

Agenda

ORDINARY MEETING OF COUNCIL
20 AUGUST 2014
COUNCIL CHAMBERS
WICKEPIN





Notice of an Ordinary Meeting of Council

Please note that the next ordinary meeting of Council of the Shire of Wickepin will be held on 20 August 2014 at Council Chambers, Wickepin, commencing at 3.30pm.

Certification: I have perused this agenda and am aware of all recommendations made to Council and support each as presented.

Mark Hook
Chief Executive Officer

15 August 2014

Time Table

1.00pm	Light Lunch
1.30pm	Workshop
3.00pm	Afternoon Tea
3.30pm	Ordinary Council Meeting

Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Wickepin for any act, omission or statement or intimation occurring during council/committee meetings or during formal/informal conversations with staff. The Shire of Wickepin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during council/committee meetings or discussions. Any person or legal entity that acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in discussion regarding any planning application or application for a licence, any statement or limitation of approval made by a member or officer of the Shire of Wickepin during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Wickepin. The Shire of Wickepin warns that anyone who has an application lodged with the Shire of Wickepin must obtain and only should rely on **written confirmation** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Wickepin in respect of the application.

Any member of the public wishing to participate in Public Question Time during Council meetings is welcome to do so; however, Council requires your name, address and written questions to be provided to the meeting secretary.

NAME:
SIGNATURE:
ADDRESS:
TELEPHONE:
MEETING/DATE:
NAME OF ORGANISATION REPRESENTING (if applicable):

[illegible]

SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

The Shire of Wickepin welcomes community participation during public question time. The following is a summary of procedure and a guide to completion of the required form.

- a. The person asking the question is to give their name and address prior to asking the question.
- b. Questions are to be directed through the chair, with the Presiding Member having the discretion of accepting or rejecting a question and the right to nominate a Councillor or Officer to answer.
- c. In order to provide an opportunity for the greatest portion of the gallery to take advantage of question time, questions are to be as succinct as possible. Any preamble to questions should therefore be minimal and no debating of the issue between the Gallery, Councillors or Officers is permissible.
- d. Where the Presiding Member rules that a member of the public is making a statement during public question time, then no answer is required to be given or recorded in response.
- e. Questions which are considered inappropriate; offensive or otherwise not in good faith; duplicates or variations of earlier questions; relating to the personal affairs or actions of Council members or employees; will be refused by the Presiding Member as 'out of order' and will not be recorded in the minutes.
- f. Where a member of the public submitting a question is not physically present at the meeting, those questions will be treated as an item of correspondence and will be answered in the normal course of business (and not be recorded in the minutes).
- g. Questions from members of the public that do not comply with the Rules of Question Time or do not abide by a ruling from the Presiding Member, or where the member of the public behaves in a manner in which they are disrespectful of the Presiding Member or Council, or refuse to abide by any reasonable direction from the Presiding Member, will be ruled 'out of order' and the question will not be recorded in the minutes.
- h. Answers to questions provided in good faith, however, unless reasonable prior written notice of the question is given, answers should not be relied upon as being totally comprehensive.
- i. Where a question (compliant to these rules) is raised and is unable to be answered at the meeting, the question shall be 'taken on notice' with an answer being given at the next appropriate Council Meeting.
- j. Public Question Time is set for a maximum period of 15 minutes, and will terminate earlier should no questions be forthcoming.
- k. To enable all members of the public a fair and equitable opportunity to participate in Public Question Time, each person shall be provided a maximum two minutes time limit in the first instance, in which to ask a maximum of two questions (whether these are submitted 'in writing' or 'from the floor'). A question may include a request for the tabling of documents where these are relevant to an issue before Council.
- l. Questions to be asked at the meeting will be registered, and the priority for asking questions shall be firstly 'questions on which written notice has been given prior to the meeting' (that is, prior to 12 noon on the day immediately preceding the meeting) and secondly, 'questions from the floor'.
- m. Should there be time remaining on the initial period for Public Question Time (i.e. 15 minutes) after all members of the public have posed their initial allotment of two questions, the Presiding Member will then allow members of the public to sequentially (in accordance with the register) ask a further two questions (with a two minute time limit) until the initial period for Public Question Time has expired.
- n. Any extension to the initial period for Public Question Time is to be limited to a period that will allow sufficient time for any remaining members of the public to ask their initial allotment of two questions.

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**Agenda of an Ordinary Meeting of Council held in Council Chambers, Wickepin
Wednesday 20 August 2014**

The President declared the meeting open at pm.

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

Leave of Absence (Previously Approved)

Apologies

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

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

6. Confirmation of Minutes – Ordinary Meeting of Council – 23 July 2014

Resolution No

Moved Cr / Seconded Cr

That the minutes of the Ordinary Council meeting held on Wednesday 23 July 2014 be confirmed as a true and correct record.

Carried /

7. Receival of Minutes

7.1 Bush Fire Control Officer's Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Leah Pearson, Executive Support Officer
File Reference:	
Author:	Leah Pearson, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	12 August 2014

Enclosure / Attachment:

Minutes of the Bush Fire Control Officer's Meeting held on Tuesday 29 July 2014.

Background:

The Bush Fire Control Officer's Meeting was held on Tuesday 29 July 2014.

Comment:

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

Statutory Environment:

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

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Recommendation:

That the Minutes of the Bush Fire Control Officer's Meeting held on Tuesday 29 July 2014 be received.

Voting Requirements: Simple majority.

Resolution No

Moved Cr / Seconded Cr

That the recommendations listed under agenda items 7.1 to 7.4 be adopted en-bloc.

Carried /



Bush Fire Control Officer's AGM

MINUTES

**Tuesday 29 July 2014
Council Chambers
Commencing at 7:30pm**

1. Attendance

Chief Bush Fire Control Officer	Tim Heffernan
Deputy Chief Bush Fire Control Officer	David Stacey
Fire Control Officers	Wes Astbury Steve Rose Rex Bergin Phillip Russell Gordon McDougall Keith Parnell Peter Stacey Lachlan White Daniel White Colin Coxon
Chief Executive Officer	Mark J Hook
Sergeant Wickepin Police Station	Dave Glossop
Senior Constable Wickepin Police Station	Adrian Hiscock

The Chief Bush Fire Control Officer Mr. Tim Heffernan welcomed the new Officer in Charge of the Wickepin Police Station Sergeant Dave Glossop and his Senior Constable Adrian Hiscock to the meeting and hope they enjoy their time at Wickepin.

Apologies

Fire Control Officers	Roger Butler
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2. Minutes of Previous Meeting

2.1 Confirmation of Minutes

Bush Fire Control Meeting – 4 March 2014

Moved Keith Parnell / Seconded Phillip Russell

That the minutes of the Fire Control Officers Meeting held 4 March 2014 be confirmed as a true and accurate record of the meeting.

Carried

3. Business Arising From Minutes

NIL

4. Elections 2014/2015 Fire Season

4.1 Chief Bush Fire Control Officer

Rex Bergin nominated Tim Heffernan as the Chief Bush Fire Control Officer of the Shire of Wickepin for the 2014/2015 bush fire season;

Tim Heffernan accepted the nomination.

There being no further nominations Chief Executive Officer Mark J Hook declared Tim Heffernan elected to the position of the Chief Bush Fire Control Officer of the Shire of Wickepin for the 2014/2015 fire season.

Carried

4.2 Deputy Chief Bush Fire Control Officer

Lachlan White nominated David Stacey as the Deputy Chief Bush Fire Control Officer of the Shire of Wickepin for the 2014/2015 bush fire season;

David Stacey accepted the nomination.

There being no further nominations Chairman declared David Stacey elected to the position of the Deputy Chief Bush Fire Control Officer of the Shire of Wickepin for the 2014/2015 fire season.

Carried

4.3 Fire Control Officers/Bush Fire Radio Operators/Fire Weather Officers

Moved Lachlan White / Seconded Rex Bergin

That Jim Hamilton be appointed as a Bush Fire Control Officers/Bush Fire Radio Operators and Fire Weather Instrument Officers of the Shire of Wickepin for the 2014/2015 bush fire season:

Moved Keith Parnell / Seconded David Stacey

That the following persons be appointed as Fire Control Officers/Bush Fire Radio Operators and Fire Weather Instrument Officers of the Shire of Wickepin for the 2014/2015 bush fire season:

Wes Astbury
Tim Heffernan
Lachlan White
Steve Rose
Keith Parnell
Rex Bergin
Phillip Russell
Tim Heffernan
Roger Butler
Peter Stacey
Colin Coxon
David Stacey
Gordon McDougall

Carried

4.4 Clover Burning Permits

Moved Daniel White /Seconded Gordon McDougall

That the following persons be appointed as Clover Permit Issuing Officers for the 2014/2015 fire season:

Steve Rose
Wes Astbury

Carried

4.5 Dual Fire Control Officers from Wickepin

Moved Phillip Russell / Seconded Wes Astbury

That the following persons be appointed as Dual Fire Control Officers for the 2014/2015 fire season:

David Stacey, Peter Stacey & Colin Coxon	Shire of Corrigin
Rex Bergin, Lachlan White & Phillip Russell	Shire of Narrogin
Steve Rose, Rex Bergin & Roger Butler	Shire of Cuballing
Gordon McDougal & Wes Astbury	Shire of Dumbleyung
Lachlan White & Daniel White	Shire of Wagin
Roger Butler, Colin Coxon, & Steve Rose	Shire of Pingelly
Wes Astbury/ Tim Heffernan & David Stacey	Shire of Kulin

Carried

4.6 Dual Fire Control Officers from adjoining Shires

All ready appointed by Council at June and July Council Meetings 2014

4.7 Fire Break Notice 2014/2015

Moved Steve Rose / seconded Rex Bergin

That the following fire break order and burning periods be endorsed for the 2014/2015 season:

Bush Fires Act 1954 Shire of Wickepin Annual Firebreak Notice 2013/2014

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

Pursuant to the powers contained in Section 33 of the Bush Fires Act 1954, owners and occupiers of property within the Shire of Wickepin are hereby required on or before 1 October 2014 and thereafter to 28 April 2015 to plough, scarify or otherwise provide and maintain firebreaks clear of all inflammable material at least 2.5 metres wide as follows:

Rural Land

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

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

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

Townsite Land

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

Clearing of Fence Lines

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

Fencing of Road Reserves

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

Burning on Roadsides

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

Burning Periods

Restricted Burning – 1 October 2014 to 13 November 2015;

Prohibited Burning – 14 November 2014 to 7 February 2015;

Restricted Burning – 8 February 2014 to **28 April 2015**

Harvest and Fire Ban 2014/2015 Season

Harvesting is banned on Christmas Day and New Years Day

Lighting of fires are banned on Good Friday and Easter Sunday

Carried

5. General Business

5.1 Boxing day - Total Harvest Ban

No discussion took place

5.2 Chief Bushfire Control Officers Report

The 2013 -2014 harvest finished up being the best ever for most farmers in the shire with all receival points breaking all previous records for tonnages.

Despite the huge fuel loading less than 20 ha of crop was lost to fire across the whole shire and I thank the whole community should be commended on this achievement. In total we had 4 fires and lost 2 headers, however all incidents were in my opinion handled well and for this I thank everyone involved. I wish to particularly thank our team of volunteer FCO's and also the staff members of the shire, their commitment and co-operation throughout the past year has been outstanding.

As expected a large amount of stubble burning occurred prior to seeding and considering the scale of the job and the risks involved it was done responsibly by most. It continues to concern me that a small number of permit holders are undertaking burning without observing all of the conditions of their permit. Burning under permit requires a minimum of 2 people and 2 vehicles. It also requires good quality firebreaks around the area and the fire should be attended until nightfall regardless of whether it is thought to be out or not. Whilst it is pleasing that most landholders are in the habit of acquiring permits before they burn, it is also essential that they understand these minimum requirements. I would welcome a discussion on this subject during general business, including comments on whether some sort of penalty or tighter restrictions should apply to permit holders who have fallen short of what is required. I personally would not be in favour of imposing fines.

We could however just as an example, in the case of those we feel have failed to contain fires in the past through not complying with their permits, impose stricter special conditions for future permits such as making them plough firebreaks prior to lighting.

In April we were fortunate to take delivery of a new fire truck for the Wickepin Brigade. and the Yealering truck is also approved for replacement in the next 12 months. We also had one of our FCO's stand down in Barney Langford and I would like to thank Barney for his 10 years of service, and wish he and Jo all the best for their new life in Queensland.

During the year the Shire purchased another hand held fire radio, and we will continue to spend any available money on these as a priority. They have proven to be very reliable, and assist us to respond quickly to any fire incidents or weather issues.

Also during the past 12 months the State Government has undertaken a full review of the entire Bush Fire Act which may take some time to complete. All aspects of the current regulations will be scrutinised including conditions relating to fire permits, the Building code and Duty of Care.

In closing I would once again like to thank you all for a brilliant team effort. The current season is shaping up potentially as another good one so let's hope we are looking at the same situation again later this year.

Tim Heffernan
Chief Fire Control Officer

Tim advised the meeting that he would not be able to make the next DOAC meeting on the 21st August 2014 and asked if David Stacey could take his place at the meeting. David Stacey advised he should be able to make the meeting.

5.3 Bushfire Control Officers Reports

1. Phillip Russell

Wickpin received its new Truck but it requires anew UHF Two Way Radio, general discussion was held on the need for a new two way radio.

Moved Phillip Russell Seconded Colin Coxon

That the shire of Wickpin be requested to purchase three hands held UHF radios for each fire truck.

Carried

2. Steve Rose

Asked the CEO how much ESL Wickpin Collected, the CEO advised around \$32,000 and the Shire of Wickpin receives around \$4,000 commission for collecting the ESL and the ESL returned to run the Brigades is \$\$25,000.

A FCO training course is required

Action

Simon Vogel to organize a Fire Control Officers Course at the Wickpin Community Centre in September 2014

3. Simon Vogel

Yealering Truck should be arriving around September 2014.

Moved Rex Bergin Seconded Keith Parnell

That a thank you letter be forwarded to Barney Langford on behalf of all the FCO's for his diligent work as a Fire Control Officers for the Shire of Wickpin over the past ten years.

CARRIED

4. Tim Heffernan

Discussions were held on the issuing of fire permits and the FCOS responsibility to impose conditions on the Permit holder to ensure all neighbours are protected from the proposed permit burn and the issuing Officer ensures the person requesting the permit is aware of their responsibilities in relation to ensuring all necessary protective measures have been taken to keep the permit burn safe.

Closure

There being no further general business CBFCO Tim Heffernan declared the meeting closed at 8.57pm.

Receival of Minutes

7.2 Albert Facey Homestead Management Committee Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Leah Pearson, Executive Support Officer
File Reference:	208
Author:	Leah Pearson, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	13 August 2014

Enclosure / Attachment:

Minutes of the Albert Facey Homestead Management Committee Meeting held on Tuesday 12 August 2014.

Background:

The Albert Facey Homestead Management Committee Meeting was held on Tuesday 12 August 2014.

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 the Albert Facey Homestead Management Committee Meeting held on Tuesday 12 August 2014 be received.

Voting Requirements: Simple majority.

Resolution No

Moved Cr / Seconded Cr

That the recommendations listed under agenda items 7.1 to 7.4 be adopted en-bloc.

Carried /

Minutes

ALBERT FACEY HOMESTEAD
COMMITTEE
12 AUGUST 2014
COUNCIL CHAMBERS



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Minutes of an Albert Facey Homestead Committee Meeting held in Council Chambers, Wickepin – Tuesday 12 August 2014

The Chairperson declared the meeting open at 1.31pm.

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

Cr Grayden Lang

Juli Auld

Dave Astbury Chairperson

Linley Rose

Helen Warrilow

Margaret Fleay

Miss Leah Pearson Executive Support Officer (minute taker)

Apologies

Colin Lang

Jacqui Martin

Luci Sartori

Mr Mark Hook Chief Executive Officer

Leave of Absence (Previously Approved)**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 – Albert Facey Homestead – 13 May 2014****Moved Linley Rose / Seconded Margaret Fleay**

That the minutes of the Albert Facey Homestead Committee held on 13 May 2014 be confirmed as a true and correct record.

Carried 6/0

The Chairperson Dave Asbury welcomed Cr Grayden Lang to the committee.

7. Status Report (Business arising from previous minutes)

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

Subject/Action	Officer	Progress	Status	Comment
Walk Trails Report - feedback/suggestions back to CDO Natalie Manton by 30 June 2014.	Committee members		○	
Wickepin Brochure - feedback/suggestions back to CDO Natalie Manton.	Committee members		○	

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

○ = in progress ✓ = completed ✕ = superseded

8. Inward and outward mail

Inward Mail

From	Description
Australia's Golden Outback	Winter Newsletter
AGO Silver Membership	Membership Renewal

Outward Mail

To	Description
Vera Watson	Thank you card

Moved Linley Rose / Seconded Helen Warrilow

That the Albert Facey Homestead committee renew their AGO membership for \$145.00.

Carried 6/0

Moved Dave Astbury / Seconded Margaret Fleay

That the inward and outward mail register of the Albert Facey Homestead Committee confirmed as a true and correct record.

Carried 6/0

9. Financials

ALBERT FACEY HOMESTEAS MANAGEMENT COMMITTEE	
TREASURERS' REPORT	
13.05.2014 to 12.08.2014	
Opening Balance	\$ 8774.92
Income:	
Admissions - 17/06 \$236.70	
11/08 \$220.45	\$ 457.15
	\$ 9232.07
Less Cheques : 97 Wickepin Hotel \$20	
98 Ewen Rural Supplies \$20	\$ 40.00
<u>Cash Book Balance :</u>	\$ 9192.07
	=====
ANZ Bank Statement NO.129 to 22.07.2014 \$8971.62	
Plus since banked	\$ 220.45 \$ 9192.07

Moved Juli Auld / Seconded Margaret Fleay

That the financial statement showing a balance of \$9192.07 for the Albert Facey Homestead Committee is accepted as a true and correct record.

Carried 6/0

2.01pm – Linley Rose departed the meeting.

10. Notice of Motions of Which Notice Has Been Given

11. Receipt of Reports & Consideration of Recommendations

12. Notice of Motions for the Following Meeting

13. Reports & Information

13.1 Other matters raised by members

13.1.1 Helen Warrilow

Helen Warrilow suggested that there needs to be more seating. Juli Auld advised that she has some materials that could be turned into seating by the Men's Shed.

13.1.2 Helen Warrilow

Helen Warrilow advised the committee that the lighting in the Albert Facey Homestead may need to be updated as it is quite dull during the winter and some people struggle to see. Dave Astbury suggested spot lights to highlight areas.

The committee discussed other areas of the Homestead that may need attention soon including the outside flooring, roof etc.

13.1.3 Margaret Fleay

Margaret Fleay advised the committee that after having a look around the Homestead, a Busy Bee is not really necessary and the committee agreed to cancel the Busy Bee.

13.1.4 Dave Astbury

Dave Astbury advised the committee that he would like the Old Police Station to be moved next to the Albert Facey Homestead, to create more interest and allow artwork to be hung and viewed.

14. Urgent Business

15. Closure

There being no further business the Chairperson declared the meeting closed at 2.13pm.

The next Townscape & Cultural Planning Meeting will be held on Tuesday 11 November at 1.30pm.

Actions Requested from meeting

<i>Subject/Action</i>	<i>Officer</i>

Receival of Minutes

7.3 Townscape & Cultural Planning Committee Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Leah Pearson, Executive Support Officer
File Reference:	206
Author:	Leah Pearson, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	14 August 2014

Enclosure / Attachment:

Minutes of the Townscape & Cultural Planning Committee Meeting held on Wednesday 13 August 2014.

Background:

The Townscape & Cultural Planning Committee Meeting was held on Wednesday 13 August 2014.

Comment:

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

Statutory Environment:

Section 5.22 of the Local Government Act 1995

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Recommendation:

That the minutes of Townscape & Cultural Planning Committee Meeting held on Wednesday 13 August 2014 be received.

Voting Requirements: Simple majority.

Resolution No

Moved Cr / Seconded Cr

That the recommendations listed under agenda items 7.1 to 7.4 be adopted en-bloc.

Carried /

Minutes

TOWNSCAPE & CULTURAL PLANNING COMMITTEE 13 AUGUST 2014 COUNCIL CHAMBERS



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Minutes of a Townscape and Cultural Planning Committee Meeting held in Council Chambers, Wickepin - Wednesday 13 August 2014

The Chairperson declared the meeting open at 9.30am.

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

Cr Allan Lansdell
Cr Fran Allan
Sue Astbury
Kevin Coxon
Murray Lang
Helen Warrliow
Margaret Fleay
Syd Martin

Chairperson

Mr Mark J Hook Chief Executive Officer – 9.59am
Mrs Lee Parker Community Development Officer (Committee member and staff member)
Miss Leah Pearson Executive Support Officer (Member and minute taker)

Sara Hills Grab Photography and Design

Apologies

Cr Ross Easton

Leave of Absence (Previously Approved)

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

The Chairman Murray Lang welcomed Lee Parker to her new position as Community Development Officer.

The Chairman welcomed Sara Hills, Grab Photography and Design who has prepared the Wickepin Cemetery Upgrade Concept Plan, which was tabled at the meeting (see attached item).

CDO Lee Parker and Sara Hills gave an update on the reasons why the upgrade is being undertaken and gave a brief overview of the concept plan, answering any of the committee's questions.

Lee and Sara presented the design plan/map of the cemetery along with the shade structure options and niche wall/memorial options. A discussion was then undertaken by the committee regarding these decisions to be made.

The committee then decided on the type of shade structure preferred which was Option 1 (same shade structure built at Yealering Cemetery).

They also made the decision on the type of niche wall preferred which was option 3 Memorial curbing.

The committee also highlighted their concerns regarding the position of the shade structure and advised that it would be preferred to bring the shade structure closer to the road. Sara Hills noted these concerns and advised she will bring designs back to the committee.

10.39am – Sara Hill departed the meeting.

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

11. Confirmation of Minutes – Townscape & Cultural Planning – 9 July 2014

Moved Kevin Coxon / Seconded

That the minutes of the Townscape and Cultural Planning Committee held on 9 July 2014 be confirmed as a true and correct record.

Carried 10/0

12. 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.).

