



MINUTES 19 APRIL 2012

**ORDINARY MEETING
OF COUNCIL**



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**SHIRE OF WONGAN-BALLIDU
MINUTES
FOR THE ORDINARY MEETING OF COUNCIL**

Held in the Council Chambers
on Thursday 17 April 2012



1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President Cr Michael Brennan declared the meeting opened at 3.00pm.

2. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE PREVIOUSLY GRANTED

ATTENDANCE:

Cr Michael I Brennan	Cr Norma Walton
Cr David Armstrong	Cr Brad West
Cr Alfreda Lyon	Cr David Brown
Cr Hugh Barrett-Lennard	Cr Tracey deGrussa
Cr Michael Godfrey	

STAFF:

Grace French	Deputy Chief Executive Officer
Bob White	Manager Works & Services
Len deGrussa	Manager Building Services
Irene Myring (Minutes)	Executive Assistant
Tanya Greenwood	Manager Community Services

APOLOGIES:

Stuart Taylor	Chief Executive Officer
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VISITORS:

Duncan Holme
Rod Clarke
Megan Pawsey
Simon Dempster
Doug Basham entered Chambers at 3.40pm

3. PUBLIC QUESTION TIME

Nil

4. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

- The Shire President on behalf of Council congratulated Cr Godfrey on his engagement to Melinda Grose
- The Shire President then introduced Tanya Greenwood – Manager Community Services who then gave a brief rundown on her history prior to coming to the Shire of Wongan-Ballidu.

5. PETITIONS AND PRESENTATIONS

- Overland Freight – Mrs Megan Pawsey and Mr Simon Dempster spoke on her problem with a FESA compliancy issue regarding the proposed erection.
- Mrs Pawsey and Mr Dempsey left the Chambers at 3.35pm
- Tourism – Duncan Holme and Rod Clarke spoke to Council regarding roads and requesting that the relocation monies be carried over until next year. They also spoke about the map in the tourism brochures stating it needed to be updated.

9. REPORTS OF OFFICERS AND COMMITTEES

9.1 ADMINISTRATION & FINANCIAL SERVICES

9.1.1 ACCOUNTS SUBMITTED

FILE REFERENCE:	F1.4
REPORT DATE:	15 May 2012
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Grace French, Deputy Chief Executive Officer
ATTACHMENTS:	March 2012

PURPOSE OF REPORT:

That the accounts as submitted be received.

BACKGROUND:

This information is provided to the Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

COMMENT:

Refer to attachment.

POLICY REQUIREMENTS:

There are no known policy requirements related to this item.

LEGISLATIVE REQUIREMENTS:

Local Government (Financial Management) Regulations 1996 Sections 12 & 13 require the attached reports to be presented to Council.

Lists of Accounts

Section 6.10 of the Local Government Act regulation 12 of the Financial Management Regulations (FMR's) requires a list of accounts paid for the month, and where the Council has delegated the payment of these accounts to the CEO under regulation 13 there must be a list of accounts paid, and the listing shall disclose the following:

- The payee's name
- The amount of the payment
- The date of the payment
- The fund from which it is paid; and
- Sufficient information to identify the transaction.

STRATEGIC IMPLICATIONS:

There are no strategic implications in relation to this item.

9.1.2 FINANCIAL REPORTS

FILE REFERENCE:	F1.4
REPORT DATE:	15 May 2012
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Grace French, Deputy Chief Executive Officer
ATTACHMENTS:	Financial Reports

PURPOSE OF REPORT:

That the following statements and reports for the month ended March 2012 be received:

BACKGROUND:

Under the Local Government (Financial Management) Regulations 1996 the Council is to prepare financial reports outlining the financial operations at the previous month end date.

Listed below is a compilation of the reports that will meet compliance, these are listed under Sections and the relevant regulations below.

Financial activity statement report

Section 6.4 of the Local Government Act regulation 34.1 of the FMR requires a Local Government to prepare each month a statement of financial activity reporting on the sources and application of funds, as set out in the annual budget containing the following detail:

- Annual budget estimates
- Budget estimates to the end of the month to which the statement relates (known as YTD Budget)
- Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates (known as YTD Actuals)
- Material variances between the comparatives of Budget v's Actuals
- The net current assets (NCA) at the end of the month to which the statement relates

Regulation 34.2 - Each statement of financial activity must be accompanied by documents containing:-

- An explanation of the composition of the net current assets of the month to which it relates, less committed assets and restricted assets containing the following detail:
- An explanation of each of the material variances
- Such other supporting information as is considered relevant by the local government

Regulation 34.3 - The information in a statement of financial activity may be shown:

- According to nature and type classification
- By program; or
- By business unit

Each financial year a Local government is to adopt a % value, calculation in accordance with AAS5, to be used in reporting material variances.

COMMENT:

Refer to attachment.

POLICY REQUIREMENTS:

Policy F64 - Monthly Financial Reporting Requirements

LEGISLATIVE REQUIREMENTS:

1. Local Government Act 1995
2. Local Government (Financial Management) Regulations 1996

STRATEGIC IMPLICATIONS:

There are no Strategic Implications relating to this item.

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

There are no known environmental implications associated with the proposals.

➤ **Economic**

There are no known economic implications associated with the proposals.

➤ **Social**

There are no known social implications associated with the proposals.

FINANCIAL IMPLICATIONS:

The financial reports for the period ending March 2012 are attached to the Council agenda.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: YES

STAFF RECOMMENDATION:

That the following Statements and reports for the month ended March 2012 be received:

1. Monthly Statements as follows;
 - a. Statement of Financial Activity (by Nature and Type) FM Regs 34
 - b. Statement of Operating Activities by Programme/Activity (Summary) FM Regs 34
 - c. Statement of Capital Expenses by Program/Activity (Summary) FM Regs 34
 - d. Statement of Net Current Assets (NCA) FM Regs 34
 - e. Rate setting statement Discretionary
 - f. Disposal of Assets Discretionary
 - g. Bank Reconciliation Report Discretionary
 - h. Reserve Account Balances Report Discretionary
 - i. Loans Schedule Discretionary

COMMITTEE RECOMMENDATION:

That the following Statements and reports for the month ended March 2012 be received:

1. Monthly Statements as follows;
 - a. Statement of Financial Activity (by Nature and Type) FM Regs 34
 - b. Statement of Operating Activities by Programme/Activity (Summary) FM Regs 34
 - c. Statement of Capital Expenses by Program/Activity (Summary) FM Regs 34
 - d. Statement of Net Current Assets (NCA) FM Regs 34
 - e. Rate setting statement Discretionary
 - f. Disposal of Assets Discretionary
 - g. Bank Reconciliation Report Discretionary

- h. Reserve Account Balances Report
- i. Loans Schedule

Discretionary
Discretionary

MOTION: **MOVED** **Cr Walton/Cr Barrett-Lennard**

That the following Statements and reports for the month ended March 2012 be received:

1. Monthly Statements as follows;

- | | |
|---|----------------------|
| a. Statement of Financial Activity (by Nature and Type) | FM Regs 34 |
| b. Statement of Operating Activities by Programme/Activity (Summary) | FM Regs 34 |
| c. Statement of Capital Expenses by Program/Activity (Summary) | FM Regs 34 |
| d. Statement of Net Current Assets (NCA) | FM Regs 34 |
| e. Rate setting statement | Discretionary |
| f. Disposal of Assets | Discretionary |
| g. Bank Reconciliation Report | Discretionary |
| h. Reserve Account Balances Report | Discretionary |
| i. Loans Schedule | Discretionary |

CARRIED: 9/0
RESOLUTION NO: 030412

9.1.3 BUDGET REVIEW 2011/12

FILE REFERENCE:	F1.7.1
REPORT DATE:	15 March 2012
APPLICANT/PROPONENT:	Grace French – Deputy Chief Executive Officer
OFFICER DISCLOSURE OF INTEREST	NIL
PREVIOUS MEETING REFERENCES:	BUDGET 2011-2012
AUTHOR:	Grace French – Deputy Chief Executive Officer
ATTACHMENTS:	Budget Review documents

PURPOSE OF REPORT:

To consider and adopt the Budget Review for the period of 1st July to 29th February 2012.

BACKGROUND:

Local Governments are required to conduct a budget review between 01st January and 31st March each Financial Year. The budget review is to be submitted to Council within 30 days of the review for Council to consider and determine whether or not to adopt the review and any recommendations made within the review.

The budget review allows a detailed comparison of the year to date actual results with the adopted or amended budget.

The original Budget was adopted on 07 July 2011. It is important to understand that a budget review is simply a relocation of funds.

A copy of the review and Council decision is to be provided to the Department of Local Government and Regional Development within 30 days of the decision by Council.

COMMENT:

The adopted budget for 2011/12 used brought forward a surplus which was estimated to be \$824,384. When preparing the annual final statement for 2010/2011 it was found that there should have been a brought forward surplus of \$468,268. This has resulted in the Shire having \$356,116 less than expected to fund its budgeted expenditure for the 2011/2012 financial year.

A number of changes to the budget are recommended as part of this budget review to address this imbalance, to recognise grants that were not received, savings achieved, changes to projects and amendments requested/approved by Council.

The changes are shown in the attached review document, to be received.

The proposed Budget Review estimates a forecast as at 30th June 2012.

POLICY REQUIREMENTS:

Accounting Policy

LEGISLATIVE REQUIREMENTS:

Regulation 33A Local Government (Financial Management) Regulations 1996

9.1.4 AUDITOR MANAGEMENT REPORT – LETTER OF RESPONSE

FILE REFERENCE:	F1.7.1
REPORT DATE:	12 April 2012
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Grace French, Deputy Chief Executive Officer
ATTACHMENTS:	Response from Shire of Wongan-Ballidu – Separate Attachment to be provided on Monday

PURPOSE OF REPORT:

Section 7 of the Local Government Act 1995 requires the Audit Committee to consider results of the Audit and the Audit report, including the management report.

