

# Minutes

ORDINARY MEETING OF COUNCIL  
17 OCTOBER 2012  
COUNCIL CHAMBERS  
WICKEPIN



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**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin  
Wednesday 17 October 2012**

The President declared the meeting open at 3.33pm.

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

**Leave of Absence (Previously Approved)**

**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 – 19 September 2012**

**Resolution No 171012-01**

**Moved Cr Coxon / Seconded Cr Allan**

That the minutes of the Ordinary Council meeting held on Wednesday 19 September 2012 be confirmed as a true and correct record.

**Carried 8/0**

**7. Receival of Minutes**

## 8. Status Report

Item	Subject/Action	Officer/ File	Progress	Status	Comment
305- 190912-07	Technical Services Committee Meeting Recommendations	CEO	1. That Council purchase the Volvo BL71B backhoe loader from CJD Equipment Pty Ltd at a changeover price of \$89,000.  2. That Council receive and accept the 5 Year Footpath Program for the Wickepin, Yealering and Harrismith townsites.	✓	Volvo backhoe purchased on 2/10/2012.  Backhoe arrived 11/10/12.
306- 190912-08	Telstra Seeking to Extend the Mobile Phone Base Station on Lot 7509 Heffernan Road, Wogolin	CEO	That Council grant formal planning consent for a mobile phone base station upon Lot 7509 Plan Diagram 233533 Volume Part 1029 Folio 939 Area 194.61 Ha on Heffernan Road Wogolin subject to compliance with the points stated in the September Ordinary Council Meeting Minutes.	✓	Letter of approval forwarded 21/9/2012. No further action required.
307- 190912-09	Street Lighting Moss Parade and Fisher Street, Wickepin	CEO	1. That Council approve of street lights being provided by Western Power on Moss Parade and Fisher Street at no cost to Council.  2. That the Chief Executive Officer assist the rate payer in dealing with Western Power for the installation of Street Lights on Moss Parade and Fisher Street and that the Chief Executive Officer provide a letter of support for the street lights to be installed on Moss Parade and Fisher Street in Wickepin.	✓	Letter of support has been provided by CEO. Letters of support from members of the public are being collected by ESO and will be sent out together along with the Western Power form.
308- 190912-10	Proposed Road Widening - Yealering Pingelly Road	CEO	That the Shire of Wickepin concur to the dedication of the land, the subject of Main Roads Drawings 201109-0479 as a road under Section 56 of the <i>Land Administration Act 1997</i> .	✓	Letter forwarded to Department of Regional Development and Lands. No further action required.
309- 190912-16	2012/13 Revised Notional Financial Assistance Grants	CEO	That Council amend the 2012/2013 Budget Estimates regarding transfer of reserves to the following:  Leave Reserve                   \$55,316 Plant Reserve                 \$126,479 Building Reserve             \$41,962 Staff Housing                 \$100,313 (includes sale Gumnut Cottage) Swimming Pool               \$24,000 (New Reserve)	✓	Budget estimates amended. Memo sent to all staff.

Item	Subject/Action	Officer/ File	Progress	Status	Comment
310- 190912-17	Amendment of Schedule Fees and Charges 2012/2013	CEO	1. That Council resolves to amend the 2012/2013 Schedule of Fees and Charges to reflect the changes as shown in the Minutes from the September Ordinary Council Meeting.  2. That Council advertises by Local public notice its intention to amend the fees and charges and that the amended fees apply from 19 <sup>th</sup> September 2012.	✓	Amendments made to Fees and Charges.  Amended Fees and Charges placed in the Watershed News.
311- 190912-18	WALGA Waste Management	CEO	That the Shire of Wickpin forwards the letter stated in the September Ordinary Council Minutes to its Local State Parliamentarians and the Minister for the Environment the Honourable Bill Marmion BE MBA MLA Minister for Environment Water Minister.	✓	Letter forwarded 27/9/2012. No further action required.
312- 190912-19	Wickpin Football Club - Barbeque	CEO	That the Chief Executive Officer arrange a meeting with the Wickpin Football Club President and Secretary with the Shire of Wickpin CEO, Building Inspector and Shire President to discuss the design, siting, materials, maintenance and funding for the proposed barbecue.	✓	Meeting date set for 17/10/2012 at 12.30pm at Wickpin Community Centre.
313- 190912-22	Aged Persons Accommodation Committee Meeting Recommendatio ns	CEO	That Council pass the following recommendations;  1. That it be recommended to Council that the name of the current Aged Persons Accommodation Committee be amended to Lifestyle Retirement Committee with the same terms of reference.  2. That Council is requested to mail out the following survey to all residents in the Shire of Wickpin.	✓	Name change done of all Council Documents.  Survey in process of being sent out.

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

○ = in progress    ✓ = completed    ✕ =superseded

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

## 10. Receipt of Reports & Consideration of Recommendations

3.35pm - MWS Peter Vlahov entered the chambers.

Infrastructure and Engineering Services

### 10.1.01 – Manager Works and Services Report

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Peter Vlahov, Manager Works & Services
<b>File Reference:</b>	2610
<b>Author:</b>	Peter Vlahov, Manager Works & Services
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	10 October 2012

**Enclosure / Attachment:** Ongoing Maintenance List - MWS Work Register 2012

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

**Comment:**

#### Programmed Construction Works

- Fence Road widening. Black Spot program. Widening works have been progressing well. This project is almost completed to the bitumen seal stage.
- Bitumen has been ordered for the following resealing works;
  - Fence Road from the Williams-Kondinin Road to Dudinin (6.3km);
  - Wickpin-Harrismith Road from Toolibin North Road to Tincurrin Road (10.0km);
  - Cuballing East Road from Williams-Kondinin Road to Shire Boundary (2.7k ); and
  - Johnston Street from Campbell Street to Henry Street (275m).
- It is anticipated that these reseals will be completed by early November (depending on weather conditions).
- Wickpin Fuel Facility - all pipes have now been installed. Electrical work is now in progress and will be followed by concrete work.
- Assembly of the two large storm water tanks located at the community centre has begun and should be completed before 17 October 2012.
- Wickpin Oval Reticulation Upgrade - components have begun to arrive and installations are anticipated to begin before the end of October.
- Lomos Road Reconstruction - this project is underway.
- Footpath Construction is also underway.

#### Maintenance Works

Please see ongoing list attached - MWS Work Register 2012.

#### Occupational Health and Safety

There have been no reportable incidents this month.

### Workshop

- General ongoing servicing and repairs.
- Repairs to buildings.
- New Backhoe Loader receival date is 11 October 2012.

### Parks and Gardens

Noxious Weed Control - staff have been dealing with several outbreaks of Pattisons Curse. The outbreaks have been sprayed with herbicide and will be monitored by the Ag. Dept.

Information has been gathered for the treatment of Wild Radish. Meetings with staff from other Councils has been undertaken, and advice from the Ag. Dept. has been sort. This will be implemented during the next financial year (2013/14).

Work has been progressing on the Yealering Cemetery Upgrade and the Yealering Town Hall Gardens Upgrade.

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

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

**Summary:** Not applicable.

**Recommendation:**

That council notes the report from the Manager of Works and Services dated 10 October 2012.

**Voting Requirements:** Simple majority

### **Resolution No 171012-02**

#### **Moved Cr Allan / Seconded Cr Easton**

That council notes the report from the Manager of Works and Services dated 10 October 2012.

**Carried 8/0**

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Technical Services

## 10.1.02 – Restricted Access Vehicle Permits - Council Roads

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	T.B Doney and Co.
<b>File Reference:</b>	602 / 2610
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	3 October 2012

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### Enclosure / Attachment:

Wickepin Listed RAV 3 and 4 Network Roads and Conditions Imposed Tables.

### Background:

Council has received the following email from Craig Doney on behalf of T.B Doney and co. requesting an amendment to the RAV3 and RAV4 networks in the Shire of Wickepin;

*I am writing to ask that the Wickepin - Harrismith Road, Stock Route Road and the Yillimining/Toolibin North Road (from the Wickepin - Harrismith Road to the Narrogin shire boundary at Nomans Lake) be upgraded from network 3 roads to network 4 roads. The only difference between network 3 and network 4 is that a 4 can have a tri dolly in the combination. It still must stay under the 27.5m length. Currently gravel roads such as the Line Road from Harrismith to Toolibin and the North Toolibin Road from the Wickepin - Harrismith Road to Williams - Kondinin Road are network 4 roads. However, the requested bitumen roads are only network 3 roads. This makes it difficult to get from paddock to the wheat bin if you have a network 4 truck. The Wickepin - Harrismith road from Giles Road to North Toolibin Road is already a network 4 road.*

*As we live on the Stock route road I regularly see network 4 trucks use these roads, especially when out loading the Dudinin wheat bin, or supplying lime/fertilizer to local farms.*

*In upgrading these roads I don't believe that they will get anymore trucks on them. It will just allow those trucks already using them to do it legally.*

*The road numbers that Main Roads refers to these roads as are:*

*Wickepin - Harrismith Road 429 (0157)*

*Narrogin - Harrismith Road 429 (0004) (locally known as Yillimining/Toolibin North Road)*



**Comment:**

The Restricted Access Vehicle (RAV) System provides a means for Local Governments to recommend to Main Roads which of its roads should be available to RAV combinations. These recommendations will generally be based on a reasonable understanding of the likely usage of the road by the businesses and the community served by that road. On the advice from Councils Manager of Works, the roads requested would appear to have no problems with taking the RAV 4 combinations as requested. However, any increase in heavy combinations on Councils Road Network will increase the amount of damage sustained on the roads and the higher level of maintenance required to keep maintaining these roads. The Application warrants support as the impact on the Wickepin Harrismith, Stock Route Road and the Yillimining Toolibin Roads should be minimal as they are already classified RAV3 Network Roads.

