

# Minutes

ORDINARY MEETING OF COUNCIL  
17 JUNE 2015  
COUNCIL CHAMBERS  
WICKEPIN



## Table of Contents

|                                                                                     |           |
|-------------------------------------------------------------------------------------|-----------|
| <b>1. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)</b> .....    | <b>3</b>  |
| <b>2. PUBLIC QUESTION TIME</b> .....                                                | <b>3</b>  |
| <b>3. APPLICATIONS FOR LEAVE OF ABSENCE/APOLOGIES</b> .....                         | <b>3</b>  |
| <b>4. PETITIONS, MEMORIALS AND DEPUTATIONS</b> .....                                | <b>3</b>  |
| <b>5. DECLARATIONS OF COUNCILLOR'S AND OFFICER'S INTEREST</b> .....                 | <b>3</b>  |
| <b>6. CONFIRMATION OF MINUTES – ORDINARY MEETING OF COUNCIL – 20 MAY 2015</b> ..... | <b>3</b>  |
| <br>                                                                                |           |
| <b>7. RECEIVAL OF MINUTES</b> .....                                                 | <b>3</b>  |
| 7.1 TOWNSCAPE & CULTURAL PLANNING COMMITTEE MEETING .....                           | 4         |
| 7.2 LIFESTYLE RETIREMENT COMMITTEE .....                                            | 5         |
| <br>                                                                                |           |
| <b>8. STATUS REPORT</b> .....                                                       | <b>6</b>  |
| <b>9. NOTICE OF MOTIONS OF WHICH NOTICE HAS BEEN GIVEN</b> .....                    | <b>11</b> |
| <b>10. RECEIPT OF REPORTS &amp; CONSIDERATION OF RECOMMENDATIONS</b> .....          | <b>11</b> |
| <br>                                                                                |           |
| <b>TECHNICAL SERVICES</b>                                                           |           |
| 10.1.01 – MANAGER WORKS AND SERVICES REPORT .....                                   | 12        |
| 10.1.02 – GREENING AUSTRALIA - SEED COLLECTING TO JULY 2016.....                    | 17        |
| 10.1.03 – AURECON PTY LTD – TELECOMMUNICATIONS INFRASTRUCTURE WICKEPIN.....         | 19        |
| <br>                                                                                |           |
| <b>GOVERNANCE, AUDIT AND COMMUNITY SERVICES</b>                                     |           |
| 10.2.01 – FINANCIAL REPORT .....                                                    | 33        |
| 10.2.02 – LIST OF ACCOUNTS .....                                                    | 36        |
| 10.2.03 – COMMUNITY DEVELOPMENT OFFICER'S REPORT .....                              | 41        |
| 10.2.04 - DUAL FIRE CONTROL OFFICERS 2015/2016 – SHIRE OF KULIN .....               | 45        |
| 10.2.05 - DUAL FIRE CONTROL OFFICERS 2015/2016 – SHIRE OF PINGELLY .....            | 46        |
| 10.2.06 - DUAL FIRE CONTROL OFFICERS 2015/2016 – SHIRE OF CORRIGIN .....            | 47        |
| 10.2.07 – POLICY MANUAL REVIEW 2015 .....                                           | 48        |
| 10.2.08 – REVIEW OF DELEGATIONS FROM COUNCIL TO CHIEF EXECUTIVE OFFICER .....       | 50        |
| 10.2.09 – EQUAL EMPLOYMENT OPPORTUNITY MANAGEMENT PLAN 2015/2019.....               | 53        |
| 10.2.10 – RESERVES 2015/16.....                                                     | 56        |
| 10.2.11 – CENTRAL COUNTRY ZONE - WHEATBELT HEALTH MOU GROUP .....                   | 60        |
| 10.2.12 – MATTERS BEHIND CLOSED DOORS .....                                         | 64        |
| 10.2.13 – CHIEF EXECUTIVE OFFICERS – ANNUAL REVIEW .....                            | 66        |
| 10.2.14 – MANAGER OF WORKS – SALARY REVIEW .....                                    | 67        |
| <br>                                                                                |           |
| <b>11. PRESIDENT'S REPORT</b> .....                                                 | <b>68</b> |
| <b>12. – CHIEF EXECUTIVE OFFICER'S REPORT</b> .....                                 | <b>68</b> |
| <b>13. NOTICE OF MOTIONS FOR THE FOLLOWING MEETING</b> .....                        | <b>71</b> |
| <b>14. REPORTS &amp; INFORMATION</b> .....                                          | <b>71</b> |
| <b>15. URGENT BUSINESS</b> .....                                                    | <b>71</b> |
| <b>16. CLOSURE</b> .....                                                            | <b>71</b> |

**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin  
Wednesday 17 June 2015**

The President declared the meeting open at 1.33pm.

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

|                        |                |
|------------------------|----------------|
| Shire President        | Cr SJ Martin   |
| Deputy Shire President | Cr JA Russell  |
| Councillors            | Cr FA Allan    |
|                        | Cr MG Lang     |
|                        | Cr WA Astbury  |
|                        | Cr RE Easton   |
|                        | Cr GCL Hinkley |

|                           |                              |
|---------------------------|------------------------------|
| Chief Executive Officer   | Mr MJ Hook                   |
| Executive Support Officer | Ms LG Pearson (Minute Taker) |

**Leave of Absence (Previously Approved)**

Cr Lansdell – 17 June 2015 and 22 July 2015

**Apologies**

**2. Public Question Time**

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

**4. Petitions, Memorials and Deputations**

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

| Item    | Item Title                               | Councillor/Officer | Interest  | Reason                           |
|---------|------------------------------------------|--------------------|-----------|----------------------------------|
| 10.2.13 | Chief Executive Officers – Annual Review | CEO Mark Hook      | Financial | Officer in report salary review. |

**6. Confirmation of Minutes – Ordinary Meeting of Council – 20 May 2015**

**Resolution No 170615-01**

**Moved Cr Allan / Seconded Cr Astbury**

That the minutes of the Ordinary Council meeting held on Wednesday 20 May 2015 be confirmed as a true and correct record.

**Carried 7/0**

**7. Receival of Minutes**

Receival of Minutes

## 7.1 Townscape & Cultural Planning Committee Meeting

|                                    |                                         |
|------------------------------------|-----------------------------------------|
| <b>Submission To:</b>              | Ordinary Council                        |
| <b>Location / Address:</b>         | Whole Shire                             |
| <b>Name of Applicant:</b>          | Leah Pearson, Executive Support Officer |
| <b>File Reference:</b>             | 206                                     |
| <b>Author:</b>                     | Leah Pearson, Executive Support Officer |
| <b>Disclosure of any Interest:</b> | Nil                                     |
| <b>Date of Report:</b>             | 10 June 2015                            |

### Enclosure / Attachment:

Minutes of the Townscape & Cultural Planning Committee Meeting held on Wednesday 10 June 2015.

### Background:

The Townscape & Cultural Planning Committee Meeting was held on Wednesday 10 June 2015.

### Comment:

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

### Statutory Environment:

Section 5.22 of the Local Government Act 1995

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

### Recommendation:

That the minutes of Townscape & Cultural Planning Committee Meeting held on Wednesday 10 June 2015 be received.

**Voting Requirements:** Simple majority.

## Resolution No 170615-02

### Moved Cr Hinkley / Seconded Cr Easton

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

**Carried 7/0**

Receival of Minutes

## 7.2 Lifestyle Retirement Committee

|                                    |                                         |
|------------------------------------|-----------------------------------------|
| <b>Submission To:</b>              | Ordinary Council                        |
| <b>Location / Address:</b>         | Whole Shire                             |
| <b>Name of Applicant:</b>          | Leah Pearson, Executive Support Officer |
| <b>File Reference:</b>             | 203                                     |
| <b>Author:</b>                     | Leah Pearson, Executive Support Officer |
| <b>Disclosure of any Interest:</b> | Nil                                     |
| <b>Date of Report:</b>             | 10 June 2015                            |

### Enclosure / Attachment:

Minutes of the Lifestyle Retirement Committee Meeting held on Wednesday 10 June 2015.

### Background:

The Lifestyle Retirement Committee Meeting was held on Wednesday 10 June 2015.

### Comment:

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

### Statutory Environment:

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

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

### Recommendation:

That the Minutes of the Lifestyle Retirement Committee Meeting held on Wednesday 10 June 2015 be received.

**Voting Requirements:** Simple majority.

## Resolution No 170615-02

### Moved Cr Hinkley / Seconded Cr Easton

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

**Carried 7/0**

## 8. Status Report

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

| Item          | Subject/Action                                                             | Officer/<br>File | Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Status | Comment                                                                                                          |
|---------------|----------------------------------------------------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------------------------------------------------------------------------------------------------------------------|
| 451-190214-17 | Tincurrin Hall upgrade                                                     | CEO              | <p>That the Shire of Wickepin's Community Development Officer commence full community discussions on the future of all the community halls within the Shire of Wickepin, with all ratepayer and residents in the Shire of Wickepin, and prepare a report on the results of the Community Consultation.</p> <p>That the Community Consultation Report be tabled for discussion at the 21 May 2014 Ordinary Council Meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | ○      | Should be presented to Council July 2015.                                                                        |
| 545-180315-08 | Governance, Audit and Community Services Committee Meeting Recommendations | CEO              | <p>That Council pass the following recommendations;</p> <p>1. That council formally enters into a legally binding three year agreement in accordance with the below mentioned terms commencing from 1 July 2015 in accordance with the following parameters:</p> <p><b>Shire of Wickepin and Facey Group AGREEMENT – MEMORANDUM OF UNDERSTANDING 1 July 2015 to 30 June 2018</b></p> <p><b>Between</b><br/> <b>The Shire of Wickepin</b>, of 77 Wogolin Road, Wickepin,<br/> And<br/> <b>Facey Group</b> of 40 Wogolin Road, Wickepin<br/> <b>Whereby it is agreed as follows:</b><br/> That the Shire of Wickepin and the Facey Group agree to the following terms and conditions for the period commencing 1 July 2015 to 30 June 2018.</p> <p><b>1. Office Premises – Community Agricultural Centre, 40 Wogolin Road, Wickepin</b></p> <p><b>1.1</b> The Shire of Wickepin agrees to provide the Facey Group with office premises located at 40 Wogolin Road, Wickepin.</p> <p><b>1.2.</b> The Shire of Wickepin agrees to meet the following costs relevant to the provision of office premises:</p> <ul style="list-style-type: none"> <li>■ Building insurance (excluding contents);</li> <li>■ Water Corporation rates and consumption charges;</li> <li>■ Power consumption charges;</li> <li>■ Cleaning costs; and</li> <li>■ Building maintenance.</li> </ul> <p><b>1.3</b> The Facey Group must:</p> <ul style="list-style-type: none"> <li>■ ensure the building is kept in a clean and tidy state; and</li> <li>■ Provide a list of items requiring annual budget determination to the Shire of Wickepin Administration Centre no later than 30 April of each year.</li> </ul> <p><b>2 General Operational Support</b></p> <p><b>2.1</b> The Shire of Wickepin agrees to provide the Facey Group the following operational subsidy for the term of the agreement:</p> <ul style="list-style-type: none"> <li>■ 2015/2016 \$20,000 plus GST</li> <li>■ 2016/2017 \$20,000 plus GST</li> <li>■ 2017/2018 \$20,000 plus GST</li> </ul> <p>The operational subsidy shall be paid in two equal instalments upon presentation of an invoice by the Facey Group to the Shire. The subsidy shall assist the Facey Group to meet the following operational costs:</p> <ul style="list-style-type: none"> <li>■ Employment costs – wages &amp; salary;</li> <li>■ Insurance costs – workers compensation, public</li> </ul> | ○      | <p>2 copies of the agreement sent to the Facey Group on 24/03/2015.</p> <p>Still awaiting signed agreements.</p> |

| Item          | Subject/Action                                                 | Officer/<br>File | Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Status | Comment                            |
|---------------|----------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|------------------------------------|
|               |                                                                |                  | <p>liability: and</p> <ul style="list-style-type: none"> <li>■ Office expenses – stationery, minor office equipment and consumables, utility charges.</li> </ul> <p><b>2.3</b> The Facey Group will provide the Shire of Wickepin at the commencement of each financial year with certificates of currency for public liability insurance and workers compensation insurance.</p> <ul style="list-style-type: none"> <li>■ The Facey Group will provide to the Shire of Wickepin as soon as practicable at the completion of each financial quarter a copy of their financial position including but not limited to profit and loss statement and bank reconciliation.</li> </ul> <p><b>3 Provision of Motor Vehicle</b></p> <p><b>3.1</b> The Shire of Wickepin agrees to provide the Facey Group with one executive vehicle for the full term of the agreement. The type of vehicle will be determined by the Shire of Wickepin in consultation with the Executive Committee of the Facey Group. The Shire of Wickepin will meet the full cost of changing over the vehicle in accordance with Shire of Wickepin budget deliberations and Shire of Wickepin plant and equipment replacement policy.</p> <p><b>The Motor Vehicle will be provided on the following conditions:</b></p> <ul style="list-style-type: none"> <li>■ The Facey Group to meet all operational costs associated with the vehicle (fuel, insurance, registration, servicing and other costs associated with normal wear and tear).</li> <li>■ The Facey Group Executive Officer and partner are permitted to use the vehicle for private use up to a maximum of 1,500km per month. The Facey Group Executive Committee is responsible for overseeing the usage of the vehicle provided.</li> <li>■ The Facey Group to be responsible for all matters relating to FBT for the private use of the vehicle.</li> <li>■ The vehicle may be used by Facey Group Employees and Facey Group Committee Members. The Facey Group Executive Committee is responsible for overseeing the usage of the vehicle provided.</li> <li>■ Other persons may drive the vehicle provided, at the permission of the Facey Group Employees.</li> <li>■ Anyone driving the vehicle shall hold a current Australian Drivers Licence.</li> <li>■ The vehicle shall be kept in a clean and tidy manner at all times, taking into account normal wear and tear.</li> <li>■ Odometer readings shall be noted in Facey Group minutes and forwarded to the Shire of Wickepin.</li> </ul> <p><b>4 Progressive Agriculture Award</b></p> <p>The Shire of Wickepin will provide an Annual award to persons from within the Shire of Wickepin judged to have made the greatest contribution to Landcare / Agriculture for the year, as determined by the Facey Group Committee. The Award shall be to a Maximum value of \$150 per annum for the term of this agreement.</p> |        |                                    |
| 559-150415-16 | Dryandra Country Visitor Centre 2015/216 Budget Allocation     | CEO              | That Council request the Chief Executive officer to prepare a proposal for the 2015/2016 Budget Deliberations on the full costs and methods of achieving a dedicated Tourism person for the Shire of Wickepin.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ○      | Still to be undertaken by the CEO. |
| 561-150415-18 | Townscape & Cultural Planning Committee Meeting Recommendation | CEO              | That the Chief Executive Officer cost each project submitted by the Townscape and Cultural Planning Committee and place in the committees five year program.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ○      | Being undertaken by the CEO.       |

| Item                                               | Subject/Action                                                          | Officer/<br>File | Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Status | Comment                               |
|----------------------------------------------------|-------------------------------------------------------------------------|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------------------------|
|                                                    | ns                                                                      |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |        |                                       |
| 563-200515-06                                      | Technical Services Committee Meeting Recommendations                    | CEO              | That Council request the CEO to look at suitable signage and community education to deal with the issue of the pedestrian crossing on the Wickepin Main Street.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | ○      | In progress.                          |
| 564-200515-07                                      | Technical Services Committee Meeting Recommendations                    | CEO              | That Council request Main Roads to add Road Number 86 Bin Road to the RAV as a Network 4 road.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | ✓      | Letter sent 22/05/2015.               |
| 565-200515-08                                      | Great Southern Regional Waste Group Grant Transfer Stations             | CEO              | That Council transfers the grant funding of \$30,000 received under the Waste Authority Regional Landfill Transfer Station Infrastructure Development to the Shire of Wickepin's Refuse Site Reserve.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | ✓      | Part of end of year procedures.       |
| 566-200515-09                                      | Tianco Pty Ltd RAV request Lomos South Road and Yealering Pingelly Road | CEO              | That Council request Main Roads to add Lomos Rd South from the Wickepin Shire Boundary with Shire of Corrigin to Coxon St Yealering to the RAV network as a Network 4 road.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | ✓      | Letter sent 22/05/2015.               |
| 567-2016/2017 National and State Blackspot funding | 2016/2017 National and State Blackspot funding                          | CEO              | <ol style="list-style-type: none"> <li>1. That the Chief Executive Officer fully cost the following roads for the State and National Blackspot program for the 2016/2017 Financial Year: <ol style="list-style-type: none"> <li>1. Gillimanning Road from SLK3.63 to SLK 17.49</li> <li>2. Line Road from SLK 0.00 to SLK 15.45</li> <li>3. Line Road from SLK 15.45 to SLK2 5.27</li> <li>4. Junction of Malyalling Road and Mutton Road</li> </ol> </li> <li>2. That the costed submissions be brought to the Technical Services Committee being held on the 1<sup>st</sup> July 2015 for a decision on the projects to be submitted to the 2016/2017 State and National Blackspot program prior to the following closing dates: <ul style="list-style-type: none"> <li>• Federal Black Spot closing date 31 July 2015</li> <li>• State Black Spot closing date 28 August 2015</li> </ul> </li> </ol> | ✓      | Letter sent 22/05/2015.               |
| 568-200515-11                                      | RoadWise Road Crash Trailers                                            | CEO              | That Council budget for a contribution of \$1,100 towards the capital cost of the two Road Wise Crash Trailers for the WBS Regional Road Group in the 2015/2016 Budget Estimates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | ✓      | Placed in 2015/2015 budget estimates. |
| 569-200515-12                                      | Proclamation Realignments – Narrogin - Kondinin Road near Elsinor Road  | CEO              | That Council endorse the Main Roads Proclamation Plan drawings 1421 – 0064 – 00 and 121 – 0066 – 00 of the Narrogin – Kondinin Road dated 14/4/2015 as submitted by Main Roads WA on the 9 <sup>th</sup> April 2015.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | ✓      | Letter sent 22/05/2015.               |



