock Road

Occupational Health and Safety

- A safety inspection has been carried out at the depot by Mark Southgate (LGIS)
- Several training courses have been booked. Basic traffic management refresher (compulsory). Forklift ticket (compulsory). HC License for Andrew McColl. Safe loading and unloading of machinery from a low loader.
- A complete clean and tidy of the workshop has been carried out.

Workshop

- Kangaroo damage to WK342. Insurance claim has been accepted and repairs have been booked.
- General ongoing servicing and minor repairs.
- Assist with building maintenance and general maintenance issues.
- Bobcat radiator has been replaced.
- Replace stolen pole saw. Insurance claim has been accepted.

Parks and Gardens

- Begin roadside spraying program
- Fire break maintenance
- Weed control
- Oval maintenance.
- General mowing
- Reticulation repairs and maintenance
- Maintenance and pumping at the sewer ponds.

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 13 July 2017.

Voting Requirements: Simple majority

Resolution No 190717-08

Moved Cr Lang / Seconded Cr Allan

That council notes the report from the Manager of Works and Services dated 13 July 2017.

Carried 7/0

5.22pm – Cr Julie Russell departed the Chambers due to declaring a proximity interest; Owns land adjoining Sewerage ponds where dam is proposed to be built.

Cr Wes Astbury took the Chair in the absence of the President Julie Russell.

Infrastructure and Engineering Services

10.1.02 – Sewerage System Capacity – New Dam

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Peter Vlahov, Manager Works & Services
File Reference:	SD.DAC.1
Author:	Peter Vlahov, Manager Works & Services
Disclosure of any Interest:	Nil
Date of Report:	12 July 2017

Enclosure / Attachment:



Background:

Following the recent rain events the sewer system ponds, which are located next to the railway line on the north side of town, have reached maximum capacity and have over-flowed into the adjoining property and creek. This could result in severe penalties to the Shire of Wickepin from the Department of Health and Department of Environment.

Comment:

A solution to this problem would be the construction of a holding dam which could be located in the Shire of Wickepin sub-division located on the east side of the Wickepin Harrismith Road. This piece of land is currently utilised for cropping by the Wickepin Sporting Clubs.

The proposed dam would cover approximately 1 hectare of land and have a capacity of approximately 6000m³. The water will be stored in this dam and would be utilised to subsidise the current oval reticulation recycled water system during a dry year.

Statutory Environment: Nil

Financial Implications:

The cost of the dam construction plus pipes, fittings and pumping facility would be \$15,500 plus any reimbursement for loss of crop to the Wickepin District Sports Club and the Wickepin Football Club.

Strategic Implications:

Fits within Theme 2 of the Shire of Wickepin Strategic Community Plan 2015-2020 and Theme 2 of the Shire of Wickepin Corporate business Plan 2015-2020:

Theme 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		
Goal	Action	Measure
2.1 Continue to support and encourage actions taken in relation to environmental problems.	<ul style="list-style-type: none"> Support to the Facey Group relevant to retention of remnant vegetation, salinity control, etc. sustainability, downstream processing, revegetation other functions Continue support for the control of pest plants and vermin. Monitor, review and adhere to the principals of the Roadside Vegetation Conservation Plan 	<ul style="list-style-type: none"> Ensure protection of vegetation on the reserves vested in Council in accordance with Council policy.
2.2 Investigate and foster actions to deal with waste disposal and recycling issues.	<ul style="list-style-type: none"> Take action to ensure the successful implementation of waste disposal. Investigate the options for Waste Rubbish Disposal and establish and support recycling and implement proposals. Maintain and improve the Wickepin Effluent Disposal system. Recycle wastewater for use on recreational areas. 	<ul style="list-style-type: none"> We have a clear, published waste disposal plan monitored annually to ensure compliance.

Theme 2 – To ensure the protection and improvement of the Environment

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

Goal	Strategies	Action(s)	When	Implications for Informing strategies	Funding	Council Role
Goal - 2.1	<ul style="list-style-type: none"> Support to the Facey Group 	<ul style="list-style-type: none"> Continue support to Facey 	2015-2020	Nil	Existing	Partner

Continue to support and encourage actions taken in relation to environmental problems.	relevant to retention of remnant vegetation, salinity control, etc. sustainability, downstream processing, re-vegetation other functions. <ul style="list-style-type: none"> Continue support for the control of pest plants and vermin. Monitor, review and adhere to the principles of the Roadside Vegetation Conservation Plan. 	Group: <ul style="list-style-type: none"> Living Lakes Project; and Vegetation retention, salinity measures and re-vegetation strategies on an ongoing basis. Control invasive (pest) plants and vermin as required. Manage road vegetation in accordance with legislative requirements. 	2015-2020	Nil	Existing	Provider
			2015-2020	Nil	Existing	Provider
Goal - 2.2 Investigate and foster actions to deal with waste disposal and recycling issues.	<ul style="list-style-type: none"> Take action to ensure the successful implementation of waste disposal. Investigate the options for Waste Rubbish Disposal and establish and support recycling and implement proposals. Maintain and improve the Wickepin Effluent Disposal system. Recycle wastewater for use on recreational areas. 	<ul style="list-style-type: none"> Continue to collect kerbside waste weekly. Continue to collect recyclables on a fortnightly basis. Maintain current service levels for the wastewater network serving residents of Wickepin. Support Regional Waste facility 	2015-2020	Nil	Existing	Provider
			2015-2020	Nil	Existing	Provider
			2015-2020	Nil	Existing	Provider
			2015	Nil	Existing	Partner

Service Levels	Success Measures
Environmental programs are maintained	Number of environmental programs
Waste management services are maintained at current frequencies and service coverage	Number of waste collections Number or recycling collections Percentage of Shire properties covered by waste collection Amount of waste diverted from landfill

Policy Implications: Nil

Summary:

Council is being requested to consider the construction of a new sewerage holding dam located in the Shire of Wickepin sub-division located on the east side of the Wickepin Harrismith Road, including pipes, fittings and pumping facility at a cost of \$15,500.

Recommendation:

That Council construct a new sewerage holding dam located in the Shire of Wickepin sub-division located on the east side of the Wickepin Harrismith Road, including pipes, fittings and pumping facility at a cost of \$15,500.

Voting Requirements: Simple majority

Resolution No 190717-09**Moved Cr Lansdell / Seconded Cr Easton**

That Council construct a new sewerage holding dam located in the Shire of Wickepin sub-division located on the east side of the Wickepin Harrismith Road, including pipes, fittings and pumping facility at a cost of \$15,500.

Carried 6/0

Resolution No 190717-10**Moved Cr Lansdell / Seconded Cr Allan**

That Council delegates to the CEO to contact the Wickepin District Sports Club and the Wickepin Football Club for compensation on the loss of the crop on the land.

Carried 6/0

The resolution differed the Officer's recommendation as Council felt that a second resolution needed to be included to state that the CEO will organise compensation for both parties for loss of the crop on the land where the new holding dam will be placed.

5.35pm – Cr Julie Russell returned to the Chambers.

5.35pm – Cr Grayden Lang departed the Chambers due to declaring a proximity interest; Owns land adjoining proposed road.

Infrastructure and Engineering Services

10.1.03 – Restricted Access Vehicle Permits - Council Roads

Submission To: Ordinary Council
Location / Address: Whole Shire
Name of Applicant: T B Doney and CO
File Reference: CS.PR.602 / CM.REP.1
Author: Mark Hook, Chief Executive Officer
Disclosure of any Interest: Nil
Date of Report: 5 July 2017

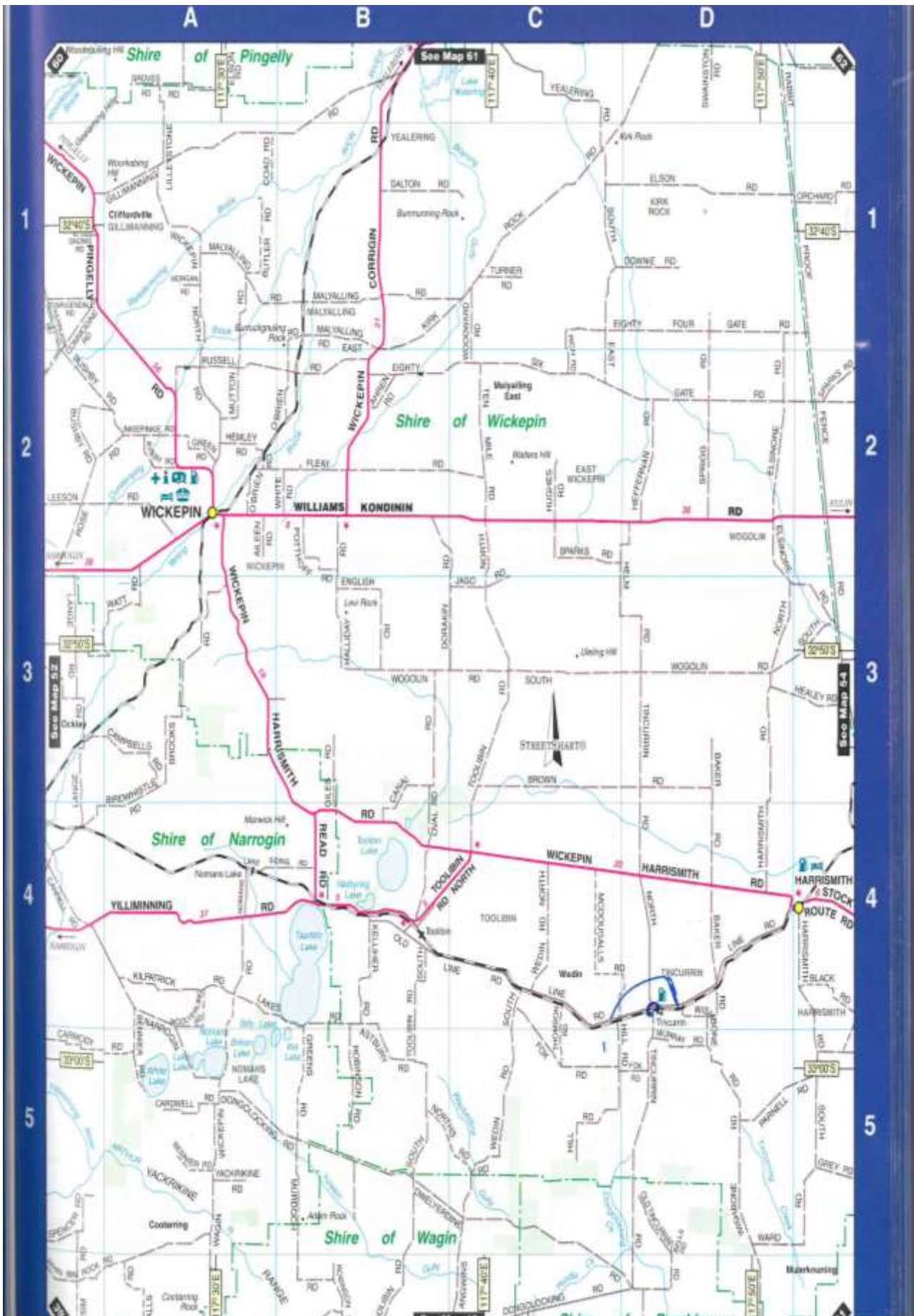
Enclosure / Attachment: RAV Application from Hillco

Background:

Council has received a request from Main Roads Heavy Vehicle Services to make Dalton Road a RAV 4 network Road:

Road Name	Road No	Roads From & To	SLK Range
Dalton Rd	4290044	Wickepin-Corrigin Rd to Kirk Rock Rd	SLK 0.00 to 5.01

HVS would appreciate a response within four (4) weeks, either providing support to add the road(s) to the Restricted Access Vehicle (RAV) Network 4 or rejecting the application due to issues which would deem the road unsuitable.



Map showing Dalton Road B1

Comment:

In September 2016 Heavy Vehicle Services changed the process for applying to add or amend a road on a Restricted Access Vehicle (RAV) Network. This has streamlined the process and provides a more efficient service to both the applicant and Local Government, with all requests to add or amend a road on a RAV Network being submitted directly to Heavy Vehicle Services.

Whilst the preference is for the applicant to submit their application for RAV access directly to HVS, it does not mean an applicant cannot obtain road asset owner support and then submit this to Heavy Vehicle Services as part of their application. Operators should note that if the requested road is not part of the base RAV Network, the road asset owner is required to carry out a preliminary assessment and this assessment will need to be included with the application.

Upon receipt of the complete application, Heavy Vehicle Services will then coordinate the formal route assessment and approval process, and then inform both the road asset owner and the applicant of the outcome.

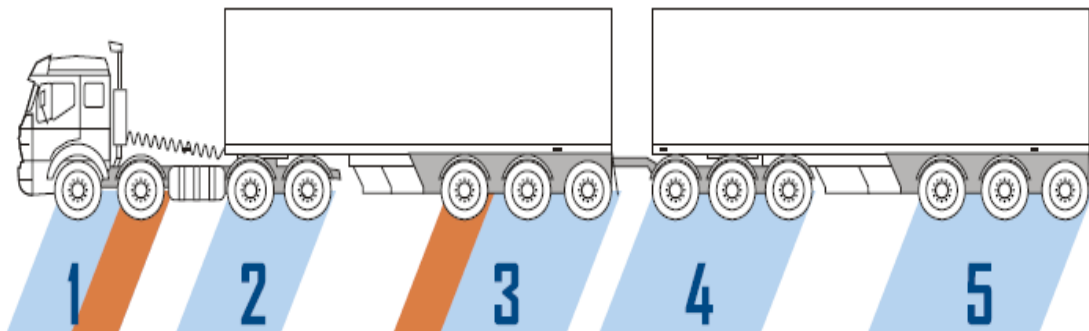
The Manager of Works has advised the CEO that he believes Dalton road to be unsuitable for full RAV4 access for the following reasons.

- Concrete Floodway not suitable for RAV 4 vehicles
- Signage not to standard
- Road is too narrow
- Road Surface requires major works to bring it to RAV4 standards
- Sight distance is an issue due to crests and curves
- Overhanging trees

Dalton Road could still be approved by Main Roads WA heavy Vehicles through the issue of a "Restricted Local Access" Period Permit. This permit can be issued in cases where network access would ordinarily be declined e.g. when the road does not meet all relevant Route Assessment Guidelines, and applying reasonable conditions is unlikely to mitigate the assessed risk.

RAV Category 4

A. RAV Category 4 — Road train to 27.5m and 87.5 t



PRIME MOVER, SEMI TRAILER TOWING A 6 AXLE DOG TRAILER

Vehicle

11.1 This item applies to a combination that:

- (a) includes a prime mover with a single steer or twinsteer axle group and tandem axle drive group and semi trailer with two (2) or three (3) axles towing a dog trailer with six (6) axles; and
- (b) has a total of five (5) axle groups

Conditions

11.2 This vehicle combination may operate on the “Network” prescribed below, provided that:

- (a) it complies with the minimum axle spacing requirements specified in Clause 5 Table A;
- (b) it does not exceed 27.5m in length; and
- (c) where the combination is:
 - (i) built to carry livestock;
 - (ii) carrying a crate built to carry livestock; or
 - (iii) carrying overheight indivisible load/s or multi modal container/s; the height may exceed 4.3 m, however must not exceed 4.6 m.

Network

11.3 The combination must not be driven on any road except a road specified in RAV Network 4, subject to the conditions (if any) specified in the Table in relation to the road.

Exemptions

11.4 This vehicle combination is exempt from the following provisions:

- (a) Vehicle Standards Rule 66(1) (maximum height).



Prime Mover, Trailer Combinations

VEHICLE DESCRIPTION AND CONFIGURATION CHART (RAV) – PRIME MOVER, TRAILER COMBINATIONS EXAMPLES				Axis Spacing (m)	Length (m)	Max (T) Mass (tonnes)	Height (m)	Axis Group	Network Number		
Category 1	(A) PRIME MOVER, SEMI TRAILER TOWING PIG TRAILER	(B) PRIME MOVER TOWING AN OVERLENGTH SEMI TRAILER	(C) B DOUBLE	(D) TWISTED PRIME MOVER TOWING SEMI TRAILER	(A)	≤20	50	≤4.5 (7.4)	4	Network 1	
					(B)	≤19	42.5	≤4.5 (7.4)	3		
					(C)	≤20	30	≤4.5 (7.4)	4		
					(D)	≤19	47.5	≤4.5 (7.4)	3		
Category 2	(A) PRIME MOVER, SEMI TRAILER TOWING PIG TRAILER	(B) PRIME MOVER TOWING AN OVERLENGTH SEMI TRAILER	(C) B DOUBLE	(D) PRIME MOVER TOWING 3 SEMI TRAILERS	(E) P-TOWING A 1 OR 2 AXLE SEMI TRAILER	(A)	≤27.5	65.5	≤4.5 (8.4)	4	Network 2
						(B)	≤20	42.5	≤4.5 (8.4)	3	
						(C)	≤27.5	67.5	≤4.5 (8.4)	4	
						(D)	≤27.5	67.5	≤4.5 (8.4)	5	
						(E)	≤25	42.5	≤4.5 (8.4)	3	
Category 3	(A) PRIME MOVER, SEMI TRAILER TOWING 2, 3 OR 4 AXLE DOG TRAILER	Example of Axis Group			(A)	≤27.5	84	≤4.5 (8.4)	5	Network 3	
		Example of Axis Group with an Optional Axle			(A)	≤27.5	87.5	≤4.5 (8.4)	5		
Category 4	(A) PRIME MOVER, SEMI TRAILER TOWING 4 AXLE DOG TRAILER	Example of Axis Group with an Optional Axle			(A)	≤27.5	87.5	≤4.5 (8.4)	5	Network 4	
		Optional Axle									
Category 5	(A) PRIME MOVER, SEMI TRAILER TOWING 2, 3 OR 4 AXLE DOG TRAILER	(C) B DOUBLE TOWING A CONVERTER DOLLY	(B) B TRIPLE		(A)	>27.5, ≤26.5	84	≤4.5 (8.4)	5	Network 5	
					(B)	>27.5, ≤26.5	84+6	≤4.5 (8.4)	5		
					(C)	>27.5, ≤26.5	67.5+4	≤4.5 (8.4)	5		
					(D)	>27.5, ≤26.5	84	≤4.5 (8.4)	5		
	(B) PRIME MOVER, SEMI TRAILER TOWING 2, 3 OR 4 AXLE DOG TRAILER AND CONVERTER DOLLY										
Category 6	(A) PRIME MOVER, SEMI TRAILER TOWING 4 AXLE DOG TRAILER	(B) B TRIPLE	(C) PRIME MOVER SEMI TRAILER TOWING A 6 AXLE TRAILER & CONVERTER DOLLY	(A)	>27.5, ≤26.5	87.5	≤4.5 (8.4)	5	Network 6		
				(B)	>27.5, ≤26.5	87.5	≤4.5 (8.4)	5			
				(C)	>27.5, ≤26.5	67.5+4	≤4.5 (8.4)	5			
Category 7	(A) PRIME MOVER, TOWING SEMI TRAILER AND B DOUBLE	(B) B DOUBLE TOWING 4 DOG TRAILER		(A)	>27.5, ≤26.5	107.5	≤4.5 (8.4)	6	Network 7		
				(B)	>27.5, ≤26.5	107.5	≤4.5 (8.4)	6			
Category 9	(A) PRIME MOVER, SEMI TRAILER TOWING 2 X DOG TRAILERS	(B) PRIME MOVER, SEMI TRAILER TOWING 2, 3 OR 4 AXLE DOG TRAILER AND CONVERTER DOLLY	(C) B DOUBLE TOWING 4, 5 OR 6 AXLE DOG TRAILER	(D) PRIME MOVER, SEMI TRAILER TOWING 2 OR 3 AXLE CONVERTER DOLLY CONNECTED TO 2 SEMI TRAILERS	(A)	>26.5, ≤25.5	120.5	≤4.5 (8.4)	7	Network 9	
					(B)	>26.5, ≤25.5	84+6	≤4.5 (8.4)	6		
					(C)	>26.5, ≤24.5	107.5	≤4.5 (8.4)	6		
					(D)	>26.5, ≤24.5	107.5	≤4.5 (8.4)	6		
Category 10	(A) PRIME MOVER, SEMI TRAILER TOWING 2, 3 & 4 AXLE DOG TRAILERS	(B) B DOUBLE TOWING 2 OR 3 AXLE CONVERTER DOLLY CONNECTED TO 2 SEMI TRAILERS	(C) PRIME MOVER, SEMI TRAILER TOWING B TRIPLE	(D) B DOUBLE TOWING 2 DOG TRAILERS	(A)	>26.5, ≤25.5	127.5	≤4.5 (8.4)	7	Network 10	
					(B)	>26.5, ≤25.5	127.5	≤4.5 (8.4)	7		
					(C)	>26.5, ≤25.5	127.5	≤4.5 (8.4)	7		
					(D)	>26.5, ≤25.5	147.5	≤4.5 (8.4)	8		
					(E)	>26.5, ≤25.5	147.5	≤4.5 (8.4)	8		
					(F)	>26.5, ≤25.5	87.5+4	≤4.5 (8.4)	5		
	(E) DOUBLE ROAD TRAIN TOWING B DOUBLE TRAILERS	(F) PRIME MOVER, SEMI TRAILER TOWING 4 AXLE DOG TRAILER AND CONVERTER DOLLY									

- Operator category of (A) is used in the document to provide the RAV in accordance with the permit OPERATING CONDITIONS as only on the network specified.
- Trailer design is a detail indicator of the vehicle only.
- Operators must refer to the permit OPERATING CONDITIONS for the full vehicle description.
- Trailers of the vehicle can exceed 4.2m but MUST NOT exceed 4.6m in 3.0m.
 - (i) built to carry livestock; (ii) carrying coal to carry livestock; (iii) carrying vehicles or more than one deck or; (iv) carrying a small mobile container; (v) carrying a large mobile bin or; (vi) when operating with an appropriate licensed user for use in the shire of Wickiepin.
- Weight of pig trailer only.
- Network map is available in electronic format from Heavy Vehicle Operations. RAV Network can also be viewed and downloaded by the internet.
 - When operating on a road not listed in RAV network, the operator of category 1 RAV exceeding 4.2m height must first have written consent from the relevant state authority. The authority must be carried in the cab of the vehicle.
 - Trailer axle load must adhere to pig trailer tow by a prime mover and semi trailer must not exceed 10 tonnes.

Road Network Services
 Heavy Vehicle Operations
 70 Pilbara Street
 Westport WA, 6106
 Tel: (08) 9211 8400 Fax: (08) 9211 4101
<http://www.roads.wa.gov.au>

Heavy Vehicle Services Update

Our Reference: D16#537569

HVO: 122-2016

CHANGE IN ASSESSMENT PROCESS FOR ADDING A ROAD TO THE RESTRICTED ACCESS VEHICLE NETWORK

Heavy Vehicle Services (HVS) has reviewed the assessment process for approving a road to be added or amended to a Restricted Access Vehicle (RAV) Network.

The new process allows for access to be approved through issue of a “Restricted Local Access” Period Permit. This permit can be issued in cases where network access would ordinarily be declined e.g. when the road does not meet all relevant Route Assessment Guidelines, and applying reasonable conditions is unlikely to mitigate the assessed risk.

What is a “Restricted Local Access” Period Permit?

The “Restricted Local Access” Period Permit provides access to the final destination of a particular transport task (journey). This may include access to a farm gate, local business or pine plantation. The permit may be issued to a particular vehicle combination and / or length, with particular conditions (ie. traffic management, speed restriction etc.) relevant to the specific transport task.

How do I apply for the “Restricted Local Access” Period Permit?

The above process does not change how an applicant would apply for a road to be added or amended to the Restricted Access Vehicle (RAV) Network. If the road is not deemed suitable to add to the RAV Network, Main Roads HVS will determine whether the road is suitable for the “Restricted Local Access” Period Permit in line with the “Guidelines for Approving RAV Access”, available on the Main Roads webpage under Heavy Vehicles > RAV Network Access.

If the road is deemed suitable for “Restricted Local Access”, or if further information is required from the applicant, a Heavy Vehicle Services Officer will contact the applicant directly to discuss it. Following in principle approval for the “Restricted Local Access”, a Period Permit application form will be provided to the applicant for completing and returning to HVS for processing.

What if my recent application to add a road to the RAV Network has been declined?

If, within the last six months your application has been declined to add a road to the RAV Network which is deemed last “Mile” access, then please contact Main Roads HVS as per the below contact methods to arrange reassessment.

Further information relating to the RAV access application and approval process can be obtained by contacting Main Roads Heavy Vehicle Helpdesk on 138 HVO (486) or hvsrouteassessments@mainroads.wa.gov.au

Statutory Environment:

Local Government Act 1995

Main Roads Western Australia, Heavy Vehicle Operation Restricted Access Vehicle system network

Policy Implications:

Councils Current Policy is as follows:

8.1.2 RESTRICTED ACCESS VEHICLE PERMIT ON LOW VOLUME ROADS

OBJECTIVE: Formalise the process of Council approving Restricted Access Vehicles (RAV) on Shire of Wickepin approved Low Volume Roads (LV) as designated by Main Roads Western Australia and to allow primary producers in the Shire of Wickepin to conduct seasonal movements of primary produce and primary input materials throughout the Shire of Wickepin in a coordinated and controlled manner.

Council delegates authority to the CEO to grant Council approval to RAV applications in accordance with this policy.

A LV road is generally an unsealed rural road with a traffic volume of less than 75 vehicles per day. These roads are narrower and generally only approved for use during harvest and other local seasonal activities.

All LV roads require the approval from Council before use.

There are two standards of LV roads, type A and type B. Type B is narrower and considered a single lane road (i.e. trafficable running surface of > 4 metres).

8.1.2.1 LOW VOLUME CONDITION TYPE A

Current written approval from Council, permitting use of the road, must be obtained, carried and produced on demand. Approval is granted subject to the following conditions:

- Transport operators must avoid school bus routes between the hours of 7am to 9am and 3pm to 5pm on school days, and to show courtesy to school buses and local traffic at all times.
- Headlights must be switched on at all times.
- Operation during daylight hours only.
- No operation on unsealed roads when visibly wet.
- Direct radio contact must be maintained with other RAV's to establish their position on or near the road (UHF channel 40).

8.1.2.2 LOW VOLUME CONDITION TYPE B

Current written approval from Council, permitting use of the road, must be obtained, carried and produced on demand. Approval is granted subject to the following conditions:

- Transport operators must avoid school bus routes between the hours of 7am to 9am and 3pm to 5pm on school days, and show courtesy to school buses and local traffic at all times.
- Headlights must be switched on at all times.
- Operation during daylight hours only.
- No operation on unsealed road segment when visibly wet.

- *Direct radio contact must be maintained with other RAV's to establish their position on or near the road (UHF channel 40).*
- *Single lane road; road not to be entered until driver has established by radio contact that there is no other RAV on the road travelling in the oncoming direction.*
- *Maximum speed limit of 40kmh.*

Financial Implications: Nil

Strategic Implications:

To develop and maintain quality services and infrastructure;
To promote the development of a viable and diversified local economy

Summary:

Council is being requested to request Main Roads to lift the following roads to Network 4 Permit Roads.

Recommendation:

1. That the Shire of Wickepin advises Main Roads WA Heavy Vehicle Services that Council believes Dalton Road unsuitable to be added to the Restricted Access Vehicles Network 4 Permit Network.
2. That the Shire of Wickepin advises Main Roads WA Heavy Vehicle Services that it believes a Restricted Local Access Period Permit would be more suitable for Dalton Road.

Voting Requirements: Simple majority

Resolution No 190717-11

Moved Cr Lansdell / Seconded Cr Easton

1. That the Shire of Wickepin advises Main Roads WA Heavy Vehicle Services that Council believes Dalton Road unsuitable to be added to the Restricted Access Vehicles Network 4 Permit Network.
2. That the Shire of Wickepin advises Main Roads WA Heavy Vehicle Services that it believes a Restricted Local Access Period Permit would be more suitable for Dalton Road.

Carried 6/0

5.38pm – Cr Grayden Lang returned to the Chambers.

Infrastructure and Engineering Services

10.1.04 – Jean Sloan Seed Collecting to June 2017

Submission To:	Ordinary Council
Location / Address:	Whole Shire, Wickepin Golf Club
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	EM.PER.1105
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	29 June 2017

Enclosure / Attachment: Nil

Background:

Jean Sloan of Kondinin requests permission to collect native plants from reserves (gravel pits, road verges, Townsite reserves) vested to the Shire of Wickepin for the period to June 2018. Jean is anticipating picking the following in the Wickepin Shire for the period to 30 June 2018.

1. Acacia erinacea
2. Pulchella
3. Hakea prostrata
4. Eucalyptus caesia
5. Gardneri
6. Sargentii

Comment:

Jean Sloan has advised that she currently holds a commercial purpose licence number CPO15502 from the Department of Parks and Wildlife.

Council passed the following resolution at its Ordinary Meeting of Council held on the 21 December 2016:

Resolution No 211216-04

Moved Cr Lansdell / Seconded Cr Hinkley

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.

With the following conditions:

- The permission is only granted to Jean Sloan
- Appropriate hygiene measures to be followed at all times to prevent the spread of plant disease and weeds.
- All care to be taken to avoid the disturbance of fauna habitat.
- All care to be taken to avoid any disturbance that may lead to soil degradation.
- No damage to be done to the Wickepin Golf Club fairways and rough.
- No picking during imposed harvest and vehicle movement bans.

Carried 8/0

The author of this report can see no issues in granting Jean Sloan a licence to collect native plants from reserves (gravel pits, road verges, Townsite reserves) vested to the Shire of Wickepin for the period to June 2018, in line with permission granted in previous years.

Following is an extract from the Department of Parks and Wildlife Flora Licensing Information Sheet:

All flora that is native to Western Australia is protected throughout the State under the Wildlife Conservation Act 1950. Protected flora is defined as any plant (including any wildflower, palm, shrub tree, fern, creeper or vine) and includes any part of a plant, including seeds and spores.

On Crown Land, protected flora may only be taken by individuals who hold a licence issued by the Department of Parks and Wildlife (DPaW) under the Wildlife Conservation Act 1950. Persons who wish to take flora for identification, research, education, hobby, or other non-commercial purposes must hold a Scientific or Other Prescribed Purposes (SOPP) Licence.

Non-commercial collection of flora from private property requires the permission of the property owner, but no licence from DPaW.

If the flora is being taken for commercial purposes a Commercial Purposes (CP) Licence is required. A CP Licence must be held by each individual taking flora. Before a CP licence can be issued, the applicant must demonstrate that they have an area on which they are authorised to harvest flora. This includes the written permission of the government agency or authorised agent that is managing the land. If the land that the applicant wishes to collect on is CALM land/water or managed by the department, the Wildlife Licensing section will seek permission from the relevant DPaW district on the applicant's behalf

The commercial collection of flora from conservation estate (Nature Reserves, National Parks or Conservation Parks, etc) is generally not permitted.

CP licensees are required to submit returns of the flora taken under their licence, and licence renewal is dependent on the satisfactory completion and submission of such returns.

