

# Minutes

ORDINARY MEETING OF COUNCIL  
18 MARCH 2015  
COUNCIL CHAMBERS  
WICKEPIN



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**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin  
Wednesday 18 March 2015**

The President declared the meeting open at 1.32pm.

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

Acting Shire President	Cr JA Russell
Councillors	Cr FA Allan
	Cr AG Lansdell
	Cr MG Lang
	Cr WA Astbury
	Cr RE Easton
	Cr GCL Hinkley
Chief Executive Officer	Mr MJ Hook
Executive Support Officer	Miss LG Pearson (Minute Taker)
Facey Group Executive Officer	Miss Sarah Hyde

**Leave of Absence (Previously Approved)**

**Apologies**

Shire President	Cr SJ Martin
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**2. Public Question Time**

Acting President Julie Russel welcomed Miss Sarah Hyde, Facey Group Executive Officer to public question time.

Miss Hyde discussed some of the projects that the Facey Group have been involved in and gave an update on staff changes. Miss Hyde advised that the Facey Group AGM is taking place at the Wickepin Community Centre on Tuesday 14 April 2015 at 5.30pm and all Councillors are welcome to attend.

Acting President Russell thanked Miss Hyde for her attendance and advised that the Facey Group Agreement will be discussed in Agenda Item 10.2.04.

*1.49pm – Miss Sarah Hyde departed the meeting.*

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

**4. Petitions, Memorials and Deputations**

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

<b>Item</b>	<b>Item Title</b>	<b>Councillor/Officer</b>	<b>Interest</b>	<b>Reason</b>
10.3.01	Townscape and Cultural Planning Committee Recommendations	Cr JA Russell	Impartiality	Husband's grandparents have plaques on the current niche wall in the Wickepin Cemetery.

**6. Confirmation of Minutes – Ordinary Meeting of Council – 18 February 2015****Resolution No 180315-01****Moved Cr Lang / Seconded Cr Astbury**

That the minutes of the Ordinary Council meeting held on Wednesday 18 February 2015 be confirmed as a true and correct record.

**Carried 7/0**

**7. Receival of Minutes**

## 8. Status Report

Item	Subject/Action	Officer/ File	Progress	Status	Comment
451-190214-17	Tincurrin Hall upgrade	CEO	<p>That the Shire of Wickepin's Community Development Officer commence full community discussions on the future of all the community halls within the Shire of Wickepin, with all ratepayer and residents in the Shire of Wickepin, and prepare a report on the results of the Community Consultation.</p> <p>That the Community Consultation Report be tabled for discussion at the 21 May 2014 Ordinary Council Meeting.</p>	○	Work still being done by Natalie Manton.
536-171214-16	Rental of Yarling Brook Estate Land – Community Purposes	CEO	<p>That council awards the rental of the Yarling Brook Estate vacant land for the purposes of cropping and grazing to the Wickepin District Sports Club on a joint venture basis with the Wickepin Football Club for a term of three years from 1 April 2015 expiring 31 March 2018 at a rental of \$4,400 (GST inclusive) per annum, further that the following conditions/limitations be noted;</p> <ol style="list-style-type: none"> <li>1. Council reserves the right to utilise the land for rural/residential development should the need/demand arise;</li> <li>2. The WDSC and WFC shall maintain boundary fences in a secure manner;</li> <li>3. The WDSC and WFC shall have regard for prevailing wind direction when undertaking spraying of crops with respect to adjacent residential areas;</li> <li>4. The WDSC and WFC shall maintain a fire break around land in accordance with the Fire Break Order of the Shire of Wickepin;</li> </ol>	✓	Agreement returned fully signed 03/03/2015.
538-180215-4	Speed Restrictions – Wickepin Street, Wickepin	CEO	That Council advise Main Roads WA Narrogin that Council does not agree to altering the current 50Kmh speed limit on the thoroughfare alongside 10A Wickepin Street Wickepin to 5Kmh.	✓	Letter sent to Main Road and to Caroline Coote 03/03/2015.
539-180215-5	Subdivision Lot No 1, 8456 Gray Road, Harrismith	CEO	That Council advise the WAPC that it is in favour with the proposed subdivision on Lot No 1, 8456 Gray Road Harrismith and that the conditions (attached to agenda item in the February 2015) minutes be imposed.	✓	Letter sent 26/02/2015.
540-180215-6	Jean Sloan Seed Collecting to February 2016	CEO	<p>That Council grant permission to Jean Sloan of Kondinin to Collect Native Plant Seed from Reserves vested in the Shire of Wickepin up to the 28th February 2016.</p> <p>With the following conditions:</p> <ul style="list-style-type: none"> <li>• All persons collecting native seed are licensed according to the Wildlife Conservation Act (1950) and will abide by the conditions of the licence.</li> <li>• Permission is for a twelve month period</li> </ul>	✓	Letter sent 27/02/2015.

Item	Subject/Action	Officer/ File	Progress	Status	Comment
			<p>beginning 1st July 2014.</p> <ul style="list-style-type: none"> <li>• This letter allows for collection by only Greening Australia (WA) staff members.</li> <li>• Appropriate hygiene measures will be followed at all times to prevent the spread of plant disease and weeds.</li> <li>• All care will be taken to avoid the disturbance of fauna habitat.</li> <li>• All care will be taken to avoid any disturbance that may lead to soil degradation.</li> <li>• No picking during imposed harvest and vehicle movement bans.</li> </ul>		
541-180215-10	Appointment of Authorised Officers	CEO	<p>1. That the Shire of Wickepin makes the following appointments:  <b>Leah Pearson, Natalie Manton, Amanda Bullock, Gillian Spargo and Michelle Miller</b>, to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;            Authorised officer under the Cat Act 2011;            Dog Registration Officer's under the Dog Act 1976 (as amended);  <b>Mark Hook and Peter Vlahov</b> to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;            Local Government Act 1995 (as amended)            Local Government Act (Miscellaneous Provisions Act 1960)            Bush Fires Act 1954 (as amended)            Dog Act 1976 (as amended)            Litter Act 1979 (as amended)            Cat Act 2011  <b>Guy Maley and John Warburton</b> (Town of Narrogin Rangers) to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;            Bush Fires Act 1954 (as amended)            Dog Act 1976 (as amended)            Litter Act 1979 (as amended)            Cat Act 2011</p> <p>2. That all previous appointments be cancelled.</p>	✓	<p>Advert sent to Narrogin Observer and Government Gazette 26/02/2015.</p> <p>Letter sent to Town of Narrogin 26/02/2015.</p>
542-180215-11	2013/2014 Annual Report	CEO	<p>That the 2013/2014 Annual Report for the Shire of Wickepin be received and adopted, further that the Annual Electors Meeting and Farmers Forum be held on 25 March 2015 at 6.00 pm.</p>	✓	<p>Advertised meeting dates 26/02/2015.</p> <p>Representatives from Wheatbelt Development Commission and Telstra have been organised to attend.</p>

Item	Subject/Action	Officer/ File	Progress	Status	Comment
543-180215-12	Yarling Brook Estate Land	CEO	That council advises the Wickepin District Sports Club and the Wickepin Football Club that council will contribute 1/3 of the cost or up to \$2,000 for the placement of lime on the Yarling Brook Estate cropping area for the 2015 cropping season.	✓	Letters sent 19/02/2015.

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

○ = in progress    ✓ = completed    ✕ =superseded

9.      **Notice of Motions of Which Notice Has Been Given**

10.     **Receipt of Reports & Consideration of Recommendations**

Receival of Minutes

## 7.1 Governance, Audit and Community Services Committee Meeting

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Leah Pearson, Executive Support Officer
<b>File Reference:</b>	
<b>Author:</b>	Leah Pearson, Executive Support Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	4 March 2015

### Enclosure / Attachment:

Minutes of the Governance, Audit and Community Services Committee Meeting held on Wednesday 4 March 2015.

### Background:

The Governance, Audit and Community Services Committee Meeting was held on Wednesday 4 March 2015.

### Comment:

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

### Statutory Environment:

Section 5.22 of the Local Government Act 1995

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

### Recommendation:

That the minutes of Governance, Audit and Community Services Committee Meeting held on Wednesday 4 March 2015 be received.

**Voting Requirements:** Simple majority.

## Resolution No 180315-02

### Moved Cr Allan / Seconded Cr Easton

That the recommendations listed under agenda items 7.1 to 7.3 be adopted en-bloc.

**Carried 7/0**



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Receival of Minutes

## 7.2 Technical Services Committee

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Leah Pearson, Executive Support Officer
<b>File Reference:</b>	
<b>Author:</b>	Leah Pearson, Executive Support Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	4 March 2015

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### Enclosure / Attachment:

Minutes of the Technical Services Committee Meeting held on Wednesday 4 March 2015.

### Background:

The Technical Services Committee Meeting was held on Wednesday 4 March 2015.

### Comment:

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

### Statutory Environment:

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

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

### Recommendation:

That the Minutes of the Technical Services Committee Meeting held on Wednesday 4 March 2015 be received.

**Voting Requirements:** Simple majority

## Resolution No 180315-02

### Moved Cr Allan / Seconded Cr Easton

That the recommendations listed under agenda items 7.1 to 7.3 be adopted en-bloc.

**Carried 7/0**

Receival of Minutes

### 7.3 Townscape & Cultural Planning Committee Meeting

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Leah Pearson, Executive Support Officer
<b>File Reference:</b>	206
<b>Author:</b>	Leah Pearson, Executive Support Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	11 March 2015

**Enclosure / Attachment:**

Minutes of the Townscape & Cultural Planning Committee Meeting held on Wednesday 11 March 2015.

**Background:**

The Townscape & Cultural Planning Committee Meeting was held on Wednesday 11 March 2015.

**Comment:**

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

**Statutory Environment:**

*Section 5.22 of the Local Government Act 1995*

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

**Recommendation:**

That the minutes of Townscape & Cultural Planning Committee Meeting held on Wednesday 11 March 2015 be received.

**Voting Requirements:** Simple majority.

#### **Resolution No 180315-02**

**Moved Cr Allan / Seconded Cr Easton**

That the recommendations listed under agenda items 7.1 to 7.3 be adopted en-bloc.

**Carried 7/0**

1.50pm – MWS Peter Vlahov entered the Chambers.

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Infrastructure and Engineering Services

### 10.1.01 – Manager Works and Services Report

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Peter Vlahov, Manager Works & Services
<b>File Reference:</b>	2610
<b>Author:</b>	Peter Vlahov, Manager Works & Services
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	11 March 2015

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**Enclosure / Attachment:** Ongoing Maintenance List

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

**Comment:**

#### Programmed Construction Works

- Bitumen sealing has been completed on the Wickepin-Pingelly Road from Gillimaning Road to Pauley Road.
- Bitumen sealing has been completed on the Wickepin-Corrigin Road from Dalton Road to the railway crossing.
- Reseal has been completed on Johnston Street and also Wickepin Street.
- Reconstruction of the large culvert located on Malyalling Road has been completed.
- Reconstruction of the Community Centre Car Park will recommence in mid-March.
- Reconstruction work located on the Wickepin-Corrigin Road floodway is in progress and is programmed for sealing in conjunction with the Community Centre Car Park.
- Costings have been compiled for a Black Spot project submission for Toolibin North Road.
- Construct concrete ramps at Regional Waste Transfer Stations.
- Begin Wickepin North Road Black Spot Project.
- Begin Fox Road R2R project.

#### Plant Replacement

- Front End Loader replacement. Councils new Komatsu loader was delivered on 20 February 2015.
- The replacement Parks and Gardens truck has been ordered and should be delivered in mid-March.

#### Maintenance Works

- Spray tree suckers on Leeson Road, Wickepin-Pingelly Road and Wickepin-Harrismith Road.
- Costings have been compiled for failure repairs on Lomos Road.
- General ongoing maintenance
- Repair and clean out all culverts along Wickepin North Road.
- Various grading southern and eastern portion of shire.
- Remove fallen trees and limbs throughout road network.
- Replace various signs.

Please see ongoing list attached

## **Occupational Health and Safety**

- No incidents to report.

## **Workshop**

- General servicing.
- Assist with other building and maintenance issues.
- Repairs to sign trailer broken draw bar.

## **Parks and Gardens**

- Mowing and slashing various, including some road verges.
- Repairs have been completed at the old railway dam to enable water to be transferred to the football dam.
- Rake leaves Yealering Townsite.
- Repair-replace reticulation system at Yarling Court units.
- Street tree pruning.
- Oval maintenance.

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

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

**Summary:** Not applicable.

### **Recommendation:**

That council notes the report from the Manager of Works and Services dated 11 March 2015.

**Voting Requirements:** Simple majority

### **Resolution No 180315-03**

#### **Moved Cr Hinkley / Seconded Cr Lansdell**

That council notes the report from the Manager of Works and Services dated 11 March 2015.

