

SHIRE OF WAGIN



MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON TUESDAY 17th MAY 2005

	CONTENTS	PAGE
1.	DECLARATION OF OPENING.....	3
2.	ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED	3
3.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.	3
4.	PUBLIC QUESTION TIME.....	3
5.	APPLICATION FOR LEAVE OF ABSENCE	4
6.	PUBLIC FORUM (PETITION/DEPUTATIONS/PRESENTATION).....	4
7.	CONFIRMATION OF PREVIOUS MEETING MINUTES	4
8.	DISCLOSURES OF FINANCIAL AND OTHER INTERESTS	4
9.	REPORTS OF COMMITTEE AND OFFICERS.....	4
9.1	HEALTH, BUILDING AND PLANNING.....	4
9.1.1	PROPOSED SUBDIVISION	4
9.1.2	PROPOSED AMALGAMATION.....	8
9.1.3	TENDERS FOR CONSTRUCTION OF DWELLING AND ADMINISTRATION CENTRE RENOVATIONS.....	10
9.2	ADMINISTRATION AND FINANCE.....	12
9.2.1	CODE OF CONDUCT REVIEW.....	12
9.2.2	CORPORATE CREDIT CARD POLICY.....	19
9.2.3	REVIEW OF DELEGATIONS REGISTER.....	21
9.2.4	RETURNING OFFICER'S REPORT – 2005 LOCAL GOVERNMENT ELECTIONS	33
9.2.5	LEASE AGREEMENT – KINDERGARTEN CENTRE.....	35
9.2.6	LICENCE AGREEMENT – WAGIN DISTRICT HIGH SCHOOL.....	36
	OVAL	36
9.2.7	OLD PHOTOCOPIER – WAGIN MEDICAL CENTRE	38
9.2.8	WAGIN MEDICAL CENTRE FINANCIAL REPORTS	39
	APRIL 2005.....	39
9.2.9	FINANCIAL STATEMENTS – APRIL 2005	43
9.2.10	REVIEW OF FINANCE POLICY 15 – SIGNIFICANT ACCOUNTING POLICIES	50
9.2.11	PROPOSED FORMAT OF MONTHLY STATEMENT OF FINANCIAL ACTIVITY	55
9.2.12	QUARTERLY FINANCIAL REPORT FOR THE PERIOD ENDING.....	72
	30 TH JUNE 2005.....	72
9.2.13	PLAN FOR THE FUTURE OF THE DISTRICT.....	73
9.2.14	RULES AND RESPONSIBILITIES FOR HIRING OF COUNCIL FACILITIES.....	75
9.3	WORKS AND SERVICES.....	78
9.3.1	CREW CAB CANTER - PURCHASE	78
9.4	OTHER COMMITTEES AND REPORTS	79
9.4.1	MINUTES OF THE HEALTH, BUILDING AND PLANNING COMMITTEE MEETING HELD IN.....	79
	COUNCIL'S COMMITTEE ROOM ON THURSDAY 28 TH APRIL 2005.....	79
9.4.2	MINUTES OF THE SWIMMING POOL REDEVELOPMENT COMMITTEE HELD IN COUNCIL'S COMMITTEE ROOM ON	
	FRIDAY 29 TH APRIL 2005.....	114
10.	ANNOUNCEMENT BY THE PRESIDENT AND COUNCILLORS.....	126
11.	ELECTED MEMBERS, MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN	
	GIVEN.....	126
12.	URGENT BUSINESS INTRODUCED BY DECISIONS OF THE MEETING.....	126
13.	CONFIDENTIAL BUSINESS AS PER LOCAL GOVERNMENT ACT S5.23 (2).....	128
13.1	WORKPLACE AGREEMENT.....	128
13.2	DENTAL SURGERY EQUIPMENT	130
14.	CLOSURE	132

Shire of Wagin

Minutes of the Ordinary Meeting of the Council in the Council Chambers on Tuesday 17th May 2005.

1. Declaration of Opening

The Shire President Cr Brockway declared the meeting open at 7.00pm.

2. Attendance, Apologies and Leave of Absence (previously Approved)

Present:	Cr M J Brockway	President
	Cr R P Johnson	Member
	Cr I C Cumming	Member
	Cr A P Scanlon	Member
	Cr D K Morgan	Member
	Cr A C Dohle	Member
	Cr J L C Ballantyne	Member
	Cr H D Rowell	Member
	Cr E N Pugh	Member
	Cr P J Blight	Member
Staff:	Mr I B Fitzgerald	Chief Executive Officer
	Mr B K Fisher	Deputy Chief Executive Officer
	Mr D A Archer	Principal Environmental Health Officer/ Building Surveyor
	Mr A D Hicks	Manager of Works

Visitors:

Nil

Apologies: Cr K M Draper

3. Response to Previous Public Questions Taken on notice.

Nil

4. Public Question Time

Nil

5. Application for Leave of Absence

11087 BLIGHT/MORGAN

That Cr Rowell be granted a leave of absence for the June 2005 Ordinary Council meeting.

CARRIED

Vote10/0

6. Public Forum (Petition/Deputations/Presentation)

Nil

7. Confirmation of Previous Meeting Minutes

11088 JOHNSON/ROWELL

That the Minutes of the Ordinary Council Meeting held on 19th April 2005 and the Minutes of a Special Council Meeting held on 10th May 2005 be confirmed as a true and correct record.

CARRIED

Vote10/0

8. Disclosures of Financial and other interests

Cr Morgan declared a financial interest in item 9.1.2 Proposed Amalgamation of lot 734 Forrest Street, Wagin.

9. Reports of Committee and Officers**9.1 Health, Building and Planning**

9.1.1	Proposed subdivision
Proponent:	P Gow on behalf of J Painter and V R Parker via Western Australia Planning Commission
Location:	Lot 61 Traverse Street – zoned Residential R30
Reporting Officer:	Principal Environmental Health Officer/Building Surveyor
File:	TPL4/2

Summary

The proponent intends to subdivide the 1012m² block into two equal parts.

Background

Council has approved the construction of two separate dwellings on this Lot, one facing Traverse Street and the other facing Tudor Street.

Comment

This proposal is consistent with our Town Planning Scheme which allows a minimum Lot size of 270m² for an R30 block which contains a single dwelling.

Statutory Environment: Town Planning Scheme No2.

Policy Implications: Nil

Budget Implications: Nil

Officer's Recommendation

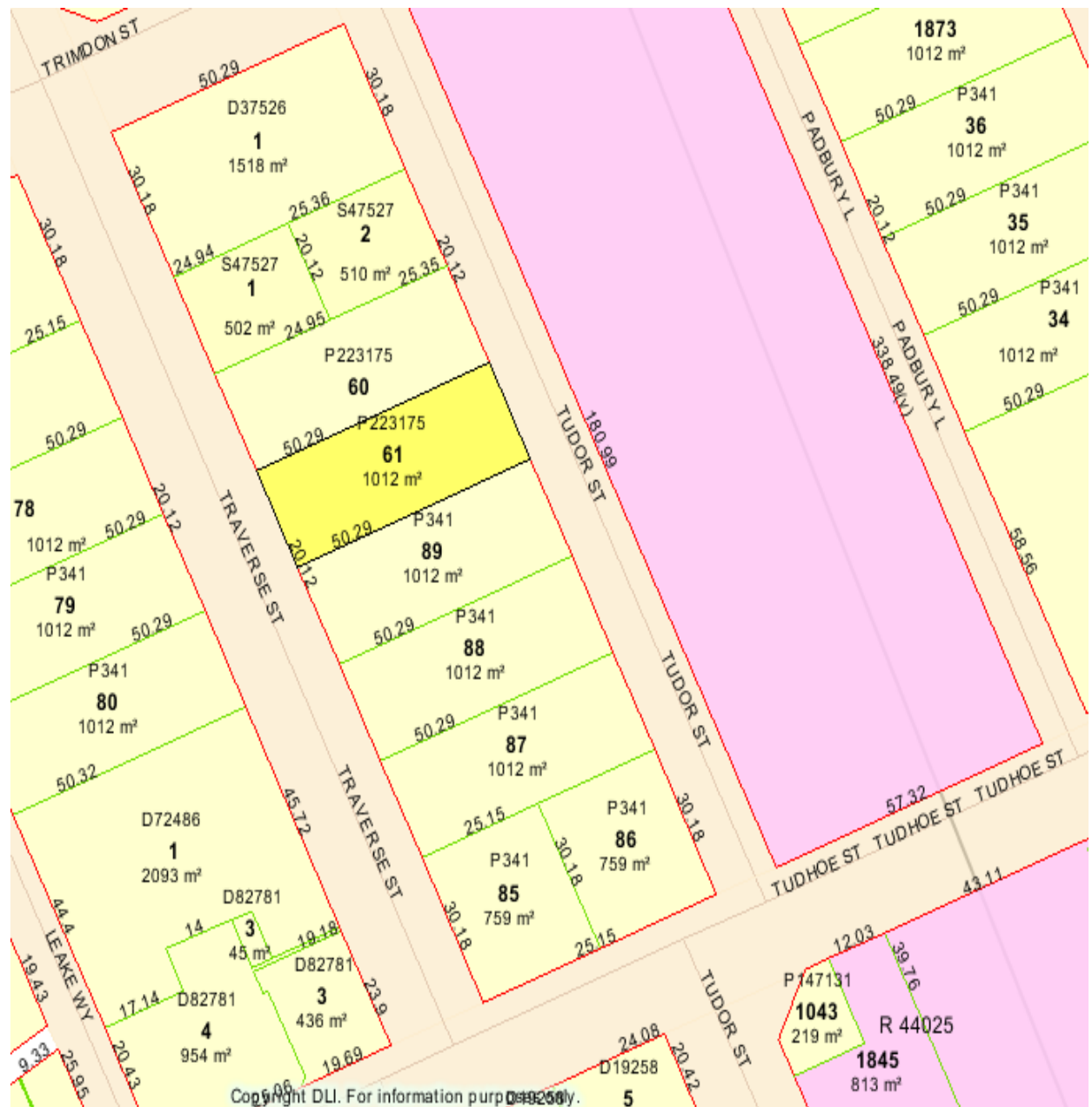
That Council advise the Western Australian Planning Commission that it supports the subdivision of Lot 61 Traverse Street Wagin consistent with Application 488-05 dated 15th April without conditions.

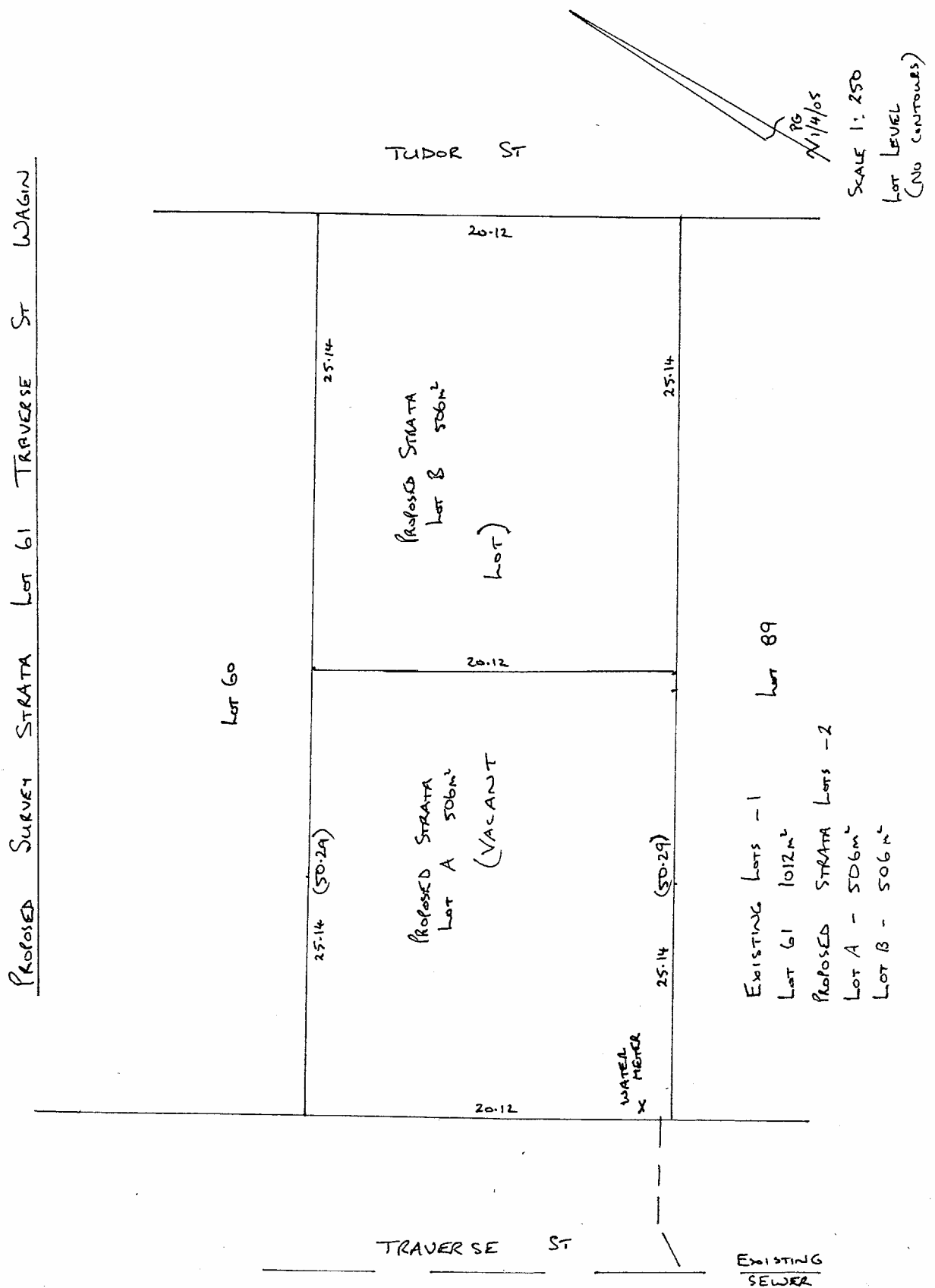
Council Resolution

11089 ROWELL/PUGH

That the Officer's Recommendation be adopted.

CARRIED
Vote 10/0

Lot 61 Traverse Street



Cr Morgan left the meeting at 7.03pm.

9.1.2	Proposed amalgamation
Proponent:	Department for Planning and Infrastructure
Location:	Lot 734 Forrest Street Wagin – zoned Residential R17.5
Reporting Officer:	Principal Environmental Health Officer/Building Surveyor
File:	735

Summary

The proponent would like Council to review the decision not to support the amalgamation with the adjoining Lot 735.

Background

On 15th April 2003 Council resolved to advise the Department of Land Administration that it has no objection to the freeholding of Lot 734 however it would be opposed to its amalgamation with other blocks.

This resolution was based on the following:-

Lot 734 is zoned Residential R17.5 in Councils Town Planning Scheme and the general area is considered ideal for further residential development.

Amalgamation of Lot 734 and 735 would create a Lot of an area not in keeping with those surroundings and would be a deterrent to future development.

Sale of the land is supported on the provision Lot 734 is not amalgamated with any other Lot as we believe this best protects the future residential development.

Eventually DOLA advised the applicant that Lot 734 is not available for release. The basis of this decision is that this land is not serviced by constructed road access and a power and water supply is not available. Of these factors the constructed road access is the primary one as it has the potential to create a financial liability for the Shire.

Comment

I don't agree a sale would create a financial liability there is no mandatory requirement for Council to provide access and an intending purchaser should consult with Council prior to purchase.

However having stated that, it seems nothing will proceed unless Council supports the amalgamation.

Statutory Environment: Town Planning Scheme No2

Policy Implications: Health, Building and Planning No13
Developing of Lots Abutting Unconstructed Roads

Budget Implications:

Amalgamation is likely to reduce our rate base, however the Lot in question is at present unrated

Officer's Recommendation

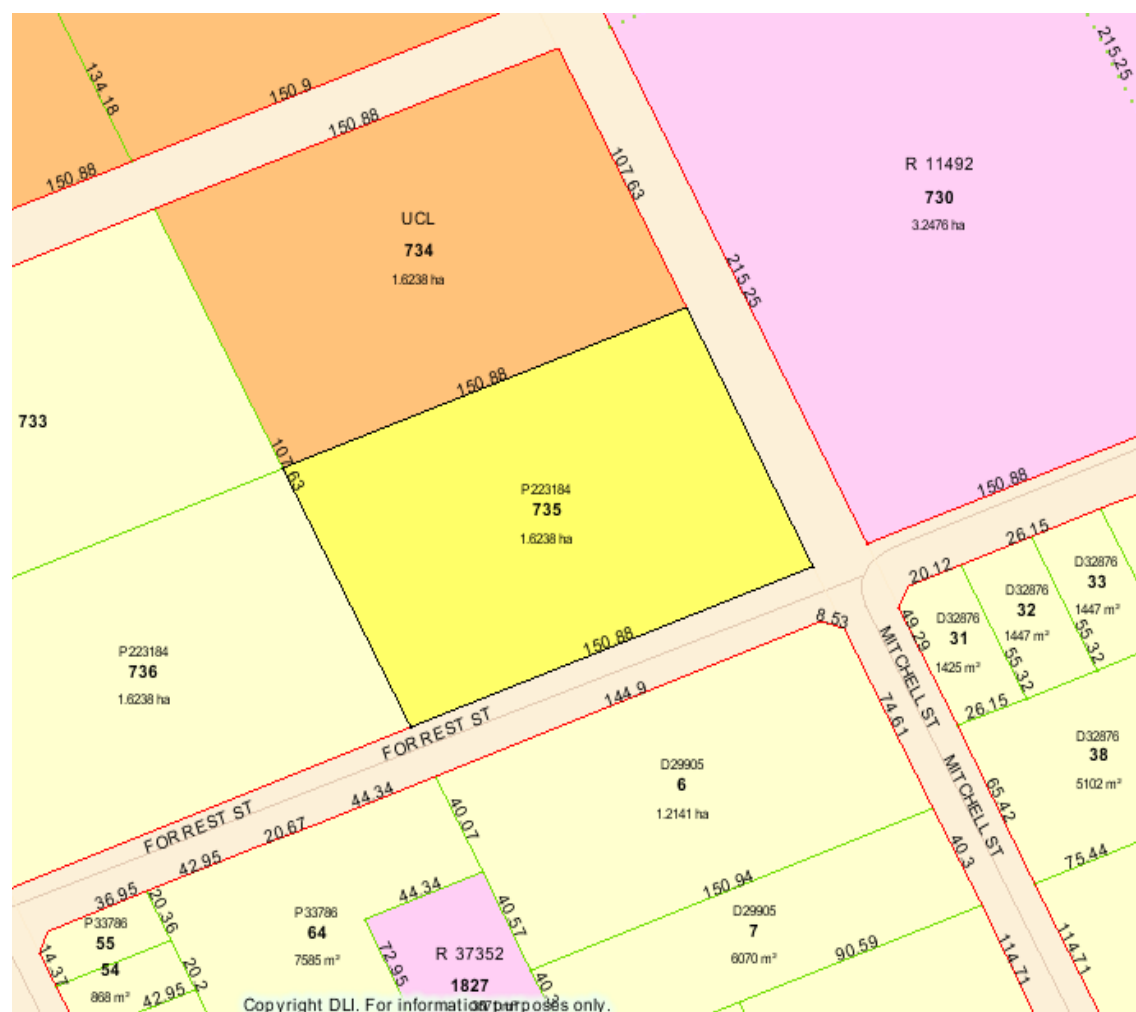
Council advise the Department Planning and Infrastructure that releasing Lot 735 does not create a financial liability for Council but if amalgamation is the only avenue that will achieve release of the Lot it is supported.

Council Resolution

11090 PUGH/JOHNSON

That the Officer's Recommendation be adopted.

CARRIED
Vote 9/0

Lot 734 Forrest Street

Cr Morgan returned to the meeting at 7.07pm

9.1.3	Tenders for construction of Dwelling and Administration Centre renovations
Location:	Lot 55 khedive Street Wagin and Reserve 36738 Arthur Road Wagin
Proponent:	Principal Environmental Health Officer/ Building Surveyor
File:	PRO 15 & PRO 1

Summary

Council has made budget provision in this financial year to undertake both projects.

Background

Council called for tenders closing 25th January 2005 but received no tenders.

The projects were re-tendering closing 6th May 2005 and received two tenders being:-

a) Trevor Parsons Building	2A/05 (Dwelling)	\$344,000
	2B/05 (Office)	\$365,000
b) A J & J D Scardetta	2A/05	\$349,800
	2B/05	\$385,000

After opening the tenders and at the suggestion of one tenderer both were invited to submit a price if the two projects formed a package.

Unfortunately due to the other commitments Trevor Parsons Building has withdrawn their tender for 2A/05 (Dwelling).

Comment

Council has allocated \$250,000 to each project however with the discount for a package deal and allowing for recoup of the GST there is still a shortfall of \$148,000. Both projects have been under consideration for several years and it was probably remiss not to have updated the office renovations estimate as \$250,000 was the figure some 18 months age.

Council's housing stock is between 24 to 28 years old and one residence is rapidly approaching its use by date. Appropriate housing for staff and/or professional persons is important as generally we will be in competition with other Local Authorities and to be at a lesser standard may prove detrimental.

The Administration Centre with the change in technology and administration procedures does not meet today's expectation and requires addressing therefore the option of deleting one or both projects is not advocated.

Discussions with a Local Authority within the region indicate the prices submitted are within the ball park with the only negative being a lack of competition for the projects.

We are aware the larger the project the greater the interest and with that in mind knowing that an adjoining Local Authority may be constructing a residence in 05/06 the opportunity to tender simultaneously may be to our advantage, although the longer we delay the greater the price rise.

Staff have re-evaluated both project designs and still consider the house appropriate but would like to suggest that with regard to the Administration Centre an opportunity exists to relocate the library to the Administration Centre which may be advantageous with regard to staffing while freeing up the existing library for other purposes such as professional services, retail or similar.

Statutory Environment: Local Government Act 1995

Policy Implications: Nil

Budget Implications: Council has a budget allocation of \$500,000 for both projects which is insufficient by \$148,000.

Officer's Recommendation

That Council;

- 1) resolve not to accept the tenders from Trevor Parsons Building to renovate the Administration Centre in accordance with Tender No 2B/05 at a cost of \$365,000 including GST, and A J & J D Scardetta to construct a residence on Lot 55 Khedive Street Wagin and renovate the Administration Centre in accordance with Tender No 2A/05 and 2B/05 at a combined cost of \$714,000 including GST.
- 2) resolve to make budget provision in the 05/06 financial year to construct a dwelling for \$350,000 and renovate the Administration Centre for \$385,000.
- 3) adopt a strategic development plan for the next 10 years with special emphasis on
 - a. staff and/or professional housing
 - b. public facilities eg. Aquatic Centre, Recreation Centre, Hall restoration
 - c. industrial land

Council Resolution

11091 BLIGHT/JOHNSON

That the Officer Recommendation be adopted.

CARRIED
Vote 10/0

9.2 ADMINISTRATION AND FINANCE

9.2.1 Code of Conduct Review

Proponent: Local Government Act 1995 Section 5.103 (2)

Location: Shire of Wagin

Reporting Officer: Chief Executive Officer

Summary

Council is required to review its Code of Conduct within 12 months of each ordinary election day and make changes to the code as it considers appropriate.

Background

Council last reviewed its Code of Conduct in May 2003 and made an adjustment to the value of gifts to be accepted. The Code of Conduct is based on the model Code of Conduct produced by the Western Australian Local Government Association.

Comment

Council has not raised any concerns with regard to the content of the Code of Conduct including the value of gifts as amended previously.

A review of the Code of Conduct has not revealed any matters of concern or that are considered to require amendment or adjustment by Council.

Statutory Environment: Local Government Act 1995 section 5.103 (2)
Local Government (Administration) Regulations
34B

Policy Implications: Nil

Budget Implications: Nil

Officer's Recommendation

That Council acknowledge a review of the Code of Conduct has been performed and adopt the code as presented.

Council Resolution

11092 Cumming/Morgan

That the Officer's Recommendation be adopted.

CARRIED
Vote 10/0

Shire of Wagin



Council Code of Conduct

PREAMBLE

The Shire of Wagin's Code of Conduct is based upon the Model Code of Conduct adopted by the Western Australian Local Government Association and published in the complete Guide to the Local Government Act 1995 manual.

The Model Code of Conduct provides elected members and staff in Local Government with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability in individual Local Governments.

The Model Code is complementary to the principles adopted in the Local Government Act and regulations which incorporates four fundamental aims to result in :-

- (a) better decision-making by local governments;
- (b) greater community participation in the decisions and affairs of local governments;
- (c) greater accountability of local governments to their communities; and
- (d) more efficient and effective local government.

The Code provides a guide and a basis of expectations for elected members and staff. It encourages a commitment to ethical and professional behaviour and outlines principles in which individual and collective Local Government responsibilities may be based.

ROLE OF ELECTED MEMBERS

A Councillor's primary role is to represent the community, and the effective translation of the community's needs and aspirations into a direction and future for the Local Government will be the focus of the Councillor's public life.

A Councillor is part of the team in which the community has placed its trust to make

decisions on its behalf and the community is therefore entitled to expect high standards of conduct from its elected representatives.

In fulfilling the various roles, elected members' activities will focus on:

- achieving a balance in the diversity of community views to develop an overall strategy for the future of the community;
- achieving sound financial management and accountability in relation to the Local Government's finances;
- ensuring that appropriate mechanisms are in place to deal with the prompt handling of residents' concerns;
- working with other governments and organisations to achieve benefits for the community at both a local and regional level;
- having an awareness of the statutory obligations imposed on Councillors and on Local Governments.

1. CONFLICT AND DISCLOSURE OF INTEREST

1.1 Conflict of Interest

(a) Members and staff will ensure that there is no actual (or perceived) conflict of interest between their personal interests and the impartial fulfilment of their professional duties.