The commercial collection of flora species listed as Priority on the department's "Threatened and Priority Flora List" is also not generally permitted. If applicants wish to take Priority flora they must complete an "Application to Take Priority Flora Species under a Commercial Purposes Licence" and submit this to the department's Wildlife Licensing Section. Applications will only be approved where the activity will assist in the preservation or protection of the Priority flora species of interest. If successful the applicant will be issued with a CP Licence which is amended to allow for the taking of specified Priority flora species in the amounts approved by DPaW, and only for use as approved by DPaW.

Protected flora may only be taken from private property by the owner or occupier of the land or by a person who has the owner or occupier's permission. Protected flora taken from private property, whether it be harvested from natural or cultivated stands, may only be sold under a Commercial Producer's (PN) Licence. A PN licence only covers the properties that are listed on the licence, therefore if you wish to sell flora taken from other properties not listed on your licence you must apply for an additional licence. PN licensees are required to submit returns of the flora sold under their licence, and licence renewal is dependent on the satisfactory completion and submission of such returns. The applicant must state on their application form whether the flora to be sold is taken from Natural (P) or Artificial/Cultivated (A) stands, as well as listing the species and parts to be taken. The renewal of a licence is the responsibility of the licensee and will not automatically be granted. Each request for renewal is treated as a new application, so that in the event circumstances change, the appropriate licence conditions can be issued. Current letters of authority must be included with each application and the land to which the application relates and proposed species to be harvested must be listed. Licence renewal is dependent on the satisfactory completion and submission of returns.

Statutory Environment: Wildlife Conservation Act (1950)

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to grant permission to Jean Sloan of Kondinin to collect native plants from reserves (gravel pits, road verges and Townsite reserves) vested to the Shire of Wickepin for the period to 30 June 2018.

With the following conditions:

- Permission is only granted to Jean Sloan
- Appropriate hygiene measures to be followed at all times to prevent the spread of plant disease and weeds.
- All care to be taken to avoid the disturbance of fauna habitat.
- All care to be taken to avoid any disturbance that may lead to soil degradation.
- No damage to be done to the Golf fairways and rough.
- No picking during imposed harvest and vehicle movement bans.
- No picking during Total Fire Ban

Recommendation:

That Council grant permission to Jean Sloan of Kondinin to collect native plants from reserves (gravel pits, road verges, and Townsite reserves) vested to the Shire of Wickepin for the period to 30 June 2018.

With the following conditions:

- Permission is only granted to Jean Sloan
- Appropriate hygiene measures are to be followed at all times to prevent the spread of plant disease and weeds.
- All care to be taken to avoid the disturbance of fauna habitat.
- All care to be taken to avoid any disturbance that may lead to soil degradation.
- No damage to be done to Golf fairways and rough.
- No picking during imposed harvest and vehicle movement bans
- No picking during Total Fire Ban

Voting Requirements: Simple majority

Resolution No 190717-12**Moved Cr Astbury / Seconded Cr Easton**

That Council grant permission to Jean Sloan of Kondinin to collect native plants from reserves (gravel pits, road verges, and Townsite reserves) vested to the Shire of Wickepin for the period to 30 June 2018.

With the following conditions:

- Permission is only granted to Jean Sloan
- Appropriate hygiene measures are to be followed at all times to prevent the spread of plant disease and weeds.
- All care to be taken to avoid the disturbance of fauna habitat.
- All care to be taken to avoid any disturbance that may lead to soil degradation.
- No damage to be done to Golf fairways and rough.
- No picking during imposed harvest and vehicle movement bans
- No picking during Total Fire Ban

Carried 7/0

Infrastructure and Engineering Services

10.1.05 – Tender - 05/2016-17 Flood Damage Road Remedial Works

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Peter Vlahov, Works Manager
File Reference:	PS.TEN.2111
Author:	Peter Vlahov, Works Manager
Disclosure of any Interest:	Nil
Date of Report:	13 July 2017

Enclosure / Attachment: Nil

Background:

The Manager of Works requested tenders for Flood Damage Road Remedial Works.

11. When tenders have to be publicly invited

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise.*

To comply with the tendering requirements the CEO has advertised the following tender in the Western Australian and Narrogin Observer.

The requirement under the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* for the statewide advertising of tenders is as follows:

1.8. Statewide public notice

Where under this Act Statewide public notice of a matter is required to be given, section 1.7 applies except that the newspaper referred to in section 1.7(1)(a) is required to circulate generally throughout the State.

**Shire of Wickepin****REQUEST FOR TENDERS****Description:**

Tenders are invited for the following tenders:

- 05/2016-17 Flood Damage Road Remedial Works
- 01/2017-18 Supply and Lay of Bituminous Products (Including Aggregate)
- 02/2017-18 Supply and Lay Asphalt
- 03/2017-18 Annual Bulldozer, Excavator work

Tender Enquiries:

A copy of the Tender Specifications and Conditions of Tender can be obtained either from the Shire's Customer Service counter at 77 Wogolin Road Wickepin or by contacting the Executive Support Officer, Leah Taylor on 9888 1005 or at eso@wickepin.wa.gov.au.

Lodgement:

Tenders are to be submitted in a sealed, clearly endorsed envelope with the tender's details and tender number or emailed to eso@wickepin.wa.gov.au.

Tenders will close at 4.00pm Friday 23 June 2017 and addressed to the Chief Executive Officer PO Box 19, Wickepin WA 6370 or delivered to the Council Tender box at the Shire of Wickepin Administration Centre 77 Wogolin Road Wickepin and duly marked with the relevant tender number.

Canvassing of Elected Members, Officers or their Representatives will automatically disqualify.

The lowest or any tender will not necessarily be accepted.

Mark J Hook
Chief Executive Officer

Comment:

Tenders have been received from six companies and were evaluated using the evaluation sheet that has been included in this report.

The Narrogin Earthmoving tender received the highest score as per the evaluation method. The evaluation was based on equal parameters and without bias, using MRDWA standards materials.

The Manager of Works recommends the tender received from Narrogin Earthmoving for the 2017-2018 Flood Damage Road Remedial Works at the tendered price of \$281,732.

The Manager of Works believes that the current 2017-18 Works Program will take all of the current outside employee's resources and there is very little scope for the Shire to undertake the works themselves. Therefore, it is the recommendation of the MWS that all of the WANDRRA Works are carried out under full contract as per the advertised tenders.

SHIRE OF WICKEPIN EVALUATION																							
WANDRRA Tender Evaluation 2016 / 17																							
CRITERION	A		B		C		TOTAL SCORE		Ranking														
	Demonstrated experience by tenderer to meet the requirements as set out in specification		A maintenance service best suited to the Principal's requirements that demonstrates a commitment to customer service and a professional corporate image.		Demonstrated ability and procedures to ensure public and employee safety by way of Occupational Safety and Health, and adherence to the Traffic Management for Roadworks Code of Practice.																		
	weighting	50%	weighting	25%	weighting	25%																	
TENDERER	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score															
A and EJ Fulford	4.0	2.0	4.0	1.0	4.0	1.0	12.00	4.00	4														
Narrogin Earthmoving	5.0	2.5	5.0	1.3	5.0	1.3	15.00	5.00	1														
Roadtech Construction	4.0	2.0	4.0	1.0	4.0	1.0	12.00	4.00	4														
ICM	2.0	1.0	2.0	0.0	2.0	0.5	6.00	1.50	5														
Coalcliff Hire	4.0	2.0	4.0	1.0	5.0	1.3	13.00	4.25	3														
Saddleback Constructions	4.0	2.0	5.0	1.3	5.0	1.3	14.00	4.50	2														
		0.0		0.0		0.0	-	-															
<table border="1"> <thead> <tr> <th>Score</th> <th>Description of Score</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Offer did not address the criterion</td> </tr> <tr> <td>1</td> <td>offer contained insufficient/unclear information</td> </tr> <tr> <td>2</td> <td>Acceptable offer</td> </tr> <tr> <td>3</td> <td>Good offer</td> </tr> <tr> <td>4</td> <td>Very Good offer</td> </tr> <tr> <td>5</td> <td>Excellent offer</td> </tr> </tbody> </table>										Score	Description of Score	0	Offer did not address the criterion	1	offer contained insufficient/unclear information	2	Acceptable offer	3	Good offer	4	Very Good offer	5	Excellent offer
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0	Offer did not address the criterion																						
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SHIRE OF WICKEPIN EVALUATION									
WANDRRA Tender Evaluation 2016 / 17									
CRITERION	A		B		C		TOTAL SCORE		Ranking
	Demonstrated experience by tenderer to meet the requirements as set out in specification		A maintenance service best suited to the Principal's requirements that demonstrates a commitment to customer service and a professional corporate image.		Demonstrated ability and procedures to ensure public and employee safety by way of Occupational Safety and Health, and adherence to the Traffic Management for Roadworks Code of Practice.				
	weighting	50%	weighting	25%	weighting	25%			
TENDERER	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	
A and EJ Fulford	4.0	2.0	4.0	1.0	4.0	1.0	12.00	4.00	4
Narrogin Earthmoving	5.0	2.5	5.0	1.3	5.0	1.3	15.00	5.00	1
Roadtech Construction	4.0	2.0	4.0	1.0	4.0	1.0	12.00	4.00	4
ICM	2.0	1.0	2.0	0.5	2.0	0.5	6.00	2.00	5
Coalcliff Hire	4.0	2.0	4.0	1.0	5.0	1.3	13.00	4.25	3
Saddleback Constructions	4.0	2.0	5.0	1.3	5.0	1.3	14.00	4.50	2
		0.0		0.0		0.0	-	-	
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		2	Acceptable offer						
		3	Good offer						
		4	Very Good offer						
		5	Excellent offer						

The CEO Mark Hook presented the new table as there were errors in the formulas.

05/2016-17 WANDRRA Flood Damage Tenders	
COMPANY	PRICE
AC & EJ Fulford	\$335,780.00
Narrogin Earth Moving	\$281,732.00
Roadtech Construction	\$307,228.30
ICM	\$1,075,222.27
Coal Cliff	\$245,264.00
Saddleback Contracting	\$353,248.72

Statutory Environment:

Local Government (Functions and General) Regulations 1996 Section 11

11. When tenders have to be publicly invited

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless sub regulation (2) states otherwise.*
- (2) *Tenders do not have to be publicly invited according to the requirements of this Division if —*
- (a) *the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*
 - (b) *the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or*
 - [(ba) *deleted*]
 - (c) *within the last 6 months —*
 - (i) *the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or*
 - (ii) *the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;*
- or*
- (d) *the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or*
 - (e) *the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or*
 - (ea) *the goods or services are to be supplied —*
 - (i) *in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and*
 - (ii) *by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;*
- or*
- (f) *the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or*
 - (g) *the goods to be supplied under the contract are —*
 - (i) *petrol or oil; or*
 - (ii) *any other liquid, or any gas, used for internal combustion engines;*
- or*

- (h) *the following apply —*
- (i) *the goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA published by the Small Business Development Corporation established under the Small Business Development Corporation Act 1983; and*
 - (ii) *the consideration under the contract is \$250 000 or less, or worth \$250 000 or less; and*
 - (iii) *the local government is satisfied that the contract represents value for money;*
- or*
- (i) *the goods or services are to be supplied by an Australian Disability Enterprise; or*
 - (j) *the contract is a renewal or extension of the term of a contract (the **original contract**) where —*
 - (i) *the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and*
 - (ii) *the invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer; and*
 - (iii) *the original contract contains an option to renew or extend its term; and*
 - (iv) *the supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised;*
- or*
- (k) *the goods or services are to be supplied by a pre-qualified supplier under Division 3.*

[Regulation 11 amended in Gazette 29 Apr 1997 p. 2145; 26 Jun 1998 p. 3447; 25 Feb 2000 p. 970-1; 29 Jun 2001 p. 3130; 31 Mar 2005 p. 1054-5; 2 Feb 2007 p. 245-6; 18 Sep 2015 p. 3804-6.]

12. Anti-avoidance provision for r. 11(1)

- (1) *This regulation applies if a local government intends to enter into 2 or more contracts (the **contracts**) in circumstances such that the desire to avoid the requirements of regulation 11(1) is a significant reason for not dealing with the matter in a single contract.*

Policy Implications: Refer to Councils Policy 3.1.8 – PURCHASING

Financial Implications: Prices are within amounts used for the 2017-2018 budget estimates.

Strategic Implications: Not applicable.

Summary:

Council is being requested to accept the tender from Narrogin Earth Moving for Flood Damage Road Remedial Works as per the tender documents Tender - 05/2016-17.

Recommendation:

That Council accept the tender from Narrogin Earth Moving for Flood Damage Road Remedial Works as per received RFT 05/2016-17 Flood Damage Road Remedial Works at a tendered price of \$281,732.

Voting Requirements: Simple majority

Resolution No 190717-13**Moved Cr Lansdell / Seconded Cr Easton**

That Council accept the tender from Narrogin Earth Moving for Flood Damage Road Remedial Works as per received RFT 05/2016-17 Flood Damage Road Remedial Works at a tendered price of \$281,732.

Carried 7/0

Infrastructure and Engineering Services

10.1.06 – Tender - 01/2017-18 Supply and Lay of Bituminous Products (Including Aggregate)

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Peter Vlahov, Works Manager
File Reference:	PS.TEN.2111
Author:	Peter Vlahov, Works Manager
Disclosure of any Interest:	Nil
Date of Report:	13 July 2017

Enclosure / Attachment: Nil

Background:

The Manager of Works requested tenders for the supply of full service bitumen sealing works as per the 2017 – 2018 Works Program. To comply with the tendering requirements the CEO has advertised the following tender in the Western Australian and Narrogin Observer.

11. *When tenders have to be publicly invited*

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise.*

The requirement under the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* for the statewide advertising of tenders is as follows:

1.8. *Statewide public notice*

Where under this Act Statewide public notice of a matter is required to be given, section 1.7 applies except that the newspaper referred to in section 1.7(1)(a) is required to circulate generally throughout the State.



Shire of Wickepin
REQUEST FOR TENDERS

Description:
Tenders are invited for the following tenders:

- 05/2016-17 Flood Damage Road Remedial Works
- 01/2017-18 Supply and Lay of Bituminous Products (Including Aggregate)
- 02/2017-18 Supply and Lay Asphalt
- 03/2017-18 Annual Bulldozer, Excavator work

Tender Enquiries:
A copy of the Tender Specifications and Conditions of Tender can be obtained either from the Shire's Customer Service counter at 77 Wogolin Road Wickepin or by contacting the Executive Support Officer, Leah Taylor on 9888 1005 or at eso@wickepin.wa.gov.au.

Lodgement:
Tenders are to be submitted in a sealed, clearly endorsed envelope with the tender's details and tender number or emailed to eso@wickepin.wa.gov.au.

Tenders will close at 4.00pm Friday 23 June 2017 and addressed to the Chief Executive Officer PO Box 19, Wickepin WA 6370 or delivered to the Council Tender box at the Shire of Wickepin Administration Centre 77 Wogolin Road Wickepin and duly marked with the relevant tender number.

Canvassing of Elected Members, Officers or their Representatives will automatically disqualify.

The lowest or any tender will not necessarily be accepted.

Mark J Hook
Chief Executive Officer

Comment:

Tenders have been received from six companies and were evaluated using the evaluation sheet that has been included in this report.

After evaluation, the MWS recommends Bitutek Pty Ltd as they are a well-equipped company with many years of experience and will be able to deliver the required service at a high standard.

Bitutek, Downer and Colas tenders all received the highest scores as per the evaluation method. The evaluation was based on equal parameters and without bias, using MRDWA standards materials.

The Manager of Works recommends the tender received from Bitutek Pty Ltd for the 2017-2018 bitumen works.

SHIRE OF WICKEPIN EVALUATION									
Bitumen Tender Evaluation 2017/18									
CRITERION	A		B		C		TOTAL SCORE		Ranking
	Demonstrated experience by tenderer to meet the requirements as set out in specification		A maintenance service best suited to the Principal's requirements that demonstrates a commitment to customer service and a professional corporate image.		Demonstrated ability and procedures to ensure public and employee safety by way of Occupational Safety and Health, and adherence to the Traffic Management for Roadworks Code of Practice.				
	weighting	50%	weighting	25%	weighting	25%			
TENDERER	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	
Downer EDI	5.0	2.5	4.0	1.0	5.0	1.3	14.00	4.75	3
Bitutek Pty Ltd Fixed Price	5.0	2.5	5.0	1.3	5.0	1.3	15.00	5.00	1
Bitutek Alternative Tender (Wagin Quarries)	5.0	2.5	5.0	1.3	5.0	1.3	15.00	5.00	2
Boral	5.0	2.5	3.0	0.8	3.0	0.8	11.00	4.00	6
Fulton Hogan	5.0	2.5	4.0	1.0	4.0	1.0	13.00	4.50	5
Colas	5.0	2.5	4.0	1.0	5.0	1.3	14.00	4.75	4
	Score		Description of Score						
	0		Offer did not address the criterion						
	1		offer contained insufficient/unclear information						
	2		Acceptable offer						
	3		Good offer						
	4		Very Good offer						
	5		Excellent offer						

The CEO Mark Hook presented the new table as there were errors in the formulas.

	BITUMEN TENDERS 2017/18 per m2 price					
	5000 m2 >			14/7mm		
Company	14mm Prime	10mmPrime	7mm Reseal	10mm Reseal	2 Coat Seal	Rise and Fall
Downer	4.65	4.38	3.99	4.17	7.15	1.00
Colas	4.76	4.54	4.07	3.99	7.62	1.30 1.56
Bitutek	4.24	3.91	3.52	3.63	7.15	1.08
Fulton Hogan	5.78	4.58	4.65	5.72	7.88	0.80
Boral	4.48	3.96	5.09	5.13	6.72	1.09
Bitutek Alternative (Wagin Quarries)	3.96	3.63	3.3	3.41	6.71	0.96
	Downer	Colas	Bitutek	Fulton Hogan	Boral	Bitutek - 2
Price	3	4	2	6	5	1
Service	1	1	1	2	2	1
Response	1	1	1	2	3	1
Warranty	1	1	1	1	1	1
Quality	1	1	1	1	1	1
Total	7	8	6	12	12	5
LOWEST SCORE WINS						

Statutory Environment:

Local Government (Functions and General) Regulations 1996 Section 11

11. When tenders have to be publicly invited

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless sub regulation (2) states otherwise.
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
 - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or
 - (b) the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or
 - [(ba) deleted]
 - (c) within the last 6 months —
 - (i) the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or

- (ii) *the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;*

or

- (d) *the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or*
- (e) *the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or*
- (ea) *the goods or services are to be supplied —*
 - (i) *in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and*
 - (ii) *by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;*

or

- (f) *the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or*
- (g) *the goods to be supplied under the contract are —*
 - (i) *petrol or oil; or*
 - (ii) *any other liquid, or any gas, used for internal combustion engines;*

or

- (h) *the following apply —*
 - (i) *the goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA published by the Small Business Development Corporation established under the Small Business Development Corporation Act 1983; and*
 - (ii) *the consideration under the contract is \$250 000 or less, or worth \$250 000 or less; and*
 - (iii) *the local government is satisfied that the contract represents value for money;*

or

- (i) *the goods or services are to be supplied by an Australian Disability Enterprise; or*
- (j) *the contract is a renewal or extension of the term of a contract (the **original contract**) where —*
 - (i) *the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and*
 - (ii) *the invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer; and*
 - (iii) *the original contract contains an option to renew or extend its term; and*
 - (iv) *the supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised;*

or

(k) the goods or services are to be supplied by a pre-qualified supplier under Division 3.

[Regulation 11 amended in Gazette 29 Apr 1997 p. 2145; 26 Jun 1998 p. 3447; 25 Feb 2000 p. 970-1; 29 Jun 2001 p. 3130; 31 Mar 2005 p. 1054-5; 2 Feb 2007 p. 245-6; 18 Sep 2015 p. 3804-6.]

12. **Anti-avoidance provision for r. 11(1)**

- (1) This regulation applies if a local government intends to enter into 2 or more contracts (the **contracts**) in circumstances such that the desire to avoid the requirements of regulation 11(1) is a significant reason for not dealing with the matter in a single contract.

Policy Implications: Refer to Councils Policy 3.1.8 – PURCHASING

Financial Implications: Prices are within amounts used for the 2017-2018 budget estimates.

Strategic Implications: Not applicable.

Summary:

Council is being requested to accept the tender from Bitutek Pty Ltd for a full service for Councils sealing and resealing program for 2017/18.

Recommendation:

That Council accept the tender from Bitutek Pty Ltd as per received RFT 01/2017-18 Supply and Lay of Bituminous Products (Including Aggregate) for a full service and lay of bitumen products at the following tendered prices:

- Full Service 7mm Works Program m2 \$3.52
- Full Service 10mm Works Program m2 \$3.63

Voting Requirements: Simple majority

Resolution No 190717-14

Moved Cr Lansdell / Seconded Cr Lang

That Council accept the tender from Bitutek Pty Ltd as per received RFT 01/2017-18 Supply and Lay of Bituminous Products (Including Aggregate) for a full service and lay of bitumen products at the following tendered prices:

- Full Service 7mm Works Program m2 \$3.52
- Full Service 10mm Works Program m2 \$3.63

Carried 7/0

Note: Prices include a rise and fall change.

Infrastructure and Engineering Services

10.2.07 – Tender - 02/2017-18 Supply and Lay Asphalt

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	FM.TEN.1220
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	13 July 2017

Enclosure / Attachment: RFT 02/2017-18 Supply and Lay Asphalt

Background:

Council needs to adopt a tender for its current 2017/2018 Asphalt Program.

Comment:

The Asphalt Program for the 2017/2018 road works program, footpath program and the Heritage Walk Trails program will go over the \$150,000 limit requiring works to go to tender under the *Local Government (Functions and General) Regulations 1996*:

11. When tenders have to be publicly invited

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise.*

To comply with the tendering requirements the CEO has advertised the following tender in the Western Australian and Narrogin Observer.

The requirement under the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* for the statewide advertising of tenders is as follows:

1.8. Statewide public notice

Where under this Act Statewide public notice of a matter is required to be given, section 1.7 applies except that the newspaper referred to in section 1.7(1)(a) is required to circulate generally throughout the State.



Shire of Wickepin
REQUEST FOR TENDERS

Description:
Tenders are invited for the following tenders:

- 05/2016-17 Flood Damage Road Remedial Works
- 01/2017-18 Supply and Lay of Bituminous Products (Including Aggregate)
- 02/2017-18 Supply and Lay Asphalt
- 03/2017-18 Annual Bulldozer, Excavator work

Tender Enquiries:
A copy of the Tender Specifications and Conditions of Tender can be obtained either from the Shire's Customer Service counter at 77 Wogolin Road Wickepin or by contacting the Executive Support Officer, Leah Taylor on 9888 1005 or at eso@wickepin.wa.gov.au.

Lodgement:
Tenders are to be submitted in a sealed, clearly endorsed envelope with the tender's details and tender number or emailed to eso@wickepin.wa.gov.au.

Tenders will close at 4.00pm Friday 23 June 2017 and addressed to the Chief Executive Officer PO Box 19, Wickepin WA 6370 or delivered to the Council Tender box at the Shire of Wickepin Administration Centre 77 Wogolin Road Wickepin and duly marked with the relevant tender number.

Canvassing of Elected Members, Officers or their Representatives will automatically disqualify.

The lowest or any tender will not necessarily be accepted.

Mark J Hook
Chief Executive Officer

At the writing of this report the Tenders received on 23 June 2017 were from the following Companies:

RFT 02/2017-18 SUPPLY AND LAY ASPHALT

All Prices Include GST

Tenderer	Description	Red Asphalt per M ²	Black Asphalt per M ²
LTC Asphalt	Supply and lay asphalt	24.09	21.28
Great Southern Paving	Supply and lay asphalt	34.50	21.00
Industrial Roadpavers WA Pty Ltd	Supply and lay asphalt	No price provided	No price provided
Boral	Supply and lay asphalt	24.55	19.43
Merger Contracts	Supply and lay asphalt	20.47	16.77
Downer	Supply and lay asphalt	28.66	25.42
Roads 2000	Supply and lay asphalt	30.00	26.45

The tenders received have been evaluated utilising the following evaluation sheet:

SHIRE OF WICKEPIN EVALUATION									
Asphalt Tender Evaluation 2017 / 18									
CRITERION	A		B		C		TOTAL SCORE		Ranking
	Demonstrated experience by tenderer to meet the requirements as set out in specification		A maintenance service best suited to the Principal's requirements that demonstrates a commitment to customer service and a professional corporate image.		Demonstrated ability and procedures to ensure public and employee safety by way of Occupational Safety and Health, and adherence to the Traffic Management for Roadworks Code of Practice.				
	weighting	50%	weighting	25%	weighting	25%			
TENDERER	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	
LTC Asphalt	4.0	2.0	5.0	1.3	5.0	1.3	14.00	4.50	2
Great Southern Paving	5.0	2.5	5.0	1.3	5.0	1.3	15.00	5.00	1
Boral Asphalt	4.0	2.0	5.0	1.3	5.0	1.3	14.00	4.50	2
IRP Civil	5.0	2.5	4.0	0.0	5.0	1.3	14.00	3.75	2
Merger Contracting Jtm Asphalt	4.0	2.0	4.0	1.0	5.0	1.3	13.00	4.25	3
Downer	5.0	2.5	4.0	1.0	5.0	1.3	14.00	4.75	2
Roads 2000	4.0	2.0	4.0	1.0	5.0	1.3	13.00	4.25	3

Score	Description of Score
0	Offer did not address the criterion
1	offer contained insufficient/unclear information
2	Acceptable offer
3	Good offer
4	Very Good offer
5	Excellent offer

After evaluation, the Manager of Works recommends Great Southern Paving as they are a well-equipped and a local company with the experience to deliver the required service at a high standard.

Statutory Environment:

Local Government (Functions and General) Regulations 1996 Section 11

11. When tenders have to be publicly invited

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless sub regulation (2) states otherwise.*
 - (2) *Tenders do not have to be publicly invited according to the requirements of this Division if —*
 - (a) *the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or*
 - (b) *the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or*
 - [(ba) *deleted*]
 - (c) *within the last 6 months —*
 - (i) *the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or*
 - (ii) *the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;*

or

 - (d) *the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or*
 - (e) *the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or*
 - (ea) *the goods or services are to be supplied —*
 - (i) *in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and*
 - (ii) *by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;*
- or*
- (f) *the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or*
- (g) *the goods to be supplied under the contract are —*
 - (i) *petrol or oil; or*
 - (ii) *any other liquid, or any gas, used for internal combustion engines;*
- or*

(h) the following apply —

- (i) the goods or services are to be supplied by a person registered on the *Aboriginal Business Directory WA* published by the *Small Business Development Corporation* established under the *Small Business Development Corporation Act 1983*; and
- (ii) the consideration under the contract is \$250 000 or less, or worth \$250 000 or less; and
- (iii) the local government is satisfied that the contract represents value for money;

or

- (i) the goods or services are to be supplied by an *Australian Disability Enterprise*; or
- (j) the contract is a renewal or extension of the term of a contract (the **original contract**) where —
 - (i) the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and
 - (ii) the invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer; and
 - (iii) the original contract contains an option to renew or extend its term; and
 - (iv) the supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised;

or

- (k) the goods or services are to be supplied by a pre-qualified supplier under Division 3.

[Regulation 11 amended in Gazette 29 Apr 1997 p. 2145; 26 Jun 1998 p. 3447; 25 Feb 2000 p. 970-1; 29 Jun 2001 p. 3130; 31 Mar 2005 p. 1054-5; 2 Feb 2007 p. 245-6; 18 Sep 2015 p. 3804-6.]

12. **Anti-avoidance provision for r. 11(1)**

- (1) This regulation applies if a local government intends to enter into 2 or more contracts (the **contracts**) in circumstances such that the desire to avoid the requirements of regulation 11(1) is a significant reason for not dealing with the matter in a single contract.

Financial Implications:

Amounts included in the 2017/2018 adopted budget no financial implication for the 2017/2018 financial year.

Policy Implications:

Refer to Councils Policy 3.1.8 - PURCHASING

Strategic Implications:

Nil

Summary:

Council is being requested to accept the tender from Great Southern Paving for Red Asphalt \$34.50 per m² and Black Asphalt at \$21.00 per m² delivered and laid within the Shire of Wickepin.

Recommendation:

That Council accept the tender from Great Southern Paving as per the received RFT 02/2017-18 Supply and Lay Asphalt at the following tendered prices:

Item No	Description	Tendered Rate \$/m ²
1	Rate to apply 25mm Black Asphalt	\$21.00
2	Rate to apply 25mm Red Asphalt	\$34.50

Voting Requirements: Simple majority

Resolution No 190717-15

Moved Cr Lang / Seconded Cr Easton

That Council accept the tender from Great Southern Paving as per the received RFT 02/2017-18 Supply and Lay Asphalt at the following tendered prices:

Item No	Description	Tendered Rate \$/m ²
1	Rate to apply 25mm Black Asphalt	\$21.00
2	Rate to apply 25mm Red Asphalt	\$34.50

Carried 7/0

Note: Prices include a rise and fall change.

Infrastructure and Engineering Services

10.1.08 – Tender - 03/2017-18 Annual Bulldozer, Excavator work

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Peter Vlahov, Works Manager
File Reference:	PS.TEN.2111
Author:	Peter Vlahov, Works Manager
Disclosure of any Interest:	Nil
Date of Report:	13 July 2017

Enclosure / Attachment: Nil

Background:

The Manager of Works requested tenders for Bulldozer and Excavator hire.

11. When tenders have to be publicly invited

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise.*

To comply with the tendering requirements the CEO has advertised the following tender in the Western Australian and Narrogin Observer.

The requirement under the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* for the statewide advertising of tenders is as follows:

1.8. Statewide public notice

Where under this Act Statewide public notice of a matter is required to be given, section 1.7 applies except that the newspaper referred to in section 1.7(1)(a) is required to circulate generally throughout the State.



Shire of Wickepin
REQUEST FOR TENDERS

Description:
Tenders are invited for the following tenders:

- 05/2016-17 Flood Damage Road Remedial Works
- 01/2017-18 Supply and Lay of Bituminous Products (Including Aggregate)
- 02/2017-18 Supply and Lay Asphalt
- 03/2017-18 Annual Bulldozer, Excavator work

Tender Enquiries:
A copy of the Tender Specifications and Conditions of Tender can be obtained either from the Shire's Customer Service counter at 77 Wogolin Road Wickepin or by contacting the Executive Support Officer, Leah Taylor on 9888 1005 or at eso@wickepin.wa.gov.au.

Lodgement:
Tenders are to be submitted in a sealed, clearly endorsed envelope with the tender's details and tender number or emailed to eso@wickepin.wa.gov.au.

Tenders will close at 4.00pm Friday 23 June 2017 and addressed to the Chief Executive Officer PO Box 19, Wickepin WA 6370 or delivered to the Council Tender box at the Shire of Wickepin Administration Centre 77 Wogolin Road Wickepin and duly marked with the relevant tender number.

