



SHIRE OF WOODANILLING



ORDINARY MEETING
OF COUNCIL
Minutes
17 July 2018

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*These Minutes of the meeting held 17 July 2018 are confirmed as a true and correct record of proceedings without amendment.
Confirmed on 21 August 2018 by the Presiding Member, Cr HR Thomson*

.....
Cr HR Thomson, Presiding Member

21 August 2018

ORDINARY MEETING OF COUNCIL MINUTES

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Meeting declared open at 4:00pm

1.1. DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Division 6 Subdivision 1 of the Local Government Act 1995 requires Council Members and Employees to declare any direct or indirect financial interest or general interest in any matter listed in this Agenda.

The Act also requires the nature of the interest to be disclosed in writing before the meeting or immediately before the matter be discussed.

NB: A Council member who makes a disclosure must not preside or participate in, or be present during, any discussion or decision making procedure relating to the declared matter unless the procedures set out in Sections 5.68 or 5.69 of the Act have been complied with.

DISCLOSURES OF INTEREST AFFECTING IMPARTIALITY

Nil

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

Present:

Cr HR Thomson	Shire President	Cr T Young	Deputy Shire President	
Cr D Douglas	Cr P Morrell	Cr M Trimming	Belinda Knight	Chief Executive Officer
Sue Dowson	Deputy CEO	Barry Taylor	Works Supervisor	

Apologies:

Cr T Brown

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4. PUBLIC QUESTION TIME

No public present

5. PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. ANNOUNCEMENTS BY SHIRE PRESIDENT AND/OR DEPUTY PRESIDENT WITHOUT DISCUSSION

Cr Thomson and Cr Douglas attended WALGA Zone meeting in Albany on 29/06/2018.

Cr Young and Cr Thomson attended CEO Performance Review Committee on 09/07/2018 – 11/07/2018

8. CONFIRMATION OF COUNCIL MEETING MINUTES:

8.1. ORDINARY MEETING OF COUNCIL HELD 19/06/2018

COUNCIL DECISION

Moved Cr Morrell seconded Cr Young that the Minutes of the Ordinary Meeting of Council held 19 June 2018 be confirmed as a true and correct record of proceedings without amendment.

CARRIED 5/0

9. OFFICER'S REPORTS

9.1. 2018/2019 DRAFT BUDGET

Proponent	Shire of Woodanilling
Owner	
Location/Address	
Author of Report	Belinda Knight, CEO
Date of Meeting	17/07/2018
Previous Reports	
Disclosure of any Interest	Nil
File Reference	17.1.1
Attachments	2018/19 Draft Budget (under separate cover)

BRIEF SUMMARY

To adopt Council's 2018/2019 Budget. The first Draft was presented to the June Council briefing, and changes have been made to actual figures to 30/06/2018 and opening funds as requested at the June briefing.

STATUTORY/LEGAL IMPLICATIONS

Section 6.2 of the Local Government Act 1995 provides for the adoption of the budget.

POLICY IMPLICATIONS

"Significant Accounting Policies" is relevant and has been reviewed as part of the budget adoption process.

FINANCIAL IMPLICATIONS

The budget implications are outlined in the Executive Summary to the Budget.

STRATEGIC IMPLICATIONS

The Budget has been drafted with regard to the Strategic Community Plan, Corporate Business Plan and the informing strategies

CONSULTATION/COMMUNICATION

Consultation has occurred during the Council process

COMMENT

Nothing further

VOTING REQUIREMENTS

Absolute Majority

OFFICER'S RECOMMENDATION & COUNCIL DECISION– ITEM 9.1 2018/2019 DRAFT BUDGET

Moved Cr Morrell seconded Cr Douglas that:

In accordance with the provisions of Section 6.2 of the Local Government Act 1995, Council adopts the budget for the financial year ending 30 June 2019 as presented.

Council imposes the following rates on all rateable property in the Shire of Woodanilling for the 2018/2019 financial year:

General Rates:

Gross Rental Valued Properties – rate in the dollar = 10.6735 cents in the dollar

Unimproved Valued Properties – rate in the dollar= 0.58 cents in the dollar

Urban Farm Rate# – Gross Rental Valued Properties – rate in the dollar = 5.3367 cents in the dollar

Mining Tenements – Unimproved Valued Properties – rate in the dollar = 0.58 cents in the dollar

Minimum Rates All Properties \$375 pa

Pursuant to S6.36 LGA the Shire of Woodanilling proposed to impose a differential general rate "urban farm" which is 50% of the rate imposed for properties rated "gross rental value" and these apply only

to properties which are zoned "Local Rural" and are currently run as an operational farm in conjunction with land zoned "Regional Rural" and rated "unimproved value".

Rubbish Collection Charges

That the following rubbish rate be imposed for all homes and businesses in the rubbish collection district for the 2018/2019 financial year:

Domestic/Commercial (includes recycling)

Once a week single bin pickup = \$325pa for each pickup of

Each bin in addition to the once a week service = \$167.50 pa

Rate Instalments – Payment Options

That in accordance with the provisions of Section 6.45(1) of the Local Government Act 1995, Council offers to ratepayers the opportunity to pay rates and rubbish charges in instalments as follows:

Four (4) instalments due on 35 days from date of issue

26/10/2018

04/01/2019

22/03/2019

Two (2) instalments due on 35 days from date of issue

04/01/2019

Fee for Rate Instalments

That in accordance with the provisions of Section 6.45(3) and (4) of the Local Government Act 1995 and Regulations 67 and 68 of the Local Government (Financial Management) Regulations 1996, Council impose the following charges for ratepayers electing to pay by instalments:

Administration Fee = \$5.00 per instalment

Interest charge = 5.5%

(Calculated on simple interest basis from date of first instalment to the due date of each subsequent instalment)

Interest on Outstanding Rates

That in accordance with the provisions of Section 6.51 of the Local Government Act 1995 and Regulations 70 and 71 of the Local Government (Financial Management) Regulations 1996, Council imposes interest on outstanding rates and service charges as follows:

On outstanding rates and service charges where no Instalment election has been made: 11%

(Imposed from the due date until the day before the day on which a payment is received by the local government.)

On outstanding instalments of rates and service charges = 11% (Imposed from when each instalment becomes due and payable) On other monies owing to Council = 11% (Imposed after a period of 35 days from the date issued.)

NOTE: Interest on outstanding rates is in addition to any Instalment interest that may be applicable.

Discount closing dates:

Council offers to its ratepayers a discount of 5.0% on general rates only, on the condition that all rates (including Rubbish Rates & FESA Levy) and arrears are paid in full on or before 35 days from date of issue.

In addition Council provides a 50% discount on general rates only to Lots 32, 33, 34, 35 & 38 DP 223222, Quartermaine & Shenton Roads, Woodanilling, and Lots 2, 3 & 4 DP 227523 Albany Highway due to Planning restrictions on these lots. This does not apply to any other monies owing to the Council.

CARRIED BY AN ABSOLUTE MAJORITY OF 5/0

9.2. TOWN PLANNING APPLICATION – TOURIST ACCOMMODATION – 25981 GREAT SOUTHERN HIGHWAY

Proponent	M Cook
Owner	M Cook
Location/Address	25981 Great Southern Highway
Author of Report	Geoffrey Lush
Date of Meeting	17 June 2018
Responsible Officer:	Belinda Knight, CEO
Disclosure of any Interest	The author is a Level 2 Bushfire Practitioner
File Reference	A172:BA340
Attachments	Nil

BRIEF SUMMARY

To consider an application for Tourist Accommodation on the above property. The proposal had a previous approval from Council which has now lapsed. The accommodation is an existing two bedroom dwelling located adjacent to the owner's dwelling.

BACKGROUND

The subject land is Lot 17 DP223222 which is located on the corner of Great Southern Highway and Robinson Road. The subject land has an area of 2.4 hectares with an established dwelling, second dwelling, outbuildings and associated infrastructure. The applicant also owns the adjacent Lot 18 which is vacant.

Council in July 2006 issued an approval for Tourist Accommodation on the site which had operated until recently.

STATUTORY/LEGAL IMPLICATIONS

Town Planning Scheme No 1

The subject land is zoned Local Rural in Town Planning Scheme No 1. Both Tourist Accommodation and Bed & Breakfast are (A) uses which are required to be advertised. While the operation has been referred to as a Bed & Breakfast the definition of this in the Scheme refers to the dwelling being occupied by the applicant. In this case the applicant occupies a separate dwelling and hence the proposal is Tourist Accommodation.

In considering any application for planning consent in the Local Rural Zone the local government shall have regard to the matters contained in Clause 5.12.6 of the Scheme relating to the potential impact of the proposed development on the streetscape, local amenities and adjoining residents and may impose conditions relating but not limited to the following matters:

- (i) Building appearance, height and scale;
- (ii) Building materials;
- (iii) Building location including boundary setbacks;
- (iv) Landscaping and visual screening;
- (v) Vehicle access and parking;
- (vi) Location of open storage areas;
- (vii) Control of dust, noise, odour and vibration;
- (viii) Management of wastes and stormwater disposal;
- (ix) Fire management;
- (x) Hours of operation;
- (xi) Advertising signage.

Bushfire Management

All of the subject land is designated as being bushfire prone. This designation triggers:

- A requirement for a Bushfire Attack Level (BAL) Assessment under the Local Planning Scheme Regulations; and
- The application of State Planning Policy SPP3.7 Planning in Bushfire Prone Areas.

SPP3.7 Planning in Bushfire Prone Areas defines tourist accommodation, including bed and breakfast establishments, as 'vulnerable' land uses. These are land uses where persons may be less able to respond in a bushfire emergency. This includes short stay accommodation or visitation uses that involve people who are unaware of their surroundings and who may require assistance or direction in the event of a bushfire.

In addition to a BAL Assessment any application for a vulnerable land use is to be accompanied by:

- A bushfire management plan prepared by a Level 3 Bushfire Practitioner; and
- An emergency evacuation plan prepared in accordance with Australian Standard 3745-2010 'Planning for Emergencies in Facilities' (AS 3745-2010) and Australian Standard 4083-1997 'Planning for Emergencies – Health Care Facilities' (AS 4083-1997).

The Guidelines indicate that the above are to be jointly endorsed by Council and DFES.

POLICY IMPLICATIONS

None

FINANCIAL IMPLICATIONS

None

STRATEGIC IMPLICATIONS

None

CONSULTATION/COMMUNICATION

The application was advertised for 14 days and no objections were received.

COMMENT

As the proposal has operated on the site for many years the matters contained in Clause 5.12.6 of the Scheme have effectively been dealt with. The main issue is the consideration of the bushfire management requirements which commenced in 2015. The components of this are referenced below.

Bushfire Attack Level (BAL) Assessment

The Bushfire Attack Level (BAL) Assessment measures the severity of a buildings potential exposure ember attack, radiant heat and direct flame contact in a bushfire event. Each BAL rating corresponds to different construction requirements and provisions. Basically, the closer the building is to the classified bushland the higher the BAL rating and the building requirements become more onerous.

There are six BAL ratings as follows:

- BAL - Low where the bushfire risk is considered to be very low;
- BAL - 12.5 where the bushfire risk is considered to be low;
- BAL - 19 where the bushfire risk is considered to be moderate;
- BAL - 29 where the bushfire risk is considered to be high;
- BAL - 40 where the bushfire risk is considered to be very high; and
- BAL - FZ where the bushfire risk is considered to be extreme.

SPP3.7 has a presumption against development with a BAL - 40 or BAL - FZ rating.

The primary hazard vegetation is the Sheoak scrub along the creek line to the east of the site. As this is setback more than 100m from the development site it would have a BAL - Low rating. It is then whether the vegetation surrounding the existing development would be classified as either a 'woodland' or as 'managed land'. As a 'woodland' a BAL-29 rating would apply with a 17m setback, which appears to be consistent with the existing conditions.

While the BAL Assessment normally then applies specific construction standards to the dwelling, these are not applicable as it is an existing structure.