**Carried 7/0**

*2.15pm – MWS Peter Vlahov departed the Chambers.*

## MWS Action Request Register 2015

	Date	Area	Action	Requested by	Complete Y/N	Date Complete	Notes
2014	27/05/2014	All	Order bush fire signs for shire boundary entries.	Council	✓		Placed.
	19/09/2014	Wickepin	Town Hall – Smashed window health centre side.	Janet Thorley	○		Underway.
	30/09/2014	Wickepin	Wogolin Reserve History Board Signs – Parking and Heritage signs.	Council	○		In progress.
	09/10/2014	Wickepin	Unit 4 – Old furniture in spare room to be taken away.	Mark Hook	✓		Complete.
	15/10/2014	Wickepin	Private Works: 54 Campbell Street.	Tony Smith	○		
	15/10/2014	Wickepin	Cottage Homes – weeds and fix lattice.	Amy Read	✓		Complete
	04/11/2014	Wickepin	Remove prickles on oval banks.	Ty Miller	✓	20/12/2014	Dealt with
	11/11/2014	Various	Removal of advertising signs nailed to trees.		✓	11/12/2014	
	17/11/2014	Various	Standpipes still on manual – change to cards.	Mark Hook	✓	09/02/2015	
	05/12/2014	Wickepin	Bollard lights at Yarling Court need fixing.	CEO	✓	12/12/2014	
	05/12/2014	Wickepin	Unit 1 Yarling Court – Shed keys not opening, check other keys or replace.	CEO	✓	12/12/2014	
	05/12/2014	Yealering	Caravan Park – washers in taps need replacing.	Peter Stibling	✓	11/12/2014	
	08/12/2014	Wickepin	Caravan Park – replace door latch on Donga 3 and kitchen.	Kirsten Rigby	✓	12/12/2014	
	08/12/2014	Wickepin	Community Centre – fix bar roller doors and remove birds' nests.	Ty Miller	✓		
	09/12/2014	Wickepin	Attention needed on 86 Gate Road.	Frank Bird	✓	24/12/2014	
	11/12/2014	Wickepin	Street sign for Collins Street – Wogolin Intersection.	Lauren Osborne	○		Signs need installing
	15/12/2014	Harrismith	Caravan Park – Shower leaking.	Tanya Sands	✓	15/12/2014	
	15/12/2014	Wickepin	Unit 1 Yarling Court – Tidy front and back yard.	ESO	✓	17/12/2014	
	16/12/2014	Wickepin	Smoke alarm in Playgroup is chirping.	Sally Connah	✓	23/12/2014	
	17/12/2014	Wickepin	White gum tree down on Wickepin Street.	Rate payer	✓	23/12/2014	
19/12/2014	Harrismith	Caravan Park – ablution block toilets not draining.	Tanya Sands	✓	19/12/2014		
22/12/2014	Yealering	Tree branch down between Yealering Tennis Club and old toilets.	Wayne Rushton	✓	23/12/2014		
23/12/2014	Wickepin	Public toilets need cleaning.	Cheryl Lang	✓	24/12/2014		
January	14/01/2015	Harrismith	Tree down over road near cricket oval.	Leah Pearson	✓	15/01/2015	
	14/01/2015	Harrismith	Tree down blocking Baker Road.	Cheryl Groom	✓	15/01/2015	
	20/01/2015	Wickepin	Finish end path ramp at Admin office.	Judy Bransby	✓	21/01/2015	
	23/01/2015	Wickepin	Caravan Park – men's urinal been turned off 3 weeks ago, cannot flush.		✓	06/02/2015	
	27/01/2015	Wickepin	Knocked over branches 14 Johnston Street.	Rob Loveridge	✓	18/02/2015	
	30/01/2015	Wickepin	Unit 1 Yarling Court – Washing machine top washers need replacing	Jody Dunn	✓		
	30/01/2015	Wickepin	Unit 1 Yarling Court – TV Arial not working.	Jody Dunn	✓		
February	04/02/2015	Yealering	Lomus Road bitumen is lifting and dangerous.	Lynda Coxon	✓		Temporary fix.
	06/02/2015	Harrismith	Place Children crossing signs on Wickepin Harrismith Road loc 7390.	Carmen Bayley	○		
	11/02/2015	Wickepin	White rail at admin office needs repainting.	Townscape	✓	18/02/2015	Repainted.
	11/02/2015	Yealering	Attention needed to Yealering Gardens and dead plants need removing.	Townscape	✓		
	11/02/2015	Wickepin	Mark posts in lawn where war memorial posts will be placed.	Townscape	✓		
	11/02/2015	Harrismith	Tree fallen down in Harrismith Playground	Townscape	✓		
	11/02/2015	Yealering	Cowthrop on Corner of Roberts and Smith Street.	P. McKormick	✓		Private property
11/02/2015	Wickepin	Facey Group – Powerpoint needs checking.	Facey Group	✓			

	24/02/2015	Harrismith	Caravan Park Dongas – Stove not working.	Tanya Sands	○		In progress
	26/02/2015	Wickepin	Yarling Court Unit 1 – Air-conditioning leaking.	Jody Dunn	✓		
	04/03/2015	Wickepin	War Memorial – Water drainage running down to pub.	Allan Lansdell	✓		Gardener is monitoring.
March	04/03/2015	Harrismith	Bin on the Wickepin-Harrismith Road requires a lid.	Tech services	○		
	04/03/2015	Harrismith	Wind sock to be replaced at the air strip.	Tech services	○		Ordered.
	04/03/2015	Wickepin	Clean all gutters in Council buildings.	Governance	✓		Complete.
	09/03/2015	Wickepin	Yarling Court Unit 3 – tidy up gardens.	Leah	✓	10/03/2015	Complete.
	10/03/2015	Harrismith	Tidy up at cricket ground for grand final.	Leah	○		
	11/03/2015	Harrismith	Harrismith Cemetery – Tree broken on picket fence. Fence needs fixing.	Townscape	○		
	11/03/2015	Yealering	Yealering Hall – globe needs replacing.	Townscape	○		
	11/03/2015	Harrismith	Harrismith air strip – slashing is needed rather than grading.	Townscape	○		
11/03/2015	Harrismith	Wind sock on Harrismith air strip – needs clearing before it is replaced.	Townscape	○			

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Infrastructure and Engineering Services

## **10.1.02 – Subdivision Lot No 9001, Wickepin-Harrismith Road Wickepin**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Lot No 9001, Wickepin-Harrismith Road Wickepin.
<b>Name of Applicant:</b>	Western Australian Planning Commission
<b>File Reference:</b>	507
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Shire of Wickepin are Land Owners
<b>Date of Report:</b>	4 March 2015

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**Enclosure / Attachment:** WAPC Letter and attachments Reference Number 151485

### **Background:**

Council has received the attached letter from the Western Australian Planning Commission reference number 151485 requesting comment on the subdivision Lot No 9001, Wickepin-Harrismith Road Wickepin.

This is the subdivision application for Lot 9001, which is owned by Council, and being developed by LandCorp thorough the LandCorp RDAP process.

### **Comment:**

The Subdivision will create five Residential Lots along the frontage to Whyte Road. These will be approximately 1,000 square metres in area with a 21metre Road frontage.

Where the Wickepin – Harrismith Road encroaches onto the site a road reserve will be created with the balance area on the Western side of the road becoming Public Open Space (POS)

On the Eastern side of the subdivision a 20 metre wide corridor with a corner splay will be left for a possible Southward extension of Dumbleyung Road. This would then provide access to the balance portion of lot 9001 for any future town site subdivision.

The North West portion of the site is zoned Residential Development and the remainder of the site as Rural residential. The existing residential areas within the Townsite are zoned residential with an R12.5 coding.

Council received the WAPC Model Subdivision Conditions Schedule October 2012 at the 18<sup>th</sup> February 2015 Ordinary Meeting of Council and these should be used to impose any conditions on the Subdivision.

Following are the proposed conditions Council should impose on the residential subdivision:

## Part 4 – Drainage and site works conditions

New code	Drainage and site works condition	Related code	Summary	Situation	Policy link
D1	Engineering drawings and specifications are to be submitted, approved, and works undertaken in accordance with the approved engineering drawings, specifications and approved plan of subdivision, for grading and/or stabilisation of the site to ensure that: <ul style="list-style-type: none"> <li>a) lots can accommodate their intended use; and</li> <li>b) finished ground levels at the boundaries of the lot(s) the subject of this approval match or otherwise coordinate with the existing and/or proposed finished ground levels of the land abutting. (Local Government)</li> </ul>	D3 , D4	Grade and stabilise land, lots accommodate intended development, match finished levels.	Always with D3 or D4 If earthworks are proposed/necessary. For large freehold and problematic sites where drainage issues have been identified use with D3 – fill and drainage condition consistent with Urban Water Management Plan.  Alternative condition for small scale subdivision, small infill, and sites with out drainage issues, sites at D4.	Engineering drawings required by <i>Planning and Development Act 2005</i> s.170  <i>DC 1.1 Subdivision of Land – General Principles</i>

## Part 5 – Electricity and gas pipeline conditions

New code	Electricity and gas pipeline condition	Related code	Summary	Situation	Policy link
E1	Arrangements being made to the satisfaction of the Western Australian Planning Commission and to the specification of Western Power [DELETE / INSERT LICENSED SERVICE PROVIDER AS APPLICABLE] for the provision of an underground electricity supply to the lot(s) shown on the approved plan of subdivision. (Western Power) [DELETE / INSERT LICENSED SERVICE PROVIDER AS APPLICABLE]	Ea1	Underground electricity provision for freehold lots.	Considered an essential service. Not appropriate for strata lots (refer E3) homestead lots, boundary realignments, amalgamations, broad acre rural subdivisions (for these refer E2).  Majority of freehold approvals require the imposition of this condition; E3 covers strata lots.	<i>DC 1.1 Subdivision of Land – General Principles</i>  <i>DC 2.2 – Residential Subdivision</i>  <i>Liveable Neighbourhoods Element 6</i>

## Part 12 – Transport, roads and access conditions

New code	Transport, roads and access condition	Related code	Summary	Situation	Policy link
T1	Engineering drawings and specifications are to be submitted, approved, and subdivisional works undertaken in accordance with the approved plan of subdivision, engineering drawings and specifications, to ensure that those lots not fronting an existing road are provided with frontage to a constructed road(s) connected by a constructed road(s) to the local road system and such road(s) are constructed and drained at the landowner/applicant's cost.  As an alternative, and subject to the agreement of the Local Government the Western Australian Planning Commission (WAPC) is prepared to accept the landowner/applicant paying to the local government the cost of such road works as estimated by the local government and the local government providing formal assurance to the WAPC confirming that the works will be completed within a reasonable period as agreed by the WAPC. (Local Government)	Ta3	Road – construction.	All approvals where plan shows lots without existing road lot frontage, requiring road construction/extension.	Engineering drawings required by <i>Planning and Development Act 2005</i> s.170  <i>DC 1.1 Subdivision of Land – General Principles</i>  <i>DC 1.7 General Road Planning</i>  <i>Liveable Neighbourhoods Element 2</i>
T15	The portion of the right-of-way abutting the [INSERT VALUE] boundary of the subject land and any portion/s of the right of way required to be widened for the purpose of this subdivision being sealed, drained and paved to its full width and the remaining portion of the right-of-way from the [INSERT VALUE] boundary to the existing nearest constructed road being made trafficable. (Local Government)	-	Right-of-way – construction (adjoins land) plus trafficable access to nearest constructed road.	If "infill" plan abuts ROW and upgrade to nearest trafficable street is required.	<i>DC 1.7 General Road Planning</i>
T20	Suitable arrangements being made with the local government for the provision of vehicular crossover(s) to service the lot(s) shown on the approved plan of subdivision. (Local Government)	-	Road – crossover construction.	Desirable if identifying the location of crossovers is integral to the design, or if there are significant site constraints.  May not be applied in rural situations or where it is desirable to retain flexibility in siting of crossover(s).  Generally on the advice of the Local Government.	<i>DC 1.1 Subdivision of Land General Principles</i>



