

# Minutes

ORDINARY MEETING OF COUNCIL  
18 DECEMBER 2013  
COUNCIL CHAMBERS  
WICKEPIN



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**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin  
Wednesday 18 December 2013**

The President declared the meeting open at 3.31pm.

The President welcomed the observers to the meeting and advised that we are still awaiting the Governor's orders.

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

Shire President	Cr SJ Martin
Deputy Shire President	Cr JA Russell
Councillors	Cr FA Allan Cr GCL Hinkley Cr AG Lansdell
Observers	Cr MG Lang Cr WA Astbury Cr RE Easton
Chief Executive Officer	Mr MJ Hook
Executive Support Officer	Miss LG Pearson (Minute Taker)

**Leave of Absence (Previously Approved)**

**Apologies**

**1.1 Councillors Seating**

The Chief Executive Officer has arranged for the random draw in the form of the blue spheres to be picked randomly by Councillors when they enter the room as per Council Local Laws. Councils Local Laws for Standing Orders state the following:

**11.4 Members to Occupy Own Seats**

- 11.4.1** At the first ordinary meeting attended by a councillor after election, the Chief Executive Officer shall allot by random draw, a position at the council table to each councillor and the councillor shall, until such time as there is a call by a majority of councillors for a re-allotment of positions, occupy that position when present at meetings of the council.

**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	Wickepin Sheep Sale Yards	Cr JA Russell	Proximity	Owns adjoining lot
10.2.19	Wogolin Pty Ltd Land Sale	Cr JA Russell	Financial	Husband is a Shareholder of Wogolin Pty Ltd.
10.3.01	Townscape and Cultural Planning Committee Recommendations	Cr RE Easton	Proximity/ Financial	Builder of the Tincurrin entry statement and lives in Tincurrin.

**6. Confirmation of Minutes – Ordinary Meeting of Council – 16 October 2013****7. Receival of Minutes****Resolution No 181213-01****Moved Cr Lansdell / Seconded Cr Allan**

That the minutes of the Ordinary Council meeting held on Wednesday 16 August 2013 be confirmed as a true and correct record.

**Carried 5/0**

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Receival of Minutes

## 7.1 Australia Day 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>	11 November 2013

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**Enclosure / Attachment:**

Minutes of the Australia Day Committee Meeting held on Wednesday 16 October 2013.

**Background:**

The Australia Day Committee Meeting was held on Wednesday 16 October 2013.

**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 Australia Day Committee Meeting held on Wednesday 16 October 2013 be received.

**Voting Requirements:** Simple majority.

### Resolution No 181213-02

**Moved Cr Russell / Seconded Cr Hinkley**

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

**Carried 5/0**

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Receival of Minutes

## 7.2 Townscape & Cultural Planning Committee Meeting

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Leah Pearson, Executive Support Officer
<b>File Reference:</b>	206
<b>Author:</b>	Leah Pearson, Executive Support Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	13 November 2013

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**Enclosure / Attachment:**

Minutes of the Townscape & Cultural Planning Committee Meeting held on Wednesday 13 November 2013.

**Background:**

The Townscape & Cultural Planning Committee Meeting was held on Wednesday 13 November 2013.

**Comment:**

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

**Statutory Environment:** *Section 5.22 of the Local Government Act 1995*

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

**Recommendation:**

That the Minutes of the Townscape & Cultural Planning Committee Meeting held on Wednesday 13 November 2013 be received.

**Voting Requirements:** Simple majority.

### Resolution No 181213-02

**Moved Cr Russell / Seconded Cr Hinkley**

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

**Carried 5/0**

## 8. Status Report

Item	Subject/Action	Officer/ File	Progress	Status	Comment
353-200313-13	Railway Land Lease 2013	CEO	Council authorise the CEO to negotiate a variation to the existing lease (L2663) for peppercorn rental to include: 1. The fenced compound immediately east of the Wickepin Railway Station store old farm machinery as part of the heritage precinct. 2. Railway Station building. 3. Additional land as illustrated on the map attached. 4. A maximum of \$1000 be allocated for the fees associated with varying the existing lease agreement.	○	Negotiations on-going.
429-161013-04	Technical Services Committee Meeting Recommendations	CEO	That Council pass the following recommendations; 1. That Council trade the Cat 12 H Motor Grader rego WK713 towards the purchase of a Komatsu GD 555-5 Motor Grader at the changeover price of \$205,000 excluding GST as per quotation number 5008394301 dated 12 <sup>th</sup> September 2013 from Komatsu Australia Pty Ltd which includes the 5 year 8,000 hour warranty at no additional cost. 2. That Council ensure that any savings made on the purchase of the Komatsu GD 555-5 Motor Grader be transferred to the Plant Reserve account and that the transfer of \$29,500 from the Plant Reserve allocated in the 2013/14 Budget Estimates towards the purchase of Plant be deferred as part of the savings from the purchase of the Komatsu GD 555-5 Motor Grader.	✓	MWS ordered grader 17/10/2013.  Email with resolution sent to Yvonne Bowey 21/10/2013.  Grader delivered 6/12/2013.
430-161013-08	Lifestyle Retirement Committee Meeting Recommendations	CEO	That: 1. An invite be extended to Rick Wilson member for O'Connor to the next Lifestyle Retirement Meeting to discuss aged housing and in particular funding. 2. Council pursue funding for the construction of the 6 units on the Johnston Park site by the 2015/2016 financial year.	✓	Invite sent to Rick Wilson 10/10/2013.  Council resolution placed in the next Lifestyle Retirement Committee agenda 21/10/2013.
431-161013-09	Dual Fire Control Officers 2013/2014	CEO	That Council appoints Guy Maley as Dual Fire Control Officer from the Town of Narrogin for the 2013/14 fire season, subject to the officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.	✓	Reply letter sent to Town of Narrogin on 22/10/2013.  Advert placed in the Narrogin Observer 21/10/2013.

Item	Subject/Action	Officer/ File	Progress	Status	Comment
432- 161013-10	Appointment of Authorised officers	CEO	<p>1. That the Shire of Wickepin makes the following appointments:  <b>Leah Pearson, Kerry Fisher, Louise Leeson and Michelle Miller</b>, to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;</p> <ul style="list-style-type: none"> <li>- Authorised officer under the Cat Act 2011;</li> <li>- Dog Registration Officer's under the Dog Act 1976 (as amended);</li> </ul> <p><b>Mark Hook, Peter Vlahov and Guy Maley</b> (Town of Narrogin Ranger) to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;</p> <ul style="list-style-type: none"> <li>- Local Government Act 1995 (as amended)</li> <li>- Local Government Act (Miscellaneous Provisions Act 1960)</li> <li>- Bush Fires Act 1954 (as amended)</li> <li>- Dog Act 1976 (as amended)</li> <li>- Litter Act 1979 (as amended)</li> </ul> <p><b>Guy Maley</b> (Town of Narrogin Ranger) to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;</p> <ul style="list-style-type: none"> <li>- Bush Fires Act 1954 (as amended)</li> <li>- Dog Act 1976 (as amended)</li> <li>- Litter Act 1979 (as amended)</li> <li>- Cat Act 2011</li> </ul> <p>2. That all previous appointments be cancelled.</p>	✓	<p>Letter sent to newly appointed officers 22/10/2013.</p> <p>Advert placed in the Narrogin Observer and the Watershed 21/10/2013.</p>
433- 161013-14	Shire of Woodanilling – Structural Reform	CEO	<p>That the Shire of Wickepin supports the Shire of Woodanilling in its campaign to stop the removal of the Dadour provisions from schedule 2.1 of the Local government Act 1995 by forwarding the following letter to the local members of State Parliament.</p> <p><i>"The Shire of Wickepin seeks your support and the support of your colleagues in the Western Australian State Parliament to oppose the latest push for forced amalgamations of local governments, and proposed amendments to remove or otherwise circumvent the poll provisions of the Local Government Act 1995."</i></p>	✓	Letters and reply letter sent 22/10/2013.
434- 161013-15	Townscape & Cultural Planning Committee Meeting Recommendations	CEO	That the Wickepin Art Competition/Exhibition be held in October 2014.	✓	Placed in the next Townscape Committee agenda 21/10/2013.

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



3.42pm – 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 December 2013

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**Enclosure / Attachment:** Ongoing Maintenance List

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

**Comment:** Not applicable.

#### **Programmed Construction Works**

- Roses Road – This project has been completed
- Wickepin-Pingelly Road – Culvert extension works have been completed. Gravel shoulders have been widened, embankments have been cleared and reconstruction of rough sealed areas will commence after Christmas.
- Wogolin South Road – Gravel sheeting has commenced.
- Pauley Road – Gravel sheeting has been completed. Culvert widening has been finished.
- Toolibin South Road – Gravel has been stockpiled.
- Wickepin-Corrigin Road – Gravel has been stockpiled.
- Regional Waste Transfer Stations – All sites have been cleared and leveled. Existing waste has been buried. Fencing has been installed and concrete retaining wall construction is underway.
- Kerbing and backfill has been completed on Plover Street.
- 2013/14 Footpath construction program has been completed.

#### **Maintenance Works**

- Repair various road failures on the Wickepin Corrigin Road.
- Repair curbing Wogolin Street
- Attend to various trees.
- Clear corners for vision on the Wickepin Corrigin Road and also the Tincurrin South Road.
- Assist with Yealering Bowls Club upgrade
- Grade all fire breaks.
- Repair and gravel sheet areas of Tincurrin North Road and grade Line Road This has resulted from concerns raised by the school bus operator.
- Tidy Wickepin refuse site with bulldozer and excavator ( part of fire prevention )

Please see ongoing list attached

## **Occupational Health and Safety**

The workshop utility (WK 252) was damaged while travelling along Yarling Brook Road. Council's insurer has been notified. See attached item.

## **Workshop**

- General ongoing repairs and servicing.
- Council received a new Komatsu motor grader as part of the 2013/14 plant replacement program.

## **Parks and Gardens**

- Test and repair where necessary all reticulation systems
- Complete all under power line pruning ( Western Power list )
- Mowing and slashing various.

**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 December 2013.

**Voting Requirements:** Simple majority

## **Resolution No 181213-03**

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

That council notes the report from the Manager of Works and Services dated 11 December 2013.

**Carried 5/0**

## MWS Work Register - 2013

	Date of Request	Area	Action Requested	Requested by	Completed Y/N	Date Completed	Notes
<b>A p</b>	10/04/2013	Wickepin	Garry Harris to check all smoke detectors in Yarling Court.	Allan Ramsay	○		Cameron Charles to check.
<b>M a</b>	1/05/2013	Wickepin	Yarling Court and Cottage Homes - gutters need cleaning.	Technical Services	○		
<b>J u</b>	2/07/2013	Yealering	Remove mould from brick pavers at Yealering Town Hall near veranda.	CEO	✓	10/12/2013	Done.
<b>I y</b>	24/07/2013		White guide post missing on the culvert near Malyalling Road - intersection of Wickpin Corrigin.	Natalie Manton	✓		Done.
<b>S e p t e m b e r</b>	17/09/2013	Wickepin	Mrs Kirby's corner is pooling water.	Council	○		Hot mix contractor to come and look.
	18/09/2013	Wickepin	Install racks in archive room.	Natalie Manton	✓	10/12/2013	Done.
	18/09/2013	Wickepin	Wickepin Caravan Park - Drainage and blue metal around ablution block.	Natalie Manton	○		
	18/09/2013	Wickepin	Wickepin Caravan Park - Move tap to perimeter of BBQ area.	Natalie Manton	○		
	18/09/2013	Yealering	Yealering Caravan Park - remove old brick BBQ.	Natalie Manton	✓	10/12/2013	Done.
	18/09/2013	Yealering	Yealering Caravan Park - replace plants along road.	Natalie Manton	○		
	18/09/2013	Yealering	Yealering Caravan Park - move sign at front entrance to side of ablution block.	Natalie Manton	✓	10/12/2013	
	18/09/2013	Yealering	Yealering Caravan Park - install swing.	Natalie Manton	○		
	18/09/2013	Yealering	Yealering Caravan Park - paving and tidy up around ablution block/clothes line.	Natalie Manton	○		
<b>O c t o</b>	16/10/2013	Yealering	Yealering Cemetery - Interceptor to re-direct water away from graves.	Natalie Manton	✓	10/12/2013	Done.
	16/10/2013	Wickepin	Install art tracks in the Community Centre.	Natalie Manton	○		
	18/10/2013	Wickepin	Blinds at the Community Centre need fixing.	Colleen Thompson	✓		Fixed.
	4/11/2013	Yealering	Yealering Caravan Park - Replace globes at the ablution block and replace the spout in the laundry.	Natalie Manton	✓	10/12/2013	Done.
<b>N o v e m b e r</b>	4/11/2013	Yealering	CBH Corrigin - Reveal point sign.	Natalie Manton	○		
	11/11/2013	Wickepin	Sand for 58 Dumbleyung Road (garden).	Jean O'Brien	✓	29/11/2013	Done.
	13/11/2013	Wickepin	Wild oats growing around the creek area - may need slashing.	Townscape	✓	10/12/2013	Done.
	13/11/2013	Wickepin	Shrubs around picnic area are overgrown - needs attention.	Townscape	○		
	13/11/2013	Wickepin	Gardens in Yarling Court need attention.	Townscape	○		
	14/11/2013	Wickepin	Grass needs mowing on Henry Street opposite the school.	Ella Davenport	✓	21/11/2013	Done.
	19/11/2013	Tincurrin	Tree fallen over fence at 15 Kepping Street.	Melinda Easton	✓	22/11/2013	Tree removed.
	20/11/2013	Wickepin	Tap leaking at daycare (Westside).	Annika Miller	✓	22/11/2013	Fixed.
	21/11/2013	Yealering	Repair blow outs on Lake Road.	CEO	✓	22/11/2013	Done.
	22/11/2013	Yealering	Park (near Congreve Street) has a fountain that is leaking.	Gemma Stricken	✓	9/12/2013	Done.
	25/11/2013	Wickepin	Toilets in the main street of Wickpin need cleaning and tidying.	Unknown	✓	29/11/2013	Done.
	26/11/2013	Wickepin	Cooling system on top of the roof at the Caravan Park has stopped working.	Tony Rigby	✓	4/12/2013	Done.
	26/11/2013	Wickepin	Community Centre - table trolley wheels to be greased.	Reg Davenport	✓	28/11/2013	Done.
	29/11/2013	Wickepin	Community Centre - toilets smell - need looking at.	Allan Lansdell	○		
<b>D e c</b>	5/12/2013	Harrismith	Pot holes on the Harrismith Road need attention.	Allan Lansdell	○		
	6/12/2013	Yealering	Lomas Road needs attention.	Lynda Coxon	○		
	9/12/2013	Yealering	Lake Road needs grading.	Shane Hill	○		
	9/12/2013	Yealering	Caravan Park - needs a new laundry arm.	Kevin Coxon	○		

Attachment- Item 10.1.01

3.59pm – Cr Russell entered the Chambers.

15 November 2013

**Background:**

Council has received a request from the Wickepin Saleyards working group to have the Shire of Wickepin construct two Zand has undertaken the Agenda item for Council to authorise the new pen construction this year with funds coming from the \$13,987.68 in Reserve account.

Copy of Working Group Meeting Notes of 24 October 2013 are as follows for Councils information:

**WICKEPIN SALEYARDS WORKING GROUP MEETING NOTES 4.00PM 24<sup>th</sup> October 2013****Attendance**

Phillip Russell    Member  
Tom Williams    Member  
Mark Hook       CEO  
Peter Vlahov     Manager of Works

**Apologies**

Ty Miller        Wesfarmers

*The meeting was called to discuss the 2013/14 Sheep Sales and the required maintenance and capital requirements for the Wickepin sale yards.*

*Items and actions required are:*

- 1.    Saleyards to be sprayed with Round Up for the control of caltrop and weeds up to the end of August and until the last Sheep Sale.*
- 2.    Shire to Mow or whipper snip centre isles of saleyards if necessary*
- 3.    Shire to be requested to construct new pens this year with Aussie Stockyards. CEO to organise quote and do agenda item for Council to authorise the new pen construction this year with funds coming from the \$13,987.68 balance in Reserve account.*
- 4.    Tom Williams to organise gate for the Eastern End New Pens*
- 5.    MWS and Phil Russel to meet onsite 25/10/2013 to discuss lifting height of pens on Pingelly Wickepin Road as sheep are jumping out onto Pingelly Wickepin Road.*
- 6.    Phil Watson to arrange quote to lift the pen heights at the Sheep Saleyards for the Pingelly Wickepin Road Pens*

**Comment:**

These items were taken to Council as part of the budget process and Council removed the Stockyards and the walkways from the Budget. The Working Group would still like to proceed with extending the Wickepin Sheep saleyards Pens as part of this year's maintenance.

There are sufficient funds of \$11,537.68 in the Saleyards Reserve Account to undertake the project of works for \$8,757.00 as requested. There has been two Sheep Sales this year and that should add around \$7,000 into the Wickepin Sheep Saleyards Reserve account at the end of the 2013/14 financial year.

As this project is not in the 2013/2014 Budget Estimates as adopted by Council there will need to be a resolution passed by Absolute Majority of Council to utilise funds from the Saleyards Reserve Account to undertake this project.

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

**Policy Implications:** Nil.

**Financial Implications:**

If Council authorises the project to proceed the amount of \$9,757.00 will be taken from the Wickepin Saleyards Reserve Account.

**Strategic Implications:** Nil

**Summary:**

Council is being requested to utilise funds from the Wickepin Saleyards Reserve account to undertake the quoted works from Aussie Stock Yards to add an additional two pens to Wickepin Saleyards.

**Recommendation:**

That the Shire of Wickepin accept the quote from Aussie Stock Yards of \$9,757.00 to Supply and Erect 80m of Erected Fence & 1 Gate and the amount be drawn from the Wickepin Saleyards Reserve.

**Voting Requirements:** Absolute Majority

## Infrastructure and Engineering Services

**10.1.03 – Vehicle Accident WK252**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Peter Vlahov Works Manager
<b>File Reference:</b>	
<b>Author:</b>	Peter Vlahov Works Manager
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	11 December 2013

**Enclosure / Attachment:** Nil

**Background:**

A member of Council's staff had an accident in Council's vehicle WK 252 2010 Mitsubishi Triton Single Cab on 8 November 2013 on Yarling Brook Road.

The incident has been reported to the local Police for insurance purposes.

The vehicle was transported to Wickepin Motors for assessment and the insurance company was notified. An accident-incident report was completed.

Council submitted an insurance claim for the damage to the vehicle and Zurich Australian Insurance Limited have advised Council that the vehicle has been assessed as being beyond economic repair and has paid out the claim as \$22,727.27 less the \$300 excess leaving a net value of \$22,427.27.

The Chief Executive Officer signed all the relevant documents on 5 December 2013 releasing the vehicle to Zurich with Zurich keeping the salvage rights to WK252.

**Comment:**

The vehicle has been written off; therefore Council will need to replace the vehicle as it is needed by the mechanic to travel to jobs and also by the outside staff for travelling to works required around the Shire.

The cost to replace this vehicle is as per the following Quotes received:

COMPANY	MAKE MODEL 4X4	PRICE GST EXCLUSIVE	NETT CHANGE OVER TO COUNCIL
INGREY FORD	NISSAN NAVARA SINGLE CAB D40 DIESEL RX HD TRAY AND TOW BAR	27,605	5,178
NARROGIN TOYOTA	HLUX 4X4 3.0L TD S/C/C M/T SR 1R61310 002	32,523	10,096
NARROGIN MAZDA	MAZDA BT50 BT-50 B32Q SINGLE C/CH 6M XT 4X4 HD TRAY AND TOW BAR	30,900	8,473
EDWARDS HOLDEN	2013 LX COLORADA SINGLE CAB UTILITY HD TRAY AND TOW BAR	31,252	8,825
EDWARDS HOLDEN	2014 DX COLORADA SINGLE CAB UTILITY HD TRAY AND TOW BAR	30,482	8,055

The net change over for any vehicle chosen would need to come from the plant reserve account as this vehicle changeover was not in Council's 2013/14 budget and will need to be treated as out of budget expenditure or emergency expenditure, due to the rollover of WK252.

The Nissan Navara is the cheapest vehicle and can be delivered straight away. The Works Manager has inspected the vehicle at Ingrey Ford and is happy with the vehicle to replace the written off WK 252 Mitsubishi Triton.

