



A Fortunate Place

# Agenda

## Ordinary Meeting of Council

Council Chambers, Wickepin

# 19 June 2019

## 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 19 June 2019 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

12 June 2019

### Time Table

12.00pm	Lunch
1.00pm	Forum Session
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.

## SHIRE OF WICKEPIN

## QUESTIONS FROM THE PUBLIC

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

**NAME:****SIGNATURE:****ADDRESS:****TELEPHONE:****MEETING/DATE:****NAME OF ORGANISATION REPRESENTING (if applicable):****QUESTION:**

## SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

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

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

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<p style="text-align: center;">Agenda of an Ordinary Meeting of Council held in Council Chambers, Wickepin Wednesday 19 June 2019</p>
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The President declared the meeting open at                      pm.

1. [Attendance, Apologies and Leave of Absence \(Previously Approved\)](#)

President	Julie Russell
Vice President	Wes Astbury
Councillor	Nathan Astbury
Councillor	Allan Lansdell
Councillor	Sarah Hyde
Councillor	Steven Martin
Councillor	Gerri Hinkley
Councillor	Fran Allan
Chief Executive Officer	Mark Hook
Finance Manager	Erika Clement
Executive Services Officer	Rebecca Pauley

Leave of Absence (Previously Approved)

Councillor Fran Allan.

Apologies

2. [Public Question Time](#)

3. [Applications for Leave of Absence/Apologies](#)

4. [Petitions, Memorials and Deputations](#)

5. [Declarations of Councillor's and Officer's Interest](#)

6. [Confirmation of Minutes](#)

Ordinary Meeting of Council 15 May 2019.

7. [Receival of Minutes](#)

## 7.1 – Townscape and Cultural Planning Committee

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Rebecca Pauley, Executive Services Officer
File Reference:	CR.MEE.208
Author:	Rebecca Pauley, Executive Services Officer
Disclosure of any Interest:	Nil
Date of Report:	13 June 2019

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### Enclosure/Attachments:

Minutes of the Townscape and Cultural Planning Committee Meeting held on Wednesday 12 June 2019.

### Summary:

Council is being requested to receive the Townscape and Cultural Planning Committee Meeting held on Wednesday 12 June 2019.

### Background:

The Townscape and Cultural Planning Committee Meeting was held on Wednesday 12 June 2019.

### Comments:

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

### Statutory Environment:

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

### Policy Implications:

Nil.

### Financial Implications:

Nil.

### Strategic Implications:

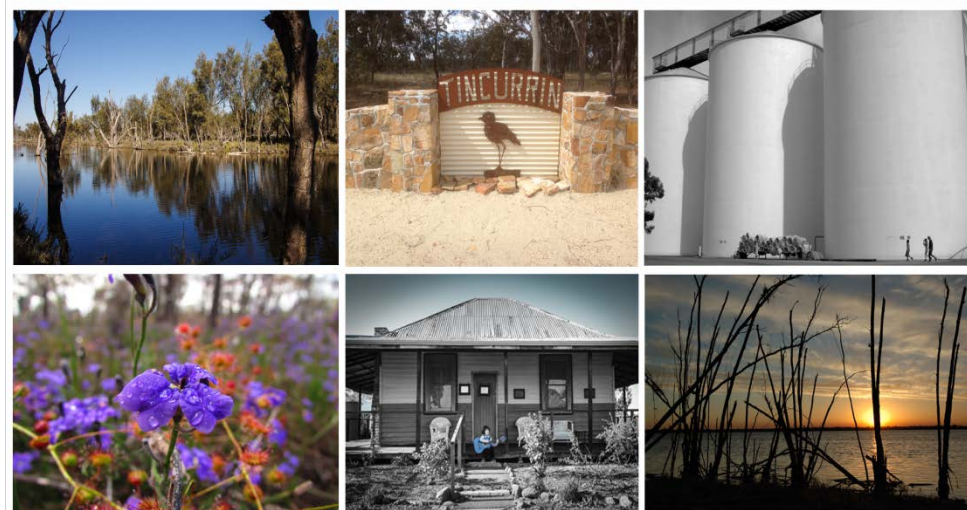
Nil.

### Recommendations:

That the Minutes for the Townscape and Cultural Planning Committee Meeting held on Wednesday 12 June 2019 be received.

### Voting Requirements:

Simple majority.



Shire of Wickepin

# Minutes

Townscape & Cultural Planning Committee

Council Chambers, Wickepin

## 12 JUNE 2019





## Notice of a Townscape and Cultural Planning Committee Meeting

The Townscape and Cultural Planning Committee Meeting of the Shire of Wickepin was held on Wednesday 12 June 2019 at Council Chambers, Wickepin, commencing at 9.00am.

### Disclaimer

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## Terms of Reference

### 1. Name

Townscape and Cultural Planning Committee

### 2. Members

Leah Taylor  
Kevin Coxon  
Cr Fran Allan  
Sue Astbury  
Ted Astbury  
Cr Allan Lansdell  
Kym Smith  
Ammers Miley  
Paige Leeson  
Tim Cowcher  
Spencer Davidson  
Cr Sarah Hyde

### 3. Objectives

This Committee deals with issues relating to Townscape and Cultural Planning in the Shire of Wickepin and makes recommendations to the Ordinary Council meeting.

The Townscape and Cultural Planning Committee has no delegated authority.

The main functions of the Committee are to:

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

### 4. Scope/Jurisdiction

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

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

### 5. Appointment of Committee Members

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

### 6. Appointment of Committee Chair

A chairperson is appointed every second year at the first Townscape and Cultural Planning Committee meeting after the Local Government elections by the committee members.

## 7. Meeting Frequency

The Townscape and Cultural Planning Committee meets four times a year, on the second Wednesday of the month at 9.30am.

Meeting dates for 2019 are as follows:

Day	Date	Time
Wednesday	March 13, 2019	9.30am
Wednesday	June 12, 2019	9.00am
Wednesday	September 4, 2019	9.30am
Wednesday	November 13, 2019	9.30am

8. Related Policies/Bylaws: Nil.

**SHIRE OF WICKEPIN  
QUESTIONS FROM THE PUBLIC**

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NAME:	
SIGNATURE:	
ADDRESS:	
TELEPHONE:	
MEETING/DATE:	
NAME OF ORGANISATION REPRESENTING (if applicable):	

[illegible]

## SHIRE OF WICKEPIN QUESTIONS FROM THE PUBLIC

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**Minutes of a Townscape and Cultural Planning Committee Meeting held in Council Chambers,  
Wickepin - Wednesday 12 June 2019**

The Chairperson declared the meeting open at 9.05am.

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

Kevin Coxon  
Cr Fran Allan  
Sue Astbury  
Ted Astbury  
Cr Allan Lansdell  
Tim Cowcher  
Spencer Davidson  
Cr Sarah Hyde  
Kym Smith

Chief Executive Officer	Mark Hook
Executive Services Officer	Rebecca Pauley

Apologies  
Ammers Miley  
Lee Parker  
Leah Taylor

Leave of Absence (Previously Approved)

**2. Public Question Time**

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

**4. Petitions, Memorials and Deputations**

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

**6. Confirmation of Minutes**

Townscape and Cultural Planning Meeting of 13 March 2019:

**Moved Fran Allan / Seconded Sue Astbury**

That the minutes of the Townscape and Cultural Planning Committee held on 13 March 2019 be confirmed as a true and correct record.

**Carried 9 / 0**

**7. Status Report**

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

Subject/Action	Date	Officer	Progress	Status	Comment

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

○ = in progress    ✓ = completed    ✕ =superseded

8.      Notice of Motions of Which Notice Has Been Given

9.      Receipt of Reports & Consideration of Recommendations



## 9.1 – Community Development Officer's Report

Submission To: Ordinary Council  
 Location / Address: Whole Shire  
 Name of Applicant: Lee Parker – Community Development Officer  
 File Reference: CM.PLA.404  
 Author: Lee Parker – Community Development Officer  
 Disclosure of any Interest: Nil  
 Date of Report: 5 June 2019

Community Development	<p><b>Townscape</b></p> <ul style="list-style-type: none"> <li>Boundary statement signs: The larger signs are in the process of being installed with the smaller signs being moved to the sub-routes around the Shire.</li> <li>The new picture strut bins have been installed in Yealering and Harrismith.</li> <li>Seat and table waiting to be installed in Yealering Caravan Park.</li> <li>Brushwood fence waiting to be installed along Heritage Walk Trail in Wickepin.</li> </ul> <p><b>War Memorial</b></p> <ul style="list-style-type: none"> <li>War Memorial extension: The three new posts' wraparounds had not been powder coated as per the original uprights. They were in raw corten steel creating a different rust effect. The wraparounds were delivered back to Jason Signs and have been sandblasted and powder coated to match. The works crew have reinstalled them.</li> <li>Shire works crew will manufacture the metal tops for the posts. These will be done in due course.</li> </ul> <p><b>Community Grants</b></p> <ul style="list-style-type: none"> <li>The 2019/20 grant round closed 4pm Friday 24 May.</li> <li>Support to groups requiring information and help with the grants.</li> <li>Grants have been assessed and will be presented to Council at the June meeting for consideration in the budget estimates.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>Information sent to community on events and grant opportunities.</li> </ul>
Economic Development	<p><b>Wickepin Playground</b></p> <ul style="list-style-type: none"> <li>Meeting with <i>Nature Play Solutions</i> in Perth. Nature Play Space Concept for Wogolin Road presented and discussed. The draft concept plan has been delivered to the Shire. The CDO will seek community feedback on the plan. See comments and concept plan below.</li> <li>Correspondence and communication with community members regarding ideas and fundraising thoughts for the proposed project.</li> </ul> <p><b>Wickepin Winter Weekend</b></p> <ul style="list-style-type: none"> <li>Planning for the weekend of music and dance to be held over the weekend of 21 – 23 June 2019 at the Wickepin Town Hall and Community Centre grounds.</li> </ul> <p><b>Harrismith Cemetery</b></p> <ul style="list-style-type: none"> <li>The Wall of Honour commemorative plaques have been replaced and all ashes have been interred.</li> </ul>
Tourism and Social Media	<ul style="list-style-type: none"> <li>Social media posts to the shire facebook and Instagram pages.</li> <li>Advert for Wickepin Winter Weekend placed in The West Australian 9 June.</li> </ul>
Sport and Recreation	<ul style="list-style-type: none"> <li>Information forwarded to clubs re grant opportunities.</li> </ul>

	<ul style="list-style-type: none"> <li>Workshop held on 7 May as part of the Upper Great Southern Building Sustainable Clubs Program. Governance and constitution discussion led by Caroline Robinson with club/group representatives who attended.</li> </ul>
Governance Other	<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 including: Wickepin Cemetery extension installation; seat at Yealering Caravan Park; Bins at Yealering and Harrismith; War Memorial.</li> </ul>

**Statutory Environment:**

*Local Government Act 1995.*

**Policy Implications:**

Nil.

**Financial Implications:**

Nil.

**Strategic Implications:**

Aligns with Strategic Community Plan 2018 -2028.

**Recommendations:**

That the Townscape and Cultural Planning Committee notes the report from the Community Development Officer dated 5 June 2019.

**Voting Requirements:**

Simple majority.

**Moved Tim Cowcher / Seconded Fran Allan**

That the Townscape and Cultural Planning Committee notes the report from the Community Development Officer dated 5 June 2019.

**Carried 9 / 0**

## 9.2 Wogolin Road Playground

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Lee Parker – Community Development Officer
File Reference:	CM.PLA.404
Author:	Lee Parker – Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	5 June 2019

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Enclosure/Attachments:  
Wogolin Road Costings.

### Summary:

Townscape are being asked to consider the Concept Plan staging be placed in the budget considerations for the 2019/2020 financial year.

### Background:

In consultation with the community the need has been determined for an intergenerational playground and meeting space. The CDO has been in discussion and consultation with landscape architects and nature playground specialists, Nature Play Solutions, with regards plans for the park in Wickepin stretching along Wogolin Rd and wrapping around Albert Facey Homestead. Nature Play Solutions have created a plan encompassing all the elements that have been requested by the community. They have referenced the past of Wickepin with the inclusion of the tall climbing tower mimicking the Wickepin Water Tower which was pulled down in the 1970's. Care has been exercised to include all ages and stages of development including disability access.

### Comments:

There are a number of expensive items within the plan including the climbing tower, lighting, flying fox and skate park. The plan has been broken down into projects which can be staged over years. When looking at the costing sheet, the Shire of Wickepin will be able to do the bulk of the work and will be able to manufacture some of the smaller items. Grants and community funding, with council financial support, will make the establishment of the park entirely feasible.

## Wogolin Road Playground Concept Plan



8 Burchell Way  
Kewdale WA 6105  
(08) 9361 1355  
play@natureplaysolutions.com.au

## Wogolin Road Recreational Area Wickepin Nature Play Space Concept

Scale: As Shown 1:1000 (A4)  
Job No: 2328  
Rev: A  
Date: May 2019  
Design: SM & JAD



8 Burchell Way  
Kewdale WA 6105  
(08) 9361 1355  
play@natureplaysolutions.com.au

## Wogolin Road Recreational Area Wickepin Nature Play Space Concept

Scale: As Shown 1:1000 (A4)  
Job No: 2328  
Rev: A  
Date: May 2019  
Design: SM & JAD





- STAGES**
- STAGE 1
  - STAGE 2A
  - STAGE 2B

**nature PLAY**  
8 Burchell Way  
Kewdale WA 6105  
(08) 9361 1355  
play@natureplaysolutions.com.au

**Wogolin Road Recreational Area**  
Wickepin  
Nature Play Space Staging Plan 01

Scale: As Shown 1:1000  
Job No: 2328  
Rev: A  
Date: May 2019  
Design: SM & JAD



- STAGES**
- STAGE 3
  - STAGE 4
  - STAGE 5
  - STAGE 6

**nature PLAY**  
8 Burchell Way  
Kewdale WA 6105  
(08) 9361 1355  
play@natureplaysolutions.com.au

**Wogolin Road Recreational Area**  
Wickepin  
Nature Play Space Staging Plan 02

Scale: As Shown 1:1000  
Job No: 2328  
Rev: A  
Date: May 2019  
Design: SM & JAD

## Wogolin Park Working Notes

Townscape committee need to become actively involved in the following processes:

### Grant options to explore:

- Rick Wilson
- Lotterywest – Community Space and Places. Have made contact with Lee Grmas of the Wheatbelt team and started a grant process form.
- Foundation for Rural Regional Renewal (FRRR): Strengthening Rural Communities (SRC); Small Vital Grants under \$10K; Larger Leverage Grants over \$25K
- Wheatbelt Development Commission are NOT available for this. Have spoken to them.
- Dept. of Local Government, Sport and Cultural Industries (DLGCI): CSRFF are up for sponsoring the skate park
- Building Better Regions
- Department of Parks and Wildlife

### Funding Partners/Sources:

(Offer plaque with name on for item donated etc.)

- Playgroup
- Wickpin P&C to help find community support
- Harvest Group
- Individuals: Townscape Committee to tap in to community members
- Grain Drive by Shire: set up a CBH card
- Crowdfunding
- Hand in Cement as part of the pathways and walkways around the park
- Shire suppliers ie Komatsu
- John Deere; Great Southern Fuels etc

### Community Consultation

- Wickpin Primary School happy to be involved. Carmen Bayley to liaise. Yealering Primary school to be contacted.
- Playgroup group for the under 5's. Have been contacted but need plan presented to them.
- Children with disabilities: Adopt *ability approach*. Plan has been modified for this.
- Teens: chat to them when disembarking from school bus
- Via all advertising methods i.e. Watershed; insta; fb
- Visit HACC group and talk to them

### Brookfield Rail Lease

- Mark to extend lease for next 5/10 years
- Arc Energy have replaced Brookfield Rail (PTA)

### Statutory Environment:

*Local Government Act 1995.*

### Policy Implications:

Nil.

### Financial Implications:

The amount of \$35,000 previously allocated for Townscape projects to the attached concept plan for 2019/2020 budget allocations.

### Strategic Implications:

Aligns with Strategic Community Plan 2018 -2028.

### Recommendations:

- (1) That the attached concept plan be put out for community consultation.
- (2) That Council place the amount of \$35,000 previously allocated for Townscape projects to the attached concept plan for 2019/2020 budget allocations.

**Voting Requirements:**  
Simple majority.

**Moved Sue Astbury / Seconded Tim Cowcher**

- (1) That the attached concept plan be put out for community consultation,
- (2) That Council place the amount of \$35,000 previously allocated for Townscape projects to the attached concept plan for 2019/2020 budget allocations.

**Carried 9 / 0**

## 10. Notice of Motions for the Following Meeting

## 11. Reports & Information

### 11.1 Other matters raised by members: Resignation

Community Development Officer Lee Parker has resigned from her role at the Shire of Wickepin and as a member of the Townscape and Cultural Planning Committee.

### 11.2 Other matters raised by members: Toilet Block at the Wickepin Community Centre

Allan Lansdell has asked that the following be raised during the committee meeting for discussion:  
A new transportable unit toilet block to be placed at the Wickepin Community Centre in the north east corner near the wandoo tree. This is to reduce the need for the Community Centre to be opened up for sport training for the use of the toilets inside the Centre.

Moved Allan Lansdell Seconded

That a new transportable unit toilet block be placed at the Wickepin Community Centre in the north east corner near the wandoo tree.

Motion lapsed due to the wont of a Seconder

## 12. Urgent Business

## 13. Closure

The next Townscape and Cultural Planning Committee Meeting will be held on 4 September 2019.

There being no further business the Chairperson declared the meeting closed at 9.45am.

### Actions Requested from meeting

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



## 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	Officer	Progress	Status	Action
985-150519-18	<u>WALGA Convention</u> Purchase Order number for costs of Councillors attending.	CEO, ESO	Convention registration and parking booked.	✓	12/06/2019
	Research hotels nearby for cost comparisons of King rooms: Parmelia, Hyatt etc.	ESO	Research undertaken Parmelia found to be the best.	✓	16/05/2019
	ESO to book accommodation.	ESO	Accommodation booked.	✓	12/06/2019
986-150519-19	Wheatbelt Secondary Freight Network Project request for re-allocation of \$6000 to be placed in to budget estimates for allocation only.	CEO	\$6000 placed in 19/20 Budget	✓	Placed in 19/20 Budget
			Letter sent to K Crute	✓	20/05/2019
987-150519-20	Letter to Mrs Mulvie Corke offering Wickepin Town Hall as a storage location for items of historical interest.	CEO	Letter sent to M Corke	✓	20/05/2019

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

○ = in progress    ✓ = completed    ✕ =superseded

9. Notice of Motions of Which Notice Has Been Given

10. Receipt of Reports & Consideration of Recommendations

## TECHNICAL SERVICES

### 10.1.01 – Manager Works and Services Report

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Manager Works & Services, Gary Rasmussen
File Reference:	CM.REP.1
Author:	Manager Works & Services, Gary Rasmussen
Disclosure of any Interest:	Nil
Date of Report:	13 June 2019

---

#### Enclosure/Attachments:

Nil.

#### Summary:

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

#### Background:

Nil.

#### Comments:

##### Programmed Construction Works

- Kirk Rock Road completed.
- The construction team is moving into maintenance works now until next construction season.
- Pram ramps on the way and for the price we will get eight completed.
- Wickpin toilets are getting tiled and new lights are getting installed at the present time.

##### Maintenance Works

- Maintenance grader – has been working on cut off drains but with this rain will be going into full winter grade mode.
- Pot-hole patching is on-going will probably get a few with this rain.
- Signage maintenance is on-going.
- Yealering – power line pruning completed.

##### Occupational Health and Safety

- Lost time injury – 1 slip and fall.
- Incident report – 2. One for the above and one for foreign body in eye.

##### Workshop

- General servicing.

##### Parks and Gardens

- General mowing and whipper snipping on-going.
- Walk trail maintenance, on-going.
- General maintenance at Lake Yealering and Harrismith.
- Yealering tree – in the central playground a sugar gum stump still to be removed, the contractor has had problems with plant and will be there next week.
- Yealering traffic islands – we are at the present time doing a replant and installing new reticulation and mulching as it was looking old and untidy.

### Plant and Equipment

- Bobcat, trailer and digger slasher was delivered on Tuesday.
- In regards to the 2019/2020 plant replacement, I am still working with Mark:
  - I am still looking at a new back hoe to replace the old one.
  - An 8-ton truck to replace the 3-ton rubbish truck to work in maintenance with things fitted to it (such as emulsion sprayer) and be able to pull the bob cat and trailer legally.
  - A second hand multipack roller.
  - Utes.

### Other Information

- We have received the truck back from the panel beaters, it is back in the system and working.

### Statutory Environment:

*Local Government Act 1995.*

### Policy Implications:

Not applicable.

### Financial Implications:

Not applicable.

### Strategic Implications:

Nil.

### Recommendations:

That Council notes the report from the Manager of Works and Services dated 13 June 2019.

### Voting Requirements:

Simple majority.

### 10.1.02 – Albert Facey Homestead Committee Meeting

Submission To:	Ordinary Council
Location/Address:	Sparks Road
Name of Applicant:	WA Kaolin Holdings Pty Ltd
File Reference:	ED.LIA.805
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	10 June 2019

---

#### Enclosure/Attachments:

Letter from WA Kaolin Holdings Pty Ltd – Road Maintenance Agreement Sparks Road.

#### Summary:

Council is being requested to agree to the following as outlined in the attached letter from WA Kaolin Holding s Pty Ltd.

1. The Shire will continue to conduct road maintenance works and activities on Sparks Road (which includes but is not limited to road realignment and resurfacing, grading and the construction of road infrastructure such as culverts and drainage channels) consistent with the road maintenance works and activities it currently undertakes in respect of Sparks Road (current Maintenance Works)
2. If the Shire determines , acting reasonably, that works and activities (above current maintenance works) are necessary or desirable to maintain or repair Sparks Road ( Additional Maintenance Works), WAK agrees to contribute to the costs of the Additional Maintenance Works on the following basis:
  1. The Shire will advise WAK (in writing) of the works and activities comprising the additional maintenance works. The costs associated with such additional maintenance works, the time frame of completion of such additional maintenance works and the extent of disruption to WAK's activities associated with the additional maintenance works; and.
  2. The Shire and WAK will negotiate in good faith and acting reasonably, taking into account WAK's proportional usage of Sparks Road compared to other road users, WAK's monetary contribution to the additional maintenance works (Contribution Amount) and the time for payment on the contribution amount
3. For the avoidance of doubt, WAK is not obliged to contribute to any costs associated with any upgrade of the infrastructure comprising Sparks Road or the subsequent maintenance and repair in respect of the upgraded road.

#### Background:

The CEO has been working with WA Kaolin Holdings Pty Ltd regarding the written agreement for the contribution to additional maintenance on council's road network due to the opening of the Kaolin Mine since January 2015.

The CEO received the following email from Alf Baker CEO W.A. Kaolin Holdings Pty. Ltd on the 22<sup>nd</sup> January 2015.

*WA Kaolin Holdings Pty Ltd hereby agrees to enter into a legally binding document with the Shire of Wickepin with respect to:*

1. *A transport route from the mine site/degritting plant and the WRS through the Shire to be determined and the plans for its upgrading be agreed to the Council's satisfaction;*
2. *That WA Kaolin PTY LTD will agree to pay a contribution (to be determined between WA kaolin and the Shire of Wickepin) for road upgrading/maintenance within the transport route, once the WA Kaolin mine is under construction*

### Comments:

The CEO after all the discussions with WA Kaolin Holdings Pty Ltd regarding the road maintenance agreement has received the following email from Andrew Sorenson General Manager W.A. Kaolin Holdings Pty Ltd on the 28<sup>th</sup> May 2019.

*Please see the attached letter outlining the road maintenance agreement between the Shire of Wickepin and WA Kaolin Holdings. I trust that I have captured the spirit and intent of our discussion about the maintenance of Sparks Rd. Please feel free to discuss the agreement with me at your convenience. If you are happy with the agreement, please sign it and return a countersigned copy to me for our records.*

### Letter is attached under separate cover.

The CEO is happy with the letter and believes Council is in a position to counter sign the letter as a formal agreement for the ongoing maintenance for Sparks Road in relation to the operation of the Kaolin mine and degritting plant situated on mining lease 70/1143

There has been a couple of minor blow outs on Sparks Road but not more than would be normally expected in any given year. The Road has had minor maintenance undertaken this year financial year in February and March with minor gravel sheeting and a grade in May 2019. The total Maintenance cost on Sparks road for the 218/2019 Financial year as at the 10<sup>th</sup> June was \$5186.53.

### Statutory Environment:

Letter of agreement between WA Kaolin Holdings Pty Ltd and the Shire of Wickepin.

### Policy Implications:

Nil.

### Financial Implications:

Cost of additional maintenance for Sparks Road to be at the expense of WA Kaolin Holdings Pty Ltd.

### Strategic Implications:

Fits within Goal six of the Shire of Wickepin Strategic Community Plan 2018/2028.

