

# **SHIRE OF WAGIN**



## **MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON TUESDAY 20<sup>th</sup> July 2004**

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## Shire of Wagin

Minutes of the Ordinary Council Meeting of the Council held in the Council Chambers on Tuesday 20<sup>th</sup> July 2004.

### 1. Declaration of Opening

The Shire President Cr Brockway declared the meeting open at 7.03pm.

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

<b>Present:</b>	Cr M J Brockway	President
	Cr R P Johnson	Deputy Shire President
	Cr I C Cumming	Member
	Cr G J Riseborough	Member
	Cr H D Rowell	Member
	Cr P J Blight	Member
	Cr D K Morgan	Member
	Cr A C Hansen	Member
	Cr K M Draper	Member
	Cr E N Pugh	Member
	Cr P I Piesse	Member
<b>Staff:</b>	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:

Nil

### 3. Response to Previous Public Questions taken on notice

Nil

### 4. Public Question Time

Nil

**5. Application for Leave of Absence**

10882 PUGH/BLIGHT

That Council grant a leave of absence to Cr Rowell for the August meeting, and to Cr Piesse for the August and September meetings.

**CARRIED**

Vote 11/0

**6. Public Forum (Petition/Deputations/ Presentations)**

Nil

**7. Confirmation of Previous Meeting Minutes**

10883 HANSEN/JOHNSON

That the Minutes of the Ordinary Council Meeting held on the 15<sup>th</sup> June 2004 and the Minutes of a Special Council Meeting held on 24<sup>th</sup> June be confirmed as a true and accurate record.

**CARRIED**

Vote 11/0

**8. Disclosures of Financial and other Interests**

Cr Hansen declared a pecuniary interest in item 9.2.1 as the item relates to a family member.

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

<b>9.1.1</b>	<b>Proposed Amalgamation</b>
<b>Location:</b>	<b>Lots 8, 9, 10 Corner Arnott Street/Ware Street</b>
	<b>Wagin – zoned Residential R30</b>
<b>Proponent:</b>	<b>A G &amp; W J Pederick</b>
<b>Reporting Officer:</b>	<b>Principal Environmental Health Officer/Building Surveyor</b>

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**Summary**

The Proponents wish to amalgamate Lot 8(1403m<sup>2</sup>), 9 (1563m<sup>2</sup>) and Lot 10 (1350m<sup>2</sup>) to create one Lot being 4321m<sup>2</sup>.

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**Background**

Lot 9 has a dwelling on it and Lots 8 and 10 are vacant.

**Comment**

The dwelling is positioned so as to be close to the northern, eastern and southern boundaries of Lot 9.

The garage is positioned on the eastern side of the dwelling with access from the south which necessitates transversing Lot 8 (Originally Lot 11 formed part of this whole group which would have positioned the house centrally).

The septic tank and leach drains are also confined on an area close to the northern boundary but can be eliminated by connecting to the sewer.

The dwelling has extensive verandahs and being close to the northern and southern boundaries privacy for Lots 8 and 10 should other dwellings be erected, would be severely compromised.

The proponents believe by amalgamating Lots 8, 9 and 10 the overall stately impression of the dwelling will be maintained.

Council would be aware that I endeavour to maintain the maximum number of individual Lots within the townsite but because of the position of the existing dwelling amalgamation of Lots 8, 9 and 10 appears the most practical solution.

**Statutory Environment:** Town Planning Scheme No2.

**Policy Implications:** Nil

**Budget Implications:** On current valuations the two minimum values (vacant Lots) of \$215 each would be deleted.

**Officers Recommendation**

That Council support the amalgamation of Lots 8, 9 and 10 Arnott/Ware Street Wagin to form one Lot of 4231m<sup>2</sup>.

**Council Resolution**

10884 PUGH/ROWELL

That the Officer's Recommendation be adopted.

**CARRIED**

Vote 11/0

<b>9.1.2</b>	<b>Solid Wall Fence</b>
<b>Location:</b>	<b>Lot 6 (No 85) Tudhoe Street Wagin – zoned Residential R30</b>
<b>Proponent:</b>	<b>K Blake</b>
<b>Reporting Officer:</b>	<b>Principal Environmental Health Officer/Building Surveyor</b>
<b>File:</b>	<b>A538</b>

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### **Summary**

The proposal is to erect a 1.8m high solid brick wall across the front of the property although some 9m, in length, of the wall will be setback 6.0m from the frontage, and there is a truncation by the driveway.

### **Background**

The dwelling on Lot 6 has bedrooms at the front on the eastern and western sides of the building and the front windows are full length which transmits vehicle noise and headlights from vehicles turning east from Vernon Street.

### **Comment**

Councils Fencing Local Law 2001 permits such a fence, however the Residential Design Codes of WA states:

“This principle of visual permeability applies to all forms of street, including communal streets. The exceptions to this principle are where a dwelling fronts onto an arterial road carrying high traffic volumes, or where protection is needed from headlight glare from such a road or, more rarely where a wall is desirable to provide privacy to an outdoor living area. In these circumstances a solid wall of up to 1.8m high would be acceptable – at least for a proportion of the frontage – upon approval of the Council”.

Because of the length of the bedroom windows the construction of an open fence would negate its purpose but to lessen the impression of a barrier across the entire frontage the design allows for a significant portion of the fence to be well setback.

The R codes do not state that a proposal such as this is considered unacceptable but give guidance that high walls are not generally acceptable, however there will be exceptions to this principle where a dwelling fronts a main road or requires protection from headlight glare.

I consider this proposal meets the objectives of the Residential Design Codes of WA.

**Statutory Environment:** Town Planning Scheme No2.  
Fencing Local Laws 2001

**Policy Implications:** Nil

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***Budget Implications:*** Nil

**Officers Recommendation**

That Council approve the construction of a 1.8m high solid brick wall to be constructed at the front of Lot 6 (No85) Tudhoe Street Wagin consistent with the submission dated 8<sup>th</sup> July 2004.

**Council Resolution**

10885 ROWELL/DRAPER

That the Officer's Recommendation be adopted.

**CARRIED**

Vote 11/0

<b>9.1.3</b>	<b>Oversized Shed</b>
<b>Location:</b>	<b>Lot 6 (No 5) Ballagin Street Wagin – zoned Residential R17.5</b>
<b>Proponents:</b>	<b>N H &amp; B J Robinson</b>
<b>Reporting Officer:</b>	<b>Principal Environmental Health Officer/Building Surveyor</b>
<b>File:</b>	<b>A743</b>

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### **Summary**

The proponents wish to erect a 49.5m<sup>2</sup> extension to their existing shed.

### **Background**

Lot 6 is a 2474m<sup>2</sup> property on which there is a dwelling and separate 66m<sup>2</sup> fully enclosed zincalume shed.

The proponents have a caravan which does not fit in the existing shed, and this proposal is to provide shelter for the caravan.

### **Comment**

Council has a policy on outbuildings within the Residential zone which states:

- 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.
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- ix) An outbuilding shall not be sited within the building setback to the street frontage as prescribed by the Scheme nor within six (6) metres of any other street unless Council approves of a lesser distance.
- x) The setback of all outbuildings from any side or rear boundary shall be as required by the R-Codes unless otherwise approved by Council.
- xi) 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.
- xii) Council will not permit the use of second-hand or used building materials for an outbuilding without its prior approval.
- xiii) 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.
- xiv) 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.

This proposal does not satisfy iv) of the policy being in total 115.5m<sup>2</sup> but the extension is to the rear of the existing zincalium shed and will blend in more successfully if it is also in zincalum.

The proposal satisfies the other provision of the policy.

**Statutory Environment:** Town Planning Scheme No2

**Policy Implications:** Health, Building and Planning No 18 Development of Outbuildings on Residential zoned Land

### **Officers Recommendation**

That Council approve the erection of a 49.5m<sup>2</sup> zincalum extension to the existing 66m<sup>2</sup> zincalum outbuilding on Lot 6 (No 5) Ballagin Street Wagin recognising this is a variation to Council's Health, Building and Planning Policy No 18 subject to the applicant obtaining a building permit.

### **Council Resolution**

10886 PUGH/MORGAN

That the Officer's Recommendation be adopted.

**CARRIED**  
Vote 11/0

<b>9.1.4</b>	<b>Erection of a Shed on a vacant Residential Lot</b>
<b>Location:</b>	<b>Lot 733 Khedive Street Wagin – zoned Residential R 17.5</b>
<b>Proponent:</b>	<b>J Mangalavite</b>
<b>Reporting Officer:</b>	<b>Principal Environmental Health Officer/Building Surveyor</b>
<b>File:</b>	<b>A734</b>

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### **Summary**

The proponent wishes to erect a 6m x 6m, fully enclosed, zinalum shed on the 1.6ha cleared and pastured block.

### **Background**

The purpose is to provide shearing facilities for this property.

### **Comment**

The lot although zoned Residential is used in a rural manner which is typical in the immediate vicinity.

Two issues arise with this proposal one being Council's policy on outbuildings on Residential land and the other is a request for a nil side setback on the northern boundary.

Council's policy on outbuildings in the Residential zone states:-

- 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 meters 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 meters.
  - iv) The maximum floor area of an outbuilding constructed of reflective cladding (e.g. zinalume) shall be 45 square metres.
  - v) The maximum floor area of an outbuilding constructed of non-reflective cladding (e.g. brick, colourbond 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 approve by Council.
- \* ix) An outbuilding shall not be sited within the building setback to the street frontage as prescribed by the Scheme nor within six (6) metres of any other street unless Council approves of a lesser distance.
- \* x) The setback of all outbuildings from any side or rear boundary shall be as required by the R-Codes unless otherwise approved by Council.
- ix) Notwithstanding any other provision of this policy, Council may approve of the siting of an outbuilding that is a carport (being an oped-sided garage without doors) in a position other than that prescribed by other provisions of this policy.
- x) Council will not permit the use of second-hand or used building materials for an outbuilding without its prior approval.
- 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.

