



MINUTES

ORDINARY MEETING OF COUNCIL

27 SEPTEMBER 2022

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Bill Atkinson
CHIEF EXECUTIVE OFFICER

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The Gifts Register contains the disclosures of gifts that have been made by Elected Members, the Chief Executive Officer and Employees in their official capacity.

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Elected Members and the Chief Executive Officer are required to disclose gifts which are valued over \$300 or are two or more gifts with a cumulative value over \$300 (where the gifts are received from the same donor in a 12-month period) within 10 days of receipt [Sections 5.87A & 5.87B *Local Government Act 1995*].

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SHIRE OF WAGIN

Minutes for the Ordinary Meeting of Council held in the Council Chambers, Wagin on
Tuesday 27 September 2022 commenced at 7.02pm

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1. OFFICIAL OPENING

The Presiding Member, Cr Phillip Blight opened the meeting at 7.02pm.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

2.1 ATTENDANCE

Cr Phillip Blight	Shire President
Cr Greg Ball	Deputy Shire President
Cr Wade Longmuir	
Cr Bryan Kilpatrick	
Cr Sherryl Chilcott	
Cr Dale Lloyd	Entered the meeting at 7.08 pm
Cr Geoff West	
Cr Ann O'Brien	
Bill Atkinson	Chief Executive Officer
Ian McCabe	Acting Deputy Chief Executive Officer
Allen Hicks	Manager of Works
Kirsty Simkins	Executive Assistant
Donna George	Observer

2.2 APOLOGIES

2.3 APPROVED LEAVE OF ABSENCE

Cr Bronwyn Hegarty

2.4 VISITORS

Mr Jeffery Stewart	Resident
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3. RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE

4. PUBLIC QUESTION TIME

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 minimum of 15 minutes is allocated for public forum. The length of time an individual can speak will be determined at the President's discretion.

5. APPLICATION FOR LEAVE OF ABSENCE

4857 COUNCIL RESOLUTION

Moved Cr G K B West

Seconded Cr B L Kilpatrick

That Cr W J Longmuir and Cr P J Blight be granted a Leave of Absence from the 25 October 2022 Ordinary Meeting of Council.

Carried 7/0

6. PUBLIC FORUM

7. PETITIONS/DEPUTATIONS/PRESENTATIONS

7.1 FRIENDS OF MASONIC LODGE

7.06pm MR JEFFERY STEWART FRIENDS OF MASONIC LODGE

- Mr Stewart updated Council on the idea he bought before Council on the 24 May 2022. He had big aspirations of holding a 100 plus Hot Rods car type event to include old school hamburgers a GALA evening would be a slow drive demonstration display of these vehicles. This will be a scaled down affair with the request of a road closure from the entry of Tudhoe/Tarbet Street to the end of the Masonic Lodge carpark, to incorporate a Market Day and Car display to be held the third Saturday in November.
- *Cr D C Lloyd entered the meeting at 7.08pm*
- Cr P J Blight asked the Chief Executive Officer the procedure to close the road
- Chief Executive Officer answered that a formal letter would be required and public advertising to commence to advise residents of the closure at least 2 weeks prior to the event.
- Mr Stewart advised that a letter would be forth coming Thursday 29 September 2022
- *Mrs Kirsty Simkins and Mr Jeffery Stewart left the meeting at 7:15pm*
- *Mrs Kirsty Simkins entered the meeting at 7:16pm*

Shire President Cr P J Blight recognised the passing of Queen Elizabeth II and the accession to the throne of King Charles III.

8. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS

8.1 DISCLOSURE OF FINANCIAL INTEREST – Local Government Act Section 5.60a

8.2 DISCLOSURE OF PROXIMITY INTEREST – Local Government Act Section 5.6

8.3 DISCLOSURE OF IMPARTIALITY INTEREST – Administration Regulation Section 34c

- Cr W J Longmuir declared an Impartiality Interest in item 12.5.1 – *Building Officers Report – August 2022*
- Mr I McCabe declared an Impartiality Interest in item 9.5 – *Minutes from the CEO Selection and Recruitment Committee Meeting*

9. CONFIRMATION OF PREVIOUS MEETING MINUTES

9.1 MINUTES FROM THE ORDINARY MEETING OF COUNCIL HELD 23 AUGUST 2022

4858 COUNCIL RESOLUTION

Moved Cr M A O'Brien

Seconded Cr S M Chilcott

That the Minutes of the Ordinary Meeting of Council held on Tuesday 23 August 2022 and circulated to all Councillors, be confirmed as a true and accurate record.

Carried 8/0

9.2 MINUTES FROM THE WAGIN WOODANILLING LANDCARE ZONE ANNUAL GENERAL MEETING HELD 17 AUGUST 2022

4859 COUNCIL RESOLUTION

Moved Cr G R Ball

Seconded Cr G K B West

That the Minutes of the Wagin Woodanilling Landcare Zone Annual General Meeting held on Wednesday 17 August 2022 as attached, be received.

Carried 8/0

9.3 MINUTES FROM THE CEO SELECTION & RECRUITMENT COMMITTEE HELD 6 SEPTEMBER 2022

4860 COUNCIL RESOLUTION

Moved Cr S M Chilcott

Seconded Cr M A O'Brien

That the Minutes of the CEO Selection & Recruitment Committee Meeting held on Tuesday 6 September 2022 as attached, be received and the recommendations be adopted as decisions of Council.

Carried by absolute majority 8/0

**9.4 MINUTES FROM THE SPORTSGROUND PRECINCT REDEVELOPMENT
COMMITTEE HELD 14 SEPTEMBER 2022**

4861 COUNCIL RESOLUTION

Moved Cr W J Longmuir

Seconded Cr B L Kilpatrick

That the Minutes of the Sportsground Precinct Redevelopment Committee Meeting held on Wednesday 14 September 2022 as attached, be received and the recommendations be adopted as decisions of Council.

Carried 8/0

Declaration of an Impartiality in Item 9.5 – Mr I McCabe

Prior to any consideration regarding Item 9.5 – Minutes from the CEO Selection & Recruitment Committee Mr I McCabe declared an Impartiality interest

- Mr I McCabe, Mr A Hicks and Mrs D George left the room at 7.20 pm*

**9.5 MINUTES FROM THE CEO SELECTION & RECRUITMENT COMMITTEE HELD
27 SEPTEMBER 2022 @ 6.30 PM**

4862 COUNCIL RESOLUTION

Moved Cr B L Kilpatrick

Seconded Cr M A O'Brien

That the Minutes of the CEO Selection & Recruitment Committee Meeting held on Tuesday 27 September 2022 be received and the recommendations be adopted as decisions of Council.

Carried by absolute majority 8/0

- Mr I McCabe, Mr A Hicks and Mrs D George returned at 7.30 pm*

**The minutes of
Wagin Woodanilling Landcare Zone
Annual General Meeting**



**Held at the WWLZ Office
On Wednesday 17th August 2022 @ 4.00pm**

Chair Bryan Kilpatrick declared the meeting open at 4.02pm

1. Attendance & Apologies

Present:	Mr Brian Kilpatrick Ms Kellie Bartley Mr Bill Atkinson Mr Peter Cummings Mr Tim Brown Mr Peter Lacey Mr John Paul Collins Mr Ian Garstone	Chairperson / Wagin Council Representative CEO Shire of Woodanilling CEO Shire of Wagin Wagin Community Representative Woodanilling Council Representative DBCA Representative DPIRD Representative
Staff:	Ms Gen Harvey	NRM Officer
Apologies:	Mr Dennis Bishop	Wagin Community member

2. Previous Meeting Minutes

2.1 – Confirmation of minutes of meeting 25th August 2021

Confirmation of previous minutes accepted, no matters arising.

3. Reports

3.1 – Chairman’s Report

It has been another busy year for the Wagin Woodanilling Landcare Zone (WWLZ). This yearly review is always interesting, and a time to reflect on the diversity of projects that the WWLZ is involved with.

During the last year the management committee has met numerous times both formally and informally as required. I have personally met with Gen on an as-needed basis. I would like to thank all of those that are on the Management Committee and the time they commit to the group.

The approved budget for this year sees a near breakeven result with current funding. There is a small requirement to draw on reserves, with approximately \$6,000 required. My main project for this year has been the updating of the constitution, this was required to better reflect how organization operates and to sort out issues with quorums. I am very pleased to see this has been finalized.

As always, we are grateful for the ongoing financial support from Wagin and Woodanilling Shires that continue to underpin the operation and continuation of the zone and ensure that the doors stay open. The model of two shires willing and able to work together to operate a community group such as the WWLZ is a great achievement

In closing I wish to wish the new incoming Chairperson all the best in the role and to offer my ongoing support to the organization.

Bryan Kilpatrick Chairperson

3.2 – NRM Officer Report

See attached files: NRM Officer Report 2022

3.3 – DBCA Report

Mr Lacey indicated he will continue to represent DBCA for the committee. He also noted that there is now a flora officer on contract for the southern region based in Narrogin.

3.3 – DPIRD Report

Mr Collins will retain his position as the representative for DPIRD.

Mr Collins noted that the Wagin community had expressed an interest in foot and mouth disease potential. The department is hosting an information forum for local producers to help understand what measures are being taken to prevent and prepare for an outbreak.

At the research station, the Minister for Agriculture opened a new major sheep feed intake shed in April. This is a 3.8M facility and will be used extensively in research programs.

The government is releasing \$4.5M funding for research into methane reduction and carbon sequestration/offset. The Katanning research station is likely to be significantly involved in this activity.

The 10-year plan to become carbon neutral for the research station is ongoing, they have recently completed a forecasting exercise to gauge what needs to be done. They are looking to plant many hectares of fodder and vegetation each year to aid in this. The station will also be continuing the work looking at groundwater

drainage, surface water drainage, groundwater pumping, desalination, revegetation etc for managing salinity into the long term.

FEED 365 – good application – involved in the main central site in Katanning.

What future feed supplements may look like, carbon sequestration.

3. – Financial Report

See attached files: Financials
End of year position.

No further queries

Committee resolved to accept all reports.

4. Election of new office bearers

Mr Kilpatrick handed responsibility to Mr Cumming for nominations for Chair.

Mr Cumming declared all positions vacant:

Chair:

Mr Cumming called for nominations for Chair.

Mr Kilpatrick nominated Mr Cumming for Chair.

Mr Cumming accepted the nomination and committee had universal agreement.

Mr Cumming is approved as the Chair.

Chair: Mr Peter Cumming

Mr Cumming as chair called for further nominations:

Vice- Chair:

Mr Cumming asked for nominations for Vice-Chair.

Mr Kilpatrick nominated Mr Brown for Vice-chair.

Mr Brown accepted, and committee had universal agreement

Mr Brown is approved as the Vice-Chair

Vice-Chair: Mr Tim Brown

~ 3 ~

Remaining positions are by virtue of employment roles.

Treasurer position generally held by Shire of Wagin CEO for payment approvals however with uncertain situation of CEO role in the near future, this position will be taken on by CEO Shire of Woodanilling.

Treasurer: Ms Kellie Bartley – CEO Shire of Wagin – financial approvals required for all payments.

Ms Bartley explained that electronic signature system will need to be accepted by the committee as distance may require some approvals to be conducted on-line.

Committee approved this decision.

Secretary: Ms Gen Harvey – NRM Officer responsible for WWLZ Administration.

5. General Business

5.1 Budget Approval

See attached file: 2022 – 2023 Budget.

Unanimous approval of budget, update from draft to current.

5.2 Management Status Report

See attached file: Committee Checklist

Ms Harvey noted that this year the checklist items were still within appropriate time frames and would not require addressing until following AGM.

5.3 Boardwalk Project

Mr Atkinson had previously noted through general email that given the shortfall in funding, perhaps we do not proceed at this time.

Ms Harvey outlined the options that had been put to her from State NRM office and that some discussion with Lotterywest had taken place. The 2 quotes sought for new contractors both far exceeded the allocated budget by a minimum of \$9000.

Committee approved the decision to discuss with state nrm to return funds.

5.4 Illegal Firewood Collection

Firewood

Shire of Wagin has a policy that allows people to take wood from road reserves but only in the event of cleared wood from road work operations. People are coming into the area regardless and removing timber where they should not be. Along with this we are facing urban people coming out to rural regions to collect wood illegally.

Seems contrary to our construct as a Landcare group – should we query the Shires regarding their policies?

Mr Atkinson put forward a motion for present to the shires to review their policies on firewood collection to manage vegetation into the future.

Motion was seconded by Mr Brown

Committee approved that motion

6. Special resolution

Mr Kilpatrick put forward the motion to accept the revised constitution

The members resolve that the current Constitution of the Association be repealed, and the new proposed Constitution attached and titled “Wagin Woodanilling Landcare Zone Constitution August 2022” be adopted.

Mr Atkinson seconded the motion

Voted unanimously in the affirmative by the committee.

Ms Harvey to proceed with the registration of new constitution within the allowed 28-day period

Meeting concluded at 5.26

Minutes taken and recorded by Ms G. Harvey 17th August 2022.



Wagin Woodanilling Landcare Zone

2022 Report



Events

Woodanilling Primary School Habitat Walk





Wagin CRC Snake Handling Course (Subsidised through project)



School Holidays

Birds in Art

threatened species focus

Fat-tailed Dunnart



Yellow-footed Antechinus - Mardo



Notes

- Usually solitary, however may form small groups, especially in colder periods
- Nocturnal
- Carnivorous
- Will also nest with mice for warmth in colder seasons (which they will also eat when it warms up!)
- Females highly territorial, defending territory around nesting site
- Can undergo torpor especially during colder months (if found sunbaking is often during return from torpor state)
- Store fat in tails in time of plenty to draw on later
- Nest on the ground, hollow log
- Females can breed several litters (gestation is approx. 16 days)
- Newborn babies smaller than
- Can eat as much as its own weight
- Like eating hard boiled eggs!
- Gets all the water they need from food
- Lifespan around 1.5 years for females

Ash-grey Mouse - Noodji



Notes

- Nocturnal
- Mostly herbivores, active digger for shoots and seeds, but will eat insects when opportunity is there.
- Spends most time on the ground, but will go up into shrubbery to forage for food.
- Breeding is done around favourable conditions in our dryer area.
- We would be the far end of their range from the coast
- Can be confused with a house mouse, however coat is usually much lighter and generally hold themselves in a different posture - Ash grey is more ball shaped when not in motion. Also much quieter to handle than a wild mouse, they are unlikely to bite where as a mouse will.
- Preferring heath type country rather than forested, can be found in shrubland and mallee areas.
- Live in deep burrow complexes, but use temporary housing such as hollow logs or where ground litter is deep enough, will nest amongst that.
- House mice and Ash-grey's may compete for resources, so large numbers of house mice may dislodge Ash-grey populations.

- Breeding cycle like phascogales (Males die off after one breeding seasons, females usually live slightly longer, perhaps 2 years)
- Name antechinus means - not a hedgehog!
- Colour varies across regions, generally grey overall body, variation on the underbelly shade but always has white eye ring and black tip to tail, feet generally yellowish in colour but hue varies.
- Territorial solitary animals, fight by standing up clawing at each other till one backs down.
- Female holds sperm until end of breeding season, releases with eggs, so one litter may have multiple fathers.
- Usually with birds or small mammals will turn inside out to reach the flesh and leave the skin



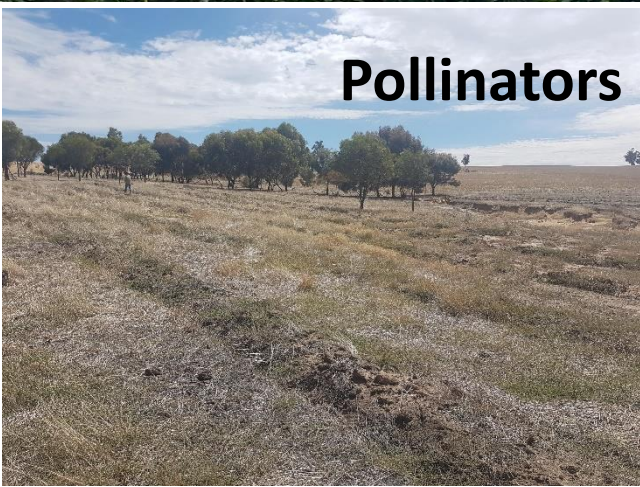
WDHS presentation



Projects



Pollinators Project Stage 2 - SWCC - \$218,100 over 4 years \$58,785 2021/2022



- 4th year of project, canola rotation has come back around from beginning of project.
- Insect surveys have been on-going
- Revegetation and fencing programs are underway this year. Final season for implementing on ground works.
- Contracted to undertake another fauna survey to compare at same location as original survey.
- 2 Traditional Ecological Knowledge events have been held in our area. (Noongar led field trip to discuss traditional land practices)



Wagin Lake Bird Hide Stage 2 – Boardwalk \$26,112

- Issues with costings due to covid increase vs original quote
- Original contractor withdrew, new quotes have been obtained.
- Roughly \$8000 shortfall on current funding
- Spoken to lotterywest re potential funding





Ordinary Council Meeting

Helping our Wagin-Woody community to understand and protect our species

- 3 year project - \$133,340
- 2022-2023 - \$70,000



23

Project CSGL20015
Planting and Revegetation

7ha Revegetation

0 250 500



27 September 2022



- 4 of 15 fauna surveys completed, 5 lined up for spring 2022
- Variety of events have been held, nightstalk planned for October in partnership with Wagin CRC, community members getting involved with fauna surveys also.
- 4 of 10 km fencing has been completed.
- 12 ha Revegetation underway this season, further 4ha to complete.

DPIRD Feed 365 – Satellite trial for feed gap pasture options

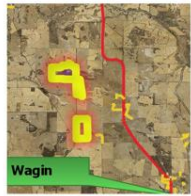
- 3 year project - \$60,000
- 2022-2023 - \$25,000
- Sowing pasture for feed gaps in quality and quantity
- Fencing off paddocks
- Soil tests, sheep grazing data, sheep growth data, FOO and general pasture assessments
- Field days for producer engagement



Department of
**Primary Industries and
Regional Development**

Sheep grazing

- Sheep measurements on entry and exit of paddocks
- Strategic grazing during periods of traditional feed gap



- Trial Sites
- Fencing
 - Fencing Required
 - Existing Fencing
- Trial details
 - Control
 - Option 1
 - Option 2
 - Option 3



- 6 plots including control
- (Dry sown) Volga vetch, eliza serradella, triticale.
- Teder (sown outside traditional growing season)
- (summer sown) Spartacus barley, margarita serradella, alosca
- Tetraploid ryegrass, cereal rye, triticale, moby barley, broadcast margarita serradella
- Barley, Dalkeith (broadcast and prickle chained both)



Finished Projects

Feral Pig Capacity Building Project – State NRM - \$27,372

- Project to aid landholders with managing feral pigs through education and equipment
- Determined that the level of pre-training required for trapping is more than most have the capacity to do, so still have trapping equipment, but people will need to commit to weeks of pre-training pigs for this method to be effective.
- Based on feedback from this project, applied for funding to hire contractor with an environmental damage focus to fit within funding preferences.





2022 Projects Pending



State NRM Grants applied for:

Protecting threatened species from feral pig impacts in the wheatbelt

\$190,500 over 3 years

Contractor employed to conduct pig control across the Wagin and Woodanilling Shires along the Arthur and Beaufort Rivers with a focus on the damage they do to habitat of threatened species as the agricultural angle application was unsuccessful last year.

Other grants applied for:

Currently in conversation with lotterywest for funding to support the difference in costs for the boardwalk project.



Community Support

- Equipment Hire services – increased demand for tree planter
- Recycling service – battery drop off continues to be very popular
- Invasive species advice – inquiries on control methods/baiting permits/advice continues to expand. (Bridal creeper, foxes, rabbits)
- Wild dog attacks – working with farmer and DPIRD to trap/surveil/cull
- 3 call outs for snake removal in summer
- Injured wildlife response – kangaroo's, swan, pygmy possum
- raven
- General advice on native species plantings for private properties
- Mosquito management in Woodanilling Shire
- Working with CSIRO/DPIRD on-going Boneseed program
- Based on local concerns, will develop skills around the carbon credit/farming/neutral space.
- Pig surveillance/control activities now off project funding





Financial Status



Current funds on hand:

Bankwest Zero Transaction. - \$53,880

Bankwest Telenet Saver. - \$100,673

Current project funding to the value of: \$411,440 (\$404,924)

Finishing project funding to the value of: \$27,372

Incoming project dollars within 2022 period \$60,000 - decreased from 2021 (\$149,100)



Shires support to the value of: \$40,000
Wagin - \$25,000
Woodanilling - \$15,000

NRM Officer role wages (rate of \$65,000 p/annum 2021/2022) funded:
\$60,700 Project funding
\$4,300 Shire funding





MINUTES

CEO RECRUITMENT AND SELECTION COMMITTEE

06 SEPTEMBER 2022

Ordinary Council Meeting

Greg Bull

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Bill Atkinson
CHIEF EXECUTIVE OFFICER

SHIRE OF WAGIN

Minutes of the CEO Recruitment and Selection Committee Meeting held in the Council Chambers, Wagin on Tuesday 06 September 2022 commencing at 7.00 pm

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1. OFFICIAL OPENING

The CEO opened the meeting at 7.00 pm and called for nominations for a Chairperson for the Committee.

Cr Ball nominated Cr Blight as Chairperson of the CEO Recruitment and Selection Committee

There being no further nominations Cr Blight was declared elected as Chairman and resumed the chair.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

2.1 ATTENDANCE

Cr Phillip Blight	Chairman
Cr Greg Ball	
Cr Sheryll Chilcott	
Cr Bronwyn Hegarty	
Cr Dale Lloyd	
Cr Ann O'Brien	
Cr Geoff West	
Mr Ron Walker	Independent Member
Bill Atkinson	Chief Executive Officer

2.2 APOLOGIES

Cr Bryan Kilpatrick
Cr Wade Longmuir

2.3 VISITORS

Nil

3. PUBLIC FORUM

Nil

4. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

5. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS

5.1 DISCLOSURE OF FINANCIAL INTEREST – Local Government Act Section 5.60a

Nil

5.2 DISCLOSURE OF PROXIMITY INTEREST – Local Government Act Section 5.6

Nil

5.3 DISCLOSURE OF IMPARTIALITY INTEREST – Administration Regulation Section 34c

Nil

6. CONFIDENTIAL BUSINESS AS PER LOCAL GOVERNMENT ACT S5.23 (2) – REPORTS TO COMMITTEE

COMMITTEE DECISION

Moved Cr G K B West

Seconded by Cr M A O'Brien

That the Committee move behind closed doors and the meeting be closed to the public at 7.05 pm in accordance with sections 5.23(2)(b) of the Local Government Act 1995 to allow Council to discuss Item 16.1 which relate to matters of the personal affairs of any person.

Carried 8/0

6.1 BACKGROUND INFORMATION (COUNCIL MINUTE AND DISCUSSION PAPER)

COMMITTEE DECISION

Moved Cr D C Lloyd

Seconded by Cr S M Chilcott

That the Information presented (confidential attachment under separate cover) be received.

Carried 8/0

6.2 DETERMINATION OF RECRUITMENT PROCESS AND ADMINISTRATIVE SUPPORT ARRANGEMENTS

COMMITTEE DECISION

Moved Cr G R Ball

Seconded by Cr G K B West

That the recruitment of a new Chief Executive Officer be managed internally with administrative support being provided a senior member of staff.

Carried 8/0

6.3 ESTABLISHMENT OF RECRUITMENT TIMELINE

COMMITTEE DECISION

Moved Cr G R Ball

Seconded by Cr G K B West

That the timeline for recruitment be as follows:

September 2022

- (Early September) Committee identifies the qualifications and selection criteria necessary for a new CEO to undertake the role and duties required of the position.
- Committee prepares and agrees on the Job Description Form (JDF) which clearly outlines the qualifications, selection criteria and responsibilities of the position.
- Committee prepares an advertisement and information package relating to the position and determines the scope of advertising to be undertaken.
- Council considers and adopts (by Absolute Majority) the JDF and other recommendations of the Committee.
- Advertising commenced in the manner prescribed. (Early October)

October 2022

- (Late October) Applications close and nominated Committee shortlists applicants for interview.

November 2022

- Reference checking carried out on applicants called to interview.
- CEO Recruitment and Selection Committee conducts interviews and preferred applicant recommended to Council for appointment.
- Council considers and adopts recommendation of Committee.
- Contractual arrangements completed including verification of qualifications and Police clearance.

CARRIED 8/0

6.4 CONSIDERATION OF JOB APPLICATION PACKAGE

COMMITTEE DECISION

That it be resolved that the CEO Job Application Package be reviewed by Councillors and the item be deferred to the next meeting of the committee.

CARRIED 8/0

7. GENERAL BUSINESS

COMMITTEE DECISION

That it be resolved that the next meeting of the Committee be held on Tuesday 20 September 2022.

CARRIED 8/0

COMMITTEE DECISION

Moved Cr G K B West

Seconded Cr S M Chilcott

That the Committee move out from behind closed doors and the meeting be opened to the public at 8.40 pm.

Carried 8/0

8. CLOSURE

With no further business the Chairperson thanked those in attendance closed the meeting at 8.41 pm

I certify that this copy of the Minutes is a true
and Correct records of the meeting held on
6 September 2022

Signed

Presiding Elected Member

Date:



MINUTES

SPORTSGROUND PRECINCT REDEVELOPMENT STEERING COMMITTEE

14 SEPTEMBER 2022

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DISCLAIMER

No responsibility is implied or accepted by the Shire of Wagin for any act, omission or statement or intimation occurring during Council or committee meetings.

The Shire of Wagin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does so at that person's or legal entity's own risk.

In particular and without detracting 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 any member or officer of the Shire of Wagin during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Wagin

The Shire of Wagin advises that anyone who has any application lodged with the Shire of Wagin shall 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.

Bill Atkinson
CHIEF EXECUTIVE OFFICER

GIFTS DISCLOSURE INFORMATION

The Gifts Register contains the disclosures of gifts that have been made by Elected Members, the Chief Executive Officer and Employees in their official capacity.

To adhere with the changes to gift disclosure regulations in the *Local Government Legislation Amendment Act 2019*, passed by Parliament on 27 June 2019, the Shire of Wagin provides gift disclosure information in the interests of accountability and transparency.

Elected Members and the Chief Executive Officer are required to disclose gifts which are valued over \$300 or are two or more gifts with a cumulative value over \$300 (where the gifts are received from the same donor in a 12 month period) within 10 days of receipt [Sections 5.87A & 5.87B *Local Government Act 1995*].

The Act and Regulations require the Chief Executive Officer to publish an up to date version of the Gifts Register on the Shire's website after a disclosure is made. To protect the privacy of individuals, the register published on the website does not include the address disclosed by an individual donor and will instead include the town or suburb.

SHIRE OF WAGIN

Minutes for the Sportsground Precinct Redevelopment Steering Committee Meeting
held in the Council Chambers, Wagin on Wednesday 14 September 2022
commencing at 5.33pm

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1. OFFICIAL OPENING

Opened the meeting 5.33 pm.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

The quorum for this Committee is six members of the Committee.

2.1 ATTENDANCE

Cr Wade Longmuir	Councillor
Paul Powell	Wagin Agricultural Society
Brenden Hall	Wagin Cricket Club
Dave Hill	Wagin Bowling Club
Anthony Rowell	Wagin Tennis Club
Cam Clifton	Community Member
Ian McCabe	A/Deputy Chief Executive Officer

2.2 APOLOGIES

Cr Phillip Blight	Shire President
Howard Ward	Wagin Agricultural Society
Fiona Dawson	Wagin Pony Club
Dwight Kellow	Wagin Hockey Club
Kevin Spurr	Wagin Trotting Club

3. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

4. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS

Nil disclosures

4.1 DISCLOSURE OF FINANCIAL INTEREST – Local Government Act Section 5.60a

4.2 DISCLOSURE OF PROXIMITY INTEREST – Local Government Act Section 5.6

4.3 DISCLOSURE OF IMPARTIALITY INTEREST – Administration Regulation Section 34c

5. CONFIRMATION OF PREVIOUS MEETING MINUTES

COMMITTEE DECISION

Moved B. Hall

Seconded A. Rowell

That the minutes of the Sportsground Precinct Redevelopment Steering Committee meeting held on 21 June 2022 and circulated to all Councillors and Committee Members, be confirmed as a true and accurate record.

Carried 6/0

BACKGROUND/COMMENT

Council has received the Committee Minutes for 21 June 2022 at its meeting of 28 June as unconfirmed minutes. The Committee is an advisory body to Council and Council may make decisions based on the Committee Minutes alone or consider other material alongside it. Council may also amend recommendations in making any resolutions.

VOTING REQUIREMENTS

Simple majority

6. CORRESPONDENCE AND REPORTS

6.1 WAGIN SPORTSGROUND PRECINCT – DEVELOPMENTS SINCE THE LAST COMMITTEE MEETING

PROPONENT/OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	A/Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	8 September 2022
PREVIOUS REPORT(S):	16 June 2022
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CS.SP.25
ATTACHMENTS:	1. Executed MOU 7 July 2022.

OFFICER RECOMMENDATION

Moved by D. Hill

Seconded by P.Powell

That the Committee receives the updated Status Report.

Carried 6/0

BRIEF SUMMARY

The purpose of this item is to keep the committee informed and provide a status report of the Sportsground Precinct proposal.

BACKGROUND/COMMENT

At the ordinary meeting of Council 28 June 2022, this Committee's Minutes of 1 June were received; at the same meeting the Committee's unconfirmed minutes of 21 June were received.

At that meeting the Acting Deputy CEO was appointed by Council to act as CEO from 1 October 2022 until the position is filled by a recruitment process. The Terms of Reference specify administration support will be provided by the DCEO and Community Liaison Officer. It may assist this project if that reference is amended and this will be addressed in a subsequent item (see 6.2).

The Memorandum of Understanding for this Committee was executed 7 July when signed by the President and Chief Executive Officer of the Shire of Wagin. This was distributed by email 8 July 2022 and is attached to this item.

At the ordinary meeting of Council 2 August 2022, the budget submission from this Committee was approved as Stage 1 of the Sportsground Re-Development Project. Council's decision was as follows:

OFFICER RECOMMENDATION/4828 COUNCIL RESOLUTION

Moved Cr D C Lloyd

Seconded Cr B S Hegarty

That Council:

- 1. List the Sportsground Redevelopment as a Council project within strategic planning with appropriate planning and reporting to be developed for future decision making;**
- 2. Approve delegated authority to the CEO within delegation 30 and purchasing and other policy to initiate request for tender(s) for Stage 1 of the project: a) demolition of the primary site; and b) assessment of future need;**
- 3. Allocate the amount of \$150,000 within the draft 2022/23 financial budget for this purpose.**
- 4. Where external funding becomes available and appropriate, seek Council Approval to modify financial planning for this project.**

Carried 6/1

The primary site is the area previously identified for re-development – please refer to Council's Minutes and minutes of this Committee for full details. There are many elements now to be formally decided and incorporate into a project plan (to be referenced in other items or listed for later discussion).

Committee member Brenden Hall attended the council meeting and spoke in support of the Stage 1 item.

The local government's budget was formally adopted 23 August including the funds and proposal as listed above. Tender documents will now be prepared to implement the decision.

At the same meeting, Council approved a revised Strategic Community Plan and Disability Access and Inclusion Plan. Both documents were re-workings of existing documents and referenced consultation completed in 2022. The importance of the first of the two plans to this project is to assist in ascertaining the aspirations of the community and aligning these with Council's strategic vision for the community, given due consideration for the capacity and capability of the local government to deliver. Several large strategic matters will be considered by Council in the coming year, including:

- Local Health Plan as required by the Public Health Act 2016: there is an opportunity to heighten health and well-being and sport and recreation as key drivers of local government planning.
- Long term financial planning (including asset management): critical review of all assets and funding in the light of the local government's capacity and capability to deliver. This will include maintenance and replacement of assets of interest to this committee. For the community and member clubs, utilisation of facilities, future membership and integration with the local economy through events and visitors will be major components of these considerations.

The latter item, Disability Access and Inclusion Plan (DAIP), is a legislative requirement that the local government make all facilities, services and events more inclusive and accessible. The seven key elements of the plan will be central to any plans with which the local government participates.

Both plans can be viewed at the official shire website (point at Council / Strategic Documents).

The Acting DCEO has been in communication with the Regional Manager, Department of Local Government, Sports and Cultural Industries, Ms Samantha Cornthwaite. Several emails and phone calls have been exchanged to liaise about project settings, possible funding and relationship build. A site visit occurred 18 August to assist Ms Cornthwaite familiarise herself with the likely location of building and playing surfaces.

The Acting CEO met with members of the Wagin Bowling Club to discuss the current facility and provided a discussion paper for reference by the Committee and general membership. The Wagin Bowling Club has provided a positive response to that discussion paper which is addressed at a later item.

For the information of the Committee, the Shire of Wagin has met with committee members of the Wagin Swimming Club; recruited a Manager for the aquatic facility; hosted a visit of the 2022 Melbourne Cup; and expects to announce the recruitment of a Community Development Officer in the coming week.

CONSULTATION/COMMUNICATION

Steering Committee members; Mr Bill Atkinson CEO; full Council of the Shire of Wagin; Committee of the Wagin Bowling Club Inc.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 Part 5 Division 2; Local Government (Administration) Regulations 1996.

POLICY IMPLICATIONS

No policy applicable to this item

FINANCIAL IMPLICATIONS

No financial implications to this item

STRATEGIC IMPLICATIONS

Contribute to the Shire of Wagin Strategic Community Plan key strategic outcomes: 1.3 Increase tourism and promotion of town and heritage; 2.8 Investigate planning and development of sporting facilities; 3.4 Progress the Wagin Community Recreational Hub.

VOTING REQUIREMENTS

Simple majority

Memorandum of Understanding (MoU)
For
Sportsground Precinct Redevelopment Steering
Committee

1 July 2022 - 30 June 2024

Agree to a memorandum of understanding to further co-operation between represented organisations to support the Council of the Shire of Wagin in the improvement and management of nominated recreational facilities.

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Memorandum of Understanding

This document represents an agreement between

**Shire of Wagin; and
Wagin Agricultural Society; and
Wagin Riding and Pony Club Inc.; and
Wagin Hockey Club Inc; and
Wagin Cricket Club; and
Wagin Bowling Club; and
Wagin Trotting Club; and
Wagin Tennis Club.**

The local government and represented organisations and community representatives are working as an advisory committee to Council. The Memorandum of Understanding does not replace the Committee's Terms of Reference but provides a mechanism for organisational representatives to provide advice and make decisions about sporting facility creation and management.

1. Description of collaborating organisations

The eight (8) partner organisations are a Local Government Authority under the *Local Government Act 1995* (as amended) and seven (7) incorporated bodies. Two community representatives to the Sportsground Precinct Redevelopment Steering Committee may participate in any meeting and contribute to any document or decision but not bind any member organisation.