## GOAL 6: New businesses are attracted and existing businesses grow

SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
<p>6.1 Improve our communication with local businesses</p> <p>6.2 Communicate with local businesses regarding our future procurement needs</p>	<p>6.3 Identify the knowledge and services gap in current business offering by holding a workshop with progress associations and key stakeholders</p> <p>6.4 Investigate a digital or physical incubation space</p> <p>6.5 Investigate worker accommodation needs for businesses</p>	<ul style="list-style-type: none"> <li>- The number of local businesses who supply products and services to the Shire increases</li> <li>- Quality accommodation for workers increases over 10yrs</li> </ul>	<p>Our communication with businesses is in an organised format</p> <p>We have available land for commercial purposes that is zoned and rated accordingly</p>
<p>6.6 Review industrial land zoning in collaboration with business and the progress association</p> <p>6.7 Budget for future headworks</p> <p>6.8 Continue our close links to the Kaolin mine</p>	<p>6.9 Town Planning Scheme is reviewed</p> <p>6.10 Investigate for industrial land lots in the Town Planning Scheme</p> <p>6.11 Future land developments have a thorough cost benefit analysis</p>	<ul style="list-style-type: none"> <li>- Town Planning Scheme is updated</li> <li>- Develop required lots</li> <li>- Reduction in 'out of town' expenditure for products and services</li> </ul>	<p>We are ready for future business growth and opportunities</p> <p>Our local economy is diversified</p>

### Recommendations:

That the Shire President and the Chief Executive Officer sign the attached letter of agreement with WA Kaolin Holdings for any additional maintenance costs for Sparks Road being at the cost of WA Kaolin Holdings Pty Ltd.

### Voting Requirements:

Simple majority.

## GOVERNANCE, AUDIT AND COMMUNITY SERVICES

### 10.2.01 – List of Accounts

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Erika Clement, Manager of Finance
File Reference:	FM.BA.1201
Author:	Dianne Barry – Finance Officer
Disclosure of Interest:	Nil
Date of Report:	10 June 2019

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#### Enclosure/Attachments:

List of Accounts.

#### Summary:

List of Accounts remitted during the period from 1 May 2019 to 31 May 2019.

<u>Municipal Account</u>	<u>Vouchers</u>	<u>Amounts</u>
EFT	9374-9409, 9413-9477	\$ 311,607.65
Cheques	15601-15611	\$ 34,627.69
Payroll	May	\$ 70,412.00
Superannuation	May	\$ 12,345.46
Credit Card	May	\$ 364.83
Direct Deductions	May	\$ 1,460.78
Licensing	May	\$ 38,273.20
	<b>MayTotal</b>	<b>\$ 469,091.61</b>
<b>Trust</b>		
EFT	9410-9412	\$ 661.65
Cheques		
	<b>May Total</b>	<b>\$ 661.65</b>
	<b>Total for May</b>	<b>\$469,753.26</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 for 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.



**Strategic Implications:**

Nil.

**Recommendations:**

That Council acknowledges that payments totalling \$469,753.26 for May 2019 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:**

Simple majority.

## 10.2.02 – Financial Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Erika Clement – Finance Manager
File Reference:	FM.FR.1212
Author:	Erika Clement – Finance Manager
Disclosure of any Interest:	Nil
Date of Report:	1 June 2019

---

### Enclosure/Attachments:

Nil.

### 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.

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:**

Nil.

**Strategic Implications:**

Nil.

**Recommendations:**

That the financial statements tabled for the period ending 30 May 2019 as presented be received.

**Voting Requirements:**

Simple majority

**SHIRE OF WICKEPIN**  
**MONTHLY FINANCIAL REPORT**  
**For the Period Ended 31 May 2019**

**LOCAL GOVERNMENT ACT 1995**  
**LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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**Shire of Wickepin****Compilation Report**

For the Period Ended 31 May 2019

**Report Purpose**

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996*, Regulation 34 .

**Overview**

Summary reports and graphical progressive graphs are provided on page 3, 4 and 5.  
No matters of significance are noted.

**Statement of Financial Activity by reporting program**

Is presented on page 6 and shows a surplus as at 31 May 2019 of \$1,224,157.

Note: The Statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary.

**Preparation**

Prepared by: Erika Clement Finance Manager

Reviewed by: Mark Hook CEO

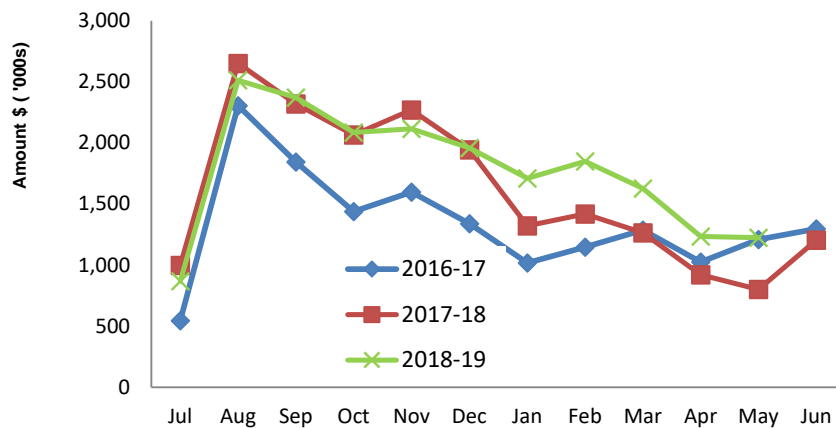
Date prepared: 10-Jun-19

## Shire of Wickepin

### Monthly Summary Information

For the Period Ended 31 May 2019

**Liquidity Over the Year (Refer Note 3)**



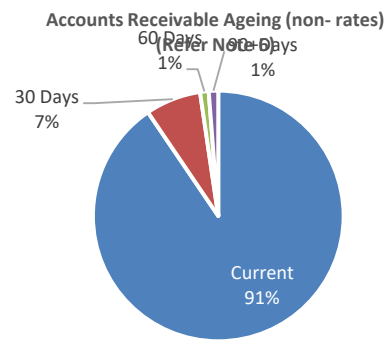
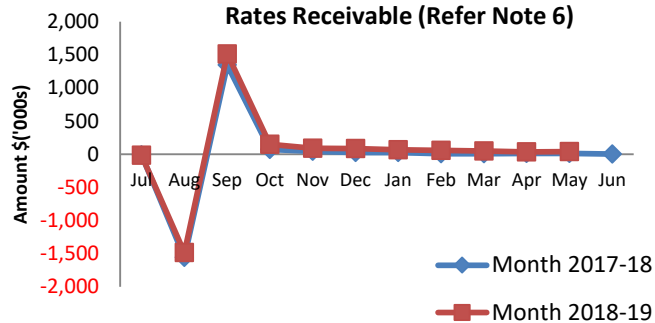
#### Cash and Cash Equivalents as at period end

Unrestricted	\$	1,361,841
Restricted	\$	1,804,855
	\$	<u>3,166,695</u>

#### Receivables

Rates	\$	39,392
Other	\$	<u>18,030</u>
	\$	<u>57,422</u>

**Rates Receivable (Refer Note 6)**



#### Comments

Unrestricted cash includes the following payments in advance

18/19 FESA paid in advance	\$7,703
18/19 Grants Commission - General	\$515,969
18/19 Grants Commission - Roads	\$281,233
<b>Amounts paid in advance</b>	<b>\$804,905</b>

This information is to be read in conjunction with the accompanying Financial Statements and notes.

## Shire of Wickepin

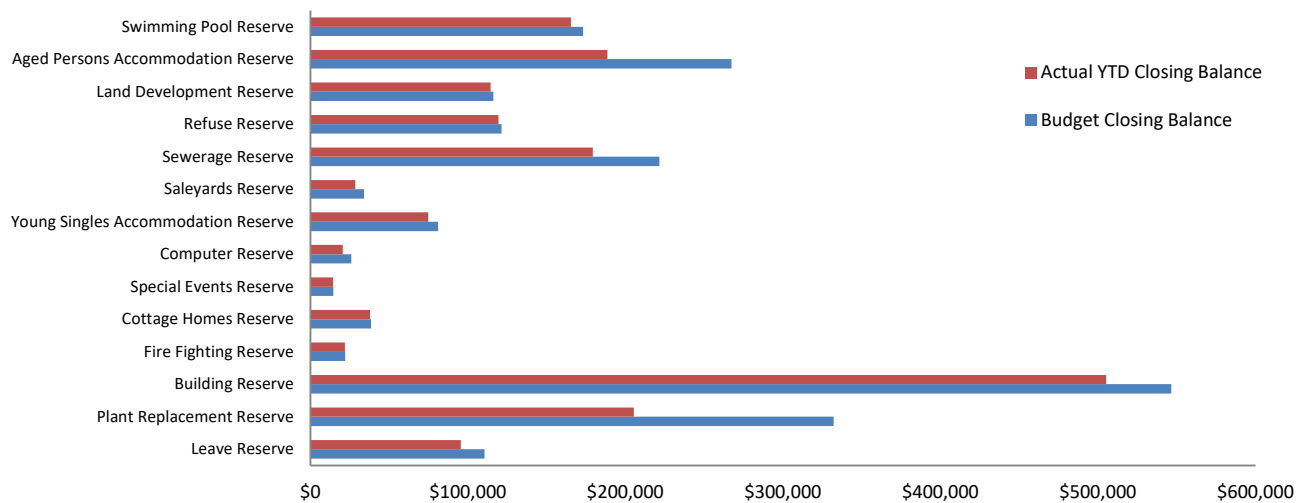
### Monthly Summary Information

For the Period Ended 31 May 2019

#### Capital Expenditure Program YTD (Refer Note 13)



#### Year To Date Reserve Balance to End of Year Estimate (Refer Note 7)



#### Comments

Majority of plant and vehicles purchased for the year.

This information is to be read in conjunction with the accompanying Financial Statements and notes.

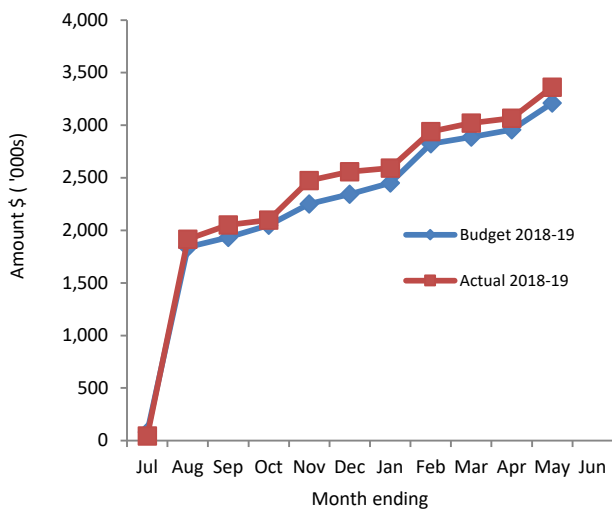
## Shire of Wickepin

### Monthly Summary Information

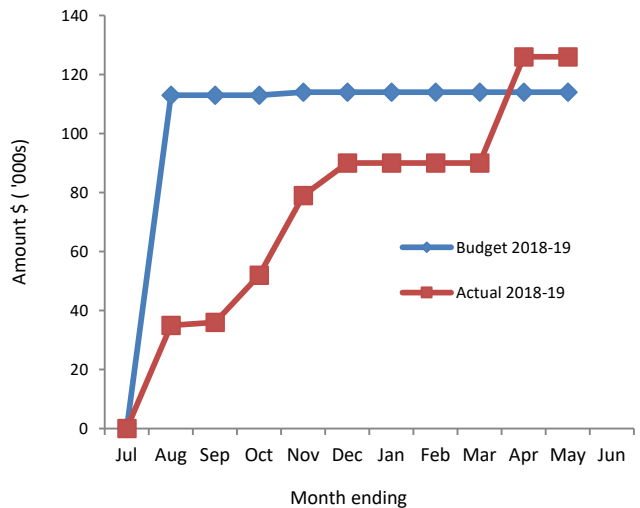
For the Period Ended 31 May 2019

#### Revenues

**Budget Operating Revenues -v- Actual (Refer Note 2)**

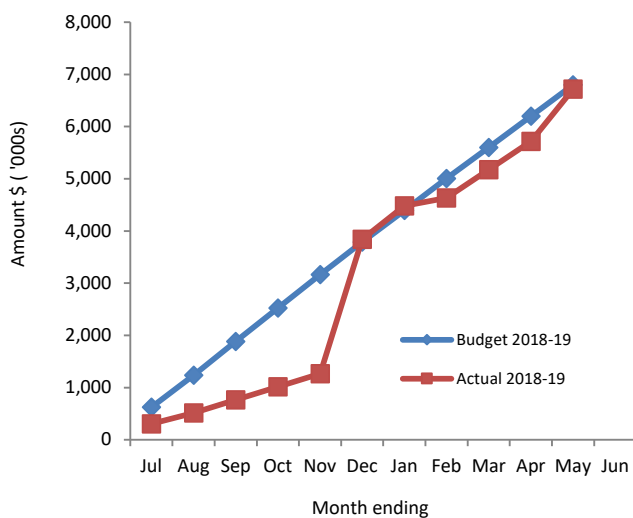


**Budget Capital Revenue -v- Actual (Refer Note 2)**

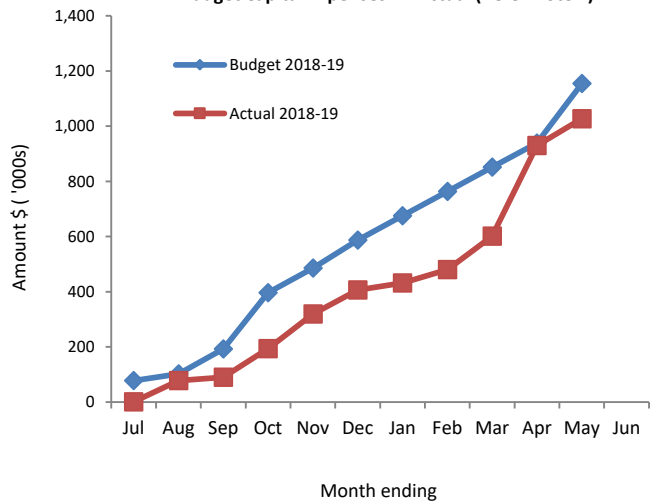


#### Expenditure

**Budget Operating Expenses -v- YTD Actual (Refer Note 2)**



**Budget Capital Expenses -v- Actual (Refer Note 2)**



#### Comments

This information is to be read in conjunction with the accompanying Financial Statements and notes.



Council Meeting  
SHIRE OF WICKEPIN  
STATEMENT OF FINANCIAL ACTIVITY  
(Statutory Reporting Program)  
For the Period Ended 31 May 2019

	Note	Annual Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>							
Governance		\$ 1,110	\$ 1,001	\$ 14,844	\$ 13,843	1382.90%	▲
General Purpose Funding - Rates	9	1,352,265	1,352,216	1,359,580	7,364	0.54%	
General Purpose Funding - Other		819,181	801,964	792,495	(9,469)	(1.18%)	
Law, Order and Public Safety		72,887	72,732	80,935	8,203	11.28%	▲
Health		250	220	100	(120)	(54.55%)	
Education and Welfare		4,160	3,806	214	(3,592)	(94.39%)	
Housing		108,150	100,784	90,588	(10,196)	(10.12%)	▼
Community Amenities		186,040	181,202	169,790	(11,412)	(6.30%)	▼
Recreation and Culture		32,597	29,843	34,544	4,701	15.75%	
Transport		646,931	606,647	683,122	76,475	12.61%	▲
Economic Services		42,165	39,034	66,491	27,457	70.34%	▲
Other Property and Services		33,500	30,690	69,881	39,191	127.70%	▲
Total Operating Revenue		3,299,236	3,220,139	3,362,583	142,444		
<b>Operating Expense</b>							
Governance		(445,002)	(415,694)	(368,771)	46,923	11.29%	▼
General Purpose Funding		(87,054)	(80,025)	(77,146)	2,879	3.60%	
Law, Order and Public Safety		(252,430)	(237,190)	(224,381)	12,809	5.40%	▼
Health		(25,916)	(23,724)	(16,170)	7,554	31.84%	▼
Education and Welfare		(17,842)	(16,280)	(8,747)	7,533	46.27%	▼
Housing		(189,061)	(173,041)	(151,292)	21,749	12.57%	▼
Community Amenities		(383,798)	(351,296)	(330,138)	21,158	6.02%	▼
Recreation and Culture		(982,652)	(900,637)	(906,166)	(5,529)	(0.61%)	
Transport		(4,759,357)	(4,362,468)	(4,323,593)	38,875	0.89%	
Economic Services		(241,056)	(220,748)	(190,039)	30,709	13.91%	▼
Other Property and Services		(26,141)	(26,982)	(120,453)	(93,471)	(346.42%)	▲
Total Operating Expenditure		(7,410,310)	(6,808,085)	(6,716,896)	91,189		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		4,327,930	3,967,216	4,307,128	339,912	8.57%	▲
Adjust (Profit)/Loss on Asset Disposal	8	24,900	26,500	49,283	22,783	85.98%	▲
Adjust Provisions and Accruals		0	0		0		
Net Cash from Operations		241,756	405,770	1,002,098.45	596,329		
<b>Capital Revenues</b>							
Proceeds from Disposal of Assets	8	170,594	113,729	126,174	12,445	10.94%	▲
Total Capital Revenues		170,594	113,729	126,174	12,445		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(64,200)	(52,576)	(57,212)	(4,636)	(8.82%)	
Infrastructure - Roads	13	(677,876)	(629,464)	(661,633)	(32,169)	(5.11%)	▲
Infrastructure - Public Facilities	13						
Infrastructure - Footpaths	13	(10,000)	(9,163)	(7,541)	1,622	17.70%	▼
Infrastructure - Drainage	13	(84,500)	(71,016)	(61,619)	9,397	13.23%	▼
Heritage Assets	13		0	0	0		
Plant and Equipment	13	(397,144)	(369,916)	(214,117)	155,799	42.12%	▼
Furniture and Equipment	13	(22,000)	(22,000)	(25,347)	(3,347)	(15.22%)	
Total Capital Expenditure		(1,255,720.10)	(1,154,135)	(1,027,469)	126,666		
Net Cash from Capital Activities		(1,085,126)	(1,040,406)	(901,294.64)	139,111		
<b>Financing</b>							
Proceeds from New Debentures	10	0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		6,081	6,081	6,081	(0)	(0.01%)	
Transfer from Reserves	7	46,500	19,375	0	(19,375)	(100.00%)	
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(29,837)	(25,389)	(27,372)	(1,983)	(7.81%)	
Transfer to Reserves	7	(313,466)	(156,733)	0	156,733	100.00%	▼
Net Cash from Financing Activities		(290,722)	(156,666)	(21,292)	135,374		
Net Operations, Capital and Financing		(1,134,092)	(791,302)	79,512	893,597		
Opening Funding Surplus(Deficit)	3	1,134,092	1,144,645	1,144,645	0	0.00%	
Closing Funding Surplus(Deficit)	3	0	353,343	1,224,157	893,597		

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.  
Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

Council Meeting  
SHIRE OF WICKEPIN  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(By Nature or Type)**  
**For the Period Ended 31 May 2019**

	Note	Amended Annual Budget	Amended YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
<b>Operating Revenues</b>		\$	\$	\$	\$	%	
Rates	9	1,352,265	1,352,216	1,359,580	7,364	0.54%	
Operating Grants, Subsidies and Contributions	11	861,048	860,719	909,688	48,969	5.69%	▲
Fees and Charges		459,782	438,130	512,179	74,049	16.90%	▲
Service Charges		0	0	0	0		
Interest Earnings		52,000	35,163	23,276	(11,887)	(33.81%)	▼
Other Revenue		0	0	0	0		
Profit on Disposal of Assets	8	21,680	19,866	5,399			
<b>Total Operating Revenue</b>		<b>2,746,775</b>	<b>2,706,094</b>	<b>2,810,122</b>	<b>118,495</b>		
<b>Operating Expense</b>							
Employee Costs		(1,318,973)	(1,209,191)	(1,066,588)	142,603	11.79%	▲
Materials and Contracts		(1,358,671)	(1,248,704)	(966,776)	281,928	22.58%	▲
Utility Charges		(175,545)	(160,765)	(152,136)	8,629	5.37%	▲
Depreciation on Non-Current Assets		(4,327,930)	(3,967,216)	(4,307,128)	(339,912)	(8.57%)	▼
Interest Expenses		(3,453)	(3,146)	(3,419)	(273)	(8.67%)	
Insurance Expenses		(179,158)	(172,697)	(166,166)	6,531	3.78%	
Other Expenditure		0	0	0	0		
Loss on Disposal of Assets	8	(46,580)	(46,366)	(54,682)			
<b>Total Operating Expenditure</b>		<b>(7,410,310)</b>	<b>(6,808,085)</b>	<b>(6,716,896)</b>	<b>99,505</b>		
<b>Funding Balance Adjustments</b>							
Add back Depreciation		4,327,930	3,967,216	4,307,128	339,912	8.57%	▲
Adjust (Profit)/Loss on Asset Disposal	8	24,900	26,500	49,283	22,783	85.98%	▲
Adjust Provisions and Accruals			0		0		
<b>Net Cash from Operations</b>		<b>(310,705)</b>	<b>(108,275)</b>	<b>449,637</b>	<b>580,696</b>		
<b>Capital Revenues</b>							
Grants, Subsidies and Contributions	11	552,461	514,045	552,461	38,416	7.47%	▲
Proceeds from Disposal of Assets	8	170,594	113,729	126,174	12,445	10.94%	▲
<b>Total Capital Revenues</b>		<b>723,055</b>	<b>627,774</b>	<b>678,635</b>	<b>50,861</b>		
<b>Capital Expenses</b>							
Land Held for Resale		0	0	0	0		
Land and Buildings	13	(64,200)	(52,576)	(57,212)	(4,636)	(8.82%)	
Infrastructure - Roads	13	(677,876)	(629,464)	(661,633)	(32,169)	(5.11%)	▼
Infrastructure - Public Facilities	13	0		0	0		
Infrastructure - Footpaths	13	(10,000)	(9,163)	(7,541)	1,622	17.70%	▲
Infrastructure - Drainage	13	(84,500)	(71,016)	(61,619)	9,397	13.23%	▲
Heritage Assets	13	0	0	0	0		
Plant and Equipment	13	(397,144)	(369,916)	(214,117)	155,799	42.12%	▲
Furniture and Equipment	13	(22,000)	(22,000)	(25,347)	(3,347)	(15.22%)	
<b>Total Capital Expenditure</b>		<b>(1,255,720)</b>	<b>(1,154,135)</b>	<b>(1,027,469)</b>	<b>126,666</b>		
<b>Net Cash from Capital Activities</b>		<b>(532,665)</b>	<b>(526,361)</b>	<b>(348,834)</b>	<b>177,527</b>		
<b>Financing</b>							
Proceeds from New Debentures		0	0	0	0		
Proceeds from Advances		0	0	0	0		
Self-Supporting Loan Principal		6,081	6,081	6,081	(0)	(0.01%)	
Transfer from Reserves	7	46,500	19,375	0	(19,375)	(100.00%)	
Advances to Community Groups		0	0	0	0		
Repayment of Debentures	10	(29,837)	(25,389)	(27,372)	(1,983)	(7.81%)	
Transfer to Reserves	7	(313,466)	(156,733)	0	156,733	100.00%	▲
<b>Net Cash from Financing Activities</b>		<b>(290,722)</b>	<b>(156,666)</b>	<b>(21,292)</b>	<b>135,374</b>		
<b>Net Operations, Capital and Financing</b>		<b>(1,134,092)</b>	<b>(791,302)</b>	<b>79,512</b>	<b>893,597</b>		
<b>Opening Funding Surplus(Deficit)</b>	3	<b>1,134,092</b>	<b>1,144,645</b>	<b>1,144,645</b>	<b>0</b>	<b>0.00%</b>	
<b>Closing Funding Surplus(Deficit)</b>	3	<b>0</b>	<b>353,343</b>	<b>1,224,157</b>	<b>893,597</b>		

Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.  
Refer to Note 2 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

STATEMENT OF CAPITAL ACQUISITIONS AND CAPITAL FUNDING  
For the Period Ended 31 May 2019

		YTD 31 05 2019					
Capital Acquisitions	Note	YTD Actual New /Upgrade (a)	YTD Actual (Renewal Expenditure) (b)	YTD Actual Total (c) = (a)+(b)	Amended YTD Budget (d)	Amended Annual Budget	Variance (d) - (c)
Land and Buildings	13	\$ 58,636	\$ 0	\$ 58,636	\$ 64,200	\$ 64,200	\$ (5,564)
Infrastructure Assets - Roads	13		671,254	671,254	677,876	677,876	(6,622)
Infrastructure Assets - Public Facilities	13	47,524	0	47,524	84,500	84,500	(36,976)
Infrastructure Assets - Footpaths	13	7,542	0	7,542	10,000	10,000	(2,458)
Plant and Equipment	13	228,635	0	228,635	397,144	397,144	(168,509)
<b>Capital Expenditure Totals</b>		<b>356,215</b>	<b>671,254</b>	<b>1,027,469</b>	<b>1,255,720</b>	<b>1,255,720</b>	<b>(228,251)</b>

## Funded By:

Capital Grants and Contributions	552,461	552,461	552,461	0
Borrowings	0	0	0	0
Other (Disposals & C/Fwd)	126,174	113,729	170,594	12,445
Own Source Funding - Cash Backed Reserves				
Leave Reserve			13,500	
Saleyard Reserve			0	
Refuse Reserve			0	
Land Development Reserve			0	
Staff Housing Reserve	0		33,000	
Building Reserve	0			
Total Own Source Funding - Cash Backed Reserves	0	19,375	46,500	(19,375)
Own Source Funding - Operations	348,834	570,155	486,165	(221,321)
<b>Capital Funding Total</b>	<b>1,027,469</b>	<b>1,255,720</b>	<b>1,255,720</b>	<b>(228,251)</b>

Comments and graphs

Capital Expenditure Program YTD



**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

**1. SIGNIFICANT ACCOUNTING POLICIES****(a) Basis of Accounting**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations. Material accounting policies which have been adopted in the preparation of this statement are presented below and have been consistently applied unless stated otherwise.