Subject/Action	Officer	Progress	Status	Comment
Artwork to be hung up in Community Centre.	CDO, MWS and Lee Parker		✓	Artwork has been hung.
Tincurrin Entry Statement.	Ross Easton		○	Commencement of sign.
Drainage problems in Harrismith – Mark, Pete and Ross Easton to meet at the site to discuss the reoccurring issue.	CEO, MWS, Ross Easton	Issue has been discussed. A solution will be implemented around August/September time.	○	
Roses on the main street – MWS to take a look at to see if they need repositioning.	MWS		✓	Roses have been pruned.
Concept plan for Golden Memorial Park, Yealering.	CEO	In 2014/2015 Budget Estimates	○	Part of Budget Process
Stefie provide names and requested information for those identified to CDO Lee Parker, for commencement of War Memorial Project.	Stefie Green	CDO has received a list of names from Stefie Green.	✓	
Advertising in West Australian unidentified names of WW1.	ESO/Stefie Green	Email has been sent to the 'Can you help' section of the West Australian	○	Awaiting confirmation to be published
Contact men's shed about event sign.	CEO	CEO contacted D Astbury	○	More follow up required
Walk Trail plans be put out for community consultation.	CDO/ESO	Placed on the Shire's website and social media pages	✓	No community feedback received
Yealering Lake area - trickle pipe is needed to be fitted within the reticulation system at the back of the BBQ area.	MWS	MWS has been notified of the problem	○	MWS will review all gardening maintenance after winter
Yealering Hall - trickle reticulation not working.	MWS	MWS has been notified of the problem	○	MWS will review all gardening maintenance after winter
Directional sign to the Toolibin Football Ground Memorial site to be ordered.	MWS	Sign to be ordered	○	Awaiting Sign

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

○ = in progress ✓ = completed ✕ = superseded

8. Notice of Motions of Which Notice Has Been Given

9. Receipt of Reports & Consideration of Recommendations

Business of Meeting

9.1 – Passed Resolutions by Council

Submission To:	Townscape & Cultural Planning Committee
Location / Address:	Whole Shire
Name of Applicant:	Council
File Reference:	206
Author:	Gillian Spargo, Relief Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	4 August 2014

Enclosure / Attachment: Nil

Background:

At the July Townscape and Cultural Planning Committee Meeting, the committee resolved to put forward the following recommendation to Council;

“That it be recommended to Council that the Walk Trail Plans be endorsed and that funding be pursued for signage of the trails and trail head gateway.”

“That it be recommended to Council that the Wickepin Arts committee be authorised to have a ticket price of \$20.00 for attendees of the Wine and Cheese Evening, to cover the remaining costs of the event.”

Comment:

At the Ordinary Meeting of Council on 23 July 2014, Council passed the following resolutions;

Resolution No 230714-23**Moved Cr Russell/ Seconded Cr Lansdell**

That the Walk Trail Plans be endorsed and that funding be pursued for signage of the trails and trail head gateway.

Carried 7/0

Resolution No 230714-24**Moved Cr Lansdell/ Seconded Cr Allan**

That the Wickepin Arts committee be authorised to have a ticket price of \$20.00 for attendees of the Wine and Cheese Evening, to cover the remaining costs of the event.

Carried 5/2

Statutory Environment: Nil.

Policy Implications: Not applicable.

Financial Implications: Nil.

Strategic Implications: Not applicable.

Recommendation: Nil

Voting Requirements: Nil

 Townscape and Cultural Planning Committee

9.2 – CDO Report

Submission To:	Townscape & Cultural Planning Committee
Location / Address:	Whole Shire
Name of Applicant:	Council
File Reference:	206
Author:	Lee Parker, Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	4 August 2014

Enclosure / Attachment: List of names of the Killed in Action WW1

Arts and Cultural	Embrace our Roots Sculpture Workshops <ul style="list-style-type: none"> Met with the Artist facilitating the workshops. Workshop coordination. Sourced fallen timber for the community sculpture. Other <ul style="list-style-type: none"> Followed up contacts/artists for the Wickepin Art Prize Managed the Wickepin Arts facebook page. Had a meeting with Country Arts WA with regard opportunities and funding available.
Community Development	Townscape <ul style="list-style-type: none"> Organised plaque for Toolibin Football Club memorial sculpture. Walk trails. <ul style="list-style-type: none"> Started Lotterywest funding application for the signage along the Heritage Walk trails according to the Master Plan by TPG. Due this week. Researched information about heritage precinct Shire Office Gardens <ul style="list-style-type: none"> Discussion with Manager of Works re placement of Community sculpture once it is completed. Other <ul style="list-style-type: none"> Provided notes for Watershed with regard sculpture workshops
Community Safety and Crime	
Economic Development	<ul style="list-style-type: none"> Wickepin Market Day – had meeting with CRC with regards holding another market day to coincide with Wickepin Art Prize dates. Discussion with prospective stall holders
Tourism, Marketing and Promotion	<ul style="list-style-type: none"> Provided additional information to Market Creations, the company involved in printing new tourist brochures. Conversation with Market Creations as to the formatting and layout of the tourism brochures. Had a meeting with CRC regarding the tourism brochures and content.
Sport and Recreation	
Special Needs	

Groups inc; Youth, Disabled and Older People.	
Heritage	War Memorial Upgrade Old Railway Station

Funding Applications Status Report

Project Name	Funding Organisation	Amount Requested exc Gst	Status
Walk trails plan	Lotterywest	\$19,071	Application has been submitted for signage for Heritage Walk trail.
ANZAC Centenary Grant	Dept Veteran's Affairs	\$24,374	Pending Council contribution cash \$10,000 Council contribution in kind \$2,816
Restoration of Old Railway Station building	Lotterywest	\$56,350	Pending Council contribution \$20,000 to be allocated from 2014/15 budget.
Embrace Our Roots	Community Arts Network WA	\$9350	Council contribution cash \$5,000. Included in 2013/14 budget Council contribution in-kind \$3,900

Statutory Environment: Local Government Act 1995.

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications:

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

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

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

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

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

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

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

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

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

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

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

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

Discussion Items

1. War Memorial – Stefie Green would like clarification on some issues with regards the names of the fallen soldiers. See the attached list of names of the Killed in Action WW1.

10. Notice of Motions for the Following Meeting

11. Reports & Information

11.1 Other matters raised by members

11.1.1 CEO Mark Hook

The CEO Mark Hook gave an update on the progress of the 2014/2015 budget and updated the committee on anything that has been removed at this stage. The CEO informed the committee that the 2014/2015 budget will be adopted on Wednesday 20 August 2014 at the Ordinary meeting of Council.

The CEO gave an update on the Wickepin Playground in the Main Street and advised the fencing has been placed up.

The CEO also gave an update on the Shire Office gardens and the problems with the reticulation. This should be rectified within a few weeks.

11.1.2 Sue Astbury

Sue Astbury gave an update on Harrismith and advised that there are no issues that she has noted, but suggested that more of the Harrismith Wild Flower brochures be printed. CDO Lee Parker advised she meet with Sue after the committee meeting to discuss this.

11.1.3 Margaret Fleay

Maraget Fleay advised that there are some large trees with limbs coming down onto the graves at the Wickepin Cemetery. CEO Mark Hook advised he will ask the MWS Peter Vlahov to look into this issue.

11.1.4 Helen Warrilow

Helen Warrilow explained of her disappointment that the coming events sign didn't get accepted in the 2014/2015 budget. CEO Mark Hook advised that there may be leftover money from the Townscape budget.

11.1.5 Cr Allan Lansdell

Cr Lansdell queried the progress of the Wickepin Community Centre Car Park. CEO Mark Hook advised that agreements have been signed and he met with the engineer to discuss the concept designs which, once received, will be put forward to Council and the community for deliberation.

11.1.6 Murray Lang

Murray Lang spoke of the Wickepin Newsagency and its enthusiasm to promote themselves and create more business in the town and asked the committee to encourage other local businesses to take a similar approach by promoting their facilities to the community and visitors to the Town.

12. Urgent Business**13. Closure**

There being no further business the Chairperson declared the meeting closed at 11.15am.

The next Townscape & Cultural Planning Meeting will be held on Wednesday 10 September 2014 at 9.30am.

Actions Requested from meeting

<i>Subject/Action</i>	<i>Officer</i>
Large trees with limbs coming down onto the graves at the Wickepin Cemetery.	MWS
Harrismith Wild Flower brochures be printed.	CDO/ESO

Receival of Minutes

7.4 Lifestyle Retirement Committee

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Leah Pearson, Executive Support Officer
File Reference:	
Author:	Leah Pearson, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	14 August 2014

Enclosure / Attachment:

Minutes of the Lifestyle Retirement Committee Meeting held on Wednesday 13 August 2014.

Background:

The Lifestyle Retirement Committee Meeting was held on Wednesday 13 August 2014.

Comment:

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

Statutory Environment:

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

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Recommendation:

That the Minutes of the Lifestyle Retirement Committee Meeting held on Wednesday 13 August 2014 be received.

Voting Requirements: Simple majority.

Resolution No

Moved Cr / Seconded Cr

That the recommendations listed under agenda items 7.1 to 7.4 be adopted en-bloc.

Carried /

Minutes

LIFESTYLE RETIREMENT COMMITTEE
13 AUGUST 2014
COUNCIL CHAMBERS
WICKEPIN



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**Minutes of an Lifestyle Retirement Committee Meeting held in Council Chambers, Wickepin
Wednesday 13 August 2014**

The Chairperson declared the meeting open at 3.06pm.

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

Cr Allan Lansdell
Cr Fran Allan
Murray Lang
Karen Williamson
Syd Martin
Coleen Thompson

Mr Mark J Hook	Chief Executive Officer
Miss Leah Pearson	Executive Support Officer

Apologies

Audrey Bird
Colin Hemley

Leave of Absence (Previously Approved)

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

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

14. Confirmation of Minutes – Lifestyle Retirement Committee Meeting – 11 June 2014

Moved Cr Fran Allan / Seconded Syd Martin

That the minutes of the Lifestyle Retirement Committee held on 11 June 2014 be confirmed as a true and correct record.

Carried 6/0

7. 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).

Subject/Action	Officer/ File	Progress	Status	Comment
CEO to contact a representative from the Wheatbelt Development Commission and invite them to the Shire of Wickepin at a date suitable to them to discuss the report and future progress.	CEO	CEO and FM met with Pip Gooding and Georgina Miller from the Wheatbelt Development Commission on Tuesday 10 June 2014.	✓	No further action.
Complete a report (supporting information to the recommendation to Council) of the progress of the Lifestyle Retirement Committee.	CEO	Report Completed	✓	

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

○ = in progress ✓ = completed ✕ =superseded

8. Notice of Motions of Which Notice Has Been Given


9. Receipt of Reports & Consideration of Recommendations

Business of Meeting

9.1 – Letter from Rick Wilson regarding Aged Care Units, Wickepin


Submission To: Lifestyle Committee
Location / Address: Whole Shire
Name of Applicant: Mark J Hook, Chief Executive Officer
File Reference: 206
Author: Mark J Hook, Chief Executive Officer
Disclosure of any Interest: Nil
Date of Report: 8 July 2014

Enclosure / Attachment:



RICK WILSON MP

Federal Member for O'Connor



30 June 2014

Mr Mark Hook
Chief Executive Officer
Shire of Wickepin
77 Wogolin Road
WICKEPIN WA 6370

SHIRE OF WICKEPIN	
DATE RECEIVED:	7 JUL 2014
FILE NO:	203
TO:	Lifestyle Committee

Dear Mark

4 AGED CARE UNITS – WICKEPIN

Further to the recent enquiry from Sid Martin regarding funding possibilities for four (4) Aged Care Units in Wickepin, I am pleased to hear that you are progressing the matter with Pip Gooding of the Wheatbelt Development Commission.

It may be of interest to you to learn of nearby Shires funding sources for similar developments:


- The Shire of Plantagenet recently completed Stage 1 (5 of 21 units in Mt Barker) for the over 60's. This development was partly funded by Royalties for Regions, however the majority of the funding came via the Shire of Plantagenet in the form of a self-supporting loan from the WA State Treasury.
- The Shires of Kojonup and Cranbrook, via the Southern Link Voluntary Regional Organisation of Councils secured funding from Royalties for Regions to build 6 independent living units, 3 in each shire.

In addition, it has recently been announced that Community Development Grants (previously 'Regional Development Australia Funding') have been allocated \$1 Billion for the next 5 years. Funding will be available from 2015/16, and will invest in regional communities and support liveability. The fund aims to make regional communities a place where more people choose to live and grants will be available to meet up to half of the cost of infrastructure projects.

<http://investment.infrastructure.gov.au/funding/>

I have been working closely with the Government on the above, and fully support your endeavours. Please keep me informed of your progress for this project.

Yours sincerely,



Rick Wilson MP
Federal Member for O'Connor

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10. Notice of Motions for the Following Meeting

11. Reports & Information

11.1 Other matters raised by members

A general discussion was held regarding the progress of the aged accommodation and the report on this matter being undertaken by the CEO Mark Hook, which is to be presented to Council after the 2014/2015 budget has been adopted.

The CEO will present the final report regarding the aged accommodation and the request for Council to take out a loan to the next Lifestyle Retirement committee meeting, to be approved by the committee before being presented to Council at the October Ordinary meeting.

3.44pm – CEO Mark Hook departed the meeting.

3.49pm – CEO Mark Hook returned to the meeting.

Syd Martin queried whether the committee were thinking of names for the aged accommodation if they are built. A discussion was held regarding potential names. CEO Mark Hook advised he will look into the process of obtaining permitted names.

The CEO Mark Hook advised that the Lifestyle Retirement Committee view the current aged units (Cottage Homes) on Wogolin Road, Main Street of Wickepin. The committee agreed and decided to carry this out during the next committee meeting.

12. Urgent Business

13. Closure

There being no further business the Chairperson declared the meeting closed at 4.03pm.

The next Lifestyle Retirement Committee Meeting will be held on Wednesday 8 October 2014 at 3.00pm.

Actions Requested from meeting

Subject/Action	Officer
Report on aged accommodation to be presented to the Lifestyle committee for approval before being presented to Council.	CEO
Look into the process of obtaining permitted names for the aged accommodation.	CEO
Letter to tenants at Cottage Homes, Wogolin Road to advise that the Lifestyle retirement committee would like to view the units.	ESO

8. Status Report

Item	Subject/Action	Officer/ File	Progress	Status	Comment
451-190214-17	Tincurrin Hall upgrade	CEO	That the Shire of Wickepin's Community Development Officer commence full community discussions on the future of all the community halls within the Shire of Wickepin, with all ratepayer and residents in the Shire of Wickepin, and prepare a report on the results of the Community Consultation. That the Community Consultation Report be tabled for discussion at the 21 May 2014 Ordinary Council Meeting.	○	Work still being done by CDO.
460-190314-04	Technical Services Committee Meeting Recommendations	CEO	That Council pass the following recommendation; 1. That Council authorise the Chief Executive Officer to investigate the realignment of the Avery Corner and the Bulmans Hill sections of the Pingelly Wickepin Road, and prepare a report with costs and funding options for the Technical Services committee on any proposed realignment.	○	Still to be undertaken.
472-230714-07	Technical Services Committee Meeting Recommendations	CEO	1. That Council receives the Wickepin-Harrismith Road Culvert Hydrological Assessment Report undertaken by Wheatbelt Hydrology – Lance Mudgway. 2. That Council advise Mr Greg Williams that the Assessment Report undertaken by Wheatbelt Hydrology – Lance Mudgway clearly shows that the Wickepin-Harrismith Road Culvert is not responsible for the salt issue on his land and that Councils believes this report fully resolves the issue and will be taking no further action in relation to this matter.	✓	Letter sent to Greg Williams 25/07/2014.
473-230714-08	Technical Services Committee Meeting Recommendations	CEO	That Council place an amount of \$186,000 in the 2014/2015 budget estimates for a replacement of the Komatsu W250 Wheel Loader which includes the cost of a quick hitch bucket, rake and tree grab instead of the forks.	✓	Placed in budget estimates 2014/2015.
474-230714-09	Technical Services Committee Meeting Recommendations	CEO	That the Shire of Wickepin put forward an agenda item to the CCZ of WALGA requesting that WALGA condemn the closure of the T3 Rail Closure and request that WALGA continue to lobby for the continuation of the tier 3 rail lines.	✓	Agenda item forwarded.
475-230714-10	Butler Road Realignment	CEO	That Council agree to the re surveying of Butler Road to take in the existing constructed road across the corner of Location 4912. The survey is to incorporate the constructed road into the Butler Road reserve, and that the costs be borne by the land holder.	✓	Letter sent to Gary Lang 25/07/2014.

Item	Subject/Action	Officer/ File	Progress	Status	Comment
476- 230714-11	RAV 4 Network permit application – Cropline	CEO	That Main Roads be requested to make the following roads Network 4 category vehicle Roads for the RAV permit road network: 1. Tincurrin North Road from Line Road to Wickepin Harrismith Road; and 2. Wickepin Harrismith Road from Tincurrin North Road to Toolibin North Road.	✓	Letter sent to Cropline 25/07/2014. Letter sent to Main Roads 25/07/2014.
477- 230714-15	Wickepin Sewerage Scheme – Sewerage Rate	CEO	That Council considers the following during 2014/15 financial year budget deliberation: 1. Increase to the Sewerage rate by at least 7%; 2. The Asset Management Plan be amended yearly and made available to Council for budget purposes; and 3. A report is presented to Council next July 2015 prior to the 2015/16 budget.	✓	No action required.
478- 230714-16	Governance, Audit and Community Services Committee Meeting Recommendations	CEO	That Council pass the following recommendations; 1. That Council write to all existing caretaker managers of Shire of Wickepin Caravan Parks asking if they would like their contracts renewed for a further 2 year period. 2. That it be recommended that Council extend the current lease with the WDSP and WFC to March 2015 and re-advertise the lease for another 3 years.	✓	Letters sent. Advertisement in paper.
479- 230714-17	Cr Hinkley – Leave of Absence	CEO	That Council Grant a leave of absence for a period of six Months commencing August 2014 ending January 2015 to Cr Gerri Hinkley due to the recent passing of her husband.	✓	Letter sent 5/08/2014.
480- 230714-18	Dual Fire Control Officers 2014/2015 – Shire of Narrogin	CEO	That council appoints Alastair McDougall and Tim Shepherd as Dual Fire Control Officers from the Shire of Narrogin for the 2014/2015 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 to Shire of Narrogin 25/07/2014.
481- 230714-19	Harrismith Hall	CEO	1. That Council lease a portion of the Harrismith hall to Mrs Dawn Jones for a period of three years for the selling of: <ul style="list-style-type: none"> • Jewellery • Key holders • Knick-knacks • Pot Plants • Cottage Craft • Items for Tourists 2. That the lease allow for the tenant to be responsible for all minor maintenance 3. That the Lease Allow for the Harrismith Hall to be used for Community Events 4. That the rental be set at \$10 per week for the whole three year period.	✓	Letter sent to Harrismith Community Centre Committee 24/07/2014. Letter sent to Dawn Jones 25/07/2014.

Item	Subject/Action	Officer/ File	Progress	Status	Comment
482- 230714-20	Brookfield Rail Interface Agreement – Public Road and Rail Crossing at Grade intersections	CEO	That the Shire of Wickepin sign the Brookfield Rail Interface Agreement – Public Road and Rail Crossing at grade Interfaces dated 20/06/2014.	✓	Letter sent to Brookfield Rail on 25/07/2014.
483- 230714-21	Great Southern Regional Waste Group	CEO	That Council agrees to the terms and conditions of the proposed MOU between the Wagin Group of Councils and the owners of Lot 23 (3118) Wandering Narrogin Road Cuballing to formalise the agreement to purchase a portion of the property for the use of a regional refuse site, provided the approvals required to do so are in place by no later than 31st August 2015, or that every endeavour has been made to secure the necessary approvals.	✓	Being advised.
484- 230714-22	Chief Executive Officers – Contract Renewal	CEO	That Council endorse the contract arrangements negotiated under delegated authority for the Chief Executive Officer and endorse the new five year contract commencing on 3 April 2015 and concluding at the close of business on 3 April 2020, unless it is earlier terminated in accordance with the Contract.	✓	Contract signed.
485- 230714-23	Townscape & Cultural Planning Committee Meeting Recommendations	CEO	That the Walk Trail Plans be endorsed and that funding be pursued for signage of the trails and trail head gateway.	✓	
486- 230714-24	Townscape & Cultural Planning Committee Meeting Recommendations	CEO	That the Wickepin Arts committee be authorised to have a ticket price of \$20.00 for attendees of the Wine and Cheese Evening, to cover the remaining costs of the event.	✓	Townscape Committee advised.

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

○ = in progress ✓ = completed ✕ = superseded

9. Notice of Motions of Which Notice Has Been Given

10. Receipt of Reports & Consideration of Recommendations

Infrastructure and Engineering Services

10.1.01 – Manager Works and Services Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Peter Vlahov, Manager Works & Services
File Reference:	2610
Author:	Peter Vlahov, Manager Works & Services
Disclosure of any Interest:	Nil
Date of Report:	13 August 2014

Enclosure / Attachment: Ongoing Maintenance List

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

Comment: Not applicable.

Programmed Construction Works

- Roses Road Gravel sheeting has been completed.
- Hemley Road Gravel sheeting is in progress.
- Gravel and other materials are being sourced for all other planned projects that will be included in this financial year.
- Traffic counters have been placed at the Wickepin-Harrismith Road and also on the Tincurrin Road.
- Progress with the five year Regional Road Group program costings.

Maintenance Works

- All sealed roads have been shoulder graded and have had the guide posts re-erected to the proper standard.
- The playground located in Wogolin Street Wickepin has been extended to include a swing set. This included the construction of extra fencing and a gate.
- Bitumen patching.
- Maintenance grading.
- Attending to general requests and ongoing maintenance issues.
- Repairs and maintenance at the swimming pool.
- Various signage installation and maintenance.
- Grave digging.
- Building Maintenance.
- Sewer maintenance.
- Road verge weed spraying.

Please see ongoing list attached

Occupational Health and Safety

No incidents to report.

Workshop

- Service the roller that is mounted to the rear of the maintenance grader.
- General servicing of trucks and machinery.
- Repairs to the saddle on the backhoe.

Parks and Gardens

- Mowing and slashing various.
- Begin townsite weed spraying program.
- Street tree pruning.
- Various plantings.
- Ongoing oval maintenance.
- Ongoing general gardening.
- New office gardens.

Statutory Environment: Local Government Act 1995.

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Summary: Not applicable.

Recommendation:

That council notes the report from the Manager of Works and Services dated 13 August 2014.

Voting Requirements: Simple majority

Resolution No

Moved Cr / Seconded Cr

That council notes the report from the Manager of Works and Services dated 13 August 2014.