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

#### **6.8. Expenditure from municipal fund not included in annual budget**

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
- (a) *is incurred in a financial year before the adoption of the annual budget by the local government;*
  - (b) *is authorised in advance by resolution\*; or*
  - (c) *is authorised in advance by the mayor or president in an emergency.*

*\* Absolute majority required.*

(1a) *In subsection (1) —*

**additional purpose** *means a purpose for which no expenditure estimate is included in the local government's annual budget.*

- (2) *Where expenditure has been incurred by a local government —*
- (a) *pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*
  - (b) *pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.*

*[Section 6.8 amended by No. 1 of 1998 s. 19.]*

#### **6.11. Reserve accounts**

- (1) *Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.*
- (2) *Subject to subsection (3), before a local government —*
- (a) *changes\* the purpose of a reserve account; or*
  - (b) *uses\* the money in a reserve account for another purpose,*
- it must give one month's local public notice of the proposed change of purpose or proposed use.*

*\* Absolute majority required.*

- (3) *A local government is not required to give local public notice under subsection (2) —*
- (a) *where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or*
  - (b) *in such other circumstances as are prescribed.*



- (4) *A change of purpose of, or use of money in, a reserve account is to be disclosed in the annual financial report for the year in which the change occurs.*
- (5) *Regulations may prescribe the circumstances and the manner in which a local government may set aside money for use for a purpose in a future financial year without the requirement to establish and maintain a reserve account.*

**Policy Implications:** Not applicable.

**Financial Implications:** Transfer from plant reserve of \$5,178

**Strategic Implications:** Not applicable.

**Summary:**

Council is being requested to authorise out of budget expenditure for the replacement of the written of vehicle Mitsubishi Triton WK 252 with a Nissan Navara single cab D40 diesel RX HD tray and tow bar from Ingrey Ford Narrogin at a cost of \$27,605 less write off amount paid \$22,427 leaving a net figure of \$5,178.

**Recommendation:**

That Council authorise out of budget expenditure for the replacement of the written of vehicle Mitsubishi Triton WK 252 with a Nissan Navara single cab D40 diesel RX HD tray and tow bar from Ingrey Ford Narrogin at a cost of \$27,605 less write off amount paid \$22,427 leaving a net figure of \$5,178.

**Voting Requirements:** Absolute majority.

**Resolution No 181213-04**

**Moved Cr Russell / Seconded Cr Hinkley**

That Council authorise out of budget expenditure for the replacement of the written of vehicle Mitsubishi Triton WK 252 with a Nissan Navara single cab D40 diesel RX HD tray and tow bar from Ingrey Ford Narrogin at a cost of \$27,605 less write off amount paid \$22,427 leaving a net figure of \$5,178, from Plant Reserve.

**Carried 5/0 by Absolute Majority**

*Resolution differs from the Officers Recommendation as Council felt that the resolution needs to stipulate where the extra money was coming from.*

4.01pm – MWS Peter Vlahov departed the Chambers.

## Governance, Audit and Community Services

**10.2.01 – Financial Report – October 2013**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Kerry Fisher - Finance Officer
<b>File Reference:</b>	
<b>Author:</b>	Kerry Fisher - Finance Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	14 November 2013

**Enclosure / Attachment:** Listed below & attached (monthly report) for October 2013.

**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 for the period ending 31 October and 30 November 2013 as presented be received.

**Voting Requirements:** Simple majority

### **Resolution No 181213-05**

#### **Moved Cr Allan / Seconded Cr Russell**

That the financial statements for the period ending 31 October 2013 as presented be received.

**Carried 5/0**

*Resolution differs from the Officers Recommendation as the item was for October 2013 only and not for November 2013.*

## Bank Balances

As at 31/10/2013

	<b>Bank Statement</b>	<b>Adjusted</b>
Municipal Fund	1,898,715.84	1,893,000.67
Petty Cash	500.00	500.00
Reserves	797,649.20	797,649.20
<b>Total</b>	<b>2,696,865.04</b>	<b>2,691,149.87</b>
Trust Fund	28,088.96	28,088.96
Transport Account	11,049.49	0.00

## Debtors

Rates as at 31/10/2013

Account 7461	Rates	158,098.50
Account 6051	Sewerage	9,770.75
Account 7451	Excess Receipts	5,238.10
Account 7441	Pensioners Rebates	18,327.91
Account 7481	Domestic Rubbish	4,289.87
Account 7491	Commercial Rubbish	0
Account 7201	Refuse Site Levy	1,946.48

Sundry Debtors as at 31/10/2013

Current	13,169.86
1 Month	0
2 Months	0
3 Months	1,121.29
<b>Total</b>	<b>14,291.15</b>

Governance, Audit and Community Services

**10.2.02 – List of Accounts – October 2013**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Kerry Fisher - Finance Officer
<b>File Reference:</b>	
<b>Author:</b>	Kerry Fisher - Finance Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	14 November 2013

**Enclosure / Attachment:** List of Accounts

**Background:** Please find following the List of Accounts remitted during the period from 1 October 2013 – 31 October 2013

	<u>Vouchers</u>	<u>Amounts</u>
<b>Municipal Account</b>		
Cheques	14765 – 14789	39,171.69
Cancelled Cheque	14782	
EFTPOS	3996 - 4106	399,340.79
Other Transfers	Payroll October 2013	94,024.00
<b>Trust Account</b>		
Cheques	1215 - 1216	600
EFTPOS	3996	200
<b>TOTAL</b>		<b><u>\$533,336.48</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:** If there are any questions in relation to the listing of accounts, please forward a request by fax to me so that detailed answers to queries can be obtained for presentation at council meeting.

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

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

**Financial Implications:** Not applicable

**Strategic Implications:** Not applicable

**Recommendation:** That Council acknowledges that payments totaling \$533,336.48 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 181213-06**

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

That Council acknowledges that payments totaling \$533,336.48 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 5/0**

Chq/EFT	Date	Name	Description	Muni	Trust
1215	22/10/2013	LK & EM BUSHBY	SHIRE OF WICKEPIN		
1216	22/10/2013	MRS HAZEL GREEN	CHEQUE LISTING		500.00
EFT3995	04/10/2013	WICKEPIN LADIES HOCKEY CLUB	1/10/2013 TO 31/10/2013		100.00
EFT3996	04/10/2013	LIONEL ANTHONY RIGBY			200.00
EFT3997	07/10/2013	ANZ BANK		1,875.00	
EFT3999	07/10/2013	BEST OFFICE SYSTEMS	REFUND COMMUNITY CENTRE BOND - JADE BROOKES	346.75	
EFT4000	07/10/2013	STAPLES / CORPORATE EXPRESS	REFUND FOR BADMINTON	2,141.71	
EFT4001	07/10/2013	KELLY COCHRANE	KEY RETURNED	242.58	
EFT4002	07/10/2013	CONCEPT ONE THE INDUSTRY SUPER FUND	MANAGER'S PAYMENT 2ND INSTALMENT	225.00	
EFT4003	07/10/2013	DL CONSULTING	CREDIT CARD PURCHASES	160.30	
EFT4004	07/10/2013	FULTON HOGAN	COPIER UNITS USED - BLACK & COLOUR	11,423.50	
EFT4005	07/10/2013	EDWARDS MOTORS PTY LTD	STATIONERY	1,980.00	
EFT4006	07/10/2013	FRANK WESTON & CO	CLEANING YEALERING HALL & TOILETS	274.20	
EFT4007	07/10/2013	FLAMELESS FIRE & SAFETY	SUPERANNUATION CONTRIBUTIONS	8.40	
EFT4008	07/10/2013	HARRIS ZUGLIAN ELECTRICS	CHANGES TO ASSET MANAGEMENT PLAN	4,030.00	
EFT4009	07/10/2013	INGREYS	60 BAGS EZSTREET	2,374.16	
EFT4010	07/10/2013	ING CUSTODIANS PTY LTD	SERVICE OWK	20,189.50	
EFT4011	07/10/2013	LIMITLESS PROMOTIONS	2M DURAGAL	162.54	
EFT4012	07/10/2013	GREAT SOUTHERN WASTE DISPOSAL	FIRE EQUIPMENT SERVICING	294.00	
EFT4013	07/10/2013	STAR TRACK EXPRESS	HARRISMITH CARAVAN PARK	6,397.60	
EFT4014	07/10/2013	NARROGIN TOYOTA	NISSAN NAVARA DUAL CAB UTE	58.51	
EFT4015	07/10/2013	NARROGIN TECHNOLOGY SOLUTIONS	SUPERANNUATION CONTRIBUTIONS	38.43	
EFT4016	07/10/2013	WAGIN PLUMBING	150 CAT/DOG LICENSING TAG	49.95	
EFT4017	07/10/2013	MAUREEN PREEDY	RUBBISH REMOVAL CHARGES FOR SEPTEMBER 2013	1,067.00	
EFT4018	07/10/2013	PINGELLY TIMES	FREIGHT ON STAPLES 23 & 24 SEP 13	325.00	
EFT4019	07/10/2013	RAMSAY SUPERANNUATION FUND	CHAIN DRIVE COG & BEARING	7.50	
EFT4020	07/10/2013	SHIRE OF WICKEPIN	WIRELESS 2000 KEYBOARD	87.59	
EFT4021	07/10/2013	SHERIDANS FOR BADGES	REPLACEMENT OF GAS HWS AT DEPOT	50.00	
EFT4022	07/10/2013	TELSTRA	CLEANING YEALERING HALL & TOILETS	326.79	
EFT4023	07/10/2013	WESTERN AUSTRALIAN TREASURY CORP	WANDER TO WICKEPIN AD	1,759.34	
EFT4024	07/10/2013	WILSONS SIGN SOLUTIONS	SUPERANNUATION CONTRIBUTIONS	4,264.50	
EFT4025	07/10/2013	WICKEPIN HOTEL	PAYROLL DEDUCTIONS	95.70	
EFT4026	07/10/2013	WATERSHED NEWS	DESK PLATES & BADGES - CRS ASTBURY & LANG	88.50	
EFT4027	07/10/2013	ANZ BANK	ADMIN PHONE CHARGES	48.00	
EFT4028	21/10/2013	AUSTRALIA POST	LOAN 100 REPAYMENT	682.00	
			HONOUR BOARD UPDATES & POSTAGE	290.58	
			ALCOHOL - FIRE FIGHTING TRAINING		
			ADVERTISING		
			SEPTEMBER PURCHASES CREDIT CARD		
			POSTAGE COSTS		

Chq/EFT	Date	Name	Description	Muni	Trust
SHIRE OF WICKEPIN					
CHEQUE LISTING					
1/10/2013 TO 31/10/2013					
EFT4029	21/10/2013	AIR LIQUIDE WA PTY LTD	DEPOT	696.01	
EFT4030	21/10/2013	YEALERING AGPARTS & REPAIRS	GAS BOTTLE CARAVAN PARK	110.00	
EFT4031	21/10/2013	COURIER AUSTRALIA	COURIER	59.94	
EFT4032	21/10/2013	COVS PARTS PTY LTD	HOSE CLAMP	33.64	
EFT4033	21/10/2013	LGIS RISK MANAGEMENT	WHEATBELT REGIONAL RISK CO-ORDINATION	2,373.80	
EFT4034	21/10/2013	AC & EJ FULFORD & CO	BURY RUBBISH, EXCAVATE HOLE TO BURY TYRES	3,960.00	
EFT4035	21/10/2013	FRANK WESTON & CO	HARD FACING	108.35	
EFT4036	21/10/2013	INGREYS	FLOOR MATS BEAVER	184.25	
EFT4037	21/10/2013	KEL'S TYRES	TYRES	1,969.00	
EFT4038	21/10/2013	MCDUGALL WELDMENTS	CAR TRAILER REPAIR	203.83	
EFT4039	21/10/2013	METAL ARTWORK CREATION	DESK NAME PLATES	92.62	
EFT4040	21/10/2013	MEY EQUIPMENT	CUTTING BLADE	14.00	
EFT4041	21/10/2013	NARROGIN RETRAVISION	DISHWASHER	799.00	
EFT4042	21/10/2013	NARROGIN AUTO ELECTRICS	ANTENNA	51.24	
EFT4043	21/10/2013	NARROGIN TOYOTA	SPARK PLUG	8.89	
EFT4044	21/10/2013	PRITCHARD BOOKBINDERS	COUNCIL MINUTES BOUND	71.50	
EFT4045	21/10/2013	SHIRE OF WICKEPIN	LICENSING CHARGES TO TRANSPORT	312.35	
EFT4046	21/10/2013	SOUTHERN WIRE	YEA, HAR & TIN DBL GATE SUPPLIED & INSTALLED	90,281.40	
EFT4047	21/10/2013	STEERE DINGO SERVICES	TOP RAIL IN STOCKYARDS	3,450.00	
EFT4048	21/10/2013	TELSTRA	SATALITE PHONE	427.24	
EFT4049	21/10/2013	DYNAMIC PRINT	PLAIN EVELOPES	264.00	
EFT4050	21/10/2013	UNITED EQUIPMENT	SERVICE TO GENIE	4,913.79	
EFT4051	21/10/2013	SYNERGY	ELECTRICITY	1,739.95	
EFT4052	21/10/2013	WICKEPIN PLAYGROUP	PLAYGROUND EQUIPMENT - GRANT	2,500.00	
EFT4053	21/10/2013	WA LOCAL GOVT ASSOCIATION	BUSH DANCE ADVERTISMENT	1,129.90	
EFT4054	21/10/2013	WICKEPIN NEWSAGENCY	PAPERS & MILK & COUNCIL LUNCHEES	186.60	
EFT4055	21/10/2013	WICKEPIN COMMUNITY RESOURCE CENTRE	HARRISMITH WILDFLOWER BROCHURES	75.00	
EFT4056	21/10/2013	WA CLEANING EQUIPMENT REPAIRS	REPAIRS TO ROTOWASH & PARTS	343.51	
EFT4057	25/10/2013	YVONNE BOWEY CONSULTING	AUGUST FINANCIAL STATEMENTS	607.50	
EFT4058	25/10/2013	BURGESS RAWSON (WA) PTY LTD	WATER USAGE CHARGES - PUBLIC TOILETS	112.40	
EFT4059	25/10/2013	BEST OFFICE SYSTEMS	MIN CHARGE FOR COPIES USED	85.00	
EFT4060	25/10/2013	BROOKTON TELEGRAPH	WANDER TO WICKEPIN AD	9.00	
EFT4061	25/10/2013	COURIER AUSTRALIA	FREIGHT	80.84	
EFT4062	25/10/2013	STAPLES / CORPORATE EXPRESS	STATIONERY ORDER	165.04	
EFT4063	25/10/2013	HJ CORKE & SONS	2000 CUBIC METRES GRAVEL	2,200.00	

Attachment- Item 10.2.02



SHIRE OF WICKEPIN CHEQUE LISTING 1/10/2013 TO 31/10/2013					
Chq/EFT	Date	Name	Description	Muni	Trust
EFT4064	25/10/2013	IMAGETEC	RISO SOY BLACK INK & GRAPH PAPER	954.80	
EFT4065	25/10/2013	FACEY GROUP	SPONSORSHIP 2ND INSTALMENT 2013/14	11,000.00	
EFT4066	25/10/2013	FESA	ESL ON COUNCIL OWNED PROPERTIES	1,800.00	
EFT4067	25/10/2013	GSR LASER TOOLS	REPAIRS TO LASER LEVEL	498.30	
EFT4068	25/10/2013	KLEENHEAT GAS	RENTAL 45KG	112.00	
EFT4069	25/10/2013	LGIS INSURANCE BROKING SERVICE	LGIS PROPERTY INSURANCE 2ND INSTALMENT	66,425.55	
EFT4070	25/10/2013	MOBILE MASTERS	KENWOOD COMMERCIAL UHF HANDHELD CBS	1,918.40	
EFT4071	25/10/2013	NARROGIN PUMPS, SOLAR AND SPRAYING	POLY PIPE	49.50	
EFT4072	25/10/2013	NARROGIN AGRICULTURAL REPAIRS	1 BOX 325 CHAIN	320.00	
EFT4073	25/10/2013	STAR TRACK EXPRESS	FREIGHT	104.89	
EFT4074	25/10/2013	NARROGIN TOYOTA	HANDLE BAR	53.55	
EFT4075	25/10/2013	NARROGIN BOILERMAKERS	SAFETY WEAR	36.00	
EFT4076	25/10/2013	T-QUIP	6 MOWER BLADES	165.00	
EFT4077	25/10/2013	TWINKARRI P/L	TREE PRUNING	48,202.00	
EFT4078	25/10/2013	TRACKSPARES	20 X CUTTING EDGE	1,320.00	
EFT4079	25/10/2013	WICKEPIN COMMUNITY RESOURCE CENTRE	PASSPORT PHOTO - T TAPPING	7.00	
EFT4080	25/10/2013	YEALERING SPRAYING SERVICE	MOSQUITO FOGGING YEALERING TOWNSITE	935.00	
EFT4081	28/10/2013	SYNERGY	GROUP ELECTRICITY ACCOUNT	5,348.70	
EFT4082	28/10/2013	AIR RESPONSE	SUPPLY & INSTALL FANS AT TELECENTRE	3,682.28	
EFT4083	28/10/2013	COMMONWEALTH BANK	LOAN 90 BI-ANNUAL PAYMENT	10,033.61	
EFT4084	28/10/2013	CONCEPT ONE THE INDUSTRY SUPER FUND	SUPERANNUATION CONTRIBUTIONS	160.30	
EFT4085	28/10/2013	DEWS EXCAVATIONS	30CUBIC METERS SAND FOR PLAYGROUND	726.00	
EFT4086	28/10/2013	EDWARDS MOTORS PTY LTD	NEW HOLDEN CAPRICE LESS TRADE 2012 CAPRICE	10,000.00	
EFT4087	28/10/2013	EWEN RURAL SUPPLIES	SEPTEMBER 2013 ACCOUNT	4,751.79	
EFT4088	28/10/2013	AC & EJ FULLFORD & CO	GRADER AND DOZER	4,884.00	
EFT4089	28/10/2013	FLAMELESS FIRE & SAFETY	FIRE EQUIPMENT SERVICE	1,238.00	
EFT4090	28/10/2013	GREAT SOUTHERN FUEL SUPPLIES	SEPTEMBER FUEL SUPPLIES	17,814.77	
EFT4091	28/10/2013	ING CUSTODIANS PTY LTD	SUPERANNUATION CONTRIBUTIONS	162.54	
EFT4092	28/10/2013	LOCAL GOVERNMENT MANAGERS AUSTRALIA	LGMA ANNUAL STATE CONFERENCE - M HOOK	1,469.00	
EFT4093	28/10/2013	NARROGIN QUARRY OPERATIONS	AGGREGATE AND BLUE METAL DUST	636.68	
EFT4094	28/10/2013	NARROGIN BETTA ELECTRICAL	UNIDEN PHONE SET	179.98	
EFT4095	28/10/2013	RAMSAY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	87.59	
EFT4096	28/10/2013	SHIRE OF WICKEPIN	PAYROLL DEDUCTIONS	50.00	
EFT4097	28/10/2013	DYNAMIC PRINT	LGE ENVELOPES	418.00	
EFT4098	28/10/2013	SHIRE OF WANDERING	FUEL FACILITY COSTS	5,651.80	

SHIRE OF WICKEPIN CHEQUE LISTING 1/10/2013 TO 31/10/2013					
Chq/EFT	Date	Name	Description	Muni	Trust
EFT4099	29/10/2013	TELSTRA	TELSTRA USAGE & SERVICE CHARGES	1,025.72	
EFT4100	29/10/2013	COURIER AUSTRALIA	FREIGHT CHARGES	70.87	
EFT4101	29/10/2013	POSTER PASSION	SIGNAGE FOR POOL	907.50	
EFT4102	29/10/2013	WESTERN AUSTRALIAN TREASURY CORP	REPAYMENT FOR LOANS 99 & 100	14,016.10	
EFT4103	29/10/2013	WICKEPIN DISTRICT SPORTS CLUB	SPONSORSHIP FOR MERINO FOURS	550.00	
EFT4104	29/10/2013	STAR TRACK EXPRESS	FREIGHT CHARGES	108.04	
EFT4105	29/10/2013	TELSTRA	TELSTRA USAGE & SERVICE CHARGES FOR DEPOT	457.96	
EFT4106	30/10/2013	SHIRE OF WICKEPIN	LICENCE FEE FOR KA8365	24.35	
14765	07/10/2013	DRYANDRA COUNTRY VISITOR CENTRE INC	CONTRIBUTION TO DRYANDRA VISITOR CENTRE	5,500.00	
14766	07/10/2013	BEC DANILOVIC WICKEPIN GARDEN CENTRE	VARIOUS TREES AND SHRUBS	448.00	
14767	07/10/2013	GLOBE AUSTRALIA PTY LTD	5L BAYTEX	418.00	
14768	07/10/2013	MTAA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	160.42	
14769	07/10/2013	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	122.25	
14770	07/10/2013	BULLIVANTS	VARIOUS SLINGS	222.95	
14771	07/10/2013	WA LOCAL GOVERNMENT SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	3,622.97	
14772	07/10/2013	YAKKA PTY LTD	OFFICE STAFF UNIFORMS	338.74	
14773	21/10/2013	THE AMAROO TRUST	PUSH UP OF GRAVEL	4,400.00	
14774	21/10/2013	CANNING BRIDGE AUTO LODGE	ACCOMODATION	450.00	
14775	21/10/2013	JASON SIGNMAKERS	SIGNS	1,292.50	
14776	21/10/2013	WATER CORPORATION	WATER SEPT	2,773.00	
14777	25/10/2013	CANNING BRIDGE AUTO LODGE	ACCOMMODATION FOR TRAINING	300.00	
14778	25/10/2013	BEC DANILOVIC WICKEPIN GARDEN CENTRE	MULTIGROW & SHRUBS	82.00	
14779	25/10/2013	HARRISMITH CRICKET CLUB	GRANT FUNDING FOR REFURBISHMENT OF TOILETS	10,000.00	
14780	25/10/2013	JASON SIGNMAKERS	VARIOUS SIGN INSERTS	1,246.30	
14781	25/10/2013	WATER CORPORATION	WATER CHARGES 1 SEP 13 TO 31 OCT 13	653.55	
14783	28/10/2013	A & A CORASANITI	CONCRETE FLOOR AT SHIRE DEPOT	2,214.30	
14784	28/10/2013	MTAA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	160.42	
14785	28/10/2013	PCS	COMPUTER SUPPORT	170.00	
14786	28/10/2013	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	123.25	
14787	28/10/2013	WA HINO SALES & SERVICE	OIL FILTERS, AIR FILTER & SUMP PLUG	362.57	
14788	28/10/2013	WA LOCAL GOVERNMENT SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	3,677.27	
14789	31/10/2013	SHIRE OF WICKEPIN	PETTY CASH RECOUP	433.20	
<b>TOTALS</b>				<u>438,512.48</u>	<u>800.00</u>

Attachment- Item 10.2.02

## Governance, Audit and Community Services

**10.2.03 – Financial Report – November 2013**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Kerry Fisher - Finance Officer
<b>File Reference:</b>	
<b>Author:</b>	Kerry Fisher - Finance Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	13 December 2013

**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.

4. Operating Statement by Function and Activity
5. Bank Balances and Investments
6. Outstanding Debtors

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

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

Local Government (Financial Management) Regulations 1996

34. Financial reports to be prepared s. 6.4

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

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

**Policy Implications:** Not applicable

**Financial Implications:** Not applicable

**Strategic Implications:** Not applicable

**Recommendation:** That the financial statements tabled for the period ending 30 November 2013 as presented be received.

