

# **SHIRE OF WAGIN**



## **MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON TUESDAY 15<sup>th</sup> June 2004**

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## **Shire of Wagin**

Minutes of the Ordinary Council Meeting of the Council Held in the Council Chambers on Tuesday 15<sup>th</sup> June 2004.

### **1. Declaration of Opening**

The Shire President Cr Brockway declared the meeting open at 7.01pm.

### **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 G J Riseborough	Member
	Cr H D Rowell	Member
	Cr D K Morgan	Member
	Cr A C Hansen	Member
	Cr P I Piesse	Member
	Cr E N Pugh	Member
	Cr K M Draper	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
<b>Visitors:</b>	Mrs Jeanette Draper	
	Mr George Dunlop	
	Mr Rick Patterson	
<b>Apologies:</b>	Cr I C Cumming	
	Cr P J Blight	

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

Nil

### **4. Public Question Time**

Nil

**5. Application for Leave of Absence**

Nil

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

Mr Rick Patterson addressed Council in regard to item 9.2.1 Bendigo Bank Feasibility Study and outlined the benefits to the community if a Bendigo Bank was successfully established in Wagin.

**7. Confirmation of Previous Meeting Minutes**

10864 JOHNSON/MORGAN

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

**CARRIED**

Vote 9/0

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

Cr Draper declared a financial interest in items 9.1.2 and 9.2.1.

Cr Brockway declared an impartiality interest in item 9.2.1 as she is a member of the Telecentre Management Committee.

Mr Ian Fitzgerald (CEO) declared an impartiality interest in item 9.2.1 as he is a member of the Telecentre Management Committee.

Cr Pugh declared a proximity interest in item 9.1.1 as he is an adjoining landowner to the proponent.

**9. Report of Committees and Officers****9.1 Health, Building and Planning**

*Cr Pugh left the meeting at 7.18pm.*

<b>9.1.1</b>	<b>Proposed Shed</b>
<b>Location:</b>	<b>Lot 466 Vernal Street Wagin – zoned Industrial</b>
<b>Proponent:</b>	<b>W &amp; B Hegarty</b>
<b>Reporting Officer:</b>	<b>Principal Environmental Health Officer/ Building Surveyor</b>
<b>File:</b>	<b>A459</b>

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**Summary**

The Proponents wish to erect an enclosed colourbond gable roofed shed on their western boundary.

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**Background**

Lot 466 Vernal Street Wagin is used as a sandblasting premises and the proposed shed is for storage and workshop purposes.

**Comment**

Development requirements for the Industrial zone are:

- a) Front set back 7.5m
- b) Rear (average) 7.5m
- c) Sides determined by Council

The proposal is within the parameters of the front and rear setbacks and in support of their request to site the building on the western boundary the adjoining property owner has provided written agreement.

Being a relatively small structure I consider the proposal represents orderly planning and warrants support.

**Statutory Environment:** Town Planning Scheme No2

**Policy Implications:** Nil

**Budget Implications:** Nil

**Officers Recommendation**

Council approve the siting of a 7m x 7m x 3.6m (wall height), fully enclosed colourbond gabled roof shed to be:

- 1) Located within a nil side setback on the western boundary.
- 2) Development consistent with the submission dated 1<sup>st</sup> May 2004.
- 3) Obtaining a building permit.
- 4) Approval will lapse if not substantially completed within 2 years from the date of Council's planning approval.

**Council Resolution**

10865 HANSEN/ROWELL

That the Officer's Recommendation be adopted.

**CARRIED**

Vote 8/0

*Cr Pugh returned to the meeting at 7.20pm*

*Cr Draper left the meeting at 7.20pm.*

<b>9.1.2</b>	<b>Sea Container</b>
<b>Location:</b>	<b>Lot 296 (No40) Tudhoe Street Wagin – zoned Commercial</b>
<b>Proponent:</b>	<b>T Drayton</b>
<b>Reporting Officer:</b>	<b>Principal Environmental Health Officer/ Building Surveyor</b>
<b>File:</b>	<b>A562</b>

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### **Summary**

The proponent wishes to use a 2.4m x 12m x 3.0m sea container as additional storage for his business.

### **Background**

The proposed position for the container is on the eastern side of the back room of the premises.

### **Comment**

Council has a policy on sea containers which states;

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.

The position selected conceals the container other than from the rear, (Blythe Lane), but generally all the properties in this location are visible from the rear and by attaching the container to the eastern brick wall of the shop with a roller door allowing internal access to the shop I believe the visual impact will not be significant and that this proposal satisfies the objectives of the Town Planning Scheme.

***Statutory Environment:***

Town Planning Scheme No 2

***Policy Implications:***

Health Building and Planning No 21 “Use of Sea Containers and Transportable Structures”

***Budget Implications:*** Nil

**Officer's Recommendation**

That Council approve the siting of a 2.4m x 12m x 3.0m sea container on Lot 296 Tudhoe Street Wagin subject to;

- 1) Positioning consistent with the submission
- 2) Obtaining a building permit
- 3) Approval will lapse if not substantially completed within 2 years from the date of Council's planning approval.

**Council Resolution**

10866 HANSEN/PUGH

That the Officer's Recommendation be adopted.

**CARRIED**  
Vote 8/0



## 9.2 Administration and Finance

*Cr Brockway declared that as she is a member of the Telecentre Management Committee that there may be some perception that her impartiality in respect to item 9.2.1 may be affected. Cr Brockway declared that she would consider this matter on its merits and vote according.*

<b>9.2.1</b>	<b>Bendigo Bank Feasibility Study</b>
<b>Location:</b>	<b>Wagin</b>
<b>Proponent:</b>	<b>Community Representative</b>
<b>Reporting Officer:</b>	<b>Chief Executive Officer</b>
<b>File:</b>	<b>FNC2/1</b>

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### Summary

There is growing support in the community for a Bendigo Bank Branch to be established in Wagin and Council's Support is requested to underwrite a feasibility study.

### Comment

A number of people in the community have been seeking comment from residents about their support for the establishment of a Bendigo Bank Branch in Wagin. A number of people met with Bendigo Bank spokesperson and he also addressed a Rotary Club Meeting. The Shire President, Chief Executive Officer and Deputy Chief Executive Officer also met with this spokesperson who gave a summary of the process involved in setting up a branch and how a successful branch can benefit the community.

The first step once there is some community support for the concept is for a feasibility study to be undertaken. This is done by a group independent of the Bendigo Bank and the community who make a recommendation as to whether a branch is feasible.