Other organisations may become members with the unanimous agreement of the Committee.

2. Objectives and scope

This MoU aims to promote collaborative work with council to develop the pursuit of sport in the District.

The objective is create sustainable facilities that will support existing and future needs for sporting, recreational, economic and community development within the district of Wagin.

The signatories of the MOU (**“the committee”**) comprises the local government authority and seven incorporated organisations that share a common location and interest (improving sporting, community and economic welfare within the Shire of Wagin).

3. The nature of the collaboration

The project objectives include:

- 3.1. Identify the current and future sporting infrastructure needs of clubs in the committee
- 3.2. Consider the current and future sporting infrastructure needs of the community.
- 3.3. Establish costs and resource needs to deliver current and future sporting infrastructure needs.
- 3.4. Identify opportunities for collaborative service, funding or resource provision, including opportunities to work with third party providers.
- 3.5. The financial or resource contribution of any member organisation is for the decision of that members’ committee and the timing, quantum or nature of any contribution is at the absolute discretion of the member organisation.
- 3.6. Contribute collaboratively for the benefit of all member organisations and the community in delivery of sporting infrastructure and the growth of sporting participation, community connection and economic development.
- 3.7. All decisions of the Committee are a recommendation to the Council of the Shire of Wagin which will exercise its powers in accordance with the Local Government Act and other legislation, any advice and its collective judgement in making decisions when considering any such recommendation, which may be modified or rejected.

In summary, the project will have the following broad outcomes:

- Development of the project to create infrastructure to enable sporting and recreational pursuits that will add to the development of sport, recreation, community connection and economic development of the district.
- Project planning and implementation of sporting grounds and facilities as identified by the Shire of Wagin, the community or this Committee.

All funding is to be centralised at the Shire of Wagin (**“Lead Agency”**) in identifiable accounts and the Lead Agency will be responsible for the financial reporting requirements as per the funding agreements.

4. The terms of the agreement

This MOU is valid from date of signing to 30 June 2024. This can be extended on mutual agreement of all signatories to the MOU.

5. Organisation and management of the agreement

The responsibilities of each of the partner organisations will be as follow:

5.1. Lead Agency – will be responsible for:

- 5.1.1. Overall project planning and coordination.
- 5.1.2. Management of any bank account or funding for the sole purposes of this project, and all income and expenditure related to it.
- 5.1.3. Reviewing and balancing collective funding budget(s) – income and expenditure statements will be provided to the committee on request.
- 5.1.4. Financial record keeping for the purposes of the reporting as required.
- 5.1.5. Overall financial acquittals and auditing as required for the external funding bodies.
- 5.1.6. Processing financial claims arising from the project(s) or this MoU.
- 5.1.7. Implementing the decisions of Council.

5.2. Deputy Chief Executive Officer – will be responsible for:

- 5.2.1. Record keeping for the purposes of the committee.
- 5.2.2. Sourcing and applying for external funding to support project implementation (as mutually agreed to by the committee).
- 5.2.3. Completion of all progress reports, annual reports and financial acquittals as required for the external funding bodies.
- 5.2.4. Project management (including, but not limited to, all planning, engaging suitably qualified consultants, implementing directly or indirectly any required action.
- 5.2.5. Preparation of external funding, progress reports and acquittals.
- 5.2.6. Applying skill and judgement to decision making to complete necessary tasks as delegated by Council.

5.3. All partner organisations will be responsible for:

- 5.3.1. Support the day-to-day project management of the project as requested by the Lead Agency.
- 5.3.2. Keep relevant local financial and other records to enable funding or financial recouping of costs incurred as relevant to the project and the provision of expenditure statements with supporting documentation to the Lead Agency.
- 5.3.3. Provide updates on progress at member club committee meetings and each partner organisation commits to assisting the Lead Agency with quotations, project inputs, funding body applications or reporting as required.

- 5.3.4. Ensuring that the infrastructure once built, features in respective plans, such as Asset Management Plans, or are provided for in Third Party Provider Asset Management Plan (i.e., owner occupier of facility.) or other such agreed plans to ensure the fair use, maximising utilisation, proper maintenance, and future replacement of the asset.
- 5.3.5. Supporting agreements between the Lead Agency and one or more individual member organisations, may make provision, plans or sinking funds or any other arrangement for the management, use or replacement of completed assets.
- 5.3.6. Updating relevant information with the Lead Agency for any project including relevant site and club information, photos, videos, maps etc as requested, in a timely manner.
- 5.3.7. Providing any information requested from your respective organisation as required to assess the effectiveness of the project.
- 5.3.8. Receive requests for financial or resource commitment and present it to your Committee for consideration and decision.
- 5.3.9. Maintain any relevant insurances.
- 5.3.10. This agreement does not modify any other current agreement held by partner organisations with the Shire of Wagin until that agreement is modified in accordance with its provisions.

6. Lead Agency

For the purposes of this committee, the Shire of Wagin will be the Lead Agency and provide the project coordination for the Sportsground Precinct Redevelopment. The primary contact will be the Deputy Chief Executive Officer of the Shire of Wagin.

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

Ph: 9861 1177 M: 0448 783 692
E: dceo@wagin.wa.gov.au

7. Partner organisations

The partner organisations to this MOU and their relevant contact details are as follows:

To be confirmed

8. Communication and exchange of information

Information dissemination in relation to the project will largely be by email. It is the responsibility of member organisations to ensure the Shire of Wagin is made aware of relevant contact details. Records are to be retained as per the Record Keeping Plan of the local government. Member organisations should ensure committees and membership are engaged with decision making and outcomes. Agendas and minutes will be retained electronically by the Lead Agency.

9. Intellectual property

Rights to the intellectual property as produced by the Committee will be retained by the Shire of Wagin as part of the project.

10. Appendix

Reference is to be made to the following documents:

- Sportsground Precinct Redevelopment Steering Committee Terms of Reference
- Any financial budget or report produced by the Shire of Wagin which Council has resolved to approve.
- Any lease, agreement or other instrument between the Shire of Wagin and member organisations.

11. Effective dates and signatures

This MOU is effective from 07 JULY 22 (date of signing)

Signature

Chief Executive Officer
Shire of Wagin

Print Full Name of Authorised Person

Signature

President
Shire of Wagin

Print Full Name of Authorised Person

Signature

(Rep)
Cr

Print Full Name of Authorised Person

Signature

(Rep)

xx

Print Full Name of Authorised Person

Signature

(Rep)
cc

Print Full Name of Authorised Person

Signature

(Rep)

xx

DWIGHT KELLOW
Print Full Name of Authorised Person


Signature WAGIN HOCKEY CLUB
(Rep)


xx

PAUL N. POWELL WAGIN AG. Soc
Print Full Name of Authorised Person


Signature (Rep)

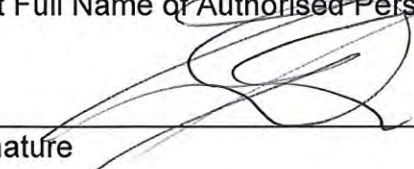
xx

MATTHEW SPURR
Print Full Name of Authorised Person


Signature WAGIN TROTTING CLUB
(Rep)

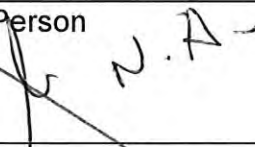
xx

FIONA DAWSON
Print Full Name of Authorised Person


Signature (Rep)

xx

Print Full Name of Authorised Person


Signature (Rep)

Xx

Print Full Name of Authorised Person

Signature (Rep)

Print Full Name of Authorised Person

Signature (Rep)

Print Full Name of Authorised Person

Signature (Rep)

Xx

Print Full Name of Authorised Person

for N.A.

Greg Bell

6.2 AMENDMENT TO TERMS OF REFERENCE: WAGIN SPORTSGROUND PRECINCT RE- DEVELOPMENT STEERING COMMITTEE

PROPONENT/OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	A/Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	
PREVIOUS REPORT(S):	Not Applicable
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CS.SP.25
ATTACHMENTS:	1. Terms of Reference April 2021; 2. Draft Terms of Reference September 2022.

OFFICER RECOMMENDATION

Moved by P.Powell

Seconded by W. Longmuir

- 1. That the Committee Approves the Terms of Reference as amended.**

Carried 6/0

BRIEF SUMMARY

The Terms of Reference guiding this Committee were adopted by Council 27 April 2021. This item makes an amendment to enable project management and add certainty to administration support of the Committee's work.

BACKGROUND/COMMENT

The Shire of Wagin Council endorsed the Terms of Reference at its meeting 27 April 2021 (resolution 4533). That document (Attachment 1) sets out membership, references for decision-making and administrative support.

The acting DCEO has been appointed by Council to act as CEO of the Shire of Wagin from 1 October. The Community Liaison Officer Ms Donna George will act as Deputy CEO during that period with another officer recruited on a temporary basis to support community development. The acting CEO will maintain project management for this committee; with support from others as required. Consequently, it is recommended to change the Terms of Reference to indicate 'officers of the shire' will provide administration support and not specify whom will provide that support.

Secondly, the Terms of Reference states meetings will be held monthly at the Wagin Recreation Centre Members Lounge at a day and time to be agreed upon. I propose altering this to 'regular meetings will be held at a venue, day and time to be agreed upon.'

Finally, there have been two published versions of the Terms of Reference with community membership being either one or two members. I seek confirmation by amendment to 'up to two community members' and with Committee permission will advertise for expressions of interest. Note: committee confirmed in the meeting one community member.

The draft Terms of Reference as amended are attached.

CONSULTATION/COMMUNICATION

Steering Committee members; Mr Bill Atkinson CEO.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 Part 5 Division 2; Local Government (Administration) Regulations 1996.

POLICY IMPLICATIONS

No policy applicable to this item

FINANCIAL IMPLICATIONS

No financial implications to this item

STRATEGIC IMPLICATIONS

Contribute to the Shire of Wagin Strategic Community Plan key strategic outcomes: 1.3 Increase tourism and promotion of town and heritage; 2.8 Investigate planning and development of sporting facilities; 3.4 Progress the Wagin Community Recreational Hub.

VOTING REQUIREMENTS

Simple majority

Wagin Sportsground Precinct Re-Development Steering Committee



Terms of Reference

1. Role/Purpose

The role of the Steering Committee is to provide Council with recommendations to Council on the implementation of the *Wagin Sportsground Precinct Re-development Masterplan*.

2. Term

This Terms of Reference will take effect from adoption by Council continue until the completion of the Sportsground Precinct Re-development or until Council deems the Committee is no longer required.

3. Membership

The Steering Committee will comprise:

- The Shire of Wagin President and one other Shire Councillor
- Two representatives of the Wagin Agricultural Society
- One representative of the Wagin Bowling Club
- One representative of the Wagin Tennis Club
- One representative of the Wagin Hockey Club
- One representative of the Wagin Cricket Club
- One representative of the Wagin Pony Club
- One representative of the Wagin Trotting Club
- Two representatives of the Wagin community

4. Roles and Responsibilities

The Steering Committee will:

- Determine which elements of the Sportsground Masterplan Option 5 will be implemented.
- Prioritise the elements of Option 5 in order of importance and logical sequence, the deliverable from this item showing priority and likely stages.
- Recommend design elements of the proposed new Clubhouse and other required building structures.
- Identify what Memorandum of Understandings or Agreements will be required between the affected organisations.
- Assist and have input in the operating model of the new Sports Club Hub, including operational income, expenditure and future replacement of sporting infrastructure and equipment.

The membership of the Steering Committee will commit to:

- Attending all scheduled Steering Committee meetings.
- Working cohesively in a conciliatory fashion with other members.
- Council Administration will provide secretarial support to the providing agendas, minutes and briefing materials.
-

5. Meetings

- The chairperson will be the Shire of Wagin President.
- The quorum required is six members.
- Normal meeting procedure will be followed, with the Chairperson having the casting vote.
- Meetings will be held as required by the chair or requested by 3 or more members. Monthly meetings may be desirable.
- Meetings will be held Wagin Recreation Centre Members Lounge

6. Amendment, Modification or Variation

Council may alter the Terms of Reference as it sees fit after consultation with the Committee

Wagin Sportsground Precinct Re-Development Steering Committee



Terms of Reference

1. Role/Purpose

The role of the Steering Committee is to provide strategic direction and recommendations to Council in the implementation of the *Wagin Sportsground Precinct Re-development Masterplan* in accordance with the Option 5 and the document's recommendations and implementation plan.

2. Term

The Terms of Reference took effect from April 2021 and will continue (as amended) until the completion of the Sportsground Precinct Re-development or as decided by Council.

3. Membership

The Network Group/Advisory Group will comprise:

- The Shire of Wagin President and one other Shire Councillor
- Two representatives of the Wagin Agricultural Society
- One representative of the Wagin Bowling Club
- One representative of the Wagin Tennis Club
- One representative of the Wagin Hockey Club
- One representative of the Wagin Cricket Club
- One representative of the Wagin Pony Club
- One representative of the Wagin Trotting Club
- One representative of the Wagin community

4. Roles and Responsibilities

The Steering Committee will:

- Determine which elements of the Sportsground Masterplan Option 5 will be implemented.
- Prioritise the elements of Option 5 in order of importance.
- Determine how the development is to be staged and which elements of Option 5 will be staged together.
- In relation to Option 5, decide on the footprint of the development, this will determine the site surveying required, including the surveying of the underground services.
- Recommend design elements of the proposed new Clubhouse and other required building structures.
- Assist with grant opportunities and applications for grant funding.
- Monitor the progress of the building and infrastructure process and report back to Council.
- Assist with any required Memorandum of Understandings or Agreements between the Sporting Clubs and the Wagin Agricultural Society.
- Assist and have input in the operating model of the new Sports Club Hub, including operational income, expenditure and future replacement of sporting infrastructure and equipment.

The membership of the Steering Committee will commit to:

- Attending all scheduled Steering Committee meetings and if necessary, nominate a proxy.
- Working cohesively, be objective and make recommendations in the best interests of the whole Sportsground Precinct Development
- Sharing all communications and information across the Committee.
- Making timely recommendations so as to not hold up the project.

Members of the Steering Committee will expect:

- that each member will be provided with complete, accurate and meaningful information in a timely manner.
- to be given reasonable time to make key recommendations.
- to be alerted to potential risks and issues that could impact the development, as they arise.
- open and honest discussions, without resorting to any misleading assertions.

5. Meetings

All meetings will be chaired by the Shire of Wagin President.

A meeting quorum will be six members of the Steering Committee.

Recommendations are made by way of a majority vote, if a majority is not possible, the Steering Committee advisory group chair has the casting vote.

Meeting agendas and minutes will be provided by the Shire of Wagin Administration staff, this includes:

- preparing agendas and supporting papers
- preparing meeting notes and information.
- Preparing meeting minutes.

Administration support to the Steering Committee and at meetings will be provided by shire officers.

Meetings will be held at a venue, day and time to be agreed upon.

6. Amendment, Modification or Variation

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the Steering Committee members.

6.3 PROJECT DEFINITION: WAGIN SPORTSGROUND PRECINCT RE-DEVELOPMENT, WAGIN BOWLS CLUB

PROPONENT/OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	A/Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	8 September 2022
PREVIOUS REPORT(S):	Not Applicable
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CS.SP.25
ATTACHMENTS:	<ol style="list-style-type: none">1. Sportsground and Recreation Precinct Masterplan August 2022;2. Letter from Wagin Bowling Club dated 6 September 2022

OFFICER RECOMMENDATION

Moved by W. Longmuir **Seconded by** B. Hall

1. That the decision of the Wagin Bowling Club is acknowledged and the club's proposal to re-develop the current bowling club site is supported;
2. That the co-location of the cricket, hockey and tennis clubs is proposed by this committee with support for new clubrooms and playing fields at the Sportsground and Recreation Precinct;
3. That this Committee supports the preparation of a discussion paper and other mechanisms to prioritise other elements of the August 2020 Masterplan.

Carried 5/1

BRIEF SUMMARY

The Sportsground and Recreation Precinct Master Plan has many options and elements. Council identified Option 5 as the preferred option and later recognised a staged approach would be required.

Meetings and discussion in the previous five months have been working toward greater project definition. This item recommends elements that will comprise this project.

BACKGROUND/COMMENT

There are references to the background history to this project in the item 12.2.2 'Stage 1 SPORTSGROUND REDEVELOPMENT PROJECT' in the Shire of Wagin Council minutes for 2 August 2022. This is useful reference material when read together with the August 2022 Masterplan.

Option 5 of the Masterplan as presented in August 2020 includes 20 key elements, only a few of them about the sportsground precinct. The projected cost at that time was north of \$18.2 million with the sportsground hub estimated at \$5.7 million.

Council's Terms of Reference delegated this committee with making recommendations about which elements should be incorporated and assist with other aspects of planned re-development. This is not an easy task and committee members (and others) have struggled with the task of making plans with so many questions unanswered (or unanswerable).

To the credit of this Committee, the Council of the Shire and club committees and club members, there is some definition now being reached. The Wagin Bowling Club has conducted significant assessment of their current facilities, obtained quotes and conducted internal and external consultation and has made a firm decision to re-develop current facilities. The Shire of Wagin will work with the club to make fully costed assessments, prepare project planning and source necessary funding to implement over time an improvement to playing surfaces and club facilities. Consequently, the club will not be re-locating to the re-developed site within the Sportsground Precinct. The club will remain engaged with the re-development project and Committee. A letter to confirm this is attached to this item dated 6 September 2022.

What does this mean for Option 5?

The project will be redefined with the Sportsground elements at the Sportsground and Recreation Precinct principally including:

- New sports hub clubhouse (size, fit-out, orientation to be confirmed by project plan);
- Tennis courts (number, orientation and surface to be confirmed by project plan),
- Hockey facility (shared surface with tennis and other details to be confirmed by project plan);
- Accommodation of cricket;
- Other features to be confirmed (for example, enabling of basketball, inclusion of public recreation);
- All other necessary services, works and access as required to enable the above development to function effectively and accommodate principles of access and inclusion.

Broadly, the above is identified as Stage 2 with confirmation of staging subject to project planning and negotiations with affected users. It is intended to prepare project planning for the above items in seeking funding assistance from the Department of Local Government, Sports and Cultural Industries by submission in the second quarter of 2023.

Transition plans for all clubs to be developed including re-purposing or de-commissioning of existing facilities.

Other elements of the Masterplan may shortly be considered for priority and alignment with Council's plans.

A discussion paper will be prepared separating the sportsground elements as much as practicable from the Masterplan. This paper would be for open discussion and a suitable forum then conducted once that paper has been considered widely. The intention would be to seek agreement as to what is deliverable and when, and where, appropriate include elements into the local government's community and long-term planning. It is highly likely that political engagement and high-level external funding will be required.

Some items may be considered as small projects for alternate streams of completion such as community grants or budget items in 2023/24 and thereafter.

In due course, items will be prepared for Council decision, such as meaningful support for the Wagin Bowling Club.

CONSULTATION/COMMUNICATION

Steering Committee members; Mr Bill Atkinson CEO.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 Part 5 Division 2; Local Government (Administration) Regulations 1996.

POLICY IMPLICATIONS

No policy applicable to this item

FINANCIAL IMPLICATIONS

There is increased likelihood that the overall cost to the community will be lower due these changes as well as a reduced overall timeline for delivery.

STRATEGIC IMPLICATIONS

Contribute to the Shire of Wagin Strategic Community Plan key strategic outcomes: 1.3 Increase tourism and promotion of town and heritage; 2.8 Investigate planning and development of sporting facilities; 3.4 Progress the Wagin Community Recreational Hub.

VOTING REQUIREMENTS

Simple majority

FEASIBILITY STUDY REPORT

SPORTSGROUND and RECREATION PRECINCT MASTERPLAN

for



August 2020

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EXECUTIVE SUMMARY

The Shire of Wagin engaged CCS Strategic in association with ADC Projects to prepare a masterplan for the redevelopment the Wagin Sportsground and Recreation Precinct. This precinct is home to many of the Wagin's sporting clubs and is the site for the Agricultural Society's annual Woolorama event, arguably the most significant event on Wagin's annual calendar.

The changing nature of the community, the local economy, community expectations and the ageing of multiple facilities within the precinct has caused the Shire to investigate opportunities improvements across the precinct. Despite numerous attempts to prepare a definitive redevelopment plan, including a community facilities study in 2011, the lack of consensus surrounding development direction has hampered the process.

The needs analysis report (part 1 of this study) reviewed a variety of previous development options (A, B C and D) for the precinct. A program of research, engagement and analysis was then undertaken to inform the range of development options that should be considered, and a series of new master plans, options 1, 2, 3 and 4, were devised addressing the expressed needs.

A draft feasibility report and the new master plans together with an order of probable cost for each option were presented to Council and community for consideration and comment. Feedback from the workshop presentations was then considered. The tennis and bowls clubs advised they had no desire to relocate to the Golf Course to create a Country Club and the Shire issued an instruction to create a new tennis, bowls, cricket and hockey social hub and associated playing facilities. This is a new option, not previously presented.

The final master plan, now presented as Option 5, provides this new social hub at the eastern end of the precinct for cricket and hockey - with playing surfaces remaining on the main oval - and for tennis and bowls, focused on new synthetic surface playing facilities to be established around the clubhouse. This option provides for the use of the tennis courts as a synthetic turf training facility for hockey, noting that inherent in this design is a decision not to pursue the development of a full-size synthetic hockey pitch.

Option 5 shows that the site can accommodate the footprint of the proposed facilities. Caution is issued, however, noting that the exact location of the new pavilion and playing facilities is subject to site survey and the location of existing services. The area could potentially be impacted by service runs requiring easements. Additionally, the proposed sporting hub development will sit across multiple land parcels. It is recommended that these parcels be amalgamated into one parcel suitable for lease and that further boundary rationalisation be undertaken to simplify land holdings for the Shire, the Agricultural Society and those parcels in joint or trust ownership.

The new social hub requires the demolition of the old scout hall building, currently used as a clubroom by hockey and cricket and as the security HQ during Woolorama. There is unanimous support for the removal of this building. The new social hub also requires demolition of the adjacent education pavilion and grandstand. There had been some support for this building to be demolished or at least repurposed and refurbished.

We remain firmly of the view that the economic viability of Woolorama is essential to the town and the future accommodations within the precinct need to protect their future growth and operational requirements. Development options for the staging of Woolorama are shown in Option 5. Masterplans 1 to 4 proposed the extension of Rifle North Road to Arthur Road as a means of rationalising traffic flows during Woolorama. This road construction option has been replaced with the extension of Kitchener Street (the main east-west link through the precinct) further west to connect to Great Southern Highway as part of the Shire instruction. Our records show the affected land is owned freehold by the Agricultural Society. Should this road be approved and constructed it would be appropriate to acquire the site, effect a land swap or secure perpetual right of access to the community.

The replacement of the existing Merino and British Breeds pavilions with a new combined pavilion adjacent to a new site entry gate, remains part of the masterplan; and the area currently occupied by the sheep pavilions is released to create an entertainment and food and beverage service hub. The Ray Johnson pavilion, previously considered for replacement, is to be retained. The existing horse stalls for trotting are proposed for demolition, to be replaced with new multipurpose stalls that serve both trotting and cattle displays during Woolorama.

The new social hub renders the existing tennis and bowls facilities redundant. The Pony Club is identified as a potential user of the existing tennis clubhouse, however, there is no immediate tenant or alternative purpose identified for the bowls clubhouse. Both the tennis courts and the bowling greens will become unserviceable and redundant in the short term and are best removed. The Pony Club may consider relocating their dressage arena onto the existing tennis courts to give viewing from the clubhouse prior to covering the arena.

Further studies should be undertaken to repurpose or redevelop the areas currently occupied by the bowls and tennis facilities.

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1.0 INTRODUCTION

The Shire of Wagin engaged CCS Strategic in association with ADC Projects to prepare a masterplan for the redevelopment the Wagin Sportsground and Recreation Precinct. This precinct is home to many of the Wagin's sporting clubs and is the site for the Agricultural Society's annual Woolorama event, arguably the most significant event on Wagin's annual calendar.

The changing nature of the community, the local economy, community expectations and the ageing of multiple facilities within the precinct has caused the Shire to investigate opportunities improvements across the precinct. Despite numerous attempts to prepare a definitive redevelopment plan, including a community facilities study in 2011, the lack of consensus surrounding development direction has hampered the process.

The needs analysis report (part 1 of this study) reviewed a variety of development options (A, B C and D) that had previously been prepared for the precinct. A program of research, engagement and analysis was then undertaken to inform the range of development options that should be considered, and a series of new master plans were devised addressing the expressed needs.

A draft feasibility report and new master plan options, 1 to 4 together with an order of probable cost for each option were presented to Council and community for consideration and comment. Feedback from the workshop presentations was then considered including an instruction from the Shire regarding the creation of a new tennis, bowls, cricket and hockey social hub and associated playing facilities. This is a new option, not previously presented.

The final master plan, now presented as Option 5, provides a new social hub at the western end of the precinct for cricket and hockey (focused on the main oval) and tennis and bowls, requiring new synthetic surface playing facilities to be established around the clubhouse. This option proposes the use of the tennis courts as a synthetic turf training facility for hockey, noting that inherent in this design is a decision not to pursue the development of a full-size synthetic hockey pitch. Future development options for Woolorama are shown in Option 5, however, the extension of Rifle North Road as a means of rationalising traffic flows during Woolorama has been replaced with the proposed extension of Kitchener Road as the main east-west link through the precinct all the way to Great Southern Highway.

2.0 NEEDS ASSESSMENT SUMMARY

The full detail of the Needs Assessment can be read in the report for part 1 of the study. It is summarised here to provide easy reference for the feasibility assessment that follows.

2.1 Key findings

- Wagin has a population of just 1,865¹ residents which is forecast to diminish over time
- The Wagin community has an average age of 49, compared to the state average of 36
- Wagin has a surfeit of community facilities, many are underutilized, many are ageing
- The Shire and the community see a need to improve the sportsground precinct
- A key focus for the community is to establish a social hub for sporting groups
- Woolorama is a key economic, social and cultural undertaking for the town and its needs are integral to the future of the precinct

¹ ABS Census 2016

- Successful showgrounds around the nation are easy to navigate and characterised by large pavilions with diverse and flexible accommodations
- Key considerations for the precinct masterplan include function and amenity for all patrons and conditions, ease of access and movement throughout the precinct and recognition of the character of the precinct and its context within the town.
- Wagin offers suitable facilities for participation in all the top 16 activities as recorded by AusPlay2 (except surfing), albeit some facilities are ageing and in need of repair or replacement
- The local community significantly exceeds average participation rates in all measured activities, except for golf.
- AFL has the highest participation rate with 120 players representing 6.4% of the community.
- The traditionally Australian nature of the community is echoed by the fact that there is no soccer played in Wagin, despite it being the most popular team sport in the state.
- Despite a desire to establish a synthetic turf for hockey the community is unable to demonstrate a capacity to maintain the facility and acknowledges that it would harm the viability of the turf in Narrogin

2.2 Failed Facilities

There are several facilities within the precinct that are acknowledged by the community to be at or nearing the end of their useful design life. Decisions must be taken to remove, refurbish or replace them. The number preceding each item refers to the location plan included as attachment 1.

1a. Cricket pitch in main oval	41. Public toilet blocks a and b
2. Bowling green B	42. CWA dining room
3. Synthetic tennis courts	43. Stockman's bar
4. Tennis hit-up wall	44. Merino pavilion
31. Trotting association stables	45. British breeds pavilion
34. First aid room	Sports lighting to main oval
39. Education pavilion	Broadcast / Commentators box

2.3 Future needs

The following needs were identified in the part 1 report and have been acknowledged and affirmed by the community during presentation of the Needs Assessment Report.

Activity	Facility requirements
Holistic view	<p>To develop a social hub in the community, preferably within the sportsground precinct (includes a licensed premise)</p> <p>Sportsground precinct needs to respond to both the operational needs of the annual Woolorama event and the day to day needs of the resident clubs</p> <p>Precinct facilities need to be actively managed/coordinated to optimise use</p> <p>A larger more attractive children's playground</p>

² Sport Australia participation survey in sport and physical activity

	Enhanced facilities for caravan and camping – power, water, sullage Rationalisation of the Shire's numerous heritage buildings that are underutilised and expensive to maintain
Darts	Licensed venue with 4 boards – exclusive use or quiet space for competition days
Agricultural Society	New pavilions for Merinos and British Breeds with grassed display arenas Improved traffic management plan for bump-in days Replacement of old scout hall (security operations) Replacement of Exhibition building/grandstand (education) Creation of clear pedestrian flows to anchor displays Beautification of the precinct Site masterplan that links operation to vision (refer to workshop summary)
Bowls	Replacement of Green A now Replacement of Green B within 5-10 years Aim for 8-10 rinks under lights Refurbishment or replacement of the Clubhouse Interested in shared/combined use
RSL	No future requirements – potential amalgamation into social hub
Pony	Covered dressage arena Retention of stock yards and washdown bays Clubhouse improvements or alternative clubhouse accommodation Readily accessible float parking area Potential accommodation for RDA
Netball	Vinyl floor repair in recreation centre sports hall
Tennis	6 (ideally 8) lit synthetic turf courts – required within 5 years Improved or alternative clubhouse facilities Hit-up wall Children's playground area
Basketball	No facility improvements required for indoor play – remove external hardcourts
Youth Centre	Ongoing improvements as funds permit
Rodeo	No requirements specified to date
Cricket	New synthetic turf wicket Improved Clubhouse facilities Spectator proximity clubhouse to playing field
Hockey	Synthetic turf playing field – lit Improved Clubhouse facilities with changerooms and showers Spectator proximity clubhouse to playing field
Football	Improved drainage in south west corner of the grassed playing field New commentary box – shared with Trots
Trotting	Replacement of existing 80 stables/ stalls Additional 20 stalls to make 100 in total New commentary/judges' box – shared with football Upgraded track lighting – to be shared with football and supported by RWWA
CWA	Ongoing maintenance of main clubhouse and sportsground precinct buildings
Historical Village	Ongoing maintenance and improvements within the Village site. Opportunity to establish a permanent vintage caravan display as part of the Village
District Club	No future requirements – potential amalgamation into social hub

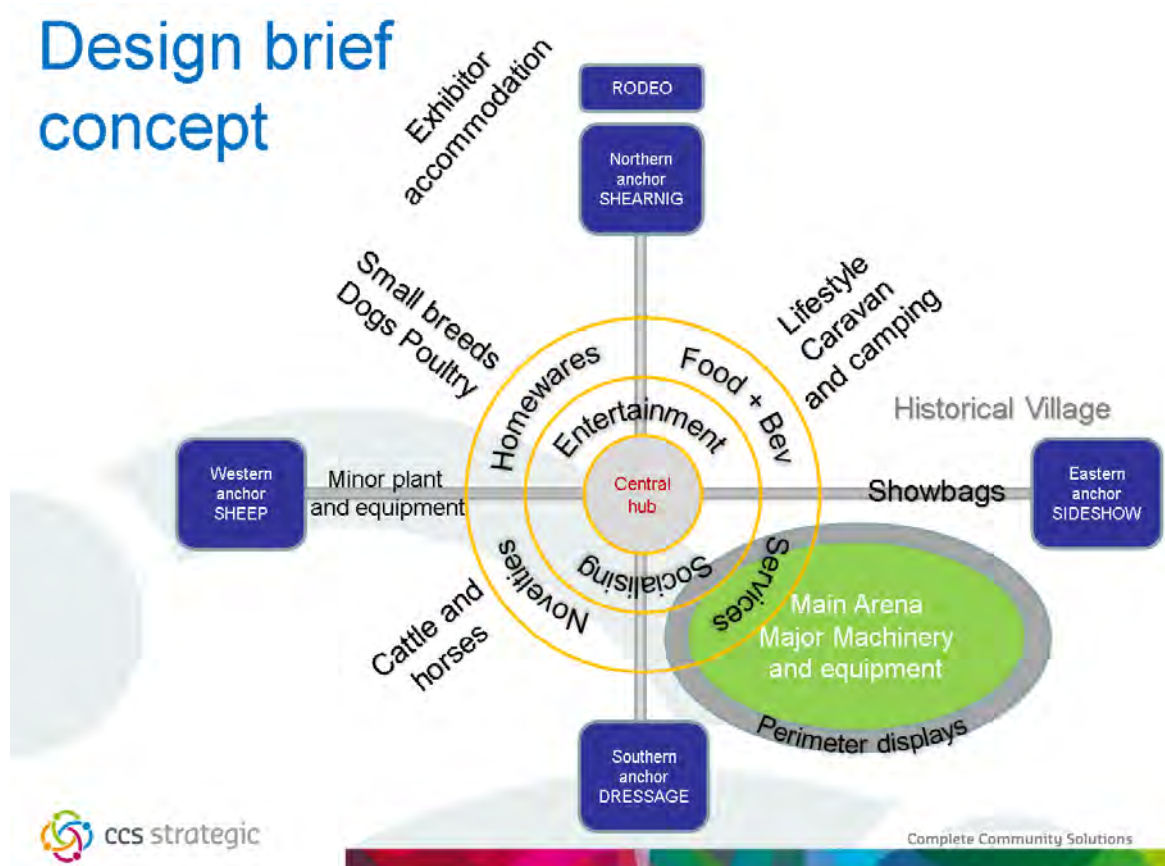
Golf Club	Lack of membership is hampering ambition – dam needs work to allow reticulating the course
Gun Club	Collection and removal of lead shot waste
Overflow caravan and camping facilities for events	Rationalisation of existing amenities and layout within the precinct to provide <ul style="list-style-type: none"> • Additional powered sites • Water connection points • Sullage dump point • Ablution block

3.0 DESIGN BRIEF

The following description was developed as part of the Needs Assessment report and provided to ADC Projects for design interpretation.

Overview

- Create a highly legible and easily accessible and trafficable sportsground precinct that allows for the future growth and development of Woolorama as a priority
- Identify a series of anchor activity nodes that highlight Woolorama attractions within the precinct
- Create a central hub for social activity including food and beverage services and entertainment
- Consolidate sporting activity where possible, particularly in regard to shared use social facilities.



Exclusions

- It was generally agreed that the precinct master plan would not seek to accommodate a full size synthetic hockey turf due to the size imposition, the initial capital cost, the annual operational and eventual surface replacement cost, as well as the likely adverse effect on the neighbouring Narrogin turf.
- Due to its poor condition, the old scout hall (currently used as a hockey / cricket pavilion and as the security service headquarters during Woolorama) is to be demolished immediately without consideration of replacement.

