



# SHIRE OF WAGIN

## ORDINARY MEETING OF COUNCIL

Agenda

28 July 2015

President and Councillors

An Ordinary meeting of Council is called for Tuesday 28 July 2015 commencing at 7.00 pm in the Shire of Wagin Council Chamber, 2 Arthur Road Wagin.



P R Webster  
CHIEF EXECUTIVE OFFICER

20 July 2015

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2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)
3. RESPONSES TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
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5. APPLICATION FOR LEAVE OF ABSENCE
6. PUBLIC FORUM (PETITION/DEPUTATIONS/PRESENTATIONS)

Council conducts open Council Meetings. Members of the public are asked that if they wish to address the Council that they state their name and put the purpose of their address as precisely as possible. A maximum of 15 minutes is allocated for public forum. The length of time an individual can speak will be determined at the President's discretion.

7. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS

Note: That, under Section 5.65 of the Local Government Act 1995, care should be exercised by all Councillors to ensure that a "financial interest" is declared and that they refrain from voting on any matters which are considered that may come within the ambit of the act.

8. CONFIRMATION OF PREVIOUS MEETING MINUTES

### COUNCIL DECISION

Moved: Cr.

Seconded: Cr.

That the Minutes of the Ordinary Council Meeting of 23<sup>rd</sup> June 2015 be confirmed as true and accurate.

### ASSET MANAGEMENT MEETING 2 JULY 2015 HELD AT 4.00 PM

#### COUNCIL DECISION

Moved: Cr.

Seconded: Cr.

That the Minutes of the Asset Management Meeting of 2<sup>nd</sup> July 2015 be received.

### WASTE AND RECYCLE MANAGEMENT MEETING 2 JULY HELD AT 6.00 PM

#### COUNCIL DECISION

Moved: Cr.

Seconded: Cr.

That the Minutes of the Waste and Recycle Management Meeting 2<sup>nd</sup> July 2015 be received.

## **FINANCE AND GENERAL PURPOSE MEETING 14 JULY 2105**

### **COUNCIL DECISION**

Moved: Cr.

Seconded: Cr.

That the Minutes of the Finance and General Purpose Meeting 14<sup>th</sup> July 2015 be received.

## **SPORTSGROUND ADVISORY COMMITTEE MEETING 21 JULY 2015**

### **COUNCIL DECISION**

Moved: Cr.

Seconded: Cr.

That the Minutes of the Sports Ground Advisory Committee Meeting 21<sup>st</sup> July 2015 be received.

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

Shire of Wagin – Status Report  
July 2015

Date	Resolution #	Officer	Description	Action	Status	Questions & Comments
			<b>FINANCE &amp; ADMINISTRATION</b>			
24 May 2014	1610	CEO	Heritage Upgrade of Tudhoe Street - CBD	Need to reposition bins		Ongoing
		MFCS	Policy Manual	Review of some policies that require updating	Ongoing	
27 May 2014	2444	SPPO	RWWA Inspection – Wagin Trotting Club Proposed Upgrades	Council Staff to provide resources and support to meet planning, design and building approvals for the new Recreation Centre Commentary / Judges Box to allow a proposal to be presented to RWWA for funding approval.		Ongoing awaiting further information from Trotting Club
25 Nov 2014	2598	CEO /MFCS	Airport Lease of Land	Lease of Reserve No 20595 to the Wagin Aero Club for 10 years at a cost of \$400 pa indexed to CPI, also lease The Aero Club room, club hanger and fuel shed for 10 years with a termination clause of 3 months notice either party.		
28 April 2015	2701	CEO/MFCS	Sponsorship – 2015 West Australian Dirt Kart Titles – October 2015		A proposal is suggested for 15/16 Budget consideration.	
28 April 2015	2702	CEO	Puntapin Rock Dam		That Council advise Water Corp that it is prepared to accept the responsibility and vesting of the Puntapin Dam and associated reserves and infrastructure.	
28 April	2685	CESM	Invitation to Hazard Management		Council agree on an	

2015			Authority		invitation to Hazard Management Authority to attend one LEMC meeting per year	
28 April 2015	2687	MFCS	Dental Surgery Lease – R Norris		That Council accept and endorse the lease between R Norris for a period of 3 years	Copies to be signed.
26 May 2015	2713	MFCS	Community Budget Requests		That Council consider all Community Budget Requests in the 2015/2016 Budget Process.	Included in draft budget
26 May 2015	2722	SPPO	Asset Management Policy		That Council adopt the Asset Management Policy.	Complete
26 May 2015	2723	CEO	Office Restructure – July 2015		That Council endorse the new Management structure.	The Workforce Plan to be amended to reflect the changes to be made as of July 2015.
26 May 2015	2726	CEO/MFCS	Royalties for Regions – Creating aged Friendly Communities Small Grants Scheme		That Council accept this grant of \$51,084 and approve a \$5,000 In kind contribution in 2015/2016 financial year to support the following projects: <ul style="list-style-type: none"> <li>• Upgrade part 1 walkway from Caravan Park to CBD</li> <li>• Upgrade walkways in the Wetlands Park</li> </ul>	Accepted by Council 26 May 2015 meeting.  Funds received in 14/15.

					<ul style="list-style-type: none"> <li>Upgrade gopher /wheelchair crossing in the CBD.</li> </ul>	
26 May 2015	2827	CEO/MFCS	Road Wise Trailers		That Council consider the trailer to be included in the 2015/2016 budget.	
23 June 2015	2733	MFCS	2015/2016 Councillor Sitting Fees and Allowances		That Council consider accept the sitting fees for 2015/2016	Complete
23 June 2015	2734	MFCS	2015/2016 Schedule of Fees and charges		That Council accept and endorse the Schedule of Fees and charges for 2015/2016	July Meeting
23 June 2015	2735	MFCS	2015/2016 Budget		That Council consider the budget items for consideration in the 2015/2016 budget process	
23 June 2015	2736	MFCS	Budget Review		That Council receive the Budget Review as at 31 may 2015	Complete
23 June 2015	2746	CEO/DC EO	Appointment of Acting CEO 21 July 2015 – 14 August 2015		That Brian Roderick be appointed acting CEO while Peter Webster is on annual leave	
23 June 2015	2747	CEO/DC EO	Local Government Elections		That the Council adopt the "Code of Conduct" for the 2015 local Government Elections, conduct an in person in-house election and appoint Peter Webster as the returning Officer.	
23 June	2748	MFCS	Refuse Site Fees & Charges		That Council Consider	Complete



2015					increasing refuse site fees in the 2015/2016 schedule of fees and charges for trucks and bulk bins by 100%	included in fees & charges for July meeting.
23 June 2015	2749	CEO/CE SM	LEMC – Committee Members		That the structure put to Council at the 23 June 2015 Meeting be endorsed	

			<b>HEALTH, BUILDING &amp; PLANNING</b>			
26 Oct 2010	1482	CEO	Wagin Frail Aged – Land Tenure	Enter into the WA Health Services.	Letter written to D.O.H.	On-going
24 May 2011	1619	CEO	Proposed Residential Subdivision – Lot 896 Arnott Street	Staff not to progress development until further consideration of future needs be determined.		No action at this stage
20 Dec 2011	1814	CEO	Wagin Cemetery – Upgrade	Vegetation cleared, New fence purchased	Fencing and verge clearing to commence early June 2015	On-going
26 Mar 2013	2126	CEO/MOW	Extensions to Caravan Park	Power and Water		On-going
26 Mar 2013	2129	CEO	Future Accommodation Requirements – Library/Gallery/Tourist information HACC	CEO to seek concept plans for alternative future venues.	Collate Library survey - Completed	On-going
23 Apr 2013	2158	CEO/SPPO	Wagin Group of Councils Strategic Waste Regional Landfill Site	Signed MOU for the Strategic Waste Project.	Report received November 2013	
Ongoing		CEO	Reserves 26261 & 26262 Bullock Hills Road	Dept of Lands waiting on approval from DoW reserves are surplus to their requirements, estimate will be after January 2014.	Working with Dept Water. Will be vested in Council	26261 – Vested in Council. 26262 – Finalised.
25 Feb 2014	2386	CEO	Desalination at Morton Seed and Grain	Refer to Works Committee.		March 2014
25 March 2014	2420	CEO	Fish Farm – 21 Brockman Rd Wagin – D Morgan	Advise proponent approval is given in principle.	Awaiting D A	
24 June 2014	2474	CEO	Refuse Land Site	Amalgamate portion of Land and Lot 670 Refuse Site Reserve.		
26 Aug 2014	2544	EHO	Wagin Refuse Site – Lots 667, 668 & 669 Brockman Road	Arrange for amalgamation of Lots, surveying and seek quotations to provide a Post Closure Management Plan and investigation into contaminated site.	Applications for licence progressing  Contract for contaminated site awarded.	URP to arrange amalgamation.
23 Sept	Water	CEO	Wagin Rotary Club – Cemetery	Progress Stage One of the Cemetery Upgrade being new fence along		

2014	Rotary Club		Upgrade	Arthur Rd, new flora along Arthur Rd and remove problem trees within cemetery area.		
25 Nov 2014	2596 & 2597	CEO	MOU Unigrain – Supply of Bore Water	The Shire have the right to take 20% of desalinated water and may request a monthly allocation of .5ml if this exceeds the 20%The Shire will pay on a cost plus basis also a copy of the MOU to go to Morton Seed and Grain (Unigrain) for comment.		
25 Nov	This item left on the table	CEO	Community Park Concept Plan	Use the plan from DCPM as a guide		
25 Nov 2014	2608/274 2	CEO/PEHO	Proposed New Local Planning Policy o.16 - Outbuildings	Advertising of the new draft Local Planning Policy No. 16 – Outbuildings for public comment.	Readvertised 2 July Wagin Argus for public comment	
24 March 2015	2671	CEO	Boundary Adjustments	Shire of Wagin, West Arthur and Narrogin	Progressing.	
28/04/2015	2696	CEO/Town Planners	Planning Application for Existing Weight Bridge & proposed sampling office building		That the proposal on behalf of Unigrain be approved subject to several conditions	Proponent advised approval granted.
28/04/2015	2699	PEHO	Development Application Lot 1751 Norring Road		Proponent advised planning approval granted with condition of road contribution	Money paid road scheduled for construction.
28/04/2015	2700	PEHO	RSL Doorway		That Council grant approval to install a doorway (including arch) between rooms in the Community Building subject to the installation meeting the engineers spec.	RSL advised of Council decision
23 June 2015	2743	DCEO	Wagin Amateur Swimming Club – Club Room		That Council give approval for the location of the Swim Club Rooms	
23 June 2015	2744	CEO-PEHO	Planning Application - Change of Use from Educational Establishment	Advertised in the Wagin Argus 2 July for public comment		

			(Kindergarten – Child Care Centre)			
23 June 2015	2745	CEO – PEHO	Planning Application – Bioenergy cogeneration facility known as the MSG facility building		Approved subject to the same conditions and advise notes imposed on the original planning application – September 2013	

			<b>WORKS &amp; SERVICES</b>			
24 June 2014	2475	MOW	Street Cleaning Cleaner	MOW to look at suitable options.	Demo 22 June 2015	2015/2016 Budget. ?
25 Nov 2014	2590	MOW	Upgrade of RAV Networks	MOW to approach Main Roads to investigate and upgrade the status of these networks.	Waiting for Main Roads to Access intersections	
25 Nov 2014	2591	MOW	Hotmix at Swimming Pool	Hotmix the drive through drop off and disabled parking areas.	Capital Programme	2016/2017 Budget
25 Nov 2014	2592	MOW	Town Kerbing and Footpaths	Replace footpath and kerbing in block sections completing one area at a time.		2015/2016 Budget
25 Nov 2014	2593	MOW	Rural Road Upgrades	Clear, widen and form selected rural roads to accommodate large vehicles under 2015/2016 budget.		2015/2016 Budget
25 Nov 2014	2594 & 2595	MOW	Heavy Haulage Route/Give Way Sign	Approach Main Roads to rename section of Vine Street – Katanning Road to Airfield Road, also to investigate closing down the section of Vernon Street from Airfield Road to Vale Street	Waiting for Main Road inspection. Vine Street and Airfield Road Names and SLK to be changed to relocate Giveway sign.	
28 April 2015	2681	CEO/MOW	Sprigg Road Way Sprigg Fraser Road		Council agree to engage Bremer Bay Earthmoving to mulch tree's along Sprigg Road	2015/2016 Budget

## 10. REPORTS OF COMMITTEES

### 10.1 ASSET MANAGEMENT COMMITTEE MEETING 2<sup>ND</sup> JULY 2015 HELD AT 4.00 PM

#### 1. OPENING

Meeting opened at 4.00 pm

#### 2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

**Present:** Cr J L C Ballantyne Chairperson  
Cr R C Walker  
Cr J P Reed  
Cr G T Hegarty  
Cr K G B West

**Staff:** Mr P R Webster Chief Executive Officer  
Mr B Roderick Deputy Chief Executive Officer

**Visitors:** Nil

**Apologies:** Nil

#### 3. DECLARATION OF INTEREST

Nil

#### 4. CONFIRMATION OF PREVIOUS MEETING MINUTES

#### COMMITTEE RECOMMENDATION

Moved: Cr.R C Walker

Seconded: Cr. G T Hegarty

That the Minutes of the Asset Management Committee Meeting of 17<sup>th</sup> February 2015 be confirmed true and accurate.

Carried 5/0

Meeting adjourned – recommenced 5.30 pm

## 5. CORRESPONDENCE AND REPORTS

### 10.1.1 INSPECTION OF ASSETS THAT HAVE BEEN INCLUDED IN THE 2015/2016 BUDGET

An inspection has been arranged to inspect items that have been included in the 2015/16 budget. There could be other items that should also be included and perhaps items that could be held over until 2016/17.

#### Assets in 15/16 budget for Upgrades Capital Items

Asset Name Values	Budgeted Upgrades	Budget
<b>BUILDINGS</b>		
<b>CAPITAL:</b>		
Shire Administration Offices	Gyprock Interior Walls	\$ 8,500.00
House 2 Ballagin Street	Re – Roof	\$22,000.00
CEO Residence Marks Court	Splashbacks, Patio & Security Door	\$10,000.00
Eric Farrow Pavillion Ballagin Road	Vinyl Floor Covering	\$25,000.00
Kindergarten/Day Care Centre	Fencing	\$ 4,200.00
Kindergarten/Day Care Centre	Upgrade Bathroom Facilities	\$15,000.00
Shire Depot	Undercover Area & Pallet Racking	\$50,000.00
<b>MAINTENANCE:</b>		
Eric Farrow Pavillion	Ceiling Fans	\$ 1,500.00
Recreation Centre	Exterior Painting & Gutters/Downpipes	\$16,000.00
Recreation Centre	Court Surface	\$25,000.00
Town Hall	Exterior Painting	\$18,700.00
Town Hall	Exterior Cladding	\$ 5,000.00

#### COMMITTEES RECOMMENDATION

Moved: Cr .R C Walker

Seconded: Cr. G K B West

That the Asset Management Committee recommend to Council to include all items as inspected to be considered in the 2015/2016 Budget process.

Carried 5/0

### **10.1.2 CEMETERY UPGRADE**

Work to date: -

- The clearing of the front fence and verge has been undertaken.
- The land has now been subdivided and purchased by Council.
- Arrangements have been made to erect a new external fence to enclose the land recently purchased. (140m)
- Front fence has been purchased and is located at Shire depot. Wanting to erect this fence in early July.

### **10.1.3 WAGIN AERO CLUB – LEASE OF LAND**

A letter was written to the Wagin Aero Club on the 3<sup>rd</sup> December 2014 offering them the lease of the buildings and land as per Councils resolution.

To date no reply has been received.

In anticipation of the land being leased I have had a lease prepared for signing.

### **10.1.4 UNIGRAIN – DESALINATED BORE WATER**

It is expected that the desalinated water from Unigrain should become available by mid July 2015.

Storage tanks (2x 260kl) have been ordered to store the desalinated water and this will be located on the corner of Vernal and Vernon St. This water will be available for parks and gardens in town as well as spray and stock water for farmers.

## **6. GENERAL BUSINESS**

It is recommended that regular maintenance inspection be carried out on Council Properties.

## **6 CLOSURE**

There being no further business the Chairperson thanked those in attendance and closed the meeting at 5.50 pm.



**10.1.1 INSPECTION OF ASSETS THAT HAVE BEEN INCLUDED IN THE 2015/2016 BUDGET**

**COMMITTEES RECOMMENDATION**

Moved: Cr .

Seconded: Cr.

That Council include all items as inspected to be considered in the 2015/2016 Budget process.

Carried

**10.2 WASTE MANAGEMENT & RECYCLING COMMITTEE MEETING 2<sup>ND</sup> JULY 2015  
HELD AT 6.00 PM**

**1. OPENING:** Meeting opened at 6.00 pm

**2. ATTENDANCE:** Cr R Walker  
Cr G West  
Cr G Hegarty  
Cr C L Ballantyne  
CR J P Reed

**Staff:** Mr P R Webster Chief Executive Officer  
MR A Hicks Manager of Works

**Apologies:** Cr A J Howell

**3. ELECTION OF CHAIRPERSON**

Nominations received:

Cr. Walker – Cr J L C Ballantyne	Declined
Cr. West – Cr G T Hegarty	Declined
Cr Ballantyne – Cr G K B West	

Being no further nominations Cr J L C Ballantyne was elected to the position of Chairman of the Waste Management & Recycling Committee until October 2015.

**4. DECLARATION OF INTEREST**

Nil

**5 CONFIRMATION OF PREVIOUS MEETING MINUTES**

**COMMITTEES RECOMMENDATION**

Moved: Cr. G K B West

Seconded: Cr. G T Hegarty

That the Minutes of the Waste Management and Recycling Committee Meeting held 18 September 2012 be received and confirmed as a true and correct record.

Carried 5/0

**6. CORRESPONDENCE AND REPORTS**

### 10.2.1 REGIONAL WASTE SITE UPDATE

As most would know, a Planning Application has been submitted to the Shire of Cuballing on behalf of the Great Southern Regional Waste Group to use approx. 75ha of land on Nebrikinning Rd as a waste disposal site. This application was submitted in November 2014 with public comment being sought.

Since that time there has been numerous appeals lodged with the Shire of Cuballing over the proposal and against the decision of the EPA not to assess the proposal. The appeals regarding the EPA decision are currently being assessed by the Office of the Appeals Convenor and the Shire of Cuballing are unable to make a decision on this matter until this is finalised.

I would expect that the Shire of Cuballing should be able to decide this matter within the next few months. If approved, a Works Approval application will be made to the Dept of Environmental Regulation for the establishment of the Waste site on Nebrikinning Rd. This process could take a further 12 months

### 10.2.2 WAGIN WASTE SITE - UPDATE

**To Date:**

In June 2014 DER carried out an investigation into the refuse site. The report highlighted several deficiencies and areas where the site was not meeting the requirements of the Registration.

Amongst the problems was that waste had been deposited within 35 metres of the boundary, and in some cases, had been deposited over the boundary and into the adjacent road reserve (Brockman Road).

At the same time, the Shire received advice from the Contaminated Sites Branch that the Shire was to carry out an investigation to determine whether the refuse site has caused contamination to the surrounding environment, (and in particular, Slippery lake, which is an A Class Reserve).

**Action taken:**

Management practices have been improved and hours of operation reduced slightly to try and correct the measures highlighted.

An environmental investigation firm has been employed to carry out what might only be preliminary investigations into whether the refuse site is causing off site pollution. Depending on what is found at this stage, there might be further testing required.

A proposed submission has been forwarded DER for review before final submission. The submission will apply for the Registration to change to a License, and includes other matters such as monitoring of the site via water monitoring bores, building a transfer station and providing a post closure management plan.

The submission will also argue that the current Liquid Waste facility be recognised and included on the Licence.

The benefit of the License, over the Registration, is it is hoped that the waste outside the boundaries can remain in situ. A Registration would not permit this.

**Current situation:**

The site has had 6 water monitoring bores installed and these have been examined for the first time two weeks ago.

At this point in time the results have not come back to the Shire.

Although emailed to the DER officer for reviewing, no answer has come back to the Shire as to whether the submission (Registration to License) is acceptable. The Shire has therefore not formally applied for the License and won't do so until that advice is received.

The Shires Town Planning consultants have made contact with the Department of Lands about closure of surrounding road reserves to enable the road reserves to be amalgamated with the refuse site. This will be a lengthy process and it is quite likely that the Shire will be required to "buy" the adjacent road reserves off the State.

The whole process of the amalgamation of adjacent road reserves could cost up to \$50,000.

It is believed that this is still a cheaper option than removing the waste back to where it belongs.

A core sample has been taken from the Liquid Waste pond to determine its permeability. This will be required to demonstrate the pond is suitable for disposal of liquid waste.

A new concrete pad has been poured ready for a new, complying waste oil facility.

**Projected outcomes:**

The Shire will close and amalgamate the adjacent road reserves and have a license condition reflecting a very reduced boundary setback for deposited waste. This will come at a substantial cost.

The environmental investigations will be completed (this stage) and submitted to the Contaminated Sites Branch of DER. Hopefully the site is not causing pollution to the environment, or that further testing/investigation is required. An adverse result will incur substantial cost in further investigation or remediation.

The Shire will obtain a License and will operate according to conditions applied. This will include ongoing water sampling at a cost.

The Shire will prove the Liquid Waste pond and be able to legally receive liquid waste. Failure of the pond might require a re-think as to whether the Shire is willing to still receive that particular waste.

Steve Friend  
EHO

The Committee would like to highlight in the "Budget Explanation" the actual cost of rubbish / charges as well as information about the rehabilitation cost of the Waste Site.
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### **10.2.3 GREEN WASTE – THIRD BIN**

With the eventual closure of the Wagin Waste site, Council needs to consider ways of reducing waste that is currently being dumped in household bins. One area that can be further investigated is the use of a “third bin” for green waste. At this time a lot of green waste is disposed of via the household bin however in an effort to reduce what is taken to landfill more effort should be put into mulching of green waste.

Green waste can be mulched and turned into compost etc and this alone would create a small income stream for Council.

There would be a cost to bring this third bin on line however circumstances will, I believe, force Council into a position of reducing waste taken to landfill.

Discussion on this would be welcomed so further work can be undertaken on this matter. CEO to undertake further work on having a third bin.

### **10.2.4 RECYCLING**

Recycling continues to be well supported in Wagin.

The current collections show approx. 25.8 tonne of recycling material are collected each month and approx. 65 tonne of general waste going to landfill. This represents 28.5% of waste is being recycled. Recycling should also increase once the transfer station is established at the current waste site.

The oil shed has also been relocated onto a concrete pad and the area tidied. The waste oil is regularly collected by Wren Oil from Bunbury. Council may also need to consider a small charge for the dumping of used oil. Wren Oil does charge Council to take the oil.

White goods and steel were also removed from the waste site recently.

A large number of old power poles are currently being dumped at the site. These old poles may be used as seats at the Rodeo ring on the recreation ground and other uses around town.

### **10.2.5 PERTH WASTE SITE – NORTH BANISTER**

Cr Walker, EHO & CEO visited the Perth Waste site earlier in the year to inspect the new waste refuse site. The site is approx. 1000ha with about 100ha currently being prepared for use. The site contains composting, landfill, green waste areas. The majority of the waste is from Perth.

Perth Waste is trying to recover 60% of what is collected, therefore only dumping 40% of collected material to landfill. The site is expected to take 400,000 tonne per annum.

It was a very informative visit and I would suggest that a further tour of the site be considered by Council at some later date.

## **7. GENERAL BUSINESS**

Nil

## **8. CLOSURE**

There being no further business, the Presiding Member declared the meeting closed at 6.40 pm.

## 10.3 FINANCE AND GENERAL PURPOSE MEETING 14<sup>TH</sup> JULY 2015

1. **OPENING:** 7.04 pm

2. **ATTENDANCE / APOLOGIES:**

Cr P J Blight	Chairperson
Cr I C Cumming	Member
Cr G T Hegarty	Member
Cr D C Lloyd	Member
Cr R C Walker	Proxy
Cr G K B West	Observer

Cr G R Ball Apology

**STAFF:**

Mr P R Webster	Chief Executive Officer
Ms K A Caley	Manager Finance & Corporate Services
Mr B A Roderick	Deputy Chief Executive Officer
Mr Allen Hicks	Manager of Works & Services entered the meeting at 7.55 pm

3. **CONFIRMATION OF PREVIOUS MEETING MINUTES**

### COMMITTEE RECOMMENDATION

Moved: Cr. I C Cumming

Seconded: Cr. D C Lloyd

That the minutes of the Finance and General Purposes meeting held 9<sup>th</sup> June 2015 be accepted as a true and correct record.

Carried 5/0

4. **CORRESPONDENCE AND REPORTS**

- 4.1 Lease of Land – Shire of Wagin to Mr D Morgan
- 4.2 Works Technical Assistant/Works Supervisor
- 4.3 2015/2016 Budget

5. **GENERAL BUSINESS**

Nil

6. **CLOSURE** 10.49 pm

### 10.3.1 LEASE OF LAND – SHIRE OF WAGIN TO MR D MORGAN

PROPONENT:	Shire of Wagin
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Kersley Rd Wagin
AUTHOR OF REPORT:	CEO
SENIOR OFFICER:	
DATE OF REPORT:	12 <sup>th</sup> May 2015
PREVIOUS REPORT(S):	8.12.14 to Council
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	
ATTACHMENTS:	Draft Lease

#### BRIEF SUMMARY:

This matter was presented to Council in December 2014 and referred to the Finance and General Purposes committee for a recommendation to Council

Dean Morgan has access to a small portion of Council controlled land at the Airfield that allows him access from his property onto the airfield

He also has an agreement with State Land Services for access over Kersley Street that allows this access onto Council land.