Except for cash flow and rate setting information, the report has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**Critical Accounting Estimates**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**(b) The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 12.

**(c) Rounding Off Figures**

All figures shown in this statement are rounded to the nearest dollar.

**(d) Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

**(e) Goods and Services Tax**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payables are stated inclusive of GST receivable or payable.

The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(f) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts.

Bank overdrafts are reported as short term borrowings in current liabilities in the statement of financial position.

**(g) Trade and Other Receivables**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business.

Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets.

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

**(h) Inventories**

***General***

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

***Land Held for Resale***

Land held for development and sale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Gains and losses are recognised in profit or loss at the time of signing an unconditional contract of sale if significant risks and rewards, and effective control over the land, are passed on to the buyer at this point.

Land held for sale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

**(i) Fixed Assets**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(j) Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation rates and periods are:

Buildings	30 to 50 years
Furniture and Equipment	4 to 10 years
Plant and Equipment	5 to 15 years
Roads	20 to 50 years
Footpaths	20 years
Sewerage Piping	100 years
Water Supply Piping and Drainage Systems	75 years

**(k) Trade and Other Payables**

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.

**(l) Employee Benefits**

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

**(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)**

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

**(ii) Annual Leave and Long Service Leave (Long-term Benefits)**

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the Shire does not have the unconditional right to defer settlement beyond 12 months, the liability is recognised as a current liability.

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(m) Interest-bearing Loans and Borrowings**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

***Borrowing Costs***

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

**(n) Provisions**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

**(o) Current and Non-Current Classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)****(p) Nature or Type Classifications****Rates**

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears and service charges.

**Operating Grants, Subsidies and Contributions**

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

**Non-Operating Grants, Subsidies and Contributions**

Amounts received specifically for the acquisition, construction of new or the upgrading of non-current assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

**Profit on Asset Disposal**

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

**Fees and Charges**

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

**Service Charges**

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies the These are television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Interest Earnings**

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Other Revenue / Income**

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

**Employee Costs**

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

**Materials and Contracts**

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

**Utilities (Gas, Electricity, Water, etc.)**

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.



**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(q) Nature or Type Classifications (Continued)**

**Insurance**

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

**Other expenditure**

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

**(r) Statement of Objectives**

Council has adopted a 'Plan for the future' comprising a Strategic Community Plan and Corporate Business Plan to provide the long term community vision, aspirations and objectives.

Based upon feedback received from the community the vision of the Shire is:

*A Collaborative Council, dedicated to maintaining and developing our community assets for the benefit of our residents whilst supporting a strong community, vibrant economy, successful businesses and a sound environment*

The Strategic Community Plan defines the key objectives of the Shire as:

*(1) Social – This theme describes the social aspects of life in the Shire incorporating community safety, recreation and leisure, as well as arts, culture and heritage.*

*(2) Environmental – This theme relates to valuing the environment, including natural resource management; sustainable land use, waste management, and recycling.*

*(3) Economic – This theme describes infrastructure planning, transport infrastructure, facilities and services and asset management and inclusive community engagement*

*(4) Civic leadership – This theme describes how the Shire embraces a culture of leadership, customer service .*

*Council operations as disclosed in this statement encompass the following service orientated activities/programs:*

**(s) GOVERNANCE**

Expenses associated with provision of services to members of council and elections. Also included are costs associated with computer operations, corporate accounting, corporate records and asset management. Costs reported as administrative expenses are redistributed in accordance with the principle of activity based costing (ABC).

**GENERAL PURPOSE FUNDING**

Rates and associated revenues, general purpose government grants, interest revenue and other miscellaneous revenues such as commission on Police Licensing. The costs associated with raising the above mentioned revenues, eg. Valuation expenses, debt collection and overheads.

**LAW, ORDER, PUBLIC SAFETY**

Enforcement of Local Laws, fire prevention, animal control and provision of ranger services.

**HEALTH**

Health inspection services, food quality control, mosquito control and contributions towards provision of medical health services.

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

**1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

**(s) Reporting Programs (Continued)**

**HOUSING**

Provision and maintenance of rented housing accommodation for pensioners and employees.

**COMMUNITY AMENITIES**

Sanitation, sewerage, stormwater drainage, protection of the environment, public conveniences, cemeteries and town planning.

**RECREATION AND CULTURE**

Parks, gardens and recreation reserves, library services, swimming facilities, walk trails, public halls and Community Centre.

**TRANSPORT**

Construction and maintenance of roads, footpaths, drainage works, parking facilities, traffic control, depot operations, plant purchase and cleaning of streets.

**ECONOMIC SERVICES**

Tourism, community development, pest control, building services, caravan parks and private works.

**OTHER PROPERTY & SERVICES**

Plant works, plant overheads and stock of materials.

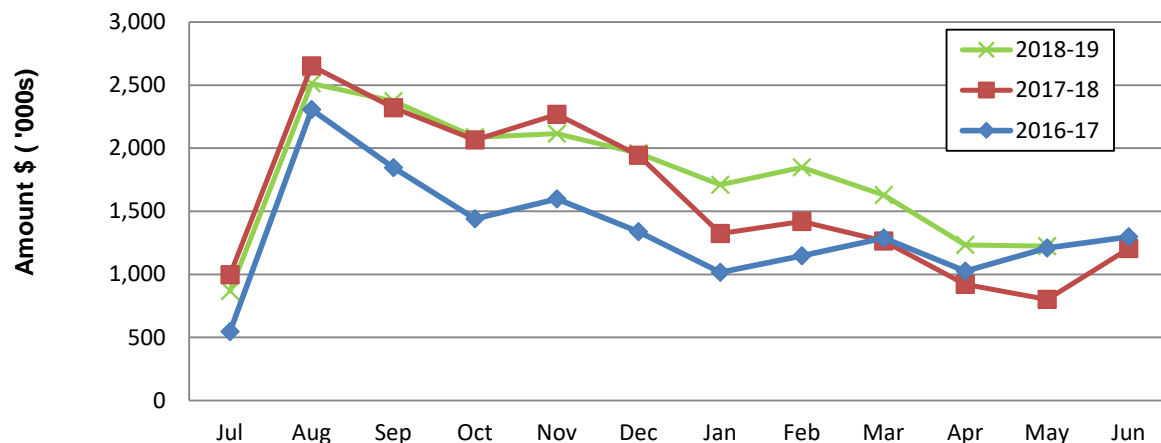
NOTES TO FINANCIAL ACTIVITY STATEMENT  
For the Period Ended 31 May 2019**Note 2: EXPLANATION OF MATERIAL VARIANCES**

Reporting Program	Var. \$	Var. %	Var.	Timing/ Permanent	Explanation of Variance
<b>Operating Revenues</b>	\$	%			
<b>Governance</b>	13,843	1382.90%	▲	Permanent	Great Southern Regional Business Assoc - Refund
General Purpose Funding - Other	(9,469)	(1.18%)			
Law, Order and Public Safety	8,203	11.28%	▲	Permanent	ESL Grant 2017/2018 supplement
Housing	(10,196)	(10.12%)	▼	Timing	Housing Units vacant
Community Amenities	(11,412)	(6.30%)	▼		Hiring of Facilities Down
Recreation and Culture	4,701	15.75%		Permanent	Art Prize Entries, Arty Party ticket sales, Lamb & Lager Ticket Sales
Transport	76,475	12.61%	▲	Timing	Full R2R grant payment
Other Property and Services	39,191	127.70%	▲	Permanent	Worker Comp Claim - reimbursement, Higher Private works income
<b>Operating Expense</b>					
Governance	46,923	11.29%	▼	Timing	Expenditure not as high(Income Higher -Good Driver Rebate, Regional Funding Scheme Clsoure, LGIS Member )
General Purpose Funding	2,879	3.60%			
Law, Order and Public Safety	12,809	5.40%	▼	Timing	Expenditure not as high
Health	7,554	31.84%	▼	Timing	Expenditure not as high,Group Regional Scheme costs down
Education and Welfare	7,533	46.27%	▼	Timing	CDO projects not completed, Donations lower
Housing	21,749	12.57%	▼	Timing	Mainenance costs down.
Community Amenities	21,158	6.02%	▼	Timing	Expenditure not as high
Recreation and Culture	(5,529)	(0.61%)			
Transport	38,875	0.89%			
Economic Services	30,709	13.91%	▼	Timing	Mainenance costs down. Group Regional Scheme cost s down
Other Property and Services	(93,471)	(346.42%)	▲	Timing	Increase in Privete Works Costs, LSL Costs & PPE costs
<b>Capital Revenues</b>					
Grants, Subsidies and Contributions	38,416	7.47%	▲	Permanent	Direct Road Grant Higher
Proceeds from Disposal of Assets	12,445	10.94%	▲	Permanent	Higher Trade in Price on Disposals
<b>Capital Expenses</b>					
Land and Buildings	(4,636)	(8.82%)			
Infrastructure - Roads	(32,169)	(5.11%)	▲	Timing	Roadworks nearing completion(Kirk Rock Roadyet to be completed)
Infrastructure - Footpaths	1,622	17.70%	▼	Timing	Pram Ramps still to be completed
Plant and Equipment	155,799	42.12%	▼	Timing	Skid Steere Loader & Trailer still be purchased
Furniture and Equipment	(3,347)	(15.22%)	▲	Timing	Johnson Park Equipment carry over
<b>Financing</b>					
Loan Principal	(1,983)	(7.81%)			

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

**Note 3: NET CURRENT FUNDING POSITION**

		Positive=Surplus (Negative=Deficit)		
		YTD 31 May 2019	30 June 2018	YTD 30 May 2018
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted	4	1,361,841	1,296,360	975,440
Cash Restricted	4	1,804,855	1,804,855	1,274,113
Receivables - Rates	6	39,392	18,877	73,835
Receivables -Other	6	18,030	11,566	112,223
Interest / ATO Receivable/Trust		15,756	25,910	27,693
Inventories			0	0
		3,239,873	3,157,568	2,463,304
<b>Less: Current Liabilities</b>				
Payables		(33,640)	(17,216)	(26,842)
Provisions		(177,221)	(190,853)	(144,743)
		(210,861)	(208,068)	(171,586)
Less: Cash Reserves	7	(1,804,855)	(1,804,855)	(1,274,113)
<b>Net Current Funding Position</b>		<b>1,224,157</b>	<b>1,144,645</b>	<b>1,017,605</b>

**Note 3 - Liquidity Over the Year****Comments - Net Current Funding Position**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 May 2019**Note 4: CASH AND INVESTMENTS**

	Interest Rate	Unrestricted \$	Restricted \$	Trust \$	Total Amount \$	Institution	Maturity Date
<b>(a) Cash Deposits</b>							
Municipal Bank Account	0.00%	588,393			588,393	ANZ	At Call
Reserve Bank Account	0.00%		4,855		4,855	ANZ	At Call
Trust Bank Account	0.00%			55,176	55,176	ANZ	At Call
Cash On Hand	Nil	700			700	N/A	On Hand
<b>(b) Term Deposits</b>							
Municipal					0		
Municipal	2.50%				0		
Municipal	1.45%	772,748			772,748	WA Treasury	At Call
Reserve	2.35%		1,800,000.00		1,800,000	ANZ	18-Jun-19
Trust	2.10%			80,000	80,000	ANZ	18-Jun-19
<b>Total</b>		<b>1,361,841</b>	<b>1,804,855</b>	<b>135,176</b>	<b>3,301,871</b>		

**Comments/Notes - Investments**

**Note 5: BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Account Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
	Budget Adoption		Opening Surplus	\$	\$	\$	\$
	Permanent Changes						
	Opening surplus adjustment						
	Changes Due to Timing						
				0	0	0	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 May 2019**Note 5 (a): BUDGET AMENDMENTS - CORPORATE BUSINESS PLAN LINKAGE**

A number of additional operating actions were forecast to be undertaken during the current period of the Corporate Business Plan CBP which result in additional operating expenditure or revenue. The additional activities for the current year are summarised below along with the amount included within the budget and budget amendments.

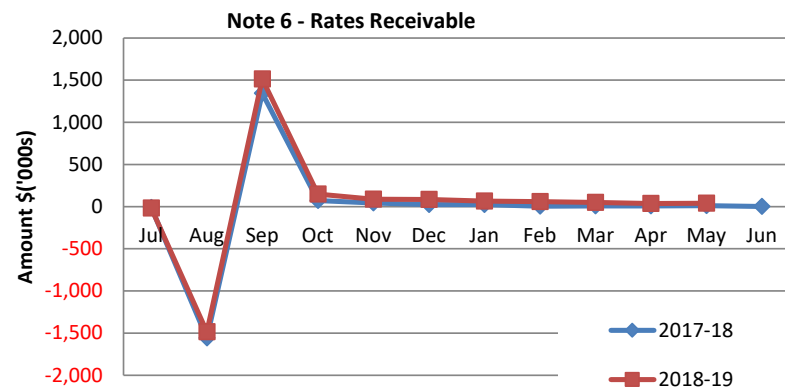
Strategy Ref	Strategy	Action Ref	Action	2016-17 per CBP	Adopted Budget	Amended Budget	YTD Expenditure
Total				-	-	-	-

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 May 2019**Note 6: RECEIVABLES****Receivables - Rates Receivable**

Opening Arrears Previous Years  
Levied this year  
Less Collections to date  
Equals Current Outstanding

**Net Rates Collectable**  
% Collected

YTD 31 May 2019	30 June 2017
\$	\$
19,522	25,543
1,533,681	1,497,589
(1,513,811)	(1,503,610)
<b>39,392</b>	<b>19,522</b>
<b>39,392</b>	<b>19,522</b>
97.46%	98.72%



Comments/Notes - Receivables Rates

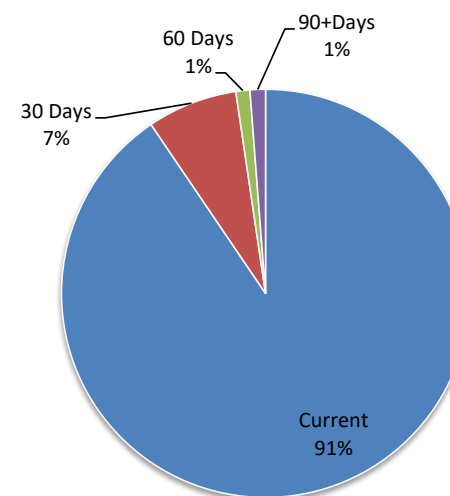
**Receivables - General**

Receivables - General

**Total Receivables General Outstanding**

Amounts shown above include GST (where applicable)

	Current	30 Days	60 Days	90+Days
	\$	\$	\$	\$
Receivables - General	16,320	1,290	200	220
<b>Total Receivables General Outstanding</b>	<b>18,030</b>			

**Note 6 - Accounts Receivable (non-rates)**

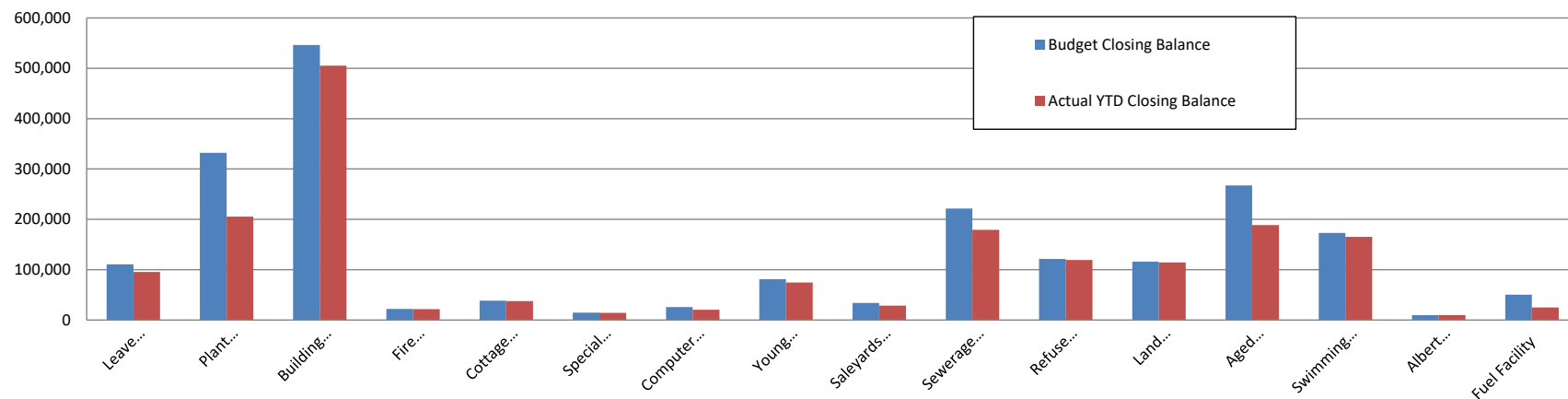
Comments/Notes - Receivables General



**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

**Note 7: Cash Backed Reserve**

2018-19										
Name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Transfer out Reference	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$		\$	\$
Leave Reserve	95,446.00	1,586.00				(13,500)			110,532	95,446
Plant Replacement Reserve	205,371.00	3,414.00		123,450.00					332,235	205,371
Building Reserve	505,100.00	8,396.00				(33,000)			546,496	505,100
Fire Fighting Reserve	21,790.00	365.00							22,155	21,790
Cottage Homes Reserve	37,844.00	629.00							38,473	37,844
Special Events Reserve	14,332.00	238.00							14,570	14,332
Computer Reserve	20,549.00	342.00		5,000.00					25,891	20,549
Young Singles Accommodation Reserve	74,705.00	1,242.00		5,000.00					80,947	74,705
Saleyards Reserve	28,493.00	474.00		5,000.00					33,967	28,493
Sewerage Reserve	179,259.00	2,980.00		39,343.00					221,582	179,259
Refuse Reserve	119,384.00	1,984.00							121,368	119,384
Land Development Reserve	114,279.00	1,900.00							116,179	114,279
Aged Persons Accommodation Reserve	188,416.00	3,132.00		75,673.00					267,221	188,416
Swimming Pool Reserve	165,307.00	2,748.00		5,000.00					173,055	165,307
Albert Facey Homestead Reserve	9,580.00	159.00							9,739	9,580
Fuel Facility	25,000.00	411.00		25,000.00					50,411	25,000
	<b>1,804,855</b>	<b>30,000</b>	<b>0</b>	<b>283,466</b>	<b>0</b>	<b>(46,500)</b>	<b>0</b>		<b>2,164,821</b>	<b>1,804,855</b>

**Note 7 - Year To Date Reserve Balance to End of Year Estimate**

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 May 2019

## Note 8 CAPITAL DISPOSALS

Actual YTD Profit/(Loss) of Asset Disposal				Disposals		Amended Current Budget			
						YTD 31 05 2019			
Cost	Accum Depr	Proceeds	Profit (Loss)			Amended Annual Budget Profit/(Loss)	Actual Profit/(Loss)	Variance	Comments
\$	\$	\$	\$			\$	\$	\$	
				Plant and Equipment					
37,970	(3,308)	35,950	1,288	PCEOF	Holden Colorado CEO	(740)	1,288	2,028	GL 109930.70
37,586	(3,275)	35,822	1,511	PCEOG	Holden Colorado CEO	(740)	1,511	2,251	
53,500	(16,000)			P2489	2010 Bobcat Skid Steere	6,750	0	(6,750)	
1,000	(200)			P3518	1988 Flat Top Trailer for Bob Cat	0	0	0	
12,000	(3,600)	11,000	2,600	P2495	2007 John Deere Mower	2,600	2,600	(0)	
34,000	(6,800)	16,129	(11,071)	P706	2014 Holden Colorado Single Cab Utility 4X4	0	(11,071)	(11,071)	
43,673	(11,989)	27,273	(4,411)	PFACEY	2014 - Facey Group Colorado Crew Utility 4x4	11,330	(4,411)	(15,741)	
49,000	(9,800)	0	(39,200)	P182	Tincurrin Fire Truck	(44,100)	(39,200)	4,900	
268,729	(54,971)	126,174	(49,283)			(24,900)	(49,283)	(24,383)	

Comments - Capital Disposal/Replacements

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 May 2019

## Note 9: RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	Rate Revenue \$	Interim Rates \$	Back Rates \$	Total Revenue \$	Amended Budget Rate Revenue \$	Amended Budget Interim Rate \$	Amended Budget Back Rate \$	Amended Budget Total Revenue \$
<b>Differential General Rate</b>											
GRV	7.3020	194	1,819,215	127,894		0	127,894	127,894			127,894
UV	0.9958	278	132,731,703	1,321,708	(111)		1,321,597	1,321,742			1,321,742
<b>Sub-Totals</b>		472	134,550,918	1,449,602	(111)	0	1,449,491	1,449,636	0	0	1,449,636
<b>Minimum Payment</b>	<b>Minimum \$</b>										
GRV	400.00	63	91,032	25,200			25,200	25,200			25,200
UV	400.00	15	325,246	6,000			6,000	6,000			6,000
<b>Sub-Totals</b>		78	416,278	31,200	0	0	31,200	31,200	0	0	31,200
Ex Gratia Rates							1,480,691				1,480,836
Discount							11,734				8,454
Rates Writeoffs							(132,820)				
							(25)				
<b>Amount from General Rates</b>							<b>1,359,580</b>				<b>1,489,290</b>
Specified Area Rates											
<b>Totals</b>							<b>1,359,580</b>				<b>1,489,290</b>

Comments - Rating Information

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 May 2019**10. INFORMATION ON BORROWINGS**

## (a) Debenture Repayments

Particulars	Principal 1-Jul-18	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments		Loan Completion Date
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	
Loan 100 - CEO Residence	47,972		21,292	23,285	26,680	24,687	2,066	2,196	24/06/2020
Loan 102 - WD Sports Club SS Greens	32,961		6,080	6,081	26,881	26,880	1,258	1,258	17/01/2023
	80,933	0	27,372	29,366	53,561	51,567	3,324	3,454	

All debenture repayments were financed by general purpose revenue.