Canvassing of Elected Members, Officers or their Representatives will automatically disqualify.

The lowest or any tender will not necessarily be accepted.

Mark J Hook
Chief Executive Officer

Comment:

Tenders have been received from three companies and were evaluated using the evaluation sheet that has been included in this report.

After evaluation, the MWS recommends AC & EJ Fulford as they are a local company with many years of experience and a sound knowledge of the local area. AC & EJ Fulford's bulldozer is a CAT D8L which has a 14m³ push ability. The excavator is based in Wickepin and has been utilised in the past for fire emergencies and short notice refuse site works.

AC & EJ Fulford tender received the highest score as per the evaluation method. The evaluation was based on equal parameters and without bias, using MRDWA standards materials.

The Manager of Works recommends the tender received from AC & EJ Fulford for the 2017-2018 Bulldozer and Excavator hire.

SHIRE OF WICKEPIN EVALUATION DOZER EVALUATION 2017/2018																							
CRITERION	A		B		C		TOTAL SCORE		Ranking														
	Demonstrated experience by tenderer to meet the requirements as set out in specification		A maintenance service best suited to the Principal's requirements that demonstrates a commitment to customer service and a professional corporate image.		Demonstrated ability and procedures to ensure public and employee safety by way of Occupational Safety and Health, and adherence to the Traffic Management for Roadworks Code of Practice.																		
	weighting	50%	weighting	25%	weighting	25%																	
TENDERER	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score															
LRA CIVIL PTY LTD	4.0	2.0	3.0	0.8	5.0	1.3	12.00	4.00	3														
AC and EJ FULFORD-CO	5.0	2.5	5.0	1.3	5.0	1.3	15.00	5.00	1														
COALCLIFF PLANT HIRE and CIVIL CONTRACTING	4.0	2.0	4.0	1.0	5.0	1.3	13.00	4.25	2														
	<table border="1"> <thead> <tr> <th>Score</th> <th>Description of Score</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>Offer did not address the criterion</td> </tr> <tr> <td>1</td> <td>offer contained insufficient/unclear information</td> </tr> <tr> <td>2</td> <td>Acceptable offer</td> </tr> <tr> <td>3</td> <td>Good offer</td> </tr> <tr> <td>4</td> <td>Very Good offer</td> </tr> <tr> <td>5</td> <td>Excellent offer</td> </tr> </tbody> </table>		Score	Description of Score	0	Offer did not address the criterion	1	offer contained insufficient/unclear information	2	Acceptable offer	3	Good offer	4	Very Good offer	5	Excellent offer							
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SHIRE OF WICKEPIN EVALUATION DOZER EVALUATION 2017/2018																							
CRITERION	A		B		C		TOTAL SCORE		Ranking														
	Demonstrated experience by tenderer to meet the requirements as set out in specification		A maintenance service best suited to the Principal's requirements that demonstrates a commitment to customer service and a professional corporate image.		Demonstrated ability and procedures to ensure public and employee safety by way of Occupational Safety and Health, and adherence to the Traffic Management for Roadworks Code of Practice.																		
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The CEO Mark Hook presented the new table as there were errors in the formulas.

DOZER and EXCAVATOR TENDERS 2017/18						
COMPANY	DOZER MODEL	RATE	EXCAVATOR	RATE		
Coalcliff Hire	CAT D8T	\$215.00	Komatsu D65WX	\$185.00		\$250/hr
AC and EJ FULFORD	CAT D8L	\$330.00	DOOSAN DX225LC	\$220.00		\$0.00
LRA CIVIL PTY LTD	CAT D8N	\$217.80	CAT 325 DL	\$136.40	MOBE.	\$0.00

Statutory Environment:

Local Government (Functions and General) Regulations 1996 Section 11

11. When tenders have to be publicly invited

- (1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless sub regulation (2) states otherwise.
- (2) Tenders do not have to be publicly invited according to the requirements of this Division if —
 - (a) the supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or

- (b) *the supply of the goods or services is to be obtained through the WALGA Preferred Supplier Program; or*
- [(ba) *deleted*]
- (c) *within the last 6 months —*
- (i) *the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or*
 - (ii) *the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;*
- or*
- (d) *the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or*
- (e) *the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or*
- (ea) *the goods or services are to be supplied —*
- (i) *in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and*
 - (ii) *by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;*
- or*
- (f) *the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or*
- (g) *the goods to be supplied under the contract are —*
- (i) *petrol or oil; or*
 - (ii) *any other liquid, or any gas, used for internal combustion engines;*
- or*
- (h) *the following apply —*
- (i) *the goods or services are to be supplied by a person registered on the Aboriginal Business Directory WA published by the Small Business Development Corporation established under the Small Business Development Corporation Act 1983; and*
 - (ii) *the consideration under the contract is \$250 000 or less, or worth \$250 000 or less; and*
 - (iii) *the local government is satisfied that the contract represents value for money;*
- or*
- (i) *the goods or services are to be supplied by an Australian Disability Enterprise; or*
- (j) *the contract is a renewal or extension of the term of a contract (the **original contract**) where —*
- (i) *the original contract was entered into after the local government, according to the requirements of this Division, publicly invited tenders for the supply of goods or services; and*

- (ii) *the invitation for tenders contained provision for the renewal or extension of a contract entered into with a successful tenderer; and*
- (iii) *the original contract contains an option to renew or extend its term; and*
- (iv) *the supplier's tender included a requirement for such an option and specified the consideration payable, or the method by which the consideration is to be calculated, if the option were exercised;*

or

- (k) *the goods or services are to be supplied by a pre-qualified supplier under Division 3.*

[Regulation 11 amended in Gazette 29 Apr 1997 p. 2145; 26 Jun 1998 p. 3447; 25 Feb 2000 p. 970-1; 29 Jun 2001 p. 3130; 31 Mar 2005 p. 1054-5; 2 Feb 2007 p. 245-6; 18 Sep 2015 p. 3804-6.]

12. Anti-avoidance provision for r. 11(1)

- (1) *This regulation applies if a local government intends to enter into 2 or more contracts (the **contracts**) in circumstances such that the desire to avoid the requirements of regulation 11(1) is a significant reason for not dealing with the matter in a single contract.*

Policy Implications: Refer to Councils Policy 3.1.8 – PURCHASING

Financial Implications: Prices are within amounts used for the 2017-2018 budget estimates.

Strategic Implications: Not applicable.

Summary:

Council is being requested to accept the tender from AC & EJ Fulford for Bulldozer and Excavator hire.

Recommendation:

That Council accept the tender from AC & EJ Fulford for Bulldozer and Excavator hire as per the received RFT 03/2017-18 Annual Bulldozer, Excavator work at the tendered price of \$330 per hour for the CAT D8L bulldozer and \$220 per hour for the DOOSAN DX225LC excavator.

Voting Requirements: Simple majority

Resolution No 190717-16

Moved Cr Hinkley / Seconded Cr Lansdell

That Council accept the tender from AC & EJ Fulford for Bulldozer and Excavator hire as per the received RFT 03/2017-18 Annual Bulldozer, Excavator work at the tendered price of \$330 per hour for the CAT D8L bulldozer and \$220 per hour for the DOOSAN DX225LC excavator.

Carried 7/0

Infrastructure and Engineering Services

10.1.09 – Wheatbelt NRM - Living Lakes project, Lake Yealering

Submission To: Ordinary Council
Location / Address:
Name of Applicant: Wheatbelt NRM
File Reference:
Author: Mark J Hook, Chief Executive Officer
Disclosure of any Interest: Nil
Date of Report: 13 July 2017

Enclosure / Attachment: Nil

Background:

Council has received the following letter via email from the Wheatbelt NRM regarding the Living Lakes project for Lake Yealering:

3

As you are aware, Wheatbelt NRM has been appointed by the Department of Primary Industries Regional Development (formerly Department of Regional Development) to deliver Stage 3 of the Living Lakes project. The purpose of this letter is to initiate formal communication with, and seek support from the Shire prior to the commencement of Stage 3 works. We will continue to write to the Shire at key stages during this 2-year project, and may at times request a formal response to appropriately document the works. For the Shire's information, we are aiming to appoint a contractor in September 2017 and commence construction works at Lake Yealering in October 2017. We are currently in the process of obtaining the requisite approvals and permits, including:

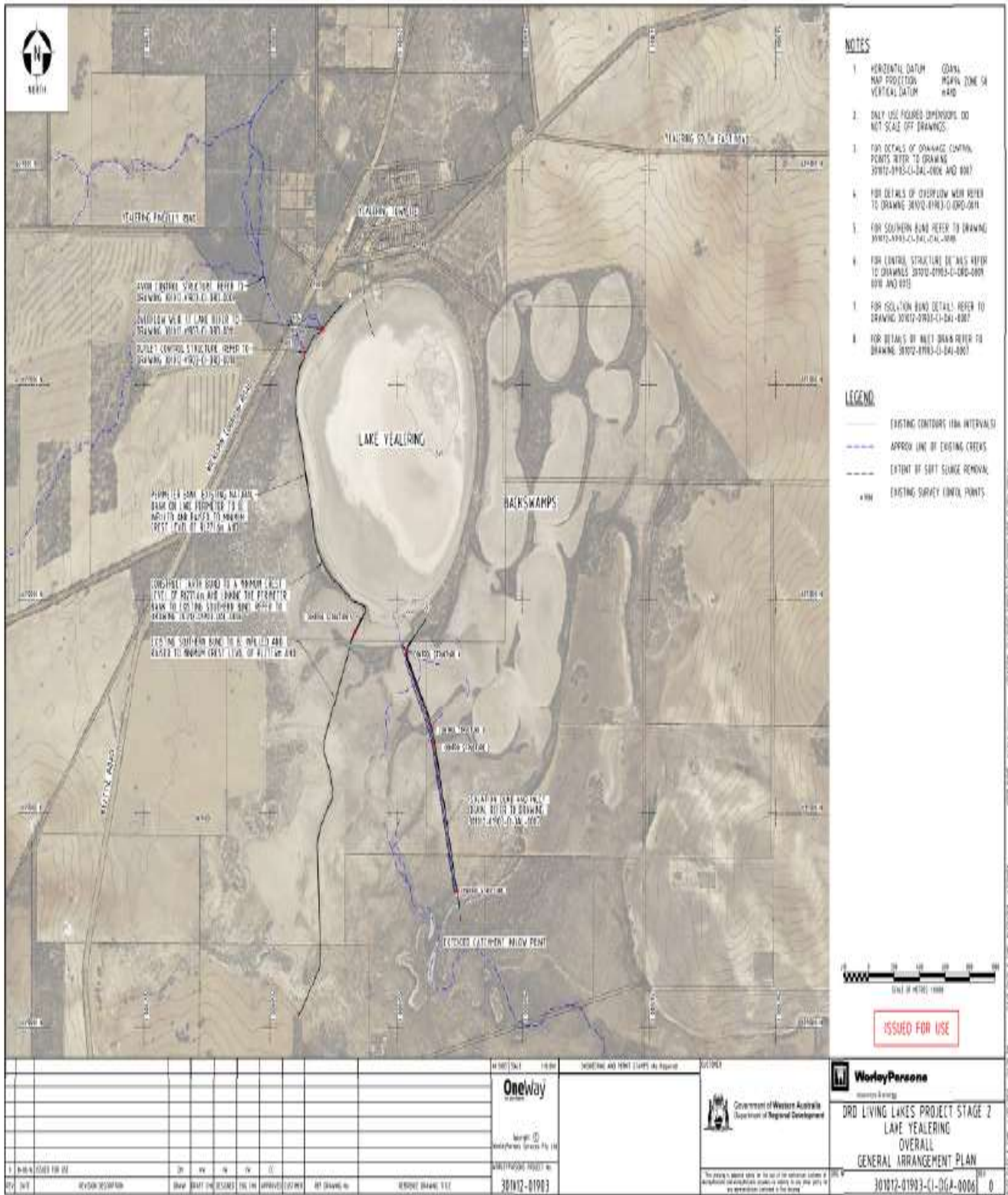
- Department of Water and Environmental Regulation - Native Vegetation Clearing Permit Department of Water and Environmental Regulation - Bed and Banks Permit and Section 5C Water Licence*
- Department of Planning, Lands and Heritage - Section 91 Unallocated Crown Licence (for works in UCL Lot 19634)*

We understand that as this project is for public infrastructure works only it does not require either planning consent or building approval from the Shire. However, the ongoing maintenance and management of the engineering infrastructure will need to be formalised. The Shire of Wickepin has previously provided its in-principle agreement for the proposed engineering infrastructure, including maintenance and management responsibility to be vested with the Shire, following the completion of the project (June 2019). This agreement was based on the

Maintenance and Management Plan prepared by Worley Parsons during Stage 2.

As part of Stage 3, the Maintenance and Management Plan will be reviewed, updated and finalised in consultation with the Shire. It will address ownership, monitoring and depreciation of the engineering infrastructure. A letter has been sent to each private land owner for consent to undertake works. It also informs of the potential requirement to amend the Certificate of Title to include easements or similar instruments to protect the engineering infrastructure and provide access for future maintenance. This will be addressed as part of the finalisation of the Maintenance and Management Plan, in consultation with the Shire of Wickepin and the individual landowners. In regards to the Section 91 Licence for UCL Lot 19634, this licence is temporary only. Upon completion of the engineering works this lot may need to be converted to Crown Reserve to ensure access for ongoing maintenance and management. To proceed with UCL conversion the Department of Planning, Lands and Heritage will require a formal vesting authority. This can be discussed and arranged as part of the finalisation of the Maintenance and Management Plan. For the Bed and Banks Permit and Section 5C Water Licence with the Department of Water and Environmental Regulation, we require a letter from the Shire to confirm that we are permitted to access Lot 29612, containing Lake Yealering. Based on the above, we now seek formal written support and consent for access from the

Shire of Wickepin for Wheatbelt NRM to commence Stage 3 of the Living Lakes project. A copy of the engineering drawing showing the location of the engineering infrastructure is enclosed for your reference.



Comment:

Council passed the following resolution in June 2012 regarding the appointment of the living Lakes working group:

Resolution No 200612-25**Moved Cr Lansdell / Seconded Cr Allan**

That Council appoint the following persons plus all adjoining landholders as the Yealering Living Lakes Initiative Working Group:

- Representatives/Co- Coordinators - Ian & Sara Hills -
- Shire Representatives – Chief Executive Officer Mr Mark Hook, One Councillor (to be decided), and Community Development Officer Mrs Natalie Manton
- Facey Group Representative - Felicity Astbury
- Surrounding Farmers - Ken Beattie - Farmer on west side and south of Lake, Morris (Whippy) Dawes - Farmer on east and south side of Lake
- Yealering Progress Association President Colin Coxon
- Town Representative - Matthew Pockran

Carried 8/0

Following is the press release dated Monday 21 November 2016 from the previous Liberal Governments Ministers Office regarding the living lakes initiative.

\$3.7 million to revitalise lakes in Wheatbelt and Great Southern regions

- *Lake Yealering and Lake Ewlyamartup to be enhanced*
- *Made possible by Liberal National Government's Royalties for Regions program*

Regional Development Minister Terry Redman today announced the enhancement of the Yealering and Ewlyamartup lakes, thanks to a \$3.7 million Liberal National Government investment through the Royalties for Regions Living Lakes Stage 3 initiative. Mr Redman said the project would employ creative engineering solutions to improve water quality and create permanent and accessible water bodies for the enjoyment of local communities and tourists. "Investment in these lakes will re-establish native flora and fauna, attract visitors and deliver economic returns to the communities," he said. "Lake Yealering in the Wheatbelt and Lake Ewlyamartup in the Great Southern are both integral to their communities. "This investment, through the Royalties for Regions Living Lakes initiative, will increase opportunities for bird watching, boating, swimming and water-skiing. "This revitalisation will boost visitation to these lakes, helping to bring tourism dollars to surrounding communities as well as providing environmental and social benefits. "Engineering improvements to both lakes are aimed at increasing the average number of days each year with water depth greater than 1.5 metres, as well as significantly improving the quality of the water. The Living Lakes initiative will complement the improvements made by the local communities to the amenity of the lakes.

The amount for Lake Yealering should be \$1,140,000.

The funding agreement for the Living Lakes Project is with the Department of Primary Industries Regional Development (formerly Department of Regional Development) and the Wheatbelt NRM to deliver Stage 3 of the Living Lakes project.

Council is being requested by the Wheatbelt NRM to give its approval for the following items.

1. A letter from the Shire of Wickepin to confirm that the Wheatbelt NRM are permitted to access Lot 29612, containing Lake Yealering to deliver Stage 3 of the Lake Yealering Living Lakes Project.
2. Agree to undertake the future maintenance of the engineering installed infrastructure as part of the finalisation of the Maintenance and Management Plan.

The agreement to protect the engineering infrastructure and provide access for future maintenance will be fully addressed as part of the finalisation of the Maintenance and Management Plan, in consultation with the Shire of Wickepin and the individual landowners.

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Unknown until the finalisation of the Maintenance and Management Plan.

Strategic Implications:

Fits within theme 1 and 2 of the Shire of Wickepin's Corporate Business Plan for 2015 to 2020:

Theme 1 – To Develop and Maintain Quality Services and Infrastructure

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

Goal	Strategies	Action(s)	When	Implications for Informing strategies	Funding	Council Role
Goal - 1 Develop effective assets replacement and maintenance programs	<ul style="list-style-type: none"> Develop and fund a five year program for the provision of footpaths. Develop and fund a ten year plan that will ensure the timely maintenance of Council assets. Provide for the replacement of existing and provision for new community assets as the need arises. 	<ul style="list-style-type: none"> Continue to maintain Council assets at current service levels Establish and engage the community on an asset consolidation and replacement program Lake Yealering living lakes project Investigation into the replacement of Community Resource Centre 	2015-2020	Nil	Existing	Provider
			2015-2020	Nil	Existing	Provider
			2015-2020	Nil	Existing	Partner
			2016-2018	Nil	Grants	Partner/Provider
Goal - 1.2 Creation of new community assets	<ul style="list-style-type: none"> Progressively implement the Townscape plans. Provide strategically placed Public Conveniences. Provide housing for low-income earners, young singles and aged persons in conjunction with other authorities. 	<ul style="list-style-type: none"> Continue to implement Townscape plans and maintain Public Conveniences Seek funding for construction of Independent Living Units <ul style="list-style-type: none"> Construction of Independent Living Units 	2015-2020	Nil	Existing	Provider
			2015-2016	Nil	Grants	Partner/Provider
			2016-2018	\$	Grants	Provider
Goal - 1.3 Actively pursue funding from external Sources	<ul style="list-style-type: none"> Employment of grants officer responsible for securing funding for the community of Wickepin. 	<ul style="list-style-type: none"> The Shire has employed a Grants Officer and will continue to actively pursue all grant funding opportunities. 	2015-2020	Nil	Existing	Provider

Service Levels	Success Measures
The transport network is well maintained	Percentage of maintenance activities completed annually Number of road accidents Community satisfaction with roads and footpaths
Assets are renewed as planned	Percentage of Capital Works Program completed annually Townscape plans are implemented Asset sustainability ratio Asset renewal funding ratio
Grant funding levels are maintained or improved	Amount of grant funding received

Theme 2 – To ensure the protection and improvement of the Environment

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

Goal	Strategies	Action(s)	When	Implications for Informing strategies	Funding	Council Role
Goal - 2.1 Continue to support and encourage actions taken in relation to environmental problems.	<ul style="list-style-type: none"> Support to the Facey Group relevant to retention of remnant vegetation, salinity control, etc. sustainability, downstream processing, re-vegetation other functions. Continue support for the control of pest plants and vermin. Monitor, review and adhere to the principles of the Roadside Vegetation Conservation Plan. 	<ul style="list-style-type: none"> Continue support to Facey Group: <ul style="list-style-type: none"> Living Lakes Project; and Vegetation retention, salinity measures and re-vegetation strategies on an ongoing basis. Control invasive (pest) plants and vermin as required. Manage road vegetation in accordance with legislative requirements. 	2015-2020	Nil	Existing	Partner
			2015-2020	Nil	Existing	Provider
			2015-2020	Nil	Existing	Provider
Goal - 2.2 Investigate and foster actions to deal with waste disposal and recycling issues.	<ul style="list-style-type: none"> Take action to ensure the successful implementation of waste disposal. Investigate the options for Waste Rubbish Disposal and establish and support recycling and implement proposals. Maintain and improve the Wickepin Effluent Disposal system. Recycle wastewater for use on recreational areas. 	<ul style="list-style-type: none"> Continue to collect kerbside waste weekly. Continue to collect recyclables on a fortnightly basis. Maintain current service levels for the wastewater network serving residents of Wickepin. Support Regional Waste facility 	2015-2020	Nil	Existing	Provider
			2015-2020	Nil	Existing	Provider
			2015-2020	Nil	Existing	Provider
			2015	Nil	Existing	Partner

Service Levels	Success Measures
Environmental programs are maintained	Number of environmental programs
Waste management services are maintained at current frequencies and service coverage	Number of waste collections Number of recycling collections Percentage of Shire properties covered by waste collection Amount of waste diverted from landfill

Fits within theme six of Council Strategic Community Plan 2012- 2022:

Theme 6 – To Promote the Shire as the Focal Point in the Development of the Greater Region

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

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

Summary:

Council is being requested to give its approval for the following:

1. A letter from the Shire of Wickepin to confirm that the Wheatbelt NRM are permitted to access Lot 29612, containing Lake Yealering to deliver Stage 3 of the Lake Yealering Living Lakes Project.
2. Agree to undertake the future maintenance of the engineering installed infrastructure as part of the finalisation of the Maintenance and Management Plan.

The agreement to protect the engineering infrastructure and provide access for future maintenance will be fully addressed as part of the finalisation of the Maintenance and Management Plan, in consultation with the Shire of Wickepin and the individual landowners.

Recommendation:

1. That the CEO forward a letter from the Shire of Wickepin confirming that the Wheatbelt NRM are permitted to access Lot 29612, containing Lake Yealering for Stage 3 of the Lake Yealering Living Lakes Project.
2. That Council Agree to undertake the future maintenance of the engineering installed infrastructure as part of the finalisation of the Maintenance and Management Plan.

Voting Requirements: Simple majority

Resolution No 190717-17**Moved Cr Lang / Seconded Cr Astbury**

1. That the CEO forward a letter from the Shire of Wickepin confirming that the Wheatbelt NRM are permitted to access Lot 29612, containing Lake Yealering for Stage 3 of the Lake Yealering Living Lakes Project.
2. That Council may agree to undertake the future maintenance of the engineering installed infrastructure subject to the adoption of the Maintenance and Management Plan.

Carried 7 0/

The resolution differed from the Officers recommendation as Council felt that the word 'may' needed to be included in the second item in the resolution and that it be subject to the adoption of the Maintenance and Management Plan.

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:	7 July 2017

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

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

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

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

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

Local Government (Financial Management) Regulations 1996

34. Financial reports to be prepared s. 6.4

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

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

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

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

Policy Implications: Not applicable

Financial Implications: Not applicable

Strategic Implications: Not applicable

Recommendation: That the financial statements tabled for the period ending 30 June 2017 as presented be received.

Voting Requirements: Simple majority

Resolution No 190717-18

Moved Cr Easton / Seconded Cr Astbury

That the financial statements tabled for the periods ending 30 June 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 July 2017

Enclosure / Attachment: List of Accounts

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

	<u>Vouchers</u>	<u>Amounts</u>
Municipal Account		
EFT	7463 – 7567	\$ 263,652.77
Cheques	15431 – 15452	\$ 57,634.58
Payroll	June	\$ 84,829.96
Superannuation	June	\$ 9,608.35
Credit Card	June	\$ 0.00
Direct Deductions	June	\$5,455.15
Trust		
EFT		
Cheques	1291	\$ 1,460.00
JUNE TOTAL		<u>\$ 422,640.81</u>

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

Certificate of Chief Executive Officer:

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

Comment: Detailed answers to queries can be obtained for presentation at council meeting.

Statutory Environment: Local Government (Financial Management) Regulations 1996 – Regulations 13 (2), (3) & (4)

Policy Implications: Policy 3.1.8 - Cheque Issue

Strategic Implications: Not applicable

Recommendation: That Council acknowledges that payments totalling **\$422,640.81** have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

Voting Requirements: Simple majority

Resolution No 190717-19

Moved Cr Easton / Seconded Cr Lang

That Council acknowledges that payments totalling **\$422,640.81** 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 & Submitted to Committee

June 2017

Chq/EFT	Date	Name	Description	Muni	Trust
1291	15/06/2017	DOCEP - Bond Administrator	10 SMITH ST BOND \$1200 & PET BOND \$260		1,460.00
EFT7463	8/06/2017	AMPAC Debt Recovery (WA) Pty Ltd	Debt Recovery for May 2017	66.00	
EFT7464	8/06/2017	Kelly Cochrane	Cleaning Yea Hall & Caravan Park	262.50	
EFT7465	8/06/2017	Landgate	Land Enquiry Title A5167	24.85	
EFT7466	8/06/2017	Great Southern Fuel Supplies	May 2017 Fuel Account	15,669.52	
EFT7467	8/06/2017	Grahame Woodcock	U4 Yarling Court & 7 Fisher St Air Con Repairs	93.50	
EFT7468	8/06/2017	Harris Zuglian Electrics	Repairs to Arts & Crafts Main Switch	1,663.16	
EFT7469	8/06/2017	Host Catering Supplies	Glasses etc for Wickepin Community Centre	850.08	
EFT7470	8/06/2017	IT Vision	SynergySoft Support Backend Issues	1,237.50	
EFT7471	8/06/2017	Limitless Promotions	Cat Tags	80.00	
EFT7472	8/06/2017	Marketforce Productions	Tender Advertising in West Australian	1,130.43	
EFT7473	8/06/2017	Narrogin Hire Service And Reticulation	Reticulation Parts	279.10	
EFT7474	8/06/2017	Great Southern Waste Disposal	May 2017 Waste Collection	6,848.76	
EFT7475	8/06/2017	Narrogin Quarry Operations	Blumetal for Lomos Rd	1,396.29	
EFT7476	8/06/2017	Officeworks Superstores Pty Ltd	Stationery Order	348.23	
EFT7477	8/06/2017	PCS	IT Support for May 2017	850.00	
EFT7478	8/06/2017	Parrys	Jumpers for Peter Vlahov	51.00	
EFT7479	8/06/2017	Maureen Susan Preedy	Cleaning Yea Caravan Park & Public Toilets	522.50	
EFT7480	8/06/2017	Kirstin Rigby	Caravan Park Commission	234.97	
EFT7481	8/06/2017	Road Seal (WA) Pty Ltd	Lomos Rd Seal	9,207.00	
EFT7482	8/06/2017	Sheridan's For Badges	Name Badge	50.27	
EFT7483	8/06/2017	Shire of Lake Grace	Introduction to Local Government	330.00	
EFT7484	8/06/2017	South West Isuzu	Replacement Truck for WK2433	54,531.00	
EFT7485	8/06/2017	Western Australian Treasury Corp	Loan No. 100 Interest payment -	2,123.39	
EFT7486	8/06/2017	Western Stabilisers	Lomos Rd Stabilisation Works	15,194.12	
EFT7487	9/06/2017	Bitutek	Bituminous Spray Seal Wk-Cgn Rd	73,953.24	
EFT7488	15/06/2017	Australia Post	May 2017 Account	236.10	
EFT7489	15/06/2017	Air Liquide Wa Pty Ltd	Cylinder Rental for May 2017	90.84	

EFT7490	15/06/2017	Cutting Edges Pty Ltd	Cutting Edges for WK518, WK813 & WK2489	2,125.50	
EFT7491	15/06/2017	Yealering Agparts & Repairs	Parts for WK342 & WK248	183.67	
EFT7492	15/06/2017	Courier Australia	Freight on Glasses for WK Community Centre	37.91	
EFT7493	15/06/2017	Covs	Adblue for WK248 & Parts for Depot	276.21	
EFT7494	15/06/2017	Landgate	GRV Interim Valuations G2017/1	222.50	
EFT7495	15/06/2017	DX Print Group Pty Ltd	Letterhead	280.50	
EFT7496	15/06/2017	Ewen Rural Supplies	May 2017 Account	6,052.13	
EFT7497	15/06/2017	Geoff Perkins Farm Machinery	Parts for Lawn Mower	63.71	
EFT7498	15/06/2017	C Holmes Bricklaying & Maintenance	Repairs to Footpaths	1,000.00	
EFT7499	15/06/2017	Kels Tyres	Tyre for WK813	1,375.00	
EFT7500	15/06/2017	Komatsu Australia Pty Ltd	Parts for WK518 & WK822	413.90	
EFT7501	15/06/2017	Narrogin Glass	Replace Sliding Door 13A Collins St	2,250.58	
EFT7502	15/06/2017	Narrogin Packaging	Soap & Bin Liners for WK Community Centre	110.30	
EFT7503	15/06/2017	The Workwear Group Pty Ltd	Uniform for Samantha Dawes	638.25	
EFT7504	15/06/2017	Lee Parker	Working with Childrens Check	83.00	
EFT7505	15/06/2017	RJ Smith Engineering	Repairs to WK3517	2,882.00	
EFT7506	15/06/2017	WA Hino Sales & Service	Parts for WK248 & WK342	306.42	
EFT7507	15/06/2017	Wickepin Rural Services	Roundup for Wickepin-Corrigin Rd	275.00	
EFT7508	15/06/2017	Wickepin Newsagency	May 2017 Account	175.00	
EFT7509	21/06/2017	Australian Taxation Office	May 2017 BAS Payment	4,017.00	
EFT7510	21/06/2017	Asphalt In A Bag	Asphalt	1,718.75	
EFT7511	21/06/2017	Arts Narrogin Inc	Dryandra Country Trail Coffee Cups	110.00	
EFT7512	21/06/2017	Best Office Systems	Fix Staple Unit on Printer	55.00	
EFT7513	21/06/2017	Cutting Edges Pty Ltd	Cutting Edges for WK813	462.26	
EFT7514	21/06/2017	Covs	Parts for WK0	266.91	
EFT7515	21/06/2017	AC & EJ Fulford & Co	Dig New Trench & Compact & Cover Rubbish	9,768.00	
EFT7516	21/06/2017	Hancocks Home Hardware	Globes for Wickepin Community Centre	17.90	
EFT7517	21/06/2017	Hanson Construction Materials	Concrete for Wogolin Rd Footpaths	908.60	
EFT7518	21/06/2017	Houdini Lock Service	Replacement Key Yea Cvn Pk Dongas	24.20	
EFT7519	21/06/2017	Jason Signmakers	Directional Sign	71.50	
EFT7520	21/06/2017	Narrogin Quarry Operations	Blue Metal Dust	258.26	
EFT7521	21/06/2017	Narrogin Liquor Store	Refreshments for Council Fridge	49.99	

