

Minutes

ORDINARY MEETING OF COUNCIL
19 OCTOBER 2016
COUNCIL CHAMBERS
WICKEPIN



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**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin
Wednesday 19 October 2016**

The President declared the meeting open at 3.34pm.

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

President	Cr JA Russell
Councillor	Cr SJ Martin
Councillor	Cr Fran Allan
Councillor	Cr MG Lang
Councillor	Cr AG Lansdell
Councillor	Cr GCL Hinkley
Councillor	Cr RE Easton
Chief Executive Officer	Mr MJ Hook
Deputy Chief Executive Officer	Mrs NA Manton
Manager of Works and Services	Mr P Vlahov
Executive Support Officer	Miss LG Pearson (Minute Taker)

Leave of Absence (Previously Approved)

Apologies

Deputy President Cr WA Astbury

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

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

6. Confirmation of Minutes – Ordinary Meeting of Council – 21 September 2016

Resolution No 191016-01

Moved Cr Allan / Seconded Cr Lang

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

Carried 7/0

7. Receival of Minutes

Receival of Minutes

7.1 Governance, Audit & Community Services Committee Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Leah Pearson, Executive Support Officer
File Reference:	CR.MEE.202
Author:	Leah Pearson, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	23 September 2016

Enclosure / Attachment:

Minutes of the Governance, Audit & Community Services Committee Meeting held on Wednesday 21 September 2016.

Background:

The Governance, Audit & Community Services Committee Meeting was held on Wednesday 21 September 2016.

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 Governance, Audit & Community Services Committee Meeting held on Wednesday 21 September 2016 be received.

Voting Requirements: Simple majority.

Resolution No 191016-02

Moved Cr Martin / Seconded Cr Lansdell

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

Carried 7/0

Receival of Minutes

7.2 Shire of Cuballing and Shire of Wickepin LEMC Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Leah Pearson, Executive Support Officer
File Reference:	ES.MEE.905
Author:	Leah Pearson, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	11 October 2016

Enclosure / Attachment:

Minutes of the Shire of Cuballing and Shire of Wickepin LEMC Meeting held on Tuesday 11 October 2016.

Background:

The Shire of Cuballing and Shire of Wickepin LEMC Meeting was held on Tuesday 11 October 2016.

Comment:

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

Statutory Environment:

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

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Recommendation:

That the Minutes of the Shire of Cuballing and Shire of Wickepin LEMC Meeting held on Tuesday 11 October 2016 be received.

Voting Requirements: Simple majority.

Resolution No 191016-02

Moved Cr Martin / Seconded Cr Lansdell

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

Carried 7/0

8. Status Report

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

Item	Subject/Action	Officer/ File	Progress	Status	Comment
748-170816-10	Wickepin Hotel & Harvest Café - Signage	CEO	That this matter lay on the table until more information on the advertising signage locations has been provided by the applicant.	○	Letter sent 18/08/2016
757-210916-6	Manager Works and Services Report	CEO	That Council purchase the four axle dog trailer from Bruce Rock Engineering for \$107,000 excluding GST.	✓	Purchase Order issued.
758-210916-7	Manager Works and Services Report	CEO	That Council purchase a white Holden Colorado from Edwards Holden for up to \$18,181 excluding GST.	✓	Purchase Order issued.
759-210916-8	Secondary Freight Routes in the Wheatbelt	CEO	That the Shire of Wickepin support the Secondary Freight Routes in the Wheatbelt project being undertaken by RDA Wheatbelt and agrees to provide a letter of support as well as a contribution of up to \$2,000 towards the mapping and assessment of the RAV network.	✓	Letter sent.
760-210916-9	Request for RAV 4 Review	CEO	That Council endorse the upgrade of the roads (specified in September 2016 minutes) to RAV 4 classification with all the existing conditions being retained with the additional condition for road number 4290003 Pingelly Wickepin Road: <ul style="list-style-type: none"> .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. 	✓	Email sent
761-210916-13	Dual Fire Control Officers 2016/2017 – Shire of Wagin	CEO	That Council appoints Steve Angwin as Dual Fire Control Officer from the Shire of Wagin for the 2016/2017 fire season, subject to the officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.	✓	Letter sent 29/09/2016
762-210916-14	Dual Fire Control Officers 2016/2017 – Shire of Kulin	CEO	That Council appoints J. Spark and A. Dearlove as Dual Fire Control Officers from the Shire of Kulin for the 2016/2017 fire season, subject to the officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.	✓	Letter sent 29/09/2016
763-210916-15	Proposed Purchase of a Portion of Lot 13984 Toolibin	CEO	That Council advises the Department of Parks and Wildlife that it has no objection or conditions to the subdivision of 146.5ha from Lot 13984 to the west and south-west of Lake Toolibin.	✓	Letter and email sent 23/09/2016.
764-210916-16	Rooster at 7 Fisher Street, Wickepin	CEO	That Council permit the tenant of 7 Fisher Street to keep one rooster in a suitable enclosure at the Wickepin Caravan Park. That this permission may be revoked if complaints from neighbours or occupants of the caravan park are received.	✓	Letter sent 23/09/2016.

Item	Subject/Action	Officer/ File	Progress	Status	Comment
765- 210916-17	Wickepin Landcare Funds in Trust	CEO	Wickepin LCDC funds held in trust be transferred to the Shire of Wickepin Municipal Account to be spent on a project to plant trees, sedges, rushes and native understory plants along the banks of the Yarling Brook in Wickepin around the walk trail near Old Station Master's House (Gumnut Cottage) as originally intended by the group.	✓	Memo sent to DCEO. Monies to be transferred.
766- 210916-18	Wickepin Mobile Occasional Child Care Service	CEO	That the Shire of Wickepin reduce the rent on the Playgroup Building to \$5 per session for the Wickepin Mobile Occasional Child Care Service.	✓	Letter sent 23/09/2016.
767- 210916-19	Townscape and Cultural Planning Committee Meeting Recommendatio ns	CEO	That a sign post be installed for a Recreational Vehicle Camp Site in Wogolin Road Wickepin by the 24 hour Fuel Depot and at the side and rear of Aussie Fulford's tractor museum.	○	CEO sent memo to MWS.

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

○ = in progress ✓ = completed ✕ =superseded

9. Notice of Motions of Which Notice Has Been Given

10. Receipt of Reports & Consideration of Recommendations

Technical Services

10.1.01 – Manager Works and Services Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Peter Vlahov, Manager Works & Services
File Reference:	CM.REP.1
Author:	Peter Vlahov, Manager Works & Services
Disclosure of any Interest:	Nil
Date of Report:	11 October 2016

Enclosure / Attachment: Nil

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

Comment: Not applicable.

Programmed Construction Works

- The Roads to Recovery gravel sheeting project located on Aileen Road has been completed.
- The construction team is currently working on the Regional Road Group funded project located on the Wickepin Harrismith Road. This project requires the widening of the seal from 6.0 meters to 7.0 meters.
- Extend culvert pipes on the Wickepin Corrigin Road in preparation for the reconstruction of the section between Kirk Rock Road and Malyalling Road. This is also a Regional Road Group project.

Plant Replacement

- As per agenda items 10.1.02, 10.1.03 and 10.1.04.

Maintenance Works

- Assist with Wickepin Art Prize Weekend setup.
- Tree pruning
- Call outs to remove fallen trees
- Culvert works.
- Bitumen patching
- Various ongoing maintenance.
- Refuse site maintenance
- Ongoing grading.

Occupational Health and Safety

- Training has been completed by the shire mechanic for a HR truck license.

Workshop

- General ongoing servicing and minor repairs.
- Assist with building maintenance and general maintenance issues.
- Install reversing camera to skid steer.

Parks and Gardens

- Assist with Art Prize Weekend set up
- Tidy sales yards area
- Cemetery clean up
- Finish CEO lawn
- Commence planting shrubs on Campbell Street
- Oval prep for cricket season
- Various retic repairs
- Tidy Arts and Crafts garden
- Repair damage at Yarling Court
- Sprayed all lawns for broad leaf weeds
- Install new gardens at information bay
- Verge spraying
- Dethatching Oval

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 11 October 2016.

Voting Requirements: Simple majority

Resolution No 191016-03

Moved Cr Hinkley / Seconded Cr Allan

That Council notes the report from the Manager of Works and Services dated 11 October 2016.

Carried 7/0

Infrastructure and Engineering Services

10.1.02 - Tender for the Supply of one Multi Tyred Roller

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Peter Vlahov Works Manager
File Reference:	PS.TEN.2110
Author:	Peter Vlahov Works Manager
Disclosure of any Interest:	Nil
Date of Report:	11 October 2016

Enclosure / Attachment: Nil

Background:

The Manager of Works requested tenders for the supply of one Multi Tyred Roller as per the 2016 – 2017 Plant Replacement Budget. Tenders were submitted via the WALGA Preferred Supplier E Quotes System.

Comment:

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

2016/2017 Budget Change Over GST Exempt \$130,500											
Number	Dealer Particulars	Machine Make	Machine Model	Operating Weight KG	Warranty	Extended Warranty Cost	Delivery Time	Tendered Purchase Price (GST inc)	Outright purchase price (GST Inc)	Nett Changeover (GST Inc)	Nett Changeover (GST Ex)
1	Wirtgen	HAMM	GRW280-20	19,225	No Stipulated		In Stock	\$175,188	\$22,000	\$153,188	\$119,262
2	Westrac	CAT	CW34		12 Months unlimited hours		TBA	\$176,550	\$22,000	\$154,550	\$140,500
4	Atlas Copco	DYNAPAC	CP2100AOR 2014	9,450	2 Years		2-4 weeks	\$142,247	\$19,800	\$122,477	\$111,136
5	Atlas Copco	DYNAPAC	CP2100AOR 2016	9,450	2 Years		12 - 14 weeks	\$164,962	\$19,800	\$145,162	\$131,966
6	Tutt Bryant Equipment	BOMAG	BW25RH	15,050	3 Years 3000 Hrs EPT 4 Years 4000 Hrs	4,550	2 to 3 weeks	\$169,950	\$37,950	\$132,000	\$120,000

Supply one Multi Tired Roller													
CRITERION	A		B		C		D		E		TOTAL SCORE		Ranking
2016 / 2017	Compliant		Price		Availability		Experience		Warranty				
	Within weight range		Within Budget		Within 8 Weeks		Backup and service		Suitable Warranty				
	Within Requested HP						Operator Comfort		Minimum 3 Years				
	weighting	25%	weighting	30%	weighting	10%	weighting	20%	weighting	15%			
TENDERER	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	
Atlas Copco Dynapac CP2100 2014 yr	5.0	25.0	5.0	30.0	5.0	10.0	5.0	20.0	5.0	15.0	25.0	100.00	1
Atlas Copco Dynapac CP2100 2016 yr	5.0	25.0	4.0	24.0	5.0	10.0	5.0	20.0	5.0	15.0	24.0	94.00	2
Tutt Bryant Bomag BW25RH	5.0	25.0	5.0	30.0	5.0	10.0	5.0	20.0	5.0	15.0	25.0	100.00	1
Wirtgen Hamm 280-20	5.0	25.0	4.0	24.0	5.0	10.0	5.0	20.0	5.0	15.0	24.0	94.00	2
Westrac C34	5.0	25.0	3.0	18.0	5.0	10.0	5.0	20.0	5.0	15.0	23.0	88.00	3
Conplant Ammann AP240	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-	NC
		0.0		0.0		0.0		0.0		0.0	0.0	-	
	Score	Description of Score											
	0	Offer did not address the criterion											
	1	offer contained insufficient/unclear information											
	2	Acceptable offer											
	3	Good offer											
	4	Very Good offer											
	5	Excellent offer											

The Manager of Works recommends the purchase of the Bomag BW25RH from Tutt Bryant at a changeover price of \$120,000 exc. GST.

Statutory Environment: *Local Government Act 1995*
Local Government (Financial Management) Regulations 1996

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.

3.1.7.3 PURCHASING THRESHOLDS AND PROCESSES

The requirements that must be complied with by the Local Governments, including purchasing thresholds and processes, are prescribed within the Local Government (Functions and General) Regulations 1996 and this Purchasing Policy.

Purchasing that is **below \$100,000** in total value (excluding GST) must utilise a Request for Quotation process, either direct to the market or through a panel of pre-qualified suppliers (e.g. WALGA Preferred Supply Contract).

Purchasing that **exceeds \$100,000** in total value (excluding GST) must be put to public Tender **unless** a regulatory Tender exemption is utilised by the Shire of Wickepin. Tender exemptions apply in the following instances:

- an emergency situation as defined by the Local Government Act 1995;
- the purchase is from a WALGA Preferred Supply Contract or Business Service. All WALGA Preferred Supply Contracts have been established utilising a competitive public procurement process to pre-qualify suppliers that meet compliance requirements and offer optimal value for money to the Shire of Wickepin sector.
- the purchase is from a Department of Finance Common Use Arrangements (where Local Government use is permitted), a Regional Local Government or another Local Government;
- the purchase is under auction that has been authorised by Council;
- the contract is for petrol, oil, or other liquid or gas used for internal combustion engines; or
- any of the other exclusions under Regulation 11 of the Local Government (Functions and General) Regulations 1996 apply.
- Determining purchasing value is to be based on the following considerations:
 - The actual or expected value of a contract over the full contract period (including all options to extend); or
 - The extent to which it could be reasonably expected that the Local Government will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased.

Note: When making a decision about whether to conduct a public Tender or utilise a Tender exempt arrangement, the Shire of Wickepin should compare the cost and benefits of both processes.

The compliance requirements, time constraints, costs and risks associated with a public Tender should be evaluated against the value delivered by such a process. This should then be compared with the costs and benefits of using a Tender exempt arrangement which include direct access to pre-qualified suppliers, full regulatory compliance, risk mitigation, administrative efficiencies and cost savings.

Purchasing Thresholds – Requirements

Below is the purchasing process that must be followed based on the actual or expected value of each purchase by the Shire of Wickepin:

Purchasing Thresholds (ex GST)	Purchasing Requirements
Up to \$1,000	<p>Obtain at least 2 verbal or written quotations from suppliers supported by evidence of the quotation (e.g. email, fax or record of quotation) in each instance. All quotations from suppliers should be in writing.</p> <p>OR</p> <p>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire of Wickepin source multiple competitive quotations (at least two Preferred Suppliers) using a simple quotation process either through Equote's or directly in writing.</p>
\$1,000 - \$39,999	<p>Obtain at least 3 written quotations (e.g. email, fax or original copy).</p> <p>OR</p> <p>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire of Wickepin source multiple competitive quotations (at least three Preferred Suppliers) using a simple quotation process either through Equote's or directly in writing.</p>
\$40,000 - \$99,999	<p>Obtain at least 3 written quotations (e.g. email, fax or original copy) from suppliers containing price and specification of goods and services. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy.</p> <p>OR</p> <p>Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire of Wickepin source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through Equote's or directly in writing.</p>
\$100,000 and above	<p>Conduct a public Tender process in accordance with this policy and the WALGA Procurement Handbook. The procurement decision is to be based on value for money considerations in accordance with the definition stated within this Policy.</p> <p>OR</p> <p>Obtain quotations directly from a Tender exempt and pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire of Wickepin source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through Equote's or directly in writing.</p>

Where considered necessary, the Shire of Wickepin may consider calling public Tenders in lieu of undertaking a Request for Quotation for purchases under the \$100,000 threshold (excluding GST).

This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through a pre-qualified panel of suppliers such as WALGA Preferred Supply Contracts.

If a decision is made to undertake a public Tender for contracts of less than \$100,000, a Request for Tender process entailing all the procedures for tendering outlined in this Policy and the WALGA Procurement Handbook must be followed in full.

Note: The thresholds specified in the Purchasing Thresholds Table on page 4 are determined purely on dollar values; however the Local Government (Functions and General) Regulations 1996 also allow quotation criteria to be set for different types of goods, services or works; suppliers; contracts; or any other item that the Local Government considers appropriate.

Purchasing Procedures

Tender or Request for Quotation through Tender Exempt Panels (\$100,000 or over in value)

For the procurement of goods, services or works where the value exceeds \$100,000, the Shire of Wickepin must either undertake either a:

- a public Tender process; or
- a Request for Quotation process from a Tender exempt panel of pre-qualified suppliers including WALGA Preferred Supply Contracts (which are specifically designed around Local Government requirements) or State Government Common Use Arrangements (where Local Government access is permitted).

When accessing a Tender exempt panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, the Shire of Wickepin must utilise a Request for Quotation process through Equote's or in writing direct with the Preferred Suppliers.

In undertaking a Request for Quotation, the Shire of Wickepin does not need to request that pre-qualified suppliers provide the type of information that is normally provided in a public Tender. The fact that WALGA has already undertaken a public procurement process and has pre-qualified each Preferred Supplier means that this information has already been obtained and validated.

