



A Fortunate Place

Shire of Wickepin

# Minutes

## Ordinary Meeting of Council

Council Chambers, Wickepin

# 21 FEBRUARY 2018



## Notice of an Ordinary Meeting of Council

Please note that the next ordinary meeting of Council of the Shire of Wickepin will be held on 21 February 2018 at Council Chambers, Wickepin, commencing at 3.30pm.

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

Mark J Hook  
Chief Executive Officer

16 February 2018

### Time Table

10.00am	Caroline Robinson
12.00pm	Lunch
12.45pm	Forum Session
3.00pm	Afternoon Tea
3.30pm	Ordinary Council Meeting
5.00pm	Governance, Audit and Community Services Meeting

### Disclaimer

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

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

**SHIRE OF WICKEPIN  
QUESTIONS FROM THE PUBLIC**

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

**NAME:**

**SIGNATURE:**

**ADDRESS:**

**TELEPHONE:**

**MEETING/DATE:**

**NAME OF ORGANISATION REPRESENTING (if applicable):**

**QUESTION:**

## SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

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

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

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**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin  
Wednesday 21 February 2018**

The President declared the meeting open at 3.34 pm.

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

President	Cr JA Russell
Councillor	Cr Fran Allan
Councillor	Cr S Hyde
Councillor	Cr GCL Hinkley
Councillor	Cr N Astbury
Councillor	Cr WA Astbury
Councillor	Cr SJ Martin
Councillor	Cr Allan Lansdell
Chief Executive Officer	Mr MJ Hook
Deputy Chief Executive Officer	Mrs NA Manton
Executive Support Officer	Ms AE Prior (Minute Taker)

**Leave of Absence (Previously Approved)**

**Apologies**

**2. Public Question Time**

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

Nathan Astbury

**Resolution No 210218-01**

**Moved Cr Gerri Hinkley / Seconded Cr Fran Allan**

That Council grant a leave of absence for the Ordinary Council meeting on 21 March 2018 for the following Councillor;

Cr Nathan Astbury

**Carried 8/0**

**4. Petitions, Memorials and Deputations**

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

**10.2.06 CBH – RAV NETWORK CUBALLING EAST ROAD**

Cr Russell, Cr Martin, Cr Hinkley, Cr W Astbury, Cr N Astbury declared a financial interest – Deliver and sell grain to CBH.

6.      **Confirmation of Minutes** – Ordinary Meeting of Council – 20 December 2017

**Resolution No 210218-02**

**Moved Cr Allan / Seconded Cr W Astbury**

That the minutes of the Ordinary Council meeting held on Wednesday 20 December 2017 be confirmed as a true and correct record.

**Carried 8 / 0**

7.      **Receival of Minutes**

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## 7.1 Albert Facey Homestead Committee Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Agatha Prior, Executive Support Officer
File Reference:	CR.MEE.208
Author:	Agatha Prior, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	15 February 2018

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**Enclosure / Attachment:**

Minutes of the Albert Facey Homestead Committee Meeting held on Monday 5 February 2018.

**Background:**

The Albert Facey Homestead Committee Meeting was held on Monday 5 February 2018.

**Comment:**

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

**Statutory Environment:**

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

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

**Recommendation:**

That the Minutes for the Albert Facey Homestead Committee Meeting held on Monday 5 February 2018 be received.

**Voting Requirements:** Simple majority.

### Resolution No 210218-03

Moved Cr Hinkley / Seconded Cr Martin

That the Minutes for the Albert Facey Homestead Committee Meeting held on Monday 5 February 2018 be received.

Carried 8 / 0





A Fortunate Place



Shire of Wickepin

# Minutes

## Albert Facey Homestead

## Committee Meeting

Council Chambers, Wickepin

# 5 FEBRUARY 2018

**SHIRE OF WICKEPIN  
QUESTIONS FROM THE PUBLIC**

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**NAME OF ORGANISATION REPRESENTING (if applicable):**

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**Minutes of an Albert Facey Homestead Committee Meeting held in Council Chambers, Wickpin  
– Monday 5 February 2018 commencing @ 2.00pm.**

The Chairperson declared the meeting open at 2.35pm.

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

Dave Astbury	Member
Libby Heffernen	Member
Linley Rose	Member
Helen Warrilow	Member
Margaret Fleay	Member
Mr Mark Hook	Chief Executive Officer
Agatha Prior	Executive Support Officer (Minute Taker)
CR Allan Lansdell	Observer

**Apologies**

Karen Rushton  
Luci Satori  
Charlotte Astbury

**Leave of Absence (Previously Approved)**

**2. Public Question Time**

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

**4. Petitions, Memorials and Deputations**

**4.1 *The CEO Mark Hook called for nominations for Chairperson for the Albert Facey Homestead Committee.***

Dave Astbury was nominated by Libby Heffernen

Dave Astbury accepted the nomination.

**Moved Linley Rose /Seconded Margaret Fleay**

That Dave Astbury be elected as Chairperson for the Albert Facey Homestead committee for a period of two years.

**Carried 5 / 0**

## Declarations of Member's and Officer's Interest

## Confirmation of Minutes – Albert Facey Homestead – 6 November 2017

**Moved Linley Rose /Seconded Libby Heffernan**

That the minutes of the Albert Facey Homestead Committee held on 6 November 2017 be confirmed as a true and correct record.

**Carried 5 / 0**

## Status Report (Business arising from previous minutes)

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

Subject/Action	Officer	Progress	Status	Comment
Albert Facey Heritage Trail Signs	CDO	CDO has spoken to TPG	○	
Repairs to roof and gutters	CEO	Dale Curtis to carry out works	✓	Works Completed

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

○ = in progress    ✓ = completed    ✕ =superseded

- Financials

## 8.1 Albert Facey Homestead Municipal Funds Budget

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Albert Facey Homestead Committee
<b>Name of Applicant:</b>	Mark J Hook, Chief Executive Officer
<b>File Reference:</b>	CR.MEE.208
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	31 January 2018

**Enclosure / Attachment:** Nil

### Background:

#### Comment:

Below is the current 2017/2018 financial statement for the Albert Facey Homestead committee.

Date	Description	Income
28/07/2017	Albert Facey Homestead Takings	260.00
06/09/2017	Albert Facey Homestead Takings	231.82
04/10/2017	Albert Facey Homestead Takings	358.23
13/10/2017	Albert Facey Homestead Takings	181.82
16/10/2017	Albert Facey Lunch Avon Valley Carriage Drive	130.91
09/11/2017	Albert Facey Homestead Takings	181.82
31/01/2018	Albert Facey Homestead Takings	214.55
		<b>1,559.15</b>

Date	Description	Expenditure
13/07/2017	LGISWA Property Insurance 2017/18	204.45
31/07/2017	Elizabeth Heffernan Cleaning July 2017	40.00
29/08/2017	Elizabeth Heffernan Cleaning 28 August 2017	40.00
30/09/2017	EWEN RURAL SUPPLIES mop & paint brushes September 2017	49.01
	Rake	14.09
	Paint brush	5.82
02/10/2017	LGISWA Property insurance 2017/18	204.45
16/11/2017	Refix facias, realign & fix back gutters, add downpipes & re-nail loose sheeting	2,200.00
10/11/2017	Cleaning	40.00
31/10/2017	Items for morning tea (Credit Ewens)	-14.84
31/10/2017	Items for morning tea	42.80
31/10/2017	Catering for carriage drive	90.91
21/11/2017	Fire equipment service	50.00
07/11/2017	Spider Spraying & Baiting	145.72
		<b>3,112.41</b>

**Financial Implications:** Not Applicable

**Policy Implications:** Not Applicable

**Strategic Implications:** Not Applicable

**Recommendation:**

That the financial statement tabled for the period ending 31 January 2018 as presented be received.

**Voting Requirements:** Simple majority

**Moved Libby Heffernen / Seconded Margaret Fleay**

That the financial statement tabled for the period ending 31 January 2018 as presented be received

**Carried 5 / 0**

- Notice of Motions of Which Notice Has Been Given
- Receipt of Reports & Consideration of Recommendations

## **11. Notice of Motions for the Following Meeting**

## **12. Reports & Information**

### **12.1 Other matters raised by members**

#### **12.1.2 Linley Rose – Congratulations**

Linley Rose extended big congratulations to Dave Astbury on his Order of Australia Medal.

#### **12.1.3 Libby Heffernen – Creative Car Cruise**

Libby Heffernen asked if any committee members are available for the weekend of the 17 March 2018 to assist with a car club visit.

#### **12.1.4 CR Allan Lansdell - Campfire Country**

CR Allan Lansdell proposed the Albert Facey committee put together a tour for people attending Campfire Country 15, 16 and 17 June 2018.



### 13. Urgent Business

### 14. Closure

The next Albert Facey Homestead Committee Meeting will be held on 7 May 2018 at 2.00pm.

There being no further business the Chairperson declared the meeting closed at 3.17pm.

#### Actions Requested from meeting

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

---

## 7.2 Lifestyle Retirement Committee Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Agatha Prior, Executive Support Officer
File Reference:	CR.MEE.203
Author:	Agatha Prior, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	15 February 2018

---

**Enclosure / Attachment:**

Minutes of the Lifestyle Retirement Committee Meeting held on Wednesday 14 February 2018.

**Background:**

The Lifestyle Retirement Committee Meeting was held on Wednesday 14 February 2018.

**Comment:**

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

**Statutory Environment:**

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

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

**Recommendation:**

That the Minutes for the Lifestyle Retirement Committee Meeting held on Wednesday 14 February 2018 be received.

**Voting Requirements:** Simple majority.

### Resolution No 210218-04

Moved Cr Hinkley / Seconded Cr Martin

That the Minutes for the Lifestyle Retirement Committee Meeting held on Wednesday 14 February 2018 be received.

Carried 8 / 0



A Fortunate Place



# Minutes

## Lifestyle Retirement Committee

Council Chambers, Wickepin

# 14 FEBRUARY 2018



## Notice of a Lifestyle Retirement Committee Meeting

Please note that the next Lifestyle Retirement Committee Meeting of the Shire of Wickepin will be held on Wednesday 14 February 2018 at Council Chambers, Wickepin, commencing at 3.00pm.

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

A handwritten signature in blue ink, appearing to read "Mark Hook", is written over a horizontal line.

Mark Hook  
Chief Executive Officer

9 February 2018

### Disclaimer

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## Terms of Reference

### 1. Name

Lifestyle Retirement Committee

### 2. Members

Syd Martin  
Cr Fran Allan  
Cr Allan Lansdell  
Murray Lang  
Coleen Thompson  
Colin Hemley  
Audrey Bird  
Kevin Coxon  
Leanne Smith  
Chris Lozenicins

### 3. Objectives

This Committee deals with issues relating to lifestyle retirement in the Shire of Wickepin and makes recommendations to the Ordinary Council meeting.

The Lifestyle Retirement Committee has no delegated authority.

The main functions of the Committee are to:

1. Receive reports from the Chief Executive Officer and appropriately delegated officers.
2. Consider the material in the reports from the Chief Executive Officer and appropriately delegated officers.
3. Formulate recommendations to the Ordinary Council Meeting.
4. To represent to the Council the views of the community regarding Aged Persons Housing.
5. To represent the Councils position in regards Aged Housing to regulatory bodies and interest groups/committees.
6. To assist the Wickepin Council in developing an Aged Housing Strategy.

### 4. Scope/Jurisdiction

The Committee is appointed and empowered in accordance with the provisions of the Local Government Act 1995.

Resolutions/recommendations of the committee must first be considered and endorsed by Council prior to any action by a Committee Member or Chief Executive Officer.

### 5. Appointment of Committee Members

Council calls for written nominations for members of the Lifestyle Retirement Committee in October, to run in accordance with Council elections. Committee members are appointed by Council at the November Ordinary Council meeting.

#### **6. Appointment of Committee Chair**

A chairperson is appointed at the first Lifestyle Retirement Committee Meeting at the beginning of each year by the committee members.

#### **7. Meeting Frequency**

The Lifestyle Retirement Committee meets four times a year on the second Wednesday of that month at 3:00pm.

Meeting dates for 2018 are as follows:

Day	Date	Time
Wednesday	February 14, 2018	3.00pm
Wednesday	May 9, 2018	3.00pm
Wednesday	August 8, 2018	3.00pm
Wednesday	November 14, 2018	3.00pm

**8. Related Policies/Bylaws:** Nil

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QUESTIONS FROM THE PUBLIC**

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**ADDRESS:**

**TELEPHONE:**

**MEETING/DATE:**

**NAME OF ORGANISATION REPRESENTING (if applicable):**

**QUESTION:**

## SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

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**Minutes of a Lifestyle Retirement Committee Meeting held in Council Chambers, Wickpin  
Wednesday 14 February 2018**

The Chairperson declared the meeting open at 2.58 pm.

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

Syd Martin	Chairperson
Cr Fran Allan	Member
Murray Lang	Member
Coleen Thompson	Member
Kevin Coxon	Member
Chris Lozenicins	Member

Mr Mark J Hook	Chief Executive Officer
Mrs Natalie Manton	Deputy Chief Executive Officer
Ms Agatha Prior	Executive Support Officer (Minute Taker)

**Apologies**

Cr Allan Lansdell	Member
Colin Hemley	Member
Audrey Bird	Member
Leanne Smith	Member

**Leave of Absence (Previously Approved)**

- 2. Public Question Time**
- 3. Applications for Leave of Absence/Apologies**
- 4. Petitions, Memorials and Deputations**
- 5. Declarations of Member's and Officer's Interest**
- 6. Confirmation of Minutes – Lifestyle Retirement Committee Meeting – 29 November 2017**

**Moved Fran Allan / Seconded Murray Lang**

That the minutes of the Lifestyle Retirement Committee held on 29 November 2017 be confirmed as a true and correct record.

**Carried 6 / 0**

## 7. Status Report

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

Subject/Action	Date	Officer/File	Progress	Status	Comment
Timeline be undertaken that shows decisions needed to be undertaken by the Lifestyle committee and Council towards the aged housing accommodation.		CEO	Unable to progress until Financial Assistance Agreement is signed and finalized by the State Government.	○	FAA sent back to the Department of Regional Development for signing on 19/04/2017.

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

○ = in progress    ✓ = completed    ✕ =superseded

## 8. Notice of Motions of Which Notice Has Been Given

## 9. Receipt of Reports & Consideration of Recommendations

## Business of Meeting

**9.1 – Project Update**

<b>Submission To:</b>	Lifestyle Retirement Committee
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Council
<b>File Reference:</b>	CR.MEE.203
<b>Author:</b>	Natalie Manton, Deputy Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	9 February 2018

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**Wheatbelt South Aged Housing Alliance (WSAHA)**

The new Memorandum of Understanding (MOU) has been drafted for the Shires of Corrigin, Cuballing, Narrogin and Wickepin as well as Narrogin Cottage Homes who will work together to build 20 aged housing units in six towns. The revised MOU was signed on 28 November 2017 and ensures that all partners clearly understand the project aims, objectives and the responsibilities for each of the participants.

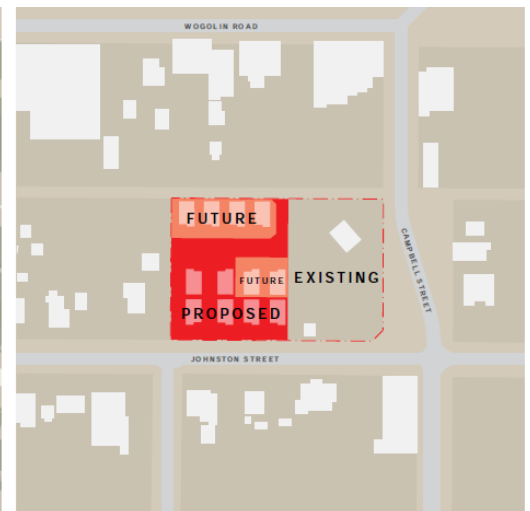
The Shire of Wickepin will act as the Lead Agency for the Aged Housing Project.

