

Minutes

ORDINARY MEETING OF COUNCIL
21 AUGUST 2013
COUNCIL CHAMBERS
WICKEPIN



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**Minutes of an Ordinary Meeting of Council held in Council Chambers, Wickepin
Wednesday 21 August 2013**

The President declared the meeting open at 3.29pm.

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

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

Leave of Absence (Previously Approved)

Cr AG Lansdell

Apologies

2. Public Question Time

Chris Lozenicins - Gave an update on 'Wander to Wickepin' and advised Council that entertainment is scheduled for 27 September 2013, food/drink available and the Wickepin Community Centre is booked.

Chris also requested Council support the CEO recommendation in the agenda item 10.2.06.

3.34pm - Chris Lozenicins departed the Chambers.

3. Applications for Leave of Absence/Apologies

4. Petitions, Memorials and Deputations

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

Item	Item Title	Councillor/Officer	Interest	Reason
10.1.04	Refuse Site Transfer Stations	Cr RE Easton	Financial	Possible contractor for the project
10.2.11	Saleyard Agreement	Cr JA Russell	Proximity	Owns adjoining lot

6. Confirmation of Minutes – Ordinary Meeting of Council – 17 July 2013

Resolution No 210813-01

Moved Cr Coxon / Seconded Cr Astbury

That the minutes of the Ordinary Council meeting held on Wednesday 17 July 2013 be confirmed as a true and correct record.

Carried 7/0

7. Receival of Minutes

7.1 Bush Fire Control Officer's AGM

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Leah Pearson, Executive Support Officer
File Reference:	
Author:	Leah Pearson, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	2 August 2013

Enclosure / Attachment:

Minutes of the Bush Fire Control Officer's Meeting held on Tuesday 30 July 2013.

Background:

The Bush Fire Control Officer's Meeting was held on Tuesday 30 July 2013.

Comment:

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

Statutory Environment:

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

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Recommendation:

That the Minutes of the Bush Fire Control Officer's Meeting held on Tuesday 30 July 2013 be received.

Voting Requirements: Simple majority.

Resolution No 210813-02**Moved Cr Russell / Seconded Cr Allan**

That the recommendations listed under agenda items 7.1 to 7.3 be adopted en-bloc with the following amendments to the Bush Fire Control Officer's AGM minutes;

- That Tim Heffernan's name be mentioned once instead of twice in the Fire Control Officers/Bush Fire Radio Operators/Fire Weather Officers listing as follows;

Wes Astbury
Tim Heffernan
Lachlan White
Steve Rose
Keith Parnell
Barney Langford
Rex Bergin
Phillip Russell
Roger Butler
Peter Stacey
Colin Coxon
David Stacey
Gordon McDougall
Mark Hook

- That the following sentence be changed as the word 'breaks' was missing;
'Shire of Wickepin to advertise in the local paper and Facebook page that due to the expected weed growth all fire breaks will be inspected and there will be no tolerance toward poor fire breaks.'
- That in the Business Arising From Minutes, the name Steve Vogel be changed to Simon Vogel.

Carried 7/0

Receival of Minutes

7.2 Budget 2013/2014 Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Leah Pearson, Executive Support Officer
File Reference:	
Author:	Leah Pearson, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	2 August 2013

Enclosure / Attachment:

Minutes of the Budget 2013/2014 Meeting held on Tuesday 30 July 2013.

Background:

The Budget 2013/2014 Meeting was held on Tuesday 30 July 2013.

Comment:

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

The minutes had been prepared after the Annual Electors Meeting and sent out to all Councillors, however, the minutes had not been presented to Council for adoption.

Statutory Environment:

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

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Recommendation:

That the Minutes of the Budget 2013/2014 Meeting held on Tuesday 30 July 2013 be received.

Voting Requirements: Simple majority.

Resolution No 210813-03

Moved Cr Russell / Seconded Cr Allan

That the recommendations listed under agenda items 7.1 to 7.3 be adopted en-bloc.

Carried 7/0

Receival of Minutes

7.3 Townscape & Cultural Planning Committee Meeting

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Leah Pearson, Executive Support Officer
File Reference:	206
Author:	Leah Pearson, Executive Support Officer
Disclosure of any Interest:	Nil
Date of Report:	14 August 2013

Enclosure / Attachment:

Minutes of the Townscape & Cultural Planning Committee Meeting held on Wednesday 14 August 2013.

Background:

The Townscape & Cultural Planning Committee Meeting was held on Wednesday 14 August 2013.

Comment:

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

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

Policy Implications: Not applicable.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Recommendation:

That the Minutes of the Townscape & Cultural Planning Committee Meeting held on Wednesday 14 August 2013 be received.

Voting Requirements: Simple majority.

Resolution No 210813-04

Moved Cr Russell / Seconded Cr Allan

That the recommendations listed under agenda items 7.1 to 7.3 be adopted en-bloc.

Carried 7/0

8. Status Report

Item	Subject/Action	Officer/ File	Progress	Status	Comment
353-200313-13	Railway Land Lease 2013	CEO	Council authorise the CEO to negotiate a variation to the existing lease (L2663) for peppercorn rental to include: <ol style="list-style-type: none"> 1. The fenced compound immediately east of the Wickepin Railway Station store old farm machinery as part of the heritage precinct. 2. Railway Station building. 3. Additional land as illustrated on the map attached. 4. A maximum of \$1000 be allocated for the fees associated with varying the existing lease agreement. 	○	Meeting held with Brookfields. Negotiations on-going.
401-190613-16	Tincurrin Hall Upgrade	CEO	That the CEO obtains three (3) quotes on current scope of works for the Tincurrin Hall and include renovations to the toilets and upgrading of leach drains and septic tank.	✓	Quotes prepared. Refer to August Forum Session.
406-170713-09	WA Kaolin Holdings Pty Ltd – Miscellaneous Licence L70/156	CEO	That approval is given to WA Kaolin Holdings PTY LTD to bury the pipelines under Councils road in the manner similar to the Water Corporation Pipelines road crossings with the following condition: <ul style="list-style-type: none"> • The design of the pipeline within any Shire of Wickepin Road Reserves to be carried out in conjunction with the Shire of Wickepin. • No works to be commenced within the Shire of Wickepin Road Reserves until the Shire of Wickepin has approved the method and design of the proposed Pipeline along with the timing of the construction works. 	✓	Letter sent to WA Kaolin Holdings on 22/07/2013.
407-170713-10	Proposed Road Widening – Elsinore and Fence road and Narrogin Kondinin Road M038 Land Requirements	CEO	That Council at its meeting of 17 th July 2013 concurred to the dedication of the land, the subject of Main Roads drawing 0360 – 099 2, as road under section 56 of the Land Administration Act.	✓	Letter sent to Main Roads 22/07/2013.
408-170713-15	Community Resource Building – 24A Wogolin Road, Wickepin	CEO	That: <ol style="list-style-type: none"> 1. The Building/Health Officer undertakes a full inspection of the Community Resource Centre and reports back to Council by the August 2013 Council meeting on the state of the Community Resource Centre building with the report containing solutions to resolve the damp and mould issues; and 2. The Community Development Officer prepare a report, with recommendations, on either renovating the existing Community Resource Centre building or constructing a new building on a different site. 	○	Memo sent to EHO and CDO notifying them of Council's recommendation. Meeting arranged with Regional Development and Lands regarding the CRC building.

Item	Subject/Action	Officer/ File	Progress	Status	Comment
409-170713-18	Community Christmas Party/Thank a Volunteer Day	CEO	That Council advise the Volunteer Resource Centre that the Shire of Wickepin will be involved in the community Christmas Party/Thank a Volunteer Day.	✓	Letter sent to Volunteer Resource Centre on 22/07/2013.
410-170713-19	Local Emergency Management Committee (LEMC)	CEO	That the Shire of Wickepin withdraws from the current Local Emergency Management Committee with the Town and Shire of Narrogin and the Shires of Cuballing and Wickepin. That the Shire of Wickepin join with the Shire of Cuballing to form a combined Local Emergency Management Committee and that Council contributes up to \$5,500 towards the cost. That the Shire of Cuballing assumes the management of the New Local Emergency Management Committee.	✓	Letter sent to Shire of Cuballing on 22/07/2013. New LEMC arrangements presented to the August 2013 Council meeting.

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

3.39pm – MWS Peter Vlahov entered the chambers.

Infrastructure and Engineering Services

10.1.01 – Manager Works and Services Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Peter Vlahov, Manager Works & Services
File Reference:	2610
Author:	Peter Vlahov, Manager Works & Services
Disclosure of any Interest:	Nil
Date of Report:	14 August 2013

Enclosure / Attachment: Ongoing Maintenance List

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

Comment: Not applicable.

Programmed Construction Works

- Roses Road – Culvert extensions and gravel sheeting on Roses Road is currently under way. The works are approximately 50% completed.
- Wickepin-Pingelly Road – Culvert extension works are approximately 80% completed.
- Wogolin South Road – Gravel has been stockpiled for this project.
- Pauley Road – gravel has been stockpiled for this project.

Maintenance Works

Please see ongoing list attached

Occupational Health and Safety

There has been one back injury. The employee has since been cleared to resume normal duties.

Workshop

- The new workshop mechanic Cameron Charles has commenced employment.
- Cat. Grader (WK 813) has had a minor transmission problem repaired.
- General servicing and repairs.

Parks and Gardens

- Ongoing general garden and reticulation servicing.

- Roadside and general weed spraying has been ongoing.

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 14 August 2013.

Voting Requirements: Simple majority

Resolution No 210813-05

Moved Cr Astbury / Seconded Cr Hinkley

That council notes the report from the Manager of Works and Services dated 14 August 2013.

Carried 7/0

MWS Work Register - 2013

	Date of Request	Area	Action Requested	Requested by	Completed Y/N	Date Completed	Notes
	4/07/12	Wickepin	The gravel sheeting on Watts Road.	Technical Services Committee	✓		See Road Program.
	3/04/2013	Wickepin	5 Smith Street - Retic needs fixing.	Annual Inspections	✓		Completed.
	10/04/2013	Wickepin	Mice baits in store room for Netball - replace baits in all store rooms.	Allan Ramsay	✓	July 2013	Mice baits have been placed in the netball store room.
	10/04/2013	Wickepin	Garry Harris to check all smoke detectors in Yarling Court.	Allan Ramsay	○		
	17/04/2013	Wickepin	Pete to order doggy dumpage bags to place around Wickepin oval.	Council	✓	14/08/2013	Bags ordered.
	22/04/2013	Wickepin	Glass washer in bar in the Community Centre is broken.	WFC Secretary	○		Received glass washer - Dale Painter to install.
M a y	1/05/2013	Yealering	Yealering Hall - outside light needs replacing.	Kevin Coxon	✓	13/08/2013	Checked and been passed onto an electrician.
	1/05/2013	Wickepin	Yarling Court and Cottage Homes - gutters need cleaning.	Technical Services	○		
	24/05/2013	Wickepin	Caravan Park - water coming out where caravans hook up and no power.	Colin Coxon	○		Power is fixed. Plumber coming out to fix water on 12/06/2013.
	20/06/2013	Wickepin	Beehive in trees at Saleyards - may need spraying or removing.	CEO	○		Waiting to see if trees are going to be removed.
	21/06/2013	Wickepin	Community Centre - Broken piece of tile between the kitchen and mezzanine.	Hazel Green	○		Ashley Steere to fix.
	26/06/2013	Yealering	Donga Kitchen - fix hot water tap in Caravan Park.	CEO	✓	25/07/13	Fixed.
	2/07/2013	Wickepin	Woodchips for Gillian Spargo.	Gillian Spargo	✓	July 2013	
	2/07/2013	Wickepin	Relocate the 2 smaller water tanks that are located behind the large tanks at the Community Centre.	CEO	✓	July 2013	Complete.
	2/07/2013	Yealering	Remove mould from brick pavers at Yealering Town Hall near veranda.	CEO	○		
	2/07/2013	Harrismith	Install crest signs 104 Gate Road.	CEO	✓	July 2013	
	2/07/2013	Wickepin	Organise stump grinder for various stumps.	CEO	✓		
	3/07/2013	Wickepin	Move fridge from recycling yard to swimming pool.	Technical Services	✓	August 2013	
	8/07/2013	Wickepin	CRC - Tree obstructing rubbish truck.	CEO	✓	10/7/2013	Limbs of tree removed.
	10/07/2013	Harrismith	Large trees on the main street in Harrismith need pruning.	Sue Astbury	✓	13/08/2013	
	11/07/2013	Wickepin	Clean up Town Hall and paint tins for Hall booking.	CEO	✓	10/07/2013	Complete.
	11/07/2013	Wickepin	Netball Courts need cleaning by 21/7/2013.	Sarah Hyde	✓	20/7/2013	
	22/07/2013	Wickepin	Vandalism by Facey House near Railway.	Peter Williamson	✓	24/7/2013	Fence re-installed.
	24/07/2013		White guide post missing on the culvert near Malyalling Road - intersection of Wickepin Corrigin.	Natalie Manton	○		
	24/07/2013	Yealering	Drainage at Yealering Cemetery needs some adjustment - bank taken away some of the water.	Natalie Manton	○		
	24/07/2013	Wickepin	Unit 4 Cottage Homes - Shower rail needs fixing.	Kelly Miller	✓	August 2013	Fixed.
	29/07/2013	Wickepin	Locks on trainers door and home change room are difficult to open.	Football Club	○		Temporary repair - will be monitored.
	5/08/2013	Wickepin	Check shower heads in home change room at Community Centre - broken/faulty.	Ty Miller	✓	August 2013	
	5/08/2013	Wickepin	Hockey field to be mowed before 8/8/2013.		✓		Mowed.
	6/08/2013	Wickepin	Community Centre showers - check home change rooms showers.	Michelle Miller	✓	August 2013	Fixed.
	6/08/2013	Yealering	Shutter blind in Yealering Hall near bar is stuck.	Kelly Cockrane	○		
	6/08/2013	Wickepin	Cupboard installed at Playgroup needs to be moved as its covering doorway.	Leanne Holmes	○		
	7/08/2013	Wickepin	Remove boxes of rubbish from netball courts.	Lara Bennier	✓	August 2013	
	7/08/2013	Wickepin	Mats on cricket pitch need to be closer.	Football Club	○		
	7/08/2013	Wickepin	Mend fencing on oval.	Football Club	○		

The President brought item 10.1.04 forward for discussion.

3.44pm – Cr Easton departed the Chambers due to declaring a financial interest – Possible contractor for the project.

Infrastructure and Engineering Services

10.1.04 – Refuse Site Transfer Stations

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Peter Vlahov, Manager of Works
File Reference:	
Author:	Peter Vlahov, Manager of Works
Disclosure of any Interest:	Nil
Date of Report:	15 August 2013

Enclosure / Attachment: Nil

Background:

The Shire of Wickepin has resolved to convert Harrismith, Tincurrin and Yealering refuse sites into transfer stations.

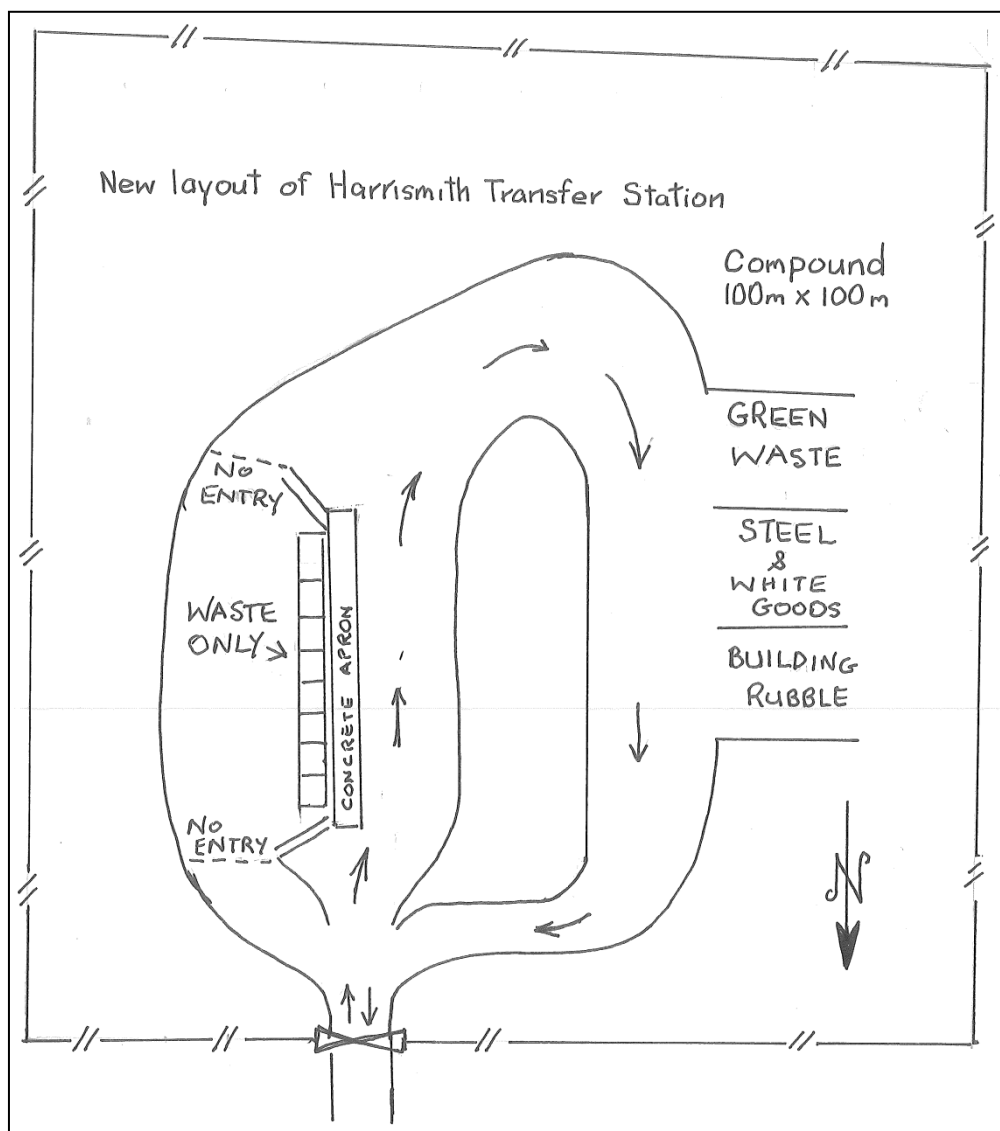
Council has allocated the following amounts for the Refuse Sites;

- \$100,000 for Harrismith
- \$100,000 for Tincurrin
- \$110,554 for Yealering

Below are the individual costing breakdowns and plans for each site;

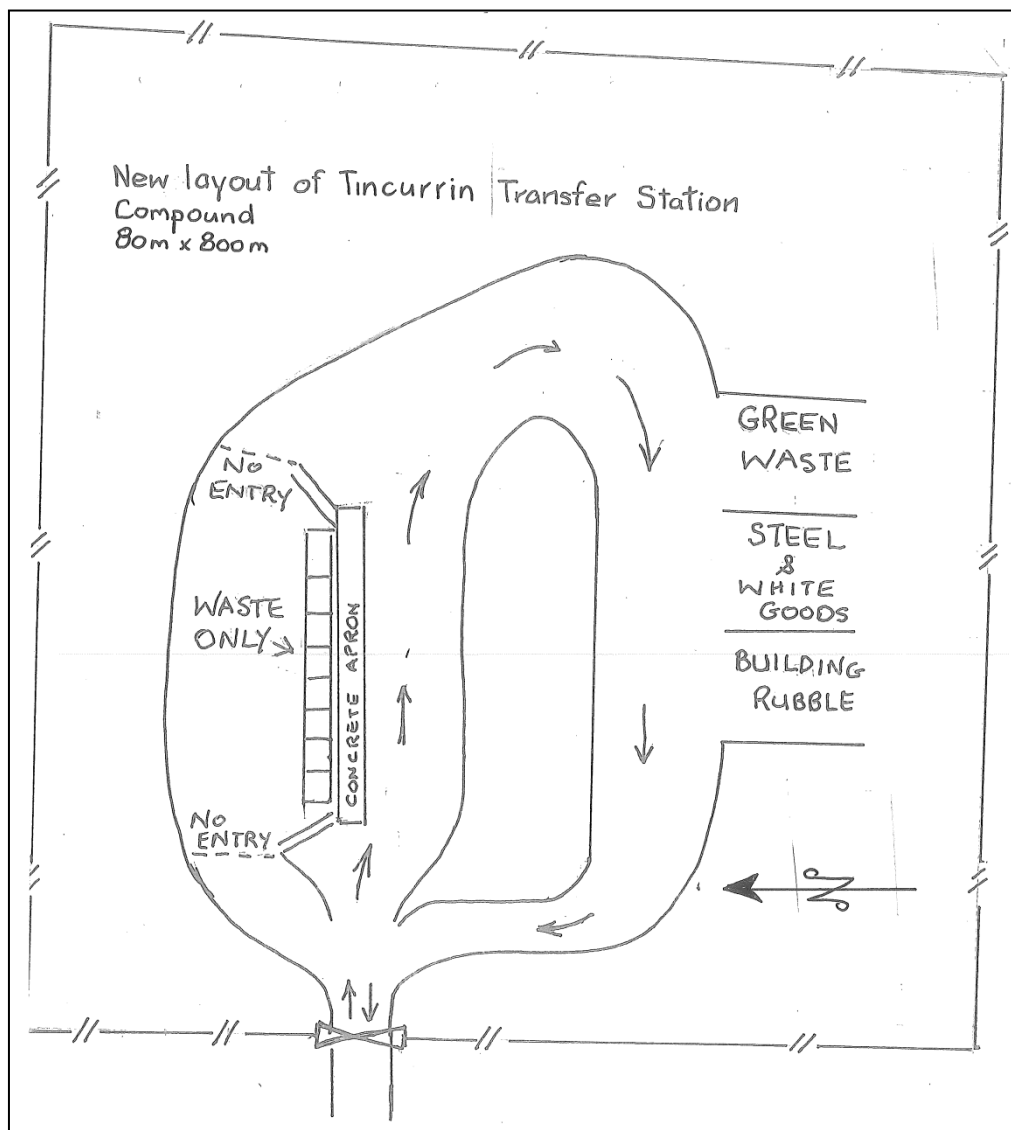
Harrismith Transfer Station

Requirements List	Harrismith Transfer Station	Refuse Site Refurbishments	Cost Estimates	Quantities
Survey	P. Gow	Survey all waste reserves, mark corners	N/A	
Fencing	Southern Wire	Erect 2.1m high chain mesh perimeter fencing	24,000	400 metres
Roadways / Roadways Seal	Shire staff / Bitutek	Construct access roads and Seal access roads	20,000	3,500m ²
Concrete Ramps	Shire Staff / Ross Easton	Construct reinforced concrete ramps and walls	20,000	
Earthworks	Shire Staff / A.Fulford	Bury any rubble and dig pits as required	9,000	
Remove metal	Simms Metal	Cart away car bodies and any other metals		
Supply Transfer Equipment	Appollo Manufacturing	Skip bins and other bins as required	14,000	8 bins
Build shed	Westons of Narrogin	Gate shed suitable for staff to utilise during opening hours	N/A	
		Total	87,000	



