

# Minutes

ORDINARY MEETING OF COUNCIL  
17 SEPTEMBER 2013  
COUNCIL CHAMBERS  
WICKEPIN



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**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin  
Tuesday 17 September 2013**

The President declared the meeting open at 3.30pm.

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

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

**Leave of Absence (Previously Approved)**

**Apologies**

**2. Public Question Time**

Tony Smith - Regional Road Safety Officer for the RoadWise program in the Wheatbelt South Region – Gave an update regarding his redundancy by WALGA, due to the RoadWise program receiving a budget cut of \$1.5m for 2013/14. Tony thanked Council for their support.

President Steve Martin thanked Tony Smith for his work and effort over the last three years.

*3.46pm – Tony Smith departed the Chambers.*

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

**Resolution No 170913-01**

**Moved Cr Astbury / Seconded Cr Russell**

That Council grant a leave of absence for the Ordinary Council meeting on 16 October 2013 for the following Councillor;

Cr KL Coxon

**Carried 7/0**

**4. Petitions, Memorials and Deputations**

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

Item	Item Title	Councillor/Officer	Interest	Reason
10.1.03	Wickepin Sheep Sale Yards	Cr JA Russell	Proximity	Owns adjoining lot
10.2.04	Application for Outbuilding – Lot 27 Central Avenue, Wickepin	Cr DJ Astbury	Proximity	Lives within 100metres of lot

**6. Confirmation of Minutes – Ordinary Meeting of Council – 21 August 2013****Resolution No 170913-02****Moved Cr Astbury / Seconded Cr Astbury**

That the minutes of the Ordinary Council meeting held on Wednesday 21 August 2013 be confirmed as a true and correct record.

**Carried 8/0**

**7. Receival of Minutes**

## 7.1 Regional Waste Group Meeting

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Leah Pearson, Executive Support Officer
<b>File Reference:</b>	
<b>Author:</b>	Leah Pearson, Executive Support Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	20 August 2013

**Enclosure / Attachment:**

Minutes of the Regional Waste Group Meeting held on Wednesday 24 July 2013.

**Background:**

The Regional Waste Group Meeting was held on Wednesday 24 July 2013.

**Comment:**

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

**Statutory Environment:**

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

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

**Recommendation:**

That the Minutes of the Regional Waste Group Meeting held on Wednesday 24 July 2013 be received.

**Voting Requirements:** Simple majority.

### Resolution No 170913-03

**Moved Cr Russell / Seconded Cr Easton**

That the recommendations listed under agenda items 7.1 to 7.4 be adopted en-bloc with the following amendments to the Townscape & Cultural Planning Committee Meeting minutes;

- That Cr Julie Russell's name be removed from 'in attendance' and put in as an apology as she was not in attendance at the Townscape and Cultural Planning committee meeting.

**Carried 8/0**

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Receival of Minutes

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

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Leah Pearson, Executive Support Officer
<b>File Reference:</b>	
<b>Author:</b>	Leah Pearson, Executive Support Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	4 September 2013

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### **Enclosure / Attachment:**

Minutes of the Governance, Audit and Community Services Committee Meeting held on Wednesday 4 September 2013.

### **Background:**

The Governance, Audit and Community Services Committee Meeting was held on Wednesday 4 September 2013.

### **Comment:**

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

### **Statutory Environment:**

Section 5.22 of the Local Government Act 1995

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

### **Recommendation:**

That the minutes of Governance, Audit and Community Services Committee Meeting held on Wednesday 4 September 2013 be received.

**Voting Requirements:** Simple majority.

## **Resolution No 170913-03**

### **Moved Cr Russell / Seconded Cr Easton**

That the recommendations listed under agenda items 7.1 to 7.4 be adopted en-bloc with the following amendments to the Townscape & Cultural Planning Committee Meeting minutes;

- That Cr Julie Russell's name be removed from 'in attendance' and put in as an apology as she was not in attendance at the Townscape and Cultural Planning committee meeting.

**Carried 8/0**

Receival of Minutes

### 7.3 Technical Services Committee

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Leah Pearson, Executive Support Officer
<b>File Reference:</b>	
<b>Author:</b>	Leah Pearson, Executive Support Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	4 September 2013

**Enclosure / Attachment:**

Minutes of the Technical Services Committee Meeting held on Wednesday 4 September 2013.

**Background:**

The Technical Services Committee Meeting was held on Wednesday 4 September 2013.

**Comment:**

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

**Statutory Environment:**

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

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

**Recommendation:**

That the Minutes of the Technical Services Committee Meeting held on Wednesday 4 September 2013 be received.

**Voting Requirements:** Simple majority

### Resolution No 170913-03

**Moved Cr Russell / Seconded Cr Easton**

That the recommendations listed under agenda items 7.1 to 7.4 be adopted en-bloc with the following amendments to the Townscape & Cultural Planning Committee Meeting minutes;

- That Cr Julie Russell's name be removed from 'in attendance' and put in as an apology as she was not in attendance at the Townscape and Cultural Planning committee meeting.

**Carried 8/0**

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Receival of Minutes

## 7.4 Townscape & Cultural Planning Committee Meeting

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Leah Pearson, Executive Support Officer
<b>File Reference:</b>	206
<b>Author:</b>	Leah Pearson, Executive Support Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	11 September 2013

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### Enclosure / Attachment:

Minutes of the Townscape & Cultural Planning Committee Meeting held on Wednesday 11 September 2013.

### Background:

The Townscape & Cultural Planning Committee Meeting was held on Wednesday 11 September 2013.

### Comment:

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

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

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

### Recommendation:

That the Minutes of the Townscape & Cultural Planning Committee Meeting held on Wednesday 11 September 2013 be received.

**Voting Requirements:** Simple majority.

## Resolution No 170913-03

### Moved Cr Russell / Seconded Cr Easton

That the recommendations listed under agenda items 7.1 to 7.4 be adopted en-bloc with the following amendments to the Townscape & Cultural Planning Committee Meeting minutes;

- That Cr Julie Russell's name be removed from 'in attendance' and put in as an apology as she was not in attendance at the Townscape and Cultural Planning committee meeting.

**Carried 8/0**



## 8. Status Report

Item	Subject/Action	Officer/ File	Progress	Status	Comment
353- 200313-13	Railway Land Lease 2013	CEO	Council authorise the CEO to negotiate a variation to the existing lease (L2663) for peppercorn rental to include: 1. The fenced compound immediately east of the Wickepin Railway Station store old farm machinery as part of the heritage precinct. 2. Railway Station building. 3. Additional land as illustrated on the map attached. 4. A maximum of \$1000 be allocated for the fees associated with varying the existing lease agreement.	○	Negotiations on-going.
408- 170713-15	Community Resource Building – 24A Wogolin Road, Wickepin	CEO	That: 1. The Building/Health Officer undertakes a full inspection of the Community Resource Centre and reports back to Council by the August 2013 Council meeting on the state of the Community Resource Centre building with the report containing solutions to resolve the damp and mould issues; and 2. The Community Development Officer prepare a report, with recommendations, on either renovating the existing Community Resource Centre building or constructing a new building on a different site.	○	Meeting held with Regional Development and Lands regarding the CRC building.
411- 210813-06	Refuse Site Transfer Stations	CEO	That the Shire of Wickepin proceed with the construction of transfer stations at Yealering, Harrismith and Tincurrin refuse sites, utilising the allocated budgets during the 2013/2014 financial year. The transfer stations will be constructed as per the attached plan.	✓	Application forwarded to DEC.
412- 210813-07	Sale of Plant	CEO	That Council accept the tender submitted by Great Southern Waste Disposals in the sum off \$1,650 GST Inclusive for the Aluminium Can Press as advertised in the Narrogin Observer.	✓	Letter sent to Great Southern Waste 27/08/2013.
413- 210813-08	Authorised Body for Traffic Management for Events	CEO	That the Shire of Wickepin sign and place the common seal on the Authorised Body for traffic management for events form with the Commissioner of Main Roads.	✓	Common seal placed on document.
414- 210813-12	Community Resource Building – 24A Wogolin Road, Wickepin	CEO	That Council: 1. Allocate \$18,000.00 to repair the ventilation, install subsoil drains and stormwater at the Community Resource Centre as an interim measure until the long term future of the building is resolved; and 2. The Environmental Health Officer/Building Surveyor to inspect the building every six months following the ventilation repair and the stormwater and subsoil drainage work and report to Council if there are any issues with damp and mould.	○	Drainage should commence 12/09/2013.

Item	Subject/Action	Officer/ File	Progress	Status	Comment
415- 210813-14	Wander to Wickepin Campaign	CEO	That Council allow RV's and Self Contained Caravans to stay at the Wickepin Sports Ground during the Wander to Wickepin campaign dates from the 21st September to 8th October and that the charges for this period are. \$15 PVPN powered site Caravan Park, \$10 PVPN unpowered site Caravan Park, and \$8 PVPN unpowered oval parking.	✓	No further action required.
416- 210813-15	Asset Management Plan	CEO	1. That the Shire of Wickepin remove the assets (as shown in the August 2013 minutes) Projected 10 Year Capital Renewal Works Program within the Buildings and Structures Asset Management Plan version 1. Due to the reason that the Shire of Wickepin would not renew these Assets, they would only maintain them to a suitable level. 2. That items (as shown in the August 2013 minutes) be removed from the Renewal Works Program within the Buildings and Structures Asset Management Plan version 1. Due to the reason that the Shire of Wickepin would not renew these Assets, they would only maintain them to a suitable level.	○	DL Consulting requested to remove assets.
417- 210813-16	Chef Executive Officer Annual Leave	CEO	That Council allow the Chief Executive Officer to take Annual Leave from 4 - 8 November 2013. That Mrs Natalie Manton is made the Acting Chief Executive Officer in Mr Mark Hook's absence on Annual Leave.	✓	No further action required.
418- 210813-17	2013/2014 Annual Fees and Charges	CEO	That the 2013/2014 Fees and Charges (as shown in August 2013 minutes) be adopted for the 2013/2014 financial year as per <i>Sections 6.16(1)(2)(3) of the Local Government Act 1995</i> .	✓	Letters to tenants advising of rent increase sent 28/08/2013.
419- 210813-18	Local Emergency Management Committee (LEMC)	CEO	That the Shire Wickepin endorse the signing of the Shire of Cuballing, Shire of Wickepin Emergency Management Arrangements as attached under separate cover. That Councillor Julie Russell and Councillor Kevin Coxon are appointed as a member of the Shire of Cuballing, Shire of Wickepin Emergency Management Committee.	✓	Letter sent to Cuballing advising of members 28/08/2013.
420- 210813-19	Wickepin Saleyards - Agreement 2013 - 2018	CEO	1. That the users off the Wickepin Sheep Saleyards be offered the following Wickepin Sheep Saleyards agreement as attached. 2. And that if the Wickepin Sheep Saleyards Agreement is accepted by the users Council authorises the signing of the agreements by the Shire President and Chief Executive officer.	○	Letter along with Saleyards agreements sent 28/08/2013.  Awaiting the signed copies.

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

○ = in progress    ✓ = completed    ✕ =superseded

- 9. Notice of Motions of Which Notice Has Been Given**
- 10. Receipt of Reports & Consideration of Recommendations**

3.53pm – MWS Peter Vlahov entered the Chambers.

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Infrastructure and Engineering Services

### **10.1.01 – Manager Works and Services Report**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Peter Vlahov, Manager Works & Services
<b>File Reference:</b>	2610
<b>Author:</b>	Peter Vlahov, Manager Works & Services
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	11 September 2013

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**Enclosure / Attachment:** Ongoing Maintenance List

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

**Comment:** Not applicable.

#### **Programmed Construction Works**

- Roses Road – This project has been completed.
- Wickepin-Pingelly Road – Culvert extension works are approximately 80% completed. Tree pruning is now underway.
- Wogolin South Road – Gravel has been stockpiled for this project.
- Pauley Road – Gravel sheeting has been 80% completed. Culvert widening has been finished.
- Toolibin South Road – Gravel has been stockpiled.
- Wickepin-Corrigin Road – Gravel has been stockpiled.
- Regional Waste Transfer Stations – All sites have been cleared and leveled. Existing waste has been buried.

#### **Maintenance Works**

- Attended truck rollover accident and assist with removal of the truck.
- Please see ongoing list attached.

#### **Occupational Health and Safety**

There have been no incidents to report.

#### **Workshop**

- Replace P.T.O. pump on Isuzu Tipper.
- Annual license inspection for the cherry picker.
- Service Graders and trucks.
- General ongoing repairs and servicing.

#### **Parks and Gardens**

- Test and repair where necessary all reticulation systems.
- Roadside and general weed spraying has been ongoing.
- Specific spraying targeted at wild radish infestations.