This proposal satisfies the policy apart from point i). I consider it would be reasonable to view the use of this Lot as being rural and if that were the actual zoning then the issue of a licence for an outbuilding could occur without the necessity to construct a house.

The required side setback for buildings as submitted is 1m or if assessing as a rural zoned Lot 10m but in both cases Council may permit a variation.

The proponent would like to use the boundary fence to assist in guiding sheep to the shed and as the adjoining road reserve (Hantke Street) in unconstructed seeks a nil side setback.

As the shed is a relatively small structure a nil setback is not unreasonable.

***Statutory Environment:*** Town Planning Scheme No 2

***Policy Implications:*** Health, Building and Planning No 18  
Development of Outbuildings on Residential Zoned Land  
Health, Building and Planning No 24  
Rural Zone Building Setbacks

***Budget Implications:*** Nil

**Officer's Recommendation**

That Council approve the construction of a fully enclosed zinalum shed, 6m x 6m x 3m (wall height) to be positioned 20m from the Khedive Street boundary and with a nil setback on the northern boundary subject to development consistent with the submission dated 12<sup>th</sup> July 2004 and the obtaining of a building licence..

**Council Resolution**

10887 BLIGHT/MORGAN

That the Officer's Recommendation be adopted.

**CARRIED**

Vote 11/0

<b>9.1.5</b>	<b>Annual Firebreak Notice</b>
<b>Location:</b>	<b>Shire of Wagin</b>
<b>Proponent:</b>	<b>Staff</b>
<b>Reporting Officer:</b>	<b>Principal Environmental Health Officer/Building Surveyor</b>
<b>File:</b>	<b>FRC4</b>

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### **Summary**

Council issues an annual firebreak notice.

### **Background**

This notice is posted out with the rate notice.

### **Comment**

Staff when assessing compliance with the notice, as currently worded find some people interpret the instructions in such a way that the desired intent of the notice is not fully effective.

Quite often the difference of opinion occurs when spraying has been used to make the break.

Exerts from our notice state;

#### **(1) RURAL LAND**

- a) Firebreaks at least 2.5 metres wide shall be cleared of all inflammable materials to a distance of 20 meters from the perimeter of all buildings and haystacks, or group of buildings and haystacks; and
- b) The area between the building and haystacks and the firebreak mentioned in (a) above, shall be cleared of all inflammable material by the 15<sup>th</sup> December.
- c) The land within a perimeter of 6 meters outside the external boundary of the land normally occupied by any tanks used for the storage of fuel, whether containing fuel or not, shall be cleared of all inflammable material.

#### **(2) TOWN LAND**

- (a) Where the area of land is 0.202 hectares (half an acre) or less all inflammable material on the land shall be reduced from the whole of the land by either burning, spraying or slashing to a height of less than 10 centremetres: and

- (b) Where the land exceeds 0.202 hectares (half an acre) in area firebreaks at least 2 metres wide shall be cleared of all inflammable material immediately inside all external boundaries of the land and also immediately surrounding all buildings situated on the land.

The Bush Fires Act 1954 states;

**Local government may require occupier of land to plough or clear fire-break**

**33.** (1) Subject to subsection (2) a local government at any time, and from time to time, may, and if so required by the Minister shall, as a measure for preventing the outbreak of a bush fire, or for preventing the spread or extension of a bush fire which may occur, give notice in writing to an owner or occupier of land situate within the district of the local government or shall give notice to all owners or occupiers of land in its district by publishing a notice to do or to commence to do at a time so specified all or any of the following things:-

- (a) to plough, cultivate, scarify, burn or otherwise clear upon the land fire-breaks in such manner, at such places of such dimensions, and to such number, and whether in parallel or otherwise, as the local government may and is hereby empowered to determine and as are specified in the notice, and thereafter to maintain the fire-breaks clear of inflammable matter.
- (b) the notice with respect to anything which is upon the land, and which in the opinion of the local government or its duly authorised officer, is or is likely to be conducive to the outbreak of a bush fire or the spread or extension of a bush fire.

I suggest Councils two sections be reworded in compliance to the directive of the Act.

**(1) RURAL LAND**

- (a) Firebreaks at least 2.5 metres wide formed by either ploughing, cultivating, scarifying, burning or otherwise clearing shall completely encircle all buildings and haystacks at a distance of 20 metres from those buildings or haystacks.
- (b) Fuel tanks, whether containing fuel or not, shall have the ground surface cleared to a distance of 6 metres from and encircling the tank/s of all inflammable material.
- (c) The area encircled by the fire break described in (1) (a) shall be cleared of all inflammable material by the 15<sup>th</sup> December 2004.

**(2) TOWNSITE LAND**

- (a) Where the area of land is 0.202 hectares (half an acre) or less, all inflammable material on the land shall be reduced to a height of less than 7.5 centimetres.
- (b) Where the area of land exceeds 0.202 hectares (half an acre) in area fire breaks at least 2 metres wide formed by either ploughing, cultivating, scarifying, burning or otherwise, clearing shall be provided immediately inside all external boundaries of the land and inflammable material on the remainder of the land shall be reduced to a height of less than 10 centimetres.
- (c) Buildings or haystacks within the firebreak described in 2 (b) shall have the ground surface cleared to a distance of 2 metres from and encircling the building/s or haystack/s of all inflammable material.

***Statutory Environment:*** Bush Fires Act 1954

***Policy Implications:*** Nil

***Budget Implications:*** Nil

**Officer's Recommendation**

That Council amend the current annual firebreak notice in regard to the section dealing with rural land and town land to now state;

**(1) RURAL LAND**

- (a) Firebreaks at least 6 metres wide formed by either ploughing, cultivating, scarifying, burning or otherwise clearing shall completely encircle all buildings and haystacks.
- (b) Fuel tanks, whether containing fuel or not, shall have the ground surface cleared to a distance of 6 metres from and encircling the tank/s of all inflammable material.

**(2) TOWNSITE LAND**

- (a) Where the area of land is 0.202 hectares (half an acre) or less all inflammable material of the land shall be reduced to a height of less than 7.5 centimetres.
- (b) Where the area of land exceeds 0.202 hectares (half an acre) in area firebreaks at least 2 metres wide formed by either ploughing, cultivating, scarifying, burning or otherwise clearing shall be provided immediately inside all external boundaries of the land and inflammable material on the remainder of the land shall be reduced to a height of less than 10 centimetres.
- (c) Buildings or haystacks within the firebreak described in 2 (b) shall have the ground surface cleared to a distance of 6 metres from and encircling the building/s or haystack/s of all inflammable materials

**Council Resolution**

10888 RISEBOROUGH/PUGH

That the Officer's Recommendation be adopted.

**CARRIED**  
Vote 11/0



<b>9.1.6</b>	<b>Boundary Realignment</b>
<b>Location:</b>	<b>Lots 8 &amp; 9 George Place Wagin – zoned Residential R17.5</b>
<b>Proponent:</b>	<b>Harley Survey Group on behalf of D C &amp; M F Streeton</b>
<b>Reporting Officer:</b>	<b>Principle Environmental Health Officer/Building Surveyor</b>
<b>File:</b>	<b>A806, 827</b>

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### **Summary**

The proponents recently purchased the above properties and now wish to realign the common boundary.

### **Background**

A previous owner of the two Lots positioned the residence mainly on Lot 8 but it slightly encroaches the boundary between 8 & 9.

### **Comment**

The proponent wishes to sell Lot 9 and is required to achieve a 1.0 metre boundary clearance from the residence.

The two Lots do not vary greatly from their original areas and being sewerred meet the objectives of our Town Planning Scheme.

***Statutory Environment:*** Town Planning Scheme No 2

***Policy Implications:*** Nil

***Budget Implications:*** Nil

### **Officer's Recommendation**

That Council advise the Western Australian Planning Commission that a boundary realignment of Lots 8 & 9 George Street Wagin consistent with WAPC Application No 125837 is supported.

### **Council Resolution**

10889 DRAPER/HANSEN

That the Officer's Recommendation be adopted.

**CARRIED**  
Vote 11/0

## 9.2 Administration and Finance

*Cr Hansen left the meeting at 7.37pm.*

### 9.2.1 Review of Delegations Register

<b>Proponent:</b>	<b>Chief Executive Officer</b>
<b>Location:</b>	<b>Shire of Wagin</b>
<b>Reporting Officer:</b>	<b>Chief Executive Officer</b>
<b>File:</b>	<b>RNG1</b>

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#### Summary

Due to the change in staff there is a need for Council to appoint a new Ranger and an Authorised and Registration Officer for the purposes of the Local Government Act 1995 and Dog Act 1976.

#### Comment

With the resignation of Shire Ranger Kim Davidson it has been necessary for a new appointment to be made. As permitted under the terms of Administration Policy # 2 and the Delegations Register the Chief Executive Officer has appointed Mr Travis Hansen to the Shire Ranger position. There is a need for Council to appoint Travis Hansen as an Authorised Officer and Registration Officer under the Local Government Act and Dog Act as this authority has not been delegated to the Chief Executive Officer.

**Statutory Environment:** Local Government Act 1995 and Dog Act 1976

**Policy Implications:** Nil

**Budget Implications:** Nil

#### Officer's Recommendation

- a) That Council appoint Mr Travis Hansen as Shire Ranger and as an Authorised Officer under the Local Government Act 1995 and Dog Act 1976 and as a Registration Officer.
- b) The Council delegate authority for the Chief Executive Officer to make appointments of Authorised and Registration Offices under the Dog Act 1976.

#### Council Resolution

10890 RISEBOROUGH/JOHNSON

That the Officer's Recommendation be adopted.