| Item              | Subject/Action                                                                               | Officer/<br>File | Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Status | Comment                                                               |
|-------------------|----------------------------------------------------------------------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|-----------------------------------------------------------------------|
| 570-<br>200515-15 | Aquatic Centre<br>Management<br>Services – RFT<br>01-2014-15                                 | CEO              | <ol style="list-style-type: none"> <li>1. That Council accept the tender from James Peter Matthews at a cost of \$60,500 plus CPI and an additional \$45 per hour for times outside of tender.</li> <li>2. That the Chief Executive Officer prepare a three year contract with James Peter Matthews for the Wickepin Aquatic Centre Management Services from the 1st July 2015 to the 30th June 2018 in line with the accepted Aquatic Centre Management Services tender RFT 1 - /2014.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | ✓      | Letters sent to successful and unsuccessful applicants<br>22/05/2015. |
| 571-<br>200515-17 | Shire of<br>Wickepin<br>Community<br>Grant<br>Applications                                   | CEO              | <p>That the Wickepin Cricket Club be advised that their expression of interest for funding is not able to be considered as a full application was not received. Further that the Wickepin Cricket Club be advised that alternative funding for a new cricket pitch and equipment shed is available from the Department of Sport and Recreation – Community Sporting and Recreation Facilities Fund Small Grant with the next round opening in July 2015. Funding is also available through the WACA.</p> <p>That Council place in the budget estimates the application for funding from the Harrismith Golf Club for \$1,300 towards new barstools and tables for the golf club.</p> <p>That Council place in the budget estimates the application for funding from the Lake Yealering Bowling Club for \$295 toward the purchase of a new security screen door for the Lake Yealering Bowling Club.</p> <p>That Council place in the budget estimates the application for funding from the Wickepin Districts Sports Club for \$1,016 towards the purchase of a new Honour Board for the club rooms.</p> <p>That Council place in the budget estimates the application from the Wickepin Bowling Club for \$2,348 towards 4 LED lights for the Wickepin greens.</p> <p>That Council place in the budget estimates the application for funding from the Lake Yealering Tennis Club for \$6,500 towards the cost of resurfacing the Yealering tennis courts.</p> | ✓      | Letters sent with enclosed plans<br>26/05/2015.                       |
| 572-<br>200515-18 | Governance,<br>Audit and<br>Community<br>Services<br>Committee<br>Meeting<br>Recommendations | CEO              | That the 2015/16 Fees and Charges be entered into the 2015/16 Budget Deliberations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | ✓      | Entered into 2015/2016 budget estimates.                              |
| 573-<br>200515-16 | 2014/2015<br>Budget Review                                                                   | CEO              | <ol style="list-style-type: none"> <li>1. That Council Adopts the Annual Budget Review as presented by the Chief Executive Officer for the year ending 30th June 2015.</li> <li>2. That the Shire of Wickepin forward the</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ✓      | Budget review sent<br>22/05/2015.                                     |

| Item              | Subject/Action                                                                       | Officer/<br>File | Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Status | Comment                                            |
|-------------------|--------------------------------------------------------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|----------------------------------------------------|
|                   |                                                                                      |                  | adopted budget review to the Department of Local Government.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |        |                                                    |
| 574-<br>200515-20 | 2015 WALGA<br>AGM - Voting<br>Delegates and<br>Attendees Local<br>Government<br>Week | CEO              | <p>1. That Council Voting delegates to the Western Australian Local Government Association Annual General Meeting to be held at the Perth Convention Exhibition Centre on 5 August to 7 August 2015 be:</p> <p>VOTING DELEGATES<br/>Name of Voting Delegates (2):<br/>Cr Steven Martin<br/>Cr Allan Lansdell</p> <p>PROXY Voting Delegates (2)<br/>Name of Proxy Voting Delegates (2):<br/>Wes Astbury<br/>Julie Russell</p> <p>2. That the Chief Executive Officer register the Chief Executive Officer and the following Councillors for the 2015 Local Government Week Convention being held at the Perth Convention Exhibition Centre between Wednesday 5 August to 7 August 2015:</p> <ul style="list-style-type: none"> <li>• Mr Mark J Hook</li> <li>• Cr Martin Delegate</li> <li>• Cr Lansdell Delegate</li> <li>• Cr Astbury Observer</li> <li>• Cr Russell Observer</li> </ul> | ✓      | Emailed nominations.                               |
| 575-<br>200515-21 | Wickepin<br>Primary School<br>Swimming<br>Platform<br>Wickepin<br>Aquatic Centre     | CEO              | That Council provide \$1,000 for the installation of a Kirby Swim Teaching Platform Wickepin Aquatic Centre in the 2015/2016 Budget estimates through the 2015/2016 Department of Sport and Recreation Community Pools Revitalisation Program.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ✓      | Letter sent to Wickepin Primary School 22/05/2015. |
| 576-<br>200515-22 | Campfire<br>Country –<br>Waiving Fees<br>Wickepin<br>Community<br>Centre             | CEO              | That Council waives the hire fees for Country Campfire for the hire of the Wickepin Community Centre for the 30th October to the 1st November for a Country Campfire event.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | ✓      | Email sent 25/05/2015.                             |
| 577-<br>200515-23 | Yealering<br>Motorcycle<br>Enduro                                                    | CEO              | <p>That Council gives permission to the Yealering Motorcycle Riders Club to hold the annual Yealering Motorcycle Enduro Event on reserve 9610, as long as the Shire of Wickepin and the Yealering Motorcycle Riders Club Incorporated enter into an Indemnity Release and Hold Harmless agreement prior to the event being held.</p> <p>That the Shire of Wickepin allows the use of the Yealering Town Oval (part of Reserve 9610) for the starting point and for camping overnight at a cost of \$15.00 per night per tent site which includes permission to use the Yealering caravan park ablutions facilities.</p>                                                                                                                                                                                                                                                                   | ✓      | Letter sent 22/05/2015.                            |
| 578-<br>200515-24 | Harrismith Golf<br>Club Security<br>Screen Door                                      | CEO              | That Council provide a new security screen door at the Harrismith Golf Club for the external door to the children's play/activity room which links                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ✓      | Letter sent 26/05/2015.                            |

| Item          | Subject/Action                                                  | Officer/<br>File | Progress                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Status | Comment                               |
|---------------|-----------------------------------------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------------------------|
|               |                                                                 |                  | the playroom to the outside playground area at a cost of \$600 from Job Account number LCC2 Harrismith Community Centre/Golf Club.                                                                                                                                                                                                                                                                                                                                                                                 |        | Screen door ordered.                  |
| 579-200515-25 | ALGA – Financial Assistance Grants to Local Government          | CEO              | That Council:<br>1. Acknowledges the importance of federal funding through the Financial Assistance Grants program for the continued delivery of Councils services and infrastructure;<br>2. Acknowledges that the Council will receive \$1,454,247 in 2014/2015; and<br>3. Will ensure that this federal funding and other funding provided by the Federal Government under relevant grant programs, is appropriately identified as Commonwealth grant funding in Council publications, including annual reports. | ✓      | Complete and placed in Annual Report. |
| 580-200515-26 | Townscape & Cultural Planning Committee Meeting Recommendations | CEO              | That Council pass the following recommendation:<br>1. That \$20,000 be allocated for the Harrismith Cemetery Upgrade in the 2015/2016 budget estimates.                                                                                                                                                                                                                                                                                                                                                            | ✓      | Placed in budget deliberations.       |

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

○ = in progress    ✓ = completed    ✕ =superseded

9. Notice of Motions of Which Notice Has Been Given

10. Receipt of Reports & Consideration of Recommendations

1.31pm – MWS Peter Vlahov entered the Chambers.

Infrastructure and Engineering Services

### 10.1.01 – Manager Works and Services Report

|                                    |                                        |
|------------------------------------|----------------------------------------|
| <b>Submission To:</b>              | Ordinary Council                       |
| <b>Location / Address:</b>         | Whole Shire                            |
| <b>Name of Applicant:</b>          | Peter Vlahov, Manager Works & Services |
| <b>File Reference:</b>             | 2610                                   |
| <b>Author:</b>                     | Peter Vlahov, Manager Works & Services |
| <b>Disclosure of any Interest:</b> | Nil                                    |
| <b>Date of Report:</b>             | 10 June 2015                           |

**Enclosure / Attachment:** Ongoing Maintenance List

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

**Comment:** Not applicable.

#### Programmed Construction Works

- Asphalt and bitumen sealing has been completed at the Wickepin Community Centre Car Park. Other items such as lighting, curbing, line marking and retaining wall construction are in progress.
- Fox Road gravel sheeting has been completed. Regrading and rolling of the entire road will be completed when suitable rain has fallen.
- Wickepin North Road Black Spot Project has been progressing well and has been 90% completed.
- Planning and costings for 2015/2016 works program.

#### Plant Replacement

- Prices are being sort for various plant items for budget purposes.

#### Maintenance Works

- Various building maintenance issues
- Wash sports floor.
- Various signage replacement.
- Pot hole patching.
- Grading various roads.
- Refuse sites maintenance.
- Dog and cat control.
- Various tree issues and other general maintenance.

Please see ongoing list attached

#### Occupational Health and Safety

- 3 staff have completed an elevated work platform course (cherry picker).
- Staff completed a two day Traffic Management course.
- All 12 Worksafe Improvement Notices have been completed.
- Received LGA safety audit report and have commenced improvements.
- No injuries or near miss incidents to report.

## **Workshop**

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

## **Parks and Gardens**

- Mowing and slashing various, including some road verges.
- Tree planting at Yealering and Wickepin.
- Empty water storage tanks located at community centre into sewer system to provide water for oval reticulation. Lack of rain has meant that the storage dam water level is extremely low.
- Plant street trees in various locations at Yealering and Wickepin.
- Wickepin oval mowing and maintenance
- Hockey oval maintenance.
- Upgrade various gardens.
- Weed spraying various areas.

**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 10 June 2015.

**Voting Requirements:** Simple majority

### **Resolution No 170615-03**

#### **Moved Cr Easton / Seconded Cr Russell**

That council notes the report from the Manager of Works and Services dated 10 June 2015.

**Carried 7/0**

1.43pm – MWS Peter Vlahov departed the Chambers.

MWS Action Request Register 2015

|            | Date       | Area                                          | Action                                                                    | Requested by   | Complete Y/N | Date Complete | Notes                   |
|------------|------------|-----------------------------------------------|---------------------------------------------------------------------------|----------------|--------------|---------------|-------------------------|
| 2014       | 30/09/2014 | Wickepin                                      | Wogolin Reserve History Board Signs – Parking and Heritage signs.         | Council        | ○            |               | To be placed.           |
|            | 15/10/2014 | Wickepin                                      | Private Works: 54 Campbell Street.                                        | Tony Smith     | ○            |               |                         |
|            | 11/12/2014 | Wickepin                                      | Street sign for Collins Street – Wogolin Intersection.                    | Lauren Osborne | ○            |               | Signs need installing   |
| January    | 14/01/2015 | Harrismith                                    | Tree down over road near cricket oval.                                    | Leah Pearson   | ✓            | 15/01/2015    |                         |
|            | 14/01/2015 | Harrismith                                    | Tree down blocking Baker Road.                                            | Cheryl Groom   | ✓            | 15/01/2015    |                         |
|            | 20/01/2015 | Wickepin                                      | Finish end path ramp at Admin office.                                     | Judy Bransby   | ✓            | 21/01/2015    |                         |
|            | 23/01/2015 | Wickepin                                      | Caravan Park – men’s urinal been turned off 3 weeks ago, cannot flush.    |                | ✓            | 06/02/2015    |                         |
|            | 27/01/2015 | Wickepin                                      | Knocked over branches 14 Johnston Street.                                 | Rob Loveridge  | ✓            | 18/02/2015    |                         |
|            | 30/01/2015 | Wickepin                                      | Unit 1 Yarling Court – Washing machine top washers need replacing         | Jody Dunn      | ✓            |               |                         |
|            | 30/01/2015 | Wickepin                                      | Unit 1 Yarling Court – TV Arial not working.                              | Jody Dunn      | ✓            |               |                         |
|            | 04/02/2015 | Yealering                                     | Lomus Road bitumen is lifting and dangerous.                              | Lynda Coxon    | ✓            |               | Temporary fix.          |
| February   | 06/02/2015 | Harrismith                                    | Place Children crossing signs on Wickepin Harrismith Road loc 7390.       | Carmen Bayley  | ✓            | 19/03/2015    |                         |
|            | 11/02/2015 | Wickepin                                      | White rail at admin office needs repainting.                              | Townscape      | ✓            | 18/02/2015    | Repainted.              |
|            | 11/02/2015 | Yealering                                     | Attention needed to Yealering Gardens and dead plants need removing.      | Townscape      | ✓            |               |                         |
|            | 11/02/2015 | Wickepin                                      | Mark posts in lawn where war memorial posts will be placed.               | Townscape      | ✓            |               |                         |
|            | 11/02/2015 | Harrismith                                    | Tree fallen down in Harrismith Playground                                 | Townscape      | ✓            |               |                         |
|            | 11/02/2015 | Yealering                                     | Cowthorp on Corner of Roberts and Smith Street.                           | P. McKormick   | ✓            |               | Private property        |
|            | 11/02/2015 | Wickepin                                      | Facey Group – PowerPoint needs checking.                                  | Facey Group    | ✓            |               |                         |
|            | 24/02/2015 | Harrismith                                    | Caravan Park Dongas – Stove not working.                                  | Tanya Sands    | ✓            |               | Complete.               |
|            | 26/02/2015 | Wickepin                                      | Yarling Court Unit 1 – Air-conditioning leaking.                          | Jody Dunn      | ✓            |               |                         |
|            | 04/03/2015 | Wickepin                                      | War Memorial – Water drainage running down to pub.                        | Allan Lansdell | ✓            |               | Gardener is monitoring. |
|            | 04/03/2015 | Harrismith                                    | Bin on the Wickepin-Harrismith Road requires a lid.                       | Tech services  | ✓            |               |                         |
| March      | 04/03/2015 | Harrismith                                    | Wind sock to be replaced at the air strip.                                | Tech services  | ○            |               | Ordered.                |
|            | 04/03/2015 | Wickepin                                      | Clean all gutters in Council buildings.                                   | Governance     | ✓            |               | Complete.               |
|            | 09/03/2015 | Wickepin                                      | Yarling Court Unit 3 – tidy up gardens.                                   | Leah           | ✓            | 10/03/2015    | Complete.               |
|            | 10/03/2015 | Harrismith                                    | Tidy up at cricket ground for grand final.                                | Leah           | ✓            |               |                         |
|            | 11/03/2015 | Yealering                                     | Yealering Hall – globe needs replacing.                                   | Townscape      | ✓            |               |                         |
|            | 11/03/2015 | Harrismith                                    | Harrismith air strip – slashing is needed rather than grading.            | Townscape      | ✓            |               | Complete.               |
|            | 11/03/2015 | Harrismith                                    | Wind sock on Harrismith air strip – needs clearing before it is replaced. | Townscape      | ✓            |               |                         |
|            | 12/03/2015 | Wickepin                                      | Gillimanning Road sign needs replacing.                                   | Tina Simpson   | ✓            |               |                         |
|            | 16/03/2015 | Wickepin                                      | Brand down at Unit A Collins Street – needs removing.                     | Anika Mullan   | ✓            | 18/03/2015    |                         |
|            | 16/03/2015 | Wickepin                                      | Caravan Park – Door frame broken and long light bulb needs changing.      | Tony Rigby     | ○            |               |                         |
|            | 18/03/2015 | Yealering                                     | Opposite Coxon’s Garage – pine tree full of termites needs removing.      | Wayne Rushton  | ✓            |               |                         |
|            | 19/03/2015 | Wickepin                                      | CRC – Assistance to change light bulb.                                    | A. Heaney      | ✓            |               |                         |
|            | 23/03/2015 | Yealering                                     | Mow lawn at CWA building.                                                 | Progress       | ○            |               |                         |
|            | 23/03/2015 | Yealering                                     | Dalton Road needs grading.                                                | Progress       | ✓            |               |                         |
| 23/03/2015 | Yealering  | Replace plants at the front and back of hall. | Progress                                                                  | ✓              |              |               |                         |