## Part 13 – Water and sewer conditions

New code	Water and sewer condition	Related code	Summary	Situation	Policy link
W1	Arrangements being made with the Water Corporation [DELETE / INSERT SERVICE PROVIDER AS APPLICABLE] so that provision of a suitable water supply service will be available to the lots shown on the approved plan of subdivision. (Water Corporation) [DELETE / INSERT LICENSED SERVICE PROVIDER AS APPLICABLE]	If exemption use W4	Water Supply.	<p>Considered an essential service.</p> <p>Majority of freehold, survey-strata and vacant lot strata approvals require the imposition of this condition.</p> <p>Guidance for water servicing in Rural, Rural Residential and Rural Living zone types is provided in SPP 2.5 and DC 3.4.</p> <p>Water service suppliers in WA are required to be licensed by the Economic Regulation Authority (<i>Water Services Licensing Act 1995</i>).</p> <p>Generally inappropriate for boundary realignments and rural subdivision.</p>	<p><i>SPP 2.5 Agricultural and Rural Land Use Planning Policy</i></p> <p><i>DC 1.1 Subdivision of Land – General Principles</i></p> <p><i>DC 3.4 Subdivision of Rural Land</i></p> <p><i>Liveable Neighbourhoods Element 6</i></p>
W2	Arrangements being made with the Water Corporation [DELETE / INSERT SERVICE PROVIDER AS APPLICABLE] so that provision of a sewerage service will be available to the lots shown on the approved plan of subdivision. (Water Corporation) [DELETE / INSERT LICENSED SERVICE PROVIDER AS APPLICABLE]	Wa1- If exemption use W5	Sewerage service.	<p>Considered an essential service.</p> <p>Majority of freehold, survey-strata and vacant lot strata approvals require the imposition of this condition.</p> <p>Possible exemptions are outlined in the <i>Government Sewerage Policy (Perth Metropolitan Area) 1995</i>, the <i>Draft Country Sewerage Policy 2003</i>, <i>SPP 2.1</i>, <i>DC 2.2</i>, <i>DC 2.5</i>, <i>DC 4.1</i>.</p> <p>Need to confirm that reticulated sewerage service can be provided with the licensed service provider.</p>	<p><i>SPP 2.1 The Peel Harvey Coastal Plain Catchment</i></p> <p><i>DC 2.2 Residential Subdivision</i></p> <p><i>DC 2.5 Special Residential Zones</i></p> <p><i>DC 4.1 Industrial Subdivision</i></p> <p><i>Government Sewerage Policy Perth Metropolitan Region 1995;</i></p> <p><i>Draft Country Sewerage Policy 2003;</i></p> <p>Both are available at <a href="http://www.public.health.wa.gov.au">www.public.health.wa.gov.au</a>.</p> <p><i>Liveable Neighbourhoods Element 6</i></p>

### Statutory Environment:

**Policy Implications:** Not applicable.

**Financial Implications:** No Costs to Council

**Strategic Implications:** Not Applicable

### Summary:

Council is being requested to advise the WAPC if they would like any conditions imposed on the Subdivision or make any comments on the proposed subdivision Western Australian Planning Commission reference number 151485, Lot No 9001, Wickepin-Harrismith Road Wickepin. Council only needs to impose the conditions that each lot has its own power and water supplies and are connected to the Town Sewerage System.

**Recommendation:**

That Council advise the WAPC that it is in favour with the proposed subdivision Western Australian Planning Commission reference number 151485, Lot No 9001, Wickepin-Harrismith Road Wickepin, and that the following conditions be imposed.

**Part 4 – Drainage and site works conditions**

New code	Drainage and site works condition	Related code	Summary	Situation	Policy link
D1	Engineering drawings and specifications are to be submitted, approved, and works undertaken in accordance with the approved engineering drawings, specifications and approved plan of subdivision, for grading and/or stabilisation of the site to ensure that: a) lots can accommodate their intended use; and b) finished ground levels at the boundaries of the lot(s) the subject of this approval match or otherwise coordinate with the existing and/or proposed finished ground levels of the land abutting. (Local Government)	D3, D4	Grade and stabilise land, lots accommodate intended development, match finished levels.	Always with D3 or D4 If earthworks are proposed/necessary. For large freehold and problematic sites where drainage issues have been identified use with D3 – fill and drainage condition consistent with Urban Water Management Plan. Alternative condition for small scale subdivision, small infill, and sites with out drainage issues, sites at D4.	Engineering drawings required by <i>Planning and Development Act 2005</i> s.170 <i>DC 1.1 Subdivision of Land – General Principles</i>

**Part 5 – Electricity and gas pipeline conditions**

New code	Electricity and gas pipeline condition	Related code	Summary	Situation	Policy link
E1	Arrangements being made to the satisfaction of the Western Australian Planning Commission and to the specification of Western Power [DELETE / INSERT LICENSED SERVICE PROVIDER AS APPLICABLE] for the provision of an underground electricity supply to the lot(s) shown on the approved plan of subdivision. (Western Power) [DELETE / INSERT LICENSED SERVICE PROVIDER AS APPLICABLE]	Ea1	Underground electricity provision for freehold lots.	Considered an essential service. Not appropriate for strata lots (refer E3) homestead lots, boundary realignments, amalgamations, broad acre rural subdivisions (for these refer E2). Majority of freehold approvals require the imposition of this condition; E3 covers strata lots.	<i>DC 1.1 Subdivision of Land – General Principles</i> <i>DC 2.2 – Residential Subdivision</i> <i>Liveable Neighbourhoods Element 6</i>

**Part 12 – Transport, roads and access conditions**

New code	Transport, roads and access condition	Related code	Summary	Situation	Policy link
T1	Engineering drawings and specifications are to be submitted, approved, and subdivisional works undertaken in accordance with the approved plan of subdivision, engineering drawings and specifications, to ensure that those lots not fronting an existing road are provided with frontage to a constructed road(s) connected by a constructed road(s) to the local road system and such road(s) are constructed and drained at the landowner/applicant's cost. As an alternative, and subject to the agreement of the Local Government the Western Australian Planning Commission (WAPC) is prepared to accept the landowner/applicant paying to the local government the cost of such road works as estimated by the local government and the local government providing formal assurance to the WAPC confirming that the works will be completed within a reasonable period as agreed by the WAPC. (Local Government)	Ta3	Road – construction.	All approvals where plan shows lots without existing road lot frontage, requiring road construction/extension.	Engineering drawings required by <i>Planning and Development Act 2005</i> s.170 <i>DC 1.1 Subdivision of Land – General Principles</i> <i>DC 1.7 General Road Planning</i> <i>Liveable Neighbourhoods Element 2</i>
T15	The portion of the right-of-way abutting the [INSERT VALUE] boundary of the subject land and any portion/s of the right of way required to be widened for the purpose of this subdivision being sealed, drained and paved to its full width and the remaining portion of the right-of-way from the [INSERT VALUE] boundary to the existing nearest constructed road being made trafficable. (Local Government)	-	Right-of-way – construction (adjoins land) plus trafficable access to nearest constructed road.	If 'infill' plan abuts ROW and upgrade to nearest trafficable street is required.	<i>DC 1.7 General Road Planning</i>

T20	Suitable arrangements being made with the local government for the provision of vehicular crossover(s) to service the lot(s) shown on the approved plan of subdivision. (Local Government)	-	Road – crossover construction.	Desirable if identifying the location of crossovers is integral to the design, or if there are significant site constraints.  May not be applied in rural situations or where it is desirable to retain flexibility in siting of crossover(s).  Generally on the advice of the Local Government.	<i>DC 1.1 Subdivision of Land General Principles</i>
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## Part 13 – Water and sewer conditions

New code	Water and sewer condition	Related code	Summary	Situation	Policy link
W1	Arrangements being made with the Water Corporation [DELETE / INSERT SERVICE PROVIDER AS APPLICABLE] so that provision of a suitable water supply service will be available to the lots shown on the approved plan of subdivision. (Water Corporation) [DELETE / INSERT LICENSED SERVICE PROVIDER AS APPLICABLE]	If exemption use W4	Water Supply.	Considered an essential service.  Majority of freehold, survey-strata and vacant lot strata approvals require the imposition of this condition.  Guidance for water servicing in Rural, Rural Residential and Rural Living zone types is provided in SPP 2.5 and DC 3.4.  Water service suppliers in WA are required to be licensed by the Economic Regulation Authority ( <i>Water Services Licensing Act 1995</i> ).  Generally inappropriate for boundary realignments and rural subdivision.	<i>SPP 2.5 Agricultural and Rural Land Use Planning Policy</i>  <i>DC 1.1 Subdivision of Land – General Principles</i>  <i>DC 3.4 Subdivision of Rural Land</i>  <i>Liveable Neighbourhoods Element 6</i>
W2	Arrangements being made with the Water Corporation [DELETE / INSERT SERVICE PROVIDER AS APPLICABLE] so that provision of a sewerage service will be available to the lots shown on the approved plan of subdivision. (Water Corporation) [DELETE / INSERT LICENSED SERVICE PROVIDER AS APPLICABLE]	Wa1- If exemption use WS	Sewerage service.	Considered an essential service.  Majority of freehold, survey-strata and vacant lot strata approvals require the imposition of this condition.  Possible exemptions are outlined in the <i>Government Sewerage Policy (Perth Metropolitan Area) 1995</i> , the <i>Draft Country Sewerage Policy 2003</i> , <i>SPP 2.1</i> , <i>DC 2.2</i> , <i>DC 2.5</i> , <i>DC 4.1</i> .  Need to confirm that reticulated sewerage service can be provided with the licensed service provider.	<i>SPP 2.1 The Peel Harvey Coastal Plain Catchment</i>  <i>DC 2.2 Residential Subdivision</i>  <i>DC 2.5 Special Residential Zones</i>  <i>DC 4.1 Industrial Subdivision</i>  <i>Government Sewerage Policy Perth Metropolitan Region 1995</i> ;  <i>Draft Country Sewerage Policy 2003</i> ;  Both are available at <a href="http://www.public.health.wa.gov.au">www.public.health.wa.gov.au</a> .  <i>Liveable Neighbourhoods Element 6</i>

**Note Code W1 to be changed to be the Shire of Wickepin as the sewerage system is owned and operated by the Shire of Wickepin.**

**Voting Requirements:** Simple majority

## Resolution No 180315-04

### Moved Cr Lansdell / Seconded Cr Easton

That Council advise the WAPC that it is in favour with the proposed subdivision Western Australian Planning Commission reference number 151485, Lot No 9001, Wickepin-Harrismith Road Wickepin, and that the following conditions be imposed:

#### Part 4 – Drainage and site works conditions

New code	Drainage and site works condition	Related code	Summary	Situation	Policy link
D1	<p>Engineering drawings and specifications are to be submitted, approved, and works undertaken in accordance with the approved engineering drawings, specifications and approved plan of subdivision, for grading and/or stabilisation of the site to ensure that:</p> <p>a) lots can accommodate their intended use; and</p> <p>b) finished ground levels at the boundaries of the lot(s) the subject of this approval match or otherwise coordinate with the existing and/or proposed finished ground levels of the land abutting. (Local Government)</p>	D3 , D4	Grade and stabilise land, lots accommodate intended development, match finished levels.	<p>Always with D3 or D4</p> <p>If earthworks are proposed/necessary.</p> <p>For large freehold and problematic sites where drainage issues have been identified use with D3 – fill and drainage condition consistent with Urban Water Management Plan.</p> <p>Alternative condition for small scale subdivision, small infill, and sites with out drainage issues, sites at D4.</p>	<p>Engineering drawings required by <i>Planning and Development Act 2005</i> s.170</p> <p><i>DC 1.1 Subdivision of Land – General Principles</i></p>

#### Part 5 – Electricity and gas pipeline conditions

New code	Electricity and gas pipeline condition	Related code	Summary	Situation	Policy link
E1	<p>Arrangements being made to the satisfaction of the Western Australian Planning Commission and to the specification of Western Power [DELETE / INSERT LICENSED SERVICE PROVIDER AS APPLICABLE] for the provision of an underground electricity supply to the lot(s) shown on the approved plan of subdivision. (Western Power) [DELETE / INSERT LICENSED SERVICE PROVIDER AS APPLICABLE]</p>	Ea1	Underground electricity provision for freehold lots.	<p>Considered an essential service. Not appropriate for strata lots (refer E3) homestead lots, boundary realignments, amalgamations, broad acre rural subdivisions (for these refer E2).</p> <p>Majority of freehold approvals require the imposition of this condition; E3 covers strata lots.</p>	<p><i>DC 1.1 Subdivision of Land – General Principles</i></p> <p><i>DC 2.2 – Residential Subdivision</i></p> <p><i>Liveable Neighbourhoods Element 6</i></p>

#### Part 12 – Transport, roads and access conditions

New code	Transport, roads and access condition	Related code	Summary	Situation	Policy link
T1	<p>Engineering drawings and specifications are to be submitted, approved, and subdivisional works undertaken in accordance with the approved plan of subdivision, engineering drawings and specifications, to ensure that those lots not fronting an existing road are provided with frontage to a constructed road(s) connected by a constructed road(s) to the local road system and such road(s) are constructed and drained at the landowner/applicant's cost.</p> <p>As an alternative, and subject to the agreement of the Local Government the Western Australian Planning Commission (WAPC) is prepared to accept the landowner/applicant paying to the local government the cost of such road works as estimated by the local government and the local government providing formal assurance to the WAPC confirming that the works will be completed within a reasonable period as agreed by the WAPC. (Local Government)</p>	Ta3	Road – construction.	All approvals where plan shows lots without existing road lot frontage, requiring road construction/extension.	<p>Engineering drawings required by <i>Planning and Development Act 2005</i> s.170</p> <p><i>DC 1.1 Subdivision of Land – General Principles</i></p> <p><i>DC 1.7 General Road Planning</i></p> <p><i>Liveable Neighbourhoods Element 2</i></p>
T15	<p>The portion of the right-of-way abutting the [INSERT VALUE] boundary of the subject land and any portion/s of the right of way required to be widened for the purpose of this subdivision being sealed, drained and paved to its full width and the remaining portion of the right-of-way from the [INSERT VALUE] boundary to the existing nearest constructed road being made trafficable. (Local Government)</p>	-	Right-of-way – construction (adjoins land) plus trafficable access to nearest constructed road.	If 'infill' plan abuts ROW and upgrade to nearest trafficable street is required.	<i>DC 1.7 General Road Planning</i>