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

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

**Summary:** Not applicable.

**Recommendation:**

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

**Voting Requirements:** Simple majority

**Resolution No 170913-04**

**Moved Cr Astbury / Seconded Cr Allan**

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

**Carried 8/0**

## MWS Work Register - 2013

	Date of Request	Area	Action Requested	Requested by	Completed Y/N	Date Completed	Notes
A p r i	10/04/2013	Wickepin	Garry Harris to check all smoke detectors in Yarling Court.	Allan Ramsay	○		
	22/04/2013	Wickepin	Glass washer in bar in the Community Centre is broken.	WFC Secretary	○		Received glass washer - Ashley Steere to install.
M a y	1/05/2013	Wickepin	Yarling Court and Cottage Homes - gutters need cleaning.	Technical Services	○		
	24/05/2013	Wickepin	Caravan Park - water coming out where caravans hook up and no power.	Colin Coxon	○		Power is fixed. Plumber coming out to fix water on 12/06/2013.
J u n e	20/06/2013	Wickepin	Beehive in trees at Saleyards - may need spraying or removing.	CEO	○		Waiting to see if trees are going to be removed.
	21/06/2013	Wickepin	Community Centre - Broken piece of tile between the kitchen and mezzanine.	Hazel Green	○		Ashley Steere to fix.
J u l y	2/07/2013	Yealering	Remove mould from brick pavers at Yealering Town Hall near veranda.	CEO	○		
	24/07/2013		White guide post missing on the culvert near Malyalling Road-intersection of Wickepin Corrigin.	Natalie Manton	○		
	24/07/2013	Yealering	Drainage at Yealering Cemetery needs some adjustment - bank taken away some of the water.	Natalie Manton	✓		Ongoing.
	29/07/2013	Wickepin	Locks on trainers door and home change room are difficult to open.	Football Club	✓	29/07/13	Serviced and working.
A u g u s t	6/08/2013	Yealering	Shutter blind in Yealering Hall near bar is stuck.	Kelly Cockrane	✓	30/08/13	Fixed.
	6/08/2013	Wickepin	Cupboard installed at Playgroup needs to be moved as its covering doorway.	Leanne Holmes	✓	10/08/13	Cupboard moved.
	7/08/2013	Wickepin	Mats on cricket pitch need to be closer.	Football Club	✓		
	7/08/2013	Wickepin	Mend fencing on oval.	Football Club	○		
	19/08/2013	Tincurrin	Additional bins for Tincurrin PS 75th Anniversary on 9 Nov 13 - 3x general bins 3x recycling bins	Tincurrin PS	✓	August 2013	All organised.
	27/08/2013	Wickepin	Pine trees trimmed up - Curlew Way bottom section.	Eric Fleay	✓		Complete.
S e p t e m b e r	2/09/2013	Yealering	Monkey bar screws are loose on playground equipment.	Karen Jespersen	✓	05/09/2013	Fixed.
	3/09/2013	Wickepin	Wickepin Caravan Park - Ladies toilet lock is broken and Donga 1 light globe needs fixing.	Wickepin Caravan Park	✓	September 2013	Fixed.
	3/09/2013	Wickepin	Yarling Court - Bollard light not working.	CEO			Parts ordered.
	5/09/2013	Wickepin	Wickepin North Road - Radish Spraying.	Technical Services	✓	09/09/13	Complete.
	5/09/2013	Wickepin	Check fire breaks on Cemetery hill - check if road reserve.	Technical Services	○		
	5/09/2013	Wickepin	Trees on O'Keefe Road (North end) and section through Toolbin Lakes need pruning.	Technical Services	○		
	5/09/2013	Wickepin	Grading of Elsinore Road and Wedin North Road.	Technical Services	○		Placed on program.
	10/09/2013	Wickepin	Deliver one truck load of sand to Orchids Farm.	MWS	✓		Sand delivered.

## Infrastructure and Engineering Services

**10.1.02 – RAV 4 & 5 Network permit application – Peter Hill and Son**

<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>	1810
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	24 August 2013

**Enclosure / Attachment:** Letter from Peter hill and Son, Map of Route, Truck Configuration.

**Background:**

Council has received a request from Peter Hill and Son to run a network 5 and 6 category truck on the Williams Kondinin Road and the Cuballing East Road. The request is to allow for the cartage of export oaten hay from Holt Rock.

Peter Hill & Son  
RMB 226  
Holt Rock  
6355 WA

Wickepin Shire  
Wogolin Rd  
Wickepin 6370

To whom it may concern,

I am writing to seek approval to gain a permit for a Network 5 & 6 category truck to travel through your shire. We produce export oaten hay at Holt Rock, which is currently transported on B Double trucks to O'Rourke Transports through your shire on the path described below.

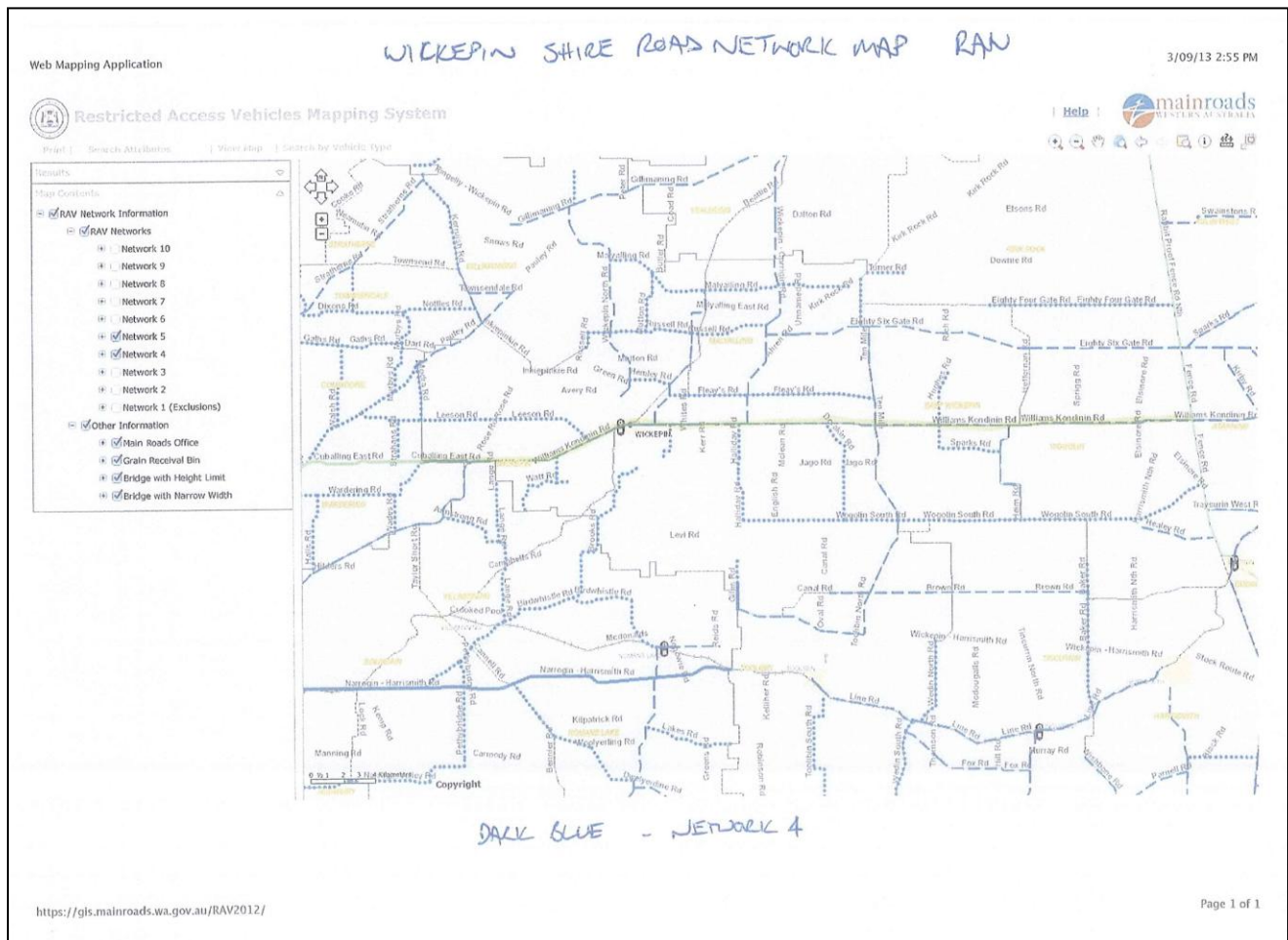
Williams – Kondinin Rd	- Network 4
Cuballing East Rd	- Network 4

This path is shown on the attached map and also a description of vehicle and configuration.

If you can please inform me of your council's decision at your earliest convenience would be much appreciated.

Yours Sincerely

Gavin Hill  
0428635543





me Mover, Trailer – Main Roads Western Australia

3/09/13 4:15 PM

[Home](#) > [Using Roads](#) > [Heavy Vehicles](#) > [Notices](#) > Prime Mover, Trailer

## Prime Mover, Trailer

### Roads and conditions

(As of November 2012)

(As of November 2012)

(As of November 2012)

Find out what changes have been made to the conditions of use, and roads added to or removed from the road tables.

(Current as at July 2012) - An interactive web-based application that can assist you in planning your journey. The RAV mapping tool should be used as a guide only and approved roads should be checked using the road tables and addendums.

Category & RAV Network	Vehicle Description and Configuration	Length (m)	Max Mass (T)	Axle	Road Table
1	(A) PRIME MOVER, SEMI TRAILER TOWING A PIG TRAILER				
	(B) PRIME MOVER TOWING AN OVERWEIGHT SEMI TRAILER	(A) ≤20	50	4	
	(C) SHORT B-DOUBLE	(B) ≤19	42.5	3	
	(D) TWINSTEER PRIME MOVER TOWING SEMI TRAILER	(C) ≤20	50	4	
2	(A) PRIME MOVER, SEMI TRAILER TOWING A PIG TRAILER	(D) ≤19	47.5	3	
	(B) PRIME MOVER TOWING SEMI TRAILER				
	(C) B-DOUBLE	(A) ≤27.5	65.5	4	
	(D) SHORT B-TRIPLE	(B) ≤20	42.5	3	
3	(A) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER	(C) ≤27.5	67.5	4	
	(B) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER	(D) ≤25	42.5	3	
	(C) B-DOUBLE	(A) ≤27.5	65.5	4	
	(D) SHORT B-TRIPLE	(B) ≤20	42.5	3	
4	(A) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER	(C) ≤27.5	67.5	4	
	(B) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER	(D) ≤25	42.5	3	
	(C) B-DOUBLE	(A) ≤27.5	65.5	4	
	(D) SHORT B-TRIPLE	(B) ≤20	42.5	3	
5	(A) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER	(C) ≤27.5	67.5	4	
	(B) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER	(D) ≤25	42.5	3	
	(C) B-DOUBLE	(A) ≤27.5	65.5	4	
	(D) SHORT B-TRIPLE	(B) ≤20	42.5	3	
6	(A) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER	(C) ≤27.5	67.5	4	
	(B) PRIME MOVER, SEMI TRAILER TOWING A DOG TRAILER	(D) ≤25	42.5	3	
	(C) B-DOUBLE	(A) ≤27.5	65.5	4	
	(D) SHORT B-TRIPLE	(B) ≤20	42.5	3	

<https://www.mainroads.wa.gov.au/UsingRoads/HeavyVehicles/notices/Pages/pmtc.aspx#>

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**Comment:**

The Williams Kondinin Road is a Main Roads road except for the section of Wogolin Road which is the Shire of Wickepin's road, so this will need to be forwarded to Main Roads for their approval.

The first 3 Kilometres of the Cuballing East is in the Shire of Wickepin and will require Council approval.

I have spoken with the Works Manager Mr Peter Vlahov who advises that these roads would be up to standard to take this configuration of vehicle.

Currently the Cuballing East Road is listed as Net Work Four Vehicle Routes only.

**Shire of Wickepin Listed RAV 4 Network Roads and Conditions imposed**

Road Name	Intersection From	Intersection To	Conditions
Cuballing East Rd	Narrogin Kondinin M038	Cuballing Lga Boundary	No Network Conditions

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

**Policy Implications:** Nil.

**Financial Implications:** Nil

**Strategic Implications:** Nil

**Summary:**

Council is being requested to list the Williams Kondinin and the Cuballing East Road sections in the Shire of Wickepin as Category 5 and 6 vehicle roads.

**Recommendation:**

That the Shire of Wickepin Request Main Roads to make the Cuballing East Road Section in the Shire of Wickepin as a Network 5 and 6 category vehicle Road.

That the Shire of Wickepin advises Main Roads that it would not object to Main Roads making the Williams Kondinin Road a category 5 and 6 vehicle road.

**Voting Requirements:** Simple majority

**Moved Cr Astbury / Seconded Cr Easton**

That the Shire of Wickepin Request Main Roads to make the Cuballing East Road Section in the Shire of Wickepin as a Network 5 and 6 category vehicle Road.

That the Shire of Wickepin advises Main Roads that it would not object to Main Roads making the Williams Kondinin Road a category 5 and 6 vehicle road.