To consider and receive the auditor's comments and response as provided by the Deputy Chief Executive Officer. This response is provided as a separate attachment.

BACKGROUND:

At the completion of the annual audit a management report is issued, addressed to the Shire President.

This letter represents the results of the audit not included in the Independent Audit report. The Management Report may include comments relating to processes and procedures, council's financial position or suggestions for improvement in areas of non-compliance found during the audit process.

POLICY REQUIREMENTS:

There are no known legislative requirements related to this item.

LEGISLATIVE REQUIREMENTS:

Local Government Guidelines in relation Part 7 of the Local Government (Audit) Regulations 1996.

STRATEGIC IMPLICATIONS:

Presentation of the audit and management reports to the Audit Committee assists to improve the Governance role of Council.

STATUTORY ENVIRONMENT

Local Government Act 1995 and Local Government (Financial Management) Regulations 1996

FINANCIAL IMPLICATIONS:

There are no financial implications in relation to this item, other than advising the Finance, Audit & Review Committee of any issues and subsequent actions that have been or are to be taken.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: YES

STAFF RECOMMENDATION:

That Council receive the letter of response as prepared by the Deputy Chief Executive Officer.

COMMITTEE RECOMMENDATION:

That Council receive the letter of response as prepared by the Deputy Chief Executive Officer.

This motion was not moved

It was requested that a Special meeting to be held next week Thursday 26 at 5.00pm when the letter has been completed

MOTION: MOVED Cr Lyon/Cr Barrett-Lennard

That Council adjourn the meeting at 4.30pm for a 10minute break.

CARRIED: 9/0
RESOLUTION: 050412

The meeting reconvened at 4.45pm with all those present at the start of the meeting present in the Chambers after the adjournment. Cr Michael I Brennan, Cr Norma Walton, Cr David Armstrong, Cr Brad West, Cr Alfreda Lyon, Cr David Brown, Cr Hugh Barrett-Lennard, Cr Tracey deGrussa, Cr Michael Godfrey, Grace French DCEO, Bob White Manager Works & Services, Len deGrussa Manager Building Services, , Tanya Greenwood Manager Community Services, Irene Myring Executive Assistant.

9.1.5 REQUEST TO KEEP THREE DOGS

FILE REFERENCE:	L2.1
REPORT DATE:	12 April 2012
APPLICANT/PROPONENT:	Donna Trezise
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Stuart Taylor - Chief Executive Officer
ATTACHMENTS:	Nil

PURPOSE OF REPORT:

That Council approve the application for three dogs to be housed at 39 Johnston Street, Wongan Hills

BACKGROUND:

Council has received a written application from Ms Donna Trezise to house three dogs permanently at the above property.

COMMENT:

The property is approximately 890 sqm in size and surrounded by residential houses.

Ms Trezise has approached her surrounding neighbours and requested Statutory Declarations in support of her application copies of which were attached to her original application.

Council has also recently granted permission for three dogs to be housed at 42 Mitchell Street



POLICY REQUIREMENTS:

There are no policy requirements in relation to this item.

LEGISLATIVE REQUIREMENTS:

The Dog Act and Councils Dog Local Law that only two dogs can ordinarily be kept on a townsite lot (less than 10,000). The Dog Act permits Council to approve application in excess of the Council maximum under its local laws. The process is to determine whether there are any valid objections or submissions and consider approval with or without conditions.

26. LIMITATION AS TO NUMBERS

- (1) *The provisions of this Part shall not operate to prevent the keeping on any premises of 2 dogs over the age of 3 months and the young of those dogs under that age.*
- (2) *Subject to subsection (1), a local government, pursuant to local laws, may limit the number of dogs over the age of 3 months, or the number of such dogs of any specified breed or kind, that may be kept on any premises situate in a specified area to which those local laws apply unless those premises are licensed as an approved kennel establishment or are exempt.*
- (3) *Where by a local law under this Act a local government has placed a limit on the keeping of dogs in any specified area but the local government is satisfied in relation to any particular premises that the provisions of this Act relating to approved kennel establishments need not be applied in the circumstances, the local government may grant an exemption in respect of those premises but any such exemption —*
 - (a) *may be made subject to conditions, including a condition that it applies only to the dogs specified therein;*
 - (b) *shall not operate to authorise the keeping of more than 6 dogs on those premises; and*
 - (c) *may be revoked or varied at any time.*
- (4) *Subject to the provisions of subsection (3), a person who keeps on any premises, not being premises licensed as an approved kennel establishment, dogs over the age of 3 months in numbers exceeding any limit imposed in relation to those dogs by a local law made under subsection (2) commits an offence.*

Penalty: \$1 000 and a daily penalty of \$100.
- (5) *Any person who is aggrieved —*
 - (a) *by the conditions imposed in relation to any exemption from the provisions of a local law placing a limitation on the number of dogs that may be kept on any premises; or*
 - (b) *by the refusal of a local government to grant such an exemption, or by the revocation of an exemption,*

may apply to the State Administrative Tribunal for a review of the decision.
- (6) *An application under subsection (5) cannot be made later than the expiry of a period of 28 days after the day on which a notice of the decision is served on the person affected by that decision.*

[Section 26 amended by No. 23 of 1987 s. 22; No. 14 of 1996 s. 4; No. 24 of 1996 s. 16; No. 55 of 2004 s. 256 and 268.]

STRATEGIC IMPLICATIONS:

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

The application seeks to house three dogs at a residential lot in the townsite. If the dogs are of a disposition that create undue noise the communities expectation of enjoying a rural townsite environment could be compromised.

➤ **Economic**

There are no known economic implications.

➤ **Social**

The dogs if noisy could create neighbourhood tension and conflict.

FINANCIAL IMPLICATIONS:

There are no financial implications in relation to this matter.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

STAFF RECOMMENDATION:

That Council approve the application for three dogs to be housed at 39 Johnston in accordance with s26.3 of the Dog Act 1976 with the following conditions;

1. The approval being placed on the condition that the dogs do not prove to be a nuisance (to the satisfaction of Council) to adjoining or adjacent neighbours in terms of barking, aggressive behaviour and / or wandering.
2. That the property at all items have sufficient fencing in place to adequately contain the dogs.

COMMITTEE RECOMMENDATION:

That Council approve the application for three dogs to be housed at 39 Johnston in accordance with s26.3 of the Dog Act 1976 with the following conditions;

1. The approval being placed on the condition that the dogs do not prove to be a nuisance (to the satisfaction of Council) to adjoining or adjacent neighbours in terms of barking, aggressive behaviour and / or wandering.
2. That the property at all items have sufficient fencing in place to adequately contain the dogs.

MOTION:

MOVED

Cr Barrett-Lennard/Cr Walton

That Council approve the application for three dogs to be housed at 39 Johnston in accordance with s26.3 of the Dog Act 1976 with the following conditions;

- 1. The approval being placed on the condition that the dogs do not prove to be a nuisance (to the satisfaction of Council) to adjoining or adjacent neighbours in terms of barking, aggressive behaviour and / or wandering.**
- 2. That the property at all items have sufficient fencing in place to adequately contain the dogs.**

**CARRIED: 7/2
RESOLUTION NO: 060412**

9.2 GENERAL PURPOSES

Nil

9.3 WORKS & SERVICES

9.3.1 REVIEW OF 10 YEAR FOOTPATH PROGRAM

FILE REFERENCE:	T1.5.1
REPORT DATE:	2 April 2012
APPLICANT/PROPONENT:	Council
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Item 8.2.1 17/12/2009
AUTHOR:	Manger Works & Services – Bob White
ATTACHMENTS:	Location Plans

PURPOSE OF REPORT:

The purpose of this report is to present to Council a proposed 10 Year Footpath Program for the years 2012/2013 through to 2022/2023.

BACKGROUND:

At Council's Ordinary Meeting held on 17th December 2009, a review of the 10 Footpath Program was carried out and subsequently adopted.

Council at that time ranked and prioritised the program after carefully considering matters such as through routes (linkages), loops and key pedestrian / bicycle movements based on:

- Aged homes (Ninan House, Lovegrove Lodge)
- Hospital / medical facilities
- School and recreation assets
- Major residential / commercial / traffic areas

COMMENTS:

Since the adoption of the 10 Year Footpath Plan in December 2009 all planned works have been completed. These have included:

- Mitchell Street extension to service the new Medical Centre
- Ganzer Street
- Nugent Street
- Camm Street
- Reynoldson Street
- Coomer Street
- Johnston Street
- Mocardy Street

Concrete costs continue to rise and are expected to reach \$150.00 per linear metre by 2012/2013. Unfortunately little can be done to offset these escalating costs, as it is driven mainly by the resources boom in the north west of Western Australia.

The annual expenditure in the 10 Year Plan has been set at a fairly constant sum of about \$72,000 per annum.

The only known funding is that via the State Government for Country Pathways for the construction of Dual Use Paths.

The Shire was successful or grants in 2005/2006 and again in 2006/2007 but since then funding has been dependant on the completion of a regional cycle plan.

It is understood that this is currently being completed which may make funding available in the near future.

POLICY REQUIREMENTS:

There are no policy requirements.

LEGISLATIVE REQUIREMENTS:

There are no legislative requirements.

STRATEGIC IMPLICATIONS:

There is no particular strategic direction for the construction of footpaths.

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no significant environmental implications.

- **Economic**
There are no significant economic implications.

- **Social**
There are no significant social implications.

FINANCIAL IMPLICATIONS:

There are no adverse financial implications. Annual expenditure has been set at a fairly constant and conservative \$72,000 per annum.