(b) Staff will not engage in private work with or for any person or body with an interest in a proposed or current contract with the Local Government, without first making disclosure to the Chief Executive Officer. In this respect, it does not matter whether advantage is in fact obtained, as any appearance that private dealings could conflict with performance of duties must be scrupulously avoided.

(c) Members and Staff will lodge written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the municipality which may be in conflict with the Council's function (other than purchasing the principal place of residence).

(d) Members and Staff who exercise a recruitment or other discretionary function will make disclosure before dealing with relatives or close friends and will disqualify themselves from dealing with those persons.

(e) Staff will refrain from partisan political activities which could cast doubt on their neutrality and impartiality in acting in their professional capacity.

An individual's rights to maintain their own political convictions are not impinged upon by this clause. It is recognised that such convictions cannot be a basis for discrimination and this is supported by anti discriminatory legislation.

1.2 Financial Interest

Members and staff will adopt the principles of disclosure of financial interest as contained within the Local Government Act.

1.3 Disclosure of Interest

(a) In addition to disclosure of financial interests, members and staff, including persons under a contract for services –

- attending a council or committee meeting; or
 - giving advice to a council or committee meeting;
- are required to disclose any interest they have in a matter to be discussed at the meeting that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected.

(b) where an interest must be disclosed under (a) above, the disclosure is to be made at the meeting immediately before the matter is discussed or at the time the advice is given, and is to be recorded in the minutes of the meeting.

2. PERSONAL BENEFIT

2.1 Use of Confidential Information

Members and staff will not use confidential information to gain improper advantage for themselves or for any other person or body, in ways which are inconsistent with their obligation to act impartially, or to improperly cause harm or detriment to any person or organisation.

2.2 Intellectual Property

The title to Intellectual Property in all duties relating to contracts of employment will be assigned to the Local Government upon its creation unless otherwise agreed by separate contract.

2.3 Improper or Undue Influence

Members and staff will not take advantage of their position to improperly influence other members or staff in the performance of their duties or functions, in order to gain undue or improper (direct or indirect) advantage or gain for themselves or for any other person or body.

2.4 Gifts and Bribery

(a) Members and staff are not to accept a gift, other than a gift of or below \$500.00 from a person who is undertaking, or is likely to undertake, business –

- that requires the person to obtain any authorisation from the local government;
- by way of contract between the person and the local government; or

- by way of providing any service to the local government.

(b) Members and staff who accept a gift of or below \$500.00 from a person referred to in (a) above are to record in a register of token gifts –

- the names of the persons who gave and received the gift;
- the date of receipt of the gift; and
- a description, and the estimated value of the gift; unless the Local Government decided that
- specified gifts given by way of hospitality; or
- specified classes of gift given by way of hospitality, need not be recorded.

Note: *The Shire of Wagin has resolved that specified gifts by way of hospitality in the form of:*

- ❑ *Drinks and food*
- ❑ *Stationery*
- ❑ *Promotional material such as pens, hats, caps, jackets, stubby holders and minor promotional material, below a cost of \$50 be exempted.*

(c) This clause does not apply to gifts received from a relative (as defined in section 5.74(1) of the Local Government Act) or an electoral gift (to which other disclosure provisions apply).

3. CONDUCT OF MEMBERS AND STAFF

3.1 Personal Behaviour

(a) Members and staff will: (i) act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this Code;

(ii) perform their duties impartially and in the best interests of the Local Government uninfluenced by fear or favour;

(iii) act in good faith (ie. honestly, for the proper purpose, and without exceeding their powers) in the interests of the Local Government and the community;

(iv) make no allegations which are improper or derogatory (unless true and in public interest) and refrain from any form of conduct, in the performance of their official or professional duties, which may cause any reasonable person unwarranted offence or embarrassment; and

(v) always act in accordance with their obligation of fidelity to the Local Government.

(b) Members will represent and promote the interests of the Local Government, while recognising their special duty to their own constituents.

3.2 Honesty and Integrity

Members and staff will

(a) observe the highest standards of honesty and integrity, and avoid conduct which might suggest any departure from these standards;

(b) bring to the notice of the Mayor/President any dishonesty or possible dishonesty on the part of any other member, and in the case of an employee to the Chief Executive Officer.

(c) be frank and honest in their official dealing with each other.

3.3 Performance of Duties

(a) While on duty, staff will give their whole time and attention to the Local Government's business and ensure that their work is carried out efficiently, economically and effectively, and that their standard of work reflects favourably both on them and on the Local Government.

(b) Members will at all times exercise reasonable care and diligence in the performance of their duties, being consistent in their decision making but treating all matters on individual merits. Members will be as informed as possible about the functions of the Council, and treat all members of the community honestly and fairly.

3.4 Compliance with Lawful Orders

(a) Members and Staff will comply with any lawful order given by any person having authority to make or give such an order, with any doubts as to the propriety of any such order being taken up with the superior of the person who gave the order and, if resolution can not be achieved, with the Chief Executive Officer.

(b) Members and Staff will give effect to the lawful policies of the Local Government, whether or not they agree with or approve of them.

3.5 Administrative and Management Practices

Members and staff will ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

3.6 Corporate Obligations

(a) Standard of Dress

Staff are expected to comply with neat and responsible dress standards at all times. Management reserves the right to raise the issue of dress with individual staff.

(b) Communication and Public Relations

(i) All aspects of communication by staff (including verbal, written or personal), involving Local Government's activities should reflect the status and objectives of that Local Government. Communications should be accurate, polite and professional.

(ii) As a representative of the community Members need to be not only responsive to community views, but to adequately communicate the attitudes and decisions of the Council. In doing so Members should acknowledge that:

- as a member of the Council there is respect for the decision making processes of the Council which are based on a decision of the majority of the Council;
- information of a confidential nature ought not be communicated until it is no longer treated as confidential;
- information relating to decisions of the Council on approvals, permits and so on ought only be communicated in an official capacity by a designated officer of the Council;
- information concerning adopted policies, procedures and decisions of the Council is conveyed accurately.

3.7 Relationships between Members and Staff

An effective Councillor will work as part of the Council team with the Chief Executive Officer and other members of staff. That teamwork will only occur if Members and staff have a mutual respect and co-operate with each other to achieve the Council's corporate goals and implement the Council's strategies. To achieve that position Members need to:

- accept that their role is a leadership, not a management or administrative one;
- acknowledge that they have no capacity to individually direct members of staff to carry out particular functions;
- refrain from publicly criticising staff in a way that casts aspersions on their professional competence and credibility

3.8 Appointments to Committees

As part of their representative role Members are often asked to represent the Council on external organisations. It is important that Members:

- clearly understand the basis of their appointment; and
- provide regular reports on the activities of the organisation.

4. DEALING WITH COUNCIL PROPERTY

4.1 Use of Local Government Resources

Members and staff will:

- (a) be scrupulously honest in their use of the Local Government's resources and shall not misuse them or permit their misuse (or the

appearance of misuse) by any other person or body;

- (b) use the Local Government resources entrusted to them effectively and economically in the course of their duties and

- (c) not use the Local Government's resources (including the services of Council staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Chief Executive Officer).

4.2 Travelling and Sustenance Expenses

Members and staff will only claim or accept travelling and sustenance expenses arising out of travel related matters which have a direct bearing on the services, policies or business of the Local Government in accordance with Local Government policy and the provision of the Local Government Act.

4.3 Access to Information

- (i) Staff will ensure that members are given access to all information necessary for them to properly perform their functions and comply with their responsibilities as members.
- (ii) Members will ensure that information provided will be used properly and to assist in the process of making reasonable and informed decisions on matters before the Council.

9.2.2 Corporate Credit Card Policy**Proponent:****Chief Executive Officer****Reporting Officer:****Chief Executive Officer**

Summary

An amendment to Finance Policy 24 is proposed with an increase in card limit and the authorisation of an additional card holder.

Background

The existing policy provides for the Shire President, Chief Executive Officer and Deputy Chief Executive Officer to each have a Master Business Card with card limits up to \$6000. The card is to be used for conference and meeting expenses, fuel and entertainment expenses.

Comment

There is an increasing requirement for some purchases to be paid for upfront including repair parts especially from other than normal suppliers. A local government Purchase Order is no longer guaranteed to be sufficient to obtain goods.

In addition, since the cards were initially authorised in 1998, the cost of conference and meeting expenses have risen substantially and \$2000 may not be sufficient for a months activities.

With the increased expectation for payments to be made via credit card it is proposed the Works Manager also be issued with a card for use when away on Council business, for minor equipment maintenance and for occasions when the Chief Executive Officer and Deputy Chief Executive Officer are unavailable or absent.

The proposed new policy is detailed below in the Officer's Recommendation and follows discussions at the recent Finance and General Purposes Committee Meeting.

Statutory Environment: Local Government Act 1995

Budget Implications: Nil

Policy Implications: Amend Finance Policy 24 "Corporate Credit Card" is proposed.

Officer's Recommendation

That Council adopt the following policy:

Corporate Credit Card**Use of Corporate Credit Card*****Purpose***

The purpose of this policy is to provide the President, Chief Executive Officer, Deputy Chief Executive Officer and Works Manager with the ability to pay for

Council expenditure incurred whilst performing Council functions with a minimum of inconvenience.

Objective

The objectives of the Policy are;

- To reduce the reliance on Council representatives carrying cash or Council Cheques.
- To reduce the reliance on Councillors and Council staff making payments on behalf of Council.
- To reduce the need for recouping of expenditure incurred on behalf of Council by Councillors and Officers.
- To provide a modern, professional and documented payment means when incurring expenditure on behalf of Council.

The Policy

1. That the Shire President, Chief Executive Officer, Deputy Chief Executive Officer and Works Manager be delegated authority to use a Master Card Business Card for the following purposes which shall relate to bona fide Council business.
 - a) Conference and meeting costs
 - b) Accommodation expenses
 - c) Meals
 - d) Fuel
 - e) Entertainment Expenses
 - f) Minor equipment parts and repairs
 - g) Other expenses not exceeding \$1500 which, at the discretion of the Chief Executive Officer, President, Deputy Chief Executive Officer or Works Manager is most efficiently paid for by credit card.
2. The credit card limit for each card shall be;

\$8,000	Chief Executive Officer
\$2,000	Shire President
\$3,000	Deputy Chief Executive Officer
\$2,000	Works Manager
3. The credit shall be linked to Council's Municipal bank account and a recoup of expenditure be made, on a monthly basis, via funds transferred from the Shire of Wagin Municipal Account.

Council Resolution

11093 ROWELL/DOHLE

That the Officer's Recommendation be adopted.

CARRIED
Vote 10/0

9.2.3	Review of Delegations Register
Proponent:	Chief Executive Officer
Location:	Shire of Wagin
Reporting Officer:	Chief Executive Officer
File:	CNL 10

Summary

Sections 5.18 and 5.46 of the Local Government Act 1995 require a local government to keep a register of the delegations that it makes to Committees and staff and to at least once in every financial year to review its delegations.

Background

Council has traditionally reviewed its delegation register in May of each year but due to changes in staff a review was last conducted in July 2004.

Comment

The Delegations Register as reviewed by staff is attached. Changes have been made to the position title of Principal Works Supervisor to Manager of Works to reflect the current title of the position. Other changes made include:

- adding Dominique Hodge as a Registration Officer under the Dog Act
- amending approval authority for Chief Executive Officer leave to Shire President as per Council Policy
- adding Works Manager to list of Corporate Credit Card Holders
- amending approving authority for changes to Restricted and Prohibited Burning periods to Chief Executive Officer – in conjunction with Chief Bush Fire Control Officer.

Statutory Environment: Sections 5.18 and 5.46 of the Local Government Act 1995 require an annual review of the Delegations Register to be conducted.

Budget Implications: Nil

Policy Implications: Nil

Officer's Recommendation

That in accordance with the requirements of the Local Government Act 1995 Council Approve the Delegations Register as listed in the attached document.

Council Resolution

11094 CUMMING/PUGH

That the Officer's Recommendation be adopted.

CARRIED
Vote 10/0

SHIRE OF WAGIN**DELEGATIONS REGISTER****ADMINISTRATION POLICIES**

<u>POLICY TITLE</u>	<u>NUMBER</u>	<u>PARTICULARS</u>	<u>DELEGATED TO</u>	<u>ON DELEGATED</u>	<u>CONDITIONS</u>	<u>REVIEWED</u>
Selection of staff Deputy Chief Executive Officer and Works Manager	2	Authority to Appoint	CEO		Shall conduct interviews. In conjunction with Council panel	17/05/05
Administration Support Staff - Ranger & Librarian	2	Authority to appoint and dismiss staff	CEO		In accordance with Award	17/05/05
Depot staff	2	Authority to appoint and dismiss staff	CEO	Works Manager in conjunction with CEO	In accordance with Award	17/05/05
Salary Reviews	4	Authority to amend salaries	Finance and General Purposes Committee		Conduct salary review	17/05/05
Conference - Seminars	6	Authority to approve attendance and reasonable costs	CEO		Enhancement of knowledge and service to Council	17/05/05
Annual Leave	7	Authority to authorise annual leave	CEO		Note: Shire President to authorise CEO's leave	17/05/05
Study Leave	8	Authority to approve unpaid study leave	CEO		Note: Council to authorise paid study leave	17/05/05
Rostered Days Off/Time in Lieu	9	Authority to approve RDO/Time in Lieu accumulation.	CEO	DCEO and Works Manager for relevant staff.		17/05/05

SHIRE OF WAGIN**DELEGATIONS REGISTER**

ADMINISTRATION POLICIES						
<u>POLICY TITLE</u>	<u>NUMBER</u>	<u>PARTICULARS</u>	<u>DELEGATED TO</u>	<u>ON DELEGATED</u>	<u>CONDITIONS</u>	<u>REVIEWED</u>
Staff Training	12	Authority to approve attendance at training courses	CEO		In consultation with DCEO and Works Manager	17/05/05
<i>AUTHORISED OFFICERS</i>						
Authorised Officers Local Govt Act		Authority to act as Authorised Officers Sect 3.24, 3.25, 9.10 of Local Govt Act 1995	Ian Basil Fitzgerald Braden Kevin Fisher Denis Arthur Archer Allen Douglas Hicks			17/05/05
Authorised Officers Dog Act		Appointed as Authorised Officers	Ian Basil Fitzgerald Allen Douglas Hicks Braden Kevin Fisher Charles Anthony Warren Denis Arthur Archer Mark Kenneth Stubna Travis Hansen			17/05/05
Registration Officers Dog Act		Appointed as Registration Officers	Debra Jane Stephens Brian Allan Roderick Braden Kevin Fisher Ian Basil Fitzgerald Debbie Joy Thompson Dominique Rose Hodge			17/05/05
Authorised Officer Caravan Park & Camping Ground		Appointed as Authorised Officers under the Regulations as follows Issue Infringement Notices	CEO &PEHO/BS			17/05/05
		Sch 4 of Regulations Issue Infringement Notices	CEO &Works Manager			
		Reg. 10 Illegal Camping	CEO & PEHO/BS Travis Hansen			

SHIRE OF WAGIN**DELEGATIONS REGISTER****ADMINISTRATION POLICIES**

<u>POLICY TITLE</u>	<u>NUMBER</u>	<u>PARTICULARS</u>	<u>DELEGATED TO</u>	<u>ON DELEGATED</u>	<u>CONDITIONS</u>	<u>REVIEWED</u>
		Authority to withdraw or extend Infringement Notices	CEO DCEO			17/05/05
Firearms Policy	19	Authority to receive payment of modified penalties under Sch 4 Authority to store Firearms on Council property in a suitable location	CEO, DCEO, Executive Assistant, Finance Officer, Clerical Officer CEO			
Power to Lease	Res # 9687	Power to Lease residence at 5 Warwick Street	CEO		Short Term at Market Rental if not required by staff	17/05/05
Cemetery Local Law 2001 (Authorised Officers)	Res #10314	Issue permits, issue/withdraw infringements, issue notices	CEO, DCEO, PEHO/BS			
Fencing Local Law 2001 (Authorised Officers)	Res #10314	Issue notices	CEO, PEHO/BS			
Local Government Property Local Law 2001 (Authorised Officer)	Res #10314	Issue permits, issue/withdraw infringements, issue notices	CEO,DCEO, PEHO/BS, Works Manager			
Pest Plant Local Law 2002 (Authorised Officer)	Res #10314	Issue notices	CEO,PEHO/BS, Works Manager			
Control of Refuse on Building Sites Local Law 2001 (Authorised Officer)	Res #10314	Issue/withdraw infringements, issue notices	CEO,PEHO/BS			
Activities on Thoroughfares and Trading in Public Places Local Law2001 (Authorised Officer)	Res #10314	Issue/withdraw infringements, issue permits, issue notices	CEO,DCEO,PEHO/BS, Works Manager			

SHIRE OF WAGIN**DELEGATIONS REGISTER****COUNCIL POLICIES**

<u>POLICY TITLE</u>	<u>NUMBER</u>	<u>PARTICULARS</u>	<u>DELEGATED TO</u>	<u>ON DELEGATED</u>	<u>CONDITIONS</u>	<u>REVIEWED</u>
Use of Common Seal (authorisation)	3	Authority to apply seal	Shire President and CEO		To documents requiring Shire President's and CEO signatures without resolution of Council.	17/05/05
Invitation for tenders	8	Authority to invite tenders	CEO		In accordance with approved budget	17/05/05
Media (authorisation)	6	Authorised spokesperson on behalf of Council	Shire President and CEO		These may authorise other Councillors	17/05/05
Civic Awards	11 Res # 9924	Awarding of Civic Awards in line with policy	Civic Awards Committee, Shire President, Deputy President & CEO		In line with budget allowance	

SHIRE OF WAGIN**DELEGATIONS REGISTER*****HEALTH/BUILDING POLICIES***

<u>POLICY TITLE</u>	<u>NUMBER</u>	<u>PARTICULARS</u>	<u>DELEGATED TO</u>	<u>ON DELEGATED</u>	<u>CONDITIONS</u>	<u>REVIEWED</u>
Relocated Dwelling or Building	1	Authority to approve relocated dwellings within the Wagin Townsite in matters of emergency	Health Building and Planning Committee		Subject to conditions listed in Policy	17/05/05
Swimming Pool Inspections (authorisation)	2	Authority to conduct private swimming pool inspections	PEHO/BS			17/05/05
Approval/Refusal building applications	5	Authorisation to approve or refuse applications	PEHO/BS		Vide Section 374 (1b) Local Government (Miscellaneous Provisions) Act	17/05/05
Discount Sale - Outside Vendor (not permitted)	3	Authority to grant exemption	CEO		For Local Organisations	17/05/05
Dumping of Grain	9	Authority to accept small quantities of grain at Wagin refuse site	CEO		Staff time charged at Private Works rates	17/05/05
Health & Safety	12	Appointment of Safety and Health Co-ordinator	CEO			17/05/05
Planning Applications	24	Authority to grant approval to applications for permitted uses	CEO	PEHO/BS	Development complies with all requirements of Town Planning Scheme No 2	17/05/05
Septic Tanks Approval	Res # 8041 Aug 1997	Authority to exercise powers conferred on Local Government for purpose of Reg 4 & Reg 10(2) of the Health (Treatment of Sewerage and Disposal of Liquid Waste) Regs 1974	PEHO/BS			17/05/05

SHIRE OF WAGIN**DELEGATIONS REGISTER****FINANCE POLICIES**

<u>POLICY TITLE</u>	<u>NUMBER</u>	<u>PARTICULARS</u>	<u>DELEGATED TO</u>	<u>ON DELEGATED</u>	<u>CONDITIONS</u>	<u>REVIEWED</u>
Investments	7	Authority to invest surplus funds	CEO	DCEO	Term deposits in accordance with Section 6.14 of LGA and Section 19 of Local Government (Financial Management) Regulations 1996.	17/05/05
Rates	5	Authority to accept applications for deferment or instalments	CEO		Reasonable requests in consultation with Shire President	17/05/05
Townscape painting subsidies	11	Authority to approve subsidies	Townscape Committee		1/3 rd cost up to \$500 subject to policy guidelines	17/05/05
Rental – Staff Housing and Council Motor Vehicles	13	Authority to review staff rentals as part of Salary review.	Finance and General Purposes Committee			17/05/05
Responsible Employee - Annual Statements	25	Regulation 51 Local Government (Financial Management) Regulations 1996 delegation of Responsible Employee	CEO			17/05/05
Rates Concession Incentives – Commercial Property	26	Authority to determine whether direct competition exists.	CEO		In conjunction with Shire President	17/05/05
AUTHORISATIONS						
Alternate cheque approvals	10	Authority to approve cheques for payment	CEO	DCEO in CEO's absence.	Subject to policy guidelines	17/05/05
Cheque Signatory	10	Authority to sign cheques	CEO and DCEO		DCEO in CEO's absence	17/05/05
Accounts Certifying	19	Authority to certify accounts for payment	DCEO, Works Manager, CEO& PEHO/BS		Finance Officer in DCEO's absence	17/05/05

SHIRE OF WAGIN**DELEGATIONS REGISTER****FINANCE POLICIES**

<u>POLICY TITLE</u>	<u>NUMBER</u>	<u>PARTICULARS</u>	<u>DELEGATED TO</u>	<u>ON DELEGATED</u>	<u>CONDITIONS</u>	<u>REVIEWED</u>
Issuing of Council Orders	20	On authority to issue orders	CEO, DCEO, Works Manager, Leading Hand (Town)		Finance Officer in absence of CEO & DCEO expenditure is budgeted or authorised by Council	17/05/05
Corporate Credit Card	27	Authority to Use a Master Card – Business Card	CEO, DCEO, Shire President & Works Manager.		Circumstances listed in Policy	17/05/05
Legal Representation – Costs Indemnification	28	Authority to organise urgent legal representation.	CEO		Up to \$5,000 where there is a need for urgent legal services prior to an application being able to be considered by Council	17/05/05

SHIRE OF WAGIN
DELEGATIONS REGISTER

BUSHFIRE POLICIES

<u>POLICY TITLE</u>	<u>NUMBER</u>	<u>PARTICULARS</u>	<u>DELEGATED TO</u>	<u>DELEGATION ON</u>	<u>CONDITIONS</u>	<u>REVIEWED</u>
Expenditure Limit (authorisation)	1	Authority to commit up to \$500.00 expenditure	Registered Bush Fire Control Officers		If considered necessary to combat fire	17/05/05
Suspended Prohibited Burning period (other Act)	2	Authority to suspend or amend prohibited burning and restricted burning periods	CEO		In conjunction with CFCO	17/05/05
Use of Council equipment	3	Authority to approve use of equipment	CEO		To control Bush fires within or bordering Wagin District	17/05/05
Harvest Bans (other Act)	4	Authority to notify media of harvest bans	Fire Weather Officer Chief Fire Control Officer CEO or DCEO		On request of FWO or CFCO	17/05/05
Issuing Infringements (other Act)	6	Authority to issue Infringements	CEO and CBFCO			17/05/05
Appointment to Fire Control Positions (authorisations)		CFCO DCFCO Chief Fire Weather Officer Deputy Fire Weather Officer	Ross Goldsmith Ian McDougall Ross Goldsmith Ian McDougall			17/05/05
		Fire Weather Committee	Glen Ward, Ross Goldsmith Peter Piesse, Greg Brockway, Keith Rowell, Ian McDougall			
		Base Radio Officer Clover Burning Permits	Roster System CFCO and DCFCO			
		CBH Bin Harvest Ban Notification Officers	Wagin: Greg Brockway & CEO Ballaying: Bill White & Jim West			

SHIRE OF WAGIN**DELEGATIONS REGISTER
BUSHFIRE POLICIES**

<u>POLICY TITLE</u>	<u>NUMBER</u>	<u>PARTICULARS</u>	<u>DELEGATED TO</u>	<u>DELEGATION ON</u>	<u>CONDITIONS</u>	<u>REVIEWED</u>
Fire Control Officers		South West Brigade South West Brigade South East South East South East 2 North West Piesseville Piesseville North East North East North East Shire Town	Geoff Abbott Ian McDougall Bruce Johnson Greg Brockway Glen Ward Nigel Drayton Ross Goldsmith Carol Goldsmith Keith Rowell Malcolm Edward Steve Angwin CEO Braden Fisher			17/05/05
Dual Appointments		Dumbleyung FCO's for Wagin Shire	Terry Ward Ron Lloyd Ken Smith Richard Moran Jamie Dare			17/05/05
		Wagin FCO's for Dumbleyung Shire	Glen Ward Steve Angwin			
		Woodanilling FCO's for Wagin Shire	Peter Morrell Roger Crosby Peter Eckersley Eric Crossely Mal Baxter			
		Wagin FCO's for Woodanilling Shire	Greg Brockway Glen Ward Geoff Abbott			

SHIRE OF WAGIN**DELEGATIONS REGISTER****BUSHFIRE POLICIES**

<u>POLICY TITLE</u>	<u>NUMBER</u>	<u>PARTICULARS</u>	<u>DELEGATED TO</u>	<u>DELEGATION ON</u>	<u>CONDITIONS</u>	<u>REVIEWED</u>
		Wagin FCO's for West Arthur Shire	Geoff Abbott Nigel Drayton			17/05/05
		West Arthur FCO's for Wagin	Ben Robinson			
		Narrogin FCO's for Wagin Shire	Gerald Saunders David Walker			
		Wagin FCO's for Narrogin Shire	Ross Goldsmith			
		Wickepin FCO's for Wagin Shire	Lachlan White			
		Wagin FCO's for Wickepin Shire	Steve Angwin			

SHIRE OF WAGIN
DELEGATIONS REGISTER

WORKS POLICIES

<u>POLICY TITLE</u>	<u>NUMBER</u>	<u>PARTICULARS</u>	<u>DELEGATED TO</u>	<u>ON DELEGATED TO</u>	<u>CONDITIONS</u>	<u>REVIEWED</u>
Country Roadside Clearing	6	Authority to approve clearing and authority to approve Council maintenance on road reserves in conjunction with clearing	CEO		With consultation of Councillor(s)	17/05/05
Road Train Permits	7	Authority to endorse permits	CEO		On approved roads In conjunction with Shire President	17/05/05
Heavy Haulage on local roads	8	Authority to approve applications for heavy haulage on local roads	CEO		In consultation with the Shire President and Principal Works Supervisor	17/05/05
Staff use of Council plant	2	Authority to approve staff use of plant	CEO		Limited to staff member's residences and regular operator paid by proponent.	17/05/05
Private Works	15	Authority to approve Private Works	CEO		Up to \$15000 subject to conditions	17/05/05
Firewood Collection on Road Reserves	16	Authority to approve Firewood Permits	CEO		Approvals to be made in writing	17/05/05
Clearing of Rural Road Intersections	20	Authority to clear rural road intersections	CEO	Works Manager	Report clearing to Council	17/05/05
Trees and Suckers on Table Drains	21	Authority to remove tree suckers from table drains as required	CEO	Works Manager		17/05/05
Gravel Agreements	23	Negotiations gravel agreements	CEO	Negotiating delegation to Works Manger		17/05/05
Road Closure Wagin Woolorama	26	Authority to approve Road Closure for Woolorama and Christmas Street Carnival	CEO		In accordance with Policy	17/05/05

9.2.4	Returning Officer's Report – 2005 Local Government Elections
Location:	Shire of Wagin
Reporting Officer:	Returning Officer – Ian Fitzgerald
File:	CNL7

Summary

This report is to brief elected members on the conduct of the 2005 Local Government Elections.