**Amendment:****Resolution No 170913-05****Moved Cr Russell / Seconded Cr Coxon**

That the Shire of Wickepin Request Main Roads to make the Cuballing East Road Section in the Shire of Wickepin as a Network 5 and 6 category vehicle Road.

That the Shire of Wickepin advises Main Roads that it would not object to Main Roads making the Williams Kondinin Road a category 5 and 6 vehicle road and that Wogolin Road, Wickepin be restricted to 40km as part of the conditions imposed on the permit.

**Carried 8/0**

**The amendment then became the substantive motion and was carried:****Resolution No 170913-06****Moved Cr Russell / Seconded Cr Coxon**

That the Shire of Wickepin Request Main Roads to make the Cuballing East Road Section in the Shire of Wickepin as a Network 5 and 6 category vehicle Road.

That the Shire of Wickepin advises Main Roads that it would not object to Main Roads making the Williams Kondinin Road a category 5 and 6 vehicle road and that Wogolin Road, Wickepin be restricted to 40km as part of the conditions imposed on the permit.

**Carried 8/0**

Resolution differs from the Officers Recommendation as Council felt that the speed limit of Wogolin Road, Wickepin should be restricted to 40km as part of the conditions imposed on the permits issued due to this section of road being the main street of Wickepin.

*4.22pm – MWS Peter Vlahov departed the Chambers.*

4.22pm – Cr Russell departed the Chambers due to declaring a proximity interest - owns adjoining lot.

#### Infrastructure and Engineering Services


### 10.1.03 – Wickepin Sheep Sale Yards

<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>	549
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	24 August 2013

**Enclosure / Attachment:** Quote Steere Dingo Services Sale yards Ramps.

#### Background:

Council has received a request from the Wickepin Saleyards working group to have the ramps and race altered at the Wickepin Sheep Sale yards as per the quote attached from Steer Dingo Services.



General Loader Work   Trenching   Post Holes  
Ph Ashley 0427 783 373   Fax 9888 1974




File 549   REFER SEPTEMBER 20 MINUTES

## QUOTATION

TO:        Wickepin Shire  
DATE:     25<sup>th</sup> July 2013  
FOR:      WICKEPIN SHEEPYARDS

To add an extra top rail to Wickepin Sheeppyards - labour and materials  
Altering ramps and race  
\$2 450 (GST Inc)

**This quote is valid for 60 days**

 PO Box 35 Wickepin 6370    BSB 306 027 A/c 024 9961     
ABN 34 021 272 796

This item was brought forward at the Technical Services meeting on 4 September where the following was agreed;

*CEO advised that the top rail of the Saleyards have been requested for \$2450. Committee advised CEO to put this item to the September Council meeting.*

**Comment:**

The Wickepin Saleyards Committee actioned the following items from its last working Group meeting held on 5 June 2013;

- First Aid kit and fire extinguisher required at the saleyards - CEO to organise.
- Shire not to spray holding yards after April until summer - CEO to organise.
- Quote from Aussie Stockyards for further yards - Ty Miller to organise.
- Quote to fix and extend walkways from Ashley Steere - Ty Miller to Organise.
- Quote from Fulfords to remove trees in holding paddock 4 - Peter Vlahov to look at and request permission from Council.
- Next sales to be 7<sup>th</sup> and 11<sup>th</sup> October 2013.
- Request to plant trees by the school - Tom Williamson to organise.

These items were taken to Council as part of the budget process and Council removed the Stockyards and the walkways from the Budget.

The Working Group would still like to proceed with extending the walkways and add to the top rail as part of this year's maintenance and hopefully before the sales on the 7<sup>th</sup> and 11<sup>th</sup> October 2013.

There are sufficient funds of \$13,987.68 in the Saleyards Reserve Account to undertake the project of works for \$2,450 as requested.

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

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

**Policy Implications:** Nil.

**Financial Implications:**

If Council authorises the project to proceed, the amount of \$2,450 will be taken from the Wickepin Saleyards Reserve Account leaving a total of \$11,537.68 to fund this project.

**Strategic Implications:** Nil.

**Summary:**

Council is being requested to utilise funds from the Wickepin Saleyards Reserve account to undertake the quoted works from Steere Dingo Services to add an extra top rail to Wickepin Saleyards and altering ramps and race.

**Recommendation:**

That the Shire of Wickepin accept the quote from Steere Dingo Services to add an extra top rail to Wickepin Saleyards and altering ramps and race and that the \$2,450.00 is withdrawn from the Wickepin Saleyards Reserve.

**Voting Requirements:** Absolute majority.

**Resolution No 170913-7****Moved Cr Coxon / Seconded Cr Hinkley**

That the Shire of Wickepin accept the quote from Steere Dingo Services to add an extra top rail to Wickepin Saleyards and altering ramps and race and that the \$2,450.00 is withdrawn from the Wickepin Saleyards Reserve.

**Carried 7/0**

*4.25pm – Cr Russell returned to the Chambers.*

## Governance, Audit and Community Services

**10.2.01 – Financial Report**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Kerry Fisher - Finance Officer
<b>File Reference:</b>	
<b>Author:</b>	Kerry Fisher - Finance Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	12 September 2013

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

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

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

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

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

Local Government (Financial Management) Regulations 1996

34. Financial reports to be prepared s. 6.4

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

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

**Policy Implications:** Not applicable

**Financial Implications:** Not applicable

**Strategic Implications:** Not applicable

**Recommendation:** That the financial statements tabled for the period ending 31 August 2013 as presented be received.

**Voting Requirements:** Simple majority

### **Resolution No 170913-8**

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

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

**Carried 8/0**



## Bank Balances

As at 31/08/2013

	<b>Bank Statement</b>	<b>Adjusted</b>
Municipal Fund	1,488,083.00	1,469,900.15
Petty Cash	500.00	500.00
Reserves	797,649.20	797,649.20
<b>Total</b>	<b>2,286,232.20</b>	<b>2,268,049.35</b>
Trust Fund	25,388.96	25,388.96
Transport Account	1,776.17	0.00

## Debtors

Rates as at 31/08/2013

Account 7461	Rates	1,153,801.75
Account 6051	Sewerage	35,483.87
Account 7451	Ex Receipts	-6,374.79
Account 7441	Pensioners Rebates	11,468.59
Account 7481	Domestic Rubbish	21,853.30
Account 7491	Commercial Rubbish	3660.00
Account 7201	Refuse Site Levy	16,581.66

Sundry Debtors as at 31/08/2013

Current	0
1 Month	0
2 Months	89.73
3 Months	2362.87
<b>Total</b>	<b>2,452.60</b>

## Governance, Audit and Community Services

**10.2.02 – List of Accounts**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Kerry Fisher - Finance Officer
<b>File Reference:</b>	
<b>Author:</b>	Kerry Fisher - Finance Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	12 September 2013

**Enclosure / Attachment:** List of Accounts

**Background:** Please find following the List of Accounts remitted during the period from 12 July 2013 – 14 August 2013

	<u><b>Vouchers</b></u>	<u><b>Amounts</b></u>
<b>Municipal Account</b>		
Cheques	14724 – 14742	27,904.59
Cancelled Cheque	14741	
EFTPOS	3862 - 3926	122,764.49
Other Transfers	Payroll August 2013	66,510.25
<b>Trust Account</b>		
EFTPOS	3860 - 3861	700.00
Cheques	0	0
<b>TOTAL</b>		<u><b>\$217,879.33</b></u>

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

**Certificate of Chief Executive Officer:**

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

**Comment:** If there are any questions in relation to the listing of accounts, please forward a request by fax to me so that detailed answers to queries can be obtained for presentation at council meeting.

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

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

**Financial Implications:** Not applicable

**Strategic Implications:** Not applicable

**Recommendation:** That Council acknowledges that payments totaling \$217,879.33 has been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

**Voting Requirements:** Simple majority

### **Resolution No 170913-9**

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

That Council acknowledges that payments totaling \$217,879.33 has been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

**Carried 8/0**

SHIRE OF WICKEPIN  
CHEQUE LISTING  
15/8/2013 TO 12/9/2013

Chq/EFT	Date	Name	Description	Muni	Trust
EFT3860	16/08/2013	AUSTKICK	REFUND KEY DEPOSIT - CHANGE ROOM		200.00
EFT3861	16/08/2013	GREG POCKRAN	REFUND HALL BOND		500.00
EFT3862	16/08/2013	YVONNE BOWEY CONSULTING	CONSULTING	4197.00	
EFT3863	16/08/2013	BEST OFFICE SYSTEMS	PHOTOCOPIER UNITS USED BLACK & COLOUR	241.60	
EFT3864	16/08/2013	COUNTRY PAINT SUPPLIES	MATERIALS FOR WICKEPIN CARAVAN PARK	233.00	
EFT3865	16/08/2013	COURIER AUSTRALIA	FREIGHT	43.15	
EFT3866	16/08/2013	CHEFMASTER	80LTR BIN LINERS	139.55	
EFT3867	16/08/2013	KELLY COCHRANE	YEALERING CLEANING	225.00	
EFT3868	16/08/2013	CONCEPT ONE THE INDUSTRY SUPERANNUATION	SUPERANNUATION CONTRIBUTIONS	160.30	
EFT3869	16/08/2013	LANDGATE	RURAL UV ENTERIM VALUATION SHARED	110.75	
EFT3870	16/08/2013	GEOFF PERKINS FARM MACHINERY CENTRE	MUFFLER, AIR FILTER & PLUG FOR HONDA MOWER	93.69	
EFT3871	16/08/2013	IT VISION	END OF YEAR RATES SERVICE	1540.00	
EFT3872	16/08/2013	ING CUSTODIANS PTY LTD	SUPERANNUATION CONTRIBUTIONS	163.58	
EFT3873	16/08/2013	GREAT SOUTHERN WASTE DISPOSAL	WASTE COLLECTION 24TH JUNE TO 29TH JULY 2013	5464.80	
EFT3874	16/08/2013	NARROGIN HARDWARE	MATERIALS	171.80	
EFT3875	16/08/2013	NARROGIN BEARING SERVICE	GIFT VOUCHER	500.00	
EFT3876	16/08/2013	NARROGIN PUMPS SALES & SERVICE	POLY PIPE	118.36	
EFT3877	16/08/2013	NARROGIN TOYOTA	FUEL PUMP AND PARTS FOR REPAIR	357.53	
EFT3878	16/08/2013	NARROGIN BOILERMAKERS	CLOTHING ISSUE - P MARSH	373.50	
EFT3879	16/08/2013	MAUREEN PREEDY	YEALERING CLEANING	337.50	
EFT3880	16/08/2013	ROCLA	PIPES & CULVERTS	1564.16	
EFT3881	16/08/2013	RAMSAY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	87.59	
EFT3882	16/08/2013	SHIRE OF WICKEPIN	PAYROLL DEDUCTIONS	50.00	
EFT3883	16/08/2013	STEERE DINGO SERVICES	REPAIRS COMM CNTR, UNIT YARLING CT & AG	1633.47	
EFT3884	16/08/2013	SYNERGY	STREETLIGHTS	1725.05	
EFT3885	16/08/2013	WICKEPIN DISTRICT SPORTS CLUB	COMMUNITY GRANT 2013	2165.00	
EFT3886	16/08/2013	WICKEPIN HOTEL	ALCOHOL PROVIDED	208.50	
EFT3887	16/08/2013	WICKEPIN NEWSAGENCY	PAPERS & CATERING	296.49	
EFT3888	16/08/2013	WURTH AUSTRALIA P/L	WORKSHOP SUPPLIES	46.20	
EFT3889	29/08/2013	AUSTRALIA POST	AUS POST	150.44	
EFT3890	29/08/2013	AUSTRALIAN PLANT WHOLESALERS	TORQUATA	501.60	
EFT3891	29/08/2013	BURGESS RAWSON (WA) PTY LTD	WATER USAGE	264.96	
EFT3892	29/08/2013	BEST OFFICE SYSTEMS	PRINTER CARTRIDGES	320.00	