The Shire of Narrogin was asked for comment on the upgrading of these Roads to Network 4 and the reply received is as follows:

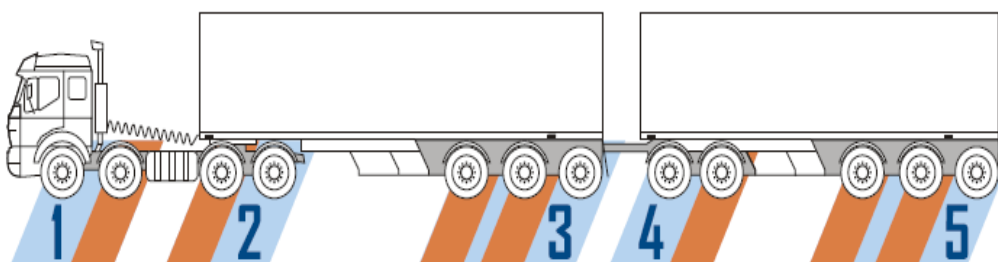
*The Yillimining Road (Narrogin Harrismith Road) is currently Network 4 in our Shire. We have no plans for further upgrading; however we have approached Main Roads to let them know that grain from the Nomans Lake, Toolibin and Dudinin Bins is being out loaded by road on this road, through Narrogin to Williams and on to Kwinana. It was not identified by the Department of Transport in the Grain Freight Strategy and it should have. Not all the grain is going to go to Brookton. This has an impact on your section of the Yillimining Road (Narrogin Harrismith Road).*

*As for the section of the Wickepin Harrismith Road in the Narrogin Shire, it is currently approved as Network 3. I understand that with the Grain Freight works happening this financial year it can be upgraded to Network 5. This might depend on how you are going with your work.*

**EXISTING NETWORKS****RAV3 NETWORK** -----**RAV4 NETWORK** \_\_\_\_\_

## RAV Category 3

### A. RAV Category 3 — Road train to 27.5m and 84 t



PRIME MOVER, SEMI TRAILER TOWING A 2, 3, 4 OR 5 AXLE DOG TRAILER

#### Vehicle

10.1 This item applies to a combination that:

- (a) consists of a prime mover with a single steer or twinsteer axle group and semi trailer with one (1), two (2) or three (3) axles towing a dog trailer where the dog trailer has not more than five (5) axles, and the converter dolly or the fixed dolly of the dog trailer does not include more than two (2) axles; and
- (b) has a total of five (5) axle groups

#### Conditions

10.2 This vehicle combination may operate on the "Network" prescribed below, provided that:

- (a) it complies with the minimum axle spacing requirements specified in Clause 5 Table B;
- (b) it does not exceed 27.5m in length; and
- (c) where the combination is:
  - (i) built to carry livestock;
  - (ii) carrying a crate built to carry livestock; or
  - (iii) carrying overheight indivisible load/s or multi modal container/s;
 the height may exceed 4.3 m, however must not exceed 4.6 m.

#### Network

10.3 The combination must not be driven on any road except a road specified in RAV Network 3, subject to the conditions (if any) specified in the Table in relation to the road.

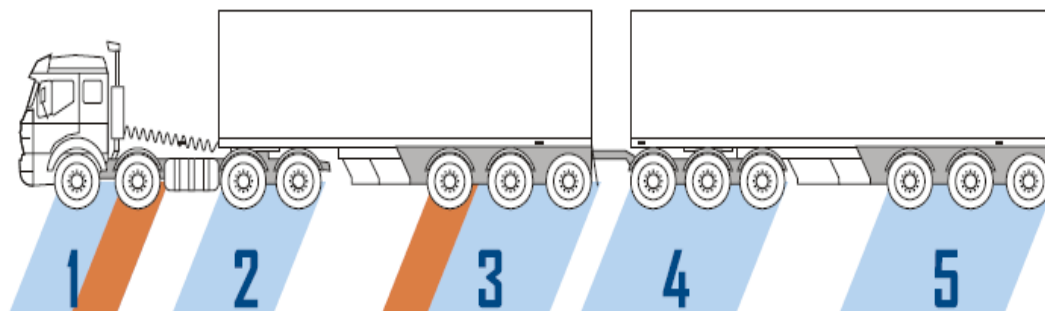
#### Exemptions

10.4 This vehicle combination is exempt from the following provisions:

- (a) Vehicle Standards Rule 66(1) (maximum height).

## RAV Category 4

### A. RAV Category 4 — Road train to 27.5m and 87.5 t



PRIME MOVER, SEMI TRAILER TOWING A 6 AXLE DOG TRAILER

#### Vehicle

11.1 This item applies to a combination that:

- (a) includes a prime mover with a single steer or twinsteer axle group and tandem axle drive group and semi trailer with two (2) or three (3) axles towing a dog trailer with six (6) axles; and
- (b) has a total of five (5) axle groups

#### Conditions

11.2 This vehicle combination may operate on the "Network" prescribed below, provided that:

- (a) it complies with the minimum axle spacing requirements specified in Clause 5 Table A;
- (b) it does not exceed 27.5m in length; and
- (c) where the combination is:
  - (i) built to carry livestock;
  - (ii) carrying a crate built to carry livestock; or
  - (iii) carrying overheight indivisible load/s or multi modal container/s;the height may exceed 4.3 m, however must not exceed 4.6 m.

#### Network

11.3 The combination must not be driven on any road except a road specified in RAV Network 4, subject to the conditions (if any) specified in the Table in relation to the road.

#### Exemptions

11.4 This vehicle combination is exempt from the following provisions:

- (a) Vehicle Standards Rule 66(1) (maximum height).



# Prime Mover, Trailer Combinations

VEHICLE DESCRIPTION AND CONFIGURATION CHART (RAV) – PRIME MOVER, TRAILER COMBINATIONS EXAMPLES										
Category	Vehicle Description and Configuration	Adm. Spacing (m)	Length (m)	Mass (T) (Maximum)	Height (m) (Maximum)	Axle Groups	Network Number			
1	(A) PRIME MOVER, SEMI TRAILER TOWING PIG TRAILER	(A)	A	≤20	50	≤4.6 (7.4)	4			
	(B) PRIME MOVER TOWING AN OVERHEIGHT SEMI TRAILER	(B)	A	≤19	42.5	≤4.6 (7.4)	3			
	(C) B-DOUBLE	(C)	A	≤20	50	≤4.6 (7.4)	4			
	(D) TWINSTEER PRIME MOVER TOWING SEMI TRAILER	(D)	A	≤19	47.5	≤4.6 (7.4)	3			
2	(A) PRIME MOVER, SEMI TRAILER TOWING PIG TRAILER	(A)	A	≤27.5	65.5	≤4.6 (8.4)	4			
	(B) PRIME MOVER TOWING AN OVERLENGTH SEMI TRAILER	(B)	A	≤20	42.5	≤4.6 (7.4)	3			
	(C) B-DOUBLE	(C)	A	≤27.5	67.5	≤4.6 (8.4)	4			
	(D) PRIME MOVER TOWING 3 SEMI TRAILERS	(D)	A	≤27.5	87.5	≤4.6 (8.4)	5			
	(E) R-M TOWING A1, 2 OR 3 AXLE SEMI TRAILER	(E)	A	≤25	42.5	≤4.6 (7.4)	3			
3	(A) PRIME MOVER, SEMI TRAILER TOWING 2,3,4 OR 5 AXLE DOG TRAILER	(A)	B	≤27.5	84	≤4.6 (8.4)	5			
	Example of Axle Groups									
4	(A) PRIME MOVER, SEMI TRAILER TOWING 6 AXLE DOG TRAILER	(A)	A	≤27.5	87.5	≤4.6 (8.4)	5			
	Example of Axle Groups with An Optional Axle									
5	(A) PRIME MOVER, SEMI TRAILER TOWING 2,3,4 OR 5 AXLE DOG TRAILER	(A)	B	>27.5, ≤36.5	84	≤4.6 (8.4)	5			
	(B) B-DOUBLE TOWING A CONVERTER DOLLY	(B)	B	>27.5, ≤36.5	84+0	≤4.6 (8.4)	6			
	(C) B-TRIPLE	(C)	A	>27.5, ≤36.5	67.5+0	≤4.6 (8.4)	5			
	(D) PRIME MOVER, SEMI TRAILER TOWING 2,3,4 OR 5 AXLE DOG TRAILER AND CONVERTER DOLLY	(D)	A	>27.5, ≤36.5	84	≤4.6 (8.4)	5			
6	(A) PRIME MOVER, SEMI TRAILER TOWING 6 AXLE DOG TRAILER	(A)	A	>27.5, ≤36.5	87.5	≤4.6 (8.4)	5			
	(B) B-TRIPLE	(B)	A	>27.5, ≤36.5	87.5	≤4.6 (8.4)	5			
	(C) PRIME MOVER SEMI TRAILER TOWING A 6 AXLE TRAILER & CONVERTER DOLLY	(C)	A	>27.5, ≤36.5	87.5+0	≤4.6 (8.4)	6			
7	(A) PRIME MOVER, TOWING SEMI TRAILER AND B-DOUBLE	(A)	A	>27.5, ≤36.5	107.5	≤4.6 (8.4)	6			
	(B) B-DOUBLE TOWING A DOG TRAILER	(B)	A	>27.5, ≤36.5	107.5	≤4.6 (8.4)	6			
9	(A) PRIME MOVER, SEMI TRAILER TOWING 2 X DOG TRAILERS	(A)	B	>36.5, ≤53.5	120.5	≤4.6 (8.4)	7			
	(B) PRIME MOVER, SEMI TRAILER TOWING 2,3,4 OR 5 AXLE DOG TRAILER AND CONVERTER DOLLY	(B)	B	>36.5, ≤53.5	84+0	≤4.6 (8.4)	6			
	(C) B-DOUBLE TOWING A 4, 5 OR 6 AXLE DOG TRAILER	(C)	A	>36.5, ≤46	107.5	≤4.6 (8.4)	6			
	(D) PRIME MOVER, SEMI TRAILER TOWING 2 OR 3 AXLE CONVERTER DOLLY CONNECTED TO 2 SEMI TRAILERS	(D)	A	>36.5, ≤46	107.5	≤4.6 (8.4)	6			
10	(A) PRIME MOVER, SEMI TRAILER TOWING 2 X 6 AXLE DOG TRAILERS	(A)	A	>36.5, ≤53.5	127.5	≤4.6 (8.4)	7			
	(B) B-DOUBLE TOWING 2 OR 3 AXLE CONVERTER DOLLY CONNECTED TO 2 SEMI TRAILERS	(B)	A	>36.5, ≤53.5	127.5	≤4.6 (8.4)	7			
	(C) PRIME MOVER, SEMI TRAILER TOWING B-TRIPLE	(C)	A	>36.5, ≤53.5	127.5	≤4.6 (8.4)	7			
	(D) B-DOUBLE TOWING 2 DOG TRAILERS	(D)	A	>36.5, ≤53.5	147.5	≤4.6 (8.4)	8			
	(E) DOUBLE ROAD TRAIN TOWING B-DOUBLE TRAILERS	(E)	A	>36.5, ≤53.5	147.5	≤4.6 (8.4)	8			
	(F) PRIME MOVER, SEMI TRAILER TOWING A 6 AXLE DOG TRAILER AND CONVERTER DOLLY	(F)	A	>36.5, ≤53.5	87.5+0	≤4.6 (8.4)	6			

- NOTES**
- Operators category of RAV outlined in this document must operate that RAV in accordance with the permit OPERATING CONDITIONS and only on the network specified.
  - These diagrams are a visual indication of the vehicle only.
  - Operators must refer to the permit OPERATING CONDITIONS for the full vehicle descriptions.
  - The height of the vehicle can exceed 4.3 m but MUST NOT exceed 4.8 m when it is:
    - built to carry livestock; or
    - carrying a crane to carry livestock; or
    - carrying vehicles on more than one deck; or
    - carrying a multi-modal container; or
    - carrying a large in-built bin or; or
    - when operating with an appropriately licensed over height vehicle and a permit to operate on the network.