Carried /

	Date	Area	Action	Requested by	Complete Y/N	Date Complete	Notes
January	20/01/2014	Wickpin	Powerpoint fitting in Clinton Hemley's rental.	Clinton Hemley	✓	May 2014	Complete.
	15/01/2014	Wickpin	Facey Group – Take cabinet to the dump.	Bronwyn Dew	✓	January 14	
	15/01/2014	Wickpin	Facey Group – Toilets need seeing to.	Bronwyn Dew	✓	Feb 2014	
	29/01/2014	Yealering	Cemetery – Tree needs removing due to white ants.	Natalie Manton	✓	14/02/2014	
	29/01/2013	Yealering	Cemetery – Retic needs checking and plants need attention.	Natalie Manton	✓	January 14	
February	04/02/2014	Wickpin	Please cut down tree on 48 Dumbleyung Road.	Graem Bushby	✓	Feb 2014	
	04/02/2014	Wickpin	Spray Cowthrop on vacant land in Wickpin.	Luci Satori	✓	Feb 2014	
	05/02/2014	Wickpin	63 Wogolin Road – Sewerage issue – high pressure hose needed.	Daphne Tetlow	✓	7/02/2014	Plumber has fixed problem.
	05/02/2014	Wickpin	Fire alarms needed in CRC building.	CRC	✓	12/02/2014	A. Ramsay advised fire alarms not needed.
	05/02/2014	Wickpin	Weeds need removing and door needs fixing.	CRC	✓	March	
	10/02/2014	Wickpin	Stop sign down at the Harrismith rail crossing.	Albany Police	✓	Feb 2014	Main Roads have been notified.
	11/02/2014	Wickpin	Replace football post.	WFC	✓	March 2014	
	14/02/2014	Yealering	Raking around Congreve Street needs re-raking.	Wayne Rushton	✓	Feb 2014	
	17/02/2014	Wickpin	Repair flyscreens at Unit 2 Cottage Homes.	Doug Gardener	✓	March	
	18/02/2014	Wickpin	Clean Netball Courts.	Steffie Green	✓	Feb 2014	
	19/02/2014	Yealering	Lake toilets – bowl needs tightening.	Council	✓	12/13/14	
	19/02/2014	Yealering	Caravan Park – Hand basin is leaking.	Council	✓	12/13/14	
	19/02/2014	Yealering	Caravan Park – Door lock is broken.	Council	✓	12/13/14	
	20/02/2014	Wickpin	Swimming Pool – General clean and tidy up.	Rate payer	✓	Feb 2014	
	25/02/2014	Wickpin	Community Centre – Mezzanine – White board needs fixing.	Lou Leeson	✓	27/02/2014	Tightened screws.
March	04/03/2014	Wickpin	Cleaning netball courts for netball season.	Anika Mullan	✓	March 2014	Netball courts are being cleaned weekly.
	05/03/2014	Wickpin	Pot holes forming in Richter Street.	Tech Services	✓	July 2014	Temporary fix complete.
	05/03/2014	Wickpin	Patchwork on Dumbleyung Road Corner is needed.	Tech Services	✓	July 2014	Temporary fix complete.
	06/03/2014	Wickpin	Russell Road sign needs replacing.	Tech Services	✓	July 2014	Sign has been ordered.
	12/03/2014	Yealering	Sprinkler head has come off in Honeyman Park.	Peter Stribling	✓	13/03/14	Done – also done retic repairs at Town Hall.
	12/03/14	Wickpin	Grade 84 Gate Road.	Mark Graham	✓	April	
	14/03/14	Wickpin	Campbell St – Harry Reads house – trees and rubble outside house.	Ruth Bailey	✓	09/04/2014	Done.
	17/03/14	Wickpin	Yarling Court- Unit 2 - Handle on door in laundry is loose.	Inspections	✓		
	17/03/14	Wickpin	Yarling Court- Unit 2 - Railing in bathroom needs screwing onto wall.	Inspections	✓		
	17/03/14	Wickpin	Cottage Homes – Amy Read - Lower clothes line.	Inspections	○		
	17/03/14	Wickpin	Cottage Homes Car Port – Amy Read - Shade cloth on side of car port.	Inspections	✓		
	17/03/14	Wickpin	Cottage Homes - Unit 3 - Renew kitchen curtain.	Inspections	✓		Done.
	17/03/14	Wickpin	10 Smith St - Shire gardener to pull dead plants out.	Inspections	○		
April	17/03/14	Wickpin	10 Smith St - Retic resets itself when there is a power cut, needs fixing.	Inspections	○		
	31/03/14	Wickpin	Unit 2 Cottage Homes – Pump sound every morning waking tenant.	P. Gardener	✓	01/04/2014	Retic has been reset.
	09/04/2014	Harrismith	Cemetery – Meet with Ross Easton to discuss his ideas on this.	Leah Pearson	✓	April	
	09/04/2014	Harrismith	Drainage Problems – Meet with Ross Easton to discuss.	Leah Pearson	✓	April	
	09/04/2014	Tincurrin	Entry Sign Placement – Meet with Ross Easton.	Leah Pearson	✓	April	

May	09/04/2014	Harrismith	Walk trail needs maintenance on it (tidy up etc).	Leah Pearson	✓	May 2014	
	09/04/2014	Harrismith	Green Harrismith Road sign is no longer reflective, order new one.	Leah Pearson	✓	May 2014	Sign not reflective.
	09/04/2014	Yealering	Trees on main street have lost bark, needs a tidy up.	Kevin Coxon	✓	May	
	09/04/2014	Yealering	Dead trees at cemetery need replacing.	Kevin Coxon	✓	May	Trees pulled out, new trees to be put in.
	10/04/2014	Wickepin	Extend trimming from Fox Road South to first 90 degree bend.	A. Borthwick	✓	May	
	11/04/2014	Wickepin	Rabbits undermining some graves at Cemetery.	R. Matthews	✓	May	Poison placed in warrens.
	17/04/2014	Harrismith	Grading of Golf Club Road.	Council	✓	June	
	17/04/2014	Wickepin	Baiting at Cemetery.	Council	✓	May	Poison placed in warrens.
	22/04/2014	Wickepin	Sand to be placed on oval.	WFC	✓		
	22/04/2014	Wickepin	Broken window on scoreboard at oval.	WFC	✓	June	
	22/04/2014	Wickepin	Hot water system is broken.	WFC	✓	April	
	24/04/2014	Wickepin	Cottage Homes – Retic is coming on at 3pm for 2 hours.	Colin Fleay	✓	May	Reset system.
	28/04/2014	Wickepin	Cottage Homes – Automatic light needs turning off.	Doug Gardener	✓	May	
	28/04/2014	Wickepin	Couldn't lock change rooms after footy – lock may need looking at.	Ty Miller	✓	May	No Issue.
	29/04/2014	Wickepin	Unit 2 Yarling Court – Shower leak, back door latch broken.	Violet Holmes	✓	May	
	06/05/2014	Wickepin	Fleay Road is becoming dangerous, needs investigating.	Keith Doncon	✓	May	
	07/05/2014	Wickepin	Unit 2 Cottage Homes – Mesh on back fly wire door needs patching.	Doug Gardener	○		In progress.
	09/05/2014	Wickepin	48 Dumbleyung Road – Drainage issue – flooding from road.	Graham Bushby	✓	May	Investigating.
	09/05/2014	Wickepin	Leaking pipe in lane behind Vera Watson's chook yard.	Hazel Green	✓	May	WAWA has fixed it.
	12/05/2014	Wickepin	Culvert on corner of Bushby and Roses Road washed out.	Wayne Leeson	✓	May	
	13/05/2014	Wickepin	Leak in toilets (women's) at Community Centre.	Steve Martin	✓	May	Checked, no issue.
	14/05/2014	Wickepin	Cottage Homes – One light is on for 24 hours.	Doug Gardener	✓	May	Checked, no issue.
	14/05/2014	Wickepin	Yarling Court – Bollard lighting needs repairing.	Mark Hook	✓	June	
	15/05/2014	Wickepin	Stop sign at War Memorial has fallen over.	Natalie Manton	✓		
	15/05/2014	Wickepin	Return the trestles from the hall back to the Community Centre.	Natalie Manton	✓	June	
	15/05/2014	Wickepin	Check trestles at the hall and repair or throw out any that are damaged.	Natalie Manton	✓	June	
	15/05/2014	Wickepin	Put trestles that are in the hall on black trestle trolley.	Natalie Manton	✓	June	
	15/05/2014	Wickepin	Return the box of candle holders to Community Centre storeroom.	Natalie Manton	✓	June	
	15/05/2014	Wickepin	Bring the urn from the hall back to the office.	Natalie Manton	✓	May	
	15/05/2014	Wickepin	Take down the Dryandra banner from up near the golf club.	Natalie Manton	✓	June	
	15/05/2014	Malyalling	Place tin back on the roof at the Malyalling Golf Club.	Natalie Manton	✓	June	
	15/05/2014	Wickepin	Check Power Points at the Community Centre Courts.	Michelle Miller	✓	May	
	15/05/2014	Yealering	Cemetery – tidy up needed near tree stump.	Natalie Manton	✓	May	
	15/05/2014	Yealering	Cemetery – Dead tree at the back needs to come out.	Natalie Manton	✓	May	
	19/05/2014	Wickepin	Shire Admin Office - Light globes and sliding door needs attention.	Leah Pearson	✓	July 2014	Sliding door fixed.
	21/05/2014	Wickepin	Tree behind Wickepin sign needs removing.	Leah Pearson	✓	May	
	21/05/2014	Harrismith	Harrismith South Road needs grading.	Council	✓	May	
	21/05/2014	Harrismith	Fox Road needs grading.	Council	✓	May	
	21/05/2014	Wickepin	Netball courts need cleaning for Sunday 23 May for game.	Council	✓	May	
	21/05/2014	Wickepin	Pingelly Road – take gravel away.	Council	✓	May	
	21/05/2014	Wickepin	Avery Corner needs attention.	Council	✓	May	
	21/05/2014	Wickepin	Hemley Road – Water may have damaged road (Eastern side).	Council	✓	03/06/2014	

	23/05/2014	Wickepin	No soap dispenser in the Public Toilets on the main street.	Ruth Parker	✓	27/05/2014	
	23/05/2014	Harrismith	Grey Road needs grading.	Leah Pearson	✓	May	
	27/05/2014	Wickepin	Community Centre Home change room – light and ceiling panel broken.	Leah Pearson	○		Parts have been ordered.
	27/05/2014	Wickepin	Mulch needed at the Health Centre.	Hazel Green	✓		
	27/05/2014	Wickepin	Leak in ceiling of courts (middle).	Michelle Miller	✓		
	27/05/2014	Wickepin	Community Centre – Projector cord not working – wall panel connection.	Natalie Manton	✓		
	27/05/2014	Yealering	Install Plaque in the Yealering Niche Wall.	Amanda Bullock	✓		
	27/05/2014	Wickepin	86 Gate Road – Standpipe – call IT support.	Amanda Bullock	○		
	27/05/2014	Wickepin	Community Centre – Powerpoints not working in kitchen & function room.	Hazel Green	✓		
	27/05/2014	Wickepin	Community Centre – New flick mixer needed in kitchen.	Natalie Manton	✓		
	27/05/2014	Wickepin	Community Centre – Broken glass in last door of courts – bottom panel.	Sandie O'Brien	✓		Complete.
	27/05/2014	Wickepin	Community Centre – Heater in function room has an error message.	Hazel Green	✓		
	27/05/2014	All	Order bush fire signs for shire boundary entries.	Council	○		
	27/05/2014	Wickepin	Quotes for swing and fencing for playground main street.	Mark Hook	✓		
	27/05/2014	Harrismith	Quote for seat in Harrismith main street.	Mark Hook	✓		
	29/05/2014	Wickepin	Washers need replacing in women's toilet in the Shire office.	Natalie Manton	○		
June	03/06/2014	Wickepin	Plastic doggy bags needed at Community Centre.	K. Lansdell	✓	04/06/2014	
	06/06/2014	Wickepin	Oil heater not working – Unit 4 Cottage Homes.	Amy Read	✓	09/06/2014	Oil heaters are old and not used any more.
	10/06/2014	Wickepin	5 Smith Street – TV Ariel needs fixing.	Gillian Spargo	✓		
	11/06/2014	Wickepin	Roses on main street need repositioning.		✓		Have been pruned.
	12/06/2014	Wickepin	Clean courts for netball game.	Leah Pearson	✓	13/06/2014	
	13/06/2014	Tincurrin	Mowing of Tincurrin school.	Tincurrin P.S	✓	June	
	20/06/2014	Wickepin	Unit 4 Cottage Homes – Heater is only blowing cold air.	Vicki Kelly	✓	June	
	23/06/2014	Wickepin	Frames to be hung in Council Chambers.	Leah Pearson	✓	June	
	23/06/2014	Wickepin	Duplex floors to be cleaned and sealed.	Leah Pearson	✓	June	
	26/06/2014	Tincurrin	Pot hole in line Road.	Keith Parnell	✓	June	
July	27/06/2014	Wickepin	No through sign needed on Levi Road.	Malcolm Talbat	○		
	17/07/2014	Wickepin	Malyalling Rd – Pot hole and small hole developing West Malyalling rd.	Gary Lang	✓	July 2014	
	25/07/2014	Wickepin	Unit 3 Yarling Court – Sliding door hard to lock, replace kitchen light.	Glen Sands			
	28/07/2014	Yealering	Yealering Hall – Oven door deosnt seal properly.	Lois Shipley	✓	August 2014	
	28/07/2014	Wickepin	6 Wogolin Road – Tree on fence line has come down needs removing.	Gwen Kirby	✓		
	29/07/2014	Wickepin	Community Centre Store room has locking issues, 2 blown globes.	Tony Smith	✓		
	01/08/2014	Wickepin	Unit 2 Cottage Homes – Shower not draining properly.	Doug Gardener	○		
	13/08/2014	Wickepin	Wickepin Cemetery – large trees with limbs coming down on graves.	Townscape	○		

Infrastructure and Engineering Services

10.1.02 – RRG - Local Road Project Funding

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	2609
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	14 August 2014

Enclosure / Attachment: Nil

Background:

At the Technical Services Committee meeting held on 7 May 2014 the following resolution was adopted by the Technical Services committee:

Moved Cr Lansdell / Seconded Astbury

That the Technical Services request Council that:

1. The CEO undertakes a Blackspot submission for the Wickepin-Harrismith Road for the 2015/2016 Financial Year.
2. The CEO look at the Five Year RRG Road Program based on the Wickepin-Corrigin Road, Wickepin-Pingelly Road and the Wickepin-Harrismith Road.

The above resolution was put to the next Ordinary Meeting of Council on 21 May 2014 where the resolution was changed to the following:

Resolution No 210514-04**Moved Cr Lansdell / Seconded Cr Easton**

That Council pass the following recommendations;

1. That Council to adopt the 10 Year Plant Replacement Program 2014/15 to 2023/24 as attached, with the following changes hatched in Yellow;
2. The CEO undertakes a Blackspot submission for the Wickepin-Harrismith Road for the 2015/2016 Financial Year.
3. The CEO review the Five Year RRG Road Program based on the Wickepin-Corrigin Road, Wickepin-Pingelly Road and the Wickepin-Harrismith Road.
4. That Council to place on all of the Shire boundary entries a Prohibited Bush Fire sign.

Carried 8/0

Comment:

The Chief Executive Officer and the Manager of Works have been working on the above resolution and have started reviewing the five year program.

The Five Year Road Works Program needs to be altered to include a section of reseal required on the Wickepin Harrismith Road for 2015/2016, as an inspection by the Manager of Works shows the Wickepin Harrismith Road requires a 2.9km reseal on section SLK 2.00 to SLK 4.90.

The Chief Executive Officer and the Manager of Works have not completely finished the full Five Year Road Program along with the decision of inclusion or non-inclusion of the other sections of the Wickepin Harrismith Road into the Five Year Program.

This renewed five year program will be part of the Technical Service Meeting agenda for 2 September 2014. This will however be too late for submission to Main Roads under the Local Road Project Funding Multi Criteria Assessment guide lines which requires the Regional Road Group Five Year Program for 2015/2016 to 2019/2020 to be submitted by the end of August 2014 to Main Roads Narrogin.

Council has received permission from Main Roads Narrogin to submit the Regional Road Group Five Year Program for 2015/2016 to 2019/2020 directly to Main Roads Narrogin after 2 September 2014 Technical Services meeting.

The Technical Services meeting does not have power to adopt without Council adopting at the next Ordinary Meeting.

To allow for the Regional road Group five year program for 2015/2016 to 2019/2020 to be submitted on time requires Council to give delegated authority to the Technical Services Committee to adopt the Five Year Road Programme for 2015/2016 to 2019/2020 and to forward the Regional Road Group Section of the Five Year Road Program to Main Roads under the Local Road Project Funding Multi Criteria Assessment Program.

Statutory Environment: Not applicable

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Summary:

Council is being requested to give the Technical Services Committee delegated authority to adopt the Five Year Road Program 2015/2016 to 2019/2020 and to submit the Regional Road Group Portion to the Main Roads Narrogin under the Local Road Project Funding Multi Criteria Assessment Program.

Recommendation:

That Council gives the Technical Services Committee delegated authority to adopt the Five Year Road Program 2015/2016 to 2019/2020 and to submit the Regional Road Group Portion to the Main Roads Narrogin under the Local Road Project Funding Multi Criteria Assessment Program.

Voting Requirements: Simple majority

Governance, Audit and Community Services

10.2.01 – Financial Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Natalie Manton - Finance Manager
File Reference:	
Author:	Natalie Manton - Manager
Disclosure of any Interest:	Nil
Date of Report:	6 August 2014

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

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

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

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

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

Local Government (Financial Management) Regulations 1996

34. Financial reports to be prepared s. 6.4

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

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

Policy Implications: Not applicable

Financial Implications: Not applicable

Strategic Implications: Not applicable

Recommendation: That the financial statements tabled for the period ending 30 June 2014 as presented be received.

Voting Requirements: Simple majority

Bank Balances

As at 31/07/2014

	Bank Statement
Municipal Fund	132,693.86
Municipal Term Dep	578,372.83
Petty Cash	500.00
Reserves	897,414.33
Total	1,608,531.02
Trust Fund	50,329.01
Transport Account	436.60

Debtors

Rates as at 31/07/2014

Account 7461	Rates	27,293.05
Account 6051	Sewerage	3,788.91
Account 7451	Excess Receipts	-6830.70
Account 1092	ESL	1444.50
Account 7481	Domestic Rubbish	1554.70
Account 7491	Commercial Rubbish	0
Account 7201	Refuse Site Levy	577.97
		27,828.43

Sundry Debtors as at 31/07/2014

Current	101,811.45
1 Month	2,410.00
2 Months	51.36
3 Months	511.55
Total	104,657.50

Governance, Audit and Community Services

10.2.02 – List of Accounts

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Natalie Manton - Finance Manager
File Reference:	
Author:	Natalie Manton - Finance Manager
Disclosure of any Interest:	Nil
Date of Report:	8 August 2014

Enclosure / Attachment: List of Accounts

Background: Please find following the List of Accounts remitted during the period from 1 July 2014 – 31 July 2014

	<u>Vouchers</u>	<u>Amounts</u>
Municipal Account		
Cheques	14999-15012	18,329.33
EFTPOS	4702 - 4761	97,635.25
Other Transfers	Payroll June 2014	58,984.00
Trust Account		
Cheques	1233	500.00
EFTPOS	4722, 4742,	688.00
TOTAL		<u>\$176,136.58</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: If there are any questions in relation to the listing of accounts, please forward a request by fax to me so that detailed answers to queries can be obtained for presentation at council meeting.