Inclusions

New elements proposed to be added to the precinct include:

- Formal welcoming entry statements at the gates, particularly for Woolorama
- A dedicated service access point for livestock, separate to the public traffic flow
- Seating, shade and shelter along pedestrian routes within the precinct
- New horse stalls – additional 20 to achieve 100 on site
- Clearly defined areas and services (power, water, drainage) for exhibitor camping

Improvements

The following items are proposed to be included in the master plan

- Shelter over the equestrian dressage arena
- Trotting track / sports field lighting upgrade
- Drainage to the south western corner of the main oval
- Replace vinyl floor in the recreation centre sports hall
- Refurbished tennis clubhouse
- Refurbished bowls clubhouse
- Refurbished equestrian Clubhouse

Replacements

- Bowling green – new 40m x 40m (8 rink) lit synthetic grass green proposed
- Tennis courts – 6-8 new lit synthetic grass courts proposed
- Horse stalls – replace existing 80 stalls
- Commentators / Judges box
- Synthetic cricket wicket
- Merino pavilion
- British breeds pavilion
- Education pavilion and grandstand
- First aid station – new facility in alternative location

4.0 SOLUTIONS MATRIX

Design consideration	Solution 1	Solution 2
Create a highly legible and easily accessible and trafficable sportsground precinct that allows for the future growth and development of Woolorama as a priority	Establish north-south and east-west axes for pedestrian access and separate service vehicle route	Formalise existing roads and pathways
Identify a series of anchor activity nodes that highlight Woolorama attractions within the precinct	N - shearing S - equestrian E - sideshow W - sheep	Alternative anchors to be identified
Create a central hub for social activity including food and beverage services and entertainment	Remove sheep pavilions to the west	Combine both pavilions as one
Consolidate sporting activity where possible, particularly with regard to shared use social facilities.	Football cricket and hockey to share recreation centre	Cricket and hockey to share Eric Farrow pavilion
	Combine tennis and bowls in existing tennis clubhouse	Relocate tennis and bowls to Golf club to create a country club
Inclusions	Solution 1	Solution 2
Formal welcoming entry statements at the gates, particularly for Woolorama	Common entry gate design for all active entrances	Designates 'main entry' design different to others
A dedicated service access point for livestock, separate to the public traffic flow	Use entry 1 for all livestock delivery	Create new livestock entry on Rifle North Rd
Seating, shade and shelter along pedestrian routes within the precinct	Create service nodes along axes	Add trees or shade shelters with seats
New horse stalls – additional 20 to achieve 100 on site	Remove from current location	Horse stalls serve as Woolorama cattle stalls
Clearly defined areas and services (power, water, drainage) for exhibitor camping	Set power and water supply points in amongst trees to create defined camping bays	Add common dump and drainage points

Improvements	Solution 1	Solution 2
Shelter over the equestrian dressage arena	Cover existing arena	Relocate arena as southern anchor
Trotting track / sports field lighting upgrade	As proposed	Focus lighting on active playing fields in winter season

Drainage to the south western corner of the main oval	Remediate by regular top dressing	Remediate by installing ag drains
Replace vinyl floor in the recreation centre sports hall	When funding is available	
Refurbished tennis clubhouse	Refurbish in-situ	Relocate to Golf Club
Refurbished bowls clubhouse	Refurbish in-situ	Relocate to Golf Club
Refurbished equestrian Clubhouse	Relocate adjacent to arena	Take-over tennis clubhouse
Replacements		
Bowling green – new 40m x 40m (8 rink) lit synthetic grass green proposed	Replace in-situ	Relocate to golf Club
Tennis courts – 6-8 new lit synthetic grass courts proposed	Replace in-situ	Relocate to golf Club
Horse stalls – replace existing 80 stalls	Extend existing cattle stalls	Build new stalls complex
Synthetic cricket wicket	Replace in-situ	Install in football oval
Merino pavilion	Relocate west	Relocate west as one large pavilion
British breeds pavilion	Relocate west	
Education pavilion and grandstand	Convert Merino pavilion for education	Use marquee for the Woolorama event
First aid station	New facility in alternative location	Area in a proposed new building
Security headquarters	Use existing tennis clubhouse	Use existing bowls clubhouse
Other considerations		
Landscaping and precinct seating	Make use of natural shade and plant more trees – add seats	Install shade shelters – add seats

5.0 PRECINCT MASTER PLAN OPTIONS 1 to 4

Four alternative precinct master plans (1, 2, 3 and 4) were prepared based on the design brief and solutions matrix described above and presented to the Council and the community. A series of additional design options were also presented including the addition of changerooms to the Eric Farrow pavilion to accommodate cricket and hockey, a precinct landscaping plan, a proposal to rationalise the multitude of land parcels through a process of amalgamation and boundary adjustments, and a concept for the relocation of bowls and tennis to the golf club.

These design options are shown below.

Consistent across all precinct master plan options are the following design elements. The numbers shown against the design elements are those on the masterplan options shown below or the site map and precinct legend included as an attachment.

1. Alternations and improvements to the road network

- (2a) Creation of a new T junction and western entry to the precinct
- (2b) Southerly extension of Rifle North Road to Arthur Road
- (11) Creation of Woolorama Ave running east-west, a one-way service road connecting from the rear of the Ray Johnson Pavilion to Rifle North Road
- (12) Formalisation of a service road linking the main arena to the north-south leg of Woolorama Ave
- (13) Easterly extension of the internal service road running between the basketball courts and the Education Pavilion to service the proposed side show alley location
- (14) Upgrade of the internal road running north-south through the existing trotting stables area from Kitchener Street to the new (12) service road
- (15) Creation of a service road extending from the main arena south to Thornton Street for options 1 and 4 or south and east to Tasman Street for options 2 and 3
- (16) Minor upgrades (reseal) to the service road extending north from Kitchener Street to the Shearing Pavilion and turning west
- (17) Formalisation of the road extending north from Kitchen Street to the Rodeo Arena, Youth Centre and gates 4 and 8.

2. Demolition of existing infrastructure

- (6) Dressage arena – only if it is to be relocated
- (29) Equestrian clubhouse – function to relocate to existing tennis clubhouse
- (31) Horse stalls – trotting, to be replaced with multipurpose stalls
- (34) First Aid Room – to be replaced with a permanent facility
- (40) Old scout hall/ cricket-hockey pavilion – function to relocate to Rec Centre or Eric Farrow pavilion
- (41b) Public toilet block – to be replaced with new facilities in new buildings
- (41c) Public toilet block – to be replaced with new facilities in new buildings
- (42) CWA building – to be replaced with new hospitality hub facilities
- (43) Stockman's bar – to be replaced with new hospitality hub facilities
- (44) Merino Pavilion – to be replaced with new combined sheep pavilion 1
- (45) British Breeds pavilion – to join Merinos in new combined sheep pavilion 1
- (46) Ray Johnson Pavilion – to be replaced with new larger contemporary exhibition pavilion

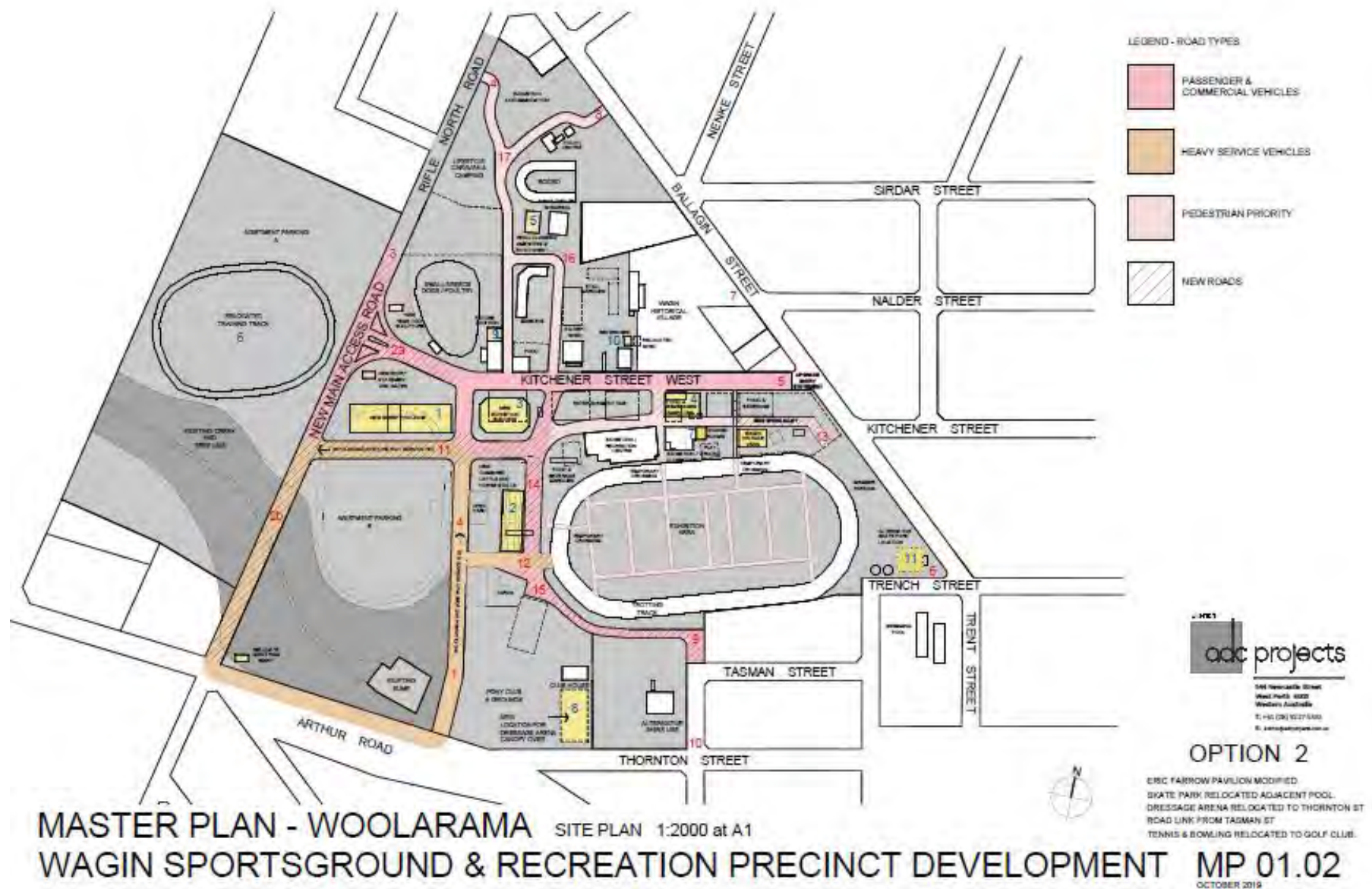
3. Proposed future developments

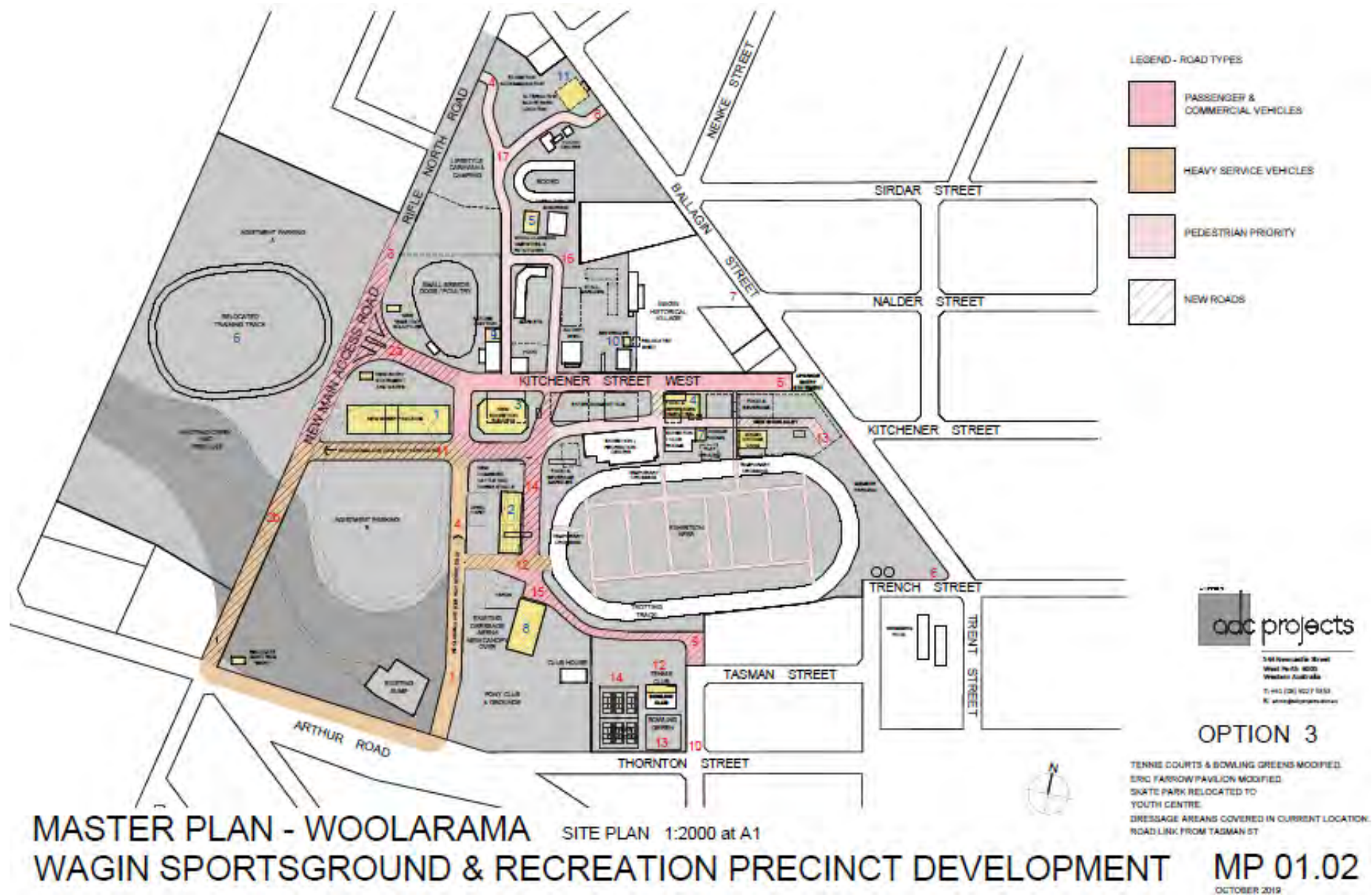
- (1) Construction of a new Sheep pavilion for both British Breeds and Merinos with a grassed exhibition space on the northern face of the building
- (3) Construction of a new larger contemporary exhibition building to replace the Ray Johnson pavilion – including new public toilets to replace 41(c)

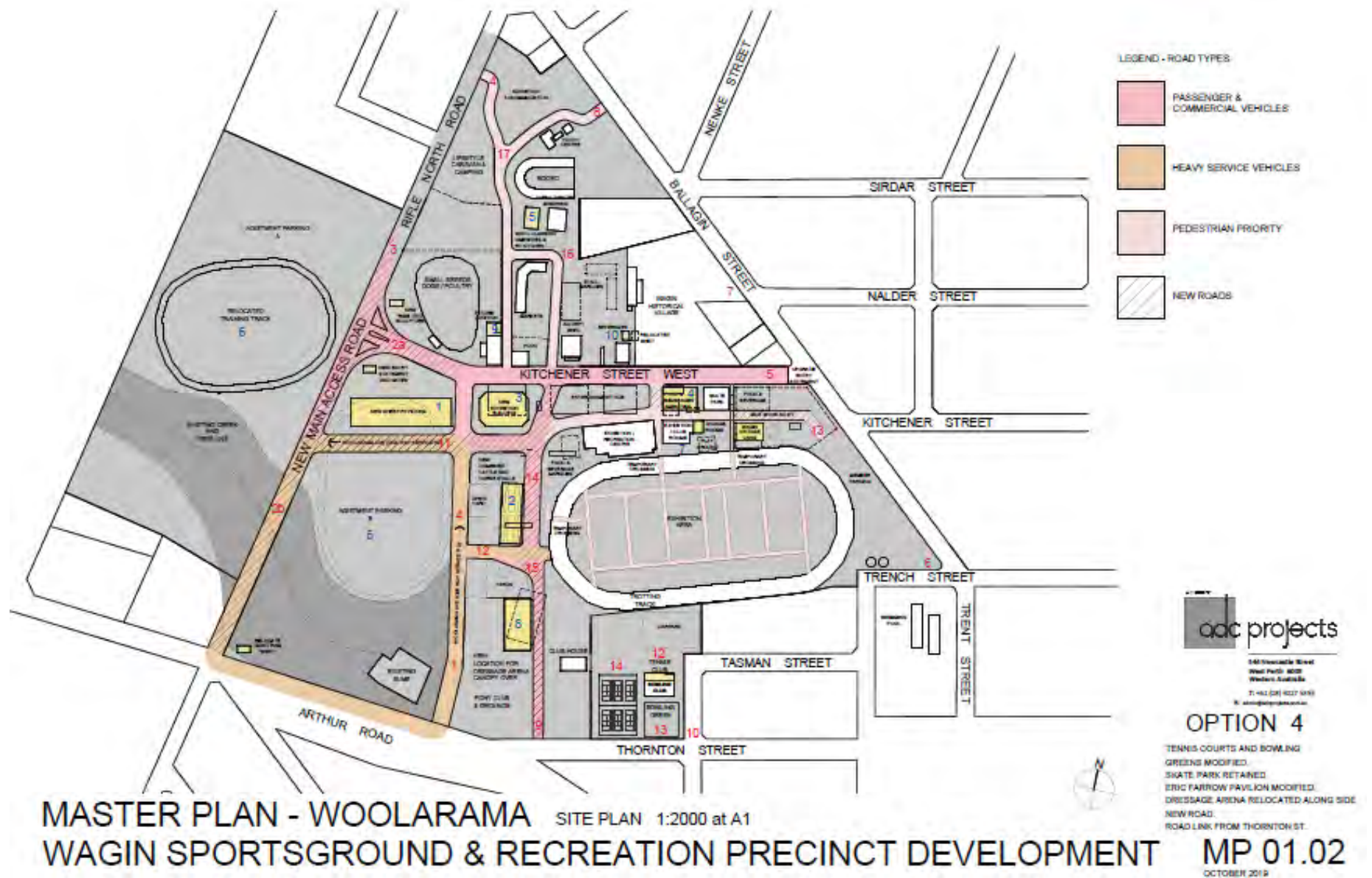
- (4) Construction of a new U-shaped hospitality hub for food and beverage services comprising kitchen and large cool rooms for food and beverage storage on the middle section and multiple service counters on the legs of the U, food to the right and drinks to the left opening onto some permanent and some temporary shaded alfresco areas
- (5) Construct a new wool classing pavilion located adjacent to the Shearing Pavilion to co-locate 'wool off the sheep' activities
- (6) Relocation of the equestrian training track to the west of Rifle North Road
- (7) Construct changeroom facilities at Eric Farrow to accommodate cricket and hockey using Eric Farrow as a clubhouse
- (8) Relocated equestrian arena from existing location and orientation to either align north-south for improved road access (Option 4), or relocate to existing tennis courts to allow viewing from the new pony clubhouse (Options 1 and 2)
- (8) Roof over equestrian arena in all options
- (9) Extended poultry pavilion to cater for additional exhibitors or exhibit types
- (10) Relocated shed to assist with boundary adjustments
- (11) Relocated Skate park to make improve alignment to youth activities on site:
Option 2 – near the youth centre at gate 8
Option 3 – near the swimming pool at gate 6

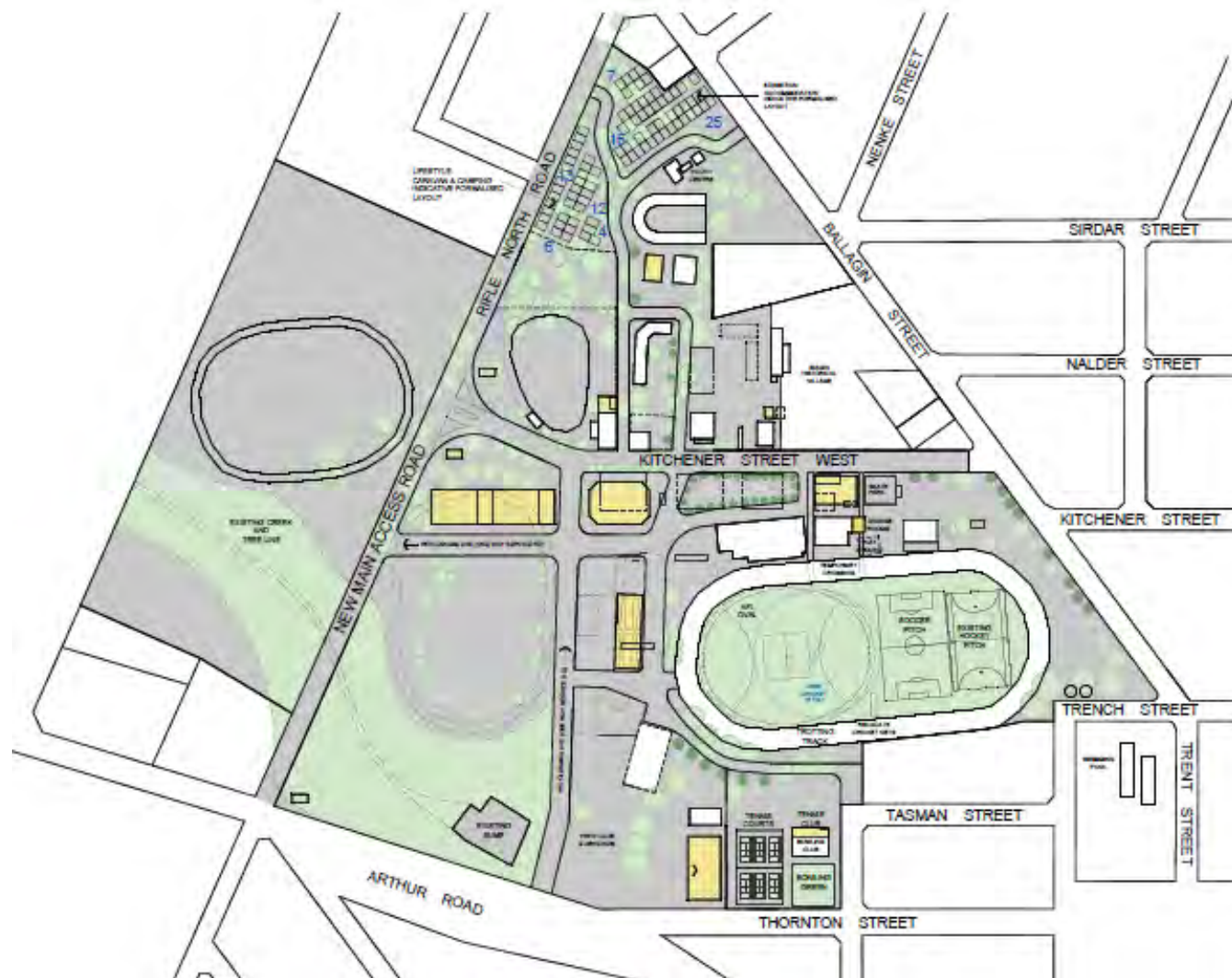
The key variations among the design options 1, 2, 3 and 4 relate to:

- (11) The position of the Skate Park
- (8) The position of the Equestrian Arena – and the associated alignment of road 15
- (7) The use of the Eric Farrow Pavilion for cricket and hockey (which requires the addition of changerooms) or the Recreation Centre (which requires some modifications to the existing changerooms)
- (12) The refurbishment and extension of the existing Bowls Clubhouse to accommodate Bowls and Tennis
- (13) The construction of a new 8 rink lit synthetic surface bowling green
- (14) The construction of 6 new lit synthetic surface tennis courts adjacent to the expanded bowls clubhouse
- (WCC) the proposal to relocate bowls (construct a new 8 rink lit synthetic green) and tennis (6 lit synthetic courts) to the golf course to create a Country Club with minor modifications to the existing clubhouse.





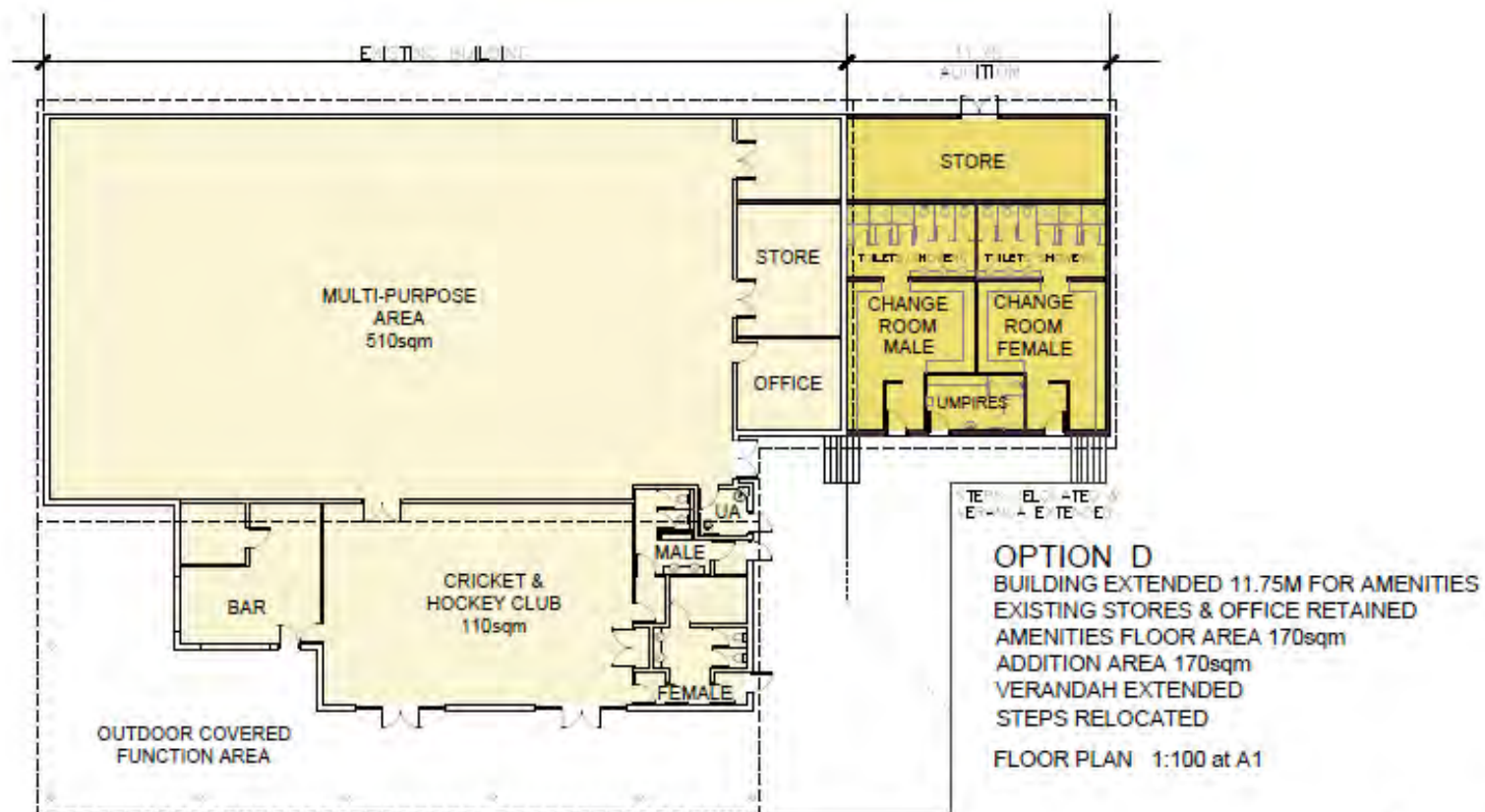




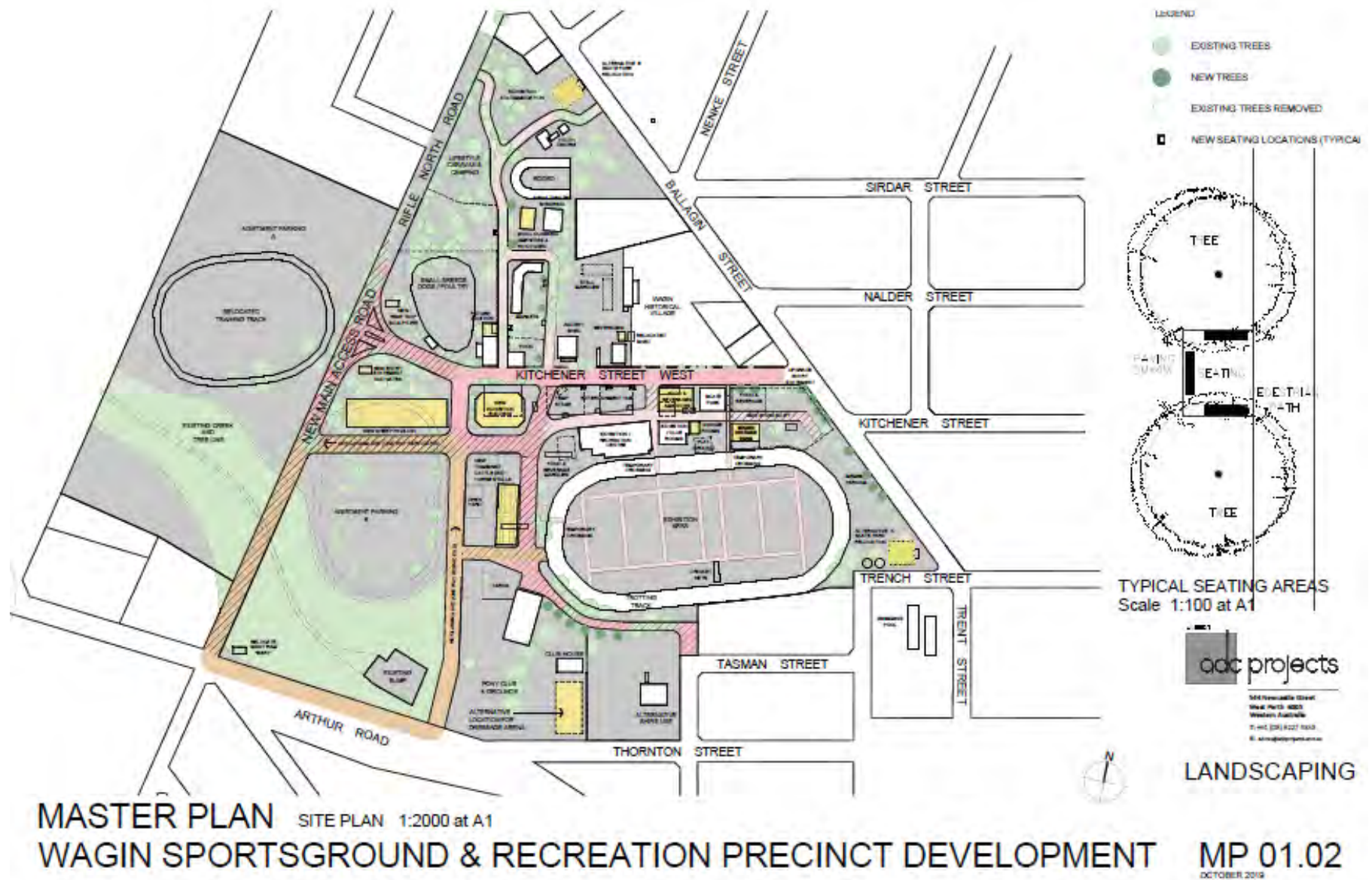
COMMUNITY & RECREATION USAGE SITE PLAN 1:2000 at A1 WAGIN SPORTSGROUND & RECREATION PRECINCT DEVELOPMENT

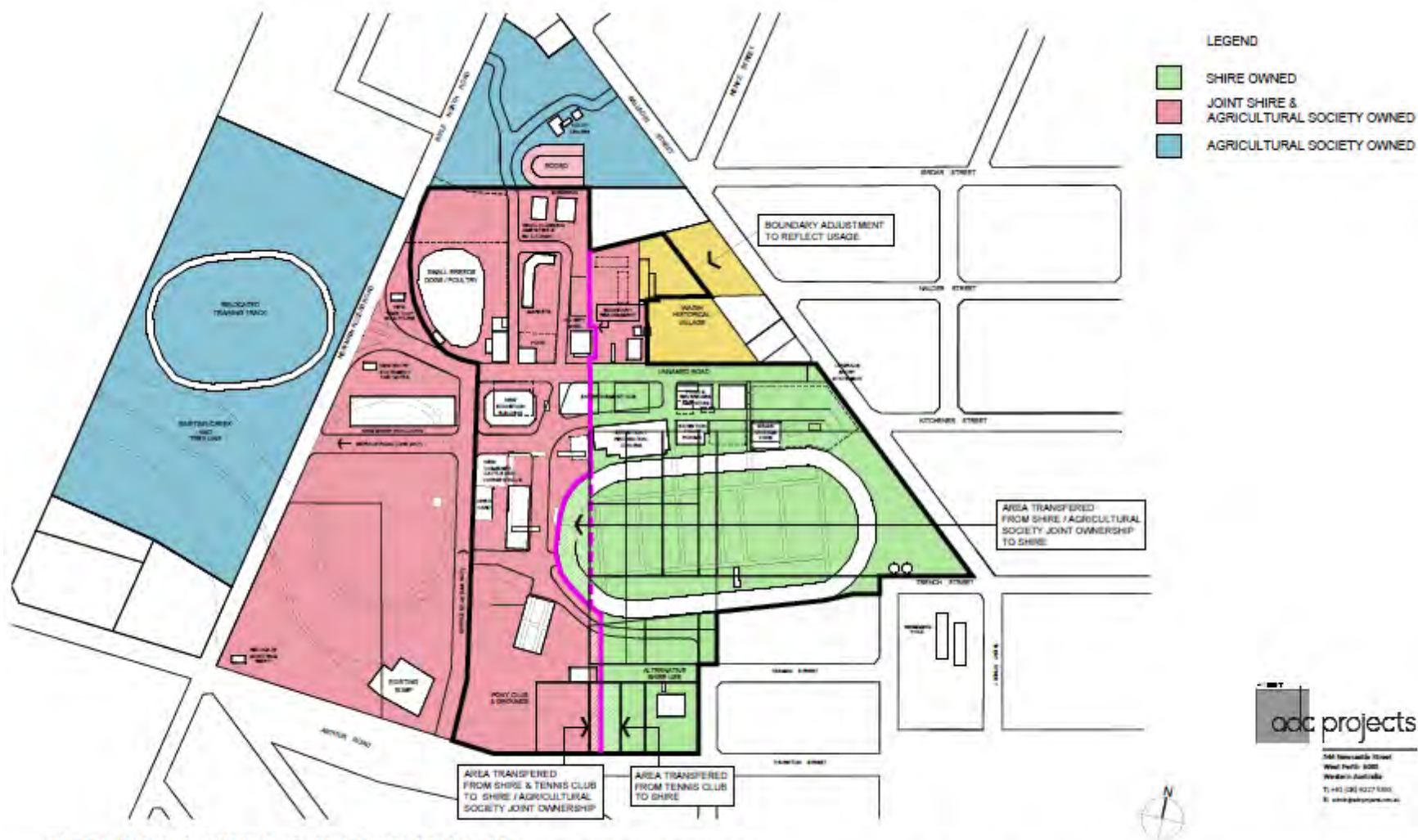


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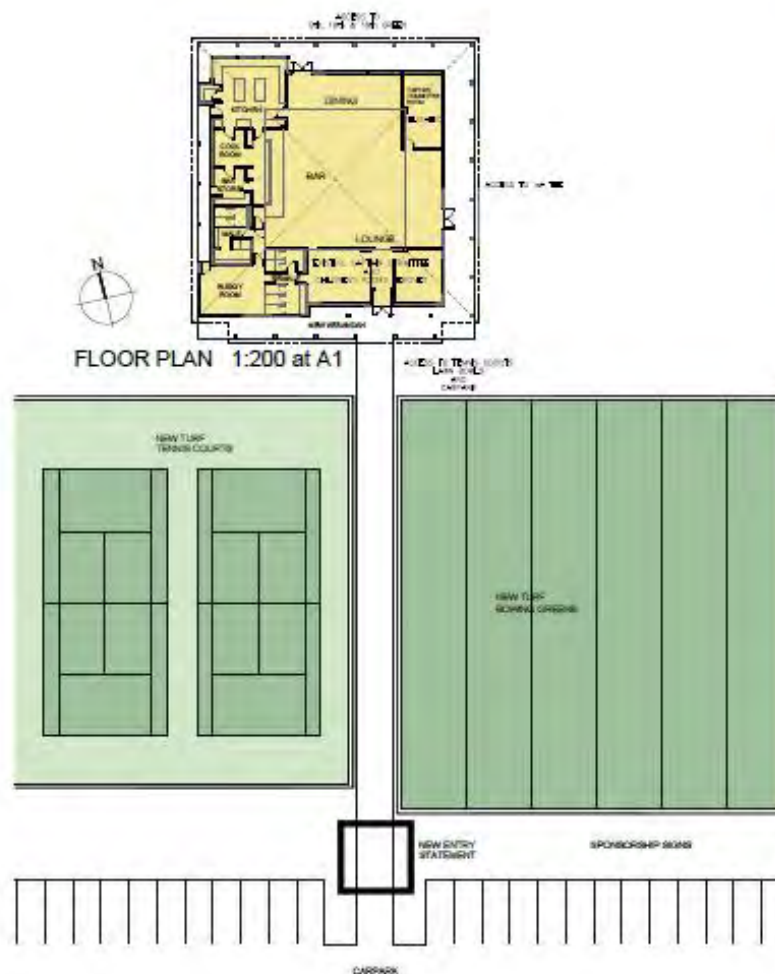
AMENITIES FACILITIES - ADDITION TO ERIC FARROW PAVILION COMBINED SPORTS FACILITIES (EXCEPT GOLF) WAGIN SPORTSGROUND & RECREATION PRECINCT DEVELOPMENT SK 02.5 OCTOBER 2019





BOUNDARY ADJUSTMENTS SITE PLAN 1:2000 at A1 **WAGIN SPORTSGROUND & RECREATION PRECINCT DEVELOPMENT**

SK 01.5
OCTOBER 2019



LOCATION PLAN scale 1:1000 on A1



SEPT 2019

PROPOSED WAGIN COUNTRY CLUB DEVELOPMENT OPTION

SK 01.2

6.0 ORDER OF PROBABLE COST OPTIONS 1 to 4

These precinct masterplans and associated design options were presented to NBQSS quantity surveyors to prepare an order of probable cost. These costs were developed using current Perth construction and materials rates, a project cost multiplier associated with design and construction contingencies, preliminaries, professional fees and project management costs and a regional multiplier associated with transport and other loadings for Wagin.