- Maximum height of Pig Trailer only.
- Network maps are available in electronic format from Heavy Vehicle Operations. RAV Network can also be viewed and downloaded via the internet.
- When operating on a road not listed in RAV network 2, the operator of a category 1 RAV exceeding 4.3 m height must first have written authorisation from the relevant state controller. The authorisation must be carried in the cab of the vehicle.
- Maximum laden mass of a three axle pig trailer towed by a prime mover and semi trailer must not exceed 18 tonnes.

Road Network Services  
Heavy Vehicle Operations  
70 Pilbara Street  
Wellsbrook WA, 6106  
Tel: (08) 9311 8450 Fax: (08) 9311 8455  
<http://www.mainroads.wa.gov.au>

**Statutory Environment:**

Local Government Act 1995.

Main Roads Western Australia, Heavy Vehicle Operation Restricted Access Vehicle system network.

**Policy Implications:**

Councils Current Policy is as follows:

*Restricted Access Vehicle Permit – Low Volume Roads T1.11*

**Purpose:**

*To formalise the process of Council approving Restricted Access Vehicles (RAV) on Shire of Wickpin approved Low Volume Roads (LV) as designated by Main Roads Western Australia.*

**Objective:**

*To allow primary producers in the Shire of Wickpin to conduct seasonal movements of primary produce and primary input materials throughout the Shire of Wickpin in a coordinated and controlled manner.*

**Delegation:**

*Council delegates authority to the Chief Executive Officer to grant Council approval to RAV applications in accordance with the terms/conditions of this policy.*

**Policy:**

*In addition to the conditions stipulated in the Restricted Access Vehicles (RAV) Table of Permitted Roads applying to Low Volume (LV) Roads, the following conditions must be fulfilled when operating on any LV Road:*

*Low Volume Condition Type A:*

- *current written approval from the Local Government, permitting use of the road, must be obtained and carried and produced on demand;*
- *school Bus curfews; transport operators are required to avoid school bus routes between the hours of 7am to 9am and 3pm to 5pm on school days, and to show courtesy to school buses and local traffic at all times;*
- *headlights must be switched on at all times;*
- *operation only during daylight hours;*
- *no operation on unsealed road segment when visibly wet; and*
- *direct radio contact must be maintained with other RAV's to establish their position on or near the road (suggested UHF channel 40).*

*Low Volume Condition Type B:*

- *current written approval from the Local Government, permitting use of the road, must be obtained and carried and produced on demand;*
- *school Bus curfews; transport operators are required to avoid school bus routes between the hours of 7am to 9am and 3pm to 5pm on school days, and to show courtesy to school buses and local traffic at all times;*
- *headlights must be switched on at all times;*
- *operation only during daylight hours;*
- *no operation on unsealed road segment when visibly wet;*



- *direct radio contact must be maintained with other RAV's to establish their position on or near the road (suggested UHF channel 40);*
- *single lane road; road not to be entered until driver has established by radio contact that there is no other RAV on the road travelling in the oncoming direction; and*
- *Maximum speed limit of 40kmh.*

*Note:*

- *A LV road is generally an unsealed rural road with a traffic volume of less than 75 vehicles per day. These roads are narrower and generally only approved for use during harvest and other local seasonal activities.*
- *All LV roads require the approval from the Local Government before use.*
- *There are two standards of LV roads, type A and type B. Type B is narrower and considered a single lane road (i.e. trafficable running surface of > 4 metres).*
- *All LV roads have a common set of operating conditions. For this reason, the common conditions are listed above in preference to repeating them for every LV road listed in the Road Tables.*
- *Only the speed limit may vary between roads due to local conditions. So the speed limit will be listed against the road name in the Road Tables.*

**Financial Implications:** Possible additional maintenance on road network.

**Strategic Implications:**

To develop and maintain quality services and infrastructure.

To promote the development of a viable and diversified local economy.

**Summary:**

Council is being requested to have Main Roads lift the following roads to Network 4 RAV Permit Roads.

**Recommendation:**

That the Shire of Wickpin requests the Main Roads Department to add the Following Roads to the Restricted Access Vehicles Network 4 Permit Network.

ROAD NUMBER	ROAD NAME	FROM	TO
MRD 0002	WICKEPIN HARRISMITH ROAD	NARROGIN SHIRE BOUNDARY	STOCK ROUTE ROAD
MRD 0163	STOCK ROUTE ROAD	WICKEPIN HARRISMITH ROAD	FENCE ROAD
MRD 0004	YILLIMINING ROAD (NARROGIN HARRISMITH RD)	CEMETERY ROAD	NARROGIN SHIRE BOUNDARY
MRD 0010	TOOLIBIN ROAD (NARROGIN HARRISMITH RD)	WILLIAMS KONDININ ROAD	CEMETERY ROAD

**Voting Requirements:** Simple majority

**Resolution No 171012-03****Moved Cr Easton / Seconded Cr Coxon**

That the Shire of Wickepin requests the Main Roads Department to add the Following Roads to the Restricted Access Vehicles Network 4 Permit Network.

ROAD NUMBER	ROAD NAME	FROM	TO
MRD 0002	WICKEPIN HARRISMITH ROAD	NARROGIN SHIRE BOUNDARY	STOCK ROUTE ROAD
MRD 0163	STOCK ROUTE ROAD	WICKEPIN HARRISMITH ROAD	FENCE ROAD
MRD 0004	YILLIMINING ROAD (NARROGIN HARRISMITH RD)	CEMETERY ROAD	NARROGIN SHIRE BOUNDARY
MRD 0010	TOOLIBIN ROAD (NARROGIN HARRISMITH RD)	WILLIAMS KONDININ ROAD	CEMETERY ROAD
MRD 0150	FENCE ROAD	HEALEY ROAD	KULIN SHIRE BOUNDARY

**Carried 8/0**

*Resolution differs from the Officers Recommendation as Council felt that Fence Road from Healey Road to Kulin Shire Boundary needed to be added to the Restricted Access Vehicles Network 4 Permit Network.*

*4.08pm - MWS Peter Vlahov departed the chambers.*



## Governance, Audit and Community Services

**10.2.01 – Financial Report**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Bronwyn Dew, Finance Officer
<b>File Reference:</b>	
<b>Author:</b>	Bronwyn Dew, Finance Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	10 October 2012

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

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

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

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

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

Local Government (Financial Management) Regulations 1996

34. Financial reports to be prepared s. 6.4

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

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

**Policy Implications:** Not applicable

**Financial Implications:** Not applicable

**Strategic Implications:** Not applicable

**Recommendation:** That the financial statements tabled for the period ending 30 September 2012 as presented be received.

**Voting Requirements:** Simple majority

### **Resolution No 171012-04**

**Moved Cr Astbury / Seconded Cr Allan**

That the financial statements tabled for the period ending 30 September 2012 as presented be received.

**Carried 8/0**

## Bank Balances

**As at 30/09/2012**

	<b>Bank Statement</b>	<b>Adjusted</b>
Municipal Fund	2,118,609.33	2,033,752.64
Petty Cash	500.00	500.00
Reserves	450,558.03	450,558.03
<b>Total</b>	<b>\$2,569,667.36</b>	<b>\$2,484,810.67</b>
Trust Fund	13,315.19	13,315.19
Transport Account	265.85	0.00

## Debtors

Rates as at 30/09/2012

Account 7461	Rates	132,159.67
Account 6051	Sewerage	9,062.22
Account 7451	Ex Receipts	-3,323.74
Account 7441	Pensioners Rebates	769.50
Account 7481	Domestic Rubbish	5,313.60
Account 7491	Commercial Rubbish	458.59
Account 7201	Refuse Site Levy	1,805.35

Sundry Debtors as at 30/09/2012

Current	61,357.86
1 Month	0.00
2 Months	0.00
3 Months (R2R Recoups - \$126,128)	128,849.55
<b>Total</b>	<b>190,207.14</b>

## Governance, Audit and Community Services

**10.2.02 – List of Accounts**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Bronwyn Dew, Finance Officer
<b>File Reference:</b>	
<b>Author:</b>	Bronwyn Dew, Finance Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	11 October 2012

**Enclosure / Attachment:** List of Accounts

**Background:** Please find following the List of Accounts remitted during the period from 11 September – 10 October 2012

	<u>Vouchers</u>	<u>Amounts</u>
<b>Municipal Account</b>		
Cheques	14444 - 14469	61,084.00
EFTPOS	2963 - 3073	361,015.16
Other Transfers	Payroll September 2012	57,188.00
 <b>Trust Account</b>		
EFTPOS	Transfers	0.00
Cheques		0.00
<b>TOTAL</b>		<u><b>\$479,287.16</b></u>

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

**Certificate of Chief Executive Officer:**

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

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

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

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

**Financial Implications:** Not applicable

**Strategic Implications:** Not applicable

**Recommendation:** That Council acknowledges that payments totalling \$479,287.16 has been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

**Voting Requirements:** Simple majority

### **Resolution No 171012-05**

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

That Council acknowledges that payments totalling \$479,287.16 has been made in accordance with the list included in these minutes, and scrutiny of the list has found that the payments are satisfactory.

**Carried 8/0**

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Governance, Audit and Community Services

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

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Allan Ramsay, EHO/Building Surveyor
<b>File Reference:</b>	706 / 2203
<b>Author:</b>	Allan Ramsay, EHO/Building Surveyor
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	10 October 2012

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**Enclosure / Attachment:** Nil

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

**Building Licenses:**

There were no building applications approved and license issued for the month of September 2012.

Wickpin Swimming Pool – Rising Damp

An inspection of the rising damp to the rendered brick wall of the kiosk and ablution revealed that the damp problem is more than likely caused by either inadequate or no waterproofing of the render work to the exterior of the brick ablution block. In this case, the dampness could be rising through capillary action.

Damp proofing of the original brick work is quite noticeable from inside of the ablution with black mortar joint at the base of the concrete floor. The internal walls appear dry and the wall tiles in the shower cubicle have no sign of any issues with dampness. This would suggest that the damp problem was not the result of the brickwork.

There are several manufacturers of water proofing agents that could be used on the rendered walls. Below the exposed render such as the garden beds a bituminous paint could be applied to the walls and on the walls where they are exposed, a natural finish sealer could be used. Should Council decide to paint the walls at a later date, it would be a good idea to use a brick and render sealer in lieu of the natural finish sealer.

If sealing of the rendered walls does not work then the walls could be drilled and injected with silicon. This is a more expensive method of damp proofing. There are a number of contractors that specialise in this field and quotes could be arranged ready for next year's budget.

**Implications:** Not applicable

**Financial Implications:** Not applicable

**Strategic Implications:** Not applicable

**Recommendation:**

That Council notes the report from the EHO/Building Surveyor 10 October 2012.

**Voting Requirements:** Simple Majority

**Resolution No 171012-06**

**Moved Cr Hinkley / Seconded Cr Russell**

That Council notes the report from the EHO/Building Surveyor 10 October 2012.

**Carried 8/0**

4.13pm - CDO Natalie Manton entered the chambers.