SHIRE OF WICKEPIN  
CHEQUE LISTING  
15/8/2013 TO 12/9/2013

EFT3893	29/08/2013	CJD EQUIPMENT PTY LTD	INVESTIGATE AIRCON FAULT	3162.23
EFT3894	29/08/2013	COVENTRYS	15AMP PLUG	20.36
EFT3895	29/08/2013	COVS PARTS PTY LTD	PARTS	326.94
EFT3896	29/08/2013	STAPLES / CORPORATE EXPRESS	STATIONERY	289.03
EFT3897	29/08/2013	LANDGATE	VALUATION ROLLS	142.00
EFT3898	29/08/2013	DEWS EXCAVATIONS	CULVERT WORKS WICKEPIN - PINGELLY RD	9900.00
EFT3899	29/08/2013	EWEN RURAL SUPPLIES	EWEN RURAL SUPPLIES	1946.85
EFT3900	29/08/2013	AC & EJ FULFORD & CO	ROAD WORKS	9900.00
EFT3901	29/08/2013	FESA - ESL	QUARTERLY LEVY	9300.00
EFT3902	29/08/2013	GREAT SOUTHERN FUEL SUPPLIES	FUEL A/C	18377.06
EFT3903	29/08/2013	HANSON CONSTRUCTION MATERIALS	STABMAT	3003.00
EFT3904	29/08/2013	IKES HOME IMPROVEMENT & GLASS	PERSPEX COVERING PHOTOBOARD HARRISMITH	313.50
EFT3905	29/08/2013	INGREYS	FILTER	98.31
EFT3906	29/08/2013	KEL'S TYRES	DOUBLE COIN TYRES - P248	1966.80
EFT3907	29/08/2013	KESTREL WEATHER AUSTRALIA	KESTRAL WIND METER	613.00
EFT3908	29/08/2013	LOCAL GOVERNMENT MANAGERS AUSTRALIA	STAFF TRAINING	650.00
EFT3909	29/08/2013	NARROGIN HIRE SERVICE	RETIC	599.73
EFT3910	29/08/2013	NARROGIN RETRAVISION	LED TV - HARRISMITH C/PARK	299.00
EFT3911	29/08/2013	STAR TRACK EXPRESS	MISS CHARGE	150.78
EFT3912	29/08/2013	NARROGIN BOILERMAKERS	WORK CLOTHING - CAMERON	711.40
EFT3913	29/08/2013	WAGIN PLUMBING	REPAIR & MAINTENANCE WICKI TOWN HALL	6596.70
EFT3914	29/08/2013	ROCLA	HEADWALL	6760.25
EFT3915	29/08/2013	RSA WORKS	BLACK SPOT	2200.00
EFT3916	29/08/2013	SHIRE OF NARROGIN	DOG TRAINING COURSE	3263.79
EFT3917	29/08/2013	STEERE DINGO SERVICES	YARLING COURT	1234.99
EFT3918	29/08/2013	TELSTRA	TELSTRA	2093.04
EFT3919	29/08/2013	DYNAMIC PRINT	PURCHASE ORDER BOOKS	354.00
EFT3920	29/08/2013	T-QUIP	MOWER PARTS	869.60
EFT3921	29/08/2013	WESTRAC EQUIPMENT	P813	477.64
EFT3922	29/08/2013	WESTERN AUSTRALIAN TREASURY CORP	LOAN NUMBER 100	2132.25
EFT3923	29/08/2013	SYNERGY	ELECTRICITY	5930.90
EFT3924	29/08/2013	WA LOCAL GOVT ASSOCIATION	LOCAL GOVERNMENT WEEK	5506.92
EFT3925	29/08/2013	WURTH AUSTRALIA P/L	REPLACEMENT WHEEL	75.85

Attachment- Item 10.2.02

SHIRE OF WICKEPIN  
CHEQUE LISTING  
15/8/2013 TO 12/9/2013

EFT3926	29/08/2013	WICKEPIN COMMUNITY RESOURCE CENTRE	PASSPORT PHOTOS	14.00
14724	16/08/2013	LAKE YEALERING BOWLING CLUB	COMMUNITY GRANT SUBMISSION 13/14	6000.00
14725	16/08/2013	NARROGIN QUARRY OPERATIONS	METAL DUST DELIVERY	217.27
14726	16/08/2013	NARROGIN PACKAGING	TOILET SUPPLIES	959.42
14727	16/08/2013	PRECISE CARPENTRY SERVICE	REPAIRS TO PANELS IN DISPLAY CABINET	360.00
14728	16/08/2013	PCS	COMPUTER SUPPORT	251.25
14729	16/08/2013	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	156.20
14730	16/08/2013	WA LOCAL GOVERNMENT SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	3689.75
14731	29/08/2013	BUNBURY MOWER SERVICE	BLADES	522.50
14732	29/08/2013	BAILEYS FERTILISERS	PALLET SUPER	1289.75
14733	29/08/2013	A & A CORASANTI	HIRE OF SCAFFOLD	1309.00
14734	29/08/2013	CEMETERIES & CREMATORIA ASSN OF WA	MEMBERSHIP RENEWAL	100.00
14735	29/08/2013	BEC DANILOVIC @ WICKEPIN GARDEN CENTRE	PLANTS	372.00
14736	29/08/2013	LES HELFGOTT	MUSIC SUPPLIED @ WANDER TO WICKEPIN	500.00
14737	29/08/2013	JASON SIGNSMAKERS	SIGNS & YELLOW POST	1931.60
14738	29/08/2013	LOCAL HEALTH AUTHORITY ANALYTICAL COMMITTEE	ANALYTICAL SERVICES	467.88
14739	29/08/2013	LOCAL GOVT SUPERVISORS ASSN	WORKS & PARKS CONFERENCE - P VLAHOV	1003.50
14740	29/08/2013	PCS	PC WORK	510.00
14742	29/08/2013	WATER CORPORATION	WATER USAGE	8250.47
<b>TOTALS</b>				<u>150,655.08</u> <u>700.00</u>

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Governance, Audit and Community Services

## **10.2.03 - EHO/Building Surveyor's Report**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Allan Ramsay, EHO/Building Surveyor
<b>File Reference:</b>	706 / 2203
<b>Author:</b>	Allan Ramsay, EHO/Building Surveyor
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	11 September 2013

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**Enclosure / Attachment:** Nil

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

**Building Licenses:**

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

**Implications:** Not applicable

**Financial Implications:** Not applicable

**Strategic Implications:** Not applicable

**Recommendation:**

That Council notes the report from the EHO/Building Surveyor dated 11 September 2013.

**Voting Requirements:** Simple Majority

### **Resolution No 170913-10**

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

That Council notes the report from the EHO/Building Surveyor dated 11 September 2013.

**Carried 8/0**

4.29pm – Cr Asbury departed the Chambers due to a proximity interest - lives within 100metres of lot.

Governance, Audit and Community Services

## 10.2.04 - Application for Outbuilding – Lot 27 Central Avenue, Wickepin

Submission To:	Ordinary Council
Location / Address:	Lot 27, 24 Central Avenue, Wickepin
Name of Applicant:	Mr. Steven Bennier
File Reference:	A5226
Author:	Allan Ramsay, EHO/Building Surveyor
Legislation:	Shire of Wickepin Town Planning Scheme #4 Local Planning Policy Outbuildings Residential Designs Codes
Disclosure of any Interest:	Nil
Date of Report:	20 August 2013

**Enclosure/Attachments:** Letter from the applicant Mr. Steven Bennier  
Site plan showing location of proposed outbuilding  
Completed Application form for Town Planning Approval  
Letter of Support from adjoining neighbours

### Background:

Mr. Steven Bennier, (the applicant) has submitted plans for an oversize outbuilding to be constructed at Lot 27 House number 24 Central Avenue, Wickepin. The property is on a 2260m<sup>2</sup> block and the proposed outbuilding will be used as a car garage. The existing car garage at the property will be converted a work shop.

The property is zoned "Residential" in the Shire of Wickepin Town Planning Scheme # 4.

The proposed outbuilding is 8m × 6m an overall floor area of 48m<sup>2</sup>. Combined with the existing outbuilding the total floor area is 84m<sup>2</sup>.

### Officer's Comment

The Shire of Wickepin's Local Planning Policy Outbuildings states the following in the Residential Zones of the Scheme:

*"Clause 4 (a)*

- (i) Non-masonry construction – where the total non-masonry outbuilding area does not exceed 55 square meters and the total outbuilding area does not exceed 75 square metres.*
- (vi) Any application for planning approval which does not comply with the above shall be referred to Council for consideration".*

The proposed outbuilding including the existing outbuilding on the property amounts to a total area of 84m<sup>2</sup> which is 29m<sup>2</sup> over the permitted size.

Whilst the Shire of Wickepin Local Planning Policy Outbuildings has previously been used for similar circumstances it has not been adopted by Council as yet. It is intended to adopt this policy as well as other policies soon.

The outbuilding will be Colorbond and located behind the existing dwelling one meter set back from the side boundary adjacent to a ROW. The adjoining neighbours have given their consent. Given the fact that the



outbuilding will be located behind the existing dwelling and on a large 2226m<sup>2</sup> residential lot it will not spoil the amenity of the area.

The adjoining neighbours have given their consent for the location of the proposed outbuilding.

**Officers Recommendation:**

That Council:

1. Approved the oversized 48m<sup>2</sup> Colorbond outbuilding on Lot 27 House number 24 Central Avenue, Wickepin;
2. The outbuilding hereby permitted shall be only used for the purpose incidental to the residential use of the property and shall not be used for any habitable, commercial or industrial purposes; and
3. A Building Licence be issued for the dwelling prior to constructions.

**Resolution No 170913-11**

**Moved Cr Russell / Seconded Cr Lansdell**

That Council:

1. Approve the oversized 48m<sup>2</sup> Colorbond outbuilding on Lot 27 House number 24 Central Avenue, Wickepin;
2. The outbuilding hereby permitted shall be only used for the purpose incidental to the residential use of the property and shall not be used for any habitable, commercial or industrial purposes; and
3. A Building Licence be issued for the dwelling prior to constructions.

**Carried 7/0**

*4.31pm – Cr Astbury returned to the Chambers.*

4.31pm – CDO Natalie Manton entered the Chambers.

Governance and Community Service

## 10.2.05 – Community Development Officer's Report

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

### Enclosure / Attachment:

<b>Arts and Cultural</b>	<ul style="list-style-type: none"> <li>Looked up potential artists for sculpture project.</li> <li>Circulated photography project idea for discussion.</li> </ul>
<b>Community Development</b>	<p><b>Townscape</b></p> <ul style="list-style-type: none"> <li>Attend Townscape meeting.</li> <li>Requested artist impression of Wickepin War Killed in Action Memorial.</li> <li>Commenced ANZAC funding application and obtained quotes.</li> <li>Discussion with gardener regarding shire garden project.</li> <li>Assisted Stefie Green with background research for war memorial project and photos of other memorials. Looked up old maps for additional information.</li> <li>Follow up payment of Shire of Wickepin community grants.</li> </ul> <p><b>CRC Building</b></p> <ul style="list-style-type: none"> <li>Background research on building options and funding.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>Provided notes for Watershed.</li> <li>Follow up grant opportunities for Shire of Wickepin projects.</li> <li>Forwarded information to community members on grant opportunities and events.</li> <li>Responded to request for cemetery information from Shire of Kojonup and General Manager Cremation Society of Canterbury &amp; Harewood Memorial Gardens &amp; Crematorium, New Zealand.</li> </ul> <p><b>CLGF 12/13 Projects</b></p> <p><b>Wickepin Cemetery</b></p> <ul style="list-style-type: none"> <li>Site visit and photos.</li> </ul>
<b>Community Safety and Crime Prevention</b>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Economic Development</b>	<p><b>Living Lakes Project</b></p> <ul style="list-style-type: none"> <li>Checked for tender result on website.</li> </ul>
<b>Tourism, Marketing and Promotion</b>	<ul style="list-style-type: none"> <li>Ongoing discussions with Market Creations regarding upgrade of website.</li> <li>Reviewed website site plan.</li> <li>Arranged wildflower advertising in conjunction with the Australia's Golden Outback and Dryandra Visitor's Centre.</li> </ul>
<b>Sport and Recreation</b>	<p><b>Kidsport</b></p> <ul style="list-style-type: none"> <li>Entered Kidsport vouchers onto database.</li> </ul> <p><b>Walk trails</b></p> <ul style="list-style-type: none"> <li>Follow up emails and calls regarding pedestrian maze and lease</li> </ul>

	arrangements. <ul style="list-style-type: none"> <li>Returned signed trails funding documents to Lotterywest.</li> </ul> <b>Other</b> <ul style="list-style-type: none"> <li>Follow up information on CSRFF grants for swimming pool.</li> <li>Investigate funding for shade sail at Community Centre.</li> </ul>
<b>Special Needs Groups inc; Youth, Disabled and Older People.</b>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Heritage</b>	<ul style="list-style-type: none"> <li>Background research and information on Tincurrin Hall.</li> <li>Obtained information from other councils.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Reviewed Councillor Handbook and Policy Manual</li> <li>Attended Women in Local Government Conference</li> <li>Assisted with accounts and budget information.</li> </ul>

### Women in Local Government Conference

The Women in Local Government Conference was held in Perth on 5<sup>th</sup> and 6<sup>th</sup> September 2013 and was attended by 150 delegates from metropolitan and regional local governments. The focus of the conference was on leadership for women and aimed to build confidence and provide skills as well as inspiration. The keynote address was provided by Catherine DeVryne and her presentation demonstrated how she has been able to turn obstacles into opportunities throughout her life and inspired others to do the same.

Other interesting topics were:

- A university study looking into the factors that affect the appointment of CEO's in WA local government and the lack of female directors and CEO's.
- Supporting leaders through mentoring.
- Emotional intelligence and the ability to recognise, express and manage your own emotions and others.
- Women's participation in local government over past decade.
- Local government reform.
- Different and important dynamic that women bring to boards and committees that lead to better decision making.