The schedule below outlines how these project costs have been developed for the various types of work, be they building works or civil works and whether they are part of a tendered works package based on an existing design or associated with a design and construct package.

The project cost multiplier, variously 1.45, 1.38, 1.35 or 1.22, is applied to the Perth unit rates. Because this work would be undertaken in Wagin as opposed to Perth, a regional loading of 20% has been applied, as advised by the Australian Institute of Quantity Surveyors.

Item	Building Works		Civil Works	
	%	Base	%	Base
Full service works - tendered				
		\$ 100.00		\$ 100.00
Preliminaries	10.0%	\$ 10.00	8.0%	\$ 8.00
Design Contingency	10.0%	\$ 11.00	10.0%	\$ 10.80
Contract contingency	5.0%	\$ 6.05	5.0%	\$ 5.94
Professional Fees	8.0%	\$ 10.16	5.0%	\$ 6.24
PM fees	4.0%	\$ 5.08	4.0%	\$ 4.99
General Project Costs	1.5%	\$ 1.91	1.5%	\$ 1.87
Public Art	1.0%	\$ 1.21	-	\$ -
Total		\$ 145.41		\$ 137.84
Project Cost Factor		1.45		1.38
Project management only required – direct contract				
Preliminaries	10.0%	\$ 10.00	-	\$ -
Design Contingency	10.0%	\$ 11.00	10.0%	\$ 10.00
Contract contingency	5.0%	\$ 6.05	5.0%	\$ 5.50
Professional Fees	-	\$ -	-	\$ -
PM fees	4.0%	\$ 5.08	4.0%	\$ 4.62
General Project Costs	1.5%	\$ 1.91	1.5%	\$ 1.73
Public Art	1.0%	\$ 1.21	-	\$ -
Total		\$ 135.25		\$ 121.85
Project Cost Factor		1.35		1.22

Cost analysis

All four options proposed the extension of Rifle North Road in a southerly direction to connect with Arthur Road and the establishment of a new T-junction entry by extending Kitchener Road to Rifle North Road.

A one-way anti-clockwise livestock service road was proposed making use of the existing entry from Arthur Road with east west connectors to be constructed to service the main arena and proposed new sheep pavilion.

Various internal roads were proposed to be upgraded. The order of probable costs for these works are summarised below. The numbers in the left-hand column relate to the numbers in the masterplan drawings.

Total roadworks internal and external – applies to all 4 options		
1	Left turn only from Arthur Rd to service road entry	82,800
2a	T junction entry	205,758
2b	Make Rifle Road North (RRN)	500,940
11	Connect Service Rd to RRN	163,944
12	Connect Service Rd to Arena	81,972
13	Extend internal road to Sideshow alley	32,292
14	Kitchener Rd to Connector 12 - re sheet	66,240
15	Main arena to Tasman St	208,656
15	Main arena to Thornton St (option not included in total)	156,492
16	Kitchener Rd to Shearing (re-sheet)	59,616
17	Kitchener to Gates 4 and 8	357,696
Total roadworks		1,759,914

The masterplans proposed the establishment of entry statements and /or gates at each of the main entry points to the precinct, particularly the new T-junction entry point on Rifle North Road.

These entry statements were costed allowing for a generic supporting pillar structure with gates and in the instance of the new T-Junction, a sculpture to signify the nature of the precinct. The allowances for these works are in the form of provisional sum items and shown below. The numbers in the left-hand column relate to the gates as depicted in precinct legend in attachment 1.

Entry statements – gates and sculptures – applies to all 4 options		
Gate 1	Relocated Bart Ram	52,200
Gate 2	Main Woolorama entry	101,880
Gate 5	Sports entry	52,200
Gate 8	Exhibitor entry	41,400
Gate 9	Equestrian entry	41,400
Total entry gate improvements		289,080

To make way for new developments within the masterplan, it was anticipated that several existing facilities would require demolition. An order of probable costs was identified to remove the following existing buildings. The numbers in the left-hand column relate to the precinct legend in attachment 1.

Demolition costs – applies to all 4 options		
6	Dressage arena	36,540
29	Equestrian clubhouse	16,545
31	Horse stalls – trotting	13,224
34	First Aid Room	696
40	Old scout hall/ cricket-hockey pavilion	15,660
41b	Public toilet block 41b	8,700
41c	Public toilet block 41c	8,700
42	CWA building	20,827
43	Stockman's bar	6,090
44	Merino Pavilion	43,696
45	British Breeds pavilion	49,381
46	Ray Johnson Pavilion	74,071
Total demolition costs		294,130

Following demolition there would be the opportunity for rationalisation and replacement of old buildings with new. This list was costed. The numbers in the left-hand column relate to the precinct legend in attachment 1.

New buildings – applies to all 4 options		
1	Combined Merino and British breeds (3,500m2)	7,308,000
2	Combination horse and cattle stalls (1,750m2)	3,045,000
3	Exhibition building (2,500m2)	8,047,500
4	Hospitality suite (750m2)	2,414,250
5	Wool classing pavilion + RV kitchen (750m2)	835,200
6	Relocated equestrian events/training space	177,606
7	Additional changerooms – Eric Farrow (160m2)	673,160
8	Relocated equestrian arena – walls, rails and sand	208,656
8	Covered equestrian arena (2,100m2)	1,278,900
9	Extended poultry pavilion (250m2)	435,000
10	Relocated shed (85m2)	14,790
11	Relocated skatepark	1,044,000
Total new building costs		25,482,062

In addition to new buildings there was an array of ancillary improvements that responded to the design brief. These are shown below.

Ancillary improvements - applies to all 4 options	
Temporary track crossing materials (3)	68,310
Site furniture - seating (15)	330,372
Site furniture - shade (6)	49,680
Large tree plantings (22 x 200 litre)	18,216
Landscaping and grassed parade area Pavilion 1	155,001
Entertainment hub stage	91,080
Entertainment hub grass	135,626
Entertainment hub fencing	140,760
Entertainment hub trees (30 x 100 litre)	37,260
Camping area improvements (83 bays)	102,672
Total ancillary improvements	1,128,977

One option to create a sporting hub would be to combine tennis and bowls using the existing bowls clubhouse as a base. There would be a requirement to refurbish the existing building and extend it to appropriately service tennis, build 6 new lit synthetic turf courts adjacent the clubhouse extension and develop an 8-rink lit green in the location of the existing Green B.

If this option was progressed, the relocation of the cricket wicket into the football oval in front of the Eric Farrow pavilion, and the addition of changerooms to this building would accommodate cricket and hockey in a modern facility.

The cost for this exercise is shown below.

Combine bowls and tennis based at the bowling club site	
Combine cricket and hockey based at Eric Farrow pavilion	
6 lit synthetic tennis courts	847,872
8 rink synthetic bowling green	414,000
Lighting to 8 rink green	596,160
Bowls Clubhouse refurbishment (590m2)	273,789
Additional social area for tennis (150m2)	469,800
Carpark resurfacing (40 bays)	69,552
New synthetic cricket wicket + winter cover	35,769
Drainage improvements to SW corner	107,640
Changerooms to Eric Farrow pavilion	673,160
Total sporting modifications at the bowling club	3,487,742

Continuing with sporting facility rationalisation, the Pony Club is seeking improved clubhouse facilities and to cover their dressage arena. The Pony club could make use of the vacated tennis clubhouse and either leave the dressage arena where it is and cover it, align it in a more north-south axis for improved traffic flow or relocate the arena nearer the clubhouse (ideally onto the existing tennis courts).

Pony Club improvements	
Equestrian arena cover	1,278,900
Relocate arena (limestone blocks , rails and sand)	208,656
Refurbish tennis clubhouse for Pony Club use	85,950
Total Pony Club relocated to Tennis site	1,573,506

If the determination was to relocate tennis and bowls to the golf course and create a country club, there would be the requirement to build 6 new lit synthetic turf courts, develop an 8-rink lit green and modify the existing golf clubhouse to provide viewing over the new playing surfaces. This option is costed below.

Relocate Tennis and Bowls to the Wagin Country Club (WCC)	
6 lit synthetic tennis courts	847,872
8 rink lit synthetic bowling green	1,010,160
Clubhouse modifications	106,549
Road and carpark (98 bays) unsealed	292,163
Total Tennis and Bowls at WCC	2,256,744

Other items costed by the Quantity Surveyor include:

Additional cost items discussed during the study	
Site survey – building and site services pick-up	30,000
Boundary rationalisation and land title amalgamation	10,000
Expanded and improved playground	74,520
Total additional items recommended	114,520

7.0 PRECINCT MASTERPLANS 1 TO 4 - REJECTION

The various precinct masterplans (Options 1, 2, 3 and 4) and associated design drawings were presented to the Council and the Community at a series of workshops in October 2019. The workshops provided a series of worksheets where attendees and subsequently interested community members could provide feedback on the design options preferred.

This feedback was received, analysed and is summarised with the following comments.

- The Bowls and Tennis Clubs both made separate submissions declaring they did not wish to relocate to the Golf course to establish a Country Club.
- There was general dismay at the order of probable costs with many suggesting that the proposed works could be achieved at considerably less cost.
- There was a clear distinction between the needs of the Agricultural Society and the desires for Woolorama and the needs and desires of the sporting clubs.
- Most sporting club advocates believed Woolorama improvements should be funded by the Agricultural Society

Survey respondents in the main rejected the majority of the masterplan design options proposed. There was further variation and divided opinion on when works should occur when classified as short, medium or long term requirements, although it is noted that numerous elements that were rejected by the majority were recorded as short term need.

These items were supported.

- Replacement of the first aid building with a more appropriate permanent facility
- Demolition of the Old Scout hall
- Replacement of the horse stalls with new multipurpose stalls for trotting and Woolorama purposes
- Rationalisation and improvements to public toilets on the site
- Development of a new 8 rink synthetic grass bowling green – but not lighting
- Construction of 6 new lit synthetic grass tennis courts
- New cricket wicket with winter cover (if required)
- Drainage improvements to S-W corner playing fields

The feedback is summarised below.

Wagin Sportsground and Recreation Precinct Masterplan - Community Feedback					
A	Create one-way service road	No	Yes	When (S, M, L)	Comment
1	Make one way - left turn only - median and signage	19	7	2M	we can do this cheaper
B	Create new main entry	No	Yes	When	Comment
2	Establish T junction and roadworks	19	6	S, 2M	we can do this cheaper
2a	Install entry gates/statement and Ewe-Too sculpture	23	3	2M	local artist to do
2b	Construct Rifle Road North	19	8	S, M	
C	Establish service connector roads	No	Yes	When	Comment
11	Connect Service Rd to RRN	20	5	S	
12	12 Connect Service Rd to Main Arena	20	6	M, L	
13	Extend internal road to sideshow alley	22	4	M	
14	Connect Kitchener Rd to Main Arena	22	5	S, L	
15	Connect Main Arena to Thornton St	22	4	S	
15	Connect Main Arena to Tasman St	16	3		
16	Resurface Kitchener Rd to Shearing Pavilion	15	12	M, L	
17	Bituminise Kitchener to Youth Centre (Gates 4 and 8)	21	4	M	

D	Demolition works	No	Yes	When	Comment
6	Dressage arena - for relocation	21	2+?	M	only if all equestrian relocated
29	Equestrian clubhouse	13	9+?	S, M	maybe - up to pony club
31	Horse stalls - trotting	12	11	3S, M	
34	First Aid Room	12	13	4S	refurbish
40	Old scout hall/ cricket-hockey pavilion	7	19	3S, M	
41	Public toilet block 41a		1	M	
41	Public toilet block 41b	11	13	2S, M	refurbish - only demolish if replaced
41	Public toilet block 41c	13	11	2S, M	refurbish
42	CWA building	18	6	S, M, L	refurbish
43	Stockman's bar	19	6	S, M, L	refurbish
44	Merino Pavilion	17	6	S, 2M	Ag society - offer salvage for free demolition
45	British Breeds pavilion	16	7	M	Ag society - offer salvage for free demolition
46	Ray Johnson Pavilion	19	3	M	Ag society determination
E	New structures	No	Yes	When	Comment
1	Combined sheep pavilions	12	7	2, 4M	Ag society task - at considerably less cost
2	Combined horse and cattle stalls	17	7	S, 4M	Ag society task - at considerably less cost
3	Exhibition building	21	2	3M	Ag society to undertake - not necessary
4	Hospitality - F&B suite	19	5	S, 2M, L	Ag society to undertake
5	Wool classing pavilion	22	2	2M	Ag society to undertake
6	Relocated equestrian events space	20	3	2M	Ag society to undertake
7	Expanded changeroom facilities - Eric Farrow	20	6	S, 2M	Ag society to undertake
8	Relocated equestrian arena	20	3	2M	Ag society to undertake
8	Covered to equestrian arena	21	3	2M	Ag society to undertake
9	Extended poultry pavilion	22	2	M, L	Ag society to undertake
10	Relocated shed	19	1	M	not sure
11	Relocated Skate park	22	5	S, 2M	easy to access right spot where it is
F	Ancillary improvements - Refer Landscaping Plan	No	Yes	When	Comment
	Temporary track crossings	17	6	3S	2 can be done cheaper
	Site furniture along pedestrian routes	16	5	3S	maybe - by Ag society
	Shade shelters along pedestrian routes	14	9	3S	maybe - by Ag society - \$10K worth
	Tree lined avenue along 14, 15 and 17 (200 L trees)	18	5	2S	Ag society to undertake
	Grassed area at front of New 1	19	1	S, M	Ag society to undertake
	Landscaping in entertainment hub				Ag society to undertake
	Stage	15	4	2M	Ag society to undertake
	Grass	15	4	2M	Ag society to undertake
	Fencing	18	3	2M	Ag society to undertake
	Medium trees (100 L potted)	14	5	S	Ag society to undertake
	Enhanced playground	13	6	S	not necessary
	Site survey	17	4	S	No need
	Boundary rationalisation	18	1		No need
G a	Sporting improvements - Precinct	No	Yes	When	Comment
12	Bowls clubhouse refurbishment	13	10	S	asap
12	Bowls clubhouse new equipment	13	9	S	asap
12	Bowls clubhouse extension to include tennis	13	8	S	asap
13	New 8 rink bowling green - synthetic grass	9	14	S	asap
13	Lighting to new 8 rink bowling green	10	13	S	asap
14	New 6 lit synthetic grass tennis courts	8	14	S	asap
15	New cricket wicket with winter cover	7	14	S	asap - leave where it is
	Drainage improvements to S-W corner playing fields	9	12	S	asap
	Reseal carpark	13	8	S	asap
G b	Sporting improvements - Country Club	No	Yes	When	Comment
	New 6 lit synthetic grass tennis courts	23	2		
	New 8 rink lit bowling green - Grass	23	2		
	96 carbays + 2 disabled bays	23	1		
	Entry statement	23	1		
	Access road (east)	21	2		
	Access road (west)	21	2		
	Add new verandah	22	1		
	Add new entry doors and windows	22	1		
	Remove existing walls and doors	22	1		
	Floor coverings	22	1		
	Access path to Clubhouse	22	1		
	New golf captain and committee room	22	1		
	Allowance for sundry redecorations	22	1		

8.0 PRECINCT MASTERPLAN OPTION 5

It was apparent from the feedback that the master plan options 1 through 4 as presented did not adequately respond to community need, in particular, to the ambition to create a sporting hub within the precinct.

The Shire Councillors and senior staff, understanding and responding to this sense of dissatisfaction subsequently provided instruction to the consultants regarding the creation of a new sporting hub. The instruction is detailed below.



Wagin Sportsground Precinct Redevelopment – Council Feedback/Position **Council Meeting 26th November 2019**

Option 1 is the preferred option of Council with the following significant changes

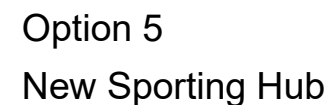
- Build a new pavilion, tennis courts and bowling green and the eastern end of the showground as per shown on plan, this will cater for cricket, hockey, tennis and bowls.
- New Changerooms at the Eric Farrow Pavilion is not required.
- Council supports the new sportsground/showground road network, including the formation of Rifle North Road as a long-term strategy for the precinct. However, an alternative option to building Rifle Street North would be to continue on with Kitchener Street to the West through the new entry to Reeves Rd/Great Southern Highway (road to Narrogin)
- New Entry statements is not considered a priority.
- The existing Bowling Club and Tennis Club Land (excluding tennis club house) could be flagged for future aged care (Cottage) homes or other community use as required by the community and deemed by Council.

This instruction, which rejects the notion of a sporting hub at the golf course (Options 1 and 2) or at the bowls club (Options 3 and 4) and proposes a new social hub at the eastern end of the precinct. It is proposed to occupy the site of the old scout hall, old basketball courts, education pavilion and public toilet block 41(a).

There was strong support recorded for the removal of the old scout hall and rationalisation of the public toilets. Removal of the rarely used basketball courts was considered acceptable and removal of the Education Pavilion will require an alternative accommodation to be sourced.

The second new element introduced by the instruction was the option of extending Kitchener Street to the west to intersect with Great Southern Highway / Reeves Road leading to Narrogin.

This instruction has subsequently been interpreted by the consultants and is now presented as Option 5. It shows the new sporting hub in the east of the precinct and a new road leading to Great Southern Highway, together with a rationalisation of the balance of the site in response to the workshop feedback.



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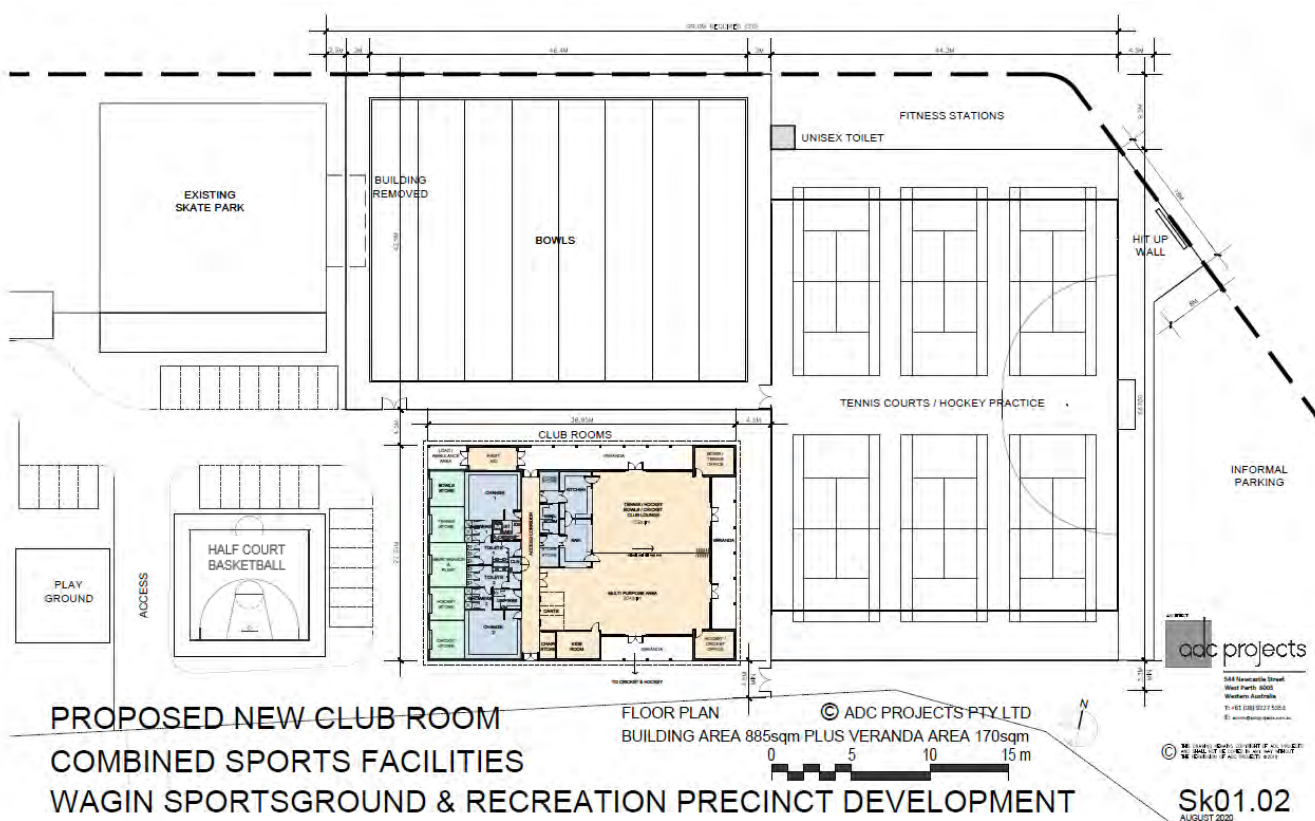
8.1 Option 5 Masterplan detail

- The creation of the new sporting hub to accommodate cricket, hockey, tennis and bowls. This includes a new clubhouse with views north to bowls, east to tennis and south to cricket and hockey on the oval. Six (6) tennis courts and an 8-rink bowling green are to be constructed and the cricket wicket is to be resurfaced in-situ.
- It is proposed that the tennis courts be constructed in a manner to allow hockey training and modified games to be played on the synthetic turf surface. This will require removable posts and flush capping of the post holes and the synthetic turf to be carefully selected to be suitable for both tennis and hockey. The surface will also require overmarking for hockey. One option is shown on master plan 5.
- The extension of Kitchener Street across Lot 54 to meet Great Southern Highway and the creation of a new intersection and entry point at Rifle North Road.
- The construction of a new contemporary Sheep Pavilion (Merino and British Breeds combined) adjacent the new entry.
- Demolition of the Merino and British Breeds pavilions to create a centrally located entertainment hub.
- The construction of a new service road to the south of the new sheep pavilion for exhibitor and livestock access.
- Relocation of Sideshow Alley to become the northern anchor during Woolorama with stall holder access via gates 4 or 8.
- Retention of the Ray Johnson pavilion.
- Removal of the existing trotting stalls and replacement with multipurpose horse and cattle stalls.
- Demolition of the existing pony club clubhouse and their relocation top the existing tennis club clubhouse.
- Covering of the equestrian arena – either in-situ or relocated to the tennis courts site in front of the clubhouse.
- Internal roads to be upgraded as required.
- Landscaping and shade and seating to be introduced as required.
- No action on the installation of entry statements or gates.
- No action of artworks, sculptures or features.
- No changes to Eric Farrow Pavilion.
- Upgrade to the floor of the Recreation Centre.
- Minor works as required to the CWA dining hall and the Stockman's Bar in-situ.
- The addition of a single basketball court on the west side of the new clubhouse.
- The extension and upgrade of the existing playground.

8.2 Option 5 Sports Hub detail

The design and layout of the proposed sports hub for cricket, hockey, tennis and bowls proposes a common clubhouse with viewing lines to the north to an 8-rink bowling green, to the east to 6 tennis courts (and hockey training surface) and to the south for cricket and hockey fields.

The main oval area will accommodate hockey on a natural grass surface for home matches and the existing cricket wicket located between two hockey fields will be upgraded with a new synthetic surface in-situ. The site layout is shown below which includes a new half-court basketball facility to replace the unserviceable courts currently on site.

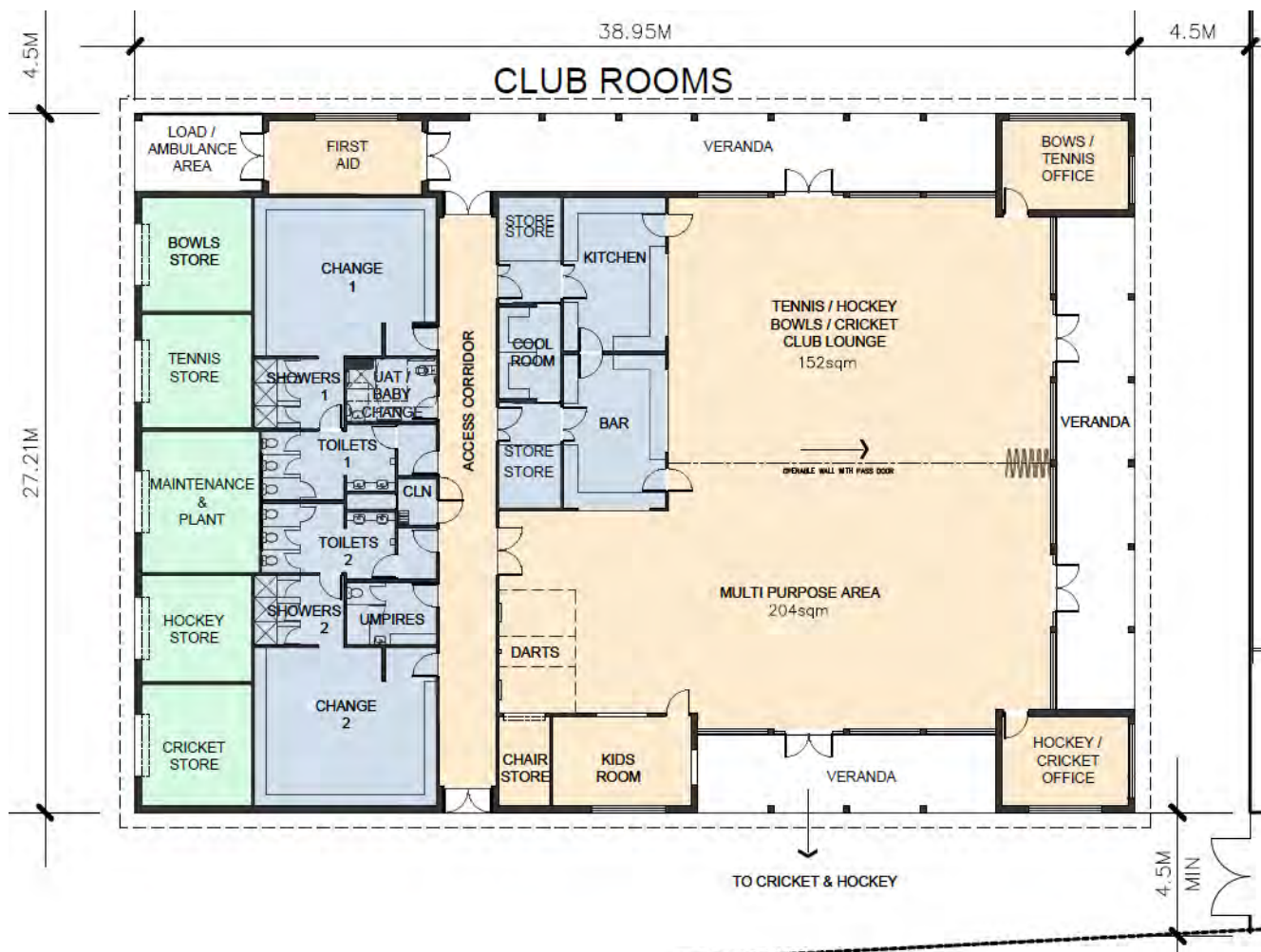


The building design, shown in more detail below, provides a social area of 356m² which is capable of being divided into two rooms of 152m² and 204m² respectively, separated by an operable acoustic wall. There is a common kitchen and bar area which can serve into both social areas and cool room and dry stores. Each playing surface is overlooked by a covered verandah.

There is a common first aid room for use by all tenants and there are two game day or captain's office spaces to be shared by tennis/bowls and cricket/hockey, nominally aligned to the proximity of their playing spaces. A children's room is also provided.

Each sporting code is allocated a discrete and secure storage area on the western end and allowance has been made for both venue equipment (chair store) and a maintenance and plantroom.

There are two non-gender specific changerooms to allow flexibility and accommodate women's fixtures. The wet area also provided public toilets, an umpire's room, cleaner's room, baby change facilities and a universal access toilet to meet BCA and disability service requirements.



8.3 Option 5 Notes of caution

Option 5 provides for the use of the tennis courts as a synthetic turf training facility for hockey, noting that inherent in this design is a decision not to pursue the development of a full-size synthetic hockey pitch. Careful turf selection and surface marking will be critical to ensure the two sports can operate without (or with only limited) inconvenience.

Option 5 shows that the site can accommodate the footprint of the proposed facilities, however, the exact location of the new pavilion and playing facilities cannot be determined at this stage and is subject to site survey and the location of existing services. The area could potentially be impacted by service runs requiring easements. The total available area is tight and the separation between the tennis courts and the trotting track is limited.

Additionally, the proposed sporting hub development will sit across multiple land parcels. It is recommended that these parcels be amalgamated into one parcel suitable for lease and that further boundary rationalisation be undertaken to simplify land holdings for the Shire, the Agricultural Society and those parcels in joint or trust ownership.

The new social hub requires the demolition of the old scout hall building, currently used as a clubroom by hockey and cricket and as the security HQ during Woolorama. There is unanimous support for the removal of this building. The new social hub also requires demolition of the adjacent education pavilion and grandstand. Council had previously determined to allow this building to be used to store and exhibit Vintage Caravans. With this building now to be demolished, a potential solution would be to relocate the caravans to another building such as the Ray Johnson Pavilion. This would require discussion with the Agricultural Society.

Finally, we understand that Lot 54 located between Rifle North Road and Great Southern highway is owned in freehold by the Agricultural Society. The proposal to extend Kitchener Street through this lot would require their approval. Should this road be approved and constructed it would be appropriate to acquire the site, effect a land swap or secure perpetual right of access to the community.

9.0 ORDER OF PROBABLE COST – OPTION 5

The following cost schedule has been extracted from the previous order of probable cost by the Quantity Surveyor.

Road Network Changes	
Extend Kitchener Street to Great Southern Highway	309,672
Create new T Junction on Great Southern Highway	36,432
Create new 4-way intersection in Rifle North Road	72,864
Create service road to Rifle North Road E-W connector	218,592
Create service road to main arena E-W connector	81,972
Create service road from Kitchener to main arena N-S	182,160
Kitchener to Youth Centre/Side Show connector	437,184
Total Cost Road Network Changes	1,338,876

Demolition	
Horse stalls - trotting	13,224
First Aid Room	696
Old scout hall/ cricket-hockey pavilion	15,660
Public toilet block 41a	8,700
Merino Pavilion	43,639
British Breeds pavilion	49,381
Total Cost for Demolition	131,300

New structures	
Combined sheep pavilions	7,308,000
Combined horse and cattle stalls complex	2,432,955
100 horse/cattle stalls 2.5m x 3.5m - power + water	2,088,000
Feed and equipment bays	39,585
Male and female + UA toilets	200,970
New first aid building added to northern end	104,400

Roof over equestrian arena	1,278,900
Total Cost New Structures	11,019,855

Sporting improvements	
New Sports Hub Clubhouse (1.121m2)	4,191,070
Social and admin areas (480m2)	2,088,000
Kitchen and bar (100m2)	696,000
Toilets and showers (90m2)	469,800
Change rooms (100m2)	382,800
Storage areas (120m2)	313,200
Verandah areas (230m2)	166,750
Fit-out furniture and equipment allowance	74,520
New 8 rink bowling green - synthetic grass - no lights	414,000
New 6 lit synthetic grass tennis courts	847,872
Drainage improvements to S-W corner of playing fields	107,640
New cricket wicket in-situ	11,178
New external basketball court - bitumen top	42,924
Enhanced playground	74,520
Total Cost Sporting Improvements	5,689,205

Ancillary costs	
Site Survey	30,000
Boundary rationalisation	10,000
Total Ancillary Costs	40,000

Summary of costs by type	
Total all costs	18,219,236
Total Sports Hub costs	5,689,205
Total New Sports Hub Clubhouse cost	4,191,070
Total Woolorama facilities cost	9,740,955
Total Equestrian / Pony Club costs	1,278,900
Total road network costs	1,338,876

10.0 MANAGEMENT STRUCTURE AND GOVERNANCE

As articulated in our proposal, the majority of funding agencies require the feasibility study to articulate the future management structure and governance processes for the precinct.