A lease has been drawn up between the Shire of Wagin and Mr Morgan for the use of this small parcel of Council controlled land. See attached map

#### BACKGROUND/COMMENT:

Mr Morgan was given planning approval to develop a chemical spraying business from his property near the airfield.

Part of the plan was to have access from his property over Council controlled land and into the airfield.

To gain access to the airfield Mr Morgan was required to enter into an agreement with State Land Services for access over Kersley St and in turn the shire land he traverses

A lease has been prepared and is attached.

#### **April 2015: -**

This matter was discussed at the December 2014 Council with the following matter raised: -

- Schedule – Item 1 – Need actual physical address
- Clause 5 – 5.1 Fences and gates –
  - Add** – d. During spraying / flying operations perimeter gates can remain open???????
  - e. All gates and material to remain the property of the lessee



- Clause 6 - Access way – (In the event that stock are moved through the access way to lessee is to be present so to be satisfied that all stock are accounted for)
- Clause 6.2 – Any right of way through is to notify the lessee prior to entry or carrying any operation out
- Clause 6.3 – The lessee is to keep gates locked at his discretion for the security of his premises. The keys to be obtained only from the lessee
- Item 3 – Rent to be \$50 pa – commencement date??????
- Item 4 – Term to be 15 years
- Item 5 – Permissible uses – also Taxi aircraft between the lessees property to the airfield
- Item 7 – Public liability of \$20mil (in line with hanger PL)?

### **May 2015: -**

Modifications as discussed that the Finance & General Purposes Committee have been made and are shown below.

### **June 2015: -**

Further modifications have been made to the lease document and these are shown below.

- **Morgan lease**

#### **7. Accessway**

*(1) This lease is subject to a right of carriage / accessway through the land the benefit of which is held by the Lessees of Reserve 20595, excluding the Land which is the subject of this lease.*

*(2) If the Lessee is aware that the Lessees of Reserve 20595 intend to move stock through the Land pursuant to the accessway, the Lessee or his agent must be present to supervise the movement of such stock and must ensure that all stock leaves the Land.*

*(3) The Lessee may, at his absolute discretion, keep any gates locked which are necessary for the right of carriage / accessway but must, when requested by the beneficiary of such right of carriage / accessway, unlock any such gates and allow them passage through the Land.*

- **Lease of remaining land known as Reserve 20595**

### **3. Grant of Lease & Right of Carriage / Accessway**

#### **3.1 Grant of Lease**

*The Lessor hereby grants to the Lessee, and the Lessee hereby accepts the lease of the Land for the term and at the rent and subject to the terms and conditions set out in this Lease.*

#### **3.2 Right of Carriage / Accessway**

*The Lessor hereby grants to the Lessee, and the Lessee hereby accepts a right of carriage/ accessway through the Accessed Land provided that the Lessee must give the owner, or leaseholder if the Accessed Land is subject to a Lease, reasonable notice of its intention to access the Accessed Land.*

One issue that has become apparent is that there is **NO** lease with the Wagin Aero Club at this time and the current Morgan lease assumes this is the case. I have had a further lease drawn up for the balance of Reserve 20595 which will be required at some point. This then allows clarity for Council between leases.

Copies of the leases are attached.

**CONSULTATION/COMMUNICATION:**

Shire staff  
State Land Service  
Councillors  
Larina Piesse

**STATUTORY/LEGAL IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Nil

**VOTING REQUIREMENTS:**

Simple

**OFFICERS RECOMMENDATION**

Moved: Cr. I C Cumming

Seconded: Cr. D C Lloyd

That the Finance & General Purposes Committee recommends that the Shire of Wagin signs the lease, with amendments, with Mr Dean Morgan for the use of a portion of Reserve No 20595 for a period of 10 years commencing 1<sup>st</sup> August 2015.

Carried 5/0

### 10.3.2 WORKS TECHNICAL ASSISTANT/ WORKS SUPERVISOR

PROPONENT:	Chief Executive Officer
OWNER:	
LOCATION/ADDRESS:	
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	
DATE OF REPORT:	1 <sup>st</sup> July 2015
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	
ATTACHMENTS:	

#### BRIEF SUMMARY:

Council to consider the employment of a Works Technical Officer or Works Supervisor to assist the Manager of Works (MOW) with the ever mounting responsibilities of the job which is now required.

#### BACKGROUND/COMMENT

With the ever increasing compliance demands upon the MOW I believe it is time for Council to seriously consider the employment of a Works Technical Officer or Works Supervisor. The MOW is a vital cog of the Shire of Wagin particularly regarding the running of the outside crew and road construction and maintenance, however with the increasing demands on his time due to compliance issues and other matters I am concerned that he will burn out.

In recent years there has been an increase in road funding submissions and acquittals (R2R, RRG, Blackspot), OHS issues, road project investigations (gravel & water etc), Tenders, quotes, purchase orders, Traffic counts, operation of outside work force both construction & town gangs, manage road construction, dealing with Govt agencies ie – Water Corp, Main Roads, Brookfields, Western Power and the contractors of these departments etc as well as ratepayers demands.

Over the past two years the MOW has had some of this lesser duties passed on to office staff. This includes ordering some items, timesheets etc

The expectations of the Community and Council is that the MOW is out on the road most of the time as well as the CEO's expectation of the MOW complying with all road issues ie Funding submissions & recoups etc. He does not have the time to properly undertake all of the roles he is expected to do at this time.

MOW has involvement in the following: -

- RRG – submissions and recoups
- R2R – submissions and recoups
- State and Federal Blackspot – submissions and recoups
- Tenders and quotes
- OHS
- Supervision of outside staff
- Traffic counts
- Government – Agencies

- Ranger supervision
- Plant supervision
- Road inspections
- Bridge Inspections
- Waste Site
- Recreation Ground
- Water supply – Bores, oval supplies & water harvesting etc
- Building & Town maintenance
- Works & town maintenance budgets
- Timesheets and fuel

I believe Council has two options: -

- 1) Works Technical Officer
- 2) Works Supervisor

Other Councils with Wheatbelt South who currently employ the services of a Works Supervisor (WS) or Works Technical Officer (WTO) include: -

Shire	Works Tech Officer	Works Supervisor	Neither
Shire of Kulin	X		
Shire of Dumbleyung		X	
Shire of Kondinin		X	
Shire of Beverley	X		
Shire of Woodanilling		X	
Shire of Narrogin	X		
Shire of Brookton	X		
Shire of Cuballing		X	
Shire of Williams			X*
Shire of West Arthur			X**
Shire of Pingelly		X	
Shire of Cunderdin			X*

**X\* = Uses contractors**

**X\*\* = ??**

The CEO believes that Council should consider the employment of a Works Supervisor to assist the MOW. This person would be immediately responsible for the running of the shire outside workers – construction, maintenance and town employees. This alone would create additional time for the MOW to spend on funding applications etc.

**Note: Cr Blight left the meeting at 10.17 pm and returned at 10.18 pm.**

By employing a Works Supervisor the MOW would have overall responsibility of the outside employees but would reduce these demands.  
The cost for this position would be in the region of \$65,000pa plus allowances as well as a vehicle.

**CONSULTATION/COMMUNICATION**

Manager of Works  
Councils in Wheatbelt South

**STATUTORY/LEGAL IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Employment of additional workers

**STRATEGIC IMPLICATIONS:**

Nil

**VOTING REQUIREMENTS:**

Simple

**Note: Cr G K B West left the meeting at 10.35 pm and returned at 10.37 pm.**

**OFFICERS RECOMMENDATION**

Moved:

Seconded:

That the Finance & General purposes committee recommend to Council that it further investigates the option of employing a Works Supervisor to assist the Manager of Works.

Carried

**COMMITTEES RECOMMENDATION**

Moved: Cr R C Walker

Seconded: Cr I C Cumming

That the Finance & General purposes committee recommend to Council that it further investigates the option of employing assistance to the Manager of Works.

Carried 5/0

### 10.3.3 2015/2016 BUDGET

PROPONENT:	Manager Finance and Corporate Services
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Manager Finance and Corporate Services
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	9 <sup>th</sup> July 2015
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	N/A
FILE REFERENCE:	FM.BU.1
ATTACHMENTS:	

#### BRIEF SUMMARY:

Attached is the start of the 2015/2016 Budget. There are still some processes needing to be completed, the final rates model and a final fine tune of the figures once the ledgers are closed.

The aim of presenting this document to the committee is to really just update them with a progress of the budget and give them a chance to comment on the figures so far.

#### BACKGROUND :

Items to note so far:

Carry Forward Surplus - The 14/15 carry forward surplus has been calculated as of 8<sup>th</sup> July, there are still expenses coming in and the ledger will be closed as of Friday 17<sup>th</sup> July so we can finalise the carry forward surplus.

The surplus presented to the committee includes the following carry over grants and restricted cash:

Community Aged Care Package (HACC)	\$39,239
Integrated Planning – Strategic Community Plan	\$21,260
AEDI Local Champions Program	\$1,087
Department of Water – Community Water Grant	\$6,600
Federal Assistance Grant Scheme – General Allocation	\$452,095
Federal Assistance Grant Scheme – Roads Allocation	\$252,958
Wheatbelt Development Commission – Aged Friendly Communities	\$51,084
Total	\$824,323

Reserves - The carry forward reserve balance is \$1,115,596.

Rates - The rates model is still in the process of being done due to the revaluations taking priority. We have done a preliminary calculation of 4% increase on the revenue raised last financial year. I have attached the workings for your information and discussion.

ESL- The ESL levy has been increased by 11% for this financial year. Until the rates modelling gets underway I can't get an accurate income/expenditure figure for this so I have added the 11% increase to last year's budget.

HACC – Budget for HACC needs to be reviewed by the Co-ordinator however the income and expenditure will net each other off.

Refuse Site – The maintenance budget has been increased by an extra \$50,000 to allow for compliance and to sort out the road reserve issue. This figure has been budgeted to be withdrawn from the Refuse reserve.

Federal Assistance Grant Scheme – Advance payment of 50% was received in June 15 so the 15/16 budget figure looks a lot lower than the 14/15 year to date. The committee need to remember that the advance funds are included in the carry forward surplus.

Roads to Recovery – The income for R2R is a lot higher than last financial year as we have been allocated an extra \$416,078 for this financial year only. This has been offset by additional road work jobs in the works program.

Community Budget Requests – As per Council’s decision the budget includes all applications and the 14/15 Wagin Pony Club allocation.

Community Donations/Sponsorship – This is a new GL to allow us to clearly budget for the contributions to the Go Kart Club, PATS Vehicle, Roadwise Trailer and the like.

**COMMENT:**

The committee are requested to further review the capital items to balance the presented budget to date and make comment on the figures presented. Currently there is \$421,493 that needs to be trimmed from the budget.

**CONSULTATION/COMMUNICATION:**

Council Staff  
Councillors  
Community

**STATUTORY/LEGAL IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

2015/2016 Budget

**STRATEGIC IMPLICATIONS:**

Shire of Wagin Strategic Community Plan

**VOTING REQUIREMENTS:**

Simple Majority

**Note Cr R C Walker left the meeting at 9.51 pm and returned at 9.54 pm.**

**OFFICERS RECOMMENDATION**

Moved: Cr.

Seconded: Cr.

For information only

## **5 GENERAL BUSINESS**

Nil

## **6 CLOSURE**

There being no further business the Chairperson thanked those in attendance and closed the meeting at 10.49 pm.

### **10.3.1 LEASE OF LAND – SHIRE OF WAGIN TO MR D MORGAN**

#### **COMMITTEES RECOMMENDATION**

Moved: Cr.

Seconded: Cr.

That the Shire of Wagin signs the lease, with amendments, with Mr Dean Morgan for the use of a portion of Reserve No 20595 for a period of 10 years commencing 1<sup>st</sup> August 2015.

Carried

### **10.3.2 WORKS TECHNICAL ASSISTANT/ WORKS SUPERVISOR**

#### **COMMITTEES RECOMMENDATION**

Moved: Cr

Seconded: Cr

That Council further investigates the option of employing assistance to the Manager of Works.

Carried

### **4.3 2015/2016 BUDGET**

#### **10.3.3 OFFICERS RECOMMENDATION**

Moved: Cr.

Seconded: Cr.

For information only



## 10.4 SPORTSGROUND ADVISORY COMMITTEE MEETING MINUTES 21 JULY 2015

1. **OPENING:** 5.37 pm

2. **PRESENT:**

Cr D Lloyd	Chairperson
Mr D Tulley	Wagin Football Club
M D Davies	Wagin Trotting Club
Mr M Spurr	Wagin Trotting Club
Mr A Pederick	Wagin Agricultural Society
Mr B Hall	Wagin Cricket Club
Ms F Kirk	Wagin Hockey Club
Ms Emily Holt	Wagin Hockey Club

**STAFF:**

Mr B A Roderick	Acting CEO
Mr K Hough	Recreation Centre Manager

**APOLOGIES:** Dale Painter Wagin Football Club

3. **PUBLIC QUESTION TIME**

Nil

4. **DECLARATION OF INTEREST**

Nil

5. **CONFIRMATION OF PREVIOUS MINUTES / BUSINESS ARISING**

### COMMITTEE RECOMMENDATION

Moved: Mr A Pederick

Seconded: Mr D Tulley

That the Minutes of the Sportsground Advisory Committee held on the 10<sup>th</sup> December 2014 to be confirmed as a true and accurate record.

Carried

### BUSINESS ARISING

The Wagin Ag Society advised that they will not be going ahead with their planned new 4 tier grandstand on the northern side of the cattle judging area.

## 6. CORRESPONDENCE AND REPORTS

### 10.4.1 DEVELOP VACANT AREA BETWEEN SKATE PARK & LUNCHEON BOOTH

PROPONENT:	Shire of Wagin
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Wagin Sportsground
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	14 <sup>th</sup> July 2015
PREVIOUS REPORT(S):	N/A
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	
ATTACHMENTS:	

#### BRIEF SUMMARY:

To gain approval to develop the vacant area between the Skate Park and Luncheon booth into a garden area.

#### BACKGROUND / COMMENT

This area at the Wagin Sportsground has not been utilised since the old playground was removed and relocated to the Wetlands Park many years ago.

The area is rather unsightly and needs to be developed into a suitable area for trees and maybe some park benches. This will complement the skate park and will provide parents or spectators somewhere to sit and watch.

It is proposed to undertake some bitumen seal work near the toilet block, wood chip the remainder of the area and plant suitable trees and plants to beautify the area. The upgrade will provide a much nicer area and will improve the aesthetics of the sportsground for the community, visitors and tourists.

#### CONSULTATION/COMMUNICATION:

Nil

#### STATUTORY/LEGAL IMPLICATIONS:

Nil

#### POLICY IMPLICATIONS:

N/A

#### FINANCIAL IMPLICATIONS:

Minimal and will be covered by current townscape, works and sportsground budget.

#### STRATEGIC IMPLICATIONS:

Development of Community Facilities is a focus under Community Services and Social Environment in Council's Strategic Community Plan.

#### VOTING REQUIREMENTS:

Simple Majority

**OFFICERS & COMMITTEES RECOMMENDATION**

Moved: Mr D Tulley

Seconded: D Davies

That the Committee support the development of the vacant area between the Skate Park and the Luncheon booth into a garden area.

Carried



## **10.4.2 WAGIN TROTTERING CLUB UPGRADES**

### New Commentary / Judges Box

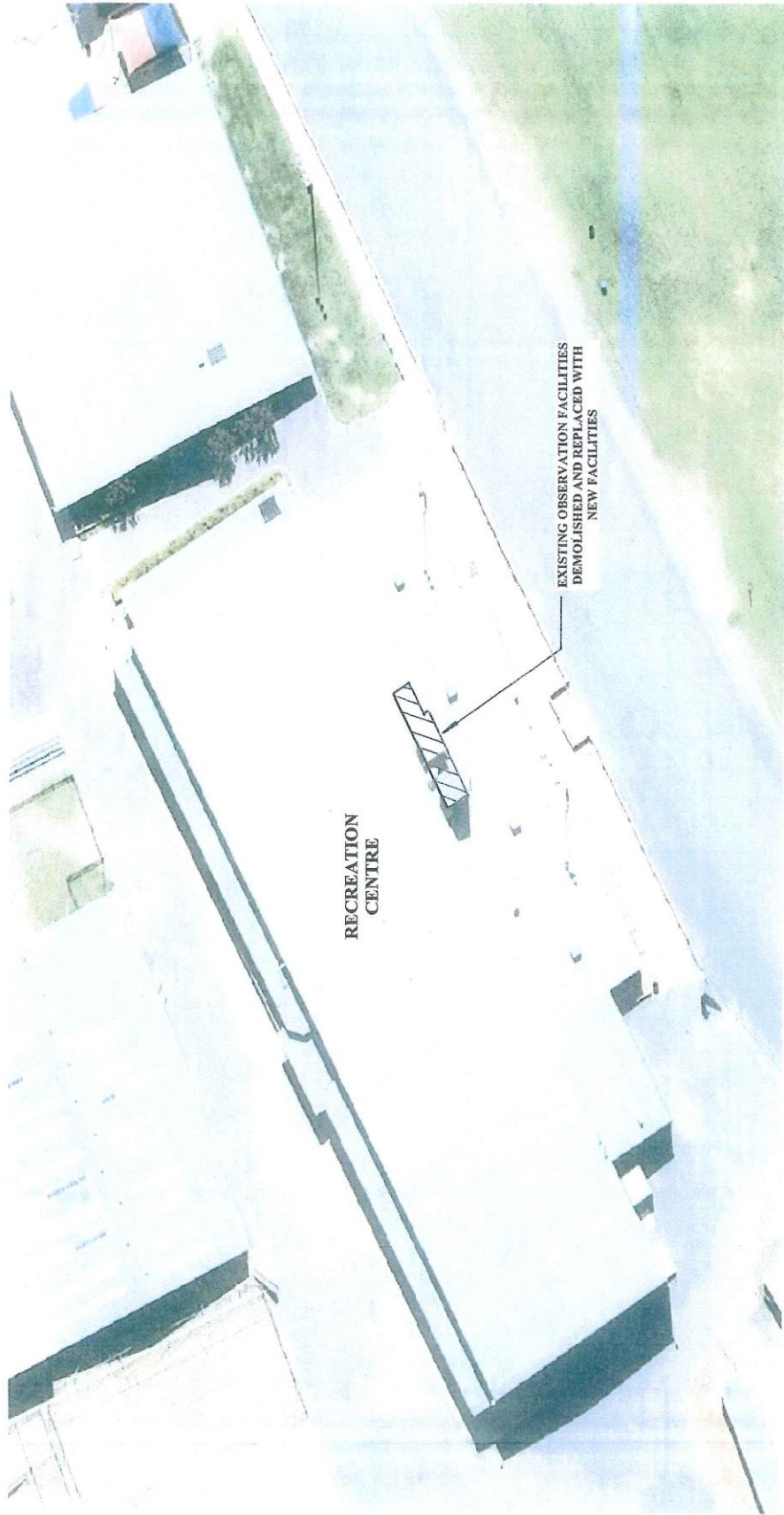
The Wagin Trotting Club advised that the floor plan drawings of the new Commentary / Judges Box have been completed by the architect are now ready to go to the structural engineers for assessment. The plans were tables at the meeting.

The New building will be positioned in the same spot as the old one, however there will be a viewing platform to make use of the supporting framework.

The Trotting Club will continue to progress and once plans have come back from the engineers they can go the shire for building approval.

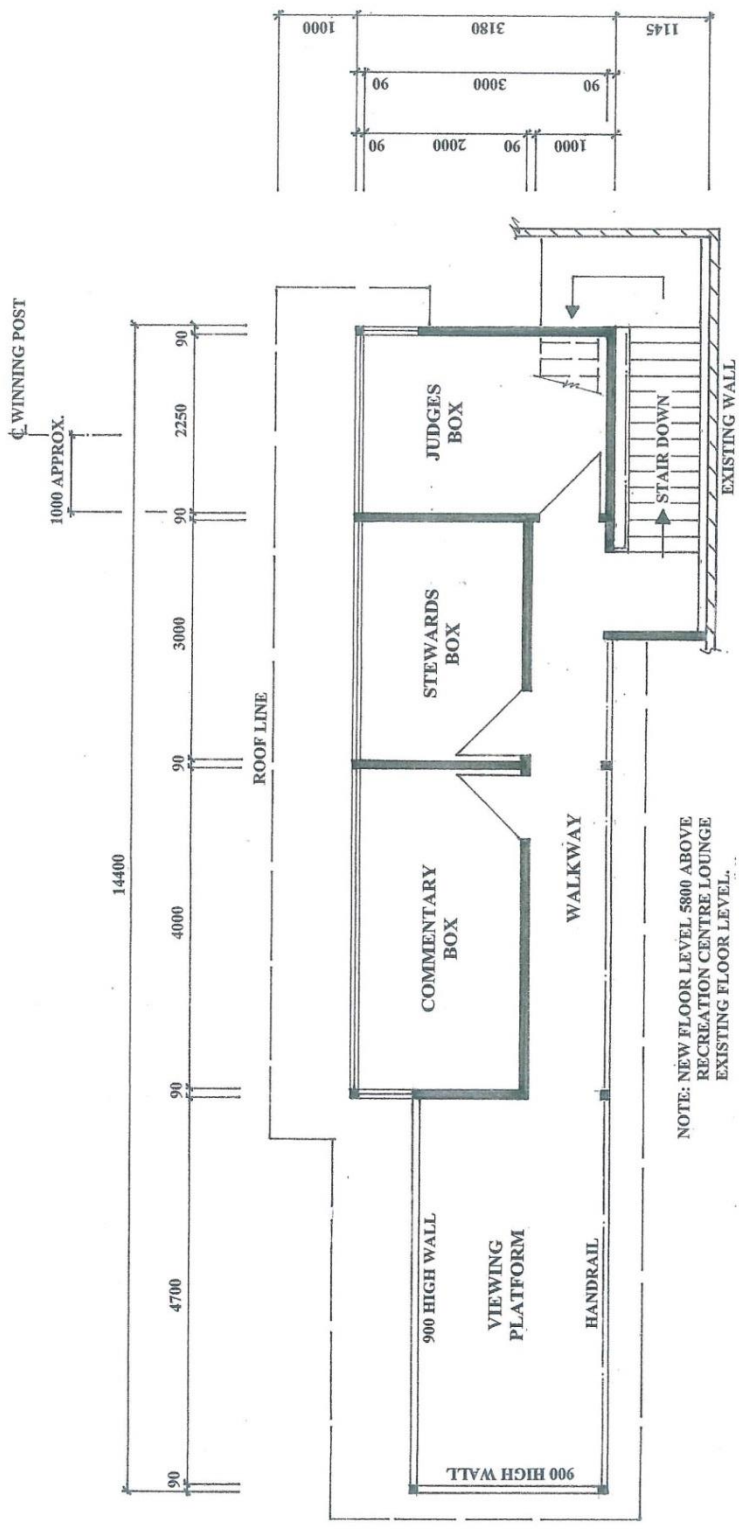
### New Swab Box / Wash Down Bay

No further progress has been made on this proposed building.



WAGIN RECREATION CENTRE  
OBSERVATION FACILITIES  
ARIAL VIEW





NOTE: NEW FLOOR LEVEL 5800 ABOVE RECREATION CENTRE LOUNGE EXISTING FLOOR LEVEL.

**FLOOR PLAN**  
SCALE 1 : 50

<b>Brian Paine</b> Building Design Consultant, Project Management Unit 6 / 28 Davey Street, Mandurah WA 6210 Mobile No. 0407 993 739		DRG. No. <b>A1</b>
<b>WAGIN TROTTING CLUB</b> <b>PROPOSED OBSERVATION FACILITIES</b> <b>FLOOR PLAN</b>		REV. A
DRAWN: B. PAINE	DATE: JULY 2015	

#### **10.4.3 STORAGE OF CHAIRS / TRESTLE TABLES IN RECREATION CENTRE**

The Wagin Football Club advised that the storage of the chairs and trestles is impeding the view of their honour boards and trophy cabinet and requested that they be stored elsewhere.

The Committee was advised that 12 new light weight trestle tables have been purchased to replace the old, heavy and dangerous existing tables.

The Committee decided to change the existing Recreation Centre furniture plan to store the chairs next to the square tables in the south eastern corner of the building and store the new trestle tables in the Trotting Club store room. The lock on the store room will be changed so all users have access to the trestle tables.

#### **10.4.4 NEW WOOD / TILE FIRE**

The wood / tile fire has now been fitted with a new fire guard, feed-back from the Wagin Football Club and the Wagin Fire Brigade was very positive as they advised the wood heater did a great job in heating the facility. The position of the flue has prevented the Trotting Club from using the wood heater, however this will hopefully be rectified with the replacement of the Commentary / Judges Box.