SPP3.7 Planning in Bushfire Prone Areas

Council is required to have regard to State Planning Policy SPP3.7 Planning in Bushfire Prone Areas when considering the application. This includes the associated Guidelines for Planning in Bushfire Prone Areas. The requirements for a bushfire management plan, evacuation plan and referral to DFES are not mandatory and Council can elect to vary them. DFES is not a statutory decision maker and in this situation would only be providing advice to Council.

In relation to these requirements it is noted that:

- a) The proposal is effectively as an existing use, with a compliant BAL rating.
- b) The applicant has submitted an emergency evacuation plan. While this may not be as detailed as required under the Guidelines it does cover the basic measures and triggers for action.
- c) The site is located on the junction of two major regional roads and so has excellent access. Normally the main issue with evacuation is address restricted access.
- d) The preparation of a bushfire management plan and evacuation plan by a Level 3 Bushfire Practitioner has been problematic because there are only approximately 6 Practitioners in the State. Thus, there is a significant back log and cost issue. The need for this doesn't reflect the minor nature and location of the proposal.
- e) The proposal complies with the objectives of SPP3.7 Planning in Bushfire Prone Areas as outlined below:
 1. It avoids any increase in the threat of bushfire to people, property and infrastructure.
Development BAL rating below BAL-29 and which complies with the Bushfire Protection Criteria; does not increase the threat of bushfire. In addition, as the use has existed on the site then there is no increased risk or intensification.
 2. It reduces vulnerability to bushfire through the identification and consideration of bushfire risks in the design of the development and the decision-making process.
The bushfire hazard and risks have been identified and assessed in this report.
 3. The design of the subdivision and the development takes into account bushfire protection requirements and includes specific bushfire protection measures.
General bushfire protection measures are specified in Council's Firebreak Notice and specific bushfire protection measures are included in the conditions of approval.
 4. Achieves an appropriate balance between bushfire risk management measures and biodiversity, conservation values, and environmental protection.
No vegetation is required to be cleared.

In conclusion the subject land is located within the townsite and the proposed use has occurred on the site for many years. While the subject land is designated as being bushfire prone there is a significant separation distance between the development site and the main hazard vegetation along the creek line. The development site has Bal rating of BAL-29 or less and potentially BAL - Low. It is considered that the application complies with the objectives of State Planning Policy 3.7 and the Scheme.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION & COUNCIL DECISION– ITEM 9.2 TOWN PLANNING APPLICATION – TOURIST ACCOMMODATION 25981 GREAT SOUTHERN HIGHWAY

Moved Cr Young seconded Cr Douglas that Council approve the use of Lot 17 DP223222 Great Southern Highway for the purpose of Tourist Accommodation in accordance with the following conditions:

1. The use hereby approved shall occur generally in accordance with the plans and specifications submitted with the application and these shall not be altered or modified without the prior written approval of the Council.
2. Any use, additions to and further intensification of any part of the building or land (not the subject of this consent) shall be subject to a further development application and consent for that use.
3. The operator shall maintain and implement an emergency evacuation plan to the requirements and satisfaction of Council.
4. The operator shall maintain the property in a neat and tidy state in accordance with Councils firebreak notice to ensure no accumulation of dead vegetation, weeds or other hazardous material.
5. If the development the subject of this approval is not substantially commenced within a period of 2 years, or such other period as specified in the approval after the date of the determination, the approval shall lapse and be of no further effect.

CARRIED 5/0



9.3. REALLOCATION OF ROADS TO RECOVERY FUNDING

Proponent	Roads to Recovery
Owner	Shire of Woodanilling
Location/Address	
Author of Report	Belinda Knight, CEO
Date of Meeting	17/07/2018
Previous Reports	20/02/2018
Disclosure of any Interest	Nil
File Reference	12.1.12
Attachments	Nil

BRIEF SUMMARY

To consider diverting funds from Shenton Road to another project within the Shire.

BACKGROUND

As at 30/06/2018 \$45,885 remains unallocated for Roads to Recovery. These funds have been received by Council, and have been included in the “unexpended grants” component in the opening funds for 2018/2019.

Council must make a reallocation prior to 32/07/2018 or will be required to refund the monies. Roads to Recovery will not fund multiple small projects, the total amount will need to be expended on the single project.

The following projects are put to Council for consideration:

- Pruning Orchard Road (Priority 2);
- Pruning and reshaping of Carters Road (Priority 3);
- Pruning and reshaping of Dinwoodie Road (Priority 3);
- Pruning and reshaping of Westwood Road (south of Robinson Road) (Priority 4);
- Clearing of corners on Tie Line Road to improve visibility (Priority 2).
- Realignment of “Smith’s Soak Reserve” on Orchard Road

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

National Land Transport Act 2014 – Roads to Recovery Funding Conditions 2014

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The funds need to be expended on a single project with a value of \$45,885. This amount has been included in the 2018/2019 Budget but remains unallocated.

STRATEGIC IMPLICATIONS

Theme 4

Roads & Transport

VISION

- To maintain a quality road transport network which is safe and accessible to all users

OBJECTIVES

- Road Maintenance – to maintain roads in accordance with Council’s adopted Road Asset Management Plan (Sept 2010)

- Road Construction – to construct roads in accordance with Council’s adopted 5 Year Forward Capital Works Plan (Dec 2010)

- To identify future transport needs

STRATEGIES

- Road Maintenance – by carrying out maintenance in accordance with the Maintenance Standards set out in the Road Asset Management Plan

RT.1 Develop 10 year plan for all Priority 1 roads as per the Road Asset Management Plan

RT.2 Rural intersection program: -Local Black Spot / Grey Spots

RT.3 Develop 10 year Drainage Plan, including culverts, floodways, bridges and open drains

RT.5 Review of Road Asset Management Plans, including road hierarchy.

CONSULTATION/COMMUNICATION

Nil

COMMENT

The diversion of funds will have no impact on the 2017/2018 Budget, but needs to be determined as soon as possible to enable the new project to be listed for Roads to Recovery.

Scheduling of these works may not happen until the 2018/2019 financial year due to the large construction program currently underway.

VOTING REQUIREMENTS

Simple Majority

OFFICER’S RECOMMENDATION & COUNCIL DECISION– ITEM 9.3 REALLOCATION OF UNSPENT ROADS TO RECOVERY FUNDS

Moved Cr Trimming seconded Cr Young that Council approve the diversion of funds from R2R42 – Shenton Road, to Orchard Road for the purposes of pruning and line of sight improvements on corners with poor visibility.

CARRIED 5/0

9.4. SURPLUS STAFF HOUSING

Proponent	Shire of Woodanilling
Owner	
Location/Address	3327 Robinson Road
Author of Report	Belinda Knight, CEO
Date of Meeting	17/07/2018
Previous Reports	Nil
Disclosure of any Interest	Nil
File Reference	9.1.1
Attachments	Nil

BRIEF SUMMARY

To consider rental options for 3327 Robinson Road, Woodanilling.

BACKGROUND

3327 Robinson Road will be vacated by the current tenant by the end of July. The house will then have minor repairs undertaken, and the wood fire replaced. Once that happens it will be available for rent.

The Shire has no staff requiring the house at present, so it is suggested it be put on the open rental market, at market value. The CEO has delegated authority to do this, however there may be options that Council may wish to consider. This includes:

- Marketing the house for a professional or trades person/couple with children that can attend the Woodanilling School;
- Creating a matrix to ensure the selection process is fair and equitable and attracts the targeted tenants;
- Not having a fixed term tenancy, but utilising a periodic tenancy to ensure if the property is required for whatever reason, Council may take action.
- Setting a top weekly rental of \$250 per week then offering a discount depending upon the result of the matrix.

The following is suggested for the matrix:

- Current Residential Status
 - Current resident of Woodanilling Shire = 0
 - Not current resident of Woodanilling Shire = 5
- Relationship to Woodanilling:
 - Family member resident of Woodanilling = 2
 - Friend or associate resident of Woodanilling = 3
 - No connection to Woodanilling = 5
- Profession or Trade:
 - Couple each with trade or profession = 5
 - Couple with one trade or profession = 4
 - Single with trade or profession = 1
 - Couple or single with no trade or profession = 0
- Family Status:
 - Couple or single with children up to year 4 = 5
 - Couple or single with children pre-school = 3
 - Couple or single with no children = 0
- Rental Discount:
 - Score of 20 = \$150 discount
 - Score of 15-19 = \$100 discount
 - Score of 10 – 14 = \$50 discount
 - Score of < 10 = No Discount

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Council would realise \$60-\$70 per week as a staff house, the minimum amount payable under the matrix would be \$100 per week. \$60 per week has been allowed for in the 2018/19 budget.

STRATEGIC IMPLICATIONS

Theme 1 - Community Facilities

VISION

- To provide facilities and amenities that meet the communities needs and expectations within Council's ability to fund from rates and external sources
- To ensure access to high quality facilities and services that the community is proud to use and promote

OBJECTIVES

- Enhance the lifestyle of residents through their participation and achievement in sport and recreation (See also Woodanilling Local Recreation Plan – Aug 2003)
- To make our Community a place where people want to come, stay and grow

STRATEGIES

- Future development of facilities is to be continually monitored, progressed and supported where appropriate by various funding sources and by submitting planned and comprehensive capital works programs bids are required
- To ensure our facilities are maintained to a suitable functional standard

GOALS

Short Term

CF.10 Community Housing – development of social and affordable housing, including housing for the well-aged

CONSULTATION/COMMUNICATION

Councillors were advised of this proposal via the CEO's weekly email Info Update.

COMMENT

Nothing further

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION – ITEM 9.4 SURPLUS STAFF HOUSING

That Council list 3327 Robinson Road, Woodanilling for open market rental, subject to:

- It being managed by a registered Property Rental Management Agency;
- Is offered as a periodic tenancy;
- Is marketed to attract a couple or single with school aged children (to year four) and a trade or profession, but other applicants are not excluded from applying;
- Selection criteria as set in the matrix being applied to select a suitable tenant(s);
- Base rent being set at \$250, adjusted as per the outcome of the matrix;

COUNCIL DECISION – ITEM 9.4 SURPLUS STAFF HOUSING

Moved Cr Morrell seconded Cr Young that this matter be deferred pending the outcome of a report regarding the damage to 3347 Robinson Road.

CARRIED 5/0

REASON: IF THE DAMAGE TO 3347 ROBINSON ROAD IS SIGNIFICANT, THEN THE TENANT MAY REQUIRE 3340 ROBINSON ROAD ON A TEMPORARY BASIS WHILST REPAIRS ARE CARRIED OUT.

9.5. SIGNATORIES ON MUNICIPAL ACCOUNT

Proponent	National Australia Bank
Owner	Shire of Woodanilling
Location/Address	
Author of Report	Belinda Knight, CEO
Date of Meeting	17/07/2018
Previous Reports	Nil
Disclosure of any Interest	Nil
File Reference	4.2.9
Attachments	Nil

BRIEF SUMMARY

To add the Deputy CEO as a signatory to the Shire's Municipal Account.

BACKGROUND

When the CEO is on leave, there is no other staff member who can sign cheques for the Shire. The number of cheques produced is minimal, however it can be inconvenient when a signature is required.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

CONSULTATION/COMMUNICATION

Nil

COMMENT

Nothing further

VOTING REQUIREMENTS

Simple majority

OFFICER'S RECOMMENDATION & COUNCIL DECISION– ITEM 9.5 SIGNATORIES ON MUNICIPAL ACCOUNT

Moved Cr Douglas seconded Cr Young that Council authorises the Deputy CEO, Sue Dowson, to be a signatory to the Shire Municipal Account.

CARRIED 5/0

10. COUNCILLOR'S REPORTS ON MEETINGS ATTENDED

10.1.COUNCILLOR'S MEETINGS ATTENDED FOR THE PERIOD – 01/06/2018 – 17/07/2018

Great Southern WALGA Zone Meeting 29/06/2018 – Cr Thomson and Douglas attended. Cr Thomson and Cr Douglas presented verbal reports.

