

# Minutes

ORDINARY MEETING OF COUNCIL  
17 JULY 2013  
COUNCIL CHAMBERS  
WICKEPIN



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|---|
| <p><b>Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin<br/>Wednesday 17 July 2013</b></p> |
|---|

The President declared the meeting open at 3.29pm.

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

|                               |                                |
|-------------------------------|--------------------------------|
| Shire President               | Cr SJ Martin                   |
| Deputy Shire President        | Cr JA Russell                  |
| Councillors                   | Cr DJ Astbury                  |
|                               | Cr FA Allan                    |
|                               | Cr AG Lansdell                 |
|                               | Cr KL Coxon                    |
|                               | Cr RE Easton                   |
| Chief Executive Officer       | Mr MJ Hook                     |
| Executive Support Officer     | Miss LG Pearson (Minute Taker) |
| Community Development Officer | Mrs NA Manton                  |
| Manager Works and Services    | Mr P Vlahov                    |

**Leave of Absence (Previously Approved)**

Cr GCL Hinkley

**Apologies**

**2. Public Question Time**

The President congratulated Cr Hinkley and husband Wade Hinkley on the birth of their second child Spencer Valentine Hinkley.

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

#### **Resolution No 170713-01**

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

That Council grant a leave of absence for the Ordinary Council meeting on 21 August 2013 for the following Councillor;

Cr KL Coxon

**Carried 6/0**

#### **Resolution No 170713-02**

##### **Moved Cr Astbury / Seconded Cr Easton**

That Council grant a leave of absence for the Ordinary Council meeting on 21 August 2013 for the following Councillors;

Cr JA Russell

Cr AG Lansdell

**Carried 5/0**

### 4. Petitions, Memorials and Deputations

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

| Item    | Item Title   | Councillor/Officer | Interest  | Reason                                      |
|---------|--|--------------------|-----------|---|
| 10.1.03 | Technical Services Committee Meeting Recommendations | Cr J Russell       | Proximity | Owner of land adjoining the Recycle Centre. |

### 6. Confirmation of Minutes – Ordinary Meeting of Council – 19 June 2013

#### **Resolution No 170713-03**

##### **Moved Cr Coxon / Seconded Cr Astbury**

That the minutes of the Ordinary Council meeting held on Wednesday 19 June 2013 be confirmed as a true and correct record.

**Carried 7/0**

### 7. Receival of Minutes

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Receival of Minutes

## 7.1 Annual Electors 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>             | 1 July 2013                             |

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**Enclosure / Attachment:**

Minutes of the Annual Electors Meeting held on Wednesday 20 March 2013.

**Background:**

The Annual Electors Meeting was held on Wednesday 20 March 2013.

**Comment:**

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

The minutes had been prepared after the Annual Electors Meeting and sent out to all Councillors, however, the minutes had not been presented to Council for adoption.

**Statutory Environment:**

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

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

**Recommendation:**

That the Minutes of the Annual Electors Meeting held on Wednesday 20 March 2013 be received.

**Voting Requirements:** Simple majority.

### Resolution No 170713-04

**Moved Cr Russell / Seconded Cr Lansdell**

That the Minutes of the Annual Electors Meeting held on Wednesday 20 March 2013 be received.

**Carried 7/0**

Receival of Minutes

## **7.2 Governance, Audit and Community Services Committee Meeting**

|                                    |   |
|------------------------------------|---|
| <b>Submission To:</b>              | Ordinary Council                        |
| <b>Location / Address:</b>         | Whole Shire                             |
| <b>Name of Applicant:</b>          | Leah Pearson, Executive Support Officer |
| <b>File Reference:</b>             |   |
| <b>Author:</b>                     | Leah Pearson, Executive Support Officer |
| <b>Disclosure of any Interest:</b> | Nil                                     |
| <b>Date of Report:</b>             | 1 July 2013                             |

### **Enclosure / Attachment:**

Minutes of the Governance, Audit and Community Services Committee Meeting held on Wednesday 3 July 2013.

### **Background:**

The Governance, Audit and Community Services Committee Meeting was held on Wednesday 3 July 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 Governance, Audit and Community Services Committee Meeting held on Wednesday 3 July 2013 be received.

**Voting Requirements:** Simple majority.

## **Resolution No 170713-05**

### **Moved Cr Astbury / Seconded Cr Easton**

That the minutes of Governance, Audit and Community Services Committee Meeting held on Wednesday 3 July 2013 be received.

**Carried 7/0**

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Receival of Minutes

### 7.3 Technical Services Committee

|                                    |   |
|------------------------------------|---|
| <b>Submission To:</b>              | Ordinary Council                        |
| <b>Location / Address:</b>         | Whole Shire                             |
| <b>Name of Applicant:</b>          | Leah Pearson, Executive Support Officer |
| <b>File Reference:</b>             |   |
| <b>Author:</b>                     | Leah Pearson, Executive Support Officer |
| <b>Disclosure of any Interest:</b> | Nil                                     |
| <b>Date of Report:</b>             | 1 July 2013                             |

---

**Enclosure / Attachment:**

Minutes of the Technical Services Committee Meeting held on Wednesday 3 July 2013.

**Background:**

The Technical Services Committee Meeting was held on Wednesday 3 July 2013.

**Comment:**

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

**Statutory Environment:**

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

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

**Recommendation:**

That the Minutes of the Technical Services Committee Meeting held on Wednesday 3 July 2013 be received.

**Voting Requirements:** Simple majority

#### Resolution No 170713-06

**Moved Cr Russell / Seconded Cr Lansdell**

That the Minutes of the Technical Services Committee Meeting held on Wednesday 3 July 2013 be received.

**Carried 7/0**

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Receival of Minutes

## 7.4 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>             | 1 July 2013                             |

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**Enclosure / Attachment:**

Minutes of the Townscape & Cultural Planning Committee Meeting held on Wednesday 10 July 2013.

**Background:**

The Townscape & Cultural Planning Committee Meeting was held on Wednesday 10 July 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 10 July 2013 be received.

**Voting Requirements:** Simple majority.

### Resolution No 170713-07

**Moved Cr Russell / Seconded Cr Easton**

That the Minutes of the Townscape & Cultural Planning Committee Meeting held on Wednesday 10 July 2013 be received.

**Carried 7/0**



## 8. Status Report

| Item              | Subject/Action                               | Officer/<br>File | Progress  | Status | Comment  |
|-------------------|--|------------------|---|--------|--|
| 353-<br>200313-13 | Railway Land<br>Lease 2013                   | CEO              | Council authorise the CEO to negotiate a variation to the existing lease (L2663) for peppercorn rental to include:<br>1. The fenced compound immediately east of the Wickepin Railway Station store old farm machinery as part of the heritage precinct.<br>2. Railway Station building.<br>3. Additional land as illustrated on the map attached.<br>4. A maximum of \$1000 be allocated for the fees associated with varying the existing lease agreement.  | ○      | Lease being negotiated.  |
| 382-<br>190613-04 | Manager Works<br>and Services<br>Report      | CEO              | That the three York Gum trees from the main holding yard of the Wickepin sale yards remain in place, and the new laneway be built around existing trees.  | ✓      | Advised Sale<br>Yards<br>Committee<br>and Peter<br>Vlahov<br>26/06/2013. |
| 383-<br>190613-09 | Community<br>Development<br>Officer's Report | CEO              | That Council place in the budget estimates the application from the Wickepin Triathlon Committee for \$2,411 towards safety equipment for 2014 triathlon.<br>That Council place in the budget estimates the application from the Wickepin Playgroup for \$2,500 toward the purchase of playground equipment.<br>That Council place in the budget estimates to refurbish the toilet block at the Harrismith Cricket Club up to \$10,000 be set aside pending a more detailed assessment of the scope of work required and a more accurate estimate of the costs involved.<br>That Council place in the budget estimates the application from the Tincurrin P & C of \$1300 towards the purchase of a new BBQ and catering for the 75 <sup>th</sup> anniversary of the Tincurrin School function to be held in November 2013.<br>That Council place in the budget estimates the application for funding from the Wickepin Volunteer Resource Centre for \$2,000 towards the catering and drinks for a combined Christmas party to be held in December 2013 on the condition that further discussion on the concept is undertaken with local community groups and businesses and that strong support is demonstrated. This amount is less than the \$2,480 requested as funding for wages to organize the event is not supported, although in kind labour contribution may be provided by Shire of Wickepin staff. | ✓      | Letters sent to<br>all applicants<br>27/06/2013.                         |

| Item          | Subject/Action                                  | Officer/<br>File  | Progress   | Status | Comment                                    |       |                 |       |        |                  |                           |         |       |                   |       |         |       |                   |       |       |        |                   |       |   |  |
|---------------|---|-------------------|--|--------|--|-------|-----------------|-------|--------|------------------|---------------------------|---------|-------|-------------------|-------|---------|-------|-------------------|-------|-------|--------|-------------------|-------|---|--|
| 384-190613-09 | Community Development Officer's Report          | CEO               | That Council place in the budget estimates the application from the Wickepin District Sports Club for \$2,165 towards the installation of a safety rail on the entry ramp and a retaining wall and BBQ area at the tennis courts.  | ✓      | Letters sent to all applicants 27/06/2013. |       |                 |       |        |                  |                           |         |       |                   |       |         |       |                   |       |       |        |                   |       |   |  |
| 385-190613-10 | Community Development Officer's Report          | CEO               | That Council place in the budget estimates the application for funding from the Yealering Bowling Club of \$6,000 towards the purchase of new kitchen cabinets. This amount is less than the requested amount of \$9,000 as the Yealering Bowling Club has adequate funding to complete the project with its own resources. Yealering Bowling Club to be responsible for the removal of old cabinets, new appliances, all plumbing, electrical and tiling expenses as well as any repainting or repairs to the floor following installation.   | ✓      | Letters sent to all applicants 27/06/2013. |       |                 |       |        |                  |                           |         |       |                   |       |         |       |                   |       |       |        |                   |       |   |  |
| 386-190613-11 | Community Development Officer's Report          | CEO               | That Council not place in the budget estimates the application from the Yealering Progress Association for improvements to the Yealering Caravan Park as part of the Community Grant Funding. Further that the Manager of Works and Shire of Wickepin gardeners liaise with the Yealering Progress Association and Yealering Caravan Park Manager to undertake proposed improvements to the Yealering Caravan Park including: fencing off lawn area, removing old brick BBQ, replacing plants along road and moving sign at front entrance to side of ablution block as part of general maintenance and improvement of the Yealering Caravan Park.   | ✓      | Letters sent to all applicants 27/06/2013. |       |                 |       |        |                  |                           |         |       |                   |       |         |       |                   |       |       |        |                   |       |   |  |
| 387-190613-12 | Community Development Officer's Report          | CEO               | That Council not place in the budget estimates the application for funding from Watershed News Inc for \$2,000 towards the purchase of a new photocopier. Further that an agreement is negotiated with the Watershed News Inc regarding the Shire of Wickepin contribution to ongoing production costs of the community newspaper and requirement that profit from advertising in the Watershed News is to be used to fund future equipment replacement.   | ✓      | Letters sent to all applicants 27/06/2013. |       |                 |       |        |                  |                           |         |       |                   |       |         |       |                   |       |       |        |                   |       |   |  |
| 388-190613-13 | Exemption to keep more than two (2) dogs at lot | CEO               | <div><div>That Mrs Judy Bransby and Mr Peter Bransby are allowed to keep four (4) dogs at 41 Wickepin Street Wickepin WA 6370 subject to the following conditions:<br/>1. It applies only to the following dogs</div><table><tr><th>TAG NO</th><th>DOG</th><th>BREED</th><th>MARKINGS COLOUR</th></tr><tr><td>16001</td><td>Dexter</td><td>Maltese X Shitzu</td><td>Brown White Black Streaks</td></tr><tr><td>0600028</td><td>Chloe</td><td>Maltese Terrier X</td><td>White</td></tr><tr><td>0600029</td><td>Bella</td><td>Maltese Terrier X</td><td>White</td></tr><tr><td>14010</td><td>George</td><td>Maltese Terrier X</td><td>White</td></tr></table><div>2. That the dogs do not cause a nuisance<br/>3. If the dogs create a nuisance, Council reserves the right to cancel the authorisation to keep 4 dogs at 41 Wickepin Street WA.</div></div> | TAG NO | DOG  | BREED | MARKINGS COLOUR | 16001 | Dexter | Maltese X Shitzu | Brown White Black Streaks | 0600028 | Chloe | Maltese Terrier X | White | 0600029 | Bella | Maltese Terrier X | White | 14010 | George | Maltese Terrier X | White | ✓ | Letter sent advising of Council's decision 27/06/2013. |
| TAG NO        | DOG   | BREED             | MARKINGS COLOUR  |        |  |       |                 |       |        |                  |                           |         |       |                   |       |         |       |                   |       |       |        |                   |       |   |  |
| 16001         | Dexter  | Maltese X Shitzu  | Brown White Black Streaks  |        |  |       |                 |       |        |                  |                           |         |       |                   |       |         |       |                   |       |       |        |                   |       |   |  |
| 0600028       | Chloe   | Maltese Terrier X | White  |        |  |       |                 |       |        |                  |                           |         |       |                   |       |         |       |                   |       |       |        |                   |       |   |  |
| 0600029       | Bella   | Maltese Terrier X | White  |        |  |       |                 |       |        |                  |                           |         |       |                   |       |         |       |                   |       |       |        |                   |       |   |  |
| 14010         | George  | Maltese Terrier X | White  |        |  |       |                 |       |        |                  |                           |         |       |                   |       |         |       |                   |       |       |        |                   |       |   |  |