### **7. URGENT BUSINESS**

#### **Sportsground Lights**

The Hockey Club advised that there needs to be some changes or upgrades to the eastern end lights as they were having difficulties with training at night.

The Hockey Club was asked to send or email the Shire a detailed report of the lighting issue so then it can be addressed with the local electrical contractor that looks after the sportsground lights.

#### **Sportsground First Aid Post**

The Wagin Ag Society advised that it was difficult for the Ambulance to access the first aid post with a gurney/trolley due to the current surface. Also, there are issues around the first aid post building with pooling of water when it rains.

Staff advised that these issues will be passed on the Manager of Works to investigate.

#### **Recreation Centre Disability Access Ramp**

The Wagin Ag Society advised that the ramp was difficult to access by people in wheel chairs due to the kerbing. This again will be referred to the Works Department to see if a small section of the kerbing can be removed to enable easier access.

#### **Recreation Centre Sports floor.**

Staff updated the Committee on the progress of repairs to the damaged sports floor. They were advised that Council has allocated \$25,000 in the upcoming 2015/2016 budget to

repair the surface. These funds were coming out of Council's Sport and Recreation Development Reserve.

The repairs will be organised once the Budget was adopted in mid August.

### **CLOSURE**

There being no further business the Chairperson thanked those in attendance and closed the meeting at 6.11pm.

#### **10.4.1. DEVELOP VACANT AREA BETWEEN SKATE PARK & LUNCHEON BOOTH**

##### **COMMITTEES RECOMMENDATION**

Moved: Cr

Seconded: Cr

That Council endorse the Committees decision to develop the vacant area between the Skate Park and the Luncheon booth into a garden area.

Carried



## 11. FINANCE REPORTS – JUNE 2015

PROPONENT:	Manager Finance & Corporate Services
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Manager Finance & Corporate Services
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	22 <sup>nd</sup> July 2015
PREVIOUS REPORT(S):	
DISCLOSURE OF INTEREST:	N/A
FILE REFERENCE:	N/A
ATTACHMENTS:	Payments List

### BRIEF SUMMARY:

The list of accounts are attached for Council to adopt.

### BACKGROUND:

The list of accounts for June 2015 are attached for Council to adopt.

### COMMENT

The Local Government (Financial Management) Regulations 1996 requires the Council is to be presented with a Statement of Financial Activity each month. As it is the end of financial year the financial statements will be presented to Council at the August meeting as per our normal practice. The list of accounts paid in June 2015 are presented.

This month has seen the Finance department concentrate on the 15/16 Budget and finalising the entries for the end of financial year 14/15. The draft budget has been prepared for Council's comment at a meeting on Tuesday 28<sup>th</sup> July 15 and the final budget will be ready for adoption in August.

### CONSULTATION/COMMUNICATION:

Nil

### STATUTORY/Legal IMPLICATIONS:

Local Government (Financial Management) Regulations 1996

### POLICY IMPLICATIONS:

Nil

### FINANCIAL IMPLICATIONS:

Nil

### STRATEGIC IMPLICATIONS:

Nil

### VOTING REQUIREMENTS:

Simple Majority

**OFFICERS RECOMMENDATION**

Moved: Cr.

Seconded: Cr.

That Cheque No's 4337-4369, 4371-4382 Transport Vouchers, Direct Debits, EFT No's 3093-3177 and Bank Fees from the Municipal Account totalling \$500,259.58 and Cheque No's 2319-2330 from the Trust Account totalling \$10,137.65 for the month of June 2015 be endorsed and accepted for payment.

Carried

**Municipal Account List Payments  
June 2015**

Chq/EFT	Date	Name	Description	Amount
4337	03/06/2015	Kennedy GAD & Jones JE	Rates refund for assessment A49 2 UPLAND ST WAGIN 6315	363.35
4338	08/06/2015	Bt Super	Superannuation contributions	56.79
4339	08/06/2015	Hcf Health Insurance	Payroll deductions	170.00
4340	08/06/2015	Hesta Super Fund	Superannuation contributions	394.58
4341	08/06/2015	Matrix Superannuation	Superannuation contributions	119.81
4342	08/06/2015	Mtaa Super	Superannuation contributions	165.47
4343	08/06/2015	Rest Administration	Superannuation contributions	767.54
4344	08/06/2015	Shire Of Wagin Footy Tipping	Payroll deductions	48.00
4345	08/06/2015	Telstra Superannuation Fund	Superannuation contributions	257.30
4346	08/06/2015	Virgin Money Super	Superannuation contributions	188.89
4347	09/06/2015	Cash	Scrap Metal Reimbursement	77.60
4348	09/06/2015	Synergy	Power Bill - 21st April to 18th May 2015 Sportsground	2,038.90
4349	09/06/2015	Wagin Pharmacy	First Aid Supplies to restock Depot First Aid Kit	103.80
4350	09/06/2015	Water Corporation	Water Bill March to May 2015	2,462.82
4351	12/06/2015	Bt Super	Super for Carmel Leary 12/03/15 - Returned Cheque	76.92
4352	15/06/2015	Amy Ward	Refund Hire of Eric Farrow Pavilion 21st August 2015 due to double booking	165.00
4353	17/06/2015	Darkan Roadhouse	Unleaded Fuel May 2015	99.07
4354	17/06/2015	Synergy	Power Bill - Wedgecarrup Hall 7th March to 15th May 2015	33.10
4355	17/06/2015	Telstra	Phone Bill May 2015	166.10
4356	17/06/2015	Water Corporation	Water and Sewerage Bill March to May 2015	12,005.26
4357	23/06/2015	Anz Smart Choice Super	Superannuation contributions	78.04
4358	23/06/2015	Bt Super	Superannuation contributions	13.89
4359	23/06/2015	Hcf Health Insurance	Payroll deductions	170.00
4360	23/06/2015	Hesta Super Fund	Superannuation contributions	394.58
4361	23/06/2015	Matrix Superannuation	Superannuation contributions	141.08
4362	23/06/2015	Mtaa Super	Superannuation contributions	165.47
4363	23/06/2015	Rest Administration	Superannuation contributions	823.79

Chq/EFT	Date	Name	Description	Amount
4364	23/06/2015	Shire Of Wagin Footy Tipping	Payroll deductions	48.00
4365	23/06/2015	Telstra Superannuation Fund	Superannuation contributions	286.70
4366	23/06/2015	Virgin Money Super	Superannuation contributions	188.89
4367	25/06/2015	Dale Christopher Lloyd	Sitting Fees February, April, May and June 2015	650.00
4368	29/06/2015	Cash	Admin Office Petty Cash Re-Coup 30th June 2015	88.55
4369	29/06/2015	Department Of Transport	12 Months Registration Wedgecarrup Fire Truck IEHJ613	261.40
4371	29/06/2015	Lynette Ann Lucas	Fuel Cost for Training in Albany 12th April 2015 - Lyn Lucas	435.89
4372	29/06/2015	Shire Of Wagin	Rates Wagin Aero Club, CWA and Youth Centre	1,282.60
4373	29/06/2015	Synergy	Power Bill 25th April to 24th May 2015 Streetlights (330)	21,476.40
4374	29/06/2015	Telstra	Phone Bill May 2015	3,102.46
4375	29/06/2015	Water Corporation	Water Bill 17th March to 20th May 2015 - 5 Marks Court	1,193.28
4376	29/06/2015	Geoffrey Kenneth Benjamin West	Councillor Sitting Fees June 2015	700.00
4377	30/06/2015	Cliff John Brockwell	Travelling and Sitting Fees January to 30th June 2015	683.60
4378	30/06/2015	Gregory Robert Ball	Travelling, Sitting and Other Expenses January to June 2015	1,476.20
4379	30/06/2015	Jason Paul Reed	Sitting Fees January to June 2015	550.00
4380	30/06/2015	Ronald Christopher Walker	Sitting Fees July 2014 to June 2015	800.00
4382	30/06/2015	Cr Lachlan Ballantyne	Communication Allowance 2014/2015	500.00
			<b>Total Cheques</b>	<b>55,271.12</b>
EFT3093	04/06/2015	White Building Co. Pty. Ltd	Claim 10 Construction of Units Khedive St	123,752.29
EFT3094	08/06/2015	Australian Services Union	Payroll deductions	75.30
EFT3095	08/06/2015	Australian Super Administration	Superannuation contributions	1,329.32
EFT3096	08/06/2015	Child Support Agency	Payroll deductions	267.13
EFT3097	08/06/2015	Concept One The Industry Superannuation Fund	Superannuation contributions	175.59
EFT3098	08/06/2015	Hif Insurance	Payroll deductions	32.05
EFT3099	08/06/2015	Lgrceu	Payroll deductions	9.70
EFT3100	08/06/2015	Prime Super	Superannuation contributions	1.29
EFT3101	08/06/2015	Shire Of Wagin - Staff Christmas Fund	Payroll deductions	765.00
EFT3102	08/06/2015	Shire Of Wagin Payroll Creditors	Payroll deductions	60.00

Chq/EFT	Date	Name	Description	Amount
EFT3103	08/06/2015	Walgsop	Superannuation contributions	6,108.12
EFT3104	09/06/2015	Andrew Taylor	1 x Tool Box Caterpillar Grader	139.00
EFT3105	09/06/2015	Bolty's Auto Electrics	Replace LED Strip Lighting on Wagin SES Trailer and extend cable	254.40
EFT3106	09/06/2015	Burgess Rawson Wa Pty Ltd	Water Usage Tudor St Wagin Lot 1846	353.16
EFT3107	09/06/2015	C & D Cutri	Various Bridge Inspections	1,980.00
EFT3108	09/06/2015	Courier Australia	Postage and Freight May 2015	129.78
EFT3109	09/06/2015	Doms Delicatessen Of Wagin	200 Hot Dogs Closing Day for Swimming Pool PO 25374	160.00
EFT3110	09/06/2015	Hart Sport	Hart Sports Equipment for Recreation Centre	1,491.60
EFT3111	09/06/2015	Katanning Furnishings	Supply and fit fabric panel blinds to Admin Office Entrance As per Quote # 3429	880.00
EFT3112	09/06/2015	Komatsu Australia Pty Ltd	1 x Rear View Mirror Assembly PO 25648	168.47
EFT3113	09/06/2015	Marleys Diesel & Ag	Service to Wagin Town Bushfire Truck W003	2,232.80
EFT3114	09/06/2015	Mcintosh & Son	1 x Uni Joint Case Backhoe PO 25650	46.81
EFT3115	09/06/2015	Narrogin Technology Solutions	ink cartridge for Allens printer 1 x PGBK 5 Canon	23.00
EFT3116	09/06/2015	PFD Food Services Pty Ltd	1 x Quiche Lorraine that was on backorder PO 12690	25.50
EFT3117	09/06/2015	Sprigg Electrical Services	Works Depot Restore Power	2,201.50
EFT3118	09/06/2015	State Library Of W A	Inter-Library Loans Delivery Charges 2014/2015	292.34
EFT3119	09/06/2015	Wagin Community Resource Centre	a3 photocopying for Finance and general purpose agenda 12/05/2015.	20.00
EFT3120	09/06/2015	Wagin Earthmoving	Mulch Ballagin Rd - 1 x day	1,617.00
EFT3121	09/06/2015	Wagin Mechanical Repairs	SES Toyota Landcruiser 1DZL528 General Service and Checkover	531.75
EFT3122	09/06/2015	Wallis Computer Solutions	Agreement SAAS SCSP SVR Storagecraft Shadow Protect June 2015	88.00
EFT3123	09/06/2015	Wardy's Pest Management	Check/Spray Youth Centre for White Ants	808.50
EFT3124	09/06/2015	Westscheme	Superannuation contributions	116.28
EFT3125	10/06/2015	Fire Rescue Safety Australia	invoice 12910/10 Pelican lighting 9460 Yellow Dual Stem Mast with LED lighting modules and extension cable	2,398.00
EFT3126	10/06/2015	Rural Press Regional Media WA Pty Ltd	Advertisement SES 98 words Wagin Argus	84.30
EFT3127	10/06/2015	Terry Brown & Co	Repair hinges on rescue trailer door	937.20
EFT3128	10/06/2015	Wagin Panel & Paint	Paint sections of Rescue trailer	440.00

Chq/EFT	Date	Name	Description	Amount
EFT3129	10/06/2015	Wardy's Pest Management	Treat interior/exterior main shed, spiders, flies, mozzies, earwigs and millipeeds SES Building	176.00
EFT3130	17/06/2015	Alexander Galt And Co Pty Ltd	1 Pallet of Grey Cement	1,028.95
EFT3131	17/06/2015	Beaurepaires	1 x Roller Tyre	3,190.51
EFT3132	17/06/2015	Best Office Systems	CPC Black Copy 195293 - 202520 7227 units @ 1.3922 CPC Colour Copy 332510 to 348022 15512 @ 16.7063	2,692.10
EFT3133	17/06/2015	Bitutek Pty Ltd	2 x Drums of Emulsion	506.00
EFT3134	17/06/2015	Cut-N-Cote	1 x Button Die PO 25702 1 x Die Holder	190.50
EFT3135	17/06/2015	D Spencer & L Lucas	Trim Tree from under powerline - 14 Urban St	210.00
EFT3136	17/06/2015	Doms Delicatessen Of Wagin	Milk May 2015	53.00
EFT3137	17/06/2015	Ewen-foley Agencies	20 Litres of Loures Ban 20ltrs Roundup 2 x Boomless Nozzles	757.90
EFT3138	17/06/2015	Great Southern Waste Disposal	Waste Collection 25th March to 29th April 2015	28,854.38
EFT3139	17/06/2015	Kleenheat Gas	Cylinder Service Charge 14 Gordon St	68.20
EFT3140	17/06/2015	MDW Environmental Services	Contaminated Site Investigation Wagin Waste Facility	11,814.00
EFT3141	17/06/2015	Marleys Diesel & Ag	1 x Gear Oil EPX 80/90	135.60
EFT3142	17/06/2015	Narrogin Packaging And Motorcycles	4 x Cartons 2 ply 400 Toilet Tissue 4 x Jumbo Rolls	370.20
EFT3143	17/06/2015	NNT Uniforms	Tegan Murray Zip Front Jacket Trench Coat	536.80
EFT3144	17/06/2015	PH & KE Gow	Produce a contour plan of the Narrogin Refuse Site	15,400.00
EFT3145	17/06/2015	Quick Corporate	June Stationary Order. On Line Ref: 657558	286.86
EFT3146	17/06/2015	Rowe's Carpentry Services	Replace Louvres at Town Hall	955.68
EFT3147	17/06/2015	Rural Plumbing and Gas	5 x Fire Reals @ \$153 each to replace leaking units at Caravan Park	846.89
EFT3148	17/06/2015	Rural Press Regional Media WA Pty Ltd	Council Corner May 2015	726.00
EFT3149	17/06/2015	Sheridans For Badges	Name badges for Graeme Harvey - Library Officer, Wendy Steels - Casual Library Officer and Kim Hough - Sport and Recreation Officer.	133.87
EFT3150	17/06/2015	Sunny Sign Company	Rural Street Numeral Decal 45 X 80 CL2.10 of each number 0-9 must be 100mm High As per Quote Number 247462	143.00
EFT3151	17/06/2015	Wagin District Farmers Co-op	Refreshments for Ordinary Council Meeting 26/05/2015	365.39

Chq/EFT	Date	Name	Description	Amount
EFT3152	17/06/2015	Wagin Electrical Service	Replace light fittings and fluoro globes as required in Admin office	2,999.99
EFT3153	17/06/2015	Wagin Panel & Paint	Insurance Excess for W1001 White Hilux	1,035.12
EFT3154	17/06/2015	Wagin Stable Gear	3 platters of mixed cut up fruit, 2 platters of childrens sandwiches (vegemite) 2 platters of adult sandwiches delivered to the Eric Farrow Pavilion Wed 27th May by 10am For National Simultaneous Story Time.	396.00
EFT3155	23/06/2015	Australian Services Union	Payroll deductions	75.30
EFT3156	23/06/2015	Australian Super Administration	Superannuation contributions	1,330.67
EFT3157	23/06/2015	Child Support Agency	Payroll deductions	282.13
EFT3158	23/06/2015	Concept One The Industry Superannuation Fund	Superannuation contributions	175.59
EFT3159	23/06/2015	Hif Insurance	Payroll deductions	32.05
EFT3160	23/06/2015	Lgrceu	Payroll deductions	9.70
EFT3161	23/06/2015	Prime Super	Superannuation contributions	2.08
EFT3162	23/06/2015	Shire Of Wagin - Staff Christmas Fund	Payroll deductions	765.00
EFT3163	23/06/2015	Shire Of Wagin Payroll Creditors	Payroll deductions	60.00
EFT3164	23/06/2015	Walgs	Superannuation contributions	6,255.96
EFT3165	23/06/2015	Australian Taxation Office	May 2015 BAS - GST on Sales	41,644.00
EFT3166	25/06/2015	Amanda Jane Howell	Sitting Fees May and June 2015	350.00
EFT3167	25/06/2015	Cr Phillip Blight	Members, Sitting and Other Expenses April, May and June 2015	3,340.00
EFT3168	25/06/2015	Department Of Fire & Emergency Services	2014/15 ESL Quarter 4 Emergency Services Levy Agreement	8,768.11
EFT3169	25/06/2015	Shire Of Wickiepin	Contribution to Transfer Station	30,000.00
EFT3170	29/06/2015	Ampac Debt Recovery	Debt Recovery Rates May 2015	7,022.92
EFT3171	29/06/2015	Australian Communications Authority	License Renewal Land Mobile System Mt Latham	106.00
EFT3172	29/06/2015	Australian Super Administration	Super for Kirsty Simkins - reissue returned cheque	1,107.18
EFT3173	29/06/2015	Cr Ian Cumming	Members Travelling and Sitting Fees 2015	1,134.00
EFT3174	30/06/2015	Australian Taxation Office	FBT Return 2014/2015	1,334.00
EFT3175	30/06/2015	Cr Gerard Hegarty	Sitting Fees January to June 2015	650.00
EFT3176	30/06/2015	Cr Lachlan Ballantyne	Sitting Fees January to June 2015	650.00
EFT3177	30/06/2015	Shire Of Wagin Trust Fund	Transport Licensing - Takings 29 and 30 June 2015	10,080.00
			<b>Total EFT</b>	<b>339,042.81</b>

Chq/EFT	Date	Name	Description	Amount
DD1220.1	03/06/2015	Department Of Transport	Daily Licensing Takings 29/05/15	7,499.75
DD1220.10	24/06/2015	Department Of Transport	Daily Licensing Takings 22/06/15	6,804.30
DD1220.11	24/06/2015	Western Australian Treasury Corporation	Loan Repayment 137 June 2015	1,921.13
DD1220.12	02/06/2015	Department Of Transport	Daily Licensing Takings 28/05/15	2,217.30
DD1220.13	25/06/2015	Department Of Transport	Daily Licensing Takings 23/06/15	4,093.35
DD1220.14	26/06/2015	Department Of Transport	Licensing Daily Takings 24/06/15	8,313.75
DD1220.15	26/06/2015	Western Australian Treasury Corporation	Loan Repayment 133 June 2015	1,436.13
DD1220.16	29/06/2015	Department Of Transport	Daily Licensing Takings 25/06/15	1,474.20
DD1220.17	04/06/2015	Department Of Transport	Daily Licensing Takings 02/06/15	2,432.40
DD1220.18	05/06/2015	Department Of Transport	Daily Licensing Takings 03/06/15	2,631.65
DD1220.19	08/06/2015	Department Of Transport	Daily Licensing Takings 04/06/15	5,099.85
DD1220.2	15/06/2015	Department Of Transport	Daily Licensing Takings 10/06/15	8,170.75
DD1220.20	09/06/2015	Department Of Transport	Daily Licensing Takings 05/06/15	3,482.80
DD1220.21	10/06/2015	Department Of Transport	Daily Licensing Takings 08/06/15	6,277.75
DD1220.22	11/06/2015	Department Of Transport	Daily Licensing Takings 09/06/15	3,190.55
DD1220.3	16/06/2015	Department Of Transport	Daily Licensing Takings 12/06/15	1,735.15
DD1220.4	17/06/2015	Department Of Transport	Daily Licensing Takings 15/06/15	6,329.50
DD1220.5	18/06/2015	Department Of Transport	Daily Licensing Takings 16/06/15	4,112.50
DD1220.6	19/06/2015	Department Of Transport	Daily Licensing Takings 17/06/15	4,920.45
DD1220.7	19/06/2015	National Bank	NAB Connect Fee June 2015	92.48
DD1220.8	22/06/2015	Department Of Transport	Daily Licensing Takings 18/06/15	5,339.20
DD1220.9	23/06/2015	Department Of Transport	Daily Licensing Takings 19/06/15	7,032.70
DD1231.1	30/06/2015	Department Of Transport	Daily Licensing Takings 26/06/15	4,093.65
DD1231.2	30/06/2015	National Bank	Merchant Statement June 2015 - EFTPOS Fees	340.32
DD1231.3	30/06/2015	Western Australian Treasury Corporation	Loan Repayment 131 June 2015	6,472.30
DD1358.1	18/06/2015	Rest Administration	Superannuation contributions	431.74
			<b>Total Direct Debit</b>	<b>105,945.65</b>



**Trust Account List Payments**  
**June 2015**

<b>Chq/EFT</b>	<b>Date</b>	<b>Name</b>	<b>Description</b>	<b>Amount</b>
2319	04/06/2015	Jessica Michelle Morgan	REFUND BOND HIRE OF ERIC FARROW 11TH APRIL 2015	210.00
2320	08/06/2015	Country Womens Association	REFUND BOND HIRE OF 20 CHAIRS AND 8 TRESTLES	100.00
2321	08/06/2015	Ruben Swinsy Toms	REFUND BOND HIRE OF COMMUNITY BUS 19TH MARCH 2015	150.00
2322	10/06/2015	Building And Construction Industry Training Fund	Remission of BCITF Levies	1,355.25
2323	10/06/2015	Building Commission	Remission of Building Services Levy	1,108.85
2324	10/06/2015	Shire Of Wagin	Building Services Levy Collection Fee	109.75
2325	15/06/2015	Amy Ward	REFUND BOND HIRE OF ERIC FARROW PAVILION	300.00
2326	29/06/2015	Ruben Swinsy Toms	REFUND BOND HIRE OF COMMUNITY BUS	150.00
2327	29/06/2015	Wagin Hockey Club	REFUND BOND HIRE OF COMMUNITY BUS MAY 2013 AND MAY 2015	300.00
2328	30/06/2015	Building And Construction Industry Training Fund	Gilmac Holdings	4,329.25
2329	30/06/2015	Building Commission	Gilmac Holdings	1,979.80
2330	30/06/2015	Shire Of Wagin	Ausco Modular Lot 205 (31) Stewart Road	44.75
<b>Total Cheque</b>				<b>10,137.65</b>

Credit Card List of Payments June 2015				
Type	Date	Name	Description	Amount
<b>Credit Card - Chief Executive Officer - Peter Webster</b>				
Credit Card Charge	1/06/2015	Just Jesses Café	Regional Refuse Site Lunch	\$ 29.85
Credit Card Charge	8/06/2015	Westnet	Office Internet Services	\$ 398.78
Credit Card Charge	15/06/2015	NAB	Card Fee	\$ 9.00
			<b>TOTAL</b>	<b>\$ 437.63</b>
<b>Credit Card - Manager of Works - Allen Hicks</b>				
Credit Card Charge	19/05/2015	Gull Wagin	Unleaded Fuel P27 - Depot Unavailable	\$ 92.00
Credit Card Charge	15/06/2015	Shire of Wagin	W Stephens Licence	\$ 41.80
Credit Card Charge	15/06/2015	Shire of Wagin	Remake Plates for P15	\$ 27.65
Credit Card Charge	15/06/2015	NAB	Card Fee	\$ 9.00
			<b>TOTAL</b>	<b>\$ 170.45</b>
<b>Credit Card - Manager of Community and Regulatory Services - Carolyn Webster</b>				
Credit Card Charge	15/05/2015	BP Williams	MCRS Fuel	\$ 78.00
Credit Card Charge	18/05/2015	Novotel Vine Resort	Gymkanarama Meetings - Accommodation	\$ 493.29
Credit Card Charge	19/05/2015	Safety Culture	Website Fee - Safety Cloud	\$ 5.50
Credit Card Charge	25/05/2015	Atrium Resort Manduarth	HACC Accommodation	\$ 300.00
Credit Card Charge	2/06/2015	Caltex West Swan	MCRS Fuel	\$ 78.92
Credit Card Charge	15/06/2015	NAB	Card Fee	\$ 9.00
			<b>TOTAL</b>	<b>\$ 964.71</b>
<b>Credit Card - Manager of Finance and Corporate Services - Kylie Caley</b>				
Credit Card Charge	9/06/2015	Caltex Williams	MFCs Fuel	\$ 73.92
Credit Card Charge	15/06/2015	NAB	Card Fee	\$ 9.00
			<b>TOTAL</b>	<b>\$ 82.92</b>

## 12. REPORTS OF OFFICERS

### 12.1 WORK MANAGERS REPORT JUNE 2015

PROPONENT:	Manager of Works
OWNER:	Manager of Works
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Manager of Works
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	22 July 2015
PREVIOUS REPORT(S):	N/A
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	
ATTACHMENTS:	Nil

#### CONSTRUCTION CREW

The Construction Crew have been busy carting land-fill to the refuse site to back fill rubbish. Work has begun on the Air Park gravel pad to house 8 hangers and taxi way as time and weather permits gravel will be carted level and compacted.