**Concept Plans**

TPG Urban Planners were appointed to develop a Concept Plan for each of the towns of Corrigin, Cuballing, Kondinin, Hyden, Narrogin and Wickepin with the cost to be covered by the individual shires.

The aim of the Concept Plan is to facilitate communication with the community and show the overall layout of units on the site including: areas for future units, site capacity - number of units that will fit on the site, orientation, solar passive, driveway and access, offset of units relative to others, privacy, communal spaces and landscaped areas and drainage

Once finalized, the Concept Plan will be used as the basis for obtaining quotes to design the headwork's and build the units.



### CONCEPT SUMMARY

Lot Area	9,704m <sup>2</sup>
Proposed Development Area	2,121m <sup>2</sup>
Proposed New Access Laneway Area	1,236m <sup>2</sup>
Proposed Number of Units	6

- Site layout is to consider future expansion to cater for potential additional 6 units.
- Site layout is to consider relationship to existing pedestrian link and landscape elements to the east.

Note: This concept plan is intended as a guide to inform tendering parties only. Site conditions and dimensions may vary.

## Aged Housing Concept

23 Johnston Street, Wickein

Date: 18 Dec 2017  
 Scale: 1:400 (A3) 1:200 (A1)  
 Manager: GP  
 Designer: GP  
 Checker: GP  
 File: 17-036 CP-6 A



### **Building Better Regions Funding**

The Building Better Regions Fund application was submitted on 19 December 2017 along with supporting documents including:

- Business Case
- Concept Plans
- Communications Plan
- Procurement Plan
- Project Plan
- Risk Management Plan

The application to build 20 units requested BBRF total grant funding of \$4,924,200 and cash contribution from the combined 5 project partners of \$1,642,200 as well as in kind funds of \$754,470.

An announcement of successful applications is not expected until Mid-2018. There is no start date but projects are expected to commence after July 2018 and are to be completed by December 2020.

Pracsys were engaged by the WSAHA to complete a Cost Benefit Analysis to measure economic and social impact of the project which contributed 25 of the possible 35 merit criteria points.

The business case and project budget indicate that a cash contribution of approximately \$82,000 per unit would be required. The Shire of Wickepin is planning to build six units and will need to contribute \$450,000 in cash as well as additional in kind works.

### **Project Milestones and Timing**

The start date is not known yet but if the BBRF application is successful the project is expected to commence between July and October 2018 and will need to be completed by December 2020. Key milestones are expected to be as follows:

Oct 2018	Call tenders
Dec 2018	Award tenders
Mar 2019	Building commence
Oct 2019	Building completed
Dec 2019	Services installed (power, water and telecommunications)
May 2020	Landscaping, driveway and fences completed
Oct 2020	Final payments to contractors
Dec 2020	Final report and acquittal.

### **Regional Aged Accommodation Program**

The State Government recently announced the Regional Aged Accommodation Program (Program) - a Royalties for Regions initiative in the 2017-18 State Budget with a funding allocation of \$22.7 million. The key objective of the Program is to provide grant funding to suitable residential aged care or aged accommodation projects in regional areas. Program submissions must be submitted by COB 9th March 2018.

Some key points regarding the program are:

The Program will not be publicly advertised. Regional Development Commissions have been asked to solicit proposals from proponents.

- Funding for projects will only be available in 2018/19 and 2019/20 financial years
- The requested funding must only be utilised towards units/beds for residents 65 years and over, and/or Aboriginal people aged 55 years and over. If any component of the proposal caters to people outside these demographics, then the proponent must utilise alternative funding sources to deliver this component.
- All submissions must be supported by a robust business case.

#### Eligibility Criteria

- Project proposals must be for the refurbishment, expansion or creation of residential aged care or aged accommodation
- The funding must only be utilised towards units/beds for residents 65 years and over, and/or Aboriginal people aged 55 years and over. If any component of the proposal caters to people outside these demographics, then the proponent must utilise alternative funding sources to deliver this component.
- All submissions must be supported by a robust Business Case.

The following principles will be applied in the delivery of the Program:

- Aged accommodation projects that were not funded as part of the 2017-18 State budget will be given the opportunity to apply to access the Program
- Consideration will be given to new aged care projects (either residential aged care or aged accommodation) from across all regions, that are well scoped, well leveraged and demonstrate need.
- Funding for projects will only be available in 2018/19 and 2019/20.

The assessment panel will give priority to projects that:

- Demonstrate need or demand.
- Contribute to regional outcomes (i.e. create jobs and promote economic growth).
- Are ready for construction.
- Have a high proportion of leveraged funding (suitable evidence of secured leveraged funding must be provided with the proposal).
- Have a high level of proposed local content.
- Implement means testing in the allocation of resident beds/units.

Demonstrate ongoing sustainability and viability

- Demonstrate ageing in place principles.
- Demonstrate an understanding of Commonwealth Government, State Government, and Local Government standards relating to universal design in the construction and/or operation of the facility.

An independent Assessment Panel will evaluate submissions against the following criteria:

- Need for Royalties for Regions Investment 30%
- Alignment to Regional Priorities (including Local Jobs/Local Content) - 20%
- Proposal Status – 10%
- Recurrent Funding/Sustainability– 10%
- Leveraged Funding – 10%
- Proponent Experience/Project Governance – 10%
- Implementation of Means Testing – 10%

As the lead agency for the WSAHA Aged Housing Project the Shire of Wickepin has recommendation that the WSAHA submit an application for funding as part of the Royalties for Regions – Regional Aged Accommodation Fund for \$1,642,200 being the cash component of the Building Better Regions Fund application.

It was also recommended that a consultant be engaged to review the existing WSAHA Aged Housing Project documents and revise where necessary to address the Regional Aged Accommodation Fund criteria

**10. Notice of Motions for the Following Meeting**

**11. Reports & Information**

**11.1 Other matters raised by members**

**12. Urgent Business**

**13. Closure**

The next Lifestyle Retirement Committee Meeting will be held in 9 May 2018

There being no further business the Chairperson declared the meeting closed at 4.00 pm.

**Actions Requested from meeting**

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



## 8. Status Report

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

Item	Subject/Action	Officer/File	Progress	Status	Comment
841-190117-09	Sewerage System Capacity – New Dam	CEO	That Council construct a new sewerage holding dam located in the Shire of Wickepin sub-division located on the East side of Wickepin-Harrismith Rad, including pipes, fittings and pumping facility at a cost of \$15,500.00	✓	Construction is Completed
898-201217-8	UGSHA – Donation	CEO	That Council advise the UGSHA that the Shire of Wickepin won't be making a financial contribution towards the two international hockey games being held in Narrogin on the 27-28 January 2018	✓	CEO sent letter 22/12/2017
899-201217-10	Louie-jane Gamble – Rates 11 Collins St	CEO	That Council advise Louie-Jane Gamble that it is unable to make Lot 192, 11 Collins St unrateable and is unwilling to make any donation equivalent to the rate payment on Lot 192, 11 Collins St	✓	CEO sent letter 22/12/2017
900-201217-11	GROH Housing Program	CEO	That the Shire of Wickepin advise Mr Matthew Meyers, Program Manager, Housing Programs, Housing, DOC that Council is not in a position to fund the construction of a suitable 4 bedroom, 2 bathroom dwelling with a separate living area in Wickepin on a long term basis for the use and occupation of the Education Department under the GROH program on a 9 year lease with a 1 year option at this moment in time	✓	CEO sent letter 22/12/2017
901-201217-15	Application for the Planning Approval – Mobile Phone Base Station – Lot 1 (No. 577) Tincurrin Road, Tincurrin	CEO	That Council: <ol style="list-style-type: none"> <li>1. Advertise the application for Planning Approval to adjoining landowners for public comment in accordance with clause 64 (3) (a) of the deemed provisions for local planning schemes.</li> <li>2. Forward the application to Civil Aviation Safety Authority (CASA), Department of Biodiversity, Conservation and Attractions and Department of Planning, Lands and Heritage for comment on the proposal and have due regard to any comments received.</li> <li>3. In the event that no negative submissions are received authorise the Chief Executive Officer to grant planning approval for the mobile phone</li> </ol>	✓	No Submissions Received. Approval Granted

Item	Subject/Action	Officer/File	Progress	Status	Comment
			<p>base state at Lot 1 (No. 577) Tincurrin North Road, Tincurrin, subject to the following conditions:</p> <p>a) The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.</p> <p>b) Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.</p> <p>c) The development approved shall be in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of Council.</p> <p>d) All drainage run-off associated with the development shall be contained on site or connected to the Shires storm water drainage system to the satisfaction of the Chief Executive Officer.</p> <p>e) The use permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason or appearance or the emission of noise, vibration, odour, vapour, dust, waste water, waste products or otherwise.</p> <p>f) All electromagnetic emissions are to comply</p>		

Item	Subject/Action	Officer/File	Progress	Status	Comment
			and be carried out in accordance with Australian Communications and Media Authority requirements. g) Should the application require the clearing of remnant vegetation the applicant should liaise with the Department of Water and Environmental Regulation.		
902-201217-16	Townscape and Cultural Planning Committee membership	CEO	That Council appoint Spencer Davidson as a member of the Shire of Wickepin Townscape and Cultural Planning Committee	✓	ESO sent letter 24/11/2017

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

## Technical Services

**10.1.01 – Manager Works and Services Report**

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Peter Vlahov, Manager Works & Services
File Reference:	CM.REP.1
Author:	Peter Vlahov, Manager Works & Services
Disclosure of any Interest:	Nil
Date of Report:	14 February 2018

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Enclosure / Attachment: Nil

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

Comment:

**Programmed Construction Works**

- The construction team is currently working on the Line Road project. All of the gravel has been carted to the site and water binding is progressing. This project is 30% completed.
- The Pingelly Wickepin Road reconstruction project has been completed.
- The asphalt widening of the Wickepin Harrismith Road has been completed.
- The Wickepin North Road widening has been completed.
- Asphalt overlay at the intersection of Wickepin Corrigin Road and Gillimanning Road has been completed.
- Tree pruning contractor is currently working in the Mclean Road area.
- Culvert extension has been completed on the Wickepin Corrigin Road floodway project.

**Plant Replacement**

- Nothing to report.

**Maintenance Works**

- Grading various roads.
- Pot-hole patching.
- Metal waste located at Wickepin will be removed by AA Recycling Company mid-March.
- Rubbish tip maintenance.
- Various fallen trees.
- Culvert repairs at Wickepin North Road
- Signage maintenance including installation of various school bus signs.
- Guide posting maintenance.
- Begin vegetation pruning program
- Investigate damaged footings at the Arts and Crafts Building.

**Occupational Health and Safety**

- No issues to report.

**Workshop**

- General servicing of plant and equipment.
- Grader repairs and modifications.
- Major renovations to Terry Brown side tipping dog trailer.
- Acting MWS.
- Replace Ring-feeder WK 342.
- Set up water pump for Line Road.
- Various building maintenance etc.
- Carried out recall work on fire trucks.
- 

**Parks and Gardens**

- Caravan Park major clean-up.
- Prune street trees various
- Weed control
- Oval maintenance.
- General mowing
- Reticulation repairs and maintenance
- Maintenance and pumping at the sewer ponds.
- Walk trail maintenance
- Mow the Harrismith oval.
- General maintenance at Lake Yealering, Harrismith and Tincurrin.

**Plant and Equipment**

Shire equipment is in excellent condition.

Some machines such as the Volvo backhoe loader are used in more trying conditions than other machines. This is due to the very diverse nature of the tasks that the backhoe is used for such as;

- Loading sand and gravel
- Shifting large trees from the roads during storms
- Digging trenches
- Rubbish tip maintenance

The backhoe is also operated by almost every outside employee and is therefore susceptible to operators that are not familiar with the machine as the others.

The pin mount breaking has happened in the past and on investigation it has been difficult to locate a used part as most used machines have broken pin mountings. The operator who broke the pin mounting was not often required to operate this machine and collided with a strainer post while entering a gravel pit. This unfortunately broke the pin mounting for the hoe.

All similar machines have a no pin mechanism and are hydraulically actuated (JCB, CAT, Deere, etc.).

As can be seen in the report (supplied), the Volvo backhoe loader has not had an extraordinary amount of repairs considering the type of work it has to do.

I would strongly recommend to council that a heavier machine should be purchased at the next change over.

Councillors are welcome to inspect the Shire machinery at any time.

**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 21 February 2018.

**Voting Requirements:** Simple majority

**Resolution No 210218-05**

**Moved Cr Lansdell / Seconded Cr Allan**

That council notes the report from the Manager of Works and Services dated 21 February 2018

**Carried 8 / 0**

Governance, Audit and Community Services

## 10.2.01 – Financial Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Natalie Manton – DCEO
File Reference:	FM.FR.1212
Author:	Natalie Manton – DCEO
Disclosure of any Interest:	Nil
Date of Report:	8 February 2018

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

**Background:** In accordance with Section 6.4(2) of the Local Government Act 1995 and Regulation 35 of the Local Government (Financial Management) Regulations 1996, attached are the monthly 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 periods ending 31 December 2017 and 31 January 2018 as presented be received.

**Voting Requirements:** Simple majority

### **Resolution No 210218-06**

**Moved Cr Martin / Seconded Cr Hyde**

That the financial statements tabled for the periods ending 31 December 2017 and 31 January 2018 as presented, be received.

**Carried 8 / 0**

4.16 - MWS Peter Vlahov entered the chambers



Governance, Audit and Community Services

**10.2.02 – List of Accounts**

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Amanda Bullock – Finance Officer
File Reference:	FM.BA.1201
Author:	Amanda Smith – Finance Officer
Disclosure of any Interest:	Financial
Date of Report:	2 February 2018

**Enclosure / Attachment:** List of Accounts  
**Background:** List of Accounts remitted during the period from 1 December 2017 to 31 January 2018.

	<u>Vouchers</u>	<u>Amounts</u>
<b>Municipal Account</b>		
EFT	7959 – 8056	\$ 358,102.76
Cheques	15483 – 15493	\$ 20,676.95
Payroll	December	\$ 99,274.44
Superannuation	December	\$ 12,990.87
Credit Card	December	\$ 3,314.70
Direct Deductions	December	\$ 5,364.51
<b>Trust</b>		
EFT		\$ 0.00
Cheques	1296 – 1297	\$ 1040.00
<b>DECEMBER TOTAL</b>		<b>\$ 500,764.23</b>

	<u>Vouchers</u>	<u>Amounts</u>
<b>Municipal Account</b>		
EFT	8057 – 8093, 8095 – 8117	\$ 498,226.72
Cheques	15494 – 15499	\$ 23,541.97
Payroll	January	\$ 87,366.71
Superannuation	January	\$ 11,484.33
Credit Card	January	\$ 1,656.05
Direct Deductions	January	\$ 5,484.25
<b>Trust</b>		
EFT	8094	\$ 50.00
Cheques		\$ 0.00
<b>JANUARY TOTAL</b>		<b>\$ 627,810.03</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 costing's and the amounts shown have been remitted.