**CARRIED**  
Vote 10/0

*Cr Hansen returned to the meeting at 7.38pm.*

**9.2.2 Rural Towns – Liquid Assets Project**

**Proponent:** Department of Agriculture  
**Location:** Wagin Townsite  
**Reporting Officer:** Chief Executive Officer  
**File:** DEP2/6

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**Summary**

The Shire of Wagin has been offered the opportunity to participate in the Department of Agriculture's new Rural Towns – Liquid Assets Project as a "Pilot Town"

**Background**

In March 2004 Council resolved to be a party to the Department of Agriculture's Rural Towns – Liquid Assets program and to participate as a Pilot Town if so selected.

**Comment**

The Department of Agriculture has now formally invited the Shire of Wagin to participate in the new program as a "Pilot Town". There will be two stages to the program:

**Stage 1 -** Water Management Plan (16 towns participating) which will encompass the following activities

- Detailed geophysical surveys of the townsite.
- An infill drilling program within specific town areas,
- Groundwater test pumping where required,
- Water quality analysis as a guide to potential use,
- Detailed design and costing of water harvesting, drainage, pumping, reticulation and storage systems,
- Evaluation of water use and re-use options which may included, but are not limited to; desalination, mineral extraction, irrigation, animal industries or aquaculture,
- Assessment of potential new industries or expansion of existing industries based on the development of new water resources,
- Economic evaluation of the viability of integrated water management options, and
- Consideration of social impacts of an integrated water management scheme.

**Stage 2 -** 4 Pilot Towns only will then have a demonstration/pilot scheme of the preferred integrated water management scheme developed. This may be, for example, a ¼ scale pumping system complied with a desalination plant and irrigation fed horticultural site.

The project will include the Department of Agriculture, CSIRO, Curtin University, University of WA, Regional Catchment Councils, 16 local governments and the

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Commonwealth Government. The project will run over three years and it is expected the total value of the project including in-kind contributions will be \$6 million.

The cash contribution from the Shire of Wagin will be \$210,000 (\$70,000 per year) with the first payment due during the 2004/05 financial year. Council needs to now formally decide whether it wishes to participate in the program and at what level.

***Statutory Environment:*** Local Government Act 1995

***Budget Implications:*** The draft 2004/05 Budget has made provision for Council to participate in this program.

***Policy Implications:*** Nil

### **Officer's Recommendation**

That Council advise the Department of Agriculture that it accepts the offer to participate in the new Rural Towns – Liquid Assets project as a Pilot Town.

### **Council Resolution**

10891 PUGH/BLIGHT

That the Officer's Recommendation be adopted.

**CARRIED**  
Vote 11/0

<b>9.2.3</b>	<b>Review of Delegation Register</b>
<b>Proponent:</b>	<b>Chief Executive Officer</b>
<b>Location:</b>	<b>Shire of Wagin</b>
<b>Reporting Officer:</b>	<b>Chief Executive Officer</b>
<b>File:</b>	<b>CNL11</b>

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### **Summary**

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

### **Background**

Council has traditionally reviewed its Delegations Register in May of each year with the last formal review conducted in May 2003.

### **Comment**

There have been several informal reviews of and amendments to the Delegations Register over the past 12 months but no formal review or resolution has been adopted.

Attached is a copy of the current Delegations Register with the proposed change of delegation to the Chief Executive Officer to appoint Dog Act Authorised Officers included.

**Statutory Environment:** Local Government Act 1995 – sections 5.18 and 5.46

**Budget Implications:** Nil

### **Officer's Recommendation**

That Council approve the Delegations Register as attached as required under sections 5.18 and 5.46 (a) of the Local Government Act 1995.

### **Council Resolution**

10892 CUMMING/MORGAN

That the Officer's Recommendation be adopted.

**CARRIED**  
Vote 11/0

## 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	Chief Executive Officer		Shall conduct interviews. In conjunction with Council panel	20/07/04
Administration Support Staff - Ranger & Librarian	2	Authority to appoint and dismiss staff	Chief Executive Officer		In accordance with Award	20/07/04
Depot staff	2	Authority to appoint and dismiss staff	Chief Executive Officer	Principal Works Supervisor in conjunction with Chief Executive Officer	In accordance with Award	20/07/04
Salary Reviews	4	Authority to amend salaries	Finance and General Purposes Committee		Conduct salary review	20/07/04
Conference - Seminars	6	Authority to approve attendance and reasonable costs	Chief Executive Officer		Enhancement of knowledge and service to Council	20/07/04 20/07/04
Annual Leave	7	Authority to authorise annual leave	Chief Executive Officer		Note: Council to authorise Chief Executive Officer's leave	20/07/04
Study Leave	8	Authority to approve unpaid study leave	Chief Executive Officer		Note: Council to authorise paid study leave	20/07/04
Rostered Days Off/Time in Lieu	9	Authority to approve RDO/Time in Lieu accumulation.	Chief Executive Officer	Deputy Chief Executive Officer and Principal Works Supervisor for relevant staff.		20/07/04

Minutes of A Ordinary Council Meeting

20<sup>th</sup> July 2004

## SHIRE OF WAGIN

### DELEGATIONS REGISTER

<u>ADMINISTRATION POLICIES</u>		<u>Minutes of A Ordinary Council Meeting</u>			<u>20<sup>th</sup> July 2004</u>	
<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	Chief Executive Officer		In consultation with PWS	20/07/04
<b><i>AUTHORISED OFFICERS</i></b> 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			20/07/04 10529
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 <b>Travis Hansen</b>	<b>Chief Executive Officer</b>		20/07/04
Registration Officers Dog Act		Appointed as Registration Officers	Debra Jane Stephens Brian Allan Roderick Braden Kevin Fisher Ian Basil Fitzgerald Debbie Joy Thompson Londa Hurahia Hegarty	<b>Chief Executive Officer</b>		20/07/04
Authorised Officer Caravan Park & Camping Ground		Appointed as Authorised Officers under the Regulations as follows				20/07/04
		Issue Infringement Notices	CEO & EHO			
		Sch 4 of Regulations Issue Infringement Notices	CEO & Works Manager			
		Reg. 10 Illegal Camping	CEO & EHO <b>Travis Hansen</b>			

## 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			20/07/04
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's, Executive Assistance, Finance Officer, Clerical Officer Chief Executive Officer			
Power to Lease	Res # 9687	Power to Lease residence at 5 Warwick Street	CEO		Short Term at Market Rental	20/07/04
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 Chief Executive Officer		To documents requiring Shire President's and Chief Executive Officer's signatures without resolution of Council.	20/07/04
Invitation for tenders	8	Authority to invite tenders	Chief Executive Officer		In accordance with approved budget	20/07/04
Media (authorisation)	6	Authorised spokesperson on behalf of Council	Shire President and Chief Executive Officer		These may authorise other Councillors	20/07/04
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>REVISED</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	20/07/04
Swimming Pool Inspections (authorisation)	2	Authority to conduct private swimming pool inspections	EHO			20/07/04
Approval/Refusal building applications	5	Authorisation to approve refuse applications	EHO		Vide Section 374 (lb) Local Government (Miscellaneous Provisions) Act	20/07/04
Discount Sale - Outside Vendor (not permitted)	3	Authority to grant exemption	Chief Executive Officer		For Local Organisations	20/07/04
Dumping of Grain	9	Authority to accept small quantities of grain at Wagin refuse site	Chief Executive Officer		Staff time charged at Private Works rates	20/07/04
Health & Safety	12	Appointment of Safety and Health Co-ordinator	EHO			20/07/04
Planning Applications	24	Authority to grant approval to applications for permitted uses	Chief Executive Officer	EHO	Development complies with all requirements of Town Planning Scheme No 2	20/07/04
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	EHO			20/07/04

20<sup>th</sup> July 2004

# 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	Chief Executive Officer	Deputy Chief Executive Officer	Term deposits in accordance with Section 6.14 of LGA and Section 19 of Local Government (Financial Management) Regulations 1996.	20/07/04
Rates	5	Authority to accept applications for deferment or instalments	Chief Executive Officer		Reasonable requests in consultation with Shire President	20/07/04
Townscape painting subsidies	11	Authority to approve subsidies	Townscape Committee		1/3 rd cost up to \$500 subject to policy guidelines	20/07/04
Rental – Staff Housing and Council Motor Vehicles	13	Authority to review staff rentals as part of Salary review.	Finance and General Purposes Committee			20/07/04
Responsible Employee - Annual Statements	25	Regulation 51 Local Government (Financial Management) Regulations 1996 delegation of Responsible Employee	Chief Executive Officer			20/07/04
Rates Concession Incentives – Commercial Property	26	Authority to determine whether direct competition exists.	Chief Executive Officer		In conjunction with Shire President	20/07/04
<b>AUTHORISATIONS</b> Alternate cheque approvals	10	Authority to approve cheques for payment	Chief Executive Officer	Deputy Chief Executive Officer in Chief Executive Officer's absence.	Subject to policy guidelines	20/07/04
Cheque Signatory	10	Authority to sign cheques	Chief Executive Officer and DCEO		DCEO in Chief Executive Officer's absence	20/07/04
Accounts Certifying	19	Authority to certify accounts for payment	DCEO, Works Manager & CEO		Finance Officer in DCEO's absence	20/07/04

20<sup>th</sup> July 2004

Minutes of A Ordinary Council Meeting

## SHIRE OF WAGIN

### DELEGATIONS REGISTER

<u>FINANCE POLICIES</u>					<u>Minutes of Ordinary Council Meeting</u>	
<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	Chief Executive Officer, DCEO, Works Manager, Leading Hand (Town)		Finance Officer in absence of Chief Executive Officer & DCEO expenditure is budgeted or authorised by Council	20/07/04
Corporate Credit Card	27	Authority to Use a Master Card -- Business Card	Chief Executive Officer and Shire President.		Circumstances listed in Policy	20/07/04
Legal Representation -- Costs Indemnification	28	Authority to organise urgent legal representation.	Chief Executive Officer		Up to \$5,000 where there is a need for urgent legal services prior to an application being able to be considered by Council	20/07/04

