



Minutes

of the

Council Meeting

21 October 2008

CONTENTS	PAGE
1	OPENING..... 3
2	ATTENDANCE. 3
3	RESPONSES TO PUBLIC QUESTIONS TAKEN ON NOTICE..... 3
4	PUBLIC FORUM / PUBLIC QUESTION TIME..... 4
4.1	TREVOR WALKER - COUNCIL LEASING PLANT 4
4.2	KERRY TACKEN - COUNCIL STAFFING – 4WD..... 4
4.3	DONNA GEORGE - YOUTH – PERMISSION TO USE CNR WENDELL ST – BMX TRACK..... 5
4.4	JULIE MANGLAHITE - UNSUCCESSFUL TENDERS FOR DAM SPECIFICATIONS 5
4.5	ROBERT DAVIDSON - PUMPING EFFLUENT WATER TO NEW DAM 5
5	APPLICATIONS FOR LEAVE OF ABSENCE..... 6
6	DISCLOSURES OF FINANCIAL AND OTHER INTERESTS. 6
7	CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING..... 6
8	STATUS REPORT 6
9	ADVISORY COMMITTEE REPORTS..... 7
9.1	TOWNSCAPE 7
9.1.1	REPORT FROM THE TOWNSCAPE ADVISORY COMMITTEE 7
9.2	WASTE MANAGEMENT 13
9.2.1	REPORT FROM THE WASTE MANAGEMENT ADVISORY COMMITTEE 13
9.3	PRESIDENT’S REPORT..... 15
9.4	COUNCILLOR’S REPORTS 15
10.3	OFFICER’S REPORTS 15
10.3.1	DEDICATION OF PORTION OF VENTNOR STREET BETWEEN VERNAL STREET AND VALE STREET & REVESTING OF LOT 192 (BALANCE PORTION) & LOT 193 VALE STREET, WAGIN..... 15
10.3.2	SHIRE OF WAGIN LOCAL EMERGENCY ARRANGEMENTS 23
10.3.3	LOCAL PLANNING STRATEGY 24
10.3.4	OPERATIONAL LEASING OF PLANT 46
10.3.5	WATER CORPORATION AGREEMENT 48
10.3.6	4WD MINUTES 50
10.3.7	NOTICE OF MOTION – EXPENDITURE OVER \$50,000 65
10.3.8	NOTICE OF MOTION – CONDUCT OF COUNCIL MEETINGS 67
10.3.9	STATEMENT OF FINANCIAL PERFORMANCE– SEPTEMBER 08 97
10.3.10	WORKS MANAGEMENT REPORT – SEPTEMBER 2008 129
10	MEMBERS MATTERS PRESENTED WITH NOTICE..... 138
11	URGENT BUSINESS..... 138
12.1	CONSTRUCTION OF NEW DAM..... 138
13	CONFIDENTIAL BUSINESS (LOCAL GOVERNMENT ACT SECTION 5.23(2)) 139
13.1	QUOTATION FOR PRUNING TREES UNDER POWER LINES 139
14	MEETING CLOSURE 139

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

1 Opening.

Meeting opened at 5.01pm

2 Attendance.

Name	Present	Apology	Leave
Cr Brockway	Yes		
Cr Blight	Yes		
Cr Anderson	Yes		
Cr Ball	Yes		
Cr Ballantyne	Yes		
Cr Cumming	Yes		
Cr Dohle	Yes		
Cr Draper	Yes		
Cr Ewen	Yes		
Cr Morgan	Yes		
Cr Reed	Yes		

Staff in attendance:

J Hunter
 B Roderick
 L Parola
 J Case
 S Friend
 A Hicks

Visitors -

Trevor Walker
 Julie Mangalavite
 Kerry Tacken
 Debbie Thompson 5.03pm
 Debra Stephens 5.03pm
 Carmen O'Neill 5.03pm
 E Pugh 5.06pm
 D George 5.09pm
 S Vandenberg
 R Davidson
 D Bee 5.14pm
 Youth Advisory Committee:
 Amy George
 Kasey George
 Nathan Cook
 Alannah Justins
 Rachael Retallack
 Robert Hall
 James Mead
 Katelin Murray

3 Responses to public questions taken on notice.

Nil

4 Public forum / Public Question Time.

4.1 Trevor Walker - Council Leasing Plant

Mr Walker advised that he hoped Council have an understanding of operating leases and how they work. He noted that the current system used by Councils was to trade in and replace current plant, and to build up a reserve during the useful term of the item for its next replacement.

He noted that the report said that estimating purchase prices five years in advance was "rubbery", but considers predicting leasing costs is rubbery too. He advised that you can't just hand the equipment back at the end of the lease period, depending on the agreed mileage, you could have to pay extra if you do more kilometres, but would not get a 'credit' if you do less kilometres. Conditions relating to tyres, maintenance also have to be met otherwise additional penalties would be charged.

He agreed that the proposal to lease plant would free up capital in the short term, but didn't know how anyone could carry out a comparison of leasing costs vs purchase costs.

Mr Walker advised that leasing doesn't remove the disposal risk for Council. He stated that if you don't meet the conditions of the lease, you pay extra. He also said that you have to replace the plant at the end of the lease and there was no option to get out early if you wanted to.

He queried why only 20 Councils lease plant Australia wide and what Council was going to do with the capital if it does decide to lease plant.

4.2 Kerry Tacken - Council Staffing – 4WD

Ms Tacken advised that she was speaking on behalf of the administration employees and asked Council what the future direction of administrative duties would be within the office, especially in regard to the current discussions taking place within the 4WD in relation to centres of excellence.

She said that staff would like to know what it means for their current positions and if Council could explain their intent, especially in regard to the job security of existing staff. She requested transparency in discussions and that staff receive ongoing information, and advised that it was affecting staff morale and performance.

The President advised that at this time nothing had been decided and that the current staff would not lose their jobs as a result of any future decisions regarding the 4WD. She noted that as a result of collaboration within the 4WD some positions may take on more of another Shire's work, or they may take on some of ours. She assured Ms Tacken that staff will be kept informed when decisions are being made.

Ms Tacken advised that staff were accepting of change, but had concerns about being kept informed and transparency.

Councillor Reed suggested that there may be an increase in staff numbers as a result of the 4WD. Ms Taken queried if budget considerations had been taken into account.

Councillor Anderson advised that he had attended a 4WD meeting and he had found that the Councillors and Chief Executive Officers at the meeting were 100% behind the concept of working collaboratively. He said the overall intent was that if a staff member was sick or on leave etc, the shires could help each other out. He noted that the big issue to be addressed was setting up the right computer system and hoped that Wagin would become the centre of the 4WD.

The President advised that Council would be looking at the Memorandum of Understanding at this meeting and staff would be provided with more information when they could.

4.3 Donna George - Youth – Permission to use cnr Wendell St – BMX track

Ms George advised she was speaking on behalf of a newly created Youth Advisory Group. They had conducted a survey of young people, with some 120 responses. One of the big issues coming out of the survey was that young people wanted a BMX track.

She advised they were attending the meeting to seek Council permission to use the block on the corner of Wendall and Tudor Streets as it was a Government Reserve.

The President advised that the Shire would need to investigate the ownership of the land etc, and applauded the efforts of the Youth Advisory Group.

Councillor Blight noted that the Telecentre had been asked to set up and run a Youth Advisory Council several years ago. The Group had folded, however there were funds available to assist running it. He suggested that Ms George contact him to discuss possible assistance for the Youth Advisory Council.

4.4 Julie Manglavite - Unsuccessful tenders for dam specifications

Ms Manglavite asked if it was true that parties who were unsuccessful tenderers for the new dam were given different specifications than the successful tenderer?

The President took this question on notice.

4.5 Robert Davidson - Pumping effluent water to new dam

Mr Davidson asked for information regarding the proposal to pump effluent water to the new dam and as a nearby resident, expressed concern about the smell.

The President advised that recycled water has been going up to the dam and that it is mixed before then.

The Works Manager, Mr Hicks, advised that there has been mixing carried out, and that if there are any problems it can be pumped into a tank and chlorinated. He noted that the water was safe at the moment.

The Environmental Health Officer, Mr Friend, said that to receive recycled water, the Shire needs to enter into an agreement with the Water Corporation via the Health Department and that the water has to be tested monthly to ensure that it is safe. He acknowledged that this testing does not take odours into account.

Mr Davidson asked what happens if the water does smell. Mr Friend advised that he assumes the Water Corporate would become involved, but he couldn't answer that question with any certainty at the meeting.

The President noted that Council would be looking at the proposed agreement with the Water Corporation later in the meeting.

Councillor Cummings advised he had attended the meeting with the Water Corporation about the treatment plant and asked if the capacity of the plant would be enough to fill the new dam.

Councillor Morgan advised that his impression was that the Shire was not going to have to use any recycled water at all. He thought that they should be able to harvest enough water without it.

Mr Hicks advised that they had pumped 26.5M litres into the dam in August and that it was half full.

Councillor Blight advised he was not comfortable with the proposed agreement.

Mr Davidson asked for confirmation that it could not be 100% effluent in the dam and was advised by Mr Hicks that it was never likely to be, but that Council could chlorinate it if it was.

The President advised that Mr Davidson's disapproval was noted.

5 Applications for leave of absence.

Nil

6 Disclosures of financial and other interests.

Cr Dean Morgan Declared a financial interest in item 13.1.

7 Confirmation of the Minutes of the previous meeting.

A meeting of Council was held on 16th September 2008. Please refer to minutes previously distributed from this meeting.

805	Moved/Seconded Morgan/ Ballantyne	
That Council agrees with the recommendations in the report.		
	Results	Vote 11/0

8 Status Report

The status report for this month is attached as Item 2 in the business papers.

806	Moved Seconded Blight / Cumming	
That Council agrees with the recommendations in the report.		
	Results	Vote 11 / 0

5. Community Garden

Committee Resolution**Moved:** J. Shaw**Seconded:** S. Dimmock

- 1) That the concept of a community garden be examined by a sub-committee and a report prepared for the next meeting of the committee.
- 2) That Committee recommends to Council that the recently acquired land in Traverse Street be reserved for the time being for possible use as a community garden.

Carried 4/0

6. Sportsground sign

Committee Resolution**Moved:** B. Anderson (Mrs)**Seconded:** S. Dimmock

- 1) That Committee recommends to Council that the recently refurbished Sportsground sign be re-erected to the North in an appropriate spot close to the current main entrance to the Sportsground.

Carried 4/0

7. Choose Respect signage

Committee Resolution**Moved:** B. Anderson (Mrs)**Seconded:** J. Shaw

- 1) That Committee recommends to Council that the Town Entry signage be altered so as to include a statement about Wagin being part of the "Choose Respect" program.

Carried 4/0**Statutory Environment****Policy Implications****Budget Implications****Officer's Recommendation**

That Council endorses the recommendations of the committee.

807	Moved Seconded Reed / Draper	
That Council agrees with the recommendations relating to the Shop and Stop in the report.		
	Results	Vote 10 / 1

808	Moved Seconded Dohle / Draper	
That Council agrees with the recommendations relating to the trees for the town in the report.		
	Results	Vote 10 / 1

809	Moved Seconded Dohle / Blight	
That Council agrees with the recommendations relating to the Town precincts in the report.		
	Results	Vote 7 / 4

810	Moved Seconded Blight / Cumming	
That Council agrees with the recommendations relating to Tavistock Street in the report.		
	Results	Vote 7 / 4

811	Moved Seconded Cumming / Draper	
That Council agrees with the recommendations relating to the community garden in the report.		
	Results	Vote 10 / 1

812	Moved Seconded Morgan / Blight	
That Council agrees with the recommendations relating to the sportsground sign in the report.		
	Results	Vote 11 / 0

	Moved Seconded Anderson / Draper	
That Council agrees with the recommendations relating to the Choose Respect signage in the report.		

813	Moved Seconded Blight / Morgan	
That the motion be amended to say:		
That Council agrees to have a separate Choose Respect sign along the entry to the town.		
	Results	Vote 11 / 0

814	The amended motion was put and carried, ie	
That Council agrees to have a separate Choose Respect sign along the entry to the town.		
	Results	Vote 11 / 0

Reason for difference: Council's decision was different to the Committee and Officer Recommendation as it did not want to alter the existing entry signage.

Attachment: Precincts within the town of Wagin

Fishing

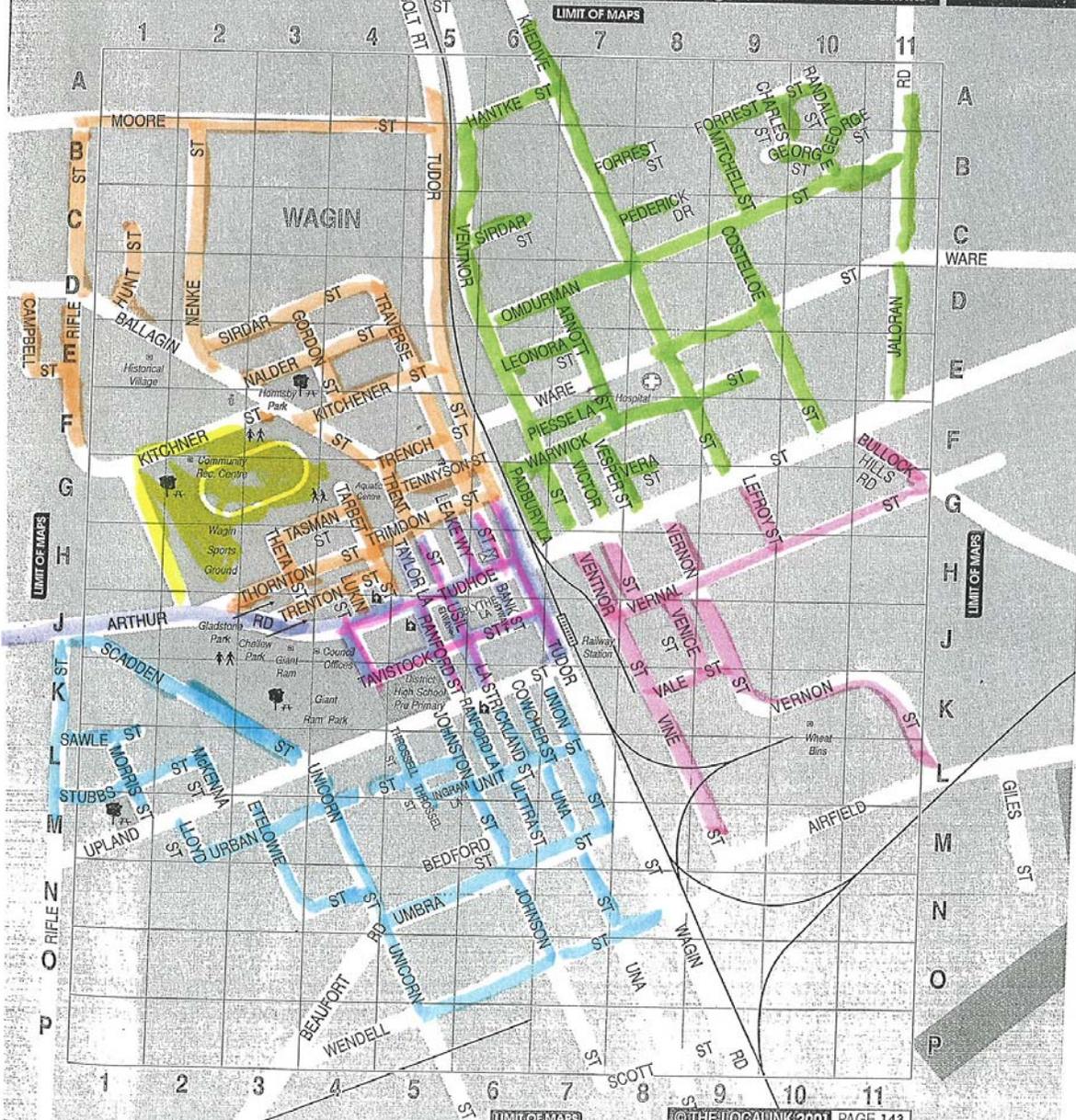
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MAP
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PAGE 143



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9.2 Waste management

9.2.1 Report from the Waste Management Advisory Committee

Proponent: CEO

Summary

This proposal seeks to have Council endorse the decisions of the Waste Management Advisory Committee.

Background

The Waste Management Advisory Committee held its monthly meeting on 7 October.

Comment

Note a full copy of the minutes of the committee are included in the Information Papers. The decisions of the committee were as follows:

1. Regional Strategic Waste Management Plan. Note a copy of the Plan is included on the CD that was distributed with the Council Papers.

WMR23	Mr B Anderson/ Mr T Davey	
Committee notifies Council that the Regional Waste Management Strategy Plan has been placed in the public arena for 30 days (closing date .		
	Carried	5/0

2. Action Plan for Wagin Landfill

WMR24	Mr B Anderson/ Mr T Davey	
Committee recommends to Council that a strategic response to the Regional Waste Management Report be prepared by the Committee for consideration by Council at its December meeting.		
	Carried	5/0

3. Tip opening hours

WMR25	Mr T. Pugh/ Mr T Davey	
Committee recommends to Council that the tip opening hours be changed to:		
1.	Monday – closed Tuesday – 7am to 12 pm Wednesday – closed Thursday – closed Friday – 1pm to 6pm Saturday – 11am to 6pm Sunday - 7am to 6pm	
	Carried	5/0

Statutory Environment**Policy Implications****Budget Implications****Officer's Recommendation**

That Council endorses the recommendations of the committee.

815	Moved/Seconded Anderson / Morgan	
That Council agrees with the recommendations in the report.		
	Results	Vote 11 / 0

Other Reports

9.3 President's Report

The President advised that she had attended the Wagin Woodanilling Landcare Zone meeting regarding future planning and funding. She noted that the current funding was up to 30 June 2009, and would be subject to annual review after that time.

The President thanked Councillors Blight and Anderson for attending the Waste Management Meeting in her absence. She advised that the Royal Show had gone well and that it would be difficult to live up to next year.

9.4 Councillor's Reports

Councillor Blight advised that he had attended a 4WD meeting which had proven valuable. He advised that a decision had been made that Councillors could attend all meetings in the future.

He also advised he had attended a Central Zone meeting in Lake Grace with the Chief Executive Officer. Mr Tim Free, the Regional Director of Health had spoken at the meeting and said that any medical practice that had less than four doctors was not sustainable. Councillor Blight suggested that Mr Free be invited to a meeting with the Shire to further discuss the matter and noted that sometimes not even Narrogin has that many doctors.

Councillor Blight advised he had attended a LEMC meeting where the Special Projects Officer had provided a good presentation on the Local Emergency Arrangements to be considered at this Council Meeting.

10.3 Officer's Reports

10.3.1 Dedication of portion of Ventnor Street between Vernal Street and Vale Street & Revesting of Lot 192 (balance portion) & Lot 193 Vale Street, Wagin.

Proponent: Shire of Wagin
Location: Lot 198 Venice Street, Lots 192 & 193 Vale Street and Lots 1705, 1811 & 1813 Ventnor Street, Wagin.
Reporting Officer's: Joe Douglas & Carlo Famiano - Consultant Town Planners (Planning Enterprises)

Summary

This report provides details and recommendations in respect of the procedures required to be followed by the Shire of Wagin to progress the following:

- i) Dedication of that portion of the Ventnor Street road carriageway between Vernal Street and Vale Street through Lots 198 Venice Street, Lot 192 Vale Street, Lots 1705, 1811 & 1813 Ventnor Street, Wagin as a public road; and
 - ii) Revesting of the balance portion of Lot 192 and all of Lot 193 Vale Street to enable the State Land Services Division of the Department for Planning and Infrastructure (DPI-SLS) to amalgamate the lots into one new title and transfer the newly created industrial lot to the Shire of Wagin free of charge.
-

Background & Comment

The Shire of Wagin needs to resolve the legal liability issues associated with that portion of the Ventnor Street road carriageway previously constructed between Vernal and Vale Street, Wagin. A portion of Ventnor Street (approximately 200 metres) between Vernal and Vale Streets was constructed by the Shire some time ago through various freehold lots and Crown land in order to improve vehicle access and circulation within the nearby industrial area. Notwithstanding completion of the physical construction works, this portion of Ventnor Street has never been dedicated as a public road despite the fact that it used for general public access on a daily basis.

The affected land is located centrally within the Wagin townsite on the eastern side of the railway line within an area designated and developed for industrial purposes (see Plan 1 – Location Plan). The land has direct frontage to four (4) streets, being Vernon Street along the northern boundary, Ventnor Street which traverses the land in a north-south direction parallel to its western boundary, Vale Street along the southern boundary and Venice Street along the eastern boundary (see Plan 2 – Existing Lot Configuration).

The proposed dedication of the relevant portion of Ventnor Street will also resolve the issues associated with the severance of Lot 192 Vale Street which is currently owned in fee simple (i.e. freehold) by the Shire. The severance, which was caused by the construction of a portion of the Ventnor Street road carriageway through the land, constrains the future use of the land for industrial purposes which is permitted under the land's current 'Industrial' zoning classification in the Shire of Wagin Town Planning Scheme No.2. The intention is to amalgamate the balance severed portion of Lot 192 with the adjoining Lot 193 to create a new 1,591m² industrial lot owned by the Shire of Wagin (see Plan 4 – Proposed Subdivision & Road Dedication).

The proposed dedication of that portion of Ventnor Street between Vernal and Vale Streets will result in approximately 4,503m² of land being excised from Lot 198 Venice Street, Lot 192 Vale Street and Lots 1705, 1811 & 1813 Ventnor Street to create the required 20 metre wide road reserve area. In order to provide for the dedication of the new road reserve area DPI-SLS has recommended that the Shire of Wagin follow the various procedures contained in the *Land Administration Act 1997* and *Land Administration Regulations 1998* prior to submitting a formal written request to the Minister for Land's seeking approval to the road dedication proposal.

DPI-SLS have also recommended that the Shire revert its current freehold interest in Lots 192 and 193 to the Crown to facilitate creation of the proposed new 1,591m² industrial lot by way of a Crown survey. Following completion of this process DPI-SLS has confirmed that the freehold interest in the new lot will then be transferred back to the Shire at nil cost subject to the Shire agreeing to meet any costs associated with providing the necessary essential service infrastructure. Specific details of these costs will be conveyed to the Shire during the Crown survey process but are not expected to exceed \$5,000.00 which is significantly cheaper than the alternative option of Council applying to amalgamate these two parcels of land on its own by way of a separate subdivision application to the Western Australian Planning Commission which is likely to double the cost of the whole exercise.

In order to facilitate commencement of the processes recommended by DPI-SLS to resolve these matters the Shire is required to undertake the following key tasks:

- Preparation of a plan providing details of the location and dimensions of the proposed road dedication and new 1,591m² light industrial lot (Note: the required plan has already been prepared. See attached Plan 4 entitled 'Proposed Subdivision and Road Dedication');
- Public advertising of the proposals for a minimum period of thirty five (35) days in a newspaper circulated in the district including correspondence to all adjoining landowners

and relevant service authorities inviting written comments on the proposals;

- Consideration of all written submissions received by the Shire following completion of the public advertising process; and
- Final determination on whether or not to proceed with the road dedication and creation of the proposed new 1,591m² light industrial lot.

Conclusion

In light of the Shire's desire to resolve the legal liability issues associated with the current unrestricted public use of the undedicated portion of Ventnor Street and create a new 1,591m² light industrial lot comprising the balance portion of Lot 192 and all of Lot 193 Vale Street, it is considered prudent for Council to initiate commencement of the processes recommended by DPI-SLS. In considering whether or not to proceed Council should note the following key benefits that are likely to accrue from the project:

- Dedication of the existing constructed alignment of Ventnor Street as proposed will resolve the current legal issues associated with unrestricted public access through private and Crown landholdings;
- Rationalisation and consolidation of all the affected land which will facilitate its improved management and more efficient usage in the future;
- The creation of one (1) newly titled, suitably serviced industrial lot (i.e. proposed Lot 3) which has significant potential to be developed for a variety of industrial purposes in the future and will help to satisfy current demand for vacant industrial land in the Wagin townsite.
- The majority of the costs will be met directly by the State Land Services Division of DPI which has agreed to manage and complete most of the process by way of a Crown land survey.

Statutory Environment

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

Policy Implications

Nil

Community Consultation

To be undertaken for a period of not less than 35 days in a newspaper circulated in the district including correspondence to all adjoining landowners and relevant service authorities inviting written comments on the proposals.

Financial Implications

- Road Dedication: \$3,500.00 excluding GST to cover the Shire's administrative costs including all required reports and public advertising. The survey works and administrative costs associated with creating the new road reserve area will be met directly by DPI-SLS.
- Proposed new 1,591m² Industrial Lot: DPI-SLS has confirmed that it will meet all administrative costs associated with re-vesting and creating the proposed new industrial lot except those costs associated with providing the necessary essential service infrastructure.

Specific details of these costs will be conveyed to the Shire during the Crown survey process but are not expected to exceed \$5,000.00 excluding GST.

Strategic Implications

Nil

Officer's Recommendation

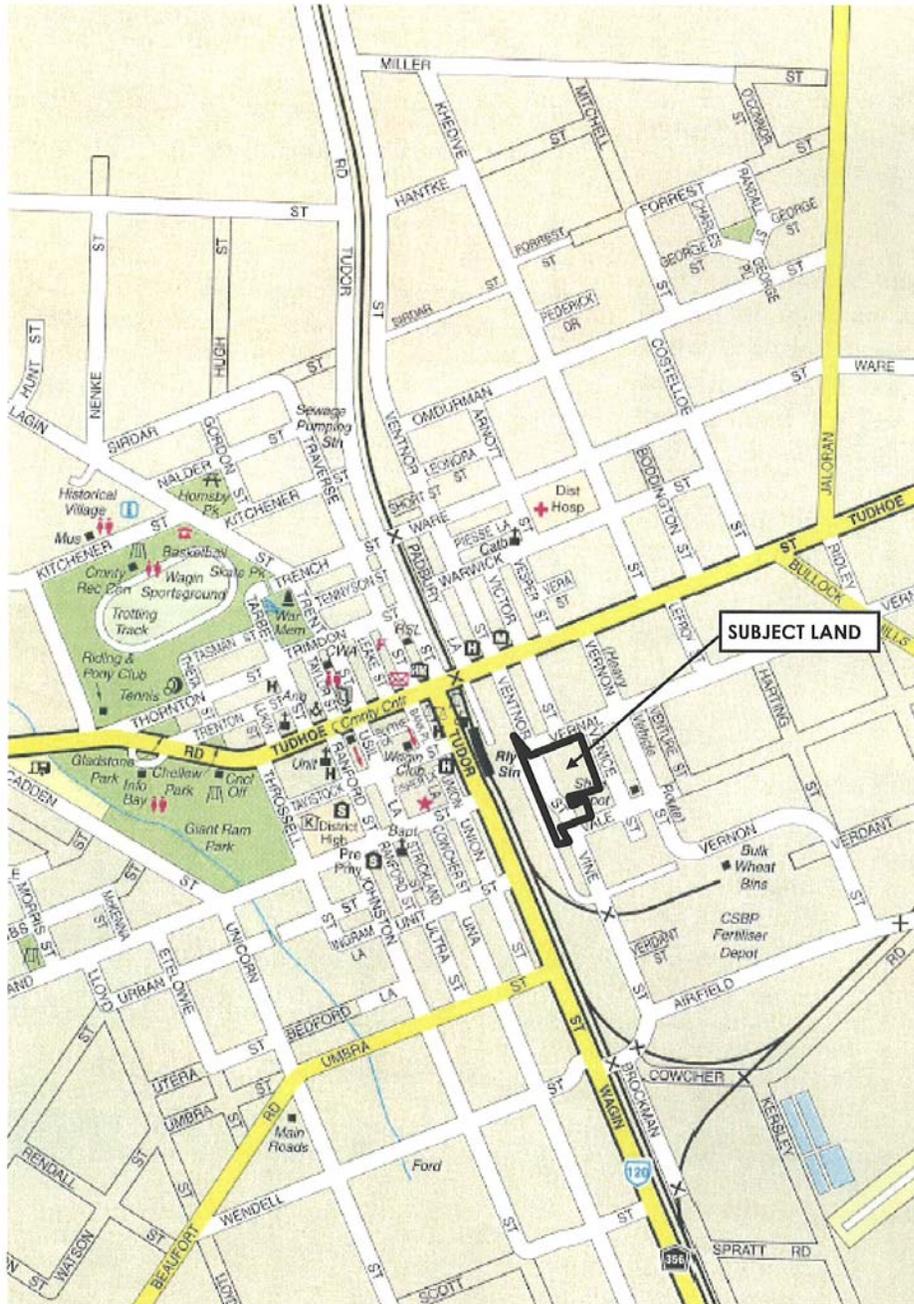
That Council resolve to:

1. Advertise for a minimum period of thirty five (35) days in a newspaper circulating in the district of Council's intention to resolve to request the Minister for Lands to dedicate that portion of Ventnor Street, Wagin between Vernal Street to the north and Vale Street to the south as a public road and to revest Lot 192 (balance portion) & Lot 193 Vale Street in the Shire of Wagin following the amalgamation of these two parcels of land into one newly titled industrial lot.
2. Write to all adjoining and nearby landowners and relevant essential service providers advising of Council's intentions as per recommendation no.1 above.
3. Following completion of the thirty five (35) day advertising period, consider all submissions received during public advertising prior to making a final decision as to whether or not to proceed with a formal request to the Minister for Lands in this matter.