**Voting Requirements:** Simple majority

### **Resolution No 181213-07**

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

That the financial statements tabled for the period ending 30 November 2013 as presented be received.

**Carried 5/0**

## Bank Balances

As at 30/11/2013

	<b>Bank Statement</b>	<b>Adjusted</b>
Municipal Fund	2,241,198.14	2,227,715.42
Petty Cash	500.00	500.00
Reserves	807,338.54	807,338.54
<b>Total</b>	<b>3,049,036.68</b>	<b>3,035,553.96</b>
Trust Fund	29,388.96	29,388.96
Transport Account	5,008.30	0.00

## Debtors

Rates as at 30/11/2013

Account 7461	Rates	137,102.69
Account 6051	Sewerage	7,578.44
Account 7451	Excess Receipts	5,478.10
Account 7441	Pensioners Rebates	18,327.91
Account 7481	Domestic Rubbish	3,895.56
Account 7491	Commercial Rubbish	0
Account 7201	Refuse Site Levy	1,722.56

Sundry Debtors as at 30/11/2013

Current	334,514.95
1 Month	515.70
2 Months	0
3 Months	2,041.56
<b>Total</b>	<b>337,072.21</b>

Governance, Audit and Community Services

**10.2.04 – List of Accounts – November 2013**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Kerry Fisher - Finance Officer
<b>File Reference:</b>	
<b>Author:</b>	Kerry Fisher - Finance Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	13 December 2013

**Enclosure / Attachment:** List of Accounts

**Background:** Please find following the List of Accounts remitted during the period from 1 November 2013 – 30 November 2013

	<u>Vouchers</u>	<u>Amounts</u>
<b>Municipal Account</b>		
Cheques	14790-14817	50,024.97
Cancelled Cheque	14767	
EFTPOS	4107-4173	157,922.87
Other Transfers	Payroll November 2013	65,147.00
<b>TOTAL</b>		<b><u>\$273,094.84</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:** If there are any questions in relation to the listing of accounts, please forward a request by fax to me so that detailed answers to queries can be obtained for presentation at council meeting.

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

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

**Financial Implications:** Not applicable

**Strategic Implications:** Not applicable

**Recommendation:** That Council acknowledges that payments totaling \$273,094.84 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 181213-08**

**Moved Cr Russell / Seconded Cr Lansdell**

That Council acknowledges that payments totaling \$273,094.84 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 5/0**

Chq/EFT	Date	Name	Description	Amount
EFT4107	15/11/2013	APRA	SHIRE OF WICKEPIN	84.15
EFT4108	15/11/2013	AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY	CHEQUE LISTING	48.99
EFT4109	15/11/2013	STAPLES / CORPORATE EXPRESS	1/11/2013 TO 30/11/2013	148.49
EFT4110	15/11/2013	KELLY COCHRANE	LICENSE FEES FOR PUBLIC PERFORMANCES	200.00
EFT4111	15/11/2013	CONCEPT ONE INDUSTRY SUPERANNUATION FUND	PAYROLL DEDUCTIONS	320.60
EFT4112	15/11/2013	ING CUSTODIANS PTY LTD	STATIONERY ORDER	325.08
EFT4113	15/11/2013	MAUREEN PREEDY	CLEANING YEALERING HALL & TOILETS	300.00
EFT4114	15/11/2013	ROCLA	CLEANING YEALERING HALL & TOILETS	1,751.55
EFT4115	15/11/2013	RAMSAY SUPERANNUATION FUND	HEADWALLS & PIPES	175.18
EFT4116	15/11/2013	STEERE DINGO SERVICES	SUPERANNUATION CONTRIBUTIONS	822.23
EFT4117	15/11/2013	WICKEPIN NEWSAGENCY	SUPERANNUATION CONTRIBUTIONS	198.50
EFT4118	19/11/2013	AUSTRALIA POST	CLEANING YEALERING HALL & TOILETS	189.46
EFT4119	19/11/2013	ADINA	REPLACE TOILET CISTERN TINCURRIN HALL	271.05
EFT4120	19/11/2013	YVONNE BOWEY CONSULTING	PAPERS & FOOD	5,130.00
EFT4121	19/11/2013	BURGESS RAWSON (WA) PTY LTD	OCTOBER 2013 POSTAGE CHARGES	2,206.88
EFT4122	19/11/2013	BELVEDERE NURSERY	1 NIGHT ACCOMMODATION - L PEARSON	308.45
EFT4123	19/11/2013	BEST OFFICE SYSTEMS	ANNUALS, SEPT FINANCIALS & AUDIT QUERIES	4,845.60
EFT4124	19/11/2013	COURIER AUSTRALIA	RENT & MANAGEMENT FEES	27.02
EFT4125	19/11/2013	LANDGATE	GREVILLEAS	72.00
EFT4126	19/11/2013	ESPLANADE HOTEL	FORDIGRAPH 2339S SHREDDER	1,175.50
EFT4127	19/11/2013	EVERGREEN SYNTHETIC GRASS	FREIGHT ON BFB CLOTHING	40,449.00
EFT4128	19/11/2013	AC & EJ FULFORD & CO	LAND ENQUIRY CHARGES	17,512.00
EFT4129	19/11/2013	GREAT SOUTHERN FUEL SUPPLIES	ACCOMMODATION CHARGES - M HOOK	20,655.81
EFT4130	19/11/2013	GEOFF PERKINS FARM MACHINERY CENTRE	UPGRADE DITCH WALLS AT YEALERING	23.93
EFT4131	19/11/2013	JR & A HERSEY	EXCAVATOR & GRADER WORK	1,487.50
EFT4132	19/11/2013	LIBBY HEFFERNAN	OCTOBER 2013 FUEL CHARGES	40.00
EFT4133	19/11/2013	IT VISION	SUCTION HOSE	6,991.04
EFT4134	19/11/2013	LOUISE LEESON	SAFETY GEAR & EQUIP	21.25
EFT4135	19/11/2013	NARROGIN HIRE SERVICE	2 HRS CLEANING	416.50
EFT4136	19/11/2013	NARROGIN HARDWARE	SYNERGYSOFT CAT CONTROL MODULE	99.00
EFT4137	19/11/2013	NARROGIN BEARING SERVICE	REFUND L LEESON	35.53
EFT4138	19/11/2013	WAGIN PLUMBING	RETIC SUPPLIES	357.50
EFT4139	19/11/2013	STEERE DINGO SERVICES	WHIRLY BIRD	394.02
EFT4140	19/11/2013	SYNERGY	AIR HOSE ADAPTOR & ELBOW WK248	1,578.20
EFT4141	19/11/2013	WA LOCAL GOVT ASSOCIATION	CLEAR BLOCKED DRAIN AT ADMIN BUILDING	2,216.50
			WORK AT FACEY GROUP BUILDING	
			STREETLIGHTS AC 25 SEP 13 TO 24 OCT 13	
			LOCAL GOVT ELECTION ADVERTISING	

Attachment- Item 10.2.04



Chq/EFT	Date	Name	Description	Amount
SHIRE OF WICKEPIN				
CHEQUE LISTING				
1/1/2013 TO 30/11/2013				
EFT4142	19/11/2013	MECHANICAL & DIESEL SERVICES	REPAIRS TO ISUZU TRUCK WK342	2,432.21
EFT4143	19/11/2013	WEST AUSTRALIAN NEWSPAPERS	NOB GENERAL NEWS	100.00
EFT4144	20/11/2013	STAR TRACK EXPRESS	FREIGHT - JR HERSEY & STAPLES ORDERS	187.10
EFT4145	29/11/2013	AUSTRALIA'S GOLDEN OUTBACK	SHIRE EDITORIAL 2014 HOLIDAY PLANNER	1,675.00
EFT4146	29/11/2013	AUSTRALIAN GOVERNMENT CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS	151.23
EFT4147	29/11/2013	ARROW BRONZE	BRONZE CEMETERY PLAQUE - COXON	240.18
EFT4148	29/11/2013	YEALERING APARTS & REPAIRS	SUPPLIES FOR YEALERING C/PARK & HALL	621.50
EFT4149	29/11/2013	COURIER AUSTRALIA	FREIGHT CHARGES STEWART HEATON & JASON SIGN	33.21
EFT4150	29/11/2013	STAPLES / CORPORATE EXPRESS	STATIONERY	140.38
EFT4151	29/11/2013	CONCEPT ONE INDUSTRY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	155.88
EFT4152	29/11/2013	CLARK RUBBER	MATS FOR TRIATHLON	879.20
EFT4153	29/11/2013	EWEN RURAL SUPPLIES	VAROUS SUPPLIES FOR OCTOBER	3,493.85
EFT4154	29/11/2013	FESA - ESL	2013/14 2ND QTR ESL	9,414.00
EFT4155	29/11/2013	GARRARDS PTY LTD	REPAIRS FOR MOZZIE FOGGER	75.39
EFT4156	29/11/2013	HARRISMITH COMMUNITY CENTRE	SPONSORSHIP TINCURRIN TENNIS CLUB	300.00
EFT4157	29/11/2013	HANSON CONSTRUCTION MATERIALS	8M3 CONCRETE	4,695.63
EFT4158	29/11/2013	ING CUSTODIANS PTY LTD	SUPERANNUATION CONTRIBUTIONS	162.54
EFT4159	29/11/2013	KEL'S TYRES	8 TYRES FOR WK342	4,812.50
EFT4160	29/11/2013	LANE, BUCK & HIGGINS	LEGAL SERVICES WALKWAY & GAZEBO AGREEMENT	1,500.00
EFT4161	29/11/2013	NARROGIN RETRAVISION	COMMERCIAL VAC CLEANER	249.00
EFT4162	29/11/2013	NARROGIN PUMPS, SOLAR AND SPRAYING	BRASS NOZZLE & FITTING	331.27
EFT4163	29/11/2013	ROYAL LIFE SAVING SOCIETY	WATCH AROUND WATER REGISTRATION 2013.14	250.00
EFT4164	29/11/2013	ROCLA	HEADWALL, PIPES & RINGS	1,517.60
EFT4165	29/11/2013	RAMSAY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	65.70
EFT4166	29/11/2013	RETECH RUBBER	POOL TRAMPOLINE MATS	910.80
EFT4167	29/11/2013	THE DAN TURNER FAMILY TRUST	DRAFT & ENGINEER PANELS FOR RWTS	500.00
EFT4168	29/11/2013	TRAVIS FORREST	22 MEDIUM CORFLUTE A-FRAME SIGNS FOR TRIATHLON	748.00
EFT4169	29/11/2013	WICKEPIN HOTEL	CATERING FOR 38	2,296.70
EFT4170	29/11/2013	WA LOCAL GOVT ASSOCIATION	AD FOR APPOINTMENT OF FIRE OFFICERS	519.23
EFT4171	29/11/2013	WICKEPIN NEWSAGENCY	PAPERS	8.00
EFT4172	29/11/2013	WATERMAN IRRIGATION	STANDPIPE CONTROLLER AT 86 GATE RD	6,372.85
EFT4173	05/11/2013	ANZ BANK	OCTOBER 13 PURCHASE ON CREDIT CARD	2,205.41
14790	15/11/2013	MTAA SUPER FUND	SUPERANNUATION CONTRIBUTIONS	320.84
14791	15/11/2013	GREAT SOUTHERN WASTE DISPOSAL	WASTE COLLECTIONS 30 SEPT TO 28 OCT 13	4,771.04

Chq/EFT	Date	Name	Description	Amount
14792	15/11/2013	PRIME SUPER	SHIRE OF WICKEPIN	312.40
14793	15/11/2013	RANIERI M & V	CHEQUE LISTING	1,078.00
14794	15/11/2013	WA LOCAL GOVERNMENT SUPER PLAN	1/11/2013 TO 30/11/2013	8,201.01
14795	19/11/2013	CENTRAL AGCARE		2,000.00
14796	19/11/2013	HANCOCKS HOME HARDWARE		12.00
14797	19/11/2013	JASON SIGNMAKERS		165.00
14798	19/11/2013	NARROGIN PACKAGING		427.65
14799	19/11/2013	RANIERI M & V		15,947.80
14800	19/11/2013	STEWART & HEATON		4,130.72
14801	19/11/2013	SOUTHWEST ISUZU		196.11
14802	19/11/2013	WICKEPIN PRIMARY SCHOOL		35.00
14803	19/11/2013	WATER CORPORATION		34.38
14804	29/11/2013	CR DAVID J ASTBURY		615.20
14805	29/11/2013	BUNNINGS		688.17
14806	29/11/2013	CR KL COXON		982.40
14807	29/11/2013	BEC DANILOVIC @ WICKEPIN GARDEN CENTRE		325.00
14808	29/11/2013	JASON SIGNMAKERS		280.50
14809	29/11/2013	MTAA SUPER FUND		160.42
14810	29/11/2013	STAR TRACK EXPRESS		95.52
14811	29/11/2013	PRIME SUPER		156.20
14812	29/11/2013	STEWART & HEATON		2,064.99
14813	29/11/2013	TELSTRA		1,075.07
14814	29/11/2013	SYNERGY		1,316.95
14815	29/11/2013	WATER CORPORATION		34.38
14816	29/11/2013	WA LOCAL GOVERNMENT SUPER PLAN		3,991.42
14817	29/11/2013	MRS I WATKINS		606.80
<b>TOTALS</b>				<b>207,947.84</b>

Governance, Audit and Community Services

**10.2.05 - EHO/Building Surveyor's Report**

**Submission To:** Ordinary Council  
**Location / Address:** Whole Shire  
**Name of Applicant:** Allan Ramsay, EHO/Building Surveyor  
**File Reference:** 2203  
**Author:** Allan Ramsay, EHO/Building Surveyor  
**Disclosure of any Interest:** Nil  
**Date of Report:** 11 December 2013

**Enclosure / Attachment:** Nil

**Background:** Monthly report submitted by EHO/Building Surveyor, Mr. Allan Ramsay.

**Building Licenses:**

There was one (1) building application approved and license issued for the month of October 2013.

Listed below is a summarized breakdown of the application and proposed structure:

License No	Name & Address of Owner	Registered Builder (RB) or Owner Builder (OB)	Structure	Situation of Building Lot or Street No & Town
1/13-14	Steven Bennier	Steven Bennier	84m2 Shed	24 Central Avenue, Wickepin
2/13-14	JB & KL Ewen	Ashley Steere	Free standing patio	30 Henry Street, Wickepin

**Implications:** Not applicable

**Financial Implications:** Not applicable

**Strategic Implications:** Not applicable

**Enabling Legislation:** Shire of Wickepin Local Town Planning Scheme No. 2

**Council Policy:** Nil

**Recommendation:**

That council notes the report from the by EHO/Building Surveyor dated 11 December 2013.

**Resolution No 181213-09**

**Moved Cr Lansdell / Seconded Cr Allan**

That council notes the report from the by EHO/Building Surveyor r dated 11 December 2013.

**Carried 5/0**

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Governance, Audit and Community Services

## **10.2.06 - Application for New Dwelling – Lot 77 House No. 20 Pingelly Road, Yealering**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Lot 77 Pingelly Road,
<b>Name of Applicant:</b>	Allan Ramsay, EHO/Building Surveyor
<b>File Reference:</b>	1706
<b>Author:</b>	Allan Ramsay, EHO/Building Surveyor
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	11 December 2013 2013

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**Enclosure/Attachments** Letter from the applicants Mr. & Mrs Lally  
Completed Town Planning Application form  
Photo of the new Dwelling  
Photo of existing Dwelling  
Google map of the Lally Property  
(Attachments sent November 2013) Please bring to meeting.

### **Background**

Mr. & Mrs Lally (the applicant) have submitted plans for a new transportable dwelling to be constructed on Lot 77 Pingelly Road, Yealering. The property already has the Lally's current residents on the property and they intend demolishing this house once the new dwelling is constructed.

The Lally's are adamant that the existing dwelling will be removed once the new dwelling arrives.

If the house was demolished prior to the new one arriving would mean the Lally's would have to live in a caravan park with their two dogs. They fact that they care for their grandchildren on a regular basis as well as having health issues would make living at the caravan park difficult for them in the summer months.

### **Officer's Comment**

The Shire of Wickepin's Town Planning Scheme No 4. states the following:

#### *5.19 Development in the Rural Residential Zone*

##### *5.19.1 Only one dwelling will be permitted on any lot in the Rural Residential Zone*

The existing house is very old and would require a lot of money to renovate it to bring it up to a reasonable standard. I therefore believe that the proprietor is making a reasonable request to enable the construction of the new dwelling and have the old existing dwelling demolished.

The new transportable will also have a veranda which would make it far more desirable and attractive as well as it fitting in within the amenity of the area a great deal more than the old house which will be demolished on completion of the new house.

There are many old wrecked vehicles on the property which looks very messy. However, Mr.Lally has indicated that he will be removing some of the vehicles and to my knowledge there have not been any complaints about them.

**Implications:** Not applicable

**Financial Implications:** Not applicable

**Strategic Implications:** Not applicable

**Enabling Legislation:** Shire of Wickepin Local Town Planning Scheme No. 4

**Council Policy:** Nil

**Recommendation:**

That Council:

1. Approved the dwelling on Lot 77 Pingelly Road, Yealering;
2. A Building Licence be issued for the transportable dwelling including the construction of verandas;
3. A demolition licence be issued for the existing dwelling at the same time as the building licence is issued for the new dwelling;
4. The existing dwelling to be removed within three months after the new dwelling being ready for occupation; and
5. In the event that the demolition period of three months is exceeded (as per item 4) then the matter be referred to Council recommending its demolition and associated costs of the demolition to be charged to the Lallys.

**Resolution No 181213-10**

**Moved Cr Allan / Seconded Cr Russell**

That Council:

1. Approved the dwelling on Lot 77 Pingelly Road, Yealering;
2. A Building Licence be issued for the transportable dwelling including the construction of verandas;
3. A demolition licence be issued for the existing dwelling at the same time as the building licence is issued for the new dwelling;
4. The existing dwelling to be removed within three months after the new dwelling being ready for occupation; and
5. In the event that the demolition period of three months is exceeded (as per item 4) then the matter be referred to Council recommending its demolition and associated costs of the demolition to be charged to the Lallys.

**Carried 5/0**

Governance, Audit and Community Services

## 10.2.07 - Application for Chemical Storage Shed – Lot 4, 22 Wogolin Road, and Wickepin

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Lot 4 Wogolin Road, Wickepin
<b>Name of Applicant:</b>	C. & P. Fleay
<b>File Reference:</b>	701
<b>Author:</b>	Allan Ramsay, EHO/Building Surveyor
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	11 December 2013

### Enclosure/Attachments

- Application from Mr. Colin Fleay
- Site plan of lot 4 showing the proposed location of the chemical storage shed
- Photos of the proposed shed location.
- Copy of the draft Local Planning Policy – Town Centre and Townscape Guidelines
- Copy of clause 9.4 of the Shire of Wickepin Town Planning Scheme N. 4 in relation to advertising; and
- Schedule 7 of the Shire of Wickepin Town Planning Scheme No. 4

### Background

Mr. Fleay has requested approval to build a chemical storage shed 8.12 metres in from the front boundary in line with his existing office at Lot 4 Wogolin Road, Wickepin. After consulting a level 1 Building Surveyor Mr. Fleay was unable to build the shed adjacent to his existing sheds at the rear of the property because the minimum boundary setbacks could not be achieved in compliance with the Building Code of Australia for a class 7 building. Therefore, the only option was to construct the shed at the front of the property in line with the existing office which will achieve the minimum setbacks in relation to the building requirements.