<b>Comment:</b>	Detailed answers to queries can be obtained for presentation at council meeting.
<b>Statutory Environment:</b>	Local Government (Financial Management) Regulations 1996 – Regulations 13 (2), (3) & (4)
<b>Policy Implications:</b>	Policy 3.1.7 - Cheque Issue
<b>Strategic Implications:</b>	Not applicable
<b>Recommendation:</b>	That Council acknowledges that payments totalling <b>\$1,128,574.26</b> have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.
<b>Voting Requirements:</b>	Simple majority

**Resolution No 210218-07**  
**Moved Cr Martin / Seconded Cr Allan**

That Council acknowledges that payments totalling \$1,128,574.26 have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

**Carried 8 / 0**



List of Accounts Due & Submitted to Committee					
December 2017					
Chq/EFT	Date	Name	Description	Muni	Trust
1296	20/12/2017	Mrs Oliva Dawes	Refund Bond		\$ 600.00
1297	22/12/2017	DOCEP - Bond Administrator	Bond Lodgement - U3 Cottage Homes		\$ 440.00
EFT7959	5/12/2017	Narrogin Sports Power	Items for Swimming Pool	\$ 55.49	
EFT7960	5/12/2017	Best Office Systems	Konica Minolta Copier Charges	\$ 548.32	
EFT7961	5/12/2017	Covs	Parts for Plant, Spray Mark & Protective Equipment	\$ 632.87	
EFT7962	5/12/2017	Dc & Lb Curtis	New Roof & Insulation for Oil Shed	\$ 1,793.00	
EFT7963	5/12/2017	AC & EJ Fulford & CO	Tip Maintenance and Cleaning Creek on Collins St	\$ 2,640.00	
EFT7964	5/12/2017	J C B Construction Equipment Australia	Filter for WK697	\$ 112.49	
EFT7965	5/12/2017	Landmark Engineering & Design Pty Ltd	Benches for Wk Community Centre Courts	\$ 1,218.80	
EFT7966	5/12/2017	Wagin Midalia Steel	Signpost Pipes for Line, Malyalling & Tincurrin North Rds	\$ 1,642.30	
EFT7967	5/12/2017	Komatsu Australia Pty Ltd	Filters for WK518 & WK822	\$ 917.49	
EFT7968	5/12/2017	Narrogin Hire Service And Reticulation	Reticulation Parts	\$ 380.40	
EFT7969	5/12/2017	Narrogin Quarry Operations	Cracker Dust for Wk-Corrigin Rd	\$ 202.71	
EFT7970	5/12/2017	Star Track Express	Freight on Items From JR Hersey	\$ 56.03	
EFT7971	5/12/2017	Rapid Print Finishing	Binding of Council Minutes	\$ 89.10	
EFT7972	5/12/2017	Pingelly Tyre Service	Tyres & Repairs for WK632, WK342 & WK3680	\$ 3,875.00	
EFT7973	5/12/2017	Redfish Technologies Pty Ltd	Projector Screen for Council Chambers	\$ 730.40	
EFT7974	5/12/2017	A F Smith & A L Bullock	Repairs to Yea Cvn Pk	\$ 568.00	
EFT7975	5/12/2017	T-quip	Part for WK642	\$ 38.15	
EFT7976	5/12/2017	Janet Vlahov Photography	Council Photos	\$ 300.00	
EFT7977	5/12/2017	Wickepin Motors	Repairs to WK0	\$ 489.50	
EFT7978	12/12/2017	Air Liquide Wa Pty Ltd	Cylinder Rental for November 2017	\$ 92.21	
EFT7979	12/12/2017	Bitutek	Spray Seal Works	\$126,919.96	
EFT7980	12/12/2017	Country Paint Supplies	White Paint for Yarling Brook Rd Bridge	\$ 69.50	
EFT7981	12/12/2017	Courier Australia	Freight on Parts, Library Books, BFB Clothing & Water Samples	\$ 108.39	
EFT7982	12/12/2017	Kelly Cochrane	October 2017 Cleaning for Yea Hall & Cvn Pk	\$ 952.50	

List of Accounts Due & Submitted to Committee					
December 2017					
Chq/EFT	Date	Name	Description	Muni	Trust
EFT7983	12/12/2017	Landgate	Interim Valuations	\$ 146.40	
EFT7984	12/12/2017	Dews Excavations	Clean Table Drain Wk-Pingelly Rd	\$ 1,936.00	
EFT7985	12/12/2017	Diamond Lock & Key	Keys for Wk Community Centre	\$ 41.80	
EFT7986	12/12/2017	Easifleet	Facey Group Vehicle Lease	\$ 486.26	
EFT7987	12/12/2017	Everlon Bronze	Cemetery Plaque	\$ 218.90	
EFT7988	12/12/2017	Efire & Safety	Fire Equipment Service	\$ 3,872.00	
EFT7989	12/12/2017	FESA - ESL	2017/18 ESL Quarter 2	\$ 12,172.50	
EFT7990	12/12/2017	Fowler Surveys	Centreline Spotting & Shoulder Pickup	\$ 2,156.00	
EFT7991	12/12/2017	Great Southern Fuel Supplies	November 2017 Fuel Account	\$ 14,507.29	
EFT7992	12/12/2017	Geoff Perkins Farm Machinery	Part for WK475	\$ 228.65	
EFT7993	12/12/2017	Great Southern Paving	Asphalt for Fence Rd & Wk-Harrismith Rd	\$ 8,937.50	
EFT7994	12/12/2017	J R & A Hersey Pty Ltd	Parts for WK2489, Oil Pump, Depot, WK-Pingelly Rd & Parks & Gardens	\$ 670.44	
EFT7995	12/12/2017	Harris Zuglian Electrics	Depot Hoist Installation & U3 Cottage Homes Repairs	\$ 2,384.95	
EFT7996	12/12/2017	Narrogin Ford	Replacement MWS Vehicle	\$ 20,000.00	
EFT7997	12/12/2017	Jim's Pest Control	Treatment for Spiders & Rodent Baiting	\$ 5,252.50	
EFT7998	12/12/2017	Shire Of Mingenew	LG Professionals Dinner Reimbursement	\$ 35.18	
EFT7999	12/12/2017	MJB Industries	Headwalls for Line Rd	\$ 3,448.50	
EFT8000	12/12/2017	Great Southern Waste Disposal	November 2017 Waste Collection & Bulk Pickup Transfer Stations	\$ 6,218.10	
EFT8001	12/12/2017	Star Track Express	Freight on Parts & Late Fees	\$ 107.15	
EFT8002	12/12/2017	Officeworks Superstores Pty Ltd	Stationery	\$ 160.36	
EFT8003	12/12/2017	PCS	Monthly Fees	\$ 85.00	
EFT8004	12/12/2017	Parrys	Clothing	\$ 350.10	
EFT8005	12/12/2017	Maureen Susan Preedy	Cleaning of Yea Toilets, Hall & Caravan Park	\$ 545.00	
EFT8006	12/12/2017	Tpg Town Planning, Urban Design And Heritage	WSAHA Concept Plan Monthly Fee	\$ 9,900.00	
EFT8007	12/12/2017	Shire Of Wickpin	CRC Community Grant - Venue Hire for Seniors Lunch	\$ 160.00	
EFT8008	12/12/2017	Peter Robert Stribling	Yealering Caravan Park Commission for November 2017	\$ 112.91	

List of Accounts Due & Submitted to Committee					
December 2017					
Chq/EFT	Date	Name	Description	Muni	Trust
EFT8009	12/12/2017	Stewart & Heaton	Fire Jackets & Pants	\$ 3,492.65	
EFT8010	12/12/2017	A F Smith & A L Bullock	Repairs to Hsm Golf Club, WK Cvn Pk, Art & Crafts & Clean Netball Courts	\$ 1,550.00	
EFT8011	12/12/2017	Western Australian Treasury Corp	Loan No. 100 Interest payment -	\$ 2,123.39	
EFT8012	12/12/2017	Wickpin Hotel And Harvest Cafe	Refreshments	\$ 1,053.92	
EFT8013	12/12/2017	Wickpin Newsagency	November 2017 Account	\$ 177.45	
EFT8014	12/12/2017	Wickpin Community Resource Centre	He Shed She Shed Donation	\$ 470.00	
EFT8015	12/12/2017	Wayfound	Printing	\$ 582.45	
EFT8016	12/12/2017	Lake Yealering Progress Association	Community Grant - Tourism Brochure	\$ 2,000.00	
EFT8017	12/12/2017	Yealering Shop	November Account	\$ 19.70	
EFT8018	22/12/2017	Australia Post	November 2017 Account	\$ 175.94	
EFT8019	22/12/2017	Frances Allan	Councillor Sitting Fees Jun - Dec 2017	\$ 2,330.08	
EFT8020	22/12/2017	Wes Astbury	Councillor Sitting Fees Jun - Dec 2017	\$ 2,302.68	
EFT8021	22/12/2017	Aquatic Services WA	Replace & Calibrate WK Oval Compact Controller	\$ 1,848.00	
EFT8022	22/12/2017	Triset Boss P / L	Cheques	\$ 693.00	
EFT8023	22/12/2017	Tutt Bryant Equipment	Filters for WK541	\$ 1,044.55	
EFT8024	22/12/2017	Burgess Rawson (WA) Pty Ltd	Wk Public Toilets Water Usage	\$ 536.54	
EFT8025	22/12/2017	Best Office Systems	Konica Minolta Copier Charges	\$ 200.85	
EFT8026	22/12/2017	CJD Equipment Pty Ltd	Parts for WK475	\$ 550.00	
EFT8027	22/12/2017	Central Agcare	Donation to Central Agcare as per Budget	\$ 2,000.00	
EFT8028	22/12/2017	Courier Australia	Freight on Parts, Cheques & Facey Group Australia Day Award	\$ 35.49	
EFT8029	22/12/2017	Covs	Parts for Plant, Lawnmowers and Chainsaw	\$ 1,077.26	
EFT8030	22/12/2017	Clark Equipment	Parts for WK2489	\$ 123.24	
EFT8031	22/12/2017	Dc & Lb Curtis	Supply & Install New Roof Yea Tennis Club Toilet Block	\$ 5,148.00	
EFT8032	22/12/2017	Edwards Motors Pty Ltd	Repairs to WK632	\$ 140.60	
EFT8033	22/12/2017	Ewen Rural Supplies	November 2017 Account	\$ 3,759.31	
EFT8034	22/12/2017	AC & EJ Fulford & CO	Construct Sewer Dam & Maintain Dump	\$ 12,760.00	
EFT8035	22/12/2017	Cr Gerri Hinkley	Councillor Sitting Fees Jun - Dec 2017	\$ 2,430.92	

List of Accounts Due & Submitted to Committee					
December 2017					
Chq/EFT	Date	Name	Description	Muni	Trust
EFT8036	22/12/2017	Sarah Jane Hyde	Councillor Sittng Fees Jun - Dec 2017	\$ 337.60	
EFT8037	22/12/2017	Jason Signmakers	Facey Group Australia Day Award	\$ 53.90	
EFT8038	22/12/2017	Kels Tyres	Tyre Valves for WK475 & WK2489	\$ 25.30	
EFT8039	22/12/2017	Cr Allan Lansdell	Councillor Sitting Fees Jun - Dec 2017	\$ 812.80	
EFT8040	22/12/2017	Metal Artwork Creations	Desk Plaque - Agatha Prior	\$ 53.90	
EFT8041	22/12/2017	Steven John Martin	Councillor Sitting Fees Jun - Dec 2017	\$ 1,168.56	
EFT8042	22/12/2017	Narrogin Hire Service And Reticulation	PVC for Yarling Court	\$ 48.00	
EFT8043	22/12/2017	Narrogin Glass	Flywire Doors for Yea Cvn Pk	\$ 3,015.60	
EFT8044	22/12/2017	Narrogin Pumps, Solar And Spraying	Pump for WK248 Water Tank & Sewer Ponds, Ph buffer, Reticulation & Parts for Standpipes	\$ 1,581.47	
EFT8045	22/12/2017	Narrogin Agricultural Repairs	Parts for Chainsaws	\$ 311.60	
EFT8046	22/12/2017	Narrogin Betta Home Living	Replacement Kettle for Depot	\$ 39.95	
EFT8047	22/12/2017	Narrogin Junior Basketball	Kidsport Vouchers	\$ 130.00	
EFT8048	22/12/2017	Wagin Plumbing	Repairs to WK Oval Reticulation	\$ 1,325.50	
EFT8049	22/12/2017	Pingelly Tyre Service	Tyre & Tube for WK2567 & WK813	\$ 338.12	
EFT8050	22/12/2017	Sebel Pty Ltd	Wk Community Centre Tables	\$ 2,642.64	
EFT8051	22/12/2017	A F Smith & A L Bullock	Repairs to U2 Yarling Court	\$ 78.00	
EFT8052	22/12/2017	Shire Of Narrogin	Building & EHO Services Oct & Nov 2017	\$ 2,420.00	
EFT8053	22/12/2017	Twinkarri P / L	Tree Pruning for Line, Malyalling Cemetery, WK-Hsm & Dwelyerdine Rds	\$ 51,557.00	
EFT8054	22/12/2017	Wickepin Rural Services	November Account	\$ 3,235.70	
EFT8055	22/12/2017	Western Australian Local Government Association	Elected Member Training - Cr Hyde	\$ 195.00	
EFT8056	22/12/2017	Yealering Hotel	Staff Christmas Party	\$ 1,540.00	
15483	5/12/2017	Cr Julie Russell	Reimbursement of Items for Seniors Christmas Lunch	\$ 277.30	
15484	12/12/2017	Judith Faye Bransby	Reimburse Overcharges	\$ 70.49	
15485	12/12/2017	Telstra	Phone Account	\$ 1,605.08	
15486	12/12/2017	Synergy	Power for Streetlights	\$ 1,758.75	

List of Accounts Due & Submitted to Committee					
December 2017					
Chq/EFT	Date	Name	Description	Muni	Trust
15487	12/12/2017	Water Corporation	Water Account for Storage Tank on Rabbit Proof Fence Rd	\$ 41.85	
15488	14/12/2017	Shire Of Wickpin	Petty Cash Reimbursement: Swimming Pool Float, Magnifying Glass, Afternoon Tea, Christmas Decorations	\$ 131.50	
15489	22/12/2017	Nathan Stewart Astbury	Councillor Sitting Fees Jun - Dec 2017	\$ 415.00	
15490	22/12/2017	A & A Corasaniti	Concrete Ramp	\$ 6,105.44	
15491	22/12/2017	Cr Julie Russell	Councillor Sitting Fees Jun - Dec 2017	\$ 3,562.80	
15492	22/12/2017	Synergy	Power Accounts	\$ 1,514.40	
15493	22/12/2017	Water Corporation	Water Accounts	\$ 5,194.34	
DD9410.1	6/12/2017	WA Local Government Super Plan	Payroll deductions	\$ 5,094.78	
DD9410.2	6/12/2017	ANZ Super	Superannuation contributions	\$ 450.47	
DD9410.3	6/12/2017	Prime Super	Superannuation contributions	\$ 228.36	
DD9410.4	6/12/2017	ING Custodians Pty Ltd	Superannuation contributions	\$ 240.28	
DD9410.5	6/12/2017	Tremayne Superannuation Fund	Superannuation contributions	\$ 157.54	
DD9410.6	6/12/2017	Colonial First State	Superannuation contributions	\$ 133.47	
DD9410.7	6/12/2017	MTAA Super Fund	Superannuation contributions	\$ 460.72	
DD9410.8	6/12/2017	AMP Flexible Lifetime Super Fund	Superannuation contributions	\$ 111.22	
DD9418.1	20/12/2017	WA Local Government Super Plan	Payroll deductions	\$ 4,586.85	
DD9418.2	20/12/2017	ANZ Super	Superannuation contributions	\$ 387.97	
DD9418.3	20/12/2017	Prime Super	Superannuation contributions	\$ 180.86	
DD9418.4	20/12/2017	ING Custodians Pty Ltd	Superannuation contributions	\$ 192.78	
DD9418.5	20/12/2017	Tremayne Superannuation Fund	Superannuation contributions	\$ 79.29	
DD9418.6	20/12/2017	Colonial First State	Superannuation contributions	\$ 276.07	
DD9418.7	20/12/2017	MTAA Super Fund	Superannuation contributions	\$ 365.72	
DD9418.8	20/12/2017	AMP Flexible Lifetime Super Fund	Superannuation contributions	\$ 44.49	
DD9423.1	1/12/2017	ANZ Bank	Merchant Fees for EFTPOS Terminal	\$ 253.31	



