



A Fortunate Place

Shire of Wickepin

# Minutes

## Ordinary Meeting of Council

Council Chambers, Wickepin

# 18 July 2018

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## Notice of an Ordinary Meeting of Council

Please note that the next ordinary meeting of Council of the Shire of Wickepin will be held on 18 July 2018 at Council Chambers, Wickepin, commencing at 3.30pm.

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



Mark J Hook  
Chief Executive Officer

13 July 2018

### Time Table

11.00am	Forum Session – Part 1
12.00pm	Lunch
1.00pm	Forum Session – Part 2
3.00pm	Afternoon Tea
3.30pm	Ordinary Council Meeting

### Disclaimer

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

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

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## Table of Contents

1.	ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED) .....	4
2.	PUBLIC QUESTION TIME .....	4
3.	APPLICATIONS FOR LEAVE OF ABSENCE/APOLOGIES .....	4
4.	PETITIONS, MEMORIALS AND DEPUTATIONS.....	5
5.	DECLARATIONS OF COUNCILLOR'S AND OFFICER'S INTEREST .....	5

### ITEM BROUGHT FORWARD

<u>ITEM BROUGHT FORWARD</u>	
10.2.04 - COOPERATIVE BULK HANDLING FACILITY UPGRADE .....	6
<b>6.</b> CONFIRMATION OF MINUTES.....	12
7. RECEIVAL OF MINUTES .....	12
8. STATUS REPORT .....	12
9. NOTICE OF MOTIONS OF WHICH NOTICE HAS BEEN GIVEN .....	12

### TECHNICAL SERVICES

10.	RECEIPT OF REPORTS & CONSIDERATION OF RECOMMENDATIONS.....	12
10.0.01 -	MANAGER OF WORKS AND SERVICES REPORT .....	13
10.1.02 -	2019/2020 NATIONAL AND STATE BLACKSPOT FUNDING.....	16
10.1.03 -	GREENING AUSTRALIA - SEED COLLECTING TO JULY 2019 .....	21
10.1.04 -	JEAN SLOAN SEED COLLECTING TO JUNE 2019.....	24
10.1.05 -	2019/2020 RRG FUNDING .....	28
10.1.06 -	PINGELLY WICKEPIN ROAD - CLEARING PRUNING TREES .....	37

### GOVERNANCE, AUDIT AND COMMUNITY SERVICES

10.2.01 -	LIST OF ACCOUNTS .....	45
10.2.02 -	FINANCIAL REPORT .....	54
10.2.03 -	COMMUNITY DEVELOPMENT OFFICER'S REPORT .....	56
10.2.05 -	2017 WALGA AGM - VOTING DELEGATES AND ATTENDEES LOCAL GOVERNMENT WEEK .....	59
10.2.06 -	APPOINTMENT OF AUTHORISED OFFICER'S .....	62
10.2.07 -	FEES AND CHARGES ADOPTION 2018/19 .....	68

### COUNCIL

11 -	PRESIDENT'S REPORT .....	71
12 -	CHIEF EXECUTIVE OFFICER'S REPORT.....	72
13.	NOTICE OF MOTIONS FOR THE FOLLOWING MEETING .....	76
14.	REPORTS & INFORMATION .....	76
15.	URGENT BUSINESS.....	76
16.	CLOSURE .....	76

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**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin  
Wednesday 18 July 2018**

The President declared the meeting open at 3.38 pm

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

President	Julie Russell	✓
Deputy President	Wes Astbury	✓
Councillor	Nathan Astbury	✓
Councillor	Allan Lansdell	✓
Councillor	Sarah Hyde	✓
Councillor	Steven Martin	✓
Councillor	Gerri Hinkley	✓
Councillor	Fran Allan	✓
Chief Executive Officer	Mr MJ Hook	✓
Executive Support Officer	Ms AE Prior (Minute Taker)	✓
Finance Manager	Mrs E Clement	✓
Wheatbelt Development Commission	Phillipa Kirby	✓
Shire of Narrogin	Eric Anderson	✓
Manager of Works and Services	Mr G Rasmussen	✓

Leave of Absence (Previously Approved)

Apologies

**2. Public Question Time**

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

- Cr Julie Russell
- Cr Allan Lansdell

**Resolution No: 180718-01**

**Moved Cr Allan Lansdell / Seconded Cr Wes Astbury**

That Council grant a leave of absence for the Ordinary Council meeting on 15 August 2018 for the following Councillors;

Cr Julie Russell  
Cr Allan Lansdell

**Carried 8 / 0**

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#### 4. Petitions, Memorials and Deputations

President Julie Russell welcomed Phillipa Kirby from the Wheatbelt Development Commission to the meeting.

##### Phillipa Kirby – Wheatbelt Development Commission

- Gave an update/explanation as to why the application for WSAHA funding was unsuccessful.
- Advised Council where improvements can be made for future applications.
- Phillipa advised Council she is happy to provide support completing any future applications.

President Julie Russell requested that item 10.2.04 be brought forward.

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

Item	Item Title	Councillor/Officer	Interest	Reason
10.1.02	2018/20 National & State Blackspot Funding	Cr Sarah Hyde	Proximity	Owner of Adjacent Land
10.1.06	Pingelly-Wickepin Rd Clearing Pruning trees	Cr Julie Russell	Proximity	Owner of Land & Fence In Question
10.2.04	Cooperative Bulk Handling Facility Upgrade	Cr Gerri Hinkley	Financial	Previously Delivered Grain to CBH
10.2.04	Cooperative Bulk Handling Facility Upgrade	Cr Steven Martin	Financial	Debenture Holder
10.2.04	Cooperative Bulk Handling Facility Upgrade	Cr Wes Astbury	Financial	Debenture Holder
10.2.04	Cooperative Bulk Handling Facility Upgrade	Cr Nathan Astbury	Financial	Debenture Holder
10.2.04	Cooperative Bulk Handling Facility Upgrade	Cr Julie Russell	Financial	Debenture Holder
10.2.04	Cooperative Bulk Handling Facility Upgrade	Cr Julie Russell	Proximity	Owner of Adjacent Land

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4.04pm – Cr Julie Russell Departed Chambers due to declaring a proximity interest in item 10.2.04.  
- Cr Wes Astbury took the Chair.

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Cr Steven Martin, Cr Wes Asbury, Cr Nathan Astbury, Cr Gerri Hinkley remained in Chambers as approval was given to the members of Council to fully participate in the discussion making relating to the below mentioned agenda item at the Shire of Wickepin's ordinary Council meeting of 18 July 2018 (see attached letter)

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## 10.2.04 - Cooperative Bulk Handling Facility Upgrade

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Lot 55 Bin Road
<b>Name of Applicant:</b>	Cooperative Bulk Handling Limited
<b>File Reference:</b>	A6346
<b>Author:</b>	Eric Anderson, Planning Assistant
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	6 July 2018

### Enclosure/Attachments:

- Attachment 1 – Completed and signed Shire of Wickpin application for planning approval
- Attachment 2 – Cover letter
- Attachment 3 – Concept site plan
- Attachment 4 – General arrangement drawings; floor layout, elevations and details for the sample hut, relocated weighbridge, bulkhead wall frame and conveyors/elevators.
- Attachment 5 – Concept Drainage Strategy – Shawmac (Consulting Civil and Traffic Engineers)
- Attachment 6 – Traffic Impact Statement – Shawmac (Consulting Civil and Traffic Engineers)
- Attachment 7 – Bushfire Management Plan – Green Start Consulting
- Attachment 8 – Minutes from Ordinary Council Meeting 17 August 2016
- Attachment 9 – Referral advice from Main Roads WA
- Attachment 10 – Referral advice from Department of Water and Environmental Regulation

### Summary:

Council is requested to consider the application for the upgrading of the Cooperative Bulk Handling (CBH) Ltd facility at Lot 55 Bin Road, Wickpin.

### Background

This item was presented to Council on 20 June 2018 but was unable to be discussed as the following Councillors declared a financial interest and left the room. This meant that there were not enough Councillors to form a quorum.

1. Cr Julie Russell
2. Cr Steve Martin
3. Cr Wes Astbury
4. Cr Nathan Astbury
5. Cr Gerri Hinkley

The CEO has requested the Executive Director of the Department of Local Government for Ministerial approval under section 5.69 of the Local Government Act 1995 to allow for this matter to be dealt with at the ordinary meeting of Council to be held on 18 July 2018.

At the writing of this report no approval had been received from the Minister.

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The Shire of Wickepin received an application from CBH Limited for planning approval on 11 May 2018 for the upgrading and development of the Wickepin CBH. The proposed works to be undertaken include:

- New truck marshalling area for 21 vehicles;
- Removal of existing/ erection of new grain sampling platform and two spears;
- New weighbridge and hut;
- Relocated weighbridge;
- Two new 35,000 tonne capacity open bulkheads;
- Two new 30,000 tonne capacity open bulkheads;
- Two new hopper pits, grain elevators and ground conveyors between the two sets of new open bulkheads; and
- New internal roads and stormwater drainage.

The existing two large open bulkheads for Wickepin CBH was previously considered by Council at its meeting held 17 August 2016. Council at that meeting supported the proposal subject to a number of conditions (attachment 8). The proposed upgrades to the Wickepin CBH will increase to storage capacity of the site from 137,975 tonnes to 217,975 tonnes.

#### Comments:

#### Zoning

The subject land is zoned "General Agriculture" under the Shire of Wickepin Local Planning Scheme No.4 with a total area of 34.4 Hectares (85 Acres). The surrounding properties to the west are also zoned "General Agriculture" or "Railway". The properties to the East are zoned "Rural Residential, Public Purposes - Primary School and Development – Residential".

#### Land Use

The use of the land for the storage and handling of grain is best classified as 'Industry – Rural' under the Shire of Wickepin Local Planning Scheme No.4. This is defined as:

- (a) An industry handling, treating, processing or packing rural products; or
- (b) A workshop servicing plant or equipment used for rural purposes.

The use of industry – rural in a General Agriculture area is a 'D' use under the Shire of Wickepin Planning Scheme No.4. This means that the use is:

*"Not permitted unless the local government has exercised its discretion by granting development approval".*

#### Noise

The primary cause for noise pollution will be the truck marshalling yards adjoining Wickepin Primary School and the "Residential Development" Zone to the West of Wickepin Street. Traffic noise from public roads are exempt from the *Noise Regulations 1997*. Vehicles on private property are subject to the Noise regulations when a vehicle is creating a noise nuisance through misuse such as revving of engines. Screening CBH from Wickepin Primary School will not be necessary as there are already mature trees along the Western portion of the Wickepin Primary School lot. Furthermore the school oval will act as a buffer to separate the two land uses. The proposed location of the truck marshalling area is at the existing weighbridge site which is already a high frequency truck movement site during harvest. The distance from the proposed truck marshalling area to class rooms at Wickepin Primary schools is 180m. The distance from the truck marshalling area to the nearest resident is 184m. It is noted in the traffic management report that the hours of operation will be between 6am and 6pm.

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### **Dust**

The presence of dust from the intensification of Wickepin CBH will likely be minimal as the internal roads are mostly sealed. This proposed development also includes the upgrading of existing internal road networks, which will further reduce the impact of dust from heavy vehicle movements. As the Open Bulk Head Bins are covered when full and in the presence of moisture and rain it is unlikely that there will be a threat from grain dust.

### **Traffic management**

The proposed upgrading of Wickepin CBH has been designed and intended for RAV 4 vehicles. Vehicular access will remain to be of the Williams-Kondinin Road via Bin Road. The proposed truck marshalling area has been designed to accommodate a total of 21 trucks. The traffic management report prepared by Shawmac consultants has allowed for a 60% increase in heavy vehicle traffic generation from the 2013 levels. This would allow a maximum of approximately 168 RAV 4 truck movements into and 168 movements out of the site. The maximum estimated number of hourly trips during peak times is 34 per hour.

The Williams-Kondinin Road is a Primary Distributor Road and is under the management of Main Roads Western Australia. This proposed development does not feature acceleration lanes as it has not been deemed to meet the threshold of 1,000 passenger car equivalence. The maximum anticipated number of passenger car equivalence is 750 vehicles per day.

The traffic management report has highlighted that pavement widening will need to be undertaken by the applicant at the Williams-Kondinin Road and bin road intersection. A sweep assessment has found RAV 4 vehicles with a length of 36.5m will have difficulty passing each other entering and exiting the site at the same time on the current bitumen area. It is recommended that the applicant obtain the approval of Main Roads WA regarding the pavement widening to safely accommodate the trucks entering and exiting the site. It is also noted the existing Bin Road only provides access to CBH. Bin Road is currently under the care and control of the Shire of Wickepin. Due to the increase in heavy vehicle traffic it is recommended that the applicant pay an annual maintenance bond for the upgrade of bin road. Alternatively, council may consider relinquishing the care and control of Bin Road and divest Bin Road solely to CBH as an access road.

### **Drainage**

The proposed development of Wickepin CBH includes the upgrading of existing drainage infrastructure. The concept drainage strategy provided by the applicant from Sawmac consultants is designed for a 1:20 Average Recurrence Interval event. The intent of the drainage plan is to retain water on site in two large basins to be released as pre-development levels. It is proposed that the existing creek running along the eastern boundary of the lot be utilised to deliver water to the basins. It is recommended that the land owner of Lot 56 White Road provide written consent for the storm water runoff into their creek prior to the issuing of planning consent.

The required volume for the basins has been estimated to be 1,853m<sup>3</sup>. There has been concern expressed by the shires works manager on the drainage issue as the existing drainage system may not be large enough to accommodate an increase in water flow. It is therefore recommended that the existing culverts are to be upgraded to accommodate the increased water flow. The concept drainage strategy has been referred to the Department of Water and Environmental Regulation.

### **Referral Advice**

Referral advice has been received from Main Roads WA since the Ordinary Council Meeting held on 20 June 2018 in regards to the Traffic Impact Statement. Main Roads comments are included in this report (Attachment 9). Condition xiii addresses the advice that was received by Main Roads WA.

Following the Ordinary Council Meeting held on Wednesday 20 June 2018, written notice has been provided for the owner of lot 55 Bin Road, Wickepin. No formal objection has been received prior to preparation of this agenda report.

The Department of Environment & Water Regulation also made a comment on the referral of the technical note - concept drainage strategy (attachment 10). DWER has recommended that a revised drainage strategy be prepared that includes the future development stages of the Wickepin CBH facility as well as a Storm Water Management Plan. It is recommended that the storm water management plan include water sensitive design principles and vegetation. The referral advice included in attachment 10 includes the recommendation that stormwater from potentially contaminated

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surfaces such as the truck marshalling area be treated prior to disposal by grease and oil separators, sediment traps, vegetation bio filters etc.