Governance, Audit and Community Services

## 10.2.04 – Community Development Officer's Report

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Natalie Manton, Community Development Officer
<b>File Reference:</b>	
<b>Author:</b>	Natalie Manton, Community Development Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	10 October 2012

**Enclosure / Attachment:** Nil

<b>Arts and Cultural</b>	
<b>Community Development</b>	<p><b>Yealering Hall and Lakeside Toilets Refurbishment</b></p> <ul style="list-style-type: none"> <li>Follow up painter regarding work on the Yealering Hall</li> <li>Order plants for front garden and arrange collection.</li> <li>Revised R4R budget for Yealering Hall project.</li> <li>Follow up maintenance items at Hall.</li> </ul> <p><b>Yealering Cemetery</b></p> <ul style="list-style-type: none"> <li>Discussions and site meeting with Michael Ranieri.</li> <li>Discussions and site meetings with Sara Hills and Mike Fradsham regarding paving materials, design, landscaping and reticulation.</li> <li>Revised budget.</li> <li>Confirm funding from Ellen King Trust in writing.</li> <li>Order plants and arrange collection.</li> <li>Ordered gates and bench seat.</li> <li>Contact family members and suppliers regarding plaques for new niche wall.</li> </ul> <p><b>Townscape</b></p> <ul style="list-style-type: none"> <li>Attended Townscape meeting.</li> <li>Follow up orders from 2011/12 Townscape budget.</li> <li>Attended heritage walk trail site meeting.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>Forwarded information on funding opportunities to community members.</li> <li>Send out information to community members on community events and information.</li> <li>Watershed notes.</li> <li>Ordered equipment for Wickpin Special Needs Group.</li> <li>Reviewed Facey Group grant application and provided comment.</li> </ul>
<b>Community Safety and Crime Prevention</b>	<p><b>Dedicated Deputy Project</b></p> <ul style="list-style-type: none"> <li>Liaise with police on project details.</li> <li>Ordered t-shirt and hats.</li> </ul> <p><b>R U 2 Close Project</b></p> <ul style="list-style-type: none"> <li></li> </ul>
<b>Economic Development</b>	<p><b>Living Lakes Project</b></p> <ul style="list-style-type: none"> <li></li> </ul>
<b>Tourism Marketing and Promotion</b>	<ul style="list-style-type: none"> <li>Arranged advertising in Wildflowers feature for the West Australian</li> <li>Discussions with Campervan and Motorhome Club of Australia regarding RV Dump point</li> </ul>



<b>Sport and Recreation</b>	<p><b>Synthetic Bowling Green</b></p> <ul style="list-style-type: none"> <li>Submitted CSRFF monthly report and final report to Dept Sport and Rec.</li> <li>Submitted request for payment of final instalment.</li> </ul> <p><b>Yealering Bike Skills Track</b></p> <ul style="list-style-type: none"> <li>Request for payment of grant funding sent to Lotterywest.</li> <li>Contacted Roadtech regarding construction timeline and met on site to mark out track.</li> <li>Contact Yealering Progress Association regarding relocation of gazebo.</li> <li>Discussion with Peter Vlahov regarding installation of play equipment.</li> </ul> <p><b>Kidsport</b></p> <ul style="list-style-type: none"> <li>Ordered Kidsport vouchers.</li> <li>Completed online evaluation survey and forwarded to sporting clubs.</li> <li>Forwarded notice on Kidsport to schools for newsletter.</li> </ul> <p><b>Healthy Communities Project</b></p> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>Investigated funding for triathlon.</li> </ul>
<b>Special Needs Groups inc; Youth, Disabled and Older People.</b>	<ul style="list-style-type: none"> <li>Ordered educational resources for special needs support group.</li> </ul>
<b>Heritage</b>	<ul style="list-style-type: none"> <li>Site visit and follow up funding for heritage precinct walk trail and old machinery display.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>Reviewed policy manual.</li> <li>Finalised Community Development Officer's report for 2011-12 Annual Report</li> <li>Revised overall Country Local Government funding for 10/11 projects.</li> <li>Reviewed maintenance list.</li> </ul>

### Funding Applications Status Report:

<b>Project Name</b>	<b>Funding Organisation</b>	<b>Amount Requested inc Gst</b>	<b>Status</b>
Wickpin synthetic bowling green	Dept Sport and Rec	\$88,076	CSRFF Approved \$78,300. Final report sent.
Yealering Bike Track	Lotterywest	\$18,000	Approved.
Dedicated Deputy Project		\$2,966	approved
R U 2 Close	Public Health Advocacy Institute of WA	\$7,500	approved

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

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

### Recommendation:

That council notes the report from the Community Development Officer dated 10 October 2012.

**Voting Requirements:** Simple majority.

**Resolution No 171012-07**

**Moved Cr Astbury / Seconded Cr Allan**

That council notes the report from the Community Development Officer dated 10 October 2012.

**Carried 8/0**

*4.18pm - CDO Natalie Manton departed the chambers.*

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Governance, Audit and Community Services

## 10.2.05 – Draft Guidelines - A Guide to Managing Water Storm Run Off

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	2908
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	4 October 2012

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### Enclosure / Attachment:

- Department of Water - a guide to managing storm water runoff from urban infill and redevelopment areas.
- WALGA INFO PAGE 05-036-03-0032.

### Background:

Council has received an INFO PAGE 05-036-03-0032 from WALGA advising of the draft guidelines “a guide to managing storm water runoff from urban infill and redevelopment areas” is out for Stake Holders feedback and comment.

The Department of Water has prepared this guide to assist local governments in applying water sensitive urban design to urban infill developments and urban redevelopments.

The Guide offers advice on:

- The approach to managing increased stormwater runoff in existing urban areas;
- Strategies to reduce and manage runoff within the development area; and
- Relevant structural and non-structural control options for managing runoff from small, minor and major storm events.

A copy of the draft guidelines is attached to this InfoPage, or for an electronic copy of this document, please email [jtaylor@walga.asn.au](mailto:jtaylor@walga.asn.au) to obtain a copy.

The closing date for feedback is **Friday, 30 November 2012**.

Submissions to the review can be made: By email to [justin.king@water.wa.gov.au](mailto:justin.king@water.wa.gov.au) or by mail to Justin King, Department of Water, PO Box K822, Perth WA 6842.

### Comment:

There does not appear to be any major issues with the paper which warrant any comments being made by the Shire of Wickiepin.

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:** Nil

**Summary:**

Council is being requested to comment on the draft guidelines *“a guide to managing storm water runoff from urban infill and redevelopment areas”*.

**Recommendation:**

That the Shire of Wickpin makes no comment on the draft guidelines *“a guide to managing storm water runoff from urban infill and redevelopment areas”*.

**Voting Requirements:** Simple majority

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Governance, Audit and Community Services

## 10.2.06 - Dual Fire Control Officers – Shire of Dumbleyung

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Shire of Dumbleyung
<b>File Reference:</b>	901
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	3 October 2012

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**Enclosure / Attachment:** Nil

### Background:

Council has received a letter from the Shire of Dumbleyung requesting Mr. Gordon Davidson and Mr. Ken Wright be appointed as a Dual Fire Control Officers with the Shire of Wickepin.

### Comment:

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

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

**Policy Implications:** Not applicable.

**Financial Implications:** Not applicable.

**Strategic Implications:** Not applicable.

### Summary:

Council is being requested by the Shire of Dumbleyung to appoint Mr. Gordon Davidson and Mr. Ken Wright as Dual Fire Control Officers for the 2012/2013 fire season.

### Recommendation:

That Council appoints Mr. Gordon Davidson and Mr. Ken Wright as Dual Fire Control Officers from the Shire of Dumbleyung for the 2012/2013 fire season, subject to the officers possessing the appropriate accreditations, further noting that the Dual Fire Control Officers are not permitted to issue burning permits for land in the Shire of Wickepin.

**Voting Requirements:** Simple majority

## Resolution No 171012-08

### Moved Cr Coxon / Seconded Cr Lansdell

That Council appoints Mr. Gordon Davidson and Mr. Ken Wright as Dual Fire Control Officers from the Shire of Dumbleyung for the 2012/2013 fire season, subject to the officers possessing the appropriate accreditations, further noting that the Dual Fire Control Officers are not permitted to issue burning permits for land in the Shire of Wickepin.

**Carried 8/0**

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Governance, Audit & Community Services

## 10.2.07 – Greg Matthews - Waiving Fees and Charges

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Mark J Hook, Chief Executive Officer
<b>File Reference:</b>	602
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	3 October 2012

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**Enclosure / Attachment:** Nil

### Background:

Council has received a written request from Mr. Greg Matthews to waive the fees for the Wickepin Community Centre being hired for a quiz night on Friday 12 October 2012 at 7.00pm in Wickepin .

The quiz night is to raise money for Chris Turner and his partner Amy who lost their family home and possessions due to a fire.

### Comment:

Council Policy C2.2 - 2(b) states;

*All other requests for reductions, concessions or waiving of hire charges will only be considered at the absolute discretion of the council upon the receipt of an application in writing.*

As the use is for fundraising for a tragic accident it is recommended by the Chief Executive Officer that the fees of \$210.00 be waived.

**Statutory Environment:** Local Government Act 1995

### Policy Implications:

Councils Current Policy is as follows:

Hire of Halls/Community Centre C2.2

#### **Purpose:**

*To establish guidelines for the hire of halls and the Wickepin Community Centre and situations where hire charges may be waived.*

#### **Policy:**

1. Hall Hire

- (a) *The condition of hired buildings will be monitored and any damage sustained or excessive cleaning required is to be brought to the attention of the hirer/user who will be levied with a further charge to cover the costs of such damage and/or cleaning in addition to the hire fee.*
- (b) *The onus shall be on the user/hirer of buildings to obtain the necessary copyright approvals if intending to broadcast copyright material (music) to the public.*

2. *Waiver of Hire Charges*

(a) *The following community groups/organisations shall be entitled to use the halls and/or community centre for a nominal fee as set in council's budget for non-profit functions:*

- (i) *Wickepin, Yealering and Tincurrin Primary Schools*
- (ii) *Community Christmas Tree*
- (iii) *Yealering Progress Association for meetings*
- (iv) *Annual Senior Citizens Luncheon organised by the Guild*

(b) *All other requests for reductions, concessions or waiving of hire charges will only be considered at the absolute discretion of the council upon the receipt of an application in writing.*

**Financial Implications:**

Loss of income for the hire of the Wickepin Community Centre \$210.00.

**Strategic Implications:**

Nil

**Summary:**

Council is being requested to waive the hire fee of \$210.00 for the hire of the Wickepin Community Centre for a quiz night to raise funds for Chris Turner and partner Amy.

**Recommendation:**

That Council waives the hire fee of \$210.00 for the hire of the Wickepin Community Centre for a quiz night being organised by Greg Matthews to raise funds for Chris Turner and his partner Amy on the 12 October 2012.

**Voting Requirements:**

Absolute majority

**Resolution No 171012-09**

**Moved Cr Easton / Seconded Cr Hinkley**

That Council waives the hire fee of \$210.00 for the hire of the Wickepin Community Centre for a quiz night being organised by Greg Matthews to raise funds for Chris Turner and his partner Amy on the 12 October 2012.