Additionally, the Shire of Wickepin does not need to use its own contractual terms and conditions given that WALGA has already developed best practice contractual terms and conditions which have been accepted by every Preferred Supplier. These contractual terms and conditions ensure that the interests of the Shire of Wickepin are fully protected.

Keeping the scope of the Request for Quotation focused on the Specification and the selection criteria that will be utilised by the Shire of Wickepin to assess different quotations will ensure that only the required information is sought from Preferred Suppliers and the response process is streamlined.

Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire of Wickepin.

Equote's

Equote's is a secure, web-based procurement tool that streamlines and simplifies the Request for Quotation process with WALGA Preferred Suppliers at the same time as facilitating purchasing compliance, probity and control over all aspects of purchasing.

All WALGA Preferred Supply Contracts are available on Equote's and all necessary contract information is preloaded to enable informed procurement choices, including contract details, insurances, pricing (where applicable) etc. Local Governments can also upgrade Equote's to include their local suppliers.

Request for Quotation Process

In the event that the Shire of Wickepin elects to call a Request for Quotation, the following process should be followed:

The Request for Quotation documentation must include:

- written Specification that communicates the requirement(s) in a clear, concise and logical fashion;*
- selection criteria to be applied;*
- price schedule;*
- conditions of responding; and*
- validity period of offer.*

Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through Equote's or directly to suppliers.

New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.

Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.

Respondents must be advised in writing as soon as possible after the final determination is made and approved.

For this procurement range, selection must be based on value for money (in accordance with the definition stated within this Policy) and which quotation would be most advantageous to the Shire of Wickepin.

The evaluation process should include an assessment of qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the supplier's response.

The Shire of Wickepin can utilise the flexible nature of WALGA Preferred Supply Contracts to leverage optimal value for money through the competitive nature of the quotation process and based on their purchasing intent (e.g. volume or value of items to be purchased, period of contract etc.) Additionally, when using a WALGA Preferred Supply Contract the Shire of Wickepin may negotiate with the highest rated Preferred Supplier from the evaluation process. This does not rule out the other Preferred Suppliers until successful conclusion of negotiations via award of contract.

The responsible officer is expected to demonstrate due diligence when conducting a Request for Quotation process and must comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

Note: *While the pre-qualified nature of WALGA Preferred Supply Contracts provides Local Governments with the capacity to negotiate with Preferred Suppliers, this is generally not permitted within a public Tender process due to legal process contract risks.*

It is always wise to develop a negotiation plan and have a strategy in place. Preparation is the key. The use of the Negotiation Planning Template within the WALGA Procurement Handbook is highly recommended.

Public Tender

Before Tenders are publicly invited, the Shire of Wickepin must record the decision to invite Tenders (which is to be recorded in the Tender Register) and must determine in writing the criteria for deciding which tender should be accepted.

The Evaluation Panel must be established prior to the advertising of the Tender and include a mix of skills and experience relevant to the nature of the purchase. For Tenders with a total estimated value (ex GST) of between \$40,000 and \$99,999, the Evaluation Panel must contain a minimum of 2 members. For Tenders with a total estimated value (ex GST) of \$100,000 and above, the Evaluation Panel must contain a minimum of 3 members.

A Tender Notice must be advertised in a State wide publication e.g. "The West Australian" newspaper (Local Government Tenders section), preferably on a Wednesday or Saturday.

The Tender must remain open for at least 14 days after the date the Tender is advertised. Care must be taken to ensure that 14 full days are provided as a minimum.

The Tender Notice must include:

- a brief description of the goods or services required;*
- information as to where and how Tenders may be submitted;*
- the date and time after which Tenders cannot be submitted; and*
- a contact person to supply more detailed information if required. Detailed information must include such information as the Shire of Wickepin decides should be disclosed to those interested in submitting a Tender response, detailed specifications of the goods or services required, the criteria for deciding which Tender response should be accepted, whether or not the Shire of Wickepin has decided to submit a Tender response and whether or not Tender responses can be submitted by facsimile or other electronic means, and if so, how Tenders may so be submitted.*

Tenders must not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation. If clarifications, addendums or further communication are required prior to the close of Tenders, all potential Tenderers must have equal access to this information in order for the Shire of Wickepin not to compromise its duty to be fair.

If, after the Tender has been publicly advertised, any changes, variations or adjustments to the Tender document and/or the Conditions of Tender are required, the Shire of Wickepin may vary the initial information by taking reasonable steps to give each person who has sought copies of the Tender documents notice of the variation.

A Tender response that is not received in full in the required format by the advertised Tender Deadline must be rejected.

No tenders are to be removed from the Tender Box or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Shire of Wickepin officer. The details of all Tender responses received and opened must be recorded in the Tenders Register. Tender responses are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the Tender opening, and price information should be regarded as commercial-in-confidence to the Shire of Wickepin. Members of the public are entitled to be present.

The Tenderer's offer form, price schedule and other appropriate pages from each Tender shall be date stamped and initialled by at least 2 Shire of Wickepin officers present at the opening of Tender responses.

Where the Shire of Wickepin has invited Tender responses and no compliant submissions have been received; direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained;*
- the process follows the guidelines for seeking quotations (see Request for Quotation process on page 6);*
- the specification for goods and/or services remains unchanged; and*
- purchasing is arranged within six (6) months of the closing date of the lapsed Tender.*

Tender responses that have not been rejected must be assessed by the Shire of Wickepin by means of a written evaluation against the pre-determined criteria. The Evaluation Panel must assess each Tender response that has not been rejected to determine which response is most advantageous.

If, after the Tender has been publicly advertised and a successful Tenderer has been chosen, and before the Shire of Wickepin and Tenderer have entered into a contract, a minor variation may be made by the Shire of Wickepin. A minor variation may not alter the nature of the goods and/or services procured, nor may it materially alter the specification or structure provided for by the initial Tender.

Each Tenderer shall be notified of the outcome of the Tender following Council resolution or appropriate delegated authority. Notification must include:

- The name of the successful Tenderer.*
- The total value of consideration of the winning offer.*

The details and total value of consideration for the winning offer must be entered into the Tenders Register at the conclusion of the Tender process.

For this procurement range, selection of Tenderer must be based on value for money (in accordance with the definition stated within this Policy) and which Tender response would be most advantageous to the Local Government.

To comply with the requirements of Regulation 18(4) of the Local Government (Functions and General) Regulations 1996, the Tender evaluation process must provide a written assessment of the extent that each Tender response satisfies the criteria which was set prior to advertising the Tender. This should include an assessment of qualitative factors such as quality, stock availability, accreditation, time for completion or delivery,

warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the Tender response.

The responsible officer is expected to demonstrate due diligence when conducting a public Tender and must comply with any record keeping and audit requirements.

Note: The WALGA Procurement Handbook includes a model Request for Tender Template which provides best practice documentation and will assist with recording details.

Request for Quotation (\$40,000 or over to \$99,999 in value)

For the procurement of goods or services where the value exceeds \$40,000 but is less than \$99,999, it is recommended that at least 3 written quotations be obtained from the market or from a pre-qualified panel of suppliers including WALGA Preferred Supply Contracts.

Process for Request for Quotation

Provide a Request for Quotation that includes as a minimum:

- written Specification that communicates the requirement(s) in a clear, concise and logical fashion;
- selection criteria to be applied;
- price schedule;
- conditions of responding; and
- validity period of offer.

Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through Equote's or directly to suppliers.

New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.

Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.

Respondents must be advised in writing as soon as possible after the final determination is made and approved.

Requests for Quotation to a panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, should be undertaken through Equote's or in writing directly with the Preferred Suppliers. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire of Wickepin.

For this procurement range, selection of supplier should be based on value for money (in accordance with the definition stated within this Policy) and the response which would be most advantageous to the Shire of Wickepin.

The evaluation of quotations should consider qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience, environmental and social impacts, corporate social responsibility and any other relevant factors as part of the assessment of the quote).

The Shire of Wickepin can utilise the flexible nature of WALGA Preferred Supply Contracts to leverage optimal value for money through the competitive nature of the quotation process and based on their purchasing intent (e.g. volume or value of items to be purchased, period of contract etc). Additionally, when using a WALGA Preferred Supply Contract the Shire of Wickepin may negotiate with the highest rated supplier from the evaluation process. This does not rule out the other suppliers until successful conclusion of negotiations via award of contract.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

Note: *The WALGA Procurement Handbook has a model Request for Quotation Template which provides best practice documentation and will assist with recording details.*

Request for Quotation (under \$40,000 in value)

Written Requests for Quotations

For the procurement of goods or services where the value is under \$40,000, it is recommended that at least 3 written quotations be obtained from the market or from a pre-qualified panel of suppliers including WALGA Preferred Supply Contracts.

In the event that the Shire of Wickepin elects to call a Request for Quotation, the following process should be followed:

- Provide a simple Request for Quotation document that outlines the key elements of the process and requires written quotations.*
- Provide an appropriately detailed written Specification that communicates the requirement(s) in a clear, concise and logical fashion.*
- Invitations to quote must be issued simultaneously to ensure that all parties receive an equal opportunity to respond. This can be done through Equote's or directly to suppliers.*
- New information that is likely to change the requirements must be offered to all prospective suppliers at the same time.*
- Written responses must be assessed for compliance, then against the selection criteria, and then value for money. All evaluations must be documented.*
- Respondents must be advised in writing as soon as possible after the final determination is made and approved.*

Requests for Quotation to a panel of pre-qualified suppliers, such as a WALGA Preferred Supply Contract, should be undertaken through Equote's or in writing directly with the Preferred Suppliers. Responses from Preferred Suppliers should be in writing and contain the price and a sufficient amount of information that addresses the Specification and selection criteria provided by the Shire of Wickepin.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

Note: *The WALGA Procurement Handbook has a model Request for Quotation Template which provides best practice documentation and will assist with recording details.*

Verbal Requests for Quotations

For the procurement of goods or services where the value is under \$1,000 the Shire of Wickepin may undertake a verbal Request for Quotation process.

At least 2 quotations must be obtained from the market or the Shire of Wickepin may purchase from a Tender exempt panel of pre-qualified suppliers including WALGA Preferred Supply Contracts.

The requirements relating to verbal quotations are:

- Ensure that the requirement/specification is clearly understood by the Shire of Wickepin employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Ensure that all quotations from suppliers are in writing and/or refer to a pricing list in an email, website or catalogue.

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements.

Note: The WALGA Procurement Handbook contains sample forms for recording verbal and written quotations.

Financial Implications:

Changeover of \$120,000 exc. GST is \$10,500 under the 2016/2017 budget estimate of \$130,500 GST Exclusive nett change over.

Strategic Implications: Not applicable.

Summary:

Council is being requested to accept the E quote received from Tutt Bryant Equipment for the purchase of one Bomag BW25RH at a net changeover price of \$120,000 exc. GST.

Recommendation:

That Council accept the E quote from Tutt Bryant Equipment for the purchase of one Bomag BW25RH at a tendered change over price of \$120,000 exc. GST.

Voting Requirements: Simple majority

Resolution No 191016-04**Moved Cr Lang / Seconded Cr Martin**

That Council accept the E quote from Tutt Bryant Equipment for the purchase of one Bomag BW25RH at a tendered change over price of \$120,000 exc. GST.

Carried 7/0

Infrastructure and Engineering Services

10.1.03 – Bitumen Tender Evaluation Sheet 2016

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Peter Vlahov Works Manager
File Reference:	PS.TEN.2111
Author:	Peter Vlahov Works Manager
Disclosure of any Interest:	Nil
Date of Report:	11 October 2016

Enclosure / Attachment: Nil

Background:

The Manager of Works requested tenders for the supply of full service bitumen sealing works as per the 2016 – 2017 Works Program. Tenders were submitted via the WALGA Preferred Supplier E Quotes System.

Comment:

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

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

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

The Manager of Works recommends the E Quote received from Bitutek Pty Ltd for the 2016-2017 bitumen works.

SHIRE OF WICKEPIN EVALUATION									
Bitumen Tender Evaluation 2016 / 17									
CRITERION	A		B		C		TOTAL SCORE		Ranking
	Demonstrated experience by tenderer to meet the requirements as set out in specification.vant Experience & Reputation		Price and ability to deliver service at appropriate scheduled dates.		Demonstrated ability and procedures to ensure public and employee safety by way of Occupational Safety and Health, and adherence to the Traffic Management for Roadworks Code of Practice.Availability				
	weighting	50%	weighting	25%	weighting	25%			
TENDERER	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	
Downer EDI Fixed Price	5.0	2.5	5.0	1.3	5.0	1.3	15.00	5.00	1
Downer EDI Works Alternate >15000m2 Fixed Price	0.0	0.0	0.0	0.0	0.0	0.0	-	-	NC
Bitutek Pty Ltd Fixed Price	5.0	2.5	5.0	1.3	5.0	1.3	15.00	5.00	1
Bitutek Pty Ltd Alternate rise and Fall Clause	0.0	0.0	0.0	0.0	0.0	0.0	-	-	NC
Boral Rise and Fall Clause	5.0	2.5	4.0	1.0	3.0	0.8	12.00	4.25	2
Fulton Hogan Fixed Price	5.0	2.5	3.0	0.8	3.0	0.8	11.00	4.00	3
Colas	5.0	2.5	5.0	1.3	5.0	1.3	15.00	5.00	1

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

Tender 1 - 2012/2013 Bitumen						
All Prices Include GST						
			Downer	WA PtyLtd	Bitutek	Fulton Hogan
	Description	Quantity M2				
1	Full Service 7mm @1.5lts m2	24,131				\$2.81
	Full Service 10mm @1.8 lts/m2	42,410				\$2.88
2	Full Service 7mm @1.2lts m2	24,131	\$2.29			
	Full Service 10mm @1.5 lts/m2	42,410	\$2.61			
3	Full Service 7mm @1.2lts m2	24,131		\$2.55		
	Full Service 10mm @1.5 lts/m2	42,410		\$2.72		
4	Full Service 7mm @1.3lts m2	24,131				\$4.61
	Full Service 10mm @1.3 lts/m2	42,410				\$3.12
	Mobe/Demobe					\$8,500
5	Full Service 7mm @1.35lts m2	24,131			\$2.40	
	Full Service 10mm @1.8 lts/m2	42,410			\$2.70	

- Statutory Environment:** *Local Government Act 1995*
Local Government (Financial Management) Regulations 1996
- Policy Implications:** Same as 10.1.02.
- Financial Implications:** Prices are within amounts used for the 2016-2017 budget estimates.
- Strategic Implications:** Not applicable.

Summary:

Council is being requested to accept the E Quote from Bitutek Pty Ltd for a full service for Councils sealing and resealing program for 2016/17.

Recommendation:

That Council accept the E Quote from Bitutek Pty Ltd for a full service and lay of bitumen products at the following tendered prices:

- Full Service 7mm @1.35lts m2 24,131 m2 \$2.40
- Full Service 10mm @1.8 lts/m2 42,410 m2 \$2.70

Voting Requirements: Absolute majority

Resolution No 191016-05**Moved Cr Easton / Seconded Cr Martin**

That Council accept the E Quote from Bitutek Pty Ltd for a full service and lay of bitumen products at the following tendered prices:

- Full Service 7mm @1.35lts m2 24,131 m2 \$2.40
- Full Service 10mm @1.8 lts/m2 42,410 m2 \$2.70

Carried 7/0

Infrastructure and Engineering Services

10.1.04 – Equote's – Replacement P248, 700 Series HINO WK248

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	PS.TEN.2110
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	11 October 2016

Enclosure / Attachment: Nil

Background:

In the 2016/2017 Budget Estimates, Council included within the ten year plant replacement program the replacement of Councils P248, 700 Series HINO WK248.

To commence the tender processes for the replacement of the P248, 700 Series HINO WK248 Council's Manager of Works requested quotes through the WALGA Preferred Suppliers Equote's system.

Comment:

The following vendors supplied the following Equote's for the supply of one 6X4 Tip Truck:

SHIRE OF WICKEPIN - Tenders Received														
Number	Dealer Particulars	Machine Make	Machine Model	Gross Combine Mass (kg)	Engine Capacity (kw)	Trans Type	Truck Configuration	Body Configuration	Warranty	Delivery Time	Tendered Purchase Price (GST inc)	Outright purchase price (GST Inc)	Nett Changeover (GST Inc)	Nett Changeover (GST Ex)
1	WA Hino	Hino	FS2844	72,000	353	AMT16	6x4	P & G Side & end tip	3 or 5years	with in 8 weeks	\$218,768	\$98,000	\$120,768	\$109,789
2	South West Isuzu	Isuzu	Giga CXZ 455	56,000	338	AMT12	6x4	P & G Side & end tip	3 year 500,000km	with in 8 weeks	\$191,466	\$70,466	\$121,000	\$110,000
3	Mercedes Benz Trucks													
4	Scania Australia	Scania	G440 LB6X4MSZ	70,000	440hp	GRS0905 Auto	6x4	T & L Engineering side and end tip	1 Year 80,000 Km	Not Supplied	\$256,981			\$233,774
5	UD Trucks	UD	Euro 5111 I Quon	55,000	308	UD escot 5, 12 Speed 2 Pedal ATM	6x4	11 CUM Two Way Tipper	3 Year 80,000 km	with in 8 weeks	\$212,180	\$77,000		\$122,891
6	A V Trucks	Iveco	Power star 6400	50,000	336	Eurotronic 16 Speed AMT	6x4	P & G Side & end tip	24 Month 500,000 Km	with in 8 weeks	\$269,485	\$70,000		\$181,350

3.44pm – ESO Leah Pearson departed the Chambers.