#### **Statutory Environment:**

Shire of Wickepin Local Planning Scheme No.4

#### **Policy Implications:**

Nil.

#### **Financial Implications:**

Application for Planning Approval fee has to the value of \$15,232.23 has been made payable to the Shire of Wickepin.

#### **Recommendations:**

That Council:

Approve the development for the proposed upgrading of the CBH facility at Lot 55 Bin Road, Wickepin subject to the following conditions:

- (i) The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.
  - (ii) The development approved shall be in accordance with the plans and specifications submitted with the application dated 11 May 2018 and these shall not be altered or modified without the prior written approval of Council.
  - (iii) The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise.
  - (iv) Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
  - (v) Prior to the issuing of the building permit a revised Concept Drainage Strategy and Storm Water Management Plan is to be submitted to and supported by the Department of Water and Environmental Regulation. This management plan is to be in accordance to the advice received from the department as outlined in attachment 10 and include the foreseeable future stages of development.
  - (vi) The Storm Water Management Plan is to incorporate water sensitive design principles and vegetation.
  - (vii) Alterations to the banks or bed of waterway known as Yearling Brook must be referred to DWER to determine if a permit is required.
  - (viii) Stormwater from potentially contaminated surfaces, such as the truck marshalling area, hardstands, roads and chemical storage or refuelling areas, should be treated prior to disposal (e.g. via grease and oil separators, sediment traps, gross pollutant traps, vegetated bio filters etc. to the satisfaction of the Chief Executive Officer.
  - (ix) All parking associated with the activity approved shall be wholly contained on site to the satisfaction of the Chief Executive Officer.
  - (x) Any outside lighting to comply with Australian Standard AS4282-1997 for the control of obstructive effects of outdoor lighting and not spill into any adjacent residential premises.
  - (xi) A notice is to be placed on the certificate of title alerting future landowners to the Bush Fire Management Plan. All associated costs are to be borne by the applicant.
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- (xii) The Asset Protection Zone (APZ) is to be maintained to the specifications and standards outlined in the Bush Fire Management Plan dated 21 March 2018.
  - (xiii) Maintain vehicular access routes within the lots to the required surface condition and clearances.
  - (xiv) Install the firebreaks to the dimensions and standards stated in the Bush Fire Management Plan dated 21 March 2018.
  - (xv) Internal roads must be upgraded and maintained to the satisfaction of the Chief Executive Officer.
  - (xvi) The intersection improvements at Bin Road/ Williams Kondinin Road must be designed to the satisfaction and approval of Main Roads. All cost associated with the widening are to be borne by the applicant.
  - (xvii) The applicant is to pay an annual maintenance bond for the upgrade of Bin Road to the satisfaction of the CEO.
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## Voting Requirements:

Simple Majority

**Council Decision:**

**Resolution No: 180718-02**

**Moved Cr Steven Martin / Seconded Cr Allan Lansdell**

That Council:

Approve the development for the proposed upgrading of the CBH facility at Lot 55 Bin Road, Wickepin subject to the following conditions:

- (i) The approval shall expire if the development permitted is not completed within two years of approval, or within any extension of that time which, upon written application (made before or within 21 days after the expiry of the approval) to the Shire is granted by it in writing.
- (ii) The development approved shall be in accordance with the plans and specifications submitted with the application dated 11 May 2018 and these shall not be altered or modified without the prior written approval of Council.
- (iii) The use hereby permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason of the emission of smoke, dust, fumes, odour, noise, vibration, waste product or otherwise.
- (iv) Any use, additions to and further intensification of any part of the development or land which is not in accordance with the original application or conditions of approval shall be subject to a further development application and consent for that use.
- (v) Prior to the issuing of the building permit a revised Concept Drainage Strategy and Storm Water Management Plan is to be submitted to and supported by the Department of Water and Environmental Regulation. This management plan is to be in accordance to the advice received from the department as outlined in attachment 10 and include the foreseeable future stages of development.
- (vi) The Storm Water Management Plan is to incorporate water sensitive design principles and vegetation.
- (vii) Alterations to the banks or bed of waterway known as Yearling Brook must be referred to DWER to determine if a permit is required.
- (viii) Stormwater from potentially contaminated surfaces, such as the truck marshalling area, hardstands, roads and chemical storage or refuelling areas, should be treated prior to disposal (e.g. via grease and oil separators, sediment traps, gross pollutant traps, vegetated bio filters etc. to the satisfaction of the Chief Executive Officer.
- (ix) All parking associated with the activity approved shall be wholly contained on site to the satisfaction of the Chief Executive Officer.
- (x) Any outside lighting to comply with Australian Standard AS4282-1997 for the control of obstructive effects of outdoor lighting and not spill into any adjacent residential premises.
- (xi) A notice is to be placed on the certificate of title alerting future landowners to the Bush Fire Management Plan. All associated costs are to be borne by the applicant.
- (xii) The Asset Protection Zone (APZ) is to be maintained to the specifications and standards outlined in the Bush Fire Management Plan dated 21 March 2018.
- (xiii) Maintain vehicular access routes within the lots to the required surface condition and clearances.
- (xiv) Install the firebreaks to the dimensions and standards stated in the Bush Fire Management Plan dated 21 March 2018.
- (xv) Internal roads must be upgraded and maintained to the satisfaction of the Chief Executive Officer.
- (xvi) The intersection improvements at Bin Road/ Williams Kondinin Road must be designed to the satisfaction and approval of Main Roads. All cost associated with the widening are to be borne by the applicant.
- (xvii) The applicant is to pay an annual maintenance bond for the upgrade of Bin Road to the satisfaction of the CEO.

**Carried 7 / 0**

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4.14pm – Eric Anderson and Phillipa Kirby Departed Chambers

4.15pm – Cr Julie Russell returned to Chambers

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**6. Confirmation of Minutes – Ordinary Meeting of Council – 20 June 2018**

**Council Decision:** Resolution No: 180718-03

**Moved Cr Fran Allen / Seconded Cr Sarah Hyde**

That the minutes of the Ordinary Council meeting held on Wednesday 20 June 2018 be confirmed as a true and correct record.

**Carried 8 / 0**

**7. Receival of Minutes**

**8. Status Report**

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

Item	Subject/Action	Officer/File	Progress	Status	Comment
921-200618-07-15	Shire of Wickepin Grant Applications	CEO	Council is being requested to allocate the 2018/19 community grants	✓	ESO sent letters 25/06/2018
922-200618-19	CRC 2018/2019 Budget	CEO	2018/2019 CRC Budget Allocation	✓	ESO Sent Letter 25/06/2018
923-200618-20	Cuballing Planning Strategy	CEO	Draft Local Planning Strategy for the Shire of Cuballing	✓	ESO Sent Letter 25/06/2018
924-200618-21	Appointment of Dual Fire Control Officers	CEO	Appointment of Dual Fire Control Officers	✓	CEO Sent Letters 09/07/2018
925-200618-22	Wickepin Football Club – Reimbursement of Lost Goods	CEO	Wickepin Football Club – Reimbursement of Lost Goods	✓	CEO Sent Letter 25/06/2018

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**

## 10.1.01 – Manager of Works and Services Report

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Manager Works & Services – Gary Rasmussen
File Reference:	CM.REP.1
Author:	Manager Works & Services – Gary Rasmussen
Disclosure of any Interest:	Nil
Date of Report:	10 July 2018

### Enclosure/Attachments:

Nil.

### Summary:

Monthly report submitted from the Manager of Works & Services, Gary Rasmussen.

### Comments:

### Programmed Construction Works

- Construction works has stopped for the season and will recommence in September 2018.
- Over the August period we will be looking to put tenders out for gravel pushing and sealing asphalt as well as ordering pipes for the construction season.

### Maintenance Works

- The maintenance grader in a full winter grade. The finish that is getting achieved is a big improvement but there is still is a compaction problem I need to address before next season.
  - The construction grader is maintenance grading at the present time and we are re-sheeting gravel in problem areas as he moves around.
  - Truck drivers when it is too wet to work we will work on cleaning up the out laying tips
  - Pot-hole patching is on-going
  - Rubbish tip maintenance is on-going
  - Signage maintenance is on-going
  - Drainage and new bridge over the Wickepin creek has been completed
  - New seats installed in the main street
  - Kerb repairs and footpath in Yealering
  - Tree limbs have been cut back from roads right across the network
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## Occupational Health and Safety

- lost time due to injury - nothing to report since the 8 May 2018
- Incident report plant. Nothing to report
- We have introduced pre-start sheets for the all mobile plant.
- We have introduced SWMS safe work method statements - the boys are hand writing them out at present but we will introduce generic ones at a later date. Agatha found a lot of information online which needs to be adapted to suit the Shire of Wickepin.
- MSDS material safety data sheets. These must be stored in a safe and marked location where ever we have chemicals stored. These data sheets contain all relevant safety information about how to contain spills, correct PPE, transport information and procedures for ingestion etc.

## Workshop

- Mechanics position still to be filled
- Brett Rowe has come in and undertaken some work
- Back hoe repairs still to be done
- Bus door has been repaired
- Tractor water pump has been done
- Trevor's truck has had airlines and radiator repaired
- CAT grader service has been done by CAT

## Depot

- We need a new wash down bay as appropriate environmental and drainage system requirements need to be met.

## Parks and Gardens

- Under Pruning of street trees in Wickepin
- Oval maintenance is on-going
- 60 cubic metres of mulch is waiting to be placed out over the parks and gardens
- General mowing and whipper snipping is on-going.
- Walk trail maintenance and clean ups are on-going
- Town site cleanup is on-going
- General maintenance at Lake Yealering, Harrismith and Tincurrin.

## Plant and Equipment

- The works crew has trialed a bobcat on tracks - the verdict was it is the way to go.

### Statutory Environment:

Local Government Act 1995.

### Policy Implications:

Not Applicable.

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**Financial Implications:**

Not Applicable.

**Strategic Implications:**

Not Applicable.

**Recommendations:**

That Council notes the report from the Manager of Works and Services dated 10 July 2018

**Voting Requirements:**

Simple Majority

**Council Decision:**

**Resolution No: 180718-04**

**Moved Cr Wes Astbury / Seconded Cr Gerri Hinkley**

That Council notes the report from the Manager of Works and Services dated 10 July 2018

**Carried 8 / 0**

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4.18pm – Cr Sarah Hyde departed Chambers due to declaring a proximity interest in the below agenda item

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## 10.1.02 – 2019/2020 National and State Blackspot Funding

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook – Chief Executive Officer
File Reference:	RD.PRG.2617
Author:	Mark J Hook – Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	9 July 2018

### Enclosure/Attachments:

2019/2020 Black Spot Nominations for:

- |                             |          |
|-----------------------------|----------|
| 1. Wickepin Harrismith Road | \$68,400 |
| 2. Collins Street           | \$58,317 |

### Summary:

Council is being requested to submit the following roads to the State and National Blackspot programs for the 2019/2020 Financial Year

- |                             |          |
|-----------------------------|----------|
| 1. Wickepin Harrismith Road | \$68,400 |
| 3. Collins Street           | \$58,317 |

By the following dates

### **Australian Government Black Spot (AGBS)**

**LGA nominations:** closing date Friday 13 July 2018.

### **State Black Spot (SBS):**

**LGA nominations:** closing date Friday 13 July 2018

### Background

Main Roads have called for the Nominations for the National and State Blackspot for the 2016/17 financial year black spot funding.

Three hard copies of each black spot nomination along with any supporting documentation are to be posted or delivered to Allison Hunt, Wheatbelt South Region Main Roads Narrogin by the following dates.

The CEO received the following email from Allison Hunt, Local Government Interface Manager, Wheatbelt Region MRWA on the 22/06/2018

*Subsequent to the RRG Meeting and the Calendar of Events being presented, there has been an important amendment received in relation to the submission deadline for Black Spot nominations for*



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2019/2020. The WBS Calendar of Events stated 31 July 2018, but that is the deadline for submissions to Head Office, apologies for any inconvenience.

All details for Black Spot Nominations are available on the Main Roads website, including Black Spot Nomination Form for 2019/20, Program Guidelines and presentations held in May 2018.

Please ensure that nominations for State Roads include sufficient details, including cost estimates for the entire project and separate stages.

### **Australian Government Black Spot (AGBS)**

**LGA nominations:** closing date Friday 13 July 2018.

This is in order for Gren and me to review the nominations, request additional information from the Shires, if required, and to provide a summary listing of all nominations received, along with any comments and assessment notes to Head Office by Monday 30 July 2018.

Regional nominations will be sent to external consultants shortly after the 30<sup>th</sup> for assessment, including re-calculation of BCR and RSA ranking.

All AGBS nominations (LGA and MRWA State roads) will be ranked and prioritised by Budgeting and Programming (with input from Traffic Services, Regional offices and external consultants) – no change from previous years.

### **State Black Spot (SBS):**

**LGA nominations:** closing date Friday 13 July 2018

Closing date for submitting nominations to regional offices is also Friday 13 July (note – in previous years the closing date was later in July).

This is in order for Gren and myself to review the nominations, request additional information from the Shires, if required, and to provide a summary listing of all nominations received with comments and assessment notes to Head Office by Monday 30 July 2018.

Regional BCR nominations – all BCRs will be re-calculated by external consultants Checked / audited BCRs will be emailed back to regions in mid/late August. Regional RSA nominations – RRG to rank and assess their own RSA nominations. If RRGs prefer to have RSA nominations ranked by the consultant, this can be arranged.

Regional SBS BCR and RSA nominations (LGA only) to be ranked and prioritised by each region and sent to B & P, including endorsement by the RRG, by the end of November 2018 – no change from previous years.

As the closing dates are prior to the 19 July 2018 Council meeting the CEO has forwarded the submissions to meet the deadlines, but they may be withdrawn by council at any time.

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## Comments:

Submissions seeking federal funding are sent by Main Roads Wheatbelt directly to Main Roads in Perth for assessment, but these are also assessed by Main Roads Wheatbelt for possible state black spot funding. The Main Roads WA Wheatbelt Region's assessment process is for all nominations and is in two parts or phases. Phase 1 determines if a submission is proposing a suitable black spot enhancement treatment with regard to an identified black spot problem concern; the relevance of the black spot concern or problem in terms of any extraneous proposed treatments, and in whether a submission has provided enough detail/traffic data/maps/photos for the assessors to adequately assess the submission. If a submission is recommended to advance to phase 2, the focus of the further assessment is to rate the submission based on a potential/severity matrix, and further on the 'value for money' for the proposed treatment and its estimated total cost. Funding is then allocated against the prioritised list of projects until the funding is exhausted, but taking into account any mandatory staging or not of a project. The prioritised list of recommended submissions and their state black spot funding allocations is then sent to Perth to seek SAC endorsement, and then ministerial approval.