Voting Requirements

Simple majority required.

816	Moved/Seconded Blight / Ballantyne	
That Council agrees with the recommendations in the report.		
	Results	Vote 11/0



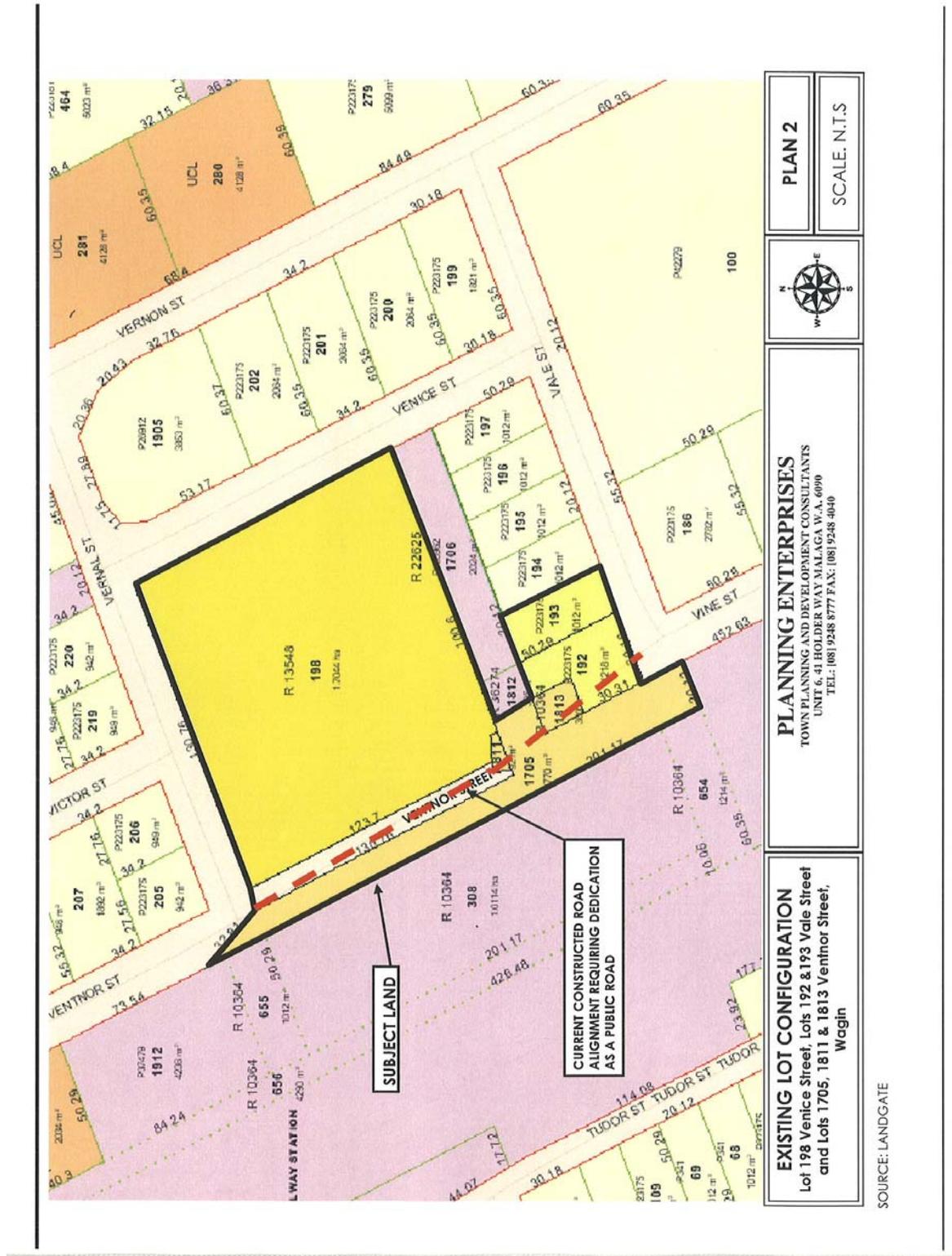
LOCATION PLAN
 Lot 198 Venice Street, Lots 192 &
 193 Vale Street and Lots 1705,
 1811 & 1813 Ventnor Street,
 Wagin

PLANNING ENTERPRISES
 TOWN PLANNING AND DEVELOPMENT CONSULTANTS
 UNIT 6, 41 HOLDER WAY MALAGA W.A. 6090
 TEL: (08) 9248 8777 FAX: (08) 9248 4040



PLAN 1

SOURCE: UBD



PLAN 2
SCALE: N.T.S.



PLANNING ENTERPRISES
TOWN PLANNING AND DEVELOPMENT CONSULTANTS
UNIT 6-41 HOLDER WAY MALAGA W.A. 6090
TEL: (081) 9248 8777 FAX: (081) 9248 4040

EXISTING LOT CONFIGURATION
Lot 198 Venice Street, Lots 192 & 193 Vale Street
and Lots 1705, 1811 & 1813 Ventnor Street,
Wagin

SOURCE: LANDGATE



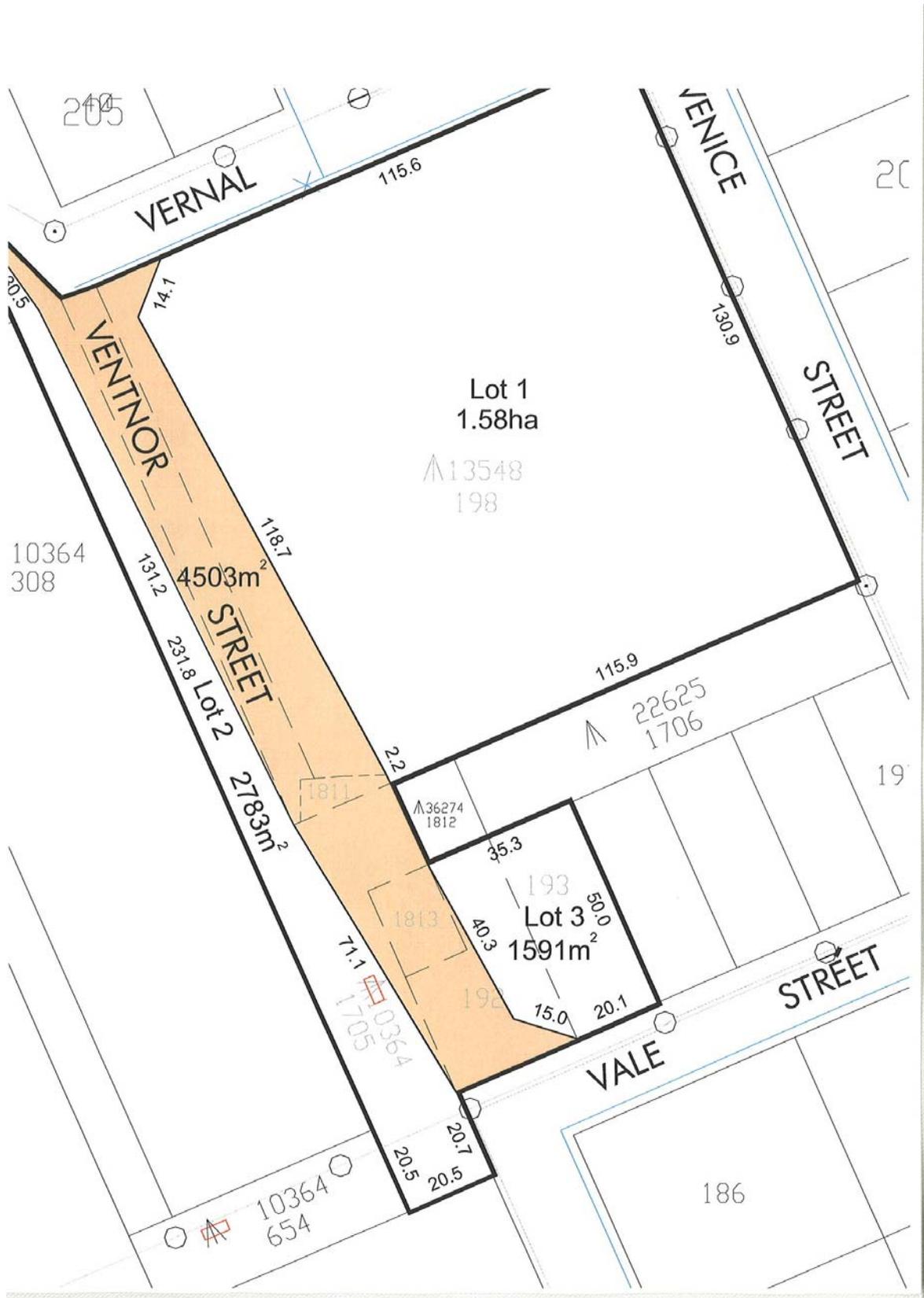
SUBJECT LAND

PLAN 3
SCALE: N.T.S



PLANNING ENTERPRISES
TOWN PLANNING AND DEVELOPMENT CONSULTANTS
UNIT 6, 41 HOLDER WAY MALAGA W.A. 6090
TEL: (08) 9248 8777 FAX: (08) 9248 4040

AERIAL PHOTO
Lot 198 Venice Street, Lots 192 & 193 Vale Street
and Lots 1705, 1811 & 1813 Ventnor Street,
Wagin



10.3.2 Shire of Wagin Local Emergency Arrangements**Proponent: Special Project Officer****Attachments**

Council Business Papers item 4.3.1 "Draft" Local Emergency Management Arrangements

Summary

The Wagin Local Emergency Arrangements have been rewritten into a new style. The previous arrangements prepared in 1998 should now be replaced with this document and the content endorsed by councillors. Copies of the draft document have been issued for comment to the Wagin Hazard Management Agencies including a detailed slideshow presentation at the October LEMC meeting. As a result of the review, minor improvements recommended have been included.

Background

Local Emergency Arrangements for the Shire of Wagin were created in 1998 and endorsed by the LEMAC, as it was then known. Changes to the WA government management of emergency support arrangements have been instituted, and FESA have requested that the arrangements be provided in a different format to previous.

The Shire President and Special Project Officer attended a workshop in Lake Grace earlier in the year and agreed that the Shire of Wagin would make the changes.

Comment

Specific instructions from FESA are that the document needs review by peers. This has been done. It is a requirement under the Act that an exercise is undertaken to test the arrangements. The Shire and HMA's task is to be confident that the arrangements are workable and if required modified to accommodate our needs. At the December LEMC meeting it is proposed to initiate the Emergency Control Centre in a "No Power" mode.

Statutory Environment

Emergency Management Act 2005

Policy Implications

Council will need to adopt the new arrangements.

Budget Implications

Training costs need to be met by local government.

Officer's Recommendation

The LEMC Committee recommends to Council that it adopts the rewritten Local Emergency Arrangements.

817	Moved/Seconded Ewen / Anderson	
That Council agrees with the recommendations in the report.		
	Results	Vote 11/0

10.3.3 Local Planning Strategy**Proponent: CEO**

Summary

This proposal seeks to have Council commence the strategic planning process required to assist preparation of the Shire's proposed new Local Planning Strategy which is required as part of the statutory review of the Shire's current operative Town Planning Scheme No.2.

Background

A major element of the Council's forward strategy is the preparation of a Local Planning Strategy which is effectively a strategic land use plan which provides guidance for future land use and development in the Shire over the next 15 to 20 years. Preparation of the Local Planning Strategy is a specific requirement of the Planning and Development Act 2005 and will be used as a basis for undertaking a comprehensive review of Town Planning Scheme No.2 which is required to be undertaken every five (5) years.

Comment

Council is required to develop a land use strategy which sets the direction for the Shire for the next fifteen to twenty years. Of course the strategy cannot be done in a vacuum and there are many other planning instruments that have to be taken into account and this paper will continue the information process.

Previously Councillors received an extract specifically relating to the Wheatbelt from a report that was prepared by the Institute of Regional Development within the University of Western Australia entitled "Regional Workforce Futures". In relation to an area such as Wagin the report saw a further decline in population working in parallel with a decline in numbers in the workforce. The effect of these two trends will be an aging population and a predicted decline in amenity with the overall effect being more dramatic for smaller towns.

That document should be regarded as the "do nothing" option. Do nothing and what is in the report will be the most likely outcome. However, Council has the role of designing a future for the Shire that should be better than the "do nothing" approach, otherwise why have a council?

The thirty year WA State Planning Strategy has a number of vision statements that are meant to apply to the Wheatbelt and an extract from that document is attached. This document proposes various actions by different agencies, not just local government, to pursue particular strategies designed to produce specified outcomes. They are broad enough and general enough to enable Council to design any sort of future for itself within the bounds of State Government policy.

The strategy document has a fairly common format and attached there are some extracts from some recently approved documents that outline the general index that is used. Over the next few months our planning consultants have to fill out each of those sections as they relate to Wagin. The generic material they can do pretty well by themselves but they require Council to provide the strategic input. Again what sort of Shire do you want this to be in fifteen to twenty years?

Narrogin Shire and Narrogin Town combined resources to develop a strategic land use plan that covers both local government areas. That document is a useful input to the Wagin process and Councillors have been provided with a CD that contains their soon to be released planning

documents. The style and form planned for the Wagin documents will be essentially the same style and form as the Narrogin documents.

As Councillors will note we have already begun to review many aspects of the plan except community development and that is the subject of a separate paper. In addition to the recent surveys that have been conducted to obtain public input on some issues, there will be the need to conduct at least one public forum generally and perhaps a series of smaller meetings to address particular issues.

The recent surveys indicate that most people in the Shire expect that the population of the Shire will both decline and get older which again reflects the “do nothing” approach. Most respondents would like to see a different scenario and are looking for leadership to map a different future. In this instance Council has a responsibility to provide that leadership.

The key to designing changes for the Shire lies with the strategic land use plan. Previously Councillors have been provided with maps of both the town and the Shire and some preliminary thought has been given to where the town may be expected to grow in future. In that discussion the consensus amongst Councillors was that Council would attempt to implement a growth strategy rather than adopt a “do nothing” approach. That consensus needs to be confirmed and some sort of target needs to be set.

As an example in 2000, during their strategic planning sessions, Ipswich City set a 25 year target to grow the population from the then 170,000 to 600,000 and they are now well on track to meeting that target. A comparable target for Wagin would be to set a 25 year target of something like 6,000 for the Shire. Whatever target is set Council will need to be able to defend that position with the electorate so some thought needs to be given to the issue.

Census figures for Wagin Shire population

Census	Males	Females	Total
1996	921	946	1,867
2001	857	866	1,723
2006	884	899	1,783

To this end the proposal is that the next Council meeting be devoted in part to a consideration of the issue of a 25 year population target. Our consultant planner, Joe Douglas is available to help facilitate the process to arrive at the first decision that is needed to establish the strategic direction for the Shire being a population projection.

Statutory Environment

- Planning and Development Act 2005
- Town Planning Regulations 1967 (as amended)

Policy Implications

Nil

Budget Implications

The total cost of preparing a new Local Planning Strategy and updated Town Planning Scheme for the Shire of Wagin is estimated to be in the order of **\$45,000.00 excluding GST**. This will include preparation of all required documentation and plans, reports to Council, liaison with and

correspondence to all relevant government agencies over the life of the project and all public advertising costs.

Officer's Recommendation

That Council, at its November meeting, makes a decision about the Shire's projected population in 25 years to be used as an initial input to the strategic planning process.

818	Moved/Seconded Morgan / Ewen	
That Council hold a Special Council meeting and meet with the Shire's planning consultant regarding a strategic plan for the Shire's projected population before the November Council meeting.		
	Results	Vote 11 / 0

Reason for difference: Council's decision was different to Officer Recommendation as it thought that it would take too long to include at an ordinary meeting of Council and that it would be good for the Shire's planning consultant to facilitate discussion.

Perth &

8.3.1 The Wheatbelt Region

In the next three decades, the Wheatbelt Region will be characterised by a range of expanded towns linked by improved

transport and commuter links to Perth. A range of consolidated service centres will grow throughout the region. The Wheatbelt will become an area of innovation in

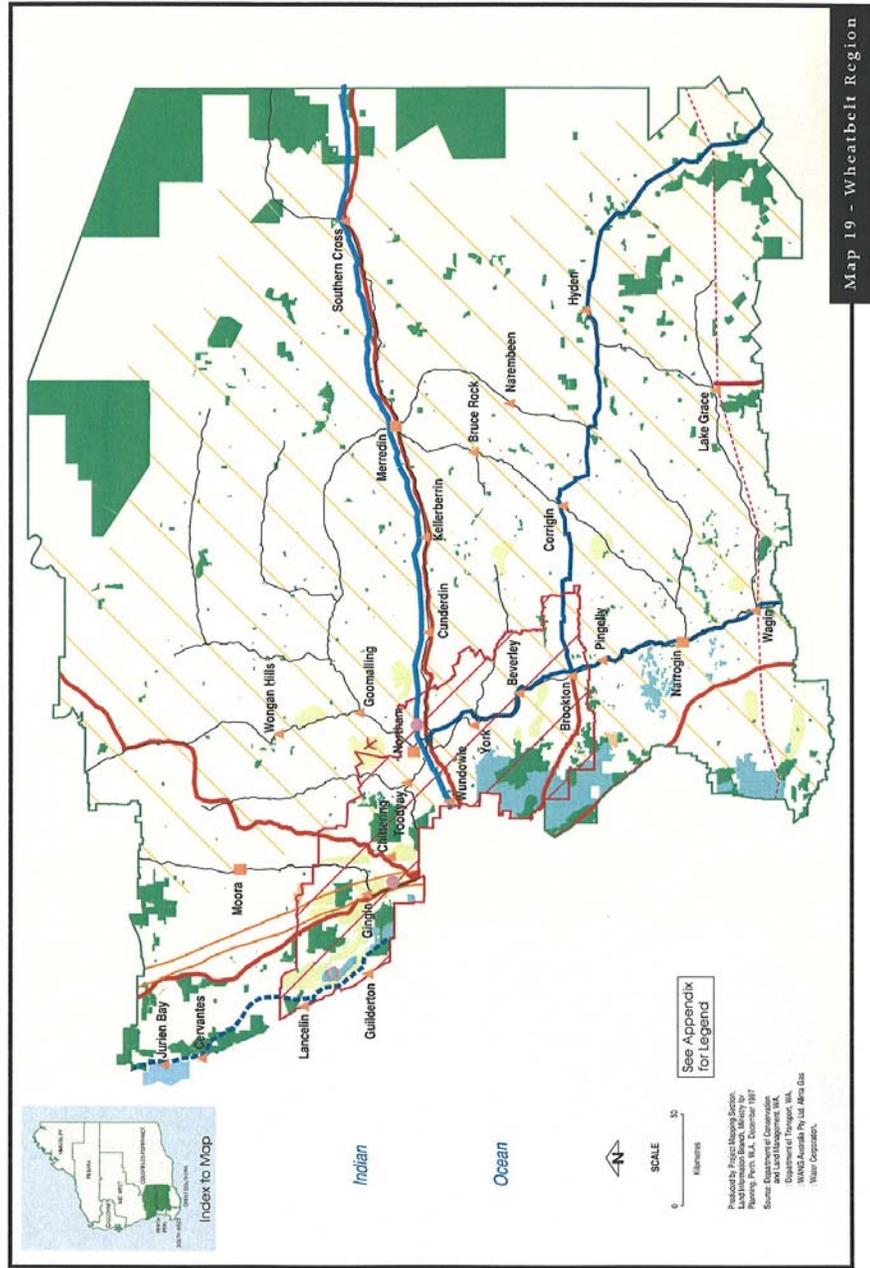
agriculture, environmental management and the development of downstream processing of agricultural and mining products. The region will develop stronger inter-regional, intra-regional and interstate linkages for both road and rail. Extensive rehabilitation of environmental damage to farmlands in the region will be undertaken.

Vision

The following strategies and actions have been identified as the first steps in achieving this vision.

Part 2

8.3.1 The Wheatbelt Region



Part 1

8.3.1 The Wheatbelt Region

<p>PRINCIPLES Environment and resources</p>	<p>STRATEGIES</p>	<p>ACTIONS</p>
	<p>Ensure that agricultural land is managed sustainably.</p>	<ul style="list-style-type: none"> • Plan and manage the rehabilitation of salt affected areas in the Wheatbelt in consultation with the local community. (AgWA, CALM, LG) • Promote revegetation strategies as a potential source of employment and economic development. (AgWA) • Revegetate water catchments to improve water quality, especially those catchments used for providing water supplies. (AgWA, WRC, DEP) • Adopt planning principles in the regional strategy to provide for sustainable environmental management. (WAPC, AgWA, DEP) • Investigate the use of performance-based standards for rural land, and for the application of these standards in town planning schemes. (WAPC, LG, DEP)
	<p>Protect natural resources (especially water resources) and prime agricultural land from incompatible development.</p>	<ul style="list-style-type: none"> • Identify and protect prime agricultural land of State and regional importance suitable for intensive and/or irrigated uses. (AgWA, WAPC, LG) • Ensure that uses which conflict with agricultural use are prevented. (WAPC, AgWA, LG) • Identify priority groundwater areas and surface catchment areas to be protected by catchment gazettal. (WRC) • Ensure basic raw material supplies near major regional towns are protected. (WAPC, DME, LG)
	<p>Protect landscape and cultural heritage values.</p>	<ul style="list-style-type: none"> • Prevent subdivision of regionally significant landscapes. (WAPC) • Preserve significant landscape areas outside the conservation estate under statutory region schemes as open space. (WAPC) • Protect culturally significant places through town planning schemes. (HCWA, LG)



8.3.1 The Wheatbelt Region

PRINCIPLES	STRATEGIES	ACTIONS
<p>Community</p>	<p>Promote opportunities to develop a range of communities.</p>	<ul style="list-style-type: none"> • Develop a range of rural and urban living environments in the Avon Arc. (WAPC)
	<p>Provide improved educational facilities.</p>	<ul style="list-style-type: none"> • Investigate the need for a "super school" in Merredin. (WDC) • Plan for the expansion of Muresk and associated infrastructure requirements. (WAPC, Curtin) • Investigate the establishment of a research centre in environmental management in the Wheatbelt. (Ministry of Premier and Cabinet)
<p>Economy</p>	<p>Promote opportunities for economic development.</p>	<ul style="list-style-type: none"> • Promote the diversification of local economies into markets such as mineral processing and service provision. (WDC, DRD, DME, DOCAT) • Investigate the area of land needed for strategic industry at Breton Bay and identify buffer areas which should not be subdivided and potential transport needs. (WAPC, DRD, Transport, MPWA, WDC) • Protect the Breton Bay industrial site until the State Government decides whether or not it is required for future development. (WAPC, DRD, WDC) • Encourage the relocation of significant numbers of chicken and pig farms from the Perth Region, and encourage agricultural downstream processing. (WDC, WAPC, AgWA) • Adopt innovative and flexible town planning schemes to allow future economic development. (LG, WAPC) • Assess current and future infrastructure requirements for the region to ensure new industries can develop. (WDC, LG) • Promote niche agricultural products, including aquaculture (fresh and saltwater). (WDC, AgWA, Fisheries)

Part 1

8.3.1 The Wheatbelt Region

PRINCIPLES	STRATEGIES	ACTIONS
	<p>Promote opportunities for economic development. (cont.)</p>	<ul style="list-style-type: none"> • Develop marketing strategies for niche high quality agricultural produce from the region. (WDC, AgWA, DOCAT) • Recognise tourism as a legitimate land use compatible with a range of existing land uses and incorporate into future regional planning strategies and town planning schemes. (WAPC, LG) • Promote the existing Meenaar industrial site for future industrial development. (WDC, LandCorp, DRD) • Promote tourism development in the Avon Arc and the Central Coast. (WATC, WDC)
<p>Infrastructure</p>	<p>Address the concerns arising from the decline of small rural settlements, leading to the loss of services through both government and private companies rationalising services.</p>	<ul style="list-style-type: none"> • Review planning responses to areas of low or declining population. (WAPC, DOCAT) • Facilitate the development of "one stop" shared/common government offices in small centres. (Government agencies) • Promote the further use of innovative public access to telecommunications, such as "telecentres". (WDC) • Identify essential infrastructure needs and funding options. (DOCAT, WDC)
	<p>Improve service delivery of regional infrastructure to a highly dispersed population.</p>	<ul style="list-style-type: none"> • Identify need for strategic regional infrastructure to growing centres in the Avon Arc, such as Gingin, Toodyay, Northam and York. (WDC, WAPC, WC, WP) • Develop infrastructure schedules for growth areas, particularly Avon Arc towns. (WAPC, WDC, WC, WP) • Develop better communications infrastructure. (WDC, DOCAT)

Perth

8.3.1 The Wheatbelt Region

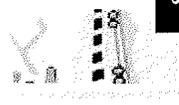
PRINCIPLES	STRATEGIES	ACTIONS
	<p>Provide a strategic transport network within and to the Wheatbelt Region.</p>	<p>Implement transport initiatives such as the Wheatbelt Regional Transport Strategy when completed (Transport), Roads 2020 Strategies and the Additional Funding Program for roads, including the following specific proposals:</p> <ul style="list-style-type: none"> • Continue to provide a rail commuter link from Northam to Perth, and investigate extensions to other urban centres if warranted. (Transport, Westrail) • Investigate bypasses for freight and heavy haulage traffic around Gingin, Toodyay, Narrogin, Dalwallinu and New Norcia. (MRWA, WAPC) • Investigate sites for a regional airport within the Avon Arc, possibly to accommodate general aviation expansion from Jandakot. (Transport)

PLANNING STRATEGIES

- Prepare a regional planning strategy for the Wheatbelt Region to focus on the Avon Arc (Brookton to Gingin). (WDC, WAPC)
- Prepare statutory region scheme for Avon Arc. (WAPC)
- Investigate the development of two comprehensively planned centres beyond the current urban fringe to the east in the Avon Arc area and to the north towards Lancelin. (WAPC, relevant government agencies)
- Identify in regional strategies areas of future urban growth and prohibit this land being subdivided/fragmented into special rural lots. (WAPC)
- Promote nodal urban settlement patterns in agricultural areas separated by agricultural/green belts. (WAPC)
- Prepare a structure plan for land between Wilbinga and Lancelin. (WAPC)
- Support the development of Jurien as the district centre for the Central Coast region. (WAPC, LG, WDC)



8.3 Planning for the Central Regions



Summary of Regional Vision Statements

WHEATBELT

- Development of a range of expanded and consolidated towns linked by improved transport infrastructure.
- Encouragement of innovation in agriculture, environmental management and downstream processing of agricultural products.
- Rehabilitation and protection of productive farmlands.
- Maintenance and enhancement of vibrant, viable inland communities.

GOLDFIELDS-ESPERANCE

- Development of minerals extraction and processing and tourism industries.
- Upgrading of strategic freight hub and tourist road networks to expand role of Kalgoorlie-Boulder as major centre and Norseman and Esperance as subregional centres.
- Protection of coastal environments and heritage sites.

MID-WEST

- Diversification of economic base in agriculture, mining, fishing, downstream processing and tourism.
- Development of services and attractions at Geraldton to confirm its role as major centre north of Perth.
- Protection of coastal and marine environments.
- Maintenance and enhancement of vibrant, viable inland communities.

Planning Initiatives

Regional Planning Strategies to be reviewed and updated for the Geraldton region and for the Central Coast and completed for the Wheatbelt and Goldfields-Esperance to:

- Provide a broad framework for land use planning.
- Guide tourism, economic and urban development.
- Guide the management of environmental areas.

Area Development Strategies for specific issue areas required in Mid-West, Goldfields-Esperance and Wheatbelt regions to be jointly prepared by the Western Australian Planning Commission and Development Commissions to:

- Provide integrated multi-disciplinary land use development plans addressing issues of competing demands.
- Facilitate the sustainable development of natural resources.
- Coordinate the provision of strategic infrastructure.

Growth Management Programs required in some areas to be implemented by:

1. Provision of a Statutory Region Scheme for Geraldton, Kalgoorlie-Boulder and the Avon Arc to:
 - Legally control development.
 - Protect key environmental areas.
 - Provide land for key strategic infrastructure.
2. Provision of Country Land Development Programs for Kalgoorlie-Boulder, Geraldton, Norseman and Esperance and planning assistance to Development Commissions and local governments for specific planning priorities.