## (b) New Debentures

No new debentures were raised during the reporting period.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 May 2019**Note 11: GRANTS AND CONTRIBUTIONS**

Program/Details GL	Grant Provider	Approval	2018-19 Budget	Variations Additions (Deletions)	Recoup Status		Received	Not Received
					Operating	Capital		
<b>GENERAL PURPOSE FUNDING</b>		(Y/N)	\$	\$	\$	\$	\$	\$
Grants Commission - General	WALGGC	Y	527,399	0	527,399	0	527,399	0
Grants Commission - Roads	WALGGC	Y	235,332	0	235,332	0	235,332	0
<b>LAW, ORDER, PUBLIC SAFETY</b>								
FESA Grant - Operating Bush Fire Brigade	Dept. of Fire & Emergency Serv.	Y	22,337	0	22,337	0	29,743	0
				0			0	0
<b>HOUSING</b>						0	0	0
<b>COMMUNITY AMENITIES</b>								
<b>RECREATION AND CULTURE</b>								
Armistice Day Grant	RSL	Y	3,860	0	3,860		3,860	0
<b>TRANSPORT</b>								
				0	0	0	0	0
Roads To Recovery Grant - Cap	Roads to Recovery	Y	215,181	0	0	215,181	215,181	0
RRG Grants - Capital Projects	Regional Road Group	Y	245,690	0	0	245,690	245,690	0
Direct Grant - Maintenance	Dept. of Transport	Y	72,120	0	72,120	0	117,214	0
State Flood Income- Wandrra Funding	Wandrra Funding		91,590	0	0	91,590	91,590	0
<b>EDUCATION</b>					0			0
<b>TOTALS</b>			<b>1,413,509</b>	<b>0</b>	<b>861,048</b>	<b>552,461</b>	<b>1,466,009</b>	<b>0</b>
Operating	Operating		861,048				909,688	
Non-Operating	Non-operating		552,461				552,461	

**SHIRE OF WICKEPIN**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 31 May 2019**

**Note 12: TRUST FUND**

Funds held at balance date over which the Shire has no control and which are not included in this statement are as follows:

Description	Opening Balance 1 Jul 18	Amount Received	Amount Paid	Closing Balance 31-May-19
	\$	\$	\$	\$
Housing Bonds	0	1,900	(1,900)	0
Master Key Deposits	1,200	1,800	(2,400)	600
Special Plates	0	0	0	0
Land Sales	0	0	0	0
Nomination Deposits	0	0	0	0
Building and BCITF	0	1,175	(1,175)	0
Ram Pavillion	0	0	0	0
LCDC Landcare	0	2,193	0	2,193
Cat/Dog Trap Hire	100	200	(200)	100
WDSC Replacement Greens	85,770	14,559	0	100,329
Miscellaneous Trust	3,762	-1,143	(2,265)	354
Yealering Bowling Club Greens	23,700	7,900	0	31,600
Licensing		336,854	(336,854)	0
	<b>114,532</b>	<b>365,439</b>	<b>(344,795)</b>	<b>135,176</b>

SHIRE OF WICKEPIN  
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 31 May 2019

Note 13: CAPITAL ACQUISITIONS

		31/05/2019					
		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
○	Infrastructure Assets						
	Land for Resale						
	Land for Resale Total	0	0	0	0	0	
	Land & Buildings						
●	Housing						
	5 Smith St	LHS11C	(8,200)	(8,200)	(9,278)	1,078	
	Housing Total		(8,200)	(9,278)	1,078	0	
●	Community Amenities						
	CAC new car port	WBC3	(15,000)	(15,000)	(15,793)	793	carried over from 2017/2018
	Community Amenities Total		(15,000)	(15,793)	793		
●	Transport						
	Washdown Bay - Depot	LDP1	(41,000)	(37,576)	(32,141)	(8,859)	
	Transport Total		(41,000)	(37,576)	(32,141)	(8,859)	
	Land and Buildings Total		(64,200)	(52,576)	(57,212)	(6,988)	0
	Footpaths						
●	Transport						
	Footpaths Wickepin	LFP1	(10,000)	(9,163)	(7,438)	(2,562)	
○	Footpaths Yealering	LFP2	0	0	0	0	
●	Walk Trails	LWW1	0	0	(103)	103	
	Transport Total		(10,000)	(9,163)	(7,541)	(2,459)	0
	Footpaths Total		(10,000)	(9,163)	(7,541)	(2,459)	0
	Furniture & Equipment						
●	Recreation And Culture						
	Johnson Park Exercise Equipment	CJPE	0	0	(1,849)	1,849	0 carried over from 2017/2018
●	Aquatic Centre - Chemical Controller	LSP3	(12,000)	(12,000)	(13,878)	1,878	
●	Wickepin Community Centre	CLCC1	(10,000)	(10,000)	(9,620)	(380)	
	Recreation And Culture Total		(22,000)	(22,000)	(25,347)	3,347	0
	Furniture & Office Equip. Total		(22,000)	(22,000)	(25,347)	3,347	0
	Plant , Equip. & Vehicles						
●	Governance						
	Holden Colorado CEO	1064	(70,364)	(70,364)	(75,045)	4,681	0
	Governance Total		(70,364)	(70,364)	(75,045)	4,681	0
○	Transport						
○	P2489 2010 Bobcat Skid Steere	6034	(119,750)	(49,896)	0	(119,750)	0
●	P3518 1988 Flat Top Trailer for Bob Cat	6034	(37,500)	(15,625)	0	(37,500)	0
●	P2495 - 2007 John Deere Mower	6034	(60,500)	(25,208)	(59,990)	(510)	
●	P706 - 2014 Holden Colorado Single Cab Utility 4X4	6034	(43,015)	(7,169)	(30,675)	(12,340)	
●	PFACEY - 2014 - Facey Group Colorado Crew Utility 4x4	6034	(66,015)	(11,003)	(48,407)	(17,608)	0
	Transport Total		(326,780)	(299,552)	(139,072)	(187,708)	0
	Plant , Equip. & Vehicles Total		(397,144)	(369,916)	(214,117)	(183,027)	0

## Note 13: CAPITAL ACQUISITIONS

31/05/2019							
Infrastructure Assets		Amended Annual Budget	Amended YTD Budget	YTD Actual	Variance (Under)/Over	YTD Actual (Renewal Exp)	Strategic Reference / Comment
<b>Infrastructure Other</b>							
<b>Recreation and Culture</b>							
Wickepin Cemetery Upgrade	WCU1	(4,000)	(3,663)	(6,271)	2,271		carried over from 2017/2018
Harrismith Cemetery Upgrade	HCU1	(15,000)	(13,750)	(13,662)	(1,338)		
War Memorial	CWWM1	(5,000)	(4,576)	(7,144)	2,144		
Wickepin Oval - Lights	WKLI	(20,000)	(18,326)	0	(20,000)		
Street Bins	3854	(7,000)	0	(7,374)	374		
Boundary Signs	WBS1	(23,500)	(21,538)	(21,980)	(1,520)		
Benches	4584	(7,000)	(6,413)	(1,425)	(5,575)		
Town Information Board Upgrade	7124	(3,000)	(2,750)	0	(3,000)		
<b>Recreation And Culture Total</b>		<b>(84,500)</b>	<b>(71,016)</b>	<b>(57,856)</b>	<b>(26,644)</b>		<b>0</b>
<b>Community Amenity</b>							
Effluent Drainage Scheme	LED1	0	0	(3,762)	3,762		0
<b>Community Amenity Total</b>		<b>0</b>	<b>0</b>	<b>(3,762)</b>	<b>3,762</b>		<b>0</b>
<b>Public Facilities Total</b>		<b>(84,500)</b>	<b>(71,016)</b>	<b>(61,618)</b>	<b>(22,881)</b>		<b>0</b>
<b>Roads</b>							
<b>Transport Regional Road Group</b>							
Wickepin Corrigin Road	RG001	(80,925)	(74,173)	(87,402)	6,476		0
Wickepin Harrismith Road	RG002	(130,000)	(119,163)	(130,201)	201		0
Pingelly Wickepin Road	RG003	(157,610)	(144,474)	(164,587)	6,977		0
<b>Regional Road Group Total</b>		<b>(368,535)</b>	<b>(337,810)</b>	<b>(382,190)</b>	<b>13,655</b>		<b>0</b>
<b>Transport Roads to Recovery</b>							
Wickepin North Rd	R2R015	(134,190)	(123,002)	(146,973)	12,783		0
Inkiepinkie Road	R2R160	(33,194)	(38,973)	(44,939)	11,745		0
86 Gate Road	R2R013	(42,518)	(38,533)	(41,740)	(778)		0
Kirk Rock Road	R2R014	(42,039)	(38,533)	(20,121)	(21,918)		0
<b>Roads to Recovery Total</b>		<b>(251,941)</b>	<b>(239,041)</b>	<b>(253,773)</b>	<b>1,832</b>		<b>0</b>
<b>Council Resources Construction</b>							
Drainage and Headwalls	CODAH	(57,400)	(52,613)	(25,671)	(31,729)		0
<b>Council Resources Construction Total</b>		<b>(57,400)</b>	<b>(52,613)</b>	<b>(25,671)</b>	<b>(31,729)</b>		<b>0</b>
<b>Roads Total</b>		<b>(677,876)</b>	<b>(629,464)</b>	<b>(661,633)</b>	<b>(18,243)</b>		<b>0</b>
<b>Capital Expenditure Total</b>		<b>(1,255,720)</b>	<b>(1,154,135)</b>	<b>(1,027,469)</b>	<b>(228,251)</b>		<b>0</b>



### 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:	CM.PLA.404
Author:	Lee Parker – Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	5 June 2019

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#### Enclosure/Attachments:

Nil.

#### Summary:

Council is being requested to allocate the 2019/20 community grants.

#### Background:

Each year the Shire of Wickepin makes a budget provision of a maximum of 2.5% of the previous year's levied rates to distribute to community groups and sporting organisations. This equates to \$37,020 for the coming funding period. The objective of the funding is to establish or improve playing areas or buildings necessary for the conduct of sport or for community use, support for major sporting and community events, support for sporting or coaching clinics, to assist community groups in establishing a service, activity seen as a need for the betterment of and improvement to the enjoyment of life within the community, and increasing visitors to the region.

Details of the funding guidelines are provided in Policy Guidelines 3.1.6 – Sponsorship, Contributions and Donations to Sporting and Community Groups.

Council may endorse funding of \$37,020 being 2.5% of the 2018/2019 levied rates. \$3,000 per year will be allocated to a rolling fund for grants under \$500 with the CEO being given delegated authority to authorise the grants under \$500. Sponsorship of \$1,400 has already been placed in the 2019/2020 budget deliberations under General Ledger Account 4922 leaving an amount of \$35,620 available for distribution.

Sponsorship breakdown under General Ledger Account 4922 in 2019/2020 Budget Estimates:

<b>Sponsorship</b>	<b>4922</b>
Tennis Clubs - Shire Tennis Day	\$200
Wickepin Bowling Club - Merino Fours	\$500
Wickepin Football Club - Silver Sponsorship	\$500
Golf Clubs - Shire Golf Day	\$200

The following table provides a summary of funding granted to community and sporting groups as part of the Shire of Wickepin Community Grants process, as well as donations, over the past 7 years. The Shire of Wickepin has supported and subsidised sporting and community groups in areas such as in-kind works, equipment hire, water for bowling greens, waiver of bonds, oval marking as well as transport and refreshments for students - but these have not all been included in the analysis.

Community Grants and Donations GL 14922		2012/13	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19	Total Funding
Community Resource Centre	Grants		\$2,000				\$1,938		\$3,938
	Sponsorship	\$2,000	\$500	\$1,000				Fees waived	\$3,500
Wickepin Golf Club	Grants							\$3,336	\$3,336
	Sponsorship	\$500	\$220			\$200	\$200	\$200	\$1,320
Wickepin Tennis Club	Sponsorship	\$200	\$200			\$200	\$200	\$200	\$1,000
Wickepin Bowling Club	Grants					\$1,250			\$1,250
	Sponsorship	\$500	\$550		\$2,134	\$500	\$500	\$500	\$4,684
Wickepin District Sports Club	Grants	\$2,810	\$2,165		\$923	\$6,010		\$3,626	\$15,534
	Sponsorship		\$400	\$680	\$500				\$1,580
Wickepin Playgroup			\$2,500					\$690	\$3,190
Wickepin Ladies Hockey Club									\$0
Wickepin P & C							\$2,121	\$7,200	\$9,321
Wickepin Netball Club									\$0
She Shed He Shed (formerly Men's Shed)								\$2,249	\$2,249
Wickepin Football Club	Grants					\$6,000			\$6,000
	Sponsorship		\$200	\$1,360		\$500	\$500	\$500	\$3,060
Wickepin Cricket Club					\$10,369				\$10,369
Albert Facey Homestead						\$1,920			\$1,920
Lake Yealering Progress Association		\$1,534					\$2,000	\$4,000	\$7,534
Yealering Bowling Club			\$6,000	\$770	\$295	\$7,310	\$6,860	\$1,265	\$22,500
Yealering Golf Club				\$13,450					\$13,450
Yealering Playgroup							\$3,207		\$3,207
Yealering Tennis Club					\$6,500				\$6,500
Harrismith Cricket Club			\$10,000						\$10,000
Harrismith Golf Club				\$890	\$3,745		\$3,740		\$8,375
Harrismith Community Committee			\$800						\$800
Toolibin Tennis Club		\$4,000		\$4,663			\$1,100		\$9,763
Wickepin History Group							\$429		\$429
Wickepin Art & Craft							\$769	\$609	\$1,378
		\$11,544	\$25,535	\$22,813	\$24,466	\$23,890	\$22,366	\$24,375	\$154,989

The Shire of Wickepin invited applications for the 2019/20 Community Grants in March 2019 after advertising the program from December 2018. Applications closed on Friday 24 May at 4.00pm. Applications were received from the following groups on the appropriate form and prior to the advertised deadline.

2019/20 Budget Requests	
Lake Yealering Bowling Club	\$1,952.00
Yealering Progress Association	\$2,000.00
Harrismith Golf Club	\$3,106.00
Wickepin Playgroup	\$1,264.00
Wickepin History Group	\$486.00
Wickepin District Sports Club	\$3,642.50
She Shed He Shed	\$700.00
Community Resource Centre	\$14,478.25
Yealering P&C	\$6,645.00
<b>Total</b>	<b>\$34,273.75</b>

## Comments:

Application 1		Lake Yealering Bowling Club
Purpose of Organisation		Bowling club with 20 full members and 5 social members. The club regularly holds open days. 15 community members join in for night bowls and pot club events.
Incorporated	Yes	AO 822713A
ABN	Yes	27 082 764 051
Registered for GST	No	
Financial information attached:	Yes	Balance at April 2018
Previous funding:	Yes	2019 \$1,264
Purpose of funding:		Replace wire boundary fence, on the eastern side bordering the Croquet Club, with Stratco steel panels.
Alternative funding sought:	No	Club cash utilised
Support of members and general community eg letters of support or meeting minutes	Yes	General club discussion. Yealering Progress also supports the project and will help remove the existing wire fence.
Total project cost:		\$2,602.00
Funding requested:		\$1,952.00
Project budget and quotes supplied:	Yes	
Comments		The bowling club is run by volunteers. Social bowls is played on weekends and the club participates in the Upper Great Southern Bowls League and participates in their pennant, league and open days. The club also hosts corporate bowls. The replacement of the wire fence bordering the croquet club with steel panels will match in with the existing panel fence surrounding the club and greens. The new fence will help protect the greens from debris blowing in. The amount requested fits council's general philosophy of funding up to 75% of projects between \$2000 and \$5000.

Application 2 Yealering Progress Association	
Purpose of Organisation	Progress is the voice between the Yealering public and the Shire of Wickpin. They are a passionate and proactive group of volunteers consisting of 7 committee members and approximately 30 paid members. They encourage progress in health, education, recreation and social standards in the community furthering the wellbeing and interest of the district. They raise, borrow or source support to improve the town and district and to encourage tourism to Yealering and surrounds.
Incorporated	Yes
ABN	Yes 14 281 229 215
Registered for GST	No
Previous funding:	Yes 2018/19 \$4000
Purpose of funding:	Portable projector, screen and roller blind for Yealering Hall
Alternative funding sought:	No
Support of members and general community eg letters of support or meeting minutes	Yes
Total project cost:	\$1,854 incl GST
Funding requested:	\$2,000 To cover an anticipated price adjustment from the original older quote.
Project budget and quotes supplied:	Yes
Comments	The CDO explored the possibility of installing a permanent screen and projector system for the Yealering Hall. Initial costs were quoted at \$27K. A basic system was requested and the cost for this was over \$17K. The needs of the community were not met by this system as it was only feasible in the main hall and not the foyer area where most of the exercise groups/meetings/funeral services are held. A quote was sought for the installation of a smaller fixed system in the foyer. The costing for this was over \$10K and would restrict the use of the bar area during functions ie funerals. The purchase of a portable screen and projector will give those using the hall the ability to set up the screen where it is most needed for that particular event. Installing the roller blind will help darken the foyer space for the use of the projector. The amount requested fits council's general philosophy of funding up to 100% of projects \$2000 or below.

Applicant 3		Harrismith Golf Club
Purpose of Organisation		Provide golf club facilities for members of the club and community
Incorporated		Yes A1010256Y
ABN		No
Registered for GST		No
Financial information attached:		Yes Balance at December 2018
Previous funding:		Yes 2018 \$3,740
Purpose of funding:		Lay artificial lawn to the front entrance of the Harrismith Club House
Alternative funding sought:		No
Support of members and general community eg letters of support or meeting minutes provided		Yes Minuted
Total project cost:		\$4,140.52 incl GST
Funding requested:		\$3,106.00
Project budget and quotes supplied:		Yes
Comments		<p>The Harrismith Golf Club services the districts of Harrismith, Tincurrin and Dudinin and is used for a broad range of functions and activities including meetings, workshops, exercise groups, social gatherings, funerals and playgroups. The club has around 30 members and is run by volunteers. The current pea gravel in front of the club house is a safety issue with both children and adults falling or slipping on the surface. The installation of artificial lawn will alleviate the problem and provide a low maintenance, attractive area for the club and those who use it. The amount requested fits council's general philosophy of funding 75% of projects between \$2000 and \$5000.</p>

Applicant 4 Wickepin Playgroup	
Purpose of Organisation	Wickepin Playgroup provides a safe environment for children (0-kindly age) to develop social skills, engage in learning activities and grow together. In addition, it provides encouragement, support and a caring community for parents of young children.
Incorporated	No
ABN	Yes 21 472 434 239
Registered for GST	No
Financial information attached:	Yes Balance at October 2018
Previous funding:	Yes 2018 \$690
Purpose of funding:	Garden shed and shelving
Alternative funding sought:	No In-kind and volunteer time provided
Support of members and general community eg letters of support or meeting minutes	Yes, Minuted
Total project cost:	\$1,641.80 inc GST
Funding requested:	\$1,264.00
Project budget and quotes supplied:	Yes
Comments	Wickepin Playgroup operates from the old pre-primary building in Campbell Street and pays rent to the Shire of Wickepin. They have 15 families with paid membership. Casual visitors are welcomed. Income is sourced from membership fees and fundraising. Wickepin Playgroup are the only provider of regular activities for the pre-school years and have members from Wickepin, East Wickepin, Cuballing, Tincurrin and Toolibin. All equipment and toys are utilised by Narrogin Mobile Day-care and are currently stored in an outdoor shed with gardening and sundries. Space is at a premium. Installing a garden shed will enable the playgroup equipment to be stored solely in the existing shed, with gardening supplies kept separately. There is an existing cement pad behind the building to accommodate a small garden shed. The amount requested fits council's general philosophy of funding up to 100% of projects \$2000 or below.

Applicant 5		Wickepin History Group
Purpose of Organisation		The Wickepin History Group document Shire of Wickpin's agricultural, family and community development in both print and picture and assist with local history requests including tracing family history and/or community events and developments.
Incorporated		No
ABN		No
Registered for GST		No
Financial information attached:		No
Previous funding:		Yes 2017 \$397
Purpose of funding:		Paper and Ink for printing and a photographic display.
Alternative funding sought:		No In-kind and volunteer time provided
Support of members and general community eg letters of support or meeting minutes		Yes General informal discussions as no meeting are held nor minutes.
Total project cost:		\$486 incl GST
Funding requested:		\$486.00
Project budget and quotes supplied:		Budget attached. Verbal quotes for ink and paper.
Comments		The Wickepin History Group regularly meet to record, archive and preserve images and documents that would otherwise be lost. Between the members they have produced 5 Wickepin history books and set up photographic displays for community events. Both the Shire and CRC call upon their services to provide historical information for people living outside the district researching their family connections. They volunteer hundreds of hours for this purpose. The History Group are in the process of scanning, printing and captioning all photos from 1911 to the present to a standard A4 size on photographic standard paper. They plan to have a display that can be set up for community events with the option to the community to purchase copies of the photos on display. The group will be using the Wickepin Community Resource Centre to re-ink the cartridges they use for printing and will be purchasing the photographic quality paper from Officeworks. The amount requested fits council's general philosophy of funding up to 100% of projects \$2000 or below.

Applicant 6		Wickepin District Sports Club Inc.
Purpose of Organisation		Overarching body for the Wickepin Tennis Club, the Wickepin Bowling Club and the Wickepin Golf Club. The aim is to foster sporting activities and promote good fellowship amongst all members.
Incorporated		Yes
ABN		Yes 12 608 039 544
Registered for GST		Yes
Financial information attached:		Yes Treasurer Report 30 June 2018
Previous funding:		Yes 2018 \$3,642.50
Purpose of funding:		Replace the flooring behind the bar.
Alternative funding sought:		Own funds provided
Support of members and general community eg letters of support or meeting minutes		Yes, Minuted
Total project cost:		\$4,984 incl GST
Funding requested:		\$3,642.50
Project budget and quotes supplied:		Yes
Comments		The Wickepin District Sports Club (WDSC) has approximately 90 members. It comprises of the Wickepin Golf, Bowling and Tennis Clubs. Non-members use the facilities for casual attendance in the club rooms and bar. The WDSC has been issued with a Work Order by the Director of Liquor Licensing to repair the bar floor that is lifting and unsafe or face a monetary fine of \$1000/day. The Work Order has to be completed by 8.10.2019. Volunteers from the Club will remove the existing floor covering. The WDSC is a social venue utilised by the greater community. Replacing the floor covering will create an area that complies with the Food Standards Code. The amount requested fits council's general philosophy of funding 75% of projects between \$2000 and \$5000.



Applicant 7		She Shed He Shed
Purpose of Organisation		The Shed provides a safe and encouraging environment for people to come together and work on private and/or community projects increasing their skills and confidence. Those members who do not belong to a sporting club use the shed as their social outlet.
Incorporated		No
ABN		No
Registered for GST		Yes (the CRC manage the books)
Financial information attached:		Yes
Previous funding:		Yes 2018 \$2,249
Purpose of funding:		Purchase of new welder
Alternative funding sought:		No
Support of members and general community eg letters of support or meeting minutes		Yes, Minuted
Total project cost:		\$770.00 incl GST
Funding requested:		\$700.00
Project budget and quotes supplied:		Yes
Comments		The She Shed He Shed operates from the Recycling Centre in Richter Street, Wickepin. There are 27 registered members with numbers swelling with welding workshops. There is no eligibility to access the service, though children under the age of 14 need to be accompanied by an adult. Visitors are welcome. The group assists the community including the sporting groups and local school with building projects and maintenance tasks. The group assists the shire of Wickepin with advice and the general guardianship of Yarling Creek and the Heritage Walk Trail. Regular member attendance numbers sit around 15 and there is high demand for the use of the existing 2 operational welding machines. The amount requested fits council's general philosophy of funding up to 100% of projects \$2000 or below.

Applicant 8 Community Resource Centre (CRC)	
Purpose of Organisation	The Wickepin Community Resource Centre works with and for the community by providing a professional, confidential and family friendly centre. It supports business, economic and social development within the Shire by providing access to up-to-date services, information, technology, events and training
Incorporated	Yes A1009730M
ABN	Yes 93 902 899 855
Registered For GST	Yes
Financial information attached:	Yes
Previous funding:	Yes 2017 \$1938
Purpose of funding:	Lake Yealering Regatta: event to be held 26 October 2019
Alternative funding sought:	Yes External grants sought for activities. Private Sponsorship
Support of members and general community eg letters of support or meeting minutes	Yes Letter of Support
Total project cost:	\$23,028.25
Funding requested:	\$14,478.25
Project budget and quotes supplied:	Yes
Comments	<p>The CRC operates with 3 part time paid employees, 8 voluntary committee members and volunteers at varied events. CRC has approximately 80 paid members. Their main funding comes through the Department of Primary Industries &amp; Regional Development. The WSC provides funds to the CRC to manage the Library and supports in-kind by covering insurance, water, fire protection, maintenance and pest control per the lease agreement. The CRC supports the WSC in community development by organising, funding and hosting a number of smaller initiatives throughout the year which are essential for a healthy engaged community. Approximately 160 people per month use and benefit from the services, events or workshops held by the CRC. A successful regatta was hosted by the CRC in 2017. The regatta in 2019 is being co-coordinated by the Yealering Progress Committee and the CRC. Over 20 community members are part of the regatta planning committee and all clubs in Yealering are involved in the running of the day. The event will be a healthy fundraiser for the clubs. Plans are in place for a land regatta should Lake Yealering not fill due to lack of rain. Lake Yealering Regatta is a worthwhile event and engages the whole community while promoting the Shire to a wider audience. The amount requested is more than council's general philosophy of funding 50% of projects over \$5000. (50% of \$23,028.24 is \$11,514.25.) Considering the vast amount of volunteer hours and the scale of the event, including the goodwill and advertising the regatta will generate, funding the higher percentage (an added amount of \$2,964 equating to a 62% grant request ) will be beneficial to the Shire.</p>

Applicant 9 Yealering Parents and Citizens Association	
Purpose of Organisation	The Yealering P&C operates to support the families of the wider Yealering Community. Its main function is to assist the town's school which serves as the local hub of Yealering.
Incorporated	No
ABN	Yes 68 496 815 143
Registered for GST:	No
Financial information attached:	Yes As at 31/12/2018
Previous funding:	No
Purpose of funding:	Install a 58 640 litre water tank for garden reticulation
Alternative funding sought:	Yes Own cash contribution and in-kind work.
Support of members and general community egg letters of support or meeting minutes	Yes General committee meeting discussions and a letter of support from the Yealering Primary School Principal.
Total project cost:	\$11,395.00
Funding requested:	\$6,645
Project budget and quotes supplied:	Yes
Comments	<p>The Yealering P&amp;C Association's main objectives include fundraising for the school, and advocacy and representation within the local community. Members donate their time and expertise to allow these objectives to be met. They currently have 15 members and an additional 15 volunteers swell their ranks when doing events. The installation of a water tank would benefit the school and create a more sustainable garden for the town and its children. The Department of Education's funding for water to the Yealering School is declining and the school children currently have no lawn to play on. The amount requested is slightly more than council's general philosophy of funding 50% of projects \$5000 or more. (50% would be \$5,698. An extra amount of \$947 equalling a 58% grant request.) This is Yealering P&amp;C's first grant request. The amount requested is to cover the purchase of a tank and water fittings from Ewen Rural Supplies who has matched the price to a larger supplier to keep the business in town. The Yealering P&amp;C will cover the costs of the cement pad, plumbing and installation. The Environmental Health Officer has stated that the installation meets guidelines. The Education Department has granted permission for the installation of the tank.</p>

### Statutory Environment:

*Local Government Act.*

### Policy Implications:

Sponsorship, contributions and donations to sporting and community groups

**OBJECTIVE:** Provide guidelines for the provision of financial assistance to community and sporting clubs within the Shire of Wickepin.

A maximum of 2.5% of the previous year's levied rates may be provided for in Council's budget each year to distribute to community and sporting organisations upon application to the Council.

\$3,000 per year will be allocated to a rolling fund for grants under \$500 with the CEO being given delegated authority to authorise the grants under \$500.

#### Fund Objective

Funds from Council may be made available for the following:

- establishment or improvement of playing areas or buildings
- Support for major sporting and community events
- Support for general sporting clinics, including coaching clinics :and
- To assist community groups in establishing a service or activity seen as a need for the betterment of and improvement to the enjoyment of life within the community.
- Increasing visitors to the region

Council may fund the following:

- 100% up to \$2000
- 75% between \$2,000 and \$5,000
- 50% \$5,000 and above

Voluntary labour and equipment may be included in the applicant's contribution at a value of \$25/hour.

