

Minutes

ORDINARY MEETING OF COUNCIL
16 MARCH 2016
COUNCIL CHAMBERS
WICKEPIN



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**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin
Wednesday 16 March 2016**

The President declared the meeting open at 3.24pm.

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

President	Cr JA Russell
Deputy President	Cr WA Astbury
Councillor	Cr SJ Martin
Councillor	Cr RE Easton
Councillor	Cr GCL Hinkley
Councillor	Cr AG Lansdell
Councillor	Cr Fran Allan
Councillor	Cr MG Lang
Chief Executive Officer	Mr MJ Hook
Executive Support Officer	Ms LG Pearson (Minute Taker)

Leave of Absence (Previously Approved)

Apologies

2. Public Question Time

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

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

Item	Item Title	Councillor/Officer	Interest	Reason
10.1.02	Bulmans Hill – Pingelly Wickepin Road	Cr Lang	Proximity	Owens land adjoining road.

6. Confirmation of Minutes – Ordinary Meeting of Council – 17 February 2016

Resolution No 160316-01

Moved Cr Lansdell / Seconded Cr Allan

That the minutes of the Ordinary Council meeting held on Wednesday 17 February 2016 be confirmed as a true and correct record.

Carried 8/0

7. Receival of Minutes

Receival of Minutes

7.1 Lifestyle Retirement Committee

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Leah Pearson, Executive Support Officer
File Reference:	203
Author:	Leah Pearson, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	25 February 2016

Enclosure / Attachment:

Minutes of the Lifestyle Retirement Committee Meeting held on Wednesday 24 February 2016.

Background:

The Lifestyle Retirement Committee Meeting was held on Wednesday 24 February 2016.

Comment:

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

Statutory Environment:

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

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Recommendation:

That the Minutes of the Lifestyle Retirement Committee Meeting held on Wednesday 24 February 2016 be received.

Voting Requirements: Simple majority.

Resolution No 160316-02

Moved Cr Allan / Seconded Cr Lansdell

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

Carried 8/0

Receival of Minutes

7.2 Townscape & Cultural Planning Committee Meeting

Submission To: Ordinary Council
Location / Address: Whole Shire
Name of Applicant: Leah Pearson, Executive Support Officer
File Reference: 206
Author: Leah Pearson, Executive Support Officer
Disclosure of any Interest: Nil
Date of Report: 10 March 2016

Enclosure / Attachment:

Minutes of the Townscape & Cultural Planning Committee Meeting held on Wednesday 9 March 2016.

Background:

The Townscape & Cultural Planning Committee Meeting was held on Wednesday 9 March 2016.

Comment:

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

Statutory Environment:

Section 5.22 of the Local Government Act 1995

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Recommendation:

That the minutes of Townscape & Cultural Planning Committee Meeting held on Wednesday 9 March 2016 be received.

Voting Requirements: Simple majority.

Resolution No 160316-02

Moved Cr Allan / Seconded Cr Lansdell

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

Carried 8/0

8. Status Report

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

Item	Subject/Action	Officer/ File	Progress	Status	Comment
613-160915-05	Technical Services Committee Meeting Recommendations	CEO	That Council turn the Gillmanning school site into a parking bay and place parking bay signs on the Pingelly Wickepin Road.	○	Letter sent 17/09/2015. MWS to complete project.
712-170216-09	Long Term Financial Plan 2015-2025	CEO	That the Shire of Wickepin adopts the Long Term Financial Plan as presented for the period 2015 to 2025 with the following changes: <ul style="list-style-type: none"> • Page 10 – Forecast 2019-20 be amended from 2016 to 2.16. • Page 11 – Operating Surplus Ratio's be checked and amended if necessary. 	✓	Forwarded to DLG.
713-170216-10	Town Planning Scheme No. 4 Amendment No. 1	CEO	Please see February 2016 Minutes for resolution.	✓	Forwarded to EPA and WAPC.
714-170216-11	Tender 5 - 2015/2016 Supply & Installation of Synthetic Bowling Green Lake Yealering Bowling Club	CEO	That council awards the RFT 05-2015/2016 supply and installation of one 7 rink bowling green to Evergreen Synthetic Grass to supply and install Evergreen Ultra Plus 12mm synthetic bowls surface constructed to World Bowls Association requirements and all relevant standards and codes at the Lake Yealering Bowling Club as per tender submitted at the cost of \$203,469 (GST INC).	✓	Successful and unsuccessful letters sent 23/02/2016. Resolution filed in Tender Register.
715-170216-12	2014/2015 Annual Audit Report	CEO	1. That Council adopts the Annual Audit and Management Reports provided by Butler Settineri Accountants and Financial Advisors for the year ended 30 June 2015. 2. That Council holds the Annual Electors meeting on Wednesday 16 March 2016 at 6.30pm at the Wickepin Community Centre.	✓	Copy of Annual Report sent to the Department of Local Government 23/02/2016.

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

○ = in progress ✓ = completed ✕ =superseded

9. Notice of Motions of Which Notice Has Been Given

10. Receipt of Reports & Consideration of Recommendations

Infrastructure and Engineering Services

10.1.01 – Manager Works and Services Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Peter Vlahov, Manager Works & Services
File Reference:	2610
Author:	Peter Vlahov, Manager Works & Services
Disclosure of any Interest:	Nil
Date of Report:	9 March 2016

Enclosure / Attachment: Nil

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

Comment: Not applicable.

Programmed Construction Works

- Lomos Road has been constructed and bitumen sealed. 3 crossover culverts are to be installed before final cleanup and guide posting is done to complete the project.
- Guard rails have been installed on the bridge located on Eighty Six Gate Road. Warning signs and guide posts have been installed and this project has now been completed.
- The old cricket pitch located at Wickepin oval has been replaced with a new concrete pitch. The astro turf will be installed at the end of March.
- The concrete floor for the new gazebo at Johnston Park has been completed. The brick walls and pillars have also been constructed.
- All programmed reseals have been completed and line marking has been ordered.
- Work has recommenced on the Wickepin Pingelly Road culvert and gravel shoulder widening.

Plant Replacement

- Councils new six wheel tip truck has been delivered.

Maintenance Works

- The works team has conducted road repairs to various roads following heavy rains during January.
- Cemetery upgrade.
- Old Railway Station restoration
- Erect artwork arch at start of walk trail.
- Yealering various maintenance.
- Yealering repair erosion on walk trail
- Ongoing general maintenance.
- Bitumen patching
- Ongoing road grading.
- Guide post replacement various
- Waste management.
- Dig grave at Yealering.
- Roadside verge spraying rural roads.
- Various maintenance issues at the swimming pool.
- Several trees down.

Occupational Health and Safety

- Toolbox meeting was held 18th February.

Workshop

- General ongoing servicing and minor repairs.
- Set up new truck.

Parks and Gardens

- Sweep streets
- General mowing, pruning and slashing.
- Caltrop control spraying.
- Oval mowing and maintenance.
- Street tree planting.
- Tree stump removal.
- Watering.

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 9 March 2016.

Voting Requirements: Simple majority

Resolution No 160316-03

Moved Cr Astbury / Seconded Cr Easton

That council notes the report from the Manager of Works and Services dated 9 March 2016.

Carried 8/0

3.37pm – Cr Grayden Lang departed the meeting due to declaring a proximity interest; owns land adjoining road.

Infrastructure and Engineering Services

10.1.02 – Bulmans Hill – Pingelly Wickepin Road

Submission To:	Ordinary Council
Location / Address:	Pingelly Wickepin Road
Name of Applicant:	Main Roads WA
File Reference:	RD.DAC.2603
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	8 March 2016

Enclosure / Attachment:

Main Roads WA report on the Wickepin – Pingelly Road Realignment Options

Background:

At the Shire of Wickepin Technical Services Committee Meeting held on the 5 March 2014 the following resolution was passed by the Technical Services Committee:

Moved Cr Easton / Seconded Cr Lansdell

That Council authorise the Chief Executive Officer to investigate the realignment of the Avery Corner and the Bulmans Hill sections of the Pingelly Wickepin Road, and prepare a report with costs and funding options for the Technical Services committee on any proposed realignment.

Carried 4/0

Comment:

Main Roads have finally provided the report to the Chief Executive Officer on the possible road realignments for the Pingelly Wickepin Road at Bulmans Hill. The report is attached under separate cover.

The following criteria was used in the report to determine the alignment options;

- Avoid known areas of rock
- Reduce vertical grades
- Improve coordination of vertical and horizontal alignment
- Minimise waterway crossings
- Minimise vegetation clearing

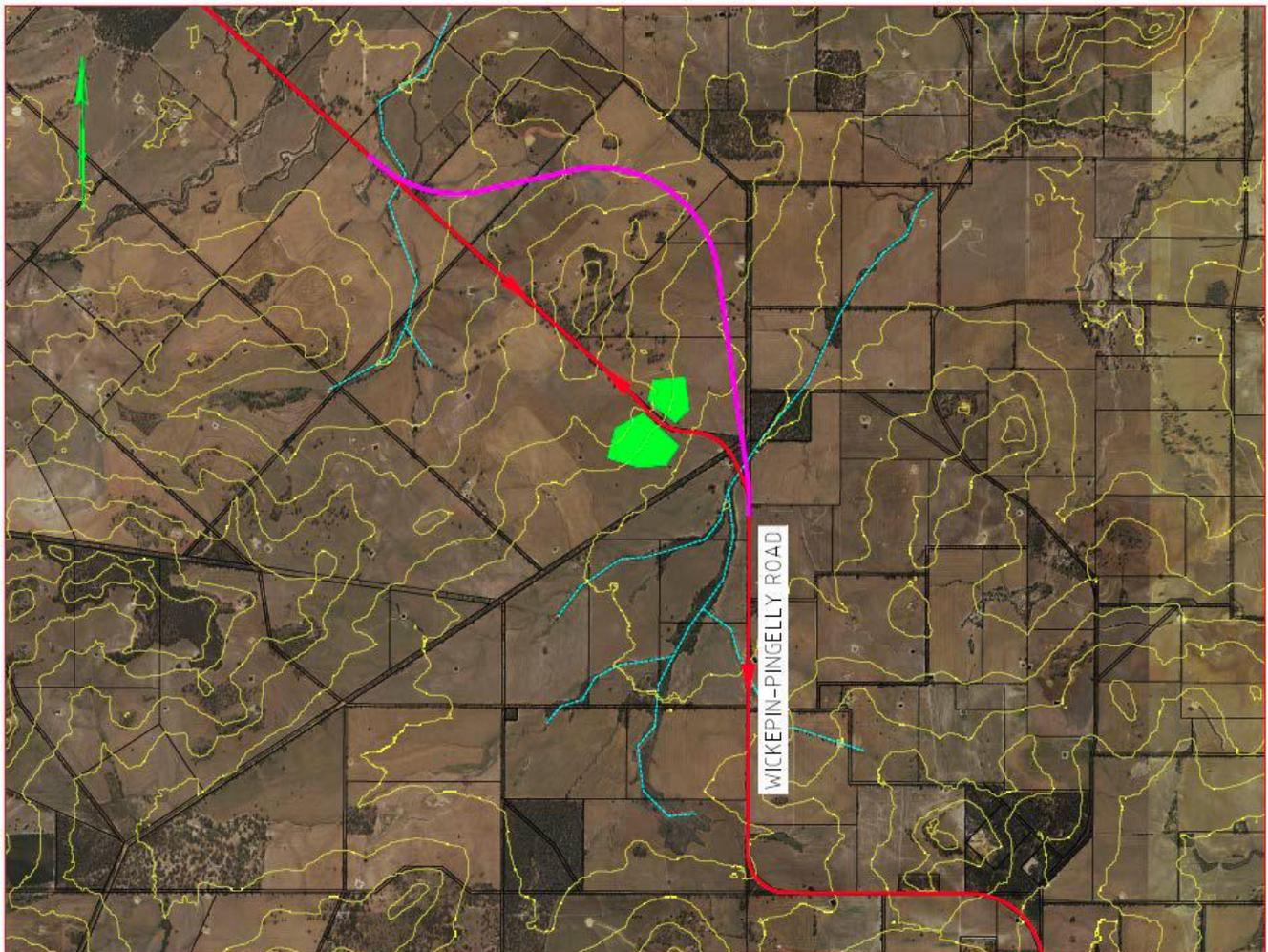
Two options for the realignment of the Pingelly Wickepin Road around the Bulmans Hill are shown within the report.