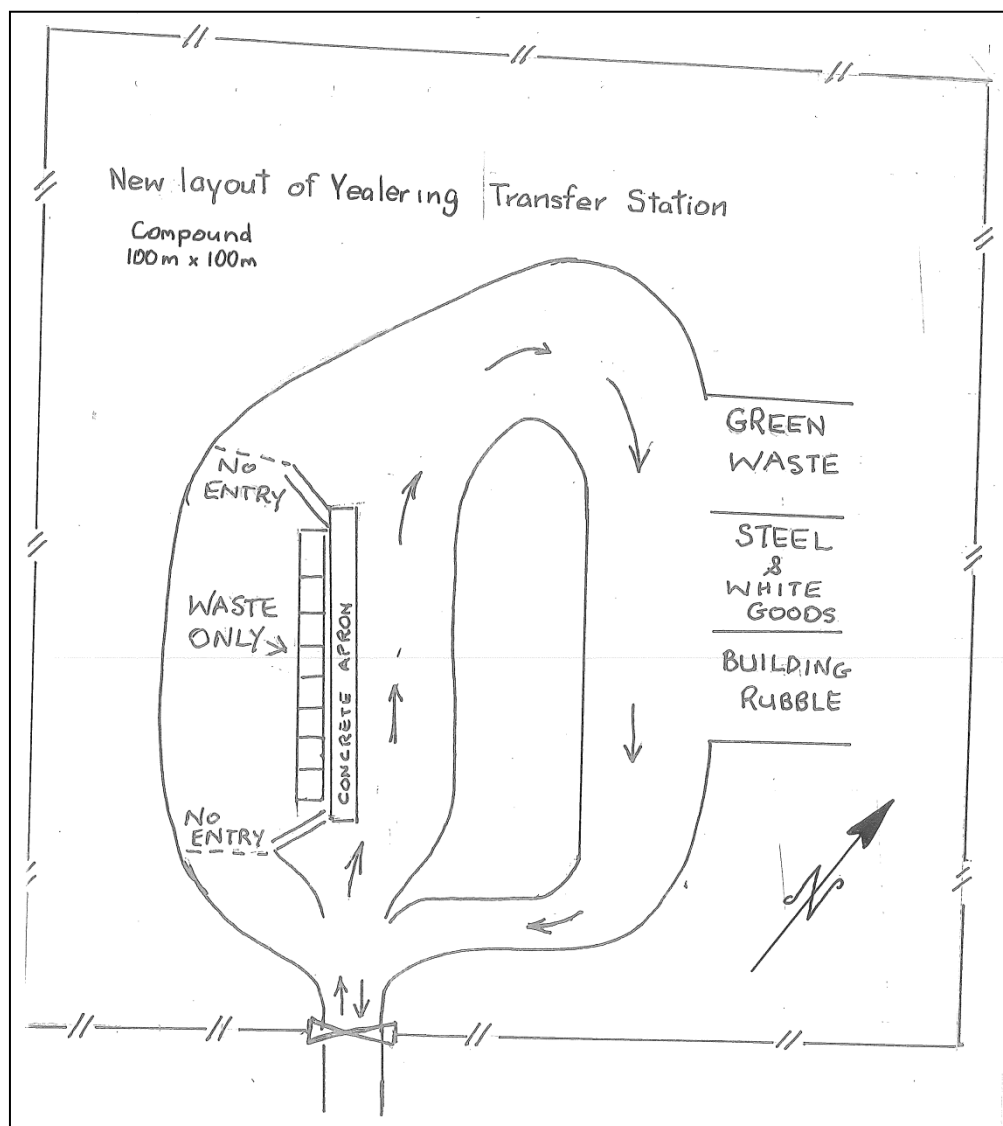
Tincurrin Transfer Station

Requirements List	Tincurrin Transfer Station	Refuse Site Refurbishments	Cost Estimates	Quantities
Survey	P. Gow	Survey all waste reserves, mark corners	N/A	
Fencing	Southern Wire	Erect 2.1m high chain mesh perimeter fencing	24,000	400 metres
Roadways / Roadways Seal	Shire staff / Bitutek	Construct access roads and Seal access roads	20,000	3,500m ²
Concrete Ramps	Shire Staff / Ross Easton	Construct reinforced concrete ramps and walls	20,000	
Earthworks	Shire Staff / A.Fulford	Bury any rubble and dig pits as required	9,000	
Remove metal	Simms Metal	Cart away car bodies and any other metals		
Supply Transfer Equipment	Appollo Manufacturing	Skip bins and other bins as required	11,000	6 bins
Build shed	Westons of Narrogin	Gate shed suitable for staff to utilise during opening hours	N/A	
		Total	84,000	



Yealering Transfer Station

Requirements List	Yealering Transfer Station	Refuse Site Refurbishments	Cost Estimates	Quantities
Survey	P. Gow	Survey all waste reserves, mark corners	N/A	
Fencing	Southern Wire	Erect 2.1m high chain mesh perimeter fencing	25,000	400 metres
Roadways / Roadways Seal	Shire staff / Bitutek	Construct access roads and Seal access roads	20,000	3,500m ²
Concrete Ramps	Shire Staff / Ross Easton	Construct reinforced concrete ramps and walls	20,000	
Earthworks	Shire Staff / A.Fulford	Bury any rubble and dig pits as required	9,000	
Remove metal	Simms Metal	Cart away car bodies and any other metals		
Supply Transfer Equipment	Appollo Manufacturing	Skip bins and other bins as required	18,000	10 bins
Build shed	Westons of Narrogin	Gate shed suitable for staff to utilise during opening hours	N/A	
		Total	92,000	



Comment:

Converting the refuse sites into transfer stations would have the following benefits;

- Maintaining a cleaner environment
- Ease of management
- Compliance with regulations
- Improvement in health and safety
- Reduction in total waste volumes
- Reduced fire hazard

Brookton, Corrigin and Kulin are all currently operating similar transfer stations. The MWS has researched how the transfer stations operate and has recommended that Council operate a similar system.

Statutory Environment: Nil

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to authorise the construction of transfer stations at Yealering, Harrismith and Tincurrin refuse sites.

Recommendation:

That the Shire of Wickepin proceed with the construction of transfer stations at Yealering, Harrismith and Tincurrin refuse sites, utilising the allocated budgets during the 2013/2014 financial year. The transfer stations will be constructed as per the attached plan.

Voting Requirements: Simple majority

Resolution No 210813-06**Moved Cr Coxon / Seconded Cr Russell**

That the Shire of Wickepin proceed with the construction of transfer stations at Yealering, Harrismith and Tincurrin refuse sites, utilising the allocated budgets during the 2013/2014 financial year. The transfer stations will be constructed as per the attached plan.

Carried 6/0

3.56pm – MWS Peter Vlahov departed the Chambers.

3.56pm – Cr Easton returned to the Chambers.

3.58pm – CDO Natalie Manton entered the Chambers.

Infrastructure and Engineering Services

10.1.02 – Sale of Plant

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	2102
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	24 July 2013

Enclosure / Attachment: Nil

Background:

At the Technical Services Committee Meeting held on 1 July 2013 the following resolution was carried:

Moved Cr Lansdell / Seconded Cr Easton

That Council advertise the following items for sale;

- x2 wool presses
- x1 can crusher

Council to move the fridge to the Wickepin Swimming Pool.

Carried 3/0

Council then carried the following resolution on 17 July 2013 Ordinary Meeting of Council:

Resolution No 170713-12

Moved Cr Coxon / Seconded Cr Allan

That Council pass the following recommendations;


1. That Council offer the sorting table to Great Southern Waste at a cost of \$4,400 inclusive of GST.
2. That Council advertise the following items for sale;
 - x2 wool presses
 - x1 can crusher

Council to move the fridge to the Wickepin Swimming Pool.

Carried 6/0

Comment:

Council staff placed the following advertisement in the Narrogin Observer and the watershed news.



Shire of Wickepin

FOR SALE

**WOOL PRESSES
CAN CRUSHER**

The Shire of Wickepin has the following items for sale by tender:

- **Two (2) Good Wool Presses**
1 Soames / 1 Morton – Both Single phase
- **One (1) Old Wool Press for parts**
Morton
- **One (1) Can Crusher**
3 phase

Any offers are to be addressed to the Chief Executive Officer, Mark Hook at:

Shire of Wickepin
P.O Box 19
Wickepin W.A 6370.

Alternatively email:
ceo@wickepin.wa.gov.au.

Offers are to be received no later than 4pm on Friday 26 July 2013.

For any enquiries please contact Peter Vlahov on 9888 1005.

Mark J Hook
Chief Executive Officer

As of 4.00pm Friday 26 July Council had received two conforming tenders from the following:

Lions Club Kulin

The Lions Club tenders the sum of \$410 for the purchase of the can crusher.

Great Southern Waste Disposal

Great Southern Waste disposal wish to make an offer for the purchase of the Aluminium Can Press that has been advertised for sale in the Narrogin Observer for the amount of \$1,650 inclusive of GST.

No Tenders were received for the Wool Presses.

As part of the tender process, there were no weighting schedules, as the acceptance of any offer would be on the best price offered.

Statutory Environment:

Local Government Act 1995.

3.58. *Disposing of property*

- (1) *In this section —*
dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;
property includes the whole or any part of the interest of a local government in
property, but does not include money.
- (2) *Except as stated in this section, a local government can only dispose of property to —*
 (a) *the highest bidder at public auction; or*
 (b) *the person who at public tender called by the local government makes what is, in the*
opinion of the local government, the most acceptable tender, whether or not it is the
highest tender.

Division 2 — Tenders for providing goods or services (s. 3.57)

11. When tenders have to be publicly invited
12. *Anti-avoidance provision for r. 11(1)*
13. Requirements when local government invites tenders though not required to do so
14. Publicly inviting tenders, requirements for
15. Minimum time to be allowed for submitting tenders
16. Receiving and opening tenders, procedure for
17. Tenders register
18. Rejecting and accepting tenders
19. Tenderers to be notified of outcome
20. Variation of requirements before entry into contract
21. Limiting who can tender, procedure for
22. Minimum time to be allowed for submitting expressions of interest
23. Rejecting and accepting expressions of interest to be acceptable tenderer
24. People who submitted expression of interest to be notified of outcome

Policy Implications: Not applicable.

Financial Implications:

Sale of Capital Equipment being one Aluminium Can Press.

Council purchased the Aluminium Can Press on 22 September 2004 for the amount of \$3,277.27.

The Depreciated Price on Councils Asset Register is \$0.00.

Strategic Implications: Not applicable.

Summary: Not applicable.

Recommendation:

That Council accept the tender submitted by Great Southern Waste Disposals in the sum off \$1,650 GST Inclusive for the Aluminium Can Press as advertised in the Narrogin Observer.

Voting Requirements: Simple majority

Resolution No 210813-07**Moved Cr Hinkley / Seconded Cr Easton**

That Council accept the tender submitted by Great Southern Waste Disposals in the sum off \$1,650 GST Inclusive for the Aluminium Can Press as advertised in the Narrogin Observer.

Carried 7/0

Infrastructure and Engineering Services

10.1.03 – Authorised Body for Traffic Management for Events

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	2402
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	13 August 2013

Enclosure / Attachment: Nil

Background:

Council has been approached by the Wickepin Triathlon Committee to request Main Roads for the Shire of Wickepin to become an Authorised Body for traffic management for the forthcoming triathlon event, to be held in Wickepin this year.

By being an Authorised Body it will make it easier for Main Roads approval for the required traffic management plans and any required road closures.

Comment:

The Shire of Wickepin currently is an “Authorised Body” for traffic management for roadwork’s only which does not cover the “Authorised Body” for traffic management for events.

With Council not being an Authorised Body for traffic management for events means that any Traffic Management or road closures for any Events in the Shire of Wickepin require approval from the Director General of Transport.

The instrument of authorisation that is required is a legal instrument through which the Commissioner of Main Roads, under Regulation 297 of the Road Traffic Code 2000, formally delegates to an Authorised Body the authority to erect, establish or display and alter or take down any road sign or traffic control signal for the purpose and duration of any event subject to conditions set out in the instrument. In order to take effect, the instrument must be executed by the Commissioner and the body the subject of the instrument.

To register the Shire of Wickepin as an authorised body for traffic management for events the Shire must adopt and sign the following form.

Once this is done MRWA will be able to arrange for the Shire to be an “Authorised Body” for traffic management for events. This will make it much simpler for approval of any events planned to be run in Wickepin, with any MRWA approval usually being able to be given locally by Main Roads Narrogin Regional Manager.

MAIN ROADS WESTERN AUSTRALIA
ROAD TRAFFIC CODE 2000
REGULATION 297(2)
INSTRUMENT OF AUTHORISATION
RELATING TO
TRAFFIC MANAGEMENT FOR EVENTS

Pursuant to Regulation 297(2) of the Road Traffic Code 2000 the Commissioner of Main Roads ("the Commissioner") hereby authorises (Shire of Wickepin) ("Authorised Body") by itself, its employees, consultants, agents and contractors (together "Representatives") to, from the date indicated below, erect, establish, display, alter or take down such road signs of whatsoever type or class (except for permanent traffic control signals) as may be required for the purpose and duration of any:

- i) "event" subject to an order from the Commissioner of Police pursuant to Part VA of the Road Traffic Act 1974;
- ii) race meeting or speed test for which the Minister referred to in section 83 of the Road Traffic Act 1974 has, under that provision, temporarily suspended the operation of any provisions of the Road Traffic Act 1974 or regulations made under that Act; or
- iii) public meeting or procession the subject of a permit granted by the Commissioner of Police under the Public Order in Streets Act 1984;

or as may be required for the purpose of controlling traffic on a road adjacent to, or in the vicinity of, any event or organised activity approved by the Authorised Body under its local laws, on a road (other than a main road or highway) within its jurisdiction, SUBJECT ALWAYS to the following terms and conditions:

- (a) the Authorised Body shall at all times observe, perform and comply with the provisions of the "Traffic Management for Events Code of Practice" (as amended or replaced from time to time in consultation with the Traffic Management for Events Advisory Group) issued by Main Roads Western Australia ("the Code") referring to the version which is current at the time of the event, a copy of which can be obtained from Main Roads Western Australia from www.mainroads.wa.gov.au or by contacting Main Roads by phone;
- (b) the Authorised Body shall develop and implement procedures that will satisfy the Commissioner that traffic management implemented by the Authorised Body, its employees, agents and contractors will in all respects conform to and comply with the requirements of the Code; and
- (c) the Authorised Body shall ensure that its Representatives comply with the terms and conditions identified above at paragraphs (a) and (b) as if they were named in those paragraphs in place of the Authorised Body.

By executing and returning the acknowledgment at the foot of this authorisation, the Authorised Body agrees to observe, perform and comply with the above terms and conditions.

The powers in this Instrument of Authorisation do not change or replace:

- 1) any prior Instrument of Authorisation from the Commissioner of Main Roads for the purposes of undertaking traffic management for works on roads; and
- 2) any powers and responsibilities of a local government provided in regulation 9 of the Road Traffic (Events on Roads) Regulations 1991.

THE COMMON SEAL OF THE
COMMISSIONER OF MAIN ROADS
WAS AFFIXED BY
COMMISSIONER OF MAIN ROADS
FOR THE TIME BEING IN THE
PRESENCE OF:

Signature of Witness

Name of Witness (please print)

ACKNOWLEDGMENT BY AUTHORISED BODY
Shire of Wickepin agrees to unconditionally observe, perform and be bound by the above conditions.

THE COMMON SEAL of

(Shire of Wickepin)
Was affixed pursuant to a resolution of
the Council in the presence of:

Signature of Chief Executive Officer

Signature of Witness

Name of Witness (please print)

Statutory Environment:*Local Government Act 1995**Traffic Act 1974**Public Order in Streets Act 1984***Policy Implications:** Nil**Financial Implications:** Nil**Strategic Implications:** Nil**Summary:**

Council is being requested to sign the Authorised Body for traffic management for events form with the Commissioner of Main Roads to allow for an easier process for Traffic Management during Events in the Shire of Wickepin.

Recommendation:

That the Shire of Wickepin sign and place the common seal on the Authorised Body for traffic management for events form with the Commissioner of Main Roads.

Voting Requirements: Simple majority**Resolution No 210813-08****Moved Cr Russell / Seconded Cr Allan**

That the Shire of Wickepin sign and place the common seal on the Authorised Body for traffic management for events form with the Commissioner of Main Roads.

Carried 7/0

Governance, Audit and Community Services

10.2.01 – Financial Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Kerry Fisher, Finance Officer
File Reference:	
Author:	Kerry Fisher, Finance Officer
Disclosure of any Interest:	Nil
Date of Report:	14 August 2013

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

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

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

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

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

Local Government (Financial Management) Regulations 1996

34. Financial reports to be prepared s. 6.4

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

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

Policy Implications: Not applicable

Financial Implications: Not applicable

Strategic Implications: Not applicable

Recommendation: That the financial statements tabled for the period ending 30 June 2013 and 31 July 2013 as presented be received.

Voting Requirements: Simple majority

Resolution No 210813-09

Moved Cr Astbury / Seconded Cr Easton

That the financial statements tabled for the period ending 30 June 2013 and 31 July 2013 as presented be received.