3.45pm – CEO Mark Hook departed the Chambers.

3.46pm – MWS Peter Vlahov departed the Chambers.

Tenders have been received from six companies through the WALGA preferred Suppliers system and each have been evaluated using the following evaluation sheet:

Supply one Multi Tired Roller													
CRITERION	A		B		C		D		E		TOTAL SCORE		Ranking
2016 / 2017	Compliant		Price		Availability		Experience		Warranty				
	Within weight range		Within Budget		Within 8 Weeks		Backup and service		Suitable Warranty				
	Within Requested HP						Operator Comfort		Minimum 3 Years				
	weighting	25%	weighting	30%	weighting	10%	weighting	20%	weighting	15%			
TENDERER	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	
Atlas Copco Dynapac CP2100 2014 yr	5.0	25.0	5.0	30.0	5.0	10.0	5.0	20.0	5.0	15.0		100.00	1
Atlas Copco Dynapac CP2100 2016 yr	5.0	25.0	4.0	30.0	5.0	10.0	5.0	20.0	5.0	15.0		100.00	2
Tutt Bryant Bomag BW25RH	5.0	25.0	5.0	30.0	5.0	10.0	5.0	20.0	5.0	15.0		100.00	1
UD GW 420	2.0	10.0	0.0	0.0	5.0	10.0	4.0	16.0	5.0	15.0		51.00	5
Scania G440 LB	5.0	25.0	0.0	0.0	3.0	6.0	4.0	16.0	5.0	15.0		62.00	4
Mercedes (no model specified)	0.0	0.0	5.0	30.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	30.00	NC
	Score	Description of Score											
	0	Offer did not address the criterion											
	1	offer contained insufficient/unclear information											
	2	Acceptable offer											
	3	Good offer											
	4	Very Good offer											
	5	Excellent offer											

3.53pm – CEO, MWS and ESO returned to the Chambers.

The MWS Peter Vlahov tabled the following evaluation sheet:

Supply one 6x4 Truck													
CRITERION	A		B		C		D		E		TOTAL SCORE		Ranking
2016 / 2017	Compliant		Price		Availability		Experience		Warranty				
	Within Requested GCM		Within Budget		Within 8 Weeks		Backup and service		Suitable Warranty				
	Within Requested HP						Operator Comfort		Minimum 3 Years				
	weighting	25%	weighting	30%	weighting	10%	weighting	25%	weighting	15%			
TENDERER	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	raw score	weighted score	
Hino 700 FS 2848 ATM16	5.0	25.0	5.0	30.0	5.0	10.0	4.0	20.0	5.0	15.0	24.0	100.00	1
Isuzu Giga CXS 455 Premium	5.0	25.0	5.0	30.0	4.0	8.0	3.0	15.0	5.0	15.0	22.0	93.00	2
Iveco Powerstar AND 6400	5.0	25.0	1.0	6.0	5.0	10.0	4.0	20.0	5.0	15.0	20.0	76.00	3
UD GW 420	2.0	10.0	1.0	6.0	5.0	10.0	4.0	20.0	5.0	15.0	17.0	61.00	5
Scania G440 LB	5.0	25.0	1.0	6.0	3.0	6.0	4.0	20.0	5.0	15.0	18.0	72.00	4
Mercedes (no model specified)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	-	NC
	Score	Description of Score											
	0	Offer did not address the criterion											
	1	offer contained insufficient/unclear information											
	2	Acceptable offer											
	3	Good offer											
	4	Very Good offer											
	5	Excellent offer											

Council's budget figures for the changeover of the P248, 700 Series HINO WK248 are as follows:

GL Account	Plant Purchases			
	Gross Purchase Price			
160340	P248, 700 Series HINO WK248 6 wheel truck		WK248	200,000
	Trade Price			
160130	P248, 700 Series HINO WK248 6 wheel truck		WK248	85,000
	Nett Change Over			115,000

Not all quote's received were compliant with Council's Policies and specification forwarded to vendors.

All vehicles come complete with factory fitted or manufactured tipping bodies to the Manager of Works Specifications as part of the complete change over.

The Manager of Works feels that the HINO FS2844 will be suitable to replace the current P248, 700 Series HINO WK248 6 wheel truck. The HINO FS2844 is also capable to tow Councils 8 Wheel Side Tipping Dog Trailer Plant Number P3680, Registration Number WK3680.

As the HINO FS2844 is within the 2016/2017 budget estimates it is recommended that Council accept the quote from WA HINO with the P & G Body Builders two-way tipping body and trade the 700 Series HINO WK248 6 wheel truck at a changeover price of \$109,789 GST Exclusive.

Statutory Environment: *Local Government Act 1995*
Local Government (Financial Management) Regulations 1996

Policy Implications: Same as 10.1.02.

Financial Implications:
Changeover of \$109,789 is \$5,211 under the 2016/2017 budget estimate of \$115,000 GST Exclusive nett change over.

Strategic Implications:

Theme 1 – To Develop and Maintain Quality Services and Infrastructure

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

Goal	Action	Measure
1.1 Develop effective assets replacement and maintenance programs	<ul style="list-style-type: none"> Develop and fund a five year program for the provision of footpaths. Develop and fund a ten year plan that will ensure the timely maintenance of Council assets. Provide for the replacement of existing and provision for new community assets as the need 	<ul style="list-style-type: none"> Review, at least annually, the five-year road program for the district. Maintain and review annually an adequately funded reserve fund for the replacement of plant as necessary

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.

	arises.	
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Summary:

Council is being requested to accept the EQuote from WA HINO for the HINO FS2844 with factory fitted two-way tipping body and trading the 700 Series HINO WK248 6 wheel truck at a changeover price of \$109,789 GST Exclusive.

Recommendation:

That Council accept the EQuote from WA HINO with factory fitted two-way tipping body and trading the 700 Series HINO WK248 6 wheel truck at a changeover price of \$109,789 GST Exclusive.

Voting Requirements: Simple majority

Resolution No 191016-06

Moved Cr Lansdell / Seconded Cr Martin

That Council accept the EQuote from WA HINO with factory fitted two-way tipping body and trading the 700 Series HINO WK248 6 wheel truck at a changeover price of \$109,789 GST Exclusive.

Carried 7/0

3.59pm – MWS Peter Vlahov departed the Chambers.

Infrastructure and Engineering Services

10.1.04 – Replacement of Holden Colorado 7, 0 WK

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	PS.TEN.2110
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	11 October 2016

Enclosure / Attachment: Nil

Background:

In the 2016/2017 Budget Estimates, Council included within the ten year plant replacement program the replacement of the Chief Executive Officers vehicle being a 2016 Holden Colorado 7 0 WK.

The current LTZ Holden Colorado 7 Registration, 0 WK as of 11 October 2016 had done 14,159 kilometres.

Comment:

This matter has been brought to Council for the changeover as the amount will be an over budget expenditure if Councils purchases and trades two vehicles in the 2016/2017 financial year.

As per Councils purchasing policy 2.1.17 TENDERS OF BUDGETED ITEMS the Chief Executive Officer requested quotes from the following suppliers:

1. Ingreys Narrogin
2. Narrogin Toyota
3. Edwards Holden - Narrogin

The following email was sent to the above on 23 September 2016:

"Please provide a Quote to replace Councils current CEO Vehicle 0 WK being a 2016 Holden Colorado 7 Auto 2.8 Diesel LTZ at approximately 15,000 km with a suitable replacement vehicle of the same class of vehicle."

Councils purchasing policy 2.1.17 TENDERS OF BUDGETED ITEMS states the following:

Purchasing Thresholds (ex GST)	Purchasing Requirements
\$40,000 - \$99,999	Obtain at least 3 written quotations (e.g. email, fax or original copy) from suppliers containing price and specification of goods and services. The procurement decision is to be based on all value for money considerations in accordance with the definition stated within this Policy. OR: Obtain quotations directly from a pre-qualified panel of suppliers which include WALGA Preferred Supply Contracts. It is recommended that wherever possible, the Shire of Wickepin source multiple competitive quotations (at least three Preferred Suppliers) using a formal Request for Quotation process either through Equote's or directly in writing.

Council has received the following quotes as of 11 November 2016.

	Edwards Holden MY2017 Holden LTZ Trailblazer	Edwards Holden 2016 Colorado 7	Ingrey Mitsubishi 2016 QE Pajero Sport
Price	39,172.60	Change over price only supplied	39,100.00
Prestige Paint	407.00	In Changeover price	536.36
Towing Package	1,010.00	In Changeover price	1,000.00
Mud Flaps			
Tint	400	In Changeover price	
Redarc Brake Kit	265	In Changeover price	
Dealer Delivery			
License	Shire Cost		Shire Cost
Less Trade 2016 Colorado 7	36,254.60		29,400
Change Over GST Exclusive	\$5,000	\$3,500	\$9,700

The increase on the new MY2017 LTZ Trailblazer is due to it being a new model with a price increase of \$1,500 from the LTZ Colorado 7.

Edwards Holden has supplied a changeover for a 2016 LTZ Colorado this one however does not have all the new features of the MY2017 LTZ Trailblazer. Such as:

- New front end suspension
- Front park assist
- Forward collision alert with head up warning
- Lane departure warning
- Rear cross traffic alert
- Rear park assist
- Side blind zone alert

The Chief Executive Officers preference is for the new MY2017 Holden LTZ Trailblazer.

Council's budget figures for the changeover of the current 2016 Holden Colorado 7 0 WK is \$2,500 GST exempt, with an allowance being made to purchase two in any financial year.

Statutory Environment:

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

Policy Implications:

3.1.7 PURCHASING

OBJECTIVE: Provide compliance with the Local Government Act 1995 (WA) and the Local Government (Functions and General) Regulations 1996 (WA), deliver a best practice approach and procedures to internal purchasing for the Shire of Wickepin and ensure consistency for all purchasing activities within all Shire of Wickepin operational areas.

11.8.2. COUNCIL FLEET VEHICLE MANAGEMENT

11.8.2.1 CHIEF EXECUTIVE OFFICER'S VEHICLE

Vehicle shall be of a standard in accordance with the Officer's employment contract with council. The changeover of the vehicle shall be managed by the CEO in accordance with the budget parameters set by council, providing autonomy to change the vehicle over at what is deemed to be the most cost effective manner in terms of the current vehicle market.

Financial Implications:

Council has allowed a total of \$5,000 in the 2016/2017 Adopted Budget for two vehicle change overs in. With the changeover of one being \$5,000 the adopted budget will be \$5,000 over budget at 30th June 2017. This will be catered for in the budget review to be undertaken in March 2017.

Strategic Implications: Fits with in theme one of Councils strategic Community Plan.

Theme 1 – To Develop and Maintain Quality Services and Infrastructure		
Outcome: A sustainable and extensive transport system that allows for efficient travel within the local government and to other rural and metropolitan areas.		
Goal	Action	Measure
1.1 Develop effective assets replacement and maintenance programs	<ul style="list-style-type: none"> Develop and fund a five year program for the provision of footpaths. Develop and fund a ten year plan that will ensure the timely maintenance of Council assets. Provide for the replacement of existing and provision for new community assets as the need arises. 	<ul style="list-style-type: none"> Review, at least annually, the five-year road program for the district. Maintain and review annually an adequately funded reserve fund for the replacement of plant as necessary
1.2 Creation of new community assets	<ul style="list-style-type: none"> Progressively implement the Townscape plans. Provide strategically placed Public Conveniences. Provide housing for low-income earners, young singles and aged persons in conjunction with other authorities. 	<ul style="list-style-type: none"> We have a clear, published townscape plan that addresses the community's needs.
1.3 Actively pursue funding from external Sources	<ul style="list-style-type: none"> Employment of grants officer responsible for securing funding for the community of Wickepin. 	<ul style="list-style-type: none"> Grants Officer employed.

Summary:

Council is being requested to accept the quote from Edwards Holden for a new MY2017 Holden LTZ Trailblazer with the following accessories:

- Prestige Paint
- Towing Package
- Tint
- Electric Brakes

Recommendation:

That the quotation for a new MY2017 Holden LTZ Trailblazer for a change over price of \$5,000 with the following accessories from Edwards Holden Narrogin be accepted by Council:

- | | |
|-------------------|--------|
| • Tow Package | \$1010 |
| • Prestige Paint | \$407 |
| • Tint | \$400 |
| • Electric Brakes | \$265 |

Voting Requirements: Simple majority

Resolution No 191016-07**Moved Cr Martin / Seconded Cr Lang**

That the quotation for a new MY2017 Holden LTZ Trailblazer for a change over price of \$5,000 with the following accessories from Edwards Holden Narrogin be accepted by Council:

- | | |
|-------------------|--------|
| • Tow Package | \$1010 |
| • Prestige Paint | \$407 |
| • Tint | \$400 |
| • Electric Brakes | \$265 |

Carried 7/0

Infrastructure and Engineering Services

10.1.05 – WALGA CCZ Roadside Rest Areas

Submission To:	Ordinary Council
Location / Address:	Shire of Wickepin Roads
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	RD.DAC.2603
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	7 October 2016

Enclosure / Attachment: Nil

Background:

The CEO has been approached regarding the provision of roadside rest areas on roads within the Shire of Wickepin as part of a road safety fatigue management program.

Comment:

Roadside rest areas are designated spaces on highways and roads where drivers and passengers can take breaks to reduce driver fatigue. When suitably located, they also play an important role in the drive tourism experience and add economic benefits to surrounding towns.

Roads within the Wheatbelt are highly traversed by heavy freight vehicles, long distance motorists, local trip commuters and tourists. The provision of Roadside rest areas is important for fatigue management and would be a support for driver safety by enabling the management of driver fatigue. Rest areas are extremely important for heavy vehicle drivers to break up their drive and provide comfortable rest stops on long haul routes. These rest areas are for fatigue management and help fulfil the legal requirement for truck drivers to rest at regular intervals.

When developing roadside rest areas the following needs to be considered:

- Manage driver fatigue by establishing opportunities for rests and breaks,
- Provide roadside rest areas that are appropriate and fit for purpose.
- Ensure roadside rest areas are primarily for rest opportunities rather than free camping areas.
- Roadside rest areas are generally located no more than 80 km or one hour's drive apart
- Drivers are given advanced warning of roadside rest areas, with clear and effective signage leading up to a roadside rest area.
- Roadside rest areas include cool, shady areas where drivers may rest during daytime hours, and parking that is free of headlight glare for night time rest.

The siting of a roadside rest area must consider the needs of various users. Balancing the requirements of different user groups can often be a challenging task. Key considerations include distances between roadside rest areas, maximising the tourist experience, and accessibility for maintaining facilities, enforcement and surveillance.

Effective siting and planning of roadside rest areas involves:

- defining user requirements and maximising the attraction of the roadside rest area
- optimal siting and sizing of the roadside rest area
- Spacing intervals and the road network.

The CEO has held discussions with the WALGA Wheatbelt South Road Wise Officer Mr. Rodney Thornton regarding this issue.

Rodney has advised that such a project could be funded through the Road Safety Commission, Road Safety Community Grant Program

The Government of Western Australia makes funds available from the Road Trauma Trust Account for the development and implementation of road safety projects. To be eligible the road safety projects must foster widespread community support and participation. Applications must be received at least three months prior to the event and are assessed bi-monthly. Applications close on the first Friday of February, April, June, August, October and December.

All Grant applications are assessed by the Road Safety Community Grants Committee which recommends a list for the Minister for Road Safety's consideration.

Project Grants are made available to groups to implement road safety projects. These are usually 12 month projects with a plan to be sustainable after funding. The amount funded is based on the Committee's assessment of the application.

Grant amount:

The amount funded is based on the Road Safety Community Grants Committee's assessment of the application.

Criteria:

- Focus on one or more of the four cornerstones outlined in the recommended Towards Zero WA Road Safety Strategy 2008-2020;
- Relate to current road safety research;
- Demonstrate clear relevance to the target group;
- Use an approach that has previously been successful in achieving road safety objectives;
- Demonstrate widespread community support and participation;
- Demonstrate sustainability;
- Provide a contribution in cash or kind towards the project; and
- Demonstrate a regional focus for maximum impact.

Following are some facts about fatigue:

- Driving while tired is dangerous and fatigue is a factor in up to 30% of fatal crashes on WA roads.
- Driving after being awake for between 17-19 hours produces performance levels similar to having a Blood Alcohol Concentration of .05.
- Did you know that after 17 hours awake, your chances of being in a fatigue related crash actually double?