TABLE OF CONTENTS

1.0 INTRODUCTION.....	1.
1.1 Requirement for a Local Planning Strategy	1.
1.2 Role & Purpose of a Local Planning Strategy	1.
1.3 Study Area	2.
1.4 State & Regional Planning Context	2.
1.5 Local Planning Context	6.
2.0 POPULATION & HOUSING STRATEGY	9.
2.1 Population	9.
2.2 Housing	10.
3.0 ECONOMIC DEVELOPMENT STRATEGY	12.
3.1 Agriculture	12.
3.2 Commerce & Industry	14.
3.3 Tourism.....	15.
3.4 Mineral Resources & Basic Raw Materials	16.
4.0 INFRASTRUCTURE & COMMUNITY SERVICES STRATEGY	17.
4.1 Water Supply.....	17.
4.2 Effluent Disposal.....	18.
4.3 Drainage.....	19.
4.4 Power & Energy	21.
4.5 Transport	22.
4.6 Telecommunications	24.
4.7 Waste Management	25.
4.8 Community Services & Facilities.....	27.
5.0 ENVIRONMENTAL PROTECTION & CONSERVATION STRATEGY	29.
5.1 Environment & Natural Resources.....	29.
5.2 Visual Landscape Protection.....	32.
5.3 Contaminated Sites	33.
5.4 Buffer Areas	34.
6.0 SETTLEMENT STRATEGY	36.
6.1 Urban Development	36.
6.2 Rural Living Development.....	43.
7.0 CULTURAL HERITAGE STRATEGY	46.
7.1 Aboriginal Heritage	46.
7.2 European Heritage	47.
8.0 STRATEGY PLANS	49.
8.1 Introduction.....	49.
8.2 Strategic Land Use Plan (Whole Shire)	49.
9.0 IMPLEMENTATION, MONITORING & REVIEW	55.
10.0 ENDORSEMENT	56.
Appendix 1 – Strategic Land Use Plan (Whole Shire)	57.

TABLE OF CONTENTS

1.	Introduction	5
	1.1 Scheme Review	5
	1.2 Background	5
	1.3 Scheme Objectives	5
	1.4 Scheme Area	6
2.	State and Regional Planning Context	8
	2.1 Introduction	8
	2.2 State Planning Strategy	8
	2.3 Avon Arc Sub-Regional Strategy	9
	2.4 SPP No.2.5 - Agricultural and Rural Land Use Planning	9
	2.5 Shire of Northam Strategic Plan	10
	2.6 Shire of Northam Local Rural Strategy	11
	2.7 Town of Northam Expansion Strategy	13
	2.8 Shire of Northam Municipal Heritage Inventory	13
	2.9 Conclusions	14
3.	Profile and Key Issues	15
	3.1 Land Use Issues	15
	3.2 Environmental Issues	26
4.	Community Participation	38
	4.1 Introduction	38
	4.2 Bakers Hill	38
	4.3 Clackline	41
	4.4 Grass Valley	44
	4.5 Individual Community Comments	46
5.	Local Planning Strategy	48
	5.1 Introduction	48
	5.2 Wundowie	48
	5.3 Bakers Hill	49
	5.4 Clackline and Spencers Brook	50
	5.5 Grass Valley	50
	5.6 Northam	51
	5.7 Subdivision in the Shire	52
	5.8 Overall Subdivision Strategy for the Shire of Northam	52
	5.9 Impact of Subdivision Strategy	56
	5.10 Special Control Area	57
	5.11 Buffer Zones	59
	5.12 Water Resources	62
	5.13 Rural Lots with No Road Access	63
	5.14 Feedlots	63
	5.15 Locally Undesirable Land Uses	64
	5.16 Conclusions	64
6.	Monitoring and Review	67
7.	References and Bibliography	68
	Appendix 1 – Local Planning Strategy Map	69

List Of Figures

		Page
Figure 1:	Shire of Northam Locality Plan	7
Figure 2:	Shire of Northam Local Rural Strategy	12
Figure 3:	Generalised Geology	29
Figure 4:	Soils of the Shire of Northam	30
Figure 5:	Shire of Northam Drainage Catchments	31
Figure 6:	Remnant Vegetation in the Shire of Northam	32

List of Tables

Table 1	Population of Local Government Areas	15
Table 2	Age and Sex Percentages of Shire Residents	16
Table 3	Population Projections for Shire and Town of Northam	16
Table 4	Projected Age Groupings as a Percentage of Total Population	16
Table 5	Occupied Private Dwelling Types	17
Table 6	Total Private Dwellings in Shire of Northam	17
Table 7	CALM Controlled Nature Reserves in Shire of Northam	34
Table 8	Subdivision Potential of Land around Shire Townsites	56
Table 9	Estimated Number of New Lots	57

*Shire of Denmark**Denmark Local Planning Strategy*

LOCAL PLANNING STRATEGY Table of Contents

1. INTRODUCTION.....	6
2. STATE AND REGIONAL PLANNING CONTEXT	7
2.1 STATE PLANNING STRATEGY	7
2.2 STATE PLANNING FRAMEWORK	9
2.3 OTHER RELEVANT STRATEGIES	9
2.4 SEA CHANGE.....	13
2.5 STATE WATER PLAN.....	14
3. LOCAL GOVERNMENT POLICY CONTEXT.....	16
3.1 STRATEGIC PLAN	16
3.2 SIGNIFICANT COUNCIL POLICIES AND STRATEGIES.....	17
3.2.1 <i>The Denmark Study</i>	17
3.2.2 <i>Review of The Denmark Study</i>	17
3.2.3 <i>Denmark Master Plan Project</i>	17
3.2.4 <i>Town Planning Scheme Policies</i>	18
3.2.5 <i>Strategic Planning Documents</i>	18
3.2.6 <i>Settlement Strategy for Denmark (1998)</i>	19
3.2.7 <i>Settlement Strategy Recommendations:</i>	19
3.2.8 <i>Rural Settlement Strategy (1999)</i>	20
3.2.9 <i>Rural Catchment Policies</i>	20
3.2.10 <i>Rural General Policies</i>	21
3.2.11 <i>Commercial Strategy (1999)</i>	21
3.2.12 <i>Commercial Recommendations</i>	21
3.2.13 <i>South Coast Highway Commercial Developments</i>	22
3.2.14 <i>Denmark Industrial Area Site Selection Study</i>	22
3.2.15 <i>Strategic Planning To Date</i>	23
3.2.16 <i>The Denmark Greening Plan</i>	23
3.2.17 <i>Preliminary Public and Government Consultation</i>	24
3.2.18 <i>Strategic Planning for the Shire of Denmark (2006)</i>	24
4. DENMARK PROFILE AND KEY ISSUES.....	26
4.1 GENERAL	26
4.2 POPULATION, EMPLOYMENT AND EDUCATION	26
4.3 SETTLEMENT PATTERN	39
4.4 INFRASTRUCTURE	40
4.4.1 <i>Transport/Roads</i>	40
4.4.2 <i>Power/Water/Wastewater/Telephone</i>	40
4.4.3 <i>Community Use</i>	43
4.4.4 <i>Basic Raw Materials</i>	43
4.5 COMMERCIAL GROWTH AND EMPLOYMENT	44
4.5.1 <i>COMMERCIAL GROWTH</i>	44
4.5.2 <i>Employment</i>	45
4.6 ENVIRONMENT	46

*Shire of Denmark**Denmark Local Planning Strategy*

4.6.1	GENERAL	46
4.6.2	<i>Vegetation and Fauna</i>	46
4.6.3	<i>Rainfall</i>	47
4.6.4	<i>Waterways/Wetlands</i>	47
4.6.5	<i>Groundwater</i>	49
4.6.6	<i>Coastal Environment</i>	49
4.6.7	<i>Visual Amenity</i>	50
4.6.8	<i>Weed Control</i>	50
4.6.9	<i>Feral and Exotic Animal Control</i>	51
4.7	INDUSTRY	51
4.7.1	<i>Existing Industrial Land</i>	51
4.7.2	<i>Denmark Industrial Site Selection Study (1999)</i>	52
4.8	CULTURAL HERITAGE.....	56
4.8.1	<i>General</i>	56
4.8.2	<i>Aboriginal</i>	56
4.8.3	<i>European</i>	57
5.	STRATEGIC PLAN	59
5.1	INTRODUCTION	59
5.2	RURAL ISSUES.....	59
5.3	RURAL RESPONSE	59
5.4	URBAN ISSUES	60
5.5	URBAN RESPONSE.....	60
5.6	COMMERCIAL ISSUES	61
5.7	COMMERCIAL RESPONSE	61
5.8	INDUSTRIAL ISSUES.....	61
5.9	INDUSTRIAL RESPONSE	62
6.	STRATEGIES AND ACTIONS	62
6.1	RURAL AREAS.....	62
6.1.1	<i>Catchment Management/Objectives/Policies</i>	62
6.1.2	<i>Priority Agricultural Land</i>	63
6.1.3	<i>Rural Smallholdings</i>	64
6.1.4	<i>Rural Residential</i>	67
6.1.5	<i>Landscape Protection</i>	70
6.1.6	<i>Conservation Lots</i>	71
6.1.7	<i>Multiple Occupancy</i>	72
6.1.8	<i>Tourist Nodes</i>	72
6.1.9	<i>Nodal Rural Settlements</i>	74
6.1.10	<i>Tree Plantations</i>	92
6.1.11	<i>Horticulture</i>	94
6.1.12	<i>Aquaculture</i>	95
6.1.13	<i>Rural Industry</i>	98
6.1.14	<i>Catchment Policies</i>	99
6.2	URBAN SETTLEMENT	114
6.2.1	<i>Planning Units</i>	114
6.2.2	<i>Holiday Accommodation in Residential Areas</i>	143
6.2.3	<i>Public Open Space in Residential Areas</i>	144

<i>Shire of Denmark</i>	<i>Denmark Local Planning Strategy</i>
6.2.4 Home Occupation/Business in Residential Areas.....	144
6.2.5 Rights-of-Way in Residential Areas.....	146
6.2.6 Urban Stormwater Management	148
6.2.7 Town Planning Scheme Policy for Specified Residential Areas.....	149
6.2.8 Energy Efficiency in Subdivision Design and House Design	150
7. MONITORING AND REVIEW	173

*Shire of Denmark**Denmark Local Planning Strategy***LIST OF TABLES**

Table No.	Title
1	Estimated Resident Population, 30 June
2	Estimated Resident Population by Sex and Age 30 June 2003
3	Demographics
4	Population Characteristics
5	Households and Family Types
6	Nature of Housing Occupancy
7	Weekly Individual Income
8	Selected Income Support Customers
9	Aboriginal and Torres Strait Islander People
10	Religion
11	Language Mainly Spoken at Home
12	Country of Birth
13	Employed Persons by Industry
14	Employed Persons by Industry Sector
15	Labour Market, June Quarter
16	Government Schools
17	Non Government Schools
18	Estimated and Projected Population
19	1999 Commercial Floorspace
20	2003 Commercial Floorspace
21	Commercial Floorspace Estimates 2003 – 2019
22	Rural Smallholdings Potential Yield
23	Existing Rural Residential Zones
24	Existing Landscape Protection Zones
25	Tourist Nodes Preferred Level of Development
26	Future Urban Land
27	Type 1 and Type 2 Bushfire Hazard Assessment Levels

LIST OF FIGURES

Figure No.	Title
1	Estimated Resident Population
2	Proportion of Resident Population by Age Groups, 30 June
3	Estimated Resident Population 2000/01
4	Demographics
5	Usual Residents as at Census Night
6	Family Types
7	Nature of Housing Occupancy
8	Weekly Individual Income
9	Selected Income Support Customers 2003
10	Proportion of Indigenous Population by Age Group, 2001
11	Religion
12	Language Mainly Spoken at Home
13	Place of Birth, Overseas Born Usual Residents
14	Selected Industries of Employed Persons
15	Industry Sector of Employed Persons
16	Unemployment Rate
17	Schools
18	Students
19	Estimated and Projected Population
20	Rainfall Isohyets
21	Peaceful Bay Structure Plan (Approved June 2001)
22	Bow Bridge Conceptual Structure Plan – Stage 1
23	Bow Bridge Conceptual Structure Plan – Stage 2
24	Residential Rights-Of-Way
25	Typical 5m Laneway in an Established Residential Area
26	Site Planning for a Single House
27	Steps in the Emergency Risk Management Process
28	Landslip
29	Airstrip Environs Special Control Area

Shire of Denmark

Denmark Local Planning Strategy

LIST OF PLANS

Plan No.	Title
1	Priority Agricultural Land
2	Rural Districts
3	Urban Settlement
4	Commercial

TABLE OF CONTENTS

EXECUTIVE SUMMARY.....	i
Protecting the Environment.....	i
Protecting Agricultural Land.....	i
Water Resources.....	ii
Population and Housing.....	ii
Sustainable Settlements.....	ii
Infrastructure.....	iii
Summary of Strategic Objectives and Actions.....	iv
Implementation and Monitoring.....	viii
1 INTRODUCTION.....	1
1.1 BACKGROUND.....	2
1.2 REPORT FRAMEWORK.....	3
2 PLANNING CONTEXT.....	4
2.1 STATE PLANNING STRATEGY.....	5
2.2 REGIONAL PLANS.....	6
2.3 STATE AGENCIES.....	10
2.4 CITY OF ALBANY PLANNING REQUIREMENTS.....	11
3 SUSTAINABILITY.....	12
3.1 FEDERAL AND STATE REQUIREMENTS.....	13
3.2 CITY OF ALBANY INITIATIVES.....	14
4 ENVIRONMENT.....	15
4.1 BIODIVERSITY.....	16
4.1.1 Ecosystems and Biodiversity.....	16
4.1.2 Threatened Fauna and Flora.....	17
4.1.3 Climate Change.....	18
4.2 VEGETATION.....	20
4.2.1 Remnant Vegetation and Linkages.....	20
4.2.2 Vegetation Clearing.....	25
4.2.3 Fire Management.....	26
4.2.4 Weed Management.....	28
4.3 TERRESTRIAL.....	29
4.3.1 Salinity.....	29
4.3.2 Coastal Development.....	29
4.3.3 Contaminated Sites.....	32
4.4 WATER.....	34
4.4.1 Potable Supplies.....	34
4.4.2 Non-Potable Supplies.....	36
4.4.3 Flooding/Drainage.....	37
4.4.4 Wetlands.....	38
4.4.5 Harbours and Marine.....	40
4.4.6 Rivers and Tributaries.....	41
4.5 LAND USE IMPACTS.....	43
4.5.1 Land Use Conflict.....	43
4.5.1.1 Albany Airport.....	43
4.5.1.2 Albany Port Noise Buffer.....	46
4.5.1.3 Industrial Area Buffers.....	48
4.5.1.4 Major Sport Venues.....	49
4.5.1.5 Sewer and Water Treatment Plants.....	51
4.5.1.6 Rock Quarry.....	51
4.5.1.7 Transport Infrastructure.....	51
4.5.2 Visual Amenity.....	52
4.5.3 Public Safety.....	53
5 ECONOMY.....	56
5.1 EMPLOYMENT.....	57
5.2 COMMERCE.....	59
5.2.1 Retail and Commerce.....	59
5.2.2 Other Business Activity.....	63

5.2.3	Development Requirements.....	64
5.3	INDUSTRY.....	66
5.3.1	Existing Industrial Sites.....	66
5.3.1.1	Mirambeena Strategic Industrial Estate and Down Road Timber Processing Precinct.....	66
5.3.1.2	Pendee Industrial Estate.....	67
5.3.1.3	Lower Denmark Road Industrial Estate.....	68
5.3.1.4	Milpara Industrial Estate.....	68
5.3.1.5	Hooper Road Special Industrial Estate.....	69
5.3.1.6	Centennial Park Mixed Use Area.....	69
5.3.1.7	Other Local Industries.....	69
5.3.1.8	Rural Industries.....	70
5.3.2	Manufacturing.....	71
5.3.3	Fishing and Aquaculture.....	71
5.3.4	Mineral Resources and Basic Raw Materials.....	73
5.4	TOURISM.....	75
5.4.1	Destination Sites.....	76
5.4.2	Accommodation.....	76
5.4.3	Eco-Tourism.....	77
5.4.4	Albany Icons.....	77
5.5	AGRICULTURE.....	80
5.5.1	Priority and General Agriculture.....	80
5.5.2	Farm Forestry.....	82
5.5.3	Intensive Agriculture.....	83
5.5.4	Intensive Animal Keeping.....	84
6	SOCIAL.....	85
6.1	RESIDENTIAL POPULATION.....	86
6.1.1	Existing Population.....	86
6.1.2	Age and Sex.....	86
6.1.3	Population Growth Trends.....	87
6.1.4	Seniors.....	87
6.1.5	Youth.....	87
6.2	HOUSING.....	89
6.2.1	Household Structure.....	89
6.2.2	Existing Housing.....	89
6.2.3	Future Housing Needs.....	89
6.2.4	Rural Townsites.....	91
6.2.5	Housing Choice.....	92
6.3	COMMUNITY, HERITAGE AND CULTURAL.....	94
6.3.1	Community Services.....	94
6.3.2	Local Government Buildings.....	95
6.3.3	Heritage.....	95
6.3.4	Aboriginal Heritage and Culture.....	96
6.3.5	Art.....	97
6.4	INFRASTRUCTURE SERVICING.....	98
6.4.1	Energy.....	98
6.4.2	Potable Water.....	99
6.4.3	Effluent Disposal.....	100
6.4.4	Telecommunications.....	101
6.4.5	Health.....	102
6.4.6	Education.....	102
6.4.7	Recreation.....	103
6.5	TRANSPORT.....	105
6.5.1	Roads.....	106
6.5.2	Rail.....	106
6.5.3	Pathways.....	107
6.5.4	Public Transport.....	108
7	PLANNING CONSTRAINTS AND OPPORTUNITIES.....	110
7.1	REGIONAL PLANNING REQUIREMENTS.....	110

7.2	PLANNING CONSTRAINTS	111
7.3	PLANNING OPPORTUNITIES.....	112
8	STRATEGIC DIRECTION.....	113
8.1	OVERVIEW	113
8.2	STRATEGIC PLANNING OBJECTIVES	114
8.3	SETTLEMENT STRATEGY	116
8.3.1	Strategic Settlement Direction.....	116
8.3.2	Urban Lot Consolidation and Staged Incremental Development	117
8.3.3	Urban Infill	120
8.3.4	Protection of Future Urban Land.....	121
8.3.5	Rural Living	121
8.3.6	Rural Villages.....	124
8.3.7	Key Outcomes and Monitoring Indicators	127
8.4	ENVIRONMENTAL STRATEGY	128
8.4.1	Biodiversity.....	128
8.4.2	Vegetation and Landscape	129
8.4.3	Terrestrial.....	130
8.4.4	Water Resources	131
8.4.5	Land Use Impact/Risks	132
8.4.6	Key Outcomes and Monitoring Indicators	133
8.5	ECONOMIC STRATEGY	135
8.5.1	Employment	135
8.5.2	Commerce.....	136
8.5.3	Industry	137
8.5.4	Tourism	139
8.5.5	Agriculture.....	140
8.5.6	Key Outcomes and Monitoring Indicators	141
8.6	SOCIAL STRATEGY	142
8.6.1	Population	142
8.6.2	Housing.....	142
8.6.3	Community, Heritage and Cultural.....	143
8.6.4	Infrastructure Servicing Strategy.....	144
8.6.5	Transport Strategy	145
8.6.6	Key Outcomes and Monitoring Indicators	147
9	IMPLEMENTATION	148
9.1	ACTION PRIORITIES.....	148
9.2	CITY OF ALBANY COMMUNITY PLANNING SCHEME A.....	148
9.3	PRECINCT PLANS	148
9.4	STRUCTURE PLANS.....	149
9.5	STRATEGIES AND STUDIES.....	150
9.6	LAND DEVELOPMENT PROGRAM	150
9.7	MONITORING AND REVIEW	150

FIGURES

Figure 1:	Planning Hierarchy
Figure 2:	Draft Lower Great Southern Strategy
Figure 3:	Albany Greenways (Rural)
Figure 4:	Albany Greenways (Urban)
Figure 5:	Albany Airport Noise Buffer
Figure 6:	Albany Port Noise Buffer
Figure 7:	Speedway Noise Buffer
Figure 8:	Draft Retail Development Strategy
Figure 9:	Regional Town Centre Strategy

TABLES:

Table 1:	Persons Employed by Industry
Table 2:	Number of Lots Created 2004/05 - 2005/06
Table 3:	Rural Townsites: Existing & Proposed

MAPS:

Map 1	Study Area
Map 2	Ecological Value of Remnant Vegetation
Map 3	Environment and Natural Resources
Map 4	Water Resources
Map 5A	Priority and General Agriculture: Rural
Map 5B	Priority and General Agriculture: Urban
Map 6A	Existing Land Zoning: Rural
Map 6B	Existing Land Zoning: Urban
Map 7	Settlement and Tourism
Map 8A	Infrastructure: Rural
Map 8B	Infrastructure: Urban
Map 9A	Strategic Plan: Rural
Map 9B	Strategic Plan: Urban

10.3.4 Operational leasing of Plant**Proponent: CEO****Summary**

This proposal seeks to have Council agree to establish operational leases for some plant items.

Background

Many Councils have looked at the feasibility of acquiring plant on operational leases instead of outright purchases and this paper explores that option for Wagin.

Comment

The current process used to purchase plant is to trade in one item on a replacement item. The final cash cost of the changeover is not known until the trade-in occurs and depends upon the price of the new item and the trade-in received on the old item. Once the item is purchased a reserve is built up to cover the estimated cost of changing the item over again at some point in the future, say five years. The funds that are set aside earn some interest but the estimated cost of the new item in five years is a fairly rubbery estimate. The item, once purchased, has to be entered into the asset register and depreciated on an annual basis and after disposal an accounting adjustment is usually required to reconcile the book value and the trade-in value.

An Operating Lease is simply a rental agreement and at the end of the agreement the item of plant is simply handed back. There is no concern as to the trade-in value of the vehicle and a new item is secured simply by entering into a new lease agreement. The item, as it is rented, is not entered on the asset register and therefore is not depreciated. At the end of the term no accounting adjustments have to be made to reconcile book value and trade-in value.

A major benefit of moving to operating leases is that it frees up capital both in terms of the reserve that has been built up for the purchase of the new item as well as the capital represented in the trade-in value of the plant item. Comparing the cost advantage between leasing and direct purchase is a complicated process involving assumptions about interest rates both for investment as well as for financing although there are programs that handle the calculations quite easily. We asked a WALGA preferred finance group to do a series of cost only comparisons between the two options for a range of items. The results are in the table below and weighed against these cash comparisons are other considerations as outlined above such as the reduction in administration as well as the release of tied up capital.

Item	Cost	Term in years	Cash difference over term
11m Mitsubishi tip truck	\$236,940	5	-\$445.42
CCTV	\$50,000	3	-\$1,139.77
Computer system	\$20,000	3	-\$3.03
Wheelie bins	\$40,000	5	-\$838.44

These figures were provided before the recent changes to interest rates and the general rule of thumb is that the cash benefit moves more in favour of leasing as the interest rates decrease. It is really the decrease in the differential between what interest you can get on your money and what interest you have to pay for money. The smaller that gap the more advantageous it is to lease.

The items in the table are examples only and the tip truck is of a higher standard than the one that is proposed for Wagin. As can be seen from the table there is very little cash advantage in direct purchase of the types of items listed and this would be more than offset by the administration costs of dealing with a direct purchase. The table also makes no account of the amount of capital that would be freed up by adopting a lease approach which in the case of the truck amounts to around \$150,000 for Wagin.

A further advantage of leasing is that it removes the disposal risk from the buyer. In times of boom there is usually no problem with disposing of items of plant but the current economic situation indicates at least a period of economic hardship ahead if not a recession or worse. A further advantage is that the leasing company can usually get a better purchase price through their volume business than would be available to a single buyer and this would apply particularly to large plant items.

The firm also provided a list of over twenty councils across Australia that currently lease their plant items through them and most of those councils are cities and therefore larger than Wagin.

Statutory Environment

Policy Implications

Replacing the tip truck by way of an operational lease is virtually cash neutral over 5 years and would free up an immediate \$150,000 from reserves and trade in income. Some of this would need to be set aside for monthly payments for the balance of the year but the surplus can be utilised for other purposes as determined in the next budget review.

Budget Implications

Officer's Recommendation

That Council considers plant replacement on a case by case basis by way of operational lease in future and in the immediate term the pending tip truck replacement be by way of an operational lease.

819	Moved/Seconded Morgan / Cumming	
That the Works and Services Committee considers plant replacement on a case by case basis by way of operational lease in future and in the immediate term the pending tip truck replacement be referred to Works and Services Committee.		
	Results	Vote 11/0

Reason for difference: Council's decision was different to the Officer Recommendation as it thought the Works and Services Committee should be making recommendations to Council regarding the purchase/leasing of plant..

10.3.5 Water Corporation Agreement**Proponent: CEO**

Attachments

Recycled Water Supply Agreement – Council Business Papers

Summary

This proposal seeks to have Council agree to the signing and sealing of a new agreement with the Water Corporation in relation to our use of recycled water.

Background

Many Councils use recycled water from the Water Corporation Waste Water Treatment Facilities in their towns and Wagin is no exception. Currently the Shire takes about 35% of the capacity of the Wagin facility and this proportion is lower than the norm for councils in Western Australia.

Comment

The attached draft agreement is for a term of five years. At this stage the water is at no cost and if they start to put a price on it, which they don't anticipate doing in the short term, we have the option to just walk away at the end of the term.

Other councils using a scheme such as this take on average 55% of the treated waste water from the facilities in their town. As mentioned above Wagin only takes 35% and there seems to be no water quality reason for this so the opportunity is there to use more water from this source.

At a recent meeting with some regional managers from Water Corp they were not aware that we had built a new dam and had therefore increased our ability to store water from all sources over the winter period. They inspected the new dam and were of the view that it is ideal for treated waste water storage and that it gives us a wide range of options in water management. However the Health Department has a range of conditions that we will need to address in order to store treated waste water in any facility.

The Department of Health fencing requirements are that "all wastewater ponds, storage dams and tanks shall be surrounded by a 1.8 metre wire mesh fence, with a lockable access gate and posted with warning signs. All ponds, dams and tanks are to be maintained on a regular basis to ensure banks are kept free of weed growth and mosquito breeding at all times." We are currently in the process of determining what sorts of costs this might involve and a preliminary estimate is around \$10,000 and we are pursuing alternative avenues of funding to cover this cost. The fence has to be there before any treated waste water is there.

Statutory Environment**Policy Implications****Budget Implications**

Water Corporation generally covers half the cost of fences in this situation and that option is being explored. Also, as the water is being primarily used on sporting facilities, the State Government through the Department of Sport and Recreation have met the cost of fencing this type of facility in the past and that avenue is being explored as well. The net cost to Council of the required fence is expected to be nil.

Officer's Recommendation

That Council agrees to the terms of the agreement and also approves the fixing of the seal to the agreement in due course.

820	Moved/Seconded Blight / Morgan	
That Council refer this item to the Works and Services Committee for further consideration.		
That Council recommend to the Works and Services Committee to consider varying the terms of the agreement to include a condition that it only has take recycled water when it needs to before the agreement is accepted by Council.		
	Results	Vote 11/0

Reason for difference: Council's decision was different to the Officer Recommendation as it would like the agreement to be changed so the Shire only has to take recycled water when it needs to.

Council adjourned the meeting at 6.46 pm

The Council meeting resumed at 7.16 pm

10.3.6 4WD Minutes**Proponent: CEO**

Summary

This proposal seeks to inform Council of the progress of the 4WD group.

Background

Since July the 4WD group of Councils have been meeting on a regular monthly basis. These meetings have involved primarily the CEO's but have on occasion involved other staff such as the Deputy CEO's once and the Works Managers once. At the last meeting in September each Council was asked to send along at least two representatives one being either the President or the Deputy President.

Comment

A separate item refers to the signing of an agreement to establish the 4WD VROC. That meeting was addressed by Caroline Tuthill, a senior project officer in the Community Capacity Building Division of the DLGRD. Her division currently has approximately \$900,000 available for grants for the sorts of things that VROC's are established to do. In a follow up email she wrote:

The meeting with the 4WD shires was very positive and also an opportunity for me to hear first hand ways you may be able to work cooperatively to develop greater efficiencies within your administrative processes. As discussed at the meeting, the move to develop a common IT platform from which to support a financial system amongst the shires will certainly facilitate opportunities for resource sharing. Once you have completed a feasibility study which identifies the costs required to implement a proposed IT system across the shires, an application form (attached) for implementation funding will need to be completed, which I can assist you with if needed.

