

# Minutes

ORDINARY MEETING OF COUNCIL  
20 MAY 2015  
COUNCIL CHAMBERS  
WICKEPIN



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**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin  
Wednesday 20 May 2015**

The President declared the meeting open at 1.32pm.

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

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

**Leave of Absence (Previously Approved)**

**Resolution No 200515-01**

**Moved Cr Hinkley / Seconded Cr Lang**

That Council grant a leave of absence for the Ordinary Council meetings on 17 June 2015 and 15 July for the following Councillor;

Councillor Cr AG Lansdell

**Carried 8/0**

**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
10.2.04	Shire of Wickepin Community Grant Applications	CEO Mark Hook	Impartiality	President of the Wickepin Bowling Club
10.2.04	Shire of Wickepin Community Grant Applications	CEO Mark Hook	Impartiality	Member of the Wickepin District Sports Club
10.2.04	Shire of Wickepin Community Grant Applications	Cr Allan	Financial	Member of the Yealering Bowling Club.
10.2.10	Campfire Country – Waiving Fees Wickepin Community Centre	Cr Lansdell	Impartiality	Son is involved in group.

## 6. Confirmation of Minutes – Ordinary Meeting of Council – 15 April 2015

### Resolution No 200515-02

#### Moved Cr Astbury / Seconded Cr Russell

That the minutes of the Ordinary Council meeting held on Wednesday 15 April 2015 be confirmed as a true and correct record.

**Carried 8/0**

## 7. Receival of Minutes

Receival of Minutes

## 7.1 Governance, Audit and Community Services 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>	
<b>Author:</b>	Leah Pearson, Executive Support Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	7 May 2015

### Enclosure / Attachment:

Minutes of the Governance, Audit and Community Services Committee Meeting held on Wednesday 6 May 2015.

### Background:

The Governance, Audit and Community Services Committee Meeting was held on Wednesday 6 May 2015.

### Comment:

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

### Statutory Environment:

Section 5.22 of the Local Government Act 1995

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

### Recommendation:

That the minutes of Governance, Audit and Community Services Committee Meeting held on Wednesday 6 May 2015 be received.

**Voting Requirements:** Simple majority.

## Resolution No 200515-03

### Moved Cr Hinkley / Seconded Cr Easton

That the recommendations listed under agenda items 7.1 to 7.4 be adopted en-bloc with the following amendments to the governance and Audit Committee minutes:

That Cr Fran Allan was an apology.

**Carried 8/0**

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Receival of Minutes

## 7.2 Technical Services 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>	
<b>Author:</b>	Leah Pearson, Executive Support Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	7 May 2015

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### Enclosure / Attachment:

Minutes of the Technical Services Committee Meeting held on Wednesday 6 May 2015.

### Background:

The Technical Services Committee Meeting was held on Wednesday 6 May 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 meeting 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 Technical Services Committee Meeting held on Wednesday 6 May 2015 be received.

**Voting Requirements:** Simple majority

## Resolution No 200515-03

### Moved Cr Hinkley / Seconded Cr Easton

That the recommendations listed under agenda items 7.1 to 7.4 be adopted en-bloc with the following amendments to the governance and Audit Committee minutes:

That Cr Fran Allan was an apology.

**Carried 8/0**

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Receival of Minutes

### 7.3 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>	13 May 2015

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**Enclosure / Attachment:**

Minutes of the Townscape & Cultural Planning Committee Meeting held on Wednesday 13 May 2015.

**Background:**

The Townscape & Cultural Planning Committee Meeting was held on Wednesday 13 May 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 13 May 2015 be received.

**Voting Requirements:** Simple majority.

#### Resolution No 200515-03

**Moved Cr Hinkley / Seconded Cr Easton**

That the recommendations listed under agenda items 7.1 to 7.4 be adopted en-bloc with the following amendments to the governance and Audit Committee minutes:

That Cr Fran Allan was an apology.

**Carried 8/0**

Receival of Minutes

## 7.4 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>	13 May 2015

### Enclosure / Attachment:

Minutes of the Lifestyle Retirement Committee Meeting held on Wednesday 13 May 2015.

### Background:

The Lifestyle Retirement Committee Meeting was held on Wednesday 13 May 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 13 May 2015 be received.

**Voting Requirements:** Simple majority.

## Resolution No 200515-03

### Moved Cr Hinkley / Seconded Cr Easton

That the recommendations listed under agenda items 7.1 to 7.4 be adopted en-bloc with the following amendments to the governance and Audit Committee minutes:

That Cr Fran Allan was an apology.

**Carried 8/0**



## 8. Status Report

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

Item	Subject/Action	Officer/ File	Progress	Status	Comment
451-190214-17	Tincurrin Hall upgrade	CEO	<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>	○	<p>Still in progress.</p> <p>Should be presented to Council June 2015.</p>
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></p> <p><b>The Shire of Wickepin</b>, of 77 Wogolin Road, Wickepin, And</p> <p><b>Facey Group</b> of 40 Wogolin Road, Wickepin</p> <p><b>Whereby it is agreed as follows:</b></p> <p>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>1.1 The Shire of Wickepin agrees to provide the Facey Group with office premises located at 40 Wogolin Road, Wickepin.</p> <p>1.2. 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>1.3 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>2.1 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>	○	2 copies of the agreement sent to the Facey Group on 24/03/2015.

Item	Subject/Action	Officer/ 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><u>The Motor Vehicle will be provided on the following conditions:</u></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>		
546-180315-09	Proposed Aged Units Johnston Park	CEO	<ol style="list-style-type: none"> <li>1. That Council endorses the Proposed Aged Units Johnston Park Report as presented.</li> <li>2. That the Shire of Wickepin work closely with the Wheatbelt Development Commission and the Wheatbelt Regional Development Australia to partner with other Local Governments to submit a regional based grant application on a dollar for dollar basis for aged accommodation units in the Wickepin Townsite and other Towns within the Wheatbelt Region.</li> <li>3. That the funds allocated in General Ledger</li> </ol>	✓	Meeting arranged with Wheatbelt Development Commission and adjoining Councils.

Item	Subject/Action	Officer/ File	Progress	Status	Comment
			3352 of \$46,758 in the 2014/2015 adopted budget for one loan repayment for the construction of Aged Persons Accommodation Units in Wickepin at Johnston Park be transferred to the Aged Persons Accommodation Reserve. 4. That \$5,000 be allocated in the 2015/2016 budget estimates to aid the preparation of a comprehensive grant application for Aged Units at Johnston Park.		
552-150415-08	Appointment of Committee members and Chairperson	CEO	That the appointment of committee members runs in accordance with Council elections and take place in October, every two years, and the Chairpersons elected at the first committee meeting for a two year period.	✓	Changes made to agendas.
553-150415-09	Harrismith Community Centre Committee – Baby Change Table	CEO	That Council budget for the placement of baby change tables in each of its public toilets on the following rotational basis: <ul style="list-style-type: none"> <li>• 2015/2016 Harrismith Public Toilets \$3,000</li> <li>• 2016/2017 Yealering Public Toilets \$3,000</li> <li>• 2017/2018 Wickepin Public Toilets \$3,000</li> </ul>	✓	Letter sent to the Harrismith Community Centre Committee 23/04/2015.
554-150415-10	Community Resource Centre 2015/2016 Budget	CEO	That Council places the following items in the 2015/2016 budget allocation in the form of financial support to the Wickepin Community Centre for the 2015/2016 financial year: <ul style="list-style-type: none"> <li>• Operation of Library \$25,500</li> <li>• Salary Subsidy \$9,500</li> </ul> <b>TOTAL \$35,000</b>	✓	Letter sent to the Community Resource Centre 23/04/2015.
555-150415-11	Wickepin Ladies Hockey Club Reduction 2015/2016 Fees and Charges	CEO	That Council waive the annual 2015 Wickepin Ladies hockey fees of \$350 for the Wickepin Sports Ground. That the Shire of Wickepin continues to mark the hockey field during the 2015 hockey season to allow for hockey practice and the Hookin2Hockey program for Primary School aged children.	✓	Emailed Stefie Green 23/04/2015.  Oval has been marked.
556-150415-12	Wickepin Aquatic Centre – Pool Blankets	CEO	That Council provide for the installation off a pool blanket for the Wickepin Swimming Pool in the 2015/2016 Budget estimates through the 2015/2016 Department of Sport and Recreation Community Pools Revitalisation Program.	✓	Emailed Ty Miller 23/04/2015.
557-150415-13	WALGA 2015 Association Honours	CEO	1. That Council nominate the Shire President Cr Steven Martin for the Eminent Service Award 2. That Council nominate the Chief Executive Officer Mr Mark Hook for the Local Government Distinguished Officer Award under the 2015 WALGA Honours Program.	✓	Mark completed 12/05/2015.  Sent to WALGA 12/05/2015.
558-150415-14	Water Cooler Budget Estimates 2015/2016	CEO	That Council place \$2,800 in the 2015/2016 Budget Estimates for the provision of a water cooler at the Wickepin Community Centre netball courts.	✓	Emailed Wickepin Netball Club 23/04/2015.
559-150415-15	Dryandra Country Visitor Centre	CEO	That Council allocate an amount of \$5,000 to the Dryandra Country Visitor Centre for the 2015/2016 Budget deliberations.	✓	Letter sent to the Dryandra Country Visitor

Item	Subject/Action	Officer/ File	Progress	Status	Comment
	2015/216 Budget Allocation				Centre 23/04/2015.
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.
560- 150415-17	Chief Executive Officers – Annual Performance Appraisal 2015	CEO	That Council: 1. Notes that Mr Mark Hook's Performance Review in his role as Chief Executive Officer for the Shire of Wickepin for 2015 has been undertaken; 2. Endorses Mr Hook's overall rating of 'Satisfactory'; 3. Schedules the next review of the CEO's performance to be conducted by March 2016; 4. Endorses the Key Result Areas for the 2015/16 appraisal period.	✓	Copy of the resolution has been placed on employee file 20/04/2015.
561- 150415-18	Townscape & Cultural Planning Committee Meeting Recommendatio ns	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.
562- 150415-21	Late Item - Annual Compliance Audit Return 2014	CEO	That council adopts the Compliance Audit Return for the year 1 January 2014 to 31 December 2014 at its Ordinary Meeting of Council on 15 April 2015 and forwards the Compliance Audit Return to the Executive Director of the Department of Local Government by 16 April 2015.	✓	Complete 17/04/2015. Sent to DLG 17/04/2015.

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**

1.37pm – MWS Peter Vlahov entered the Chambers.

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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>	12 May 2015

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**Enclosure / Attachment:** Ongoing Maintenance List

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

**Comment:** Not applicable.

#### **Programmed Construction Works**

The reconstruction and sealing works have been progressing at the Wickepin Community Centre car parks. Progress so far has included the following items:

- All areas to be sealed have been reworked and graveled.
- Asphalt has been laid to 3000m<sup>2</sup>.
- A two coat bitumen seal has been laid to 6000m<sup>2</sup>.
- Trenching and cable laying has been completed for car park lighting.
- Retaining wall, curbing, line marking and fencing has been ordered.

#### **Plant Replacement**

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

#### **Maintenance Works**

- Install new racking system at sports pavilion.
- Wash sports floor.
- Repair 3 hot water systems (Yarling Court, Community Centre, Collins Street Units)
- Pot hole patching.
- Grading various roads South Harrismith area.
- Refuse sites maintenance.
- Dog and cat control.
- Various tree issues and other general maintenance.

Please see ongoing list attached

#### **Occupational Health and Safety**

- Minor bruising to knee while removing chain binders from low loader.
- Staff completed a two day Traffic Management course.
- All 12 Worksafe Improvement Notices have been completed.

### **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.
- Remove old garden beds at Yealering Town Hall.
- Purchase various retic components for future upgrade of Yealering Town Hall gardens.
- Wickepin football season preparations at oval.
- Hockey oval preparations.
- 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 12 May 2015.

**Voting Requirements:** Simple majority

### **Resolution No 200515-04**

#### **Moved Cr Hinkley / Seconded Cr Lang**

That council notes the report from the Manager of Works and Services dated 12 May 2015.

**Carried 8/0**

### 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.
March	04/03/2015	Harrismith	Bin on the Wickepin-Harrismith Road requires a lid.	Tech services	✓		
	04/03/2015	Harrismith	Wind sock to be replaced at the air strip.	Tech services	○		Ordered.
	04/03/2015	Wickepin	Clean all gutters in Council buildings.	Governance	✓		Complete.
	09/03/2015	Wickepin	Yarling Court Unit 3 – tidy up gardens.	Leah	✓	10/03/2015	Complete.
	10/03/2015	Harrismith	Tidy up at cricket ground for grand final.	Leah	✓		
	11/03/2015	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	○		
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	○		

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Infrastructure and Engineering Services

## 10.1.02 – Technical Services Committee Meeting Recommendations

<b>Submission To:</b>	Technical Services Committee
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Technical Services Committee
<b>File Reference:</b>	204
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	7 May 2015

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**Enclosure / Attachment:** Nil.

### Background:

Technical Services Committee Meeting held 6 May 2015.

### Comment:

The Technical Services Committee Meeting was held on Wednesday 6 May 2015 and passed the following Recommendation:

#### **Moved Cr Easton / Seconded Cr Astbury**

That Council request the CEO to contact Main Roads requesting a solution for pedestrians crossing Wogolin Road, Wickepin, taking into consideration the crossing points available.

**Carried 6/0**

#### **Moved Cr Lansdell / Seconded Cr Easton**

That Council request Main Roads to add Road Number 86 Bin Road to the RAV as a Network 4 road.

**Carried 6/0**

**Statutory Environment:** Nil.

**Policy Implications:** Not applicable.

**Financial Implications:** Nil.

**Strategic Implications:** Not applicable.

### Recommendation:

That Council pass the following recommendations;

1. That Council request the CEO to contact Main Roads requesting a solution for pedestrians crossing Wogolin Road, Wickepin, taking into consideration the crossing points available.
2. That Council request Main Roads to add Road Number 86 Bin Road to the RAV as a Network 4 road.

**Voting Requirements:** Simple majority

### **Resolution No 200515-05**

#### **Moved Cr Easton / Seconded Cr Lansdell**

That Council request the CEO to contact Main Roads requesting a solution for pedestrians crossing Wogolin Road, Wickepin, taking into consideration the crossing points available.

**Lost 0/8**

*Resolution was lost as Council felt this was not the appropriate action to take in resolving the issue of the pedestrian crossing.*

### **Resolution No 200515-06**

#### **Moved Cr Lansdell / Seconded Cr Allan**

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.

**Carried 8/0**

### **Resolution No 200515-07**

#### **Moved Cr Easton / Seconded Cr Astbury**

That Council request Main Roads to add Road Number 86 Bin Road to the RAV as a Network 4 road.

**Carried 8/0**

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Infrastructure and Engineering Services

### **10.1.03 – Great Southern Regional Waste Group Grant Transfer Stations**

<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>	2902
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	11 May 2015

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**Enclosure / Attachment:** Nil

#### **Background:**

The Great Southern Regional Waste Group has advised the Chief Executive Officer that way back in 2012 they had made application to the Waste Authority Regional Landfill Transfer Station Infrastructure Development for grant funding to start transfer stations at the Shire of Wickepin landfill sites.

Council also has funded the Yealering, Harrismith and Tincurrin transfer stations through the CLGF Regional component.

The Waste Authority Regional Landfill Transfer Station Infrastructure Development grant funding project was due for completion in June 2014.

The Great Southern Regional Waste Group has advised that Department of Environment Regulation, is currently looking at extending the project completion date to May 2016, as no progress has been to date for each Shire involved in the grant process and would like to ensure that all projects will be complete by the revised date.

The Shire of Wickepin has completed their project and has requested the Great Southern Regional Waste Group for its contribution of \$30,000 towards the transfer stations constructed at Yealering, Harrismith and Tincurrin.

The funding is as follows:

**Total Funding \$179,000 (Exc GST)**

Shire / Town	Funding Allocation	Funding Expended to date	Progress of Work to Date	Status of Project
Cuballing	30,000		Site identified and planning commenced	
Narrogin Town & Shire	30,000	0		
Pingelly	30,000	30,000	<b>Waste Transfer Station Completed</b>	<b>Project Complete</b> - Received Invoice to claim funds
Wagin	30,000	7,721	Transfer plans have been completed and earthworks have been completed.	Awaiting works approval form DER.
Wickepin	30,000	30,000	<b>Waste Transfer Station Completed</b>	<b>Project Complete</b> - Awaiting Invoice to claim funds and Acquittal information
Williams	30,000	0	Site identified and planning commenced	Earthworks budgeted in 2014/15 with work complete in 2015/16
	<b>180,000</b>	<b>67,721</b>		
Less \$1,000 contribution from Regional Refuse Group	1,000			
<b>Total Funding Amount</b>	<b>179,000</b>			

**Comment:**

The Chief Executive Officer was not aware of this grant funding so no allocation was made in the 2014/2015 Budget Estimates.

As this monies is unbudgeted income and the expense for the transfer stations has been expended through the normal 2014/2015 budget estimates, this grant monies should be placed in the Refuse Site Reserve for additional works to the Wickepin Refuse Site to comply with the ERA regulations in the 2015/2016 budget estimates.

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

**Policy Implications:** Nil

**Financial Implications:** Transfer of funds to the Shire of Wickepin refuse site reserve account \$30,000

**Strategic Implications:** Nil

**Summary:**

Council is being requested to transfer the grant received under the Waste Authority Regional Landfill Transfer Station Infrastructure Development grant of \$30,000 to the Shire of Wickepin's Refuse Site Reserve.

**Recommendation:**

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.

**Voting Requirements:** Absolute majority

**Resolution No 200515-08****Moved Cr Lang / Seconded Cr Hinkley**

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.

**Carried 8/0**

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Infrastructure and Engineering Services

## 10.1.04 – Tianco Pty Ltd RAV request Lomos South Road and Yealering Pingelly Road

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Tianco Pty Ltd
<b>File Reference:</b>	1810
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	8 May 2015

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**Enclosure / Attachment:** Nil

### Background:

Council has received a request from Tianco Pty Ltd for Council to undertake an assessment of the Lomos South Road from Shire of Wickepin Boundary with Shire of Corrigin to Yealering Pingelly Road and the Yealering Pingelly Road from Lomos Road South intersection to Yealering Townsite to make them accessible to RAV 4 heavy vehicle combinations.

### Comment:

Permits are required to operate certain types of Restricted Access Vehicles (RAVs) in Western Australia (WA).

Permits are an instrument issued by the Commissioner of Main Roads WA to grant access to these vehicles to certain parts of the road Network under specific operating conditions. All RAVs require a permit, unless they are authorised under a class of notice issued by either the Commissioner of Main Roads or the Director General, Transport.

The current RAV 3 Network for Lomos South Road and the Yealering Pingelly Road are as follows:

Road No	Road Name	Local Road Name	Local Government	Intersection From	Intersection To	Conditions
4040169	Lomos South Rd	Lomos South Rd	Corrigin	Pingelly LG Boundary	Wickepin LG Boundary	See Low Volume Condition Type B in the Operating Conditions
4040018	Lomos Sth	Lomos Sth Rd	Corrigin	Lomos North Rd & Brookton Hwy	Barber Road	See Low Volume Condition Type A in the Operating Conditions speed Conditions Maximum speed 40 km/h
4040018	Lomos Sth Rd	Lomos Sth Rd	Corrigin	Barber Rd	Rafferty Rd	See Low Volume Condition Type B in the Operating Conditions
4290155	Lomos Rd South	Lomos Rd South	Wickepin	LG Boundary	Coxon St	No operation on unsealed road segment when visibly wet Not to be used as a through route. For local delivery and pickup only. Driver must carry documentation as proof of local delivery or pickup Speed Conditions · Maximum speed 60 km/h Note <b>ENGINE BRAKING TO BE RESTRICTED NEAR SCHOOL AT THE INTERSECTION WITH WICKEPIN-CORRIGIN RD. NO OVERTAKING PERMITTED ON STRUCTURED AT SLK 3.91</b>
4230007	Yealering - Pingelly Rd	Yealering - Pingelly Rd	Pingelly	Pingelly - Wickepin Rd	Wickepin LG Boundary	See Low Volume Condition Type A in the Operating Conditions Speed Conditions Maximum speed 70 km/h
4290005	Yealering - Pingelly Rd	Yealering - Pingelly Rd	Wickepin	Pingelly - Yealering Rd	LG Boundary Loc 11278	No Conditions



The current RAV 4 Network for Lomos South Road and the Yealering Pingelly Road are as follows:

Road No	Road Name	Local Road Name	Local Government	Intersection From	Intersection To	Conditions
4040169	Lomos South Rd	Lomos South Rd	Corrigin	Pingelly LG Boundary	Wickepin LG Boundary	See Low Volume Condition Type B in the Operating Conditions
4040018	Lomos Sth	Lomos Sth Rd	Corrigin	Lomos North Rd & Brookton Hwy (H052)	Barber Road	See Low Volume Condition Type A in the Operating Conditions Speed Conditions · Maximum speed 40 km/h
4040018	Lomos Sth Rd	Lomos Sth Rd	Corrigin	Barber Rd	Rafferty Rd	See Low Volume Condition Type B in the Operating Conditions
4230007	Yealering - Pingelly Rd	Yealering - Pingelly Rd	Pingelly	Pingelly - Wickepin Rd	Wickepin LG Boundary	See Low Volume Condition Type A in the Operating Conditions Speed Conditions Maximum speed 70 km/h
4290005	Yealering - Pingelly Rd	Yealering - Pingelly Rd	Wickepin	Pingelly - Yealering Rd	LG Boundary Loc 11278	No Conditions

### Restricted Access Vehicles Prime Mover, Trailer Combinations Operating Conditions RAV Category 3

#### Prime Mover, Semi-Trailer towing a Dog Trailer - 27.5 m, 84 t Vehicle

10.1 This item applies to a vehicle combination that:

- (a) consists of a prime mover with a single steer or twin steer axle group and semi-trailer with one (1), two (2) or three (3) axles towing a dog trailer where the dog trailer has not more than five (5) axles, and the converter dolly or the fixed dolly of the dog trailer does not include: more than two (2) axles; and
- (b) has a total of five (5) axle groups

#### Conditions

10.2 This vehicle combination may operate on the "RAV Network" prescribed below, provided that:

- (a) It complies with the minimum axle spacing requirements specified in Table B of Clause 5;
- (b) It does not exceed 27.5m in length;
- (c) Where the semi-trailers are:
  - (i) built to carry livestock;
  - (ii) carrying a crate built to carry livestock; or
  - (iii) carrying over height indivisible load/s or multi modal container/s; the height may exceed 4.3 m, however must not exceed 4.6 m.

#### Network

10.3 The vehicle combination must not be driven on any road except a road specified in RAV Network 3, subject to the conditions (if any) specified in the Road Tables.

#### Exemptions

10.4 This vehicle combination is exempt from the following provisions:

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

**RAV Category 4****Prime Mover, Semi-Trailer towing a 6 axle Dog Trailer - 27.5 m, 87.5 t Vehicle**

11.1 This item applies to a vehicle combination that:

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

**Conditions**

11.2 This vehicle combination may operate on the "RAV Network" prescribed below, provided that:

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

**Network**

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

**Exemptions**

11.4 This vehicle combination is exempt from the following provisions:

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

The definition of a low volume road in the Restricted Access Vehicles Prime Mover, Trailer Combinations Operating Conditions is

*Low Volume Road: a rural Local Government road as set out in the latest version of the "Guidelines for Assessing the Suitability of Routes for Restricted Access Vehicles", published on the Main Roads website [www.mainroads.wa.gov.au](http://www.mainroads.wa.gov.au).*

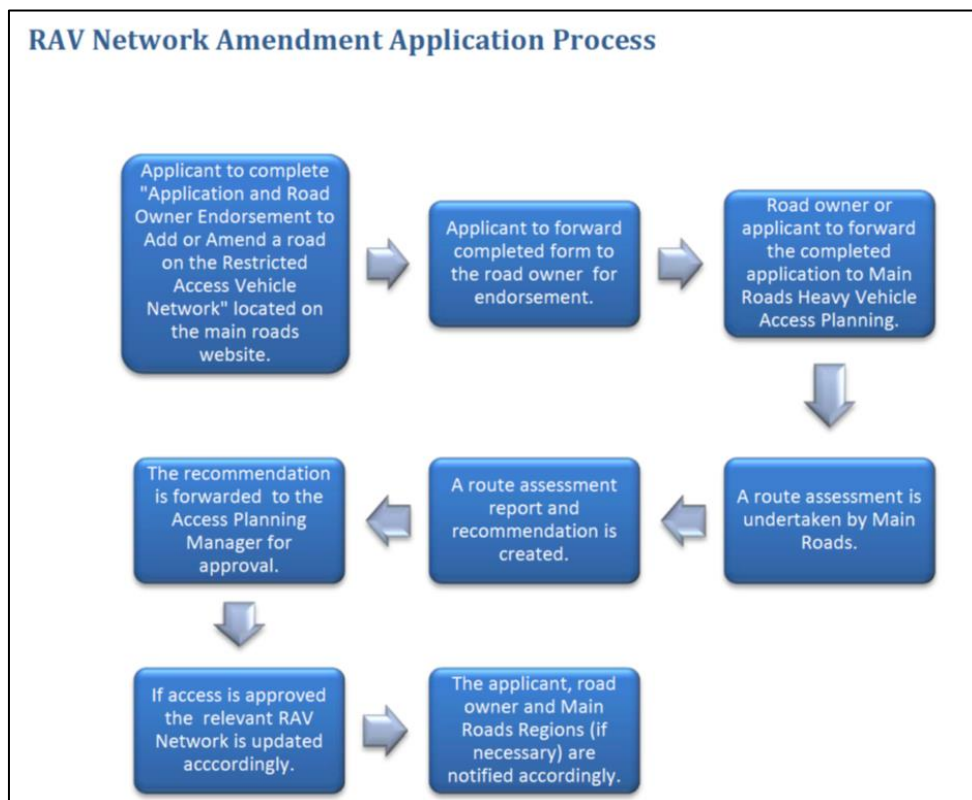
As can be seen by the above RAV network tables for the Lomos South Road and the Yealering Pingelly in the Shire of Wickepin shows Lomos South Road as being only a RAV 3 network road and the Yealering Pingelly is already a RAV 3 and RAV 4 Network road so Council only needs to request the Lomos South Road in the Wickepin Shire to be upgraded to a RAV 4 network road.