Background

This election was for seven ordinary vacancies for the position of Councillor. Council once again participated in the Western Australian Local Government Association's composite advertising campaign which ensures advertising compliance for statewide notices on a joint basis with other local authorities.

Electoral Roll: Enrolments for the Council Electoral Roll closed on Friday 18th March 2005. At the close of enrolments 1310 electors were recorded on Council's Consolidated Electoral Roll. This compares with 1237 on the same roll in 2003.

Nominations: Nominations opened on Thursday 24th March 2005 and closed at 4.00pm on 31st March 2005. To assist potential candidates a Prospective Councillor Information Evening was held during the nomination period on Tuesday 22nd March 2005. Two members of the public attended this evening.

Comment

At the close of nominations eight nominations were received for the seven vacancies. All nominations complied with the Local Government Act.

Election Results

CANDIDATES	NUMBER OF VOTES
Helen ROWELL	298
Austin DOHLE	296
Anthony HANSEN	142
Dean MORGAN	284
Ian CUMMING	286
Lachlan BALLANTYNE	248
Marilyn BROCKWAY	290
Andrew SCANLON	244

Therefore Helen Rowell, Austin Dohle, Dean Morgan, Ian Cumming, Lachlan Ballantyne, and Marilyn Brockway were declared elected as Councillors for the Shire of Wagin each for terms of 4 years expiring May 2009 and Andrew Scanlon was declared elected for a 2 year term expiring in May 2007. In all 330 votes were cast with one of these being informal. This represents a 25.19% voter turnout.

All administration staff worked on a rostered basis on Election Day in an attempt to provide some exposure to the election process, particularly as few elections have been required in the Shire of Wagin in recent years.

The conduct of the poll ran very smoothly with no incidents to report. The Returning Officer conducted the count with the Deputy Chief Returning Officer which was concluded by 7.30pm.

General: The Election result has been advertised and displayed on Council's notice board in accordance with Section 4.77 of the Local Government Act 1995. The Report to the Minister has been completed and lodged on line.

Statutory Environment: For this election the Chief Executive Officer acted as the Returning Officer. The election was conducted on the basis of a voting person election. Part 4 of the Local Government Act 1995 and Local Government (Election) Regulations 1997 specify the way Local Government elections are to be conducted.

Budget Implications: The total cost of the election is expected to be within Council's Budget of \$4,500.

Officer's Recommendation

The Returning Officer's Report for the 2005 Local Government Elections be received.

Council Resolution

11095 DOHLE/SCANLON

That the Officer's Recommendations be adopted.

CARRIED
Vote 10/0

9.2.5	Lease Agreement – Kindergarten Centre
Proponent:	Department of Education and Training
Location:	Kindergarten Centre – 17 Upland Street Wagin
Reporting Officer:	Chief Executive Officer
File:	DEP 11

Summary

The Department of Education and Training have forwarded a draft lease agreement for the kindergarten centre for consideration by Council.

Comment

Staff have been negotiating for some time to obtain a lease agreement for the centre currently used as the Wagin Kindergarten. At present there is no formal agreement in place but Council has been receiving an annual lease fee.

The draft lease has been drawn up by the State Solicitor's Office and presents no areas of concern to Council other than the proposed starting date for the lease. The proposed term of the lease is 5 years commencing on 1st January 2004 and expiring on 31st December 2008 – an indication as to how long it has taken to obtain a draft lease for consideration.

As the lease payments have been received for the period up to 31st December 2005 it would seem more appropriate for any formal lease to commence as from 1st January 2006.

The lease rental has been set at \$3,250 for year one with CPI increases to be applied. The lease allows for the option of renewal to be exercised at least 3 months prior to the expiration of the term.

Statutory Environment: Local Government Act 1995

Policy Implications: Nil

Budget Implications: Allowance is made in each budget for the lease income.

Officer's Recommendation

That Council advises the Department of Education and Training that it has no objections to the proposed lease for the Wagin Kindergarten Centre but requests the lease period commence as from 1st January 2006.

Council Resolution

11096 CUMMING/PUGH

That the Officer's Recommendation be adopted.

CARRIED
Vote 10/0

9.2.6	Licence Agreement – Wagin District High School Oval
Proponent:	Department of Education and Training
Location:	Throssell Street Wagin – Reserve 5733
Reporting Officer:	Chief Executive Officer
File:	DEP 11

Summary

The Department of Education and Training wishes to negotiate a formal licence agreement for the school use of the oval at the Wagin District High School.

Background

The Shire of Wagin has helped maintain this oval at the school for a number of years and recouped costs incurred on a mutual understanding.

Over the past 12 months considerable effort has been put in by both school and shire staff as well as the P & C Association to improve the quality of the oval. This has not only benefited the school and its students but has also improved the appearance of that part of the townsite.

The oval is part of Reserve 5733 which is vested with the Department of Education and Training. In the past Council has supplied the water and mowed the oval for the school and recouped 50 per cent of the costs incurred.

Under the terms of the proposed licence agreement it has been assumed the shire uses the oval and may have access outside the school hours of 8.30am to 3.30pm and during school holidays. This is not the case and whilst the general public may at times use the oval this is in no way controlled or authorised by shire staff.

The proposed licence agreement also suggests that the shire will be responsible for fertilising, weed control, irrigation, maintenance and renovations, all additions to the current provision of water and the mowing. Furthermore it is suggested the shire would be responsible with the department for any major repairs including the water tank being damaged, major reticulation break-down or rectification of grass dying. It is proposed all expenses would be shared on a 50 : 50 basis. As this is clearly not the case a more equitable licence agreement needs to be negotiated.

Statutory Environment: Local Government Act 1995

Budget Implications: The current budget provides for expenditure of \$2740 with \$3094 expended to date. The proposed licence agreement would add substantially to Councils costs.

Policy Implications: Nil

Officer's Recommendation

That staff negotiate a more equitable licence agreement with the Department of Education and Training based on the current usage and maintenance of the oval and report back to Council.

Council Resolution

11097 PUGH/JOHNSON

That staff negotiate a more equitable agreement with the Department of Education and Training based on the current usage and maintenance of the oval and report back to Council.

CARRIED

Vote 10/0

Note: Council agreed with the context of the officer's recommendation, providing the word 'licence' was removed from the resolution.

9.2.7	Old Photocopier – Wagin Medical Centre
Proponent:	Wagin Early Childhood Centre (Kindergarten)
Location:	Shire of Wagin
Reporting Officer:	Chief Executive Officer
File:	DEP 11

Summary

The Early Childhood Centre has requested the old photocopier from the Medical Centre be donated for their use.

Comment

The photocopier at the Wagin Medical Centre was replaced recently and the old machine was retained due to its lack of value as a trade-in. This machine is surplus to our requirements with no potential use identified.

The Wagin Early Childhood Centre have requested the old photocopier be donated to them as they currently have to leave the centre and for to the school for any photocopying.

Statutory Environment: Local Government Act 1995

Policy Implications: Nil

Budget Implications: Nil

Officer's Recommendation

That Council agree to donate the old photocopier from the Wagin Medical Centre to the Wagin Early Childhood Centre.

Council Resolution

11098 ROWELL/PUGH

That the Officer's Recommendation be adopted.

CARRIED
Vote 10/0

9.2.8 Wagin Medical Centre Financial Reports – April 2005

Reporting Officer: **Deputy Chief Executive Officer**

Summary

In accordance with the Local Government (Financial Management) Regulations 1996, regulation 34 stipulates that a local authority is to prepare monthly financial reports in such a form as the local authority considers appropriate.

Background

The Wagin Medical Centre has been running under the control of Council since 1st March 2003. Like the monthly financial reports Council already receives relating to the Municipal fund and list of payments made from the Municipal, Trust and Reserve accounts, Council is required to disclose the same information regarding the Wagin Medical Centre.

Comment

A Statement of Financial Position and a Profit and Loss statement have been prepared for the period ending 30th April 2005, and a list of payments made from the cheque account are attached to this item.

Statutory Requirement: Local Government (Financial Management) Regulation 34(1)(a).

Budget Implications: Nil

Officer's Recommendation

That Council;

1. Receive the Statement of Financial Position and the Profit and Loss Statement for the period ending 30th April 2005.
2. Approve for payment the list of Creditors paid from the cheque account totalling \$34,473.69.

Council Resolution

11099 PUGH/MORGAN

That the Officer's Recommendation be adopted.

CARRIED

Vote 10/0

3:06 PM
12/05/05

Wagin Medical Centre
Statement of Financial Position
As of April 30, 2005

	<u>Apr 30, 2005</u>
ASSETS	
Current Assets	
Current/Savings	
Cheque Account	38,462.61
Total Current/Savings	<u>38,462.61</u>
Accounts Receivable	
1200 · Accounts Receivable	26,970.30
Total Accounts Receivable	<u>26,970.30</u>
Other Current Assets	
Cash on Hand	100.00
Total Other Current Assets	<u>100.00</u>
Total Current Assets	65,532.91
Fixed Assets	
A0153 · Furniture & Equipment	5,630.09
Total Fixed Assets	<u>5,630.09</u>
TOTAL ASSETS	<u>71,163.00</u>
LIABILITIES	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	32,348.68
Total Accounts Payable	<u>32,348.68</u>
Other Current Liabilities	
2200 · Tax Payable	-3,070.67
Total Other Current Liabilities	<u>-3,070.67</u>
Total Current Liabilities	<u>29,278.01</u>
TOTAL LIABILITIES	<u>29,278.01</u>
NET ASSETS	<u>41,884.99</u>
EQUITY	
1110 · Retained Earnings	37,419.34
Net Income	4,465.65
TOTAL EQUITY	<u>41,884.99</u>

3:07 PM
12/05/05

Wagin Medical Centre
Profit & Loss Budget vs. Actual
 July 2004 through April 2005

	Jul '2004 - Apr 2005	Budget	% of Budget
Ordinary Income/Expense			
Income			
I100 · Operating Income			
I100010 · Surgery Visits	244,642.88	285,000.00	85.84%
I100020 · Hospital Visits	59,697.02	85,000.00	70.23%
I100030 · WACRRM Practice Support	1,000.00	5,000.00	20.0%
I100040 · Practice Incentive Payments	35,265.64	42,000.00	83.97%
I100050 · Agency Fee Reimbursement	0.00	1,500.00	0.0%
I100060 · Interest	533.75	500.00	106.75%
I100070 · Reimbursements	2,174.83	1,000.00	217.48%
Total I100 · Operating Income	343,314.12	420,000.00	81.74%
Total Income	343,314.12	420,000.00	81.74%
Expense			
E200 · Operating Expenditure			
E200010 · Doctors Wages	171,859.17	208,000.00	82.63%
E200020 · Administration Wages	48,277.52	60,000.00	80.46%
E200030 · Practice Nurse Wages	31,955.32	30,000.00	106.52%
E200040 · Cleaners Wages	9,569.74	12,000.00	79.75%
E200050 · Superannuation	25,919.79	27,900.00	92.9%
E200060 · Payroll Tax	0.00	3,000.00	0.0%
E200070 · Workers Comp Insurance	15,482.50	9,509.00	162.82%
E200075 · Professional Indemnity Ins	2,212.36		
E200080 · Professional Promotion	379.09	1,000.00	37.91%
E200090 · Staff Training	816.36	5,000.00	16.33%
E200100 · Telephone & Mobile	5,557.99	10,000.00	55.58%
E200110 · Electricity & Gas	3,185.22	5,000.00	63.7%
E200120 · Water	402.44	300.00	134.15%
E200130 · Office Supplies & Maintenance	2,431.10	7,000.00	34.73%
E200140 · Printing & Stationery	1,642.81	2,000.00	82.14%
E200150 · Repairs	249.00	500.00	49.8%
E200160 · Office Cleaning Supply & Serv	882.46	750.00	117.66%
E200170 · Vehicle Running Costs W.1479	1,544.91	2,000.00	77.25%
E200180 · Gardening Service - Nenke St	1,456.40	2,000.00	72.82%
E200190 · Internet Access	454.10	600.00	75.68%
E200200 · Medical Supplies	8,225.64	7,000.00	117.51%
E200210 · Computer Systems	69.09	4,000.00	1.73%
E200220 · Postage and Freight	2,607.90	3,500.00	74.51%
E200230 · X-Ray Service	319.37	1,500.00	21.29%
E200240 · Subscriptions	772.44	250.00	308.98%
E200250 · Administration	0.00	13,691.00	0.0%
E200260 · Bank Fees & Charges	1,831.45	3,500.00	52.33%
E200280 · Refund Consultation Fees	606.05		
E200290 · Travelling	138.25		
Total E200 · Operating Expenditure	338,848.47	420,000.00	80.68%
Total Expense	338,848.47	420,000.00	80.68%
Net Ordinary Income	4,465.65	0.00	100.0%
Net Income	4,465.65	0.00	100.0%

11:55 AM
09/05/05

Wagin Medical Centre
List of Creditors Paid from the Operating Cheque Account
April 13 through May 9, 2005

	Type	Date	Num	Memo	Amount
**AMA Services	Bill Pmt -Cheque	04/05/2005	Debit	Medical Supplies	-276.42
**Australia Post	Bill Pmt -Cheque	19/04/2005	Debit	Postage for March 2005	-193.75
**Boc Limited	Bill Pmt -Cheque	19/04/2005	Debit	Annual Container Service Charge	-241.30
**Courier Australia	Bill Pmt -Cheque	19/04/2005	Debit	Freight Expenses for March 2005	-42.64
**Wagin Pharmacy	Bill Pmt -Cheque	19/04/2005	Debit	Medical Supplies for March 2005	-30.95
AAPT	Bill Pmt -Cheque	04/05/2005	275	Telephone Expenses	-9.78
Alexander Galt & Co	Bill Pmt -Cheque	19/04/2005	272	Parts for Repairs to Garden Tap	-12.50
Dr. Christopher Lewis	Bill Pmt -Cheque	19/04/2005	273	Reimbursement for payment of Professional Indemnity Insurance 2004	-1,216.80
National Bank	Bill Pmt -Cheque	29/04/2005	Debit	Bank Fees and Charges	-125.30
	Bill Pmt -Cheque	02/05/2005	Debit	Bank Fees and Charges	-66.68
Shire of Wagin	Bill Pmt -Cheque	13/04/2005	270	March Expenses	-31,315.80
	Bill Pmt -Cheque	04/05/2005	276	March kms in Infant Health Vehicle - 212kms @ \$0.25p/km	-53.00
Telstra	Bill Pmt -Cheque	15/04/2005	Debit	Telephone Expenses - Doctors Mobile	-40.01
	Bill Pmt -Cheque	05/05/2005	Debit	Telephone Expenses	-565.96
Wagin Medical Centre.	Bill Pmt -Cheque	13/04/2005	271	Reimbursement of Chq # 72 - Not paid to Great Southern Division	-27.50
	Bill Pmt -Cheque	19/04/2005	274	Petty Cash Recoup	-185.40
Westnet	Bill Pmt -Cheque	05/05/2005	Debit	Internet Access for May 2005	-69.90
				Total	-34,473.69

9.2.9**Financial Statements – April 2005****Reporting Officer:****Deputy Chief Executive Officer**

Summary

In accordance with the Local Government (Financial Management) Regulations 1996, regulation 34 stipulates that a local authority is to prepare monthly financial reports in such a form as the local authority considers appropriate.

Background

The form of the monthly financial statements presented to Council has been an Operating Statement by Programme, Statement of Financial Position, and an Operating Statement by Nature / Type. Council is also required to receive a list of payments made from all of Councils bank during the period from the last ordinary Council meeting onwards.

Comment

A copy of all three reports for the month ending 30th April 2005 have been included in the agenda along with a listing of all payments made from each of Councils bank accounts for this corresponding period.

Statutory Requirement: Local Government (Financial Management) Regulation 34(1)(a).

Budget Implications: Nil

Officer's Recommendation

That Council;

1. Receive the Statement of Financial Position, Operating Statement by Programme (In Detail), and Operating Statement by Nature / Type for the period ending 30th April 2005.
2. Approve for payment the list of Creditors paid from the Municipal fund totalling \$255,675.31.
3. Approve for payment the list of Creditors paid from the Trust fund totalling \$550.00.

Council Resolution

11100 JOHNSON/BLIGHT

That the Officer's Recommendation be adopted.

CARRIED
Vote 10/0

11:37 AM
09/05/05

Shire of Wagin
List of Creditors Paid from the Municipal Fund Account
April 13 through May 9, 2005

	Type	Date	Num	Memo	Amount
**Ag West Machinery	Bill Pmt -Cheque	21/04/2005	Debit	Tape for Rec Centre Carpet	-292.69
**Australia Post	Bill Pmt -Cheque	21/04/2005	Debit	Postage Expenses for March 2005	-367.51
**Australian Services Union	Bill Pmt -Cheque	21/04/2005	Debit	Union Deductions April 2005	-111.30
**Beaurepaires	Bill Pmt -Cheque	21/04/2005	Debit	Repair Puncture to Holden Ute	-1,006.31
**Bendigo Bank	Bill Pmt -Cheque	21/04/2005	Debit	Fuel for Landcare Vehicle & Printer Cartridges	-694.84
**Burrows Pty Ltd	Bill Pmt -Cheque	21/04/2005	Debit	Fuel Expenses for March 2005	-693.30
**Cabtrans Pty Ltd T/A Allied Pickfords	Bill Pmt -Cheque	21/04/2005	Debit	Freight of Chairs for Function Centre	-730.18
**Corporate Express	Bill Pmt -Cheque	21/04/2005	Debit	Stationery Order	-822.89
**Courier Australia	Bill Pmt -Cheque	21/04/2005	Debit	Freight Expenses for March 2005	-67.52
**Cr Ian Cumming	Bill Pmt -Cheque	21/04/2005	Debit	Sitting Fees & Expenses Claim	-235.80
**Darkan Roadhouse	Bill Pmt -Cheque	21/04/2005	Debit	HACC Fuel	-60.00
**Department Of Land Information	Bill Pmt -Cheque	21/04/2005	Debit	Title Search Fees	-102.00
**DI Blake	Bill Pmt -Cheque	21/04/2005	Debit	Level Tree Heaps on Ballagin Road	-2,090.00
**Edwards Motors Pty Ltd	Bill Pmt -Cheque	21/04/2005	Debit	Trailer Pin	-14.85
**Ewen-Foley Agencies	Bill Pmt -Cheque	21/04/2005	Debit	Gas Bottles	-414.70
**Great Southern Fuel Supply Katanning	Bill Pmt -Cheque	21/04/2005	Debit	5000L Diesel, 1000L Unleaded & Handwash	-7,003.46
**Ian Fitzgerald	Bill Pmt -Cheque	21/04/2005	Debit	Reimbursement for Purchases for China Trip	-103.45
**Katanning Cherry Picker	Bill Pmt -Cheque	21/04/2005	Debit	Cut down Trees and Remove dangerous limbs	-2,794.00

11:37 AM
09/05/05

Shire of Wagin
List of Creditors Paid from the Municipal Fund Account
April 13 through May 9, 2005

	Type	Date	Num	Memo	Amount
**Meals on Wheels Wagin	Bill Pmt -Cheque	21/04/2005	Debit	1219 Meals @ \$1.50 p/meal	-1,828.50
**Payroll Rates in Advance	Bill Pmt -Cheque	21/04/2005	Debit	Pre Paid Rates in Advance	-20.00
	Bill Pmt -Cheque	05/05/2005	Debit	Pre Paid Rates in Advance	-20.00
**Planning Enterprises	Bill Pmt -Cheque	21/04/2005	Debit	Town Planning Consulting Services for March	-1,628.27
**Rural Press Regional Media WA Pty Ltd	Bill Pmt -Cheque	21/04/2005	Debit	Advertising Expenses for March 2005	-1,243.78
**S. Gibbins	Bill Pmt -Cheque	21/04/2005	Debit	For work at Shire Tip with Traxcarvator	-760.00
	Bill Pmt -Cheque	04/05/2005	Debit	For work at Shire Tip with Traxcarvator	-880.00
**Shire of Wagin Payroll Creditors	Bill Pmt -Cheque	21/04/2005	Debit	Payroll Rates Deductions 210405	-136.44
	Bill Pmt -Cheque	05/05/2005	Debit	Payroll Rates Deductions 190505	-125.00
**Shire of Wagin Staff Social Fund	Bill Pmt -Cheque	21/04/2005	Debit	Payroll Deductions	-598.00
**Telford Industries	Bill Pmt -Cheque	21/04/2005	Debit	Accu-Tab for Sportsground Oval	-871.20
**The Grain Pool of WA	Bill Pmt -Cheque	04/05/2005	Debit	Loan Repayment for Loan # 127	-3,000.00
**Times Print	Bill Pmt -Cheque	21/04/2005	Debit	New Stationery	-1,429.00
**Wagin Ag Centre	Bill Pmt -Cheque	21/04/2005	Debit	Repair Hydraulic Hose on Loader	-229.15
**Wagin Gas Electrics	Bill Pmt -Cheque	21/04/2005	Debit	Town Hall Oven Repairs	-790.57
**Wagin Motorcycles	Bill Pmt -Cheque	21/04/2005	Debit	New Lawnmower for Gardening Crew	-1,186.20
**Wagin Newsagency	Bill Pmt -Cheque	21/04/2005	Debit	Papers, Key Rings and Stationery	-57.45
**Wagin Pharmacy	Bill Pmt -Cheque	21/04/2005	Debit	Medication for before China Trip - Fitzgerald, Rowell & Morgan	-549.75
**Wagin Spraying Service	Bill Pmt -Cheque	04/05/2005	Debit	Spray Roadside Suckers	-16,500.00

11:37 AM
09/05/05

Shire of Wagin
List of Creditors Paid from the Municipal Fund Account
April 13 through May 9, 2005

	Type	Date	Num	Memo	Amount
**Wagin Telecentre	Bill Pmt -Cheque	21/04/2005	Debit	Colour Printing and Laminating for Landcare	-209.72
**WALGSP	Bill Pmt -Cheque	21/04/2005	Debit	Superannuation April 2005	-16,384.68
**Walker Ford	Bill Pmt -Cheque	21/04/2005	Debit	30,000km Service on WM Vehicle	-219.45
**Western Australian Local Government Ass	Bill Pmt -Cheque	21/04/2005	Debit	Waralah Lodge Part-Time Supervisor Advertising	-449.37
**Western Australian Treasury Corporation	Bill Pmt -Cheque	20/04/2005	Debit	Payment of Loan # 126	-500.00
**Westrac Equipment	Bill Pmt -Cheque	21/04/2005	Debit	Purchase of new Chain Saw - Outside Staff	-629.00
1st Wagin Scout Group.	Bill Pmt -Cheque	21/04/2005	377	Clean-up of Woolorama Grounds 2005	-500.00
Alexander Galt and Co Pty Ltd	Bill Pmt -Cheque	21/04/2005	378	Postcrete for Landcare Fencing Project	-615.15
Anita Hamersley	Bill Pmt -Cheque	19/04/2005	374	Refund of Pro-rata Pensioner Rates Rebate	-83.31
Annette Hefford	Bill Pmt -Cheque	19/04/2005	375	Refund of Pro-rata Pensioner Rates Rebate	-156.86
Atama Furniture.	Bill Pmt -Cheque	21/04/2005	379	Chairs for Function Centre	-12,563.10
Australian Taxation Office	Bill Pmt -Cheque	26/04/2005	Debit	PAYG and GST March 2005	-19,803.57
Bunbury Freight Service	Bill Pmt -Cheque	21/04/2005	380	Freight for Shade Sails for New Playground	-58.30
Busseton Mower World	Bill Pmt -Cheque	21/04/2005	381	Bearing Ball for Mower	-12.85
Child Support Agency	Bill Pmt -Cheque	21/04/2005	399	Payroll Deductions April 2005	-518.06
DC & JA Neil-Smith	Bill Pmt -Cheque	21/04/2005	382	Payment of Envirofunds Round Five 2005	-4,257.50
Department of Planning & Infrastructure	Bill Pmt -Cheque	15/04/2005	Debit	Debit of Licensing Takings 4th to 8th April 2005	-31,477.20
	Bill Pmt -Cheque	22/04/2005	Debit	Debit of Licensing Takings 11th to 15th April 2005	-14,622.35
	Bill Pmt -Cheque	29/04/2005	Debit	Debit of Licensing Takings 18th to 22nd April 2005	-31,575.40

11:37 AM
09/05/05

Shire of Wagin
List of Creditors Paid from the Municipal Fund Account
April 13 through May 9, 2005