The cost of the feasibility study is \$15,000 and it is normal practice for local government to underwrite this study. If the branch proceeds the money is refunded, if not it is a cost to the local government and the community.

There is to be a meeting of invited guests on 24<sup>th</sup> June 2004 to discuss the proposal and then if the project is to proceed a public meeting will be held.

I have been approached for Council to underwrite the \$15,000 cost of the feasibility study.

**Statutory Environment:** Local Government Act 1995

**Policy Implications:** Nil

***Budget Implications:***

This is not included in the 2003/04 Budget but as the money will not be required immediately provision can be made in the 2004/05 Budget.

**Officer's Recommendation**

That Council agree to underwrite the \$15,000 cost of the Bendigo Bank Branch feasibility study and make provision in the 2004/05 Budget.

**Council Resolution**

10867 RISEBOROUGH/JOHNSON

That Council agree not to support the proposal of a Bendigo Bank feasibility study.

**CARRIED**

Vote 7/1

*Cr Draper returned to the meeting at 7.28pm.*

*Mrs Jeanette Draper, Mr George Dunlop and Mr Rick Patterson left the meeting at 7.28pm.*

*Note: Reason for difference in Council Resolution is that Council did not want to support a potential new business competing against existing business in Wagin.*

**9.2.2 Principal Activities Plan 2004-2008**

**Proponent:** Deputy Chief Executive Officer  
**Location:** Shire Of Wagin  
**Reporting Officer:** Deputy Chief Executive Officer

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**Summary**

Each year Council must prepare and adopt a 4 year Principal Activities Plan detailing the major activities that Council anticipates performing. A draft plan has previously been prepared and considered by Council.

**Background**

Council at its April meeting resolved to advertise its Draft Principal Activities Plan 2004-2008 inviting public submissions for 42 days in accordance with Section 5.57 of the Local Government Act 1995.

The draft plan has been advertised and made available at the Shire Office and Library. The submission period closed on Friday 4<sup>th</sup> June 2004.

At the close of the submission period no submissions had been received from the public. Section 5.58 of the Act requires the Local Government to consider any submissions received in relation to the plan and then accept the plan with or without modification.

**Comment**

Council needs to consider its PA Plan when adopting its budget but does not necessarily have to include the items in its plan in the budget. Council must report on its PA Plan issues in its Budget and Annual Report.

**Statutory Environment:** Local Government Act 1995 Section 5.56

**Budget Implications:** Nil

**Officer's Recommendation**

That Council adopt the Principal Activities Plan as presented for the period 1 July 2004 to 30<sup>th</sup> June 2008.

**Council Resolution**

10868 HANSEN/PUGH

That the Officer's Recommendation be adopted.

**CARRIED**  
Vote 9/0

**9.2.3 Quarterly Financial Report – June 2004****Proponent:** Deputy Chief Executive Officer**Location:** Shire of Wagin**Reporting Officer:** Deputy Chief Executive Officer

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**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**

At the July Council meeting Council is scheduled to be presented with a quarterly financial report for the period ended 30 June 2004. 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.

**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 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.

**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 Statements for the period ended 30<sup>th</sup> June 2004 as the information will be duplicated in the 2003/2004 Audited Annual Financial Statements.

**Council Resolution**

10869 PUGH/JOHNSON

That the Officer's Recommendation be adopted.

**CARRIED**

Vote 9/0

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**9.2.4 Financial Statements – May 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 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**

A copy of all three reports for the month ending 30<sup>th</sup> April 2004 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 Operating Statement by Function / Activity, Statement of Financial Position, and Operating Statement by Nature / Type for the period ending 31<sup>st</sup> May 2004.
2. Approve for payment the following list of vouchers;

Municipal Account from 18354 to 18357 total	\$ 14,579.00
Municipal Account from 18412 to 18505 total	\$457,113.32
Municipal Account (Direct Debit) total	<u>\$242,729.64</u>
	<u>\$714,421.96</u>

**Council Resolution**

10870 PUGH/HANSEN

That the Officer's Recommendation be adopted.

**Carried**  
Vote 9/0

## MUNICIPAL ACCOUNT...cont

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SHIRE OF WAGIN  
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Accounts Due And Submitted To Council Meeting Meeting Held On 15.06.04