Council employees or equipment may be used in lieu of a cash contribution from Council.

Council will favour applications that would not otherwise be funded through other government grants e.g. CSRFF.

### Application Procedure

Applications for funding must be received at the Shire of Wickepin Office by close of business of the due date each year to be considered in the Council budget. Applications are to be made in writing on the Shire of Wickepin Community Grants form (attached).

Applications should only be made when an applicant group is confident that all cash the applicant proposes to contribute will be readily available if a grant is approved.

The value of work undertaken by volunteers can be included in the local contribution but this value may not exceed one third of the completed value of the project. The voluntary work should be described and valued at the rate of \$25.00 per hour.

Funds are not to be used for trophies, prizes or expenses (including loan repayments) incurred in the conduct of the sport or community activities.

Council reserves the right for the CEO or his/her delegate to carry out an inspection of the project at any time prior to and at completion of the project.

### GUIDELINES

All applications must be completed on the Shire of Wickepin Community Grants form attached.

Applications should be supported by 2 written quotes for materials or other goods included in the funding submission if possible.

Applications will be acknowledged as received by Council.

Council reserves the right to request further information on demand.
Council reserves the right to consider and allocate funds without the right of appeal. Money will not be allocated for completed projects. Council reserves the right to set aside large projects as longer term budget items to be funded over more than one year.
No project requiring funding shall commence without the written consent of Council.
Money granted must be spent on the project allocated.
All monies allocated must be spent and claimed by 30 June in the financial year for which it was allocated and any unspent allocation will not be carried over to the next budget year.
Council reserves the right to inspect reserves and buildings without prior notification to the respective committee.
All funded projects are to acknowledge the Shire of Wickepin through project media, community engagement and event promotions. CDO can provide support regarding signage and approved use of the Shires Logo.
Ineligible Items: <ul style="list-style-type: none"> <li>- Private or commercial ventures or activities</li> <li>- Retrospective Funding</li> <li>- Purchase of Land</li> <li>- Support for an individual pursuit</li> <li>- Events/activities/programs that already receive financial assistance from other source of funding</li> <li>- Events/activities/programs that are eligible under the CSRFF grants scheme</li> </ul>
All successful applicants must provide Council with an acquittal of all grants on an acquittal form available from the Shire Administration Office.

RESOLUTION:	DATE OF REVIEW:
151008.10/11/12/13/14/15	15 October 2008
170615-12	17/06/2015
150317-11	15/03/2017

### Financial Implications:

An amount of 2.5% of rates is budgeted every year for community grants. The amount requested is below the 2.5% of rates allocated.

### Strategic Implications:

Aligns with Strategic Community Plan 2018 -2028.

### Recommendations:

- 1) That Council place in the budget estimates the application from the Lake Yealering Bowling Club for funding of \$1,952 inclusive of GST for a steel panel fence to replace the current stretch of wire fence.
- 2) That Council place in the budget estimates the application from the Yealering Progress Association for funding of \$2000 inclusive of GST for a projector, screen and blinds for the Yealering Town Hall.
- 3) That Council place in the budget estimates the application from the Harrismith Golf Club for funding of \$3,106.00 inclusive of GST for artificial lawn for the Harrismith Community Centre.
- 4) That Council place in the budget estimates the application from the Wickepin Playgroup for funding of \$1,264.00 inclusive of GST for a garden shed.
- 5) That Council place in the budget estimates the application from the Wickepin History Group for funding of \$486.00 inclusive of GST for paper and ink for printing.

- 6) That Council place in the budget estimates the application from the Wickepin District Sports Club for funding of \$3,642.50 for flooring the bar area to a safe standard.
- 7) That Council place in the budget estimates the application from the She Shed He Shed for funding of \$700.00 for a new welder.
- 8) That Council place in the budget estimates the application from the Wickepin Community Resource Centre for funding of \$14,478.25 exc of GST for support of the Lake Yealering Regatta 2019.
- 9) That Council place in the budget estimates the application from the Yealering Primary School P&C for funding of \$6,645 inclusive of GST for the purchase of a water tank and fittings for reticulation.

**Voting Requirements:**

Simple majority.

### 10.2.04 – Development & Regulatory Services

Submission To: Ordinary Council  
Location / Address: Whole Shire  
Name of Applicant: Mark Hook, Chief Executive Officer  
File Reference: CM.REP.2203  
Author: Eric Anderson, Planning Officer  
Disclosure of Interest: Nil  
Date of Report: 12 June 2019

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#### Enclosure/Attachments:

Nil.

#### Summary:

The Shire of Narrogin's Department of Development and Regulatory Services as requested by the Shire of Wickpin has prepared the following report for the works undertaken in the month of May 2019, for council's consideration.

#### Background:

On 20 September 2017, the Shire of Wickpin resolved to accept the RFQ 1 2017/2018 from the Shire of Narrogin for the provision of Health, Building and Planning Services to the Shire of Wickpin for a period of Five Years.

A monthly report is to be presented to the Shire of Wickpin from the Shire of Narrogin's Planning, Building and Environmental Health Services of the works undertaken during the month of May 2019.

#### Comments:

Following are the reports provided for the Month of May 2019

#### Planning officers Report

##### Planning Approvals:

Outbuilding 20 Curlew Way, Wickpin. Item presented to the Ordinary Council Meeting (OCM) on 15 May 2019 for a side and rear setback variation. Council resolved to support the officer's recommendation and conditionally approve the proposal.

#### Upcoming Council Agenda for June 2019

Telecommunications infrastructure Lot 6309 Aileen Road, Wickpin.-Telecommunications infrastructure Lot 2007 Mutton Road, Wickpin.

- Telecommunications infrastructure Lot 8181 Malyalling Road, Wickpin

#### Referrals & Subdivision clearances

Nil

## BUILDING SURVEYORS REPORT

Nil.

## ENVIRONMENTAL HEALTH OFFICERS REPORT

- 1) DWER's request for a copy of an updated Asset Management Plan is currently under review. The previous Environmental Health Officer (EHO) has advised that he is not prepared to provide the information.
- 2) The unregistered food premise at the Yealering Emporium has been advised, in writing to obtain the proper Town Planning and Building approvals before opening. The proprietor has advised that he will remain closed till all necessary approvals have been issued.
- 3) Inspected the Wickepin hotel, which was compliant. Spoke to the new manager regarding children being behind the bar. Advised the manager that children cannot be behind the bar or in the kitchen due to cross contamination issues and not trained in food safety. The manager advised that they became aware of the situation after the event and has instructed that person not to repeat the activity and advised that it will not happen again.
- 4) No Water samples from the Wickepin swimming pool were collected in May 2019 due to winter closure.

### Statutory Environment:

*Shire of Wickepin Local Planning Scheme No. 4*

*National Construction Code,*

*Building Act 2011*

*Building Regulations 2012*

*Food Act 2008 and Food Regulations 2009*

*Health (Miscellaneous Provisions) Act 1911 and Regulations under the Act*

*Public Health Act 2016*

### Policy Implications:

Not applicable.

### Financial Implications:

The fore mentioned services are provided at a cost to the Shire of Wickepin and has been allocated in the 2018/2019 budget.

### Strategic Implications:

GOAL 10: Our organisation is well positioned and has capacity for the future.

### Recommendations:

That Council receives the report from the Shire of Narrogin's Department of Development & Regulatory Services for the month of May 2019.

### Voting Requirements:

Simple majority.



## 10.2.05 – COMMUNITY RESOURCE CENTRE 2019/2020 BUDGET

Submission To:	Ordinary Council
Location/Address:	Wickepin Community Resource Centre
Name of Applicant:	Wickepin Community Resource Centre
File Reference:	FM.BU.1208
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	6 June 2019

### Enclosure/Attachments:

Letter received from CRC.

### Summary:

Council is being requested to support the Wickepin Community Resource Centre by providing a monetary level of support for the 2019/2020 financial year.

Operation of Library	\$10,137.60
Salary Subsidy	\$5,000

TOTAL \$15,137.60

### Background:

Council has received the attached letter of request from the Wickepin Community Resource Centre for the 2019/2020 Budget Allocations.

The letter is requesting the following monetary level of support for the running of the Shire of Wickepin Library services and salary subsidisation of the CRC Coordinator.

Operation of Library	\$10,137.60
Salary Subsidy	\$5,000

TOTAL \$15,137.60

### Comments:

Council has supported the Wickepin Community Resource Centre in previous years and the CEO is working on an agreement to cover the operations of the Library and the salary subsidy. This Agenda item is to place an amount in the budget and the agreement will be brought to Council in the July agenda for formal adoption.

The Actual and Budgeted figures for the 2017/2018 financial year are as follows:

	Budget 2018/2019	ACTUALS	BUDGET
	OPERATING EXPENDITURE	6/06/2019	2018/2019
5142	Other Expenses - Community Resource Centre		
	Insurance	0.00	50
	Community Resource Centre Operation Subsidy	8,000	8,000

	Operation of Library Service	13,672	13,672
	Lost Library Books	542.62	300
	Freight Inter Library Loans	215.29	600
		<b>22,429.91</b>	<b>22,622</b>

The requested amount for 2019/2020 is \$6,534.40 less than the 2018/2019 budgeted amount for the running of the Library and the salary subsidy.

Cleaning and Minor Maintenance for the Community Resource Centre Building is part of the lease agreement and is paid for by the Wickepin Community Resource Centre.

Following is an extract from the lease agreement:

#### 4.2 Maintenance, Repairs & Painting

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The Lessee is to keep and maintain the premises (other than capital items i.e. carpet, painting where there is an instance of general wear and tear) in the condition presented to the Lessee. The Lessee is to maintain every part of the Premises and all additions to the Premises and all lighting and electrical installations and all drainage and all other fixtures and fittings in good repair to a standard acceptable to the Lessor and Lessee.

#### 4.3 Cleaning

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At the Lessee's own expense during the Term at all times to keep and maintain the Premises clean, drained, free from rubbish, refuse and disused material of any kind and in good and sanitary condition to a standard acceptable to the Lessor.

#### Statutory Environment:

*Local Government Act 1995*

#### 6.2. Local government to prepare annual budget

- (4) The annual budget is to incorporate —
- (a) particulars of the estimated expenditure proposed to be incurred by the local government;

#### Policy Implications:

Nil.

#### Financial Implications:

Budget Estimate of \$15,137.60 to the CRC for salaries and running Council's Library services. This amount is \$6,534.40 less than the 2018/2019 budgeted amount for the running of the Library and the salary subsidy.

## Strategic Implications:

### GOAL 9: Our communities are engaged, have a healthy lifestyle and are safe

SHORT TERM STRATEGY	MEDIUM TERM STRATEGY	POINT OF MEASUREMENT	10 YR OUTCOME
<p>9.1 Facilitate a meeting in the Shire of Wickepin of the local and regional health, social and crime prevention agencies to raise drug and alcohol issues</p> <p>9.2 Meet with the Wickepin Community Resource Centre to identify common community priorities including but not limited to youth activities as well as forward plan events</p> <p>9.3 With the Wickepin Community Resource Centre target activities at early years, primary and secondary students particularly during the school holiday period</p>	<p>9.4 Advocate for the continuation of State Government support for the Wickepin Community Resource Centre</p> <p>9.5 With the Community Resource Centre, help to communicate and action progress association / organising committee priorities and projects</p>	<ul style="list-style-type: none"> <li>- Wickepin Community Resource Centre is retained</li> <li>- Positive social behaviour in our communities</li> <li>- Improved offering and frequency of youth activities</li> <li>- Events across the Shire do not conflict with other local or regional events</li> <li>- Amount of formal communication with progress associations / organising committees across the Shire</li> </ul>	<p>Children and youth are retained and engaged</p> <p>Our community is safe</p> <p>Our community understands the impact of anti-social behaviour both personally and on the community</p>
<p>9.6 Continue to advocate and prepare for the Wheatbelt South Aged Housing Alliance (WSAHA) project</p>	<p>9.7 Seniors are encouraged and able to age in place</p>	<ul style="list-style-type: none"> <li>- WSAHA aged housing project is delivered</li> </ul>	<p>The elderly can age in place</p>
<p>9.8 Continue to provide a high standard waste management service</p> <p>9.9 Continue to educate the community about recycling</p>		<ul style="list-style-type: none"> <li>- Number of positive and negative comments about waste services</li> <li>- Recycling increases across the Shire (tonnes increase)</li> </ul>	<p>Waste management practices are best practice</p>

## Recommendations:

That Council places the following items in the 2019/2020 budget allocation in the form of financial support to the Wickepin Community Centre for the 2019/2020 financial year.

- Operation of Library      \$10,137.60
- Salary Subsidy              \$5,000.00

TOTAL                              \$15,137.60

## Voting Requirements:

Simple majority.

### 10.2.06 – APPOINTMENT DUAL FIRE CONTROL OFFICERS 19/20

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Shire of Narrogin and Shire of Kulin
File Reference:	ES.APN.901
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	24 May 2019

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#### Enclosure/Attachments:

Nil.

#### Summary:

Council is being requested to appoint the following as dual fire control officer from the Shire of Narrogin, Shire of Corrigin and the Shire of Kulin for the 2019/2020 Bushfire Season.

1. Shire of Narrogin – Alastair McDougall and Tim Shepherd
2. Shire of Kulin - Clinton Mullan and David Lewis
3. Shire of Corrigin – Craig Jespersen and Greg Doyle

#### Background:

Council received a written request from the Shire of Narrogin on the 23<sup>rd</sup> May 2019 to appoint Alastair McDougall and Tim Shepherd as joint Fire Control Officer's with the Shire of Wickepin.

Council received a written request from the Shire of Corrigin on the 4<sup>th</sup> June 2019 to appoint Craig Jespersen and Greg Doyle as joint Fire Control Officer's with the Shire of Wickepin.

#### Comments:

Fire Control Officers who adjoin neighboring shires require the adjoining Shires approval to act as Dual Fire Control Officers. Following are the Dual Fire Control Officers appointed by Council in the 2018/2019 Bushfire Season

### Resolution No: 200618-21

Moved Cr Allan Lansdell / Seconded Cr Fran Allan

That Council appoints the following FCO's as Dual Fire Control Officers with the Shire of Wickepin for the 2018/2019 fire season, subject to the Fire Control Officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.

1. Shire of Corrigin - Craig Jespersen and Greg Doyle.
2. Shire of Kulin - John Spark, David Lewis and Brendon Sloggett
3. Shire of Pingelly - Rodney Leonard Shaddick, Robert Alexander Kirk, Victor Arthur Lee, Andrew Augustin Marshall and Sam MacNamara
4. Shire of Cuballing – Mike Burgess
5. Shire of Dumbleyung – Ken Wright

**Statutory Environment:***Bushfires Act 1954***38. Local government may appoint bush fire control officer**

- (1) A local government may from time to time appoint such persons as it thinks necessary to be its bush fire control officers under and for the purposes of this Act, and of those officers shall subject to section 38A (2) appoint 2 as the Chief Bush Fire Control Officer and the Deputy Chief Bush Fire Control Officer who shall be first and second in seniority of those officers, and subject thereto may determine the respective seniority of the other bush fire control officers appointed by it.
- (2A) the local government shall cause notice of an appointment made under the provisions of subsection (1) to be published at least once in a newspaper circulating in its district.
- [(b) Deleted]*
- (2C) The local government shall fill any vacancy occurring in the office of Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer within one month after the vacancy occurs and if the local government fails or neglects to do so within that time, the Authority may by notice in writing require the local government to appoint a person to the vacant office within one month after service on it of such notice.
- (2D) Where a local government that has been served with a notice pursuant to subsection (2C) fails or neglects to comply with the requirements of that notice, the Authority may appoint a person who is not a member of staff (as defined in the FESA Act) to the vacant office.
- (2E) A bush fire control officer appointed by a local government under the provisions of this section shall be issued with a certificate of appointment by the local government or, if he is appointed by the Authority, by the Authority.
- (3) The local government may, in respect to bush fire control officers appointed under the provisions of this section, exercise so far as they can be made applicable the same powers as it may exercise in respect to its other officers, under the provisions of the Acts under which those other officers are appointed.
- (4) A bush fire control officer appointed under the provisions of this section shall, subject to such directions as may be given by the local government, and subject to this Act take such measures as appear to him to be necessary or expedient and practicable for —
- (a) carrying out normal brigade activities;
- [(b), (c) deleted]*
- (d) exercising an authority or carrying out a duty conferred or imposed upon him by any of the provisions of Part III;
- (e) procuring the due observance by all persons of the provisions of Part III.
- (5A) A local government may issue directions to a bush fire control officer appointed by the local government, or to an officer of a bush fire brigade registered by the local government to burn, subject to the provisions of this Act, bush on, or at the margins of, streets, roads, and ways, under the care, control and management of the local government.
- (5B) The bush fire control officer, or officer of the bush fire brigade, may by authority of any directions issued under subsection (5A) carry out the directions but subject to the provisions of this Act.
- (5C) The provisions of subsections (5A) and (5B) are not in derogation of those of subsection (4).
- (6) In this section —
- approved local government** means a local government approved under subsection (7) by the Authority.
- (7) If it appears to the Authority that the standard of efficiency of a local government in fire prevention and control justifies the Authority doing so, the Authority, by notice published in the *Government Gazette* —
- (a) may approve the local government as one to which subsections (6) to (18) apply; and

- (b) may from time to time cancel or vary any previous approval given under this subsection.
- (8) An approved local government may appoint to the office of fire weather officer such number of senior bush fire control officers as it thinks necessary.
- (9) Where more than one fire weather officer is appointed by a local government the local government shall define a part of its district in which each fire weather officer shall have the exclusive right to exercise the power conferred by subsection (17).
- (10) An approved local government may appoint one or more persons, as it thinks necessary, to be the deputy or deputies, as the case may be, of a fire weather officer appointed by the local government and where 2 or more deputies are so appointed they shall have seniority in the order determined by the local government.
- (11) Where the office of a fire weather officer is vacant or whilst the occupant is absent or unable to act in the discharge of the duties of the office, any deputy appointed in respect of that office under subsection (10) is, subject to subsection (12), entitled to act in the discharge of the duties of that office.
- (12) A deputy who is one of 2 or more deputies of a fire weather officer is not entitled to act in the discharge of the duties of the office of that fire weather officer if a deputy who has precedence over him in the order of seniority determined under subsection (10) is available and able to discharge those duties.
- (13) The local government shall give notice of an appointment made under subsection (8) or (10) to the Authority and cause notice of the appointment to be published at least once in a newspaper circulating in its district and the Authority shall cause notice of the appointment to be published once in the *Government Gazette*.
- (14) An approved local government may appoint a committee for the purpose of advising and assisting a fire weather officer or any deputy of a fire weather officer acting in the place of that officer under this subsections (6) to (18).
- (15) Where a committee is appointed, a fire weather officer, or, as the case may be, a deputy of a fire weather officer while acting in the place of that officer, may exercise the authority conferred on him by subsection (17), notwithstanding the advice and assistance tendered to him by the committee.
- (16) The provisions of subsections (6) to (18) are not in derogation of those of any other subsection of this section.
- (17) A fire weather officer of an approved local government, or a deputy of that fire weather officer while acting in the place of that officer, may authorise a person who has received a permit under section 18(6)(a), to burn the bush in the district of the local government notwithstanding that for any day, or any period of a day, specified in the notice the fire danger forecast issued by the Bureau of Meteorology in Perth, in respect to the locality where the bush proposed to be burnt is situated, is "catastrophic", "extreme", "severe" or "very high", and upon the authority being given the person, if he has otherwise complied with the conditions prescribed for the purposes of section 18, may burn the bush.
- (18) Subsections (6) to (18) do not authorise the burning of bush —
- (i) during the prohibited burning times; or
  - (ii) during the period in which, and in the area of the State in respect of which, a total fire ban is declared under section 22A to have effect.

### 39. *Special powers of bush fire control officers*

- (1) Subject to the provisions of this Act a bush fire control officer appointed under this Act by a local government may, in the exercise of his functions and the performance of his duties under this Act, do all or any of the following things —
- (a) exercise any of the appropriate powers of the Director of Operations under the *Fire Brigades Act 1942*, in so far as the same may be necessary or expedient, for extinguishing a bush fire or for preventing the spread or extension of the fire;
  - (b) enter any land or building, whether private property or not;

- (c) pull down, cut, and remove fences on land, whether private property or not, if in his opinion it is necessary or expedient so to do for the purpose of taking effective measures for extinguishing a bush fire, or for preventing the spread or extension of the fire;
- (d) cause fire-breaks to be ploughed or cleared on land, whether private land or not, and take such other appropriate measures on the land as he may deem necessary for the purpose of controlling or extinguishing a bush fire or for preventing the spread or extension of the fire;
- (e) take and use water, other than that for use at a school or the domestic supply of an occupier contained in a tank at his dwelling-house, and other fire extinguishing material from any source whatever on land, whether private property or not;
- (f) take charge of and give directions to any bush fire brigade present at a bush fire with respect to its operations or activities in connection with the extinguishment or control of the bush fire, or the prevention of the spread or extension of the fire;
- (g) any other thing which in his opinion is incidental to the exercise of any of the foregoing powers;
- (h) employ a person or use the voluntary services of a person to assist him, subject to his directions in the exercise of any of the foregoing powers; and
- (i) either alone or with others under his command or direction enter a building which he believes to be on fire and take such steps as he considers necessary to extinguish the fire or prevent it from spreading, but except as arranged with or requested by an officer in charge of a fire brigade under the *Fire Brigades Act 1942*, this power shall not be exercised in a townsite in an area which has been declared a fire district under that Act or in a townsite in which there is a fire brigade or volunteer fire brigade formed under the provisions of that Act.

[(2) Deleted]

#### Policy Implications:

Nil.

#### Financial Implications:

Nil.

#### Strategic Implications:

Nil.

#### Recommendations:

1. That Council appoints Alastair McDougall and Tim Shepherd from the Shire of Narrogin as Dual Fire Control Officers with the Shire of Wickepin for the 2019/2020 fire season, subject to the Fire Control Officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.
2. That Council appoints Clinton Mullan and David Lewis from the Shire of Kulin as Dual Fire Control Officers with the Shire of Wickepin for the 2019/2020 fire season, subject to the Fire Control Officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.
3. That Council appoints Craig Jespersen and Greg Doyle from the Shire of Corrigin as Dual Fire Control Officers with the Shire of Wickepin for the 2019/2020 fire season, subject to the Fire Control Officer possessing the appropriate accreditations, further noting that the Dual Fire Control Officer is not permitted to issue burning permits for land in the Shire of Wickepin.

**Voting Requirements:**

Simple majority.



### 10.2.07 – FEES AND CHARGES ADOPTION 2019/2020

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	FM.BU.1208
Author:	Mark Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	6 June 2019

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#### Enclosure/Attachments:

Proposed Schedule of Fees and Charges 2019/2020.

#### Summary:

Council is being requested to consider adopting the Schedule of Fees and Charges for the 2019/2020 year in advance of the 2019/2020 budget adoption.

Council may resolve:

1. To adopt the Officer's recommendation; or
2. Not resolve to accept the Officer's recommendation and review the Schedule of Fees and Charges as part of 2019/2020 budget deliberations.

#### Background:

In preparation for the 2019/2020 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 costs of maintaining council properties and delivering services to residents of the Shire of Wickepin.

The 2019/2020 Schedule of Fees and Charges has been formulated using the 2018/2019 year as a basis and incorporating new charges (shown in Red) and input from external statutory bodies.

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

#### 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:

Not applicable.

#### Recommendations:

That Council adopt the attached Schedule of Fees and Charges for the 2019/2020 financial year effective as of 1 July 2019.

#### Voting Requirements:

Absolute majority.

## 10.2.08 – POLICY MANUAL – TOWN PLANNING SCHEME

Submission To:	Ordinary Council
Location/Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	CM.POL.403
Author:	Rebecca Pauley, Executive Services Officer
Disclosure of any Interest:	Nil
Date of Report:	10 June 2019

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### Enclosure/Attachments:

Nil.

### Summary:

Council is being requested to adopt updates to the Town Planning Scheme policy.

### Background:

It has been recognised that the Town Planning Scheme policy requires updating to meet the new Town Planning regulations.

### Comments:

Council's previous policy is as follows and the recommendation shows the required amendments:

## **10.3 Town planning schemes**

### **10.3.1 Town Centre Design and Townscape Guidelines**

**OBJECTIVE:** Provide guidance to developers in the Town Centre Zone of the Scheme to ensure a high standard of presentation, function, safety and traffic circulation commensurate with a vibrant town centre while reinforcing the attractive features of the existing townscape, and to guide Council in determining the appropriateness and adequacy of development proposals in the town centre.

This Policy is Council's adopted Local Planning Policy – Town Centre Design and Townscape Guidelines referred to in Section 5.17.3 of Council's Town Planning Scheme. It applies to the Town Centre Zone of the Scheme.

Under section 5.9.1 of the Scheme, Council shall have due regard to the provisions of this Policy in determining an application for planning approval

#### **10.3.1.1 Relevant Scheme Provisions**

Where an application for planning approval incorporates development in the Town Centre Zone the following Scheme provisions apply.

Council may approve the following variations within the Town Centre and Rural Townsite Zones for non-residential development. (Section 5.17.1)

An increase in plot ratio of 20% may be granted where Council is satisfied that public open areas, courtyards or colonnades or other setbacks or preservation of heritage buildings warrants an increase.