Networking functions were held during the conference and provided an opportunity to meet new people and discuss topical issues fellow colleagues.

### Funding Applications Status Report

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

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

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

**Recommendation:**

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

**Voting Requirements:** Simple majority.

**Resolution No 170913-12**

**Moved Cr Allan / Seconded Cr Russell**

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

**Carried 8/0**

*4.41pm – CDO Natalie Manton departed the Chambers.*

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Governance, Audit & Community Services

## **10.2.06 – Wickepin Play Group – Agreement 2013 - 2018**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Wickepin Play Group
<b>File Reference:</b>	310 and 508
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	28 August 2013

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### **Enclosure / Attachment:**

- Shire of Wickepin and Wickepin Play Group Agreement – Memorandum of Understanding Period 1 July 2013 to 30 June 2018.
- Wickepin Playgroup Letter.

### **Background:**

The Wickepin Playgroup is asking Council to reassess the agreement that was passed by Council on 15 May 2013 for the use of the Wickepin playgroup Building at Lot 1 Campbell Street, formerly the Wickepin Pre-Primary every Wednesday as per the following Resolution:

### **Resolution No 150513-19**

#### **Moved Cr Hinkley / Seconded Cr Russell**

That the Chief Executive Officer offers the following agreement to the Wickepin Play Group with a standard default clause included:

Below is the amended agreement with the default clause included.

**AGREEMENT – MEMORANDUM OF UNDERSTANDING****PERIOD 1 JULY 2013 TO 30 JUNE 2024****Between**

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

*and*

*Wickepin Playgroup*

**Whereby it is agreed as follows:**

*That the Shire of Wickepin and the Wickepin Playgroup agree to the following terms and conditions as stated herein for the period commencing 1 July 2013 to 30 June 2024*

**PREMISES – ALL THOSE BUILDINGS SITUATED ON WICKEPIN LOT 1 CAMPBELL STREET, FORMERLY THE WICKEPIN PRE-PRIMARY**

*The Shire of Wickepin agrees to provide the use of the buildings situated on Wickepin Lot 1 Campbell Street, formerly the Wickepin Pre-Primary every Wednesday*

**DEFINITIONS**

*In this Agreement, unless the contrary intention appears, the following words have the following meanings:*

*‘Commencement Date’ means the Commencement Date specified in the Schedule;*

*‘Expiration Date’ means the Expiration Date specified in the Schedule;*

*‘Lessee means the Wickepin Playgroup;*

*‘Land’ means the Land referred to in the Schedule;*

*‘Permitted Use’ means the permitted use specified in the Schedule;*

*‘Premises’ means the building and surrounds to the boundary of that part of the Land described in the Schedule and all improvements, fixtures and fittings in the buildings;*

*‘Rent’ means the rent specified in the Schedule and the rent payable under this Lease from time to time;*

*‘Term’ means the term of this Lease specified in the Schedule commencing on the Commencement Date and terminating on the Expiration Date;*

*‘This Agreement’ means this Agreement and any variations to it agreed between the parties.*

**GENERAL OPERATIONAL SUPPORT**

*The Shire of Wickepin agrees to provide no operational subsidy to the Wheatbelt Special Ability Network*

**ANNUAL RENTAL**

One Dollar (\$1) paid annually in advance commencing on the 1st day of July 2013 and thereafter on the 1st day of July each year during the Term.

**RESPONSIBILITIES****Shire of Wickepin**

- Duly and punctually pay and discharge all pest control costs.
- Duly and punctually pay and discharge all costs associated with insuring the demised premises (in particular industrial risk, public liability and contents).
- Major maintenance, e.g. periodical painting of building, replacement of fittings and fixtures, replacement of plumbing, etc.

**Wickepin Playgroup**

- Duly and punctually pay and discharge all electricity, gas and other heating charges during the Term payable in respect of the Premises or any part thereof.
- At own expense during the Term at all times to keep and maintain the Premises clean, free from rubbish, refuse and disused material of any kind and in good and sanitary condition to a standard acceptable to the Shire of Wickepin.
- Undertake minor maintenance items e.g. fixing leaking taps, light bulb replacement etc.
- Gardens and grounds maintenance
- Report all maintenance items on a regular basis to the Shire of Wickepin.

**COMPLIANCE WITH STATUTES AND LICENCES**

The Wickepin Playgroup, at its own expense, must:

- comply with, carry out and perform the requirements of the Local Government Act 1995 (WA), the Health Act 1911 (WA) and all other Acts, town planning schemes, local laws and regulations or any requisitions or orders under them applicable to the Premises or to the use or occupation of the Premises; and take out and keep current any licences required in connection with any activities engaged in at the Premises.

**PROHIBITED USE**

The Wickepin Playgroup must not use the Premises for any illegal or immoral purpose or for any business or commercial use.

**DEFAULT OF LESSEE**

If during the Term:

- (a) the Rent is not paid within fourteen days after notice has been served on the Lessee by the Lessor;
- (b) the Lessee breaches any of the terms, covenants, conditions or obligations of this Agreement and the breach continues for fourteen days after notice has been served on the Lessee by the Lessor; or
- (c) the Lessee (if the Lessee is an association or club and whether or not incorporated pursuant to the Associations Incorporation Act) changes or amends its constitution or adopts a new or other constitution which is determined by the Lessor to be a material substantial and/or significant change in the objects or principal purpose of the Lessee,

THEN the Shire of Wickepin may at any time by notice in writing to the Lessee determine the Term absolutely. The Lessor may, without any notice or demand, enter and repossess the Premises with the right to remove any property of the Lessee left in or about the Premises.

## THE SCHEDULE

### The Lessee

Wickepin Playgroup

### Land

All of the buildings situated on Wickepin Lot 1 Campbell Street, formerly the Wickepin Pre-Primary every Wednesday

### Terms

Commencement Date 1st July 2013

Expiration Date 30<sup>th</sup> June 2034

### Rent

One Dollar (\$1) Rental is to be paid annually in advance commencing on the 1st day of July 2013 and thereafter on the 1st day of July in each and every year during the term.

### Permitted Use

Play Group

## EXECUTED BY THE PARTIES

### Chief Executive Officer

Signed.....

**Mark J Hook**

Chief Executive Officer

Shire of Wickepin

**DATE** \_\_\_\_\_

### Signed on behalf of the Wickepin Playgroup

Signed.....

**President**

**Wickepin Playgroup**

**DATE** \_\_\_\_\_

Signed.....

**Secretary**

**Wickepin Playgroup**

**DATE** \_\_\_\_\_




**Comment:**

The Chief Executive Officer has held discussions with the President of the Wickepin Playgroup, Cara Borthwick, who advises that the Wickepin Playgroup feel that the lease contains items that they should no longer be liable for. This is because there are other users of the building, not just the Wickepin Play Group. The items they feel they should no longer be liable for are items such as the minor maintenance or the electricity charges.

The full letter received from the Wickepin Play Group for Councils Information:

# Wickepin Playgroup



Cara Borthwick  
President  
Wickepin Playgroup  
PO Box 92  
Wickepin WA 6370  
Ph: 9888 1113

Mark Hook  
CEO  
Wickepin Shire  
Wogolin Rd  
Wickepin WA 6370  
Ph: 9888 1005

16<sup>th</sup> August 2013

Dear Mark

**RE: AGREEMENT BETWEEN THE SHIRE OF WICKEPIN AND THE WICKEPIN PLAYGROUP.**

We received the final lease agreement back in May, between the Shire of Wickepin and the Wickepin Playgroup. We apologise for the delayed response, however, there are a couple of concerns we have regarding the agreement.

Annika Miller, Rochelle Mead and I came and discussed the options of a lease or an agreement with you back in January this year. After initially thinking a lease was a good option for the Playgroup to take on, we had numerous discussions and decided on an agreement.

However, when we received the agreement, we saw that two of our responsibilities were as stated below:

"Duly and punctually pay and discharge all electricity, gas and other heating charges during the Term payable in respect of the Premises or any part thereof."

"Undertake minor maintenance items eg. Fixing leaking taps, light bulb replacements etc."

We felt that having to pay the electricity bill was inequitable due to a number of reasons:

- We had changed from leasing the building entirely too only leasing the building for one day (Wednesday), therefore we couldn't understand why it was our responsibility to pay the electricity bill. On an hourly basis for the year, we are the group that uses the building the least. We use the building for 2hrs each Wednesday during the school terms (~80hrs); the Support Group use the building for 3hrs each Tuesday including school terms and holidays (~150hrs); and the Day Care occupies the building for 5hrs every Monday during school terms (~200hrs). The question of how we were going to be reimbursed for the other groups' use was questioned by our committee and when I raised this issue with you during our phone discussion, you said it was just a cost we would have to wear. Essentially, we feel it should not be up to us to pay for other groups' electricity use.
- Playgroup is a not for profit community organisation. The money we receive is through membership fees and fundraising. Our two fundraising events are the Easter Raffle and our annual Cake Stall, both of which are

SHIRE OF WICKEPIN	
DATE RECEIVED:	20.08.2013 ✓
ACTION:	CEO
REPLY:	FINANCE
INFO BTN:	ESO
AGENDA:	MGR WKS
PRES/CRS:	EHO
FILE NO:	508 CDO

very successful as they are well supported by our members and the community. All the funds we receive is put back into the playgroup for the children and parents (current and future) to utilise – as consumables (such as craft materials, tea/coffee and milk) and equipment for the playground or for inside the building. We feel that we would be using a valuable amount of our fundraising money to paying the electricity bill.

- One of the reasons we chose to have a lease agreement for Wednesday only, instead of leasing the building entirely, was that we didn't want to be acting as "property managers" to run the building, deal with contracts and invoice other groups for electricity. We are volunteers on the Playgroup Committee and our interest is the children and running Playgroup effectively. By leasing the building in its entirety, would take the focus and attention away from this. We now feel that by being responsible for the electricity bill is an element that would also take our time away from what is most important.

In regards to the maintenance of the building, when I asked you if this responsibility is on the other groups' lease agreement, you replied no. As far as maintenance goes, we naturally do what is required when it arises. If it is a bigger item, like a leaking tap or reticulation issue for example, we get one of our Playgroup Dad's to assist us. I understand that we have a long term interest in the use of the building, as we have been there for a long time and plan to be there for a long time to come, which is why we have our yearly clean up and tidy up of the building. Again, we use the building no more than the other groups, so would like to know why the responsibility of this falls solely upon us? We feel it would be fair if the lease for the building was universal for any group that used the building and that this particular responsibility was on everyone's agreement.

To sum up our letter, we feel it would be fair if all groups were responsible for minor maintenance items and we would like you to consider removing the responsibility that states that we are required to pay the electricity bill. We understand by asking you to remove that particular responsibility from our agreement, that we will be required to pay a fee to the Shire. We would rather have a known set amount to pay to the Shire than have a variable and unknown amount to pay for the electricity. We don't want the Shire to be at a financial loss over the electricity bill. We certainly want to pay for our share of the electricity that is used at the Playgroup Building.

When you set the fee, we would like you to take into consideration a number of factors.

- We are the only group that fundraise and pay memberships to go towards making improvements to the playground by putting in new equipment, as well as provide consumables such as cleaning chemicals, cleaning cloths, toilet paper, detergents, vacuum cleaner, mops and broom for all groups to utilise.
- When needed, we hold busy bees where the Playgroup fathers come to help make improvements or build or put in new equipment.
- We maintain the garden and yard and have a gardener to help with this maintenance.
- We also make sure the bins are put out and taken in each week.

You mentioned during our conversation that the Day Care and Support Group each pay \$400 for the use of the building over the year. We hope that you can take our request into consideration and provide us with a reasonable rental that would reflect what we currently do around the building. We feel a reasonable amount for Playgroup to pay would be around \$200-\$250 per year ensuring that this would cover our share of electricity and rent for the building.

We muchly appreciate and thank you for taking the time to consider our request. Should you have any questions, please do not hesitate to contact me.

Yours sincerely



Cara Borthwick

The Shire of Wickepin does have agreements in place for the use of Wickepin playgroup building with other users such as the Narrogin Regional Childcare. The Narrogin Regional Childcare utilise the building every Monday (except school holidays) at a weekly rental of \$10 per Session. The other new user is the Wheatbelt Special Ability Network.