**Carried 8/0**

Governance, Audit & Community Services

## 10.2.08 - Wagin Regional Waste Group - 2011-2012 budget

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Wagin Regional Waste Group
<b>File Reference:</b>	2902
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	10 October 2012

**Enclosure / Attachment:** Minutes of Regional Waste Group Meeting, 8th October 2012.

### Background:

The Wagin Group was created in 2007 for the purpose of responding to the Waste Authority of WA's Zero Waste Plan (subsequently changed to Towards Zero Waste). The Group is made up of 11 member local governments:

- Cuballing
- Dumbleyung
- Lake Grace
- Narrogin Town
- Narrogin Shire
- Pingelly
- Wagin
- Wandering
- West Arthur
- Wickepin
- Williams



The group represents a population of a little over 14,000 people generating an estimated 27,000 tonne per annum of waste. Council has been a member of this Group since its inception and staff have participated and contributed in the various processes.

The Wagin Group of Councils Regional Waste Project is continuing during the next financial year. Council budgeted \$5,000 in the 2012/2013 Budget to keep the project going.

### Comment:

The original MOU drawn up in 2008 is out of date with the functions currently being performed by the Group and the MOU requires amending to include the Regional landfill site as part of the MOU.



The Proposed MOU is as follows:

## MEMORANDUM OF UNDERSTANDING

### 1. Purpose

The purpose of this MOU is to share the effort required to develop a Draft Strategic Waste Plan under Phase 2 of the Zero Waste Plan Development Scheme. Individual member Local Government Authorities (LGA) will have the discretion to adopt the Draft Strategic Waste Plan in whole or as amended.

To collectively carry out certain local government functions. In the first instance the Group will address putrescible regional waste to landfill.

### 2. Parties to MOU

At the time of signing the LGA's involved are:

Shire of West Arthur, Shire of Wagin, Shire of Williams, Shire of Narrogin, Town of Narrogin, Shire of Cuballing, Shire of Pingelly, Shire of Wandering, Shire of Wickepin, Shire of Dumbleyung and Shire of Lake Grace.

### 3. Objective

The objective of the MOU is to allow participating councils to combine together in a sharing arrangement to develop a Draft Strategic Waste Plan. Accordingly, the participating LGA's agree to work collaboratively to ensure the Draft Plan will fulfil criteria set down by DEC including:

- a) improvements to existing waste management services;
- b) development of new initiatives to reduce the direct/and or indirect environmental impacts of waste; and
- c) improve the community awareness of environmental issues relating to waste management and recycling services available in the community.

That the objectives of the Group in relation to the Waste Site and the Land are to:

- a) provide effective and cost efficient regional putrescible landfill waste disposal site consistent with legislative requirements and environmental standards for residents of the parties;
- b) provide a suitable common design for Transfer Station Infrastructure for each LGA; and
- c) to meet DEC Census obligations, data to be collected by the Group.

This MOU is not legally binding on any of the participants who all enter into it in good faith to fulfil the stated objectives, and may be amended at any time by mutual consent.

### 4. Role of each Local Government Authority

The role of signatory LGA's in relation to this MOU is one of fostering a cooperative approach to waste management with the short term objective of developing a Draft Strategic Waste Plan. There is no inference or intent that any LGA participating in this activity is committing to a long term partnership association with fellow signatories in relation to waste management.

### 5. Term of Agreement

In principal, the term of this agreement will be determined on completion of the Draft Strategic Waste Plan. Participants wishing to terminate prior to this time may do so in writing, effective immediately.

## **6. Scope of Activities**

The Scope of Activities includes, but is not limited to, the following:

- work together to fulfil the Purpose;
- contribute financial and in-kind resources (actual resource allocation to be recommended under Clause 7);
- engage executive officer(s) to provide administration support in preparation of all agendas, minutes, correspondence and all other administration matters associated with the objectives;
- engage specialist personnel from time to time to assist with preparation or completion of the participating council's plans in accord with objectives; and
- make recommendations as to future cooperative participation in regard to implementation of completed and approved plans.

## **7. Administrative and Financial Arrangements**

Member LGA's will formally recommend the most cost effective and practical administrative and financial arrangements for the successful implementation of the Objectives of this MOU, with individual Councils having final determination as to their contribution.

## **8. Management Committee**

The Management Committee for this will consist of the heads (or delegate) of all signatory LGA's. Each participating LGA is permitted two (2) representatives. All decisions of the Management Committee will be by Simple Majority (as defined in the Local Government Act 1995) and each council will have one vote. The Chair will be one of the Committee and elected by consensus.

## **9. Additional Parties**

The Management Committee may agree at any time to accept additional signatories to this Memorandum.

Planning is proceeding toward the establishment of a regional waste site, with most work centered around securing a suitable site which involves soil testing, land negotiations, environmental assessments and capital funding so it is important that the Shire of Wickpin reconfirms its position to the Regional Waste Project by signing the Memorandum of Understanding.

Council also needs to nominate a Councilor to be a member of this Committee.

### **Statutory Environment:**

Environmental Protection Act 1986

Environmental Protection (Rural landfill) Regulations 1997

Waste Avoidance and Resource recovery Act 2007

Local Government Act 1995

**Policy Implications:** Nil

### **Financial Implications:**

Council has committed \$5,000 to operational costs in 2012-13 and a further \$75,000 to a Land Procurement through the Regional Component of Royalties for Regions in 2012/13. Total cost of the land is anticipated to be around the \$450,000 mark.

### **Strategic Implications:**

Waste management is a key strategic issue for the Shire of Wickpin as Councils existing tips will simply not be sustainable in terms of best practice and compliance.

**Summary:**

Council is being requested to sign an amended MOU for the Regional Waste Group and nominate a Councilor to a member of the Regional Waste Group.

**Recommendation:**

1. That Council Nominate Councilor \_\_\_\_\_ to be a member of the Regional Waste Group.
2. That the President and Chief Executive Officer signs the amended MOU for the Regional Waste Group as outlined below:

**MEMORANDUM OF UNDERSTANDING****1. Purpose**

The purpose of this MOU is to share the effort required to develop a Draft Strategic Waste Plan under Phase 2 of the Zero Waste Plan Development Scheme. Individual member Local Government Authorities (LGA) will have the discretion to adopt the Draft Strategic Waste Plan in whole or as amended.

To collectively carry out certain local government functions. In the first instance the Group will address putrescible regional waste to landfill.

**2. Parties to MOU**

At the time of signing the LGA's involved are:

Shire of West Arthur, Shire of Wagin, Shire of Williams, Shire of Narrogin, Town of Narrogin, Shire of Cuballing, Shire of Pingelly, Shire of Wandering, Shire of Wickepin, Shire of Dumbleyung and Shire of Lake Grace.

**3. Objective**

The objective of the MOU is to allow participating councils to combine together in a sharing arrangement to develop a Draft Strategic Waste Plan. Accordingly, the participating LGA's agree to work collaboratively to ensure the Draft Plan will fulfil criteria set down by DEC including:

- d) improvements to existing waste management services;
- e) development of new initiatives to reduce the direct/and or indirect environmental impacts of waste; and
- f) improve the community awareness of environmental issues relating to waste management and recycling services available in the community.

That the objectives of the Group in relation to the Waste Site and the Land are to:

- a) provide effective and cost efficient regional putrescible landfill waste disposal site consistent with legislative requirements and environmental standards for residents of the parties;
- b) provide a suitable common design for Transfer Station Infrastructure for each LGA; and
- c) to meet DEC Census obligations, data to be collected by the Group.

This MOU is not legally binding on any of the participants who all enter into it in good faith to fulfil the stated objectives, and may be amended at any time by mutual consent.

**4. Role of each Local Government Authority**

The role of signatory LGA's in relation to this MOU is one of fostering a cooperative approach to waste management with the short term objective of developing a Draft Strategic Waste Plan. There is no inference or intent that any LGA participating in this activity is committing to a long term partnership association with fellow signatories in relation to waste management.

**5. Term of Agreement**

In principal, the term of this agreement will be determined on completion of the Draft Strategic Waste Plan. Participants wishing to terminate prior to this time may do so in writing, effective immediately.

**6. Scope of Activities**

The Scope of Activities includes, but is not limited to, the following:

- work together to fulfil the Purpose;
- contribute financial and in-kind resources (actual resource allocation to be recommended under Clause 7);
- engage executive officer(s) to provide administration support in preparation of all agendas, minutes, correspondence and all other administration matters associated with the objectives;
- engage specialist personnel from time to time to assist with preparation or completion of the participating council's plans in accord with objectives; and
- make recommendations as to future cooperative participation in regard to implementation of completed and approved plans.

**7. Administrative and Financial Arrangements**

Member LGA's will formally recommend the most cost effective and practical administrative and financial arrangements for the successful implementation of the Objectives of this MOU, with individual Councils having final determination as to their contribution.

**8. Management Committee**

The Management Committee for this will consist of the heads (or delegate) of all signatory LGA's. Each participating LGA is permitted two (2) representatives. All decisions of the Management Committee will be by Simple Majority (as defined in the Local Government Act 1995) and each council will have one vote. The Chair will be one of the Committee and elected by consensus.

**9. Additional Parties**

The Management Committee may agree at any time to accept additional signatories to this Memorandum.

**Voting Requirements:** Simple majority

**Resolution No 171012-10****Moved Cr Hinkley / Seconded Cr Allan**

1. That Council Nominate Councilors Allan Lansdell, Ross Easton, David Astbury and Kevin Coxon to be a member of the Regional Waste Group.

**Carried 8/0**

**Resolution No 171012-11****Moved Cr Astbury / Seconded Cr Easton**

2. That the President and Chief Executive Officer signs the amended MOU for the Regional Waste Group as outlined below:

**MEMORANDUM OF UNDERSTANDING****1. Purpose**

The purpose of this MOU is to share the effort required to develop a Draft Strategic Waste Plan under Phase 2 of the Zero Waste Plan Development Scheme. Individual member Local Government Authorities (LGA) will have the discretion to adopt the Draft Strategic Waste Plan in whole or as amended.

To collectively carry out certain local government functions. In the first instance the Group will address putrescible regional waste to landfill.

**2. Parties to MOU**

At the time of signing the LGA's involved are:

Shire of West Arthur, Shire of Wagin, Shire of Williams, Shire of Narrogin, Town of Narrogin, Shire of Cuballing, Shire of Pingelly, Shire of Wandering, Shire of Wickiepin, Shire of Dumbleyung and Shire of Lake Grace.

**3. Objective**

The objective of the MOU is to allow participating councils to combine together in a sharing arrangement to develop a Draft Strategic Waste Plan. Accordingly, the participating LGA's agree to work collaboratively to ensure the Draft Plan will fulfil criteria set down by DEC including:

- a) improvements to existing waste management services;
- b) development of new initiatives to reduce the direct/and or indirect environmental impacts of waste; and
- c) improve the community awareness of environmental issues relating to waste management and recycling services available in the community.