#### MAINTENANCE GRADING

The Maintenance Grader is currently in the Jaloran area whilst waiting for rain the grader will be grading network 5 roads, cleaning out table drains and cutting off suckers within the shire.

#### ROAD MAINTENANCE

The Works Crew continue to clean the road verges on the Bullockhills area on sealed road verges.

Tar patching is being undertaken on various seal roads within the Shire.

#### TOWN MAINTENANCE

The Town Crew continue to remove fallen branches, clear drains and slashing vacant blocks and other areas, Also skirting the trees at cemetery and general tidy up.

Tar patching is still being undertaken throughout the town site where necessary.

The spraying of weeds has been carried out along with the cleaning of sumps and drains in various locations within the town site.

Meat ants have been a regular complaint with residents, and the spraying and poisoning of these has begun.

#### BUILDING MAINTENANCE

The Building Maintenance Officer has been carrying out maintenance jobs when reported.

#### RANGER SERVICES

The Ranger Call outs are at an average in June with dogs wandering at large sheep on roads and two dangerous dog reports. Which some of these dogs was put down.

### PLANT / MACHINERY

General serving carried out on shire plant and equipment, the shire has purchased a 20 tonne pacific roller at the cost of \$3000 dollars plus transport and licencing, the free roll we currently use cannot get the compaction required for our gravel roads. As the new roller is 20tonne compaction compared to 1.7 tonne of the free roll.

### OFFICERS RECOMMENDATION

Moved: Cr.

Seconded: Cr.

That Council receive the Manager of Works Officer report for the month of June 2015.

Carried

## 12.2 DEPUTY CHIEF EXECUTIVE OFFICERS REPORT JUNE/JULY 2015

PROPONENT:	Deputy Chief Executive Officer
OWNER:	Deputy Chief Executive Officer
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	22 July 2015
PREVIOUS REPORT(S):	N/A
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	Nil
ATTACHMENTS:	Nil

### BRIEF SUMMARY:

The following report details the activities that fall under the control of the DCEO in the months of June and July.

Item	
Strategic Planning	The Strategic Community Plan is currently being updated in line with a recent review, this will also be reflected in upcoming 2015/2016 Council budget.
Asset Management	<p>The Asset management strategy for Wagin is currently being worked on.</p> <p>Due to changes to the financial management regulations we must get our road network revalued as at the 30<sup>th</sup> June 2015. We have engaged Opus to undertake this task, We are currently assisting them by providing information to work out correct unit costs for each road.</p>
Corporate Services	<p>I have spent time assisting the Manager of Finance and Corporate Services and her staff in compiling the 2015/2015 draft budget. It is anticipated the Budget will be adopted in mid-August with rate notices to be sent out shortly after.</p> <p>We have been advertising in the Argus the town-site rating revaluation that will affect this year's rates and how it may impact on the levying of rates for individual and business rate payers.</p> <p>Staff have commenced the Local Government election process and are following an election timetable to ensure all requirements are carried out as per election regulations.</p> <p>Next month we will commence the advertising process for people to enrol to vote and candidates to nominate for the vacant 5 Councillor positions. The nomination period will be from the 3<sup>rd</sup> to the 10<sup>th</sup> September. The elections are set down for the 17<sup>th</sup> October.</p>
Wagin Cottage Homes Stage 2	A final inspection was undertaken by the Shire of Williams (responsible to the funding body) to ensure that the new units meet all the well-aged unit requirements as per the funding agreement. The units were found to meet all the regulations and standards, and they were very impressed with the finished units.
Townscape	The next meeting for the Townscape Enhancement Committee is planned for

	mid- August.																																																												
Economic Development	The new Town Map is still in the planning stage and will be progressed once the budget is adopted.																																																												
Health and Aged Care	<p><b>Home and Community Care Coordinator Report</b></p> <p><b>CLIENTS:</b> Ninety five clients receive one or more services April to June</p> <p>Meals on Wheels cost have recently increased for a two course meals to \$12. One course meal is \$8. Currently we have 8 clients receiving meals at home. We have taken on several new clients this quarter mostly for Domestic Assistance.</p> <p style="text-align: center;"><b>Home and Community Care – MDS APRIL – JUNE 2015</b></p> <table border="1"> <thead> <tr> <th>TYPE OF SERVICES PROVIDED – TOTAL TIME (HOURS)</th> <th>QUARTERLY CONTRACTED</th> <th>HOURS PROVIDED</th> <th>VARIANCE</th> <th>CONTRACTED</th> <th>YEAR TO DATE</th> </tr> </thead> <tbody> <tr> <td>Domestic Assistance</td> <td>750</td> <td>757</td> <td>+7</td> <td>3000</td> <td>2936</td> </tr> <tr> <td>Social Support</td> <td>224</td> <td>205</td> <td>-19</td> <td>896</td> <td>768</td> </tr> <tr> <td>Personal Care</td> <td>50</td> <td>0</td> <td></td> <td>197</td> <td>20</td> </tr> <tr> <td>Centre Based Day Care</td> <td>375</td> <td>327</td> <td>-48</td> <td>1500</td> <td>1331</td> </tr> <tr> <td>Respite Care</td> <td>1½</td> <td>-</td> <td></td> <td>20</td> <td>-</td> </tr> <tr> <td>Other Food Service</td> <td>-</td> <td>13</td> <td>-13</td> <td>-</td> <td>52</td> </tr> <tr> <td>Home Maintenance</td> <td>365</td> <td>168</td> <td>-197</td> <td>1459</td> <td>541</td> </tr> <tr> <td>Transport</td> <td>262</td> <td>144</td> <td>-118</td> <td>1049</td> <td>562</td> </tr> <tr> <td>Meals</td> <td>-</td> <td>650 Meals</td> <td>-</td> <td>-</td> <td>2691</td> </tr> </tbody> </table> <p><b>Age Friendly Audit</b> The Age Friendly Audit has been completed and has now been submitted.</p>	TYPE OF SERVICES PROVIDED – TOTAL TIME (HOURS)	QUARTERLY CONTRACTED	HOURS PROVIDED	VARIANCE	CONTRACTED	YEAR TO DATE	Domestic Assistance	750	757	+7	3000	2936	Social Support	224	205	-19	896	768	Personal Care	50	0		197	20	Centre Based Day Care	375	327	-48	1500	1331	Respite Care	1½	-		20	-	Other Food Service	-	13	-13	-	52	Home Maintenance	365	168	-197	1459	541	Transport	262	144	-118	1049	562	Meals	-	650 Meals	-	-	2691
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Tourism and Promotion	<p><b>Social Media Officers Report</b></p> <p>The Shire Facebook page currently has 424 likes which is an increase of 18 since last month. The most popular post this month was the Emergency Services Volunteers BBQ, reaching 187 people. Posts this month have included Rec Centre sports, Gymkhanarama, Big Morning Tea, Nyoongar Sports, Dave Goddard’s library visit and the Wait-jen Markets.</p> <p>The Big Morning Tea and Nyoongar Sports were advertised on the SAM trailer this month.</p>																																																												

Library/  
Gallery

### **Library Report July 2015**

This report provides information to councillors about events, activities and statistics in the Wagin Library & Gallery which have occurred during the reporting period, and is submitted in advance of the monthly council meeting.

#### **Library Events:**

Dave Goddard, author of three novels based on outback Australia, is visiting Wagin Library & Gallery on the afternoon of Wednesday 15<sup>th</sup> July to talk with library patrons and other interested people. Waratah Lodge residents have also been invited to attend. Information was sent to local and regional radio stations and through the CRC network to promote the event, as well as posters placed around Wagin.

#### **Library Activities:**

(1) The Librarian recently attended the WALGA Vision 2025 and Framework for Strategic Action Public Library Services workshop in Bunbury to engage with and learn from other WA public library personnel and WALGA staff in developing a shared vision and agreed strategy for public libraries in a sector with diverse needs, as the current 'one size fits all' approach to library planning and service delivery is no longer satisfactory.

The discussion also included what impact new technologies, changes in media and how it is consumed, and the social and cultural change will have on the delivery of public library services in the future.

What emerged from that discussion was the need for significant transformational change at both state and local level to deliver more efficient and flexible public library services which will grow to meet our increasingly diverse community needs.

The high level of participation by decision makers across local government and government sectors elevated the discussion to provide broad and innovative perspectives on how public libraries need to be positioned to meet the challenges of tighter fiscal constraint at both the state and local level, and the changes in our social and technological environments.

Key challenges raised included breaking down silo thinking to develop new and innovative ways of partnered service delivery, integrated planning, strategic planning, and good governance models to provide best value service delivery for the public library sector.

#### **Interesting points to emerge from Public Library Services workshop:**

(a) Public libraries contribute significantly to community welfare by:

- increasing community literacy and numeracy
- encouraging digital literacy
- supporting the learning of children, youth and young adults
- partnering self-organised and lifelong learning for adults, and
- fulfilling the recreational objectives of the wider community through library events and programs.

(b) An active public library forms a hub and/or meeting place for its community. Along with the increased participation in public library membership and support of its programs and events, a sense of social community is built.

(c) A survey conducted in 2012 by SGS Economics and Planning indicated that one of the positive consequences of having a strengthened social community is a concurrent decrease in general health and mental health

	<p>issues for the community as a whole.</p> <p>(d) The Library Dividend Technical Report: A study of the socio-economic value of Queensland public libraries concluded that in economic terms, the benefits contributed by public libraries outweigh their provisioning costs by a factor of 2.3. This represents a sound return on community investment and provides a compelling case for continued investment.</p> <p>(2) Library staff will be attending a free Customer Service B2B Workshop on Thursday 23<sup>rd</sup> July at 5:30pm, run by the Wheatbelt Business Network.</p> <p>(3) The photograph of the 11<sup>th</sup> Battalion at the Pyramid of Giza in Egypt before landing at Gallipoli on April 25<sup>th</sup>, 1915 as part of the 3<sup>rd</sup> Brigade, is now displayed in the Library. The 11<sup>th</sup> Battalion were drawn from Albany, the Wheatbelt and Kalgoorlie. As only 125 men in this photograph have been identified so far, it is hoped that visitors to the library may be able to identify relatives. The photograph will be on display until the end of the year.</p> <p>(4) The free electronic resource BorrowBox is now available for members of Wagin Library &amp; Gallery. BorrowBox works across all platforms (PC, Apple and Android) and enables users to borrow e-book titles and e-audio titles and is accessible 24 hours a day. Using their membership barcode, it is a simple process for users to download items onto whichever device they choose. Borrowers can reserve required titles and renew items as needed.</p> <p><b>Library Statistics:</b> Members are still joining the Wagin Library &amp; Gallery – usually 4 new members per week. Our membership count is now close to 800, with approximately 100 other borrowing libraries.</p>
Local Emergency Management	<p>The Local Emergency Management Committee will be holding an emergency exercise within the next few months.</p> <p>A thankyou barbeque will be held for all the emergency services volunteers in the Shire at the Eric Farrow Pavilion on Friday 24<sup>th</sup> July.</p>
Sport And Recreation	<p><b>Sport and Recreation Officer's Report</b></p> <p>The Wagin Recreation Centre in the past four weeks has been reasonably busy, particularly the two weeks before school holidays commenced. Netball numbers are high, particularly juniors. Indoor street hockey is also proving to be very popular. School sport patronage has been consistent over four days a week, kids sports day during the holidays was also well attended considering the amount of people away during the school break.</p> <p>There were 613 junior and senior attendance numbers across all sports in the month of June. Nyoongar Sports was held in the last week of the school holidays with some 25 kids participating.</p> <p>New running boards have been constructed for indoor hockey and were used for the first time on 20/7/2015 with very good reports from the patrons. New basketball rings have also been fitted in readiness for the up-coming season. Fantastic to see that some netball fixtures have and are to be played in Wagin at the Recreation Centre.</p> <p>Activities to come: -Scooter board sports</p>



- Tennis
- Junior Basketball
- Indoor Hockey
- Street Hockey to continue
- Netball to continue
- School Sports to continue

**Sportsground Advisory Committee**

The Sportsground Advisory Committee held a meeting on the 21<sup>st</sup> July, the minutes are enclosed in this document.

**Gymkhanarama**

Plans are moving forward with lots of interest flooding in for this event, a major sponsor in Gilmac Mackie Hay have come on board and grant funding applications have been sent to Healthway and Roadwise.

**CONSULTATION/COMMUNICATION:**

Shire Staff

**STATUTORY/LEGAL IMPLICATIONS:**

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

N/A

**STRATEGIC IMPLICATIONS:**

N/A

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICERS RECOMMENDATION**

Moved: Cr.

Seconded: Cr.

That Council receive the Deputy Chief Executive Officer's report for the month of June and July 2015.

Carried

## 12.3 CHIEF EXECUTIVE OFFICER REPORT JUNE 2015

PROPONENT:	Chief Executive Officer
OWNER:	Chief Executive Officer
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	20 July 2015
PREVIOUS REPORT(S):	N/A
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	
ATTACHMENTS:	The South West Native Title Settlement and Helium Balloon Litter Background Paper

### 1) Cemetery Upgrade – 11.14

A few comments have been received regarding the proposed upgrade of the Wagin Cemetery. All have been positive.

I have had a request about making a private donation towards the upgrade. I have suggested to Rotary that they discuss this and advise the outcome. Any funds received would be held in Councils trust account. I also believe that any private donations should be spent on something specific i.e. shelter.

Some work has commenced on the project with the majority being started February / March 2015.

#### **Dec 2014**

The Wagin Rotary Club has written requesting that any public donations are to go towards the shelter that is being proposed for the cemetery upgrade.

#### **Jan 2015**

A number of wattles along the front fence of the cemetery have been removed. The subdivision application has now been received for comment. Hoping to have a further meeting within the next month to consider the front fence

#### **February 2015**

Committee meeting held 17<sup>th</sup> February 2015

#### **March 2015**

Front fence has been removed and stumps/roots removed.

New PVC fence has been ordered

Approach to Rotary and WAGS regarding erection of PVC fence. This is scheduled after seeding

#### **April 2015.**

Payment for land to Austin Piesse

The fencing off of the purchased land being organised with local groups. We are looking at erecting fence late May / June 2015. The CEO has been in contact with Rotary and WAGS regarding the erection of the front fence.

**June 2015**

Stumps from along front fence removed.  
Title for the land purchases obtained.

**July 2015**

Cemetery area cleaned and ready for fencing  
Commencing to install fencing by the 27<sup>th</sup> July 2015

**2) Department of Water – Community Water Grants 4.15**

It appears that Council has been successful in obtaining a grant from the Dept. of Water through the “Community Water Grants”

The grant of \$26,400 is for 2 x 250kl water tanks and some fitting to accommodate the desalinated water from Unigrain and could be used for town park watering, stock & spray water. Council will be required to provide piping and installation costs of the piping and connections etc.

**May 2015**

An official letter advising on the success of the grant will be received in June with the FAA contract being signed shortly thereafter.  
I would expect work to start on the erection of the tanks in August / Sept 2015.

**June 2015**

Earthworks for tanks started. Tanks to be purchased in late June 2015 (2 x 260kl)

**July 2015**

Two tanks have been ordered. Desalination should start towards the end of July 2015.

**3) \$1.1 Billion Boost for Roads to Recovery (R2R)**

This is a statement from ALGA regarding the boost in funding for R2R

*“The Australian Local Government Association (ALGA) welcomes and strongly supports the proposal today by the ALP to direct the revenue from the first two years of the fuel excise indexation, estimated to be \$1.1 billion, towards additional Roads to Recovery funding for Local Government.*

*The President of ALGA, Mayor Troy Pickard, said: “We applaud the Opposition’s focus on Local Government and their recognition in this policy initiative of Local Government’s important role in developing local economies and creating jobs through projects funded through the Roads to Recovery Program.*

*“The Roads to Recovery program is vital for improving the state of our local roads network and the initiative put on the table by the Opposition is a great option for delivering substantial increases in resources for councils to continue this important work.*

*“This initiative is particularly welcome at a time when Local Government is under financial pressure following the decision to freeze the indexation of Financial Assistance Grants, costing councils an estimated \$925 million in the period to 2017-18.*

*“Local Government faces a huge task in managing our local roads infrastructure, which is more than 670,000 kilometres in length and valued at more than \$165 billion. This infrastructure plays an essential role in sustaining local economies by connecting freight networks across regions.*



Council will be kept informed of progress.

## 7) Other

- **War Memorial** – some cleaning of the granite memorial will be undertaken – Not very successful
- **Airport** - Fill and gravel carted to Airport for hangars
- **Airport** – Model Aerobatic Club held a competition in Wagin on the 18<sup>th</sup> & 19<sup>th</sup> July 2105

They have advised: -

*“Thank you for the use of the airfield on the weekend. All pilots were most impressed with the facilities and all had an excellent competition. It is unusual for us to have spectators at our competitions and the fact that 50 plus people turned up was very encouraging. Several of our pilots compete at both national and international level and they were most impressed with the field and infrastructure. Although only an idea at this point, several suggested that the Wagin field would be an excellent venue to host our national championships within the next several years. The venue would rank as one of the best in the country for our nationals. This would see up to 50 pilots from all over Australia and New Zealand attend the event.*

*Again, thank you for the use of the airfield and I will keep in touch concerning possible future use of the facility”*

- **Road side pruning** – MRWA have pruned and cleaned out the road verge from the Gull Service Station up to Ballagin St. This will allow easy cleaning in the future for Council staff. Community members have also raked and burnt dried leaves and branches in the parking area and road side drain at the cemetery
- **Helium Balloon Litter** – WALGA has developed a policy regarding Helium Balloon Litter – see attached
- **Christmas Street Carnival** – WAGs are running this event. Likely date is the 18<sup>th</sup> December 2015 along Tudhoe St similar to last year.

## 8) Dept of Aboriginal Affairs (DAA) – Grant for Puntapin Rock – Graves

DAA are working with Wagin Noongars to: -

- Identify the burial site and associated other burial sites in the area
- Discuss and formulate interpretation for signage
- Identify design features of signage
- Develop walk trail plan including identifying areas where signs are to be installed
- Formulate a fencing plan and installation.

The grant is for \$8,800 and consultation and work will commence within the next 4 – 6 weeks

## Staff

- **Bethany Hollis** – Commenced Maternity leave – Returns 24<sup>th</sup> August 2015
- **Peter Webster** – Annual leave 21<sup>st</sup> July 2015 to 14<sup>th</sup> August 2015
- **Peter Webster** – Annual leave – 21<sup>st</sup> October 2015 to 26<sup>th</sup> October 2015

**Dates**

<i>28<sup>th</sup> July 2015</i>	<i>Council meeting</i>
<i>5<sup>th</sup>, 6<sup>th</sup> &amp; 7<sup>th</sup> August 2015</i>	<i>LG Convention&amp; WALGA AGM</i>
<i>11<sup>th</sup> August 2015</i>	<i>4WDL – West Arthur (EM &amp; CEO)</i>
<i>14<sup>th</sup> August 2015</i>	<i>LGMA meeting - Beverley</i>
<i>28<sup>th</sup> August 2015</i>	<i>CCZ WALGA</i>
<i>8<sup>th</sup> September 2015</i>	<i>4WDL – Teleconference</i>
<i>28<sup>th</sup> September 2015</i>	<i>Public Holiday – Queen’s Birthday</i>
<i>13<sup>th</sup> October 2015</i>	<i>4WDL – Lake Grace (EM &amp; CEO)</i>
<i>20<sup>th</sup> October 2015</i>	<i>LEMC meeting?</i>
<i>10<sup>th</sup> November 2015</i>	<i>4WDL – Teleconference</i>
<i>27<sup>th</sup> November 2015</i>	<i>CCZ WALGA</i>
<i>8<sup>th</sup> December 2015</i>	<i>4WDL – Williams (EM &amp; CEO)</i>

**OFFICERS RECOMMENDATION**

Moved: Cr.

Seconded: Cr.

That Council receive the Chief Executive Officer report for the month of June 2015.

Carried

*The South West Native Title  
Settlement: Implications for  
Local Governments*  
Presentation to the Central  
Country Zone of WALGA  
Wickepin  
26 June 2015

Land Equity Legal

# The Legal Framework\*

1. Native Title
  - What is it?
  - Where does it exist in WA?
  - How does it apply to Local Government?
2. Aboriginal Heritage
  - What is it? How does it link to Native Title?
  - Where does it exist in WA?
  - How does it apply to Local Government?
3. Application of the *Local Government Act 1995*?

\*Disclaimer: this presentation is not Legal Advice to the Zone nor its member Councils



## A Premonition back in 2005...?

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- Some History: The Zones' approach to native title and heritage in the past
- What was that trying to do?
- What happened?
- How was this relevant to the current South West Native Title Settlement process?
- How was it useful?
- Some current approaches by Councils

# The South West Native Title Settlement (1)

- What is it?
- What are its key features and effects?
- What are the implications for Local Governments in the Agreement Area?
  - Land use and land grants;
  - Heritage management;
  - Planning;
  - Relationship with the local Noongar community

# Helium Balloon Litter Background Paper

June 2015



## Status of this Background Paper

This Paper has been prepared through the Municipal Waste Advisory Council (MWAC) for the Western Australian Local Government Association (WALGA). MWAC is a standing committee of WALGA, with delegated authority to represent the Association in all matters relating to solid waste management. MWAC's membership includes the major Regional Councils (waste management) as well as a number of Local Government representatives. This makes MWAC a unique forum through which all the major Local Government waste management organisations cooperate. This Paper therefore represents the consolidated view of Western Australia Local Government. However, individual Local Governments and Regional Councils may have views that differ from the positions taken here.

This Paper was endorsed by MWAC on **Wednesday 24 June 2015**.

## Executive Summary

The Helium Balloon Litter Background Paper has been developed by WALGA to provide information on the impacts of releasing helium balloons into the environment and identify options for Local Governments looking to minimise litter from balloons.

Historically, balloon releases have occurred as part of community events or special commemorative occasions. It is often seen as an activity which does not have an environmental impact. However, research indicates that releasing helium balloons can have a detrimental environmental impact.

While balloons may eventually break down into smaller pieces in the environment, they do not breakdown quickly or biodegrade. There may also be attachments to the balloons which do not break down. Recent Australian research shows that turtles consume balloon fragments in preference to other types of plastic marine debris. Studies also show that balloons are consumed by marine birds.

Local Governments have the ability to control what activities occur at their events and events held on Local Government property. Council can adopt a position which prohibits the release of helium balloons at Local Government events and include this prohibition when requests to use Local Government reserves are received.

There are a number of alternative options to releasing helium balloons that can be promoted by Local Government. These include special plantings, fixed streamers, flags, banners, bunting and dancing inflatables, kites and pinwheels, bubble blowing, lighting candles and coloured lights.

WALGA is seeking legal advice as to whether the provisions of the *Litter Act 1979* apply to the release of helium balloons.

Officer		Comment
Action Required		
Information Only		
Actioned		
Scanned		

## Background

Helium balloons are a common sight at community events and special occasions. Unfortunately balloons released into the air end up scattered in the environment as litter. Littered helium balloons present a negative impact on the environment and wildlife, particularly birds and marine animals.

CSIRO has conducted a national marine debris project to determine the sources, distribution and ultimate fate of marine debris, including the exposure of marine wildlife to debris. The vast majority of debris along Australia's coastline was found to be plastic. However balloons were also present and demonstrated to be a concern for wildlife. Two studies in 2010 and 2012 around North Stradbroke Island, near Brisbane, identified the type of marine debris ingested by adult and juvenile short-tailed shearwaters. The study found that the birds disproportionately selected balloons, rubber and hard plastics for consumption<sup>i</sup>.

Between 2006 and 2011 CSIRO investigated the prevalence of marine debris ingested by turtles in Queensland<sup>ii</sup>. The study provides evidence for the disproportionate ingestion of balloons by marine turtles. The two marine turtle species studied did not significantly differ in their probability of ingesting debris but smaller turtles feeding in the pelagic zone (mid ocean level) were significantly more likely to have ingested debris (54.5% of pelagic feeding turtles had ingested debris, whereas only 25% of benthic (bottom ocean level) feeding turtles were found with debris in their gastrointestinal systems). The two species also exhibited different selectivity ratios for ingesting debris, with pelagic feeding turtles showing a trend for rubber items such as balloons. Of the 41 pieces of rubber found inside all turtles, 32 pieces (78%) were fragments of balloons.

When helium balloons are released into the environment, they rise to the height of about 8 km and undergo "brittle fracture" in the low temperature, where the rubber shatters into long strands and scatters over the ground or water below (see Figure 1)<sup>iii</sup>. The balloon fragments resemble jellyfish or squid, which may be the cause for the ingestion selectivity in turtles.