The Wickepin playgroup feel that their agreement should be the same as the agreement Council has with the Wheatbelt Special Ability Network (Previously Wickepin Mothers Group) which was adopted by Council on 15 May 2013:

### **Resolution No 150513-20**

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

That the Chief Executive Officer offers the following agreement to the Wickepin Mothers Group with a standard default clause included:

**AGREEMENT – MEMORANDUM OF UNDERSTANDING****PERIOD 1 JULY 2013 TO 30 JUNE 2018****Between**

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

**and**

*Wheatbelt Special Ability Network*

**Whereby it is agreed** as follows:

*That the Shire of Wickepin and the Wheatbelt Special Ability Network agree to the following terms and conditions as stated herein for the period commencing 1 July 2013 to 30 June 2018.*

**PREMISES – ALL THOSE BUILDINGS SITUATED ON WICKEPIN LOT 1 CAMPBELL STREET, FORMERLY THE WICKEPIN PRE-PRIMARY**

*The Shire of Wickepin agrees to provide the use of the buildings situated on Wickepin Lot 1 Campbell Street, formerly the Wickepin Pre-Primary every Tuesday.*

**DEFINITIONS**

*In this Agreement, unless the contrary intention appears, the following words have the following meanings:*

*‘Commencement Date’ means the Commencement Date specified in the Schedule;*

*‘Expiration Date’ means the Expiration Date specified in the Schedule;*

*‘Lessee means the Wheatbelt Special Ability Network;*

*‘Land’ means the Land referred to in the Schedule;*

*‘Permitted Use’ means the permitted use specified in the Schedule;*

*‘Premises’ means the building and surrounds to the boundary of that part of the Land described in the Schedule and all improvements, fixtures and fittings in the buildings;*

*‘Rent’ means the rent specified in the Schedule and the rent payable under this Lease from time to time;*

*‘Term’ means the term of this Lease specified in the Schedule commencing on the Commencement Date and terminating on the Expiration Date;*

*‘This Agreement’ means this Agreement and any variations to it agreed between the parties.*

**GENERAL OPERATIONAL SUPPORT**

*The Shire of Wickepin agrees to provide no operational subsidy to the Wheatbelt Special Ability Network*

**ANNUAL RENTAL**

Four hundred dollars (\$400) paid annually in advance commencing on the 1st day of July 2013 and thereafter on the 1st day of July each year during the Term.

**RESPONSIBILITIES****Shire of Wickepin**

- Duly and punctually pay and discharge all pest control costs.
- Duly and punctually pay and discharge all costs associated with insuring the demised premises (in particular industrial risk, public liability and contents).
- Major maintenance, e.g. periodical painting of building, replacement of fittings and fixtures, replacement of plumbing etc.

**Wheatbelt Special Ability Network**

- At its own expense during the Term at all times keep and maintain the Premises clean, free from rubbish, refuse and disused material of any kind and in good and sanitary condition to a standard acceptable to the Shire of Wickepin.
- Report all maintenance items to the Shire of Wickepin on a regular basis.

**PROHIBITED USE**

The Wheatbelt Special Ability Network may not use the Premises for any illegal or immoral purpose or for any business or commercial use.

**DEFAULT OF LESSEE**

If during the Term:

- (a) The Rent is not paid within fourteen days after notice has been served on the Lessee by the Lessor; or
- (b) the Lessee breaches any of the terms, covenants, conditions or obligations of this Agreement and the breach continues for fourteen days after notice has been served on the Lessee by the Lessor; or
- (c) the Lessee (if the Lessee is an association or club and whether or not incorporated pursuant to the Associations Incorporation Act) changes or amends its constitution or adopts a new or other constitution which is determined by the Lessor to be a material, substantial or significant change in the objects or principal purpose of the Lessee, THEN the Shire of Wickepin may at any time by notice in writing to the Lessee determine the Term absolutely. The Lessor may, without any notice or demand enter and repossess the Demised Premises with the right to remove any property of the Lessee left in or about the Premises.

**THE SCHEDULE****The Lessee**

Wheatbelt Special Ability Network

**Land**

All of the buildings situated on Wickepin Lot 1 Campbell Street, formerly the Wickepin Pre-Primary every Wednesday

**Terms**

Commencement Date 1st July 2013

Expiration Date 30<sup>th</sup> June 2018

**Rent**

Four Hundred Dollars (\$400) Rental is to be paid annually in advance commencing on the 1st day of July 2013 and thereafter on the 1st day of July in each and every year during the term.

**Permitted Use**

Play Group for Special Needs Children

**EXECUTED BY THE PARTIES****Chief Executive Officer**

Signed.....

**Mark J Hook**

Chief Executive Officer

Shire of Wickepin

**DATE** \_\_\_\_\_

**Signed on behalf of the Wheatbelt Special Ability Network**

Signed.....

**Andrea Cooke-Bennier**

**President**

**Wheatbelt Special Ability Network**

**DATE** \_\_\_\_\_

Signed.....

**Nicole Hallatt**

**Secretary**

**Wheatbelt Special Ability Network**

**DATE** \_\_\_\_\_

My understanding is that the Wickepin Playgroup are still happy to be responsible for the grounds maintenance including the playground equipment while Mr Peter Williamson is still able to do the gardening. The Wickepin Playgroup will still hold busy bees to keep the area neat and tidy and the playground equipment maintained.

It is the view of the Chief Executive Officer that offering the Wickepin Playgroup the same lease agreement as the Wheatbelt Special Ability Network would ensure each user of the building is under the same terms and conditions with the Shire of Wickepin.

The issue for Council is whether you discount the Annual fees to \$200 per year as the Wickepin playgroup are still maintaining the grounds and the play equipment, or charge the Wickepin Playgroup \$400 per year the same as the Wheatbelt Special Ability Network.

The only items that would need amending from the Lease passed by Council on 15 May 2013 would be the following:

### **15<sup>th</sup> May Lease Arrangements**

#### **RESPONSIBILITIES**

##### **Shire of Wickepin**

- Duly and punctually pay and discharge all pest control costs.
- Duly and punctually pay and discharge all costs associated with insuring the demised premises (in particular industrial risk, public liability and contents).
- Major maintenance, e.g. periodical painting of building, replacement of fittings and fixtures, replacement of plumbing, etc.

##### **Wickepin Playgroup**

- Duly and punctually pay and discharge all electricity, gas and other heating charges during the Term payable in respect of the Premises or any part thereof.
- At own expense during the Term at all times to keep and maintain the Premises clean, free from rubbish, refuse and disused material of any kind and in good and sanitary condition to a standard acceptable to the Shire of Wickepin.
- Undertake minor maintenance items e.g. fixing leaking taps, light bulb replacement etc.
- Gardens and grounds maintenance
- Report all maintenance items on a regular basis to the Shire of Wickepin.



## New Lease Arrangements

### RESPONSIBILITIES

#### Shire of Wickepin

- Duly and punctually pay and discharge all pest control costs.
- Duly and punctually pay and discharge all costs associated with insuring the demised premises (in particular industrial risk, public liability and contents).
- Major maintenance, e.g. periodical painting of building, replacement of fittings and fixtures, replacement of plumbing etc.

#### Wickepin Playgroup

- At its own expense during the Term at all times keep and maintain the Premises clean, free from rubbish, refuse and disused material of any kind and in good and sanitary condition to a standard acceptable to the Shire of Wickepin.
- Report all maintenance items to the Shire of Wickepin on a regular basis.
- Maintain the Grounds, Gardens and Play Equipment to a satisfactory level on the land.

**Statutory Environment:** Land Development Act  
Real Estate and Business Agents Act 1978

**Policy Implications:** Nil

#### **Financial Implications:**

The cost of running the Playgroup Building last year was \$2,655.36 as per the following Table of Expenditure.

CM05 LGIS INSURANCE BROKING SERVICE	PROPERTY INSURANCE, FIRST INSTALLMENT	171.44
CF13 FRANK WESTON & CO	REPAIRS TO PLAYGROUP BUILDIN- AIRCON GUARD	44.98
CW10 WATER CORPORATION	WATER USE FROM 3/5/12 TO 4/9/12	19.90
CF31 FESA	ESL ON COUNCIL OWNED PROPERTIES	57.00
CM05 LGIS INSURANCE BROKING SERVICE	INSURANCE - 2ND INSTALLMENT	171.44
S39 TAPPING TREVOR WAYNE	IOW	45.76
	402	1.15
	Overheads	28.15
CE38 EWEN RURAL SUPPLIES	FLOURO FOR PLAYGROUP	4.99
CW10 WATER CORPORATION	WATER USE, PLAYGROUP	159.00
CJ06 JIM'S PEST CONTROL	SPIDER SPRAYING & TERMITE INSPECTION TO SHIRE PROPERTIES	203.43
CW02 WICKEPIN PRIMARY SCHOOL	POWER FOR PLAYGROUP BUILDING FROM 30/11/12 TO 8/2/13	80.23
CP47 WAGIN PLUMBING	REPLACE HWS AT PLAYGROUP BUILDING	970.00
CW08 SYNERGY	PLAYGROUP	86.95
CW10 WATER CORPORATION	PLAYGROUP	212.82
	GARDEN CAMPBELL ST	1.55
CH32 HARRIS ZUGLIAN ELECTRICS	PLAYGROUP CONNECT NEW HWS	289.84
CW08 SYNERGY	APRIL TO JUNE POWER	106.73
	** Total **	2655.36

Income received from the hire of Play Group Building Last financial year less GST was \$354.45:

07.05.2013	DN17	NARROGIN MOBILE CHILDCARE SERVICE HALL HIRE FROM 1/7/2012 TO 30/6/2013 EXCLUDING SCHOOL HOLIDAYS	\$345.45
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Anticipated income for 2013/14 less GST would be:

DN17	NARROGIN MOBILE CHILDCARE SERVICE HALL HIRE FROM 1/7/2013 TO 30/6/2014 EXCLUDING SCHOOL HOLIDAYS	\$345.45
	Wheatbelt Special Ability Network	\$360.00
	Wickepin Playgroup	\$180.00
	Total	\$885.45

Anticipated Expenditure Budgeted for 2013/2014 is as the following Table \$4,368:

<b>SCH6</b>	<b>OTHER EDUCATION</b>					
	<b>OPERATING EXPENDITURE</b>					
<b>1512</b>	<b>Playgroup Maintenance</b>					
<b>LPS1</b>	<b>Playgroup Maintenance</b>					<b>4,368</b>
	Labour		1		250	
	Overheads		98		133	
	Plant		94			
	Plant Depn		4			
	Utilities		2		800	
	Contracts/Consultants	General Maintenance	21	500	825	
		Service Air conditioners		75		
		Termite Inspection		150		
		Spraying spiders etc		100		
	Insurance		6		360	
	Materials	Various	5	2,000	2,000	

**Strategic Implications:** Nil

#### **Summary:**

Council is being requested to enter into a revised agreement with the Wickepin Playgroup for one day a week (Wednesday) for the Wickepin Playgroup Building at Lot 1 Campbell Street Wickepin WA 6370.

#### **Recommendation:**

That Council offers the following agreement to the Wickepin Play Group for the use of the Wickepin playgroup building and ground on Lot 1 Campbell Street Wickepin formerly known as the Wickepin Pre School.



**AGREEMENT – MEMORANDUM OF UNDERSTANDING****PERIOD 1 JULY 2013 TO 30 JUNE 2018****Between**

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

**and**

Wickepin Playgroup

**Whereby it is agreed** as follows:

That the Shire of Wickepin and the Wickepin Playgroup agree to the following terms and conditions as stated herein for the period commencing 1 July 2013 to 30 June 2018.

**PREMISES – ALL THOSE BUILDINGS SITUATED ON WICKEPIN LOT 1 CAMPBELL STREET, FORMERLY THE WICKEPIN PRE-PRIMARY**

The Shire of Wickepin agrees to provide the use of the buildings situated on Wickepin Lot 1 Campbell Street, formerly the Wickepin Pre-Primary every Wednesday.

**DEFINITIONS**

In this Agreement, unless the contrary intention appears, the following words have the following meanings:

‘Commencement Date’ means the Commencement Date specified in the Schedule;

‘Expiration Date’ means the Expiration Date specified in the Schedule;

‘Lessee means the Wheatbelt Special Ability Network;

‘Land’ means the Land referred to in the Schedule;

‘Permitted Use’ means the permitted use specified in the Schedule;

‘Premises’ means the building and surrounds to the boundary of that part of the Land described in the Schedule and all improvements, fixtures and fittings in the buildings;

‘Rent’ means the rent specified in the Schedule and the rent payable under this Lease from time to time;

‘Term’ means the term of this Lease specified in the Schedule commencing on the Commencement Date and terminating on the Expiration Date;

‘This Agreement’ means this Agreement and any variations to it agreed between the parties.

**GENERAL OPERATIONAL SUPPORT**

The Shire of Wickepin agrees to provide no operational subsidy to the Wickepin Playgroup.

## ANNUAL RENTAL

Two hundred dollars (\$200) Paid annually in advance commencing on the 1st day of July 2013 and thereafter on the 1st day of July each year during the Term.

## RESPONSIBILITIES

### Shire of Wickepin

- Duly and punctually pay and discharge all pest control costs.
- Duly and punctually pay and discharge all costs associated with insuring the demised premises (in particular industrial risk, public liability and contents).
- Major maintenance, e.g. periodical painting of building, replacement of fittings and fixtures, replacement of plumbing etc.

### Wickepin Playgroup

- At its own expense during the Term at all times keep and maintain the Premises clean, free from rubbish, refuse and disused material of any kind and in good and sanitary condition to a standard acceptable to the Shire of Wickepin.
- Report all maintenance items to the Shire of Wickepin on a regular basis.
- Maintain the Grounds, Gardens and Play Equipment to a satisfactory level on the land.