List of Accounts Due & Submitted to Committee					
December 2017					
Chq/EFT	Date	Name	Description	Muni	Trust
DD9423.3	6/12/2017	ANZ Bank	Credit Card: Plate Remake, Councillor Gratuity, Heavy Vehicle Licences, LG Professionals Conference Accommodation & Worksafe High Risk Work Licence	\$ 3,314.70	
DD9423.4	7/12/2017	American Express Australia Limited	Merchant Fees EFTPOS Terminal Amex Payments	\$ 0.48	
DD9423.5	13/12/2017	James Matthews	Pool Manager Contract Payment 10/2017-18	\$ 2,376.06	
DD9423.6	27/12/2017	James Matthews	Pool Manager Contract Payment 11/2017-18	\$ 2,376.06	
DD9423.7	27/12/2017	Best Office Systems	Konica Minolta Copier Lease	\$ 358.60	
	07/12/2017	Gross Payroll		\$ 53,217.95	
	21/12/2017	Gross Payroll		\$ 46,056.49	
				<b>\$499,724.23</b>	<b>\$1,040.00</b>

List of Accounts Due & Submitted to Committee					
January 2018					
Chq/EFT	Date	Name	Description	Muni	Trust
EFT8057	08/01/2018	AMPAC Debt Recovery (WA) Pty Ltd	Debt Recovery Costs December 2017	\$ 1,490.28	
EFT8058	08/01/2018	Bitutek	Bituminous Spray Seal Works	\$ 50,932.02	
EFT8059	08/01/2018	Amanda Louise Smith	Reimbursement - Council Meeting Items & Keyboard	\$ 130.15	
EFT8060	08/01/2018	Covs	Parts for Plant Items, Depot & WK-Pingelly Rd	\$ 708.26	
EFT8061	08/01/2018	Dews Excavations	Line Rd Headwall Installation	\$ 726.00	
EFT8062	08/01/2018	Edwards Motors Pty Ltd	CEO Vehicle Changeover	\$ 1,500.00	
EFT8063	08/01/2018	Harris Zuglian Electrics	Repairs at U2 Yarling Court	\$ 595.10	
EFT8064	08/01/2018	Komatsu Australia Pty Ltd	Parts & Repairs to WK518	\$ 9,347.54	
EFT8065	08/01/2018	Narrogin Hire Service And Reticulation	Retic Parts	\$ 228.00	
EFT8066	08/01/2018	Great Southern Waste Disposal	December 2017 Waste Collection & Bulk Pickup Transfer Stations	\$ 7,538.10	
EFT8067	08/01/2018	Narrogin Glass	Window for WK813	\$ 215.60	
EFT8068	08/01/2018	Narrogin Hardware Makit	Parts for Yea Hall, Wk Cvn Pk & Tip	\$ 82.80	
EFT8069	08/01/2018	Narrogin & Districts Netball Association	Kidsport Voucher	\$ 115.00	
EFT8070	08/01/2018	Officeworks Superstores Pty Ltd	Certificate Frames	\$ 82.45	
EFT8071	08/01/2018	PCS	IT Support for Nov - Dec	\$ 340.00	
EFT8072	08/01/2018	Parrys	Staff Clothing	\$ 344.20	
EFT8073	08/01/2018	Wagin Plumbing	Repair Damaged Sewer Lines at Facey Group Building	\$ 1,833.70	
EFT8074	08/01/2018	Maureen Susan Preedy	Cleaning Yea Toilets & Cvn Pk	\$ 657.50	
EFT8075	08/01/2018	Pracsys	WSAHA Cost Benefit Analysis	\$ 11,869.00	
EFT8076	08/01/2018	Kirstin Rigby	WK Caravan Park Commission	\$ 71.03	
EFT8077	08/01/2018	Sheridan's For Badges	Staff Name Badges	\$ 79.09	
EFT8078	08/01/2018	Peter Vlahov	Reimbursement - Repairs to Mobile	\$ 190.00	
EFT8079	08/01/2018	Western Australian Treasury Corp	Loan No. 102 Payment	\$ 5,792.79	
EFT8080	08/01/2018	WA Hino Sales & Service	WK2473 Vehicle Changeover	\$ 66,135.04	
EFT8081	08/01/2018	Wilsons Sign Solutions	Councillor Honour Board Update	\$ 116.60	
EFT8082	08/01/2018	Westrac Equipment	WK813 Vehicle Changeover	\$ 265,870.00	

List of Accounts Due & Submitted to Committee					
January 2018					
Chq/EFT	Date	Name	Description	Muni	Trust
EFT8083	08/01/2018	WESTERN AUSTRALIAN TREASURY CORP	Government Guarantee Fee	\$ 376.56	
EFT8084	15/01/2018	Narrogin Sports Power	Child Swim Vest	\$ 87.97	
EFT8085	15/01/2018	Courier Australia	Freight on Water Samples	\$ 22.11	
EFT8086	15/01/2018	Landgate	Rural UV Interim Valuation	\$ 80.90	
EFT8087	15/01/2018	Great Southern Fuel Supplies	December Account	\$ 11,468.53	
EFT8088	15/01/2018	Grab Photography & Design	Harrismith Cemetery Concept Development	\$ 2,117.50	
EFT8089	15/01/2018	Landmark Engineering & Design Pty Ltd	Bins	\$ 11,886.60	
EFT8090	15/01/2018	Narrogin Hire Service And Reticulation	Hose & Fittings	\$ 58.20	
EFT8091	15/01/2018	Shire Of Narrogin	Ranger Services	\$ 302.00	
EFT8092	15/01/2018	Wickepin Rural Services	December Account	\$ 1,597.90	
EFT8093	15/01/2018	Wickepin Community Resource Centre	2017/18 Budget Allocation	\$ 17,971.36	
EFT8094	16/01/2018	Sarah Jane Hyde	Cat Trap Bond Refund		\$ 50.00
EFT8095	16/01/2018	Australia Post	December 2017 Account	\$ 179.85	
EFT8096	16/01/2018	Air Liquide Wa Pty Ltd	Cylinder Rental	\$ 95.30	
EFT8097	16/01/2018	Building Supplies W A	Ceiling Panels for WK & HSM Community Centres & Yea Hall	\$ 262.40	
EFT8098	16/01/2018	Corner's Auto Electrics	Repairs to WK0	\$ 63.25	
EFT8099	16/01/2018	Kelly Cochrane	Cleaning Yea Hall & Cvn Pk	\$ 600.00	
EFT8100	16/01/2018	Dial Before You Dig	Dial Before You Dig Referrals Oct - Dec 2017	\$ 110.00	
EFT8101	16/01/2018	Easifleet	Facey Group Vehicle Lease	\$ 486.26	
EFT8102	16/01/2018	Fowler Surveys	Spot Centreline Wk-Pingelly Rd	\$ 1,452.00	
EFT8103	16/01/2018	Narrogin Hire Service And Reticulation	Reticulation Parts for WK Cvn Pk	\$ 804.03	
EFT8104	16/01/2018	Narrogin Toyota	Parts for Chainsaws, Lawnmowers, Quickcut Saw & Whipper Snipper	\$ 2,280.78	
EFT8105	16/01/2018	The Workwear Group Pty Ltd	Uniform	\$ 549.00	
EFT8106	16/01/2018	TPG Town Planning, Urban Design And Heritage	WASHA Concept Plan	\$ 9,900.00	
EFT8107	16/01/2018	RJ Smith Engineering	Parts for WK518 & WK2433	\$ 687.50	
EFT8108	16/01/2018	A F Smith & A L Bullock	Repairs to 5 Smith St & Wk Community Centre	\$ 920.60	

List of Accounts Due & Submitted to Committee					
January 2018					
Chq/EFT	Date	Name	Description	Muni	Trust
EFT8109	16/01/2018	Wickpin Newsagency	December 2017 Account	\$ 184.60	
EFT8110	17/01/2018	Southern Cross Austereo	Australia Day Radio Commercials	\$ 319.00	
EFT8111	29/01/2018	Burgess Rawson (WA) Pty Ltd	Fuel Facility Rent & Management Fees	\$ 2,648.25	
EFT8112	29/01/2018	Courier Australia	Freight on Bushfire Clothing	\$ 16.10	
EFT8113	29/01/2018	Ewen Rural Supplies	December Account	\$ 2,511.07	
EFT8114	29/01/2018	Jason Signmakers	Signs and brackets	\$ 336.60	
EFT8115	29/01/2018	PCS	Computer Support	\$ 170.00	
EFT8116	29/01/2018	Phil's Electrics	Check Air Con Yea Bowling Club	\$ 261.25	
EFT8117	29/01/2018	Western Australian Local Government Association	Short Course eLearning Sam Dawes & Agatha Prior	\$ 429.00	
15494	08/01/2018	Telstra	Phone Account to 13.12.17	\$ 1,659.17	
15495	08/01/2018	Water Corporation	Water Accounts	\$ 6,375.60	
15496	15/01/2018	Telstra	Bushfire SMS Messages Account	\$ 229.50	
15497	15/01/2018	Synergy	Power for Streetlights	\$ 1,732.15	
15498	16/01/2018	E I & SM Astbury	Gravel for Line Rd	\$ 3,300.00	
15499	29/01/2018	Synergy	Power Account	\$ 10,245.55	
DD9425.1	03/01/2018	WA Local Government Super Plan	Payroll deductions	\$ 4,285.97	
DD9425.2	03/01/2018	ANZ Super	Superannuation contributions	\$ 387.97	
DD9425.3	03/01/2018	Prime Super	Superannuation contributions	\$ 180.86	
DD9425.4	03/01/2018	ING Custodians Pty Ltd	Superannuation contributions	\$ 192.78	
DD9425.5	03/01/2018	Tremayne Superannuation Fund	Superannuation contributions	\$ 59.47	
DD9425.6	03/01/2018	MTAA Super Fund	Superannuation contributions	\$ 365.72	
DD9425.7	03/01/2018	Colonial First State	Superannuation contributions	\$ 153.73	
DD9434.1	02/01/2018	ANZ Bank	Merchant Fees EFTPOS Terminal	\$ 228.63	
DD9434.2	02/01/2018	Westnet Pty Ltd	Internet Fees	\$ 144.90	
DD9434.3	09/01/2018	ANZ Bank	Credit Card Payment High Risk Work Licence, Resigning Staff Gift, WK0 & OWK Changeover Registration & Plate Change Fees, Dangerous Goods	\$ 1,656.05	

List of Accounts Due & Submitted to Committee					
January 2018					
Chq/EFT	Date	Name	Description	Muni	Trust
			Licence		
DD9434.4	10/01/2018	James Matthews	Pool Manager Contract Payment 12/2017-18	\$ 2,376.06	
DD9434.5	24/01/2018	James Matthews	Pool Manager Contract Payment 13/2017-18	\$ 2,376.06	
DD9434.6	24/01/2018	Best Office Systems	Konica Minolta Copier Lease	\$ 358.60	
DD9440.1	17/01/2018	WA Local Government Super Plan	Payroll deductions	\$ 4,381.31	
DD9440.2	17/01/2018	ANZ Super	Superannuation contributions	\$ 387.97	
DD9440.3	17/01/2018	Prime Super	Superannuation contributions	\$ 180.86	
DD9440.4	17/01/2018	ING Custodians Pty Ltd	Superannuation contributions	\$ 192.78	
DD9440.5	17/01/2018	Tremayne Superannuation Fund	Superannuation contributions	\$ 84.24	
DD9440.6	17/01/2018	MTAA Super Fund	Superannuation contributions	\$ 365.72	
DD9440.7	17/01/2018	Amp Flexible Lifetime Super Fund	Superannuation contributions	\$ 111.22	
DD9440.8	17/01/2018	Colonial First State	Superannuation contributions	\$ 153.73	
	04/01/2018	Gross Payroll		\$ 43,753.02	
	18/01/2018	Gross Payroll		\$ 43,613.69	
				<b>\$ 627,760.03</b>	<b>\$ 50.00</b>

Governance, Audit and Community Service

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

**Submission To:** Ordinary Council  
**Location / Address:** Whole Shire  
**Name of Applicant:** Lee Parker, Community Development Officer  
**File Reference:** CM.PLA.404  
**Author:** Lee Parker, Community Development Officer  
**Disclosure of any Interest:** Nil  
**Date of Report:** 14 February 2018

**Enclosure / Attachment:** Nil

<b>Arts and Cultural</b>	<ul style="list-style-type: none"> <li>• Planning for the 2018 Wickepin Art Prize</li> <li>• Planning for Dryandra Makers Trail</li> <li>• Sculpture workshop weekend co-ordinated to support the She Shed/He Shed with projects</li> <li>• Potential grants sought for sculpture workshops leading into Art Prize</li> </ul>
<b>Community Development</b>	<p><b>Townscape</b></p> <ul style="list-style-type: none"> <li>• Correspondence with Harrismith Community Centre and Grab Creative re Harrismith cemetery concept plans. Concept plan to be updated and presented at March Townscape &amp; Cultural Planning Committee meeting</li> <li>• Dustbins for Wogolin Road upgraded to bins with shire promotional images. To be installed in March</li> <li>• Bench ordered for Wickepin Heritage Walk Trail as per townscape budget</li> <li>• Support to Yealering Progress Committee as needed</li> </ul> <p><b>War Memorial/Anzac</b></p> <ul style="list-style-type: none"> <li>• Department of Veteran's Affairs: correspondence and planning regarding 'Saluting their Service' Commemorative Grant for research to enable the stories of the fallen of Wickepin War Memorial, including those who enlisted from all wars. Stefanie Green engaged as historian for research.</li> <li>• Planning for 2018 Anzac Day service</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Provided notes for Facebook page</li> <li>• Follow up grant opportunities for Shire of Wickepin projects</li> <li>• Informed community members on grant opportunities and events</li> <li>• Correspondence with, and support to, Wickepin CRC re events</li> </ul>
<b>Economic Development</b>	<p><b>Johnston Park (Healthy Communities Precinct)</b></p> <ul style="list-style-type: none"> <li>• Correspondence with Wheatbelt Development Commission (WDC) and suppliers</li> <li>• Exercise equipment installed</li> <li>• Seat and water refill station installed</li> <li>• Solar bollards installed</li> <li>• Information signs designed and manufactured -to be installed in March</li> <li>• Wellbeing Postcards created and to be distributed once park is complete</li> <li>• Hotmix pads to be in place by early March</li> </ul> <p><b>Facey Festival</b></p>