Carried 7/0

Bank Balances

As at 31/07/2013

	Bank Statement	Adjusted
Municipal Fund	1,689,570.06	1,591,564.43
Petty Cash	500.00	500.00
Reserves	797,649.20	797,649.20
Total	2,487,719.26	2,389,713.63
Trust Fund	24,788.96	24,788.96
Transport Account	9,998.30	0.00

Debtors

Rates as at 31/07/2013

Account 7461	Rates	18,533.46
Account 6051	Sewerage	2,777.16
Account 7451	Ex Receipts	-8,615.23
Account 7441	Pensioners Rebates	3,125.76
Account 7481	Domestic Rubbish	1,265.10
Account 7491	Commercial Rubbish	0
Account 7201	Refuse Site Levy	433.46

Sundry Debtors as at 31/07/2013

Current	0
1 Month	89.73
2 Months	2,266.32
3 Months	96.55
Total	2,452.60

Governance, Audit and Community Services

10.2.02 – List of Accounts

Submission To: Ordinary Council
Location / Address: Whole Shire
Name of Applicant: Kerry Fisher, Finance Officer
File Reference:
Author: Kerry Fisher, Finance Officer
Disclosure of any Interest: Nil
Date of Report: 14 August 2013

Enclosure / Attachment: List of Accounts

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

	<u>Vouchers</u>	<u>Amounts</u>
Municipal Account		
Cheques	14712 - 14723	18,815.93
EFTPOS	3773 - 3859	228,014.77
Other Transfers	Payroll July 2013	57,000.00
Trust Account		
EFTPOS	0	0
Cheques	1214	500.00
TOTAL		<u>\$304,330.70</u>

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

Certificate of Chief Executive Officer:

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

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

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

Policy Implications: Policy F3.7 - Cheque Issue

Financial Implications: Not applicable

Strategic Implications: Not applicable

Recommendation: That Council acknowledges that payments totaling \$304,330.70 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 210813-10

Moved Cr Russell / Seconded Cr Allan

That Council acknowledges that payments totaling \$304,330.70 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 7/0

SHIRE OF WICKEPIN
 CHEQUE LISTING
 12/7/2013 TO 14/8/2013

Chq/EFT	Date	Name	Description	Muni	Trust
1214	23/07/2013	SHIRE OF WICKEPIN	REFUND BOND TO SUE RICHARDS - YEALERING HALL HIRE	437.17	500.00
EFT3773	16/07/2013	AIR RESPONSE	REPAIRS COTTAGE HOMES & COMMUNITY CENTRE	3740.00	
EFT3774	16/07/2013	CENTRAL COUNTRY ZONE WALGA	ANNUAL SUBSCRIPTION	41.30	
EFT3775	16/07/2013	COURIER AUSTRALIA	COURIER FEES	528.00	
EFT3776	16/07/2013	JR & A HERSEY	GLOVES	19631.70	
EFT3777	16/07/2013	IT VISION	RENEWAL SYNERGY SOFT & LICENCE FEE	99.00	
EFT3778	16/07/2013	NARROGIN RETRAVISION	PHONE - P BRANSBY	249.00	
EFT3779	16/07/2013	DYNAMIC PRINT	LETTERHEAD	2968.35	
EFT3780	16/07/2013	TRACKSPARES	PARTS GRADERS	3058.00	
EFT3781	16/07/2013	TALIS	10 YEAR FORWARD WORKS PROGRAM DEVELOPMENT	89.30	
EFT3782	16/07/2013	DEPT OF TRANSPORT	TYSON ANDERSONS LEARNERS PERMIT	5818.39	
EFT3783	16/07/2013	WESTERN AUSTRALIAN TREASURY CORP	LOAN 102 PAYMENT	1627.56	
EFT3784	16/07/2013	SYNERGY	STREETLIGHTS	1356.50	
EFT3785	16/07/2013	WA LOCAL GOVT ASSOCIATION	WEBSITE DEVELOPMENT	283.80	
EFT3786	18/07/2013	DEPT OF PLANNING & INFRASTRUCTURE	REGISTRATION FEE 1WK	2652.50	
EFT3834	02/08/2013	AIR RESPONSE	FIT NEW EVAPORATOR UNIT WICKEPIN REC CENTRE	2277.00	
EFT3835	02/08/2013	YVONNE BOWEY CONSULTING	ACCOUNTING FEES	2197.25	
EFT3836	02/08/2013	BURGESS RAWSON (WA) PTY LTD	RENT OF FUEL FACILITY	1957.47	
EFT3837	02/08/2013	BEST OFFICE SYSTEMS	PHOTOCOPIES BW & COLOUR	50.23	
EFT3838	02/08/2013	COURIER AUSTRALIA	FREIGHT	49.30	
EFT3839	02/08/2013	COVS PARTS PTY LTD	PARTS	224.09	
EFT3840	02/08/2013	STAPLES / CORPORATE EXPRESS	STATIONARY ORDER	287.83	
EFT3841	02/08/2013	CONCEPT ONE SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	1980.00	
EFT3842	02/08/2013	FULTON HOGAN	EZ STREET	94.63	
EFT3843	02/08/2013	FRANK WESTON & CO	FLAT BAR STEEL	40.00	
EFT3844	02/08/2013	LIBBY HEFFERNAN	ALBERT FACEY HOMESTEAD	325.08	
EFT3845	02/08/2013	ING CUSTODIANS PTY LTD	SUPERANNUATION CONTRIBUTIONS	6638.50	
EFT3846	02/08/2013	KEL'S TYRES	GRADER TYRE	48419.67	
EFT3847	02/08/2013	LGIS INSURANCE BROKING SERVICE	LGIS WORKCARE	258.61	
EFT3848	02/08/2013	STAR TRACK EXPRESS	FREIGHT	2040.30	
EFT3849	02/08/2013	NARROGIN BOILERMAKERS	WORK CLOTHING ISSUE - JAMES MATTHEWS		

SHIRE OF WICKEPIN
CHEQUE LISTING
12/7/2013 TO 14/8/2013

EFT3850	02/08/2013	ROCLA	PIPES/CULVERTS	9900.18
EFT3851	02/08/2013	RSA WORKS	AUDIT FOR BLACKSPOT PROJECTS	5445.00
EFT3852	02/08/2013	RAMSAY SUPERANNUATION FUND	SUPERANNUATION CONTRIBUTIONS	175.18
EFT3853	02/08/2013	SHIRE OF WICKEPIN	PAYROLL DEDUCTIONS	100.00
EFT3854	02/08/2013	TELSTRA	ADMINISTRATION	1610.62
EFT3855	02/08/2013	SYNERGY	GROUP A/C	7204.15
EFT3856	02/08/2013	WICKEPIN MOTORS	INSURANCE CLAIM 1 WK	1259.50
EFT3857	02/08/2013	WA LOCAL GOVT ASSOCIATION	ANNUAL SUBSCRIPTION	24545.88
EFT3858	02/08/2013	WURTH AUSTRALIA P/L	WORKSHOP STOCK	330.61
EFT3859	05/08/2013	LGIS INSURANCE BROKING SERVICE	50% PROPERTY INSURANCE 1ST INSTALMENT	68023.12
14712	16/07/2013	REGISTRAR OF STOCK BRANDS	NON FARMING PIC RE-REGISTRATION FEES	65.00
14713	16/07/2013	WATER CORPORATION	STORAGE TANK FENCE ROAD	34.94
14714	16/07/2013	WICKEPIN POST OFFICE	REFLEX PAPER	3035.70
14715	02/08/2013	BEC DANILOVIC @ WICKEPIN GARDEN CENTRE	GARDENING SUPPLIES	476.80
14716	02/08/2013	GREAT SOUTHERN DISTRICT DISPLAY	DONATION	200.00
14717	02/08/2013	STATE LIBRARY OF WA	RECOUP FREIGHT COSTS INTER LIBRARY	252.02
14718	02/08/2013	MR/S COLIN J LANG	GRAVEL & FENCE SUPPLIES	4699.75
14719	02/08/2013	MAGNETIC RESOURCES NL	RATES REFUND FOR ASSESSMENT A6526	37.81
14720	02/08/2013	NARROGIN REMOVALS	FURNITURE REMOVAL - K FISHER	1950.00
14721	02/08/2013	PRIME SUPER	SUPERANNUATION CONTRIBUTIONS	312.40
14722	02/08/2013	WA LOCAL GOVERNMENT SUPER PLAN	SUPERANNUATION CONTRIBUTIONS	7613.90
14723	02/08/2013	WA FIRE APPLIANCES	VALVE FOR WATER TANK ON TRUCK	137.61
TOTALS				246,830.70
				500.00

Governance, Audit and Community Services

10.2.03 - EHO/Building Surveyor's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Allan Ramsay, EHO/Building Surveyor
File Reference:	706 / 2203
Author:	Allan Ramsay, EHO/Building Surveyor
Disclosure of any Interest:	Nil
Date of Report:	14 August 2013

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 July 2013.

Implications: Not applicable

Financial Implications: Not applicable

Strategic Implications: Not applicable

Recommendation:

That Council notes the report from the EHO/Building Surveyor dated 14 August 2013.

Voting Requirements: Simple Majority

Resolution No 210813-11

Moved Cr Russell / Seconded Cr Allan

That Council notes the report from the EHO/Building Surveyor dated 14 August 2013.

Carried 7/0

Governance, Audit and Community Services

10.2.04 - Community Resource Building – 24A Wogolin Road, Wickepin

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Allan Ramsay, EHO/Building Surveyor
File Reference:	2215
Author:	Allan Ramsay, EHO/Building Surveyor
Disclosure of any Interest:	Nil
Date of Report:	13 August 2013

Enclosure / Attachment:

Background:

Following a report to Council at its July 2013 meeting about the damp issue at the Community Resource Centre Building the following resolution was made:

Moved Cr Allan / Seconded Cr Easton

That:

1. The Building/Health Officer undertakes a full inspection of the Community Resource Centre and reports back to Council by the August 2013 Council meeting on the state of the Community Resource Centre building with the report containing solutions to resolve the damp and mould issues; and
2. The Community Development Officer prepare a report, with recommendations, on either renovating the existing Community Resource Centre building or constructing a new building on a different site.

Carried 7/0

Following the Council resolution, the building was thoroughly assessed to find out the causes of the damp and the estimated cost to resolve the damp problem for now and the future life of the building.

An experienced specialist brick restoration man was engaged to inspect the building and provide comment and provide an estimated cost to damp proof all the walls of the building.

Comment:

Over the years the building has had many changes made internally and externally which has made the damp issue worse.

The underlying problem of the damp is the result of the damp proof course of the brick walls breaking down and allowing the damp to rise to about 1000mm high throughout most of the walls. In its current state the building is unhealthy. The damp issue can be reduced significantly by adding ventilation and proper drainage to make it suitable for occupation for a limited time until a decision is made on whether to restore the building completely.

The brick work is a major problem and cannot be resolved as easy without spending a huge amount of money. It would be cheaper to have the building demolished rather than spend huge amounts of money on it.

Condition of Brick Work

Photograph 1 - Back room of the Building on the Post Office Side showing damp on the bearer:



Photograph 2 - Back room of the Building on the Post Office side showing water droplets on the bearer:



Several years ago a brick restoration company injected a damp proof membrane into the exterior leaf of this cavity wall. Whilst it has been said that the damp had lessened from this treatment, no treatment was carried out to the inner leaf of the external wall. Any treatment to inner leaf of this external wall would have involved a major job as the floor boards, joists and bearers would have to be removed to allow the treatment.

Photo #1 demonstrates that some minor repairs have been carried out to hold up the floor bearer and damp is evident on the floor bearer. Photo # 2 demonstrates water droplets on the bearer and the damp proof membrane on the brick course.

Two other subfloor areas were inspected on the other side of the building in the rear office and the damp was still noticeable, however, it was not as bad as on the Post Office side.

The bricks are very porous and crumbly and for that reason plus the damp problem is why they were covered to dado height.



Drainage

The main reason the damp is worse on the Post Office side is the poor storm water drainage and lack of subsoil drainage. The storm water collects from a large shed and an ablution block at the Post Office as well as half the roof area of the Post Office where it discharges to an open drain. From the open drain it goes into a 90mm PVC pipe which connects to a storm water sump on the main road. This open drain and 90mm storm water pipe to the sump is significantly undersized and consequently any overflow of storm water goes under the wall of the Community Resource Centre building.

The Post Office has inadequate storm water drainage as the water is running over the open drain and under the brick wall of the Community Resource Centre. The Building Code of Australia indicates that surface water must be disposed of in a way that avoids the likelihood of damage or nuisance to any other property. Given the fact that the brick paving has been built up higher on the Council verge this could be a contributing factor in the original flow of the surface water and may not be entirely the fault of the adjoining owner.

Poor Ventilation

The building has been made far worse by the lack of ventilation. All but one window in the building is inoperable, wall ventilators have been blocked off and the split system air-conditioners are basically re-circulating stale old air plus dragging in the damp from the subfloor. The air-conditioners do not bring in any fresh air at all. The chimneys of the building have also been blocked off internally and one chimney has been blocked off at the top of the stack. These chimneys could provide ventilation if they were vented and repaired. This would allow fresh air to flow down into the building.

The building does not comply with the ventilation requirements of the Building Code of Australia. Natural ventilation must be an aggregate opening or open able size not less than 5% of the floor area of the room required to be ventilated

Old Asbestos Clad Lean-To

At the rear of the building the old veranda was filled in and rooms were made for storage and toilets. The floor of this lean to is concrete and by adding the concrete floor and wall cladding has stopped any subfloor ventilation to the main original building. The ground at the rear of the building slopes towards the building. An attempt last year to divert storm water from this area has partially improved the surface water runoff from the building, however, not completely.

Inspection by Mr. Clive Pettett - Riverside Brick Restoration

Mr. Pettett has advised that to carry out the brick restoration work will cost in the vicinity of \$200,000. This would involve:

- Remove brickwork at the damp course level on both skins of brickwork, insert damp course membrane and clean out cavity then relay bricks;
- All timber flooring to be removed so damp proof membrane can be installed under floor joists;
- Internal wall to have all cladding removed and any render removed to a metre in height. Brick foundations to be removed. Some walls may need to come down if unstable and then rebuilt.

Cost to Ventilate Building and Install Storm Water Drainage and Subsoil Drains

Item	Cost
Ventilate Building – ceiling vents, whirly birds, chimneys, floor vents and wall vents	\$5,000.00
Adjust Split System Air-Conditioners to allow to bring in fresh air	\$3,000.00
Storm water and subsoil drainage	\$10,000.00
Total	\$18,000.00

Brick Restoration Estimate Only

Item	Cost
Remove brickwork at the damp course level on both skins of brickwork, insert damp course membrane and clean out cavity then relay bricks;	
All timber flooring to be removed so damp proof membrane can be installed under floor joists; Internal wall to have all cladding removed and any render removed to a metre in height. Brick foundations	
Internal wall to have all cladding removed and any render removed to a metre in height. Brick foundations to be removed. Some walls may need to come down if unstable and then rebuilt.	\$200,000.00
Remove and reinstate flooring including replacement of timber if required.	\$30,000.00
Patch and paint after repairs.	\$10,000
Total	\$240,000.00

Removal of Lean-to and Rebuild Storage Rooms & Toilet to Allow Subfloor Ventilation - Estimate

Demolition of lean-to to allow subfloor ventilation	\$8,000.00
Build a toilet block & storage rooms	\$50,000.00
Total	\$58,000.00

The estimated cost of \$298,000 excluding the interim repairs of \$18,000 strongly suggests that it would not be viable to carry out all the repairs and more practical to build a new Community Resource Centre which could be designed for its specific use.

Financial Implications:

Significant cost to totally repair the building to resolve the damp problem completely. Remedial work on the building at a far lesser cost may be enough to keep the building occupied for a limited time until a decision on its long term future is reached.

Strategic Implications: Not applicable

Enabling Legislation: Building Regulations 2012
Building Code of Australia
Australian Standard - *Mechanical Ventilation AS 1668.2 & AS/NZ 3666.1*
Worksafe Regulations
Health Act 1991 (as amended)

Council Policy: Nil

Officers Recommendation:

That Council:

1. Allocate \$18,000.00 to repair the ventilation, install subsoil drains and stormwater at the Community Resource Centre as an interim measure until the long term future of the building is resolved; and
2. The Environmental Health Officer/Building Surveyor to inspect the building every six months following the ventilation repair and the stormwater and subsoil drainage work and report to Council if there are any issues with damp and mould.

Resolution No 210813-12**Moved Cr Astbury / Seconded Cr Russell**

That Council:

1. Allocate \$18,000.00 to repair the ventilation, install subsoil drains and stormwater at the Community Resource Centre as an interim measure until the long term future of the building is resolved; and
2. The Environmental Health Officer/Building Surveyor to inspect the building every six months following the ventilation repair and the stormwater and subsoil drainage work and report to Council if there are any issues with damp and mould.

Carried 7/0

Governance and Community Service

10.2.05 – Community Development Officer’s Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Natalie Manton, Community Development Officer
File Reference:	
Author:	Natalie Manton, Community Development Officer
Disclosure of any Interest:	Nil
Date of Report:	14 August 2013

Enclosure / Attachment: Kidsport Report

Arts and Cultural	•
Community Development	<p>Townscape</p> <ul style="list-style-type: none"> • Attend Townscape meeting. • Site meeting and liaison with Sara Hills regarding concept plans for Wickepin War Memorial to acknowledge local residents who were killed in various wars. • Meeting and liaison with Sara Hills regarding concept plan for shire administration garden. • Assisted Stefie Green with background research for war memorial project. • Follow up payment of Shire of Wickepin community grants. • Arranged installation of racks and archive storage boxes for Community Archive Room at Wickepin Community Centre. <p>Other</p> <ul style="list-style-type: none"> • Provided notes for Watershed. • Follow up grant opportunities for Shire of Wickepin projects. • Prepared Business Case, Asset Management and Operations Plan and Management Plan for RDA application. • Completed grant application for Regional Development Australia funding. • Provided information to other shires regarding fuel facility and bike track. • Obtained photos from CBH of train visit for newsletter. • Preliminary discussion of guest speaker. • Received notice of article on Yealering Cemetery upgrade printed in Australian Cemeteries and Cremetoria magazine. • Assisted Watershed News with grant application for new photocopier. • Discussions and meeting with Dept Regional Development regarding Community Resource Centre building and updated CRC Co-ordinator. <p>CLGF 12/13 Projects</p> <p>Wickepin Cemetery</p> <ul style="list-style-type: none"> • Discussion with community members regarding Wickepin Cemetery upgrade.
Community Safety and Crime Prevention	•
Economic Development	<p>Living Lakes Project</p> <ul style="list-style-type: none"> • Checked for tender result on website.
Tourism, Marketing and Promotion	<ul style="list-style-type: none"> • Ongoing discussions with Market Creations regarding upgrade of website. • Development of overall website marketing plan and site plan. • Finalised Wander to Wickepin plan. • Discussion with Australia’s Golden Outback regarding advertising for camping weekend later in spring.

Sport and Recreation	<p>Kidsport</p> <ul style="list-style-type: none"> • Entered Kidsport vouchers onto database. • Attended Kidsport regional meeting in Narrogin. • Queried data on database and payment of invoices. • <p>Walk trails</p> <ul style="list-style-type: none"> • Requested quotes for Trails Master Plan • Discussed trails planning with other local governments. • Discussion and site meeting with Brookfield Rail regarding extension to lease of land on north side of the railway line and goods yard. • Research on upgrade to pedestrian maze design and costs. • Submitted application to Lotterywest for walk trail plan. <p>Bike Track</p> <ul style="list-style-type: none"> • Forwarded information on bike track to Shire of Beverley. <p>Other</p> <ul style="list-style-type: none"> • Follow up information on CSRFF grants for football club
Special Needs Groups inc; Youth, Disabled and Older People.	<ul style="list-style-type: none"> • Reviewed aged housing documents.
Heritage	<ul style="list-style-type: none"> • Met with Brookfield Rail staff regarding restoration of Old Railway Station and goods yard.
Other	<ul style="list-style-type: none"> • Follow up Asset Management Plan and suggest changes. • Assistance with budget.

CRC Building Report

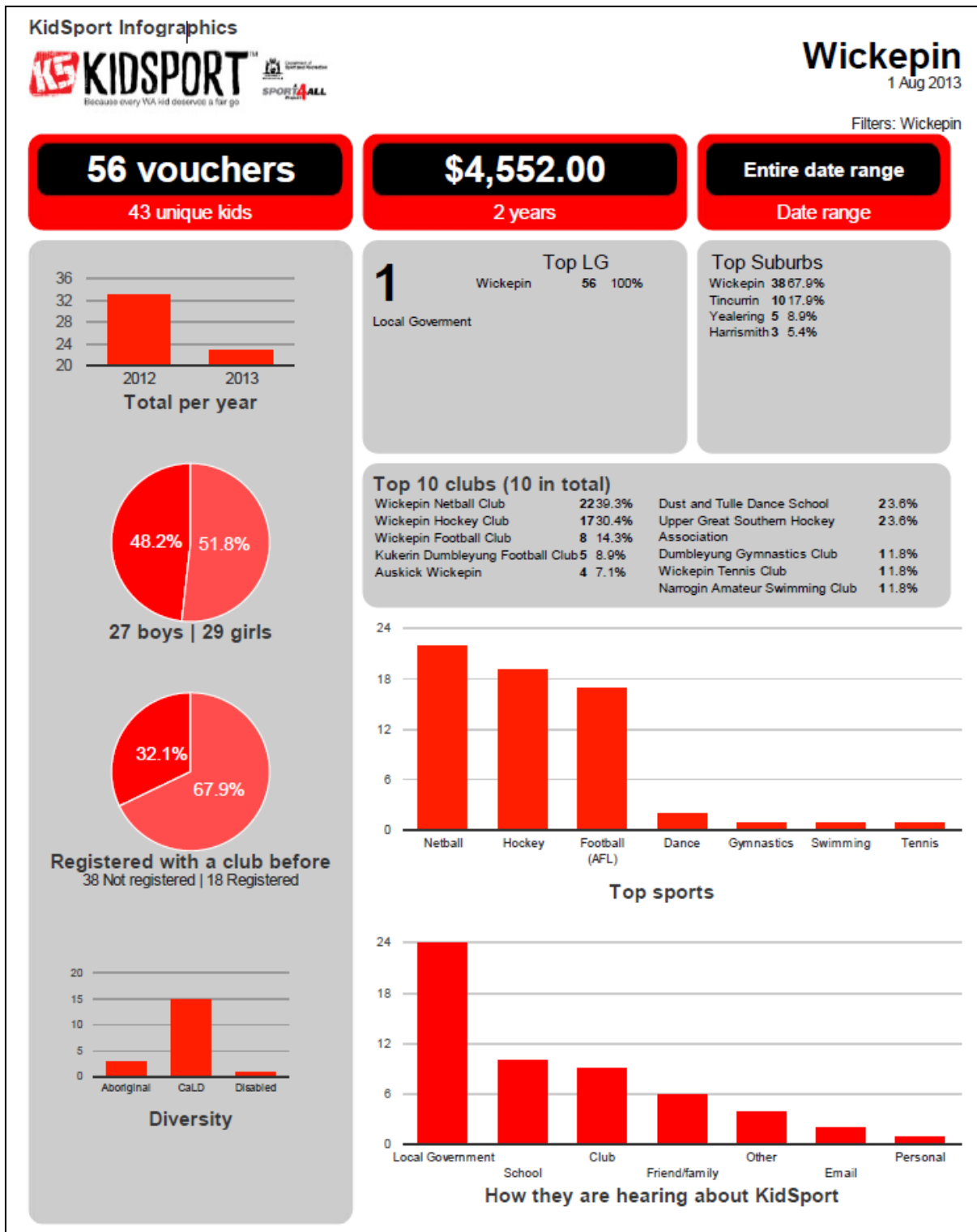
Mark and I will meet with Mr Garry Ventris from the Department of Regional Development on Thursday 22 August 2013 to discuss options for the future of the Community Resource Centre building and possible funding.