Option One

Road to be re-aligned to the north east. Alignment traverses slopes and avoids known rock outcrop. The re-alignment would be approximately 4.9km long and would require clearing of existing vegetation at the southern tie in and two waterway crossings. Typical horizontal radius of 900m has been used for this level of design

Estimated Cost:

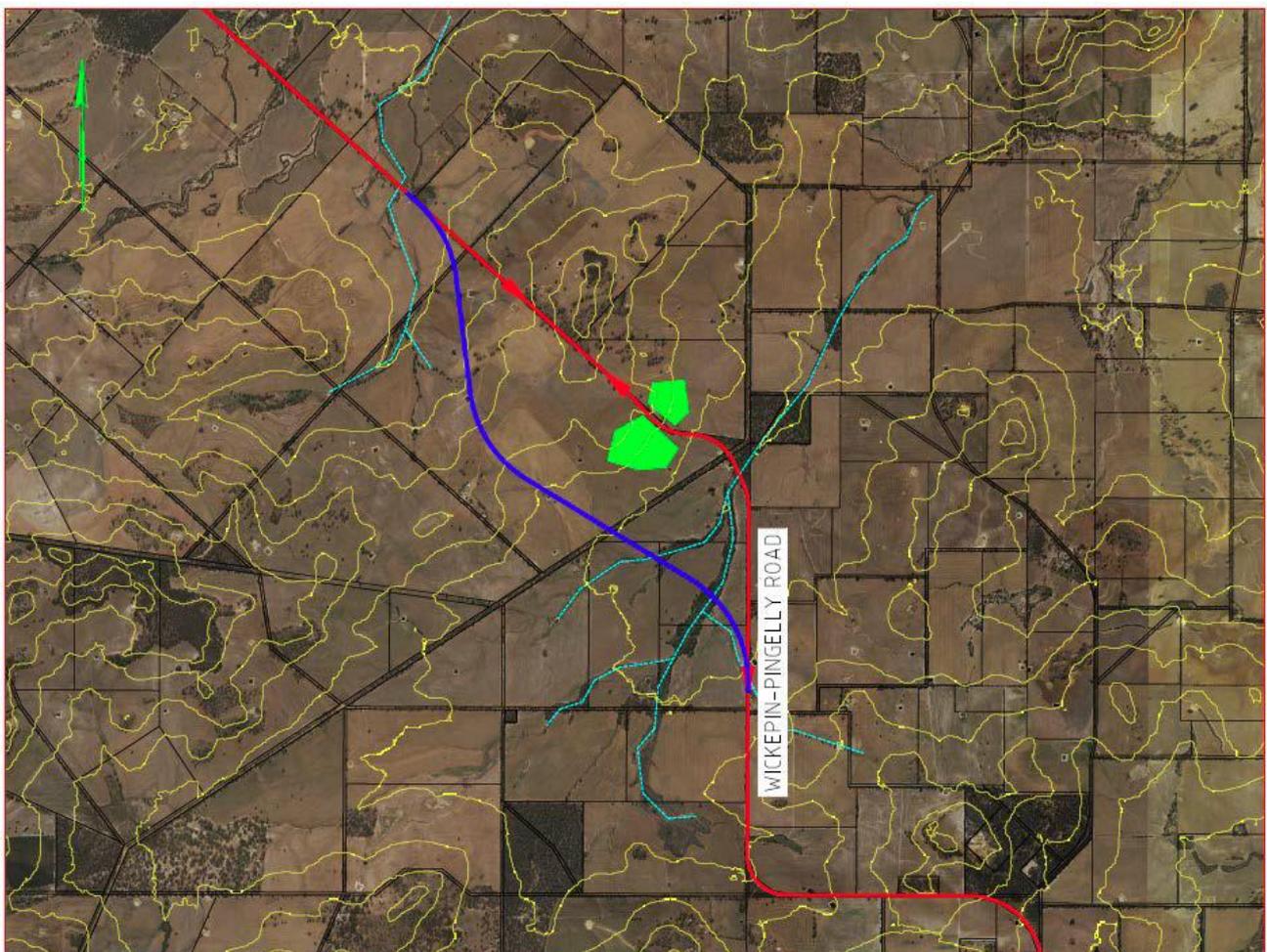
Item	Unit	Cost	Qty	Total
Design Development (design, land dealings, environmental offset, materials, service relocations, contract documents etc)	KM	\$250,000	4.9	\$1,225,000
General (accommodation works, contract management, etc)	KM	\$350,000	4.9	\$1,715,000
Roadworks (includes earthworks, pavement, surfacing, signs and lines)	KM	\$410,000	4.9	\$2,009,000
Waterway Crossing	NO	\$250,000	2	\$500,000
Provisional sum for misc. items (i.e. rock, sub soil drains, etc)	KM	\$80,000	4.9	\$392,000
Sub-Total				\$5,841,000
Contingency (70%)				\$4,088,700
TOTAL				\$9,929,700



Option Two

Road to be re-aligned to the south west. Alignment traverses slopes and avoids known rock outcrop. The re-alignment would be approximately 4.8km long and would require three waterway crossings. Typical horizontal radius of 900m has been used for this level of design. Further survey would be required to determine detailed coordination of vertical and horizontal alignment and to ensure visibility standards are met.

Item	Unit	Cost	Qty	Total
Design Development (design, land dealings, environmental offset, materials, service relocations, contract documents etc)	KM	\$250,000	4.8	\$1,200,000
General (accommodation works, contract management, etc)	KM	\$350,000	4.8	\$1,680,000
Roadworks (includes earthworks, pavement, surfacing, signs and lines)	KM	\$410,000	4.8	\$1,968,000
Waterway Crossing	NO	\$250,000	3	\$750,000
Provisional sum for misc. items (i.e. rock, sub soil drains, etc)	KM	\$80,000	4.8	\$384,000
Sub-Total				\$5,982,000
Contingency (70%)				\$4,187,400
TOTAL				\$10,169,400



Statutory Environment: *Local Government Act 1995*

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to receive the report form Mainroads WA on the realignment of the Pingelly Wickepin Road at the Bulmans Hill section and to instruct the Chief Executive Officer to take no action in relation to the report recommendations or possible realignments of the Pingelly Wickepin Road.

Recommendation:

That Council receive the report form Mainroads WA on the realignment of the Pingelly Wickepin Road at the Bulmans Hill section and instruct the Chief Executive Officer to take no action in relation to the possible realignments of the Pingelly Wickepin Road at Bulmans Hill.

Voting Requirements: Simple majority

Resolution No 160316-04

Moved Cr Martin / Seconded Cr Lansdell

That Council receive the report form Mainroads WA on the realignment of the Pingelly Wickepin Road at the Bulmans Hill section and instruct the Chief Executive Officer to take no action in relation to the possible realignments of the Pingelly Wickepin Road at Bulmans Hill.

Carried 6/1

3.50pm – Cr Grayden Lang returned to the Chambers.

Infrastructure and Engineering Services

10.1.03 – Main Roads Requesting RAV5 for Wickepin Corrigin Road

Submission To:	Ordinary Council
Location / Address:	Wickepin Corrigin Road Yealering
Name of Applicant:	Main Roads WA
File Reference:	TT.PLA.2801
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	29 February 2016

Enclosure / Attachment: Nil

Background:

Council has received the following requests via email from Dave Stanwix Heavy Vehicle Access Assessment Officer Heavy Vehicle Services Main Roads WA.

Due to a number of requests for increased Restricted Access Vehicle (RAV) access in the vicinity of your Shire, I was wondering if I could run an enquiry by you for a RAV route proposal. The road in question is Wickepin – Corrigin Rd (4290001: 22.39 – 24.4 slk) which is currently approved to RAV 4 (27.5m); I am enquiring as to whether the Shire of Wickepin would be willing to endorse this route being included in the RAV 5 (36.5m) Network so as to establish connectivity with surrounding RAV 5 routes. I have attached a map diagram below depicting the requested route. Myself and my colleague have been assessing a number of roads in this area (Lomos Rd South, Lomos South Rd, Bullaring Rd, etc) that have been requested and Shire approved for RAV 5 access but would require this section to be feasible. I would like to make that formal request to have this section of Wickepin Corrigin Rd (4290001 – 22.39 – 24.40 slk) considered for RAV Category 5 Network access from the Corrigin/Wickepin Shire Border to the intersection of Coxtan St. Preliminary approvals have already been granted for all other required connecting roads and MRWA assessments so far carried out indicate that they would meet the RAV 5 criteria.



Comment:

Councils current policy 8.1.2 Restricted Access Vehicle Permit on Low Volume Roads only cover low volume roads and the Lomos South Road would not be deemed a low volume road by the Chief Executive Officer as it is a major route. A Low Volume road is generally an unsealed rural road with a traffic volume of less than 75 vehicles per day. These roads are narrower and generally only approved for use during harvest and other local seasonal activities.

The RAV 4 network restricts vehicles to 27.5m in length, where the RAV 5 Network allows for vehicles up to 36.5m in length.