Cheque No. (Print)...	Payee.....	Description.....	Municipal Bank	Trust Bank	Other Cheque..... Funds Amount.....
18452	CANPRINT COMMUNICATIONS P/L	BUILDING CODE OF AUSTRALIA	220.00	0.00	0.00 220.00
18453	CARERS ASSOCIATION OF WA	MEMBERSHIP-HACC	55.00	0.00	0.00 55.00
18454	CASTLE HOTEL	ACCOMMODATION-WORKS MANAGER	98.00	0.00	0.00 98.00
18455	CHUBB SECURITY AUSTRALIA	ALARM MONITORING	278.42	0.00	0.00 278.42
18456	CORPORATE EXPRESS AUSTRALIA	WHITEBOARD AND ACCESSORIES	511.44	0.00	0.00 511.44
18457	CORRIGIN ELECTRONIC SERVICES	PHOTOCOPIER METERPLAN & REPAIRS	367.51	0.00	0.00 367.51
18458	COURIER AUSTRALIA	FREIGHT	133.57	0.00	0.00 133.57
18459	CR PHILLIP BLIGHT	SITTING FEES & TRAVEL REIMBURSEMENT	667.72	0.00	0.00 667.72
18460	CUTTING EDGES	GRADER BLADES	1848.00	0.00	0.00 1848.00
18461	D I BLAKE	HIRE DOZER	1237.50	0.00	0.00 1237.50
18462	DAVRIC AUSTRALIA PTY LTD	POLO SHIRT FOR HACC	357.04	0.00	0.00 357.04
18463	DE NEEFE SIGNS PTY LTD	GUARD RAILS AND SIGNS	1394.80	0.00	0.00 1394.80
18464	DEPARTMENT OF LAND INFORMATION	2 AERIAL PHOTOS TOWNSITE	186.30	0.00	0.00 186.30
18465	DOLA - VALUER GENERAL'S OFFICE	RURAL UV REVALUATION	4407.60	0.00	0.00 4407.60
18466	DOMS OF WAGIN	CATERING AND GROCERIES	308.30	0.00	0.00 308.30
18467	DOWD CORPORATION PTY LTD	STAFF UNIFORMS	1016.50	0.00	0.00 1016.50
18468	EWEN-FOLEY AGENCIES	NPK BLUE SULPHATE AMMONIA	189.20	0.00	0.00 189.20
18469	GRAINFEDS PTY LTD	DOG FOOD	19.25	0.00	0.00 19.25
18470	JASON SIGNMAKERS	ROAD SIGNS AND BRACKETS	2282.50	0.00	0.00 2282.50
18471	JEM TRUCK SALES	5000KM SERVICE ON NEW TRUCK	372.91	0.00	0.00 372.91
18472	KATANNING CHERRY PICKER	REMOVE AND GRIND TREES	3250.50	0.00	0.00 3250.50
18473	KEYSTONE MANAGEMENT SERVICES	UGRS CORPORATE CULTURE CODE	33.00	0.00	0.00 33.00
18474	KLEENHEAT GAS	KLEENHEAT GAS ACCOUNT	44.00	0.00	0.00 44.00
18475	KOMATSU AUSTRALIA PTY LTD	PARTS AND FILTERS FOR GRADER	301.92	0.00	0.00 301.92
18476	L B MUDGWAY-BENDIGO BANK	PAYMENT OF LANDCARE CREDIT CARD	13.73	0.00	0.00 13.73
18477	M J AND M HOES	DRAINAGE AT COTTAGE HOMES,TOWN HALL TOILETVERANDAH INSTALL GATE AT STAIRS IN REC CENTRE	6243.67	0.00	0.00 6243.67
18478	NARROGIN COMPUTERS	NEW COMPUTER & COMPIUTER REPAIRS	2811.00	0.00	0.00 2811.00
18479	NARROGIN PACKAGING	CLEANING MATERIALS & BIN LINERS	344.87	0.00	0.00 344.87
18480	NITEROAD EXPRESS	FREIGHT	49.99	0.00	0.00 49.99
18481	P L BOLTO AND CO	VALUATION OF LOT 61 PEDERICK DR	55.00	0.00	0.00 55.00
18482	PLANNING ENTERPRISES	PLANNING SCHEME UPDATES & CEMETERY WORK	2244.00	0.00	0.00 2244.00
18483	R AND C GOLDSMITH	FUEL, POSTAGE AND PHONE CALLS	550.00	0.00	0.00 550.00
18484	RECHARGE-IT	PRINTER REFILLS	191.25	0.00	0.00 191.25
18485	RICOH AUSTRALIA PTY LTD	NEW PHOTOCOPIER	11567.60	0.00	0.00 11567.60
18486	RNR CONTRACTING PTY LTD	SUPPLY AND SPRAY BITUMEN	4147.70	0.00	0.00 4147.70
18487	ROADCARE BUNBURY	PREMIX, EMULSION, PATCHING AND REINSTALL VARIOUS HOLDING LINES	2365.00	0.00	0.00 2365.00
18488	ROCLA PIPELINE PRODUCTS	CULVERT LIDS, HEADWALLS & PIPES	5422.99	0.00	0.00 5422.99
18489	RURAL PRESS REGIONAL MEDIA WA	ORDER BOOKS, COMPUTER PAPER AND COUNCIL CORNER	1787.28	0.00	0.00 1787.28
18490	SHIRE OF KATANNING	SUPPLY OF PREMIX	501.27	0.00	0.00 501.27
18491	TELSTRA	PHONE, FAX AND MODEM ACCOUNTS	2807.76	0.00	0.00 2807.76
18492	TERPKOS AND SANTILLO PTY LTD	REC CENTRE REDEVELOPMENT	712.25	0.00	0.00 712.25
18493	THE BLYTH FAMILY TRUST	SEEDLINGS	15276.10	0.00	0.00 15276.10

## MUNICIPAL ACCOUNT

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SHIRE OF WAGIN  
(P380ZA)