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

Policy Implications: Policy F3.7 - Cheque Issue

Financial Implications: Not applicable

Strategic Implications: Not applicable

Recommendation: That Council acknowledges that payments totaling **\$176,136.58** has been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

Voting Requirements: Simple majority

**Shire of Wickepin
Accounts Listing 01/07/2014 - 31/07/2014**

Chq/EFT	Date	Name	Description	Amount	Trust
1233	28/07/2014	MRS LOIS SHIPLEY	REFUND OF BOND FOR HALL HIRE 19/7/2014	Muni	500.00
	15/07/2014	AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY	Payroll deductions		
EFT4702	15/07/2014	OFFICE MAX	VOICE RECORDER	263.28	
EFT4703	15/07/2014	BELVEDERE NURSERY	TREES ADMINISTRATION OFFICE	50.00	
EFT4704	15/07/2014	BALLARDS OF NARROGIN	GARDENMIX ADMINISTRATION OFFICE	235.00	
EFT4705	15/07/2014	COURIER AUSTRALIA	LIBRARY FREIGHT	1995.00	
EFT4706	15/07/2014	STAPLES / CORPORATE EXPRESS	STATIONERY ORDER	48.94	
EFT4707	15/07/2014	KELLY COCHRANE	CLEAN YEALERING TOILETS	27.41	
EFT4708	15/07/2014	LANDGATE	TITLE SEARCH	175.00	
EFT4709	15/07/2014	EWEN RURAL SUPPLIES	JUNE ACCOUNT	35.65	
EFT4710	15/07/2014	FORPARK AUSTRALIA	SWING SET	4702.49	
EFT4711	15/07/2014	GREAT SOUTHERN FUEL SUPPLIES	JUNE ACCOUNT	2907.30	
EFT4712	15/07/2014	GEOFF PERKINS FARM MACHINERY CENTRE	PRESSURE CLEANER	20860.60	
EFT4713	15/07/2014	LO-GO APPOINTMENTS	RATES OFFICER - CONTRACTOR	284.02	
EFT4714	15/07/2014	NARROGIN HIRE SERVICE	ADMIN OFFICE GARDENS	1931.22	
EFT4715	15/07/2014	GREAT SOUTHERN WASTE DISPOSAL	26MAY TO 30 JUNE 2014	2233.64	
EFT4716	15/07/2014	NARROGIN RETRAVISION	COMMUNITY CENTRE MAINTENANCE	5485.30	
EFT4717	15/07/2014	NARROGIN BEARING SERVICE	TOOLS DEPOT	698.00	
EFT4718	15/07/2014	NARROGIN TOYOTA	PARTS	149.80	
EFT4719	15/07/2014	PCS	COMPUTER SUPPORT	1761.54	
EFT4720	15/07/2014	TPG TOWN PLANNING, URBAN DESIGN AND HERITAGE	WALK TRAIL ADVICE	297.50	
EFT4721	15/07/2014	WICKEPIN NEWSAGENCY	NEWSPAPERS AND MILK	2612.50	
EFT4722	23/07/2014	MR/S CR & JA HEMLEY	BOND REFUND	20.30	
EFT4723	23/07/2014	AUSTRALIA POST	JUNE ACCOUNT	205.99	368.00
EFT4724	23/07/2014	AIR RESPONSE	CHECK AIR CON AT COTTAGE HOMES AND COMMUNITY CENTRE		
EFT4725	23/07/2014	CENTRAL COUNTRY ZONE WALGA	ANNUAL SUBSCRIPTION	185.36	
EFT4726	23/07/2014	YEALERING AGPARTS & REPAIRS	CLAMPS AND GAS BOTTLE	3850.00	
EFT4727	23/07/2014	COVS PARTS PTY LTD	H/SHRINK DEPOT	136.04	
EFT4728	23/07/2014	LANDGATE	MINING TENEMENTS	43.45	
EFT4729	23/07/2014	EASIFLEET	FACEY GROUP FUEL AND LEASE	35.65	
EFT4730	23/07/2014	HANCOCKS HOME HARDWARE	BANISTER BRUSH	800.36	
EFT4731	23/07/2014	MR/S CR & JA HEMLEY	REFUND RENT 13A COLLINS STREET	7.30	
EFT4732	23/07/2014	LOCAL GOVERNMENT ASSOCIATION OF WA	ADVERTISE COMMUNITY DEVELOPMENT OFFICER	410.71	
EFT4733	23/07/2014	MAJOR MOTORS PTY LTD	FILTER KIT	484.64	
EFT4734	23/07/2014	NARROGIN FLORAL STUDIO	BOXED ARRANGEMENT	62.03	
				114.00	

Attachment- Item 10.2.02

EFT4735	23/07/2014	NARROGIN TOYOTA	BANJI OBOLT TENSIONING GEAR	41.80
EFT4736	23/07/2014	PARKERS TURF AND GARDEN CARE (NICK PARKER)	CWA AND CROQUET GROUNDS YEALERING	840.00
EFT4737	23/07/2014	SHERIDANS FOR BADGES	NAME BADGES	45.76
EFT4738	23/07/2014	DYNAMIC PRINT	BUSINESS CARDS	255.00
EFT4739	23/07/2014	WESTRAC EQUIPMENT	PARTS WK 813	224.10
EFT4740	23/07/2014	TC WILLIAMSON & CO	22 WASTE TRANSFER BINS PICKUP AND TRANSFER	3036.00
EFT4741	23/07/2014	WICKEPIN COMMUNITY RESOURCE CENTRE	SHOWS ON THE GO	500.00
EFT4742	28/07/2014	GLEN SCOTT SANDS	BOND REFUND - YARLING COURT	320.00
EFT4743	28/07/2014	YVONNE BOWEY CONSULTING	CONSULTANCY FEES	4778.99
EFT4744	28/07/2014	BURGESS RAWSON (WA) PTY LTD	RENT AND MANAGEMENT FEES	2354.00
EFT4745	28/07/2014	COURIER AUSTRALIA	SIGNS	64.01
EFT4746	28/07/2014	DEWS EXCAVATIONS	EXCAVATION GRAVE JOHN SATORI	275.00
EFT4747	28/07/2014	FULTON HOGAN	EZSTREET	1980.00
EFT4748	28/07/2014	FRANK WESTON & CO	HOT ROLLED FLOOR PLATE	52.70
EFT4749	28/07/2014	IT VISION	RENEW SYNERGY SOFT LICENCE	20828.50
EFT4750	28/07/2014	NARROGIN QUARRY OPERATIONS	RIP RAP WICKEPIN HARRISMITH ROAD	401.90
EFT4751	28/07/2014	PCS	COMPUTER SUPPORT	382.50
EFT4752	28/07/2014	GLEN SCOTT SANDS	REFUND RENT FOR YARLING COURT	160.00
EFT4753	28/07/2014	DYNAMIC PRINT	BUSINESS CARDS	155.00
EFT4754	28/07/2014	WESTERN AUSTRALIAN TREASURY CORP	LOAN 101	3686.14
EFT4755	28/07/2014	MR PHIL WATSON	INSTALL FENCE RAIL AT SALE YARDS AND REPAIR LIGHT AT SWIMMING POOL	700.00
EFT4756	28/07/2014	WHEATBELT HYDROLOGY	WICKEPIN HARRISMITH ROAD REPORT	1631.58
EFT4761	29/07/2014	WESTERN AUSTRALIAN TREASURY CORP	LOAN 100 REPAYMENT	2132.25
14999	08/07/2014	TELSTRA	TELSTRA ACCOUNT	1791.47
15000	15/07/2014	STAR TRACK EXPRESS	FREIGHT	30.93
15001	15/07/2014	SYNERGY	STREETLIGHTS	1630.80
15002	23/07/2014	DOCEP - BOND ADMINISTRATOR	BOND ANIKA MULLAN	500.00
15003	23/07/2014	BEC DANILOVIC @ WICKEPIN GARDEN CENTRE	VARIOUS PLANTS AND COMPOST	604.00
15004	23/07/2014	JASON SIGNMAKERS	STREET SIGNS	2016.30
15005	23/07/2014	STAR TRACK EXPRESS	FREIGHT PARTS	30.93
15006	23/07/2014	TELSTRA	COLIN SAT PHONE	77.60
15007	23/07/2014	NARELLE THORNTON	FITNESS CLASS	585.00
15008	23/07/2014	SYNERGY	SHIRE HOUSING POWER	7663.80
15009	23/07/2014	WATER CORPORATION	40 WOGOLIN ROAD WATER	74.08
15010	28/07/2014	LOCAL GOVT SUPERVISORS ASSN	WORKS AND PARKS CONFERENCE	1003.50
15011	28/07/2014	TELSTRA	PHONE CHARGES JULY	2130.83
15012	28/07/2014	WA LOCAL GOVERNMENT SUPER PLAN	SUPER CONTRIBUTIONS - GILLIAN SPARGO S62	190.09
				115964.58
				1188.00

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:	206
Author:	Lee Parker, Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	4 August 2014

Enclosure / Attachment: Nil

Arts and Cultural	Embrace our Roots Sculpture Workshops <ul style="list-style-type: none"> Met with the Artist facilitating the workshops. Workshop coordination. Sourced fallen timber for the community sculpture. Other <ul style="list-style-type: none"> Followed up contacts/artists for the Wickepin Art Prize Managed the Wickepin Arts Facebook page. Had a meeting with Country Arts WA with regard opportunities and funding available.
Community Development	Townscape <ul style="list-style-type: none"> Organised plaque for Toolibin Football Club memorial sculpture. Walk trails. <ul style="list-style-type: none"> Started Lotterywest funding application for the signage along the Heritage Walk trails according to the Master Plan by TPG. Due this week. Researched information about heritage precinct Shire Office Gardens <ul style="list-style-type: none"> Discussion with Manager of Works regarding placement of Community sculpture once it is completed. Other <ul style="list-style-type: none"> Provided notes for Watershed with regard to sculpture workshops.
Community Safety and Crime	
Economic Development	<ul style="list-style-type: none"> Wickepin Market Day – had meeting with CRC with regards to holding another market day to coincide with Wickepin Art Prize dates. Discussion with prospective stall holders.
Tourism, Marketing and Promotion	<ul style="list-style-type: none"> Provided additional information to Market Creations, the company involved in printing new tourist brochures. Conversation with Market Creations as to the formatting and layout of the tourism brochures. Had a meeting with CRC regarding the tourism brochures and content.
Sport and Recreation	
Special Needs Groups inc; Youth, Disabled and Older People.	
Heritage	War Memorial Upgrade Old Railway Station

Funding Applications Status Report

Project Name	Funding Organisation	Amount Requested exc Gst	Status
Walk trails plan	Lotterywest	\$19,071	Application has been submitted for signage for Heritage Walk trail
ANZAC Centenary Grant	Dept Veteran's Affairs	\$24,374	Pending Council contribution cash \$10,000 Council contribution in kind \$2,816
Restoration of Old Railway Station building	Lotterywest	\$56,350	Pending Council contribution \$20,000 to be allocated from 2014/15 budget.
Embrace Our Roots	Community Arts Network WA	\$9350	Council contribution cash \$5,000. Included in 2013/14 budget Council contribution in-kind \$3,900

Statutory Environment: Local Government Act 1995.

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications:

(7) To Develop and Maintain Quality Services and Infrastructure:

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

(8) To Ensure the Protection and Improvement of the Environment:

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

(9) 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.

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

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

(11) To Provide Efficient, Effective and Accountable Governance:

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

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

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

Discussion Items

2. War Memorial – Stefie Green would like clarification on some issues with regards the names of the fallen soldiers. See the attached list of names of the Killed in Action WW1.

Governance, Audit and Community Services

10.2.04 – WA Kaolin – Planning Application

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	WA Kaolin
File Reference:	805
Author:	Trevor Moran – Land Vision
Disclosure of any Interest:	Nil
Date of Report:	4 August 2014

Enclosure / Attachment:

1. Application Forms
2. Certificates of Title
3. Project Summary
4. Accompanying Material to Application for Lot 14431 on Plan 155015
5. Accompanying Material for Lot 8798 and Lot 1 on Diagram 92042
6. Location of Pipelines
7. Use of Roads
8. Works Approval and Decision Document
9. Company Commitments

Background:

THE APPLICATION

In November 2012, two applications from WA Kaolin to extract, process and transport Kaolin were received by the Shire as follows:

1. November 2

An application seeking planning approval for:

- A mine on Williams Location 13898;
- A degrading process plant on Lot 7495 on Plan 233525; and
- A final processing plant, storage facility and a saline water evaporation pond on Lot 8798 on Plan 132472 and Lot 1 on Diagram 92042 (although the covering letter refers to an accompanying DAP application and MRS Form 1, these were not forwarded to the Shire at the time).

2. November 9 (November 6, DAP Application)

An application seeking planning approval for:

- An alternative location for the Kaolin mine and degrading plant on Lot 14431 on Deposited Plan 155015. This is an alternative to the previous proposal for a mine on Lot 13898 and degrading plant on Lot 7495.

The application form refers to Lot 14431 as does the DAP Form 1.

The applicant has confirmed that the latter application is a substitute for the earlier application for the mine and degritting plant where they overlap (email from Alan Tingay to Landvision 7/7/2014). This report has been prepared on the basis that this is the case.

The applications are attached as Attachment No. 1.

THE DEVELOPMENT SITES

Figure 1 prepared by Landvision indicates the key locations.

The Certificate of Titles for the subject land is in the name of WAMCO Industries Group Pty Ltd and WAMCO Pacific Pty Ltd (See Attachment 2).

Wamco Industries Group Pty Ltd (as trustee for Wamco Industries Unit Trust) is the owner of the Wickepin properties and has a 75% shareholding of WA Kaolin Holdings Pty Ltd. The other 25% is held by SMA Vic Pty Ltd. Unit holders of Wamco Industries Unit trust are Alf Baker (CEO of WA Kaolin Holdings Pty Ltd) (48%, SMA Vic Pty Ltd 48% and Andrew Sorenson 4%).

The subject sites are within areas covered by mining tenements. Lot 14431 is within Mining Lease M70/1143 and Retention Lease R70/44 (See Figures 2 – 3).

Lots 1 and 8798 are within General Purpose Lease G70/251 (See Figures 4 – 5).

A Miscellaneous Licence L70/156 has been granted to the proponent for a proposed pipeline corridor between the two sites (See Figures 6 – 8).

WA Kaolin also holds five Retention Licences in the area that include additional kaolin reserves.

The leases are located about 20 km east of Wickepin. There is a small scale existing mine on the lease at Williams Location 13898 that is not currently active. The process plant will be on the adjacent Lot 7495 and will cover an area of about one hectare. These locations are leased and/or owned by WA Kaolin. The location of the mine and process plant are shown on Figures 2 and 3.

Comment:

PROJECT SUMMARY

The Proposed Development

W.A. Kaolin is seeking approval to operate a mine and process plant with the capacity to produce 360,000t of kaolin each year with initial processing at the mine site on Lot 14431 and final processing at both the mine site and a location adjacent to the Wedin railway siding, approximately 18km south of the mine-site (Lots 1 and 8798). The product will be transported by road and rail to Kwinana for direct loading onto ships.

The project will produce kaolin of different specifications. Some ore will be processed at the mine site to produce 100,000 TPA of beneficiated 90 % kaolin (K90) which will be trucked either directly to Kwinana or to the Wedin site for loading on to trains. The remaining ore will be partially processed at the mine site to produce 260,000 TPA of kaolin in slurry form which will be piped to the Wedin site for further processing, packaging and loading into trains.

The locations involved are currently used for grazing and cropping. The mine site will be progressively rehabilitated to these agricultural uses and the process plant will be dismantled and removed from site at the end of the project.

There is soil and laterite overburden to a depth of 1m then mottled iron stained clays to a depth of 3m. The kaolin deposit extends from 3m to 20m depth and in places to at least 40m. The clay deposits are underlain by saprolite.

Mining will involve digging by excavator as the deposits are close to the surface. Excavation of about 1.25Mtpa of material will be required to yield 360,000tpa of kaolin. The kaolin reserves are sufficient for a mine life in excess of 100 years at the proposed level of production.

THE PROCESS

The process largely consists of screening, pressing and drying the kaolin and there are few chemical additives and atmospheric emissions except from a stack attached to a drying plant.

The processing at the mine site involves de-gritting with screens and cyclones to separate kaolin of <45 microns from waste 'sand'.

The process line comprises a feed hopper, conveyor to a wet drum scrubber, screens, hydro-cyclones and de-gritting centrifuge.

The sand from the screens and cyclones will pass to a vacuum belt filter which will extract water which also will be recycled to the de-gritting plant. Waste products are washed quartz sand and a minor amount of coarse clay mixed with fine sand. The sand will be returned to the pit soon after it is discharged from the plant. The coarse clay will be pumped to small evaporation ponds and allowed to dry before being returned to the mine pit as backfill. Some of this clay may be dried further and mixed with topsoil to improve retention of water and nutrients for rehabilitation purposes.

At the Wedin site the slurry will pass through classification centrifuges that will separate the fine and coarse clay. These will be de-watered and then thickened slurries will be rinsed and further de-watered in a cake press. Some of the damp kaolin filter cake will be treated to further optimize particle size and viscosity and then granulated and dried.

Both filter cake and granules will be packaged and stored in bulk bags and ISO shipping containers prior to loading onto rail wagons for haulage to Kwinana. The storage area will hold up to approximately 10,000 tonnes of product.

Water Supply

Fresh process water will be delivered to the Wedin plant by a buried pipeline from an existing Water Corporation main, some upgrading will be required. A portion of the water from de-watering and processing operations will be piped to the de-gritting plant for use there. The remainder will be treated by reverse osmosis with freshwater product recycled to the Wedin process line. Saline water from the osmosis process will be discharged to lined ponds at the Wedin site for evaporation and crystallization.

The salt residues periodically will be excavated from the ponds and transported back to the mine and encapsulated in a high density polyethylene lined and covered section of the mine pit well above the water table. Approximately 1,200 tonnes of salt will be produced each year.

Recycling of water will also occur in the de-gritting process line at the mine site.

Power Supply

Power to the mine site and WRS will be via Western Power's existing network.

The location of the connection has not yet been determined.

Thermal energy for drying will be from LPG, trucked in and stored in on-ground storage tanks.

Drainage

Lot 8798 and Lot 1 both slope gently to the south, with a 6m fall from Line Road down to the lowest point (323m AHD down to 317m AHD). Plant areas will be levelled as required. The rail siding will stay at close to the highest point (322m AHD, - parallel to the existing rail reserve and alignment), and the process plant buildings will generally have ground levels at 2 to 4m below this.

Surface water is proposed to be managed by site drainage plans.

Groundwater will not be intercepted by mining.

Staging

The project is planned in stages because the production and export of K90 product can be achieved with less plant and therefore in a relatively short time. The refined kaolin involves further processing and storage and handling operations for rail transport. Both stages will operate simultaneously once the project is fully established.

A summary of the proposed development as provided by the applicant is contained in Attachment No. 3. Details of the operation, the pipeline location and road transport routes are contained in Attachments 4 - 5.

From a planning perspective the main points may be summarised as follows:

Mine Site/Degritting Plant on Lot 14431 (See Figure 3)

- Mining of Kaolin at an initial rate of 100,000 tons/annum and a final production rate of 360,000 tons/annum is proposed.
- The proved ore reserve on ML 70/1143 (held by WA Kaolin) is 112 million tons. The mine could operate for more than 100 years.
- The mine site is located about 20 kms east of Wickiepin.
- The clay will be gritted at a plant close to the mine.
- Typical depth of mining will be 20 – 30 metres below the surface with a maximum of 35m.
- Mining operations would affect approximately 3 ha each year.
- About 900,000 tpa of overburden will be removed making a total of 1,260,000 tpa to be removed when fully operational.
- A small area of existing vegetation will need to be removed for the construction of the access road to Helm Road.
- A part of the pine plantation will also need to be removed for the pipeline easement.
- Lot 14431 is currently used for agriculture. This will remain the case except in the areas required for mining and the processing plants and associated facilities.
- Overburden and top soil will be returned to allow reuse for agricultural purposes. Some will be pumped to small evaporation ponds before being returned as backfill.
- Mined out areas will be restored progressively for agricultural use and ultimately the whole site will be rehabilitated for use for agriculture at the end of the project.
- The proposed normal hours of operation for extraction of ore are 0700hrs to 1900hrs, Monday to Friday (but at times for 7 days).
- The processing plants will run continuously.
- No drilling, blasting or crushing is required.

- The mining fleet will comprise:
 - One excavator;
 - Two mining trucks;
 - A front end loader; and
 - A water truck.
- The site will be accessed from Helm Road which is on the eastern boundary of Lot 14431.
- Trucks hauling ore from the mine site will access the plant site on an internal road. The trucks will deposit the ore onto stockpiles adjacent to the ore-feed hopper.
- Stockpiles will comprise approximately 10, 000 tonnes of ore.
- Trucks carrying product and requirements such as diesel fuel will access the site on the internal road that connects Helm Road.
- Haul roads will be watered regularly for dust suppression.
- This product will be packaged in bulk bags and transported by road either directly to Kwinana for export or to a site at Wedin for loading on to trains.
- Tanks for storage of recycled water will be provided.
- A diesel storage tank and bowser will be provided.
- Parking spaces will be provided for 30 vehicles but the number of bays could be increased easily if necessary. The dimensions of each parking bay will be 5.5m by 2.7m.
- A store shed and site office will be constructed.

Wedin Rail Siding (WRS) (See Figures 4 – 5)

- Ultimately production of an additional 260,000 tonnes/annum of refined Kaolin product is envisaged.
- The refined kaolin will be pumped as low density slurry through a pipeline to a location 18 kms south of the mine site (Wedin Rail Siding). No vehicles will be involved.
- This will involve expanded mining operations and initial wet processing on Lot 14431 which will produce a slurry of kaolin in water that will be piped to a final processing plant located on Lot 1;
- The WRS comprises an area of 100 ha of which about 17.5 (350m x 500m) ha will be required for the project;
- The finished products will be stored in a shed in one tonne bulk bags or loose in freight containers and transported by rail to Kwinana for direct loading onto ships;
- The storage area will hold up to 10,000 tonnes of product;
- Other facilities at the WRS include:
 - A container handling yard;
 - Bunded diesel and chemical stores;
 - Workshop and spare parts store;
 - Storm water run-off collection pond and pump system;
 - Administration and amenities buildings;
 - Communication tower

The structures will be between 10 and 15m in height. Access is to be from Thomson Road. Car parking spaces will be provided for up to 15 vehicles. All processing equipment will be within buildings the tallest of which are the Tube Press and the HSM and Granulation building both of which will be approximately 15m in height.

Kaolin product will be exported from the site on rail wagons. A rail siding from the existing railway will be constructed for this purpose (See Figures 4-5). Kaolin clay product in containers will be loaded from storage facilities located adjacent to the railway siding on-site.

Occasional trucks carrying diesel fuel and other operational requirements will access the site on the internal road that connects with Thomson Road.

Existing Land Use

There are no existing structures on the lots and no vegetation will be removed for the process plant or evaporation ponds.

The lots are currently used for agriculture. The majority of Lot 8798 and part of Lot 1 will be used for the process plant and associated facilities apart from a substantial area of remnant vegetation in the western sector of the site. This vegetation will be retained.

Noise Generation

The Wedin railway siding plant will operate on a continuous basis 24 hours a day, 7 days per week.

The nearest house to the project sites (not owned by WA Kaolin) are more than 2.5km away. The applicants propose specific noise attenuation measures to be incorporated in the design of the operations and plant if required, to ensure compliance with the noise regulations.

Pipelines

The pipeline route between the sites is included in Attachment No. 6 and Figures 6 - 8.

The Kaolin slurry pipeline and water pipeline will link the mine site de-gritting plant and the WRS plant. These pipelines have not yet been designed in detail but it is likely that both will be constructed of high density polyethylene and will be partly buried and partly laid on the surface depending on the land use of the areas they pass through.

Flow monitoring equipment will be used to detect damage and potential leaks. Valves also will be installed to enable isolation of sections to limit the volume that may be discharged in the event of a leak.

The routes of the pipelines will mostly be within existing road reserves, most of which do not actually contain constructed roads. Where the reserves support remnant vegetation the pipelines will be placed in adjacent freehold properties. There will be little or no requirement for removal of remnant vegetation.

Use of Chemicals

Chemicals used in the process consist of a biodegradable dispersant, sodium hydroxide, and sulphuric or hydrochloric acid. The acid and alkali are used in minor quantities to control the pH of the kaolin slurry which needs to be adjusted through the process to enable the circuit to function properly. Minor quantities of a biocide are also used to prevent bacteria consuming the dispersant.

These chemicals will be delivered in bulk liquid form by road tanker and will be stored on-site in accordance with the *Dangerous Goods Safety Act 2004*.

Road Transport

WA Kaolin will use road transport in the early (pre-pipeline) stages of commercial operations. There may also be a commercial opportunity for long-term export of up to 100,000TPA of unprocessed or beneficiated ore.

In this case the product would be transported by trucks directly from the mine site to Kwinana, or to Cuballing Rail Siding or to the Wedin Site operated by WA Kaolin.

The proposed routes are described in Attachment No. 7 and Figure 9.

Using RAV 4 permitted contractor(s) and a load of 55tonnes (GVW 83t) there would be 1818 movements per annum of product out and 1818 empty returns (@ 28t). The weekly average is 35 movements product out and 35 inbound empty and the daily average is 5 movements each way. It is more probable however, that the transport will not be continuous but will be timed with ship loading requirements. In this case, the number of loads per day will be more than this average but there will also be periods when there will be no truck movements.