| Item          | Subject/Action   | Officer/<br>File | Progress  | Status | Comment  |
|---------------|--|------------------|---|--------|--|
| 399-190613-14 | Review of Delegations from Council to Chief Executive Officer                              | CEO              | That council adopts Shire of Wickepin Delegations Register as reviewed at its ordinary meeting on 19 June 2013.   | ✓      | Delegations Register updated 27/06/2013.                         |
| 400-190613-15 | Dryandra Country Visitor Centre - Delegate Association                                     | CEO              | That Council Nominate Councillor Astbury as a community representative to the Dryandra Country Visitor Centre Committee until the Councils normal appointment process for all Councillors and Community Representatives on Council Committees and other committees where they would be representing the Shire of Wickepin after the October 2013 Local Government Elections.  | ✓      | Letter sent to DCVCC advising them of representative 27/06/2013. |
| 401-190613-16 | Tincurrin Hall Upgrade   | CEO              | That the CEO obtains three (3) quotes on current scope of works for the Tincurrin Hall and include renovations to the toilets and upgrading of leach drains and septic tank.  | ○      | Request for quotes made to local builders.                       |
| 402-190613-17 | 2013 Amendments to the Constitution of the Western Australian Local Government Association | CEO              | <ol style="list-style-type: none"> <li>1. That Council Voting delegates to the Western Australian Local Government Association Annual General Meeting to be held at the Perth Convention Exhibition Centre on Wednesday 7<sup>th</sup> August 2013 be: <ul style="list-style-type: none"> <li>• President Cr Steven J Martin JP</li> <li>• CEO Mr Mark J Hook</li> </ul> </li> <li>2. That the Shire of Wickepin agrees to the WALGA Constitution being amended as outlined in the minutes of June's Council Meeting Resolution No. 190613-17.</li> </ol> | ✓      | Completed 21/06/2013.  |
| 403-190613-18 | Forward Capital Works Plan for 2013 to 2018  | CEO              | <p>That Council adopt the Shire of Wickepin Forward Capital Works Plan 2013 to 2018 with the addition of the following;</p> <ul style="list-style-type: none"> <li>• Community Resource Centre Upgrade</li> <li>• CLGF – Asset Upgrade – Wickepin Community Centre Grounds Upgrade – Fencing Car Park from 14/15 to 13/14</li> <li>• CLGF – Asset New – Heritage Trails from 13/14 to 14/15.</li> </ul>   | ✓      | Plan has been amended. No further action.                        |

| Item              | Subject/Action  | Officer/<br>File | Progress  | Status | Comment  |
|-------------------|---|------------------|---|--------|--|
| 404-<br>190613-19 | Proposed Fixed Wireless Facility<br>Lot 208, 17<br>Richter Street<br>Wickepin | CEO              | That Council advise NBN Co that the Shire of Wickepin does not wish to enter into a lease agreement with NBN Co for a 35metre Monopole and associated infrastructure including outdoor units in close proximity on Lot 208, No 17 Richter Street Wickepin WA 6370 and that the CEO withdraw the planning application.   | ✓      | Written directly to landowners 26/06/2013.<br><br>Written directly to the Department of Health, Department of Environment & Conservation and the Civil Aviation Safety Authority – 26/06/2013.<br><br>Advised applicant of decision and withdrawn planning application.<br><br>Advised Daly Int of decision. |
| 405-<br>190613-20 | Proposed Fixed Wireless Facility<br>Lot 123 50<br>Connor Street<br>Yealering  | CEO              | That Council grant Planning Permission for a 40metre Monopole and associated infrastructure including outdoor units in close proximity on Location Lot 123 Connor Street Yealering with the front setback being 7.5metres and the side setback being 5metres and the rear setback being 7.5metres with the following conditions; <ul style="list-style-type: none"> <li>• Appropriate level of landscaping to be undertaken to the satisfaction of the CEO</li> </ul> | ✓      | Written directly to landowners 26/06/2013.<br><br>Written directly to the Department of Health, Department of Environment & Conservation and the Civil Aviation Safety Authority – 26/06/2013.<br><br>Advised applicant of decision.   |

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

○ = in progress    ✓ = completed    ✕ =superseded

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

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

---

Infrastructure and Engineering Services**10.1.01 – Manager Works and Services Report**

|                                    |  |
|------------------------------------|--|
| <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>             | 10 July 2013                           |

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**Enclosure / Attachment:** MWS Work Register 2013

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

**Comment:** Not applicable.

Programmed Construction Works

Programmed construction works have been completed for 2012/13

Maintenance Works

- Shoulder grading is now under way on the Wickpin-Harrismith Road.
- Shoulder grading has been completed on the Narrogin-Harrismith Road.
- Roadside verge spraying is progressing and all major roads have been sprayed.
- Trees have been pruned at the Wickpin Standpipe to alleviate a shading issue with the solar panel.

Occupational Health and Safety

There have been no incidents to report.

Workshop

- General ongoing servicing
- Applications have been received for the workshop mechanic position.

## Parks and Gardens

- Ongoing general garden and reticulation servicing.
- Rabbit control at various locations.
- Begin winter weed control spraying.
- Improve gardens at the Wickepin Caravan Park entry.
- Begin annual rose pruning.
- Clean up the pioneer cemetery.

**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 10 July 2013.

**Voting Requirements:** Simple majority

### **Resolution No 170713-08**

#### **Moved Cr Astbury / Seconded Cr Coxon**

That council notes the report from the Manager of Works and Services dated 10 July 2013.

**Carried 7/0**

## MWS Work Register - 2013

|           | Date of Request | Area       | Action Requested  | Requested by                 | Completed Y/N | Date Completed | Notes  |
|-----------|-----------------|------------|---|------------------------------|---------------|----------------|--|
| 2012      | 4/07/12         | Wickepin   | The gravel sheeting on Watts Road.  | Technical Services Committee | ○             |                | Clearing and earthworks completed. Gravel sheeting has been sourced. To be done next winter. |
|           | 20/08/12        | Wickepin   | Fuel Depot  | Pete Vlahov                  | ✓             | June 2013      | Complete.  |
|           | 20/08/12        | All        | Refuse Sites Signage  | Pete Vlahov                  | ✓             |                | Ongoing.   |
| Ma        | 12/03/2013      | Yealering  | Washing machine leaking and TV making a strange noise at the Yealering Caravan Park.                | Peter Stribling              | ✓             | June 2013      | Completed.   |
| A p r i l | 3/04/2013       | Wickepin   | 5 Smith Street - Retic needs fixing.  | Annual Inspections           | ○             |                |  |
|           | 3/04/2013       | Wickepin   | 10 Smith Street - Clothes line needs fixing.  | Annual Inspections           | ✓             | July 2013      | Completed.   |
|           | 10/04/2013      | Wickepin   | Mice baits in store room for Netball - replace baits in all store rooms.                            | Allan Ramsay                 | ○             |                | Mice baits have been placed in the netball store room.                                       |
|           | 10/04/2013      | Wickepin   | Garry Harr is to check all smoke detectors in Yarling Court.  | Allan Ramsay                 | ○             |                |  |
|           | 16/04/2013      | Wickepin   | Plumber to check all gas systems in Yarling Court.  | Allan Ramsay                 | ✓             | June 2013      | Completed.   |
|           | 17/04/2013      | Wickepin   | Pete to order doggy dumpage bags to place around Wickepin oval.                                     | Council                      | ○             |                | Bags ordered.  |
|           | 22/04/2013      | Wickepin   | Community Centre Women's toilets smell - need to be looked at.                                      | WFC Secretary                | ✓             | June 2013      | Given a treatment.   |
|           | 22/04/2013      | Wickepin   | Glass washer in bar in the Community Centre is broken.  | WFC Secretary                | ○             |                | Received glass washer - Dale Painter to install.   |
| M a y     | 1/05/2013       | Yealering  | Yealering Hall - outside light needs replacing.   | Kevin Coxon                  | ○             |                | Checked and been passed onto an electrician.   |
|           | 1/05/2013       | All        | School Bus signs - take down unnecessary signs.   | Julie Russell                | ✓             |                | Ongoing.   |
|           | 1/05/2013       | Wickepin   | Yarling Court and Cottage Homes - gutters need cleaning.  | Technical Services           | ○             |                |  |
|           | 24/05/2013      | Wickepin   | Caravan Park - water coming out where caravans hook up and no power.                                | Colin Coxon                  | ○             |                | Power is fixed.<br>Plumber coming out to fix water on 12/06/2013.                            |
| J u n e   | 10/06/2013      | Yealering  | Green rubbish bin replace at Caravan Park.  | Rene Watkins                 | ✓             | 27/06/2013     | Replaced.  |
|           | 13/06/2013      | Wickepin   | Facey Group Building - put back blind that were taken down.   | Cheryl Groom                 | ✓             | June 2013      | Complete.  |
|           | 20/06/2013      | Wickepin   | Beehive in trees at Saleyards - may need spraying or removing.                                      | CEO                          | ○             |                |  |
|           | 21/06/2013      | Wickepin   | Community Centre - Broken piece of tile between the kitchen and mezzanine.                          | Hazel Green                  | ○             |                | Ashley Steere to fix.  |
|           | 26/06/2013      | Yealering  | Donga Kitchen - fix hot water tap in Caravan Park.  | CEO                          | ○             |                |  |
| J u l y   | 2/07/2013       | Wickepin   | Woodchips for Gillian Spargo.   | Gillian Spargo               | ✓             | July 2013      |  |
|           | 2/07/2013       | Wickepin   | Relocate the 2 smaller water tanks that are located behind the large tanks at the Community Centre. | CEO                          | ○             |                |  |
|           | 2/07/2013       | Wickepin   | Prune York Gum Trees located on the North Side of main standpipe.                                   | CEO                          | ✓             | 9/7/2013       | Complete.  |
|           | 2/07/2013       | Yealering  | Remove mould from brick pavers at Yealering Town Hall near veranda.                                 | CEO                          | ○             |                |  |
|           | 2/07/2013       | Harrismith | Install crest signs 104 Gate Road.  | CEO                          | ○             |                |  |
|           | 2/07/2013       | Wickepin   | Organise stump grinder for various stumps.  | CEO                          | ○             |                |  |
|           | 3/07/2013       | Wickepin   | Offer sorting table to Great Southern Waste.  | Technical Services           | ✓             | 09/07/2013     | Letter sent offering it for \$4,400.   |
|           | 3/07/2013       | Harrismith | Wishbone Road - Clear boundary fence.   | Graeme Willmott              | ✓             | 3/7/2013       | Meeting held at 1.15pm.  |
|           | 3/07/2013       | Wickepin   | Water pipe broken near cemetery.  | CEO                          | ✓             | 3/7/2013       | Notified Water Corporation, Narrogin.  |
|           | 3/07/2013       | Wickepin   | Move fridge from recycling yard to swimming pool.   | Technical Services           | ○             |                |  |
|           | 3/07/2013       | Yealering  | Spraying in Honeyman Park.  | Technical Services           | ✓             | 9/7/2013       | Complete.  |
|           | 10/07/2013      | Harrismith | Large trees on the main street in Harrismith need pruning.  | Sue Astbury                  | ○             |                |  |

Attachment- Item 10.1.01

*The President brought item 10.2.08 forward for discussion.*

Governance, Audit and Community Service

## 10.2.08 – WA Kaolin Holdings Pty Ltd – Miscellaneous Licence L70/156


|                                    |                                      |
|------------------------------------|--------------------------------------|
| <b>Submission To:</b>              | Ordinary Council                     |
| <b>Location / Address:</b>         | Whole Shire                          |
| <b>Name of Applicant:</b>          | WA Kaolin Holdings Pty Ltd           |
| <b>File Reference:</b>             | 310 / 508                            |
| <b>Author:</b>                     | Mark J Hook, Chief Executive Officer |
| <b>Disclosure of any Interest:</b> | Nil                                  |
| <b>Date of Report:</b>             | 11 July 2013                         |

**Enclosure / Attachment:** Wickepin Kaolin Operations WRS & Pipeline Route Sheets 1, 2, and 3.

### Background:

Council has received the following letter from WA Kaolin Holdings Pty Ltd regarding the tenement to serve the proposed mining lease.