The Chief Executive believes it makes sense for the Wickepin Corrigin Road in the Shire of Wickepin to be a RAV 5 Network Road to allow for the use off RAV 5 vehicles along this section of the RAV road network.

The Shire of Wickepin Works Manager Mr Peter Vlahov believes that the Wickepin Corrigin Road is suitable for RAV 5 vehicles.

Statutory Environment:

Road Traffic (Vehicles) Regulations 2014
Road Traffic (Administration) Regulations 2014
Road Traffic (Authorisation to Drive) Regulations 2014
Road Traffic (Repeals and Amendments) Regulations 2014
Road Traffic Vehicles Act 2012

Policy Implications: Councils Policy 8.1.2 only covers Low Volume Roads

Financial Implications: Nil

Strategic Implications: Nil

Fits within theme One (1) of Councils adopted Community Strategic Plan

Theme 1 – To Develop and Maintain Quality Services and Infrastructure

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

Summary:

Council is being requested by Main Roads WA to make the Wickepin Corrigin Road from the Shire of Wickepin Border with the Shire of Corrigin to the intersection of Coxon Street in the Yealering Townsite a RAV 5 network Road.

Recommendation:

That Council request Main Roads to add the Wickepin Corrigin Road from the Shire Border with the Shire of Corrigin to the intersection of Coxon Street in the Yealering Townsite as a RAV 5 network Road as shown on the following Map:



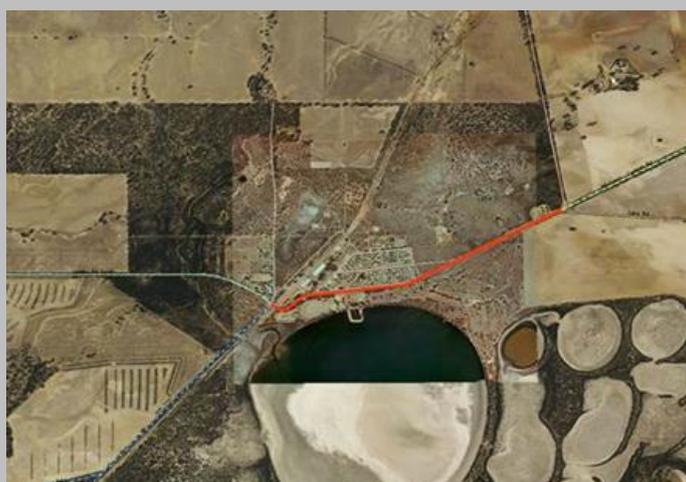
Voting Requirements: Simple majority

3.54pm – CEO Mark Hook departed the Chambers.

4.02pm – CEO Mark Hook returned to the Chambers.

Resolution No 160316-05**Moved Cr Astbury / Seconded Cr Martin**

That Council request Main Roads to add the Wickepin Corrigin Road from the Shire Border with the Shire of Corrigin to the intersection of Coxon Street in the Yealering Townsite as a RAV 5 network Road as shown on the following Map:



Carried 8/0

Governance, Audit and Community Services

10.2.01 – Financial Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Natalie Manton - Finance Manager
File Reference:	1212
Author:	Natalie Manton – Finance Manager
Disclosure of any Interest:	Nil
Date of Report:	10 March 2016

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

Background: In accordance with Section 6.4(2) of the Local Government Act 1995 and Regulation 35 of the Local Government (Financial Management) Regulations 1996, attached are the monthly/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 29 February 2016 as presented be received.

Voting Requirements: Simple majority

Resolution No 160316-06

Moved Cr Lang / Seconded Cr Lansdell

That the financial statements tabled for the period ending 29 February 2016 as presented be received.

Carried 8/0

Bank Balances

As at 29/02/2016

	Bank Statement
Municipal Fund	820,106.60
Municipal ANZ Term Deposit	506,955.49
Municipal ANZ Term Deposit	301,663.56
Municipal OCDF	296,853.35
Petty Cash	700.00
Reserves	1,073,211.19
Total	\$2,999,490.19
Trust Fund	\$6838.66
Transport Account	1,551.75

Debtors

Rates as at 29/02/2016

Account 7461	Rates	53,108.33
Account 6051	Sewerage	5,052.82
Account 7451	Excess Receipts	-4,631.02
Account 1092	ESL	1,577.57
Account 7481	Domestic Rubbish	1,542.90
Account 7491	Commercial Rubbish	570.08
Account 7201	Refuse Site Levy	596.97
Account 1052	ESL Penalty	169.67
Total		\$57,987.32

Sundry Debtors as at 29/02/2016

Current	29332.09
1 Month	670.00
2 Months	0.00
3 Months	0.00
	0.00
Total	\$30,002.09

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:	1201
Author:	Natalie Manton - Finance Manager
Disclosure of any Interest:	Nil
Date of Report:	10 March 2016

Enclosure / Attachment: List of Accounts

Background: List of Accounts remitted during the period from 1 February 2016 to 29 February 2016

	<u>Vouchers</u>	<u>Amounts</u>
Municipal Account		
Cheques	15282 - 15293	18,229.94
EFT	6114- 6119	405,856.26
	6121 - 6172	
	6174 - 6190	
Payroll	February	79,947.76
Superannuation	February	9,554.03
Credit Card	February	283.25
Trust		
EFT	6119 – 6120, 6174	200.00
	TOTAL	<u>\$514,071.24</u>

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

Certificate of Chief Executive Officer:

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

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

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

Policy Implications: Policy F3.7 - Cheque Issue

Strategic Implications: Not applicable

Recommendation: That Council acknowledges that payments totaling **\$514,071.24** have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

Voting Requirements: Simple majority

Resolution No 160316-07

Moved Cr Easton / Seconded Cr Lansdell

That Council acknowledges that payments totaling **\$514,071.24** have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

Carried 8/0

List of Accounts Due & Submitted to Committee
Feb-16

Chq/EFT	Date	Name	Description	Muni	Trust
EFT6114	01/02/2016	BEST OFFICE SYSTEMS	COPIER CHARGES TO 23/12/15, CONTRACT FOR MACHINES	\$ 378.01	
EFT6115	01/02/2016	JR & A HERSEY	12 X WHITE SPRAY MARKER FOR WICKEPIN PINGELLY RD	\$ 81.18	
EFT6116	01/02/2016	HARRIS ZUGLIAN ELECTRICS	REPAIR LIGHTS IN LADIES PUBLIC TOILET YEALERING	\$ 179.30	
EFT6117	01/02/2016	WESTERN AUSTRALIAN TREASURY	GOVERNMENT GUARANTEE FEE FOR TREASURY LOANS ENDING 31 DEC	\$ 661.84	
EFT6118	01/02/2016	WA HINO SALES & SERVICE	DIFF SEAL FOR ISUZU TIP TRUCK WK1915	\$ 53.39	
EFT6119	01/02/2016	YEALERING SHOP	FOOD AND DRINKS- AUSTRALIA DAY BREAKFAST 2016	\$ 768.55	
EFT6120	01/02/2016	R F HICKS	REFUND OF CAT TRAP BOND	\$ 50.00	
EFT6121	01/02/2016	WICKEPIN NEWSAGENCY	2 X ALBERT FACEY VOLUNTEER VOUCHERS LYN CHADWICK AND JEAN	\$ 40.00	
EFT6122	09/02/2016	AUSTRALIAN TAXATION OFFICE	JANUARY 2016 BAS	\$ 14,797.00	
EFT6123	09/02/2016	LIONEL ANTHONY RIGBY	Caravan Park commission January 2016	\$ 337.52	
EFT6124	15/02/2016	YVONNE BOWEY CONSULTING	CONSULTANCY- AUDIT REPORT FOR INFRASTRUCTURE ASSETS	\$ 1,275.00	
EFT6125	15/02/2016	AMANDA LOUISE BULLOCK	REIMBURSE FOR PORTION OF RECORD KEEPING COURSE AS ENROLLED	\$ 1,210.00	
EFT6126	15/02/2016	KELLY COCHRANE	CLEANING YEALERING HALL, TOILETS, CARAVAN PARK IN JAN 16	\$ 300.00	
EFT6127	15/02/2016	EWEN RURAL SUPPLIES	JANUARY ACCOUNT- TOOLS, OIL, CEMENT, STORM PIPE, TOOL BOX,	\$ 6,413.01	
EFT6128	15/02/2016	EVERLON BRONZE	CENTENARY WALL PLAQUE- O'KEEFE	\$ 105.05	
EFT6129	15/02/2016	GREAT SOUTHERN FUEL SUPPLIES	FUELS AND OILS - JANUARY 2016	\$ 9,415.98	
EFT6130	15/02/2016	IT VISION	SYNERGYSOFT RECORDS MANAGEMENT SYSTEM INC PREP, STAFF	\$ 19,506.30	
EFT6131	15/02/2016	LOCAL GOVERNMENT ASSOCIATION	ADDITIONAL 2016 WALGA DIRECTORIES X2	\$ 100.50	
EFT6132	15/02/2016	MARKETFORCE PRODUCTIONS	ADVERTISING TENDER FOR SYNTHETIC BOWLING GREEN THE WEST	\$ 676.84	
EFT6133	15/02/2016	RG & JE MILLER FAMILY TRUST	PAYROLL CONSULTANCY 19 NOV TO 30 JAN	\$ 3,311.00	
EFT6134	15/02/2016	MOORE STEPHENS	TRAINING- FINANCE ESSENTIALS, ACCOUNTING NOV 2015	\$ 3,324.20	
EFT6135	15/02/2016	GREAT SOUTHERN WASTE	RUBBISH COLLECTION, HOUSEHOLD, COMMERCIAL, STREET BINS	\$ 6,050.94	
EFT6136	15/02/2016	OFFICEWORKS SUPERSTORES PTY	ADMIN OFFICE SUPPLIES- A4 KRAFT DIVIDERS	\$ 31.52	
EFT6137	15/02/2016	MAUREEN SUSAN PREEDY	CLEANING YEALERING JAN 2016 HALL, TOILETS, CARAVAN PARK	\$ 602.50	
EFT6138	15/02/2016	PACIFIC BRANDS WORKWEAR	ADMIN UNIFORMS-	\$ 96.79	
EFT6139	15/02/2016	THE TROPHY HOUSE	PLAQUES FOR COMMUNITY AWARD HONOUR BOARD	\$ 73.00	
EFT6140	15/02/2016	WESTERN AUSTRALIAN TREASURY	Loan No. 100 Interest payment -	\$ 2,123.39	
EFT6141	15/02/2016	WICKEPIN NEWSAGENCY	MILK, PAPERS FOR JANUARY 2016	\$ 22.90	
EFT6142	15/02/2016	WATERMAN IRRIGATION	STANDPIPE REMOTE ACCESS CHARGE 18 MONTHS	\$ 376.20	
EFT6143	15/02/2016	AUSTRALIA POST	POSTAGE, STAMPS JANUARY 2016	\$ 263.55	