WWLZ – Cr Young reported on the recent staff changes to the Landcare office.

Cr Douglas reported on the meeting with the Shire of Boyup Brook to look at sporting facilities, at the Woodanilling Pavilion. The group was doing a road trip looking at the facilities and the methods of running the facilities.

11. ELECTED MEMBERS' MOTION OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12. MOTIONS WITHOUT NOTICE BY PERMISSION OF THE COUNCIL

12.1.COUNCILLORS AND /OR OFFICERS

Nil

13. ITEMS FOR DISCUSSION/DECISION – POST PREPARATION OF AGENDA

13.1.CEO PERFORMANCE REVIEW - CONFIDENTIAL

Proponent	JCP Consulting
Owner	
Location/Address	
Author of Report	John Phillips
Date of Meeting	17/07/2018
Previous Reports	Nil
Disclosure of any Interest	Nil
File Reference	EMP70
Attachments	Draft Focus Areas – 2018/2019

BRIEF SUMMARY

To consider the final report for the CEO's performance review.

BACKGROUND

SUMMARY

The 2018 review of Ms. Belinda Knight's performance as the Chief Executive Officer of the Shire of Woodanilling has been carried out in accordance with Council's statutory and contractual (employment) obligations.

Council appointed Mr John Phillips, '*John Phillips Consulting*' (ABN 73115446380) to facilitate the annual CEO performance appraisal process. This included distributing questionnaires to all Councillors, conducting interviews, collating the responses, as well as preparing and presenting this report. All six (6) Councillors provided feedback.

The period of review is 1 July 2017 to 30 June 2018.

The aggregated responses obtained from all participants indicate that, overall, Ms Knight is rated as 'Meets Performance Requirements', as the Chief Executive Officer of the Shire of Woodanilling.

CONTEXT

The Review has been conducted in accordance with sections 5.38 and 5.39(3)(b) and Regulation 18D of the Local Government Administration Regulations, which requires that:

- The performance of the CEO be reviewed at least once a year;
- The CEO will have a written contract of employment, which shall include performance criteria for the purpose of conducting a review; and,
- A Local Government is to consider each review on the performance of the CEO carried out under section 5.38 and is to accept the review, with or without modification, or to reject the review.

The period of the review is 1 July 2017 to 30 June 2018.

METHODOLOGY

The appraisal process included the use of a questionnaire based on the agreed performance criteria, which are sourced from the position description and requirements contained in the Local Government Act 1995.

All Elected Members were provided with the questionnaire as the opportunity to provide feedback on Ms. Knight's performance and all six (6) Councillors participated in the process by discussing with the facilitator at a personal interview on 10 July 2018.

The feedback report was prepared by the facilitator for consideration by Ms. Knight and Councillors at the formal briefings and appraisal meeting with the Review Committee undertaken on 11 July 2018.

Discussions were also undertaken in relation to performance criteria for 2018/19 as well as the CEO's Total Reward Package.

Ms. Knight advised the review committee that she would not be seeking any variation to her Total Reward Package, or to vary any of her contractual conditions of employment, on the basis that it is appropriate to lead by example and observe fiscal restraint during the prevailing economic conditions.

OUTCOME

The aggregated responses obtained from Elected Members indicate that Ms. Knight has met performance requirements in her role as the Shire's Chief Executive Officer during the period July 2017 to June 2018.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act S5.38. - Annual review of certain employees' performances

The performance of each employee who is employed for a term of more than one year, including the CEO and each senior employee, is to be reviewed at least once in relation to every year of the employment.

Local Government Act S5.23 – Meetings generally open to public

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

(a) a matter affecting an employee or employees...

Note: The CEO has agreed that this matter be considered at open Council.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

CONSULTATION/COMMUNICATION

Via agreed process.

COMMENT

Nothing further

VOTING REQUIREMENTS

Simple Majority

COMMITTEE RECOMMENDATION & COUNCIL DECISION – ITEM 13.1. CEO PERFORMANCE REVIEW

- CONFIDENTIAL

Moved Cr Young seconded Cr Douglas that Council:

- Notes that Ms Belinda Knight’s Performance Review in her role as Chief Executive Officer for the Shire of Woodanilling for 2017/18 has been undertaken by the Review Committee;
- Endorses Ms Knight’s overall rating of ‘Meets Performance Requirements’;
- Schedules the next review of the CEO’s performance to be completed by 31 July 2019;
- Endorses the Key Focus Areas and Actions for the 2018/19 appraisal period;
- Notes that Ms. Knight has elected not to seek a variation to her total reward package for the 2018/19 period. Council notes its appreciation of her leadership in demonstrating fiscal restraint within the organisation.

CARRIED 5/0

Focus Area	Action	Time frame
Governance & Compliance	Complete review of the Shire’s Community Strategic Plan in conjunction with Council	December 2019
	Update Shire’s Corporate Business Plan in conjunction with Council	June 2019
	Update Shire’s Long Term Financial Plan in conjunction with Council	June 2019
	Full review of Shire’s policies and delegations and report to Council	by June 2019
Financial and Asset Management	Report to Council and advise in relation to the financial and asset ratios prescribed by the Department of Local Government	May 2019
	Undertake research and report to Council on alternative funding sources for discretionary items as listed in the Shire’s Corporate Business Plan	June 2019
	Provide business cases to Council for items of significant planned capital expenditure	As required
	Review and advise Council as part of the 2019/20 budget development process, the most effective use of Shire plant and equipment, including normal operations, private or contracted works	March 2019
Works and Services	Manage completion of the Shire’s s adopted and funded Capital Works program for 2018/19	June 2019
	Review the Shire’s Road Maintenance Plan and provide a feasibility report to Council regarding the plan’s implementation	February 2019
	Research and report to Council on options for funding a footpath maintenance plan for the town	March 2019
	Manage WANDRRA funded projects and ensure compliance with financial requirements and provide regular reports to Council	June 2019
	Report to Council on completion and acquittal of WANDRRA funded projects	June 12019
Communication	Provide information updates to Councillors	at least monthly
	Provide ‘user friendly’ newsletter/ information updates to the community via the ‘Woody Wongi’	Monthly
Projects & Programs	Administration Office Refurbishment - Undertake research and provide a business case to Council in conjunction with Council’s Community Development Committee	June 2019

13.2. PROVISION OF ACCOUNTING SERVICES

Proponent	Moore Stephens
Owner	Shire of Woodanilling
Location/Address	
Author of Report	Belinda Knight, CEO
Date of Meeting	17/07/2018
Previous Reports	Nil
Disclosure of any Interest	Nil
File Reference	4.3.4
Attachments	Nil

BRIEF SUMMARY

To consider outsourcing the compilation of the Shire's Annual Financial Report.

BACKGROUND

As advised to Council during my performance review process, one way to free up my time to enable me to focus on the key areas in the KPI's was to outsource the compilation of financial reports.

The Shire utilises Moore Stephen's "Shire of Somewhere" financial reports for its budget, monthly reports and annual reports, and has done so since 2001. The purchase price of the templates ranges between \$990 and \$1650 depending on whether or not the coinciding training sessions are attended.

STRUCTURE OF THE REPORTS:

The Shire of Somewhere templates are provided in two formats:

- Excel format, which can contain in excess of 30 different worksheets within each template. Each worksheet is linked to other worksheets and data is required to be entered into each worksheet in varying degrees of detail via formulas in individual cells. There is a completion checklist provided which identifies any discrepancies within the template.
- MS Digital platform which is cloud based, provides access via unique username and password, and allow for real time updates to resources and templates. Once entered information through the digital platform, the completed excel version is downloaded to complete any customisation. This is a new option released in June 2018.

TEMPLATES VS MS DIGITAL PLATFORM

The Shire of Somewhere templates are still available for download, however Moore Stephens is promoting its Digital Platform which provides the same outcome, with the data entry being undertaken by Moore Stephens via the Shire's uploaded trial balance and other information such as rating details, etc. Once the digital platform is formatted for the Shire, the uploading of data for future years is a much simpler process due to all the mapping being set up in the initial establishment of the platform.

Given the digital platform is very new, the benefits of Moore Stephens uploading the data, mapping the data and expenditure codes, checking the integrity of the data, and reviewing the Shire's ratios, accruals, and other compliance measures is difficult to estimate. There is however, the added benefit of Moore Stephens undertaking checking of the Shire's data, giving the Shire another level of checking, virtually eliminating errors, and reducing the Shire's exposure to risk.

Moore Stephens estimate \$8,000 - \$9,500 to undertake this work. Access to the digital platform will come at no extra cost this year, however may be subject to a subscription service in the future. It is anticipated when this happens the access to templates will be phased out.

Moore Stephens do not offer a service to upload data to the templates.

The template will come at no extra cost to the Shire as the CEO attended the May workshop.

TEMPLATE DATA ENTRY

The entering of formulas into cells is complex and very time consuming, is prone to errors, and it is not something that can be done by anyone else in-house other than the CEO. An example of a formula from within the template can be found at Appendix A.

PREPARATION TIME ESTIMATES AND COSTINGS:

Based on time taken to prepare the 2018/2019 budget, the cost of preparing the Annual Report via the template is as follows:

Preparation Work	Number of Hours	Hourly Rate	Total cost
Set up template, and review instructions and training notes.	4	\$60	\$240
Entering formulas into worksheets	40	\$60	\$2400
Extracting data from SynergySoft	1	\$60	\$60
Checking template for accuracy	40	\$60	\$2,400
Amendments to formulas	20	\$60	\$1,200
Final check of template prior to submission for audit	25	\$60	\$1,500
Estimate of total cost	130		\$7,800

TIME BENEFITS:

If the 130 hours was included within "normal" working hours this would effectively take 17 days out of the 260 working days each year, or 6.5% of the CEO's total time.

With the newness of the digital platform, it is impossible to estimate the amount of time required for the CEO to undertake all the uploading of data and checking of the final report.

OTHER ALTERNATIVES:

The option for obtaining temporary staff to undertake this work for the Shire has not been fully investigated due to a number of reasons:

- The cost could be in the order of \$75 per hour plus accommodation and travel for a finance officer via a recruitment agency. That would put the cost in the order of \$9,750 plus travel and accommodation.
- The level of experience is an unknown quantity, and the Shire has not had a good experience utilising recruitment agencies in the past.
- Limited access to desks and computers within the office; or security access if done remotely;
- May be difficulties using digital platform and Shire system concurrently via remote access;
- Having to provide accommodation for up to three weeks if on-site is the preferred option.

Resource sharing with our neighbours has not been specifically addressed, when requested in the past only the Shire of Dumbleyung indicated that their finance officer had some limited free time. It is unsure if this is still the case. Once again the cost would likely be in the order of \$65-\$75 per hour.

ADVANTAGES VS DISADVANTAGES

The advantages of having Moore Stephens undertake the preparation of the Annual Financial Report include:

- The company who developed the digital platform will be populating the data;
- Staff have the highest level of compliance skill and can ensure the Shire prepares a fully compliant report;
- Can provide feedback on the reporting structure in place, including possible strategies relating to ratios and the impact of not meeting benchmarks;
- They are fully up to date with the changes to Accounting Standards, Accounting Regulations and the Auditor General's requirements;
- They provide a cloud based platform that can safely and securely house the Shire's financial data off site; and
- Provide a network of other local governments who also use Moore Stephens to prepare their financial reports.

I cannot see any disadvantages of using Moore Stephens.

The advantages of resource sharing with our neighbours, includes:

- Building relationships with neighbours;
- Commitment to resource sharing as per the 4WDL MOU;

- May lead to other forms of assistance as required in the finance field.

The disadvantages of resource sharing with our neighbours include:

- Lack of continuity if the staff member leaves;
- Significant learning time to understand the Shire's accounting systems and structure;
- Need comes at a time when need is also required at host local government;
- Withdrawal of service if proves to be too time consuming for staff or changing needs at host local government leaving the Shire without a service;
- There may be no cost advantage over using Moore Stephens, in fact it may be more costly.
- May be difficulties using digital platform and Shire system concurrently via remote access;

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Funds have been set aside in the 2018/2019 Budget for this purpose.