T20	Suitable arrangements being made with the local government for the provision of vehicular crossover(s) to service the lot(s) shown on the approved plan of subdivision. (Local Government)	-	Road – crossover construction.	Desirable if identifying the location of crossovers is integral to the design, or if there are significant site constraints.  May not be applied in rural situations or where it is desirable to retain flexibility in siting of crossover(s).  Generally on the advice of the Local Government.	<i>DC 1.1 Subdivision of Land General Principles</i>
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### Part 13 – Water and sewer conditions

New code	Water and sewer condition	Related code	Summary	Situation	Policy link
W1	Arrangements being made with the Water Corporation [DELETE / INSERT SERVICE PROVIDER AS APPLICABLE] so that provision of a suitable water supply service will be available to the lots shown on the approved plan of subdivision. (Water Corporation) [DELETE / INSERT LICENSED SERVICE PROVIDER AS APPLICABLE]	If exemption use W4	Water Supply.	Considered an essential service.  Majority of freehold, survey-strata and vacant lot strata approvals require the imposition of this condition.  Guidance for water servicing in Rural, Rural Residential and Rural Living zone types is provided in SPP 2.5 and DC 3.4.  Water service suppliers in WA are required to be licensed by the Economic Regulation Authority ( <i>Water Services Licensing Act 1995</i> ).  Generally inappropriate for boundary realignments and rural subdivision.	<i>SPP 2.5 Agricultural and Rural Land Use Planning Policy</i>  <i>DC 1.1 Subdivision of Land – General Principles</i>  <i>DC 3.4 Subdivision of Rural Land</i>  <i>Liveable Neighbourhoods Element 6</i>
W2	Arrangements being made with the Water Corporation [DELETE / INSERT SERVICE PROVIDER AS APPLICABLE] so that provision of a sewerage service will be available to the lots shown on the approved plan of subdivision. (Water Corporation) [DELETE / INSERT LICENSED SERVICE PROVIDER AS APPLICABLE]	Wa1- If exemption use W5	Sewerage service.	Considered an essential service.  Majority of freehold, survey-strata and vacant lot strata approvals require the imposition of this condition.  Possible exemptions are outlined in the <i>Government Sewerage Policy (Perth Metropolitan Area) 1995</i> , the <i>Draft Country Sewerage Policy 2003</i> , SPP 2.1, DC 2.2, DC 2.5, DC 4.1.  Need to confirm that reticulated sewerage service can be provided with the licensed service provider.	<i>SPP 2.1 The Peel Harvey Coastal Plain Catchment</i>  <i>DC 2.2 Residential Subdivision</i>  <i>DC 2.5 Special Residential Zones</i>  <i>DC 4.1 Industrial Subdivision</i>  <i>Government Sewerage Policy Perth Metropolitan Region 1995;</i>  <i>Draft Country Sewerage Policy 2003;</i>  Both are available at <a href="http://www.public.health.wa.gov.au">www.public.health.wa.gov.au</a> .  <i>Liveable Neighbourhoods Element 6</i>

**Note Code W1 to be changed to be the Shire of Wickepin as the sewerage system is owned and operated by the Shire of Wickepin.**

**Carried 7/0**

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Governance, Audit and Community Services

## 10.2.01 – Financial Report

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Natalie Manton - Finance Manager
<b>File Reference:</b>	
<b>Author:</b>	Natalie Manton – Finance Manager
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	11 March 2015

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

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

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

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

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

Local Government (Financial Management) Regulations 1996

34. Financial reports to be prepared s. 6.4

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

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

**Policy Implications:** Not applicable

**Financial Implications:** Not applicable

**Strategic Implications:** Not applicable

**Recommendation:** That the financial statements tabled for the period ending 28 February 2015 as presented be received.

**Voting Requirements:** Simple majority

### **Resolution No 180315-05**

#### **Moved Cr Allan / Seconded Cr Astbury**

That the financial statements tabled for the period ending 28 February 2015 as presented be received.

**Carried 7/0**

*2.23pm – CEO Mark Hook departed the Chambers.*

*2.26pm- CEO Mark Hook returned to the Chambers.*

## Bank Balances

As at 28/02/2015

	<b>Bank Statement</b>
Municipal Fund	709,790.84
Municipal OCDF	286,435.66
Municipal ANZ Term Deposit	500,000.00
Petty Cash	700.00
Reserves	894,514.33
<b>Total</b>	<b>\$2,391,440.83</b>
Trust Fund	55,565.61
Transport Account	134.00

## Debtors

Rates as at 28/02/2015

Account 7461	Rates	52,247.86
Account 6051	Sewerage	3,866.68
Account 7451	Excess Receipts	-4,191.36
Account 1092	ESL	1,677.88
Account 7481	Domestic Rubbish	1,243.68
Account 7491	Commercial Rubbish	0.00
Account 7201	Refuse Site Levy	468.60
Account 1052	ESL Penalty	183.86
<b>Total</b>		<b>\$55,497.20</b>

**Sundry Debtors as at 28/02/2015**

Current	2,778.23
1 Month	30,622.90
2 Months	
3 Months	165.00
<b>Total</b>	<b>\$33,566.13</b>



Governance, Audit and Community Services

## 10.2.02 – List of Accounts

**Submission To:** Ordinary Council  
**Location / Address:** Whole Shire  
**Name of Applicant:** Natalie Manton - Finance Manager  
**File Reference:**  
**Author:** Natalie Manton - Finance Manager  
**Disclosure of any Interest:** Nil  
**Date of Report:** 11 March 2015

**Enclosure / Attachment:** List of Accounts  
 List of Accounts remitted during the period from 1– 28 February 2015

**Background:**

	<u>Vouchers</u>	<u>Amounts</u>
<b>Municipal Account</b>		
Cheques	15113 - 15124	29,036.07
EFTPOS	5175 - 5237	300,493.98
Superannuation	Feb	8,946.74
Other Transfers	Payroll Feb	82,228.60
Cheques	15111 - 15112	800.00
	<b>TOTAL</b>	<b><u>\$421,505.39</u></b>

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

**Certificate of Chief Executive Officer:**

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

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

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

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

**Financial Implications:**

**Strategic Implications:** Not applicable

**Recommendation:** That Council acknowledges that payments totaling **\$421,505.39** has been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

**Voting Requirements:** Simple majority

**Resolution No 180315-06****Moved Cr Lansdell / Seconded Cr Allan**

That Council acknowledges that payments totaling **\$421,505.39** has been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

**Carried 7/0**

List of Accounts Due & Submitted to Committee						
01 - 28 February 2015						
Chg/EFT	Date	Name	Description	Muni	Trust	
EFT5175	02/02/2015	AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY	Payroll deductions	\$ 113.86		
EFT5176	02/02/2015	BURGESS RAWSON (WA) PTY LTD	RENT AND MANAGEMENT FEES	\$ 2,354.00		
EFT5177	02/02/2015	BEST OFFICE SYSTEMS	COPIER CHARGES C554E	\$ 416.94		
EFT5178	02/02/2015	COURIER AUSTRALIA	SIGNS FREIGHT	\$ 69.88		
EFT5179	02/02/2015	COVS PARTS PTY LTD	PARTS FOR WK 2283	\$ 37.46		
EFT5180	02/02/2015	CONNELLY IMAGES	MAKE ENGRAVED GOLD ROMARK PLAQUES	\$ 91.30		
EFT5181	02/02/2015	CLICK SUPER	REGISTRATION FEE	\$ 22.00		
EFT5182	02/02/2015	EASIFLEET	MITSUBISHI TRITON	\$ 785.94		
EFT5183	02/02/2015	GEOFF PERKINS FARM MACHINERY CENTRE	PARTS FOR SHIRE VEHICLES	\$ 183.74		
EFT5184	02/02/2015	GREENLINE	PARTS FOR WK2495	\$ 59.20		
EFT5185	02/02/2015	HARRIS ZUGLIAN ELECTRICS	SEWERAGE PONDS REPAIRS	\$ 602.80		
EFT5186	02/02/2015	IT VISION	DEBTOR ESSENTIALS	\$ 220.00		
EFT5187	02/02/2015	LGIS INSURANCE BROKING SERVICE	30/06/2013 TO 30/06/2014	\$ 2,232.45		
EFT5188	02/02/2015	RG & JE MILLER FAMILY TRUST	CONSULTANCY - PAYROLL	\$ 2,637.25		
EFT5189	02/02/2015	KOMATSU AUSTRALIA PTY LTD	REPAIRS TO WK822	\$ 229.01		
EFT5190	02/02/2015	STAR TRACK EXPRESS	PARTS	\$ 98.26		
EFT5191	02/02/2015	NARROGIN TOYOTA	PARTS FOR WK 2283	\$ 1,181.17		
EFT5192	02/02/2015	SHIRE OF NARROGIN	HIRE OF JET PATCHER	\$ 797.50		
EFT5193	02/02/2015	WESTERN AUSTRALIAN TREASURY CORP	Loan No. 100 Interest payment -	\$ 2,132.25		
EFT5194	02/02/2015	THOMAS CHARLES WILLIAMSON	ROCLA PIPELINE PROJECT	\$ 1,531.20		
EFT5195	02/02/2015	MR PHIL WATSON	REPAIRS TO MULTI ROLLER AND WELD RAILS AND SHEEP	\$ 260.00		
EFT5196	02/02/2015	MECHANICAL & DIESEL SERVICES	REPAIRS TO HINO TRUCK	\$ 421.19		
EFT5197	02/02/2015	YEALERING SPRAYING SERVICE	MOSQUITO FOGGING YEALERING 18/06/2014-28/012015	\$ 1,683.00		
EFT5198	09/02/2015	AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY	Payroll deductions	\$ 113.86		
EFT5199	09/02/2015	NARROGIN SPORTSPOWER	TENNIS BALLS AND TABLE TENNIS NET FOR POOL	\$ 34.98		
EFT5200	09/02/2015	BEST OFFICE SYSTEMS	TONER CARTRIDGE BLACK	\$ 285.00		
EFT5201	09/02/2015	CORNER'S AUTO ELECTRICS	BATTERIES	\$ 286.00		
EFT5202	09/02/2015	KELLY COCHRANE	CLEANING YEALERING HALL AND TOILETS	\$ 400.00		
EFT5203	09/02/2015	EWEN RURAL SUPPLIES	JAN ACCOUNT	\$ 2,921.50		
EFT5204	09/02/2015	ENERGY AND WATER OMBUDSMAN (WESTERN	ANNUAL LEVY	\$ 18.34		