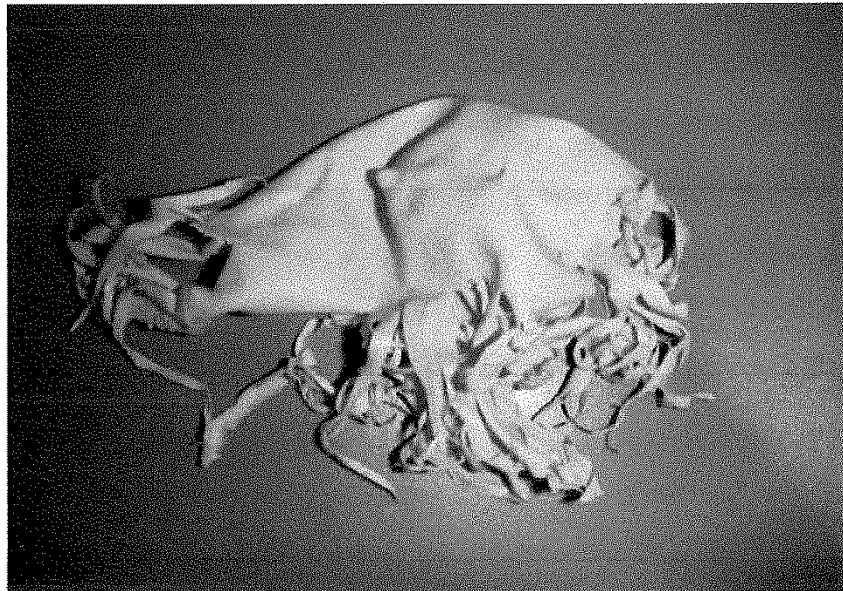


Figure 1: fractured balloon<sup>iv</sup>

Over 25 years the Ocean Conservancy's International Coastal Cleanup has found over 1.2 million balloons, roughly 0.7% of the total amount of debris collected worldwide<sup>v</sup>. Although helium balloons and other rubber items make up only a small fraction of the total amount of debris collected, that turtles may be selectively ingesting balloons and other rubber provides support to Local Government policy makers wishing to address mass balloon releases.

### *Turtles at risk in WA*

Six species of turtles are found in WA waters<sup>vi</sup>:

- Green (listed as Vulnerable)
- Hawksbill (listed as Vulnerable)
- Loggerhead (listed as Endangered)
- Flatback (listed as Vulnerable)
- Leatherback (listed as Endangered)
- Olive Ridley (listed as Endangered)

Green turtles feed throughout the entire Great Barrier Reef. Shark Bay is probably the most southern major foraging area for turtles from the north-west shelf population of green turtles in Western Australia. While adult green turtles feed mostly on seagrasses and algae, immature green turtles are carnivorous. Immature green turtles spend five to ten years feeding in the pelagic zone, eating jellyfish, plankton and fish-egg cases<sup>vii</sup>.

Hawksbill turtles are found around the north-west shelf of Western Australia, with significant nesting areas within the Dampier Archipelago and the Montebello Islands. Lower density nesting is known from the Lowendal Islands, Varanus, Barrow, and Muiron Islands and the mainland. This is one of the largest hawksbill turtle populations remaining in the world. Pelagic feeding immature turtles mostly eat plankton but adult hawksbill turtles do eat jellyfish, octopus and squid<sup>viii</sup>.

Loggerhead turtles are found in tropical and subtropical waters. The major nesting areas for the Western Australian population include the Muiron Islands, Ningaloo Coast south to Carnarvon and islands near Shark Bay, including Dirk Hartog Island. Juvenile loggerhead turtles are carnivorous, feeding primarily on benthic invertebrates. They rarely eat jellyfish<sup>ix</sup>.

Flatback turtles are endemic to Australia and have major nesting sites during mid-summer in the Kimberley and Pilbara regions. The Flatback turtle is carnivorous, feeding mostly on soft bodied prey such as sea cucumbers, soft corals and jellyfish. Flatback turtles lack a pelagic life stage, remaining in the surface waters of the continental shelf. They feed mainly on benthic organisms in subtidal, soft-bottomed habitats<sup>x</sup>.

The Leatherback Turtle is a pelagic feeder, found in tropical, subtropical and temperate waters, including south-western Western Australia. The leatherback turtle is carnivorous and feeds mainly in the open ocean on jellyfish and other soft-bodied invertebrates<sup>xi</sup>.

The Olive Ridley turtle is found Joseph Bonaparte Gulf in Western Australia. Adult Olive Ridley turtles feed on jellyfish but little is known about the pelagic feeding immature turtles<sup>xii</sup>.

Leatherback, Flatback and Green turtles are most likely to be at risk of balloon ingestion feeding on jellyfish in the pelagic zone.

### *How are helium balloon releases regulated in Australia?*

Currently no Local Governments in WA have formal policies restricting the release of balloons. However, recently the Town of Victoria Park adopted a Council position to:

- Not organise the release of balloons at public events organised by the Town
- Not endorse the organised release of balloons at outdoor events held on reserves with the Town
- Include information regarding Council's position on balloon releases in reserve booking information.

Some examples of Balloon release regulation from other States include:

- Sunshine Coast Council has banned the release of all helium balloons within the Local Government district through the Local Law No. 3 (Community Health and Environment Management) 2011.
- In NSW it is illegal to release 20 or more gas-inflated balloons under the Protection of the Environment Operations Act 1997- Amendment (Balloons) Act 2000. Released balloons must not have any attachments.

### **Legal Position**

The *Litter Act 1979* makes provisions for the abatement of litter and illegal dumping in Western Australia. Under the Act litter includes all kinds of rubbish, refuse, junk, garbage or scrap and any articles or material abandoned or unwanted by the person in possession thereof. Materials become litter when they are deposited on land or waters, which could be interpreted to mean that helium balloons released into the air are not litter until they land.

The specification in the Act is as follows:

#### ***Part IV – Prevention of Litter***

##### ***23. Littering, offence***

*Any person who deposits litter, or causes litter to be deposited, on any land or on or into any waters commits an offence unless the litter is deposited —*

- (a) on private land by consent; or*
- (b) in an appointed area; or*
- (c) in a place or receptacle set aside or provided for that purpose; or*
- (d) on land adjacent to private land by arrangement with, or at the invitation of, a public authority with a view to the litter being collected and removed by the public authority.*

##### ***Penalty:***

- (a) for an individual, a fine of \$5 000;*
- (b) for a body corporate, a fine of \$10 000.*

An authorised officer (which includes members of Council or Local Government staff in the district of the Local Government) may issue an infringement for littering offences.

Keep Australia Beautiful recently sought advice from the State Solicitors Office (SSO) and were advised that the authorised officer must be certain the balloon actually did fall to the ground/water and be linked to an actual event. Research by the SSO indicates that balloons shattering into miniscule pieces may create a reasonable doubt as to whether or not they did fall to the ground. Consideration must also be given to the public interest in prosecuting such offences

The circumstances Local Governments may issue infringements for balloon littering are currently unclear. WALGA is seeking legal advice to determine what opportunities are available to Local Government seeking to infringe balloon littering.

### **Recommendations for Local Government**

Given the negative environmental impact of littered balloons, it is recommended that WA Local Governments adopt a formal Council position regarding organised helium balloon releases.

The following are ways that Local Governments could reduce balloon litter:

1. Not undertake the organised release of helium balloons at public events held by Local Government
2. Prohibit the organised release of helium balloons at events held on public reserves
3. Promote that Local Government does not support helium balloon releases in reserve booking information, and as a condition of use
4. Promote greater awareness in the community of the impact of balloons and other litter in the environment
5. Encourage alternatives to the release of helium balloons.

## Alternatives to Helium Balloons

There are a number of more sustainable alternatives to helium balloon releases that Local Governments can use at public events and promote to their communities. These include:

- Plant in remembrance: gifts of seeds, seedlings or planting native trees or starting community gardens provide a more permanent act of remembrance like park benches
- Fixed streamers, flags, banners, bunting and dancing inflatables: colourful, reusable and weather resistant
- Ribbon dancers
- Kites and pinwheels
- Bubble blowing
- Lighted candles and luminaries
- Coloured lights.

## Conclusion

Recent Australian research shows that balloons entering the environment can have a negative impact on wildlife. It is suggested that WA Local Governments work towards reducing the amount of helium balloon litter in the environment by discouraging the organised release of helium balloons on public land, and promoting alternatives. These recommendations are provided for Local Governments to use in developing a formal position and to encouraging more consistent practices across WA.

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<sup>i</sup> Acampora, H., Hardesty, B. D., Townsend, K. and Erzini, K. (2014). *Plastic ingestion by short-tailed shearwaters (Puffinus tenuirostris) in northern Australia*. Proceedings of the International workshop on fate and impacts of microplastics in marine ecosystems.

<sup>ii</sup> Schyler, Q., Hardesty, B. D., Wilcox, C. and Townsend, K. (2012). To Eat or not to Eat? Debris Selectivity by Marine Turtles, *PLoS One*, 7(7), doi:10.1371/journal.pone.0040884

<sup>iii</sup> Burchette, D. K. (1989). *A Study of the Effect of Balloon Releases on the Environment*.

<sup>iv</sup> Schyler, Q., Hardesty, B. D., Wilcox, C. and Townsend, K. (2012). To Eat or not to Eat? Debris Selectivity by Marine Turtles, *PLoS One*, 7(7), doi:10.1371/journal.pone.0040884

<sup>v</sup> Ocean Conservancy. (2011). *Tracking Trash: 25 Years of Action for the Ocean*. Retrieved from [http://issuu.com/oceanconservancy/docs/marine\\_debris\\_2011\\_report\\_oc/1](http://issuu.com/oceanconservancy/docs/marine_debris_2011_report_oc/1)

<sup>vi</sup> Government of Western Australia. (2013). *Marine Turtles in Western Australia*. Retrieved from <http://www.dpaw.wa.gov.au/management/marine/marine-wildlife/66-marine-turtles-in-western-australia>

<sup>vii</sup> Department of the Environment. (2015). *Chelonia mydas* in Species Profile and Threats Database, Department of the Environment, Canberra. Retrieved from: <http://www.environment.gov.au/sprat>

<sup>viii</sup> Department of the Environment (2015). *Eretmochelys imbricata* in Species Profile and Threats Database, Department of the Environment, Canberra. Retrieved from: <http://www.environment.gov.au/sprat>.

<sup>ix</sup> Department of the Environment (2015). *Caretta caretta* in Species Profile and Threats Database, Department of the Environment, Canberra. Retrieved from: <http://www.environment.gov.au/sprat>

<sup>x</sup> Department of the Environment (2015). *Natator depressus* in Species Profile and Threats Database, Department of the Environment, Canberra. Retrieved from: <http://www.environment.gov.au/sprat>.

<sup>xi</sup> Department of the Environment (2015). *Dermochelys coriacea* in Species Profile and Threats Database, Department of the Environment, Canberra. Retrieved from: <http://www.environment.gov.au/sprat>

<sup>xii</sup> Department of the Environment (2015). *Lepidochelys olivacea* in Species Profile and Threats Database, Department of the Environment, Canberra. Retrieved from: <http://www.environment.gov.au/sprat>.

### 13. AGENDA ITEMS

#### 13.1 WAGIN REFUSE & DISPOSAL SITE ROAD CLOSURE

PROPONENT:	Shire of Wagin
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Portions of the Brockman Road, Lymburner Road, Austin Road & Kersley Lan Road reserves abutting Lots 667, 668, 669 and 670 Brockman Road, Wagin – Being Wagin refuse disposal site
AUTHOR OF REPORT	Messrs Joe Douglas & Carlo Famiano – Consultant Town Planners (Urban and Rural Perspectives)
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	16 July 2015
PREVIOUS REPORT(S):	
DISCLOSURE OF INTEREST:	
FILE REFERENCE:	
ATTACHMENTS:	Plans 1 - 4

#### SUMMARY

This report recommends that Council resolve to initiate the process required to permanently close various portions of the Brockman Road, Lymburner Road, Austin Road and Kersley Lane road reserves immediately abutting Lots 667, 668, 669 & 670 Brockman Road, Wagin to allow for their incorporation / amalgamation into the land comprising the Wagin Refuse Disposal Site.

#### BACKGROUND & COMMENT

As Council is aware waste from the Wagin Refuse Disposal Site located on Lots 667, 668, 669 & 670 Brockman Road, Wagin has inadvertently been deposited within the adjoining road reserves (i.e. portions of Brockman Road, Lymburner Road, Austin Road & Kersley Lane). It is significant to note these road reserves are currently unconstructed, unused and are considered surplus to the Shire's future anticipated road needs and requirements (see Plans 1 to 3).

In order to resolve the aforementioned encroachment issue and the potential legal liability issues associated with the disposal of waste within a public road reserve, it is recommended that the various portions of Brockman Road, Lymburner Road, Austin Road and Kersley Lane road reserves (i.e. approximately 3.06 hectares) be closed in accordance with attached Plan 4. Once the road reserves are formally closed, the land can then be amalgamated into adjoining Lots 667, 668, 669 & 670 to form part of the refuse disposal facility.

In order to complete both the road closure and amalgamation proposals, the Department of Lands have recommended that the Shire proceed as follows:

Stage 1: Undertake the various tasks required under the provisions of the *Land Administration Act 1997* and *Regulations 1998* to close the various portions of the relevant road reserves; and

Stage 2: Following Council's final resolution regarding the road closure process after completion of public advertising, prepare and lodge a subdivision application with



the Western Australian Planning Commission (WAPC) seeking approval to amalgamate the various portions of the relevant road reserves with Lots 667, 668, 669 & 670 Brockman Road to create one (1) new separately titled lot comprising the Wagin Refuse Disposal Site.

In order to progress the proposed road closure (i.e. Stage 1) the Shire of Wagin will need to complete the following key tasks as required by the *Land Administration Act 1997* and associated regulations:

- i) Advertise the proposal for a minimum period of thirty five (35) days in a newspaper circulating in the district;
- ii) Provide written notification of the proposal to all adjoining landowners and relevant service authorities; and
- iii) Assess all submissions received following completion of the thirty five (35) day public advertising period and present a report to Council to assist it make a final decision as to whether or not to finally proceed with the road closure.

Council is advised that preparation and submission of a subdivision application to the WAPC to amalgamate the subject land into one (1) new separately titled lot (i.e. Stage 2) cannot be progressed until such time as it has resolved to finally proceed with the road closure proposal following completion of public advertising.

Given the advice received from the Department of Lands, it is recommended that Council resolve to initiate the process required to permanently close portions of the relevant road reserve areas in accordance with the details contained in the attached Plan 4.

#### STATUTORY ENVIRONMENT

- Land Administration Act 1997
- Land Administration Regulations 1998
- Planning and Development Act 2005

#### POLICY IMPLICATIONS

Nil

#### COMMUNITY CONSULTATION

Community consultation in respect of the road closure proposals will be undertaken by the Shire of Wagin for a minimum period of thirty-five (35) days in accordance with the specific requirements of the *Land Administration Act 1997* and *Land Administration Regulations 1998*.

Community consultation in respect of the land amalgamation proposal is not required. The WAPC will however consult with various government agencies with a potential interest in the land following receipt of a formal subdivision application from the Shire.

#### FINANCIAL IMPLICATIONS

The administrative costs associated with progressing the proposed road closure process will be in the order of **\$5,000.00 excluding GST**. Council should note this estimate does not include the costs associated with the required survey works or acquisition of the land comprising the old road reserve areas from the State of Western Australia which are estimated, in total, to be in the order of **\$15,000 to \$20,000 excluding GST**. The Department of Lands will confirm these additional costs in due course.

The total cost to prepare, lodge, monitor and negotiate approval to a subdivision application to the Western Australian Planning Commission will be in the order of **\$2,000.00 excluding**

**GST** and the subdivision application fee payable to the Commission upon lodgement of the application which in this instance will be **\$2,101.00**.

#### **STRATEGIC IMPLICATIONS**

Nil

#### **CULTURAL IMPLICATIONS**

Nil

#### **VOTING REQUIREMENTS**

Simple majority required.

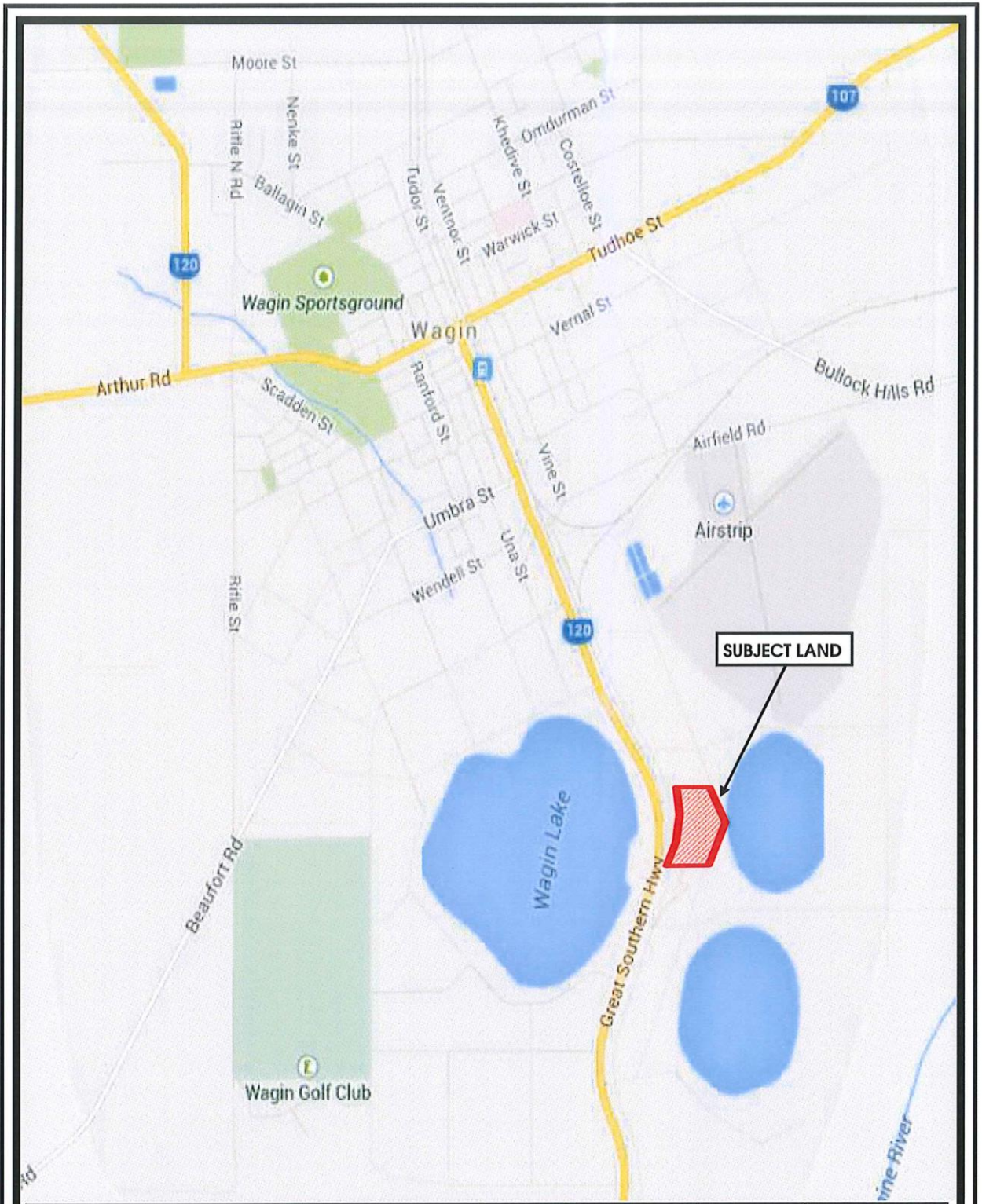
#### **OFFERS RECOMMENDATION**

Moved: Cr

Seconded: Cr

1. Initiate the process required to permanently close various portions of the Brockman Road, Lymburner Road, Austin Road and Kersley Lane road reserves (i.e. approximately 3.06 hectares) abutting Lots 667, 668, 669 & 670 Brockman Road, Wagin in accordance with the details of Plan 4 prepared in support of this report as per the specific requirements of the *Land Administration Act 1997* and *Land Administration Regulations 1998*.
2. Authorise the Shire's Administration to proceed with the following key tasks:
  - i) Advertise the proposal for a minimum period of thirty five (35) days in a newspaper circulating in the district;
  - ii) Provide written notification of the proposal to all adjoining landowners and relevant service authorities; and
  - iii) Assess all submissions received following completion of the thirty five (35) day advertising period and prepare and submit a final report and recommendation to Council on whether or not to proceed with the road closure proposal.

Carried



**LOCATION PLAN**  
 PROPOSED ROAD CLOSURE  
 ABUTTING LOTS 667, 668, 669 & 670  
 BROCKMAN ROAD, WAGIN  
 SHIRE OF WAGIN

urban & rural perspectives



TOWN PLANNERS & BUILDING DESIGNERS  
 Unit 8, 16 Kent Way MALAGA WA 6090 Tel: (08) 9248 8777 Fax: (08) 9248 4040

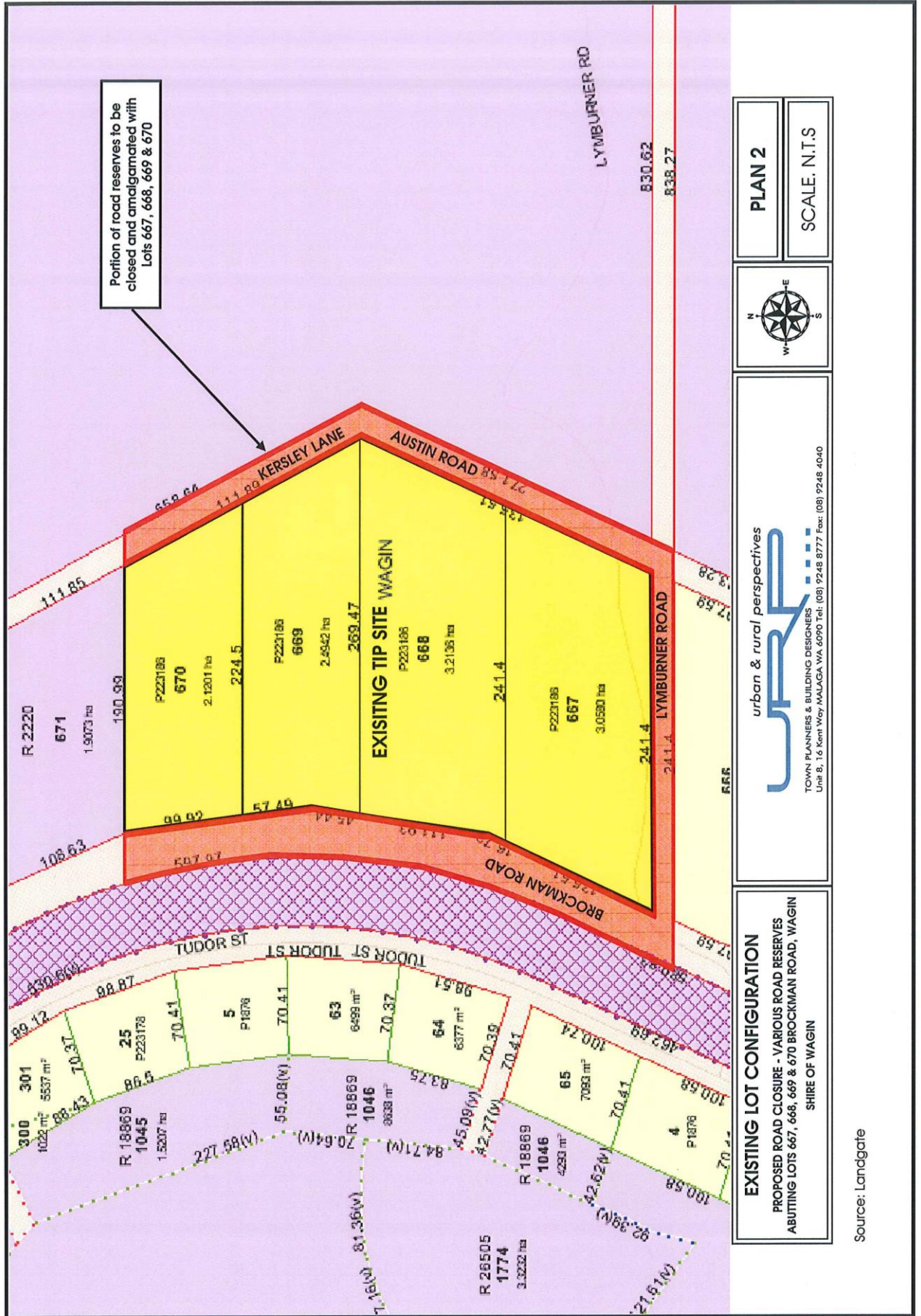


**PLAN 1**

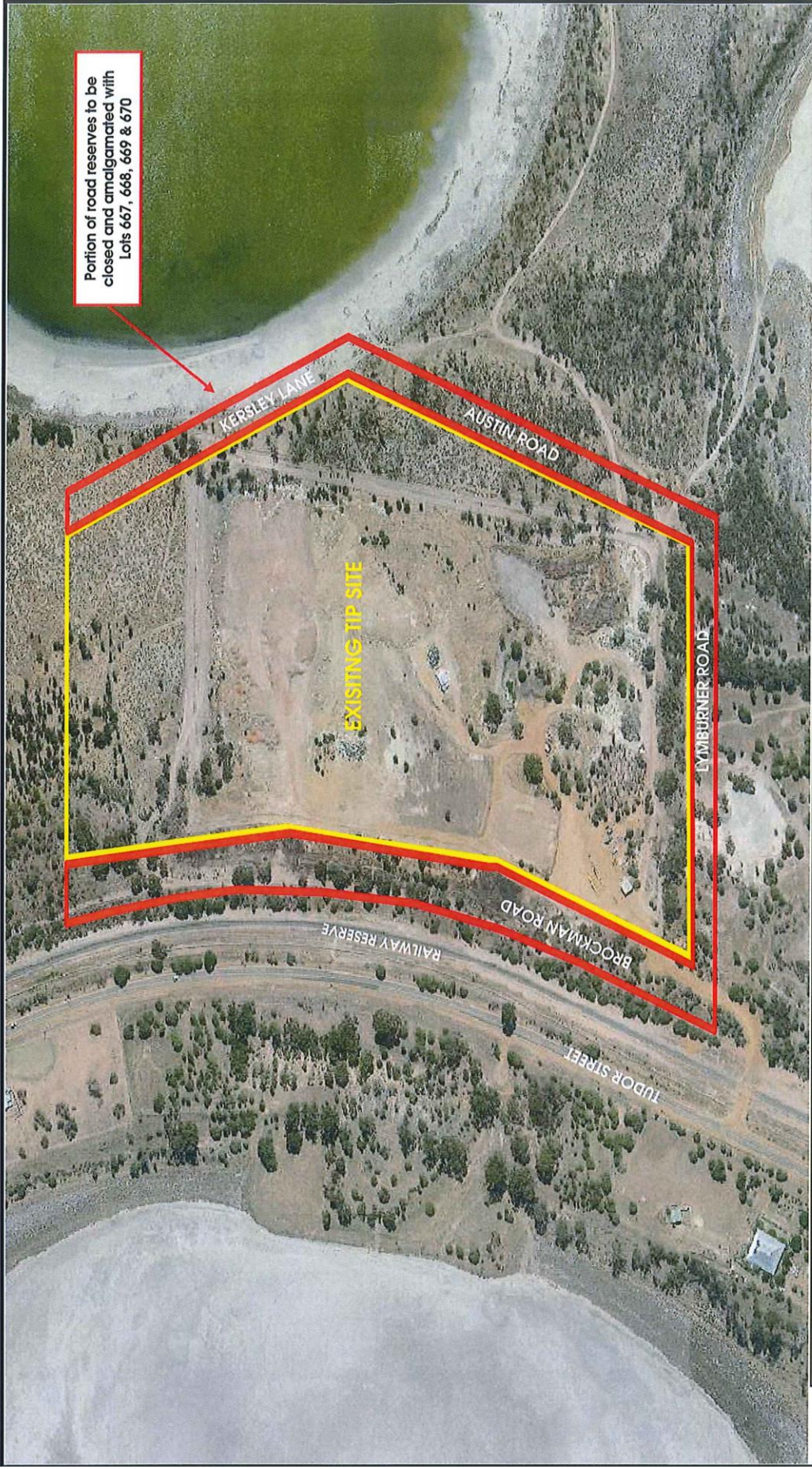
N.T.S

Source: GoogleMaps









Portion of road reserves to be closed and amalgamated with Lots 667, 668, 669 & 670