Road safety audits should address black spot problem areas and not be inclusive of sections or lengths of road that target black spot funding for road asset improvement works.

The projects funded under the State Black Spot Funding are on a 2 to 1 basis

The CEO requested feedback from Main Roads why these were not funded under the 2018/2019 Black Spot funding and the following has been received from Allison Hunt, Local Government Interface Manager, and Wheatbelt Region MRWA.

*Gary and I had a look at the 2018/19 Black Spot Nominations, and our comments/observations are as follows:*

*Wickepin-Harrismith Road:*

*This looks like a viable project to undertake.*

*Please filter the Traffic Data on AustRoads94, not ARX.*

*Please ensure that you review your cost estimates, in the event that there have been any increases to labour and/or materials.*

*Collins Road:*

*This looks like a viable project to undertake.*

*Please ensure that you review your cost estimates, in the event that there have been any increases to labour and/or materials.*

*Russell Road:*

*Another viable project.*

*Although the project is under \$150K and does not require a design audit, at that price point, we would recommend a better design submission than the one currently attached to the nomination.*

*Some survey works would enhance the nomination.*

*As above, please ensure that you review your cost estimates, in the event that there have been any increases to labour and/or materials.*

Russell Road has been withdrawn as the Land Owners are not in agreeance with the lane resumption or the road being truncated as required under the Black Spot. More work will be required on this section of road prior to a submission for Black Spot funding.

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### Statutory Environment:

*Local Government Act 1995, Regional Road Group Procedures Black Spot*

### Policy Implications:

Nil

### Financial Implications:

Council contribution if successful will be 1/3 \$56,889

### Strategic Implications:

### Recommendations:

That Council submit the following roads to the State and National Blackspot programs for the 2019/2020 Financial Year

- |    |                          |          |
|----|--------------------------|----------|
| 1. | Wickepin Harrismith Road | \$68,400 |
| 3. | Collins Street           | \$58,317 |

By the following dates

### **Australian Government Black Spot (AGBS)**

**LGA nominations:** closing date Friday 13 July 2018.

### **State Black Spot (SBS):**

**LGA nominations:** closing date Friday 13 July 2018

### Voting Requirements:

Simple Majority

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**Council Decision:**

**Resolution No: 180718-05**

**Moved Cr Fran Allen / Seconded Cr Steven Martin**

That Council submit the following roads to the State and National Blackspot programs for the 2019/2020 Financial Year

- |    |                          |          |
|----|--------------------------|----------|
| 1. | Wickepin Harrismith Road | \$68,400 |
| 2. | Collins Street           | \$58,317 |

By the following dates

Australian Government Black Spot (AGBS)

LGA nominations: closing date Friday 13 July 2018.

State Black Spot (SBS):

LGA nominations: closing date Friday 13 July 2018

**Carried 7 / 0**

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4.21pm – Cr Sarah Hyde Returned to Chambers

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### 10.1.03 – Greening Australia - Seed Collecting to July 2019

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	EM.PER.1105
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	27 June 2018

#### Enclosure/Attachments:

Nil

#### Summary:

Council is being requested to grant permission to Greening Australia to collect native plant seed from reserves vested in the Shire of Wickpin up to the 30 June 2019.

With the following conditions:

- All persons collecting native seed are licensed according to the Wildlife Conservation Act (1950) and will abide by the conditions of the licence.
- Permission is for a twelve month period beginning 1st July 2018.
- This letter allows for collection by only Greening Australia (WA) staff members.
- Appropriate hygiene measures will be followed at all times to prevent the spread of plant disease and weeds.
- All care will be taken to avoid the disturbance of fauna habitat.
- All care will be taken to avoid any disturbance that may lead to soil degradation.
- No picking during imposed harvest and vehicle movement bans.

#### Background

Greening Australia has forwarded the following email to the CEO on the 21 June 2018.

*On behalf of Greening Australia WA (GAWA), I am seeking permission to collect native seed from within reserves vested to your shire. I request this permission for relevant, appointed staff of GAWA, involved in our valuable land rehabilitation programs. All staff employed by GAWA undergo significant training in all aspects of seed collection, and are licensed under the Wildlife Conservation Act (1950). Any person collecting seed on behalf of GAWA is required to abide by the conditions of this licence. Seed collected from within your reserves will be utilised in strategic re-vegetation projects throughout the region, and will directly benefit the community as a whole. Some seed may also be used for the purposes of research into best practice re-vegetation and development of tree cropping programs for the region. We are seeking this permission for a twelve-month period beginning July 2018. I have attached a draft letter of permission for your convenience and consideration. Should this letter require further clarification, I may be contacted as detailed below. I look forward to your favourable response.*

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#### Comments:

Greening Australia WA in the past have been granted access and permission to collect native plant seed from reserves vested in the Shire of Wickepin.

This permission was granted under the following conditions:

- All persons collecting native seed are licensed according to the Wildlife Conservation Act (1950) and will abide by the conditions of the licence.
- Permission is for a twelve month period beginning 1st July 2018.
- This letter allows for collection by only Greening Australia (WA) staff members.
- Appropriate hygiene measures will be followed at all times to prevent the spread of plant disease and weeds.
- All care will be taken to avoid the disturbance of fauna habitat.
- All care will be taken to avoid any disturbance that may lead to soil degradation.
- No picking during imposed harvest and vehicle movement bans.

The author of this report can see no issue granting Greening Australia permission to Collect Native Plant Seed from Reserves Vested in the Shire of Wickepin in line with the previous permission's granted to Greening Australia WA.

#### Statutory Environment:

*Wildlife Conservation Act (1950)*

#### Policy Implications:

Nil

#### Financial Implications:

Nil

#### Strategic Implications:

Nil

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### Recommendations:

That Council grant permission to Greening Australia (WA) Staff members to Collect Native Plant Seed from Reserves Vested in the Shire of Wickepin up to the 30 June 2019.

With the following conditions:

- All persons collecting native seed are licensed according to the Wildlife Conservation Act (1950) and will abide by the conditions of the licence.
- Appropriate hygiene measures will be followed at all times to prevent the spread of plant disease and weeds.
- All care will be taken to avoid the disturbance of fauna habitat.
- All care will be taken to avoid any disturbance that may lead to soil degradation.
- No damage to be done to Golf fairways and rough.
- No picking during imposed harvest and vehicle movement bans.
- No picking during Total Fire Bans
- To advise the Shire of the times and locations prior to seed collections.

### Voting Requirements:

Simple Majority

**Council Decision:**

**Resolution No: 180718-06**

**Moved Cr Fran Allen / Seconded Cr Wes Astbury**

That Council grant permission to Greening Australia (WA) Staff members to Collect Native Plant Seed from Reserves Vested in the Shire of Wickepin up to the 30 June 2019.

With the following conditions:

- All persons collecting native seed are licensed according to the Wildlife Conservation Act (1950) and will abide by the conditions of the licence.
- Appropriate hygiene measures will be followed at all times to prevent the spread of plant disease and weeds.
- All care will be taken to avoid the disturbance of fauna habitat.
- All care will be taken to avoid any disturbance that may lead to soil degradation.
- No damage to be done to Golf fairways and rough.
- No picking during imposed harvest and vehicle movement bans.
- No picking during Total Fire Bans
- To advise the Shire of the times and locations prior to seed collections.

**Carried 8 / 0**

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## 10.1.04 – Jean Sloan Seed Collecting to June 2019

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Jean Sloan - Kondinin
File Reference:	EM.PER.1105
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	3 July 2018

### Enclosure/Attachments:

Nil.

### Summary:

Council is being requested to grant permission to Jean Sloan of Kondinin to collect native plants from reserves (gravel pits, road verges and Town site reserves) vested to the Shire of Wickepin for the 12 month period to 30 June 2019.

With the following conditions:

- Permission is only granted to Jean Sloan
- Appropriate hygiene measures to be followed at all times to prevent the spread of plant disease and weeds.
- All care to be taken to avoid the disturbance of fauna habitat.
- All care to be taken to avoid any disturbance that may lead to soil degradation.
- No damage to be done to the Golf fairways and rough.
- No picking during imposed harvest and vehicle movement bans.
- No picking during Total Fire Ban

### Background

Jean Sloan of Kondinin requests permission to collect native plants from reserves (gravel pits, road verges, Town site reserves) vested to the Shire of Wickepin for the period to June 2019.

### Comments:

Jean Sloan has advised that she currently holds a commercial purpose licence number CPO15802 from the Department of Parks and Wildlife.

Council passed the following resolution at its Ordinary Meeting of Council held on the 19 July 2017

### Resolution No 211216-04

#### Moved Cr Lansdell / Seconded Cr Hinkley

That Council grant permission to Jean Sloan of Kondinin to collect native plant seed from reserves vested in the Shire of Wickepin and the Wickepin Golf Club up to the 30 June 2017.

With the following conditions:

- The permission is only granted to Jean Sloan
- Appropriate hygiene measures to be followed at all times to prevent the spread of plant disease and weeds.



- 
- All care to be taken to avoid the disturbance of fauna habitat.
  - All care to be taken to avoid any disturbance that may lead to soil degradation.
  - No damage to be done to the Wickepin Golf Club fairways and rough.
  - No picking during imposed harvest and vehicle movement bans.

Carried 8/0

Jean is anticipating picking the following in the Wickepin Shire for the period to 30 June 2019.

1. Acacia erinacea
2. Pulchella
3. Casuarina obesa
4. Hakea prostrata
5. Eucalyptus caesia
6. Gardneri
7. Sargentii

The author of this report can see no issues in granting Jean Sloan a licence to collect native plants from reserves (gravel pits, road verges, Town site reserves) vested to the Shire of Wickepin for the period to 30 June 2019, in line with permission granted in previous years.

Following is an extract from the Department of Parks and Wildlife Flora Licensing Information Sheet.

*All flora that is native to Western Australia is protected throughout the State under the Wildlife Conservation Act 1950. Protected flora is defined as any plant (including any wildflower, palm, shrub tree, fern, creeper or vine) and includes any part of a plant, including seeds and spores.*

*On Crown Land, protected flora may only be taken by individuals who hold a licence issued by the Department of Parks and Wildlife (DPAW) under the Wildlife Conservation Act 1950. Persons who wish to take flora for identification, research, education, hobby, or other non-commercial purposes must hold a Scientific or Other Prescribed Purposes (SOPP) Licence.*

*Non-commercial collection of flora from private property requires the permission of the property owner, but no licence from DPAW.*

*If the flora is being taken for commercial purposes a Commercial Purposes (CP) Licence is required. A CP Licence must be held by each individual taking flora. Before a CP licence can be issued, the applicant must demonstrate that they have an area on which they are authorised to harvest flora. This includes the written permission of the government agency or authorised agent that is managing the land. If the land that the applicant wishes to collect on is CALM land/water or managed by the department, the Wildlife Licensing section will seek permission from the relevant DPAW district on the applicant's behalf*

*The commercial collection of flora from conservation estate (Nature Reserves, National Parks or Conservation Parks, etc) is generally not permitted.*

*CP licensees are required to submit returns of the flora taken under their licence, and licence renewal is dependent on the satisfactory completion and submission of such returns.*

*The commercial collection of flora species listed as Priority on the department's "Threatened and Priority Flora List" is also not generally permitted. If applicants wish to take Priority flora they must complete an "Application to Take Priority Flora Species under a Commercial Purposes Licence" and submit this to the department's Wildlife Licensing Section. Applications will only be approved where the activity will assist in the preservation or protection of the Priority flora species of interest. If successful the applicant will be issued with a CP Licence*

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*which is amended to allow for the taking of specified Priority flora species in the amounts approved by DPaW, and only for use as approved by DPaW.*

*Protected flora may only be taken from private property by the owner or occupier of the land or by a person who has the owner or occupier's permission. Protected flora taken from private property, whether it be harvested from natural or cultivated stands, may only be sold under a Commercial Producer's (PN) Licence. A PN licence only covers the properties that are listed on the licence, therefore if you wish to sell flora taken from other properties not listed on your licence you must apply for an additional licence. PN licensees are required to submit returns of the flora sold under their licence, and licence renewal is dependent on the satisfactory completion and submission of such returns. The applicant must state on their application form whether the flora to be sold is taken from Natural (P) or Artificial/Cultivated (A) stands, as well as listing the species and parts to be taken. The renewal of a licence is the responsibility of the licensee and will not automatically be granted. Each request for renewal is treated as a new application, so that in the event circumstances change, the appropriate licence conditions can be issued. Current letters of authority must be included with each application and the land to which the application relates and proposed species to be harvested must be listed. Licence renewal is dependent on the satisfactory completion and submission of returns.*

#### **Statutory Environment:**

Wildlife Conservation Act (1950)

#### **Policy Implications:**

Nil

#### **Financial Implications:**

Nil

#### **Strategic Implications:**

Nil

#### **Recommendations:**

That Council grant permission to Jean Sloan of Kondinin to collect native plants from reserves (gravel pits, road verges, and Town site reserves) vested to the Shire of Wickiepin for the period to 30 June 2019.

With the following conditions:

- All conditions imposed on Licence number CPO15802 from the Department of Parks and Wildlife are to be followed at all times.
  - Appropriate hygiene measures are to be followed at all times to prevent the spread of plant disease and weeds.
  - All care to be taken to avoid the disturbance of fauna habitat.
  - All care to be taken to avoid any disturbance that may lead to soil degradation.
  - No damage to be done to Golf fairways and rough.
  - No picking during imposed harvest and vehicle movement bans
  - No picking during Total Fire Bans
  - To advise the Shire of the times and locations prior to seed collections.
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### Voting Requirements:

Simple majority

### Council Decision:

Resolution No: 180718-07

Moved Cr Allan Lansdell / Seconded Cr Sarah Hyde

That Council grant permission to Jean Sloan of Kondinin to collect native plants from reserves (gravel pits, road verges, and Town site reserves) vested to the Shire of Wickepin for the period to 30 June 2019.

With the following conditions:

- All conditions imposed on Licence number CPO15802 from the Department of Parks and Wildlife are to be followed at all times.
- Appropriate hygiene measures are to be followed at all times to prevent the spread of plant disease and weeds.
- All care to be taken to avoid the disturbance of fauna habitat.
- All care to be taken to avoid any disturbance that may lead to soil degradation.
- No damage to be done to Golf fairways and rough.
- No picking during imposed harvest and vehicle movement bans
- No picking during Total Fire Bans
- To advise the Shire of the times and locations prior to seed collections.