To make the grant application to the Road Safety Community Grants Committee's it would be better if the Central Country Zone was able to get a number of Councils together to put forward a program of proposed sites for appropriate rest bays in the Wheatbelt.

The CEO proposes to present an agenda Item to the CCZ to gauge the interest of CCZ Councils participating in a program of establishing rest areas within the Wheatbelt.

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications:

None at this stage but it is anticipated that Councils would have to fund part of the project.

Strategic Implications: Nil

Summary:

Council is being requested to submit a proposal to the CCZ for additional rest areas in the Wheatbelt on local Government Roads and to have them part funded through the Office of Road Safety.

Recommendation:

That the CEO in conjunction with Rodney Thornton (WALGA Wheatbelt South Road Wise Officer) submit an Agenda Item to the WALGA CCZ on a proposed grant application by the WALGA CCZ to Road Safety Commission, Road Safety Community Grant Program for the funding of rest areas in the Wheatbelt.

Voting Requirements: Simple majority

Resolution No 191016-08**Moved Cr Martin / Seconded Cr Hinkley**

That the CEO in conjunction with Rodney Thornton (WALGA Wheatbelt South Road Wise Officer) submit an Agenda Item to the WALGA CCZ on a proposed grant application to Road Safety Commission, Road Safety Community Grant Program for the funding of rest areas in the Wheatbelt.

Carried 7/0

The resolution differed from the Officers recommendation as Council felt 'by the WALGA CCZ' should be removed.

Governance, Audit and Community Services

10.2.01 – Financial Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Natalie Manton - Deputy Chief Executive Officer
File Reference:	FM.FR.1212
Author:	Natalie Manton - Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	11 October 2016

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

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

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

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

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

Local Government (Financial Management) Regulations 1996

34. Financial reports to be prepared s. 6.4

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

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

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

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

Policy Implications: Not applicable

Financial Implications: Not applicable

Strategic Implications: Not applicable

Recommendation: That the financial statements for the period ending 30 September 2016 as presented be received.

Voting Requirements: Simple majority

Resolution No 191016-09

Moved Cr Lang / Seconded Cr Allan

That the financial statements for the period ending 30 September 2016 as presented be received.

Carried 7/0

Governance, Audit and Community Services

10.2.02 – List of Accounts

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Natalie Manton - Deputy Chief Executive Officer
File Reference:	FM.FR.1212
Author:	Natalie Manton - Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	11 October 2016

Enclosure / Attachment: List of Accounts

Background: List of Accounts remitted during the period from 1 September 2016 to 30 September 2016.

	<u>Vouchers</u>	<u>Amounts</u>
Municipal Account		
EFT	6658 - 6740	251,464.36
Cheques	15351 - 15358	16,719.75
Payroll	September	95,611.57
Superannuation	September	13,786.32
Direct Deductions	September	7,326.57
Trust		
EFT	6666 – 6667, 6719	425.00
Chq	1274	145.00
TOTAL		<u>\$385,478.57</u>

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

Certificate of Chief Executive Officer:

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

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

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

Policy Implications: 3.1.8 - Cheque Issue

Strategic Implications: Not applicable

Recommendation: That Council acknowledges that payments totaling **\$385,478.57** have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

Voting Requirements: Simple majority

Resolution No 191016-10

Moved Cr Lang / Seconded Cr Allan

That Council acknowledges that payments totaling **\$385,478.57** have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

Carried 7/0

List of Accounts Due & Submitted to Committee September 2016						
Chq/EFT	Date	Name	Description	Muni	Trust	
1274	21/09/2016	SHIRE OF KONDININ	REFUND OF TICKETS FOR NARROGIN BUS PILOT		\$ 145.00	
EFT6658	01/09/2016	BURGESS RAWSON (WA) PTY LTD	WATER USAGE WICKEPIN PUBLIC TOILETS	\$ 249.37		
EFT6659	01/09/2016	BEST OFFICE SYSTEMS	PHOTOCOPIER CHARGES FOR RICOH & KONICA MINOLTA 23/7/16 TO	\$ 1,764.25		
EFT6660	01/09/2016	BUNNINGS	PINE SLEEPERS FOR RAILWAY STATION	\$ 71.48		
EFT6661	01/09/2016	DEWS EXCAVATIONS	CURLEW WAY DRAINAGE	\$ 5,865.00		
EFT6662	01/09/2016	FESA - ESL	2016/17 ESL QUARTER 1	\$ 10,953.90		
EFT6663	01/09/2016	Parks & Leisure Australia	REGISTRATION FEE - WA ACTIVATING YOUR COMMUNITY THROUGH	\$ 220.00		
EFT6664	01/09/2016	Perth Scarborough Rendezvous Hotel	ACCOMMODATION FOR LICENSING TRAINING	\$ 985.00		
EFT6665	01/09/2016	LAKE YEALERING HOTEL	COUNCIL REFRESHMENTS	\$ 52.00		
EFT6666	09/09/2016	Kukerin Dumbleyung Football Club	KIDSPORT -VOUCHERS		\$ 115.00	
EFT6667	09/09/2016	WICKEPIN LADIES HOCKEY CLUB	KIDSPORT VOUCHERS		\$ 200.00	
EFT6668	09/09/2016	AUSTRALIA POST	AUGUST 2016 POSTAGE CHARGES	\$ 672.30		
EFT6669	09/09/2016	BEST OFFICE SYSTEMS	SERVICE FOLDING MACHINE	\$ 125.00		
EFT6670	09/09/2016	KELLY COCHRANE	CLEANING YEALERING HALL & CARAVAN PARK	\$ 375.00		
EFT6671	09/09/2016	LANDGATE	RURAL UV INTERIM VALUATION	\$ 79.90		
EFT6672	09/09/2016	Neil Elliott	SCUPTURE PROJECT - ARTIST COSTS	\$ 1,887.20		
EFT6673	09/09/2016	LAKE YEALERING BOWLING CLUB	COMMUNITY GRANT FUNDING	\$ 7,310.00		
EFT6674	09/09/2016	MARKETFORCE PRODUCTIONS	ADVERTISEMENT FOR TINCURRIN SCHOOL REZONING	\$ 259.47		
EFT6675	09/09/2016	MOORE STEPHENS	FINANCIAL MANAGEMENT REPORTING MANUAL & USB	\$ 880.00		
EFT6676	09/09/2016	PCS	IT SUPPORT FOR AUGUST 2016	\$ 212.50		
EFT6677	09/09/2016	WA TREASURY CORP	Loan No. 100 Interest payment -	\$ 2,123.39		
EFT6678	09/09/2016	WICKEPIN HOTEL AND HARVEST	CATERING FOR MAIN ROADS MEETING 15 AUG 2016	\$ 480.00		
EFT6679	09/09/2016	WICKEPIN FOOTBALL CLUB	COMMUNITY GRANT FUNDING	\$ 6,000.00		
EFT6680	09/09/2016	WORLDWIDE ONLINE PRINTING	BUSHFIRE SEASON FRIDGE MAGNETS 2016/17	\$ 517.00		
EFT6681	12/09/2016	BALLARDS OF NARROGIN	GARDEN MIX FOR CEO HOUSE GARDENS	\$ 3,400.00		
EFT6682	12/09/2016	YEALERING AGPARTS & REPAIRS	GAS FOR CARAVAN PARK	\$ 137.50		

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EFT6683	12/09/2016	COURIER AUSTRALIA	DELIVERY OF ROAD SIGN	\$	22.07
EFT6684	12/09/2016	COVS PARTS PTY LTD	ANTI SEIZE AND PARTS FOR WK 2473 & WK1915	\$	164.25
EFT6685	12/09/2016	DEWS EXCAVATIONS	DRAINAGE WKS ON MALYALLING & WICK-HARRISMITH RDS	\$	5,885.00
EFT6686	12/09/2016	EDWARDS MOTORS PTY LTD	LEFT HAND HEADLIGHT FOR MWS VEHICLE	\$	545.70
EFT6687	12/09/2016	EWEN RURAL SUPPLIES	AUGUST 2016 ACCOUNT	\$	3,008.77
EFT6688	12/09/2016	GREAT SOUTHERN FUEL SUPPLIES	FUEL ACCOUNT AUGUST 2016	\$	11,263.50
EFT6689	12/09/2016	IL & SJ HILLS	REFUND OF HALL HIRE FEES	\$	40.00
EFT6690	12/09/2016	JASON SIGNMAKERS	SIGNS FOR MALYALLING ROAD	\$	875.27
EFT6691	12/09/2016	KNIGHTLINE COMPUTERS	LIGHT STRIP FOR DEPOT PIT	\$	46.95
EFT6692	12/09/2016	LOVEGROVE TURF SERVICES	GRASS FOR CEO HOUSE	\$	1,040.00
EFT6693	12/09/2016	NARROGIN HIRE SERVICE	RETICULATION PARTS FOR CEO HOUSE	\$	669.22
EFT6694	12/09/2016	NARROGIN HARDWARE MAKIT	FLURO TUBES FOR COMMUNITY CENTRE	\$	36.00
EFT6695	12/09/2016	NARROGIN BEARING SERVICE	PARTS FOR WK667	\$	108.52
EFT6696	12/09/2016	STAR TRACK EXPRESS	FREIGHT ON PARTS FOR ROAD BROOM	\$	205.13
EFT6697	12/09/2016	NARROGIN BOILERMAKERS	CLOTHING FOR PETER & DENIS BRANSBY	\$	124.00
EFT6698	12/09/2016	PARRYS	WORK CLOTHES	\$	265.30
EFT6699	12/09/2016	WAGIN PLUMBING	CARAVAN PARK BLOCKED SEWER & REPAIR WK CC TOILET	\$	764.50
EFT6700	12/09/2016	Kirstin Rigby	WICKEPIN CARAVAN PARK COMMISSION	\$	100.12
EFT6701	12/09/2016	PETER STRIBLING	YEALERING CARAVAN PARK COMMISSION	\$	310.14
EFT6702	12/09/2016	WA HINO SALES & SERVICE	OIL FILTERS FOR WK342	\$	495.00
EFT6703	12/09/2016	WICKEPIN COMMUNITY RESOURCE	LOAD RESTRAINT INFORMATION SESSION - 10 ATTENDEES	\$	900.00
EFT6704	20/09/2016	AUSTRALIAN TAXATION OFFICE	BAS AUGUST 2016	\$	18,742.00
EFT6705	20/09/2016	AIR LIQUIDE WA PTY LTD	MONTHLY CYLINDER RENTAL AUGUST 2016	\$	71.90
EFT6706	20/09/2016	ASPHALT IN A BAG	ASPHALT IN A BAG	\$	1,718.75
EFT6707	20/09/2016	Accessuts Pty Limited	CERTIFICATE IN EVENT MANAGEMENT TRAINING - LEE PARKER	\$	1,890.00
EFT6708	20/09/2016	YVONNE BOWEY CONSULTING	FINANCE CONSULTANT WHILE N MANTON A/CEO	\$	5,609.00
EFT6709	20/09/2016	BUNNINGS	PINE SLEEPERS FOR OLD RAILWAY STATION	\$	89.35
EFT6710	20/09/2016	COURIER AUSTRALIA	FREIGHT ON LIBRARY BOOKS & ROAD SIGNS	\$	89.32
EFT6711	20/09/2016	CHEFMASTER	BIN LINERS	\$	284.10

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EFT6712	20/09/2016	COVS PARTS PTY LTD	BAG OF RAGS	\$	23.93
EFT6713	20/09/2016	KELLY COCHRANE	CLEANING YEALERING TOILETS, HALL & CARAVAN PARK	\$	350.00
EFT6714	20/09/2016	EASIFLEET	FACEY GROUP VEHICLE LEASE SEPTEMBER 2016	\$	438.49
EFT6715	20/09/2016	Neil Elliott	SCUPTURE WORKSHOPS - ARTISTS COSTS	\$	1,763.80
EFT6716	20/09/2016	AC & EJ FULLFORD & CO	GRAVEL PUSHING ON MALYALLING AND WICKEPIN-CORRIGIN ROADS	\$	15,004.00
EFT6717	20/09/2016	FACEY GROUP INC	2016/17 SPONSORSHIP INSTALLMENT 1	\$	11,000.00
EFT6718	20/09/2016	JASON SIGNMAKERS	STREETNAME PLATES	\$	399.30
EFT6719	21/09/2016	OLYMPICS NETBALL CLUB	KIDSPORT VOUCHERS	\$	110.00
EFT6720	21/09/2016	INGREYS	VEHICLE CHANGEOVER FOR WK2567	\$	23,745.00
EFT6721	21/09/2016	JASON SIGNMAKERS	200MM DIRECTIONAL SIGN	\$	239.80
EFT6722	21/09/2016	KLEENHEAT GAS	ANNUAL CYLINDER FEE FOR HARRISMITH GOLF CLUB	\$	66.70
EFT6723	21/09/2016	KEL'S TYRES	REPAIR TYRES ON WK664 & FACEY GROUP VEHICLE	\$	93.50
EFT6724	21/09/2016	JAMES MATTHEWS	RABBIT CONTROL ON MALYALLING & FLEAY ROADS	\$	280.00
EFT6725	21/09/2016	GREAT SOUTHERN WASTE	AUGUST 2016 WASTE COLLECTION	\$	7,683.80
EFT6726	21/09/2016	NARROGIN RETRAVISION	AIR CONDITIONER REPAIR - CEO RESIDENCE	\$	1,028.00
EFT6727	21/09/2016	STAR TRACK EXPRESS	FREIGHT ON PARTS FOR WK813	\$	55.58
EFT6728	21/09/2016	NARROGIN CARPETS & CURTAINS	BLIND FOR UNIT 1 COTTAGE HOMES	\$	180.00
EFT6729	21/09/2016	NARROGIN TOYOTA	KILL SWITCH & CUTTING BLADE	\$	123.71
EFT6730	21/09/2016	NARROGIN CARPET CLEANERS	YEALERING HALL CARPET CLEANING	\$	297.00
EFT6731	21/09/2016	MAUREEN SUSAN PREEDY	YEALERING PUBLIC TOILETS, HALL, CARAVAN PK & WICKEPIN CC	\$	787.60
EFT6732	21/09/2016	TPG TOWN PLANNING, URBAN	WALK HERITAGE TRAIL SIGNAGE	\$	6,297.50
EFT6733	21/09/2016	REDFISH TECHNOLOGIES PTY LTD	CCTV SERVICE AND SUPPORT ANNUAL FEE	\$	1,859.00
EFT6734	21/09/2016	Perth Scarborough Rendezvous Hotel	LICENSING TRAINING MEALS - ALEEHA TURNER	\$	304.00
EFT6735	21/09/2016	ANTONY SMITH	HANG WICKEPIN TOWN HALL PICTURE RAILS	\$	1,372.00
EFT6736	21/09/2016	TWINKARRI P/L	TREE PRUNING AND MULCHING	\$	76,912.00
EFT6737	21/09/2016	WESTRAC EQUIPMENT	PARTS AND FILTERS FOR WK813	\$	433.03
EFT6738	21/09/2016	WICKEPIN HOTEL AND HARVEST	REFRESHMENTS FOR COUNCIL	\$	258.00
EFT6739	21/09/2016	WICKEPIN NEWSAGENCY	NEWSPAPERS, CATERING & STATIONERY	\$	88.30
EFT6740	21/09/2016	WATERMAN IRRIGATION	STANDPIPE REMOTE ACCESS CHARGE	\$	376.20