### Officer's Comment

The first issue is what use the shed is to be put. In the Town Centre zone in the Shire of Wickepin Town Planning Scheme No.4 storage is an "A" use (discretionary with advertising).

Assuming the use is supported by Council, there is no provision in the Scheme for the regulation of outbuilding in the Town centre zone except that the construction is to be in accord with the provisions of the Building Code of Australia.

The setbacks can be determined by Council. However, in this instance the use of the building is influenced by the Building Code of Australia which is why the shed can only be built at the front of the property to achieve the required side boundary setbacks and distances from adjoining buildings.

The other relevant policy (not yet adopted by Council) is the Town Planning Design Codes and Townscape Guidelines (copy attached). The intention of these guidelines is on creating an attractive town centre. In this instance the shed is to be built at the front of the property and clearly visible from Wogolin Road. Therefore, Council may wish to require the proponent to carry out some form of landscaping to the front of the shed or else require the facade of the shed to be dressed up a little so that it fits within the amenity of the area.

The proponent will also need to contact the Department of Health to extend his current permit under the Health Poison Regulations as well as notify the Department of Petroleum and Mines in relation to the storage of chemical under the Dangerous Goods Safety (storage & handling of non explosive) Regulations 2007

<b>Implications:</b>	May impact on the amenity of the area
<b>Financial Implications:</b>	Officers time in arranging advertising for comment and a further Agenda Item.
<b>Strategic Implications:</b>	Any approval in its current proposed form may set a precedent for further development in the town centre
<b>Enabling Legislation:</b>	Shire of Wickpin Local Town Planning Scheme No. 4 Health Poisons Regulations Building Code of Australia Dangerous Goods Safety (storage and handling of non explosive) Regulations 2007
<b>Council Policy:</b>	Town Centre Design and Townscape Guidelines (not yet adopted by Council)

**Recommendation:**

That:

1. The application of the proposed chemical storage shed at Lot 4 Wogolin Road, Wickpin be advertised in accordance with clause 9.4 of the Shire of Wickpin Town Planning Scheme No. 4 in the following manner.
  - a) The notice of the proposed chemical shed development be served on nearby owners and occupiers likely to be affected by the granting of planning approval, stating that submissions may be made to the Shire of Wickpin Local Government by the 5<sup>th</sup> February 2014.
  - b) The notice of the proposed chemical shed development published in the local Watershed Newspaper stating that submissions may be made to the Shire of Wickpin Local Government by the 11<sup>th</sup> February 2014; and
  - c) The notice referred to in (a) and (b) is to be in the form prescribed in Schedule 7 of the Shire of Wickpin Town Planning Scheme No. 4.
2. Another report be presented to Council at its February 2014 Council Meeting to consider and determine the application

**Resolution No 181213-11****Moved Cr Russell / Seconded Cr Hinkley**

That:

1. The application of the proposed chemical storage shed at Lot 4 Wogolin Road, Wickpin be advertised in accordance with clause 9.4 of the Shire of Wickpin Town Planning Scheme No. 4 in the following manner.
  - a) The notice of the proposed chemical shed development be served on nearby owners and occupiers likely to be affected by the granting of planning approval, stating that submissions may be made to the Shire of Wickpin Local Government by the 5<sup>th</sup> February 2014.
  - b) The notice of the proposed chemical shed development published in the local Watershed Newspaper stating that submissions may be made to the Shire of Wickpin Local Government by the 11<sup>th</sup> February 2014; and
  - c) The notice referred to in (a) and (b) is to be in the form prescribed in Schedule 7 of the Shire of Wickpin Town Planning Scheme No. 4.
2. Another report be presented to Council at its February 2014 Council Meeting to consider and determine the application

**Carried 5/0**

4.14pm – CDO Natalie Manton entered the Chambers.

Governance, Audit and Community Service

## 10.2.08 – Community Development Officer's Report

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Natalie Manton, Community Development Officer
<b>File Reference:</b>	
<b>Author:</b>	Natalie Manton, Community Development Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	11 November 2013

### Enclosure / Attachment:

<b>Arts and Cultural</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Community Development</b>	<p><b>Townscape</b></p> <ul style="list-style-type: none"> <li>• Attend Townscape meeting.</li> <li>• Obtained quotes for Wickepin War Killed in Action Memorial.</li> <li>• Submitted ANZAC Centenary funding application.</li> <li>• Discussion on funding for Killed in Action history book.</li> <li>• Tincurrin entry statement photos and background information.</li> <li>• Follow up payment of Shire of Wickepin community grants to Harrismith Cricket Club.</li> <li>• Dryandra Food, Art and Wine Trail Expression of Interest.</li> </ul> <p><b>CRC Building</b></p> <ul style="list-style-type: none"> <li>• Background research on building options and funding.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Provided notes for Watershed.</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>• Cemetery plaque orders.</li> <li>• Follow up RDA funding for upgrade of Wickepin Hall and Facey Group building.</li> </ul> <p><b>CLGF 12/13 Projects</b></p> <ul style="list-style-type: none"> <li>• Requested quote for Golden Memorial Park upgrade</li> </ul> <p><b>Wickepin Cemetery</b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<b>Community Safety and Crime Prevention</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Economic Development</b>	<p><b>Living Lakes Project</b></p> <ul style="list-style-type: none"> <li>• Checked for tender result on website.</li> </ul>
<b>Tourism, Marketing and Promotion</b>	<ul style="list-style-type: none"> <li>• Sent photos, documents and links to Market Creations for new website.</li> <li>• Attended Albert Facey Homestead meeting.</li> <li>• Met with Libby Heffernan and Albert Facey Homestead Committee regarding new Shire of Wickepin brochure.</li> <li>• Requested quote for Shire of Wickepin brochure.</li> <li>• Photos of Toolibin Cemetery and Lake Toolibin picnic area.</li> <li>• Provided photos of caravan parks for Hema maps.</li> </ul>



<b>Sport and Recreation</b>	<b>Kidsport</b> <ul style="list-style-type: none"> <li>•</li> </ul> <b>Walk trails</b> <ul style="list-style-type: none"> <li>• Follow up emails and calls regarding pedestrian maze and lease arrangements.</li> </ul> <b>Other</b> <ul style="list-style-type: none"> <li>• Follow up options for improving the appearance of the pool kiosk building such as painting or a mural.</li> <li>• Provided information on Healthy Lifestyles Program opportunity to train group fitness instructors.</li> </ul>
<b>Special Needs Groups inc; Youth, Disabled and Older People.</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Heritage</b>	<ul style="list-style-type: none"> <li>• Background research and information on Tincurrin Hall.</li> <li>• Prepare funding application for Railway Station building.</li> <li>• Obtained quote for building restoration and Heritage Consultant supervision.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Acting CEO 4-8<sup>th</sup> November 2013</li> <li>• Responded to queries from CDO Network.</li> </ul>

#### Funding Applications Status Report:

Project Name	Funding Organisation	Amount Requested exc Gst	Status
Yealering Swimming Hole	State NRM Office	\$15,000	Application for funding to fill in the Yealering lake swimming hole submitted 4 July 2013. Council contribution \$15,500 in cash and in-kind <b>Application declined.</b>
Refurbishment of Wickpin Hall and Facey Group Building	Regional Development Australia	\$85,700	Sent 12 July 2013. pending
Walk trails plan	Lotterywest	\$11,960	Sent 20 August 2013 pending

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

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:**

#### Recommendation:

That council notes the report from the Community Development Officer dated 11 November 2013.

**Voting Requirements:** Simple majority.

**Resolution No 181213-12**

**Moved Cr Hinkley / Seconded Cr Allan**

That council notes the report from the Community Development Officer dated 11 November 2013.

**Carried 5/0**

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Governance, Audit & Community Services**10.2.09 - Dual Fire Control Officers 2013/2014 – Shire of Kulin**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Shire of Kulin
<b>File Reference:</b>	901
<b>Author:</b>	Mark Hook Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	28 October 2013

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**Enclosure / Attachment:** Nil**Background:**

Council has received a letter from the Shire of Kulin requesting J. Spark and P. Mullan be appointed as Dual Fire Control Officers with the Shire of Wickepin.

**Comment:**

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

Council has authorised the following Dual Fire Control officers so far this Year;

<b>Shire of Pingelly</b>	Leonard Shaddick Neville Gordon Giles Victor Arthur Lee Andrew Augustin
<b>Shire of Corrigin</b>	
<b>Shire of Narrogin</b>	Alastair McDougall Tim Shepherd
<b>Town of Narrogin</b>	Guy Maley
<b>Shire of Cuballing</b>	
<b>Shire of Dumbleyung</b>	
<b>Shire of Wagin</b>	Steve Angwin
<b>Shire of Pingelly</b>	
<b>Shire of Kulin</b>	

**Statutory Environment:** Bush Fires Act 1954.**Policy Implications:** Not applicable.**Financial Implications:** Not applicable.**Strategic Implications:** Not applicable.

**Summary:**

Council is being requested by the Shire of Kulin to appoint J. Spark and P. Mullan as Dual Fire Control Officers for the 2013/2014 fire season.

**Recommendation:**

That Council appoints J. Spark and P. Mullan as Dual Fire Control Officers from the Shire of Kulin for the 2013/14 fire season, subject to the officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.

**Voting Requirements:** Simple majority.

**Resolution No 181213-13****Moved Cr Allan / Seconded Cr Lansdell**

That the recommendations listed under agenda items 10.2.09 to 10.2.11 be adopted en-bloc.

**Carried 5/0**

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Governance, Audit & Community Services**10.2.10 - Dual Fire Control Officers 2013/2014 – Shire of Dumbleyung**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Shire of Dumbleyung
<b>File Reference:</b>	901
<b>Author:</b>	Mark Hook Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	5 November 2013

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**Enclosure / Attachment:** Nil**Background:**

Council has received an email from the Shire of Dumbleyung requesting Gordon Davidson and Ken Wright be appointed as a Dual Fire Control Officers with the Shire of Wickepin.

**Comment:**

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

Council has authorised the following Dual Fire Control officers so far this Year;

<b>Shire of Pingelly</b>	Leonard Shaddick Neville Gordon Giles Victor Arthur Lee Andrew Augustin
<b>Shire of Corrigin</b>	
<b>Shire of Narrogin</b>	Alastair McDougall Tim Shepherd
<b>Town of Narrogin</b>	Guy Maley
<b>Shire of Cuballing</b>	
<b>Shire of Dumbleyung</b>	
<b>Shire of Wagin</b>	Steve Angwin
<b>Shire of Pingelly</b>	
<b>Shire of Kulin</b>	

**Statutory Environment:** Bush Fires Act 1954.**Policy Implications:** Not applicable.**Financial Implications:** Not applicable.**Strategic Implications:** Not applicable.

**Summary:**

Council is being requested by the Shire of Dumbleyung to appoint Gordon Davidson and Ken Wright as Dual Fire Control Officers for the 2013/2014 fire season.

**Recommendation:**

That Council appoints Gordon Davidson and Ken Wright as Dual Fire Control Officers from the Shire of Dumbleyung for the 2013/14 fire season, subject to the officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.

**Voting Requirements:** Simple majority.

**Resolution No 181213-13****Moved Cr Allan / Seconded Cr Lansdell**

That the recommendations listed under agenda items 10.2.09 to 10.2.11 be adopted en-bloc.

**Carried 5/0**

Governance, Audit &amp; Community Services

**10.2.11 - Dual Fire Control Officers 2013/2014 – Shire of Corrigin**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Shire of Kulin
<b>File Reference:</b>	901
<b>Author:</b>	Mark Hook Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	18 November 2013

**Enclosure / Attachment:** Nil**Background:**

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

**Comment:**

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

Council has authorised the following Dual Fire Control officers so far this Year;

<b>Shire of Pingelly</b>	Leonard Shaddick Neville Gordon Giles Victor Arthur Lee Andrew Augustin
<b>Shire of Corrigin</b>	
<b>Shire of Narrogin</b>	Alastair McDougall Tim Shepherd
<b>Town of Narrogin</b>	Guy Maley
<b>Shire of Cuballing</b>	
<b>Shire of Dumbleyung</b>	Gordon Davidson Ken Wright
<b>Shire of Wagin</b>	Steve Angwin
<b>Shire of Pingelly</b>	
<b>Shire of Kulin</b>	J Spark P Mullan

**Statutory Environment:** Bush Fires Act 1954.**Policy Implications:** Not applicable.**Financial Implications:** Not applicable.**Strategic Implications:** Not applicable.

**Summary:**

Council is being requested by the Shire of Corrigin to appoint Craig Jespersen and Greg Doyle as Dual Fire Control Officers for the 2013/2014 fire season.

**Recommendation:**

That Council appoints Craig Jespersen and Greg Doyle as Dual Fire Control Officers from the Shire of Corrigin for the 2013/14 fire season, subject to the officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.

**Voting Requirements:** Simple majority.

**Resolution No 181213-13****Moved Cr Allan / Seconded Cr Lansdell**

That the recommendations listed under agenda items 10.2.09 to 10.2.11 be adopted en-bloc.

**Carried 5/0**



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Governance, Audit & Community Services

## 10.2.12 – Asset Management Plan Strategy

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:	12 November 2013

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### Enclosure / Attachment:

Draft Asset Management Strategy. (Attachment sent November 2013) Please bring to meeting.

### Background:

Council referred this item from the October Council Meeting to the November Council meeting as more information was required by Council on the definition of Renewal of Councils Assets within the Asset Management Plan.

The definition of Capital Expenditure – Renewal from the Institute of Public Works Engineering Australia NAMS Asset Management for small Rural or Remote Communities is as follows:

#### **Capital renewal expenditure**

*Expenditure on an existing asset or on replacing an existing asset, which returns the service capability of the asset up to that which it had originally. It is periodically required expenditure, relatively large (material) in value compared with the value of the components or sub-components of the asset being renewed.*

*As it reinstates existing service potential, it generally has no impact on revenue, but may reduce future operating and maintenance expenditure if completed at the optimum time, eg re-surfacing or re-sheeting a material part of a road network, replacing a material section of a drainage network with pipes of the same capacity, resurfacing an oval.*

The objective of the Shire of Wickpin Building and Structures Asset Management Plan is to outline the tasks and resources required to manage and maintain Council's building and structures portfolio to an agreed standard.

Part of the overall Asset Management Planning Council needs to have an Asset Management Strategy; the attached Asset Management Strategy has been drafted by Councils Consultants DL Consulting.

An Asset Management Strategy outlines how the local government's asset portfolio will:

- Meet the service delivery needs of its communities into the future;
- Enable their Asset Management Policy to be achieved; and
- Ensure that asset management is established as part of the local government's plan for the future.

It prioritises and articulates the delivery of community service needs through the development of Asset Management Plans for each asset class.

The Asset Management Strategy responds to four questions:

1. What assets do we currently have?
2. What is the current asset management position, including current and forecast future needs and adequacy of funding?
3. Where do we want to be (in relation to the plan for the future)?
4. How will we get there?

**Comment:**

This Asset Management Strategy is prepared to assist Council in improving the way it delivers services from infrastructure including roads, bridges, footpaths, parks and recreation, and buildings and structures.

These infrastructure assets have a replacement value of \$93,137,964.

The asset management strategy is to enable Council to show:

- How its asset portfolio will meet the service delivery needs of its community into the future,
- Enable Council's asset management policies to be achieved, and
- Ensure the integration of Council's asset management with its long term strategic plan.

Adopting this asset management strategy will assist council in meeting the requirements of national sustainability frameworks, the Integrated Planning Framework introduced under the Local Government Act 1995 and providing services needed by the community in a financially sustainable manner.

The asset management strategy is prepared following a review of the Council's service delivery practices, financial sustainability indicators, asset management maturity and fit with council's vision for the future outlined in the Strategic Community Plan.

The strategy outlines an asset management improvement plan detailing a program of tasks to be completed and resources required to bring council to a minimum 'core' level of asset maturity and competence.

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

**Policy Implications:**      No Policy

**Financial Implications:**      Not applicable.

**Strategic Implications:**      Nil

**Summary:**

Council is being requested to adopt the attached asset management strategy to assist Council in improving the way it delivers services from infrastructure including roads, bridges, footpaths, recreation parks, and structures.

**Recommendation:**

That Council adopts the attached asset management strategy as part of its overall asset management program.

**Voting Requirements:**      Simple Majority.

## **Resolution No 181213-14**

**Moved Cr Lansdell / Seconded Cr Allan**

That Council adopts the attached asset management strategy as part of its overall asset management program.

**Carried 5/0**

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Governance, Audit & Community Services

## 10.2.13 – Asset Management Plan Policy

<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>	12 November 2013

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**Enclosure / Attachment:** Asset Management Policy

### Background:

The objective of the Shire of Wickpin Building and Structures Asset Management Plan is to outline the tasks and resources required to manage and maintain Council's building and structures portfolio to an agreed standard.

The Shire of Wickpin Building and Structures Asset Management Plan identifies that the Shire of Wickpin cannot fund all the renewals required over the next 10 years.

Part of the Overall Asset Management Planning Council needs to also have an Asset Management Policy the attached Asset Management Policy has been drafted by Councils Consultants DL Consulting.

The objective of the policy is to set guidelines for implementing consistent asset management processes through the local government.

### Comment:

The Asset Management Policy:

- Outlines a local government's asset management objectives, targets and plans.
- Establishes a platform for service delivery.
- Provides the framework that enables the Asset Management Strategy and Plans to be produced.
- Supports a 'whole of life' and 'whole of organisation' approach to asset management.

The local government administration develops the Asset Management Policy with the Council, based on Council priorities and community needs.

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

**Policy Implications:** No Policy

**Financial Implications:** Not applicable.

**Strategic Implications:** Nil

### Summary:

Council is being requested to adopt the attached asset management Policy to assist Council in improving the way it delivers services.

**Recommendation:**

That Council adopts the attached asset management Policy as part of its overall asset management program.

**Voting Requirements:**

Simple Majority.

**Resolution No 181213-15****Moved Cr Russell / Seconded Cr Lansdell**

That Council adopts the attached asset management Policy as part of its overall asset management program.

**Carried 5/0**

*4.39pm – CDO Natalie Manton departed the Chambers.*

## Governance and Community Services

**10.2.14 – Facey Group Vehicle Hire**

<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>	300
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	12 November 2013

**Enclosure / Attachment:**

Easifleet Quote for New - Nissan Navara Rx (4x4) 2013, auto, dual cab p/up, diesel vehicle  
(Attachment sent November 2013) Please bring to meeting.

**Background:**

The Facey Group have tendered for a large project and if successful with the tender there will be a need to employ a Tech Field Officer for a period of two years with use of a vehicle.

The Facey Group, if successful with the funding to employ a Tech Field Officer, will need to lease a vehicle for the field officer for a period of two years.

The Facey Group would like Council to Lease a Vehicle for a two year period with all costs associated with the hire to be the responsibility of the Facey Group.

The Facey Group are happy with an agreement being drawn up saying that the Facey Group will pay all costs associated with the hire so the Shire is protected from any financial comeback.

**Comment:**

Council is able to lease a vehicle through the WALGA preferred suppliers for a two year period.

Council would also be able to pass on all the costs associated with this lease to the Facey Group through a written agreement.

The lease would cover all the operating costs such as tyres and maintenance.

The writer of this report believes that Council should support the Facey Group by leasing a Four Wheel Drive Dual Cab Utility for a two year period if the Facey Group is successful with the project tender.

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

**Policy Implications:** Nil

**Financial Implications:** No Cost to Council as all costs would be borne by the Facey Group.

**Strategic Implications:**

Fits within Theme 2 and Theme 3 of Councils Strategic Plan 2012-2022:

**Theme 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

Goal	Action	Measure
<b>2.1 Continue to support and encourage actions taken in relation to environmental problems.</b>	<ul style="list-style-type: none"> <li>Support to the Facey Group relevant to retention of remnant vegetation, salinity control, etc. sustainability, downstream processing, revegetation other functions</li> <li>Continue support for the control of pest plants and vermin.</li> <li>Monitor, review and adhere to the principals of the Roadside Vegetation Conservation Plan</li> </ul>	<ul style="list-style-type: none"> <li>Ensure protection of vegetation on the reserves vested in Council in accordance with Council policy.</li> </ul>

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

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

Goal	Action	Measure
<b>3.2 Support activities that lead to diversification and sustainability of the rural industry.</b>	<ul style="list-style-type: none"> <li>Support the efforts of the Facey Group towards diversification and sustainability of rural industry.</li> <li>Investigate and support where possible the actions being taken towards the development of industry in the district.</li> </ul>	<ul style="list-style-type: none"> <li>We have a published strategic economic development plan for the Shire. This will include: <ul style="list-style-type: none"> <li>an economic diversification plan</li> <li>an infrastructure strategy</li> <li>extractive industries strategy</li> </ul> </li> </ul>

**Summary:**

Council is being requested to lease an appropriate level of vehicle to the Facey Group for a period of two years with all costs being borne by the Facey Group for the use by a Tech Field Officer.