20<sup>th</sup> July 2004

## 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>REVIEWED</u>
Expenditure Limit (authorisation)	1	Authority to commit up to \$500.00 expenditure	Registered Bush Fire Control Officers		20/07/04
Suspended Prohibited Burning period (other Act)	2	Authority to suspend or amend prohibited burning period	Shire President		20/07/04
Use of Council equipment	3	Authority to approve use of equipment	Chief Executive Officer		20/07/04
Harvest Bans (other Act)	4	Authority to notify media of harvest bans	Fire Weather Officer Chief Fire Control Officer Chief Executive Officer or DCEO		20/07/04
Issuing Infringements (other Act)	6	Authority to issue Infringements	CEO and CBFCO		20/07/04
Appointment to Fire Control Positions (authorisations)		Chief Fire Control Officer Deputy Fire Control Officer Chief Fire Weather Officer Deputy Fire Weather Officer Fire Weather Committee	Ross Goldsmith Ian McDougall Ross Goldsmith Ian McDougall Glen Ward, R Goldsmith P Piesse, G Brockway, K Rowell, I McDougall Roster System CFCO and DCFCO Warup: G Abbott & I McDougall Wagin: G Brockway & Chief Executive Officer Ballaying: W White & J West		20/07/04
		Base Radio Officer Clover Burning Permits CBH Bin Harvest Ban Notification Officers			

Minutes of A Ordinary Council Meeting

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## 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 Chief Executive Officer Braden Fisher			20/07/04
Dual Appointments		Dumbleyung FCO's for Wagin Shire  Wagin FCO's for Dumbleyung Shire Woodanilling FCO's for Wagin Shire  Wagin FCO's for Woodanilling Shire	Terry Ward Ron Lloyd Ken Smith Richard Moran Jamie Dare Glen Ward Steve Angwin Ray Kowald Peter Morrell Roger Crosby John Cronin Peter Eckersley Trevor Smith Dale Douglas Kelvin Crosby Grayden Wilcox Mal Baxter Greg Brockway Glen Ward Geoff Abbott			20/07/04

## 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			20/07/04
		Narrogin FCO's for Wagin Shire	Nigel Drayton			
		Wagin FCO's for Narrogin Shire	Gerald Saunders			
		Wickepin FCO's for Wagin Shire	David Walker			
		Wagin FCO's for Wickepin Shire	Ross Goldsmith			
			Lach White			
			Steve Angwin			

## SHIRE OF WAGIN

### DELEGATIONS REGISTER

<b>WORKS POLICIES</b>	<b>NUMBER</b>	<b>PARTICULARS</b>	<b>DELEGATED TO</b>	<b>ON DELEGATED TO</b>	<b>CONDITIONS</b>	<b>REVIEWED</b>
<b>POLICY TITLE</b>						
Country Roadside Clearing	6	Authority to approve clearing and authority to approve Council maintenance on road reserves in conjunction with clearing	Chief Executive Officer		With consultation of Councillor(s)	20/07/04
Road Train Permits	7	Authority to endorse permits	Chief Executive Officer		On approved roads In conjunction with Shire President	20/07/04
Heavy Haulage on local roads	8	Authority to approve applications for heavy haulage on local roads	Chief Executive Officer		In consultation with the Shire President and Principal Works Supervisor	20/07/04
Staff use of Council plant	2	Authority to approve staff use of plant	Chief Executive Officer		Limited to staff member's residences and regular operator paid by proponent.	20/07/04
Private Works	15	Authority to approve Private Works	Chief Executive Officer		Up to \$15000 subject to conditions	20/07/04
Firewood Collection on Road Reserves	16	Authority to approve Firewood Permits	Chief Executive Officer		Approvals to be made in writing	20/07/04
Clearing of Rural Road Intersections	20	Authority to clear rural road intersections	Chief Executive Officer	Works Manager	Report clearing to Council	20/07/04
Trees and Suckers on Table Drains	21	Authority to remove tree suckers from table drains as required	Chief Executive Officer	Works Manager		20/07/04
Gravel Agreements	23	Negotiations gravel agreements	Chief Executive Officer	Negotiating delegation to Works Manager		20 <sup>th</sup> July 2004
Road Closure Wagin Woolorama	26	Authority to approve Road Closure for Woolorama and Christmas Street Carnival	Chief Executive Officer		In accordance with Policy	20/07/04 Res # 9924



**9.2.4****List of Payments – June 2004****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 function / activity, 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**

Council agreed at the June meeting not to prepare a set of quarterly financial reports for the period ending June 2004. Therefore only a listing of all payments made from each of Councils bank accounts for this corresponding period needs to be considered.

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

**Budget Implications:** Nil

**Officer's Recommendation**

That Council approve for payment the following list of vouchers;

Municipal Account from 18506 to 18593	total	\$ 435,906.82
Trust Account from 1341 to 1352	total	\$ 37,897.04
Municipal Account (Direct Debit)	total	<u>\$ 258,343.69</u>
		<u>\$ 732,147.55</u>

**Council Resolution**

10893 BLIGHT/JOHNSON

That the Officer's Recommendation be adopted.

**CARRIED**

Vote 11/0

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## MUNICIPAL ACCOUNT

SHIRE OF WAGIN  
(P380ZA)

Accounts Due And Submitted To Council Meeting Meeting Held On 20.07.04

Cheque No. Payee..... (Print)...	Description.....	Municipal Bank	Trust Bank	Other Cheque..... Funds Amount.....
18506 GREAT SOUTHERN FUEL SUPPLY	FUEL - LANDCARE	352.50	0.00	0.00 352.50
18507 KIM DAVIDSON	MOBILE PHONE REIMBURSEMENT	480.00	0.00	0.00 480.00
18508 TELSTRA	REPLACEMENT OF ANTENNA FEEDER	7678.00	0.00	0.00 7678.00
18509 SHIRE OF WAGIN	LICENSING OF DOCTORS VEHICLE	129.40	0.00	0.00 129.40
18510 WALKER FORD	CHANGEOVER OF DOCTORS VEHICLE	1800.00	0.00	0.00 1800.00
18511 RNR CONTRACTING PTY LTD	SUPPLY AND SPRAY BITUMEN	3628.50	0.00	0.00 3628.50
18512 CONSTRUCTION EQUIPMENT AUST	PARTS FOR JCB LOADER	3672.10	0.00	0.00 3672.10
18513 QUADRID RESOURCES PTY LTD	RATES REFUND	78.85	0.00	0.00 78.85
18514 ROBERT HORLIN	RATES REFUND	329.20	0.00	0.00 329.20
18515 WALGSP PH 94803500	SUPERANNUATION JUNE 2004	13287.49	0.00	0.00 13287.49
18516 SHIRE OF WAGIN	PAYROLL DEDUCTIONS JUNE 04	180.00	0.00	0.00 180.00
18517 SHIRE OF WAGIN	PAYROLL DEDUCTIONS JUNE 04	160.00	0.00	0.00 160.00
18518 SHIRE OF WAGIN	PAYROLL DEDUCTIONS JUNE 04	308.50	0.00	0.00 308.50
18519 AUSTRALIAN SERVICES UNION	UNION DEDUCTIONS JUNE 2004	201.50	0.00	0.00 201.50
18520 LGRCEU	UNION DEDUCTIONS JUNE 2004	28.60	0.00	0.00 28.60
18521 SHIRE OF WAGIN	PAYRIOLL DEDUCTIONS JUNE 04	152.00	0.00	0.00 152.00
18522 CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS JUNE 04	443.53	0.00	0.00 443.53
18523 THE GRAIN POOL OF WA	LOAN REPAYMENTS - LOAN #127	6000.00	0.00	0.00 6000.00
18524 CR ANTHONY HANSEN	COUNCIL SITTING FEES	125.00	0.00	0.00 125.00
18525 THE BLYTH FAMILY TRUST	TREE SEEDLINGS	4741.00	0.00	0.00 4741.00
18526 ROWENA PUGH	TELEPHONE REIMBURSEMENT	381.88	0.00	0.00 381.88
18527 BL AND RP PRANCE	PURCHASE OF SECOND HAND DIVING BOARD FOR SWIMMING POOL	400.00	0.00	0.00 400.00
18528 TREVOR PARSONS BUILDING	WAGIN REC CENTRE RE DEVELOPMENT	283244.80	0.00	0.00 283244.80
18529 DOAK PLUMBING & GAS PTY LTD	PLUMBING REPAIRS AND WORK	2346.70	0.00	0.00 2346.70
18530 FORMS EXPRESS	NEW CHEQUES	739.40	0.00	0.00 739.40
18531 SHIRE OF WAGIN	PETTY CASH RECOUP	29.30	0.00	0.00 29.30
18532 E N & B PUGH	REFUSE REMOVAL JUNE 2004	4891.37	0.00	0.00 4891.37
18533 CANCELLED	CANCELLED	0.00	0.00	0.00 0.00
18534 CANCELLED	CANCELLED	0.00	0.00	0.00 0.00
18535 A & F RETALLACK ELECTRICAL	INSTALLATIONS OF RCDS AND OTHER ELECTRICAL WORK AND REPAIRS	10783.62	0.00	0.00 10783.62
18536 AG WEST MACHINERY	SERVICE CHAINSAWS AND REPAIRS TO VARIOUS PLANT ITEMS	838.43	0.00	0.00 838.43
18537 ALEXANDER GALT AND CO PTY LTD	PAINT,ESKY,TOOLS,PIPES,SCREWS,GAS, PADLOCK,BOOTS,FENCE PICKETS,NAILS, BIN,TAPE & OTHER HARDWARE SUPPLIES	1843.94	0.00	0.00 1843.94
18538 AUSTRALIA POST	POSTAGE	648.93	0.00	0.00 648.93
18539 BEAUREPARES	TYRES,TUBES AND REPAIRS	4561.90	0.00	0.00 4561.90
18540 BUSSELTON MOWER WORLD	SERVICE ON MOWERS	2258.75	0.00	0.00 2258.75
18541 C Y D'CONNOR COLLEGE OF TAFE	L.HEGARTY TRAINEESHIP COSTS	135.45	0.00	0.00 135.45
18542 CASTLEDIX BUSINESS SYSTEMS	STATIONERY	68.25	0.00	0.00 68.25
18543 COURIER AUSTRALIA	FREIGHT	56.18	0.00	0.00 56.18
18544 CR GRAHAM RISEBOROUGH	SITTING FEES	214.50	0.00	0.00 214.50
18545 CR HELEN ROWELL	SITTING FEES & TRAVEL REIMBURSEMENT	493.30	0.00	0.00 493.30
18546 CR IAN CUMMING	SITTING FEES & TRAVEL REIMBURSEMENT	446.60	0.00	0.00 446.60
18547 CR KEITH DRAPER	SITTING FEES	350.00	0.00	0.00 350.00