Work has commenced on the required feasibility study and we have additional vendor meetings on 20 October. From the above it is clear that one of the first items to be addressed are the computer systems in each Council which is not only the hardware and core operating systems but also the software that is in use with emphasis on the financial packages.

The meeting was also addressed by Tony Brown who is the Executive Manager, Governance and Strategy at WALGA and one of the chief architects of the SSS Report. His advice was that the way ahead for the 4WD was to establish a VROC and clarify what things need to be dealt with on a Regional basis. He made the point that efficiencies are simply one objective; delivering better service is probably a more important objective. That is it is not a matter of doing the same with less but doing more with the same.

The minutes of the last three meetings are attached for information.

Statutory Environment**Policy Implications****Budget Implications****Officer's Recommendation**

That Council receives and notes the minutes of the 4WD meetings for this financial year.

821	Moved/Seconded Cumming /Blight	
That Council agrees with the recommendations in the report.		
	Results	Vote 11/0

822	Moved/Seconded Anderson /Ballantyne	
That Council authorises the Chief Executive Officer to sign the attached Memorandum of Understanding to establish a voluntary regional organisation known as the 4WD Voluntary Regional Organisations of Councils (4WDVROC).		
	Results	Vote 11/0

NAME

The name of the voluntary regional organisation is the ...4WD.....Voluntary Organisation of Councils (4WDVROC)

PURPOSE

A Memorandum of Understanding between the Shires of Dumbleyung, Wagin, West Arthur, Williams and Woodanilling is to establish a working partnership:

- To achieve recognition of 4WD as a viable, political, social and economic region
- To enhance service delivery and infrastructure for our collective and individual communities
- To achieve a sustainable, cost effective model for the sharing of resources
-

PARTIES TO THE MOU

The Shires of Dumbleyung, Wagin, West Arthur, Williams and Woodanilling.

OBJECTIVES

1. To share opportunities, resources, and intellectual property to reduce any duplication and increase the outcomes of the opportunities identified.
2. To improve asset management and gain better utilisation of assets.
3. To adopt a regional wide focus and demonstrate this by including regional strategies in the individual Shire Strategic planning process.
4. To establish and maintain effective communication and consultative mechanisms between the Shires of Dumbleyung, Wagin, West Arthur, Williams and Woodanilling and their communities, on policy, processes and important issues using a change management strategy.
5. To position 4WDVROC to respond to any requirements for Regional Local Government.

PRINCIPLES

In entering this MOU all the parties agree to abide by the following principles, as established between the Shires.

OVERARCHING PRINCIPLE

To develop an alliance consisting of Dumbleyung, Wagin, West Arthur, Williams and Woodanilling that responds proactively to the changing environment while retaining their individual identities.

GENERAL PRINCIPLES**1. Partnerships**

- a. Recognise that partnerships between the Shires in the MOU are essential to achieve sustainable social, environmental and economic development of the region.
- b. Be flexible and open to new approaches to service delivery and funding
- c. Recognise and acknowledge the needs and constraints of all spheres of government, community and stakeholders.
- d. Recognise that new partnership agreements may be considered if initiated by either State or Local Government.

2. Roles and Responsibilities

- a. Identify, understand and respect the roles and responsibilities of all parties.
- b. Ensure that these roles and responsibilities are considered and respected in all decision making.
- c. Recognise and respect the role that each plays in enhancing sustainable social, environmental and economic development of the region.

3. Communication

- a. Open and timely communication on issues of relevance to the region.
- b. Recognise the need for confidentiality of discussion until a mutually agreed time.

4. Consultation

- a. Appropriate consultation to facilitate understanding and consensus.

5. Service Delivery

- a. Continual improvement practice in the efficiency, effectiveness, timeliness and appropriateness of local government service delivery.

6. Outcomes

- a. Well defined and agreed outcomes and performance measures for all projects and activities.
- b. Adopt a realistic approach to funding and resource issues, including opportunities for development of local assets for the benefit of the people of the region.
- c. Commitment to contribute resources and expertise to the partnership process.

7. Accountability

- a. A transparent approach where changes to roles, responsibilities and budgets are negotiated and agreed and resources necessary to implement changes are identified.
- b. Undertake open assessments of the effectiveness of agreements.
- c. Have clearly defined reporting, dispute resolution and review mechanisms.

MEMBERSHIP COMMITTEE

Appointment of committee

- a) Each MOU party is to have two representative voting members
- b) Elected members and officers of each MOU party may participate in meetings in a non-voting capacity

Chairperson

There will be a rotational Chairperson who will be an elected member of the host Shire.

Role of representatives of 4WDVROC

- a) Represents the interests of the individual Shires, rate payers and residents of the Region;
- b) Facilitates communication between the community of the Region and 4WDVROC;
- c) Participates in the decision-making processes at meetings of 4WDVROC and it's committees;
- d) Represents and undertakes actions on behalf of 4WDVROC as authorised by 4WDVROC

Decision Making Process

- a) In all Strategic and Planning issues, consensus will be reached to make recommendations back to individual MOU parties Councils for ratification.
- b) Where voting is required on approved operational issues a simple majority prevails.
- c) In relation to membership of 4WDVROC any decision must be absolute.

FINANCIAL CONTRIBUTIONS**Annual Contributions**

- a) As determined by consensus each party will contribute to meet project and secretariat financial needs.

Manner of payment

The contributions shall be paid by each party to the 4WDVROC in a manner determined by the VROC.

PROJECTS**Requirements**

4WDVROC shall only undertake a Project once it is satisfied that any services and facilities will:

- a) Integrate and coordinate, so far as practical, with any provided by the Commonwealth, State or any public body;
- b) Within the district of a party, do not duplicate, to an extent that the party consider inappropriate, services or facilities provided by the Commonwealth, the State or any other body or person, whether public or private; and
- c) Are managed efficiently and effectively

Project Plan to be prepared

Where 4WDVROC is considering a proposed Project it shall prepare a Project Plan.

Contents of a Project Plan

Project Plan should include:

- a) Clearly defined project purpose, objectives and outcomes;
- b) Cost Benefit analysis for the parties;
- c) A Project action plan with clear timelines and performance milestones clearly outlined;
- d) A financial plan which includes the following:
Project Budget which includes :
Grant or other funding
Parties contributions

Project expenses
Administrative expenditure
Human resource cost
a dollar cost of in kind contributions
Recurrent budget if required which includes:
Revenue
Expenditure
Human resource cost
Program maintenance and asset management costs

Capital budget if required
Capital Expenditure
Capital replacement plan

Cash flow budget
Grant payment timelines
Payment of the parties contributions
Expenditure to project timelines.

- e) Risk Management Plan of the Project Plan
- f) Human resource plan that includes
 - Manpower requirements
 - Skill requirements
 - Training requirements
 - Salary and oncost and any incentive plan
- g) The proportion entitlements or liability, of the Project Parties in the event that the Project is wound up;
- h) The manner of payment of the entitlement or liability;
- i) The procedure for the giving of notice by a Project Party from the Project including the period of notice;
- j) The entitlement, if any, of a party which is not a Project Party to join a Project and the procedure to be followed including the period of notice given by that Party.

Parties to be given Project Plan

Upon completion of the Project Plan 4WDVROC shall give a copy of the Plan to each of the Parties.

Election to Participate in Project

Each party shall, within a reasonable period determined by 4WD.VROC, elect whether to participate in the Project by giving notice of its election to 4WDVROC.

Review of Project Plan

As soon as practicable after the period referred to in the Project Plan:

- a) Review the Project Plan and its viability having regard to the number of Parties who have elected to participate;
- b) Decide whether to proceed with the Project; and
- c) Give notice to each of the Project Parties of its decision.
- d) Budget Approvals

Project Parties to be Bound

Where 4WDVROC decides to proceed with a Project and gives notice of its decision to each of the Project Parties then each of the parties shall be bound by the terms of the Project Plan in a new project agreement.

Winding up of Project

The 4WDVROC may resolve to wind up a Project. An absolute majority vote will be required by the 4WDVROC to resolve to wind up any Project.

Division of Assets

If a Project is to be wound up and there remains after satisfaction of all its debts and liabilities, any property and assets of the Project then the property and assets shall be realised and the proceeds along with any surplus funds shall be divided among the Project Parties in the proportions referred to in the Project Plan.

Division of Liabilities

If a project is wound up and there remains any liability or debt in excess of the realised property and assets of the Project then the liability or debt is to be met by the Project Parties in the proportions referred to in the Project Plan.

Indemnification by Project Parties of SEAVROC

If a project is wound up then the Project Parties shall indemnify 4WDVROC (in the proportions referred to in the Project Plan) with respect to that liability or debt.

TERM AND TERMINATION**Term of Agreement**

Unless wound up this agreement will remain in place in perpetuity

Winding up by Agreement

The parties may, by agreement, wind up 4WDVROC.

Division of Assets

If 4WDVROC is wound up and there remains, after satisfaction of all its debts and liabilities, any property and assets of 4WDVROC then the property and assets shall be realised and the proceeds along with any surplus funds shall be divided among each of the Parties in the proportions referred to in the Agreement.

Division of Liabilities

If 4WDVROC is wound up and there remains any liability or debt in excess of the realised property and assets of 4WDVROC then the liability or debt is to be met by each of the Parties in the proportions referred to in the Agreement.

WITHDRAWAL OF A PARTY**Withdrawal**

Parties may at any time advise 4WDVROC of their intent to withdraw from 4WDVROC.

When withdrawal to take effect

Withdrawal will take effect as from the end of the relevant financial year with a minimum of 3 months notice.

Entitlement or Liability of Withdrawing Party

As soon as practicable following withdrawal taking effect on 30 June 4WDVROC shall:

- a) Distribute to the Party an amount equal to the proceeds and any surplus funds which would have been payable if 4WDVROC was wound up; or
- b) Be entitled to recover from the Party an amount equal to the liability or debt which would have been payable by the Party if the 4WDVROC was wound up.

Parties May be Required to Pay Distribution

If the 4WDVROC is unable to meet the distribution referred to above from funds on hand then, unless the 4WDVROC decides otherwise, the Parties (other than the Party that has withdrawn) shall pay the distribution in the proportions equal to their respective equities in the 4WDVROC.

ADMITTING NEW MEMBERS

Prospective new members may only be admitted by full agreement of all parties and shall be required to contribute to 4WDVROC a sum equal to the current year's contribution schedule or a discretionary sum agreed to by the 4WDVROC.

DISPUTE RESOLUTION**Dispute**

In the event of any dispute or difference arising between the Parties and 4WDVROC or any of them at any time as to any matter or thing arising under or in connection with the Memorandum of Understanding, then a Party or 4WDVROC may give to the other Parties and 4WDVROC (as the case may be) notice in writing ('dispute notice') adequately identifying the matters, the subject of the dispute, and the giving of the dispute notice shall be a condition precedent to the commencement by any Party or 4WDVROC of proceedings (whether by way of litigation or arbitration) with regard to the dispute as identified in the dispute notice.

Arbitration

At the expiration of 25 business days from the date of sending the dispute notice, the Party or 4WDVROC giving the dispute notice may notify the others in writing ('arbitration notice') that it requires the dispute to be referred to arbitration and the dispute (unless meanwhile settled) shall upon receipt of the arbitration notice by the recipients then be and is hereby referred to arbitration under and in accordance with the provisions of the Commercial Arbitration Act 1985

Legal Representation

For the purposes of the Commercial Arbitration Act 1985, the Parties consent to each other and to 4WDVROC being legally represented at any such arbitration.

Memorandum of Understanding in Good Faith

Despite anything expressed or implied to the contract in this Memorandum of Understanding (MOU) or anywhere else, this MOU is a mere non-justiciable statement of current intent, and is neither intended to be, nor is it, (a) legally binding, or (b) creative of legal relations between the parties to it. No legal rights or obligations will come into existence unless or until one or more legally enforceable written agreements are entered into.

**Project Proposal
Appendix 4 - Project Proposal**

To be prepared and read in accordance with 4WDVROC Memorandum of Understanding.

SUMMARY

Title	
Contact Name:	
Postal address:	
Phone:	Fax
Email:	
Location	
Brief Description	
Time span	Commencing
	Completion
Financial	...VROC
	Other sources
	In kind value
Endorsed	Director
	Portfolio

Objectives: _____

Expected Outcomes: _____

Strategic Nature of the Proposal:

Linkages with 4WDVROC Strategies:

Contribution to 4WDVROC Targets:

Linkages with other Activities:

Value for Money:

Community Support:

Beneficiaries from Proposal Outcomes:

Scientific and Technical Details:

Monitoring, Evaluating and Reporting:

Communications:

Indigenous and Non-English Speaking Background Communities:

Risk Management:

Amend as appropriate

Specific Risk	Description of Risk	Likelihood	Consequence	Risk Treatment
Community capacity				
Funding delays				
Organisational participation				
Community Response				
Climatic Conditions				
Attraction of Skilled Project Manager				

Operational Details:

Key Activity	Actions	Outputs

Proposal Schedule:

Start Date –

Finish Date –

Milestones	Actions	Duration days, weeks	Performance indicator of achievement	Funding required
To agree with Budget –				

Cash Budget:

Major area of Proposal Activity	Budget Breakdown				Justification
	Employ costs	Operating costs	Capital costs	Total Budget	
TOTALS					

Non-Financial and In Kind Contributions:

From	Details	Estimated value

Cash Flow – Payment Schedule:

Date	Expected Major Expenditures	Payment requirements	
		SEAVROC	External

Cash Flow – Funding Sources:

Major area of Proposal Activity	Source of Funding				Total Budget
	Local Govt	Community	Gov't Agency	Non-Gov't	

CERTIFICATE OF AGREEMENT

The Shires of Dumbleyung, Wagin, West Arthur, Williams and Woodanilling enter into a Memorandum of Understanding (MOU) with the intent of developing an alliance that responds proactively to the changing environment while maintaining their individual identities.

The MOU recognises (the group) role as a strategic regional management team of the aforementioned Shires. The team is representative of the aforementioned Councils elected members and executive staff.

The MOU has a particular focus to support sustainable development and sets out commitments by all parties for the timely implementation of major initiatives and specific projects agreed to by the parties of the MOU.

As part of this MOU the undersigned agree to abide by the underlying principles and commitments (outlined) on which the arrangements are based.

Signed by..... for and on behalf of the Shire of Dumbleyung

Before..... Date

Signed by..... for and on behalf of the Shire of Wagin

Before..... Date

Signed by.....for and on behalf of the Shire of West Arthur

Before..... Date

Signed by..... for and on behalf of the Shire of Williams

Before..... Date

Signed by..... for and on behalf of the Shire of Woodanilling

Before..... Date

10.3.7	Notice of Motion – Expenditure over \$50,000
Location:	Shire of Wagin
Proponent:	Councillor Blight
Reporting Officer:	Deputy Chief Executive Officer

Summary

Councillor Blight has provided a notice of motion that all budgeted financial obligations of equal to or more than \$50,000 be brought to Council for final approval. This is contrary to Council's previous position, established in the Shire of Wagin Purchasing and Tender Guide, so if carried, would require that it be amended.

Background

Councillor Blight has provided the following notice of motion for the October meeting:

"All budgeted financial obligations of equal to or more than \$50,000.00 be brought to council for final approval."

Comment

Currently senior staff are authorised to raise and authorise purchase orders for goods or services that have been included within the annual budget.

The Shire of Wagin Purchasing and Tender Guide was adopted by Council to deliver a best practice approach, establish procedures and ensure consistency for purchasing activities. It establishes purchasing thresholds and the requirements to be followed for each category and is based on a model developed by the Western Australian Local Government Association.

Purchases between \$40,000 and \$99,999 require at least three written quotations containing price and specifications be obtained and that the decision on which quotation to accept would be based on value for money considerations, ie not be based on price alone, but to consider other qualitative factors.

If Council decide that quotations for items over \$50,000 require Council approval, the Shire of Wagin Purchasing and Tender Guide will need to be amended to reflect this change.

Information was sought from nearby local governments to see how they treat the authorisation of purchases between \$50,000 and \$99,999. The Shires that had responded at the time of writing this report all indicated that they too seek a minimum of three written quotations where practical, and that staff authorise the purchase of goods/items where they are within budget.

To delay the purchase of goods or services by referring quotations to Council will not only impact on the ability of the staff to deliver the programmed works on time, but also mean Councillors have less focus on more strategic and pertinent issues.

Statutory Environment

Local Government Act 1995, Local Government Act (Functions and General) Regulations 1996.

Policy Implications

Council's Finance Policy 13 states that the Chief Executive Officer, Deputy Chief Executive Officer, Manager of Works, Special Projects Officer, and the Town Leading Hand Mr Robert Kelly be delegated authority to issue and sign Council Purchase Orders, provided that the purchase of goods and services is covered in Council's annual budget or has subsequently been authorised by the Council.

Budget Implications

This notice of motion refers to final authorisation of purchases and works over \$50,000 that have previously been approved by Council as part of the annual budget. If an item was to cost more than budgeted, it would need to be referred to Council for consideration.

Officer's Recommendation

That Council note and reaffirm the Shire of Wagin Purchasing and Tender Guide and delegated authority to senior staff for the purchase of goods and services up to \$99,999.

823	Moved/Seconded Blight / Anderson	
That Council note and reaffirm the Shire of Wagin Purchasing and Tender Guide and delegated authority to senior staff for the purchase of goods and services up to \$99,999 and financial reports to include specific details of any major financial transactions for Council's information.		
	Results	Vote 9/2

Reason for difference: Council's decision was different to the Officer Recommendation as it wanted to ensure it was informed of any major financial transactions

Cr Morgan requested his vote be recorded against this motion.

10.3.8 Notice of Motion – Conduct of Council Meetings**Proponent: DCEO**

Summary

This report addresses a notice of motion raised by Councillor Blight at the September 2008 Council Meeting.

Background

At the Ordinary Meeting of Council held 16 September 2008, Councillor Blight placed on notice a resolution that seeks to establish a set of procedures for meetings and the expected conduct of people at meetings. A document has been created which addresses the current statutory processes and procedures for Council and committee meetings at the Shire of Wagin.

Comment

In his notice of motion, Councillor Blight noted that Council does not have a single document that sets out meeting procedures and the expected conduct at meetings.

He stated that there is a lot of material in the Act and Regulations but it is spread all over and hard to get a sense of the whole picture. His proposal is to use these as a source but pull them all together into one document.

Councillor Blight suggested that the document should also contain an expected code of behaviour of attendees at meetings, including members of the public. Distractions from the flow of the meeting, such as the use of mobile phones (including being used for texting, emails and accessing the Internet), should be specifically banned from meetings.

A document has been drafted which includes the relevant sections of the Local Government Act 1995, Local Government (Administration) Regulations 1996, Shire of Wagin Standing Orders Local Law and the Local Government (Rules of Conduct) Regulations 2007.

While this document covers all the statutory requirements for the Shire, it does not go as far as banning the use of mobile phones during meetings. What it does allow however, is for the presiding person to preserve order, and gives them the ability to call any member or other person in attendance to order, whenever, in his or her opinion, there is a cause for doing so.

The powers given to the presiding person of a meeting of Council or a committee under the Standing Orders are considered adequate to control distracting behaviour such as the use of mobile phones, private discussions etc.

Statutory Environment

The attached document summarises the requirements of the Local Government Act 1995, Local Government (Administration) Regulations 1996, Shire of Wagin Standing Orders Local Law and the Local Government (Rules of Conduct) Regulations 2007 in relation to Council and committee meetings.

Policy Implications

Councillors and staff are further required to comply with the Shire of Wagin Code of Conduct.

Budget Implications

Nil

Officer's Recommendation

That Council endorse the attached 'Conduct of Council Meetings' document and note the presiding person's ability to preserve order during Council Meetings.

824	Moved/Seconded Blight / Dohle	
That Council agrees with the recommendations in the report.		
	Results	Vote 11/0



Conduct of Council Meetings

October 2008

Shire of Wagin Conduct of Council Meetings

There are four main pieces of legislation which shape the way that Ordinary Council Meetings are run at the Shire of Wagin:

- 1) Local Government Act 1995
- 2) Local Government (Administration) Regulations 1996
- 3) Shire of Wagin Standing Orders Local Law
- 4) Local Government (Rules of Conduct) Regulations 2007

INDEX OF TOPICS

1) Local Government Act 1995

Section 5.3. Ordinary and Special Council meetings

Says that Council can hold ordinary and special Council meetings, but ordinary meetings must be held at least once every three months. The Shire of Wagin holds its Ordinary meetings once a month except for the month of January where there is no Council meeting.

Section 5.4. Calling Council meetings

Says that a Council meeting is to be held if called by the President or at least 1/3 of the Councillors in writing, or if Council decides. Council can set the meeting dates in advance.

Section 5.5. Convening Council meetings

The Chief Executive Officer has to convene ordinary meetings by giving each Councillor at least 72 hours notice and an agenda. There is no set timeframe for special meetings, but generally 72 hours notice is provided where possible.

Section 5.6. Who presides at Council meetings

The President presides at Council meetings, and if they are not there, the Deputy President. If the Deputy President is also unable to attend, the Council choose another Councillor.

Section 5.7. Minister may reduce number for quorum and certain majorities

The Minister can reduce the number of Councillors required for a quorum at a Council meeting, or for a specific decision at a Council meeting.

Section 5.19. Quorum for meetings

The quorum for a Council meeting is at least 50% of the number of offices (whether vacant or not) of member of the Council. For the Shire of Wagin this means there must be at least six Councillors at the meeting.

Section 5.20. Decisions of Councils and committees

A decision of a Council does not have effect unless it has been made by a simple majority or, if another kind of majority is prescribed by regulations or a local law for the particular kind of decision, by that kind of majority.

This section does not apply to elections by a Council of the local government's President or Deputy President.

For most decision of Council a simple majority applies. This means the majority of those Councillors present (ie if there are seven Councillors present, the simple majority is four).

Absolute majority is based on the number of offices of Council and does not alter. As such, the Shire of Wagin has eleven Councillors, its absolute majority is therefore six.

Even in only six Councillors are at a meeting, all six will be required to vote in favour of an item for it to have passed by absolute majority.

Section 5.21. Voting

Each Councillor who is present at a Council meeting is entitled to one vote and has to use their vote. If the votes of members present at a Council meeting are equally divided, the person presiding is to cast a second vote. A casting vote can't be used for an absolute majority.

If a Councillor specifically requests that their vote, or all Councillors' votes be recorded, they have to be recorded in the minutes.

Section 5.22. Minutes of Council and committee meetings

Minutes have to be kept of the meeting's proceedings and submitted to the next ordinary meeting for confirmation. The person presiding at the meeting at which the minutes are confirmed is to sign the minutes and certify the confirmation.

Section 5.23. Meetings generally open to the public

All Council meetings have to be open to the public. Council may 'close' the meeting if the meeting or part of the meeting if it deals with any of the following —

- (a) a matter affecting an employee or employees;
 - (b) the personal affairs of any person;
 - (c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;
 - (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;
 - (e) a matter that if disclosed, would reveal —
 - (i) a trade secret;
 - (ii) information that has a commercial value to a person; or
 - (iii) information about the business, professional, commercial or financial affairs of a person, where the trade secret or information is held by, or is about, a person other than the local government;
 - (f) a matter that if disclosed, could be reasonably expected to —
 - (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;
 - (ii) endanger the security of the local government's property; or
 - (iii) prejudice the maintenance or enforcement of a lawful measure for protecting public safety;
 - (g) information which is the subject of a direction given under section 23(1a) of the *Parliamentary Commissioner Act 1971*; and
 - (h) such other matters as may be prescribed.
-

A decision to close a meeting or part of a meeting and the reason for the decision are to be recorded in the minutes.

Note: Also see Regulation 4A on page 9.

Section 5.24. Question time for the public

Time is to be allocated for questions to be raised by members of the public and responded to at every meeting of Council. Procedures and the minimum time to be allocated for the asking of and responding to questions raised by members of the public at Council or committee meetings are to be in accordance with regulations (currently 15 minutes).

Section 5.25. Regulations about Council and committee meetings and committees

Regulations can be made in relation to —

- (a) the matters to be dealt with at ordinary or at special meetings of Councils;
- (b) the functions of committees or types of committee;
- (ba) the holding of Council or committee meetings by telephone, video conference or other electronic means;
- (c) the procedure to be followed at, and in respect of, Council or committee meetings;
- (d) methods of voting at Council or committee meetings;
- (e) the circumstances and manner in which a decision made at a Council or a committee meeting may be revoked or changed (which may differ from the manner in which the decision was made);
- (f) the content and confirmation of minutes of Council or committee meetings and the keeping and preserving of the minutes and any documents relating to meetings;
- (g) the giving of public notice of the date and agenda for Council or committee meetings;
- (h) the exclusion from meetings of persons whose conduct is not conducive to the proper conduct of the meetings and the steps to be taken in the event of persons refusing to leave meetings;
- (i) the circumstances and time in which the unconfirmed minutes of Council or committee meetings are to be made available for inspection by members of the public; and
- (j) the circumstances and time in which notice papers and agenda relating to any Council or committee meeting and reports and other documents which could be —
 - (i) tabled at a Council or committee meeting; or
 - (ii) produced by the local government or a committee for presentation at a Council or committee meeting, are to be made available for inspection by members of the public.

Regulations providing for meetings to be held by telephone, video conference or other electronic means may modify the application of the Act in relation to those meetings.

5.60. When a person has an “interest”

A Councillor or staff member has an “interest” if either they, or someone they are closely associated with, has a direct, financial or proximity interest in an item.

5.60A. Financial interest

Someone has a financial interest in an item if it is reasonable to expect that if it was dealt with by the Council, an employee or Councillor in a particular way, will result in a financial gain, loss, benefit or detriment for that person.

5.60B. Proximity interest

Someone has a proximity interest in an item if it is about a proposed change to a planning scheme, zoning, use of land or proposed development affecting land that adjoins their land.

This includes land that has a common boundary, is directly across a thoroughfare or is part of a thoroughfare that has a common boundary with their land or any land they have an interest in.

5.61. Indirect financial interests

A person has an indirect financial interest in an item if there is financial relationship between that person and another person who requires a local government decision in regard to that item.

Other interests

In addition to the requirements of the Local Government Act, Council's Code of Conduct requires that some declarations of interest need to be made. In circumstances where no financial, proximity or indirect interest exists, Councillors may still be required to declare an interest if there is any actual or perceived conflict of interest.

5.62. Closely associated persons

A person is closely associated to someone if they:

- (a) are in partnership together
- (b) employ them
- (c) are a beneficiary under a trust, or an object of a discretionary trust, of which the person is a trustee
- (ca) belong to a class of persons that is prescribed
- (d) are a body corporate —
 - (i) of which the person is a director, secretary or executive officer; or
 - (ii) in which the person holds shares having a total value exceeding —
 - (I) the prescribed amount or
 - (II) the prescribed percentage of the total value of the issued share capital of the company, whichever is less
- (e) the spouse, de facto partner or child of the person and is living with them
- (ea) are a Council member and the person —
 - (i) gave them a notifiable gift in relation to the election at which they were last elected; or
 - (ii) gave them a notifiable gift since they were last elected or
- (f) the person has a relationship specified in any of paragraphs (a) to (d) in respect of the their spouse or de facto partner if the spouse or de facto partner is living with them.

5.63. Some interests need not be disclosed

A person doesn't have to declare an interest at a Council meeting if it is an interest:

- (a) common to a significant number of electors or ratepayers
- (b) arising from the imposition of any rate, charge or fee by the local government
- (c) relating to a fee, reimbursement of an expense or an allowance for Councillors set under the Act
- (d) relating to the pay, terms or conditions of an employee unless —
 - (i) they are the employee; or
 - (ii) either their spouse, de facto partner or child is the employee if the spouse, de facto partner or child is living with them;
- (e) arising only because they are, or intend to become, a member or office bearer of a body with non-profit making objects;
- (g) arising only because they are, or intend to become, a member, office bearer, officer or employee of a department of the Public Service of the State or Commonwealth or a body established under this Act or any other written law or

- (h) a prescribed interest.
- (2) If someone has a financial interest because the valuation of land in which they have an interest in may be affected by —
- (a) any proposed change to a planning scheme for any area in the district;
 - (b) any proposed change to the zoning or use of land in the district; or
 - (c) the proposed development of land in the district,
- then, subject to subsection (3) and (4), the person is not to be treated as having an interest in a matter, unless they have an interest in land which will be affected by the proposal, or land adjacent to that land, or any other interest in relation to that land.

“Development of land” also includes the maintenance and management of the land or of services or facilities on the land.

5.65. Members’ interests in matters to be discussed at meetings to be disclosed

If a Councillor has an interest in an item to be discussed at a meeting, they must disclose the nature of that interest, either in writing to the Chief Executive Officer before the meeting, or immediately before the item is to be discussed.

5.66. Meeting to be informed of disclosures

If a Councillor has disclosed an interest in an item before a meeting, the Chief Executive Officer is to advise the President for them to bring it to the attention of the people attending the meeting.