**W. A. KAOLIN HOLDINGS PTY. LTD.**  
 ABN No. 56 083 187 017  
 Postal Address: PO Box 147 Rockingham WA 6968  
 Site: Lot 3, Ward Rd, East Rockingham, WA 6168  
 Ph: 08 9439 6300, Fax: 03 9706 6634



24<sup>th</sup> June 2013

Shire of Wickepin  
 Attn: Mark Hook – CEO  
 Wogolin Rd  
 PO Box 19  
 Wickepin, WA, 6370

| SHIRE OF WICKEPIN |             |
|-------------------|-------------|
| RECEIVED:         | 24 Jun 2013 |
| CEO               | ✓           |
| FINANCE           |             |
| ESO               |             |
| MGR WKC           |             |
| ERO               |             |
| CEO               |             |

RE: Miscellaneous Licence 70/156

Dear Mark,

WA Kaolin Holdings Pty Ltd (WAK) has recently applied at the Department of Minerals and Petroleum for the grant of Miscellaneous Licence L70/156 within the Wickepin Shire.

This tenement serves to link Mining Lease M70/1143 and General Purpose Lease G70/251, for the purposes of constructing and operating kaolin slurry and water pipelines. The attached plans indicate the tenement boundaries applied for, which include several road reserves.

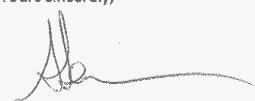
The majority of L70/156 covers private land, and it is intended that the pipelines will be constructed within the freehold land portion of the tenement, and landowner consents have been obtained for this purpose. The tenement is pegged over road reserves to provide options for crossing roads where required.

When the pipelines must be laid within a road reserve, the intention is to bury the pipelines in a manner similar to that used for Water Corporation pipeline road crossings. The design of any pipelines within road reserves will be carried out in conjunction with the Shire's engineers. Construction of any works within a road reserve will not be carried out until the Shire approves both the design of the crossing, and the method and timing of the construction work.

As part of the tenement approval process, the Department of Minerals and Energy (DMP) has requested that WAK inform the Wickepin Shire of our tenement application, and request that WAK seek advice as to whether the Shire requires any further conditions or if the Shire has any objections to the grant of this miscellaneous licence.

If the Shire could give this matter consideration and provide a written response (scanned and emailed will suffice) by the 10<sup>th</sup> of July it would be greatly appreciated, as WAK needs to provide the requested response to the DMP by no later than the 12<sup>th</sup> of July.

Yours sincerely,



Andrew Sorensen  
 Operations Director



**Comment:**

The majority of the pipeline will be on private land and the mining tenement is only required on Council Road Reserves where it crosses a road.

As the pipeline will be underground at the road intersection, I cannot see any issue with approving the pipeline on Council road reserves where the pipeline is crossing the road.

Council should impose a condition that any works should not commence until council is presented a design of the proposed undergrounding of the pipeline and the general construction of the pipeline.

The Roads impacted are:

- Line Road
- Wickepin Harrismith Road
- Wedin North Road
- Brown Road

**Statutory Environment:** Mining Lease M70/1143  
General Purpose Lease G70/251

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:** Fits within 3.3 of Councils Strategic Plan

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

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

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

|  |  |   |
|--|--|---|
| <b>3.1 To actively support the development of tourism opportunities in the Shire.</b>                            | <ul style="list-style-type: none"> <li>Investigate and implement methods for improving the promotion of tourism in the district.</li> <li>Liaise with local and regional tourist promotion groups with the aim of promoting the development of tourism in the Shire.</li> <li>Seek advice from the WA Tourism Commission with regard to promoting the district.</li> <li>Publicise the availability of the information and encourage local and external entrepreneurs to become actively involved in the Shire of Wickepin.</li> </ul> | <ul style="list-style-type: none"> <li>Measure our Shire's progress in accordance with Wickepin's tourism Development Plan</li> </ul>   |
| <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> |
| <b>3.3 Actively support extractive industries - not to the detriment of the environment.</b>                     | <ul style="list-style-type: none"> <li>Support the development of mining, particularly the proposed Kaolin mine, while ensuring that it is not developed to the detriment of the environment.</li> </ul>   |   |
| <b>3.4 Through planning and development ensure availability of land for residential and industrial purposes.</b> | <ul style="list-style-type: none"> <li>Investigate the availability of land presently available, for various uses, including industrial and plan to meet the expected future requirements.</li> </ul>  | <ul style="list-style-type: none"> <li>The Council will develop a planning and development strategy which will ensure availability of land for the future.</li> </ul>   |
| <b>3.5 Encourage the retention of existing and the introduction of new businesses.</b>                           | <ul style="list-style-type: none"> <li>Assist with the provision of resources for housing and other infrastructure for local businesses, in conjunction with other authorities.</li> <li>Investigate the initiatives adopted by other communities for the expansion of the local community.</li> <li>Investigate the establishment of a Business Enterprise Centre to serve the Shire of Wickepin in its own right or in conjunction with another local government/s.</li> </ul>   | <ul style="list-style-type: none"> <li>We have a clear, documented community amenity and facilities plan that addresses for housing/infrastructure measured in accordance with other local communities.</li> </ul>  |

### Summary:

Council is being requested to approve the WA Kaolin Holdings Approval to run its proposed pipelines for the kaolin mine under Council road reserves on Brown, Line, Wickepin Harrismith and Wedin North Roads

### Recommendation:

That approval is given to WA Kaolin Holdings PTY LTD to bury the pipelines under Councils road in the manner similar to the Water Corporation Pipelines road crossings with the following condition:

- The design of the pipeline within any Shire of Wickepin Road Reserves to be carried out in conjunction with the Shire of Wickepin.
- No works to be commenced within the Shire of Wickepin Road Reserves until the Shire of Wickepin has approved the method and design of the proposed Pipeline along with the timing of the construction works.

**Voting Requirements:** Simple majority

### **Resolution No 170713-09**

#### **Moved Cr Lansdell / Seconded Cr Astbury**

That approval is given to WA Kaolin Holdings PTY LTD to bury the pipelines under Councils road in the manner similar to the Water Corporation Pipelines road crossings with the following condition:

- The design of the pipeline within any Shire of Wickepin Road Reserves to be carried out in conjunction with the Shire of Wickepin.
- No works to be commenced within the Shire of Wickepin Road Reserves until the Shire of Wickepin has approved the method and design of the proposed Pipeline along with the timing of the construction works.

**Carried 7/0**

*3.44pm - MWS Peter Vlahov departed the chambers.*

Infrastructure and Engineering Services

## **10.1.02 - Proposed Road Widening – Elsinore and Fence road and Narrogin Kondinin Road M038 Land Requirements**

|                                    |                                      |
|------------------------------------|--------------------------------------|
| <b>Submission To:</b>              | Ordinary Council                     |
| <b>Location / Address:</b>         | Whole Shire                          |
| <b>Name of Applicant:</b>          | Main Roads W.A                       |
| <b>File Reference:</b>             | 2600                                 |
| <b>Author:</b>                     | Mark J Hook, Chief Executive Officer |
| <b>Disclosure of any Interest:</b> | Nil                                  |
| <b>Date of Report:</b>             | 11 July 2013                         |

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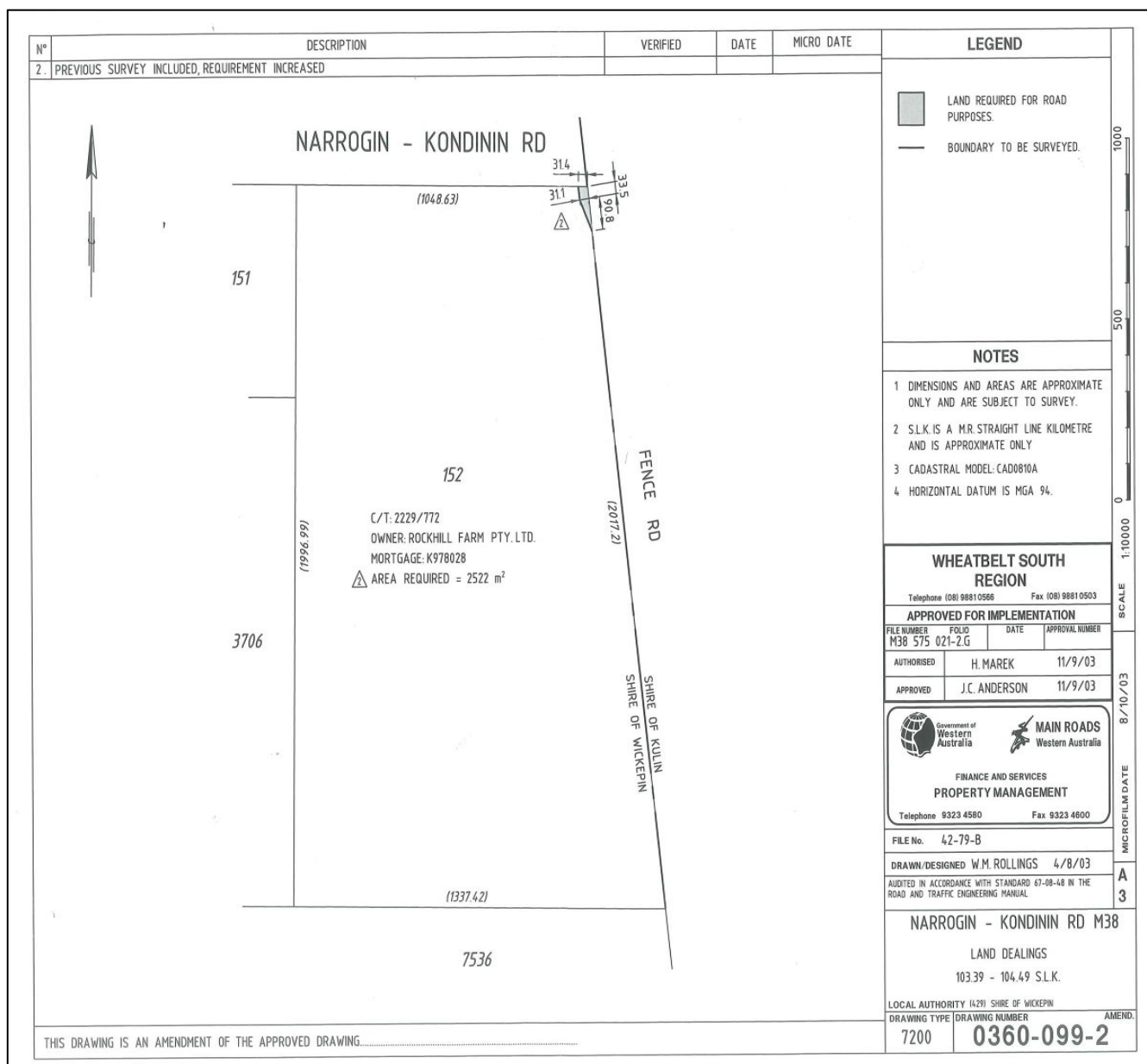
**Enclosure / Attachment:** Nil

### **Background:**

Council has received a request from Main Roads W.A with regards to the proposed taking of land for improvement works to be carried out along the Narrogin Kondinin Road (M038) at Fence Road intersection (104.5SLK).

On 21 May 2012 Council concurred to the dedication of land for road reserve between 97.55 SLK and 115.60 for the above project.

Subject to Council Concurrence the land shown shaded grey on plan 0360-099-2 is required to be taken and included in the road reserve due to design improvements;



### Comment:

To enable the additional land to be dedicated as a road reserve it is a requirement of the Land Administration Act that Local Authority Concurrence be given to the dedication action.

The resolution passed by Council must satisfy the *Land Administration Act 1997* requirements so the resolution must read as follows;

*"Council at its meeting of 17<sup>th</sup> July 2013 concurred to the dedication of the land, subject of Main Roads drawing 0360 – 099 2, as road under section 56 of the Land Administration Act."*

Main Roads will indemnify Council against all costs and charges that relate to the dedication action for this section of road.

**Statutory Environment:** *Land Administration Act 1997 – Section 56****Dedication of roads***

- (1) If in the district of a local government —
- (a) land is reserved or acquired for use by the public, or is used by the public, as a road under the care, control and management of the local government;
  - (b) in the case of land comprising a private road constructed and maintained to the satisfaction of the local government —
    - (i) the holder of the freehold in that land applies to the local government, requesting it to do so; or
    - (ii) those holders of the freehold in rateable land abutting the private road, the aggregate of the rateable value of whose land is greater than one half of the rateable value of all the rateable land abutting the private road, apply to the local government, requesting it to do so;
- or
- (c) land comprises a private road of which the public has had uninterrupted use for a period of not less than 10 years,

and that land is described in a plan of survey, sketch plan or document; the local government may request the Minister to dedicate that land as a road.