**VOTING REQUIREMENTS:
ABSOLUTE MAJORITY REQUIRED: NO**

STAFF RECOMMENDATION:

That Council adopt the proposed 10 year Footpath Plan for the years 2012/2013 through to 2022/2023

COMMITTEE RECOMMENDATION:

That Council adopt the proposed 10 year Footpath Plan for the years 2012/2013 through to 2022/2023

MOTION: MOVED Cr Armstrong/Cr deGrussa

That Council adopt the proposed 10 year Footpath Plan for the years 2012/2013 through to 2022/2023 as amended

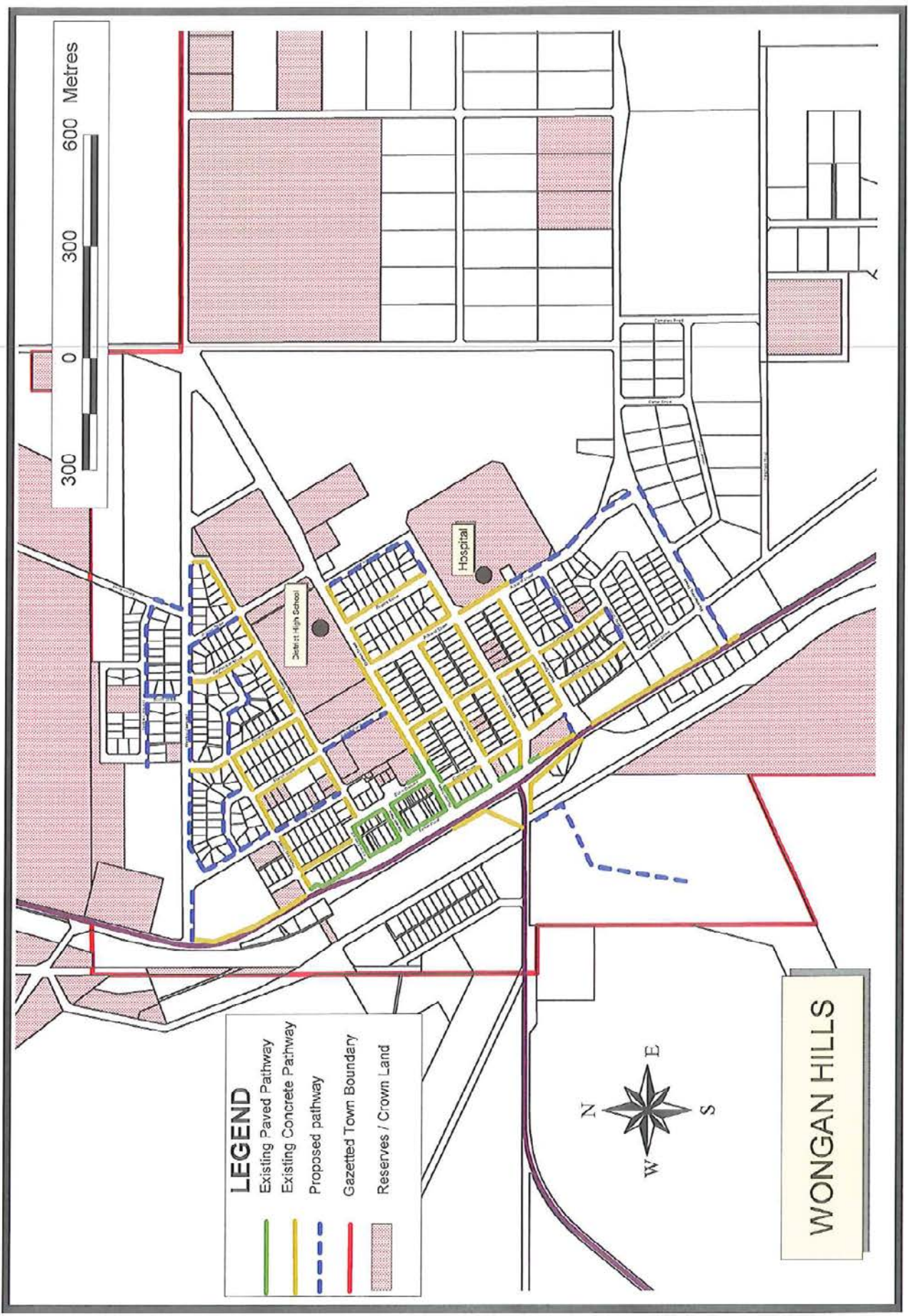
**CARRIED: 9/0
RESOLUTION NO: 070412**






SHIRE OF WONGAN - BALLIDU
TEN (10) YEAR FOOTPATH PROGRAM
2001/2013 TO 2022/2023

LOCATION	YEAR										SUBTOTAL	
	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022		2022/2023
STICKLAND STREET	\$ 28,500.00											\$ 28,500.00
KORALLING STREET	\$ 18,000.00											\$ 18,000.00
BROADBENT STREET	\$ 27,000.00											\$ 27,000.00
MOORE STREET	\$ 9,000.00											\$ 9,000.00
WALLIS STREET	\$ 37,500.00											\$ 37,500.00
BAROOKA STREET	\$ 16,500.00											\$ 16,500.00
BUNYIP STREET	\$ 16,500.00											\$ 16,500.00
SADLER ROAD			\$ 75,000.00									\$ 75,000.00
ELLIS STREET			\$ 45,000.00									\$ 45,000.00
MITCHELL STREET			\$ 15,000.00									\$ 15,000.00
WANDOO CRESCENT			\$ 27,000.00	\$ 75,750.00	\$ 30,000.00							\$ 132,750.00
PATTERSON STREET					\$ 40,500.00							\$ 40,500.00
PARKER PLACE						\$ 31,500.00						\$ 31,500.00
STICKLAND STREET						\$ 33,000.00						\$ 33,000.00
MANMANNING ROAD							\$ 67,500.00					\$ 67,500.00
WILDING STREET									\$ 21,000.00			\$ 21,000.00
BANKSIA CRESCENT									\$ 33,000.00			\$ 33,000.00
BOOTH STREET									\$ 15,000.00			\$ 15,000.00
SHELD'S CRESCENT									\$ 58,250.00			\$ 58,250.00
AIRPORT ROAD									\$ 12,000.00			\$ 12,000.00
ACKLAND STREET									\$ 60,000.00			\$ 60,000.00
SUB TOTALS	\$ 82,800.00	\$ 70,500.00	\$ 75,000.00	\$ 87,000.00	\$ 75,750.00	\$ 70,500.00	\$ 64,800.00	\$ 67,500.00	\$ 69,000.00	\$ 68,250.00	\$ 60,000.00	\$ 790,500.00

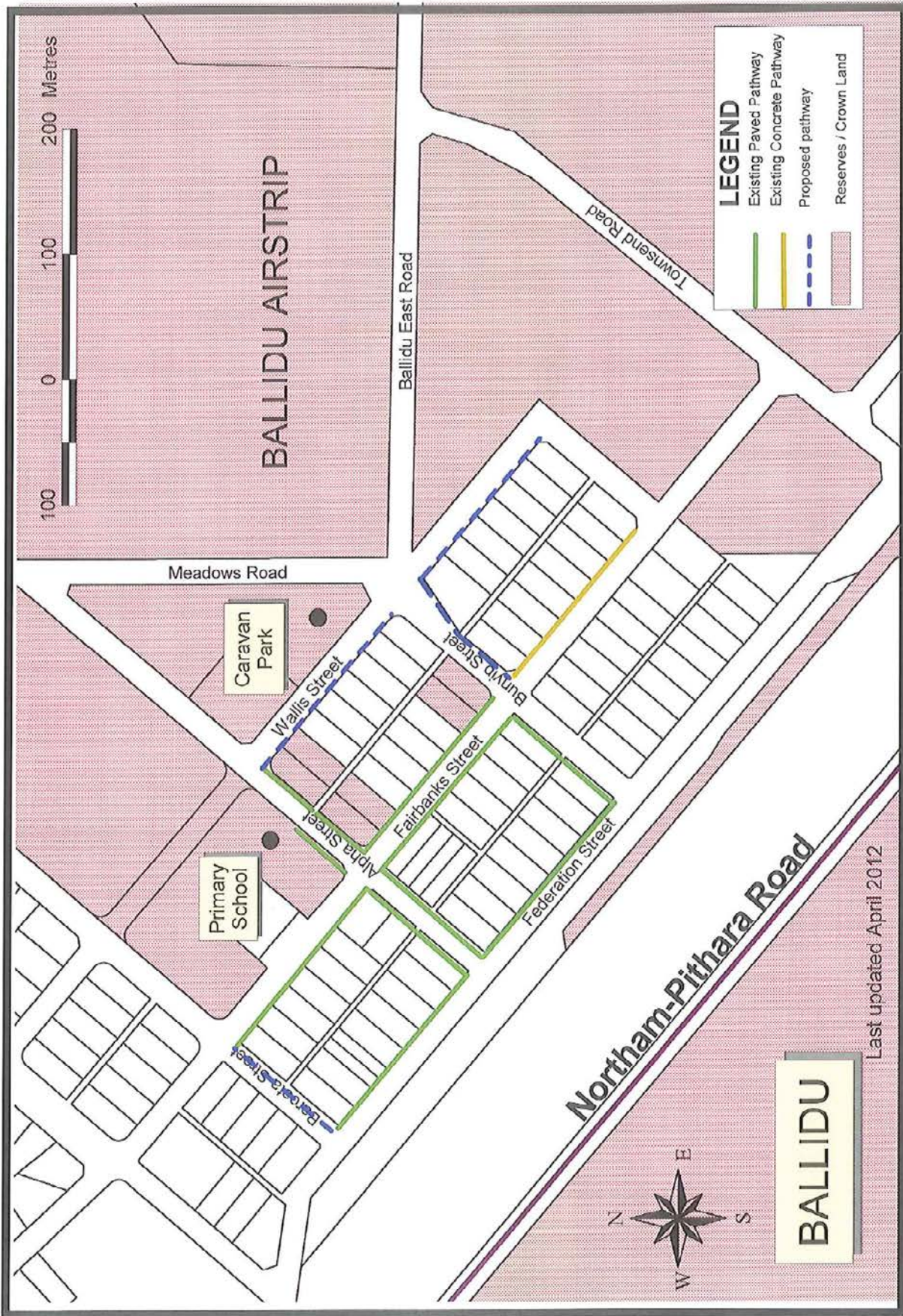
ROAD	SECTION	LENGTH (M)	COMMENTS
STICKLAND STREET	Between Paterson Street and Johnson Street, East side (lights)	190	
KORALLING STREET	Between Carrm Street and Mccardy Street, North side	120	
BROADBENT STREET	Between Ackland Street and Carrm Street, North side (lights)	180	
MOORE STREET	Between Corner Street and Wongan Road, North side	60	
WALLIS STREET	Between Buryip Street and Fairbanks Street, West side	250	
BAROOKA STREET	Between Federation Street and Fairbanks Street, South side	110	
BUNYIP STREET	Between Fairbanks Street and Walls Street, South side	110	
SADLER ROAD	From Sadler Road to Sports Council Via Pool	500	
ELLIS STREET	Between Quinlan Street and Rogans Street, West side (lights)	300	
MITCHELL STREET	Between Rogers Street and Ellis Street, North side (lights)	100	
WANDOO CRESCENT	Between Johnson Street and Wilding Street, South side (lights)	180	
WANDOO CRESCENT	Between Wilding Street Nugent Street, South side (lights)	505	
WANDOO CRESCENT	Between Nugent Street and Wongan Road, South side (lights)	200	
PATTERSON STREET	Between Nugent Street and Reynolds Street, South side (lights)	270	
PARKER PLACE	Between Johnson Street and Quinlan Street, West side	210	
STICKLAND STREET	Between Paterson Street and Wandoo Crescent, East side (lights)	220	
MANMANNING ROAD	Between Ackland Street and Wongan Road, South side (lights)	450	
WILDING STREET	Between Johnson Street and Wandoo Crescent, West side (lights)	140	
BANKSIA CRESCENT	Between Paterson Street and Stickland Street, North side (lights)	220	
BOOTH STREET	Between Wandoo Crescent and Shields Crescent, East side (lights)	100	
SHELD'S CRESCENT	Between Airport Road and the cul-de-sac, South side (lights)	375	
AIRPORT ROAD	Between Wandoo Crescent and Shields Crescent, East side (lights)	80	
ACKLAND STREET	Between Broadbent Street and Manmanning Road, East side	400	
TOTAL		5270	\$ 790,500.00