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15351	01/09/2016	WATER CORPORATION	WATER- YARLING COURT, STAFF HOUSING, JOINT UNITS, WICKEPIN	\$	2,911.15
15352	12/09/2016	TELSTRA	TELEPHONE TO 13 AUG 2016	\$	1,650.65
15353	12/09/2016	SYNERGY	POWER FOR STREETLIGHTS FROM 25 JUL TO 24 AUG 16	\$	1,880.45
15354	12/09/2016	WATER CORPORATION	WATER - COMMUNITY CENTRE, HARRISMITH CARAVAN PARK,	\$	997.77
15356	21/09/2016	TELSTRA	SATELLITE PHONE CHARGES TO 3 OCTOBER 2016	\$	35.00
15357	21/09/2016	SYNERGY	GROUP ACCOUNT POWER FROM 15 JUL 2016 TO 7 SEP 2016	\$	9,205.25
15358	21/09/2016	WATER CORPORATION	WATER FOR 40 WOGOLIN RD	\$	39.48
DD9067.1	14/09/2016	WA LOCAL GOVERNMENT SUPER	Payroll deductions	\$	5,323.31
DD9067.2	14/09/2016	RAMSAY SUPERANNUATION FUND	Superannuation contributions	\$	56.23
DD9067.3	14/09/2016	PRIME SUPER	Superannuation contributions	\$	175.95
DD9067.4	14/09/2016	ING CUSTODIANS PTY LTD	Superannuation contributions	\$	187.56
DD9067.5	14/09/2016	MTAA SUPER FUND	Superannuation contributions	\$	356.00
DD9067.6	14/09/2016	ANZ SUPER - ALLAN HEMLEY	Superannuation contributions	\$	175.95
DD9067.7	14/09/2016	TRE MAYNE SUPERANNUATION	Superannuation contributions	\$	185.07
DD9067.8	14/09/2016	COLONIAL FIRST STATE	Superannuation contributions	\$	172.19
DD9075.1	01/09/2016	WESTNET PTY LTD	SEPTEMBER 2016 INTERNET CHARGES	\$	144.90
DD9075.2	01/09/2016	ANZ BANK	MECHANT FEES	\$	216.31
DD9075.3	05/09/2016	ANZ BANK	ANZ BUSINESS CREDIT CARD PAYMENT - ADVERTISING & LOCAL	\$	1,901.70
DD9075.4	07/09/2016	JAMES MATTHEWS	POOL MANAGER CONTRACT PAYMENT 5/2016	\$	2,352.53
DD9080.1	28/09/2016	WA LOCAL GOVERNMENT SUPER	Payroll deductions	\$	5,675.91
DD9080.2	28/09/2016	RAMSAY SUPERANNUATION FUND	Superannuation contributions	\$	140.65
DD9080.3	28/09/2016	PRIME SUPER	Superannuation contributions	\$	171.51
DD9080.4	28/09/2016	ING CUSTODIANS PTY LTD	Superannuation contributions	\$	225.56
DD9080.5	28/09/2016	MTAA SUPER FUND	Superannuation contributions	\$	394.00
DD9080.6	28/09/2016	ANZ SUPER - ALLAN HEMLEY	Superannuation contributions	\$	213.95
DD9080.7	28/09/2016	TRE MAYNE SUPERANNUATION	Superannuation contributions	\$	170.42
DD9080.8	28/09/2016	COLONIAL FIRST STATE	Superannuation contributions	\$	162.06
DD9082.1	21/09/2016	JAMES MATTHEWS	POOL MANAGERS CONTRACT 6/2016	\$	2,352.53
DD9082.2	23/09/2016	BEST OFFICE SYSTEMS	KONICA COPIER LEASE	\$	358.60
				\$	289,297.00
				\$	570.00

Attachment- Item 10.2.02

Governance, Audit and Community Service

10.2.03 – Community Development Officer's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Lee Parker, Community Development Officer
File Reference:	CM.PLA.404
Author:	Lee Parker, Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	10 October 2016



Wickepin Cemetery Upgrade


Friday 14 October 2:30pm
 Official opening at the
Wickepin Cemetery

Afternoon tea provided

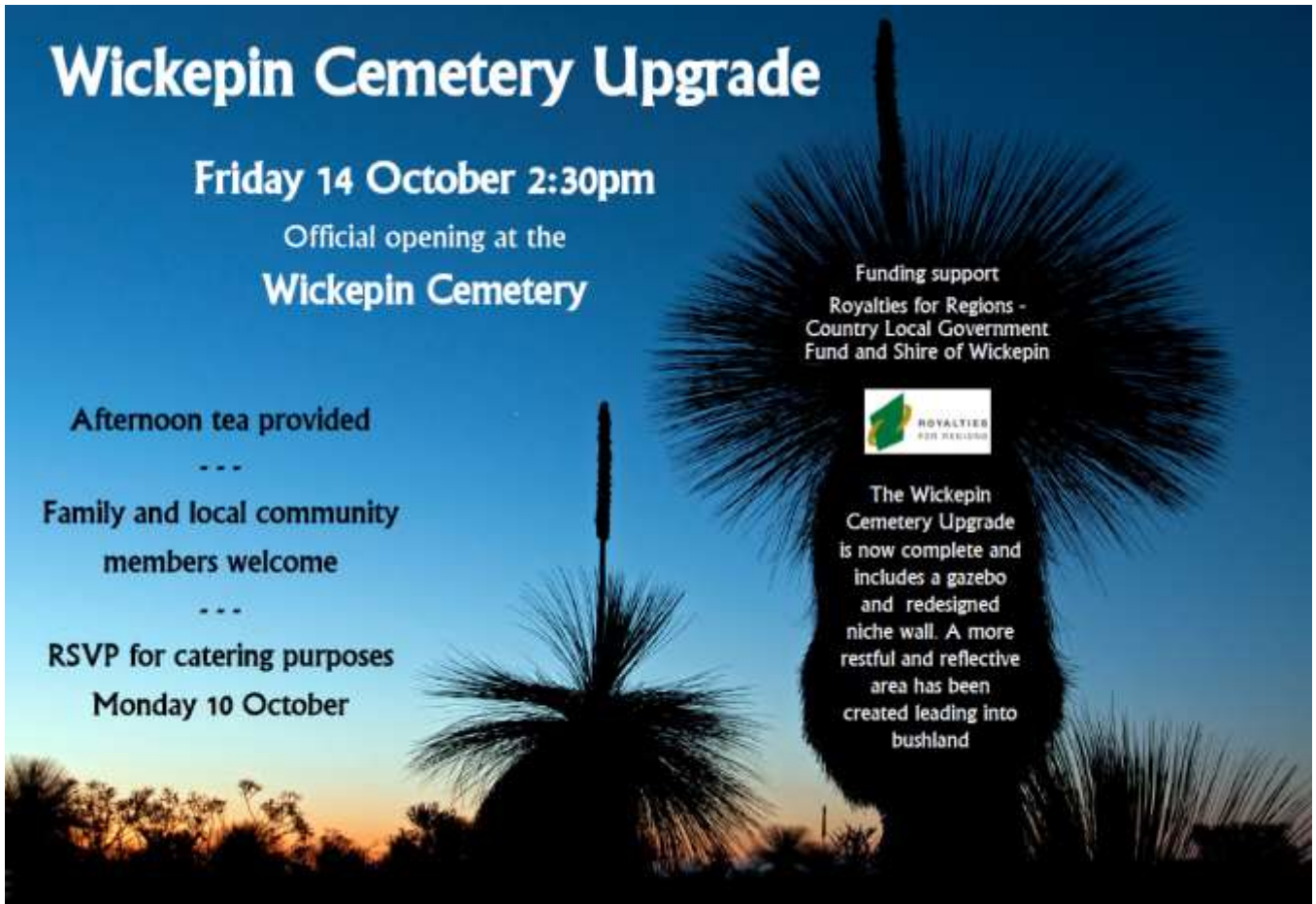
 Family and local community
 members welcome

 RSVP for catering purposes
Monday 10 October

Funding support
 Royalties for Regions -
 Country Local Government
 Fund and Shire of Wickepin



The Wickepin
 Cemetery Upgrade
 is now complete and
 includes a gazebo
 and redesigned
 niche wall. A more
 restful and reflective
 area has been
 created leading into
 bushland




Arty Party

Wickepin Town Hall
 Friday 14 October at 6:00pm

•••
 Dress yourself up. Grab your friends.
 Sample some tidbits. Have a drink on us.

•••
 Neil Elliott will discuss winning works

•••
 Garden awards announced

•••
 Ticket sales: Lintley - 9888 4050 or 0408 099 791
 Online: www.trybooking.com/MBWI

••• **RSVP - Monday 10 October** •••



Axon & Mills
 Carriage Driving Club (Inc)
Members of the Australian Carriage Driving Society (ACDS)

Invites you to their 2016
Pleasure Drive Weekend
 14-16 October 2016

Please join us for this wonderful
 weekend in Wickepin

Supported and welcomed by
 Shire of Wickepin, Lewisdale Meena Stud and
 Facey Homestead Management Committee
 Contact for expressions of interest and further details:
 Axon Piper Phone: 0417528602
 E-mail: axpiper@axonmills.com.au
 Sue Tighe ph: 95743820

The weekend will commence Friday evening with
 an invitation to the Wickepin Art Prize Arty Party
 Cocktail Party.

Saturday morning will be a presentation Drive
 through the streets of Wickepin followed by an
 event course in Johnston Park near the Wickepin
 Town Hall. High Tea will be held at the Albert
 Facey Homestead on Saturday afternoon.

Saturday night will be a BBQ sheep on a spit and
 entertainment and entertainment at Lewisdale
 Stud Park.

Sunday will be our pleasure drive, east of
 Wickepin to the Malabar Rock Reserve and the
 ACO (Australian) Cricket Ground for a picnic
 lunch and game of cricket at this historic site.

Hot yards and water available for all. Camping
 sites free of charge to registered participants,
 walking distance to the town centre, low cost
 caravan park, some pub accommodation.

Town Markets will
 open from
 10:00am Saturday

Wickepin Community Markets will be held
 in the main street from 10:00am on
 Saturday.

There will be food stalls as well as many
 interesting produce and handcraft
 stalls. Contact the Community Resource
 Centre on 9666 1500 if you would like to
 have a stall.








14th, 15th & 16th October 2016

WICKEPIN

Acquisitive Prize \$3,000
Registrations close 23 September 2016

Best Local

Best Textile

Best Portrait

Best Sculpture

People's Choice

Best Landscape

CONTACT
Shire of Wickepin
9888 1005
cdo@wickepin.wa.gov.au
Entry forms are available from
www.wickepin.wa.gov.au

Proudly sponsored by
Shire of Wickepin
...
Watershed News
...
Albert Facey Homestead

Wickepin Townscape and Cultural Planning Committee present...

Gardening Competition

(All gardens in Wickepin, Harrismith, Yealering and Tincurrin towns)

The categories judged will be:

- Best Garden Overall
- Best Kept Street
- Best Water wise/Eco-friendly
- Best Kept Non-Residential



Judging will be done secretly during October.

The winners will each receive a plaque and a \$50 gift voucher to use locally.

Results will be announced on Friday 14th October at the Arty Party.

For more information contact the Shire of Wickepin on 9888 1005



Graphic design by ESO Leah Pearson.

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 Community Development Officer dated 10 October 2016.

Voting Requirements: Simple majority

Resolution No 191016-11

Moved Cr Lansdell / Seconded Cr Allan

That Council notes the report from the Community Development Officer dated 10 October 2016.

Carried 7/0

Governance, Audit & Community Services

10.2.04 – Governance, Audit & Community Services Committee Meeting

Recommendations

Submission To:	Council
Location / Address:	Whole Shire
Name of Applicant:	Governance, Audit & Community Services Committee
File Reference:	CP.PLA.572/CR.MEE.202
Author:	Leah Pearson, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	22 September 2016

Enclosure / Attachment: Nil

Background:

Governance, Audit & Community Services Committee meeting held Wednesday 21 September 2016.

Comment:

The Governance, Audit & Community Services Committee Meeting was held on Wednesday 21 September 2016 and passed the following recommendations:

Moved Cr Russell / Seconded Cr Lansdell

That the CEO amend Policy 3.1.6 Financial Assistance to Sporting and Community Groups with the discussed changes and bring the amended Policy 3.1.6 to the next Governance, Audit and Community Services committee meeting.

Carried

Moved Cr Allan / Seconded

That the following Authorisation to Purchase Goods and Services Policy be adopted by Council:

2.1.5 AUTHORISATION TO PURCHASE GOODS AND SERVICES

OBJECTIVE: Establish guidelines for the purchasing of goods and services by employees.

The CEO is permitted to issue orders and purchase all authorised expenditure on Council's behalf.

The following employees are authorised, on delegation by the CEO, to purchase goods and services:

- Deputy CEO up to \$25,000
- Finance Officer up to \$1,000;
- Manager of Works and Services up to \$50,000;
- Community Development Officer up to \$5,000 with other expenditure in consultation with the CEO;
- Executive Support Officer and Administration Officer – office expenditure up to \$1,000; and
- Mechanic up to \$2,500.

A Purchase Order is required for all expenditure over \$100.

Carried 6/0

Moved Cr Lansdell / Seconded Cr Allan

That the following EFT Payment and Cheque Issue Policy be adopted by Council:

3.1.8 EFT PAYMENT AND CHEQUE ISSUE

OBJECTIVE: Provide clear parameters in relation to EFT payment and cheque issue.

In accordance with section 6.8(1) of the Act, Council cannot incur expenditure from its municipal fund for an additional purpose except where the expenditure is:

- Incurred in a financial year before the adoption of the annual budget; or
- Authorised in advance by resolution (Absolute Majority).

A minimum of 2 authorised signatures are required to make a payment from Council's municipal, trust or reserve funds. The CEO, DCEO or MWS are authorised to authorise the payment of accounts by electronic funds transfer or sign Shire of Wickepin cheques or if two of them are absent a Councillor shall sign in his or her place.

Each payment from the municipal, trust or reserve fund is to be noted on a list compiled for each month showing:

- the payees name;
- the amount of the payment;
- the date of the payment; and
- sufficient information to identify the transaction.

The list is to be presented to the next ordinary meeting of Council and recorded in the minutes of the meeting at which it is presented.

Carried 6/0

Statutory Environment:	Nil.
Policy Implications:	Not applicable.
Financial Implications:	Nil.
Strategic Implications:	Nil

Recommendation:

1. That the CEO amend Policy 3.1.6 Financial Assistance to Sporting and Community Groups with the discussed changes and bring the amended Policy 3.1.6 to the next Governance, Audit and Community Services committee meeting.
2. That the following Authorisation to Purchase Goods and Services Policy be adopted by Council:

2.1.5 AUTHORISATION TO PURCHASE GOODS AND SERVICES

OBJECTIVE: Establish guidelines for the purchasing of goods and services by employees.

The CEO is permitted to issue orders and purchase all authorised expenditure on Council's behalf.

The following employees are authorised, on delegation by the CEO, to purchase goods and services:

- *Deputy CEO up to \$25,000*
- *Finance Officer up to \$1,000;*
- *Manager of Works and Services up to \$50,000;*
- *Community Development Officer up to \$5,000 with other expenditure in consultation with the CEO;*
- *Executive Support Officer and Administration Officer – office expenditure up to \$1,000; and*
- *Mechanic up to \$2,500.*

A Purchase Order is required for all expenditure over \$100.

3. That the following EFT Payment and Cheque Issue Policy be adopted by Council:

3.1.8 EFT PAYMENT AND CHEQUE ISSUE

OBJECTIVE: Provide clear parameters in relation to EFT payment and cheque issue.

In accordance with section 6.8(1) of the Act, Council cannot incur expenditure from its municipal fund for an additional purpose except where the expenditure is:

- *Incurred in a financial year before the adoption of the annual budget; or*
- *Authorised in advance by resolution (Absolute Majority).*

A minimum of 2 authorised signatures are required to make a payment from Council's municipal, trust or reserve funds. The CEO, DCEO or MWS are authorised to authorise the payment of accounts by electronic funds transfer or sign Shire of Wickepin cheques or if two of them are absent a Councillor shall sign in his or her place.

Each payment from the municipal, trust or reserve fund is to be noted on a list compiled for each month showing:

- *the payees name;*
- *the amount of the payment;*
- *the date of the payment; and*
- *sufficient information to identify the transaction.*

The list is to be presented to the next ordinary meeting of Council and recorded in the minutes of the meeting at which it is presented.

Voting Requirements: Simple majority.

Resolution No 191016-12

Moved Cr Lang / Seconded Cr Lansdell

1. That the following Authorisation to Purchase Goods and Services Policy be adopted by Council:

2.1.5 AUTHORISATION TO PURCHASE GOODS AND SERVICES

OBJECTIVE: Establish guidelines for the purchasing of goods and services by employees.

The CEO is permitted to issue orders and purchase all authorised expenditure on Council's behalf.

The following employees are authorised, on delegation by the CEO, to purchase goods and services:

- Deputy CEO up to \$25,000
- Finance Officer up to \$1,000;
- Manager of Works and Services up to \$50,000;
- Community Development Officer up to \$5,000 with other expenditure in consultation with the CEO;
- Executive Support Officer and Administration Officer – office expenditure up to \$1,000; and
- Mechanic up to \$2,500.

A Purchase Order is required for all expenditure over \$100.

2. That the following EFT Payment and Cheque Issue Policy be adopted by Council:

3.1.8 EFT PAYMENT AND CHEQUE ISSUE

OBJECTIVE: Provide clear parameters in relation to EFT payment and cheque issue.

In accordance with section 6.8(1) of the Act, Council cannot incur expenditure from its municipal fund for an additional purpose except where the expenditure is:

- Incurred in a financial year before the adoption of the annual budget; or
- Authorised in advance by resolution (Absolute Majority).

A minimum of 2 authorised signatures are required to make a payment from Council's municipal, trust or reserve funds. The CEO, DCEO or MWS are authorised to authorise the payment of accounts by electronic funds transfer or sign Shire of Wickepin cheques or if two of them are absent a Councillor shall sign in his or her place.

Each payment from the municipal, trust or reserve fund is to be noted on a list compiled for each month showing:

- the payees name;
- the amount of the payment;
- the date of the payment; and
- sufficient information to identify the transaction.

The list is to be presented to the next ordinary meeting of Council and recorded in the minutes of the meeting at which it is presented.

Carried 7/0

The resolution differed to the Officers recommendation as Council felt that Item 1 was unnecessary as part of the resolution.