Following this meeting I will be in a position to present a report to Council with recommendations on the long term future of the building.

Kidsport Report

Included with this report is a snapshot of the key statistical information relating to the Kidsport scheme in the Shire of Wickepin. The Kidsport initiative has provided \$4500 to 56 children living in the Shire of Wickepin over the past two years. The Kidsport vouchers have assisted families on low incomes with children aged between 5 and 18 to pay the registration fees and uniform costs of up to \$200 per year to sporting clubs in the shire. The Wickepin Netball, Hockey and Football clubs have been the main recipients of the vouchers to date.

Please note that the statistical information on culturally and linguistically diverse backgrounds is not accurate as there are no children in the shire who have indicated that English is not their first language.



Funding Applications Status Report

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

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 14 August 2013.

Voting Requirements: Simple majority.

Resolution No 210813-13**Moved Cr Astbury / Seconded Cr Russell**

That Council notes the report from the Community Development Officer dated 14 August 2013.

Carried 7/0

Governance, Audit & Community Services

10.2.06 – Wander to Wickepin Campaign

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	528
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	29 July 2013

Enclosure / Attachment: Wander to Wickepin pamphlets.

Background:

The Chief Executive Officer has been working with Councillor Allan Lansdell and his Committee on the Wander to Wickepin campaign.

Part of this campaign is allowing for RV Campers and large self-contained caravans staying at the Wickepin Community Centre oval for a discounted rate.

Council has discussed this issue before and passed the following resolution at the Ordinary Meeting of Council held on 18 April 2012:

Resolution No 180412-14

Moved Cr Hinkley / Seconded Cr Easton

Substantiative Motion:

1. The cost of the connection to sewerage and ongoing maintenance in Wickepin and Septic in Yealering and Harrismith be obtained for 12/13 budget deliberation.
2. Shire of Wickepin fees and charges be amended to include a fee of \$8 (GST inc) per vehicle per night for the use of designated overnight camping areas.
3. Council allow any overflow of RV's from the Wickepin Caravan Park to stay for no more than three consecutive nights at the Wickepin Sports Ground.

Carried 7/1

Comment:

The Wander to Wickepin campaign is currently advertising the following:

"The Shire of Wickepin extends a warm welcome to the world of caravan and recreational vehicle travellers and invites them to enjoy all the many interesting aspects of this region. We wish to be of help with the services and advice that we can offer. Come join us and have a wonderful Wickepin experience."

"Discounted venues for caravans & recreational vehicles between 21st September to 8th October 2013 at Wickepin / Yealering / Harrismith Caravan Parks"

Although the advertising is not stipulating the ability to stay at the Wickepin Community Centre oval, it is anticipated by Councillor Lansdell and his committee that the majority of RV and self-contained caravans would be staying on the Wickepin Community Centre oval at the following rates.

<u>Costs</u>
\$15 PVPN powered site Caravan Park
\$10 PVPN unpowered site Caravan Park
\$8 PVPN unpowered oval parking

The current rate under the proposed 2013/14 fees and charges are:

Caravan Parks		
Powered Site - per night	\$20.00	\$18.18
Permanent Site Fee -Weekly	\$95.00	\$86.36
Unpowered Site - per night	\$15.00	\$13.64
RV - Per night	\$8.00	\$7.27

As the amounts differ to the proposed fees and charges, the Council will need to resolve to allow the reduced rates for the Wander to Wickepin campaign dates from the 21st September to 8th October 2013.

Councillor Lansdell has spoken to the Townscape Committee and Council during a forum session where it has been expected that the Council has agreed to the Wander to Wickepin Proposal. Councillor Lansdell has set up a small committee of local residents who are helping with this project. There is a website being setup and there have been a number of pamphlets and advertising posters already done and circulated advertising the above rates and places to stay.

Council will need to amend its original resolution to the following:

“That Council allow RV’s and Self Contained Caravans to stay at the Wickepin Sports Ground during the Wander to Wickepin campaign dates from the 21st September to 8th October and that the charges for this period are \$15 PVPN powered site Caravan Park, \$10 PVPN unpowered site Caravan Park, and \$8 PVPN unpowered oval parking”

Statutory Environment: Local Government Act 1995.

Caravan Parks and Camping Grounds Regulations 1997

- 11. Camping other than at a caravan park or camping ground**
- (1) A person may camp —
- (a) for up to 3 nights in any period of 28 consecutive days on land which he or she owns or has a legal right to occupy, and may camp for longer than 3 nights on such land if he or she has written approval under sub regulation
- (2) and is complying with that approval;
- (b) for up to 24 consecutive hours in a caravan or other vehicle on a road side rest area;
- (1) A person may camp —
- (d) on any land which is —
- (i) held by a State instrumentality in freehold or leasehold; or

- (ii) *dedicated, reserved, or set apart under the Land Administration Act 1997 or any other written law, and placed under the care, control or management of a State instrumentality, in accordance with the permission of that instrumentality; or*
- (2) *Written approval may be given for a person to camp on land referred to in sub regulation (1)(a) for a period specified in the approval which is longer than 3 nights —*
 - (a) *by the local government of the district where the land is situated, if such approval will not result in the land being camped on for longer than 3 months in any period of 12 months;*

10. Revoking or changing decisions (Act s. 5.25(1)(e))

- (1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —
 - (a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or
 - (b) in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
- (1a) Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least 1/3 of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
- (2) If a decision has been made at a council or a committee meeting then any decision to revoke or change the first mentioned decision must be made —
 - (a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or
 - (b) in any other case, by an absolute majority.
 - (3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

[Regulation 10 amended in Gazette 31 Mar 2005 p. 1030.]

Policy Implications: No Policy.

Financial Implications: Not applicable.

Strategic Implications:

Theme 3 – To promote the development of a viable and diversified local economy		
A strong, diversified economic and industrial base that provides new and varied employment opportunities for all age groups.		
Goal	Action	Measure
3.1 To actively support the development of tourism opportunities in the Shire.	<ul style="list-style-type: none"> Investigate and implement methods for improving the promotion of tourism in the district. Liaise with local and regional tourist promotion groups with the aim of promoting the development of tourism in the Shire. Seek advice from the WA Tourism Commission with regard to promoting the district. Publicise the availability of the information and encourage local and external entrepreneurs to become actively involved in the Shire of Wickepin. 	<ul style="list-style-type: none"> Measure our Shire's progress in accordance with Wickepin's tourism Development Plan

Summary:

Council is being requested to allow RV's and Self Contained Caravans to stay at the Wickepin Sports Ground during the Wander to Wickepin campaign dates from the 21st September to 8th October and charge RV's and Caravans for this period \$15 PVPN powered site caravan park, \$10 PVPN unpowered site caravan park, and \$8 PVPN unpowered oval parking

Recommendation:

That Council allow RV's and Self Contained Caravans to stay at the Wickepin Sports Ground during the Wander to Wickepin campaign dates from the 21st September to 8th October and that the charges for this period are. \$15 PVPN powered site Caravan Park, \$10 PVPN unpowered site Caravan Park, and \$8 PVPN unpowered oval parking

Voting Requirements: Absolute Majority

Resolution No 210813-14

Moved Cr Astbury / Seconded Cr Coxon

That Council allow RV's and Self Contained Caravans to stay at the Wickepin Sports Ground during the Wander to Wickepin campaign dates from the 21st September to 8th October and that the charges for this period are. \$15 PVPN powered site Caravan Park, \$10 PVPN unpowered site Caravan Park, and \$8 PVPN unpowered oval parking

Carried 7/0

Governance, Audit & Community Services

10.2.07 – Asset Management Plan

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	2 August 2013

Enclosure / Attachment: Nil.

Background:

The objective of the Shire of Wickepin Building and Structures Asset Management Plan is to outline the tasks and resources required to manage and maintain Council's building and structures portfolio to an agreed standard.

This Shire of Wickepin Building and Structures Asset Management Plan provides a detailed overview of the ongoing management for Council's buildings, and is used as a tool to give Council the ability to deliver well targeted, responsive and value for money maintenance and operational services to the community as a whole.

The Building and Structures Asset network comprises:

- 10 Amenities Buildings.
- 6 Civic & Corporate Buildings.
- 12 Residential Building.
- 22 Community Buildings.
- 12 Recreation Buildings.
- 4 Waste Buildings.

This first Shire of Wickepin Building and Structures Asset Management Plan has been compiled based on projects identified by the Council and staff.

The Council plans to provide Building and Structures asset services for the following:

- Operation and maintenance of Buildings and Structures to meet service levels set by Council in annual budgets.
- Identify highest priority renewals and incorporate them into the 10 Year Long Term Financial Plan.

The Shire of Wickepin Building and Structures Asset Management Plan identifies that the Shire of Wickepin cannot fund all the renewals required over the next 10 years.

Comment:

The Executive Staff have reviewed the Buildings and Structures Asset Management Plan that was discussed with Council's Consultants DL Consulting at the June 2013 Forum Session.

It is the Chief Executive Officers and the Community Development Officers views that the following Assets need to be removed from the Shire of Wickepin Buildings and Structures Asset Management Plan renewal schedules section, as Council would not repair or replace these structures once they have reached the end of their useful life or if they were significantly damaged or destroyed beyond repair.

Some of the historical Buildings in the Shire of Wickepin Building and Structures Asset Management Plan could not be replaced due to the significant Heritage values of the properties.

The view of the Executive Staff is that Council would not replace are the following:

Historical Buildings

- Albert Facey Homestead
- Old Police Station
- Old Railway building
- Arts and Crafts Building

Buildings and Structures

- Wickepin basketball backboards at Sports Club
- 6 metre light pole at Wickepin Caravan park (already removed)
- Yealering oval goal posts
- Yealering Rovers Club House
- Yealering Rovers Change rooms
- Yealering oval Scoreboard
- Yealering tennis hit up wall
- Yealering Cricket Club shed
- Yealering Cricket pitch

The inclusion of these items in the Buildings and Structures Asset Management Plan skew the figures for the Projected 10 Year Capital Renewal Works Program.

These buildings are listed in the Projected 10 Year Capital Works Program as per the following table:

Asset Id	Asset Location	Address	Projected Renewal Year	Renewal Cost \$
Albert Facey Homestead	Wogolin Road	Wickepin	2016	211,000
Old Police Station	Richter Street	Wickepin	2016	225,000
Old Railway Building	Williams Kondinin Road	Wickepin	2016	230,000
Arts and Crafts Building	Joyner Street	Wickepin	2021	585,000
3 Basketball Backboards	Wickepin Sports Club	125 Wogolin Road	2022	8,000
Goal posts	Lake Yealering Oval	Sewell Street	2018	4,000
Rovers Change Rooms	Lake Yealering Oval	Sewell Street	2018	155,000
Rovers Club House	Lake Yealering Oval	Sewell Street	2018	162,000
Scoreboard	Lake Yealering Oval	Sewell Street	2021	13,000

The following items are not listed in the Projected 10 Year Capital Renewal Works Program but should be removed from the Buildings and Structures Asset Management Plan renewal schedules as Council would not replace these structures once they have reached the end of their useful life or if they were significantly damaged or destroyed:

Asset Id	Asset Location	Address
Tennis hit up wall	Lake Yealering Oval	Sewell Street
Cricket Club shed	Lake Yealering Oval	Sewell Street
Cricket pitch	Lake Yealering Oval	Sewell Street
6 metre light pole	Wickepin Caravan park	Wogolin Street

Statutory Environment: *Local Government Act 1995.*
Local Government (Financial Management) Regulations 1996.

Policy Implications: No Policy.

Financial Implications: Not applicable.

Strategic Implications: Not applicable.

Summary:

Council is being requested to remove the following Assets from the Projected 10 Year Capital Renewal Works Program within the Buildings and Structures Asset Management Plan version 1:

Asset Id	Asset Location	Address	Projected Renewal Year	Renewal Cost \$
Albert Facey Homestead	Wogolin Road	Wickepin	2016	211,000
Old Police Station	Richter Street	Wickepin	2016	225,000
Old Railway Building	Williams Kondinin Road	Wickepin	2016	230,000
Arts and Crafts Building	Joyner Street	Wickepin	2021	585,000
3 Basketball Backboards	Wickepin Sports Club	125 Wogolin Road	2022	8,000
Goal posts	Lake Yealering Oval	Sewell Street	2018	4,000
Rovers Change Rooms	Lake Yealering Oval	Sewell Street	2018	155,000
Rovers Club House	Lake Yealering Oval	Sewell Street	2018	162,000
Scoreboard	Lake Yealering Oval	Sewell Street	2021	13,000

Asset Id	Asset Location	Address
Tennis hit up wall	Lake Yealering Oval	Sewell Street
Cricket Club shed	Lake Yealering Oval	Sewell Street
Cricket pitch	Lake Yealering Oval	Sewell Street
6 metre light pole	Wickepin Caravan park	Wogolin Street

Recommendation:

1. That the Shire of Wickepin remove the following assets from Projected 10 Year Capital Renewal Works Program within the Buildings and Structures Asset Management Plan version 1. Due to the reason that the Shire of Wickepin would not renew these Assets, they would only maintain them to a suitable level.

Asset Id	Asset Location	Address	Projected Renewal Year	Renewal Cost \$
Albert Facey Homestead	Wogolin Road	Wickepin	2016	211,000
Old Police Station	Richter Street	Wickepin	2016	225,000
Old Railway Building	Williams Kondinin Road	Wickepin	2016	230,000
Arts and Crafts Building	Joyner Street	Wickepin	2021	585,000
3 Basketball Backboards	Wickepin Sports Club	125 Wogolin Road	2022	8,000
Goal posts	Lake Yealering Oval	Sewell Street	2018	4,000
Rovers Change Rooms	Lake Yealering Oval	Sewell Street	2018	155,000
Rovers Club House	Lake Yealering Oval	Sewell Street	2018	162,000
Scoreboard	Lake Yealering Oval	Sewell Street	2021	13,000

2. That these items be removed from the Renewal Works Program within the Buildings and Structures Asset Management Plan version 1. Due to the reason that the Shire of Wickepin would not renew these Assets, they would only maintain them to a suitable level.

Asset Id	Asset Location	Address
Tennis hit up wall	Lake Yealering Oval	Sewell Street
Cricket Club shed	Lake Yealering Oval	Sewell Street
Cricket pitch	Lake Yealering Oval	Sewell Street
6 metre light pole	Wickepin Caravan park	Wogolin Street

Voting Requirements: Absolute Majority.

Resolution No 210813-15

Moved Cr Russell / Seconded Cr Coxon

1. That the Shire of Wickepin remove the following assets from Projected 10 Year Capital Renewal Works Program within the Buildings and Structures Asset Management Plan version 1. Due to the reason that the Shire of Wickepin would not renew these Assets, they would only maintain them to a suitable level.

Asset Id	Asset Location	Address	Projected Renewal Year	Renewal Cost \$
Albert Facey Homestead	Wogolin Road	Wickepin	2016	211,000
Old Police Station	Richter Street	Wickepin	2016	225,000
Old Railway Building	Williams Kondinin Road	Wickepin	2016	230,000
Arts and Crafts Building	Joyner Street	Wickepin	2021	585,000
3 Basketball Backboards	Wickepin Sports Club	125 Wogolin Road	2022	8,000
Goal posts	Lake Yealering Oval	Sewell Street	2018	4,000
Rovers Change Rooms	Lake Yealering Oval	Sewell Street	2018	155,000
Rovers Club House	Lake Yealering Oval	Sewell Street	2018	162,000
Scoreboard	Lake Yealering Oval	Sewell Street	2021	13,000

2. That these items be removed from the Renewal Works Program within the Buildings and Structures Asset Management Plan version 1. Due to the reason that the Shire of Wickepin would not renew these Assets, they would only maintain them to a suitable level.

Asset Id	Asset Location	Address
Tennis hit up wall	Lake Yealering Oval	Sewell Street
Cricket Club shed	Lake Yealering Oval	Sewell Street
Cricket pitch	Lake Yealering Oval	Sewell Street
6 metre light pole	Wickepin Caravan park	Wogolin Street

Carried 7/0

4.44pm – CDO Natalie Manton departed the Chambers.

Governance, Audit & Community Services

10.2.08 – Chef Executive Officer Annual Leave

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	Personal File
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	30 July 2013

Enclosure / Attachment: Nil.

Background:

The Chief Executive Officer wishes to apply to Council for a week's Annual Leave from 4 - 8 November 2013.

Comment:

The Chief Executive officer is entitled to four weeks Annual Leave under his Contract.

7.1 Annual Leave

The CEO is entitled to four weeks' paid annual leave each year, to be taken during agreed periods. The Council may also direct the Chief Executive Officer to take Annual Leave if he has accrued over thirty days' entitlements.

The CEO currently has accrued as of 30 June 2013, 10 Days annual leave.

Statutory Environment: Local Government Act 1995.
CEO Contract.

Policy Implications: No Policy.

Financial Implications: Not applicable.

Strategic Implications: Nil.

Summary:

Council is being requested to allow the Chief Executive Officer to take Annual Leave from 4 - 8 November 2013.

Recommendation:

That Council allow the Chief Executive Officer to take Annual Leave from 4 - 8 November 2013.

That Mrs Natalie Manton is made the Acting Chief Executive Officer in Mr Mark Hook's absence on Annual Leave.

Voting Requirements: Simple Majority.

Resolution No 210813-16

Moved Cr Coxon / Seconded Cr Russell

That Council allow the Chief Executive Officer to take Annual Leave from 4 - 8 November 2013.

That Mrs Natalie Manton is made the Acting Chief Executive Officer in Mr Mark Hook's absence on Annual Leave.

Carried 7/0

Governance, Audit & Community Services

10.2.09 – 2013/2014 Annual Fees and Charges

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	1208
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	7 August 2013

Enclosure / Attachment: Annual Fees and Charges for 2013/14

Background:

The fees and charges were adopted by Governance Committee and subsequently by Council at the March Meeting.

Comment:

There has been an error made by the Chief Executive Officer from when the Fees and Charges were shown at the Budget Workshop in June and the subsequent printing of the Budget Papers for adoption at the Budget Meeting held on 30 July 2013.

It would appear the old Fees and Charges were given to Council as part of your budget papers.

So to ensure the correct set of Fees and Charges have been adopted by Council, the attached Fees and Charges are presented for adoption as the Fees and Charges for 2013/14.

There have been several changes to the Fees and Charges from 2012/2013 and the cemeteries fees have been amended according to Councils Local Law. These Changes are shown in red for the ease of showing the changes from 2012/2013 to 2013/14.

Statutory Environment:

Section 6.16(1)(2)(3) of Local Government Act 1995.

Section 6.17(1)(2)(3)(4) of Local Government Act 1995

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.*

6.17. Setting level of fees and charges

(1) *In determining the amount of a fee or charge for a service or for goods a local government is required to take into consideration the following factors —*

(a) *the cost to the local government of providing the service or goods;*

(b) *the importance of the service or goods to the community; and*

(c) *the price at which the service or goods could be provided by an alternative provider.*

(2) *A higher fee or charge or additional fee or charge may be imposed for an expedited service or supply of goods if it is requested that the service or goods be provided urgently.*

(3) *The basis for determining a fee or charge is not to be limited to the cost of providing the service or goods other than a service —*

(a) *under section 5.96;*

(b) *under section 6.16(2)(d); or*

(c) *prescribed under section 6.16(2)(f), where the regulation prescribing the service also specifies that such a limit is to apply to the fee or charge for the service.*

(4) *Regulations may —*

(a) *prohibit the imposition of a fee or charge in prescribed circumstances; or*

(b) *limit the amount of a fee or charge in prescribed circumstances.*

Policy Implications: Not applicable.

Financial Implications: Setting of Annual Fees and Charges

Strategic Implications: Nil.

Summary:

Council is being requested to adopt the correct set of fees and charges for the 2013/2014 Financial Year.