Given that this precinct already exists and has a functional management and governance system in place, there seems to be little need to materially change current arrangements.

The entire precinct is currently managed on a day to day basis by the Shire which coordinates ground allocations and facility use and undertakes both routine and reactive maintenance.

There is a Lease Agreement in place with the Wagin Agricultural Society (WAS) until 28 February 2023. This deed provides WAS access to the precinct for a 14-day period each year to stage Woolorama, for the annual sum of \$10.00 and some additional charges. These include WAS paying the full cost of electricity consumed across the precinct during that period and a requirement to make the following annual contributions:

\$500	For use of the WAS Boardroom
\$1,000	As a contribution for water and irrigation of the 500's and 600's
\$600	As a contribution to the Recreation Centre Equipment Fund

The WAS regularly undertakes repairs and makes improvements to the pavilions within the precinct at its own cost but must obtain written approval from the Shire before carrying out any structural works or other material improvements.

There is no lease with the Wagin Tennis Club for use of the tennis courts and clubhouse.

There is a lease with the Wagin Bowling Club which expires on 10 September 2020. Given that the Bowling Club is a key stakeholder of the proposed Sports Hub development described in Option 5, it is anticipated that the current lease, upon expiry will enter a holding over period as permitted under clause 11.2 of the lease, until a new tenancy agreement can be executed for the new Sports Hub. The nature of this agreement is yet to be determined noting that options include:

- Formation of an incorporated Sports and Recreation Club with representation from the bowls, tennis, cricket and hockey clubs. The Sports and Recreation Club Inc. would enter into a lease with the Shire for either the entire sports hub area comprising clubhouse, tennis courts and bowling greens, or a lease of just the clubhouse with the playing areas remaining under Shire control. The cost of operations, maintenance and facility renewal would be the responsibility of the Sports and Recreation Club with the annual lease fee equivalent to the projected cost of maintenance and refurbishment of the facilities amortised over the period of the lease. The lease fee should be held in an interest-bearing trust account for use on agreed items to maintain the facility in a fully functional condition (preferred option).
- Lease to the Bowling Club as head tenant with power to sub-lease to Tennis, Cricket and Hockey. Again, the lease area could involve the clubhouse and synthetic surfaces or just the clubhouse (primarily to address liquor licensing). In this instance the Bowling Club would assume responsibility for maintenance and facility renewal.
- Seasonal, non-exclusive hire or license agreements with each of the clubs for use of the clubhouse and the associated playing surface. The Shire would retain management and operational control over the sports hub and levy a seasonal fee to the Clubs equivalent to an appropriate share of the amortised maintenance and facility renewal cost (least preferred option).

11.0 FUNDING OPTIONS

It is understood that prior to implementation of this the Shire requires funds to be secured from external sources such as:

- The local sporting clubs and associations – tennis, bowls, cricket, hockey, pony, trotting, football (capital and in-kind contributions)
- Wagin Agricultural Society (capital and in-kind contributions)
- Racing and Wagering WA (capital for trotting horse stalls)
- Western Australian Government
 - CSRFF (sports hub),
 - Road Safety Committee Event Grants and Project Grants (roadworks),
 - Active Regional Communities Grants (events, equipment, coaching and training)
 - Country Sport Enrichment Scheme (Elite athlete fees and event hosting)
 - Regional Economic Development (Red) Grants (new pavilions)
 - Regional and Remote Festivals Fund (entertainment program at Woolorama)
 - Regional Organisation Grants (Improved sporting opportunities)
- Federal Government
 - Road to Recovery Grants (roadworks)
 - Financial Assistance Grants (roadworks)

This list of funding sources is not exhaustive and should be subsequently expanded.

Funding issues aside, and assuming the funds can be secured in the next 2-3 years, grant applications should be prepared now, and detailed planning should commence as soon as practical.

12.0 IMPLEMENTATION PLAN

12.1 Sports Hub Development

With regards to the implementation of Masterplan Option 5, the following preliminary steps will need to be taken.

- (1) Survey the site to determine precise property boundaries and infrastructure locations
- (2) Undertake a services capacity and location study – beyond dial before you dig, to determine service connection points and the capacity of services to the sports hub
- (3) Confirm the location and dimensions of the elements of the Sports Hub (building, courts, green, fencing) on site with regards to services and property boundaries
- (4) Commence property title amalgamation for the Sports Hub (and other boundary rationalisation components s appropriate)
- (5) Establish a Memorandum of Understanding with the Cricket, Hockey Tennis and Bowls Clubs regarding the suite of facilities to be established at the Sports hub, the contributions that each Club will make (cash and in-kind), the future use schedule and the most appropriate tenancy arrangements and cost responsibilities for operations, maintenance and facility renewal. The lease fee should be held in an

interest bearing trust account for use on agreed items to maintain the facility in a fully functional condition.

- (6) With these preliminaries in place, or at least in train, it will then be to undertake the detail design of the sports hub and to prepare tenders for the construction of the clubhouse, tennis courts and bowling green.
- (7) Service upgrades or easements can be established during the detailed design phase.
- (8) The upgrade of the cricket wicket can occur at any time in the winter season of 2020.
- (9) Demolition of the Old Scout Hall, Public Toilets 41(a) and the Education Pavilion should occur after Woolorama in 2021. Cricket would need to make use of the Eric Farrow pavilion for the 2021/2022 and 2022/2023 seasons and hockey would need to operate from the pavilion in 2021, 2022 and the commencement of the 2023 season.
- (10) With a successful CSRFF grant, lodged in September 2020 and announced in March 2021, tenders could be called in May 2021, awarded in September and construction could commence in November 2021. The build program would take approximately 18 months with the Sports Hub ready for use in May 2023.
- (11) The tenancy agreement with the clubs to use of the Sports Hub should be executed immediately prior to construction commencing, in October 2021.
- (12) The Tennis and Bowls Club would relocate from their existing premises in May/June 2023.
- (13) The Pony Club could relocate from their existing clubhouse to the tennis clubhouse in July 2023.
- (14) The Pony Clubhouse should be removed or repurposed in August 2023.
- (15) The Bowling Clubhouse should be removed or repurposed in August 2023.

The timeline outlined above is indicative only but is responsive to the anticipated life left in the existing synthetic turf tennis courts and bowling green B.

12.2 Woolorama Facility Improvements

The following works relate more specifically, but not exclusively to the operations of Woolorama and again will be subject to external funding as well as contributions from the WAS and the Shire.

- (16) With respect to the extension of Kitchener Street to the west across Lot 54 to Great Southern Highway, it will be necessary to secure support from the Wagin Agricultural Society.
- (17) If this extension is supported, it will be necessary to secure perpetual rights of access to the extension of Kitchener Street across Lot 54 for the community either by acquisition, easement or lease.
- (18) It is anticipated that the construction of Kitchener Street west to Great Southern Highway will only occur if road grants are secured. The design and a construction program is therefore yet to be determined, but not likely before 2023.
- (19) The construction of the new Sheep Pavilion for both British Breeds and Merinos is likely to be funded by WAS, RED grants and the Shire. Project initiation is expected to be subject to external funding being secured through an application being made by WAS, with Shire support. This will require a financial commitment from both the WAS and the Shire and is not anticipated to occur until 2025.

- (20) Demolition of the existing British Breeds and Merino pavilions to create the entertainment hub should not occur until after the new Sheep pavilion has been constructed and tested during a Woolorama, potentially the 2027 event, with demolition thereafter.
- (21) Once the Kitchener Street extension is underway the east-west service road to the south of the pavilion and from the main arena to Woolorama Ave will need to be constructed. Funding for these two east-west service roads will need to be from the Shire or road grants.
- (22) The construction of new stalls for use by the Trotting Association for trotting meetings, and during Woolorama for cattle displays is possible with financial assistance from Racing and Wagering WA, WAS and the Shire. In this instance the Trotting Association should make the funding application with support from the Shire.
- (23) The Pony Club's desire to cover the dressage arena can proceed at any time funding is secured. Other than funding, the other uncertainty is whether the Club will seek to relocate the arena to the tennis courts for improved viewing (recommended). In this case works cannot commence until after tennis have relocated, mid 2023 at the earliest.

13.0 RECOMMENDATIONS

That the Shire of Wagin:

- Receive this sportsground and recreation precinct masterplan feasibility study report
- Endorse Masterplan Option 5 as the Shire's preferred redevelopment plan
- Issue this report for further community comment
- Undertake site survey and service location and capacity investigations
- Undertake a lot boundary rationalisation exercise to ensure new buildings are contained on one land title and areas of property control and ownership are clearly delineated
- Initiate discussions with the Wagin Agricultural Society to secure support for the extension of Kitchener Street to the west, across Lot 54 to connect with Great Southern Highway
- Make funding applications for:
 - Road grants for the extension of Kitchener Street and internal east-west connector road
 - CSRFF grants for the construction of the new Sports Hub for tennis bowls, cricket and hockey
 - RED grants for new Woolorama pavilions
 - Racing and Wagering WA funding to replace the horse stalls with new multipurpose stalls, feed and equipment stores, public toilets and first aid room
- Initiate discussions with tennis bowls, cricket and hockey with a view to establishing an incorporated Sports and Recreation Club with representation from all four sports to lease the new sports hub facilities, clearly outlining access rights and operational, maintenance and facility renewal costs. The annual lease fee should be set equivalent to the projected cost of maintenance and refurbishment of the facilities amortised over the period of the lease.

- Seek confirmation from the Pony Club of their desire to retain the dressage arena in its current location and cover it or relocate the arena to the tennis courts before covering it. Subsequent to a determination on location make application for CSRFF support after the funding application for the Sports Hub has been successful.

14.0 ATTACHMENTS

Lot numbers and indicative boundaries within the precinct

Proposed boundary adjustments

Site map and facilities legend

Precinct Masterplan Option 1

Precinct Masterplan Option 2

Precinct Masterplan Option 3

Precinct Masterplan Option 4

Community and Recreation Use

Amenities Facilities

Landscaping plan

Wagin Country Club Option

Precinct Masterplan Option 5

Sports Hub Clubhouse Concept Plan



WAGIN BOWLING CLUB INC.

PO Box 194 Wagin WA 6315 ABN: 63 986 149 453
PH: 9861 1475 Email: waginbowls@gmail.com

6th September 2022

Acting DCEO – Mr Ian McCabe
The Shire of Wagin
2 Arthur Road
Wagin WA 6315

Dear Ian,
Our committee met this evening and this is our position.

The Wagin Bowling Club Inc proposes that an arrangement be made between the club and the Shire of Wagin to re-develop the current bowling club site.

Kind regards

Janette Innes - Secretary
on behalf of the Wagin Bowling Club (inc)

7. GENERAL BUSINESS

7.1 ANY OTHER GENERAL BUSINESS

General discussion about other sites and timing of next meeting.

7.2 NEXT MEETING OF THIS COMMITTEE

Wednesday 12 October at 5.30pm.

8. CLOSURE

6.33pm.



MINUTES

CEO RECRUITMENT AND SELECTION COMMITTEE

27 SEPTEMBER 2022

DISCLAIMER

No responsibility is implied or accepted by the Shire of Wagin for any act, omission or statement or intimation occurring during Council or committee meetings.

The Shire of Wagin disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does so at that person's or legal entity's own risk.

In particular and without detracting 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 any member or officer of the Shire of Wagin during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Wagin

The Shire of Wagin advises that anyone who has any application lodged with the Shire of Wagin shall 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.

Bill Atkinson
CHIEF EXECUTIVE OFFICER

SHIRE OF WAGIN

Minutes for the CEO Recruitment and Selection Committee Meeting held in the Council Chambers, Wagin on Tuesday 27 September 2022 commencing at 6.32pm

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1. OFFICIAL OPENING

The Chairperson, Cr Phillip Blight opened the meeting a 6:32pm.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

2.1 ATTENDANCE

Cr Phillip Blight	Chairperson
Cr Greg Ball	
Cr Bryan Kilpatrick	
Cr Sherryl Chilcott	
Cr Wade Longmuir	
Cr Ann O'Brien	
Cr Geoff West	
Mr Ron Walker	Independent Member
Bill Atkinson	Chief Executive Officer
Emily Edwards	Deputy Chief Executive Officer

2.2 APOLOGIES

Cr Dale Lloyd
Cr Bronwyn Hegarty

3. DISCLOSURE OF FINANCIAL AND OTHER INTERESTS

3.1 DISCLOSURE OF FINANCIAL INTEREST – Local Government Act Section 5.60a

Nil

3.2 DISCLOSURE OF PROXIMITY INTEREST – Local Government Act Section 5.6

Nil

3.3 DISCLOSURE OF IMPARTIALITY INTEREST – Administration Regulation Section 34c

Nil

4. CONFIDENTIAL BUSINESS AS PER LOCAL GOVERNMENT ACT S5.23 (2) – REPORTS TO COMMITTEE

COMMITTEE DECISION

Moved Cr W J Longmuir

Seconded by Cr M A O'Brien

That the Committee move behind closed doors and the meeting be closed to the public at 6:33pm pm in accordance with sections 5.23(2)(b) of the Local Government Act 1995 to allow Council to discuss Item 16.1 which relate to matters of the personal affairs of any person.

Carried by absolute majority 8/0

4.1.1 CONSIDERATION OF CEO JOB APPLICATION PACKAGE

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	14 September 2022
PREVIOUS REPORT(S):	<ul style="list-style-type: none">Recruitment of Chief Executive Officer – 23 August 2022 – Ordinary MeetingEstablishment of Recruitment Timeline6 September 2022 – CEO Recruitment & Selection Committee
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	PE.RE.143
ATTACHMENTS:	<ul style="list-style-type: none">CEO Job Application Package

COMMITTEE DECISION

Moved Cr B L Kilpatrick

Seconded Cr G R Ball

That the CEO Job Application Package, incorporating Job Description Form (Position Description), Selection Criteria & Advertisement be approved.

Carried by absolute majority 8/0

BRIEF SUMMARY

This report recommends approval of the CEO Job Application Package as appended.

BACKGROUND/COMMENT

Committee members were circulated with a draft CEO Job Application Package incorporating Job Description Form, Selection Criteria & Advertisement and invited to edit the draft and feedback suggested amendments to the CEO.

Councillor feedback was received, and amendments were made as appropriate. A final "draft" is attached to this report for consideration and finalisation.

CONSULTATION/COMMUNICATION

- Members of the CEO Recruitment and Selection Committee.

STATUTORY/LEGAL IMPLICATIONS

Section 5.36 of the Local Government Act 1995 states the following:

5.36. Local government employees

- 1) A local government is to employ —
 - a) a person to be the CEO of the local government; and
 - b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.
- 2) A person is not to be employed in the position of CEO unless the council — (a) believes that the person is suitably qualified for the position; and (b) is satisfied* with the provisions of the proposed employment contract.

** Absolute majority required.*

18A. Vacancy in position of CEO or senior employee to be advertised (Act s. 5.36(4) and 5.37(3))

- 1) If a position of CEO, or of a senior employee, of a local government becomes vacant, the local government is to advertise the position in a newspaper circulating generally throughout the State unless it is proposed that the position be filled by —
 - a) a person who is, and will continue to be, employed by another local government and who will fill the position on a contract or contracts for a total period not exceeding 5 years; or
 - b) a person who will be acting in the position for a term not exceeding one year.
- 2) An advertisement referred to in sub regulation (1) is to contain —
 - a) details of the remuneration and benefits offered;
 - b) details of the place where applications for the position are to be submitted;
 - c) date and time for the closing of applications for the position;
 - d) duration of the proposed contract;
 - e) contact details for a person who can provide further information about the position;
 1. and
 - f) any other information that the local government considers is relevant.

18B. Contracts of CEOs and senior employees, content of (Act s. 5.39(3)(c))

For the purposes of section 5.39(3)(c), a contract governing the employment of a person who is a CEO, or a senior employee, of a local government is to provide for a maximum amount of money (or a method of calculating such an amount) to which the person is to be entitled if the contract is terminated before the expiry date, which amount is not to exceed whichever is the lesser of —

- a) the value of one year's remuneration under the contract; or
- b) the value of the remuneration that the person would have been entitled to have the contract not been terminated.

18C. Selection and appointment process for CEOs

The local government is to approve a process to be used for the selection and appointment of a CEO for the local government before the position of CEO of the local government is advertised.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

4.1.2 ADVERTISING OF CEO POSITION

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	14 September 2022
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	PE.RE.143
ATTACHMENTS:	Nil

COMMITTEE DECISION

Moved Mr R Walker

Seconded Cr G R Ball

That the position of Chief Executive Officer be advertised in the “West Australian” (display advertisement, followed by reference advertisement), on the “SEEK” Employment website and on the Shire of Wagin Website.

Carried by absolute majority 8/0

BRIEF SUMMARY

This report recommends an advertising process for the CEO vacancy.

BACKGROUND/COMMENT

Senior vacancies in the local government sector are generally advertised in Saturday editions of the “West Australian” and this should reach most of those within WA actively seeking a CEO’s position within local government. It is believed that one display advertisement will suffice.

In order to reach a wider field of potential applicants (i.e., Australia wide) an internet based employment website (such as “SEEK”) could be used. An additional advantage of this is that the advertisement remains current and accessible up to the closing date.

It is also recommended that the advertisement be placed on the Shire of Wagin website.

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Section 5.36 of the Local Government Act 1995 states the following:

18A. Vacancy in position of CEO or senior employee to be advertised (Act s. 5.36(4) and 5.37(3))

- 3) If a position of CEO, or of a senior employee, of a local government becomes vacant, the local government is to advertise the position in a newspaper circulating generally throughout the State unless it is proposed that the position be filled by —

- c) a person who is, and will continue to be, employed by another local government and who will fill the position on a contract or contracts for a total period not exceeding 5 years; or
 - d) a person who will be acting in the position for a term not exceeding one year.
- 4) An advertisement referred to in sub regulation (1) is to contain —
- g) details of the remuneration and benefits offered;
 - h) details of the place where applications for the position are to be submitted;
 - i) date and time for the closing of applications for the position;
 - j) duration of the proposed contract;
 - k) contact details for a person who can provide further information about the position;
2. and
- l) any other information that the local government considers is relevant.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Advertising costs have been provided for in the Shire's 2022/23 financial year budget.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

5. GENERAL BUSINESS

Nil

COMMITTEE DECISION

Moved Cr S M Chilcott

Seconded Cr W J Longmuir

That the Committee move out from behind closed doors and the meeting be opened to the public at 6:40 pm.

Carried by absolute majority 8/0

6. CLOSURE

With no further business the Chairperson thanked those in attendance closed the meeting at 6:40pm

I certify that this copy of the Minutes is a true
and Correct records of the meeting held on
27 September 2022

Signed

Presiding Elected Member

Date:

10. STATUS REPORT – AUGUST 2022

FINANCE AND ADMINISTRATION

Date	Resolution #	Officer	Description	Action	Status	Questions & Comments
28 April 2015	2702	CEO	Puntapin Rock Dam		Water Corp engaged to address urgent remedial works and to facilitate transfer of the asset to the Shire. Assessment of Dam Completed Water corporation to provide further information and options regarding transfer	Contacted June 2019, awaiting finalisation of the SW Native Title Settlement
25 Feb 2020	4188	CLO	Town Entry Statements	That the four (4) entry statements into Wagin be refurbished within the current Tourism Budget		New comment: first and second signs up. Third is complete, awaiting erection. Will commence works on the fourth (south) in September.
26 May 2020	4277	CLO	Wagin Trotting Club – Illumination of Bart the Ram	Develop a proposal to illuminate Bart the Giant Ram. Research funding opportunities	Costs ascertained as being approximately \$7,000	Budget rolled over to 2022/23 (project 4, LRCIP phase 3) Lighting supplied and awaiting installation.

27 October 2020	4415	CEO	History of Wagin	That Council support in principle the concept of the “History of Wagin” initiative and to lend support to developing the proposal with the proponent and the Wagin Historical Society.	Shed completed New Comment: Power connection underway Wagin Historical Village to manage project. Project underway	New Comment: LRCIP Phase 3 \$11,000 project on 25/02/2022
27 July 2021	4597	CEO/EA	Relocation of Wagin Public Library	That Council proceed with the relocation of the Wagin Public Library from the former Road Board Building to the Wagin Courthouse building and repurpose the additional office of the Courthouse building for Wagin Homecare Administration and art curation/volunteer-based art projects.	Awaiting LRCIP Phase 3 for Library relocation. Homecare relocation in progress. Request for Quote on works underway. IT Company engaged to install point to point server from administration office.	New Comment: LRCIP Phase 3 projects awaiting approval. Homecare relocation works in progress, carpet replaced, server installed Builder to install wall. * Homecare relocation delay due to staff resignations
23 November 2021	4681 & 4682	CEO /DCEO	4WDL Tourism & Key Worker Housing Projects	That Council participate in the following 4WDL initiative: 1. New Comment: Short Stay Accommodation Plan Completed 2. Commissioning of a study and report into <i>Key Worker Housing</i> in conjunction with other 4WDL members and the Wheatbelt Development Commission with a contribution of \$2000.	1 Consultant advertising to commence shortly. 4 participating LG's out of 6 New Comment: Draft Report received for Tourism Action Plan	New comment: update to be provided by CEO after next in-person meeting 10 May 2022. Consultants engaged New Comment: 1. SSTA Complete 2. Key Worker housing in progress

21 December 2021	4701	ADCEO	Integrated Planning and Reporting – Strategic Community Plan (SCP) and Corporate Business Plan (CBP) major review	New Action: That Council endorse the major review process of the Strategic Community Plan and Corporate Business Plan	New Comment: Survey mail drop advertising to commence 14/02/2022	Item 12.2.4 OMC Aug. 2022 CBP and informing plans now being considered.
22 March 2022	4742	DCEO	Sportsground Precinct Redevelopment	That the Shire approach all clubs currently part of the Sportsground redevelopment proposal to confirm commitment to the project and to indicate the level of financial contributions that they may be able to make to stage one.	Committee meetings 27 April, 1 June and 21 June; MOU formed and all clubs committed; budget submission prepared.	Refer Committee Minutes and DCEO report; items for Council. Stage 1 approved by Council August 2022. Related documents now being prepared. Next Committee meeting 31 August 2022.
2 August 2022	4828			<p>1. List the Sportsground Redevelopment as a Council project within strategic planning with appropriate planning and reporting to be developed for future decision making;</p> <p>2. Approve delegated authority to the CEO within delegation 30 and purchasing and other policy to initiate request for tender(s) for Stage 1 of the project: a) demolition of the primary site; and b) assessment of future need;</p> <p>3. Allocate the amount of \$150,000 within the draft 2022/23 financial budget for this purpose.</p> <p>4. Where external funding becomes available and appropriate, seek Council Approval to modify financial planning for this project.</p>		

22 March 2022	4747	DCEO	Minutes from the Bushfire Advisory Committee 17 March 2022	That Council continues to work with other councils and lobby the State Government to instruct Western Power to rollout insulator replacement program with the 'Slanted Shed Insulator' from EMC Pacific Aust P/L part LPIS 33-24 AND install dispersion plates at the same time	<p>New Comment: to be followed up with Bushfire Committee Chair.</p> <p>DCEO wrote to Western Power May 2022; follow-up 22 June 2022.</p>	<p>A number of communications with Western Power and regulators has produced material for a briefing paper. This was shared with Council and then with WALGA and members of 4WDL (economic grouping).</p> <p>Forward work is to review pole top fire reporting local and at Western Power and DFES to identify risk or process issues.</p> <p>Councillors present briefed on status at 2 August 2022 meeting.</p>
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28 June 2022	4805	CEO	Future Management Arrangements for Volunteer Bush Fire Brigades	<p>1. That Council advise WALGA that it does not support its position as detailed in the paper entitled “Arrangements for Management of Volunteer Bush Fire Brigades: Proposed Advocacy Position”</p> <p>2. That Council endorse the (draft) attached response from the Shire of Wagin to WALGA’s proposed advocacy position.</p> <p>3. That Council recommend to WALGA, that should a working group be formed to assess options for the management of volunteer Bush Fire Brigades in Western Australia that the DFES Commissioner (or his delegate), the President of Bushfire Volunteers State President and rurally based representatives be included as members of the working group.</p> <p>4. That this matter be listed as a priority for discussion and determination at the 2022 WA Local Government Convention.</p>	Submission sent	
28 June 2022	4812	ADCEO	Western Power – Pole Top Insulators	That Council write to the Minister of Energy advising of Council Resolution 4775 (26 April 2022, technical matters related to power pole Insulators), seeking material information and advice.		Councillors present briefed on status at 2 August 2022 meeting.

2 August 2022	4825	CEO/CEO Recruitment Committee	Recruitment of Chief Executive Officer – Shire of Wagin	<p>That Council adopts the following process for the Chief Executive Officer recruitment and selection:</p> <p>3. Establishes the Chief Executive Officer (CEO) Recruitment and Selection Committee and in accordance with Section 5.8 and Section 5.9(2)(a) of the Local Government Act 1995 adopts the Terms of Reference proposed in this report.</p> <p>4. Authorises the Chief Executive Officer Recruitment and Selection Committee to manage the process of recruiting a Chief Executive Officer in accordance with the Terms of Reference as proposed and as follows:</p> <ul style="list-style-type: none"> • The Chief Executive Officer Recruitment and Selection Committee is to be an Advisory Committee to Council for the duration of the CEO recruitment process in accordance with the Terms of Reference as proposed in this report; • The Chief Executive Officer Recruitment and Selection Committee is to coordinate the recruitment process in an appropriately confidential manner, to attract and select appropriate candidates, whilst adhering to the provisions of the Shire of Wagin Policy on Standards for CEO Recruitment, Performance and Termination.; • The Chief Executive Officer Recruitment and Selection Committee is to coordinate the advertising, search for candidates, short listing, development of interview process, conducting interviews, screening, assessing, conducting, conducting referee checks, writing reports and contract preparation. • The CEO Recruitment and Selection Committee is to report back to Council throughout the process and provide Council with sufficient advice to permit a decision to be made at a Meeting of Council regarding the final selection, appointment and contracting of the CEO. <p>5. Appoints all Councillors to the CEO Recruitment and Selection Committee and appoints Mr Ronald Walker as the independent person on the Committee.</p>		
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2 August 2022	4833	CEO	Request for Tender 07 of 2021/22 Provision of Medical Services to Wagin	6. That the attached confidential tender assessment be considered for tenders received for the <i>Provision of Medical Services to Wagin</i> (Tender 07 2021-22); And, 7. That Council accept the recommended tender of Dr N Du Preez and a contract be negotiated by the CEO for the delivery of general practitioner medical services.	New comment: All parties notified, contract prepared for signing New comment: Contract signed	
23 August 2022	4840	ADCEO/MF	Rating Strategy: Differential Rates for Gross Rental Value properties	1. That Council adopt a rating strategy that utilises differential rates for properties that are valued by Gross Rental Values (GRV) and categorises these as Non-Commercial / Industrial; and Commercial / Industrial; 2. That differential rates be applied to gross rental valued properties as recommended in the draft financial budget for the financial year 2022/23.		
23 August 2022	4841	M/F	Adoption of 2022/2023 Budget and setting of rates levels	That Council adopt the 2022/2023 Budget and setting of rate levels, Fees and charges, as presented		

23 August 2022	4849	M/F	Reporting monthly variances	That Council adopt a material variance of +/- \$20,000 by program from the base figure for the financial year 2022/2023 and report these variances by way of supporting note in the 'Monthly Statement of Financial Activity'.		
23 August 2022	4853	ADCEO	Disability Access and Inclusion Plan (DAIP) 2020 - 2024	<ol style="list-style-type: none"> 1. That the reviewed Disability Access and Inclusion Plan 2020-2024 be adopted as presented. 2. Lodge a report with the Disability Services Commission in accordance with s. 29 (6) of the Disability Services Act 1993. 		
23 August 2022	4854	ADCEO	Strategic Community Plan Review	<ol style="list-style-type: none"> 1. That the attached Strategic Community Plan 2020 – 2030 review document be endorsed by Council. 		

HEALTH, BUILDING AND PLANNING						
Nil						

WORKS AND SERVICES						
Date	Resolution #	Officer	Description	Action	Status	Questions & Comments
21 December 2021	4698		Local Roads and Community Infrastructure Program Round 3	<p>New Action: That the following projects be submitted as part of the Shire's LRCIP Phase 3 allocation of \$687,924</p> <ul style="list-style-type: none"> • Wagin Court House Upgrades - \$130,000 • Moore Street – Bitumen Seal \$80,000 • Cemetery Improvements – Construct and Seal West Entrance and Gravel Sheet Carpark - \$70,000 • Roadworks – Culverts - \$60,000 • Lighting of Giant Ram & Pathway - \$2500 • History Shed Fit Out – Historical Village - \$11,000 • Kerbing (Morris/Sawle/Stubbs Streets) - \$43700 <p>And that the remainder of the LRCIP Phase 3 allocation (\$290724) be prioritised by Council at its OCM in February 2022.</p>	<p>Finished 30 April 2022</p> <p>Commenced 6 May 2022</p>	
23 November 2021	4685	DCEO/CLO	Wetlands Park – Ninja Park Playground Development	That Council endorse the Adventure + Ninja Park design plan and engage Adventure + to supply and install the Ninja Park Playground equipment at the Wetlands Park for the amount of \$108,317 inclusive of GST.	Installation to commence 26 April 2022.	New Comment: Funding acquittal extended to 23 September 2022 due to COVID and supply issues.
22 February 2022	4715	MOW/DCEO	Local Roads & Community Infrastructure Programme (LRCIP)	<p>That the following projects be submitted for funding consideration for the remainder of the LRCIP phase 3 allocation:</p> <ul style="list-style-type: none"> • Culverts from \$60 - \$100 k 	New Comment: Project work schedule update	Toilet block murals removed from approved program; replace with

				<ul style="list-style-type: none"> • <u>Bullock Hills Road</u> – Clear vegetation from the table drain and upslope to accommodate future widening of the bitumen seal from 3.8 metres to 7.0 metres. (Section from Chester Road – 3.8 km east) Estimated Cost \$66,000 • <u>Widen seal 1.45 kilometres (SLK 3.52-4.97)</u> Estimated Cost \$107,174 • <u>Lighting of “Baart: Giant Ram</u> \$4550. • <u>Reconstruction of intersection of Airfeild Road and Vernon Street</u> \$60,000 • <u>Upgrading of culverts and floodways</u> \$40,000 • <u>Toilet Block Murals</u> \$13,000 Total \$290,724 	<ul style="list-style-type: none"> • Lighting Bart \$2500 - \$7550 • Bullock Hill \$173.174 • Reconstruction Airfield/Vernon \$60,000 <p>Toilet Block Murals \$13,000 refer to DCEO items</p>	<p>footpath works. Amended program approved by Infrastructure Australia 18 July 2022.</p> <p>New comment: Ongoing</p>
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11. FINANCIAL REPORTS

11.1 FINANCIAL REPORTS – AUGUST 2022

PROPONENT:	Manager of Finance
OWNER:	Shire of Wagin
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Manager of Finance
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	Nil Report
PREVIOUS REPORT(S):	17 August 2022
DISCLOSURE OF INTEREST:	N/A
FILE REFERENCE:	FM.FI.1
ATTACHMENTS:	Nil

BRIEF SUMMARY

No monthly report was available by the time of publishing. Items due for this agenda will be included in next month's report.

BACKGROUND/COMMENT

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

12. REPORTS TO COUNCIL

12.1 CHIEF EXECUTIVE OFFICER

12.1.1 CHIEF EXECUTIVE OFFICERS REPORT – AUGUST 2022

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	12 September 2022
PREVIOUS REPORT(S):	17 August 2022
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.CO.1
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION/4863 COUNCIL RESOLUTION

Moved Cr G K B West

Seconded Cr G R Ball

That Council receive the Chief Executive Officers report for August 2022.

Carried 8/0

BRIEF SUMMARY

BACKGROUND/COMMENT

WAGIN TROTTING TRACK – DRAINAGE ISSUES

The Manager of Works and CEO recently met with Mr Kevin Spurr and Mr Bevan Taylor of the Wagin Trotting Club to discuss drainage issues that are impacting the trotting track.

The first issue is growth of grass on what was previously a hardstand area between the oval and the track (between three and four metres). The grass impedes drainage and becomes heavily saturated. The section between the oval and the track of the oval used to be sprayed regularly with a bare earth hardstand being maintained.

The wet condition of the track at the June trotting meeting resulted in the last three races being cancelled. There is little doubt that the continued wet conditions have largely contributed to the situation. A spraying program has been reinstated to remove the grass that has encroached on the hardstand perimeter of the oval.

(Images follow on next page).



Another drainage concern is the saturation of the track in front of the Eric Farrow Pavilion. It is believed that the drainage of the grassed area in front of the pavilion is insufficient with water building up along the concrete wall between the pavilion and the track. This water infiltrates through the wall to under the track thereby saturating it and making it unserviceable after period of sustained rainfall.

It has been determined that the remedy is to install 200mm drainage pipes along this section to water into an adjacent sump. The Manager of Works will program this work in advance of next winter.

(Images follow on next page).



BROADCAST BOX AND JUDGES BOX – WAGIN TROTTING CLUB.

The Broadcast box is missing a window, and this has been programmed for replacement. The Judges Box has long been a matter of concern for the Club and is not fit for purpose.

A few years ago, The Trotting Club developed a proposal to replace both the Broadcast and Judges Boxes and submitted applications for external funding which were not ultimately successful. The Club is keen to revisit this proposal and to engage Council in the process in order that this might receive some priority. (For information and further consultation).

TELSTRA DEVELOPMENT 1 TRAVERSE STREET WAGIN - UPDATE

Council will recall concern around the installation of communications equipment by Telstra last year, adjacent to the Wagin Post Office. The operation of this equipment resulted in constant noise and concern from neighbouring residents about the adverse effect on the amenity of the area and possible deleterious and residual impacts on their health and wellbeing.