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EFT5205	09/02/2015	GREAT SOUTHERN FUEL SUPPLIES	JANUARY ACCOUNT	\$ 8,831.41
EFT5206	09/02/2015	GEOFF PERKINS FARM MACHINERY CENTRE	BLADE KIT	\$ 59.18
EFT5207	09/02/2015	INGREYS	MIRROR ASSY	\$ 889.37
EFT5208	09/02/2015	LUKE SHAUN CASSERLY	Rates refund for assessment A6437 5 JOHNSTON STREET	\$ 177.34
EFT5209	09/02/2015	NARROGIN HIRE SERVICE	FITTINGS	\$ 564.00
EFT5210	09/02/2015	GREAT SOUTHERN WASTE DISPOSAL	JANUARY ACCOUNT	\$ 4,366.62
EFT5211	09/02/2015	NARROGIN BEARING SERVICE	NEEDLE ROLLER	\$ 81.18
EFT5212	09/02/2015	NARROGIN PACKAGING	20LT PINE AWAY	\$ 56.75
EFT5213	09/02/2015	STAR TRACK EXPRESS	PARTS FOR WK822	\$ 53.56
EFT5214	09/02/2015	OFFICEWORKS SUPERSTORES PTY LTD	STATIONARY	\$ 499.98
EFT5215	09/02/2015	MAUREEN PREEDY	CLEANING YEALERING TOILETS AND CARAVAN PARK	\$ 250.00
EFT5216	09/02/2015	AIRPORT BUILDING SERVICES	INSPECTED PUMP STATIONS	\$ 10,940.86
EFT5217	09/02/2015	THE TROPHY HOUSE	ENGRAVING HONOUR BOARD UPDATES	\$ 65.00
EFT5218	09/02/2015	WICKEPIN NEWSAGENCY	PAERS MILK AND CATERING	\$ 118.40
EFT5219	16/02/2015	AUSTRALIA POST	JAN ACCOUNT	\$ 131.86
EFT5220	16/02/2015	AUSTRALIAN LIFTING CENTRE	SWIVEL PANEL LIFTER	\$ 215.43
EFT5221	16/02/2015	BELVEDERE NURSERY	VARIOUS PLANTS FOR 7 RINTEL STREET AND PARKS AND	\$ 368.85
EFT5222	16/02/2015	CJD EQUIPMENT PTY LTD	PARTS	\$ 795.03
EFT5223	16/02/2015	COURIER AUSTRALIA	WATER SAMPLES	\$ 9.53
EFT5224	16/02/2015	COVS PARTS PTY LTD	FREIGHT ON PART	\$ 22.00
EFT5225	16/02/2015	DEWS EXCAVATIONS	CULVERT WORKS	\$ 4,950.00
EFT5226	16/02/2015	KEL'S TYRES	REPAIRS TO GRADER TYRE	\$ 159.50
EFT5227	16/02/2015	KOMATSU AUSTRALIA PTY LTD	NEW WA250PZ-6 WHEEL LOADER	\$ 206,250.00
EFT5228	16/02/2015	NARROGIN RETRAVISION	MAINTENANCE AIR CON	\$ 256.00
EFT5229	16/02/2015	NARROGIN QUARRY OPERATIONS	BLUE METAL 20MM	\$ 1,341.65
EFT5230	16/02/2015	NARROGIN BOILERMAKERS	PROTECTIVE CLOTHING BOB READ	\$ 466.80
EFT5231	16/02/2015	PCS	SYNERGY UPGRADE	\$ 170.00
EFT5232	16/02/2015	RSA WORKS	AUDITS	\$ 6,781.50
EFT5233	16/02/2015	SITE ARCHITECTURE STUDIO	FEASIBILITY CONCEPT OPTIONS AND COST ESTIMATE	\$ 6,490.00
EFT5234	16/02/2015	SPOTSCREEN PTY LTD	REFUND CARAVAN PARK FEES	\$ 50.00
EFT5235	16/02/2015	WEST AUSTRALIAN NEWSPAPERS	ADVERTISING	\$ 150.00
EFT5236	16/02/2015	WATERMAN IRRIGATION	REPAIR STANDPIPES TO 86 GATE ROAD	\$ 1,046.10
EFT5237	19/02/2015	AUSTRALIAN TAXATION OFFICE	JANUARY GST AND PAYG PAYMENT	\$ 21,666.00

Attachment- Item 10.2.02

15111	02/02/2015	COUNTRY WIDE INSURANCE BROKERS	SPORTS COVER LIABILITY INSURANCE TRIATHLON			\$ 750.00
15112	02/02/2015	ELLA DAVENPORT	REFUND CAT TRAP BOND			\$ 50.00
15113	02/02/2015	JASON SIGNMAKERS	SIGNS		\$ 1,426.70	
15114	02/02/2015	TELSTRA	GROUPED ACCOUNT		\$ 1,639.06	
15115	02/02/2015	WATER CORPORATION	STORAGE TANK AT RABBIT PROOF FENCE ROAD		\$ 34.83	
15116	09/02/2015	DALE DANIELS ENGINEERING PTY LTD	FLY WHEEL FOR FORKLIFT		\$ 117.95	
15117	09/02/2015	SEBEL FURNITURE PTY LTD	BLACK GREY TABLES		\$ 2,705.01	
15118	09/02/2015	TELSTRA	FIRE BAN SMS		\$ 640.50	
15119	09/02/2015	WA HINO SALES & SERVICE	REPAIR ORDER		\$ 2,747.35	
15120	16/02/2015	A & A CORASANITI	WORKS COMMUNITY CENTRE TOILETS		\$ 3,239.50	
15121	16/02/2015	BJ & J MCKENNA	MAINTENANCE CARAVAN PARK HOUSE		\$ 450.00	
15122	16/02/2015	TELSTRA	SAT PHONE		\$ 72.29	
15123	16/02/2015	SYNERGY	GROUPED ACCOUNT		\$ 10,194.75	
15124	16/02/2015	WATER CORPORATION	WATER ACCOUNTS		\$ 5,768.13	
DD8673.1	04/02/2015	WA LOCAL GOVERNMENT SUPER PLAN	Payroll deductions		\$ 3,592.60	
DD8673.2	04/02/2015	RAMSAY SUPERANNUATION FUND	Superannuation contributions		\$ 134.95	
DD8673.3	04/02/2015	PRIME SUPER	Superannuation contributions		\$ 168.76	
DD8673.4	04/02/2015	ING CUSTODIANS PTY LTD	Superannuation contributions		\$ 179.95	
DD8673.5	04/02/2015	CONCEPT ONE THE INDUSTRY SUPERANNUATION	Superannuation contributions		\$ 168.76	
DD8673.6	04/02/2015	MTAA SUPER FUND	Superannuation contributions		\$ 169.54	
DD8673.7	04/02/2015	TREWAYNE SUPERANNUATION FUND	Superannuation contributions		\$ 77.30	
DD8686.1	18/02/2015	WA LOCAL GOVERNMENT SUPER PLAN	Payroll deductions		\$ 3,656.87	
DD8686.2	18/02/2015	PRIME SUPER	Superannuation contributions		\$ 168.76	
DD8686.3	18/02/2015	ING CUSTODIANS PTY LTD	Superannuation contributions		\$ 179.95	
DD8686.4	18/02/2015	CONCEPT ONE THE INDUSTRY SUPERANNUATION	Superannuation contributions		\$ 168.76	
DD8686.5	18/02/2015	MTAA SUPER FUND	Superannuation contributions		\$ 169.54	
DD8686.6	18/02/2015	TREWAYNE SUPERANNUATION FUND	Superannuation contributions		\$ 111.00	
					<b>\$ 338,365.79</b>	<b>\$ 800.00</b>

Attachment- Item 10.2.02

2.42pm – CDO Lee Parker entered the Chambers.

Governance, Audit and Community Service

## 10.2.03 – Community Development Officer's Report

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Lee Parker, Community Development Officer
<b>File Reference:</b>	206
<b>Author:</b>	Lee Parker, Community Development Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	12 March 2015

**Enclosure / Attachment:** Nil

<p><b>Arts and Cultural</b></p>	<p><b>Dryandra Country Art Food and Wine Event</b></p> <ul style="list-style-type: none"> <li>• Liaised with organising committee in Narrogin and CRC</li> </ul> <p><b>ANZAC Day</b></p> <ul style="list-style-type: none"> <li>• Correspondence and discussion with Dave Astbury re grandson playing the trumpet for the Last Post and Revelry</li> <li>• Collection of Memorabilia</li> <li>• Thank you letter to McKenna's re donation of posters</li> <li>• General planning for celebrations</li> <li>• Correspondence with schools</li> <li>• Meeting re march-by and attendance of cadets: both not happening now</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Maintenance of Facebook</li> <li>• Provided information to artists/community</li> <li>• Supported ARTS Narrogin with their projects</li> </ul>
<p><b>Community Development</b></p>	<p><b>Townscape</b></p> <ul style="list-style-type: none"> <li>• Event signs – designs approved, paid and ordered</li> </ul> <p><b>War Memorial Upgrade</b></p> <ul style="list-style-type: none"> <li>• Liaise with Jason Signs for the wooden pillars</li> <li>• Correspondence and phone meetings with Jason Signs</li> <li>• Meeting and correspondence re seating at the memorial</li> <li>• Site meeting to plot out memorial</li> <li>• Site meeting with Townscape</li> </ul> <p><b>Wickepin Cemetery</b></p> <ul style="list-style-type: none"> <li>• Correspondence and meeting with John Seeber, Draughtsman, re plans for the gazebo and pathways to be built at cemetery</li> <li>• Collated information that has come in to date.</li> <li>• Meeting with residents and families affected by the proposed change</li> <li>• Correspondence and conversation with Everlon re cemetery memorialisation granite, plaques and designs</li> <li>• Maintained correspondence with the families</li> <li>• Updated list of names for cemetery file</li> </ul>

	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Provided notes for Facebook page and mail out</li> <li>• Follow up grant opportunities for Shire of Wickepin projects.</li> <li>• Forwarded information to community members on grant opportunities and events.</li> <li>• Responded to queries from CDO Network</li> </ul>
<b>Community Safety and Crime</b>	
<b>Economic Development</b>	<p><b>Facey Carriage Drive</b></p> <ul style="list-style-type: none"> <li>• Meeting with Marilyn Piper and her committee re Carriage Drive in Wickepin to be held over the weekend of 29<sup>th</sup> 30<sup>th</sup> August</li> <li>• Meeting with CRC to discuss events to coincide with carriage drive including afternoon markets</li> <li>• Discussion with Facey Homestead Management Committee Chair to co-ordinate event for the 30<sup>th</sup> to celebrate Albert Facey's Birthday.</li> <li>• Meetings/conversations/correspondence to ensure project moves forward</li> </ul>
<b>Tourism, Marketing and Promotion</b>	<ul style="list-style-type: none"> <li>• Continual correspondence with Market Creations re website and brochure</li> <li>• Formatting and layout of the tourism brochures for Market Creations</li> </ul>
<b>Sport and Recreation</b>	<p><b>Walk Trails</b></p> <ul style="list-style-type: none"> <li>• Consultation with tpg (company engaged with the master trail plan) with regards the design and manufacture of the signs.</li> <li>• Collated information for tpg</li> <li>• Discussion with Facey Homestead Management Committee in relation to the manufacture of signs for the Facey Trail</li> </ul> <p><b>Kidsport</b></p> <ul style="list-style-type: none"> <li>• Maintained and updated file for Kidsport</li> <li>• Forwarded Kidsport information to sporting clubs.</li> </ul>
<b>Special Needs Groups inc; Youth, Disabled and Older People.</b>	<ul style="list-style-type: none"> <li>• Audit tool for Age Friendly Communities completed for Wickepin Yealering and Harrismith</li> <li>• Grant for Age Friendly communities: Small Value Grant completed</li> <li>• Correspondence with local residents and Wheatbelt Development Commission</li> <li>• Meeting with Health Care and HACC re their ideas/needs for the aged</li> <li>• Site meetings with CEO and Manager of Works to discuss proposed development of Johnston Park</li> <li>• Provided information for groups to access grants.</li> </ul>
<b>Heritage</b>	<ul style="list-style-type: none"> <li>• Correspondence regarding the maintenance work to be undertaken on the old Railway Station Building</li> <li>• Background work as needed for project</li> </ul>
<b>Governance Other</b>	<ul style="list-style-type: none"> <li>• Staff support as needed.</li> <li>• Attended Wheatbelt Business Network meeting</li> </ul>

**Projects Currently On CDO Desk for 2015**

<b>War Memorial</b>	<ul style="list-style-type: none"> <li>• Due for completion Mid April</li> <li>• ANZAC grant and Shire funded</li> </ul>
<b>ANZAC Day</b>	<ul style="list-style-type: none"> <li>• Due 25 April</li> <li>• Liaison with public, schools, veterans, Shire staff</li> </ul>
<b>Railway Building Restoration</b>	<ul style="list-style-type: none"> <li>• Due for completion early June</li> <li>• Lotterywest and Shire funded</li> </ul>
<b>Facey Carriage Drive</b>	<ul style="list-style-type: none"> <li>• Annual event to occur last weekend in August</li> <li>• Shire support in-kind</li> </ul>
<b>Wickepin Cemetery</b>	<ul style="list-style-type: none"> <li>• To be completed by October</li> <li>• Royalties for Regions, Country Local Governments Fund</li> </ul>
<b>Walk Trails Signage</b>	<ul style="list-style-type: none"> <li>• To be completed by early December</li> <li>• Funded by Lotterywest and Shire</li> </ul>
<b>Grant for Aged Care</b>	<ul style="list-style-type: none"> <li>• Creating Aged Friendly Communities in Small Towns audit</li> <li>• Liaise with Mark Hook, CEO</li> <li>• Due 18 March 2015</li> <li>• Completed</li> </ul>

**Funding Applications Status Report**

<b>Project Name</b>	<b>Funding Organisation</b>	<b>Amount Requested exc Gst</b>	<b>Status</b>
Walk trails plan	Lotterywest	\$19,071	Approved. \$19,071 Council contribution cash \$5000 Council contribution in-kind \$2000
ANZAC Centenary Grant	Dept Veteran's Affairs	\$24,374	Approval of \$18,865 incl for pillars Council contribution cash \$10,000 Council contribution in kind \$2,816
Restoration of Old Railway Station building	Lotterywest	\$56,350	Approved. \$30,000 from Lotterywest Council contribution \$20,000

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

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.



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

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

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

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

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

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

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

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

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

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

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

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

**Recommendation:**

That council notes the report from the Community Development Officer dated 12 March 2015.

**Voting Requirements:** Simple majority.

**Resolution No 180315-07****Moved Cr Lansdell / Seconded Cr Lang**

That council notes the report from the Community Development Officer dated 12 March 2015.