Carried 8 / 0

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## 10.1.05 – 2019/2020 RRG Funding

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	RD.PRG.2617
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	9 July 2018

## Enclosure/Attachments:

2019/2020 MCA application

## Summary:

Council is being requested to submit the attached MCA for the 2019/2020 financial year by the 31 August 2018.

## Background

The CEO has received the following calendar from Allison Hunt MRWA for the RRG meetings. The date for submissions of MCA is the 31<sup>st</sup> August 2018.

Road Project Grants	WBS REGIONAL ROAD GROUP			Effective 1 January 2018	
Direct Grants					
State and Federal Black Spots, Regional Run-off Roads funding	ANNUAL TIMETABLE FOR 2018 CALENDAR YEAR			Please direct all queries to RRG secretariat, MRWA Northam	
Commodity Route Funding					
Description	Prime Purpose	Location	Date Due of Action	Action By	Month
Sub Groups (4) - Meetings	First of meetings to discuss 2017/18 road projects with no or estimated project completion dates after 31 March 2018	As determined by sub group Secretary	Advise Secretariat as soon as possible if funding transfers etc are required. Additional reviews should be conducted by no later than 30 April 2018	Critical - SUB GROUPS	Early Feb' and again no later than 30 April 2018

<b>WBS RRG Meeting</b>	Local Roads Funding Issues; endorsement of 2018/19 projects	Shire of Wickpin Community Centre	28-Feb-18	MRWA	Feb
MRWA Secretariat to advise sub groups of ACTUAL FUNDING for 2018/19 where known	Confirm if possible 2018/19 funding for all funding programmes	N/A	N/A	MRWA	May/June
Direct Grant Payments to LGs' for 2018/19	Councils to provide Certificate of Completion for 2017/18 <b>fin year</b> plus tax invoice without GST for 2018/19 funds	Email claims & certificate to wheatbelt@mainroads.wa.gov.au	By no later please than 31 July 2017	COUNCILS. Critical in endeavours to demonstrate commitment to claiming untied funding	July
<b>WBS RRG Meeting</b>	To review 2017/18 un-completed projects as at 30 June 2018	Shire of Wickpin Community Centre	<b>August 2018 - TO BE CONFIRMED</b>	MRWA	July
Sub Groups & MRWA to initiate actions as per recommended procedure @ 2.6, page 7 of WBS RRG Policy & Procedures Manual 001-005 for 2018/19 road project funding	As a result of any non-compliance to the process of maximising 2017/18 road project expenditures as at 30 June 2018	N/A	All actions to be completed by 30 September 2018	Sub Groups, non-affected councils and MRWA	Sept
Federal Funding - Blackspot Applications for 2019/20	New subs for 2019/20 (no staging of submissions is allowed)	<b>COPIES</b> MUST be submitted to MRWA Northam office by 31 July 2018. Digital submissions are acceptable.	31-Jul-18	Critical - COUNCILS	July

STATE BLACK SPOT & REGIONAL RUN-OFF ROAD (if funding is made available) - Applications for 2019/20	Subs for new projects for 2019/20 funding PLUS revised subs for continuation of black spot funding for on-going staged projects	<b>COPIES</b> MUST be submitted to MRWA Northam office by 31 July 2018. Digital submissions are acceptable.	31-Jul-18	Critical - COUNCILS	July
Commodity Route Funding - OPEN TO ALL COUNCILS	2019/20 Funding	Send <b>ELECTRONICALLY</b> to MRWA Northam office - by 31 August 2018	MUST be collated by MRWA and to WALGA by 14 September 2018	Critical - AFFECTED COUNCILS & MRWA	September
LGAs to complete WBS RRG Local Road Project MCA submissions for 2019/20 state funding	2019/20 Road Project Funding	Lodge 1 <b>HARD COPY</b> of each submission with sub group secretary by 31 August 2018	<b>Submissions to be assessed by LGIM and completed by 30 September 2018</b>	Critical - COUNCILS & MRWA	Sept
<b>Sub Groups (4) - Meetings</b>	2019/20 Road Project Funding	As determined by sub group Secretary	2019/20 MCA submissions to be formally signed- off by sub groups by 31 October 2018	Critical - SUB GROUPS	Oct
<b>WBS RRG Technical Committee meets</b>	Assess 2019/20 MCA submissions and discuss other issues	<b>TO BE DECIDED</b>	A Thursday no later than mid November 2018	WBS RRG Tech Comm	Nov
Federal and State Blackspot Applications and Regional Run-off Roads subs for 2018/19	2019/20 Funding	N/A	Advise councils by 31 December 2018 of outcomes of assessments and recommendations for 2019/20 funding	MRWA secretariat Northam office	Dec

Following, is an extract from the Regional Road Group Procedures Manual regarding MCA submissions.

#### 6.1 Multi Criteria Assessment Model (MCA) and user manual

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Local Government submissions for Road Project Grants must be in accordance with the RRG's MCA model and associated user manual.

The RRG has adopted the following principles in developing the MCA model:

- (i) To be effective in distributing funds to roads of regional significance which have a high priority need within the region;
- (ii) To develop a simple process for local governments to prepare submissions and clearly understand the evaluation methodology;
- (iii) To ensure local roads of regional significance are maintained at an acceptable services level to meet user and safety needs;
- (iv) To improve the level of statistical traffic information and work rates to assist the accuracy of the road project evaluation process;
- (v) To establish guidelines for acceptable road standards and levels of service for certain road types and traffic usage for input into the MCA process.

Comments:

Below is an updated program for the RRG road project grant road networks for 2018 to 2022

Wickepin RRG program

Road	Year	Required Work	\$
Wickepin Harrismith 002	2019/20	Widening, cement stabilising, two coat seal and light reduction of veg	\$367,030
Pingelly Wickepin 003	2020/21	Widening, cement stabilising and two coat bitumen slk 14.140 to 14.940 and culvert replacement at slk 14.440 3x375 pipes and 1x1200x750 box plus additional culvert widening	\$370,000
Stock Route Road 163	2021/22	Clearing, formation and bitumen widening from slk 0.030 to 6.230 and widening culverts at; slk 1.650 1x450x8.2 slk 1910 1x300x8.2 slk 2.870 1x375 and 1x1200x450 box 8.2 slk 4.750 1x375x12 slk 5.880 1x600x8.2 and slk 6.110 1x375x8.2 plus headwalls both sides on all culverts	\$370,000 <u>Note:</u> this project will need to be costed closer to the date and maybe over several years

The Manager of Works has inspected the above roads and feels that the above program will endeavour to repair the major failures occurring on the Wickepin Harrismith, Pingelly Wickepin and the Stock Route Roads over the next three years.

#### Statutory Environment:

*Local Government Act 1995, Regional Road Group Procedures Black Spot*

#### Policy Implications:

Nil

#### Financial Implications:

Council contribution, if successful will be a total cost of \$367,030

Maximum allowance for one Council is generally \$325,000 to \$350,000 depending on funding received from State Government. So Council's contribution would be around the following.

1. Max \$325,000 MRWA 2/3 Contribution \$244,686 Council contribution \$122,343 Total \$367,030
2. Max \$350,000 MRWA 2/3 Contribution \$244,686 Council contribution \$122,343 Total \$367,030

Council's previous contributions over previous years were:

#### 2017/2018

Job Number	Road Name	Works	Total	Cost to Council
		<b>Description</b>		
		<b>REGIONAL ROAD GROUP</b>		
RG003	Pingelly Wickepin	Shoulder & Culvert Widening, Reconstruct, Prime & Seal Various Sections	133,560	44,520
RG001	Wickepin Corrigin	Final Seal	86,997	28,999
RG002	Wickepin Harrismith	Asphalt shoulder widening various sections	95,000	31,667
		<b>Total Regional Road Group</b>	<b>315,557</b>	<b>105,186</b>

#### 2016/2017

Job Number	Road Name	Works	Total	Cost to Council
		<b>Description</b>		
		<b>REGIONAL ROAD GROUP</b>		
RG003	Pingelly Wickepin	Shoulder & Culvert Widening, Reconstruct, Prime & Seal Various Sections	81,795	27,265
RG001	Wickepin Corrigin	Shoulder & Culvert Widening, Reconstruct, Prime & Seal	157,095	52,365



		Various Sections		
RG002	Wickepin Harrismith	Asphalt Shoulder Widening	88,365	29,455
		<b>Total Regional Road Group</b>	<b>327,255</b>	<b>109,085</b>

## 2015/2016

Job Number	Road Name	Works	Total	Cost to Council
		<b>Description</b>		
		<b>REGIONAL ROAD GROUP</b>		
RG003	Pingelly Wickepin	Shoulder & Culvert Widening, Reconstruct, Prime & Seal Various Sections	171,550	57,183
RG001	Wickepin Corrigin	Final Seal	57,000	19,000
RG002	Wickepin Harrismith	Final Seal	86,000	28,667
		<b>Total Regional Road Group</b>	<b>314,550</b>	<b>104,850</b>

## Strategic Implications:

## Shire of Wickepin Corporate Business Plan 2015 - 2020

### Theme 1 – To Develop and Maintain Quality Services and Infrastructure

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

Goal	Strategies	Action(s)	When	Implications for Informing strategies	Funding	Council Role
Goal - 1 Develop effective assets replacement and maintenance programs	<ul style="list-style-type: none"> <li>Develop and fund a five year program for the provision of footpaths.</li> <li>Develop and fund a ten year plan that will ensure the timely maintenance of Council assets.</li> <li>Provide for the replacement of existing and provision for new community assets as the need arises.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to maintain Council assets at current service levels</li> <li>Establish and engage the community on an asset consolidation and replacement program</li> <li>Lake Yealering living lakes project</li> <li>Investigation into the replacement of Community Resource Centre</li> </ul>	2015-2020	Nil	Existing	Provider
			2015-2020	Nil	Existing	Provider
			2015-2020	Nil	Existing	Partner
			2016-2018	Nil	Grants	Partner/ Provider
Goal - 1.2 Creation of new community assets	<ul style="list-style-type: none"> <li>Progressively implement the Townscape plans.</li> <li>Provide strategically placed Public Conveniences.</li> <li>Provide housing for low-income earners, young singles and aged persons in conjunction with other authorities.</li> </ul>	<ul style="list-style-type: none"> <li>Continue to implement Townscape plans and maintain Public Conveniences</li> <li>Seek funding for construction of Independent Living Units</li> <li>Construction of Independent Living Units</li> </ul>	2015-2020	Nil	Existing	Provider
			2015-2016	Nil	Grants	Partner/ Provider
			2016-2018	\$	Grants	Provider

<b>Goal - 1.3</b> <b>Actively pursue funding from external Sources</b>	<ul style="list-style-type: none"> <li>Employment of grants officer responsible for securing funding for the community of Wickepin.</li> </ul>	<ul style="list-style-type: none"> <li>The Shire has employed a Grants Officer and will continue to actively pursue all grant funding opportunities.</li> </ul>	2015-2020	Nil	Existing	Provider
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Service Levels	Success Measures
The transport network is well maintained	Percentage of maintenance activities completed annually Number of road accidents Community satisfaction with roads and footpaths
Assets are renewed as planned	Percentage of Capital Works Program completed annually Townscape plans are implemented Asset sustainability ratio Asset renewal funding ratio
Grant funding levels are maintained or improved	Amount of grant funding received

## 2018 Strategic Community Plan

# infrastructure

### GOAL 1: Roads are a key economic driver across the Shire

SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
1.1 Annual review of the performance and structure of Shire owned roads	1.2 Plant and equipment maintenance and replacement is planned for  1.3 Identification of road maintenance and improvements in the Asset Management Plan  1.4 Engagement of neighbouring Shires and key stakeholders in the Secondary Freight Route Project	<ul style="list-style-type: none"> <li>RAV ratings</li> <li>No of positive and negative complaints received</li> <li>Traffic count data reflects usage and investment required</li> <li>Number of accidents attributed to road condition</li> <li>Retention of works staff is higher than industry average</li> <li>Roads can handle weather conditions</li> <li>Level of funding secured and % spent in the Shire</li> </ul>	Road infrastructure meets the freight task and is sustainable in the long term

### Recommendations:

- That Council adopts the following plan for the RRG Project Grants for 2019 to 2022

Road	Year	Required Work	\$
Wickepin Harrismith 002	2019/20	Widening, cement stabilising, two coat seal and light reduction of veg	\$367,030
Pingelly Wickepin 003	2020/21	Widening, cement stabilising and two coat bitumen slk 14.140 to 14.940 and culvert replacement at slk 14.440	\$370,000

		3x375 pipes and 1x1200x750 box plus additional culvert widening	
Stock Route Road 163	2021/22	Clearing, formation and bitumen widening from slk 0.030 to 6.230 and widening culverts at; slk 1.650 1x450x8.2 slk 1910 1x300x8.2 slk 2.870 1x375 and 1x1200x450 box 8.2 slk 4.750 1x375x12 slk 5.880 1x600x8.2 and slk 6.110 1x375x8.2 plus headwalls both sides on all culverts	\$370,000  <u>Note:</u> this project will need to be costed closer to the date and maybe over several years

2. That Council submit the following MCA for the Wickepin Harrismith to the Regional Road Group for funding in the 2019/20200 Financial Year.

Wickepin Harrismith Road – Surface Correction Work, cement stabilising, two coat seal, drainage upgrade and vegetation reduction. SLK 8.39 to 10.44

Total Project Cost \$367,030 13/3 Local Government \$122,343 2/3 RRG \$244,687

#### Voting Requirements:

Simple Majority

Council Decision:

Resolution No: 180718-08

Moved Cr Allan Lansdell / Seconded Cr Gerri Hinkley

1. That Council adopt the following plan for the RRG Project Grants for 2019/2022

Road	Year	Required Work	\$
Wickepin Harrismith 002	2019/20	Widening, cement stabilising, two coat seal and light reduction of veg	\$367,030
Pingelly Wickepin 003	2020/21	Widening, cement stabilising and two coat bitumen slk 14.140 to 14.940 and culvert replacement at slk 14.440 3x375 pipes and 1x1200x750 box plus additional culvert widening	\$370,000
Stock Route Road 163	2021/22	Clearing, formation and bitumen widening from slk 0.030 to 6.230 and widening culverts at; slk 1.650 1x450x8.2 slk 1910 1x300x8.2 slk 2.870 1x375 and 1x1200x450 box 8.2 slk 4.750 1x375x12 slk 5.880 1x600x8.2 and slk 6.110 1x375x8.2 plus headwalls both sides on all culverts	\$370,000 <u>Note:</u> this project will need to be costed closer to the date and maybe over several years

2. That Council submit the following MCA for the Wickepin Harrismith to the Regional Road Group for funding in the 2019/20200 Financial Year.