5.67. Disclosing members not to participate in meetings

If a Councillor has disclosed an interest, they cannot preside at the part of the meeting relating to the matter or participate in, or be present during, any discussion or decision relating to the matter.

5.68. Councils and committees may allow members disclosing interests to participate etc in meetings

The meeting can vote to allow the disclosing Councillor to be present during any discussion or decision making procedure relating to the item and can allow them to preside or participate in the discussions and decision making, if the Councillor has disclosed the extent of their interest and the Councillors believe the interest is trivial or insignificant, or is common to a significant number of electors or ratepayers.

5.69. Minister may allow members disclosing interests to participate etc in meetings

The Minister can be requested to allow members who disclose an interest to participate in the meeting for the portion that relates to the item they disclosed an interest in if the full details of the interest are included in the application.

He can allow members to participate if there would not be enough members at the meeting to deal with the matter, and he believes it is in the interests of the electors or ratepayers to do so.

5.69A. Minister may exempt committee members from disclosure requirements

The Minister can be requested to allow committee members who disclose an interest to participate in the meeting for the portion that relates to the item they disclosed an interest in if the full details of the interest are included in the application.

He can allow members to participate if there would not be enough committee members at the meeting to deal with the matter, and he believes it is in the interests of the electors or ratepayers to do so.

5.70. Employees to disclose interests relating to advice or reports

If an employee has an interest in an item they are providing advice or a report directly to Council or a committee on, they must disclose the nature of the interest when giving the advice or report.

The Council or committee can require the employee to disclose the extent of their interest.

5.71. Employees to disclose interests relating to delegated functions

If an employee has delegated authority or duty relating to a matter and they have an interest in it, they must not exercise the power or discharge the duty.

If it is the Chief Executive Officer, they must disclose the interest to the President as soon as they become aware of their interest. Other employees must make a disclosure to the Chief Executive Officer.

5.72. Defence to prosecution

It is a defence to a prosecution in regard to declarations of interest, if they can prove they didn't know they had an interest in the matter.

5.73. Disclosures to be minuted

Each disclosure made is to be recorded in the minutes of the meeting relating to the disclosure.

2) Local Government (Administration) Regulations 1996

4A. Meeting, or part of meeting, may be closed to public — s. 5.23(2)(h)

A Council meeting can also be closed to the public if an item relates to the determination by the local government of a price for the sale or purchase of property by the local government.

5. Question time for the public at certain meetings — s. 5.24(1)(b)

Time is to be allocated for questions to be raised by members of the public and responded to at every special meeting of a Council and every meeting of a committee to which the local government has delegated a power or duty.

6. Minimum question time for the public — s. 5.24(2)

At least 15 minutes has to be allocated for the asking of and responding to questions raised by members of the public.

Once all the questions raised by members of the public have been asked and responded to at a meeting, nothing in these regulations prevents the unused part of the minimum question time period from being used for other matters.

7. Procedures for question time for the public — s. 5.24(2)

Procedures for the asking of and responding to questions raised by members of the public at a meeting are to be determined by the person presiding at the meeting; or in the case where the majority of members of the Council present at the meeting disagree with the person presiding, by the majority of those members.

Public question time has to precede the discussion of any matter that requires a decision to be made by the Council.

Each member of the public who wishes to ask a question at a meeting is to be given an equal and fair opportunity to ask the question and receive a response.

Nothing requires a Council to answer a question that does not relate to a matter affecting the local government, or in the case of a special meeting, to answer a question that does not relate to the purpose of the meeting.

If, during the time allocated for questions to be raised by members of the public and responded to, a question relating to a matter in which a relevant person has an interest, who is expected to answer the question, they have to declare that they have an interest in the matter; and allow another person to respond to the question.

8. Procedure where no quorum at Council or committee meetings — s. 5.25(c)

If a quorum has not been established within the 30 minutes after a Council meeting is due to begin then the meeting can be adjourned by the President. If the President is not present at the meeting, by the Deputy President. If neither are present, it can be by a majority of Councillors present.

If no Councillors are present, the meeting can be adjourned by the Chief Executive Officer, or a person authorised by the Chief Executive Officer.

9. Voting at Council or committee meetings — s. 5.25(d)

Voting at a Council meeting is to be conducted so that no voter's vote is secret.

10. Revoking or changing decisions made at Council or committee meetings — s. 5.25(e)

If a decision has been made at a Council meeting then any motion to revoke or change the decision must be supported —

- (a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or
- (b) in any other case, by at least 1/3 of the number of offices (whether vacant or not) of members of the Council (including the mover).

A notice of a motion to revoke or change a decision is to be signed by at least 1/3 of the Councillors (including the mover).

If a decision has been made at a Council meeting then any decision to revoke or change it must be made —

- (a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or
- (b) in any other case, by an absolute majority.

This does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

11. Content of minutes of Council or committee meetings — s. 5.25(f)

The content of minutes of a meeting of a Council or a committee is to include —

- (a) the names of the members present at the meeting;
- (b) where a member enters or leaves the meeting during the course of the meeting, the time of entry or departure, as the case requires, in the chronological sequence of the business of the meeting;
- (c) details of each motion moved at the meeting, the mover and the outcome of the motion;
- (d) details of each decision made at the meeting;
- (d) written reasons for each decision made at the meeting that is significantly different from the relevant written recommendation of a committee or an employee (but not a decision to only note the matter or to return the recommendation for further consideration);
- (e) a summary of each question raised by members of the public at the meeting and a summary of the response to the question; and
- (f) in relation to each disclosure of interest made in relation to the meeting, where the extent of the interest has also been disclosed, the extent of the interest.

12. Public notice of Council or committee meetings — s. 5.25(g)

At least once each year a local government is to give local public notice of the dates on which and the time and place at which the ordinary Council meetings are to be held in the next 12 months. Public notice also needs to be given of any change to the date, time or place of a meeting.

If a special meeting of a Council is to be open to members of the public then the Shire is to give local public notice of the date, time, place and purpose of the special meeting.

If a special meeting of a Council is to be open to members of the public but, in the Chief Executive Officer's opinion, it is not practicable to give local public notice, then the local government is to give public notice of the date, time, place and purpose of the special meeting in the manner and to the extent that, in the Chief Executive Officer's opinion, is practicable.

13. Public inspection of unconfirmed minutes of Council or committee meetings — s. 5.25(i)

A local government is to ensure that unconfirmed minutes of each Council meeting are available for inspection by members of the public within 10 business days after the meeting.

14. Public inspection of certain documents relating to Council or committee meetings — s. 5.25(j)

Notice papers and agendas relating to any Council meeting and reports and other documents which are to be tabled at the meeting or have been produced by the Shire for presentation at the meeting, and which have been made available to members of the Council for the meeting are available for inspection by members of the public from the time the notice papers, agenda or documents were made available to the Councillors.

Members of the public are not entitled to inspect information if, in the Chief Executive Officer's opinion, the meeting or that part of the meeting to which the information refers is likely to be closed to members of the public.

14A. Attendance at meetings by means of instantaneous communication — s. 5.25(1)(ba)

A person who is not physically present at a meeting of a Council is to be taken to be present at the meeting if they are simultaneously in audio contact, by telephone or other means of instantaneous communication, with each other person present at the meeting, if they are in a suitable place; and if Council has approved the arrangement.

Council cannot give approval if to do so would mean that at more than half of the meetings of the Council in that financial year, a person who was not physically present was taken to be present.

A person referred to in this regulation is no longer to be taken to be present at a meeting if the person ceases to be in instantaneous communication with each other person present at the meeting.

A "suitable place" means a place that the Council has approved as a suitable place for the purpose of this regulation and that is located in a Shiresite or other residential area; and is 50 km or further from the place at which the meeting is to be held under, measured along the shortest road route ordinarily used for travelling.

14B. Attendance at meetings by means of instantaneous communication after natural emergency — s. 5.25(1)(ba)

If a Councillor is prevented from being physically present at a meeting of the Council because of fire, flood, lightning, movement of land, storm, or any other natural disaster the member is to be taken to be present at the meeting if they are simultaneously in audio contact, by telephone or other means of instantaneous communication, with each other person present at the meeting; and they are authorised to be present by the President or the Council.

A person referred to in this regulation is no longer to be taken to be present at a meeting if the person ceases to be in instantaneous communication with each other person present at the meeting.

20. Closely associated persons — s. 5.62

The definition of a 'closely associated person' also includes the following:

- someone who, within the previous 12 months, was a client or adviser of a relevant person
-

- a body corporate of which the person holds shares exceeding \$10,000 or 1%. The manner for calculating the value of shares is by the closing share price of the shares on the Australian Stock Exchange Limited on the last trading day of the financial year; or the nominal value of the share, if the share was not listed on the Australian Stock Exchange Limited on the last trading day of the financial year.

21. Interests that need not be disclosed — s. 5.63(1)(h)

An interest does not have to be disclosed in relation to:

- an allowance payable under the Act
- payment by the local government that they are legally obliged to pay
- items raised during public question time (but only if you do not need to personally answer the question)
- refreshments, meals of accommodation to people attending a meeting or function of the Shire, a conference relevant to local government, or on other local government business
- the provision by the local government of office equipment for both local government purposes and occasional personal use
- becoming the owner of office equipment that is provided by the Shire and has only minor residual value after use by the relevant person, or setting an amount of a minor residual value
- setting the value of a 'token gift'
- setting allowances payable under the Act
- a gift which can be accepted under the Code of Conduct

3) Shire of Wagin Standing Orders Local Law

The Shire of Wagin Standing Orders Local Law relates almost entirely to Council and Committee Meetings. Some of these clauses simply repeat the requirements of the Local Government Act and Regulations. The ones which go further and are relevant to Council Meetings are:

3.1 Business to be Specified on Agenda

No business is to be transacted at any ordinary meeting of Council other than that specified in the agenda, without the approval of the person presiding or a decision of the Council.

No business is to be transacted at a special meeting of the Council other than that given in the notice as the purpose of the meeting.

No business is to be transacted at an adjourned meeting of the Council other than that specified in the notice of the meeting which had been adjourned; and remains unresolved, except in the case of an adjournment to the next ordinary meeting of the Council when the business unresolved at the adjourned meeting is to have precedence.

3.2 Order of Business

Unless otherwise decided by the Council the order of business at any ordinary meeting of the Council is to be as follows -

- (a) Official opening
- (b) Public question time
- (c) Apologies and leave of absence
- (d) Petitions
- (e) Confirmation of minutes
- (f) Announcements by the person presiding without discussion
- (g) Matters for which meeting may be closed
- (h) Reports
- (i) Motions of which previous notice has been given
- (j) Questions by members of which due notice has been given
- (k) Urgent business approved by the person presiding or by decision
- (l) Matters behind closed doors
- (m) Closure

Unless otherwise decided by the members present, the order of business at any special meeting of the Council or at a committee meeting is to be the order in which that business stands in the agenda of the meeting.

Notwithstanding the above, in the order of business for any meeting of the Council or a committee, the provisions of the Act and Regulations relating to the time at which public question time is to be held are to be observed and the CEO may include on the agenda of a Council or committee meeting in an appropriate place within the order of business any matter which must be decided, or which he or she considers is appropriately decided, by that meeting.

3.3 Public Question Time

A member of the public who raises a question during question time is to state his or her name and address.

A question may be taken on notice by the Council or committee for a later response in writing. A summary of the response to the question is to be included in the agenda or the minutes of the next meeting of the Council or committee.

3.4 Petitions

A petition, in order to be effective, is to -

- (a) be addressed to the President;
- (b) be made by electors of the district;
- (c) state the request on each page of the petition;
- (d) contain the names, addresses and signatures of the electors making the request, and the date each elector signed;
- (e) contain a summary of the reasons for the request;
- (f) state the name of the person upon whom, and an address at which, notice to the petitioners can be given;
- (g) be in the form prescribed by the Act and Local Government (Constitution) Regulations 1996 if it is -
 - (i) a proposal to change the method of filling the office of President;
 - (ii) a proposal to create a new district or the boundaries of the Local Government;
 - (iii) a request for a poll on a recommended amalgamation;
 - (iv) a submission about changes to wards, the name of a district or ward or the number of councillors for a district or ward.

3.5 Announcements by the Person Presiding Without Discussion

At any meeting of the Council or a committee the person presiding may announce or raise any matter of interest or relevance to the business of the Council or committee, or propose a change to the order of business.

Any member may move that a change in order of business proposed by the person presiding not be accepted and if carried by a majority of members present, the proposed change in order is not to take place.

3.6 Matters for which Meeting May be Closed

For the convenience of members of the public, the Council or committee may identify by decision, early in the meeting, any matter on the agenda of the meeting to be discussed behind closed doors, and that matter is to be deferred for consideration as the last item of the meeting.

3.7 Correspondence

The CEO is to use discretion in deciding what correspondence to place before the Council or a committee. Correspondence may be placed before the Council or a committee in the form of a precis, provided all relevant and material facts are contained in the precis.

Where correspondence contains a matter to be decided by the Council or committee, the CEO is, if the circumstances permit, to recommend a course of action to the Council or committee, or state the alternative courses of action available.

3.8 Motions of which Previous Notice has been Given

A member may raise at a meeting such business as he or she considers appropriate, in the form of a motion, of which notice has been given in writing to the CEO.

A notice of motion is to be given at least four (4) clear working days before the meeting at which the motion is moved and is to relate to the good government of persons in the district.

The CEO with the concurrence of the President, may exclude from the notice paper any notice of motion deemed to be out of order; or may on his or her own initiative make such amendments to the form but not the substance thereof as will bring the notice of motion into due form.

The CEO can also under his or her name provide relevant and material facts and circumstances pertaining to the notice of motion on such matters as policy, budget and law.

No notice of motion is to be out of order because the policy involved is considered to be objectionable.

A motion of which notice has been given is to lapse unless -

- (a) the member who gave notice thereof, or some other member authorised by him or her in writing moves the motion when called on; or
- (b) the Council on a motion agrees to defer consideration of the motion to a later stage or date.

If a notice of motion is given and lapses in the circumstances referred to above, a notice of motion in the same terms or the same effect is not to be given again for at least 3 months from the date of such lapse.

3.9 Questions by Members of which Due Notice has been given.

A question on notice is to be given by a member in writing to the CEO at least four (4) clear working days before the meeting at which it is raised. If the question is in order, the answer is, so far as is practicable, to be included in written form in the agenda of the meeting, or otherwise tabled at that meeting.

Every question and answer is to be submitted as briefly and concisely as possible and no discussion is to be allowed thereon, unless with the consent of the person presiding.

3.10 Urgent Business Approved By the Person Presiding or by Decision

In cases of extreme urgency or other special circumstance, matters may, with the consent of the person presiding, or by decision of the members present, be raised without notice and decided by the meeting.

3.11 Deputations

A deputation wishing to be received by the Council or a committee is to apply in writing to the CEO who is to forward the written request to the President, or the Presiding Member as the case may be.

The President if the request is to attend a Council meeting, or the Presiding Member of the committee, if the request is to attend a meeting of a committee, may either approve the request, in which event the CEO is to invite the deputation to attend a meeting of the Council or committee as the case may be, or may instruct the CEO to refer the request to the Council or committee to decide by simple majority whether or not to receive the deputation.

A deputation invited to attend a Council or committee meeting -

- (a) is not to exceed five persons, only two of whom may address the Council or committee, although others may respond to specific questions from the members; and
- (b) is not to address the Council or committee for a period exceeding 15 minutes without the agreement of the Council or the committee as the case requires.

Any matter which is the subject of a deputation to the Council or a committee is not to be decided by the Council or that committee until the deputation has completed its presentation.

4. PUBLIC ACCESS TO AGENDA MATERIAL

4.2 Confidentiality of Information Withheld

Information withheld by the Chief Executive Officer from members of the public under Regulation 14.2, of the Regulations, is to be identified in the agenda of a Council or Committee meeting under the item "Matters to be dealt with Behind Closed Doors" and marked "confidential" in the agenda.

A member of the Council or an employee of the Council in receipt of confidential information is not to disclose such information to any person other than a member of the Council or an employee of the Council to the extent necessary for the purpose of carrying out his or her duties.

5. DISCLOSURE OF FINANCIAL INTERESTS

5.1 Separation of Committee Recommendations

Where a member of the Council has disclosed an interest in a matter, at a committee meeting, and the matter is contained in the recommendations of the committee to an ordinary meeting of Council or to another committee meeting that will be attended by the member, the recommendation concerned is to be separated on the agenda of that ordinary meeting or other committee meeting, from other recommendations of the committee, to enable the member concerned to declare the interest and leave the room prior to consideration of that matter only.

5.2 Member with an Interest may ask to be Present

Where a member has disclosed the nature of his or her interest in a matter, immediately before the matter is considered by the meeting, he or she may, without disclosing the extent of the interest, request that he or she be allowed to be present during any discussion or decision making procedure related to the matter.

If such a request is made, the member is to leave the room while the request is considered. If the request is allowed by the members, the member may return to the meeting and be present during the discussion or decision making procedure related to that matter, but is not permitted to participate in any way.

5.3 Member with an Interest may ask Permission to Participate

A member who discloses both the nature and extent of an interest, may request permission to take part in the consideration or discussion of the matter, or to vote on the matter.

If such a request is made, the member is to leave the room while the request is considered. If it is decided at a meeting that a member who has disclosed both the nature and extent of an interest in a matter, be permitted to participate in the consideration and discussion of the matter or to vote on the matter, or both, then the member may return to participate to the extent permitted.

5.4 Invitation to Return to Provide Information

Where a member has disclosed an interest in a matter and has left the room in accordance with the Act, the meeting may resolve to invite the member to return to provide information in respect of the matter or in respect of the member's interest in the matter and in such case the member is to withdraw after providing the information.

5.5 Disclosures by Employees

If an employee presents a written report to a meeting, on a matter in which the employee has an interest, the nature of the interest is to be disclosed at the commencement of the report.

If such an employee makes a verbal report to a meeting on a matter in which the employee has an interest, the employee is to preface his or her advice to the meeting by verbally disclosing the nature of the interest.

6. QUORUM

6.2 Loss of Quorum During a Meeting

If at any time during the course of a meeting of the Council a quorum is not present in relation to a particular matter because of a member or members leaving the meeting after disclosing a financial interest, the matter is adjourned until either-

- (i) a quorum is present to decide the matter; or
- (ii) the Minister allows a disclosing member or members to preside at the meeting or to participate in discussions or the decision making procedures relating to the matter under section 5.69 of the Act.

If a member or members leave the meeting for reasons other than disclosure of a financial interest, the chair is to suspend the proceedings of the meeting for a period of five (5) minutes, and if a quorum is not present at the end of that time, the meeting is deemed to have been

adjourned and the chair is to reschedule it to some future time or date having regard to the period of notice which needs to be given under the Act, Regulations, or the Standing Orders when calling a meeting of that type.

Where debate on a motion is interrupted by an adjournment the debate is to be resumed at the next meeting at the point where it was so interrupted; the names of members who have spoken on the matter prior to the adjournment are to be recorded in the minutes.

7. KEEPING OF MINUTES

7.1 Content of Minutes

The contents of the minutes of a meeting of Council or a Committee are to include, where an application for approval is declined or the authorisation of a licence, permit or certificate is otherwise withheld or cancelled, the reasons for the decision.

7.2 Preservation of Minutes

The minutes including agenda of each Council and Committee meeting are to be kept as a permanent record of the activities of the Shire and are to be transferred to the Public Records Office, being a directorate of the Library and Information Service of Western Australia, in accordance with the retention and disposal policy determined by that office from time to time.

8. CONDUCT OF PERSONS AT COUNCIL AND COMMITTEE MEETINGS

8.1 Official Titles to be Used

Members of the Council are to speak of each other in the Council or Committee by their respective titles of President or Councillor. Members of the Council, in speaking of or addressing employees, are to designate them by their respective official titles.

8.2 Members to Occupy Own Seats

At the first meeting held after each ordinary elections day, the CEO is to allot by random draw, a position at the Council table to each Councillor and the Councillor is to occupy that position when present at meetings of the Council until such time as there is a call by a majority of Councillors for a re-allotment of positions.

8.3 Leaving Meetings

During the course of a meeting of the Council or a Committee, no member is to enter or leave the meeting without first advising the person presiding in order to facilitate the recording in the minutes of the time of entry or departure.

8.4 Adverse Reflection

No member of the Council or a committee is to use offensive or objectionable expressions in reference to any member, employee of the Council, or any other person.

If a member of the Council or committee specifically requests, immediately after their use, that any particular words used by a member be recorded in the minutes, the person presiding is to cause the words used to be taken down and read to the meeting for verification and to then be recorded in the minutes.

8.5 Recording of Proceedings

No person is to use any electronic, visual or vocal recording device or instrument to record the proceedings of the Council or a committee without the written permission of the Council, or if the record is taken by or at the direction of the CEO, with the permission of the Council or committee.

8.6 Prevention of Disturbance

Any member of the public addressing the Council or a committee is to extend due courtesy and respect to the Council or committee and the processes under which they operate and must take direction from the person presiding whenever called upon to do so.

No person observing a meeting is to create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other means.

8.7 Distinguished Visitors

If a distinguished visitor is present at a meeting of the Council or a committee, the person presiding may invite such person to sit beside the person presiding or at the Council table.

9. CONDUCT OF MEMBERS DURING DEBATE

9.1 Members to Rise

Every Councillor wishing to speak shall indicate by raising their hand or other method agreed upon by the Council. When invited by the person presiding to speak, members are to rise if requested by the person presiding and address the Council through the person presiding, provided that where any member of the Council is unable to stand by reason of sickness or disability, they may sit while speaking.

9.2 Priority of Speakers

In the event of two or more Councillors wishing to speak at the same time, the person presiding shall decide which member is entitled to be heard first. The decision is not open to discussion or dissent.

9.3 The Person Presiding to Take Part in Debates

Unless otherwise prohibited by the Act, and subject to compliance with procedures for the debate of motions contained in the Standing Orders, the person presiding may take part in a discussion of any matter before the Council or committee as the case may be.

9.4 Relevance

Every member of the Council or a committee shall restrict their remarks to the motion or amendment under discussion, or to a personal explanation or point of order.

9.5 Limitation of Duration of Speeches

All addresses shall be limited to a maximum of five (5) minutes. Extension of time is permissible only with the agreement of a simple majority of members present.

9.6 Members Not to Speak After Conclusion of Debates

No member of the Council or a committee is to speak to any question after it has been put by the person presiding.

9.7 Members Not to Interrupt

No member of the Council or a committee is to interrupt another member whilst speaking, unless to raise a point of order, call attention to the absence of a quorum, make a personal explanation or to move a motion that the member be no longer heard.

9.8 Re-opening Discussion on Decisions

No member of the Council or committee is to re-open discussion on any decision of the Council or committee, except for the purpose of moving that the decision be revoked or changed.

10. PROCEDURES FOR DEBATE OF MOTIONS

10.1 Motions to be Stated

Any member of the Council or a committee who moves a substantive motion or amendment to a substantive motion is to state the substance of the motion before speaking to it.

10.2 Motions to be Supported

No motion or amendment to a substantive motion is open to debate until it has been seconded, or, in the case of a motion to revoke or change the decision made at a Council or a Committee meeting, unless the motion has the support required.

10.3 Unopposed Business

Upon a motion being moved and seconded, the person presiding may ask the meeting if any member opposes it. If no member signifies opposition to the motion the person presiding may declare the motion carried without debate and without taking a vote on it.

A motion carried under this clause is to be recorded in the minutes as a unanimous decision of the Council or committee.

This clause does not apply to any motion or decision to revoke or change a decision which has been made at a Council or committee meeting.

10.3 Only One Substantive Motion Considered

When a substantive motion is under debate at any meeting of the Council or a committee, no further substantive motion is to be accepted.

10.5 Breaking Down of Complex Motions

The person presiding can order a complex motion to be broken down and put in the form of several motions, which shall be put in sequence.

10.6 Order of Call in Debate

The person presiding will call speakers to a substantive motion in the following order-

- (a) the mover to state the motion
- (b) a seconder to the motion
- (c) the mover to speak to the motion
- (d) the seconder to speak to the motion
- (e) a speaker against the motion.
- (f) a speaker for the motion
- (g) other speakers against and for the motion, alternating in view; if any
- (h) mover takes right of reply which closes debate

10.7 Limit of Debate

The person presiding may offer the right of reply and put the motion to the vote if they believe sufficient discussion has taken place, even though all Councillors may not have spoken.

10.8 Member May Require Question to be Read

Any member can require the motion or matter under discussion to be read at any time during a debate, but not so as to interrupt any other Councillor whilst speaking.

10.9 Consent of Secunder Required to Accept Alteration of Wording

The mover of a substantive motion can't alter the wording of the motion without the consent of the seconder.

10.10 Order of Amendments

Any number of amendments may be proposed to a motion, but when an amendment is moved to a substantive motion, no second or subsequent amendment is to be moved or considered until the first amendment has been withdrawn or lost.

10.11 Amendments Must Not Negate Original Motion

No amendment to a motion can be moved which negates the original motion or the intent of the original motion.

10.12 Substantive Motion

If an amendment to a substantive motion is carried, the motion as amended then becomes the substantive motion, on which any member may speak and any further amendment may be moved.

10.13 Withdrawal of Motion and Amendments

Council or a Committee may, without debate, grant leave to withdraw a motion or amendment upon request of the mover of the motion or amendment and with the approval of the seconder,

provided that there is no voice expressed to the contrary view by any member, in which case discussion on the motion or amendment is to continue.

10.14 Limitation of Withdrawal

Where an amendment has been proposed to a substantive motion, the substantive motion is not to be withdrawn, except by consent of the majority of members present, until the amendment proposed has been withdrawn or lost.

10.15 Personal Explanation

No member is to speak at any meeting of the Council or a committee, except upon the matter before the Council, unless it is to make a personal explanation. Any member of the Council who is permitted to speak under these circumstances is to confine their observations to a succinct statement relating to a specific part of the former speech which may have been misunderstood. When a member of the Council or committee rises to explain, no reference is to be made to matters unnecessary for that purpose.

10.16 Personal Explanation - When Heard

A member of the Council or a committee wishing to make a personal explanation of matters referred to by any member of the Council or a committee then speaking, shall be entitled to be heard immediately, if the member of the Council or committee then speaking consents at the time, but if the member who is speaking declines to give way, the explanation must be offered at the conclusion of that speech.

10.17 Ruling on Questions of Personal Explanation

The ruling of the person presiding on the admissibility of a personal explanation shall be final unless a motion of dissent with the ruling is moved before any other business proceeds.

10.18 Right of Reply

The mover of a substantive motion has the right of reply. After the mover of the substantive motion has commenced the reply, no other member is to speak on the motion.

The right of reply must be confined to rebutting arguments raised by previous speakers and no new matter is to be introduced.

10.19 Right of Reply Provisions

The right of reply is governed by the following provisions-

- (a) if no amendment is moved to the substantive motion, the mover may reply at the conclusion of the discussion on the motion;
- (b) if an amendment is moved to the substantive motion, the mover of the substantive motion is to take the right of reply at the conclusion of the vote on any amendments;
- (c) the mover of any amendment does not have a right of reply;
- (d) once the right of reply has been taken, there can be no further discussion, nor any other amendment and the original motion or the original motion as amended is immediately put to the vote.

11. PROCEDURAL MOTIONS

11.1 Permissible Procedural Motions

In addition to proposing a properly worded amendment to a substantive motion, it is permissible for a member to move the following procedural motions-

- (a) that the Council or committee proceed to the next business;
- (b) that the question be adjourned;
- (c) that the Council or committee now adjourn;
- (d) that the question be now put;
- (e) that the member be no longer heard;
- (f) that the ruling of the person presiding be disagreed with;
- (g) that the Council or committee meet behind closed doors (in accordance with the Act/Regs)

11.2 No Debate on Procedural Motions

The mover of a motion stated in each of paragraphs (a), (b), (c), (f) and (g) above can speak to the motion for not more than five minutes, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

The mover of a motion stated in each of paragraphs (d) and (e) can't speak to the motion, the seconder is not to speak other than to formally second the motion, and there is to be no debate on the motion.

11.3 Procedural Motions - Closing Debate - Who May Move

No person who has moved, seconded, or spoken for or against the substantive motion, or any amendment may move any procedural motion which, if carried, would close the debate on the substantive motion or amendment.

11.4 Procedural Motions - Right of Reply on Substantive Motion

The carrying of a procedural motion which closes debate on the substantive motion or amendment and forces a decision on the substantive motion or amendment does not deny the right of reply to the mover of the substantive motion.

12. EFFECT OF PROCEDURAL MOTIONS

12.1 Council to Proceed to the Next Business - Effect of Motion

The motion "that the Council (or committee) proceed to the next business", if carried, causes the debate to cease immediately and for the Council to move to the next business of the meeting. No decision will be made on the substantive motion being discussed, nor is there any requirement for the matter to be again raised for consideration.