	Type	Date	Num	Memo	Amount
	Bill Pmt -Cheque	06/05/2005	Debit	Debit of Licensing Takings 26th to 29th April 2005	-34,193.30
DH Smith & A Paton	Bill Pmt -Cheque	19/04/2005	376	Refund of Pro-rata Pensioner Rates Rebate	-104.72
Elders Limited	Bill Pmt -Cheque	21/04/2005	383	Droppers	-100.29
EN & B Pugh	Bill Pmt -Cheque	21/04/2005	384	Refuse Removal March 2005	-5,680.56
	Bill Pmt -Cheque	04/05/2005	404	Refuse Removal April 2005	-4,265.54
Fire & Emergency Services Authority WA	Bill Pmt -Cheque	19/04/2005	Debit	ESL Remittance March 2005	-457.66
Godfreys	Bill Pmt -Cheque	21/04/2005	385	Vacuum Cleaner Bags -Medical Centre, Admin Office & Rec. Centre	-124.70
JG & MJ Davidson	Bill Pmt -Cheque	21/04/2005	386	Payment of Envirofunds Round Five 2005	-2,957.00
K Rowell	Bill Pmt -Cheque	21/04/2005	387	Payment of Envirofunds Round Five 2005	-2,138.40
LGRCEU	Bill Pmt -Cheque	21/04/2005	400	Union Deductions April 2005	-28.60
Midland Brick	Bill Pmt -Cheque	21/04/2005	388	Bricks for Paving of Footpaths	-836.35
MV & T Spooner	Bill Pmt -Cheque	21/04/2005	389	Payment of Envirofunds Round Five 2005	-2,780.00
National Bank	Bill Pmt -Cheque	20/04/2005	Debit	Credit Card Expenses for March 2005	-1,684.95
	Bill Pmt -Cheque	29/04/2005	Debit	Bank Fees and Charges for April 2005	-164.00
	Bill Pmt -Cheque	02/05/2005	Debit	Bank Fees and Charges for April 2005	-493.93
NNT Uniforms	Bill Pmt -Cheque	21/04/2005	390	Office Staff Uniforms	-94.00
Officeworks Business Direct	Bill Pmt -Cheque	21/04/2005	391	Electronic Safe, Whiteboard, Chair for Rec Centre	-310.32
Philos Farms Pty Ltd	Bill Pmt -Cheque	04/05/2005	402	Refund of Rates due to Valuation Change	-110.57
Rylan Pty Ltd	Bill Pmt -Cheque	21/04/2005	392	Kerbing at Cemetery	-6,708.90
Shire of Wagin Trust Fund	Bill Pmt -Cheque	13/04/2005	373	Unclaimed Money for St John Ambulance	-59.00

11:37 AM
09/05/05

Shire of Wagin
List of Creditors Paid from the Municipal Fund Account
April 13 through May 9, 2005

	Type	Date	Num	Memo	Amount
Shire of Wagin.	Bill Pmt -Cheque	21/04/2005	393	HACC Hire of the Community Bus 8/4/2005	-146.85
	Bill Pmt -Cheque	06/05/2005	406	HACC Petty Cash Recoup	-161.60
Signs Plus	Bill Pmt -Cheque	21/04/2005	394	Name Badge Expense for Deb Stephens	-12.50
SS & JE Angwin	Bill Pmt -Cheque	21/04/2005	395	Payment of Envirofunds Round Five 2005	-5,387.00
Telstra	Bill Pmt -Cheque	21/04/2005	396	Telephone Expenses	-913.98
	Bill Pmt -Cheque	04/05/2005	405	Telephone Expenses	-953.28
V Parker and J Painter	Bill Pmt -Cheque	04/05/2005	403	Refund of Rates due to Demolition of Building	-138.43
Wagin Betta Electrical	Bill Pmt -Cheque	21/04/2005	397	Hand Held Radios for Traffic Control	-154.90
Wagin Chamber of Commerce	Bill Pmt -Cheque	28/04/2005	401	Ad in 2005/2006 Chamber of Commerce Calendar - Landcare	-100.00
Wagin Ladies Golf Club	Bill Pmt -Cheque	21/04/2005	398	Breakfast for Works Crew over Woolorama	-360.00
				Total	-255,675.31

11:29 AM
09/05/05

Shire of Wagin Trust Account
List of Creditor Paid from the Trust Fund Account
April 13 through May 9, 2005

	Type	Date	Num	Memo	Amount
Fertitech Australia.	Bill Pmt -Cheque	15/04/2005	1513	Refund of Deposit on Rec Centre	-50.00
Janine Jetta.	Bill Pmt -Cheque	04/05/2005	1515	Refund of Bond on Town Hall	-200.00
Peter & Sandra English.	Bill Pmt -Cheque	15/04/2005	1514	Refund of Bond on Community Bus & Rec Centre	-150.00
Shire of Wagin.	Bill Pmt -Cheque	13/04/2005	1512	Undeposited Trust Cheques - Clem Henry & Wagin Ballroom Dancing Club deposited into Unclaimed Moneys Account	-150.00
				Total	-550.00

9.2.10 Review of Finance Policy 15 – Significant Accounting Policies

Reporting Officer: Deputy Chief Executive Officer

Summary

Recent amendments to the Financial Management Regulations that come into effect on 1 July 2005 will now be contrary to Councils existing policy.

Background

The Financial Management Regulations 34 and 35 that related to the preparation of monthly and quarterly financial reports have been substituted with a new regulation 34 that requires local governments to report on a monthly basis, a much more prescribed format designed to establish a minimum standard across the industry.

Councils existing finance policy 15 – Significant Accounting Policies is not consistent with the new legislation requirements in regard to the format and method of calculating various balance day adjustments and entitlements. A revised policy has been prepared to accommodate future minor legislation changes to The Financial Management regulations and various Australian Accounting Standards.

Comment

Council should amend its policy manual accordingly to be in line with State Government legislation.

Statutory Requirement: Financial Management Regulations

Budget Implications: No budget implications

Officer's Recommendation

That Council;

1. Continue to use the existing Finance Policy 15 – Significant Accounting Policies to complete all financial reporting requirement for the reporting period ending 30th June 2005, and;
2. Amend the existing Finance Policy 15 – Significant Accounting Policies to read as detailed below, and to become effective for the commencement of the reporting period 1 July 2005.

SIGNIFICANT ACCOUNTING POLICIES

(a) Basis of Accounting

The Financial Statements are to be drawn in accordance with the applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 and accompanying regulations. The statements will be prepared on the accrual basis under the convention of historical cost accounting.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions will be included in the financial statements. All monies held in the Trust Fund are excluded from the financial statements, but a separate statement of those monies will appear as a separate note in the financial statements.

(c) Goods and Services Tax

(UIG Abstract 31) In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables in the Statement of Financial Position are stated inclusive of applicable GST.

(d) Fixed Assets

(FM Reg 81) Property, plant and equipment and infrastructure assets are brought to account at cost or at independent or management valuation less, where applicable, any accumulated depreciation or amortisation.

(FM Reg 16) The value of all infrastructure assets (other than land under roads) has been recorded in the Statement of Financial Position. Land under roads are excluded from infrastructure in accordance with legislative requirements.

The Shire will maintain fixed asset groupings for Buildings, Furniture & Equipment, Land, Plant & Equipment, and Tools. Items which are realisable and/or insurable and have physical substance shall be recorded as fixed assets. Items having a limited economic useful life and a cost of less than \$2,000 are to be fully expended in the year of acquisition.

(e) Land Held for Resale

(AAS 2) Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

Revenue arising from the sale of property is recognised in the operating statement as at the time of signing a binding contract of sale.

(f) Depreciation of Non-Current Assets

(AAS 4) All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Buildings	40 years
Furniture and Office Equipment	10 years

Computer and Electronic Equipment	4 years
-----------------------------------	---------

Plant and Equipment

- Construction Plant (Graders, FE Loaders, Tractors & Rollers)	12 years
- Trucks	8 years

- Sedans	5 years
- Other Plant and Equipment	10 years

Infrastructure Assets

- Roads	40 years
- Footpaths and Walkways – Slabs	40 years
- Insitu concrete	40 years
- Bitumen	40 years
- Pavers	40 years
- Drainage – below ground	40 years
- off road	40 years
- Pedestrian bridges (wood)	40 years
- Vehicle bridges and culverts (wood)	40 years

The following infrastructure assets are not depreciated due to high ongoing cost of maintenance;

- Parks and playing field surfaces
- Reticulation systems
- Drainage reserves

The following infrastructure assets are not capitalised owing to their cost being immaterial;

- Street Furniture
- Pedestrian / Bus shelters
- Street signs
- Any other items having a limited economical useful life and a cost of less than \$2,000 will be fully expended in the year of acquisition.

(g) Leases

(AAS 17) Leases of fixed assets, where substantially all the risks and benefits incidental to the ownership of the asset, but not legal ownership, are transferred to the company, are classified as finance leases. Finance leases are capitalised recording an asset and a liability equal to the present value of the minimum lease payments, including any guaranteed residual value. Leased assets are amortised over their estimated useful lives. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for the period.

Lease payments under operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the periods in which they are incurred.

(h) Investments

All investments are valued at cost and interest on those investments is recognised when accrued.

(i) Joint Venture

(AAS 19) The Shire's interest in a joint venture will be recognised in the financial statements by including its share of any assets, liabilities, revenues and expenses of the joint venture within the relevant items reported in the statement of financial position and operating statement. Information about joint venture will be set out in a separate note.

(j) Employee Benefits

The provisions for employee benefits relates to amounts expected to be paid for long service leave, annual leave, wages and salaries and are calculated as follows:

(AASB 1028.5.1) Wages, Salaries and Annual Leave

The provision for employees' benefits to wages, salaries and annual leave represents the amount that the municipality has a present obligation to pay resulting from employees services provided to balance date. The provision has been calculated at nominal amounts based on remuneration rates the Council expects to pay and includes related on-costs.

(AASB 1028.5.2) Long Service Leave

The provision for employees' benefits for long service leave represents the present value of the estimated future cash outflows to be made by the employer resulting from the employees' service to balance date.

(k) Rates, Grants, Donations and Other Contributions

(AAS 27.64 & 68) Rates, grants, donations and other contributions are recognised as revenues when the Shire obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(AAS 27.92) Where contributions recognised as revenues during the reporting period were obtained on the condition that they be expended in a particular manner or used over a particular period, and those conditions were undischarged as at the reporting date, the nature of and amounts pertaining to those undischarged conditions are to be disclosed in a separate note. That note will also disclose the amount of contributions recognised as revenues in a previous reporting period which were obtained in respect of the local government's operation for the current reporting period.

(l) Superannuation

The Shire of Wagin will contribute to the Local Government Superannuation Scheme and the Occupational Superannuation Fund. Both funds are defined contribution schemes.

(m) Interest Rate Risk

(AAS 33.5.4) The Shire's exposure to interest rate risk, which is the risk that a financial instrument's value will fluctuate as a result of changes in market interest rates, is considered negligible for all financial instruments other than borrowings. Information on interest rate risk as it applies to borrowings will be disclosed in a separate note of the financial statements.

(n) Credit Risk

(AAS 33.5.5) The maximum exposure to credit risk, excluding the value of any collateral or other security, at balance date to recognised financial assets is the carrying amount, net of any provisions for doubtful debts, as disclosed in the balance sheet and notes to and forming part of the financial statements. The Shire does not have any material credit risk exposure to any single debtor or group of debtors under financial instruments entered into by the Shire.

(o) Net Fair Values

(AAS 33.5.6, AAS 33.5.6 (b) & (c)) The net fair value of assets and liabilities approximate their carrying values. No financial assets and financial liabilities are readily traded on organised markets in standardised form. Financial assets where the carrying amount exceeds net fair values have not been written down as Council intends to hold these assets to maturity.

(AAS 33.5.6 (a)) The aggregate net fair value and carrying amounts of financial assets and financial liabilities are disclosed in the balance sheet and in the notes to and forming part of the financial statements.

(p) Rounding Off Figures

(FM Reg 15 (3)) All figures shown in the Shire's financial statements, other than a rate in the dollar, will be rounded to the nearest dollar.

(q) Comparative Figures

Where required, comparative figures will be adjusted to conform with changes in presentation for the current financial year.

Council Resolution

11101 ROWELL/SCANLON

That the Officer's Recommendation be adopted.

CARRIED
Vote 10/0

9.2.11	Proposed Format of Monthly Statement of Financial Activity
Reporting Officer:	Deputy Chief Executive Officer

Summary

Recent amendments to the Financial Management Regulations that come into effect on 1 July 2005 will now require a minimum standard of Monthly Financial reporting to be adopted by Council.

Background

The Financial Management Regulations 34 and 35 that related to the preparation of monthly and quarterly financial reports have been substituted with a new regulation 34 that requires local governments to report on a monthly basis, a much more prescribed format designed to establish a minimum standard across the industry.

Comment

What this mean to the Shire of Wagin is that, Council must adopt a minimum standard monthly report that includes the following information;

- Annual budget estimates – taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c) (i.e. the ‘revised budget’);
- Budget estimates to the end of the month to which the statement relates (i.e. ‘pro-rata’ or ‘rolling’ budget);
- Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates (i.e. actuals);
- Material variances between the comparable amounts in (b) and (c) above; and
- The net current assets at the end of the month to which the statement relates (i.e. surplus/(deficit) position).

The statement is also to be accompanied by;

- Explanation of the composition of the net current assets, less committed assets and restricted assets;
- Explanation of the material variances; and
- Such other supporting information considered relevant by Council. This may include a sundry debtors listing, sundry creditors listing, plant report, and investment balances.

The ‘Monthly Statement of Financial Activity’ must be presented to Council within two ordinary meetings following the end of the month to which the statement relates, and be recorded in the minutes of the meeting to which it is presented.

A sample version of the ‘Monthly Statement of Financial Activity’ is attached for Council consideration, and direction is now required from Council as to the content of any additional supplementary information to be included.

In addition each financial year, Council will now be required to adopt a percentage and/or value in accordance with AAS 5, to be used in the statement of financial activity for reporting material variances. Materiality is defined as ‘information is material if its omission, misstatement or non-disclosure has the potential to adversely affect;

1. decisions about the allocation of scarce resources made by users of the financial report; or
2. the discharge of accountability by the management or governing body of the entity.’

It is recommended that as a starting figure Council consider reporting material variances of +/- 15% and +/- \$5,000.00 from the base figure (budget estimate).

For example, the purchase of a Computer for \$2,500 that has a budget estimate of only \$2,000 would need to be reported as the variance is 25% when comparing actual with budget. Likewise a \$68,000 Tractor purchased that had a budget figure of \$60,000 is within the 15% threshold but as the difference is \$8,000 this too would be reported as a variance on the basis that it exceeds the approved threshold limit of \$5,000.

Statutory Requirement: Financial Management Regulations

Budget Implications: No budget implications

Officer’s Recommendation

That Council;

1. Adopt the draft format of the ‘Monthly Statement of Financial Activity’ to be presented on a monthly basis effective from the 1st July 2005.
2. Report material variance of +/- 15% and +/- \$5,000 from the base figure and report these variances by way of supporting note in the ‘Monthly Statement of Financial Activity’.

Council Resolution

11102 BLIGHT/JOHNSON

That Council;

1. Adopt the draft format of the ‘Monthly Statement of Financial Activity’ to be presented on a monthly basis effective from the 1st July 2005, with the inclusion of a detailed operating statement by programme, and a detailed list of all payments from the Municipal and Trust fund accounts.
2. Report material variance of +/- 15% and +/- \$5,000 from the base figure and report these variances by way of supporting note in the ‘Monthly Statement of Financial Activity’.

CARRIED
Vote 10/0

Note: Council determined that as part of note 10 of the proposed ‘Monthly Statement of Financial Activity’ that it would include supplementary information in the form of a detailed operating statement by programme, and a list of payments made from the Municipal and Trust fund accounts.

SHIRE OF WAGIN
MONTHLY STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2005 TO XX MONTH 2005

TABLE OF CONTENTS

Statement of Financial Activity	2
Significant Accounting Policies	3 to 4
Statement of Objective	5
Acquisition of Assets	6
Disposal of Assets	7
Information on Borrowings	8
Reserves	9 to 12
Net Current Assets	13
Rating Information	14
Trust Funds	15
Supplementary Information	15

SHIRE OF WAGIN
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2005 TO XX MONTH 2005

	NOTE	XX Month 2005 Actual \$	XX Month 2005 Y-T-D Budget \$	2005/06 Revised Budget \$	Variances Budget to Actual Y-T-D %
<u>Operating</u>					
Revenues/Sources	1,2				
Governance					#DIV/0!
General Purpose Funding					#DIV/0!
Law, Order, Public Safety					#DIV/0!
Health					#DIV/0!
Education and Welfare					#DIV/0!
Community Amenities					#DIV/0!
Recreation and Culture					#DIV/0!
Transport					#DIV/0!
Economic Services					#DIV/0!
Other Property and Services					#DIV/0!
		0	0	0	#DIV/0!
(Expenses)/(Applications)	1,2				
Governance					#DIV/0!
General Purpose Funding					#DIV/0!
Law, Order, Public Safety					#DIV/0!
Health					#DIV/0!
Education and Welfare					#DIV/0!
Community Amenities					#DIV/0!
Recreation & Culture					#DIV/0!
Transport					#DIV/0!
Economic Services					#DIV/0!
Other Property and Services					#DIV/0!
		0	0	0	#DIV/0!
<u>Adjustments for Non-Cash</u>					
<u>(Revenue) and Expenditure</u>					
(Profit)/Loss on Asset Disposals	4				#DIV/0!
Depreciation on Assets	2(a)				#DIV/0!
<u>Capital Revenue and (Expenditure)</u>					
Purchase Land Held for Resale	3				#DIV/0!
Purchase Land and Buildings	3				#DIV/0!
Purchase Infrastructure Assets - Roads	3				#DIV/0!
Purchase Infrastructure Assets - Parks	3				#DIV/0!
Purchase Plant and Equipment	3				#DIV/0!
Purchase Furniture and Equipment	3				#DIV/0!
Proceeds from Disposal of Assets	4				#DIV/0!
Repayment of Debentures	5				#DIV/0!
Proceeds from New Debentures	5				#DIV/0!
Self-Supporting Loan Principal Income					#DIV/0!
Transfers to Reserves (Restricted Assets)	6				#DIV/0!
Transfers from Reserves (Restricted Assets)	6				#DIV/0!
ADD Net Current Assets July 1 B/Fwd	7	0	0	0	#DIV/0!
LESS Net Current Assets Year to Date	7	0			#DIV/0!
Amount Raised from Rates	8	0	0	0	

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

SHIRE OF WAGIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2005 TO XX MONTH 2005

1. SIGNIFICANT ACCOUNTING POLICIES

The significant accounting policies which have been adopted in the preparation of this statement of financial activity are:

(a) Basis of Accounting

This statement has been prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended). The statement has also been prepared on the accrual basis under the convention of historical cost accounting.

(b) The Local Government Reporting Entity

All Funds through which the Council controls resources to carry on its functions have been included in this statement.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between Funds) have been eliminated.

All monies held in the Trust Fund are excluded from the statement, but a separate statement of those monies appears at Note 9 to this financial statement.

(c) Rounding Off Figures

All figures shown in this statement, other than a rate in the dollar, are rounded to the nearest dollar.

(d) Rates, Grants, Donations and Other Contributions

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

(e) Goods and Services Tax

In accordance with recommended practice, revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables are stated inclusive of applicable GST.

(f) Fixed Assets

Property, plant and equipment and infrastructure assets are brought to account at cost or independent or management valuation less, where applicable, any accumulated depreciation or amortisation and any accumulated impairment balances.

SHIRE OF WAGIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2005 TO XX MONTH 2005

1. SIGNIFICANT ACCOUNTING POLICIES (Continued)

(g) Depreciation of Non-Current Assets

All non-current assets having a limited useful life are systematically depreciated over their useful lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Depreciation is recognised on a straight-line basis, using rates which are reviewed each reporting period. Major depreciation periods are:

Buildings	40 years
Furniture and Office Equipment	10 years
Computer and Electronic Equipment	4 years
Plant and Equipment	
- Construction Plant (Graders, FE Loaders, Tractors & Rollers)	12 years
- Trucks	8 years
- Sedans	5 years
- Other Plant and Equipment	10 years
Infrastructure Assets	
- Roads	40 years
- Footpaths and Walkways - Slabs	40 years
- Insitu concrete	40 years
- Bitumen	40 years
- Pavers	40 years
- Drainage - below ground	40 years
- off road	40 years
- Pedestrian bridges (wood)	40 years
- Vehicle bridges and culverts (wood)	40 years

The following infrastructure assets are not depreciated due to the high ongoing cost of maintenance;

- Parks and playing field surfaces
- Reticulation systems
- Drainage reserves

The following infrastructure assets are not capitalised owing to their cost being immaterial;

- Street Furniture
- Pedestrian / Bus shelters
- Street signs

(h) Adopting of Australian Equivalents to International Financial Reporting Standards (AIFRSs)

For reporting periods commencing on or after 1 January 2005, the Shire of Wagin will be required to prepare its annual financial report using Australian equivalents to International Financial Reporting Standards and their related pronouncements (AIFRSs) as issued by the Australian Accounting Standards Board (AASB).

As the AASB has prohibited the early adoption of the AIFRSs, the Shire of Wagin will report for the first time in compliance with AIFRSs in the annual financial report for the year ended 30 June 2006 (that is, the year commencing 1 July 2005 or this current budget year).

The Shire of Wagin is required to prepare an opening balance sheet in accordance with AIFRSs as at 1 July 2004. Most adjustments required on transition to AIFRSs will be made retrospectively against opening retained earnings on 1 July 2004 in accordance with AIFRSs. Transitional adjustments relating to those standards for which comparatives are not required will only be made with effect from 1 July 2005.

SHIRE OF WAGIN**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY****FOR THE PERIOD 1 JULY 2005 TO XX MONTH 2005****2. STATEMENT OF OBJECTIVE**

In order to discharge its responsibilities to the community, the Shire of Wagin has developed a set of operational and financial objectives. These objectives have been established both on an overall basis and for each of its broad activities/programs.

Council operations as disclosed in this statement encompass the following service orientated activities/programs:

GOVERNANCE

Includes costs associated with elected members, the running costs of the Administration building and associated clerical staff, records management and computer operation costs.

GENERAL PURPOSE FUNDING

Includes rate revenue and associated costs, general purpose government grants, costs associated with the repayment of Council loans, including reimbursement from government bodies and community organisations, as well as interest earned on Council investments.

LAW, ORDER, PUBLIC SAFETY

Includes costs associated with fire prevention and control, control of dogs and other animals, abandoned vehicles and supervision of associated local laws

HEALTH

Includes costs associated with maternal and infant health, analytical expenses ie water sampling, the running of the Regional Health Scheme together with the Shires of Dumbleyung and Woodanilling, pest control ie mosquitoes and the running costs of the Wagin Medical Centre.

EDUCATION AND WELFARE

Includes costs associated with the running of the Wagin Pre-School, maintenance of the Wagin District High School oval, the running of the Wagin Home and Community Care Program, including Community Aged Care Packages and Wagin Frail Aged Lodge.

COMMUNITY AMENITIES

Includes provision for the collection and disposal of residential, commercial and industrial refuse, ongoing maintenance of the Wagin Cemetery and running costs associated with providing public conveniences.

RECREATION AND CULTURE

Includes costs associated with public halls, the Wagin Memorial Swimming Centre, sportsground maintenance and sportsground buildings maintenance, the provision of library services together with a contribution towards the associated with the running of the Wagin Woolorama.

TRANSPORT

Includes upgrading, constructing, sealing, resealing and ongoing maintenance costs associated with roads, footpaths and parking facilities, improvements to Council's plant and the provision of aircraft landing facilities and their associated costs.

ECONOMIC SERVICES

Includes control of declared flora and fauna, works associated with Council's inclusion as part of the Rural Town's programme, LCDC projects, tourism and area promotion, ongoing maintenance of the Wagin Caravan Park, building control and the provision of standpipes.

OTHER PROPERTY & SERVICES

Includes private works, town planning schemes and the provision for new residential developments, materials in store, costs associated with employment of the outside work crew, costs associated with the running of all Council plant and other unclassified revenue and expenses.