Average Annual Expenditure = \$ 71,863.64
 Assumes 2.0 wide concrete dual use path = \$ 150.00 linear metre



- LEGEND**
-  Existing Paved Pathway
 -  Existing Concrete Pathway
 -  Proposed pathway
 -  Gazetted Town Boundary
 -  Reserves / Crown Land

WONGAN HILLS



9.3.2 WONGAN HILLS CEMETERY

FILE REFERENCE:	RC4.4.1
REPORT DATE:	10 April 2012
APPLICANT/PROPONENT:	Cr Norma Walton
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Cr Norma Walton
ATTACHMENTS:	Aerial Photograph of Cemetery

PURPOSE OF REPORT:

For Council to consider the expansion of the burial area of the Wongan Hills Cemetery for future use and allocate money in the 2012/2013 budget for it's completion.

To allocate money in the 2012 / 2013 budget to plant large shade trees such as Banksia in some of the unused plots in the current section of the cemetery both to offer some respite from the elements during a funeral or memorial service and to add aesthetic value to the area.

BACKGROUND:

The records show that the Wongan Hills Cemetery was first used in 1914 on the East side of the existing Central pathway and the first burial on the west side was in 1945. There have been approximately 280 gravesites used, several of which are double or triple plots and many that are double interments.

There are many plots that have been reserved. It is my understanding that a person can pay \$35 and reserve a plot for 25 years and it would be fair to say that some of these graves have been reserved for considerable periods and may not be intended to be used because of change of circumstance.

There are several indigent and aboriginal burials and some burials recorded as being in unconsecrated ground, the site of which is unknown, but assumed previously to be in the area of what is now the Baby Memorial.

There have been a few recent burials again on the East side, although these are not common.

COMMENT:

Although there are currently about 50 plots available on the west side where the Shire machinery is able to access the area, it is my thought that Council needs to make plans for future expansion.

From the period 1997 to 2007 Wongan Hills Cemetery averaged 6.5 burials per year and one would assume that this would remain so.

There are three areas which could be expanded into

1. the area to the east of the existing old Section which from consists mainly of shrubby plants with a few bigger trees
2. the area to the west of the existing section
3. the area to the south directly behind the Pioneer Women's Niche Wall

The area to the east would mean the least amount of clearing and would form a natural connection between the Baby Memorial and the Pear Tree Walk Ground Niche, but because of the uncertainty of previous burials would present a certain amount of risk for those in charge of grave digging. This area looks as though it may have already been cleared giving such credence to the fact that this area has been previously used for indigent burials.

The area to the west would allow for some expansion, but would be leaving a narrow expanse of bush to the fence.

The area behind the Niche wall would make the wall the centre of the cemetery, but would require careful planning to ensure that there were large trees left for shade, and not cleared too harshly.

POLICY REQUIREMENTS:

There are no known policy requirements in relation to this item.

LEGISLATIVE REQUIREMENTS:

There are no known legislative requirements in relation to this item.

STRATEGIC IMPLICATIONS:

There are no known strategic requirements in relation to this item.

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

There are no known environmental implications associated with this item.

➤ **Economic**

There are no known economic implications associated with this proposal.

➤ **Social**

By introducing more gravesites the shire is planning for the future

FINANCIAL IMPLICATIONS:

Financial implication will be decided at the 2012/2013 Budget meeting.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

COUNCILLOR RECOMMENDATION:

That Council consider

1. The expansion of the Wongan Hills Cemetery Burial area; and
2. Plant trees for shelter in the existing burial area and allocate money in the 2012/2013 budget for both these works to be completed.

COMMITTEE RECOMMENDATION:

That Council consider

1. The expansion of the Wongan Hills Cemetery Burial area; and
2. Plant trees for shelter in the existing burial area and allocate money in the 2012/2013 budget for both these works to be completed.

MOTION:

MOVED

Cr deGrussa/Cr Walton

That Council approve

- 1. The expansion of the Wongan Hills Cemetery Burial area (south of the niche wall); and**
- 2. Plant trees for shelter in the existing burial area and consider the allocation of money in the 2012/2013 budget for both these works to be completed.**

CARRIED: 9 /0
RESOLUTION NO: 080412



9.3.3 POLICY REVIEW

FILE REFERENCE:	A2.20.4
REPORT DATE:	5 April 2012
APPLICANT/PROPONENT:	Shire of Wongan-Ballidu
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Bob White – Manager Works & Services
ATTACHMENTS:	(1) Copy of current policies (2) Copy of amended policy

PURPOSE OF REPORT:

The purpose of this report is to present sufficient information to Council to enable a detailed review of existing policies to be carried out.

BACKGROUND:

The purpose of policy documents is to enable the effective and efficient management of Council resources and to assist staff and Council achieve an equitable decision making process. Written policies also enable the community to be aware of the reasoning behind administrative and Council decisions to be familiar with the philosophy behind individual decisions. Policy statements enable much of the day-to-day business of Council to be handled by the Administration, freeing up the time of the Elected Members in determining major policy and strategic direction.

An up-to-date policy manual of any organisation proves to be a valuable tool in improving the decision making process. Policies contained within the manual are those that project a corporate image and are not controlled by individual directorates. The development of the policies involves input from staff across the organisation and elected members.

A policy statement is not binding on Council but provides a guideline for Elected Members and staff in determining individual applications or requests. Generally, policies evolve as issues come before Council and should continue to evolve through a process of review and refinement. For this reason, it is important that a review process in place. It is also possible for members of the community to seek an early review of a specific policy.

Each policy is developed in order to address specific matters. They relate to objectives to the Shire of Wongan-Ballidu, and, in some instances, as required by legislation. The principles behind the policies are directly related to the Shire's values as an organisation.

It is important to note that the manual should only contain the policy statement of the Council and should not refer to operational, staff or procedural matters.

In accordance with Council's Policy Review Process, the entire policy manual is to be reviewed at least bi-annually.

COMMENT:

Council has a total of thirty three (33) policies relating to the Works & Services directorate. Most of these are due for review in accordance with the "Policy Review Process".

The Chief Executive Officer is responsible for the coordination of this review and has instructed staff to implement a sequenced review of all policies.

With those policies pertaining to Works & Services, a rigorous review of all thirty three (33) policies will be conducted over a six (6) month period, which would involve at addressing at least five (5) or six (6) policies per month.

The policies selected for the April 2012 review are:

- Heavy Vehicle Policy
- Road Hierarchy
- Grading Routines
- Sale of Used Grader Blades, Batteries and Oil
- Waste Collection – Verge Rubbish Collection

Not all of the above policies meet the requirements as set out by Council, as outline below:

- **Heavy Vehicle Policy**

The current policy does not reflect the updated MRWA Restricted Access Vehicle (RAV) network or configurations. An amended policy has been attached.