Wickepin Harrismith Road – Surface Correction Work, cement stabilising, two coat seal, drainage upgrade and vegetation reduction. SLK 8.39 to 10.44

Total Project Cost \$367,030 13/3 Local Government \$122,343 2/3 RRG \$244,687

Carried 8 / 0

4.34pm – Cr Julie Russell departed Chambers due to declaring a proximity interest in the below agenda item.

- Cr Wes Asbury took the Chair

4.35pm – Erika Clement departed Chambers

4.36pm – Erika Clement returned to Chambers

4.39pm – Gary Rasmussen entered Chambers

## 10.1.06 – Pingelly Wickepin Road – Clearing Pruning Trees

Submission To:	Ordinary Council
Location / Address:	Location 3472, 1, 20 Pingelly Wickepin Road
Name of Applicant:	Philip, Julie, Toby, Chad Russell
File Reference:	A6631
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	10 July 2018

### Enclosure/Attachments:

1. A Guide to the Exemptions and Regulations for Clearing Native Vegetation
2. A guide to the exemption for clearing native vegetation for maintenance in existing transport corridors
3. Information for maintaining existing transport corridors
4. Native Vegetation Fact Sheet 9 - Clearing limited to five hectares a year (limited clearing exemptions)

### Summary:

Council is being requested to approve the removal and pruning of the trees along the fence lines of Location 3472 Location 1 and Location 20 for the purpose of installing new fencing on these locations.

### Background

Council has received the following letter on the 5 July 2018 from Philip, Julie, Toby and Chad Russell.

*Dear Mark,*

*Philip, Julie, Toby and Chad Russell would like permission to clear or prune the River Gums on Boundary Fencing adjoining the Pingelly Road for the purpose of new fencing.*

An onsite inspection was held with the Russell family on Thursday, 5 July 2018, with the CEO and Manager of Works in attendance.

During this inspection the CEO advised that Council's Policy is that any farmer has a right to clear 1.5m from the fence line, but was not willing to give approval for the removing of any of the River Gums until a decision was made by Council.

During the onsite meeting, agreement was made that the Manager of Works would request Ecoedge to undertake an assessment of the planted river gums to see where they fit under the current clearing regulations.

Council's Manager of Works contacted Ecoedge and they advised that they are unable to assess the trees at this moment but Russell Smith of Ecoedge forwarded the following advice via email to Council's Manager of Works.

*From what I can gather it is likely that the trees along the roadside at Wickepin would be exempt under the clearing regulations. It appears that they were not planted for conservation purposes, or by a conservation body (such as your local Landcare group). However, I have been advised that if you want to be sure they're exempt you could make an application for a clearing permit (purpose permit) and then if DWER thinks the clearing is exempt they would contact you and ask if you would like to withdraw the application (thus saving time and money).*

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The CEO and the Manager of Works have not been able to find out if the river gums were planted by a local Land Care group. At this stage it is thought they were planted by Council as an avenue of trees for an entry statement into Wickepin. It would appear that the fence line on the Western side of Location 1 has been moved in approximately 1.5 meters to allow for the planting of the river gums. The CEO has undertaken a title search of the location and cannot see any caveat placed on the property regarding the moving of the fence line to plant the river gums along the Pingelly Wickepin Road.



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**Comments:**

The Department of Environment Regulation Native Vegetation Fact Sheet 9 States the following in relation to clearing of fence lines.

***Clearing along a fence line – alienated land***

*This limited clearing exemption allows the landowner to clear land for a fence line on, or within, the property to the width necessary to provide access to construct or maintain a fence.*

Councils Policy is as follows:

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## 8.1.6 CLEARING FENCE LINES

**OBJECTIVE:** Provide clear parameters in relation to clearing fence lines.

Any person wishing to clear land adjacent to crown land (e.g. road reserves) for the purpose of fence line maintenance or renewal must seek written permission from the Shire of Wickepin prior to commencement of clearing works.

Council (or Council's delegated Officer) will inspect the proposed clearing and issue guidelines for the clearing activity. These guidelines will include a copy of the relevant regulations including Native Vegetation Regulations (2004).

Penalties for non-compliance with the regulations will be enforced by the Department of Environmental Protection.

ITEM	DESCRIPTION OF CLEARING	PERSON/COMPANY TO LIAISE WITH.
11	Clearing along a fence line — Crown land	
	Clearing of Crown land along a fence line to provide access to construct or maintain a fence — (a) between alienated land and Crown land — if the clearing is no more than 1.5 m from the fence line; or	The owner of the land on which the clearing is to take place. (Shire of Wickepin)
	(b) between Crown land and Crown land — if the clearing is no more than 5 m from the fence line on one side and no more than 1.5 m from the fence line on the other side.	

The following is an extract from the *Native Vegetation Regulations (2004)*.

### 5. *Prescribed clearing — section 51C*

- (1) *Clearing is of a kind prescribed for the purposes of section 51C(c) if —*
- (a) *it is described in an item in the Table to this subregulation;*
  - (b) *it is by, or with the prior authority of, a person listed in the item in which the clearing is described; and*
  - (c) *it is done in such a way as to limit damage to neighbouring native vegetation.*

**Table**

Item	Description of clearing	Person
6	<b>Clearing to provide fencing and farm materials</b>  <i>Clearing to provide material for use by the owner or occupier of the property on which the vegetation is located for constructing and maintaining fences, buildings and other structures on land in the possession of the owner or occupier, being clearing which —</i> (a) <i>does not kill any live vegetation and does not prevent regrowth of the vegetation;</i> (b) <i>is carried out to provide material to the extent to which the material could not be obtained from</i>	<i>The owner or occupier.</i>

<i>Item</i>	<i>Description of clearing</i>	<i>Person</i>
	<p>vegetation already cleared for another purpose; and</p> <p>(c) does not, together with all other limited clearing on the property in the financial year in which the clearing takes place, exceed 5 ha.</p>	
<b>10</b>	<b>Clearing along a fence line – alienated land</b> <p>Clearing of alienated land along a fence line of, or within, a property to the width necessary to provide access to construct or maintain a fence, being clearing which does not, together with all other limited clearing carried out on the property in the financial year in which the clearing takes place, exceed 5 ha.</p>	The owner of the property on which the clearing is to take place.
<b>11</b>	<b>Clearing along a fence line — Crown land</b> <p>Clearing of Crown land along a fence line to provide access to construct or maintain a fence —</p> <p>(a) between alienated land and Crown land — if the clearing is no more than 1.5 m from the fence line; or</p> <p>(b) between Crown land and Crown land — if the clearing is no more than 5 m from the fence line on one side and no more than 1.5 m from the fence line on the other side.</p>	The owner of the land on which the clearing is to take place.
<b>19</b>	<b>Clearing isolated trees</b> <p>Clearing of a tree on a property that is in an otherwise cleared area on the property and that is more than 50 m from any other native vegetation, being clearing which does not, together with all other limited clearing carried out on the property in the financial year in which the clearing takes place, exceed 5 ha.</p>	The owner of the property on which the tree is located.
<b>22</b>	<b>Clearing for maintenance in existing transport corridors</b> <p>Clearing in relation to a stretch of road (whether public or private) or railway if the clearing is carried out —</p> <p>(a) in an area or for a purpose specified in Schedule 2; and</p> <p>(b) to the extent specified for that area or purpose in Schedule 2; and</p> <p>(c) in accordance with Schedule 2.</p>	The Commissioner of Main Roads, the Public Transport Authority, the local government, the person or the entity responsible for the stretch of road or railway.



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Under these regulations the land owner is allowed to clear what is necessary for the clearing of the fence line however Council's policy is to only allow 1.5 metres from the fence line. Council's policy 8.1.6 Clearing of Fence Lines would override the *Native Vegetation Regulations (2004)* as Council is the manager of all Local Government road reserves within the Shire of Wickepin.

On inspection of the fence lines it appears that the fence line on the western side of Location 1 has been moved in approximately 1.5 metres to allow for the planting of the river gums. The CEO has undertaken a title search of Location 1 and cannot see any caveats that have been placed on the property regarding the moving in of the fence line to plant the river gums along the Pingelly Wickepin Road.





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The river gums on the west side of Location 3472 on the Pingelly Wickepin Road are approximately 2.6metres from the moved fence line. This would mean that if the fence is put back on the property boundary line all the planted river gums fall within the 1.5 metre clearing line.





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The river gums on the eastern side of the road along Location 1 have been planted approximately 2.0 metres from the existing fence line which appears to be on the correct boundary alignment.



Council may wish to allow for the clearing of the river gums as they fall within the clearing exemption area as outlined in the *Native Vegetation Regulations (2004)*, but are outside of the 1.5m clearing area as outlined in Councils Policy 8.1.6 clearing fence lines. On the eastern side of the Pingelly Wickepin Road the river gums are outside of the 1.5m clearing line. On the western side of the Pingelly Wickepin Road the river gums are inside the clearing line if the fence was moved onto the correct property boundary alignment.

This matter has not been referred to the Facey Group or any other environmental group for comments as it was felt that the purpose of the planting of the river gums was more of an entry statement to the Wickepin Town site rather than a land care issue.

Council may wish to refer this to the Facey Group for any comment regarding any land care issues if the owners of the land clear the whole area of the planted river gums.

The land owner has the right to make a request to the Department of Water and Environmental Regulation for a clearing permit but Council would still need to give the owner permission to remove any trees that are on land controlled by Council as a road reserve, also the river gums were planted by Council.

It is the view of the CEO that the owners could vertically prune the river gums along both fence lines 1.5 metres and still have new fences protected from falling branches. This would mean that the fence lines would need to be pruned on an ongoing basis by the land owner.

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There are a number of native trees in between the planted river gums and the fence line that will need removing as they are growing either in the fence line itself or very close to it.

#### Statutory Environment:

*Environmental Protection Act 1986*

*Native Vegetation Regulations (2004),*

*Local Government Act 1995*

#### Policy Implications:

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##### 8.1.6 CLEARING FENCE LINES

#### Financial Implications:

Nil

#### Strategic Implications:

Nil

#### Recommendations:

1. That the owners of Location 3472, 1 and 20 be given permission to remove any native tree within the 1.5 meters of the existing fence lines on the eastern and western side of the Pingelly Wickepin Road that are deemed to interfere with the installation of new fencing..
2. That the owners of Location 3472, 1 and 20 be given permission to vertically prune all limbs from the planted river gums within 1.5 metres of the existing fence lines on the eastern side and 1.00 metre from the existing boundary line on the western side of the Pingelly Wickepin Road.
3. That all the pruning and clearing is to be undertaken under the *Native Vegetation Regulations (2004)*.

#### Voting Requirements:

Simple majority

**Council Decision:**

**Resolution No: 180718-09**

**Moved Cr Sarah Hyde / Seconded Cr Nathan Astbury**

**This item has been laid on the table for further research and discussion by Council.**

**Carried 7 / 0**

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5.02pm – Cr Julie Russell returned to Chambers

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## 10.2.01 – List of Accounts

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Amanda Smith – Finance Officer
File Reference:	FM.BA.1201
Author:	Amanda Smith – Finance Officer
Disclosure of any Interest:	Financial
Date of Report:	4 July 2018

### Enclosure/Attachments:

List of accounts.

### Summary:

List of Accounts remitted during the period from 1 June 2018 to 30 June 2018.

	<u>Vouchers</u>	<u>Amounts</u>
<b>Municipal Account</b>		
EFT	8439 – 8522, 8524 – 8545	\$ 256,468.02
Cheques	15533 – 15540, 15542 – 15545	\$ 72,485.17
Payroll	June	\$ 77,166.99
Superannuation	June	\$ 9,480.82
Credit Card	June	\$ 110.94
Direct Deductions	June	\$ 4,897.02
Licensing	June	\$ 41,819.35
<b>Trust</b>		
EFT	8437 – 8438, 8523	\$ 983.63
Cheques	1300, 15541	\$ 1120.00
	<b>June Total</b>	<b>\$ 464,531.94</b>

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

### Certificate of Chief Executive Officer:

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

### Comments:

Detailed answers to queries can be obtained prior to presentation at council meeting.

### Statutory Environment:

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

### Policy Implications:

Policy 3.1.7 - Cheque Issue



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**Recommendations:**

That Council acknowledges that payments totalling **\$464,531.94** have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

**Voting Requirements:**

Simply Majority

**Council Decision:****Resolution No: 180718-10****Moved Cr Fran Allen / Seconded Cr Sarah Hyde**

That Council acknowledges that payments totalling \$464,531.94 have been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

**Carried 8 / 0**

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**List of Accounts Due & Submitted to Committee**

**Jun-18**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Muni</b>	<b>Trust</b>
1300	14/06/2018	DOCEP - Bond Administrator	Bond Lodgement U1 Yarling Court		\$ 760.00
15541	29/06/2018	DOCEP - Bond Administrator	Bond Lodgement U4 Cottage Homes		\$ 360.00
			<b>Total Cheques</b>		<b><u>\$1,120.00</u></b>
EFT8437	14/06/2018	Building Construction Industry Training Fund	Building Construction Levy A6231		\$ 549.75
EFT8438	14/06/2018	Building Commission, Department Of Commerce	Building Services Levy For A6231		\$ 377.23
EFT8439	14/06/2018	Australia Post	May 2018 Account	\$ 112.00	
EFT8440	14/06/2018	Air Liquide Wa Pty Ltd	Cylinder Rental	\$ 95.30	
EFT8441	14/06/2018	Allwork Civil	Line Marking	\$ 1,750.00	
EFT8442	14/06/2018	Belvedere Nursery	Mulch	\$ 3,900.00	
EFT8443	14/06/2018	BKS Electrical	Locate Telstra Cable Yea-Pingelly Rd	\$ 614.24	
EFT8444	14/06/2018	BITUTEK	Bitumise Wickopin-Corrigin Rd	\$ 22,909.59	
EFT8445	14/06/2018	Cutting Edges Pty Ltd	WK518 Grader Blades	\$ 767.18	
EFT8446	14/06/2018	Kelly Cochrane	Cleaning 7 Rintel St, Yea Hall & Yea Cvn Pk	\$ 930.00	
EFT8447	14/06/2018	Peter Denton	Native Plants for Wk Cvn Pk	\$ 1,820.00	
EFT8448	14/06/2018	Landgate	Rural UV Interim Valuation	\$ 80.90	
EFT8449	14/06/2018	Easifleet	Facey Group Vehicle Lease	\$ 582.02	
EFT8450	14/06/2018	Great Southern Fuel Supplies	May 2018 Fuel Account	\$ 16,511.96	
EFT8451	14/06/2018	Isweep	Sweep Townsites Wk & Yea	\$ 3,341.25	
EFT8452	14/06/2018	Knightline Computers	New Monitor MWS	\$ 228.95	
EFT8453	14/06/2018	A&J Knox Super Pty Ltd ATFT Andrew and Janet Knox Super Fund	New Monitor MWS	\$ 7,700.00	
EFT8454	14/06/2018	Marketforce Productions	Advertising - Mechanic	\$ 801.75	
EFT8455	14/06/2018	Komatsu Australia Pty Ltd	WK518 Keys	\$ 24.09	
EFT8456	14/06/2018	Great Southern Waste Disposal	May 2018 Waste Collection & Bulk Pickup Transfer Stations	\$ 7,538.10	
EFT8457	14/06/2018	Narrogin Hardware Makit	Decking Oil	\$ 60.00	
EFT8458	14/06/2018	Narrogin Removals And Storage	Employee Relocation Expenses	\$ 1,830.00	
EFT8459	14/06/2018	Nicholls Bus Service	1WK Inspection for Registration	\$ 158.05	
EFT8460	14/06/2018	Narrogin Toyota	Chainsaw Blades	\$ 258.50	
EFT8461	14/06/2018	Officeworks Superstores Pty Ltd	Stationery Order	\$ 73.89	