**PLAN 3**  
SCALE: N.T.S

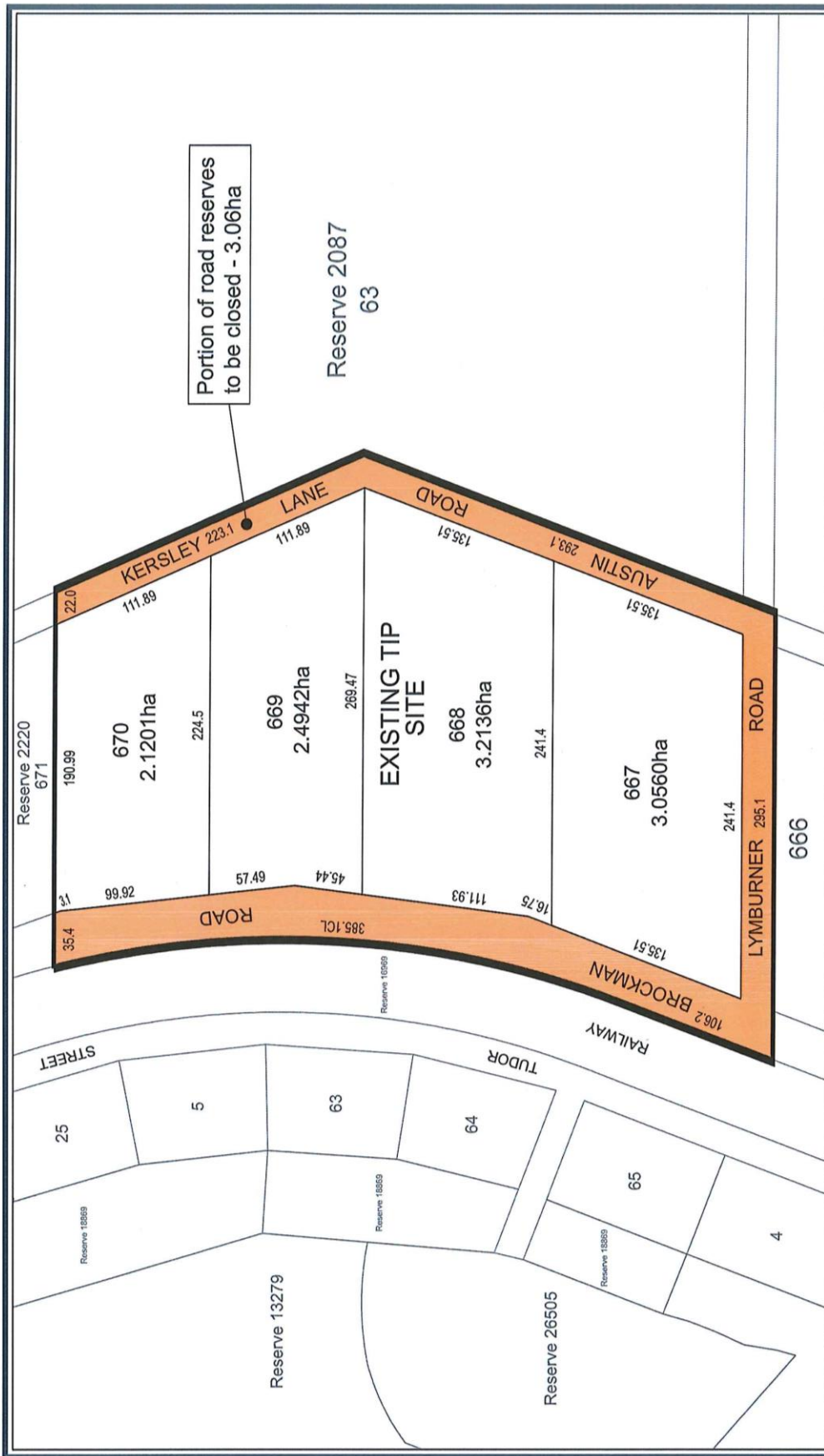


urban & rural perspectives  
  
 TOWN PLANNERS & BUILDING DESIGNERS  
 Unit 8, 16 Kent Way, MALAGA WA, 6090 Tel: (08) 9248 8777 Fax: (08) 9248 4040

**AERIAL SITE PLAN**  
 PROPOSED ROAD CLOSURE- VARIOUS ROAD RESERVES  
 ABUTTING LOTS 667, 668, 669 & 670 BROCKMAN ROAD, WAGIN  
 SHIRE OF WAGIN

Source: Landgate





# ROAD CLOSURE PLAN Plan 4

VARIOUS ROAD RESERVES ABUTTING  
LOTS 667 - 670 BROCKMAN ROAD, WAGIN  
SHIRE OF WAGIN

SUBJECT LAND.....
   
 PORTION OF EXISTING ROAD RESERVES TO BE
   
 CLOSED.....



**urban & rural perspectives**  
**URP**  
 TOWN PLANNERS & BUILDING DESIGNERS  
 Unit 8, 16 Kent Way MALAGA WA 6009 Tel: (08) 9248 8777 Fax: (08) 9248 4040

## 13.2 2015/2016 SCHEDULE OF FEES AND CHARGES

PROPONENT:	Shire of Wagin
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Manager of Finance and Corporate Services
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	21 <sup>st</sup> July 2015
PREVIOUS REPORT(S):	N/A
DISCLOSURE OF INTEREST:	N/A
FILE REFERENCE:	
ATTACHMENTS:	Under Separate Cover

### BRIEF SUMMARY:

The 2015 / 2016 Schedule of Fees and Charges are attached for Council consideration.

### BACKGROUND:

The 2015 / 2016 Schedule of Fees and Charges have been prepared for Council after discussion and consultation with Councillors and Staff.

### COMMENT:

Overall most of the charges have had an increase albeit some have been slight.

The fees that are worth noting the changes are:

- The Caravan Park Fees – these have not changed as they were reviewed during the last financial year.
- The Ex Gratia Rate – this fee has been brought up to what has historically been charged and is a 4% increase on the rate charged in 2014/2015.
- The Building Fees – after Council last reviewed the fee schedule in the minutes from the Finance and General Purpose Committee Minutes in June, the EHO/Building Surveyor received a further update on the fees the Shire are required to charge for building applications and certificates including the Building Services Levy.
- Domestic Animal Fees – the registration fees now reflect what the Department of Local Government require us to collect for animal registrations.
- The refuse site - as per Council's resolution at the June 2015 Ordinary Meeting the fees for all refuse arriving via trucks and bulk bins to be increased by 100% to accommodate for the increasing cost of running and maintaining our current refuse site.

It is requested that Council adopt the Schedule of Fees and Charges prior to the Budget so staff can start advising the community of the correct fees for this financial year now rather than wait until the budget adoption in August. We have already had a few enquiries to book venues for later in the year and we are unable to confirm the cost to the hirer at this point in time without the new fees in place.

**CONSULTATION/COMMUNICATION:**

Council Members  
Staff

**STATUTORY/LEGAL IMPLICATIONS:**

Local Government Financial Management Regulations 1996

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

2015/2016 Budget  
2015/2016 Schedule of Fees and Charges

**STRATEGIC IMPLICATIONS:**

Nil

**VOTING REQUIREMENTS:**

Absolute Majority

**OFFICERS RECOMMENDATION**

Moved: Cr.

Seconded: Cr.

That Council adopt the Schedule of Fees and Charges as presented for the 2015/2016 Financial Year.

Carried



### 13.3 SHIRE OF WAGIN AUDIT CONTRACT – 2015/2016 – 2017/2018 EXPRESSIONS OF INTEREST

PROPONENT:	Manager Finance & Corporate Services
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Manager Finance & Corporate Services
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	22 <sup>nd</sup> July 2015
PREVIOUS REPORT(S):	
DISCLOSURE OF INTEREST:	N/A
FILE REFERENCE:	N/A
ATTACHMENTS:	Summary of Audit Quotations

#### BRIEF SUMMARY:

Councils existing Audit contract with Byfields Business Advisers has expired. In accordance with the Local Government Act and Financial Management Regulations Council is required to appoint an Auditor for three years to 30<sup>th</sup> June 2018.

#### BACKGROUND:

It is a requirement for Council to appoint external auditors every three years. Unfortunately this was not done in 2013 as when it came due the new Manager of Finance and Corporate Services had not commenced duties and was unaware that this was due to be done.

Request for quotations to provide audit services were advertised in the West Australian and closed on Friday 3<sup>rd</sup> July 2015. We have received six quotations, existing auditors Byfields Business Advisers, Butler Settineri (Audit) Pty Ltd, Macleod Corporation, William Buck, Walker Wayland Chartered Accountants and AMD Chartered Accountants. A summary of the quotes is attached for Council's information.

The submitted documents are available at the Shire office for those Councillors wishing to review the submissions prior to the meeting.

#### COMMENT

Council has used the services of Byfields Business Advisers for the past five years. They currently audit seven local governments in the state, they are Dandaragan, Dowerin, Kulin, Kondinin, Moora, Kent and Wagin. In the time that Byfields have been servicing our Shire they have been thorough, professional, easy to work with, always approachable and are very timely with our audit.

The other consideration would be Butler Settineri (Audit) Pty Ltd as they currently audit 12 Councils across the state and are a large accounting firm with six partners and forty five staff.

They are easily the cheapest option, however as per their quotation they carry out 19 less hours than Byfields on the audit process.

It could be seen that it is beneficial in changing auditors from time to time as it gives you a new, different and fresh look on your financial procedures and processes, however in this instance it would be more beneficial to continue with the service that our current Auditors provide for continuity and stability. They have a sound knowledge base of our Council and

the process and procedures we follow, staff and Council have a very good rapport with Byfields, they are professional, experienced and cost effective. They also have an accounting office based here in Wagin so it could be seen that we are supporting local business.

**CONSULTATION/COMMUNICATION:**

CEO/DCEO

**STATUTORY/LLEGAL IMPLICATIONS:**

Local Government (Financial Management) Regulations 1996

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

There is already a provision for audit services in the 2015/2016 budget and there will be a provision for the amounts quoted in the following years budgets.

**STRATEGIC IMPLICATIONS:**

Nil

**VOTING REQUIREMENTS:**

Absolute Majority

**OFFICERS RECOMMENDATION**

Moved: Cr.

Seconded: Cr.

That Council appoint Ms Leanne Oliver (Company Auditor Number 463021) of Byfields Business Advisers as its nominated Auditor for a period of three years commencing on 1<sup>st</sup> of July 2015 expiring 30<sup>th</sup> June 2018 for an agreed contract price of \$11,820, \$12,180, \$12,540 over the three year period.

Carried

## Shire of Wagin - Triennial Auditor Expression of Interest Submissions 2015/16 - 2017/18

Auditor Firm	Current Local Government Audit Clients	Estimated Hours PA	Tendered Fees			Outside Annual & Interim Audit Costs	
			2015/16	2016/17	2017/18	Extra Costs	
<b>Byfields Business Advisers</b>	7 Councils (inc Wagin)	80 Hours pa	Hourly Rate ex GST	147.75	152.25	156.75	\$880pa out of pocket expenses.
			Annual Fee ex GST	11,820	12,180	12,540	\$900 - \$1,000 per grant acquittal audits
<b>Butler Settineri (Audit) Pty Ltd</b>	12 Councils	61 Hours pa	Hourly Rate ex GST	127.05	133.61	140.16	\$0.77c per km, accomodation charges at cost,
			Annual Fee ex GST	7,750	8,150	8,550	\$400 per hour per meeting, \$800 per grant acquittal
<b>Macleod Corporation Pty Ltd</b>	1 Council	86 Hours pa	Hourly Rate ex GST	132.87	137.00	140.59	Disbursements & Travel/Accom \$4200 over three years
			Annual Fee ex GST	11,427	11,782	12,091	\$220 per hour per grant acquittal (max)
<b>William Buck</b>	3 Councils	120 Hours pa	Hourly Rate ex GST	100.00	104.17	108.33	Disbursements & Travel/Accom \$3,750 over three years
			Annual Fee ex GST	12,000	12,500	13,000	\$250 per hour per grant acquittal (max)
<b>Walker Wayland WA Chartered Accountants</b>	No information	104 Hours pa	Hourly Rate ex GST	111.89	117.49	123.37	Travel & Accom \$1000pa
			Annual Fee ex GST	11,637	12,219	12,830	No allowance for Grant Acquittals
<b>AMD Chartered Accountants</b>	No information	No Information	Hourly Rate ex GST				\$380 per hour per grant acquittal (max)
			Annual Fee ex GST	13,000	13,500	14,000	

#### 13.4 COUNCIL ACQUISITION OF LOT 1033 SCADDEN STREET WAGIN

PROPONENT:	Shire of Wagin
OWNER:	Darren Grant
LOCATION/ADDRESS:	Lot 1033 (25) Scadden Street Wagin
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	21 <sup>st</sup> July 2015
PREVIOUS REPORT(S):	N/A
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	
ATTACHMENTS:	Emails from Owner and Real Estate Agent Map of Property

#### BRIEF SUMMARY:

Council to decide whether they wish to acquire lot 1033 Scadden Street as per the request from the owner.

#### BACKGROUND:

Council has recently received an email from the owner of lot 1033 Scadden Street requesting Council either grant a rate exemption or acquire his property.

The property is currently vacant land, as per the owners advice there once was a house on the lot, however this was removed due to vandalism and disrepair at the cost of the owner.

The proponent has owned the property for some 24 years and has always paid the Council rates each year. There currently are no rates outstanding on the property.

#### COMMENT

There are no grounds for Council to provide a rate exemption on this property so the only option that Council can decide on is if it wishes to acquire the vacant lot from the proponent. Due to the location of the lot there is very little or no chance of the owner selling the lot and this is backed up by the attached correspondence from a local real estate agent.

Mr Grant is appealing to Council to show some compassion to his situation and look at taking the land back. If Council went down this path it is obviously forgoing rates on the property each year (last year minimum rates at \$500). There would be no opportunity for Council to on-sell the lot however Council could look at gifting the lot to the Department of Housing with a view to the Department building a new house on the lot.

Should Council acquire the lot it would be at zero dollar change-over and as part of the acquisition the owner will be asked to pay all the transfer costs.

#### COMMUNICATION:

Shire President

#### STATUTORY/LEGAL IMPLICATIONS:

Nil

**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Loss of Rate Revenue

**STRATEGIC IMPLICATIONS:**

Nil

**VOTING REQUIREMENTS:**

Simple Majority

**OFFICERS RECOMMENDATION**

Moved: Cr

Seconded: Cr

That Council;

Acquire lot 1033 Scadden Street from Mr Darren Grant at a zero dollar cost with a view to gifting the lot to the Department of Housing.

Carried

## Peter Webster

---

**From:** Kirsty Simkins  
**Sent:** Tuesday, 7 July 2015 12:21 PM  
**To:** Peter Webster; Brian Roderick; Kylie Caley  
**Subject:** FW: I am writing to you to ask for exemption for paying Rates 25 Scadden Street Wagin or if the council would take the land back

-----Original Message-----

**From:** darren grant [<mailto:darrenggrant10@gmail.com>]  
**Sent:** Tuesday, 7 July 2015 12:04 PM  
**To:** Kirsty Simkins  
**Subject:** I am writing to you to ask for exemption for paying Rates 25 Scadden Street Wagin or if the council would take the land back

To the council of Wagin and

Peter Webster CEO

I am writing to you to ask for exemption for paying Rates 25 Scadden Street Wagin or if the council would take the land back

I bought a house and land back in 1991 with my life savings at the age of 20

I hoped to do it up and live in Wagin, unfortunately every time I left the property I was broken into.

I tried to rent it out , but they too were broken into and were forced .

Over the next few years the house was vandalised and I was forced by the shire to remove the house which costs were thousands again

I have now being paying rates for 24 years for a mistake I made when I was 20 years old

I hope the council can have some compassion

Below is a recent letter from the real-estate

Yours Faithfully

Darren

On Tue, Jun 2, 2015 at 1:43 PM, Carole Drayton - Joe Fanchi Real Estate <[carole.joefanchi@westnet.com.au](mailto:carole.joefanchi@westnet.com.au)> wrote:

Darren !! thank you for the contact.

Unfortunately I am not the bearer of good tidings ,

My research is showing that you bought this property showing as vacant land in 1991 for \$10750

Also you are the only private owner showing up in this street. All other land belongs to the Dept of Housing.

And again IF my access to research is correct, you are listed as owning 25 Scaddan street not 17 as per your email.??

f you have been paying rates on this land since 1991 plus the purchase price, costs to buy and interest, (if on mortgage.)

the property would now owe you a tidy sum ?

And in this street, my experienced opinion is you will have difficulty in finding a buyer, should you wish to market the property.

I am reluctant to appraise your property (unless there is a dwelling on the land ? ) on the above grounds as I, without further investigation will only disappoint.

Should you wish to discuss the matter further, please do not hesitate to give me a call.

Cheers

Carole Drayton

Sales Consultant.

From: [realestate.com.au@realestate.com.au](mailto:realestate.com.au@realestate.com.au)

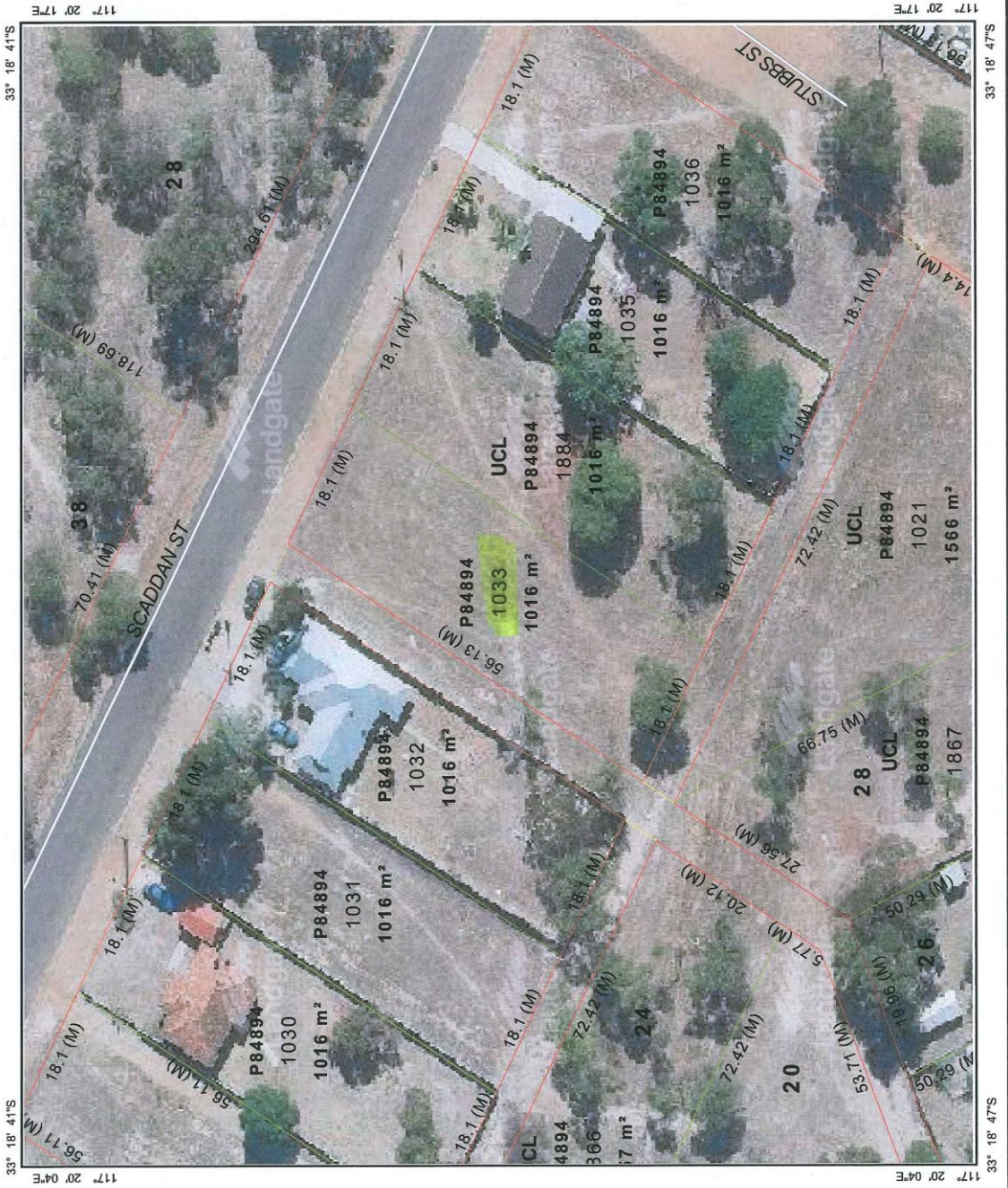
Sent: Tuesday, June 02, 2015 7:40 AM

To: [carole.joefanchi@westnet.com.au](mailto:carole.joefanchi@westnet.com.au)



# 25 Scadden St, Wagin WA 6315

Created 16 Jul 2015



Scale: 1:650

## Description

Lot 1033 on Plan 84894

Map Projection: GDA 94 (Lat/Long)

Datum: Geocentric Datum of Australia 1994

1 Midland Square  
 Midland WA 6056  
 (08) 9273 7341  
[customerservice@landgate.wa.gov.au](mailto:customerservice@landgate.wa.gov.au)  
[www.landgate.wa.gov.au](http://www.landgate.wa.gov.au)



© Western Australian Land Information Authority 2007



Property Map Enquiry - A987 25 SCADDEN ST WAGIN 6315  PickList  Summary  Ownership  Parcel  Memos

Search

Legal Map  Noncurrent   
 Assess No. A987 Old No.   
 Owner D Grant  
 Property Address 25 SCADDEN ST WAGIN 6315  
 House 25 Lot 11033  
 Street SCADDEN  
 Type ST  
 Suburb WAGIN Ward Wagin  
 Area 01 Locality 01 Wagin  
 Zoning RE Residential  
 Land use  
 VEN Number 801167 Pans No.   
 Valuation Details  
 Gross Rental Value Unimproved Value  
 855.00

### 13.5 FRAIL AGED HOMES COMMITTEE – COUNCIL DELEGATES

PROPONENT:	Shire of Wagin
OWNER:	
LOCATION/ADDRESS:	
AUTHOR OF REPORT:	Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	16 <sup>th</sup> July 2015
PREVIOUS REPORT(S):	N/A
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	
ATTACHMENTS:	Nil

#### BRIEF SUMMARY:

Council to decide whether to appoint new Council delegate(s) to the Wagin Frail Aged Homes Committee.