EFT7522	21/06/2017	A F Smith & A L Bullock	Repairs to U1 Cottage Homes, 13A Collins St & Cvn Pk Mangers House	222.90
EFT7523	21/06/2017	WA Hino Sales & Service	Wheel Alignment for WK342	412.50
EFT7524	21/06/2017	Western Australian Local Government Association	Banners in the Terrace Travel Case	90.00
EFT7525	27/06/2017	Burgess Rawson (WA) Pty Ltd	Water for WK Public Toilets	339.98
EFT7526	27/06/2017	Best Office Systems	Konica Minolta Copier Charges	840.64
EFT7527	27/06/2017	Yealering Agparts & Repairs	Parts for WK2243	85.00
EFT7528	27/06/2017	Courier Australia	Freight on Sign, Keys & Library Books	88.57
EFT7529	27/06/2017	DC & LB Curtis	Clean Gutters & Downpipes all Shire Buildings	5,929.00
EFT7530	27/06/2017	Executive Media Pty Ltd	Advertising in Caravanning Australia Spring 2017	750.00
EFT7531	27/06/2017	AC & EJ Fulford & Co	Rubbish Site Maintenance	968.00
EFT7532	27/06/2017	Flick Washroom Services	Additional Sani Units YEA & HSM	606.24
EFT7533	27/06/2017	C Holmes Bricklaying & Maintenance	Repair Paving	900.00
EFT7534	27/06/2017	Kels Tyres	Tyre Repairs for WK813	110.00
EFT7535	27/06/2017	Landvision	Retrospective Planning Approval	2,062.50
EFT7536	27/06/2017	Nicholls Bus Service	Annual Bus Inspection	154.25
EFT7537	27/06/2017	Narrogin Toyota	Parts for Quick Cut Saw	252.89
EFT7538	27/06/2017	Narrogin & Districts Little Athletics Centre	Kidsport Vouchers	155.00
EFT7539	27/06/2017	RSA Works	Black Spot Audit for Yealering South East Rd	2,145.00
EFT7540	27/06/2017	A F Smith & A L Bullock	WK Heritage Trail Sculpture Sign Installs	516.00
EFT7541	27/06/2017	Westrac Equipment	Parts for WK813	296.14
EFT7542	27/06/2017	Wickepin Hotel And Harvest Cafe	Refreshments for Council Fridge	484.00
EFT7543	27/06/2017	Wickepin Community Resource Centre	Creek Maintenance	500.00
EFT7544	30/06/2017	Frances Allan	Councillor Allowances Jan - Jun 17	1,778.92
EFT7545	30/06/2017	Wes Astbury	Councillor Allowances Jan - Jun 17	1,651.32
EFT7546	30/06/2017	ABS Solutions	Remade Battery Pack	440.00
EFT7547	30/06/2017	Covs	Air Chuck for WK342	52.22
EFT7548	30/06/2017	CSE Crossman	Parts for WK248, WK822, WK813, WK541, WK2433, WK706 & WK2473	1,093.81
EFT7549	30/06/2017	Ross Edwin Easton	Councillor Allowances for Jan - Jun 17	1,024.88
EFT7550	30/06/2017	Easifleet	Facey Group Vehicle Lease Fee	486.26
EFT7551	30/06/2017	Grahame Woodcock	Repairs to 5 Smith St Air Con	140.25
EFT7552	30/06/2017	Kels Tyres	Repair Tyre on WK342	55.00
EFT7553	30/06/2017	Lake Yealering Golf Club	Fencing South East Yealering Rd	3,500.00

EFT7554	30/06/2017	Murray Grayden Lang	Councillor Allowances Jan - Jun 17	1,108.40	
EFT7555	30/06/2017	Cr Allan Lansdell	Councillor Allowances Jan - Jun 17	712.80	
EFT7556	30/06/2017	Judith Mcdougall	Saleyards Design	1,320.00	
EFT7557	30/06/2017	Steven John Martin	Councillor Allowances Jan - Jun 17	693.84	
EFT7558	30/06/2017	Narrogin Glass	Mirror for WK697	33.00	
EFT7559	30/06/2017	Narrogin Pumps, Solar And Spraying	Repair Sewerage Yard Pump	1,780.65	
EFT7560	30/06/2017	Star Track Express	Freight on Parts for WK248 & WK342	51.72	
EFT7561	30/06/2017	PCS	IT Support - Synergy Upgrades	552.50	
EFT7562	30/06/2017	Pennant House	Banners in the Terrace Printing & Artwork	510.40	
EFT7563	30/06/2017	Kirstin Rigby	Caravan Park Commission	170.80	
EFT7564	30/06/2017	Peter Stribling	Caravan Park Commission	207.91	
EFT7565	30/06/2017	Total Undercar	Wheel Alignment & Tyres for WK0	1,373.50	
EFT7566	30/06/2017	WA Hino Sales & Service	Filters for WK248 & WK342	308.68	
EFT7567	30/06/2017	Wickepin Rural Services	Oil & Grease	2,893.00	
15431	8/06/2017	Telstra	Telephone Account to 13/5/17	1,598.94	
15432	8/06/2017	Cancelled	Printing Issue		
15433	8/06/2017	Cancelled	Printing Issue		
15434	8/06/2017	Cancelled	Printing Issue		
15435	8/06/2017	Cancelled	Printing Issue		
15436	8/06/2017	McLeods Barristers & Solicitors	Legal Advice - Setback Issues Lot 27 Curlew Way	2,759.37	
15437	8/06/2017	Shire Of Wickepin	Petty Cash Reimbursement - WK248 Plate Change Fees	41.90	
15438	9/06/2017	Cancelled	Printing Issue		
15439	9/06/2017	Registrar Of Stock Brands	Re-registration for Saleyards	75.00	
15440	15/06/2017	Shire Of Wickepin	Vehicle Registration Renewals	33,487.50	
15441	15/06/2017	Synergy	Power for Streetlights	1,628.85	
15442	15/06/2017	Water Corporation	Water for Rabbit Proof Fence Rd Storage Tank	39.48	
15443	21/06/2017	A & A Corasaniti	Concreting of Depot Sign Shed	4,568.30	
15444	21/06/2017	Valery Jones	Cleaning Harrismith Public Toilets	250.00	
15445	21/06/2017	Synergy	Group Power Account for Tincurrin & Harrismith	846.05	
15446	21/06/2017	Water Corporation	Special Metre Reading	16.78	
15447	27/06/2017	Synergy	Power for CEO Residence	630.05	
15448	27/06/2017	Water Corporation	Water Accounts	5,703.02	

15449	30/06/2017	Cr Julie Russell	Councillor Allowances Jan - Jun 17	3,185.60	
15450	30/06/2017	Shire Of Wickepin	Bus Registration	866.70	
15451	30/06/2017	Telstra	Phone Account	1,603.16	
15452	30/06/2017	Water Corporation	Water Accounts	333.88	
DD9283.1	7/06/2017	WA Local Government Super Plan	Payroll deductions	3,489.28	
DD9283.2	7/06/2017	Prime Super	Superannuation contributions	175.95	
DD9283.3	7/06/2017	ING Custodians Pty Ltd	Superannuation contributions	187.56	
DD9283.4	7/06/2017	ANZ Super	Payroll deductions	381.51	
DD9283.5	7/06/2017	Tremayne Superannuation Fund	Superannuation contributions	79.32	
DD9283.6	7/06/2017	MTAA Super Fund	Superannuation contributions	349.79	
DD9295.1	21/06/2017	WA Local Government Super Plan	Payroll deductions	3,562.86	
DD9295.2	21/06/2017	ANZ Super	Superannuation contributions	381.51	
DD9295.3	21/06/2017	Ramsay Superannuation Fund	Superannuation contributions	89.97	
DD9295.4	21/06/2017	Prime Super	Superannuation contributions	175.95	
DD9295.5	21/06/2017	ING Custodians Pty Ltd	Superannuation contributions	187.56	
DD9295.6	21/06/2017	Tremayne Superannuation Fund	Superannuation contributions	137.00	
DD9295.7	21/06/2017	MTAA Super Fund	Superannuation contributions	349.79	
DD9295.8	21/06/2017	Australian Super	Superannuation contributions	60.30	
DD9298.1	1/06/2017	ANZ Bank	Merchant Fees	216.59	
DD9298.2	1/06/2017	Westnet Pty Ltd	Internet for June 2017	174.90	
DD9298.3	14/06/2017	James Matthews	Pool Manager Contract Payment 25/2016-17	2,352.53	
DD9298.4	23/06/2017	Best Office Systems	Konica Minolta Copier Lease	358.60	
DD9298.5	28/06/2017	James Matthews	Pool Manager Contract Payment 26/2016-17	2,352.53	
	08/06/2017	Gross Payroll		41,906.89	
	22/06/2017	Gross Payroll		42,923.07	
				421,180.81	1,460.00

Governance, Audit and Community Service

10.2.03 – Community Development Officer's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Lee Parker, Community Development Officer
File Reference:	CM.PLA.404
Author:	Lee Parker, Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	12 July 2017

Enclosure / Attachment: Nil

New Project

Regional Development Australia Wheatbelt (RDAW) called for expressions of interest to host film nights and community meetings with the aim of encouraging Wheatbelt Communities to develop community enterprises. The objective of the program is to encourage a culture of community enterprise development and innovation – working towards cohesiveness and self-reliance within the community independent of government/shire funding. Lotterywest funding was obtained by RDAW. Shire of Wickepin, having put a proposal to RDAW, has received funding to host film nights and engage a professional facilitator to assist and guide the communities to work through ideas. CDO will initiate the project and engage community stakeholders. It is anticipated that the film nights/meetings will be held during August.



Banners in the Terrace

ESO has advised that the Shire of Wickepin will be represented by the Yealering Primary School. Their banner will be on display along St Georges Terrace between 23 July - 5 August.

Councillors at Local Government Week will be able to view the school contribution.

Governance

- Healthy Communities draft plan drawn up. As part of the funding guidelines for the Wheatbelt Development Commission grant for Johnston Park Exercise Park, Shire has to engage the community in utilising the equipment on a regular basis. A Health and Wellbeing plan has been devised to address this.
- Maintained correspondence with relevant parties for upcoming and potential projects and events including Facey Carriage Drive; NRM – Yealering Living Lakes; RDAW – Community Film Nights; Dryandra Country Art Food & Wine Trail; Campfire Country – Wickepin Winter Weekend.
- Liaison with Manager of Works and ESO with regards projects needing completion or works to be undertaken, including but not limited to: cemetery installation, installation of way-finder bollards along walktrails; landscaping; mapping.

Grant Name	Funding Organisation	Amount Requested exc Gst	Status
Community Film Nights	Regional Development Australia Wheatbelt with Lotterywest	\$4,110	Approved Council Contribution in-kind
Healthy Community Precinct	Royalties For Regions Wheatbelt DC	\$28,540.50	Approved Council Contribution in-kind \$6,829 Council Contribution in cash \$6,685
Kidsport	Department of Sport and Recreation	\$1,500 \$3,500	Grant Approved 2016/2017 May-July Grant Acquitted 2016/2017

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 12 July 2017.

Voting Requirements: Simple majority.

Resolution No 190717-20

Moved Cr Astbury / Seconded Cr Allan

That council notes the report from the Community Development Officer dated 12 July 2017.

Carried 7/0

Governance, Audit and Community Services

10.2.04 – Fees and Charges Adoption 2017/18

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Natalie Manton, Deputy Chief Executive Officer
File Reference:	FM.BU.1208
Author:	Natalie Manton, Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	5 July 2017

Enclosure / Attachment: Proposed Schedule of Fees and Charges 2017/18

Background:

In preparation for the 2017/2018 budget period the attached fees and charges are submitted for Council adoption. By adopting the fees and charges prior to the budget any applicable advertising can be undertaken and the new charges can be incorporated into the draft budget workings.

Council's fees and charges contain clauses that allow fees set by external bodies to override those advertised and published by Council.

Comment:

Revenue raised from fees and charges does not constitute a significant proportion of income for the Shire of Wickepin however it is important to review these charges in light of the costs of maintaining council properties and delivering services to residents of the Shire of Wickepin.

The 2017/2018 Schedule of Fees and Charges has been formulated using the 2016/2017 year as a basis and incorporating new charges, CPI increases and input from external statutory bodies. Many of the fees and charges are heavily subsidised and do not reflect the cost of maintaining council properties or providing services. Several fees and charges have not increased for 5-10 years.

In the annual budget agenda item, Council will still set additional fees and charges such as kerbside collections and rates for rural and townsite properties.

Statutory Environment:

6.16. Imposition of fees and charges

(1) A local government may impose* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

* Absolute majority required.

(2) A fee or charge may be imposed for the following —

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
- (b) supplying a service or carrying out work at the request of a person;
- (c) subject to section 5.94, providing information from local government records;
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
- (e) supplying goods;
- (f) such other service as may be prescribed.

(3) Fees and charges are to be imposed when adopting the annual budget but may be —

- (a) imposed* during a financial year; and

(b) amended* from time to time during a financial year.

* Absolute majority required.

6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

(a) its intention to do so; and

(b) the date from which it is proposed the fees or charges will be imposed.

Financial Implications: Revenue raised from fees and charges.

Policy Implications:

Summary:

Council is to consider adopting the Schedule of Fees and Charges for the 2017/2018 year in advance of the 2017/2018 budget adoption.

Council may resolve:

1. To adopt the Officer's recommendation; or
2. not resolve the Officer's recommendation and review the Schedule of Fees and Charges as part of 2017/18 budget deliberations.

Recommendation:

That Council adopt the attached Schedule of Fees and Charges for the 2017/2018 financial year effective as of 1 July 2017.

Voting Requirements: Absolute majority

Resolution No 190717-21

Moved Cr Allan / Seconded Cr Lansdell

That Council adopt the attached Schedule of Fees and Charges for the 2017/2018 financial year effective as of 1 July 2017.

Carried 7/0

Governance, Audit and Community Services

10.2.06 – Local Planning Policy Design Guidelines for Residences in Rural Residential Zone

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	CM.POL.403
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	7 July 2017

Enclosure / Attachment: Nil

Background:

The CEO has received a request for the following Policy to be reinstated into Council's Policy Manual:

11.3.2 LOCAL PLANNING POLICY DESIGN GUIDELINES FOR RESIDENCES IN RURAL RESIDENTIAL ZONE

OBJECTIVE: Ensure that the standard of a building to be built in the Shire of Wickepin's Rural Residential Zone is consistent with the existing amenity of the area and is to Council's satisfaction.

The Policy has been adopted by Council in accordance with the provisions of Part 2 of the Town Planning Scheme. Under Sub-Clause 2.3.2 of the Scheme, Council shall have due regard to the provisions of this policy when determining an application for planning approval in addition to the relevant provisions of the Scheme.

11.3.2.1 RELEVANT SCHEME PROVISIONS

All development in the Rural Residential Zone requires an application for planning approval to be made to Council.

Proposals for Rural Residential zones shall have regard to Council's Local Planning Policy – Rural Residential Development.

Outbuildings in the Rural Residential Zone need to have regard to Council's Local Planning Policy – Outbuildings.

11.3.2.2 POLICY PROVISIONS

All buildings to be constructed in the Rural Residential zone are to be of a material approved by Council and all roof and wall cladding to be finished in a non-reflective colour (preferably Colourbond).

In addition:

- No second hand dwelling will be permitted.*
- No outbuildings over 65m² in area will be permitted unless a residence already exists on the block or the outbuilding is part of a residential approval and in any case outbuildings will not be permitted in front of the residential setback for the lot.*
- Houses must have a floor area minimum of 150m².*
- Building materials are to be primarily brick, tile, timber or Colourbond or other materials satisfactory to the Council.*
- Housing style is to be consistent with the prevailing housing style of the area.*

Comment:

This Policy was removed from Council Policy Manual under the following resolution from the Governance, Audit and Community Services Committee Meeting held on the 9 September 2015.

Moved Cr Allan / Seconded Cr Russell

That Council rescind the Local Planning Policy design Guidelines for Residences in Rural Residential Zone Policy.

Carried 3/0

Following is a full extract of the minutes from the Governance, Audit and Community Services Committee Meeting held on the 9 September 2015:

<i>Governance, Audit & Community Services</i>	
9.3 – Policy Manual – Local Planning Policy design Guidelines for Residences in Rural Residential Zone	
Submission To:	<i>Technical Services Committee</i>
Location / Address:	<i>Whole Shire</i>
Name of Applicant:	<i>Leah Pearson, Executive Support Officer</i>
File Reference:	
Author:	<i>Leah Pearson, Executive Support Officer</i>
Disclosure of any Interest:	<i>Nil</i>
Date of Report:	<i>27 August 2015</i>
<hr/>	
Enclosure / Attachment:	
<i>Local Planning Policy design Guidelines for Residences in Rural Residential Zone Policy</i>	
Background:	
<i>The Shire of Wickepin Policy Manual has been recently reviewed by staff and adopted by Councillors at the June 2015 Council meeting.</i>	
Comment:	
<i>It has been recognised that Local Planning Policy design Guidelines for Residences in Rural Residential Zone Policy should be rescinded.</i>	
<hr/>	
10.3.2 LOCAL PLANNING POLICY DESIGN GUIDELINES FOR RESIDENCES IN RURAL RESIDENTIAL ZONE	
OBJECTIVE: Ensure that the standard of a building to be built in the Shire of Wickepin's Rural Residential Zone is consistent with the existing amenity of the area and is to Council's satisfaction.	
<i>The Policy has been adopted by Council in accordance with the provisions of Part 2 of the Town Planning Scheme. Under Sub-Clause 2.3.2 of the Scheme, Council shall have due regard to the provisions of this policy when determining an application for planning approval in addition to the relevant provisions of the Scheme.</i>	
<hr/>	
10.3.2.1 RELEVANT SCHEME PROVISIONS	
<i>All development in the Rural Residential Zone requires an application for planning approval to be made to Council.</i>	

Proposals for Rural Residential zones shall have regard to Council's Local Planning Policy – Rural Residential Development.

Outbuildings in the Rural Residential Zone need to have regard to Council's Local Planning Policy – Outbuildings.

10.3.2.2 POLICY PROVISIONS

All buildings to be constructed in the Rural Residential zone are to be of a material approved by Council and all roof and wall cladding to be finished in a non-reflective colour (preferably Colourbond).

In addition:

- *No second hand dwelling will be permitted.*
- *No outbuildings over 65m² in area will be permitted unless a residence already exists on the block or the outbuilding is part of a residential approval and in any case outbuildings will not be permitted in front of the residential setback for the lot.*
- *Houses must have a floor area minimum of 150m².*
- *Building materials are to be primarily brick, tile, timber or Colourbond or other materials satisfactory to the Council.*
- *Housing style is to be consistent with the prevailing housing style of the area.*

A Local Planning Policy is not part of the Scheme and does not bind the Local Government in respect of any application for planning approval but the Local Government is to have due regard to the provisions of the Policy and the objectives which the Policy is designed to achieve before making its determination.

The Scheme outlines the required procedure and advertising requirements in relation to the amendment or adoption of a Local Planning Policy:

2.4 Procedure for making or amending a Local Planning Policy

2.4.1 If a local government resolves to prepare a Local Planning Policy, the local government

–

- (a) *is to publish a notice of the proposed Policy once a week for 2 consecutive weeks in a newspaper circulating in the Scheme area, giving details of –*
 - (i) *where the draft Policy may be inspected;*
 - (ii) *the subject and nature of the draft Policy; and*
 - (iii) *in what form and during what period (being not less than 21 days from the day the notice is published) submissions may be made;*
- (b) *may publish a notice of the proposed Policy in such other manner and carry out such other consultation as the local government considers appropriate.*

2.4.2 After the expiry of the period within which submissions may be made, the local government is to –

- (a) *review the proposed Policy in the light of any submissions made; and*
- (b) *resolve to adopt the Policy with or without modification, or not to proceed with the Policy.*

- 2.4.3 *If the local government resolves to adopt the policy, the local government is to –*
- (a) *publish notice of the Policy once in a newspaper circulating in the Scheme area; and*
 - (b) *if, in the opinion of the local government, the Policy affects the interests of the Commission, forward a copy of the Policy to the Commission.*
- 2.4.4 *A policy has effect on publication of a notice under clause 2.4.3 (a).*
- 2.4.5 *A copy of each Local Planning Policy, as amended from time to time, is to be kept and made available for public inspection during business hours at the offices of the local government.*
- 2.4.6 *Clauses 2.4.1 to 2.4.5, with any necessary changes, apply to the amendment of a Local Planning Policy.*

The Scheme requires Council to publish a notice of the proposed amendments to its Policies once a week for 2 consecutive weeks in a newspaper circulating in the Scheme area giving details of the subject and nature of the amended Policies, where they may be inspected, in what form submissions may be made, and the date of the submission period (which shall not be less than 21 days). At the conclusion of the advertising period the Council is required to review the amended Policies in the light of any submissions made, and may resolve to adopt the amended Policies with or without modification, or not proceed with the amended Policy.

Section 2.5 of the Scheme states the following in relation to the revocation of a Policy:

2.1 Revocation of Local Planning Policy

A Local Planning Policy may be revoked by –

- (a) *the adoption by a local government of a new Policy under clause 2.4 that is expressed to supersede the existing Local Planning Policy; or*
- (b) *publication of a notice of revocation by the local government once a week for 2 consecutive weeks in a newspaper circulating in the Scheme area.*

In most circumstances the Council will adhere to the standards prescribed in a Local Planning Policy, however, the Council is not bound by the Policy provisions and has the right to vary the standards and approve development where it is satisfied that sufficient justification warrants a concession and the variation granted will not set an undesirable precedent for future development.

Advice received from a Town Planner is that Council has no legal recourse against them if Council decides on the revocation of the policy.

Statutory Environment:

*Shire of Wickepin Policy Manual
Local Government Act 1995
Shire of Wickepin Local Planning Scheme No. 4*

Policy Implications:

In most circumstances the Council will adhere to the standards prescribed in a Local Planning Policy, however, the Council is not bound by the Policy provisions and has the right to vary the standards and approve development where it is satisfied that sufficient justification warrants a concession and the variation granted will not set an undesirable precedent for future development.

Financial Implications: Nil

There is a cost for the advertising, of the revocation of the Local Planning Policies which will be covered by Councils existing Planning budget allocation.

Strategic Implications: Nil

For the most part Local Planning Policies are formulated and aligned with a strategic planning direction as set by Council. The establishment of Local Planning Policies aid in guiding the type and standard of development the Council views as appropriate within particular areas of the Shire. As previously mentioned, Policies also provide a consistent approach to approving land use and development. Therefore, as a general rule it is important the Council not waiver from an adopted policy position without specific justification being provided and planning merit being identified.

Summary:

Council is being requested to rescind the Local Planning Policy design Guidelines for Residences in Rural Residential Zone Policy.

Recommendation:

That Council rescind the Local Planning Policy design Guidelines for Residences in Rural Residential Zone Policy.

Voting Requirements: Absolute Majority**Moved Cr Allan / Seconded Cr Russell**

That Council rescind the Local Planning Policy design Guidelines for Residences in Rural Residential Zone Policy.

Carried 3/0

The reason Policy 10.3.2 Local Planning Policy Design Guidelines for Residences in Rural Residential Zone was requested to be removed form Councils Policy Manual was that all the matters within this policy are dealt with under the Shire of Wickepin LPS 4 or other Policies such as the 10.3.4 Outbuildings Policy.

Following are extracts from Shire of Wickepin LPS4:

PART 3 – ZONES AND THE USE OF LAND**3.1 ZONES**

3.1.1 The Scheme area is classified into zones shown on the Scheme Map.

3.1.2 The zones are delineated and depicted on the Scheme Map according to the legend on the Scheme Map.

3.2 OBJECTIVES OF THE ZONES

The objectives of the zones are –

(d) Rural-Residential Zone

- To provide opportunities for planned, contained and sustainable low-density living environments in locations which do not adversely impact upon general agriculture production and/or town development and in accordance with the regional settlement hierarchy.
- To provide for a range of rural lifestyle opportunities such as hobby farms, horse breeding, rural retreats.
- To ensure rural-residential development is managed to minimise impacts on the natural environment and to enhance natural resource management.
- To ensure that all lots are adequately serviced with the necessary infrastructure;

4.11 AMENITY PROVISIONS

4.11.1 Relocated Second-hand buildings

Local government may permit the erection of a transported building on a lot where:

- (a) in its opinion such building is in a satisfactory condition and the design and location of the building is to the satisfaction of local government, and will not adversely affect the amenity of the locality;
- (b) the proposal complies with the provisions of local government's Local Planning Policy - Relocated Buildings.

4.11.3 Outbuildings

- (a) development approval will not be granted for any outbuildings on any Rural Townsite or Rural Residential zoned lot which does not contain a residence.
- (b) The design and construction of outbuildings will be in accordance with the provisions of local government's Local Planning Policy - Outbuildings.

4.18 DEVELOPMENT IN THE RURAL RESIDENTIAL ZONE

- 4.18.1 *In addition to a building licence, all development, including a single house will require an application for development approval to be made to local government, unless it is within a defined building envelope accepted by local government*
- 4.18.2 *Only one dwelling will be permitted on any lot in the Rural Residential zone.*
- 4.18.3 *local government may permit ancillary accommodation providing it is located within the same building envelope or building clearance area as the first or primary dwelling, or otherwise complies with the Residential Design Codes.*
- 4.18.4 *Outbuildings in excess of 65m² floor area will not be granted development approval on any lot within the Rural Residential zone, unless a single dwelling exists on the lot, or is to be constructed as the first stage of the development proposal.*
- 4.18.5 *The minimum setbacks for dwellings, outbuildings, or any other structure shall be in accordance with the Development Table - General (Table 2) or as varied by the provisions of this Scheme.*
- 4.18.6 *In the case where a lot has more than one street frontage, local government may at its discretion permit the construction of buildings nearer to the secondary street frontage nominated by local government, but not nearer than 10m to that street or streets.*
- 4.18.7 *For the purposes of guiding subdivision and development in specific rural residential zones, the provisions set out in Schedule 7 (where different to Scheme Provisions) shall apply to the specified zones. Future subdivision will be required to generally accord with an Structure Plan prepared for the specified area referred to in Schedule 7 and such a plan of subdivision shall form part of the Scheme.*
- 4.18.8 *Proposals for Rural Residential zones shall have due regard to local government's Local Planning Policy - Rural Residential Development.*

SCHEDULE A

PLANNING AND DEVELOPMENT (LOCAL PLANNING SCHEMES) REGULATIONS 2015 DEEMED PROVISIONS FOR LOCAL PLANNING SCHEMES

Supplemental provisions to the deemed provisions

These provisions are to be read in conjunction with the deemed provisions (Schedule 2) set out in the Planning and Development (Local Planning Schemes) Regulations 2015.

Clause 61(1)

- k) *the erection or extension of a single house on a lot if a single house is a permitted ("P") use in the zone (where the R Codes do not apply) in which that lot is located, where the development standards set out in the scheme for that particular zone (including boundary setbacks) are satisfied, unless the development is located in a place that is:*
 - a. *entered in the Register of Heritage Places under the Heritage of Western Australia Act 1990; or*
 - b. *the subject of an order under the Heritage of Western Australia Act 1990 Part 6; or*
 - c. *included on a heritage list prepared in accordance with this Scheme; or*

- d. *within an area designated under the Scheme as a heritage area; or*
- e. *the subject of a heritage agreement entered into under the Heritage of Western Australia Act 1990 section 29;*
- f. *on land which is zoned Rural Residential and a building envelope has not been formally identified for the lot;*
- g. *abutting a major road reserved in the Scheme;*
- h. *on a lot or location which does not have access to a dedicated and constructed road;*
- l) *the erection or extension of an outbuilding, external fixture, boundary wall or fence, patio, pergola, veranda, garage, carport or swimming pool on the same lot as a single house if a single house is a permitted ("P") in the zone (where the R Codes do not apply) where the development standards set out in the scheme for that particular zone (including boundary setbacks) are satisfied, unless the development is located in a place that is:*
 - a. *entered in the Register of Heritage Places under the Heritage of Western Australia Act 1990; or*
 - b. *the subject of an order under the Heritage of Western Australia Act 1990 Part 6; or*
 - c. *included on a heritage list prepared in accordance with this Scheme; or*
 - d. *within an area designated under the Scheme as a heritage area; or*
 - e. *the subject of a heritage agreement entered into under the Heritage of Western Australia Act 1990 section 29; Shire of Wickepin LPS 4 Page No.48*
 - f. *on a lot of 2 hectares or less and are outside a defined building envelope accepted by local government;*
 - g. *on land which is zoned Rural Residential and a building envelope has not been formally identified for the lot;*
- m) *the demolition of any building or structure except where the building or structure is –*
 - a. *located in a place that has been entered in the Register of Places under the Heritage of Western Australia Act 1990;*
 - b. *the subject of an order under Part 6 of the Heritage of Western Australia Act 1990;*
 - c. *included on the Heritage List under clause 7.1 of the Scheme; or*
 - d. *located within a heritage area designated under the Scheme*
- n) *any of the exempted classes of advertisements listed in Schedule 5 except in respect of a place included in the Heritage List or in a heritage area;*
- o) *the erection of a boundary fence or screen wall except where within 0.9 m of a dividing boundary and/or to a height of greater than 1.8 m above natural ground level;*
- p) *the carrying out of any works on, in, over or under a street or road by a public authority acting in pursuant of its statutory obligations;*
- q) *the carrying out of works urgently required for public safety or for the safety or security of plant or equipment or for the maintenance of essential services*

Following is a copy of Policy 10.3.3 Transported and Relocated Dwellings taken from the current Shire of Wickepin Policy Manual:

10.3.3 TRANSPORTED AND RELOCATED DWELLINGS

OBJECTIVE: *Ensures that development involving the use of transported or relocated dwellings in the Shire of Wickepin occurs in a manner that maintains the amenity and appearance of the area in which the building will be situated. It defines guidelines by which the Council will assess proposals for the placement of transportable or relocated dwellings on land within the Shire of Wickepin. It will ensure that the amenity and appearance of the locality in which the transportable or relocated building will be situated is maintained.*

10.3.3.1 APPLICATION REQUIREMENTS

“Transported or Relocated Dwelling” means a residential dwelling which has previously been constructed and occupied (whether within the district or elsewhere) which is capable of being transferred and reconstructed for use as a residential dwelling.

Applications to develop a transported or relocated dwelling within the Shire of Wickepin shall be made to Council and include:

- *An Application for Planning Approval and the payment of the required planning fees.*
- *Details of where the transported or relocated dwelling is to be removed from.*
- *Detailed plans of the building and comprehensive site plan indicating the proposed location of the building.*
- *Recent photographs of every external elevation of the proposed dwelling, clearly indicating its current design and condition.*
- *Certification from a Structural Engineer stating that the structure is suitable for relocation, appropriate for the conditions of the Shire of Wickepin and structurally sound.*
- *Detailed specifications on the works to be undertaken to the building to render it compliant with the Building Code of Australia.*
- *Specification on the works to be undertaken on the dwelling, including any modifications and additions to the dwelling and the materials and colours to be used.*
- *Details of how it is proposed to transport and re-erect the building.*
- *A detailed time frame for the relocation of the proposed dwelling and any proposed works.*

10.3.3.2 MINIMUM DESIGN REQUIREMENTS

The approval of transported or relocated dwellings will only be considered if the following design standards may be achieved:

- *The dwelling has a minimum floor area of <120m².*
- *The roof has a minimum pitch of 20 degrees.*
- *The exterior cladding and roof materials shall be in good condition and the proposal includes improvement works to the exterior of the building, including repainting, re-cladding as necessary and architectural detailing, such that the proposed dwelling will be aesthetically pleasing.*

- *The external finishes, bulk, scale and design of the house will not have a detrimental impact on the amenity of the area or landscape into which it is being relocated.*

Where any material containing asbestos fibres remains in or on the dwelling, including cement asbestos roofing or cladding, roof insulation, such material shall be removed prior to the building being transported within or into the Shire of Wickepin.