**Recommendation:**

That if the Facey Group is successful with their tendered project as advised, Council lease an appropriate level of vehicle to the Facey Group for the use of a Tech Field Officer for a period of two years with all costs being borne by the Facey Group.

**Voting Requirements:** Simple majority.

**Resolution No 181213-16****Moved Cr Russell / Seconded Cr Lansdell**

That if the Facey Group is successful with their tendered project as advised, Council lease an appropriate level of vehicle to the Facey Group for the use of a Tech Field Officer for a period of two years with all costs being borne by the Facey Group.

**Carried 5/0**



## Governance, Audit &amp; Community Services

**10.2.15 – Christmas Trading Hours 2013/14**

<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>	13 November 2013

**Enclosure/Attachment:** Nil

**Background:**

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

**Comment:**

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

**Statutory Environment:**

Local Government Officers Award - in relation to transferability of Government Public Holidays.

**Policy Implications:** Not applicable.

**Financial Implications:**

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

**Strategic Implications:** Not applicable.

**Recommendation:**

That the trading hours for the Shire of Wickepin administration office for the 2013/14 Christmas period be as follows:

Monday 23 December	Open No Police Licensing
Tuesday 24 December	Open No Police Licensing
Wednesday 25 December	Closed - Public Holiday, Christmas day
Thursday 26 December	Closed - Public Holiday, Boxing Day
Friday 27 December	Closed - Public Holiday for Easter
Monday 30 December	Closed
Tuesday 31 <sup>st</sup> December	Closed
Wednesday 1 January	Closed - Public Holiday, New Years Day

**Voting Requirements:** Simple majority

**Resolution No 181213-17****Moved Cr Allan / Seconded Cr Hinkley**

That the trading hours for the Shire of Wickepin administration office for the 2013/14 Christmas period be as follows:

Monday 23 December	Open No Police Licensing
Tuesday 24 December	Open No Police Licensing
Wednesday 25 December	Closed - Public Holiday, Christmas day
Thursday 26 December	Closed - Public Holiday, Boxing Day
Friday 27 December	Closed - Public Holiday for Easter
Monday 30 December	Closed
Tuesday 31 <sup>st</sup> December	Closed
Wednesday 1 January	Closed - Public Holiday, New Years Day

**Carried 5/0**

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Governance, Audit and Community Services

## 10.2.16 – 2012/2013 Annual Audit 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>	1200
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	6 December 2013

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**Enclosure / Attachment:**

- Annual Audit Report for the year ended 30 June 2013
- Byfields Management Report for the year ended 30 June 2013

**Background:**

Council has received the Annual Audit Report for 2012/2013 from Byfields on 12 December 2013; a copy will be forwarded to the Department of Local Government as per the Local Government Financial Regulations.

**Comment:**

The Shire of Wickepin received the audit report for 2012/13 on 12 December 2013.

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

*Part 4*

*Financial reports — s. 6.4*

- (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.*

**Financial Implications:** Nil

**Policy Implications:** Nil

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

**Summary:**

Council is being requested to adopt the Annual Audit and Management Reports provided by Byfields Accountants and Financial Advisors for the year ended 30 June 2013.

**Recommendation:**

That Council adopts the Annual Audit and Management Reports provided by Byfields Accountants and Financial Advisors for the year ended 30 June 2013.

**Voting Requirements:** Absolute majority

**Resolution No 181213-18****Moved Cr Lansdell / Seconded Cr Russell**

That Council adopts the Annual Audit and Management Reports provided by Byfields Accountants and Financial Advisors for the year ended 30 June 2013.

**Carried 5/0**

Governance, Audit & Community Services

## 10.2.17 – Community Resource Centre – Waiving Fees Wickepin Town Hall

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Wickepin Community Resource Centre
<b>File Reference:</b>	809
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	10 December 2013

**Enclosure / Attachment:** Nil

### Background:

Council has received a written request from the Wickepin Community Centre to waive the fees for the Wickepin Town Hall for the Show' on the go Tour for March 2014.

### Comment:

Council Policy C2.2 .2B states:

*"All other requests for reductions, concessions or waiving of hire charges will only be considered at the absolute discretion of the council upon the receipt of an application in writing."*

Council has received an application in writing from the Wickepin Community Resource Centre for the waiving of the fees for the Wickepin Town Hall for the Show's on the Go tour being held in March 2014.

In the letter of application the Community Resource Centre states: *"As a community based business we endeavour to show case talents and to be able to bring them to be recognised and enjoyed by the community. This show is aimed at all age demographics, so as to include as many people from the district."*

As this a community based function the waiving of the fees is supported by the Chief Executive Officer.

**Statutory Environment:** Local Government Act 1995

### Policy Implications:

#### Hire of Halls/Community Centre

C2.2

#### Purpose

To establish guidelines for the hire of halls and the Wickepin Community Centre and situations where hire charges may be waived.

#### Policy

1. Hall Hire
  - (a) The condition of hired buildings will be monitored and any damage sustained or excessive cleaning required is to be brought to the attention of the hirer/user who will be levied with a further charge to cover the costs of such damage and/or cleaning in addition to the hire fee.
  - (b) The onus shall be on the user/hirer of buildings to obtain the necessary copyright approvals if intending to broadcast copyright material (music) to the public.
2. Waiver of Hire Charges

- (a) The following community groups/organisations shall be entitled to use the halls and/or community centre for a nominal fee as set in council's budget for non-profit functions:
- (i) Wickepin, Yealering and Tincurrin Primary Schools
  - (ii) Community Christmas Tree
  - (iii) Yealering Progress Association for meetings
  - (iv) Annual Senior Citizens Luncheon organised by the Guild
- (b) **All other requests for reductions, concessions or waiving of hire charges will only be considered at the absolute discretion of the council upon the receipt of an application in writing.**

**Financial Implications:**

Loss of income for waiving the hire charges of the Wickepin Town Hall to the Wickepin Community Resource Centre for the Show's on the Go tour being held in March 2014 would be \$80.

**Strategic Implications:** Nil

**Summary:**

Council is being requested to waive the entry fees for the Wickepin Community Resource Centre for the hiring of the Wickepin Town Hall for the Show's on the Go tour being held in March 2014.

**Recommendation:**

That Council waives the entry fees for the Wickepin Community Resource Centre for the hiring of the Wickepin Town Hall for the Show's on the Go tour being held in March 2014.

**Voting Requirements:** Simple majority

**Resolution No 181213-19****Moved Cr Hinkley / Seconded Cr Russell**

That Council waives the entry fees for the Wickepin Community Resource Centre for the hiring of the Wickepin Town Hall for the Show's on the Go tour being held in March 2014.

**Carried 5/0**

Governance, Audit & Community Services

## 10.2.18 – Wickepin Triathlon Committee - Waiving Fees and Charges

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Wickepin Triathlon Committee
<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>	6 December 2013

**Enclosure / Attachment:** Nil

### Background:

Council has received a written request from Helen Sands on behalf of the Wickepin Triathlon Committee to waive the fees for the entry into the Wickepin Swimming Pool for the competitors of the Wickepin Triathlon. The event is being held on 22 February 2014.

### Comment:

Council Policy C2.2 .2B states:

*"All other requests for reductions, concessions or waiving of hire charges will only be considered at the absolute discretion of the council upon the receipt of an application in writing".*

The triathlon is the first one being held in Wickepin and the committee has limited funds and resources, and the Wickepin Town will benefit from the event. Therefore it is recommended by the Chief Executive Officer that the fees for the competitors be waived.

**Statutory Environment:** Local Government Act 1995

### Policy Implications:

#### Hire of Halls/Community Centre

C2.2

#### Purpose

To establish guidelines for the hire of halls and the Wickepin Community Centre and situations where hire charges may be waived.

#### Policy

1. Hall Hire
  - (a) The condition of hired buildings will be monitored and any damage sustained or excessive cleaning required is to be brought to the attention of the hirer/user who will be levied with a further charge to cover the costs of such damage and/or cleaning in addition to the hire fee.
  - (b) The onus shall be on the user/hirer of buildings to obtain the necessary copyright approvals if intending to broadcast copyright material (music) to the public.
2. Waiver of Hire Charges
  - (a) The following community groups/organisations shall be entitled to use the halls and/or community centre for a nominal fee as set in council's budget for non-profit functions:

- (i) Wickepin, Yealering and Tincurrin Primary Schools
  - (ii) Community Christmas Tree
  - (iii) Yealering Progress Association for meetings
  - (iv) Annual Senior Citizens Luncheon organised by the Guild
- (b) **All other requests for reductions, concessions or waiving of hire charges will only be considered at the absolute discretion of the council upon the receipt of an application in writing.**

**Financial Implications:**

Loss of income for the entry of competitors to the Wickepin Swimming Pool.

Current entry fees are:

Swimming Pool	Receipt to 146630
Adult	\$2.00
Child/Pensioner/Spectator	\$1.00
Season Pass - Family	\$120.00
Season Pass - Adult	\$70.00
Season Pass - Child	\$50.00
School Swimming Lessons/Carnivals - For Children	\$0.50

If the Triathlon Committee has 50 nominated entrants to the Triathlon the cost to Council is only \$100.00 entry fees to the Wickepin Swimming Pool.

**Strategic Implications:** Nil

**Summary:**

Council is being requested to waive the entry fees for the Wickepin Swimming Pool for the competitors of the Wickepin Triathlon being held on 22 February 2014.

**Recommendation:**

That Council waives the entry fees to the Wickepin Swimming Pool for the competitors of the Wickepin Triathlon being held on 22 February 2014.

**Voting Requirements:** Simple majority.

**Resolution No 181213-20****Moved Cr Hinkley / Seconded Cr Russell**

That Council waives the entry fees to the Wickepin Swimming Pool for the competitors of the Wickepin Triathlon being held on 22 February 2014.

**Carried 5/0**



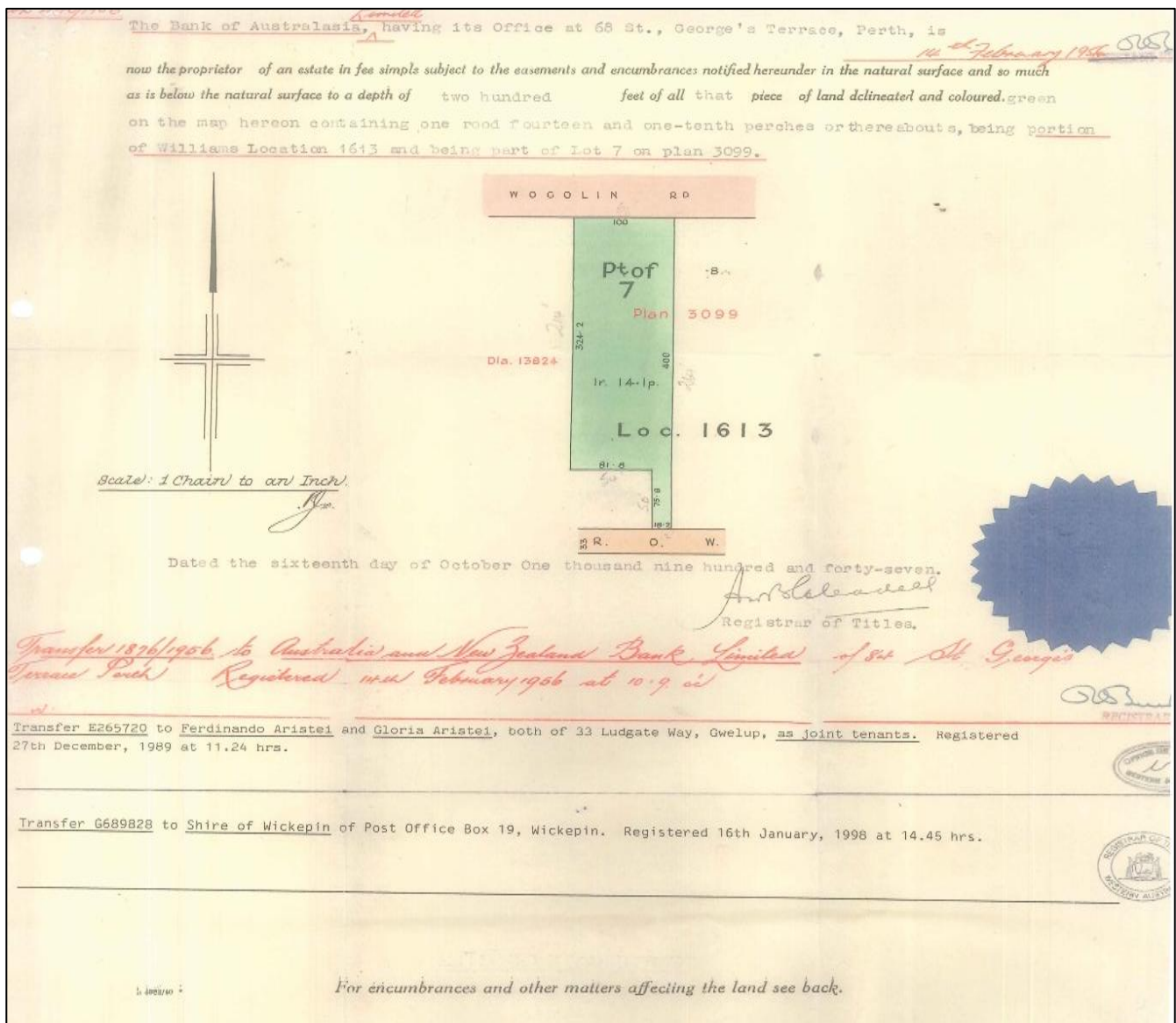
Cr Russell declared a Financial Interest due to husband being a shareholder in Wogolin Pty Ltd. As Cr Russell will need to depart the Chambers, it was decided that there will be no quorum and therefore Council decided not to deal with the item.

## Governance, Audit and Community Services

### 10.2.19 – Wogolin Pty Ltd - Land Sale

<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>	1704
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	10 December 2013

**Enclosure / Attachment:** Original certificate of title



### Background:

The Chief Executive Officer has been requested by Wogolin Pty Ltd to follow up on the transfer and sale of land from the Facey Group Building Lot 7 Wogolin Street to Wogolin PTY LTD. This item was brought in front of the

Audit and Management Committee on 10 September 2001 by the then CEO Mr Len Calneggia and the resolution passed regarding the transfer of the land at this meeting was adopted by the full Council at an Ordinary Meeting of Council on the 19<sup>th</sup> September 2001.

Resolution Passed at the 19<sup>th</sup> September 2001 Council Meeting was:

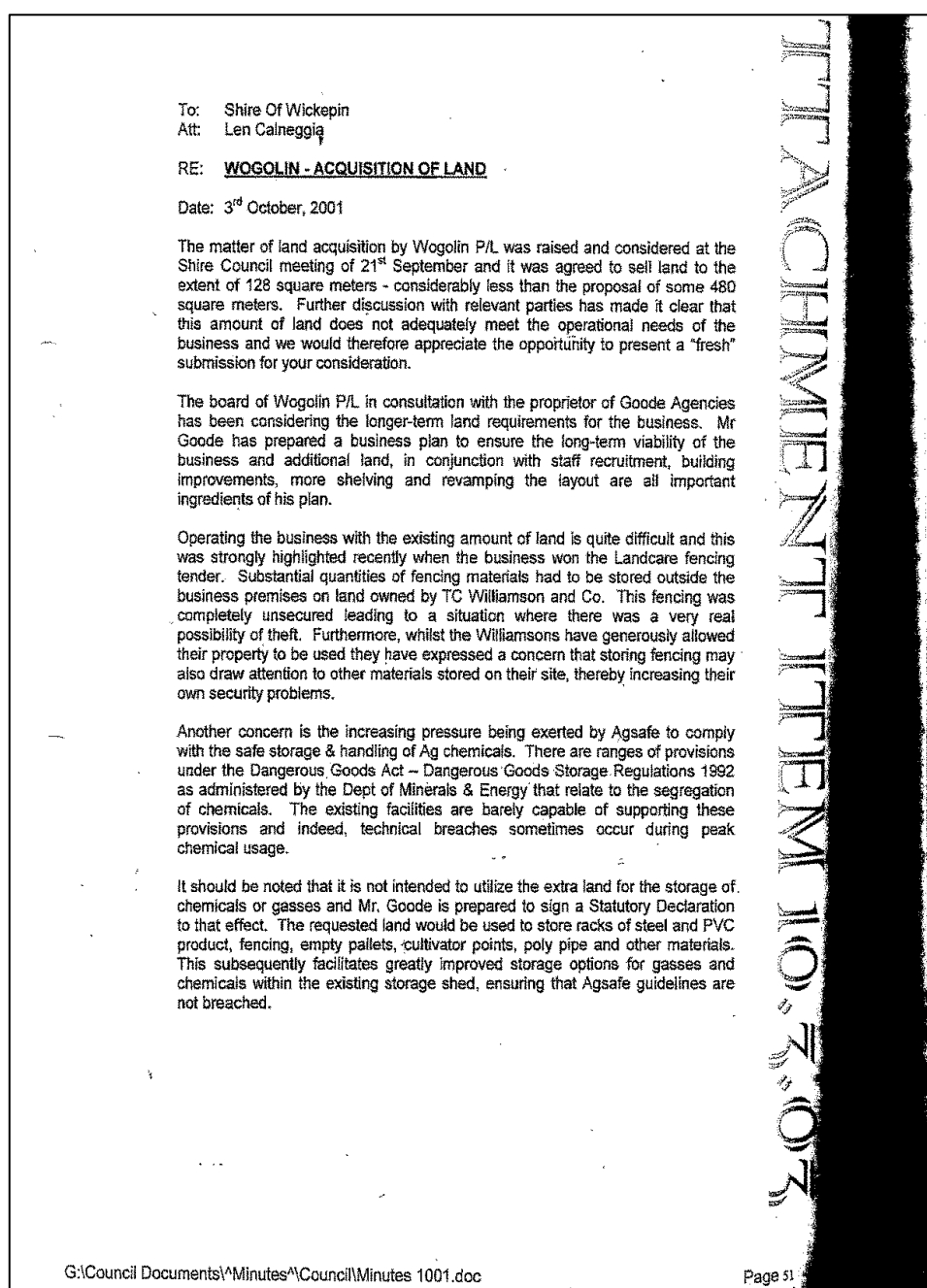
### Resolution No 190901-33

#### Moved Cr E L Astbury / Seconded Cr Bayley

That an area of land of approximately 8m long and 16m wide be sold to Wogolin Pty Ltd subject to the costs of survey and subdivision and removal of existing garage be recouped

Carried 5/0

After this resolution the following letters were forwarded by Wogolin Pty Ltd to the then CEO Mr Len Calneggia.



- Page 2 -

These considerations, in conjunction with the need to provide a more flexible layout to accommodate any future requirements, make it clear that significant additional land will be needed over time. Accordingly, we again request the Shire Council consider our situation with a view to selling land to Wogolin P/L.

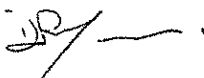
Option A excludes the strip going through the garage. Note: A long standing surveying discrepancy has created a situation whereby some Wogolin land has actually been fenced outside the surveyed boundary. Option A amounts to an area of about 425 square meters. In our view there is little need for Council to be unduly concerned about retaining land given the fact that the rear bank block has apparently not been utilized for many years.

As per the attached diagram, our preferred option (Option B) would be to make available the complete section of land behind the old bank building amounting to an area of approximately 575 sq metres. However, we are mindful of the accommodation on site and the issue of access, which might make acquisition of the entire section difficult. Recent investigations have shown that it is possible to arrange vehicular access from the front of the building on the side adjacent the Shearers Quarters.

Finally, the charter of Wogolin P/L is all about supporting a local business on our premises. This business is an integral component of a vibrant community and we feel that it is therefore vitally important that every effort is made to secure it's future. We would also like to draw Council's attention to the relevant Objective in the Community Strategic Plan highlighting the broad support for business development in general.