**Carried 7/0**

*2.57pm – CDO Lee Parker departed the Chambers.*

Governance, Audit and Community Service

## 10.2.04 – Governance, Audit and Community Services Committee Meeting

### Recommendations

<b>Submission To:</b>	Governance, Audit and Community Services Committee
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Governance, Audit and Community Services Committee
<b>File Reference:</b>	202
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	9 March 2015

**Enclosure / Attachment:** Nil.

#### Background:

Governance, Audit and Community Services Committee Meeting held 4 March 2015.

#### Comment:

The Governance, Audit and Community Services Committee Meeting was held on Wednesday 4 March 2015 and passed the following Recommendations:

### **Moved Cr Lansdell / Seconded Cr Russell**

#### **Shire of Wickepin and Facey Group**

#### **AGREEMENT – MEMORANDUM OF UNDERSTANDING**

**1 July 2015 to 30 June 2018**

#### **Between**

**The Shire of Wickepin**, of 77 Wogolin Road, Wickepin,

And

**Facey Group** of 40 Wogolin Road, Wickepin

#### **Whereby it is agreed as follows:**

That the Shire of Wickepin and the Facey Group agree to the following terms and conditions for the period commencing 1 July 2015 to 30 June 2018.

#### **1. Office Premises – Community Agricultural Centre, 40 Wogolin Road, Wickepin**

1) The Shire of Wickepin agrees to provide the Facey Group with office premises located at 40 Wogolin Road, Wickepin.

1.1. The Shire of Wickepin agrees to meet the following costs relevant to the provision of office premises:

- Building insurance (excluding contents);
- Water Corporation rates and consumption charges;
- Power usage;
- Cleaning costs; and
- Building maintenance.

## 1.2 The Facey Group must:

- ensure the building is kept in a clean and tidy state; and
- Provide a list of items requiring annual budget determination to the Shire of Wickepin Administration Centre no later than 30 April of each year.

## 2 General Operational Support

### 2.1 The Shire of Wickepin agrees to provide the Facey Group the following operational subsidy for the term of the agreement:

- 2015/2016 \$20,000 plus GST
- 2016/2017 \$20,000 plus GST
- 2017/2018 \$20,000 plus GST

The operational subsidy shall be paid in two equal instalments upon presentation of an invoice by the Facey Group to the Shire. The subsidy shall assist the Facey Group to meet the following operational costs:

- Employment costs – wages & salary;
- Insurance costs – workers compensation, public liability; and
- Office expenses – stationery, minor office equipment and consumables, utility charges.

### 2.2 The Facey Group will provide the Shire of Wickepin at the commencement of each financial year with certificates of currency for public liability insurance and workers compensation insurance.

- The Facey Group will provide to the Shire of Wickepin as soon as practicable at the completion of each financial quarter a copy of their financial position including but not limited to profit and loss statement and bank reconciliation.

## 3 Provision of Motor Vehicle

### 3.1 The Shire of Wickepin agrees to provide the Facey Group with one executive vehicle for the full term of the agreement. The type of vehicle will be determined by the Shire of Wickepin in consultation with the Executive Committee of the Facey Group. The Shire of Wickepin will meet the full cost of changing over the vehicle in accordance with Shire of Wickepin budget deliberations and Shire of Wickepin plant and equipment replacement policy.

#### The Motor Vehicle will be provided on the following conditions:

- The Facey Group to meet all operational costs associated with the vehicle (fuel, insurance, registration, servicing and other costs associated with normal wear and tear).
- The Facey Group Executive Officer and partner are permitted to use the vehicle for private use. The Facey Group Executive Committee is responsible for overseeing the usage of the vehicle provided.
- The Facey Group to be responsible for all matters relating to FBT for the private use of the vehicle.
- The vehicle may be used by Facey Group Employees and Facey Group Committee Members. The Facey Group Executive Committee is responsible for overseeing the usage of the vehicle provided.
- Other persons may drive the vehicle provided, at the permission of the Facey Group Employees.
- The vehicle shall be kept in a clean and tidy manner at all times, taking into account normal wear and tear.
- Odometer readings shall be noted in Facey Group minutes and forwarded to the Shire of Wickepin.

## 4 Progressive Agriculture Award

The Shire of Wickepin will provide an Annual award to persons from within the Shire of Wickepin judged to have made the greatest contribution to Landcare / Agriculture for the year, as determined by the Facey Group Committee.

The Award shall be to a Maximum value of \$150 for the term of this agreement.

**Carried 4/0**

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

That the Governance and Audit committee adopts the Annual Audit and Management Reports provided by Byfields Accountants and Financial Advisors for the year ended 30 June 2014.

**Carried 4/0**

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

**Recommendation:**

That Council pass the following recommendations;

1. That council formally enters into a legally binding three year agreement in accordance with the below mentioned terms commencing from 1 July 2015 in accordance with the following parameters:

**Shire of Wickepin and Facey Group**

**AGREEMENT – MEMORANDUM OF UNDERSTANDING**

**1 July 2015 to 30 June 2018**

**Between**

**The Shire of Wickepin**, of 77 Wogolin Road, Wickepin,

And

**Facey Group** of 40 Wogolin Road, Wickepin

**Whereby it is agreed as follows:**

That the Shire of Wickepin and the Facey Group agree to the following terms and conditions for the period commencing 1 July 2015 to 30 June 2018.

**1. Office Premises – Community Agricultural Centre, 40 Wogolin Road, Wickepin**

2) The Shire of Wickepin agrees to provide the Facey Group with office premises located at 40 Wogolin Road, Wickepin.

1.2. The Shire of Wickepin agrees to meet the following costs relevant to the provision of office premises:

- Building insurance (excluding contents);
- Water Corporation rates and consumption charges;
- Power usage;
- Cleaning costs; and
- Building maintenance.

1.3 The Facey Group must:

- ensure the building is kept in a clean and tidy state; and
- Provide a list of items requiring annual budget determination to the Shire of Wickepin Administration Centre no later than 30 April of each year.

**3 General Operational Support**

2.1 The Shire of Wickepin agrees to provide the Facey Group the following operational subsidy for the term of the agreement:

- 2015/2016 \$20,000 plus GST
- 2016/2017 \$20,000 plus GST
- 2017/2018 \$20,000 plus GST

The operational subsidy shall be paid in two equal instalments upon presentation of an invoice by the Facey Group to the Shire. The subsidy shall assist the Facey Group to meet the following operational costs:

- Employment costs – wages & salary:
- Insurance costs – workers compensation, public liability: and
- Office expenses – stationery, minor office equipment and consumables, utility charges.

4.2 The Facey Group will provide the Shire of Wickepin at the commencement of each financial year with certificates of currency for public liability insurance and workers compensation insurance.

- The Facey Group will provide to the Shire of Wickepin as soon as practicable at the completion of each financial quarter a copy of their financial position including but not limited to profit and loss statement and bank reconciliation.

## 5 Provision of Motor Vehicle

3.1 The Shire of Wickepin agrees to provide the Facey Group with one executive vehicle for the full term of the agreement. The type of vehicle will be determined by the Shire of Wickepin in consultation with the Executive Committee of the Facey Group. The Shire of Wickepin will meet the full cost of changing over the vehicle in accordance with Shire of Wickepin budget deliberations and Shire of Wickepin plant and equipment replacement policy.

### The Motor Vehicle will be provided on the following conditions:

- The Facey Group to meet all operational costs associated with the vehicle (fuel, insurance, registration, servicing and other costs associated with normal wear and tear).
- The Facey Group Executive Officer and partner are permitted to use the vehicle for private use. The Facey Group Executive Committee is responsible for overseeing the usage of the vehicle provided.
- The Facey Group to be responsible for all matters relating to FBT for the private use of the vehicle.
- The vehicle may be used by Facey Group Employees and Facey Group Committee Members. The Facey Group Executive Committee is responsible for overseeing the usage of the vehicle provided.
- Other persons may drive the vehicle provided, at the permission of the Facey Group Employees.
- The vehicle shall be kept in a clean and tidy manner at all times, taking into account normal wear and tear.
- Odometer readings shall be noted in Facey Group minutes and forwarded to the Shire of Wickepin.

## 6 Progressive Agriculture Award

The Shire of Wickepin will provide an Annual award to persons from within the Shire of Wickepin judged to have made the greatest contribution to Landcare / Agriculture for the year, as determined by the Facey Group Committee.

The Award shall be to a Maximum value of \$150 for the term of this agreement.

2. That the Governance and Audit committee adopts the Annual Audit and Management Reports provided by Byfields Accountants and Financial Advisors for the year ended 30 June 2014.

**Voting Requirements:** Simple majority

## Resolution No 180315-08

### Moved Cr Hinkley / Seconded Cr Lang

That Council pass the following recommendations;

1. That council formally enters into a legally binding three year agreement in accordance with the below mentioned terms commencing from 1 July 2015 in accordance with the following parameters:

#### Shire of Wickepin and Facey Group

#### AGREEMENT – MEMORANDUM OF UNDERSTANDING

1 July 2015 to 30 June 2018

#### Between

**The Shire of Wickepin**, of 77 Wogolin Road, Wickepin,

And

**Facey Group** of 40 Wogolin Road, Wickepin

#### Whereby it is agreed as follows:

That the Shire of Wickepin and the Facey Group agree to the following terms and conditions for the period commencing 1 July 2015 to 30 June 2018.

#### 1. Office Premises – Community Agricultural Centre, 40 Wogolin Road, Wickepin

1.1 The Shire of Wickepin agrees to provide the Facey Group with office premises located at 40 Wogolin Road, Wickepin.

1.2. The Shire of Wickepin agrees to meet the following costs relevant to the provision of office premises:

- Building insurance (excluding contents);
- Water Corporation rates and consumption charges;
- Power consumption charges;
- Cleaning costs; and
- Building maintenance.

1.3 The Facey Group must:

- ensure the building is kept in a clean and tidy state; and
- Provide a list of items requiring annual budget determination to the Shire of Wickepin Administration Centre no later than 30 April of each year.

#### 2 General Operational Support

2.1 The Shire of Wickepin agrees to provide the Facey Group the following operational subsidy for the term of the agreement:

- 2015/2016 \$20,000 plus GST
- 2016/2017 \$20,000 plus GST
- 2017/2018 \$20,000 plus GST

The operational subsidy shall be paid in two equal instalments upon presentation of an invoice by the Facey Group to the Shire. The subsidy shall assist the Facey Group to meet the following operational costs:

- Employment costs – wages & salary:
- Insurance costs – workers compensation, public liability: and
- Office expenses – stationery, minor office equipment and consumables, utility charges.

2.3 The Facey Group will provide the Shire of Wickepin at the commencement of each financial year with certificates of currency for public liability insurance and workers compensation insurance.

- The Facey Group will provide to the Shire of Wickepin as soon as practicable at the completion of each financial quarter a copy of their financial position including but not limited to profit and loss statement and bank reconciliation.

### 3 Provision of Motor Vehicle

3.1 The Shire of Wickepin agrees to provide the Facey Group with one executive vehicle for the full term of the agreement. The type of vehicle will be determined by the Shire of Wickepin in consultation with the Executive Committee of the Facey Group. The Shire of Wickepin will meet the full cost of changing over the vehicle in accordance with Shire of Wickepin budget deliberations and Shire of Wickepin plant and equipment replacement policy.

#### The Motor Vehicle will be provided on the following conditions:

- The Facey Group to meet all operational costs associated with the vehicle (fuel, insurance, registration, servicing and other costs associated with normal wear and tear).
- The Facey Group Executive Officer and partner are permitted to use the vehicle for private use up to a maximum of 1,500km per month. The Facey Group Executive Committee is responsible for overseeing the usage of the vehicle provided.
- The Facey Group to be responsible for all matters relating to FBT for the private use of the vehicle.
- The vehicle may be used by Facey Group Employees and Facey Group Committee Members. The Facey Group Executive Committee is responsible for overseeing the usage of the vehicle provided.
- Other persons may drive the vehicle provided, at the permission of the Facey Group Employees.
- Anyone driving the vehicle shall hold a current Australian Drivers Licence.
- The vehicle shall be kept in a clean and tidy manner at all times, taking into account normal wear and tear.
- Odometer readings shall be noted in Facey Group minutes and forwarded to the Shire of Wickepin.

### 4 Progressive Agriculture Award

The Shire of Wickepin will provide an Annual award to persons from within the Shire of Wickepin judged to have made the greatest contribution to Landcare / Agriculture for the year, as determined by the Facey Group Committee.

The Award shall be to a Maximum value of \$150 per annum for the term of this agreement.