STRATEGIC IMPLICATIONS

Theme 3 - Customer Service

VISION

- To be responsive to the expectations of our clients and users in the area of customer service
- To promote excellence in customer service

OBJECTIVES

- To observe the service standards in the Woodanilling Customer Service Charter (2010)
- To build confidence, support and satisfaction in service delivery by increasing and developing communication channels with the whole community

STRATEGIES

- By ensuring elected members and staff are supported by ongoing professional development, and the maintenance of their professional standards
- An awareness of community views and listening to our community and being responsive

GOALS

Short Term

CS.2 Understanding and use of industry innovations to enable improvements in customer service for all areas of the Shire

CS.5 Ensure adequate staffing resources are provided to meet statutory requirement and customer expectations

Ongoing

CS.4 Embracing the Use of new technology to deliver services

CONSULTATION/COMMUNICATION

Nil

COMMENT

It is recommended that if there is any concern regarding this proposal, that Council implement a trial option for the preparation of the 2017/2018 Annual Financial Report.

VOTING REQUIREMENTS

Simple Majority

OFFICER'S RECOMMENDATION & COUNCIL DECISION – ITEM 13.2. PROVISION OF ACCOUNTING SERVICES

Moved Cr Douglas seconded Cr Morrell that Council:

- Engage Moore Stephens to compile the 2017/2018 Annual Financial Report;
- Request the CEO to provide a report at the conclusion of the 2017/2018 Audit as to the success or otherwise of the project on which Council will determine any future outsourcing of the preparation of statutory financial reports.

CARRIED 5/0

APPENDIX A

2016-18 Statutory Budget - Excl

Brinda Knight - CEO Woodmillington

DATA INPUT SHEET ONLY

30/09/2018 30/09/2018 30/09/2018

Enter data in blue cells only.

	MOY1	2018/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2018/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$
Revenue							
11 Rates		745,915	687,907	687,754	745,915	687,787	687,784
12 Specified area rates		0	0	0	0	0	0
13 Operating grants, subsidies and contributions		2,789,435	2,309,909	3,583,882	2,781,435	2,318,609	3,583,142
14 Fees and charges		359,205	325,284	328,179	359,205	325,284	328,179
17 Service charges		0	0	0	0	0	0
16 Interest earnings		17,400	13,341	14,389	17,400	13,251	14,505
17 Other revenue		800	(1,649)	488	800	(3,645)	600
		3,912,755	3,337,941	4,614,202	3,912,755	3,337,941	4,614,202
Expenses							
21 Employee costs		(1,871,275)	(1,882,540)	(2,011,285)	(1,871,275)	(1,882,540)	(2,011,285)
22 Materials and contracts		(2,703,279)	(2,620,740)	(3,050,400)	(2,703,279)	(2,620,740)	(3,050,400)
23 Utility charges		(41,179)	(41,948)	(53,368)	(41,179)	(41,948)	(53,368)
24 Depreciation on non-current assets		(872,285)	(883,332)	(1,025,214)	(872,285)	(883,332)	(1,025,214)
25 Interest expenses		0	0	0	0	0	0
26 Insurance expenses		(88,330)	(85,787)	(82,159)	(88,330)	(85,787)	(82,159)
27 Other expenditure		(148,879)	(292,697)	(491,854)	(148,879)	(292,697)	(491,854)
		(5,584,858)	(5,726,006)	(6,664,910)	(5,584,858)	(5,726,006)	(6,664,910)
Non-operating grants, subsidies and contributions		258,200	658,132	1,434,656	258,200	658,132	1,434,656
Profit on asset disposal		0	0	0	0	0	0
Loss on asset disposal		0	(6,322)	0	0	(6,322)	0
Loss on revaluation of assets		0	0	0	0	0	0
Reversal of prior year loss on revaluation of assets		0	0	0	0	0	0
Fair value adjustments to financial assets at fair value through profit or loss		0	0	0	0	0	0
Net result		(140,258)	(288,634)	(568,458)	(140,258)	(288,634)	(568,458)
Other comprehensive income							
Changes on revaluation of non-current assets		0	0	0	0	0	0
Total comprehensive income		(140,258)	(288,634)	(568,458)	(140,258)	(288,634)	(568,458)
Share of Woodmillington							
Statement of Comprehensive Income Input Sheet							
BY PROGRAM							
Revenue							
Governance		11,700	(1,532)	6,700	11,700	(1,532)	6,700
General purpose funds		1,843,955	1,816,339	1,876,232	1,843,955	1,816,339	1,876,232

Instructions | Completion Checklist | Estimated Financial Position | SoC Input | Surplus (excess) Cash | Appendix 1 | Appendix 2 | Cross Check | Coversheet | SOG (NT) | Key Terms (NT) | SOG (SA) | Key Terms (SA) | SOG | RSC

13.3. HEAVY VEHICLE SERVICES REQUEST ACCESS FOR PBS 2B A DOUBLE ROAD TRAIN ROBINSON ROAD WEST.

Proponent	Main Roads WA
Owner	Shire of Woodanilling
Location/Address	Robinson Rd West
Author of Report	Sue Dowson
Date of Meeting	17 th July 2018
Previous Reports	Nil
Disclosure of any Interest	
File Reference	12.4.4
Attachments	Nil

BRIEF SUMMARY

Heavy Vehicle Services (HVS) has received a request for a Performance Based Standards (PBS) 2B A-Double Road Train to access Robinson Road West SLK 0.00 – 32.42. The Company applying for access is a fuel company travelling from Kewdale to the Great Southern Fuel Depot in Katanning. In addition they are seeking support for Robinson Road West to be added to the Tri Drive Concessional Network TD3.3.

BACKGROUND

The current approved access on Robinson Road is Tandem Drive N4.3 and Tri Drive TD1 and TD1.3. By including Tri Drive Concessional Network TD3.3 this would allow transport operators who are part of the Accredited Mass Management Scheme (AMMS) access to Robinson Road in addition to PBS vehicles.

Support for both networks would be Main Roads preference as generally they require roads to be on the relevant base network prior to being approved for PBS access, this provides consistency and reduces confusion. However, if Tri Drive Concessional TD3.3 is not supported, they suggest that consideration should be given in supporting access for PBS Network 2B (G) & (H) only.

The Performance Based Standards scheme (PBS) offers potential for heavy vehicle operators to achieve higher productivity and improved safety through innovative vehicle designs. There are many benefits in providing access for PBS vehicles. Some of these benefits include.

- Braking capability and vehicle stability is improved with a mandatory requirement in WA for Electronic Braking Systems (EBS) and Rollover Stability Systems (RSS), which is not a requirement on conventional road trains.
- PBS vehicles are often height restricted, which is determined by the PBS assessment which further reduces the rollover risk and improves overall stability.
- PBS vehicles are subject to stringent axle spacing requirements, reducing the impact on the road infrastructure
- PBS vehicles reduce the number of vehicle movements compared to conventional heavy vehicles which overall reduces congestion and the crash risk exposure.

The PBS 2B A-Double Road Train combination consists of a single steer, tri drive with tri axle dolly approved up to 23.5 tonnes per tri axle group, and quad axle trailer groups approved up to 28.5 tonnes per quad group. Please see diagram provided.

STATUTORY/LEGAL IMPLICATIONS

Local Government Act 1995,

Road Traffic (Administration) Act 2008

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Theme 4 - Roads & Transport –

VISION

- To maintain a quality road transport network which is safe and accessible to all users

OBJECTIVES

- Road Maintenance – to maintain roads in accordance with Council’s adopted Road Asset Management Plan (Sept 2010)
- Road Construction – to construct roads in accordance with Council’s adopted 5 Year Forward Capital Works Plan (Dec 2010)
- To identify future transport needs

STRATEGIES

- Road Maintenance – by carrying out maintenance in accordance with the Maintenance Standards set out in the Road Asset Management Plan

GOALS

Short Term

- RT.1 Develop 10 year plan for all Priority 1 roads as per the Road Asset Management Plan
- RT.2 Rural intersection program: -Local Black Spot / Grey Spots
- RT.3 Develop 10 year Drainage Plan, including culverts, floodways, bridges and open drains
- RT.5 Review of Road Asset Management Plans, including road hierarchy

Ongoing

- RT.4 Advocacy for Regional & State based transport systems

CONSULTATION/COMMUNICATION

Jane MacLennan, Heavy Vehicle Access Assessment Officer, Main Roads WA

COMMENT

Consideration needs to be made that allowing this access then it increases our chances of eligibility when making claims for funding assistance when applying for improvements to Robinson Road.

VOTING REQUIREMENTS

Simple Majority

OFFICER’S RECOMMENDATION – ITEM 13.3. HEAVY VEHICLE SERVICES REQUEST ACCESS FOR PBS 2B A-DOUBLE ROAD TRAIN ROBINSON ROAD WEST

Moved Cr that Council agrees to;

- Allow the PBS 2B A Double Road Train access on Robinson Road West SLK 0.00 – 32.42
- Add Robinson Road West to the Tri Drive Concession Network TD3.3

COUNCIL DECISION – ITEM 13.3. HEAVY VEHICLE SERVICES REQUEST ACCESS FOR PBS 2B A-DOUBLE ROAD TRAIN ROBINSON ROAD WEST

Moved Cr Douglas seconded Cr Young that the condition of Robinson Road is not of a standard that would adequately support this level of vehicle, unless Council is able to source a significant injection of funds to upgrade the road to an acceptable standard. Therefore Council does not agree to:

- Allow the PBS 2B A Double Road Train access on Robinson Road West SLK 0.00 – 32.42; or
- Add Robinson Road West to the Tri Drive Concession Network TD3.3.

CARRIED 5/0

REASON: AS STATED IN THE MOTION.

14. INFORMATION ITEMS

14.1.ADOPTION OF INFORMATION REPORTS

RECOMMENDATION – INFORMATION REPORT 17/07/2018

Moved Cr Young seconded Cr Morrell that Council endorses the information contained in the following information reports.

CARRIED 5/0

14.2. WWLZ INFORMATION REPORT – FOR THE PERIOD 07/04/2018 – 04/07/2018

GLOSSARY

<i>BBG</i>	- <i>Blackwood Basin Group</i>
<i>DoW</i>	- <i>Department of Water</i>
<i>NLP</i>	- <i>National Landcare Programme</i>
<i>SWCC</i>	- <i>South West Catchments Council</i>
<i>SCNRM</i>	- <i>South Coast Natural Resource Management</i>
<i>RBG</i>	- <i>Recognised Biosecurity Group</i>

MANAGEMENT COMMITTEE MEETING

Last Meeting: 13 June 2018

Next Meeting: 8 August 2018

ZONE COMMITTEE

Last Meeting: 11 Nov 2017

Next Meeting: TBC – Attempts made prior to seeding to hold meeting but not enough response to go ahead

LANDCARE COORDINATION FUNDING 2017 / 2018

- State NRM – Revitalising Reserves in Wagin - \$15,101
- State NRM – Restoring Mt Latham - \$10,600
- SCNRM – West Australia Rabbit Control & Awareness Project - \$11,187.58

STRATEGIC PLANNING

- Shire policies and procedures to be incorporated into WWLZ running due to lack of existing structures.

EVENTS

- 1 Rabbit calicivirus workshop – 2nd June – Woodanilling – 14 attending
- 1 Small landholder pest and weed workshop – 16th June – Woodanilling – 6 attending

CURRENT/ONGOING PROJECTS:

DAFWA RBG FUNDING

- Project is now complete, Annabelle has completed her contract and delivered the final report to DPIRD. Gen will submit the financials once all payments have been completed for her project.
- Annabelle has been a highly valued member of the team and will be sorely missed

STATE NRM – CAPABILITY GRANT – STRONGER LANDSCAPES FOR THE FUTURE IN WAGIN & WOODANILLING - \$120,000

- Data management review has been completed by contracted Records Officer, new electronic filing system working in place as of July 1st.
- Gen currently back doing the finances until an external bookkeeper sourced.
- Policy review adoption of shire of Wagin policy where appropriate, Officer has sent to committee for review before adoption.
- Archiving and destruction of old records underway.