Site coverage of up to 100% where Council is satisfied that adequate arrangements have been made in regard to access, car parking, circulation or traffic, safety, servicing, loading and unloading, stormwater drainage, effluent disposal and any other matter which Council deems necessary.

A zero building setback from the front boundary where landscape and paved pedestrian areas are to be provided adjacent to the front boundary and Council is satisfied that adequate arrangements have been made with regard to access, car parking, circulation of traffic, safety, servicing and loading and unloading.

Development shall not exceed 2 storeys in height except where Council is satisfied that the proposal is compatible with the objectives for the zone and:

- will not restrict light, sunshine and natural ventilation enjoyed by surrounding properties;
- will not intrude upon the privacy enjoyed by surrounding properties with overview;
- will not diminish views or outlook available from surrounding properties; and
- is sympathetic with townscape and character of the surrounding built environment.

For mixed use development comprising a combination of residential and non-residential uses, the provisions of Part 4.2 of the Residential Design Codes will apply to the residential component of the development (at R25 code), and the provisions of this Scheme to the non-residential component of the development. (Section 5.17.2)

In considering an application for planning approval for a proposed development (including additions and alterations to existing development) in the Town Centre Zone, Council shall have regard to the criteria and design guidelines contained in Council's Local Planning Policy – Town Centre Design and Townscape Guidelines. (Section 5.17.3)

Development proposals shall recognise the preservation of areas or buildings or architectural or historic interest and the development of land abutting the same. (Section 5.17.5)

Within the Town Centre and Rural Town Zones, Council at its discretion may vary the application of relevant development standards in respect of any development involving a change of land use of an existing building. (Section 5.17.6)

Council may prepare a Local Planning Policy and/or Plan for all or part of the Town Centre Zone where development and uses will accord with the Policy provisions and/or Plan in addition to relevant Scheme provisions. (Section 5.17.7)

Council will not support commercial or industrial uses in the Town Centre or Rural Townsite Zones where the predominant established use is for residential purposes unless their impacts can be adequately buffered. (Section 5.17.8)

### **10.3.1.2 Townscape and Design Policy Provisions**

In considering an application for planning approval for a proposed development (including additions and alterations to existing development) in the Town Centre Zone, Council shall have regard to:

- The colour and texture of external building materials.
- Building size, height, bulk and roof pitch.
- Setback and location of the building on its lot.
- Architectural style and design details of the building.
- Function of the building.
- Relationship of the building to surrounding development.
- Landscaping.
- Layout of car parking.
- Other features considered by Council to be relevant.

Council will have regard for the need to conserve the turn of the century streetscape and ensure that all infill and new developments match the scale, form and physical character of the turn of the century buildings in the area.

Any reconstruction of original facades should only be to those elements which are considered to be essential to the streetscape, or where additions to the older buildings are contemplated.

Development should where possible adhere to the following design guidelines.

### Scale and Form

- Scale of new buildings should be based on existing building elements.
- Height of any new buildings is limited to two stories.
- Verandahs should be located on road edges and include the reinstatement of timber or metal posts.
- Shop windows and doors should be of similar heights to the turn of the century type.

### Materials

- Walls and parapets to be brick, either painted or Fairfax brickwork of appropriate colour. Roofs to buildings and verandahs should be corrugated iron.
- Verandah posts and framing should be either timber or steel in proportion to the original verandahs and include detailing and decoration where appropriate.
- Windows and doors to existing building may be either aluminium or a contemporary material as long as sections are similar in thickness to timber joinery.

### Colours

It is important to recreate building tones and highlight areas and elements which enforce and enhance the original building's character. Each building should have its own colour scheme which relates to its particular architectural style. The colours of adjoining and newly constructed buildings should be in similar colours and tonings as the historic buildings.

- Building colours should preferably follow themes used at the turn of the century.
- Original materials such as brickwork and stucco should be highlighted, not painted over.
- Original colours can be found by scraping the site.
- Painting a group of individual buildings in one colour scheme should be discouraged.

### Signs/Signwriting

- Old sign types should be encouraged and where possible, appropriate turn of the century lettering should be used. Signs painted over the whole facade should be prohibited. New signs should be positioned in appropriate places such as parapets, verandahs, on panels above shop windows, or as hanging signs under verandahs.
- Council discourages covering up of historic facade, construction of blank facades, use of modern materials (i.e. acrylic sheets) and construction of pseudo colonial verandahs with turned posts and lacework.

### Landscaping

Landscaping shall complement the appearance of the proposed development and the town centre, and may include a paved area in the form of a courtyard, plaza, arcade, or walkway and shall contain such trees and other planting, seating and other furniture as determined by Council.

### Car Parking

Layout of car parking shall have regard for traffic circulation in existing car parking areas and shall be integrated with any existing and adjoining car parks.

### 10.3.1.3 Heritage Policy Provisions

Within the town centre, Council has owns places, buildings and objects of heritage value and natural beauty considered worthy of conservation and preservation.

The purpose and intent of the heritage provisions of the scheme are to:

- Facilitate the conservation of places of heritage value.
- Ensure as far as possible that development occurs with due regard to heritage values.

A person shall not, without the written approval of the Council, permit, commence or carry out any development on, in, adjoining, or in relation to any place, building or object.

If the Council gives its planning approval referred to above this may be given notwithstanding that the development or work involved does not comply with provisions of the residential design codes.

In considering a proposed development which affects a place, building or object, Council may seek to designate the relevant place, object or building on its heritage list or within a designated heritage area.

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017

### 10.3.2 Local Planning Policy design Guidelines for Residences in Rural Residential Zone

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
160915-12	Policy Rescinded on 16/09/2015

### 10.3.3 Transported and Relocated Dwellings

**OBJECTIVE:** Ensures that development involving the use of transported or relocated dwellings in the Shire of Wickepin occurs in a manner that maintains the amenity and appearance of the area in which the building will be situated. It defines guidelines by which the Council will assess proposals for the placement of transportable or relocated dwellings on land within the Shire of Wickepin. It will ensure that the amenity and appearance of the locality in which the transportable or relocated building will be situated is maintained.

#### 10.3.3.1 Application Requirements

“Transported or Relocated Dwelling” means a residential dwelling which has previously been constructed and occupied (whether within the district or elsewhere) which is capable of being transferred and reconstructed for use as a residential dwelling.

Applications to develop a transported or relocated dwelling within the Shire of Wickepin shall be made to Council and include:

- An Application for Planning Approval and the payment of the required planning fees.
- Details of where the transported or relocated dwelling is to be removed from.
- Detailed plans of the building and comprehensive site plan indicating the proposed location of the building.
- Recent photographs of every external elevation of the proposed dwelling, clearly indicating its current design and condition.
- Certification from a Structural Engineer stating that the structure is suitable for relocation, appropriate for the conditions of the Shire of Wickepin and structurally sound.

- Detailed specifications on the works to be undertaken to the building to render it compliant with the Building Code of Australia.
- Specification on the works to be undertaken on the dwelling, including any modifications and additions to the dwelling and the materials and colours to be used.
- Details of how it is proposed to transport and re-erect the building.
- A detailed time frame for the relocation of the proposed dwelling and any proposed works.

### **10.3.3.2 Minimum Design Requirements**

The approval of transported or relocated dwellings will only be considered if the following design standards may be achieved:

- The dwelling has a minimum floor area of <120m<sup>2</sup>.
- The roof has a minimum pitch of 20 degrees.
- The exterior cladding and roof materials shall be in good condition and the proposal includes improvement works to the exterior of the building, including repainting, re-cladding as necessary and architectural detailing, such that the proposed dwelling will be aesthetically pleasing.
- The external finishes, bulk, scale and design of the house will not have a detrimental impact on the amenity of the area or landscape into which it is being relocated.

Where any material containing asbestos fibres remains in or on the dwelling, including cement asbestos roofing or cladding, roof insulation, such material shall be removed prior to the building being transported within or into the Shire of Wickepin.

### **10.3.3.3 Approvals and Bonds**

As part of the planning approval of a transported or relocated dwelling, Council may require any works considered necessary to improve the appearance of the structure, including the addition of verandahs, painting, landscaping and the cover of stump areas.

The approval of an application for a transportable or relocated dwelling requires the lodgement of a cash bond to the value of \$20,000 prior to the issue of a building licence. This bond will be used to rectify or remove the dwelling in the event that the owner and/or builder default on the conditions of this policy, the Planning Approval or any conditions of the Building Licence.

A signed statutory declaration outlining a bond agreement is to be entered into by the owner/s prior to issue of a building licence. The agreement is to outline a staged repayment of the performance bond, as follows:

#### *10.3.3.3.1 STAGE ONE (RETURN OF 25% OF BOND)*

Dwelling correctly positioned on site, as per approved site plan Planning Approval.

Dwelling is correctly stumped and site filled, drained and graded satisfactorily, to be structurally adequate in accordance with the engineers certification.

Dwelling is at lock-up stage (all external windows, doors and fittings/fixtures installed/repaired).

#### **10.3.3.3.2 STAGE TWO (RETURN OF SECOND 25% OF BOND)**

All gutters, fascia and downpipe work completed.

All roof end/roofing work is completed (flashings on ridge and gable ends installed).

All external surfaces to be painted to a tradesman like standard in accordance with the Planning & Building Approvals (including wall, doors, window surrounds, sills etc).

#### 10.3.3.3.3 STAGE THREE (RETURN OF REMAINING 50% OF BOND)

Compliance with all conditions of planning approval.

Approved effluent disposal system installed, system inspected by the EHO and a permit to use has been issued.

Completion and certification of all electrical and plumbing work.

All wet area tiling completed in accordance with the Building Code of Australia.

Kitchen fit-out completed (cupboards/benches & stove/hotplate installed etc.)

Building has reached practical completion stage.

A building licence for a transported or relocated dwelling will only be issued for a period of twelve (12) months and will be licensed under the provisions of a 'Special Licence' under the Building Regulation 1989.

The agreement is to clearly state that should Stage One and Two completion not be reached within 90 days of the building's placement on site or Stage Three completion not reached within 12 months of issue of a building license, then the bond monies are to be forfeited to the Shire of Wickepin and the building removed from the site.

The Council may vary the requirements of this policy, where it is considered that full compliance with the policy is impractical or such variation is warranted in the circumstances of the case.

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017

### 10.3.4 Outbuildings

**OBJECTIVE:** Guide home owners in making arrangements for the development of outbuildings in accordance with Scheme provisions and Council policy. It is to guide Council in determining the appropriateness of outbuildings in the proposed location and of the type of proposed to ensure the retention of a high level of amenity for the area.

This policy is Council's adapted Local Planning – Outbuildings referred to in Sub-Clause 5.11.3 of Council's Town Planning Scheme. Under Sub-Clause 5.9 of the Scheme, Council shall have due regard to the provisions of this policy when determining an application for planning approval in addition to the relevant provisions of the Scheme. Under Sub-Clause 9.1.2 of the scheme an application for a planning approval issued under this policy shall be in the form of Schedule 7 to the Scheme.

#### 10.3.4.1 Relevant Scheme Provisions

The construction of outbuildings falls within the definition of 'development' under the Town Planning and Development Act 1928 and requires planning approval in accordance with the procedures outlined in Part 9 of the Scheme except where it is considered 'permitted development'.

Under Clause 8.2 of the Scheme 'outbuildings' are considered 'permitted development' on a lot more than 2ha in area, provided that in rural residential zone it is within a defined building envelope which has been formally identified for the lot.

Outbuildings must be constructed in accordance with the provisions of the Building Code of Australia and this Local Planning Policy.

Clause 5.19 of the Scheme stipulates that:

- In addition to a building licence, all development, including a single house will require an application for planning approval to be made to Council, unless it is within a defined building envelope accepted by Council.
- Only one dwelling will be permitted on any lot in the Rural Residential zone.



- Council may permit ancillary accommodation providing it is located within the same building envelope or building clearance area as the first or primary dwelling, or otherwise complies with the Residential Design Codes.
- Outbuildings in excess of 65m<sup>2</sup> floor area will not be granted planning approval on any lot within the Rural Residential zone, unless a single dwelling exists on the lot, or is to be constructed as the first stage of the development proposal.
- The minimum setbacks for dwellings, outbuildings, or any other structure shall be in accordance with the Development Table - General (Table 2) or as varied by the provisions of this Scheme.
- In the case where a lot has more than one street frontage, Council may at its discretion permit the construction of buildings nearer to the secondary street frontage nominated by Council, but not nearer than 10m to that street or streets.
- For the purposes of guiding subdivision and development in specific rural residential zones, the provisions set out in Schedule 11 (where different to Scheme Provisions) shall apply to the specified zones. Future subdivision will be required to generally accord with an Outline Development Plan prepared for the specified area referred to in Schedule 11 and such a plan of subdivision shall form part of the Scheme.
- Proposals for Rural Residential zones shall have due regard to Council's Local Planning Policy - Rural Residential Development.
- Residential Development.

#### **10.3.4.2 Policy Provisions**

Within the Residential Zone of the Scheme Area, planning approval will be granted to outbuildings appurtenant to a dwelling provided the boundary setbacks and building construction requirements have been complied with, the building is of single storey construction and is located behind any dwelling on site.

Non-masonry construction – where the total non-masonry outbuilding area does not exceed 55 square metres and the total outbuilding area does not exceed 75 square metres.

Masonry construction – where the total outbuilding area has walls constructed of the same materials and appearance as the house does not exceed 75 square metres and no parapet wall is greater in length than 8.0 metres.

Wall height of any outbuilding must not exceed 3.0 metres or gable roof construction must not exceed 4.0 metres.

An applicant may not construct a parapet wall construction on any boundary, the applicant will present Council with written agreement to the same by any affected adjoining landowner.

An applicant must provide Council with a written undertaking that the outbuilding constructed will only be used for the purpose permitted within the zone in which it is located, under the provisions of the Scheme.

**Brick Construction** – garages, patios, pergolas, sheds and all other outbuildings except carports

- If attached to a dwelling, the outbuilding must be 1.0 metre from side boundaries with eaves not closer than 0.5 metres to a side boundary, measured from the outer edge of the gutter. Setback to the rear boundary to be as specified for the appropriate dwelling in the Zoning and Development provisions of the Scheme.
- If detached from a dwelling, the outbuilding shall be at least 1.0 metres clear of the dwelling, 1.0 metre from a side boundary, 1.0 metres from the rear boundary, with eaves not closer than 0.5 of a metre to a side boundary, measured from the outer edge of the gutter.
- A detached outbuilding may be constructed on a side or rear boundary subject to the requirements of the Building Code of Australia 1990

**Metal or wood framed construction** – garages, patios, pergolas, sheds and all other outbuildings except carports

- Garages, sheds and all other outbuildings except patios and pergolas are to be detached from and at least 1.0 metres clear of the dwelling and 1.8 metres clear of any leech drains. Clearance to side and rear boundaries must be a minimum of 1.0 metres and at least 1.2 metres to any septic tanks.
- Patios and pergolas are to be setback at least 1.0metre from any lot boundary unless otherwise approved by Council.

### Carports

- Columns of brick or steel may be erected on a boundary provided no more than four columns are used and roofing including guttering is at least 0.5 metres clear of the boundary.
- Beams shall be steel where within 0.5 metres of a boundary and a dividing fence forming a side wall of the carport shall not be higher than 1.8 metres.
- Timber framed carports shall be sited 1.2 metres clear of all boundaries.

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017

### 10.3.5 Temporary Accommodation Camps

**OBJECTIVE:** Ensure that applications for the development of temporary accommodation camps are assessed in a consistent, fair, thorough and timely manner in consideration of a 'Temporary Accommodation Camp' being acknowledged as a use 'not listed' in the Shire of Wickepin Town Planning Scheme No.4, provide guidance to Councillors, employees, other government agencies, landowners, developers, consultants and the general public regarding the assessment of applications for temporary accommodation camps and to provide, where necessary, for the development of temporary accommodation camps in a way that maximises social benefits whilst minimising social costs.

"Temporary Accommodation Camp" means Development which remains in place on a temporary basis and provides accommodation for construction or construction-related workers and their dependents, and which consists of buildings or other structures which by virtue of their design, layout, density and/or location, is not specifically provided for within the Town Planning Scheme and can only be approved pursuant to the 'use-not-listed' provisions contained within the Scheme.

Planning consent must be given by Council for any consent of Temporary Accommodation Camps.

Applications **MUST** demonstrate that there is a need to develop a camp facility of the size and at the location proposed for the period of time for which approval is sought;

Within a gazetted town site of the Shire of Wickepin, Temporary Accommodation Camps must:

- Be strategically located within walking distance to a range of services including social, recreational, educational, commercial, retail and medical.
- Be accessible to bitumen sealed road (7.0 metre seal) and reticulated power, water and sewerage.
- In the opinion of the Council, not be located in an area of perceived environmental, social or visual sensitivity.
- Accord with the Shire of Wickepin's current planning instruments (i.e. Town Planning Scheme, Local Planning Strategy) in demonstrating a 'value added' benefit for possible re-use of some or the entire camp infrastructure beyond the life of the temporary accommodation camp use.

Within the Rural area of the Shire of Wickepin, a Temporary Accommodation Camp must:

- Be strategically located within reasonable commuting distance to the primary construction site and provide a range of services on-site including social, recreational, small retail and medical.
- Where possible have direct access to a bitumen seal road.
- In the opinion of the Council, not be located in an area of perceived environmental, social or visual sensitivity.
- Where possible demonstrate some level of 'value added' benefit for re-use of the camp infrastructure, either in part or in whole, beyond the life of the temporary accommodation camp use.

Applications must demonstrate compliance with relevant legislation as required by the Council.

Applications must demonstrate the camp will be effectively and appropriately managed, with management practices outlined in a Camp Management Plan to be submitted with the application for planning consent. The Camp Management Plan should address:

- Strategies ensuring that noise, dust, odour, light spill and litter are acceptably managed.
- Strategies resolving conflict with owners and/or occupiers of land within the vicinity of the site that may be affected by the operation of the camp.
- Transportation of workers to the site where construction is taking place.
- Strategies for managing the consumption of alcohol in the camp (if applicable).
- Strategies for preventing the consumption of illicit drugs in the camp.

Applications shall be accompanied by a Decommissioning Plan committed to by the applicant by means of a legal agreement that addresses the following issues:

- When the camp shall be decommissioned.
- Works that shall remain in place following decommissioning.
- The clean-up and rehabilitation of the site.
- The transfer of assets to public ownership where this has been committed too and agreed upon.

The following information is to be provided with an application for planning consent:

- A minimum of 3 sets of accurately scaled and dimensioned locality plans, site plans, floor plans, elevations (generally north, south, east and west elevations showing all buildings proposed for the site, rather than elevations of individual buildings, or as otherwise agreed by Council).
- An analysis of the physical characteristics of the site (on sloping sites topographic mapping may be required).
- Details regarding the maximum number of persons to be housed at the site, including numbers of single, married/de facto and dependents (if applicable).
- Details of how development is to be staged.
- Information regarding how essential services are to be provided to the site.
- Details of proposed/intended accommodation purchaser/s (i.e. whose workforce is the camp intended to house).
- An indication from the proposed/intended accommodation purchaser/s of the suitability of the proposal for their accommodation needs (i.e. in terms of size, location, layout, facilities and detailed design does it meet their requirements for accommodating their workforce).
- Details of any prior consultation with local communities and government agencies.
- Details of any ongoing community benefit from development of the camp that may or may not have been negotiated with Council prior to submitting an application.

- In urban or near-urban situations, details of landscaping, fencing, internal access roads and building materials and finishes.
- A Camp Management Plan.
- A Decommissioning Plan.

The following process is to be undertaken in assessment of an application for a temporary construction camp:

#### Step 1 – Preliminaries

The proposal should be discussed with Shire of Wickpin employees prior to an application being submitted and in some instances preliminaries, written advice will be provided.

#### Step 2 – Initial consideration by Council

Shire of Wickpin employees will present a report to Council detailing the application and addressing all aspects of the policy and any other relevant considerations, including details of a site inspection.

#### Step 3 – Referral & advertising

The application will be advertised for public comment and referred to relevant stakeholders for a minimum of 30 days including adverts in local newspapers, a signs erected on site and plans/documents detailing the application made available for inspection at the Council office.

#### Step 4 – Final consideration by Council

The application will be considered in light of any submissions received during the comment period. Shire of Wickpin employees will present a report to Council presenting relevant facts and discussion sufficient to enable Council to make an informed decision.

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### 10.3.6 Agro-Forestry/Tree Plantations

#### OBJECTIVE:

- Achieve a consistent, efficient and equitable system for assessing and approving tree crop applications.
- Actively encourage the establishment of tree crops in appropriate locations across the Shire of Wickpin.
- Actively encourage tree crops in areas subject to land degradation, including areas of high salinity, water logging and high levels of chemical contamination where there are clear natural resource management benefits.
- Consider impacts on local road infrastructure and fire risk/management issues.
- Consider the visual impact of tree crops in close proximity to town sites, roads of local and regional significance, and areas of scenic beauty.
- Encourage operators, managers, government and non-government agencies, investors, and land holders to work in partnership wherever possible.
- Encourage operators to abide by the Industry Code of Practice, relevant legislation and this policy when seeking to enter into tree crops venture.
- Outline matters to be addressed through the planning system and other legislation.

'Agro forestry' means land used commercially for tree production and agriculture where trees are planted in blocks of more than one hectare.

'Plantation' has the same meaning as in the *Code of Practice for Timber Plantations in Western Australia (2006)* published by the State Department of Conservation and Land Management and the Australian Forest Growers.

'Tree Crop' means trees planted under the management of an applicant with an aggregate area greater than 40 hectares and with the intent of producing commercial products. Commercial products include all wood and non-wood products that can be sold to a

third party. Wood products are produced when trees are harvested, such as woodchips or sawlogs, while non-wood products include products such as carbon and potentially environmental services.

This policy applies to all 'General Agricultural' zoned land in the Shire of Wickepin Town Planning Scheme No.4 (TPS4).

This Policy applies to agro-forestry/tree plantations, otherwise termed 'Tree Crops' for the purpose of this Policy, that has the potential to become a prominent land-use across the Shire of Wickepin where landholders and private investors seek to:

- Capitalise on emerging opportunities for farm forestry;
- Diversify income streams; and
- Gain on-farm environmental benefits that can be realised from integrated tree crops.

Council requires completion of an application for Planning Consent (Tree Crop Development Application Form) for all tree crop developments with an aggregate area greater than 40 hectares in size.

An application and planning consent must include:

- Title details of the subject land.
- Name of Landowner.
- Name of the Applicant.
- Address and contact details of the Applicant.
- Signature of the Applicant and the Landowner.
- Management Plan as per checklist based on the Code of Practice.
- Map showing location of trees, access roads, structures and buildings, natural features (including native vegetation and water courses) and other relevant information, such as hazards and significant features.
- Level of compliance with the specifications and guidelines in the *Code of Practice for Timber Plantations in Western Australia (2006)*.
- The preparation of a Fire Management Plan that details access, firebreaks, water supplies, separation distance between plantings and setbacks from off-site dwellings.
- A visual impact assessment for properties that adjoin townsite boundaries, front roads of regional or local significance, or areas deemed by the Council to have a high level of scenic value.
- A Water Management Strategy that includes an impact statement relating to water quantity and quality regarding the anticipated effects on adjacent land uses and downstream users – refer to Notes below.
- A future Harvest/Transport Plan that details estimated harvest times, expected transport routes and proposed machinery requirements.
- Planning application fee, as per the Shire of Wickepin Schedule of Fees.

#### **10.3.6.1 Additional Approvals**

Proposed new buildings and structures relating to a tree crop development may be subject to additional conditions and approvals of the Shire of Wickepin and other agencies.

#### **10.3.6.2 Water Management**

The Council may seek advice from the Department of Conservation and Environment and Department of Water to assist in determining the application, with specific reference to ground and surface water impacts.

#### **10.3.6.3 Harvest and Transport**

Where the Council considers the existing road infrastructure is not adequate to service the future harvest, the applicant/operator will be required to make suitable and safe access arrangements. If a suitable and safe arrangement cannot be identified and there is likelihood that this cannot be secured or improved, the Council may refuse the application.

In processing an application for tree crops the Council will;

- publicly advertise the proposal for a minimum of 30 days through writing to adjoining/nearby landowners as deemed appropriate by the Council; and
- seek comments, as determined by the Council, from relevant government agencies and other stakeholders or affected parties.

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### 10.3.7 Fencing of Light Industrial Lots

**OBJECTIVE:** Provide clear parameters in relation to Perimeter fencing of light industrial lots.

The minimum requirement for Fencing of Light Industrial Lots is link mesh fencing to the front of all Road Reserves to a minimum height of 1.2m.

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#### Statutory Environment:

*Planning and Development Act 2005.*

#### Policy Implications:

Nil.

#### Financial Implications:

Nil.

#### Strategic Implications:

Nil.

#### Recommendations:

That Council adopt the updates to the Town Planning Schemes policy as follows.

## 10.3 Town planning scheme

### 10.3.1 Town Centre Design and Townscape Guidelines

**OBJECTIVE:** Provide guidance to developers in the Town Centre Zone of the Scheme to ensure a high standard of presentation, function, safety and traffic circulation commensurate with a vibrant town centre while reinforcing the attractive features of the existing townscape, and to guide Council in determining the appropriateness and adequacy of development proposals in the town centre.