- **Road Hierarchy**

This policy meets the objectives of Council

- **Grading Routines**

This policy is both outdated and unnecessary as rainfall tends dictates where and when grading should commence. This policy should be revoked

- **Sale of Used Grader Blades, Batteries and Oil**

This policy meets the objectives of Council

- **Waste Collection – Verge Rubbish Collection**

This policy meets the objectives of Council

POLICY REQUIREMENTS:

The Policy Manual has been developed over time to enable the effective and efficient management of Council resources and to assist staff and Council achieve an equitable decision making process.

The Policy Manual should not relate to operational or staff related matters.

The Policy Manual is a fluid document and should be reviewed in it's entirety at least every 2 years.

LEGISLATIVE REQUIREMENTS:

The Local Government Act 1995 outlines the roles of Council and the CEO.

STRATEGIC IMPLICATIONS:

Ongoing review and refinement of the Policy Manual is in line with Council's strategic direction on Governance (Implement and develop policy based on economic, social, cultural, governance and environmental elements).

SUSTAINABILITY IMPLICATIONS:

- **Environment**
There are no significant environmental implications.
- **Economic**
There are no significant economic implications.
- **Social**
There are no significant social implications.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this agenda item.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: NO

STAFF RECOMMENDATION:

That Council:

1. Adopt the following policies without variation:
 - Road Hierarchy
 - Sale of Used Grader Blades, Batteries and Oil
 - Waste Collection – Verge Rubbish Collection
2. Revoke the following policy
 - Grading Routines
3. Amend the following policy
 - Heavy Vehicle Policy

COMMITTEE RECOMMENDATION:

That Council:

1. Adopt the following policies without variation:
 - Road Hierarchy: Sale of Used Grader Blades, Batteries and Oil
 - Waste Collection – Verge Rubbish Collection
2. Revoke the following policy
 - Grading Routines
3. Amend the following policy
 - Heavy Vehicle Policy

MOTION: MOVED Cr Barrett-Lennard/Cr Brown

That Council:

1. **Adopt the following policies without variation:**
 - **Road Hierarchy: Sale of Used Grader Blades, Batteries and Oil**
 - **Waste Collection – Verge Rubbish Collection**
2. **Revoke the following policy**
 - **Grading Routines**
3. **Amend the following policy**
 - **Heavy Vehicle Policy**

**CARRIED: 9/0
RESOLUTION NO: 090412**

AMENDED POLICY

Title:	HEAVY VEHICLE POLICY
Policy Owner:	Works Committee
File No:	T6.1
Minute No:	
Date:	19 April 2012
Scheduled Review:	April 2014

OBJECTIVE

To provide safer roads for all road users and guidelines for heavy transport vehicles within the Shire.

POLICY

That Council supports the transportation of farm produce, specifically grains, livestock, wool, hay and straw throughout the Shire of Wongan-Ballidu using permit vehicles in accordance with the Main Roads WA's "Restricted Access Vehicle" (RAV) configurations and network.

Road users wishing to access RAV network roads coded with the CA07 condition (*All operators must carry written approval from the Local Government Authority permitting use of the road*) must apply annually for approval. Approvals under the CA07 code are subject to the following conditions:

- A maximum speed limit of 80km/hr on all roads with deregulated speed zones.
- Gravel roads are not to be used if heavy rain has fallen in the area. Advice is to be sought from the Shire.
- No operation during school bus hours. Transport operators are to contact the local schools to obtain school bus hours
- Council may review operation and add or remove roads from the approved list, subject to Commissioner of Main Roads discretion.
- All loads must be secured to the standards set out in the Load Restraint Guide under the National Heavy Vehicle Regulations

CONCESSIONAL LOADING

The Shire does not support unregulated concessional loading and all applications must be presented to Council for approval.

Title:	HEAVY VEHICLE POLICY
Policy Owner:	Works Committee
File No:	T6.1
Minute No:	12.1
Date:	22 October 2004
Scheduled Review:	October 2006

OBJECTIVE

To provide safer roads for all road users and guidelines for heavy transport vehicles within the Shire.

POLICY

That Council allow permit vehicle combinations of up to 27.5 metres in length on all roads, other than Quinlan Street and Yerecoin South East Road west of Ninan Farms gateway, within the Shire of Wongan-Ballidu.

LIVESTOCK, WOOL, HAY AND STRAW

That Council allow livestock, wool, hay and straw to be transported using permit vehicle combinations of up to 36.5 metre road trains on the following roads,

Hospital Road (Wongan-Burakin Rd)

Dowerin-Kalannie Road

Wongan Hills-Koorda Road

Wongan Hills-Waddington Road

Ballidu East Road

Ballidu-Bindi Bindi Road

Burakin-Bonnie Rock Road

Burakin West Road

Pioneer Road

Manmanning Road from Northam-Pithara Road to Pioneer Road

Other roads, with the exception of Quinlan Street and Yerecoin South East Road west of Ninan Farms gateway, as required to connect to the above roads when servicing properties located within the Shire.

WONGAN HILLS – WADDINGTON ROAD

That Council allow vehicle combinations of up to 36.5 metre road trains on the Wongan Hills – Waddington Road.

WESTBEEF FEEDLOT

That Council allow 36.5 metre road trains to cart livestock on *Watson Road to Westbeef Feedlot.

*noting that Watson Road is in the Shire of Dalwallinu.

WESTFUEL

That Council allow road trains to operate on Manmanning Road from Northam-Pithara Road to Jensen Road to facilitate road trains servicing Westfuel's Wongan Hills BP fuel depot.

CONDITIONS

Approvals under this policy are subject to the following conditions,

- A speed limit of 80km/hr on sealed roads, 70km/hr on unsealed roads and 10km/hr under posted limit in built up areas,
- Gravel roads are not to be used if heavy rain has fallen in the area. Advice is to be sought from the Shire.
- Operators must show all courtesy to school buses and local traffic.
- Council may review operation and add or remove roads from the approved list, subject to Commissioner of Main Roads discretion.
- All loads must be secured to the standards set out in the Load Restraint Guide under the National Heavy Vehicle Regulations.
- Please note that Council does not issue permits vehicle owners/drivers will need to contact Main Roads Western Australia to obtain a permit.

RESPONSIBILITY FOR IMPLEMENTATION

The Manager Works Committee in consultation with the Chief Executive Officer is responsible for implementing this policy.

Title:	ROAD HIERARCHY
Policy Owner:	Works Committee
File No:	T3.1
Minute No:	9.2.1
Date:	17 November 2005
Scheduled Review:	October 2006

POLICY

To ensure that the Roads are constructed and maintained according to Councils standards.

OBJECTIVE

That Council adopt the following Road Hierarchy with regard to rural roads and associated Construction and Maintenance standards:

1: Regional Road Group Roads Type 5

CONSTRUCTION STANDARD	MAINTENANCE STANDARD
Formation width – 16 metres Pavement width – 11 metres Seal width – 7 metres	Bitumen pavement surface is to be maintained as required. Gravel shoulders are to be winter graded annually on the first round. Gravel pavement is to be winter graded annually on the first round. Offshoots and surface drains are to be cleaned out when the shoulders are graded. Roadside furniture is to be maintained as required. Back-slopes on drains to be maintained as required. Prior to roadside vegetation clearing, other than normal clearing of drain lines etc during maintenance, the local Councillors are to be contacted.

2: Regional Road Group Roads Type 4

CONSTRUCTION STANDARDS	MAINTENANCE STANDARD
Formation width – 15 metres Width - 9 metres Seal width - 7 metres	Bitumen pavement surface is to be maintained as required. Gravel shoulders are to be winter graded annually on the first round Gravel pavement is to be winter graded annually on the first round. Offshoots and surface drains are to be cleaned out when the shoulders are graded. Roadside furniture is to be maintained as required. Back-slopes on drains to be maintained as required. Prior to roadside vegetation clearing, other than normal clearing of drain lines etc during maintenance, the local Councillors are to be contacted.

3: Major Arterial Roads

CONSTRUCTION STANDARD	MAINTENANCE STANDARD
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<p>Formation width – 12-16 metres Pavement width – 9 metres Material depth 120mm – 150mm (depending on sub base)</p>	<p>Bitumen pavement surface is to be maintained as required. Gravel road pavement is to be winter graded annually on the first round. Gravel shoulders are to be winter graded annually on the first round. Offshoots and surface drains are to be cleaned out when road pavement is graded Roadside furniture is to be maintained as required. Back-slopes on drains to be maintained as required. Prior to roadside vegetation clearing, other than normal clearing of drain lines etc during maintenance, the local Councillors are to be contacted.</p>
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4: Minor Arterial Roads

CONSTRUCTION STANDARD	MAINTENANCE STANDARD
<p>Formation width – 11-15 metres Pavement width – 8 metres Material depth 120mm – 150mm (depending on sub base)</p>	<p>Bitumen pavement surface is to be maintained as required. Gravel road pavement is to be winter graded annually on the first round. Gravel shoulders are to be winter graded annually on the first round. Offshoots and surface drains are to be cleaned out when road pavement is graded Roadside furniture is to be maintained as required. Back-slopes on drains to be maintained as required. Prior to roadside vegetation clearing, other than normal clearing of drain lines etc during maintenance, the local Councillors are to be contacted.</p>

5: Minor Roads

CONSTRUCTION STANDARD	MAINTENANCE STANDARD
<p>Formation width – 11-15 metres Pavement width – 8 metres Material depth 100mm-120mm (depending on sub base)</p>	<p>Gravel road pavement is to be summer graded as required and winter graded on the second round. Offshoots and surface drains are to be cleaned out and maintained as required when road is being graded Roadside furniture is to be maintained as required. Back-slopes on drains to be maintained as required. Prior to roadside vegetation clearing, other than normal clearing of drain lines etc during maintenance, the local Councillors are to be contacted.</p>

6: Local Roads

CONSTRUCTION STANDARD	MAINTENANCE STANDARD
<p>Base Formation Only</p>	<p>Gravel road pavement is to be summer graded as required. Back-slopes on drains to be maintained as required. Roadside furniture is to be maintained as required.</p>

Current bus routes on minor or local roads are of a high priority and should be treated the same as major and minor arterial roads.