SHIRE OF WAGIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2005 TO XX MONTH 2005

	XX Month 2005 Actual \$	2005/06 Revised Budget \$
3. ACQUISITION OF ASSETS		
The following assets have been acquired during the period under review:		
<u>By Program</u>		
Governance		
General Purpose Funding		
Law, Order, Public Safety		
Health		
Education and Welfare		
Community Amenities		
Recreation and Culture		
Transport		
Economic Services		
Other Property and Services		
	<u>0</u>	<u>0</u>
<u>By Class</u>		
Land Held for Resale		
Land and Buildings		
Infrastructure Assets - Roads		
Infrastructure Assets - Parks and Ovals		
Plant and Equipment		
Furniture and Equipment		
	<u>0</u>	<u>0</u>
A detailed breakdown of acquisitions on an individual asset basis can be found in the supplementary information attached to this statement as follows:		
- plant replacement programme		
- other assets		
- road replacement programme		
- other infrastructure		

SHIRE OF WAGIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2005 TO XX MONTH 2005

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)
	XX Month 2005 Actual \$	XX Month 2005 Actual \$	XX Month 2005 Actual \$
	0	0	0

<u>By Class</u>	Net Book Value	Sale Proceeds	Profit(Loss)
	XX Month 2005 Actual \$	XX Month 2005 Actual \$	XX Month 2005 Actual \$
	0	0	0

SummaryXX Month
2005
Actual
\$Profit on Asset Disposals
Loss on Asset Disposals0

SHIRE OF WAGIN
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2005 TO XX MONTH 2005

5. INFORMATION ON BORROWINGS

(a) Debenture Repayments

Particulars	Principal 1-Jul-05	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$	Actual \$	Budget \$
Loan # 124 Medical Centre	148,059.10					148,059			
Loan # 126 Bowling Club SS	40,077					40,077			
Loan # 127 Waratah SS	18,000					18,000			
Loan # 128 Woolorama SS	60,000					60,000			
						0			
						0			
						0			
						0			
	266,136	0	0	0	0	266,136	0	0	0

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		Balance Unspent \$
	Actual	Budget						Actual	Budget	
Loan # 129 CEO House		200,000								
Loan # 130 Admin Office Renovations		150,000								
Loan # 131 Rec Centre		145,000								
Loan # 132 LIA Development		165,000								

SHIRE OF WAGIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2005 TO XX MONTH 2005

	XX Month 2005 Actual \$	2005/06 Budget \$
6. RESERVES		
Cash Backed Reserves		
(a) Leave Reserve		
Opening Balance		
Amount Set Aside / Transfer to Reserve		
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
(b) Plant Reserve		
Opening Balance		
Amount Set Aside / Transfer to Reserve		
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
(c) Municipal Buildings Reserve		
Opening Balance		
Amount Set Aside / Transfer to Reserve		
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
(d) Recreation Development Reserve		
Opening Balance		
Amount Set Aside / Transfer to Reserve		
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
(e) Administration Centre Furniture & Equipment Reserve		
Opening Balance		
Amount Set Aside / Transfer to Reserve		
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
(f) Recreation Centre Equipment Reserve		
Opening Balance		
Amount Set Aside / Transfer to Reserve		
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
(g) Aerodrome Maintenance & Development Reserve		
Opening Balance		
Amount Set Aside / Transfer to Reserve		
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
(h) Land Development Reserve		
Opening Balance		
Amount Set Aside / Transfer to Reserve		
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>

SHIRE OF WAGIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2005 TO XX MONTH 2005

	XX Month 2005 Actual \$	2005/06 Budget \$
(i) Community Bus Reserve		
Opening Balance		
Amount Set Aside / Transfer to Reserve		
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
(j) H.A.C.C. Plant & Leave Reserve		
Opening Balance		
Amount Set Aside / Transfer to Reserve		
Amount Used / Transfer from Reserve	<u>0</u>	<u>0</u>
Total Cash Backed Reserves	<u>0</u>	<u>0</u>

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

SHIRE OF WAGIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2005 TO XX MONTH 2005

	XX Month 2005 Actual \$	2005/06 Budget \$
6. RESERVES (Continued)		
Summary of Transfers		
To Cash Backed Reserves		
Transfers to Reserves		
Leave Reserve	0	0
Plant Reserve	0	0
Municipal Buildings Reserve	0	0
Recreation Development Reserve	0	0
Administration Centre Furn. & Equip. Reserv.	0	0
Recreation Centre Equipment Reserve	0	0
Aerodrome Maintenance & Develop. Reserv.	0	0
Land Development Reserve	0	0
Community Bus Reserve	0	0
HACC Leave & Plant Reserve.	0	0
	<u>0</u>	<u>0</u>
Transfers from Reserves		
Leave Reserve	0	0
Plant Reserve	0	0
Building Reserve	0	0
Recreation Development Reserve	0	0
Administration Centre Furn. & Equip. Reserv.	0	0
Recreation Centre Equipment Reserve	0	0
Aerodrome Maintenance & Develop. Reserv.	0	0
Land Development Reserve	0	0
Community Bus Reserve	0	0
HACC Leave & Plant Reserve.	0	0
	<u>0</u>	<u>0</u>
Total Transfer to/(from) Reserves	<u>0</u>	<u>0</u>

SHIRE OF WAGIN**NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY****FOR THE PERIOD 1 JULY 2005 TO XX MONTH 2005**

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

Leave Reserve

The purpose of Council's Leave Reserve Account is to provide provisions to meet Council's Long Service Leave and Accrued Annual Leave liabilities so as to minimise the effect on Council's budget from year to year.

Plant Reserve

The purpose of the Plant reserve account is to provide funds for the ongoing replacement and upgrading of motor vehicles, heavy machinery, light machinery and other equipment necessary in the performance of Council's core functions.

Municipal Buildings Reserve

The purpose of the Municipal Buildings Reserve is to provide funds for the upgrading, renovating or restoration of existing Council owned buildings and the construction of new Council owned buildings, including fences and Council houses.

Recreation Development Reserve

The purpose of the Recreation Development Reserve is to provide funds for the expansion, upgrading and development of Council's Recreation facilities. This includes the upgrading of water supplies and the like for recreation areas within the Shire of Wagin.

Administration Centre Furniture and Equipment Reserve

The purpose of this Reserve is to provide for the purchase of furniture, fittings and equipment with the Council's entire administration building.

Recreation Centre Equipment Reserve

The purpose of the Recreation Centre Equipment Reserve is to provide funds for the purchase of additional or replacement equipment utilised at the Wagin Community Recreation Centre including the upgrading or replacement of fixtures and fittings.

Aerodrome Maintenance and Development Reserve

The purpose of this Reserve is to provide for major maintenance type works (eg resealing of apron area, replacing lights etc) and development type work (such as reconstruction runways, sealing roadways, upgrading buildings, fences etc) at the Wagin Airstrip.

Land Development Reserve

The purpose of this reserve is to provide funds for the development of land within the Wagin Shire for the benefit of residents and the good Government of the local authority, as determined by Council. This includes the purchase, subdivision and development of land for industrial, residential, commercial and other purposes, as the need arises and as Council sees fit.

Community Bus Reserve

The purpose of this reserve is to provide funds to allow for the maintenance, upgrade and changeover of the Wagin Community Bus as required from time to time.

HACC Leave and Plant Reserve

The purpose of this Reserve is to provide provisions to meet the HACC long service leave and accrued annual leave liabilities so as to minimise the effect on the HACC budget from year to year and to provide for the replacement of vehicles, should grant monies not be provided or are insufficient to meet requirements.

SHIRE OF WAGIN

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2005 TO XX MONTH 2005

	XX Month 2005 Actual \$	Brought Forward 1-Jul \$
7. NET CURRENT ASSETS		
Composition of Estimated Net Current Asset Position		
CURRENT ASSETS		
Cash - Unrestricted		
Cash - Restricted		
Receivables		
Inventories	<u>0</u>	<u>0</u>
LESS: CURRENT LIABILITIES		
Payables and Provisions	<u>0</u>	<u>0</u>
Less: Cash - Reserves - Restricted		
Less: Cash - Restricted/Committed	<u>0</u>	<u>0</u>
NET CURRENT ASSET POSITION	<u><u>0</u></u>	<u><u>0</u></u>

SHIRE OF WAGIN
NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD 1 JULY 2005 TO XX MONTH 2005

8. RATING INFORMATION

<u>RATE TYPE</u>	<u>Rate in \$</u>	<u>Number of Properties</u>	<u>Rateable Value \$</u>	<u>2005/06 Rate Revenue \$</u>	<u>2005/06 Interim Rates \$</u>	<u>2005/06 Back Rates \$</u>	<u>2005/06 Total Revenue \$</u>	<u>2005/06 Budget \$</u>
Differential General Rate								
UV							0	0
GRV							0	0
Sub-Totals		0	0	0	0	0	0	0
Minimum Rates	Minimum \$							
UV							0	0
GRV							0	0
Sub-Totals		0	0	0	0	0	0	0
Specified Area Rates								
Discounts							0	0
Totals							0	0

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

The general rates detailed above for the 2005/06 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

NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

FOR THE PERIOD 1 JULY 2005 TO XX MONTH 2005

9. TRUST FUNDS

Funds held at balance date over which the Municipality has no control and which are not included in this statement are as follows:

Detail	Balance 01-Jul-05 \$	Amounts Received \$	Amounts Paid (\$)	Balance \$
Sundry Other Deposits				0
Recreation Committee - Capital Account				0
Nomination Deposits				0
Hall & Recreation Centre Hire Deposits				0
Tom's Building Donations				0
Donations				0
Arts Council Play				0
B.C.I.T.F. Levies				0
B.R.B Levies				0
L C D C Rehabilitation Programmes				0
Unclaimed Monies				0
Community Bus				0
Prepaid Rates				0
Dept of Transport Licensing				0
	<u>0</u>			<u>0</u>

10. SUPPLEMENTARY INFORMATION

May include (not exhaustive) the following:

- Operating Statement;
- Balance Sheet;
- Debtors listings;
- Creditors listings;
- Cash/Investment summaries;
- Plant reports;
- Ratio analysis; and
- Other information considered relevant.

9.2.12 Quarterly Financial Report for the period ending 30th June 2005**Reporting Officer: Deputy Chief Executive Officer**

Summary

At the first Council meeting following the end of September, December, March, and June Council is presented with quarterly financial statements from the commencement of the financial year to the end of the relevant quarter.

Background

For the July 2005 meeting Council is scheduled to be presented with a quarterly financial report for the period ended 30 June 2005. As this happens to be the end of the financial year it is also a requirement that Council prepares a set of Annual Financial Statements that will be audited and then presented to Council for adoption.

In past years this request has been granted by Council and no 30th June Quarterly Financial report has been prepared.

Comment

As the Annual Financial Statements are prepared in far greater detail, and audited for their accuracy, it would be far more practical if Council was to again agree not to prepare a Quarterly Financial Report for the same period as this information will only be duplicated in the Audited Financial Statements that will be presented to Council in line with statutory legislation.

Whilst previous items presented to Council have outline that Financial Management Regulation 34 is being amended, these changes do not take effect until the commencement of the reporting period 1st July 2005. Therefore Council has an obligation to continue to comply with this regulation until the end of the existing reporting period.

Statutory Requirement: Financial Management Regulation 34 (1a) states that a Local Government need not prepare a quarterly financial report for the period ended 30 June, if before that date, Council resolves that such a report is not necessary.

Budget Implications: Nil

Officer's Recommendation

That Council agree not to prepare a Quarterly Financial report for the period ended 30th June 2005 as the information will be duplicated in the 2004/2005 Audited Annual Financial Statements that will be presented to Council for adoption.

Council Resolution

11103 BLIGHT/PUGH

That the Officer's Recommendation be adopted.

CARRIED
Vote 10/0

9.2.13**Plan for the Future of the District****Reporting Officer:****Deputy Chief Executive Officer**

Summary

Recent amendments to the Local Government Act 1995 now require Council to prepare a Plan for the Future of the District.

Background

The requirement to prepare a Plan for the Future of the District replaces the 'Principal Activities Plan' that has previously been prepared over the last few years.

The Local Government Administration Regulation 19 (c) prescribes that the plan will contain the following information;

- to be at least two financial years
- set out broad objectives
- must review at least every two years
- must be adopted by absolute majority once considered or modified
- must consult with electors and ratepayers during development or modification
- must contain a description of how electors and ratepayers were consulted
- must apply for the commencement of the reporting period 1st July 2006

Comment

Of the above dot points that form the development and modification of the Plan for the Future of the District, Council is permitted to plan for a period greater than the prescribed minimum period of only two years.

In addition to this senior staff recently suggested to the Finance and General Purposes committee of the importance of developing a strategic plan that would guide Council over the next 10 – 15 year period.

It would seem practical for Council to combine these two documents, especially considering the Plan for the future of the District is mandatory for Council to prepare.

In the forthcoming budget a provision of approximately \$10,000 was going to be suggested for the preparation of a strategic plan with the use of a facilitator to assist Council in conducting the community consultation process.

Statutory Requirement:

Local Government Act 1995 and Administration Regulations

Budget Implications:

Proposed allocation of \$10,000 in 2005/2006

Officer's Recommendation

That Council agree to prepare a Plan for the Future of the District in 2005/2006 for a period of ten financial years, with a review period every two years, and utilise this document as a form of Strategic plan for the Shire of Wagin.

Council Resolution

11104 CUMMING/PUGH

That the Officer's Recommendation be adopted.

CARRIED

Vote 10/0

9.2.14 Rules and Responsibilities for Hiring of Council Facilities

Reporting Officer: Deputy Chief Executive Officer

Summary

I believe that Council should now consider implementing some strict rules and responsibilities for regular and casual hirers of Council owned facilities.

Background

In recent times Council facilities that have been hired by local residents and sporting groups have resulted in facilities either being damaged or not left to the same standard that they were in at the commencement of the hiring period. On only one of these occasions a bond was held and has subsequently been retained. This now begs the question, should a bond be paid by sporting and community groups that use Council facilities within the sports ground, and to what value. Based on the level of facilities and the increased risk of damage I have recommended the following bond limits;

- Wagin Agricultural Society \$1,000
- Wagin Football Club \$500
- Wagin Trotting Club \$500
- Wagin Hockey Club \$200
- Wagin Cricket Club \$200
- Wagin Netball Club \$200 (If using outside courts)
- Wagin Basketball Club \$200 (If using outside courts)
- Wagin Scouts \$100

I conducted a brief inspection of the Sports ground on Sunday 15th May and believe that the recreation centre's level of presentation should be improved now that active sporting activities have commenced. Whilst some issues are of only a cleaning nature Council should be aware that it has a legal obligation to provide a safe environment for patrons to utilise, especially now that the facility is being actively promoted for use. Council has previously granted the Wagin Basketball Club approval to use the facility during the final construction phase, and I now strongly urge that our priority be to complete the construction 100% so that the safe storage of all sporting equipment and accessories will limit the potential advent of a liability claim. Now that Council is actively advertising the facility for use to the community we do have a duty of care to ensure that it is presented in a safe manner and whilst not essential it should also be presented clean and tidy at all times.

A further issue that has occurred was the allocation of a large number of keys to the Wagin Agricultural Society for access to the various facilities for the 2005 Wagin Woolarama. These keys were issued on a temporary basis as the installation of the new master key system had just been completed. Some confusion has resulted with at least one representative of this group suggesting that the keys will not be returned at all due to their continual requirement throughout the year.

I am suggesting that as part of revamping the rules and responsibilities of hiring Council facilities there should be a section that relates to the prompt return of Shire keys, and on occasions where deemed necessary a bond be paid to ensure their return. Where keys are to be retained for longer periods than that required for casual hiring, a written request should be made to Council stating the keys required, the purpose, and length of time required. Council may then prefer to delegate to the CEO the ability to approve these requests on an individual basis in line with any bond and hiring conditions that Council may introduce.

At present, keys have also been distributed to the Wagin Football Club, Wagin Trotting Club, Wagin Hockey Club, Wagin Netball Club, Ag Department, and Wagin Scouts.

Comment

Now that Council has a first class facility at the Sports Ground, measures should be put in place to protect the facility for the long term. Unfortunately this may require a change in attitude by Council that will probably result in the Community not welcoming the extra responsibility when hiring our facilities.

It would seem that now is the ideal time to enforce additional requirements onto the hiring party with the recent level of construction that has taken place and the possibility of further enhancements in future years.

Statutory Environment: Nil

Budget Implications: Nil

Officer's Recommendation

That Council;

1. Inform the following hirers of Council owned recreation facilities that it now requires a bond to be paid for the regular hire of its facilities;
 - Wagin Agricultural Society \$1,000
 - Wagin Football Club \$500
 - Wagin Trotting Club \$500
 - Wagin Hockey Club \$200
 - Wagin Cricket Club \$200
 - Wagin Netball Club \$200 (If using outside courts)
 - Wagin Basketball Club \$200 (If using outside courts)
 - Wagin Scouts \$100
2. Direct staff to develop a set of rules and responsibilities that pertain to the hire of Council facilities, and that a copy be provided to each casual hirer and club / organisation that regularly hires Council facilities.
3. Direct staff to contact each sporting club / organisation requesting a list of personnel that require keys to Council facilities, and the anticipated duration.

And delegate authority to the Chief Executive Officer to approve requests and keep a register of issued keys.

4. Direct staff to take necessary action for the prompt return of all issued keys to sporting clubs / organisations, and then reissue them only to the nominated personnel (item 3) in line with the receipt of a suitable bond (item 1).

Council Resolution

11105 BLIGHT/PUGH

That the Officer's Recommendation be adopted.

CARRIED

Vote 9/1

9.3 Works and Services

9.3.1	Crew Cab Canter - Purchase
Proponent:	Skipper Trucks
Location:	Shire of Wagin
Reporting Officer:	Chief Executive Officer
File:	TEN 4

Summary

Quotations have been called for the changeover of the Crew Cab Canter listed in the budget.

Comment

There are no crew cab vehicles of a similar size to the existing vehicle on the market. The Council vehicle is a 1999 model Mitsubishi Canter which has done approximately 83,000 km. Quotation have been received for a Mitsubishi Canter 3.5 tonne crew cab, Iveco Daily Dual Cab 3.5 tonne (130 HP) and Iveco Daily Dual Cab 3.5 tonne (150 HP).

The changeovers are as follows:-

Mitsubishi Canter	Iveco (130HP)	Iveco (150HP)
45,995	41,645	46,845
- <u>15,455</u>	- <u>15,455</u>	- <u>15,455</u>
<u>\$30,540</u>	<u>\$26,190</u>	<u>\$31,390</u>

All vehicles are 7 seaters and include air conditioning and steel tray designed to fit the existing canopy. There are 3.5 tonne vehicle as compared to the existing vehicle which is 1.5 tonne capacity. The Iveco is proving to be a popular vehicle with local government because of its capabilities and comfort.

Statutory Environment: Local Government Act 1995

Budget Implications: Budget allows for a changeover of \$20,000 but savings have been made on the slasher and maintenance grader utility.

Policy Implications: Nil

Officer's Recommendation

That Council accept the quotation from Skipper Trucks for the supply of a Iveco 3.5 tonne (130 HP) dual cab utility with a nett changeover of \$26,190.

Council Resolution

11106 CUMMING/PUGH

That the Officer's Recommendation be adopted.

CARRIED
Vote 10/0

9.4 Other Committees and Reports

9.4.1 Minutes of the Health, Building and Planning Committee Meeting held in Council's Committee room on Thursday 28th April 20005.

Council Resolution

11107 BLIGHT/MORGAN

That the Minutes from the Health, Building and Planning Committee Meeting held on 28th April 2005 be received.

CARRIED

Vote 10/0

7.1	Review of Health, Building and Planning Policies
Location:	Shire of Wagin
Proponent:	Staff
Reporting Officer:	Principal Environmental Health Officer/Building Surveyor
File:	CNL 12

These policies were last reviewed in May 2002.

Comment

The current policies are presented and comment on each is provided.

HEALTH, BUILDING AND PLANNING - INDEX

<u>Policy Number and Name</u>	<u>Page</u>
1. Swimming Pool Inspections	2.
2. Sportsground - Buildings	2.
- Advertising Signs	2.
- Future Development	2.
- Woolorama Committee	2.
3. Discount Sale - Outside Vendor	2.
4. Approval/Refusal Building Applications	3.
5. Outdoor Clothing Policy	3.
6. Dumping of Grain	6.
7. The Health and Safety Requirements of Contractors	7.
8. Smoking at Swimming Pool and Council Buildings	13.
9. Smoking in Enclosed Council Buildings and Vehicles	13.
10. Relocated Buildings or Dwellings (TPS No2)	13.
11. Land subject to Dampness of Flooding (TPS No 2)	14.
12. Development of Lots Abutting Unconstructed Roads (TPS No2)	14.
13. Residential Development Standards – Proposed Subdivision of Wagin Town Lots 741 & 752 Pederick Drive , Wagin	15.
14. Agistment and Stabling of Horses on Residential Zoned Land	16.
15. Industrial Zoned Land	17.
16. Caretakers Dwelling on Industrial Zoned Land	19.
17. Development of Outbuildings on Residential Zoned Land	20.
18. Home Occupations	22.
19. Installation of Satellite Dishes, Microwave Antennae and Radio Masts	23.
20. Use of Sea Containers and Similar Transportable Structures	26.
21. Extractive Industries	27.
22. Authority to deal with Applications for Planning Approval	29.
23. Rural Zone Building Setbacks	30.

Health, Building and Planning 1.**Swimming Pool Inspection**

1. That Council appoint as its “authorised officer” and delegate authority to its Environmental Health Officer or any officer appointed by Council to act in this capacity, to conduct private swimming pool inspections in accordance with the provisions of the Local Government Act.
2. That Council charge \$50 for each private swimming pool fence inspection after the initial inspection which will be included as part of the building approved inspection.

(Minute 10165, May 02)

Health, Building and Planning 2.**SPORTSGROUND:****1. Construction or Amendment to Buildings**

- * All applications shall be referred to the Sportsground Advisory Committee prior to consideration by Council. The Committee may refer any application to other users of the Sportsground likely to be affected by the application.

2. Advertising Signs

- * Signs displaying or promoting tobacco products shall be prohibited from being erected or otherwise displayed as free standing or affixed to the external walls of buildings or fences within Council Reserves.
- * Proposed signs shall require Council approval.

3. Future Development

Further development of the Sportsground shall be co-ordinated by the Sportsground Advisory Committee subject to Council approval to ensure planned and co-ordinated development of facilities.

4. Woolorama Committee

Council grant the Woolorama Committee with a blanket exemption from the Policy controlling discount sales from outside vendors for all their stall holders during the annual Woolorama

Health, Building and Planning 3.**Discount Sale - Outside Vendor**

Council does not hire out any council facility to any person or organisation for the sale or auctioning of goods for profit unless approved by Council. Local

organisations, clubs, groups or church organisations are exempted from this policy. Any exemption to be granted only by the Chief Executive Officer.

(Minute 11107, May 05)

Health, Building and Planning 4.

Approval/ Refusal of Building Application

Council delegates authority to the Principal Environmental Health Officer/Building Surveyor to issue a building licence to those applications in conformity to the Building Code of Australia and those not in conformity to be referred to Council.

(Minute 10165, May 02)

Health, Building and Planning 5

Outdoor Clothing Policy

That Council adopt the Shire of Wagin Outdoor Workers Clothing Policy to ensure that the health and safety of employees is not adversely affected by their work or workplace.

That a copy of the Shire of Wagin Outdoor Workers Clothing Policy be distributed to all employees of Council.

OUTDOOR WORKER CLOTHING POLICY GUIDELINES (SKIN DAMAGE PREVENTION)

1.0 Introduction

The underlying issue for management, is that it has a legal and moral obligation to ensure that the health and safety of employees is not adversely affected by their work or workplace. This legal obligation stems from the Occupational Safety and Health Act - Western Australia, Section 19 and the common law.

The problem is that in meeting this obligation the comfort of outdoor employees is affected.

2.0 Policy Aim

With the growing weight of evidence linking skin cancer to exposure to ultra-violet light, the Council, in order to meet its legal and moral responsibilities, requires a formal policy document covering worker clothing. To this end, the following information is provided.

The aim of the policy guidelines is to arrive at a dress code which will:-

- protect the employee from ultra-violet light.
- protect the employee from physical injury, such as cuts and abrasions
- as far as it is practicable, ensure that the clothing makes the person easy to see when working on or near roads, access ways and mobile equipment.
- comply with relevant Statutes and Australian Standards, (in particular Section 19 of the OSHA - WA).
- prescribe clothing which will be comfortable and acceptable to the majority of workers.
- promote a team spirit and personal pride in the workers with respect to their appearance.

3.0 **CLOTHING POLICY**

3.1 ***Standard Dress***

The minimum clothing requirements for outdoor employees shall be a long sleeve shirt and long trousers.

However, to help prevent the adverse effects of hot weather, for the months of November to March inclusive, outdoor employees may be permitted to wear long shorts, ie to just above the knee. The exemption for long shorts will only apply in these months. Unless there are safety related reasons, shirt sleeves must not be rolled up.

The basic dress code will apply all year round (exemption may apply upon written medical advice)

Except for the months of May, June, July and August a broad brimmed (8cm - 14 cm) hat shall be worn. Other types of hats may be worn so long as they provide good protection to the face, ears and neck. This may include a peak cap with non-detachable neck flap. Baseball type caps with no ear or neck protection would not be acceptable.

Hats, long sleeve shirts and trousers appropriate for the nature of the works will be supplied by Council. Shorts will not be provided by Council. Wherever practicable, the Ultra-Violet Protection Factor (UPF) of clothing fabric will be 30 or better.

An ‘**outdoor employee**’ for the purpose of this document is defined as a person whose regular daily duties require them to be in direct sunlight for more than 1 hour/day on a cumulative basis.

The following outdoor employees because of the nature of their activities will be subject to their particular dress requirements as nominated.

- Rangers
- Pool attendants (long pants may hinder pool rescue and are not recommended)
- Building Surveyors

- Building Maintenance Workers
- Environmental Health Officers
- Workers on special tasks.

Where there is an obvious risk of immediate physical damage to the skin, the option to wear long shorts will not apply to:

- mechanics, fitters and welder.
- Operators of brush cutters, concrete/bitumen saws and chainsaws
- people handling bitumen
- people handling chemicals, ie: pesticides and herbicides.

These workers must wear trousers and long sleeve shirts or overalls.

3.2 *Use of Sunscreen*

All outdoor works will be supplied with sunscreen cream which should be applied to their uncovered skin in accordance with the manufacturers directions. Information, instruction and supervision will be provided in the use of sunscreens. (Note Section 19 (1)(b) of the OSHA-WA) in particular, this refers to their face, ears, necks and backs of hands, and legs if relevant. The cream provided will be registered under Australian Standards and be of the SPF 15+ Broad Spectrum type.

It is recommended that sun screen be used on the face, neck and ears all year round.

Exemptions may apply based on written medical advice.

3.3 *High Visibility Clothing*

Because of the requirement for Council workers to be easily seen by vehicle users, high visibility clothing of some description must be worn by workers while within the road reserve or near vehicle access ways.

While the use of an overlay garment in the form of a vest or singlet is preferred, red long sleeve shirts will be allowed and supplied. Should over garments (eg jumpers and parkers) be needed then the overlay garment must be worn over jumpers etc.

Since the above clothing policy has the implication of making workers less comfortable in hot conditions, the selection and use of high visibility overlay garments assumes greater importance.

For this reason, an open weave poncho or singlet style high visibility overlay is recommended to minimise heat insulation and maximise air flow around the wearers body.

Note: High visibility vests that velcro up at the front have been discouraged for use on road reserves because they are often found unfastened at the front, thus are less efficient at ensuring visibility.

3.4 *Supply and Use of Sunglasses*

All staff working outdoor shall, when practicable, wear general purpose sun protection glasses which comply with AS1337 (1992) and AS1067 (1990) as appropriate. These will be made available to relevant staff as part of the standard personnel protective equipment issue.

4.0 *Administrative and Other Controls*

While these policy guidelines are essentially about the type of garments worn the implications to the wearer with respect to comfort and overheating problems are worthy of further mention.