Information has been provided recently to the CEO that the equipment has been removed.

PROPOSED PLANTING OF TREES TO COMMEMORATE THE QUEENS PLATINUM JUBILEE

The Shire has been granted \$10,000 for a tree planting initiative to commemorate the Queens Platinum Jubilee. It was originally proposed to plant Moreton Bay Figs, however, attempts to find a supplier of advanced plants have been unsuccessful. Subject to approval from the funding body, it is now intended to plant 10 *Pride of Bolivia* (*Tipuana tipu*) trees in Chellev

Park opposite the Shire Administration building. These are fast growing deciduous shade trees offering a striking shady canopy.

**REPORT ON DRAINAGE FROM THE WAGIN RECREATION CENTRE TO ARTHUR ROAD
(FOR REFERRAL TO THE WORKS AND SERVICE COMMITTEE)**

A report has been prepared (and is circulated with this agenda for the information of Councillors) on drainage issues. It is suggested that this be referred to the next meeting of the Works and Service Committee for consideration.

HANDOVER TO ACTING CHIEF EXECUTIVE OFFICER

An incremental handover process has taken place over the last few weeks to Mr Ian McCabe who will be Acting CEO as from 1 October 2022. This has comprised the passing on of background information on various matters, to enable a seamless transfer of duties and the continuance of business as usual.

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

12.1.2 REQUEST TO RENAME *BOJANNING PARK*

PROPONENT:	Mr Charlie Williams
OWNER:	N/A
LOCATION/ADDRESS:	Wagin Town Lots 1746 & 1747 (Reserve 27106)
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	N/A
DATE OF REPORT:	29 August 2022
PREVIOUS REPORT(S):	N/A
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	PK.DE.1
ATTACHMENTS:	<ul style="list-style-type: none">• Letter• Policies and Standards for Geographical Naming in Western Australia (Extract)

OFFICER RECOMMENDATION

That Council approve of the renaming of *Bojanning Park* to *William Wallam Park* subject to no objections being received after the proposal is advertised locally.

Or

That no change be made to the name of *Bojanning Park*.

4864 COUNCIL RESOLUTION

Moved: Cr G R Ball

Seconded: Cr S M Chilcott

That Council advertise inviting submissions from the Community for the naming / renaming of *Bojanning Park*

Carried 8/0

Note reason for change: Council to call for submissions and review prior to any renaming taking place.

BRIEF SUMMARY

This report recommends the consideration of the request by Mr Charlie Williams for *Bojanning Park* to be renamed *William Wallam Park*.

BACKGROUND/COMMENT

The proponent has advised that the name *Bojanning* does not hold any particular significance and the park was so named as *Bojanning* was the name of an Aboriginal Corporation that was managing some local Community Development Employment Projects several years ago.

The basis of the requested name change is to recognise the contribution of the late William (Bill) Wallam in promoting and organising sport, particularly basketball and football, for the young people of Wagin over many years. Mr Bill Wallam was also involved in the development of the park as a meeting place and a place of recreation.

It has been ascertained that the naming of the park as *Bojanning* was not formalised through the established Landgate geographical naming process and therefore there would be no impediment to changing the name. If the naming of the park was to be formalised through this process, there are some limitations and quite a process to be followed (refer to attached *Policies and Standards for Geographical Naming in Western Australia*). It is suggested that if Council accedes to the request for the name change, that this be done informally which should not carry any consequence other than the park would not be recognised on any formalised database or mapping (akin to the current situation).

The proponent has advised that he does not believe that there would be any opposition to the proposed renaming of the park. Council could if it wished, advertise the proposal locally and invite submissions of the proposed name change before deciding on this matter.

CONSULTATION/COMMUNICATION

Mr Charlie Williams

STATUTORY/LEGAL IMPLICATIONS

Policies and Standards for Geographical Naming in Western Australia

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Costs of Signage – accommodated within current Budget provisions.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Mr Bill Atkinson
CEO
Shire of Wagin
PO Box 200
WAGIN WA 6315

Dear Bill,

RENAMING OF BOJANNING PARK

I would like to request that Council consider renaming *Bojanning Park* to *William Wallam Park* in recognition of the work carried out by the late William (Bill) Wallam in promoting and organising sport, particularly basketball and football, for the young people of Wagin over many years.

Bill Wallam was also involved in developing the park and installing the basketball half court and other improvements. I believe that the renaming of the park would be a fitting acknowledgement of the part that he played in improving things for Wagin.

Yours sincerely



Charlie Williams
26th August 2022

Officer	Comment
Section Required	
Only	



Policies and Standards for Geographical Naming in Western Australia

Version 03:2017

1.4 Commemorative names

In the past, many topographical features and places in Western Australia were often named after living persons, an event or another place. It was common practice to bestow the names of benefactors, members of the Royal Family, international and national figures, crews of vessels, members of expeditions, survey assistants, and family members left at home, many of whom had no connection with the feature that was named after them. This practice is no longer supported.

A commemorative name applied to a locality shall only use the surname of a person posthumously.

A commemorative name applied to a road should use the surname of a person posthumously; although it is preferable that only the surname is used, consideration may be given to using the first name. For example, Alma Road in Donnybrook was approved to commemorate Alma Williams where the surname was deemed non-compliant due to overuse and duplication in the area.

Where the first name is not suitable, consideration may be given to applying both the first name and surname to the road. For example, Barry Marshall Parade was approved to commemorate Barry Marshall where both the first name and surname were deemed non-compliant due to overuse and duplication in the area of similar sounding names.

A commemorative name applied to local parks and recreational reserves may use the first name and surname of a person; although, it is preferred that only the surname is used.

1.4.1 New commemorative naming proposals

Landgate recognises the significance of historic commemorative naming and encourages the continued recognition of outstanding achievements, contributions to the community and significant events.

The following policies shall apply to all commemorative naming proposals:

- all commemorative name proposals shall meet the same criteria required of any other name proposal
- all commemorative naming proposals must include evidence of support by the wider community and reach beyond a single local government, person or special interest group
- a commemorative name shall not be used to commemorate victims of, or mark the location of, accidents or tragedies
- prior or current ownership of land does not confer the right or entitlement to apply a commemorative name
- the use of unofficial commemorative names in publications, or in landscape dedications or markers, is no assurance that they will be adopted into official names records
- a commemorative name shall not be considered for adoption if a well-established and acceptable name already exists for the feature.

1.4.2 Use of personal names

Landgate will not accept a commemorative naming proposal of a person whilst they are still alive for a road or locality.

Requests to approve names that commemorate, or that may be construed to commemorate, living persons will also not be accepted.

The approval of a name to commemorate an individual will only be considered;

- posthumously
- permission of the immediate family must be obtained. Where the person has been deceased for more than 10 years and contact with the immediate family could not be established appropriate consultation must be carried out
- based on a demonstrated record of achievement



- having had a direct and long-term association with the location and made a significant contribution to the area
- the proposal commemorating an individual with an outstanding national or international reputation has had a direct association with the area in which it is to be located
- such application is in the public interest
- there is evidence of broad community support for the proposal.

The following will not be considered as appropriate grounds for a commemorative naming request:

- current or past ownership of the land is not considered sufficient grounds
- precedence of existing names
- past or ongoing public service within all levels of government
- names will not be supported after a person who has sponsored the development of the area, or was a commercial developer.

Use of nicknames, epithets or informal names

The use of nicknames or other informal names may also be used but only in combination with the surname, for example, Snow Bennett Park. The approval of such names will be at the GNC's discretion as the preference is for only the surname to be used. The use of elongated names such as Harold 'Snow' Bennett Park will not be considered.

Alternate commemorative naming options

If a local government or community group wishes to commemorate a living person, they should consider an alternative option. Section 5: Local parks and recreational reserves, may meet their needs for commemorative naming of living people.

The local government may prefer to commemoratively name buildings and/or other community infrastructure after living people. It is however requested that the normal naming policies and standards should still be applied to avoid duplications and any possible confusion with other such facilities.

1.4.3 Honouring living people by the Minister

In rare circumstances the Minister at his or her discretion may approve a commemorative name of a living person for a road or locality, where they have attained exceptional achievements at state, national or international level, requiring special recognition.

The Minister will not approve a name:

- that could be considered offensive
- exposes the State Government to legal risk or widespread public criticism
- is connected to a religious group, political group or commercial enterprise where they are likely to cause public divisiveness.

1.4.4 Use of initials

The initials of a given name shall not to be used in any instances. For example, a feature named Smith Park is easier to identify than one named J.K. Smith Park as it could be incorrectly referred to as JK Park, K Park, Smith Park by the public.

1.4.5 Titles, honorifics and post nominals

A title is added to the beginning of someone's name to signify respect (such as the honorific of Sir, Madam etc), an official position or a professional or academic qualification.

- Cr W J Longmuir left the meeting at 7:48pm and returned at 7.50pm
- Mr A Hicks left the meeting at 7.49pm and returned at 7.51pm

12.1.3 PURCHASE AND SALE OF TRUCKS

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	Not Applicable
DATE OF REPORT:	5 September 2022
PREVIOUS REPORT(S):	N/A
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	PL.AC.1
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION/4865 COUNCIL RESOLUTION

Moved Cr B L Kilpatrick

Seconded Cr G R Ball

That action be taken to purchase the following vehicles outright, without trade:

- Tip Truck (Approx. 13 tonne)
- Tip Truck (Approx. 6 tonne)
- Dual Cab Truck

And to dispose of the following units once the new units have been delivered:

- 2013 Isuzu Tip Truck (P42)
- 2016 Isuzu Tip Truck (P 16)
- 2016 Isuzu Dual Cab (P 21)

Carried 8/0

BRIEF SUMMARY

This report recommends the purchase of new trucks provided for in the Shires 2022/23 financial year budget, without trades and that action be taken to dispose of existing units separately.

BACKGROUND/COMMENT

Past practices where quotes/tenders were called for new vehicles after trade-ins are difficult to implement due to the unusual economic environment currently prevailing. The issues include:

- Supply delays with new vehicles
- Extended timelines for the manufacture of truck bodies
- Rapidly increasing prices of steel

The Shire has budgeted to replace the following vehicles this financial year:

- 2013 Isuzu Tip Truck (13 tonne) Net Changeover \$109,200
- 2016 Isuzu Tip Truck (6 tonne) Net Changeover \$42,381
- 2016 Isuzu Crew Cab. Net Changeover \$38,268

The Manager of Works and CEO have been in communication with industry sources who have advised that because of the volatility in the market including delivery delays, it is difficult for dealerships to quote or tender on trucks (especially where bodies have to be manufactured separately) and to hold firm on trade in offers.

Dealers are prepared to lock in prices for the trucks themselves, however due to timeframes and price increases associated with having bodies manufactured, they are unwilling to quote on supplying complete units. In order to protect their own interests, dealers need to build in a price rise clause for price variations in the cost of truck bodies due to circumstances beyond their control.

It is proposed that the Shire seek quotes for the new units, including bodies (with the associated price rise clause where applicable) and to purchase the units outright without trade. When the new units are delivered, action would be taken to tender the old units. The current market for second-hand units is very strong and in the opinion has been given that the Shire's budget estimates for the trade/sale values of the old units are fairly modest. Confidence exists that there should be no adverse financial implications in proceeding in this way. Given the Shire's strong financial position, it is well able to cover the cash flow situation from the time the new units are delivered to the time the old units are sold.

CONSULTATION/COMMUNICATION

- Manager of Works
- Industry Source

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 – section 3.58 – Disposition of Property

- (1) In this section —
dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not.
property includes the whole or any part of the interest of a local government in property but does not include money.
- (2) Except as stated in this section, a local government can only dispose of property to —
 - (a) the highest bidder at public auction; or
 - (b) the person who at public tender called by the local government makes what is, in the opinion of the local government, the most acceptable tender, whether it is the highest tender.
- (3) A local government can dispose of property other than under subsection (2) if, before agreeing to dispose of the property —
 - (a) it gives local public notice of the proposed disposition —
 - (i) describing the property concerned; and
 - (ii) giving details of the proposed disposition; and

- (iii) inviting submissions to be made to the local government before a date to be specified in the notice, being a date not less than 2 weeks after the notice is first given.
 - and
 - (b) it considers any submissions made to it before the date specified in the notice and, if its decision is made by the council or a committee, the decision and the reasons for it are recorded in the minutes of the meeting at which the decision was made.
- (4) The details of a proposed disposition that are required by subsection (3)(a)(ii) include —
- (a) the names of all other parties concerned; and
 - (b) the consideration to be received by the local government for the disposition; and
 - (c) the market value of the disposition —
 - (i) as ascertained by a valuation carried out not more than 6 months before the proposed disposition; or
 - (ii) as declared by a resolution of the local government on the basis of a valuation carried out more than 6 months before the proposed disposition that the local government believes to be a true indication of the value at the time of the proposed disposition.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Financial implications associated with the sale of the older vehicle and the purchase of replacements are expected to be contained within the provisions of the Shires 2022/23 financial year budget.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

12.2 ACTING DEPUTY CHIEF EXECUTIVE OFFICER

12.2.1 ACTING DEPUTY CHIEF EXECUTIVE OFFICERS REPORT – AUGUST 2022

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Acting Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	15 September 2022
PREVIOUS REPORT(S):	15 August 2022
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.CO.1
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION/4866 COUNCIL RESOLUTION

Moved Cr G R Ball

Seconded Cr M A O'Brien

That Council receive the Acting Deputy Chief Executive Officer's report as presented.

Carried 8/0

BRIEF SUMMARY

The following report details activities within the DCEO portfolio.

BACKGROUND/COMMENT

ACTING DEPUTY CEO (A.DCEO)

The Acting Deputy CEO will commence as Acting CEO in October and Ms Donna George will act as Deputy CEO. To facilitate these higher duties, recruitment for the role of Community Development Officer (CDO) has recently been completed and Ms Julie Christensen has accepted the appointment and will commence immediately.

The recruitment of the new pool manager was completed in early September. The successful candidate Ms Rachel Bairstow will commence in early October and comes to Wagin after six successful years managing the facility at Corrigin. Rachel is a highly experienced and very well qualified manager of aquatic facilities and is looking forward to delivering a high-quality program from later this year.

The Annual Report is currently being prepared but completion and presentation to Council is subject to the audit process. However, the workflow timeline that staff are following aims for inclusion of the Annual Report in the agenda for the November meeting Tuesday 22 November 2022. If this timeline is met, the officer recommendation would be to hold the annual general meeting of electors prior to the ordinary meeting in December: 6.30pm Tuesday 20 December 2022.

Key Meetings and Activities since 15 August have included:

- 18 August, site visit by the Regional Manager Department of Local Government, Sports and Cultural Industries to learn more about the Sportsground Redevelopment project;
- 26 August, with the President Cr Blight, attended the West Australian Local Government Association (WALGA) zone meeting in Beverley;
- 29 August – 2 September, recruitment of swimming pool manager;
- 24 August – 5 September, recruitment for Community Development Officer (advertising, preparation of position description and calculation of work levels and salary, preparation of interview materials and scheduling of interviews – all interviews conducted by other officers);
- 7 September IT project management;
- Property inspections and organisation of related works; desktop review of corporate business planning;
- The CEO and A.DCEO liaise regularly about all strategic and operational matters; however, a formal handover process has commenced to enable commencement of the acting CEO from the start of October;
- Preparations for local government convention; ongoing work on components of medical centre management transition project;
- Oversight of capital building projects; tender management; lease management; grant submissions; compliance; financial management; Home Care services; operational and staff matters; community liaison.

SPORTSGROUND PRECINCT REDEVELOPMENT STEERING COMMITTEE

The purpose of the Committee as defined in the Terms of Reference is to provide Council with recommendations on the implementation of the Wagin Sportsground Precinct Redevelopment Masterplan.

Engagement with the Department of Local Government Sports and Cultural Industries (DLGSCI) is to build the relationship with a key stakeholder in local government, sports facilities and community development. In respect of this project, the purpose is to maximise success in preparation of project planning and subsequent application(s) for project funding.

The Regional Manager for DLGSCI visited Wagin 18 August to discuss the project, make a site visit and advise on funding and the relationship between this project and other possible proposals.

Internal interactions as well as communication with the Wagin Bowling Club has enabled the examination of strategic issues associated with the project scope.

The committee met 14 September (minutes included at item 9). The committee's key decisions include:

- Amending Terms of Reference to promote flexible project administration;
- Defining the project scope by determining the key facility parameters (facilities for cricket, tennis and hockey; new clubrooms and playing surfaces; requirements for

transition plans; support for bowling club remaining at the current site; support for preparation of discussion paper for the addressing of non-sporting facilities included in the August 2020 Masterplan).

Consultations related to the above will occur in the coming months as well as preparation of project documentation for funding and budget submissions in 2023/24.

CORPORATE SERVICES

The purpose of corporate service officers is to deliver administration services to the community through local government activities.

- Manager of Finance and finance: major activities have been budget implementation and issue of rates notices; activities related to annual reporting and audit;
- Homecare: inductions; updating of administration tools: policy, procedures, reporting;
- Community Liaison Officer: emergency services, recruitment, funding.
- Building Officer: Please refer to item 12.5;
- Customer Service and Records: oral history project (a training session with Elaine Rabbitt is planned for 28 and 29 September); archiving of records; the past month has been quite busy with the issue and payment of rates notices; there is significant interest in the community bus with bookings throughout August and September; the shire continues to receive significant and positive feedback from travellers about the facilities and services that the town and Shire have to offer: Caravan Park, Wetlands Park, Ninja Park and the tourist information available are all mentioned by visitors to the shire administration.

Social Media (Facebook):

There have been 16 posts to the Shire Facebook page since the last report in August with the six biggest items being listed below in order of community reach:

Facebook Highest Rating Posts	September 2022 (views)
Wagin Pool Sunset Image (see later in this report)	2,325
GP Agreement signed	2,252
Lexus Melbourne Cup winner with Bart image	1,739
Wagin VFRS finalist in Fire and Emergency Awards	1,016
Employment Notice – Admin/Technical Officer role	789
Employment Notice – CDO role	747

Community:

Electronic Sign Update

Members of the Wagin community are becoming more familiar and comfortable with advising the shire of events which can be advertised on the sign. This is increasing the community engagement with “what’s on in Wagin.”

Ten local businesses currently lodge paid advertising on the electronic sign.



Wagin Memorial Swimming Pool Sunset

Fire Danger Rating change

The Minister for Emergency Services; Innovation and ICT; Medical Research; Volunteering, Hon. Stephen Dawson MLC announced the rollout of the Australian Fire Danger Rating System (AFDRS) from 1 September. This national system will replace the previous fire danger rating system, which was developed in the 1960s.

The AFDRS is backed by improvements in science to deliver more localised and accurate information for communities throughout WA. The science better considers the various types of vegetation across localised landscapes and incorporates the latest understanding about weather, fuel and fire behaviour in different types of vegetation to improve the reliability and accuracy of fire danger forecasts.

The AFDRS will replace six fire rating levels with four: Moderate; High; Extreme and Catastrophic. There will also be 'no rating' for days when conditions present minimal fire risk.

Community actions will be advised at each level to assist the public in understanding what they need to do to protect themselves, their family and their homes.

Due to the timing of this announcement, the original six fire danger rating levels have been included in the Fire Management Requirements notice for 2022/23 (as included with rates notices for 2022/23). The Department of Fire and Emergency Services (DFES) have been

consulted and advised that the shire should conduct appropriate advertising to educate the public. This will occur throughout the fire season.

Information about the new fire ratings can be viewed at emergency.wa.gov.au and bush fire readiness information can be viewed at mybushfireplan.wa.gov.au



Fire Danger Ratings, mybushfireplan.wa.gov.au

Wetland Park Update

The Ninja Park is close to completion with a new footpath awaiting installation. The fenced park area is now complete with minor modifications made following community feedback to improve on what were limited options for the very small people to enjoy.

Funding:

An application has been submitted for a Waste Sorted Community education grant for \$7,648. This will enable the purchasing of worm farms to be located around the community for food recycling purposes. This will be a community driven programme aimed at waste diversion and soil improvement.

LIBRARY

A report to councillors and community about events, activities and statistics for the Wagin Library and Gallery.

Library Events and Activities:

- Story Time each Wednesday 10am to 11am then again on Fridays 1.30pm to 2.30pm;
- Wagin Library and Gallery Book Club held 13 August and 10 September;
- BRAIN BREAK Science Questions and Morning tea 17 August for Science Week
- Friends of Wagin Library and Gallery meeting 25 August; next meeting is Thursday 29 September at 4.30pm.

- A guest book is available for comments and suggestions during library hours.

Library statistics August / Sept, 2022	
Patron visits	225
Free tea or coffee	46
Phone enquiries	21
Inter-library requests (in)	8
Information searches by library staff	4

HEMOCARE

The purpose of Hemocare is to maximise independence, wellbeing and community connections so aged persons can remain living independently in the community.

Key activities in the previous month have included:

- Onboarding process for three carers;
- Event planning in collaboration with Wagin CRC
- Collaborating with WA Country Health Service regarding a community health program
- Administrative matters including revision of the Staff Handbook, staff appraisals and affirmation of confidentiality protocols;
- Service and environment improvement, including re-organising of the office for effective workflow and introduction of a nurse's workstation;
- Innovations have included the development of value-added nursing services and the creation of 'Home Folders' for placement in client homes to detail services and service costs – this should reduce client queries and provide a 24-hour information source.

The rescheduling of services due to COVID outbreaks has been an ongoing challenge but particularly in recent times.

Service	Number of Clients
Domestic Assistance	61
Gardening	54
Social Support Group	28
Transport	27
Nursing	19
Shopping	7
Meal Preparation	4
Meals on Wheels	4
Personal Care	0

(Some clients utilise more than one service)

- There were 632 service deliveries in August (an increase of 103 service in July). Domestic Assistance (35.8%) and Transport (12.8%) are the services in greatest demand.

Service	Number of Services
Domestic Assistance	226
Transport	81
Social Support	69
Gardening	67
Social Support - Group	61
Nursing	50
Meals on Wheels	31
Shopping	26
Personal Care	14
Meal Preparation	7

(Some deliveries involve more than one service)

- Month and Year to Date (YTD) Service Delivery

Types of services provided	Measures	Month			Year to Date	Full Year
		Provided	Contracted	Variance	Provided	Contracted
Domestic Assistance	(Hours)	329	243	86	597	2,913
Social Support Group	(Hours)	205	120	85	279	1,442
Home Maintenance	(Hours)	72	112	-40	149	1,344
Social Support Individual	(Hours)	80	83	-3	137	1,001
Transport	(#Trips)	81	64	18	118	762
Meals on Wheels	(#Meals)	31	226	-195	62	4,011
Nursing	(Hours)	33	0	33	46	0
Other food services	(Hours)	5	25	-20	13	299
Respite Care	(Hours)	0	2	-2	1	18

CONSULTATION/COMMUNICATION

Chief Executive Officer and staff of the Shire of Wagin; members of the Sportsground Precinct Redevelopment Steering Committee.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 and relevant regulations.

POLICY IMPLICATIONS

No direct policy implications.

FINANCIAL IMPLICATIONS

There are no direct financial implications to this report.

STRATEGIC IMPLICATIONS

Reference to and implementation of Shire of Wagin Strategic Community Plan; Shire of Wagin Corporate Business Plan; Shire of Wagin Disability Access and Inclusion Plan.

VOTING REQUIREMENTS

Simple majority.

12.2.2 CHRISTMAS FUNCTION AND HOLIDAY PERIOD OFFICE HOURS

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Acting Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	13 September 2022
PREVIOUS REPORT(S):	22 September 2021
DISCLOSURE OF INTEREST:	The author has an interest in common with staff and Council of the shire
FILE REFERENCE:	CM.CO.1
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION/4867 COUNCIL RESOLUTION

Moved Cr G R Ball

Seconded Cr G K B West

1. That Council host the annual Shire of Wagin Christmas function at Wagin Bowling Club on Friday 2 December 2022.

And,

2. That Council approve the following office closure dates for the 2022/23 Christmas / New Year period:

Monday 26 December 2022 Christmas Day Public Holiday (Closed)

Tuesday 27 December 2022 Boxing Day Public Holiday (Closed)

Wednesday 28 December 2022 to Friday 30 December 2022 (Closed) ****

**** Note: Annual Leave period

Monday 2 January 2023 New Year's Day Public Holiday (Closed)

Administration office to re-open Tuesday 3 January 2023.

Carried 8/0

BRIEF SUMMARY

The Shire of Wagin hosts an annual Christmas function to recognise loyal service and thank elected members and staff for their efforts during the past year. Office closure at this time of year is required by public holidays and reduced levels of business allows for the taking of some annual leave.

Approval of this item is requested to allow for preparation of rosters and confirmation of arrangements.

BACKGROUND/COMMENT

The annual Shire of Wagin elected member and staff function is planned for Friday 2 December 2022. Planning is underway for a suitable catered event to occur at the Wagin

Bowling Club for all staff and councillors with their partners to celebrate the completion of a busy year and thank all for their efforts. It is council policy that any award presentations, such as significant anniversaries of service, be recognised at these events.).

This event is included in budgeted items for 2022/23.

Service arrangements for the Christmas / New Year period are:

- Outside staff will stand down close of business Wednesday 22 December and utilise annual leave and public holidays;
- Some outdoor staff will return Tuesday 3 January 2023 with remaining team members returning later in the month, depending on leave balances;
- A skeleton crew will maintain critical services;
- The indoor team will work until close of business Friday 23 December 2022 and utilise annual leave and public holidays;
- Administration will re-open Tuesday 3 January 2023.

Wherever possible staff will take annual leave to recharge after a busy year and manage leave credits.

Emergency contacts and closure dates will be provided to members of parliament, regulatory authorities, other local governments, emergency service entities and key community contacts. Appropriate information will be posted to the shire's official website about closure, services and contacts. Notices will be placed at administration and library in line with local public notice requirements advising of these arrangements.

Information related to the management of fire and harvest ban notices and other emergency related information will be prepared in liaison with fire control officers and distributed to stakeholders.

CONSULTATION/COMMUNICATION

Chief Executive Officer; Manager of Finance; Community Liaison Officer; full council and staff of the Shire of Wagin; Wagin Bowling Club.

STATUTORY/LEGAL IMPLICATIONS

Observance of public holidays is an entitlement of the Local Government Officers' (Western Australia) Award 2021.

All other closure dates are recognition of lower rates of business activity due to season.

POLICY IMPLICATIONS

There is no direct policy implication of this item. The annual function is referenced at policy A.8 Elected Member and Employee Loyalty Service Recognition.

FINANCIAL IMPLICATIONS

No direct financial implication as the event is budgeted and all leave entitlements are within budgets or reserves for that purpose.

STRATEGIC IMPLICATIONS

There are no direct strategic implications to this item. However, the end of year function is an important means of recognition and for bringing diverse functions together.

VOTING REQUIREMENTS

Simple majority.

12.2.3 POLICY FOR THE USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Acting Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	16 September 2022
PREVIOUS REPORT(S):	N/A
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.PL.1
ATTACHMENTS:	1. Draft policy A.28 Use of information and communications technology.

OFFICER RECOMMENDATION/4868 COUNCIL RESOLUTION

Moved Cr G R Ball

Seconded Cr S M Chilcott

1. That the draft policy at Attachment 1 be adopted by Council and approved for use by the Shire of Wagin;
2. That the policy be included in the Shire of Wagin Policy Manual as Administration policy A.28 and where any conflict with other policies arise this policy will apply.

Carried 8/0

BRIEF SUMMARY

The purpose of this policy and guidelines is to set appropriate acceptable use parameters for the Shire of Wagin Information and Communications Technology (ICT) systems.

BACKGROUND/COMMENT

Information and communication technologies are critical tools in the conduct of business and local government. Without access to the internet, email and the storage and access of electronic documents there would be many limitations on local government activity. In some cases, this would mean non-compliance with regulation and an inability to meet service expectations.

These business needs, the associated high costs of information technologies and the intersection with the wider world means the management and use of information can be a high-risk endeavour. Cyber-security, missed opportunities, delayed actions, poor communication strategies and an inability to implement business plans are some of the risks associated with poor use of information and communication assets.

Consequently, it is necessary to consider the management of outlier behaviours such as illegal activity or non-productive use of assets and provide guidance to users of these essential business tools.

The preparation of the policy and guidelines considers several reports published by the Western Australian Office of the Auditor-General (OAG):

- Information Systems Audit Report 2020 – Local Government Entities (June 2020);
- Local Government General Computer Controls (May 2021);
- Staff Exit Controls (August 2021).
- Cyber Security in Local Government (November 2021);

These reports and other material relevant to the local government and public sectors can be viewed at the OAG website <https://audit.wa.gov.au/>

These reports indicated that the local government sector lacked direction in information security and demonstrated poor risk management of networks and operations. This included poor control of inappropriate access; inadequate supplier management controls; inadequate human resource security controls; and inadequate physical and environmental controls.

This policy and guidelines address these issues and supplement the local government's codes of conduct and other policies and provides for the appropriate and acceptable use of ICT systems. This will complement other actions taken in the recent months to reduce associated risk to the local government. These include:

- Removal of sensitive information from general access to management access only;
- Review of ICT management support services (and preparation for a tender for these services);
- Confirmation of backup, recovery and network architecture;
- Installation of new uninterrupted power supplies (UPS) for key assets;
- The review of server and networking cabling with provisions made for the re-location of minor assets in 2022/23 budget;
- Purchase of portable IT assets to improve workplace flexibility;
- Stocktake of small assets;
- Participation with insurer LGIS in a cyber-security project;
- The initiation of business recovery planning (see item 12.2.4 also).

This item is a key component of risk mitigation. It will complement other planning activities such as asset management, corporate business planning and emergency response and recovery. In this respect, the proper management of information systems supports all activities of the local government such as service delivery, compliance and delivery of Council's Strategic Community Plan.

CONSULTATION/COMMUNICATION

Chief Executive Officer; Office of the Auditor General.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 Part 7 (Audit); regulation 17 Local Government (Audit) Regulations 1996, particularly in respect to CEO obligations as to risk;

Information technology framework (non-statutory or compliance) within the Integrated Planning and Reporting Advisory Standard 2016.

State Records Act 2000 (record keeping).

Part 4 of the Local Government (Functions and General) Regulations 1996 (purchasing).

POLICY IMPLICATIONS

This is a new policy and guideline. There will be intersection with existing Shire of Wagin policy and procedure, particularly Code of Conduct for Council Members, Committee Members and Candidates; and Code of Conduct for Employees.

FINANCIAL IMPLICATIONS

There is no direct implication to this item.

STRATEGIC IMPLICATIONS

This policy and guideline will support effective implementation of strategy and reduce risk to the local government.

VOTING REQUIREMENTS

Simple majority.

DRAFT POLICY A.28 USE OF INFORMATION AND COMMUNICATIONS TECHNOLOGY

1. Purpose

The purpose of this policy and guidelines is to set appropriate acceptable use parameters for the Information and Communications Technology (ICT) systems.

Information and Communications Technology systems include any technology, network, system or process for the receipt, transmission, storage or retrieval of information in whatever form. Examples include closed circuit TV (CCTV), computers, mobile and fixed telephony, storage devices, portable displays and devices not yet invented or deployed.

Acceptable use parameters are designed to ensure the continued effective and secure operation of those systems and to protect the Shire of Wagin from error, fraud, defamation, breach of copyright, unlawful discrimination, illegal activity, privacy violations and service interruptions.

These guidelines should be read in conjunction with the Shire of Wagin Code of Conduct for Council Members, Committee Members and Candidates; and the Code of Conduct for Employees; and other policy, procedures or agreement as published and revised from time to time.

2. Scope

These guidelines apply to:

- All users
- Any use of the systems, whether or not during business hours, on Shire of Wagin premises or through the use of privately owned devices or facilities

3. Authorised use

The systems are primarily a Shire of Wagin tool, to be used for Shire of Wagin purposes by elected members, staff and affiliates including suppliers.

In the case of elected members, this includes uses relevant to their position as an elected member with the Shire of Wagin.

In the case of staff, this includes uses relevant to their employment with the Shire of Wagin.

In the case of affiliates, including suppliers, this includes uses for the purpose for which they have been given access to the systems

4. Personal use

Any personal use of Shire of Wagin equipment and systems should be incidental and not interfere with the user's primary role within the Shire of Wagin, the work or conduct of others or the operation of the systems.

Unreasonable or excessive personal use is not permitted. The systems must not be used to conduct a personal business or private commercial or recreational activity, gamble, access or use objectionable material.

5. Ownership of data and intellectual property

Unless specified by contract and subject to the Shire of Wagin's policies and procedures, the Shire of Wagin is the owner of all data:

- Created by employees as part of their employment; and
- Created, sent or received by users using the systems, and
- All such data may be accessed as records of evidence, including in an investigation or in response to other actions such as audit, litigation or criminal investigations.

The ownership of intellectual property created by any person is governed by the local government's policies, procedures, contracts and employment agreements.

6. Record-Keeping and destruction of data

All material is potentially subject to the State Records Act 2000 and / or other legislation. All users agree to maintain appropriate records in accordance with the Shire of Wagin's Record-Keeping Plan.

Where users are authorised to store Shire of Wagin data on a privately owned device or facility, they agree they are responsible for ensuring that the Shire of Wagin data is transferred to the Shire of Wagin or rendered illegible and irretrievable at the time of disposal of that device or facility.

7. Conditions of access

It is a condition of access to the systems that users must agree to comply with all Shire of Wagin policies relating to the use of computing facilities, including the Code of Conduct for Council Members, Committee Members and Candidates; and the Code of Conduct for Employees; the terms and conditions of contract; any published document of the Shire of Wagin; and these guidelines.

8. Unauthorised and illegal uses

Users must not use the systems to engage in offensive, unlawful or illegal behaviour.

9. Users:

- Are presumed to be responsible for all activities undertaken using their accounts
- Must take reasonable steps to keep their account secure
- Must choose a password that cannot easily be guessed or predicted
- Must not share their password with anyone else or record their password in obvious locations
- Must change their password regularly where this is facilitated and required (and immediately if it becomes known by another person)
- Must not permit other persons to use their account (other than through an email proxy arrangement or unless approved in advance by the Shire of Wagin executive).
- Must log out or lock their computers whenever they are left unattended
- Must protect the security of data held on mobile systems (e.g., phones, laptops, memory sticks and other storage mediums), including the maintaining of reasonable virus control measures where possible and seek advice where this may not be possible
- Must not connect unauthorised devices to the network, either via software or hardware that makes this possible (e.g., attaching a personal computer or external storage device)
- Must make sure that important Shire of Wagin data that is not included in automatic backups is manually backed up on a regular basis and can be recovered to the latest version in the event of data loss
- Must not use abusive, profane, threatening, racist, sexist, or otherwise objectionable language in any message or communication
- Must not access, send, receive, store, or print pornographic, racist, sexist, or otherwise discriminatory, or objectionable material
- Must report actual or suspected security breaches to the IT Service support as soon as possible and notify Shire of Wagin executive
- Must not defeat or attempt to defeat security restrictions on systems and applications
- Must not remove or disable antivirus and other similar client security agents without the advice of the approved IT service support or approval from the Shire of Wagin executive
- Must not use or install unauthorised or unlicensed software or knowingly propagate or disseminate malicious software of any type

10. Email and other electronic communications

Email is an official method of communication for elected members, staff and authorised persons. Mass electronic communications are moderated by the IT Service support and / or Shire of Wagin executive team (shire@wagin.wa.gov.au).