SHIRE OF WONGAN-BALLIDU

Adopted Rural Road Hierarchy Program and associated Construction and Maintenance Standards

Rd #	Sorted by Road Name	Road Hierarchy Adopted (by Council)
175	Armstrong Rd	Minor Road
77	Bailey Rd	Minor Road
44	Ballermina Rd	Minor Road
3	Ballidu East Rd	RRG 4
4	Ballidu-Bindi Bindi Rd	RRG 5
32	Ballidu-South East Rd	Major Arterial Rd
135	Barrett-Lennard Rd	Local Road
42	Barrow Rd	Minor Road
108	Bauer Rd	Local Road
133	Beilby Rd	Minor Road
125	Bexton Rd	Minor Road
52	Booth Rd	Local Road
136	Bowen Rd	Minor Road
110	Brennan Rd	Local Road
130	Brophy Rd	Minor Road
43	Bunketch-Kulja Rd	Minor Road
57	Burakin East Rd	Minor Road
56	Burakin North Rd	Minor Road
192	Burakin-Wialki Rd	RRG 4
16	Cadoux North Rd	Minor Arterial Rd
119	Cadoux Rifle Range Rd	Minor Road
117	Cadoux South Rd	Minor Road
61	Clarke Rd	Minor Road
68	Cochrane Rd	Local Road
140	Conway Rd	Local Road
165	Cooney Rd	Local Road
58	Corbett Rd	Local Road
131	Cousins Rd	Minor Road
33	Craig Rd	Major Arterial Rd
39	Craske Rd	Minor Road
21	Damboring West Rd	Minor Arterial Rd
151	Danes Rd	Minor Road
45	Davies Rd	Minor Road
47	deGrussas Rd (From Hospital Rd East)	Minor Road
47	deGrussas Rd (From Hospital Rd West)	Minor Road
73	Douglas Rd	Local Road
193	Dowerin-Kalannie Rd	RRG 4
138	Elphin Korralling Rd (Craig To Korralling)	Local Road
138	Elphin Korralling Rd (Waddington To Craig)	Minor Arterial Rd
60	Feedmill Road	Local Road
156	Ffoulkes Rd	Minor Road
186	Finck Rd	Local Road
120	Flat Rocks Rd	Minor Road
137	Fowler Rd	Local Road
106	Freestone Rd	Minor Road
27	Gabalong East Rd	Major Arterial Rd

167	Gaston Rd	Local Road
71	Glensvar Rd	Local Road
115	Griffiths Rd	Local Road
74	Hesford Rd	Local Road
122	Holben Rd	Minor Road
127	Hooper Rd	Local Road
195	Hospital Road	RRG 4
38	Hourigan Rd	Major Arterial Rd
141	Hunt Rd	Local Road
13	Jenkin Rd	Local Road
66	Jenks Rd	Minor Road
54	Johnson Rd	Minor Road
185	Joynes Rd	Local Road
123	Kalajzic Rd	Local Road
11	Kalguddering East Rd	Minor Arterial Rd
36	Kalguddering North Rd	Minor Arterial Rd
191	Kalguddering North Road(East)	Minor Arterial Rd
112	Kalguddering Rd	Minor Road
14	Kalguddering West Rd	Minor Arterial Rd
124	Kalsall Rd	Local Road
24	Kirwan East Rd	Major Arterial Rd
22	Kirwan Rd	Major Arterial Rd
23	Kirwan West Rd	Minor Arterial Rd
18	Kokardine East Rd	Minor Road
17	Kokardine West Rd	Minor Arterial Rd
9	Kondut East Rd	Minor Arterial Rd
31	Kondut South East Rd	Major Arterial Rd
10	Kondut West Rd (East Of Whitewell)	Minor Arterial Rd
10	Kondut West Rd (West Of Whitewell)	Minor Road
34	Koralling Rd	Local Road
29	Lake Hinds North Rd (From Gabalong East)	Minor Road
29	Lake Hinds North Rd (To Gabalong East)	Major Arterial Rd
129	Leahys Rd	Local Road
118	Lego Rd	Minor Road
114	Litchfield Rd	Minor Road
37	Lloyd Rd	Minor Road
70	Mail Route Rd (From Fowler To Bowen)	Minor Road
70	Mail Route Rd (To Fowler Rd)	Local Road
132	Mailey Rd	Local Road
6	Manmanning Rd (Northam-Pithara To Stokes)	Major Arterial Rd
6	Manmanning Rd (Stokes To Jones)	Minor Arterial Rd
150	Mccashney Rd	Local Road
15	Meadows Rd	Major Arterial Rd
46	Millsteed Rd	Local Road
62	Mincherton Rd	Minor Road
116	Mocardy Rd	Minor Road
169	Montague Rd	Local Road
7	Moonijin West Rd (To Litchfield)	Major Arterial Rd
7	Moonijin West Rd (From Litchfield)	Minor Arterial Rd
2	Mountjoy Rd	Local Road
212	Mt Matilda Scenic Walk Rd	Local Road
213	Mt O'Brien Lookout Rd	Local Road
69	Murphy Rd	Local Road

72	Newton Rd	Minor Road
30	Old Ballidu Rd (From Kondut South East To Kondut East)	Local Road
30	Old Ballidu Rd (From Northam-Pithara To Kondut Se)	Minor Road
121	Old Kokardine Rd	Local Road
139	Oliver Rd	Minor Arterial Road
64	Parker Rd	Local Road
184	Phillips Rd	Local Road
49	Podmore Rd	Local Road
40	Quain Rd	Minor Road
25	Rabbit Proof Fence Rd	Minor Arterial Rd
51	Raine Rd	Local Road
55	Reid Rd (Barrow To Hospital)	Local Road
55	Reid Rd (Hospital To Dowerin-Kallanie)	Major Arterial Rd
41	Reynolds Rd	Minor Road
12	Rifle Range Rd	Minor Arterial Rd
109	Robinson Rd	Minor Road
206	Salvare Rd	Local Road
134	Scotney Rd	Local Road
76	Serio Rd	Minor Road
126	Sermon Rd	Minor Road
113	Sewell Rd	Minor Road
20	Sheoak Rd	Major Arterial Rd
48	Silver Rd	Minor Road
67	Smith Rd	Minor Arterial Rd
78	Stickland Rd	Local Road
26	Stokes Rd	Minor Road
152	Strahan Rd	Minor Road
128	Swift Rd	Minor Arterial Rd
59	Tascosa Rd	Minor Road
200	The Lane	Local Road
65	Tootra Fence Rd	Major Arterial Rd
53	Vincent Rd	Minor Arterial Rd
50	Walker Rd	Local Road
174	Ward Rd	Major Arterial Rd
111	Wells Rd	Local Road
19	White Well Rd	Major Arterial Rd
63	Whyte Rd	Minor Road
28	Wilding Rd	Minor Road
177	Wilkins Rd	Minor Road
5	Wilson Rd	Local Road
194	Wongan Hills-Burakin Rd	RRG 4
197	Wongan Hills-Koorda Rd	RRG 4
198	Wongan Hills-Koorda Rd	RRG 4
199	Wongan Hills-Waddington Rd	RRG 4
35	Wongan-Koorda Rd	Major Arterial Rd
8	Yerecoin South East Rd	Major Arterial Rd

Rd #	Road Name	Sorted by Road Hierarchy Adopted (by Council)
135	Barrett-Lennard Rd	Local Road
108	Bauer Rd	Local Road
52	Booth Rd	Local Road
110	Brennan Rd	Local Road
68	Cochrane Rd	Local Road
140	Conway Rd	Local Road
165	Cooney Rd	Local Road
58	Corbett Rd	Local Road
73	Douglas Rd	Local Road
138	Elphin Korralling Rd (Craig To Korralling)	Local Road
60	Feedmill Road	Local Road
186	Finck Rd	Local Road
137	Fowler Rd	Local Road
167	Gaston Rd	Local Road
71	Glenvar Rd	Local Road
115	Griffiths Rd	Local Road
74	Hesford Rd	Local Road
127	Hooper Rd	Local Road
141	Hunt Rd	Local Road
13	Jenkin Rd	Local Road
185	Joynes Rd	Local Road
123	Kalajzic Rd	Local Road
124	Kalsall Rd	Local Road
34	Koralling Rd	Local Road
129	Leahys Rd	Local Road
70	Mail Route Rd (To Fowler Rd)	Local Road
132	Mailey Rd	Local Road
150	Mccashney Rd	Local Road
46	Millsteed Rd	Local Road
169	Montague Rd	Local Road
2	Mountjoy Rd	Local Road
212	Mt Matilda Scenic Walk Rd	Local Road
213	Mt O'Brien Lookout Rd	Local Road
69	Murphy Rd	Local Road
30	Old Ballidu Rd (From Kondut South East To Kondut East)	Local Road
121	Old Kokardine Rd	Local Road
64	Parker Rd	Local Road
184	Phillips Rd	Local Road
49	Podmore Rd	Local Road
51	Raine Rd	Local Road
55	Reid Rd (Barrow To Hospital)	Local Road
206	Salvare Rd	Local Road
134	Scotney Rd	Local Road
78	Stickland Rd	Local Road
200	The Lane	Local Road
50	Walker Rd	Local Road
111	Wells Rd	Local Road
5	Wilson Rd	Local Road
32	Ballidu-South East Rd	Major Arterial Rd