Lomos South Road is part of the State Governments grain freight road upgrade network and the upgrade works have been completed however the road is currently failing badly due to heavy vehicles.



A request has been sent to Main Roads and the Hon Jim Chown MLC Member for the Agricultural Region, Parliamentary Secretary to the Minister for Transport for further funds to rectify the road failures under additional grain freight funding.

It is Main Roads policy that approval from the relevant road owner is obtained before RAV access is approved. Local Governments are encouraged to consult with Heavy Vehicle Services when conducting road designs and improvements to the road network to ensure it meets requirements for the relevant RAV access that has been approved. Current practice requires the applicant to obtain written support from the road owner and forward this to Main Roads Heavy Vehicle Services together with their application.



# Prime Mover, Trailer Combinations



Category	Vehicle Description and Configuration Chart (RAV) – Prime Mover, Trailer Combinations Examples	Max. Spacing (m)	Length (m)	Mass (T) (Permitted Mass)	Height (m) (to end of highest mass)	AMS Groups	RAV Network
1	(A) PRIME MOVER, SEMI TRAILER TOWING A PIG TRAILER (B) PRIME MOVER TOWING AN OVERHEIGHT SEMI TRAILER (C) SHORT B-DOUBLE (D) TWINSTEER PRIME MOVER TOWING SEMI TRAILER	A A A A	≤20 ≤19 ≤19 ≤27.5	50 42.5 44.6 47.5	≤4.6 (4) ≤3.5 (5) ≤4.6 (4) ≤4.6 (4)	4 3 3 3	Network 1
2	(A) PRIME MOVER, SEMI TRAILER TOWING A PIG TRAILER (B) PRIME MOVER TOWING SEMI TRAILER (C) B-DOUBLE (D) CAR CARRIER SEMI TRAILER	A A A A	≤27.5 ≤20 ≤27.5 ≤27.5	66.5 42.5 67.5 87.5	≤4.6 (4) ≤4.6 (4) ≤4.6 (4) ≤4.6 (4)	4 3 4 3	Network 2
3	(A) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER (B) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER (C) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER (D) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER	A A A A	≤27.5 ≤27.5 ≤27.5 ≤27.5	84 84 84 84	≤4.6 (4) ≤4.6 (4) ≤4.6 (4) ≤4.6 (4)	5 5 5 5	Network 3
4	(A) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER (B) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER (C) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER (D) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER	A A A A	≤27.5 ≤27.5 ≤27.5 ≤27.5	87.5 87.5 87.5 87.5	≤4.6 (4) ≤4.6 (4) ≤4.6 (4) ≤4.6 (4)	5 5 5 5	Network 4
5	(A) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER (B) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER (C) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER (D) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER	A A A A	≤27.5, ≤36.5 ≤27.5, ≤36.5 ≤27.5, ≤36.5 ≤27.5, ≤36.5	84 84+D 84 84	≤4.6 (4) ≤4.6 (4) ≤4.6 (4) ≤4.6 (4)	5 6 5 5	Network 5
6	(A) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER (B) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER (C) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER (D) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER	A A A A	≤27.5, ≤36.5 ≤27.5, ≤36.5 ≤27.5, ≤36.5 ≤27.5, ≤36.5	87.5 87.5 87.5+D 87.5+D	≤4.6 (4) ≤4.6 (4) ≤4.6 (4) ≤4.6 (4)	5 5 6 6	Network 6
7	(A) PRIME MOVER, TOWING SEMI TRAILER AND B DOUBLE (B) B-DOUBLE TOWING A DOG TRAILER (C) B-DOUBLE TOWING A DOG TRAILER (D) B-DOUBLE TOWING A DOG TRAILER	A A A A	≤27.5, ≤36.5 ≤27.5, ≤36.5 ≤27.5, ≤36.5 ≤27.5, ≤36.5	107.5 107.5 107.5 107.5	≤4.6 (4) ≤4.6 (4) ≤4.6 (4) ≤4.6 (4)	6 6 6 6	Network 7
9	(A) PRIME MOVER, SEMI TRAILER TOWING 2 X DOG TRAILERS (B) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER AND CONVERTER DOLLY (C) B DOUBLE TOWING A DOG TRAILER (D) PRIME MOVER, SEMI TRAILER TOWING A B-DOUBLE	A A A A	≤36.5, ≤63.5 ≤36.5, ≤63.5 ≤36.5, ≤44.5 ≤36.5, ≤44.5	120.5 84+D 107.5 107.5	≤4.6 (4) ≤4.6 (4) ≤4.6 (4) ≤4.6 (4)	7 6 6 6	Network 9
10	(A) PRIME MOVER, SEMI TRAILER TOWING 2 X 6 AXLE DOG TRAILERS (B) B-DOUBLE TOWING A CONVERTER DOLLY CONNECTED TO 2 SEMI TRAILERS (C) PRIME MOVER, SEMI TRAILER TOWING B TRIPLE (D) DOUBLE ROAD TRAM TOWING B-DOUBLE TRAILERS (E) PRIME MOVER, SEMI TRAILER TOWING B TRIPLE (F) PRIME MOVER, SEMI TRAILER TOWING A 6 AXLE DOG TRAILER AND CONVERTER DOLLY	A A A A A A	≤36.5, ≤63.5 ≤36.5, ≤63.5 ≤36.5, ≤63.5 ≤36.5, ≤63.5 ≤36.5, ≤63.5 ≤36.5, ≤63.5	127.5 127.5 127.5 127.5 127.5 87.5+D	≤4.6 (4) ≤4.6 (4) ≤4.6 (4) ≤4.6 (4) ≤4.6 (4) ≤4.6 (4)	7 7 8 8 8 6	Network 10

**NOTES**

- Operators using a category of RAV outlined in this document must operate that RAV in accordance with the OPERATING conditions for that category of RAV.
- These diagrams are a visual indication of the vehicle only.
- Operators must refer to the OPERATING CONDITIONS for the full vehicle description.
- The height of the vehicle can exceed 4.3 m but MUST NOT exceed 4.6 m when fully loaded.
- Category 10 includes prime movers and trailers for use in the transport of heavy machinery, construction equipment, etc. Category 10 vehicles are not permitted to operate on roads with one-way traffic.
- Category 10 vehicles must be operated with a maximum height of 4.6 m.
- Category 10 vehicles must be operated with a maximum height of 4.6 m.

Heavy Vehicle Operations  
Tel: 138 HVO (138 486)  
Email: hvo@mainroads.wa.gov.au  
Website: www.mainroads.wa.gov.au

## Statutory Environment:

### **Chain of Responsibility (CoR) Legislation**

The introduction of 'Chain of Responsibility' provisions into road transport law was introduced into WA law on 27 April 2015. A comprehensive communications campaign continues to be undertaken to ensure all stakeholders and industry members are informed of the changes to existing legislation and the potential impacts on their businesses leading up to implementation. The national model Road Transport Reform (Compliance and Enforcement) Bill introduces the concept of 'Chain of Responsibility', to recognise the responsibilities that others have in the transportation of goods by road, beyond that of just the driver and operator. The general objectives of the national model bill are to:

- Improve road safety
- Reduce infrastructure damage
- Improve deterrence and enforcement;
- Promote a level playing field for industry; and
- Improve business efficiency and compliance.

There is no real change for drivers but now there are more people responsible along the 'chain'. If you are involved in any of the following 'road transport activities', you are a party in the 'chain of responsibility' and may be deemed liable in the event of a breach of the road laws:

- Consigning – a person or company commissioning the carrying of goods
- Packing – placing goods in packages, containers or pallets
- Loading – placing or restraining the load of the vehicle
- Driving – the physical act of driving a vehicle
- Operating/Managing – operating a business which controls the use of a vehicle
- Receiving – paying for the goods/taking possession of the load

The law also extends to company directors, employers, unincorporated associations and partners in a managed partnership. Put simply, it means that anyone who has control in the transport chain can be held legally accountable if by action, inaction or demand, they cause or contribute to road safety breaches. All persons within the Chain of Responsibility need to demonstrate (within their own roles):

- They had taken all reasonable steps to prevent a breach;
- There were no reasonable steps they could have taken to prevent the breach; and
- There was no way they could reasonably be expected to know about the breach.

Responsible parties within the transport and logistics chain, must be satisfied their programs and compliance systems for road transport are in place and adequately meet their obligations under the law. The Chain of Responsibility legislation is contained in the *Road Traffic (Administration) Act 2008* and the *Road Traffic (Vehicles) Act 2012*.

**Policy Implications:****RESTRICTED ACCESS VEHICLE PERMIT – LOW VOLUME ROAD**

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

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

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

All LV roads require the approval from Council before use.

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

**LOW VOLUME CONDITION TYPE A**

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

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

**LOW VOLUME CONDITION TYPE B**

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

- Transport operators must avoid school bus routes between the hours of 7am to 9am and 3pm to 5pm on school days, and show courtesy to school buses and local traffic at all times.
- Headlights must be switched on at all times.
- Operation during daylight hours only.
- No operation on unsealed road segment when visibly wet.
- Direct radio contact must be maintained with other RAV's to establish their position on or near the road (UHF channel 40).
- Single lane road; road not to be entered until driver has established by radio contact that there is no other RAV on the road travelling in the oncoming direction.

- Maximum speed limit of 40kmh.

**Financial Implications:** No cost to Council

**Strategic Implications:** Fits within them one of Councils adopted Community 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.

**Summary:**

Council is being requested to forward 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

**Recommendation:**

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.

**Voting Requirements:** Simple majority

### Resolution No 200515-09

**Moved Cr Lansdell / Seconded Cr Easton**

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.

**Carried 8/0**

Infrastructure and Engineering Services

## 10.1.05 – 2016/2017 National and State Blackspot funding

<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>	2617
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	12 May 2015

**Enclosure / Attachment:** Nil

### Background:

Main Roads have called for the Nominations for the National and State Blackspot for the 2016/17 financial year black spot funding.

Three hard copies of each black spot nomination along with any supporting documentation are to be posted or delivered to Sarah Cornwell, Wheatbelt South Region Main Roads Narrogin by the following dates.

Federal Black Spot closing date	31 July 2015
State Black Spot closing date	28 August 2015

### Comment:

Submissions seeking federal funding are sent by Main Roads Wheatbelt directly to Main Roads in Perth for assessment, but these are also assessed by Main Roads Wheatbelt for possible state black spot funding. The Main Roads WA Wheatbelt Region's assessment process is for all nominations and is in two parts or phases. Phase 1 determines if a submission is proposing a suitable black spot enhancement treatment with regard to an identified black spot problem concern; the relevance of the black spot concern or problem in terms of any extraneous proposed treatments, and in whether a submission has provided enough detail/traffic data/maps/photos for the assessors to adequately assess the submission. If a submission is recommended to advance to phase 2, the focus of the further assessment is to rate the submission based on a potential/severity matrix, and further on the 'value for money' for the proposed treatment and its estimated total cost. Funding is then allocated against the prioritised list of projects until the funding is exhausted, but taking into account any mandatory staging or not of a project. The prioritised list of recommended submissions and their state black spot funding allocations is then sent to Perth to seek SAC endorsement, and then ministerial approval.

Road safety audits should address black spot problem areas and not be inclusive of sections or lengths of road that target black spot funding for road asset improvement works.

The following roads were submitted for funding under the 2015/2016 financial year.

1. 86 Gate Road from SLK 2.46 to SLK 2.85	\$67,500
2. Toolibin North Road from SLK 3.62 to SLK 4.00 and SLK 6.32 to SLK 6.78	\$30,000
3. Gillimanning Road from SLK3.63 to SLK 17.49	\$195,000

The projects funded under the 2015/2016 State Black Spot Funding on 2 to 1 basis were:

1. 86 Gate Road from SLK 2.46 to SLK 2.85	\$68,180
2. Toolibin North Road from SLK 3.62 to SLK 4.00 and SLK 6.32 to SLK 6.78	\$4,000



Gillimanning Road was unsuccessful and according to Main Roads Narrogin did not meet the Black Spot Criteria.

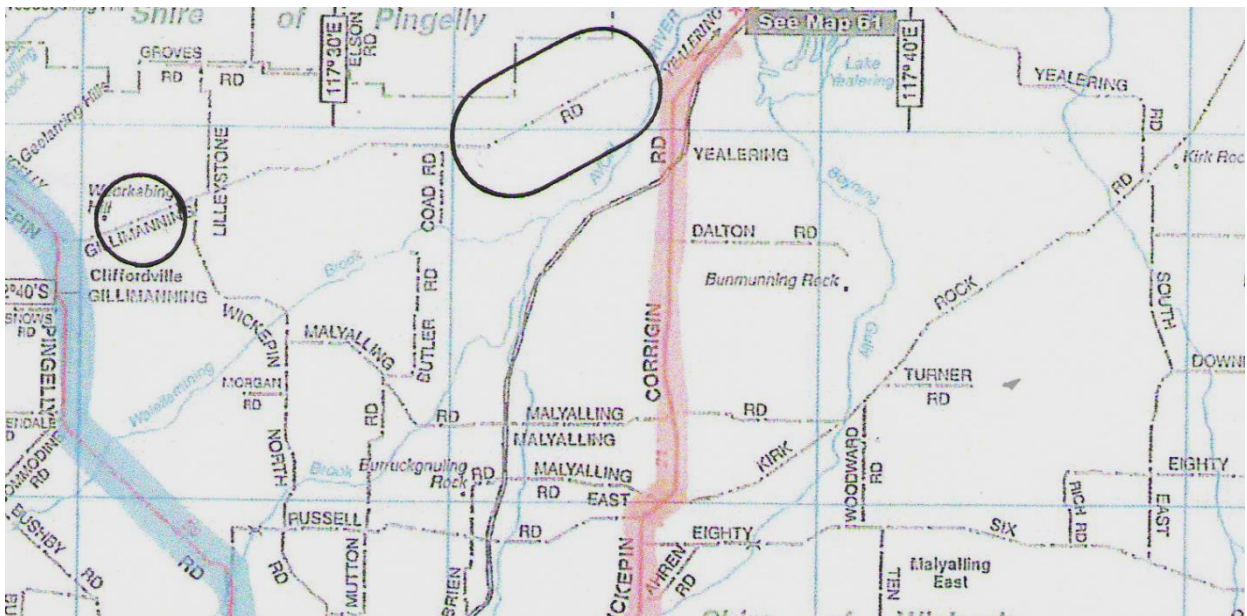
The Chief Executive Officer believes that the Gillimanning Road does meet the Black Spot Criteria and should be resubmitted for the 2016/2017 financial year.

The Chief Executive officer requested Mr Keith Dickerson to undertake a Safety Audit of the following roads to see if they meet the Black Spot Programme Criteria for the 2016/2017 financial year. The following have met the State and National Black Spot criteria and are eligible for submission to Main Roads WA Narrogin.

1. Gillimanning Road from SLK3.63 to SLK 17.49
2. Line Road from SLK 0.00 to SLK 15.45
3. Line Road from SLK 15.45 to SLK2 5.27
4. Junction of Malyalling Road and Mutton Road

#### Various sections of Gillimanning road

17<sup>th</sup> July 2013



#### Site description;

Gillimanning road is an east west road that connects Wickepin/Corrigin road to Wickepin/Pingelly road and is used by all classes of vehicles including school buses and oversize agricultural equipment servicing the farming community in the North West section of the Shire of Wickepin. The remedial works required as highlighted in the Audit Findings and Recommendations includes the widening of the road formation, the application of bitumen surfaces, upgrading of several culvert structures and the upgrade of all guide posts. No traffic data was available at the time of this audit report however the shire of Wickepin is currently collecting data and will include it with the application for black spot funding. Available crash data highlights no crashes on this section of road; however there is growing concern from rate payers and Council regarding the safety of the road with narrow construction, steep batter slopes and increasing numbers of vehicles using the road. The speed is derestricted without regulatory speed signs; the road is under the control of the Shire of Wickepin and contained within a 20 metre road reserve and has four floodway crossings.

**Findings and Recommendations;**

This Road Safety Audit has been carried out for the purpose of identifying safety issues on three sections of Gillimanning road; section one slk 2.63 to slk 2.97, section two slk 14.04 to slk 14.57 and section three slk 16.73 to slk 17.49 and the following recommendations are highlighted for consideration and implementation. The three sections of Gillimanning road; section one slk 2.63 to slk 2.97, section two slk 14.04 to slk 14.57 and section three slk 16.73 to slk 17.49 have 7 metre wide gravel surfaces extending through four separate flood ways that scour during rain events that creates a high crash risk. The three sections of road referred to in this audit report require upgrade, widening, the application of bitumen surfaces and culvert structure widening and upgrade to provide a safe carriageway for traffic.

Review and upgrading of guide posts and signs through the sections are required to comply with AS 1742.2-2009 and offer a safe route for road users.

**Section one from slk 2.63 to slk 2.97****Road width;**

The road surface width through Gillimanning road from slk 2.63 to slk 2.97 is 6.5 metres and does not offer a safe opportunity for road users and during rain events increases the risk of loss of directional control that could result in roll over type crashes.

**Recommendation;**

Widen the formation of Gillimanning road from slk 2.63 to slk 2.97 to facilitate a 7 metre wide bitumen surface and 1.5 metre wide gravel shoulders in accordance with all Australian and AustRoads standards.

**Road surface;**

The road surface in its current state does not retain an acceptable standard during a rain event.

**Recommendation;**

Apply a 7 metre wide bitumen surface to Gillimanning road from slk 2.63 to slk 2.97 to improve the road to a complying standard.

**Drainage structures;**

The culvert structures at slk 2.82 and at slk 2.84 will require widening to facilitate the road widening.

**Recommendation;**

- Widen the 9 metre wide culvert with a single 900mm steel pipe in accordance with AS/NZS 3845.2009 to a suitable width to allow for a 7 metre wide seal and 1.5 metre wide gravel shoulders.
- Widen the 8 metre wide culvert with 2 x 450mm rcp in accordance with AS/NZS 3845.2009 to a suitable width to allow for a 7 metre wide seal and 1.5 metre wide gravel shoulders.

**Signage;**

The floodway advisory signs on both approaches are undersize, old and faded and require replacement.

**Recommendation;**

Replace the floodway advisory signs with W5-7B signs and replace the supports with frangible type posts on both approaches to the floodway in accordance with AS1742.2- 2009.

**Guide Posts;**

At the time of inspection there were no guide posts at the culvert structures.

**Recommendation;**

Following completion of culvert widening install guide posts at both culverts and both ends of the floodway in accordance with AS1742.2- 2009.

**Section two from slk 14.04 to slk 14.57****Road width;**

The road surface width through Gillimanning road from slk 14.04 to slk 14.57 is 6.5 metres and does not offer a safe opportunity for road users and during rain events increases the risk of loss of directional control that may result in roll over type crashes.

**Recommendation;**

Widen the formation of Gillimanning road from slk 14.04 to slk 14.57 to facilitate a 7 metre wide bitumen surface and 1.5 metre wide gravel shoulders in accordance with all Australian and AustRoads standards.

**Road surface;**

The road surface in its current state does not retain an acceptable standard during a rain event.

**Recommendation;**

Apply a 7 metre wide bitumen surface to Gillimanning road from slk 14.04 to slk 14.57 to improve the road to an acceptable standard.

**Drainage structures;**

The culvert structure at slk 14.37 will require widening to facilitate the road widening.

**Recommendation;**

Widen the 7.5 metre wide culvert with a single 375mm rcp in accordance with AS/NZS 3845.2009 to a suitable width to allow for a 7 metre wide seal and 1.5 metre wide gravel shoulders.

**Signage;**

The floodway advisory signs on both approaches are undersize, old and faded and require replacement.

**Recommendation;**

Replace the floodway advisory signs with W5-7B signs and replace the supports with frangible type posts on both approaches to the floodway in accordance with AS1742.2- 2009.

**Guide Posts;**

At the time of inspection there were old and faded guide posts at the culvert structure.

**Recommendation;**

Following completion of culvert widening install guide posts at the culvert and both ends of the floodway in accordance with AS1742.2- 2009.

**Section three from slk 16.73 to slk 17.49****Road width;**

The road surface width through Gillimanning road from slk 16.73 to slk 17.49 is 6.5 metres and does not offer a safe opportunity for road users and during rain events increases the risk of loss of directional control that may result in roll over type crashes.

**Recommendation;**

Widen the formation of Gillimanning road from slk 16.73 to slk 17.49 to facilitate a 7 metre wide bitumen surface and 1.5 metre wide gravel shoulders in accordance with all Australian and AustRoads standards.

**Road surface;**

The road surface in its current state does not retain an acceptable standard during a rain event.

**Recommendation;**

Apply a 7 metre wide bitumen surface to Gillimanning road from slk 16.73 to slk 17.49 to improve the road to an acceptable standard.

**Drainage structures;**

The culvert structures at slk 16.91 and at slk 17.28 will require widening to facilitate the road widening.

**Recommendation;**

- Widen the 8 metre wide culvert with a single 375mm rcp and steel pipe in accordance with AS/NZS 3845.2009 to a suitable width to allow for a 7 metre wide seal and 1.5 metre wide gravel shoulders.
- Widen the 7 metre wide culvert with 3 x 750mm rcp in accordance with AS/NZS 3845.2009 to a suitable width to allow for a 7 metre wide seal and 1.5 metre wide gravel shoulders.

**Signage;**

The floodway advisory signs on all approaches are undersize, old and faded and require replacement.

**Recommendation;**

Replace the floodway advisory signs at slk 16.73, 17.08, 17.12 and 17.49 with W5-7B signs and replace the supports with frangible type posts on all approaches to the flood ways in accordance with AS1742.2- 2009.

**Guide Posts;**

At the time of inspection there were no guide posts at the culvert structures.

**Recommendation;**

Following completion of culvert widening install guide posts at both culvert and at both ends of the floodway in accordance with AS1742.2- 2009.



**At slk 2.15 looking west through number one floodway highlighting the typical narrow road design**



**At slk 14.44 looking west through number two and three flood ways highlighting the typical narrow road design**



**At slk 16.99 looking west through number four floodway highlighting the typical narrow road design**

## Line road from SLK 0.00 to SLK 15.45

February 2015



### **Site description:**

Line road is an east west road that parallels a railway line from Narrogin-Harrismith road west of Tincurrin to Harrismith and is used by all classes of vehicles including grain trucks, school buses and it services an area of the farming community in the south eastern section of the Shire of Wickepin. No traffic data was available at the time of this audit report; however the Shire of Wickepin will collect suitable data and attach it to this report. Available crash data highlights one crash at slk 8.450 involving an out of control utility impacting a drainage ditch on the left verge resulting in a PDO major crash severity. There is also growing concern from rate payers and council regarding the safety of the road with a loose gravel surface and the increasing numbers of vehicles using the road. The speed is derestricted without regulatory speed signs; the road is under the control of the Shire of Wickepin and contained within a 20 metre road reserve adjacent to a railway reserve.

### **Findings and Recommendations:**

This Road Safety Audit has been carried out for the purpose of identifying safety issues and to formulate an upgrade program for the section of Line road from SLK 0.000 to SLK 15.450 and the following recommendations are highlighted for consideration and implementation. The full sections of road from SLK 0.000 to SLK 15.450 has a 8/9 metres wide gravel surface and requires widening to 10 metres to allow for a 7 metre wide bitumen surface and 1.5 metre wide gravel shoulders. The section from SLK 14.659 to SLK 14.860 requires the reduction of vegetation re growth to facilitate formation widening and drainage upgrade. The side drains require upgrading on the outer edges and several spur drains are required to disperse the road run off water. The removal of two trees from the clear zone is required.

Several drainage structures require widening, upgrading and cleaning out to allow consistent water flow. The angles of the batter slopes on both sides approaching the culvert at SLK 14.578 are steep and require reduction to offer a trafficable area for errant vehicles. Review and upgrading of guide posts and signage through the section is required to comply with AS 1742.2- 2009. The application of a 7 metre wide bitumen surface to offer a high traction value and to reduce dust levels is required.