**Carried 7/0**

*Resolution differs from the Officers Recommendation as Council felt that it should be specified that the Facey Group Executive Officer be permitted to use the vehicle for private use up to 1,500km per month, and that whoever uses the vehicle should hold an Australian drivers licence.*

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Infrastructure and Engineering Services

## 10.2.05 – Proposed Aged Units Johnston Park

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Johnston Park
<b>Name of Applicant:</b>	Mark J Hook, Chief Executive Officer
<b>File Reference:</b>	203
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	10 March 2015

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**Enclosure / Attachment:** Wickepin Lifestyle Committee Proposed Aged Units Johnston Park Report

### Background:

The Shire of Wickepin proposes to place four aged accommodation units on the property known as Johnston Park on Lot 1 Johnston Street Wickepin in the 2014/2015 financial year. This matter has been discussed at the Shire of Wickepin Lifestyle Retirement Committee meetings and the following resolutions have been passed by Council:

#### **Resolution No 180614-16**

##### **Moved Cr Lang / Seconded Cr Allan**

The raising of a loan be placed in the 2014/2015 budget estimates to build 4 aged housing units on Johnson Park, as stage one of the aged housing complex.

**Carried 7/0**

#### **Resolution No 161013-08**

That Council pursue funding for the construction of the 6 units on the Johnston Park site by the 2015/2016 financial year.

**Carried 7/0**

The Chief Executive Officer prepared the attached Wickepin Lifestyle Committee Proposed Aged Units Johnston Park Report for the committees' appraisal, and recommendation that the report be forwarded to the March 2015 meeting of Council.

### Comment:

The attached report regarding the Proposed Aged Units at Johnston Park will help shape the replacement of councils aged accommodation units.

The report has been compiled to assist Council in its deliberation processes for the raising of capital funds for the construction of the proposed aged units at Johnston Park Wickepin.

Members of the Wickepin Lifestyle Committee discussed the attached report on Tuesday 10 March 2015 and the Chief Executive Officer has incorporated the requested amendments into the final report presented to Council at this meeting.



**Statutory Environment:**

*Local Government Act 1995, Local Government (Financial Management) Regulations 1996, Residential Tenancies Act 1987.*

**Policy Implications:** No Policy.

**Financial Implications:**

The attached Proposed Aged Units Johnston Park report has the following financial implications for Council.

The Shire of Wickepin placed the following amounts in their 2014/2015 adopted budget based on borrowing \$1,200,000 over 20 years. These figures cover one repayment in the 2015/2015 financial year. Total repayments for each subsequent year after 2014/2015 would be \$93,518.

3352	Debt Servicing	2014/2015
	New Loan Interest	\$28,253
	Principal	\$18,506
	<b>TOTAL</b>	<b>\$46,758</b>

**PROJECT BUDGET**

Shire of Wickepin		
<b>4 Aged Accommodation Units</b>	Johnston Park Lot 1 Johnston Street Wickepin	
<b>Project Expenditure</b>		<b>\$</b>
Surveyors		5,000
Site costs		50,000
Services /Tel/gas/electricity/water		80,000
Building costs L R Sims and Co		1,280,000
Driveways		40,000
Fencing		25,000
Landscaping		20,000
Gazebo		25,000
Contingency 5%		80,000
<b>TOTAL</b>		<b>1,600,000</b>

Budget figures are based on quotes received from the L R Simms and Co with no allowance for any onsite works, earthworks, plumbing, electrical, concrete, or fencing, the units approximate cost

**Strategic Implications:****SHIRE MISSION STATEMENT**

*"Council will provide leadership and a range of services and develop opportunities to meet social, economic, physical and environmental aspirations, in partnership with the community."*

Fits within theme 1 of Councils Strategic Plan:

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

**Recommendation:**

1. That Council endorses the Proposed Aged Units Johnston Park Report as presented.
2. That the Shire of Wickepin work closely with the Wheatbelt Development Commission and the Wheatbelt Regional Development Australia to partner with other Local Governments to submit a regional based grant application on a dollar for dollar basis for aged accommodation units in the Wickepin Townsite and other Towns within the Wheatbelt Region.
3. That the funds allocated in General Ledger 3352 of \$46,758 in the 2014/2015 adopted budget for one loan repayment for the construction of Aged Persons Accommodation Units in Wickepin at Johnston Park be transferred to the Aged Persons Accommodation Reserve.
4. That \$5,000 be allocated in the 2015/2016 budget estimates to aid the preparation of a comprehensive grant application for Aged Units at Johnston Park.

**Voting Requirements:** Simple Majority

**Resolution No 180315-09****Moved Cr Lansdell / Seconded Cr Allan**

1. That Council endorses the Proposed Aged Units Johnston Park Report as presented.
2. That the Shire of Wickepin work closely with the Wheatbelt Development Commission and the Wheatbelt Regional Development Australia to partner with other Local Governments to submit a regional based grant application on a dollar for dollar basis for aged accommodation units in the Wickepin Townsite and other Towns within the Wheatbelt Region.
3. That the funds allocated in General Ledger 3352 of \$46,758 in the 2014/2015 adopted budget for one loan repayment for the construction of Aged Persons Accommodation Units in Wickepin at Johnston Park be transferred to the Aged Persons Accommodation Reserve.
4. That \$5,000 be allocated in the 2015/2016 budget estimates to aid the preparation of a comprehensive grant application for Aged Units at Johnston Park.

**Carried 7/0**

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Governance and Community Services

## 10.2.06 – Swimming Pool 3 Year Contract

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Mark J Hook, Chief Executive Officer
<b>File Reference:</b>	2414
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	10 March 2015

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**Enclosure / Attachment:** Proposed Swimming Pool Tender T1 - 2015

### **Background:**

As advised in the Chief Executive Officers report on the 18<sup>th</sup> February 2015:

#### Wickepin Swimming Pool

*The current three year fixed term contract for the Wickepin Aquatic Centre Manager expires at the end of the 2015 Swimming season being the 31st March 2015. The Chief executive Officer has advised the current Wickepin Aquatic Centre Manager that the current contract will not be extended and that the Shire of Wickepin will be readvertising the position under a full contract basis for a three year term commencing from 1st July 2015 to the 30th June 2018. The advertising for the running of the Wickepin Aquatic Centre under a full contract will commence after the 31st March 2015. The full contract will ensure that the Wickepin Aquatic Centre will be managed off season as well as open as and when required by the community for intern swimming lessons, Vac Swim lessons, special events or late and early morning swimmers.*

### **Comment:**

The Shire of Wickepin previously contracted out the running of the Wickepin Aquatic Centre to Thomas Scott Sands trading as TS Sands Trust, ABN – 11 526 338 878, of Post Office Box 146, Wickepin, Western Australia.

This changed in 2012 when the current Aquatic Centre Manager preferred a salaries and wages contract instead of a full outsourced contract.

The Chief Executive Officer believes the best option for the Shire of Wickepin for the running of the Wickepin Aquatic Centre for the next three years is to go back to a full contract basis for the management of the Wickepin Aquatic Centre. The Chief Executive Officer has held discussions with two Wickepin people who are interested in tendering for the management of the Wickepin Aquatic Centre for the next three years.

Attached to this report are the proposed tender documents for the management of the Wickepin Aquatic Centre for the next three years.

Under the *Local Government Act 1995* and the *Local Government (Functions and General) Regulations 1996* Council is required to call tenders as the total contract over the three year period could be over the \$100,000 threshold under the *Local Government (Functions and General) Regulations 1996*.

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

### **3.57. Tenders for providing goods or services**

- (1) *A local government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services.*
- (2) *Regulations may make provision about tenders.*

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

Provision of goods and Service

**Part 4**

Tenders for providing goods or services (s. 3.57)

**Division 2**

### **11. When tenders have to be publicly invited**

- (1) *Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$100,000 unless sub regulation (2) states otherwise.*
- (2) *Tenders do not have to be publicly invited according to the requirements of this Division if —*
  - (a) *The supply of the goods or services is to be obtained from expenditure authorised in an emergency under section 6.8(1) (c) of the Act; or*
  - (b) *The supply of the goods or services is to be obtained through the Council Purchasing Service of WALGA; or*
  - (ba) *the local government intends to enter into a contract arrangement for the supply of goods or services where —*
    - (i) *the supplier is either —*
      - (I) *an individual whose last employer was the local government; or*
      - (II) *a group, partnership or company comprising at least 75% of persons whose last employer was that local government;*

*and*
    - (ii) *the contract —*
      - (I) *is the first contract of that nature with that individual or group; and*
      - (II) *is not to operate for more than 3 years;*

*and the goods or services are —*

      - (I) *goods or services of a type; or*
      - (II) *(in the opinion of the local government) substantially similar to, or closely related to, goods or services of a type, that were provided by the individual (or persons) whilst employed by the local government;*

*or*
  - (c) *within the last 6 months —*
    - (i) *the local government has, according to the requirements of this Division, publicly invited tenders for the supply of the goods or services but no tender was submitted that met the tender specifications; or*

- (ii) *the local government has, under regulation 21(1), sought expressions of interest with respect to the supply of the goods or services but no person was, as a result, listed as an acceptable tenderer;*
  - or*
- (d) *the contract is to be entered into by auction after being expressly authorised by a resolution of the council of the local government; or*
- (e) *the goods or services are to be supplied by or obtained through the government of the State or the Commonwealth or any of its agencies, or by a local government or a regional local government; or*
- (ea) *the goods or services are to be supplied —*
  - (i) *in respect of an area of land that has been incorporated in a district as a result of an order made under section 2.1 of the Act changing the boundaries of the district; and*
  - (ii) *by a person who, on the commencement of the order referred to in subparagraph (i), has a contract to supply the same kind of goods or services to the local government of the district referred to in that subparagraph;*
    - or*
- (f) *the local government has good reason to believe that, because of the unique nature of the goods or services required or for any other reason, it is unlikely that there is more than one potential supplier; or*
- (g) *the goods to be supplied under the contract are —*
  - (i) *petrol or oil; or*
  - (ii) *any other liquid, or any gas, used for internal combustion engines.*

### **13. Requirements when local government invites tenders though not required to do so**

*If a local government, although not required by this Division to invite tenders before entering into a contract for another person to supply goods or services, decides to invite tenders, the tenders are to be publicly invited according to the requirements of this Division.*

**Policy Implications:** No Policy Applicable

#### **Financial Implications:**

Cost of managing Aquatic Centre over the three year period approximately \$50,000 per year \$150,000

**Strategic Implications:** Fits within theme 4 of Council Strategic Plan

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

**Summary:**

Council is being requested to change the management of the Wickepin Aquatic Centre to a full contract basis and to call tenders for the management of the Wickepin Aquatic Centre for the next three years.

**Recommendation:**

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

**Voting Requirements:** Simple majority

**Resolution No 180315-10****Moved Cr Lang / Seconded Cr Lansdell**

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

**Carried 7/0**



3.19pm – Natalie Manton entered the Chambers.

Council Services

## 10.2.07- Community Resource Centre Report

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Natalie Manton, Senior Finance Manager
<b>File Reference:</b>	806
<b>Author:</b>	Natalie Manton, Senior Finance Manager
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	12 March 2015

### Enclosure / Attachment:

1. Wickepin Community Resource Centre Building Report.
2. Site Feasibility, Concept Plan and Order of Cost Report.

### Background:

The draft CRC building background report was presented to Council on 13 March 2014 and the following recommendations were made:

### Resolution No 190314-08

#### Moved Cr Russell / Seconded Cr Easton

That Council endorse the draft Community Resource Centre Building Report and that it is used as the basis for:

1. Further consultation with the CRC management committee and community on the future of the CRC building, and
2. Obtaining quotes from architects for the development of concept plans including indicative costings and sketches for the 5 options presented in the report.

That Council allocate up to \$15,000 from budget item 106620 Consulting Fees for the purpose of funding the preparation of concept plans including indicative costings and sketches for the five options presented in the CRC Building Report.

**Carried 7/0**

The Shire of Wickepin obtained quotes from several architect firms for the development of a concept plan and cost outline. Site Architecture was contracted to prepare the feasibility study report and a quantity surveyor was engaged to provide an estimate of the associated building costs. The Wickepin CRC contributed \$9,000 to the cost of the report with the Shire of Wickepin contributing the remaining \$3,320.

The Site Feasibility, Concept Plan and Order of Cost Report was reviewed by the CRC staff and Management Committee and the following themes emerged:

- Strong support to keep the CRC building in the current location with some additional advantages noted.
- Lack of support for moving the CRC building to the shire offices and associated disadvantages noted.
- Lack of support for redeveloping the Wickepin Town Hall to accommodate the CRC and associated disadvantages noted.
- More detailed planning of the final floor plan is required with greater input from the CRC staff and management committee.

**Comment:**

The Concept Plan and Cost Report provides a basic comparison of the 5 options proposed to redevelop or refurbish the current CRC building. More specific and detailed planning would be required to ensure that the final building is suited to the needs of the CRC staff, clients and visitors to Wickepin.

The outline of costs provides an overall comparison of the five options and the final cost would be determined after the floorplan is finalised.

**Policy Implications:** Not applicable

**Financial Implications:** Additional expenses in the 2015/16 and 2016/17 and future budgets.

**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 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.

**Statutory Environment:** Local Government Act 1995

**Recommendation:**

1. That Council endorse the Community Resource Centre Building Report and Site Feasibility, Concept Plan and Order of Cost Report.
2. That Option 2 (new building on the same site) is used as the basis for more detailed planning of a proposed new CRC building.
3. That the redevelopment of the CRC building be placed in the Forward Capital Works Plan and Long Term Financial Plan for the 16/17 and 17/18 financial years.
4. That funding options be investigated for the construction of a new CRC building.