33	Craig Rd	Major Arterial Rd
27	Gabalong East Rd	Major Arterial Rd
38	Hourigan Rd	Major Arterial Rd
24	Kirwan East Rd	Major Arterial Rd
22	Kirwan Rd	Major Arterial Rd
31	Kondut South East Rd	Major Arterial Rd
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7	Moonijin West Rd (To Litchfield)	Major Arterial Rd
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20	Sheoak Rd	Major Arterial Rd
65	Tootra Fence Rd	Major Arterial Rd
174	Ward Rd	Major Arterial Rd
19	White Well Rd	Major Arterial Rd
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25	Rabbit Proof Fence Rd	Minor Arterial Rd
12	Rifle Range Rd	Minor Arterial Rd
67	Smith Rd	Minor Arterial Rd
128	Swift Rd	Minor Arterial Rd
53	Vincent Rd	Minor Arterial Rd
139	Oliver Rd	Minor Arterial Road
175	Armstrong Rd	Minor Road
77	Bailey Rd	Minor Road
44	Ballermina Rd	Minor Road
42	Barrow Rd	Minor Road
133	Beilby Rd	Minor Road
125	Bexton Rd	Minor Road
136	Bowen Rd	Minor Road
130	Brophy Rd	Minor Road
43	Bunketch-Kulja Rd	Minor Road
57	Burakin East Rd	Minor Road
56	Burakin North Rd	Minor Road
119	Cadoux Rifle Range Rd	Minor Road
117	Cadoux South Rd	Minor Road
61	Clarke Rd	Minor Road
131	Cousins Rd	Minor Road
39	Craske Rd	Minor Road
151	Danes Rd	Minor Road

45	Davies Rd	Minor Road
47	deGrussas Rd (From Hospital Rd East)	Minor Road
47	deGrussas Rd (From Hospital Rd West)	Minor Road
156	Ffoulkes Rd	Minor Road
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122	Holben Rd	Minor Road
66	Jenks Rd	Minor Road
54	Johnson Rd	Minor Road
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29	Lake Hinds North Rd (From Gabalong East)	Minor Road
118	Lego Rd	Minor Road
114	Litchfield Rd	Minor Road
37	Lloyd Rd	Minor Road
70	Mail Route Rd (From Fowler To Bowen)	Minor Road
62	Mincherton Rd	Minor Road
116	Mocardy Rd	Minor Road
72	Newton Rd	Minor Road
30	Old Ballidu Rd (From Northam-Pithara To Kondut Se)	Minor Road
40	Quain Rd	Minor Road
41	Reynolds Rd	Minor Road
109	Robinson Rd	Minor Road
76	Serio Rd	Minor Road
126	Sermon Rd	Minor Road
113	Sewell Rd	Minor Road
48	Silver Rd	Minor Road
26	Stokes Rd	Minor Road
152	Strahan Rd	Minor Road
59	Tascosa Rd	Minor Road
63	Whyte Rd	Minor Road
28	Wilding Rd	Minor Road
177	Wilkins Rd	Minor Road
3	Ballidu East Rd	RRG 4
192	Burakin-Wialki Rd	RRG 4
193	Dowerin-Kalannie Rd	RRG 4
195	Hospital Road	RRG 4
194	Wongan Hills-Burakin Rd	RRG 4
197	Wongan Hills-Koorda Rd	RRG 4
198	Wongan Hills-Koorda Rd	RRG 4
199	Wongan Hills-Waddington Rd	RRG 4
4	Ballidu-Bindi Bindi Rd	RRG 5

Title:	SALE OF USED GRADER BLADES, BATTERIES AND OIL
Policy Owner:	Works Committee
File No:	T2.2
Minute No:	
Date:	1 February 2005
Scheduled Review:	October 2006

OBJECTIVE

To encourage recycling and use the proceeds to benefit those Council employees who are members of the Shire of Wongan-Ballidu Social Club.

POLICY

That:

- All old grader blades and other cutting edges, batteries and oil produced by the Councils Works operations are to be sold.

The proceeds of these sales are to be donated to the Shire of Wongan-Ballidu Social Club.

Title:	WASTE COLLECTION – VERGE RUBBISH COLLECTION
Owner:	Works Committee
File No:	CA1.1
Minute No:	9.5.4
Date:	6 December 2004
Scheduled Review:	October 2006

OBJECTIVE

To provide guidelines for the verge side collection for bulk green waste and junk.

POLICY

Council shall provide town site verge collections for junk and green waste approximately two or three times per year.

Residents shall be advised by way of an advertisement in a newspaper circulating within the district and by public notice board at least two weeks before the collection week. The advertisement will detail the day of the pickup. All rubbish is to be on the verge by 6.00am of the morning of the pickup.

Occupiers of residential premises depositing junk and green waste on their front verge for collection must comply with the following requirements:

Junk

Place rubbish out on street verge in a tidy pile ready for collection.

Acceptable types of waste that qualify as junk are: old furniture, timber, and general junk

White goods and other scrap metal

The white goods and other scrap metal should be stacked separately, so this material can be recycled. White goods should have doors removed or sealed, so children do not get trapped.

Green Waste

Acceptable types of green waste include tree and shrub pruning's, leave and lawn clippings in bags.

Please stack material neatly so that it can be accessed by the loader

The maximum length of material should not exceed 1.5 metres or it may not be able to be loaded and will be left behind

Material greater than 25 centimetres in diameter should be cut into lengths of 0.5 metres

Please place loose material eg. Weeds, leaves in cardboard boxes, paper bags

Unacceptable types of Waste that will not be removed and should not be placed on the verge for collection are:

- Chemicals, paints, oil etc
- Commercial business waste

- Bricks, sand, concrete, tiles, gyprock, hardiflex, supersix fencing, etc
- Car bodies, engines, tyres, doors etc
- Asbestos cement products
- Foodstuff or household waste
- Glass

Title:	GRADING ROUTINES
Policy Owner:	Works Committee
File No:	T3.1
Minute No:	
Date:	15 February 2005
Scheduled Review:	October 2006

OBJECTIVE

To ensure that each locality takes turn in having their roads graded first.

POLICY

That from the commencement of the winter rains the priority for road maintenance is as follows:

The ward grading be carried out in the following order:

Ballidu, East Ballidu, West Ballidu, Kondut	2005
Cadoux/Burakin	2006
Wongan Hills	2007
Mocardy, Lake Hinds, Lake Ninan	2008

First Round – Grade main roads identified as priority roads and shoulder maintenance on sealed roads but excluding the maintenance of spur drains within a specified time.

Second Round – Grade all other roads and patch grade the priority roads covered in the first round.

Spur drains and verges are to be cleared and maintained during the dry periods of the year.

The above policy be subject to change resulting from special circumstances (ie: floods) or resolutions of the Council.

Nothing in this Policy shall prevent the Manager Works & Services commencing in another locality in the Shire if seasonal weather conditions favour a change to the scheduled order.

REVOKE

9.4 HEALTH, PLANNING & BUILDING COMMITTEE

9.4.1 DESIGNATION OF AUTHORISED PERSON TO ENFORCE NEW BUILDING ACT 2011, AND DELEGATION OF PERMIT AUTHORITY FUNCTION

FILE REFERENCE:	B1.1
REPORT DATE:	29 March 2012
APPLICANT/PROPONENT:	WA Building Commission
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Manager Building Services – Len deGrussa
ATTACHMENTS:	NII

PURPOSE OF REPORT:

The Manager Building Services requests Council designate an Authorised Person(s) for the enforcement of the new Building Act 2011 and to delegate the Permit Authority function as required under the Act.

BACKGROUND:

The Building Act 2011 (Assented to 11 July 2011) enacted by The Parliament of Western Australia is likely to come into effect on or about 2 April 2012.

The introduction of the Building Act 2011 will change the way building regulation is performed in comparison with past history.

The Local Government in the majority of cases will become a Permit Authority which will continue to issue permits (not licenses) for the various categories of building activity as defined within the Building Act 2011 and supported by the draft Building Regulations 2012.

Copies of both the Building Act 2011 and the draft Building Regulations 2012 are being studied by the Manager Building Services to be aware of the significant changes to procedures and to be ready for the responsibilities the Permit Authority will undertake.

The seamless transition from the way Council's building department operates currently to the new requirements involved under the Building Act 2011 is of significant importance to ensure a smooth continuation of customer services under the new Act

The revised processes need to be established within a very short time-frame as there will be no transitional savings period allowed for with the introduction of the new Building Act 2011 and supporting Regulations.

It is likely that further approaches to Council will be required to obtain recognition of various modified Permit Authority functions however, the subject of this application to Council is important to be established in accordance with the requirements of the new Building Act 2011.

The overlap between the introduction of the new Building Act 2011 and the scheduled timetable for Council meetings dates requires attention to the subject matter of this application to be complete prior to the expected adoption date of 2 April 2012 for the Building Act 2011 and the Building Regulations

COMMENT:

The Building Act 2011 is an Act to provide for the following-

1. Permits for building work and demolition work;
2. Standards for the construction and demolition of buildings and incidental structures;
3. The use and maintenance of, and requirements in relation to, existing buildings and incidental structures;
4. Work affecting land other than land on which the work is done;
5. The amendment of the Local Government (Miscellaneous Provisions) Act 1960 and various other Acts;
6. The repeal of the Building Regulations 1989 and the Local Government (Prohibition on Dealings in Land) Regulations 1973; and
7. Related matters.

Applications may be lodged as Certified Applications or Uncertified Applications for buildings of certain classes.

A Permit Authority must refer to a building surveyor an uncertified application if the application complies with the provisions prescribed in the Building Act 2011.

This service allows the community to make applications to the Permit Authority directly, and is suited to smaller communities, or the option of a private certifier is equally available.

Division 2 – Authorised Persons of the Building Act 2011 provides, under sections 95 and 96 in this division, the following;

Section 95 Term used: designating permit authority, in relation to an authorised person, means the permit authority that designated the person as an authorised person.