12.2 Question to be Adjourned - Effect of Motion

The motion "that the question be adjourned", if carried, causes all debate on the substantive motion or amendment to cease but to continue at a time stated in the motion.

If the motion is carried at a meeting of the Council the names of members who have spoken on the matter are to be recorded in the minutes.

12.3 Council to Now Adjourn - Effect of Motion

The motion "that the Council (or committee) now adjourn", if carried, causes the meeting to stand adjourned until it is re-opened at which time the meeting continues from the point at which

it was adjourned, unless the person presiding or a simple majority of members upon vote, determine otherwise.

Where debate on a motion is interrupted by an adjournment, the debate is to be resumed at the next meeting at the point where it was so interrupted, and the names of members who have spoken on the matter prior to the adjournment are to be recorded in the minutes.

12.4 Question to be Put - Effect of Motion

The motion “that the question be now put”, if carried during discussion of a substantive motion without amendment, causes the person presiding to offer the right of reply and then immediately put the matter under consideration without further debate.

This motion, if carried during discussion of an amendment, causes the chair to put the amendment to the vote without further debate. This motion, if lost, causes debate to continue.

12.5 Member to be No Longer Heard - Effect of Motion

The motion “that the member be no longer heard”, if carried, causes the person presiding to not allow the speaker against whom the motion has been moved to speak to the current substantive motion or any amendment relating to it, except to exercise the right of reply if the person is the mover of the substantive motion.

12.6 Ruling of the Person Presiding Be Disagreed With - Effect of Motion

The motion “that the ruling of the person presiding be disagreed with”, if carried, causes the ruling of the person presiding about which this motion was moved, to have no effect and for the meeting to proceed accordingly.

12.7 Council (or Committee) to Meet Behind Closed Doors - Effect of Motion

The motion “that the Council (or committee) meet behind closed doors”, if carried, causes the general public and any officer or employee as the Council determines, to leave the room.

When the public are readmitted, the person presiding is to cause the motions passed while it was behind closed doors to be read out, unless the Council or committee decides otherwise.

A person who is a Council member, a committee member, or an employee is not to publish, or make public, any of the discussion taking place on a matter discussed behind closed doors. This prohibition does not extend to the actual decision made and other information properly recorded in the minutes.

13. MAKING DECISIONS

13.1 Question - When Put

When the debate upon any question is concluded and the right of reply has been exercised, the person presiding shall immediately put the motion to the Council or committee, and, if so desired by any member, shall again state it.

13.2 Question - Method of Putting

If a decision of the Council or committee is unclear or in doubt, the person presiding shall put the motion or amendment as often as necessary to determine the decision from a show of

hands or other method agreed upon so that no voter's vote is secret, before declaring the decision.

14. IMPLEMENTING DECISIONS

If a notice of motion to revoke or change a decision of the Council or a committee is received before any action has been taken to implement that decision, then no steps are to be taken to implement or give effect to that decision until such time as the motion of revocation or change has been dealt with, except that a notice of motion to revoke or change a decision of the Council or committee is of no effect unless the number of members required to support the motion indicate their support for the notice of motion.

Implementation of a decision is only to be withheld if the effect of the change proposed in a notice of motion would be that the decision would be revoked or would become substantially different.

The Council or a committee shall not vote on a motion to revoke or change a decision of the Council if at the time the motion is moved or notice is given-

- (a) action has been taken to implement the decision or
- (b) where the decision concerns the issue of an approval or the authorisation of a licence, permit or certificate, and where that approval or authorisation of a licence, permit or certificate has been put into effect by the Council in writing to the applicant or the applicant's agent by an employee of the Council authorised to do so.

without having considered a statement of impact prepared by or at the direction of the Chief Executive Officer of the legal and financial consequences of the proposed revocation or change.

15. PRESERVING ORDER

15.1 The Person Presiding to Preserve Order

The person presiding is to preserve order, and can call any member or other person in attendance to order, whenever, in his or her opinion, there is a cause for doing so.

15.2 Demand for Withdrawal

A member at a meeting of the Council or a committee may be required by the person presiding, or by a decision of the Council or committee, to apologise and unreservedly withdraw any expression which is considered to reflect offensively on another Councillor or an employee, and if the member declines or neglects to do so, the person presiding may refuse to hear the member further on the matter under discussion and call upon the next speaker.

15.3 Points of Order - When to Raise – Procedure

A member can raise a point of order including interrupting the speaker. Any member who is speaking when a point of order is raised, is to immediately stop speaking and be seated while the person presiding listens to the point of order.

16.4 Points of Order - When Valid

The following are to be recognised as valid points of order-

- (a) that the discussion is of a matter not before the Council or committee
- (b) that offensive or insulting language is being used
- (c) drawing attention to the violation of any written law, or policy of the local government, provided that the member making the point of order states the the written law or policy believed to be breached.

15.5 Points of Order – Ruling

The person presiding is to give a decision on any point of order which is raised by either upholding or rejecting the point of order.

15.6 Points of Order - Ruling Conclusive, Unless Dissent Motion is Moved

The ruling of the person presiding on any question of order is final, unless a majority of the members support a motion of dissent with the ruling.

15.7 Points of Order Take Precedence

All points of order take precedence over any other discussion and until decided, suspend the consideration and decision of every other matter.

15.8 Precedence of Person Presiding

When the person presiding speaks during the progress of a debate, any member then speaking, or offering to speak, is to immediately sit down and every member present shall preserve strict silence so that the person presiding may be heard without interruption. The purpose of this clause is to preserve order.

15.9 Right of the Person Presiding to Adjourn Without Explanation to Regain Order

If a meeting ceases to operate in an orderly manner, the person presiding may use discretion to adjourn the meeting for a period of up to fifteen (15) minutes without explanation, for the purpose of regaining order. Upon resumption, debate is to continue at the point at which the meeting was adjourned. If, at any one meeting, the person presiding has cause to further adjourn the meeting, such adjournment may be to a later time on the same day or to any other day.

Where debate of a motion is interrupted by an adjournment the names of members who have spoken in the matter prior to the adjournment are to be recorded.

16. ADJOURNMENT OF MEETING

16.1 Meeting May be Adjourned

The Council or a committee may decide to adjourn any meeting to a later time on the same day, or to any other day.

16.2 Limit to Moving Adjournment

No member can move or second more than one motion of adjournment during the same sitting of the Council or committee.

16.3 Unopposed Business - Motion for Adjournment

A motion for the adjournment of the Council or a committee, the person presiding, before putting the motion, may seek leave of the Council or committee to proceed to the transaction of unopposed business.

16.4 Withdrawal of Motion for Adjournment

A motion or an amendment relating to the adjournment of the Council or a committee may be withdrawn by the mover, with the consent of the seconder, except that if any member objects to the withdrawal, debate of the motion is to continue.

16.5 Time To Which Adjourned

The time to which a meeting is adjourned for want of a quorum, to regain order, or by decision of the Council, may be to a specified hour on a particular day or to a time which coincides with the conclusion of another meeting or event on a particular day.

17. COMMITTEES OF THE COUNCIL

17.1 Establishment and Appointment of Committees

A committee is not to be established except on a motion setting out the proposed functions of the committee and either the names of the Council members, employees and other persons to be appointed to the committee; or the number of Council members, employees and other persons to be appointed to the committee and a provision that they be appointed by a separate motion.

17.2 Appointment of Deputy Committee Members

The Council may appoint one or more persons to be the deputy or deputies, as the case may be, to act on behalf of a member of a committee whenever that member is unable to be present at a meeting thereof and where two or more deputies are so appointed they are to have seniority in the order determined by the Council.

Where a member of a committee does not attend a meeting thereof a deputy of that member, selected according to seniority, is entitled to attend that meeting in place of the member and act for the member, and while so acting has all the powers of that member.

17.3 Presentation of Committee Reports

When the report or recommendations of a committee are placed before the Council, the adoption of recommendations of the committee is to be moved by -

- (a) the Presiding Member of the Committee if the Presiding Member is a Council member and is in attendance; or
- (b) a Council member who is a member of the committee, if the Presiding Member of the Committee is not a Council member, or is absent; or
- (c) otherwise, by a Council member who is not a member of the committee.

17.4 Reports of Committees - Questions

When a recommendation of any committee is submitted for adoption by the Council, any member of the Council may direct questions directly relating to the recommendation through the person presiding to the Presiding Member or to any member of the committee in attendance.

17.5 Permissible Motions on Recommendation From Committee

A recommendation made by or contained in the minutes of a committee may be adopted by the Council without amendment or modification, failing which, it may be -

- (a) rejected by the Council and replaced by an alternative decision; or
- (b) amended or modified and adopted with such amendment or modification; or
- (c) referred back to the committee for further consideration.

17.6 Standing Orders Apply to Committees

Where not otherwise specifically provided, these Standing Orders apply generally to the proceedings of committees, except that the following Standing Orders do not apply to the meeting of a committee -

- (a) Clause 8.2, in regard to seating;
- (b) Clause 9.1, in respect of the requirement to rise;

18. ADMINISTRATIVE MATTERS

18.1 Suspension of Standing Orders

The Council or committee may decide, by simple majority vote, to suspend temporarily one or more of the Standing Orders.

The mover of a motion to suspend temporarily any one or more of the Standing Orders is to state the clause or clauses to be suspended, and the purpose of the suspension.

18.2 Cases Not Provided For in Standing Orders

The person presiding is to decide questions of order, procedure, debate, or otherwise in cases where these Standing Orders and the Act and Regulations are silent. The decision of the person presiding in these cases is final, except where a procedural motion that the person presiding be disagreed with is moved and carried.

18.3 Electors Meeting

The Standing Orders apply, so far as is practicable, to any meeting of ratepayers or electors convened in accordance with the Act.

The following restrictions on Voting and Speaking apply:

- (i) No person shall vote out at a meeting of ratepayers or electors unless his or her name is on the current electoral roll.
- (ii) Any person who is not a ratepayer or an elector may not take part in any discussion at the meeting unless the President so decides.
- (iii) The President may request any questions or motions to be submitted in writing.
- (iv) Subject to the Act and the Standing Orders Local Law, the conduct of a meeting of ratepayers or electors convened in accordance with the Act is at the sole discretion of the President.

4) Local Government (Rules of Conduct) Regulations

General principles to guide the behaviour of Council members include that a person in his or her capacity as a Council member should —

- (a) act with reasonable care and diligence; and
- (b) act with honesty and integrity; and
- (c) act lawfully; and
- (d) avoid damage to the reputation of the local government; and
- (e) be open and accountable to the public; and
- (f) base decisions on relevant and factually correct information; and
- (g) treat others with respect and fairness; and
- (h) not be impaired by mind affecting substances.

10.3.9	Statement of Financial Performance– September 08
Location:	Shire of Wagin
Proponent:	Staff
Reporting Officer:	Deputy Chief Executive Officer
File:	

Summary

In accordance with the Local Government (Financial Management) Regulations 1996, Council is to be presented with a Statement of Financial Performance.

Background

This requirement came into effect from 1st July 2005 and now replaces the previous monthly and quarterly financial reports.

Comment

A copy of Statement of Financial Performance is attached to this item including additional information that Council has deemed appropriate to receive.

Statutory Environment

Local Government (Financial Management) Regulations

Policy Implications

Nil

Budget Implications

Nil

Officer's Recommendation

That Council adopts the Statement of Financial Performance for the period ending 30th September 2008.

825	Moved/Seconded Blight / Dohle	
That Council agrees with the recommendations in the report.		
	Results	Vote 11/0

SHIRE OF WAGIN
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

TABLE OF CONTENTS

Statement of Financial Activity	2
Acquisition of Assets	3
Disposal of Assets	4
Information on Borrowings	5
Reserves	6 to 7
Net Current Assets	7
Rating Information	8
Operating Statement in Detail	9 to 19
Municipal Fund Cheque List	20 to 30
Trust Fund Cheque List	31

SHIRE OF WAGIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

NOTE	30 SEP 2008 Actual \$	30 SEP 2008 Y-T-D Budget \$	2008/09 Revised Budget \$	Variance Budget to Actual Y-T-D %	Variance Budget to Actual Y-T-D \$
Operating					
Revenues/Sources					
1,2	37	700	2,000	(94.71%)	663
	331,031	324,917	1,218,461	1.88%	-6,114
	6,509	6,688	35,358	(2.68%)	179
	2,493	24,155	97,020	(89.68%)	21,662
	95,583	85,610	301,333	11.65%	-9,973
	185,398	192,040	294,310	(3.46%)	6,642
	3,614	5,710	45,860	(36.71%)	2,096
	109,829	156,103	663,792	0.00%	46,274
	9,285	7,900	48,500	17.53%	-1,385
	209,689	147,900	1,465,300	41.78%	-61,789
	953,468	951,723	4,171,934	0.18%	-1,745
(Expenses)/(Applications)					
1,2	-67,390	-92,536	(223,428)	27.17%	-25,146
	-63,700	-57,954	(226,394)	(9.91%)	5,746
	-41,316	-33,788	(153,803)	(22.28%)	7,528
	-63,341	-59,636	(253,126)	(6.21%)	3,705
	-72,426	-86,661	(402,103)	16.43%	-14,235
	-72,509	-76,981	(538,652)	5.81%	-4,472
	-132,133	-136,515	(651,151)	3.21%	-4,382
	-412,365	-424,424	(1,903,685)	2.84%	-12,059
	-22,129	-22,850	(147,405)	3.16%	-721
	-230,373	-178,338	(1,544,344)	(29.18%)	52,035
	-1,177,682	-1,169,683	-6,044,091	0.68%	7,999
Adjustments for Non-Cash (Revenue) and Expenditure					
4	0	0	(500)	0.00%	
2(a)	242,139	242,139	968,633	0.00%	
Capital Revenue and (Expenditure)					
3	0	0	-580,000	0.00%	
3	-40,841	-40,841	-668,000	0.00%	
3	-1,259	0	-240,000	0.00%	
3	-1,208	-1,208	-75,000	0.00%	
3	-20,055	-20,055	-343,000	0.00%	
3	-27,848	-27,848	-52,000	0.00%	
4	0	0	187,000	0.00%	
5	-19,404	-19,404	-48,512	0.00%	
5	0	0	915,000	0.00%	
	9,112	9,112	22,906	0.00%	
	0	0	0	0.00%	
	0	0	0	0.00%	
6	-9,456	-9,456	-216,013	0.00%	
6	0	0	389,500	0.00%	
ADD	Net Current Assets July 1 B/Fwd	0	200,000	0.00%	
LESS	Net Current Assets Year to Date	1,513,478	0	0.00%	
8	<u>-1,406,512</u>	<u>-85,521</u>	<u>-1,412,143</u>		

This statement is to be read in conjunction with the accompanying notes.

SHIRE OF WAGIN
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

3. ACQUISITION OF ASSETS	30 SEP 2008 Actual \$	2008/09 Revised Budget \$
The following assets have been acquired during the period under review:		
<u>By Program</u>		
Governance	20,055	91,000
General Purpose Funding	0	0
Law, Order, Public Safety	0	0
Health	0	41,000
Education and Welfare	0	0
Community Amenities		67,000
Recreation and Culture	28,856	106,500
Transport	1,259	491,000
Economic Services		4,500
Other Property and Services	40,841	1,157,000
	<u>91,011</u>	<u>1,958,000</u>
<u>By Class</u>		
Land Held for Resale	0	0
Land and Buildings	40,841	1,248,000
Infrastructure Assets - Roads	1,259	240,000
Infrastructure Assets - Parks and Ovals	1,208	110,000
Plant and Equipment	20,055	343,000
Furniture and Equipment	27,648	17,000
	<u>91,011</u>	<u>1,958,000</u>

SHIRE OF WAGIN
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

4. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

<u>By Program</u>	Net Book Value	Sale Proceeds				Profit(Loss)
	30 SEP 2008 Actual \$	30 SEP 2008 Actual \$				30 SEP 2008 Actual \$
	0	0				0

<u>By Class</u>	Net Book Value	Sale Proceeds				Profit(Loss)
	30 SEP 2008 Actual \$	30 SEP 2008 Actual \$				30 SEP 2008 Actual \$
	0	0				0

<u>Summary</u>	30 SEP 2008 Actual \$
Profit on Asset Disposals	
Loss on Asset Disposals	<u><u>0</u></u>

SHIRE OF WAGIN
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-08	New Loans	Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
124 Medical Centre	93,276		10,292	20,948	82,984	72,328	3,296	6,229
128 Wagin Ag Society SS**	16,335		8,048	16,335	8,287	0	483	727
131 Recreation Centre	130,821		0	4,658	130,821	126,163	0	8,286
132 LIA Development	0	450,000	0	0	0	450,000	0	0
133 Wagin Bowling Club SS**	156,371		1,064	6,571	155,307	149,800	1,793	10,570
134 New CEO Residence	0	200,000	0	0	0	200,000	0	0
135 New Waratah Units	0	200,000	0	0	0	200,000	0	0
136 New White Dam	0	65,000	0	0	0	65,000	0	0
	240,432	915,000	19,404	48,512	377,399	1,263,291	5,572	25,812

All debenture repayments were financed by general purpose revenue.

(b) New Debentures

Particulars/Purpose	Amount Borrowed		Institution	Loan Type	Term (Years)	Total Interest & Charges	Interest Rate %	Amount Used	
	Actual	Budget						Actual	Actual
132 LIA Development	0	450,000	WATC	Debenture	20	425,870	7.5%	0	0
134 New CEO Residence	0	200,000	WATC	Debenture	15	136,526	7.5%	0	0
135 New Waratah Units	0	200,000	WATC	Debenture	15	136,526	7.5%	0	0
136 New White Dam	0	65,000	WATC	Debenture	15	44,371	7.5%	0	0

SHIRE OF WAGIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

	Actual \$ Actual \$	2008/09 Budget \$
6. RESERVES		
Cash Backed Reserves		
(a) Leave Reserve		
Opening Balance	90,526	90,526
Amount Set Aside / Transfer to Reserve	1,153	6,607
Amount Used / Transfer from Reserve	<u>0</u>	<u>(30,000)</u>
	<u>91,679</u>	<u>67,133</u>
(b) Plant Reserve		
Opening Balance	21,855	21,855
Amount Set Aside / Transfer to Reserve	542	81,595
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>22,397</u>	<u>103,450</u>
(c) Municipal Buildings Reserve		
Opening Balance	230,569	230,569
Amount Set Aside / Transfer to Reserve	2,727	16,830
Amount Used / Transfer from Reserve	<u>0</u>	<u>(225,000)</u>
	<u>233,296</u>	<u>22,399</u>
(d) Recreation Development Reserve		
Opening Balance	175,424	175,424
Amount Set Aside / Transfer to Reserve	1,862	42,279
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>177,286</u>	<u>217,703</u>
(e) Administration Centre Furniture & Equipment Reserve		
Opening Balance	21,108	21,108
Amount Set Aside / Transfer to Reserve	218	1,541
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>21,326</u>	<u>22,649</u>
(f) Recreation Centre Equipment Reserve		
Opening Balance	9,697	9,697
Amount Set Aside / Transfer to Reserve	147	2,508
Amount Used / Transfer from Reserve	<u>0</u>	<u>(4,500)</u>
	<u>9,844</u>	<u>7,705</u>
(g) Aerodrome Maintenance & Development Reserve		
Opening Balance	11,602	11,602
Amount Set Aside / Transfer to Reserve	104	847
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>11,706</u>	<u>12,449</u>
(h) Land Development Reserve		
Opening Balance	143,507	143,507
Amount Set Aside / Transfer to Reserve	1,819	10,475
Amount Used / Transfer from Reserve	<u>0</u>	<u>(130,000)</u>
	<u>145,326</u>	<u>23,982</u>

SHIRE OF WAGIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008

	Actual \$ Actual \$	2007/08 Budget \$
(i) Community Bus Reserve		
Opening Balance	31,890	31,890
Amount Set Aside / Transfer to Reserve	347	5,276
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>32,237</u>	<u>37,166</u>
(j) H.A.C.C. Plant & Leave Reserve		
Opening Balance	55,424	55,424
Amount Set Aside / Transfer to Reserve	537	4,045
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>55,961</u>	<u>59,469</u>
(k) Refuse Site / Waste Management		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	-	44,010
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
	<u>-</u>	<u>44,010</u>
Total Cash Backed Reserves	<u>801,058</u>	<u>618,115</u>

All of the above reserve accounts are supported by money held in financial institutions.

	Actual \$ 30 SEP 2008	Brought Forward 1-Jul \$
7. NET CURRENT ASSETS		
Composition of Estimated Net Current Asset Position		
CURRENT ASSETS		
Cash - Unrestricted	979,206	281,022
Cash - Restricted	801,058	791,602
Receivables	607,101	322,144
Inventories	<u>52,418</u>	<u>43,120</u>
	<u>2,439,783</u>	<u>1,437,888</u>
LESS: CURRENT LIABILITIES		
Payables and Provisions	<u>-125,247</u>	<u>-446,286</u>
	2,314,536	991,602
Less: Cash - Reserves - Restricted	-801,058	-791,602
Less: Cash - Restricted/Committed	<u>0</u>	<u>0</u>
NET CURRENT ASSET POSITION	<u>1,513,478</u>	<u>200,000</u>

**SHIRE OF WAGIN
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2008 TO 30 SEPTEMBER 2008**

8. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2008/09 Rate Revenue \$	2008/09 Interim Rates \$	2008/09 Back Rates \$	2008/09 Actual Total Revenue \$	2008/09 Budgeted Total Revenue \$	2007/08 Actual \$
Differential General Rate									
Gross Rental Value	0.115086	693	4,349,536	500,571	556	0	501,127	507,071	491,695
Unimproved Value	0.010099	344	86,292,000	871,472	2,872	0	874,344	873,472	808,249
Sub-Totals		1,037	90,641,536	1,372,043	3,428	0	1,375,471	1,380,543	1,299,944
Minimum Rates									
Gross Rental Value	400.00	188	147,877	75,200	0	0	75,200	75,200	51,600
Unimproved Value	400.00	26	498,408	10,400	0	0	10,400	10,400	7,800
Sub-Totals		214	646,285	85,600	0	0	85,600	85,600	59,400
Specified Area Rates (Note 9)									
Discounts							1,461,071	1,466,143	1,359,344
Totals							1,406,512	1,412,143	1,310,035

All land except exempt land in the Shire of Wagin is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed above for the 2008/09 financial year have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

Shire of Wagin
Operating Statement by Programme
 July through September 2008

	<u>Jul - Sep 2008</u>	<u>Budget</u>
Income		
I03 · GENERAL PURPOSE FUNDING		
I031 · Rates		
I031005 · GRV	500,571.00	500,571.00
I031010 · GRV Minimums	75,200.00	75,200.00
I031015 · UV	871,472.00	871,472.00
I031020 · UV Minimums	10,400.00	10,400.00
I031025 · GRV Interim Rates	555.67	1,600.00
I031030 · UV Interim Rates	2,871.70	300.00
I031035 · Back Rates	0.00	250.00
I031040 · Ex-Gratia Rates (CBH)	6,254.00	
I031045 · Discount Allowed	-54,558.60	-54,000.00
I031050 · Instalment Admin Charge	145.12	4,000.00
I031055 · Account Enquiry Fee	900.00	750.00
I031065 · Penalty Interest	-2.21	1,150.00
I031070 · Emergency Services Levy	52,757.05	53,500.00
I031075 · ESL Penalty Interest	0.24	
I031090 · Rate Legal Charges	-323.40	
Total I031 · Rates	<u>1,466,242.57</u>	<u>1,465,093.00</u>
I032 · Other GPF		
I032005 · Grants Commission General	149,285.25	148,066.00
I032010 · Grants Commission Roads	105,400.00	104,494.00
I032015 · Pensioner Deferred Subsidy	0.00	1,200.00
I032025 · Photocopies & Publications	4.55	40.00
I032030 · Reimbursements	1,910.67	300.00
I032035 · SS Loans Interest Reimb.	3,167.02	3,168.00
I032040 · Bank Interest	931.84	4,600.00
I032050 · Telephone Reimbursement	0.00	50.00
I032055 · Commissions & Recoups	0.00	400.00
I032060 · SS Loan Principal Reimb.	9,649.05	9,649.00
Total I032 · Other GPF	<u>270,348.38</u>	<u>271,967.00</u>
Total I03 · GENERAL PURPOSE FUNDING	1,736,590.95	1,737,060.00
I04 · GOVERNANCE		
I041 · Governance - Membership		
I041020 · Reimbursements	37.22	700.00
Total I041 · Governance - Membership	<u>37.22</u>	<u>700.00</u>
Total I04 · GOVERNANCE	37.22	700.00
I05 · LAW ORDER & PUBLIC SAFETY		
I051 · Fire Prevention		
I051010 · FESA - Operating Grant	4,373.00	4,658.00
I051015 · Sale of Fire Maps	120.00	120.00
I051025 · Reimbursements	0.00	100.00
Total I051 · Fire Prevention	<u>4,493.00</u>	<u>4,878.00</u>
I052 · Animal Control		
I052005 · Dog Fines and Fees	544.00	1,050.00
I052010 · Hire of Animal Traps	0.00	50.00
I052015 · Dog Registration	272.25	560.00

Shire of Wagin
Operating Statement by Programme
 July through September 2008

	<u>Jul - Sep 2008</u>	<u>Budget</u>
Total I052 · Animal Control	816.25	1,660.00
I053 · Other Law Order & Public Safety		
I053005 · Abandoned Vehicles	0.00	150.00
I053010 · Grant - Crime Prevention	1,200.00	
Total I053 · Other Law Order & Public Safety	<u>1,200.00</u>	<u>150.00</u>
Total I05 · LAW ORDER & PUBLIC SAFETY	6,509.25	6,688.00
I07 · HEALTH		
I071 · Maternal & Infant Health		
I071010 · Infant Health Vehicle	1,330.78	750.00
Total I071 · Maternal & Infant Health	<u>1,330.78</u>	<u>750.00</u>
I074 · Admin. & Inspections		
I074015 · Contrib. Regional Health Scheme	0.00	22,125.00
Total I074 · Admin. & Inspections	<u>0.00</u>	<u>22,125.00</u>
I076 · Other Health		
I076010 · Rent - Medical Centre-Dentist	780.00	780.00
I076015 · Reimbursements - Gemini Medical	0.00	100.00
I076020 · Meeting Room Fees	381.82	400.00
Total I076 · Other Health	<u>1,161.82</u>	<u>1,280.00</u>
Total I07 · HEALTH	2,492.60	24,155.00
I08 · EDUCATION & WELFARE		
I082 · HACC Program		
I082010 · HACC Recurrent Grant	71,225.00	75,910.00
I082015 · Meals on Wheels Grant	3,075.00	2,000.00
I082020 · Fee for Service	2,251.87	4,500.00
I082025 · Cost Supplement	5,452.00	
I082030 · Reimbursements	0.00	200.00
Total I082 · HACC Program	<u>82,003.87</u>	<u>82,610.00</u>
I083 · Other Welfare		
I083020 · Community Aged Care Grant	10,188.29	3,000.00
Total I083 · Other Welfare	<u>10,188.29</u>	<u>3,000.00</u>
Total I08 · EDUCATION & WELFARE	92,192.16	85,610.00
I10 · COMMUNITY AMENITIES		
I101 · Sanitation - Household		
I101005 · Domestic Collection	144,690.00	144,480.00
Total I101 · Sanitation - Household	<u>144,690.00</u>	<u>144,480.00</u>
I102 · Sanitation - Other		
I102002 · Commercial Collection Charges	34,650.00	36,330.00
I102005 · Reimbursement Drummuster	0.00	2,000.00
I102010 · Charges Bulk Rubbish	0.00	950.00
I102015 · Reimbursement for Car Bodies	0.00	3,500.00
I102020 · Refuse Site Fees	0.00	500.00
Total I102 · Sanitation - Other	<u>34,650.00</u>	<u>43,280.00</u>