Recommendation:

That the following 2013/2014 Fees and Charges be adopted for the 2013/2014 financial year as per *Sections 6.16(1)(2)(3) of the Local Government Act 1995*.

	2013/2014			2012/2013		
	Fee	Nett to Council	GST	Fee	Nett to Council	GST
General Purpose Funding						
Rates Enquiry Fees	Receipt to 101530			Receipt to 101530		
Settlement Agent Enquiry Fee	\$110.00		Division 81	\$110.00		Division 81
Orders/Requisitions Enquiry (additional to standard)	\$60.00		Division 81	\$60.00		Division 81
Group Rating Fee (amalgamate two or more assessments)	\$110.00		Division 81	\$110.00		Division 81
Governance						
Customers are referred to the Community Resource Centre for the following services, however if the Community Resource Centre is closed, we require set fees to charge.						
Photocopying - General	Receipt to 108230			Receipt to 108230		
General per page A4 - black and white	\$0.60	\$0.55	\$0.05	\$0.60	\$0.55	\$0.05
General per page A4 - colour	\$1.00	\$0.91	\$0.09	\$1.00	\$0.91	\$0.09
General per page A3 - black and white	\$0.80	\$0.73	\$0.07	\$0.80	\$0.73	\$0.07
General per page A3 - colour	\$1.20	\$1.09	\$0.11	\$1.20	\$1.09	\$0.11
Back & Front A4 - black and white	\$0.90	\$0.82	\$0.08	\$0.90	\$0.82	\$0.08
Back & Front A4 - colour	\$1.30	\$1.18	\$0.12	\$1.30	\$1.18	\$0.12
Back and Front A3 - black and white	\$1.20	\$1.09	\$0.11	\$1.20	\$1.09	\$0.11
Back and Front A3 - colour	\$1.50	\$1.36	\$0.14	\$1.50	\$1.36	\$0.14
Photocopying - Sporting & Community Groups	Receipt to 108230			Receipt to 108230		
General per page A4 - black and white	\$0.40	\$0.36	\$0.04	\$0.40	\$0.36	\$0.04
General per page A4 - colour	\$0.80	\$0.73	\$0.07	\$0.80	\$0.73	\$0.07
General per page A3 - black and white	\$0.60	\$0.55	\$0.05	\$0.60	\$0.55	\$0.05
General per page A3 - colour	\$1.00	\$0.91	\$0.09	\$1.00	\$0.91	\$0.09
Back & Front A4 - black and white	\$0.60	\$0.55	\$0.05	\$0.60	\$0.55	\$0.05
Back & Front A4 - colour	\$1.00	\$0.91	\$0.09	\$1.00	\$0.91	\$0.09
Back and Front A3 - black and white	\$1.00	\$0.91	\$0.09	\$1.00	\$0.91	\$0.09
Back and Front A3 - colour	\$1.20	\$1.09	\$0.11	\$1.20	\$1.09	\$0.11

Faxing	Receipt to 108230			Receipt to 108230		
First Page	\$3.00	\$2.73	\$0.27	\$3.00	\$2.73	\$0.27
Following Pages	\$1.80	\$1.64	\$0.16	\$1.80	\$1.64	\$0.16
Laminating	Receipt to 108230			Receipt to 108230		
A4	\$4.00	\$3.64	\$0.36	\$4.00	\$3.64	\$0.36
Council Minutes	Receipt to 108230			Receipt to 108230		
Annual subscription to council minutes	\$75.00	\$68.18	\$6.82	\$75.00	\$68.18	\$6.82
Electoral Roll	Receipt to 108230			Receipt to 108230		
Per Roll	\$40.00	\$36.36	\$3.64	\$40.00	\$36.36	\$3.64
Rate Book	\$100.00	\$90.91	\$9.09	\$100.00	\$90.91	\$9.09
Pens & Coasters	Receipt to 108230			Receipt to 108230		
Pens	\$10.00	\$9.09	\$0.91	\$10.00	\$9.09	\$0.91
Coasters	\$25.00	\$22.73	\$2.27	\$15.00	\$13.64	\$1.36
Vehicle Rentals	Receipt to 109030			Receipt to 109030		
Chief Executive Officer - per week (as per contract)	Contract			Contract		
Manager of Works and Services - per week (as per contract)	Contract			Contract		
Law, Order & Public Safety						
Map Sales	Receipt to 111430			Receipt to 111430		
A3	\$5.00	\$4.55	\$0.45	\$3.00	\$2.73	\$0.27
Dog Registrations - Fees set by regulations	Receipt to 113430			Receipt to 113430		
1 Year - Sterilised	\$10.00	\$10.00	Division 81	\$10.00	\$10.00	Division 81
1 Year - Unsterilised	\$30.00	\$30.00	Division 81	\$30.00	\$30.00	Division 81
3 Years - Sterilised	\$18.00	\$18.00	Division 81	\$18.00	\$18.00	Division 81
3 Years - Unsterilised	\$75.00	\$75.00	Division 81	\$75.00	\$75.00	Division 81
Stock Dogs	Receipt to 113430			Receipt to 113430		
1 Year - Sterilised	\$2.50	\$2.50	Division 81	\$2.50	\$2.50	Division 81
1 Year - Unsterilised	\$7.50	\$7.50	Division 81	\$7.50	\$7.50	Division 81
3 Years - Sterilised	\$4.50	\$4.50	Division 81	\$4.50	\$4.50	Division 81
3 Years - Unsterilised	\$18.50	\$18.75	Division 81	\$18.50	\$18.75	Division 81
Pensioner Dogs	Receipt to 113430			Receipt to 113430		
1 Year - Sterilised	\$5.00	\$5.00	Division 81	\$5.00	\$5.00	Division 81

1 Year - Unsterilised	\$15.00	\$15.00	Division 81	\$15.00	\$15.00	Division 81
3 Years - Sterilised	\$9.00	\$9.00	Division 81	\$9.00	\$9.00	Division 81
3 Years - Unsterilised	\$37.50	\$37.50	Division 81	\$37.50	\$37.50	Division 81
Dogs registered after May 31 - 50% of above fee						
Housing						
Housing Rentals - staff subsidised	Receipt to 132130			Receipt to 132130		
7 Smith Street - per week (Vacant)	\$70.00	\$70.00	N/A	\$68.00	\$68.00	N/A
49 Collins Street - per week (Marsh)	\$60.00	\$60.00	N/A	\$57.00	\$57.00	N/A
7 Fisher - Caravan Park caretaker	Contract	Contract		Contract	Contract	
Gumnut Cottage - (Matthews)	Sold	Sold	N/A	\$62.00	\$62.00	N/A
5 Smith - Pool Manager	\$100.00	\$100.00	N/A	\$62.00	\$62.00	N/A
Unit 5 - per month - (Plumb)	\$60.00	\$60.00	N/A	\$59.00	\$59.00	N/A
Cottage Homes Units - (Cottage Homes Committee)	Receipt to 134130			Receipt to 134130		
Units 1-3 - Eligible Occupant	\$55.00	\$55.00	N/A	\$50.00	\$50.00	N/A
Units 1-3 - Non-eligible Occupant	\$65.00	\$65.00	N/A	\$60.00	\$60.00	N/A
Unit 4 - Eligible Occupant	\$65.00	\$65.00	N/A	\$60.00	\$60.00	N/A
Unit 4 - Non-eligible Occupant	\$75.00	\$75.00	N/A	\$70.00	\$70.00	N/A
Young Singles Rental	Receipt to 134330			Receipt to 134330		
One person in unit - per week	\$85.00	\$80.00	N/A	\$80.00	\$80.00	N/A
Two people in unit - per week	\$115.00	\$110.00	N/A	\$110.00	\$110.00	N/A
Joint Venture Duplex						
Unit A (3 bed)	\$125.00	\$120.00	N/A	\$120.00	\$120.00	N/A
Unit B (4 bed)	\$135.00	\$130.00	N/A	\$130.00	\$130.00	N/A
Police House (Old LH01) - Smith Street	\$210.00	\$335.00	N/A	\$335.00	\$335.00	N/A
Community Amenities						
Community Bus per kilometre	Receipt to 140330			Receipt to 140330		
All Distances Travelled - per km	\$0.90	\$0.82	\$0.08	\$0.70	\$0.64	\$0.06
Cemeteries Wickepin, Yealering, Harrismith	-					
Land for Right of Burial	Receipt to 140030			Receipt to 140030		
Reservation Fee (Grant of Right of Burial)	\$50.00	\$45.45	\$4.55	\$32.00	\$29.09	\$2.91
Grave Digging to depth of 2.1 (on application)	Receipt to 140030			Receipt to 140030		

Single 2.4m long x 2.1m deep	\$250.00	\$227.27	\$22.73	\$250.00	\$227.27	\$22.73
Double 2.4m x 3.6m	\$500.00	\$454.55	\$45.45	\$0.00	\$0.00	\$0.00
Triple 2.4m x 4.8m		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interment on Weekends additional	\$650.00	\$590.91	\$59.09	\$400.00	\$363.64	\$36.36
Graves be sunk deeper than 2.1m	Receipt to 140030			Receipt to 140030		
First additional 0.3m	\$67.00	\$60.91	\$6.09	\$67.00	\$60.91	\$6.09
Second additional 0.3m	\$85.00	\$77.27	\$7.73	\$84.00	\$76.36	\$7.64
Third additional 0.3m	\$100.00	\$90.91	\$9.09	\$100.00	\$90.91	\$9.09
(and so on in proportion for each additional 0.3m)	\$15.00	\$13.64	\$1.36	\$15.00	\$13.64	\$1.36
Re-opening Fees (re-opening an ordinary grave for each interment or exhumation)	Receipt to 140030			Receipt to 140030		
Ordinary Grave - Adult	\$400.00	\$363.64	\$36.36	\$400.00	\$363.64	\$36.36
Removal of kerbing, tiles etc., if necessary Per Hour	\$50.00	\$45.45	\$4.55	\$50.00	\$45.45	\$4.55
Internment of Ashes	Receipt to 140030			Receipt to 140030		
Interment of ashes in a grave	\$250.00	\$227.27	\$22.73	\$250.00	\$227.27	\$22.73
Extra charge for	Receipt to 140030			Receipt to 140030		
Interment without due notice under Local Law 3.2	\$50.00	\$45.45	\$4.55	\$50.00	\$45.45	\$4.55
Late arrival at Cemetery gates under Local Law 5.2	\$20.00	\$18.18	\$1.82	\$20.00	\$18.18	\$1.82
Exhumations in addition to re-opening fee	\$500.00	\$454.55	\$45.45	\$500.00	\$454.55	\$45.45
Niche Wall	Receipt to 140030			Receipt to 140030		
Reservation Fees	\$50.00	\$45.45	\$4.55	\$22.00	\$20.00	\$2.00
Compartment for ashes Single includes perpetual Grant of Right of Burial	\$100.00	\$90.91	\$9.09	\$75.00	\$68.18	\$6.82
Compartment for ashes Double	\$150.00	\$136.36	\$13.64	\$100.00	\$90.91	\$9.09
compartment plaque - standard single	At Cost			At Cost		
compartment plaque - standard double	At Cost			At Cost		
Interment of Ashes / Erecting nameplate	\$130.00	\$118.18	\$11.82	At Cost		
Miscellaneous charges	Receipt to 140030			Receipt to 140030		
Permission to erect Monument &/or kerbing	\$50.00	\$45.45	\$4.55	\$50.00	\$45.45	\$4.55
Registration of "Transfer of Form of Grant of Right of Burial"	\$20.00	\$18.18	\$1.82	\$16.50	\$15.00	\$1.50
Copy of "Grant of Burial"	\$20.00	\$18.18	\$1.82	\$22.00	\$20.00	\$2.00
Grave number plate	\$22.00	\$20.00	\$2.00	\$22.00	\$20.00	\$2.00
Making a search in register (per 1/2 hour)	\$20.00	\$18.18	\$1.82	\$16.50	\$15.00	\$1.50

Copy of Local Laws	\$5.50	\$5.00	\$0.50	\$5.50	\$5.00	\$0.50
Funeral Director's Annual Licence	\$50.00	\$45.45	\$4.55	\$50.00	\$45.45	\$4.55
Refuse Bins	Receipt to 135630			Receipt to 135630		
120 litre refuse bins	As per cost plus 10%			As per cost plus 10%		
240 litre recycling bins (additional to 1 FOC)	As per cost plus 10%			As per cost plus 10%		
Town Planning	Receipt to 142030			Receipt to 142030		
Determination of development application (other than for an extractive industry) where the estimated cost of the development is:						
a) Not more than \$50,000	\$147.00	\$147.00	\$0.00	\$139.00	\$139.00	\$0.00
b) More than \$50,000 but not more than \$500,000	\$0.32% of the estimated cost of development			\$0.32% of the estimated cost of development		
c) More than \$500,000 but not more than \$2.5 million	\$1,700 + 0.257% for every \$1 in excess of \$500,000			\$1,600 + 0.257% for every \$1 in excess of \$500,000		
d) More than \$2.5 million but not more than \$5 million	\$7,161 + 0.206% for every \$1 in excess of \$2.5m			\$6,740 + 0.206% for every \$1 in excess of \$2.5m		
e) More than \$5 million but not than \$21.5 million	\$12,633 + 0.123% for every \$1 in excess of \$5m			\$11,890 + 0.123% for every \$1 in excess of \$5m		
More than \$21.5 million	\$34,196.00			\$32,185.00		
NOTE: If development has commenced or been carried out, an additional amount by way of penalty, that is twice the amount of the fee payable for determination of the application (in addition to the initial application fee)						
Amended plans (this applies where a determination is already given by the Shire or where amended plans are submitted and not requested by the Shire)	66% of the original application fee with a minimum of \$92			66% of the original application fee with a minimum of \$92		
Single House – Residential Design Codes performance criteria or						
Town Planning Scheme variation assessment	\$69 per performance criteria / Town Planning Scheme		\$0.00	\$69 per performance criteria / Town Planning		\$0.00

				Scheme		
	variation assessed with a minimum of \$138		\$0.00	variation assessed with a minimum of \$138 and a maximum of \$690		\$0.00
	and a maximum of \$690		\$0.00			\$0.00
Demolition where Planning Approval required	\$140.00	\$140.00		\$139.00	\$139.00	\$0.00
Application for approval of home based business (including cottage industry):						
a) Initial fee	\$222.00	\$222.00	\$0.00	\$209.00	\$209.00	\$0.00
NOTE: If the home based business or cottage industry has commenced an amount equivalent to twice the normal fee as a penalty	\$444.00	\$444.00	\$0.00			
b) Annual renewal fee	\$73.00	\$73.00	\$0.00	\$69.00	\$69.00	\$0.00
NOTE: If the home based business or cottage industry Licence has expired amount equivalent to twice the normal fee as a penalty	\$146.00	\$146.00	\$0.00			
Application for change of use or for alteration or extension or change of a non-conforming use which item 1 does not apply	\$295.00	\$295.00	\$0.00	\$278.00	\$278.00	\$0.00
NOTE: If the change of use or the alteration or extension or change of the non-conforming use has commenced, an amount of \$590 by way of penalty	\$590.00	\$590.00	\$0.00			
Extension of current Planning Approval	\$105.00	\$105.00	\$0.00	\$105.00	\$105.00	\$0.00
Relocation of building envelope	\$140.00	\$140.00	\$0.00	\$139.00	\$139.00	\$0.00
Determination of development application for an extractive industry	\$739.00	\$739.00	\$0.00	\$696.00	\$696.00	\$0.00
NOTE: If development has commenced or been carried out, an additional amount by way of penalty twice the normal fee	\$1,478.00	\$1,478.00	\$0.00			

Provision of a subdivision clearance:						
a) Not more than 5 lots Per Lot	\$73.00	\$73.00	\$0.00	\$69.00	\$69.00	\$0.00
b) More than 5 lots but not more than 195 lots -\$73 per lot for the first 5 lots and \$35 per lot thereafter						
c) More than 195 lots	\$7,393.00	\$7,393.00	\$0.00	\$6,959.00	\$6,959.00	\$0.00
* Minor Scheme Amendment (i.e. an amendment that involves only						
	\$3,235.00	\$2,940.91	\$294.09	\$3,235.00	\$2,940.91	\$294.09
a) Request for Council initiation	\$2,370.00	\$2,154.55	\$215.45	\$2,370.00	\$2,154.55	\$215.45
b) Conclusion of advertising for Council adoption	\$865.00	\$786.36	\$78.64	\$865.00	\$786.36	\$78.64
* Major Scheme Amendment (i.e. an amendment that involves a zoning change):	\$5,935.00	\$5,395.45	\$539.55	\$5,935.00	\$5,395.45	\$539.55
a) Request for Council initiation	\$4,210.00	\$3,827.27	\$382.73	\$4,210.00	\$3,827.27	\$382.73
b) Conclusion of advertising for Council adoption	\$1,725.00	\$1,568.18	\$156.82	\$1,725.00	\$1,568.18	\$156.82
* Minor Structure Plans, Outline Development Plans, Subdivision Guide Plans or similar:	\$2,695.00	\$2,450.00	\$245.00	\$2,695.00	\$2,450.00	\$245.00
a) Lodgement of documentation	\$1,620.00	\$1,472.73	\$147.27	\$1,620.00	\$1,472.73	\$147.27
b) Conclusion of advertising for Council adoption	\$1,075.00	\$977.27	\$97.73	\$1,075.00	\$977.27	\$97.73
Modifications to Plans once approval given	\$865.00		\$78.64	\$865.00		\$78.64
* Major Structure Plans, Outline Development Plans, Subdivision Guide Plans or similar:	\$4,860.00	\$4,418.18	\$441.82	\$4,860.00	\$4,418.18	\$441.82
a) Lodgement of documentation	\$2,965.00	\$2,695.45	\$269.55	\$2,965.00	\$2,695.45	\$269.55
b) Conclusion of advertising for Council adoption	\$1,895.00	\$1,722.73	\$172.27	\$1,895.00	\$1,722.73	\$172.27
Modifications to Plans once approval given	\$1,725.00		\$156.82	\$1,725.00		\$156.82

Detailed Area Plan	\$750.00	\$681.82	\$68.18	\$750.00	\$681.82	\$68.18
Issue of zoning certificate	\$73.00	\$66.36	\$6.64	\$69.00	\$62.73	\$6.27
Replying to a property settlement questionnaire	\$73.00	\$66.36	\$6.64	\$69.00	\$62.73	\$6.27
Issue of Section 40 certificate	\$73.00	\$66.36	\$6.64	\$69.00	\$62.73	\$6.27
Issue of written planning advice	\$73.00	\$66.36	\$6.64	\$69.00	\$62.73	\$6.27
* Road / R.O.W / P.A.W. request for closure	\$530.00	\$481.82	\$48.18	\$530.00	\$481.82	\$48.18
Advertising						
a) On site signage - Per Sign	\$260.00	\$236.36	\$23.64	\$260.00	\$236.36	\$23.64
b) Newspaper advertising Per Advertisement	\$260.00	\$236.36	\$23.64	\$260.00	\$236.36	\$23.64
CD digital copy of planning document	\$20.00	\$18.18	\$1.82	\$20.00	\$18.18	\$1.82
Pre-strata inspection	\$265.00	\$240.91	\$24.09	\$265.00	\$240.91	\$24.09
NOTE: All fees are exempt from GST unless otherwise indicated.						
* Fee is inclusive of all associated advertising charges.						
Recreation & Culture						
Board Room meetings	Free			Free		
Wickepin Town Hall	Receipt to 144530			Receipt to 144530		
Per Night	\$80.00	\$72.73	\$7.27	\$80.00	\$72.73	\$7.27
Per Hour (maximum \$62)	\$18.00	\$16.36	\$1.64	\$18.00	\$16.36	\$1.64
Community groups - Cleaning fee only (Policy)	\$50.00	\$45.45	\$4.55	\$45.00	\$40.91	\$4.09
Supper room meetings	\$15.00	\$13.64	\$1.36	\$15.00	\$13.64	\$1.36
Aerobics, Tai Chi, Gymnastics, Ballet	\$15.00	\$13.64	\$1.36	\$15.00	\$13.64	\$1.36
Karate	\$15.00	\$13.64	\$1.36	\$7.50	\$6.82	\$0.68
30 Chairs	\$20.00	\$18.18	\$1.82	\$20.00	\$18.18	\$1.82
Trestles	\$17.50	\$15.91	\$1.59	\$17.50	\$15.91	\$1.59
Urn	\$7.50	\$6.82	\$0.68	\$7.50	\$6.82	\$0.68