Accounts Due And Submitted To Council Meeting Meeting Held On 15.06.04

Cheque No. Payee..... (Print)...	Description.....	Municipal Bank	Trust Bank	Other Cheque..... Funds Amount.....
18354 WAGIN TOURIST COMMITTEE	TOURIST COMMITTEE CONTRIBUTION	3000.00	0.00	0.00 3000.00
18355 SOUTHERN AGCARE	SOUTHERN AGCARE DONATION	1000.00	0.00	0.00 1000.00
18356 WAGIN HISTORICAL VILLAGE	HISTORICAL VILLAGE SUBSIDY	5579.00		
18357 ST JOHN AMBULANCE	NEW AMBULANCE CONTRIBUTION	5000.00	0.00	0.00 5000.00
18412 INTOUCH	BED PROTECTION HACC	161.00	0.00	0.00 161.00
18413 SHIRE OF WAGIN	HACC PETTY CASH RECOUP	184.85	0.00	0.00 184.85
18414 VI BARHAM AWARD FOR EXCELLENCE	2004 DONATION	300.00	0.00	0.00 300.00
18415 NATIONAL ROAD CONGRESS	2004 NATIONAL ROAD CONFERENCE	1300.00	0.00	0.00 1300.00
18416 CR HELEN ROWELL	SITTING FEES & TRAVEL REIMBURSEMENT	876.51	0.00	0.00 876.51
18417 M J AND M HOES	NEW PERGOLA ABD LATTICE SCREENING AT DOCTORS RESIDENCE	3841.35	0.00	0.00 3841.35
18418 DENMARK WATERFRONT MOTEL	HACC TRAINING ACCOMMODATION	297.00	0.00	0.00 297.00
18419 SHIRE OF WAGIN	PAYROLL DEDUCTIONS MAY 04	180.00	0.00	0.00 180.00
18420 SHIRE OF WAGIN	PAYROLL DEDUCTIONS MAY 04	160.00	0.00	0.00 160.00
18421 SHIRE OF WAGIN	PAYROLL DEDUCTIONS MAY 04	450.78	0.00	0.00 450.78
18422 AUSTRALIAN SERVICES UNION	UNION DEDUCTIONS MAY 04	217.00	0.00	0.00 217.00
18423 LGRCEV	UNION DEDUCTIONS MAY 04	28.60	0.00	0.00 28.60
18424 SHIRE OF WAGIN	Payroll Deduction 336	152.00	0.00	0.00 152.00
18425 CHILD SUPPORT AGENCY	PAYROLL DEDUCTIONS MAY 04	400.00	0.00	0.00 400.00
18426 NEIL ANDERSON	COMMUNITY BUS HIRE BOND REFUND	100.00	0.00	0.00 100.00
18427 SHIRE OF WAGIN	SEEDLING ORDER	237.60	0.00	0.00 237.60
18428 WA COMMUNITY BASED HOME CARERS	AGED CARE CONFERENCE - HACC	430.00	0.00	0.00 430.00
18429 TREVOR PARSONS BUILDING	REC CENTRE DEVELOPMENT 5TH PAYMENT	283244.80	0.00	0.00 283244.80
18430 WALGSP PH 94803500	SUPERANNUATION MAY 04	13099.41	0.00	0.00 13099.41
18431 SHIRE OF WAGIN	HACC PETTY CASH RECOUP	192.45	0.00	0.00 192.45
18432 E N & B PUGH	REFUSE REMOVAL MAY 2004	4114.03	0.00	0.00 4114.03
18433 GENIE POWER	10 LTR FORMULA CLEANER	210.00	0.00	0.00 210.00
18434 FUEL DISTRIBUTORS OF WA	BULK FUEL	13252.96	0.00	0.00 13252.96
18435 WAGIN TRUCKSTOP	FUEL	1358.48	0.00	0.00 1358.48
18436 CANCELLED	CANCELLED	0.00	0.00	0.00 0.00
18437 TERRY BROWN AND CO	REPAIR HITCH ON JCB LOADER AND REPAIR CAT TRAP	187.00	0.00	0.00 187.00
18438 CANCELLED	CANCELLED	0.00	0.00	0.00 0.00
18439 CANCELLED	CANCELLED	0.00	0.00	0.00 0.00
18440 A J & J D SCARDETTA	HIRE OF BRICK SAW	93.50	0.00	0.00 93.50
18441 ABCO PRODUCTS	SOFAN JUMBO TOILET TISSUE	77.00	0.00	0.00 77.00
18442 AG WEST MACHINERY	PLANT REPAIRS	47.44	0.00	0.00 47.44
18443 AGRICULTURE WESTERN AUSTRALIA	RENTAL OF CAC OFFICE 2003/2004	4576.00	0.00	0.00 4576.00
18444 ALEXANDER GALT AND CO PTY LTD	REINFORCING MESH,PAINT,RETIC PARTS, CONCRETE,TOOLS & OTHER HARDWARE	1725.98	0.00	0.00 1725.98
18445 AUSTRALIA POST	POSTAGE	417.37	0.00	0.00 417.37
18446 AUSTRALIAN COMMUNICATIONS	REPAIR RADIO IN TRUCK	41.25	0.00	0.00 41.25
18447 BEAUREPAIRES	NEW TYRES AND TYRE REPAIRS	1282.94	0.00	0.00 1282.94
18448 BOSS BUSINESS PRINT PTY LTD	RATE & INSTALLMENT NOTICES	660.00	0.00	0.00 660.00
18449 BRADKEN MINING PERTH	POINTS	975.37	0.00	0.00 975.37
18450 BURGESS RAWSON WA PTY LTD	WATER CONSUMPTION	1480.00	0.00	0.00 1480.00
18451 C Y O'CONNOR COLLEGE OF TAFE	TRAINEE FEES	135.45	0.00	0.00 135.45

## MUNICIPAL ACCOUNT...cont

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SHIRE OF WAGIN  
(P380ZA)

Accounts Due And Submitted To Council Meeting Meeting Held On 15.06.04

Cheque No. (Print)...	Payee.....	Description.....	Municipal Bank	Trust Bank	Other Cheque..... Funds Amount.....
18494	THERESA DAVIDSON	CLEANING OF INFANT HEALTH CLINIC	48.00	0.00	0.00 48.00
18495	TWINKARRI	TREE PRUNING	3256.00	0.00	0.00 3256.00
18496	WAGIN AG CENTRE	VARIOUS PLANT REPAIRS & PARTS	1163.39	0.00	0.00 1163.39
18497	WAGIN CO-OP	CLEANING PRODUCTS,MORNING TEA SUPPLIES,COUNCIL MEETING FOOD	462.86	0.00	0.00 462.86
18498	WAGIN GAS ELECTRICS	REPAIRS TO TANK PUMP	567.05	0.00	0.00 567.05
18499	WAGIN NEWSAGENCY	STATIONERY AND NEWSPAPERS	189.04	0.00	0.00 189.04
18500	WAGIN TELECENTRE	LAMINATING	22.30	0.00	0.00 22.30
18501	WALKER FORD	10000KM SERVICE ON HACC BUS	133.85	0.00	0.00 133.85
18502	WATER CORPORATION	WATER CONSUMPTION	28915.40	0.00	0.00 28915.40
18503	WEST ARTHUR FOOTBALL CLUB	HIRE OF BUS - HACC	150.00	0.00	0.00 150.00
18504	WESTERN POWER	ELECTRICITY ACCOUNTS	8249.15	0.00	0.00 8249.15
18505	WESTRAC EQUIPMENT	SERVICE ON KOMATSU GRADER	795.72	0.00	0.00 795.72
			471692.32	0.00	0.00 471692.32

98 records listed.



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

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

Submitted to the Council meeting held on 15th June 2004

Journal No	Payee	Description	Municipal Bank	Trust Bank	Total
GJ11-	ATO	Payment of Net GST	\$7,691.00		\$7,691.00
GJ11-02	National Australia Bank	Net Pays - Fortnight Ending 07/05/2004	\$41,436.00		\$41,436.00
GJ11-03	National Australia Bank	Net Pays - Fortnight Ending 21/05/2004	\$41,727.00		\$41,727.00
GJ11-04	National Australia Bank	Merchant Credit Card Fees	\$1,080.32		\$1,080.32
GJ11-06	FESA	ESL Repayment	\$158.93		\$158.93
GJ11-07	National Australia Bank	Loan 123 Repayment of Principal and Interest	\$7,283.19		\$7,283.19
GJ11-12	National Australia Bank	Bank Fees and Charges	\$271.43		\$271.43
GJ11-14	Dept of Transport	Payment of Licensing Services	\$142,354.60		\$142,354.60
GJ11-15	National Australia Bank	Corporate Credit Card Fees and Purchases	\$727.17		\$727.17
			<b><u>\$242,729.64</u></b>		<b><u>\$242,729.64</u></b>