Shire of Wagin
Operating Statement by Programme
 July through September 2008

	<u>Jul - Sep 2008</u>	<u>Budget</u>
I104 · Sewerage		
I104005 · Septic Tank Fees	189.09	280.00
Total I104 · Sewerage	<u>189.09</u>	<u>280.00</u>
I106 · Town Planning		
I106005 · Planning Fees	1,437.50	700.00
Total I106 · Town Planning	<u>1,437.50</u>	<u>700.00</u>
I107 · Other Community Amenities		
I107005 · Cemetery Fees	2,438.20	2,200.00
I107010 · Community Bus Income	1,993.64	1,100.00
Total I107 · Other Community Amenities	<u>4,431.84</u>	<u>3,300.00</u>
Total I10 · COMMUNITY AMENITIES	185,398.43	192,040.00
I11 · RECREATION & CULTURE		
I111 · Public Halls and Civic Centres		
I111005 · Town Hall Hire	269.10	700.00
Total I111 · Public Halls and Civic Centres	<u>269.10</u>	<u>700.00</u>
I113 · Other Recreation		
I113010 · Sportsground Reimbursements	0.00	50.00
I113015 · Power Reimbursements	0.00	1,200.00
I113020 · Recreation Centre Hire	2,910.00	3,400.00
I113055 · Eric Farrow Pavilion Hire	414.55	360.00
Total I113 · Other Recreation	<u>3,324.55</u>	<u>5,010.00</u>
I115 · Library		
I115005 · Lost Books	20.82	
Total I115 · Library	<u>20.82</u>	
Total I11 · RECREATION & CULTURE	3,614.47	5,710.00
I12 · TRANSPORT		
I121 · Roads & Streets		
I121015 · Roads to Recovery Grant	74,829.00	121,093.00
I122045 · Beaufort Rd Bridge Grant	35,000.00	35,000.00
Total I121 · Roads & Streets	<u>109,829.00</u>	<u>156,093.00</u>
I126 · Aerodrome		
I126005 · Aerodrome Lease Fee	0.00	10.00
Total I126 · Aerodrome	<u>0.00</u>	<u>10.00</u>
Total I12 · TRANSPORT	109,829.00	156,103.00
I13 · ECONOMIC SERVICES		
I131 · Rural Services	112.28	
I132 · Tourism/Area Promotion		
I132005 · Caravan Park Fees	6,630.45	6,000.00
Total I132 · Tourism/Area Promotion	<u>6,630.45</u>	<u>6,000.00</u>
I133 · Building Control		

Shire of Wagin
Operating Statement by Programme
 July through September 2008

	<u>Jul - Sep 2008</u>	<u>Budget</u>
I133005 · Building Licences	2,469.08	1,900.00
Total I133 · Building Control	2,469.08	1,900.00
I134 · Other		
I134010 · Reimbursements	73.00	
Total I134 · Other	73.00	
Total I13 · ECONOMIC SERVICES	9,284.81	7,900.00
I14 · OTHER PROPERTY & SERVICES		
I141 · Private Works		
I141005 · Private Works Income	1,230.46	2,500.00
Total I141 · Private Works	1,230.46	2,500.00
I143 · Public Works Overheads		
I143020 · Employee Reimb.	0.00	150.00
Total I143 · Public Works Overheads	0.00	150.00
I144 · Plant Operation Costs		
I144005 · Sale of Scrap	0.00	50.00
Total I144 · Plant Operation Costs	0.00	50.00
I147 · Unclassified		
I147005 · Commission - Vehicle Licensing	8,576.83	13,000.00
I147006 · Wagin Frail Aged Reimbursment	73,852.55	87,000.00
I147020 · Transport Licensing	87,409.15	
I147025 · GSRBA Inc Income	28,378.10	
I147035 · Banking Errors	3,442.76	
I147050 · Council Staff Housing Rental	2,340.00	3,000.00
I147055 · Grant Projects Income	0.00	43,200.00
Total I147 · Unclassified	203,999.39	146,200.00
Total I14 · OTHER PROPERTY & SERVICES	205,229.85	148,900.00
Total Income	2,351,178.74	2,364,866.00
Gross Profit	2,351,178.74	2,364,866.00
Expense		
E03 · GENERAL PURPOSE FUNDING.		
E031 · Rates		
E031005 · Valuation Expenses	665.21	500.00
E031010 · Legal Costs/Expenses	635.00	
E031015 · Title Searches	228.90	100.00
E031020 · Rate Recovery Expenses	73.18	250.00
E031025 · Printing Stationery Postage	877.36	1,000.00
E031030 · Emergency Services Levy	14,399.20	16,000.00
E031040 · Rate Refunds	1,063.38	500.00
E031100 · Administration Allocated	17,623.02	17,290.00
Total E031 · Rates	35,565.25	35,640.00
E032 · Other		
E032005 · Bank Fees & Charges	1,286.94	1,950.00

Shire of Wagin
Operating Statement by Programme
 July through September 2008

	<u>Jul - Sep 2008</u>	<u>Budget</u>
E032015 · Interest on Loans	7,792.94	6,463.00
E032030 · Audit Fees & Other Services	0.00	4,500.00
E032035 · Administration Allocated	9,584.37	9,401.00
Total E032 · Other	18,664.25	22,314.00
E03 · GENERAL PURPOSE FUNDING. - Other	9,215.16	
Total E03 · GENERAL PURPOSE FUNDING.	63,444.66	57,954.00
E04 · GOVERNANCE.		
E041 · Membership		
E041005 · Sitting Fees	475.00	500.00
E041010 · Training	0.00	1,000.00
E041015 · Members Travelling	0.00	500.00
E041030 · Other Expenses	0.00	1,000.00
E041035 · Conference Expenses	5,197.27	6,500.00
E041055 · Refreshments & Receptions	1,185.55	1,650.00
E041060 · Presentations	68.74	100.00
E041065 · Insurance	12,643.23	6,500.00
E041070 · Public Relations	0.00	750.00
E041075 · Subscriptions	5,574.00	8,000.00
E041100 · Administration Allocated	21,788.19	21,379.00
E041190 · Depreciation	465.00	465.00
Total E041 · Membership	47,396.98	48,344.00
E042 · Other Governance		
E042005 · Administration Salaries	80,458.02	88,500.00
E042010 · Administration Superannuation	9,506.20	9,506.00
E042015 · Insurance	5,614.65	9,000.00
E042020 · Staff Training	5,715.37	7,000.00
E042030 · Printing & Stationery	4,765.56	5,600.00
E042035 · Phone, Fax & Modem	2,029.27	3,000.00
E042040 · Office Maintenance	7,686.30	10,640.00
E042045 · Advertising	1,910.87	2,490.00
E042050 · Office Equipment Maintenance	667.23	400.00
E042055 · Postage & Freight	873.99	1,500.00
E042060 · Vehicle Running Expenses	3,235.95	2,010.00
E042065 · Legal Expenses	550.00	
E042070 · Garden Expenses	1,935.89	1,410.00
E042075 · Conferences & Training	4,599.87	3,400.00
E042080 · Computer Support	13,317.67	20,200.00
E042085 · Other Expenses	118.05	500.00
E042090 · Administration Allocated	18,397.47	18,052.00
E042095 · Fringe Benefits Tax	4,006.00	3,150.00
E042100 · Staff Uniforms	2,525.46	2,800.00
E042115 · Cash Round Off Control	0.44	
E042120 · Depreciation	12,060.00	12,060.00
E042125 · Less Administration Allocated	-159,981.21	-157,026.00
Total E042 · Other Governance	19,993.05	44,192.00
Total E04 · GOVERNANCE.	67,390.03	92,536.00
E05 · LAW ORDER & PUBLIC SAFETY.		
E051 · Fire Prevention		
E051010 · Communication Mtce	1,969.88	610.00

Shire of Wagin
Operating Statement by Programme
 July through September 2008

	<u>Jul - Sep 2008</u>	<u>Budget</u>
E051015 · Advertising & Other Expenses	1,106.54	1,780.00
E051020 · Fire Fighting Expenses	0.00	150.00
E051035 · Insurances	4,588.96	4,000.00
E051040 · Piesseville Appliance Shed	13.27	300.00
E051100 · Administration Allocated	9,837.63	9,707.00
E051190 · Depreciation	<u>5,064.00</u>	<u>5,050.00</u>
Total E051 · Fire Prevention	22,580.28	21,597.00
E052 · Animal Control		
E052005 · Ranger Salary	2,425.23	2,900.00
E052006 · Ranger Mileage	0.00	120.00
E052010 · Pound Maintenance	7.44	165.00
E052015 · Dog Control Insurance	202.00	150.00
E052025 · Training & Conference	5,523.78	1,500.00
E052030 · Dog Control Other	83.36	360.00
E052035 · Administration Allocated	6,111.75	5,996.00
E052190 · Depreciation	<u>0.00</u>	<u>0.00</u>
Total E052 · Animal Control	14,353.56	11,191.00
E053 · Other		
E053015 · Crime Prevention Activities	3,817.00	1,000.00
E053025 · Choose Respect Program	<u>565.45</u>	<u>1,000.00</u>
Total E053 · Other	4,382.45	1,000.00
Total E05 · LAW ORDER & PUBLIC SAFETY.	41,316.29	33,788.00
E07 · HEALTH.		
E071 · Maternal & Infant Health		
E071005 · Medical Centre Mtce	98.70	330.00
E071010 · Vehicle Mtce	300.45	300.00
E071190 · Depreciation	<u>978.00</u>	<u>978.00</u>
Total E071 · Maternal & Infant Health	1,377.15	1,608.00
E074 · Admin. & Inspections		
E074005 · EHO Salary	21,883.60	23,250.00
E074010 · EHO Superannuation	2,092.24	2,325.00
E074015 · Other Control Expenses	1,371.83	1,650.00
E074020 · EHO/Building Surveyor Mileage	3,908.92	4,100.00
E074100 · Administration Allocated	9,950.01	9,765.00
E074190 · Depreciation	<u>498.00</u>	<u>498.00</u>
Total E074 · Admin. & Inspections	39,704.60	41,588.00
E076 · Other Health		
E076020 · Medical Centre Mtce	4,036.58	3,460.00
E076025 · Depreciation	6,480.00	6,480.00
E076030 · Doctors Vehicle Mtce	125.92	400.00
E076040 · Gemini Medical Services	<u>11,250.00</u>	<u>5,500.00</u>
Total E076 · Other Health	21,892.50	15,840.00
E077 · Preventitive Services		
E077010 · Analytical Expenses	<u>367.20</u>	<u>600.00</u>
Total E077 · Preventitive Services	367.20	600.00

Shire of Wagin
Operating Statement by Programme
 July through September 2008

	<u>Jul - Sep 2008</u>	<u>Budget</u>
Total E07 · HEALTH.	63,341.45	59,636.00
E08 · EDUCATION & WELFARE.		
E080 · Pre-Schools		
E080010 · Kindergarten Mtce	175.28	250.00
E080190 · Depreciation	195.00	195.00
Total E080 · Pre-Schools	<u>370.28</u>	<u>445.00</u>
E081 · Other Education		
E081020 · School Oval Mtce	994.96	2,290.00
Total E081 · Other Education	<u>994.96</u>	<u>2,290.00</u>
E082 · HACC Program		
E082010 · Co-Ordinator Salary	10,497.10	12,480.00
E082015 · Home Mtce Salary	6,463.06	8,000.00
E082020 · Respite Salaries	0.00	500.00
E082025 · Home Help Salaries	18,821.08	19,980.00
E082030 · Superannuation	4,245.45	4,500.00
E082035 · Other Expenses	245.00	500.00
E082040 · Travelling - Mileage	2,580.54	3,495.00
E082045 · Staff Training	0.00	600.00
E082050 · Staff Training Salaries	103.69	600.00
E082055 · Subscriptions	1,101.50	1,100.00
E082060 · Telephone & Postage	985.44	1,125.00
E082065 · Advertising & Stationery	744.00	80.00
E082070 · Insurance	2,209.73	2,600.00
E082080 · Plant & Equipment Mtce	4,970.15	2,100.00
E082085 · Consumable Supplies	515.23	800.00
E082090 · Expenditure from Donations	49.50	750.00
E082100 · Administration Allocated	7,292.97	7,158.00
E082110 · Meals on Wheels Expenditure	0.00	2,200.00
E082190 · Depreciation	4,473.00	4,473.00
E082195 · Nursing Services Darkan	0.00	1,250.00
Total E082 · HACC Program	<u>65,297.44</u>	<u>74,291.00</u>
E083 · Other Welfare		
E083010 · Frail Aged Hostel	1,540.32	1,400.00
E083020 · Comm. Aged Care Expenses	2,888.02	6,900.00
E083190 · Depreciation	1,335.00	1,335.00
Total E083 · Other Welfare	<u>5,763.34</u>	<u>9,635.00</u>
Total E08 · EDUCATION & WELFARE.	72,426.02	86,661.00
E10 · COMMUNITY AMENITIES.		
E101 · Sanitation Household		
E101005 · Domestic Refuse Collection	6,630.01	9,253.00
E101010 · Recycling Pick-Up	1,632.96	2,465.00
E101015 · Refuse Site Mtce	10,213.64	11,300.00
E101025 · Refuse Site Attendant	0.00	3,500.00
Total E101 · Sanitation Household	<u>18,476.61</u>	<u>26,518.00</u>
E102 · Sanitation Other		

Shire of Wagin
Operating Statement by Programme
 July through September 2008

	<u>Jul - Sep 2008</u>	<u>Budget</u>
E102005 · Commercial Collection	1,366.65	2,503.00
E102007 · Regional Refuse Group Expenses	0.00	500.00
E102010 · Bulk Rubbish Collection	1,023.95	1,030.00
E102190 · Depreciation	609.00	609.00
Total E102 · Sanitation Other	2,999.60	4,642.00
E104 · Sewerage		
E104005 · Sewerage Treatment Plant	23.64	480.00
E104190 · Depreciation	54.00	54.00
Total E104 · Sewerage	77.64	544.00
E106 · T.P. & Regional Devel		
E106005 · Town Planning Expenses	10,860.75	4,998.00
E106010 · Town Planning Scheme #2 Review	467.50	
E106100 · Administration Allocated	11,748.69	11,523.00
Total E106 · T.P. & Regional Devel	23,076.94	16,521.00
E107 · Other		
E107005 · Cemetery Mtce	3,672.77	3,850.00
E107010 · Public Convenience Mtce	10,956.69	11,560.00
E107015 · Community Bus Operating	203.09	500.00
E107100 · Administration Allocated	10,834.32	10,635.00
E107190 · Depreciation	2,211.00	2,211.00
Total E107 · Other	27,877.87	28,756.00
Total E10 · COMMUNITY AMENITIES.	72,508.66	76,981.00
E11 · RECREATION & CULTURE.		
E111 · Public Halls & Civic Centres		
E111005 · Town Hall Mtce	5,014.56	6,250.00
E111010 · Other Halls Mtce	806.40	730.00
E111190 · Depreciation	1,074.00	1,074.00
Total E111 · Public Halls & Civic Centres	6,894.96	8,054.00
E112 · Swimming Pool		
E112005 · Pool Manager's Salary	1,096.15	750.00
E112010 · Superannuation	392.84	75.00
E112015 · Swimming Pool Maintenance	6,481.32	11,720.00
E112020 · Other Expenses	649.18	980.00
E112190 · Depreciation	4,023.00	4,023.00
Total E112 · Swimming Pool	12,642.49	17,548.00
E113 · Other Recreation		
E113005 · Sportsground Mtce	8,544.79	13,530.00
E113010 · Sportsground Buildings Mtce	2,948.44	3,430.00
E113015 · Wetlands Park Mtce	10,317.69	10,455.00
E113020 · Parks & Gardens Mtce	9,021.80	9,025.00
E113025 · Puntapin/Norrington Lake Mtce	510.43	370.00
E113030 · Recreation Centre Mtce	8,486.30	10,420.00
E113035 · Rec Staff Salaries	11,082.35	11,000.00
E113040 · Superannuation	392.84	1,100.00
E113045 · Other Expenses	467.96	600.00
E113065 · Eric Farrow Pavilion Mtce	2,634.76	2,710.00

Shire of Wagin
Operating Statement by Programme
 July through September 2008

	<u>Jul - Sep 2008</u>	<u>Budget</u>
E113070 · Rec Centre Sports Equipment	900.00	800.00
E113100 · Administration Allocated	9,626.31	9,449.00
E113190 · Depreciation	24,603.00	24,611.00
E113 · Other Recreation - Other	11,363.64	
Total E113 · Other Recreation	100,900.31	97,500.00
E115 · Library		
E115005 · Librarian Salary	4,226.42	4,998.00
E115015 · Library Building Mtce	635.69	920.00
E115020 · Library Other Expenses	710.80	1,600.00
E115190 · Depreciation	210.00	210.00
Total E115 · Library	5,782.91	7,728.00
E116 · Other Culture		
E116010 · Woolorama Costs & Maintenance	3,254.40	2,550.00
E116015 · Mtce - TUDHOE St Community Cent	424.92	1,000.00
E116020 · Historical Village	1,017.90	920.00
E116190 · Depreciation	1,215.00	1,215.00
Total E116 · Other Culture	5,912.22	5,685.00
Total E11 · RECREATION & CULTURE.	132,132.89	136,515.00
E12 · TRANSPORT.		
E122 · Road Maintenance		
E122005 · Road Maintenance	134,218.65	156,373.00
E122006 · Maintenance Grading	36,853.94	33,940.00
E122007 · Rural Tree Pruning	6,906.02	900.00
E122009 · Town Site Spraying	10,067.53	6,640.00
E122010 · Depot Maintenance	2,826.41	2,736.00
E122011 · Town Reserve & Verge Maint	1,492.47	1,100.00
E122015 · Rural Numbering	0.00	200.00
E122020 · Footpath Mtce	2,292.96	1,670.00
E122025 · Street Cleaning	5,190.94	3,180.00
E122030 · Street Trees	5,826.43	15,850.00
E122035 · Traffic Signs Mtce	71.54	680.00
E122045 · Townscape	4,217.70	7,950.00
E122055 · RoMan Data Collection	800.00	
E122060 · Street Lighting	4,155.59	7,000.00
E122100 · Administration Allocated	9,907.20	9,723.00
E122190 · Depreciation	174,600.00	174,600.00
Total E122 · Road Maintenance	399,447.38	422,542.00
E126 · Aerodrome		
E126005 · Aerodrome Maintenance	1,464.64	1,150.00
E126010 · Aerodrome Services Replacement	10,727.27	
E126190 · Depreciation	726.00	732.00
Total E126 · Aerodrome	12,917.91	1,882.00
Total E12 · TRANSPORT.	412,365.29	424,424.00
E13 · ECONOMIC SERVICES.		
E131 · Rural Services		
E131005 · Weeds Control	0.00	

Shire of Wagin
Operating Statement by Programme
 July through September 2008

	<u>Jul - Sep 2008</u>	<u>Budget</u>
E131010 · Vermin Control	0.00	90.00
E131020 · Landcare	154.28	
E131030 · Rural Towns Program	3,017.98	5,230.00
E131100 · Administration Allocated	1,169.85	1,144.00
E131190 · Depreciation	6.00	6.00
Total E131 · Rural Services	4,348.11	6,470.00
E132 · Tourism & Area Promo		
E132015 · Caravan Park Manager Salary	4,737.42	5,300.00
E132020 · Caravan Park Mtce	8,270.65	8,120.00
E132030 · Donation - Great Sth Dist Displ	0.00	500.00
E132040 · Tourist Drive Brochures	1,500.00	
E132190 · Depreciation	1,260.00	1,260.00
Total E132 · Tourism & Area Promo	15,768.07	15,180.00
E134 · Other Economic Services		
E134005 · Water Supply - Standpipes	2,012.94	1,200.00
Total E134 · Other Economic Services	2,012.94	1,200.00
Total E13 · ECONOMIC SERVICES.	22,129.12	22,850.00
E14 · OTHER PROPERTY & SERVICES.		
E141 · Private Works		
E141005 · Private Works	2,540.86	2,550.00
E141100 · Administration Allocated	2,847.57	2,797.00
Total E141 · Private Works	5,388.43	5,347.00
E143 · Works Overheads		
E143005 · Works Supervisors Salary	15,820.62	18,000.00
E143006 · Town Supervisors Salary	10,333.08	6,506.00
E143015 · CEO's Salary Allocation	9,876.00	12,506.00
E143020 · Engineering Superannuation	14,764.45	12,500.00
E143025 · Engineering - Other Expenses	69.73	1,000.00
E143030 · Sick Holiday & Allowances Pay	26,763.99	22,000.00
E143045 · Insurance on Works	8,379.78	17,000.00
E143050 · Protective Clothing	2,337.42	2,000.00
E143075 · Telephone Expenses	2,152.77	2,200.00
E143080 · Staff Licences	48.20	155.00
E143085 · House Mtce - 5 Omdurman St	66.82	
E143090 · Conferences & Courses	298.64	1,400.00
E143095 · Staff Training	5,322.20	4,500.00
E143200 · LESS PWOH ALLOCATED	-86,561.83	-96,923.00
Total E143 · Works Overheads	9,671.87	2,844.00
E144 · Plant Cost Overheads		
E144010 · Fuel & Oil	41,970.29	40,000.00
E144020 · Tyres & Tubes	171.80	3,420.00
E144030 · Parts & Repairs	18,209.92	17,700.00
E144040 · Plant Repair - Wages	3,642.28	2,250.00
E144050 · Insurance and Licences	17,731.63	13,200.00
E144060 · Expendable Tools	0.00	1,000.00
E144200 · LESS POC ALLOCATED-PROJECTS	-75,702.00	-66,711.50
Total E144 · Plant Cost Overheads	6,023.92	10,858.50

Shire of Wagin
Operating Statement by Programme
 July through September 2008

	<u>Jul - Sep 2008</u>	<u>Budget</u>
E146 · Salaries Control		
E146010 · Gross Total Salaries and Wages	386,500.88	412,500.00
E146200 · LESS SALs/WAGES ALLOCATED	-386,676.73	-412,500.00
Total E146 · Salaries Control	<u>-176.85</u>	<u>0.00</u>
E147 · Unclassified Items		
E147005 · WMC Expenditure	0.00	
E147006 · Wagin Frail Aged	73,852.55	87,498.00
E147010 · Transport Licensing	81,166.20	
E147015 · Community Requests	2,000.00	
E147020 · GSRBA Inc	28,378.10	
E147030 · Payroll Clearing Account	-25.06	
E147035 · Banking Errors	540.40	
E147050 · Council Staff Housing Maint	10,291.67	12,075.00
E147055 · Consultants	0.00	1,000.00
E147060 · Commission Paid on Grants	0.00	3,200.00
E147065 · Grant Projects	0.00	40,000.00
E147070 · 4WD Resource Sharing Group	0.00	2,500.00
E147100 · Administration Allocated	13,261.86	13,016.00
Total E147 · Unclassified Items	<u>209,465.72</u>	<u>159,289.00</u>
Total E14 · OTHER PROPERTY & SERVICES.	<u>230,374.09</u>	<u>178,338.50</u>
Total Expense	<u>1,177,428.50</u>	<u>1,169,683.50</u>
Net Income	<u>1,173,750.24</u>	<u>1,195,182.50</u>

Shire of Wagin
List of Creditors Paid from the Municipal Fund Account
 September 2008

	Type	Date	Num	Memo	Amount
**A G Brookes Excavations	Bill Pmt -Cheque	12/09/2008	Debit	Hire of Mini Excavator	-6,303.00
**Ag West Machinery	Bill Pmt -Cheque	12/09/2008	Debit	Tractor Service and Various Parts	-1,574.79
**Alexander Galt and Co Pty Ltd	Bill Pmt -Cheque	12/09/2008	Debit	Hardware Supplies	-1,588.40
**Artisan / Imagepak	Bill Pmt -Cheque	26/09/2008	Debit	HACC Uniform	-44.55
**ATI-Mirage	Bill Pmt -Cheque	26/09/2008	Debit	Publisher Course	-250.00
**Australia Post	Bill Pmt -Cheque	12/09/2008	Debit	Postage August 08	-687.02
**Australian Services Union	Bill Pmt -Cheque	02/09/2008	Debit	Payroll Deductions August 2008	-107.40
	Bill Pmt -Cheque	25/09/2008	Debit	Payroll Deductions September 2008	-125.30
**Beaurepaires	Bill Pmt -Cheque	12/09/2008	Debit	Tyre Repairs	-140.00
**Best Office Systems	Bill Pmt -Cheque	12/09/2008	Debit	Copier Repairs 2008	-118.73
	Bill Pmt -Cheque	26/09/2008	Debit	Copier Repairs 2009	-146.32
**BP Wagin Service Station	Bill Pmt -Cheque	12/09/2008	Debit	Machinery Grease	-135.53
**Chefmaster Australia	Bill Pmt -Cheque	26/09/2008	Debit	Public Convenience Consumables	-302.20

Shire of Wagin
List of Creditors Paid from the Municipal Fund Account
 September 2008

	Type	Date	Num	Memo	Amount
**Choose Respect International Pty Ltd	Bill Pmt -Cheque	26/09/2008	Debit	Choose Respect Community Presentation	-622.00
**Chubb Fire Safety	Bill Pmt -Cheque	12/09/2008	Debit	Extinguisher Service	-4,412.10
**Comfort Inn Admiral	Bill Pmt -Cheque	12/09/2008	Debit	Accommodation for Works Manager Course	-328.50
**Constable Care Child Safety Foundtn In	Bill Pmt -Cheque	12/09/2008	Debit	Constable Care Frisbies	-533.50
**Corporate Express	Bill Pmt -Cheque	12/09/2008	Debit	Stationery & Office Furniture	-1,177.49
	Bill Pmt -Cheque	26/09/2008	Debit	2008 Diaries	-91.49
**Courier Australia	Bill Pmt -Cheque	12/09/2008	Debit	Freight	-284.08
	Bill Pmt -Cheque	26/09/2008	Debit	Freight	-181.09
**CR & RD Stephens	Bill Pmt -Cheque	12/09/2008	Debit	Various Repairs to Shire Buildings	-1,357.11
**Daycrest Pty Ltd	Bill Pmt -Cheque	12/09/2008	Debit	Fuel	-1,834.69
**Debra Stephens	Bill Pmt -Cheque	26/09/2008	Debit	Reimbursement	-6.20
**Doms Delicatessen of Wagin	Bill Pmt -Cheque	26/09/2008	Debit	Refreshments August 2008	-123.28
**Easy Authoring	Bill Pmt -Cheque	26/09/2008	Debit	Element K Microsoft Office Pack	-2,860.00

Shire of Wagin
List of Creditors Paid from the Municipal Fund Account
 September 2008

	Type	Date	Num	Memo	Amount
**Ewen-Foley Agencies	Bill Pmt -Cheque	12/09/2008	Debit	Weed Chemicals	-957.00
	Bill Pmt -Cheque	26/09/2008	Debit	Weed Chemicals	-935.00
**Fire & Emergency Services Authority WA	Bill Pmt -Cheque	12/09/2008	Debit	ESL Quarter 1 Option B Arrangement	-15,839.12
**Fuel Distributors of WA Pty Ltd	Bill Pmt -Cheque	12/09/2008	Debit	Diesel August 2008	-10,116.00
	Bill Pmt -Cheque	26/09/2008	Debit	Fuel LULP & Diesel Sept 08	-11,898.12
**Great Southern Fuel Supply Katanning	Bill Pmt -Cheque	12/09/2008	Debit	Small Plant Grease	-138.38
**Great Southern Waste Disposal	Bill Pmt -Cheque	12/09/2008	Debit	Refuse Removal July 08	-6,760.28
	Bill Pmt -Cheque	26/09/2008	Debit	Refuse Removal August 2008	-5,639.86
**HIF Insurance	Bill Pmt -Cheque	26/09/2008	Debit	HIF Deductions Sept 08	-35.60
**JAME	Bill Pmt -Cheque	12/09/2008	Debit	Appliance Testler and Training	-1,450.00
**Jem Truck Sales	Bill Pmt -Cheque	12/09/2008	Debit	Truck and Roller Parts	-473.60
	Bill Pmt -Cheque	26/09/2008	Debit	Backhoe Service and Parts	-3,145.10
**JH LR Superannuation Fund	Bill Pmt -Cheque	02/09/2008	Debit	John Hunter Superannuation August 2008	-3,923.46
	Bill Pmt -Cheque	25/09/2008	Debit	Payroll Deduction Sept 2008 - John Hunter	-3,923.46
**John Case	Bill Pmt -Cheque	12/09/2008	Debit	Reimbursement 020908	-158.95

Shire of Wagin
List of Creditors Paid from the Municipal Fund Account
 September 2008

	Type	Date	Num	Memo	Amount
**JR & A Hersey Pty Ltd	Bill Pmt -Cheque	12/09/2008	Debit	PPE and Garden Equipment	-175.75
**Katanning Glass Supplies	Bill Pmt -Cheque	26/09/2008	Debit	Glass pael repairs at Rec Centre	-12,522.00
**Kerry Tacken	Bill Pmt -Cheque	26/09/2008	Debit	Reimbursements	-20.70
**Landgate	Bill Pmt -Cheque	12/09/2008	Debit	Interim Valuations	-255.28
	Bill Pmt -Cheque	26/09/2008	Debit	Title Search	-15.00
**LGIS Property	Bill Pmt -Cheque	26/09/2008	Debit	Property Insurance 2nd Installment	-11,001.45
**LGRCEU	Bill Pmt -Cheque	02/09/2008	Debit	Union Deductions August 2008	-32.80
	Bill Pmt -Cheque	25/09/2008	Debit	Union Deductions September 2008	-32.80
**Local Authorities Analytical Committee	Bill Pmt -Cheque	12/09/2008	Debit	Analytical Services 09/09	-403.92
**Local Government Supervisors Associatio	Bill Pmt -Cheque	12/09/2008	Debit	Works Manager Annual Membership	-38.50
**Locko's Workshop	Bill Pmt -Cheque	12/09/2008	Debit	Repairs for various items	-886.60
	Bill Pmt -Cheque	26/09/2008	Debit	Fabrication for various items	-1,991.00
**McDowall Affleck	Bill Pmt -Cheque	26/09/2008	Debit	Inspection of Pederrick Drive sub division	-4,675.00
**Metro Count	Bill Pmt -Cheque	26/09/2008	Debit	Batteries for Traffic Counter	-111.10