	<ul style="list-style-type: none"> <li>Grant submitted to Tourism WA Regional Events Scheme to fund a production by Scooplight Theatre, bringing the story of Albert Facey to life through the dramatisation of extracts from his book enacted amongst the historical area around the Homestead.</li> <li>Contact made with extended Facey family to return to Wickepin for the weekend</li> <li>Department of Veteran's Affairs: Armistice Centenary Grant Program. Expression of Interest lodged with Rick Wilson's office for a grant to fund a returned soldier's parade. This would fall on the weekend of the Facey Festival and be incorporated into the Facey Carriage Drive.</li> <li>Support to Wickepin P &amp; C to co-ordinate an open garden day to coincide with the Facey Festival</li> <li>Correspondence with Avon&amp; Hills Carriage Driving Club re planning 2018 Facey Carriage Drive</li> </ul>
<b>Tourism, Marketing and Promotion</b>	<ul style="list-style-type: none"> <li>Correspondence with newspapers and magazines re placement of advertising</li> <li>Social media promotion</li> </ul>
<b>Sport and Recreation</b>	<b>Kidsport</b> <ul style="list-style-type: none"> <li>Communication with Kidsport. Vouchers will be processed by Sport and Recreation (WA) from February 2018 onwards. The process will remain the same for individuals, and clubs will automatically receive payment once they lodge voucher numbers. The CDO will provide support to individuals and club who struggle with the new system.</li> <li>Assisted individuals and clubs</li> <li>Kidsport invoices and vouchers processed</li> <li>Contacted adjoining shire sporting clubs with outstanding vouchers</li> <li>Acquitted the current 2017/2018 grant</li> </ul>
<b>Governance Other</b>	<ul style="list-style-type: none"> <li>Staff support as needed</li> <li>Responded to queries from CDO Network</li> <li>Liaison with Manager of Works, CEO, DCEO and ESO for projects needing completion or works to be undertaken</li> </ul>

Grant Name	Organisation	Funding	Status
Healthy Community Precinct	Royalties For Regions: WDC	\$28,540.50	Approved Council Contribution in-kind \$6,829 Council Contribution in cash \$6,336
Saluting their Service	Department of Veteran's Affairs	\$4,000	Approved Council Contribution in-kind
Facey Festival	Tourism WA Regional Events Scheme	\$18,000	Pending Council Contribution in-kind
Armistice Centenary Grant	Department of Veteran's Affairs	\$4,000	Pending Council contribution in-kind
Enterprising Communities	Regional Development Australia	\$4,110	Acquitted Council Contribution in-kind
Kidsport	Department of Sport and Recreation	\$2,500	Acquitted

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

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:**

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

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

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

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

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

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

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

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

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

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

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

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

**Recommendation:**

That council notes the report from the Community Development Officer dated 14 February 2018.

**Voting Requirements:** Simple majority.

**Resolution No 210218-08**

**Moved Cr Lansdell / Seconded Cr Hyde**

That Council notes the report from the Community Development Officer dated 14 February 2018.

**Carried 8 / 0**



Governance, Audit and Community Service

## **10.2.05 –Department of Transport Provision of Licensing Services**

<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>	GR.SL.1439
<b>Author:</b>	Mark J Hook Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	24 January 2018

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### **Enclosure / Attachment:**

1. Dot966417 agreement for the provision of licensing services in shire of Wickepin in terms of section 11 of the road traffic (administration) act 2008
2. Dot966417 agreement for the provision of non-road law functions in shire of Wickepin

### **Background:**

The Shire of Wickepin agreement with the Department of Transport for the provision of licensing services under Section 11 of the Road Traffic (Administration) Act 2008 expired on the 31<sup>st</sup> December 2017.

Due to the time frames the CEO contacted the Department of Transport and advised them that Council was unable to meet there renewal deadlines as Council had not received the new contracts in time to take them to the December 2017 Council meeting. The Department has amended the renewal timelines to the 31<sup>st</sup> March 2018.

### **Comment:**

The provision of licensing services at the Shire of Wickepin is delivered as a service to the residents in the Shire of Wickepin the cost of providing the service is offset by the commission fees received from the Department of Transport for undertaking the services on their behalf.

The commissions received from the Department of Transport licensing services for 2016/2017 was \$12,648.82.

The previous Commission fess as agreed under a contract variation on the 9/9/2008 is as follows.

**SCHEDULE B: SCHEDULE OF RATES****SOUTHERN COMMISSION SCHEDULE 1: 1 JULY 2008**

This Schedule 1 relates to commission payment category rates for processing licensing cash receipt and non cash information data input (includes non transaction allowance credit card merchant fees)

**Commission Payment Category Rates****Scale of Fees for On-line Processing - Monetary Transactions**

Category	Average Transaction Time	Commission (Volume < 19,300)	Commission (Volume > 19,300)
Category 1	0 – 3.5 minutes	8.08	5.83
Category 2	3.6 – 5.5 minutes	10.44	7.37
Category 3	5.6 – 8.5 minutes	13.07	9.09
Category 4	8.6 – 10.5 minutes	15.70	10.84
Category 5	10.6 – 14.5 minutes	18.86	12.91
Category 6	14.6 – 20.5 minutes	24.14	16.34
Category 7	20.6 – 29.5 minutes	32.00	21.54
Category 8	29.6 – 35.5 minutes	39.93	26.70
Category – updates		2.74	2.74
Category 9	0 – 3.5 minutes	5.44	4.11
Category 10	3.6 – 5.5 minutes	7.83	5.64
Category 11	5.6 – 8.5 minutes	10.44	7.37
Category 12	8.6 – 10.5 minutes	13.07	9.09
Category 13	10.6 – 14.5 minutes	16.24	11.18
Category 14	14.6 – 20.5 minutes	21.50	14.65
Category 15	20.6 – 29.5 minutes	29.40	19.83
Category 16	29.6 – 35.5 minutes	37.29	25.01
Category 17	45.0 - 50.0 minutes	TBD	TBD
Category 18	120.0 - 125.0 minutes	TBD	TBD

**Southern Commission Schedule 2: 1 July 2008****Commission Payment Rates For Individual Licensing Transactions**

This Schedule 2 relates to commission payment rates for individual licensing transactions processed including cash receipts and non cash information data input (includes non transaction allowance and credit card merchant fees).

**Classification of Transactions**

Transaction Type	Time (min)	Monetary/ Non Monetary (M/ NM)	Cat.	Revised Commission (Volume < 19,300)	Revised Commission (Volume > 19,300)
<b>Vehicle Renewals</b>					
Straight Renewal	2	M	1	8.08	5.83
Renewal - with concession update	3	M	1	8.08	5.83
Renewal - with change of address	2.5	M	1	8.08	5.83
Renewal - with change of name	2.5	M	1	8.08	5.83
Renewal - with inspection form (details to be checked)	3	M	1	8.08	5.83
Renewal - with change of plate	3	M	1	8.08	5.83
Renewal - to uniform date	2	M	1	8.08	5.83
Renewal - with transfer infringement	2.5	M	1	8.08	5.83
Renewal - with plate infringement	2.5	M	1	8.08	5.83
Renewal - with variation (change of colour, engine number, body type, make, horsepower, tare, insurance)	3	M	1	8.08	5.83
Renewal - with multiple updates	3	M	1	8.08	5.83
Heavy vehicles - renewal	2	M	1	8.08	5.83
Heavy vehicles - change of nominated use	2	M	1	8.08	5.83
Heavy vehicles - change of concession	2	M	1	8.08	5.83
Heavy vehicles - fixed nominated use advice	2	NM	update	2.74	2.74
Duplicate copy of licence papers	2	M	1	8.08	5.83
Renewal and change of address with no payment	1.75	NM	9	5.44	4.11
<b>Change of Plates</b>					
Straight change of plate	2	M	1	8.08	5.83
Lost or stolen plate change (statutory declaration)	2	M	1	8.08	5.83

Transaction Type	Time (min)	Monetary/ Non Monetary (M/ NM)	Cat.	Revised Commission (Volume < 19,300)	Revised Commission (Volume > 19,300)
Retained plate (to be issued at a later date)	2	M	1	8.08	5.83
Change plate for original issue of personalised, special series or remake	2	M	1	8.08	5.83
<b>Variation to Vehicle Details</b>					
Change of colour, model, engine number (no fee adjustment)	2	NM	9	5.44	4.11
Change of insurance class (fee adjustment - up or down)	2	M or NM	1 or 9	\$8.08 or \$5.44	\$5.83 or \$4.11
Change of horse power or tare (possible fee adjustment - up or down)	2	M or NM	1 or 9	\$8.08 or \$5.44	\$5.83 or \$4.11
Change of fee type (possible fee adjustment - up or down)	2	M or NM	1 or 9	\$8.08 or \$5.44	\$5.83 or \$4.11
Change in nominated use (possible fee adjustment - up or down)	2	M or NM	1 or 9	\$8.08 or \$5.44	\$5.83 or \$4.11
<b>Vehicle Updates</b>					
Add condition	2	NM	9	5.44	4.11
Delete condition	2	NM	9	5.44	4.11
Add concession	2	NM	9	5.44	4.11
Delete concession	2	NM	9	5.44	4.11
<b>New Registration</b>					
Basic new registration	5	M	2	10.44	7.37
New registration with concession/condition update	5	M	2	10.44	7.37
New registration for heavy vehicle	6	M	3	13.07	8.09
<b>Plate Receipts</b>					
Eastern State plate return	2	NM	9	5.44	4.11
Western Australian plate return - no refund	2	NM	9	5.44	4.11
Western Australian plate return - refund	2.5	NM	9	5.44	4.11
Plate infringements	2	NM	9	5.44	4.11
<b>Transfers</b>					
Transfer details update (multi notification)	0.75	NM	update	2.74	2.74
Transfer update and payment	2.5	M	1	8.08	5.83

Transaction Type	Time (min)	Monetary/ Non Monetary (M/ NM)	Cat.	Revised Commission (Volume < 19,300)	Revised Commission (Volume > 19,300)
Transfer update, transfer payment and adjustment payment	3	M	1	8.08	5.83
Transfer update, transfer, adjustment and renewal payment	4	M	2	10.44	7.37
Transfer update, transfer, payment and infringement payment	3	M	1	8.08	5.83
Transfer update, concession update and transfer payment	2.5	M	1	8.08	5.83
Transfer update, transfer and renewal payment	3	M	1	8.08	5.83
Deceased estate transfer update and payment	2.5	M	1	8.08	5.83
Divorce settlement transfer update and payment	2.5	M	1	8.08	5.83
First and Final demand letter payment	1.5	M	1	8.08	5.83
Transfer infringement payment	1.5	M	1	8.08	5.83
Eastern States Registration with no inspection required	5	NM	11	10.44	7.37
<b>Dealer Acquisitions</b>					
One to five in one transaction	2	M	1	8.08	5.83
<b>Adjustment Payment</b>					
System generated notification	2	M	1	8.08	5.83
Created by update or variation plus update time	2	M	1	8.08	5.83
<b>Motor Driver Renewal</b>					
Renewal with photograph	2	M	1	8.08	5.83
Renewal without photograph (data card still requires photographing)	2	M	1	8.08	5.83
Renewal with concession application	2	M	1	8.08	5.83
Renewal with concession deleted	2.5	M	1	8.08	5.83
Renewal with change of address	2.5	M	1	8.08	5.83
Change of name or date of birth	2.5	M	1	8.08	5.83
Renewal without payment	1.5	NM	9	5.44	4.11
Renewal and change of address without payment	2	NM	9	5.44	4.11
Duplicate copy of licence	2	M	1	8.08	5.83

Transaction Type	Time (min)	Monetary/ Non Monetary (M/ NM)	Cat.	Revised Commission (Volume < 19,300)	Revised Commission (Volume > 19,300)
Certified copy of licence	2	NM	9	5.44	4.11
<b>Firearms Renewals</b>					
Renewal	2	M	1	8.08	5.83
Infringement	2	M	1	8.08	5.83
Renewal and infringement	2	M	1	8.08	5.83
<b>Proof of Age</b>					
Application	3	M	1	8.08	5.83
Replacement copy	2	M	1	8.08	5.83
Certified copy	2	NM	9	5.44	4.11
<b>Change of Address (multi advice)</b>					
Motor driver licence	0.5	NM	update	2.74	2.74
Motor vehicle registration	0.5	NM	update	2.74	2.74
Firearms	0.5	NM	update	2.74	2.74
<b>Revenue Transactions</b>					
<b>Off Road Vehicle New Registrations</b>					
New registrations (includes new registration update)	6	M	3	13.07	9.09
Renewals	2.5	M	1	8.08	5.83
Plate change	2.5	M	1	8.08	5.83
Transfers	2.5	M	1	8.08	5.83
Plate receipt - manual	2.5	NM	9	5.44	4.11
<b>Special Plate Applications</b>					
Personalised plates	2	M	1	8.08	5.83
Sporting plates	2.5	M	1	8.08	5.83
Local Authority	2.5	M	1	8.08	5.83
Special Series	2.5	M	1	8.08	5.83
<b>Plate Remake Applications</b>	2	M	1	8.08	5.83
<b>Special Plate Transfers</b>	2	M	1	8.08	5.83
<b>Sale of Disc Holders</b>	2	M	1	8.08	5.83
<b>Maritime Collections</b>					
Boat renewal payments	2	M	1	8.08	5.83
Boat transfer payments	2	M	1	8.08	5.83
Commercial vessel survey payments	2	M	1	8.08	5.83
Hire vessel survey payments	2	M	1	8.08	5.83
Marine payment - miscellaneous	2	M	1	8.08	5.83
Maritime pen duty payments	2	M	1	8.08	5.83

Transaction Type	Time (min)	Monetary/ Non Monetary (M/ NM)	Cat.	Revised Commission (Volume < 19,300)	Revised Commission (Volume > 19,300)
Slipway fees	2	M	1	8.08	5.83
<b>Temporary Permits</b>	3	M	1	8.08	5.83
<b>Suspense Receipts</b>	2	M	1	8.08	5.83
<b>Vehicle Modification Permit</b>	2	M	1	8.08	5.83
<b>Dishonoured cheque payments</b>	2	M	1	8.08	5.83
<b>Instructors Fees</b>	2	M	1	8.08	5.83
<b>Original Motor Driver Licence</b>					
New application and application fee payment	5	M	2	10.44	7.37
Issue of Learners Permit	1.5	M	1	8.08	5.83
Update to practical driving assessment incorporating booking the practical driving assessment and provision of meeting point for driving assessment	14	NM	13	16.24	11.18
Practical test update and renewal or duplicate	2	M	1	8.08	5.83
Transfer application, application fee and renewal payment	6	M	3	13.07	9.09
Additional class updates and application fee payment	4	M	2	10.44	7.37
Additional class learner permit	1.5	NM	9	5.44	4.11
Extra practical test payment	2	M	1	8.08	5.83
Extraordinary licence - original application	7	M	3	13.07	9.09
Extraordinary licence - renewal	2	M	1	8.08	5.83
Reissue of lapsed licence and payment of renewal	4	M	2	10.44	7.37
Issue of Medical Assessment	3	NM	9	5.44	4.11
Oral test	10	M	4	15.70	10.84
Written test	15	M	6	24.14	16.34
Procedures if passed	15	M	6	24.14	16.34
Practical test	50	NM	17	TBD	TBD
Practical test	125	NM	18	TBD	TBD
Conducting Computerised Theory Test (CTT)	15	M	6	24.14	16.34
Conducting Hazard Perception Test (HPT)	17	M	6	24.14	16.34
Practical Test update pass - issue Phase II permit and Log Book	3	M	1	8.08	5.83
Phase II application fee payment	3	M	1	8.08	5.83

Transaction Type	Time (min)	Monetary/ Non Monetary (M/ NM)	Cat.	Revised Commission (Volume < 19,300)	Revised Commission (Volume > 19,300)
Supplementary Phase II application fee payment	3	M	1	8.08	5.83
Verify Log Book details and update Licence record	5	NM	10	7.83	5.64
Issue replacement Log Book	3	NM	9	5.44	4.11
Service of Demerit Point Suspension	5	NM	10	7.83	5.64
Processing of good behaviour period elections	5	NM	10	7.83	5.64
Service of breach notices for good behaviour period	5	NM	10	7.83	5.64

The new commission fees under the proposed Dot966417 agreement for the provision of licensing services in shire of Wickpin in terms of section 11 of the road traffic (administration) act 2008 is as follows.