### **Audit Findings and Recommendations:**

#### **Road width;**

The width of Line road from SLK 0.000 to SLK 15.450 is 8 to 9 metres and does not offer safe passing or overtaking opportunity and increases the risk of roll over, front and side impact type crashes.

**Recommendation;**

Widen the formation width from SLK 0.000 to SLK 15.450 to 10 metres to facilitate a 7 metre wide bitumen surface and 1.5 metre wide compacted gravel shoulders.

**Batter slopes;**

Batter slopes on the approaches to the culvert structure at SLK 14.578 are steep and do not offer recovery area for errant vehicles.

**Recommendation;**

In conjunction with the road formation widening reduce the angles of the batters on the approaches to the culvert to offer recovery area for errant vehicles and to comply with all Australian and AustRoads standards.

**Vegetation;**

From SLK 14.659 to SLK 14.860 vegetation has re grown in the drains and back slopes and will require reduction.

**Recommendation;**

Reduce the vegetation re growth from SLK 14.659 to SLK 14.860 and lop tree limbs as required to facilitate formation widening and drainage upgrade work.

**Clear Zones;**

There are two large trees inside the clear zone that may require removal.

**Recommendation;**

Obtain the required clearing permit and remove the trees at SLK 1.675 and at SLK 7.925 to offer a safe and complying shoulder and clear zone.

**Drainage;**

There are 20 culvert structures of various widths and sizes between SLK 0.000 and SLK 15.450, several are covered both ends so no data was able to be recorded and others that require widening or upgrading.

**Recommendation;**

The following culvert structures require upgrading in accordance with AS/NZS 3845.1999 to facilitate road formation widening;

- Slk 1.312 the culvert is a single 9.5 metre wide 450mm rcp that requires widening and the installation of headwalls on both sides.
- Slk 3.232 the culvert is a single 9 metre wide 450mm rcp that requires widening, the installation of headwalls on both sides and unblocking.
- Slk 4.558 the culvert is covered on both ends, remove the material covering the ends, unblock the pipe, assess the structure and carry out the required upgrade work.
- Slk 5.502 the culvert is covered on both ends, remove the material covering the ends, unblock the pipe, assess the structure and carry out the required upgrade work.
- Slk 5.602 the culvert is covered on both ends, remove the material covering the ends, unblock the pipe, assess the structure and carry out the required upgrade work.
- Slk 6.115 the culvert is a single 375mm rcp covered on the right side and a stone headwall in poor condition on the left, remove the material covering end on the left, unblock the pipe, assess the structure and carry out the required upgrade work as required.
- Slk 7.708 the culvert is a single 8 metre wide 375mm rcp that requires widening and the installation of headwalls on both sides.
- Slk 8.242 the culvert is a single 800mm rcp with concrete headwalls, consider the use of safety barrier railing rather than widening the structure.



- Slk 8.725 the culvert is a single 9.5 metre wide 300mm asbestos pipe that requires widening.
- Slk 9.355 the culvert is 4 banks of 9 metre wide 450mm rcp that requires widening.
- Slk 10.453 the culvert is a single 9.5 metre wide 375mm rcp that requires widening.
- Slk 11.135 the culvert is a single 9.5 metre wide 375mm rcp that requires widening and unblocking.
- Slk 12.125 is a single 9.5 metre wide 375mm rcp that requires widening.
- Slk 12.627 is a double 9.5 metre wide 375mm rcp that requires widening.
- Slk 13.305 the culvert is covered on both ends, remove the material covering the ends, unblock the pipe, assess the structure and carry out the required upgrade work.
- Slk 13.621 the culvert is a single 10 metre wide 1200x600 box that requires headwalls on both sides.
- Slk 14.578 is a single 9.5 metre wide 600mm rcp that requires widening and the installation of headwalls on both sides.
- Side drains through the section of road referred to in this report require cleaning out and reforming and several spur drains would be beneficial to move the road water away from the formation.

**Road surface;**

The gravel surface through the section of Line road is loose and dusty and does not offer a safe route for the mix of traffic using the road.

**Recommendation;**

Following completion of the formation widening and batter reduction apply a 7 metre wide bitumen surface through the section of Line road from SLK 0.000 to SLK 15.360 in accordance with all Australian and AustRoads standards.

**Signage;**

Including the junction at SLK 0.000 (Narrogin Harrismith road) and the intersection at SLK 15.450 (Tincurrin North road) there are seven cross roads and junctions with very limited signage.

**Recommendation;**

Following completion of the formation widening and the application of the bitumen surface the following signs will be required to comply with standards and offer a safe section of road and junctions.

- Replace the size B old and faded T junction sign and steel post at slk 0.109 with a W2-3size B sign and a frangible post.
- Correct the junction at Knox road and install W2-4 size B side road warning signs on both approaches, a W2-3 size B T road warning sign on the Knox road approach and a bi directional chevron marker at its termination.
- At the junction of Lakes road install W2-4 size B side road warning signs on both approaches, a W2-3 size B T road warning sign on the Lakes road approach and a bi directional chevron marker at its termination.
- At the junction of Toolibin South road (Dorman road) install W2-4 size B side road warning signs on both approaches, a W2-3 size B T road warning sign on the Toolibin South road approach and a bi directional chevron marker at its termination.
- At the junction of Wedin North road install W2-4 size B side road warning signs on both approaches, a W2-3 size B T road warning sign on the Wedin North road approach and upgrade the bi directional chevron marker at its termination.
- At the intersection of McDougall's and Hill roads road install W2-1 size B crossroad warning signs on both of the Line road approaches and W2-1 size B crossroad warning signs on the McDougall's and Hill road approaches.
- Replace the old and faded size A crossroad warning sign at slk 15.045 approaching the Tincurrin North intersection.
- Apply to Main roads WA to replace the old and faded Give Way ahead sign at slk 15.245.

- Apply to Main roads WA to replace the old and faded Give Way signs on both sides at the intersection of Tincurrin North road.

**Guide Posts;**

At the time of inspection there were very few guide posts installed.

**Recommendation;**

Following completion of the remedial work install guide posts as required from SLK 0.000 to SLK 15.450 in accordance with AS1742.2- 2009.



At slk 0.140 looking at the Y junction at Knox road highlighting the need for correction of the junction



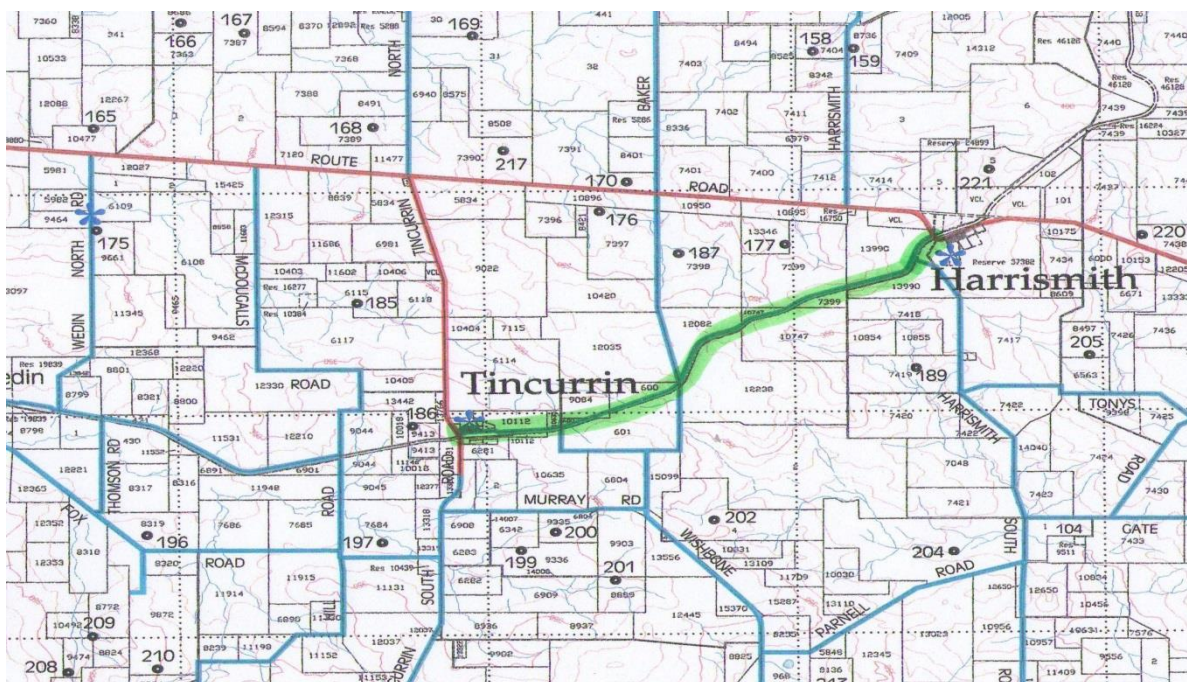
At slk 2.160 highlighting the typical road design with a loose gravel surface and the need to reduce the light vegetation re growth



At slk 7.400 highlighting the typical road design with a loose gravel surface

## Line road from SLK 15.45 to SLK 25.27

16<sup>th</sup> February 2015



### Site description;

Line road is an east west road that parallels a railway line from Narrogin-Harrismith road west of Tincurrin to Harrismith and is used by all classes of vehicles including grain trucks and services an area of the farming community in the eastern section of the Shire of Wickepin. There is currently no school bus using this section of Line road; however there is an application pending for a school bus to use Line road from SLK 15.450 at Tincurrin to SLK 19.584 at Baker road. Traffic data highlighted at appendix "C" indicates an average daily count of 29 vehicles. The data was collected during 2011 and 2013 1,000 metres east of Toolibin and 1,000 metres west of Harrismith. No data was available for the peak period during the harvest, at which time the counts would be considerably higher. Available crash data highlights two crashes one at slk 15.950 involving an out of control station wagon impacting an embankment on the right verge resulting in a PDO major crash severity and a single car fatality at slk 21.290 on the 29th June 2014, there is also growing concern from rate payers and Council regarding the safety of the road with loose and dusty surface and the increasing traffic numbers. The speed is derestricted without regulatory speed signs; the road is under the control of the Shire of Wickepin and contained within a 20 metre road reserve adjacent to a railway reserve.

### Findings and Recommendations;

This Road Safety Audit has been carried out for the purpose of identifying safety issues and to formulate an upgrade program for the section of Line road from SLK 15.450 to SLK 25.270 and the following recommendations are highlighted for consideration and implementation. The section of road from SLK 16.183 to SLK 25.120 has an 8 to 9 metre wide gravel surface and requires widening to 10 metres facilitate a 7 metre wide bitumen surface and 1.5 metre wide compacted gravel shoulders. Four sections will require reduction of vegetation re growth to facilitate formation widening and drainage upgrade work. The side drains require upgrading on the outer edges and several spur drains are required to disperse the road run off water. The two sections from SLK 20.630 to SLK 20.710 and SLK 23.800 to 23.974 both require reduction of the batter slopes to offer a recovery area for errant vehicles. Several drainage structures require widening, upgrading and cleaning out to allow consistent water flow. Review and upgrading of guide posts and signage through the section is required to comply with AS 1742.2-2009. The application of a 7 metre wide bitumen surface to offer a high traction value and to reduce dust levels is required.

**Road width;**

The width of the gravel section of Line road from SLK 16.183 to SLK 25.120 is 8 to 9 metres and does not offer safe passing or overtaking opportunity and increases the risk of roll over, front and side impact type crashes.

**Recommendation;**

Widen the formation width from SLK 16.183 to SLK 25.120 to 10 metres to facilitate a 7 metre wide bitumen surface and 1.5 metre wide compacted gravel shoulders.

**Batter slopes;**

Batter slopes from SLK 20.630 to SLK 20.710 and from SLK 23.800 to SLK 23.974 are steep and do not offer recovery area for errant vehicles.

**Recommendation;**

In conjunction with the road formation widening reduce the angles of the batters from SLK 20.630 to SLK 20.710 and from SLK 23.800 to SLK 23.974 to offer recovery area for errant vehicles and to comply with all Australian and AustRoads standards.

**Vegetation;**

Several sections of vegetation have re grown in the drains and back slopes and will require reduction.

**Recommendation;**

Reduce the vegetation re growth from the following four sections and lop tree limbs as required to facilitate formation widening and drainage upgrade work;

- SLK 16.270 to SLK 17.145
- SLK 18.020 to SLK 20.550
- SLK 21.630 to SLK 22.710
- SLK 23.080 to SLK 24.140

**Drainage;**

There are 11 culvert structures of various widths and sizes between SLK 15.491 and SLK 25.250, with one covered both ends so no data was able to be recorded and others that require widening or upgrading.

**Recommendation;**

The following culvert structures require upgrading in accordance with AS/NZS 3845.1999 to facilitate road formation widening;

- Slk 15.491 the culvert is a single 9 metre wide 375mm rcp that requires widening and the installation of headwalls on both sides.
- Slk 15.761 the culvert is covered on both ends, remove the material covering the ends, unblock the pipe, assess the structure and carry out the required upgrade work.
- Slk 17.135 the culvert is a single 9.5 metre wide 375mm rcp that requires widening and the upgrade of both headwalls.
- Slk 17. 318 the culvert is a single 14 metre wide 375mm rcp that requires headwalls on both sides.
- Slk 17.988 the culvert is a single 9 metre wide 375mm rcp that requires widening and the installation of headwalls on both sides.
- Slk 18.403 the culvert is a single 9 metre wide 450mm rcp with stone headwalls that requires widening and the upgrade of both headwalls

- Slk 20.693 the culvert is a single 9 metre wide 375mm rcp that requires widening and both headwalls requires upgrading.
- Slk 21.859 the culvert is a single 12 metre wide 375mm rcp that requires headwalls on both sides.
- Slk 21.997 the culvert is a single 10 metre wide 375mm rcp that requires headwalls on both sides
- Slk 23.652 the culvert is a single 10 metre wide 375mm rcp that requires headwalls on both sides.
- Slk 25.250 is a single 10 metre wide 375mm rcp that requires that requires headwalls on both sides.

Side drains through the section of road referred to in this report require cleaning out and reforming and several spur drains would be beneficial to move the road water away from the formation.

#### **Road surface;**

The gravel surface through the section of Line road from SLK 16.183 to SLK 25.120 is loose and dusty and does not offer a safe route for road users.

#### **Recommendation;**

Following completion of the formation widening and batter reduction apply a 7 metre wide bitumen surface through the section of Line road from SLK 16.183 to SLK 25.120 in accordance with all Australian and AustRoads standards.

#### **Signage;**

Including the intersection at SLK 15.450 (Tincurrin North road) and the junction at SLK 25.270 (Narrogin Harrismith road) there are five cross roads and junctions with very limited signage.

#### **Recommendation;**

Following completion of the formation widening and the application of the bitumen surface the following signs will be required to comply with standards and offer a safe section of road and junctions.

- At SLK 16.138 replace the size A old and faded Gravel road sign with a new size B Gravel road sign.
- At the junction of Brook Street install W2-4 size A side road warning signs on both approaches, a W2-3 size A T road warning sign on the Brook Street approach and a bi directional chevron marker at its termination.
- At the junction of Suckroo road install W2-4 size B side road warning signs on both approaches, a W2-3 size B T road warning sign on the Suckroo road approach and a bi directional chevron marker at its termination.
- At the junction of Baker road install W2-4 size B side road warning signs on both approaches, a W2-3 size B T road warning sign on the Baker road approach and a bi directional chevron marker at its termination.
- At SLK 25.210 replace the size A T junction warning sign with a W2-3 size B T road warning sign.

#### **Guide Posts;**

At the time of inspection there were very few guide posts installed.

**Recommendation:**

Following completion of the remedial work install guide posts as required from SLK 15.450 to SLK 25.270 in accordance with AS1742.2- 2009.



**From slk 16.270 looking east highlighting the typical road design and the need for light tree lopping**

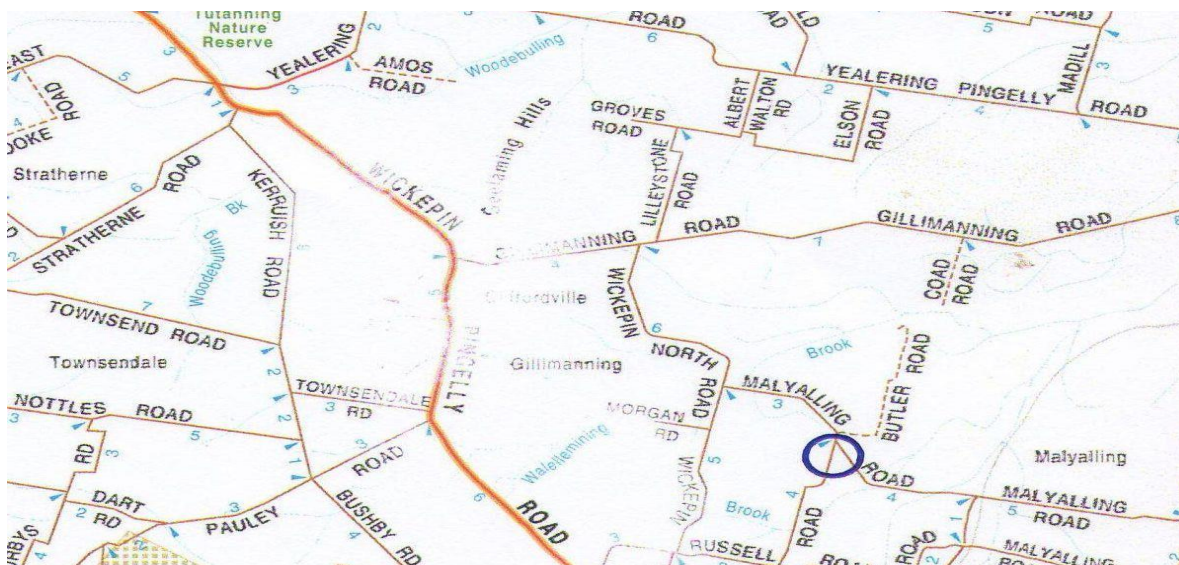


**From slk 18.650 highlighting the loose and dusty road surface and the need for the reduction of the vegetation re growth**



**At slk 22.950 highlighting the typical road design**

## Junction of Malyalling and Mutton roads

16<sup>th</sup> February 2015**Site description;**

Malyalling road is a 6 metre wide gravel road that extends west from Wickepin North road, crosses Wickepin/Corrigin road and connects to Kirk Rock road and services part of the farming community in the shire of Wickepin, and is used by all classes of vehicles including school buses. Mutton road is an undivided two-way gravel road that extends south from a Y junction at Malyalling road and terminates at Wickepin North road and services part of the farming community to the north of Wickepin and is used by all classes of vehicles including grain trucks, school buses and oversized farming equipment. The junction of Malyalling and Mutton roads is poorly designed with very limited sight distances caused by the acute angle of the two roads at the Y junction. The speed is derestricted on both roads they are contained within 20 metre wide road reserves and under the control of the Shire of Wickepin. Available crash data highlights no crashes at the junction of Malyalling and Mutton roads; however there is growing concern from rate payers and council regarding the safety of the junction due to the poor design and lack of signage and sight distances. No traffic data was available at the time of this audit report; however the Shire of Wickepin will provide up to date traffic data with their application for Black Spot funding.

**Findings and Recommendations;**

This Road Safety Audit has been carried out for the purpose of identifying safety issues at the existing junction of Malyalling and Mutton roads and the following recommendations are highlighted for consideration and implementation. The current Y junction has very limited sight distances, there are no warning signs or guide posts in place and the following remedial action is urgently required to create a complying and safe T junction.

- Realign Mutton road to form a complying ninety degree T junction at Malyalling road in accordance with all AustRoads and Australian standards
- Slightly elevate the section of Malyalling road to the north and at the new T junction to improve the sight distance
- Rehabilitate and permanently block off the redundant section of Mutton road.
- Remove vegetation re growth on the east side of Malyalling road to the north of the existing Y junction to improve the sight distance
- Install a suitable culvert structure under Mutton road at the new T junction
- Install signage on all approaches to the new T junction including a chevron marker and guide posts associated with the realigned curve and T junction

**Junction Design;**

The design of the junction of Malyalling and Mutton roads does not provide for safe traffic movements through and does not comply with Australian and AustRoads standards.

**Recommendation;**

Realign Mutton road to form a ninety degree T junction with Malyalling road to comply with all Australian and AustRoads intersections at grade standards.

**Road formation widths;**

The formation widths on both roads are narrow and require widening to offer safe traffic movements through the junction.

**Recommendation;**

Widen the formation widths on the Malyalling road approaches and include formation widening with the realignment of Mutton road.

**Sight distances;**

Sight distances are reduced by the angle of the two roads at the Y junction, vegetation re growth on Malyalling road and the level of Malyalling road to the north of the junction.

**Recommendation;**

The realignment of Mutton road and formation of a new T junction will improve the sight distances; however elevating Malyalling road northern approach and reduction of the vegetation re growth on the east side of Malyalling road to the north of the new T junction will increase the sight distance to a complying standard.

**Drainage;**

There is no drainage structures associated with the current Y junction.

**Recommendation;**

In conjunction with the realignment of Mutton road and the formation of a complying ninety degree T junction install a suitable drainage structure at the new T junction.

**Rehabilitation;**

Following the realignment of Mutton road and the formation of the new T junction rehabilitation of the redundant section of road will be required.

**Recommendation;**

Rehabilitate and permanently block off the redundant section of Mutton road to avoid driver confusion regarding the new road design.

**Signage;**

At the time of inspection no signs were installed on the approaches or at the junction.

**Recommendation;**

Following completion of the remedial work install the following signs in accordance with AS1742.2-2009;

- W2-9 curve side road warning signs on the Malyalling road approaches to the new T junction
- A W2-14 curve T junction sign on the Mutton road approach to the new T junction
- A bi directional chevron marker at the termination of Mutton road at the new T junction
- Consider the use of modified road lay out signs on the Mutton road approach and the Malyalling road northern approach to avoid driver confusion regarding the new road design



**Guide Posts;**

At the time of inspection no guide posts were in place on the approaches to the junction.

**Recommendation;**

Following the remedial work and the junction upgrade, install guide posts in the appropriate locations through the curve and on the approaches in accordance with AS1742.2- 2009.



**From Malyalling road looking south highlighting the angle of the Y junction**



**From Mutton road looking north highlighting the section of road reserve inside the Y junction and the turning lane**



**From Malyalling road looking North West at the triangular section of road reserve inside the Y junction that can be used for the realignment of Mutton road and the formation of a ninety degree T junction**

**Statutory Environment:** *Local Government Act 1995*  
Regional Road Group Procedures Black Spot

**Policy Implications:** Not applicable.

**Financial Implications:** Projects to be costed prior to final submission to Main Roads

**Strategic Implications:** Not applicable.

**Summary:**

Council is being requested to submit the following roads to the State and National Blackspot programs for the 2016/2017 Financial Year.

1. Gillimanning Road from SLK3.63 to SLK 17.49
2. Line Road from SLK 0.00 to SLK 15.45
3. Line Road from SLK 15.45 to SLK2 5.27
4. Junction of Malyalling Road and Mutton Road

**Recommendation:**

1. That the Chief Executive Officer fully cost the following roads for the State and National Blackspot program for the 2016/2017 Financial Year:
  1. Gillimanning Road from SLK3.63 to SLK 17.49
  2. Line Road from SLK 0.00 to SLK 15.45
  3. Line Road from SLK 15.45 to SLK2 5.27
  4. Junction of Malyalling Road and Mutton Road
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:
  - Federal Black Spot closing date 31 July 2015
  - State Black Spot closing date 28 August 2015

**Voting Requirements:** Simple majority

**Resolution No 200515-10****Moved Cr Russell / Seconded Cr Lang**

1. That the Chief Executive Officer fully cost the following roads for the State and National Blackspot program for the 2016/2017 Financial Year:
  1. Gillimanning Road from SLK3.63 to SLK 17.49
  2. Line Road from SLK 0.00 to SLK 15.45
  3. Line Road from SLK 15.45 to SLK2 5.27
  4. Junction of Malyalling Road and Mutton Road
  
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:
  - Federal Black Spot closing date 31 July 2015
  - State Black Spot closing date 28 August 2015

**Carried 8/0**

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Infrastructure and Engineering Services

## 10.1.06 – RoadWise Road Crash Trailers

<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>	1521
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	12 May 2015

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**Enclosure / Attachment:** Nil

### Background:

The Wheatbelt South (WBS) Road Safety Advisor, Rodney Thornton has researched the option of crash car trailers being built to assist the region in promoting road safety messages at community events and other strategic locations.

The WBS Regional Road Group has been approached in regard to the project, with both Kulin and Pingelly accepting the role of host Councils for the trailers for ease of availability and access by other LG's in the region.

In the first instance grant funding will be applied for to assist with the capital cost of the trailers, however in the event this funding is not forthcoming it is envisaged that each of the LG's will contribute to the capital cost of the trailers and the host LG's will license, insure and maintain the trailers. A Memorandum of Understanding (MOU) between the LG's will be required to ensure a suitable trailer booking policy is adhered to and any other possible issues regarding the trailers are highlighted to ensure fairness to all LG's involved.