|            |            |                                                                        |                                                                             |               |   |            |                                               |
|------------|------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------|---------------|---|------------|-----------------------------------------------|
|            | 24/03/2015 | Yealering                                                              | Remove trees from the hall.                                                 | Kim Smith     | ✓ |            |                                               |
|            | 30/03/2015 | Wickepin                                                               | Unit 3 Yarling Court – light filled with water and TV Arial needs fixing.   | Luke Hatchman | ✓ |            | TV Arial fixed. All complete.                 |
| April      | 02/04/2015 | Toolibin                                                               | Sign for Cemetery Road.                                                     | Lorinda Knox  | ○ |            | Ordered.                                      |
|            | 02/04/2015 | Wickepin                                                               | Have oval ready for first game of footy.                                    | WFC           | ✓ |            |                                               |
|            | 08/04/2015 | Wickepin                                                               | Place garden competition signs.                                             | Townscape     | ✓ |            | Complete.                                     |
|            | 08/04/2015 | Wickepin                                                               | Cemeteries to be tidied before ANZAC Day.                                   | Townscape     | ✓ |            | Complete.                                     |
|            | 08/04/2015 | Various                                                                | Place RV signs.                                                             | Townscape     | ○ |            |                                               |
|            | 08/04/2015 | Wickepin                                                               | Facey Group - Outside tap is dripping.                                      | Facey Group   | ✓ |            |                                               |
|            | 08/04/2015 | Wickepin                                                               | Facey Group – Men’s toilets runs all day and night.                         | Facey Group   | ✓ |            |                                               |
|            | 08/04/2015 | Wickepin                                                               | Facey Group – Kitchen tap is loose.                                         | Facey Group   | ✓ |            |                                               |
|            | 08/04/2015 | Wickepin                                                               | Facey Group – Flouro light tube needs replacing.                            | Facey Group   | ✓ | 05/05/15   |                                               |
|            | 08/04/2015 | Wickepin                                                               | Facey Group – Cold water tap is leaking – washing machine.                  | Facey Group   | ✓ |            |                                               |
|            | 13/04/2015 | Wickepin                                                               | Community Centre – Get rid of dead mouse smell and spider webs.             | Amanda        | ✓ |            |                                               |
|            | 15/04/2015 | Wickepin                                                               | Prune brushes to same level for ANZAC Day.                                  | Council       | ✓ |            | Can’t be done – the bushes are too different. |
|            | 15/04/2015 | Harrismith                                                             | Harrismith South Road, Gray Road and Ward Road need grading.                | Bruce Ward    | ✓ | 06/05/15   |                                               |
|            | 16/04/2015 | Harrismith                                                             | T Junction of the Line Road/Stock Route Road – bush area needs clearing.    | Council       | ○ |            |                                               |
|            | 20/04/2015 | Wickepin                                                               | Cold showers in Community Centre change rooms.                              | WFC           | ✓ |            |                                               |
|            | 20/04/2015 | Wickepin                                                               | Various jobs for ANZAC Day.                                                 | Leah          | ✓ |            |                                               |
|            | 20/04/2015 | Wickepin                                                               | Mark the Hockey Oval.                                                       | Hockey Club   | ✓ |            |                                               |
|            | 22/04/2015 | Wickepin                                                               | Clean all gutters for housing.                                              | Inspections   | ○ |            |                                               |
|            | 22/04/2015 | Wickepin                                                               | Yarling Court - Unit 2 - Front light globe outside needs replacing.         | Inspections   | ✓ |            |                                               |
|            | 22/04/2015 | Wickepin                                                               | Yarling Court - Unit 3 - Broken fly screen window.                          | Inspections   | ✓ |            |                                               |
|            | 22/04/2015 | Wickepin                                                               | Cottage Homes - Unit 3 - Move front blind cord.                             | Inspections   | ✓ |            |                                               |
|            | 22/04/2015 | Wickepin                                                               | Unit 3 – Cut back creeper over the car port.                                | Inspections   | ✓ |            |                                               |
|            | 22/04/2015 | Wickepin                                                               | Unit 4 - Change light in kitchen (doesn’t always work).                     | Inspections   | ✓ |            |                                               |
|            | 22/04/2015 | Wickepin                                                               | Unit 4 - Fix hand rail (ask Amy what exactly she needs)                     | Inspections   | ✓ |            |                                               |
|            | 22/04/2015 | Wickepin                                                               | 7 Fisher Street - Stove top was in budget last year and needs to be fitted. | Inspections   | ○ |            |                                               |
|            | 22/04/2015 | Wickepin                                                               | 7 Fisher Street - Flu for fireplace needs fixing or replacing.              | Inspections   | ○ |            |                                               |
|            | 22/04/2015 | Wickepin                                                               | 5 Smith Street - Arm chair needs removing (back outside area).              | Inspections   | ✓ |            |                                               |
|            | 22/04/2015 | Wickepin                                                               | 5 Smith Street - Curtain rail on sliding door to back garden needs fixing.  | Inspections   | ✓ |            |                                               |
| 22/04/2015 | Wickepin   | 34 Henry Street – Branch over footpath.                                | Luci Sartori                                                                | ✓             |   |            |                                               |
| 28/04/2015 | Wickepin   | Mouse poo in Community Centre.                                         | W. Meddings                                                                 | ✓             |   |            |                                               |
| 29/04/2015 | Wickepin   | Unit 2 Yarling Court – Glass damaged in bedroom opposite main road.    | Violet Holmes                                                               | ✓             |   |            |                                               |
| 29/04/2015 | Wickepin   | Unit 2 Yarling Court – Hot water system is only warm – needs checking. | Violet Holmes                                                               | ○             |   |            |                                               |
| May        | 01/05/2015 | Wickepin                                                               | Private Works Request – 2 large trees need removing in yard.                | Julie Auld    | ○ |            |                                               |
|            | 01/05/2015 | Wickepin                                                               | Chair trolley needs collecting.                                             | Leah          | ✓ | 05/05/2015 |                                               |
|            | 01/05/2015 | Wickepin                                                               | Community Centre – next to pie warmer in kitchen – plug needs removing      | Mark          | ✓ | 06/05/2015 | Completed by electrician.                     |
|            | 01/05/2015 | Wickepin                                                               | Wickepin Public Toilets – light stuck on. Handles need tightening.          | Leah          | ✓ | 05/05/2015 |                                               |
|            | 04/05/2015 | Wickepin                                                               | Wickepin Caravan Park – light globe needs replacing in laundry.             | A. Ramsay     | ✓ | 05/05/2015 |                                               |
|            | 04/05/2015 | Wickepin                                                               | Recycling Shed – Fire extinguisher needs to be locked.                      | A. Ramsay     | ○ |            |                                               |
|            | 04/05/2015 | Wickepin                                                               | Facey Group – Light in kitchen needs an electrician.                        | Facey Group   | ✓ |            |                                               |

|            |            |                                                                          |                 |   |            |  |
|------------|------------|--------------------------------------------------------------------------|-----------------|---|------------|--|
| 04/05/2015 | Wickepin   | Facey Group – Plumber for downpipe.                                      | Facey Group     | ○ |            |  |
| 04/05/2015 | Wickepin   | Old Railway Building – Tree at the back of building needs to be trimmed. | A. Ramsay       | ✓ | 06/05/2015 |  |
| 04/05/2015 | Harrismith | Dongas – globe outside needs replacing.                                  | A. Ramsay       | ○ |            |  |
| 04/05/2015 | Harrismith | Dongas – Exhaust fan not working may need an electrician.                | A. Ramsay       | ○ |            |  |
| 04/05/2015 | Harrismith | Dongas – Change batteries in smoke alarms.                               | A. Ramsay       | ○ |            |  |
| 04/05/2015 | Wickepin   | Henry Street – Part of pavement has lifted up footpath.                  | P. Gardener     | ○ |            |  |
| 05/05/2015 | Wickepin   | Whiteboards back to community Centre.                                    | Glenn Leeson    | ✓ | 06/05/2015 |  |
| 05/05/2015 | Wickepin   | Netball Courts to be cleaned for 9 <sup>th</sup> May.                    | Amanda          | ✓ |            |  |
| 06/05/2015 | Wickepin   | Weeds need seeing to at Facey Group building.                            | Facey Group     | ○ |            |  |
| 07/05/2015 | Wickepin   | Wickepin War Memorial – Loose brick on steps.                            | Governance      | ○ |            |  |
| 07/05/2015 | Wickepin   | Campbell Street – Blue metal dust needs shoveling.                       | Governance      | ○ |            |  |
| 11/05/2015 | Yealering  | Tidy up Yealering Cemetery.                                              | Wayne Rushton   | ✓ |            |  |
| 13/05/2015 | Wickepin   | 10 Smith Street – wood back door in garage lock not working.             | Stacey Halstead | ○ |            |  |
| 13/05/2015 | Yealering  | Corner of Congreve and Connor Street – sand/gravel needs removing.       | Les Robinson    | ✓ | 15/05/2015 |  |
| 13/05/2015 | Wickepin   | Tree pruning – 34 Henry Street – side of tree needs pruning.             | Luci Sartori    | ○ |            |  |
| 14/05/2015 | Yealering  | Clean between graves, under trees and Shipley Road fence.                | Wayne Rushton   | ✓ | 15/05/15   |  |
| 18/05/2015 | Wickepin   | Unit 1 Yarling Court – Place rat baits in roof.                          | Jody Dunn       | ○ |            |  |
| 19/05/2015 | Wickepin   | Shire office – replace 1 light globe.                                    | Mark Hook       | ○ |            |  |
| 19/05/2015 | Wickepin   | Unit 3 Cottage Homes – replace double PowerPoint in kitchen.             | Colin Fleay     | ✓ | 29/05/2015 |  |
| 19/05/2015 | Wickepin   | Unit 3 Cottage Homes – Hinge in laundry.                                 | Colin Fleay     | ✓ | 29/05/2015 |  |
| 19/05/2015 | Wickepin   | Unit 3 Yarling Court – TV Aerial not working.                            | Tim Rushton     | ○ |            |  |
| 20/05/2015 | Wickepin   | Wickepin Caravan Park – Lock in disabled shower broken.                  | Kirsten Rigby   | ○ |            |  |
| 20/05/2015 | Wickepin   | Wickepin Caravan Park – Refillable, fitted soap dispenser.               | Kirsten Rigby   | ○ |            |  |
| 21/05/2015 | Wickepin   | Unit 2 Cottage Homes – Move leave and dirt at the back.                  | Doug Gardener   | ✓ | 26/05/2015 |  |
| 21/05/2015 | Wickepin   | Cottage Homes – Trim bush over electricity meter.                        | Nat Manton      | ✓ | 25/05/2015 |  |
| 25/05/2015 | Yealering  | Plaque and ashes into niche wall.                                        | Amanda          | ✓ | 28/05/2015 |  |
| 25/05/2015 | Wickepin   | 5 Smith Street – Tidy up front and back garden.                          | Leah            | ✓ | 27/05/2015 |  |
| 27/05/2015 | Wickepin   | Community Centre – lights over doors to mezzanine not working.           | Beth Thompson   | ✓ | 29/05/2015 |  |
| 27/05/2015 | Wickepin   | Community Centre – Exit light over stairwell blinks.                     | Beth Thompson   | ○ |            |  |
| 28/05/2015 | Wickepin   | Office – fix flag poles.                                                 | Mark            | ✓ | 28/05/2015 |  |
| 02/06/2015 | Wickepin   | Unit 3 Yarling Court – Tidy front and back garden.                       | Leah Pearson    | ✓ | 05/06/2015 |  |
| 02/06/2015 | Wickepin   | Unit 4 Cottage Homes – Toilet needs fixing.                              | Amy Read        | ✓ | 02/06/2015 |  |
| 03/06/2015 | Wickepin   | Community Centre – leaking tap oval side of mezzanine.                   | Tony Smith      | ○ |            |  |
| 03/06/2015 | Wickepin   | Old floor sweeper needs maintenance.                                     | Tony Smith      | ○ |            |  |
| 04/06/2015 | Wickepin   | 5 Smith Street – Aerial for TV not working.                              | Luke Hatchman   | ○ |            |  |
| 06/06/2015 | Wickepin   | 5 Smith Street – Power socket in kitchen needs seeing to.                | Luke Hatchman   | ○ |            |  |
| 10/06/2015 | Wickepin   | Unit 2 Yarling Court – Window needs fixing.                              | Violet Holmes   | ○ |            |  |
| 11/06/2015 | Wickepin   | Fix sports ground fence at Cambell Street side of oval.                  | Mark Hook       | ○ |            |  |



## 10.1.02 – Greening Australia - Seed Collecting to July 2016

|                                    |                                      |
|------------------------------------|--------------------------------------|
| <b>Submission To:</b>              | Ordinary Council                     |
| <b>Location / Address:</b>         | Whole Shire                          |
| <b>Name of Applicant:</b>          | Greening Australia                   |
| <b>File Reference:</b>             | 1105                                 |
| <b>Author:</b>                     | Mark J Hook, Chief Executive Officer |
| <b>Disclosure of any Interest:</b> | Nil                                  |
| <b>Date of Report:</b>             | 8 June 2016                          |

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**Enclosure / Attachment:** Nil

### Background:

Greening Australia wishes to have access to all reserves vested in the Shire of Wickepin for the collection of native plant seeds from 1 July 2015 to 30 June 2016.

### Comment:

Greening Australia WA in the past have been granted access and permission to Collect Native Plant Seed from Reserves Vested in the Shire of Wickepin.

The permission was granted under the following conditions:

- 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 2014.
- 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.

The author of this report can see no issue granting Greening Australia permission to Collect Native Plant Seed from Reserves Vested in the Shire of Wickepin in line with the previous permission's granted to Greening Australia WA.

**Statutory Environment:** Wildlife Conservation Act (1950)

**Policy Implications:** No Policy

**Financial Implications:** Nil

**Strategic Implications:** Nil

### Summary:

Council is being requested to grant permission to Greening Australia to Collect Native Plant Seed from Reserves Vested in the Shire of Wickepin up to 30 June 2016 with the following conditions:

- 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 2015.
- 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.

**Recommendation:**

That Council grant permission to Greening Australia to Collect Native Plant Seed from Reserves Vested in the Shire of Wickepin up to the 30<sup>th</sup> June 2016 with the following conditions:

- 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 2015.
- 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.

**Voting Requirements:** Simple majority

**Resolution No 170615-04****Moved Cr Astbury / Seconded Cr Allan**

That Council grant permission to Greening Australia to Collect Native Plant Seed from Reserves Vested in the Shire of Wickepin up to the 30<sup>th</sup> June 2016 with the following conditions:

- 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 2015.
- 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.
- Comply with Councils fire and vehicle movement regulations.

**Carried 7/0**

*The resolution differed from the officer's recommendation as Council felt that it should be stipulated that Greening Australia should comply with Councils fire and vehicle movement regulations.*

Infrastructure and Engineering Services

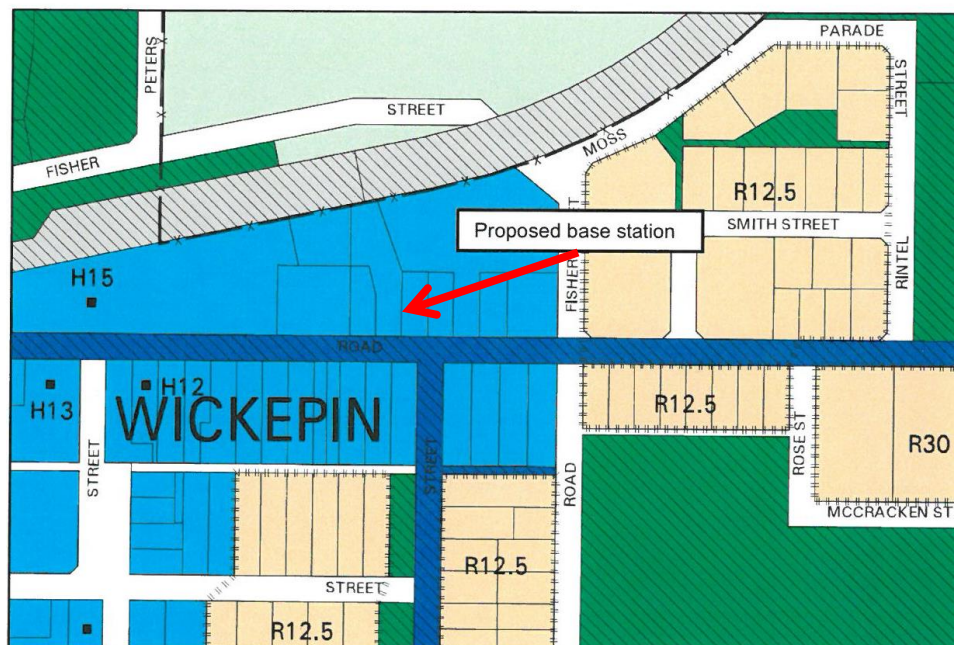
## 10.1.03 – Aurecon Pty Ltd – Telecommunications infrastructure Wickepin

|                                    |                                      |
|------------------------------------|--------------------------------------|
| <b>Submission To:</b>              | Ordinary Council                     |
| <b>Location / Address:</b>         | Whole Shire                          |
| <b>Name of Applicant:</b>          | Aurecon Pty Ltd                      |
| <b>File Reference:</b>             | 701/1003                             |
| <b>Author:</b>                     | Mark J Hook, Chief Executive Officer |
| <b>Disclosure of any Interest:</b> | Nil                                  |
| <b>Date of Report:</b>             | 8 June 2015                          |

**Enclosure / Attachment:** Development Application from Aurecon Pty Ltd

### Background:

Council is in receipt of a Development Application from Aurecon Pty Ltd for the development of telecommunications infrastructure at the Wickepin telephone exchange 61 Wogolin Road Wickepin.