- Procedures manual to be looked at once the new data records system is established.

SWCC – STRATEGIC ON GROUND WORKS - TOTAL \$175,000 – ONGOING

- Bridal creeper treatments across Wagin & Woodanilling completed by late 2017. One remaining fencing site to be completed. Over achieved in hectares of revegetation completed within project. Weed control workshops still to be completed by June 30th. Last remaining project contributing significantly to NRM Officer wages - PROJECT COMPLETION IN JUNE 2018.

STATE NRM – REVITALISING RESERVES IN WAGIN - \$15,101

- Funding received.
- Curtain Uni volunteers booked for 10-12 August for tree planting
- Waiting to hear from Shire of Wagin dates available to use the truck and personnel to remove rubbish, and the machine to remove the prickly pear plant.
- Lined up site visit with contractor to do the ripping for tree planting.
- Once rubbish removal completed, will allocated weed control activities with the assistance of both Shire's chainsaw operators.
- Once works underway with weed management, will look to the educational signage.

STATE NRM – RESTORING MT LATHAM - \$10,600

- Funding received.
- Monitoring point established. Photos to be taken prior to works
- Contractor has been approved to go ahead, will contact Gen prior to undertaking works but expected to take place July/August.

SCNRM – WEST AUSTRALIA RABBIT CONTROL & AWARENESS PROGRAM - \$11,187.58

- 4 Landholders across Wagin, Woodanilling released virus in February 2018
- 2nd June held rabbit awareness workshop in Woodanilling which also provided virus to another 12 landholdings across Wagin, Woodanilling, West Arthur, Kojonup and Boyup Brook. Not scheduled to do release until later in the year when less feed available to rabbits.
- Second workshop scheduled to take place in Wagin Sept/Oct with same format as previous event, further vials of virus will be provided to participants.

LOCAL ABORIGINAL CONSULTATION

- Water Corp involved us in the process of removing the tank from Puntapin Rock. They asked us to come along to the opening of works to detail how they would go ahead with the program creating as little disturbance to the site as possible.

APPLICATION SUBMITTED

- EOI to SWCC for 2018 release of federal funding – further fencing and revegetation, bridal creeper management for ongoing management sites for both Wagin & Woodanilling, potential trial activities – **Still awaiting response**

APPLICATIONS UNDERWAY

- Consultation with UWA's Ed Barrett-Lennard (salinity expert & lecturer) on potential opportunities to work together for new federal Ag funding released at the end of 2018. New NRM federal policy is that without partnerships in applications, money will not be granted. **Have sent 2 emails and left a phone message with Ed, and has not responded again. I have since heard that he does have several programs underway.**
- State NRM grants have been released. Currently looking at one cooperative application with Katanning, Kent, Dumbleyung and Kojonup, and also large one for ourselves alone. Will apply for several smaller grants also , but due to start of August and currently large workload so may have to hold off on other activities to focus on grants.

14.3.MONTHLY FINANCIAL REPORTS – FOR THE PERIOD 01/07/2017 – 30/06/2018

See Draft Budget for financial reports.

14.4.MONTHLY RATES REPORTS – FOR THE PERIOD ENDING – 30/06/2018

OUTSTANDING RATES	30/06/2018
Description	Balance
Rates	\$ 23,185.86
Legal charges	\$ 1,666.20
Penalty charges	\$ 8,055.29
Other Charges	\$ -
Instalment admin Fee	\$ 31.96
Instalment interest	\$ 57.89
Fire breaks	\$ 1,784.00
ESL Penalty	\$ 430.35
Sub total	\$ 35,211.55
Rubbish removal	\$ 1,115.81
Sub total	\$ 1,115.81
ESL	\$ 2,600.39
Sub total	\$ 2,600.39
Rates paid in advance	-\$ 11,181.29
Sub total	-\$ 11,181.29
Grand total	\$ 27,746.46

SUNDRY DEBTORS OUTSTANDING 90 DAYS OR GREATER

Client #	Details	Amount
84	Wongi Advertising	\$60.00
46	Wongi Advertising	\$165.00
115	Standpipe water	\$4.84
114	Standpipe water charges (recoverable through funding)	\$5,734.08
62	Wongi Advertising	\$330.00
86	Pound Fee	\$60.00
20384	Block Slashing fees	\$621.36
31	Water usage – Shire Housing	\$13.45
90498	Slashing & legal fees	\$2,342.15
47	Standpipe Water	\$47.52
9	Block Slashing as per firebreak notice	\$172.90
57	Planning Fee	\$939.68
805	Wongi Advertising	\$288.21
	Under and overs	\$2.02
	Total	\$10,781.21

TOTAL SUNDRY DEBTORS OUTSTANDING

30 Days and less	60 Days	90 days or greater	Total
\$609,262.50	\$22,591.97	\$10,781.21	\$642,635.68

14.5.SCHEDULE OF ACCOUNTS PAID FOR THE PERIOD 01/06/2018 – 30/06/2018

Ref	Date	Name	Description	Sub total	Total
EFT2973	01/06/18	DJ Marris Engineering	Locking Ram		\$ 150.00
EFT2974	01/06/18	Dwanie Cooper	Payroll deductions		\$ 170.00
EFT2975	01/06/18	Manjimup South Regional TAFE	Skid Steer Training		\$ 1,402.62
	18/05/18		Chainsaw Training	\$ 393.60	
	17/05/18		Skid Steer Training	\$ 1,009.02	
EFT2976	01/06/18	AECAA	Beacon Light		\$ 494.43
	11/05/18		Beacon Light	\$ 270.58	
	30/05/18		Beacon Light	\$ 223.85	
EFT2977	01/06/18	Sandra Williamson	Cleaning contract		\$ 1,050.00
	20/05/18		Cleaning contract	\$ 525.00	
	27/05/18		Cleaning contract	\$ 525.00	
EFT2978	01/06/18	Martins Trailer Parts	Bearing Seal		\$ 45.78
EFT2979	01/06/18	Coalcliff Plant Hire & Civil Contracting	RFT 545/ Flood Recovery		\$ 177,849.40
EFT2980	01/06/18	Filters Plus WA	Air Filter		\$ 170.72
EFT2981	01/06/18	Pumps Australia	Parts		\$ 1,281.50
EFT2982	01/06/18	Blights Auto Electrics	Reverse Camera		\$ 187.00
EFT2983	01/06/18	Staff Lotto	Payroll deductions		\$ 60.00
EFT2984	01/06/18	Cut-N-Cote	Hose Connector		\$ 8.01
EFT2985	01/06/18	Beaurepaires Wagin	Tyre WO.004		\$ 221.00
	10/05/18		Tyre repair Wo.004	\$ 53.00	
	28/05/18		Tyre WO.004	\$ 168.00	
EFT2986	01/06/18	JR & A Hersey	PPE		\$ 383.95
	23/05/18		PPE	\$ 307.53	
	23/05/18		PPE	\$ 76.42	
EFT2987	01/06/18	Kleenheat Gas	Yearly facility fee 45kg		\$ 151.80
	01/05/18		Yearly facility fee 45kg	\$ 75.90	
	01/05/18		Yearly facility fee 45kg	\$ 75.90	
EFT2988	01/06/18	RCPA WA	RRJ Pipe		\$ 3,919.15
EFT2989	01/06/18	Hitachi	Sensor		\$ 92.53
	24/05/18		Sensor	\$ 83.34	
	24/05/18		O-Ring	\$ 9.19	
EFT2990	01/06/18	DFES	17/18 ESL		\$ 2,767.50
EFT2991	01/06/18	Westrac	Brake oil		\$ 18.03
EFT2992	01/06/18	Tyrepower Katanning	Wheel alignment - WO.00		\$ 1,106.00
EFT2993	01/06/18	Staff Christmas Club	Payroll deductions		\$ 447.00
EFT2994	01/06/18	RSPCA WA	Payroll deductions		\$ 5.00
EFT2995	01/06/18	State Wide Turf Services	Fungicide		\$ 2,310.00
EFT2996	01/06/18	Ambrose Electrical Contracting	Tagging		\$ 321.00
EFT2997	01/06/18	Arrow Bronze	Plaque		\$ 220.38
EFT2998	01/06/18	35 Degrees South	Resumption Onslow Rd		\$ 4,754.35
EFT2999	01/06/18	Officeworks	Desk stand		\$ 298.95
EFT3000	11/06/18	Dwanie Cooper	Payroll deductions		\$ 170.00

EFT3001	11/06/18	QFH Multiparts	Parts		\$ 257.87
EFT3002	11/06/18	Green Man Media	DVD		\$ 407.00
EFT3003	11/06/18	Corsign WA	Sign post		\$ 1,139.60
	15/05/18		Signs	\$ 264.55	
	18/05/18		Sign post	\$ 875.05	
EFT3004	11/06/18	Staff Lotto	Payroll deductions		\$ 60.00
EFT3005	11/06/18	Terry Brown and Co	Tailgate repair		\$ 550.00
EFT3006	11/06/18	Halanson Earthmoving	WANDRRA Gravel		\$ 80,553.00
EFT3007	11/06/18	Albany Best Office Systems	Copier contract		\$ 305.15
EFT3008	11/06/18	Staff Christmas Club	Payroll deductions		\$ 447.00
EFT3009	11/06/18	RSPCA WA	Payroll deductions		\$ 5.00
EFT3010	11/06/18	State Wide Turf Services	Verti Mow		\$ 5,929.00
EFT3011	15/06/18	Dwanie Cooper	Payroll deductions		\$ 170.00
EFT3012	15/06/18	Marketforce	Public notice		\$ 244.38
EFT3013	15/06/18	Sandra Williamson	Cleaning contract		\$ 1,050.00
	03/06/18		Cleaning contract	\$ 525.00	
	10/06/18		Cleaning Contract	\$ 525.00	
EFT3014	15/06/18	Turf Grass Solutions Australia PTY LTD	Fungicide		\$ 2,310.00
EFT3015	15/06/18	Synergy	Power		\$ 544.40
EFT3016	15/06/18	BKW Cooperative	Towel Rail		\$ 77.00
EFT3017	15/06/18	Staff Lotto	Payroll deductions		\$ 55.00
EFT3018	15/06/18	GSFS	Bulk Diesel		\$ 17,901.38
	15/05/18		20L oil drum	\$ 40.84	
	15/05/18		Oil	\$ 242.86	
	16/05/18		Oil	\$ 247.80	
	23/05/18		Oil	\$ 123.90	
	25/05/18		Bulk Diesel	\$ 5,426.53	
	31/05/18		Fuel card purchase	\$ 2,625.71	
	02/05/18		Bulk Diesel	\$ 2,781.46	
	15/05/18		Bulk Diesel	\$ 6,412.73	
EFT3019	15/06/18	Cutting Edges Equipment Parts	Parts		\$ 1,705.00
EFT3020	15/06/18	Shire of Katanning	CESM Contract		\$ 9,063.73
EFT3021	15/06/18	BOC Gases Australia	Gases		\$ 24.42
EFT3022	15/06/18	Lotex Filter Cleaning Service	Parts		\$ 138.47
EFT3023	15/06/18	Hitachi	Parts		\$ 451.61
EFT3024	15/06/18	Landgate	Valuations		\$ 65.50
EFT3025	15/06/18	Staff Christmas Club	Payroll deductions		\$ 427.00
EFT3026	15/06/18	RSPCA WA	Payroll deductions		\$ 5.00
EFT3027	15/06/18	E Fire & Safety	Fire Extinguisher		\$ 927.30
EFT3028	15/06/18	T & S Freight	Freight		\$ 880.22
EFT3029	15/06/18	Strategic Teams	Acting CEO		\$ 6,512.00
	12/06/18		Acting CEO	\$ 2,992.00	
	05/06/18		Acting CEO	\$ 3,520.00	
EFT3030	22/06/18	Dwanie Cooper	Payroll deductions		\$ 170.00
EFT3031	22/06/18	South Regional Tafe	Training		\$ 1,260.90
	29/05/18		Training	\$ 1,140.00	