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EFT6144	15/02/2016	BORAL	SUPPLY AND LAY BITUMEN AND AGGREGATE FENCE RD	\$ 245,434.65
EFT6145	15/02/2016	CUTTING EDGES PTY LTD	BOX WEDGES, STUDS FOR CAT 12H GRADER	\$ 76.73
EFT6146	15/02/2016	COUNTRY PAINT SUPPLIES	GLASS PAINT, ROLLER KIT WICKEPIN INFO BAY	\$ 55.75
EFT6147	15/02/2016	HJ CORKE & SONS	2000M3 GRAVEL FOR USE ON LOMOS ROAD	\$ 2,200.00
EFT6148	15/02/2016	CHEDOONA ENVIRONS	NATIVE SHRUBS, TREES FOR WICKEPIN TOWN STREETS	\$ 375.00
EFT6149	15/02/2016	ROSS EASTON	LAY LIMESTONE BLOCKS- WICKEPIN CEMETERY	\$ 1,650.00
EFT6150	15/02/2016	EASIFLEET	VEHICLE LEASE FACEY GROUP TRITON JAN 16	\$ 682.17
EFT6151	15/02/2016	FRANK WESTON & CO	SQUARE TUBE POSTS 90MM X 900MM FOR WAR MEMORIAL SIGNS	\$ 151.89
EFT6152	15/02/2016	NARROGIN HARDWARE MAKIT	TOWEL RAIL CARAVAN PARK , TREATED PINE POSTS	\$ 245.72
EFT6153	15/02/2016	NARROGIN AUTO ELECTRICS	HEAVY DUTY BATTERY JOHN DEERE 4040	\$ 310.00
EFT6154	15/02/2016	NARROGIN TOYOTA	SHARPEN 2 CHAINSAWS, REPAIR PULLSTART, START ASSY	\$ 239.21
EFT6155	15/02/2016	ROYAL LIFE SAVING SOCIETY	SPEEDBLOCK HEAD SETS AND RESCUE TUBES-SAFETY EQUIPMENT	\$ 497.00
EFT6156	15/02/2016	RSA WORKS	TECHNICAL SERVICES SUPPORT LOMOS RD PROJECT	\$ 6,600.00
EFT6157	15/02/2016	PETER STRIBLING	YEALERING CARAVAN PARK MANAGER COMMISSION DEC 15, JAN 16	\$ 201.00
EFT6158	15/02/2016	WEST AUSTRALIAN NEWSPAPERS	AUSTRALIA DAY ADVERTISING FEATURE IN NGN OBSERVER	\$ 165.00
EFT6159	22/02/2016	ARTS NARROGIN INC	REGISTER RAILWAY BUILDING AS OFFICIAL VENUE 2016 DRYANDRA	\$ 110.00
EFT6160	22/02/2016	BURGESS RAWSON (WA) PTY LTD	WATER USAGE AT WICKEPIN PULIC TOILET - 04/12 TO 10/12/16	\$ 952.34
EFT6161	22/02/2016	RJ BROWN PAINTING SERVICES	PAINT INTERNAL OLD RAILWAY STATION	\$ 3,500.00
EFT6162	22/02/2016	COURIER AUSTRALIA	FREIGHT- POOL AND EFFLUENT WATER SAMPLES, LIBRARY BOOKS	\$ 38.00
EFT6163	22/02/2016	DORMA	REPAIR ELECTRIC DOOR AT ADMIN OFFICE, REPLACE BATTERY	\$ 733.81
EFT6164	22/02/2016	GSR LASER TOOLS	BATTERY FOR LASER LEVEL	\$ 213.50
EFT6165	22/02/2016	ELIZABETH HEFFERNAN	2 X HOURS CLEANAING ABERT FACEY HOMESTEAD	\$ 40.00
EFT6166	22/02/2016	NARROGIN HIRE SERVICE	RETICULATION PARTS - ADMIN OFFICE GARDEN UPGRADE	\$ 26.92
EFT6167	22/02/2016	NARROGIN GLASS	REPLACE FLY SCREEN DOOR AND LOCK 49 COLLINS ST	\$ 1,474.80
EFT6168	22/02/2016	Pavement Management Services	FWD ROAD SURVEY, REPORT, TRAFFIC MANAGEMENT LOMOS RD	\$ 4,620.00
EFT6169	22/02/2016	RSA WORKS	LOMOS RD CONSULT- LAYOUT, STRING AND PEGGING	\$ 6,820.00
EFT6170	22/02/2016	SHIRE OF WAGIN	REGIONAL REFUSE GROUP CONTRIBUTION FOR 2015/16	\$ 5,500.00
EFT6171	22/02/2016	TELFORD INDUSTRIES	CHEMICAL 20LTRS DRUMS - CHLORINE OFR POOL, ACID FOR OVAL	\$ 690.36
EFT6172	22/02/2016	WA HINO SALES & SERVICE	HINO TRUCK W548 RIGHT INDICATOR LENS	\$ 41.08
EFT6173	22/02/2016	MECHANICAL & DIESEL SERVICES	HINO TRUCK REPAIRS WIRING, PINION SEAL, ABS SCANNER	\$ 632.50
EFT6174	29/02/2016	ARTS NARROGIN INC	REGISTRATION OF ALBERT FACEY HOMESTEAD AS A VENUE FOR THE	\$ 110.00
EFT6175	29/02/2016	ARTS NARROGIN INC	DRYANDRA COUNTRY TOURISM COFFEE CUPS	\$ 48.40
EFT6176	29/02/2016	BEST OFFICE SYSTEMS	PHOTOCOPIER USAGE- BLACK AND WHITE, COLOUR FOR FEB 2016	\$ 864.60

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EFT6177	29/02/2016	CUTTING EDGES PTY LTD	GRADER BLADES - KOMATSU 2 X 4 FOOT AND 4 X 5 FOOT	\$	1,187.14
EFT6178	29/02/2016	CHEDOONA ENVIRONS	ASSORTED NATIVE SHRUBS, GREVILLEAS FOR STREETS WICKEPIN AND	\$	202.50
EFT6179	29/02/2016	FRANK WESTON & CO	VARIOUS BOLTS, WASHERS FOR GATEWAY INSTALLATION TO	\$	114.35
EFT6180	29/02/2016	FESA - ESL	EMERGENCY SERVICES LEVY 3RD QUARTER 2015/16	\$	11,077.20
EFT6181	29/02/2016	GREENLINE	HYDRAULIC ADAPTER FITTING, O RINGS TO SUIT FOR JOHN DEERE	\$	107.59
EFT6182	29/02/2016	HARRIS ZUGLIAN ELECTRICS	INSTALL FLOW SWITCH, INSPECT WIRING AT OVAL RETIC SHED	\$	1,168.60
EFT6183	29/02/2016	JASON SIGNMAKERS	CUSTOM FENCE PANELS WITH DIGITAL PHOTOS FOR WICKEPIN WAR	\$	8,703.42
EFT6184	29/02/2016	KENWICK AUTO ELECTRICS	AMBER LIGHT BAR ASSEMBLY FOR TRAFFIC TRAILER	\$	429.00
EFT6185	29/02/2016	KIRBY SWIM EQUIP PTY LTD	SWIM PLATFORM 1800MM MIDDLE SIZE SWIMMING POOL	\$	1,361.80
EFT6186	29/02/2016	NARROGIN TOYOTA	BAR COVER FOR CHAINSAW	\$	58.37
EFT6187	29/02/2016	ROADTECH CONSTRUCTIONS	SUPPLY AND LAY ASPHALT FOR WALKWAYS IN WICKEPIN AND AT	\$	22,000.00
EFT6188	29/02/2016	BULLIVANTS	4 X SETS RATCHET TIEDOWN FOR ISUZU TIP TRUCK	\$	99.00
EFT6189	29/02/2016	TELFORD INDUSTRIES	WATER PALINTEST PHOTOMETER KIT FOR SWIMMING POOL	\$	1,181.40
EFT6190	29/02/2016	WICKEPIN MOTORS	SUPPLY AND FIT NEW WINDSCREEN TO WK468 COLORADO UTE	\$	440.00
15282	01/02/2016	DAWN JONES	CLEANING HARRISMITH PUBLIC TOILETS JUNE 15 TO JANUARY 16	\$	280.00
15283	01/02/2016	TELSTRA	TELEPHONE USAGE TO 13/01/16- ADMIN, FIRE, DEPOT, STAFF	\$	1,616.55
15284	01/02/2016	WATER CORPORATION	WATER USAGE TO 29/02/16 STORAGE TANK AT RABBIT PROOF FENCE	\$	37.06
15285	15/02/2016	MCLEODS BARRISTERS &	ANNUAL AUDIT FEE 2015	\$	143.00
15286	15/02/2016	TELSTRA	TEXT MESSAGING SERVICE- HARVEST BAN AND ADVERTISING	\$	313.01
15287	15/02/2016	SYNERGY	STREETLIGHTS 25 DEC TO 24 JAN	\$	1,809.65
15288	22/02/2016	AUSTRALIAN COMMUNICATIONS &	ANNUAL FEE- COMMUNICATIONS SITE AT MT SHADDICK	\$	106.00
15289	22/02/2016	LANDMARK	2 X METAL SIGNS HAZARDOUS CHEMICALS FOR POOL	\$	201.09
15290	22/02/2016	SYNERGY	ELECTRICITY- HARRISMITH HALL, CARAVAN PARK, WICKEPIN PUMP	\$	1,415.15
15291	22/02/2016	WATER CORPORATION	WATER USAGE- STAFF HOUSING, POOL, CARAVAN PARKS, PARKS AND	\$	10,110.37
15292	29/02/2016	TELSTRA	PHONE USE- ADMIN OFFICE, PHONE, FAX AND INTERNET, STAFF	\$	1,731.19
15293	29/02/2016	WATER CORPORATION	WATER USAGE STANDPIPE AT WILLIAMS-KONDININ RD TO 16 FEB	\$	466.87
DD8931.1	03/02/2016	WA LOCAL GOVERNMENT SUPER	Payroll deductions	\$	3,621.43
DD8931.2	03/02/2016	RAMSAY SUPERANNUATION FUND	Superannuation contributions	\$	134.95
DD8931.3	03/02/2016	PRIME SUPER	Superannuation contributions	\$	172.46
DD8931.4	03/02/2016	ING CUSTODIANS PTY LTD	Superannuation contributions	\$	183.85
DD8931.5	03/02/2016	MTAA SUPER FUND	Superannuation contributions	\$	348.49
DD8931.6	03/02/2016	ANZ SUPER - ALLAN HEMLEY	Superannuation contributions	\$	172.46
DD8931.7	03/02/2016	TREMAINE SUPERANNUATION	Superannuation contributions	\$	65.02