**List of Accounts Due & Submitted to Committee**

**Jun-18**

EFT8462	14/06/2018	PCS	IT Support & Monthly Fees May 2018	\$ 170.00	
EFT8463	14/06/2018	Wagin Plumbing	Wk Public Toilets New Bench Tops - Plumbing, Wk Cvn Pk Hot Water	\$ 561.00	
EFT8464	14/06/2018	Maureen Susan Preedy	Yea Cleaning	\$ 250.00	
EFT8465	14/06/2018	Pingelly Tyre Service	Tyre Repairs & New Tyres WK2489, WK3518 & WK2473	\$ 677.00	
EFT8466	14/06/2018	RSA Works	Supervision Works	\$ 550.00	
EFT8467	14/06/2018	R J Smith Engineering	Parts for WK3518 & WK2473	\$ 82.50	
EFT8468	14/06/2018	A F Smith & A L Bullock	Repairs to Wk Cvn Pk Managers Residence, Niche Wall Plaque, Netball Court Cleaning, U1 Yarling Court Repairs	\$ 926.00	
EFT8469	14/06/2018	Shire Of Narrogin	Feb - May 2018 Health Officer Charges, May Planning Officer Charges & Building Surveyor Charges	\$ 3,124.00	
EFT8470	14/06/2018	Wickepin Rural Services	May 2018 Account	\$ 2,662.00	
EFT8471	14/06/2018	Waterman Irrigation	Service Standpipe Card Reader	\$ 329.18	
EFT8472	14/06/2018	Watershed News	Annual Allocation 2017/18	\$ 6,500.00	
EFT8473	18/06/2018	Burgess Rawson (WA) Pty Ltd	Water Account for WK Public Toilets	\$ 525.37	
EFT8474	18/06/2018	Courier Australia	Freight on Standpipe Parts, Computer Components & Library Books	\$ 74.03	
EFT8475	18/06/2018	Ewen Rural Supplies	May 2018 Account	\$ 4,837.97	
EFT8476	18/06/2018	Harrismith Golf Club	2017/18 Community Grant	\$ 3,740.00	
EFT8477	18/06/2018	Narrogin Ford	Service WK0	\$ 567.95	
EFT8478	18/06/2018	Jason Signmakers	Albert Facey Heritage & No Parking Signs	\$ 3,175.15	
EFT8479	18/06/2018	Landmark Products Pty Ltd	Gazebo for Harrismith Cemetery	\$ 9,757.00	
EFT8480	18/06/2018	Narrogin Earthmoving & Concrete	WANDRRA Toolibin North Road	\$ 4,950.00	
EFT8481	18/06/2018	Narrogin Petals & Bloom Florist	Office Plant	\$ 176.00	
EFT8482	18/06/2018	Shire Of Wickepin	CRC Community Grant - Venue Hire	\$ 204.00	
EFT8483	18/06/2018	Wickepin Newsagency	May 2018 Account	\$ 132.30	
EFT8484	29/06/2018	Frances Allan	Councillor Sitting Fees	\$ 2,053.64	
EFT8485	29/06/2018	Ad Engineering Pty Ltd	SAM Trailer Converter Cable	\$ 82.50	
EFT8486	29/06/2018	Wes Astbury	Councillor Sitting Fees	\$ 1,989.84	
EFT8487	29/06/2018	Nathan Stewart Astbury	Councillor Sitting Fees	\$ 917.60	



**List of Accounts Due & Submitted to Committee**

**Jun-18**

EFT8488	29/06/2018	Asset Infrastructure Management	Development of Asset Management Plan	\$ 4,726.70	
EFT8489	29/06/2018	Best Office Systems	Konica Minolta Copier Charges 23/5/18 to 23/6/18	\$ 760.53	
EFT8490	29/06/2018	Benjamin Kittow Construction	Cottage Homes Refurbishment Final Payment	\$ 3,981.80	
EFT8491	29/06/2018	Courier Australia	Freight on Signs & Computer Equipment	\$ 20.88	
EFT8492	29/06/2018	Connectiv South	Phone System Inspection & Reprogramming	\$ 1,386.00	
EFT8493	29/06/2018	Dx Print Group Pty Ltd	Daily Plant Prestart Inspection Books	\$ 1,298.00	
EFT8494	29/06/2018	LGIS Risk Management	Wheatbelt Regional Risk Coordination Programme	\$ 2,620.20	
EFT8495	29/06/2018	Edwards Motors Pty Ltd	WK632 Service & Repairs Excess	\$ 531.40	
EFT8496	29/06/2018	AC & EJ Fulford & Co	Yea-Pingelly Rd Tree Removal, Railway Dam Fire Control, Tip Maintenance, Wk-Hsm Embankment Realignment & Drainage Works	\$ 26,290.00	
EFT8497	29/06/2018	Greg Fiddes	Refund Caravan Park Fees	\$ 44.00	
EFT8498	29/06/2018	J R & A Hersey Pty Ltd	Riggers Gloves	\$ 138.60	
EFT8499	29/06/2018	Harris Zuglian Electrics	Wk Community Centre Power Issues in Kitchen & Flood Light Replacement	\$ 2,879.88	
EFT8500	29/06/2018	Cr Gerri Hinkley	Councillor Sitting Fees	\$ 1,933.92	
EFT8501	29/06/2018	Sarah Jane Hyde	Councillor Sitting Fees	\$ 912.80	
EFT8502	29/06/2018	C Holmes Bricklaying & Maintenance	Yea Kerb & Footpath Repairs	\$ 2,266.00	
EFT8503	29/06/2018	It Vision	Altus Enablement for Single Touch Payroll & Template Updates	\$ 2,068.00	
EFT8504	29/06/2018	Jason Signmakers	She Shed He Shed Sign	\$ 64.90	
EFT8505	29/06/2018	Lake Yealering Golf Club	Yea Oval Annual Mowing Fees	\$ 1,500.00	
EFT8506	29/06/2018	Cr Allan Lansdell	Councillor Sitting Fees	\$ 1,262.80	
EFT8507	29/06/2018	Steven John Martin	Councillor Sitting Fees	\$ 1,168.56	
EFT8508	29/06/2018	Mercure Hotel Perth	Meals & Accommodation for PAYG Training	\$ 687.00	
EFT8509	29/06/2018	Narrogin Glass	Wk Community Centre Repairs	\$ 455.32	
EFT8510	29/06/2018	Narrogin Pumps, Solar And Spraying	WK248 Parts	\$ 64.80	
EFT8511	29/06/2018	Narrogin Carpets & Curtains	Wk Communtiy Centre Blinds Repairs	\$ 275.00	
EFT8512	29/06/2018	Narrogin Earthmoving & Concrete	WANDRRA Works	\$ 31,350.00	
EFT8513	29/06/2018	PCS	Altus Ready For Single Touch Payroll & IT Support	\$ 2,720.00	
EFT8514	29/06/2018	The Workwear Group Pty Ltd	Staff Uniforms	\$ 319.61	

**List of Accounts Due & Submitted to Committee**

**Jun-18**

EFT8515	29/06/2018	Pingelly Tyre Service	Tyres for WK632	\$ 440.00	
EFT8516	29/06/2018	R & R Fencing	Tubular Fencing for Wk Community Centre Playground	\$ 3,641.00	
EFT8517	29/06/2018	Julie Alexia Russell	Councillor Sitting Fees	\$ 3,362.80	
EFT8518	29/06/2018	Regional Communication Solutions Pty Ltd	Cel-Fi Go For Fire Vehicles	\$ 2,788.30	
EFT8519	29/06/2018	A F Smith & A L Bullock	Repairs to Wk Community Centre, 13 Collis St & Neball Court Cleaning	\$ 2,138.80	
EFT8520	29/06/2018	Shire Of Narrogin	Planning Services June 2018	\$ 2,237.40	
EFT8521	29/06/2018	Total Quality Clean	Admin Office Carpet Cleaning	\$ 792.00	
EFT8522	29/06/2018	Western Australian Treasury Corp	Loan No. 100 Interest payment -	\$ 2,123.39	
EFT8523	29/06/2018	Building Commission, Department Of Commerce	Building Services Levy For A6472		\$ 56.65
EFT8524	29/06/2018	Australia Post	June 2018 Account	\$ 168.04	
EFT8525	29/06/2018	Air Liquide WA Pty Ltd	Cylinder Rental for June 2018	\$ 92.21	
EFT8526	29/06/2018	Landgate	Rural Interim Valuation	\$ 65.50	
EFT8527	29/06/2018	Dial Before You Dig	Dial Before You Dig Referral Fees	\$ 110.00	
EFT8528	29/06/2018	Ewen Rural Supplies	June 2018 Account	\$ 2,036.24	
EFT8529	29/06/2018	Great Southern Fuel Supplies	June 2018 Fuel Account	\$ 12,464.81	
EFT8530	29/06/2018	Harris Zuglian Electrics	Yea Cvn Pk Repairs	\$ 325.27	
EFT8531	29/06/2018	Ikes Home Improvement & Glass	Wk Community Centre Repairs	\$ 347.27	
EFT8532	29/06/2018	Moore Stephens	WALGA Tax PAYG Workshop	\$ 660.00	
EFT8533	29/06/2018	Great Southern Waste Disposal	June 2018 Waste Collection & Bulk Pickup Transfer Stations	\$ 6,218.10	
EFT8534	29/06/2018	North Star Transport	Freight on Fencing	\$ 88.00	
EFT8535	29/06/2018	Narrogin Hardware Makit	Tools, Drill Bits, Washers & Bolts	\$ 337.80	
EFT8536	29/06/2018	Narrogin Guardian Pharmacy	Workers Compensation Medication - Claim 27614	\$ 34.95	
EFT8537	29/06/2018	Maureen Susan Preedy	Yea Toilets, Hall & Cvn Pk Cleaning	\$ 427.00	
EFT8538	29/06/2018	The Workwear Group Pty Ltd	Staff Uniforms	\$ 685.71	
EFT8539	29/06/2018	Shire Of Wickepin	Wickepin CRC Community Funding - Venue Hire - Final	\$ 192.00	
EFT8540	29/06/2018	Peter Robert Stribling	Yealering Caravan Park Commission for June 2018	\$ 179.36	
EFT8541	29/06/2018	Shire of Cuballing	Sweep Wk-Hsm Rd Tractor & Broom Hire	\$ 440.00	
EFT8542	29/06/2018	Shire Of Narrogin	Building Services Fees June 2018	\$ 534.60	

**List of Accounts Due & Submitted to Committee**

**Jun-18**

EFT8543	29/06/2018	Daphne Mae Tetlow	Wk Cvn Pk Commission June 2018	\$ 256.22	
EFT8544	29/06/2018	Wickepin Newsagency	June 2018 Account	\$ 179.20	
EFT8545	29/06/2018	Wickepin Football Club	Reimburse Lost Goods - Resolution 200618-22	\$ 272.55	
			<b>Total EFT</b>	<b>\$256,468.02</b>	<b>\$ 983.63</b>
15533	14/06/2018	Telstra	Bushfire SMS Line Charges to 26/5/18	\$ 237.25	
15534	14/06/2018	Synergy	Power for Streetlights	\$ 1,732.15	
15535	14/06/2018	Water Corporation	Water Accounts	\$ 5,741.69	
15536	18/06/2018	Shire Of Wickepin	Vehicle Registration Renewals	\$ 8,187.00	
15537	18/06/2018	Kim Lesley Turner	Rates refund for assessment A5112	\$ 200.00	
15538	29/06/2018	Telstra	Phone Account to 13/6/18	\$ 1,612.90	
15539	29/06/2018	Synergy	Power Accounts	\$ 1,811.20	
15540	29/06/2018	Water Corporation	Water Accounts	\$ 2,061.90	
15542	29/06/2018	Mcleods Barristers & Solicitors	Review of Leased Properties & Development of Standard Leases	\$ 1,634.83	
15543	29/06/2018	Shire Of Wickepin	Petty Cash Reimbursement	\$ 120.20	
15544	29/06/2018	Talis Consultants Pty Ltd	Road Infrastructure Valuation	\$ 47,356.10	
15545	29/06/2018	Synergy	Power for Streetlights	\$ 1,789.95	
			<b>Total Cheques</b>	<b>\$ 72,485.17</b>	
DD9626.1	06/06/2018	WA Local Government Super Plan	Payroll deductions	\$ 3,484.38	
DD9626.2	06/06/2018	Colonial First State	Superannuation contributions	\$ 234.65	
DD9626.3	06/06/2018	Prime Super	Superannuation contributions	\$ 180.86	
DD9626.4	06/06/2018	Australian Ethical Super	Superannuation contributions	\$ 192.78	
DD9626.5	06/06/2018	ANZ Super	Payroll deductions	\$ 397.49	
DD9626.6	06/06/2018	Tremayne Superannuation Fund	Superannuation contributions	\$ 84.24	
DD9626.7	06/06/2018	MTAA Super Fund	Superannuation contributions	\$ 159.11	
DD9660.1	20/06/2018	WA Local Government Super Plan	Payroll deductions	\$ 3,453.69	
DD9660.2	20/06/2018	ANZ Super	Superannuation contributions	\$ 397.49	
DD9660.3	20/06/2018	Colonial First State	Superannuation contributions	\$ 234.65	
DD9660.4	20/06/2018	Prime Super	Superannuation contributions	\$ 180.86	
DD9660.5	20/06/2018	Australian Ethical Super	Superannuation contributions	\$ 192.78	
DD9660.6	20/06/2018	Tremayne Superannuation Fund	Superannuation contributions	\$ 84.24	