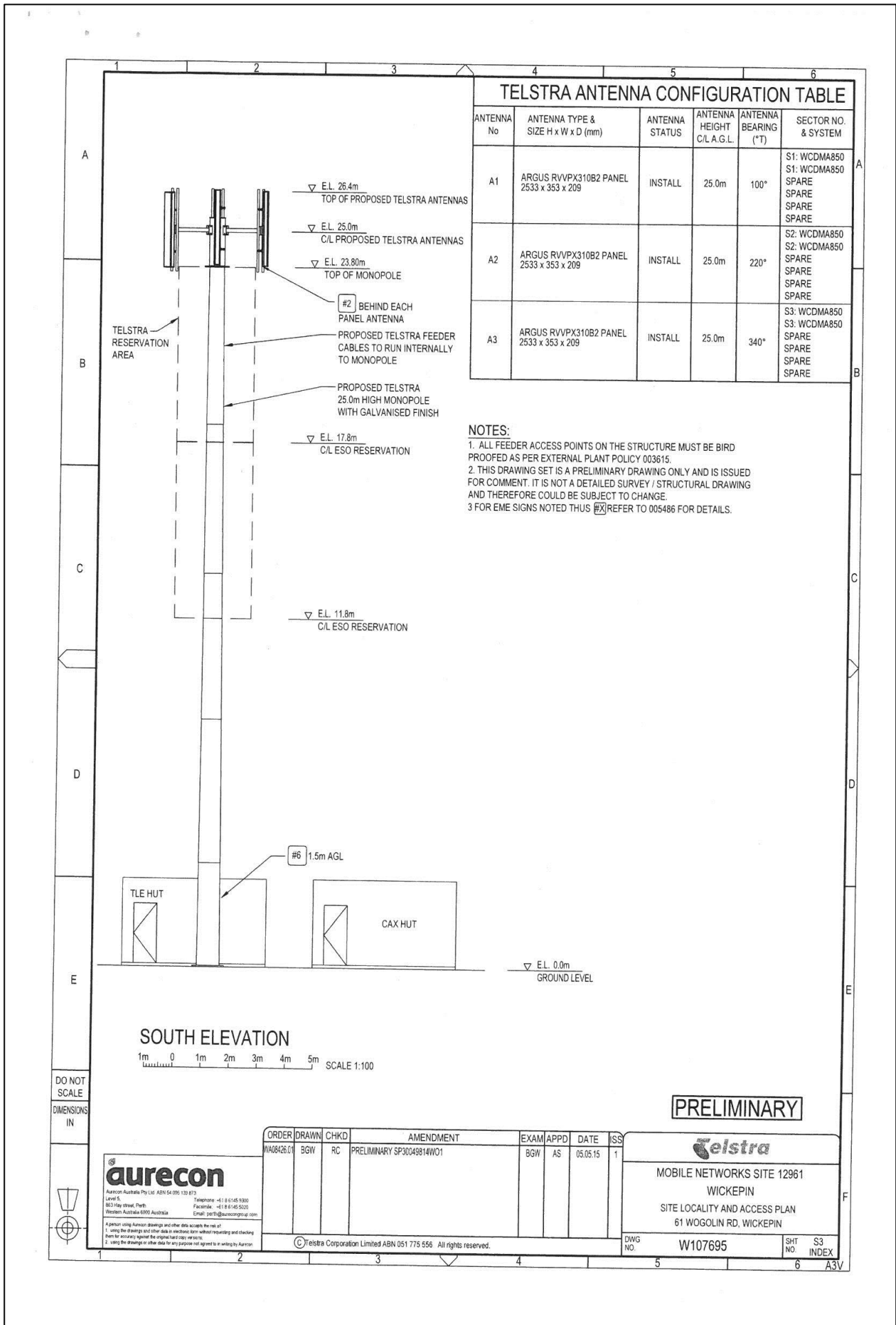


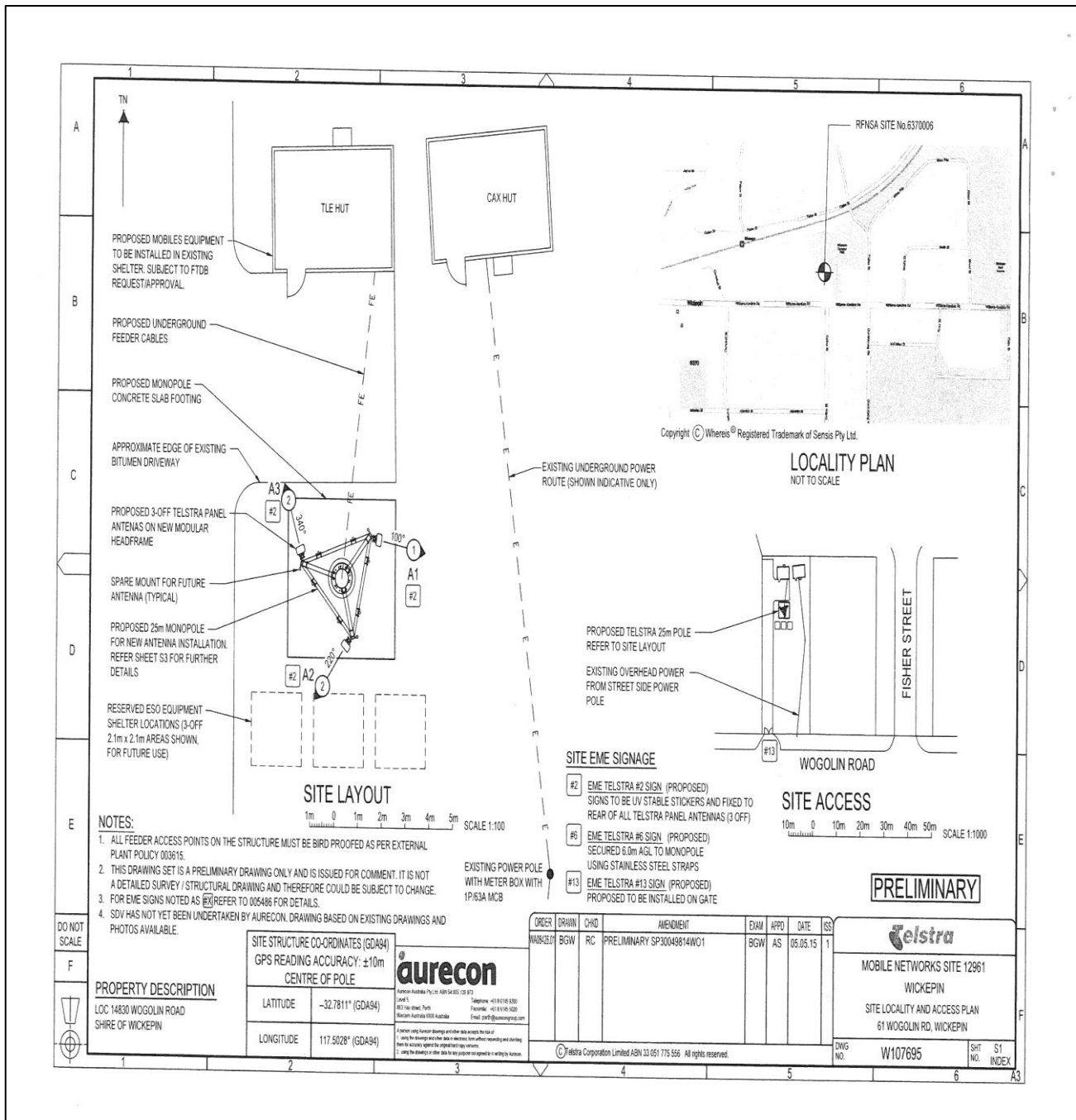
The proposed telecommunication facility will comprise of the following:

- 25 meter slim line monopole with triangular head frame
- Three Argus RVVPX310B2 panel antennae's at the 25 meter level
- Ancillary equipment necessary for the operation and proper functioning of the facility

Allowance has been made for future Telstra antennae's in addition to a (6meter) section for emergency services organisations infrastructure.

No external flood lighting or aviation lighting is proposed.





**Comment:**

The Wickepin telephone exchange is on Lot 14830 on Plan 3375 Volume 1229 Folio 473 and is currently owned by Australian Communications commission of Telecom Centre 80 Stirling Street, Perth.

The subject property is zoned Town Centre and is currently used for Telecommunications Infrastructure.

The Telstra Exchange is a level fenced compound with sufficient area to accommodate the proposed 25m Mono Pole with a triangular head frame structure.



Photo of Site from Wogolin Road



Map of area bordered yellow

Council zoning table under TPS 4 states the following:

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

#### **4.1 Zoning Table**

4.1.1 *The Zoning Table indicates, subject to the provisions of the Scheme, uses permitted in the Scheme area in the various zones. The permissibility of any uses is determined by cross-reference between the list of use classes on the left hand side of the Zoning Table and the list of zones at the top of the Zoning Table.*

4.1.2 *The symbols used in the cross reference in the Zoning Table have the following meanings –*

- ‘P’ means that the use is permitted by the Scheme providing the use complies with the relevant development standards and the requirements of the Scheme;*
- ‘D’ means that the use is not permitted unless the local government has exercised its discretion by granting planning approval;*
- ‘A’ means that the use is not permitted unless the local government has exercised its discretion by granting planning approval after giving special notice in accordance with clause 9.4;*
- ‘X’ means a use that is not permitted by the Scheme.*

| LANDUSE                           | Town Centre | Rural Townsite | Residential | Rural Residential | General Agriculture | Industry | Special Use | Development |
|-----------------------------------|-------------|----------------|-------------|-------------------|---------------------|----------|-------------|-------------|
| telecommunications infrastructure | A           | D              | X           | D                 | D                   | D        |             |             |

As shown above Telecommunications Infrastructure under Town Centre is an "A" use.

Clause 9.4 is as follows:

#### **9.4 Advertising of applications**

9.4.1 *Where an application is made for planning approval to commence a use or commence or carry out development which involves a use which is –*

- (a) *an 'A' use as referred to in clause 4.3.2; or*
- (b) *a use not listed in the Zoning Table,*

*the local government is not to grant approval to that application unless notice is given in accordance with clause 9.4.3.*

9.4.2 *Despite clause 9.4.1, where application is made for a purpose other than a purpose referred to in that clause, the local government may require notice be given in clause 9.4.3.*

9.4.3 *The local government may give notice or require the applicant to give notice of an application for planning approval in one or more of the following ways –*

- (a) *notice of the proposed use or development served on nearby owners and occupiers who, in the opinion of the local government, are likely to be affected by the granting of planning approval, stating that submissions may be made to the local government by a specified date being not less than 14 days from the day the notice is served;*
- (b) *notice of the proposed use or development published in a newspaper circulating in the Scheme area stating that submissions may be made to the local government by a specified day being not less than 14 days from the day the notice is published;*
- (c) *a sign or signs displaying notice of the proposed use or development to be erected in a conspicuous position on the land for a period of not less than 14 days from the day the notice is erected.*

9.4.4 *The notice referred to in clause 9.4.3(a) and (b) is to be in the form prescribed in Schedule 8 with such modifications as are considered appropriate by the local government.*



9.4.5 *Any person may inspect the application for planning approval referred to in the notice and the material accompanying that application at the offices of the local government.*

9.4.6 *After the expiration of the specified period from the serving of notice of the application for planning approval, the publication of the notice or the erection of a sign or signs, whichever is the later, the local government is to consider and determine the application.*

The extension of the current site is permissible as it sits within the current boundary of Lot 14830 and the proposed development does not change the predominant use of the land; therefore the author of this report believes there is no requirement to give notice under clause 9.4 of the Shire of Wickepin Town Planning Scheme Number 4.

A copy of the complete application has been provided to Councillors under separate cover to the Agenda and includes the submitted site and elevation plans to elaborate upon this proposal.

Local Government in considering an application for planning approval is to have due regard to such of the following matters as are in the opinion of the local government relevant to the use or development the subject of the application –

- (a) the aims and provisions of the Scheme and any other relevant local planning schemes operating within the Scheme area;
- (b) the requirements of orderly and proper planning including any relevant proposed new local planning scheme or amendment, or region scheme or amendment, which has been granted consent for public submissions to be sought;
- (c) any approved statement of planning policy of the Commission;
- (d) any approved environmental protection policy under the Environmental Protection Act 1986;
- (e) any relevant policy or strategy of the Commission and any relevant policy adopted by the Government of the State;
- (f) any Local Planning Policy adopted by the local government under clause 2.4, any heritage policy statement for a designated heritage area adopted under clause 7.2.2, and any other plan or guideline adopted by the local government under the Scheme;
- (g) in the case of land reserved under the Scheme, the ultimate purpose intended for the reserve;
- (h) the conservation of any place that has been entered in the Register within the meaning of the Heritage of Western Australia Act 1990, or which is included in the Heritage list under clause 7.1, and the effect of the proposal on the character or appearance of a heritage area;
- (i) the compatibility of a use or development with its setting;
- (j) any social issues that have an effect on the amenity of the locality;
- (k) the cultural significance of any place or area affected by the development;
- (l) the likely effect of the proposal on the natural environment and any means that are proposed to protect or to mitigate impacts on the natural environment;



- (m) whether the land to which the application relates is unsuitable for the proposal by reason of it being, or being likely to be, subject to flooding, tidal inundation, subsidence, landslip, bush fire or any other risk;
- (n) the preservation of the amenity of the locality;
- (o) the relationship of the proposal to development on adjoining land or on other land in the locality including but not limited to, the likely effect of the height, bulk, scale, orientation and appearance of the proposal;
- (p) whether the proposed means of access to and egress from the site are adequate and whether adequate provision has been made for the loading, unloading, manoeuvring and parking of vehicles;
- (q) the amount of traffic likely to be generated by the proposal, particularly in relation to the capacity of the road system in the locality and the probable effect on traffic flow and safety;
- (r) whether public transport services are necessary and, if so, whether they are available and adequate for the proposal;
- (s) whether public utility services are available and adequate for the proposal;
- (t) whether adequate provision has been made for access for pedestrians and cyclists (including end of trip storage, toilet and shower facilities);
- (u) whether adequate provision has been made for access by disabled persons;
- (v) whether adequate provision has been made for the landscaping of the land to which the application relates and whether any trees or other vegetation on the land should be preserved;
- (w) whether the proposal is likely to cause soil erosion or land degradation;
- (x) the potential loss of any community service or benefit resulting from the planning approval;
- (y) any relevant submissions received on the application;
- (z) the comments or submissions received from any authority consulted under clause 10.1.1;
- (za) any other planning consideration the local government considers relevant.

In determining an application for planning approval the local government may –

- (a) grant its approval with or without conditions; or
- (b) refuse to grant its approval.

The Telecommunications Act 1997 exempts developers from environmental and planning legislation in Western Australia except where the facility does not meet the definition of a low impact facility, in this case requiring a development application with the Shire of Wickepin. The applicant is also required to comply with the Telecommunications Code of Practice 1997 and the industry codes and standards of the Australian

Communications Authority. This proposed facility does not meet the criteria as low impact under the definitions contained in the Commonwealth Legislation and therefore Planning Approval is required for the proposed facility.

Planning bulletin 46 applications for Telecommunications Infrastructure (WAPC, 2000) states that the “*Health Department of Western Australia considers there is currently no health basis for restricting either the siting of mobile telephone towers or ground level access to them.*” This is also consistent with the World Health Organisation finding off no evidence of health impacts from mobile phone base stations.

The State Administrative Tribunal orders in relation to telecommunications infrastructure acknowledges that health is not a planning consideration given the licensing requirements have due regard to the Public Health issues.

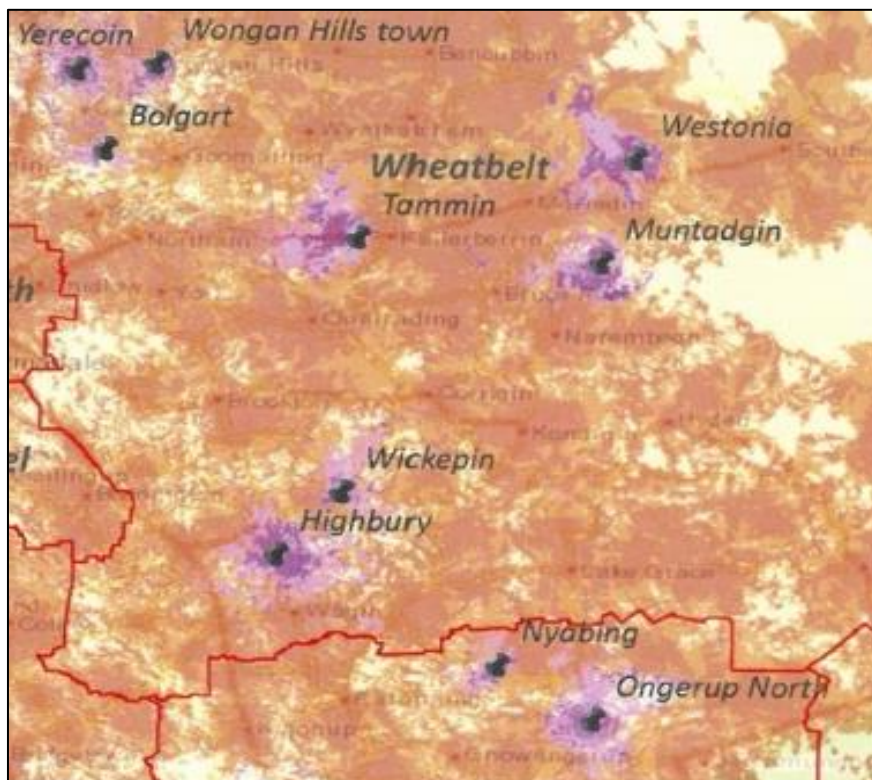
**The objectives of the Town Centre are to:**

- To provide for a consolidated, accessible, safe and vibrant town centre with a mix of compatible uses.
- To protect, maintain and enhance where possible the visual and heritage elements of the town.
- To maintain the attractive features of a rural town lifestyle.

The shire of Wickepin Local Planning Strategy 2007 does not address telecommunications as a standalone element or in any of the strategic actions associated with infrastructure.

The provision of a 25metre Monopole on this site will provide Next G service availability and good call quality in the vicinity of Wickepin. Reliable 3G coverage shall be provided to users in the area currently experiencing poor signal level on handset devices, coverage will also be raised to motorists travelling along the Williams-Kondinin Road.

The coverage map below identifies RMCP sites in the Wheatbelt areas. New coverage areas are marked purple and pink marks new areas of coverage that require an external antennae.



**Statutory Environment:**

*Planning and Development Act 2005*

*State Administrative Tribunal Act 2004*

*Shire of Wickepin Town Planning Scheme Number 4*

- *Schedule 1.2*
- *5.18 - Development in the Town Centre and Rural Town site Zones the following:*
- *Clause 9.1- Advertising of applications*
- *Clause 10.2 - Matters to be considered by local government*

*Shire of Wickepin Local Planning Strategy 2007*

*Telecommunications Act 1997*

*Telecommunications Code of Practice 1997*

*Industry codes and standards of the Australian Communications Authority*

*Western Australian Planning Commission Statement of Planning Policy 5.2 Telecommunications Infrastructure*

**Policy Implications:**

Council has no adopted policies specific to telecommunications infrastructure.

## 11.3 TOWN PLANNING SCHEMES

### 11.3.1 TOWN CENTRE DESIGN AND TOWNSCAPE GUIDELINES

**OBJECTIVE: Provide guidance to developers in the Town Centre Zone of the Scheme to ensure a high standard of presentation, function, safety and traffic circulation commensurate with a vibrant town centre while reinforcing the attractive features of the existing townscape, and to guide Council in determining the appropriateness and adequacy of development proposals in the town centre.**

This Policy is Council's adopted Local Planning Policy – Town Centre Design and Townscape Guidelines referred to in Section 5.17.3 of Council's Town Planning Scheme. It applies to the Town Centre Zone of the Scheme.

Under section 5.9.1 of the Scheme, Council shall have due regard to the provisions of this Policy in determining an application for planning approval

#### 11.3.1.1 RELEVANT SCHEME PROVISIONS

Where an application for planning approval incorporates development in the Town Centre Zone the following Scheme provisions apply.

Council may approve the following variations within the Town Centre and Rural Townsite Zones for non-residential development. (Section 5.17.1)

An increase in plot ratio of 20% may be granted where Council is satisfied that public open areas, courtyards or colonnades or other setbacks or preservation of heritage buildings warrants an increase.

Site coverage of up to 100% where Council is satisfied that adequate arrangements have been made in regard to access, car parking, circulation or traffic, safety, servicing, loading and unloading, stormwater drainage, effluent disposal and any other matter which Council deems necessary.

A zero building setback from the front boundary where landscape and paved pedestrian areas are to be provided adjacent to the front boundary and Council is satisfied that adequate arrangements have been made with regard to access, car parking, circulation of traffic, safety, servicing and loading and unloading.

Development shall not exceed 2 storeys in height except where Council is satisfied that the proposal is compatible with the objectives for the zone and:

- will not restrict light, sunshine and natural ventilation enjoyed by surrounding properties;
- will not intrude upon the privacy enjoyed by surrounding properties with overview;
- will not diminish views or outlook available from surrounding properties; and
- is sympathetic with townscape and character of the surrounding built environment.

For mixed use development comprising a combination of residential and non-residential uses, the provisions of Part 4.2 of the Residential Design Codes will apply to the residential component of the development (at R25 code), and the provisions of this Scheme to the non-residential component of the development. (Section 5.17.2)

In considering an application for planning approval for a proposed development (including additions and alterations to existing development) in the Town Centre Zone, Council shall have regard to the criteria and design guidelines contained in Council's Local Planning Policy – Town Centre Design and Townscape Guidelines. (Section 5.17.3)

Development proposals shall recognise the preservation of areas or buildings or architectural or historic interest and the development of land abutting the same. (Section 5.17.5)

Within the Town Centre and Rural Town Zones, Council at its discretion may vary the application of relevant development standards in respect of any development involving a change of land use of an existing building. (Section 5.17.6)

Council may prepare a Local Planning Policy and/or Plan for all or part of the Town Centre Zone where development and uses will accord with the Policy provisions and/or Plan in addition to relevant Scheme provisions. (Section 5.17.7)

Council will not support commercial or industrial uses in the Town Centre or Rural Townsite Zones where the predominant established use is for residential purposes unless their impacts can be adequately buffered. (Section 5.17.8)

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#### 11.3.1.2 TOWNSCAPE AND DESIGN POLICY PROVISIONS

In considering an application for planning approval for a proposed development (including additions and alterations to existing development) in the Town Centre Zone, Council shall have regard to:

- The colour and texture of external building materials.
- Building size, height, bulk and roof pitch.
- Setback and location of the building on its lot.
- Architectural style and design details of the building.
- Function of the building.
- Relationship of the building to surrounding development.
- Landscaping.
- Layout of car parking.
- Other features considered by Council to be relevant.