	29/05/18		Training	\$ 120.90	
EFT3032	22/06/18	Katanning Stock & Trading	Cement		\$ 504.00
EFT3033	22/06/18	Woodanilling Store	Groceries		\$ 282.90
EFT3034	22/06/18	BKW Cooperative	Materials		\$ 154.00
EFT3035	22/06/18	Staff Lotto	Payroll deductions		\$ 55.00
EFT3036	22/06/18	Cutting Edges Equipment Parts	Parts		\$ 269.50
EFT3037	22/06/18	BTW Spray Shop	Materials		\$ 40.00
EFT3038	22/06/18	Staff Christmas Club	Payroll deductions		\$ 427.00
EFT3039	22/06/18	RSPCA WA	Payroll deductions		\$ 5.00
EFT3040	22/06/18	Midalia Steel	Fence Panel		\$ 324.89
EFT3041	22/06/18	Woodanilling Transport	Freight		\$ 550.00
EFT3042	29/06/18	Dwanie Cooper	Payroll deductions		\$ 170.00
EFT3043	29/06/18	Dongolocking Plumbing & Gas	Mains repair		\$ 2,053.04
	01/05/18		Backflow	\$ 800.25	
	01/05/18		Mains repair	\$ 1,252.79	
EFT3044	29/06/18	Timothy James Brown	Sitting fees		\$ 2,275.00
EFT3045	29/06/18	LGIS Risk Management	Risk Coordination		\$ 2,230.80
EFT3046	29/06/18	Shire of Narrogin	Building Inspector fee		\$ 480.00
EFT3047	29/06/18	Sandra Williamson	Cleaner		\$ 1,050.00
	43268		Cleaner	525	
	24/06/18		Cleaning contract	\$ 525.00	
EFT3048	29/06/18	Coalcliff Plant Hire & Civil Contracting	WANDRRA Claim 5		\$ 287,397.82
EFT3049	29/06/18	Synergy	Loc 27771 Fowlers rd		\$ 4,667.90
	18/06/18		Lot 374 Yairabin	\$ 1,091.15	
	18/06/18		25 Cartlton st	\$ 39.15	
	15/06/18		Loc 149 Shenton rd	\$ 235.30	
	19/06/18		Loc 27771 Fowlers rd	\$ 1,117.50	
	18/06/18		3313 Robinson rd	\$ 86.15	
	18/06/18		Salmon Gum	\$ 305.30	
	18/06/18		U Cs 8 Cardigan st	\$ 34.45	
	18/06/18		Lot 118 Robison rd	\$ 29.70	
	18/06/18		Lot 219 Robinson rd	\$ 336.10	
	18/06/18		Loc 18060 Robinson rd	\$ 912.00	
	18/06/18		Lot 86 Depot rd	\$ 481.10	
EFT3050	29/06/18	Staff Lotto	Payroll deductions		\$ 60.00
EFT3051	29/06/18	PCS	Software support		\$ 385.00
EFT3052	29/06/18	Department of Mines, Industry Regulation & Safety	BSL May 2018		\$ 56.65
EFT3053	29/06/18	Great Southern Toyota	Materials		\$ 171.80
EFT3054	29/06/18	Hitachi	Parts		\$ 136.55
EFT3055	29/06/18	Blackwoods	Stencil Set		\$ 80.80
EFT3056	29/06/18	Trevor Phillip Young	Sitting fee		\$ 4,218.75
EFT3057	29/06/18	EW & RJ Pugh	Pump Septic		\$ 546.00
EFT3058	29/06/18	Halanson Earthmoving	WANDRA AGRN 743		\$ 5,351.50
EFT3059	29/06/18	Westrac	Parts		\$ 388.69
EFT3060	29/06/18	Albany Best Office Systems	Copier contract		\$ 345.35

EFT3061	29/06/18	Tyrepower Katanning	Tyre repair WO.005		\$ 270.00
EFT3062	29/06/18	Staff Christmas Club	Payroll deductions		\$ 447.00
EFT3063	29/06/18	RSPCA WA	Payroll deductions		\$ 5.00
EFT3064	29/06/18	Sandy Boxall Catering	Catering		\$ 492.00
	14/06/18		Catering	\$ 272.00	
	24/06/18		Catering	\$ 220.00	
EFT3065	29/06/18	Strategic Teams	ACEO		\$ 7,040.00
	19/06/18		ACEO	\$ 3,520.00	
	25/06/18		ACEO	\$ 3,520.00	
EFT3066	29/06/18	Core Business Australia	WANDRAA AGRN 743		\$ 58,684.21
	01/05/18		WANDRRA AGRN 743	\$ 28,950.59	
	31/05/18		WANDRAA AGRN 743	\$ 29,733.62	
15289	15/06/18	Australia Post	500 Stamps		\$ 500.00
15290	15/06/18	Department of Transport	12 Month Rego WO.0		\$ 394.70
15291	29/06/18	Department of Transport	Renewal Jetty licence		\$ 40.70
DD2014.2	01/06/18	Westnet	Monthly Hosting		\$ 4.99
DD2027.1	06/06/18	WA Super	Payroll deductions		\$ 1,278.00
	06/06/18		Superannuation	\$ 982.47	
	06/06/18		Payroll deductions	\$ 42.60	
	06/06/18		Payroll deductions	\$ 178.70	
	06/06/18		Payroll deductions	\$ 24.23	
	06/06/18		Payroll deductions	\$ 50.00	
DD2027.2	06/06/18	MLC Nominees	Superannuation		\$ 37.61
	06/06/18		Payroll deductions	\$ 16.35	
	06/06/18		Superannuation	\$ 21.26	
DD2027.3	06/06/18	Colonial First State	Superannuation		\$ 133.01
	06/06/18		Payroll deductions	\$ 31.67	
	06/06/18		Superannuation	\$ 101.34	
DD2027.4	06/06/18	Australian Superannuation	Superannuation		\$ 560.78
	06/06/18		Payroll deductions	\$ 69.67	
	06/06/18		Payroll deductions	\$ 10.00	
	06/06/18		Superannuation	\$ 481.11	
DD2027.5	06/06/18	CBUS Superannuation	Superannuation		\$ 78.72
DD2027.6	06/06/18	Hesta	Superannuation		\$ 481.82
	06/06/18		Payroll deductions	\$ 68.40	
	06/06/18		Payroll deductions	\$ 46.32	
	06/06/18		Superannuation	\$ 367.10	
DD2027.7	06/06/18	MLC Navigator Retirement Plan	Superannuation		\$ 217.59
	06/06/18		Payroll deductions	\$ 88.65	
	06/06/18		Superannuation	\$ 128.94	
DD2027.8	06/06/18	Colonial Select Personnel Super	Superannuation contributions		\$ 91.27
DD2032.1	13/06/18	WA Super	Payroll deductions		\$ 1,252.00
	13/06/18		Superannuation	\$ 956.47	
	13/06/18		Payroll deductions	\$ 178.70	
	13/06/18		Payroll deductions	\$ 24.23	

	13/06/18		Payroll deductions	\$ 50.00	
	13/06/18		Payroll deductions	\$ 42.60	
DD2032.2	13/06/18	MLC Nominees	Superannuation		\$ 120.11
	13/06/18		Payroll deductions	\$ 21.20	
	13/06/18		Superannuation	\$ 98.91	
DD2032.3	13/06/18	Colonial First State	Superannuation		\$ 133.01
	13/06/18		Payroll deductions	\$ 31.67	
	13/06/18		Superannuation	\$ 101.34	
DD2032.4	13/06/18	Australian Superannuation	Superannuation		\$ 575.19
	13/06/18		Payroll deductions	\$ 69.67	
	13/06/18		Payroll deductions	\$ 10.00	
	13/06/18		Superannuation	\$ 495.52	
DD2032.5	13/06/18	Hesta	Superannuation		\$ 481.82
	13/06/18		Payroll deductions	\$ 68.40	
	13/06/18		Payroll deductions	\$ 46.32	
	13/06/18		Superannuation	\$ 367.10	
DD2032.6	13/06/18	MLC Navigator Retirement Plan	Superannuation		\$ 217.59
	13/06/18		Payroll deductions	\$ 88.65	
	13/06/18		Superannuation	\$ 128.94	
DD2032.7	13/06/18	Colonial Select Personnel Super	Superannuation		\$ 91.27
DD2036.1	13/06/18	Telstra	Landline charges		\$ 437.91
DD2036.2	10/06/18	Telstra	Bushfire SMS		\$ 67.50
DD2040.1	20/06/18	WA Super	Payroll deductions		\$ 1,264.72
	20/06/18		Superannuation	\$ 969.19	
	20/06/18		Payroll deductions	\$ 178.70	
	20/06/18		Payroll deductions	\$ 24.23	
	20/06/18		Payroll deductions	\$ 50.00	
	20/06/18		Payroll deductions	\$ 42.60	
DD2040.2	20/06/18	MLC Nominees	Superannuation		\$ 62.58
	20/06/18		Payroll deductions	\$ 14.90	
	20/06/18		Superannuation	\$ 47.68	
DD2040.3	20/06/18	Colonial First State	Superannuation		\$ 72.42
	20/06/18		Payroll deductions	\$ 17.24	
	20/06/18		Superannuation	\$ 55.18	
DD2040.4	20/06/18	Australian Superannuation	Superannuation		\$ 529.55
	20/06/18		Payroll deductions	\$ 69.67	
	20/06/18		Payroll deductions	\$ 10.00	
	20/06/18		Superannuation	\$ 449.88	
DD2040.5	20/06/18	Hesta	Superannuation		\$ 481.82
	20/06/18		Payroll deductions	\$ 68.40	
	20/06/18		Payroll deductions	\$ 46.32	
SUPER	20/06/18		Superannuation	\$ 367.10	
DD2040.6	20/06/18	MLC Navigator Retirement Plan	Superannuation		\$ 217.59
	20/06/18		Payroll deductions	\$ 88.65	
	20/06/18		Superannuation	\$ 128.94	
DD2040.7	20/06/18	Colonial Select Personnel Super	Superannuation		\$ 91.27

DD2049.1	04/06/18	NAB - Credit Card	Card Fee		\$ 321.50
	07/05/18		Adobe	\$ 21.99	
	11/05/18		Toner	\$ 117.61	
	17/05/18		EMP gift	\$ 152.90	
	21/05/18		Parking Fee	\$ 20.00	
	28/05/18		Card Fee	\$ 9.00	
DD2057.1	27/06/18	WA Super	Payroll deductions		\$ 1,263.13
	27/06/18		Superannuation	\$ 967.60	
	27/06/18		Payroll deductions	\$ 24.23	
	27/06/18		Payroll deductions	\$ 50.00	
	27/06/18		Payroll deductions	\$ 42.60	
	27/06/18		Payroll deductions	\$ 178.70	
DD2057.2	27/06/18	MLC Nominees	Superannuation		\$ 61.06
	27/06/18		Payroll deductions	\$ 14.54	
	27/06/18		Superannuation	\$ 46.52	
DD2057.3	27/06/18	Australian Superannuation	Superannuation		\$ 537.47
	27/06/18		Payroll deductions	\$ 69.67	
	27/06/18		Payroll deductions	\$ 10.00	
	27/06/18		Superannuation	\$ 457.80	
DD2057.4	27/06/18	Hesta	Superannuation		\$ 481.82
	27/06/18		Payroll deductions	\$ 68.40	
	27/06/18		Payroll deductions	\$ 46.32	
	27/06/18		Superannuation contributions	\$ 367.10	
DD2057.5	27/06/18	MLC Navigator Retirement Plan	Superannuation		\$ 217.59
	27/06/18		Payroll deductions	\$ 88.65	
	27/06/18		Superannuation	\$ 128.94	
DD2057.6	27/06/18	Colonial Select Personnel Super	Superannuation		\$ 78.06
DD2059.1	20/06/18	SkyMesh	Internet contract		\$ 74.95
DD2065.1	27/06/18	Katanning Water Corporation	13 Cardigan st		\$ 1,274.81
	11/06/18		Unit 2 Wattleville	\$ 96.76	
	11/06/18		1/3 Cardigan st	\$ 41.85	
	11/06/18		2/3 Cardigan st	\$ 41.85	
	11/06/18		3/3 Cardigan st	\$ 41.85	
	11/06/18		4/3 Cardigan st	\$ 41.85	
	11/06/18		SG Biomax	\$ 347.36	
	11/06/18		1/8 Cardigan st	\$ 71.27	
	27/06/18		3/8 Cardigan st	\$ 75.46	
	11/06/18		3340 Robinsonr rd	\$ 225.17	
	11/06/18		3347 Robinson rd	\$ 84.43	
	11/06/18		3327 Robinson rd	\$ 131.49	
	11/06/18		13 Cardigan st	\$ 75.47	
			Total		\$ 729,535.11