Printed on : 16.07.04 at 10:55

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## MUNICIPAL ACCOUNT...cont

SHIRE OF WAGIN  
(P3802A)

Accounts Due And Submitted To Council Meeting Meeting Held On 20.07.04

Cheque No. Payee..... (Print)...	Description.....	Municipal Bank	Trust Bank	Other Cheque..... Funds Amount.....
18548 CR MARILYN BROCKWAY	SITTING FEES, TRAVEL REIMBURSEMENT AND PRESIDENTS ALLOWANCE	5524.46	0.00	0.00 5524.46
18549 CR PETER PIESSE	SITTING FEES & TRAVEL REIMBURSEMENT	1636.70	0.00	0.00 1636.70
18550 CR RAY JOHNSON	DEPUTY PRESIDENTS ALLOWANCE	1200.00	0.00	0.00 1200.00
18551 D I BLAKE	PUSH GRAVEL, TRUCK AND DOZER HIRE	9275.75	0.00	0.00 9275.75
18552 DOAK PLUMBING & GAS PTY LTD	REPAIR WATER MAIN	88.90	0.00	0.00 88.90
18553 DOLA - VALUER GENERAL'S OFFICE	INTERIM VALUATIONS	140.00	0.00	0.00 140.00
18554 DOMS OF WAGIN	SANDWICHES & MILK	71.25	0.00	0.00 71.25
18555 EDWARDS MOTORS PTY LTD	RODEO CREW CAB SERVICE	257.70	0.00	0.00 257.70
18556 EWEN-FOLEY AGENCIES	GLYPHOSATE	146.30	0.00	0.00 146.30
18557 FUEL DISTRIBUTORS OF WA P/L	BULK DIESEL AND UNLEADED FUEL	13430.66	0.00	0.00 13430.66
18558 GREAT SOUTHERN FUEL SUPPLY	FUEL - LANDCARE	333.34	0.00	0.00 333.34
18559 HORWATH	ITERIM AUDIT FEE	5500.00	0.00	0.00 5500.00
18560 JEM TRUCK SALES	60000KM SERVICE ON TRUCK	1192.57	0.00	0.00 1192.57
18561 KZ'S OF WAGIN	DRILL TROUSERS & BOOTS	203.85	0.00	0.00 203.85
18562 L B MUDGWAY-BENDIGO BANK	CREDIT CARD EXPENSES-LANDCARE	64.97	0.00	0.00 64.97
18563 LOCAL GOVERNMENT MANAGERS AUST	CEO FORUM	65.00	0.00	0.00 65.00
18564 M J AND M HOES	SUPPLY & ERECT PATIO AT RAM PARK & CONCRETE PAD & ERECT BBQ-RAM PARK	14021.77	0.00	0.00 14021.77
18565 METROCOUNT	2 BATTERY PACKS	64.00	0.00	0.00 64.00
18566 NARROGIN COMPUTERS	REPAIR OF THE LASER PRINTER	143.00	0.00	0.00 143.00
18567 NARROGIN PACKAGING	CLEANING PRODUCTS	79.37	0.00	0.00 79.37
18568 NCS CUTHBERT - LANDMARK	BLOWER VAC, GLOVES & ROUND UP-HACC	426.95	0.00	0.00 426.95
18569 PETROGEN	REPAIR FUEL PUMP AT DEPOT	214.80	0.00	0.00 214.80
18570 RECEIVABLES MANAGEMENT LIMITED	RATES RECOVERY EXPENSES	459.33	0.00	0.00 459.33
18571 RECHARGE-IT	INK CARTRIDGES REFILLS	45.90	0.00	0.00 45.90
18572 SHIRE OF DUMBLEYUNG	AUSTRALIA DAY BADGES	66.00	0.00	0.00 66.00
18573 SHIRE OF KATANNING	EMULSION	631.40	0.00	0.00 631.40
18574 SHIRE OF ROEBOURNE	LONG SERVICE LIABILITY-ROSS KENNEDY	2513.08	0.00	0.00 2513.08
18575 SUNNY SIGN COMPANY PTY LTD	BRIDGE MARKERS	334.40	0.00	0.00 334.40
18576 TELSTRA	TELEPHONE, FAX AND MODEM ACCOUNTS	2058.70	0.00	0.00 2058.70
18577 TERRY BROWN AND CO	LOADER HOOK & FREE ROLLER REPAIRS	547.80	0.00	0.00 547.80
18578 THERESA DAVIDSON	CLEANING OF INFANT HEALTH CENTRE	48.00	0.00	0.00 48.00
18579 WAGIN CO-OP	COUCIL MEETING FOOD, CLEANING MATERIALS & MORNING TEA SUPPLIES	334.61	0.00	0.00 334.61
18580 WAGIN EARTHMOVING	EXCAVATOR HIRE	396.00	0.00	0.00 396.00
18581 WAGIN FREIGHT	FREIGHT	275.00	0.00	0.00 275.00
18582 WAGIN GAS ELECTRICS	REPAIR GAS LEAK & LIGHTS	163.90	0.00	0.00 163.90
18583 WAGIN MEATS	MEAT FOR BUDGET MEETING	43.70	0.00	0.00 43.70
18584 WAGIN MOTORCYCLES	WHIPPER SNIPPER & LAWNMOWER REPAIRS NEW TRIMMER, CHAINSAW, SNIPPER, MOWER	2966.00	0.00	0.00 2966.00
18585 WAGIN NEWSAGENCY	STATIONERY AND NEWSPAPERS	97.08	0.00	0.00 97.08
18586 WAGIN PANEL AND PAINT	EXCESS ON REPAIRS TO FORD LASER & NEW CANOPY REAR GLASS FOR RODEO	551.90	0.00	0.00 551.90
18587 WAGIN STABLE GEAR	EMBROIDERY - HACC	96.80	0.00	0.00 96.80
18588 WAGIN TRUCKSTOP	FUEL	1114.28	0.00	0.00 1114.28
18589 WALKER FORD	VEHICLE REPAIRS AND SERVICING	1398.60	0.00	0.00 1398.60

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## MUNICIPAL ACCOUNT...cont

SHIRE OF WAGIN  
(P380ZA)

Accounts Due And Submitted To Council Meeting Meeting Held On 20.07.04

Cheque No. Payee..... (Print)...	Description.....	Municipal Bank	Trust Bank	Other Cheque..... Funds Amount.....
18590 WESTERN POWER	STREET LIGHTING ACCOUNT	2281.35	0.00	0.00 2281.35
18591 WESTRAC EQUIPMENT	REPAIRS TO ROLLER, SERVICE TO GRADER & ROLLER & OTHER PLANT PARTS	6686.38	0.00	0.00 6686.38
18592 WILLIAMS HACC	MEALS FOR MRS RISEBOROUGH	32.00	0.00	0.00 32.00
18593 WILSONS ENGRAVING WORKS	NICHE WALL PLAQUE	173.80	0.00	0.00 173.80
		435906.82	0.00	0.00 435906.82

88 records listed.

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## TRUST ACCOUNT

SHIRE OF WAGIN  
(P3807A)

Accounts Due And Submitted To Council Meeting Meeting Held On 20.07.04

Cheque No. (Print)...	Payee.....	Description.....	Municipal Bank	Trust Bank	Other Cheque..... Funds Amount.....
1341	PAM WILLIAMS	TOWN HALL HIRE BOND REFUND	0.00	200.00	0.00 200.00
1342	KATANNING VETERAN CAR CLUB	TOWN HALL HIRE BOND REFUND	0.00	200.00	0.00 200.00
1343	VICKI KELLY	TOWN HALL HIRE BOND REFUND	0.00	50.00	0.00 50.00
1344	ERNIE BALL	CAT TRAP HIRE BOND REFUND	0.00	20.00	0.00 20.00
1345	BCITF	BCITF LEVIES COLLECTED	0.00	41.10	0.00 41.10
1346	BUILDFERS REGO BOARD	BRB LEVIES COLLECTED	0.00	245.00	0.00 245.00
1347	SHIRE OF WAGIN	BCITF & BRB COMMISSION	0.00	59.40	0.00 59.40
1348	MR VELTMAN	TRESTLES HIRE BOND REFUND	0.00	50.00	0.00 50.00
1349	LISA CLAVEY	TOWN HALL HIRE BOND REFUND	0.00	200.00	0.00 200.00
1350	SHIRE OF WAGIN	WARWICK ST BOND FORFEIT	0.00	400.00	0.00 400.00
1351	SHIRE OF WAGIN	SALE OF LOT 430 TUDHOE ST	0.00	22000.00	0.00 22000.00
1352	SHIRE OF WAGIN	REC CENTRE-FUNDS IN TRUST	0.00	14431.54	0.00 14431.54
			0.00	37897.04	0.00 37897.04

12 records listed.