<b>Shire of Wagin</b> <b>Statement of Financial Position</b> <b>For the Period Ending</b> <b>31/05/2004</b>			
	<b>2003/2004</b>		<b>2002/2003</b>
<b>Current Assets</b>			
Cash	809,815.93		1,311,363.11
Receivables	289,575.65		402,784.78
Stock on Hand	25,061.10		25,061.10
<b>Total Current assets</b>	<b>1,124,452.68</b>		<b>1,739,208.99</b>
<b>Current Liabilities</b>			
Creditors	- 235,338.64	-	236,572.76
Accrued Expenditure	- 206,212.68	-	206,212.68
Accrued Interest	- 4,514.20	-	4,514.20
Loan Principal - Current	- 6,000.00	-	36,072.20
<b>Total Current Liabilities</b>	<b>- 452,065.52</b>	-	<b>483,371.84</b>
<b>Net Current Assets</b>	<b>672,387.16</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	3,997,181.95		3,029,458.87
Provision for Depn - Buildings	- 928,650.42	-	859,659.07
Plant & Equipment	2,386,150.74		2,072,006.29
Provision for Depn - Plant & Equipment	- 690,788.19	-	638,511.58
Furniture & Equipment	514,625.88		413,425.31
Provision for Depn - Furniture & Equipment	- 261,881.14	-	241,472.71
Tools	5,599.09		5,489.95
Provision for Depn - Tools	- 4,078.66	-	3,623.43
Infrastructure Assets	19,536,795.84		19,207,521.36
Provision for Depn - Infrastructure Assets	- 3,246,027.38	-	2,805,326.20
<b>Total Non-Current Assets</b>	<b>21,624,590.03</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>22,035,140.79</b>		<b>21,496,367.94</b>
<b>Equity</b>			
Capital Accumulation Account	21,488,971.86		21,496,367.94
Accumulated Surplus	546,168.93		
Adjustment	-		-
<b>Total Equity</b>	<b>22,035,140.79</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>31/05/2004</b>			
	<b>2003/2004 Budget</b>		<b>2003/2004 Actual</b>
<b>Operating Revenues</b>			
General Purpose Funding	1,970,082.00		2,029,771.88
Governance	7,500.00		114,375.69
Law, Order, Public Safety	20,100.00		32,867.90
Health	34,294.00		83,172.15
Education and Welfare	382,498.00		395,925.01
Community Amenities	106,410.00		114,842.48
Recreation and Culture	1,257,610.00		246,235.07
Transport	382,980.00		423,153.10
Economic Services	160,139.00		210,237.19
Other Property and Services	2,123,870.00		1,718,749.52
<b>Total Operating Revenue</b>	<b>6,445,483.00</b>		<b>5,369,329.99</b>
<b>Operating Expenses</b>			
General Purpose Funding	267,326.00		85,899.95
Governance	293,427.00		456,238.16
Law, Order, Public Safety	53,077.00		37,047.78
Health	142,547.00		133,450.77
Education and Welfare	413,027.00		315,194.99
Community Amenities	161,134.00		138,746.04
Recreation and Culture	512,642.00		395,517.84
Transport	1,114,605.00		1,145,553.50
Economic Services	579,275.00		391,097.89
Other Property and Services	2,124,988.00		1,724,414.14
<b>Total Operating Expenses</b>	<b>5,662,048.00</b>		<b>4,823,161.06</b>
<b>Change in Net Assets Resulting from Operations</b>	<b>783,435.00</b>		<b>546,168.93</b>

<b>Shire of Wagin</b> <b>Operating Statement by Nature &amp; Type</b> <b>For the Period Ending</b> <b>31/05/2004</b>			
	<b>2003/2004 Budget</b>		<b>2003/2004 Actual</b>
<b>Expenditure Categories</b>			
Employee Costs - Salary & Wages	1,331,636.00		1,078,975.65
Utility Charges	169,550.00		163,565.93
Finance / Interest Expense	33,312.00		31,751.03
Depreciation on Fixed Assets	689,044.00		678,941.40
Materials	372,008.00		383,499.62
Insurance	81,069.00		113,404.47
Other Expenses	1,742,403.00		1,863,257.38
Plant Costs Allocated	- 30,598.00	-	27,839.11
Employee Costs - Other	200,279.00		123,040.29
Contracts	1,123,081.00		448,250.19
Labour Overheads	- 49,736.00	-	37,188.72
<b>Total Expenditure Categories</b>	<b>5,662,048.00</b>		<b>4,819,658.13</b>
<b>Income Categories</b>			
Rates	1,072,767.00		1,122,752.93
Fees & Charges - Council Property	80,660.00		76,197.93
Grants / Subsidies - Operating	1,155,517.00		1,172,202.50
Reimbursements	85,596.00		78,010.32
Contributions & Donations	276,596.00		259,560.86
Interest	67,000.00		61,789.92
Fees & Charges - Other	76,210.00		140,901.36
Other Revenue	2,905,515.00		1,862,703.20
Grants / Subsidies - Capital	725,622.00		302,195.00
<b>Total Income Categories</b>	<b>6,445,483.00</b>		<b>5,076,314.02</b>
Profit / Loss on Sale of Asset	-	-	289,513.04
<b>Operating Surplus</b>	<b>783,435.00</b>		<b>546,168.93</b>

**9.2.5 Wagin Medical Centre Financial Statements –  
May 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 31<sup>st</sup> May 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 31<sup>st</sup> May 2004.
2. Approve for payment the following list of vouchers;

Wagin Medical Centre Account from 000132 to 000134 \$49,736.07  
including Direct Debit.

**Council Resolution**

10871 ROWELL/MORGAN

That the Officer's Recommendation be adopted.