For the purpose of the grant funding applications all participating LG's will be required to present a Letter of Support for the project prior to the end of May 2015.

### Comment:

Currently there are a number of crash car trailers which are registered to the Commissioner of Police and located in strategic locations. Unfortunately the Wheatbelt South region does not have access to such trailers for promotion of road safety messages.

Council has not budgeted for this item in the 2014/2015 budget estimates but it's anticipated that this would be a 2015/2016 financial year expenditure item and Council can budget for Councils contribution of \$1,100 towards the capital cost of two Road Wise crash trailers for the WBS Regional Road Group in the 2015/2016 budget estimates.

**Statutory Environment:** Nil

### Financial Implications:

In the first instance grant funding is to be applied for by the host LG (Kulin Shire) through the Office of Road Safety Funding Program (Closing Date: 5th June 2015) and the RAC (Closing Date: 29th June 2015) with assistance from WBS Road Safety Advisor, Rodney Thornton. If this funding is not successful or there is a funding shortfall each of the LG's in the WBS will contribute to the capital cost of the trailers (2) which is envisaged to be approximately \$1,100 per LG or the lesser amount if part funded by grants (subject to changes due to quotes running past their due date). The initial license and registration of the trailers are included in this cost. Ongoing costs to the host LG's is approximately \$235 p.a. per trailer for the licensing (subject to the weight of the trailer and any increases in licensing costs. Insurance costs are subject the individual LG's insurance policy. Maintenance of the trailers is to be carried out by the host LG.

**Policy Implications:****3.1.13.1 ANNUAL BUDGET**

A draft budget shall be presented to Council for consideration by the June Council meeting of each year.

The CEO shall ensure that the preparation and content of the annual budget ensures Council complies with all aspects of the *Act* and *Local Government (Financial Management) Regulations 1996 (WA)*.

The Shire of Wickepin annual budget shall be adopted by Council at the July meeting of Council each year.

**Strategic Implications:** Nil

**Summary:**

Council is being requested to contribute to the capital cost of the two Road Wise Crash Trailers for the WBS Regional Road Group which is envisaged to be approximately \$1,100 per Local Government or the lesser amount if part funded by grants (subject to changes due to quotes running past their due date).

**Recommendation:**

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.

**Voting Requirements:** Simple majority

**Resolution No 200515-11****Moved Cr Russell / Seconded Cr Lansdell**

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.

**Carried 8/0**

2.41pm – MWS Peter Vlahov departed the Chambers.

Infrastructure and Engineering Services

# 10.1.07 - Proclamation Realignments – Narrogin - Kondinin Road near Elsinor Road

**Submission To:** Ordinary Council  
**Location / Address:** Whole Shire  
**Name of Applicant:** Main Roads W.A  
**File Reference:** 2600  
**Author:** Mark J Hook, Chief Executive Officer  
**Disclosure of any Interest:** Nil  
**Date of Report:** 3 May 2015

**Enclosure / Attachment:** Nil

**Background:**

Recently improvement works were completed by Main Roads on the Narrogin Kondinin Road M038. These works were carried out to provide safer routes as part of the grain freight road improvement program. These works required the realignment of sections of the Narrogin – Kondinin Road.

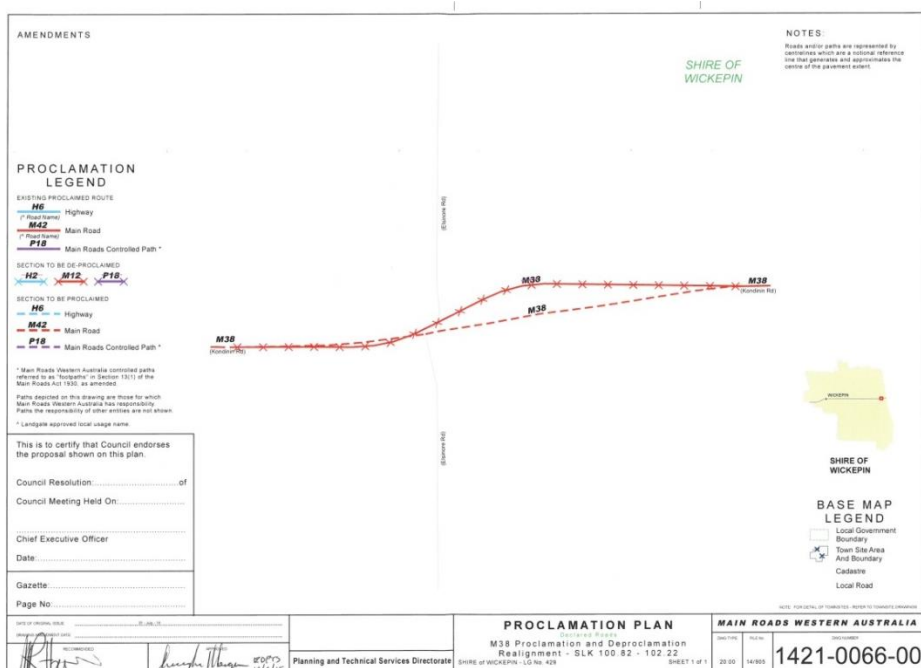
**Comment:**

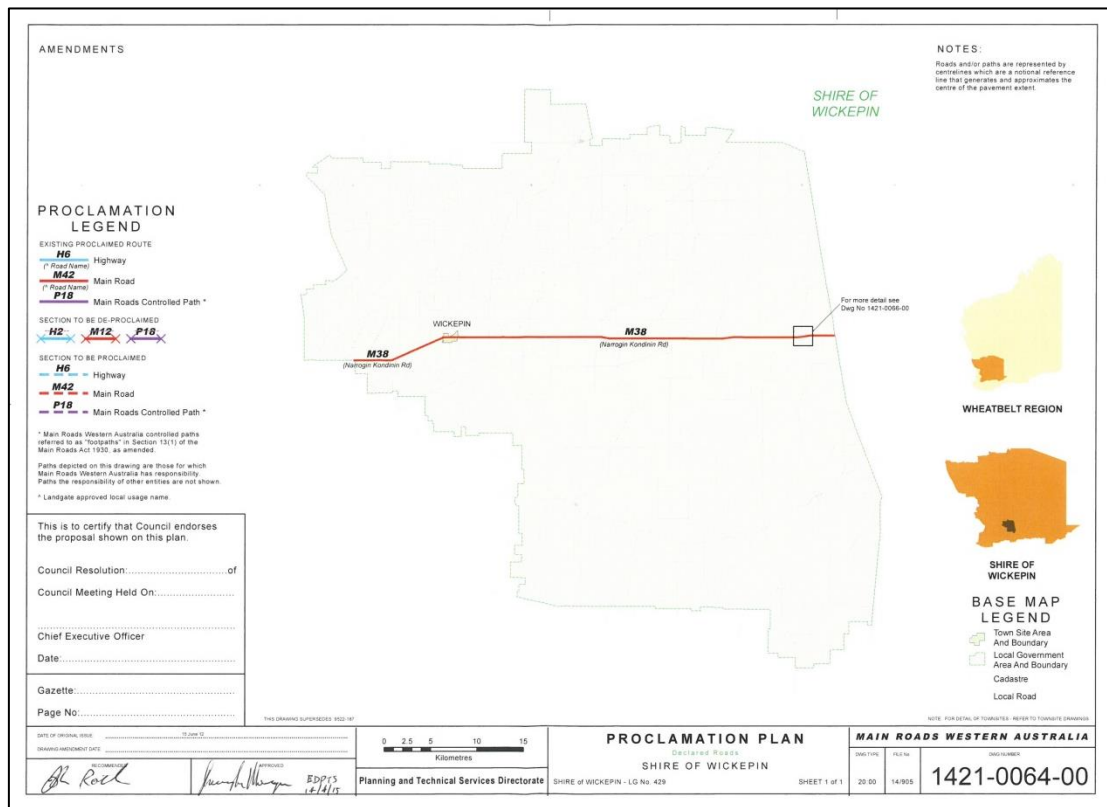
In accordance with *section 13 of the Main Roads Act 1930*. The commissioner of Main Roads intends making recommendation to the Minister for Transport to proclaim the new alignments on the Narrogin – Kondinin Road as shown on drawings 1421 – 0064 – 00 and 121 – 0066 – 00 as a Main Road.

Before making the recommendation to the Minister for Transport, the Commissioner requires endorsement by Council by signing the drawings 1421 – 0064 – 00 and 121 – 0066 – 00 in duplicate.

If Council wishes to lodge any objection to the realignment proclamation it must be lodged with Main Roads by the 29<sup>th</sup> May 2015.

In accordance with the Main Roads request the chief Executive Officer can see no reason why Council would not endorse the realignments and proclamation of the sections of the Narrogin – Kondinin Road as shown on drawings 1421 – 0064 – 00 and 121 – 0066 – 00 as submitted by Main Roads WA.





**Statutory Environment:** *Land Administration Act 1997 – Section 56*  
*Main Roads Act 1930 Section 13*

**Dedication of roads**

- (1) If in the district of a local government —
  - (a) Land is reserved or acquired for use by the public, or is used by the public, as a road under the care, control and management of the local government;
  - (b) In the case of land comprising a private road constructed and maintained to the satisfaction of the local government —
    - (i) The holder of the freehold in that land applies to the local government, requesting it to do so; or
    - (ii) those holders of the freehold in rateable land abutting the private road, the aggregate of the rateable value of whose land is greater than one half of the rateable value of all the rateable land abutting the private road, apply to the local government, requesting it to do so;

Or

  - (c) Land comprises a private road of which the public has had uninterrupted use for a period of not less than 10 years,

And that land is described in a plan of survey, sketch plan or document; the local government may request the Minister to dedicate that land as a road.

- (2) If a local government resolves to make a request under subsection (1), it must —
  - (a) In accordance with the regulations prepare and deliver the request to the Minister; and
  - (b) Provide the Minister with sufficient information in a plan of survey, sketch plan or document to describe the dimensions of the proposed road.

- (3) On receiving a request delivered to him or her under subsection (2), the Minister must consider the request and may then —
- (a) Subject to subsection (5), by order grant the request;
- (b) direct the relevant local government to reconsider the request, having regard to such matters as he or she thinks fit to mention in that direction; or
- (c) Refuse the request.
- (4) On the Minister granting a request under subsection (3), the relevant local government is liable to indemnify the Minister against any claim for compensation (not being a claim for compensation in respect of land referred to in subsection (6)) in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.
- (5) To be dedicated under subsection (3) (a), land must immediately before the time of dedication be —
- (a) Unallocated Crown land or, in the case of a private road, alienated land; and
- (b) Designated in the relevant plan of survey, sketch plan or document as having the purpose of a road.
- (6) If land referred to in subsection (1)(b) or (c) is dedicated under subsection (3)(a), a person with an interest in that land (including a person who has the benefit of an easement created under section 167A of the TLA) is not entitled to compensation because of that dedication.

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:** To develop and maintain quality services and infrastructure

**Summary:**

Main Roads W.A is requesting Council to endorse the drawings 1421 – 0064 – 00 and 121 – 0066 – 00 in duplicate proclaiming the new alignments on the Narrogin – Kondinin Road as a Main Road.

**Recommendation:**

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.

**Voting Requirements:** Simple majority

**Resolution No 200515-12**

**Moved Cr Lansdell / Seconded Cr Easton**

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.

**Carried 8/0**



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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 30 April 2015 as presented be received.

**Voting Requirements:** Simple majority

### **Resolution No 200515-13**

**Moved Cr Russell / Seconded Cr Allan**

That the financial statements tabled for the period ending 30 April 2015 as presented be received.

**Carried 8/0**

## Bank Balances

As at 30/04/2015

	<b>Bank Statement</b>
Municipal Fund	252,240.10
Municipal OCDF	287,757.02
Municipal ANZ Term Deposit	504,043.83
Petty Cash	700.00
Reserves	909,284.52
<b>Total</b>	<b>\$1,954,025.47</b>
Trust Fund	\$43,677.79
Transport Account	1967.65

## Debtors

**Rates as at 31/04/2015**

Account 7461	Rates	30,354.50
Account 6051	Sewerage	3,194.49
Account 7451	Excess Receipts	-5,008.63
Account 1092	ESL	1,349
Account 7481	Domestic Rubbish	634.90
Account 7491	Commercial Rubbish	0.00
Account 7201	Refuse Site Levy	322.60
Account 1052	ESL Penalty	177.52
<b>Total</b>		<b>\$31,024.38</b>

**Sundry Debtors as at 31/04/2015**

Current	32,621.76
1 Month	0.00
2 Months	0.00
3 Months	165.00
<b>Total</b>	<b>\$32,786.76</b>

Governance, Audit and Community Services

## 10.2.02 – List of Accounts

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

**Enclosure / Attachment:** List of Accounts

**Background:** List of Accounts remitted during the period from 1– 30 April 2015

	<u>Vouchers</u>	<u>Amounts</u>
<b>Municipal Account</b>		
Cheques	15147 -15161	14,209.40
EFTPOS	5332 – 5367	81,718.74
	5370 – 5407	147,235.62
Superannuation	April	13,412.55
Other Transfers	Payroll March	124,258.30
<b>Trust</b>		
EFTPOS	5368-5369	514.25
	<b>TOTAL</b>	<b><u>\$381,348.86</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 **\$381,348.86** 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 200515-14**

**Moved Cr Lang / Seconded Cr Allan**

That Council acknowledges that payments totaling **\$381,348.86** has been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

**Carried 8/0**

### List of Accounts Due & Submitted to Committee

Apr-15

Chq/EFT	Date	Name	Description	Muni	Trust
EFT5332	02/04/2015	AUSTRALIAN GOVERNMENT CHILD SUPPORT	Payroll deductions	\$ 115.30	
EFT5333	02/04/2015	COMMONWEALTH BANK	Loan No. 90 Interest payment - STAFF HOUSING - LOT 43 MOSS	\$ 10,033.61	
EFT5334	02/04/2015	LIONEL ANTHONY RIGBY	WK CARAVAN PARK MANAGEMENT FEE AND COMMISSION	\$ 2,394.99	
EFT5335	02/04/2015	WESTERN AUSTRALIAN TREASURY CORP	Loan No. 100 Interest payment -	\$ 2,132.25	
EFT5336	14/04/2015	AUSTRALIA POST	MARCH ACCOUNT	\$ 166.97	
EFT5337	14/04/2015	BEST OFFICE SYSTEMS	COPIER CHARGERS	\$ 826.45	
EFT5338	14/04/2015	BITUTEK	BITUMEN SEALING WORKS	\$ 31,389.11	
EFT5339	14/04/2015	COURIER AUSTRALIA	SIGNS - JASON SIGNS	\$ 22.47	
EFT5340	14/04/2015	COVS PARTS PTY LTD	RADIATOR CAP	\$ 4.94	
EFT5341	14/04/2015	KELLY COCHRANE	CLEANING	\$ 412.50	
EFT5342	14/04/2015	LGIS RISK MANAGEMENT	WHEATBELT REGIONAL RISK	\$ 2,445.30	
EFT5343	14/04/2015	EWEN RURAL SUPPLIES	MARCH ACCOUNT	\$ 2,459.25	
EFT5344	14/04/2015	GREAT SOUTHERN FUEL SUPPLIES	MARCH ACCOUNT	\$ 13,331.54	
EFT5345	14/04/2015	GEOFF PERKINS FARM MACHINERY CENTRE	TANK COMP, MAKE NEW HYDROLIC HOSE	\$ 315.00	
EFT5346	14/04/2015	1ST GLASS SERVICE	GLASS REPLACEMENT	\$ 313.00	
EFT5347	14/04/2015	HANSON CONSTRUCTION MATERIALS	CULVERT WICKEPIN HARRISMITH ROAD	\$ 1,432.75	
EFT5348	14/04/2015	JOHN PHILLIPS CONSULTING	CEO APPRAISAL	\$ 2,200.00	
EFT5349	14/04/2015	LOCAL GOVERNMENT ASSOCIATION OF WA	APPOINTMENT OF AUTHORISED OFFICER LEAH PEARSON	\$ 224.90	
EFT5350	14/04/2015	LOCAL GOVERNMENT MANAGERS	EXECUTIVE MANGAEMENT PROGRAM	\$ 1,850.00	
EFT5351	14/04/2015	MAJOR MOTORS PTY LTD	REGULATOR WIND	\$ 123.68	
EFT5352	14/04/2015	MCDUGALL WELDMENTS	PARTS	\$ 547.11	
EFT5353	14/04/2015	NARROGIN HIRE SERVICE	RETICULATION MAINTENANCE	\$ 391.51	
EFT5354	14/04/2015	GREAT SOUTHERN WASTE DISPOSAL	MARCH ACCOUNT	\$ 5,908.30	
EFT5355	14/04/2015	NARROGIN GLASS	REGLAZE WINDOW	\$ 178.64	
EFT5356	14/04/2015	NARROGIN HARDWARE MAKIT	MAINTENANCE	\$ 231.00	
EFT5357	14/04/2015	NARROGIN RETRAVISION	TOM TOM CORD	\$ 25.00	
EFT5358	14/04/2015	NARROGIN BEARING SERVICE	MAINTENANCE 2473, 706	\$ 108.28	
EFT5359	14/04/2015	NARROGIN AUTO ELECTRICS	MAGNETIC MOUNT	\$ 46.00	
EFT5360	14/04/2015	NARROGIN PUMPS, SOLAR AND SPRAYING	SWIMMING POOL TABLETS	\$ 30.00	
EFT5361	14/04/2015	NARROGIN PACKAGING	TOILET DISINFECTANT	\$ 91.25	

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EFT5362	14/04/2015	OFFICEWORKS SUPERSTORES PTY LTD	STATIONARY	\$	451.40
EFT5363	14/04/2015	MAUREEN PREEDY	CLEANING	\$	275.65
EFT5364	14/04/2015	ANTONY SMITH	MAINTENANCE	\$	230.00
EFT5365	14/04/2015	WESTRAC EQUIPMENT	FILTER ELEMENT	\$	575.44
EFT5366	14/04/2015	WICKEPIN NEWSAGENCY	MILK PAPERS	\$	245.40
EFT5367	14/04/2015	MECHANICAL & DIESEL SERVICES	CHECK GEAR BOX WK248	\$	189.75
EFT5368	14/04/2015	CS FLEAY	REFUND BOND ON COMMUNITY CENTRE FUNCTION	\$	500.00
EFT5369	14/04/2015	WICKEPIN COMMUNITY RESOURCE CENTRE	REFUND FOR COLOUR DOUBLE SIDED PAPER, BLACK AND	\$	14.25
EFT5370	20/04/2015	AUSTRALIAN GOVERNMENT CHILD SUPPORT	Payroll deductions		
EFT5371	20/04/2015	BURGESS RAWSON (WA) PTY LTD	FUEL FACILITY	\$	115.30
EFT5372	20/04/2015	BEST OFFICE SYSTEMS	BLACK TONER	\$	2,919.65
EFT5373	20/04/2015	CJD EQUIPMENT PTY LTD	WINDSCREEN FOR WK 475	\$	175.00
EFT5374	20/04/2015	YEALERING AGPARTS & REPAIRS	FUEL YEALERING FIRE TRUCK	\$	1,401.82
EFT5375	20/04/2015	COURIER AUSTRALIA	PATHWEST SAMPLES	\$	69.85
EFT5376	20/04/2015	COVS PARTS PTY LTD	LAMP REAR WITH METAL BRACKET	\$	10.21
EFT5377	20/04/2015	FULTON HOGAN	EZSTREET	\$	93.04
EFT5378	20/04/2015	EDWARDS MOTORS PTY LTD	NEW HOLDEN MY15 CAPRICE-V SEDAN V8 AUTO	\$	1,980.00
EFT5379	20/04/2015	FLAMELESS FIRE & SAFETY	EXTINGUISHERS, HOSE REELS, BLANKETS, HYDRANTS, UV	\$	4,315.80
EFT5380	20/04/2015	HANSON CONSTRUCTION MATERIALS	CULVERTS	\$	1,610.40
EFT5381	20/04/2015	KEL'S TYRES	TYRES	\$	1,474.00
EFT5382	20/04/2015	LOCAL GOVERNMENT ASSOCIATION OF WA	ANNUAL ELECTORS GENERAL MEETING ADVERT	\$	4,378.00
EFT5383	20/04/2015	NARROGIN BOILERMAKERS	PROTECTIVE CLOTHING PETER ARNOL AND MATTHEW	\$	224.90
EFT5384	20/04/2015	ROADTECH CONSTRUCTIONS	YEALERING AND WICKEPIN STREET	\$	672.00
EFT5385	20/04/2015	WICKEPIN MOTORS	FRONT SCREEN	\$	14,669.60
EFT5386	21/04/2015	FACEY GROUP INC	FACEY GROUP SECOND PAYMENT CORRECT GST	\$	457.33
EFT5387	30/04/2015	AIR RESPONSE	REPAIR AIRCONDITIONER CRC BUILDING	\$	11,000.00
EFT5388	30/04/2015	YVONNE BOWEY CONSULTING	FINANCIAL STATEMENT PREPARATION AND ASSET ROLLOVER	\$	290.73
EFT5389	30/04/2015	OFFICE MAX	STATIONERY ORDER	\$	1,821.50
EFT5390	30/04/2015	BUTLER SETTINERI	DEFERRED RATES AUDIT	\$	98.34
EFT5391	30/04/2015	COUNTRY PAINT SUPPLIES	PENETROL	\$	1,100.00
EFT5392	30/04/2015	COURIER AUSTRALIA	COURIER CHARGES	\$	32.00
EFT5393	30/04/2015	EASIFLEET	FACEY GROUP LEASE LEASE MITSUBISHI TRITON	\$	16.67
EFT5394	30/04/2015	ECONOMIC REGULATION AUTHORITY	ANNUAL LICENCE CHARGE SEWERAGE LICENCE WL27	\$	828.42
				\$	2,885.00

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EFT5395	30/04/2015	1ST GLASS SERVICE	REPLACE BROKEN GLASS YEALERING GOLF AND BOWLING	\$	1,873.30
EFT5396	30/04/2015	IT VISION	RATES FINAL NOTICE TECHNICAL SUPPORT	\$	457.60
EFT5397	30/04/2015	JASON SIGNMAKERS	WAR MEMORIAL PILLAR PLAQUES	\$	14,905.00
EFT5398	30/04/2015	LAKE YEALERING GOLF CLUB	SPONSORSHIP SHIRE GOLF DAY	\$	200.00
EFT5399	30/04/2015	RG & JE MILLER FAMILY TRUST	PAYROLL SERVICE	\$	3,657.50
EFT5400	30/04/2015	MARKET CREATIONS	BROCHURE ADDITIONAL DESIGN TIME	\$	715.00
EFT5401	30/04/2015	PCS	COMPUTER SUPPORT	\$	382.50
EFT5402	30/04/2015	TPG TOWN PLANNING, URBAN DESIGN AND	WICKEPIN WALK TRAIL HERITAGE ADVICE	\$	9,790.00
EFT5403	30/04/2015	RSA WORKS	ROAD DATA PICK UP AND UPDATE ROMAN	\$	5,225.00
EFT5404	30/04/2015	STEERE DINGO SERVICES	INSTALL WAR MEMORIAL PILLARS	\$	990.00
EFT5405	30/04/2015	UNIRACK PTY LTD	RACKS FOR COMMUNITY CENTRE	\$	3,553.00
EFT5406	30/04/2015	WA HINO SALES & SERVICE	NEW HINO GARDENER'S TRUCK	\$	52,497.66
EFT5407	30/04/2015	WICKEPIN HOTEL	DRINKS FOR COUNCIL MEETING	\$	349.50
15147	14/04/2015	EARL ST SURGERY	CAMERON CHARLES LEVEL B CONSULT	\$	72.10
15148	14/04/2015	ROBYN MULLAN	REIMBURSE FUEL FOR BUS	\$	30.87
15149	14/04/2015	OFFICELINE	CHAIR TROLLEY	\$	522.50
15150	14/04/2015	TELSTRA	BUSH FIRE SMS	\$	166.79
15151	14/04/2015	NARELLE THORNTON	FITNESS CLASSES	\$	409.50
15152	14/04/2015	DEPT OF TRANSPORT	12 MONTHS REGISTRATION	\$	272.30
15153	14/04/2015	SYNERGY	STREETLIGHTS	\$	1,498.70
15154	14/04/2015	YEALERING SHOP	MILK AND BLEACH	\$	9.00
15155	20/04/2015	FLICK / ISS FUMIGATION SVCS	SANITARY BINS	\$	2,508.00
15156	20/04/2015	MICHAEL GEOFFREY GREEN	Rates refund for assessment A6611 WILLIAMS-KONDININ ROAD	\$	211.90
15157	20/04/2015	TELSTRA	PETER VLAHOV MOBILE	\$	120.25
15158	20/04/2015	TOWN OF NARROGIN	RANGER	\$	321.48
15159	20/04/2015	SYNERGY	LOT 8 RAILWAY PDE HARRISMITH	\$	430.60
15160	20/04/2015	WATER CORPORATION	WATER ACCOUNTS - HOUSING AND BUILDINGS	\$	7,581.16
15161	30/04/2015	W.A COUNTRY HEALTH SERVICE - NARROGIN	XRAY CAMERON CHARLES	\$	54.25
DD8715.1	01/04/2015	WA LOCAL GOVERNMENT SUPER PLAN	Payroll deductions	\$	3,687.36
DD8715.2	01/04/2015	PRIME SUPER	Superannuation contributions	\$	113.66
DD8715.3	01/04/2015	ING CUSTODIANS PTY LTD	Superannuation contributions	\$	178.69
DD8715.4	01/04/2015	CONCEPT ONE THE INDUSTRY	Superannuation contributions	\$	168.76
DD8715.5	01/04/2015	MTAA SUPER FUND	Superannuation contributions	\$	349.08

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DD8715.6	01/04/2015	TREWAYNE SUPERANNUATION FUND	Superannuation contributions	\$	73.34
DD8725.1	15/04/2015	WA LOCAL GOVERNMENT SUPER PLAN	Payroll deductions	\$	3,418.41
DD8725.2	15/04/2015	RAMSAY SUPERANNUATION FUND	Superannuation contributions	\$	112.46
DD8725.3	15/04/2015	PRIME SUPER	Superannuation contributions	\$	150.39
DD8725.4	15/04/2015	ING CUSTODIANS PTY LTD	Superannuation contributions	\$	179.24
DD8725.5	15/04/2015	CONCEPT ONE THE INDUSTRY	Superannuation contributions	\$	72.38
DD8725.6	15/04/2015	MTAA SUPER FUND	Superannuation contributions	\$	344.36
DD8725.7	15/04/2015	TREWAYNE SUPERANNUATION FUND	Superannuation contributions	\$	69.38
DD8736.1	29/04/2015	WA LOCAL GOVERNMENT SUPER PLAN	Payroll deductions	\$	3,662.05
DD8736.2	29/04/2015	RAMSAY SUPERANNUATION FUND	Superannuation contributions	\$	89.97
DD8736.3	29/04/2015	PRIME SUPER	Superannuation contributions	\$	168.76
DD8736.4	29/04/2015	ING CUSTODIANS PTY LTD	Superannuation contributions	\$	180.94
DD8736.5	29/04/2015	MTAA SUPER FUND	Superannuation contributions	\$	314.03
DD8736.6	29/04/2015	TREWAYNE SUPERANNUATION FUND	Superannuation contributions	\$	79.29
					<b>256576.31</b>
					<b>514.25</b>

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2.26pm – CDO Lee Parker entered the Chambers.