Yealering Town Hall	Receipt to 144530			Receipt to 144530		
Full Kitchen/Bar & Function Area (whole hall)	\$120.00	\$109.09	\$10.91	\$140.00	\$127.27	\$12.73
Full Kitchen/Bar & Function Area (whole hall) - half day	\$80.00	\$63.64	\$6.36	\$80.00	\$63.64	\$6.36
Full Kitchen/Bar & Foyer	\$95.00	\$86.36	\$8.64	\$95.00	\$86.36	\$8.64
full Kitchen/Bar & Foyer - half day	\$70.00	\$63.64	\$6.36	\$70.00	\$63.64	\$6.36
Basic Kitchen/Foyer - morning/afternoon tea	\$40.00	\$36.36	\$3.64	\$40.00	\$36.36	\$3.64
Equipment Hire - trestle tables (old)	\$12.00	\$9.00	\$0.90	\$12.00	\$9.00	\$0.90
30 chairs (old)	\$15.00	\$9.00	\$0.90	\$15.00	\$9.00	\$0.90
Cricket Club Annual Fee - Waived	nil			nil		
Community groups - Cleaning fee only (Policy)	\$50.00	\$45.45	\$4.55	\$45.00	\$40.91	\$4.09
Wickepin Community Centre	Receipt to 149130			Receipt to 149130		
Full Day or Night Function						
Function Room 1	\$80.00	\$72.73	\$7.27	\$70.00	\$63.64	\$6.36
Foyer	\$80.00	\$72.73	\$7.27	\$70.00	\$63.64	\$6.36
Kitchen	\$80.00	\$72.73	\$7.27	\$70.00	\$63.64	\$6.36
Bar	\$80.00	\$72.73	\$7.27	\$70.00	\$63.64	\$6.36
Half Day Seminar or Meeting						
Function Room 1	\$45.00	\$40.91	\$4.09	\$40.00	\$36.36	\$3.64
Foyer	\$45.00	\$40.91	\$4.09	\$40.00	\$36.36	\$3.64
Kitchen	\$45.00	\$40.91	\$4.09	\$40.00	\$36.36	\$3.64
Bar	\$45.00	\$40.91	\$4.09	\$40.00	\$36.36	\$3.64
Creche	\$45.00	\$40.91	\$4.09	\$40.00	\$36.36	\$3.64
Play Group Casual Daily Rate	\$15.00	\$13.64	\$1.36	\$10.00	\$9.09	\$0.91
Community groups - Cleaning fee only (Policy)	\$50.00	\$45.45	\$4.55	\$45.00	\$40.91	\$4.09
Bonds All Halls	Receipt to TRUST			Receipt to TRUST		
Community Group	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Corporate Booking/Function	\$200.00	\$200.00	\$0.00	\$200.00	\$200.00	\$0.00
Private Booking/Function	\$500.00	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00
Non-profit community groups (eg Over 55's) - per hour	\$5.00	\$4.55	\$0.45	\$5.00	\$4.55	\$0.45
Bain Marie	\$70.00	\$63.64	\$6.36	\$70.00	\$63.64	\$6.36
Pie Warmer	\$40.00	\$36.36	\$3.64	\$40.00	\$36.36	\$3.64
Urn	\$5.00	\$4.55	\$0.45	\$5.00	\$4.55	\$0.45

Portable PA System	\$50.00	\$45.45	\$4.55	\$50.00	\$45.45	\$4.55
Crockery & Cutlery - per 20 sets	\$15.00	\$13.64	\$1.36	\$15.00	\$13.64	\$1.36
Ground/Court Fees - per annum						
Football Annual Fee	\$2,250.00	\$2,045.45	\$204.55	\$2,250.00	\$2,045.45	\$204.55
Cricket	\$350.00	\$318.18	\$31.82	\$350.00	\$318.18	\$31.82
Hockey	\$350.00	\$318.18	\$31.82	\$350.00	\$318.18	\$31.82
Badminton Club	\$130.00	\$118.18	\$11.82	\$130.00	\$118.18	\$11.82
Netball Club	\$350.00	\$318.18	\$31.82	\$350.00	\$318.18	\$31.82
Circuses - Bond	\$600.00	\$565.00	trust a/c	\$600.00	\$565.00	trust a/c
Main Pavilion Hire	Receipt to 149130			Receipt to 149130		
<i>Sheep Field Days</i>		\$0.00	\$0.00		\$0.00	\$0.00
Annual Pen Hire - Non original Sponsor	\$500.00	\$454.55	\$45.45	\$500.00	\$454.55	\$45.45
Annual Pen Hire - Original Sponsor (after 3 years from 2007)	\$100.00	\$90.91	\$9.09	\$100.00	\$90.91	\$9.09
Other Expo's		\$0.00	\$0.00		\$0.00	\$0.00
Pavilion Hire - per day	\$165.00	\$150.00	\$15.00	\$165.00	\$150.00	\$15.00
Pavilion Hire - per 1/2 day	\$80.00	\$72.73	\$7.27	\$80.00	\$72.73	\$7.27
<i>Non Scheduled Sport Activities - Hire of court area</i>						
Court Hire -		\$0.00	\$0.00		\$0.00	\$0.00
Full day	\$50.00	\$45.45	\$4.55	\$50.00	\$45.45	\$4.55
half day	\$25.00	\$22.73	\$2.27	\$25.00	\$22.73	\$2.27
Free use for all shire school activities						
Other -	Receipt to 149130			Receipt to 149130		
Circuses - Hire Fee	\$150.00	\$136.36	\$13.64	\$150.00	\$136.36	\$13.64
Swimming Pool	Receipt to 146630			Receipt to 146630		
Adult	\$2.00	\$1.82	\$0.18	\$2.00	\$1.82	\$0.18
Child/Pensioner/Spectator	\$1.00	\$0.91	\$0.09	\$1.00	\$0.91	\$0.09
Season Pass - Family	\$120.00	\$109.09	\$10.91	\$120.00	\$109.09	\$10.91
Season Pass - Adult	\$70.00	\$63.64	\$6.36	\$70.00	\$63.64	\$6.36
Season Pass - Child	\$50.00	\$45.45	\$4.55	\$50.00	\$45.45	\$4.55
School Swimming Lessons/Carnivals - For Children	\$0.50	\$0.45	\$0.05	\$0.50	\$0.45	\$0.05
Economic Services						

Building Licence Fees - Set by regulation	Receipt to 170030			Receipt to 170030		
Licence Fee						
<i>Class 1 and Class 10</i>						
Minimum \$85 or 0.35%						
<i>Classes 2 to 9</i>						
Minimum of \$85 or 0.2%						
BCITF Levy - % of value of building over \$20,000	0.200%	0.200%	N/A	0.200%	0.200%	N/A
Commission - BCITF (Rec 170230)	4.40	\$4.00	\$0.40	4.40	\$4.00	\$0.40
Builders Registration Board (BRB) Fee	34.50	\$0.00	\$34.50	34.50	\$0.00	\$34.50
Builders Registration Board Commission Fee (Rec 170230)	\$5.50	\$5.00	\$0.50	\$5.50	\$5.00	\$0.50
Septic Tank Application Fee (Rec 124430)	\$120.00	\$104.00	N/A	\$120.00	\$104.00	N/A
Septic Inspection Fee (Rec 124430)	\$150.00	\$104.00	N/A	\$150.00	\$104.00	N/A
Caravan Parks	Receipt to WK 18640 HS 168660 Yeal 168650			Receipt to WK 18640 HS 168660 Yeal 168650		
Powered Site - per night	\$20.00	\$18.18	\$1.82	\$20.00	\$18.18	\$1.82
Permanent Site Fee -Weekly	\$95.00	\$86.36	\$8.64	\$95.00	\$86.36	\$8.64
Unpowered Site - per night	\$15.00	\$13.64	\$1.36	\$15.00	\$13.64	\$1.36
RV - Per night	\$8.00	\$7.27	\$6.61	\$8.00	\$7.27	\$6.61
Caravan Parks	Receipt to WK 18640 Yeal 168650			Receipt to WK 18640 Yeal 168650		
<i>Seasonal Accommodation Unit - Wickepin & Yealering - per night</i>						
Per night (single room)	\$50.00	\$45.45	\$4.55	\$50.00	\$45.45	\$4.55
Per night (double room)	\$75.00	\$68.18	\$6.82	\$75.00	\$68.18	\$6.82
Caravan Parks	Receipt to 168660			Receipt to 168660		
<i>Seasonal Accommodation Unit - Harrismith - per night</i>						
5 nights or more in one stay - per night	\$25.00	\$22.73	\$2.27	\$25.00	\$22.73	\$2.27
Short term - less than 5 nights - per night	\$35.00	\$31.82	\$3.18	\$35.00	\$31.82	\$3.18
Saleyard Fees	Receipt to 170130			Receipt to 170130		
Fee per head	\$0.50	\$0.45	\$0.05	\$0.50	\$0.45	\$0.05
Standpipes	Receipt to 170830			Receipt to 170830		
As per water corporation charge rates per Kilo litre	\$1.60	\$1.45	\$0.15	At water Corp Rate		

Replacement Standpipe Cards	\$70.00	\$63.64	\$6.36	\$70.00	\$63.64	\$6.36
Centenary Wall	Receipt to 168730			Receipt to 168730		
Centenary Wall Plaques	\$155.00	\$140.91	\$14.09	\$155.00	\$140.91	\$14.09
Wickepin Business Centre	Receipt to 170430			Receipt to 170430		
Charge per day or part thereof	\$21.50	\$19.55	\$1.95	\$21.50	\$19.55	\$1.95
Central Agcare - casual hire	Free			Free		
Other Property & Services						
Private Works	Receipt to 173330			Receipt to 173330		
Wickepin Ratepayers/Electors	Receipt to 173330			Receipt to 173330		
Labour - per hour	\$50.00	\$45.45	\$4.55	\$50.00	\$45.45	\$4.55
Graders, includes labour - per hour	\$180.00	\$163.64	\$16.36	\$180.00	\$163.64	\$16.36
Loaders, steel roller, includes labour - per hour	\$150.00	\$136.36	\$13.64	\$150.00	\$136.36	\$13.64
Tractors/Rubber Tyred Rollers, skid steere includes labour - per hour	\$85.00	\$77.27	\$7.73	\$85.00	\$77.27	\$7.73
8 Wheeler Truck, includes labour - per hour	\$140.00	\$127.27	\$12.73	\$140.00	\$127.27	\$12.73
Single Axle Truck, includes labour - per hour	\$105.00	\$95.45	\$9.55	\$105.00	\$95.45	\$9.55
Backhoe, includes labour - per hour	\$140.00	\$127.27	\$12.73	\$140.00	\$127.27	\$12.73
Plate compactor - per day	\$60.00	\$54.55	\$5.45	\$60.00	\$54.55	\$5.45
Plate compactor - per hour	\$15.00	\$13.64	\$1.36	\$15.00	\$13.64	\$1.36
Ute - per kilometre	\$1.00	\$0.91	\$0.09	\$1.00	\$0.91	\$0.09
Sam Trailer	No Charge					
External Commercial Rates	Receipt to 173330			Receipt to 173330		
Labour - per hour	\$75.00	\$68.18	\$6.82	\$75.00	\$68.18	\$6.82
Graders, includes labour - per hour	\$270.00	\$245.45	\$24.55	\$270.00	\$245.45	\$24.55
Loaders, steel roller, includes labour - per hour	\$230.00	\$209.09	\$20.91	\$230.00	\$209.09	\$20.91
Tractors/Rubber Tyred Rollers, skid steere includes labour - per hour	\$145.00	\$131.82	\$13.18	\$145.00	\$131.82	\$13.18
8 Wheeler Truck, includes labour - per hour	\$240.00	\$218.18	\$21.82	\$240.00	\$218.18	\$21.82
Single Axle Truck, includes labour - per hour	\$170.00	\$154.55	\$15.45	\$170.00	\$154.55	\$15.45
Backhoe, includes labour - per hour	\$210.00	\$190.91	\$19.09	\$210.00	\$190.91	\$19.09
Plate compactor - per day	\$100.00	\$90.91	\$9.09	\$100.00	\$90.91	\$9.09
Plate compactor - per hour	\$25.00	\$22.73	\$2.27	\$25.00	\$22.73	\$2.27
Ute - per kilometre	\$2.00	\$1.82	\$0.18	\$2.00	\$1.82	\$0.18

Sam Trailer	\$50.00	\$45.45	\$4.55			
Sand and Gravel	Receipt to 173330			Receipt to 173330		
Materials - per m3	\$3.50	\$3.18	\$0.32	\$0.00	\$0.00	\$0.00
Materials - per 10m3 load - within 10km of town additional freight	\$150.00	\$136.36	\$13.64	\$150.00	\$136.36	\$13.64
Materials - per 10m3 load - over 10km from town additional freight	\$175.00	\$159.09	\$15.91	\$175.00	\$159.09	\$15.91
Materials - Over 10m3 - 3.50 per m3 Plus Private works Rate	\$ 3.50 Plus Private Works Rate			\$2.00	\$1.82	\$0.18
Old Grader blades - each	\$10.00	\$9.09	\$0.91	\$10.00	\$9.09	\$0.91
Gravel & Road Making Material	Costed to Jobs			Costed to Jobs		
Purchase of Gravel and Road Making Materials - per m3	\$1.50	\$1.36	\$0.14	\$1.20	\$1.09	\$0.11
General Purpose Funding						
Councillors Travel Claim (Policy F1.4)	Cost to 102020			Cost to 102020		
Per Kilometre	\$0.70			\$0.70		
Meeting Allowances	Cost to 102320			Cost to 102320		
Council Meetings	\$88.00			\$70.00		
Committee Meetings	\$66.00			\$40.00		
Presidents Allowance	Cost to 102420			Cost to 102420		
Per annum	\$1,500.00			\$1,500.00		
Telephone Allowance	Cost to 104220			Cost to 104220		
As per actual charges incurred	as per actual charges incurred			as per actual charges incurred		
Councillors Gratuity (Policy F1.5)	Cost to 03620			Cost to 03620		
Amount paid at Council discretion. This amount is not a set actual amount						
Per year of Service	\$100.00			\$100.00		
Maximum	\$1,000.00			\$1,000.00		
Staff Gratuity (Policy F2.5)	Cost to 03620			Cost to 03620		
Amount paid at Council discretion. This amount is not a set actual amount						
Per year of Service	\$50.00			\$50.00		
Maximum	\$500.00			\$500.00		

Voting Requirements: Absolute Majority.

Resolution No 210813-17

Moved Cr Astbury / Seconded Cr Russell

That the following 2013/2014 Fees and Charges be adopted for the 2013/2014 financial year as per *Sections 6.16(1)(2)(3) of the Local Government Act 1995.*

	2013/2014			2012/2013		
	Fee	Nett to Council	GST	Fee	Nett to Council	GST
General Purpose Funding						
Rates Enquiry Fees						
	Receipt to 101530			Receipt to 101530		
Settlement Agent Enquiry Fee	\$110.00		Division 81	\$110.00		Division 81
Orders/Requisitions Enquiry (additional to standard)	\$60.00		Division 81	\$60.00		Division 81
Group Rating Fee (amalgamate two or more assessments)	\$110.00		Division 81	\$110.00		Division 81
Governance						
Customers are referred to the Community Resource Centre for the following services, however if the Community Resource Centre is closed, we require set fees to charge.						
Photocopying - General						
	Receipt to 108230			Receipt to 108230		
General per page A4 - black and white	\$0.60	\$0.55	\$0.05	\$0.60	\$0.55	\$0.05
General per page A4 - colour	\$1.00	\$0.91	\$0.09	\$1.00	\$0.91	\$0.09
General per page A3 - black and white	\$0.80	\$0.73	\$0.07	\$0.80	\$0.73	\$0.07
General per page A3 - colour	\$1.20	\$1.09	\$0.11	\$1.20	\$1.09	\$0.11
Back & Front A4 - black and white	\$0.90	\$0.82	\$0.08	\$0.90	\$0.82	\$0.08
Back & Front A4 - colour	\$1.30	\$1.18	\$0.12	\$1.30	\$1.18	\$0.12
Back and Front A3 - black and white	\$1.20	\$1.09	\$0.11	\$1.20	\$1.09	\$0.11
Back and Front A3 - colour	\$1.50	\$1.36	\$0.14	\$1.50	\$1.36	\$0.14
Photocopying - Sporting & Community Groups						
	Receipt to 108230			Receipt to 108230		
General per page A4 - black and white	\$0.40	\$0.36	\$0.04	\$0.40	\$0.36	\$0.04
General per page A4 - colour	\$0.80	\$0.73	\$0.07	\$0.80	\$0.73	\$0.07
General per page A3 - black and white	\$0.60	\$0.55	\$0.05	\$0.60	\$0.55	\$0.05
General per page A3 - colour	\$1.00	\$0.91	\$0.09	\$1.00	\$0.91	\$0.09
Back & Front A4 - black and white	\$0.60	\$0.55	\$0.05	\$0.60	\$0.55	\$0.05
Back & Front A4 - colour	\$1.00	\$0.91	\$0.09	\$1.00	\$0.91	\$0.09

Back and Front A3 - black and white	\$1.00	\$0.91	\$0.09	\$1.00	\$0.91	\$0.09
Back and Front A3 - colour	\$1.20	\$1.09	\$0.11	\$1.20	\$1.09	\$0.11
Faxing	Receipt to 108230			Receipt to 108230		
First Page	\$3.00	\$2.73	\$0.27	\$3.00	\$2.73	\$0.27
Following Pages	\$1.80	\$1.64	\$0.16	\$1.80	\$1.64	\$0.16
Laminating	Receipt to 108230			Receipt to 108230		
A4	\$4.00	\$3.64	\$0.36	\$4.00	\$3.64	\$0.36
Council Minutes	Receipt to 108230			Receipt to 108230		
Annual subscription to council minutes	\$75.00	\$68.18	\$6.82	\$75.00	\$68.18	\$6.82
Electoral Roll	Receipt to 108230			Receipt to 108230		
Per Roll	\$40.00	\$36.36	\$3.64	\$40.00	\$36.36	\$3.64
Rate Book	\$100.00	\$90.91	\$9.09	\$100.00	\$90.91	\$9.09
Pens & Coasters	Receipt to 108230			Receipt to 108230		
Pens	\$10.00	\$9.09	\$0.91	\$10.00	\$9.09	\$0.91
Coasters	\$25.00	\$22.73	\$2.27	\$15.00	\$13.64	\$1.36
Vehicle Rentals	Receipt to 109030			Receipt to 109030		
Chief Executive Officer - per week (as per contract)	Contract			Contract		
Manager of Works and Services - per week (as per contract)	Contract			Contract		
Law, Order & Public Safety						
Map Sales	Receipt to 111430			Receipt to 111430		
A3	\$5.00	\$4.55	\$0.45	\$3.00	\$2.73	\$0.27
Dog Registrations - Fees set by regulations	Receipt to 113430			Receipt to 113430		
1 Year - Sterilised	\$10.00	\$10.00	Division 81	\$10.00	\$10.00	Division 81
1 Year - Unsterilised	\$30.00	\$30.00	Division 81	\$30.00	\$30.00	Division 81
3 Years - Sterilised	\$18.00	\$18.00	Division 81	\$18.00	\$18.00	Division 81
3 Years - Unsterilised	\$75.00	\$75.00	Division 81	\$75.00	\$75.00	Division 81
Stock Dogs	Receipt to 113430			Receipt to 113430		
1 Year - Sterilised	\$2.50	\$2.50	Division 81	\$2.50	\$2.50	Division 81
1 Year - Unsterilised	\$7.50	\$7.50	Division 81	\$7.50	\$7.50	Division 81
3 Years - Sterilised	\$4.50	\$4.50	Division 81	\$4.50	\$4.50	Division 81
3 Years - Unsterilised	\$18.50	\$18.75	Division 81	\$18.50	\$18.75	Division 81

Pensioner Dogs	Receipt to 113430			Receipt to 113430		
1 Year - Sterilised	\$5.00	\$5.00	Division 81	\$5.00	\$5.00	Division 81
1 Year - Unsterilised	\$15.00	\$15.00	Division 81	\$15.00	\$15.00	Division 81
3 Years - Sterilised	\$9.00	\$9.00	Division 81	\$9.00	\$9.00	Division 81
3 Years - Unsterilised	\$37.50	\$37.50	Division 81	\$37.50	\$37.50	Division 81
Dogs registered after May 31 - 50% of above fee						
Housing						
Housing Rentals - staff subsidised	Receipt to 132130			Receipt to 132130		
7 Smith Street - per week (Vacant)	\$70.00	\$70.00	N/A	\$68.00	\$68.00	N/A
49 Collins Street - per week (Marsh)	\$60.00	\$60.00	N/A	\$57.00	\$57.00	N/A
7 Fisher - Caravan Park caretaker	Contract	Contract		Contract	Contract	
Gumnut Cottage - (Matthews)	Sold	Sold	N/A	\$62.00	\$62.00	N/A
5 Smith - Pool Manager	\$100.00	\$100.00	N/A	\$62.00	\$62.00	N/A
Unit 5 - per month - (Plumb)	\$60.00	\$60.00	N/A	\$59.00	\$59.00	N/A
Cottage Homes Units - (Cottage Homes Committee)	Receipt to 134130			Receipt to 134130		
Units 1-3 - Eligible Occupant	\$55.00	\$55.00	N/A	\$50.00	\$50.00	N/A
Units 1-3 - Non-eligible Occupant	\$65.00	\$65.00	N/A	\$60.00	\$60.00	N/A
Unit 4 - Eligible Occupant	\$65.00	\$65.00	N/A	\$60.00	\$60.00	N/A
Unit 4 - Non-eligible Occupant	\$75.00	\$75.00	N/A	\$70.00	\$70.00	N/A
Young Singles Rental	Receipt to 134330			Receipt to 134330		
One person in unit - per week	\$85.00	\$80.00	N/A	\$80.00	\$80.00	N/A
Two people in unit - per week	\$115.00	\$110.00	N/A	\$110.00	\$110.00	N/A
Joint Venture Duplex						
Unit A (3 bed)	\$125.00	\$120.00	N/A	\$120.00	\$120.00	N/A
Unit B (4 bed)	\$135.00	\$130.00	N/A	\$130.00	\$130.00	N/A
Police House (Old LH01) - Smith Street	\$210.00	\$335.00	N/A	\$335.00	\$335.00	N/A
Community Amenities						
Community Bus per kilometre	Receipt to 140330			Receipt to 140330		
All Distances Travelled - per km	\$0.90	\$0.82	\$0.08	\$0.70	\$0.64	\$0.06
<u>Cemeteries Wickepin, Yealering, Harrismith</u>	-					
Land for Right of Burial	Receipt to 140030			Receipt to 140030		