10.3.3.3 APPROVALS AND BONDS

As part of the planning approval of a transported or relocated dwelling, Council may require any works considered necessary to improve the appearance of the structure, including the addition of verandahs, painting, landscaping and the cover of stump areas.

The approval of an application for a transportable or relocated dwelling requires the lodgement of a cash bond to the value of \$20,000 prior to the issue of a building licence. This bond will be used to rectify or remove the dwelling in the event that the owner and/or builder default on the conditions of this policy, the Planning Approval or any conditions of the Building Licence.

A signed statutory declaration outlining a bond agreement is to be entered into by the owner/s prior to issue of a building license. The agreement is to outline a staged repayment of the performance bond, as follows:

10.3.3.3.1 Stage one (return of 25% of bond)

Dwelling correctly positioned on site, as per approved site plan Planning Approval.

Dwelling is correctly stumped and site filled, drained and graded satisfactorily, to be structurally adequate in accordance with the engineers certification.

Dwelling is at lock-up stage (all external windows, doors and fittings/fixtures installed/repaired).

10.3.3.3.1 Stage two (return of second 25% of bond)

All gutters, fascia and downpipe work completed.

All roof end/roofing work is completed (flashings on ridge and gable ends installed).

All external surfaces to be painted to a tradesman like standard in accordance with the Planning & Building Approvals (including wall, doors, window surrounds, sills etc).

10.3.3.3.3 Stage three (return of remaining 50% of bond)

Compliance with all conditions of planning approval

Approved effluent disposal system installed, system inspected by the EHO and a permit to use has been issued.

Completion and certification of all electrical and plumbing work

All wet area tiling completed in accordance with the Building Code of Australia.

Kitchen fit-out completed (cupboards/benches & stove/hotplate installed etc.)

Building has reached practical completion stage.

A building licence for a transported or relocated dwelling will only be issued for a period of twelve (12) months and will be licensed under the provisions of a 'Special Licence' under the Building Regulation 1989.

The agreement is to clearly state that should Stage One and Two completion not be reached within 90 days of the building's placement on site or Stage Three completion not reached within 12 months of issue of a building license, then the bond monies are to be forfeited to the Shire of Wickepin and the building removed from the site.

The Council may vary the requirements of this policy, where it is considered that full compliance with the policy is impractical or such variation is warranted in the circumstances of the case.

Following is a copy of Policy 10.3.4 Outbuildings taken from the current 2017 Shire of Wickepin Policy Manual.

10.3.4 OUTBUILDINGS

OBJECTIVE: Guide home owners in making arrangements for the development of outbuildings in accordance with Scheme provisions and Council policy. It is to guide Council in determining the appropriateness of outbuildings in the proposed location and of the type of proposed to ensure the retention of a high level of amenity for the area.

This policy is Council's adapted Local Planning – Outbuildings referred to in Sub-Clause 5.11.3 of Council's Town Planning Scheme. Under Sub-Clause 5.9 of the Scheme, Council shall have due regard to the provisions of this policy when determining an application for planning approval in addition to the relevant provisions of the Scheme. Under Sub-Clause 9.1.2 of the scheme an application for a planning approval issued under this policy shall be in the form of Schedule 7 to the Scheme.

10.3.4.1 RELEVANT SCHEME PROVISIONS

The construction of outbuildings falls within the definition of 'development' under the Town Planning and Development Act 1928 and requires planning approval in accordance with the procedures outlined in Part 9 of the Scheme except where it is considered 'permitted development'.

Under Clause 8.2 of the Scheme 'outbuildings' are considered 'permitted development' on a lot more than 2ha in area, provided that in rural residential zone it is within a defined building envelope which has been formally identified for the lot.

Outbuildings must be constructed in accordance with the provisions of the Building Code of Australia and this Local Planning Policy.

Clause 5.19 of the Scheme stipulates that:

- *In addition to a building licence, all development, including a single house will require an application for planning approval to be made to Council, unless it is within a defined building envelope accepted by Council.*
- *Only one dwelling will be permitted on any lot in the Rural Residential zone.*
- *Council may permit ancillary accommodation providing it is located within the same building envelope or building clearance area as the first or primary dwelling, or otherwise complies with the Residential Design Codes.*
- *Outbuildings in excess of 65m² floor area will not be granted planning approval on any lot within the Rural Residential zone, unless a single dwelling exists on the lot, or is to be constructed as the first stage of the development proposal.*
- *The minimum setbacks for dwellings, outbuildings, or any other structure shall be in accordance with the Development Table - General (Table 2) or as varied by the provisions of this Scheme.*

- *In the case where a lot has more than one street frontage, Council may at its discretion permit the construction of buildings nearer to the secondary street frontage nominated by Council, but not nearer than 10m to that street or streets.*
- *For the purposes of guiding subdivision and development in specific rural residential zones, the provisions set out in Schedule 11 (where different to Scheme Provisions) shall apply to the specified zones. Future subdivision will be required to generally accord with an Outline Development Plan prepared for the specified area referred to in Schedule 11 and such a plan of subdivision shall form part of the Scheme.*
- *Proposals for Rural Residential zones shall have due regard to Council's Local Planning Policy - Rural Residential Development.*

10.3.4.2 POLICY PROVISIONS

Within the Residential Zone of the Scheme Area, planning approval will be granted to outbuildings appurtenant to a dwelling provided the boundary setbacks and building construction requirements have been complied with, the building is of single storey construction and is located behind any dwelling on site. Non-masonry construction – where the total non-masonry outbuilding area does not exceed 55 square metres and the total outbuilding area does not exceed 75 square metres.

Masonry construction – where the total outbuilding area has walls constructed of the same materials and appearance as the house does not exceed 75 square metres and no parapet wall is greater in length than 8.0 metres.

Wall height of any outbuilding must not exceed 3.0 metres or gable roof construction must not exceed 4.0 metres.

An applicant may not construct a parapet wall construction on any boundary, the applicant will present Council with written agreement to the same by any affected adjoining landowner.

An applicant must provide Council with a written undertaking that the outbuilding constructed will only be used for the purpose permitted within the zone in which it is located, under the provisions of the Scheme.

Brick Construction – *garages, patios, pergolas, sheds and all other outbuildings except carports*

- *If attached to a dwelling, the outbuilding must be 1.0 metre from side boundaries with eaves not closer than 0.5 metres to a side boundary, measured from the outer edge of the gutter. Setback to the rear boundary to be as specified for the appropriate dwelling in the Zoning and Development provisions of the Scheme.*
- *If detached from a dwelling, the outbuilding shall be at least 1.0 metres clear of the dwelling, 1.0 metre from a side boundary, 1.0 metres from the rear boundary, with eaves not closer than 0.5 of a metre to a side boundary, measured from the outer edge of the gutter.*
- *A detached outbuilding may be constructed on a side or rear boundary subject to the requirements of the Building Code of Australia 1990*

Metal or wood framed construction – *garages, patios, pergolas, sheds and all other outbuildings except carports*

- *Garages, sheds and all other outbuildings except patios and pergolas are to be detached from and at least 1.0 metres clear of the dwelling and 1.8 metres clear of any leech drains. Clearance to side and rear boundaries must be a minimum of 1.0 metres and at least 1.2 metres to any septic tanks.*
- *Patios and pergolas are to be setback at least 1.0metre from any lot boundary unless otherwise approved by Council.*

Carpports

- Columns of brick or steel may be erected on a boundary provided no more than four columns are used and roofing including guttering is at least 0.5 metres clear of the boundary.
- Beams shall be steel where within 0.5 metres of a boundary and a dividing fence forming a side wall of the carport shall not be higher than 1.8 metres.
- Timber framed carports shall be sited 1.2 metres clear of all boundaries.

One of the other reasons this policy was rescinded was due to the following section:

11.3.2.2 POLICY PROVISIONS

All buildings to be constructed in the Rural Residential zone are to be of a material approved by Council and all roof and wall cladding to be finished in a non-reflective colour (preferably Colourbond).

Council removed the requirement for Colorbond as there were a number of residences in Rural Residential areas that actually have been built with Zincolume roofs.

If Council was to reinstate this policy the new Policy would need to be amended to read as follows:

LOCAL PLANNING POLICY DESIGN GUIDELINES FOR RESIDENCES IN RURAL RESIDENTIAL ZONE

OBJECTIVE: Ensure that the standard of a building to be built in the Shire of Wickepin's Rural Residential Zone is consistent with the existing amenity of the area and is to Council's satisfaction.

The Policy has been adopted by Council in accordance with the provisions of Part 3 and Part 4 of the Local Planning Scheme and Under Sub-Clause 3.2 (d) and 4.18 of the Local Planning Scheme. Council shall have due regard to the provisions of this policy when determining an application for planning approval in addition to the relevant provisions of the Scheme.

RELEVANT SCHEME PROVISIONS

All development in the Rural Residential Zone requires an application for planning approval to be made to Council.

Proposals for Rural Residential zones shall have regard to the following Local Planning Policies

10.3.2 LOCAL PLANNING POLICY DESIGN GUIDELINES FOR RESIDENCES IN RURAL RESIDENTIAL ZONE

10.3.3 TRANSPORTED AND RELOCATED DWELLINGS

10.3.4 OUTBUILDINGS

POLICY PROVISIONS

All buildings to be constructed in the Rural Residential zone are to be of a material approved by Council.

In addition:

- *No outbuildings over 65m² in area will be permitted unless a residence already exists on the block or the outbuilding is part of a residential approval and in any case outbuildings will not be permitted in front of the residential setback for the lot.*

- Houses must have a floor area minimum of 150m².
- Building materials are to be primarily brick, tile, timber or Colourbond or other materials satisfactory to the Council.
- Housing style is to be consistent with the prevailing housing style of the area.

Statutory Environment: Shire of Wickepin Policy Manual
Local Government Act 1995
Shire of Wickepin Local Planning Scheme No. 4
Shire of Wickepin Standing Orders

Policy Implications: Reinstatement of rescinded Policy

Financial Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to reinstate the following Policy into Council's 2017 Policy Manual:

11.3.2 LOCAL PLANNING POLICY DESIGN GUIDELINES FOR RESIDENCES IN RURAL RESIDENTIAL ZONE

Council may resolve:

1. To adopt the Officer's recommendation;
2. Or pass the following resolution

That the following Policy 11.3.2 LOCAL PLANNING POLICY DESIGN GUIDELINES FOR RESIDENCES IN RURAL RESIDENTIAL ZONE be reinstated into the 2017 Policy Manual

LOCAL PLANNING POLICY DESIGN GUIDELINES FOR RESIDENCES IN RURAL RESIDENTIAL ZONE

OBJECTIVE: Ensure that the standard of a building to be built in the Shire of Wickepin's Rural Residential Zone is consistent with the existing amenity of the area and is to Council's satisfaction.

The Policy has been adopted by Council in accordance with the provisions of Part 3 and Part 4 of the Local Planning Scheme and Under Sub-Clause 3.2 (d) and 4.18 of the Local Planning Scheme. Council shall have due regard to the provisions of this policy when determining an application for planning approval in addition to the relevant provisions of the Scheme.

RELEVANT SCHEME PROVISIONS

All development in the Rural Residential Zone requires an application for planning approval to be made to Council.

Proposals for Rural Residential zones shall have regard to the following Local Planning Policies

10.3.2 LOCAL PLANNING POLICY DESIGN GUIDELINES FOR RESIDENCES IN RURAL RESIDENTIAL ZONE

10.3.3 TRANSPORTED AND RELOCATED DWELLINGS

10.3.4 OUTBUILDINGS

POLICY PROVISIONS

All buildings to be constructed in the Rural Residential zone are to be of a material approved by Council.

In addition:

- No outbuildings over 65m² in area will be permitted unless a residence already exists on the block or the outbuilding is part of a residential approval and in any case outbuildings will not be permitted in front of the residential setback for the lot.
- Houses must have a floor area minimum of 150m².
- Building materials are to be primarily brick, tile, timber or Colourbond or other materials satisfactory to the Council.
- Housing style is to be consistent with the prevailing housing style of the area.

Recommendation:

That the Policy 11.3.2 Local Planning Policy Design Guidelines for Residences in Rural Residential Zone not be reinstated into the 2017 Policy Manual.

Voting Requirements: Simple majority

Resolution No 190717-22

Moved Cr Lang / Seconded Cr Allan

That the Policy 11.3.2 Local Planning Policy Design Guidelines for Residences in Rural Residential Zone not be reinstated into the 2017 Policy Manual.

Carried 5/2

Governance, Audit and Community Services

10.2.07 – CCZ WALGA – Local Government ACT 1995 and Regulations Review

Submission To: Ordinary Council
Location / Address: Whole Shire
Name of Applicant: WALGA CCZ
File Reference: GR.MEE.1414
Author: Mark J Hook, Chief Executive Officer
Disclosure of any Interest: Nil
Date of Report: 11 July 2017

Enclosure / Attachment: Nil

Background:

Council has received the following email from Bruce Wittber BHW Consulting on behalf of the Central Country Zone (CCZ) WALGA:

At the last Central Country Zone Meeting following a discussion on the proposed review of the Local Government Act and Regulations it was agreed as follows:

RESOLUTION: Moved: Cr Blight Seconded: Cr Crute

That

1. *the WALGA Recommendation be supported;*
2. *a working/advisory group be formed by the Central Country Zone Executive Committee to review in detail proposed changes applicable to (but not limited to) those issues listed in the Comment Section of the above Report, including the working relationships between CEO and Council, with recommendations being presented back to the Central Country Zone for its consideration;*
3. *the Central Country Zone Executive Committee be authorised, once the formal consultation schedule has been released, to call a Special Zone Meeting should that be the most appropriate way to ensure collective Zone input into the WALGA consultation process.*

CARRIED

The focus of this email relates to part 2 of the resolution about setting up a working group/advisory group.

The issues that were listed in the Zone Report referred to in part 2 are as follows:

The State Council agenda item lists a number of issues that have previously been identified including the following:

- a) *Gifts*
- b) *Regional Subsidiaries*
- c) *Rating Exemptions:*
 - *Charitable Purposes provisions,*
 - *Rate Equivalency Payments of Government Trading entities.*
- d) *Financial Management Issues:*
 - *Borrowings,*
 - *Investments*,*
 - *Fees and Charges,*
 - *Financial ratios*

(* Noting that Regulation 19C(2)(b) of the Financial Management Regulations, permitting fixed term deposits to be invested for up to 3 years, was amended on 12 May 2017)

e) *Administration:*

- *Electors' General Meetings to be optional,*
- *Designated Senior Officer section to be reviewed,*
- *Public Notices (modernisation of the Act to acknowledge electronic means).*

f) *Functions of Local Governments:*

- *Tender Thresholds,*
- *Establish Council Controlled Organisations (Local Government Enterprises),*
- *Regional Council provisions (review of compliance requirements).*

g) *Poll Provisions relating to amalgamations and boundary adjustments.*

- *The poll provisions contained in Schedule 2.1 of the Local Government Act should be extended to provide any community whose Local Government is undergoing a boundary change or amalgamation with the opportunity to demand a binding poll of with the opportunity to demand a binding poll of electors.*

In addition the Zone wished to include the working relationship between the Council and the CEO as it was seen as fundamental to the good governance of the local government.

With that background the Zone is now inviting nominations for appointment to the working group.

It is thought that the working group should be made up of a mix of elected members and CEOs. Whilst the resolution does not state the number it would seem that up to six members would be appropriate. The Executive Committee will then determine the final membership.

Whilst as Executive Officer, I will provide executive support, I am also aware that WALGA has indicated it is available to assist in the review process and may also be able to facilitate any sessions.

*As this matter may need to be considered by your Council I would hope that nominations for the working party should be with me **no later than Friday 28 July 2017**. This will enable some work to be undertaken during August for possible consideration at the September Zone meeting.*

Many thanks and any questions please don't hesitate to contact me.

Comment:

The Minister for Local Government recently confirmed the commencement of a review of the Local Government Act and associated Regulations. This will be the most comprehensive review since the commencement of the legislation in July 1996. The Minister has confirmed that the Act review process will take place in 2 stages and provided information on the key themes of issues to be considered, stating:

"The first will focus on modernising Local Government, with the policy work and consultation to be completed in 2017 with a Bill in 2018. Key topics in this phase will be increasing elector participation, electronic disclosure (making information more readily available), simplifying the disclosure of gifts and some reducing red tape provisions."

The theme for the second phase is delivering for the community, with the policy work and consultation to be completed in 2018 with a Bill in 2019. Key themes for this phase will be improving behaviour and relationships, increasing community participation, enabling local government enterprises, improving financial management and reducing red tape.

The following are the issues that the Minister's office has put forward:

Phase 1: 'Modernising local government' – 2017

- Increasing participation in local government elections
- Strengthening public confidence in local government elections
- Making information available online
- Restoring public confidence (includes the gift provisions)
- Reducing red tape
- Regional Subsidiaries

Phase 2: 'Services for the community' – 2018

- Increasing community participation
- Improving financial management
- Improving behaviour and relationships
- Reducing red tape

WALGA will be undertaking the following process in relation to the review of the Local Government Act and its Regulations.

The process WALGA will be undertaking is as follows:

1. Info pages will be distributed to Local Governments, followed by a Discussion Paper on issues that have been identified over the last 8 years including WALGA's advocacy positions resolved by the sector. This will include a request for Local Governments to submit additional items for consideration in the Act review process. Councils can submit individually or collectively through their Zone.
2. WALGA will hold Zone/regional group forums on the Act/Regulatory amendment suggestions may be held in-conjunction with a Zone meeting or separately.
3. Finalise feedback and provide recommendations on legislative and regulatory change through a State Council agenda item that would go through the Zones.

It is expected that this process will be carried out between July and November 2017 with the State Council item being considered at the 6 December meeting. The following key issues have previously been identified and will form part of the consultation process with the sector on Act amendments:

- a) Gifts
- b) Regional Subsidiaries
- c) Rating Exemptions:
 - Charitable Purposes provisions
 - Rate Equivalency Payments of Government Trading entities
- d) Financial Management Issues:
 - Borrowings,
 - Investments
 - Fees and Charges

- Financial ratios
- e) Administration:
- Electors' General Meetings to be optional,
 - Designated Senior Officer section to be reviewed,
 - Public Notices (modernisation of the Act to acknowledge electronic means).
- f) Functions of Local Governments:
- Tender Thresholds,
 - Establish Council Controlled Organisations (Local Government Enterprises),
 - Regional Council provisions (review of compliance requirements).
- g) Poll Provisions relating to amalgamations and boundary adjustments.
- The poll provisions contained in Schedule 2.1 of the Local Government Act should be extended to provide any community whose Local Government is undergoing a boundary change or amalgamation with the opportunity to demand a binding poll of electors.

Statutory Environment: Local Government Act 1995

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to nominate a Councillor and/or its CEO to the CCZ working/advisory group being formed, to review in detail proposed changes applicable to Local Government Act 1995 and appropriate regulations, with recommendations being presented back to the Central Country Zone for its consideration.

Recommendation:

That Council nominate the following representatives to be on the CCZ working/advisory group for the review of the Local Government Act 1995 and appropriate regulations.

Cr _____
CEO Mr Mark J Hook

Voting Requirements: Simple majority

6.07pm – CEO Mark Hook, MWS Peter Vlahov and ESO Leah Taylor departed the Chambers due to the upcoming agenda items being behind closed doors.

Governance, Audit and Community Services

10.2.08 – Matters behind Closed Doors

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	Personnel
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Chief Executive Officer and Manger of Works
Date of Report:	29 June 2017

Enclosure / Attachment: Nil

Background:

The Chief Executive Officer Performance Review and Annual salary renewal is due as part of the 2017/2018 Budget processes.

Comment:

As this matter is of a sensitive nature and Council is discussing staff performance and salaries these matters should be discussed behind closed doors under section 5.23 (2)(b) *Local Government Act 1995*.

Statutory Environment:

Local Government Act 1995

5.23. Meetings generally open to public

- (1) Subject to subsection (2), the following are to be open to members of the public —
 - (a) all council meetings; and
 - (b) all meetings of any committee to which a local government power or duty has been delegated.
- (2) If a meeting is being held by a council or by a committee referred to in subsection (1)(b), the council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following —
 - (a) a matter affecting an employee or employees;
 - (b) the personal affairs of any person;

Local Government Administration Regulations 1996

18B. Matters to be included in contracts for CEO's and senior employees — s. 5.39(3) (c)

For the purposes of section 5.39(3) (c), a contract governing the employment of a person who is a CEO, or a senior employee, of a local government is to provide for a maximum amount of money (or a method of calculating such an amount) to which the person is to be entitled if the contract is terminated before the expiry date, which amount is not to exceed whichever is the lesser of —

- (a) the value of one year's remuneration under the contract; or
- (b) the value of the remuneration that the person would have been entitled to had the contract not been terminated.

[Regulation 18B inserted in Gazette 13 May 2005 p. 2086.]

Policy Implications: Nil

Financial Implications: Cost of negotiated increases.

Strategic Implications: Not applicable.

Summary: Not applicable.

Recommendation:

That Council close this section of the Meeting to the Public under section 5.23 (2)(b) Local Government Act 1995 as it contains matters affecting an employee or employees.

Voting Requirements: Simple majority

Resolution No 190717-23

Moved Cr Allan / Seconded Cr Astbury

That Council close this section of the Meeting to the Public under section 5.23 (2)(b) Local Government Act 1995 as it contains matters affecting an employee or employees.

Carried 7/0

Governance, Audit and Community Services

10.2.09 – Chief Executive Officers – Annual Performance Appraisal 2017

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	Personnel File
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Financial CEO performance Review
Date of Report:	29 June 2016

Enclosure / Attachment:

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

Background:

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

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

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

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

Comment:

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

Statutory Environment: *Local Government Act 1995.*

Policy Implications: Nil.

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

Strategic Implications:

Provide personal development opportunities for elected members and staff.

Identify the need and provide training opportunities for all staff.

Provide necessary resources annually and offer the opportunity for elected members to take part in development programs.

Ensure that efficient use of elected members time by the regular review of the meeting process.

Summary:

Council is being requested to adopt the 2016/2017 CEO performance review and set the KPI's for 2017/2018.

Recommendation:

That Council:

1. Notes that Mr Mark Hook's Performance Review in his role as Chief Executive Officer for the Shire of Wickepin for 2016/17 has been undertaken;
2. Endorses Mr Hook's overall rating of 'Satisfactory';
3. Schedules the next review of the CEO's performance to be undertaken and completed in the week commencing 19 March 2018;
4. Endorses the Key Result Areas for the 2017/18 appraisal period; and
5. Considers an adjustment to the CEO's annual total reward package in accordance with Clause 9 of the contract of employment, and the determination of the Salaries and Allowances Tribunal of 11 April 2017 (effective from 1 July 2017).

Voting Requirements: Simple majority.**Resolution No 190717-24****Moved Cr Lansdell / Seconded Cr Allan**

That Council:

1. Notes that Mr Mark Hook's Performance Review in his role as Chief Executive Officer for the Shire of Wickepin for 2016/17 has been undertaken;
2. Endorses Mr Hook's overall rating of 'Satisfactory';
3. Schedules the next review of the CEO's performance to be undertaken and completed in the week commencing 19 March 2018;
4. Endorses the Key Result Areas for the 2017/18 appraisal period; and
5. Considers an adjustment to the CEO's annual total reward package in accordance with Clause 9 of the contract of employment, and the determination of the Salaries and Allowances Tribunal of 11 April 2017 (effective from 1 July 2017).

Carried 7/0

CONFIDENTIAL

Governance, Audit and Community Services

10.2.10 – Chief Executive Officers – Annual Review

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	Personnel File
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Financial - Mark J Hook, Chief Executive Officer is author of report
Date of Report:	29 June 2017

The CEO Mark Hook tabled the new WALGA Employee Relations Vehicle Values Reassessed for 2017 showing the Holden Trailblazer LT 4x4 as an SUV All Terrain with a unrestricted private use value of \$14,779.

Resolution No 190717-25

Moved Cr Lang / Seconded Cr Lansdell

That Council increase the Current Chief Executive Total Salary Package to the following as of the first pay period on or after the 1st July 2017

6.2 Total Reward Package Components

The components of the Total Reward Package are:

6.2	salary (cash component)	\$124,000 per year;
6.3	The benefit value of the provision of a motor vehicle for private use	\$14,779 per year;
6.4.1	Superannuation 9.5%	\$ 11,783 per year
6.5.1	Housing Allowance	\$ 7,650 per year
6.5.2	Housing Utilities	Up to \$ 5,000 per year
Total:		\$163,240 per year

Carried 7/0

Resolution No 190717-26

Moved Cr Lasndell / Seconded Cr Astbury

That Council come out from behind closed doors.

Carried 7/0

6.16pm – The CEO, MWS and ESO returned to the Chambers.

Governance, Audit & Community Services

10.2.11 – 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:	10 July 2017

Enclosure / Attachment: Nil

Background:

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

Monday 25th September to Friday 6th October 2017 (School Holidays)

Comment:

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

7. LEAVE ENTITLEMENTS

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

7.1 Annual Leave

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

7.2 Long service leave

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

7.3 Personal leave

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

due to personal illness or injury (sick leave); or for the purposes of caring for an immediate family or household member who is sick and requires the Chief Executive Officer's care and support (carer's leave); or for an unexpected emergency affecting the member; or because of the serious illness, injury or death of an immediate family or household member (bereavement leave)

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

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

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

7.4 Parental leave

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

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

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

7.5 Public holidays

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

7.6 Executive, Community Service and Study Leave

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

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

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

Policy Implications:

2.1.18 ACTING CHIEF EXECUTIVE OFFICER

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

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

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

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

Financial Implications: Nil - Allowed for in Budget.

Strategic Implications: Nil

Summary:

Council is being requested to allow the Chief Executive Officer to take Leave from Monday 25 September to Friday 6 October 2017.

Recommendation:

That Council allow the Chief Executive Officer to take Leave from Monday 25 September to Friday 6 October 2017.

Voting Requirements: Simple Majority

Resolution No 190717-27

Moved Cr Lang / Seconded Cr Allan

That Council allow the Chief Executive Officer to take Leave from Monday 25 September to Friday 6 October 2017.

Carried 7/0

Governance, Audit and Community Services

10.2.12 – Wickepin Community Resource Centre - Bee Hotels located in Wickepin Shire Gardens

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Wickepin CRC
File Reference:	ED.LIA.809
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	10 July 2017

Enclosure / Attachment: Nil

Background:

Council has received the following email from Jodi Thompson at the Wickepin CRC:

The Wickepin Community Resource Centre were successful in receiving a grant for science week 2017. For Science Week this year we have decided to do an information session on Native Bees and their importance to our Eco System. This information session will be run by Tracy Lansdell at Green Tree Naturopathy, and will be followed by hands on activity on making Bee Hotels. There will only be 15 Bee Hotels made. The Bee hotels structures will be made by The He Shed She Shed group. We were wondering if it was possible to have some of the Bee Hotels located in Wickepin Shire Gardens, around the shire. The Native Bees are not aggressive like their Honey Bee Cousins and do not pose an increased risk of Anaphylaxis. If you would like more Information on Our Native Bee Information session or to discuss further the Native Bee Hotels and housing them in our community, please do not hesitate to contact me at the Wickepin Community Resource Centre. Or if you would like more Information on the Native Bees and placing bee hotels in our community you can contact Tracy Lansdell at Green Tree Naturopathy.



Materials:

1. The community shed will only be making the frames. I will be supplying the bamboo and drilled wood to fill each hotel on the day.
2. The wood needs to be untreated and preferably a hardwood that will last outdoors.
3. They can be painted afterwards or left natural.

You'll need five pieces of wood from around 2.5cm thick

- 2 sides – each 20cm x 15cm
- 1 base – 15cm x 15cm
- 1 overhanging top for protection – 18cm x 15cm
- 1 back with a pilot hole for mounting (drill with a 2/32 bit) – 30cm x 15cm

I have attached the Instructions for the Native Bee Hotels as it has the size and what they are made out of. I have also emailed the playgroup and the schools to see if we can locate some in their gardens as well. I was hoping to locate them may be in the garden at the Facey Homestead the garden outside the shire Office building , along the walk trail in Harrismith and some In Yealering May be at the Park near the Hotel? and around the lake.

Comment:

The Chief Executive Officer cannot see any reason why the Native Bee Hotels could not be placed within the following gardens:

- Albert Facey Homestead Gardens
- Wickepin Shire Administration office gardens
- Wickepin Heritage Walk Trails
- Harrismith Walk Trails
- Around Lake Yealering

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: No cost to the Shire of Wickepin

Strategic Implications: Nil

Summary:

Council is being requested to give permission to the Wickepin CRC to place Native Bee Hotels within the following gardens:

- Albert Facey Homestead Gardens
- Wickepin Shire Administration office gardens
- Wickepin Heritage Walk Trails
- Harrismith Walk Trails
- Around Lake Yealering

Recommendation:

That Council give permission to the Wickepin CRC to place Native Bee Hotels within the following gardens in the Shire of Wickepin:

- Albert Facey Homestead Gardens
- Wickepin Shire Administration office gardens
- Wickepin Heritage Walk Trails
- Harrismith Walk Trails
- Around Lake Yealering

Voting Requirements: Simple majority

Resolution No 190717-28**Moved Cr Astbury / Seconded Cr Easton**

That Council give permission to the Wickepin CRC to place Native Bee Hotels within the following gardens in the Shire of Wickepin:

- Albert Facey Homestead Gardens
- Wickepin Shire Administration office gardens
- Wickepin Heritage Walk Trails
- Harrismith Walk Trails
- Around Lake Yealering

Carried 7/0

Governance, Audit and Community Services

10.2.13 – Shire of Narrogin – Provision of Health, Building and Planning Services

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	LD.CN.10, CM.CTR.1
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	12 July 2017

Enclosure / Attachment: Nil

Background:

Mr Allan Ramsay Council's Health Building Surveyor has tendered his resignation with the Shire of Wickepin.

Please be advised that I shall be resigning from my position as the Shire Environmental Health Officer/Building Surveyor effective from 22 June 2017. I believe that one month's notice is required; therefore my last three days work will be in July 2017.

I wish to thank all staff and Council for all their support and providing a very happy work environment over the past 13 years, apart from a two year break in between. I have noticed many positive changes within the Shire over this period and it is very satisfying to have been part of the team.