- (2) If a local government resolves to make a request under subsection (1), it must —
- (a) in accordance with the regulations prepare and deliver the request to the Minister; and
  - (b) provide the Minister with sufficient information in a plan of survey, sketch plan or document to describe the dimensions of the proposed road.
- (3) On receiving a request delivered to him or her under subsection (2), the Minister must consider the request and may then —
- (a) subject to subsection (5), by order grant the request;
  - (b) direct the relevant local government to reconsider the request, having regard to such matters as he or she thinks fit to mention in that direction; or
  - (c) refuse the request.
- (4) On the Minister granting a request under subsection (3), the relevant local government is liable to indemnify the Minister against any claim for compensation (not being a claim for compensation in respect of land referred to in subsection (6)) in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.
- (5) To be dedicated under subsection (3)(a), land must immediately before the time of dedication be —
- (a) unallocated Crown land or, in the case of a private road, alienated land; and
  - (b) designated in the relevant plan of survey, sketch plan or document as having the purpose of a road.
- (6) If land referred to in subsection (1)(b) or (c) is dedicated under subsection (3)(a), a person with an interest in that land (including a person who has the benefit of an easement created under section 167A of the TLA) is not entitled to compensation because of that dedication.

*[Section 56 amended by No. 59 of 2000 s. 16.]*

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:** To develop and maintain quality services and infrastructure

**Summary:**

Main Roads W.A is requesting Council to dedicate the land taken for the improvements works on the Narrogin Kondinin Road at Fence Road Intersection (104.5SLK) as a road.

**Recommendation:**

That Council at its meeting of 17<sup>th</sup> July 2013 concurred to the dedication of the land, the subject of Main Roads drawing 0360 – 099 2, as road under section 56 of the Land Administration Act.

**Voting Requirements:** Simple majority.

**Resolution No 170713-10**

**Moved Cr Lansdell / Seconded Cr Easton**

That Council at its meeting of 17<sup>th</sup> July 2013 concurred to the dedication of the land, the subject of Main Roads drawing 0360 – 099 2, as road under section 56 of the Land Administration Act.

**Carried 7/0**

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Governance, Audit and Community Service

## 10.1.03 – Technical Services Committee Meeting Recommendations

|                                    |   |
|------------------------------------|---|
| <b>Submission To:</b>              | Technical Services Committee            |
| <b>Location / Address:</b>         | Whole Shire                             |
| <b>Name of Applicant:</b>          | Technical Services Committee            |
| <b>File Reference:</b>             |   |
| <b>Author:</b>                     | Leah Pearson, Executive Support Officer |
| <b>Disclosure of any Interest:</b> | Nil                                     |
| <b>Date of Report:</b>             | 9 July 2013                             |

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**Enclosure / Attachment:** Nil.

**Background:**

Technical Services Committee Meeting held Wednesday 3 July 2013.

**Comment:**

The Technical Services Committee Meeting was held on Wednesday 3 July 2013 and passed the following Recommendations:

**Moved Cr Coxon / Seconded Cr Lansdell**

That the Technical Services Committee request Council to adopt the following;

- Road Works Program 2013/14
- Road Works Program 2013/18

**Carried 4/0**

**Moved Cr Coxon / Seconded Cr Lansdell**

That Council offer the sorting table to Great Southern Waste at a cost of \$4,400 inclusive of GST.

**Carried 3/0**

**Moved Cr Lansdell / Seconded Cr Easton**

That Council advertise the following items for sale;

- x2 wool presses
- x1 can crusher

Council to move the fridge to the Wickpin Swimming Pool.

**Carried 3/0**

**Statutory Environment:** Nil.

**Policy Implications:** Not applicable.

**Financial Implications:** Nil.

**Strategic Implications:** Not applicable.



**Recommendation:**

That Council pass the following recommendations;

1. The Council adopt the Road Works Program 2013/14 as attached to the Technical Services Committee Minutes.
2. The Council adopt the Road Works Program 2013/18 as attached to the Technical Services Committee Minutes.
3. That Council offer the sorting table to Great Southern Waste at a cost of \$4,400 inclusive of GST.
4. That Council advertise the following items for sale;
  - x2 wool presses
  - x1 can crusherCouncil to move the fridge to the Wickepin Swimming Pool.

**Voting Requirements:** Simple majority

**Resolution No 170713-11****Moved Cr Russell / Seconded Cr Astbury**

That Council pass the following recommendations;

1. The Council adopt the Road Works Program 2013/14 as attached to the Technical Services Committee Minutes.
2. The Council adopt the Road Works Program 2013/18 as attached to the Technical Services Committee Minutes.

**Carried 7/0**

*The resolution differs from the Officers Recommendation as Council felt that the Recycle Centre items should be dealt with as a separate resolution.*

*3.47pm - Cr Russell departed the Chambers due to declaring a proximity interest – Owner of land adjoining the Recycling Centre.*

**Resolution No 170713-12****Moved Cr Coxon / Seconded Cr Allan**

That Council pass the following recommendations;

1. That Council offer the sorting table to Great Southern Waste at a cost of \$4,400 inclusive of GST.
2. That Council advertise the following items for sale;
  - x2 wool presses
  - x1 can crusher

Council to move the fridge to the Wickepin Swimming Pool.

**Carried 6/0**

*3.49pm - Cr Russell returned to the Chambers.*

## Governance, Audit and Community Services

**10.2.01 – Financial Report**

|                                    |                               |
|------------------------------------|-------------------------------|
| <b>Submission To:</b>              | Ordinary Council              |
| <b>Location / Address:</b>         | Whole Shire                   |
| <b>Name of Applicant:</b>          | 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>             | 12 July 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.

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

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

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

Local Government (Financial Management) Regulations 1996

34. Financial reports to be prepared s. 6.4

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

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

**Policy Implications:** Not applicable

**Financial Implications:** Not applicable

**Strategic Implications:** Not applicable

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

**Voting Requirements:** Simple majority

## Governance, Audit and Community Services

**10.2.02 – List of Accounts**

|                                    |                               |
|------------------------------------|-------------------------------|
| <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>             | 12 July 2013                  |

**Enclosure / Attachment:** List of Accounts

**Background:** Please find following the List of Accounts remitted during the period from 6 June 2013 to 12 July 2013

|                          | <u>Vouchers</u> | <u>Amounts</u>             |
|--------------------------|-----------------|----------------------------|
| <b>Municipal Account</b> |                 |                            |
| Cheques                  | 14681 - 14703   | 36,947.52                  |
| EFTPOS                   | 3697 - 3750     | 107,212.65                 |
| <b>TOTAL</b>             |                 | <b><u>\$144,160.17</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 \$144,160.17 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 170713-13**

#### **Moved Cr Astbury / Seconded Cr Easton**

That Council acknowledges that payments totaling \$144,160.17 has been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

**Carried 7/0**

SHIRE OF WICKEPIN  
CHEQUE LISTING  
7/6/2013 TO 12/7/2013

| Chq/EFT | Date       | Name                              | Description                                 | Amount   |
|---------|------------|-----------------------------------|---|----------|
| EFT3697 | 11/06/2013 | PREMIUM PAINTING & DECORATING     | PAINTING                                    | 7150.00  |
| EFT3698 | 26/06/2013 | TRISSET BOSS P/L                  | RATES NOTICES                               | 803.00   |
| EFT3699 | 26/06/2013 | COUNTRY PAINT SUPPLIES            | PAINT FOR PARK BENCHES                      | 84.10    |
| EFT3700 | 26/06/2013 | LANDGATE                          | VALUATIONS                                  | 255.75   |
| EFT3701 | 26/06/2013 | DEPT OF PLANNING & INFRASTRUCTURE | REGISTRATION FEE                            | 4780.20  |
| EFT3702 | 26/06/2013 | GREAT SOUTHERN FUEL SUPPLIES      | STATEMENT MAY - CARDS AND DIESEL            | 7225.35  |
| EFT3703 | 26/06/2013 | GRAB PHOTOGRAPHY & DESIGN         | WAR MEMORIAL - CONCEPT PLAN                 | 3575.00  |
| EFT3704 | 26/06/2013 | NARROGIN HIRE SERVICE             | HAMMERDRILL                                 | 38.50    |
| EFT3705 | 26/06/2013 | GREAT SOUTHERN WASTE DISPOSAL     | REFUSE COLLECTION                           | 4744.74  |
| EFT3706 | 26/06/2013 | NARROGIN HARDWARE                 | SHOVEL                                      | 29.00    |
| EFT3707 | 26/06/2013 | STAR TRACK EXPRESS                | FREIGHT                                     | 38.13    |
| EFT3708 | 26/06/2013 | NARROGIN TOYOTA                   | FILE  | 18.68    |
| EFT3709 | 26/06/2013 | PREMIUM PAINTING & DECORATING     | RE-PAINTING WICKEPIN TOWN HALL              | 15840.00 |
| EFT3710 | 26/06/2013 | UNIRACK PTY LTD                   | SHELVING WITH WIRE DECK SHELVES             | 1733.75  |
| EFT3711 | 26/06/2013 | WA LOCAL GOVT ASSOCIATION         | ADVERTISING FOR SFO POSITION                | 3940.25  |
| EFT3712 | 27/06/2013 | WESTERN AUSTRALIAN TREASURY CORP  | LOAN 100                                    | 2132.25  |
| EFT3713 | 05/07/2013 | LIONEL ANTHONY RIGBY              | MANAGER'S PAYMENT 1ST INSTALMENT            | 1875.00  |
| EFT3714 | 30/06/2013 | BEST OFFICE SYSTEMS               | UNITS USED FOR PHOTOCOPIER                  | 1087.38  |
| EFT3715 | 30/06/2013 | RJ BROUN PAINTING SERVICES        | PAINTING TO ALBERT FACEY BUILDING           | 262.00   |
| EFT3716 | 30/06/2013 | BALLARDS OF NARROGIN              | SOIL MIX                                    | 855.00   |
| EFT3717 | 30/06/2013 | CHRISTINE HILL FOOD               | FINGER FOOD BRONWYN LEAVING                 | 616.00   |
| EFT3718 | 30/06/2013 | DEPT OF PLANNING & INFRASTRUCTURE | REGISTRATION FEE                            | 308.30   |
| EFT3719 | 30/06/2013 | DIGGAWEST & EARTHPARTS WA         | PENGO TRIFLOW PILOT FOR DIGGER AUGER        | 365.20   |
| EFT3720 | 30/06/2013 | AC & EJ FULFORD & CO              | RUBBISH PIT FILL COVER WICKEPIN & YEALERING | 2420.00  |
| EFT3721 | 30/06/2013 | JR & A HERSEY                     | SWIVEL INLET                                | 89.47    |
| EFT3722 | 30/06/2013 | ING CUSTODIANS PTY LTD            | SUPERANNUATION CONTRIBUTIONS                | 309.72   |
| EFT3723 | 30/06/2013 | KEL'S TYRES                       | TYRES WK2433                                | 3410.00  |
| EFT3724 | 30/06/2013 | NARROGIN GLASS                    | SUPPLY & FIT WINDSCREEN TO WK713            | 389.03   |
| EFT3725 | 30/06/2013 | NARROGIN TOYOTA                   | JACK ASSY OIL                               | 172.99   |
| EFT3726 | 30/06/2013 | ROADTECH                          | CORRECTION & CORNER WIDENING AVERY CURVE    | 15840.00 |
| EFT3727 | 30/06/2013 | RAMSAY SUPERANNUATION FUND        | SUPERANNUATION CONTRIBUTIONS                | 210.94   |
| EFT3728 | 30/06/2013 | SHIRE OF WICKEPIN                 | PAYROLL DEDUCTIONS                          | 100.00   |
| EFT3729 | 30/06/2013 | STEERE DINGO SERVICES             | REPAIRS TO WICKEPIN TOWN HALL               | 1243.34  |