That the objectives of the Group in relation to the Waste Site and the Land are to:

- a) provide effective and cost efficient regional putrescible landfill waste disposal site consistent with legislative requirements and environmental standards for residents of the parties;
- b) provide a suitable common design for Transfer Station Infrastructure for each LGA; and
- c) to meet DEC Census obligations, data to be collected by the Group.

This MOU is not legally binding on any of the participants who all enter into it in good faith to fulfil the stated objectives, and may be amended at any time by mutual consent.

**4. Role of each Local Government Authority**

The role of signatory LGA's in relation to this MOU is one of fostering a cooperative approach to waste management with the short term objective of developing a Draft Strategic Waste Plan. There is no inference or intent that any LGA participating in this activity is committing to a long term partnership association with fellow signatories in relation to waste management.

**5. Term of Agreement**

In principal, the term of this agreement will be determined on completion of the Draft Strategic Waste Plan. Participants wishing to terminate prior to this time may do so in writing, effective immediately.

**6. Scope of Activities**

The Scope of Activities includes, but is not limited to, the following:

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- engage specialist personnel from time to time to assist with preparation or completion of the participating council's plans in accord with objectives; and
- make recommendations as to future cooperative participation in regard to implementation of completed and approved plans.

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**8. Management Committee**

The Management Committee for this will consist of the heads (or delegate) of all signatory LGA's. Each participating LGA is permitted two (2) representatives. All decisions of the Management Committee will be by Simple Majority (as defined in the Local Government Act 1995) and each council will have one vote. The Chair will be one of the Committee and elected by consensus.

**9. Additional Parties**

The Management Committee may agree at any time to accept additional signatories to this Memorandum.

**Carried 8/0**

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Governance, Audit & Community Services

## **10.2.09 – WALGA - Draft Guidelines for District Water Management Strategies**

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Mark J Hook, Chief Executive Officer
<b>File Reference:</b>	2908
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	4 October 2012

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### **Enclosure / Attachment:**

- Department of Water Guidelines for district water management strategies
- WALGA INFO PAGE Guidelines for district water management strategies

### **Background:**

Council has received an INFO PAGE from WALGA advising of the draft guidelines for district water management strategies are out for Stake Holders feedback and comment.

The guidelines unfortunately assume that the reader of the draft guidelines for district water management strategies has read and is familiar with the better urban water management Policy (BUWM).

The draft guidelines for district water management strategies aim to guide the development industry through the process of preparing district water management strategies to assist with planning decisions at the district level as specified in Western Australian Planning Commission's better urban water management, (WAPC, 2008).

The draft guidelines for district water management strategies describe:

- when a district water management strategy is required;
- what a district water management strategy should contain; and
- what issues should be addressed.

The draft guidelines for district water management strategies are only intended to clarify the current requirements for implementing BUWM. There are no changes to the current requirements and process for implementing BUWM, or to the way that water management reports are prepared.

A copy of the draft guideline is attached under separate cover for Councils information.

Council's comments on the draft guidelines for district water management strategies are sought for inclusion in a WALGA submission by Friday, 23 November 2012.

**Comment:**

These guidelines aim to guide the development industry through the process of preparing a district water management strategy to assist with planning decisions at the district level as specified in the Western Australian Planning Commission's (WAPC) Better urban water management (BUWM), (WAPC 2008). Guidance is provided on broad scale urban water management issues to be addressed at the district planning stage of the land development process.

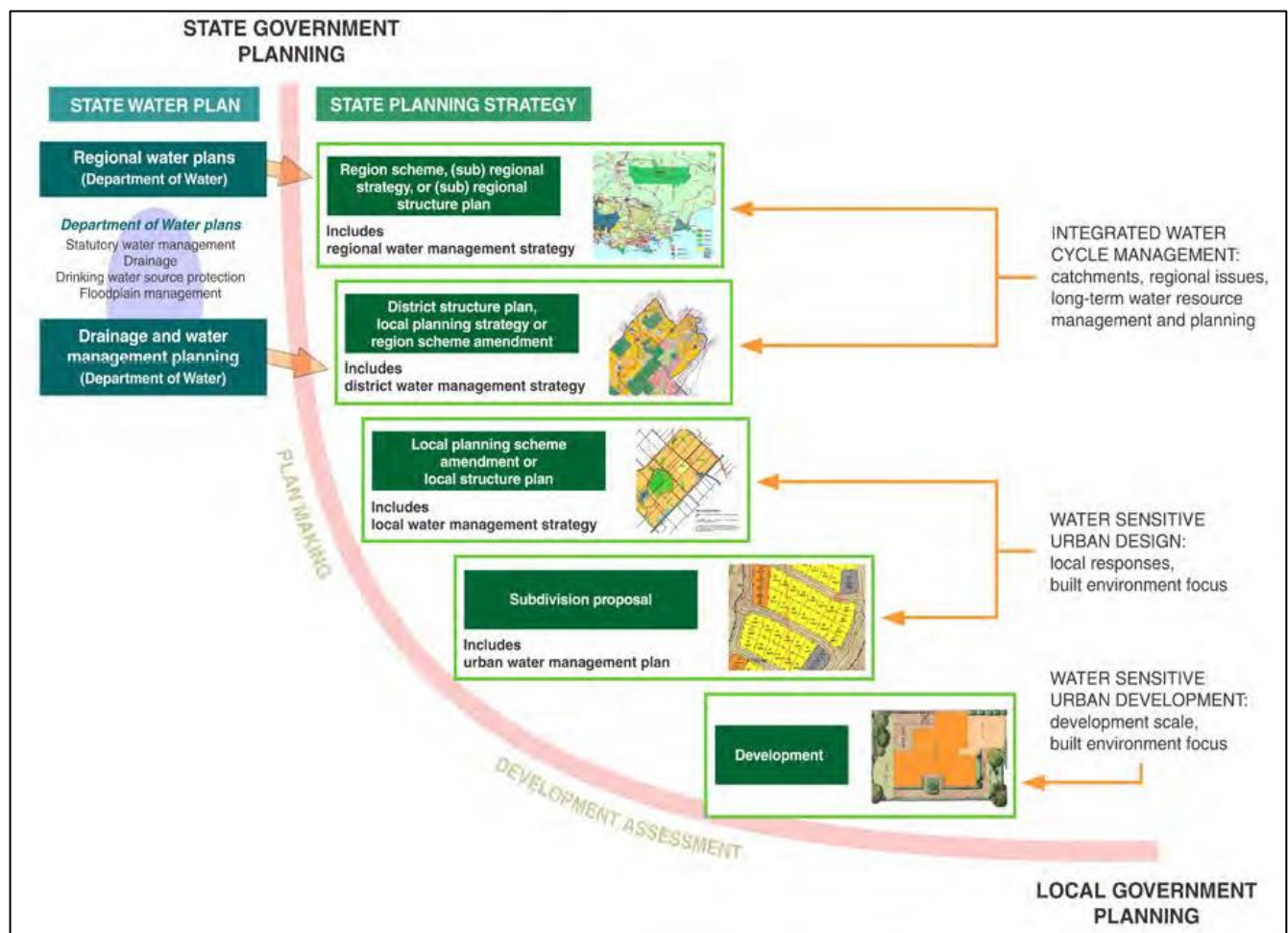
The fundamental aim of better urban water management is to ensure that the management of water is considered at all stages of the land planning process. This document also helps to implement State planning policy 2.9: Water resources (WAPC 2006) and Liveable neighbourhoods: a Western Australian government sustainable cities initiative (WAPC 2009).

This draft guideline describes:

- when a district water management strategy is required;
- what a district water management strategy should contain; and
- what issues should be addressed.

For example prior to the rezoning of land and subsequent change in land use such as rural zoning to urban.

The following shows the relation between the land planning and water planning processes and the water management reports required at each planning level:





In order to ensure the protection of water resources, land use proposals such as scheme amendments, structure plans and other planning proposals will require the preparation of a water plan or strategy.

These water management reports include:

- regional water management strategies (RWMS);
- drainage and water management plans (DWMP);
- district water management strategies – the subject of this document;
- local water management strategies (LWMS); and
- urban water management plans (UWMP);

As the guidelines for district water management strategies is only a guide for the industry to see its way through the BUMW processes and the guide appears to cover the process clearly it is recommended to Council that no submission be made by the Shire of Wickepin.

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Financial Implications:** Nil

**Strategic Implications:** Nil

**Summary:**

Council is being requested to comment on the draft guidelines for district water management strategies to WALGA by the 23<sup>rd</sup> November 2012.

**Recommendation:**

That the Shire of Wickepin makes no comment on the draft guidelines for district water management strategies to WALGA

**Voting Requirements:** Simple majority

## 11. President's Report

Cr Martin advised of his attendance of the opening of the Synthetic Bowling Greens at the Wickepin District Sports Club. He noted the excellence of the facility and a congratulated everyone involved.

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Council

## 12. – Chief Executive Officer's Report

<b>Submission To:</b>	Ordinary Council
<b>Location / Address:</b>	Whole Shire
<b>Name of Applicant:</b>	Mark J Hook, Chief Executive Officer
<b>File Reference:</b>	
<b>Author:</b>	Mark J Hook, Chief Executive Officer
<b>Disclosure of any Interest:</b>	Nil
<b>Date of Report:</b>	5 October 2012

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### Swimming Pool Manager

The Chief Executive Officer appointed Dave Karel as the new Wickepin Swimming Pool Manager and he was expected to be arriving on the 15<sup>th</sup> October 2012 to take up his duties at the pool under a full contract. However, an email has been received advising the CEO the following:

*"Hi Mark, unfortunately I won't be able to take on the Contract, as I have had some changes with my staff. I apologise for the inconvenience this has caused, Regards Dave Karel"*

The Chief Executive officer will contact the other applicants to see they are still wishing to take on the Swimming pool Manger Position.

### Policy Manual

The Executive staff have been working on the review of the Policy Manual and it has been a lengthy exercise but I feel a well worthwhile one with all staff having input into the review of the Policy Manual. The reviewed Policy Manual, with updates and new policies, should be able to be presented for comment shortly.

### 24hour Fuel Facility

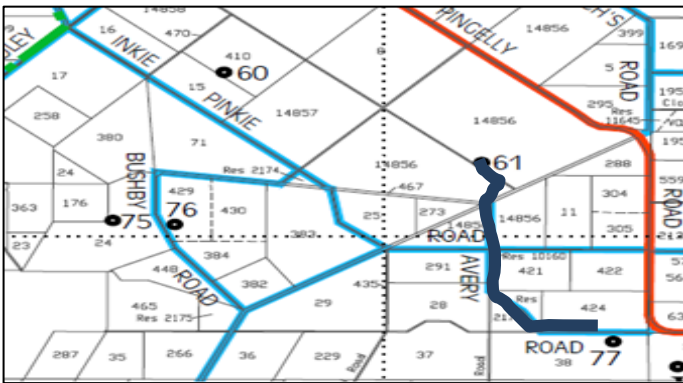
The pumps have been installed by the Shire and the trenches dug for the laying of the pipes for the bowsers etc. The electrician has been given the order to connect the power. The Bowser inserts have been installed and temporarily closed off to stop unauthorised entry to the works site.