Governance, Audit & Community Services

10.2.05 – Christmas Office Closure 2016/2017

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	PE.IR.2002
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	23 September 2016

Enclosure/Attachment: Nil

Background:

In previous years, Council has approved the closure of the administration office for the period between Christmas and New Year.

Comment:

The administration staff would appreciate the same opportunity this year. In years when the office has remained open at this time of year with a 'skeleton staff' it has largely been unwarranted as the majority of our residents are away from home or busy with family commitments. In the previous years when the office is closed through the Christmas break we have advertised our hours both on the front counter and in the Watershed News to give people the opportunity of completing urgent business or licensing prior to the Christmas break. The normal closure in previous years has been found to be of very little inconvenience to the public.

Statutory Environment: *Local Government Industry Award 2010*

25.5 Annual close-down

[25.5 renamed and substituted by PR583026 ppc 29Jul16]

An employer may require an employee to take annual leave as part of a close-down of its operations by giving at least four weeks' notice.

Policy Implications: Not applicable.

Financial Implications:

As staff will be using public holidays as provided by the award, rostered days off, annual leave or unpaid leave to cover this time, there will be no additional cost to Council.

Strategic Implications: Not applicable.

Recommendation:

That the trading hours for 2016/2017 Christmas period be as follows:

Thursday 22 December	Open
Friday 23 December	Open
Monday 26 December	Closed - Public Holiday (for Christmas day)
Tuesday 27 December	Closed - Public Holiday (for Boxing Day)
Wednesday 28 December	Closed - Employee Annual Leave
Thursday 29 December	Closed - Employee Annual Leave
Friday 30 December	Closed - Employee Annual Leave
Monday 2 January	Closed – Public Holiday, New Year
Tuesday 3 January	Open

Voting Requirements: Simple majority

Resolution No 191016-13**Moved Cr Easton / Seconded Cr Martin**

That the trading hours for 2016/2017 Christmas period be as follows:

Thursday 22 December	Open
Friday 23 December	Open
Monday 26 December	Closed - Public Holiday (for Christmas day)
Tuesday 27 December	Closed - Public Holiday (for Boxing Day)
Wednesday 28 December	Closed - Employee Annual Leave
Thursday 29 December	Closed - Employee Annual Leave
Friday 30 December	Closed - Employee Annual Leave
Monday 2 January	Closed – Public Holiday, New Year
Tuesday 3 January	Open

Carried 7/0

Governance, Audit and Community Services

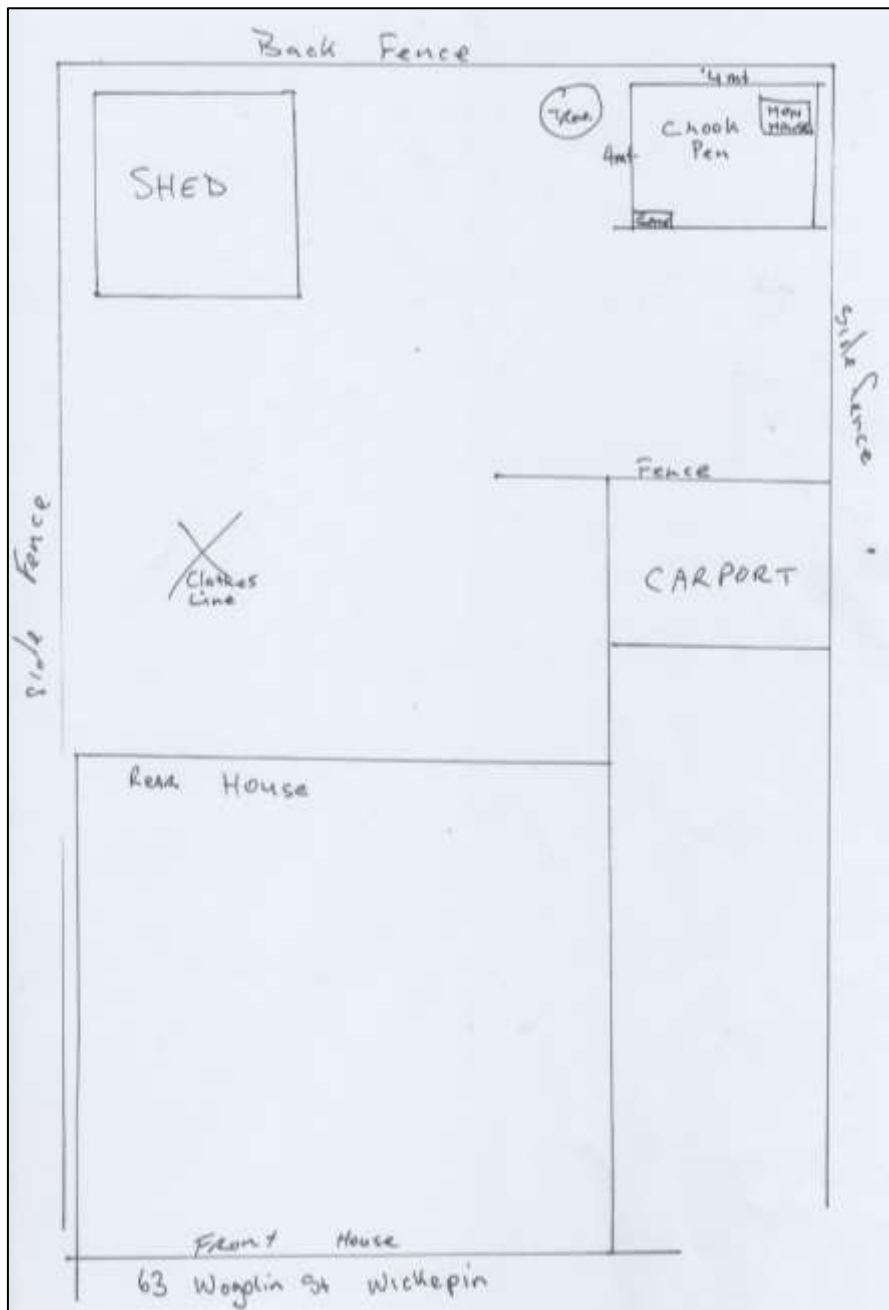
10.2.06 – Rooster at 63 Wogolin Road, Wickepin

Submission To: Ordinary Council
Location / Address: Whole Shire
Name of Applicant: Patricia Steele, Wickepin Resident
File Reference: LE.INF.1800, A5177
Author: Mark J Hook, Chief Executive Officer
Disclosure of any Interest: nil
Date of Report: 29 September 2016

Enclosure / Attachment: Nil

Background:

Council has received a request from Patricia Steele, a tenant at 63 Wogolin Road Wickepin, to have one rooster on the property, along with a rough sketch of where the chook pen is located.



The Shire of Wickepin Health Local Laws 2000 state under sections 5.4.1 – 5.4.4 that:

Division 4 - Keeping of Poultry and Pigeons

Interpretation

5.4.1 *In this Division, unless the context otherwise requires -
"poultry" includes bantams, ducks and other domestic fowls;*

Limitation on Numbers of Poultry and Pigeons

5.4.2 *An owner or occupier of premises within a townsite shall not keep a combined total of more than 12 poultry and pigeons without the approval of Council, on any one lot of land.*

Conditions for Keeping Poultry in Limited Numbers

5.4.3 *A person who keeps poultry or permits poultry to be kept shall ensure that -*

- (a) *no poultry is able to approach within 15 metres of a dwelling house, public building or premises where people are employed or where food is stored, prepared, manufactured or sold;*
- (b) *all poultry is kept in a properly constructed and securely fastened structure or enclosure;*
- (c) *the structure is in a yard having an otherwise unobstructed area of at least 30 square metres;*
- (d) *no poultry is able to approach within 15 metres of a street other than a right of way unless, in the case of land at the junction of two or more streets, Council has approved a lesser distance; and*
- (e) *all enclosures or cages within which poultry are kept shall be maintained at all times in a clean condition and shall be disinfected or otherwise dealt with in a way as directed by an Environmental Health Officer.*

5.4.4 (1) *An occupier of premises within a townsite, shall not without the written approval of the Council, keep or permit to be kept on those premises, any one or more of the following fowl -*

- (a) *a rooster;*
 - (b) *a goose or gander;*
 - (c) *a turkey;*
 - (d) *a peacock or peahen;*
 - (e) *a gamebird (includes emus and ostriches)*
- (2) *The Council may upon written application, grant approval with or without conditions to the owner or occupier of premises to keep any one or more birds as specified in subsection (1) of this section.*
- (3) *A person who has been granted approval under this Section to keep a bird may keep the bird on the premises only while he is the occupier thereof.*
- (4) *The Council may revoke an approval granted under this Section if it is of the opinion that the keeping of the birds specified in the approval is causing a nuisance or is injurious, offensive or dangerous to health.*

Comment:

No written complaints have been received regarding the rooster at 63 Wogolin Road, Wickepin from neighbours or local residents.

Statutory Environment: Health Act 1911
Shire of Wickepin Health Local Laws 2000

Division 4 - Keeping of Poultry and Pigeons

Interpretation

5.4.1 *In this Division, unless the context otherwise requires -
"poultry" includes bantams, ducks and other domestic fowls;*

Limitation on Numbers of Poultry and Pigeons

5.4.2 *An owner or occupier of premises within a townsite shall not keep a combined total of more than 12 poultry and pigeons without the approval of Council, on any one lot of land.*

Conditions for Keeping Poultry in Limited Numbers

5.4.3 *A person who keeps poultry or permits poultry to be kept shall ensure that -*

- (a) *no poultry is able to approach within 15 metres of a dwelling house, public building or premises where people are employed or where food is stored, prepared, manufactured or sold;*
- (b) *all poultry is kept in a properly constructed and securely fastened structure or enclosure;*
- (c) *the structure is in a yard having an otherwise unobstructed area of at least 30 square metres;*

- (d) no poultry is able to approach within 15 metres of a street other than a right of way unless, in the case of land at the junction of two or more streets, Council has approved a lesser distance; and
- (e) all enclosures or cages within which poultry are kept shall be maintained at all times in a clean condition and shall be disinfected or otherwise dealt with in a way as directed by an Environmental Health Officer.

Roosters, Geese, Turkeys, Peafowl's and Gamebirds

5.4.4 (1) An occupier of premises within a townsite, shall not without the written approval of the Council, keep or permit to be kept on those premises, any one or more of the following fowl -

- (a) a rooster;
 - (b) a goose or gander;
 - (c) a turkey;
 - (d) a peacock or peahen;
 - (e) a gamebird (includes emus and ostriches)
- (2) The Council may upon written application, grant approval with or without conditions to the owner or occupier of premises to keep any one or more birds as specified in subsection (1) of this section.
- (3) A person who has been granted approval under this Section to keep a bird may keep the bird on the premises only while he is the occupier thereof.
- (4) The Council may revoke an approval granted under this Section if it is of the opinion that the keeping of the birds specified in the approval is causing a nuisance or is injurious, offensive or dangerous to health.

Pigeons or Doves

5.4.5 A person who keeps, or permits to be kept, pigeons or doves shall ensure that -

- (a) none is able to approach within 15 metres of a dwelling, public building or premises where people are employed or where food is stored, prepared, manufactured or sold; and
- (b) except where registered homing pigeons are freed for exercise, the pigeons or doves are kept in a properly constructed pigeon loft or dove cote that -
 - (i) is in a yard having an otherwise unobstructed area of at least 30 square metres; and
 - (ii) is maintained in such a manner so as not to create a nuisance by the emission of dust, effluvia or odours.

Removal of Non-Conforming Structure or Enclosure

5.4.6 (1) If a structure or enclosure is used for the keeping of poultry or pigeons or doves contrary to the provision of Section 5.4.3 and 5.4.5, the Council may direct the owner or occupier to remove it.

(2) An owner or occupier shall comply with a direction from the Council under this Section.

Restrictions on Pigeon Nesting or Perching

5.4.7 (1) The Council may order an owner or occupier of a house in or on which pigeons which are, or are in the habit of, nesting or perching to take adequate steps to prevent them continuing to do so.

(2) An owner or occupier shall comply with the Council order under this Section.

Caravan and Camping Regulations 1997 Regulation 25 amended in Gazette 12 Dec 2014 p. 4724

25. Control of animals

(1) A person is not to bring an animal into a facility, or allow an animal under his or her control to stay there, except with the approval of the licence holder of the facility.

(2) A person who owns, or has the care or control of, a dog is to ensure that while in the facility the dog is either —

- (a) on a leash under the control of a person; or
- (b) enclosed in a caravan, or a fenced or enclosed area of a site sufficient to contain the dog.

(3) A person is not to allow an animal under his or her control to become or cause a nuisance to any other person at a facility.

Financial Implications: Nil

Policy Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to give written permission for the tenant of 63 Wogolin Road, Wickepin to keep one rooster in a suitable enclosure at the property.

Recommendation:

1. That Council permit the tenant at 63 Wogolin Road Wickepin to keep one rooster in a suitable enclosure at the property.
2. That this permission may be revoked if complaints from neighbours are received.

Voting Requirements: Simple majority

Resolution No 191016-14**Moved Cr Lansdell / Seconded Cr Allan**

1. That Council permit the tenant at 63 Wogolin Road Wickepin to keep one rooster in a suitable enclosure at the property.
2. That this permission may be revoked if complaints from neighbours are received.

Carried 7/0

Governance, Audit and Community Services

10.2.07 – 2016 Regional Christmas Trading Extensions

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	GR.SL.1457
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	27 September 2016

Enclosure / Attachment: Nil

Background:

The 2016 Christmas trading extensions for the Perth metropolitan area are currently under consideration. Consistent with previous years the Christmas trading package is being offered to regional Local Government Authorities based on the proposed metropolitan trading hours.

Comment:

Should Council accept this offer, general retail shops within the Shire of Wickepin will be able to trade from 8.00am to 9.00pm Monday to Friday, 8.00am to 5.00pm on Saturdays and 11.00am to 5.00pm on Sundays and Public Holidays other than Christmas Day which will be closed all day.

If Council agrees with the extended Christmas trading hours they will commence on Monday 5 December 2016 and conclude 1 January 2017. The decision to open or not during the additional hours provided is at the discretion of the individual retailers.

Council's that choose to accept the extended trading hours must notify the Department of Commerce, of their decision at the earliest opportunity.

Council may request alternative trading arrangements over the Christmas period. If Council wishes alternative trading hours they will need to apply to the Department of Commerce for the alternative arrangements.

The Chief Executive Officers recommendation is that Council apply for the extended trading hours which will allow for any general retail shop in the Shire of Wickepin to open during the extended hours if they so wish.

Statutory Environment:

The *Retail Trading Hours Act 1987* applies to retail shops in Western Australia south of the 26th parallel. It sets out the trading hours and rules covering various categories of retail outlets. Trading hours of restaurants, cafes, liquor stores and takeaway food shops are not covered by the Act.

Financial Implications: Nil

Policy Implications: Nil

Strategic Implications: Nil

Summary:

The Shire of Wickepin is being requested to choose the above extended trading hours package and notify the Department of Commerce of Councils decision at the earliest opportunity.

Recommendation:

That Council advise the Department of Commerce that Council requests the extended trading hour's for general retail shops within the Shire of Wickepin to allow retail shops to be able to trade from 8.00am to 9.00pm Monday to Friday, from 8.00am to 5.00pm on Saturdays and from 11.00am to 5.00pm on Sundays and public holidays between the period Monday 5 December 2016 and concluding on Sunday 1 January 2017.

Voting Requirements: Simple majority

Resolution No 191016-15**Moved Cr Martin / Seconded Cr Hinkley**

That Council advise the Department of Commerce that Council requests the extended trading hour's for general retail shops within the Shire of Wickepin to allow retail shops to be able to trade from 8.00am to 9.00pm Monday to Friday, from 8.00am to 5.00pm on Saturdays and from 11.00am to 5.00pm on Sundays and public holidays between the period Monday 5 December 2016 and concluding on Sunday 1 January 2017.

Carried 7/0

Governance, Audit and Community Services

10.2.08 – Proposed Amendment to include Reserve 18106, Lot 17 Tincurrin Road (Tincurrin School) in the Development zone in Local Planning Scheme No. 4

Submission To:	Ordinary Council
Location / Address:	Reserve 18106, Lot 17 Tincurrin Road (Tincurrin School)
Name of Applicant:	Gray & Lewis / LandCorp
File Reference:	LP.PLA.1711 / A6320
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	3 October 2016

Enclosure / Attachment:

1. Gray and Lewis Local Planning Scheme No 4 Amendment No 2 April 2016.
2. Guidelines on the Separation of agricultural and residential land uses establishment of Buffer Areas August 2012

Background:

Gray & Lewis, Land Use Planners acting on behalf of LandCorp submitted a request supported by an accompanying report to declassify Lot 17 Tincurrin Road, Tincurrin, known as reserve 18106 from Local Scheme Reserve – Public Purpose – Primary School and have it incorporated in the Development zone in Council's Local Planning Scheme No. 4. The land has been identified as surplus to government requirements as a primary school and has been earmarked for disposal. The purpose of the Scheme Amendment is to establish a suitable zoning over Lot 17 to ensure appropriate development and land use controls are in place prior to the lot being offered for sale on the open market.