**SCHEDULE B: SCHEDULE OF RATES****SOUTHERN REGION COMMISSION SCHEDULE 1: 1 JANUARY 2018**

This Schedule 1 relates to Commission payment category rates for processing licensing cash receipts and non-cash information data input (includes non-transaction allowance and credit card merchant fees).

**Commission Payment Category Rates****Scale of Fees for On-line Processing - Monetary Transactions:**

Category	Average Transaction Time	Commission (Volume ≤ 19,300)	Commission (Volume ≥ 19,301)
Category 1	0 – 3.5 minutes	\$9.71	\$7.01
Category 2	3.6 – 5.5 minutes	\$12.54	\$8.86
Category 3	5.6 – 8.5 minutes	\$15.72	\$10.93
Category 4	8.6 – 10.5 minutes	\$18.88	\$13.03
Category 5	10.6 – 14.5 minutes	\$22.68	\$15.51
Category 6	14.6 – 20.5 minutes	\$29.03	\$19.64
Category 7	20.6 – 29.5 minutes	\$38.48	\$25.89
Category 8	29.6 – 35.5 minutes	\$48.01	\$32.10

**Scale of Fees for On-line Processing - Non Monetary Transactions:**

Category	Average Transaction Time	Commission (Volume ≤ 19,300)	Commission (Volume ≥ 19,301)
Category – updates		\$3.26	\$3.26
Category 9	0 - 3.5 minutes	\$6.49	\$4.90
Category 10	3.6 - 5.5 minutes	\$9.36	\$6.74
Category 11	5.6 - 8.5 minutes	\$12.45	\$8.80
Category 12	8.6 - 10.5 minutes	\$15.60	\$10.86
Category 13	10.6 - 14.5 minutes	\$19.40	\$13.33
Category 14	14.6 - 20.5 minutes	\$25.67	\$17.48
Category 15	20.6 - 29.5 minutes	\$35.10	\$23.68
Category 16	29.6 - 35.5 minutes	\$44.52	\$29.87
Category 17	45.0 - 50.0 minutes	TBD	TBD
Category 18	120.0 - 125.0 minutes	TBD	TBD



This Schedule 2 relates to Commission payment rates for individual licensing transactions processed including cash receipts and non-cash information data input (includes non-transaction allowance and credit card merchant fees).

### **Classification of Transactions**

<b>Transaction Type</b>	<b>Time (min)</b>	<b>Monetary/ Non Monetary (M/ NM)</b>	<b>Cat.</b>	<b>Commission (Volume &lt; 19,300) (Includes 1.00% Increase)</b>	<b>Commission (Volume &gt; 19,300) (Includes 1.00% Increase)</b>
<b>Vehicle Renewals</b>					
Straight Renewal	2	M	1	9.71	7.01
Renewal - with concession update	3	M	1	9.71	7.01
Renewal - with change of address	2.5	M	1	9.71	7.01
Renewal - with change of name	2.5	M	1	9.71	7.01
Renewal - with inspection form (details to be checked)	3	M	1	9.71	7.01
Renewal - with change of plate	3	M	1	9.71	7.01
Renewal - to uniform date	2	M	1	9.71	7.01
Renewal - with transfer infringement	2.5	M	1	9.71	7.01
Renewal - with plate infringement	2.5	M	1	9.71	7.01
Renewal - with variation (change of colour, engine number, body type, make, horsepower, tare, insurance)	3	M	1	9.71	7.01
Renewal - with multiple updates	3	M	1	9.71	7.01
Heavy vehicles - renewal	2	M	1	9.71	7.01
Heavy vehicles - change of nominated use	2	M	1	9.71	7.01
Heavy vehicles - change of concession	2	M	1	9.71	7.01
Heavy vehicles - fixed nominated use advice	2	NM	update	3.26	3.26
Duplicate copy of licence papers	2	M	1	9.71	7.01
Renewal and change of address with no payment	1.75	NM	9	6.49	4.90
<b>Change of Plates</b>					
Straight change of plate	2	M	1	9.71	7.01
Lost or stolen plate change (statutory declaration)	2	M	1	9.71	7.01
Retained plate (to be issued at a later date)	2	M	1	9.71	7.01
Change plate for original issue of personalised, special series or remake	2	M	1	9.71	7.01
<b>Variation to Vehicle Details</b>					
Change of colour, model, engine number (no fee adjustment)	2	NM	9	6.49	4.90
Change of insurance class (fee adjustment - up or down)	2	M or NM	1 or 9	\$9.71 or \$6.49	\$7.01 or \$4.90
Change of horse power or tare (possible fee adjustment - up or down)	2	M or NM	1 or 9	\$9.71 or \$6.49	\$7.01 or \$4.90
Change of fee type (possible fee adjustment - up or down)	2	M or NM	1 or 9	\$9.71 or \$6.49	\$7.01 or \$4.90
Change in nominated use (possible fee adjustment - up or down)	2	M or NM	1 or 9	\$9.71 or \$6.49	\$7.01 or \$4.90
<b>Vehicle Updates</b>					
Add condition	2	NM	9	6.49	4.90
Delete condition	2	NM	9	6.49	4.90
Add concession	2	NM	9	6.49	4.90
Delete concession	2	NM	9	6.49	4.90
<b>New Registration</b>					
Basic new registration	5	M	2	12.54	8.86
New registration with concession/condition update	5	M	2	12.54	8.86
New registration for heavy vehicle	6	M	3	15.72	10.93
<b>Plate Receipts</b>					



Transaction Type	Time (min)	Monetary/ Non Monetary (M/ NM)	Cat.	Commission (Volume < 19,300) (Includes 1.00% Increase)	Commission (Volume > 19,300) (Includes 1.00% Increase)
Eastern State plate return	2	NM	9	6.49	4.90
Western Australian plate return - no refund	2	NM	9	6.49	4.90
Western Australian plate return - refund	2.5	NM	9	6.49	4.90
Plate infringements	2	NM	9	6.49	4.90
<b>Transfers</b>					
Transfer details update (multi notification)	0.75	NM	update	3.26	3.26
Transfer update and payment	2.5	M	1	9.71	7.01
Transfer update, transfer payment and adjustment payment	3	M	1	9.71	7.01
Transfer update, transfer, adjustment and renewal payment	4	M	2	12.54	8.86
Transfer update, transfer, payment and infringement payment	3	M	1	9.71	7.01
Transfer update, concession update and transfer payment	2.5	M	1	9.71	7.01
Transfer update, transfer and renewal payment	3	M	1	9.71	7.01
Deceased estate transfer update and payment	2.5	M	1	9.71	7.01
Divorce settlement transfer update and payment	2.5	M	1	9.71	7.01
First and Final demand letter payment	1.5	M	1	9.71	7.01
Transfer infringement payment	1.5	M	1	9.71	7.01
Eastern States Registration with no inspection required	5	NM	11	12.45	8.80
<b>Dealer Acquisitions</b>					
One to five in one transaction	2	M	1	9.71	7.01
<b>Adjustment Payment</b>					
System generated notification	2	M	1	9.71	7.01
Created by update or variation plus update time	2	M	1	9.71	7.01
<b>Driver Renewal</b>					
Renewal with photograph	2	M	1	9.71	7.01
Renewal without photograph (data card still requires photographing)	2	M	1	9.71	7.01
Renewal with concession application	2	M	1	9.71	7.01
Renewal with concession deleted	2.5	M	1	9.71	7.01
Renewal with change of address	2.5	M	1	9.71	7.01
Change of name or date of birth	2.5	M	1	9.71	7.01
Renewal without payment	1.5	NM	9	6.49	4.90
Renewal and change of address without payment	2	NM	9	6.49	4.90
Duplicate copy of licence	2	M	1	9.71	7.01
Certified copy of licence	2	NM	9	6.49	4.90
<b>Change of Address (multi advice)</b>					
Motor driver licence	0.5	NM	update	3.26	3.26
Motor vehicle registration	0.5	NM	update	3.26	3.26
<b>Special Plate Applications</b>					
Personalised plates	2	M	1	9.71	7.01
Sporting plates	2.5	M	1	9.71	7.01
Local Authority	2.5	M	1	9.71	7.01
Special Series	2.5	M	1	9.71	7.01
<b>Plate Remake Applications</b>	2	M	1	9.71	7.01

Transaction Type	Time (min)	Monetary/ Non Monetary (M/ NM)	Cat.	Commission (Volume < 19,300) (Includes 1.00% Increase)	Commission (Volume > 19,300) (Includes 1.00% Increase)
<b>Special Plate Transfers</b>	2	M	1	9.71	7.01
<b>Temporary Permits</b>	3	M	1	9.71	7.01
<b>Suspense Receipts</b>	2	M	1	9.71	7.01
<b>Vehicle Modification Permit</b>	2	M	1	9.71	7.01
<b>Dishonoured cheque payments</b>	2	M	1	9.71	7.01
<b>Instructors Fees</b>	2	M	1	9.71	7.01
<b>Original Driver Licence</b>					
New application and application fee payment	5	M	2	12.54	8.86
Issue of Learners Permit	1.5	M	1	9.71	7.01
Update to practical driving assessment incorporating booking the practical driving assessment and provision of meeting point for driving assessment	14	NM	13	19.40	13.33
Practical test update and renewal or duplicate	2	M	1	9.71	7.01
Transfer application, application fee and renewal payment	6	M	3	15.72	10.93
Additional class updates and application fee payment	4	M	2	12.54	8.86
Additional class learner permit	1.5	NM	9	6.49	4.90
Extra practical test payment	2	M	1	9.71	7.01
Extraordinary licence - original application	7	M	3	15.72	10.93
Extraordinary licence - renewal	2	M	1	9.71	7.01
Reissue of lapsed licence and payment of renewal	4	M	2	12.54	8.86
Issue of Medical Assessment	3	NM	9	6.49	4.90
Conducting Computerised Theory Test (CTT) - General	15	M	MDL	24.26	No volume rate is applicable and the four transactions will be processed as separate MDL Commission payment
Conducting Computerised Theory Test (CTT) - Heavy	15	M	MDL	16.72	
Conducting Computerised Theory Test (CTT) - Rider	15	M	MDL	16.72	
Practical test - light vehicle	50	NM	17	TBD	
Practical test - heavy vehicle	125	NM	18	TBD	TBD
Conducting Hazard Perception Test (HPT)	17	M	6	29.03	19.64
Practical Test update pass - issue Phase II permit and Log Book	3	M	1	9.71	7.01
Phase II application fee payment	3	M	1	9.71	7.01
Supplementary Phase II application fee payment	3	M	1	9.71	7.01
Verify Log Book details and update Licence record	5	NM	10	9.36	6.74
Issue replacement Log Book	3	NM	9	6.49	4.90
Service of Demerit Point Suspension	5	NM	10	9.36	6.74
Processing of good behaviour period elections	5	NM	10	9.36	6.74
Service of breach notices for good behaviour period	5	NM	10	9.36	6.74

The new commission fees under the proposed Dot966417 agreement for the provision of non-road law functions in shire of Wickpin are as follows.

**SCHEDULE 2: SOUTHERN REGION SERVICE FEES: 1 JANUARY 2018**

**FEES PER TRANSACTION PAID BY THE DEPARTMENT OF TRANSPORT**

Category	Average Transaction Time	Commissions less than predetermined volume	Commissions greater than predetermined volume
		Transaction volume will be aggregated with the Road Law Agreement to determine the rate payable.	
Scale of Fees for On-line Processing - Monetary Transactions (M)			
Category 1	0 – 3.5 minutes	\$9.71	\$7.01
Category 3	5.6 – 8.5 minutes	\$15.72	\$10.93
Scale of Fees for On-line Processing - Non Monetary Transactions (NM)			
Category – updates		\$3.26	\$3.26
Category 9	0 - 3.5 minutes	\$6.49	\$4.90

Transaction Type	Time (min)	(M/ NM)	Cat.	Commission payable	Commission payable
<b>Photo Card</b>					
Application	3	M	1	\$9.71	\$7.01
Replacement copy	2	M	1	\$9.71	\$7.01
Certified copy	2	NM	9	\$6.49	\$4.90
<b>Off Road Vehicle New Registrations</b>					
New registrations (includes new registration update)	6	M	3	\$15.72	\$10.93
Renewals	2.5	M	1	\$9.71	\$7.01
Plate change	2.5	M	1	\$9.71	\$7.01
Transfers	2.5	M	1	\$9.71	\$7.01
Plate receipt - manual	2.5	NM	9	\$6.49	\$4.90
<b>Maritime Collections</b>					
Boat renewal payments	2	M	1	\$9.71	\$7.01
Boat transfer payments	2	M	1	\$9.71	\$7.01
Commercial vessel survey payments	2	M	1	\$9.71	\$7.01
Hire vessel survey payments	2	M	1	\$9.71	\$7.01

## DOT966417 Agreement for the Provision of Non Road Law Functions in Shire of Wickepin

Marine payment - miscellaneous	2	M	1	\$9.71	\$7.01
Maritime pen duty payments	2	M	1	\$9.71	\$7.01
Slipway fees	2	M	1	\$9.71	\$7.01
<b>Driving Instructor Fee Agent</b>				\$9.71	\$7.01
Instructor Fees	2	M	1	\$9.71	\$7.01

The term for agreement DOT966417 for the provision of licensing services in shire of Wickepin in terms of section 11 of the road traffic (administration) act 2008 as shown in item 2 Schedule L is as follows.

**SCHEDULE L: AGREEMENT TERM AND CONTACT DETAILS**

Item No	Item Description	Details
<b>1</b>	<b>Agreement Term</b>	The appointment of the Agent by the CEO is for an initial term expiring 31 December 2020.
<b>2</b>	<b>Commencement Date</b>	The Commencement Date is the date the Agreement is made.
<b>3</b>	<b>Maximum Term</b>	The appointment of the Agent by the CEO will expire on 31 December 2020.

The term for agreement Dot966417 for the provision of non-road law functions in shire of Wickepin as shown in item 2 of schedule 9.

**SCHEDULE 9: AGREEMENT TERM AND CONTACT DETAILS**

Item No	Item Description	Details
<b>1</b>	<b>Agreement Term</b>	The appointment of the Agent by the CEO is for an initial term expiring 31 December 2020.
<b>2</b>	<b>Commencement Date</b>	The Commencement Date is the date the Agreement is made.
<b>3</b>	<b>MAXIMUM TERM</b>	The appointment of the Agent by the CEO will expire on 31 December 2020.

The provision of licensing services in the Shire of Wickepin is seen by the CEO as the provision of a service to the residents of the Shire of Wickepin. The commissions received cover part cost of the

Customer Service Officer Wages but probably do not cover the full cost of the time taken to provide the licensing services. The provision of the licensing services is a benefit to the community as it brings people to Wickepin and they do other things while in Wickepin such as shopping, collecting papers and mail etc.

The new commissions are a slight increase on the 2008 commissions but still don't cover the full recovery costs of the licensing service provided.