14.6.COUNCIL/COMMITTEES - STATUS REPORT

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
16/08/2016 20/12/2016			Local Law - Woodanilling Cemetery (Reserve 356/1156)	<ol style="list-style-type: none"> 1. Review 2. Update if applicable 3. Repeal if deemed obsolete 	<p style="background-color: yellow;">DCEO dealing</p> Repeal LL in due course.	
15/08/2017	10.1	10.3.1	Town Planning Scheme No. 1 Review	<ul style="list-style-type: none"> • That Council directs the CEO to liaise with the Department of Planning to clarify issues associated with the updating of the Scheme to include the Deemed Provisions; consolidating the Scheme and advertising; the Scheme review and likely requirements for the preparation of a Local Planning Strategy. • That the Council directs the CEO to commence the Scheme review process in order to ensure that this is considered by Council prior to January 2018 and that further reports be presented in conjunction with (1) above. 	<p style="background-color: yellow;">CEO dealing</p> Advise TP Consultant of outcome	BA232 20/09/2017
21/11/2017	9.2	10.4.5	Town Enhancement Plan	That Council establish a Community Town Enhancement Group to undertake further planning for the following areas:- <ul style="list-style-type: none"> • Railway gardens; • Baptist Church and old Bakery site precinct' and • Western side of the Town Hall. 	<p style="background-color: yellow;">DCEO dealing.</p> See below	
20/03/2018	9.1 (6.1)	10.4.5	Town Enhancement Group Formation	Council agree that the Community Development Committee: <ul style="list-style-type: none"> • Invites one resident from the Community to be part of the Town Enhancement Group; and • Confirms that Cr Young, Cr Trimming and the DCEO also form part of the Town Enhancement Group. 	Mrs Margaret Cook has been approached as the Community representative for the Town Enhancement Group a meeting date is to be set. Meeting to be set for Tuesday 24 th July at 10am.	
21/11/2017	9.3	12.2.4	Footpath Repairs	That Council undertakes all footpath repairs identified by the Works Supervisor in the 2017/2018 financial year.	<p style="background-color: yellow;">WS dealing</p> Effected areas identified ACEO to finalise with WS. CEO advised the 15/05/2018 meeting that once community consultation regarding the removal of trees has concluded the project will proceed. <i>Notification through the Wongi to the</i>	

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
					<p><i>Community informing that the trees are to be removed in the next financial year. There has been no response from the Community to date.</i></p> <p><i>CEO, DCEO & WS working on alternative plan for paths due to the inability to secure asphalt contractor.</i></p>	
19/12/2017	10.1	14.5.1A	Volunteer Policy	<p>Council:</p> <ul style="list-style-type: none"> • Not adopt the attached Policy 99 – Volunteers; and • Instructs the CEO to obtain legal advice as to the need for such a Policy to protect the risk to the Shire and the CEO. 	<p>DCEO dealing</p> <p>LGIS attended April meeting to advise Council on this.</p> <p>Council decision to look at Volunteers Policy and create a document more suitable to Woodanilling DCEO working with RRC to create this document.</p> <p><i>CEO advised the 15/05/2018 meeting that this is in progress. Council would like to see copies of adjoining local government's volunteer policies.</i></p> <p><i>DCEO approached surrounding Shires to provide a copy of their Volunteer Policy, Williams and Kojonup where the only LG who have one in place.</i></p>	
19/12/2017	13.1	11.1.9	Request to Lease Lots 151, 152 & 153 – Reserve 7730	<p>Council:</p> <ul style="list-style-type: none"> • Supports the request from Mr S Buxton to lease Reserve 7730 for the purposes of grazing stock; and • Requests the CEO to make application to the Department of Planning, Lands & Heritage for the ability to lease the said reserve. 	<p>Letter to Dept Planning, Lands & Heritage</p> <p>No response as at 15/05/2018</p> <p><i>Email from DPL&G received 14/06/2018 requesting more information. DCEO responded immediately with answers to the questions asked. Waiting for a response.</i></p>	<p>CR1108 08/01/2018</p>
19/12/2017	5.2		Gravel Reserve – River Road	<p>Council that it directs the CEO to:</p> <ul style="list-style-type: none"> • Commission a Road Safety Audit (RSA) on the intersection of River Road and Link Road; • Ensure that traffic counts are carried out to support the RSA; and • Undertake gravel sampling in the area to confirm the quantities and quality of the gravel source. 	<ul style="list-style-type: none"> • Road Safety Audit – Pending • Work Supervisor has not completed road counts. • Work Supervisor concluded that the quality of the gravel is not up to standard. Gravel has been used from this site previously but was found unacceptable for use. 	

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
					<i>See Council agenda 17/07/2018</i>	
20/02/2018	10.7	3.1.1	Discussion Paper - Differential Rates	Council instructs the CEO to apply, pursuant to S6.35(5) of the Local Government Act 1995, to the Minister to impose a separate minimum rate on Lots 32, 33, 34, 35 & 38 DP 223222, Quartermaine & Shenton Roads, Woodanilling; and Lots 2, 3 & 4 DP 227523 Albany Highway, on the basis that these properties are vacant land which do not have, nor are likely to have, a constructed road access, which in accordance with the Shire of Woodanilling Town Planning Scheme No. 1, prevents the development of the lots.	FO dealing Advice from Dept Local Govt, Council would be better suited to adopt a differential discount. This does not need Ministerial approval, and will serve the same purpose. Review of Urban Farm rate should be undertaken to classify them as UV. <i>Will be reviewed in full during 2018/2019.</i>	
20/02/2018	10.8	4.1.39A	Shire Review 2012 – Skills Audit – Confidential	Council supports the following: As an interim solution: <ul style="list-style-type: none"> • Trialling the use of the Woodanilling Pavilion for Council meetings, commencing with the March Meeting; • Setting up the Hall Kitchen as a Committee meeting room and staff lunch room; To allow time to: Prepare a staged redevelopment of the Administration building (taking into consideration the success or otherwise of the points in (1) above to include: <ul style="list-style-type: none"> • A meeting room other than chambers; • A separate Staff room; and • Adequate working areas for staff. Implementation of a Professional Development Plan for Councillors	Use of the Pavilion as a meeting venue underway. A number of recommendations from the Skills Audit have been implemented regarding staff leadership, management, communication and development. CEO advised the 15/05/2018 meeting that staff have some ideas for the redevelopment of the administration building and these will be put to the next CD meeting <i>The Community Development Committee recommended that;</i> <i>1) That Council initiate an investigation regarding the needs of office staff, contractors/consultants and Council concerning office and meeting space</i> <i>2) That Council appoint the Community Development Committee to be the lead driver regarding point 1.</i>	PE60
15/05/2018	13.1.1		Conclusion of Trial Period for Meetings at Pavilion	Decide that the trial period for meeting at the Pavilion is no longer required, and from June 2018 it resumes its meetings in the Council Chambers.	ASO dealing – Trial concluded	15/05/2018
20/03/2018	9.1 (5.4)	12.4.4 HVS25	RAV 4 Network Assessment	Council: 1) Advise Council that it has reviewed the matter regarding Council Decision - Item 11.1 RAV4 Network Assessment Results (Page72 of the February	DCEO dealing <i>Heavy Vehicle Services (HVS) administers the route assessment and approval process in order to provide efficient road</i>	10/05/2018 HVS27

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref																
				<p>Ordinary Council Meeting Minutes).</p> <p>2) Recommends to Council that it adopts the outcomes of the RAV4 Road Assessments (resulting from the September 2016 submission by the Shire to upgrade 16 roads from RAV 2 to RAV 4) conducted; by Main Roads Western Australia as per the following attachment, recognising:</p> <p>a) That the following roads are suitable providing the conditions to enable approval in column four (of the RAV 4 Road Assessments) are made by the Shire or the applicant as the case required regarding:</p> <ul style="list-style-type: none"> • Griffiths Rd; • Fiegerts Rd; • Monger Rd; • Baxter Road and • Cavanagh Rd <p>b) That access may be permitted to the applicant under individual operator Restricted Local Access Permits, subject on the applicant as the case required regarding:</p> <ul style="list-style-type: none"> • Clifden Road; <p>c) Warburton Road (temporary access only subject to the provision of a satisfactory Traffic Management Plan)</p> <p>d) Requests the CEO to seek clarification from Main Roads on the reasons why the non-compliance/restrictions were imposed on the suitable assessments (column four, Conditions to enable approval)</p>	<p><i>access for RAVs, without having an adverse impact on road safety, the road infrastructure and public amenity.</i></p> <p><i>HVS decides whether a road will be approved for RAV access and may apply travel and road conditions to an approval when considered necessary for road safety, infrastructure protection or public amenity.</i></p> <p><i>The following roads have been deemed suitable for Low Volume Type A or Type B as they do not meet our road width requirements for Appendix B (two way traffic on Rural roads) as per our <u>Standard Guidelines</u>.</i></p> <p><i>Fiegerts Rd – Low Volume Type A:</i></p> <p><i>These sections were deemed unsuitable for high volume two way traffic:</i></p> <table border="1" data-bbox="1547 767 1966 916"> <thead> <tr> <th><i>Carriageway Width</i></th> <th><i>Length</i></th> </tr> </thead> <tbody> <tr> <td><i>7.6m</i></td> <td><i>1.6km</i></td> </tr> <tr> <td><i>7.2m</i></td> <td><i>1.07km</i></td> </tr> <tr> <td><i>6.4m</i></td> <td><i>2km</i></td> </tr> </tbody> </table> <p><i>Note: Carriageway for 80km/h – 100km/h requires a minimum of 7.9m. The above sections were suitable for low volume two way traffic, which requires a minimum of 6.4m at 60km/h.</i></p> <p><i>Baxter Rd – Low Volume Type A:</i></p> <p><i>These sections were deemed unsuitable for high volume two way traffic:</i></p> <table border="1" data-bbox="1547 1166 1966 1315"> <thead> <tr> <th><i>Carriageway Width</i></th> <th><i>Length</i></th> </tr> </thead> <tbody> <tr> <td><i>6.5m</i></td> <td><i>1.05km</i></td> </tr> <tr> <td><i>7m</i></td> <td><i>1.35km</i></td> </tr> <tr> <td><i>6.6m</i></td> <td><i>880m</i></td> </tr> </tbody> </table> <p><i>Note: Carriageway for 80km/h – 100km/h requires a minimum of 7.9m. The above sections were suitable for low volume two</i></p>	<i>Carriageway Width</i>	<i>Length</i>	<i>7.6m</i>	<i>1.6km</i>	<i>7.2m</i>	<i>1.07km</i>	<i>6.4m</i>	<i>2km</i>	<i>Carriageway Width</i>	<i>Length</i>	<i>6.5m</i>	<i>1.05km</i>	<i>7m</i>	<i>1.35km</i>	<i>6.6m</i>	<i>880m</i>	
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Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref						
					<p>way traffic, which requires a minimum of 6.4m at 60km/h.</p> <p><u>Cavanagh Rd – Low Volume Type B:</u> These sections were deemed unsuitable for two way traffic:</p> <table border="1" data-bbox="1547 379 1966 491"> <thead> <tr> <th data-bbox="1547 379 1832 416">Carriageway Width</th> <th data-bbox="1832 379 1966 416">Length</th> </tr> </thead> <tbody> <tr> <td data-bbox="1547 416 1832 453">5.8m</td> <td data-bbox="1832 416 1966 453">100m</td> </tr> <tr> <td data-bbox="1547 453 1832 491">5.1m</td> <td data-bbox="1832 453 1966 491">2.1km</td> </tr> </tbody> </table> <p>Note: Carriageway for 80km/h – 100km/h requires a minimum of 7.9m. The above sections were suitable for low volume one way traffic, which requires a minimum of 3.5m at 40km/h.</p> <p><u>Griffiths Rd – Low Volume Type A:</u> This road has been historically added on the RAV network as a Low Volume Type A road with turning restrictions. HVS had conducted and reviewed swept paths to remove the following turning restrictions at Leggoe Rd/Griffiths Rd intersection and Ways Rd/Griffiths Rd intersection:</p> <ul style="list-style-type: none"> - No left turn into Griffiths Rd from Ways Rd - No access in either direction to Griffiths Rd - No left turn into Leggoe Rd permitted <p><u>Monger Rd</u> School bus and no operation on wet road conditions were applied as per Shire of Woodanilling’s request.</p>	Carriageway Width	Length	5.8m	100m	5.1m	2.1km	
Carriageway Width	Length											
5.8m	100m											
5.1m	2.1km											
20/03/2018	9.1 (7.2)		Community’s Future Needs	1) That a member from each of the local sporting and service clubs be invited to attend a Community Development Committee meeting twice a year to start a conversation and create a conduit with the youth of the town;	<p>DCEO dealing CEO comment – need to ascertain budget for facilitator. Facilitator and cost: Dr Barbara Maidment -\$2000 - \$4000</p>							