Council will have regard for the need to conserve the turn of the century streetscape and ensure that all infill and new developments match the scale, form and physical character of the turn of the century buildings in the area.

Any reconstruction of original facades should only be to those elements which are considered to be essential to the streetscape, or where additions to the older buildings are contemplated.

Development should where possible adhere to the following design guidelines.

### **Scale and Form**

- Scale of new buildings should be based on existing building elements.
- Height of any new buildings is limited to two stories.
- Verandahs should be located on road edges and include the reinstatement of timber or metal posts.
- Shop windows and doors should be of similar heights to the turn of the century type.

### **Materials**

- Walls and parapets to be brick, either painted or Fairfax brickwork of appropriate colour. Roofs to buildings and verandahs should be corrugated iron.
- Verandah posts and framing should be either timber or steel in proportion to the original verandahs and include detailing and decoration where appropriate.
- Windows and doors to existing building may be either aluminium or a contemporary material as long as sections are similar in thickness to timber joinery.

### **Colours**

It is important to recreate building tones and highlight areas and elements which enforce and enhance the original building's character. Each building should have its own colour scheme which relates to its particular architectural style. The colours of adjoining and newly constructed buildings should be in similar colours and tonings as the historic buildings.

- Building colours should preferably follow themes used at the turn of the century.
- Original materials such as brickwork and stucco should be highlighted, not painted over.
- Original colours can be found by scraping the site.
- Painting a group of individual buildings in one colour scheme should be discouraged.

### **Signs/Signwriting**

- Old sign types should be encouraged and where possible, appropriate turn of the century lettering should be used. Signs painted over the whole facade should be prohibited. New signs should be positioned in appropriate places such as parapets, verandahs, on panels above shop windows, or as hanging signs under verandahs.
- Council discourages covering up of historic facade, construction of blank facades, use of modern materials (i.e. acrylic sheets) and construction of pseudo colonial verandahs with turned posts and lacework.

### **Landscaping**

Landscaping shall complement the appearance of the proposed development and the town centre, and may include a paved area in the form of a courtyard, plaza, arcade, or walkway and shall contain such trees and other planting, seating and other furniture as determined by Council.

### **Car Parking**

Layout of car parking shall have regard for traffic circulation in existing car parking areas and shall be integrated with any existing and adjoining car parks.

**Financial Implications:** Nil

**Strategic Implications:**

Fits with in theme 1 of Council's Strategic Plan:

| Theme 1 – To Develop and Maintain Quality Services and Infrastructure                                                                                         |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Outcome: A sustainable and extensive transport system that allows for efficient travel within the local government and to other rural and metropolitan areas. |                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                             |
| Goal                                                                                                                                                          | Action                                                                                                                                                                                                                                                                                                                                  | Measure                                                                                                                                                                                                                                     |
| 1.1 Develop effective assets replacement and maintenance programs                                                                                             | <ul style="list-style-type: none"> <li>Develop and fund a five year program for the provision of footpaths.</li> <li>Develop and fund a ten year plan that will ensure the timely maintenance of Council assets.</li> <li>Provide for the replacement of existing and provision for new community assets as the need arises.</li> </ul> | <ul style="list-style-type: none"> <li>Review, at least annually, the five-year road program for the district.</li> <li>Maintain and review annually an adequately funded reserve fund for the replacement of plant as necessary</li> </ul> |

**Summary:**

Council is being requested to grant formal planning consent for a 25 meter slim line monopole with triangular head frame, Three Argus RVVPX310B2 panel antennae's at the 25 meter level and Ancillary equipment necessary for the operation and proper functioning of the facility upon Lot 14830 on Plan 3375 Volume 1229 Folio 473 currently owned by Australian Communications commission of Telecom Centre 80 Stirling Street Perth.

**Voting Requirement:** Simple Majority

**Recommendation:**

That Council grant formal planning consent for a 25 meter slim line monopole with triangular head frame, Three Argus RVVPX310B2 panel antennae's at the 25 meter level and Ancillary equipment necessary for the operation and proper functioning of the facility upon Lot 14830 on Plan 3375 Volume 1229 Folio 473 currently owned by Australian Communications commission of Telecom Centre 80 Stirling Street Perth subject to compliance with the following:

1. Development shall be in accordance with the attached application dated 28<sup>th</sup> May 2015 and subject to any modifications required as a consequence of any condition(s) of this approval. The endorsed application shall not be modified or altered without the prior written approval of the local government.
2. Development shall be in accordance with the shire of Wickepin policy 11.3.1 Town Centre Design and Townscape Guidelines.
3. Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.

**Notes**

1. This approval is valid for a period of two (2) years from the date of approval and will deemed to have lapsed if the development has not substantially commenced before the expiration of this period.
2. Where an approval has so lapsed, no development/land use shall be carried out without the further approval of the local government having first been sought and obtained.
3. All operations must be carried out in accordance with Australian Standard –Radiation Protection Standard.
4. All operations must be carried out in accordance with the Australian Communications and Media Authority requirements pertaining to electromagnetic energy.

## Resolution No 170615-05

### Moved Cr Lang / Seconded Cr Astbury

That Council grant formal planning consent for a 25 meter slim line monopole with triangular head frame, Three Argus RVVPX310B2 panel antennae's at the 25 meter level and Ancillary equipment necessary for the operation and proper functioning of the facility upon Lot 14830 on Plan 3375 Volume 1229 Folio 473 currently owned by Australian Communications commission of Telecom Centre 80 Stirling Street Perth subject to compliance with the following:

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2. Development shall be in accordance with the shire of Wickepin policy 11.3.1 Town Centre Design and Townscape Guidelines.
3. Any additions to or change of use of any part of the building or land (not the subject of this consent/approval) requires further application and planning approval for that use/addition.

### Notes

1. This approval is valid for a period of two (2) years from the date of approval and will deemed to have lapsed if the development has not substantially commenced before the expiration of this period.
2. Where an approval has so lapsed, no development/land use shall be carried out without the further approval of the local government having first been sought and obtained.
3. All operations must be carried out in accordance with Australian Standard –Radiation Protection Standard.
4. All operations must be carried out in accordance with the Australian Communications and Media Authority requirements pertaining to electromagnetic energy.

**Carried 7/0**



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Governance, Audit and Community Services

## 10.2.01 – Financial Report

|                                    |                                  |
|------------------------------------|----------------------------------|
| <b>Submission To:</b>              | Ordinary Council                 |
| <b>Location / Address:</b>         | Whole Shire                      |
| <b>Name of Applicant:</b>          | Natalie Manton - Finance Manager |
| <b>File Reference:</b>             |                                  |
| <b>Author:</b>                     | Natalie Manton – Finance Manager |
| <b>Disclosure of any Interest:</b> | Nil                              |
| <b>Date of Report:</b>             | 7 May 2015                       |

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

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

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

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

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

Local Government (Financial Management) Regulations 1996

34. Financial reports to be prepared s. 6.4

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

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

**Policy Implications:** Not applicable

**Financial Implications:** Not applicable

**Strategic Implications:** Not applicable

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

**Voting Requirements:** Simple majority

### **Resolution No 170615-06**

#### **Moved Cr Allan / Seconded Cr Easton**

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

**Carried 7/0**

## Bank Balances

As at 31/05/2015

|                            | <b>Bank Statement</b> |
|----------------------------|-----------------------|
| Municipal Fund             | 366,237.85            |
| Municipal ANZ Term Deposit | 504,043.83            |
| Municipal OCDF             | 288,277.22            |
| Petty Cash                 | 700.00                |
| Reserves                   | 909,284.52            |
| <b>Total</b>               | <b>\$2,068,543.42</b> |
| Trust Fund                 | \$44,077.79           |
| Transport Account          | 442.45                |

## Debtors

Rates as at 31/05/2015

|              |                    |                    |
|--------------|--------------------|--------------------|
| Account 7461 | Rates              | 26,123.73          |
| Account 6051 | Sewerage           | 3036.54            |
| Account 7451 | Excess Receipts    | -5,411.29          |
| Account 1092 | ESL                | 1,285.00           |
| Account 7481 | Domestic Rubbish   | 614.90             |
| Account 7491 | Commercial Rubbish | 0.00               |
| Account 7201 | Refuse Site Levy   | 290.85             |
| Account 1052 | ESL Penalty        | 178.32             |
| <b>Total</b> |                    | <b>\$26,118.05</b> |

**Sundry Debtors as at 31/05/2015**

|              |                    |
|--------------|--------------------|
| Current      | 46,882.35          |
| 1 Month      | 30,240             |
| 2 Months     | 40.00              |
| 3 Months     | 165.00             |
| <b>Total</b> | <b>\$77,327.35</b> |

Governance, Audit and Community Services

## 10.2.02 – List of Accounts

|                                    |                                  |
|------------------------------------|----------------------------------|
| <b>Submission To:</b>              | Ordinary Council                 |
| <b>Location / Address:</b>         | Whole Shire                      |
| <b>Name of Applicant:</b>          | Natalie Manton - Finance Manager |
| <b>File Reference:</b>             |                                  |
| <b>Author:</b>                     | Natalie Manton - Finance Manager |
| <b>Disclosure of any Interest:</b> | Nil                              |
| <b>Date of Report:</b>             | 3 June 2015                      |

**Enclosure / Attachment:** List of Accounts

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

|                          | <u>Vouchers</u> | <u>Amounts</u>             |
|--------------------------|-----------------|----------------------------|
| <b>Municipal Account</b> |                 |                            |
| Cheques                  | 15162 15170     | 28,155.39                  |
| EFTPOS                   | 5410 - 5483     | 227,101.68                 |
| Superannuation           | May             | 8,719.92                   |
| Other Transfers          | Payroll May     | 76,575.67                  |
| <b>Trust</b>             |                 |                            |
| EFTPOS                   | 5408 - 5409     | 900.00                     |
|                          | <b>TOTAL</b>    | <b><u>\$341,452.66</u></b> |

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

### **Certificate of Chief Executive Officer:**

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

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

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

**Policy Implications:** Policy F3.7 - Cheque Issue

**Strategic Implications:** Not applicable

**Recommendation:** That Council acknowledges that payments totaling **\$341,452.66** has been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

**Voting Requirements:** Simple majority

**Resolution No 170615-07****Moved Cr Lang / Seconded Cr Russell**

That Council acknowledges that payments totaling **\$341,452.66** has been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

**Carried 7/0**

**List of Accounts Due & Submitted to Committee**  
May-15

| Chq/EFT | Date       | Name                                  | Description                                       | Muni         | Trust     |
|---------|------------|---------------------------------------|---------------------------------------------------|--------------|-----------|
| EFT5408 | 08/05/2015 | MATTHEW WILLIAM POCKRAN               | REFUND YEALERING HALL BOND                        |              | \$ 500.00 |
| EFT5409 | 08/05/2015 | WICKEPIN CRICKET CLUB                 | REFUND KEY BOND MKFC3                             |              | \$ 400.00 |
| EFT5410 | 11/05/2015 | AIR RESPONSE                          | RESET GAS HEATER TO SPORTS CLUB FUNCTION ROOM     | \$ 199.71    |           |
| EFT5411 | 11/05/2015 | AD ENGINEERING PTY LTD                | WORK ON WK 3560                                   | \$ 250.80    |           |
| EFT5412 | 11/05/2015 | BEST OFFICE SYSTEMS                   | COPIER CHARGES C554E                              | \$ 858.96    |           |
| EFT5413 | 11/05/2015 | COUNTRY PAINT SUPPLIES                | WAR MEMORIAL PAINT                                | \$ 87.10     |           |
| EFT5414 | 11/05/2015 | COURIER AUSTRALIA                     | COMPUTER MAINTENANCE                              | \$ 16.67     |           |
| EFT5415 | 11/05/2015 | CHEFMASTER                            | 100LTR BIN LINERS                                 | \$ 284.10    |           |
| EFT5416 | 11/05/2015 | KELLY COCHRANE                        | CLEANING YEALERING                                | \$ 550.00    |           |
| EFT5417 | 11/05/2015 | LANDGATE                              | RURAL UV GEN VALS FIRST 500 SHARED                | \$ 5,290.62  |           |
| EFT5418 | 11/05/2015 | DOWN TO EARTH TRAINING                | TRAFFIC MANAGEMENT TRAINING OUTSIDE STAFF         | \$ 5,852.00  |           |
| EFT5419 | 11/05/2015 | EWEN RURAL SUPPLIES                   | APRIL ACCOUNT                                     | \$ 2,196.50  |           |
| EFT5420 | 11/05/2015 | GREAT SOUTHERN FUEL SUPPLIES          | FUEL ACCOUNT APRIL                                | \$ 13,377.24 |           |
| EFT5421 | 11/05/2015 | JR & A HERSEY                         | WORKSHOP TOOLS                                    | \$ 214.50    |           |
| EFT5422 | 11/05/2015 | HARRIS ZUGLIAN ELECTRICS              | FACEY GROUP & COLLINS STREET JOINT VENTURE        | \$ 302.85    |           |
| EFT5423 | 11/05/2015 | NORTHSTAR ASSET PTY LTD / ARTISTRALIA | LICENCE FOR SCREENING OF SECRET LIFE OF WALTER    | \$ 330.00    |           |
| EFT5424 | 11/05/2015 | MARKET CREATIONS                      | NARROGIN DIRECTORY SHIRE PAGES                    | \$ 776.00    |           |
| EFT5425 | 11/05/2015 | NARROGIN FLORAL STUDIO                | NATIVE WREATHS AND RIBBONS                        | \$ 370.00    |           |
| EFT5426 | 11/05/2015 | NARROGIN HIRE SERVICE                 | RETICULATION PARTS                                | \$ 2,037.32  |           |
| EFT5427 | 11/05/2015 | GREAT SOUTHERN WASTE DISPOSAL         | APRIL ACCOUNT                                     | \$ 4,366.62  |           |
| EFT5428 | 11/05/2015 | NARROGIN GLASS                        | SLIDING DOOR ROLLERS TO 7 RINTEL STREET           | \$ 174.70    |           |
| EFT5429 | 11/05/2015 | NARROGIN BEARING SERVICE              | AIR OPERATED GREASE GUN                           | \$ 777.02    |           |
| EFT5430 | 11/05/2015 | NARROGIN PUMPS, SOLAR AND SPRAYING    | HOSE BRASS 1/2                                    | \$ 10.25     |           |
| EFT5431 | 11/05/2015 | NARROGIN PACKAGING                    | SOAP COMMUNITY CENTRE                             | \$ 42.02     |           |
| EFT5432 | 11/05/2015 | NARROGIN TOYOTA                       | SHARPEN CHAINSAW                                  | \$ 391.20    |           |
| EFT5433 | 11/05/2015 | OFFICEWORKS SUPERSTORES PTY LTD       | OFFICE SUPPLIES                                   | \$ 40.69     |           |
| EFT5434 | 11/05/2015 | PCS                                   | COMPUTER SUPPORT                                  | \$ 340.00    |           |
| EFT5435 | 11/05/2015 | WAGIN PLUMBING                        | INSTALLATION OF DUMP POINT YEALERING CARAVAN PARK | \$ 7,059.80  |           |
| EFT5436 | 11/05/2015 | MAUREEN PREEDY                        | CLEANING                                          | \$ 315.00    |           |
| EFT5437 | 11/05/2015 | RECORDS AND INFORMATION MANAGEMENT P  | TRAINING AND DEVELOPMENT AMANDA BULLOCK           | \$ 55.00     |           |
| EFT5438 | 11/05/2015 | SHENTON ENTERPRISES PTY LTD           | SEWER FARM MAINTENANCE                            | \$ 2,493.70  |           |
| EFT5439 | 11/05/2015 | SHIRE OF WAGIN                        | REGIONAL REFUSE GROUP PROJECT CONTRIBUTION        | \$ 5,500.00  |           |
| EFT5440 | 11/05/2015 | STEERE DINGO SERVICES                 | YARLING COURT MAINTENANCE                         | \$ 295.90    |           |
| EFT5441 | 11/05/2015 | WICKEPIN DISTRICT SPORTS CLUB         | DRINKS SHIRE DAY                                  | \$ 500.00    |           |