Council resolved at its 19 June 2016 meeting to initiate the Scheme Amendment No.2 submitted by Gray & Lewis, Land Use Planners who are acting on behalf of LandCorp to rezone the former Tincurrin primary school site at Lot 17 Tincurrin Road, Tincurrin known as Reserve 18106 from Local Scheme Reserve – Public Purpose – Primary School and have it incorporated in the Development zone in Council's Town Planning Scheme No 4, to enable its subsequent disposal.

Comment:

The Department of Education have advised the Department of Lands that the Tincurrin primary school site is surplus to their requirements.

Council passed the following resolution at its Ordinary Meeting of Council held on the 20 July 2016.

Resolution No 200716-14

Moved Cr Martin / Seconded Cr Lansdell

That Council resolve to:

- (1) Amend Local Planning Scheme No. 4 by reclassifying Lot 17 Tincurrin Road, Tincurrin known as Reserve 18106 from Local Scheme Reserve 'Public Purpose – Primary School' and including it in the 'Development' zone.
- (2) Prior to advertising the Amendment, the amendment documents be returned to the consultant and be renumbered to 'Amendment No. 2'.

- (3) Upon receipt of the amended documents and payment of Council's planning fee by the proponent and in accordance with the Planning and Development (Local Planning Schemes) Regulations 2015 prepare a notice giving details of—
 - a) the purpose of the amendment; and
 - b) where the amendment may be inspected; and
 - c) to whom and during what period submissions in respect of the amendment may be made.
- (4) Advertise the amendment as follows—
 - a) publish the notice in a newspaper circulating in the scheme area;
 - b) display a copy of the notice in the Council offices for the period for making submissions set out in the notice;
 - c) give a copy of the notice to each public authority that Council considers is likely to be affected by the amendment;
 - d) publish a copy of the notice and the amendment on the Council's website;
 - e) make the Scheme documents available for public inspection at the Council office during office hours at the Council office;
 - f) invite public submissions for a period of 42 days from the day the amendment is first advertised in the local paper.
5. Seek reimbursement by the proponent for the costs of advertising as above.
6. Forward a copy of the amendment documents and consultants report to the Environmental Protection Authority for assessment.

Carried 7/0

The Shire of Wickepin has undertaken the public consultation by doing the following.

- a) Publishing a notice in the Narrogin Observer;
- b) displaying a copy of the notice on the Council offices for the period for making submissions set out in the notice;
- c) gave a copy of the notice to each public authority that Council considered likely to be affected by the amendment;
- d) published a copy of the notice and the amendment on the Council's website;
- e) made the Scheme documents available for public inspection at the Council office during office hours;
- f) invited public submissions for a period of 42 days from the day the amendment was first advertised in the Narrogin Observer.

It is considered that the rezoning of the subject land from an exclusively public purpose zoning and have it incorporated in the Development zone in Council's Town Planning Scheme No. 4 would remove any potential for

a claim for compensation to be lodged against the Shire should the land be sold by the Department of Lands and the Shire refuses a future development application upon the land.

Scheme Amendment No.2 was referred to the Environmental Protection Authority ('EPA') for its assessment as per Section 81 of the Planning & Development Act 2005. The EPA advised on 29th August 2016 that the Amendment did not warrant assessment under Part IV Division 3 of the *Environmental Protection Act 1986*.

At the conclusion of the advertising period 8 submissions had been received and all were from Government Departments.

SCHEDULE OF SUBMISSIONS	
Name	Comment
Department of Environment Regulation	DER has no comment on this matter in reference to regulatory responsibilities under the Environmental Protection Act 1986 and the Contaminated Sites Act 2003.
ATCO Gas Australia formerly Alinta Gas	We wish to advise that ATCO Gas does not have gas mains nor gas infrastructure within the abovementioned property nor portion of road reserve, nor within the Shire of Wickepin. ATCO Gas has no objection to the proposal by the Shire of Wickepin in order to facilitate the land rezoning; ATCO Gas will not be lodging a written submission to the Shire nor objecting to the proposal.
Department of Aboriginal Affairs	The DAA has undertaken a review of the area of land and can confirm that no Aboriginal heritage has been reported at this location.
State Heritage Office	The proposed Scheme Amendment has been considered for its potential impact on heritage places within the scheme area. There is no objection to the proposal.
Telstra	Thank you for the above advice. At present, Telstra Corporation Limited has no objection. I have recorded this in our Development database and look forward to further correspondence in the future.
Western Power	Thank you for submitting your due diligence request to Western Power in relation to your proposed work. Your proposal is being reviewed, and we will contact you directly for more information if required.
Main Roads	Further to your correspondence of the 10 August 2016 with attached details. Main Roads WA (MRWA) has determined from the information provided that the proposed scheme amendment will not have an adverse impact on the MRWA network and therefore advises no objection to the proposal.
Department of Health	Thank you for your letter dated 10 August 2016, requesting comment from the Department of Health (DOH) on the above proposal. The DOH has no objection providing the proposed density development is required to connect to scheme water and reticulated sewerage in accordance with provisions in the draft Country Sewerage Policy. You should consider the DOH's <i>Guidelines on the Separation of agricultural and residential land uses</i> as a means to help avoid conflict and potential adverse health effects and nuisance impacts from chemical use, dust and other rural pursuits. A copy is attached or it may be accessed from the Public Health website: http://www.public.health.wa.gov.au/cproot/4913/2Guidelines%20for%20Agricultural%20and%20Residential%20Buffer.pdf

In relation to the Department of Health comments the Tincurrin School is already on the Scheme Water and there is no reticulated sewerage scheme in Tincurrin for the school site to be connected to. A copy of the Guidelines on the Separation of agricultural and residential land uses is attached for information.

At the completion of the advertising period the received submissions must be presented for Council's consideration.

The location of the site is shown in Figure 1.



Figure 1

Other than school buildings the site is predominantly vacant, Figure 2.



Figure 2 – Overall site plan

Surrounding Land Use And Infrastructure

The lot is located immediately south of the railway line and to the south west of CBH. It also abuts a recreation and open space reservation to the east.

Land to the immediate west, south and south east are zoned 'General Agriculture' under the Scheme (See Figure 3).



Figure 3 – Shire of Wickepin Zoning Map

The subject lot is located within walking distance of all the established infrastructure, services and business within Tincurrin Townsite. The school has access to all major services including water, electricity, and telecommunications. The existing school has access to an existing water service off the 80 mm diameter water reticulation main that runs along Tincurrin Road. There is an overhead power line to the north of Lot 17, and an underground pillar connection located on the northern lot boundary. A Bushfire Management Plan has been prepared for the property and is attached to the consultant's report. It concludes that subject to appropriate risk management strategies being incorporated into the design of any future development, the residual bush fire risk will be significantly reduced. This plan needs to be reviewed by a competent bushfire management officer. A new Bushfire Management Plan may be necessary prior to a specific proposal for development/subdivision. Its recommendations should be included as provisions of a subsequent Structure Plan.

The Proposed Scheme Amendment

All development in a Local Scheme Reserve requires planning approval. In determining any planning application, the Shire has to have regard for 'the ultimate purpose intended for the reserve' in accordance with Clause 3.4.2 of the Shire of Wickepin TPS 4.

The amendment proposes to re-classify land that falls under the responsibility of the Department of Education. The existing primary school buildings are no longer utilised and the land is not required for government purposes.

A declaration of permanent school closure for Tincurrin Primary School (under the School Education Act 1999) was published in the Government Gazette on the 24 October 2014. The school permanently closed on the 31 December 2015 due to low enrolment numbers.

With the closure there is no point in retaining the land and buildings under its current classification. An amendment to TPS No. 4 to incorporate the land in an appropriate zone will facilitate its future use in accordance with the Shire of Wickepin's planning objectives.

The most useful and appropriate zone is the 'Development' zone.

The objectives for the Development zone are:

- To make provision for future residential and industrial development.
- To ensure that development zoned areas are developed in an orderly manner in accordance with an approved Structure Plan. (Clause 3.2 (g) of amended TPS No. 4)

Development in the 'Development' zone will be subject to:

- The availability of services adequate to accommodate the proposed development.
- The preparation of a Structure Plan prepared in accordance with the provisions of Sub-Clause 4.10 and Part 4 of the deemed provisions and approved by the Commission. (Clause 4.21.1 of amended TPS No. 4)

This provides maximum flexibility for the lot and recognises its location abutting the Townsite. The zoning provides scope to the buyer of the lot to consider a range of uses (subject to Council approval) which may or may not use the existing buildings. It may also allow possible subdivision subject to justification. It also allows it to be used as a residential lot.

A rural Townsite zone is also appropriate but is less flexible. Its inclusion in either the rural residential or the general agriculture zones unnecessarily limits options.

Under the Planning and Development (Local Planning Schemes) Regulations 2015, Amendments are to be classified as 'basic', 'standard' or 'complex'. In this case the amendment is considered 'standard' as:

- the amendment will have minimal impact on land in the scheme area that is not the subject of the amendment; and
- the amendment does not result in any significant environmental, social, economic or governance impacts in the scheme area.

The required advertising has now been concluded with no objections having been received, and this report recommends Council's adoption of Scheme Amendment No.2.

Statutory Environment:

*Shire of Wickepin Amended TPS4 - Clause 3.4.2 and Clause 4.21.1
Planning and Development (Local Planning Schemes) Regulations 2015
School Education Act 1999*

Financial Implications: Nil

Policy Implications: Nil

Strategic Implications: Nil

Summary:

Council has been requested by Gray & Lewis, Land Use Planners who are acting on behalf of LandCorp to declassify Lot 17 Tincurrin Road, Tincurrin, known as reserve 18106 from Local Scheme Reserve – Public Purpose – Primary School and have it incorporated in the Development zone in Council's Town Planning Scheme No. 4. The Tincurrin School site has been identified as surplus to government requirements as a primary school and has been earmarked for disposal. The purpose of the Scheme Amendment is to establish a suitable zoning over the area to ensure appropriate development and land use controls are in place prior to the lot being offered for sale on the open market.

The required advertising has been concluded with no objections being received, and this report recommends Council's adoption of Scheme Amendment No.2 submitted by Gray & Lewis, Land Use Planners.

Recommendation:

That Council:

1. Receive the submissions as outlined in the Schedule of Submissions.
2. Adopt for final approval Scheme Amendment No.2 to Shire of Wickepin Local Planning Scheme No.4, pursuant to Part 5 of the Planning and Development Act 2005, as follows:
 - (a) Reclassifying by reclassifying Lot 17 Tincurrin Road, Tincurrin known as Reserve 18106 from Local Scheme Reserve 'Public Purpose – Primary School' and including it in the 'Development' zone.
 - (b) Modifying the Scheme Map accordingly.
3. Seek final approval of Scheme Amendment No.2 from the Minister for Planning.

Voting Requirements: Simple majority

Resolution No 191016-16

Moved Cr Lansdell / Seconded Cr Lang

That Council:

1. Receive the submissions as outlined in the Schedule of Submissions.
2. Adopt for final approval Scheme Amendment No.2 to Shire of Wickepin Local Planning Scheme No.4, pursuant to Part 5 of the Planning and Development Act 2005, as follows:
 - (a) Reclassifying by reclassifying Lot 17 Tincurrin Road, Tincurrin known as Reserve 18106 from Local Scheme Reserve 'Public Purpose – Primary School' and including it in the 'Development' zone.
 - (b) Modifying the Scheme Map accordingly.
3. Seek final approval of Scheme Amendment No.2 from the Minister for Planning.

Carried 7/0

Governance, Audit and Community Services

10.2.09 – WA Kaolin Pty Ltd – Extension to Planning Licence

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	WA Kaolin Holdings Pty Ltd
File Reference:	ED.LIA.805
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	13 October 2016

Enclosure / Attachment: Nil

Background:

WA Kaolin has requested an extension for the Planning Approvals granted on 23 January 2015 as per the following resolution of the Wheatbelt Joint Development Assessment Panel:

That the Wheatbelt JDAP resolves to:

Approve DAP Application reference DAP/14/000685 and accompanying plans date stamped received 20 August 2014 for development of:

- (i). a kaolin mine and de-gritting plant on Lot 14431 (DP 155015); and*
- (ii). a processing plant and storage facility but excluding evaporation ponds on Lot 8798 (P 132472) and Lot 1 (D 92042); in accordance with the Shire of Wickepin Local Planning Scheme No. 4, subject to the following conditions*

That the following conditions 1-6 be imposed;

Conditions:

- 1. Prior to application for a building permit a landscaping/revegetation plan for each site is to be submitted to and approved by the Shire; the landscaping plan is to be implemented and the landscaping maintained throughout the life of the development to the satisfaction of the Shire.*
- 2. Prior to application for a building permit the applicant is to submit the following for the approval of the Shire:*
 - (a) an environmental management plan for the development to the satisfaction of the Shire; and*
 - (b) a site Rehabilitation Plan for the subject sites to the satisfaction of the Shire.*
- 3. Access crossovers onto dedicated roads shall be located, designed, constructed, and maintained to the satisfaction of the Shire. Details of the access crossovers shall be submitted to the Shire for assessment and approval prior to application for a Building Permit.*
- 4. All outdoor lighting is to be confined at all times to the land in accordance with the requirements of Australian Standard AS 4282—1997, Control of the obtrusive effects of outdoor lighting.*

5. *Storage of chemicals and liquids shall be within Bunded impervious areas capable of containing any spillages and be connected to an appropriate treatment and disposal system.*
6. *A detailed Dust Management Plan shall be submitted to and approved by the Shire, prior to any works commencing on-site and compliance with the plan must be achieved at all times.*

That the following advice notes 1-7 be placed on the approval;

Advice Notes

1. *This decision constitutes planning approval only and is valid for a period of two years from the date of approval. If the subject development is not substantially commenced within the two year period, the approval shall lapse and be of no further effect.*
2. *This Approval relates to the details provided in the application; a new application for Planning Approval must be submitted to the Shire to undertake the development in a different manner to that stated in the application.*
3. *The applicant is reminded of the requirements to comply at all times with the Environmental Protection (Noise) Regulations 1997.*
4. *This is a Planning Approval only and does not remove the responsibility of the applicant/owner to comply with all relevant building, health, and engineering requirements of the Shire, or with any requirements of the Shire's Local Planning Scheme No. 4. A building permit is required prior to the commencement of any works associated with the development.*
5. *The Shire should be consulted if there are any questions relating to the requirements of this approval, or the planning controls applicable to the land and/or location.*
6. *The development is to comply with the requirements of the National Construction Code. In this regard, it is recommended the applicant consult the Shire's Building Surveyor prior to the commencement of working drawings.*
7. *The applicant should ensure that the proposed development complies with all other relevant legislation, including but not limited to, the Environmental Protection Act 1986 and Regulations, and Dangerous Goods Safety Act 2004 and Regulations.*

Council has received the following form 2 requesting the extension of time as the two year period will expire on the 23/01/2017.



Government of Western Australia
Development Assessment Panels

DAP FORM 2

Application for amendment or cancellation of a Development Assessment Panel determination

Planning and Development Act 2005

Planning and Development (Development Assessment Panels) Regulation 2011- regulations 17, 20

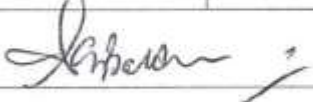
Part 1: Development Application Previously Determined

Estimated cost of development:	[\$]
Description of development	WA Kaolin Project - kaolin mine and degritting plant and processing plant and storage facility
Lot Number	Lot 14431 (DP 155015) and Lot 8798 (P132472) and Lot 1 D(92042)
Street Number and Name	Lots 1, 8798 Line Road & Lot 7495 Sparks Road
Town/Suburb	East Wickepin
Existing Use	mining and farmland
Proposed Amendments	Extension of time. Please note project commenced & plant is being commissioned in Rockingham
DAP File No (DoP Reference)	DAP/14/00685
Original DAP Determination Date	23 January 2015

Part 2: Applicant Details

Name	Alf Baker	
Address	3 Ward Rd East Rockingham, PO Box 147 Rockingham WA 6968	
Company (if applicable)	WA Kaolin Holdings Pty Ltd	
Contact Details	Phone 0419314283	Email abaker@wakaolin.com.au
Signature		Date 13 October 2016
Please Note: Unless otherwise requested, the Development Assessment Panel Secretariat will contact you via your nominated email address.		

Part 3: Landowner Details

Name	Wamco Industries Group Pty Ltd		
Address	2 Abbots Rd. Dandenong South Vic 3175		
Contact Details	Phone 0419314283	Email abaker@wakaolin.com.au	
Signature			Date 13 October 2016
Or	<input type="checkbox"/> Letter of Consent Attached.		