Governance, Audit and Community Services

## 10.2.06 – Aquatic Centre Management Services – RFT 01-2014-15

<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>	2414 / 2627
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	4 May 2015

### Enclosure / Attachment:

2015 WLGA Survey results Pool Manager *[Marked Confidential not for public release]*

### Background:

At the 18<sup>th</sup> March 2015 Ordinary Meeting of Council the following resolution was passed by Council:

#### **Resolution No 180315-10**

##### **Moved Cr Lang / Seconded Cr Lansdell**

1. That the management of the Wickepin Aquatic Centre be changed to a full external contract basis.
2. That Council call tenders for the management of the Wickepin Aquatic Centre for a three year period commencing 1<sup>st</sup> July 2015 to 30<sup>th</sup> June 2018.

**Carried 7/0**

The Chief Executive Officer has acted upon the above resolution and placed the following advertisement in the West Australian, Watershed and the Narrogin Observer:

### **TENDER**

*Aquatic Centre Management Services*

*The Shire of Wickepin is seeking Aquatic Centre Management Services under a full contract basis for a period of three years commencing 1 July 2015.*

*The full contract and criteria are available by telephoning the Shire of Wickepin 9888 1005, email [admin@wickepin.wa.gov.au](mailto:admin@wickepin.wa.gov.au) or available on our website [www.wickepin.wa.gov.au](http://www.wickepin.wa.gov.au).*

*Applications need to address the Request for Tender RFT 01-2015-15 and be forwarded to:*

*The CEO  
Shire of Wickepin  
PO Box 19  
Wickepin WA 6370  
By Friday 1 May 2015*

**Comment:**

At the closing date of the tenders on 4.00pm Friday 1<sup>st</sup> May 2015 Council had received two compliant tenders for the Aquatic Centre Management Services tender RFT 1 - /2014/2015:

**Tender Register - Aquatic Centre Management Services 1 2014/15**

Name/Company	Contact Details	Pricing Amounts	Structure	Total Amount \$	Notes	Compliant Yes / No
James Peter Matthews	PO Box 180, Wickepin WA 6370	Total amount only		<b>\$60,500</b>	Plus \$45 per hour over and above contract hours	<b>YES</b>
	9 Moss Parade Wickepin WA 6370 Phone 9888 1630 Mobile 0458 208301 <a href="mailto:roseandjames@bigpond.com">roseandjames@bigpond.com</a>				Subject to 3% CPI per year Housing Not Required	
Pippa Ellis	PO Box 177 Wickepin WA 6370	Total amount only		<b>\$70,000</b>	Payment Quarterly	<b>YES</b>
	Phone 98881608 Mobile 0439094310 <a href="mailto:pandpellis@bigpond.com">pandpellis@bigpond.com</a>				Includes termination clause for contract Housing Not Required	

The tenders received have been assessed by the Chief Executive Officer in accordance with the following criteria as specified in the Request for Tender 1 – 2014/2015.

**Qualitative Criteria**

In determining the most advantageous Tender, the Evaluation Panel will score each Tenderer against the qualitative criteria.

It is essential that Tenderers address each qualitative criterion. The Tenders will be used to select the chosen Tenderer, and failure to provide the specified information may result in elimination from the Tender evaluation process.

The qualitative criteria for this Request are as follows:

Description of Qualitative Criteria	Weighting
(a) Demonstrated experience in safely completing similar projects/supply similar goods.	100%

## Price Considerations

The tendered price will be considered along with related factors affecting the total cost to the Principal.

For example, the lifetime operating costs of goods or the Principal's contract management costs may also be considered in assessing the best value for money outcome.

The Evaluation Panel which was the Chief Executive Officer scored the Tenderer against the criteria and the results are shown in the following Evaluation Table.

CRITERION	A		B		TOTAL SCORE		Ranking
Demonstrated experience in safely completing similar projects/supply similar goods			The tendered price will be considered along with related factors affecting the total cost to the Principal. eg the lifetime operating costs of goods or the Principal's contract management costs may also be considered in assessing the best value for money outcome.				
	weighting	100%	weighting	100%			
<b>TENDERER</b>	<b>raw score</b>	<b>weighted score</b>	<b>raw score</b>	<b>weighted score</b>	<b>raw score</b>	<b>weighted score</b>	<b>Ranking</b>
James Peter Matthews	5.0	5.0	4.0	4.0	9.0	9.0	1
Pippa Ellis	5.0	5.0	3.0	3.0	8.0	8.0	2
<b>Score</b>	<b>Description of Score</b>						
0	Offer did not address the criterion						
1	offer contained insufficient/unclear information						
2	Acceptable offer						
3	Good offer						
4	Very Good offer						
5	Excellent offer						

## Compliance Criteria

These criteria will not be point scored. Each Tender will be assessed on a Yes/No basis as to whether the criterion is satisfactorily met. An assessment of "No" against any criterion may eliminate the Tender from consideration.

Description of Compliance Criteria	Yes/No
(a) Compliance with the Specification contained in the Request.	Yes/No
(b) Compliance with the Conditions of Tendering this Request.	Yes/No
(c) Compliance with and completion of the Price Schedule.	Yes/No
(d) Compliance with Occupational Safety and Health requirements (see Schedule 1).	Yes/No

All Tenders received were assessed by the Chief Executive officer and all received a **Yes** to the above compliance criteria.

Councils Policy manual has the following clause **Policy No 2.1.17 - Tenders - Budgeted Items.**

*The Council, when considering tenders shall give due consideration to local businesses within the Shire, irrespective of prices.*

Both persons would be deemed to be local businesses under Policy No F3.6 - Tenders - Budgeted Items. The cost to Council under the previous three year salary contract including annual leave and sick days is as follows

YEAR	GROSS SALARY	SUPERANNUATION	HOUSING Rental Allowance \$100 PW	Clothing Allowance	TOTAL
2014/2015	47,180	3,835	5,200	500	56,715
2013/2014	51,865	4,833	5,200	500	62,398
2012/2013	47,986	4,273	5,200	500	57,959

The Annual average salary for a Swimming Pool Manager as provided by the WALGA Workplace Solutions team is as follows.

1. Average Gross Salary                 \$67,008
2. Average Salary Package             \$82,375

Average salary package includes housing, clothing, travel, water, phone etc.

The tender allows for all year round maintenance by the Wickepin Aquatic Centre Manager which in the past has been undertaken by the Gardeners or outside staff.

**Statutory Environment:**                 *Local Government Act 1995 Section 3.57*

**Local Government (Functions and General) Regulations 1996**

11. *When tenders have to be publicly invited*
  - (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$100 000 unless subregulation (2) states otherwise.*
  
16. *Receiving and opening tenders, procedure for*
  - (1) *The CEO is responsible for keeping any tender submitted including a tender submitted by facsimile or other electronic means in safe custody, and for ensuring that it remains confidential.*
  - (2) *Tenders are not to be opened, examined, or assessed until the time after which further tenders cannot be submitted.*
  
- :
  - (3) *When tenders are opened —*
    - (a) *at least one and, if practicable, more than one employee of the local government or one person authorised by the CEO to open tenders and, if practicable, one or more other persons, is required to be present; and*
      - (b) *members of the public are entitled to be present; and*
      - (c) *details of the tenders (other than the consideration sought in the tender) are to be immediately recorded in a register to be known as the tenders register.*

18. *Rejecting and accepting tenders*

- (1) *A tender is required to be rejected unless it is submitted at a place, and within the time, specified in the invitation for tenders.*
- (2) *A tender that is submitted at a place, and within the time, specified in the invitation for tenders but that fails to comply with any other requirement specified in the invitation may be rejected without considering the merits of the tender.*
- (3) *If, under regulation 23(4), the CEO has prepared a list of acceptable tenderers for the supply of goods or services, a tender submitted by a person who is not listed as an acceptable tenderer is to be rejected.*
- (4) *Tenders that have not been rejected under subregulation (1), (2), or (3) are to be assessed by the local government by means of a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept and it is to decide which of them it thinks it would be most advantageous to the local government to accept.*
- (4a) *To assist the local government in deciding which tender would be the most advantageous to it to accept, a tenderer may be requested to clarify the information provided in the tender.*
- (5) *The local government may decline to accept any tender.*
- (6) *If a local government has accepted a tender but acceptance of the tender does not create a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree not to enter into a contract in relation to the tender, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.*
- (7) *If a local government has accepted a tender and acceptance of the tender creates a contract and within 6 months of the day on which the tender was accepted the local government and the successful tenderer agree to terminate the contract, the local government may accept from the other tenders the tender which it thinks it would be most advantageous to the local government to accept.*

19. *Tenderers to be notified of outcome*

*The CEO is to give each tenderer notice in writing containing particulars of the successful tender or advising that no tender was accepted.*

**Policy Implications:****2.1.17 TENDERS OF BUDGETED ITEMS**

**OBJECTIVE: To call tenders for all items on the current adopted budget for all items above \$100,000.**

The CEO is authorised to call tenders for all items on the current adopted budget over \$100,000.

Upon receipt of tenders by the CEO, all tenders are to be submitted to Council for approval, including, where necessary comparative schedules setting out major aspects of each tender. Council shall give due consideration to local businesses within the Shire of Wickepin, irrespective of prices.

In addition to tender conditions set out in Part 4 of the Local Government (Functions and General) Regulations 1996 (WA), the following conditions apply:

- tenders are to arrive at the Shire of Wickepin admin office marked "Tender"; and
- tenders to close not less than 14 days prior to an ordinary meeting of Council.

RESOLUTION:	DATE OF REVIEW:

**Financial Implications:**

Expected additional cost from the 2014/2015 Budget for provision of Aquatic Centre Manager is \$3,785 based on previous salaries. It would be expected though that the normal salaries for an Aquatic Centre Manager would start at \$50,000 and not \$41,000.

**Strategic Implications:**

Fits within theme 4 of Council Strategic Plan:

**Theme 4 – To Provide and Encourage the use of a Variety of Recreational, Educational and Cultural Facilities**

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

<b>Goal</b>	<b>Action</b>	<b>Measure</b>
<b>4.1 Support the development and maintenance of recreational facilities and organisations in the district.</b>	<ul style="list-style-type: none"> <li>• Provide regular maintenance and development of recreation facilities.</li> <li>• Provide and maintain walk trails for recreation and tourism purposes.</li> </ul>	<ul style="list-style-type: none"> <li>• We have adopted a recreation maintenance and development plan to be published to the community to address this need.</li> </ul>
<b>4.2 Give support to the retention and expansion of educational facilities in the community.</b>	<ul style="list-style-type: none"> <li>• We progressively upgrade and provide community amenities and facilities that cater to the needs of all age groups. This includes recognising particular community group needs that may include adequate medical facilities for local health issues.</li> </ul>	<ul style="list-style-type: none"> <li>• We have a clear, published community educational and facilities plan that addresses the community's needs.</li> </ul>
<b>4.3 Community engagement</b>	<ul style="list-style-type: none"> <li>• Council proactively engages with all elements of its community in order to make decisions that reflect positively on the future of the Shire.</li> </ul>	<ul style="list-style-type: none"> <li>• A clear, documented engagement process with set activities that are tracked and reported against on a quarterly basis.</li> </ul>
<b>4.4 Give support to Arts, Crafts and Cultural activities and Special Events</b>	<ul style="list-style-type: none"> <li>• Maintain the present level of support to Arts &amp; Crafts and Cultural Groups.</li> <li>• Encourage the conduct of "Special Events" by community and other groups</li> </ul>	<ul style="list-style-type: none"> <li>• We publish a monthly calendar of events and actively invest in the promotion of community activities.</li> <li>• The Shire will actively facilitate access to suitable tertiary education services to help meet our community's needs.</li> </ul>



**Summary:**

Council is being requested to accept a tender for the Wickepin Aquatic Centre Management Services from the 1<sup>st</sup> July 2015 to the 30<sup>th</sup> June 2018.

**Recommendation:**

1. That Council accept the tender from James Peter Matthews at a cost of \$60,500 plus 3% CPI and an additional \$45 per hour for times outside of tender.
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.

**Voting Requirements:** Simple majority

**Resolution No 200515-15****Moved Cr Lansdell / Seconded Cr Martin**

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.
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.

**Carried 8/0**

*Resolution differed to the Officers recommendation as the Council felt that the 3% CPI did not need to be specified.*

2.41PM – Pippa Ellis departed 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>	14 May 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>• Liaised with organising committee in Narrogin and CRC</li> <li>• Attended weekend. Helped in Wickepin early Saturday and visited most sites listed on the trail</li> </ul> <p><b>ANZAC Day</b></p> <ul style="list-style-type: none"> <li>• Installation of Memorabilia</li> <li>• General organisation for celebrations</li> <li>• Correspondence</li> <li>• Report for Watershed</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> </ul>
<b>Community Development</b>	<p><b>Townscape</b></p> <ul style="list-style-type: none"> <li>• Budget planning</li> <li>• Meeting with builders re fence and kerbing at Railway station building</li> </ul> <p><b>War Memorial Upgrade</b></p> <ul style="list-style-type: none"> <li>• Communication re capping the pillars</li> <li>• Correspondence re seating at the memorial</li> <li>• Liaised with Sean Pike re installation of plaques</li> <li>• Acquittal of DVA grant</li> </ul> <p><b>Wickepin Cemetery</b></p> <ul style="list-style-type: none"> <li>• Correspondence and conversation with Everlon re cemetery memorialisation granite, plaques and designs</li> <li>• Maintained correspondence with the families</li> <li>• Sent plans to builders requesting quotes for the gazebo and groundwork</li> <li>• Assessed quotes</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Attended conference in Northam in 'Making small towns sexy'</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 Development</b>	<b>Facey Carriage Drive</b> <ul style="list-style-type: none"> <li>• Discussions with CRC to discuss events to coincide with carriage drive including afternoon markets.</li> <li>• Meetings/conversations/correspondence to ensure project moves forward</li> <li>• Correspondence with Campfire Country Hall Crawl</li> </ul>
<b>Tourism, Marketing and Promotion</b>	<ul style="list-style-type: none"> <li>• Continual correspondence with Market Creations re website and brochure</li> <li>• Formatting and layout of the tourism brochures for Market Creations</li> <li>• Teleconference with Market Creations</li> <li>• Correspondence with Albert Facey's descendants re photographs and text for the brochure.</li> <li>• Advertising discussions for Caravanning editorials.</li> </ul>
<b>Sport and Recreation</b>	<b>Walk Trails</b> <ul style="list-style-type: none"> <li>• Edited information on signs for Lotterywest/Shire funded heritage walk trail in Wickepin. Sent revised copy back to tpg. Sent copy to Townscape for approval.</li> <li>• Information and photographs to tpg.</li> </ul> <b>Kidsport</b> <ul style="list-style-type: none"> <li>• Maintained and updated file for Kidsport</li> <li>• Forwarded Kidsport information to sporting clubs</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> <li>• Researched and submitted information for swimming ramp in middle pool</li> </ul>
<b>Heritage</b>	<ul style="list-style-type: none"> <li>• Correspondence regarding the maintenance work to be undertaken on the old Railway Station Building</li> <li>• Site meeting</li> <li>• Sent scope of works to builders requesting quotes</li> <li>• Assessed quotes</li> </ul>
<b>Governance Other</b>	<ul style="list-style-type: none"> <li>• Staff support as needed</li> <li>• Assessed community grants and made recommendations to Council</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>• Acquitted</li> </ul>
<b>Railway Building Restoration</b>	<ul style="list-style-type: none"> <li>• Due for completion early June</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</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 October</li> <li>• Funded by Lotterywest and Shire</li> </ul>
<b>Community Grants Assessments</b>	<ul style="list-style-type: none"> <li>✓ Due to Shire on the 28 April.</li> <li>✓ Assessments due to Council early May for deliberation</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>Grant Applications Lotterywest CANWA</b>	<ul style="list-style-type: none"> <li>• Grants to be submitted signage for Yealering and Harrismith</li> <li>• Due October</li> <li>• Possible Art grant</li> </ul>

**Funding Applications Status Report**

<b>Project Name</b>	<b>Funding Organisation</b>	<b>Amount Requested exc Gst</b>	<b>Status</b>
Heritage Walk Trail Signage	Lotterywest	\$19,071	Approved. \$19,071 Council contribution cash \$7000
ANZAC Centenary Grant	Dept Veteran's Affairs	\$24,374	Approval of \$18,865 incl for pillars Council contribution cash \$10,000 Council contribution in kind \$2,816
Restoration of Old Railway Station building	Lotterywest	\$56,350	Approved. \$30,000 from Lotterywest Council contribution \$20,000

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

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

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

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

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

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

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

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

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

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

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

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

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

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

**Recommendation:**

That council notes the report from the Community Development Officer dated 02 September 2014.

**Voting Requirements:** Simple majority.

**Resolution No 200515-16****Moved Cr Allan / Seconded Cr Astbury**

That council notes the report from the Community Development Officer dated 14 May 2015.

**Carried 8/0**

2.47pm – CEO Mark Hook departed the Chambers due to declaring an impartiality and financial interest; President of the Wickepin Bowling Club and Member of the Wickepin District Sports Club.

2.47pm – Cr Allan departed the Chambers due to declaring a financial interest; Member of the Yealering Bowling Club.

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Governance, Audit and Community Service

## 10.2.04 – Shire of Wickepin Community Grant Applications

<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>	1519
<b>Author:</b>	Lee Parker, Community Development Officer
<b>Disclosure of any Interest:</b>	CEO Mark Hook
<b>Date of Report:</b>	13 May 2015

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### Enclosure / Attachment:

#### Background:

Each year the Shire of Wickepin makes a budget provision of 2.5% of the previous year's levied rates to distribute to community and sporting organisations. The objective of the funding is to establishment or improve playing areas or buildings necessary for the conduct of sport or for community use, to assist community groups in establishing a service or activity seen as a need for the betterment of, and improvement to, the enjoyment of life within the community.

Details of the funding guidelines are provided in Policy 3.1.6 Financial Assistance to Sporting and Community Groups. An analysis of the approved community grants over the past 6 years reveals that Council has relaxed its policy slightly in relation to the distribution of funds to community and sporting bodies. Council has funded equipment, sponsored trophies and provided funding greater than one third of the total project cost on some occasions.

The following table provides a summary of funding granted to community and sporting groups as part of the Shire of Wickepin Community Grants processed over the past 6 years. The Shire of Wickepin has supported and subsidised sporting and community groups in areas such as in kind, works, equipment hire, Community Sport and Receptions Facilities Funding, water for bowling greens, waiver of bonds, oval marking as well as transport and refreshments for students but these have not been included in the analysis.

## Shire of Wickepin Community Grants 2009– 2015

Community Grants GL 14922	2009/10	2010/11	2011/12	2012/13	2013/14	2014/15	2015/16 Requested	Total 6 years
Wickepin Telecentre/ CRC/ VRC					\$2,000	1000		\$3,000
Wickepin Golf Club								\$0
Wickepin Tennis Club								\$0
Wickepin Bowling Club							\$2,348	\$2,348
Wickepin District Sports Club		\$6,600	\$928	\$2,810	\$2,165		1016	\$13,519
Wickepin Playgroup	\$9,000				\$2,500			\$11,500
Wickepin Ladies Hockey Club		\$495						\$495
Wickepin P & C			\$1,000					\$1,000
Wickepin Primary School Grants		\$1,000	\$5,000					\$6,000
Wickepin Netball Club			\$1,500					\$1,500
Wickepin Men's Shed			\$2,500					\$2,500
Wickepin Football Club						\$1,160		
Wickepin Indoor Carpet Bowls								\$0
Wickepin Triathlon					\$2,411			\$2,411
Albert Facey Homestead		\$6,000						\$6,000
Children with Special Needs Support				\$1,222				\$1,222
Lake Yealering Progress Association	\$5,000		\$6,500	\$1,534				\$13,034
Yealering Bowling Club	\$2,500				\$6,000	771.3	295	\$9,566
Yealering Golf Club						13,250.00		\$13,250
Yealering Tennis Club	\$6,800						6500	\$13,300
Harrismith Cricket Club					\$10,000			\$10,000
Harrismith Golf Club		\$3,285	\$14,141			890	1300	\$19,616
Harrismith Community Committee					\$800	\$540		\$1,340
Tincurrin Primary School				\$858				\$858
Tincurrin P & C					\$1,300			\$1,300
St John Ambulance						4662.9		
Toolibin Tennis Club	\$1,520			\$4,000				\$5,520
<b>Total</b>	<b>\$24,820</b>	<b>\$17,380</b>	<b>\$31,569</b>	<b>\$10,424</b>	<b>\$27,176</b>	<b>\$22,274</b>	<b>\$11,459</b>	<b>\$145,102</b>

Over the past few years staff has encouraged all requests for funding from the Shire of Wickepin to be submitted via the Community Grants process so that Council can clearly identify the grant recipients and amounts. In 2013 the Shire of Wickepin Community Grant application form was modified to provide applicants with a greater understanding of the grant application requirements and gain more detailed information about the proposed funding request.

The Shire of Wickepin invited applications for the 2015/16 Community Grants in March 2015 and applications closed on Tuesday 28th April 2015 at 4pm. Applications were received from the following groups on the appropriate form and prior to the advertised deadline:

<b>2015/16 Community Grant Funding Summary</b>	
Harrismith Golf Club	1300.00
Lake Yealering Bowling Club	295.00
Wickepin Districts Sports Club	1016.00
Wickepin Bowling Club	2348.00
Yealering Tennis Club	6500.00
<b>Total</b>	<b>11,459.00</b>

A grant application was received from the Wickepin Cricket Club for a new cricket pitch after the closing time. The application form was incomplete and contained minimal information and no costings outlining the project, no quotes, or supporting information. A request was also made for a small storage shed near the practice nets. Again, no financial information on the project was supplied. The letter sent out to all clubs and community groups with the funding application clearly states that no late applications will be accepted and that applications must be complete and have financial accounts, detailed budgets with quotes and letters of support included. None of the funding criteria have been met.

Council may endorse funding of \$34,500, being 2.5% of the 2015/2016 levied rates (1,379,991). Sponsorship of \$1,300 has already been placed in the 2015/2016 budget deliberations under General Ledger Account 4922 by Council leaving an amount of \$33,200 available for distribution.