*Attachment- Item 10.2.02*

|         |            |                                        |                                                        |    |            |
|---------|------------|----------------------------------------|--------------------------------------------------------|----|------------|
| EFT5442 | 11/05/2015 | WICKEPIN BOWLING CLUB                  | MORNING TEA, LUNCH SHIRE BOWLING DAY                   | \$ | 1,250.00   |
| EFT5443 | 18/05/2015 | AUSTRALIA POST                         | APRIL ACCOUNT                                          | \$ | 273.65     |
| EFT5444 | 18/05/2015 | OFFICE MAX                             | CABLE PROTECTOR                                        | \$ | 70.97      |
| EFT5445 | 18/05/2015 | BUTLER SETTINER                        | INTERIM AUDIT FEE                                      | \$ | 3,547.20   |
| EFT5446 | 18/05/2015 | YEALERING AGPARTS & REPAIRS            | GAS BOTTLE AND TYRES FOR YEALERING FAST FILLED TRAILER | \$ | 347.56     |
| EFT5447 | 18/05/2015 | COURIER AUSTRALIA                      | WATER SAMPLES, PCS AND LIBRARY                         | \$ | 53.74      |
| EFT5448 | 18/05/2015 | DEWS EXCAVATIONS                       | SUPPLY 2 LOADS OF PLAY GROUND SAND COMMUNITY CENTRE    | \$ | 484.00     |
| EFT5449 | 18/05/2015 | ELLENBY TREE FARM                      | CARRAMAR RED FOR WOGOLIN ROAD                          | \$ | 1,237.50   |
| EFT5450 | 18/05/2015 | EASIFLEET                              | MITSUBISHI TRITON                                      | \$ | 680.37     |
| EFT5451 | 18/05/2015 | AC & EJ FULFORD & CO                   | PUSH REFUSE SITE WICKEPIN                              | \$ | 5,940.00   |
| EFT5452 | 18/05/2015 | GEOFF PERKINS FARM MACHINERY CENTRE    | BLADE KIT, MAINTENANCE TO LAWN MOWER AND SPIKE HAY     | \$ | 348.39     |
| EFT5453 | 18/05/2015 | HANCOCKS HOME HARDWARE                 | MAINTENANCE TO GARDENS                                 | \$ | 148.25     |
| EFT5454 | 18/05/2015 | HARRIS ZUGLIAN ELECTRICS               | PLAY GROUP BUILDING - INSTALL SMOKE ALARM              | \$ | 702.09     |
| EFT5455 | 18/05/2015 | KEL'S TYRES                            | TYRES FITTED AND SUPPLIED WK2567                       | \$ | 990.00     |
| EFT5456 | 18/05/2015 | LOCAL GOVERNMENT ASSOCIATION OF WA     | POOL MANAGER ADVERT                                    | \$ | 846.94     |
| EFT5457 | 18/05/2015 | LTC ASPHALT PTY LTD                    | WICKEPIN ROAD SEALING                                  | \$ | 101,254.45 |
| EFT5458 | 18/05/2015 | NARROGIN GLASS                         | SIDE FLY SCREEN TO YARLING COURT                       | \$ | 5.00       |
| EFT5459 | 18/05/2015 | PCS                                    | COMPUTER SUPPORT                                       | \$ | 850.00     |
| EFT5460 | 18/05/2015 | TPG TOWN PLANNING, URBAN DESIGN AND HE | WICKEPIN WALK TRAIL                                    | \$ | 2,376.00   |
| EFT5461 | 18/05/2015 | THE TROPHY HOUSE                       | HONOUR BOARD UPDATES                                   | \$ | 65.00      |
| EFT5462 | 18/05/2015 | TRINITY ON HAMPDEN                     | ACCOMODATION                                           | \$ | 290.00     |
| EFT5463 | 18/05/2015 | WESTERN AUSTRALIAN TREASURY CORP       | Loan No. 99 Interest payment -                         | \$ | 14,016.10  |
| EFT5464 | 18/05/2015 | WICKEPIN NEWSAGENCY                    | PAPERS, COUNCIL FOOD                                   | \$ | 448.50     |
| EFT5465 | 20/05/2015 | AUSTRALIAN TAXATION OFFICE             | FBT RETURN 2015                                        | \$ | 4,400.50   |
| EFT5466 | 21/05/2015 | AUSTRALIAN TAXATION OFFICE             | APRIL BAS                                              | \$ | 11,780.00  |
| EFT5467 | 25/05/2015 | ARROW BRONZE                           | SINGLE NICHE BARBER D/D425805                          | \$ | 473.11     |
| EFT5468 | 25/05/2015 | BELVEDERE NURSERY                      | SUPPLIES                                               | \$ | 49.30      |
| EFT5469 | 25/05/2015 | CUTTING EDGES PTY LTD                  | GRADER BLADES                                          | \$ | 2,174.27   |
| EFT5470 | 25/05/2015 | DEWS EXCAVATIONS                       | YEALERING - EXCAVATE GRAVE                             | \$ | 330.00     |
| EFT5471 | 25/05/2015 | ELIZABETH HEFFERNAN                    | 2 HOURS CLEANING ALBERT FACEY HOUSE                    | \$ | 40.00      |
| EFT5472 | 25/05/2015 | NARROGIN HARDWARE MAKIT                | DUAL PURPOSE LADDER                                    | \$ | 294.00     |
| EFT5473 | 25/05/2015 | PCS                                    | COMPUTER SUPPORT                                       | \$ | 340.00     |
| EFT5474 | 25/05/2015 | PRITCHARD BOOKBINDERS                  | COUNCIL MINUTES                                        | \$ | 73.70      |
| EFT5475 | 25/05/2015 | PACIFIC BRANDS WORKWEAR                | UNIFORMS NATALIE MANON AND AMANDA BULLOCK              | \$ | 526.90     |
| EFT5476 | 25/05/2015 | TPG TOWN PLANNING, URBAN DESIGN AND HE | WICKEPIN WALK TRAIL ADVICE                             | \$ | 9,449.00   |
| EFT5477 | 25/05/2015 | LIONEL ANTHONY RIGBY                   | CARAVAN PARK MANAGEMENT                                | \$ | 167.84     |
| EFT5478 | 25/05/2015 | SOUTH WEST COMPRESSORS                 | INSPECT COMPRESSOR                                     | \$ | 877.80     |

Attachment- Item 10.2.02

|          |            |                                        |                                            |           |                   |
|----------|------------|----------------------------------------|--------------------------------------------|-----------|-------------------|
| EFT5479  | 25/05/2015 | SOUTH WEST INSTITUTE OF TECHNOLOGY     | CONSERVATION AND LAND MANAGEMENT COURSE    | \$        | 423.80            |
| EFT5480  | 25/05/2015 | THE TROPHY HOUSE                       | HONOUR BOARD UPDATES                       | \$        | 29.00             |
| EFT5481  | 25/05/2015 | JANET VLAHOV PHOTOGRAPHY               | SUPPLY 50 PHOTOS                           | \$        | 1,000.00          |
| EFT5482  | 25/05/2015 | PETER VLAHOV                           | REIMBURSE                                  | \$        | 2,317.18          |
| EFT5483  | 25/05/2015 | WATERMAN IRRIGATION                    | STANDPIPE SUPPORT                          | \$        | 773.30            |
| 15162    | 06/05/2015 | TELSTRA                                | MAY TELEPHONE ACCOUNT                      | \$        | 1,550.33          |
| 15163    | 11/05/2015 | BEC DANILOVIC @ WICKEPIN GARDEN CENTRE | COMPOST AND PLANTS                         | \$        | 442.00            |
| 15164    | 11/05/2015 | SYNERGY                                | STREETLIGHTS                               | \$        | 1,675.10          |
| 15165    | 11/05/2015 | WATER CORPORATION                      | WATER ACCOUNTS                             | \$        | 4,481.39          |
| 15166    | 18/05/2015 | TELSTRA                                | PETER VLAHOV MOBILE                        | \$        | 195.57            |
| 15167    | 18/05/2015 | WATER CORPORATION                      | 40 WOGOLIN ROAD                            | \$        | 36.01             |
| 15168    | 25/05/2015 | ADASOUND                               | PA SYSTEM BATTERIES REPLACE                | \$        | 132.00            |
| 15169    | 25/05/2015 | SHIRE OF MURRAY                        | RECOUP OF LSL LIABILITY - MICHAEL FRADSHAM | \$        | 9,785.64          |
| 15170    | 25/05/2015 | SYNERGY                                | GROUPED ACCOUNT                            | \$        | 9,857.35          |
| DD8748.1 | 13/05/2015 | WA LOCAL GOVERNMENT SUPER PLAN         | Payroll deductions                         | \$        | 3,487.43          |
| DD8748.2 | 13/05/2015 | RAMSAY SUPERANNUATION FUND             | Superannuation contributions               | \$        | 89.97             |
| DD8748.3 | 13/05/2015 | PRIME SUPER                            | Superannuation contributions               | \$        | 168.76            |
| DD8748.4 | 13/05/2015 | ING CUSTODIANS PTY LTD                 | Superannuation contributions               | \$        | 179.76            |
| DD8748.5 | 13/05/2015 | MTAA SUPER FUND                        | Superannuation contributions               | \$        | 311.32            |
| DD8748.6 | 13/05/2015 | TREWAYNE SUPERANNUATION FUND           | Superannuation contributions               | \$        | 79.29             |
| DD8759.1 | 27/05/2015 | WA LOCAL GOVERNMENT SUPER PLAN         | Payroll deductions                         | \$        | 3,457.00          |
| DD8759.2 | 27/05/2015 | RAMSAY SUPERANNUATION FUND             | Superannuation contributions               | \$        | 168.69            |
| DD8759.3 | 27/05/2015 | PRIME SUPER                            | Superannuation contributions               | \$        | 168.76            |
| DD8759.4 | 27/05/2015 | ING CUSTODIANS PTY LTD                 | Superannuation contributions               | \$        | 179.76            |
| DD8759.5 | 27/05/2015 | MTAA SUPER FUND                        | Superannuation contributions               | \$        | 336.02            |
| DD8759.6 | 27/05/2015 | TREWAYNE SUPERANNUATION FUND           | Superannuation contributions               | \$        | 93.16             |
|          |            |                                        |                                            | <b>\$</b> | <b>263,976.99</b> |
|          |            |                                        |                                            | <b>\$</b> | <b>900.00</b>     |

Attachment- Item 10.2.02



2.00pm – CDO Lee Parker entered the Chambers.

Governance, Audit and Community Service

### 10.2.03 – Community Development Officer's Report

|                                    |                                           |
|------------------------------------|-------------------------------------------|
| <b>Submission To:</b>              | Ordinary Council                          |
| <b>Location / Address:</b>         | Whole Shire                               |
| <b>Name of Applicant:</b>          | Lee Parker, Community Development Officer |
| <b>File Reference:</b>             | 206                                       |
| <b>Author:</b>                     | Lee Parker, Community Development Officer |
| <b>Disclosure of any Interest:</b> | Nil                                       |
| <b>Date of Report:</b>             | 10 June 2015                              |

**Enclosure / Attachment:** Nil

|                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Arts and Cultural</b>          | <p><b>Dryandra Country Art Food and Wine Event</b></p> <ul style="list-style-type: none"> <li>• Conversation with Dryandra committee re next year's event</li> <li>• Meeting in Narrogin with committee for 2016 event</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Maintenance of Facebook</li> <li>• Provided information to artists/community</li> <li>• Supported ARtS Narrogin with their projects</li> <li>• Supported budding sculpture group</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Community Development</b>      | <p><b>Townscape</b></p> <ul style="list-style-type: none"> <li>• Budget planning</li> <li>• Meetings/emails/phone calls with builders re Railway fence</li> <li>• Memorial Wall plaque research/communication</li> </ul> <p><b>War Memorial Upgrade</b></p> <ul style="list-style-type: none"> <li>• Communication re capping the pillars</li> <li>• Research/liaison/ordering re seating at the memorial</li> </ul> <p><b>Wickepin Cemetery</b></p> <ul style="list-style-type: none"> <li>• Correspondence with Everlon re cemetery memorialisation granite, plaques and designs</li> <li>• Maintained correspondence with the families</li> <li>• Started collating the new plaque orders</li> <li>• Assessed quotes from builders, commissioned a builder. Started the build process.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Provided notes for Facebook page and mail out</li> <li>• Follow up grant opportunities for Shire of Wickepin projects.</li> <li>• Assisted community members on grant opportunities and events.</li> <li>• Responded to queries from CDO Network</li> </ul> |
| <b>Community Safety and Crime</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Economic</b>                   | <b>Facey Carriage Drive</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

|                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Development</b>                                                 | <ul style="list-style-type: none"> <li>Meetings/conversations/correspondence to ensure project moves forward</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Tourism, Marketing and Promotion</b>                            | <ul style="list-style-type: none"> <li>Formatting and layout of the tourism brochures for Market Creations</li> <li>Liaison with Janet Vlahov re images for website and brochure</li> <li>Liaison with descendants of Albert Facey re text/images for brochure</li> </ul>                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Sport and Recreation</b>                                        | <p><b>Walk Trails</b></p> <ul style="list-style-type: none"> <li>Meeting with CRC re projects for the walk trails.</li> <li>Correspondence with tpg re walk trails</li> <li>Final proof reading and art approval for signage</li> </ul> <p><b>Kidsport</b></p> <ul style="list-style-type: none"> <li>Maintained and updated file for Kidsport</li> <li>Forwarded Kidsport information to sporting clubs</li> <li>Meeting with Kidsport hub and Department of Sport and Recreation in Narrogin with regards decentralisation of Kidsport from Narrogin and individual Shires taking a leading role in the administration and finance.</li> </ul> |
| <b>Special Needs Groups inc; Youth, Disabled and Older People.</b> | <ul style="list-style-type: none"> <li>Provided information for groups to access grants.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Heritage</b>                                                    | <ul style="list-style-type: none"> <li>Assessed quotes for the work to be undertaken on the old Railway Station Building</li> <li>Commissioned builder</li> <li>Correspondence and meetings with electricians/painters/builders re quotes for internal work</li> <li>Site meeting with builder</li> </ul>                                                                                                                                                                                                                                                                                                                                        |
| <b>Governance Other</b>                                            | <ul style="list-style-type: none"> <li>Staff support as needed</li> <li>Budget discussions and meetings</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

### Projects Currently On CDO Desk for 2015

|                                     |                                                                                                                                                                 |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>War Memorial</b>                 | <ul style="list-style-type: none"> <li>✓ Due for completion Mid-April</li> <li>ANZAC grant and Shire funded</li> <li><i>Seating to be finalised</i></li> </ul>  |
| <b>Railway Building Restoration</b> | <ul style="list-style-type: none"> <li>Due for completion early June. <i>Running into next financial year.</i></li> <li>Lotterywest and Shire funded</li> </ul> |
| <b>Facey Carriage Drive</b>         | <ul style="list-style-type: none"> <li>Annual event to occur last weekend in August</li> <li>Shire support in-kind</li> </ul>                                   |
| <b>Wickepin Cemetery</b>            | <ul style="list-style-type: none"> <li>To be completed by October/November</li> <li>Royalties for Regions, Country Local Governments Fund</li> </ul>            |
| <b>Walk Trails Signage</b>          | <ul style="list-style-type: none"> <li>To be completed by early November (hopefully earlier)</li> <li>Funded by Lotterywest and Shire</li> </ul>                |
| <b>Campfire Country Hall Crawl</b>  | <ul style="list-style-type: none"> <li>Possible annual event to be held over last weekend in October</li> <li>Shire support in-kind</li> </ul>                  |
| <b>Lotterywest grants</b>           | <ul style="list-style-type: none"> <li>Grants to be submitted signage for Yealering and Harrismith</li> <li>Due October</li> </ul>                              |

## Funding Applications Status Report

| Project Name                                | Funding Organisation          | Amount Requested exc Gst | Status                                                                    |
|---------------------------------------------|-------------------------------|--------------------------|---------------------------------------------------------------------------|
| Heritage Walk Trail Signage                 | Lotterywest                   | \$19,071                 | Approved. \$19,071<br>Council contribution cash \$7000                    |
| Restoration of Old Railway Station building | Lotterywest                   | \$56,350                 | Approved. \$30,000 from Lotterywest<br>Council contribution \$20,000      |
| Johnston Park Development                   | Wheatbelt Regional Grants SVG | \$51,260                 | Approved. \$51,260<br>Council contribution (Labour and Materials) \$7,458 |

**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 10 June 2015

**Voting Requirements:** Simple majority.

**Resolution No 170615-08****Moved Cr Lang / Seconded Cr Hinkley**

That council notes the report from the Community Development Officer dated 10 June 2015.

**Carried 7/0**

*2.17pm – CDO Lee Parker departed the Chambers.*

Governance, Audit & Community Services

## 10.2.04 - Dual Fire Control Officers 2015/2016 – Shire of Kulin

|                                    |                                      |
|------------------------------------|--------------------------------------|
| <b>Submission To:</b>              | Ordinary Council                     |
| <b>Location / Address:</b>         | Whole Shire                          |
| <b>Name of Applicant:</b>          | Shire of Kulin                       |
| <b>File Reference:</b>             | 901                                  |
| <b>Author:</b>                     | Mark J Hook, Chief Executive Officer |
| <b>Disclosure of any Interest:</b> | Nil                                  |
| <b>Date of Report:</b>             | 26 May 2015                          |

**Enclosure / Attachment:** Nil

### Background:

Council has received an email from the Shire of Kulin requesting John Spark and Anthony Dearlove be appointed as a Dual Fire Control Officers with the Shire of Wickepin.

### Comment:

Fire Control Officers who adjoin neighbouring shires require the adjoining Shires approval to act as a Dual Fire Control Officers.

**Statutory Environment:** Bush Fires Act 1954.

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

### Summary:

Council is being requested by the Shire of Kulin to appoint John Spark and Anthony Dearlove as Dual Fire Control Officers for the 2015/2016 fire season.

### Recommendation:

That council appoints John Spark and Anthony Dearlove as Dual Fire Control Officers from the Shire of Kulin for the 2015/2016 fire season, subject to the officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.

**Voting Requirements:** Simple majority

## Resolution No 170615-09

### Moved Cr Lang / Seconded Cr Hinkley

That council appoints John Spark and Anthony Dearlove as Dual Fire Control Officers from the Shire of Kulin for the 2015/2016 fire season, subject to the officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.

**Carried 7/0**

Governance, Audit & Community Services

## 10.2.05 - Dual Fire Control Officers 2015/2016 – Shire of Pingelly

|                                    |                                      |
|------------------------------------|--------------------------------------|
| <b>Submission To:</b>              | Ordinary Council                     |
| <b>Location / Address:</b>         | Whole Shire                          |
| <b>Name of Applicant:</b>          | Shire of Pingelly                    |
| <b>File Reference:</b>             | 901                                  |
| <b>Author:</b>                     | Mark J Hook, Chief Executive Officer |
| <b>Disclosure of any Interest:</b> | Nil                                  |
| <b>Date of Report:</b>             | 5 June 2015                          |

**Enclosure / Attachment:** Nil

### Background:

Council has received a letter from the Shire of Pingelly requesting Rodney Leonard Shaddick, Robert Alexander Kirk, Victor Arthur Lee and Andrew Augustin Marshall be appointed as a Dual Fire Control Officers with the Shire of Wickepin.

### Comment:

Fire Control Officers who adjoin neighbouring shires require the adjoining Shires approval to act as a Dual Fire Control Officers.

**Statutory Environment:** Bush Fires Act 1954.

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

### Summary:

Council is being requested by the Shire of Pingelly to appoint Rodney Leonard Shaddick, Robert Alexander Kirk, Victor Arthur Lee and Andrew Augustin Marshall as Dual Fire Control Officers for the 2015/2016 fire season.

### Recommendation:

That council appoints Rodney Leonard Shaddick, Robert Alexander Kirk, Victor Arthur Lee and Andrew Augustin Marshall as Dual Fire Control Officers from the Shire of Pingelly for the 2015/2016 fire season, subject to the officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.

**Voting Requirements:** Simple majority

## Resolution No 170615-10

### Moved Cr Russell / Seconded Cr Astbury

That council appoints Rodney Leonard Shaddick, Robert Alexander Kirk, Victor Arthur Lee and Andrew Augustin Marshall as Dual Fire Control Officers from the Shire of Pingelly for the 2015/2016 fire season, subject to the officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.

Carried 7/0

Governance, Audit & Community Services

## 10.2.06 - Dual Fire Control Officers 2015/2016 – Shire of Corrigin

|                                    |                                      |
|------------------------------------|--------------------------------------|
| <b>Submission To:</b>              | Ordinary Council                     |
| <b>Location / Address:</b>         | Whole Shire                          |
| <b>Name of Applicant:</b>          | Shire of Corrigin                    |
| <b>File Reference:</b>             | 901                                  |
| <b>Author:</b>                     | Mark J Hook, Chief Executive Officer |
| <b>Disclosure of any Interest:</b> | Nil                                  |
| <b>Date of Report:</b>             | 5 June 2015                          |

**Enclosure / Attachment:** Nil

### Background:

Council has received an email from the Shire of Corrigin requesting Craig Jespersen and Greg Doyle be appointed as a Dual Fire Control Officers with the Shire of Wickepin.