Part 4: Amendment Requested

Please specify the amendments/modifications required to the original determination.
[please tick one of the following]:

- to amend the approval so as to extend the period within which any development approved must be substantially commenced;
- to amend or delete any condition to which the approval is subject;
- to amend an aspect of the development approved which, if amended, would not substantially change the development approved;
- to cancel the approval.

Part 5: Acknowledgement by local government

(to be completed and signed by a local government planning officer)

Development Assessment Panel Fee	<input type="checkbox"/> Development Assessment Panel fee that has been paid by the applicant \$150 (schedule 1)		
Planning Scheme:	<i>Name of planning scheme(s) that applies to the prescribed land</i>		
LG Reference Number: <i>(if known)</i>			
Name of Planning Officer:			
Position and Title:			
Contact Details	Phone	Email	
Planning Officer's Signature:			Date

Please refer to the Development Assessment Panel's "Guidance Note: Lodging a DAP Application" for further information.

WA Kaolin has advised that they have constructed the processing plant at Rockingham and will be opening the plant on the 25 November 2016. After a 6 Month trial period it is expected to be moved to the Wickepin Mine site.

Following is the invite received to the official plant opening in Rockingham.



WA Kaolin - *Cordially invites you to the*



Please R.S.V.P. by October 28
to
Kelly at
customerservice@wakaolin.com.au, or
Telephone Alf Baker on +61 419314283

Friday November 25, 2016

1.30pm - 2.30pm Plant Tours

Official Opening 3.00pm

3 Ward Road East Rockingham

Drinks & Snacks will be provided



Statutory Environment:

Shire of Wickepin TPS 4

10.5 - Term of planning approval

10.5.1 *Where the local government grants planning approval for the development of land –*

(a) the development approved is to be substantially commenced within 2 years, or such other period as specified in the approval, after the date of the determination; and

(b) the approval lapses if the development has not substantially commenced before the expiration of that period.

A written request may be made to the local government for an extension of the term of planning approval at any time prior to the expiry of the approval period in clause 10.5.1.

Planning and Development Act 2005

Financial Implications: Nil

Policy Implications: No Policy

Strategic Implications: Fits within theme 3 of Councils Strategic Community Plan

Theme 3 – To promote the development of a viable and diversified local economy

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

Goal	Action	Measure
<p>3.1 To actively support the development of tourism opportunities in the Shire.</p>	<ul style="list-style-type: none"> • Investigate and implement methods for improving the promotion of tourism in the district. • Liaise with local and regional tourist promotion groups with the aim of promoting the development of tourism in the Shire. • Seek advice from the WA Tourism Commission with regard to promoting the district. • Publicise the availability of the information and encourage local and external entrepreneurs to become actively involved in the Shire of Wickepin. 	<ul style="list-style-type: none"> • Measure our Shire's progress in accordance with Wickepin's tourism Development Plan

Theme 3 – To promote the development of a viable and diversified local economy

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

Goal	Action	Measure
3.2 Support activities that lead to diversification and sustainability of the rural industry.	<ul style="list-style-type: none"> Support the efforts of the Facey Group towards diversification and sustainability of rural industry. Investigate and support where possible the actions being taken towards the development of industry in the district. 	<ul style="list-style-type: none"> We have a published strategic economic development plan for the Shire. This will include: <ul style="list-style-type: none"> an economic diversification plan an infrastructure strategy extractive industries strategy
3.3 Actively support extractive industries - not to the detriment of the environment.	<ul style="list-style-type: none"> Support the development of mining, particularly the proposed Kaolin mine, while ensuring that it is not developed to the detriment of the environment. 	
3.4 Through planning and development ensure availability of land for residential and industrial purposes.	<ul style="list-style-type: none"> Investigate the availability of land presently available, for various uses, including industrial and plan to meet the expected future requirements. 	<ul style="list-style-type: none"> The Council will develop a planning and development strategy which will ensure availability of land for the future.
3.5 Encourage the retention of existing and the introduction of new businesses.	<ul style="list-style-type: none"> Assist with the provision of resources for housing and other infrastructure for local businesses, in conjunction with other authorities. Investigate the initiatives adopted by other communities for the expansion of the local community. Investigate the establishment of a Business Enterprise Centre to serve the Shire of Wickepin in its own right or in conjunction with another local government/s. 	<ul style="list-style-type: none"> We have a clear, documented community amenity and facilities plan that addresses for housing/infrastructure measured in accordance with other local communities.

Summary:

Council is being requested to extend the planning approval granted to WA Kaolin Pty Ltd on 23 January 2015 for the kaolin mine and de-gritting plant on Lot 14431 (DP 155015); and a processing plant and storage facility but excluding evaporation ponds on Lot 8798 (P 132472) and Lot 1 (D 92042).

Recommendation:

That Council advises the Wheatbelt Joint Development Assessment Panel that it agrees to an extension of time to 23 January 2019 for the following decisions of the Wheatbelt Joint Development Assessment Panel meeting number WJDAP/5.

DAP Application reference DAP/14/000685 and accompanying plans date stamped received 20 August 2014 for development of:

- (i). a kaolin mine and de-gritting plant on Lot 14431 (DP 155015); and
- (ii). a processing plant and storage facility but excluding evaporation ponds on Lot 8798 (P 132472) and Lot 1 (D 92042);

In accordance with the Shire of Wickepin Local Planning Scheme No. 4, subject to the following conditions

That the following conditions 1-6 be imposed;

Conditions:

1. Prior to application for a building permit a landscaping/revegetation plan for each site is to be submitted to and approved by the Shire; the landscaping plan is to be implemented and the landscaping maintained throughout the life of the development to the satisfaction of the Shire.
2. Prior to application for a building permit the applicant is to submit the following for the approval of the Shire:
an environmental management plan for the development to the satisfaction of the Shire; and
(a) A site Rehabilitation Plan for the subject sites to the satisfaction of the Shire.
3. Access crossovers onto dedicated roads shall be located, designed, constructed, and maintained to the satisfaction of the Shire. Details of the access crossovers shall be submitted to the Shire for assessment and approval prior to application for a Building Permit.
4. All outdoor lighting is to be confined at all times to the land in accordance with the requirements of Australian Standard AS 4282—1997, *Control of the obtrusive effects of outdoor lighting*.
5. Storage of chemicals and liquids shall be within Bunded impervious areas capable of containing any spillages and be connected to an appropriate treatment and disposal system.
6. A detailed Dust Management Plan shall be submitted to and approved by the Shire, prior to any works commencing on-site and compliance with the plan must be achieved at all times.

That the following advice notes 1-7 be placed on the approval;

Advice Notes

1. This decision constitutes planning approval only and is valid for a period of two years from the date of approval. If the subject development is not substantially commenced within the two year period, the approval shall lapse and be of no further effect.
2. This Approval relates to the details provided in the application; a new application for Planning Approval must be submitted to the Shire to undertake the development in a different manner to that stated in the application.
3. The applicant is reminded of the requirements to comply at all times with the *Environmental Protection (Noise) Regulations 1997*.
4. This is a Planning Approval only and does not remove the responsibility of the applicant/owner to comply with all relevant building, health, and engineering requirements of the Shire, or with any requirements of the Shire's Local Planning Scheme No. 4. A building permit is required prior to the commencement of any works associated with the development.
5. The Shire should be consulted if there are any questions relating to the requirements of this approval, or the planning controls applicable to the land and/or location.
6. The development is to comply with the requirements of the National Construction Code. In this regard, it is recommended the applicant consult the Shire's Building Surveyor prior to the commencement of working drawings.
7. The applicant should ensure that the proposed development complies with all other relevant legislation, including but not limited to, the *Environmental Protection Act 1986* and Regulations, and *Dangerous Goods Safety Act 2004* and Regulations.

Voting Requirements: Simple majority

Resolution No 191016-17

Moved Cr Martin / Seconded Cr Lansdell

That Council advises the Wheatbelt Joint Development Assessment Panel that it agrees to an extension of time to 23 January 2019 for the following decisions of the Wheatbelt Joint Development Assessment Panel meeting number WJDAP/5.

DAP Application reference DAP/14/000685 and accompanying plans date stamped received 20 August 2014 for development of:

- (iii). a kaolin mine and de-gritting plant on Lot 14431 (DP 155015); and
- (iv). a processing plant and storage facility but excluding evaporation ponds on Lot 8798 (P 132472) and Lot 1 (D 92042);

In accordance with the Shire of Wickepin Local Planning Scheme No. 4, subject to the following conditions

That the following conditions 1-6 be imposed;

Conditions:

1. Prior to application for a building permit a landscaping/revegetation plan for each site is to be submitted to and approved by the Shire; the landscaping plan is to be implemented and the landscaping maintained throughout the life of the development to the satisfaction of the Shire.
2. Prior to application for a building permit the applicant is to submit the following for the approval of the Shire:
an environmental management plan for the development to the satisfaction of the Shire; and
(b) A site Rehabilitation Plan for the subject sites to the satisfaction of the Shire.
3. Access crossovers onto dedicated roads shall be located, designed, constructed, and maintained to the satisfaction of the Shire. Details of the access crossovers shall be submitted to the Shire for assessment and approval prior to application for a Building Permit.
4. All outdoor lighting is to be confined at all times to the land in accordance with the requirements of Australian Standard AS 4282—1997, *Control of the obtrusive effects of outdoor lighting*.
5. Storage of chemicals and liquids shall be within Bunded impervious areas capable of containing any spillages and be connected to an appropriate treatment and disposal system.
6. A detailed Dust Management Plan shall be submitted to and approved by the Shire, prior to any works commencing on-site and compliance with the plan must be achieved at all times.

That the following advice notes 1-7 be placed on the approval;

Advice Notes

1. This decision constitutes planning approval only and is valid for a period of two years from the date of approval. If the subject development is not substantially commenced within the two year period, the approval shall lapse and be of no further effect.
2. This Approval relates to the details provided in the application; a new application for Planning Approval must be submitted to the Shire to undertake the development in a different manner to that stated in the application.
3. The applicant is reminded of the requirements to comply at all times with the *Environmental Protection (Noise) Regulations 1997*.
4. This is a Planning Approval only and does not remove the responsibility of the applicant/owner to comply with all relevant building, health, and engineering requirements of the Shire, or with any requirements of the Shire's Local Planning Scheme No. 4. A building permit is required prior to the commencement of any works associated with the development.
5. The Shire should be consulted if there are any questions relating to the requirements of this approval, or the planning controls applicable to the land and/or location.

6. The development is to comply with the requirements of the National Construction Code. In this regard, it is recommended the applicant consult the Shire's Building Surveyor prior to the commencement of working drawings.
7. The applicant should ensure that the proposed development complies with all other relevant legislation, including but not limited to, the *Environmental Protection Act 1986* and Regulations, and *Dangerous Goods Safety Act 2004* and Regulations.

Carried 7/0

11. President's Report

President Julie Russell advised of the following meetings that she has attended:

- Friday 30 September – Yealering Bowling Club – Opening of the new synthetic greens with CEO and DCEO
- Monday 3 October – Wickepin Community Resource Centre AGM with Councillor Lang
- Wednesday 5 October – Wickepin Community Resource Centre Executive meeting
- Tuesday 11 October – LEMC Meeting with CEO Mark Hook

President Julie Russell congratulated all involved with the organisation of the whole weekend including the Wickepin Cemetery Upgrade Opening, the Wickepin Art Prize and the Carriage Drive, and special congratulations to CDO Lee Parker.

Resolution No 191016-18

Moved Cr Allan / Seconded Cr Martin

That Council endorses the President's Report dated 19 October 2016.

Carried 7/0

Council

12. – Chief Executive Officer's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	CM.REP.2
Author:	Mark J Hook, Chief Executive Officer
Disclosure of Any Interest:	Nil
Date of Report:	12 October 2016

Main Roads WA RAV network Permits

Main Roads WA, Heavy Vehicle Services (HVS) has reviewed the assessment process for approving a road to be added or amended to a Restricted Access Vehicle (RAV) Network. The new process allows for access to be approved through the issue of a "Restricted Local Access" Period Permit. This permit can be issued in cases where network access would ordinarily be declined e.g. when the road does not meet all relevant Route Assessment Guidelines, and applying reasonable conditions is unlikely to mitigate the assessed risk.

What is a "Restricted Local Access" Period Permit?

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

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

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

If the road is deemed suitable for "Restricted Local Access", or if further information is required from the applicant, a Heavy Vehicle Services Officer will contact the applicant directly to discuss it. Following in principle approval for

the "Restricted Local Access", a Period Permit application form will be provided to the applicant for completing and returning to HVS for processing.

Heavy Vehicle Services has advised by email on the 5th October 2016, that all the roads requested at the September Council Meeting have now been upgraded to the RAV4 Network.

Living Lakes

Worley Parsons Consulting has released the Living Lakes Stage 2 Part 1 - Engineering Design Report. The report has been forwarded to the Living Lakes committee members. The finalised Land Use Concept Plan Report for Living Lakes Stage 2, produced by EPCAD Pty Ltd has also been received by the Shire of Wickepin. The report combines analysis and recommendations for Lakes Towerrinning, Ewlyamartup and Yealering. The costs for the engineering works have been removed from the report as Stage 3 is still under consideration.

The business case for Stage 3 (implementation and engineering work) is being prepared for submission to Cabinet. The Department of Regional Development are confident that the business case will be regarded favourably although the funding will still depend on the financial pressures at the time.

Joint Venture Housing

The CEO has been advised that Sasha Davidovich Contracts Administrator (Growth) Housing Programs from the Housing Authority will be visiting Wickepin for a Contract Review of all the Joint Venture Housing managed by the Shire of Wickepin. The review will entail a property inspection and a meeting in the office where we will go through the Contract Review Questionnaire so that the Housing authority understands the Shire's business model applied to the Joint Venture Housing properties.

The Joint Venture Housing administered by Council is as follows.

1. 13 A and B Collins Street, Wickepin
2. Yarling Court Young Singles accommodation, Wogolin Road, Wickepin

Fire Control Officers Course

The Chief Executive Officer attended the recent Fire Control Officer Course run by DFES to renew his FCO certificate.

Water Corporation

The CEO has agreed with the Water Corporation to be part of the collection/exchange point for their free Showerhead Swap Program.

Following is some information about the program:

- Water Corporation will provide the showerheads and be responsible for promoting the program which runs till May 2017
- Shire of Wickepin is a distribution point only, with no further recourse or responsibility.
- The Water Corporation will pick up left over (new) showerheads at the end of the program; old showerheads to be placed in the shires scrap metal process, not landfill.

Water will be promoting the program at this stage; it is not open to until Water Corporation have confirmed all their media and ministerial enquiries.

Meetings Attended

September 2016	
28 th	Annabelle Garratt RBG Project Officer- Discussion regarding Biosecurity committees and their role.
30 th	Lake Yealering Bowling Club Opening
October 2016	
5 th	Fire Control Officers Course – Wickepin
5 th	Meeting with CRC committee
11 th	LEMC Meeting at Wickepin
14 th	Wickepin Cemetery Opening, Arty Party
16 th	Wickepin Art Long Table Lunch

Delegations

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Signing Cheques	September 2016	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 Markets Stalls	October 2016	Wickepin Community Resource Centre
A12	Liquor Consumption on Shire Owned Property	CEO	Surprise 30 th Birthday Party	8 October 2016	Paige Rae and Hilary Wittwer
			Wickepin Football Club AGM	11 October 2016	Wickepin Football Club
			Carriage Drive, Wickepin Art Prize, Arty Party, Long Table Lunch	13, 14, 15, 16, 17 October 2016	Shire of Wickepin
A13	Hire of Community Halls / Community Centre	CEO	Wickepin Art Prize	14, 15, 16 October 2016	Shire of Wickepin

Recommendations:

That Council endorse the Chief Executive Officer's Report dated 12 October 2016.

Voting Requirements: Simple majority

Resolution No 191016-19**Moved Cr Martin / Seconded Cr Allan**

That Council endorse the Chief Executive Officer's Report dated 12 October 2016.

Carried 7/0

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

Cr Lansdell advised that he attended the Wickepin Cemetery Upgrade opening on Friday 14 October and gave an update from this event.

DCEO Natalie Manton

DCEO Natalie Manton gave the councillors a brief overview of the Mentoring Program she is currently undertaking through LGMA.

The *Lift Off* Program supports the careers of LGMA Members and the development of local government's future leaders. It does this through a targeted mentoring and support program.

As a participant in the *Lift Off* program, mentees are entitled to free registration to the LGMA's 2016 State Conference as well as the Conference Welcome Reception where the LGMA President will officially welcome mentees and introduce the Board members and people in the industry.

Natalie advised that Tony Nottle, the CEO from Dandaragan is her mentor.

Cr Russell

Cr Russell advised that the Shire of Wickepin won the Best Residential award in the Garden Competition. Cr Russell congratulated the Shire of Wickepin garden staff for their hard work.

15. Urgent Business**16. Closure**

There being no further business the Presiding Officer declared the meeting closed at 5.07pm.