The key factors which may promote bodily overheating problems are the:

1. ambient and radiant temperature
2. extent of air movements (wind)
3. pace and physical
4. adequacy
5. humidity
6. person's clothing

Note: Actual temperatures experienced by workers will differ considerably dependant on their workplace. Working in a well treed park will be vastly different to working on an open bitumen road.

Thus some steps which should be taken include:

1. All relevant staff should have ample supplies of fresh cool water.
2. Exploiting the use of natural shade.
3. The erection of temporary shade where practicable.
4. Rescheduling of particularly heavy work outdoor the period 10.00 am to 2.00 pm where practicable,.
5. Consideration of temporary cessation from physically demanding work for the time without frequent stops, at least for drinks and possibly self-dousing with water.

It is readily apparent that heavy work in particularly hot weather is not efficient work, without frequent stops, at least for drinks and possibly self-dousing with water.

Lastly, staff should be encouraged to report immediately to their supervisor any significant symptoms of bodily overheating. Suitable education sessions should be conducted to ensure that staff are aware of what these symptoms are and the effects of exposure to ultraviolet radiation.

5.0 Consultation

The Council realises that the type of clothing worn in the field is of considerable importance to outdoor employees and hence these people or their representatives will be consulted with respect to changes in style, type and fabric of clothing as issued, in accordance with good management practise. (Note also, Section 35 (1)(c) of the OSHA-WA).

Wherever practicable, the Council, having adopted a clothing policy will ensure that the style of garments is acceptable and appropriate to the relevant workforce.

6.0 Education

Many people aged in their late 40's and onwards, are suffering severely for their prior ignorance of the extent of damage that extended exposure to sunlight could cause.

Many workers are still not quite convinced of the significance of the risk and the probable (not possible) adverse effects on the skin.

Comprehensive educational processes are essential if these people are to willingly support more conservative clothing policies.

(Minute #7525, May 1996)

Health, Building and Planning 6.**Dumping of Grain**

That delegated authority be provided to the Chief Executive Officer to accept small quantities of spoilt grain for disposal at the Wagin Refuse Site provided that Council charges private works rates for its staff time required. Further that requests for disposal of larger quantities of spoil grain be referred to Council.

Note: The Chief Executive Officer is to use his discretion in determining small and large quantities. A small quantity as a guide could be 1 truck load and covered.

(Minute 11107, May 2005)

Health Building and Planning 7**The Health and Safety Requirements of Contractors.**

The Council requires contractors to inform each of their employees of the policies, procedures and information on potential hazards contained in this document before they commence work on Council premises.

An induction checklist is attached to this document that shall be signed by the employee and the employer/contractor representative to indicate that the employee has an adequate understanding of the policies, procedures and information on

potential hazards contained in this document and given to the Safety and Health Co-ordinator before work commences.

Contractors shall provide each employee with:

- a copy of this document; and
- a copy of the Council's Emergency Evacuation Procedures
- a copy of the Emergency Procedure the Services Failure

Copies of such documents to be made available to the contractor.

The Safety and Health Co-ordinator shall ensure that each Contractor has been suitably inducted to enable compliance with these procedures.

COUNCIL CONTRACT

All contractors and or employees shall report to the nominated Council Officer prior to commencement of any work. The nominated Council Officer in this instant is.....

PLANNING AND DESIGNING THE WORK

Prior to any work being undertaken, the Contractor shall take appropriate steps to ensure adequate planning and design of the work and processes have been carried out to avoid any foreseeable safety and health issues.

Also the contractor shall ensure that adequate supervision of the work is provided and that staff have been appropriately trained for the tasks which they are required to undertake.

ROADWORKS AND PUBLIC PLACES

The contractor shall ensure that when working on roadways, reserves or public places that suitable signage is provided in accordance with Main Roads WA Traffic Management for Roadworks General Field Guide and provision of signage is supervised by a accredited person to ensure the safety of the general public and the workforce alike.

Road safety jackets are to be worn at all times when undertaking works on road reserves, or in public places by all employees.

EMERGENCY PROCEDURES

Contractors shall ensure each employee is aware of emergency procedures to be taken in the event of:

- a fire
- an emergency evacuation
- a bomb threat
- having to contact a warden

FIRST AID

Contractors shall ensure each employee is aware of the location of first aid boxes or cabinets readily accessible on Council premises.

SMOKING

Contractors shall ensure each employee is aware of Council's smoking policy and areas in which smoking is not permitted.

INFORMATION ON POTENTIAL HAZARDS

Contractors and their employees are required to carry out their work in such a manner that does not expose themselves or occupants of the workplace to hazards.

The Council has considered the hazards likely to be encountered during maintenance of Council premises and equipment and what action is required to prevent exposure. The following information outlines appropriate regulations, standards or procedures should a potential hazard be encountered.

ASBESTOS

Any equipment or plant containing asbestos material which is required to be removed, shall be removed in accordance with Part 8, Division 1, of the Occupational Health, Safety and Welfare Regulations 1988.

ATMOSPHERIC QUALITY

The contractor shall take effective measures in accordance with Regulation 330 to control the level of all gases, vapours, dust or other airborne contaminants that may be generated.

CONFINED SPACE WORK

The contractor shall ensure that all work in a confined space, such as in a lift shaft, air conditioning ducts, in false ceilings and drainage/sewerage pits, tanks, tunnels is carried out in accordance with Regulation 320 and AS 2865-1986.

ELECTRICAL SAFETY

All electrical installation, maintenance, modification and/or removal in or on Council premises and equipment shall be carried out by licensed electricians in accordance with Regulation 334, AS3000-1986 and AS1076.

All portable electric power driven equipment used by contractors shall comply with Regulation 944 and shall have earth leakage circuit protection provided in accordance

with Regulation 946. All electrical equipment shall be inspected and tested in accordance with Regulation 947.

ESSENTIAL SERVICES

The contractor shall arrange work practices and schedules to ensure minimal disruption to all essential services including telephones, electrical supply, lifts, access to first aid facilities, access to air-conditioning, lighting and kitchen facilities.

HAZARDOUS SUBSTANCES

All hazardous substances used shall have a Material Safety Data Sheet (MSDS) whose format is consistent with the “Guidance Note for Completion of a Material Data Sheet” published by the National Occupational Health and Safety Commission. A copy of the MSDS shall be provided to the Safety and Health Co-ordinator.

The storage, use, transport and disposal of all hazardous substances shall be undertaken in accordance with the information supplied on the respective MSDS.

MANUAL HANDLING

The contractor shall ensure that all manual handling occurs in accordance with the “Code of Practice for Manual Handling” released by Worksafe Western Australia.

NOISE HAZARDS

The contractor shall comply with Regulations 302 to 313, both with respect to their own employees and those of the Council. Reference should be made to the “Code of Practice for Noise Control in the Workplace” published by Worksafe Western Australia.

NOISE NUISANCE

Unless suitable arrangements have been made, potentially noisy activities shall be carried out prior to 0800 hours and after 1700 hours or on weekends and public holidays. AS 2107-1987 table 1 provides guidance.

PAINTS, SOLVENTS AND ADHESIVES

Where practicable all paints and adhesives used shall be water based. All paints, solvents and adhesives shall be used or applied in such a manner as to minimise the generation of fumes (vapour) and mists.

PERSONAL PROTECTIVE EQUIPMENT

All personal protective equipment and clothing shall be selected, used and maintained in accordance with the relevant Australian Standard including:

Eye protection AS 1336-1982
 AS 1337-1984

	AS 1338-1981
Respiratory Protection	AS 1715-1991
	AS 1716-1991
Safety Helmets	AS 1801-1981
Hearing Protection	AS 1269-1989
	AS 1270-1988
Safety Footwear	AS 2210-1980
Safety Gloves	AS 2161-1978

SILICA DUST

The generation of airborne silica dust is hazardous and should be controlled by using local extraction systems connected to the machinery generating the dust. Silica is a component of bricks, concrete, tiles and other building materials. The occupational exposure standard for respirable silica dust is 0.1mg/m³ averaged over 8 hours.

SYNTHETIC MINERAL FIBRES (SMF)

All SMF's shall be used and handled in accordance with the "Code of Practice for the Safe Handling of Synthetic Mineral Fibres" published by the National Occupational Health and Safety Commission

EMERGENCY CONTACT NUMBERS

In the case of an emergency the following numbers should be used:

Dial	000
Wagin Police	98 611211
Wagin Hospital	98 611033
Wagin Shire Office	98 611177
Wagin Shire Depot	98 611252

In Case of Fire Use UHF Radio Channel 5 or dial 000

CONTRACTORS INDUCTION CHECK LIST

The Council requires employers/contractors to instruct their employees in the following safety, health policies and procedure and information on potential hazards, before they commence working on Council premises.

Indicate with a tick that your employee has achieved an adequate understanding of the policy or procedure to enable them to work safely.

(1) INDUCTION

Fire

Location of:

Extinguishers
Alarms
Wardens
Emergency Exits

Knowledge of:

Procedure in the event of fire
Extinguisher operation

EMERGENCY EVACUATION

Procedure for evacuation in an emergency
Assembly area location

BOMB THREAT

Procedure in the event of bomb threat

WARDEN

Location of warden
Location of deputy warden

FIRST AID

Location of first aid cabinet
Other special instructions

GENERAL

Smoking policy
Information on potential hazards
Other special instructions
Copy of documents from Co-ordinator

DECLARATION

I,.....Employees Name

an employee of.....Employer's name

.....Address

declare that I have an adequate understanding and will abide by the Council's Occupational Safety and Health Policies and Procedures for employees of contractors working on Council premises.

.....(Signature)(Date)

.....
(Signature of Employers/Representative)

SHIRE OF WAGIN

**EMERGENCY PROCEDURE
FOR
SERVICE FAILURE**

Note that all services should be suitably located, any approval required on insurances necessary should be obtained prior to the commencement of works.

In the event of a service failure the following procedure should be followed in the specific instance.

1. ***Road or Bridge Failure***

In the event of a failure to road or bridge the managing authority should be contacted immediately. The Managing Authority will be either.

- a) Main Roads Western Australia (on a Main Road)

Contact: Jim Crombie Narrogin Office
Phone: 98 810566

- b) Local Government Shire of Wagin

Contact: Works Manager
Phone 98 611252
98 611038 a/h
or CEO
Phone 98 611177
98 611692 a/h

If possible note the road name and describe the location and the hazard occurring.

2. ***Electricity Failure***

Notify

- a) Western Power Phone 131351
Emergency 98 211330
- b) Local Government Shire of Wagin
contact Works Manager
Phone 98 611252
98 611038 a/h
or Chief Executive Officer
Phone 98 611177
98 611692 a/h

Report the type of failure and any danger or hazards which exist. Where necessary for public safety cordon off the hazard until relief arrives. DO NOT TOUCH POWER LINES. KEEP PUBLIC WELL CLEAR.

3. ***Sewerage and Water Failures***

Notify as soon as possible the following agencies.

- 1. Water Corporation Phone 131375
- 2. Local Government Shire of Wagin
contact Works Manager
Phone 98 611252
98 611038 a/h
or CEO
Phone 98 611177
98 611692 a/h

Report the type of failure and any danger or hazard which exists. Where necessary cordon off the hazard until relief arrives.

4. ***Telephone Failure***

Notify as soon as possible the following agencies.

- 1. Telstra Phone 132255
- 2. Local Government Shire of Wagin
contact Works Manager
Phone 98 611252
98 611038 a/h
or CEO
Phone 98 611177
98 611692 a/h

5. Other

In the case of other service failures contact the Wagin Shire.

Works Manager
Phone 98611252
A/H 98611038
Chief Executive Officer
Phone 98611177
A/H 98611692

In emergencies the following emergency numbers are applicable.

Dial	000 in Emergency	
Police	98 611211	
Fire Brigade	000	
Ambulance	98 611033	
or	000	
Hospital	98 611033	
or	000	
Doctors Surgery	98 611633	
Veterinary Surgeon	98 611844	018 900908 mobile

(Minute 11107. May 2005))

Health Building and Planning 8.**Smoking at Swimming Pool and Council Buildings**

The Shire of Wagin recognises that passive smoking is hazardous to health and that non-smokers should be protected from the involuntary inhalation of tobacco smoke. Accordingly, the following policy devised by the Shire of Wagin applies to the Wagin Swimming Pool as from the 1st October 1998. This policy applies to all Councillors, Staff, visitors, and members of the public visiting the swimming pool.

Non Smoking Areas

Smoking is prohibited in all buildings, covered areas and paved concourse around pools at the Wagin Public Pool.

(Minute 8516 September 1998)

Health Building and Planning 9.**Smoking in Enclosed Council Buildings and Vehicles**

That Council adopt the following policy to prohibit smoking in all Council buildings that the public has access to and all enclosed Council vehicles.

The Shire of Wagin recognises that passive smoking is a hazard to health and that non-smokers should be protected from involuntary inhalation of tobacco smoke. Accordingly the following policy devised by the Shire of Wagin is to apply at all times in the following places;

1. No smoking in any Council building that the public normally has access to.
2. No smoking in any enclosed cab of any Council vehicle.

(Minute 8752 April 1999)

Health, Building and Planning 10

Relocated Buildings and Dwellings

Any person wishing to relocate a building within the Shire of Wagin must first receive Council's planning approval before a building licence will be issued. In matters of emergency such applications shall be referred to Council's Health, Building and Planning Committee which has delegated authority to approve developments of this type. The following conditions shall apply to all applications for planning approval:

1. Plans and specifications together with photographs and a structural engineers or building surveyors report of the proposed building must be submitted to Council / Council's Health, Building and Planning Committee prior to approval.
2. If approval to the application is granted Council may require the building to be painted externally and all external defects rectified within six (6) months of the building being positioned on its new site.
3. Council may require that any sub-floor space under any building built on stumps be enclosed by either brick, stone, fibro sheeting or vermin proof battens placed horizontally with the openings not greater than 50% of the width of the batten, or such other materials as approved by Council.
4. All asbestos shall be removed in accordance with the Health (Asbestos) Regulations 1992.
5. Prior to Council issuing a building licence the applicant will be required to lodge with the Shire of Wagin a bond of \$1 500.00 which will be refunded at the completion of the following stages:
 - a) After the building has been positioned on its new site and all conditions relative to the external appearance of the building have been fulfilled to the satisfaction of Council's Building Surveyor, an amount of \$500.00 will be refunded;
 - b) On certification of the septic tank installation or connection to sewer a

further \$500 will be refunded; and

- c) The remaining \$500.00 will be refunded to the applicant when the building has been completed and approved including removal of all rubbish and building material.

(Minute 11107, May 2005)

Health, Building and Planning 11

Land Subject to Dampness or Flooding

Council is aware that areas within the Shire of Wagin may be subject to inundation. Apart from those areas subject to inundation which are designated on maps Council reserves the right to prohibit construction of buildings in areas considered by Council to be subject to inundation unless the proponent can establish the 100 year flood level and a practising structural engineer certifies the suitability of the site and the method of construction to be used.

(Minute 10573, Amended June 2003)

Health, Building and Planning 12

Development of Lots Abutting Unconstructed Roads

Council is aware that there are a number of unconstructed roads in the Wagin townsite. Where an application is made for planning consent in respect of land abutting an unconstructed road Council reserves the right to:

- a) refuse the application until the road has been constructed;
- b) approve the application subject to a condition that the applicant contribute to the cost of constructing the road; or
- c) require other permanent access arrangements to the satisfaction of the Council.

(Minute #8782 May 1999)

Health, Building and Planning 13

Residential Development Standards – Proposed Subdivision of Wagin Town Lots 741 and 752 Pederick Drive, Wagin

Council shall apply the following standards to all future residential development within the subdivision of Wagin Town Lots 741 & 752 Pederick Drive:

i) Minimum Floor Area

All dwellings shall have a minimum floor area of 120 square metres (excluding garages and open terraces).

ii) Building Materials – External Walls

All external walls of the dwelling house are to be constructed predominantly of brick, brick veneer, rammed earth or masonry. All external walls of other buildings shall be the same as the dwelling house or of colorbond.

iii) Building Setbacks

The dwelling house shall have a minimum setback of 6 metres from the front boundary. Side and rear setbacks for the dwelling house and other buildings shall be in accordance with the minimum requirements of the Residential Planning Codes of Western Australia.

iv) Fencing

All boundary fencing shall have a maximum height of 1.8 metres. No fence of asbestos or fibro cement is permitted to be constructed on any part of any lot. All fencing constructed in front of the front building line shall have a maximum height of 900 mm.

v) Landscaping

All garden areas which are in public view shall be landscaped within six months of occupation of the dwelling.

vi) Airconditioners, Rainwater Tanks and Clotheslines

Airconditioners, rainwater tanks and clotheslines shall be located on the property so as to be screened from public view.

vii) Driveways

All driveways shall be constructed and sealed or paved within six months of occupation of the dwelling house.

viii) Vehicle Parking

The parking of commercial vehicles (i.e. trucks, buses etc), boats, caravans and trailers is required to be behind the front building line of the dwelling house.

ix) Repairs to Motor Vehicles

The repair or restoration of any motor vehicle, boat, caravan, trailer or any other vehicle or aircraft is not permitted unless such activity is screened from public view.

(Minute #8984 May 1999)

Health, Building and Planning 14

Agistment and Stabling of Horses on “Residential” Zoned Land

Council’s requirements with respect to the agistment and/or stabling of horses on “Residential” zoned land are as follows:

- i) All Residential zoned land used for the agistment or stabling of horses is required to be registered with the Shire Council.
- ii) Where a property which is registered with the Shire Council is sold, the use rights shall be transferred to the new owner who shall immediately re-register with the Shire Council.
- iii) Existing stables are permitted to be upgraded through renovation or reconstruction.
- iv) The agistment of horses or development of new horse stables on “Residential” zoned land having an area less than 4000 square metres is not permitted.
- v) The agistment of horses or development of new horse stables on “Residential” zoned land having an area equal to or greater than 4000 square metres may be permitted at the discretion of Council if it can be demonstrated that such usage will not have a detrimental impact upon the general amenity of surrounding properties.
- vi) Before issuing any approval to the agistment of horses or development of new horse stables on “Residential” zoned land Council shall give notice of the proposed use in accordance with the advertising procedures specified in Clause 6.3 of Town Planning Scheme No.3.
- vii) Every application for the development of new horse stables shall be supported by a diagram at a suitable scale which shows the lot and surrounding lots, lot size, the nature of development on surrounding lots, position on the property where the horse stables are to be constructed and horses kept, distance of the stables from existing buildings and boundaries, the extent of the fenced area where horses will be contained, the extent of existing trees and vegetation and the location of proposed landscaping.
- viii) *Generally no more than two horses will be permitted to be agisted or stabled on “Residential” zoned land unless the applicant can demonstrate a clear capacity of the lot to sustain greater numbers.*
- ix) In issuing any approval to the agistment of horses or the development of new horse stables Council may require the establishment and maintenance of approved landscaping to screen the stables from public view.

(Minute #8782 May 1999)

Health Building and Planning 15

Industrial Zoned Land

Statement

This policy has been adopted by the Wagin Shire Council to complement the provisions and requirements of the Shire of Wagin Town Planning Scheme No.2 as these relate to land zoned “Industrial”. Council’s aim in applying this policy is to foster a high standard of development in this zone and ensure that all future industrial development satisfies the demands and requirements of the community and does not result in being a nuisance.

Objectives

In controlling development on land zoned “Industrial” Council’s objectives are to:

- provide for the needs of industry to support the community and development in the District;
- nurture existing and encourage new industries compatible with the amenity of the Wagin townsite;
- encourage industrial development with diverse employment opportunities;
- provide appropriate buffers between industry and adjacent land uses to avoid land use conflicts.
- provide industrial development which is not obtrusive in or detrimental to the amenity of the “Industrial” zone;
- achieve and maintain a high standard of presentation within the “Industrial” zone; and
- secure the safe movement of vehicular and pedestrian traffic.

Policy Provisions

- i) Industrial development in the “Industrial” zone shall comply with the objectives for that zone as outlined in Part III of the Shire of Wagin Town Planning Scheme No.2 and the objectives outlined above.
- ii) Council shall require an overall concept development plan to be submitted prior to issuing planning consent for an industry in the “Industrial” zone. In considering any application for planning consent for development in this zone the Council, in order to achieve satisfactory standards of amenity and appearance, may impose conditions relating to the following matters:
 - building appearance
 - building materials
 - building height and scale
 - building setbacks
 - landscaping and visual screening

- vehicle parking
 - on-site traffic circulation and access to public roads
 - location of loading docks and storage areas
 - control of dust, management of wastes and storm water disposal
 - signage
- iii) Prior to issuing planning consent for an industry in the “Industrial” zone the Council will ascertain the appropriate buffer for that industry as specified in the Environmental Protection Authority’s Buffer Distance Guidelines, and such industry may only be granted planning consent if the relevant buffer can be accommodated wholly within the zone.
- iv) In considering proposals for industries which would generate industrial liquid, solid or gaseous wastes the Council may refer such proposals to the Department of Environmental Protection, and the granting of planning consent for such industries shall be subject to wastes being treated and disposed of in accordance with advice / guidelines received.
- v) Development standards relating to building setbacks, plot ratio, landscaping and car parking shall generally comply with the provisions specified in Part IV – General Development Requirements of the Shire of Wagin Town Planning Scheme No.2 as these relate to industrial development.
- vi) Council may require the first three (3) metres of the front setback on any lot in the “Industrial” zone shall be landscaped and maintained to the satisfaction of the Council. Where a lot has frontage to two streets the Council may vary the landscaping requirement only where the setback is reduced in which case the whole of the setback so reduced shall be landscaped and maintained to the satisfaction of the Council.
- vii) Landscaping shall generally be located in such positions on a site so as to enhance the appearance of any development or screen from view any parking area, open storage area, drying areas and any other space which, by virtue of its use, is likely to detract from the visual amenity of the surrounding area.
- viii) The front setback area may be used only for the purposes of landscaping, visitors car parking or access. The Council may approve the use of the front setback area for trade display purposes or for loading and unloading of vehicles. No material or product may be stored within the front setback area.
- ix) The front façade of all buildings in the “Industrial” zone shall be orientated to the street.
- x) The whole of any wall or building facing any street shall be constructed in brick, concrete or masonry, provided however, that an owner or his/her agent may apply to the Council for permission to use materials other than those prescribed and the Council may permit the use of such other materials where it is satisfied that such use will not detract from the amenity of the area.
- xi) Industrial buildings occupied or intended to be occupied by more than one

separate business establishment (i.e. factory tenement buildings) shall be constructed so that every occupancy:

- a) has a floor area of at least 100 square metres and neither its width or length is less than eight metres;
 - b) has an adjacent open yard area no smaller than one-third of the floor area of the occupancy;
 - c) has an open yard with direct access to a service access road not less than 6 metres in width;
 - d) is separated from every other occupancy by a suitable distance or an internal wall or walls constructed of brick, stone, concrete or other material of equal or greater fire rating approved by the Building Code of Australia.
- xii) All development within the “Industrial” zone shall be limited to a maximum building height of 8.0 metres measured from the natural ground level to the highest point of the building.
- xiii) Loading docks and access ways shall be provided sufficient in size to wholly contain delivery vehicles on site or within the building and to permit the passage of vehicles from and to the street without having to reverse.
- xiv) All on-site access ways are required to be sealed and drained to the specifications and satisfaction of the Council.
- xv) Each open storage area, drying area and any other space which, by virtue of its location and use is likely to detract from the visual amenity of the surrounding area, shall be screened from public view by a closed wall or fence no less than 1.8 metres in height or screen landscaping approved by Council.
- xvi) The minimum standard fence for lots used for industrial purposes shall be a 1.8 metre high link mesh security fence unless otherwise approved by Council.
- xvii) Fencing shall be provided to all boundaries abutting reserved land to prevent vehicular ingress and egress. Such fencing shall be of a uniform design, colour, material and height, to the satisfaction of Council, so as to not detract from the amenity of the reserved land and the general amenity of the surrounding area.
- xviii) The Council may require a bond or bank guarantee from a developer to ensure that landscaping and / or other development works are designed and carried out to the satisfaction of the Council. In the case of landscaping, the works shall be brought to a standard considered by the Council to be properly established.
- xix) All advertising signage shall be provided in accordance with the requirements specified in Part V and Appendix 8 of the Shire of Wagin Town Planning Scheme No.2.

(Minute 10165 May 2002)

Health Building and Planning 16

Caretakers Dwelling on Industrial Zoned Land

Statement

Under the terms of Town Planning Scheme No.2 a caretakers dwelling is classified as an 'AA' use in the Industrial Zone. As such it is not permitted unless the Council has granted planning approval.

Objective

- *The objective of this policy is to ensure that land zoned "Industrial" under the Scheme is not used primarily for residential purposes. Due to the nature, scale and operation of industrial uses it is considered inappropriate to encourage potentially incompatible uses such as residential dwellings to be established in close proximity to industrial uses. Residential uses will only be permitted in the Industrial Zone if such usage is incidental to the intended principal industrial use of the land and the future inhabitants will not be placed in an unduly hazardous position.*

Policy Provisions

- A caretaker's dwelling shall not be constructed on any lot zoned "Industrial" until an approved predominant use for that lot has been established and Council has resolved that a caretaker's dwelling is incidental to the predominant use of the lot and the future inhabitants will not be placed in an unduly hazardous position.*
- Where an approved use does not exist on-site, a bank guarantee and/or bond is required to be lodged with the Council prior to the issuance of a building licence for the caretaker's dwelling to ensure that buildings associated with the approved use are completed prior to, or in conjunction with, the development of the caretaker's dwelling.*
- Where Council approves the development of a caretakers dwelling on "Industrial" zoned land the caretakers dwelling is required to be developed at the rear of the lot unless otherwise approved by Council and shall be screened from the road frontage.*
- If the predominant use approved by Council on the property ceases or the dwelling is unoccupied, Council may require that any transportable caretaker's dwelling be removed from the site within three (3) months from the date of ceasement or non-occupancy.*
- The total floor area measurement of a caretaker's dwelling from the external face of walls (including verandahs) shall not be greater than one hundred square metres.*
- Only one caretaker's dwelling is permitted on a given lot. This includes the provision of only one caretaker's dwelling on a lot with existing and/or proposed strata lots.*
- The use of a caravan as a caretaker's dwelling is not permitted.*

- viii) *The caretaker's dwelling shall not be occupied by any person other than the owner or manager or an employee of the industrial use established on the land.*
- ix) *The owner of land containing a caretaker's dwelling shall, by way of a written undertaking, indemnify Council against any costs or claims arising from the affects of noise, dust, odours or any other negative impacts caused by adjacent industrial land uses.*
- x) *Should there be a change in the ownership of the land on which a caretakers dwelling has been approved such an approval is immediately cancelled. Any new landowner wishing to have a caretaker on the land is required to make application to Council for formal approval in accordance with the requirements of Council's current town planning scheme.*
- xi) *The Council will not support the subdivision or development of land in the Industrial Zone that will:*
 - a) allow a residence to be sold separately from the industrial use of the land; or
 - b) restrict the use of the land for further industrial purposes.
 - c)

(Minute # 9097 December 21st 1999)

Health Building and Planning 17

Development of Outbuildings on Residential Zoned Land

Statement

The development of outbuildings on Residential zoned land has the potential to have a negative impact upon the amenity of residential areas. Council's aim in applying this policy is to ensure that all new outbuildings on land zoned "Residential" are developed in such a way as to maintain a high standard of residential amenity in these areas.