## PROHIBITED USE

The Wickepin Playgroup may not use the Premises for any illegal or immoral purpose or for any business or commercial use.

## DEFAULT OF LESSEE

If during the Term:

- (a) The Rent is not paid within fourteen days after notice has been served on the Lessee by the Lessor; or
- (b) the Lessee breaches any of the terms, covenants, conditions or obligations of this Agreement and the breach continues for fourteen days after notice has been served on the Lessee by the Lessor; or
- (c) the Lessee (if the Lessee is an association or club and whether or not incorporated pursuant to the Associations Incorporation Act) changes or amends its constitution or adopts a new or other constitution which is determined by the Lessor to be a material, substantial or significant change in the objects or principal purpose of the Lessee, THEN the Shire of Wickepin may at any time by notice in writing to the Lessee determine the Term absolutely. The Lessor may, without any notice or demand, enter and repossess the Demised Premises with the right to remove any property of the Lessee left in or about the Premises.

**THE SCHEDULE****The Lessee**

Wickepin Playgroup

**Land**

All of the buildings and grounds situated on Wickepin Lot 1 Campbell Street, formerly the Wickepin Pre-Primary every Wednesday

**Terms**

Commencement Date 1st July 2013

Expiration Date 30<sup>th</sup> June 2018

**Rent**

Two Hundred Dollars (\$200) Rental is to be paid annually in advance commencing on the 1st day of July 2013 and thereafter on the 1st day of July in each and every year during the term.

**Permitted Use**

Play Group

**EXECUTED BY THE PARTIES****Chief Executive Officer**

.....  
**Mark J Hook**

Chief Executive Officer

Shire of Wickepin

**DATE** \_\_\_\_\_

Signed on behalf of the Wickepin Playgroup

Signed.....

**Cara Borthwick**

**President**

**Wickepin Playgroup**

**DATE** \_\_\_\_\_

Signed.....

**(Insert Name)**

**Secretary**

**Wickepin Playgroup**

**DATE** \_\_\_\_\_

**Resolution No 170913-13****Moved Cr Hinkley / Seconded Cr Russell**

That Council offers the following agreement to the Wickepin Play Group for the use of the Wickepin playgroup building and ground on Lot 1 Campbell Street Wickepin formerly known as the Wickepin Pre School:

**AGREEMENT – MEMORANDUM OF UNDERSTANDING****PERIOD 1 JULY 2013 TO 30 JUNE 2018****Between**

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

**and**

Wickepin Playgroup

**Whereby it is agreed** as follows:

That the Shire of Wickepin and the Wickepin Playgroup agree to the following terms and conditions as stated herein for the period commencing 1 July 2013 to 30 June 2018.

**PREMISES – ALL THOSE BUILDINGS SITUATED ON WICKEPIN LOT 1 CAMPBELL STREET, FORMERLY THE WICKEPIN PRE-PRIMARY**

The Shire of Wickepin agrees to provide the use of the buildings situated on Wickepin Lot 1 Campbell Street, formerly the Wickepin Pre-Primary every Wednesday.

**DEFINITIONS**

In this Agreement, unless the contrary intention appears, the following words have the following meanings:

‘Commencement Date’ means the Commencement Date specified in the Schedule;

‘Expiration Date’ means the Expiration Date specified in the Schedule;

‘Lessee means the Wheatbelt Special Ability Network;

‘Land’ means the Land referred to in the Schedule;

‘Permitted Use’ means the permitted use specified in the Schedule;

‘Premises’ means the building and surrounds to the boundary of that part of the Land described in the Schedule and all improvements, fixtures and fittings in the buildings;

‘Rent’ means the rent specified in the Schedule and the rent payable under this Lease from time to time;

‘Term’ means the term of this Lease specified in the Schedule commencing on the Commencement Date and terminating on the Expiration Date;

‘This Agreement’ means this Agreement and any variations to it agreed between the parties.

## GENERAL OPERATIONAL SUPPORT

The Shire of Wickepin agrees to provide no operational subsidy to the Wickepin Playgroup.

## ANNUAL RENTAL

Two hundred dollars (\$200) Paid annually in advance commencing on the 1st day of July 2013 and thereafter on the 1st day of July each year during the Term.

## RESPONSIBILITIES

### Shire of Wickepin

- Duly and punctually pay and discharge all pest control costs.
- Duly and punctually pay and discharge all costs associated with insuring the demised premises (in particular industrial risk, public liability and contents).
- Major maintenance, e.g. periodical painting of building, replacement of fittings and fixtures, replacement of plumbing etc.

### Wickepin Playgroup

- At its own expense during the Term at all times keep and maintain the Premises clean, free from rubbish, refuse and disused material of any kind and in good and sanitary condition to a standard acceptable to the Shire of Wickepin.
- Report all maintenance items to the Shire of Wickepin on a regular basis.
- Maintain the Grounds, Gardens and Play Equipment to a satisfactory level on the land.

## PROHIBITED USE

The Wickepin Playgroup may not use the Premises for any illegal or immoral purpose or for any business or commercial use.

## DEFAULT OF LESSEE

If during the Term:

- (a) The Rent is not paid within fourteen days after notice has been served on the Lessee by the Lessor; or
- (b) the Lessee breaches any of the terms, covenants, conditions or obligations of this Agreement and the breach continues for fourteen days after notice has been served on the Lessee by the Lessor; or
- (c) the Lessee (if the Lessee is an association or club and whether or not incorporated pursuant to the Associations Incorporation Act) changes or amends its constitution or adopts a new or other constitution which is determined by the Lessor to be a material, substantial or significant change in the objects or principal purpose of the Lessee, THEN the Shire of Wickepin may at any time by notice in writing to the Lessee determine the Term absolutely. The Lessor may, without any notice or demand, enter and repossess the Demised Premises with the right to remove any property of the Lessee left in or about the Premises.

**THE SCHEDULE****The Lessee**

Wickepin Playgroup

**Land**

All of the buildings and grounds situated on Wickepin Lot 1 Campbell Street, formerly the Wickepin Pre-Primary every Wednesday

**Terms**

Commencement Date 1st July 2013

Expiration Date 30<sup>th</sup> June 2018

**Rent**

Two Hundred Dollars (\$200) Rental is to be paid annually in advance commencing on the 1st day of July 2013 and thereafter on the 1st day of July in each and every year during the term.

**Permitted Use**

Play Group

**EXECUTED BY THE PARTIES****Chief Executive Officer**

.....

**Mark J Hook**

Chief Executive Officer

Shire of Wickepin

**DATE** \_\_\_\_\_

Signed on behalf of the Wickepin Playgroup

Signed.....

**Cara Borthwick**

**President**

**Wickepin Playgroup**

**DATE** \_\_\_\_\_

Signed.....

**(Insert Name)**

**Secretary**

**Wickepin Playgroup**

**DATE** \_\_\_\_\_

**Carried 8/0**

## Governance &amp; Community Services

**10.2.07 - Dual Fire Control Officers 2013/2014**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Shire of Narrogin
<b>File Reference:</b>	901
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	22 August 2013

**Enclosure / Attachment:** Nil

**Background:**

Council has received a letter from the Shire of Narrogin requesting Alastair McDougall and Tim Shepherd be appointed as a Dual Fire Control Officer with the Shire of Wickepin.

**Comment:**

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

Council authorised the following Dual Fire Control officers from the Bush Fire Control Officer's AGM held on 30 July 2013:

**Moved Philip Russell / Seconded Gordon McDougall**

That the following persons be appointed as Dual Fire Control Officers for the 2013/2014 fire season from adjoining Shires:

Shire of Pingelly	Leonard Shaddick Neville Gordon Giles Victor Arthur Lee Andrew Augustin Marshall
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Shire of Wagin

Shire of Corrigin	Craig Jespersen Greg Doyle
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Shire of Cuballing	Mike Burges
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Shire of Narrogin

Shire of Kulin

Shire of Dumbleyung	Gordon Davidson Ken Wright
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**Carried 8/0**

**Statutory Environment:** Bush Fires Act 1954.

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

**Summary:**

Council is being requested by the Shire of Narrogin to appoint Alastair McDougall and Tim Shepherd as Dual Fire Control Officers for the 2013/2014 fire season.

**Recommendation:**

That council appoints Alastair McDougall and Tim Shepherd as Dual Fire Control Officers from the Shire of Narrogin for the 2013/2014 fire season, subject to the officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.

**Voting Requirements:** Simple majority

**Resolution No 170913-14**

**Moved Cr Lansdell / Seconded Cr Easton**

That council appoints Alastair McDougall and Tim Shepherd as Dual Fire Control Officers from the Shire of Narrogin for the 2013/2014 fire season, subject to the officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.

**Carried 8/0**



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Governance, Audit & Community Services

## 10.2.08 – RoadWise Officer - Regional Road Safety Officer Wheatbelt South Region

<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>	2802
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	11 September 2013

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**Enclosure / Attachment:** Nil

### Background:

The position as the Regional Road Safety Officer for the RoadWise program in the Wheatbelt South Region has now become redundant by WALGA, due to the RoadWise program receiving a budget cut of \$1.5m for 2013/14.

This will lead to the prospects of no or little road safety representation in this region that has a very high rate of killed and seriously injured per head population and this is an un-acceptable situation.

### Comment:

This will be an un-acceptable situation as within the Wheatbelt South Region, 730 people have been killed or seriously injured in the last 10 years (2003-2012) in the Wheatbelt South region. Taking into account the population, this equates to a KSI rate of 314.1 per 100,000 head of population. This is the highest rate in Western Australia.

Compare the Wheatbelt South Region to that of the Metropolitan area where 19,422 people have been killed or seriously injured in the last 10 years (2003-2012) in the Metropolitan region. Taking into account the population, this equates to a KSI rate of 121.5 per 100,000 head of population.

The Shire of Wickepin has been requested by the Town of Narrogin Mayor Don Ennis to write a letter to WALGA to have this position reinstated.

This position has been quite successful and should still be part of any RoadWise program.

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

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

### Summary:

Council is being requested to advise WALGA that it believes that the Regional Road Safety Officer for the RoadWise program in the Wheatbelt South Region should be reinstated immediately.

### Recommendation:

That the Shire of Wickepin advises WALGA that the Shire of Wickepin requests the position of the Regional Road Safety Officer for the Road Wise program in the Wheatbelt South Region be reinstated immediately.

**Voting Requirements:** Simple majority

**Resolution No 170913-15****Moved Cr Russell / Seconded Cr Coxon**

That the Shire of Wickpin requests the Minister responsible for the RoadWise program to reinstate the full RoadWise Program that was operating prior to 30 July 2013 budget cuts in the whole state including the reinstatement of all Road Safety Officers positions, in particular the Wheatbelt South RoadWise Safety Officer.

**Carried 8/0**

Resolution differs from the Officers Recommendation as Council felt that the whole Roadwise Program across the whole state be reinstated.

Governance, Audit & Community Services

## 10.2.09 – Serpentine Jarrahdale Shire – Local Government Reform

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	1418
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	11 September 2013

Enclosure / Attachment: Nil

### Background:

The Shire of Wickepin has received the following letter from the Serpentine Jarrahdale Shire:

#### Local Government Reform

The purpose of this correspondence is to request your support to publicly object to the State Government's plans to seek a number of amendments to the *Local Government Act 1995* as part of the reform program. This includes changes that would remove the poll provisions in relation to metropolitan local governments. The State Government has made it clear that amalgamation of metropolitan local governments will take place by July 2015. Their next agenda will be country amalgamations by July 2017 and it is possible that your organisation may be affected in some way in the future.

We are calling for transparency during the process, including maintaining the Dadour provisions which allows the community to have their say on how their local government is to develop over time and the opportunity to hold a referendum on whether or not amalgamation should take place.

At the Ordinary Council Meeting held on Monday, 26 August 2013, a petition was presented to Council by the SJ for PEEL Committee containing 3100 signatures against amalgamation of the Shire of Serpentine Jarrahdale with the City of Armadale.