Comment:

The Chief Executive Officer has held discussions with the CEO Mr Aaron Cook of the Shire of Narrogin to see if they would be able to contract these services to the Shire of Wickepin.

Mr Azhar Awang Executive Manager Development & Regulatory Services Shire of Narrogin has offered the following services to the Shire of Wickepin:

- Building Services - \$70 per hour (including travel time) travel @ \$0.85 per kilometre
- Planning Services - \$70 per hour (including Travel Time) travel @ \$0.85 per kilometre
- Environmental Health Services - \$70 per hour (including Travel Time) travel @\$0.85 per kilometre

Based on the amount of hours and expenses from the 2016/2017 financial year the anticipated cost for the service from the Shire of Narrogin is anticipated to be:

1. 6902 – Building Services \$15,000
2. 2282 – Health Inspection \$10,000

These amounts have been placed in the 2017/208 Budget estimates.

Statutory Environment:**Local Government Act 1995****Building Act 2011****17. Uncertified application to be considered by building surveyor**

- (1) A permit authority must refer to a building surveyor an uncertified application if the application complies with section 16.

Health (Miscellaneous Provisions) Act 1911

- (2A) A reference in a provision of this Act to an authorised officer is a reference to a person designated as an authorised officer under the Public Health Act 2016 section 24(1) whose designation has effect for the purposes of that provision.

Public Health Act 2016*Designation of authorised officers*

- (1) An enforcement agency may designate a person or class of persons as authorised officers —
- (a) for the purposes of this Act or another specified Act; or
 - (b) for the purposes of the specified provisions of this Act or another specified Act; or
 - (c) for the purposes of the provisions of this Act or another specified Act other than the specified provisions of that Act.

Policy Implications: Nil

Financial Implications:

The cost of the previous health and building services under salaries and wages including superannuation annual and long service leave was as follows.

		IE CODE	ACTUAL 16/17
07	HEALTH ADMIN & INSPECTIONS		
2282	OPERATING EXPENDITURE		
	Group Regional Scheme		
	Salary & Travel Expenses	01	
	Superannuation	20	9,957
13	BUILDING CONTROL		
6902	OPERATING EXPENDITURE		
	Group Regional Scheme		
	Salary & Travel Expenses	01	
	Superannuation	20	9,839

Strategic Implications: Nil

Summary:

Council is being requested to appoint the Shire of Narrogin to undertake its future Health, Building and Planning requirements under a contract arrangement at the following costs:

- Building Services - \$70 per hour (including travel time) travel @ \$0.85 per kilometre
- Planning Services - \$70 per hour (including Travel Time) travel @ \$0.85 per kilometre
- Environmental Health Services - \$70 per hour (including Travel Time) travel @\$0.85 per kilometre

Recommendation:

That the Shire of Wickepin appoint the Shire of Narrogin to undertake all of its Health, Building and Planning requirements under a contract arrangement at the following costs:

- Building Services - \$70 per hour (including travel time) travel @ \$0.85 per kilometre
- Planning Services - \$70 per hour (including Travel Time) travel @ \$0.85 per kilometre
- Environmental Health Services - \$70 per hour (including Travel Time) travel @\$0.85 per kilometre

Voting Requirements: Simple majority

Resolution No 190717-29

Moved Cr Allan / Seconded Cr Lang

That the CEO advertises for the provision of building services, planning services and environmental health services for the Shire of Wickepin.

Carried 7/0 /

The resolution differed from the Officers recommendation as Council felt that the position should be advertised.

Governance, Audit and Community Services

10.2.14 – Tincurrin Hall Community Consultation - 2017

Submission To:	Ordinary Council
Location / Address:	Tincurrin Hall Vested Reserve 18104, Tincurrin LOT 7
Name of Applicant:	Mark J Hook Chief Executive Officer
File Reference:	CP.MAI.569 / CP.A&D.501
Author:	Mark J Hook Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	12 July 2017

Enclosure / Attachment: Nil

Background:

At the Ordinary meeting of Council held on the 19 April 2017 Council passed the following resolution:

Resolution No 190417-13

That Council consult with the Tincurrin Community on any proposal to offer the Tincurrin Hall for demolition, sale, or removal from its current site.

Comment:

The CEO finalised the consultation documents and posted out the following on the 2nd June 2017.
Council received 14 submission forms by the due date and following is a breakdown of the submissions received.

Dear Sir / Madam

COUNCIL SEEKS COMMENTS ON THE TINCURRIN HALL

The Shire of Wickepin is in receipt of an offer for the sale and removal of the Tincurrin Hall from its present site, Vested Reserve 18104, Tincurrin LOT 7.

Prior to making any decision on the Tincurrin Hall, the Shire of Wickepin is writing directly to the community seeking comments on the future of the Tincurrin Hall.

*A comment form has been enclosed so that you can provide your comments and views regarding the Tincurrin Hall. Please provide your comments in writing **prior to 4:00pm Friday 30 June 2017.***

Please forward the completed comment form to:

*Chief Executive Officer
Shire of Wickepin
PO Box 19
WICKEPIN WA 6370*

Alternatively you can email comments to admin@wickepin.wa.gov.au

Should you have any queries in relation to the application please do not hesitate to contact Mr Mark Hook at the Shire of Wickepin on 08 9888 1005



COMMENT FORM

Location: Tincurrin Hall Vested Reserve 18104 for Agricultural Hall, vested 15/06/1966, Tincurrin LOT 7.

Back ground

At its Ordinary Meeting of Council held on the 19 April 2017, the Shire of Wickepin passed a resolution authorising the Chief Executive Officer to undertake Community Consultation prior to making any decision on the future of the Tincurrin Hall.

The Tincurrin Hall is in a state of disrepair and requires an investment of approximately \$175,000 to \$200,000 to bring the hall up to current Public Building Standards.

In 2015 the Shire of Wickepin surveyed local community members on the future needs of its halls. The Shire of Wickepin received 77 responses representing 10% of the population.

Following is a summary of the received comments regarding the Tincurrin Hall.

- The safety of the halls was generally considered to be very safe although 9 of the respondents considered the Tincurrin Hall to be very to extremely unsafe.
- The maintenance of the halls was generally regarded as good. A higher proportion of respondents regarded the maintenance of the Tincurrin Harrismith halls to be poor to very poor.
- Comments regarding future improvements to the Tincurrin Hall varied and ranged from doing nothing to completely rebuilding the hall. The majority of responses suggested that something should be done in the next 1-4 years.
- The majority of responses regarded the Wickepin, Yealering and Harrismith Halls as still being needed by the community with opinions divided 50% for and 50% against the need for the Tincurrin Hall.
- The future of the Tincurrin hall was a vexed question for survey participants with responses ranging from maintain in current state to demolish the hall.

The Shire of Wickepin has received an offer for the sale and removal of the Tincurrin Hall but prior to making any decision on the fate of the Tincurrin Hall the Shire of Wickepin is writing directly to the community seeking any comments on the future of the Tincurrin Hall.

Name: _____

Postal Address: _____

Phone Number: _____

COMMENTS:

I would like to see the Tincurrin Hall:

- Upgraded at a cost of \$175,000 to 200,000
- Sold privately
- Sold by public tender
- Sold by public tender but kept in the Tincurrin area
- Other

Tincurrin Hall Replies

Upgraded at a cost of \$175,000 to 200,000	Sold Privately	Sold by public tender	Sold by public tender but kept in the Tincurrin area	Other
2	3	3	3	3

Comments

"We would like to see the hall maintained for heritage value and history, but are aware of the impracticality of spending \$200,000 on a building that is not used, and unlikely to be used. If it is possible to rezone the land and sell the building on site it would be a reasonable compromise as moving the building would be an almost impossible exercise. We are reluctant to suggest a committee to maintain the premises as we will be retired soon and will not be actively involved in the town."

"I am sorry I am unable to be more specific. I am happy for the hall to be sold as long as it is not sold for too little just because someone is willing to purchase it. I would like to see it sold for a good use and would hate to see it demolished. If it is removed, I would hope the remaining site would be left neat and tidy."

"Here at Tincurrin we love our old hall and would very much like to see it stay where it is and not sold or demolished. Gone are the days where we need it as a fully functioning hall, but we see it as an important land mark for Tincurrin and a very special historical building. Tincurrin Hall is one of the last weather board halls to survive. I would like to propose that the hall welfare and upkeep maintenance be handed to the Tincurrin Historical Group. There are other buildings that need saving like the Keeping Homestead, one of the oldest houses in our area. I believe this would be a cost effective way of keeping the hall for future generations. Every 5 to 10 years the same topic of the Tincurrin Hall comes up, when the shire looks at how much they spend on all the other halls and the thought is if we knock down the Tincurrin Hall it will somehow fix the budget. Remember that two thirds of the rates come from out this way, we don't receive that much and we don't ask for much. Please don't take our Hall away from our community."

"There are very few halls of that vintage if any left in WA. It would be worthwhile talking to the heritage council about possible preservation. In the meantime perhaps a small investment in maintaining the hall in its present state with community support could be an option."

"What a waste spending money on something rarely used. Sell!!"

"Heritage grant? Shame to see it go as there are no other buildings as old in the area. Prefer to see it sold to a life-long local if it is sold."

"As much as I hate to see it go, I can't see any point spending money on it to sit idle. Now the school has gone no useful purpose. I believe public tender is the fairest way to dispose of it."

"Mark if the Shire has as you indicate received an offer to purchase and relocate the building we would fully endorse your actions."

"I think the hall could be fixed up due to the fact that CEO Mark said its not allowed to be done by community I think the cost would be very high. The reason given is about covering the insurance for volunteers. Maybe we could look for a small transportable to suit the purpose and go to Lotteries or Royalties for Regions."

"Mark, we are happy to see the hall go to someone who might make good use of it."

"Dear Mark, Thanks for the opportunity to comment on the old Tinny Hall, you will note I spell it with a K – did you know that the state spelt it with a k and the feds with a c – and im not all that enraptured with the feds so I stick to the K. It is some time now since I was a member of the Tinkurrin community so I would take notice of what THEY say. I don't know how much it is used now the school has gone. I do know there is a nice facility up the line a bit at the golf club. I do know that I had some great times in the Tinny Hall in years gone by. I don't know if it is a good thing to be nostalgic. Thanks again for giving an old bloke the chance to have a say, and don't forget to tell them they could get Tinkurrin North graded a good few times for \$200k."

"We are happy to support the general local feeling with this issue. Its great if it can be utilised with whatever decision is made."

"Too much of our heritage is being destroyed. If the repair/renovation/upgrade is affordable by the community then upgrade. Even introduce a levy for 5-10 years to (partially) meet cost. Chances are ill never get to see Tincurrin again – sadly – however prepared to financially contribute."

Council has a number of options for the Tincurrin Hall and they are as follows:

1. Offer the Hall for sale and removal
2. Offer the Hall to the Tincurrin Community (no upkeep by Council)
3. Keep the Hall as a heritage building in its current state

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Sale of Tincurrin Hall

Strategic Implications: Nil

Summary:

Council is being requested to make a decision regarding the Tincurrin Hall.

Recommendation:

That the Shire of Wickepin offers the Tincurrin Hall for sale and removal from Vested Reserve 18104, Tincurrin LOT 7.

Voting Requirements: Simple majority

Resolution No 190717-30

Moved Cr Easton / Seconded Cr Lang

That the Shire of Wickepin offers the Tincurrin Hall for sale and removal from Vested Reserve 18104, Tincurrin LOT 7.

Carried 4/3

Cr Russell, Cr Astbury and Cr Hinkley wished their votes against the resolution be recorded.

6.32pm – ESO Leah Taylor departed the Chambers.

6.33pm – ESO Leah Taylor returned the Chambers.

Governance, Audit and Community Services

10.2.15 – WALGA - Perth Stadium Tour

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	WALGA
File Reference:	GR.SL.1452
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	11 July 2017

Enclosure / Attachment: Nil

Background:

Council has received the following email from Ulrike Wolter, Marketing & Events Officer WALGA:

Your council has been successful in the ballot draw and has been allocated ONE seat on the Perth Stadium Tour on Thursday, 3 August at 2.00pm.

The following Delegates have expressed interest in the tour. It will be up to the council to decide who will be participating. Please nominate ONE person by Friday, 21 July and advise me by return email.

<i>Perth Stadium - Thursday</i>	<i>Wes Astbury</i>
<i>Perth Stadium - Thursday</i>	<i>Geraldine Hinkley</i>
<i>Perth Stadium - Thursday</i>	<i>Grayden Lang</i>
<i>Perth Stadium - Thursday</i>	<i>Allan Lansdell</i>

Please note:

- The Perth Stadium is a construction site and for safety reasons wheelchairs or prams are not permitted. All tour attendees must be of reasonable fitness and able to walk around the site unaided.*
- Attendees will be required to depart during the preceding refreshment break*
- Attendees must attend a site safety induction, complete the Multiplex Site Induction Form and wear the supplied Personal Protective Equipment (PPE) before the tour takes place*
- All attendees are required to wear long sleeves and long pants. Hard hats, high visibility vests and steel capped safety boots can be provided.*
- Attendees on the site tour will not be permitted to take photos or video whilst on the tour.*

Comment:

Council needs to decide who will be attending the Perth Stadium Perth Stadium Tour on Thursday, 3 August at 2.00pm.

Council may wish to hold a ballot by utilising the blue spherical spheres used for Annual Elections or Council may just wish to decide who attends.

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to decide who will be attending the Perth Stadium Tour on Thursday, 3 August at 2.00pm as part of Local Government Week.

Recommendation:

That Council nominate the following representatives to attend the Perth Stadium Perth Stadium Tour on Thursday, 3 August at 2.00pm as part of Local Government Week.

Cr _____

Voting Requirements: Simple majority

Resolution No 190717-31

Moved Cr Astbury / Seconded Cr Lansdell

That Council nominate the following representatives to attend the Perth Stadium Perth Stadium Tour on Thursday, 3 August at 2.00pm as part of Local Government Week:

Cr Lang

Carried 7/0

Governance, Audit and Community Services

10.2.16 – WALGA – ESL Levy Review

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	FM.LEV.1213 / GR.SL.1452
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	8 August 2016

Enclosure / Attachment: Review of the Emergency Services Levy - Draft Report

Background:

Council has received the following email from Melissa Pexton Manager Emergency Management WALGA:

The Economic Regulation Authority released its draft report of the Review of the Emergency Services Levy (ESL) on Friday 7 July 2017. You are able to view the full report [here](#).

The draft report is the culmination of all submissions made to the ERA in the first phase of consultation. WALGA developed a submission on behalf of members with strong engagement resulting in participation from over 80% of councils.

Our preliminary analysis of the recommendations shows that the ERA have acknowledged a number of important issues raised in WALGA's submission, including:

- *The need for greater transparency and accountability about how money is spent on emergency services.*
- *Recognition that the agency that advises the Minister for Emergency Services on ESL revenue and rates should not benefit from the ESL.*
- *A recommendation that the oversight function of the ESL should be removed from the Department of Fire and Emergency Services (DFES) and given to the Office of Emergency Management (OEM), to provide a level of transparency and introduce accountability to those agencies responsible for delivering emergency services to communities throughout Western Australia.*
- *It was pleasing to hear that the ERA considered the main purpose of the ESL is to enable all Emergency service workers to be ready to respond to emergencies across the state. This includes the ESL funding preparedness activities that have community wide benefits or which involve coordination of prevention across tenure.*
- *A recommendation that Local Governments should be compensated for the cost of collecting ESL revenue (including the costs of recovering unpaid debts and any ESL revenue that cannot be recovered)*
- *The ERA were asked to review to what extent the ESL should be available to fund a Rural Fire Service, and what effect that would have on how much people pay for emergency services.*
 - *The draft report has highlighted models ranging from \$4.2 million to \$560 million*
 - *WALGA are pleased to see rigorous models and tangible figures provided to government to inform their decision making on a rural fire service.*

NEXT STEPS

The ERA are again opening a consultation period for submissions to be made against the draft report closing on 11 August 2017. All feedback collected during this period will inform the final report that will be tabled with the Treasurer by 29 September 2017.

WALGA will again facilitate the development of a submission to the ERA, who have requested that where possible, the sector put forward a clear unified position on the key recommendations. Local Governments are able to provide their own submission, as some did in the first phase of the review. It is important to note, the ERA is an independent statutory authority established by the Parliament of Western Australia. They work independently of industry, government and other interests to ensure decisions and recommendations are free from bias. The Economic Regulation Authority Act 2003 articulates legislative obligations for the ERA and its Minister. Of interest to members is that the final report produced by the ERA is to be laid before each House of Parliament within 28 days after the Minister receives the report. (ERA Act 2006, s.26 (6)). WALGA encourage all members to feed into the ERA process so that it can be dealt with by the government in a formal manner.

ACTION REQUIRED

In order to prepare a final submission to the ERA, WALGA are requesting your support in facilitating a response from your Local Government. Attached to this email is a template for you to complete in consultation with relevant personnel within your organisation. Instructions are provided on the first page of the template. All templates need to be returned by C.O.B Wednesday 26 July 2017 via email: mpexton@walga.asn.au

The public submissions to the ERA close on the 11 August 2017. To this end, our sector is working to some tight milestones which are listed below.

Key milestones

<i>ESL Milestones</i>	
<i>Actions</i>	<i>Due Date</i>
WALGA provide template for Local Governments	12 July 2017
Templates returned to WALGA	26 July 2017
WALGA Convention <ul style="list-style-type: none"> • presentation by ERA • pop up policy booth - ESL Review 	5 August 2017 4/5 August 2017
WALGA collate and draft response to ERA	8-10 August 2017
WALGA submission to the ERA	11 August 2017

Information and emails have been provided to all State Councillors, CEOs and Elected Members today and updates will be provided via LG News and Councillor Direct in the coming weeks.

Comment:

WALGA is requesting Council to fill out the following response form on the review of the ESL levy and forward it back to WALGA by the C.O.B 26 July 2017 to mpexton@walga.asn.au:

Local Government Name : <i>insert LG name</i>		
Completed by : <i>insert name and position</i>		
Contact email : <i>insert contact email for person listed above</i>		
Contact Number : <i>insert contact phone number for person listed above</i>		
KEY RECOMMENDATIONS	SUGGESTED POSITION	WALGA COMMENT
Recommendation 1 - Basic Structure of the ESL system should be retained. (Ch6)	SUPPORT	<p>WALGA supports the Economic Regulation Authority (ERA)'s assessment of the ESL structure against the key taxation principles of Equity, Efficiency and Fairness.</p> <p>While the ERA notes that the ESL is effective to the extent that it raises sufficient revenue to fund services because it is set by Department of Fire and Emergency Services (DFES)' budget each year, WALGA considers that additional investigation is necessary to ensure that the required level of revenue set by DFES is appropriate. WALGA considers that this is not likely to be the case, given that significant emergency management activities which meet the criteria for funding under the ERA's proposed framework (e.g. prevention activities) funded by Local Government from their own revenues.</p>
Local Government position		Local Government comment:
Recommendation 2 - Gross rental value should be retained as the basis for calculating ESL rates. (Chapter 6)	SUPPORT	<p>WALGA members had raised the possibility of using Unimproved Value on some land areas and sought further investigation of the viability of this method by the ERA. WALGA accepts the findings of the ERA report that GRV remains the most appropriate method.</p> <p>It is recognised that Unimproved Value is less equitable than other bases, since it does not take capacity to pay into account (on the basis that people with buildings and other property improvements will generally have a greater capacity to pay). Additionally, it ignores the fact that property owners with buildings and other property improvements also have more assets at risk.</p> <p>WALGA also accepts that GRV is integrated with Local Government rating systems and therefore reduces administration costs.</p>
Local Government position		Local Government comment:
Recommendation 3 - The agency that advises the Minister for Emergency Services on ESL revenue and rates should not benefit from the ESL. (Chapter 8)	SUPPORT	WALGA support this recommendation as an important step to improve the transparency of the ESL funding distribution, and to restore confidence in the system.
Local Government position		Local Government comment:
Recommendation 4 - The Office of Emergency Management should be given the oversight functions for advising the Minister for Emergency Services on the amount of ESL revenue required, and the ESL rates. (Chapter 8)	SUPPORT	WALGA supports the Office of Emergency Management (OEM) assuming the role of advisory to the Minister for the ESL. The OEM is an appropriate body for this function to the extent that it is independent (as per recommendation 5 below), and can provide sector expertise in considering funding allocations and requirements. The Local Government sector will be interested to know if the OEM will be the single point of contact or will DFES still maintain the Local Government Grants Scheme?

Local Government position		Local Government comment:
Recommendation 5 - The Office of Emergency Management should be made independent of the Department of Fire and Emergency Services. It should report directly to the Minister for Emergency Services rather than the Fire and Emergency Services Commissioner. (Chapter 8)	SUPPORT	WALGA supports the independence of the OEM to support recommendation 4. This will also have other benefits for the Emergency Management (EM) sector with assurance and other functions being able to be undertaken by the OEM in a fully transparent environment.
Local Government position		Local Government comment:
Recommendation 6 – the Office of Emergency Management should oversee how the Department of Fire and Emergency Services (and a rural fire service if established): a) Allocates ESL funds to stakeholders; and b) Spends its share of the ESL funds (Chapter 8)	SUPPORT	WALGA have advocated for ten years that the ESL should not be administered by the agency who is also a beneficiary. WALGA support that the OEM should oversee how the DFES (and a rural fire service if established): a) Allocates the ESL funds b) Spends its share of the ESL funds.
Local Government position		Local Government comment:
Recommendation 7 – The Office of Emergency Management should be the body of appeal for ESL related issues, and the Fire and Emergency Services Commissioner’s appeal role should be revoked. (Chapter 8)	SUPPORT	WALGA support the OEM being the body of appeals for ESL related issues, creating independence from DFES and ensuring total transparency and confidence in the appeals system.
Local Government position		Local Government comment:
Recommendation 8 – The Department of Treasury should undertake a review of the Department of Fire and Emergency Services’ structure, resources and administration costs to determine whether services are efficiently delivered. (Chapter 8)	SUPPORT	Ensuring efficient service delivery is an important starting point to determine the appropriate level of ESL funding required. Improving the efficiency of DFES service delivery may mean that additional emergency services activities that are currently funded from Local Government’s own revenue could be funded without raising the existing rate of the ESL. In consultation with members, there was overwhelmingly support for greater transparency around the administration and distribution of the ESL. Many respondents believed that all information should be made public. Some options to improve processes included auditing, annual reporting, or independent review.
Local Government position		Local Government comment:
Recommendation 9 - The ESL should be used to fund prevention undertaken by the Department of Fire and Emergency Services, bush fire brigades and State Emergency	SUPPORT	WALGA supports this recommendation to the extent that the Local Government Grants Manual is reviewed including the current eligible and ineligible items lists. The ERA have provided the following examples of prevention activities that might be funded by the ESL:

Service units that have community-wide benefits or which involve coordination of prevention across land tenures. (Chapter 3)		<ul style="list-style-type: none"> prevention planning – for example, undertaking risk assessments, the development of plans for conducting prevention, and developing and maintaining tenure-blind databases on where prevention activities need to be conducted; oversight – such as covering the costs of ensuring that property owners are complying with their legal obligations; and public infrastructure – providing infrastructure that protects communities at large (for example, community bushfire shelters), but not infrastructure that solely protects individual properties. <p>Members are requested to provide examples from the sector on specific activities that would meet this criterion.</p>
Local Government position		Local Government comment:
Recommendation 10 - The ESL should be used to fund the preparedness activities of the Department of Fire and Emergency Services, the bush fire brigades and State Emergency Service units that have community-wide benefits. (Chapter 3)	SUPPORT	<p>WALGA supports this recommendation to the extent that the Local Government Grants manual is reviewed including the current eligible and ineligible items lists. The ERA have recommended that the ESL should fund preparedness activities of the Department of Fire and Emergency Services, the Bush Fire Brigades and State Emergency Service units that have community-wide benefits including: emergency response plans, mutual aid agreements, public education and information and community refuge shelters.</p> <p>Further clarity on the agencies/organisations responsible for these activities is required.</p>
Local Government position		Local Government comment:
Recommendation 11 - The ESL should be used to fund the response activities of the Department of Fire and Emergency Services, the bush fire brigades and State Emergency Service units. (Chapter 3)	SUPPORT	<p>WALGA supports this recommendation. While it is important that the landholders retain responsibility for prevention activities that deliver a private benefit, there is a need for funding to support the broader prevention activities such as coordination and community education. To achieve the benefits of a hypothecated tax, it is important that the ESL is set at a level that funds all emergency management activities as outlined in the reports introduction.</p>
Local Government position		Local Government comment:
Recommendation 12 - The ESL should not be used to fund the costs of recovery. (Ch3)	SUPPORT	<p>WALGA supports this recommendation, given that recovery needs are ad-hoc in nature.</p>
Local Government position		Local Government comment:
Recommendation 13 - The ESL should be used to fund the administration costs of the Department Fire and Emergency Services. (Chapter 3)	PARTIALLY SUPPORT	<p>WALGA partially supports this to the extent that recommendation 8 is accepted and implemented. This would allow the Department of Treasury to undertake a review of the DFES structure, resources, and administration costs to determine whether services are being efficiently delivered. With the current findings of where ESL funds are going within DFES, the Local Government sector need assurance that the most important activities are being funded including administrative activities and at what cost.</p>
Local Government position		Local Government comment:
Recommendation 14 – The ESL should be used to fund the full	UNDECIDED	<p>Greater clarity on the responsibilities of the Community Emergency Services Manager (CESM) in its support of Local</p>

<p>costs of the Community Emergency Services Managers in local government. However, it should not be used to fund the broader emergency service and management responsibilities of local government or the administration costs linked to bush fire brigades and State Emergency Service units. (Chapter 3)</p>		<p>Governments would be required before support would be granted for this recommendation. Local Governments have mixed views on the role and value of the CESM with some Local Governments no longer supporting the program, withdrawing their portion of funding from this arrangement. Conversely some Local Governments within the program rely on the CESM to undertake a number of activities required of Local Governments.</p> <p>Table 29 and table 30 (pages 242 and 243) of the ERAs report, highlight that some CESMs are currently fully funded by the ERA and others are funded through cost sharing between Local Governments and DFES. There needs to be a consistent approach and standardised responsibilities, with clearly articulated expectations of this role, before, during and following an emergency.</p> <p>Should the full cost of the CESM be funded by the ESL there would need to be very clear guidelines as to the management of CESMs i.e. a CESM allocated to a Local Government or shared between Local Governments must serve those local governments exclusively.</p>
<p>Local Government position</p>		<p>Local Government comment:</p> <ul style="list-style-type: none"> • Are you able to provide examples as per comment above? • WALGA very interested in your views on the value of the CESM project and any alternative solutions you may have in resourcing the responsibilities for Local Government.
<p>Recommendation 15 - The Office of Emergency Management should compensate local government for the cost of collecting ESL revenue (including the costs of recovering unpaid debts and any ESL revenue that cannot be recovered). (Chapter 8)</p>	<p>SUPPORT</p>	<p>Local Government's preference is not to collect the ESL on behalf of the State Government, due to the issues with community perceptions (many think it is a Local Government tax) and the considerable administrative costs that this imposes. It is however recognised that there are significant efficiency gains from including the ESL on Local Governments rates notices, and that this minimises the overall costs to the taxpayer as a result. If Local Governments are to continue to collect ESL revenue, WALGA supports the recommendation that the sector should be fully compensated for these costs, including the costs associated with collection of unpaid debts. This compensation should be regularly reviewed and indexed to an appropriate level to ensure the real value of compensation to the sector for this function is maintained.</p>
<p>Local Government position</p>		<p>Local Government comment:</p>
<p>Recommendation 16. - If a rural fire service is established, the ESL should be used to fund the efficient costs of:</p> <ol style="list-style-type: none"> a. response activities; b. prevention and preparedness activities that have community wide benefits; and c. the administration costs of the rural fire service. (Chapter 7) 	<p>SUPPORT</p>	<p>WALGA supports this recommendation. The ESL is a hypothecated tax, and therefore to achieve the benefits of this it should be used to fund all emergency management activities, including the rural fire service.</p>
<p>Local Government position</p>		<p>Local Government comment:</p>
<p>Recommendation 17 – New</p>	<p>PARTIALLY</p>	<p>Page 56 of the ERA report offers that 'new emergency services</p>

emergency services legislation should clarify the extent to which the Department of Fire and Emergency Services and local governments are obliged to undertake prevention activities, and whether these activities may be funded from the ESL. (Chapter 3)	SUPPORT	legislation could address barriers to expenditure on prevention, by clarifying the responsibilities of DFES and Local Government. WALGA's submission to DFES on the <i>Concept Paper: Review of Emergency Services Acts (June 2014)</i> partially supported this concept raising concerns of the cost implications on Local Government being assessed prior to legislative changes, that State government agencies should also have clear responsibilities articulated in legislation, including 'their obligations to take practicable steps to prevent and minimise the occurrence and /or spread of bushfires or other natural hazards on any land directly under its control, care or management'. Furthermore, a definition for 'any land directly under its control, care or management' would need to be clarified, including responsibility for Crown land, and responsibilities for gazetted town boundaries. (WALGA submission <i>Concept Paper: Review of Emergency Services Acts (June 2014), part 2, pg.5</i>)
Local Government position		Local Government comment:
METHOD FOR SETTING THE ESL		
Recommendation 18 - Grouping of properties should be discontinued for the purpose of calculating the ESL. (Chapter 6)	SUPPORT	WALGA supports this recommendation as a way to reduce inequity within the system. In the short term, it will impose additional costs on some landowners and further investigation is needed to determine whether transition arrangements will be required to phase in this approach. It is noted that abolishing grouping of properties would likely deliver a reduction in the ESL rates overall. However, there will be short term costs as Landgate is required to amend the property rolls provided to DFES, to ensure that no properties are grouped for the purpose of the ESL. This cost should be borne by the State Government and not passed onto Local Government.
Local Government position		Local Government comment:
Recommendation 19 - A levy on boat registrations should be introduced to fund the direct costs of the Volunteer Marine Rescue Services. (Chapter 6)	SUPPORT	WALGA supports this recommendation, to the extent that the Volunteer Marine Rescue Services is used by only a small proportion of the community. This recommendation will improve equity through the principle of user pays, by better aligning those who use the service with those that pay for it.
Local Government position		Local Government comment:
Recommendation 20. Road crash rescue services should continue to be funded from the ESL. (Chapter 6)	SUPPORT	WALGA supports road crash rescue to continue to be funded from the ESL.
Local Government position		Local Government comment:
Recommendation 21. Landgate should conduct another review of land classifications in the Swan Valley to ensure that vineyards are classified appropriately. (Chapter 6)	SUPPORT	WALGA supports this recommendation to the extent that it improves the land classifications and allows the appropriate costs to be applied under the ESL.
Local Government position		Local Government comment:
DECISION MAKING FRAMEWORK		
Recommendation 22. The	SUPPORT	WALGA supports these recommendations to the extent that they