This Policy is Council's adopted Local Planning Policy – Town Centre Design and Townscape Guidelines referred to in Section 4.17.7 of Council's Town Planning Scheme. It applies to the Town Centre Zone of the Scheme.

Under section 4.9 of the Scheme, Council shall have due regard to the provisions of this Policy in determining an application for planning approval

### **10.3.1.1 Relevant Scheme Provisions**

Where an application for planning approval incorporates development in the Town Centre Zone the following Scheme provisions apply.

Council may approve the following variations within the Town Centre and Rural Townsite Zones for non-residential development. (Section 4.17.2)

An increase in plot ratio of 20% may be granted where Council is satisfied that public open areas, courtyards or colonnades or other setbacks or preservation of heritage buildings warrants an increase.

Site coverage of up to 100% where Council is satisfied that adequate arrangements have been made in regard to access, car parking, circulation or traffic, safety, servicing, loading and unloading, stormwater drainage, effluent disposal and any other matter which Council deems necessary.

A zero building setback from the front boundary where landscape and paved pedestrian areas are to be provided adjacent to the front boundary and Council is satisfied that adequate arrangements have been made with regard to access, car parking, circulation of traffic, safety, servicing and loading and unloading.

Development shall not exceed 2 storeys in height except where Council is satisfied that the proposal is compatible with the objectives for the zone and:

- will not restrict light, sunshine and natural ventilation enjoyed by surrounding properties;
- will not intrude upon the privacy enjoyed by surrounding properties with overview;
- will not diminish views or outlook available from surrounding properties; and
- is sympathetic with townscape and character of the surrounding built environment.

For mixed use development comprising a combination of residential and non-residential uses, the provisions of Part 4.2 of the Residential Design Codes will apply to the residential component of the development (at R25 code), and the provisions of this Scheme to the non-residential component of the development. (Section 4.17.3)

In considering an application for planning approval for a proposed development (including additions and alterations to existing development) in the Town Centre Zone, Council shall have regard to the criteria and design guidelines contained in Council's Local Planning Policy – Town Centre Design and Townscape Guidelines. (Section 4.17.4)

Development proposals shall recognise the preservation of areas or buildings or architectural or historic interest and the development of land abutting the same. (Section 4.17.5)

Within the Town Centre and Rural Town Zones, Council at its discretion may vary the application of relevant development standards in respect of any development involving a change of land use of an existing building. (Section 4.17.6)

Local Government may prepare a Local Planning Policy and/or Plan for all or part of the Town Centre Zone where development and uses will accord with the Policy provisions and/or Plan in addition to relevant Scheme provisions. (Section 4.17.7)

Local Government will not support commercial or industrial uses in the Town Centre or Rural Townsite Zones where the predominant established use is for residential purposes unless their impacts can be adequately buffered. (Section 4.17.8)

### **10.3.1.2 Townscape and Design Policy Provisions**

In considering an application for planning approval for a proposed development (including additions and alterations to existing development) in the Town Centre Zone, Council shall have regard to:

- The colour and texture of external building materials.
- Building size, height, bulk and roof pitch.
- Setback and location of the building on its lot.
- Architectural style and design details of the building.
- Function of the building.
- Relationship of the building to surrounding development.
- Landscaping.
- Layout of car parking.
- Other features considered by Council to be relevant.

Council will have regard for the need to conserve the turn of the century streetscape and ensure that all infill and new developments complement the scale, form and physical character of the turn of the century buildings in the area.

Any reconstruction of original facades should only be to those elements which are considered to be essential to the streetscape, or where additions to the older buildings are contemplated.

Development should where possible adhere to the following design guidelines.

#### Scale and Form

- Scale of new buildings should be based on existing building elements.
- Height of any new buildings is limited to two stories.
- Verandahs should be located on road edges and include the reinstatement of timber or metal posts.
- Shop windows and doors should be of similar heights to the turn of the century type.

#### Materials

- Walls and parapets to be brick, either painted or Fairfax brickwork of appropriate colour. Roofs to buildings and verandahs should be corrugated iron.
- Verandah posts and framing should be either timber or steel in proportion to the original verandahs and include detailing and decoration where appropriate.
- Windows and doors to existing building may be either aluminium or a contemporary material as long as sections are similar in thickness to timber joinery.

#### Colours

It is important to recreate building tones and highlight areas and elements which enforce and enhance the original building's character. Each building should have its own colour scheme which relates to its particular architectural style. The colours of adjoining and newly constructed buildings should be in similar colours and tonings as the historic buildings.

- Building colours should preferably follow themes used at the turn of the century.
- Original materials such as brickwork and stucco should be highlighted, not painted over.
- Original colours can be found by scraping the site.
- Painting a group of individual buildings in one colour scheme should be discouraged.

#### Signs/Signwriting



- Old sign types should be encouraged and where possible, appropriate turn of the century lettering should be used. Signs painted over the whole facade should be prohibited. New signs should be positioned in appropriate places such as parapets, verandahs, on panels above shop windows, or as hanging signs under verandahs.
- Council discourages covering up of historic facade, construction of blank facades, use of modern materials (i.e. acrylic sheets) and construction of pseudo colonial verandahs with turned posts and lacework.

### Landscaping

Landscaping shall complement the appearance of the proposed development and the town centre, and may include a paved area in the form of a courtyard, plaza, arcade, or walkway and shall contain such trees and other planting, seating and other furniture as determined by Council.

### Car Parking

Layout of car parking shall have regard for traffic circulation in existing car parking areas and shall be integrated with any existing and adjoining car parks.

#### 10.3.1.3 Heritage Policy Provisions

Within the town centre, Council has nominated places, buildings and objects of heritage value and natural beauty considered worthy of conservation and preservation.

The purpose and intent of the heritage provisions of the scheme are to:

- Facilitate the conservation of places of heritage value.
- Ensure as far as possible that development occurs with due regard to heritage values.

A person shall not, without the written approval of the Council, permit, commence or carry out any development on, in, adjoining, or in relation to any place, building or object.

If the Council gives its planning approval referred to above this may be given notwithstanding that the development or work involved does not comply with provisions of the residential design codes.

In considering a proposed development which affects a place, building or object, Council may seek to designate the relevant place, object or building on its heritage list or within a designated heritage area.

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170615-12	17/06/2015
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#### 10.3.2 Local Planning Policy design Guidelines for Residences in Rural Residential Zone

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
160915-12	Policy Rescinded on 16/09/2015

#### 10.3.3 Transported and Relocated Dwellings

**OBJECTIVE:** Ensures that development involving the use of transported or relocated dwellings in the Shire of Wickepin occurs in a manner that maintains the amenity and appearance of the area in which the building will be situated. It defines guidelines by which the Council will assess proposals for the placement of transportable or relocated dwellings on land within the Shire of Wickepin. It will ensure that the amenity and appearance of the locality in which the transportable or relocated building will be situated is maintained.

#### **10.3.1.4 Application Requirements**

“Transported or Relocated Dwelling” means a residential dwelling which has previously been constructed and occupied (whether within the district or elsewhere) which is capable of being transferred and reconstructed for use as a residential dwelling.

Applications to develop a transported or relocated dwelling within the Shire of Wickpin shall be made to Council and include:

- An Application for Planning Approval and the payment of the required planning fees.
- Details of where the transported or relocated dwelling is to be removed from.
- Detailed plans of the building and comprehensive site plan indicating the proposed location of the building.
- Recent photographs of every external elevation of the proposed dwelling, clearly indicating its current design and condition.
- Certification from a Structural Engineer stating that the structure is suitable for relocation, appropriate for the conditions of the Shire of Wickpin and structurally sound.
- Detailed specifications on the works to be undertaken to the building to render it compliant with the Building Code of Australia.
- Specification on the works to be undertaken on the dwelling, including any modifications and additions to the dwelling and the materials and colours to be used.
- Details of how it is proposed to transport and re-erect the building.
- A detailed time frame for the relocation of the proposed dwelling and any proposed works.

#### **10.3.1.5 Minimum Design Requirements**

The approval of transported or relocated dwellings will only be considered if the following design standards may be achieved:

- The dwelling has a minimum floor area of <120m<sup>2</sup>.
- The roof has a minimum pitch of 20 degrees.
- The exterior cladding and roof materials shall be in good condition and the proposal includes improvement works to the exterior of the building, including repainting, re-cladding as necessary and architectural detailing, such that the proposed dwelling will be aesthetically pleasing.
- The external finishes, bulk, scale and design of the house will not have a detrimental impact on the amenity of the area or landscape into which it is being relocated.

Where any material containing asbestos fibres remains in or on the dwelling, including cement asbestos roofing or cladding, roof insulation, such material shall be removed prior to the building being transported within or into the Shire of Wickpin.

#### **10.3.1.6 Approvals and Bonds**

As part of the planning approval of a transported or relocated dwelling, Council may require any works considered necessary to improve the appearance of the structure, including the addition of verandahs, painting, landscaping and the cover of stump areas.

The approval of an application for a transportable or relocated dwelling requires the lodgement of a cash bond to the value of \$20,000 prior to the issue of a building licence. This bond will be used to rectify or remove the dwelling in the event that the owner and/or builder default on the conditions of this policy, the Planning Approval or any conditions of the Building Licence.

A signed statutory declaration outlining a bond agreement is to be entered into by the owner/s prior to issue of a building licence. The agreement is to outline a staged repayment of the performance bond, as follows:

**10.3.1.6.1 STAGE ONE (RETURN OF 25% OF BOND)**

Dwelling correctly positioned on site, as per approved site plan Planning Approval.

Dwelling is correctly stumped and site filled, drained and graded satisfactorily, to be structurally adequate in accordance with the engineers certification.

Dwelling is at lock-up stage (all external windows, doors and fittings/fixtures installed/repaired).

**10.3.1.6.2 STAGE TWO (RETURN OF SECOND 25% OF BOND)**

All gutters, fascia and downpipe work completed.

All roof end/roofing work is completed (flashings on ridge and gable ends installed).

All external surfaces to be painted to a tradesman like standard in accordance with the Planning & Building Approvals (including wall, doors, window surrounds, sills etc).

**10.3.1.6.3 STAGE THREE (RETURN OF REMAINING 50% OF BOND)**

Compliance with all conditions of planning approval.

Approved effluent disposal system installed, system inspected by the EHO and a permit to use has been issued.

Completion and certification of all electrical and plumbing work.

All wet area tiling completed in accordance with the Building Code of Australia.

Kitchen fit-out completed (cupboards/benches & stove/hotplate installed etc.)

Building has reached practical completion stage.

A building licence for a transported or relocated dwelling will only be issued for a period of twelve (12) months and will be licensed under the provisions of a 'Special Licence' under the Building Regulation 1989.

The agreement is to clearly state that should Stage One and Two completion not be reached within 90 days of the building's placement on site or Stage Three completion not reached within 12 months of issue of a building license, then the bond monies are to be forfeited to the Shire of Wickepin and the building removed from the site.

The Council may vary the requirements of this policy, where it is considered that full compliance with the policy is impractical or such variation is warranted in the circumstances of the case.

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**10.3.4 Outbuildings**

**OBJECTIVE:** Guide home owners in making arrangements for the development of outbuildings in accordance with Scheme provisions and Council policy. It is to guide Council in determining the appropriateness of outbuildings in the proposed location and of the type of proposed to ensure the retention of a high level of amenity for the area.

This policy is Council's adapted Local Planning – Outbuildings referred to in Sub-Clause 4.11.3 of Council's Town Planning Scheme. Under Sub-Clause 4.9 of the Scheme, Council shall have due regard to the provisions of this policy when determining an application for planning approval in addition to the relevant provisions of the Scheme.

### **10.3.1.7 Relevant Scheme Provisions**

The construction of outbuildings falls within the definition of 'development' under the Planning and Development Act 2005 and requires planning approval in accordance with the procedures outlined in Part 8 Schedule 1 of the deemed provisions.

Under Clause 4.18 of the Scheme 'outbuildings' are considered 'permitted development' on a lot more than 2ha in area, provided that in rural residential zone it is within a defined building envelope which has been formally identified for the lot.

Outbuildings must be constructed in accordance with the provisions of the Building Code of Australia and this Local Planning Policy.

Clause 4.18 of the Scheme stipulates that:

- In addition to a building licence, all development, including a single house will require an application for planning approval to be made to Council, unless it is within a defined building envelope accepted by Council.
- Only one dwelling will be permitted on any lot in the Rural Residential zone.
- Council may permit ancillary accommodation providing it is located within the same building envelope or building clearance area as the first or primary dwelling, or otherwise complies with the Residential Design Codes.
- Outbuildings in excess of 65m<sup>2</sup> floor area will not be granted planning approval on any lot within the Rural Residential zone, unless a single dwelling exists on the lot, or is to be constructed as the first stage of the development proposal.
- The minimum setbacks for dwellings, outbuildings, or any other structure shall be in accordance with the Development Table - General (Table 2) or as varied by the provisions of this Scheme.
- In the case where a lot has more than one street frontage, Council may at its discretion permit the construction of buildings nearer to the secondary street frontage nominated by Council, but not nearer than 10m to that street or streets.
- For the purposes of guiding subdivision and development in specific rural residential zones, the provisions set out in Schedule 11 (where different to Scheme Provisions) shall apply to the specified zones. Future subdivision will be required to generally accord with an Outline Development Plan prepared for the specified area referred to in Schedule 11 and such a plan of subdivision shall form part of the Scheme.
- Proposals for Rural Residential zones shall have due regard to Council's Local Planning Policy - Rural Residential Development.
- Residential Development.

### **10.3.4.2 Policy Provisions**

Within the Residential Zone of the Scheme Area, planning approval will be granted to outbuildings appurtenant to a dwelling provided the boundary setbacks and building construction requirements have been complied with, the building is of single storey construction and is located behind any dwelling on site.

Non-masonry construction – where the total non-masonry outbuilding area does not exceed 55 square metres and the total outbuilding area does not exceed 75 square metres.

Masonry construction – where the total outbuilding area has walls constructed of the same materials and appearance as the house does not exceed 75 square metres and no parapet wall is greater in length than 8.0 metres.

Wall height of any outbuilding must not exceed 3.0 metres or gable roof construction must not exceed 4.0 metres.

An applicant may not construct a parapet wall construction on any boundary, the applicant will present Council with written agreement to the same by any affected adjoining landowner.

An applicant must provide Council with a written undertaking that the outbuilding constructed will only be used for the purpose permitted within the zone in which it is located, under the provisions of the Scheme.

#### Brick Construction – garages, patios, pergolas, sheds and all other outbuildings except carports

- If attached to a dwelling, the outbuilding must be 1.0 metre from side boundaries with eaves not closer than 0.5 metres to a side boundary, measured from the outer edge of the gutter. Setback to the rear boundary to be as specified for the appropriate dwelling in the Zoning and Development provisions of the Scheme.
- If detached from a dwelling, the outbuilding shall be at least 1.0 metres clear of the dwelling, 1.0 metre from a side boundary, 1.0 metres from the rear boundary, with eaves not closer than 0.5 of a metre to a side boundary, measured from the outer edge of the gutter.
- A detached outbuilding may be constructed on a side or rear boundary subject to the requirements of the Building Code of Australia 1990

#### Metal or wood framed construction – garages, patios, pergolas, sheds and all other outbuildings except carports

- Garages, sheds and all other outbuildings except patios and pergolas are to be detached from and at least 1.0 metres clear of the dwelling and 1.8 metres clear of any leech drains. Clearance to side and rear boundaries must be a minimum of 1.0 metres and at least 1.2 metres to any septic tanks.
- Patios and pergolas are to be setback at least 1.0metre from any lot boundary unless otherwise approved by Council.

#### Carports

- Columns of brick or steel may be erected on a boundary provided no more than four columns are used and roofing including guttering is at least 0.5 metres clear of the boundary.
- Beams shall be steel where within 0.5 metres of a boundary and a dividing fence forming a side wall of the carport shall not be higher than 1.8 metres.
- Timber framed carports shall be sited 1.2 metres clear of all boundaries.

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170615-12	17/06/2015
150317-11	15/03/2017

### 10.3.5 Temporary Accommodation Camps

**OBJECTIVE:** Ensure that applications for the development of temporary accommodation camps are assessed in a consistent, fair, thorough and timely manner in consideration of a 'Temporary Accommodation Camp' being acknowledged as a use 'not listed' in the Shire of Wickpin Town Planning Scheme No.4, provide guidance to Councillors, employees, other government agencies, landowners, developers, consultants and the general public regarding the assessment of applications for temporary accommodation camps and to provide, where necessary, for the development of temporary accommodation camps in a way that maximises social benefits whilst minimising social costs.

"Temporary Accommodation Camp" means Development which remains in place on a temporary basis and provides accommodation for construction or construction-related workers and their dependents, and which consists of buildings or other structures which by virtue of their design, layout, density and/or location, is not specifically provided for within the Town Planning Scheme and can only be approved pursuant to the 'use-not-listed' provisions contained within the Scheme.

Planning consent must be given by Council for any consent of Temporary Accommodation Camps.

Applications MUST demonstrate that there is a need to develop a camp facility of the size and at the location proposed for the period of time for which approval is sought;

Within a gazetted town site of the Shire of Wickepin, Temporary Accommodation Camps must:

- Be strategically located within walking distance to a range of services including social, recreational, educational, commercial, retail and medical.
- Be accessible to bitumen sealed road (7.0 metre seal) and reticulated power, water and sewerage.
- In the opinion of the Council, not be located in an area of perceived environmental, social or visual sensitivity.
- Accord with the Shire of Wickepin's current planning instruments (i.e. Town Planning Scheme, Local Planning Strategy) in demonstrating a 'value added' benefit for possible re-use of some or the entire camp infrastructure beyond the life of the temporary accommodation camp use.

Within the Rural area of the Shire of Wickepin, a Temporary Accommodation Camp must:

- Be strategically located within reasonable commuting distance to the primary construction site and provide a range of services on-site including social, recreational, small retail and medical.
- Where possible have direct access to a bitumen seal road.
- In the opinion of the Council, not be located in an area of perceived environmental, social or visual sensitivity.
- Where possible demonstrate some level of 'value added' benefit for re-use of the camp infrastructure, either in part or in whole, beyond the life of the temporary accommodation camp use.

Applications must demonstrate compliance with relevant legislation as required by the Council.

Applications must demonstrate the camp will be effectively and appropriately managed, with management practices outlined in a Camp Management Plan to be submitted with the application for planning consent. The Camp Management Plan should address:

- Strategies ensuring that noise, dust, odour, light spill and litter are acceptably managed.
- Strategies resolving conflict with owners and/or occupiers of land within the vicinity of the site that may be affected by the operation of the camp.
- Transportation of workers to the site where construction is taking place.
- Strategies for managing the consumption of alcohol in the camp (if applicable).
- Strategies for preventing the consumption of illicit drugs in the camp.

Applications shall be accompanied by a Decommissioning Plan committed to by the applicant by means of a legal agreement that addresses the following issues:

- When the camp shall be decommissioned.
- Works that shall remain in place following decommissioning.
- The clean-up and rehabilitation of the site.
- The transfer of assets to public ownership where this has been committed too and agreed upon.

The following information is to be provided with an application for planning consent:

- A minimum of 3 sets of accurately scaled and dimensioned locality plans, site plans, floor plans, elevations (generally north, south, east and west elevations showing all buildings proposed for the site, rather than elevations of individual buildings, or as otherwise agreed by Council).
- An analysis of the physical characteristics of the site (on sloping sites topographic mapping may be required).
- Details regarding the maximum number of persons to be housed at the site, including numbers of single, married/de facto and dependents (if applicable).
- Details of how development is to be staged.
- Information regarding how essential services are to be provided to the site.
- Details of proposed/intended accommodation purchaser/s (i.e. whose workforce is the camp intended to house).
- An indication from the proposed/intended accommodation purchaser/s of the suitability of the proposal for their accommodation needs (i.e. in terms of size, location, layout, facilities and detailed design does it meet their requirements for accommodating their workforce).
- Details of any prior consultation with local communities and government agencies.
- Details of any ongoing community benefit from development of the camp that may or may not have been negotiated with Council prior to submitting an application.
- In urban or near-urban situations, details of landscaping, fencing, internal access roads and building materials and finishes.
- A Camp Management Plan.
- A Decommissioning Plan.

The following process is to be undertaken in assessment of an application for a temporary construction camp:

#### Step 1 – Preliminaries

The proposal should be discussed with Shire of Wickpin employees prior to an application being submitted and in some instances preliminaries, written advice will be provided.

#### Step 2 – Initial consideration by Council

Shire of Wickpin employees will present a report to Council detailing the application and addressing all aspects of the policy and any other relevant considerations, including details of a site inspection.

#### Step 3 – Referral & advertising

The application will be advertised for public comment and referred to relevant stakeholders for a minimum of 30 days including adverts in local newspapers, a signs erected on site and plans/documents detailing the application made available for inspection at the Council office.

#### Step 4 – Final consideration by Council

The application will be considered in light of any submissions received during the comment period. Shire of Wickpin employees will present a report to Council presenting relevant facts and discussion sufficient to enable Council to make an informed decision.

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017

### 10.3.6 Agro-Forestry/Tree Plantations

**OBJECTIVE:**

- Achieve a consistent, efficient and equitable system for assessing and approving tree crop applications.
- Actively encourage the establishment of tree crops in appropriate locations across the Shire of Wickepin.
- Actively encourage tree crops in areas subject to land degradation, including areas of high salinity, water logging and high levels of chemical contamination where there are clear natural resource management benefits.
- Consider impacts on local road infrastructure and fire risk/management issues.
- Consider the visual impact of tree crops in close proximity to town sites, roads of local and regional significance, and areas of scenic beauty.
- Encourage operators, managers, government and non-government agencies, investors, and land holders to work in partnership wherever possible.
- Encourage operators to abide by the Industry Code of Practice, relevant legislation and this policy when seeking to enter into tree crops venture.
- Outline matters to be addressed through the planning system and other legislation.

'Agro forestry' means land used commercially for tree production and agriculture where trees are planted in blocks of more than one hectare.

'Plantation' has the same meaning as in the *Code of Practice for Timber Plantations in Western Australia (2006)* published by the State Department of Conservation and Land Management and the Australian Forest Growers.

'Tree Crop' means trees planted under the management of an applicant with an aggregate area greater than 40 hectares and with the intent of producing commercial products. Commercial products include all wood and non-wood products that can be sold to a third party. Wood products are produced when trees are harvested, such as woodchips or sawlogs, while non-wood products include products such as carbon and potentially environmental services.

This policy applies to all 'General Agricultural' zoned land in the Shire of Wickepin Town Planning Scheme No.4 (TPS4).

This Policy applies to agro-forestry/tree plantations, otherwise termed 'Tree Crops' for the purpose of this Policy, that has the potential to become a prominent land-use across the Shire of Wickepin where landholders and private investors seek to:

- Capitalise on emerging opportunities for farm forestry;
- Diversify income streams; and
- Gain on-farm environmental benefits that can be realised from integrated tree crops.

Council requires completion of an application for Planning Consent (Tree Crop Development Application Form) for all tree crop developments with an aggregate area greater than 40 hectares in size.

An application and planning consent must include:

- Title details of the subject land.
- Name of Landowner.
- Name of the Applicant.
- Address and contact details of the Applicant.
- Signature of the Applicant and the Landowner.
- Management Plan as per checklist based on the Code of Practice.
- Map showing location of trees, access roads, structures and buildings, natural features (including native vegetation and water courses) and other relevant information, such as hazards and significant features.
- Level of compliance with the specifications and guidelines in the *Code of Practice for Timber Plantations in Western Australia (2006)*.



- The preparation of a Fire Management Plan that details access, firebreaks, water supplies, separation distance between plantings and setbacks from off-site dwellings.
- A visual impact assessment for properties that adjoin townsite boundaries, front roads of regional or local significance, or areas deemed by the Council to have a high level of scenic value.
- A Water Management Strategy that includes an impact statement relating to water quantity and quality regarding the anticipated effects on adjacent land uses and downstream users – refer to Notes below.
- A future Harvest/Transport Plan that details estimated harvest times, expected transport routes and proposed machinery requirements.
- Planning application fee, as per the Shire of Wickepin Schedule of Fees.

### 10.3.6.1 Additional Approvals

Proposed new buildings and structures relating to a tree crop development may be subject to additional conditions and approvals of the Shire of Wickepin and other agencies.

### 10.3.6.2 Water Management

The Council may seek advice from the Department of Conservation and Environment and Department of Water to assist in determining the application, with specific reference to ground and surface water impacts.

### 10.3.6.3 Harvest and Transport

Where the Council considers the existing road infrastructure is not adequate to service the future harvest, the applicant/operator will be required to make suitable and safe access arrangements. If a suitable and safe arrangement cannot be identified and there is likelihood that this cannot be secured or improved, the Council may refuse the application.

In processing an application for tree crops the Council will;

- publicly advertise the proposal for a minimum of 30 days through writing to adjoining/nearby landowners as deemed appropriate by the Council; and
- seek comments, as determined by the Council, from relevant government agencies and other stakeholders or affected parties.

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017

### 10.3.7 Fencing of Light Industrial Lots

**OBJECTIVE:** Provide clear parameters in relation to Perimeter fencing of light industrial lots.

The minimum requirement for Fencing of Light Industrial Lots is link mesh fencing to the front of all Road Reserves to a minimum height of 1.2m.

RESOLUTION:	DATE OF REVIEW:
170615-12	17/06/2015
150317-11	15/03/2017

**Voting Requirements:**

Simple majority.