Also during the meeting, under Urgent Business, Council resolved to receive a new motion relating to Local Government Reform, as follows:

*"1. Council reiterate its Council resolution OCM216/06/13:*

- a) the Shire of Serpentine Jarrahdale does not support any major boundary adjustment change or merger with the City of Armadale or any other Local Government;*
- b) the Shire is of the view that both authorities will grow to an optimum size of population without a merger.*

*2. The reasons for not supporting amalgamation are:*

- a) the Shire achieved a Category 1 classification in the assessment the Department of Local Government undertook for overall sustainability of Local Governments within Western Australia;*

- b) the Shire was identified as a leader in Strategic Planning by the Department of Local Government and the Minister for Local Government acknowledged this during the assessment process;*
  - c) the Shire was one of the few Local Governments in Western Australia that approved all of the strategic documents the State Government required to be approved by 30 June 2013 and submitted to the Department of Local Government which make up the 'Integrated Planning Framework'.*
- 3. In the event of the State Government determining the need for an amalgamation of the Shire of Serpentine Jarrahdale and the City of Armadale, that the Shire negotiate to receive the best possible outcome in relation to:*
  - a) representation on the new Council that will protect the interests of the Serpentine Jarrahdale community for a minimum period of two terms;*
  - b) the name of the new Local Authority reflect the communities of Serpentine Jarrahdale and Armadale;*
  - c) the method of election of the Mayor;*
  - d) location of the new Local Authority (Administrative Centre).*
- 4. The Chief Executive Officer be authorised to continue preliminary discussions with the Chief Executive Officer of the City of Armadale on the State Government's position on Local Government Reform.*
- 5. Council publicly oppose the Government's foreshadowed removal of the 'Dadour provisions' from Schedule 2.1 of the Local Government Act (1995). The removal of this clause silences the communities' say in how they want their Local Government to develop over time by not allowing the community to have the opportunity to hold a referendum on whether the Shire is to be amalgamated or not.*
- 6. Council write to all Local Governments in Western Australia seeking their support to publicly object to the removal of the Dadour provisions from Schedule 2.1 of the Local Government Act (1995) for the reasons specified above.*
- 7. Council write to all Members of Parliament seeking their support to vote against repealing of the poll provisions, the removal of which is a wholesaling silencing of the communities' voice, removing their right to have a say in the future or otherwise of their Council."*

It was also resolved as follows:

*"That Council:*

- 1. Receive the petition from the SJ for PEEL Committee containing 3100 signatures against amalgamation of Serpentine Jarrahdale with the City of Armadale, as per Item 5.*
- 2. Forward the petition to the Shadow Minister for Local Government, David Templeman MLA and request that the petition be presented to Parliament on behalf of the listed signatories."*

Both resolutions were carried unanimously by the Council of the Shire of Serpentine Jarrahdale.

The petition will be presented to Parliament at the next sitting of the Legislative Assembly on 10 September 2013 and is available on the Shire's website for your information ... [www.sjshire.wa.gov.au/assets/Uploads/OCM/Minutes-OCM-26-August-2013.pdf](http://www.sjshire.wa.gov.au/assets/Uploads/OCM/Minutes-OCM-26-August-2013.pdf)

**We urge you to show your support by lobbying your Local Members of Parliament to vote against repealing of the poll provisions.**

Your support would be very much appreciated by the community of the Shire of Serpentine Jarrahdale and other local government authorities who are currently going through the Local Government Reform process.

In the meantime should you have any further queries in relation to this matter please do not hesitate to contact this office on 9526 1111.

Yours sincerely



Richard Gorbunow  
Chief Executive Officer

**Comment:**

The letter is requesting Councils support to publicly object to the State Government's plans to seek a number of amendments to the Local Government Act 1995, as part of the reform program.

This includes changes that would remove the poll provisions in relation to metropolitan local governments and Rural Local Governments.

As advised in the letter Councils Support to this issue would be very much appreciated by the community of the Shire of Serpentine Jarrahdale and other local government authorities who are currently going through the Local Government Reform process.

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

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

**Summary:**

Council is being requested to support the Serpentine Jarrahdale Shire in its public campaign to the removal of the Dadour provisions from schedule 2.1 of the Local government Act 1995.

**Recommendation:**

That the Shire of Wickpin publicly supports the Serpentine Jarrahdale Shire in its public objection to the State Government's plans to remove the Dadour provisions from schedule 2.1 of the Local Government Act 1995 as part of the reform program.

**Voting Requirements:** Simple majority

**Resolution No 170913-16****Moved Cr Hinkley / Seconded Cr Allan**

That the Shire of Wickpin supports the Serpentine Jarrahdale Shire in its public campaign to stop the removal of the Dadour provisions from schedule 2.1 of the Local government Act 1995.

**Carried 8/0**

Resolution differs from the Officers Recommendation as Council felt that the recommendation did not define a definitive action for the President to take.

## Resolution No 170913-17

### Moved Cr Allan / Seconded Cr Russell

That council go behind closed doors at this juncture 5.05pm to discuss a matter affecting an employee under section 5.23. (2) (a) *Local Government Act 1995*.

**Carried 8/0**

*5.05pm – ESO Leah Pearson departed the Chambers due to the item being behind closed doors.*

Governance, Audit and Community Services

### 10.2.10 – Chief Executive Officers – Annual Performance Appraisal 2013

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Mark J Hook, Chief Executive Officer
<b>File Reference:</b>	Personnel File / 2008
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	13 September 2013

**Enclosure / Attachment:** Performance appraisal report from WALGA. (Attached under separate cover)

#### **Background:**

Council engaged Workplace Solutions from the W.A Local Government Association (John Philips) to undertake a performance appraisal of the Chief Executive Officer, Mr. Mark Hook.

Councillors and the CEO completed feedback forms from which a feedback report was compiled by WALGA.

Council met to discuss the feedback report with the CEO, facilitated by John Philips, with a view to concluding the process with the compilation of a Performance Appraisal Final Report.

Circulated with the agenda under separate cover is the final report.

#### **Comment:**

The process was thorough and enabled Councillors and the CEO to have open and objective feedback.

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

**Policy Implications:** Nil.

**Financial Implications:** The performance appraisal cost to Council \$3,000.

#### **Strategic Implications:**

<b>Provide personal development opportunities for elected members and staff.</b>	Identify the need and provide training opportunities for all staff.
	Provide necessary resources annually and offer the opportunity for elected members to take part in development programs.
	Ensure that efficient use of elected members time by the regular review of the meeting process.

**Summary:**

The Final report is circulated for Council consideration and endorsement.

**Recommendation:**

That Council adopts the 2013 Performance Appraisal Report of Chief Executive Officer Mr Mark J Hook.

**Voting Requirements:**

Simple majority.

**Resolution No 170913-18****Moved Cr Hinkley / Seconded Cr Easton**

That Council adopts the 2013 Performance Appraisal Report of Chief Executive Officer Mr Mark J Hook.

**Carried 8/0**

**Resolution No 170913-19****Moved Cr Astbury / Seconded Cr Lansdell**

That Council resume the meeting from behind closed doors at this juncture at 5.09pm.

**Carried 8/0**

*5.09pm – ESO Leah Pearson returned to the Chambers.*



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Governance, Audit and Community Service

## **10.2.11 – Governance, Audit and Community Services Committee Meeting Recommendations**

<b>Submission To:</b>	Governance, Audit & Community Services Committee
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Governance, Audit & Community Services Committee
<b>File Reference:</b>	
<b>Author:</b>	Leah Pearson, Executive Support Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	10 September 2013

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**Enclosure / Attachment:** Nil

### **Background:**

Governance, Audit and Community Services Committee Meeting held on Wednesday 4 September 2013.

### **Comment:**

The Governance, Audit and Community Services Committee Meeting was held on Wednesday 4 September 2013 and passed the following Recommendation:

#### **Moved Cr Coxon / Seconded Cr Hinkley**

That the Policy Manual lay on the table until the Governance meeting in November to allow time for the Committee to read and review it.

**Carried 4/0**

**Statutory Environment:** Nil.

**Policy Implications:** Not applicable.

**Financial Implications:** Nil.

**Strategic Implications:** Not applicable.

### **Recommendation:**

That this matter be referred back to the next Governance Committee Meeting for further amendments.

**Voting Requirements:** Simple majority

#### **Resolution No 170913-20**

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

That the review of the Policy Manual be referred back to the Governance Committee.

**Carried 8/0**

Resolution differs from the Officers Recommendation as Council felt that the Policy Manual should be reviewed and adopted gradually instead of all at once.

## 11. President's Report

The President advised of the Financial Assistance grants being reduced by \$13,706 by the Commonwealth Government for the 13/14 financial year.

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Council

## 12. – Chief Executive Officer's Report

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

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### Measuring Integrated Planning and Reporting Compliance

New Regulations were imposed relating to Integrated Planning and they were to come into effect as of 1 July 2013.

For a Local Government to be in compliance with these provisions in 2013/14 Council must have in place by 1 July 2013 the following;

- Strategic Community Plan
- Corporate Business Plan
- Workforce Plan
- Longterm Financial Plan
- Asset Management Plans

The Chief Executive Officer has been advised by the Department of Local Government and Communities that it is assessing 15 Metropolitan Councils and 54 Country Local Governments and 4 Regional Councils.

The Shire of Wickepin has been chosen as one off the 54 Country Local Governments and must present these plans to the Department by 1 September 2013:

- Strategic Community Plan
- Corporate Business Plan

Council has adopted the Strategic Community Plan but not the Corporate Business Plan as this was going to be done once we had the Asset Management plan and the Long Term Financial Plan. Both the Asset Management Plan and the Long Term Financial Plan are being undertaken by Consultants and are still to be finalised.

The Work Force Plan has been finalised by the Chief Executive Officer and is yet to be adopted by Council.

The Strategic Community Plan has been forwarded to the department as requested.

### **New Truck**

Council has finally taken delivery of the New Hino Truck on 19 August 2013.



### **Community Resource Centre**

The Chief Executive Officer met onsite at the Wickepin Community Resource Centre on 5 September 2013 to discuss the funding of a new centre or the renovations of the existing.

The discussions really came down to the funding; the CRC only have a maximum of \$250,000 to put towards any new capital project with the rest being the responsibility of Council. Other Shires have funded the new CRC through the Royalties for Regions Programs and Lottery West.

The way forward is for the Council and the Community Resource Centre to come up with a new design and the decision of where a new centre will be built. The Chief Executive Officer and the Community development Officer will commence these discussions with the CRC Committee and report back to Council their views.

All of the projects costs will be at the cost of Council with contributions from the CRC and Lotteries if successful.

### **Meetings Attended**

<b>August 2013</b>	<b>Issue/Subject</b>
<b>23/08</b>	Central Country Zone WALGA
<b>27/08</b>	Garry Mossman - Quote for the removal of the top plinth on the deep end Wickepin Swimming Pool.
<b>29/08</b>	Dowerin Field Day
<b>September 2013</b>	<b>Issues</b>
<b>03/09</b>	Langton Chirinda Business - Development Coordinator - Wheatbelt NRM Discussions to share experiences at the strategic level as well as fostering value for the community (different perspectives/methodologies to value innovation).
<b>05/09</b>	DOAC
<b>05/09</b>	Garry Ventris Regional Coordinator Regional Capacity Division, and Celia Loot Manager Regional Coordination and Development Community Development Division. Discussion regarding the CRC Building
<b>06/09</b>	LEMC
<b>07/09</b>	Don Woodcock Project Officer – Stormwater Reuse NRM

**Delegations**

<b>No.</b>	<b>Delegation Name</b>	<b>Delegation To</b>	<b>Delegation Exercised</b>	<b>When Exercised</b>	<b>Persons Affected</b>
<b>A1</b>	<b>Cheque Signing and Account Authorisation</b>	<b>CEO</b>	Signing Cheques	August 2013	Nil
<b>A2</b>	<b>Septic Tank Application Approvals</b>	<b>EHO</b>			
<b>A3</b>	<b>Building Approvals</b>	<b>BO</b>			
<b>A4</b>	<b>Road Side Advertising</b>	<b>CEO</b>			
<b>A5</b>	<b>Application for Planning Consent</b>	<b>CEO</b>			
<b>A6</b>	<b>Appointment and Termination of Staff</b>	<b>CEO</b>			
<b>A7</b>	<b>Rates Recovery – Instalment Payments</b>	<b>CEO</b>			
<b>A8</b>	<b>Issue of Orders</b>	<b>CEO</b>			
<b>A9</b>	<b>Legal Advice</b>	<b>CEO</b>			
<b>A10</b>	<b>Permits to Use Explosives</b>	<b>CEO</b>			
<b>A11</b>	<b>Street Stalls</b>	<b>CEO</b>			
<b>A12</b>	<b>Liquor Consumption on Shire Owned Property</b>	<b>CEO</b>	<b>Granted liquor consumption permission for:</b>  Narrogin and District Stud Sheep Breeders Association	13 August 2013	Rob Mullan
<b>A13</b>	<b>Hire of Community Halls / Community Centre</b>	<b>CEO</b>	<b>Waived hire charges for:</b>  Wander to Wickepin – Bush Dance	27 September 2013	Lucinda Satori

**Recommendations:**

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

**Voting Requirements:** Simple majority

**Resolution No 170913-21****Moved Cr Allan / Seconded Cr Lansdell**

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

**Carried 8/0**

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

The President Steve Martin noted that this will be Cr Coxon's last Council meeting due to holidays and thanked him for his many years of contribution to the Shire of Wickepin.

Cr Coxon thanked the President for his kind words, and advised Council that he has enjoyed his 14 years at the Shire of Wickepin. Cr Coxon also thanked everyone for their support over the years.

**15. Urgent Business****16. Closure**

There being no further business the Presiding Officer declared the meeting closed at 5.26pm.