**List of Accounts Due & Submitted to Committee**

**Jun-18**

DD9660.7	20/06/2018	AMP Flexible Lifetime Super Fund	Superannuation contributions	\$ 44.49	
DD9660.8	20/06/2018	MTAA Super Fund	Superannuation contributions	\$ 159.11	
			<b>Total Superannuation</b>	<b>\$ 9,480.82</b>	
DD9673.1	13/06/2018	James Matthews	Pool Manager Contract Payment 25/201718	\$ 2,376.06	
DD9673.2	27/06/2018	James Matthews	Pool Manager Contract Payment 26/201718	\$ 2,376.06	
DD9673.3	16/06/2018	Westnet Pty Ltd	Internet Fees 1/7/18 to 1/8/18	\$ 144.90	
			<b>Total Direct Debits</b>	<b>\$ 4,897.02</b>	
DD9688.1	24/06/2018	ANZ Bank	Credit Card Account	\$ 110.94	
			<b>Total Credit Card</b>	<b>\$ 110.94</b>	
98010618	01/06/2018	Dept Of Transport	Trans Licensing	\$ 767.75	
98050618	05/06/2018	Dept Of Transport	Trans Licensing	\$ 321.55	
98060618	06/06/2018	Dept Of Transport	Trans Licensing	\$ 1,937.35	
98070618	07/06/2018	Dept Of Transport	Trans Licensing	\$ 10,194.45	
98080618	08/06/2018	Dept Of Transport	Trans Licensing	\$ 1,012.00	
98110618	11/06/2018	Dept Of Transport	Trans Licensing	\$ 1,246.85	
98120618	12/06/2018	Dept Of Transport	Trans Licensing	\$ 699.45	
98130618	13/06/2018	Dept Of Transport	Trans Licensing	\$ 570.00	
98140618	14/06/2018	Dept Of Transport	Trans Licensing	\$ 1,441.35	
98150618	15/06/2018	Dept Of Transport	Trans Licensing	\$ 1,372.10	
98180618	18/06/2018	Dept Of Transport	Trans Licensing	\$ 1,366.45	
98190618	19/06/2018	Dept Of Transport	Trans Licensing	\$ 8,387.80	
98200618	20/06/2018	Dept Of Transport	Trans Licensing	\$ 141.60	
98210618	21/06/2018	Dept Of Transport	Trans Licensing	\$ 1,124.05	
98220618	22/06/2018	Dept Of Transport	Trans Licensing	\$ 1,091.65	
98220618	22/06/2018	Dept Of Transport	Trans Licensing	\$ 60.00	
98250618	25/06/2018	Dept Of Transport	Trans Licensing	\$ 922.15	
98260618	26/06/2018	Dept Of Transport	Trans Licensing	\$ 948.75	
98270618	27/06/2018	Dept Of Transport	Trans Licensing	\$ 760.95	
98280618	28/06/2018	Dept Of Transport	Trans Licensing	\$ 6,859.40	
98290618	29/06/2018	Dept Of Transport	Trans Licensing	\$ 593.70	
			<b>Total Licensing</b>	<b>\$ 41,819.35</b>	

List of Accounts Due & Submitted to Committee					
Jun-18					
	07/06/2018	Gross Payroll		\$ 38,524.30	
	21/06/2018	Gross Payroll		\$ 38,642.69	
			<b>Total Gross Payroll</b>	<b>\$ 77,166.99</b>	
			<b>Total Payments</b>	<b>\$462,428.31</b>	<b>\$2,103.63</b>

Credit Card Payment Summary		
23 May 2018 to 24 June 2018		
CEO		
Wickepin Post Office	Matt Pockran Farewell Gift Voucher	\$ 55.95
Narrogin Liquor Baron	Council Refreshments	\$ 54.99
	<b>Total Payments</b>	<b>\$ 110.94</b>

## 10.2.02 – Financial Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Agatha Prior – Executive Support Officer
File Reference:	FM.FR.1212
Author:	Erika Clement – Finance Manager
Disclosure of any Interest:	Nil
Date of Report:	9 July 2018

### Enclosure/Attachments:

Monthly Finance report for June 2018.

### Background:

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

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

### Comments:

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

**Recommendations:**

That the financial statements tabled for the period ending 30 June 2018 as presented be received.

**Voting Requirements:**

Simply Majority

**Council Decision:**

**Resolution No: 180718-11**

**Moved Cr Steven Martin / Seconded Cr Fran Allen**

That the financial statements tabled for the period ending 30 June 2018 as presented be received.

**Carried 8 / 0**

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## 10.2.03 – Community Development Officer's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Lee Parker – Community Development Officer
File Reference:	404
Author:	Lee Parker – Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	12 July 2018

Arts and Cultural	<p><b>Art Prize 2018</b></p> <ul style="list-style-type: none"> <li>Planning for the 2018 Wickepin Art Prize</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>Grant funding explored for sculpture workshops in September</li> </ul>
Community Development	<p><b>Townscape</b></p> <ul style="list-style-type: none"> <li>Budget discussions</li> <li>Maintenance meetings</li> <li>Heritage Trail bridge completed</li> <li>Boundary statement entry signs: correspondence and discussion with Element Design. Work on the signs has run into the new financial year and Shire has not been invoiced by Element Design. The Purchase Order to the value of \$9,790 has been carried into the 2018/19 budget. An amount of \$15,000 has been placed in the 2018/19 budget estimates for manufacture of the approved designs.</li> </ul> <p><b>Wickepin Winter Weekend</b></p> <ul style="list-style-type: none"> <li>Campfire Country, comprising the dynamic duo David and Therese Higgins, were in town for the weekend of the 22 23 &amp; 24 June - bringing their friends and followers from around the state with them.</li> <li>Friday evening's Old Time Dance was well attended with around 200 people dancing to the music of Campfire Country. Saturday morning dance sessions included line-dancing, new vogue and square dancing. Lunch was provided by the Wickepin Bowling Club. Saturday evening's crowd were treated to 8 guest artists singing a range of country music. Dancers took to the floor and kept the musicians busy till midnight. An impromptu jam with the musicians went till the early hours of the morning. Wickepin Playgroup ran a successful raffle during the evening raising healthy funds for the group. Sunday, and the crowd still wanted to kick on. Campfire Country did a 3 hour session with old-time dancing and teaching new dance moves to the novices.</li> <li>The Caravan Park and Wickepin Hotel were full for the 3 nights of the event – with many staying for a 4<sup>th</sup> night.</li> <li>Local businesses that opened for the weekend had healthy trading.</li> <li>Just over \$1400 was donated by Campfire Country for the restoration of the piano in the Wickepin Town Hall, with any change to go to St Johns Ambulance.</li> <li>Over \$950 in camping fees for the Community Centre, and \$240 in Hall hire fees, were paid.</li> <li>The campers left the grounds, Hall and parks in immaculate condition.</li> <li>The Hall and grounds have been booked for the same weekend in 2019.</li> </ul>



	<b>War Memorial/Anzac/Armistice</b> <ul style="list-style-type: none"> <li>Stefie Green has been working on the stories for the book to be published later this year.</li> <li>DVA have had a number of requests for funding for Armistice Day and have let the Shire know that they are still assessing grant applications and will notify Rick Wilson of the successful recipients as soon as possible.</li> </ul> <b>Other</b> <ul style="list-style-type: none"> <li>Information sent to community on events and grant opportunities</li> </ul>
<b>Economic Development</b>	<b>Harrismith Cemetery</b> <ul style="list-style-type: none"> <li>Gazebo pad laid and gazebo installed.</li> <li>Tony Corasaniti has done the build and install but only completed the work in the second week of July and has yet to invoice the Shire.</li> <li>Money set aside for the gazebo pad and installation has been held over into 2018/19 budget.</li> </ul> <b>Johnston Park (Healthy Communities Precinct)</b> <ul style="list-style-type: none"> <li>Park complete</li> <li>Landscaping done</li> <li>Acquittal for the funding from Royalties for Regions Wheatbelt Development Commission is underway</li> <li>The community are using the park and all comments have been favourable</li> </ul> <b>Facey Festival</b> <ul style="list-style-type: none"> <li>Planning for weekend</li> </ul> <b>Albert Facey Carriage Drive</b> <ul style="list-style-type: none"> <li>Planning and correspondence for the event.</li> </ul>
<b>Tourism, Marketing and Promotion</b>	<ul style="list-style-type: none"> <li>Albert Facey Drive Trail signs have been installed</li> <li>Correspondence with newspapers and magazines re placement of advertising</li> </ul>
<b>Sport and Recreation</b>	<ul style="list-style-type: none"> <li>Support to Department of Local Government, Sport and Cultural Industries with Kidsport within the Shire of Wickepin.</li> <li>Information forwarded to clubs re grant opportunities</li> </ul>
<b>Governance Other</b>	<ul style="list-style-type: none"> <li>Staff support as needed</li> <li>Responded to queries from CDO Network</li> <li>Liaison with Manager of Works, CEO and ESO for projects needing completion or works to be undertaken</li> </ul>

Grant Name	Organisation	Funding	Status
Healthy Community Precinct	Royalties For Regions: WDC	\$28,540.50	Approved Council Contribution in-kind \$6,829 Council Contribution in cash \$6,336
Saluting their Service	Department of Veteran's Affairs	\$4,000	Approved Council Contribution in-kind
Armistice Centenary Grant	Department of Veteran's Affairs	\$4,000	Pending Council contribution in-kind

### Statutory Environment:

Local Government Act 1995.

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**Statutory Environment:**

Not applicable.

**Financial Implications:**

Not applicable.

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

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

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

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

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

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

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

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

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

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

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

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

**Recommendation:**

That Council notes the report from the Community Development Officer dated 12 July 2018.

**Voting Requirements:**

Simple majority.

**Council Decision:**

**Resolution No: 180718-12**

**Moved Cr Steven Martin / Seconded Cr Sarah Hyde**

That Council notes the report from the Community Development Officer dated 12 July 2018.

**Carried 8 / 0**

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## 10.2.05 – 2017 WALGA AGM - Voting Delegates and Attendees Local Government Week

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	GR.SL.1452
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Chief Executive Officer to attend conference
Date of Report:	4 July 2018

### Enclosure/Attachments:

### Summary:

Council is being requested to register voting delegates for the 2018 WALGA Local Government Week Convention and AGM being held on the 1 August 2018 at the Perth Convention Centre.

### Background

The Western Australian Local Government Association (WALGA) has formally given notice that Annual General Meeting will be held on Wednesday 1 August 2018 at the Perth Convention and Exhibition Centre during Local Government Week.

### Comments:

Council needs to choose the voting delegate for the Annual General Meeting (AGM) of WALGA.

All member Councils are entitled to be represented by two (2) voting delegates at the Annual General Meeting of the WA Local Government Association.

Council must complete and return the following form to the Association by 2 July 2018 to register the attendance and voting entitlements of Council's delegates to the Annual General Meeting.

In the event that a voting delegate is unable to attend, provision is made for proxy delegates to be registered. Only registered delegates or proxy registered delegates are permitted to exercise voting entitlements on behalf of member Councils. Delegates may be elected members or serving officers.

All voting delegates whether registered for the Convention or not, will need to be present at the WALGA Delegate service desk prior to the AGM to collect their electronic voting device (keypad) for voting and identification tag to gain entry into the Annual General Meeting.

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VOTING DELEGATES	PROXY Voting Delegates (2)
Name of Voting Delegates (2):  .....  .....	Name of Proxy Voting Delegates (2):  .....  .....

This notification was only received by the CEO on the 4 July 2018 by email.

Councils Policy 2.1.1 Councillors Attendance at Conferences, Seminars, Training and Induction Courses States the following:

*Two delegates, two observers, the CEO and partners may attend Local Government Week.*

#### Statutory Environment:

Nil.

#### Policy Implications:

### GOVERNANCE

#### 2.1 MEMBERS OF COUNCIL

##### 2.1.1 COUNCILLORS ATTENDANCE AT CONFERENCES, SEMINARS, TRAINING AND INDUCTION COURSES

**OBJECTIVE:** Council supports relevant training opportunities for Councillors and will meet reasonable costs associated with attending conferences, seminars, training and induction courses.

Priority is given to induction or training courses specifically organised for the benefit of new Councillors.

Two delegates, two observers, the CEO and partners may attend Local Government Week.

Conferences, seminars or courses held by organisations of which Council is a member or has an interest in (e.g. Central Country Zone of WALGA) may be attended by Council's appointed representatives to those organisations or other nominated delegates.

The Council, Shire President or CEO may authorise payment of costs of attending any conference, seminar, training or induction course including travel, accommodation, meals, telephone expenses, childcare and other reasonable expenses. Councillors must provide all receipts to the CEO.

Reports on attendance at any conference should be provided to Council upon return.

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**Financial Implications:**

Costs for the registration fees at Local Government week for 2018 approximately \$1540 per couple

**Strategic Implications:**

Nil.

**Recommendations:**

1. That Council Voting delegates to the Western Australian Local Government Association Annual General Meeting to be held at the Perth Convention Exhibition Centre commencing on 1 August 2018 be:

<b>VOTING DELEGATES</b>	<b>PROXY Voting Delegates (2)</b>
Name of Voting Delegates (2):  Cr Gerri Hinkley  Cr Allan Lansdell	Name of Proxy Voting Delegates (2):  Cr Steven Martin

**Voting Requirements:**

Simple Majority

Council Decision:

Resolution No: 180718-13

Moved Cr Steven Martin / Seconded Cr Wes Astbury

1. That Council Voting delegates to the Western Australian Local Government Association Annual General Meeting to be held at the Perth Convention Exhibition Centre commencing on 1 August 2018 be:

<b>VOTING DELEGATES</b>	<b>PROXY Voting Delegates (2)</b>
Name of Voting Delegates (2):  Cr Gerri Hinkley  Cr Allan Lansdell	Name of Proxy Voting Delegates (2):  Cr Steven Martin

Carried 8 / 0

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## 10.2.06 – Appointment of Authorised Officer's

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mark J Hook – Chief Executive Officer
File Reference:	LE.LL.1817
Author:	Agatha Prior – Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	10 July 2018

### Enclosure/Attachments:

Nil.

### Summary:

Council is being requested to appoint authorised officers under various acts and regulations to allow officers to exercise powers under these acts or regulations.

### Background

Under various acts and regulations, Council must appoint authorised officers to act on behalf of Council under these acts and regulations.