Objective

To ensure that the development of all new outbuildings on "Residential" zoned land does not have a detrimental impact upon the general amenity and character of these areas.

Policy Provisions

- i) The erection of an outbuilding on any lot zoned "Residential" is not permitted unless a building licence has been issued for the erection of a house on the lot and construction of the house has substantially commenced.
- ii) A building licence application is not required for an outbuilding of less than 9 square metres (3m x 3m) in floor area and not greater than 2.1 metres in height providing it complies with the following:

- a) It shall be constructed of new non-flammable material and be easily dismantled; and
- b) It shall be adequately anchored.
- iii) A building licence application is required for any outbuilding having a total floor area in excess of 9 square metres.
- iv) The maximum floor area of an outbuilding constructed of reflective cladding (e.g. zincalume) shall be 45 square metres.
- v) The maximum floor area of an outbuilding constructed of non-reflective cladding (e.g. brick, colorbond or timber) shall be 80 square metres.
- vi) In all instances the open space requirements of the Residential Planning Codes (R-Codes) are to be complied with unless otherwise approved by Council.
- vii) An outbuilding shall be separated from the building to which it is appurtenant in accordance with the Building Code of Australia.
- viii) The wall height of any outbuilding shall not exceed 3 metres or 3.3 metres at the apex of a pitched roof unless otherwise approved by Council.
- ix) The setback of all outbuildings and carports shall be as required by the R-Codes.
- x) Notwithstanding any other provision of this policy, Council may approve of the siting of an outbuilding that is a carport (being an open-sided garage without doors) in a position other than that prescribed by other provisions of this policy.
- xi) Council will not grant approval to the use of second-hand or used building materials for an outbuilding unless it is satisfied that it will not have a detrimental impact on the visual appearance of the immediate locality.
- xii) Where an application is received for the erection of an outbuilding which does not comply with any provision of this policy the applicant shall submit to Council in writing the reason(s) why such variation is required.

(Minute 11107, May 2005))

Health Building and Planning 18

Home Occupations

Statement

A Home Occupation is a home based business activity which may be permitted by

Council if it considers that such usage will not have a detrimental impact upon the general amenity of the neighbourhood in which it is proposed to be established.

A Home Occupation is defined in Schedule 1 of Town Planning Scheme No.2 as a business or activity carried out within a dwelling house, domestic outbuilding or the curtilage of a house by a person resident in the dwelling house that:

- a) entails the conduct of a business, office, a workshop only, and does not entail the retail sale or display of goods of any nature;
- b) does not cause injury to or prejudicially affect the amenity of the neighbourhood in which it is located;
- c) does not detract from the residential appearance of the dwelling house or domestic outbuilding;
- d) does not entail the employment of any person not a member of the occupier's household;
- e) does not occupy an area greater than 20 square metres;
- f) does not display a sign exceeding 0.2 square metres in area;
- g) in the opinion of Council is compatible with the principal uses to which land in the zone in which it is located may be put;
- h) will not result in the requirement for a greater number of parking facilities than normally reserved for a single dwelling and will not result in a substantial increase in the amount of vehicular traffic in the locality; and
- i) does not entail the presence, parking and garaging of a vehicle of more than two (2) tonnes tare weight.

This Policy is to be read in conjunction with Town Planning Scheme No.2, specifically Part VI, Table 1 (Zoning Table) and Schedule 1 (Interpretations).

Objectives

- To outline the procedures required to be followed in seeking Council's approval to the establishment of a Home Occupation on land within the Scheme Area.
- To ensure that an approved Home Occupation does not have a detrimental impact upon the general amenity of the neighbourhood in which it is proposed to be established.
- To provide Council with powers to require a Home Occupation to cease operations where the Proprietor has failed to comply with the conditions of a formal approval or such usage is having a detrimental impact on the amenity of the neighbourhood in which it has been established.

Policy Provisions

- i) All proposals for the establishment of a Home Occupation require the prior approval of Council. Accordingly no person shall establish a Home Occupation on any land without first having applied for and obtained

Council's planning consent pursuant to the provisions of Part VI of the Scheme.

- ii) This Policy shall apply to all Home Occupations subject to the individual conditions imposed or variations permitted by Council in any particular case.
- iii) In considering an application Council shall have due regard to those matters specified in sub-clause 6.5.1 of Town Planning Scheme No.2.
- iv) An approved Home Occupation shall not:
 - a) display a sign which is not of a suitable standard of presentation;
 - b) conduct business before 8am or after 6pm daily unless the nature of the proposed activity could not reasonably be expected to have a detrimental impact upon the amenity of the neighbourhood in which it is located; and
 - d) involve the display, repair, maintenance or sale of motor vehicles, machinery or like products.
- v) An approval to conduct a Home Occupation is issued to a specific occupier of a particular parcel of land, it shall not be transferred or assigned to any other person, and shall not be transferred from the land in respect of which it was granted.
- vi) Should there be a change of the occupier of the land in respect of which a Home Occupation approval is issued the approval is cancelled.
- vii) Any change in the nature, size and character of the business approved as a Home Occupation shall require Council's planning approval.
- viii) If, in the opinion of Council, a Home Occupation is causing a nuisance or annoyance to owners or occupiers of land in the locality the Council may:
 - a) revoke the approval; or
 - b) require the occupier of the land in respect of which the Home Occupation approval is issued to implement those measures specified by the Council which in the opinion of the Council will remove the nuisance or annoyance.
- ix) Where the conditions of approval to conduct a Home Occupation are breached Council may revoke the approval.
- x) Where approval for a Home Occupation is not renewed or is revoked the business shall cease operations within fourteen (14) days of the required date of renewal or revocation or be liable to prosecution and such penalties as are prescribed by Section 10 of the Town Planning and Development Act.

Minute # 9097 December 21st 1999

Health Building and Planning 19

Installation of Satellite Dishes, Microwave Antennae and Radio Masts

Statement

This policy applies to the consideration of proposals to install satellite dishes, microwave antennae and radio masts in the Shire's townsites. The Council is concerned about the detrimental effect that these structures can have on visual amenity. As such this policy aims to ensure that the amenity in each of the Shire's townsites is adequately protected where the installation of these facilities is proposed.

Objectives

- To protect the amenity of townsites within the Shire of Wagin by ensuring that the visual impact of any proposal to install a satellite dish, microwave antenna or radio mast is minimised;
- To provide guidelines for proposals to install satellite dishes, microwave antennae and radio masts in the Shire's townsites; and
- To recognise that satellite dishes, microwave antennae and radio masts will play an important and increased role in facilitating communications in the future.

Policy Provisions

Satellite Dishes

- i) Council's planning approval is required for the installation of a satellite dish except where it complies with all of the following criteria:
 - a) the satellite dish is less than 1 metre in diameter;
 - b) the satellite dish is not located on the facade or that portion of the roof which faces the street;
 - c) the satellite dish is not located within any street setback area;
 - b) the satellite dish does not project above the ridge line of the building or is not visible from the street;
 - e) the satellite dish is of a similar colour to the roof of the building if it is visible from any nearby properties;
 - f) there are no existing satellite dishes, microwave antennae or radio masts on the lot.
- ii) In assessing an application for a satellite dish the Council shall have regard to:
 - a) the visual impact of the satellite dishes on the subject site, the street and the general locality in terms of its design, bulk, colour, height and general appearance;
 - b) the location of the satellite dish does not have an adverse impact upon

- the architectural integrity of any existing building;
- c) the location of the satellite dish (roof mounted) does not have an adverse impact upon the visual amenity of the adjoining properties;
- d) roof mounted satellite dishes greater than 1 metre and less than 1.5 metres in diameter will only be permitted in instances where it can be demonstrated that they will not have an adverse impact upon the visual amenity of the adjoining area and do not extend beyond the ridge line or within the street setback areas;
- e) satellite dishes with a diameter greater than 1.5 metres shall be located at ground level, have a maximum height of less than 3.0 metres and be located so that they are not visible from any street.

Microwave Antennae

- i) Council's planning approval is required for the installation of a microwave antenna except where it complies with all of the following criteria:
 - a) the antenna has an area less than 0.6 square metres;
 - b) the antenna does not project higher than three metres above the ridge line of the building except where it is attached to an existing television mast; or
 - c) there are no existing satellite dishes, microwave antennae or radio masts on the lot.

Radio Masts

- i) Council's planning approval is required for the erection of a radio mast for the transmission and receipt of radio signals where it exceeds five metres in height above the natural ground level.
- ii) Where approval is sought for a mast greater than five metres in height above the natural ground level the opinion of all adjoining property owners affected by its installation must be obtained prior to Council making a final determination on the application.

Cases where Council's Planning Approval is not required

- i) Council's planning approval is not required for:
 - a) mobile communication facilities temporarily located at any one specific place for a period not exceeding one week;
 - b) State Emergency Services communication equipment;
 - c) any other emergency service authority or telecommunications authority acting within the scope of its statutory responsibilities; and
 - d) domestic satellite dishes, microwave antennae and radio masts which comply with the criteria specified above;

Special Cases

- i) Council may consider applications that do not meet the criteria specified above and in so-doing will take into account the following:

- a) the applicant submitting satisfactory information from a qualified consultant that there are valid technical reasons why the structure must be located in a visible position;
- b) there are no suitable locations where the structure can be located so as to be obscured from view;
- c) the comments of the adjoining land owners;
- d) the structure is to serve more than three dwellings;
- e) the structure is to be installed on a lot used for commercial purposes and would have minimal impact upon the visual amenity of the immediate locality; and
- f) the measures to be taken to reduce the visual impact of the proposed structure.

Administration Requirements

- i) An application to install a satellite dish, microwave antenna or radio mast shall be made in accordance with Part VI of Town Planning Scheme No.2. The application shall be accompanied by:
 - a) three (3) copies of a site plan at a scale of 1:100 showing the location of the proposed structure in relation to the dwelling and lot boundaries; and
 - b) details of the finish of the proposed structure and its height in relation to the road and natural ground levels of the subject site.
- ii) Where in the opinion of Council a proposed structure is likely to have a detrimental impact upon the amenity of a given locality or does not comply with the provisions of this Policy the owners of those lots abutting and fronting the land the subject of the application shall be invited to comment on the proposal and shall be given a minimum of 14 days to provide a written response.

(Minute # 9097 December 21st 1999)

Health Building and Planning 20

Use of Sea Containers and Transportable Structures

Statement

The use of sea containers and transportable structures for purposes other than the transportation of goods (e.g. storage, shed, workshop etc.) has the potential to have a negative impact upon the visual amenity of areas in which they are located due to the general size and appearance of such structures. In order to guard against the potential negative impact of such usage Council requires that all proposals of this type be submitted to Council for its formal planning approval prior to commencement.

Objectives

- To protect the amenity of the Scheme Area by ensuring that the visual impact of any proposal to use a sea container or transportable structure is minimised.
- To specify the circumstances under which Council may permit the use of sea containers or transportable structures within the Scheme Area.
- To outline the procedures required to be followed in seeking Council's approval to the use of sea containers or transportable structures within the Scheme Area.

Policy Provisions

- i) The use of sea containers or transportable structures within the Scheme Area for purposes other than the transportation of goods is generally not permitted. Council may however issue its planning consent for the use of such structures for purposes other than the transportation of goods where all of the following circumstances apply:
 - a) Where the land the subject of such an application is classified / zoned "Commercial" , "Industrial" or "Rural";
 - b) Where the structure is located on the land so as to be completely screened from public view.
 - c) Where the height of such structures does not exceed 3 metres.
- ii) All applications for planning approval to use a sea container or transportable structure shall be made in the form prescribed in Appendix 4 to Town Planning Scheme No.2 and shall be accompanied by the following information:
 - Details of the proposed use of the structure;
 - Details of the dimensions and finish of the proposed structure;
 - A photo of the proposed structure;
 - Details of the structure's proposed location on the subject land; and
 - The proposed method of screening.
- iii) In considering any application for planning consent to use a sea container or transportable structure within the Scheme Area Council shall have regard to the objectives and provisions of its Town Planning Scheme and may take into account any matters relevant to Town and Regional Planning, the public interest in general and the locality surrounding the proposed development in particular.
- iv) In issuing planning approval for the use of a sea container or transportable structure Council will for safety reasons require the provision of adequate ventilation and the installation of a door which allows personal access to and from the structure.
- v) Where a sea container is being used to transport goods it is not permitted to remain on any land within the Scheme area for a period exceeding twenty eight (28) days without Council's approval.

(Minute 10165 May 2002)

Health Building and Planning 21

Extractive Industries

Statement

Under the terms of the Shire of Wagin Town Planning Scheme No.2 an Extractive Industry is classified as an 'SA' use in the "Industrial" and "Rural" zones. As such an Extractive Industry is not permitted to be developed in these zones unless Council has granted planning approval after having given notice of the details of a specific proposal in accordance with the public advertising requirements of Clause 6.3 of Scheme No.2.

The development of an extractive industry in all other zones of the Scheme is not permitted due to its potential negative impacts.

Objectives

- To regulate the development and operation of extractive industries in the Scheme Area to ensure minimal damage to the environment, roads and other peoples health and property.
- To specify the circumstances under which Council may permit an extractive industry to operate without Council's formal planning approval.
- To provide for the restoration and reinstatement of any excavation site.
- To outline the procedures required to be followed in seeking Council's approval to establish and operate an extractive industry within the Scheme Area.

Policy Provisions

- i) The provisions of this policy do not apply to:
 - a) the carrying on of an extractive industry on Crown Land;
 - b) the extraction of gravel or sand by the Shire of Wagin for public purposes;
 - c) the extraction of less than 5000 tonnes per annum of gravel or sand from a lot.
- ii) Where an application for planning approval is required for the establishment of an extractive industry such application shall be made in the form prescribed in Appendix 4 to Town Planning Scheme No.2 and shall be accompanied by the following information:
 - Location of the proposed extraction works;
 - Methods of extraction and on-site processing;
 - Depth and extent of extraction works;

- Nature of existing vegetation to be cleared;
 - Methods by which existing vegetation is to be cleared and topsoil and overburden removed or stockpiled;
 - Anticipated life of the mine;
 - Hours of operation;
 - Number and size of trucks proposed to enter and leave the site each day and the route or routes to be taken by those vehicles;
 - Location of existing and proposed improvements on the subject land including buildings, treatment plant, fences, gates, warning signs, drainage infrastructure, vehicle access roads etc. ;
 - Location of existing essential service infrastructure (e.g. power, water, gas, telecommunications, drainage, transport etc.);
 - Location of all existing dams, watercourses, drains or sumps on or adjacent to the subject land;
 - Measures to be taken to minimise dust nuisance, erosion, water course siltation and dangers to the general public;
 - Measures to be taken to screen the excavation area from nearby roads and adjoining properties to minimise any adverse visual impacts;
 - Methods and timing of rehabilitation works to be undertaken to reinstate the excavation areas including details of earthworks, revegetation and on-going maintenance.
- iii) In issuing planning approval to the development of an extractive industry Council may impose conditions in respect of the following matters:
- the orientation of the excavation area to reduce visibility from other land;
 - the appropriate siting of access roads, buildings and plant;
 - the stockpiling of materials;
 - the hours during which any excavation work may be carried out;
 - the hours during which any processing plant associated with or located on the site may be operated;
 - requiring all crushing and treatment plant to be enclosed within suitable buildings to minimise the emission of noise, dust, vapour and general nuisance to the satisfaction of the Shire of Wagin;
 - the depths below which a person must not excavate;
 - distances from adjoining land or roads within which a person must not excavate;
 - the control of dust and wind-blown material;
 - the planting, care and maintenance of trees, shrubs and other landscaping features during the time in which the extractive industry is carried out in order to effectively screen the area to be excavated and to provide for progressive rehabilitation;
 - the prevention of the spread of dieback or other disease;
 - the drainage of the excavation site and the disposal of water;
 - the restoration and reinstatement of the excavation site, the staging of such works, and the minimising of the destruction of vegetation;
 - the provision of retaining walls to prevent subsidence of any portion of the excavation or of land abutting the excavation;
-

- certification from a licensed surveyor that material has not been excavated below the final contour levels of the excavation programme originally approved by Council;
 - requiring the person or persons to whom an approval has been granted for the development of an Extractive Industry to enter into an agreement with the Shire of Wagin in respect of any condition or conditions imposed by Council in issuing planning approval;
 - any other matter for properly regulating the operation of an extractive industry.
- iv) Council may before issuing planning approval require the applicant to enter into an agreement for the payment to Council of a sum of money, being the expense estimated by Council as likely to be incurred by it in repairing and maintaining roads under its control in the vicinity of the proposed Extractive Industry by reason of extraordinary damage as a result of heavy or extraordinary traffic conducted by the applicant or any person acting on the applicant's behalf and any such agreement shall be deemed to have been entered into under the provisions of Section 57(1) of the Road Traffic Act 1974 (as amended).
- v) For the purpose of ensuring that an excavation site is properly restored or reinstated Council may require as a condition of planning approval the provision by the applicant to Council of a bond, bank guarantee or other security of a kind and in a form acceptable to Council in or for a sum determined by Council from time to time.
- vi) Subject to any conditions imposed by Council in issuing planning approval, a person shall not, without the written approval of Council, excavate within:
- a) 20 metres of the boundary of any land on which the excavation site is located;
 - b) 20 metres of any land affected by a registered grant of easement;
 - c) 40 metres of any road; or
 - d) 40 metres of any water course.
- vii) The person or persons to whom an approval has been granted for the development of an Extractive Industry must have at all times a current public liability insurance policy taken out in the joint names of themselves and the Shire of Wagin indemnifying both parties for a sum of not less than \$10, 000, 000 in respect of any one claim relating to any of the excavation operations.
- viii) The person or persons to whom an approval has been granted for the development of an Extractive Industry shall provide to the Shire of Wagin a copy of the public liability insurance policy taken out under Provision iv) within 14 days after the issue of that policy and shall provide to the Shire of Wagin evidence of renewal of that policy within 14 days of each renewal date.
- ix) If, in the opinion of Council, an Extractive Industry is causing a nuisance or annoyance to the owners or occupiers of land in the locality the Council may:
- a) revoke the approval; or

- b) require the occupier of the land in respect of which the Extractive Industry is issued to implement those measures specified by the Council which in the opinion of Council will remove the nuisance or annoyance.

(Minute #9097 21st December 1999)

Health Building and Planning 22

Authority to Deal with Applications for Planning Approval

That the Wagin Shire Council delegate authority to the Chief Executive Officer to grant approval to applications for planning consent in circumstances where the proposed development is classified as being a permitted ("P") use in the zone in which it is located and such development complies with all of the requirements of Town Planning Scheme No.2.

(Minute #8708 16th March 1999)

Health Building and Planning 23

Rural Zone Building Setbacks

All buildings within the Rural Zone shall be a minimum of 20m from the front and rear boundaries and 10m from the sides unless a variation is approved by Council.

(Minute #9422 August 2000)

Committee's Recommendation

H126 CUMMING/HANSEN

That Council adopted the amended Health, Building and Planning Policies.

CARRIED

Vote 3/0

Council Resolution

11108 DOHLE/BLIGHT

That the Committee's Recommendation be adopted.

CARRIED

Vote 10/0

9.4.2 Minutes of the Swimming Pool Redevelopment Committee held in Council's Committee Room on Friday 29th April 2005.**Council Resolution**

11109 PUGH/MORGAN

That the minutes of the Swimming Pool Redevelopment Committee Meeting held on Friday 29th April be received.

CARRIED

Vote 10/0

CORRESPONDENCE AND REPORTS

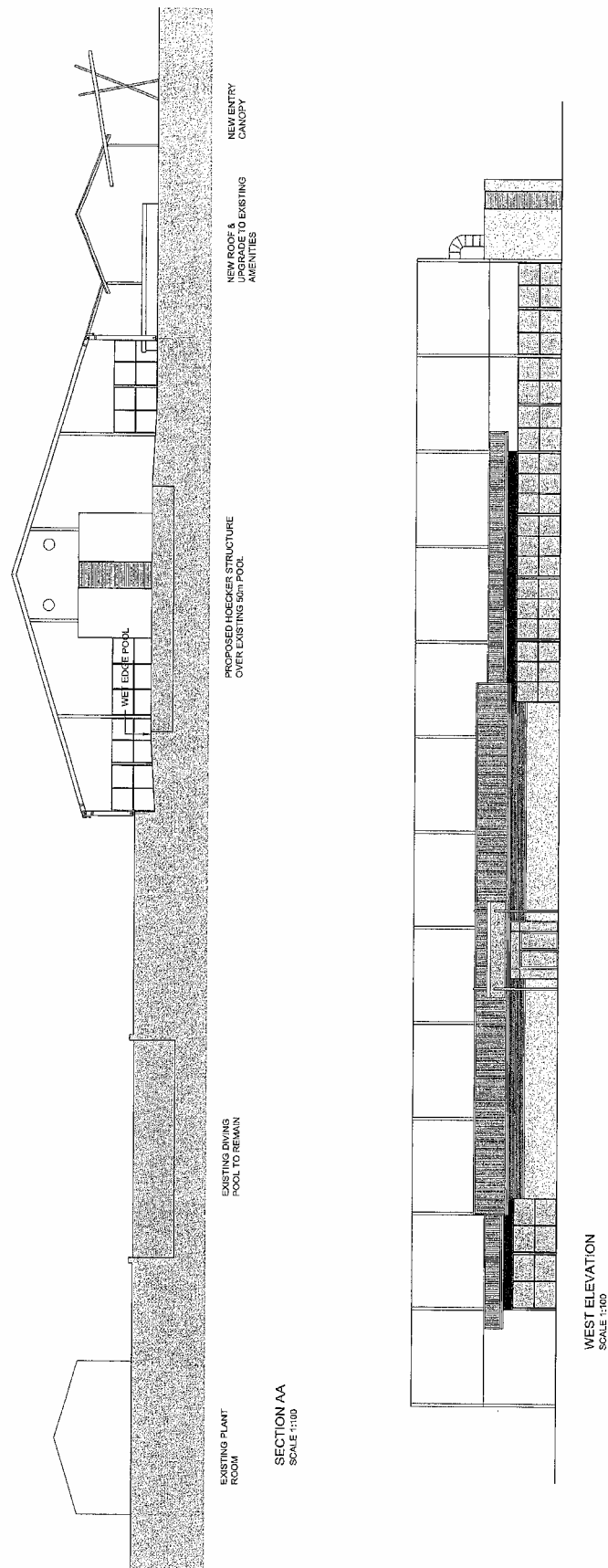
7.1	Consideration of 4 design options and probable costs
Proponent:	Howard Associates Architects
	Location: Reserve 10251 Trent Street Wagin
	(Wagin Swimming Pool)
Reporting Officer:	Principal Environmental Officer/ Building Surveyor
File:	PRO 16

Summary

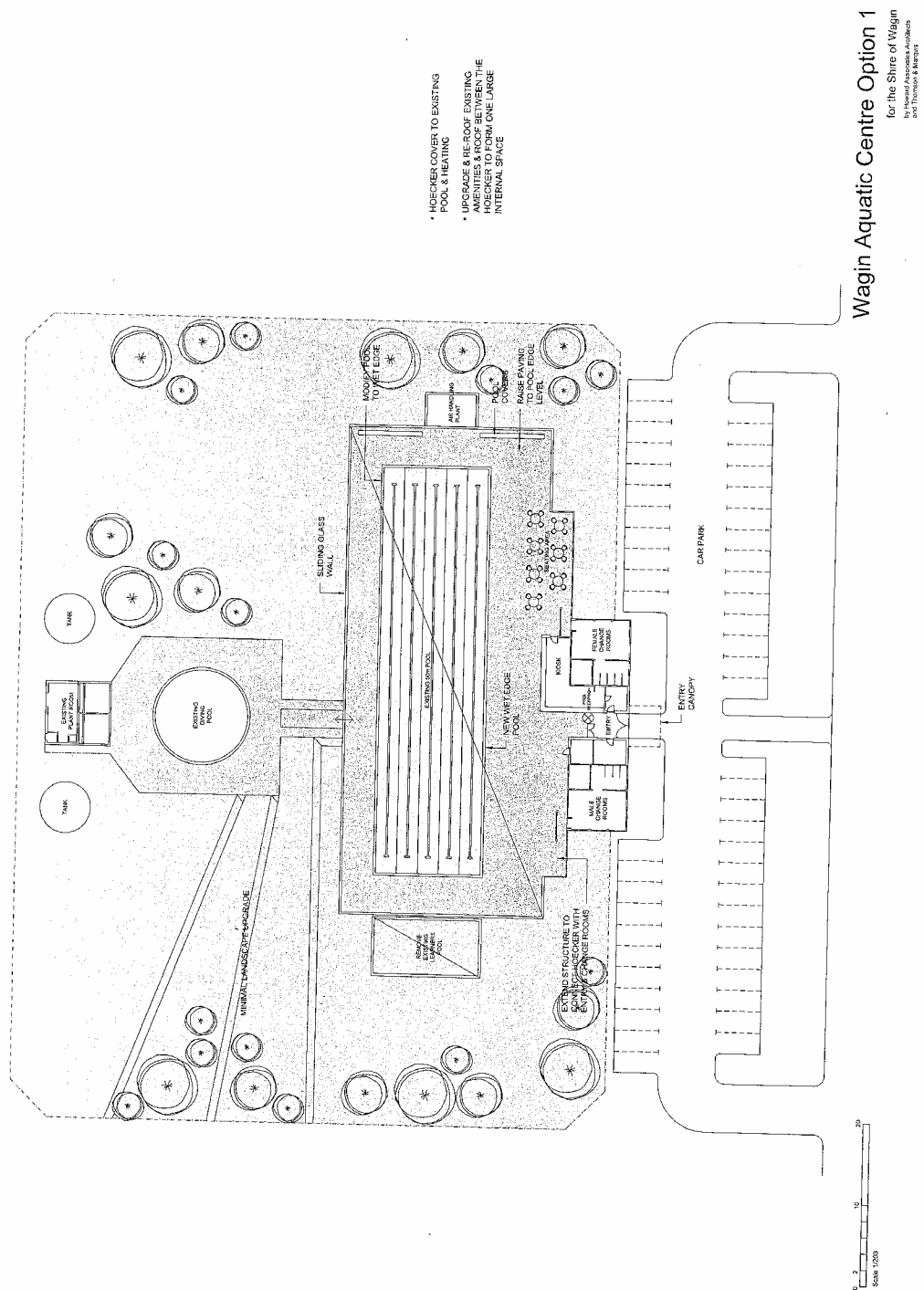
The proponents present four (4) design options with costings.