11. Privacy

Users must deal with personal information in accordance with the Shire of Wagin confidentiality and policy provisions.

12. Access, monitoring, filtering and blocking

Users:

- Use the systems on the understanding and condition that their use is monitored
- Acknowledge and consent to the Shire of Wagin's right to access, monitor, filter and block electronic communications created, sent or received by any user using the systems
- Acknowledge that all access is provisioned when commencing at the Shire of Wagin where a disciplinary matter so warrants at the sole discretion of the Shire of Wagin executive.
- Acknowledge that staff and contractor access is provisioned when commencing at the Shire of Wagin, and staff and contractor access will be removed on their last day of employment

Subject to the approval and at the discretion of the Chief Executive Officer or other authorised person and for compliance with applicable legislation, the Shire of Wagin reserves the right to (without notice):

- Intercept, access, monitor and use electronic communications created, sent or received by users of the systems in any manner determined by the Shire of Wagin (including as records of evidence in an investigation or in response to other actions such as audit, litigation, criminal investigations or freedom of information requests)
- Monitor the use of any device or terminal
- Inspect any data residing on any Shire of Wagin-owned resource (regardless of data ownership and including personal emails and other personal communications and data stored in personal file directories)
- Capture and inspect any data in any computing infrastructure owned by the Shire of Wagin
- Delete, back-up or modify any data in its network
- Re-image its desktops and laptops as and when required
- Apply filtering systems to the network that limit use and activity by preventing communications based on size or content

For example, communications may be blocked if they are suspected:

- To contain unlawful material
- To be unsolicited commercial electronic messages within the meaning of the Spam Act 2003 (Cth).
- Establish processes to block access to websites deemed inappropriate

For example, the Shire of Wagin may block access to:

- Websites deemed to be a security risk
- Websites that may cause a negative impact on the systems
- Websites that affect network bandwidth detrimentally
- Websites deemed to contain offensive or unlawful material
- Internet protocols and methods deemed insecure
- Websites that contravene the Shire of Wagin's policies in any way

The Shire of Wagin may:

- Remove any material deemed to be offensive, indecent or inappropriate (including obscene material, defamatory, fraudulent or deceptive statements, threatening, intimidating or harassing statements, or material that violates the privacy rights or property of others)
- Check, filter, block and moderate comments and conversations published through Shire of Wagin controlled channels and media and remove content that is in breach of applicable laws, codes and policies
- Collect utilisation statistics based upon network address, network protocol application use or user based.

13. Breach of these guidelines and Complaints

All breaches of these guidelines, including related complaints, will be referred to the Chief Executive Officer or another manager and dealt with in accordance with the relevant policy and / or Code of Conduct.

In addition to any disciplinary action by the Shire of Wagin, there may be statutory, civil or criminal proceedings and penalties applicable, which the Shire of Wagin may report to relevant law enforcement bodies and for which the user will be held personally accountable.

Access to the systems may be suspended or terminated at any time if these guidelines are breached.

Where users receive an internal or external electronic communication that is offensive or inappropriate, they should report it to the Chief Executive Officer or their line manager (or if the Chief Executive Officer or the line manager is the cause of the complaint with Shire of Wagin executive or nominated governance officer).

12.2.4 DISASTER RECOVERY PLANNING FOR INFORMATION TECHNOLOGY

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Acting Deputy Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	19 September 2022
PREVIOUS REPORT(S):	N/A
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	RM.PL.1
ATTACHMENTS:	1. Statement of intent to prepare an ICT Disaster Plan.

OFFICER RECOMMENDATION/4869 COUNCIL RESOLUTION

Moved Cr G R Ball

Seconded Cr S M Chilcott

1. That Council supports the preparation of business continuity planning for information and communications technology;
2. That the attached Statement of Intent is adopted as a guide to this planning; and,
3. That such documentation when prepared should integrate with other disaster and corporate planning of the shire.

Carried 8/0

BRIEF SUMMARY

The purpose of this item is to commit the organisation to the investigation, creation and resourcing of appropriate disaster recovery arrangements as they apply to the Shire of Wagin Information and Communications Technology (ICT) systems.

BACKGROUND/COMMENT

Council adopts a conservative appetite to risk management, recognising that the cost of recovery can be high and the consequences unjustifiable. The high utilisation of information and communications technology in the provision of services to the community, supporting the governance function and creating useful information for corporate functions, makes the safeguarding of information and communications technology systems of critical interest.

This is particularly so in the event of business disruption due to an emergency situation or critical incident affecting local government locations, personnel or mobile assets.

The Shire of Wagin has a Local Emergency Management Committee (LEMC) and Local Emergency Management Arrangements (LEMA). The former is an active committee comprising shire and agency representatives engaged in the anticipation of risk and combatting of emergency situations. The LEMA is the collection of all emergency management

strategies, plans, agreements and other documents that apply to the local government district. In an emergency, any of this information can be used, depending on the circumstances.

Operational plans of the shire should support the LEMA and any disaster recovery planning. It is possible that the buildings, staff, assets and systems of the business entity that is the local government could be affected by emergency or other business disruption.

The shire's current managed information technology services supplier has a number of arrangements in place to support the preservation of data and information. These include regular backups of the email server and primary business data is saved to the cloud (remote servers). Transactions conducted on behalf of the Department of Transport are done so on Transport assets, within a Transport environment (TRELIS) and are backed up remotely on a continuous (live) basis.

The majority of workstations within the Shire of Wagin are PC (tower) computers with peripherals and monitors. The workstations are networked by cable to a local server and on-site storage. This means the work locations are essentially fixed and not conducive to easy re-location. This largely prevents offsite work and current assets are not configured for emergency use.

There are a limited number of laptops and tablet computers which may mitigate this to a degree but the assets have not been prepared for emergent use. This will require network and software changes.

There is limited system readiness, network configuration and appropriate site fit out to enable disaster recovery, whether this is due to an emergency situation or significant business disruption.

A report prepared by the Office of Auditor-General (OAG), 'Local government General Computer Controls' (May 2021), found business continuity and management of IT risks were major deficiencies of the sector with 328 control weaknesses across 50 local governments audited.

Without appropriate consideration of business continuity, it is possible local governments may suffer major disruption due to a cyber-security breach; major power system or network disruption; natural disaster or emergency; business risk; or asset failure.

The consequence of such a disruption would be an inability to maintain services. This would be particularly disabling in the event of a disaster affecting the community the local government serves. Moreover, a loss of service could be compounded by loss of function. Given the definition of risk within Australian standards is 'the effect of uncertainty on business objectives', the mitigation of risk is to appropriately address that uncertainty, within the shire's capacity and capability.

This item signals to the community and the local government's auditor that appropriate business continuity planning, integrated with the LEMA and corporate business planning, will be prepared to mitigate disaster risk for ICT and wider business services. It is proposed that

comprehensive organisation-wide business continuity planning be prepared including the preparation of business continuity planning for information and communications technology.

It is expected first iterations will be completed by the conclusion of the budget cycle 2023/24.

CONSULTATION/COMMUNICATION

Chief Executive Officer; administration staff.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 Part 7 (Audit); regulation 17 Local Government (Audit) Regulations 1996, particularly in respect to CEO obligations as to risk;

Information technology framework (non-statutory or compliance) within the Integrated Planning and Reporting Advisory Standard 2016.

Emergency Management Act 2005.

POLICY IMPLICATIONS

Future policy amendments may be required.

FINANCIAL IMPLICATIONS

There is no direct financial implication to this item.

STRATEGIC IMPLICATIONS

This is an item of strategic relevance as it recognises continuity of business is a requirement to delivering the vision and decisions of strategic community plan and corporate business plan in unexpected and disrupted circumstances.

VOTING REQUIREMENTS

Simple majority.

Attachment 1 Item 12.2.4

STATEMENT OF INTENT:

INFORMATION AND COMMUNICATIONS TECHNOLOGY DISASTER RECOVERY PLAN

1. Information and communications technology assets, appropriate to the organisation and its needs, that are utilised in a business responsive, systemised, productive and secure manner, are recognised as critical to local government functions and services.
2. The Shire of Wagin will manage and mitigate as far as practicable organisational risks arising from internal and external origin.
3. A business continuity framework and plan will be developed incorporating a risk management approach in line with the Australian/New Zealand Standard ISO 31000.
4. This framework and plan will be comprehensive and relevant and integrate with other plans.
5. The purpose of these plans will be to ensure business continuity and support organisational and community resilience.
6. It is recognised the development of plans will require regular review and testing to ensure relevance.
7. Council commits to supporting the development of operational plans for the recovery of information and communications technologies and other business systems and processes.
8. First iterations of business continuity planning will be immediate with formal presentations being part of the 2023/24 budget process.

12.3 MANAGER OF WORKS

12.3.1 WORKS AND SERVICES REPORT – AUGUST 2022

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Manager of Works
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	Nil Report
PREVIOUS REPORT(S):	9 August 2022
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	CM.CO.1
ATTACHMENTS:	Nil

BRIEF SUMMARY

No monthly report was available by the time of publishing. Items due for this agenda will be included in next month's report.

Note: The Manager of Works would like to express his thanks to Ms Kayla Lloyd and Mr David Hoysted for managing the works program in my absence.

Verbal report given

BACKGROUND/COMMENT

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

12.4 MANAGER OF FINANCE

Nil

12.5 BUILDING OFFICER

Declaration of an Impartiality in Item 12.5.1 – Cr W J Longmuir

Prior to any consideration regarding Item 12.5.1 – Building Officers Report – August 2022 Cr W J Longmuir declared an Impartiality interest

- Cr W J Longmuir and Mr A Hicks left the meeting at 8:16pm

12.5.1 BUILDING OFFICERS REPORT – AUGUST 2022

PROPONENT:	N/A
OWNER:	N/A
LOCATION/ADDRESS:	N/A
AUTHOR OF REPORT:	Building Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	13 September 2022
PREVIOUS REPORT(S):	16 August 2022
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	LP.NO.3
ATTACHMENTS:	Nil

OFFICER RECOMMENDATION/4870 COUNCIL RESOLUTION

Moved Cr G K B West

Seconded Cr G R Ball

That Council receive the Building Officers Report as presented.

Carried 7/0

BRIEF SUMMARY

Monthly report for building and development prepared by the Building Officer.

BACKGROUND/COMMENT

Report provided monthly for Councils information consisting of Planning, Building and Health activities for the month of September.

BUILDING PERMITS –

Permit No.	Owner	Builder	Location	Description	Value	Fees
99918	Robert Jackson	Robert Jackson	67 Johnston Street	Shed	\$19,990	\$110
99919	Wade Longmuir	Wade Longmuir	7 Nenke Street	Patio	\$12,000	\$110

99920	Ryan Scardetta	Ryan Scardetta	52 Omdurman Street	Shed Extension	\$5,000	\$110
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BUILDING FINALS (BA7) FINAL CERTIFICATES RECIEVED

Nil

COMPLAINTS RECEIVED AND ADVICE GIVEN:

Nil

BUILDING AND DEVELOPMENT ENQUIRIES:

Thirteen pending enquiries:

- One building related - pending customer documentation;
- Two health related, one awaiting a development application before it can proceed; one awaiting client application;
- Ten development related: five provided with advice and guidance, requiring applications from clients if they wish to continue; three require clients to follow up if they wish; one has been deemed to not require development approval. One included in **Town Planning Agenda** report.

CONSULTATION/COMMUNICATION

Nil

STATUTORY/LEGAL IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Associated Building and Health Fees

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

- *Cr W J Longmuir and Mr A Hicks returned at 8:17pm*

12.6 TOWN PLANNER REPORT

12.6.1 DEVELOPMENT APPLICATION – PROPOSED SECOND-HAND DWELLING (GROUPED DWELLING DEVELOPMENT) LOT 438 NO. 183 TUDHOE STREET WAGIN

PROPONENT:	Darren and Nadine Rowtcliff (Landowners)
OWNER:	Darren and Nadine Rowtcliff (Landowners)
LOCATION/ADDRESS:	Lot 438 (No.183 Tudhoe Street, Wagin)
AUTHOR OF REPORT:	Mr Joe Douglas Consultant Town Planner (Exurban Rural & Regional Planning)
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	20 September 2022
PREVIOUS REPORT(S):	Nil
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	LP.NO.3 & A1617
ATTACHMENTS:	Letter, Application for Development Approval and supporting documents

OFFICER RECOMMENDATION/4872 COUNCIL RESOLUTION

Moved Cr G R Ball

Seconded Cr D C Lloyd

That the development application submitted by Darren and Nadine Rowtcliff (Landowners) to place a second-hand, relocated dwelling on Lot 438 (No.183) Tudhoe Street, Wagin in close proximity to an existing single house on the land to form a proposed 'grouped dwelling' development be **APPROVED** subject to compliance with the following conditions and advice notes:

Conditions

1. The proposed development shall be undertaken in accordance with the information and plans submitted in support of the application subject to any modifications required as a consequence of any condition/s of this approval or otherwise approved by the local government.
2. Any additional development which is not in accordance with the application the subject of this approval or any condition of approval will require the further approval of the local government.
3. The proposed development shall be completed within a period of two (2) years from the date of this approval. If the proposed development is not completed within this period this approval shall lapse and be of no further effect. Where an approval has so lapsed, the proposed development shall not be carried out without the further approval of the local government having first being sought and obtained.
4. All external defects on the proposed dwelling shall be rectified within six (6) months of the dwelling being positioned on the land, including any external painting that may be required, to the satisfaction of the local government's Chief Executive Officer in consultation with the local government's Building Officer.
5. An adequate on-site effluent disposal system, as determined by the local government's Environmental Health Officer or Executive Director of Public Health, shall be installed to the specifications and satisfaction of the local government's Chief Executive Officer or Executive Director of Public Health prior to occupation and use of the proposed dwelling.

6. The proposed dwelling shall be connected to the existing reticulated water supply infrastructure servicing the land to the specifications of the relevant service provider prior to its occupation and use.
7. The sub-floor space below the proposed dwelling be enclosed using either brick, stone, fibro sheeting or vermin proof battens placed horizontally with the openings not greater than 50% of the width of the batten, or such other materials approved by the local government's Chief Executive Officer in consultation with the local government's Building Officer, within six (6) months of the dwelling being positioned on the land.
8. All stormwater drainage associated with the proposed dwelling shall be directed away from the structure and disposed of on-site.
9. No direct access to/from the proposed dwelling is permitted via the land's frontage to Tudhoe Street. All access to/from the proposed dwelling shall be via the existing driveways and crossovers along the land's Ware Street frontage.

Advice Notes

1. This approval is not an authority to ignore any constraint to development on the land which may exist through contract or on title, such as an easement or restrictive covenant. It is the responsibility of the applicant and landowner and not the Shire to investigate any such constraints before commencing development. This approval will not necessarily have regard to any such constraint to development, regardless of whether or not it has been drawn to the local government's attention.
2. This is a development approval of the Shire of Wagin under its Local Planning Scheme No.2. It is not a building permit or an approval to commence or carry out development under any other law. It is the responsibility of the applicant and landowner to obtain any other necessary approvals, consents, permits and licenses required under any other law, and to commence and carry out development in accordance with all relevant laws.
3. An 'Application to Construct or Install an Apparatus for the Treatment of Sewage' prepared pursuant to the specific requirements of the *Health (Treatment of Sewage and Disposal of Effluent and Liquid Waste) Regulations 1974* must be prepared and submitted to the local government or the Executive Director of Public Health for consideration and determination prior to preparation and lodgement of a building permit application.
4. In accordance with the *Building Act 2011* and *Building Regulations 2012*, a Building Permit Application must be submitted to and approved by the local government's Building Surveyor prior to the commencement of development, including any proposed earthworks.
5. The proposed dwelling is required to comply in all respects with the National Construction Code of Australia. Plans and specifications which reflect these requirements must be submitted to the local government with the required Building Permit Application.
6. The noise generated by any activities on-site including machinery motors or vehicles shall not exceed the levels as set out under the *Environmental (Noise) Regulations 1997*.
7. No construction works shall commence on the land prior to 7am without the local government's written approval. No construction works are permitted to be undertaken on Sundays or Public Holidays.
8. The applicants/landowners are reminded of their obligation to ensure compliance with the requirements of the Shire of Wagin Annual Fire Management Notice to help guard against any future potential bushfire risk.
9. Failure to comply with any of the conditions of this development approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Wagin Local Planning Scheme No.2 and may result in legal action being initiated by the local government.
10. If the applicants/landowners are aggrieved by this determination there is a right of review by the State Administrative Tribunal in accordance with the Planning and

Development Act 2005 Part 14. An application must be submitted to the State Administrative Tribunal within 28 days of the local government's determination.

Carried 8/0

BRIEF SUMMARY

This report recommends that a development application submitted by Darren and Nadine Rowtcliff (Landowners) to place a second-hand, relocated dwelling on Lot 438 (No.183) Tudhoe Street, Wagin in close proximity to an existing single house on the land to form a proposed 'grouped dwelling' development be approved subject to conditions.

BACKGROUND/COMMENT

Darren and Nadine Rowtcliff (Landowners) have submitted a development application seeking Council's approval to place a second-hand, relocated dwelling on Lot 438 (No.183) Tudhoe Street, Wagin in close proximity to an existing single house on the land to form a proposed 'grouped dwelling' development. The application is supported by a covering letter from Russell & Jean Lutz who will occupy the second-hand dwelling following completion of all required works as well as a report from a structural engineer confirming the suitability of the structure for its intended purpose.

A full copy of the development application received, including supporting documentation and plans, is provided in Attachment 1.

Lot 438 is located in the north-eastern part of the Wagin townsite, comprises a total area of approximately 4.67 hectares and is gently sloping from north to south.



Location & Lot Configuration Plan (Source: Landgate)

The subject land has direct frontage and access to Ware Street along its northern boundary, which is a formed, unsealed local road under the care, control and management of the Shire. The property also fronts Tudhoe Street along its southern boundary which is a State Road under the care, control and management of Main Roads WA.

Lot 438 has historically been developed and used for small scale agricultural purposes (i.e.

cropping and grazing) in association with a number of lots immediately east. The property also contains an older style single house in good habitable condition near its eastern side boundary, two (2) outbuildings (i.e. sheds) in close proximity, unsealed internal access tracks, firebreaks, boundary fencing and a small dam and associated drainage channel in its north-western corner.

A significant proportion of the property has been cleared of native vegetation however a number of large trees and small stands of native vegetation have been retained for land management and general amenity purposes. Council should note no vegetation clearing works are proposed or required to accommodate the proposed development.

Lot 438 is not designated as being flood prone or subject to inundation during extreme storm events and does not contain any buildings or places of European or Aboriginal cultural heritage significance. The western edge of the property has been designated by the Fire and Emergency Services Commissioner as being bushfire prone however it is significant to note the second-hand dwelling the subject of this application will be sited outside this area.

Existing adjoining and other nearby land uses are predominantly rural in nature comprising lots ranging in size from 1 to 7 hectares, many of which are used for small-scale, low impact rural pursuits and contain single houses and various associated improvements.

Comment

Lot 438 is classified 'Rural' zone under the Shire of Wagin Local Planning Scheme No.2 (LPS2).

Council's stated objectives for the development and use of any land classified 'Rural' zone are as follows:

- a) *The Rural zone is to be used predominantly for agricultural, single residential and public recreation uses; and*
- b) *Other uses listed in Table 2 may be permitted at the discretion of the local government if they are considered to be an integral part of the rural environment and where the local government is satisfied that they will benefit the community and not result in being a nuisance.*

The use class 'Grouped Dwelling' is listed in Table 2 of LPS2 as being a discretionary (i.e. 'D') use on any land classified 'Rural' zone which means it is not permitted unless Council has exercised its discretion and granted development approval.

The application has been assessed with due regard for all relevant elements of the Shire's local planning framework including LPS2, the Deemed Provisions of the *Planning and Development (Local Planning Schemes) Regulations 2015*, Council's Health, Building & Planning Policy No.9 entitled 'Relocated Building and Dwellings' and the Government Sewerage Policy 2019. This assessment has confirmed the proposal is compliant or capable of compliance with the following requirements:

- Land capability and suitability;
- Lot boundary setbacks;
- Land use compatibility;
- Amenity of the locality including potential environmental, visual and social impacts;
- Key essential service infrastructure including on-site effluent disposal;
- On-site vehicle access and parking; and

- Flood, stormwater drainage and bushfire risk management.

In light of the above findings it is concluded the proposal is unlikely to have a negative impact on the general amenity, character, functionality and safety of the immediate locality and may therefore be supported and approved by Council subject to the imposition of a number of standard conditions to ensure the development proceeds in a proper and orderly manner. As such, it is recommended Council exercise its discretion and grant conditional development approval.

CONSULTATION/COMMUNICATION

Not required or deemed necessary. The application was however the subject of discussion with the Shire's Building Officer Mr Callum Ballantyne, Russell and Jean Lutz, the future occupants of the second-hand dwelling the subject of this application, and Mr Dan Turner the structural engineer engaged by the applicants/landowners to inspect and verify the suitability of the structure.

STATUTORY/LEGAL IMPLICATIONS

- *Planning and Development Act 2005 (as amended)*
- *Planning and Development (Local Planning Schemes) Regulations 2015*
- *Shire of Wagin Local Planning Scheme No.2*

POLICY IMPLICATIONS

- *Government Sewerage Policy 2019*
- *Shire of Wagin Health, Building & Planning Policy No.9 - 'Relocated Building and Dwellings'*

FINANCIAL IMPLICATIONS

There are no immediate financial implications for the Shire aside from the administrative costs associated with processing the application which are provided for in Council's annual budget and have been partially offset by the development application fee paid by the applicants/landowners.

All costs associated with the proposed development will be met by the applicants/landowners.

It is significant to note should the applicants/landowners be aggrieved by Council's final decision in this matter they have the right seek a formal review of that decision by the State Administrative Tribunal. Should this occur for whatever reason, which is considered unlikely in this particular instance, the Shire would need to respond, the cost of which cannot be determined at this preliminary stage but could be expected, based on the recent experience of other local government authorities in Western Australia, to range anywhere from \$5,000 to \$60,000 excluding GST depending upon how far the matter proceeds through the review process

STRATEGIC IMPLICATIONS

The development proposal for Lot 438 is broadly consistent with and does not conflict with the objectives of the *Shire of Wagin Strategic Community Plan 2020-2030* as it applies specifically to Economic Development, Buildings and Infrastructure, Community Services and Social Environment, Town and Natural Environment, and Council Leadership.

VOTING REQUIREMENTS

Simple Majority

- *Mr A Hicks left the meeting at 8.30pm*

13. ANNOUNCEMENTS OF PRESIDENT AND COUNCILLORS

CEO Bill Atkinson

- Congratulates Councillors Kilpatrick and O'Brien on completion of the Mandatory Councillor training modules.
- Would also like to note that Ms Kayla Lloyd has successfully completed her certificate IV in Accounting and Bookkeeping
- Mr Callum Ballantyne is progressing well with his studies in the completion of his Builders Surveyors certificate

Cr G R Ball

Attended the Regional Road Group Meeting held in Wickepin on the 2 of September 2022

- Total RRG funding to increase 3.7% year on year
- Governance plan for WBSFN approved but with strong objection from Hotham-Dale I think relating to past conflicts.
- I have somehow become a proxy to the group
- A couple of online tools called "Crash Map" and "Road Viewer" may be worth investigating
- Road funds are only supplying 50% of long term needs for maintenance
- 70% of road accidents are not caused by speeding, drink driving or breaking road rules.
- Main Roads are compiling a list of Shires willing to contract small or large work with them
- Section of road near Piesseville will be reconstructed by Christmas
- Reminder to conduct bridge inspections given out
- Main Roads are looking to buy land alongside their network as offsets for future clearing work

Cr M A O'Brien

Expressed concern over the reduced hours of the Bank West Wagin branch, is there an opportunity for Council to request an ATM installation?

Cr S M Chilcott

Advised that as a business owner the difficulty with a reduced service, and reduced capability of depositing cash.

The Wagin Post Office offer a limited service

Mr I McCabe

Suggested that the Business Community should write a letter through the Wagin Chamber of Commerce. And offered that the Shire could write a letter as a Business enquiry.

Cr S M Chilcott

Advised that the Centenary of the Wagin Trotting Club is fast approaching 11 December 2022 to be held at 3 pm on a Sunday. A Subcommittee has been established and is requesting ideas to mark this occasion.

A media release is to follow.

Cr P J Blight

Attended A State Council Meeting

With a couple subjects to note:

Bushfire and Local Government reform

Russell and Jean Lutz
PO Box 135
Leonora WA 6438

Chief Executive Officer
Shire of Wagin
Arthur Street Wagin Western Australia

Dear Sir

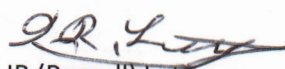
Group Housing, Second House, 183 Tudhoe Street, Wagin

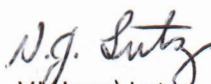
We are seeking Council approval to install a relocated transportable dwelling on 183 Tudhoe Street. We have recently retired and sold our property in Leonora and wish to live independently but be close to our friends Darren and Nadine Rowtcliff for security.

In support of our application and compliance with Shire of Wagin Local Planning Scheme No. 2, we offer the following information.

1. Access to the site will be via the existing driveway from Ware Street.
2. All stormwater drainage from the proposed dwelling will be directed away from the structure and drained into the existing dam approximately 60 metres west of the structure.
3. The sub-floor area of the dwelling will be enclosed with suitable vermin proof material to complement the external finish and colours of the proposed dwelling. Would Council approve trim deck in place of battens please?
4. Power will be solar, wind and batteries backed up from the current service to the existing house. The proposed wind turbine will be installed at the eastern side of the house at a setback distance of 50 metres from Ware Street. The turbine will be mounted on a galvanised prefabricated steel tower with an overall height of approximately 10 metres which is below air safety regulations.
5. A new multi-stock fence has been installed on the southern and western side of the proposed development to separate it from the sheep paddock. This does not include the land's frontage to Ware Street which is the existing boundary of the farm. The fence on the eastern side of the site is an existing internal farm fence.
6. Water will be supplied from the current service to the existing house.
7. We confirm that any existing external defects with the dwelling will be repaired and painting works completed prior to occupancy to ensure the dwelling is of a presentable standard.

Yours faithfully


IR (Russell) Lutz


VJ (Jean) Lutz

22/08/22

Attachments:

Site development plan for the house.

Floor plan and elevation drawings

Photos of the buildings before they were disassembled and packed for transport.

Wind turbine specifications

SHIRE OF WAGIN LOCAL PLANNING SCHEME NO.2



FORM 1 - APPLICATION FOR DEVELOPMENT APPROVAL

Owner Details

Name/s: *Darren ROWTCLIFF*
Nadine ROWTCLIFF

ABN (if applicable):

Postal Address: *Po Box 206 Como* Postcode: *6952*

Work Phone: *0404 773344*

Fax:

E-mail:

Home Phone:

Mobile Phone:

drowtcliff@gmail.com

Contact Person for Correspondence:

Darren ROWTCLIFF

Signature:

Date:

08 Aug 2022

Signature:

Date:

08 Aug 2022

NOTES:

- Use and attach a separate copy of this page where there are more than two (2) landowners.
- The signature/s of all registered owner(s) as listed on the land's Certificate of Title is required. This application cannot proceed without the required signature/s. For the purposes of signing this application an owner includes the persons referred to in the Planning and Development (Local Planning Schemes) Regulations 2015 Schedule 2 clause 62(2). Land owned by an incorporated body (i.e. a company) must be signed by:
 - 1 director of the company, accompanied by the company seal; or
 - 2 directors of the company; or
 - 1 director and 1 secretary of the company; or
 - 1 director if a sole proprietorship company.

Print the full names and positions of company signatories underneath the signatures.
- A copy of the Certificate of Title for all land the subject of this application must be provided and can be purchased through Landgate directly if required.
- Development Applications relating to Unallocated Crown Land, Unmanaged Crown Reserves, land under management order to the Shire of Wagin where the development is not consistent with the reserve's purpose, or is used for commercial purposes, or land which is subject to a lease issued under the Land Administration Act 1997 need to be referred to the Lands Division of the Department of Planning, Lands and Heritage for consideration and signing.

Applicant Details (if different from owner)

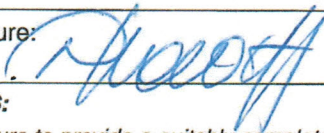
Name/s:

N.A.

Address:

N.A.

Postcode:

Work Phone: 0404 77 3344	Fax: —	E-mail: drowtcliff@gmail.com
Home Phone:		
Mobile Phone:		
Contact Person for Correspondence: Darren Rowtcliff.		
Signature: 		Date: 8 August 2022
NOTES: <ul style="list-style-type: none"> i) Failure to provide a suitably completed development application form, a copy of the relevant Certificate/s of Title, sufficient plans and other supporting information and/or the correct application fee may result in the application being returned or placed on hold. ii) The application fee payable will be confirmed by the local government following receipt of the application. Processing of the application will not commence until the fee is paid in full. iii) As per Schedule 2 clause 64 of the Planning and Development (Local Planning Schemes) Regulations 2015 the information and plans provided with this application may be made available by the local government for public viewing in connection with the application. iv) If public advertising of the application is required by the local government an additional fee in accordance with the local government's adopted schedule of fees and charges will be payable by the applicant. Further processing of the application following completion of public advertising will not proceed until the additional fee is paid in full. v) The original of this application and supporting information and plans will be retained by the local government for its records and will not be returned to the applicant/landowner following final determination. 		
Property Details NOTE: The details provided must match those shown on the relevant Certificate/s of Title.		
Lot No: 438	House/Street No: 183	Location No:
Survey Diagram or Plan No: DP223181 2029113	Certificate of Title Volume No: 1000 DP223181 438	Certificate of Title Folio No: 49
Title encumbrances (e.g. easements, restrictive covenants etc. as listed on the Second Schedule of the relevant Certificate/s of Title):		
Street name: TUOHOE ST	Suburb: WAGIN	
Nearest street intersection: WARE STREET. WAGIN		
Proposed Development: Nature of development: <input checked="" type="checkbox"/> Works (New construction works with no change of land use) <input type="checkbox"/> Use (Change of use of land with no construction works) <input type="checkbox"/> Works and Use NOTE: If the proposal involves advertising signage the Additional Information for Development Approval for Advertisements form (i.e. a Form 2) must be completed and submitted with this application.		
Is an exemption from development claimed for part of the development? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
If yes, is the exemption for: <input type="checkbox"/> Works <input type="checkbox"/> Use		

Description of proposed works and/or land use:
develop lot; second house on lot 438 Tudhoe st WAGIN - land use remains the same -
Description of exemption claimed (if relevant):
Transportable house
Nature of any existing buildings and/or land use:
1x 3 bedroom brick + tin house. 1x G.P. Shed. 1x SUPER SHED.
Approximate cost of proposed development (excluding GST):
\$149,700 AUD
OFFICE USE ONLY
Date application received:
Received by:
Application reference number:
Application fee payable: \$
Date of receipt of application fee from applicant:
Receipt number for application fee:

WESTERN



AUSTRALIA

RECORD OF CERTIFICATE OF TITLE

UNDER THE TRANSFER OF LAND ACT 1893

REGISTER NUMBER N/A	
DUPLICATE EDITION N/A	DATE DUPLICATE ISSUED N/A

VOLUME
1000FOLIO
49

The person described in the first schedule is the registered proprietor of an estate in fee simple in the land described below subject to the reservations, conditions and depth limit contained in the original grant (if a grant issued) and to the limitations, interests, encumbrances and notifications shown in the second schedule.

BGRoberts
REGISTRAR OF TITLES



THIS IS A MULTI-LOT TITLE

LAND DESCRIPTION:

LOT 891 ON DEPOSITED PLAN 135095
LOTS 437 & 438 ON DEPOSITED PLAN 223181

REGISTERED PROPRIETOR: (FIRST SCHEDULE)

DARREN WILLIAM ROWTCLIFF
NADINE MARY-ANNE ROWTCLIFF
BOTH OF 183 TUDHOE STREET WAGIN WA 6315
AS JOINT TENANTS

(T P146237) REGISTERED 16/5/2022

LIMITATIONS, INTERESTS, ENCUMBRANCES AND NOTIFICATIONS: (SECOND SCHEDULE)

1. *P146238 MORTGAGE TO COMMONWEALTH BANK OF AUSTRALIA REGISTERED 16/5/2022.

Warning: A current search of the sketch of the land should be obtained where detail of position, dimensions or area of the lot is required.
* Any entries preceded by an asterisk may not appear on the current edition of the duplicate certificate of title.
Lot as described in the land description may be a lot or location.

-----END OF CERTIFICATE OF TITLE-----

STATEMENTS:

The statements set out below are not intended to be nor should they be relied on as substitutes for inspection of the land and the relevant documents or for local government, legal, surveying or other professional advice.

SKETCH OF LAND: 1000-49 (891/DP135095), 1000-49 (437/DP223181), 1000-49 (438/DP223181)
PREVIOUS TITLE: 452-93, 654-152
PROPERTY STREET ADDRESS: 183 TUDHOE ST, WAGIN (438/DP223181).
LOCAL GOVERNMENT AUTHORITY: SHIRE OF WAGIN

NOTE 1: DUPLICATE CERTIFICATE OF TITLE NOT ISSUED AS REQUESTED BY DEALING P146238

THE DAN TURNER FAMILY TRUST trading as

Dan Turner: B E Civil, RPEQ No 05707, MIEAust NER ID 8159788
Civil, Structural and Project Management

ABN 37 730 733 802

15th July 2021

Russell Lutz
 183 Tudhoe Rd.
 Wagin WA
 Ph 0427 466 878
 Email rustyjean@wn.com.au

Dear Sir

Further to your request to inspect the transportable house relocated as three parts to 183 Tudhoe Rd., Wagin (A property owned by Darren Rowtcliff) for the purpose of obtaining Planning Approval and a Building License, I confirm that I inspected the three components and site on Monday 15th July.

I have attached with this letter;

- A site plan showing the footprint set back 40m from Ware St and 38m from the adjacent shed.
- A Structural Plan showing the steel framed sub-floor to be erected for the relocated three transportable units.