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
				<p>2) That it holds a workshop on the future needs of the Woodanilling community in August 2018, inviting people from the community; and</p> <p>3) That the CEO be instructed to engage a suitable facilitator to run the forum.</p>	<p>Caroline Robinson (Wheatbelt Business Network) Carmel Ross – Consultant – Creative IQ – Consultancy firm Andrew Huffer</p> <p><i>The Community Development Committee recommended that;</i></p> <p><i>1) That Council puts forward for 2018/19 Budget up to \$2500 for a facilitator to undertake the Community Workshop regarding the new Strategic Community Plan.</i></p> <p><i>2) The scope of the workshop is to include the following;</i></p> <ul style="list-style-type: none"> <i>• What facilities, resources and services do we need going into the future</i> <i>• What has been finished and what has not been completed</i> <i>• How to involve the Community in key projects including how to obtain relevant information, feedback and engagement</i> <i>• It is anticipated that the workshop would be a half-day session</i> 	
20/03/2018	9.1 (7.6)	AM208	Railway Station Building	<p>Council agree to:</p> <p>1) Agrees with the principle of moving the railway station building to another suitable site in the town;</p> <p>2) Requests Town Enhancement Group to identify at least two potential sites; and</p> <p>3) Instructs the CEO to ascertain if ARC will agree to the possible relocation or possible usage of the building.</p>	<p>DCEO dealing</p> <p>Contacted ARC, a deed has been prepared and submitted to the PTA to allow for a simple process be put in place when applying for the repurposing of this type of infrastructure, they are negotiating currently to agree on the terms. They are not prepared to put a time limit on the deed being adopted.</p> <p>No word from ARC to date</p>	
20/03/2018	9.2 (5.1)	12.1.7	Plant Replacement Program	<p>Council:</p> <p>1) Notes the adoption by council at its meeting on 19th December 2017 the timetable for the management of plant replacement for the Shire each year (Committee Recommendation - item 5.1 2017/18</p>	<p>See TPW Committee 08/05/2018 CEO advised the meeting that the Business Case will still be prepared.</p> <p><i>Draft Business Case /Issues Paper in the process of being drafted by ACEO</i></p>	

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
				Plant Replacement Program) 2) Seeks from Council at the March 2018 Council Meeting 2018 a business case prepared by the CEO regarding the purchase of semi side-tippers for consideration once it has addressed the following questions: <ul style="list-style-type: none"> • What are the specifications for the new truck/trailer combination; • How often will the new combination be changed over; • Is the lifecycle costing required as part of the trucks; • What is to happen with the remaining two trucks; • Is the loader capable of loading the new truck in an efficient and time effective manner; and • Does Council want a comparison with current fleet - eg loads per hour, turnaround time, loading time, and volumes of materials carted per day etc. 		
17/04/2018	13.2	12.2.1	Road Maintenance Plan 2018	Council requires TPW Committee to: <ol style="list-style-type: none"> 1) Conduct a workshop by the end of May 2018 to complete the review of the draft Road Asset Management Plan 2018. 2) Present the outcome of the workshop in Point 1 to the Transport, Plant and Works Committee so that: <ol style="list-style-type: none"> a) The draft Road Asset Management Plan 2018 can be finalised; and b) The committee's recommendation regarding the adoption of the finalised draft Road Asset Management Plan is taken to the June 2018 Ordinary Council Meeting for consideration and adoption. 	Workshop did not eventuate. TPW Committee to review 08/05/2018 Note change of name "Road Maintenance Plan" to clarify the purpose of the Plan. CEO provided draft Plan in hard copy for Councillor's to review at the 15/05/2018 meeting <i>The TPW has yet to meet to consider the Draft Road Asset Management Plan.</i>	
17/04/2018	10.1	A602 RA236 RA243	Request to Close Unconstructed Road Reserve	Council authorises CEO to: <ol style="list-style-type: none"> 1) Explore further with Sean Ditchburn and Jessika Lynch (and adjacent land holders) the possibility of creating a road that is of a limited scope on the uncontrolled road reserve. The scope includes: <ul style="list-style-type: none"> • A constructed road that is suitable for general vehicular use; • The constructed road terminating at a reasonable distance past the main entrance onto Lot 158 Burt Road. 	CEO dealing Pending. <i>ACEO did not have time to deal with this during CEO's leave.</i>	

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
				<p>2) Examine further the requirements regarding the construction of a road within the unconstructed road reserve including the process to create a road in accordance with Section 56(2) of the Land Development Act.</p> <p>3) Report back to Council the outcomes of Points 1 and 2 for final consideration at the June 2018 Ordinary Meeting of Council.</p>		
15/05/2018	4.0	11.1.9	Public Question Time - Woodanilling Youth Group	<ol style="list-style-type: none"> 1. Consider installing a bus shelter for students catching the bus to schools in Katanning. Protection of children in every way is a top priority for this town. A shelter would need to be of sufficient size to seat up to 20 children, be weatherproof and functional. The Youth Group is very willing to assist with the project. 2. Asked if a BMX track could be constructed to the east of the Pavilion/Rec Shed? They need tyres, gravel and machinery to construct it. 3. Asked if a basketball hoop be installed at the oval and park, once again the Youth Group are very keen to assist. 	<p>CEO dealing The Community Development Committee are dealing with these issues.</p>	
15/05/2018	10.1	4.3.4	Annual Report 2016/2017	<ul style="list-style-type: none"> • Pursuant to Section 5.54(1) of the Local Government Act 1995 accept the Audit Report for the financial year ended 30 June 2017, as attached; • Instructs the CEO to prepare the Annual Report for the year ended 30th June 2017; and • Pursuant to Section 5.27 of the Local Government Act 1995, sets the date for the Annual Electors' Meeting to be Tuesday 19th June 2018, at 7:30pm. 	<p>CEO dealing Annual Electors meeting to be held 19 June 2018 after the Ordinary Council Meeting at 7pm <i>Noted by CEO following return from leave, that Annual Report was not updated to include details for 2016/2017 year. Obtaining advice from WALGA as to process to reconsider with correct content.</i></p>	
15/05/2018	10.2	12.1.15	Closing Thoroughfares to Vehicles	Refers this matter to the Transport Plant and Works Committee to undertake a full audit of roads requiring conditional closure pursuant to S3.50 of the Local Government Act.	CEO dealing	
15/05/2018	10.4	EMP70	CEO Performance Review	<ul style="list-style-type: none"> • Accepts the quote from John Phillips Consulting for \$2,750 plus meals and accommodation. • Authorises the total cost of the review being \$2,750 plus meals and accommodation 	<i>In progress</i>	

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
				<ul style="list-style-type: none"> Requests the CEO Review Panel to complete the CEO Performance Review by 30/06/2018 		
19/06/2018	10.4	EMP70	CEO Performance Review – Change of Date	<ul style="list-style-type: none"> Agrees to the request by John Phillips Consulting to change the completion of the CEO Performance Review date from 30 June 2018 to Friday 14 July 2018. Requests the CEO Review Panel to complete the CEO Performance Review by Friday 14 July 2018. 	<i>In Progress</i>	
15/05/2018	14.1	4.1.17	State and Local Government Forum	<p>Items for dialogue – Dept Transport</p> <ul style="list-style-type: none"> Robinson Road RAV Networks Commodity Routes Transport Licensing – restriction on agencies 	ASO dealing - Deadline for expressions of interest 1/06/2018	1/06/2018
19/06/2018	10.1	11.1.9	Lottery West Grant Funding – Outdoor Exercise Equipment Project	<ol style="list-style-type: none"> Endorses the Shire receiving \$42,400 from Lottery West for the Outdoor Exercise Equipment Project. Amends account 113510 by increasing the budget allocation from \$25,000 to \$42,400. Recognises the Outdoor Exercise Equipment Project is carried forward to 2018/19 completion. 	<i>Noted and included in 2018/19 budget</i>	
19/06/2018	10.2	11.1.23	Recreational Boating Facilities Scheme Funding For Queerearrup Lake Toilet And Shelter Facilities	<ol style="list-style-type: none"> Allocate the funds received from the Department of Transport to Capital Account 111310 In accordance with the Section 9.49 (2) and (3) authorises the Shire President and the CEO to apply the Common Seal to the Recreational Boating Facilities Scheme Funding Agreement. Includes the Project Funding of \$70,068 in the 2018/19 Budget 	<i>Noted and included in 2018/19 budget</i>	
19/06/2018	10.3	5.1.14	Western Power Bushfire Water Tank Funding	<ol style="list-style-type: none"> Endorse the Shire receiving the \$7,099 from Western Power for the Bush Fire Water Tanks for the Central and Glencoe Brigades. Amend account 051200 by increasing the allocation from \$88,617.87 to \$95,716.87 Requires the applicants to advise the CEO on what they have determined as the best use and location for each tank and where they will source water for the tanks. 	<i>Noted and included in 2018/19 budget</i>	
19/06/2018	10.5		Communication Improvements – Digital Infrastructure Audit (4WDL)	1. Through the CEO advises 4WDL that it supports the undertaking of Option Two – Passive Audit and	<i>Noted and included in 2018/19 budget</i>	

Date	Agenda Item No	File Ref ID	Heading	Motion	Up-date	Completed Date & Ref
				Digital Census for the Shire of Woodanilling, including: a. Supports the Shire of Williams as the project lead for facilitating Option Two; and b. Will allocate \$2,000 towards the undertaking of Option Two for the Shire of Woodanilling. 2. Puts forward for inclusion in the 2018/2019 Shire Budget an allocation of \$2,000 for the undertaking of Option Two – Passive Audit and Digital Census for the Shire of Woodanilling.		

15. CLOSURE OF MEETING

Meeting closed at 6:55pm