Sponsorship under General Ledger Account 4922 in 2015/2016 Budget Estimates are:

<b>4922</b>	<b>Sponsorship</b>		
	Wickepin Tennis Club - Shire Day		200
	Wickepin Bowling Club - Merino Fours		500
	Wickepin Football Club - Silver Sponsorship		200
	Golf Clubs - Shire Golf Day		200
	Small Business Awards		200



<b>Application 1</b>	<b>Harrismith Golf Club</b>
<b>Purpose of Organisation</b>	Provide golf club facilities for members of the club and community
<b>Incorporated</b>	Yes
<b>Financial information attached:</b>	Yes, \$9 073.49 Term Deposit 20 597.70
<b>Previous funding:</b>	Hot Water System in 2014/15
<b>Purpose of funding:</b>	Bar Stools and Bar tables
<b>Alternative funding sought:</b>	Yes – Own funds raised through catering
<b>Support of members and general community eg letters of support or meeting minutes</b>	Minutes of the General Meeting held on the 17 <sup>th</sup> March 2015 were included where the need for chairs is tabled and quotes were to be sought.
<b>Total project cost:</b>	\$3,490
<b>Funding requested:</b>	\$1,300
<b>Project budget and quotes supplied:</b>	1 quote supplied

The Harrismith Golf Club is an established club with 35 members. The club receives strong support from its members and are responsible for the upkeep of the golf course and club house.

The current bar stools are old and have been repaired in the past. They have become unstable and not safe for use.

The Harrismith Golf Club members raised funds for the stools and table by catering at local clearing sales, and are seeking the outstanding amount in the grant.

The application from the Harrismith Golf Club meets all criteria.

Community Development Officer considers the project worthwhile with clear community involvement.

<b>Applicant 2</b>	<b>Lake Yealering Bowling Club</b>
<b>Purpose of Organisation</b>	Playing bowls and hosting league clubs from Narrogin, Williams, Pingelly and Brookton.
<b>Incorporated</b>	Yes
<b>Financial information attached:</b>	Yes 10,446.37 + \$25.664 in term deposit
<b>Previous funding:</b>	BBQ \$771.30 in 2014/15
<b>Purpose of funding:</b>	Security Screen
<b>Alternative funding sought:</b>	No
<b>Support of members and general community eg letters of support or meeting minutes provided</b>	Committee had verbal discussion, not minuted.
<b>Total project cost:</b>	\$295
<b>Funding requested:</b>	\$295
<b>Project budget and quotes supplied:</b>	Yes

The Lake Yealering Bowling Club currently has 25 playing members and 50 social members. Social bowls is played on weekends and the club participates in the Upper Great Southern Bowls League. The club also hosts open days and the Community Christmas function as well as night bowls, attracting approximately 40 players over a 6 week period.

The Shire of Wickepin has subsidised the payment of water charges for the Yealering Bowling Club to the value of \$2500 per annum since 2003.

The application from the Lake Yealering Bowling Club for a security screen meets the funding criteria however this is also a compliance issue. The Shire of Wickepin owns the building and the Lake Yealering Bowling Club use it free of charge.

The proposal from the Lake Yealering Bowling Club is greater than 1/3 of project cost.

<b>Applicant 3</b>	<b>Wickepin District Sports Club</b>
<b>Purpose of Organisation</b>	Overarching body for the Wickepin Tennis, Bowls and Golf Clubs.
<b>Incorporated</b>	Yes
<b>Financial information attached:</b>	Yes \$80,786.13 total equity
<b>Previous funding:</b>	\$ 2,810 in 2012/13
<b>Purpose of funding:</b>	The purchase of an honour board for the W.D.S.C central committee as the current board is full.
<b>Alternative funding sought:</b>	Volunteer labour will be provided to collect and hang the board
<b>Support of members and general community eg letters of support or meeting minutes</b>	Minutes of Wickepin District Sports Club meeting provided showing support from committee members and delegates.
<b>Total project cost:</b>	\$1,190.00
<b>Funding requested:</b>	\$1,016.00
<b>Project budget and quotes supplied:</b>	Yes

The Wickepin District Sports Club (WDSC) recently undertook a major upgrade of the Bowling Green surface and surrounds and have committed to repayments of a self-supporting loan and will also contribute to a reserve fund to pay for a new green in future. The WDSC are keen to improve the safety of the sports club building and improve the amenities for members.

The Honour Board is a means of acknowledging the voluntary commitment made by the members to the community and is a visible record of the history of the clubs.

The application from the Wickepin District Sports Club meets the criteria for the grant except that the amount required is greater than 1/3 of the total project cost.

Community Development Officer considers the project worthwhile with a clear community involvement.

<b>Applicant 4</b>	<b>Wickepin Bowling Club</b>
<b>Purpose of Organisation</b>	Playing bowls and hosting league clubs from Narrogin, Williams, Pingelly and Brookton.
<b>Incorporated</b>	No
<b>Financial information attached:</b>	Yes \$1,344.34
<b>Previous funding:</b>	No
<b>Purpose of funding:</b>	To provide lighting over the synthetic bowling greens to enable night time bowls.
<b>Alternative funding sought:</b>	No
<b>Support of members and general community eg letters of support or meeting minutes</b>	Minutes of Wickepin District Sports Club meeting provided showing support. Letter of support from Wickepin District Sports Club.
<b>Total project cost:</b>	\$2,348
<b>Funding requested:</b>	\$2,348
<b>Project budget and quotes supplied:</b>	Yes

The Wickepin Bowling club has approximately 50 members who either play or are socially involved with the club. Their main source of income is local fundraising and membership fees. Social bowls is played on weekends and the club participates in the Upper Great Southern Bowls League.

The community will benefit from being able to utilise the bowling greens at night allowing for more social and corporate bowls.

The application from the Wickepin Bowling Club meets the criteria for the grant except that the amount required is greater than 1/3 of the total project cost i.e. the full project cost is requested. Department of Sport and Recreation funds lighting through its CSRFF Small Grants scheme is available – though projects under \$2500 are expected to be self-funded.

Community Development Officer considers the project worthwhile even though it does not meet the full Community Grants guidelines.

<b>Application 5</b>	<b>Yealering Tennis Club</b>
<b>Purpose of Organisation</b>	To provide a great facility to play tennis and to create a healthy and social outlet for the community.
<b>Incorporated:</b>	Yes
<b>Financial information attached:</b>	Yes, \$13,452.65
<b>Previous funding:</b>	Kitchen upgrade \$6,800 in 2009
<b>Purpose of funding:</b>	Resurface the tennis courts
<b>Alternative funding sought:</b>	No Volunteer labour and own funds
<b>Support of members and general community eg letters of support or meeting minutes</b>	Tennis club minutes show support for the project.
<b>Total project cost:</b>	\$13, 710.00
<b>Funding requested:</b>	\$6,500.00
<b>Project budget and quotes supplied:</b>	Yes

The Yealering Tennis Club has 27 active members who regularly use the courts throughout summer. The club relies on membership fees and volunteers to keep it running. The Yealering Tennis Club has strong support from its members and is a social inviting community area.

Resurfacing has been discussed at committee meetings and was tabled as essential and vital work at the AGM. The application from the Yealering Tennis Club meets the criteria for the grant except that the amount required is greater than 1/3 of the total project cost.

Funding for resurfacing of the courts is available through the Department of Sport and Recreation – Community Sporting and Recreation Facilities Fund Small Grant with the next round opening in July 2015. Yealering Tennis Club is committed to the project and could access one third of the funding from the CSRFF fund, with Shire paying one third of the costs per the Grant Funding Guidelines. One third of total project costs \$4,570.

Community Development Officer considers the project worthwhile even though it does not meet the full Community Grants guidelines and that the Yealering Tennis Club demonstrates the clear need for the courts and the viability of the club.

## Policy Implications:

### 3.1.6 FINANCIAL ASSISTANCE TO SPORTING AND COMMUNITY GROUPS

**OBJECTIVE: Provide guidelines for the provision of financial assistance to community and sporting clubs within the Shire of Wickepin.**

A maximum of 2.5% of the previous year's levied rates may be provided for in Council's budget each year to distribute to community and sporting organisations upon application to the Council.

#### 3.1.6.1 FUND OBJECTIVE

Funds from Council may be made available for the following:

- establishment or improvement of playing areas or buildings necessary for the conduct of sport or for community use; and
- to assist community groups in establishing a service or activity seen as a need for the betterment of and improvement to the enjoyment of life within the community.

Council anticipates funding up to  $\frac{1}{3}$ rd of the total project cost, with the applicant group to contribute  $\frac{1}{3}$ rd and obtain grant funding or other funding for the remaining  $\frac{1}{3}$ rd. Voluntary labour and equipment may be included in the applicant's contribution.

Council employees or equipment may be used in lieu of a cash contribution from Council.

Council will favour applications that would not otherwise be funded through other government grants e.g. CSRFF.

#### 3.1.6.2 APPLICATION PROCEDURE

Applications for funding must be received at the Shire of Wickepin Office by 30 April each year to be considered in the Council budget. Applications are to be made in writing on the Shire of Wickepin Community Grants form (attached).

Applications should only be made when an applicant group is confident that all cash the applicant proposes to contribute will be readily available if a grant is approved.

The value of work undertaken by volunteers can be included in the local contribution but this value may not exceed one third of the completed value of the project. The voluntary work should be described and valued at the rate of \$20.00 per hour.

Funds are not to be used for trophies, prizes or expenses (including loan repayments) incurred in the conduct of the sport or community activities.

Council reserves the right for the CEO or his/her delegate to carry out an inspection of the project at any time prior to and at completion of the project.

### 3.1.6.13 GUIDELINES

All applications must be completed on the Shire of Wickepin Community Grants form attached.
Applications should be supported by 2 written quotes for materials or other goods included in the funding submission if possible.
Applications will be acknowledged as received by Council.
Council reserves the right to request further information on demand.
Council reserves the right to consider and allocate funds without the right of appeal. Money will not be allocated for completed projects. Council reserves the right to set aside large projects as longer term budget items to be funded over more than one year.
No project requiring funding shall commence without the written consent of Council.
Money granted must be spent on the project allocated.
All monies allocated must be spent and claimed by 30 June in the financial year for which it was allocated and any unspent allocation will not be carried over to the next budget year.
Council reserves the right to inspect reserves and buildings without prior notification to the respective committee.

<b>RESOLUTION:</b>	<b>DATE OF REVIEW:</b>
151008.10/11/12/13/14/15	15 October 2008

**Recommendation:**

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.

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.

That Council place in the budget estimates the application for funding from the Lake Yealering Golf Club for \$295 toward the purchase of a new security screen door for the Lake Yealering Golf Club.

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.

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.

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.

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

**Voting Requirements:** Simple majority

**Resolution No 200515-17****Moved Cr Hinkley / Seconded Cr Russell**

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.

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.

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.

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.

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.

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.

**Carried 6/1**



*2.56pm – CEO Mark Hook entered the Chambers.*

*2.56pm – Cr Allan entered the Chambers.*

Governance, Audit and Community Service

## 10.2.05 – Governance, Audit and Community Services Committee Meeting Recommendations

<b>Submission To:</b>	Governance, Audit and Community Services Committee
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Governance, Audit and Community Services Committee
<b>File Reference:</b>	202
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	7 May 2015

**Enclosure / Attachment:** Nil.

### Background:

Governance, Audit and Community Services Committee Meeting held 6 May 2015.

### Comment:

The Governance, Audit and Community Services Committee Meeting was held on Wednesday 6 May 2015 and passed the following Recommendations:

**Moved Cr Russell / Seconded Cr Lansdell**

That the 2015/16 Fees and Charges be entered into the 2015/16 Budget Deliberations.

**Carried 4/0**

**Moved Cr Lansdell / Seconded Cr Martin**

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

**Carried 4/0**

**Statutory Environment:** Nil.

**Policy Implications:** Not applicable.

**Financial Implications:** Nil.

**Strategic Implications:** Not applicable.

### Recommendation:

That Council pass the following recommendations;

1. That the 2015/16 Fees and Charges be entered into the 2015/16 Budget Deliberations.
2. That the Policy Manual as presented in its entirety be adopted by Council.

**Voting Requirements:** Simple majority

**Resolution No 200515-18****Moved Cr Hinkley / Seconded Cr Astbury**

That the 2015/16 Fees and Charges be entered into the 2015/16 Budget Deliberations.

**Carried 8/0**

*The resolution differed to the officer's recommendation as Council felt that Councillors not a member of the Governance, Audit and Community Services committee should have received a copy of the Policy Manual before adopting it.*

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Governance, Audit and Community Services

## 10.2.07 – 2014/2015 Budget 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>	1208
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	6 May 2015

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**Enclosure / Attachment:** Nil

### Background:

Council under the *Local Government (Financial Management) Regulations 1996* must undertake a review of its Budget in each financial year between 1<sup>st</sup> January and 31<sup>st</sup> March.

### Comment:

The Chief Executive Mr Mark Hook, Finance Manager Mrs. Natalie Manton and Works Manager Mr Peter Vlahov have undertaken a full budget review and the table below highlights the major changes to the Adopted 2014/2015 Budget as shown in the Budget Review below for Council adoption.

**Shire of Wickepin**  
**NOTES TO THE BUDGET REVIEW REPORT**  
**For the Period Ended 31st March 2015**

**Note 4: BUDGET VARIANCES**

**Amendments to original budget since budget adoption. Surplus/(Deficit)**

GL Account Code	Description	IE Code	Classification	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
			Opening Surplus(Deficit)	\$	\$	\$
	<b>Budget Adoption</b>					<b>23,517</b>
LPH1	Wickepin Hall Mtce	21	Operating Expenses	5,000		<b>28,517</b>
0212	Conference and Training Expenses	21	Operating Expenses	6,000		<b>34,517</b>
0352	Election Expenses	5	Operating Expenses	5,000		<b>39,517</b>
0572	Insurance	6	Operating Expenses		2,000	<b>41,517</b>
0662	Consultancy Fees	21	Operating Expenses		17,000	<b>58,517</b>
0712	Staff Training	21	Operating Expenses	5,000		<b>63,517</b>
0672	Staff Relocation Expenses	14	Operating Expenses	5,000		<b>68,517</b>
0973	Reimbursements GST	47	Operating Revenue		3,400	<b>71,917</b>
LHS7	Cleaning Vacant Houses	21	Operating Expenses	2,000		<b>73,917</b>
LTS1	Traffic Signs	5	Operating Expenses		4,000	<b>77,917</b>
7122	Long Service Leave	1	Operating Expenses	9,350		<b>87,267</b>
7482	Relocation Expenses	14	Operating Expenses	5,000		<b>92,267</b>
	<b>Amended Budget Cash Position</b>			<b>42,350</b>	<b>26,400</b>	<b>92,267</b>

**Statutory Environment:**

Local Government (Financial Management) Regulations 1996

**33A. Review of budget**

- (1) Between 1 January and 31 March in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) The review of an annual budget for a financial year must —
  - (a) consider the local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year; and
  - (b) consider the local government's financial position as at the date of the review; and
  - (c) review the outcomes for the end of that financial year that are forecast in the budget.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

*\*Absolute majority required.*

- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

**Financial Implications:** Budget Surplus anticipated for the year ending 30<sup>th</sup> June 2015 \$63,517

**Policy Implications:** Nil

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

**Summary:**

Council is being requested to adopt the Annual Budget Review for the year ending 30<sup>th</sup> June 2015.

**Recommendation:**

1. That Council Adopts the Annual Budget Review as presented by the Chief Executive Officer for the year ending 30<sup>th</sup> June 2015.
2. That the Shire of Wickepin forward the adopted budget review to the Department of Local Government.

**Voting Requirements:** Absolute majority

**Resolution No 200515-16****Moved Cr Russell / Seconded Cr Allan**

1. That Council Adopts the Annual Budget Review as presented by the Chief Executive Officer for the year ending 30<sup>th</sup> June 2015.
2. That the Shire of Wickepin forward the adopted budget review to the Department of Local Government.

**Carried 8/0**

Governance, Audit & Community Services

## 10.2.08 – 2015 WALGA AGM - Voting Delegates and Attendees Local Government Week

<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>	1315
<b>Author:</b>	Mark J Hook Chief Executive Officer
<b>Disclosure of any Interest:</b>	Chief Executive officer attend Conference
<b>Date of Report:</b>	11 May 2015

**Enclosure / Attachment:** Nil

**Background:**

The Western Australian Local Government Association (WALGA) has formally given notice that the Annual General Meeting will be held on Wednesday 5 August 2015 from 1.30pm to 5.30pm at the Perth Convention and Exhibition Centre during Local Government Week.

**Comment:**

Council needs to choose the voting delegate to the Annual General Meeting (AGM) of WALGA.

All Member Councils are entitled to be represented by two (2) voting delegates at the Annual General Meeting of the WA Local Government Association.

Council must complete and return the following form to the Association by 9 July 2015 to register the attendance and voting entitlements of Council’s delegates to the Annual General Meeting.

In the event that a Voting Delegate is unable to attend, provision is made for proxy delegates to be registered. Only registered delegates or proxy registered delegates are permitted to exercise voting entitlements on behalf of Member Councils. Delegates may be Elected Members or serving officers. All Voting Delegates, whether registered for the Convention or not, will need to present at the WALGA Delegate Service Desk prior to the AGM to collect their electronic voting device (keypad) for voting and identification tag to gain entry into the Annual General Meeting.

<b>VOTING DELEGATES</b>	<b>PROXY Voting Delegates (2)</b>
Name of Voting Delegates (2): ..... .....	Name of Proxy Voting Delegates (2): ..... .....

Last year's resolution for delegates was:

### **Resolution No 210514-19**

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

That Council nominate the following Elected Members to attend the 2014 WA Local Government Convention being held on Wednesday 6 – Friday 8 August 2014 at the Perth Convention and Exhibition Centre, 21 Mounts Bay Road, Perth;

- Cr Hinkley
- Cr Astbury
- Cr Lansdell
- Cr Martin
- Cr Russell (tentative)

That the two voting delegates be:

- Cr Hinkley
- Cr Martin

**Carried 8/0**

Member Local Governments are also being invited to submit motions for inclusion on the Agenda for consideration at the 2015 Annual General Meeting. Motions must be submitted in writing to the Chief Executive Officer of WALGA. The closing date for submission of motions is COB Monday, 8 June 2015. Please note that any motions proposing alterations or amendments to the Constitution of the WA Local Government Association must be received by COB Friday, 15 May 2015 in order to satisfy the 60 day constitutional notification requirements.

The following guidelines should be followed by Members in the formulation of motions:

- Motions should focus on policy matters rather than issues which could be dealt with by the WALGA State Council with minimal delay.
- Due regard should be given to the relevance of the motion to the total membership and to Local Government in general. Some motions are of a localised or regional interest and might be better handled through other forums.
- Due regard should be given to the timeliness of the motion – will it still be relevant come the Local Government Convention or would it be better handled immediately by the Association?
- The likely political impact of the motion should be carefully considered.
- Due regard should be given to the educational value to Members – i.e. does awareness need to be raised on the particular matter?
- The potential media interest of the subject matter should be considered.
- Annual General Meeting motions submitted by Member Local Governments must be accompanied by fully researched and documented supporting comment.

No motion shall be accepted for debate at the Annual General Meeting after the closing date unless the Association President determines that it is of an urgent nature, sufficient to warrant immediate debate, and delegates resolve accordingly at the meeting. Please refer to the Conference Standing Orders for details.

Council needs to register those Councillors that will be attending Local government week this year so it can all be budgeted for and registrations commenced.



Councils Policy 2.1.1 Councillors Attendance at Conferences, Seminars, Training and Induction Courses States the following:

*Two delegates, two observers, the CEO and partners may attend Local Government Week.*

**The 2015 WA Local Government Convention & Trade Exhibition will be held Wednesday, 5<sup>th</sup> August to Friday, 7<sup>th</sup> August 2015 at the Perth Convention & Exhibition Centre.**

WA Local Government Convention this year is themed Local Government Switched On, the conference aims to inspire new ways of thinking, innovative ways of working, and assist the Local Government sector in shaping its own future. There are a number of travelling speakers this year. The Opening Keynote Speaker is former world chess champion and current Chairman of the Human Rights Foundation International Council, **Garry Kasparov**, 'The Ethics Guy', **Dr Bruce Weinstein**, and Nebraskan agriculture advocate, **Trent Loos**. Flying across the ditch to be at the conference is **Sir Bob Parker KNZM**, former Mayor of Christchurch and from the east coast of Australia, **Tony Mowbray**, sailor and Antarctic adventurer. On Friday, the special guest speaker for the 2015 Convention Breakfast is **Justin Langer**, one of Australia's great top-order batsmen. In addition, the Convention program offers concurrent presentations covering the matters of biodiversity, contemporary country health issues, natural disaster preparedness and building stronger relationships - all designed for further information gathering and to encourage replication of leading practice in the sector.

## Wednesday, 5 August

10.00am Delegate Service Desk open for Convention Registration (PCEC Level 2)

12.00pm – 1.00pm Luncheon for 2015 WALGA Honours Recipients

1.30pm – 5.30pm **WALGA ANNUAL GENERAL MEETING**

Parliamentarian addresses from  
Hon Colin Barnett MLA, Premier (invited)  
Hon Mark McGowan MLA, Leader of the Opposition  
Presentation of Honour Awards

5.30pm – 7.00pm **CONVENTION OPENING WELCOME RECEPTION**

## Thursday, 6 August

7.00am Delegate Service Desk open for Registration (PCEC Level 2)

7.00am – 8.30am **ALGWA (WA) AGM and Breakfast.** Register online via Delegate Registration. Other enquiries to Mayor Heather Henderson, City of Subiaco – M: 0457 733 469 or mayor@subiaco.wa.gov.au; or Cr Janet Davidson OAM JP, City of Perth – M: 0417 974 936 or janetdavidsonjp@hotmail.com

9.00am **OPENING KEYNOTE ADDRESS FROM GARRY KASPAROV**



**Garry Kasparov, Chess Grandmaster and Chairman of the Human Rights Foundation International Council**

Known as an extremely intuitive chess player, Garry Kasparov also emphasises intuition's role in achieving one's full potential as an individual and achieving superior performance as the leader of a group or organisation. His battles with the super computer 'Deep Blue' were headline news worldwide, and he has been at the forefront of innovation in chess for over twenty years. He has been at the cutting-edge of research and the battles between humans and computers from as far back as 1989.

As a master of strategy, Garry will apply the insights and unique perspective from his extraordinary chess career to the issues of leadership, logical thinking, strategy, and success.

10.15am – 11.00am Refreshments

11.00am **SESSION 2 AUGMENTED REALITY IN LOCAL GOVERNMENT**



While augmented reality is not a new concept, we are now in a time of increased consumer awareness and uptake of the technology. The ubiquity of the smartphone, and more recent developments such as Google Glass and Microsoft HoloLens, mean that the application of augmented reality technology presents a real opportunity to improve customer experience and productivity in the public sector. Michael will discuss where the technology is heading, the opportunities for Local Government, and how to incorporate augmented reality opportunities into an enterprise digital strategy.

*Michael Scott, Partner, Deloitte Australia*

12.00pm

**SESSION 3 BOOST YOUR BRAIN AND STAY SWITCHED ON**



Most people work on building up and boosting their financial assets. But how many people work on building up and boosting their greatest asset: their brain? The emerging field of neuroplasticity has shown that the brain can change its own structure and function. It can grow new cells, new circuits and new connections in response to what we do, what we think and how we behave.

This presentation distils the essence of the neuroplastic revolution and gives immediately implementable, practical suggestions to improve the functioning of the brain.

*Dr Helena Popovic*

1.00pm – 2.00pm

Lunch

2.00pm

**SESSION 4 CONCURRENT SESSIONS**

All delegates will be asked to indicate session preference when registering to assist with venue planning.

**Switch On to Biodiversity**

Local Government demonstrates leadership in many different ways. This session will explore how you can use your local natural areas to demonstrate your Council’s leadership, and improve your community’s sense of place and wellbeing. Renowned experts on Western Australia’s unique biodiversity will discuss how it can add value to your community, and demonstrate the leading tools to help you manage your natural areas. Be inspired and take away practical techniques that when implemented, will demonstrate leadership to your community, your peers, and future generations.

**Switch On to Contemporary Country Health Issues**

People living in rural and remote areas do not always have the same opportunities for good health as those living in major cities. This has led to innovative ways of doing things differently. With the introduction of better technologies and service models, access to health services in the bush is changing and encourages a more collaborative approach to health and well-being. Join us to find out more.

**Switch On to Building Stronger Partnerships**

Social commentator Hugh Mackay wrote recently “a good life is lived at the heart of a thriving community, among people we trust, and within an environment of mutual respect”. There are many partners that work collectively create that good life. Using a community development approach, learn how State, Local Government and the not-for-profit sector are working together to achieve the good life for your communities.

**Switch On to Natural Disaster Preparedness**

Leadership in managing disasters and emergencies can minimise the damage inflicted by an event, whilst a lack of successful leadership exacerbates the impact. It is the challenge of the leader to bring things back to ‘normal’. Despite the negative effects that are present in times of crisis, it a window of opportunity in which a leader has the chance to reform institutional structures and relationships.

Leaders need certain skills and abilities in order to manage catastrophes based on the environmental conditions, organisations they lead and scope of the disaster. Join us to explore your leadership in a super storm situation.

3.30pm – 4.15pm

Refreshments

4.15pm

Banners in the Terrace Awards

4.30pm

**SESSION 5 LOOS TALES**

As WA's mining industry settles down, coming out of the construction phase, a different rural and regional focus will evolve around agricultural production. The focus will shift to the requirements of feeding a growing world population, and the opportunities for WA to participate in doing this.