- **Route from Mine Site to WA Kaolin siding at Wedin (WRS)**
Approximately 27 km on existing roads, but it is possible that WA Kaolin could establish its own road across country subject to approval. In this option the volume may exceed 100,000 tpa.
- **Road Traffic during Construction** - A rough estimate of tonnage of plant and equipment and building materials delivered by road to the sites over a 15 month construction period is 2000t. This equates to 250 truck movements in and out with an 8t average payload. This is approximately 17 truck movements each way per month.
- **Road Maintenance/Construction** – WA Kaolin is prepared in principle to make a reasonable contribution for road maintenance as negotiated with council from time to time, taking into consideration rate payments, truck size and numbers etc.
- **Raw Materials – Chemicals and Consumables** - Total raw materials and chemicals delivered to the sites each year will be less than 2500 tpa.

Documentation

WA Kaolin Holdings Pty Ltd proposal for a 360,000tpa kaolin mine and associated processing plant and product storage facility at two sites in the Shire of Wickepin involves:

- Mining Approval from the Department of Mines and Petroleum,
- Works Approval from the Department of Environmental Regulation; and
- Development Approval from the Wheatbelt Development Assessment Panel.

In November 2012, WA Kaolin lodged:

- Applications for Planning Approval on the Form prescribed in Schedule 6 of the Scheme;
- Accompanying Material required with the Applications as specified in Section 9.2 of the Scheme; and
- Completed DAP Form 1.

Following assessment of the application Council, at that time advised the DAP that further information was being sought.

It was also put to the applicant that it may be preferable for the applicant to withdraw the application as the application for mining tenements for the proposed pipeline and processing plant had yet to be granted. Also the application for works approval had not been formally initiated. As both of these needed to be in place to enable Council to make an informed recommendation, the applicants were advised that they may wish to defer the application for planning approval until they were further advanced with the other approvals.

WA Kaolin subsequently advised the DAP to put the application on hold.

The additional information sought was as follows:

1. Location/site plans showing:

- The location of the proposed mine site, processing plant and access, the pipeline and the Wedin Rail Siding operation and access in relation to cadastral boundaries.
- 2. Updated details on the application in relation to the legal description of the titles affected and attach a copy of those titles with ownership details.
- 3. Ensure the application refers to a change of land use to "Industry – Extractive" to all of the relevant lots.
- 4. A copy of approvals currently obtained and a list of those still needed to be obtained.

It was recommended that approval be deferred pending:

1. A Works Approval being issued by the (then) EPA and the proponents having determined how each condition of the approval is to be addressed to the EPA's satisfaction;

The transport route between the mine site/degritting plant and the WRS be determined and plans for its upgrading be agreed to the Councils' satisfaction;

2. The route for the pipeline between the mine site/degritting plant and the WRS be determined and arrangements made for the laying of the pipeline to Councils' satisfaction including the establishment of rights to enter on freehold property being confirmed;
3. The work at night at the WRS be monitored for noise emissions and in the event that unacceptable levels be reached that night time activities be terminated until an acceptable management regime is in place.

It was recommended to the Shire, by their planning consultant, Landvision that once all the above information was to hand the Shire advertise the proposal. Following the end of the advertising period and attending to any matters raised, the DAP process could then be re-initiated towards a determination.

Notwithstanding the above, in view of the time lines required to meet the DAP process the application was given a preliminary review by Landvision pending the supply of additional information and their report was circulated for Councilors' information.

Four conditions were recommended if the DAP were to process and approve the application. These were:

1. The transport route between the mine site/degritting plant and the WRS be determined and plans for its upgrading be agreed to the Councils' satisfaction;
2. The work at night at the WRS be monitored for noise emissions and in the event that unacceptable levels be reached that night time activities be terminated until an acceptable management regime is in place.

As an information note:

The applicant be advised that separate building applications will need to be made to the Shire for all buildings and structures prior to commencement of construction.

Subsequently:

- 1) A works approval was granted by the Department of Environmental Regulation on February 20, 2014 (No. W5443/2013/1 see Attachment No. 8) for the processing and refining operation.
- 2) The excavation site and processing site (Lot 14431) is within Mining Lease M70/1143 and Retention Lease R70/44 approved on May 21, 2013. The mine-site processing plants will be located in the north-west sector of the lot which is within the south-west sector of the tenement. The mining operations initially also will be in this sector but in the future will extend into the eastern part of the Lot. This part is within Retention Lease R70/44.
- 3) The pipeline corridor is within Miscellaneous Licence L70/156 approved on October 17, 2013. There will be two pipelines between the mine-site and the Wedin site, one for the kaolin slurry and the other for water. Both of these pipelines are within Miscellaneous Licence L70/156. The consent of all owners was a pre-requisite of the granting of the Miscellaneous Licence.
- 4) The Wedin processing plant is within General Purpose Lease G70/251 approved on October 8, 2013.

Accordingly all of the components of the operation are subject to the operational and environmental regulations of the Department of Mines and Petroleum and the works approval issued by the Department of Environmental Regulation (See Attachment No. 8). The Works Approval includes the following conditions:

- The project will be constructed in accordance with the documents provided with the application for Works Approval
- Environmentally hazardous materials will be stored in accordance with the code of practice for the storage and handling of dangerous goods
- A Commissioning Plan will be submitted to the Director of DER for approval three months before commissioning commences. This will include:
 - The commissioning stages and expected time scales;
 - Expected emissions and discharges during commissioning and the environmental implications of the emissions;
 - How emissions and discharges will be managed during commissioning;
 - Monitoring that which will be undertaken during the commissioning period;
 - How accidents or malfunctions will be managed;
 - Start up and shut down procedures, and
 - Reporting proposals including accidents, malfunctions and reporting against the commissioning plan.
- Commissioning will be in accordance with the Commissioning Plan
- The kaolin mine and process will be commissioned for a period not exceeding 3 months
- A noise assessment will be undertaken during commissioning and a report on that assessment will be prepared in accordance with Part 3 of the Environmental protection (Noise) Regulations 1997 (Noise Regulations). The report will include:
 - Methods used for monitoring and modelling of noise;
 - An assessment of whether noise emissions from the premises comply with the assigned noise levels in the Noise Regulations, and
 - Where they are not met, proposed measures to reduce noise emissions to assigned levels together with time scales for implementing the proposed measures.
- An ambient water quality monitoring program will be established at the mine site and the Wedin site to determine pH, total dissolved solids, total suspended solids and depth to groundwater in accordance with the relevant part of Australian Standard AS 5667
- A drainage plan for the mine site and the Wedin plant site will be prepared before commissioning
- A sampling port will be installed in the exhaust chimney of the drying plant at Wedin in accordance with Australian Standard 4323.1 to verify air emissions including NO_x, Sox, CO₂, CO and PM₁₀ in accordance with the relevant parts of Australian Standard

Requirements 1, 2, and 4 above have now been met.

Statutory Environment

All of the Locations are currently zoned "General Agriculture" in the Scheme in the Shire's Local Planning Scheme No. 4.

Mining and processing of clay is defined as "industry extractive" in Schedule 2 of the Scheme.

However, given that all of the operations have been incorporated into mining tenements issued by the Department of Mines and Petroleum it may now be considered "industry – mining".

In either event, both industry – extractive and industry – mining are "A" uses in the General Agricultural zone.

An "A" use means that the use is not permitted unless the local government has exercised its discretion by granting planning approval after giving special notice in accordance with Clause 9.4

Clause 9.4 states as follows:

9.4 Advertising of Applications

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

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

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

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

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

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

Council therefore needs to exercise its discretion in processing the application.

Strategic Implications:

From a strategic and statutory planning perspective, the following comments are made:

The proposal is consistent with one of the aims of the Scheme as described in Section 1.6 namely:

- To provide the opportunities to improve the economic base for the Scheme Area through the mixing of compatible uses as recognized in the zoning and development tables;

Other relevant objectives of the Scheme with which the proposal needs to comply are:

- To maintain and protect valuable areas of agricultural production.
- To protect and enhance the environmental values and natural resources of the local government area and to promote ecologically sustainable land use and development.
- To provide opportunities for planned contained and sustainable settlements in accordance with the regional settlement hierarchy.
- To encourage a better utilisation of existing infrastructure including the increased usage of sustainable energy sources.

The project is expected to employ 60 to 80 people many of whom will hopefully reside in the Shire.

While it will remove an area from agriculture production, the potential economic benefits for the Shire and opportunities for local employment have been recognized by Council which has previously acknowledged the prospect of the proposal and its support in principle in both the Local Planning Strategy.

Accordingly the proposal is compatible with the other relevant objectives of the Scheme:

The Shire's Strategic Plan specifically seeks to:

“Promote the development of a viable and diversified economy” including a strategy to “actively support extractive industries – not to the detriment of the environment”.

The proposal therefore conforms to one of the Strategic Objectives of the Local Planning Strategy (the facilitation of economic development) as required under Section 2.1 of the Scheme and as listed in Section 15 of that Strategy.

Policy Implications

Not applicable

Financial Implications

WA Kaolin is prepared in principle to make a reasonable contribution for road maintenance as negotiated with council from time to time, taking into consideration rate payments, truck size and numbers etc.

There are not any other financial implications for council in relation to this matter provided costs associated with advertising and signage are borne by the applicant. Once the proposal has been advertised the matter will be brought back to council for final deliberation.

Planning Comment

Consultation

This proposal has been progressed over a long period of time.

Previously in November 2006 Council received advice from WA Kaolin that they intended to commence mining and extraction of kaolin in the eastern sector of the shire in the last quarter of the 2006/07 financial year.

In order to facilitate and expedite planning approval requirements in relation to this notice of intention, WA Kaolin, at the time sought council's approval to commence advertising of the development in accordance with the requirements of the scheme.

At its meeting of November 15, 2006 Council resolved:

"That council upon receipt of a formal planning application from WA Kaolin gives authority to the Chief Executive Officer to commence advertising of the application in accordance with the provisions of council's Town Planning Scheme No 3 in co-operation and consultation with council's town planning consultants "Landvision".

In May 2008, WA Kaolin submitted a mining proposal for a small program of strip mining at their mining lease M70/1143, located some 20 kms east of Wickepin. WA Kaolin requested Council to consider the proposal and provide formal advice to the Department of Industry and Resources as to the outcome of Council's deliberations.

The proposal was to commence a small scale two year program of mining kaolin clay on William Location 13898. At the conclusion of the first program it was proposed that the mine would either expand into a much larger scale operation including on-site mineral processing or close and be rehabilitated. Any larger scale operations would be the subject of a future mining proposal.

WA Kaolin advised that approximately 60,000 tonnes per annum of ore would be trucked by road to WA Kaolin's Kwinana plant for small scale (20,000 tonne per annum) commercial production of paper coating grade kaolin clay. No mineral processing was proposed to be carried out on M70/1143 under this mining proposal. Part of Sparks Road was proposed to be used for transport of the ore.

At its May 2008 meeting Council resolved as follows:

"The initial mining proposal of WA Kaolin Holdings Pty Ltd for 20,000 tonnes per annum Sparks Mine Site (dated 28th March 2008) has been received and reviewed by the Shire of Wickepin and Council has resolved that no objection to the proposal should be raised".

In February 2010, Council received a Stage 2 submission from WA Kaolin indicating that they wished to ramp up their kaolin extraction operations at their East Wickepin Site Williams Location 7495.

Council resolved to:

"Formally receive the Planning Application from WA Kaolin Holdings Pty Ltd and advertise the application in accordance with the provisions of Local Planning Scheme Number 4".

Subsequently the proposal was advertised and circulated to adjacent land owners seeking comment / submissions.

Additionally at the Annual Electors Meeting – Annual Farmers Forum, Thursday 11 March 2010 at the Wickepin Community Centre, WA Kaolin gave a presentation to the meeting with respect to future development and expansion of their operations at East Wickepin. At the conclusion of the presentation the gallery were provided with an opportunity to ask questions.

At its meeting of April 21, 2012 Council resolved as follows:

“That Council formally approves a land use of “Industry Extractive” for Williams Location 7495 as per the Document 200-GR-003 issued by WA Kaolin Holdings Pty Ltd issued on the 8 January 2010 in accordance with the relevant provisions of the Shire of Wickepin Local Planning Scheme Number 4”.

There were no submissions received at the office of Council.

Accordingly, “Industry – Extractive” has been approved as a land use for nearby Location 7495 and a small scale mine approved on Location 13898.

The current proposal is on nearby but different properties and for a larger operation. Notwithstanding it has gone through the advertising procedures of the Department of Mines and Petroleum, and Mining Tenements have been granted for the subject site.

The Works Approval process also involved public advertising and no appeals or submissions were received as a result.

It therefore seems reasonable that an advertising period be set which recognises these processes and that notices are placed on each of the subject lots.

Noise Management

The processing plants at the mine and the WRS will operate on a continuous basis.

The project area is sparsely populated with isolated farm houses. The nearest houses to the mine site are 3 kms north (which is proposed to be used as an office) and 2.8 kms to the south west (See Figure 10).

The nearest residence to the Wedin site is about 2.3km to the south-east (See Figure 11).

The applicants have assessed the noise levels from mining equipment at the mine site. Herring Storer Noise Consultants have modelled noise levels from mining equipment at the site and they submit that this has shown that noise levels at the closest residence to the mine will be well within acceptable limits. Noise from the processing plants has not yet been modelled but the applicants believe that this is not expected to be an issue given the separation distances involved. The plant does not include any equipment that generates high noise levels and is the same as that operated in the pilot plant at Kwinana. Parts of the operation will operate on a continuous basis.

The works approval requires a noise assessment to be undertaken and ongoing monitoring. The applicant has committed to noise modelling of the process plants in the detailed design phase of the project and if necessary bund walls and other attenuation measures will be incorporated to ensure acceptable noise levels are achieved at all times (see Attachment No. 9).

The modelling will be commissioned following approval and if necessary bund walls and other attenuation measures will be implemented to ensure acceptable noise levels are achieved at all times.

Environmental

The locations involved have been used for many years for cereal cropping and sheep grazing. There are a few isolated trees and a small area of degraded vegetation on the mine site and no vegetation on the areas required for the process plants.

A Remnant Vegetation Protection Scheme Site is located approximately one kilometre to the east.

The WRS site (Location 8798) includes about 40ha of remnant vegetation that is contiguous with a larger area on adjacent locations that include Reserve E11286 for Camping, and Water Reserve E19839. The proposed facilities on Location 8798 will not require clearance of any of the remnant vegetation of the property.

Surface flows are minimal in the area of the mine and de-gritting plant. A small intermittent stream crosses the WRS.

There is little remnant vegetation on the mine-site and only individual plants and small areas will need to be removed for mining to occur. There is a relatively large area of vegetation at the Wedin site but the process plant, salt water ponds and other structures will be sited to avoid this area.

The applicants have made the following commitments:

- Manage the remnant vegetation at the WRS in accordance with any recommendations of DPaW;
- Analyse soils at the mine to establish baseline soil properties;
- Backfill mined areas with sand and clay discharged from the process line and cover with stockpiled overburden;
- Contour the filled areas to achieve a natural landscape effect;
- Analyse soils in rehabilitated areas to ensure that the soil condition is at least equal to non-disturbed soils at the site;
- Rehabilitate the mine site to agricultural use;
- Install leak detection equipment and isolation valves in the slurry pipeline;
- Commission noise modelling prior to commencement, and operational noise surveys at the mine site and WRS to ensure that noise levels at the closest residences are within acceptable limits;
- Implement mitigation measures in the event of unforeseen noise, light or dust emissions, or visual impact;
- Recycle process water as much as possible; and
- Implement a site drainage plan designed to capture any surface run-off for recovery and use in the process plant.

The mine site and the Wedin site are within the buffer zones of the Toolibin Reserves Threatened Ecologic Community (TEC). This TEC includes Toolibin Lake which is a wetland of international significance under the RAMSAR Convention, but the operations are distant from this. The location of the lake is shown in Figure 1. There is no natural surface run-off from the location of the mine-site and drainage management will ensure that there is no operational run-off. There is a small natural drainage channel at the Wedin site. This aim is to retain this, but if there is any requirement to re-position a section this would not alter the present location of discharge from the site or the volume of water discharged. Run-off from buildings and pavements will be collected for use in the process cycle. None of the proposed operations should affect groundwater.

Significant Sites

The applicants state that there are no places or objects of significance within the meaning of the *Aboriginal Heritage Act 1972* or the *Heritage Act of Western Australia 1990* on the locations involved in this proposal.

Emissions

The emissions from the mining and processing operations will be:

- Exhaust fumes from diesel engines of machinery;
- Washed quartz sand, fine quartz sand and coarse clay wastes from the process plants that will be returned to the mine pit as backfill;
- Fresh process water in damp sand and clay tails;
- Water vapor discharges at the WRS (e.g. from drier exhausts); and
- Noise and light.

There will be no liquid or solid industrial wastes and only small quantities of chemicals or hazardous materials will be used in the process.

The exhaust streams from the WRS will be passed through a bag-house or wet scrubbers to remove solids prior to discharge.

There will be no requirement to pump, use or discharge groundwater at the project sites. The evaporation ponds will be lined with compacted clay to prevent seepage and groundwater bores will be installed to monitor performance.

Salt wastes from the WRS process plant will be disposed of in the mine pit in HDPE encapsulated cells placed on compacted clay.

Perimeter drains will be used to contain all flows from the mine and plant areas and this water will be recovered for use in the process plants.

At this stage it has not been determined whether the re-alignment of the stream across the WRS would assist in the management of site drainage. This will require formal approval from Government agencies. The natural water flow across the site would not be affected in any such proposal.

The application should be referred to the Environmental Protection Authority during the advertising period to enable an assessment of these issues.

Transport

The project will involve truck transport of the 100,000tpa of beneficiated kaolin from the mine site and periodic delivery of minor process requirements. The beneficiated kaolin will be packaged in bulk bags and placed in shipping containers at the mine site. This product either will be transported by road to the Wedin rail siding for loading onto trains or will be transported by trucks directly to Kwinana. In the latter case, the estimated number of truck movements each day is 5 each way. It is likely however, that the transport will not be continuous but will be timed with ship loading requirements. In this case, the number of loads per day will be more than this average but there will also be periods when there will be no truck movements.

Transport of products from the Wedin site to Kwinana is expected to involve 2 train movements a day (1 arrival and 1 departure) over a period of about 7 days per month.

The route proposed for the transport of the product is through the town of Wickepin, and then westwards to either Cuballing or Pingelly.

The applicants have agreed to make reasonable contributions to the upgrading and maintenance of roads being used. An agreement is needed between the Shire and the applicant on the method, by which contributions will be determined for a specified amount.

Rehabilitation

The applicants have committed to rehabilitation of the site following mining (see Attachment No. 9).

The mine pit will be back-filled with reject soils and clay, finished with topsoil and returned to cropping on a continuous basis as mining progresses. This process will be completed prior to mine closure and all plant, buildings etc. will be removed and the site treated to allow farming to resume.

Although the requirement to rehabilitate the site is covered by the Works Approval, Council may seek a bond to cover this obligation if one is not held by either the DER or the Department of Mines and Petroleum.

Conclusion

Many planning matters have been addressed by the Works Approval and include:

- Waste Disposal;
- Noise Management;
- Rehabilitation Programme;
- Ground Water Management;
- Dust Suppression;
- Drainage Management

The company has also made a number of commitments (See above and Attachment No. 9).

The lists of commitments relevant to Council are:

- the contouring of the back filled areas to achieve a natural landscape effect at the end of the operation in the area;
- the rehabilitation of the mine site to an agricultural use;
- noise modeling to ensure noise levels at the closest residences are within acceptable limits;
- the implementation of mitigation measures in the event of unforeseen noise, light or dust issues or visual impact; and
- the implementation of a site drainage plan.

Remaining possible impacts that need to be addressed are:

- Transport
- Land Use Conflict
- Visual Impact;

These should be able to be managed by appropriate conditions on an approval.

The remaining planning issue is the transport route from the operation through the Shire and an arrangement for recognition for route upgrading/maintenance. It would be prudent for Council to establish an agreement now in relation to road contribution/maintenance.

A map of nearby residences is still to be provided. Unless, more detail is provided on the location of nearby residences. A landscaping plan to screen the operation and address visual impact could be a condition of approval.

Summary:

It is being recommended to Council that during the advertising period Council enters into an agreement with the applicant with respect to:

1. The transport route from the mine site/degritting plan and the WRS through the Shire and the plans for its upgrading be agreed to the Council's satisfaction;
2. A method agreed by which contributions to road upgrading/maintenance are established; and
3. A legal agreement to be entered into between the Shire and the applicant incorporating the commitments made by the applicant in Attachment No. 9 in respect to:
 - Environmental management;
 - Rehabilitation; and
 - Noise Management.

Referrals should include the Environment Protection Authority, the Water Corporation, and Western Power, the Department of Mines and Petroleum and West rail.

If the applicant is agreeable, the re-activation of the DAP process should be deferred until the completion of advertising.

List of Attachments

10. Application Forms
11. Certificates of Title
12. Project Summary
13. Accompanying Material to Application for Lot 14431 on Plan 155015
14. Accompanying Material for Lot 8798 and Lot 1 on Diagram 92042
15. Location of Pipelines
16. Use of Roads
17. Works Approval and Decision Document
18. Company Commitments

Recommendation:

1. That the applicant be advised that separate building applications will need to be made to the Shire for all buildings and structures prior to commencement of construction.
2. Council, during the advertising period enter into an agreement with the applicant with respect to:
 - The transport route from the mine site/degritting plan and the WRS through the Shire and the plans for its upgrading be agreed to the Council's satisfaction;
 - A method agreed by which contributions to road upgrading/maintenance are established; and
 - A legal agreement to be entered into between the Shire and the applicant incorporating the commitments made by the applicant in Attachment No. 9 in respect to:
 - Environmental management;
 - Rehabilitation; and
 - Noise Management.
3. That the re-activation of the DAP process be deferred until the completion of advertising.

Voting Requirements: Simple Majority

Governance, Audit and Community Services

10.2.05 – Toolibin Lake Recovery Team Membership

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	1101
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	24 July 2013

Enclosure / Attachment:

Toolibin Lake Natural Diversity Recovery Catchment Project Summary, updated 2013

Background:

Council has received a request from Ray McKnight, Acting Recovery Catchment Officer (Toolibin Lake), Department of Parks and Wildlife Great Southern District-Narrogin Office, to nominate a member from Council to be on the Toolibin Lake Recovery Team for the Toolibin Lake Natural Diversity Recovery Catchment Project.

Comment:

There have been a number of projects completed at Toolibin Lake and it would be good to have a member of Council from that area on the Toolibin Recovery Team. This should help to keep Council informed on the matters being addressed at Lake Toolibin such as camping and the environmental recovery of the Toolibin Lake itself.