**Carried**  
Vote 9/0

10:02 AM

11/06/04

**Wagin Medical Centre**  
**Profit & Loss**  
 July 2003 through May 2004

	<u>July 2003 through May 2004</u>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
Agency Fee Reimbursement	1,350.00
Hospital Visits	69,845.04
Interest	608.69
Practice Incentive Payments	39,167.17
Reimbursements	568.65
Surgery Visits	250,358.29
WACRRM Practice Support	5,000.00
<b>Total Income</b>	<u>366,897.84</u>
<b>Expense</b>	
Advertising	1,491.45
Bank Service Charges	3,039.59
Computer Equipment	10,858.35
Gardening Service - Nenke St	1,101.85
Insurance	
Workers Compensation	4,299.16
<b>Total Insurance</b>	<u>4,299.16</u>
Internet Access	154.76
Miscellaneous	45.45
Office Supplies	
Cleaning	898.55
Office Supplies - Other	232.02
<b>Total Office Supplies</b>	<u>1,130.57</u>
<b>Payroll Expenses</b>	
Administration Wages	48,023.81
Cleaners Wages	9,891.79
Doctors Wages	169,446.00
Payroll Tax	7,659.00
Practice Nurse Wages	10,348.00
Superannuation	17,970.42
<b>Total Payroll Expenses</b>	<u>263,339.02</u>
Postage and Delivery	2,961.32
Printing and Reproduction	705.14
<b>Professional Fees</b>	
Consulting	8,095.00
Locum Recruitment	8,000.00
X-Ray Service	783.58
<b>Total Professional Fees</b>	<u>16,878.58</u>
Rent	1,028.21
Repairs	
Equipment Repairs	504.46
<b>Total Repairs</b>	<u>504.46</u>
Software Expense	3,364.10
Subscriptions	90.45
Supplies	
Marketing	964.06
Medical	6,176.56
Office	4,583.57
<b>Total Supplies</b>	<u>11,724.19</u>
Telephone	
Mobile	514.18
Telephone - Other	6,162.55
<b>Total Telephone</b>	<u>6,676.73</u>
<b>Travel &amp; Ent</b>	
Accommodation	164.09
Travel	504.54
<b>Total Travel &amp; Ent</b>	<u>668.63</u>

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11/06/04

**Wagin Medical Centre**  
**Profit & Loss**  
July 2003 through May 2004

	<u>July 2003 through May 2004</u>
Utilities	
Gas and Electric	4,348.26
Water	167.00
	<hr/>
Total Utilities	4,515.26
Vehicle Running Costs W.1479	570.12
Waste Removal	500.00
	<hr/>
Total Expense	335,647.39
	<hr/>
Net Ordinary Income	31,250.45
	<hr/>
Net Income	<u><u>31,250.45</u></u>

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11/06/04

**Wagin Medical Centre**  
**Balance Sheet**  
 As of May 31, 2004

	<u>As of May 31, 2004</u>
<b>ASSETS</b>	
Current Assets	
Current/Savings	
Cheque Account	38,674.66
Total Current/Savings	38,674.66
Accounts Receivable	
Accounts Receivable	54,049.33
Total Accounts Receivable	54,049.33
Other Current Assets	
Cash on Hand	100.00
Total Other Current Assets	100.00
Total Current Assets	92,823.99
<b>TOTAL ASSETS</b>	<b>92,823.99</b>
<b>LIABILITIES</b>	
Current Liabilities	
Accounts Payable	
Accounts Payable	50,582.77
Total Accounts Payable	50,582.77
Other Current Liabilities	
Tax Payable	-3,116.06
Total Other Current Liabilities	-3,116.06
Total Current Liabilities	47,466.71
<b>TOTAL LIABILITIES</b>	<b>47,466.71</b>
<b>NET ASSETS</b>	<b>45,357.28</b>
<b>EQUITY</b>	
Retained Earnings	14,106.83
Net Income	31,250.45
<b>TOTAL EQUITY</b>	<b>45,357.28</b>



# Wagin Medical Centre Transaction List by Supplier May 19 through June 15, 2004

AMA Services	Type	Date	Num	Memo	Amount
AMA Services	Bill	31/05/2004	405497	Medical Supplies	-102.48
	Bill	31/05/2004	405815	Medical Supplies	-595.99
	Bill	31/05/2004	402287	Medical Supplies	-16.04
	Bill Pmt -Cheque	01/06/2004	Debit		-698.47
Australia Post	Bill	31/05/2004	2004053106	Postage for May 2004	-47.31
Boc Limited	Bill	31/05/2004	328996328	N20 Medical D Size	-147.80
	Bill Pmt -Cheque	01/06/2004	Debit	N20 Medical D Size	-147.80
Laurence Pearce	Bill	31/05/2004	24/09/2003	Refund Overpayment of Consultation	-25.05
Medi-Collect	Bill Pmt -Cheque	01/06/2004	000134	Clinical Waste Service	-55.00
Medical Windows Australia Pty Ltd	Bill	31/05/2004	10514	Annual Renewal of Med Win User Fees	-2,084.50
	Bill Pmt -Cheque	01/06/2004	000133	Annual Renewal of Med Win User Fees	-2,084.50
Poppy's	Bill	31/05/2004	8920	Flowers for Mrs Fiona Doak	-50.00
Raymond Edward	Bill	31/05/2004	9/2/2004	Refund of Overpayment	-25.70
Shire of Wagin	Bill	31/05/2004	6793	Operating Expenses for April 2004	-45,642.49
	Bill Pmt -Cheque	01/06/2004	Debit	Operating Expenses for April 2004	-45,642.49
Stirling Confectionery Plus	Bill	31/05/2004	23258	Water Cooler Rental	-24.20

**Wagin Medical Centre**  
**Transaction List by Supplier**  
May 19 through June 15, 2004

Type	Date	Num	Memo	Amount
<b>Telstra</b>				
Bill	31/05/2004	T 540 037 889-3	Surgety Telephone to 15th May 2004	-428.50
Bill	31/05/2004	T311	Dr Lewis Mobile Account to 26/5/2004	-40.00
<b>WA Country Health Service - Narrogin</b>				
Bill	31/05/2004	2024	Private Patient X rays	-211.66
Bill Pmt -Cheque	01/06/2004	Debit	Private Patient X rays	-211.66
<b>Wagin District Farmers Coop</b>				
Bill	31/05/2004	31/05/2004	Cleaning materials and Office supplies	-117.72
<b>Wagin Newsagency</b>				
Bill	31/05/2004	25797	Newspapers and Stationary	-43.10
Bill Pmt -Cheque	01/06/2004	000132	Newspapers and Stationary	-43.10
<b>Western Power</b>				
Bill	31/05/2004		Surgery Electricity Account	-384.55
			Total	49736.07

<b>9.2.6</b>	<b>Financial Management Review</b>
<b>Location:</b>	<b>Shire of Wagin</b>
<b>Proponent:</b>	<b>Horwath Perth</b>
<b>Reporting Officer:</b>	<b>Chief Executive Officer</b>

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### **Summary**

The Chief Executive Officer is required under the Local Government (Financial Management) Regulations 1996, Clause 5 (2) ( c ) to conduct a review of the appropriateness and effectiveness of the financial management systems and procedures of the local government at least once in every four years and report to Council the result of the review.

### **Comment**

Horwath Perth, Council's Auditors, were contracted to conduct a Financial Management Review and this was conducted on 2<sup>nd</sup> – 3<sup>rd</sup> June 2004. A full copy of the report is attached for Council's information but several comments are made in relation to matters raised.