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DD8938.1	17/02/2016	WA LOCAL GOVERNMENT SUPER	Payroll deductions	\$	3,759.85
DD8938.2	17/02/2016	RAMSAY SUPERANNUATION FUND	Superannuation contributions	\$	134.95
DD8938.3	17/02/2016	PRIME SUPER	Superannuation contributions	\$	172.46
DD8938.4	17/02/2016	ING CUSTODIANS PTY LTD	Superannuation contributions	\$	183.85
DD8938.5	17/02/2016	MTAA SUPER FUND	Superannuation contributions	\$	348.49
DD8938.6	17/02/2016	ANZ SUPER - ALLAN HEMLEY	Superannuation contributions	\$	172.46
DD8938.7	17/02/2016	TREMAYNE SUPERANNUATION	Superannuation contributions	\$	83.31
				\$	433,640.23
				\$	200.00

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Governance, Audit and Community Service

10.2.03 – Community Development Officer's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Lee Parker, Community Development Officer
File Reference:	206
Author:	Lee Parker, Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	9 March 2016

Enclosure / Attachment:

Arts and Cultural	<p>Dryandra Country Art Food and Wine Trail</p> <ul style="list-style-type: none"> • Meetings and correspondence with local exhibitors • Advertising <p>Other</p> <ul style="list-style-type: none"> • Planning for Art Prize 2016 • Provided support to 'Shedders' for Heritage Trail walkway sculptures • Oversaw installation of 'Gateway' to Heritage Trail
Community Development	<p>Townscape</p> <ul style="list-style-type: none"> • Correspondence with TPG re new trail grant application • Correspondence with community members re trail grant • Grant application completed • Liaison with CRC – Tidy Towns submission <p>War Memorial Upgrade</p> <ul style="list-style-type: none"> • Correspondence with Jason Signs re memorial visual fence • Liaison with Manager of Works and builder re installation of fence • Site meeting with builder during installation <p>Wickepin Cemetery</p> <ul style="list-style-type: none"> • Maintained correspondence with the families • Liaison with Everlon re replacement Granite piece. Waiting delivery • Site meetings with regards landscaping and final steps for completion <p>Anzac Day</p> <ul style="list-style-type: none"> • Correspondence with Sue Lefroy, Albany Library, with regards speaking • Meetings with ESO re planning for the day • Communication with community members re planning <p>Other</p> <ul style="list-style-type: none"> • Provided notes for Facebook page, mail out and Instagram • Follow up grant opportunities for Shire of Wickepin projects. • Informed community members on grant opportunities and events.
Economic Development	<p>Facey Carriage Drive</p> <ul style="list-style-type: none"> • Correspondence with organising committee re 2016 drive

Tourism, Marketing and Promotion	<ul style="list-style-type: none"> Promotion through social media
Special Needs Groups including Youth, Disabled and Older People.	Johnston Park <ul style="list-style-type: none"> Construction of walls complete. Roof pending Correspondence and meetings with equipment suppliers, builders Exercise equipment to be installed late March
Sport and Recreation	Kidsport <ul style="list-style-type: none"> Processed vouchers and assisted community members Correspondence with Sport and Recreation and Town of Narrogin Information re updates to webpage
Governance Other	<ul style="list-style-type: none"> Staff support as needed
Heritage	Railway Restoration <ul style="list-style-type: none"> Site meetings with electrician and staff Acquittal to Lotterywest submitted and successful

Projects Currently On CDO Desk for 2016

War Memorial	<ul style="list-style-type: none"> Barrier fence erected with WW1 images Shire funded Complete
Railway Building Restoration	<ul style="list-style-type: none"> Successfully acquitted to Lotterywest Lotterywest and Shire funded Exterior work completed. Interior painting finished. Electrician completed most of the work.
Facey Carriage Drive	<ul style="list-style-type: none"> Next carriage drive in third weekend in October 2016 Shire support in-kind
Wickepin Art Prize	<ul style="list-style-type: none"> Third weekend in October 2016 Townscape initiative Shire support in-kind and sponsorship of prizes
Wickepin Cemetery	<ul style="list-style-type: none"> Landscaping underway Official opening in Spring
Walk Trails Signage	<ul style="list-style-type: none"> New grant completed and submitted. Funded by Lotterywest and Shire
Grants	<ul style="list-style-type: none"> Possible CANWA grant: Due March Community Grants to be organised late March
Johnston Park Development and Play Equipment	<ul style="list-style-type: none"> Due for completion March 2016 Wheatbelt Development Commission funded – Creating Aged Friendly Communities Shire support in kind
Anzac Day	<ul style="list-style-type: none"> Due for completion 25 April Shire

Funding Applications Status Report

Project Name	Funding Organisation	Amount Requested exc Gst	Status
Johnston Park Development	Wheatbelt Regional Grants SVG	\$51,260	Approved. \$51,260 Council contribution (Labour and Materials) \$7,458
Walktrail Projects	Lotterywest	\$36,168.	Pending Council Contribution \$15,000 (\$5000/town)

The **Wickepin Cemetery** is almost nearing completion. We have had a number of minor issues, which coupled with our delay in getting the project to approval stage, have put us behind schedule. We are waiting for the corner



pieces to arrive from our supplier in the Eastern States. The wall should be fully complete by April. We will arrange the formal opening in spring, to coincide with the wildflower season. This will give us time to address the landscaping which has not been done yet. Extra seating, besides the inbuilt seats on the gazebo, has been installed. Shire has received numerous phone calls

and personal messages expressing community and visitor pleasure with the installation, even though it is not fully complete yet.

The **Heritage Walk Trail** signage, with the funding support from Lotterywest Grants, has been installed. This has made a marked improvement on the trail. Feedback has been positive from the committed walkers and cyclists of the trail. The new sign outside the ablution block has a constant stream of tourists/visitors reading it. Townscape had \$13000 in the budget to extend the sealed pathway. This has been completed, including sealing the path and ramp to the newly restored Railway Station building. Committee needs to keep their focus on the Heritage Walk Trail to ensure the projects recommended by TPG are achieved.



Yealering Caravan Park has solar lighting waiting at the depot to be installed. Seating that needed replacing in Yealering has been ordered and is waiting delivery from Perth.

The **Wickepin War Memorial** has the visual fence completed. The photographs used are of the platoons that our soldiers belonged. Sue Lefroy, historian from the Albany Library, assisted us with research and sourcing the images. We attempted to find images that referenced Wickepin or our soldiers directly, but were unable to source any. Hopefully in the future some images may come to light.



The **Dryandra Art Food and Wine Trail** is on again this coming Mother's Day weekend. Wickepin will have a Gallery Retreat with photographers displaying and selling their work in the Town Hall. The newly restored Railway station will be selling local artisan's works. The Facey Homestead will be doing interactive painting on the verandah – metal cut-outs of the house will be available to paint and keep. The days run from 10am to 4pm Saturday and Sunday. Committee support and promotion is encouraged. CDO is seeking for more artists to display at the Railway Station. CRC will be running a market day on the Saturday. Local businesses, the Newsagency and Hotel, are supporting the weekend and hosting artists/wine tastings/special menus. CDO is impressed with their willing can-do attitude.



The **Wickepin Art Prize** is fast approaching. The date of the opening has been set for Friday 14th October. The Art Prize will run over the weekend. The **Albert Facey Memorial Carriage Drive** will be held over the same weekend allowing for the carriage drive participants to be part of our Art Prize. This will be the primary focus of Townscape and Cultural Planning Committees cultural push this year. Thought and time need to be given to the weekend. Townscape has requested in the past that the prize pool be increased. CDO is seeking support from the committee in seeking sponsorship for prizes.

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 9 March 2016.

Voting Requirements: Simple majority.

Resolution No 160316-08

Moved Cr Lang / Seconded Cr Martin

That council notes the report from the Community Development Officer dated 9 March 2016.

Carried 8/0

Governance, Audit and Community Service

10.2.04 – Governance, Audit and Community Services Committee Meeting Recommendations

Submission To:	Governance, Audit and Community Services Committee
Location / Address:	Whole Shire
Name of Applicant:	Governance, Audit and Community Services Committee
File Reference:	202
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	10 March 2016

Enclosure / Attachment: Nil.

Background:

Governance, Audit and Community Services Committee Meeting held 16 March 2016.

Comment:

The Governance, Audit and Community Services Committee Meeting was held on Wednesday 16 March 2016 and passed the following Recommendation:

That the Governance, Audit and Community Services Committee adopts the Compliance Audit Return for the year 1 January 2015 to 31 December 2015 at its Ordinary Meeting of Council on the 16th March 2016 and forwards the Compliance Audit Return to the Executive Director of the Department of Local Government.

Statutory Environment:

Local Government Act 1995

Section 7.9 Audit to be conducted

(1) An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —

- (a) the mayor or president; and*
- (b) the CEO of the local government; and*
- (c) the Minister.*

(2) Without limiting the generality of subsection (1), where the auditor considers that —

- (a) there is any error or deficiency in an account or financial report submitted for audit; or*
- (b) any money paid from, or due to, any fund or account of a local government has been or may have been misapplied to purposes not authorised by law; or*

- (c) *there is a matter arising from the examination of the accounts and annual financial report that needs to be addressed by the local government,*
details of that error, deficiency, misapplication or matter, are to be included in the report by the auditor.
- (3) *The Minister may direct the auditor of a local government to examine a particular aspect of the accounts and the annual financial report submitted for audit by that local government and to —*
- (a) *prepare a report thereon; and*
- (b) *forward a copy of that report to the Minister,*
and that direction has effect according to its terms.
- (4) *If the Minister considers it appropriate to do so, the Minister is to forward a copy of the report referred to in subsection (3), or part of that report, to the CEO of the local government to be dealt with under section 7.12A.*

Section 5.54. Acceptance of annual reports

(1) *Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.*

** Absolute majority required.*

(2) *If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.*

Local Government (Financial Management) Regulations 1996

Section 51- Annual financial report to be signed etc. by CEO and given to Department

(1) *After the annual financial report has been audited in accordance with the Act the CEO is to sign and append to the report a declaration in the form of Form 1.*

(2) *A copy of the annual financial report of a local government is to be submitted to the Departmental CEO within 30 days of the receipt by the local government's CEO of the auditor's report on that financial report.*

Policy Implications: Not applicable.

Financial Implications: Nil.

Strategic Implications: Not applicable.

Summary:

Council is being requested to adopt the CAR as required under Section 7.13(1) of *Local Government 1995*.