Department of Fire and Emergency Services should implement activity based costing to allow for robust analysis. (Chapter 5)		will improve the transparency and accountability of the process and recognise that this is a decision for DFES and State government.
Local Government position		Local Government comment:
Recommendation 23. The Department of Fire and Emergency Services should use its cost and incident data to determine the direct costs of providing emergency services to each of the five ESL categories. (Chapter 6)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process and recognise that this is a decision for DFES and State government.
Local Government position		Local Government comment:
Recommendation 24. The Department of Fire and Emergency Services should implement the ISO 31000 standard across its business activities. (Chapter 5)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process and recognise that this is a decision for DFES and government. Further WALGA suggests that the ISO 31000 standard should also apply to the Risk to Resource (R2R) process used by DFES to allocate appliances under the Local Government Grants Scheme.
Local Government position		Local Government comment:
Recommendation 25. The Department of Fire and Emergency Services should finalise and implement the Capability Framework. (Chapter 5)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process and recognise that this is a decision for DFES and State government.
Local Government position		Local Government comment:
Recommendation 26. The Department of Fire and Emergency Services should require cost-benefit analysis to be prepared for all major funding allocation decisions. (Chapter 5)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process and recognise that this is a decision for DFES and government.
Local Government position		Local Government comment:
Recommendation 27. The Department of Fire and Emergency Services should require post-project cost-benefit reviews to be presented to senior decision-makers to enable assessment of the effectiveness of past decisions. (Chapter 5)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process and recognise that this is a decision for DFES and State government.
Local Government position		Local Government comment:
Recommendation 28. Grants manuals should be made consistent between all volunteer organisations where it makes sense to do so. (Chapter 8)	SUPPORT	WALGA supports this recommendation to ensure consistency and equity amongst all volunteer groups to support emergency management arrangements within the state.
Local Government position		Local Government comment:

SETTING ESL RATES		
Recommendation 29. The Office of Emergency Management should consult stakeholders when: a. determining the ESL revenue to be allocated to stakeholders; and b. advising the Minister for Emergency Services on ESL revenue and rates. (Chapter 8)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process.
Local Government position		Local Government comment:
Recommendation 30. The Office of Emergency Management should prepare a report to the Minister for Emergency Services recommending total ESL revenue and rates. The Minister should table the report in Parliament within 28 days of receiving it. (Chapter 8)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process.
Local Government position		Local Government comment:
Recommendation 31. The Department of Fire and Emergency Services (and a rural fire service if established) should provide a report to the Office of Emergency Management explaining how it has spent ESL funds and the rationale for this expenditure. (Chapter 8)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process.
Local Government position		Local Government comment:
TRANSPARENCY		
Recommendation 32. The Office of Emergency Management should prepare and publish an annual report on the ESL. (Chapter 8)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process.
Local Government position		Local Government comment:
Recommendation 33. The Office of Emergency Management should prepare a brochure on the ESL and provide it to local governments to distribute with rate notices. The brochure should explain the purpose of the ESL and that it is a State Government levy, and describe how ESL revenue is raised and spent. (Chapter 8)	SUPPORT	WALGA supports further efforts to educate the community about the purpose of the ESL, but this should be funded by the State Government.
Local Government position		Local Government comment:
Recommendation 34. The Office	SUPPORT	WALGA supports these recommendations to the extent that they

of Emergency Management should prepare annual estimates of the funding required by the Department of Lands and the Department of Parks and Wildlife to conduct prevention activities on their estates. These estimates should be published in the annual report of each agency, along with the amount of funding provided by the State Government. (Chapter 3)		will improve the transparency and accountability of the process.
Local Government position		Local Government comment:
Recommendation 35. The Department of Fire and Emergency Services should publish data in accordance with the State Government's <i>Whole of Government Open Data Policy</i> . (Chapter 8)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process.
Local Government position		Local Government comment:
Recommendation 36. The Office of Bushfire Risk Management should require local governments to publish their bushfire risk management plans and treatment strategies. (Chapter 3)	SUPPORT	Current policy states that Local Governments are the custodian of the tenure blind plans. The publication of these plans could improve transparency and accountability in line with the shared responsibility amongst all land owners for bushfire risk planning in the state.
Local Government position		Local Government comment:
Recommendation 37. The Department of Fire and Emergency Services should publish a capital grants manual for volunteer organisations it manages (for example the Volunteer Fire and Rescue Service). (Chapter 8)	SUPPORT	WALGA supports this recommendation to ensure consistency and equity amongst all volunteer groups supporting emergency management arrangements within the state. WALGA also encourage a consistent process for the allocation of funds to all volunteer groups.
Local Government position		Local Government comment:

WALGA continue to analyse the report and will address themes or issues that are outstanding and/or require further comment. For example,

- **Chapter 3, p 64 on Financial Assistance Grants:**

The draft report notes that the Australian Government Financial Assistance Grants are allocated through a process that recognise that some local governments will incur higher emergency management costs. The report questions whether the local government grants commission process adequately recognises that some local governments face higher emergency services costs than others, and compensates these local governments accordingly. It also notes that local governments should not receive additional assistance through the ESL to fund emergency management activities simply because they have chosen to use Australian Government grants to fund other services.

There has been some suggestion that Financial Assistance Grants (FAGS) funding could be quarantined for emergency management activities based on the terrain disability, WALGA considers that this is not practical or desirable.

The disabilities considered in the allocation formula are not sources of funding. They are an assessment of the *relative differences in the spending needs* of each Local Government as a result of their physical/demographic attributes that are beyond their control, *rather than an assessment of the actual spending needs* on a specific activity. In this regard, the terrain disability has some influence on the outcome of the distribution between individual Local Governments, but is not a direct source of funding for EM activities.

Further, any moves to tie Commonwealth funding to specific purposes works against the intention of the payments. The general purpose component of FAGs is untied funding, in recognition of the growing responsibilities of the sector. FAGS are untied to enable Local Governments to spend on priorities determined by their community – which may or may not be EM activities. There may be some Councils which choose to spend their FAGs on EM activities, and others where this is not needed.

In addition, Local Government is reliant on funding from the Commonwealth to meet community needs as a result of broader restrictions on Local Governments ability to raise own sourced revenue (through exemptions to the rates base, legislated fees and charges, etc.). Quarantining a proportion of FAGS funding for EM activities would have undesirable outcomes as it would likely see a reduction in other key services to the community given that in many cases the sector is unable to recover costs for these activities.

FAGs general purpose grants are and should also remain untied to reduce the risk of political direction from the Commonwealth Government, and to minimise the associated administration costs.

Please suggest any other comments/issues below you feel need to be made to the ERA on the draft report.

Local Government comment:

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Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to forward the completed response form to WALGA by the C.O.B 26 July 2017.

Recommendation:

That the CEO forwards the following completed response form to WALGA by the C.O.B 26 July 2017

Local Government Name : Shire of Wickepin		
Completed by: Mark Hook CEO		
Contact email : ceo@wickepin.wa.gov.au		
Contact Number: 9888 1005		
KEY RECOMMENDATIONS	SUGGESTED POSITION	WALGA COMMENT
Recommendation 1 - Basic Structure of the ESL system should be retained. (Ch6)	SUPPORT	<p>WALGA supports the Economic Regulation Authority (ERA)'s assessment of the ESL structure against the key taxation principles of Equity, Efficiency and Fairness.</p> <p>While the ERA notes that the ESL is effective to the extent that it raises sufficient revenue to fund services because it is set by Department of Fire and Emergency Services (DFES)' budget each year, WALGA considers that additional investigation is necessary to ensure that the required level of revenue set by DFES is appropriate. WALGA considers that this is not likely to be the case, given that significant emergency management activities which meet the criteria for funding under the ERA's proposed framework (e.g. prevention activities) funded by Local Government from their own revenues.</p>
Local Government position	Support	Local Government comment:
Recommendation 2 - Gross rental value should be retained as the basis for calculating ESL rates. (Chapter 6)	SUPPORT	<p>WALGA members had raised the possibility of using Unimproved Value on some land areas and sought further investigation of the viability of this method by the ERA. WALGA accepts the findings of the ERA report that GRV remains the most appropriate method.</p> <p>It is recognised that Unimproved Value is less equitable than other bases, since it does not take capacity to pay into account (on the basis that people with buildings and other property improvements will generally have a greater capacity to pay). Additionally, it ignores the fact that property owners with buildings and other property improvements also have more assets at risk.</p> <p>WALGA also accepts that GRV is integrated with Local Government rating systems and therefore reduces administration costs.</p>
Local Government position	Support	Local Government comment:
Recommendation 3 - The agency that advises the Minister for Emergency Services on ESL revenue and rates should not benefit from the ESL. (Chapter 8)	SUPPORT	WALGA support this recommendation as an important step to improve the transparency of the ESL funding distribution, and to restore confidence in the system.
Local Government position	Support	Local Government comment:
Recommendation 4 - The Office of Emergency Management should be given the oversight functions for advising the Minister for Emergency Services on the amount of ESL revenue required, and the ESL rates. (Chapter 8)	SUPPORT	WALGA supports the Office of Emergency Management (OEM) assuming the role of advisory to the Minister for the ESL. The OEM is an appropriate body for this function to the extent that it is independent (as per recommendation 5 below), and can provide sector expertise in considering funding allocations and requirements. The Local Government sector will be interested to know if the OEM will be the single point of contact or will DFES still maintain the Local Government Grants Scheme?

Local Government position	Support	Local Government comment:
Recommendation 5 - The Office of Emergency Management should be made independent of the Department of Fire and Emergency Services. It should report directly to the Minister for Emergency Services rather than the Fire and Emergency Services Commissioner. (Chapter 8)	SUPPORT	WALGA supports the independence of the OEM to support recommendation 4. This will also have other benefits for the Emergency Management (EM) sector with assurance and other functions being able to be undertaken by the OEM in a fully transparent environment.
Local Government position	Support	Local Government comment:
Recommendation 6 – the Office of Emergency Management should oversee how the Department of Fire and Emergency Services (and a rural fire service if established): c) Allocates ESL funds to stakeholders; and d) Spends its share of the ESL funds (Chapter 8)	SUPPORT	WALGA have advocated for ten years that the ESL should not be administered by the agency who is also a beneficiary. WALGA support that the OEM should oversee how the DFES (and a rural fire service if established): c) Allocates the ESL funds d) Spends its share of the ESL funds.
Local Government position	Support	Local Government comment:
Recommendation 7 – The Office of Emergency Management should be the body of appeal for ESL related issues, and the Fire and Emergency Services Commissioner’s appeal role should be revoked. (Chapter 8)	SUPPORT	WALGA support the OEM being the body of appeals for ESL related issues, creating independence from DFES and ensuring total transparency and confidence in the appeals system.
Local Government position	Support	Local Government comment:
Recommendation 8 – The Department of Treasury should undertake a review of the Department of Fire and Emergency Services’ structure, resources and administration costs to determine whether services are efficiently delivered. (Chapter 8)	SUPPORT	Ensuring efficient service delivery is an important starting point to determine the appropriate level of ESL funding required. Improving the efficiency of DFES service delivery may mean that additional emergency services activities that are currently funded from Local Government’s own revenue could be funded without raising the existing rate of the ESL. In consultation with members, there was overwhelmingly support for greater transparency around the administration and distribution of the ESL. Many respondents believed that all information should be made public. Some options to improve processes included auditing, annual reporting, or independent review.
Local Government position	Support	Local Government comment:
Recommendation 9 - The ESL should be used to fund prevention undertaken by the Department of Fire and Emergency Services, bush fire brigades and State Emergency	SUPPORT	WALGA supports this recommendation to the extent that the Local Government Grants Manual is reviewed including the current eligible and ineligible items lists. The ERA have provided the following examples of prevention activities that might be funded by the ESL:

Service units that have community-wide benefits or which involve coordination of prevention across land tenures. (Chapter 3)		<ul style="list-style-type: none"> prevention planning – for example, undertaking risk assessments, the development of plans for conducting prevention, and developing and maintaining tenure-blind databases on where prevention activities need to be conducted; oversight – such as covering the costs of ensuring that property owners are complying with their legal obligations; and public infrastructure – providing infrastructure that protects communities at large (for example, community bushfire shelters), but not infrastructure that solely protects individual properties. <p>Members are requested to provide examples from the sector on specific activities that would meet this criterion.</p>
Local Government position	Support	Local Government comment:
Recommendation 10 - The ESL should be used to fund the preparedness activities of the Department of Fire and Emergency Services, the bush fire brigades and State Emergency Service units that have community-wide benefits. (Chapter 3)	SUPPORT	<p>WALGA supports this recommendation to the extent that the Local Government Grants manual is reviewed including the current eligible and ineligible items lists. The ERA have recommended that the ESL should fund preparedness activities of the Department of Fire and Emergency Services, the Bush Fire Brigades and State Emergency Service units that have community-wide benefits including: emergency response plans, mutual aid agreements, public education and information and community refuge shelters.</p> <p>Further clarity on the agencies/organisations responsible for these activities is required.</p>
Local Government position	Support	Local Government comment:
Recommendation 11 - The ESL should be used to fund the response activities of the Department of Fire and Emergency Services, the bush fire brigades and State Emergency Service units. (Chapter 3)	SUPPORT	WALGA supports this recommendation. While it is important that the landholders retain responsibility for prevention activities that deliver a private benefit, there is a need for funding to support the broader prevention activities such as coordination and community education. To achieve the benefits of a hypothecated tax, it is important that the ESL is set at a level that funds all emergency management activities as outlined in the reports introduction.
Local Government position	Support	Local Government comment:
Recommendation 12 - The ESL should not be used to fund the costs of recovery. (Ch3)	SUPPORT	WALGA supports this recommendation, given that recovery needs are ad-hoc in nature.
Local Government position	Support	Local Government comment: Generally covered by the State
Recommendation 13 - The ESL should be used to fund the administration costs of the Department Fire and Emergency Services. (Chapter 3)	PARTIALLY SUPPORT	WALGA partially supports this to the extent that recommendation 8 is accepted and implemented. This would allow the Department of Treasury to undertake a review of the DFES structure, resources, and administration costs to determine whether services are being efficiently delivered. With the current findings of where ESL funds are going within DFES, the Local Government sector need assurance that the most important activities are being funded including administrative activities and at what cost.
Local Government position	Not Support	Local Government comment: Should be covered under the State Budget not the ESL
Recommendation 14 – The ESL should be used to fund the full	UNDECIDED	Greater clarity on the responsibilities of the Community Emergency Services Manager (CESM) in its support of Local

costs of the Community Emergency Services Managers in local government. However, it should not be used to fund the broader emergency service and management responsibilities of local government or the administration costs linked to bush fire brigades and State Emergency Service units. (Chapter 3)		<p>Governments would be required before support would be granted for this recommendation. Local Governments have mixed views on the role and value of the CESM with some Local Governments no longer supporting the program, withdrawing their portion of funding from this arrangement. Conversely some Local Governments within the program rely on the CESM to undertake a number of activities required of Local Governments.</p> <p>Table 29 and table 30 (pages 242 and 243) of the ERAs report, highlight that some CESMs are currently fully funded by the ERA and others are funded through cost sharing between Local Governments and DFES. There needs to be a consistent approach and standardised responsibilities, with clearly articulated expectations of this role, before, during and following an emergency.</p> <p>Should the full cost of the CESM be funded by the ESL there would need to be very clear guidelines as to the management of CESMs i.e. a CESM allocated to a Local Government or shared between Local Governments must serve those local governments exclusively.</p>
Local Government position	Support	Local Government comment: Should covers costs of all Community Emergency Services Manager but needs to be done on a regional basis.
Recommendation 15 - The Office of Emergency Management should compensate local government for the cost of collecting ESL revenue (including the costs of recovering unpaid debts and any ESL revenue that cannot be recovered). (Chapter 8)	SUPPORT	Local Government's preference is not to collect the ESL on behalf of the State Government, due to the issues with community perceptions (many think it is a Local Government tax) and the considerable administrative costs that this imposes. It is however recognised that there are significant efficiency gains from including the ESL on Local Governments rates notices, and that this minimises the overall costs to the taxpayer as a result. If Local Governments are to continue to collect ESL revenue, WALGA supports the recommendation that the sector should be fully compensated for these costs, including the costs associated with collection of unpaid debts. This compensation should be regularly reviewed and indexed to an appropriate level to ensure the real value of compensation to the sector for this function is maintained.
Local Government position	Support	Local Government comment: Council should be able to recover its costs.
Recommendation 16. - If a rural fire service is established, the ESL should be used to fund the efficient costs of: <ul style="list-style-type: none"> d. response activities; e. prevention and preparedness activities that have community wide benefits; and f. the administration costs of the rural fire service. (Chapter 7) 	SUPPORT	WALGA supports this recommendation. The ESL is a hypothecated tax, and therefore to achieve the benefits of this it should be used to fund all emergency management activities, including the rural fire service.
Local Government position	Support	Local Government comment:
Recommendation 17 – New emergency services legislation should clarify the extent to which the Department of Fire and	PARTIALLY SUPPORT	Page 56 of the ERA report offers that 'new emergency services legislation could address barriers to expenditure on prevention, by clarifying the responsibilities of DFES and Local Government.

Emergency Services and local governments are obliged to undertake prevention activities, and whether these activities may be funded from the ESL. (Chapter 3)		WALGA's submission to DFES on the <i>Concept Paper: Review of Emergency Services Acts (June 2014)</i> partially supported this concept raising concerns of the cost implications on Local Government being assessed prior to legislative changes, that State government agencies should also have clear responsibilities articulated in legislation, including 'their obligations to take practicable steps to prevent and minimise the occurrence and /or spread of bushfires or other natural hazards on any land directly under its control, care or management'. Furthermore, a definition for 'any land directly under its control, care or management' would need to be clarified, including responsibility for Crown land, and responsibilities for gazetted town boundaries. (WALGA submission <i>Concept Paper: Review of Emergency Services Acts (June 2014), part 2, pg.5</i>)
Local Government position	Support	Local Government comment:
METHOD FOR SETTING THE ESL		
Recommendation 18 - Grouping of properties should be discontinued for the purpose of calculating the ESL. (Chapter 6)	SUPPORT	WALGA supports this recommendation as a way to reduce inequity within the system. In the short term, it will impose additional costs on some landowners and further investigation is needed to determine whether transition arrangements will be required to phase in this approach. It is noted that abolishing grouping of properties would likely deliver a reduction in the ESL rates overall. However, there will be short term costs as Landgate is required to amend the property rolls provided to DFES, to ensure that no properties are grouped for the purpose of the ESL. This cost should be borne by the State Government and not passed onto Local Government.
Local Government position	Not Support	Local Government comment: Properties should be able to be grouped together to pay only one ESL levy.
Recommendation 19 - A levy on boat registrations should be introduced to fund the direct costs of the Volunteer Marine Rescue Services. (Chapter 6)	SUPPORT	WALGA supports this recommendation, to the extent that the Volunteer Marine Rescue Services is used by only a small proportion of the community. This recommendation will improve equity through the principle of user pays, by better aligning those who use the service with those that pay for it.
Local Government position	Support	Local Government comment:
Recommendation 20. Road crash rescue services should continue to be funded from the ESL. (Chapter 6)	SUPPORT	WALGA supports road crash rescue to continue to be funded from the ESL.
Local Government position	Support	Local Government comment:
Recommendation 21. Landgate should conduct another review of land classifications in the Swan Valley to ensure that vineyards are classified appropriately. (Chapter 6)	SUPPORT	WALGA supports this recommendation to the extent that it improves the land classifications and allows the appropriate costs to be applied under the ESL.
Local Government position	Support	Local Government comment:
DECISION MAKING FRAMEWORK		
Recommendation 22. The Department of Fire and Emergency Services should	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process and recognise that this is a decision for DFES and State

implement activity based costing to allow for robust analysis. (Chapter 5)		government.
Local Government position	Support	Local Government comment:
Recommendation 23. The Department of Fire and Emergency Services should use its cost and incident data to determine the direct costs of providing emergency services to each of the five ESL categories. (Chapter 6)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process and recognise that this is a decision for DFES and State government.
Local Government position	Support	Local Government comment:
Recommendation 24. The Department of Fire and Emergency Services should implement the ISO 31000 standard across its business activities. (Chapter 5)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process and recognise that this is a decision for DFES and government. Further WALGA suggests that the ISO 31000 standard should also apply to the Risk to Resource (R2R) process used by DFES to allocate appliances under the Local Government Grants Scheme.
Local Government position	Support	Local Government comment:
Recommendation 25. The Department of Fire and Emergency Services should finalise and implement the Capability Framework. (Chapter 5)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process and recognise that this is a decision for DFES and State government.
Local Government position	Support	Local Government comment:
Recommendation 26. The Department of Fire and Emergency Services should require cost-benefit analysis to be prepared for all major funding allocation decisions. (Chapter 5)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process and recognise that this is a decision for DFES and government.
Local Government position	Support	Local Government comment:
Recommendation 27. The Department of Fire and Emergency Services should require post-project cost-benefit reviews to be presented to senior decision-makers to enable assessment of the effectiveness of past decisions. (Chapter 5)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process and recognise that this is a decision for DFES and State government.
Local Government position	Support	Local Government comment:
Recommendation 28. Grants manuals should be made consistent between all volunteer organisations where it makes sense to do so. (Chapter 8)	SUPPORT	WALGA supports this recommendation to ensure consistency and equity amongst all volunteer groups to support emergency management arrangements within the state.

Local Government position	Support	Local Government comment:
SETTING ESL RATES		
Recommendation 29. The Office of Emergency Management should consult stakeholders when: a. determining the ESL revenue to be allocated to stakeholders; and b. advising the Minister for Emergency Services on ESL revenue and rates. (Chapter 8)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process.
Local Government position	Support	Local Government comment:
Recommendation 30. The Office of Emergency Management should prepare a report to the Minister for Emergency Services recommending total ESL revenue and rates. The Minister should table the report in Parliament within 28 days of receiving it. (Chapter 8)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process.
Local Government position	Support	Local Government comment:
Recommendation 31. The Department of Fire and Emergency Services (and a rural fire service if established) should provide a report to the Office of Emergency Management explaining how it has spent ESL funds and the rationale for this expenditure. (Chapter 8)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process.
Local Government position	Support	Local Government comment:
TRANSPARENCY		
Recommendation 32. The Office of Emergency Management should prepare and publish an annual report on the ESL. (Chapter 8)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process.
Local Government position	Support	Local Government comment:
Recommendation 33. The Office of Emergency Management should prepare a brochure on the ESL and provide it to local governments to distribute with rate notices. The brochure should explain the purpose of the ESL and that it is a State Government levy, and describe how ESL revenue is raised and spent. (Chapter 8)	SUPPORT	WALGA supports further efforts to educate the community about the purpose of the ESL, but this should be funded by the State Government.

Local Government position	Support	Local Government comment:
Recommendation 34. The Office of Emergency Management should prepare annual estimates of the funding required by the Department of Lands and the Department of Parks and Wildlife to conduct prevention activities on their estates. These estimates should be published in the annual report of each agency, along with the amount of funding provided by the State Government. (Chapter 3)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process.
Local Government position	Support	Local Government comment: Should be funded by Government
Recommendation 35. The Department of Fire and Emergency Services should publish data in accordance with the State Government's <i>Whole of Government Open Data Policy</i> . (Chapter 8)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process.
Local Government position	Support	Local Government comment:
Recommendation 36. The Office of Bushfire Risk Management should require local governments to publish their bushfire risk management plans and treatment strategies. (Chapter 3)	SUPPORT	Current policy states that Local Governments are the custodian of the tenure blind plans. The publication of these plans could improve transparency and accountability in line with the shared responsibility amongst all land owners for bushfire risk planning in the state.
Local Government position	Support	Local Government comment: As long as it is not too onerous as small Shires have limited resources to produce bushfire risk management plans and treatment strategies.
Recommendation 37. The Department of Fire and Emergency Services should publish a capital grants manual for volunteer organisations it manages (for example the Volunteer Fire and Rescue Service). (Chapter 8)	SUPPORT	WALGA supports this recommendation to ensure consistency and equity amongst all volunteer groups supporting emergency management arrangements within the state. WALGA also encourage a consistent process for the allocation of funds to all volunteer groups.
Local Government position	Support	Local Government comment:

Voting Requirements: Simple majority

Resolution No 190717-32

Moved Cr Astbury / Seconded Cr Allan

That the CEO forwards the following completed response form to WALGA by the C.O.B 26 July 2017

Local Government Name : Shire of Wickepin		
Completed by: Mark Hook CEO		
Contact email : ceo@wickepin.wa.gov.au		
Contact Number: 9888 1005		
KEY RECOMMENDATIONS	SUGGESTED POSITION	WALGA COMMENT
Recommendation 1 - Basic Structure of the ESL system should be retained. (Ch6)	SUPPORT	<p>WALGA supports the Economic Regulation Authority (ERA)'s assessment of the ESL structure against the key taxation principles of Equity, Efficiency and Fairness.</p> <p>While the ERA notes that the ESL is effective to the extent that it raises sufficient revenue to fund services because it is set by Department of Fire and Emergency Services (DFES)' budget each year, WALGA considers that additional investigation is necessary to ensure that the required level of revenue set by DFES is appropriate. WALGA considers that this is not likely to be the case, given that significant emergency management activities which meet the criteria for funding under the ERA's proposed framework (e.g. prevention activities) funded by Local Government from their own revenues.</p>
Local Government position	Support	Local Government comment:
Recommendation 2 - Gross rental value should be retained as the basis for calculating ESL rates. (Chapter 6)	SUPPORT	<p>WALGA members had raised the possibility of using Unimproved Value on some land areas and sought further investigation of the viability of this method by the ERA. WALGA accepts the findings of the ERA report that GRV remains the most appropriate method.</p> <p>It is recognised that Unimproved Value is less equitable than other bases, since it does not take capacity to pay into account (on the basis that people with buildings and other property improvements will generally have a greater capacity to pay). Additionally, it ignores the fact that property owners with buildings and other property improvements also have more assets at risk.</p> <p>WALGA also accepts that GRV is integrated with Local Government rating systems and therefore reduces administration costs.</p>
Local Government position	Support	Local Government comment:
Recommendation 3 - The agency that advises the Minister for Emergency Services on ESL revenue and rates should not benefit from the ESL. (Chapter 8)	SUPPORT	WALGA support this recommendation as an important step to improve the transparency of the ESL funding distribution, and to restore confidence in the system.
Local Government position	Support	Local Government comment:
Recommendation 4 - The Office of Emergency Management should be given the oversight functions for advising the Minister for Emergency Services on the amount of ESL revenue required, and the ESL rates.	SUPPORT	WALGA supports the Office of Emergency Management (OEM) assuming the role of advisory to the Minister for the ESL. The OEM is an appropriate body for this function to the extent that it is independent (as per recommendation 5 below), and can provide sector expertise in considering funding allocations and requirements. The Local Government sector will be interested to know if the OEM will be the single point of contact or will DFES

(Chapter 8)		still maintain the Local Government Grants Scheme?
Local Government position	Support	Local Government comment:
Recommendation 5 - The Office of Emergency Management should be made independent of the Department of Fire and Emergency Services. It should report directly to the Minister for Emergency Services rather than the Fire and Emergency Services Commissioner. (Chapter 8)	SUPPORT	WALGA supports the independence of the OEM to support recommendation 4. This will also have other benefits for the Emergency Management (EM) sector with assurance and other functions being able to be undertaken by the OEM in a fully transparent environment.
Local Government position	Support	Local Government comment:
Recommendation 6 – the Office of Emergency Management should oversee how the Department of Fire and Emergency Services (and a rural fire service if established): e) Allocates ESL funds to stakeholders; and f) Spends its share of the ESL funds (Chapter 8)	SUPPORT	WALGA have advocated for ten years that the ESL should not be administered by the agency who is also a beneficiary. WALGA support that the OEM should oversee how the DFES (and a rural fire service if established): e) Allocates the ESL funds f) Spends its share of the ESL funds.
Local Government position	Support	Local Government comment:
Recommendation 7 – The Office of Emergency Management should be the body of appeal for ESL related issues, and the Fire and Emergency Services Commissioner’s appeal role should be revoked. (Chapter 8)	SUPPORT	WALGA support the OEM being the body of appeals for ESL related issues, creating independence from DFES and ensuring total transparency and confidence in the appeals system.
Local Government position	Support	Local Government comment:
Recommendation 8 – The Department of Treasury should undertake a review of the Department of Fire and Emergency Services’ structure, resources and administration costs to determine whether services are efficiently delivered. (Chapter 8)	SUPPORT	Ensuring efficient service delivery is an important starting point to determine the appropriate level of ESL funding required. Improving the efficiency of DFES service delivery may mean that additional emergency services activities that are currently funded from Local Government’s own revenue could be funded without raising the existing rate of the ESL. In consultation with members, there was overwhelmingly support for greater transparency around the administration and distribution of the ESL. Many respondents believed that all information should be made public. Some options to improve processes included auditing, annual reporting, or independent review.
Local Government position	Support	Local Government comment:
Recommendation 9 - The ESL should be used to fund prevention undertaken by the Department of Fire and	SUPPORT	WALGA supports this recommendation to the extent that the Local Government Grants Manual is reviewed including the current eligible and ineligible items lists.