Trent Loos travels the globe to unearth stories about the people involved in the many different facets of production agriculture and to spread the good word about food producers. In 2013, Trent travelled to 22 different American States, Ireland and Canada to share his passion for an industry he truly believes in. He encourages producers to stand up and proudly tell consumers about life on their operations. He utilises modern technologies to share his experiences abroad and to "spread the good word" about this age-old and "essential to life" industry with his radio and web audience.

*Trent Loos, Agriculture Advocate and American Radio Personality*

5.30pm – 7.00pm

**SUNDOWNER** in the Trade Pavillions; **OR**

6.00pm – 7.30pm

**MAYORS AND PRESIDENTS' RECEPTION** at Government House hosted by Her Excellency the Honourable Kerry Sanderson AO (by prior invitation)**Friday, 7 August**

7.00am

**Delegate Service Desk open**

7.30am – 8.45am

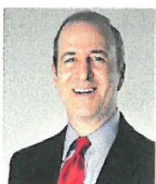
**CONVENTION BREAKFAST WITH JUSTIN LANGER**

Until the announcement of his retirement from test cricket in 2007 Justin was one of Australia's great top-order batsmen. Originally playing at number 3 he moved to opener in 2001 and played 105 test matches scoring 7,696 runs including 23 test centuries. Few have worn the baggy green cap with greater pride.

Justin speaks about the game of cricket with great vision, understanding, experience and humour. He has many valuable stories about the wonderful mateship, the hardships and also the many thrilling triumphs he experienced during his wonderful cricket career.

*Justin Langer appears by arrangement with Saxton Speakers Bureau.*

9.00am

**SESSION 6 IS IT STILL CHEATING IF I DON'T GET CAUGHT?**

Dr Bruce Weinstein, The Ethics Guy, believes that the key to success is having not just emotional intelligence, but ethical intelligence, too. Ethical dilemmas arise every day-from getting back too much change at the supermarket to issues involving areas of government, business, health care, and the law.

Bruce will explore how to apply five principles of ethics that are found in every religion and have been instilled in children by their parents for generations: do no harm, make things better, respect others, be fair and be compassionate.

*Bruce Weinstein, The Ethics Guy*

10.15am – 11.00am

**Refreshments**

11.00am

**SESSION 7 SPEAK UP AND INFLUENCE PEOPLE**

Every day we are faced with opportunities to persuade those around us in the workplace. Some occasions, such as a formal presentation are obvious opportunities to persuade. Other opportunities are less obvious, for example unplanned meetings, an informal conversation with a stakeholder, a lift ride with a possible referrer, a professional development event that you have decided to attend at the last minute. Our persuasiveness is limited by our communication style and often we don't take full advantage of the opportunities that present.

This high energy session will show you that anyone can have the power to influence and the confidence to speak up in meetings, one-on-ones, even conferences. Simply learn the 3 x Ps of Persuasion and have the right attitude.

*Michelle Bowden, Certified Speaking Professional*

12.15pm – 1.15pm Lunch

1.15pm **SESSION 8 LEADERSHIP IN COMMUNITY DEVELOPMENT**



Community development can be defined as the process whereby different people, from different backgrounds, with different and aligned interests come together to resolve issues in a collaborative manner. Local Governments often use this process to assist with decision making and community engagement. Creating active civic, public and commercial areas can also serve to build social capital by providing attractive meeting places for social and economic interaction. The City of Christchurch was faced with the challenge of rebuilding their city in the aftermath of the earthquakes in 2010 and 2011. Join us to explore the community development approach the City of Christchurch undertook to support the rebuild.

Sir Robert Parker served four terms as Mayor of Christchurch City, including during the 2010 and 2011 earthquakes, 2011 being one of New Zealand’s deadliest and most catastrophic natural disasters. He won wide praise for his role, leadership and work in response to the quake that claimed 185 lives, and collapsed or undermined tens of thousands of buildings throughout the city and beyond.

*Sir Robert Parker KNZM*

*This session is proudly supported by the Department of Local Government and Communities. Sir Robert Parker appears by arrangement with Saxton Speakers Bureau.*

2.45pm – 3.15pm Refreshments

3.15pm **CONVENTION CLOSING ADDRESS**  
**SESSION 9 THE POWER OF COMMITMENT**



In 1998, Tony and his crew competed in the Sydney to Hobart Yacht Race, encountering the worst race conditions in its 64 year history. Tony and his team fought a 15 hour epic battle of life and death. Tony’s yacht, Solo Globe Challenger surfed down the face of a 60 foot wave upside down after a monumental knock down. Tragically six men died but against the odds, Tony survived, however his dream of sailing around the world was shattered. His boat all but destroyed, he was physically spent, mentally near broken and severely traumatised.

Just one year and 10 months later Tony had rebuilt his boat, re-ignited his spirit and set off on an epic non-stop journey around the world. In December 2001, just eight months after finishing the solo world trip in front of 30,000 people, Tony and the same team from the 1998 race quietly crossed the finish line of the 2001 Sydney to Hobart, finishing off what they started in 1998.

*Tony Mowbray, Around-the-World Sailor and Antarctic Adventurer*

4.30pm Official Close of the 2015 Local Government Convention

7.00pm – 11.30pm **PRE-DINNER DRINKS AND GALA DINNER, PCEC BelleVue Ballroom**

**Includes:** Train fare, walk and prison guide, refreshments (incl lunch) and transfer back to PCEC.

**\$115** (minimum 10 – maximum 20)

12.00pm – 5.00pm

**CORE CIDERY**

It's a Perth Hills must-do experience. You'll learn about Perth's first cidery, its finest ciders, the brewing process and a few historical yarns from this 4th generation property. The orchard is in a very picturesque destination providing stunning ciders and wines with delicious food.

Please wear closed in shoes and be ready for any weather conditions.

**Includes:** Transport, facilitator, tour and lunch.

**\$115** (minimum 15 – maximum 30)

7.00pm – 11.30pm

**CONVENTION GALA DINNER** (at the PCEC)

**\$90** for partners of Full Delegates

**\$190** for all other guests

## Saturday, 8 August

An additional option for Delegates and Partners

8.30am – 4.30pm

**NEW NORCIA**

Due North is where we are headed this year to the charming town of New Norcia. This is an opportunity to see behind closed doors Australia's only monastic town into some of the richly decorated buildings, many of which are listed on the National Trust and not accessible to the public. For a truly unique experience, we join the monks for Midday prayers after viewing the beautifully Spanish Chapel restored within the Monastery Walls.

Lunch is in the beautiful New Norcia Hotel, built in 1927 as a hostel for parents visiting their children being educated at the town's colleges. After lunch there will be time to wander around the New Norcia Museum and Art Gallery before heading back.

**Includes:** Comfortable coach transport, morning tea, lunch, and New Norcia guide.

**\$150** (minimum 15 – maximum 30)

**Registration required for all activities – prices include GST.**

**Statutory Environment:** Local Government Act 1995

### Financial Implications:

#### Convention Fees

Full delegate \$1,475

#### Optional Extras

Gala Dinner	Full Delegate and Partner	\$180
	Full Delegate	\$90

Breakfast ALGWA AGM	\$55
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Breakfast with Justin Langer	\$55
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#### Partners / Guests

Opening Reception	\$60
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Sundowner Thursday	\$60
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Lunch Thursday	\$50
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Lunch Friday	\$50
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Partner Tours	As listed in program
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Convention Costs 2014/15

Based on 14/15 \$6200

Accommodation Costs:

Based on 14/15 \$4800

**Policy Implications:****2 GOVERNANCE****2.1 MEMBERS OF COUNCIL****2.1.1 COUNCILLORS ATTENDANCE AT CONFERENCES, SEMINARS, TRAINING AND INDUCTION COURSES**

**OBJECTIVE: Council supports relevant training opportunities for Councillors and will meet reasonable costs associated with attending conferences, seminars, training and induction courses.**

Priority is given to induction or training courses specifically organised for the benefit of new Councillors.

Two delegates, two observers, the CEO and partners may attend Local Government Week.

Conferences, seminars or courses held by organisations of which Council is a member or has an interest in (e.g. Central Country Zone of WALGA) may be attended by Council's appointed representatives to those organisations or other nominated delegates.

The Council, Shire President or CEO may authorise payment of costs of attending any conference, seminar, training or induction course including travel, accommodation, meals, telephone expenses, childcare and other reasonable expenses. Councillors must provide all receipts to the CEO.

Reports on attendance at any conference should be provided to Council upon return.

**Strategic Implications:** Nil

**Summary:**

Council is being requested to register delegates and voting delegates for the WALGA Local Government Week Convention and AGM

**Recommendation:**

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:

<b>VOTING DELEGATES</b>	<b>PROXY Voting Delegates (2)</b>
Name of Voting Delegates (2): ..... .....	Name of Proxy Voting Delegates (2): ..... .....

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:

- Mr Mark J Hook
- Cr Delegate
- Cr Delegate
- Cr Observer
- Cr Observer

**Voting Requirements:** Simple Majority

**Resolution No 200515-20**

**Moved Cr Russell / Seconded Cr Hinkley**

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:

<b>VOTING DELEGATES</b>	<b>PROXY Voting Delegates (2)</b>
Name of Voting Delegates (2):	Name of Proxy Voting Delegates (2):
Cr Steven Martin	Wes Astbury
Cr Allan Lansdell	Julie Russell

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:

- Mr Mark J Hook
- Cr Martin Delegate
- Cr Lansdell Delegate
- Cr Astbury Observer
- Cr Russell Observer

**Carried 8/0**




Governance and Community Services

## 10.2.09 – Wickepin Primary School Swimming Platform Wickepin Aquatic Centre

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Wickepin Primary School
<b>File Reference:</b>	2414/1208
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	4 May 2015

### Enclosure / Attachment:

	<b>WICKEPIN PRIMARY SCHOOL</b> ABN: 40 677 299 433 44 Henry Street Wickepin, W.A. 6370 P: (08) 9888 1126 F: (08) 98881148									
	Mrs L Parker Community Development Officer Shire of Wickepin PO Box 19 Wickepin WA 6370	<table border="1"> <tr> <td colspan="2" style="text-align: center;">SHIRE OF WICKEPIN</td> </tr> <tr> <td>DATE RECEIVED:</td> <td>21 APR 2015</td> </tr> <tr> <td>FILE NO:</td> <td>601/1208</td> </tr> <tr> <td>TO:</td> <td>LE</td> </tr> </table>		SHIRE OF WICKEPIN		DATE RECEIVED:	21 APR 2015	FILE NO:	601/1208	TO:
SHIRE OF WICKEPIN										
DATE RECEIVED:	21 APR 2015									
FILE NO:	601/1208									
TO:	LE									

Dear <sup>Lee</sup>~~Mrs Parker~~,

Re: Swimming Lessons and Platform

I would like to thank the Shire of Wickepin for their support of Wickepin Primary School students and the interm swimming programme. Your ongoing support is appreciated.

In reference to those lessons I would like to respectfully request that the shire consider the purchase of another swimming pool platform. Over the next couple of years we will have a large number of younger children who will be attending the lessons and will require the assistance of a platform during their lessons.

### Background:

Council has received the above letter from the principal of the Wickepin Primary School Ms Catherine Gordon requesting Council to consider providing an additional swimming platform at the Wickepin Aquatic Centre for use by the Wickepin Primary School Students during interm swimming lessons at the Wickepin Aquatic Centre.

**Comment:**

Interm swimming lessons with all the Schools and Vac Swim Classes are held at the Wickepin Aquatic Centre annually. The primary Schools have two weeks of interm swimming lessons and have a number of small children attending the classes.

The smaller children find it hard to stand in the middle pool due to its depth and the small pool is not deep enough for swimming lessons. The instructors are finding it hard to teach the smaller children in the middle pool due to the depth and no swimming platform.

The request for a swimming platform has been endorsed by the swimming instructors and the education assistants from the primary schools.

The proposed platform as shown is easily assembled and legs are trimmed to the required depth for individual pools.

The cost of the Kirby Swim Teaching Platform is \$998 GST Exempt.

**Features of Swim Teaching Platform**

- It is built using Vinyl Ester chlorine resistant fibreglass and fits standard width pool lanes
- It can be built to suit any pool depth up to 1.6m
- It is designed for children not yet tall enough to stand on the bottom of the pool
- The unique handrail system creates a clear distinction between classes, is easily to be removed for stacking to minimise required storage space
- Platforms can be interlocked to form one long teaching platform
- The platforms are fitted with wheels to minimise the wear and tear on the platform and eliminate the need for instructors to dangerously lift or carry the platform. The Royal Life Saving Society Australia (WA) recommends the use of STP as an effective training aid

**Benefits of Swim Teaching Platform**

- It is easy to install and remove
- It provides firm base of support to help the nervous or under-confident swimmers feel comfortable as well as avoid inter-class collisions.
- Its non-slip surface helps children, teachers and parents feel safe, comfortable and confident
- It enables eye-level contact between instructors and students making instructions easier
- The removable handrail system minimises required storage space



**Swim Teaching Platform 1.80m width**

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

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

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

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

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

**Statutory Environment:**

Department of Sport and Recreation Community Pools Revitalisation Program guidelines 2014

**Policy Implications:** Nil

**Financial Implications:** The cost of the Kirby Swim Teaching Platform is \$998 GST Exempt.

**Strategic Implications:**

Fits within theme 4 of Council Strategic Plan:

<b>Theme 4 – To Provide and Encourage the use of a Variety of Recreational, Educational and Cultural Facilities</b>		
A healthy, strong and connected community that is actively engaged and involved		
<b>Goal</b>	<b>Action</b>	<b>Measure</b>
<b>4.1 Support the development and maintenance of recreational facilities and organisations in the district.</b>	<ul style="list-style-type: none"> <li>• Provide regular maintenance and development of recreation facilities.</li> <li>• Provide and maintain walk trails for recreation and tourism purposes.</li> </ul>	<ul style="list-style-type: none"> <li>• We have adopted a recreation maintenance and development plan to be published to the community to address this need.</li> </ul>
<b>4.2 Give support to the retention and expansion of educational facilities in the community.</b>	<ul style="list-style-type: none"> <li>• We progressively upgrade and provide community amenities and facilities that cater to the needs of all age groups. This includes recognising particular community group needs that may include adequate medical facilities for local health issues.</li> </ul>	<ul style="list-style-type: none"> <li>• We have a clear, published community educational and facilities plan that addresses the community's needs.</li> </ul>
<b>4.3 Community engagement</b>	<ul style="list-style-type: none"> <li>• Council proactively engages with all elements of its community in order to make decisions that reflect positively on the future of the Shire.</li> </ul>	<ul style="list-style-type: none"> <li>• A clear, documented engagement process with set activities that are tracked and reported against on a quarterly basis.</li> </ul>
<b>4.4 Give support to Arts, Crafts and Cultural activities and Special Events</b>	<ul style="list-style-type: none"> <li>• Maintain the present level of support to Arts &amp; Crafts and Cultural Groups.</li> <li>• Encourage the conduct of "Special Events" by community and other groups</li> </ul>	<ul style="list-style-type: none"> <li>• We publish a monthly calendar of events and actively invest in the promotion of community activities.</li> <li>• The Shire will actively facilitate access to suitable tertiary education services to help meet our community's needs.</li> </ul>

**Summary:**

Council is being requested to provide for the installation of a Kirby Swim Teaching Platform at the Wickepin Aquatic Centre in the 2015/2016 Budget estimates through the 2015/2016 Department of Sport and Recreation Community Pools Revitalisation Program.

**Recommendation:**

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.

**Voting Requirements:** Simple majority

**Resolution No 200515-21****Moved Cr Lang / Seconded Cr Hinkley**

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.

**Carried 8/0**

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Governance, Audit & Community Services

## 10.2.10 – Campfire Country – Waiving Fees Wickepin Community Centre

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	David and Therese Higginson, Campfire Country
<b>File Reference:</b>	311
<b>Author:</b>	Mark J Hook Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	8 May 2015

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**Enclosure / Attachment:** Nil

### Background:

Council has received the following email from David and Therese Higginson of Campfire Country:

*As previously discussed, we are writing in regards to our usage of the Community Sports Centre on the 30th October to the 1st November as booked. Would you please consider waiving the fees for the hire of this venue? We will be bringing approximately 50 caravans/motorhomes to your area and some of the proceeds from the shows will be donated to local organisations. We will be holding a community event on the Saturday night, and hopefully attract a lot of locals to either perform or mingle with our travelling country music followers. On Sunday we hope to have either a luncheon or dinner catered by one of your local organisations, with either an afternoon or evening of bush poetry/singing/open mic sessions etc. Before we print our flyers for the event, could you please let me know the correct name and address of the centre? Do you have promotional brochures for your local attractions to distribute to our "Hall Crawlers" before arrival, so they may visit either before/during or after our event? We will need at least 50.*

### Comment:

Council Policy 3.1.5, Waiving of Fees and Charges for Council Facilities states:

*The CEO is permitted to waive Fees and Charges for the use or hire of Council facilities if the following criteria are met:*

- *the organisation hiring the Council facility is a local not-for-profit community organisation; and*
- *an application is made in writing 7 days before the Council facility is hired.*

*The following community groups, organisations and events are entitled to use of the halls and Community Centre free of charge, as set in Council's annual Fees and Charges, for non-profit functions:*

- *Wickepin, Yealering and Tincurrin Primary Schools;*
- *Yealering Progress Association;*
- *Harrismith Community Centre Committee;*
- *community Christmas functions; and*
- *annual Senior Citizens Luncheon.*

*All other requests for reductions, concessions or waiving of hire charges will be considered at the discretion of Council.*

Council has received an application via email from David and Therese Higginson of Campfire Country on 1 May 2015 requesting Council waive fees for the Hire of the Wickepin Community Centre for 30 October to the 1 November for a Country Campfire event.

The cost of the fees for the Wickepin Community Centre for this event would be \$290 for the function rooms kitchen and ram pavilion area for the two days based on Saturday Function room and Kitchen being \$160 and Sunday function room and Court hire being \$130, totalling to \$290.

<b>Wickepin Community Centre</b>	<b>Receipt to 149130</b>		
Full Day or Night Function			
Function Room 1	\$80.00	\$72.73	\$7.27
Function Room - Mezzanine	\$80.00	\$72.73	\$7.27
Kitchen	\$80.00	\$72.73	\$7.27
<b>Court Hire -</b>			
Full day	\$50.00	\$45.45	\$4.55

The program for the Country Campfire includes a community event on the Saturday night, to attract locals to either perform or mingle with the travelling country music followers. Sunday will either be a luncheon or dinner catered by a local organisation, with either an afternoon or evening of bush poetry/singing which will include an open mic session.

As this is providing an avenue for local sporting and community groups to raise funds through provision of meals etc. the waiving of the \$290 fees is supported by the Chief Executive Officer.

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

### **Policy Implications**

#### **3.1.5 WAIVING OF FEES AND CHARGES FOR COUNCIL FACILITIES**

**OBJECTIVE: Provide clear parameters in relation to waiving Fees and Charges for Council facilities.**

The CEO is permitted to waive Fees and Charges for the use or hire of Council facilities if the following criteria are met:

- the organisation hiring the Council facility is a local not-for-profit community organisation; and
- an application is made in writing 7 days before the Council facility is hired.

The following community groups, organisations and events are entitled to use of the halls and Community Centre free of charge, as set in Council's annual Fees and Charges, for non-profit functions:

- Wickepin, Yealering and Tincurrin Primary Schools;
- Yealering Progress Association;
- Harrismith Community Centre Committee;
- community Christmas functions; and
- Annual Senior Citizens Luncheon.

All other requests for reductions, concessions or waiving of hire charges will be considered at the discretion of Council.

### Financial Implications:

Loss of income of \$290 for waiving the hire charges of the Wickepin Community Centre for the 30th October to the 1st November for a Country Campfire event.

### Wickepin Community Centre fees and charges 2014/2015

<b>Wickepin Community Centre</b>	<b>Receipt to 149130</b>		
Full Day or Night Function			
Function Room 1	\$80.00	\$72.73	\$7.27
Function Room - Mezzanine	\$80.00	\$72.73	\$7.27
<b>Aerobics, Tai Chi, Gymnastics, Ballet, Karate</b>	<b>\$15.00</b>	<b>\$13.64</b>	<b>\$1.36</b>
<b>Play Group Casual Daily Rate</b>	<b>\$15.00</b>	<b>\$13.64</b>	<b>\$1.36</b>
Kitchen	\$80.00	\$72.73	\$7.27
Bar	\$80.00	\$72.73	\$7.27
<b>Half Day</b>			
Function Room 1	\$45.00	\$40.91	\$4.09
Function Room - Mezzanine	\$45.00	\$40.91	\$4.09
Kitchen	\$45.00	\$40.91	\$4.09
Bar	\$45.00	\$40.91	\$4.09
Crèche	\$45.00	\$40.91	\$4.09
<b>Aerobics, Tai Chi, Gymnastics, Ballet, Karate</b>	<b>\$15.00</b>	<b>\$13.64</b>	<b>\$1.36</b>
<b>Play Group Casual Daily Rate</b>	<b>\$15.00</b>	<b>\$13.64</b>	<b>\$1.36</b>
<b>Additional fee for Cleaning</b>	<b>\$50.00</b>	<b>\$45.45</b>	<b>\$4.55</b>
<b>Non-profit community groups - per hour</b>	<b>\$5.00</b>	<b>\$4.55</b>	<b>\$0.45</b>
Bain Marie	\$70.00	\$63.64	\$6.36
Pie Warmer	\$40.00	\$36.36	\$3.64
Urn	\$5.00	\$4.55	\$0.45
Portable PA System	\$50.00	\$45.45	\$4.55
Crockery & Cutlery - per 20 sets	\$15.00	\$13.64	\$1.36
<b>Free use for all shire school activities</b>			

<b>Main Pavilion Hire</b>	<b>Receipt to 149130</b>		
<i>Sheep Field Days</i>		\$0.00	\$0.00
Annual Pen Hire - Non original Sponsor	\$500.00	\$454.55	\$45.45
Annual Pen Hire - Original Sponsor (after 3 years from 2007)	\$100.00	\$90.91	\$9.09
<b>Other Expo's</b>		\$0.00	\$0.00
Pavilion Hire - per day	\$165.00	\$150.00	\$15.00
Pavilion Hire - per 1/2 day	\$80.00	\$72.73	\$7.27
<b>Non Scheduled Sport Activities - Hire of court area</b>			
<b>Court Hire -</b>		\$0.00	\$0.00
Full day	\$50.00	\$45.45	\$4.55



half day	\$25.00	\$22.73	\$2.27
<b><i>Free use for all shire school activities</i></b>			

**Strategic Implications:** Nil

**Summary:**

Council is being requested to waive 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.

**Recommendation:**

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.

**Voting Requirements:** Simple Majority

**Resolution No 200515-22**

**Moved Cr Hinkley / Seconded Cr Allan**

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.

**Carried 8/0**

Governance, Audit & Community Services

## 15.2.11 – Yealering Motorcycle Enduro

<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>	1105
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	11 May 2015

### Enclosure / Attachment:

- Risk Management Plan
- Map of Track
- Certificate of Insurance
- Land Lease
- Disclaimer and Indemnity Form

### Background:

Council has received the following request from the Yealering Motorcycle Riders Club:

SHIRE OF WICKEPIN	
DATE RECEIVED:	12 MAY 2015
FILL NO:	1105 14/05/15
TO: <i>CEO</i>	


To Whom it may concern,

Yealering Motorcycle Riders Club Inc. would like to request the use of shire land around the Yealering Lake, the town caravan park and its ablution block, and the use of the town oval for overflow of camping, for an up and coming motorcycle enduro. We have included a map of the planed race track, insurance policy, a copy our risk management plan, Indemnity forms for land owners and riders.

Also included is a Land Lease Form signed by the land owners giving us permission to use part of their land. There will be strictly no riding before the event and no riding on the oval throughout the weekend. All tracks on shire land will be on salt affected dirt and shall have no damage to any fauna.

Kind Regards

Yealering Motorcycle Riders Club



**Comment:**

This Event was held last year and Council passed the following Resolution in regard to last year's event:

**Resolution No 160414-18****Moved Cr Allan / Seconded Cr Hinkley**

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.

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.

**Carried 8/0**

Council only received one complaint last year from the Yealering Golf Club. The organisers of the event this year have moved the event away from this area to help prevent any disruption to the Yealering Golf Club.

The Yealering Motor Cycle Riders Club will require Council's permission to use the following Council facilities and the actual Lake area which is on a Council Managed Reserve:

- Use of the Yealering Caravan Park Ablutions,
- Use of the Town Oval for camping
- Use of Yealering Lake reserve 9610

All of the areas requested are part of Reserve 9610 Avon Location 29612 on DP 30829 reserved with the Shire of Wickepin for Recreation and water. With the Reserved being vested for Recreation and Water the use of the Reserve for the Motorcycle Enduro fits the definition of Recreation under Councils vesting Order. Therefore, Council is within its rights to grant the use of Reserve 9610 for the use off an Enduro Motorcycle event.