#### BACKGROUND:

Council has two Councillors appointed as delegates to the Wagin Frail Aged Homes Committee, Councillors Ron Walker and Greg Ball were appointed in October 2013.

Both Councillor Walker and Ball have recently resigned from this Committee.

#### COMMENT

The Wagin Frail Aged Homes Committee is a non-Council Committee who have regular monthly board meetings, their AGM is usually in October each year.

With the resignation of both Councillors from this Committee, Council needs to decide one of the following:

- Appoint new Council delegate or delegates to the Frail Aged Home Committee until the Council election in October 2015.
- or
- Leave the Frail Aged Homes Committee without a Council delegate until after the October election when new delegates are appointed to all Council and non-Council Committees.

#### COMMUNICATION:

Cr's Walker and Ball

#### STATUTORY/LLEGAL IMPLICATIONS:

Nil

#### POLICY IMPLICATIONS:

Nil

#### FINANCIAL IMPLICATIONS:

Nil

**STRATEGIC IMPLICATIONS:**

Nil

**VOTING REQUIREMENTS:**

Absolute Majority

**OFFICERS RECOMMENDATION**

Council to decide whether to appoint new Council delegate(s) to the Wagin Frail Aged Homes Committee.

### 13.6 NOMINATIONS FOR BLACKWOOD BASIN GROUP COMMITTEE – LG REPRESENTATIVE

PROPONENT:	Blackwood Basin Group
OWNER:	
LOCATION/ADDRESS:	Blackwood basin
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	
DATE OF REPORT:	9 <sup>th</sup> July 2015
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	
ATTACHMENTS:	Letter calling for Nominations for Blackwood Basin Group Committee

#### BRIEF SUMMARY:

The Blackwood Basin Group is seeking an Upper Catchment representative to fill the local government vacancy on this committee.

Nominations close 31<sup>st</sup> July 2015.

#### BACKGROUND/COMMENT

A copy of their letter is attached

This group are seeking a local government representative from the Upper catchment. The shires involved are: -

Broomhill – Tambellup  
 Katanning  
 Kulin  
 Williams

Dumbleyung  
 Kent  
 Narrogin  
 Woodanilling

Gnowangerup  
 Kojonup  
 Wagin

Nominations close on the 31<sup>st</sup> July 2015. The nominee does not necessarily need to be a councillor. If there are multiple nominations a ballot will be held.

Are any councillors interested in nominating for this vacancy?

#### CONSULTATION/COMMUNICATION

Nil

#### STATUTORY/LEGAL IMPLICATIONS:

Nil

#### POLICY IMPLICATIONS:

Nil

#### FINANCIAL IMPLICATIONS:

Nil

#### STRATEGIC IMPLICATIONS:

Nil

**VOTING REQUIREMENTS:**

Simple

**OFFICERS RECOMMENDATION**

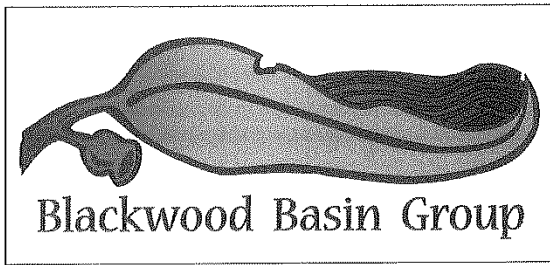
Moved: Cr.

Seconded: Cr.

That Council nominate Cr ..... or ..... for the Upper  
Catchment representative to the Blackwood Basin Group

Carried

av. co. 2



**CHAIRMAN:**  
Dr Per Christensen

**BOYUP BROOK OFFICE:**

P.O. Box 231  
BOYUP BROOK WA 6244

Phone (08) 9765-1555

1 July 2015

**SHIRE OF WAGIN**

Mr Peter Webster – Chief Executive Officer  
Shire of Wagin  
PO Box 200  
WAGIN WA 6315

**07 JUL 2015**

**RECEIVED**

Dear Mr Webster

**Re: Nominations for Blackwood Basin Group Committee positions**

The Blackwood Basin Group (BBG) invites you to nominate a representative to fill a vacant position on the BBG's Management Committee for the upcoming two-year period.

The Shires of Broomehill-Tambellup, Dumbleyung, Gnowangerup, Katanning, Kent, Kojoonup, Kulin, Narrogin, Wagin, West Arthur, Wickopin, Williams and Woodanilling, are each invited to nominate a person to represent the Upper Catchment Shires. If there are more than two nominations received for any one position available, a ballot will be held.

The Upper Catchments Shire representative currently serving on the BBG committee is Janette Liddelow, the other position is vacant.

Please advise the BBG by **Friday 31<sup>st</sup> July 2015** if you wish to nominate a person. Though councillors are eligible for nomination, the nominee need not necessarily be a Shire councillor. Nominations require the consent of the nominee and should be on your Shire letterhead.

If you require any further information please do not hesitate to contact the undersigned at the BBG's Boyup Brook office.

Yours sincerely,

Helen O'Connell  
Administration Officer  
Email: [adminbbg@westnet.com.au](mailto:adminbbg@westnet.com.au)

*Any tasks*

Officer		Comment
Action Required		CEO.
Information Only		
Actioned		
Scanned		



## 13.7 AGRICULTURAL AREA DAMS (AA DAMS)

PROPONENT:	Water Corporation
OWNER:	
LOCATION/ADDRESS:	Throughout the shire of Wagin
AUTHOR OF REPORT:	CEO
SENIOR OFFICER:	
DATE OF REPORT:	8 <sup>th</sup> July 2015
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	
ATTACHMENTS:	Nil

### BRIEF SUMMARY:

The Shire of Wagin has been offered a number of unused AA Dams by the Water Corporation. These AA Dam sites have been inspected by Staff and Gen Harvey from the WWLZ. A number of sites have been recommended for transfer to the Shire of Wagin

### BACKGROUND/COMMENT

Water Corporation has offered Council a number of AA Dams within the Shire.

AA Dam Name	Address	Comment
AA Dam No 269 Piesseville	Reserve 16023 Vince Street, Piesseville	Accept
AA Dam No 376 Quangallin	Reserve 5793 Beaufort Road, Wedgecarrup	Accept
AA Dam No 361 Puntapin Rock	Reserve 2571 Puntapin Road, Wagin	To be Confirmed
AA Dam No 361 Puntapin Rock (catchment)	Reserve 2572 Puntapin Road, Wagin	To be Confirmed
AA Dam No 365 Ballaying	Reserve 5327 Ballaying Road West, Ballaying	Decline

The CEO and Manager of Works have inspected the dams as has Gen Harvey from the WWLZ

**AA Dam No 269** – is approx. 5ha. The Piesseville dam is in a salt effected area. Council could request funding from Water Corp to fill in dam as a condition of transfer. Whilst dam is of little value the reserve is worthy of vesting in Council

**AA Dam No 365:** - This dam is on a small reserve with the dams holding very little water. I do not think the land nor dam is of any value to Council and I would not recommend accepting the management of this area.

**AA Dam No 376:** - is approx. 19ha in area and has been used as a gravel pit. Council currently dumps fill and vegetation on this reserve. I believe Council should accept this AA dam site as we area regularly using this site.

**AA Dam 361:** - This dam site will be subject to discussions with Water Corporation over the next few years.

Gen Harvey's comments are shown below: -

“I went and had a look at all those reserves as you suggested. My thoughts on them are as follows:

**Puntapin Rock site** is definitely the best of the group, it has the best biodiversity value. This is a good site that I don't believe needs any work done from a vegetation health perspective. It also has good connectivity to other areas extending down into the flats and beyond.

**Beaufort Road site** one has a fairly good vegetation community, it does have a very light connection to the Wait-Jen reserve area to the south through the salt flats by the look of it, but looking at the map, there are a lot of open areas in between, so I don't think it has high value from the perspective of flora and fauna movement in the landscape. It is large enough to be habitat to small mammals, so I think that it is a reasonable site for protection, but wouldn't invest any \$ in it. The only issue as you said previously is that there has been a fair bit of rubbish dumped there. The only real issue that could arise out of that is if there is weeds along with the green waste that has been left there. A small area like this could succumb very quickly to a weed infestation. I think the other stuff that has been left there would not cause any major issues. Often man made rubbish (especially car bodies etc.) provides good habitat for reptiles. So I think if it was included in the ones managed by the shire it would be ok... just check it intermittently in spring for weeds. Other than that, just left alone.

**Ballaying site** one just looks like a grazed paddock area as you mentioned. As per your thoughts, I don't think this one is worth much from a reserve perspective. The surrounding areas are all grazed or salt flats alone so it has not value in landscape connectivity compared to the neighbouring paddocks. I wouldn't consider this a reserve area at all unless I had seen the map, so I think this could easily be left off the list.

**Piesseville site** one is part of a reasonable sized patch of native veg. I don't think it warrants any revegetation work, as it is somewhat degraded, but still functional and the surrounding area shows that it is primarily the species that are currently there anyhow. I think if you wanted to knock the dam in and just leave that one also that would be fine. This has some good connectivity through substantial roadside corridors. Could be good habitat for a variety of smaller species. Doesn't seem to be too infested with weeds or anything so I don't think it would have much in the way of management requirements”

Water Corp have also indicated that funding “MAY” be available as part of the transaction to address minor safety related issues.

Aerial photos are attached indicating the reserves.

#### CONSULTATION/COMMUNICATION

Council  
Wagin Woodanilling Landcare co-ordinator  
Staff

#### STATUTORY/LEGAL IMPLICATIONS:

Accepting the vesting of three reserves within the Shire of Wagin



**POLICY IMPLICATIONS:**

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Nil

**VOTING REQUIREMENTS:**

Simple

**OFFICERS RECOMMENDATION**

Moved: Cr.

Seconded: Cr.

The Council advise the Water Corporation that it will accept AA Dam No 269 (Piesseville) and AA Dam No 376 (Quangallin) subject to funding being made available from the Water Corporation to resolve any safety issues that may exist.

Carried

### 13.8 COMMUNITY EMERGENCY SERVICES MANAGER (CESM) – BUSINESS PLAN 2014 - 2017

PROPONENT:	Shire of Wagin, Woodanilling & West Arthur
OWNER:	
LOCATION/ADDRESS:	
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	
DATE OF REPORT:	8 <sup>th</sup> July 2015
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	
ATTACHMENTS:	CESM Business Plan and MOU between the Department of Fire and Emergency Services and the Shires of Wagin, Woodanilling and West Arthur

#### BRIEF SUMMARY:

A Business plan has been developed for the CESM position as per the agreement with DFES. This plan will outline the duties and responsibilities of the position for the period 2014 – 2017

The plan is presented for endorsement by Council

#### BACKGROUND/COMMENT

The Shires of Wagin, West Arthur and Woodanilling along with DFES and the current CESM meet on the 2<sup>nd</sup> July 2015 to develop this business Plan. The plan is based on a DFES template.

The Business Plan is attached along with a copy of the MOU for the CESM position which has been signed by the three Shire and DFES.

The Business Plan is broken down into 7 sections: -

- Prevention
- Preparedness
- Response
- Recovery
- Special Projects
- Administration duties
- Persona Development

These sections covers all that is required of the position.

#### CONSULTATION/COMMUNICATION

Shires of West Arthur & Woodanilling  
DFES staff

#### STATUTORY/LEGAL IMPLICATIONS:

Comply with MOU

#### POLICY IMPLICATIONS:

Nil

**FINANCIAL IMPLICATIONS:**

Nil

**STRATEGIC IMPLICATIONS:**

Nil

**VOTING REQUIREMENTS:**

Simple

**OFFICERS RECOMMENDATION**

Moved: Cr.

Seconded: Cr.

That Council endorse the Community Emergency Services Manager Business Plan 2014 - 2017

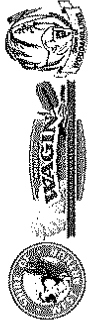
Carried

**INDICATIVE CESH COST SHARING BETWEEN DFES AND THE SHIRES OF WEST ARTHUR, WAGIN & WOODANILLING. As at 1 July 2014 for a CESH 70/30 sharing arrangement**

ITEM	COSTS	DFES	LGS	RECOUP	FREQUENCY	COMMENTS
Salary	70,000 - 80,000	49,000 - 56,000	21,000 - 24,000	DFES to pay on invoice from Shire (\$12,250/qtr)	Quarterly	
On Costs (30%) Workers Compensation Superannuation Annual Leave/LSL	21,000	14,700	6,300	DFES to pay on invoice from Shire (\$3675/qtr)	Quarterly	
Sanctioned Overtime Availability Allowance	DFES 8,062	5,643.40	2418.60	DFES to provide only DFES to pay on invoice from Shire (\$1410.90/qtr) (DFES use only; allowances may be paid in full by DFES)	As required Quarterly	Call out, Travel etc
<b>ITC COST</b>						
Laptop Computer & datacard	1,500	1,500		DFES to provide		
PC (Shire)	1,500	1,050	450	DFES to pay on invoice from Shire (\$262.50/qtr)		Shire to provide
Mobile Phone	1,200	840	360	DFES to pay on invoice from Shire (\$210/qtr)	Quarterly	Shire to provide
<b>VEHICLE COSTS</b>						
Lease/fuel/servicing	17,400	12,180	5,220	DFES to pay on invoice from Shire (\$3045/qtr)	Quarterly	Shire to provide vehicle
<b>OFFICE EQUIPMENT</b>				N/A	N/A	LG to provide
<b>UNIFORMS</b>						
Purchase/Maintenance	500	350	150	DFES to pay on invoice from Shire as required. (\$87.50/qtr)	Quarterly	
<b>TRAINING</b>						
Courses/Attendance	1,200	840	360	DFES to pay on invoice from Shire as required. (\$210/qtr)	Quarterly	All parties to share costs
<b>Grand Total</b>	<b>122,362</b>	<b>86,103.40</b>	<b>36,258.60</b>	DFES to pay on invoice 21150.90/qtr (approx.)		

Note: 1. All costs will be shared 2. Wildfire overtime to be paid by DFES

**Community Emergency Services Manager Business Plan**  
2014/17



This business plan between the Shire's of Wagin, West Arthur and Woodanilling and the Department of Fire and Emergency Services outlines key outcomes and deliverables for the Community Emergency Services Manager (CESM) position. The business plan is to be reported on half yearly and reviewed annually.

<b>Strategic Intention 1: PREVENTION</b>				
To provide a range of prevention services to increase community awareness of hazards and involvement in minimising their impact.				
<b>Outcome</b>	<b>Strategy/Tasks</b>	<b>Whom</b>	<b>When</b>	<b>Performance Indicators</b>
Bushfire Management Plan (BRMP) developed and endorsed for Wagin, West Arthur & Woodanilling as per Westplan Fire	Participate in, contribute and provide key local input into the development of BRMP for Wagin, West Arthur & Woodanilling	LG, CESM and BRMO with input of DO	To be advised	Plan developed and endorsed by OBRM and approved by Wagin, West Arthur & Woodanilling
Bushfire management and mitigation programs developed and implemented for Unallocated Crown Land & Unmanaged Reserves within town boundaries for Wagin, West Arthur & Woodanilling.	Develop & implement mitigation plans for all UCL/UMR reserves within gazetted town site boundaries in Wagin, West Arthur & Woodanilling – incorporated into the developed BRMP.  Maintain UCL data base and report on achievements. Engage BFBs/DFES, DPaW staff & others to assist with hazard reduction burns/other treatment options.  Invoice DFES for costs incurred where agreed	CESM with assistance BRMO and DO.	30 Sept Annually  1 July Annually  Quarterly as required	Plans and mitigation program in place/endorsed.  Mitigation activities completed as per annual schedule of works. Annual reporting requirements met.  Invoicing DFES for works completed (quarterly)

Strategic Intention 1: PREVENTION (cont)				
Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Practices for bushfire management on local government lands in Wagin, West Arthur & Woodanilling developed.	<p>Develop &amp; coordinate implementation of mitigation activities as identified in Wagin, West Arthur &amp; Woodanilling BRMP for all LG reserves.</p> <p>Annual schedule of works based upon risk assessments and BRMP treatment schedule confirmed for budget estimates.</p> <p>Engage BFBs/DFES, DPaW staff &amp; others to assist with HR Burns/other treatment options.</p>	CESM	<p>1 October</p> <p>15 February</p> <p>As required</p>	<p>Overall plan for LG lands in place/endorsed.</p> <p>Annual plan of mitigation works for LG lands including hazard reduction burns/other treatment options developed/approved for estimates.</p> <p>Scheduled works for season completed to prescribed standard</p>
Administration of relevant Statutes, Regulations, Policies and Local Laws	<p>Ensure observance with relevant Acts, SEMC Policies and Local Laws is maintained.</p> <ul style="list-style-type: none"> <li>Monitor and implement required seasonal variations to the restricted and prohibited burning times (RBT &amp; PBT).</li> <li>Monitor and implement Harvest and Vehicle Movement Bans (HVMB) in accordance with <i>Bush Fires Act 1954</i>.</li> <li>Coordinate Local Emergency Management Committee (LEMC) meetings, annual reporting and exercises in accordance with SEMP policy.</li> <li>Annual review of Firebreak Notice and Bush Fire Information Booklet.</li> </ul>	<p>CESM</p> <p>CBFCO</p> <p>LG</p> <p>President</p> <p>LEMC</p>	Ongoing	<ul style="list-style-type: none"> <li>Number of seasonal variations to the RBT &amp; PBT</li> <li>Number of HVMB implemented</li> <li>Number of TFB exemption applications processed</li> <li>LEMC quarterly meetings and annual exercise completed</li> <li>LEMC Annual Reporting completed</li> <li>Firebreak Notice and Bush Fire Information Booklet reviewed</li> </ul>

Strategic intention 1: PREVENTION (cont.)				
Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Support Community Engagement and awareness programs	Support establishment and maintenance of community engagement and awareness programs across Wagin, West Arthur & Woodanilling e.g. Bush Fire Ready, JAFFA, Home Fire Safety, Bushfire action week and Storm season awareness programs. Coordinate the provision of public information & develop media contacts.	CESM (in collaboration with LG and DFES)	Ongoing	Proactive Engagement/Education/Awareness programs in place across Wagin, West Arthur & Woodanilling.
Land Use Planning	Provide advice on Bushfire Management Plans (BMP). • Assess BMP's for compliance with legislation. • Provide feedback on BMP's to Wagin, West Arthur & Woodanilling Planners DFES Land Use Planning Officer and stakeholders as required.	CESM	30 June annually Ongoing	Community engagement programs and campaigns reported All submitted BMP's reviewed and comments provided to Wagin, West Arthur & Woodanilling Planners in regard to Bushfire Risk Management Planning requirements
Emergency Services Strategic Planning	Ensure effective strategic planning for Emergency Services. • Develop and review relevant Emergency Services management documents. • Develop Policy and Procedures for Emergency Services. • Prepare and maintain Wagin, West Arthur & Woodanilling Bushfire Management Arrangements (Response Plan). • Development of Brigade Response plans in conjunction with local captains/FCOs using DFES template – with guidance of DFES DO • Provide input to annual review of Gazetted Fire Districts within Wagin, West Arthur & Woodanilling	CESM  CESM/DO	Ongoing  Dec annually	<ul style="list-style-type: none"> <li>Emergency Services management documents developed and reviewed</li> <li>Policy and Procedures for Emergency Services develop and reviewed</li> <li>Wagin, West Arthur &amp; Woodanilling Bushfire Management Arrangements reviewed and maintained</li> <li>Brigade response plans in place and communicated</li> <li>Gazetted Fire District proposed changes reviewed by LG</li> </ul>

**Strategic Intention 2: PREPAREDNESS**

To provide and maintain appropriate and adequate infrastructure, equipment, skilled personnel, plans and programs in preparation for emergencies.  
To support the community in its own preparations for emergencies.

Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Volunteer Bush Fire Brigade Training Coordination	<p>Training calendar established for BFBs to meet the operational requirements of brigade members and Wagin, West Arthur &amp; Woodanilling Staff</p> <p>Develop and support network of local trainers and assessors</p> <p>Coordinate with the DFES Regional Training Coordinator to maintain a record of courses and attendees on Train data base.</p> <p>Ensure BFBs have the appropriate level of training to be operationally effective.</p>	CESM	30 Dec Annually	<p>Wagin, West Arthur &amp; Woodanilling training calendar developed/promoted</p> <p>Wagin, West Arthur &amp; Woodanilling Training needs analysis developed and incorporated into local and regional training schedules.</p> <p>Network of local trainers and assessors developed and maintained to support Wagin, West Arthur &amp; Woodanilling training requirements</p> <p>Training records for Wagin, West Arthur &amp; Woodanilling entered/maintained</p>
LGGSS Operation and Capital grants managed for SES (where required) and BFS	<p>Develop and submit annual LGGSS operations and capital grants on behalf of Wagin, West Arthur &amp; Woodanilling.</p> <p>Administer annual ESL Operational and Capital Grants</p>	CESM/LG	As per LGGSS manual	Operational and Capital grants submitted, administered and acquitted as per LGGSS manual
Administration of State Emergency Service (SES).	Liaison between Wagin, West Arthur & Woodanilling, DFES DO and local SES Unit Leader to assist / provide operational & administrative support to unit	CESM	Ongoing	Admin support provided to SES
Relocation/Welfare Centres are maintained to support the community in times of need.	Annual audit of current relocation/welfare centres as identified in Wagin, West Arthur & Woodanilling LEMA's to ensure readiness for activation	CESM (with assistance DCPFS and LG	30 June Annually	Centres in place and audited for readiness for activation as per Local Emergency Management Arrangements



**Strategic Intention 2: PREPAREDNESS (cont.)**

Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Emergency Coordination Centres/CC's within Wagin, West Arthur & Woodanilling in a state of readiness.	Audit and ensure readiness of Emergency Coordination Centres/CC's within Wagin, West Arthur & Woodanilling as per Standard Operating Procedures	CESM (with assistance DO)	30 Oct Annually	Centres operable as per SOPs & Local Emergency Management Arrangements
Support key Bushfire meetings & Committees (BFAC, DOAC & brigade meetings).	Provide CESM reports to meetings on business plan deliverables where applicable - eg bushfire mitigation, training, LGGS, fleet and community engagement activities. Attend individual brigade meetings where applicable. Provide advice to council on BFAC matters when required.	CESM	Ongoing  Bi-annual BFAC	BFAC meetings coordinated biannually with reporting requirements to council met.  CESM reports to BFAC provided on works programs, LGGS, mitigation programs, training, BFS fleet and other administrative matters
Emergency water supplies owned by Wagin, West Arthur & Woodanilling maintained. Hydrants outside GFDs inspected annually - faults reported.	Liaise with Wagin, West Arthur & Woodanilling to ensure Wagin, West Arthur & Woodanilling inspects & maintains water supplies pre and post -fire season Ensure hydrants outside of gazetted fire districts inspected/faults reported.	CESM FCO VFB	November annually  30 June	Wagin, West Arthur & Woodanilling emergency water supply data base maintained.  Hydrants outside of gazetted fire districts inspected annually, faults reported.
Emergency Services exercised annually as per LEMA's.	Liaise with LEMC on exercise & provide support.	CESM LEMC	Annually	Exercise conducted annually including testing ECC/ICC.

Strategic Intention 2: PREPAREDNESS (cont.)

Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Local Management attendance representation as CEM	Attend LEMC meetings and provide advice and assistance to the committee as required. Involvement in reviews and updates of LEMA's as per SEMC policy requirements. Provide advice to Wagin, West Arthur & Woodanilling for the development & / updates to the Local Recovery Plan. Assistance to LEMC with review, update and administration of LEMC business plan as required Provide advice to Wagin, West Arthur & Woodanilling on the establishment of relocation plans capable of removing people at risk where identified.	CESM	quarterly  TBC  30 July annually	LEMC compliance with SEMC policy. 4 meetings conducted annually including report to council.  Local Emergency Management Arrangements developed, approved and maintained.  LEMC annual business plan reviewed, updated and submitted
Local Government Incident Management Capacity/Capability	Identify and coordinate Local Govt IMT qualification and training requirements commensurate with LG responsibility for fire on rural lands (with assistance of DO) Develop Wagin, West Arthur & Woodanilling IMT capacity and capability	CESM (with assistance CBFCO, DO and Training Support Officer)	Nov annually and ongoing	Matrix developed identifying current IMT capability and future Wagin, West Arthur & Woodanilling IMT requirements for bushfire on rural lands. Training and development requirements incorporated into local/regional training schedule.
Emergency Services Forums	Participate in Local Emergency Services forums. • Facilitate pre/post season forums. Participate in Regional Emergency Services forums.	CESM	November/ May	<ul style="list-style-type: none"> <li>Local Forums conducted</li> <li>Regional Forums attended</li> </ul>

- Attend regional forums as required.

### Strategic Intention 3: RESPONSE

To ensure rapid and comprehensive response to emergencies, to contain and minimise the impact of hazards and to perform rescues.  
To support the community in its own response to emergencies.