### Comment:

Fire Control Officers who adjoin neighbouring shires require the adjoining Shires approval to act as a Dual Fire Control Officers.

**Statutory Environment:** Bush Fires Act 1954.

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

### Summary:

Council is being requested by the Shire of Corrigin to appoint Craig Jespersen and Greg Doyle as Dual Fire Control Officers for the 2015/2016 fire season.

### Recommendation:

That council appoints Craig Jespersen and Greg Doyle as Dual Fire Control Officers from the Shire of Corrigin for the 2015/2016 fire season, subject to the officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.

**Voting Requirements:** Simple majority

## Resolution No 170615-11

### Moved Cr Allan / Seconded Cr Lang

That council appoints Craig Jespersen and Greg Doyle as Dual Fire Control Officers from the Shire of Corrigin for the 2015/2016 fire season, subject to the officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.

**Carried 7/0**

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Governance, Audit & Community Services

## 10.2.07 – Policy Manual Review 2015

|                                    |                                         |
|------------------------------------|-----------------------------------------|
| <b>Submission To:</b>              | Ordinary Council                        |
| <b>Location / Address:</b>         | Whole Shire                             |
| <b>Name of Applicant:</b>          | Leah Pearson, Executive Support Officer |
| <b>File Reference:</b>             |                                         |
| <b>Author:</b>                     | Leah Pearson, Executive Support Officer |
| <b>Disclosure of any Interest:</b> | Nil                                     |
| <b>Date of Report:</b>             | 26 May 2015                             |

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**Enclosure / Attachment:** Policy Manual (whole document)

### Background:

The Shire of Wickepin Policy Manual has been recently reviewed by staff and several areas of the manual were discovered to require changes. Changes include correction of typographical errors, updates to name changes and improvements for readability and understanding. Some policies have been removed in the Working Draft Shire of Wickepin Policy Manual as they were considered out dated or covered under various sections of State Legislation.

### Comment:

At the September 2013 Ordinary Meeting of Council, Council resolved that the review of the Policy Manual be referred back to the Governance, Audit and Community Services Committee and adopted gradually instead of all at once.

Therefore, the Policy Manual has been divided into sections, and each section has been presented at the Governance, Audit and Community Services Committee meetings.

**Statutory Environment:** *Shire of Wickepin Policy Manual*  
*Local Government Act 1995*

**Policy Implications:** As above

**Financial Implications:** Nil

**Strategic Implications:** Nil

### Summary:

The Governance, Audit and Community Services Committee requested the Policy Manual be brought back as a complete document once all changes have been applied.

Council is being requested to adopt the new Policy Manual in its entirety.

### Recommendation:

That the Policy Manual as presented in its entirety be adopted by Council.

**Voting Requirements:** Simple Majority



**Resolution No 170615-12**

**Moved Cr Russell / Seconded Cr Allan**

That the Policy Manual as presented in its entirety be adopted by Council.

**Carried 7/0**

Note

*Council thanked Cr Hinkley and ESO Leah Pearson for their work on the Policy Manual.*

Governance and Community Services

## 10.2.08 – Review of Delegations from Council to Chief Executive Officer

|                                    |                                      |
|------------------------------------|--------------------------------------|
| <b>Submission To:</b>              | Ordinary Council                     |
| <b>Location / Address:</b>         | Whole Shire                          |
| <b>Name of Applicant:</b>          | Mark J Hook, Chief Executive Officer |
| <b>File Reference:</b>             | 1300                                 |
| <b>Author:</b>                     | Mark J Hook, Chief Executive Officer |
| <b>Disclosure of any Interest:</b> | Nil                                  |
| <b>Date of Report:</b>             | 5 June 2015                          |

**Enclosure / Attachment:** Current Register of Delegations (under separate cover).

### Background:

Council in accordance with *Section 5.46 of the Local Government Act* is required to review all delegations to the Chief Executive Officer excluding those in section 5.43 of the Act.

### Comment:

**Local Government Act 1995**  
**Part 5-Administration**  
**Division 4-Local Government Employees**

**5.43. Limits on Delegations to Chief Executive Officer;**

A local government cannot delegate to a Chief Executive Officer any of the following powers or duties;

- (a) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government;
- (b) accepting a tender which exceeds an amount determined by the local government for the purpose of this paragraph;
- (c) appointing an auditor;
- (d) acquiring or disposing of any property valued at an amount exceeding an amount determined by the local government for the purpose of this paragraph;
- (e) any of the local government's powers under section 5.98, 5.98A, 5.99, 5.99A or 5.100;
- (f) borrowing money on behalf of the local government;
- (g) hearing or determining an objection of a kind referred to in section 9.5;
- (h) any power or duty that requires the approval of the Minister or the Governor; or
- (i) such other powers or duties as may be prescribed.

*[Section 5.43 amended by No. 49 of 2004 s. 16(3) and 47.]*

The following is a list of powers and duties that are currently delegated to the Chief Executive Officer or other senior officer:

- A1 Cheque Signing and account authorisation
- A2 Septic tank application approvals
- A3 Building approvals
- A4 Roadside advertising
- A5 Application for planning consent
- A6 Appointment and termination of staff
- A7 Rates recovery – installment payments
- A8 Issue of orders
- A9 Legal advise
- A10 Permits to use explosives
- A11 Street Stalls
- A12 Liquor consumption on shire owned property
- A13 Hire of Community Halls/Community Centre

The Chief Executive Officer is currently undertaking a review of the whole Policy Manual with the Shire of Wickepin Governance, Audit and Community Services Committee. There are a number of policies that complement the list of delegations and any new delegations from the reviewed Policy Manual will be taken to the Governance Committee meeting for discussion and eventually adoption.

There have been no changes to the existing delegation register as part the review of the delegation register for 2014/15. The delegation register will be fully reviewed once Council has adopted the new Policy Manual.

#### **Statutory Environment:**

Compliance with the provisions of the *Local Government Act 1995 – Section 5.46*

To comply with the *Local Government Act 1995* Council needs to adopt the reviewed delegation register as attached under separate cover.

#### 5.46. Register of, and records relevant to, delegations to CEO and employees

- (1) The CEO is to keep a register of the delegations made under this Division to the CEO and to employees.
- (2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

#### **Policy Implications:**

There are a number of Council policies that complement the list of delegations. Council can delegate whatever power or duty it wishes to the Chief Executive Officer, provided that power or duty is not specifically excluded under section 5.43 of the *Local Government Act 1995* (as amended)

**Financial Implications:** Nil

**Strategic Implications:** To provide efficient, effective and accountable governance.

#### **Summary:**

Council is being requested to adopt the reviewed delegation register as at the 17 June 2015.

**Recommendation:**

That council adopts Shire of Wickepin Delegations Register as reviewed at its ordinary meeting on 17 June 2015.

**Voting Requirements:** Absolute majority

**Resolution No 170615-13**

**Moved Cr Lang / Seconded Cr Allan**

That council adopts Shire of Wickepin Delegations Register as reviewed at its ordinary meeting on 17 June 2015.

**Carried 7/0**

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Governance, Audit and Community Services

## 10.2.09 – Equal Employment Opportunity Management Plan 2015/2019

|                                    |                                      |
|------------------------------------|--------------------------------------|
| <b>Submission To:</b>              | Ordinary Council                     |
| <b>Location / Address:</b>         | Whole Shire                          |
| <b>Name of Applicant:</b>          | Mark J Hook, Chief Executive Officer |
| <b>File Reference:</b>             | 2000                                 |
| <b>Author:</b>                     | Mark J Hook, Chief Executive Officer |
| <b>Disclosure of any Interest:</b> | Nil                                  |
| <b>Date of Report:</b>             | 26 May 2015                          |

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**Enclosure / Attachment:** Equal Employment Opportunity Management Plan 2015/2019

### Background:

Under the Western Australian Equal Opportunity Act, 1984 (PART IX) it is the responsibility of Local Government Authorities to prepare and implement an equal opportunity management plan in order to achieve the objects of the Act.

These objects are:

1. to eliminate and ensure the absence of discrimination in employment on the ground of sex, marital status, pregnancy, race religious or political conviction, or impairment;
2. to promote equal employment opportunity for all persons.

Councils Equal Employment Opportunity Management Plan expired on 31 December 2014.

This means Council may not be compliant with Part IX of the *Equal Opportunity Act 1984* as Council has not adopted a new plan since 2008 and the Shire of Wickepin Equal Opportunity Management Plan 2008 – 2011 actually expired in December 2011.

### Comment:

To meet the legislative requirements of the Equal Opportunity Act 1984 the new Equal Employment Opportunity Management Plan 2015/2019 must be adopted and forwarded to the to the Director of Equal Opportunity in Public Employment as soon as possible.

**Statutory Environment:** Equal Opportunity Act, 1984 (PART IX)

### ***Division 3 — Equal employment opportunity management plans***

#### **145. Preparation and implementation of management plans**

- (1) Each authority shall prepare and implement an equal opportunity management plan in order to achieve the objects of this Part.
- (2) The management plan of an authority shall include provisions relating to —
  - (a) the devising of policies and programmes by which the objects of this Part are to be achieved;
  - (b) the communication of those policies and programmes to persons within the authority;
  - (c) the collection and recording of appropriate information;
  - (d) the review of personnel practices within the authority (including recruitment techniques, selection criteria, training and staff development programmes, promotion and transfer policies

- and patterns, and conditions of service) with a view to the identification of any discriminatory practices;
- (e) the setting of goals or targets, where these may reasonably be determined, against which the success of the management plan in achieving the objects of this Part may be assessed;
  - (f) the means, other than those referred to in paragraph (e), of evaluating the policies and programmes referred to in paragraph (a);
  - (g) the revision and amendment of the management plan; and
  - (h) the appointment of persons within the authority to implement the provisions referred to in paragraphs (a) to (g).
- (3) The management plan of an authority may include provisions, other than those referred to in subsection (2), which are not inconsistent with the objects of this Part.
- (4) The preparation of a management plan shall take place and the implementation of the management plan shall commence without delay and —
- (a) in the case of an authority referred to in section 139(1)(a), (b), (c) or (d), other than an authority which is an institution of tertiary education, on or before such day as is specified in the regulations in respect of that authority and if no day is so specified in respect of an authority on or before the day that is 3 years after the day when this Part comes into operation; and
  - (b) in the case of an institution of tertiary education or an authority the subject of regulations under section 139(1)(e), on or before such day as is specified in the regulations.
- (5) An authority may, from time to time, amend its management plan.
- (6) Each authority shall send a copy of its management plan, and any amendment of the plan, to the Director as soon as practicable after the management plan or the amendment, as the case may be, has been prepared.

#### **146. Annual report to Director**

- (1) Each authority shall report to the Director at least once in each year after the date on which the implementation of its management plan commenced.
- (2) A report under subsection (1) shall specify —
- (a) the activities and programmes undertaken —
    - (i) to eliminate and ensure the absence of discrimination in employment on the ground of sex, marital status, pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age;
    - (ia) to eliminate and ensure the absence of discrimination in employment against gender reassigned persons on gender history grounds; and
    - (ii) to promote equal opportunity for all persons, during the period to which the report relates;
  - (b) the results achieved by the activities and programmes referred to in paragraph (a), including redistributive effects in the workforce; and
  - (c) the proposed activities and specific aims set for the year following the period to which the report relates.

#### **Policy Implications:**

The plan will effectively become Council's policy position in relation to matters of equal opportunity associated with employment.

**Financial Implications:** No financial implications.

**Strategic Implications:** Not applicable.

**Summary:**

Council is being requested to adopt the revised Shire of Wickepin Equal Opportunity Management Plan 2015/2019.

**Recommendation:**

That Council adopts the Shire of Wickepin Equal Employment Opportunity Management Plan 2015/2019, as presented.

**Voting Requirements:** Simple majority

**Resolution No 170615-14**

**Moved Cr Astbury / Seconded Cr Allan**

That Council adopts the Shire of Wickepin Equal Employment Opportunity Management Plan 2015/2019, as presented.

**Carried 7/0**

Governance, Audit and Community Services

## 10.2.10 – Reserves 2015/16

|                                    |                                      |
|------------------------------------|--------------------------------------|
| <b>Submission To:</b>              | Ordinary Council                     |
| <b>Location / Address:</b>         | Whole Shire                          |
| <b>Name of Applicant:</b>          | Mark J Hook, Chief Executive Officer |
| <b>File Reference:</b>             | 1208                                 |
| <b>Author:</b>                     | Mark J Hook, Chief Executive Officer |
| <b>Disclosure of any Interest:</b> | Nil                                  |
| <b>Date of Report:</b>             | 29 May 2015                          |

**Enclosure / Attachment:** Nil

### Background:

At the April 2015 Forum Session the Chief Executive Officer prepared a discussion paper on the current listed Reserves held by the Shire of Wickepin. At this forum session the following action was requested.

| Responsible Officer     | Action to be taken                                                                             |
|-------------------------|------------------------------------------------------------------------------------------------|
| Chief Executive Officer | Prepare Agenda Item to Council on the description for the Aged Persons Accommodation Reserve.  |
| Chief Executive Officer | The Building Reserve and the Staff Housing Reserve be joined together.                         |
| Chief Executive Officer | Seasonal Accommodation Reserve to be deleted from the Monthly and Annual Financial Statements. |
| Chief Executive Officer | Townscape Reserve to be deleted from the Monthly and Annual Financial Statements.              |

### Comment:

Council needs to remove the following reserves from the 2015/2016 adopted budget along with the monthly and annual statements as they are no longer required as all the funds have been full expended from them:

1. Seasonal Accommodation Reserve
2. Townscape Reserve

Council should join the Building and Staff Housing Reserves in the 2015/2016 adopted budget along with the monthly and annual statements as the current listed purposes for these are the same.

The current purposes for which the reserves are set aside is as follows:

- **Building Reserve** - to be used for the construction of new buildings, predominantly staff housing
- **Staff Housing Reserve** - to be used to fund construction of staff housing.

The name of the joined reserve in the 2015/2016 adopted budget should be as follows:

- **Building Reserve** - to be used for the construction of new buildings

Under Section 6.11 (3) of the Local Government Act 1995, a local government is not required to give local public notice under subsection (2)(a) where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year.



**Statutory Environment:***Local Government Act 1995*6.11. *Reserve accounts*

- (1) *Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.*
- (2) *Subject to subsection (3), before a local government —*
  - (a) *changes\* the purpose of a reserve account; or*
  - (b) *uses\* the money in a reserve account for another purpose,*  
*it must give one month's local public notice of the proposed change of purpose or proposed use.*

**\* Absolute majority required.**

- (3) *A local government is not required to give local public notice under subsection (2) —*
  - (a) *where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or*
  - (b) *in such other circumstances as are prescribed.*
- (4) *A change of purpose of or use of money in, a reserve account is to be disclosed in the annual financial report for the year in which the change occurs.*
- (5) *Regulations may prescribe the circumstances and the manner in which a local government may set aside money for use for a purpose in a future financial year without the requirement to establish and maintain a reserve account.*

**Local Government (Financial Management) Regulations 1996****Regulation 17***Reserve accounts*

- (1) *A reserve account is to have a title that clearly identifies the purpose for which the money in the account is set aside.*
- (2) *In the accounts, annual budget and financial reports of the local government a reserve account is to be referred to —*
  - (a) *in the information required by regulations 27(g) and 38, by its full title; and*
  - (b) *otherwise, by its full title or by an abbreviation of that title.*

[Regulation 17 amended in Gazette 20 Jun 1997 p. 2839.]

**Regulation 18**

*Circumstances in which local public notice not required for change of use of money in reserve account — s. 6.11(3)(b)*

*A local government is not required to give local public notice of a proposed change of use of money in a reserve account —*

- (a) *where the money is to be used to meet expenditure authorised by the mayor or president under section 6.8(1)(c); or*
- (b) *where the total amount to be so used does not exceed \$5 000 in a financial year.*

**Regulation 38***Reserve account information*

- (1) *In relation to each reserve account, the annual financial report is to include details of —*
  - (a) *the purpose for which the money in the account is set aside;*
  - (b) *the amount set aside during the financial year;*
  - (c) *the amount used during the financial year;*
  - (d) *the opening balance brought forward on 1 July;*

- (e) the closing balance at 30 June;
  - (f) if the money held in a financial institution or institutions is insufficient to match the corresponding asset account in the balance sheet —
  - (g) when the local government anticipates the money in the account will be used; and
  - (h) if the purpose of the account was changed or if money in the account was used for another purpose —
    - (i) the purpose for which the money was used;
    - (ii) the amount changed or used; and
    - (iii) the objects of, and reasons for, the change or use.
- (2) In relation to an asset re valuation reserve established in accordance with the AAS, the annual financial report is not to include the details set forth in sub regulation(1).

[Regulation 38 amended in Gazette 20 Jun 2008 p. 2725.]

**Financial Implications:** Nil

**Policy Implications:** Nil

**Strategic Implications:** Nil

**Summary:**

Council is being requested to remove the following reserves from the 2015/2016 adopted budget along with the monthly and annual statements as they are no longer required as the funds have been full expended:

1. Seasonal Accommodation Reserve
2. Townscape Reserve

Council is being requested to join the following Reserves in the 2015/2016 adopted budget along with the monthly and annual statements:

1. Building Reserve
2. Staff Housing Reserve

Council is being requested to adopt the following description for the Aged Persons Accommodation Reserve in the 2015/2016 adopted budget along with the Monthly and Annual Statements.

**Aged Persons Accommodation Reserve**

To be used for the construction and future maintenance requirements for the Aged Person Accommodation units constructed at Johnston Park, Johnston Street Wickepin.

**Recommendation:**

That Council;

1. Remove the following reserves from the 2015/2016 adopted budget:
  - Seasonal Accommodation Reserve
  - Townscape Reserve
2. Join the following Reserves in the 2015/2016 adopted budget:
  - Building Reserve
  - Staff Housing Reserve
3. Adopt the following description for the Aged Persons Accommodation Reserve in the 2015/2016 adopted budget:

**Aged Persons Accommodation Reserve**

To be used for the construction and future maintenance requirements for the Aged Person Accommodation units constructed at Johnston Park, Johnston Street Wickepin.