**Shire of Wagin**  
**MUNICIPAL ACCOUNT**

Listing of payments made direct from the Municipal Account  
for the month of June 2004

Submitted to the Council meeting held on 20th Julyne 2004

Journal No	Payee	Description	Municipal Bank
GJ12-03	FESA	ESL Repayment	\$232.35
GJ12-05	National Australia Bank	Net Pays - Fortnight Ending 04/06/2004	\$40,083.00
GJ12-06	National Australia Bank	Net Pays - Fortnight Ending 18/06/2004	\$42,638.00
GJ12-07	National Australia Bank	Bank Fees and Charges	\$284.26
GJ12-11	National Australia Bank	Merchant Credit Card Fees	\$1,068.92
GJ12-16	National Australia Bank	Corporate Credit Card Fees and Purchases	\$906.90
GJ12-17	Dept of Transport	Payment of Licensing Services	\$170,028.40
GJ12-18	ATO	Payment of Net GST	\$3,101.86
			<u><u>\$258,343.69</u></u>

<b>Shire of Wagin</b> <b>Statement of Financial Position</b> <b>For the Period Ending</b> <b>30/06/2004</b>			
	<b>2003/2004</b>		<b>2002/2003</b>
<b>Current Assets</b>			
Cash	649,151.01		1,311,363.11
Receivables	422,238.12		402,784.78
Stock on Hand	25,061.10		25,061.10
<b>Total Current assets</b>	<b>1,096,450.23</b>		<b>1,739,208.99</b>
<b>Current Liabilities</b>			
Creditors	- 173,233.41	-	236,572.76
Accrued Expenditure	- 206,212.68	-	206,212.68
Accrued Interest	- 4,514.20	-	4,514.20
Loan Principal - Current	-	-	36,072.20
<b>Total Current Liabilities</b>	<b>- 383,960.29</b>		<b>- 483,371.84</b>
<b>Net Current Assets</b>	<b>712,489.94</b>		<b>1,255,837.15</b>
<b>Non-Current Assets</b>			
Receivables	97,779.16		97,779.16
Land	220,164.29		220,164.29
Provision for Depn - Land	- 2,281.13	-	2,281.13
Buildings	4,259,292.47		3,029,458.87
Provision for Depn - Buildings	- 934,828.76	-	859,659.07
Plant & Equipment	2,389,857.44		2,072,006.29
Provision for Depn - Plant & Equipment	- 700,878.26	-	638,511.58
Furniture & Equipment	515,598.61		413,425.31
Provision for Depn - Furniture & Equipment	- 263,566.51	-	241,472.71
Tools	5,599.09		5,489.95
Provision for Depn - Tools	- 4,074.76	-	3,623.43
Infrastructure Assets	19,554,569.13		19,207,521.36
Provision for Depn - Infrastructure Assets	- 3,285,493.15	-	2,805,326.20
<b>Total Non-Current Assets</b>	<b>21,851,737.62</b>		<b>20,494,971.11</b>
<b>Non-Current Liabilities</b>			
Loan Liability	- 246,303.65	-	246,303.65
Provision for Long Service Leave	- 8,136.67	-	8,136.67
Provision for Annual Leave	- 7,396.08	-	7,396.08
<b>Total Non-Current Liabilities</b>	<b>- 261,836.40</b>		<b>- 254,440.32</b>
<b>Net Assets</b>	<b>22,302,391.16</b>		<b>21,496,367.94</b>
<b>Equity</b>			
Capital Accumulation Account	21,488,971.86		21,496,367.94
Accumulated Surplus	813,419.30		
Adjustment	-		-
<b>Total Equity</b>	<b>22,302,391.16</b>		<b>21,496,367.94</b>

<b>Shire of Wagin</b> <b>Operating Statement by Function / Activity</b> <b>For the Period Ending</b> <b>30/06/2004</b>			
	<b>2003/2004 Budget</b>		<b>2003/2004 Actual</b>
<b>Operating Revenues</b>			
General Purpose Funding	1,970,082.00		2,045,586.92
Governance	7,500.00		114,519.32
Law, Order, Public Safety	20,100.00		33,064.95
Health	34,294.00		119,870.95
Education and Welfare	382,498.00		428,689.77
Community Amenities	106,410.00		115,613.68
Recreation and Culture	1,257,610.00		536,845.33
Transport	382,980.00		491,822.49
Economic Services	160,139.00		248,612.77
Other Property and Services	2,123,870.00		1,982,264.13
<b>Total Operating Revenue</b>	<b>6,445,483.00</b>		<b>6,116,890.31</b>
<b>Operating Expenses</b>			
General Purpose Funding	267,326.00		92,995.80
Governance	293,427.00		498,720.29
Law, Order, Public Safety	53,077.00		46,252.14
Health	142,547.00		143,136.29
Education and Welfare	413,027.00		362,472.29
Community Amenities	161,134.00		152,633.89
Recreation and Culture	512,642.00		409,485.35
Transport	1,114,605.00		1,291,658.56
Economic Services	579,275.00		413,578.84
Other Property and Services	2,124,988.00		1,892,537.56
<b>Total Operating Expenses</b>	<b>5,662,048.00</b>		<b>5,303,471.01</b>
<b>Change in Net Assets Resulting from Operations</b>	<b>783,435.00</b>		<b>813,419.30</b>



<b>Shire of Wagin</b> <b>Operating Statement by Nature &amp; Type</b> <b>For the Period Ending</b> <b>30/06/2004</b>			
	<b>2003/2004 Budget</b>		<b>2003/2004 Actual</b>
<b>Expenditure Categories</b>			
Employee Costs - Salary & Wages	1,331,636.00		1,171,815.81
Utility Charges	169,550.00		168,373.25
Finance / Interest Expense	33,312.00		33,006.96
Depreciation on Fixed Assets	689,044.00		741,730.79
Materials	372,008.00		448,216.29
Insurance	81,069.00		117,509.06
Other Expenses	1,742,403.00		2,076,429.39
Plant Costs Allocated	- 30,598.00	-	28,178.12
Employee Costs - Other	200,279.00		131,405.27
Contracts	1,123,081.00		476,848.10
Labour Overheads	- 49,736.00	-	37,188.72
<b>Total Expenditure Categories</b>	<b>5,662,048.00</b>		<b>5,299,968.08</b>
<b>Income Categories</b>			
Rates	1,072,767.00		1,123,446.53
Fees & Charges - Council Property	80,660.00		82,845.63
Grants / Subsidies - Operating	1,155,517.00		1,181,696.01
Reimbursements	85,596.00		93,111.94
Contributions & Donations	276,596.00		312,998.76
Interest	67,000.00		68,708.54
Fees & Charges - Other	76,210.00		142,917.37
Other Revenue	2,905,515.00		2,178,883.69
Grants / Subsidies - Capital	725,622.00		636,281.00
<b>Total Income Categories</b>	<b>6,445,483.00</b>		<b>5,820,889.47</b>
Profit / Loss on Sale of Asset	-	-	292,497.91
<b>Operating Surplus</b>	<b>783,435.00</b>		<b>813,419.30</b>

**9.2.5 Wagin Medical Centre Financial Statements  
– June 2004****Reporting Officer: Deputy Chief Executive Officer**

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**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 1<sup>st</sup> 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 Profit and Loss statement and Balance Sheet have been prepared for the period ending 30<sup>th</sup> June 2004, 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 Profit and Loss Statement and Balance Sheet for the period ending 30<sup>th</sup> June 2004.
2. Approve for payment the following list of vouchers;

Wagin Medical Centre Account from 000135 to 000143 \$61,436.81  
including Direct Debit.

**Council Resolution**

10894 ROWELL/PUGH

That the Officer's Recommendation be adopted.

**CARRIED**

Vote 11/0

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16/07/04

**Wagin Medical Centre**  
**Profit & Loss Budget vs. Actual**  
 July 2003 through June 2004

	Jul '2003 - Jun 2004	Budget
Ordinary Income/Expense		
Income		
I100 · Operating Income		
I100010 · Surgery Visits	275,392.04	
I100020 · Hospital Visits	85,792.96	
I100030 · WACRRM Practice Support	5,000.00	
I100040 · Practice Incentive Payments	50,618.61	
I100050 · Agency Fee Reimbursement	1,350.00	
I100060 · Interest	692.55	
I100070 · Reimbursements	568.65	
Total I100 · Operating Income	419,414.81	
Total Income	419,414.81	
Expense		
6180 · Insurance		
Workers Compensation	0.00	
Total 6180 · Insurance		0.00
6270 · Professional Fees		
6655 · Consulting	0.00	
Total 6270 · Professional Fees		0.00
6335 · Software Expense		0.00
E200 · Operating Expenditure		
E200010 · Doctors Wages	206,923.20	
E200020 · Administration Wages	57,350.86	
E200030 · Practice Nurse Wages	16,546.00	
E200040 · Cleaners Wages	12,051.20	
E200050 · Superannuation	21,966.47	
E200060 · Payroll Tax	7,659.00	
E200070 · Workers Comp Insurance	4,299.16	
E200100 · Telephone & Mobile		
6341 · Mobile	556.88	
E200100 · Telephone & Mobile - Other	7,602.28	
Total E200100 · Telephone & Mobile	8,159.16	
E200110 · Electricity & Gas	4,348.26	
E200120 · Water	189.00	
E200130 · Office Supplies & Maintenance	4,825.39	
E200140 · Printing & Stationery	705.14	
E200150 · Repairs		
6330 · Equipment Repairs	504.46	
Total E200150 · Repairs	504.46	
E200160 · Office Cleaning Supply & Serv		
Cleaning	970.49	
E200160 · Office Cleaning Supply & Serv - Other	2,333.98	
Total E200160 · Office Cleaning Supply & Serv	3,304.47	
E200170 · Vehicle Running Costs W.1479	907.30	
E200180 · Gardening Service - Nenke St	2,050.80	
E200190 · Internet Access	221.17	
E200200 · Medical Supplies	6,425.75	
E200210 · Computer Systems	14,222.45	
E200220 · Postage and Freight	3,402.76	
E200230 · X-Ray Service	783.58	
E200240 · Subscriptions	90.45	
E200250 · Administration	11,333.69	
E200260 · Bank Fees & Charges	3,226.80	
Total E200 · Operating Expenditure	391,496.52	
Total Expense	391,496.52	
Net Ordinary Income	27,918.29	
Net Income	27,918.29	