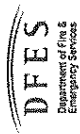
Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Respond to emergency incidents that impact on communities, infrastructure and assets in the Wagin, West Arthur & Woodanilling.	Maintain & review mobilisation procedures for BFBs to ensure their effectiveness including zone response arrangements where applicable.  All mobilisations to be monitored in line with SOP and zone response arrangements where applicable.  Provide IMT/ISG support as required.	CESM (in liaison with CBFCO DO and LG)	1 Oct annually  As ISG established	Mobilisation procedures for LGA and BFBs established and maintained.  Zone response arrangements reviewed updated and endorsed where applicable  Effective involvement in Wagin, West Arthur & Woodanilling incidents, and Incident Support Groups when established. Report on incidents attended, roles and hours as per Wagin, West Arthur & Woodanilling Corporate Plan reporting requirements
Local Govt representative on Incident Support Group, to ensure interface between IMT, ISG and DFES ROC				
Respond to incidents in neighbouring Wagin, West Arthur & Woodanilling when requested by Regional Duty Coordinator	Respond to incidents when requested by DFES (in consultation with Wagin, West Arthur & Woodanilling)  Provide IMT support as required at incidents.  Monitor incidents & support with resources as required.  Support DFES and other Local Governments as per the Mutual Aid Agreement.	CESM	Ongoing	Effective involvement in adjoining Wagin, West Arthur & Woodanilling incident and support provided where necessary.  Active role on DFES Duty Rosters as on-call officer where applicable  Support to RDC provided as required
Suspicious & deliberately lit fires	Encourage brigades to report suspicious & deliberately lit fires. <ul style="list-style-type: none"><li>Brigades to complete FIRS.</li></ul>	CESM BFB's DFES	Ongoing	<ul style="list-style-type: none"> <li>Suspicious &amp; deliberate fires reported</li> <li>Suitable investigation undertaken</li> </ul>

	• DFES & WAPOL reporting as required.	WAPOL		
<b>Strategic Intention 4: RECOVERY</b>				
To assist the community, employees and volunteers affected by major emergencies to recover effectively and efficiently.				
<b>Outcome</b>	<b>Strategy/Tasks</b>	<b>Whom</b>	<b>When</b>	<b>Performance Indicators</b>
Facilitate support and counselling available to Wagin, West Arthur & Woodanilling volunteers and staff as required following incidents.	Maintain familiarity and awareness with counselling and support services (local and state). Encourage, promote and facilitate BFB/SES and Wagin, West Arthur & Woodanilling Staff utilisation of services. All major incidents involving volunteers, whereby there are serious injuries, trauma or fatalities to be reported to DFES Coordinate and facilitate timely incident investigation of safety incidents involving Wagin, West Arthur & Woodanilling volunteers	CESM DFES	Ongoing	Adequate counselling and support services available to volunteers and staff post incidents.  All safety incidents involving Wagin, West Arthur & Woodanilling volunteers reported and investigated as per Wagin, West Arthur & Woodanilling and DFES SOPs
Provide support to the Wagin, West Arthur & Woodanilling Recovery coordinator or team when established.	Provide advice on the activation and implementation of the Wagin, West Arthur & Woodanilling recovery plan. Recovery arrangements exercised through establishment of recovery coordinator/team and facilitated discussion exercise. Monitor & review recovery plan with LEMC & Wagin, West Arthur &	CESM  CESM/LG	Ongoing  bi-annually	Recovery plan reviewed and endorsed in line with LEMC review.  Recovery arrangements exercised

	Woodanilling.			
<b>Strategic Intention 5: SPECIAL PROJECTS</b>				
To assist local government and DFES with special projects that may impact on the community.				
Outcome	Strategy/Tasks	Whom	When	Performance Indicators
Special Projects	<p>Ensure effective coordination of special projects.</p> <ul style="list-style-type: none"> <li>As directed coordinate &amp; manage special projects for DFES &amp;/or the Wagin, West Arthur &amp; Woodanilling</li> <li>Where available seek appropriate grant funding for special projects.</li> </ul>	<p>CESM LG DO</p>	Ongoing	<ul style="list-style-type: none"> <li>Completion of special projects according to agreed timelines</li> <li>Project reports/hours spent</li> <li>Appropriate grant funding sourced</li> </ul>
<b>6: ADMINISTRATION DUTIES</b>				
Outcome	Strategy/Tasks	Whom	When	Performance Indicators
<p>DFES Emergency Service Directory &amp; contacts lists incorporates up to date Wagin, West Arthur &amp; Woodanilling details</p> <p>Maintain BFB Membership List. Coordinate registration of new members</p>	<p>Develop &amp; maintain a directory for emergency service contacts in liaison with DFES Region.</p> <p>Audit and update existing BFB m/s/ships Register new memberships</p>	<p>CESM  CESM</p>	<p>Sept annually  July annually</p>	<p>Annual directory completed by due date.</p> <p>BFB list accurate and up to date.</p> <p>Report provided on number of Wagin, West Arthur &amp; Woodanilling vols as per Wagin, West Arthur &amp; Woodanilling Corporate Plan</p> <p>LGGS operational and capital budgets developed/submitted annually.</p> <p>Wagin, West Arthur &amp; Woodanilling R2R</p>
<p>Local Government Grant Scheme (LGGS) - administration of Capital and Operational grant processes as</p>	<p>Coordinate annual LGGS submission for BFB &amp; SES on behalf of the Wagin, West Arthur &amp; Woodanilling</p>	<p>CESM Wagin, West Arthur &amp; Woodanilling</p>	<p>March annually Jan/Feb</p>	

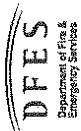
per LGGG manual.	Resources to Risk (R2R) Model established for Wagin, West Arthur & Woodanilling; to support LGGG applications and business plans  Ensure BFB/SES comply with LGGG administration requirements for capital and operational grants. LGGG budget acquittal complete.	Annually	reviewed annually to support LGGG application.
Bush Fire Brigade fleet maintenance program managed.	Liaise with Wagin, West Arthur & Woodanilling; and assist with the coordination of maintenance of vehicles & equipment including communication systems.	Sept annually	LGGG accounts within budget & compliant/acquitted.
Personal Protective Equipment management - monitoring & replacement system established	Develop & coordinate the maintenance of a data base system for the Wagin, West Arthur & Woodanilling BFBs to manage all PPE/Equipment.	Oct annually	Vehicle servicing records maintained in conjunction with the Wagin, West Arthur & Woodanilling Fleet Manager.
		Nov annually	PPE Database established and maintained.
<b>6: ADMINISTRATION DUTIES (cont.)</b>			
<b>Outcome</b>	<b>Strategy/Tasks</b>	<b>Whom</b>	<b>When</b>
Council informed on bushfire management strategies and expenditure	Report to council as required on bushfire management strategies and expenditure	CESM	As required
Assistance provided to DFES Region in provision of Regional Training Courses	Provision of assistance to DFES Region in delivery of Regional training courses in line with Wagin, West Arthur & Woodanilling requirements and training resource kit allocation - skills maintenance;	CESM	As required
			Performance Indicators
			Reports provided to council as required
			Assistance provided to DFES Region in provision of Regional Training Courses

Attend DFES Region staff meetings	Attend DFES Region staff meetings as required. Provide CEM activity report	CEM	As required	Wagin, West Arthur & Woodanilling representation at DFES Regional staff mtgs – CEM activity report
Attend DFES and other Emergency Management Forums for personal and Wagin, West Arthur & Woodanilling development opportunities	Attendance at DFES and other Emergency Management Forums for personal and Wagin, West Arthur & Woodanilling development opportunities	CEM	Annually and as required	Report on attendance at DFES and other Emergency Management Forums for personal and Wagin, West Arthur & Woodanilling development Opportunities
CEM Business Plan reporting	Complete 6 monthly report on CEM Business Plan performance indicators	CEM	December/June annually	CEM business plan report completed and reviewed with DO
<b>Strategic Intention 6: PERSONAL DEVELOPMENT</b>				
<b>Outcome</b>	<b>Strategy/Tasks</b>	<b>Whom</b>	<b>When</b>	<b>Performance Indicators</b>
Individual Training and Development Plan for CEM in line with CEM Pathway	<ul style="list-style-type: none"> <li>• Individual Training and Development Plan to be developed and approved by Wagin, West Arthur &amp; Woodanilling and DFES Region.</li> <li>• Plan to detail T and D requirements for CEM to achieve: <ul style="list-style-type: none"> <li>○ CEM position administration/financial management and reporting, training delivery and coordination requirements</li> <li>○ Identified AIMS roles</li> <li>○ Emergency Management Training</li> </ul> </li> <li>• Opportunities provided for CEM to act in AO Rural positions where appropriate</li> </ul>	CEM with DO, Wagin, West Arthur & Woodanilling and RTC	Sept annually	<ul style="list-style-type: none"> <li>• Individual Training and Development Plan developed, approved and implemented by Shire/City and DFES Region.</li> <li>• T and D plan reviewed annually</li> </ul>



Individual (appraisal)	annual review	CESM/DO/ Wagin, West Arthur & Woodanilling rep to complete annual review	CESM/DO/ CEO's	Sept annually	Annual review completed and provided to Wagin, West Arthur & Woodanilling /DFES
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Community Emergency Services Manager Business Plan

**BUSINESS PLAN AGREEMENT BETWEEN  
DFES AND THE SHIRE'S OF WAGIN, WEST ARTHUR AND WOODANILLING**

Date of effect 15 July 2014 to 30 June 2017

SUPERINTENDENT DFES GREAT SOUTHERN REGION	Signature:	Date
CHIEF EXECUTIVE OFFICER SHIRE OF WAGIN	Signature:	Date
CHIEF EXECUTIVE OFFICER SHIRE OF WEST ARTHUR	Signature:	Date
CHIEF EXECUTIVE OFFICER SHIRE OF WOODANILLING	Signature:	Date



***MEMORANDUM OF UNDERSTANDING***

between the

**DEPARTMENT OF  
FIRE AND EMERGENCY SERVICES**

and

**SHIRE OF WEST ARTHUR  
SHIRE OF WAGIN  
SHIRE OF WOODANILLING**

for the

**PROVISION OF A SHARED  
COMMUNITY EMERGENCY SERVICES MANAGER**

## 1. PURPOSE

- 1.1 This Memorandum of Understanding (**MOU**) is intended to identify and document the respective roles and responsibilities of the Shire's of West Arthur, Wagin and Woodanilling (**the Shires**) and the Department of Fire and Emergency Services (**DFES**) as considered necessary to manage the shared position of a Community Emergency Services Manager (**CESM**) for the Shires.
- 1.2 This MOU outlines the responsibilities and undertakings of the parties within this agreement, for the delivery of fire and emergency services to the Shires in accordance with DFES's best practices.
- 1.3 This MOU does not constitute or create and shall not be deemed to constitute, any legally binding or enforceable obligations on the part of any party.

## 2. DFES

This MOU will support DFES's mission, vision and values:

**Mission:** To improve community safety practises and provide timely, quality and effective emergency services, in partnership with local communities and emergency service providers.

**Vision:** Resilient Western Australian communities that work together to build capacity and capability to prevent, prepare for, respond to and recover from emergencies.

**Values:** Put the community first;  
Work together as a committed team;  
Respect and value each other;  
Continuously improve our service;  
Act with integrity and honesty;  
Have open and honest two-way communications;  
Strive to keep ourselves and others safe.

## 3. SHIRE OF WEST ARTHUR

This MOU will support the Shire of West Arthur community vision, corporate vision and corporate mission:

**Community Vision:** In 2023 the Shire of West Arthur will be a safe, sustainable and vibrant place to live in.

**Corporate Vision:** In 2023 the Shire of West Arthur will be a sustainable local government supporting a vibrant community

**Corporate Mission:** To value and enhance our community lifestyle and environment through strong local leadership, community involvement and effective service delivery.

#### 4. SHIRE OF WAGIN

This MOU will support the Shire of Wagin mission and philosophy and guiding values:

**Mission:** To be a community focused Local Government providing progressive and innovative leadership that builds a sustainable future for the region while supporting the vibrant and caring community, and developing as a country centre of the future with an economy built on environmental sustainability principles.

**Values:** Governance and Leadership;  
Honesty and Integrity;  
Innovation and Creativity;  
Community Focused;  
Environmentally Aware.

#### 5. SHIRE OF WOODANILLING

This MOU will support the Shire of Woodanilling statement:

***Council And Community – Hand In Hand***

*In Dealing With Individuals, Landowners, The Community And Organisations The Council Will:*

- Be fair;
- Be honest, open and accountable;
- Respect the views and rights of individuals and groups;
- Be receptive as everyone in the community counts;
- Will recognise the increased awareness that a small community brings;
- Will provide an atmosphere of energy, excitement, optimism and positiveness;
- Will facilitate group discussion and help to overcome stumbling blocks and conflict.

*The Shire of Woodanilling aspires to:*

- Be the best Local Government for our community
- Work hand in hand with our community
- Be a leader of small local governments

by

- Fostering community spirit and cohesion
- Excellent customer service
- Provision of high quality facilities and services
- Representing community views at an influential level

#### 6. DEFINITIONS

**Emergency Services:** means the provision of Prevention, Preparedness, Response and Recovery functions in order to provide a comprehensive approach to emergency services within the Shires.

**Shires:** means the Shire of West Arthur, the Shire of Wagin and the Shire of Woodanilling, in their individual right, as well as collectively.

## 7. MOU OBJECTIVES

- 7.1 To establish and agree upon specific responsibilities with respect to the delivery of emergency services within the Shires in particular to:
- Reduce the number and impact of fire and emergencies in the community and surrounding areas;
  - Support the management of bush fire services;
  - Develop a partnership that will see a best practice approach to emergency service delivery implemented between the Shires and DFES; and
  - Enhance community ownership of fire prevention and preparedness programs and activities.
- 7.2 To establish an agreement between the Shires and DFES, under Part 2 Section 12(2)(e) and (f) of the *Fire and Emergency Services Act 1998*, to ensure the Shire's Volunteer Bush Fire Brigades and other Emergency Management volunteers are supported, trained, equipped and capable of providing appropriate fire services to the community.

## 8. ACKNOWLEDGMENTS AND UNDERTAKINGS BY DFES

DFES will deliver the following services:

- **Prevention:** The development and supply of community safety programs and services, to the Shire's staff and emergency service volunteers as required and mutually agreed. Programs and services include (but are not limited to) Bush Fire Ready, Home Fire Safety, Fire Ready Schools and Fire Inside Out.
- **Preparedness:** In addition to the programs described for prevention the training of volunteers will be managed, in partnership with the volunteer training network, cognizant of the increased risks faced by the emergency services and resourcing profile required. Access to specific courses that align with increased roles will be provided.
- **Response:** DFES will assist with the day to day incidents via the Communications Centre. Management and leadership will be provided by DFES at fire incidents, when requested by the Shires and agreed to by DFES.
- **Recovery:** DFES will provide strategic assistance and advice to the Shires concerning the development and implementation of recovery management plans and recovery management.
- **Management and Administration:** DFES will provide day to day and strategic management services, including vehicle and equipment standards, guidance on Emergency Services Levy (ESL) budgeting, standards of operation, rosters, brigade training maintenance, community liaison and administrative returns such as incident reports and activity statements.

DFES will provide strategic advice and access to programs and/or services in order to support services delivered by the Shires.

## 9. ACKNOWLEDGMENTS AND UNDERTAKINGS BY THE SHIRES

The Shires will deliver the following services:

- **Prevention:** The Shires will administer and enforce the fire prevention provisions of the *Bush Fires Act 1954*. The Shires will also promote and participate in appropriate community safety programs in consultation with DFES.
  - **Preparedness:** In addition to the applicable community safety programs identified against prevention, the Shires will, through their staff and infrastructure support the emergency services preparedness programs developed and implemented by DFES.
  - **Response:** The Shires will respond to day to day incidents through the turnout of their Bush Fire Brigades. Shire support will be extended to DFES controlled incidents when requested by the Incident Controller.
  - **Management and Administration:** The Shires will provide leadership and support to the development and management of their community emergency risk management arrangements.
- (a) The Shires will have input into the development of their emergency services operating and capital budget, to ensure sufficient funds are requested through the Emergency Services Levy funding process to maintain emergency services buildings, appliances and associated operational infrastructure. The Shires will make provision within their annual budget of those agreed funds to match the DFES provided funds associated with the position of the CESM.
  - (b) The Shires will maintain their existing emergency services buildings, appliances and operational infrastructure and provide access to DFES through normal mobilising arrangements.
  - (c) The Shires will amend, at a mutually agreed time, any applicable local laws to reflect the arrangements set out in this MOU.
  - (d) The Shires agree that the CESM position will be established with and administered by the Shire of West Arthur on an in-kind basis.
  - (e) The Shires agree to procure and maintain Workers Compensation insurance or comparable Personal Accident Insurance for the position of the CESM.

## 10. COMMUNITY EMERGENCY SERVICES MANAGER (CESM) ACKNOWLEDGMENTS

- 10.1 The CESM will undertake the role as per the agreed business plan between the Shires and DFES and report on performance indicators every six months. Please see attached the relevant business plan.
- 10.2. The CESM will be an employee of the Shire of West Arthur and as such will report to the Manager of Community Service of that Shire and liaise with

designated Managers from the Shire of other shires. The CESM will receive and respond to advice and requests from the designated DFES District Officers.

## **11. CONDITIONS OF EMPLOYMENT**

- 11.1 The CESM will be employed under the Local Government Industry Award for a three year period with the option to extend.
- 11.2. The hours of duty will generally be 152 hours over a 19 day cycle. The CESM will be expected to manage their own time and will be required to work some weekends and nights, as required.
- 11.3 The CESM uniform will be blue, with shoulder patches displaying DFES Fire and Emergency Services and the appropriate epaulettes representative of a Local Government CESM.
- 11.4 Overtime will be paid by DFES for approved attendance at bush fires. Any other overtime will only be paid with the approval of the DFES District Officers.
- 11.5 Any performance based issue or grievance will be addressed by the use of the appropriate Shire of West Arthur internal policies.
- 11.6 The vehicle used by the CESM, will be by agreement with the Shires and DFES and will be supplied by Shire of West Arthur.
- 11.7 The CESM will be required to perform operational bush fire duties as required and must be appointed as a Fire Control Officer by all shires.

## **12. FINANCIAL PROVISIONS**

- 12.1 The Shire of West Arthur agrees to be the "host" Shire, on an "in-kind" basis (i.e. it will not attract any administration or management fee), for the purpose of administering the financial implications of this arrangement.
- 12.2 DFES (70%), and the three Shires (30% jointly), will be responsible for all costs associated with the CESM position. (i.e. 10% of the total cost for each shire).
- 12.3 DFES and the Shires of Wagin and Woodanilling will pay invoices (for the CESM position) to the Shire of West Arthur on a quarterly basis.
- 12.4 The level of funding will remain constant for the period of the agreement. Funding contributions will be reviewed and re-negotiated at the end of that period.

## **13. HUMAN RESOURCE ARRANGEMENTS**

- 13.1 The selection process for the position of the CESM will be managed by the Shires, with the support of DFES.
- 13.2 The CESM will be required to work to an agreed business plan, which will be developed by the Shires and DFES.
- 13.3 The Shires will provide office space for the CESM.

#### **14. DURATION AND AMENDMENTS**

This MOU will take effect from the 1 July 2014 and will remain in force for a period of three years (3) with an option to extend for a further three years (3) by agreement of all parties.

This MOU shall not be altered, varied or modified in any respect except by agreement in writing signed by all parties to this MOU.

#### **15. DISPUTE RESOLUTION**

15.1 The parties must first attempt to resolve any dispute arising between them in relation to any matter the subject of this MOU, by way of conference and negotiation. The parties must confer and negotiate within seven (7) days of receiving a notice from the other party setting out the nature of the dispute.

15.2 If the issue cannot be resolved by negotiation then the matter of dispute is to be conferred, deliberated and resolved by the FES Commissioner or a nominated delegate and the Shire's CEO's or their nominated delegate.

#### **16. TERMINATION**

This Agreement may be terminated by:

- (a) by any party by giving three (3) months notice in writing to the other parties at any time; and/or
- (b) at any time by written mutual agreement.

#### **17. NOTICES**

Notices or other communications by each party to each other and under this MOU must, unless otherwise notified in writing, be addressed and forwarded as follows:

FES Commissioner  
Department of Fire and Emergency Services  
Emergency Services Complex  
20 Stockton Bend  
COCKBURN CENTRAL WA 6164  
(Postal)  
PO Box P1174  
PERTH Western Australia 6844

Chief Executive Officer  
Shire of West Arthur  
Burrowes Street  
DARKAN WA 6392



Chief Executive Officer  
Shire of Wagin  
2 Arthur Road  
WAGIN WA 6315

Chief Executive Officer  
Shire of Woodanilling  
3316 Robinson Road  
WOODANILLING WA 6316

**This Memorandum of Understanding is made**

BETWEEN THE

**Department of Fire and Emergency Services  
20 Stockton Bend  
COCKBURN WA 6164**

and the

**Shire of West Arthur**

and the

**Shire of Wagin**

and the

**Shire of Woodanilling**

**and will take effect from the 1 July 2014**

SIGNED for and on behalf of the Department of Fire and Emergency Services by:

Wayne Gregson APM  
**FES COMMISSIONER**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

SIGNED for and on behalf of the Shire of West Arthur by:

Nicole Wasmann  
**CHIEF EXECUTIVE OFFICER**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

SIGNED for and on behalf of the Shire of Wagin:

Peter Webster  
**CHIEF EXECUTIVE OFFICER**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

SIGNED for and on behalf of the Shire of Woodanilling:

Belinda Knight  
**CHIEF EXECUTIVE OFFICER**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**INDICATIVE CESM COST SHARING BETWEEN DFES AND THE SHIRES OF WEST ARTHUR, WAGIN & WOODANILLING. As at 1 July 2014 for a CESM 70/30 sharing arrangement**

<b>COSTS ITEM</b>	<b>COSTS</b>	<b>DFES</b>	<b>LGS</b>	<b>RECOUP</b>	<b>FREQUENCY</b>	<b>COMMENTS</b>
Salary	70,000 - 80,000	49,000 - 56,000	21,000 - 24,000	DFES to pay on invoice from Shire (\$12,250/qtr)	Quarterly	
On Costs (30%) Workers Compensation Superannuation Annual Leave/LSL	21,000	14,700	6,300	DFES to pay on invoice from Shire (\$3675/qtr)	Quarterly	
Sanctioned Overtime	DFES			DFES to provide only	As required	
Availability Allowance	8,062	5,643.40	2418.60	DFES to pay on invoice from Shire (\$1410.90/qtr) (DFES use only; allowance may be paid in full by DFES)	Quarterly	Call out, Travel etc
<b>ITC COST</b>						
Laptop Computer & datacard	1,500	1,500		DFES to provide		
PC (Shire)	1,500	1,050	450	DFES to pay on invoice from Shire (\$262.50/qtr)		Shire to provide
Mobile Phone	1,200	840	360	DFES to pay on invoice from Shire (\$210/qtr)	Quarterly	Shire to provide
<b>VEHICLE COSTS</b>						
Lease/fuel/servicing	17,400	12,180	5,220	DFES to pay on invoice from Shire (\$3045/qtr)	Quarterly	Shire to provide vehicle
<b>OFFICE EQUIPMENT</b>				N/A	N/A	LG to provide
<b>UNIFORMS</b>						
Purchase/Maintenance	500	350	150	DFES to pay on invoice from Shire as required. (\$87.50/qtr)	Quarterly	
<b>TRAINING</b>						
Courses/Attendance	1,200	840	360	DFES to pay on invoice from Shire as required. (\$210/qtr)	Quarterly	All parties to share costs
<b>Grand Total</b>	<b>122,362</b>	<b>86,103.40</b>	<b>36,258.60</b>	DFES to pay on invoice 21150.90/qtr (approx.)		

Note: 1. All costs will be shared 2. Wildfire overtime to be paid by DFES

#### **14. ANNOUNCEMENT OF PRESIDENT AND COUNCILLORS**

- a) Elected Members
- b) Officer's

#### **15. URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING**

#### **16. CONFIDENTIAL BUSINESS AS PER LOCAL GOVERNMENT ACT s5.23(2)**

*Under the Local Government Act 1995, Part 5, and Section 5.23, states in part:*

*(2) If a meeting is being held by Council or by a committee referred to in subsection (1)(b), the Council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following:*

- (a) a matter affecting an employee or employees;*
- (b) the personal affairs of any person;*
- (c) a contract entered in to, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;*
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;*
- (e) a matter that if disclosed, would reveal:
  - (i) a trade secret;*
  - (ii) information that has a commercial value to a person; or*
  - (iii) information about the business, professional, commercial or financial affairs of a person;**

*Where the trade secret or information is held by, or is about, a person other than the local government.*

- (f) a matter that if disclosed, could be reasonably expected to:
  - (i) impair the effectiveness of any lawful method or procedure for preventing, defecting, investigating or dealing with any contravention or possible contravention of the law;*
  - (ii) endanger the security of the local government's property; or*
  - (iii) prejudice the maintenance or enforcement of any lawful measure for protecting public safety;**

- (g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1981; and**
- (h) such other matters as may be prescribed.**

**17. CLOSURE**