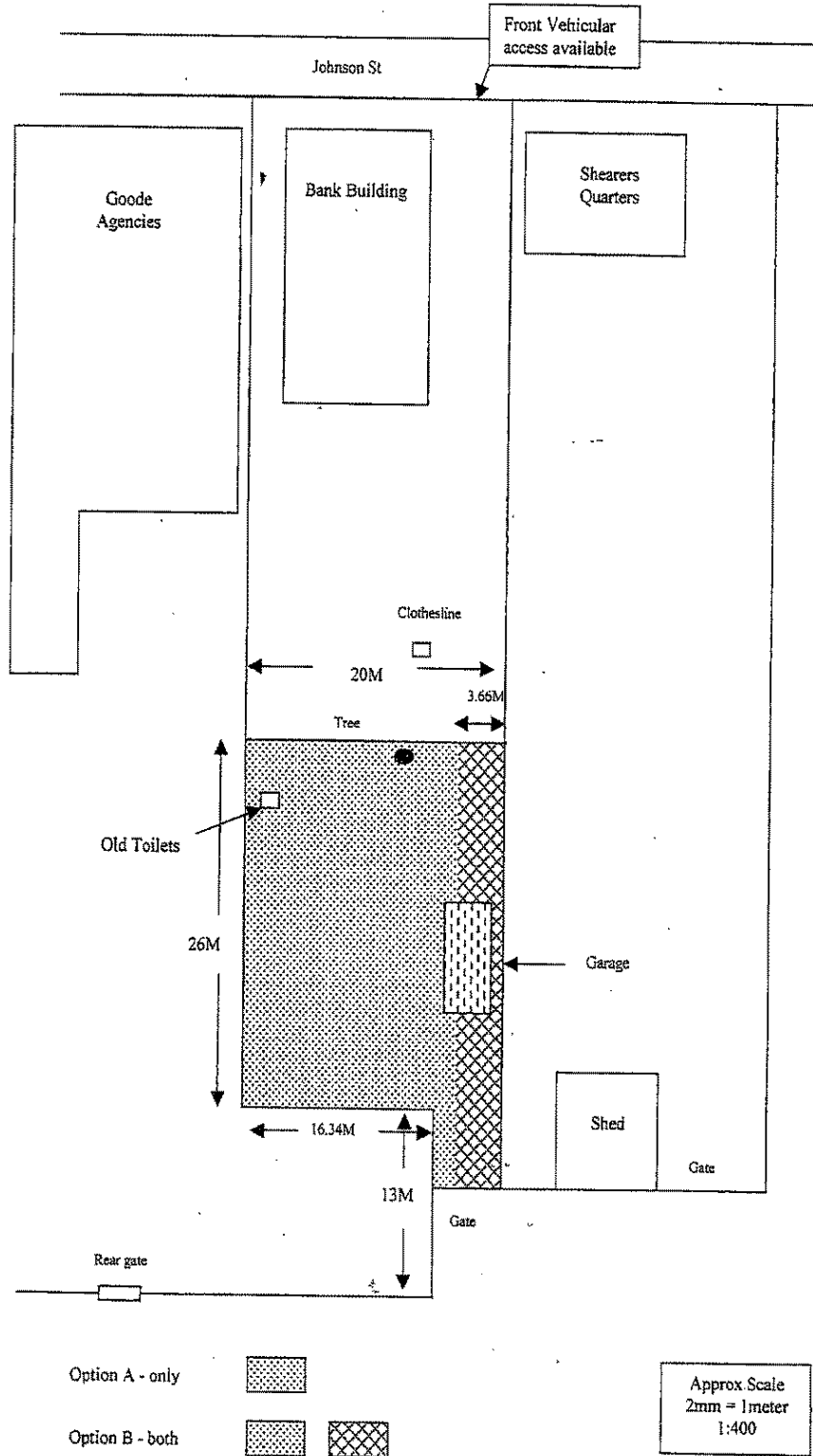
Once again, we appreciate Council's preparedness to reconsider this matter and look forward to your decision.

Regards



Ross McDougall  
Secretary Wogolin P/L

ATTACHMENT ITEM 10.7.07



WOGOLIN PTY LTD  
BOX 30  
WICKEPIN W.A. 6370

Len Calneggia  
C.E.O.  
Shire of Wickepin  
P.O. Box 19  
WICKEPIN WA 6370

Dear Len

Members of Wogolin Pty Ltd wish to decline the offer by Council of the sale of land on Lot 7 Wogolin Road (at rear of former bank).

We wish to resubmit the following proposal

**OPTION 1:**

That Wogolin Pty Ltd purchase 16.34 metres x 26 metres of Land on lot 7 Wogolin Road leaving access to the rear of the building.

Re Councils letter 21 September 2001, which stated that Council would remove the existing garage which would allow a 3.66 metre access to the rear of the building, if Council does not want this access Wogolin Pty Ltd would be interested in purchasing this area.

**OPTION 2:**

That Wogolin Pty Ltd purchase the total area of 26 metres x 20metres

The land will be used to store merchandise e.g. fencing materials, piping etc belonging to Goodes Agency. Chemicals and Gas will remain in the existing shed.

Yours faithfully

  
Ross McDougall  
Hon. Secretary

5<sup>th</sup> October 2001

The above letters were then presented to Council at the 17 October 2001 Council Meeting as per the following Agenda Item 10.3.03 - Sale of Land - Wogolin Pty Ltd.

#### Audit and Management

#### SUBMISSION TO:

#### AGENDA REFERENCE & SUBJECT:

#### LOCATION / ADDRESS:

#### NAME OF APPLICANT:

#### FILE REFERENCE:

#### AUTHOR:

#### DISCLOSURE OF ANY INTEREST:

#### DATE OF REPORT:

Ordinary Council

10.3.03 – SALE OF LAND – WOGOLIN PTY LTD

Lot 7 Wogolin Road Wickepin

Wogolin Pty Ltd

10.23

LJ Calneggia, Chief Executive Officer

Nil

9 October 2001

**ENCLOSURE / ATTACHMENT:** Letters from Wogolin Pty Ltd with attached plan

#### BACKGROUND:

Council agreed at its meeting held on the 15<sup>th</sup> September 2001 to sell to Wogolin Pty Ltd an area of land comprising of a portion of Lot 7 Wogolin Road (CAC Building) in area of approximately 8m long and 16m wide subject to the cost of survey and subdivision and the removal of the existing garage being recouped. The Audit and Management Committee minutes recommended an area of land 22m long and 10m wide and the original request from Wogolin Pty Ltd was for an area of land approximately 30m by 15m. It has been pointed out that the area of land offered by council is approximately 25% of the area originally requested.

#### COMMENT :

It would seem that councils offer of land is insufficient for the needs of the proprietor and would not warrant the expense of subdividing (at the owners cost) and it is with this in mind that Wogolin Pty Ltd have asked council to reconsider and have put forward a proposal showing two option for council to reconsider.

Option A is a restate of Councils offer increased in length by 18m whereas Option B proposes to take the whole width of the backyard for a length of 26m. The area of land requested is as Wogolin points out land that has not been utilised by council or by the occupants of any housing, not would it seem to be useful for any purpose. In fact Council has to maintain the area free of weeds each year as was the case prior to the existing tenant taking residence. Although there is room at the front on the eastern side of the building for vehicles to have access there would be no vehicular access to the residue area of land for the backyard. It would also be costly to relocate the existing power pole. In addition to the land the proprietor is currently making alterations to the rear of the existing building to accommodate further storage space at his expense.

**STATUTORY ENVIRONMENT:** Section 3.58 (3&4) Local Govt Act 1995  
**POLICY IMPLICATIONS:** Not Applicable  
**FINANCIAL IMPLICATIONS:** Not Applicable  
**STRATEGIC IMPLICATIONS:** Objective 3 Strategy 5 applies

**RECOMMENDATION:** That Council agree to sell a proportion of land as per Option A of Wogolin Pty Ltd's request comprising of 26m long and 16.34m wide subject to the cost of survey and subdivision and the removal of the existing garage being recouped.

#### VOTING REQUIREMENTS: Simple majority.

Item	Item Title	Councillor/Officer	Interest	Reason
10.3.03	Sale of Land - Wogolin Pty Ltd	Lang	Financial	Family Member is a Shareholder
		Rose	Financial	Husband is a Shareholder
		Martin	Financial	Brother & Father are Shareholders

3.50pm - Crs Rose, Lang and Martin left the meeting.

Tony Goode addressed the meeting supporting the application

### RESOLUTION NO 171001-21

**Moved Cr E Astbury / Seconded Cr Coxon**

That Council sell a proportion of land as per Option A of Wogolin Pty Ltd's request comprising of 26m long and 16.34m wide subject to the cost of survey and subdivision and the removal of the existing garage being recouped.

**CARRIED 4/1**

4.00pm - Crs Rose, Land and Martin returned to meeting and Tony Goode left meeting

The matter regarding the land sale to Wogolin Pty Ltd was represented to Council by the Chief Executive Officer Mr. Len Calneggia at the Ordinary Meeting of Council held on 21 November 2001:

**Audit and Management**  
**SUBMISSION TO:** Ordinary Council  
**AGENDA REFERENCE & SUBJECT:** 10.3.05 - SALE OF LAND - WOGOLIN PTY LTD  
**LOCATION / ADDRESS:** Lot 7 Wogolin Road Wickepin  
**NAME OF APPLICANT:** Wogolin Pty Ltd  
**FILE REFERENCE:** 10.23  
**AUTHOR:** Len Calneggia, Chief Executive Officer  
**DISCLOSURE OF ANY INTEREST:** Nil  
**DATE OF REPORT:** 2 November 2001

#### BACKGROUND:

Council has passed two motions (190901-33 and 171001-21) regarding this application and as advised in my letter to all councillors of 18/10/01 there was a requirement under the Local Government Act and Administration Regulations to rescind motion 190901-33 by Absolute Majority so that the later motion can be enacted upon. It is ironic that any decision to sell land under S3.58 (3 and 4) of the Local Government Act only needs a simple majority, however if any subsequent motion comes forward, to amend or rescind the original it would need to be passed by an absolute majority.

#### COMMENT:

My interpretation of the current status of this item is that council would need to pass a motion by absolute majority to rescind motion 190901-33 "That an area of land of approximately 8m long and 16m wide be sold to Wogolin Pty Ltd subject to the costs of survey, subdivision and removal of the existing garage being recouped." This would effectively then validate motion 171001-24. Any motion to amend either of these motions needs to be agreed to by 1/3 of councillors and then passed by an absolute majority. To avoid any further impasse on this matter I would suggest that council invoke Section 5.68 (1) (a) or (b) of the Local Government Act that allows members disclosing interests to participate in meetings.

**STATUTORY ENVIRONMENT:** Local Government Act 1995  
**POLICY IMPLICATIONS:** Not Applicable  
**FINANCIAL IMPLICATIONS:** Not Applicable  
**STRATEGIC IMPLICATIONS:** Objective 3 Strategy 5 applies

#### RECOMMENDATION:

That council rescind motion no. 190901-33 of council's ordinary meeting held on 19/9/01 stating "That an area of land of approximately 8m long and 16m wide be sold to Wogolin Pty Ltd subject to the costs of survey, subdivision and removal of existing garage being recouped."

**VOTING REQUIREMENTS:** Absolute Majority

Item	Item Title	Councillor/Officer	Interest	Reason
10.3.05	Sale of Land- Wogolin Pty	Rose	Financial	Husband is a Shareholder
		Lang	Financial	Son is a Shareholder
		Martin	Financial	Father & Brother are Shareholders

4.25pm Cr Rose and Lang left meeting

- Mr Martin requested council to allow him to stay under Section 5.68(1)(b) of the Local Gov't Act 1995.
- Mr Martin was asked too and disclosed the extent of his interest in the matter.

### RESOLUTION NO 211101-35

**Moved Cr Coxon / Seconded Cr Stribling**

That Cr Martin be allowed remain in meeting and vote as his interest was deemed insignificant in accordance with section 5.68(1)(b) of the Local Gover't act 1995.

**RESOLUTION NO 211101-36****Moved Cr Coxon / Seconded Cr El Astbury**

That council rescind motion no 190901-33 of council's ordinary meeting held on 19/9/01 stating "That an area of land of approximately 8m long and 16m wide be sold to Wogolin Pty Ltd subject to the costs of survey, subdivision and removal of existing garage being recouped."

**CARRIED 6/1 ABSOLUTE MAJORITY**

5.35pm Aaron Capp left meeting

5.40pm Aaron Capp re-entered meeting

Cr DJ Astbury advised of his **INTENTION TO PUT MOTION AGAIN** Resolution 171001-21, which was :**RESOLUTION NO 171001-21****Moved Cr El Astbury / Seconded Cr Coxon**

That Council sell a proportion of land as per Option A of Wogolin Pty Ltd's request comprising of 26m long and 16.34m wide subject to the cost of survey and subdivision and the removal of the existing garage being recouped.

**CARRIED 4/1**

Consent of 3 members was requested in accordance with administration regulations.  
Consent of 3 members was not granted therefore motion 171001-21 remains.

It appears that the last mention in Councils Agenda was Status Report 17<sup>th</sup> July 2002:

	Item	Subject/Action	Officer	File	Progress	Status
10	17100-21	Sale of Land Wogolin Pty Ltd	CEO	10.23	Procedure to sell land under section 3.58 commenced diagrams of survey complete DOLA to issue new Titles. Indemnity Letter agreed upon Private works completed.	○  ✓



The diagram of survey was deposited with the Department of Lands and Administration on the 31<sup>st</sup> July 2002 as per the following deposited plan 33004.

LANDGATE COPY OF ORIGINAL NOT TO SCALE Mon Oct 21 14:59:11 2013 JOB 43042467

ED/VER	AMENDMENT	BY	SIGNATURE	DATE
LIMITED IN DEPTH TO 60.96 METRES				

WOGOLIN ROAD

CAMPBELL STREET

LOT 1001 340 m<sup>2</sup>

LOT 1000 2298 m<sup>2</sup>

EASEMENT 1.96 WIDE

MSR TACK & PLATE IN CONC FOOTING

R.O.W. 3089 (PRIVATE APPURTENANT)

LOT	FORMER PI/TENURE	ON PLAN/DIAGRAM	TITLE
1000	PT LOT 7	P 3089	1104-827
	PT LOT 1613	D 13824	1104-826
1001	PT LOT 7	P 3089	1104-827

INTERESTS & NOTIFICATIONS						
SUBJECT	PURPOSE	STATUTORY REFERENCE	ORIGIN	LAND BURDENED	BENEFIT TO	COMMENTS
(A)	IMPLIED EASEMENT	SECTION 167A OF THE TLA	P 3089	R.O.W.	LOTS 1000 & 1001	
(A)	EASEMENT (EASEMENT)	SECTION 136C OF THE TLA	THIS PLAN	LOT 1000	LOT 1001	

TYPE ... FREEHOLD ...

PURPOSE ... SUBDIVISION ...

PLAN OF ...

LOTS 1000, 1001 AND EASEMENT

DISTRICT WILLIAMS DOLA FILE

TOWNSITE WICKEPIN

LOCAL AUTHORITY SHIRE OF WICKEPIN

LOCALITY WICKEPIN

FORMER TENURE ON INDEX WILLIAMS (25) NE FIELD BOOK

SEE TABLE PUBLIC 8,222(2), 30,13 86986

SCALE 1:500

ALL DISTANCES ARE IN METRES

P.H. & K.E. GOW

LICENSED SURVEYOR

P.O. Box 580

Narrogin W.A. 6312

Phone (08) 9881 5140

Fax (08) 9881 5575

File No 3700/02

Plan Ref 1843

Job No 20315

LOGGED DATE 31.7.02

TYPE OF VALIDATION FULL AUDIT

LEGAL COMPONENT E.M.

FEE PAID \$253

PLAN/DIAGRAM 32825

CERTIFIED CORRECT 19.8.02

ASSES No 5534-85

P.S.C.

IN ORDER FOR DEALINGS

SUBJECT TO

DELEGATED UNDER S.20 WAPC ACT 1985

DATE

DOLA

Department of LAND ADMINISTRATION

DEPOSITED PLAN

33004

SHEET 1 OF 1

EDITION 1 VERSION 1

FOR INSPECTOR OF PLANS & SURVEYS

AUTHORISED LAND OFFICER

APPROVED

INSPECTOR OF PLANS & SURVEYS DATE

AUTHORISED LAND OFFICER

It however appears that this diagram of survey was not taken any further and new titles were never issued for the newly created lots. This deposited plan has now lapsed due to the time period of ten years.

It also appears that the land sale has not proceeded as Council has not received any funds for the sale of portion of Lot 7 from Wogolin Pty Ltd and new titles have not been issued for the new lots created under Deposited Plan 33004.

#### Comment:

The way forward on this issue is that Council will need to resolve to sell the required portion of Lot 7 to Wogolin Pty Ltd (if they still require the land). I imagine they would as all the fences etc have been moved in line with Deposited Plan 33004 and they have been using the land for some ten years as if it had been transferred to Wogolin Pty Ltd.

This process will require the resurveying of the lots resubmitting the plans and undertaking a new offer and acceptance for the land from Wogolin Pty Ltd. Council then may sell the land under *section 3.58 Disposing of Property Local Government Act 1995*.

This will require Council to have the land valued by a licensed Valuer and then advertised for sale as per *Section 3.58 Local Government Act 1995*.

Below are photos taken from the back lane way showing the current fence alignments on the two properties concerned.





**Statutory Environment:****3.58. Disposing of property**

- (1) In this section —  
**dispose** includes to sell, lease, or otherwise dispose of, whether absolutely or not;  
**property** includes the whole or any part of the interest of a local government in property, but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
- (a) the highest bidder at public auction; or
  - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether or not it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
- (a) it gives local public notice of the proposed disposition —
    - (i) describing the property concerned; and
    - (ii) giving details of the proposed disposition; and
    - (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given;and
  - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
- (a) the names of all other parties concerned; and
  - (b) the consideration to be received by the local government for the disposition; and
  - (c) the market value of the disposition —
    - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
    - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.
- (5) This section does not apply to —
- (a) a disposition of an interest in land under the *Land Administration Act 1997* section 189 or 190; or
  - (b) a disposition of property in the course of carrying on a trading undertaking as defined in section 3.59; or
  - (c) anything that the local government provides to a particular person, for a fee or otherwise, in the performance of a function that it has under any written law; or
  - (d) any other disposition that is excluded by regulations from the application of this section.

[Section 3.58 amended by No. 49 of 2004 s. 27; No. 17 of 2009 s. 10.]

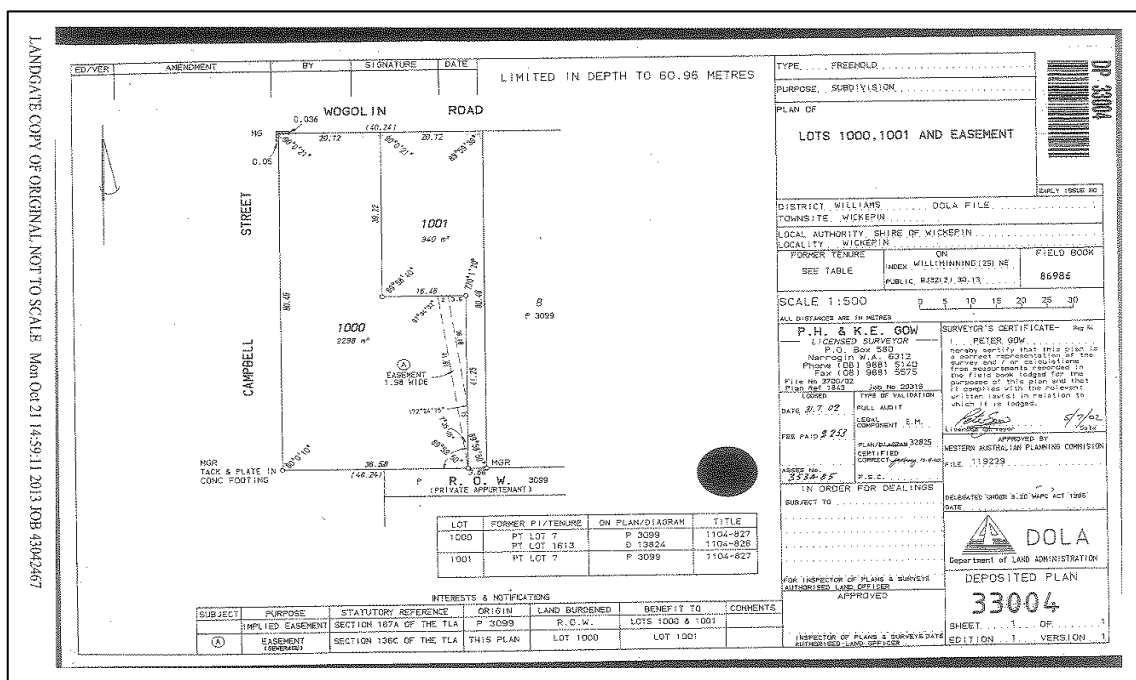
**Financial Implications:** Proceeds from sale of Portion Lot 7 Wogolin Road Nil

**Policy Implications:** Nil

**Strategic Implications:** Nil

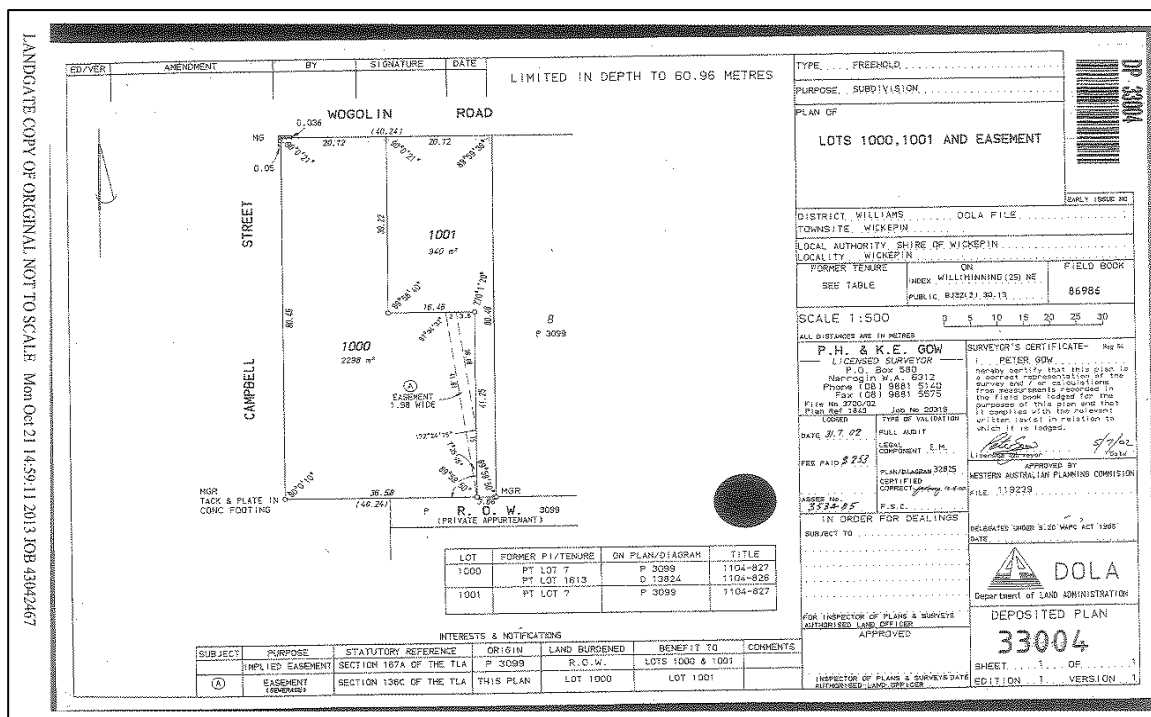
### Summary:

Council is being requested to confirm that it wishes to sell a portion of lot 7 Wogolin Road to Wogolin Pty Ltd at an agreed value with all costs being borne by Wogolin Pty Ltd as per the following diagram of survey.