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16/07/04

**Wagin Medical Centre**  
**Balance Sheet**  
 As of June 30, 2004

	<u>Jun 30, 2004</u>
<b>ASSETS</b>	
Current Assets	
Current/Savings	
Cheque Account	-8,056.97
Total Current/Savings	-8,056.97
Accounts Receivable	
1200 · Accounts Receivable	73,794.86
Total Accounts Receivable	73,794.86
Other Current Assets	
Cash on Hand	100.00
Total Other Current Assets	100.00
Total Current Assets	65,837.89
<b>TOTAL ASSETS</b>	<u><b>65,837.89</b></u>
<b>LIABILITIES</b>	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	31,397.93
Total Accounts Payable	31,397.93
Other Current Liabilities	
2200 · Tax Payable	-7,585.16
Total Other Current Liabilities	-7,585.16
Total Current Liabilities	23,812.77
<b>TOTAL LIABILITIES</b>	<u><b>23,812.77</b></u>
<b>NET ASSETS</b>	<u><b>42,025.12</b></u>
<b>EQUITY</b>	
1110 · Retained Earnings	14,106.83
Net Income	27,918.29
<b>TOTAL EQUITY</b>	<u><b>42,025.12</b></u>

**Wagin Medical Centre**  
**Transaction List by Supplier**  
June 16 through July 20, 2004

	Type	Date	Num	Memo	Amount
AAPT	Bill	30/06/2004	1327461	Telephone Account to 14 June 2004	-101.86
	Bill Pmt -Cheque	15/07/2004	000143	Telephone Account to 14 June 2004	-101.86
AMA Services	Bill Pmt -Cheque	22/06/2004	Debit	Medical Supplies	-16.04
	Bill	30/06/2004	612863	Medical Supplies	-90.94
	Bill Pmt -Cheque	15/07/2004		Medical Supplies	-90.94
Australia Post	Bill Pmt -Cheque	22/06/2004	Debit	Postage for May 2004	-47.31
	Bill	30/06/2004	2004063006	Postage for June 2004	-174.56
	Bill Pmt -Cheque	15/07/2004		Postage for June 2004	-174.56
Courier Australia	Bill	30/06/2004	30/06/2004	Freight	-311.02
	Bill Pmt -Cheque	15/07/2004		Freight	-311.02
Dorothea Crossland	Bill	30/06/2004		Refund of Overpayment	-69.10
	Bill Pmt -Cheque	15/07/2004	000142	Refund of Overpayment	-69.10
Hospital Supplies of Australia	Bill	30/06/2004	874007	Paper Recording Spirometer	-100.02
	Bill Pmt -Cheque	15/07/2004		Paper Recording Spirometer	-100.02
Laurence Pearce	Bill Pmt -Cheque	28/06/2004	000136	Refund Overpayment of Consultation	-25.05
Medi-Collect	Bill	30/06/2004	29656	240L Clinical Waste Service	-110.00
	Bill Pmt -Cheque	15/07/2004	000141	240L Clinical Waste Service	-110.00
Poppy's	Bill Pmt -Cheque	22/06/2004	Debit	Flowers for Mrs Fiona Doak	-50.00

# Wagin Medical Centre Transaction List by Supplier June 16 through July 20, 2004

Type	Date	Num	Memo	Amount
<b>Raymond Edward</b>				
Bill Pmt -Cheque	28/06/2004	000137	Refund of Overpayment	-25.70
<b>Shire of Wagin</b>				
Bill	22/06/2004		Operating Expenses May 2004	-29,484.03
Bill Pmt -Cheque	22/06/2004	Debit	Operating Expenses May 2004	-29,484.03
Bill	30/06/2004	TBA	Operating Expenditure for June 2004	-29,910.62
Bill Pmt -Cheque	15/07/2004		Operating Expenditure for June 2004	-29,910.62
<b>Stirling Confectionery Plus</b>				
Bill Pmt -Cheque	22/06/2004	Debit	Water Cooler Rental	-24.20
Bill	30/06/2004	24487	Neverfail Water Cooler Rental	-24.20
Bill Pmt -Cheque	15/07/2004		Neverfail Water Cooler Rental	-24.20
<b>Telstra</b>				
Bill	30/06/2004	T 311	Dr Lewis Mobile Phone	-46.97
Bill	30/06/2004	T 704 039 120-3	Surgery Telephone to 15 June 2004	-350.81
Bill Pmt -Cheque	05/07/2004	Debit	Surgery Telephone to 15 June 2004	-350.81
<b>Unimed Australia P/L</b>				
Bill	28/06/2004	2955	Digital Thermometer	-54.45
Bill Pmt -Cheque	28/06/2004	Debit	Digital Thermometer	-54.45
<b>Wagin District Farmers Coop</b>				
Bill Pmt -Cheque	22/06/2004	Debit	Cleaning materials and Office supplies	-117.72
Bill	30/06/2004	30/06/2004	Cleaning Supplies for Medical Centre	-79.13
Bill Pmt -Cheque	15/07/2004		Cleaning Supplies for Medical Centre	-79.13
<b>Wagin Newsagency</b>				
Bill	22/06/2004	26192	Newspapers and Stationery	-33.90
Bill Pmt -Cheque	28/06/2004	000135	Newspapers and Stationery	-33.90
Bill	15/07/2004	26538	Newspapers & Stationery	-29.60
Bill Pmt -Cheque	15/07/2004	000140	Newspapers & Stationery	-29.60

**Wagin Medical Centre**  
**Transaction List by Supplier**  
June 16 through July 20, 2004

	Type	Date	Num	Memo	Amount
Wagin Pharmacy	Bill	30/06/2004	261	Pregnosis Acustream Test 2	-28.70
	Bill Pmt -Cheque	15/07/2004	000139	Pregnosis Acustream Test 2	-28.70
WMC Petty Cash	Bill	30/06/2004		Petty Cash Recoup	-177.85
	Bill Pmt -Cheque	30/06/2004	000138	Petty Cash Recoup	-177.85
				Total	61436.81

**9.2.6 Adoption of 2004/2005 Budget and Setting of Rate Levels**  
**Reporting Officer: Deputy Chief Executive Officer**

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**Summary**

The 2004/2005 Budget is presented to Council for Adoption and setting of rate levels.

**Background**

The 2004/2005 Budget has been prepared following on from a Special Council meeting held on 25<sup>th</sup> June 2004 where the first draft was considered.

**Comment**

Since the Special Council Meeting a couple of minor changes have been made to balance the proposed budget. The actual surplus has been calculated at \$17,420 less than originally budgeted. This has been offset by reducing the Workplace Agreement budget by \$20,000 and increasing Public Relations by \$2,580.

**Statutory Requirement:** Local Government Act 1995 and Local Government (Financial Management) Regulations 34(1)(a).

**Budget Implications:** Nil

**Officer's Recommendation**

1. 2004/2005 Rate Levels

- a) That Council set the Gross Rental Valuation rate in the dollar at 10.55702 cents for the 2004/2005 budget.
- b) That Council set the Unimproved Valuation rate in the dollar at 1.41315 cents for the 2004/2005 budget.
- c) That Council set the minimum rate at \$195.00 per Gross Rental Valuation and Unimproved Valuation assessments for the 2004/2005 budget.
- d) That Council make provision in the 2004/2005 budget of \$1,600 for rating concessions relating to Council Policy "Finance 25 – Rates Concession Incentives Commercial Properties", and a concession on the CWA Hall rates and refuse and Waratah Lodge refuse charges.
- e) That Council offer a discount of 5% applicable to current year rates only to ratepayers upon full payment of all current rates and refuse charges including any arrears if applicable by no later than 4.15pm Friday 10<sup>th</sup> September 2004.



- f) That Council adopt the following charges and interest rates in relation to rate debtors in its 2004/2005 budget.
- i) Interest on overdue rates and general debtors 11%
  - ii) Interest on instalment payments 5.5%
  - iii) Instalment administration fee (per instalment) \$5  
applies to second, third and fourth instalment notices.
  - iv) Penalty interest will be calculated on all outstanding rates after 10<sup>th</sup> September 2004.
  - v) That Council offer both two instalment and four instalment options and that Council set the instalment payment dates as:
    - 10<sup>th</sup> September 2004 – both options
    - 10<sup>th</sup> November 2004 – four instalment option only
    - 10<sup>th</sup> January 2005 – both options; and
    - 10<sup>th</sup> March 2005 – four instalment option only
  - vi) That Council set rubbish service charges for both domestic and commercial services at \$130.00 per service for the 2004/2005 year.

2. Schedule of Fees and Charges

That Council adopt the Schedule of Fees and Charges as presented in the 2004/2005 draft budget.