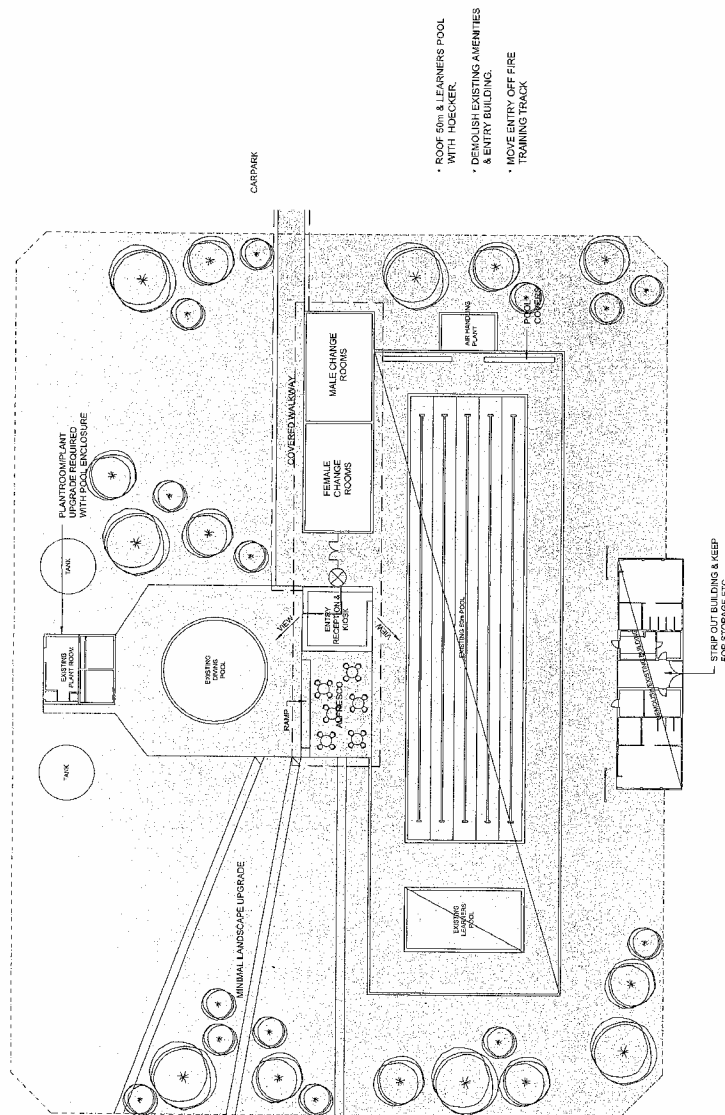
Background

The options are the architects understanding from the brief provided by Council;

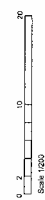


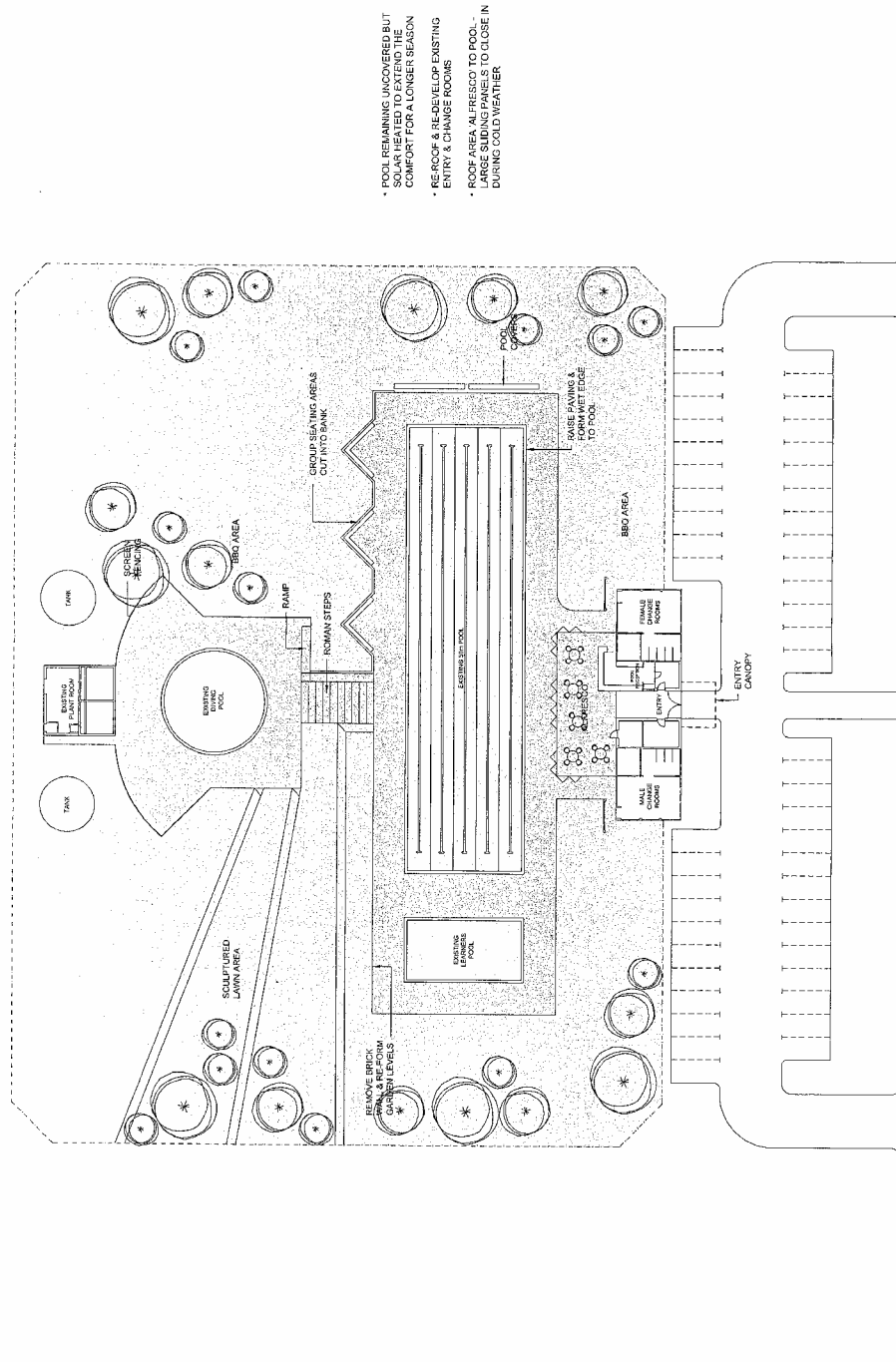
Wagin Aquatic Centre Option 1
for the Shire of Wagin
by Howard Associates Architects
and Thomson & Morgan



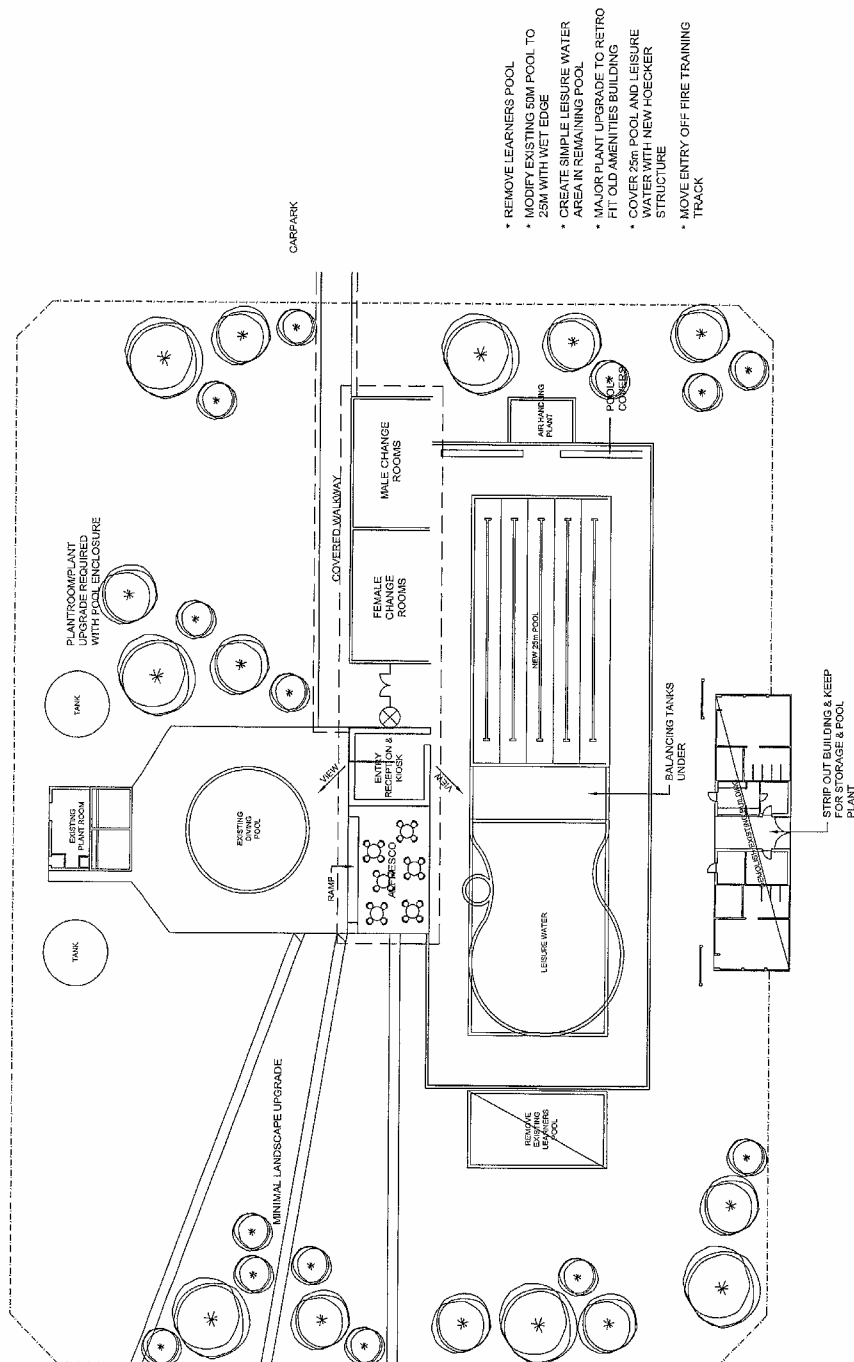


Wagin Aquatic Centre Option 2
for the Shire of Wagin
by Heather Associates Architects
and Townsends & Langdon



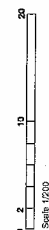


Wagin Aquatic Centre Option 3
for the Shire of Wagin
by Howard Associates Architects
and Thompson & Morgan



- REMOVE LEARNERS POOL
- MODIFY EXISTING 50M POOL TO 25M WITH WET EDGE
- CREATE SIMPLE LEISURE WATER AREA IN REMAINING POOL
- MAJOR PLANT UPGRADE TO RETRO FIT OLD AMENITIES BUILDING
- COVER 25m POOL AND LEISURE WATER WITH NEW HOEKER STRUCTURE
- MOVE ENTRY OFF FIRE TRAINING TRACK

Wagin Aquatic Centre Option 4
for the Shire of Wagin
by Howard Associates Architects
and Thornton & Morgan



PROPOSED WAGIN AQUATIC CENTRE

FOR

SHIRE OF WAGIN

OPINIONS OF PROBABLE COST

12 April 2005

PROPOSED WAGIN AQUATIC CENTRE

The following Options of Probable Cost have been prepared from the following:

- Howard Associates Architects Drawings for Options 1, 2, 3 and 4.
- Site visit to Wagin by Keith Thomson of Thomson Marquis Project Management and Ian Howard of Howard Associates Architects.

OPINIONS OF PROBABLE COST

OPTION 1

Hoecker Structure (1500m ²)	680,000
E.O. for roof extension to entry (135m ²)	64,800
Kiosk (36m ²)	64,800
Refurbishment to entry including roof over change rooms (182m ²)	273,000
Entry canopy (20m ²)	8,000
Pool deck pavers, lift and relay (555m ²)	16,700
New pavers to pool deck (398m ²)	17,900
New wet edge to Pool	100,000
Remove existing Learners Pool 13500x7500	8,000
Sliding glass wall (330m ²)	105,600
Allow for pool covers	35,000
Landscape Upgrade	150,000
Air conditioning to pool hall	210,000
UV system	80,000
Electrical	120,000
Upgrade to filtration system to comply with new regulations	600,000
Boiler	80,000
TOTAL	\$2,613,800

OPTION 2

Hoecker Structure (1600m ²)	720,000
Sliding glass wall (315m ²)	100,800
Strip out existing Amenities and Entry Buildings and keep for storage and pool plant	8,000
Covered walkway(188m ²)	33,900
New wet edge to Pool (100m)	100,000
Female and Male Change Rooms (200m ²)	440,000
Entry, Reception and Kiosk (56m ²)	100,800
Alfresco Dining Area (104m ²)	18,700
Ramp to Existing Diving Pool	6,000
Plantroom Upgrade (64m ²)	51,200
Pool deck pavers, lift and relay (550m ²)	16,500
New pavers (164m ²)	7,400
Allow for pool covers	35,000
Landscape Upgrade	150,000
A.C. to pool hall	224,000
Boiler	80,000
Electrical	120,000
Filtration system upgrade	600,000
UV system upgrade	80,000
TOTAL	\$2,892,300

OPTION 3

Solar Heating to existing 50m pool and Existing Learners Pool to extend the comfort	80,000
Form wet edge to Pool	100,000
Re-roof and redevelop existing Entry and Change Rooms (182m ²)	218,400
Extension of Pool Reception (10m ²)	12,000
Roof area Alfresco to Pool including large sliding panels to close (112m ²)	56,000
Entry Canopy (20m ²)	20,000
Pool deck pavers, lift and relay (555m ²)	16,700
Additional paving to pool deck (173m ²)	7,800
Cut into bank and form Group Seating Areas size 8.00x3.50 in triangular shape (No.3)	45,000
Allow for pool covers	35,000
Roman steps and ramp (62m)	3,800
Screen fencing (36m ²)	3,000
Sculptured Lawn Area / Landscaping	150,000
Remove brick wall and reform garden areas	20,000
Extend paving around diving pool (72m ²)	<u>3,300</u>
TOTAL	<u>\$771,000</u>

OPTION 4

Remove Learner Pool	8,000
Modify existing 50m pool to 25m pool and wet edge, leisure water 280m ² and balance tank between	850,000
Strip out existing Amenities and Entry Buildings and keep for storage and pool plant	8,000
New Hoecker structure (1320m ²)	600,000
Covered walkway (188m ²)	47,000
Female and Male Change Rooms (200m ²)	440,000
Entry, Reception and Kiosk (56m ²)	100,800
Alfresco Dining Area (104m ²)	18,800
Ramp to Existing Diving Pool	1,500
Plant / Plantroom Upgrade (64m ²)	57,600
Allow for pool covers	35,000
Landscaping	150,000
A.C. to pool hall	184,800
UV system	80,000
Electrical	120,000
Boiler	80,000
TOTAL	\$2,781,500

EXCLUSIONS TO ALL OPTIONS:

- Works to Car Parking
- Boundary Fencing
- Loose Furniture and Equipment
- Professional Fees
- Goods & Services Tax
- Future Escalation

Comment

It is unfortunate three (3) of the designs have similar costings and represent a major project for a smaller community.

If the three (3) more expensive designs are considered unachievable it may assist the designers if a cost limit was set.

In considering the costs it may be worth re-examining the option of a hydrotherapy pool on the western end of the Recreation Centre in combination with option 3.

Statutory Environment: Nil

Policy Implications: Nil

Budget Implications: Unbudgeted item

Committee's Recommendation**BROCKWAY/PUGH**

That alternative designs be sought including a heated facility at the Recreation Centre in combination with a revamped existing aquatic centre or modifying and heating the existing aquatic centre.

CARRIED
Vote 5/0

Council Resolution

11110 PUGH/BALLANTYNE

That the Committee's Recommendation be adopted.

CARRIED
Vote 10/0

10. Announcement by the President and Councillors

Cr Brockway advised that she had attended;

- 10/05/05 Special Council Meeting and Dinner Function
- 09/05/05 Annual Road inspection

Cr Johnson advised that he had attended;

- 28/04/05 Lakes Sub-Regional Road group meeting with Deputy CEO at the Shire of Dumbleyung

11. Elected Members, Motions of which previous notice has been given

Nil

12. Urgent Business introduced by decisions of the meeting**a) Elected Members****Cleaning up of the Wagin Cemetery**

11111 JOHNSON/CUMMING

That Council discuss the Wagin Cemetery.

CARRIED
Vote 10/0

Cr Rowell advised that she had received a telephone call from a ratepayer seeking an interest in cleaning up the cemetery grounds. The CEO agreed to correspond back to the ratepayer.

Water Corporation Letter in the Information Bulletin

11112 ROWELL/ MORAN

That Council agree to discuss the letter from the Water Corporation published in the information bulletin (item 11).

CARRIED
Vote 10/0

b) Officers**Wagin Landfill Site License conditions**

11113 JOHNSON/ BLIGHT

That Council discuss the Wagin Landfill Site License conditions.

CARRIED

Vote 10/0

The EHO raised the issue of Council visiting the Shire of Boyup Brook's landfill site to see how they manage their facility within the required licensing conditions and guidelines as determined by the Department of Environmental Protection.

Storm damage

11114 ROWELL/CUMMING

That Council discuss the recent storm damage that occurred within the Shire of Wagin on Monday 16th May 2005.

CARRIED

Vote 10/0

The Works Manager requested Council acknowledge the efforts of the community for their assistance to the Shire in removing fallen trees and rubbish from road reserves. The CEO advised Council that this has already been action with an article to appear in the next edition of the Wagin Argus.

13. Confidential Business as per Local Government Act s5.23 (2)

13.1	Workplace Agreement
Proponent:	Staff
Location:	Shire of Wagin
Reporting Officer:	Chief Executive Officer
File:	PSN 3

Summary

For some time negotiations have been on-going with the outside staff to develop an acceptable workplace agreement and it is now considered overtime may be a better option.

Background

The outside staff approached Council for an increase in wages and this commenced a process of negotiations. The original agreement presented involved an increase of hours per fortnight with a set negotiated hourly rate. This was rejected by the staff as a consensus could not be reached.

A second agreement was discussed but this was again rejected because it was not possible to get all members of the construction crew to agree.

Comment

Several members of the outside staff have been agitating for an increase in their wages. It is generally acknowledged that the average outside worker in local government is on a low wage with the majority on an hourly rate of \$14.30.

The staff have put forward several ideas including working overtime on a regular basis or simply they just receive a pay increase. The increase suggested was 15%. This latter option is not supported because it is considered this amount is excessive and Council and the ratepayers will receive nothing in return. I consider any negotiations have to be on the basis of a win-win situation where both parties clearly gain from the situation.

The idea of a workplace agreement does not appear to have enough support from the staff to be considered a viable option to pursue. This I believe leaves several options available for consideration being giving the staff an increase in their hourly rates and/or offering them the option of guaranteed overtime each fortnight. The other option is for the Chief Executive Officer and Works Manager to negotiate hourly rates with individual staff members based on factors such as length of service, value to the organisation and their performance in terms of efficiency and effectiveness. This latter option has the potential to cause added friction amongst staff as they will all talk about their pay rates and if one is paid more than another there is the potential for animosity.

The town staff are not overly interested in working regular overtime but the majority of the construction crew have indicated they would like to work overtime on a regular basis.

If the works crew (7 people) was offered 8 hours overtime per fortnight the cost to Council in terms of wages and superannuation would be in the order of \$36,000 over a full year. If on the other hand the staff were offered a 3% over award payment (for all outside staff) the approximate cost in wages and superannuation would be approximately \$12,000. The advantage of the overtime option is that Council is gaining something in return for its increased wages account. The other advantage of this option is that at anytime Council can withdraw the overtime should circumstances change such as reduction in our road grants.

The only other option considered possible at this time is a combination of the overtime and over award payment options. This would have the benefit of giving all staff including those working in town recognition for the good work they are performing.

For example if the works crew were offered 4 hours overtime per fortnight and all staff a 2% over award payment the cost to Council in wages and superannuation would be approximately \$26,000 – around the amount listed in the current budget for the workplace agreement. All staff would be rewarded with this option and Council would also gain. The 4 hours overtime could either be worked as ½ hour per day for 8 days or 1 hour per day for 4 days whatever was most effective for both staff and the Works Manager.

Statutory Environment:

Local Government Act 1995

Budget Implications:

meet

There is allowance in the 2004/05 budget to
any increases in wages.

Policy Implications:

The offer guaranteed income may further help to attract replacement staff as existing staff leave.

Officer Recommendation

That Council agree to offer the works staff a guarantee of 4 hours overtime per fortnight and all staff an over award payment of 2% and allowances be made in the 2005/06 Budget for such payments.

Council Resolution

11115 JOHNSON/CUMMING

That the Officer's Recommendation be adopted.

CARRIED
Vote 10/0

13.2	Dental Surgery Equipment
Location:	Wagin Medical Centre
Reporting Officer:	Chief Executive Officer
File:	PRO5

Summary

Council has requested more information and costings be obtained on the purchase of the dental equipment located in the Wagin Dental Clinic.

Comment

As Councillors would be aware the previous dentist closed the practice in December 2004 after trying unsuccessfully to sell the business. I had discussions with several potential purchasers and offered Council assistance where possible. One of the major drawbacks appeared to be the capital outlay required to purchase the equipment.

The equipment has been valued on behalf of the dentist at some \$50,000 GST inclusive. I approached a second firm who have agreed this valuation seems fair (the latter did not visit Wagin but simply did a desktop valuation).

I have spoken to another local government who currently own a fully equipped dental surgery and they do not appear to have any problems in attracting a dentist. They do have the added advantage of having subsidised housing to offer the dentist. One of the issues discussed by Council was the life and suitability of the existing equipment. If Council was interested in pursuing the option of buying the equipment an approach could be made to get a report from the original valuer. I have not contacted them until a direction was obtained from Council.

A number of the community have contacted me as to what Council was doing about attracting a dentist to Wagin and this together with comments from the previous dentist suggests there is strong local demand for a dental practice in Wagin.

It is unfortunate that the previous dentist was unable to sell her practice and again local government is being asked to look at providing another non-care service to the community. The other matter that is complicating this issue at present is the growing pressure from the community for Council to provide additional medical (doctor) services. At present there is a 12 – 14 day waiting time to get a doctor's appointment and this is not an acceptable situation.

The provision of a second doctor and possibly a dentist will require Council to look at providing additional housing and in the case of a second doctor possibly a motor vehicle. If a local doctor on a part-time basis, was attracted the additional housing and motor vehicle provision may not be required.

It is unfortunate that yet again local government is being expected to provide non-care services and facilities for their residents. There does not appear to be any funding sources available to assist Council in purchasing the dental equipment.

In discussions with the Australian Dental Association there appears to be some shortage of practising dentists similar to the doctor situation. This could mean that even if Council does proceed with the purchase of the equipment there is no guarantee we would be able to attract a dentist to Wagin – something that could not be tested until we purchased the equipment and advertised for a dentist. The Australian Dental Association would be able to provide limited assistance in the recruiting of a dentist to Wagin.

Statutory Environment: Local Government Act 1995

Policy Implications: Nil

Budget Implications: The cost of the dental equipment to Council nett of GST would be \$46,000 and would need to be included in the 2005/06 budget.

Officer's Recommendation

That Council give strong consideration to the purchase of the dental equipment located at the Wagin Dental Clinic and make appropriate allowance in the 2005/06 budget with the Chief Executive Officer to continue investigations and negotiations in the interim.

Council Resolution

11116 CUMMING/PUGH

That Council request the CEO seek approval from Dr Martina Mazzucchelli to be allowed the opportunity for Council to advertise the Dental practice for lease or purchase fully furnished, and then report back to Council the level of interest received.

CARRIED
Vote 10/0

Note: Council felt that it was necessary to determine the interest in a Dentist either leasing or purchasing the Dental surgery prior to Council making any commitment to purchase the existing Dental equipment from Dr Martina Mazzucchelli.

14. Closure

There being no further business the President thanked those in attendance and closed the meeting at 10.44pm.

These Minutes were confirmed at a meeting held on

Signed _____

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

Dated _____