## 10.2.09 – APPLICATION FOR PLANNING CONSENT TELECOMMUNICATIONS INFRASTRUCTURE LOT 6309 AILEEN ROAD WICKEPIN

Submission To:	Ordinary Council
Location/Address:	Lot 6309 Aileen Road Wickepin
Name of Applicant:	Pivotel Satellite
File Reference:	A6553
Author:	Eric Anderson Planning Officer
Disclosure of any Interest:	Nil
Date of Report:	11 June 2019

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### Enclosure/Attachments:

1. Pivotel Radio Telecommunication Site Selection and Design Process
2. Wickepin Information Sheet for Council
3. Grower Group
4. Application for Planning Approval Pivotel Satellite
5. Pivotel Application Cell 1 Map
6. Pivotel Application Cell 2 Map
7. Pivotel Application Cell 3 Map

### Summary:

Council is requested to consider the application for planning consent for a proposed 20m guyed mast at Lot 6309 Aileen Road, Wickepin.

### Background:

On the 29 January 2019 the Shire of Wickepin received an enquiry from a representative of Pivotel outlining the intent to erect two 20m guided mast towers and one 12m self-standing mast to improve internet and mobile coverage in the Wickepin Shire. Subsequent correspondence and consultation was had between planning staff at the Shire of Narrogin (on behalf of the Shire of Wickepin) and the applicant. The applicant was advised on 18 March that planning approvals relate to a specific parcel of land and as such three Applications for Planning Approval (Schedule 6) would need to be lodged (one for each proposed location). This agenda item relates to cell one (20m guided mast tower) at Lot 6309 Aileen Road, Wickepin.

The subject site is located approximately 5.6km south-east of the Wickepin town site (by road). The site is approximately 130m from the eastern lot boundary and 280m from the western lot boundary. The proposed site is located in a small pocket of vegetation. The proposed Pivotel infrastructure will replace the existing farm telecommunications infrastructure (old windmill converted to communications mast).

### Comments:

#### Zoning

The proposal can be considered as 'Telecommunications Infrastructure' which is defined by the Shire of Wickepin Local Planning Scheme No. 4 (LPS) as:

*"telecommunications infrastructure" – means land used to accommodate any part of the infrastructure of a telecommunications network and includes any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure used, or for use in or in connection with, a telecommunications network"*

The subject property is zoned 'General Agriculture' under the Shire of Wickepin Local Planning Scheme No. 4. The key objectives of the 'General Agriculture' zone are;

- To protect areas of broadacre agricultural significance for sustainable production.
- To encourage processing and value adding industries to be located within the zone.
- To encourage intensive agriculture where it can be demonstrated that off-site impacts (if any) will not adversely affect existing agricultural activities.
- To protect and enhance rural landscapes.
- To protect the natural environment and biodiversity while ensuring appropriate development opportunities within the zone are realised.
- To promote the sustainable management of natural resources including energy, water, land, minerals and basic raw materials by preventing land degradation and integrating land and catchment management with land use planning.

The subject proposal is consistent with the first objective as agriculture is intended to remain the dominant land use as the proposed uses have been situated in an existing small pocket of natural vegetation so as to minimise the effect on the agricultural use of the land.

Under the zoning table of the previously mentioned Scheme the use of 'telecommunications infrastructure' is a "D" use meaning "that the use is not permitted unless the local government has exercised its discretion by granting development approval". Given that the use is discretionary it would normally be able to be assessed and approved by the Chief Executive Officer without being presented to Council. However the Shire of Wickepin Delegations Register states that

*"The Chief Executive Officer is authorised to issue planning consent for development applications that fully comply will all requirements".*

It is the Officer's view that the above refers exclusively to development applications for "Permitted" uses that meet all the development requirements. As such there is insufficient delegated authority to allow the proposed use to be determined under delegated authority. As discretion is required to be exercised adjoining land owners were notified of the proposal between 23 May 2019 and 6 June 2019. One response was received stating that the submitter had no objection to the proposal.

### Setbacks

The minimum setbacks to lot boundaries in the 'general agricultural' zone are 20m from all lot boundaries and 50m if the proposed site fronts a major road. The proposed front setback is 500m, side (east) 130m, side (west) 280m and rear setback is 760m. As such the development proposed complies with all setback requirements. It is the officer's recommendation that conditional approval be granted.

### State Planning Policy (SPP) 5.2

The following principles outlined in SPP 5.2 apply to the subject proposal:

*"Telecommunications facilities should be sited and designed to minimise visual impact and wherever possible:*

- a) Be located where it will not be prominently visible from significant viewing locations such as scenic routes, lookouts and recreation sites;*
- b) Be located to avoid detracting from a significant view of a heritage item or place, a landmark, streetscape, vista or a panorama, whether viewed from public or private land;*
- c) Not be located on sites where environmental cultural heritage, social and visual landscape values maybe compromised and;*
- d) Display design features, including scale, material, external colours and finishes that are sympathetic to the surrounding landscape."*

It is the officer's view that the subject proposal does not threaten views of scenic nature or pose a threat to any heritage place or landmarks. In regards to point d) above it is the officer's recommendation that a condition of approval be included to prohibit the use of highly reflective materials on the associated equipment shelters.

#### Statutory Environment:

Shire of Wickepin Local Planning Scheme No. 4.

#### Policy Implications:

Nil.

#### Financial Implications:

An application for planning approval fee to the value of \$147 for each property has been charged and paid to the Shire of Wickepin.

#### Strategic Implications:

Nil.

#### Recommendations:

That with respect to the Application for Planning Approval – Telecommunications infrastructure at Lot 6309 Aileen Road, Wickepin Council approve the application subject to the following conditions:

1. 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.
2. 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.
3. The development approved shall be in accordance with the plans and specifications submitted with the application and there shall not be altered or modified without the prior written approval of Council.
4. All electromagnetic emissions are to comply and be carried out in accordance with Australian Communications and Media Authority requirements.
5. The use permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason or appearance or the emission of noise, vibration, odour, vapour, dust, waste water, waste products or otherwise.
6. The guided mast and equipment shelter is to be of a non-reflective finish and shall not cause a nuisance to the amenity of the locality by emission of glare.

#### Advice Notes

1. Should the application require the clearing of remnant vegetation the applicant should liaise with the Department of Water and Environmental Regulation.
2. If the applicant and/or owner are aggrieved by this decision as a result of the conditions of approval or by a determination of refusal, there may be right of review under the provisions of Part 14 of the Planning and Development Act 2005. A review must be lodged with the State Administrative Tribunal and must be lodged within 28 days of the decision.
3. A completed building permit application must be submitted and approved by the Shire's building surveyor prior to the commencement of any construction on the land including any future proposed fit out work.

#### Voting Requirements:

Simple majority.

## 10.2.10 – APPLICATION FOR PLANNING CONSENT TELECOMMUNICATIONS INFRASTRUCTURE LOT 2007 MUTTON ROAD WICKEPIN

Submission To:	Ordinary Council
Location/Address:	Lot 2007 Mutton Road Wickepin
Name of Applicant:	Pivotel Satellite
File Reference:	A6499
Author:	Eric Anderson Planning Officer
Disclosure of any Interest:	Nil
Date of Report:	11 June 2019

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### Enclosure/Attachments:

1. Pivotel Radio Telecommunication Site Selection and Design Process
2. Wickepin Information Sheet for Council
3. Grower Group
4. Application for Planning Approval Pivotel Satellite
5. Pivotel Application Cell 1 Map
6. Pivotel Application Cell 2 Map
7. Pivotel Application Cell 3 Map

### Summary:

Council is requested to consider the application for planning consent for a proposed 12m self-standing mast at Lot 2007 Mutton Road, Wickepin.

### Background:

On the 29 January 2019 the Shire of Wickepin received an enquiry from a representative of Pivotel outlining the intent to erect two 20m guided mast towers and one 12m self-standing mast to improve internet and mobile coverage in the Wickepin Shire. Subsequent correspondence and consultation was had between planning staff at the Shire of Narrogin (on behalf of the Shire of Wickepin) and the applicant. The applicant was advised on 18 March that planning approvals relate to a specific parcel of land and as such three Applications for Planning Approval (Schedule 6) would need to be lodged (one for each proposed location). This agenda item relates to cell two (12m self-standing mast) at Lot 2007 Mutton Road, Wickepin.

The subject site is located approximately 15.4km north of the Wickepin town site (by road). The site is approximately 560m from the eastern lot boundary and 30m from the western lot boundary. The proposed site is located in a small pocket of vegetation on the second and smaller of two crests (as viewed from Mutton Road).

### Comments:

#### Zoning

The proposal can be considered as 'Telecommunications Infrastructure' which is defined by the Shire of Wickepin Local Planning Scheme No. 4 (LPS) as:

*"telecommunications infrastructure" – means land used to accommodate any part of the infrastructure of a telecommunications network and includes any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure used, or for use in or in connection with, a telecommunications network"*

The subject property is zoned 'General Agriculture' under the Shire of Wickepin Local Planning Scheme No. 4. The key objectives of the 'General Agriculture' zone are;

- To protect areas of broadacre agricultural significance for sustainable production.

- To encourage processing and value adding industries to be located within the zone.
- To encourage intensive agriculture where it can be demonstrated that off-site impacts (if any) will not adversely affect existing agricultural activities.
- To protect and enhance rural landscapes.
- To protect the natural environment and biodiversity while ensuring appropriate development opportunities within the zone are realised.
- To promote the sustainable management of natural resources including energy, water, land, minerals and basic raw materials by preventing land degradation and integrating land and catchment management with land use planning.

The subject proposal is consistent with the first objective as agriculture is intended to remain the dominant land use as the proposed infrastructure is situated in an existing small pocket of natural vegetation so as to minimise the effect on the agricultural use of the land.

Under the zoning table of the Shire of Wickepin LPS No. 4 the use of 'telecommunications infrastructure' is a "D" use meaning "that the use is not permitted unless the local government has exercised its discretion by granting development approval". Given that the use is discretionary it would normally be able to be assessed and approved by the Chief Executive Officer without being presented to Council. However the Shire of Wickepin's Delegations Register states that

*"The Chief Executive Officer is authorised to issue planning consent for development applications that fully comply will all requirements".*

It is the Officer's view that the above refers exclusively to development applications for "Permitted" uses that meet all the development requirements. As such there is insufficient delegated authority to allow the proposed use to be determined under delegated authority. As discretion is required to be exercised adjoining land owners were notified of the proposal between 23 May 2019 and 6 June 2019. Upon the closure of the fore mentioned advertising no responses were received for the subject site (proposed cell 2).

### Setbacks

The minimum setbacks to lot boundaries in the 'general agricultural' zone are 20m from all lot boundaries and 50m if the proposed site fronts a major road. The proposed front setback is 560m, side (north) 20m, side (south) 1180m and rear setback is 30m. As such the development proposed complies with all setback requirements. It is the officer's recommendation that conditional approval be granted.

### State Planning Policy (SPP) 5.2

The following principles outlined in SPP 5.2 apply to the subject proposal:

*"Telecommunications facilities should be sited and designed to minimise visual impact and wherever possible:*

- e) Be located where it will not be prominently visible from significant viewing locations such as scenic routes, lookouts and recreation sites;*
- f) Be located to avoid detracting from a significant view of a heritage item or place, a landmark, streetscape, vista or a panorama, whether viewed from public or private land;*
- g) Not be located on sites where environmental cultural heritage, social and visual landscape values maybe compromised and;*
- h) Display design features, including scale, material, external colours and finishes that are sympathetic to the surrounding landscape."*

It is the officer's view that the subject proposal does not threaten views of scenic nature or pose a threat to any heritage place or landmarks. In regards to point d) above it is the officer's recommendation that a condition of approval be included to prohibit the use of highly reflective materials on the associated equipment shelters.

#### Statutory Environment:

Shire of Wickepin Local Planning Scheme No. 4.

#### Policy Implications:

Nil.

#### Financial Implications:

An application for planning approval fee to the value of \$147 for each property has been charged and paid to the Shire of Wickepin.

#### Strategic Implications:

Nil.

#### Recommendations:

That with respect to the Application for Planning Approval – Telecommunications infrastructure at Lot 2007 Mutton Road, Wickepin Council approve the application subject to the following conditions:

1. 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.
2. 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.
3. The development approved shall be in accordance with the plans and specifications submitted with the application and there shall not be altered or modified without the prior written approval of Council.
4. All electromagnetic emissions are to comply and be carried out in accordance with Australian Communications and Media Authority requirements.
5. The use permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason or appearance or the emission of noise, vibration, odour, vapour, dust, waste water, waste products or otherwise.
6. The self-standing mast and equipment shelter is to be of a non-reflective finish and shall not cause a nuisance to the amenity of the locality by emission of glare.

#### Advice Notes

1. Should the application require the clearing of remnant vegetation the applicant should liaise with the Department of Water and Environmental Regulation.
2. If the applicant and/or owner are aggrieved by this decision as a result of the conditions of approval or by a determination of refusal, there may be right of review under the provisions of Part 14 of the Planning and Development Act 2005. A review must be lodged with the State Administrative Tribunal and must be lodged within 28 days of the decision.
3. A completed building permit application must be submitted and approved by the Shire's building surveyor prior to the commencement of any construction on the land including any future proposed fit out work.

#### Voting Requirements:

Simple majority.



## 10.2.11 – APPLICATION FOR PLANNING CONSENT TELECOMMUNICATIONS INFRASTRUCTURE LOT 8181 MALYALLING ROAD MALYALLING

Submission To:	Ordinary Council
Location/Address:	8181 Malyalling Road Malyalling
Name of Applicant:	Pivotel Satellite
File Reference:	A6450
Author:	Eric Anderson
Disclosure of any Interest:	Nil
Date of Report:	11 June 2019

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### Enclosure/Attachments:

1. Pivotel Radio Telecommunication Site Selection and Design Process
2. Wickepin Information Sheet for Council
3. Grower Group
4. Application for Planning Approval Pivotel Satellite
5. Pivotel Application Cell 1 Map
6. Pivotel Application Cell 2 Map
7. Pivotel Application Cell 3 Map

### Summary:

Council is requested to consider the application for planning consent for a proposed 20m guyed mast at Lot 8181 Malyalling Road, Malyalling.

### Background:

On the 29 January 2019 the Shire of Wickepin received an enquiry from a representative of Pivotel outlining the intent to erect two 20m guided mast towers and one 12m self-standing mast to improve internet and mobile coverage in the Wickepin Shire. Subsequent correspondence and consultation was had between planning staff at the Shire of Narrogin (on behalf of the Shire of Wickepin) and the applicant. The applicant was advised on 18 March that planning approvals relate to a specific parcel of land and as such three Applications for Planning Approval (Schedule 6) would need to be lodged (one for each proposed location). This agenda item relates to cell three (20m guided mast tower) at Lot 8181 Malyalling Road, Malyalling.

The subject site is located approximately 19.38km north-east of the Wickepin town site (by road). The site is approximately 190m from the eastern lot boundary and 400m from the western lot boundary. The proposed site is located near a large rocky outcrop and significant monolith measuring in excess of 500m.

### Comments:

#### Zoning

The proposal can be considered as 'Telecommunications Infrastructure' which is defined by the Shire of Wickepin Local Planning Scheme No. 4 (LPS) as:

*"telecommunications infrastructure" – means land used to accommodate any part of the infrastructure of a telecommunications network and includes any line, equipment, apparatus, tower, antenna, tunnel, duct, hole, pit or other structure used, or for use in or in connection with, a telecommunications network"*

The subject property is zoned 'General Agriculture' under the Shire of Wickepin Local Planning Scheme No. 4. The key objectives of the 'General Agriculture' zone are;

- To protect areas of broadacre agricultural significance for sustainable production.

- To encourage processing and value adding industries to be located within the zone.
- To encourage intensive agriculture where it can be demonstrated that off-site impacts (if any) will not adversely affect existing agricultural activities.
- To protect and enhance rural landscapes.
- To protect the natural environment and biodiversity while ensuring appropriate development opportunities within the zone are realised.
- To promote the sustainable management of natural resources including energy, water, land, minerals and basic raw materials by preventing land degradation and integrating land and catchment management with land use planning.

Under the zoning table of the previously mentioned Scheme the use of 'telecommunications infrastructure' is a "D" use meaning "that the use is not permitted unless the local government has exercised its discretion by granting development approval". Given that the use is discretionary it would normally be able to be assessed and approved by the Chief Executive Officer without being presented to Council. However the Shire of Wickpin Delegations Register states that

*"The Chief Executive Officer is authorised to issue planning consent for development applications that fully comply with all requirements".*

It is the Officer's view that the above refers exclusively to development applications for "Permitted" uses that meet all the development requirements. As such there is insufficient delegated authority to allow the proposed use to be determined under delegated authority. As discretion is required to be exercised adjoining land owners were notified of the proposal between 23 May 2019 and 6 June 2019. Upon the closure of the fore mentioned advertising no responses were received for the subject site (proposed cell 3).

### Setbacks

The minimum setbacks to lot boundaries in the 'general agricultural' zone are 20m from all lot boundaries and 50m if the proposed site fronts a major road. The proposed front setback is 160m, side (east) 190m, side (west) 400m and rear setback is 430m. As such the development proposed complies with all setback requirements. It is the officer's recommendation that conditional approval be granted.

### State Planning Policy (SPP) 5.2

The following principles outlined in SPP 5.2 apply to the subject proposal:

*"Telecommunications facilities should be sited and designed to minimise visual impact and wherever possible:*

- a) Be located where it will not be prominently visible from significant viewing locations such as scenic routes, lookouts and recreation sites;*
- b) Be located to avoid detracting from a significant view of a heritage item or place, a landmark, streetscape, vista or a panorama, whether viewed from public or private land;*
- c) Not be located on sites where environmental cultural heritage, social and visual landscape values may be compromised and;*
- d) Display design features, including scale, material, external colours and finishes that are sympathetic to the surrounding landscape."*

It is the officer's view that the subject proposal does not threaten views of scenic nature or pose a threat to any heritage place or landmarks. In regards to point d) above it is the officer's recommendation that a condition of approval be included to prohibit the use of highly reflective materials on the associated equipment shelters.

### Statutory Environment:

Shire of Wickpin Local Planning Scheme No. 4.

**Policy Implications:**

Nil.

**Financial Implications:**

An application for planning approval fee to the value of \$147 for each property has been charged and paid to the Shire of Wickpin.

**Strategic Implications:**

Nil.

**Recommendations:**

That with respect to the Application for Planning Approval – Telecommunications infrastructure at Lot 8181 Malyalling Road, Malyalling, Council approve the application subject to the following conditions:

1. 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.
2. 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.
3. The development approved shall be in accordance with the plans and specifications submitted with the application and there shall not be altered or modified without the prior written approval of Council.
4. All electromagnetic emissions are to comply and be carried out in accordance with Australian Communications and Media Authority requirements.
5. The use permitted shall not cause injury to or prejudicially affect the amenity of the locality by reason or appearance or the emission of noise, vibration, odour, vapour, dust, waste water, waste products or otherwise.
6. The guided mast and equipment shelter is to be of a non-reflective finish and shall not cause a nuisance to the amenity of the locality by emission of glare.

**Advice Notes**

1. Should the application require the clearing of remnant vegetation the applicant should liaise with the Department of Water and Environmental Regulation.
2. If the applicant and/or owner are aggrieved by this decision as a result of the conditions of approval or by a determination of refusal, there may be right of review under the provisions of Part 14 of the Planning and Development Act 2005. A review must be lodged with the State Administrative Tribunal and must be lodged within 28 days of the decision.
3. A completed building permit application must be submitted and approved by the Shire's building surveyor prior to the commencement of any construction on the land including any future proposed fit out work.

**Voting Requirements:**

Simple majority.

## 11. President's Report June 2019

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Julie Russell, President
File Reference:	FM.FR.1211
Author:	Julie Russell, President
Disclosure of Interest:	Nil
Date of Report:	14 June 2019

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### Wheatbelt Natural Resource Management:

Exciting notification from the Wheatbelt Natural Resource Management team on May 29<sup>th</sup> tells us that the engineering works at Lake Yealering have been completed.

This saw the construction of bunds and control gates to manually manage water flows in and out of the lake to improve water quality and quantity. The long term aim to be that the asset of the natural lake will become better utilised for recreational and tourism purposes for much longer each season, providing a driver for economic development for the community of Yealering and the Shire of Wickepin.

Management of the control structures will be overseen by the Shire of Wickepin with local Yealering community groups and was funded by the Royalties for Regions Living Lakes Program.

With timely rainfall recently, we will be keen to see the outcome of this construction works.

### Farewell Lee Parker:

Farewell, and thank you to Lee Parker for your five years of energetic accomplishments in your role as Community Development Officer for the Shire of Wickepin.

### Wickepin Winter Weekend 21, 22 & 23 June:

I wish the Weekend Dancers all the best for their upcoming toe-tapping event in the Town Hall and congratulations to those who have organised this event for community enjoyment.

## 12. Chief Executive Officer's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark Hook, Chief Executive Officer
File Reference:	FM.FR.1211
Author:	Mark Hook, Chief Executive Officer
Disclosure of Interest:	Nil
Date of Report:	12 June 2019

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### Enclosure/Attachments:

Nil.

### Staff

General Hand - The CEO has appointed Mr. Jayden Whibley of Wickepin to the position of General Hand, Jayden will start with the Shire of Wickepin in approximately three weeks.

Community Development Officer – Mrs. Lee Parker has tendered her resignation with the Shire of Wickepin and her last day with the Shire of Wickepin was Wednesday the 5<sup>th</sup> June 2019 and a small afternoon tea was held for Lee on that day.

The position of Community Development Officer has been advertised and closes on Friday 26<sup>th</sup> July 2019.

### 2019 Fair Work Commission Wage Increase

The Fair Work Commission has increased the award rate of pays by 3% to take effect from the 1<sup>st</sup> July 2019. This will affect all employees except the CEO and the Manager of Works who are on fixed performance based contracts.

### Wheatbelt South Aged Housing Alliance Grant Application

The CEO phoned the Wheatbelt Development Commission on the 12<sup>th</sup> June 2019 to see where the WDC was at with the funding application for the aged units under the WSAHA as after writing letters to the Minister and various emails to Phillipa Kirby. The CEO spoke with Mr. Grant Arthur and he advised that they did not know what was happening with the grant application but he would speak to Mr. Gavin Robins CEO of the WDC straight away as they were having a board meeting in Merredin. To date nothing has been heard from the WDC.

### Projects

The works staff have completed all the Regional Road Works projects and the Roads to Recovery Projects and are currently under taking Maintenance on Council Roads.

The Wickepin Public Toilets should have the tiling finished prior to the 30<sup>th</sup> June and the Harrismith Caravan Toilets have had the new Lino installed.

### Wickepin Caravan Park

Mrs Daphne Tetlow has advised the CEO that she is no longer able to undertake the management of the Wickepin Caravan Park and the CEO has released Mrs Tetlow from the contract as per section 5.1.

The CEO has advertised the position of Manager of the Wickepin Caravan Park under the same arrangements of the previous contract for a period of two years for it to expire with the other caravan park contracts. The position closes on the 19<sup>th</sup> July 2019.



Plant

The new Bobcat and trailer has been delivered to the depot and the staff are very pleased with the new bobcat.



**MEETINGS ATTENDED**

<b>May</b>	
16 <sup>th</sup>	Building Inspections
21 <sup>st</sup>	Wickepin Primary School Council
22 <sup>nd</sup>	Audit Entrance Meeting with Auditors and Auditor General officer
27 <sup>th</sup>	Wickepin Police and RoadWise Officer Rodney Thornton
27 <sup>th</sup>	John and Sue Mearns
27 <sup>th</sup>	Department Of Transport
28 <sup>th</sup>	Wayne Rushton
30 <sup>th</sup>	Wheatbelt South LG Professionals - Narrogin
<b>June</b>	
4 <sup>th</sup>	LG Professionals President meeting – Perth
5 <sup>th</sup>	Lee Parker farewell morning tea
5 <sup>th</sup>	Kelly Steer Wickepin P&C
7 <sup>th</sup>	General hand Interviews
12 <sup>th</sup>	Townscape and Cultural Planning Committee Meeting
13 <sup>th</sup>	Craig Hanson WALGA Procurement meeting
14 <sup>th</sup>	Katrina Whibley Caravan Management meeting
18 <sup>th</sup>	Living Lakes Project Group – Phone Conference

**Delegations to be inserted**

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Payment of Accounts Refer to FM report item 10.2.01 List of Accounts	01/05/2019-30/05/2019	CEO, FM
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	Employment: General Hand/Plant Operator Jayden Whibley Resignation: Community Development Officer Lee Parker	July 2019 05/06/2019	Shire of Wickepin Shire of Wickepin
A7	Rates Recovery – Instalment Payments	CEO			
A8	Issue of Orders	CEO			
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on	CEO	Winter Weekend	13/06/2019	Community

	<b>Shire Owned Property</b>				
A13	Hire of Community Halls / Community Centre	CEO	Kym Smith Cancer Council Fundraiser, Wickpin Community Centre Amanda Heaney CRC Cuppa With a Cop, Wickpin Community Centre	23/05/2019 18/06/2019	Community Community
A14	The Food Act 2008 and the Food Regulations 2009	CEO			
A15	The Public Health Act 2016	CEO			

13. [Notice of Motions for the Following Meeting](#)

14. [Reports and Information](#)

15. [Urgent Business](#)

16. [Closure](#)

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