Recommendation:

That Council adopts the following recommendation from the Governance, Audit and Community Services Committee meeting held on Wednesday 16 March 2016:

- That the Governance, Audit and Community Services Committee adopts the Compliance Audit Return for the year 1 January 2015 to 31 December 2015 at its Ordinary Meeting of Council on the 16th March 2016 and forwards the Compliance Audit Return to the Executive Director of the Department of Local Government.

Voting Requirements: Simple majority

Resolution No 160316-09**Moved Cr Allan / Seconded Cr Astbury**

That Council adopts the following recommendation from the Governance, Audit and Community Services Committee meeting held on Wednesday 16 March 2016:

- That the Governance, Audit and Community Services Committee adopts the Compliance Audit Return for the year 1 January 2015 to 31 December 2015 at its Ordinary Meeting of Council on the 16th March 2016 and forwards the Compliance Audit Return to the Executive Director of the Department of Local Government.

Carried 8/0

Governance, Audit and Community Services

10.2.05 – 2015/2016 Budget Review

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	FM.BU.1208
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	8 March 2016

Enclosure / Attachment: Budget Review 2015/2016

Background:

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

Comment:

The Chief Executive Mr Mark Hook has undertaken a full budget review and the table below highlights the major changes to the Adopted 2015/2016 Budget as shown in the Budget Review below for Council adoption.

SHIRE OF WICKEPIN		
NOTES TO THE REVIEW OF THE ANNUAL BUDGET		
For the Period Ended 29th February 2016		
Note 4: PREDICTED VARIANCES		
Comments/Reason for Variance	Variance \$	
	Permanent	Timing
4.1 OPERATING REVENUE (EXCLUDING RATES)		
4.1.1 PROFIT ON ASSET DISPOSAL		
No Material Variance		
4.1.2 FEES AND CHARGES		
Griffin valuation no longer required to be refunded from LGIS	(6,000)	
Playgroup rental reduced	(400)	
Housing rentals on private housing reduced	(4,000)	
Domestic refuse charges over budget	6,793	
Commercial refuse charges over budget	1,554	
Increase reimbursement for Community Centre	8,160	
Caravan park fees will be under budget	(6,000)	
LGIS dividend not budgeted for	10,744	
4.1.3 GRANTS, SUBSIDIES AND CONTRIBUTIONS		
Increased CPRP Grant for swimming pool	8000	
4.1.7 INTEREST EARNINGS		
No Material Variance		
4.1.8 OTHER REVENUE		
No Material Variance		
Predicted Variances Carried Forward	18,851	0
Predicted Variances Brought Forward	18,851	0

4.2 OPERATING EXPENSES		
4.2.1 EMPLOYEE COSTS		
Staff relocation costs not expected for 2015/2016	5,000	
4.2.2 MATERIAL AND CONTRACTS		
WAALGA training not anticipated for Councillors	6,000	
Election expense not expected to be required	7,500	
Griffin Valuation fee not required this year	6,000	
Additional ranger costs	(1,000)	
Cleaning vacant houses not required for 2015/2016	1,500	
Wickepin Refuse site over budget	(3,000)	
Yealering Refuse site over budget	(1,200)	
Harrismith Refuse site over budget	(1,000)	
Community Agriculture Centre maintenance over budget	(3,000)	
Living Lakes expenditure not required in 2015/2016	3,000	
Oval maintenance over budget	(3,000)	
Wickepin Street maintenance over budget	(2,500)	
Traffic sign maintenance under budget	1,680	
Fuel and oil costs lower than budgeted	20,000	
Licences lower than budget	5,000	
Wickepin Swimming pool maintenance over budget	(8,000)	
4.2.3 UTILITY CHARGES		
Water standpipes decreased usage	5,000	
4.2.4 DEPRECIATION (NON CURRENT ASSETS)		
Depreciation on Roads at Fair Value	(2,735,000)	
4.2.4 INTEREST EXPENSES		
No Material Variance		
4.2.5 INSURANCE EXPENSES		
No Material Variance		
4.2.6 LOSS ON ASSET DISPOSAL		
No Material Variance		
4.2.7 OTHER EXPENDITURE		
No Material Variance		
Predicted Variances Carried Forward	(2,678,169)	0
Predicted Variances Brought Forward	(2,678,169)	0

.3 CAPITAL REVENUE		
4.3.1 GRANTS, SUBSIDIES AND CONTRIBUTIONS		
Grant for Aged Units not expected to be received until 2016/2017	(1,300,000)	
Grant for Yealering Bowling Club synthetic greens increased	2,795	
Contribution from Yealering Bowling Club increased	6,780	
4.3.2 PROCEEDS FROM DISPOSAL OF ASSETS		
No Material Variance		
4.3.3 PROCEEDS FROM NEW DEBENTURES		
No Material Variance		
4.3.4 PROCEEDS FROM SALE OF INVESTMENT		
No Material Variance		
4.3.5 PROCEEDS FROM ADVANCES		
No Material Variance		
4.3.6 SELF-SUPPORTING LOAN PRINCIPAL		
No Material Variance		
4.3.7 TRANSFER FROM RESERVES (RESTRICTED ASSETS)		
Transfer from Refuse reserve no longer required for acquisition of of Regional Waste	(60,000)	
Transfer from Land Development reserve no longer required for Landcorp Development	(50,000)	
Transfer from Saleyards reserve no longer required for Saleyards upgrade	(10,000)	
Transfer from Waste reserve for the increased cost of asphalt for transfer station	14,000	
Transfer from Computer reserve reduced as only 1 laptop purchased	(2,000)	
Predicted Variances Carried Forward	(4,076,594)	0
Predicted Variances Brought Forward	(4,076,594)	0

.4 CAPITAL EXPENSES		
4.4.1 LAND HELD FOR RESALE		
Landcorp land development not expected to be commenced 2015/2016	50,000	
4.4.2 LAND AND BUILDINGS		
Aged Accommodation units are not expected to be constructed until 2016/2017	1,300,000	
Land for Regional Waste Site no longer required	60,000	
Saleyards upgrade won't be commenced in 2015/2016	10,000	
Transfer stations asphalt over budget	(14,383)	
4.4.3 PLANT AND EQUIPMENT		
Savings to plant purchases for the year	39,000	
Additional cost for swimming pool cover	3,830	
Harrismith Caravan park washing machine not budgeted	(1,200)	
4.4.4 FURNITURE AND EQUIPMENT		
Only one laptop to be purchased in current year	2,000	
4.4.5 INFRASTRUCTURE ASSETS - ROADS		
Lomos South Road increase land resumption costs	(5,400)	
4.4.6 INFRASTRUCTURE ASSETS - OTHER		
Increased cost of Yealering Bowling Club synthetic grass	(16,040)	
4.4.7 PURCHASES OF INVESTMENT		
No Material Variance		
4.4.8 REPAYMENT OF DEBENTURES		
No Material Variance		
4.4.9 ADVANCES TO COMMUNITY GROUPS		
No Material Variance		
4.5.10 TRANSFER TO RESERVES (RESTRICTED ASSETS)		
Saving made on plant purchases to be transferred to Plant reserve	(39,000)	
Predicted Variances Carried Forward	(2,687,787)	0
Predicted Variances Brought Forward	(2,687,787)	0
.5 OTHER ITEMS		
4.5.1 RATE REVENUE		
Increased discount allowed	(6,781)	
4.5.2 OPENING FUNDING SURPLUS(DEFICIT)		
At the time of adopting the budget, provisions for leave accruals were calculated. During the compilation of the annual financial statements, an error was discovered and results in a permanent change to the balance brought forward.	23,542	
Total Predicted Variances as per Annual Budget Review	(2,671,026)	0

Statutory Environment:

Local Government (Financial Management) Regulations 1996

33A. Review of budget

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

**Absolute majority required.*

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

Financial Implications:

Budget Surplus anticipated for the year ending 30th June 2016 is \$68,086.

Policy Implications: Nil

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

Summary:

Council is being requested to adopt the Annual Budget Review for the year ending 30th June 2016

Recommendation:

1. That Council Adopts the Annual Budget Review as presented by the Chief Executive Officer for the year ending 30th June 2016
2. That the Shire of Wickepin forward the adopted budget review to the Department of Local Government in accordance with the *Local Government (Financial Management) Regulations 1996*.

Voting Requirements: Absolute majority

Resolution No 160316-10**Moved Cr Lansdell / Seconded Cr Martin**

1. That Council Adopts the Annual Budget Review as presented by the Chief Executive Officer for the year ending 30th June 2016 with the following changes:
 - Page 63 – Additional costs for swimming pool cover changed to **(\$3,830)**.
 - Page 5 – Closing funds surplus (deficit) be changed to \$60,426.
2. That the Shire of Wickepin forward the adopted budget review to the Department of Local Government in accordance with the *Local Government (Financial Management) Regulations 1996*.

Carried 8/0

The resolution differed from the officers recommendation as two minor changes were needed.

Governance, Audit and Community Services

10.2.06 - Yarling Brook Estate change of Land Valuations

Submission To:	Ordinary Council
Location / Address:	Yarling Brook Estate
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	RV.VAL.2308
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	2 March 2016

Enclosure / Attachment:

Local Government Operational Guidelines – Changing Methods of Valuation of Land.

Background:

It has been brought to the Chief Executive Officers attention that the subdivided lots on Plover Street within the Yarling Brook Estate are currently being rated as Unimproved Value as they are outside of the Wickepin Townsite Boundary.

The following agenda item was presented to Council on the 21st December 2005 regarding changing the valuations of stage 1 of the Yarling Brook Subdivision.