**Voting Requirements:** Absolute Majority

**Resolution No 170615-15****Moved Cr Russell / Seconded Cr Lang**

That Council;

1. Remove the following reserves from the 2015/2016 adopted budget:
  - Seasonal Accommodation Reserve
  - Townscape Reserve
2. Join the following Reserves in the 2015/2016 adopted budget:
  - Building Reserve
  - Staff Housing Reserve
3. Adopt the following description for the Aged Persons Accommodation Reserve in the 2015/2016 adopted budget:

**Aged Persons Accommodation Reserve**

To be used for the construction and future maintenance requirements for Aged Person Accommodation units.

**Carried 7/0**

*The resolution differed from the Officers recommendation as Council felt the address of the accommodation units should be removed.*

Governance, Audit and Community Services

## 10.2.11 – Central Country Zone - Wheatbelt Health MOU Group

|                                    |                                      |
|------------------------------------|--------------------------------------|
| <b>Submission To:</b>              | Ordinary Council                     |
| <b>Location / Address:</b>         | Whole Shire                          |
| <b>Name of Applicant:</b>          | Mark J Hook, Chief Executive Officer |
| <b>File Reference:</b>             | 1414                                 |
| <b>Author:</b>                     | Mark J Hook, Chief Executive Officer |
| <b>Disclosure of any Interest:</b> | Nil                                  |
| <b>Date of Report:</b>             | 9 June 2015                          |

**Enclosure / Attachment:** Minutes of the Wheatbelt Health MOU Group meeting - 7 April 2015  
Letter from Shire of Quirading

### **Background:**

Further to discussions at the Central Country Zone Meeting in relation to the Wheatbelt Health MOU Group it was requested that the Minutes of the Wheatbelt Health MOU Group meeting for 7<sup>th</sup> April 2015 be distributed to all Member Councils.

These minutes will be formally referred to the next Central Country Zone Meeting on Friday 26<sup>th</sup> June 2015, it has been requested by the Central Country Zone that Member Councils review these minutes before the next Central Country Zone meeting.

The Wheatbelt Health MOU Group was formed in 2006 and are a Consultative Group comprising representatives from the Central Country Zone, Great Eastern Country Zone, Avon Midland Country Zone, WA Country Health Service, Wheatbelt Development Commission, Wheatbelt GP Network and Regional Development Australia.

The Wheatbelt Health MOU Group meets every 2 months in Northam and the last Meeting was held on 7 April 2015.

The Central Country Zone is represented on the Wheatbelt Health MOU Group by the Shire President of Pingelly Cr Shirley Lange, Shire President of Corrigin Cr Lynette Baker and the Chief Executive Officer of Quirading Mr Graeme Fardon.

The Central Country Zone at its Meeting on the 30<sup>th</sup> April 2015 resolved that the Purpose of the Wheatbelt Health MOU Group be reviewed by the Central Country Zone Executive before any further financial commitment are given by the Central Country Zone.

### **Comment:**

Attached under separate cover are the Minutes of the Wheatbelt Health MOU Group Meeting for 7<sup>th</sup> April 2015 for discussion by Council.

Following is an extract from the Central Country Zone Minutes held Thursday 30<sup>th</sup> April 2015 as a Teleconference Meeting which started the general discussion on the Wheatbelt Health MOU Group.

#### *Wheatbelt Health MOU Group*

*Reporting Officer: Bruce Wittber, Executive Officer*

*Disclosure of Interest: BHW Consulting provides Executive Services through the Great Eastern Country Zone to the Health MOU Group.*

*Date: 21 April 2015*

*Attachments: Nil*

#### **Background:**

At the Executive Committee held on 12 February 2015 the following was considered:  
The Executive Officer advised the meeting that currently the Great Eastern Country Zone provided, through a Service Level Agreement, Executive Support to the Wheatbelt Health MOU Group. At the last meeting of the Great Eastern Country Zone Executive Committee the Zone President Cr Rhonda Cole advised the Executive Committee of a meeting with Mr John Scott, Chair of the Wheatbelt Health MOU Group in relation the Service Level Agreement between the Wheatbelt Health MOU Group and the Zone for the provision of Executive Officer services.

The information was noted.

**Executive Committee Comment:**

The Executive Officer advised the meeting that the current financial position of the Wheatbelt Health MOU Group showed that at the end of February 2015 it required a further financial commitment from the stakeholders until the 30 June 2015. As the Executive Officer was asked to leave the Health MOU Group Meeting on Tuesday 7 April 2015 he is not formally aware of the outcomes of the discussion on the financial position. The Zone President indicated he had discussed the issue with the Central Country Zone delegates to the Health MOU Group.

**Executive Officer Comment:**

The following recommendation from the Central Country Zone Executive Committee will be discussed at a joint meeting of the three Zone Executives to be held on Wednesday 29 April 2015.

That the Central Country Zone Executive Committee recommend to the Central Country Zone Meeting to be held on Thursday 30 April 2015 that it provide additional financial support to the Wheatbelt Health MOU Group until 30 June 2015 and prior to any further financial commitment being given by the Zone, the Executive Committee of the Central Country Zone review the purpose of the Wheatbelt Health MOU Group and seek to identify the relevance of the Wheatbelt Health MOU Group to Local Government in the Wheatbelt. Any outcomes from the three Zone Executives Meeting to be held on Wednesday 29 April 2015 will be reported to the Zone Meeting. The Executive Officer advised that at the three Zones Executive Meeting held on Wednesday 29 April 2015 in relation to this matter adopted the following consensus motion:

**CONSENSUS RESOLUTION:**

That the Avon-Midland, Central and Great Eastern Country Zones, Joint Executive Meeting held on Wednesday 29 April 2015 recommends to the next meeting of each Zone as follows:

1. that the Avon-Midland, Central and Great Eastern Country Zones provide additional financial support to the Wheatbelt Health MOU Group until 31 August 2015, subject to the level of funding being no more (proportionately) than the original budgeted funding for the 2014/2015 financial year and prior to any further financial commitment being given by the Zones, beyond the 31 August 2015, the respective Executive Committees of the three Zones independently review the purpose of the Wheatbelt Health MOU Group and seek to identify the relevance of the Wheatbelt Health MOU Group to Local Government in the Wheatbelt.
2. that following the completion of the review by the three Zones the outcomes be further considered at a Joint Executives Meeting to enable the development of a consensus position on the funding beyond the 31 August 2015 of the Wheatbelt Health MOU Group.

**RECOMMENDATION:**

*That the Central Country Zone provide additional financial support to the Wheatbelt Health MOU Group until 30 June 2015 and prior to any further financial commitment being given by the Zone, the Executive Committee of the Central Country Zone review the purpose of the Wheatbelt Health MOU Group and seek to identify the relevance of the Wheatbelt Health MOU Group to Local Government in the Wheatbelt.*

**RESOLUTION: Moved: Cr Blight      Seconded: Cr Richards**

*That the Central Country Zone provide additional financial support to the Wheatbelt Health MOU Group until 30 June 2015 and prior to any further financial commitment being given by the Zone, the Executive Committee of the Central Country Zone, in consultation with the Central Country Zone representatives on the Wheatbelt Health MOU Group, review the purpose of the Wheatbelt Health MOU Group and seek to identify the relevance of the Wheatbelt Health MOU Group to Local Government in the Wheatbelt.*

**CARRIED**

Attached is a letter received from the Shire of Quirading in relation to this matter which states:

*“Council has unanimously resolved its strong support for the Central Country Zone continuing its participation in the Wheatbelt Health MOU Group and support the financial contribution to the MOU Groups Executive Costs”.*

The Executive Support Hours for the Wheatbelt Health MOU Group has exceeded the Budgeted Executive Support Costs and each Party to the Wheatbelt Health MOU Group has been requested to provide “bridging funds” to the 30th June 2015. It is understood that the estimated additional cost to the Central Country Zone will be \$1,500 to the end of June 2015.

The Independent Chair of the Wheatbelt Health MOU Group Mr John Scott, Managing Director of CY O'Connor College tendered his Resignation from the Position on the 11th May 2015.

The Central Country Zone has requested that copies of the Minutes of the latest Wheatbelt Health MOU Group Meeting be circulated and tabled / discussed at each Member Council's Meeting.

The Central Country Zone Executive has undertaken to conduct a review of the purpose of the Wheatbelt Health MOU Group and its relevance to Wheatbelt Councils and this matter will be discussed at the next Central Country Zone meeting at Wickepin on Friday 26<sup>th</sup> June 2015

**Statutory Environment:** Nil

**Financial Implications:**

There are 14 Members of the Central Country Zone.

\$1,500 divided by 14 = \$108 from each member to cover the costs of the Wheatbelt Health MOU Group to the 30<sup>th</sup> June 2015.

Costs after the 30<sup>th</sup> June 2015 are unknown at this stage.

**Policy Implications:** Nil

**Strategic Implications:** Nil

**Summary:**

Council is being requested to support the Central Country Zone's participation in the Wheatbelt Health MOU Group and support the Central Country Zone's financial contribution to the MOU Groups Executive.

**Recommendation:**

That Council supports the Central Country Zone's participation in the Wheatbelt Health MOU Group and support the Central Country Zone's financial contribution to the MOU Groups Executive.

**Voting Requirements:** Simple majority

**Resolution No 170615-16****Moved Cr Hinkley / Seconded Cr Lang**

That Council supports the Central Country Zone's participation in the Wheatbelt Health MOU Group.

**Carried 7/0**

*The resolution differed from the Officers recommendation as Council felt that Council will make the decision on the financial contribution when it is known.*

Governance, Audit and Community Services

## 10.2.12 – Matters behind Closed Doors

|                                    |                                             |
|------------------------------------|---------------------------------------------|
| <b>Submission To:</b>              | Ordinary Council                            |
| <b>Location / Address:</b>         | Whole Shire                                 |
| <b>Name of Applicant:</b>          | Mark J Hook, Chief Executive Officer        |
| <b>File Reference:</b>             | 1305                                        |
| <b>Author:</b>                     | Mark J Hook, Chief Executive Officer        |
| <b>Disclosure of any Interest:</b> | Chief Executive Officer and Manger of Works |
| <b>Date of Report:</b>             | 4 June 2015                                 |

**Enclosure / Attachment:** Nil

### Background:

The Chief Executive Officer and Manager of Works Annual renewal are due as part of the 2015/2016 Budget processes.

### Comment:

As this matter is of a sensitive nature and Council is discussing staff 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 170615-17**

**Moved Cr Allan / Seconded Cr Hinkley**

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**

CONFIDENTIAL

2.46pm – CEO Mark Hook and ESO Leah Pearson departed the Chambers.

Governance, Audit and Community Services

### 10.2.13 – Chief Executive Officers – Annual review

|                                    |                                                          |
|------------------------------------|----------------------------------------------------------|
| <b>Submission To:</b>              | Ordinary Council                                         |
| <b>Location / Address:</b>         | Whole Shire                                              |
| <b>Name of Applicant:</b>          | Mark J Hook, Chief Executive Officer                     |
| <b>File Reference:</b>             | Personnel File                                           |
| <b>Author:</b>                     | Mark J Hook, Chief Executive Officer                     |
| <b>Disclosure of any Interest:</b> | Mark J Hook, Chief Executive Officer is author of report |
| <b>Date of Report:</b>             | 4 June 2015                                              |

#### Resolution No 170615-18

##### Moved Cr Hinkley / Seconded Cr Allan

That Council increase the Current Chief Executive Cash component of his salary by 2.5% as of 1 July 2015 to \$119,925 per year.

**Carried 7/0**

3.00pm – CEO Mark Hook entered the Chambers.

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Governance, Audit and Community Services

### **10.2.14 – Manager of Works – Salary Review**

|                                    |                                      |
|------------------------------------|--------------------------------------|
| <b>Submission To:</b>              | Ordinary Council                     |
| <b>Location / Address:</b>         | Whole Shire                          |
| <b>Name of Applicant:</b>          | Peter Vlahov: Manager of Works       |
| <b>File Reference:</b>             | Personnel                            |
| <b>Author:</b>                     | Mark J Hook, Chief Executive Officer |
| <b>Disclosure of any Interest:</b> | Nil                                  |
| <b>Date of Report:</b>             | 24 <sup>th</sup> February 2014       |

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#### **Resolution No 170615-19**

##### **Moved Cr Lang / Seconded Cr Astbury**

That Council increase the Manager of Works Cash component of his salary by 2.5% as of the first pay period on or after 1 July 2015 to \$78,925 per year.

**Carried 7/0**

3.06pm – ESO Leah Pearson entered the Chambers.

## 11. President's Report

The President Steven Martin gave an update from the National General Assembly attended from the 14<sup>th</sup> to 17<sup>th</sup> of June which was held in Canberra.

The President Steven Martin advised the Council of the Central Country Zone meeting being held at the Wickepin Community Centre on Friday 26 June 2015 commencing at 9.00am.

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Council

## 12. – Chief Executive Officer's Report

|                                    |                                      |
|------------------------------------|--------------------------------------|
| <b>Submission To:</b>              | Ordinary Council                     |
| <b>Location / Address:</b>         | Whole Shire                          |
| <b>Name of Applicant:</b>          | Mark J Hook, Chief Executive Officer |
| <b>File Reference:</b>             |                                      |
| <b>Author:</b>                     | Mark J Hook, Chief Executive Officer |
| <b>Disclosure of Any Interest:</b> | Nil                                  |
| <b>Date of Report:</b>             | 9 June 2015                          |

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### Tincurrin Primary School

The first meeting of the Tincurrin School Closure Implementation Committee was held on the 27<sup>th</sup> May 2015 at the Tincurrin School. The purpose of this meeting was to address the Terms of Reference and to develop a plan for future action in regards to the Terms of Reference for the closure of the Tincurrin Primary School. Discussion was also held on the future of the School buildings and what will happen to them after the closure of the Tincurrin Primary School. This is something Council will need to consider once all the details are available for the Education Department or the building Management authority who will handle the buildings.

### LGIS OHS Review.

The Shire of Wickepin had a Management System Audit Review form LGIS in relation to Occupational Health and Safety. Overall the Shire scored 43% which means there are areas for improvement. The Audit included discussions and interviews to clarify specific issues and to allow LGIS to gain an understanding of the Shire of Wickepin's conformance against AS4801 specifications. As with all system based systems there is an opportunity for improvement. Improvements being made to the systems will ensure the Shire of Wickepin continues to strive to meet legislative compliance. The Audit Report states that *"it was evident that the Shire of Wickepin has implemented basic OSH management systems"*.

### Transfer To / From Reserves

The following transfer will be made to Reserves:

|                                    |          |                                           |
|------------------------------------|----------|-------------------------------------------|
| Refuse Site Reserve                | \$44,000 | Unspent Land Purchase Regional Waste Site |
| Wickepin Saleyards Reserve         | \$5,700  | Difference Expenditure to Income          |
| Aged Persons Accommodation Reserve | \$46,758 | Unspent Loan Repayment budgeted           |
| Plant Reserve                      | \$20,000 | Res 19114-02 plus budgeted transfer       |

The following transfer will be made from Reserves:

|                  |          |                                               |
|------------------|----------|-----------------------------------------------|
| Computer Reserve | \$14,682 | Cost of Computer Upgrades as per 14/15 Budget |
|------------------|----------|-----------------------------------------------|

**Meetings Attended**

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>May</b>       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 21 <sup>st</sup> | Staff Meeting, Budget requests                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 22 <sup>nd</sup> | Staff Flu Shots                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 25 <sup>th</sup> | Meeting with Department of Water at the Shire of Dumbleyung The meeting was to discuss the Department of Water's recommendations to reduce the regulatory burden on LG water services providers arising from the review, which will be presented to the Minister later this year.                                                                                                                                                                                                                                                           |
| 26 <sup>th</sup> | "Chain of Responsibility" information session presented in Narrogin. The session was presented by MRWA representatives Paul Bond (Manager Heavy Vehicle Transport Compliance) and Larry Taya (Road Transport Compliance Coordinator).                                                                                                                                                                                                                                                                                                       |
| 27 <sup>th</sup> | Wheatbelt South Aged Housing Opportunities<br>Presentation by Heidi Cowcher, Shire of Williams <ul style="list-style-type: none"> <li>• Project Management – Key elements to driving a successful project amongst numerous LGs</li> <li>• Project Governance – How has this been managed?</li> <li>• Working with Third Party Providers (Wagin and West Arthur Cottage Homes)</li> <li>• Developing a long term funding model.</li> <li>• Nomination of Project Manager</li> <li>• Information on R4R Funding Opportunities (LC)</li> </ul> |
| 27 <sup>th</sup> | Tincurrin Implementation Committee first meeting was held at 1pm on Wednesday the 27th May 2015 at Tincurrin Primary School. The attendees include Education Department Representatives Mr Kim Guelfi and Mrs Heather Mahar, also Parent and Staff representatives. The purpose of this meeting was to address the Terms of Reference in the School Closures Handbook and to develop a plan for future action in regards to the Terms of Reference.                                                                                         |
| 28 <sup>th</sup> | Staff Performance Reviews                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>June</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 8 <sup>th</sup>  | LGIS OHS Review                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 10 <sup>th</sup> | Townscape Committee Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 10 <sup>th</sup> | Lifestyle Retirement Meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**Delegations**

| No. | Delegation Name                            | Delegation To | Delegation Exercised | When Exercised | Persons Affected |
|-----|--------------------------------------------|---------------|----------------------|----------------|------------------|
| A1  | Cheque Signing and Account Authorisation   | CEO           | Signing Cheques      | May 2015       | Nil              |
| A2  | Septic Tank Application Approvals          | EHO           |                      |                |                  |
| A3  | Building Approvals                         | BO            |                      |                |                  |
| A4  | Road Side Advertising                      | CEO           |                      |                |                  |
| A5  | Application for Planning Consent           | CEO           |                      |                |                  |
| A6  | Appointment and Termination of Staff       | CEO           |                      |                |                  |
| A7  | Rates Recovery – Instalment Payments       | CEO           | Payment Plans        |                | Rate Payers      |
| A8  | Issue of Orders                            | CEO           |                      |                |                  |
| A9  | Legal Advice                               | CEO           |                      |                |                  |
| A10 | Permits to Use Explosives                  | CEO           |                      |                |                  |
| A11 | Street Stalls                              | CEO           |                      |                |                  |
| A12 | Liquor Consumption on Shire Owned Property | CEO           |                      |                |                  |
| A13 | Hire of Community Halls / Community Centre | CEO           |                      |                |                  |

**Recommendations:**

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

**Voting Requirements:** Simple majority

**Resolution No 170615-20****Moved Cr Russell / Seconded Cr Allan**

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

**Carried 7/0**

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

**14. Reports & Information**

**15. Urgent Business**

**16. Closure**

There being no further business the Presiding Officer declared the meeting closed at 3.25pm.