Section 96 Authorised Persons

- 1) If the State is a permit authority for a building or incidental structure it may, by instrument in writing, designate a public service officer as an authorised person for the purposes of this Act in relation to the building or incidental structure.
- 2) If a special permit authority is a permit authority for a building or an incidental structure it may, by instrument in writing, designate an employee of the special permit authority, or an employee of one of the legal entities that comprise the special permit authority, as an authorised person for the purposes of this Act in relation to the building or incidental structure.
- 3) The local government may, by instrument in writing, designate a person employed by the local government under the Local Government Act 1995 section 5.36, as an authorised person for the purposes of this Act in relation to buildings and incidental structures located, or proposed to be located, in the district of the local government.
- 4) The regulations may limit to persons belonging to prescribed classes of public service officers or employees the persons who may be designated as authorised persons under subsection (1), (2) or (3).
- 5) A person may be designated to be an authorised person for a fixed or indefinite period.
- 6) A permit authority may, by instrument in writing, revoke a designation at any time.

Section 97 Identity cards

- 1) A permit authority must give an identity card to each person designated by it as an authorised person
- 2) An identity card must-
 - a) Identify the person as an authorised person; and
 - b) contain a recent photograph of the person.
- 3) A person must, within 14 days of ceasing to be an authorised person, return the person's identity card to the designating permit authority.

Penalty: a fine of \$5 000

Subsection (3) does not apply if the person has a reasonable excuse.

- 4) An authorised person must carry his or her identity card at all times when exercising powers or performing functions as an authorised person.

Section 127 Delegation: special permit authorities and local governments

- 1) A special permit authority or a local government may delegate any of its powers or duties as a permit authority under another provision of this Act.
- 2) A delegation of a special permit authority's powers or duties may only be to an employee of the special permit authority, or to an employee of one of the legal entities that comprise the special permit authority.
- 3) A delegation of a local government's powers or duties may be only to a person employed by the local government under the Local Government Act 1995 section

5.36

- 4) The delegation must be in writing executed by or on behalf of the special permit authority or by the local government.
- 5) A person to whom a power or duty is delegated under this section cannot delegate that power or duty.
- 6) A person exercising or performing a power or duty that has been delegated to a person under this section is taken to do so in accordance with the terms of delegation unless the contrary is shown.
- 7) Nothing in this section limits the ability of the permit authority to perform a function through an officer or agent.

(Section 5.36 of the Local Government Act 1995 is inserted for reference.) Division 4 – Local government employees.

Subsection (3) – A person is not to be employed by a local government in any other position unless the CEO -
believes that the person is suitably qualified for the position; and
is satisfied with the proposed arrangements relating to the person's employment.

POLICY REQUIREMENTS:

The appointment of Authorised persons is provided for under section 96 of the Building Act 2011.

The Permit Authority delegation is provided for in section 127 of the Building Act 2011

LEGISLATIVE REQUIREMENTS:

The appointment of Authorised persons is provided for under section 96 of the Building Act 2011.

The Permit Authority delegation is provided for in section 127 of the Building Act 2011.

STRATEGIC IMPLICATIONS:

The Building Act 2011 and the supporting Building Regulations 2012 will introduce changes to the manner in which building regulation and the provision of services to the public have been provided in the past.

The procedures will involve a totally new way of receiving applications, providing building and demolition permits, and performing the regulatory and compliance requirements of the Permit Authority.

SUSTAINABILITY IMPLICATIONS:

➤ **Environment**

There are no known significant environmental implications associated with this proposal.

➤ **Economic**

There are no known significant economic implications associated with this proposal.

➤ **Social**

The general public will be advised of the changes to the Building Act prior to legislation coming into force

FINANCIAL IMPLICATIONS:

Building Fees will change, refer following table

Building Regulations 2012

Schedule Fees – Division 1 - Applications for Building Permits, demolition permits.

Item	Application	Fee 2012	Fee 2011
1	Certified application for a building permit (s.16(1))		
a	For building work for a Class 1 or Class 10 building or incidental structure	0.19% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$90.00	
b	For building work for a Class 2 to Class 9 building or incidental structure	0.09% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$90.00	
2	Uncertified application for a building permit (s.16(1))		
a	For building work for a Class 1 or Class 10 building or incidental structure	0.32% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$90.00	Declared value x 0.35% x 10/11, but not less than \$85.00
b	For building work for a Class 2 to Class 9 building or incidental structure	0.32% of the estimated value of the building work as determined by the relevant permit authority, but not less than \$90.00	Declared value x 0.20% x 10/11, but not less than \$85.00
3	Demolition Permit (s.16(1))		
a	For demolition work in respect of a Class 1 or Class 10 building or incidental structure	\$90.00	\$51.50
b	For demolition work in respect of a Class 2 to Class 9 building	\$90.00 for each storey of the building	\$51.50
4	Application to extend the time during which a building or demolition permit has effect (s.32(3)(f))	\$90.00	

Schedule Fees – Division 2 – Application for Occupancy permits, building approval certificates

Item	Application	Fee 2012	Fee 2011
1	Application for an occupancy permit for a completed building (s. 46)	\$90.00	
2	Application for a temporary occupancy permit for an incomplete building (s. 47)	\$90.00	
3	Application for modification of an occupancy permit for additional use of a building on a temporary basis (s. 48)	\$90.00	
4	Application for a replacement occupancy permit for permanent change of the buildings use, classification (s. 49)	\$90.00	
5	Application for an occupancy permit or building approval certificate for registration of strata scheme, plan re-subdivision (s. 50(1) and (2))	\$10.00 for each strata unit covered by the application, but not less than \$100.00	
6	Application for an occupancy permit for a building in respect of which unauthorized work has been done (s. 51(2))	0.18% of the estimated value of the unauthorized work as determined by the relevant permit authority, but not less than \$90.00	
7	Application for a building approval certificate for a building in respect of which unauthorized work has been done (s.51(3))	0.38% of the estimated value of the unauthorized work as determined by the relevant permit authority, but not less than \$90.00	
8	Application to replace an occupancy permit for an existing building (s. 52(1))	\$90.00	
9	Application for a building approval certificate for an existing building where unauthorized work has not been done (s. 52(2))	\$90.00	
10	Application to extend the time during which an occupancy permit or building approval certificate has effect (s. 65(3)(a))	\$90.00	

Schedule Fees - Division 3 – Other Applications

Item	Application	Fee 2012	Fee 2011
1	Application as defined in regulation 31 (for each building standard in respect of which a declaration is sought)	\$2,000.00	

Building inspections are to be carried out by the builder and the onus will be on them to ensure that the building is built to the requirements of the BCA so basically self-certifying.

The costs for Council to print new forms and documents to facilitate the requirements of a Permit Authority under the Building Act 2011 are unknown at this stage.

Fee structures will be required to be examined for services provided by a Permit Authority and new information brochures may be required.

**VOTING REQUIREMENTS:
ABSOLUTE MAJORITY REQUIRED: Yes**

STAFF RECOMMENDATION:

That Council

1. pursuant to Sections 95 and 96 of the Building Act 2011 grants approval for the designation, by instrument in writing, to the Manager Building Services and Chief Executive Officer as an authorised person within the meaning of the Act in relation to buildings and incidental structures located, or proposed to be located, in the district of the Shire of Wongan-Ballidu.
2. delegate the powers and duties of a Permit Authority under the provisions of the Building Act 2011 to the Manager Building Services and the Chief Executive Officer pursuant to Section 127 of the Building Act 2011 in relation to buildings or incidental structures located, or proposed to be located, in the district of the Shire of Wongan-Ballidu, to be ready to continue Council's services as the Permit Authority from the date of commencement of the Building Act 2011 and the Building Regulations 2012.

COMMITTEE RECOMMENDATION:

That Council

1. pursuant to Sections 95 and 96 of the Building Act 2011 grants approval for the designation, by instrument in writing, to the Manager Building Services and Chief Executive Officer as an authorised person within the meaning of the Act in relation to buildings and incidental structures located, or proposed to be located, in the district of the Shire of Wongan-Ballidu.
2. delegate the powers and duties of a Permit Authority under the provisions of the Building Act 2011 to the Manager Building Services and the Chief Executive Officer pursuant to Section 127 of the Building Act 2011 in relation to buildings or incidental structures located, or proposed to be located, in the district of the Shire of Wongan-Ballidu, to be ready to continue Council's services as the Permit Authority from the date of commencement of the Building Act 2011 and the Building Regulations 2012.

MOTION:

MOVED

Cr Lyon/Cr West

That Council

1. pursuant to Sections 95 and 96 of the Building Act 2011 grants approval for the designation, by instrument in writing, to the Manager Building Services and Chief Executive Officer as an authorised person within the meaning of the Act in relation to buildings and incidental structures located, or proposed to be located, in the district of the Shire of Wongan-Ballidu.
2. delegate the powers and duties of a Permit Authority under the provisions of the Building Act 2011 to the Manager Building Services and the Chief Executive Officer pursuant to Section 127 of the Building Act 2011 in relation to buildings or incidental structures located, or proposed to be located, in the district of the Shire of Wongan-Ballidu, to be ready to continue Council's services as the Permit Authority from the date of commencement of the Building Act 2011 and the Building Regulations 2012.

**CARRIED: 9/0
RESOLUTION NO: 100412**

9.5 BUSH FIRE ADVISORY COMMITTEE

Nil

10. QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

11. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

The Shire President wished to draw Councillors attention to the Code of Conduct particularly in matters pertaining to staff.

12. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

13. CLOSURE

There being no further business the President, Cr Brennan declared the meeting closed at 5.12pm.

These minutes were confirmed at a meeting on May 2012.

Signed _____
President
Date May 2012