It appears that previously the Toolibin Recovery Team did not have a broad representation and was somewhat weighted and the Department of Parks and Wildlife are trying to eliminate this.

Attached is a project summary of what they are actually doing at Toolibin. There is already a day visit area (picnic tables, BBQ and toilet facilities) and some interpretive boards as well. There is also a walk that can be done to part of the lake when it's dry and Department of Parks and Wildlife are intending to extend the walk trail in the near future.

The Recovery Team only meets one or two times a year.

The Department of Parks and Wildlife are hoping to have a draft recovery plan toward the end of this year for Lake Toolibin and that will be listed at the next meeting. Department of Parks and Wildlife have not advised when this next meeting will be.

Statutory Environment: Environmental Protection Act

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Summary:

Council is being requested to nominate a Shire of Wickepin Councillor to be on the Toolibin Lake Recovery Team under the Toolibin Lake Natural Diversity Recovery Catchment Project.

Recommendation:

That Council Nominates Cr _____ to be on the Department of Parks and Wildlife Great Southern District-Narrogin Office Toolibin Lake Recovery Team under the Toolibin Lake Natural Diversity Recovery Catchment Project.

Voting Requirements: Simple majority

Governance, Audit and Community Services

10.2.06 - Budget 2014/2015

Submission To:

Ordinary Council

Location / Address:

Whole Shire

Name of Applicant:

Mark Hook, Chief Executive Officer

File Reference:

1208

Author:

Mark Hook, Chief Executive Officer

Disclosure of any Interest:

Nil

Date of Report:

4 August 2014

Enclosure / Attachment: Budget documents as circulated

Background:

The 2014 / 2015 budget document is presented for Councils consideration. The budget has been prepared based on a 5% rate revenue increase on UCV and 6% on GRV with the Minimum Rates being raised to \$350. From \$325 and a 7% increase on Sewerage and Rubbish Rates. The Budget has a Surplus of \$23,517 showing with all the following amendments as requested during Budget Workshops.

Amendment Number		Income / Expenditure	Adjustment	(Surplus) Deficit
	Opening Balance Summary			\$ 196,884
	ADJUSTMENT 1			
	Amendment Description			
No1	Cover over Browsers	WFFC	(20,000)	176,884
No2	Harrismith Cemetery Gazebo Extension -veranda	A ASSETS	(5,000)	171,884
No3	Cover for Staff Vehicles	158140	(10,000)	161,884
No4	Loan Repayment Aged Units	3352		161,884
No5	Lake Yealering Bowling Club Synthetic Surfaces	A ASSETS		161,884
No6	Footpaths Harrismith Railway Parade	LFP1	(7,000)	154,884
No7	Floor Cleaner		-	154,884
No8	CDO to 20 Hours per week	S&W	(4,370)	150,514
No9	Municipal Heritage inventory Review	662	(18,000)	132,514
No10	Honour Board	Not in Budget		132,514
No11	Harrismith Caravan Park & Accommodation Unit Install RV unit	LCP4	(4,000)	128,514
No12	Wickpin Footpaths Fischer Moss Rintel	LFPI	(51,500)	77,014
No13	Municipal Inventory Review	5352	(18,000)	59,014
	After 23rd July Forum Session			
No14	BBQ Brick Paving limestone blocks garden bed town park Wogolin rd WK	A ASSETS	(5,000)	54,014
No15	Watershed Costs	0622	6,500	60,514
No16	Addition interest based on 13/14	0103	(4,000)	56,514
No17	Transfer to plant Reserve	RESERVES	(10,000)	46,514
No18	Transfer to swimming pool reserve	RESERVES	(15,000)	31,514
No19	Upgrade Software - Bank Reconciliation Software	0602	(1,700)	29,814
No20	Upgrade Software - Reserve System IT Vision	0602	(1,700)	28,114
No21	Prohibited Burning Signs	LFE1		28,114
No22	Traffic Counter updates to Roman	LTS1	(5,000)	23,114
No23	Increase ESL Grant Expense to \$26450	1082	1,420	24,534
No24	Increase ESL Grant income to \$26450	1123	(6,635)	17,899
No25	Sugar Gums Tree Surgeon Inspection Pruning program	LST2	(20,000)	(2,101)
No26	Portable Radios not ESL eligible reduce to 1	LFE1	(2,400)	(4,501)
No27	Traffic Signs Materials to \$5,000	LTS1	(1,500)	(6,001)
No28	Bridges & Culverts Maintenance Malyalling Road	LBC1	10,000	3,999
No29	Decommissioning Fuel Facility	158140	(10,000)	(6,001)
No30	Sporting Group Grants/Contributions Wk Volunteer & Community Support Centre to \$1,00	4922	900	(5,101)
No31	Wickpin Community Centre 10 Trestles	LCC1	2,500	(2,601)
No32	CDOProjects	1692	(1,000)	(3,601)
No33	CRC Library reduce to \$35,000	5142	(4,637)	(8,238)
No34	Fruit Fly	6542	(500)	(8,738)
No35	Transfer to Cottage Homes	RESERVES	(25,000)	(33,738)

The surplus shown above after all the amendments is different due to errors found and corrected in the 2013/2014 surplus brought forward figures. The current 2014/2015 Budget Surplus is \$23,517

Council under Section 6.34 Local Government Act 1995 is allowed to budget for a 10% Surplus
The unimproved valuations across the shire decreased for 2014/2015. The Unimproved valuations for the shire are;

2010/2011	\$124,031,017
2011/2012	\$124,939,774
2012/2013	\$122,256,970
2013/2014	\$122,110,678
2014/2015	\$121,957,500

The Gross Rental Values valuations across the shire increased for 2014/2015. Gross Rental valuations for the shire are;

2010/2011	\$1,545,081
2011/2012	\$1,928,560
2012/2013	\$1,927,825
2013/2014	\$1,926,922
2014/2015	\$1,932,574

Comment:

The rate increase will net council approximately \$85,000. The operational expenditure areas such as salaries and wages, Insurance and Water Corporation charge increase will absorb most off the rate revenue increase budgeted for in 2014/2015, notwithstanding increases in other areas such as Loan repayments for \$1,200,000 equate to 50% of the increase.

Council should also bear in mind the Loan Repayment in the 2014/2015 of \$46,758 is one repayment and the 2015/2016 loan repayment will increase to \$93,518 or the equivalent of additional 3.35% of rate income.

Sewerage and Refuse charges have been increased at 7%.

The 2014 / 2015 Budget includes the raising of two new Loans being;

Aged Accommodation Units \$1,200,000	2014/2015	2015/2016
Principal	8,505	38,312
Interest	28,253	55,205
Total	<u>46,758</u>	<u>93,517</u>

Self-Supporting		
Yealering Bowling Club Synthetic Greens	2014/2015	2015/2016
Principal	1,041	2,142
Interest	477	895
Total	<u>1,518</u>	<u>3,037</u>

Statutory Environment:

Local Government (Financial Management) Regulations 1996

33. *Completion of annual budget*

A copy of the annual budget of a local government is to be submitted to the Departmental CEO within 30 days of its adoption by the local government.

*Local Government Act 1995***6.34. Limit on revenue or income from general rates**

Unless the Minister otherwise approves, the amount shown in the annual budget as being the amount it is estimated will be yielded by the general rate is not to —

- (a) be more than 110% of the amount of the budget deficiency; or*
- (b) be less than 90% of the amount of the budget deficiency.*

Policy Implications: Nil

Financial Implications:

Adoption of Expenditure and Income for the 2014 / 2015 Financial Year.

Strategic Implications: Nil

Summary:

Council is being requested to adopt the 2014 / 2015 Annual Budget.

Recommendation:

1. The rate in the dollar for unimproved values is set at 0.01016969 cents per dollar of valuation. (FM Reg 23)
2. The rate in the dollar for gross rental values is set at 0.079761 cents per dollar of valuation. (FM Reg 23)
3. The minimum rate is set at \$350 for both gross rental and unimproved rate able values. (LGS Section 6.35)
4. The annual rubbish charge be set at \$165.30 for residential and \$326.00 for commercial in the collection areas only. (Health Act Section 112)
5. A penalty of 11% per annum calculated daily be imposed on all rates and service charges outstanding as at the close of business 35 days following the issue of the rate notice. (FM Reg 70)
6. The interest component for rate installment is set at 5.5% per annum calculated daily. (FM Reg 68)
7. Council offers a 10% discount on rates paid within a minimum 35 days from the date of issue on the rate notice 27 August 2014, closing at 4.30pm at the council office on the 3 October 2014 (LGA Section 6.46)
8. The rate in the dollar for sewerage is set at 0.047132 cents per dollar of valuation.
9. The minimum sewerage rate is set at \$170.00 for both residential and commercial properties.
10. Those non-rate able properties serviced by the sewerage scheme be rated as follows:-

i. Police Department	\$526.26
ii. Medical Centre	\$526.26
iii. Education Department	\$526.26
11. Refuse site levies are raised on non-minimum rated properties at \$46.50 and for minimum rated properties at \$15.50. (Health Act Section 41)
12. The schedule of fees and charges as listed and attached to the budget are adopted. (FM Reg 25)

13. The annual President's Allowance of \$1,500 is adopted (Minimum Set Band 4 SAT).
14. Sitting fees for Councillors of \$88 per council meeting and \$44 per committee meeting as claimed is adopted. (Minimum set Band 4 SAT)
15. That the date for issue of 2014 / 2015 rates be 27th August 2014, due date for rates is therefore on 3rd October 2014 (LGS Section 6.52(2))
16. Council allow rates to be paid in four installments, the first installment due a minimum of 35 days after the date of issue on the rate notice, with the following three installments falling due at two-monthly intervals thereafter. Option for installments of rate payments is 3rd October 2014, 5th December 2010, 6th February 2015 and 10th April 2015. (LGA Section 6.45, 6.50(3))
17. A copy of the Shire of Wickepin 2014 / 2015 Annual Budget to be forwarded to the Executive Director, Department of Local Government by 19th September 2014 30 days after adoption on 20th August 2014 (FM Reg 33)
18. The 2014/2015 budget, as presented, be adopted

Governance, Audit & Community Services

10.2.07 - Dual Fire Control Officers 2014/2015 – Shire of Corrigin

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Shire of Narrogin
File Reference:	901
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	12 August 2014

Enclosure / Attachment: Nil

Background:

Council has received a letter from the Shire of Corrigin requesting Craig Jespersen and Greg Doyle be appointed as Dual Fire Control Officers with the Shire of Wickepin for the 2014/2015 Bushfire Season.

Comment:

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

Statutory Environment: Bush Fires Act 1954.

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Summary:

Council is being requested by the Shire of Corrigin to appoint Craig Jespersen and Greg Doyle as Dual Fire Control Officers for the 2014/2015 fire season.

Recommendation:

That council appoints Craig Jespersen and Greg Doyle as Dual Fire Control Officers from the Shire of Corrigin for the 2014/2015 fire season, subject to the officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.

Voting Requirements: Simple majority

Governance, Audit & Community Services

10.2.08 – Upper Great Southern Hockey Ass – Donation Synthetic Surface

Submission To: Ordinary Council
Location / Address: Whole Shire
Name of Applicant: Upper Great Southern Hockey Ass
File Reference: 217
Author: Mark J Hook, Chief Executive Officer
Disclosure of any Interest: Nil
Date of Report: 24 July 2013

Enclosure / Attachment: Nil**Background:**

Council has received the following letter from the Upper Great Southern Hockey Association:



**UPPER GREAT SOUTHERN
HOCKEY ASSOCIATION INC.**

ABN: 12 547 002 356

Seniors
 PO Box 240
 Narrogin WA 6312
 ugshockey@westnet.com.au
 Phone / Fax, (08) 9881 1851

Juniors
 PO Box 302
 Narrogin WA 6312
 ugshajuniors@westnet.com.au

SHIRE OF WICKPIN

DATE RECEIVED:	31 JUL 2014
FILE NO:	

Chief Executive Officer
 Shire of Wickpin
 PO Box 19
 WICKPIN WA 6370

Dear Mr Mark Hook,

Support for the upgrade of the artificial turf by the Upper Great Southern Hockey Association.

The Upper Great Southern Hockey Association (UGSHA) has traditionally attracted players from all over the Upper Great Southern Region, including players from your local government area. This has been exemplified since the introduction of the artificial playing surface in Narrogin thirteen years ago. In fact, hockey (through the UGSHA) is the biggest participation sport in the Upper Great Southern Region, with an increase in participation numbers occurring every year since the inception of the artificial turf.

Notwithstanding the fact that the UGSHA have been able to extend the life of the existing artificial turf by a number of years, the time has now come for us to upgrade our artificial playing surface. Accordingly, we are in the process of applying for a Community Sporting and Recreation Facilities Fund (CSRFF) Grant through the Department of Sport and Recreation.

This turf upgrade is part of a significant undertaking by the UGSHA to improve its facilities to attract further regional, national and perhaps international events to our venue. Other improvements that have already occurred are the upgrading of the turf lights and the introduction of a state-of-the-art scoreboard, with long-term improvements to include an upgrade to the stadium, kitchen and change room facilities. We consider that the benefits of these upgrades will be felt throughout the Upper Great Southern Region.

The main objective of our application for a CSRFF Grant is to future-proof the artificial playing surface. This will involve the laying of a 30mm asphalt base, a new shock pad and upgraded artificial turf. The UGSHA will be making a significant financial contribution to this turf upgrade.

We request your support in principle to this development given that the benefits of this project will be shared within your local government area. We request your written support to be returned to the UGSHA by the 15 August 2014. The UGSHA would also be very open to any financial support from your council.






Comment:

The artificial surface at the hockey grounds in Narrogin is a benefit to the region and is supported by surrounding teams that play on the artificial surface.

To have this type of surface and venue in Narrogin will be a benefit to all hockey players within the Region. A surface such as this will allow all hockey players the privilege of playing on state of the art playing surfaces.

Statutory Environment: Nil

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Summary:

Council is being requested to forward a letter of support to the CSRFF for the Upper Great Southern Hockey Association application to the CSRFF for new synthetic surfaces at Narrogin. The Upper Great Southern Hockey Association is also asking for financial support towards the CSRFF application form Council.

Recommendation:

1. That Council forward a letter of support to the Upper Great Southern Hockey Association towards their application to the CSRFF for new Synthetic Turf at the Narrogin Sporting Complex.
2. That the Upper Great Southern Hockey Association be advised that Council will not be making a financial contribution towards their application to the CSRFF for new artificial turf for the hockey grounds.

Voting Requirements: Simple majority

Governance, Audit & Community Services

10.2.09 - CSRFF Grant Application 2014/2015 – Wickepin District Sports Club

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Wickepin District Sports Club
File Reference:	2416
Author:	Alan Leeson, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	5 August 2014

Enclosure / Attachment: Draft application under separate cover.

Background:

Council is required to prioritise all CSRFF applications and forward them to the Department of Sport and Recreation (DSR) for consideration by the end of October 2014. As Council is aware there is one application for the forthcoming round which is from the Lake Yealering Bowling Club for the construction of a new synthetic bowling green which will replace the existing grass green.

Comment:

Council's Chief Executive officer has put together the application in consultation with and input from members of the Lake Yealering Bowling Club. The draft application is circulated under separate cover with the agenda. There will be some minor amendments and finishing touches to be done, but in the main the application clearly demonstrates the background to the proposed project and the financial parameters proposed.

The Shire of Wickepin and the Lake Yealering Bowling Club last year, with Royalties for Regions Funding, renewed the Banks & Surrounds and replaced the bench seats which have enhanced the seating and appearance of the green.



2011/2012 Royalties for Regions funding used was \$40,672.73

So part two of the Lake Yealering Bowling Club upgrade is the replacement of the grass green to a Synthetic Surfaces.

Two Quotes were requested from synthetic turf suppliers for the CSRFF Grant Application for part two of the Lake Yealering Bowling Club upgrade and Council has received quotes from the following companies.

1. **Evergreen Synthetic Grass**

We have pleasure in submitting our quotation for the supply and installation of an EVERGREEN ULTRA PLUS synthetic surface size 35.7 x 35.7m conforming to Bowls W.A for Pennant Play.

TOTAL Inclusive G.S.T	\$172,630
Total Exclusive GST	\$156,936

2. **Tiger Turf** New Bowls Weave Green Conversion, size 36.6 x 36.6 metres. (To be confirmed) The latest Bowls Weave is thicker than earlier versions and is manufactured with more UV retardant, all designed to improve durability. It comes in light green, the light green reflects more UV away from the surface relative to dark green, designed to further assist durability.

Pricing	(pricing does not include GST)	\$230,900
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Super Green, tufted part sand filled surface.

Pricing	(pricing does not include GST)	\$198,000
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Statutory Environment: Local Government Act 1995

Policy Implications:

As per Council policy, Council will generally commit only to 1/3rd of the total project cost.

Financial Assistance to Sporting/Community Groups **F3.2**

Purpose

To provide guidelines for the provision of financial assistance to sporting clubs and other organisations within the Shire of Wickiepin

Policy

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

Distribution of funds to community and sporting bodies:

The following guidelines for distribution of funds to community and sporting bodies are to apply.

Fund Objective:

Funds from the council may be made available for the following purpose:

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

Application Procedure:

- a. *Application for funding close at the council Office on 30 April to be considered in the following financial year.*
- b. *Applications should only be made when the applicant group is confident that all the cash that the applicant proposes to contribute will be readily available if a grant is approved.*

Limitations:

- a. *Funds not to be used for equipment, trophies, prizes or expenses (including loan repayments) incurred in the conduct of the sport or in community activities.*
- b. *Community and Sporting bodies must submit an application where eligible, for Ministry for Sport and Recreation or other governmental grant aid, for assessment by the committee.*
- c. *Council's general philosophy is to fund $\frac{1}{3}$ of the total project cost. It is anticipated that the applicant group will contribute $\frac{1}{3}$ and will obtain grant funding or some other kind of funding for the remaining $\frac{1}{3}$. Voluntary labour and equipment may be included in the applicant's contribution subject to point.*
- d. *Council employees or equipment may be used in lieu of a cash contribution from council.*
- e. *Council reserves the right for the Chief Executive Officer or his/her delegate to carry out an inspection of the project at any time prior to and at completion of the project.*

Voluntary Contributions:

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

1. General Guidelines:

- a. *All applications must be on the appropriate form.*
- b. *Applications must be submitted no later than 30 April each year for funds over \$2,000.*
- c. *Applications must be supported by two written quotes for materials or other goods included in the funding submission.*
- d. *Applications will be acknowledged by council.*
- e. *Council reserves the right to consider and allocate funds without the right of appeal.*
- f. *Council reserves the right to request further information on demand.*

- g. All monies allocated must be spent and claimed by 30 June in the financial year for which it was allocated.*
- h. No project requiring funding shall commence without the written consent of council.*
- i. Money granted must be spent on the project allocated.*
- j. No money will be allocated for completed projects.*
- k. Council reserve the right to inspect reserves and buildings without prior notification to the respective committee.*
- l. Council may consider applications from community groups other than sporting bodies.*
- m. Applications will be considered at council's sole discretion.*
- n. Any unspent allocation will not be carried over to the next budget year*
- o. Council reserves the right to set aside large projects as longer term budget items to be funded over more than one year.*

Financial Implications:

Overall the project is budgeted to cost \$157,500 for one green. The current green has 7 rinks. Department Sport and Recreation Normally cap their funding at a contribution of 1/3rd of the cost of a maximum of one 8 rinks green.

Based on the proposed budget the likely split of funding for the project as it currently stands is;

CSRFF 1/3 rd of maximum of 8 rinks	\$52,500
Shire of Wickepin	\$52,500
WDSC	\$52,500

Council has allowed for the raising of a self-supporting Loan of \$25,000 to the Lake Yealering Bowling Club.

The repayments for the Self Supporting Loan have also been placed in the budget as per the following details:

Self-Supporting Loan Yealering Bowling Club Synthetic Greens					
				2014/2015	2015/2016
Principal				\$1,041	\$2,142
Interest				\$477	\$895
Total				\$1,518	\$3,037

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

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

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

Summary:

This proposal is supported by the Yealering Community, Lake Yealering Progress Association and the members of the Lake Yealering Bowling Club. Therefore it is recommended by the author of this report that council support this proposal and commit to the level of funding as indicated.

Recommendation:

That Council support the Community Sport and Recreation Facilities Fund application for 2015/2016 – 2016/2017 – 2017/2018 triennium from the Lake Yealering Bowling Club for the construction of one new synthetic bowling green and that the following funding structure is approved;

CSRFF 1/3 rd of maximum of 8 rinks	\$52,500
Shire of Wickepin	\$52,500
Lake Yealering Bowling Club	\$52,500

Voting Requirements: Simple majority

Governance, Audit and Community Services

10.2.10 – Wickepin Caravan Park Agreement

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	508
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	4 August 2014

Enclosure / Attachment: Signed 2012 / 2014 agreement for the Wickepin Caravan Park

Background:

The existing Caravan Park Agreement for the Wickepin Caravan Park between the Shire of Wickepin and Lionel Anthony Rigby of 7 Fisher Street Wickepin, Western Australia 6370 Expired on 30 June 2014.

This matter was put to the Governance, Audit and Community Services Committee Meeting held on the 2 July 2014:

Moved Cr Martin / Seconded Cr Lansdell

That it be recommended that Council write to all existing caretaker Managers asking if they would like their contracts renewed for a further 2 year period.

Carried 4/0

Comment:

The Chief Executive Officer has written to all the Caretaker Managers and the Wickepin Caravan Park manager Mr, Lionel Anthony Rigby has reviewed his agreement and requests the following changes to the proposed Agreement:

Mark J Hook									
C.E.O Wickepin Shire									
<table border="1"><thead><tr><th colspan="2">SHIRE OF WICKEPIN</th></tr></thead><tbody><tr><td>DATE RECEIVED:</td><td>22 JUL 2014</td></tr><tr><td>FILE NO:</td><td>508</td></tr><tr><td>TO:</td><td></td></tr></tbody></table>		SHIRE OF WICKEPIN		DATE RECEIVED:	22 JUL 2014	FILE NO:	508	TO:	
SHIRE OF WICKEPIN									
DATE RECEIVED:	22 JUL 2014								
FILE NO:	508								
TO:									
Dear Mark,									
I wish to inform you that I'm willing to extend my contract for the management of the Wickepin Caravan Park with the following changes [if possible].									
1] A further \$200 PER quarter to cover cost of insurance.									
2] I wish to pay rent as per shire workers rent on shire properties.									
3] For the garden truck to be kept for caravan park use or to sell truck to me at a fair and reasonable price.									
Thank you for your consideration and for the invitation to extend the agreement as manager of the park.									
									