3. Councillor's Sitting Fees

That Councillors sitting fees be set at \$50 per Council meeting and \$25 per Committee meeting (ie minimum fees) as presented in the draft budget.

4. Budget Adoption

That Council adopt the 2004/2005 budget as presented (incorporating amendments if any made during the meeting).

**Council Resolution**

10895 PUGH/RISEBOROUGH

That the Officer's Recommendation be adopted.

**CARRIED BY AN  
ABSOLUTE MAJORITY**  
Vote 11/0

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<b>9.2.7</b>	<b>Write off of Shire Rates</b>	
<b>Proponent:</b>	<b>Deputy Chief Executive Officer</b>	
<b>Location:</b>	<b>Lot 25 Tarbet Street Wagin</b>	
<b>Reporting Officer:</b>	<b>Deputy Chief Executive Officer</b>	<b>File:</b>

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### **Summary**

Council is requested to write off Shire rates and charges totalling \$2,033.20 on assessment A97 being Lot 25 Tarbet Street Wagin.

### **Background**

Lot 25 Tarbet Street was originally owned by Council and leased to Great Southern Broadcasters. Since their departure from the premises Council began negotiations to sell the property and have since been successful in selling the property to Mrs Julie Booth.

### **Comment**

The rates outstanding of \$2,033.20 (Rates \$1,459.90, Penalty Interest \$523.30, and Legal Fees \$50) is a debt that remains with the property and is usually settled as part of the change of ownership process. This involves the vendor / seller receiving a lesser sum at settlement once all outstanding cost have been met.

As Council was the vendor in this occasion there was no advantage in taking the outstanding rates and charges from the settlement process. Additionally Council should not impose the charges remain on the property for the new owner to pay and should consider writing off the charges.

<b>Statutory Environment:</b>	Local Government Act 1995 Section 5.56
<b>Budget Implications:</b>	An amount of \$7,000 has been budgeted to write off rates and charges for 2004/2005.

### **Officer's Recommendation**

That Council agree to write off the sum of \$2,033.20 being rates and charges in arrears on lot 25 Tarbet Street that were levied whilst Great Southern Broadcasters were leasing this property from Council.

### **Council Resolution**

10896 RISEBOROUGH/PIESSE

That the Officer's Recommendation be adopted.

**CARRIED**  
Vote 11/0

### 9.3 Works and Services

<b>9.3.1</b>	<b>Manager of Works Vehicle</b>
<b>Proponent:</b>	<b>Various</b>
<b>Reporting Officer:</b>	<b>Chief Executive Officer</b>
<b>File:</b>	<b>TEN1</b>

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#### Summary

Quotations have been received for the purchase of a Manager of Works vehicle with the existing vehicle to be transferred to the landcare officer.

#### Background

An item was presented to the June 2004 Council Meeting but was deferred until after discussions on the 2004/05 Draft Budget and to allow for additional quotations to be received.

#### Comment

Quotations have been received on

- Holden Rodeo 4 x 4 dual cab diesel utility
- Nissan Navara 4 x 4 dual cab diesel utility
- Mitsubishi Triton 4 x 4 dual cab diesel utility
- Ford Courier 4 x 4 dual cab diesel utility

The new vehicle will be fitted with:

- Airconditioning
- Towbar
- Roobar
- Canopy
- Twin roof mounted flashing lights
- Floor mats
- Seat covers
- Window tinting

The vehicle was last changed in January 2003.

The prices quoted, nett of GST are

\$30,056	Mitsubishi Triton
\$33,528	Holden Rodeo
\$38,116	Nissan Navara
\$29,827	Ford Courier

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***Statutory Environment:***

Works Policy #4 and Finance Policy #28.

***Budget Implications:***

The draft budget has an allowance of \$35,000 for the purchase of this vehicle.

**Officer Recommendation**

That Council accept the quotation from Wagin Mitsubishi for a 2.8L Triton diesel dual cab utility with an outright purchase price of \$30,056 nett of GST.

**Council Resolution**

10897 CUMMING/PUGH

That the Officer's Recommendation be adopted.

**CARRIED**

Vote 11/0

**9.4 Other Committees and Reports**

**9.4.1 Minutes of the Wagin/Woodanilling Landcare Zone Project Management Committee meeting held on Wednesday 16<sup>th</sup> June 2004.**

**Council Resolution**

10898 JOHNSON/MORGAN

That the minutes of a Wagin/Woodanilling Landcare Zone Project Management Committee meeting held on Wednesday 16<sup>th</sup> June 2004 be received.

**CARRIED**

Vote 11/0

**9.4.2 Minutes of a Health, Building and Planning Committee meeting held on Friday 18<sup>th</sup> June 2004.**

**Council Resolution**

10899 DRAPER/ROWELL

That the minutes of a Health, Building and Planning Committee meeting held on Friday 18<sup>th</sup> June 2004 be received.

**CARRIED**

Vote 11/0

**9.4.3 Minutes of a Works and Services Committee meeting held on Wednesday 23<sup>rd</sup> June 2004.**

**Council Resolution**

10900 PUGH/JOHNSON

That the minutes of a Works and Services Committee meeting held on Wednesday 23<sup>rd</sup> June 2004 be received.

**CARRIED**

Vote 11/0

**9.4.4 Minutes of the Health, Building and Planning Committee meeting held on Friday 16<sup>th</sup> July 2004.**

**Council Resolution**

10901 PUGH/ROWELL

That the minutes of a Health, Building and Planning Committee meeting held on Friday 16<sup>th</sup> July be received.

**CARRIED**  
Vote 11/0

**Selection of block for proposed new residence**

**H120** DRAPER/ROWELL

That Lot 55 on the corner of Khedive / Forrest Street Wagin be selected as the site for the new residence.

**Council Resolution**

10902 ROWELL/MORGAN

That the Committee Recommendation be adopted.

**CARRIED**  
Vote 11/0

**9.4.5 Minutes of the Townscape and Tidy Towns Committee meeting held on Friday 16<sup>th</sup> July 2004.**

**Council Resolution**

10903 CUMMING/ROWELL

That the minutes of a Townscape and Tidy Towns Committee meeting held on Friday 16<sup>th</sup> July 2004 be received.

**Waterwise = Saltwise Project Workshop**

**T54** DRAPER/CUMMING

That a letterbox drop to all Shire of Wagin residents of a flyer advertising the 31<sup>st</sup> July workshop be arranged.

**Council Resolution**

10904 DRAPER/CUMMING

That the Committee Recommendation be adopted.

**CARRIED**

Vote 11/0

**10. Announcements by the President and Councillors**

The Shire President advised she had attended;

- on 16<sup>th</sup> June 2004 attended Landcare Management Committee Meeting.
- on 21<sup>st</sup> June 2004 attended a Telecentre Committee Meeting.
- on 22<sup>nd</sup> June 2004 attended a meeting with Woolorama to discuss electrical upgrades.
- on 24<sup>th</sup> June 2004 attended the South West Catchment Council forum.
- on 29<sup>th</sup> June 2004 attended a meeting with Woolorama to discuss electrical upgrades.
- on 3<sup>rd</sup> July 2004 attended a Rotary Changeover dinner.
- on 16<sup>th</sup> July 2004 attended the Health, Building and Planning Committee meeting.

Cr Draper advised he had attended a Waratah Lodge Committee Meeting.

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

Nil

**12. Urgent Business introduced by decisions of the meeting**

**a) Elected Members**

Caravan Park Caretakers Report

10905 CUMMING/MORGAN

That Council agree to discuss the Caravan Park Caretakers report published in the July 2004 Information Bulletin.

**CARRIED**

Vote 11/0

Council discussed the report prepared by the Caretaker and agreed to write a letter congratulating her on completing 10 years service, and to also write to the President of the South West Getaway Caravan Park Club acknowledging their comments in the visitors book.

**b) Officers**

Nil

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

<b>13.1</b>	<b>Proposed Development Khedive/Ware Street Wagin</b>
<b>Proponent:</b>	<b>Joe Fanchi Real Estate</b>
<b>Location:</b>	<b>Lot 389 Khedive Street</b>
<b>Reporting Officer:</b>	<b>Chief Executive Officer</b>

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**Summary**

An enquiry has been received from Joe Franchi Real Estate on behalf of a client with regard to the proposed development of Lot 389 at the corner of Khedive and Ware Streets Wagin.

**Comment**

There is a parcel of land at the corner of Khedive and Ware Streets that is currently undeveloped and prospective purchasers have shown an interest in buying and developing.

As it has been explained the proposal would see a new residence constructed in the north-west corner and then the remainder of the area would be landscaped with water features, walkways and garden areas.

The attached plan shows the land as one parcel but there are several Lots involved, some privately owned and some still being crown land under the responsibility of the Department of Planning and Infrastructure (DPI).

To the north of the land in question is a Drainage Reserve – Number 11359 with management vested with the Shire of Wagin. There is also a Drainage Reserve – Number 37206 on the eastern side of Lot 389.

If there is to be any development of Lot 389 it may be the appropriate time to investigate the suitability of the drainage reserves and whether any boundary re-alignments would be advisable. This is especially so seeing that DPI control a portion of the lands involved.



**Statutory Environment:** Land Administration Act  
Town Planning Scheme No2  
Local Government Act

**Policy Implications:** Nil

**Budget Implications:** Nil

**Officer's Recommendation**

That Council give in principle support to the proposed development of Lot 389 Khedive Street with staff to negotiate on the development including investigation of the current drainage reserves.

**Council Resolution**

10906 CUMMING/PUGH

That the Officer's Recommendation be adopted.

**CARRIED**

Vote 11/0

**14. Closure**

There being no further business the Shire President thanked those in attendance and closed the meeting at 8.51pm.

**These Minutes were confirmed at a meeting held on \_\_\_\_\_**

**Signed \_\_\_\_\_**

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

**Dated \_\_\_\_\_**