### Recommendation:

That the Shire of Wickpin advises Wogolin Pty Ltd that it is still willing to sell a portion of Lot 7 to Wogolin as per Councils resolution 17100-21 and deposited plan 33004 as attached.



With all the costs of valuation's, survey and settlement fees etc being met by Wogolin Pty Ltd.

**Voting Requirements:** Simple majority

## Governance, Audit &amp; Community Services

**10.2.20 – Workforce Plan 2013**

<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>	1703
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	10 December 2013

**Enclosure / Attachment:** Workforce Plan

**Background:**

Please find attached the Shire of Wickpin Workforce Plan 2013 for adoption by council.

What is Workforce Planning?

*“A continuous process of shaping the workforce to ensure that it is capable of delivering organisational objectives now and into the future.”*

The above definition highlights the key elements of Workforce Planning.

Workforce Planning

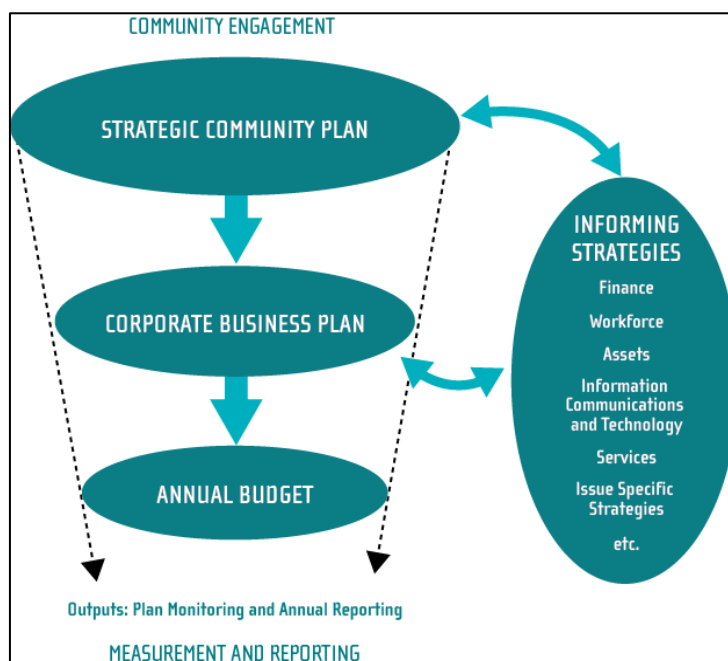
- is continuous, not a one-off activity
- is a process, not a static action or set of actions
- is about shaping the workforce with a clearly identified purpose and to bring about particular changes
- has its purpose linked with organisational objectives, and
- applies not just to the current workforce but anticipates future workforce requirements

Workforce planning is one of the four key components of the Integrated Planning and Reporting Framework and Guidelines now in place across the local government sector in Western Australia.

At the strategic level, local government's Workforce Plan take into account the community aspirations, priorities and objectives identified in the Strategic Community Plan. The Strategic Community Plan sets out the longer term vision and will highlight our workforce needs.

The Workforce Plan is an essential component of the Corporate Business Plan, where it identifies workforce requirements and strategies for current and future operations over the next five to ten years or more.

The linkages of the Workforce Plan with both the Strategic Community Plan and Corporate Business Plan are shown in the diagram below.



There are several steps that are common in most Workforce Plans.



Assessing the workforce implications of the Strategic Community Plan

- ☐ What are the current gaps between workforce supply and demand and what is the nature of the gaps?
- ☐ Does the workforce profile vary across the organisation and between definable employee groups? Are these differences acceptable? Do they suggest that there are potential problems in particular work areas?
- ☐ Does any particular work area have excessive or too little turnover? Are there sufficient replacement staff numbers to cover separation and growth?
- ☐ Is there a proper balance of managerial, professional/technical and supporting staff in each work area?
- ☐ Is age patterns unbalanced in any work area or employee group, which might suggest high future attrition? Are there any skill shortages?
- ☐ Do we have the right number of people at the right level for the type and volume of work? Are there any skill shortages?
- ☐ Are there significant performance problems in any area?
- ☐ What are the likely future gaps between the availability of staff and future requirements?
- ☐ Have workforce issues that may affect the delivery of Strategic Community Plan and Corporate Business Plan outputs and outcomes been addressed?
- ☐ Do we need to alter workforce practices to meet future operational and other requirements?
- ☐ What skills will be need in the future that we don't already have? What skills do we have now that will not be needed in the future?
- ☐ How will we address any future skill imbalances due to attrition, including retirement, over the next five years?
- ☐ Do we have the right employment mix? What might impede our ability to recruit and retain a high-quality, diverse workforce?
- ☐ What aspects of the external environment are impacting on our operations, in what way and how can we address these?

A strong, diverse, committed and motivated workforce is at the core of any successful business operation.

Getting the right people into the right jobs is paramount and requires a commitment to attract, develop, retain and recognise talented and motivated employees who are aligned with our Vision and Values.

Council requires a diverse workforce that is capable of delivering positive outcomes and to help Council grow the local Community.

Council is faced with many challenges, including skills shortages in specific occupations, a large proportion of the existing workforce is nearing retirement and recruiting the next generation of skilled specialist staff will be a tough task

Through the Workforce Strategic Plan, we have focused on attracting and retaining quality people, and in investing in developing our leaders and recognising and rewarding high performers.

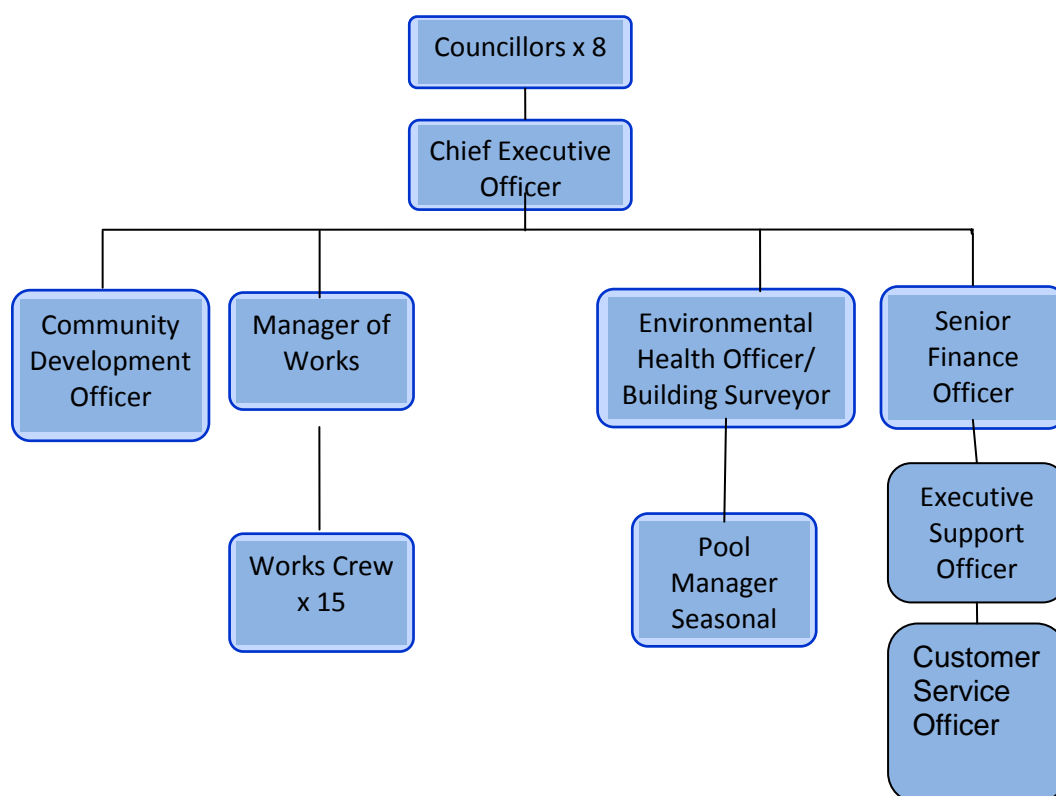
Council needs to take our existing workforce with us to create the 'fit for the future' that is needed to deliver our communities' priorities. A way of doing this is by involving the staff in learning new ways of working.

This Workforce Management Plan aims to support the Shire of Wickepin in achieving the skilled, motivated, flexible and diverse workforce it needs to deliver value for money services and make a difference to our local community.

**Comment:**

The attached Work Force Plan was presented to the October Forum Session for Discussion and Councillors were generally happy with the Plan as Presented since the work Shop the Chief Executive Officer has made some Minor changes and they are:

#### 2.4 SHIRE OF WICKEPIN ORGANISATIONAL STRUCTURE CHART





Health and HACC Was removed from section 4.2 as these functions are undertaken by the WACHS in Wickepin and not the Shire of Wickepin. 4.2 and 4.3 were amended to read as:

#### 4.2. STAFF ENGAGEMENT

In 2012 the Chief Executive Officer undertook a comprehensive review of all staff. The review was used to measure how the organisation was performing on the key elements of service:

- Management
- Planning
- Community Development
- Administration
- Works
- Parks and Gardens

The aim of the review was to understand what we need to do better in our workplaces to be a first-rate organisation. The review results were taken into account as part of the development of the Shire of Wickepin workforce plan. A summary of the results are included below:

#### 4.3. RESULTS OF THE REVIEW PROCESS

We recognise that our community is important, and its input is fundamental to determine the services and facilities that meet community needs and expectations. We developed ways to engage and strengthen communication with our residents including holding workshops, council forum sessions and conducting a staff review; in which the issues and feedback obtained have been integrated into this Workforce Plan. Council also held Community Workshop's as part of the overall Strategic Planning Process. The comments received from these workshops have also been incorporated into the Work Force Plan 2013.

The themes formed from the community engagement process include:

- **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.
- **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.
- **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.
- **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.
- **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.
- **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.

Page 17 was amended to read as:

## 1. SERVICE PROFILE

### 1.1. DELIVERING FOR THE COMMUNITY

In developing the Workforce Plan a structured methodology was incorporated into the consultative process. Meetings and reviews were conducted as part of the community and staff engagement. In order to identify and address all relevant issues, an environmental scan, examination of demographic and performance data and skill set analysis were also employed as part of this process.

To capture and consolidate all of the information collected, a service profile has been developed. The following table summarises how the Workforce Plan, Corporate Business Plan and Community Strategic Plan will interact across the organisation. This summary will reinforce how multiple divisions act in partnership to support all major service areas.

Each service area is accompanied by an explanation of its role and how it contributes to the community, as well as information on the community's current demand for each service. Likely changes that are anticipated based on the Community Strategic Plan have been identified and are integral in the workforce initiatives that are structured in the five focus areas.

Council envisage that these initiatives will result in a highly skilled and stable workforce that is flexible to change and prepared to meet increased expectations of the community which are matched to the Council's budget capabilities within realistic parameters set under Council's Budget Deliberations.

Page 18 Cemetery Services was amended to cover all the cemeteries in Wickpin, Yealering and Harrismith.

## **2. Cemetery Services**

This service currently includes internment of ashes and remains at three sites, Wickpin, Yealering and Harrismith.

### **Sub-services**

1. Yealering Cemetery services
2. Wickpin Cemetery services
3. Harrismith Cemetery services

### **Divisions**

Administration, Works, Parks & Gardens

Page 18 Community Development Services had the reference to Natural Resources and Land Management advice removed as this is generally undertaken by the Facey Group. It now reads as follows.

### **3. Community Development Services**

Council provides a range of community development services within the Shire of Wickepin in addition to supporting a broad range of community organisations. Our services and support for other groups and agencies ensure that the community has access to relevant, accessible and affordable facilities, spaces, programs and activities.

#### **Sub-services**

1. Community planning and development
2. Sport and recreation services
3. Community safety
4. Community support and grants
5. Community events and activities

#### **Divisions**

Community Services, Administration

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

**Policy Implications:**        No Policy

**Financial Implications:**     Not applicable.

**Strategic Implications:**     Nil

#### **Summary:**

Council is being requested to adopt the attached Shire of Wickepin Work Force Plan 2013.

#### **Recommendation:**

That Council adopts the attached Shire of Wickepin Work Force Plan 2013.

**Voting Requirements:**        Simple Majority

### **Resolution No 181213-21**

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

That Council adopts the attached Shire of Wickepin Work Force Plan 2013 with changes made to pages 3 and 5.

**Carried 5/0**

*Resolution differs from the Officers Recommendation as Council requested changes to be made to pages 3 and 5.*

*Cr Easton declared a Financial and Proximity Interest due to being the builder of the Tincurrin entry statement and living in Tincurrin. The President advised that as this was a recommendation that was for the Townscape Committee, Council did not need to deal with this item.*

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## 10.3.01 – Townscape & Cultural Planning Committee Meeting

### Recommendations

<b>Submission To:</b>	Townscape and Cultural Planning Committee
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Townscape and Cultural Planning Committee
<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>	14 August 2013

---

**Enclosure / Attachment:** Nil.

### Background:

Townscape and Cultural Planning Committee Meeting held Wednesday 13 November 2013.

### Comment:

The Townscape and Cultural Planning Committee Meeting was held on Wednesday 13 November 2013 and passed the following Recommendation:

#### **Moved Cr Lansdell / Seconded Lee Parker**

That the Tincurrin Entry Statement agenda item lay on the table pending further direction from the Tincurrin community regarding the design and placement of the Tincurrin Entry Statement.

**Carried 5/0**

**Statutory Environment:** Nil.

**Policy Implications:** Not applicable.

**Financial Implications:** Nil.

**Strategic Implications:** Not applicable.

### Recommendation:

That the Tincurrin Entry Statement agenda item lay on the table pending further direction from the Tincurrin community regarding the design and placement of the Tincurrin Entry Statement.

**Voting Requirements:** Simple majority

## 11. President's Report

The President thanked the Shire of Wickepin works crew and the Bush Fire Control Officers for their help attending the recent fires around the Shire.

Cr Russell gave an update on the Central Country Zone meeting attended on 29 November 2013.

Council

## 12. – Chief Executive Officer's Report

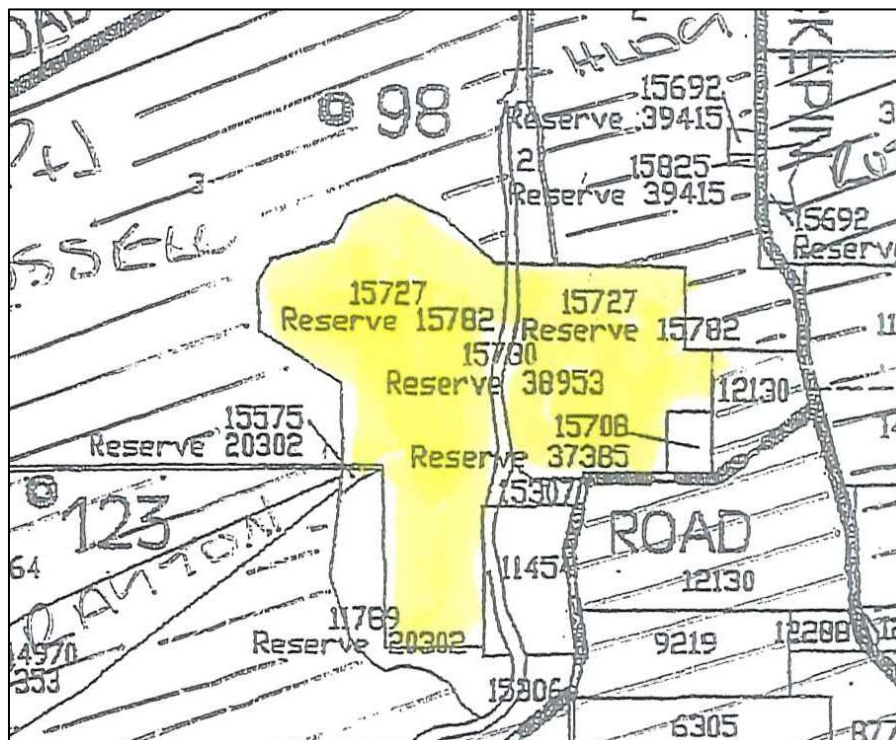
Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	
Author:	Mark J Hook, Chief Executive Officer
Disclosure of Any Interest:	Nil
Date of Report:	10 December 2013

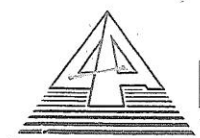
### Railway Reserve Dam

It was requested by the Townscape and Cultural Planning Committee that the CEO researches the owner or managers of the Wickepin Railway Reserve Dam.

The Railway Reserve Dam is under a vesting order with the Shire of Wickepin as a "water supply".

This means that Council has the care control and management of the Railway Reserve Dam. Council's grader has tidied up the Brooks road entrance into the reserve.



**DOLA**

Department of LAND ADMINISTRATION

Your Ref: 170/2A

Our Ref: 5399/914 NB:ND

Telephone: 273 7286

Enquiries: N. BUKHARY

SHIRE CLERK  
SHIRE OF WICKEPIN  
PO BOX 19  
WICKEPIN WA 6370

MIDLAND SQUARE, MIDLAND  
WESTERN AUSTRALIA  
Postal Address: PO Box 2222  
Midland, Western Australia 6056

O/m 18/11/94 6.1.8



Dear Sir

RESERVE NO. 15782

I advise for your information that Executive Council has:-

1. issued Orders in Council, under Section 34B(1) of the Land Act 1933, revoking the Order in Council gazetted on 15 April 1988 vesting Reserve No. 15782 (Williams Location 15727) in the Water Authority of Western Australia for the designated purpose of "Water Supply".
2. issued Orders in Council under Section 33(2) of the said Act directing that Reserve No. 15782 (Williams Location 15727) shall vest in the Shire of Wickepin for the designated purpose of "Water Supply".

Notice to this effect was published in the Government Gazette dated 7 October 1994 and I enclose a print showing the said reserve with the relevant Vesting Order.

Yours faithfully

*N. Bukhary*  
For: PUMPHREY

MANAGER  
ACQUISITIONS, ROADS AND RESERVES  
LAND OPERATIONS DIVISION

October 17, 1994

Enc

10NDLP26



### **Yealering Bowling Club**

Works at the Yealering Bowling have been completed by Evergreen Synthetic Grass (W.A) Pty Ltd at the contract amount: \$40,449.00 inclusive of g.s.t.



**Country Local Government Fund – 2012/13 Group funding Round**

Council has been advised by the Director General Department of Regional Development Mr Paul Rosair that the submission for funding in the 2013-2013 CLGF Group funding round for the Dryandra VROC Residential Subdivision (Wickepin) has been unsuccessful.