Lionel A Rigby									
22 July 2014									

The provision of rent is no problem and the normal rental for Shire Properties is \$60 per week

The gardener's truck is in the budget to be traded for \$5,000 but it would not matter if it was sold privately for more.

WK698	P698 - 2002 Hino gardeners Truck		Municipal	5,000
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The Chief Executive Officer cannot see any reason for the provision of gardener's truck at the Wickpin Caravan Park. As if the items are too big for the caretaker's utility we pick the items up with Councils trucks.

Statutory Environment: *Local Government Act 1995*

Policy Implications: Nil

Financial Implications:

The agreement sets out the parameters of the proposed financial arrangements under the Agreement for a two year period from 1 July 2014 to 30 June 2016. The Wickpin Caravan Park takings from 1 July 2013 to 30 June 2014 were \$9431.84 and the Commissions paid to the Caretaker etc. are as per the following table:

LCP1 - CARAVAN PARKS WKPN (13/14)				
Resource	Invoice Description	Date	Cost	Year
CR64 LIONEL ANTHONY RIGBY	CARETAKERS VEHICLE ALLOWANCE	05 JUL 2013	375.00	13/14
	CARETAKERS QUARTERLY PAYMENT	05 JUL 2013	1500.00	
CR64 LIONEL ANTHONY RIGBY	WKPN CARAVAN PARK COMMISSION JUNE 2013	01 JUL 2013	100.00	13/14
	WKPN CARAVAN COMMISSION JULY 2013	31 JUL 2013	189.65	
	WKPN CARAVAN COMMISSION AUGUST 2013	31 AUG 2013	305.25	
CR64 LIONEL ANTHONY RIGBY	CARETAKERS VEHICLE ALLOWANCE	01 OCT 2013	375.00	13/14
	CARETAKERS QUARTERLY PAYMENT	01 OCT 2013	1500.00	
CR64 LIONEL ANTHONY RIGBY	VEHICLE ALLOWANCE	23 DEC 2013	375.00	13/14
	QUARTERLY PAYMENT	23 DEC 2013	1500.00	
CR64 LIONEL ANTHONY RIGBY	COMMISSION TO 28FEB14 LESS CALLS AND PREVIOUS PAID	26 MAR 2014	365.61	13/14
CR64 LIONEL ANTHONY RIGBY	CARAVAN PARK MANAGMENT - FOURTH INSTALMENT	01 APR 2014	1875.00	13/14
CR64 LIONEL ANTHONY RIGBY	COMMISSION APRIL - JUNE 14	30 JUN 2014	452.27	13/14
	COMMISSION MARCH 14	30 JUN 2014	115.45	
	** Total **		9028.23	

The changes from the 2012-2014 agreement to the 2014-2016 agreements are marked in grey:

- (a) An annual sum of \$6,800 payable in four instalments (payable first week of the month), July, \$1,700, October, \$1,700, January, \$1,700 and April , \$1,700 of each year;
- (b) Use of vehicle, \$1,500 per year payable in four instalments (payable first week of the month) July, \$375.00, October, \$375.00, January, \$375.00 and April , \$375.00 of each year;
- (c) a sum equal to 15% of the gross takings of all paid bookings at the Park, payable monthly;
- (d) \$60 per week rental of residence located at 7 Fisher Street, Wickepin, Western Australia 6370 known as "Caretakers Residence" ; payable quarterly.
- (e) free water, electricity and gas at Caretakers Residence (estimated annual value \$1,000);
- (f) a sum equal to the amount of recorded telephone calls made relating to the management and caretaking of the Park in accordance with section 4.2(c), payable monthly.

Strategic Implications:**OBJECTIVE 3****To promote the development of a viable and diversified local economy**

STRATEGIES	ACTION
To actively support the development of tourism opportunities in the Shire.	<p>Investigate and implement methods for improving the promotion of tourism in the district.</p> <ul style="list-style-type: none"> - 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. - Provide an allocation of funds in the budget each year for the purpose of promoting tourism in the district Gather information on the value of tourism to a local economy and particularly with regard to the benefits that people directly involved can enjoy. - Publicise the availability of the information and encourage local and external entrepreneurs to become actively involved in the Shire of Wickepin. - Council to consider how it can assist in the development of tourism and should seek the opportunity to meet with people/local governments who have had success in tourist development. (See also action plan detail 5.2(a)) <p>Investigate options for achieving more and a greater variety of tourist accommodation alternatives within the district including Caravan Parks and farm stays.</p>

Summary:

Council is being requested to sign the proposed agreement of the Wickepin Caravan Park with Mr Lionel Anthony Rigby of 7 Fisher Street Wickepin, Western Australia 6370 for the two year period 1 July 2014 to 30 June 2016.

Recommendation:

That Council adopts the following agreement between the Shire of Wickepin and Lionel Anthony Rigby of 7 Fisher Street Wickepin, Western Australia 6370 for the management of the Wickepin Caravan Park:

AGREEMENT**AGREEMENT DATED 1st day of July 2014**

BETWEEN SHIRE OF WICKEPIN of Post Office Box 19, Wickepin, Western Australia, 6370 ('the Shire')

AND Lionel Anthony Rigby of 7 Fisher Street Wickepin, Western Australia 6370

RECITALS

- A. The Shire has appointed the Manager to provide management and caretaking services for the Wickepin Shire public caravan park.

DEFINITIONS AND INTERPRETATION**1.1 Definitions**

“Agreement” means this Agreement, and includes the Schedule;

“Shire” means the Chief Executive Officer of the Shire of Wickepin or authorised delegate; -

“Manager” means Lionel Anthony Rigby;

“Park” means the Wickepin Shire caravan park located on Wogolin Road, Wickepin, Western Australia 6370 and includes all buildings, transportable accommodation, facilities and grounds within the park boundary;

“Party” means a party to this Agreement and **“Parties”** has a corresponding meaning; and

“Term” means the term of this Agreement as specified in Item 1 of the Schedule.

1.2 Interpretation

- (a) A reference to legislation includes that legislation as amended, re-enacted or replaced and any subordinate legislation issued under it.
- (b) Headings of parts and clauses of this Agreement are for reference only and do not affect the interpretation of this Agreement.
- (c) Any agreement, representation, warranty or indemnity by two or more persons (including where two or more persons are included in the same defined term) binds them jointly and severally.
- (d) Any agreement, representation, warranty or indemnity in favour of two or more persons (including where two or more persons are included in the same defined term) is for the benefit of them jointly and severally.

- (e) A singular word includes the plural and vice versa.
- (f) If an example is given of anything (including a right, obligation or concept) and includes something else, the example does not limit the scope of that thing.

MANAGER'S OBLIGATIONS

2.1 Engagement and Term

The Shire HEREBY ENGAGES the Manager to manage and caretake the Park and perform the obligations contained in this Agreement for the Term.

2.2 Park amenity block

The Manager shall ensure:

- (a) male and female toilet and shower areas are inspected and cleaned at least once daily;
- (b) Park laundry is inspected and cleaned at least once daily;
- (c) Park washing machine is in good working order at all times; and
- (d) any mechanical, electrical and/or structural faults within the Park are reported to the Shire.

2.3 Maintenance of Park grounds and buildings

The Manager shall ensure:

- (a) Park lawns are mowed and maintained in a neat and tidy state at all times;
- (b) Park gardens are maintained in a neat and tidy state at all times;
- (c) Park barbeque and barbeque table are inspected and cleaned at least once weekly;
- (d) all routine and general maintenance of plant, equipment and buildings in the Park is undertaken; and
- (e) any maintenance items requiring specialist contract assistance, including plumbing, electrical or carpentry, are reported to the Shire.

2.4 Transportable accommodation

The Manager shall ensure:

- (a) each transportable accommodation unit is inspected, cleaned and re-stocked after final check-out of the occupier;
- (b) linen used in each transportable accommodation unit is laundered and replaced

upon final check-out of the occupier;

- (c) in the event of medium to longer term rentals of a transportable accommodation unit, that suitable arrangements for cleaning and linen be made between the Managers and the occupant;
- (d) each transportable accommodation unit is inspected and cleaned at least once weekly if unoccupied; and
- (e) any mechanical, electrical and/or structural faults within the transportable accommodation units are reported to the Shire.

2.5 General Park amenity

The Manager shall ensure:

- (a) no dogs wander unattended around the Park grounds at any time;
- (b) no large animals are kept on the Park in accordance with the Wickepin Shire Council's *Health Local Laws 2008*;
- (c) noise within the Park is kept to a minimum after 9.00pm; and
- (d) Park grounds are kept and maintained for public use only, with the exception of parking of Manager's personal and work vehicles.

2.6 Administration

The Manager shall:

- (a) ensure bookings for the caravan park and transportable accommodation unit are taken and recorded at the Park in a timely and efficient manner;
- (b) collect and safeguard all monies from fees and charges with respect to the Park;
- (c) deliver all monies collected from the Park weekly to the offices of the Shire in accordance with the procedure specified from time to time by the Shire; and
- (d) deliver to the Shire a written record of the number of persons accommodated at the Park monthly.

2.7 Instructions of Shire

The Manager shall comply with any reasonable directions given by the Shire from time to time that the Shire and/or Wickepin Shire Council considers necessary or convenient for the proper management, administration or operation of the Park.

2.8 Manager's insurance

- (a) The Manager must effect and keep in force throughout the Term of the Agreement public risk/liability insurance for the management of the Park.

- (b) Upon written request, the Manager must provide to the Shire a certificate of currency or a copy of the current public risk/liability insurance policy.

2.9 No assignment, subcontracting or delegation

- (a) The Manager is not the agent of the Shire and shall not enter into any contract or do any act that is binding upon the Shire.
- (b) The Manager must not assign, sub-contract, transfer or delegate any of its rights or the performance of any duty or obligation in this Agreement to any person without the prior written consent of the Shire.
- (c) Any consent given by the Shire to any assignment, sub-contract, transfer or delegation of this Agreement does not relieve the Manager from the obligations in or liabilities arising from this Agreement and in all respects the Manager shall remain obliged and liable for:
 - (i) the performance of this Agreement; and
 - (ii) the acts and/or omissions of any assignee, sub-contractor, transferee or delegate.

2.10 Indemnity

The Manager indemnifies and agrees to keep indemnified the Shire from and against all actions, claims, proceedings or demands which may be brought against the Shire in respect of any loss, death, injury, illness or damage (whether personal or property, and whether special, direct, indirect or consequential, including consequential financial loss) which arises by reason of any breach of warranty, default, act or omission or any negligence by the Manager or by any assignee, sub-contractor, transferee or delegate of the Manager.

REMUNERATION

- 3.1** The Shire shall provide remuneration to the Manager as specified in Item 2 of the Schedule.
- 3.2** The amount of remuneration specified in Item 2(a) and 2(b) of the Schedule shall be reviewed annually.

THE SHIRE'S OBLIGATIONS

4.1 Maintenance costs of the Park

- (a) The Shire shall arrange payment for stores, materials and parts required to maintain the Park under this Agreement, including but not limited to maintenance undertaken pursuant to clauses 2.2, 2.3, 2.4, 2.5, 2.6 and 2.7.
- (b) The Shire shall carry out any major or preventative maintenance the Shire considers necessary at its own cost.

4.2 Water, electricity, gas and telephone expenses

- (a) The Shire shall pay for all water, electricity and gas charges incurred by the Park.
- (b) The Shire shall pay the telephone rental charge for the telephone located in the Manager's Park residence.
- (c) The Manager shall keep a record of all telephone calls relating to the management and caretaking of the Park and the Shire shall pay for all recorded telephone calls that relate to the management and caretaking of the Park.
- (d) The Shire will not pay for personal telephone calls unrelated to the management and caretaking of the Park.

4.3 The Shire's insurance

The Shire shall effect and keep in force throughout the Term a property, contents and public liability insurance policy for the Park and all equipment at the Park that is owned by The Shire.

TERMINATION AND DISPUTE RESOLUTION

5.1 Termination by agreement

Either Party may terminate this Agreement for any reason by giving three (3) months written notice to the other Party and, in that event, the Agreement terminates upon expiration of that period.

5.2 Automatic termination

Upon:

- (a) death of the Manager;
- (b) the inability of the Manager to perform the obligations under this Agreement for any reason for a continuous period of 21 days or more, unless otherwise agreed to in writing by the Shire; or
- (c) the Park being destroyed or substantially damaged so as to require rebuilding or reconstruction of the Park,

then the Agreement is terminated.

5.3 Termination on default

If:

- (a) the Manager defaults in the observance or performance of any term or condition of this Agreement; and
- (b) the Manager fails to remedy the default (if it is capable of remedy) within seven (7) days of the Shire giving notice in writing to the Manager specifying the

default and requiring the default to be remedied;

then the Shire may:

- (i) enter the Park and undertake any works, repairs or maintenance that are required to be done under this Agreement by the Manager;
- (ii) refer the matter to arbitration pursuant to clause 5.6; or
- (iii) by notice in writing given to the Manager terminate the contract, without prejudice to any other powers, rights, authorities or remedies against the Manager under the Agreement or otherwise.

5.4 Discretion to terminate

If, in the opinion of the Shire, the Manager:

- (a) is unable by reason of illness or any other cause to act as Manager of the Park and manage and administer the Park for any extended period not less than 21 days;
- (b) is guilty of any personal misconduct that would detract from the Manager's ability to properly and adequately discharge the duties and obligations under this Agreement; or
- (c) is guilty of any personal misconduct that would discourage members of the public from utilising the Park as a public facility,

then the Shire may give notice in writing to the Manager terminating this Agreement within seven (7) days of receipt of the notice by the Manager, and in that event, the Agreement terminates upon expiration of that period.

5.5 Retention of rights and remedies upon termination

The Shire retains its rights and remedies with respect to any breach of any term and/or condition of the Agreement prior to termination of the Agreement.

5.6 Arbitration

- (a) Notice of any dispute or disagreement arising out of or in connection with this Agreement must be given in writing by the Party claiming that a dispute has arisen to the other Party to this Agreement specifying the nature of the dispute.
- (b) Upon receipt of the notice of dispute, the Parties must attempt to agree upon an appropriate procedure for resolving the dispute.
- (c) If within seven (7) days of receipt of the notice of dispute the dispute is not resolved or an appropriate alternative dispute resolution process is not agreed, then the Parties shall refer the dispute to a single arbitrator agreed upon by the parties in writing to be determined in accordance with the *Commercial Arbitration Act 1985 (WA)*, or if he is unable or unwilling to act, or failing agreement, by a single arbitrator nominated at the request of either Party by the

President of the Law Society of Western Australia Inc.

- (d) For the purposes of the *Commercial Arbitration Act 1985 (WA)*, each Party may appear before the arbitrator personally or where the Party is a body, whether corporate or unincorporated, by an officer, employee or agent of the body and each Party may be represented by a duly qualified legal practitioner or other representative.
- (e) The arbitrator shall determine the dispute between the Parties and any award made by the arbitrator shall be final and binding upon the Parties.
- (f) If any dispute or disagreement relating to this Agreement is referred to arbitration then the costs of that arbitration shall be borne equally between the Parties unless otherwise determined by the arbitrator.
- (g) If any dispute or disagreement relating to this Agreement is referred to arbitration the Agreement shall continue to be in force.
- (h) It is a condition precedent to the right of either Party to commence litigation, other than for interlocutory relief that it has first offered to submit the dispute to arbitration.

5.7 Transfer after termination

Upon termination of this Agreement, the Manager shall transfer the management and caretaking of the Park promptly, peacefully and in an orderly and timely manner to the Shire or to its successor, including vacating the Manager's residence at 7 Fisher Street, Wickpin, Western Australia 6370.

5.8 No compensation after termination

Unless the Shire resolves in writing otherwise, no damages or compensation are payable to the Manager upon termination of this Agreement.

GENERAL

6.1 Notices

- (a) Any notice to be given or served by one Party upon the other pursuant to this Agreement must be in writing and shall be sufficiently given:
 - (i) if delivered personally to or left at the address of the Party appearing in this Agreement;
 - (ii) in the case of the Manager, if delivered to or left at the Park during normal business hours (8.30am to 5.00pm); or
 - (ii) if sent by prepaid post addressed to that Party at the address appearing in this Agreement.

Any notice, demand or document sent by prepaid post shall be deemed to have been received forty eight (48) hours after posting.

6.2 Relationship of parties

- (a) The Parties acknowledge that the relationship between them is not that of employer and employee, nor principal and agent, nor any other relationship whatsoever.
- (b) The parties acknowledge that:
 - (i) the Shire shall not deduct any income taxation from the remuneration in Item 2 of the Schedule, and it is the responsibility of the Manager to pay all such taxes as are appropriate;
 - (ii) the Shire shall not pay any superannuation in relation to the Manager's management and caretaking of the Park;
 - (iii) the Shire shall not pay any worker's compensation in relation to the Manager's management and caretaking of the Park; and
 - (iv) the Manager shall not be entitled to any holiday pay, long service leave, sickness benefits nor any other benefit arising under any statute or industrial award or agreement that may be conferred upon persons who are employees.

6.3 Waiver

- (a) A waiver of any term or condition of this Agreement must be in writing.
- (b) A waiver of a term or condition of this Agreement shall not operate as a waiver of another breach of the same or of any other term or condition contained in this Agreement.
- (c) If a Party does not exercise (or delays in exercising) any of its rights under this Agreement, that failure or delay does not operate as a waiver of those rights.
- (d) A single or partial exercise by a Party of any of its rights does not prevent the further exercise of any right.

6.4 Severability

In the event of any one or more of the provisions of this Agreement being held to be prohibited, invalid or unenforceable for any reason, the remainder of the Agreement shall remain binding and in full force and effect.

EXECUTED as an Agreement

THE COMMON SEAL of
SHIRE OF WICKEPIN
was hereunto affixed
in the presence of:

Chief Executive OfficerMark J Hook
Print Name_____
Shire PresidentSteven J Martin
Print Name

in the presence of:

Witness: _____

Print Name: _____

Address: _____

Occupation: _____

SIGNED by _____
Caretaker

Print Name: _____

in the presence of:

Witness: _____

Print Name: _____

Address: _____

Occupation: _____

SCHEDULE**Item 1 - Term**

1 July 2014 to 30 June 2016

Item 2 - Remuneration

- (a) An annual sum of \$6,800 payable in four instalments (payable first week of the month), July, \$1,700, October, \$1,700, January, \$1,700 and April , \$1,700 of each year;
- (b) Use of vehicle, \$1,500 per year payable in four instalments (payable first week of the month) July, \$375.00, October, \$375.00, January, \$375.00 and April , \$375.00 of each year;
- (c) a sum equal to 15% of the gross takings of all paid bookings at the Park, payable monthly;
- (d) \$60 per week rental of residence located at 7 Fisher Street, Wickepin, Western Australia 6370 known as "Caretakers Residence" ; payable quarterly.
- (e) free water, electricity and gas at Caretakers Residence (estimated annual value \$1,000);
- (f) a sum equal to the amount of recorded telephone calls made relating to the management and caretaking of the Park in accordance with section 4.2(c), payable monthly.

Governance, Audit and Community Services

10.2.11 – Harrismith Caravan Park Agreement

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	508
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	4 August 2014

Enclosure / Attachment: Signed 2012 / 2014 agreement for the Harrismith Caravan Park

Background:

The existing Caravan Park Agreement for the Harrismith Caravan Park between Russell and Judy Gray of 28 Railway Avenue, Harrismith, Western Australia 6361 expired on 30 June 2014.

This matter was put to the Governance, Audit and Community Services Committee Meeting held on 2 July 2014:

Moved Cr Martin / Seconded Cr Lansdell

That it be recommended that Council write to all existing caretaker Managers asking if they would like their contracts renewed for a further 2 year period.

Carried 4/0

Comment:

The Chief Executive Officer has written to all the Caretaker Managers and the Harrismith Caravan Park managers have given the following reply by email;

Wickein Admin

From: Judy Gray <oasishotel@westnet.com.au>
Sent: Monday, 28 July 2014 10:24 AM
To: Wickein Admin
Subject: Agreement Harrismith Caravan Park

Importance: High

Hi Mark
Regarding the Harrismith Caravan Park
Yes we would like to extend our current contract under the current terms and conditions for a further two years for another 2 years, expiring 30th June 2016.
Many thanks
Judy and Russell Gray
Harrismith

SHIRE OF WICKPIN	
DATE RECEIVED:	28 JUL 2014
FILL NO:	
TO:	

Statutory Environment: Local Government Act 1995

Policy Implications: Nil

Financial Implications:

The agreement sets out the parameters of the proposed financial arrangements under the Agreement for a two year period from 1 July 2014 to 30 June 2016.

The Harrismith Caravan Park takings from 1 July 2013 to 30 June 2014 were \$2,740.90.

As the commissions are taken out at the point of sale Council has no record of the actual commissions taken for 2013/2014 financial year.

Remuneration as per agreement:

- (a) \$5.00 per person per night for donger accommodation;
- (b) \$5.00 per site per night for Caravan Park site

There are no changes recommended from the 2012-2014 agreement to the 2014-2016 agreement for the Harrismith Caravan Park.

Strategic Implications:**OBJECTIVE 3****To promote the development of a viable and diversified local economy**

STRATEGIES	ACTION
To actively support the development of tourism opportunities in the Shire.	<p>Investigate and implement methods for improving the promotion of tourism in the district.</p> <ul style="list-style-type: none"> - 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. - Provide an allocation of funds in the budget each year for the purpose of promoting tourism in the district Gather information on the value of tourism to a local economy and particularly with regard to the benefits that people directly involved can enjoy. - Publicise the availability of the information and encourage local and external entrepreneurs to become actively involved in the Shire of Wickepin. - Council to consider how it can assist in the development of tourism and should seek the opportunity to meet with people/local governments who have had success in tourist development. (See also action plan detail 5.2(a)) <p>Investigate options for achieving more and a greater variety of tourist accommodation alternatives within the district including Caravan Parks and farm stays.</p>

Summary:

Council is being requested to sign the proposed agreement for the Harrismith Caravan Park with Russell and Judy Gray of 28 Railway Avenue, Harrismith, Western Australia 6361 for a two year period 1 July 2014 to 30 June 2016

Recommendation:

That Council adopts the following agreement between Russell and Judy Gray of 28 Railway Avenue, Harrismith, Western Australia 6361 for the two year period 1 July 2014 to 30 June 2016 for the management of the Harrismith Caravan Park.