### Geographical Names Committee

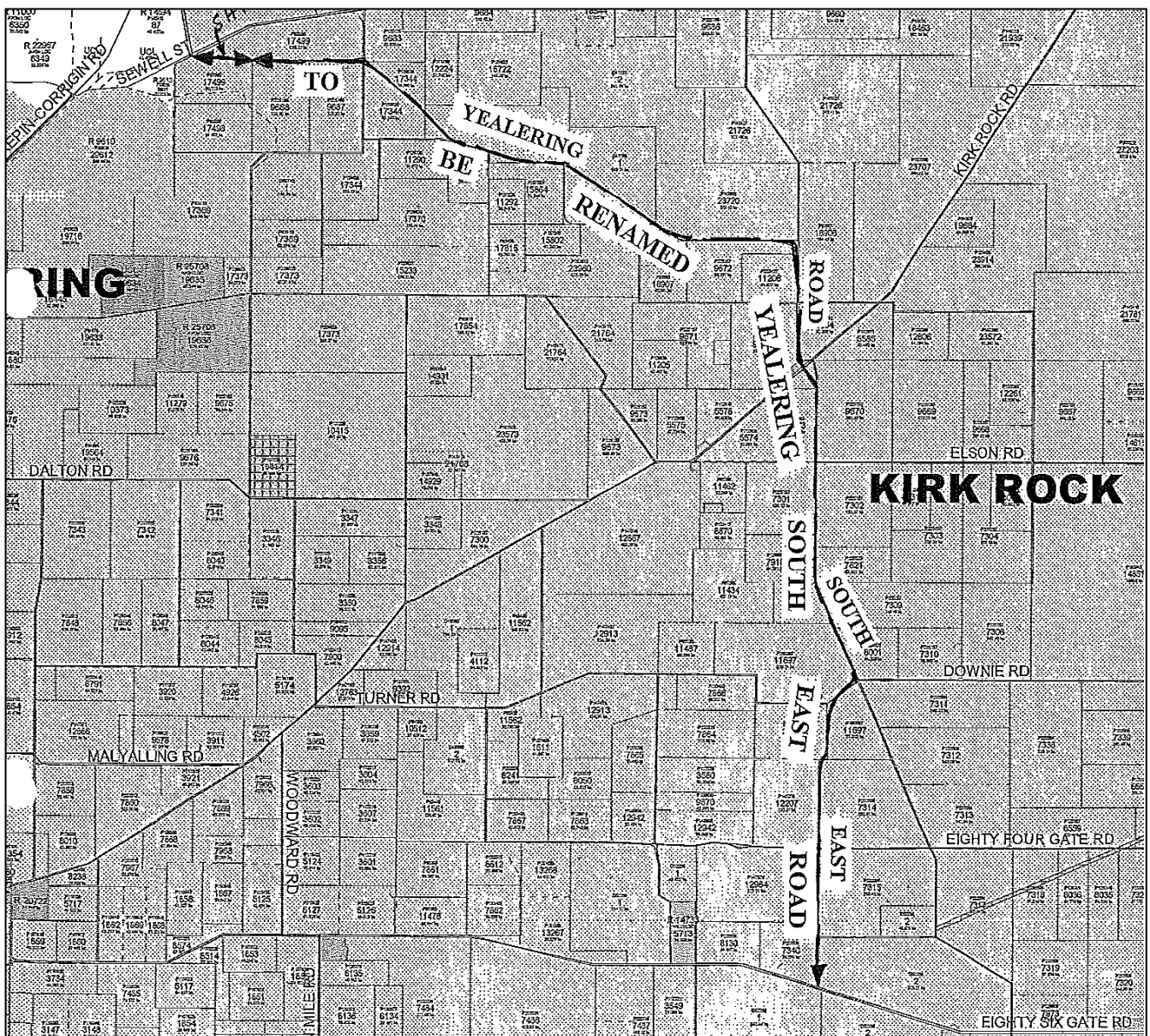
Council has received approval for Tank Road (Wickepin) and Golfclub Road (Harrismith). Please note that the extent for Golfclub Road differs to that as requested as the east west portion is part of Stock Route Road. This will be reviewed by the Geographical Names Committee following further investigation into the Stock Route Road name.

Jan Lonsdale at the Geographical Names Committee and I are working through the road names shown on the Shire's plan to identify where there are differences in spelling and/or a completely different name exists between the Shire records and Landgate records. One of these roads is in the Gillimanning area and the approved road name is Snows rather than Snow Road as shown on Councils fire maps. My State of Construction and ROMANS information shows, along with an actual physical check of the sign posting, that the road named Snows road is sign posted that way so Geographical Names Committee has been advised that Council would like to keep this road as SNOWS ROAD.

Avery Road has been approved as per Councils decision;

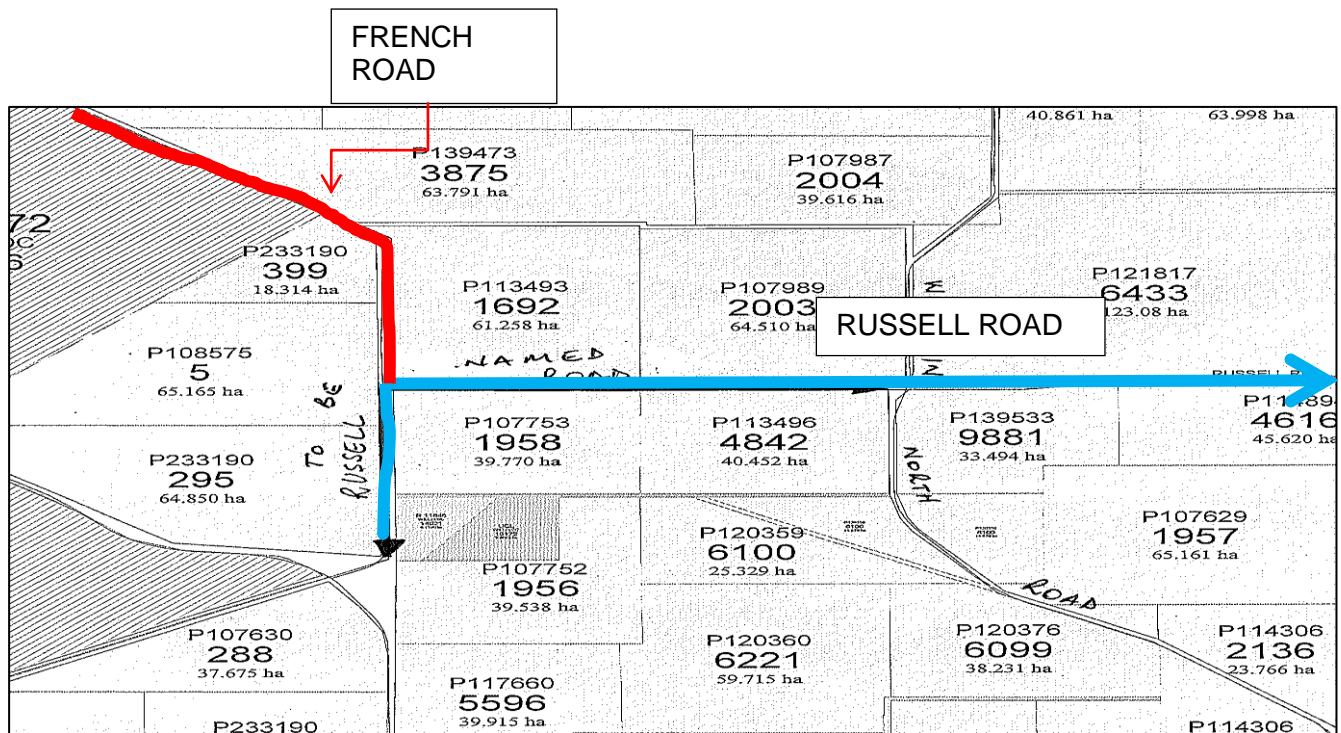


The Yealering Road South East was amended to Yealering South East Road by request of Council on the 29 September 2006 a map showing the Yealering South East Road is as follows;



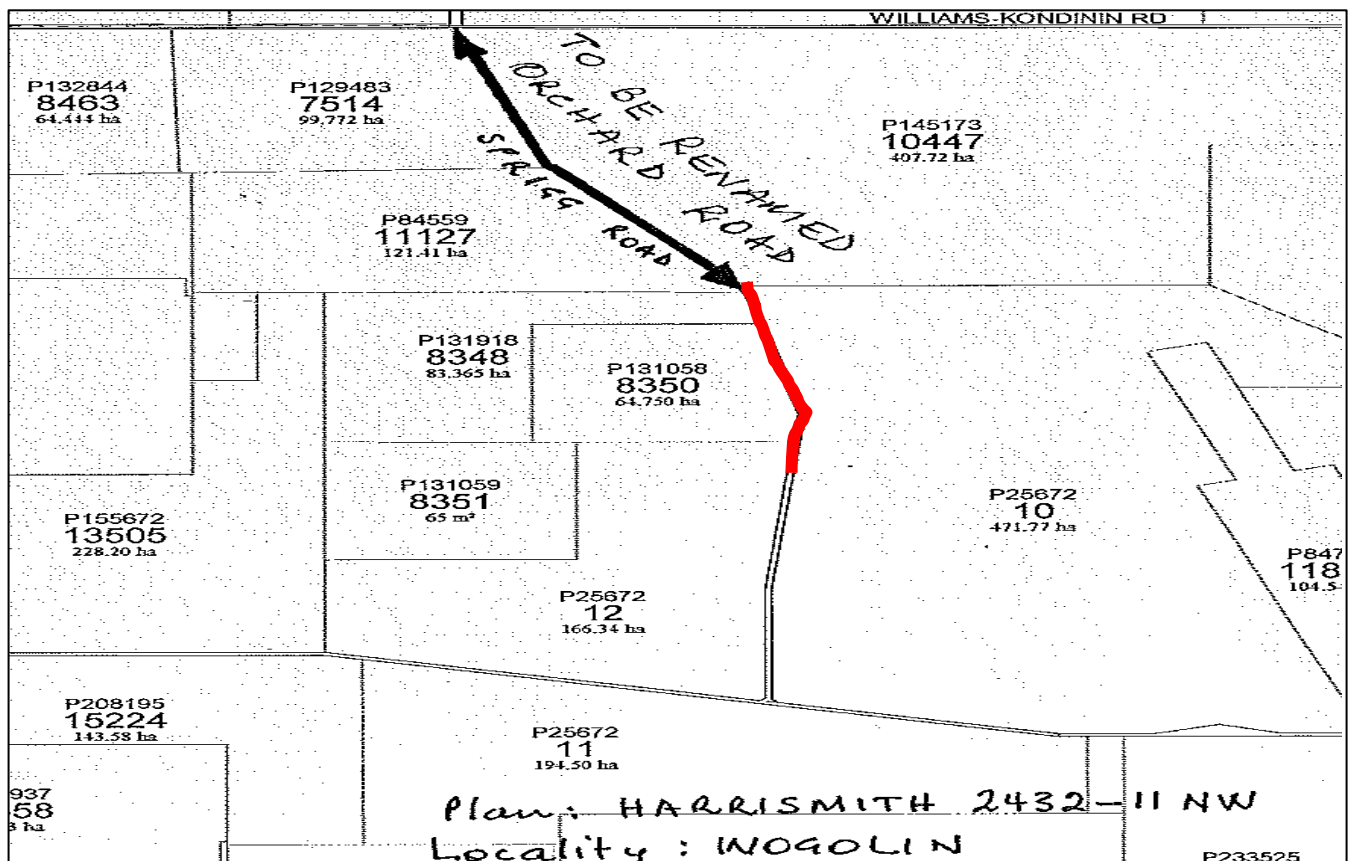
In Relation to the request for Frenchs Road, it has been found that this road has already been amended to Russell Road as per the Blue line on the following map. The Section marked Red is still unnamed. So it may be best to name the whole of the Road along Locations 295, 5 and 399 as French Road after the early settlers who lived on this Road.