SHIRE OF WICKEPIN  
CHEQUE LISTING  
7/6/2013 TO 12/7/2013

| Chq/EFT | Date       | Name  | Description                                     | Amount   |
|---------|------------|---|---|----------|
| EFT3730 | 12/07/2013 | AUSTRALIA POST                              | MAY PAYMENTS                                    | 489.79   |
| EFT3731 | 12/07/2013 | AIR LIQUIDE WA PTY LTD                      | MIG GAS & DELIVERY                              | 210.18   |
| EFT3732 | 12/07/2013 | ARROW BRONZE                                | BRONZE PLAQUE - TANN                            | 508.31   |
| EFT3733 | 12/07/2013 | BYFIELDS ACCOUNTANTS AND FINANCIAL ADVISERS | INTRIM AUDIT                                    | 5588.00  |
| EFT3734 | 12/07/2013 | BEST OFFICE SYSTEMS                         | CPC COLOUR COPY UNIT                            | 1877.59  |
| EFT3735 | 12/07/2013 | BALLARDS OF NARROGIN                        | GARDENMIX 1 CUBIC METRE                         | 475.00   |
| EFT3736 | 12/07/2013 | LANDGATE                                    | MINIMUM CHARGE                                  | 34.95    |
| EFT3737 | 12/07/2013 | DEWS EXCAVATIONS                            | TRENCH FOR POWER & BACKFILL WICKEPIN OVAL       | 385.00   |
| EFT3738 | 12/07/2013 | CR ROSS EASTON                              | SITTING FEES TRAVEL & PHONE/FAX                 | 791.40   |
| EFT3739 | 12/07/2013 | AC & EJ FULFORD & CO                        | EXCAVATION HIRE NORTH WICKEPIN ROAD             | 880.00   |
| EFT3740 | 12/07/2013 | GREAT SOUTHERN FUEL SUPPLIES                | BULK FUEL                                       | 7769.77  |
| EFT3741 | 12/07/2013 | GRAB PHOTOGRAPHY & DESIGN                   | SHIRE GARDENS CONCEPT PLAN                      | 1760.00  |
| EFT3742 | 12/07/2013 | HOWSON MANAGEMENT                           | ROMAN 2 DESKTOP UPDATE & DATA VALIDATION        | 607.75   |
| EFT3743 | 12/07/2013 | INGREYS                                     | DRIVING LAMP ROUND                              | 200.27   |
| EFT3744 | 12/07/2013 | LANDMARK ENGR & DESIGN                      | BIKE RACK                                       | 863.94   |
| EFT3745 | 12/07/2013 | CR STEVEN JOHN MARTIN                       | SITTING FEES TRAVEL & PHONE/FAX                 | 938.80   |
| EFT3746 | 12/07/2013 | NARROGIN GLASS                              | WINDSCREEN FOR MULTI TYRED ROLLER               | 1395.48  |
| EFT3747 | 12/07/2013 | NARROGIN AGRICULTURAL REPAIRS               | REPAIRS TO HUSKY SAW                            | 161.60   |
| EFT3748 | 12/07/2013 | NICHOLLS BUS SERVICE                        | ANNUAL INSPECTION                               | 150.35   |
| EFT3749 | 12/07/2013 | NARROGIN BOILERMAKERS                       | HI VIS VESTS                                    | 64.00    |
| EFT3750 | 12/07/2013 | SYNERGY                                     | SYNERGY PLAYGROUP/PRE-SCHOOL                    | 117.40   |
| 14681   | 26/06/2013 | NARROGIN PACKAGING                          | TOILET TISSUE                                   | 627.23   |
| 14682   | 26/06/2013 | NARROGIN CARPET AND CURTAINS                | SUPPLY & INSTALL CARPET TO FACEY GROUP BUILDING | 4510.00  |
| 14683   | 26/06/2013 | MRS I WATKINS                               | CARAVAN PARK CLEANING                           | 373.10   |
| 14684   | 26/06/2013 | WOODLANDS FARM PTY LTD                      | GRAVEL  | 10000.00 |
| 14686   | 30/06/2013 | BELVEDERE NURSERY                           | ROSE FUNGICIDE                                  | 55.80    |
| 14687   | 30/06/2013 | BEC DANILOVIC @ WICKEPIN GARDEN CENTRE      | PLANTS & SUNDRIES                               | 2284.00  |
| 14688   | 30/06/2013 | PRIME SUPER                                 | SUPERANNUATION CONTRIBUTIONS                    | 297.26   |
| 14689   | 30/06/2013 | TRAILER PARTS P/L                           | TRAILER PLUG PARTS                              | 27.86    |
| 14690   | 30/06/2013 | WA LOCAL GOVERNMENT SUPER PLAN              | SUPERANNUATION CONTRIBUTIONS                    | 7156.09  |
| 14691   | 12/07/2013 | CR F ALLAN                                  | SITTING FEES, TRAVEL & PHONE FAX                | 1156.80  |
| 14692   | 12/07/2013 | CR DAVID J ASTBURY                          | SITTING FEES & PHONE FAX                        | 772.80   |
| 14693   | 12/07/2013 | CR KL COXON                                 | SITTING FEES TRAVEL & PHONE/FAX                 | 1441.20  |

SHIRE OF WICKEPIN  
CHEQUE LISTING  
7/6/2013 TO 12/7/2013

| Chq/EFT | Date       | Name                   | Description                                  | Amount            |
|---------|------------|------------------------|--|-------------------|
| 14694   | 12/07/2013 | IMAGETEC               | PACK OF 2 RP BLACK SOY INK WATERSHED PRINTER | 528.00            |
| 14695   | 12/07/2013 | FORPARK AUSTRALIA      | YEALERING PROGRESS ASSN - COMMUNITY GRANT    | 1316.70           |
|         |            |                        | 2012/13 - SWINGS                             |                   |
| 14696   | 12/07/2013 | HANCOCKS HOME HARDWARE | WHEEL BARROW, SHOVEL HANDLE & CUPBOARD       | 273.25            |
| 14697   | 12/07/2013 | CR GERRI HINKLEY       | SITTING FEES TRAVEL & PHONE/FAX              | 931.40            |
| 14698   | 12/07/2013 | DAWN JONES             | HARRISMITH CLEANING                          | 170.00            |
| 14699   | 12/07/2013 | CR ALLAN LANSDELL      | SITTING FEES TRAVEL & PHONE/FAX              | 611.40            |
| 14700   | 12/07/2013 | PCS                    | LABOUR FOR COMPUTERS                         | 193.75            |
| 14701   | 12/07/2013 | RANIERI M & V          | CONCRETE FLOOR CARAVAN PARK                  | 3316.50           |
| 14702   | 12/07/2013 | CR JULIE RUSSELL       | SITTING FEES TRAVEL & PHONE/FAX              | 862.80            |
| 14703   | 12/07/2013 | TRAILER PARTS P/L      | JOCKEY WHEEL                                 | 41.58             |
|         |            |                        | <b>TOTAL</b>                                 | <b>144,160.17</b> |



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Governance, Audit and Community Services

## 10.2.03 - EHO/Building Surveyor's Report

|                                    |                                     |
|------------------------------------|-------------------------------------|
| <b>Submission To:</b>              | Ordinary Council                    |
| <b>Location / Address:</b>         | Whole Shire                         |
| <b>Name of Applicant:</b>          | Allan Ramsay, EHO/Building Surveyor |
| <b>File Reference:</b>             | 706 / 2203                          |
| <b>Author:</b>                     | Allan Ramsay, EHO/Building Surveyor |
| <b>Disclosure of any Interest:</b> | Nil                                 |
| <b>Date of Report:</b>             | 9 July 2013                         |

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**Enclosure / Attachment:** Nil

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

**Building Licenses:**

There were no building applications approved and license issued for the month of June 2013.

**Implications:** Not applicable

**Financial Implications:** Not applicable

**Strategic Implications:** Not applicable

**Recommendation:**

That Council notes the report from the EHO/Building Surveyor 9 July 2013.

**Voting Requirements:** Simple Majority

### Resolution No 170713-14

**Moved Cr Lansdell / Seconded Cr Russell**

That Council notes the report from the EHO/Building Surveyor 9 July 2013.

**Carried 7/0**

3.52pm – BHO Allan Ramsay entered the Chambers.

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Governance, Audit and Community Services

## **10.2.04 - Community Resource Building – 24A Wogolin Road, Wickepin**

|                                    |                                     |
|------------------------------------|-------------------------------------|
| <b>Submission To:</b>              | Ordinary Council                    |
| <b>Location / Address:</b>         | Whole Shire                         |
| <b>Name of Applicant:</b>          | Allan Ramsay, EHO/Building Surveyor |
| <b>File Reference:</b>             | 2215                                |
| <b>Author:</b>                     | Allan Ramsay, EHO/Building Surveyor |
| <b>Disclosure of any Interest:</b> | Nil                                 |
| <b>Date of Report:</b>             | 10 July 2013                        |

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### **Enclosure / Attachment:**

- Shire of Wickepin Public Buildings Asbestos Management Plan
- Brochure from the Department of Health - "Mould and Condensation in Your Home"

### **Background:**

The Community Resource Centre has had ongoing problems with damp and still not completely resolved.

Several years ago the perimeter of the building had a subsoil drain installed, exterior brick walls injected with a damp proof membrane and some bricks were removed from the front wall to allow subfloor ventilation. At the time, this work did improve the damp.

Further work was carried out last year at the rear of the building to divert any storm water from going under the building. This has also helped; however, all the work carried out to date has still not completely resolved the damp problem. There is evidence that the damp is still causing a mould problem on the inside of the wall that has had the subsoil drain installed and the wall injected with a damp proof membrane

The building was painted internally in 2011 and the particular cladding on the wall which was painted is where the mould has grown since the restoration work was carried out.

The other issues is the cladding material which was placed on the damp walls approximately 15 years ago and the fact that the Community Resource Centre is a Public Building and it contains asbestos in several locations of the building.

### **Comment:**

An inspection of the Community Resource Centre was carried out by the author of this report on 10 July 2013.

A damp odour was evident once entering Library/Reception area of the building. The dampness was more noticeable in the banking room and the manager's office. This part of the building has timbers floors and the internal brick wall did not get injected with the damp proof membrane, which may be a reason the dampness was more noticeable in this section of the building.

Another reason for the dampness may be the cladding attached to the walls in this section of the building that covers the fretted brick and plaster work. The cladding would hold the moisture in and stop the wall from drying out.

Neither the Asbestos Management Plan, prepared by the Shire's Local Government Insurance, nor my own observation indicated that the cladding was an asbestos cement product. Examination of a section of the cladding revealed it was very crumbly; however, it did not appear to have any asbestos fibres. The only safe way to ensure that it is not an asbestos cement product is by having it analyzed at an NATA approved laboratory.

Irrespective, it should be still tested as there is no guarantee that all the dado height wall cladding contains asbestos.

Therefore if it is removed it would still need to be removed by taking precautions as if it was an asbestos product unless every single piece of the cladding was analyzed.

No damp odour was noticeable in the library and the office at the rear of the library. This section of the building has a concrete floor.

As indicated in the brochure on mould from the Department of Health, mould growth has the potential to cause health issues and consequently it should be avoided. There was evidence of mould in a small section of the cladding in the manager's office. The building was painted several years after the damp proof restoration work was carried out; therefore, this is an indication that it has not been 100% effective.

Council should be made aware that a lot of money has already been spent on the damp proofing of this building and it is evident that the dampness is still occurring. It may assist in reducing the damp problem by removing dado height wall cladding but there is no guarantee that this is the answer.

There are many other areas of the building that contain asbestos. None of the asbestos in these areas appeared to pose an immediate health issue. However, they should be monitored if left in position. The locations of the asbestos are as follows:

- Small wall panel near entry;
- Internal wall between library and office;
- Fireplace panel to kitchen area and computer room;
- Rear annex internal walls and ceilings;
- Rear annex external walls;
- Switch backing panel in rear room(white painted);
- Roof access panel in ceiling; and
- Possibly the dado wall cladding.

**Implications:** Not applicable

**Financial Implications:** Cost for remedial work which may not completely resolve the damp problem.

**Strategic Implications:** Not applicable

**Enabling Legislation:** Worksafe Regulations  
Health Act 1991 (as amended)

**Council Policy:** Nil

**Recommendation:**

That:

1. Consideration be given to removing the dado height cladding to the walls to reduce the damp problem in accordance with Worksafe requirements for asbestos removal; and
2. The building to be monitored closely for any more signs of mould growth.

**Resolution No 170713-15****Moved Cr Allan / Seconded Cr Easton**

That:

1. The Building/Health Officer undertakes a full inspection of the Community Resource Centre and reports back to Council by the August 2013 Council meeting on the state of the Community Resource Centre building with the report containing solutions to resolve the damp and mould issues; and
2. The Community Development Officer prepare a report, with recommendations, on either renovating the existing Community Resource Centre building or constructing a new building on a different site.

**Carried 7/0**

*The resolution differs from the Officers Recommendation as Council felt that a full inspection including potential solutions needs to be undertaken on the Community Resource Centre building, and a short and long term solution needs to be provided to Council.*

*4.08pm – BHO Allan Ramsay departed the Chambers.*

Governance, Audit and Community Services

**10.2.05 - Wickepin Sewerage Scheme – Sewerage Rate**

|                                    |                                     |
|------------------------------------|-------------------------------------|
| <b>Submission To:</b>              | Ordinary Council                    |
| <b>Location / Address:</b>         | Whole Shire                         |
| <b>Name of Applicant:</b>          | Allan Ramsay, EHO/Building Surveyor |
| <b>File Reference:</b>             | 7202                                |
| <b>Author:</b>                     | Allan Ramsay, EHO/Building Surveyor |
| <b>Disclosure of any Interest:</b> | Nil                                 |
| <b>Date of Report:</b>             | 10 July 2013                        |

**Enclosure / Attachment:** Water Corporation – Schedule of Fees 2013/2014 Financial Year

**Summary:**

The Asset Management Plan (AMP) has been updated for the 2013-2014 financial year.

As reported to Council in June 2012 the same issue this coming financial year will occur if not enough money is put aside for future capital works and insufficient operational money is put in the budget to adequately cover operational costs. Without enough money some routine maintenance items cannot be undertaken, which leaves the sewerage system exposed to breakdowns and having to cope with reactive work with the potential of health issues from blocked drains and pump stations.

The financial analysis of future operations, maintenance and renewals liabilities indicates that the Shire needs \$103,837 per annum to fully fund the scheme. Current revenues from sewerage rates are \$41,200 (forecast for 2013-2014). The current sewerage fund balance of \$87,819 (2013) and revenues for rates is insufficient to meet the future liabilities of the scheme without supplementation from other funding sources or increasing the sewerage rate.