**Voting Requirements:** Simple majority.

**Resolution No 180315-11****Moved Cr Lang / Seconded Cr Astbury**

1. That Council endorse the Community Resource Centre Building Report and Site Feasibility, Concept Plan and Order of Cost Report.
2. That Option 2 (new building on the same site) is used as the basis for more detailed planning of a proposed new CRC building.
3. That the redevelopment of the CRC building be placed in the Forward Capital Works Plan and Long Term Financial Plan for the 16/17 and 17/18 financial years.
4. That funding options be investigated for the construction of a new CRC building.

**Carried 7/0**

3.39pm - *Natalie Manton departed the Chambers.*

*Cr Russell declared an impartiality interest in Item 10.3.01, recommendation number 2 due to her Husband's grandparents have plaques on the current niche wall in the Wickepin Cemetery. Cr Russell gained approval from Council to participate in the debate and vote.*

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Governance, Audit and Community Services

## **10.3.01 – Townscape & Cultural Planning Committee Meeting**

### **Recommendations**

<b>Submission To:</b>	Townscape & Cultural Planning Committee
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Governance, Audit and Community Services Committee
<b>File Reference:</b>	1533/206
<b>Author:</b>	Leah Pearson, Executive Support Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	12 March 2015

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**Enclosure / Attachment:** Nil

#### **Background:**

Townscape & Cultural Planning Committee Meeting held Wednesday 11 March 2015.

#### **Comment:**

The Townscape & Cultural Planning Committee Meeting was held on 11 March 2015 and passed the following recommendations:

**Moved Sue Astbury / Seconded Cr Allan**

That it be recommended to Council that Council makes a contribution in cash for the amount of \$7,000 plus GST for the preparation of text for the Walk Trails Signage.

**Carried 8/0**

**Moved Cr Easton / Seconded Cr Lansdell**

That it be recommended to Council that Council proceed as per the concept plan of the redevelopment of the Wickepin Cemetery adopted on 24 September 2014.

**Carried 8/0**

**Moved Sue Astbury / Seconded Cr Lansdell**

That it be recommended to Council that funds are reserved for a concept plan for the improvement of the Harrismith Cemetery.

**Carried 8/0**

**Statutory Environment:** Nil.

**Policy Implications:** Not applicable.

**Financial Implications:** Nil.

**Strategic Implications:** Nil

**Recommendation:**

That Council pass the following recommendations:

1. That Council makes a contribution in cash for the amount of \$7,000 plus GST for the preparation of text for the Walk Trails Signage.
2. That Council proceed as per the concept plan of the redevelopment of the Wickepin Cemetery adopted on 24 September 2014.
3. That funds are reserved for a concept plan for the improvement of the Harrismith Cemetery.

**Voting Requirements:** Simple majority.

**Resolution No 180315-12**

**Moved Cr Allan / Seconded Cr Lang**

That Council increases its contribution in cash to the amount of \$7,000 plus GST for the preparation of text for the Walk Trails Signage.

**Carried 7/0**

*Resolution differed from the Officers recommendation as Council felt that the word 'increases' should be added in as there has already been \$5,000 allocated to the Walk Trail Signage.*

**Resolution No 180315-13**

**Moved Cr Astbury / Seconded Cr Easton**

That Council proceed as per the concept plan of the redevelopment of the Wickepin Cemetery adopted on 24 September 2014.

**Carried 6/1**

**Resolution No 180315-14**

**Moved Cr Hinkley / Seconded Cr Easton**

That an amount of \$3,000 be placed in the 2015/2016 budget deliberations for a concept plan for the improvement of the Harrismith Cemetery.

**Carried 7/0**

*Resolution differed from the Officers recommendation as Council felt that a specific amount should be specified.*

## 11. President's Report

Cr Julie Russell thanked everyone for their attendance at the Governors visit to the Shire of Wickepin this morning and commented on how well the morning went.

Cr Julie Russell gave an update on the Central Country Zone meeting that she attended along with the CEO Mark Hook on Friday 27 February 2015.

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Council

## 12. – Chief Executive Officer's Report

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Mark J Hook, Chief Executive Officer
<b>File Reference:</b>	
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of Any Interest:</b>	Nil
<b>Date of Report:</b>	10 March 2015

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### LGIS Insurance Pool

The Chief Executive Officer received the following letter from Fitzgerald Strategies:

You will recall our broadcast email of 8 October 2014 in the above matter, we are pleased to announce that Andrew Armitstead, Executive Officer of the Westpool, Metro Pool and UIP Local Government Insurance Pools in NSW and several of their elected members of the Boards of Management and representatives of their Insurance Broking Support teams are coming to WA to meet with Western Australian Local Governments and explain how we can set up and operate our own Western Australian Local Government Insurance Pool and enjoy the benefits of serious competition in insurance premiums for Local Government in WA.

The intent of this process is to gather all willing Local Governments together here in WA to form an insurance pool which will bring about cooperative rates of premiums and provide you with the opportunity to determine your own insurance premium levels based on an ever increasing balance of funds that will accumulate in the Pool and will not be filched off as profits by some outside entity. Accordingly, it is important to be there at the outset, because once a Pool is established there is no room to break into the pool after the event.

We have set out a copy of our email on this matter at the end of this invitation to remind you all of the issues we are referring to here.

**BY INVITATION ONLY**

Please accept this letter as our cordial invitation for your CEO, Mayor, Deputy Mayor, Shire President, Deputy Shire President and Councillors to attend this inaugural meeting of WA Local Governments who may be interested in forming a Local Government Insurance Pool here in WA based on the three existing Pools established by Local Governments some 20 years ago in NSW.

The Western Australian Local Government Association already runs a Pool style Insurance scheme through LGIS so no action has been taken on this matter by the Chief Executive Officer.

The CEO believes that the WALGA insurance pool scheme through LGIS is working very well for Western Australian Local Governments and can see no benefits in creating another scheme.

Below is a reply from LGIS in relation to the above offer from Fitzgerald Strategies:

*I am writing regarding a recent letter you may have received proposing the formation of an insurance pool as an alternative to the LGISWA Scheme. As I'm sure you're aware, you and 147 other local government bodies across WA are already part of a not-for-profit, industry based self-insurance scheme. Local governments across WA have been working together for their mutual benefit for many years. The Scheme is owned by its participating members and overseen by a Board, with the majority of its Directors coming from the Scheme member councils. We are continually looking for ways to increase our service benefits and value back to you our members. In addition to \$21 million which has been distributed from Scheme surpluses and shared amongst the members over recent years, we have considerably enhanced the suite of complementary risk services. A good example of this is the Scheme's revamped health and wellbeing program. Additional to the improvements we have made in recent years, we recently engaged an external company to undertake a survey to evaluate how we are travelling. I was delighted with the positive mentions we received which confirmed LGIS as WA Local Government's trusted one-stop-shop for risk financing and risk management. I can only hope you had an opportunity to contribute to that process and its recommendations. The LGISWA self-insurance Scheme is a partnership between LGIS and you our members. Its foundation is built on the strong relationship we have developed with you as well as your loyalty and trust in LGIS to run and manage your Scheme on your behalf. Furthermore, it is your commitment to reducing your own exposures to risk through the broad range of risk management services LGIS offers which have been key to the success of the Scheme.*

### **Black Spot**

As reported last Month the following Black Spot applications have not been recommended to advance to phase 2 of the program:

- 86 Gate Road: \$67,500 - The sections of 86 Gate road from slk 2.46 to slk 3.06 has an 8 metres wide gravel surface and requires widening to 10 metres to facilitate a 7 metre wide bitumen surface and 1.5 metre wide gravel shoulders. The angle of the batter slopes on both sides of the approaches to the drainage structures are steep and elevated and require reduction to offer a trafficable area for errant vehicles. Bridge number 3032 at slk 2.85 is 8 metres wide and requires crash barriers to arrest errant vehicles and to offer a safe and complying section of road.
- Toolibin North Road : \$30,000 - The design of the section of Toolibin North road from slk 3.62 to 4.00 and slk 6.32 to 6.78 is dramatically increasing the chance of front impact and roll over type crashes. Directional control of a vehicle could be lost due to the narrow loose gravel surface through the horizontal curves and finally impacting one of the large trees in the clear zone.
- Gillimanning Road: \$195,000 - Three sections of Gillimanning road; section one slk 2.63 to slk 2.97, section two slk 14.04 to slk 14.57 and section three slk 16.73 to slk 17.49 have 7 metre wide gravel surfaces extending through four separate flood ways that scour during rain events that creates a high crash risk. The three sections of road require upgrade, widening, the application of bitumen surfaces and culvert structure widening and upgrade to provide a safe carriageway for traffic. Review and upgrading of guide posts and signs through the sections are required to comply with AS 1742.2- 2009 and offer a safe route for road users.

The Chief Executive has resubmitted the following project to the 2015/2016 State Black Spot Program for 86 Gate Road.

**Proposed Treatment**

Reduce the batter slopes on the approaches to the bridge and culvert structures, install crash barrier railings on both sides of the bridge and the culverts structure and upgrade all signage associated with the bridge and culvert structures.

Total Estimated Project cost: \$68,180.

Council has been advised by Main Roads Narrogin *'that your revised submission for 86 Gate Rd for 2015/16 SBSPO funding has been assessed and recommended for funding to Main Roads Perth for ministerial approval.'*

The Chief Executive was requested on the 10<sup>th</sup> March to resubmit the Black Spot application for the Toolibin North Road Clearing project.

The Chief Executive Officer has resubmitted the following project to the 2015/2016 State Black Spot Program for the Toolibin North Road.

**Proposed Treatment**

Remove all trees, shrubs and vegetation from the clear zones on Toolibin North road to offer area for errant vehicle recovery.

Total Estimated Project cost: \$14,324

The Chief Executive Officer is still waiting to hear if this project has been recommended for funding.

**Bushfire Prone Mapping and Regulations**

The Department of Planning has released an information update in relation to the Bushfire Prone Mapping and Regulations. The State Bushfire-Prone Area Map will be gazetted by the FES Commissioner on 1st May 2015 as previously announced. The introductions of the proposed Planning and Development (Bushfire Risk Management) Regulations 2014 have been deferred until the 1st September 2015. This is to give the building and planning industry a four month period to take into account the effect of the Bushfire-Prone Area Map when considering future development.

In simple terms this means that:

1. From the 1st May BAL assessments will be required for building permit applications on bushfire prone land; but
2. No planning application will be required to develop land with a BAL-FZ or BAL-40 rating until the 1st September.



**Meetings Attended**

<b>February 2015</b>	<b>Issue/Subject</b>
19/03	Staff Meeting.
26/03	Meeting with Sara Hill and President Yealering Progress Association regarding concept plan for Golden Memorial Park Yealering.
27/03	WALGA CCZ Williams with Cr Julie Russell.
<b>March 2015</b>	<b>Issue/Subject</b>
03/03	Meeting with representatives from Telstra to discuss and make sure the shire is getting the most value from its Telstra services.
04/03	Governance Meeting and Technical Services Meeting.
10/03	Meeting Wickepin Lifestyle Committee to discuss proposed aged units Johnston Park.
13/03	LGIS Insurance Program - Renewal Review 2015-2016.
12/03	Meeting of Great Southern Waste Group with Cr Allan Lansdell.

**Delegations**

<b>No.</b>	<b>Delegation Name</b>	<b>Delegation To</b>	<b>Delegation Exercised</b>	<b>When Exercised</b>	<b>Persons Affected</b>
A1	Cheque Signing and Account Authorisation	CEO	Signing Cheques	February 2015	Nil
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO			
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO			
A6	Appointment and Termination of Staff	CEO	Casual Gardener	March 2015	Matthew Pockran
A7	Rates Recovery – Instalment Payments	CEO	Payment Plans		Rate Payers
A8	Issue of Orders	CEO	Yealering Hotel Failure to comply with the provisions of the Food Act 2008	February 2015	Peter Stribling of the Yealering Hotel
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO	Wickepin Market Day	14 March 2015	CRC
A12	Liquor Consumption on Shire Owned Property	CEO	Funeral	3 March 2015	Gary Lang
			Facey Group – Trials Presentation Event	5 March 2015	Bronwyn Dew
			Harrismith Dudinin Cricket Club	21 March 2015	Adam Gray
A13	Hire of Community Halls / Community Centre	CEO	Annual Electors meeting	25 March 2015	Shire of Wickepin

**Recommendations:**

That Council endorses the Chief Executive Officer's Report dated 10 March 2015.

**Voting Requirements:** Simple majority

**Resolution No 180315-15**

**Moved Cr Allan / Seconded Cr Lansdell**

That Council endorses the Chief Executive Officer's Report dated 10 March 2015.

**Carried 7/0**

4.07pm – Cr Hinkley departed the Chambers.

**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 4.08pm.