An Agenda Item will be prepared to confirm the road name changes.





It has also been found that Orchard Road needs to be extended as shown in Red on the following Map, as Geographical Names Committee only show it as finishing at the top of Location 10. This does not require a decision of Council as it is only extending the road name to the state of construction so Geographical Names Committee have been requested to extend Orchard Road to the state of construction.



The rural addressing project for the Shire of Wickepin went live in July 2010. Over a period of time Council staff has been working with Landgates addressing team to ensure appropriate addresses were allocated to properties within the Shire of Wickepin. When the addressing project went live, the land owners received advice on their property address – numbers, road name etc in a letter from Landgate.

The shire has installed the appropriate metal address number plate on-site. The rural addressing for the Shire of Wickepin has been in place for at least two years and before anymore road name changes are contemplated the Wickepin Rural Address data base used needs to be reviewed as a point of reference to cross match the road names at Landgate against the names as mapped on the Shire's fire map and those shown in the Shire's property database. An example of this is using the current Land Gate address for Lot 7536 Elsinore Road Wogolin the road numbering is 244 & 250 yet the Shire fire Map shows this as Miller Road.

The review of the rural addressing dataset will clarify if there are any discrepancies in the shire's property database records; maps etc and provide comprehensive information so that Council will be in a better position to know what road name changes will be required to align all the datasets. Other examples where accepted rural addresses (road name and property address) are different to the road names on the shire's fire maps are Wickepin South Road shown on the shire fire map but Landgate approved as Wickepin-Harrismith Road, Tincurrin South Road - approved as Tincurrin Road (this road also extends into Dumbleyung), Newbold Road shown on Shire Fire Map Landgate approved name Watt Road.

The Manager of Works will be checking all the road signage to see how these roads are actually signed to ensure all data and road names are the same. I suggest that where discrepancies exist, the street signage also be checked, it may be similar to the name Philbin Road being on a map, but different on the ground and not yet approved.

There are other names shown on the shire's Fire Maps that will need amending as Hutton Road is approved by Landgate as Mutton Road, this appears to be a typo and will be rectified. Another such road is Whites Road on fire map Landgate approved as White Road, Russells Road on fire map Landgate approved as Russell Road.

There are other names that will require formal amendments to Landgate data such as directional names like Tincurrin Road North to Tincurrin North Road etc these will be dealt with as we come across them.

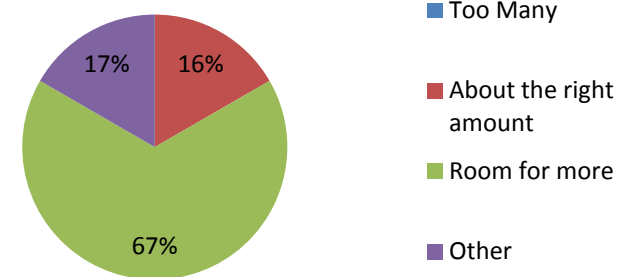
## **Residential Land Questionnaire**

Council has received 12 questionnaires back and the results have been tabulated into the following graphs;

### **1. How would you describe the current number of residential subdivisions?**

Too Many	
About the right amount	2
Room for more	8
Other	2

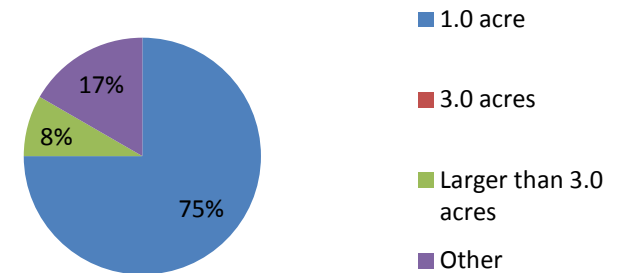
**How would you describe the current number of residential subdivisions?**



### **2. The minimum size of a residential land parcel should be:**

1.0 acre	9
3.0 acres	
Larger than 3.0 acres	1
Other	2

**The minimum size of a residential land parcel should be:**



**3. The maximum size of a residential land parcel should be:**

5.0 acres	8
10.0 acres	4
Larger than 10.0 acres	
Other	2

**4. What would be your residential land parcel price expectations?**

"40,000-80,000"

"45,000 for 1 acre

58,000 for 5 acres

73,000 for 10 acres"

"1,000 for 1 acre"

"50,000"

"50,000 -\$100,000"

"20,000"

"50,000"

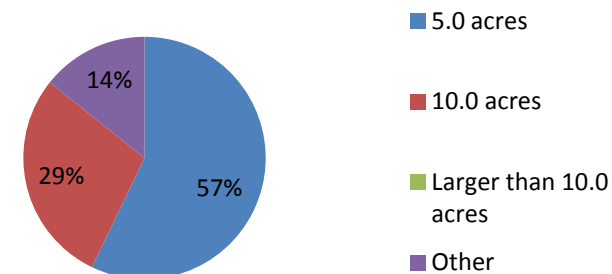
"50,000"

"\$40,000 maximum per acre"

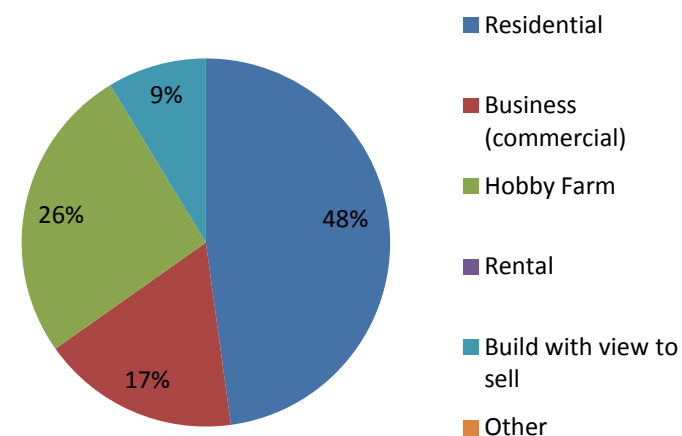
**5. The residential land parcels should be used for:**

Residential	11
Business (commercial)	4
Hobby Farm	6
Rental	
Build with view to sell	2
Other	

**The maximum size of a residential land parcel should be:**



**The residential land parcels should be used for:**





**6. Do you have any additional thoughts or comments for the residential land?**

*"Hobby farms can increase population and stimulate local economy."*

*"Encourage building activity"*

*"Mixture of 5 acre and 10 acre lots"*

*"Not enough in other towns i.e. Yealering, Harrismith, Tincurrin"*

*"It [price] needs to be as low as possible to encourage people to live here."*

*"Just do something - anything would be an improvement."*

*"Keep prices low to attract younger families and people starting out but have conditions for building (to avoid blocks being left vacant)."*

*"[Price] depends on size of land parcel. \$50,000 minimum."*

*"I would like to offer some in Harrismith near golf club"*

*"Any more than one acre only collects old vehicles and animals that attract flies."*

*"1 acre with utilities"*

*"Not keen on 5 acre lots as tend to become old vehicle dumps as in outskirts of Cuballing or animals not attended to. If 5 acre lots are desired should be on Extreme outskirts of town."*

*"On the extremity of town boundary"*

*"To move the parcels and get more people in town"*

*"Definitely like to see 5 acre lots on southern most boundary of land which was English's farm."*

*"1/2 acre or 1/4 acre as older people will not be able to maintain."*

*"Cost of land and facilities and building costs does not seem attractive to young people as costs are unlikely to be re-couped if reselling."*

*"Local parcels are expensive for young people looking to stay in the community given the cost of land and facilities and building costs on top."*

*"Total costs of new residences (total for land and buildings) are not in line with current market of established properties, that require minimal Maintenance/works. This can be seen by increased purchases of established properties recently in comparison to new land parcels."*

**Delegations**

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Signing of Cheques and Authorisation of Electronic Transfers	As per agenda item September, October Council Meeting	Creditors of council as per agenda item
A2	Septic Tank Application Approvals	EHO	Nil		
A3	Building Approvals	BO	None (0)	As per Agenda Item 10.2.03	
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO	Planning Approval 10.1.02 - Advertising Sign - Lot 305 Wickepin Pingelly Road Resolution No 150812-06	17th September Letter to Ben Carter – Development Manager PARAMOUNT AUSTRALIA OUTDOOR MEDIA PO Box 682 BALCATT WA 6914	Paramount Australia of Balcatta Western Australia
A6	Appointment and Termination of Staff	CEO	Swimming Pool Manager Appointment	17 <sup>th</sup> September 2012	Dave Karel
A7	Rates Recovery – Instalment Payments	CEO			
A8	Issue of Orders	CEO	Stop work order Advertising Sign Lot 305	4 <sup>th</sup> October 2012	Paramount Australia of Balcatta Western Australia
A9	Legal Advice	CEO			
A10	Permits to Use Explosives	CEO			
A11	Street Stalls	CEO			
A12	Liquor Consumption on Shire Owned Property	CEO			
A13	Hire of Community Halls / Community Centre	CEO			

**Recommendations:**

That Council endorses the Chief Executive Officers Report dated 5 October 2012.

**Voting Requirements:**

Simple majority

### Resolution No 171012-12

#### Moved Cr Allan / Seconded Cr Astbury

That Council endorses the Chief Executive Officers Report dated 5 October 2012.

**Carried 8/0**

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

Cr Russel advised of her attendance with the CEO to the Grain Alliance meeting in Quairading on Friday 12 October 2012 and gave an update of the meeting. Cr Russell also advised that she was voted onto the executive committee of the Wheatbelt Railway Retention Alliance.

Cr Astbury thanked the CEO for taking on the tender for the new bowling greens and noted how well it has been undertaken. Cr Astbury also thanked the CEO for the sponsorship of the meals and thanked the ESO for her involvement with helping to organise the opening of the new greens.

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

There being no further business the Presiding Officer declared the meeting closed at 4.44pm.