### Comments:

The last list of authorised officer for the Shire of Wickpin is:

### Resolution No 201217-13

Moved Cr Martin/ Seconded Cr Hinkley

1. That the Shire of Wickpin makes the following appointments:

Agatha Prior, Samantha Dawes, Leah Taylor, Natalie Manton, Amanda Smith, Lara Marchei, Gillian Spargo, Jenna Lansdell and Michelle Miller, to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Authorised officer under the Cat Act 2011;  
Dog Registration Officer's under the Dog Act 1976 (as amended);

Mark Hook and Peter Vlahov to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Local Government Act 1995 (as amended)  
Local Government Act (Miscellaneous Provisions Act 1960)  
Bush Fires Act 1954 (as amended)  
Dog Act 1976 (as amended)  
Litter Act 1979 (as amended)

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Cat Act 2011

Guy Maley and Noel White (Town of Narrogin Ranger) to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Bush Fires Act 1954 (as amended)

Dog Act 1976 (as amended)

Litter Act 1979 (as amended)

Cat Act 2011

Carried 8/0

To ensure Council complies with the Legislation and Regulations, Council needs to adopt the following persons as authorised officers to allow for the officers to legally carry out their role;

1. *That the Shire of Wickepin makes the following appointments:*

***Agatha Prior, Samantha Dawes, Leah Taylor, Amanda Smith, Lara Marchei, Gillian Spargo, Jenna Lansdell, Michelle Miller and Erika Clement, to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;***

*Authorised officer under the Cat Act 2011;*

*Dog Registration Officer's under the Dog Act 1976 (as amended);*

***Mark Hook and Gary Rasmussen to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;***

*Local Government Act 1995 (as amended)*

*Local Government Act (Miscellaneous Provisions Act 1960)*

*Bush Fires Act 1954 (as amended)*

*Dog Act 1976 (as amended)*

*Litter Act 1979 (as amended)*

*Cat Act 2011*

***Guy Maley and Noel White (Town of Narrogin Rangers) to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;***

*Bush Fires Act 1954 (as amended)*

*Dog Act 1976 (as amended)*

*Litter Act 1979 (as amended)*

*Cat Act 2011*

2. *That all previous appointments be cancelled.*

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## Statutory Environment:

Authorised Person under the *Local Government Act 1995 as Amended*.

Authorised Person under the *Local Government (Miscellaneous Provisions) Act 1960*.

### **Authorised Person under the Litter Act 1979**

26. *Authorised officers, appointment and jurisdiction of etc.*

- (1) *For the purposes of this Act an authorised officer is —*
  - (a) *any member of the Police Force;*
  - (b) *any person appointed as such pursuant to subsection (2) within the area of jurisdiction entrusted to him by the appointment;*
  - (c) *within the district of a local government, any person who is —*
    - (i) *a member of the council of the local government; or*
    - (ii) *an employee of the local government; or*
    - (iii) *an honorary inspector appointed by the local government under section 27AA.*

### **Authorised Person under the Bush Fires Act 1954**

14B. *Powers of authorised persons during authorised periods*

- (1) *In this section — authorised person means a bush fire liaison officer or another person who is given an authorisation and includes a person acting under an authorised person's orders and directions under section 13(6);*

### **Authorised person under the Cat Act 2011**

*Division 3 — Authorised persons*

*Subdivision 1 — Appointment of authorised persons*

48. *Authorised persons*

- (1) *A local government may, in writing, appoint persons or classes of persons to be authorised for the purposes of performing particular functions under this Act.*
  - (2) *A person who is not an employee of a local government cannot be appointed to be an authorised person for the purposes of section 62.*
  - (3) *An authorisation under this section may be made on such conditions as the local government determines, in writing given to the authorised person.*
  - (4) *The local government may, in writing given to the authorised person, at any time, cancel an authorisation under this section or add, vary or cancel a condition of an authorisation.*
  - (5) *The local government is to issue to each authorised person appointed under subsection (1) a certificate stating that the person is an authorised person for the purposes of this Act.*
  - (6) *An authorised person appointed under subsection (1) must —*
    - (a) *carry the certificate at all times when exercising powers or performing functions as an authorised person; and*
    - (b) *produce for inspection the certificate at the reasonable request of any person; and*
    - (c) *if he or she ceases to be an authorised person, return the certificate to the local government as soon as is practicable.*
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Penalty: a fine of \$5 000.

**Dog Act 1976**

3. Interpretation

(1) In this Act, unless the context otherwise requires —

**authorised person** means a person who is appointed by a local government, to exercise powers on behalf of the local government, under section 29(1);

**registration officer** means a person authorised by the local government to effect the registration of dogs pursuant to this Act;

(3) A person who is authorised by a local government to exercise any power under this Act shall be furnished with a certificate in the prescribed form evidencing his appointment, and shall produce that certificate on being required so to do by a person in respect of whom he exercises, has exercised, or is about to exercise any such power.

**Policy Implications:**

Nil.

**Financial Implications:**

Nil.

**Strategic Implications:**

Not Applicable.

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## Recommendations:

1. *That the Shire of Wickepin makes the following appointments:*

***Agatha Prior, Samantha Dawes, Leah Taylor, Amanda Smith, Lara Marchei, Gillian Spargo, Jenna Lansdell, Michelle Miller and Erika Clement, to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;***

*Authorised officer under the Cat Act 2011;*

*Dog Registration Officer's under the Dog Act 1976 (as amended);*

***Mark Hook and Gary Rasmussen to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;***

*Local Government Act 1995 (as amended)*

*Local Government Act (Miscellaneous Provisions Act 1960)*

*Bush Fires Act 1954 (as amended)*

*Dog Act 1976 (as amended)*

*Litter Act 1979 (as amended)*

*Cat Act 2011*

***Guy Maley and Noel White (Town of Narrogin Rangers) to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;***

*Bush Fires Act 1954 (as amended)*

*Dog Act 1976 (as amended)*

*Litter Act 1979 (as amended)*

*Cat Act 2011*

2. *That all previous appointments be cancelled.*

## Voting Requirements:

Simple Majority

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**Council Decision:**

**Resolution No: 180718-14**

**Moved Cr Steven Martin / Seconded Cr Nathan Astbury**

1. That the Shire of Wickepin makes the following appointments:

Agatha Prior, Samantha Dawes, Leah Taylor, Amanda Smith, Lara Marchei, Gillian Spargo, Jenna Lansdell, Michelle Miller and Erika Clement, to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Authorised officer under the Cat Act 2011;

Dog Registration Officer's under the Dog Act 1976 (as amended);

Mark Hook and Gary Rasmussen to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Local Government Act 1995 (as amended)

Local Government Act (Miscellaneous Provisions Act 1960)

Bush Fires Act 1954 (as amended)

Dog Act 1976 (as amended)

Litter Act 1979 (as amended)

Cat Act 2011

Guy Maley and Noel White (Town of Narrogin Rangers) to be appointed as Authorised Officers to exercise powers pursuant to the following legislations;

Bush Fires Act 1954 (as amended)

Dog Act 1976 (as amended)

Litter Act 1979 (as amended)

Cat Act 2011

2. That all previous appointments be cancelled.

**Carried 8 / 0**

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## 10.2.07 – Fees and Charges Adoption 2018/19

<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>	FM.BU.1208
<b>Author:</b>	Mark J Hook – Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	10 July 2018

### Enclosure/Attachments:

Proposed Schedule of Fees and Charges 2018/19

### Summary:

Council is to consider adopting the schedule of fees and charges for the 2018/2019 year in advance of the 2018/2019 budget adoption.

Council may resolve:

1. To adopt the Officer's recommendation; or
2. Not resolve the Officer's recommendation and review the schedule of fees and charges as part of 2018/19 budget deliberations.

### Background

In preparation for the 2018/2019 budget period the attached fees and charges are submitted for Council adoption. By adopting the fees and charges prior to the budget any applicable advertising can be undertaken and the new charges can be incorporated into the draft budget workings.

Council's fees and charges contain clauses that allow fees set by external bodies to override those advertised and published by Council.

### Comments:

Revenue raised from fees and charges does not constitute a significant proportion of income for the Shire of Wickepin, however it is important to review these charges in light of the cost of maintaining Council properties and delivering services to residents of the Shire of Wickepin.

The 2018/2019 schedule of fees and charges has been formulated using the 2017/2018 year as a basis and incorporating new charges, (shown in Red) CPI increases and input from external statutory bodies.

In the annual budget agenda item, Council will still set additional fees and charges such as kerbside collections and rates for rural and town site properties.

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### Statutory Environment:

#### 6.16. Imposition of fees and charges

- (1) A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.

\* Absolute majority required.

- (2) A fee or charge may be imposed for the following —

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;
- (b) supplying a service or carrying out work at the request of a person;
- (c) subject to section 5.94, providing information from local government records;
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;
- (e) supplying goods;
- (f) such other service as may be prescribed.

- (3) Fees and charges are to be imposed when adopting the annual budget but may be —

- (a) imposed\* during a financial year; and
- (b) amended\* from time to time during a financial year.

\* Absolute majority required.

#### 6.19. Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges will be imposed.

### Policy Implications:

Nil

### Financial Implications:

Revenue raised from fees and charges

### Strategic Implications:

Nil

### Recommendations:

That Council adopt the attached schedule of fees and charges for the 2018/2019 financial year effective as of 1 July 2018.

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**Voting Requirements:**

Absolute Majority

**Council Decision:**

**Resolution No: 180718-15**

**Moved Cr Steven Martin / Seconded Cr Wes Asbury**

That Council adopt the attached schedule of fees and charges for the 2018/2019 financial year effective as of 1 July 2018.

**Carried 8 / 0**

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## 11 – President's Report

- Cr Julie Russell presented an oral report to Council

**Council Decision:**

**Resolution No: 180718-16**

**Moved Cr Allan Lansdell / Seconded Cr Fran Allen**

That Council notes the Shire President's report dated 18 July 2018

**Carried 8 / 0**

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## 12 – Chief Executive Officer's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	CM.Rep.2
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	12 July 2018

### Work Incident – Peter Bransby

As advised by email Mr Peter Bransby was involved in a workplace accident on Friday 8/6/2018 that caused injuries to his left and right calves and a cracked bone in his left ankle. Peter is back at work and undertaking his duties as luckily the ankle in the end was not broken just badly sprained. This was a workers compensation claim and all details have been forwarded to Councils insurers.

### WSAHA

The funding for the WSAHA project has not been funded under the current Royalties for Regions aged care regional accommodation projects

Below is the Ministers media release regarding the funding for the aged housing project.

### **Funding to boost regional aged accommodation**

Friday, 29 June 2018

- \$13.1 million awarded to aged accommodation projects across regional WA
- \$7.64 million set aside for future proposals
- Investment to support regional jobs, businesses and families

The McGowan Government is helping to meet the aged accommodation needs of regional Western Australia, today awarding \$13.1 million to six aged care regional accommodation projects.

The State Government has prioritised funding to ensure investment in aged accommodation is targeted to allow ageing local residents to remain in their regional communities. A total of \$13.1 million has been allocated to build and expand accommodation in Pinjarra, Donnybrook, Dunsborough, Dongara, Brunswick Junction and across the Great Southern, including Broomehill, Cranbrook, Katanning, Kojonup and Bremer Bay. An additional \$160,000 has been allocated to further developing business cases for four proposals that cover Leonora, Laverton, Corrigin, Cuballing, Kondinin, Narrogin, Wickepin, Dowerin, Goomalling and Victoria Plains, where there is clear demand for aged accommodation. Another \$7.64 million has been set aside for future consideration of these proposals.

### **Comments attributed to Regional Development Minister Alannah MacTiernan:**

"This investment carefully targets areas that have demonstrated the need and demand to expand the provision of aged accommodation in their communities. "Projected growth rates for people aged over 65 in regional areas is greater, often significantly greater, than those in metropolitan areas. "The older population are a valuable part of our communities, essential to the social and economic fabric of the regions. "Quality aged accommodation will enable Western Australians to continue living in their regional community, while also supporting local jobs and local businesses, and improving the lives of families across the State."

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### **Aged Care Regional Accommodation Funding**

**Armstrong Village Project (Dunsborough)** - \$2.5 million to support development of a campus style facility with 33 independent living units and 66 high-care beds

**Bedingfeld Park (Pinjarra)** - \$2 million to support a new 25-bed dementia specific wing in the existing facility

**Bridge Street Affordable Housing Project (Donnybrook)** - \$2 million for 11 new independent living units

**Brunswick River Cottages (Brunswick Junction)** - \$1.5 million to support development of eight new independent living units

**Dongara Age Appropriate Accommodation Facility (Dongara)** - \$2.5 million for six new independent living units and upgrades to existing facilities

**Great Southern Housing Initiative** - \$2.6 million to support new independent living units in Broomehill, Cranbrook, Katanning, Kojonup and Bremer Bay.

### **Tincurrin Fire Truck**

The new Tincurrin Fire Truck has arrived and has been placed in the Tincurrin Fire Shed. The CEO has purchased three Cel-Fi GO Trucker edge pack including Mobie GO, Blackhawk trucker edge antenna for each of the fire trucks as requested by the Fire Control Officers. They should be installed by the fire season.

### **Erika Clement – Finance Manager**

Erika has completed her three months' probation and I am very happy with her work and have advised Erika that she has completed her three Months' probation.

### **Salary Reviews**

The Annual review of all staff has been undertaken as per section 5.38 *Local Government Act 1995*

#### **5.38. Annual review of certain employees' performances**

The performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment.

All staff received satisfactory and above performance levels.

### **2018/2019 Insurance Renewals**

Council has received the 2018/2019 Insurance premiums and invoices and they are as follows. Premiums are up \$6,134.22 GST Exclusive on the 2017/2018 Financial Year.

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7392	\$20,104.62				
0292	\$26,474.92				
0572	\$3,442.65				
1072	\$27,135.00				
7672	\$25,686.30				
Property	\$66,797.58				
	<b>\$169,641.07</b>				

## MEETINGS ATTENDED

[illegible]

**Delegations to be inserted –**

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Signing Cheques	June 2018	Nil.
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO			
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO			
A6	Appointment and Termination of Staff	CEO			
A7	Rates Recovery – Instalment Payments	CEO	Payment Plans		Rate Payers
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO	Liquor Consumption	22-24 June 2018	Dave Higgins
A13	Hire of Community Halls / Community Centre	CEO			

**Council Decision:**

**Resolution No: 180718-17**

**Moved Cr Steven Martin / Seconded Cr Fran Allen**

That Council notes the Chief Executive Officer's report dated 12 July 2018

**Carried 8 / 0**

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13. Notice of Motions for the Following Meeting

14. Reports & Information

15. Urgent Business

16. Closure

There being no further business the Presiding Officer declared the meeting closed at 5.51 pm

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