The Department of Transport in the future will be increasing their online presence which will mean more transactions that will be able to be done on line, meaning fewer transactions at the Shire of Wickepin thereby reducing the Shires Commissions. The reduction of commissions at this stage is unknown

It is the view of the CEO that Council should renew both contracts under the proposed agreements attached under separate cover as a provision of licensing services to the Shire of Wickepin Residents.

The contracts require the Common Seal of the Shire of Wickepin under the Shire of Wickepin Standing Orders Local Law the following must be followed.

**21.2 Custody and Use of Common Seal**

*The Chief Executive Officer shall have charge of the common seal of the Council and shall be responsible for the safe custody and proper use of it.*

**21.3 Seal not to be Improperly Used**

*Except as required by law, or in the exercise of the express authority of the Council, the Chief Executive Officer shall not use the common seal of the Council.*

**Statutory Environment:**

*Shire of Wickepin Standing Orders 21.2 and 21.3  
Local Government Act 1995*

**Division 3 — Documents**

**9.49A. Execution of documents**

- (1) *A document is duly executed by a local government if —*
  - (a) *the common seal of the local government is affixed to it in accordance with subsections (2) and (3); or*
  - (b) *it is signed on behalf of the local government by a person or persons authorised under subsection (4) to do so.*
- (2) *The common seal of a local government is not to be affixed to any document except as authorised by the local government.*
- (3) *The common seal of the local government is to be affixed to a document in the presence of —*
  - (a) *the mayor or president; and*
  - (b) *the chief executive officer or a senior employee authorised by the chief executive officer,*

*each of whom is to sign the document to attest that the common seal was so affixed.*
- (4) *A local government may, by resolution, authorise the chief executive officer, another employee or an agent of the local government to sign documents on behalf of the local*

*government, either generally or subject to conditions or restrictions specified in the authorisation.*

- (5) *A document executed by a person under an authority under subsection (4) is not to be regarded as a deed unless the person executes it as a deed and is permitted to do so by the authorisation.*
- (6) *A document purporting to be executed in accordance with this section is to be presumed to be duly executed unless the contrary is shown.*
- (7) When a document is produced bearing a seal purporting to be the common seal of the local government, it is to be presumed that the seal is the common seal of the local government unless the contrary is shown.

**Policy Implications:** Nil

**Financial Implications:**

There could be a possible reduction of commissions due to more online presence for the Department of Transport amount at this stage unknown.

Council budgeted the \$12,650 for the 2017/2018 Commissions from the Department of Transport. As at the 24<sup>th</sup> January 2018 Council had received \$6,622.16.

**Strategic Implications:** Nil

**Summary:**

Council is being requested by the Department of Transport to sign and attach the Common Seal to the following contracts for the provision of licensing services in the Shire of Wickpin.

1. Dot966417 agreement for the provision of licensing services in shire of Wickpin in terms of section 11 of the road traffic (administration) act 2008
2. Dot966417 agreement for the provision of non-road law functions in shire of Wickpin

**Recommendation:**

That the Shire of Wickpin sign and attach the common seal to the following contracts

1. Dot966417 agreement for the provision of licensing services in shire of Wickpin in terms of section 11 of the road traffic (administration) act 2008
2. Dot966417 agreement for the provision of non-road law functions in shire of Wickpin

**Voting Requirements:** Absolute majority

**Enclosure / Attachment:** Nil

**Resolution No 210218-09**

**Moved Cr Martin / Seconded Cr Lansdell**

That the Shire of Wickpin sign and attach the common seal to the following contracts:

1. Dot966417 agreement for the provision of licensing services in shire of Wickpin in terms of section 11 of the road traffic (administration) act 2008
2. Dot966417 agreement for the provision of non-road law functions in shire of Wickpin

**Carried 8 / 0**

4.23 – Cr Russell, Cr Martin, Cr N Astbury, Cr W Astbury & Cr Hinkley departed the Chambers  
As they declared a financial interest in this item

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Governance, Audit & Community Services

## **10.2.06 – CBH – RAV Network Cuballing East Road**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Cuballing East Road
<b>Name of Applicant:</b>	CBH Group
<b>File Reference:</b>	TT.PLA.2801 / RD.PLA.2630
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	12 February 2018

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**Enclosure / Attachment:** Nil

### **Background:**

Council has received the following email from Rob Dickie Government and Industry Relations Advisor CBH Group on the 1 February 2018.

CBH Operations are planning to move ~14,000mt of canola from Wickpin to Brookton on 5 February and our road transport contractor was planning to use the Cuballing East Rd as the shortest (most economical) route. The Shire has a condition on the Cuballing East Rd, from the intersection of the Williams Kondinin Rd, to the Cuballing East Rd and Wardering Rd – it's about 3kms – advising a speed restriction and that permit is required, and the route is not to be used as a "through route". Our transport contractor was unclear on what this "through route" restriction meant. Following our phone conversation yesterday, the Shire position is clear in that CBH Operations are not currently permitted to use this route to transfer grain from Wickpin to Brookton. Our road transport contractor has advised us that the 19km diversion that is required to be made will add approx. \$2.00 per tonne in their road transport charge, equivalent to \$28,000, for this move. We anticipate that a similar \$/t cost increase will be incurred for any future moves from Wickpin to Brookton. Grain does not move from Wickpin to Brookton every year, but in some years a portion of grain will be required to be moved to Brookton. In this case we are moving this grain to Brookton in order to be transferred by rail to Kwinana terminal as the most economical pathway. The additional cost for this move, and any future moves with equivalent increases in road transport costs will be borne by WA growers. CBH respectfully request the Shire Council to remove the condition on the Cuballing East Rd road to allow the transfer of grain via the most economical route to Brookton. CBH is willing to negotiate and meet any speed restriction or other conditions, such as advanced notification, that the Shire considers reasonable to facilitate approval to use the route when required. Myself or the local CBH Operations Area / Zone Manager would be happy to discuss with you as required.

### **Comment:**

Following is the listing for the Cuballing East Road in the RAV network permit system from Heavy Vehicle Section of Main Roads.

## RAV Network 6

31/10/2016

## Wickepin

ROAD DETAILS				RESTRICTIONS		
Road No	Road Name	Local Road Name	Local Government	Intersection From	Intersection To	Conditions
4290024	Cuballing East Rd	Cuballing East Rd	Wickepin	Williams Kondinin Rd	Cuballing East Rd & Wardering Rd	Network Conditions · Headlights to be switched on at all times · Not to be used as a through route. For local delivery and pickup only. Driver must carry documentation as proof of local delivery or pickup Speed Conditions · Maximum speed 80 km/h



Mr. Garry Sherry CEO of the Shire of Cuballing has given the following information on the Cuballing East Road.

*Cuballing east road has no local restrictions from us. Cuballing got funding to upgrade the road some time ago; our thinking was that the Cuballing East road was a through route for CBH from Wickpin to Brookton. Cuballing West road is local traffic only and Cuballing have previously denied access for CBH to cart from Wickpin to Wandering.*

The section of the Cuballing East Road in the Shire of Wickpin is approximately three Kilometers and Commences from the Williams Kondinin Road and finishes at the Shire of Cuballing Boundary. It is listed as a Regional Distributor in the Shire of Wickpin Roman Data.



Map showing Cuballing East Road

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Additional cost of road maintenance due to heavy vehicles

Strategic Implications: Nil

**Summary:**

Council is being requested by CBH Group to remove the restrictions under the RAV network for the Cuballing East Road to allow CBH to empty the Wickepin Bin to the Brookton Bin to allow the grain to go to port via Rail from Brookton Bin

**Recommendation:**

That Council advise the Main Roads Heavy Vehicle section that it wishes to remove the following conditions from the Cuballing East Road RAV Network conditions.

- Headlights to be switched on at all times
- Not to be used as a through route. For local delivery and pickups only. Driver must carry documentation as proof of local delivery or pickup

**Voting Requirements:** Simple majority

**Matter cannot be discussed – Council does not have a quorum**

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Governance, Audit and Community Services

## 10.2.07 – Bee Hive Lot 220 Wogolin Road Wickepin WA 6370

Submission To:	Ordinary Council
Location / Address:	Lot 220 Wogolin Road Wickepin
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	A5141
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	8 February 2018

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Enclosure / Attachment: Nil

### Background:

Council has received a request from the owners of Lot 220 26 Wogolin Road to keep a beehive on their premises behind the house along with other private properties and reserves within the Shire of Wickepin.

A5141 Lot 220 26 Wogolin road is shown on the following map bordered in yellow.



### Comment:

Councils Health Local Law 2000 states the following in relation to Bee Hives and the keeping of Bees.

*Division 7 - Bee keeping***Interpretation**

6.7.1 *In this Division, unless the context otherwise requires -"bees" means an insect belonging to any of the various hymenopterous insects of the super family Apoidea and commonly known as a bee.*

**Restrictions on keeping of Bees in Hives**

6.7.2 (1) *A person shall not keep or permit the keeping of bees anywhere within the district unless approval to do so has been given by the Council*

(2) *If, in the opinion of an Environmental Health Officer, the approved bee hives are causing a nuisance, the Council may direct any bees or approved bee hives to be removed.*

(3) *A person shall comply with a direction within the time specified.*

In order to maintain high biosecurity standards, beehives need to be registered with the Department of Primary Industries and Regional Development. It is a legal requirement to register bee hives with the Department of Primary Industries and Regional Development who issue a certificate along with a unique brand identifier for the bee hives.

The only European honey bee available in Western Australia is *Apis mellifera* (European honey bee).

**Statutory Environment:**

*Local Government Act 1995*

*Shire of Wickepin Health Local Law 2000*

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:** Nil

**Summary:**

Council is being requested to give approval for one bee hive at Lot 220, 26 Wogolin Road Wickepin WA 6370.

**Recommendation:**

That Council gives approval to Garry and Elizabeth Thompson to keep one bee hive at the rear of property Lot 220, 26 Wogolin Road Wickepin WA 6370

The approved bee hive may be relocated to either;

1. Other private properties within the Shire of Wickepin with owners consent
2. Reserves within the Shire of Wickepin with owners consent

That the Approval be subject to all regulatory approvals being in place prior to the installation of the approved bee hive.

**Voting Requirements:**                      **Simple majority**

**Resolution No 210218-10****Moved Cr Lansdell / Seconded Cr Hyde**

That Council gives approval to Garry and Elizabeth Thompson to keep one bee hive at the rear of property Lot 220, 26 Wogolin Road Wickepin WA 6370

The approved bee hive may be relocated to either;

1. Other private properties within the Shire of Wickepin with owners consent
2. Reserves within the Shire of Wickepin with owners consent

Approval is subject to all regulatory approvals being in place prior to the installation of the approved bee hive.

**Carried 8 / 0**



Governance, Audit and Community Services

## 10.2.08 – WALGA - Third Party Appeal Right's in Planning

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	GR.SL.1452
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	14 February 2018

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### Enclosure / Attachment:

1. Correspondence from WALGA
2. Outcomes of Consultation – Third Party Appeal Right's in Planning

### Background:

In December 2016, WALGA State Council resolved to undertake research on Third Party Appeal Rights around Australia in the Planning section.

In Aril 2017, WALGA prepared a Discussion Paper regarding Third Party Appeal Rights Planning which was distributed to its local government members. The discussion paper outlined WALGA's position and provided the arguments for and against Third Party Appeal Rights.

The feedback received was presented to the WALGA State Council at its meeting held on 8 September 2017. The feedback received was collated under the following options:

1. *Support the introduction of Third Party Appeal Rights from decisions made by Development Assessment Panels.*
2. *Support the Introduction of Third Party Appeal Rights from decisions where discretion has been exercised under the R-Codes, Local Planning Policies and Local Planning Schemes.*
3. *Support the introduction of Third Party Appeal Rights against development approvals.*
4. *Support the introduction of Third party Appeal rights against development approvals and/or the conditions or absence of conditions of an approval.*
5. *Other.*

Two workshops on the submissions received to the discussion paper were held in November 2017. Option 1 received the most votes from the participant and based on the outcome of the report the Association is requesting that the members consider the following preferred model for Third party Appeal Rights in Planning in Western Australia.

*Support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels.*

Council is requested to provide their feedback either to support or reject the above proposal no later than 15 March 2018.

**Comment:**

Under the current *Planning and Development Act 2005*, there is no provision to allow for Third Party Appeal Rights in Western Australian Planning Legislation. Western Australia is the only state that does not allow Third Party Appeal Rights. There are arguments 'for' and 'against' the changes to the current legislation to allow for Third Party Appeal Rights as outlined in Attachment 2 on the 'Outcomes to Consultation'. The introduction of the Third Party Appeal Rights could improve the quality of the decision due to the awareness by the decision maker that their decisions could be reviewed as a result of Third Party Appeals. This is particularly true with applications to the Development Assessment Panel (DAP) whereby there is currently no ability for a Third Party Appeal including the Local Government to have DAP decisions reviewed. This process can also help to assist in improving transparency of the decision making and confidence of the community in the planning system. The makeup of the DAP Panels are currently made up of non-elected members, who cannot be expected to have the depth of local community knowledge nor aware of the local community issues that elected members have. As outline in Attachment 2, there are issues regarding the Third Party Appeal Rights, which may increase the number of appeals being made and how multiple appeals are to be determined. This can result in further delay in determining the outcome to a complex system.

From the Shire of Wickepin perspective, there has only been two Planning Application that has gone through the DAP process and they were both for the Kaolin Mine. The DAP Application is determined on the total cost of the development. For Optional DAP Application, outside the City of Perth the estimated value of development of \$2 million or more and less than \$10 million. For Mandatory DAP Application the development cost is an estimated value of over \$10 million. On this basis the proposed model would not have a significant impact on the overall planning process within the Shire, however from a State wide perspective the preferred model for the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels should be supported.

**Statutory Environment:**

*Planning and Development Act 2005*

**Policy Implications:** Nil

**Financial Implications:**

There are no known meaningful financial implications relative to this matter in excess of officer time and minor administrative cost.

**Strategic Implications:** Nil

**Summary:**

Council has received correspondence from WALGA requesting that its members consider the proposal to "Support the introduction of Third Party Appeal Rights for decisions made by Development Assessment Panels". This was a result of the outcome on the discussion paper undertaken in December 2016 by WALGA on its current policy position.

**Recommendation:**

That Council:

1. Does not support the introduction of Third Party Appeal Rights.
2. Writes to the Western Australia Local Government Association advising of Council's decision in this matter.

**Voting Requirements:** Simple majority**Resolution No 210218-11****Moved Cr Martin / Seconded Cr Lansdell**

That Council:

1. Does not support the introduction of Third Party Appeal Rights.
2. Writes to the Western Australia Local Government Association advising of Council's decision in this matter.

**Carried 6 / 2**



Governance, Audit and Community Services

## 10.2.09 – Policy Shire of Wickepin Housing - Water

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Natalie Manton, Deputy Chief Executive Officer
File Reference:	CM.POL.403
Author:	Natalie Manton, Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	15 February 2018

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Enclosure / Attachment: Nil

### Background:

The Shire of Wickepin owns 17 houses and units with 3 being tenanted by Works staff and the remaining rented to the CEO, Manager of Works and private tenants on a periodical tenancy basis. The CEO and Manager of Works employment contract includes separate negotiated arrangements for utilities including water.

The Shire of Wickepin has adopted the common practice in standard tenancy agreements for private tenants (i.e. non staff) which require for the tenant to pay all water consumption charges.