AGREEMENT DATED 1st day of July 2012

BETWEEN SHIRE OF WICKEPIN of Post Office Box 19, Wickepin, Western Australia, 6370 ('the Shire')

AND Russell and Judy Gray of 28 Railway Avenue, Harrismith, Western Australia 6361

RECITALS

- A. The Shire has appointed the Caretaker to provide caretaking services for the Harrismith public caravan park.

DEFINITIONS AND INTERPRETATION**1.1 Definitions**

“Agreement” means this Agreement, and includes the Schedule;

“Shire” means the Chief Executive Officer of the Shire of Wickepin or authorised person; -

“Caretaker” means Russell and Judy Gray;

“Park” means the Harrismith Caravan Park located on 1 Baylon Street, Harrismith Western Australia 6361 and includes all buildings, transportable accommodation, facilities and grounds within the park boundary;

“Party” means a party to this Agreement and **“Parties”** has a corresponding meaning; and

“Term” means the term of this Agreement as specified in Item 1 of the Schedule.

1.2 Interpretation

- (g) A reference to legislation includes that legislation as amended, re-enacted or replaced and any subordinate legislation issued under it.
- (h) Headings of parts and clauses of this Agreement are for reference only and do not affect the interpretation of this Agreement.
- (i) Any agreement, representation, warranty or indemnity by two or more persons

(including where two or more persons are included in the same defined term) binds them jointly and severally.

- (j) Any agreement, representation, warranty or indemnity in favour of two or more persons (including where two or more persons are included in the same defined term) is for the benefit of them jointly and severally.
- (k) A singular word includes the plural and vice versa.
- (l) If an example is given of anything (including a right, obligation or concept) and includes something else, the example does not limit the scope of that thing.

MANAGER'S OBLIGATIONS

2.1 Engagement and Term

The Shire HEREBY ENGAGES the Caretaker to caretake the Park and perform the obligations contained in this Agreement for the Term.

2.2 Park amenity block

The Caretaker shall ensure:

- (e) male and female toilet and shower areas are inspected and cleaned at least once weekly;
- (f) Park laundry is inspected and cleaned at least once weekly;
- (g) Park washing machine is in good working order at all times; and
- (h) any mechanical, electrical and/or structural faults within the Park are reported to the Shire;
- (i) Park, gardens and barbeque area are inspected and cleaned at least once weekly;
- (j) any maintenance items requiring repair, are reported to the Shire as soon as possible;
- (k) each transportable accommodation unit is inspected, cleaned and re stocked after final check-out of the occupier or fortnightly;
- (l) linen used in each transportable accommodation unit is laundered and replaced upon final check - out of the occupier;
- (m) in the event of medium to longer term rentals of a transportable accommodation unit, that suitable arrangements for cleaning and linen be made between the Caretaker and the occupant;
- (n) each transportable accommodation unit is inspected and cleaned at least once fortnightly if unoccupied; and
- (o) any mechanical, electrical and/or structural faults within the transportable accommodation units are reported to the Shire.

- (p) Ensure gas bottles are useable at all times.

3. General Park amenity

The Caretaker shall ensure:

- (e) no dogs wander unattended around the Park grounds at any time;
- (f) no large animals are kept on the Park in accordance with the Wickepin Shire Council's *Health Local Laws 2008*;
- (g) noise within the Park is kept to a minimum after 9.00pm; and

4. Administration

The Caretaker shall:

- (e) ensure bookings for the caravan park and transportable accommodation unit are taken and recorded at the Park in a timely and efficient manner;
- (f) collect and safeguard all monies from fees and charges with respect to the Park;
- (g) deliver all monies collected from the Park monthly to the offices of the Shire in accordance with the procedure specified from time to time by the Shire; and
- (h) deliver to the Shire a written record of the number of persons accommodated at the Park quarterly.

5. Instructions of Shire

The Manager shall comply with any reasonable directions given by the Shire from time to time that the Shire considers necessary or convenient for the proper management, administration or operation of the Park.

6. No assignment, subcontracting or delegation

- (a) The Caretaker is not the agent of the Shire and shall not enter into any contract or do any act that is binding upon the Shire.
- (b) The Caretaker must not assign, sub-contract, transfer or delegate any of its rights or the performance of any duty or obligation in this Agreement to any person without the prior written consent of the Shire.
- (c) Any consent given by the Shire to any assignment, sub-contract, transfer or delegation of this Agreement does not relieve the Caretaker from the obligations in or liabilities arising from this Agreement and in all respects the Caretaker shall remain obliged and liable for:
 - (i) the performance of this Agreement; and

- (ii) the acts and/or omissions of any assignee, sub-contractor, transferee or delegate.

7. Indemnity

The Caretaker indemnifies and agrees to keep indemnified the Shire from and against all actions, claims, proceedings or demands which may be brought against the Shire in respect of any loss, death, injury, illness or damage (whether personal or property, and whether special, direct, indirect or consequential, including consequential financial loss) which arises by reason of any breach of warranty, default, act or omission or any negligence by the Caretaker or by any assignee, sub-contractor, transferee or delegate of the Caretaker.

REMUNERATION

- 8.1** The Shire shall provide remuneration to the Caretaker as specified in Item 2 of the Schedule.

THE SHIRE'S OBLIGATIONS

9.1 Maintenance costs of the Park

- (a) The Shire shall arrange payment for stores, materials and parts required to maintain the Park under this Agreement, including but not limited to maintenance undertaken pursuant to clauses 2.2, 3, 4, and 5.
- (b) The Shire shall carry out all major or preventative maintenance at its own cost.

9.2 Water, electricity and gas

- (a) The Shire shall pay for all water, electricity and gas expenses incurred by the Park.

9.3 The Shire's insurance

The Shire shall effect and keep in force throughout the Term property contents, public liability insurance policy for the Park and all equipment at the Park that is owned by the Shire.

TERMINATION AND DISPUTE RESOLUTION

10.1 Termination by agreement

Either Party may terminate this Agreement for any reason by giving three (3) months written notice to the other Party or, in that event, the Agreement terminates upon expiration of that period.

10.2 Automatic termination

Upon:

- (d) death of the Manager;
- (e) the inability of the Manager to perform the obligations under this Agreement for any reason for a continuous period of 21 days or more, unless otherwise agreed to in writing by the Shire; or
- (f) the Park being destroyed or substantially damaged so as to require rebuilding or reconstruction of the Park,

then the Agreement is terminated.

10.3 Transfer after termination

Upon termination of this Agreement, the Manager shall transfer the management and caretaking of the Park promptly, peacefully and in an orderly and timely manner to the Shire or to its successor.

10.4 No compensation after termination

Unless the Shire resolves in writing otherwise, no damages or compensation are payable to the Manager upon termination of this Agreement.

GENERAL

11. Notices

- (a) Any notice to be given or served by one Party upon the other pursuant to this Agreement must be in writing and shall be sufficiently given:
 - (iii) if delivered personally to or left at the address of the Party appearing in this Agreement;
 - (ii) in the case of the Manager, if delivered to or left at the Park during normal business hours (8.30am to 5.00pm); or
 - (iv) if sent by prepaid post addressed to that Party at the address appearing in this Agreement.
- (b) Any notice, demand or document sent by prepaid post shall be deemed to have been received forty eight (48) hours after posting.

12. Relationship of parties

- (c) The Parties acknowledge that the relationship between them is not that of employer and employee, nor principal and agent, nor any other relationship whatsoever.

EXECUTED as an Agreement

THE COMMON SEAL of
SHIRE OF WICKEPIN
was hereunto affixed
in the presence of:

Chief Executive Officer
Mark J Hook

Shire President
Steven J Martin

in the presence of :

Witness: _____

Print Name: _____

Address: _____

Occupation: _____

SIGNED by _____

Print Name: RUSSELL GREY
Caretaker

Print Name: JUDY GRAY
Caretaker

in the presence of :

Witness: _____

Print Name: _____

Address: _____

Occupation: _____

SCHEDULE**Item 1 - Term**

1st July 2014 to 30th June 2016

Item 2 - Remuneration

- (a) \$5.00 per person per night for donger accommodation;
- (b) \$5.00 per site per night for Caravan Park site

Governance, Audit and Community Services**10.2.12 – Yealering Caravan Park Agreement**

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	508
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	4 August 2012

Enclosure / Attachment: Signed 2012 / 2014 agreement for the Yealering Caravan Park

Background:

The existing Caravan Park Agreement for the Yealering Caravan Park between Peter Stribling of 26 Roberts Street Yealering, Western Australia 6372 expired on the 30 June 2014.

This matter was put to the Governance, Audit and Community Services Committee Meeting held on 2 July 2014:

Moved Cr Martin / Seconded Cr Lansdell

That it be recommended that Council write to all existing caretaker Managers asking if they would like their contracts renewed for a further 2 year period.

Carried 4/0

Comment:

The Chief Executive Officer has written to all the Caretaker Managers and the Yealering Caravan Park manager has given the following reply by email;

From:	Peter <yealeringpub@westnet.com.au>
Sent:	Monday, 4 August 2014 10:01 AM
To:	Mark Hook
Subject:	Re: Yealering Caravan Park reply
 hi Mark sorry I did not get back to you sooner, various things have distracted me over the last month So Yes I will take the caravan park caretaker job on again if that is alright with you Peter Stribling	

Statutory Environment: *Local Government Act 1995*

Policy Implications: Nil

Financial Implications:

The agreement sets out the parameters of the proposed financial arrangements under the Agreement for a two year period from 1 July 2014 to 30 June 2016.

The Yealering Caravan Park takings from 1 July 2013 to 30 June 2014 were \$9,259.09.

Commissions paid as per the agreement are as per the following table:

LCP2 - CARAVAN PARK YLRG (13/14)				
Resource	Invoice Description	Date	Reference	Cost
CS22 PETER STRIBLING	JULY 2013-JUNE 2014	25 JUN 2014	CVAN PARK	925.91
	** Total **			925.91

Remuneration as per agreement:

Item 2 - Remuneration

- (a) a sum equal to 10% of the gross takings of all paid bookings at the Park, payable monthly;

There are no changes recommended from the 2012-2014 agreement to the 2014-2016 agreement for the Yealering Caravan Park.

Strategic Implications:**OBJECTIVE 3**

To promote the development of a viable and diversified local economy

STRATEGIES	ACTION
To actively support the development of tourism opportunities in the Shire.	<p>Investigate and implement methods for improving the promotion of tourism in the district.</p> <ul style="list-style-type: none"> - 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. - Provide an allocation of funds in the budget each year for the purpose of promoting tourism in the district Gather information on the value of tourism to a local economy and particularly with regard to the benefits that people directly involved can enjoy. - Publicise the availability of the information and encourage local and external entrepreneurs to become actively involved in the Shire of Wickpin. - Council to consider how it can assist in the development of tourism and should seek the opportunity to meet with people/local governments who have had success in tourist development. (See also action plan detail 5.2(a)) <p>Investigate options for achieving more and a greater variety of tourist accommodation alternatives within the district including Caravan Parks and farm stays.</p>

Summary:

Council is being requested to sign the proposed agreement for the Yealering Caravan Park with Peter Stribling of 26 Roberts Street Yealering, Western Australia 6372 for a two year period 1 July 2014 to 30 June 2016.

Recommendation:

That Council adopts the following agreement between Peter Stribling of 26 Roberts Street Yealering, Western Australia 6372 for the two year period 1 July 2014 to 30 June 2016 for the management of the Yealering Caravan Park:

AGREEMENT**AGREEMENT DATED 1st day of July 2014**

BETWEEN SHIRE OF WICKEPIN of Post Office Box 19, Wickepin, Western Australia, 6370 (**'the Shire'**)

AND Peter Stribling of 26 Roberts Street Yealering, Western Australia 6372

RECITALS

- A. The Shire has appointed the Caretaker to provide caretaking services for the Yealering public caravan park.

DEFINITIONS AND INTERPRETATION**1.1 Definitions**

"Agreement" means this Agreement, and includes the Schedule;

"Shire" means the Chief Executive Officer of the Shire of Wickepin or authorised person; -

"Caretaker" means Mr Peter Stribling;

"Park" means the Yealering caravan park located on Sewell Street, Yealering Western Australia 6372 and includes all buildings, transportable accommodation, facilities and grounds within the park boundary;

"Party" means a party to this Agreement and **"Parties"** has a corresponding meaning; and

"Term" means the term of this Agreement as specified in Item 1 of the Schedule.

1.2 Interpretation

- (m) A reference to legislation includes that legislation as amended, re-enacted or replaced and any subordinate legislation issued under it.
- (n) Headings of parts and clauses of this Agreement are for reference only and do not affect the interpretation of this Agreement.
- (o) Any agreement, representation, warranty or indemnity by two or more persons (including where two or more persons are included in the same defined term) binds them jointly and severally.
- (p) Any agreement, representation, warranty or indemnity in favour of two or more persons (including

where two or more persons are included in the same defined term) is for the benefit of them jointly and severally.

- (q) A singular word includes the plural and vice versa.
- (r) If an example is given of anything (including a right, obligation or concept) and includes something else, the example does not limit the scope of that thing.

MANAGER'S OBLIGATIONS

2.1 Engagement and Term

The Shire HEREBY ENGAGES the Caretaker to caretake the Park and perform the obligations contained in this Agreement for the Term.

2.2 Park amenity block

The Caretaker shall ensure:

- (q) male and female toilet and shower areas are inspected at least once weekly;
- (r) Park laundry is inspected and cleaned at least once weekly;
- (s) Park washing machine is in good working order at all times; and
- (t) any mechanical, electrical and/or structural faults within the Park are reported to the Shire;
- (u) Park, gardens and barbeque area are inspected at least once weekly;
- (v) any maintenance items and cleaning requiring action, are reported to the Shire as soon as possible;
- (w) Liase with cleaner when any cleaning requirements are to be done.
- (x) each transportable accommodation unit is inspected, after final check-out of the occupier or fortnightly;
- (y) in the event of medium to longer term rentals of a transportable accommodation unit, that suitable arrangements for cleaning and linen be made between the Caretaker and the occupant;
- (z) each transportable accommodation unit is inspected at least once fortnightly if unoccupied; and
- (aa) any mechanical, electrical and/or structural faults within the transportable accommodation units are reported to the Shire.
- (bb) Ensure gas bottles are useable at all times.

3. General Park amenity

The Caretaker shall ensure:

- (h) no dogs wander unattended around the Park grounds at any time;
- (i) no large animals are kept on the Park in accordance with the Wickepin Shire Council's *Health*

Local Laws 2008;

- (j) noise within the Park is kept to a minimum after 9.00pm; and

4. Administration

The Caretaker shall:

- (i) ensure bookings for the caravan park and transportable accommodation unit are taken and recorded at the Park in a timely and efficient manner;
- (j) collect and safeguard all monies from fees and charges with respect to the Park;
- (k) deliver all monies collected from the Park monthly to the offices of the Shire in accordance with the procedure specified from time to time by the Shire; and
- (l) deliver to the Shire a written record of the number of persons accommodated at the Park monthly.

5. Instructions of Shire

The Manager shall comply with any reasonable directions given by the Shire from time to time that the Shire considers necessary or convenient for the proper management, administration or operation of the Park.

6. No assignment, subcontracting or delegation

- (e) The Caretaker is not the agent of the Shire and shall not enter into any contract or do any act that is binding upon the Shire.
- (f) The Caretaker must not assign, sub-contract, transfer or delegate any of its rights or the performance of any duty or obligation in this Agreement to any person without the prior written consent of the Shire.
- (g) Any consent given by the Shire to any assignment, sub-contract, transfer or delegation of this Agreement does not relieve the Caretaker from the obligations in or liabilities arising from this Agreement and in all respects the Caretaker shall remain obliged and liable for:
 - (i) the performance of this Agreement; and
 - (ii) the acts and/or omissions of any assignee, sub-contractor, transferee or delegate.

7. Indemnity

The Caretaker indemnifies and agrees to keep indemnified the Shire from and against all actions, claims, proceedings or demands which may be brought against the Shire in respect of any loss, death, injury, illness or damage (whether personal or property, and whether special, direct, indirect or consequential, including consequential financial loss) which arises by reason of any breach of warranty, default, act or omission or any negligence by the Caretaker or by any assignee, sub-contractor, transferee or delegate of the Caretaker.

REMUNERATION

8.1 The Shire shall provide remuneration to the Caretaker as specified in Item 2 of the Schedule.

THE SHIRE'S OBLIGATIONS

9.1 Maintenance costs of the Park

- (a) The Shire shall arrange payment for stores, materials and parts required to maintain the Park under this Agreement, including but not limited to maintenance undertaken pursuant to clauses 2.2, 3, 4, and 5.
- (b) The Shire shall carry out all major or preventative maintenance at its own cost.

9.2 Water, electricity and gas

- (a) The Shire shall pay for all water, electricity and gas expenses incurred by the Park.

9.3 The Shire's insurance

The Shire shall effect and keep in force throughout the Term property contents, public liability insurance policy for the Park and all equipment at the Park that is owned by the Shire.

TERMINATION AND DISPUTE RESOLUTION

10.1 Termination by agreement

Either Party may terminate this Agreement for any reason by giving three (3) months written notice to the other Party or, in that event, the Agreement terminates upon expiration of that period.

10.2 Automatic termination

Upon:

- (g) death of the Manager;
- (h) the inability of the Manager to perform the obligations under this Agreement for any reason for a continuous period of 21 days or more, unless otherwise agreed to in writing by the Shire; or
- (i) the Park being destroyed or substantially damaged so as to require rebuilding or reconstruction of the Park,

then the Agreement is terminated.

10.3 Transfer after termination

Upon termination of this Agreement, the Manager shall transfer the management and caretaking of the Park promptly, peacefully and in an orderly and timely manner to the Shire or to its successor.

10.4 No compensation after termination

Unless the Shire resolves in writing otherwise, no damages or compensation are payable to the Manager upon termination of this Agreement.

GENERAL

11. Notices

- (b) Any notice to be given or served by one Party upon the other pursuant to this Agreement must be in writing and shall be sufficiently given:
 - (v) if delivered personally to or left at the address of the Party appearing in this Agreement;
 - (ii) in the case of the Manager, if delivered to or left at the Park during normal business hours (8.30am to 5.00pm); or
 - (vi) if sent by prepaid post addressed to that Party at the address appearing in this Agreement.
- (b) Any notice, demand or document sent by prepaid post shall be deemed to have been received forty eight (48) hours after posting.

12. Relationship of parties

- (d) The Parties acknowledge that the relationship between them is not that of employer and employee, nor principal and agent, nor any other relationship whatsoever.

EXECUTED as an Agreement**THE COMMON SEAL of
SHIRE OF WICKEPIN**

was hereunto affixed
in the presence of:

Chief Executive Officer
Mark J Hook

Shire President
Steven J Martin

in the presence of :

Witness: _____

Print Name: _____

Address: _____

Occupation: _____

SIGNED by _____
Caretaker

Print Name: Peter Stribling

in the presence of :

Witness: _____

Print Name: _____

Address: _____

Occupation: _____

SCHEDULE**Item 1 - Term**

1 July 2014 to 30 June 2016

Item 2 - Remuneration

- (g) a sum equal to 10% of the gross takings of all paid bookings at the Park, payable monthly;

11. President's Report

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:	
Author:	Mark J Hook, Chief Executive Officer
Disclosure of Any Interest:	Nil
Date of Report:	11 August 2014

LandCorp – Residential Land Release

LandCorp has reviewed Council application under the Local RDAP 2014 program and have undertaken a 'fatal flaw' analysis of the Wickepin residential project.

The fatal flaw report has been forwarded to the Land Corps Planning Development and Communications Committee and this committee has endorsed the project to go to the next stage which is a high level business case review and a with the report going to next Planning Development and Communications Committee meeting in October. The report has been based only on the release of 5 lots bordering Whyte Street (Lots 48 to 52).



Porter Consulting Engineers have been engaged by LandCorp to undertake the desk top study review of the civil engineering aspects and to prepare preliminary cost estimates for all projects.

If at the Planning Development and Communications Committee agree to go to the next stage of the project a detailed business case will be funded to:

- Undertake environmental site investigations
- Have a licensed surveyor carry out detailed feature survey of all sites
- Have geotechnical investigations carried out on the sites
- Engage a planner to secure WAPC subdivision approval for the projects
- Have Porter Consulting Engineers complete detailed Engineering designs
- Revise and /or validate the financial model(s)

Approved Auditors

Quotes have been invited for Qualified Registered Company Auditors or Approved Auditors for the purposes of the Local Government Act 1995 to provide audit services to the Shire of Wickepin for 2014/2015, 2015/2016, 2016/2017 and 2017/2018 financial years.

Council's previous Audit Contract expired on 30 June 2014. Byfields who are Councils existing Auditors will be completing the 2013/2014 Audit under their previous tender for audit services.

Quotes closed on Monday 11 August 2014 at 4.00pm.

At the writing of this report Council had received seven (7) quotes for its audit services.

Review of Financial Management Systems

The Chief Executive Officer in conjunction with the Finance Manager have reviewed the appropriateness and effectiveness of the financial management systems and procedures of the Shire of Wickepin and have found that the current and existing procedures are appropriate and effectively manage the financial management of the Shire of Wickepin annual books of accounts.

Annual Leave

I will be taking Annual leave from 5 September to 25 September and back to work on 29 September 2014.

During my absence I will be appointing Natalie Manton as acting CEO.

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

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

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

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

Meetings Attended

July 2014	Issue/Subject
24/07	Central Country Zone - Emergency Management Legislation Review
24/07	Staff Meeting
29/07	Regional Road Group Meeting
29/07	Special Budget Meeting
29/07	Bushfire FCO AGM
August 2014	Issue/Subject
13/08	Townscape and Cultural Planning Committee meeting
13/08	Lifestyle Retirement Committee meeting

Delegations

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Signing Cheques	July 2014	Nil
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO			
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO			
A6	Appointment and Termination of Staff	CEO			
A7	Rates Recovery – Instalment Payments	CEO	Payment Plans		Rate Payers
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO	Birthday Party Sheep Field Day Merino Field Day	2 August 2014 6 August 2014 19 August 2014	Jodie Ahrens Facey Group Narrogin Districts Stud Sheep Breeders Assoc.
A13	Hire of Community Halls / Community Centre	CEO	Regional Road Group Meeting	29 July 2014	Attendees

Recommendations:

That Council endorses the Chief Executive Officers Report dated 11 August 2014.

Voting Requirements: Simple majority

Resolution No

Moved Cr / Seconded Cr

That Council endorses the Chief Executive Officers Report dated 11 August 2014.

Carried /

13. Notice of Motions for the Following Meeting

14. Reports & Information

15. Urgent Business

16. Closure

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