**Break Down of Operating and Maintenance Budget 2013/14 to 2017/18**

| <b>Account Description</b>  | <b>2013/14</b>  | <b>2014/15</b>  | <b>2015/16</b>  | <b>2016/17</b>  | <b>2017/18</b>  |
|-----------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Access Chambers             | \$2,632         | \$2,708         | \$2,787         | \$2,868         | \$2,951         |
| Gravity Mains               | \$10,632        | \$10,940        | \$11,258        | \$11,584        | \$11,920        |
| Rising Mains                | \$0,370         | \$0,381         | \$0,392         | \$0,403         | \$0,415         |
| Sewerage Pump Station       | \$7,555         | \$7,774         | \$8,000         | \$8,232         | \$8,470         |
| <b>Wastewater Treatment</b> | <b>\$2,250</b>  | <b>\$2,315</b>  | <b>\$2,382</b>  | <b>\$2,451</b>  | <b>\$2,523</b>  |
| Re-use scheme               | \$1,512         | \$1,557         | \$1,601         | \$1,648         | \$1,696         |
| Audit                       | \$6000          | \$0             | \$0             | \$6,928         | \$0             |
| Administration              | \$13,590        | \$13,984        | \$14,390        | \$14,807        | \$15,236        |
| <b>Total</b>                | <b>\$47,449</b> | <b>\$42,650</b> | <b>\$41,110</b> | <b>\$48,921</b> | <b>\$46,470</b> |

**Sewerage Reserve Fund**

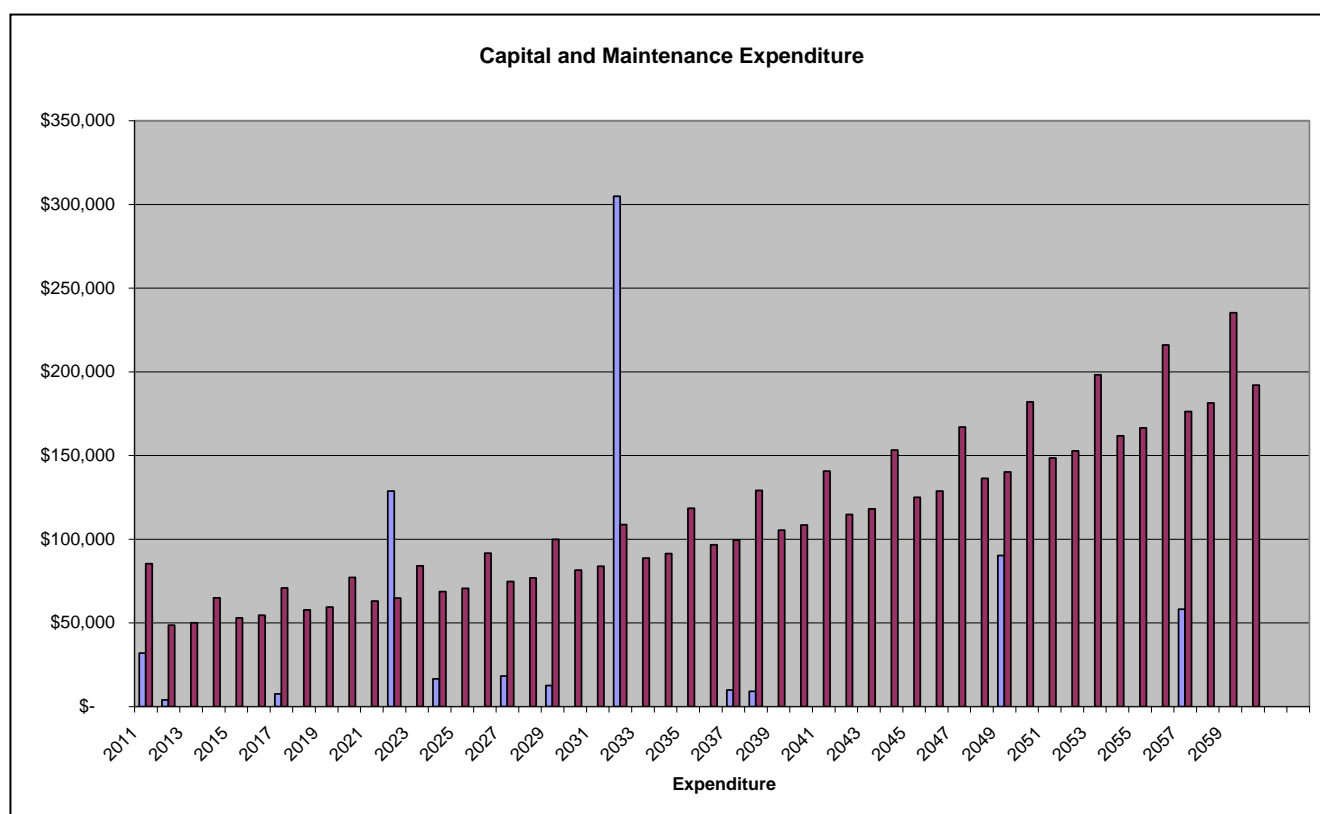
| <b>Transfers to Reserve</b> | <b>2008/9</b> | <b>2009/10</b> | <b>2010/11</b> | <b>2011/12</b> | <b>2012/13</b> |
|-----------------------------|---------------|----------------|----------------|----------------|----------------|
| Surplus                     | \$2,201       | \$19,782       | \$3,442        | \$4,323        | \$3,916        |
| Total C/fwd                 | \$56,354      | \$76,137       | \$79,579       | \$83,903       | \$87,819       |

### Costs and Revenues Summary

| Year           | 2013-2014 | 2014-2015 | 2015-2016 | 2016-2017 | 2017-2018 |
|----------------|-----------|-----------|-----------|-----------|-----------|
| Costs          | \$47,449  | \$42,650  | \$41,110  | \$48,470  | \$46,470  |
| Rates Revenues | \$41,200  | \$42,436  | \$43,709  | \$45,020  | \$46,370  |
| Balance        | -\$6,249  | -\$214    | -\$180    | -\$14,160 | -\$100    |

Please note that the above tables only include actual cost of the operation. They do not allow for annuity and capital replacement which will be more noticeable in future years as per the following graph;

### Number of connected properties 105 how many unconnected paying rates



### **Background:**

It is requirement by the Economic Regulation Authority (ERA) that all local governments that run their own sewerage scheme have to arrange an independent audit of the scheme every three years.

The shire did very poorly in the audit of 2008. The shire improved significantly in the audit of 2011 following work carried out by a Consulting Engineer who provided an Asset Management Plan on the sewerage scheme which highlighted that insufficient funds were being put aside for future work. The auditor picked this up in the 2011 audit and consequently the ERA gave Council a certain time after the budget to report back on this matter. A report was put to Council in the June 2012 Agenda recommending to increase the sewerage rate gradually to enable sufficient funds were available in the sewerage reserve fund to cover the future costs. Council did not increase the sewerage rate anymore than the CPI. This was referred back to the ERA and nothing has been heard from them since on this matter.

**Comment:**

Another audit is required early 2014 and no doubt the ERA will pick up the same issue in funding shortfall should the sewerage rate not be increased to a level that eventually the sewerage scheme will cover costs in the long term.

The main issues are the inadequate reserve funds to cover future capital costs as the system ages and the yearly operational costs to ensure that all the necessary maintenance is carried out to avoid reactive work which may result in a health issue due to a blockage and pump break downs. The only way to address this issue is to increase the sewerage rate several percentage points over the inflation rate each year.

In comparison to the Water Corporation schedule of fees, the Shire of Wickepin's sewerage rate is significantly less. For comparison please refer to the following table:

|                   |   |                                  |                       |                          |
|-------------------|---|----------------------------------|-----------------------|--------------------------|
| Water Corporation | Minimum Fee Residential Property \$331    | Maximum Fee \$772.10             | Vacant Land \$ 218.47 | 2013/2014 Financial Year |
| Shire of Wickepin | Minimum Fee Residential Property \$270.09 | Maximum Fee Residential \$423.83 | Vacant Land \$ 152.85 | 2012/2013 Financial Year |

Please note that the Government approved 6.0% increase for Water Corporation Sewerage Rate for the 2013/2014 Financial Year

**Implications:** Not applicable

**Financial Implications:** Ratepayer resentment of paying more in sewerage costs

**Strategic Implications:** Not applicable

**Enabling Legislation:** Local Government Act  
Water Services Licensing Act 1995

**Council Policy:** Nil

**Recommendation:**

That Council:

1. Gradually increase to the Sewerage rate over the next 5 years to above the CPI index to cover the operations and maintenance costs to run the Wickepin Sewerage Scheme.
2. The Asset Management Plan be amended yearly and presented to Council for budget purposes.
3. A report be presented to Council next July 2014 prior to the 2014/15 budget.

### Resolution No 170713-16

**Moved Cr Astbury / Seconded Cr Russell**

That the report be noted.

**Carried 7/0**

*The resolution differs from the Officers Recommendation as Council felt that that there was no need to specify any upcoming increases and budgets.*

Governance, Audit and Community Service

**10.2.06 – Community Development Officer's Report**

**Submission To:** Ordinary Council  
**Location / Address:** Whole Shire  
**Name of Applicant:** Natalie Manton, Community Development Officer  
**File Reference:**  
**Author:** Natalie Manton, Community Development Officer  
**Disclosure of any Interest:** Nil  
**Date of Report:** 10 July 2013

**Enclosure / Attachment:** Nil

|  |  |
|--|--|
| <b>Arts and Cultural</b>                     | <ul style="list-style-type: none"> <li>• Contacted Arts Narrogin Inc regarding joint art projects for next year.</li> </ul>  |
| <b>Community Development</b>                 | <p><b>Townscape</b></p> <ul style="list-style-type: none"> <li>• Attend Townscape meeting.</li> <li>• Provided additional information to Sara Hills regarding plaques at the Wickepin War Memorial to acknowledge local residents who were killed in various wars.</li> <li>• Follow up swing ordered for Yealering Caravan Park.</li> <li>• Ordered archive storage boxes for Community Archive Room at Wickepin Community Centre.</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>• Completed grant application for State NRM funding for filling in Yealering swimming hole.</li> <li>• Arranged for repairs to PA system at Wickepin Community Centre.</li> <li>• Provided information to other shires regarding outdoor movies.</li> <li>• Attended Yealering Progress Association meeting and provided an overview of current projects.</li> </ul> <p><b>CLGF 12/13 Projects</b></p> <p><b>Wickepin Cemetery</b></p> <ul style="list-style-type: none"> <li>• Calls for public comment on improvements to Wickepin Cemetery.</li> <li>• Preliminary discussions with community members.</li> <li>• Site inspection Wickepin cemetery.</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>•</li> </ul>   |
| <b>Tourism, Marketing and Promotion</b>      | <ul style="list-style-type: none"> <li>• Meeting and ongoing discussions with Market Creations regarding upgrade of website and costs.</li> <li>• Development of overall website marketing plan and site plan.</li> <li>• Drafted Camping Weekend plan.</li> <li>• Discussion with Australia's Golden Outback regarding advertising for camping weekend later in spring.</li> </ul>  |
| <b>Sport and Recreation</b>                  | <p><b>Kidsport</b></p> <ul style="list-style-type: none"> <li>• Entered Kidsport vouchers onto database.</li> </ul> <p><b>Walk trails</b></p> <ul style="list-style-type: none"> <li>• Requested quotes for Trails Master Plan</li> <li>• Discussed trails planning with other local governments.</li> </ul>   |



|  |  |
|--|--|
|  | <b>Bike Track</b> <ul style="list-style-type: none"> <li>• Discussion with bike track committee regarding publicity of bike track.</li> </ul>  |
| <b>Special Needs Groups inc; Youth, Disabled and Older People.</b> | <ul style="list-style-type: none"> <li>• Discussions with Playgroup regarding community grant application.</li> </ul>  |
| <b>Heritage</b>  | <ul style="list-style-type: none"> <li>• Follow up with Public Transport Authority and Brookfield Rail regarding lease of Old Railway Station and goods yard. Suggested meeting date.</li> </ul>   |
| <b>Other</b>   | <ul style="list-style-type: none"> <li>• Reviewed draft Asset Management Plan and suggest changes.</li> <li>• Attended briefing on Asset Management Planning.</li> <li>• Attended budget planning meeting.</li> <li>• Reviewed Forward Capital Works Plan</li> </ul> |

### Funding Applications Status Report:

| <b>Project Name</b>                | <b>Funding Organisation</b> | <b>Amount Requested exc Gst</b> | <b>Status</b>   |
|------------------------------------|-----------------------------|---------------------------------|---|
| State NRM Program Community Grants | State NRM Office            | \$15,000                        | Application for funding to fill in the Yealering lake swimming hole submitted 4 July 2013.<br>Council contribution \$15,500 in cash and in-kind |

**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 10 July 2013.

**Voting Requirements:** Simple majority.

### **Resolution No 170713-17**

#### **Moved Cr Allan / Seconded Cr Coxon**

That council notes the report from the Community Development Officer dated 10 July 2013.