Reasons given were:

- Project not well supported by the Wheat Belt Development Commission
- Attached quotes were out of date
- No comments in the application from Western Power or Telstra

The full letter has been placed in the Information Bulletin for Councils information.

**Resignation Administration Staff**

As you are all aware, Lou Leeson tendered her resignation with the Shire of Wickepin, taking affect as of Friday 29th November 2013. The position has been advertised locally in the Narrogin Observer and the Watershed.

Council has received 7 applications for the position. Interviews for the successful candidates chosen for the position will be held on Friday 13 December 2013.

We will advise Council after this date if we appoint a successful candidate.

**Seniors Accommodation**

The Chief Executive Officer met with Mr Steve Mason of T & R homes to discuss a proposal for the proposed senior's accommodation on Johnston Street. The information has been passed onto Councils Community Development Officer for the business plan development.

**Accident Vehicle WK252 Mitsubishi Triton 2010 Model**

A member of Councils staff had an accident in Council's vehicle WK 252 2010 Mitsubishi Triton Dual Cab, on 8 November 2013 on Yarling Brook Road. Council's Manager of Works was aware of the incident and advised he was happy with the cause of the accident, as reported by the driver, as loss of control while negotiating a gravel curve with loose gravel.

The incident has been reported to the Local Police for insurance purposes.

Council has submitted an insurance claim for the damage to the vehicle and Zurich Australian Insurance Limited have advised Council that the vehicle has been assessed as being beyond economic repair and has paid out the claim as \$22,727.27 less the \$300 excess leaving a net value of \$22,427.27. The Chief Executive Officer signed all the relevant documents on 5 December 2013 releasing the vehicle to Zurich with Zurich keeping the salvage rights to WK252.

Councils Manager of Works has an Agenda item for the December Council Meeting dealing with the replacement of this vehicle.



## **Legal Advice Johnston Block**

The Chief Executive Officer requested a summary of the legal advice given to Council some years ago by McLeod's Barristers Solicitors on the changes to the trust deed relating to the Johnston street land and how the land can be used today.

The advice states that "Accordingly the land may be used for the provision of accommodation for any aged person who wishes to reside in the Shire District (or for any other purposes listed in (ii) of the text) provided no pecuniary profit is made from any such use."

The *Retirement Villages Act 1992* to a large extent prescribes how the scheme is to operate.

### **2. *Retirement Villages Act***

Under section 5 of the *Retirement Villages Act* the Act applies to a retirement village.

Under section 3 of the *Retirement Villages Act* –

- (a) a retirement village is relevantly defined as 'a complex of residential premises...occupied or intended for occupation under a retirement village scheme';
- (b) a 'retirement village scheme' is defined as '...a scheme established for retired persons or predominantly for retired persons...' for [among other things] 'residential premises...occupied in pursuance of a residential tenancy agreement or any other lease or licence...under which...a resident or prospective resident...pays a premium in consideration for, or in contemplation of, admission as a resident under the scheme...';

- (c) a 'retired person' is defined as 'a person who has attained the age of 55 years or retired from full-time employment or a person who is or was the spouse or de facto partner of such a person;'
- (d) a 'premium' is relevantly defined as 'a payment (including a gift) made to the administering body of a retirement village in consideration for, or in contemplation of, admission of the person...as a resident in the retirement village...but does not include...recurrent charges'.

Accordingly, the units proposed in this case will be subject to the requirements of the *Retirement Villages Act*.

The *Retirement Villages Act* is designed to protect residents of retirement villages in circumstances where residents make a significant capital contribution for an occupancy right but do not acquire any title to the land.

Part 2 of the *Retirement Villages Act* provides for a Commissioner to, in effect, play a consumer protection role for residents of retirement villages. This role is performed by the Commissioner of Consumer Affairs.

Part 3 of the *Retirement Villages Act* deals with the rights and obligations of residents, owners and administering bodies of retirement villages relevantly dealing with the following matters –

- (a) section 13 requires residence contracts to be in writing and for prospective residents to be provided with a range of material before entry into a contract including –
  - (i) a statement prescribed in the *Retirement Villages Regulations 1992* that requires the administering body to disclose extensive information about the operation of the village and the financial rights of residents in regard to the terms of refunding premiums, costs of services etc;
  - (ii) a notice outlining residents rights, also in a prescribed form; and
  - (iii) a copy of a Code of Practice for Retirement Villages included as Schedule 1 to the *Fair Trading (Retirement Villages Interim Code) Regulations (No. 2) 2013* made under the *Fair Trading Act 2010*;
- (b) section 14 requires prospective residents to be given a cooling off period after entry into a resident contract;
- (c) section 15 requires the owner of the land on which a retirement village is constructed to lodge a memorial on the title to the land;
- (d) section 17 provides that successors in title to the owner of the land are bound by the occupation rights granted to residents and prohibits termination of a resident contract unless the resident dies, the resident

terminates the contract, the contract is terminated by order of the State Administrative Tribunal (which can only occur under very limited circumstances) or the resident abandons the premises;

- (e) section 18 requires premiums paid by residents prior to occupation of premises to be held in trust until the person enters occupation or it becomes apparent that they will not be entering occupation. As indicated in our letter of 6 January 2010 to the State Solicitors Office, if the Shire wishes to use the ongoing contributions of the founding residents to construct the accommodation, it will have to make an application to the Commissioner for Consumer Affairs for an exemption to this requirement. Section 18(2) specifically provides for the making of such applications;
- (f) section 19 sets time limits on the repayment of premiums in accordance with the terms of the residence contract and section 20 makes a resident's right to the repayment of a premium a charge on the land on which the retirement village is constructed;
- (g) section 22 prohibits the termination of a retirement village scheme without the approval of the Supreme Court; and
- (h) Part 4 deals with the resolution of disputes between residents and administering bodies of retirement villages and makes the State Administrative Tribunal the body responsible for dealing with such disputes.

Schedule 1 of the *Retirement Villages Regulations* sets out the prescribed statement and notice required to be provided to prospective residents under section 13 of the *Retirement Villages Act*.

The *Interim Code of Fair Practice for Retirement Villages* that is provided for in the *Fair Trading (Retirement Villages Interim Code) Regulations (No. 2)* provides that administering bodies of retirement villages must respect a resident's basic rights to privacy in, and quiet enjoyment of, his or her residential premises. The Code also requires administering bodies to respect a resident's basic rights to complete autonomy over his or her property and personal and financial affairs and makes provision for –

- (a) further information required to be provided to a prospective resident before entry into a residence contract, or a contract providing services to residents of a retirement village, including audited accounts of income and expenditure for the previous financial year and the operating budget for the current financial year, and any costs associated with entry into any contract a resident is required to enter into to access occupancy rights;

- (b) information that must be included in residence and service contracts including information on a resident's tenure, a description of the premises with its fixtures and fittings etc, amenities to be provided and associated charges, the payment of the premium and refund entitlements, charges for operating costs, any reserve fund for repairs and improvements, whether

and under what circumstances a resident can be relocated within the retirement village, termination of residence contracts and any fees payable on termination and resident rights disclosures;

- (c) requirements for management of a retirement village including requirements for provision of information to residents and resident consultation, operating budgets and income and expenditure statements, annual general meetings and audited accounts, application of any budget surplus, marketing of residential premises, repair and refurbishment of residential premises, the establishment of a set of residence rules, budget meetings and voting rights at meetings;
- (d) the resolution of disputes between residents of a retirement village and the role an administering body must play in any such dispute resolution process; and
- (e) notice requirements before an administering body can make an application to the State Administrative Tribunal for an order to terminate a resident's contract.

The above is just a brief overview of the requirements under the *Retirement Village act 1992* and more work will be required once we are at the point of raising the funds from prospective residents to fund the construction.

### **Christmas Break**

The Shire office will be closed over Christmas from 24 December 2013 to 1 January 2014, reopening for business on Thursday 2 January 2013. I will be available on my mobile phone if you require any information or any problems need attending to.

I would like to wish a Merry Christmas and a Happy New Year to all the Councillors and Staff. I hope you all have an exciting and prosperous 2014.

**Meetings Attended**

October 2013	Issue/Subject
17/10	<p>Meeting with Andrew Mencshelyi, Logistics Manager and PAUL SCOTT Government Relations Manager CBH. Cr Martin, Cr Russel and Manager of Works Peter Vlahov were also in attendance.</p> <p>The CBH representatives provided details on their harvest transport arrangements for the forthcoming harvest. As this year's harvest will be significant and there will be changed arrangements in the availability of rail sections in the Tier 3 areas. This reduction in the availability of rail both by line section and timelines will mean an increase in road transport arrangements across Receival sites serviced currently by the Tier 3 areas.</p>
23/10	<p><b><u>RRG Tech Group Meeting Narrogin</u></b></p> <p>Sharon Clarke presented the Regional Road Group Procedure Manual amendments as a draft. The Technical Committee reviewed the draft document and made some additional minor amendments. The following issues were raised;</p> <ol style="list-style-type: none"> <li>1. Five Year Roads Program template is required &amp; must be submitted with the MCA Applications</li> <li>2. If changes to the program are required, they must be legitimate &amp; changes are required to be on the five year program</li> <li>3. Inclusion of the Amalgamation guidelines as proposed by the Technical Committee is to be included</li> <li>4. Delegates are required to be updated</li> </ol> <p>A Motion was put that the Technical Committee Recommends the proposed amendments of the RRG Procedure Manual for RRG Approval</p> <p><u>Development of Alternative Model/Proposal to for funding of Amalgamated Councils</u></p> <p>Extensive discussions were held to address the funding requirements of amalgamating councils. Geoff McKeown advised that the affected councils at the time of this issue been raised (Shire of Cuballing &amp; Narrogin, Town of Narrogin) were concerned with the timeframe set in the Technical Committees Original Recommendation of 'The Regional Road Group amends the guidelines to enable amalgamating councils receive a maximum allocation of the average of the three year allocations, for a three year grace period'.</p> <p>Discussions were held in relation to the timeframe that the grant commission sets for amalgamating councils. Motion was put That the amalgamating councils received a maximum allocation of 75% of the average allocations the combined councils received three years immediately prior to the amalgamation for a period of five years. A review will commence in the 4th year. In the event that the maximum allocation of an individual council is greater than the 75% average allocation, the maximum allocation of the individual council will stand.</p> <p><u>Off Road Treatments through Townsites</u></p> <p>Joanne Jurica raised the drainage issue within the Shire of Brookton's townsites. Joanne suggested that the Regional Road Project Grants be used to address off road treatment issues that are occurring on state roads through townsites. The Technical Committee agreed they could not to make a decision on the issue until MCA's have been received. Once recieved they will consider the application. It was requested that Ian Duncan seeks information / clarification from other councils who have had similar issues with Off Road Treatments.</p> <p><u>Roads 2030 Hierarchy</u></p> <p>Joanne Jurica discussed the current issues associated with Road Hierarchy in the Roads 2030 Document. It was suggested that all roads on the significant network be reclassified as Regional Distributors. Julian Murphy advised that they are unable to change the current Road Hierarchy system cannot be changed without approval by individual councils. The Councillors provided approval through a detailed process approximately 10 years ago. Mark Hook suggested that a review of the Roman system be completed and updates are made in accordance to the correct process. Joanne Jurica was requested to provide a current map of the Road Hierarchy system to assist in the review process.</p>

	<p>Joanne Jurica was requested to clarify if funding is affected by the Road Hierarchy system, although it is currently not used as a part of the funding allocation process for WBS RRG. It was agreed that due to the Roads 2030 document already been approved by the Regional Road Group, that the current Road Hierarchy.</p> <p><u>Roads 2030 Review</u></p> <p>Joanne Jurica advised that Councils had undertaken a review of the Significant Road Network in their respective areas. Submissions for amendments were received from the Town of Narrogin and Shire of Brookton. Joanne Jurica has recommended the following; COUNCIL ADD OR REMOVE ROAD / STREET RECOMMENDATION</p> <p>Town of Narrogin ADD Federal Street ACCEPT Town of Narrogin REMOVE Forrest Road ACCEPT Shire of Brookton ADD Brookton Kweda Road REJECT</p> <p>Discussion on each of the submissions was had. Motion was put to seek RRG approval for the inclusion of Federal St on the Significant Road Network</p> <p>Moved: Greg Hadlow Seconded: Mark Hook CARRIED (6/0) Motion was put that the RRG Approve the removal of Forrest Road from the Significant Road Network</p> <p>Moved: Graeme Fardon Seconded: Greg Hadlow CARRIED (6/0) Motion was put that the Brookton Kweda Road not be accepted for inclusion on the Significant Road Network as it does not meet the significant local road criteria as described in the RRG Procedures Manual.</p>
24/10	<p><b>Wickepin Saleyards Group</b></p> <p>The meeting was called to discuss the 2013/14 Sheep Sales and the required maintenance and capital requirements for the Wickepin sale yards. Items and actions required are:</p> <ol style="list-style-type: none"> <li>1. Saleyards to be sprayed with Round Up for the control of caltrop and weeds up to the end of August and until the last Sheep Sale.</li> <li>2. Shire to Mow or whipper snip centre isles of saleyards if necessary</li> <li>3. Shire to be requested to construct new pens this year with Aussie Stockyards. CEO to organise quote and do agenda item for Council to authorise the new pen construction this year with funds coming from the \$13,987.68 balance in Reserve account.</li> <li>4. Tom Williams to organise gate for the Eastern End New Pens</li> <li>5. MWS and Phil Russel to meet onsite 25/10/2013 to discuss lifting height of pens on Pingelly Wickepin Road as sheep are jumping out onto Pingelly Wickepin Road.</li> <li>6. Phil Watson to arrange quote to lift the pen heights at the Sheep Saleyards for the Pingelly Wickepin Road Pens</li> </ol>
25/10	With Peter Vlahov attended the Townsendale Fire Brigade meeting held at Grayden and Cheryl Lang's place.
28/10	<p><b>Yealering Bowling Club</b></p> <p>Onsite meeting with Evergreen and Kevin Coxon to finalise new banks installation.</p>
<b>November 2013</b>	<b>Issue/Subject</b>
04/11	Sub Regional Economic Planning Wheatbelt South - Interview session with Elise Woods and Pip Gooding. Wheatbelt Development Commission.
15/11	Regional Road Group meeting Wickepin Community Centre.
22/11	Steve Mason T & R Homes Meeting to discuss the proposed retirement village in Johnston Street Wickepin.
26/11	Attended LEMAC Exercise at Williams with Sargent Steven Ulrich from the Wickepin Police station.
27/11	With Cr Russell attended the joint Cuballing Wickepin LEMAC Meetings at Wickepin
<b>December 2013</b>	<b>Issue/Subject</b>
6/12	Wickepin Seniors Christmas Party at the Wickepin Community Centre.
12/12	Asset Management Training Wickepin Chambers with Shire and Town of Narrogin.
16/12	Will be attending Wickepin Primary School awards night to award the school prize.

**Department of Regional Development - Yealering Living Lakes Project**

Council has been advised via email from Jesse McDonald Project Officer Aboriginal Economic Development and Governance Department of Regional Development the following regarding the Yealering Living Lakes Project:

*I am pleased to advise that the Department of Regional Development has awarded the Living Lakes Stage 2 contract to Worley Parsons. Worley Parsons will undertake both Part 1 – Engineering Design and Part 2 – Concept Planning. DRD has arranged a project start-up meeting with Worley Parsons next week and will advise them to be in contact regarding stakeholder consultation in due course.*

**Delegations**

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Signing Cheques	October 2013 November 2013	Nil
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO			
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO	As per agenda item 10.2.05	2013/2014 2013/2014	Steven Bennier JB & KL Ewen
A6	Appointment and Termination of Staff	CEO			
A7	Rates Recovery – Instalment Payments	CEO			
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO	<b>McLeod's</b> Legal advice on Advice on Johnston Block. <b><u>Lane Buck &amp; Higgins</u></b> <b><u>Barristers &amp; Solicitors</u></b> Finalised Deed of Covenant for sealing and signing by all parties; Signed Deed of Licence dated the 24th of October 2013.	21 <sup>st</sup> October 2013  6 <sup>th</sup> November 2013	Johnston Block  Michele Ranieri Vittoria Ranieri  Peter Dougall Dixie Dougall
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO	Wickepin Football and Netball Club  Yealering Progress  Wickepin P and C  Wickepin Football Club  Facey Group	4 October 2013  12 October 2013  17 October 2013  22 October 2013  6 March 2013	Leah Pearson  Alan Longstaff  Lara Marchei  Leah Pearson  Sarah Hyde
A13	Hire of Community Halls / Community Centre	CEO	Yealering Primary School	12 December 2013	Yealering Primary School

**Recommendations:**

That Council endorses the Chief Executive Officers Report dated 10 December 2013.

**Voting Requirements:** Simple majority

**Resolution No 181213-22****Moved Cr Lansdell / Seconded Cr Allan**

That Council endorses the Chief Executive Officers Report dated 10 December 2013.

**Carried 5/0**

**13. Notice of Motions for the Following Meeting****14. Reports & Information****14.1 Cr Russell**

Cr Russell gave a report to Council of the Seniors Lunch that took place on Friday 6 December. It was a great event enjoyed by everyone with very good numbers in attendance.



## 15. Urgent Business

Urgent Business

### 15.1 - Urgent Business – Australia Day Awards 2013

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	1713
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	18 December 2013

Enclosure / Attachment: Nil

#### Background:

The Australia Day Committee has met on the 18<sup>th</sup> Dec 2013 and has recommended the following be appointed for the Following awards for 2013.

Nominations Received:

***Citizen of the Year –  
Young Citizen of the Year –  
Senior Citizen of the Year -  
Community Group of the Year -***

Names have been quarantined until the breakfast where the awards will be presented.

#### Comment:

Council staff attempt to have the Agendas prepared at least a week prior to the Council Meeting. In completing this there will be business of an urgent nature that will arise from time to time.

**Statutory Environment:** *Local Government Act 1995  
Shire of Wickepin Standing Orders*

#### 5.5 Urgent Business

- 5.5.1** A Councillor may move a motion or ask a question involving urgent business that is not included in the notice paper for that meeting provided that the Presiding Member agrees to the business being raised and the Presiding Member considers that either;
- (a) the urgency of the business is such that the business cannot wait inclusion in the notice paper for the next meeting of the Council or committee; or
  - (b) the delay in referring the business to the next meeting of the Council or committee could have adverse legal or financial implications for the council;
- 5.5.2** Any councillor may move without notice a procedural motion of dissent in respect of the Presiding Members ruling that the business is not worthy of inclusion as urgent business. If the motion of dissent is agreed to at the meeting by the majority of councillors present, the business must then be included as a matter of urgent business.

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:** Nil

**Summary:**

Council is being requested to receive a late item for approval to accept the award winners for the 2013 Australia Day awards.

**Recommendation:**

That the presiding Member accepts the late Agenda Item for the award winners for the 2013 Australia Day awards.

**Voting Requirements:** Absolute Majority

**Resolution No 181213-23**

**Moved Cr Allan / Seconded Cr Hinkley**

That the presiding Member accepts the late Agenda Item for the award winners for the 2013 Australia Day awards.

**Carried 5/0**

## Urgent Business

**15.2 – Australia Day Awards 2013**

<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>	18 <sup>th</sup> December 2013

**Enclosure / Attachment:** Nil

**Background:**

The Australia Day Committee has met on the 18<sup>th</sup> Dec 2013 and has recommended the following be appointed for the Following awards for 2013.

Nominations Received:

***Citizen of the Year –  
Young Citizen of the Year –  
Senior Citizen of the Year -  
Community Group of the Year -***

Names have been quarantined until the breakfast where the awards will be presented.

**Comment:**

Names have been quarantined until the breakfast where the awards will be presented.

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

**Policy Implications:** Nil.

**Financial Implications:**

**Strategic Implications:** Nil

**Summary:**

Council is being requested Award the flowing Australia Day 2013 Awards to

***Citizen of the Year –  
Young Citizen of the Year –  
Senior Citizen of the Year -  
Community Group of the Year -***

**Recommendation:**

That Council award the Australia day 2013 awards to

***Citizen of the Year –  
Young Citizen of the Year –  
Senior Citizen of the Year -  
Community Group of the Year -***

**Voting Requirements:** Simple Majority

**Resolution No 181213-24**

**Moved Cr Allan / Seconded Cr Hinkley**

That Council award the Australia day 2013 awards to

***Citizen of the Year –***

***Young Citizen of the Year –***

***Senior Citizen of the Year -***

***Community Group of the Year -***

**Carried 5/0**

*Note: The Shire President advised that he received a request from Mrs Audrey Bird to utilise the Facey Homestead image in their logo for their company Facey Country Lamb. It was agreed by Council that the CEO advise Mrs Audrey Bird that Council will allow the use of the Facey Homestead image in their logo. This is on the provision that it is not registered or copyrighted so that other businesses are not prevented from using the image in the future.*

**16. Closure**

There being no further business the Presiding Officer declared the meeting closed at 5.20pm.