Reservation Fee (Grant of Right of Burial)	\$50.00	\$45.45	\$4.55	\$32.00	\$29.09	\$2.91
Grave Digging to depth of 2.1 (on application)	Receipt to 140030			Receipt to 140030		
Single 2.4m long x 2.1m deep	\$250.00	\$227.27	\$22.73	\$250.00	\$227.27	\$22.73
Double 2.4m x 3.6m	\$500.00	\$454.55	\$45.45	\$0.00	\$0.00	\$0.00
Triple 2.4m x 4.8m		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Interment on Weekends additional	\$650.00	\$590.91	\$59.09	\$400.00	\$363.64	\$36.36
Graves be sunk deeper than 2.1m	Receipt to 140030			Receipt to 140030		
First additional 0.3m	\$67.00	\$60.91	\$6.09	\$67.00	\$60.91	\$6.09
Second additional 0.3m	\$85.00	\$77.27	\$7.73	\$84.00	\$76.36	\$7.64
Third additional 0.3m	\$100.00	\$90.91	\$9.09	\$100.00	\$90.91	\$9.09
(and so on in proportion for each additional 0.3m)	\$15.00	\$13.64	\$1.36	\$15.00	\$13.64	\$1.36
Re-opening Fees (re-opening an ordinary grave for each interment or exhumation)	Receipt to 140030			Receipt to 140030		
Ordinary Grave - Adult	\$400.00	\$363.64	\$36.36	\$400.00	\$363.64	\$36.36
Removal of kerbing, tiles etc., if necessary Per Hour	\$50.00	\$45.45	\$4.55	\$50.00	\$45.45	\$4.55
Internment of Ashes	Receipt to 140030			Receipt to 140030		
Interment of ashes in a grave	\$250.00	\$227.27	\$22.73	\$250.00	\$227.27	\$22.73
Extra charge for	Receipt to 140030			Receipt to 140030		
Interment without due notice under Local Law 3.2	\$50.00	\$45.45	\$4.55	\$50.00	\$45.45	\$4.55
Late arrival at Cemetery gates under Local Law 5.2	\$20.00	\$18.18	\$1.82	\$20.00	\$18.18	\$1.82
Exhumations in addition to re-opening fee	\$500.00	\$454.55	\$45.45	\$500.00	\$454.55	\$45.45
Niche Wall	Receipt to 140030			Receipt to 140030		
Reservation Fees	\$50.00	\$45.45	\$4.55	\$22.00	\$20.00	\$2.00
Compartment for ashes Single includes perpetual Grant of Right of Burial	\$100.00	\$90.91	\$9.09	\$75.00	\$68.18	\$6.82
Compartment for ashes Double	\$150.00	\$136.36	\$13.64	\$100.00	\$90.91	\$9.09
compartment plaque - standard single	At Cost			At Cost		
compartment plaque - standard double	At Cost			At Cost		
Interment of Ashes / Erecting nameplate	\$130.00	\$118.18	\$11.82	At Cost		
Miscellaneous charges	Receipt to 140030			Receipt to 140030		
Permission to erect Monument &/or kerbing	\$50.00	\$45.45	\$4.55	\$50.00	\$45.45	\$4.55
Registration of "Transfer of Form of Grant of Right of Burial"	\$20.00	\$18.18	\$1.82	\$16.50	\$15.00	\$1.50

Copy of "Grant of Burial"	\$20.00	\$18.18	\$1.82	\$22.00	\$20.00	\$2.00
Grave number plate	\$22.00	\$20.00	\$2.00	\$22.00	\$20.00	\$2.00
Making a search in register (per 1/2 hour)	\$20.00	\$18.18	\$1.82	\$16.50	\$15.00	\$1.50
Copy of Local Laws	\$5.50	\$5.00	\$0.50	\$5.50	\$5.00	\$0.50
Funeral Director's Annual Licence	\$50.00	\$45.45	\$4.55	\$50.00	\$45.45	\$4.55
Refuse Bins	Receipt to 135630			Receipt to 135630		
120 litre refuse bins	As per cost plus 10%			As per cost plus 10%		
240 litre recycling bins (additional to 1 FOC)	As per cost plus 10%			As per cost plus 10%		
Town Planning	Receipt to 142030			Receipt to 142030		
Determination of development application (other than for an extractive industry) where the estimated cost of the development is:						
a) Not more than \$50,000	\$147.00	\$147.00	\$0.00	\$139.00	\$139.00	\$0.00
b) More than \$50,000 but not more than \$500,000	\$0.32% of the estimated cost of development			\$0.32% of the estimated cost of development		
c) More than \$500,000 but not more than \$2.5 million	\$1,700 + 0.257% for every \$1 in excess of \$500,000			\$1,600 + 0.257% for every \$1 in excess of \$500,000		
d) More than \$2.5 million but not more than \$5 million	\$7,161 + 0.206% for every \$1 in excess of \$2.5m			\$6,740 + 0.206% for every \$1 in excess of \$2.5m		
e) More than \$5 million but not than \$21.5 million	\$12,633 + 0.123% for every \$1 in excess of \$5m			\$11,890 + 0.123% for every \$1 in excess of \$5m		
More than \$21.5 million	\$34,196.00			\$32,185.00		
NOTE: If development has commenced or been carried out, an additional amount by way of penalty, that is twice the amount of the fee payable for determination of the application (in addition to the initial application fee)						
Amended plans (this applies where a determination is already given by the Shire or where amended plans are submitted and not requested by the Shire)	66% of the original application fee with a minimum of \$92			66% of the original application fee with a minimum of \$92		

Single House – Residential Design Codes performance criteria or						
Town Planning Scheme variation assessment	\$69 per performance criteria / Town Planning Scheme		\$0.00	\$69 per performance criteria / Town Planning Scheme		\$0.00
	variation assessed with a minimum of \$138		\$0.00	variation assessed with a minimum of \$138		\$0.00
	and a maximum of \$690		\$0.00	and a maximum of \$690		\$0.00
Demolition where Planning Approval required	\$140.00	\$140.00		\$139.00	\$139.00	\$0.00
Application for approval of home based business (including cottage industry):						
a) Initial fee	\$222.00	\$222.00	\$0.00	\$209.00	\$209.00	\$0.00
NOTE: If the home based business or cottage industry has commenced an amount equivalent to twice the normal fee as a penalty	\$444.00	\$444.00	\$0.00			
b) Annual renewal fee	\$73.00	\$73.00	\$0.00	\$69.00	\$69.00	\$0.00
NOTE: If the home based business or cottage industry Licence has expired amount equivalent to twice the normal fee as a penalty	\$146.00	\$146.00	\$0.00			
Application for change of use or for alteration or extension or change of a non-conforming use which item 1 does not apply	\$295.00	\$295.00	\$0.00	\$278.00	\$278.00	\$0.00
NOTE: If the change of use or the alteration or extension or change of the non-conforming use has commenced, an amount of \$590 by way of penalty	\$590.00	\$590.00	\$0.00			
Extension of current Planning Approval	\$105.00	\$105.00	\$0.00	\$105.00	\$105.00	\$0.00
Relocation of building envelope	\$140.00	\$140.00	\$0.00	\$139.00	\$139.00	\$0.00
Determination of development application for an extractive industry	\$739.00	\$739.00	\$0.00	\$696.00	\$696.00	\$0.00
NOTE: If development has commenced or been carried out, an additional amount						

by way of penalty twice the normal fee	\$1,478.00	\$1,478.00	\$0.00			
Provision of a subdivision clearance:						
a) Not more than 5 lots Per Lot	\$73.00	\$73.00	\$0.00	\$69.00	\$69.00	\$0.00
b) More than 5 lots but not more than 195 lots -\$73 per lot for the first 5 lots and \$35 per lot thereafter						
c) More than 195 lots	\$7,393.00	\$7,393.00	\$0.00	\$6,959.00	\$6,959.00	\$0.00
* Minor Scheme Amendment (i.e. an amendment that involves only						
a) Request for Council initiation	\$3,235.00	\$2,940.91	\$294.09	\$3,235.00	\$2,940.91	\$294.09
b) Conclusion of advertising for Council adoption	\$2,370.00	\$2,154.55	\$215.45	\$2,370.00	\$2,154.55	\$215.45
	\$865.00	\$786.36	\$78.64	\$865.00	\$786.36	\$78.64
* Major Scheme Amendment (i.e. an amendment that involves a zoning change):	\$5,935.00	\$5,395.45	\$539.55	\$5,935.00	\$5,395.45	\$539.55
a) Request for Council initiation	\$4,210.00	\$3,827.27	\$382.73	\$4,210.00	\$3,827.27	\$382.73
b) Conclusion of advertising for Council adoption	\$1,725.00	\$1,568.18	\$156.82	\$1,725.00	\$1,568.18	\$156.82
* Minor Structure Plans, Outline Development Plans, Subdivision Guide Plans or similar:	\$2,695.00	\$2,450.00	\$245.00	\$2,695.00	\$2,450.00	\$245.00
a) Lodgement of documentation	\$1,620.00	\$1,472.73	\$147.27	\$1,620.00	\$1,472.73	\$147.27
b) Conclusion of advertising for Council adoption	\$1,075.00	\$977.27	\$97.73	\$1,075.00	\$977.27	\$97.73
Modifications to Plans once approval given	\$865.00		\$78.64	\$865.00		\$78.64
* Major Structure Plans, Outline Development Plans, Subdivision Guide Plans or similar:	\$4,860.00	\$4,418.18	\$441.82	\$4,860.00	\$4,418.18	\$441.82
a) Lodgement of documentation	\$2,965.00			\$2,965.00		
		\$2,695.45	\$269.55		\$2,695.45	\$269.55
b) Conclusion of advertising for Council adoption	\$1,895.00	\$1,722.73	\$172.27	\$1,895.00	\$1,722.73	\$172.27
Modifications to Plans once approval given	\$1,725.00		\$156.82	\$1,725.00		\$156.82

Detailed Area Plan	\$750.00	\$681.82	\$68.18	\$750.00	\$681.82	\$68.18
Issue of zoning certificate	\$73.00	\$66.36	\$6.64	\$69.00	\$62.73	\$6.27
Replying to a property settlement questionnaire	\$73.00	\$66.36	\$6.64	\$69.00	\$62.73	\$6.27
Issue of Section 40 certificate	\$73.00	\$66.36	\$6.64	\$69.00	\$62.73	\$6.27
Issue of written planning advice	\$73.00	\$66.36	\$6.64	\$69.00	\$62.73	\$6.27
* Road / R.O.W / P.A.W. request for closure	\$530.00	\$481.82	\$48.18	\$530.00	\$481.82	\$48.18
Advertising						
a) On site signage - Per Sign	\$260.00	\$236.36	\$23.64	\$260.00	\$236.36	\$23.64
b) Newspaper advertising Per Advertisement	\$260.00	\$236.36	\$23.64	\$260.00	\$236.36	\$23.64
CD digital copy of planning document	\$20.00	\$18.18	\$1.82	\$20.00	\$18.18	\$1.82
Pre-strata inspection	\$265.00	\$240.91	\$24.09	\$265.00	\$240.91	\$24.09
NOTE: All fees are exempt from GST unless otherwise indicated.						
* Fee is inclusive of all associated advertising charges.						
Recreation & Culture						
Board Room meetings	Free			Free		
Wickepin Town Hall	Receipt to 144530			Receipt to 144530		
Per Night	\$80.00	\$72.73	\$7.27	\$80.00	\$72.73	\$7.27
Per Hour (maximum \$62)	\$18.00	\$16.36	\$1.64	\$18.00	\$16.36	\$1.64
Community groups - Cleaning fee only (Policy)	\$50.00	\$45.45	\$4.55	\$45.00	\$40.91	\$4.09
Supper room meetings	\$15.00	\$13.64	\$1.36	\$15.00	\$13.64	\$1.36
Aerobics, Tai Chi, Gymnastics, Ballet	\$15.00	\$13.64	\$1.36	\$15.00	\$13.64	\$1.36
Karate	\$15.00	\$13.64	\$1.36	\$7.50	\$6.82	\$0.68
30 Chairs	\$20.00	\$18.18	\$1.82	\$20.00	\$18.18	\$1.82
Trestles	\$17.50	\$15.91	\$1.59	\$17.50	\$15.91	\$1.59

Urn	\$7.50	\$6.82	\$0.68	\$7.50	\$6.82	\$0.68
Yealering Town Hall	Receipt to 144530			Receipt to 144530		
Full Kitchen/Bar & Function Area (whole hall)	\$120.00	\$109.09	\$10.91	\$140.00	\$127.27	\$12.73
Full Kitchen/Bar & Function Area (whole hall) - half day	\$80.00	\$63.64	\$6.36	\$80.00	\$63.64	\$6.36
Full Kitchen/Bar & Foyer	\$95.00	\$86.36	\$8.64	\$95.00	\$86.36	\$8.64
full Kitchen/Bar & Foyer - half day	\$70.00	\$63.64	\$6.36	\$70.00	\$63.64	\$6.36
Basic Kitchen/Foyer - morning/afternoon tea	\$40.00	\$36.36	\$3.64	\$40.00	\$36.36	\$3.64
Equipment Hire - trestle tables (old)	\$12.00	\$9.00	\$0.90	\$12.00	\$9.00	\$0.90
30 chairs (old)	\$15.00	\$9.00	\$0.90	\$15.00	\$9.00	\$0.90
Cricket Club Annual Fee - Waived	nil			nil		
Community groups - Cleaning fee only (Policy)	\$50.00	\$45.45	\$4.55	\$45.00	\$40.91	\$4.09
Wickepin Community Centre	Receipt to 149130			Receipt to 149130		
Full Day or Night Function						
Function Room 1	\$80.00	\$72.73	\$7.27	\$70.00	\$63.64	\$6.36
Foyer	\$80.00	\$72.73	\$7.27	\$70.00	\$63.64	\$6.36
Kitchen	\$80.00	\$72.73	\$7.27	\$70.00	\$63.64	\$6.36
Bar	\$80.00	\$72.73	\$7.27	\$70.00	\$63.64	\$6.36
Half Day Seminar or Meeting						
Function Room 1	\$45.00	\$40.91	\$4.09	\$40.00	\$36.36	\$3.64
Foyer	\$45.00	\$40.91	\$4.09	\$40.00	\$36.36	\$3.64
Kitchen	\$45.00	\$40.91	\$4.09	\$40.00	\$36.36	\$3.64
Bar	\$45.00	\$40.91	\$4.09	\$40.00	\$36.36	\$3.64
Creche	\$45.00	\$40.91	\$4.09	\$40.00	\$36.36	\$3.64
Play Group Casual Daily Rate	\$15.00	\$13.64	\$1.36	\$10.00	\$9.09	\$0.91
Community groups - Cleaning fee only (Policy)	\$50.00	\$45.45	\$4.55	\$45.00	\$40.91	\$4.09
Bonds All Halls	Receipt to TRUST			Receipt to TRUST		
Community Group	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Corporate Booking/Function	\$200.00	\$200.00	\$0.00	\$200.00	\$200.00	\$0.00
Private Booking/Function	\$500.00	\$500.00	\$0.00	\$500.00	\$500.00	\$0.00
Non-profit community groups (eg Over 55's) - per hour	\$5.00	\$4.55	\$0.45	\$5.00	\$4.55	\$0.45
Bain Marie	\$70.00	\$63.64	\$6.36	\$70.00	\$63.64	\$6.36
Pie Warmer	\$40.00	\$36.36	\$3.64	\$40.00	\$36.36	\$3.64

Urn	\$5.00	\$4.55	\$0.45	\$5.00	\$4.55	\$0.45
Portable PA System	\$50.00	\$45.45	\$4.55	\$50.00	\$45.45	\$4.55
Crockery & Cutlery - per 20 sets	\$15.00	\$13.64	\$1.36	\$15.00	\$13.64	\$1.36
Ground/Court Fees - per annum						
Football Annual Fee	\$2,250.00	\$2,045.45	\$204.55	\$2,250.00	\$2,045.45	\$204.55
Cricket	\$350.00	\$318.18	\$31.82	\$350.00	\$318.18	\$31.82
Hockey	\$350.00	\$318.18	\$31.82	\$350.00	\$318.18	\$31.82
Badminton Club	\$130.00	\$118.18	\$11.82	\$130.00	\$118.18	\$11.82
Netball Club	\$350.00	\$318.18	\$31.82	\$350.00	\$318.18	\$31.82
Circuses - Bond	\$600.00	\$565.00	trust a/c	\$600.00	\$565.00	trust a/c
Main Pavilion Hire	Receipt to 149130			Receipt to 149130		
<i>Sheep Field Days</i>		\$0.00	\$0.00		\$0.00	\$0.00
Annual Pen Hire - Non original Sponsor	\$500.00	\$454.55	\$45.45	\$500.00	\$454.55	\$45.45
Annual Pen Hire - Original Sponsor (after 3 years from 2007)	\$100.00	\$90.91	\$9.09	\$100.00	\$90.91	\$9.09
Other Expo's		\$0.00	\$0.00		\$0.00	\$0.00
Pavilion Hire - per day	\$165.00	\$150.00	\$15.00	\$165.00	\$150.00	\$15.00
Pavilion Hire - per 1/2 day	\$80.00	\$72.73	\$7.27	\$80.00	\$72.73	\$7.27
<i>Non Scheduled Sport Activities - Hire of court area</i>						
Court Hire -		\$0.00	\$0.00		\$0.00	\$0.00
Full day	\$50.00	\$45.45	\$4.55	\$50.00	\$45.45	\$4.55
half day	\$25.00	\$22.73	\$2.27	\$25.00	\$22.73	\$2.27
Free use for all shire school activities						
Other -	Receipt to 149130			Receipt to 149130		
Circuses - Hire Fee	\$150.00	\$136.36	\$13.64	\$150.00	\$136.36	\$13.64
Swimming Pool	Receipt to 146630			Receipt to 146630		
Adult	\$2.00	\$1.82	\$0.18	\$2.00	\$1.82	\$0.18
Child/Pensioner/Spectator	\$1.00	\$0.91	\$0.09	\$1.00	\$0.91	\$0.09
Season Pass - Family	\$120.00	\$109.09	\$10.91	\$120.00	\$109.09	\$10.91
Season Pass - Adult	\$70.00	\$63.64	\$6.36	\$70.00	\$63.64	\$6.36
Season Pass - Child	\$50.00	\$45.45	\$4.55	\$50.00	\$45.45	\$4.55
School Swimming Lessons/Carnivals - For Children	\$0.50	\$0.45	\$0.05	\$0.50	\$0.45	\$0.05

Economic Services						
Building Licence Fees - Set by regulation	Receipt to 170030			Receipt to 170030		
Licence Fee						
<i>Class 1 and Class 10</i>						
Minimum \$85 or 0.35%						
<i>Classes 2 to 9</i>						
Minimum of \$85 or 0.2%						
BCITF Levy - % of value of building over \$20,000	0.200%	0.200%	N/A	0.200%	0.200%	N/A
Commission - BCITF (Rec 170230)	4.40	\$4.00	\$0.40	4.40	\$4.00	\$0.40
Builders Registration Board (BRB) Fee	34.50	\$0.00	\$34.50	34.50	\$0.00	\$34.50
Builders Registration Board Commission Fee (Rec 170230)	\$5.50	\$5.00	\$0.50	\$5.50	\$5.00	\$0.50
Septic Tank Application Fee (Rec 124430)	\$120.00	\$104.00	N/A	\$120.00	\$104.00	N/A
Septic Inspection Fee (Rec 124430)	\$150.00	\$104.00	N/A	\$150.00	\$104.00	N/A
Caravan Parks	Receipt to WK 18640 HS 168660 Yea 168650			Receipt to WK 18640 HS 168660 Yea 168650		
Powered Site - per night	\$20.00	\$18.18	\$1.82	\$20.00	\$18.18	\$1.82
Permanent Site Fee -Weekly	\$95.00	\$86.36	\$8.64	\$95.00	\$86.36	\$8.64
Unpowered Site - per night	\$15.00	\$13.64	\$1.36	\$15.00	\$13.64	\$1.36
RV - Per night	\$8.00	\$7.27	\$6.61	\$8.00	\$7.27	\$6.61
Caravan Parks	Receipt to WK 18640 Yea 168650			Receipt to WK 18640 Yea 168650		
<i>Seasonal Accommodation Unit - Wickepin & Yealering - per night</i>						
Per night (single room)	\$50.00	\$45.45	\$4.55	\$50.00	\$45.45	\$4.55
Per night (double room)	\$75.00	\$68.18	\$6.82	\$75.00	\$68.18	\$6.82
Caravan Parks	Receipt to 168660			Receipt to 168660		
<i>Seasonal Accommodation Unit - Harrismith - per night</i>						
5 nights or more in one stay - per night	\$25.00	\$22.73	\$2.27	\$25.00	\$22.73	\$2.27
Short term - less than 5 nights - per night	\$35.00	\$31.82	\$3.18	\$35.00	\$31.82	\$3.18
Saleyard Fees	Receipt to 170130			Receipt to 170130		
Fee per head	\$0.50	\$0.45	\$0.05	\$0.50	\$0.45	\$0.05
Standpipes	Receipt to 170830			Receipt to 170830		