Shire of Wickepin	Council Meeting	21 December 2005
Governance and Community Services		
10.2.07 - Yarling Brook Estate Zoning		
Submission To:	Ordinary Council	
Location / Address:	Whole Shire	
Name of Applicant:	Vivienne Hovell – Finance Officer	
File Reference:	3.6	
Author:	Vivienne Hovell	
Disclosure of any Interest:	Nil	
Date of Report:	15/12/2005	
Enclosure / Attachment:	Nil	
Background:		
<p>The land in Yarling Brook Estate is currently zoned rural residential and UV (unimproved value) rated. The blocks of land will be individually revalued by the Valuer General's Department as they are sold. Currently the entire 98.2214 hectares is valued at \$35,500.00.</p>		
Comment:		
<p>As Yarling Brook Estate is essentially a residential development rather than a rural one, council may wish to consider bringing the estate into the townsite GRV (gross rental value) area in order for the blocks to be GRV rated. As the land is now owned by the Shire of Wickepin, ratepayer consultation is not required at this point with the exception of Mr/s R Auld whose property would be affected by the revaluation and should be advised in writing of council's intentions.</p>		
Statutory Environment:		
Local Government Act 1995 section 6.28 states:		
Basis of Rates:		
<ol style="list-style-type: none"> 1. The Minister is to – 2. determine the method of valuation of land to be used by a Local Government as the basis for a rate; and 3. publish a notice of determination in the Government Gazette. 4. In determining the method of valuation of land to be used by a Local Government the Minister is to have regard to the general principle that the basis for a rate on any land is to be – 5. where the land is predominantly for rural purposes, the unimproved value of the land; and 6. where the land is predominantly for non-rural purposes, the gross rental value of the land. 		
Ministerial approval is required.		
Policy Implications:	Not applicable	
Financial Implications:		
<p>On UV rating (2.0485), the blocks will have a minimum assessment of \$200.00 plus \$11.00 refuse site levy up to a value of approx \$10,000.00.</p> <p>On GRV (6.750) rating they may still have a minimum assessment while vacant up to a value of \$3,000.00 but when they are developed I would expect at least a \$5,000.00 GRV would apply. This would increase the rates to an estimated \$337.50 plus \$33.50 refuse site levy for each block based on 2005/06 rating.</p>		
Strategic Implications:	Not Applicable	
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Page 47		

Shire of Wickepin

Council Meeting

21 December 2005

Summary:

As a residential development, Yarling Brook Estate may be able to be incorporated into the townsite GRV area in order for council to apply the higher GRV rating on the properties in that area.

Recommendation:

That Council apply to the Minister for Local Government and Regional Development to have the Yarling Brook Estate brought within the townsite GRV rated area.

Voting Requirements: Simple majority.

Resolution No 211205-19**Moved Cr Russell / Seconded Cr Coxon**

That council applies to the Minister for Local Government and Regional Development to have Stage One of the Yarling Brook Estate brought within the townsite GRV rated area.

Carried 9/0

Following on from the above resolution of Council the Shire of Wickepin requested the Director General of the Department of Local Government in 2006 to have the following lots valued by Gross Rental Value

All those portions of land being Lots 20 to 29 inclusive as shown on Deposited Plan 47800.

The following was printed in the Government Gazette on the 24th March 2006:

Published by: Local Government	GOVERNMENT GAZETTE Western Australia Previous Close Next	No. 50. 24-Mar-2006 Page: 1107 Pdf - 410kb
LG402	LOCAL GOVERNMENT ACT 1995 <i>Shire of Wickepin</i> (Basis of Rates)	
Department of Local Government and Regional Development, 20 March 2006.		
DLGRD: W15-4#03		
It is hereby notified for public information that in accordance with the provisions of section 6.28 of the <i>Local Government Act 1995</i> , the Director General of the Department of Local Government and Regional Development under delegation from the Hon Jon Ford MLC, Minister for Local Government and Regional Development being charged for the time being, with the administration of the <i>Local Government Act 1995</i> , has determined that the method of valuing the land described in the Schedule hereunder shall be gross rental value for the purposes of rating with effect from 15 March 2006.		
CHERYL GWILLIAM, Director General.		
Schedule		
ADDITIONS TO GROSS RENTAL VALUE AREA		
SHIRE OF WICKEPIN		
All those portions of land being Lots 20 to 29 inclusive as shown on Deposited Plan 47800.		
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Comment:

The above map show the locations of the lots concerned, the area surrounded in yellow are the lots that are currently rated Unimproved Values by the Valuer General for rating purposes. The other lots are all rated as Gross Rental Value by the Valuer General.

This appears to be a major anomaly as the properties rated as UV are all receiving the minimum rates of \$365 compared to a Gross Rental Value rate of \$900 to \$1,005.

The whole subdivision area should be rated as Gross Rental Values to bring the rates paid by each owner in line with one another.

Unimproved Values are used where the land is predominately used for rural purposes and a livelihood is derived from the land, the land is assessed on value of the site without improvements. UV properties are revalued every year.

Gross Rental Values are used where the land is used predominately for non-rural purposes, values are determined based on the gross annual rental value of the property. GRV properties are revalued every three years in the metropolitan area and every three to five years in other areas of Western Australia.

Under section 6.28 of the Local Government Act 1995 (the Act), the Minister for Local Government is responsible for determining the method of valuation of land to be used by a local government as the basis for a rate. In determining the method of valuation, the Minister is to have regard to the general principle that the basis for a rate on any land is to be:

1. where the land is used predominantly for rural purposes, the UV of the land; and
2. where the land is used predominantly for non-rural purposes, the GRV of the land.

There are several steps in the process of changing the method of valuation of land for rating purposes:

- Step 1 Identifying land use changes that may affect predominant use.
- Step 2 Reviewing predominant uses.
- Step 3 Consulting affected parties.
- Step 4 Changing the method of valuation

Council has not consulted with the current owners of the land affected and this will need to be done as part of the method of changing land valuations and will be required by the Department of Local Government prior to any application being made to the Minister for Local Government to consider changing the valuations from UV to GRV for the following lots in Plover Street.

Assessment Number	Lot Number	Owner	Unimproved Value
A6549	33	A G HEMLEY	22,000
A6550	34	G B LEESON	23,000
A6551	35	SHIRE OF WICKEPIN	22,000
A6552	36	SHIRE OF WICKEPIN	22,500
A6548	9001	SHIRE OF WICKEPIN	124,000

Statutory Environment:

Local Government Act 1995 section 6.28 states:

- 6.28. Basis of rates
- (1) The Minister is to —
 - (a) *determine the method of valuation of land to be used by a local government as the basis for a rate; and*
 - (b) *publish a notice of the determination in the Government Gazette.*
 - (2) *In determining the method of valuation of land to be used by a local government the Minister is to have regard to the general principle that the basis for a rate on any land is to be —*
 - (a) *where the land is used predominantly for rural purposes, the unimproved value of the land; and*
 - (b) *where the land is used predominantly for non-rural purposes, the gross rental value of the land.*
 - (3) *The unimproved value or gross rental value, as the case requires, of rateable land in the district of a local government is to be recorded in the rate record of that local government.*
 - (4) *Subject to subsection (5), for the purposes of this section the valuation to be used by a local government is to be the valuation in force under the Valuation of Land Act 1978 as at 1 July in each financial year.*

- (5) Where during a financial year —
- (a) *an interim valuation is made under the Valuation of Land Act 1978; or*
 - (b) *a valuation comes into force under the Valuation of Land Act 1978 as a result of the amendment of a valuation under that Act; or*
 - (c) *a new valuation is made under the Valuation of Land Act 1978 in the course of completing a general valuation that has previously come into force,*
- the interim valuation, amended valuation or new valuation, as the case requires, is to be used by a local government for the purposes of this section.*

Policy Implications: Not applicable

Financial Implications:

On UV rating, the blocks will have a minimum assessment of \$365.00 plus \$48.00 refuse site levy and \$68 Emergency Services Levy being a total of \$481.00.

On GRV rating they may still have a minimum assessment of \$365 while vacant based on a GRV Value of \$1,350.

When they are developed I would expect the blocks to have at least a Gross Rental Valuation of between \$11,000.00 and \$15,000. This would increase the rates to an estimated \$1,005 plus \$48.00 refuse site levy and \$68 Emergency Services Levy being a Total of \$1,121.00.

Difference in rates from UV rated in 2015/2016 to GRV rated in 2016/2017 would be in the vicinity of \$640.00.

Strategic Implications: Not Applicable

Summary:

Council is being requested to advertise that Council is contemplating changing the methods of the valuing the land for rating purposes on the Yarling Brook Estate Wickepin.

Recommendation:

That Council advertises in the local newspaper and inform the property owners affected by any revaluation method, that Council is contemplating changing the methods of valuing the land from Unimproved Value to Gross Rental Value for rating purposes on the following properties outlined in the table below.

Assessment Number	Lot Number	Owner	Unimproved Value
A6549	33	A G Hemley	22,000
A6550	34	G B Leeson	23,000
A6551	35	Shire Of Wickepin	22,000
A6552	36	Shire Of Wickepin	22,500
A6548	9001	Shire Of Wickepin	124,000

Voting Requirements: Simple majority

Resolution No 160316-11**Moved Cr Lansdell / Seconded Cr Martin**

That Council advertises in the local newspaper and inform the property owners affected by any revaluation method, that Council is contemplating changing the methods of valuing the land from Unimproved Value to Gross Rental Value for rating purposes on the following properties outlined in the table below.

Assessment Number	Lot Number	Owner	Unimproved Value
A6549	33	A G Hemley	22,000
A6550	34	G B Leeson	23,000
A6551	35	Shire Of Wickepin	22,000
A6552	36	Shire Of Wickepin	22,500
A6548	9001	Shire Of Wickepin	124,000

Carried 8/0

Governance, Audit & Community Services

10.2.07 – Chef Executive Officer Annual Leave

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook Chief Executive Officer
File Reference:	Personal File
Author:	Mark J Hook Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	8 March 2016

Enclosure / Attachment: Nil

Background:

The Chief Executive Officer wishes to apply to Council for Annual Leave for the following dates:

- 29th March 2016 1 Day
- 21st to 27th April 2016 5 Days
- 22nd August 2016 to 16rd September 2016 20 Days

Comment:

The Chief Executive officer is entitled to four weeks Annual Leave under his current Contract.

7. LEAVE ENTITLEMENTS

Leave entitlement shall be provided in accordance with the NES, as summarised below:

7.1 Annual Leave

The Chief Executive Officer is entitled to four weeks paid annual leave each year, to be taken during agreed periods. The Council may also direct the Chief Executive Officer to take annual leave if s/he has accrued over 30 days entitlement.

7.2 Long service leave

The long service leave accrued by the Chief Executive Officer shall be in accordance with the Local Government (Long Service Leave) Regulations.