**Carried 7/0**

4.21pm – CDO Natalie Manton departed the Chambers.


Governance, Audit and Community Service

**10.2.07 – Community Christmas Party/Thank a Volunteer Day**

**Submission To:** Ordinary Council  
**Location / Address:** Whole Shire  
**Name of Applicant:** Elizabeth Heffernan, Volunteer Resource Centre  
**File Reference:**  
**Author:** Mark J Hook, Chief Executive Officer  
**Disclosure of any Interest:** Nil  
**Date of Report:** 11 July 2013

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

Council has received a letter from Elizabeth Heffernan at the Volunteer Resource Centre requesting to organise a community Christmas Party;



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

Wickepin Volunteer Resource Centre  
9888 1500  
24 Wogolin Road  
Wickepin 6370  
[wickepinvrc@westnet.com.au](mailto:wickepinvrc@westnet.com.au)

| SHIRE OF WICKEPIN |            |
|-------------------|------------|
| DATE RECEIVED:    | 01 07 2013 |
| ACTION:           |            |
| REPLY:            |            |
| INFO BTN          |            |
| AGENDA:           |            |
| PRES/CRS          |            |
| FILE NO:          | 602 120    |

Dear Mark

**Community Christmas Party/Thank a Volunteer Day**

In 2010 the Wickepin VRC and the Wickepin Shire combined to organize a community Christmas Party and the VRC is very keen to hold a similar event at the Community Centre on Friday 12 December.

The main objective is to bring the whole community together for a Christmas party rather than having separate events through what is always a very busy time of year.


In 2010 we invited other community groups such as the Facey Group, Wickepin business' and community groups to contribute to this event. The Shire, Facey Group and the Christmas tree committees made a monetary contribution similar to the usual amount they would allocate towards their own Christmas parties. As a result we had around 300 people attending and were able to hold a BBQ with salads and drinks for part of the night.

As you would be aware the Shire have already kindly agreed to be a sponsor for the event via their Community grant, which is very welcome. I am applying for a Thank a Volunteer Day grant and intend to seek sponsorship from CBH also.

Please let me know if the Shire would like to be involved, the Facey Group and Wickepin CRC have already indicated their willingness to participate.

Please don't hesitate to contact should you have any questions.

Yours sincerely



Elizabeth Heffernan  
Volunteer Resource Centre Co-ordinator

**Comment:**

In 2010 a similar event was held with other community groups, and it proved to be a successful and enjoyable day.

The majority of both inside staff and outside staff are in agreement with the community Christmas Party idea.

**Statutory Environment:** Nil.

**Policy Implications:** Not applicable.

**Financial Implications:** Nil.

**Strategic Implications:** Not applicable.

**Recommendation:**

That Council advise the Volunteer Resource Centre that the Shire of Wickepin will be involved in the community Christmas Party/Thank a Volunteer Day and will contribute \$1,500 towards the event.

**Voting Requirements:** Simple majority

**Resolution No 170713-18****Moved Cr Martin / Seconded Cr Allan**

That Council advise the Volunteer Resource Centre that the Shire of Wickepin will be involved in the community Christmas Party/Thank a Volunteer Day.

**Carried 7/0**

*The resolution differs from the Officers Recommendation as Council have already contributed \$2,000 towards the event.*

Governance, Audit and Community Service

## 10.2.09 – Local Emergency Management Committee (LEMC)

|                                    |   |
|------------------------------------|---|
| <b>Submission To:</b>              | Ordinary Council                            |
| <b>Location / Address:</b>         | Whole Shire                                 |
| <b>Name of Applicant:</b>          | Local Emergency Management Committee (LEMC) |
| <b>File Reference:</b>             | 905   |
| <b>Author:</b>                     | Mark J Hook, Chief Executive Officer        |
| <b>Disclosure of any Interest:</b> | Nil   |
| <b>Date of Report:</b>             | 11 July 2013                                |

**Enclosure / Attachment:** Nil

### Background:

The Shire of Wickepin joined with the Shires of Narrogin and Cuballing, and the Town of Narrogin to form a Local Emergency Management Committee several years ago.

The *Emergency Management Act 2005* requires the following:

36. *Functions of a local government*  
It is a function of a local government -
  - (a) Subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district;
  - (b) To manage recovery following an emergency affecting the community in its district; and
  - (c) To perform other functions given to the local government under this Act.
38. *Local emergency management committees*
  - (1) A local government is to establish one or more local emergency management committees for the local government district
  - (2) If more than one local emergency management committee is established, the local government is to specify the area in respect of which the committee is to exercise its functions
  - (3) A local emergency management committee consists of –
    - (a) a chairman and other members appointed by the relevant local government in accordance with subsection (4); and
    - (b) if the local emergency coordinator is not appointed as coordinator for the local government district.
  - (4) Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC)
39. *Functions of local emergency management committees*  
The functions of a local emergency management committee are, in relation to its district or the area for which it is established –
  - (a) To advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
  - (b) To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
  - (c) To carry out other emergency management activities as directed by the SEMC or prescribed by the regulations
40. *Annual report of local emergency management committee*
  - (1) After the end of each financial year each local emergency management committee is to prepare and submit to the district emergency management committee for the district an annual report on activities undertaken by it during the financial year.
  - (2) The annual report is to be prepared within such reasonable time, and in the manner, as is directed in writing by the SEMC.

The Local Emergency Committee for the Shires of Narrogin, Cuballing and Wickepin and the Town of Narrogin last met on 8 November 2012 and no annual report has been prepared for the financial year ended 30 June 2013. It is a requirement under State Emergency Policy 2.5 that the LEMC shall meet every three months.

At the last meeting, the position of an Emergency Management Officer was discussed and a decision was made to advertise the position, with the Shire of Wickepin only contributing towards the administration of the LEMC.

A budget provision of \$5,500 had been made for a part time Emergency Management Officer to prepare an Emergency Risk Management Plan in conjunction with the Local Emergency Committee for the Shires of Narrogin, Cuballing and Wickepin and the Town of Narrogin.

**Comment:**

There have been concerns raised by several agencies regarding the ad hoc approach to emergency management in the area covered by the LEMC. As a result the author and the Shire of Cuballing Chief Executive Officer have held discussions regarding this issue at length and the Shire of Cuballing Chief Executive Officer has come up with the following solutions.

- 1 The Shire of Cuballing and Wickepin to be removed from the Current LEMC
- 2 The Shire of Wickepin to join with the Shire of Cuballing and form a combined LEMC.
- 3 The Shire of Cuballing to assume management of the current LEMC.

The Shire of Cuballing will also be considering a similar report at its July Council Meeting.

**Statutory Environment:** *Emergency Management Act 2005*

**Policy Implications:** Nil

**Financial Implications:**

Council has placed an amount of \$5,500 for this in the 2013/14 Budget Estimates.

**Strategic Implications:** Nil

**Summary:**

Council is being requested to withdraw from the current Local Emergency Management Committee made up of the Town and Shire of Narrogin, Shire of Cuballing and Shire of Wickepin.

Council is being requested to join with the Shire of Cuballing to form a new Local Emergency Management Committee with just the two Councils.

**Recommendation:**

That the Shire of Wickepin withdraws from the current Local Emergency Management Committee with the Town and Shire of Narrogin and the Shires of Cuballing and Wickepin.

That the Shire of Wickepin join with the Shire of Cuballing to form a combined Local Emergency Management Committee

That the Shire of Cuballing assumes the management of the New Local Emergency Management Committee.

**Voting Requirements:** Simple majority

**Resolution No 170713-19****Moved Cr Astbury / Seconded Cr Lansdell**

That the Shire of Wickepin withdraws from the current Local Emergency Management Committee with the Town and Shire of Narrogin and the Shires of Cuballing and Wickepin.

That the Shire of Wickepin join with the Shire of Cuballing to form a combined Local Emergency Management Committee and that Council contributes up to \$5,500 towards the cost.

That the Shire of Cuballing assumes the management of the New Local Emergency Management Committee.

**Carried 7/0**

*The resolution differs from the Officers Recommendation as Council felt the total amount of funds to be contributed towards the cost of the combined Local Emergency Management Committee should be in the resolution.*

## 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>             | 10 July 2013                              |

**Enclosure / Attachment:** Nil.

### Background:

Townscape and Cultural Planning Committee Meeting held 10 July 2013.

### Comment:

The Townscape and Cultural Planning Committee Meeting was held on Wednesday 10 July 2013 and passed the following Recommendation:

#### **Moved Lee Parker / Seconded Murray Lang**

That the Townscape and Cultural Planning Committee acknowledge Peter Williamson's letter and appreciates his interest in the Shire of Wickepin honour boards. Further that Peter Williamson be advised that a sub-committee is currently undertaking research on the World War 1 and World War 2 Honour Boards and that his input to the subcommittee would be welcome.

**Carried 7/0**

**Statutory Environment:** Nil.

**Policy Implications:** Not applicable.

**Financial Implications:** Nil.

**Strategic Implications:** Not applicable.

### Recommendation:

That Council acknowledge Peter Williamson's letter and appreciates his interest in the Shire of Wickepin honour boards. Further that Peter Williamson be advised that a sub-committee is currently undertaking research on the World War 1 and World War 2 Honour Boards and that his input to the subcommittee would be welcome.

**Voting Requirements:** Simple majority

#### **Resolution No 170713-20**

#### **Moved Cr Astbury / Seconded Cr Lansdell**

That Council acknowledge Peter Williamson's letter and appreciates his interest in the Shire of Wickepin honour boards. Further that Peter Williamson be advised that a sub-committee is currently undertaking research on the World War 1 and World War 2 Honour Boards and that his input to the subcommittee would be welcome.

**Carried 7/0**

## 11. President's Report

The President advised Council of the Central Country Zone Meeting he attended along with Cr Russell, on Friday 28 June 2013.

Council

## 12. – Chief Executive Officer's Report

|                                    |                                      |
|------------------------------------|--------------------------------------|
| <b>Submission To:</b>              | Ordinary Council                     |
| <b>Location / Address:</b>         | Whole Shire                          |
| <b>Name of Applicant:</b>          | Mark J Hook, Chief Executive Officer |
| <b>File Reference:</b>             |                                      |
| <b>Author:</b>                     | Mark J Hook, Chief Executive Officer |
| <b>Disclosure of Any Interest:</b> | Nil                                  |
| <b>Date of Report:</b>             | 11 July 2013                         |

### Wagin Waste Group

The financial position of the Wagin Waste Group is as per the following financial statement. The drilling of the recently purchased land could go to a maximum of \$32,000, however the Wagin Waste Group have sufficient funds to cover this.

John is currently finalising the grant application for the Waste Authority for \$207,511.00 to cover the weigh station purchase. Peter Webster, the New Wagin Chief Executive Officer, will sign the initial document that needs to be submitted prior to the end of June, and a copy will be sent out to each of the current Group CEO's for an endorsement and later submission to the Waste Authority.

The Wagin Waste Group have been advised that this action will be acceptable, and although two will not be participating in the Landfill site MOU, the group is still eligible as a group for their share of the funding, which cannot be received by any single LGA, only Groups.

| Regional Refuse Group<br>Financial Statement<br>as at 31st May 2013 |                            |            |                      |   |                     |
|---|----------------------------|------------|----------------------|---|---------------------|
| Income  |                            |            | Expenditure          |   |                     |
| Income Details  |                            | Amount     | Payee                | Description                                       | Amount              |
| Council Contributions   | November' 2007             | \$6,000    |                      | <b>Total Group Expenses to the 30th June 2012</b> | <b>\$201,074.95</b> |
| Grant Funding   | Dept Enviro & Conversation | \$180,000  | WALGSP               | Super July - Sep 2012                             | \$591.36            |
| Waste Avoidance (RIP)   | Project Admin Fee          | \$25,000   | John Case            | Internet Reimbursement                            | \$27.23             |
| Council Contributions   | October' 2011              | \$55,000   | John Case            | RRG Manager Wages October - Dec 2012              | \$7,198.67          |
| Council Contributions   | Shire of Pingelly          | \$5,000    | John Case            | Internet Reimbursement                            | \$27.23             |
| 2012/2013   | Shire of Wagin             | \$5,000    | John Case            | Internet Reimbursement                            | \$27.23             |
|   | Town of Narrogin           | \$5,000    | John Case            | RRG Manager Wages Jan - Mar 2013                  | \$9,948.45          |
|   | Shire of West Arthur       | \$5,000    | WALGSP               | Super Jan - Mar 2013                              | \$826.83            |
|   | Shire of Cuballing         | \$5,000    | John Case            | Telephone & Internet Costs Jan to Mar 13          | \$208.99            |
|   | Shire of Williams          | \$5,000.00 | Halanson Earthmoving | Drilling Costs                                    | \$900.00            |
|   | Shire of                   | \$5,000    | John Case            | RRG Wages Apr -Jun 2013                           | \$2,903.10          |



|              |                     |                  |                              |  |                     |
|--------------|---------------------|------------------|------------------------------|--|---------------------|
|              | Dumbleyung          |                  |                              |  |                     |
|              | Shire of Narrogin.  | \$5,000          | WALGSP                       | Super Apr - Jun 2013                     | \$374.40            |
|              | Shire of Wandering  | \$5,000          | John Case                    | Telephone & Internet Costs Apr to Jun 13 | \$199.90            |
|              | Shire of Wickepin.  | \$5,000          | Gavin Wells - Lawyer         | Legal Fees                               | \$681.82            |
|              | Shire of Lake Grace | \$5,000          | Landform research            | Regional Landfill Site Investigation     | \$6,961.00          |
|              |                     |                  | <b>Expenditure 2012/2013</b> | <b>\$38,095.10</b>                       |                     |
|              |                     |                  |                              | <b>Total</b>                             | <b>\$239,170.05</b> |
|              |                     |                  |                              | <b>Unexpended Group Funds</b>            | <b>\$84,329.95</b>  |
| <b>Total</b> |                     | <b>\$323,500</b> |                              |  | <b>\$323,500.00</b> |

### Living Lakes

The Department of Regional Development (DRD) recently advertised a tender for Stage 2 of the Living Lakes initiative.