In June 2015 the Shire of Wickepin adopted Policy 6.1.1.2 Employee Housing Tenancy Policy which stipulated that:

*Water charges will be paid by Council, a maximum of \$500 per annum, with the condition that the tenant waters all lawn and garden areas.*

Annual water charges (including supply charges of approximately \$243 per annum) for the three staff houses that were not subject to separate arrangements for utilities for 2016/17 were:

7 Smith Street	\$462
U 5 Cottage homes	\$442
49 Collins Street	\$640

The Shire of Wickepin waters and maintains the gardens at Cottage Homes so the tenant has not been responsible for any lawn or garden maintenance.

This policy has not had the desired outcome and the lawns and gardens in employee housing has not improved as a result of the incentive.

### Comment:

The incentive has not achieved desired outcome of ensuring lawns and gardens are watered.

The water allowance only provides a benefit to 3 of the 22 staff members.

The standard Residential Tenancy Agreement under the Residential Tenancy Act 1987 requires the tenant to be responsible for water consumption charges and ensure that lawns and gardens are watered and maintained.

The water consumption charges for the previous financial year were below \$500 per annum meaning that the tenant did not pay for any water in that period.

**Statutory Environment:** Residential Tenancy Act 1987

**Financial Implications:** Additional income from water consumption costs of approximately \$1,000 per annum.

**Policy Implications:** - New Policy

**Summary:**

Council is being requested to vary the existing policy 6.1.1.2 Employee Housing - Tenancy Policy to require all tenants of Shire of Wickepin houses, including staff, to pay for the water consumption charges.

**Recommendation:**

That the existing policy 6.1.1.2 Employee Housing - Tenancy Policy be varied to require all tenants of Shire of Wickepin houses, including staff, to pay water consumption charges.

The CEO and Manager of Works contract arrangements may provide separate arrangements for water consumption charges.

**Voting Requirements:** Simple majority

**Resolution No 210218-12**

**Moved Cr Hinkley / Seconded Cr Hyde**

That the existing policy 6.1.1.2 Employee Housing - Tenancy Policy be varied to require all tenants of Shire of Wickepin houses, including staff, to pay water consumption charges.

The CEO and Manager of Works contract arrangements may provide separate arrangements for water consumption charges.

**Carried 8 / 0**

Governance, Audit and Community Services

## 10.2.10 – Policy Council Superannuation Contribution

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Natalie Manton, Deputy Chief Executive Officer
File Reference:	PE.SUP.2014
Author:	Natalie Manton, Deputy Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	14 February 2018

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Enclosure / Attachment: Nil

### Background:

In the past advertisements for positions at the Shire of Wickepin included an offer for a Council superannuation contribution of 3% as an incentive to attract staff. There are currently seven staff who have taken up this offer.

Last year Council contributions made contributions of approximately \$9,700 with \$8,532 being from Works staff and \$1,181 being from Admin staff.

There has been no documented policy to support the offer of a Council contribution superannuation of 3%. No offer of Council superannuation contribution has been made to staff employed in the past five years.

An announcement was made in the 2014 Federal Budget that the minimum superannuation guarantee contribution would remain at 9.5% until 30 June 2018. The charge percentage will then increase by 0.5% each year until it reaches 12% from 1 July 2022.

### Comment:

The Council superannuation contribution assists in attracting and retaining quality staff to work for the Shire of Wickepin.

**Statutory Environment:** Superannuation Guarantee Contribution (Administration) Act 1992

**Financial Implications:** Additional cost of Council contribution of approximately \$5,000 to \$10,000

**Policy Implications:** - New Policy

### Summary:

Council is being requested to establish a Council Superannuation Contribution Policy to assist in attracting and retaining staff.

**Recommendation:**

That Council adopt the following policy;

**Superannuation – Council Contributions**

This Policy applies to all employees including full-time, part-time or casual. Senior employees employed under a contract may include alternative arrangements.

Employees will nominate a fund into which their Superannuation Guarantee Contributions (SGC) is paid.

If the employee does not nominate their own superannuation fund then the superannuation default fund shall be the WA Super.

Employees may elect to contribute additional superannuation, either as a deduction (after tax) or as salary sacrifice (before tax).

The Shire of Wickepin will match the additional contribution to a maximum of 13% of salary, which includes the SGC component. The superannuation guarantee amount plus the Shire of Wickepin contribution is not to exceed 13%. As the Superannuation Guarantee amount increases over time, the threshold for maximum matching contribution by the Shire of Wickepin will decrease.

Employees may voluntarily contribute more than the threshold amount but will not receive a further contribution from the Shire of Wickepin.

The additional contribution and the voluntary contribution will be deposited in to the employee's fund of choice.

The Chief Executive Officer may vary the application of this policy in negotiating individual contracts with senior employees.

**Voting Requirements:** Simple majority

**Resolution No 210218-13****Moved Cr Martin / Seconded Cr Hyde**

That Council adopt the following policy;

**Superannuation – Council Contributions**

This Policy applies to all employees including full-time, part-time or casual. Senior employees employed under a contract may include alternative arrangements.

Employees will nominate a fund into which their Superannuation Guarantee Contributions (SGC) is paid.

If the employee does not nominate their own superannuation fund then the superannuation default fund shall be the WA Super.

Employees may elect to contribute additional superannuation, either as a deduction (after tax) or as salary sacrifice (before tax).

The Shire of Wickepin will match the additional contribution to a maximum of 13% of salary, which includes the SGC component. The superannuation guarantee amount plus the Shire of Wickepin contribution is not to exceed 13%. As the Superannuation Guarantee amount increases over time, the threshold for maximum matching contribution by the Shire of Wickepin will decrease.

Employees may voluntarily contribute more than the threshold amount but will not receive a further contribution from the Shire of Wickepin.

The additional contribution and the voluntary contribution will be deposited in to the employee's fund of choice.

The Chief Executive Officer may vary the application of this policy in negotiating individual contracts with senior employees.

**Carried 7 / 1**

## Council

**11. President's Report**

Presidents Report 16 February 2018

Welcome back to everyone after our Christmas and New Year Break.

On Thursday, 18 January, Leah Taylor took her pledge to become an Australian Citizen in front of her husband Caen and Mother Lorraine. Congratulations to you Leah, and Welcome to Australia.

Our annual Australia Day celebrations were held this year at Harrismith Golf Club on Friday 26 January. It was pleasing this year to receive a number of community citizen award nominations, and it was with pleasure that I presented the Citizen of the Year to John McDougall; Senior Citizen of the Year to Ray Lewis and Community Group of the Year to the Wickepin Community Resource Centre. Congratulations to all award recipients, and the other nominees as well.

Congratulations also to Stephen Rose, who was the recipient for the Facey Group Progressive Agricultural Award for 2017.

Thank you to all who attended and assisted in the day's proceedings.

On Tuesday, 6 February, Cr Lansdell, CEO Mark Hook and I met with the Hon Peter Rundle MLA, Member for Roe, who was doing a "drive around" to catch up on the general issues that our Shire is facing.

A farewell celebration was held Thursday 15 February at the Wickepin Bowling Club for Natalie Manton, DCEO, and Peter Vlahov MOW who are moving on. Nat is moving to Corrigin Shire as their new CEO, and Peter is moving to the Broomehill- Tambellup Shire as their MOW. The Wickepin Shire Council and Communities have been privileged to have both Nat and Peter work with us for the past 10-12 years, and we wish you both the very best of luck in your new endeavours.

Thank you to the Wickepin Hotel for catering with lovely platters of nibbles, to Agatha and Samantha for organising the event, and to Janet and Peter (B) for attending the Bar.

On Monday, 19 February the WSAHA will meet to discuss the funding status regarding the (already applied for) Building Better Regions Funding, and the upcoming Royalties for Regions Regional Aged Accommodation Program.

Upcoming scheduled meetings include the sub-group of our Regional Roads Group in Dumbleyung on Thursday, 22 February and the Central Country Zone meeting in Wandering on Friday, 23 February.

**Resolution No 210218-14****Moved Cr Allan / Seconded Cr Martin**

That Council endorse the President's Report dated 16 February 2018.

**Carried 8 / 0**

Council

## 12. – Chief Executive Officer's Report

### Submission

To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	CM.REP.2
Author:	Mark Hook, Chief Executive Officer
Disclosure of Any Interest:	Nil
Date of Report:	8 February 2018

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### Executive Support Officer

Agatha Prior has commenced in the position of ESO.

Leah and Caen are proud parents of a boy Ferguson John Taylor Born Thursday 25<sup>th</sup> January 2018 at 9.05am weighing 7pounds 1 ounce. Mum is doing well.

### Deputy CEO Natalie Manton

As you are all aware Natalie has been advised that she is the new CEO at the Shire of Corrigin. The following advert has been placed in the West Australian.

*The Shire of Wickepin is looking for an enthusiastic, suitably qualified person with local government experience to fill this position and manage the finance and corporate services section of Council. The position is classified under the Local Government Industry Award 2010. A contract will be negotiated from 3 to 5 years with a salary package in the range of \$88,900 – \$99,900, including a cash component of \$75,000 to \$80,000. Additional benefits include 9.5% superannuation and subsidized accommodation in a 4x2 house. For information on how to apply, please contact Agatha Prior on 9888 1005 or email [eso@wickepin.wa.gov.au](mailto:eso@wickepin.wa.gov.au). Information is also available on the Shire of Wickepin website: [www.wickepin.wa.gov.au](http://www.wickepin.wa.gov.au). Applications close on Friday 9 February 2018 at 4.00pm*

### Manager of Works Mr Peter Vlahov

As you are all aware Peter has resigned at the Manager of Works with the Shire of Wickepin Peters last day with the Shire of Wickepin will be the Friday 16th March 2018. The following advert has been placed in the West Australian.

*The Shire of Wickepin is seeking a highly motivated person for the position of Manager of Works, who can exercise a high degree of autonomy to achieve set outcomes. This person must have excellent communication skills and be able to manage staff in a fair and effective manner. The position is classified under the Local Government Industry Award 2010. A contract will be negotiated from 3 to 5 years with a salary package in the range of \$112,000 - \$130,000 this includes a cash component of \$70,000 - \$85,000. Additional benefits include 9.5% superannuation, full private use of 4X4 dual cab and subsidized accommodation. For information on how to apply, please contact Agatha Prior on 9888 1005 or email [eso@wickepin.wa.gov.au](mailto:eso@wickepin.wa.gov.au). Information is also available on the Shire of Wickepin website: [www.wickepin.wa.gov.au](http://www.wickepin.wa.gov.au). Applications close on Friday 2nd March 2018 at 4.00pm.*

### **Great Southern Waste**

Great Southern Waste Tender 01-2015/2016 Provision of Refuse and Recycling Collection Services for period of three year ending 1st September 2018 will expire on the 1<sup>st</sup> September 2018.

The RFT 01 – 2015/2016 Provision of Refuse and Recycling Collection Services had the following clause.

*Tenders are invited from suitable organisations for the provision of weekly kerbside refuse and recycling material collection services in the Town sites of Wickepin, Yealering, Harrismith and Tincurrin for a period of 3 years commencing in 1 September 2015, with a possible extension for a further 3 years.*

The CEO requested Great Southern Waste if they would like a three year extension to the waste contract under this clause of the tender.

The following has been received from Great Southern Waste in relation to this matter.

Great Southern Waste Disposal wish to advise they will be accepting the extension of the contract with the Shire of Wickepin from the 1<sup>st</sup> September 2018 for a further three (3) year term until the 1<sup>st</sup> September 2021 as per conditions of the current contract.

The CEO has accepted the extension to the Great Southern Waste Contract for the Provision of Refuse and Recycling Collection Services in the Shire of Wickepin and the extended contract will now expire on the 1<sup>st</sup> September 2021 under the same terms and conditions of the previous tender.

### **WA Kaolin DAP Application**

WA Kaolin advised the CEO that the plans submitted for the kaolin mine and de-gritting plant incorrectly showed the location of the de-gritting plant on Lot 14431 (DP155015). The location of the de-gritting plant should be on Lot 7495 (DP233525). I attended a meeting with Andrew Sorensen to discuss this matter and advised him he would need to contact the DAP panel direct to see what could be done. The DAP panel requested the CEO if there was any problems with the maps being amended to show the de-gritting plant being placed on Lot 7495 (DP233525) and not Lot 14431 (DP155015). The CEO advised the DAP panel that there was no problem with the de-gritting plant being moved to Lot 7495 (DP233525). Zoe Hendry, Senior Committee Support Officer, Business and Corporate Services for the DAP panel has advised the CEO by email on the 6<sup>th</sup> February 2018 that the plans have been amended by the DAP panel to show the de-gritting plant on Lot 7495 (DP233525).

Please refer to following amended approved plan (200-GD-013) forwarded to the CEO via email on the 6<sup>th</sup> February 2018 from Zoe Hendry, Senior Committee Support Officer, Business and Corporate Services for the DAP panel.





**Peter Rundle**

The President Councillor Julie Russell, Councillor Allan Lansdell and the Chief Executive Officer met with Peter Rundle MLA member for Roe on the 6<sup>th</sup> February 2018. The matters that were discussed during this meeting were.

1. Grants for Independent Living Units
2. Community Resource Centres
3. Education Housing
4. CBH and DLG ruling
5. Department of Transport Licensing
6. Main Roads WA Narrogin Branch
7. Direct Grants for 2018/2019

**MEETINGS ATTENDED**

<b><u>January 2018</u></b>	
10 <sup>th</sup>	Meeting with Andrew Sorensen WA Kaolin
16 <sup>th</sup>	Meeting with Ming Zhuo Narrogin EHO
18 <sup>th</sup>	Leah Taylor Australian Citizenship Ceremony
22 <sup>nd</sup>	Damien Ferguson Griffin Valuations
23 <sup>rd</sup>	CCZ WALGA Local Government Act Review Committee Brookton
24 <sup>th</sup>	WDC Philippa Kirby Aged Housing Grants
<b><u>February 2018</u></b>	
5 <sup>th</sup>	Albert Facey Homestead Committee
6 <sup>th</sup>	Peter Rundle MLA Member for ROE
7 <sup>th</sup>	IT Vision
12 <sup>th</sup>	CCZ WALGA Local Government Act Review Phone meeting
14 <sup>th</sup>	Lifestyle Committee Meeting

**Delegations to be inserted –**

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Signing Cheques	January	Nil
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO			
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO			
A6	Appointment and Termination of Staff	CEO			
A7	Rates Recovery – Instalment Payments	CEO			
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO	Cricket Club Season 17/18 Ladies Day Spring Field Day Triathlon Presentations Women in Agriculture Movie Night Work Function	2017/2018 7 March 2018 12 September 2018 8 March 2018 25 July 2018 10 February 2018 23 February 2018	Wickepin Cricket Club Wickepin CRC Facey Group Wickepin CRC Facey Group Wickepin CRC Landmark
A13	Hire of Community Halls / Community Centre	CEO			

**Recommendations:**

That Council endorse the Chief Executive Officer's Report dated 8 February 2018.

**Voting Requirements:**

Simple majority

**Resolution No 210218-15**

Moved Cr Allan / Seconded Cr Lansdell

That Council endorse the Chief Executive Officer's Report dated 8 February 2018.

Carried 8 / 0

5.06 – MoW Peter Vlahov departed the Chambers

**13. Notice of Motions for the Following Meeting**

**14. Reports & Information**

Cr Martin thanked Deputy Chief Executive Officer Natalie Manton on behalf of Council for her hard work and fantastic contribution to the Shire of Wickepin.

Natalie will be sadly missed by all the Councillors.

**15. Urgent Business**

**16. Closure**

There being no further business the President declared the meeting closed at 5.09 pm.