As the entry makes all the competitors' sign a Disclaimer and Indemnity Form and the Yealering Motorcycle Riders Club Incorporated have given all land holders concerned an Indemnity Release and Hold Harmless Agreements, Councils Liability would be limited if there was any actions due to the Event being run on Councils Land.

Council will require the Yealering Motorcycle Riders Club to enter into a Release and Hold Harmless Agreements prior to the event with the Shire of Wickepin to decrease Councils Liability in case of any serious accident.

The organisers have advised that no Flora or Fauna will be damaged within the Reserve by any of the event riders.

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

**Policy Implications:****8.3 OTHER RECREATION AND SPORT****8.3.1 CAMPING AND OVERNIGHT STAY REQUESTS****OBJECTIVE: Provide clear parameters in relation to camping-overnight stay requests.**

Upon application, Council may approve overnight stays in nominated Shire of Wickepin community facilities, including Wickepin Community Centre and Yealering Hall.

Overnight stays will not be approved for private functions such as birthday parties, weddings, funerals, end of season sporting club functions.

Council shall restrict the number of people permitted to stay overnight to:

- Wickepin Community Centre – maximum of 80 people.
- Yealering Hall – max 50 people.

Groups shall not be permitted to stay more than 3 nights in a row.

Council shall ensure when booking is made at the Shire of Wickepin admin office and that a copy of Councils Emergency Evacuation and Safety Management Plan is made known and provided to the hirer.

The intention is to cater for groups involved with charity/fundraising, passive recreation (cycling clubs) and school groups involved in excursions.

**Financial Implications:** Nil

**Strategic Implications:** Nil

**Summary:**

Council is being requested to allow the Annual Yealering Motorcycle Enduro to operate on Council reserve 9610 reserved for Recreation and Water within the Yealering Townsite.

**Recommendation:**

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.

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.

**Voting Requirements:** Simple Majority

**Resolution No 200515-23****Moved Cr Allan / Seconded Cr Lansdell**

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.

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.

**Carried 8/0**


*3.18pm – CDO Lee Parker departed the Chambers.*

Governance, Audit and Community Services

## 10.2.12 – Harrismith Golf Club Security Screen Door

**Submission To:** Ordinary Council  
**Location / Address:** Whole Shire  
**Name of Applicant:** Harrismith Golf Club  
**File Reference:** 537  
**Author:** Mark J Hook, Chief Executive Officer  
**Disclosure of any Interest:** Nil  
**Date of Report:** 4<sup>th</sup> May 2015

### Enclosure / Attachment:

<b>Harrismith Golf Club, P O Box 15, TINCURRIN, WA, 6361.</b>	
27 <sup>th</sup> April, 2015.	
Mr Mark Hook, C.E.O, Shire of Wickepin, WICKEPIN, WA, 6370.	
RE: The Harrismith Golf Club.	
Dear Sir, I am the Secretary of the Harrismith Golf Club.	
At a recent inspection of the building by our management committee, it was agreed that a fly screen/security door is needed on the external door to the children's play/activity room. This door links the playroom to the playground outside. The safety of the children would be significantly improved with the installation of a security screen door.	
The members of the Harrismith Golf Club ask that the Shire of Wickepin give consideration to providing this door. Please feel free to contact me to discuss this matter further.	
Kind regards	
Claire Bayley, Secretary, Harrismith Golf Club. Mobile: 0427 811 677	
	

SHIRE OF WICKEPIN	
DATE RECEIVED:	28 APR 2015
FILE NO:	537
TO:	020

### Background:

Council has received a request from the Harrismith Golf Club to provide a new security screen door at the Harrismith Golf Club for the external door to the children's play/activity room which links the playroom to the outside playground area.

**Comment:**

Council currently appears to have no agreements with any of its sporting bodies utilising facilities on Council reserved or titled land.

There are policies in relation to the Yealering Hall and the Harrismith Hall/Community Centre which outlines each body's responsibilities.

- 8.1.1 YEALERING HALL MANAGEMENT
- 8.1.1.2 HARRISMITH HALL MANAGEMENT

As the Sporting Clubs and Community based groups are finding it harder to operate with diminishing numbers, situations such as this will be increasing and Council will be required to provide more to maintain the existing facilities.

The cost of providing a security door at the Harrismith Golf Club as requested will be in the vicinity of \$600 installed.

The Harrismith Golf Club submitted a Community Grant in 2014/2015 for the a new hot water system at the Harrismith Golf Club at a cost of \$890 and Council granted the Harrismith Golf Club a grant through 2014/2015 Community Grant allocations in the amount of \$890 for the new hot water system.

Council has budgeted the following for the Harrismith Community Centre/Golf Club in the 2014/2015 Adopted Budget:

<b>LCC2</b>	<b>Harrismith Community Centre / Golf Club</b>			<b>2014/015</b>
	Labour	1	200	
	Overheads	98	106	
	Utilities	2	500	
	Contracts/Consultants	21	750	
	Insurance	6	567	
	Materials	5	250	<b>2,373</b>

The current expenditure for LCC2 Harrismith Community Centre / Golf Club is as follows:

Account Enquiry - LCC2 - HARRISMITH COMMUNITY CENTRE			
Description	Original Budget	Actual 30/04/2015	Last Year's Actual
01 EMPLOYEE COSTS - SALARY & WAGE	200.00	0.00	0.00
02 UTILITY CHARGES	500.00	346.84	438.13
05 MATERIALS	250.00	25.45	0.00
06 INSURANCE	567.00	563.60	544.70
21 CONTRACTS	750.00	312.22	0.00
94 PLANT COSTS ALLOCATED	0.00	0.00	0.00
98 LABOUR OVERHEADS	106.00	0.00	0.00
<b>Total</b>	<b>2373.00</b>	<b>1248.11</b>	<b>982.83</b>

Council still has an amount of \$663 under contracts and materials in the 2014/2015 budget actuals.

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

## **Policy Implications**

Policy 3.1.6 Financial Assistance to Sporting and Community Groups

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### **8.1.1 YEALERING HALL MANAGEMENT**

Council shall be responsible for the following:

- Pay for electricity, gas and water.
- Cleaning and providing cleaning equipment e.g. vacuum cleaner, brooms, mops, buckets, etc.
- Disposable items for the toilets e.g. toilet paper, paper towels, urinal blocks, floor cleaners, toilet cleaners, etc. (spares to be kept in store room).
- Kitchen consumables.
- Ensuring toilets are cleaned including cleaning prior to special functions or as required.
- Cleaning supplies to be kept in storage room and key available to the cleaner.
- Provision of new kitchen equipment.
- Application of Feist Watson Floor Shine on wooden floor annually.
- All windows to be cleaned.
- Carpet in foyer to be professionally cleaned annually.
- Replacement of any kitchen equipment as required (e.g. breakages).
- Any maintenance jobs annually.
- Maintenance of hot food bain marie, warming cupboard, refrigerators, crockery and cutlery, electrical appliances and other basic kitchen equipment.

The Yealering Progress Association shall be responsible for the following:

- Arranging working bees when necessary, to continue to enhance and improve the facility.
- Reporting to the Shire of Wickepin any damage or extra cleaning that may be required.
- Ongoing repairs and maintenance of the building.
- Ensuring access to toilet facilities is made available.
- Undertaking an annual inspection and reporting all required maintenance and replacement of equipment to the Shire of Wickepin.



There should be at least five sets of keys to be held by the following;

- Cleaner/caretaker – Yealering
- Shire of Wickepin
- Yealering Progress Association President
- Yealering Progress Association Secretary
- Yealering Post Office – in case of emergency.

All bookings should be made through the Shire of Wickepin.

The hirers shall be responsible for the following:

- Facility must be left in a clean and tidy state.
- Any area used must be appropriately cleaned, with chairs and tables stacked away.
- Obtaining the appropriate licences and/or paying appropriate royalties for the sale of liquor or broadcasting of music.
- Special cleaning instructions will be mounted on inside of broom cupboard in kitchen.
- If the cleaning undertaken by any individual or organisation is found to be inadequate then the hirer will be billed for the cost of additional cleaning.

Waiver of hire charges will be dealt with in accordance with Council Policy Waiving of Fees and Charges.

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#### 8.1.1.2 HARRISMITH HALL MANAGEMENT

Council shall be responsible for the following:

- Pay for electricity and gas.
- Cleaning and provide cleaning equipment e.g. brooms, mops, buckets, etc.
- Disposable items for the toilets e.g. toilet paper, paper towels, urinal blocks, floor cleaners, toilet cleaners, etc. (spares to be kept in store room).
- Cleaning supplies to be kept in storage room and key available to the cleaner.
- Any maintenance jobs annually.
- Ensuring toilets are cleaned, including cleaning prior to special functions or as required.

Harrismith Community Centre Committee shall be responsible for the following:

- Provide and maintain kitchen equipment and kitchen consumables.
- Organising working bees when necessary, to continue to enhance and improve the facility.
- Reporting to the Shire of Wickepin any damage or extra cleaning that may be required.
- Promoting the ongoing repairs and maintenance of the building.

- Ensuring access to toilet facilities.

All bookings should be made through the Harrismith Community Centre Committee and all funds forwarded to the Shire of Wickepin quarterly.

The hirers shall be responsible for the following:

- Facility must be left in a clean and tidy state.
- Any area used must be appropriately cleaned, with chairs and tables stacked away.
- Obtaining the appropriate licenses and/or paying appropriate royalties for the sale of liquor or broadcasting of music.
- Special cleaning instructions will be mounted on inside of broom cupboard in kitchen.
- If the cleaning undertaken by any individual or organisation is found to be inadequate then the hirer will be billed for the cost of additional cleaning.

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### 8.3.2 MAINTENANCE

**OBJECTIVE: Provide clear parameters in relation to maintenance of the community halls.**

The following halls shall be classed as community halls and their direct management is the responsibility of local community groups:

- Yealering CWA Hall.
- Tincurrin Town Hall.

Council shall be responsible for electricity, insurance and water costs.

**Financial Implications:**

Cost of security door; grille triple lock hinged security door with sub frame, standard colour \$578 installed Perth metro.

**Strategic Implications:** Nil

**Summary:**

Council is being requested to provide a new security screen door at the Harrismith Golf Club for the external door to the children's play/activity room which links the playroom to the outside playground area at a cost of \$600

**Recommendation:**

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 the playroom to the outside playground area at a cost of \$600 from Job Account number LCC2 Harrismith Community Centre/Golf Club.

**Voting Requirements:** Simple majority

**Resolution No 200515-24****Moved Cr Astbury / Seconded Cr Hinkley**

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 the playroom to the outside playground area at a cost of \$600 from Job Account number LCC2 Harrismith Community Centre/Golf Club.



**Carried 8/0**

Governance, Audit and Community Services

**10.2.13 – ALGA – Financial Assistance Grants to Local Government**

**Submission To:** Ordinary Council  
**Location / Address:** Whole Shire  
**Name of Applicant:** Mark J Hook, Chief Executive Officer  
**File Reference:** 1500  
**Author:** Mark J Hook, Chief Executive Officer  
**Disclosure of any Interest:** Nil  
**Date of Report:** 12 May 2015

**Enclosure / Attachment:**

	AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION									
10 April 2015										
Cr Steven Martin Shire of Wickepin PO Box 19 WICKEPIN WA 6370	<table border="1"> <tr> <th colspan="2">SHIRE OF WICKEPIN</th> </tr> <tr> <td>DATE RECEIVED:</td> <td>16 APR 2015</td> </tr> <tr> <td>FILE NO:</td> <td>1500</td> </tr> <tr> <td>TO:</td> <td>CEO</td> </tr> </table>		SHIRE OF WICKEPIN		DATE RECEIVED:	16 APR 2015	FILE NO:	1500	TO:	CEO
SHIRE OF WICKEPIN										
DATE RECEIVED:	16 APR 2015									
FILE NO:	1500									
TO:	CEO									
Dear Cr Martin										
<b>Financial Assistance Grants to Local Government</b>										
<p>Local councils across Australia have recently received the third quarterly payment of Commonwealth Financial Assistance Grants (FAGs) to local government for this financial year. FAGs are an important untied payment to councils from the Australian Government which are invested in essential community infrastructure and services ranging from local roads and parks to swimming pools and libraries. Councils will receive \$2.3 billion from the Australian Government in 2014-15 under this important program.</p>										
<p>ALGA welcomes the payment of FAGs to local government, and acknowledges the importance of this direct funding link between the Commonwealth and local government. However, it is also important that the level of funding provided to councils, the sphere of government closest to the community, is adequate to ensure infrastructure and services are provided at a reasonable level in all communities.</p>										
<p>FAGs funding is not currently keeping pace with demand for services and infrastructure in local communities, and the freeze of indexation will worsen this. Freezing FAGs at their current level until 2017-18 will result in a permanent reduction in the FAGs base by 13%.</p>										
<p>ALGA, in its 2015 Federal Budget submission, has called for FAGs indexation to be restored immediately and for the Federal Government to consider the adequacy of the quantum of FAGs and the indexation methodology in the future.</p>										
<p>While the FAGs are paid through each state's Local Government Grants Commission, the funding originates with the Commonwealth and it is important it is recognised as such. We are asking your council, and every other council in Australia, to pass a resolution acknowledging the importance of the Commonwealth's Financial Assistance Grants in assisting councils to provide important community infrastructure. We are also asking councils to acknowledge the receipt of Financial Assistance Grants from the Commonwealth in media releases and council publications, including your annual report.</p>										
<p>The FAGs are paid quarterly and it would help to illustrate the importance and impact of the grants if councils identified an individual project of a similar size to their annual or quarterly FAGs payment and highlighted this to the media and your local Federal Member and Senator in a positive story on the grant funds.</p>										

Falling levels of Financial Assistance Grants threaten the provision of important services in all local communities. The financial sustainability of local government is of utmost importance for our communities, and we urge you to support the campaign to maintain Financial Assistance Grants and restore indexation of the grants by passing a resolution similar to draft resolution attached. Once your council has passed this resolution, please advise ALGA by emailing [alga@alga.asn.au](mailto:alga@alga.asn.au). This will allow us to compile a national list.

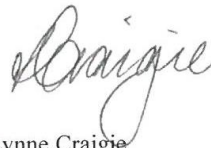
Full details on FAGs payments for the current financial year are available on the Department of Infrastructure and Regional Development website at [www.regional.gov.au/local/assistance](http://www.regional.gov.au/local/assistance).

Thank you for your commitment to the local government sector and your assistance in our campaign to restore the indexation of Financial Assistance Grants.

Yours sincerely



Mayor Troy Pickard  
President  
Australian Local Government Association



Cr Lynne Craigie  
Deputy President  
Western Australian Local Government Association

**Attachment****Council Resolution**

*That the Council:*

- 1. Acknowledges the importance of federal funding through the Financial Assistance Grants program for the continued delivery of councils services and infrastructure;*
- 2. Acknowledges that the council will receive \$X.Y million in 2014 - 15; and*
- 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.*

**Rationale**

FAGs are a vital part of the revenue base of all councils, and this year councils will receive \$2.3 billion from the Australian Government under this important program.

The Government's decision in the 2014 Federal Budget to freeze the indexation of FAGs for three years beginning in 2014-15 will unfortunately cost councils across Australia an estimated \$925 million by 2017-18.

ALGA and the state local government associations are seeking the support of Council for advocacy to have the Federal Government reverse the decision to freeze the indexation of FAGs.

While the FAGs are paid through each state's Local Government Grants Commission, the funding originates with the Commonwealth and it is important it is recognised as such. Council, and every other council in Australia, have been asked to pass a resolution acknowledging the importance of the Commonwealth's Financial Assistance Grants in assisting Council to provide important community infrastructure.

Council is also being asked to acknowledge the receipt of Financial Assistance Grants from the Commonwealth in media releases and council publications, including our annual report and to highlight to the media a council project costing a similar size to the FAGs received by Council so that the importance and impact of the grants can be more broadly appreciated.

**Background:**

Council has received the above letter from ALGA and WALGA in relation to the Federal Financial Assistance Grants to Local Government through the WA grants Commission.

**Comment:**

For Local Government to keep pace from demand on its services Council needs the Federal Assistance Grants to keep pace at least with an indexation equal to any CPI.

**Statutory Environment:** Grants Commission and FAG's guidelines

**Financial Implications:** A reduction of the FAGS base of at least 13%

**Policy Implications:** Nil

**Strategic Implications:** Nil

**Summary:**

Council is being requested to acknowledge the receipt of financial assistance grants from the Commonwealth in media releases and Council publications including Annual Reports.

**Recommendation:**

That Council:

1. Acknowledges the importance of federal funding through the Financial Assistance Grants program for the continued delivery of Councils services and infrastructure;
2. Acknowledges that the Council will receive \$ 1,454,247 in 2014/2015; and
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.

**Voting Requirements:** Simple majority

**Resolution No 200515-25**

**Moved Cr Russell / Seconded Cr Hinkley**

That Council:

1. Acknowledges the importance of federal funding through the Financial Assistance Grants program for the continued delivery of Councils services and infrastructure;
2. Acknowledges that the Council will receive \$ 1,454,247 in 2014/2015; and
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.

**Carried 8/0**

Governance, Audit and Community Services

## 10.3.01 – Townscape & Cultural Planning Committee Meeting

### Recommendations

<b>Submission To:</b>	Townscape & Cultural Planning Committee
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Governance, Audit and Community Services Committee
<b>File Reference:</b>	1533/206
<b>Author:</b>	Leah Pearson, Executive Support Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	13 May 2015

**Enclosure / Attachment:** Nil

### Background:

Townscape & Cultural Planning Committee Meeting held Wednesday 13 May 2015.

### Comment:

The Townscape & Cultural Planning Committee Meeting was held on 13 May 2015 and passed the following recommendation:

#### **Moved Kevin Coxon / Seconded Cr Easton**

That it be recommended to Council that \$20,000 be allocated for the Harrismith Cemetery Upgrade in the 2015/2016 budget estimates.

**Carried 11/0**

**Statutory Environment:** Nil.

**Policy Implications:** Not applicable.

**Financial Implications:** Nil.

**Strategic Implications:** Nil

### Recommendation:

That Council pass the following recommendation:

1. That \$20,000 be allocated for the Harrismith Cemetery Upgrade in the 2015/2016 budget estimates.

**Voting Requirements:** Simple majority.

#### **Resolution No 200515-26**

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

That Council pass the following recommendation:

1. That \$20,000 be allocated for the Harrismith Cemetery Upgrade in the 2015/2016 budget estimates.

**Carried 8/0**



## 11. President's Report

The President Steven Martin congratulated all those involved in the organisation of ANZAC Day.

The President Steven Martin gave an update on the Wheatbelt South Aged Housing Opportunities meeting attended on 15 April 2015 attended with the CEO Mark Hook and neighbouring Councils.

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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>	11 May 2015

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### Lake Yealering Bowling Club

The Chief Executive Officer has been advised that the resubmitted CSRFF grant application for the conversion of the grass to Synthetic Greens at the Lake Yealering Bowling Club will not be decided until the last week in May 2015 or the 2<sup>nd</sup> Week in June 2015.

The amount in the budget for the CSRFF grant will be moved to the Reserve accounts and budgeted for in the 2015/2016 Budget if Council is unable to expend the funds if successful in the 2014/2015 financial year.

### Staff Housing 5 Smith Street

Smith Street is currently vacant and may not be required for staff housing in the immediate future. The CEO has had a request to privately rent this property.

Investigation with the Narrogin Real Estate companies has shown that the current asking rent in Wickepin for a house of this standard is around the \$300 to \$350 per week mark. The Chief Executive Officer will negotiate the private rental for this property if not required for staff at the weekly rental of \$300 per week.

### Tincurrin Primary School

The Chief Executive Officer has been contacted by the Education Department to be a community member on the Tincurrin School Closure Implementation Committee that is to be formed.

The Chief Executive Officer has accepted the position of community member on the Tincurrin School Closure Implementation Committee.

The Principal of the Tincurrin Primary School has contacted the Chief Executive Officer advising that they are required to assist in the formation of an implementation committee for the closure of the Tincurrin Primary School and the committee will develop an implementation plan that addresses the specific needs of the students, school and the community including where required:

- Student transition
- Student information management
- Parent groups
- Financial management
- Utilities management
- Assets and resources
- Record, historic artefacts and memorabilia
- School identity
- A communication and resourcing the change
- monitor implementation
- Consider issues and concerns as they arise
- Revise the implementation process as appropriate

The date for the first meeting is 27 May 2015 commencing at 1.00pm at the Tincurrin Primary School.

### **Royalties for Regions – Creating Aged Friendly Communities in Small Towns**

Council has been advised by the Wheat Belt Development Commission that the application for financial assistance through the Royalties for Regions Creating Aged Friendly Communities Small Grant Scheme has been successful.

The Wheatbelt Development Commission will be in contact to negotiate the terms of a 'Grant Agreement', including any funding conditions they have specified. Council cannot progress with the project until the agreement has been signed by both parties. The agreement should be signed by Wednesday the 13<sup>th</sup> May 2015. The projects have been approved for funding of \$51,260 (excluding GST) is:

- |  |          |
|--|----------|
| • Development of a gazebo, footings and lighting                 | \$36,160 |
| • Health Centre crossing and Johnston Lane crossing and pathways | \$ 9,000 |
| • Equipment for Seniors in Johnston Park                         | \$ 6,100 |

### **Wickepin Sporting Complex**

Works at the Wickepin Sporting Complex are nearing completion with the asphalt being laid and the two coat bitumen seal should be laid around the 14<sup>th</sup> May 2015. This leaves only the fence retaining wall lights and kerbing plus minor clean-up to be undertaken.

### **Lomos Road**

The Chief Executive Officer has forwarded the following costing to the Office of the Honourable Jim Chown MLC Member for the Agricultural Region, Parliamentary Secretary to the Minister for Transport after his inspection of Lomos Road on the 25<sup>th</sup> April 2015.

The costing is based on the whole 4 kilometres as this section is also starting to deteriorate. The 4km section beginning at the junction of Yealering Pingelly and ending at the Corrigin Shire boundary has developed severe deformation in the running surface for the majority of this section of road.

These issues are progressively getting worse and consequently they have now become a serious traffic hazard.

Water is being trapped on the running surface and the rutting may cause vehicles to have direction control problems. The entire base course should be cement stabilized and two coats sealed. Width to be treated 10m, Length to be treated 4,000m, Depth to be treated 200mm. Add 50mm non-plastic gravel to existing base course. Add 4% cement by volume to base course. Compact and grade entire section of road to Australian Road Construction Standards Bomag to a depth of 200mm with optimum water content, working to pegged levels, cut adequate table drains. Prime seal with 14mm aggregate with 95/5 bitumen and cutter. Seal with 10mm aggregate, replace signage and guide posts.

<b>Total Labour Cost</b>	<b>\$8,730.00</b>
<b>Total Plant Cost</b>	<b>\$14,075.00</b>
<b>Total Material Cost</b>	<b>\$7,100.00</b>
<b>Total Contractor Cost</b>	<b>\$297,000.00</b>
<b>TOTAL COST</b>	<b>\$326,905.00</b>

### Meetings Attended

<b>April 2015</b>	
16 <sup>th</sup>	LGIS OHS Audit
16 <sup>th</sup>	Staff meeting after Council
20 <sup>th</sup>	Jim Wyatt, Digital Strategist & Implementation Advisor, Optimi Digital
21 <sup>st</sup>	Attended Great Southern Waste Group with Cr Lansdell and Cr Easton to discuss where the Great Southern Waste Group is going at the moment. Discussion was also held on the current Development Application with the Shire of Cuballing on the Regional Waste site.
22 <sup>nd</sup>	LandCorp general discussion and update on what's happening with the mine and other activities in the Shire including the proposed subdivision.
30 <sup>th</sup>	T & R Homes general meeting on housing products including aged units
30 <sup>th</sup>	Capability Report and LEMC Annual Report workshop DFES building Narrogin
30 <sup>th</sup>	Wickepin Primary School, school council meeting
<b>May 2015</b>	
5 <sup>th</sup>	Main Roads WA MCA Workshop
6 <sup>th</sup>	Governance meeting and Technical Services Meeting
7 <sup>th</sup>	Meeting with Auditors to discuss 2014/5015 audit and dates for completion of Audit
13 <sup>th</sup>	Townscape and Lifestyle committee meetings
14 <sup>th</sup>	Main Roads WA quarterly meet and greet with Regional Manager at Beverley matters to be discussed include discussed the State Road Traffic Management Company Registration Scheme

**Delegations**

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Signing Cheques	April 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	Wickepin Market Day	Saturday 9 May 2015	Wickepin Community Resource Centre
A12	Liquor Consumption on Shire Owned Property	CEO	Mother's Day Lunch	Sunday 10 May 2015	Wickepin Community Resource Centre
A13	Hire of Community Halls / Community Centre	CEO	Mother's Day Lunch	Sunday 10 May 2015	Wickepin Community Resource Centre

**Recommendations:**

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

**Voting Requirements:** Simple majority

**Resolution No 200515-27****Moved Cr Easton / Seconded Cr Lansdell**

That Council endorses the Chief Executive Officer's Report dated 11 May 2015.

**Carried 8/0**

**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 3.36pm.