I am very pleased with the Financial Management Review report presented by Horwath Perth. There a number of recommendations which are related to purely "housekeeping" matters and do not reflect adverse financial management systems or procedures.

No recommendations were made in the areas of:

- Fees and Charges
- Cost Allocations
- Job Costing
- Minutes and Meetings
- Financial Reports
- Principal Activities Plan
- Acquisition and Disposal of Property
- Registers including Financial Interests, Delegations and Tenders

In the areas of Employee Records, Outstanding Creditors and Private Works staff are investigating ways in which systems can be corrected or improved as required. The other recommendations will also be followed up but it would appear that additional staff resources may be required to fully implement them and as statutory obligations are not being breached this is difficult to justify.

<b><i>Statutory Environment:</i></b>	Local Government Act 1995 Local Government (Financial Management) Regulations 1996
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<b><i>Policy Implications:</i></b>	Nil
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***Budget Implications:*** Nil

**Officer's Recommendation**

That the Financial Management Review report from Horwath Perth and the comments of the Chief Executive Officer be received.

**Council Resolution**

10872 JOHNSON/ROWELL

That the Officer's Recommendation be adopted.

**CARRIED**

Vote 9/0

### **9.3 Works and Services**

#### **9.3.1 Changeover of Manager of Works Vehicle**

<b>Proponent:</b>	<b>Staff</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 changeover of the Manager of Works vehicle.

#### **Background**

Quotations were previously sought in December 2003 but due to the absence of a Works Manager at that time and the high cost of the changeover Council deferred the changeover to the 2004/05 budget.

#### **Comments**

Quotations have been received on a Ford Courier Dual Cab 2.5L diesel well body utility and a Mitsubishi Triton Dual Cab 2.8L diesel well body utility.

Both new vehicles will be fitted with:

- airconditioning
- towbar
- seat covers
- floor mats
- alloy roobar
- new roof lights and bar
- new canopy
- window tint

The vehicle was last changed in January 2003.

The changeover prices quoted, nett of GST, are \$10,056 for the Mitsubishi Triton and \$9,827 for the Ford Courier. (the best trade offered previously was \$8,637 on a Ford Courier). The outright purchase price for the Triton is \$30,056 and \$29,827 for the Courier.

I believe that the works staff are in need of an additional vehicle and I would like Council to consider keeping the trade vehicle (Holden Rodeo Dual Cab) and allocate this to the Shire Ranger. The vehicle has a separate canopy which would be ideal for ranger duties. It is proposed the existing ranger vehicle, a tray top utility, then be allocated to the Parks and Garden staff to make them more versatile and aid efficiency. The additional cost of this option is \$20,000 plus the additional licence, insurance and annual running costs.

**Statutory Environment:**

Works Policy #4 and Finance Policy #28

**Budget Implications:**

The 2003/04 Budget has an allowance of \$6000 for the changeover of two vehicles and this can be carried forward to 2004/05.

**Officer's Recommendation**

That Council;

- a) agree to retain the existing Holden Rodeo dual cab and allocate this vehicle to the Shire Ranger
- b) accept the quotation from Walker Ford for a Mitsubishi Triton 2.8L diesel dual cab utility with an outright purchase price of \$30,056 ex GST
- c) take delivery of the vehicle in July 2004 with the appropriate allowance made in the 2004/05 budget,

**Council Resolution**

10873 PIESSE/RISEBOROUGH

That Council agree to defer this item for inclusion in the draft budget for further consideration.

**CARRIED**

Vote 8/1

*Note: Reason for difference in Council Resolution was that Council did not want to commit to this item without viewing a draft budget.*

**9.3.2 Gate Permit – Buttfield Street**

**Proponent:** E A & G R Smith  
**Reporting Officer:** Chief Executive Officer  
**File:** WRK14

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**Summary**

Mr and Mrs Smith have applied for permission to put a gate across a section of Buttfield Street Wagin.

**Comment**

Mr and Mrs Smith own lot number 626 at the corner of Buttfield and Gell Street and have permission to put a gate across the unmaintained section of Buttfield Street.

There have been a number of incidents where people have driven up the unmaintained section of road and accessed their property. At present there is a house and shed on site but they do not live on the property as the house is only to lock – up stage.

A map showing their property and the site of the proposed gate is attached for Councillors information.

**Statutory Environment:** Local Government Act 1995  
Works Policy #18

**Budget Implications:** Nil

**Officer's Recommendation**

That Council give approval for the gate to be erected subject to the conditions of Works Policy #18 being:

- a) payment of \$2 gate fee
- b) reflectors or suitable signage to be placed on the gate
- c) the gate permit valid for a 12 months period and then subject to review.

**Council Resolution**

10874 PUGH/ROWELL

That the Officer's Recommendation be adopted.

**CARRIED**  
Vote 9/0

## **9.4 Other Committee and Reports**

### **9.4.1 Minutes of a Wagin/Woodanilling Landcare Zone Project Management Committee Meeting held on Wednesday 19<sup>th</sup> May 2004.**

#### **Council Resolution**

10875 MORGAN/HANSEN

That the minutes of a Wagin/Woodanilling Landcare Zone Project Management Committee Meeting held on Wednesday 19<sup>th</sup> May 2004 be received.

**CARRIED**

Vote 9/0

### **9.4.2 Minutes of a Townscape and Tidy Towns Committee Meeting held on Wednesday 19<sup>th</sup> May 2004.**

#### **Council Resolution**

10876 HANSEN/JOHNSON

That the minutes of a Townscape and Tidy Towns Committee Meeting held on Wednesday 19<sup>th</sup> May 2004 be received.

**CARRIED**

Vote 9/0

## **3 – 5 Year Forward Plan**

10877 RISEBOROUGH/DRAPER

That the following projects be costed and submitted to Council for consideration in the 2004/05 Budget.

Entrance Statements – drop signs, gravelling, bottlebrushes.

Gazebo at Ram Park (Wetlands Park).

Medium Strip – Tavistock Street opposite the school – paths reticulation, plants.

TransWA bus station – Tudor Street

Murals – ram comical style on town building

Revegetation Plan – replacement of some street trees

**CARRIED**

Vote 9/0



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

The Shire President advised she had attended;

- On 19/05/04 attended a Landcare Management Committee Meeting.
- On 5/06/04 attended the Veteran Car Club Rally dinner.
- On 6/06/04 attended the Veteran Car Club Rally morning tea.
- On 7/6/04 attended the Rambo the Ambo visit at the Historical Village.
- On 9/06/04 attended the public meeting to discuss the Tourism Development and Marketing Strategy.