I have also investigated the ground where the house is to be relocated. This consists of 100mm of topsoil over 350mm of sand over lateritic clay. The Site Classification for this is S. It is important to ensure the land is prepared to ensure surface water drains away from the house. The foundations proposed are suitable for Site Classifications of A, S and M.

I certify that the structure is in sound condition and will safely resist the wind forces for a Wind Classification of N2 as specified for this site by AS 4055-2012 in a safe and effective manner.

Region A
 Terrain Category 2
 Topographic Effect T0
 Shielding Factor NS
 Wind Classification.N2

Yours sincerely,


 Dan Turner

CIVIL, STRUCTURAL AND PROJECT MANAGEMENT 97 Felspar St., Narrogin
WA 6312

Ph 9881 5007 Mob 0409 867 048 E-mail dant34175@bigpond.com

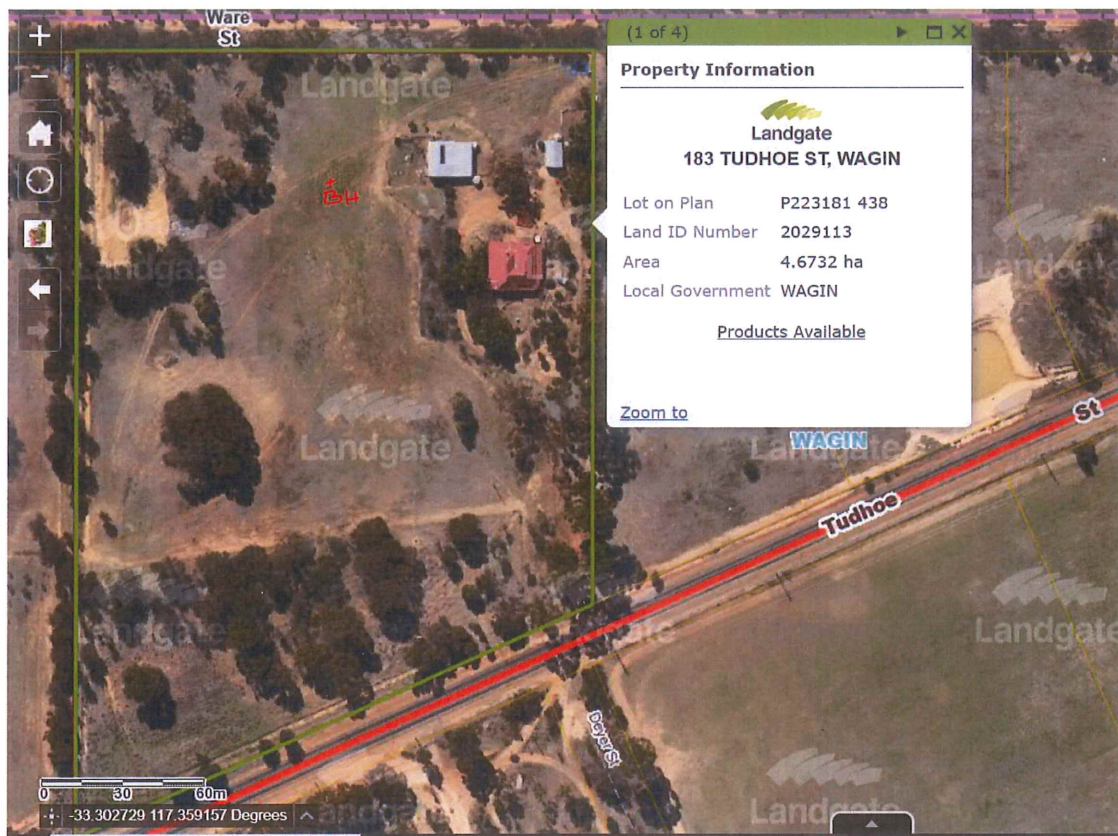


Figure 1; Aerial Photo of 183 Tudhoe Rd.



Figure 2; Photo of Units and Bore Hole.



Figure 3: Photo of Excavated Material showing sand.



Figure 4; Photo down the hole showing Lateritic Clay.

Jarrah Joists 105 x 40
@ 450 cts
95mm
step

105mm
Step →

200 Beam

95 mm
5/8" B

Section A-A

Dan Turner (BE Civil) RPEQ 05707
MIEAust ID 8159788 NER
Civil, Structural & Project Management
ABN 37 730 733 802
97 Felspar St. Narrogin WA 6312
Ph: (08) 9881 5007 Mob: 0409 867 048
Email: dant34175@bigpond.com

15 7 22

Subfloor Plan for

Ordinary Council Meeting

191

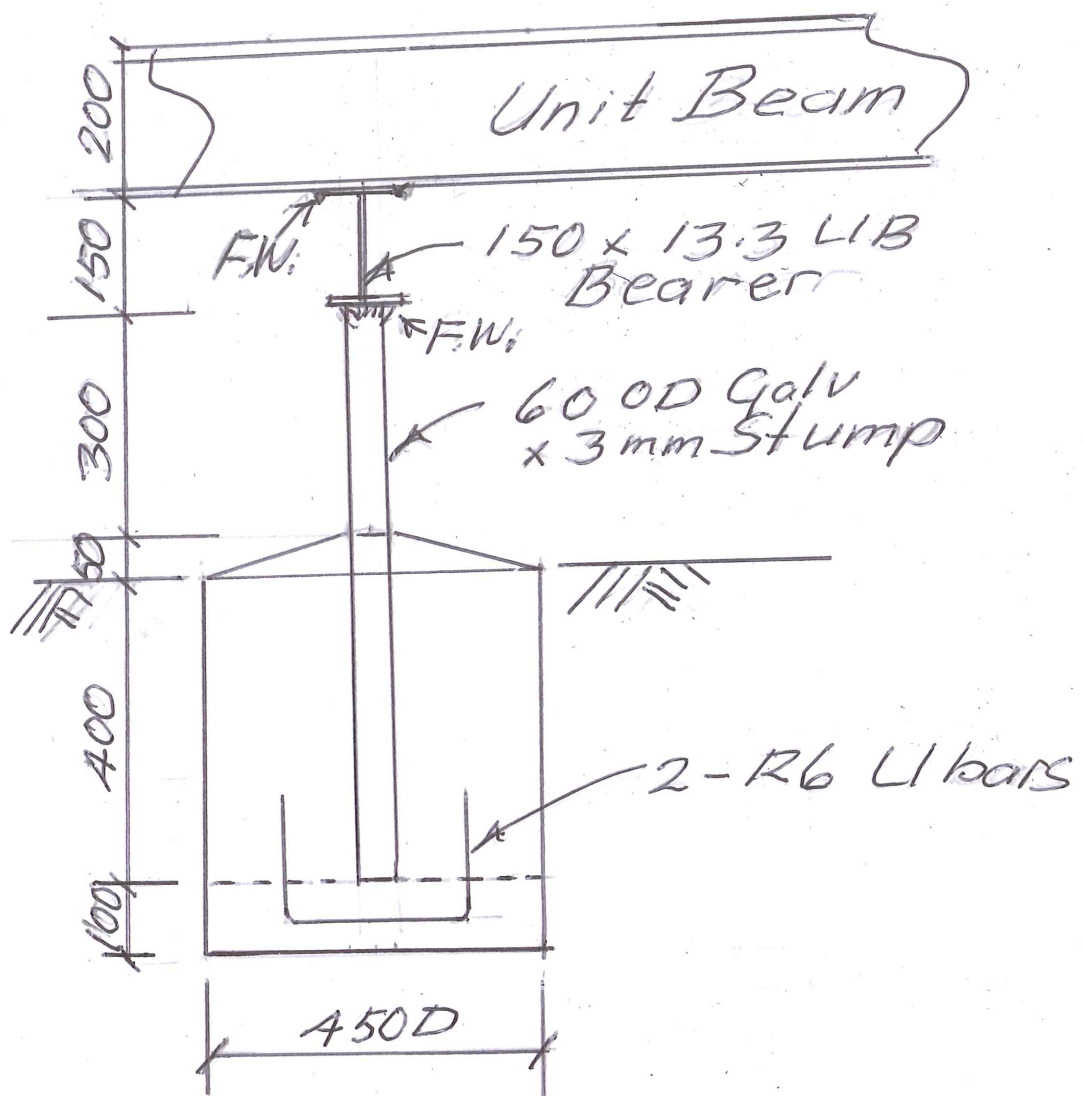
27 September 2022

Ordinary Council Meeting 191 27 September 2022
Re Agreed House to 183 Tudhoe Rd

 $2\frac{1}{2}$

Dan Turner (BE Civil) RPEQ 05707
 MIEAust ID 8159788 NER
 Civil, Structural & Project Management
 ABN 37 730 733 802
 97 Felspar St. Narrogin WA 6342
 Ph: (08) 9881 5007 Mob: 0409 867 048
 Email: dant34175@bigpond.com

15 7 21



Stumps for
 Ordinary Council Meeting
 Re-located House to 183 Tudhoe Rd 3/2
 192
 27 September 2022



Dam

New multi-stock fence

70 metres

Sheep paddock

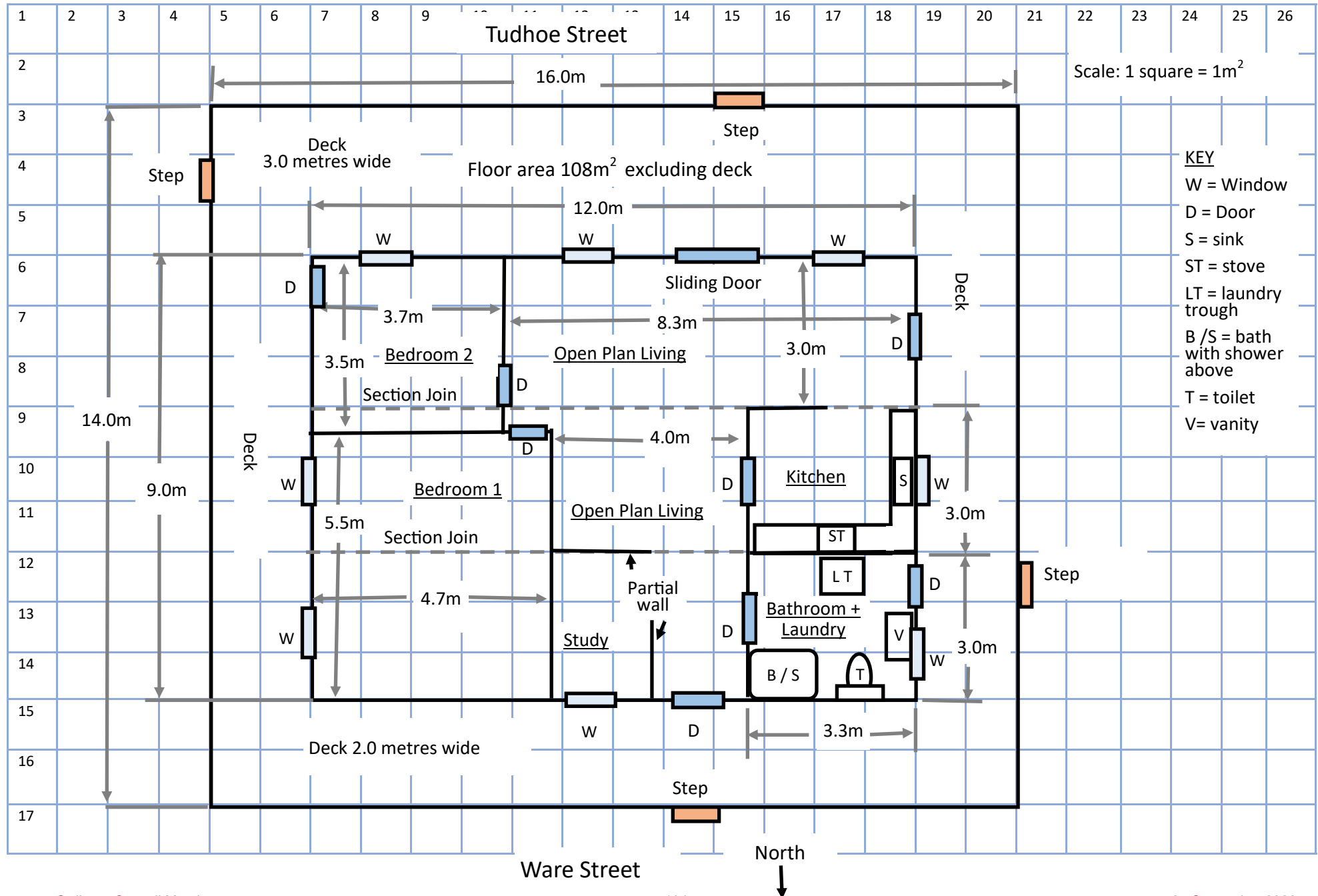
Site Development Plan for Relocated House
Lot 438, No. 183, Tudhoe Street, Wagin

Aerial power line

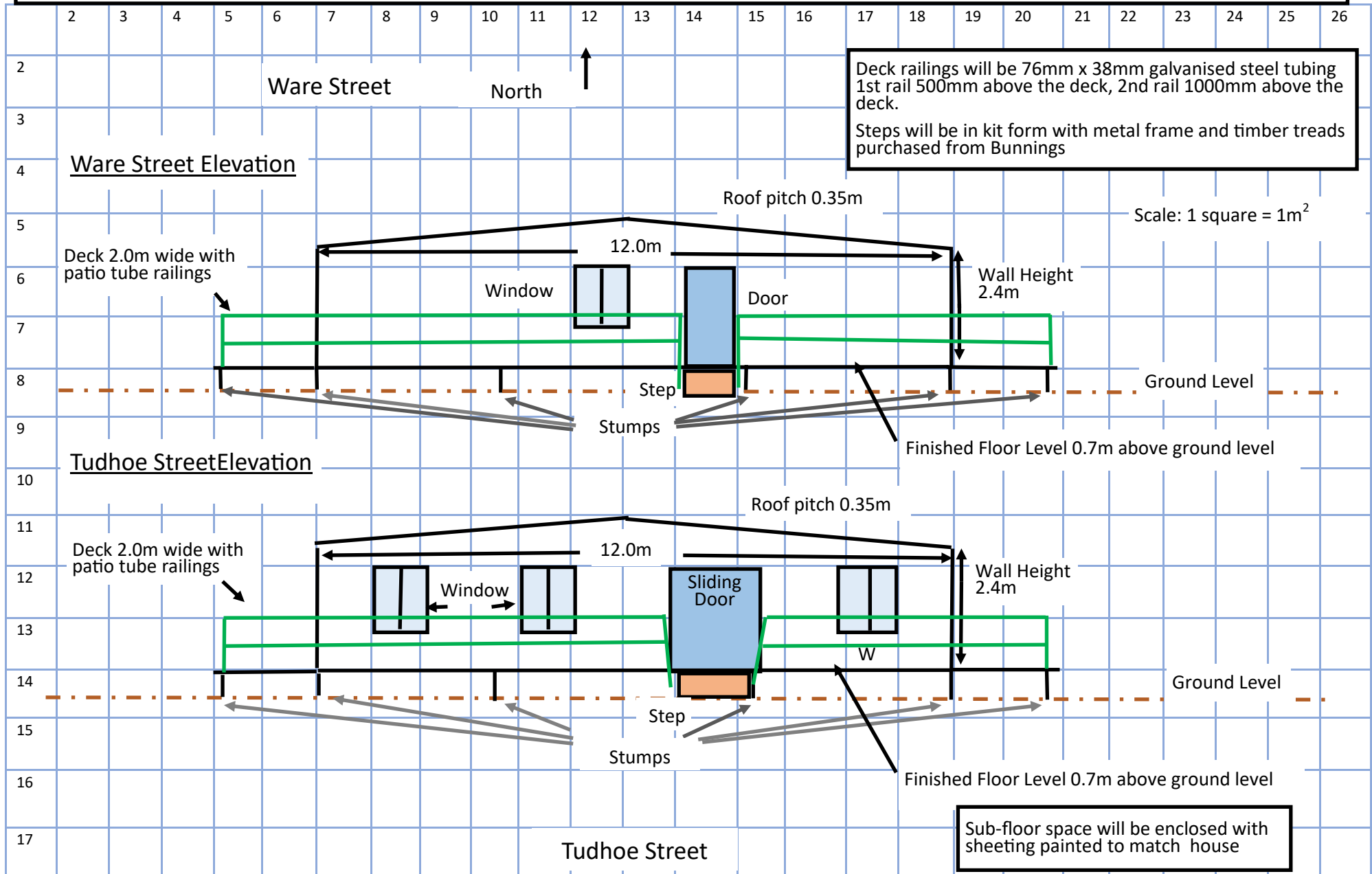
Underground water service

TUDHOE STREET

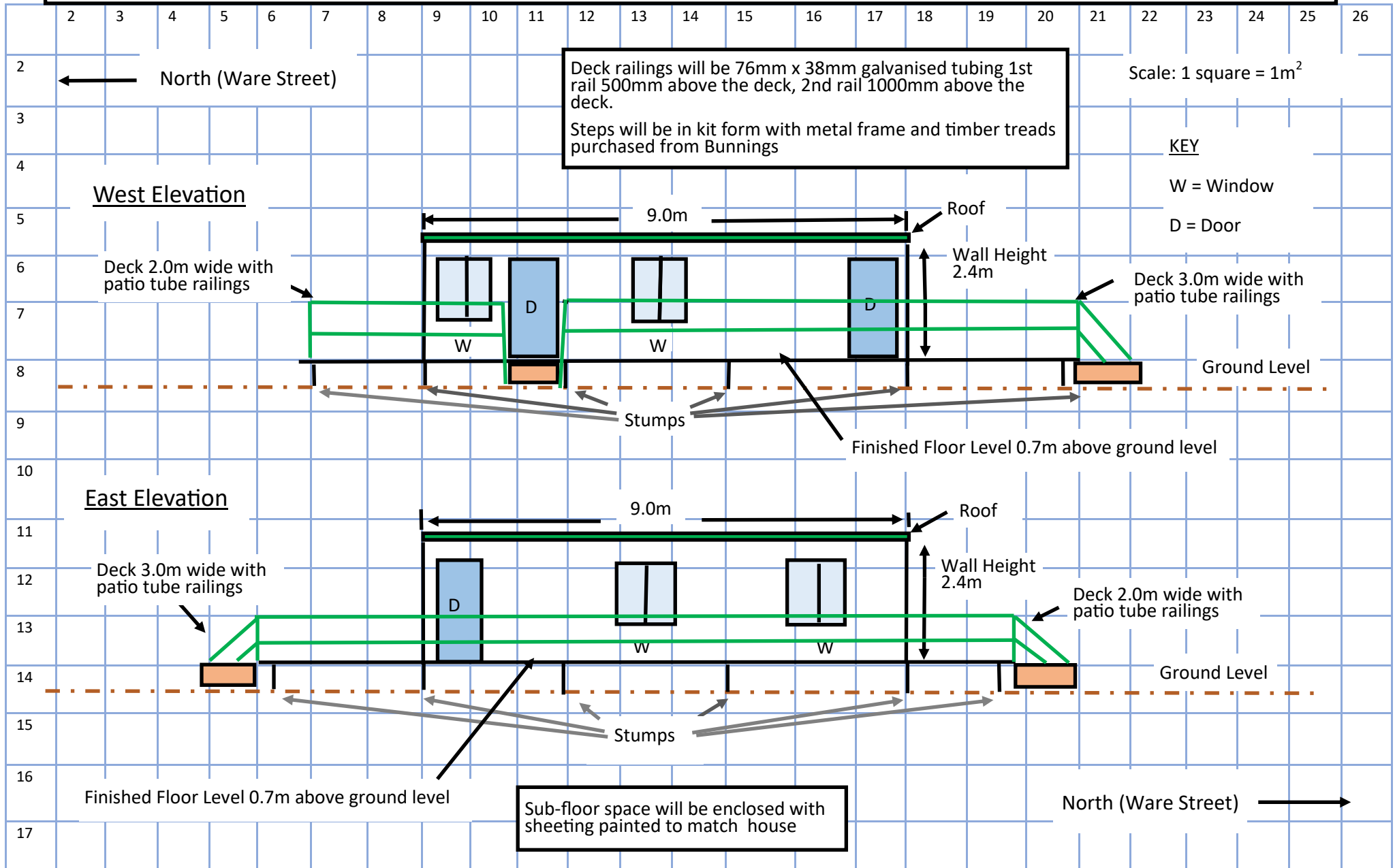
Group Housing, Second House, 183 Tudhoe Street, Wagin — Floor Plan



Group Housing, Second House, 183 Tudhoe Street, Wagin — Elevations



Group Housing, Second House, 183 Tudhoe Street, Wagin — Side Elevations



ADVANTAGE

noiseless

strong
wind
resistance
ability

beautiful
shape

high
cost-
performance

big
power

automatically
adjust wind
direction



Specifications:

Color: Red
Rated Power: 800W
Rated Voltage: 24V
Weight: 11kg
Package Size: 610x440x300mm
Safe Wind Speed: 45m/s
Rated Wind Speed: 12m/s
Starting Wind Speed: 2m/s
Blade length: 600mm
Wheel diameter: 900mm
Braking Modes: Electromagnetic
Turbine Type: Three-Phase Ac Permanent Magnet Synchronous Generator
Material of Blades: Nylon Fiber
Quantity of Blades: 5 pieces
Wind direction adjustment: Automatically
Operating temperature: -40°C to 80°C

Transportable Building Onsite Prior to Separation and Packing for Transport



Transportable Building Front View



Transportable Building Rear View

Transportable Building Onsite Prior to Separation and Packing for Transport



Transportable Building Side View (1)



Transportable Building Side View (2)

Transportable Building Onsite Prior to Separation and Packing for Transport



Transportable Building Onsite Prior to Separation and Packing for Transport



Transportable Building Onsite Prior to Separation and Packing for Transport



Underside of Building Showing Steel Supporting Beams



Transportable Building Compliance Plate

14. URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING

The Shire President, within his capacity as the Shire President, gave approval for the urgent item to be tabled at the meeting.

14.1 REVIEW OF COUNCILLOR REPRESENTATION

PROPONENT:	Minister for Local Government
OWNER:	N/A
LOCATION/ADDRESS:	Shire of Wagin
AUTHOR OF REPORT:	Chief Executive Officer
SENIOR OFFICER:	Chief Executive Officer
DATE OF REPORT:	21 September 2022
PREVIOUS REPORT(S):	N/A
DISCLOSURE OF INTEREST:	Nil
FILE REFERENCE:	G.V.CO 3
ATTACHMENTS:	<ul style="list-style-type: none">• Memorandum on Changes to Council Size - Minister for Local Government.• Fact Sheet – Department of Local Government, Sport & Cultural Industries (DLGSC)

OFFICER RECOMMENDATION

1. That Council advise the DLGSC of its intention to undertake a voluntary process and to include a plan outlining the potential changes to be implemented for the ordinary elections to be held in 2023.
2. That Council initiate a ward and representation review to determine the specific changes to the structure of Council for the 2023 to be completed by 14th February 2023.

AMENDMENT

4872 COUNCIL DECISION

Moved Cr P J Blight

Seconded Cr S M Chilcott

Motion: That the word voluntary be removed from the Officer Recommendation and the substantive motion be:

- 1. That Council advise the DLGSC of its intention to undertake a process and to include a plan outlining the potential changes to be implemented for the ordinary elections to be held in 2023.**
- 2. That Council initiate a ward and representation review to determine the specific changes to the structure of Council for the 2023 elections to be completed by 14th February 2023.**

Carried 8/0

COUNCIL DECISION/4873 COUNCIL RESOLUTION

Moved Cr G R Ball

Seconded Cr D C Lloyd

- 1. That Council advise the DLGSC of its intention to undertake a process and to include a plan outlining the potential changes to be implemented for the ordinary elections to be held in 2023.**
- 2. That Council initiate a ward and representation review to determine the specific changes to the structure of Council for the 2023 elections to be completed by 14th February 2023.**

Carried 8/0

BRIEF SUMMARY

This report recommends that Council submit to a voluntary process to address potential changes to the number of Councillors from the 2023 elections onwards.

BACKGROUND/COMMENT

A Bill to amend the *Local Government Act 1995* will be introduced into Parliament in early 2023. One of the amendments will decree the reduction in Councillor numbers where local governments with a population of up to 5000 will have between 5 & 7 Councillors (including the President).

1. A Voluntary Pathway where Council agrees to commence this process in advance of the Act being amended and which would require a review process to be undertaken in accordance with the provisions of the Local Government Act. (Most Councillors would be aware of this process with the Shire having reduced the number of Councillors from 11 to 9 for the 2021 elections) or.
2. A Reform Election Pathway (which obviously is not “voluntary”) where all Councillor positions would be declared vacant and elections then held (in October 2023) to fill the positions. The correspondence from the Minister is silent on how the number of Councillors would be determined (i.e., either 5, 6 or 7).

In order to help ensure that there is not a complete spill of Councillors and to allow the community to have input into the optimum number of Councillors going forward, this report recommends that advice be provided to the DLGSC that Council intends to embark on the “voluntary” process option.

CONSULTATION/COMMUNICATION

A/DCEO

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995 -*Schedule 2.2 – provisions about names, wards and representation.*

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Simple Majority

Hon John Carey MLA
Minister for Housing; Lands; Homelessness; Local Government

Our Ref: 78-08502 (Category 5)

20 September 2022

Dear Local Government Chief Executive Officers

MEMORANDUM TO CHIEF EXECUTIVE OFFICERS
LOCAL GOVERNMENT REFORMS: ELECTION TRANSITION ARRANGEMENTS
(CHANGES TO COUNCIL SIZE)

On 3 July 2022, I announced the final package of proposed local government reforms, following a review of public submissions. As part of the reforms to strengthen local democracy and increase community engagement, new requirements will be introduced to provide for:

- The introduction of optional preferential voting;
- Directly elected Mayors and Presidents for band 1 and 2 local governments;
- Councillor numbers based on population; and
- The removal of wards for band 3 and 4 local governments.

Work on a Bill to amend the Local Government Act 1995 (the Act) is ongoing, and a Bill is expected to be introduced into Parliament in early 2023.

Many of the reform proposals related to council representation are based on recent trends, and are intended to provide greater consistency between districts. Accordingly, for more than half of all local governments, the reforms will not require any specific change to the size or structure of the council.

However, the reform proposals do require some local governments to:

- Reduce the number of elected members on council in accordance with population thresholds; or
- Change from a council elected mayor or president to a directly elected mayor or president (this reform affects only band 1 and 2 local governments); or ☐ Abolish wards (for band 3 and 4 local governments with wards); or ☐ Implement more than one of the above.

The Amendment Act will also provide that optional preferential voting will apply for all local government elections. As you may know, optional preferential voting means that all electors have the choice to number preferences for as many or as few candidates as they wish to.

I appreciate the significant interest in the reform proposals, and transitional arrangements for the upcoming 2023 ordinary elections. Many councils have expressed a proactive intent to implement reforms as early as possible.

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I also acknowledge that, for some local governments, it may be desirable to implement changes to the size of the elected council over two ordinary election cycles.

The Department of Local Government, Sport and Cultural Industries (DLGSC) has completed an initial review, and identified that your local government may need to reduce the number of council members under the proposed reforms.

As you would know, the Act already provides that local governments may initiate proposals to change the size or structure of the council. Accordingly, I write to advise of two pathways your local government may consider for making these election transition arrangements.

Voluntary Pathway

Your local government may decide to implement these changes on a voluntary basis. This pathway will require the council to make the steps outlined below, and could involve staging any larger changes in the number of councillors over two ordinary elections. This pathway provides the greatest possible lead time to plan for next year's ordinary elections.

If your council wishes to undertake this process, it should, by 28 October 2022:

- Advise the DLGSC of its intention to undertake a voluntary process. This advice should include a high-level plan outlining the potential changes to be implemented for the ordinary elections to be held in 2023 (and in 2025, if applicable); and
- Initiate a Ward and Representation Review to determine the specific changes to the structure of the council for the 2023 and 2025 ordinary elections, to be completed by 14 February 2023.
-

I appreciate that significant effort is required to complete a Ward and Representation Review. The Ward and Representation Review would need to be initiated ahead of the 28 October 2022 date, and finalised by 14 February 2023, to ensure that the timeframes set out in the Act can be practically met. While the Ward and Representation Review can consider the size of the council, and any wards, any changes should not diverge from the proposed reforms.

Further information is attached to this letter to assist with this process.

Reform Election Pathway

Alternatively, it is intended that the Amendment Act will provide for all changes to be implemented through reform elections in 2023. This pathway would provide that all of the council's offices can be declared vacant, all wards can be abolished (if applicable), and the number of council offices would be set based on the reform proposals.

Elections would then be held to fill all council offices, with a split between two and four year terms as might be necessary to re-establish an ordinary election cycle. For local governments in band 1 or 2, the newly-elected council would then be able to consider whether to establish new wards through a future Ward and Representation Review.

Your local government may specifically decide to follow the Reform Election Pathway. If this is the council's intention, I request that you advise the DLGSC by 28 October 2022.

It is also intended that the Amendment Act will contain provisions for the Reform Election Pathway to apply if a local government:

- Does not advise of an intention to follow the Voluntary Pathway, or
- Decides to follow the Voluntary Pathway, but does not suitably complete a Ward and Representation Review by the dates outlined in this letter.

Next Steps

In line with the above, I request that your council considers these matters, and provides formal written advice on the preferred pathway to the DLGSC by 28 October 2022. Given the timeframes already established in the Act, no extension to the dates specified in this letter will be possible.

The DLGSC is available to assist with these election transition arrangements. If you require any assistance, please contact Ms Julie Craig, Strategy and Research Officer, on 6552 7300 or at advisoryboard@dlgsc.wa.gov.au.

I have also written a formal letter to the Mayor or President of your local government, which contains the same information as this memorandum. That letter should be received shortly.

Yours sincerely



HON JOHN CAREY MLA

MINISTER FOR LOCAL GOVERNMENT

Att: Timeline and steps – local government ward and representation reviews

Timeline and steps – local government ward and representation reviews

The following steps will need to occur to allow all required local governments to meet the 30 June 2023 timeframe of publication in the Government Gazette of any proposed ward and representation review changes, ahead of the October 2023 local government elections. Please note that all stages that are currently followed for 'regular' reviews are included below.

Table 1 includes suggested timeframes which will need to be considered by all local governments that will be required to undertake a review ahead of the October 2023 elections.

All local governments should aim to have their completed reviews submitted to the Local Government Advisory Board (the Advisory Board) by no later than 14 February 2023.

Table 1 – proposed timeframes for local government actions

Due date (latest possible)	Requirements/actions
28 October 2022	Council resolves to undertake a ward and representation review A comprehensive discussion paper is developed
December 2022	Completion of six-week consultation period
December 2022 January 2023	Draft review report is prepared, considered and adopted by council
14 February 2023	Formal review report is submitted to the Advisory Board

Please note that the above dates are suggestions only, as each council will have to consider their own calendars for their monthly meetings. It is also possible that some affected councils will have an earlier meeting in December 2022, and then no meeting in January 2023. This is why mid to late December 2022 is suggested as the date by which the draft review report should be considered by council.

Table 2 - Ward and representation review process – for local governments

	Existing requirements/actions	Timeframe
1	The council resolves to undertake a ward and representation review	Variable
2	A comprehensive discussion paper is developed	Variable
3	Council advertises that it is conducting a review and the associated public submission period opens (minimum 6 weeks)	6 weeks
4	The discussion paper is made available to the community for consideration, and public submissions are invited on the matter	
5	Public submission period closes	

6	The Council assesses all submissions, considers options for change against the relevant factors to be considered, and drafts a report, which includes their decision, for the Local Government Advisory Board (the Advisory Board)	Variable
7	The formal report is presented to Council on the outcome of the public submissions and the proposed ward and/or boundary changes	Variable
8	Council resolves to adopt the report to the Advisory Board	Variable
9	The preferred option is submitted to the Advisory Board via the formal report, for the Board's consideration and recommendation	Variable
10	The Advisory Board considers the council's review report, and a recommendation is submitted to the Minister, which can either be accepted or rejected	Variable

Stronger local democracy and community engagement

Factsheet: Local Government Reform

Direct election of the mayor or president

All electors in large local governments will be able to vote directly for the Mayor or President, giving ratepayers more power to choose the leadership of their council. This reflects a broader trend, with councils such as Stirling and Rockingham already having moved to a public vote for the election of their Mayors.

Preferential voting

Local government members will be elected by 'optional preferential voting'. Electors can 'vote for one, vote for some, or vote for all' candidates on their ballot paper. This system strikes a balance between encouraging electors to vote, whilst ensuring the result reflects the community's views and preference.

Consistent number of elected members

To increase consistency, the number of elected members on any council will be set based upon the population within that local government. The Local Government Panel Report recommended a number of elected members as follows:

- population of up to 5000 — 5, 6 or 7 councillors (including the president)
- population of between 5000 and 75,000 — 5 to 9 councillors (including the mayor/president)
- population of above 75,000 — 9 to 15 councillors (including the mayor).

No wards for small local governments

Wards in small local governments can cover very limited areas, with small populations. This means that councillors are more likely to be elected unopposed, or

with a very small number of votes. In line with a broader trend, it is proposed that wards for all small local governments be abolished

Reforms to ensure valid candidate and voter eligibility

Rules for who is eligible to vote or run for council will be tightened, ensuring that only legitimate residents or businesses will be eligible. New laws will prevent candidates from using sham leases in council elections. The basis for why a candidate is eligible to run will also be required to be publicly disclosed.

Community engagement charter

Local governments will be required to establish a charter which sets out how it will engage with ratepayers and the community about the local government's proposed policies, initiatives, and projects. A model charter will be published to assist local governments who wish to adopt a standard charter.

Other amendments

There are also more reforms proposed to further enhance local government democracy and community engagement, including proposed minor changes to the annual meeting and the use of rate payer satisfaction surveys.

Feedback

[Questions? Get in touch with DLGSC via email to \[actreview@dlgsc.wa.gov.au\]\(mailto:actreview@dlgsc.wa.gov.au\)](mailto:actreview@dlgsc.wa.gov.au)
(<mailto:actreview@dlgsc.wa.gov.au>)

Related pages

[Local government reform \(/local-government/strengthening-local-government/local-government-act-reform\)](#)

15. CONFIDENTIAL BUSINESS AS PER LOCAL GOVERNMENT ACT S5.23 (2)

Nil

16. CLOSURE

Cr P J Blight

In closing comments Council thanked Chief Executive Officer Bill Atkinson for his service during his tenure.

Bill said he has appreciated the opportunity.

With no further business to be discussed the Presiding Member closed the meeting at 9:17pm

I certify that this copy of the Minutes is a true and
Correct records of the meeting held on
27 September 2022

Signed 

Presiding Elected Member

Date: 25/10/2022