As per water corporation charge rates per Kilo litre	\$1.60	\$1.45	\$0.15	At water Corp Rate		
Replacement Standpipe Cards	\$70.00	\$63.64	\$6.36	\$70.00	\$63.64	\$6.36
Centenary Wall	Receipt to 168730			Receipt to 168730		
Centenary Wall Plaques	\$155.00	\$140.91	\$14.09	\$155.00	\$140.91	\$14.09
Wickepin Business Centre	Receipt to 170430			Receipt to 170430		
Charge per day or part thereof	\$21.50	\$19.55	\$1.95	\$21.50	\$19.55	\$1.95
Central Agcare - casual hire	Free			Free		
Other Property & Services						
Private Works	Receipt to 173330			Receipt to 173330		
Wickepin Ratepayers/Electors	Receipt to 173330			Receipt to 173330		
Labour - per hour	\$50.00	\$45.45	\$4.55	\$50.00	\$45.45	\$4.55
Graders, includes labour - per hour	\$180.00	\$163.64	\$16.36	\$180.00	\$163.64	\$16.36
Loaders, steel roller, includes labour - per hour	\$150.00	\$136.36	\$13.64	\$150.00	\$136.36	\$13.64
Tractors/Rubber Tyred Rollers, skid steere includes labour - per hour	\$85.00	\$77.27	\$7.73	\$85.00	\$77.27	\$7.73
8 Wheeler Truck, includes labour - per hour	\$140.00	\$127.27	\$12.73	\$140.00	\$127.27	\$12.73
Single Axle Truck, includes labour - per hour	\$105.00	\$95.45	\$9.55	\$105.00	\$95.45	\$9.55
Backhoe, includes labour - per hour	\$140.00	\$127.27	\$12.73	\$140.00	\$127.27	\$12.73
Plate compactor - per day	\$60.00	\$54.55	\$5.45	\$60.00	\$54.55	\$5.45
Plate compactor - per hour	\$15.00	\$13.64	\$1.36	\$15.00	\$13.64	\$1.36
Ute - per kilometre	\$1.00	\$0.91	\$0.09	\$1.00	\$0.91	\$0.09
Sam Trailer	No Charge					
External Commercial Rates	Receipt to 173330			Receipt to 173330		
Labour - per hour	\$75.00	\$68.18	\$6.82	\$75.00	\$68.18	\$6.82
Graders, includes labour - per hour	\$270.00	\$245.45	\$24.55	\$270.00	\$245.45	\$24.55
Loaders, steel roller, includes labour - per hour	\$230.00	\$209.09	\$20.91	\$230.00	\$209.09	\$20.91
Tractors/Rubber Tyred Rollers, skid steere includes labour - per hour	\$145.00	\$131.82	\$13.18	\$145.00	\$131.82	\$13.18
8 Wheeler Truck, includes labour - per hour	\$240.00	\$218.18	\$21.82	\$240.00	\$218.18	\$21.82
Single Axle Truck, includes labour - per hour	\$170.00	\$154.55	\$15.45	\$170.00	\$154.55	\$15.45
Backhoe, includes labour - per hour	\$210.00	\$190.91	\$19.09	\$210.00	\$190.91	\$19.09
Plate compactor - per day	\$100.00	\$90.91	\$9.09	\$100.00	\$90.91	\$9.09
Plate compactor - per hour	\$25.00	\$22.73	\$2.27	\$25.00	\$22.73	\$2.27

Ute - per kilometre	\$2.00	\$1.82	\$0.18	\$2.00	\$1.82	\$0.18
Sam Trailer	\$50.00	\$45.45	\$4.55			
Sand and Gravel	Receipt to 173330			Receipt to 173330		
Materials - per m3	\$3.50	\$3.18	\$0.32	\$0.00	\$0.00	\$0.00
Materials - per 10m3 load - within 10km of town additional freight	\$150.00	\$136.36	\$13.64	\$150.00	\$136.36	\$13.64
Materials - per 10m3 load - over 10km from town additional freight	\$175.00	\$159.09	\$15.91	\$175.00	\$159.09	\$15.91
Materials - Over 10m3 - 3.50 per m3 Plus Private works Rate	\$ 3.50 Plus Private Works Rate			\$2.00	\$1.82	\$0.18
Old Grader blades - each	\$10.00	\$9.09	\$0.91	\$10.00	\$9.09	\$0.91
Gravel & Road Making Material	Costed to Jobs			Costed to Jobs		
Purchase of Gravel and Road Making Materials - per m3	\$1.50	\$1.36	\$0.14	\$1.20	\$1.09	\$0.11
General Purpose Funding						
Councillors Travel Claim (Policy F1.4)	Cost to 102020			Cost to 102020		
Per Kilometre	\$0.70			\$0.70		
Meeting Allowances	Cost to 102320			Cost to 102320		
Council Meetings	\$88.00			\$70.00		
Committee Meetings	\$66.00			\$40.00		
Presidents Allowance	Cost to 102420			Cost to 102420		
Per annum	\$1,500.00			\$1,500.00		
Telephone Allowance	Cost to 104220			Cost to 104220		
As per actual charges incurred	as per actual charges incurred			as per actual charges incurred		
Councillors Gratuity (Policy F1.5)	Cost to 03620			Cost to 03620		
Amount paid at Council discretion. This amount is not a set actual amount						
Per year of Service	\$100.00			\$100.00		
Maximum	\$1,000.00			\$1,000.00		
Staff Gratuity (Policy F2.5)	Cost to 03620			Cost to 03620		
Amount paid at Council discretion. This amount is not a set actual amount						
Per year of Service	\$50.00			\$50.00		
Maximum	\$500.00			\$500.00		

Carried 7/0

Governance, Audit & Community Services

10.2.10 – Local Emergency Management Committee (LEMC)

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Local Emergency Management Committee (LEMC)
File Reference:	905
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	12 August 2013

Enclosure / Attachment: Shire of Cuballing, Shire of Wickepin Emergency Management Arrangements

Background:

At the 17 July 2013 Ordinary meeting of Council the Shire of Wickepin joined with the Shires Cuballing, to form a Local Emergency Management Committee with the following resolution being passed by Council.

Resolution No 170713-19

Moved Cr Astbury / Seconded Cr Lansdell

That the Shire of Wickepin withdraws from the current Local Emergency Management Committee with the Town and Shire of Narrogin and the Shires of Cuballing and Wickepin.

That the Shire of Wickepin join with the Shire of Cuballing to form a combined Local Emergency Management Committee and that Council contributes up to \$5,500 towards the cost.

That the Shire of Cuballing assumes the management of the New Local Emergency Management Committee.

Carried 7/0

The *Emergency Management Act 2005* requires the following:

36. *Functions of a local government*

It is a function of a local government -

- (a) *Subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district;*
- (b) *To manage recovery following an emergency affecting the community in its district; and*
- (c) *To perform other functions given to the local government under this Act.*

38. *Local emergency management committees*

- (1) *A local government is to establish one or more local emergency management committees for the local government district*
- (2) *If more than one local emergency management committee is established, the local government is to specify the area in respect of which the committee is to exercise its functions*
- (3) *A local emergency management committee consists of –*
 - (a) *a chairman and other members appointed by the relevant local government in accordance with subsection (4); and*
 - (b) *if the local emergency coordinator is not appointed as coordinator for the local government district.*
- (4) *Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC)*

39. *Functions of local emergency management committees*

The functions of a local emergency management committee are, in relation to its district or the area for which it is established –

- (a) To advise and assist the local government in ensuring that local emergency management arrangements are established for its district;*
- (b) To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and*
- (c) To carry out other emergency management activities as directed by the SEMC or prescribed by the regulations*

40. *Annual report of local emergency management committee*

- (1) After the end of each financial year each local emergency management committee is to prepare and submit to the district emergency management committee for the district an annual report on activities undertaken by it during the financial year.*
- (2) The annual report is to be prepared within such reasonable time, and in the manner, as is directed in writing by the SEMC.*

Comment:

Attached to this report is the Local Emergency Management Arrangements for the Shire of Cuballing and Shire of Wickepin that needs to be adopted and forwarded to the District Emergency Management Committee for sign off.

Council will need to nominate two Councillors to be on the Shire of Cuballing and Shire of Wickepin Emergency Management Committee. The Committee will also need to meet to adopt the new Emergency management arrangements for the Shire of Cuballing and the Shire of Wickepin.

It is anticipated that the first meeting will be held in conjunction with the next CCZ WALGA meeting on 23 August 2013 at the Pingelly Community Centre, Somerset Street, Pingelly.

Statutory Environment: *Emergency Management Act 2005*

Policy Implications: Nil

Financial Implications: Council has placed an amount of \$5,500 for this in the 2013/14 Adopted Budget.

Strategic Implications: Nil

Summary:

Council is being requested to endorse the signing of the Shire of Cuballing, Shire of Wickepin Emergency Management Arrangements as attached under separate cover.

Recommendation:

That the Shire Wickepin endorse the signing of the Shire of Cuballing, Shire of Wickepin Emergency Management Arrangements as attached under separate cover.

That Councillor _____ and Councillor _____ are appointed as a member of the Shire of Cuballing, Shire of Wickepin Emergency Management Committee.

Voting Requirements: Simple majority.

Resolution No 210813-18**Moved Cr Hinkley / Seconded Cr Allan**

That the Shire Wickepin endorse the signing of the Shire of Cuballing, Shire of Wickepin Emergency Management Arrangements as attached under separate cover.

That Councillor Julie Russell and Councillor Kevin Coxon are appointed as a member of the Shire of Cuballing, Shire of Wickepin Emergency Management Committee.

Carried 7/0

4.50pm – Cr Russell departed the Chambers due to a proximity interest – owns adjoining land.

Governance, Audit & Community Services

10.2.11 – Wickepin Saleyards - Agreement 2013 - 2018

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	209
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	8 August 2013

Enclosure / Attachment: Agent's Agreement Wickepin Sheep Sale Yards

Background:

The Wickepin Saleyards are currently operated without any agreement with the Shire of Wickepin and the current users of the facility being Elders and Wesfarmers.

Last year there was a situation where thirty sheep were stolen from the saleyards and as there was no agreement to who's responsibility the sheep were once they were delivered to the Wickepin Saleyards. Therefore, no one could claim the insurance for the stolen sheep.

Comment:

The Chief Executive Officer has prepared a draft Agreement for Councils approval before forwarding it to the Stock Companies for comment and signing.

The agreement covers the current operations of the Wickepin Sheep Saleyards situated on the Pingelly Wickepin Road and Richter Street Wickepin.

The agreement is for a five year period from the 1st July 2013. This can be extended to any period Council feels it may wish to have as a lease period.

The agreement also lays down the fees per head which enter or are present at the Saleyards on a Sale Day. Currently the fees are 50cents per head as laid down in the 2013/2014 Fees and Charges adopted by Council.

The agreement also covers the animal's welfare during the period they are at the saleyards. It also covers the behaviour of the stock agents and their representatives during their period at the saleyards.

The agreement does have a termination clause and a default clause along with a dispute resolution clause and general insurance clause.

Statutory Environment: *Land Development Act*
Local Government Act 1995

Policy Implications: Nil

Financial Implications: Nil

Strategic Implications: Nil

Summary:

Council is being requested to enter into an agreement with the users off the Wickepin Sheep Saleyards.

Recommendation:

1. That the users off the Wickepin Sheep Saleyards be offered the following Wickepin Sheep Saleyards agreement as attached.
2. And that if the Wickepin Sheep Saleyards Agreement is accepted by the users Council authorises the signing of the agreements by the Shire President and Chief Executive officer.

Resolution No 210813-19**Moved Cr Hinkley / Seconded Cr Coxon**

1. That the users off the Wickepin Sheep Saleyards be offered the following Wickepin Sheep Saleyards agreement as attached.
2. And that if the Wickepin Sheep Saleyards Agreement is accepted by the users Council authorises the signing of the agreements by the Shire President and Chief Executive officer.

Carried 6/0

4.59pm – Cr Russell returned to the Chambers.

10.3.01 – Townscape & Cultural Planning Committee Meeting

Recommendations

Submission To:	Townscape and Cultural Planning Committee
Location / Address:	Whole Shire
Name of Applicant:	Townscape and Cultural Planning Committee
File Reference:	
Author:	Mark J Hook, Chief Executive Officer
Disclosure of any Interest:	Nil
Date of Report:	14 August 2013

Enclosure / Attachment: Nil.

Background:

Townscape and Cultural Planning Committee Meeting held Wednesday 14 August 2013.

Comment:

The Townscape and Cultural Planning Committee Meeting was held on Wednesday 14 August 2013 and passed the following Recommendations:

Moved Karen Jespersen / Seconded Helen Warrilow

The Townscape and Cultural Planning Committee recommend design option **C** be used as the basis for the installation of a memorial to acknowledge local residents who were killed in action during war.

Carried 4/0

Moved Helen Warrilow / Seconded Margaret Fleay

The Townscape and Cultural Planning Committee recommend design option **B** to be used as the basis for the refurbishment of the Shire of Wickepin Administration Centre gardens.

Carried 4/0

Statutory Environment: Nil.

Policy Implications: Not applicable.

Financial Implications: Nil.

Strategic Implications: Not applicable.

Recommendation:

That;

1. Design option **C** be used as the basis for the installation of a memorial to acknowledge local residents who were killed in action during war.
2. Design option **B** to be used as the basis for the refurbishment of the Shire of Wickepin Administration Centre gardens.

Voting Requirements: Simple majority

Resolution No 210813-20**Moved Cr Astbury / Seconded Cr Russell**

That;

1. Design option **C** be used as the basis for the installation of a memorial to acknowledge local residents who were killed in action during war.
2. Design option **B** to be used as the basis for the refurbishment of the Shire of Wickepin Administration Centre gardens.

Carried 7/0

11. President's Report

The President advised of the following meetings he attended during the month and gave an update of each;

- Local Government Convention and Trade Exhibition held at Perth Convention and Exhibition Centre on 7-9th August 2013
- Dryandra Sub Regional Meeting and Community Consultations for the Wheatbelt Integrated Aged Support and Care Solution/s held at the Wickepin Community Centre on 12 August 2013.
- CBH train in Wickepin at the CBH Reveal Point on 18 July 2013.

Council

12. – Chief Executive Officer's Report

Submission To:	Ordinary Council
Location / Address:	Whole Shire
Name of Applicant:	Mark J Hook, Chief Executive Officer
File Reference:	
Author:	Mark J Hook, Chief Executive Officer
Disclosure of Any Interest:	Nil
Date of Report:	2 August 2013

Annual Leave

The Chief Executive Officer will be requesting annual leave from 4 - 8 November 2013 to go on a holiday to Bali.

Mechanic

This Month has seen the retirement of Phil Watson after 18 years of employment with the Shire of Wickepin. A small farewell was held for Phil on Wednesday 31 August at the Council Offices.

A replacement for Phil has been found; Cameron Charles. Cameron is a fully qualified automotive technician (Light) and has been working with Ingrey's Ford in Narrogin since July 2012. Cameron will be commuting to and from Narrogin for work in his own vehicle and will be commencing at the Shire of Wickepin Depot on Monday 12 August 2013 at the Level 6 Local government Industry Award level. Cameron will be on a three month trial period.

Council received five applications for the mechanics position with two qualified mechanics (Light) and three persons with no qualifications.

Local Government 2013 Convention

The Shire President Cr Martin and the Chief Executive Officer attended the annual local government convention convened by WALGA in Perth from Wednesday 7th August 2013 to Friday 9th August 2013. A more extensive report on the Local Government Convention will be in the September CEO Report.

Meetings Attended

July 2013	Issue/Subject
18/07	Cameron Charles Mechanics Interview.
18/07	CBH train in Wickepin at the CBH Reveal Point.
24/07	<p>Wagin Waste Group</p> <p>Meeting was to discuss various admin details and to cover the work that John Case has been doing for the group, more input is needed from the group. The site is still to have considerable testing done before any firm decision is made to proceed however should it go ahead when all licenses etc are obtained, and this could be as early as December 2013,</p> <p>The site is in the Shire of Cuballing at they would manage it, however the role is too big for the CEO of Cuballing and it was agreed that a part time project officer should be employed to continue to develop the site so it reaches its full potential.</p>
24/07	Meeting with Swimming Pool Manager to discuss next year's pool season.
26/07	Meeting with Ashley Steere to discuss 2013/2014 budget program.
30/07	CEO Performance Review.
30/07	<p>Bushfire Advisory Committee AGM</p> <p>Tim Heffernan was elected to the position of the Chief Bush Fire Control Officer of the Shire of Wickepin for the 2013/2014 fire season. David Stacey was elected to the position of the Deputy Chief Bush Fire Control Officer of the Shire of Wickepin for the 2013/2014 fire season. The following persons were appointed as Fire Control Officers/Bush Fire Radio Operators and Fire Weather Instrument Officers for the Shire of Wickepin for the 2013/2014 bush fire season:</p> <ul style="list-style-type: none"> • Wes Astbury • Tim Heffernan • Lachlan White • Steve Rose • Keith Parnell • Barney Langford • Rex Bergin • Phillip Russell • Tim Heffernan • Roger Butler • Peter Stacey • Colin Coxon • David Stacey • Gordon McDougall <p>There were no changes to the fire break order for the 2013/2014 fire season.</p>
31/07	<p>Onsite meeting with Brookfield Rail</p> <p>Meeting with Brookfield Rail representatives to discuss and outline its requirements for the approval to a lease variation for L2663</p> <p>The PTA have confirmed that it was agreeable to Shire of Wickepin's proposal to increase the area of Peppercorn Rental L2663 Subject to the compliance with Brookfields requests. Which are trackside / platform fencing, upgrading of the Pedestrian Maze.</p> <p>Once this done PTA will finalise the lease plan and Burgess Rawson will be instructed to prepare the formal letter of variation to L2663.</p>
31/07	Phil Watson leaving drinks and nibbles held at the Shire Office.
August 2013	Issues
1/08	Inspection of Stand Pipes with Peter Vlahov.
2/08	Meeting with Main Roads to discuss Grain Freight program for 2013/2014.
6/08	"Wander to Wickepin" meeting to discuss exposure and possible funding for events during the two week period.
7/08 – 9/08	Local Government Convention and Trade Exhibition held at Perth Convention and Exhibition Centre.
12/08	Dryandra Sub Regional Meeting and Community Consultations for the Wheatbelt Integrated Aged Support and Care Solution/s held at the Wickepin Community Centre.
13/08	Townscape and Cultural Planning Committee Meeting.
13/08	Lifestyle Retirement Committee Meeting.

Delegations

No.	Delegation Name	Delegation To	Delegation Exercised	When Exercised	Persons Affected
A1	Cheque Signing and Account Authorisation	CEO	Signing Cheques	July 2013	Nil
A2	Septic Tank Application Approvals	EHO			
A3	Building Approvals	BO			
A4	Road Side Advertising	CEO			
A5	Application for Planning Consent	CEO			
A6	Appointment and Termination of Staff	CEO	Cameron Charles - Mechanic	July 2013	Cameron Charles and 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 Shire Owned Property	CEO	Narrogin and District Stud Sheep Breeders Association	13 August 2013	Rob Mullan
A13	Hire of Community Halls / Community Centre	CEO	Narrogin and District Stud Sheep Breeders Association Department of Agriculture and Food – Soils Workshop	13 August 2013 14 August 2013	Rob Mullan Natalie Hogg

Recommendations:

That Council endorses the Chief Executive Officers Report dated 2 August 2013.

Voting Requirements: Simple majority

Resolution No 210813-21**Moved Cr Astbury / Seconded Cr Easton**

That Council endorses the Chief Executive Officers Report dated 2 August 2013.

Carried 7/0

13. **Notice of Motions for the Following Meeting**
14. **Reports & Information**
15. **Urgent Business**
16. **Closure**

There being no further business the Presiding Officer declared the meeting closed at 5.08pm.