Living Lakes aims to enhance regional lakes to create economic, environmental and social benefits in regional communities and Stage 2 comprises two parts:

- Part 1 will develop detailed engineering designs for nominated lake enhancement options at Lake Ewlyamartup and Lake Yealering.
- Part 2 will develop land use concept plans for environmental, recreational, economic and cultural development opportunities at Lake Ewlyamartup, Lake Towerrinning and Lake Yealering.

The Stage 2 tender closed on 5 June 2013 and the tender assessment panel will meet on 24 July to determine the preferred supplier(s) for Part 1 and Part 2.

### Water Corporation – Regional Backflow Prevention Device Upgrade

Council has received a letter from the Water Corporation advising Council that it must install backflow devices on all its current standpipes.

Following is an extract from the letter received from the water corporation:

The Water Corporation will provide Australian Standard backflow prevention devices free of charge to replace the vacuum breaker backflow prevention devices it issued in previous years. These vacuum breaker devices no longer meet the new Australian Standard, so appropriate backflow prevention devices are being offered as a replacement. However, all installation and annual testing costs, as well as reporting to the Water Corporation, will be the responsibility of the fixture's owner.

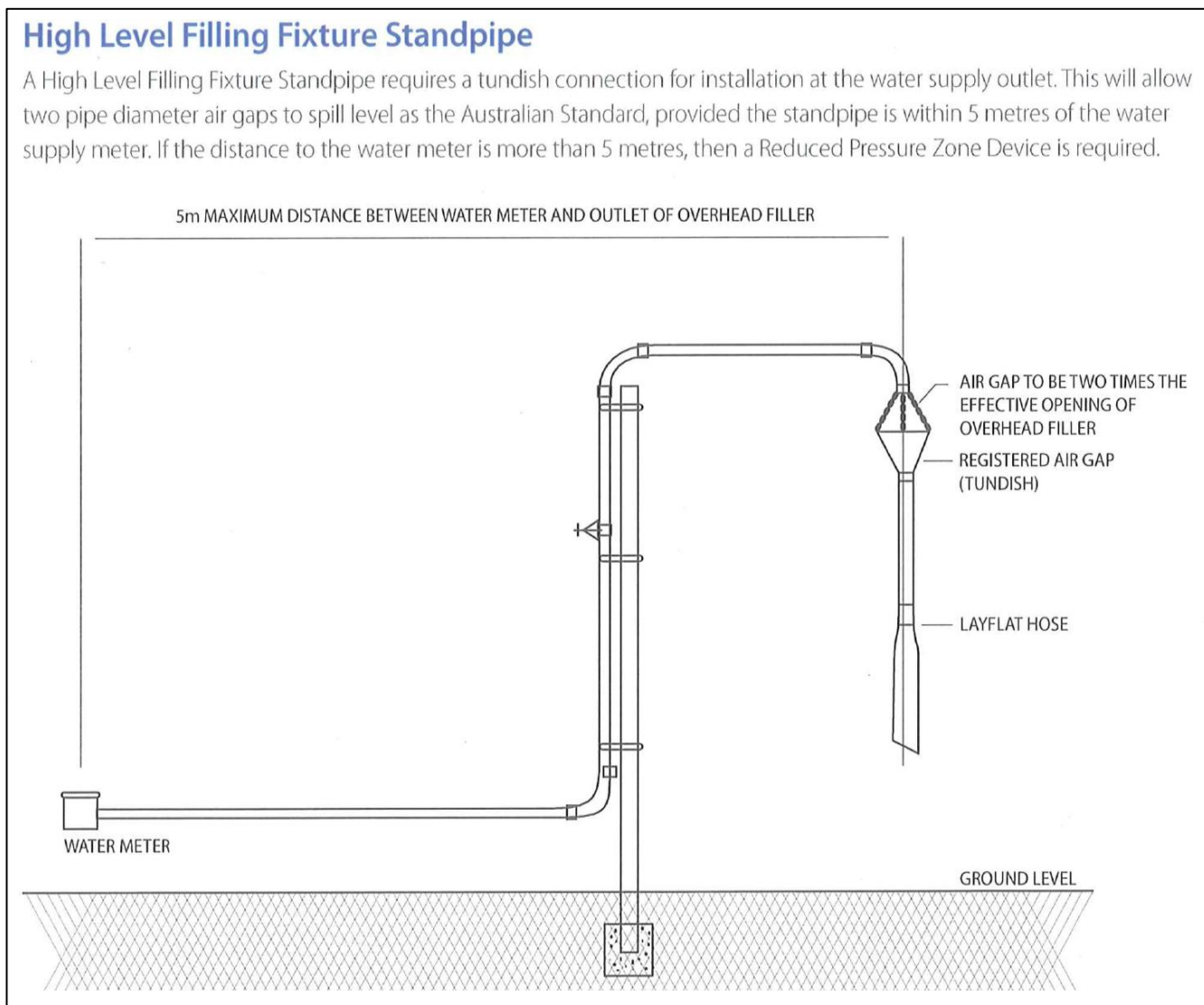
To qualify for this offer, the new Australian Standard backflow prevention devices provided by the Water Corporation must be installed on all your non-compliant water standpipes by 30 June 2014. The Water Corporation's regional Backflow Prevention Device Upgrade program ends on this date and there are no plans to repeat this offer.

Backflow devices are required on the following 13 Standpipes in the Shire of Wickepin:

| Account    | Suburb      | Property Location  | Identified Risk | BFPD REQUIRED | Standpipe Configuration High/Low Level | Distance from the centre of the outlet to the centre of the meter | VB Previously Installed |
|------------|-------------|--|-----------------|---------------|--|---|-------------------------|
| 9007669285 | HARRISMITH  | PEECANNING ST<br>HARRISMITH LOT<br>UNKNOWN                         | HIGH            | RPZ           | HIGH                                   | 2m  | YES                     |
| 9007802314 | NARROGIN FL | NARROGIN-<br>WICKEPIN MAIN<br>NARROGIN FL LOT<br>OPP LOT 507       | HIGH            | RPZ           | HIGH                                   | 4.5m  | YES                     |
| 9007802429 | NARROGIN FL | 4866L O'BRIEN RD<br>NARROGIN FL LOT<br>4866                        | LOW             | RPZ           | TANK                                   |   | NO                      |
| 9007802947 | NARROGIN FL | WICKEPIN-<br>DUMBLEYUNG<br>MAIN NARROGIN<br>FL LOT ADJ LOT<br>6109 |                 |               |  |   |                         |
| 9007805363 | NARROGIN FL | WICKEPIN-KULIN<br>MAIN NARROGIN<br>FL LOT 13302                    | HIGH            | RPZ           | HIGH                                   |   | YES                     |
| 9007805451 | NARROGIN FL | 31557 WICKEPIN-<br>KULIN RD<br>NARROGIN FL LOT<br>1557             | HIGH            | RPZ           | LOW                                    |   | NO                      |
| 9007805515 | NARROGIN FL | WICKEPIN-KULIN<br>MAIN NARROGIN<br>FL LOT 3616                     | HIGH            | RPZ           | HIGH                                   | 1m  | NO                      |
| 9007805881 | NARROGIN FL | 5203L WICKEPIN-<br>KULIN MAIN<br>NARROGIN FL LOT<br>5203           | HIGH            | TUNDISH       | HIGH                                   | 4.7m  | NO                      |
| 9007805929 | NARROGIN FL | 7446L WICKEPIN-<br>KULIN MAIN<br>NARROGIN FL LOT<br>7446           | HIGH            | TUNDISH       | HIGH                                   | .8m   | YES                     |

|            |             |   |      |     |       |      |    |
|------------|-------------|---|------|-----|-------|------|----|
| 9007806112 | NARROGIN FL | 6865L STOCK ROUTE RD<br>NARROGIN FL LOT 6865    | MED  | RPZ | TANK  |      | NO |
| 9007806120 | NARROGIN FL | WICKEPIN-KULIN MAIN<br>NARROGIN FL LOT<br>16479 | HIGH | RPZ | HIGH  | 4.2m | NO |
| 9007749250 | TINCURRIN   | MCDUGALL ST<br>TINCURRIN LOT PT 7               | MED  | RPZ | BOTH  | 30   | NO |
| 9007769411 | YEALERING   | SEWELL ST YEALERING<br>LOT PT(9610)             | LOW  | RPZ | TANKS | 20   | NO |

The backflow device to be installed is as per the following drawing:



The anticipated cost to Council is approximately \$250 per standpipe or in Total \$3,250 this has been added into the budget estimates.

**Meetings Attended**

| <b>May 2013</b>  | <b>Issues</b>                                     |
|------------------|---|
| <b>21/06</b>     | Finance Officer Interview                         |
| <b>27/06</b>     | Draft Budget Meeting                              |
| <b>28/06</b>     | Central Country Zone Narrogin Golf Club, Narrogin |
| <b>June 2013</b> | <b>Issues</b>                                     |
| <b>3/07</b>      | Governance Meeting                                |
| <b>3/07</b>      | Technical Services Meeting                        |
| <b>5/07</b>      | Phil's Farewell Breakfast at the Shire Depot      |
| <b>11/07</b>     | Dryandra Visitor Centre                           |
| <b>11/07</b>     | Main Roads Wheatbelt South – Wickepin CEO Office  |

**Delegations**

| <b>No.</b> | <b>Delegation Name</b>                            | <b>Delegation To</b> | <b>Delegation Exercised</b>           | <b>When Exercised</b> | <b>Persons Affected</b>            |
|------------|---|----------------------|---------------------------------------|-----------------------|------------------------------------|
| <b>A1</b>  | <b>Cheque Signing and Account Authorisation</b>   | <b>CEO</b>           | Signing Cheques                       | June 2013             | Nil                                |
| <b>A2</b>  | <b>Septic Tank Application Approvals</b>          | <b>EHO</b>           |                                       |                       |                                    |
| <b>A3</b>  | <b>Building Approvals</b>                         | <b>BO</b>            |                                       |                       |                                    |
| <b>A4</b>  | <b>Road Side Advertising</b>                      | <b>CEO</b>           |                                       |                       |                                    |
| <b>A5</b>  | <b>Application for Planning Consent</b>           | <b>CEO</b>           |                                       |                       |                                    |
| <b>A6</b>  | <b>Appointment and Termination of Staff</b>       | <b>CEO</b>           | Kerry Fisher – Senior Finance Officer | June 2013             | Kerry Fisher and Shire of Wickepin |
| <b>A7</b>  | <b>Rates Recovery – Instalment Payments</b>       | <b>CEO</b>           |                                       |                       |                                    |
| <b>A8</b>  | <b>Issue of Orders</b>                            | <b>CEO</b>           |                                       |                       |                                    |
| <b>A9</b>  | <b>Legal Advice</b>                               | <b>CEO</b>           |                                       |                       |                                    |
| <b>A10</b> | <b>Permits to Use Explosives</b>                  | <b>CEO</b>           |                                       |                       |                                    |
| <b>A11</b> | <b>Street Stalls</b>                              | <b>CEO</b>           |                                       |                       |                                    |
| <b>A12</b> | <b>Liquor Consumption on Shire Owned Property</b> | <b>CEO</b>           | Bootleggers Ball                      | 20 July 2013          | Amanda Heaney                      |
| <b>A13</b> | <b>Hire of Community Halls / Community Centre</b> | <b>CEO</b>           | Bootleggers Ball                      | 20 July 2013          | Amanda Heaney                      |
|            |   |                      | Facey Group – DAFNA                   | 22 July 2013          | Cheryl Groom                       |

**Recommendations:**

That Council endorses the Chief Executive Officers Report dated 11 July 2013.

**Voting Requirements:**

Simple majority

**Resolution No 170713-21****Moved Cr Astbury / Seconded Cr Lansdell**

That Council endorses the Chief Executive Officers Report dated 11 July 2013.

**Carried 7/0**

**13. Notice of Motions for the Following Meeting****14. Reports & Information****15. Urgent Business****16. Closure**

There being no further business the Presiding Officer declared the meeting closed at 4.40pm.