**Shire of Wagin
List of Creditors Paid from the Municipal Fund Account
September 2008**

	Type	Date	Num	Memo	Amount
**Momar Australia Pty Ltd	Bill Pmt -Cheque	12/09/2008	Debit	Graffiti Removal Products	-706.75
**Narrogin Computers	Bill Pmt -Cheque	19/09/2008	Debit	Computer Support	-6,309.95
**NCS Cuthbert - Landmark	Bill Pmt -Cheque	26/09/2008	Debit	Weed Killer	-295.00
**Neil Butterworth Superannuation Fund	Bill Pmt -Cheque	04/09/2008	Debit	Payroll 04/09/08	-2,984.68
**Perth Ambassador Hotel	Bill Pmt -Cheque	26/09/2008	Debit	Accommodation for D Thompson for Training	-171.00
**Planning Enterprises	Bill Pmt -Cheque	26/09/2008	Debit	Planning Advice August 2008	-6,171.49
**Ray Ford Signs	Bill Pmt -Cheque	26/09/2008	Debit	Ladies Rest Room, Disabled Ramp Signage	-404.80
**Reinforced Concrete Pipes Pty Ltd	Bill Pmt -Cheque	12/09/2008	Debit	Pipes, Rings and Headwalls	-2,239.51
**RNR Contracting PTY LTD	Bill Pmt -Cheque	12/09/2008	Debit	Emulsion for Road Repairs	-646.80
**Rural Press Regional Media WA Pty Ltd.	Bill Pmt -Cheque	12/09/2008	Debit	August Advertising	-1,088.88
**Shire of Dumbleyung	Bill Pmt -Cheque	12/09/2008	Debit	Tourism Brochure Contribution	-1,650.00
**Shire of Wagin Foody Tipping	Bill Pmt -Cheque	02/09/2008	Debit	Payroll Deduction August 2008	-112.00

**Shire of Wagin
List of Creditors Paid from the Municipal Fund Account
September 2008**

	Type	Date	Num	Memo	Amount
**Shire of Wagin Payroll Creditors	Bill Pmt -Cheque	02/09/2008	Debit	Payroll Deductions August 2008	-280.00
	Bill Pmt -Cheque	25/09/2008	Debit	Payroll Deductions September 2008	-280.00
**Shire of Wagin Staff Social Fund	Bill Pmt -Cheque	02/09/2008	Debit	Payroll Deductions August 2008	-400.00
	Bill Pmt -Cheque	25/09/2008	Debit	Payroll Deductions September 2008	-388.00
**Southern Irrigation & Pumping	Bill Pmt -Cheque	12/09/2008	Debit	White Dam Pump Parts and Garden Equip Repairs	-1,775.36
**Stadia Instruments Pty Ltd	Bill Pmt -Cheque	12/09/2008	Debit	Surveyors Staff	-90.00
**Synergy	Bill Pmt -Cheque	12/09/2008	Debit	Streetlight Account 24th July 2008 to 24th August 2008	-2,323.85
**T.R. Stringer	Bill Pmt -Cheque	12/09/2008	Debit	No Smoking Sign for Depot	-15.00
**Telford Industries	Bill Pmt -Cheque	26/09/2008	Debit	Water Treatment Tablets & Swimming Pool Chemicals	-1,413.50
**Terry Brown & Co	Bill Pmt -Cheque	26/09/2008	Debit	Supply Pipe	-25.36
**Times Print	Bill Pmt -Cheque	12/09/2008	Debit	Wagin Logo Envelopes	-389.00
**Universal Publishers Pty Ltd	Bill Pmt -Cheque	12/09/2008	Debit	UBD Wagin	-1,100.00
**Visimax	Bill Pmt -Cheque	12/09/2008	Debit	Rangers ID Wallet	-64.20

Shire of Wagin
List of Creditors Paid from the Municipal Fund Account
 September 2008

	Type	Date	Num	Memo	Amount
**Wagin Co-op.	Bill Pmt -Cheque	12/09/2008	Debit	Groceries August 08	-478.71
	Bill Pmt -Cheque	26/09/2008	Debit	Medical Centre Grocery Expenses	-71.34
**Wagin Gas Electrics	Bill Pmt -Cheque	12/09/2008	Debit	Aerodrome Services Replacement & Various Repairs	-13,877.10
**Wagin Mechanical Repairs	Bill Pmt -Cheque	12/09/2008	Debit	Vehicle Service	-192.10
**Wagin Newsagency	Bill Pmt -Cheque	12/09/2008	Debit	Publications supplied July 08	-35.20
	Bill Pmt -Cheque	26/09/2008	Debit	Newspapers & Stationery Sept 08	-49.20
**Wagin Plumbing	Bill Pmt -Cheque	12/09/2008	Debit	Rec Cntr HWS Repairs	-319.00
**WALGSP	Bill Pmt -Cheque	02/09/2008	Debit	Superannuation August 2008	-15,460.38
	Bill Pmt -Cheque	25/09/2008	Debit	Superannuation September 2008	-15,750.72
**West Country Office Machines	Bill Pmt -Cheque	12/09/2008	Debit	Copier Usage Jul/Aug 08	-811.06
**Western Australian Local Government Ass	Bill Pmt -Cheque	26/09/2008	Debit	Staff Training Payroll and Customer Service Courses	-660.00
**Westrac Equipment	Bill Pmt -Cheque	12/09/2008	Debit	Grader Service	-2,051.59
	Bill Pmt -Cheque	26/09/2008	Debit	Parts	-664.27
**Yakka Pty Ltd	Bill Pmt -Cheque	12/09/2008	Debit	Staff Uniforms	-369.56

Aust Communications & Media Authority

**Shire of Wagin
List of Creditors Paid from the Municipal Fund Account
September 2008**

	Type	Date	Num	Memo	Amount
	Bill Pmt -Cheque	26/09/2008	1963	Apparatus Licence Renewal	-172.00
BT Equipment					
	Bill Pmt -Cheque	12/09/2008	1941	Window Repairs	-384.00
BT SuperWrap					
	Bill Pmt -Cheque	02/09/2008	1932	Super August 2008 C O'Neill	-250.47
	Bill Pmt -Cheque	25/09/2008	1958	C O'Neill Super-Sept 2008	-257.04
City Stay Apartment Hotel					
	Bill Pmt -Cheque	26/09/2008	1964	Staff Training Accomodaion	-270.00
Colbe Carpet Cleaners					
	Bill Pmt -Cheque	12/09/2008	1942	Medical Centre Carpets	-198.00
Commonwealth Bank Superannuation					
	Bill Pmt -Cheque	02/09/2008	1933	Super August 2008 Danita James	-119.70
Commonwealth Life Personal Superannuation					
	Bill Pmt -Cheque	25/09/2008	1959	Super Contributions September 2008 Danita James	-91.21
Cresswells Emporium					
	Bill Pmt -Cheque	12/09/2008	1944	PPE incl boots & jeans	-687.80
CY O'Connor College of TAFE					
	Bill Pmt -Cheque	12/09/2008	1945	Rangers Course	-870.00
Deb's Diner					
	Bill Pmt -Cheque	12/09/2008	1946	HACC Fuel	-280.20
Department of Planning & Infrastructure					
	Bill Pmt -Cheque	01/09/2008	Debit	Debit of Licensing Taking 28 Aug 2008	-3,558.20
	Bill Pmt -Cheque	02/09/2008	Debit	Debit of Licensing Taking 29 Aug 2008	-5,107.85
	Bill Pmt -Cheque	03/09/2008	Debit	Debit of Licensing Taking 1 Sep 2008	-3,143.75
	Bill Pmt -Cheque	04/09/2008	Debit	Debit of Licensing Taking 2 Sep 2008	-4,089.35
	Bill Pmt -Cheque	05/09/2008	Debit	Debit of Licensing Taking 3 Sep 2008	-936.40

**Shire of Wagin
List of Creditors Paid from the Municipal Fund Account
September 2008**

Type	Date	Num	Memo	Amount
Bill Pmt -Cheque	08/09/2008	Debit	Debit of Licensing Taking 4 Sep 2008	-1,214.60
Bill Pmt -Cheque	09/09/2008	Debit	Debit of Licensing Taking 9 Sep 2008	-1,876.70
Bill Pmt -Cheque	10/09/2008	Debit	Debit of Licensing Taking 8 Sep 2008	-2,394.80
Bill Pmt -Cheque	11/09/2008	Debit	Debit of Licensing Taking 9 Sep 2008	-2,228.50
Bill Pmt -Cheque	12/09/2008	Debit	Debit of Licensing Taking 10 Sep 2008	-2,757.05
Bill Pmt -Cheque	15/09/2008	Debit	Debit of Licensing Taking 11 Sep 2008	-3,805.20
Bill Pmt -Cheque	16/09/2008	Debit	Debit of Licensing Taking 12 Sep 2008	-3,304.80
Bill Pmt -Cheque	17/09/2008	Debit	Debit of Licensing Taking 15 Sep 2008	-4,717.15
Bill Pmt -Cheque	18/09/2008	Debit	Debit of Licensing Taking 16 Sep 2008	-1,449.55
Bill Pmt -Cheque	19/09/2008	Debit	Debit of Licensing Taking 17 Sep 2008	-4,922.35
Bill Pmt -Cheque	22/09/2008	Debit	Debit of Licensing Taking 18 Sep 2008	-7,149.75
Bill Pmt -Cheque	23/09/2008	Debit	Debit of Licensing Taking 23 Sep 2008	-6,704.15
Bill Pmt -Cheque	24/09/2008	Debit	Debit of Licensing Taking 22 Sep 2008	-4,656.25
Bill Pmt -Cheque	25/09/2008	Debit	Debit of Licensing Taking 23 Sep 2008	-4,817.95
Bill Pmt -Cheque	26/09/2008	Debit	Debit of Licensing Taking 24 Sep 2008	-4,118.90
Bill Pmt -Cheque	30/09/2008	Debit	Debit of Licensing Taking 25 Sep 2008	-1,336.50
Bill Pmt -Cheque	30/09/2008	Debit	Debit of Licensing Taking 26 Sep 2008	-6,674.45
Bill Pmt -Cheque	26/09/2008	1965		-2,758.05
Elders Limited				
	12/09/2008	1947	White Dam Piping	-25,632.96
GJ Young				
	30/09/2008	1969	Overpayment of rates	-420.00
Hesta Super Fund				
	02/09/2008	1934	Super August 2008 Kerry Tacklen & Charlene Hesse	-402.92
	25/09/2008	1962	Payroll Deductions Sept 2008 Kerry Tacklen & Charlene Hesse	-413.02
KD Spurr				
	30/09/2008	1970	Overpayment of rates	-440.00
Liquor, Hospitality & Misc Union				
	02/09/2008	1935	Payroll Deductions August 2008	-41.80
	25/09/2008	1957	Payroll Deductions September 2008	-41.80

Shire of Wagin
List of Creditors Paid from the Municipal Fund Account
 September 2008

	Type	Date	Num	Memo	Amount
Michelle George.	Bill Pmt -Cheque	03/09/2008	1938	Refund of EFT overpayment	-25.00
National Bank	Bill Pmt -Cheque	01/09/2008	Debit	National Online Fee	-77.87
	Bill Pmt -Cheque	30/09/2008	Debit	Repayment of Loan 124	-13,588.82
	Bill Pmt -Cheque	30/09/2008	Debit	Account Keeping Fee	-292.70
Perfect Computer Solutions Pty Ltd	Bill Pmt -Cheque	12/09/2008	1948	Audit Computer System & rectify minor problems	-1,023.50
Shire of Wagin.	Bill Pmt -Cheque	12/09/2008	1949	Ranger Training Expenses	-400.00
	Bill Pmt -Cheque	24/09/2008	1956	Reimburse Expenses from Ranger Training Course	-99.52
	Bill Pmt -Cheque	26/09/2008	1966	HACC Hire of Community Bus	-224.95
Slater-Gartrell Sports	Bill Pmt -Cheque	12/09/2008	1950	Sports Equipment	-990.00
Telstra	Bill Pmt -Cheque	10/09/2008	1939	Damaged Cable Repairs - Arthur River Rd	-2,322.16
	Bill Pmt -Cheque	12/09/2008	1951	Telephone Accounts	-1,551.19
	Bill Pmt -Cheque	26/09/2008	1967	Telephone Accounts	-1,097.46
Teisra Superannuation Fund	Bill Pmt -Cheque	02/09/2008	1936	Super Julie White August 2008	-246.20
	Bill Pmt -Cheque	25/09/2008	1961	Super Julie White September 2008	-339.56
Wagin Beta Electrical	Bill Pmt -Cheque	12/09/2008	1952	Ranger Phone Battery & Vax Cleaner Paper Bags	-77.85
Wagin Bowling Club Inc	Bill Pmt -Cheque	17/09/2008	1954	New Synthetic Green Financial Assistance	-1,000.00
Wagin Golf Club.					

Shire of Wagin
List of Creditors Paid from the Municipal Fund Account
 September 2008

Type	Date	Num	Memo	Amount
Bill Pmt -Cheque	19/09/2008	1955	Assr Tractor Mower	-1,000.00
Bill Pmt -Cheque	12/09/2008	1953	Service Charges Traverse St	-30.70
Bill Pmt -Cheque	26/09/2008	1968	Water Charges	-316.05

Water Corporation

Shire of Wagin Trust Account
List of Creditor Paid from the Trust Fund Account
 September 2008

	Type	Date	Num	Memo	Amount
Jason Reed.	Bill Pmt-Cheque	03/09/2008	1763	Refund Bond Hire of Community Bus	-150.00
Our Lady of Good Council.	Bill Pmt-Cheque	03/09/2008	1764	Refund Bond Rec Centre 21st & 22nd August 2008	-150.00

Shire of Wagin
Works Report – OCTOBER 2008

Works Completed	Description
Beaufort Road	Clear widen form and gravel sheet shoulders.
Pederick Drive	Remove spoil, put gravel in place ready for water binding.
Maintenance grading	Bitumen shoulders completed.
Future Works	Description
Warup West Road	Clear widen and gravel sheet.
Taylor's Road	Clear widen and form , gravel sheet
Maintenance grading	Rural roads 90% completed
On Going Works	Description
Maintenance grading	Various Roads
Town site	Maintenance and weed spraying
General	Odd jobs as required
Plant Down Time	Description
Isuzu Truck	Replace transmission

**Shire of Wagin
Capital Works Programme
1st July 2008 to 30th September 2008**

Construction Program	Description	Actual	Budget	Variance	% of Budget	Job Status
		30th Sep 2008 \$	30th June 2009 \$	\$	%	
CP34 - Ballagin	Reseal	-	135,000	135,000	0.00	Not Started
CP35 - Tudhoe St Footpath	Lukin to Tarbet	-	11,900	11,900	0.00	Not Started
CP36 - Tudhoe St Footpath	To Venthor Street	-	38,100	38,100	0.00	Not Started
CP37 - Rifle Street	Reseal	-	18,000	18,000	0.00	Not Started
CP38 - Pederick Dve Subdivision	Drainage & New Road	-	30,000	30,000	0.00	Not Started
Total Construction Program		-	233,000	233,000	0.00	

**Shire of Wagin
Works Maintenance Programme
1st July 2008 to 30th September 2008**

Maintenance Program	Description	Actual	Budget	Variance	% of Budget	Job Status	RTR
		30-Sep-08	30th June 09				Funded
		\$	\$	\$	%		
MP32 - Beaufort Road	Surface Correction		12,000			Not Started	
MP33 - Heights Ties	Clear, Widen Form		13,000			Not Started	
MP34 - Gundaring North Road	Clear, Widen Form	2,036	-	-	-	In Progress	
MP35 - Beaufort Road	Clear, Widen Shoulders	5,935	33,441	27,506	17.75	In Progress	33,441
MP36 - Dongolocking Road	Clear, Widen Shoulders	25,125	35,838	10,713	70.11	In Progress	35,838
MP37 - Bockaring Road	Clear, Widen Shoulders	24,129	38,991	14,862	61.88	In Progress	38,991
MP38 - Warup West Road	Surface Correction	-	40,273	40,273	-	Not Started	40,273
MP39 - Wagin Wickiepin Road	Gravel Sheet	20,133	37,500	17,367	53.69	In Progress	
MP40 - Pieseville Jaloran Road	Gravel Sheet	31,017	42,000	10,983	73.85	In Progress	
MP41 - Taylors Road	Gravel Sheet	-	34,800	34,800	-	Not Started	
MP42 - Norrington Road	Clear, Widen Shoulders	-	35,700	35,700	-	Not Started	
Unscheduled Maintenance/Bridge		25,843	120,000	94,157	21.54	On Going	
Maintenance Grading		36,854	150,000	113,146	24.57	On Going	
Rural Tree Pruning		6,906	100,000	93,094	6.91	In Progress	100,000
Total Maintenance Program		177,978	668,543	492,601	26.62		248,543

Plant Report
Sep-08

Plant	Rego #	Plant #	Operator	Kms/Hours 31/08/2008	Kms/Hours 30/09/2008	Kms/Hours Sept	Kms/Hours		Plant Costs	
							Financial Year	Financial Year	Financial Year	Financial Year
2007 Cat Grader	W9925	P10	C Bunter	838	927	89	291		\$4,906	
2006 Cat Front End Loader	W9776	P11	D Cooper	1676	19520	17844	17949		\$1,639	
2004 Cat Grader	W1019	P12	M Foale	4352	4493	141	417		\$2,576	
2003 Isuzu Tip Truck	W1015	P13	W Stephens	134047	139561	5514	2934		\$649	
2006 Isuzu Tip Truck	W1002	P14	D Storey	46395	57569	11174	14286		\$1,907	
2007 Bomag Roller	W7862	P15	K Pollard	854	875	21	472		\$1,626	
2006 Isuzu Tray Top	W1012	P16	R Hollands	58820	60911	2291	7008		\$2,152	
2006 Case Backhoe	W242	P17	S Hiskins	1916	2025	109	263		\$1,194	
2005 Tractor Plant	W9630	P18	R White	657	706	49	107		\$233	
1990 Case Road Roller	W841	P19	Various	7011	7011	0	0		\$5,045	
2005 John Deere Tractor	W9618	P20	Various	728	728	0	36		\$1,543	
2005 Iveco Tray Top	W676	P21	C Bunter	41298	41598	300	2586		\$498	
John Deere	W487	P22	L Fuss	78	87	9	16		\$43	
2003 Mitsubishi Tray Top	W1010	P24	R White	70773	72046	1273	93674		\$329	
2003 Mitsubishi Tray Top	W1001	P25	L Fuss	23681	25031	1350	3645		\$317	
2005 Mitsubishi Tray Top	W1007	P26	B McNamara	36349	39256	2907	6306		\$364	
2005 Mitsubishi Tray Top	W1022	P27	M Foale	66832	67646	1814	3786		\$682	
2005 Mitsubishi Tray Top	W9655	P85	R Kelly	30581	31750	1169	3183		\$645	
Ford Courier	W1044	P38	T Evans	92264	96235	3971	10080		\$635	
2008 Ford Fairmont Sedan	W1	P01	J Hunter	14050	14050	0	4006		\$1,143	
2007 Ford Falcon Sedan	W001	P02	B Roderick	12590	15200	2610	8210		\$1,524	
2007 Ford Territory Sedan	W1008	P04	A Hicks	18778	22891	4113	13829		\$293	
2008 Ford Fairmont Sedan	W1479	P05	Doctor			Unavailable	0		\$285	
2007 Ford Focus Hatch	W1017	P06	L West	1663	1663	Unavailable	0		\$456	
2005 Ford Falcon Sedan	W468	P80	S Cuthbert	57545	57545	Unavailable	0			
2001 Toyota Coaster Bus	W1212	P07		66673	66673	Unavailable	0		\$937	
2008 Ford Focus	W10000	P08	J Case	0	0	0	0		\$131	
HACC Bus	W753	P83	HACC	65000	65000	Unavailable	0			
2007 Ford Falcon St Sedan	W9800	P86	DK HACC	14342	14342	Unavailable	0			

10.2.11 Computer system – from last meeting**Proponent: CEO****File:**

Summary

This proposal seeks Council approval to spend funds on a computer system overhaul which was not included in the budget process.

Background

As a consequence of a number of performance issues with our computer system I had a Perth firm assess the system with the view of making recommendations to fix the problems we have been having. Also in mind was the need to get the platform to what might be called a standard platform, basically that all software is the same and all versions are the same.

Of particular concern was the way the network is set-up which has given rise to a number of dysfunctions and is curtailing performance. The biggest issue is that all computers in the office are running off the server which in turn is consistently running at over 90% of its capacity. All software applications and Internet traffic is through the one server and it is operating at what is normally regarded as its design specifications.

The situation in the remote areas such as the depot and recreation centre can only be described as diabolical in terms of response time and performance.

Comment

Last financial year Council purchased a document control system which is web based and which also runs off the server. Installation of that system required an unforeseen, and therefore not budgeted, software upgrade which in all cost \$6,000.

This system, which now handles the storage and tasking of all of our documentation, has further increased the load on the server. It is currently next to impossible for the depot and recreation centre to operate on that system which is our central records system.

The consultant's spent one day in-house and fixed a number of immediate problems; one of which was that Flash was not running on the system and the training programs for the new information system are all in Flash. Their report contained a set of recommendations which have been reviewed and reduced in-house and the cost of the remaining recommendations is \$20,500.

This system and basic configuration will be the same as is in place in Dumbleyung and the firm that has done the work to date is the same one that is used by Dumbleyung. This direction has been chosen as it is apparent that a common IT platform is necessary for Councils to start sharing functions such as payroll, rates, creditors and so forth which is high on the agenda of the 4WD group of Councils.

Other initiatives which may also arise this financial year include the move to a common financial system amongst a majority of the 4WD councils and funding options are being explored to accomplish this. Information from WALGA and the Department indicates that projects such as this are likely to be funded by Government but the election has prevented any early commitment from the Department.

At the September meeting of the 4WD group (which involved Councillors) there was a good deal of discussion about the differences between the respective computer systems and the need, as a first step to further the 4WD concept, for the Councils to move towards the same operating platform. A special 4WD meeting was held on Monday and again this point was discussed at length and an agreement reached about the need for a common system. Much of that meeting however was about the next stage which is to decide upon common packages for items such as information management, finance systems, asset management and especially roads as a particular class of asset.

The object is to move to a common set of tools and then move to a common way to use those tools. Then it will be possible to start to consolidate functions and for particular Council to start to specialize; payroll at one, rates at another and so forth although that is only one model. However the efficiency gains start with common platforms.

Statutory Environment

Policy Implications

Budget Implications

The proposal here will increase the amount in the “computer support” area and this will need to be funded from savings in other areas as the year progresses. We are yet to see the “royalties for regions” money although government representatives have indicated that there are funds available for this type of exercise, but only whilst they last.

Officer’s Recommendation

1. That Council agrees that
 - a. the computer system needs to be upgraded and work is to proceed on defining what is required.
 - b. funding options be explored further and if the upgrade can be implemented with little cost to Council then staff are to proceed with the exercise.

827	Moved Seconded Blight / Ballantyne	
That Council agrees with the recommendations in the report.		
	Results	Vote 11 / 0

10.3.12 Road study – from last meeting**Proponent: CEO****File:**

Summary

This proposal seeks Council approval to half fund a study on heavy vehicle haulage through the town of Wagin.

Background

At its September meeting Council resolved in part that:

1. the Works and Services Committee examine the road network, its known, ideal and projected traffic patterns (including a possible alternative heavy vehicle transport route in town away from the CBD), and develop a road network development plan with community input to be used in next year's budget deliberations.

The point at issue here is that part referring to a possible alternative heavy vehicle transport route in town away from the CBD.

Comment

This Council's resolutions from the September meeting were raised with the Department of Main Roads and there was a good deal of agreement with Council's approach. They also agreed that the issue of heavy haulage through town needs addressing as from all projections the volume of that type of traffic is expected to increase.

To this end they agreed to half fund a specialist traffic engineer's study of the movement of heavy haulage vehicles through town and to explore possible alternatives. They also agreed to find a suitable specialist. The value of this approach is that an expert report will be prepared by a specialist with credibility with Main Roads and that both parties will have to take account of the findings of the study.

Attached is the quote that was prepared by the engineering firm that was asked to quote for the task and the total amount is \$9,900. Main Roads has suggested that we share the costs of this study 50/50 and that seems a reasonable proposition. The findings of this study will be a valuable resource for the Works and Services Committee as it implements the rest of the Council resolution.

Statutory Environment**Policy Implications****Budget Implications**

The proposal here will involve Council expenditure of \$4,950 and there were funds set aside in the budget for "consultants".

Officer's Recommendation

1. That Council agrees to the expenditure of \$4,950 to co-fund a specialist report as outlined in this report.

Voting requirements

Absolute majority required.

828	Moved Seconded Ball / Ballantyne	
That Council agrees with the recommendations in the report.		
	Results	Vote 9 / 2

10 Members matters presented with notice

Nil

11 Urgent Business

829	Moved Seconded Cummings / Ball	
That Council agrees to consider matters relating to the construction of the new dam as urgent business.		
	Results	Vote 9 / 2

12.1 Construction of New Dam

Councillor Ballantyne advised that he had received a telephone call from one of the businesses who had provided a quotation to construct the new dam. He said that the person had expressed concern that the test holes he had dug at the site showed that the ground was not suitable to retain water above ground level.

The Manager of Works, Mr Hicks, advised that samples taken showed that there was some good clay, as well as some poor clay.

Councillor Morgan asked what Councillors should do when they get these type of calls. Councillor Blight advised that the Shire's Standing Orders say that items for Council should be forwarded to the administration staff at least four days before the meeting.

Councillor Morgan stated that the design of the dam should have been done by the Works and Services Committee, he had thought it would be based on the other dam, as did some tenders.

Mr Hicks noted that the new dam has a capacity of 280,000 litres, with 250,000 litres 3 metres from the top.

Councillor Cumming advised he had been visited by a contractor who complained that the works specification provided wasn't what was constructed.

Councillor Morgan advised that the contractor he spoke to had not been told his quote was unsuccessful until he had called the office to be told it had already been awarded and the job had commenced.

Councillor Anderson noted that at a training course he had attended, they were advised when someone comes to a Councillor with a complaint, the Councillor should tell them to put it in writing to the Chief Executive Officer so he can provide Councillors with all of the relevant information.

Councillor Ewen stated that she was concerned because Julie from the Argus was not answered in person and asked if Councillors would get a copy of the response? The Chief Executive Officer, Mr Hunter, advised he would forward Councillors a copy of his response before sending it to Ms Mangalavite. He also noted that the contractor who was awarded the construction of the dam had guaranteed his work and drilled approximately six test holes on site in his presence.

830	Moved Seconded Cummings / Draper	
That Council agrees to consider matters relating to emergency services volunteers as urgent business.		
	Results	Vote 11 / 0

The Special Projects Officer suggested Council host a barbecue to thank the various emergency services volunteers and police for their service last year and to wish them well for the coming year prior to harvest commencing.

831	Moved Seconded Draper / Anderson	
That Council host a barbecue function at the Eric Farrow Pavilion for all emergency services volunteers and Police from 7.00 pm on Wednesday 5 November 2008.		
	Results	Vote 11 / 0

13 Confidential business (Local Government Act Section 5.23(2))

Councillor Morgan declared a financial interest in the item as his business submitted a quote for the services to be discussed and left the meeting at 8.32 pm

832	Moved Seconded Blight / Cummings	
That Council moves behind closed doors in accordance with Section 5.23(2) of the Local Government Act 1995 as the matter relates to a contract entered into, or which may be entered into, by the Shire.		
	Results	Vote 9 / 2

The staff and members of the gallery left the meeting at 8.32 pm

13.1 Quotation for Pruning Trees Under Power Lines

833	Moved Seconded Ewan / Dohle	
That a letter be written to Councillor Morgan advising that Council would not be reversing the decision as the work has already been completed, but that in the future he will be able to tender for similar work.		
	Results	Vote 10 / 0

14 Meeting closure

The meeting closed at 9.10 pm

These Minutes were confirmed at a meeting held on

Signed _____

Presiding Member at the meeting at which the Minutes were confirmed.

Dated _____