Emergency Services, bush fire brigades and State Emergency Service units that have community-wide benefits or which involve coordination of prevention across land tenures. (Chapter 3)		<p>The ERA have provided the following examples of prevention activities that might be funded by the ESL:</p> <ul style="list-style-type: none"> • prevention planning – for example, undertaking risk assessments, the development of plans for conducting prevention, and developing and maintaining tenure-blind databases on where prevention activities need to be conducted; • oversight – such as covering the costs of ensuring that property owners are complying with their legal obligations; and • public infrastructure – providing infrastructure that protects communities at large (for example, community bushfire shelters), but not infrastructure that solely protects individual properties. <p>Members are requested to provide examples from the sector on specific activities that would meet this criterion.</p>
Local Government position	Support	Local Government comment:
Recommendation 10 - The ESL should be used to fund the preparedness activities of the Department of Fire and Emergency Services, the bush fire brigades and State Emergency Service units that have community-wide benefits. (Chapter 3)	SUPPORT	<p>WALGA supports this recommendation to the extent that the Local Government Grants manual is reviewed including the current eligible and ineligible items lists. The ERA have recommended that the ESL should fund preparedness activities of the Department of Fire and Emergency Services, the Bush Fire Brigades and State Emergency Service units that have community-wide benefits including: emergency response plans, mutual aid agreements, public education and information and community refuge shelters.</p> <p>Further clarity on the agencies/organisations responsible for these activities is required.</p>
Local Government position	Support	Local Government comment:
Recommendation 11 - The ESL should be used to fund the response activities of the Department of Fire and Emergency Services, the bush fire brigades and State Emergency Service units. (Chapter 3)	SUPPORT	<p>WALGA supports this recommendation. While it is important that the landholders retain responsibility for prevention activities that deliver a private benefit, there is a need for funding to support the broader prevention activities such as coordination and community education. To achieve the benefits of a hypothecated tax, it is important that the ESL is set at a level that funds all emergency management activities as outlined in the reports introduction.</p>
Local Government position	Support	Local Government comment:
Recommendation 12 - The ESL should not be used to fund the costs of recovery. (Ch3)	SUPPORT	<p>WALGA supports this recommendation, given that recovery needs are ad-hoc in nature.</p>
Local Government position	Support	Local Government comment: Generally covered by the State
Recommendation 13 - The ESL should be used to fund the administration costs of the Department Fire and Emergency Services. (Chapter 3)	PARTIALLY SUPPORT	<p>WALGA partially supports this to the extent that recommendation 8 is accepted and implemented. This would allow the Department of Treasury to undertake a review of the DFES structure, resources, and administration costs to determine whether services are being efficiently delivered. With the current findings of where ESL funds are going within DFES, the Local Government sector need assurance that the most important activities are being funded including administrative activities and at what cost.</p>
Local Government position	Not Support	Local Government comment: Should be covered under the State Budget not the ESL

<p>Recommendation 14 – The ESL should be used to fund the full costs of the Community Emergency Services Managers in local government. However, it should not be used to fund the broader emergency service and management responsibilities of local government or the administration costs linked to bush fire brigades and State Emergency Service units. (Chapter 3)</p>	UNDECIDED	<p>Greater clarity on the responsibilities of the Community Emergency Services Manager (CESM) in its support of Local Governments would be required before support would be granted for this recommendation. Local Governments have mixed views on the role and value of the CESM with some Local Governments no longer supporting the program, withdrawing their portion of funding from this arrangement. Conversely some Local Governments within the program rely on the CESM to undertake a number of activities required of Local Governments.</p> <p>Table 29 and table 30 (pages 242 and 243) of the ERAs report, highlight that some CESMs are currently fully funded by the ERA and others are funded through cost sharing between Local Governments and DFES. There needs to be a consistent approach and standardised responsibilities, with clearly articulated expectations of this role, before, during and following an emergency.</p> <p>Should the full cost of the CESM be funded by the ESL there would need to be very clear guidelines as to the management of CESMs i.e. a CESM allocated to a Local Government or shared between Local Governments must serve those local governments exclusively.</p>
Local Government position	Support	Local Government comment: Should covers costs of all Community Emergency Services Manager but needs to be done on a regional basis.
<p>Recommendation 15 - The Office of Emergency Management should compensate local government for the cost of collecting ESL revenue (including the costs of recovering unpaid debts and any ESL revenue that cannot be recovered). (Chapter 8)</p>	SUPPORT	<p>Local Government's preference is not to collect the ESL on behalf of the State Government, due to the issues with community perceptions (many think it is a Local Government tax) and the considerable administrative costs that this imposes. It is however recognised that there are significant efficiency gains from including the ESL on Local Governments rates notices, and that this minimises the overall costs to the taxpayer as a result. If Local Governments are to continue to collect ESL revenue, WALGA supports the recommendation that the sector should be fully compensated for these costs, including the costs associated with collection of unpaid debts. This compensation should be regularly reviewed and indexed to an appropriate level to ensure the real value of compensation to the sector for this function is maintained.</p>
Local Government position	Support	Local Government comment: Council should be able to recover its costs.
<p>Recommendation 16. - If a rural fire service is established, the ESL should be used to fund the efficient costs of:</p> <ul style="list-style-type: none"> g. response activities; h. prevention and preparedness activities that have community wide benefits; and i. the administration costs of the rural fire service. (Chapter 7) 	SUPPORT	WALGA supports this recommendation. The ESL is a hypothecated tax, and therefore to achieve the benefits of this it should be used to fund all emergency management activities, including the rural fire service.
Local Government position	Support	Local Government comment:
<p>Recommendation 17 – New emergency services legislation</p>	PARTIALLY SUPPORT	Page 56 of the ERA report offers that 'new emergency services legislation could address barriers to expenditure on prevention,

should clarify the extent to which the Department of Fire and Emergency Services and local governments are obliged to undertake prevention activities, and whether these activities may be funded from the ESL. (Chapter 3)		by clarifying the responsibilities of DFES and Local Government. WALGA's submission to DFES on the <i>Concept Paper: Review of Emergency Services Acts (June 2014)</i> partially supported this concept raising concerns of the cost implications on Local Government being assessed prior to legislative changes, that State government agencies should also have clear responsibilities articulated in legislation, including 'their obligations to take practicable steps to prevent and minimise the occurrence and /or spread of bushfires or other natural hazards on any land directly under its control, care or management'. Furthermore, a definition for 'any land directly under its control, care or management' would need to be clarified, including responsibility for Crown land, and responsibilities for gazetted town boundaries. (WALGA submission <i>Concept Paper: Review of Emergency Services Acts (June 2014), part 2, pg.5</i>)
Local Government position	Support	Local Government comment:
METHOD FOR SETTING THE ESL		
Recommendation 18 - Grouping of properties should be discontinued for the purpose of calculating the ESL. (Chapter 6)	SUPPORT	WALGA supports this recommendation as a way to reduce inequity within the system. In the short term, it will impose additional costs on some landowners and further investigation is needed to determine whether transition arrangements will be required to phase in this approach. It is noted that abolishing grouping of properties would likely deliver a reduction in the ESL rates overall. However, there will be short term costs as Landgate is required to amend the property rolls provided to DFES, to ensure that no properties are grouped for the purpose of the ESL. This cost should be borne by the State Government and not passed onto Local Government.
Local Government position	Not Support	Local Government comment: Properties should be able to be grouped together to pay only one ESL levy.
Recommendation 19 - A levy on boat registrations should be introduced to fund the direct costs of the Volunteer Marine Rescue Services. (Chapter 6)	SUPPORT	WALGA supports this recommendation, to the extent that the Volunteer Marine Rescue Services is used by only a small proportion of the community. This recommendation will improve equity through the principle of user pays, by better aligning those who use the service with those that pay for it.
Local Government position	Support	Local Government comment:
Recommendation 20. Road crash rescue services should continue to be funded from the ESL. (Chapter 6)	SUPPORT	WALGA supports road crash rescue to continue to be funded from the ESL.
Local Government position	Support	Local Government comment:
Recommendation 21. Landgate should conduct another review of land classifications in the Swan Valley to ensure that vineyards are classified appropriately. (Chapter 6)	SUPPORT	WALGA supports this recommendation to the extent that it improves the land classifications and allows the appropriate costs to be applied under the ESL.
Local Government position	Support	Local Government comment:
DECISION MAKING FRAMEWORK		
Recommendation 22. The	SUPPORT	WALGA supports these recommendations to the extent that they

Department of Fire and Emergency Services should implement activity based costing to allow for robust analysis. (Chapter 5)		will improve the transparency and accountability of the process and recognise that this is a decision for DFES and State government.
Local Government position	Support	Local Government comment:
Recommendation 23. The Department of Fire and Emergency Services should use its cost and incident data to determine the direct costs of providing emergency services to each of the five ESL categories. (Chapter 6)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process and recognise that this is a decision for DFES and State government.
Local Government position	Support	Local Government comment:
Recommendation 24. The Department of Fire and Emergency Services should implement the ISO 31000 standard across its business activities. (Chapter 5)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process and recognise that this is a decision for DFES and government. Further WALGA suggests that the ISO 31000 standard should also apply to the Risk to Resource (R2R) process used by DFES to allocate appliances under the Local Government Grants Scheme.
Local Government position	Support	Local Government comment:
Recommendation 25. The Department of Fire and Emergency Services should finalise and implement the Capability Framework. (Chapter 5)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process and recognise that this is a decision for DFES and State government.
Local Government position	Support	Local Government comment:
Recommendation 26. The Department of Fire and Emergency Services should require cost-benefit analysis to be prepared for all major funding allocation decisions. (Chapter 5)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process and recognise that this is a decision for DFES and government.
Local Government position	Support	Local Government comment:
Recommendation 27. The Department of Fire and Emergency Services should require post-project cost-benefit reviews to be presented to senior decision-makers to enable assessment of the effectiveness of past decisions. (Chapter 5)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process and recognise that this is a decision for DFES and State government.
Local Government position	Support	Local Government comment:
Recommendation 28. Grants manuals should be made consistent between all volunteer organisations where it makes sense to do so. (Chapter 8)	SUPPORT	WALGA supports this recommendation to ensure consistency and equity amongst all volunteer groups to support emergency management arrangements within the state.

Local Government position	Support	Local Government comment:
SETTING ESL RATES		
Recommendation 29. The Office of Emergency Management should consult stakeholders when: a. determining the ESL revenue to be allocated to stakeholders; and b. advising the Minister for Emergency Services on ESL revenue and rates. (Chapter 8)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process.
Local Government position	Support	Local Government comment:
Recommendation 30. The Office of Emergency Management should prepare a report to the Minister for Emergency Services recommending total ESL revenue and rates. The Minister should table the report in Parliament within 28 days of receiving it. (Chapter 8)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process.
Local Government position	Support	Local Government comment:
Recommendation 31. The Department of Fire and Emergency Services (and a rural fire service if established) should provide a report to the Office of Emergency Management explaining how it has spent ESL funds and the rationale for this expenditure. (Chapter 8)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process.
Local Government position	Support	Local Government comment:
TRANSPARENCY		
Recommendation 32. The Office of Emergency Management should prepare and publish an annual report on the ESL. (Chapter 8)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process.
Local Government position	Support	Local Government comment:
Recommendation 33. The Office of Emergency Management should prepare a brochure on the ESL and provide it to local governments to distribute with rate notices. The brochure should explain the purpose of the ESL and that it is a State Government levy, and describe how ESL revenue is raised and spent. (Chapter 8)	SUPPORT	WALGA supports further efforts to educate the community about the purpose of the ESL, but this should be funded by the State Government.

Local Government position	Support	Local Government comment:
Recommendation 34. The Office of Emergency Management should prepare annual estimates of the funding required by the Department of Lands and the Department of Parks and Wildlife to conduct prevention activities on their estates. These estimates should be published in the annual report of each agency, along with the amount of funding provided by the State Government. (Chapter 3)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process.
Local Government position	Support	Local Government comment: Should be funded by Government
Recommendation 35. The Department of Fire and Emergency Services should publish data in accordance with the State Government's <i>Whole of Government Open Data Policy</i> . (Chapter 8)	SUPPORT	WALGA supports these recommendations to the extent that they will improve the transparency and accountability of the process.
Local Government position	Support	Local Government comment:
Recommendation 36. The Office of Bushfire Risk Management should require local governments to publish their bushfire risk management plans and treatment strategies. (Chapter 3)	SUPPORT	Current policy states that Local Governments are the custodian of the tenure blind plans. The publication of these plans could improve transparency and accountability in line with the shared responsibility amongst all land owners for bushfire risk planning in the state.
Local Government position	Support	Local Government comment: As long as it is not too onerous as small Shires have limited resources to produce bushfire risk management plans and treatment strategies.
Recommendation 37. The Department of Fire and Emergency Services should publish a capital grants manual for volunteer organisations it manages (for example the Volunteer Fire and Rescue Service). (Chapter 8)	SUPPORT	WALGA supports this recommendation to ensure consistency and equity amongst all volunteer groups supporting emergency management arrangements within the state. WALGA also encourage a consistent process for the allocation of funds to all volunteer groups.
Local Government position	Support	Local Government comment:

Carried 7/0

Governance, Audit and Community Services

10.2.17 – Bush Fire Control 2017/2018

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	ES.APN.901
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	19 July 2017

Enclosure / Attachment: Nil

Background:

The Bush Fire Control Officers AGM took place on Tuesday 4 July 2017.

Officers Comments:

Under the Bush Fires Act 1954, it is required by Council to adopt the appointment of Bush Fire Control Officers for the 2017/2018 Bush Fire season.

Chief Bush Fire Control Officer

Keith Parnell nominated David Stacey as the Chief Bush Fire Control Officer of the Shire of Wickepin for the 2017/2018 bush fire season;

There being no further nominations Chief Executive Officer Mark J Hook declared David Stacey elected to the position of the Chief Bush Fire Control Officer of the Shire of Wickepin for the 2017/2018 fire season.

Carried

Deputy Chief Bush Fire Control Officer

Steve Rose nominated Roger Butler as the Deputy Chief Bush Fire Control Officer of the Shire of Wickepin for the 2017/2018 bush fire season;

Roger Butler accepted the nomination

There being no further nominations Chairman declared Roger Butler elected to the position of the Deputy Chief Bush Fire Control Officer of the Shire of Wickepin for the 2017/2018 fire season.

Carried

Fire Control Officers/Bush Fire Radio Operators/Fire Weather Officers**Moved Roger Butler / Seconded Steve Rose****Recommendation:**

That the following persons be appointed as Fire Control Officers/Bush Fire Radio Operators and Fire Weather Instrument Officers of the Shire of Wickepin for the 2017/2018 bush fire season:

Wes Astbury
 Tim Heffernan
 Daniel White
 Steve Rose
 Keith Parnell
 Philip Russell
 Roger Butler
 Colin Coxon
 David Stacey
 Gordon McDougall
 Jimmy Hamilton
 Trevor Leeson
 Nathan Astbury
 Mark Hook

Carried

Clover Burning Permits**Moved Rex Bergin / Seconded Gordon McDougall****Recommendation:**

That the following persons be appointed as Clover Permit Issuing Officers for the 2017/2018 fire season:

Steve Rose
 Wes Astbury

Carried

Moved Gordon McDougall / Seconded Colin Coxon**Recommendation:**

That the following persons be appointed as Dual Fire Control Officers for the 2017/2018 fire season:

David Stacey & Colin Coxon	Shire of Corrigin
Trevor Leeson, Nathan Astbury and Phillip Russell	Shire of Narrogin
Steve Rose, Trevor Leeson & Roger Butler	Shire of Cuballing
Gordon McDougall & Wes Astbury	Shire of Dumbleyung
Nathan Astbury	Shire of Wagin
Roger Butler, Colin Coxon, & Steve Rose	Shire of Pingelly
Wes Astbury, Colin Coxon & David Stacey	Shire of Kulin

Carried

Dual Fire Control Officers from adjoining Shires

Moved Rex Bergin / Seconded Colin Coxon

Recommendation:

That the following persons be appointed as Dual Fire Control Officers for the 2017/2018 fire season from adjoining Shires:

Shire of Pingelly Rodney Leonard Shaddick
 Robert Alexander Kirk
 Victor Arthur Lee
 Andrew Augustin Marshall
 Sam MacNamara

Shire of Wagin Steve Angwin

Shire of Corrigin Craig Jespersen
 Greg Doyle

Shire of Cuballing

Shire of Narrogin

Shire of Kulin J. Spark
 A. Dearlove

Shire of Dumbleyung

Carried

Fire Break Notice 2017/2018

Moved Steve Rose / Seconded Gordon McDougall

Recommendation:

That the following fire break order and burning periods be endorsed for the 2017/2018 season:

**Bush Fires Act 1954
Shire of Wickepin
Annual Firebreak Notice 2017/2018**

Action is required by owners and/or occupiers of all land in the Shire of Wickepin. Please read this notice carefully. Any queries should be directed to the Shire of Wickepin Administration Centre of Local Shire Bush Fire Control Officer.

Pursuant to the powers contained in Section 33 of the Bush Fires Act 1954, owners and occupiers of property within the Shire of Wickepin are hereby required on or before 1 October 2017 and thereafter to 28 April 2018 to plough, scarify or otherwise provide and maintain firebreaks clear of all inflammable material at least 2.5 metres wide as follows:

Rural Land

Inside the boundary of all land held by each owner or occupier, their firebreaks need not follow the perimeter of any paddock but will be acceptable following land contours in an endeavour to overcome water

erosion;

To subdivide each holding into lots of no greater than 200 hectares; and

To surround the homestead, out buildings and fuel storages on any such land.

Townsite Land

All lots within the townsites of Harrismith, Tincurrin, Toolibin, Wickepin and Yealering are required to be cleared and maintained free of all debris or inflammable material. Failure to comply with these requirements renders the owner or occupier liable to a penalty not more than \$400.

Clearing of Fence Lines

When clearing for new fence lines, landholders are asked to consider locating the fence three (3) metres inside their boundary to avoid any clearing on road reserves. Old fences should first be removed. If landholders wish to place their fence on the boundary, they may clear no more than one (1) metre beyond their boundary. This may be varied in special circumstances at the discretion of the CEO and Manager Works & Services. Any timber removed from the road reserve is to be pushed onto the owner's property.

Fencing of Road Reserves

Council encourages farmers to fence off road reserves running through their properties to protect trees on these reserves and to allow new growth of vegetation.

Burning on Roadsides

Should property owners wish to carry out burning of the road reserve adjacent to their property, it is necessary to obtain council approval prior to any burning taking place.

Burning Periods

Restricted Burning – 1 October 2017 to 13 November 2017;

Prohibited Burning – 14 November 2017 to 7 February 2018;

Restricted Burning – 8 February 2018 to 14 April 2018

Harvest and Fire Ban 2017/2018 Season

Harvesting is banned on Christmas Day and New Year's Day

Lighting of fires are banned on Good Friday and Easter Sunday

Carried

Strategic Implications: Not applicable

Enabling Legislation: *Bush Fires Act 1954*

Council Policy: Nil

Recommendation:

1. That Dave Stacey be appointed as the Chief Bush Fire Control Officer of the Shire of Wickepin for the 2017/2018 bush fire season;
2. That Roger Butler be appointed as the Deputy Chief Bush Fire Control Officer of the Shire of Wickepin for the 2017/2018 bush fire season;
3. That the following persons are appointed as Fire Control Officers/Bush Fire Radio Operators and Fire Weather Instrument Officers of the Shire of Wickepin for the 2017/2018 bush fire season:
 - Wes Astbury
 - Tim Heffernan
 - Daniel White

- Steve Rose
- Keith Parnell
- Philip Russell
- Roger Butler
- Colin Coxon
- David Stacey
- Gordon McDougall
- Jimmy Hamilton
- Trevor Leeson
- Nathan Astbury
- Mark Hook

4. That the following persons be appointed as Clover Permit Issuing Officers for the 2017/2018 fire season:

- Steve Rose
- Wes Astbury

5. That the following persons be appointed as Dual Fire Control Officers for the 2017/2018 fire season:

David Stacey & Colin Coxon	Shire of Corrigin
Trevor Leeson, Nathan Astbury and Phillip Russell	Shire of Narrogin
Steve Rose, Trevor Leeson & Roger Butler	Shire of Cuballing
Gordon McDougall & Wes Astbury	Shire of Dumbleyung
Nathan Astbury	Shire of Wagin
Roger Butler, Colin Coxon, & Steve Rose	Shire of Pingelly
Wes Astbury, Colin Coxon & David Stacey	Shire of Kulin

6. That the following fire break order and burning periods be endorsed for the 2017/2018 season:

Bush Fires Act 1954
Shire of Wickepin
Annual Firebreak Notice 2017/2018

Action is required by owners and/or occupiers of all land in the Shire of Wickepin. Please read this notice carefully. Any queries should be directed to the Shire of Wickepin Administration Centre of Local Shire Bush Fire Control Officer.

Pursuant to the powers contained in Section 33 of the Bush Fires Act 1954, owners and occupiers of property within the Shire of Wickepin are hereby required on or before 1 October 2017 and thereafter to 28 April 2018 to plough, scarify or otherwise provide and maintain firebreaks clear of all inflammable material at least 2.5 metres wide as follows:

Rural Land

Inside the boundary of all land held by each owner or occupier, their firebreaks need not follow the perimeter of any paddock but will be acceptable following land contours in an endeavour to overcome water erosion;

To subdivide each holding into lots of no greater than 200 hectares; and

To surround the homestead, out buildings and fuel storages on any such land.

Townsite Land

All lots within the townsites of Harrismith, Tincurrin, Toolibin, Wickepin and Yealering are required to be cleared and maintained free of all debris or inflammable material. Failure to comply with these requirements renders the owner or occupier liable to a penalty not more than \$400.

Clearing of Fence Lines

When clearing for new fence lines, landholders are asked to consider locating the fence three (3) metres inside their boundary to avoid any clearing on road reserves. Old fences should first be removed. If landholders wish to place their fence on the boundary, they may clear no more than one (1) metre beyond their boundary. This may be varied in special circumstances at the discretion of the CEO and Manager Works & Services. Any timber removed from the road reserve is to be pushed onto the owner's property.

Fencing of Road Reserves

Council encourages farmers to fence off road reserves running through their properties to protect trees on these reserves and to allow new growth of vegetation.

Burning on Roadsides

Should property owners wish to carry out burning of the road reserve adjacent to their property, it is necessary to obtain council approval prior to any burning taking place.

Burning Periods

Restricted Burning – 1 October 2017 to 13 November 2017;

Prohibited Burning – 14 November 2017 to 7 February 2018;

Restricted Burning – 8 February 2018 to 14 April 2018

Harvest and Fire Ban 2017/2018 Season

Harvesting is banned on Christmas Day and New Year's Day

Lighting of fires are banned on Good Friday and Easter Sunday

Resolution No 190717-33**Moved Cr Lansdell / Seconded Cr Astbury**

1. That Dave Stacey be appointed as the Chief Bush Fire Control Officer of the Shire of Wickepin for the 2017/2018 bush fire season;
2. That Roger Butler be appointed as the Deputy Chief Bush Fire Control Officer of the Shire of Wickepin for the 2017/2018 bush fire season;
3. That the following persons are appointed as Fire Control Officers/Bush Fire Radio Operators and Fire Weather Instrument Officers of the Shire of Wickepin for the 2017/2018 bush fire season:
 - Wes Astbury
 - Tim Heffernan
 - Daniel White
 - Steve Rose
 - Keith Parnell
 - Philip Russell
 - Roger Butler
 - Colin Coxon
 - David Stacey
 - Gordon McDougall
 - Jimmy Hamilton
 - Trevor Leeson
 - Nathan Astbury
 - Mark Hook

4. That the following persons be appointed as Clover Permit Issuing Officers for the 2017/2018 fire season:

- Steve Rose
- Wes Astbury

5. That the following persons be appointed as Dual Fire Control Officers for the 2017/2018 fire season:

David Stacey & Colin Coxon	Shire of Corrigin
Trevor Leeson, Nathan Astbury and Phillip Russell	Shire of Narrogin
Steve Rose, Trevor Leeson & Roger Butler	Shire of Cuballing
Gordon McDougall & Wes Astbury	Shire of Dumbleyung
Nathan Astbury	Shire of Wagin
Roger Butler, Colin Coxon, & Steve Rose	Shire of Pingelly
Wes Astbury, Colin Coxon & David Stacey	Shire of Kulin

6. That the following fire break order and burning periods be endorsed for the 2017/2018 season:

Bush Fires Act 1954

Shire of Wickepin

Annual Firebreak Notice 2017/2018

Action is required by owners and/or occupiers of all land in the Shire of Wickepin. Please read this notice carefully. Any queries should be directed to the Shire of Wickepin Administration Centre of Local Shire Bush Fire Control Officer.

Pursuant to the powers contained in Section 33 of the Bush Fires Act 1954, owners and occupiers of property within the Shire of Wickepin are hereby required on or before 1 October 2017 and thereafter to 28 April 2018 to plough, scarify or otherwise provide and maintain firebreaks clear of all inflammable material at least 2.5 metres wide as follows:

Rural Land

Inside the boundary of all land held by each owner or occupier, their firebreaks need not follow the perimeter of any paddock but will be acceptable following land contours in an endeavour to overcome water erosion;

To subdivide each holding into lots of no greater than 200 hectares; and

To surround the homestead, out buildings and fuel storages on any such land.

Townsite Land

All lots within the townsites of Harrismith, Tincurrin, Toolibin, Wickepin and Yealering are required to be cleared and maintained free of all debris or inflammable material. Failure to comply with these requirements renders the owner or occupier liable to a penalty not more than \$400.

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Harvest and Fire Ban 2017/2018 Season

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Lighting of fires are banned on Good Friday and Easter Sunday

Carried 7/0

Cr Astbury asked that a thank you letter be sent to the retiring FCO's.

Resolution No 190717-34**Moved Cr Astbury / Seconded Cr Russell**

That all FCO's place the following conditions on all permits issued for the burning off of chaff heaps in cereal crop stubble, except for pulse stubble paddocks or if the entire paddock is to be burnt including chaff heaps:

Either a:

- 20 metre fire break either raked or scarified around the perimeter of the individual heaps being burnt. Or a :
- 20 metre fire break either raked or scarified around the perimeter of the heaps being burnt. Or a:
- 20 metre fire break either raked or scarified around the perimeter of the paddock where heaps are being burnt.

Carried 7/0

11. President's Report

President Julie Russell reported the following meeting that she has attended:

- Central Country Zone Meeting in Pingelly on Friday 23 June 2017 with the CEO Mark Hook.

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:	13 July 2017

Sewerage Pond Pump

The Manager of Works Mr Peter Vlahov has advised the CEO that the pump at the Wickepin Sewerage pond is now operational and re-pumping the sewerage treated water to the Sports Dam. There is still an issue with the sewerage as we are not able to keep up with the flow in the winter months due to the lack of capacity at the sports dam. The Works Manager Mr Peter Vlahov will be presenting an Agenda item to Council on this issue.

Road Safety Council

The Chief Executive Officer and the Manager of Works met with representatives from the Road Safety Council (Chris and Mel) to discuss the issue of rest areas within the CCZ WALGA. Chris Adams, Director Operations, Road Safety Council has agreed to work up a proposal for the funding and placement of appropriate rest areas within the CCZ WALGA boundaries with the CCZ. The Shire of Wickepin will be the main contact and lead Council for the project.

The Road Safety Council team will start to look at the Wickepin Shire and the larger Western Zone area to formulate a detailed assessment of the road safety issues facing the Wheatbelt area. This will include a complete examination of any previous work or future work that has been undertaken by MRWA, DoT or any other government agency; an examination of the killed and serious injury data for the area and zone; a review of any previous submissions made by the zone Shires to the Road Safety Commission. They will also be speaking with the local community and industry groups within the area to gain a greater understanding of the road safety issues. This assessment should take about six to 8 weeks, it is anticipated that we will meet again with the Road Safety Council representatives towards the end of August or early September.

Salary Reviews

The Annual review of all staff has been undertaken as per section 5.38 *Local Government Act 1995*

5.38. Annual review of certain employees' performances

The performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment.

All staff received satisfactory and above performance levels.

Living Lakes Wheat Belt NRM

The WBNRM are aiming to appoint a contractor in September 2017 and commence construction works at Lake Yealering in October 2017. They are currently in the process of obtaining the requisite approvals and permits, including:

- Department of Water and Environmental Regulation - Native Vegetation Clearing Permit
- Department of Water and Environmental Regulation - Bed and Banks Permit and Section 5C Water Licence
- Department of Planning, Lands and Heritage - Section 91 Unallocated Crown Licence (for works in UCL Lot 19634)

This project is for public infrastructure works only so it does not require either planning consent or building approval from the Shire. However, the ongoing maintenance and management of the engineering infrastructure will need to be formalised.

The Shire of Wickepin has previously provided its in-principle agreement for the proposed engineering infrastructure, including maintenance and management responsibility to be vested with the Shire, following the completion of the project (June 2019). This agreement was based on the Maintenance and Management Plan prepared by Worley Parsons during Stage 2. As part of Stage 3, the Maintenance and Management Plan will be reviewed, updated and finalised. It will address ownership, monitoring and depreciation of the engineering infrastructure. A letter has been sent to each private land owner by the WBNRM for consent to undertake works. The letter also informs of the potential requirement to amend the Certificate of Title to include easements or similar instruments to protect the engineering infrastructure and provide access for future maintenance. Upon completion of the engineering works lot 19634 may need to be converted to Crown Reserve to ensure access for ongoing maintenance and management.

2017/2018 Insurance Renewals

Council has received the 2017/2018 Insurance premiums and invoices and they are as follows.

2017/2018 Insurance Premiums/Contributions Insurance Class	Expiring Premium 2016/2017	Base Premium/Contribution	GST	Total 17/18	General Ledger
Contract Works	\$825.00	\$750.00	\$75.00	\$825.00	7392
Management Liability	\$10,178.30	\$9,253.00	\$925.30	\$10,178.30	0292
Marine Cargo	\$220.00	\$200.00	\$20.00	\$220.00	7392
Motor Vehicle	\$31,172.53	\$25,188.51	\$2,518.85	\$27,707.36	Refer List
Personal Accident and Travel	\$467.50	\$425.00	\$42.50	\$467.50	0292
Crime	\$930.64	\$946.04	\$94.60	\$1,040.64	0572
LGIS Bushfire	\$22,422.40	\$22,400.00	\$2,240.00	\$24,640.00	1072
LGIS Property	\$71,168.18	\$62,736.10	\$6,273.22	\$69,009.32	Refer List
LGIS Liability	\$15,013.68	\$14,330.40	\$1,433.04	\$15,763.44	0292
LGIS WorkCare	\$26,946.04	\$27,179.50	\$2,717.96	\$29,897.46	7392
Salary Continuance	\$2,752.46	\$2,598.48	\$259.85	\$2,858.33	0572
Coprorate Travel	\$825.00	\$750.00	\$75.00	\$825.00	0292
Cyber Liability	\$0.00	\$1,000.00	\$100.00	\$1,100.00	0292
Casual Hirers Liability	\$0.00	\$0.00	\$0.00	\$0.00	
Environmental Impairment Liability	\$0.00	\$0.00	\$0.00	\$0.00	

Scheme Memebrship Credit		-\$4,250.18	-\$425.02	-\$4,675.20	7392
TOTAL	\$182,921.73	\$163,506.85	\$16,675.32	\$179,857.15	
7392	\$23,879.32				
0292	\$25,758.40				
0572	\$3,544.52				
1072	\$22,400.00				
7672	\$25,188.51				
Property	\$62,736.10				
	\$163,506.85				

Meetings Attended

June	
23 rd	CCZ WALGA – Pingelly attended with Cr Julie Russell WDSC Meeting regarding new constitution requirements
30 th	Property inspection Cottage Homes D. Birchall
July	
4 th	WNRM Meghan McGregor Project Manager – Living Lakes and Living Lakes Committee BFCO Annual General Meeting
12 th	Chris Adams, Director Operations, Road Safety Council

Delegation Register

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Signing cheques	June	Nil
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO			
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO			
A6	Appointment and Termination of Staff	CEO			
A7	Rates Recovery – Instalment Payments	CEO	Payment plans		Rate payers
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO	Wickepin Football Club Home Games Women in Ag	2017 Season 26 July 2017	Wickepin Football Club Facey Group
A13	Hire of Community Halls / Community Centre	CEO			

Recommendations:

That Council endorses the Chief Executive Officer's Report dated 13 July 2017.

Voting Requirements:

Simple majority

Resolution No 190717-35

Moved Cr Allan / Seconded Cr Lansdell

That Council endorses the Chief Executive Officer's Report dated 13 July 2017.

Carried 7/0

13. Notice of Motions for the Following Meeting

Cr Lang requested that the brief for the Wickepin Wogolin Road Revitalisation Project be brought back to an upcoming Forum Session.

14. Reports & Information

15. Urgent Business

16. Closure

There being no further business the Presiding Officer declared the meeting closed at 6.55pm.