7.3 Personal leave

7.3.1 *Paid personal leave is available to the Chief Executive Officer when they are absent:*

due to personal illness or injury (sick leave); or for the purposes of caring for an immediate family or household member who is sick and requires the Chief Executive Officer's care and support (carer's leave); or for an unexpected emergency affecting the member; or because of the serious illness, injury or death of an immediate family or household member (bereavement leave)

7.3.2 *The amount of personal leave to which the Chief Executive Officer is entitled depends on how long they have worked for the Employer and shall accrue at the rate of 0.8333 day for each completed month of service.*

7.3.3 *The Chief Executive Officer is entitled to use up to two days personal leave as non-cumulative paid compassionate leave on any occasion on which a member of the Chief Executive Officer's immediate family or household contracts or develops a personal illness that poses a serious threat to his or her life; or sustains a personal injury that poses a serious threat to his or her life; or dies*

7.3.4 *The Chief Executive Officer is entitled to use up to two weeks personal leave each year to care for members of his or her immediate family or household who are sick and require care and support or for an unexpected emergency affecting the member. This entitlement is subject to the Chief Executive Officer being responsible for the care and support of the person concerned.*

7.4 Parental leave

7.4.1 *Parental Leave encompasses Maternity Leave, Paternity Leave and Adoption Leave, and is available if the Chief Executive Officer has been employed for a 12 month period or more immediately preceding the commencement of the leave.*

7.4.2 *The leave is unpaid (including Public Holidays), and is available for a period of up to 52 weeks in one unbroken period (with the ability to request an additional 52 weeks). Personal leave is not available and no leave entitlements accrue during the period of Parental Leave.*

7.4.3 *The Chief Executive Officer may take any other forms of paid leave to which he is entitled, such as annual or long service leave, in substitution for some or all of this 52 week period. The maximum entitlement to Paternity Leave is reduced by any maternity leave taken by the Chief Executive Officer's partner. Paternity Leave cannot normally be taken while the Chief Executive Officer's partner is on maternity leave.*

7.5 Public holidays

The Chief Executive Officer shall be entitled to Western Australian Gazetted public holidays.

7.6 Executive, Community Service and Study Leave

The Chief Executive Officer is entitled to one Executive day per Month as executive leave and, if relevant, community service and/or study leave by agreement with the Council.

The CEO as of the 8th March 2016 has accrued 13 Days annual leave.

Following is a spread sheet outlining the CEO Annual Leave entitlements over this period.

With all Leave taken it will mean the CEO will only have 8.19 days of Leave owing.

The Chief Executive Officers Long Service Leave falls on the 26/06/2016 which is 13 Weeks Leave and the LSL element has not been calculated into the following spread sheet for Annual and Executive Leave.

Annual Leave	17/02/2016	2/03/2016	16/03/2016	30/03/2016	13/04/2016	27/04/2016	11/05/2016	25/05/2016	8/06/2016	22/06/2016	6/07/2016	20/07/2016	3/08/2016	17/08/2016	31/08/2016	7/09/2016	21/09/2016	5/10/2016	
	93.77	99.62	97.87	103.72	109.57	107.82	113.67	119.52	125.37	131.22	137.07	142.92	148.77	154.62	122.47	128.32	-17.83	-11.98	-6.13
Annual Leave Taken	7.6			7.6									38		152				
Total	107.22	97.87	103.72	117.17	107.82	113.67	119.52	125.37	131.22	137.07	142.92	148.77	192.62	122.47	280.32	-17.83	-11.98	-6.13	
Number Days Accrued	14.11	12.88	13.65	15.42	14.19	14.96	15.73	16.50	17.27	18.04	18.81	19.58	25.34	16.11	36.88	-2.35	-1.58	-0.81	
Executive Days																			
		15.2	19	15.2	19	22.8	26.6	30.4	34.2	38	41.8	45.6	49.4	53.2	57	60.8	64.6	68.4	
Taken			7.6																
Total	0	15.2	26.6	15.2	19	22.8	26.6	30.4	34.2	38	41.8	45.6	49.4	53.2	57	60.8	64.6	68.4	
Number Days Accrued	0	2	3.5	2	2.5	3	3.5	4	4.5	5	5.5	6	6.5	7	7.5	8	8.5	9	
Total Days Accrued	14.11	14.88	17.15	17.42	16.69	17.96	19.23	20.50	21.77	23.04	24.31	25.58	31.84	23.11	44.38	5.65	6.92	8.19	

Resolution No 160316-12**Moved Cr Allan / Seconded Cr Hinkley**

That Council allow the Chief Executive Officer to take Annual Leave on the following dates:

- 29th March 2016 1 Day
- 21st to 27th April 2016 5 Days
- 22nd August 2016 to 16th September 2016 20 Days

Carried 8/0

11. President's Report

The Wheatbelt South Aged Housing Alliance met on February 22nd to be updated on the progress of the Business Case, the Verso Housing Needs Analysis and 10 Year Staged Development plan. The draft document of the Housing Needs analysis was provided by Doug Faircloth of Verso, but it was in "very Draft" format and still needed a lot of input. The Business case is ongoing and information will be added following the finalisation of the 10 year Housing Needs Analysis, by which then the application for funding will be completed.

The Central Country Zone meeting was in Kulin on 26th February, and attended by Deputy Wes Astbury, CEO Mark Hook and myself as representatives from Wickepin Shire. Several items submitted by Wickepin Shire that were included in the agenda achieved good outcomes to be worked on by the relevant parties. I was honoured to be appointed to the Central Country Zone Executive Committee for a period of 2 years. WALGA representatives were in attendance, as were guests from RDA Wheatbelt, MRWA, CYO' Connor Institute and State Government Agricultural Region.

Upon our return to Wickepin that afternoon, the CEO and Myself attended the annual local Primary School Interfaction Swimming Carnival at the Wickepin Aquatic Centre where I assisted in the presentation of the medals and shield to the award recipients. Congratulations to all participants, parents, students and teachers and staff from the three participating schools of Wandering, Wickepin and Yealering for displaying wonderful joy and sportsmanship throughout the day.

With the spate of recent road accident tragedies and incidents throughout the regional area I would like to remind everyone to be safe and responsible on our Wheatbelt roads throughout the coming Easter period and beyond.



Resolution No 160316-13

Moved Cr Martin / Seconded Cr Astbury

That Council endorses the President's Report dated 16 March 2016.

Carried 8/0

Council

12. – Chief Executive Officer's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	
Author:	Mark J Hook, Chief Executive Officer
Disclosure of Any Interest:	Nil
Date of Report:	8 March 2016

Wickepin Cricket Pitch

The installation of the new cricket pitch has commenced at the Wickepin Oval.



Slater Gartrell will install the Synthetic grass pitch in three weeks' time once the concrete has cured.

Lake Yealering Bowling Club

The contact with Evergreen Synthetic Grass has been signed and the anticipated start of construction for the new Synthetic Bowling Green at the Lake Yealering Bowling Club is the first week of April 2016.

Dogs

As reported in the last CEO report, the Ranger has tackled the dog issue at Wickepin and has handed out eight warnings for unregistered dogs. The Ranger will follow these up this week and will be issuing infringements to those owners who have not licensed or micro chipped their dogs. The Yealering Townsite will be tackled next month as we are receiving a number of complaints from Yealering residents regarding dogs.

Budget Formulation 2016/2017

It is that time of year again and the Chief Executive Officer has started compiling the 2016/2017 draft budget so if Councillors have any items they wish to be included in the 2016/2017 draft budget they need to forward them to the Chief Executive Officer for full costing.

Wheatbelt Railway Retention Alliance

The Chief Executive Officer has received the following update on the tier three rail network from the Wheatbelt Railway Retention Alliance:

- Arbitration process for rail access has commenced.
- Tier 3 Rail is included in the Arbitration process, although it is frustrating that CBH were not allowed to include the Trayning and Quairading lines.
- The process commenced with CBH filing for Arbitration, the next step is the selection of the Arbitrator.
- The time frame for this process is unknown.
- The ACCC review into the Asciano sale has taken an interesting turn with proposed Qube/Brookfield alliance,
- The present cost of the loss of use of Tier 3 rail is \$5 to \$6 per tonne, plus the constant wear and tear on roads.

Lomos South Road

Stage one of the Lomos Road project has been finalised and has come up well.



Central Country Zone WALGA meeting

The CEO, Shire President Cr Julie Russell and Deputy Shire President Cr Wes Astbury attended the Central Country Zone WALGA meeting held at the Freebairn Recreation Centre Kulin Sports Ground, on the 26th February 2016.

The following items from the Shire of Wickepin were dealt with as follows:

10.2 Rubbish Collection on Highways

RESOLUTION: Moved: Cr Davidson Seconded: Cr Russell

That the MRWA Region Manager Wheatbelt be asked to work collaboratively with Zone Member Councils in relation to rubbish collection on Main Roads.

CARRIED

10.3 White Line Marking – Shire of Wickepin

RESOLUTION: Moved: Cr Russell Seconded: Cr Davidson

That WALGA and MRWA Region Manager Wheatbelt be asked to develop an agreement for white line marking of local government roads and the draft agreement be submitted to the next Central Country Zone meeting.

CARRIED

10.4 WAERN Radios – Shire of Wickepin

RESOLUTION: Moved: Cr Russell Seconded: Cr De Landgrafft

1. That the Central Country Zone write to the Minister for Emergency Services seeking to have funding made available for additional WAERN radios through the ESL levy funding to individual Local Governments.
2. That WALGA be advised of the Central Country Zone concern at the lack of funding for additional WAERN radios through the ESL levy funding.

CARRIED

10.6 Additional Executive Committee Member

RESOLUTION: Moved: Cr Crute Seconded: Cr Wilkinson

That Cr Julie Russell (Shire of Wickepin) be appointed to the Central Country Zone Executive Committee.

CARRIED

Meetings Attended

February 2016	
18 th	Craig Manton (Regional Manager) and Mark Russell (Operations Manager) to discuss any issues/concerns Shire of Wickepin has with Main Roads.
19 th	Moore Stephens Budgeting Workshop Perth Zoo
22 nd	Wheatbelt South Aged Housing Alliance Meeting Wickepin Community Centre
24 th	Yealering Progress Association to Discuss the driveway for the information bay and the water erosion issue on the walk trail path along the lake edge.
24 th	Steve Taylor Prompt Safety Solutions OSH processes consultancy.
24 th	Lifestyle Retirement Committee update on Wheatbelt South Aged Housing Alliance
26 th	CCZ Meeting in Kulin
27 th	Archery Opening Wickepin Community Centre
March 2016	
3 rd	LGIS Insurance Review 2016/2017
3 rd	Officino - Ergonomics fitting installation new chairs etc
14 th	Albert Facey Homestead Committee

Delegations

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Signing Cheques	February 2016	Nil
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO			
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO			
A6	Appointment and Termination of Staff	CEO			
A7	Rates Recovery – Instalment Payments	CEO	Payment Plans		Rate Payers
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO	Trials Presentation Event	10 March 2016	Facey Group
			Sheep Optimiser Workshop	15 March 2016	Facey Group
			Annual Electors Meeting	16 March 2016	Shire of Wickepin
A13	Hire of Community Halls / Community Centre	CEO			

Recommendations:

That Council endorses the Chief Executive Officer's Report dated 8 March 2016.

Voting Requirements: Simple majority

Resolution No 160316-14

Moved Cr Martin / Seconded Cr Astbury

That Council endorses the Chief Executive Officer's Report dated 8 March 2016.

Carried 8/0

13. Notice of Motions for the Following Meeting

14. Reports & Information

15. Urgent Business

16. Closure

There being no further business the Presiding Officer declared the meeting closed at 4.37pm.