Cr Rowell advised of her attendance at the last Southern Agcare meeting held on 1<sup>st</sup> June 2004, and informed Council that she would not be continuing to attend future meetings outside of Wagin when her term ceases due to other Council commitments.

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

Nil

**12. Urgent Business introduced by discussion of the meeting****a) Elected Members**

Nil

**b) Officer's**

Nil

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

<b>13.1</b>	<b>Workplace Agreement</b>
<b>Proponent:</b>	<b>Staff</b>
<b>Reporting Officer:</b>	<b>Chief Executive Officer</b>
<b>File:</b>	<b>PSN3</b>

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**Summary**

The outside staff have requested an increase in both hours and rate of pay and the Chief Executive Officer has developed a Draft Australian Workplace Agreement which addresses both of these issues.

**Comment**

As advised previously the outside staff are keen to work additional hours on a regular basis and to be paid at a rate above that is set in the Municipal Employees Award.

A Workplace Agreement was presented to the staff in December 2003 but attracted little response. Since this time there has been a change in staff and also in the attitude of a number of the existing staff. At a meeting with the staff in May a request was received for staff to be permitted to work regular overtime including every second Saturday and half an hour per day.

I do not support the concept of working every second Saturday as in the short time I have been with the Shire of Wagin there have been times when it was not possible to get sufficient staff to work on a Saturday to make it viable. In addition I believe it is important that staff have most weekends off both for family reasons and to prevent staff becoming overly tired which can in turn lead to inefficiencies and potential accidents.

Attached is a Draft Workplace Agreement that has been drawn up for Council's consideration. The Agreement, to the best of my knowledge, meets the requirement of the Workplace Relations Act 1996 and has not been presented to staff for their consideration as yet.

In summary this Agreement proposes that the staff will work an 84 hour fortnight (up from the current 76 hours). This would see the staff work an extra hour on 8 days of the fortnight, no change to pay Friday and with a Rostered Day off every second Monday.

Other proposals I have included in the draft Agreement include:

- one pay adjustment per year, effective from 1<sup>st</sup> July, based on performance but with a minimum of CPI.
- first hour of overtime on a normal working day to be at normal rates with work in excess of an hour to be at time and a half rates.
- emergency call outs to be a minimum of 2 hours (normally 3 hours) at time and half rates.
- loss of one of the two extra days paid leave of absence currently payable under the Municipal Employees Award.
- removal of the current service pay agreement

The proposed Agreement would be for a three year period and able to be extended if all parties are agreeable. It will also be possible for any party to retire from the Agreement on the giving of 30 days notice in writing.

If Council and the staff agree to the proposed Agreement it has to be registered with the Arbitration Commission. Before it can be registered it must pass the "No Disadvantage Rule". In essence this means the employees should be no worse off under this Agreement than if they continued under the Municipal Employees Award conditions of employment.

The early indications are that the town crew may not participate in any agreement but for it to be successful it will be essential all of the construction crew agree to be party to the Agreement.

If all staff agree to participate and accept the rates of pay outlined the additional cost in wages to Council would be approximately \$71,000 whereas if only the works staff took the agreement the cost would be approximately \$41,000. I have put a retirement

proposal to Mr Ian Murdoch and if accepted he would phase out his employment with the Shire of Wagin ceasing fully in December 2004. A full years savings of \$33,500 would be generated by the non – replacement of Mr Ian Murdoch bringing the additional cost down to \$37,500 or \$10,500 respectively.

The gain to Council out of this Agreement would be increased productivity through use of existing machinery for additional hours per fortnight, without the cost of additional staff or housing.

***Statutory Environment:***

Local Government Act 1995  
Workplace Relations Act 1996  
Municipal Employees Award (WA) 1999

***Policy Implications:***

Nil

***Budget Implications:***

In the current form the dollar cost to Council in additional wages would be between \$10,500 and \$37,500 in a full year.

***Officer's Recommendation***

That Council;

- a) adopt in principle the Draft Workplace Agreement
- b) delegate authority to the Chief Executive Officer to negotiate an agreement with the outside staff
- c) make appropriate allowance in the 2004/05 Budget for the implementation of the Workplace Agreement.

***Council Resolution***

10878 PUGH/DRAPER

That Council;

- a) adopt in principle the Draft Workplace Agreement
- b) delegate authority to the Chief Executive Officer to negotiate an agreement with the outside staff and that this item be returned back to Council for endorsement.
- c) make appropriate allowance in the 2004/05 Budget for the implementation of the Workplace Agreement.

**CARRIED**

Vote 8/1

*Note: Reason for difference in Council Resolution in that Council only supports 100% participation of a Workplace Agreement.*

<b>13.2</b>	<b>Cleaning of Public Toilets</b>
<b>Proponent:</b>	<b>Staff</b>
<b>Reporting Officer:</b>	<b>Chief Executive Officer</b>
<b>File:</b>	<b>PRO12</b>

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### **Summary**

Council uses its own staff for the cleaning of the public toilets at various locations within the townsite and staff are recommending Council investigate using contractors or dedicated employees for the function.

### **Background**

At present the public toilets at the recreation ground, Library, Ram Park and Town Hall are cleaned by the outside staff including on weekends and public holidays and this has been the practice for a number of years.

### **Comment**

The public toilets are used by many of the visitors to our town and can give people an adverse memory of Wagin if these facilities are not well presented. During the recent performance reviews of the outside staff several comments were made to the effect that the staff would rather be looking after the parks and gardens rather than spending time each day cleaning the public toilets. It is my belief that because of this toilets are only getting a cursory clean each day and this has led to some comment as to the state of the toilets. We will always have the problem of vandalism, and this could happen just after the toilets have been cleaned, but the incidence of vandalism is rare and minor in nature.

There are two potential solutions to this matter. The first is to employ a part-time employee designated to clean the public toilets on a daily basis. This person could also be used to clean the recreation centre buildings especially with the extension of the existing building and construction of the community centre building.

The other option is for this cleaning to be put out to contract by way of a tender process. To be classified as a contractor this person or persons would need to supply all the materials as well as labour otherwise it would still be deemed an employee / employer relationship and Council would be liable for superannuation and insurance expenses as well as covering absences on sick leave and annual holidays.

Both options have there advantages but with the employee option Council may have more control over the quality and quantity of work performed. The main advantage is that the existing staff would have more time to dedicate to their core functions of town maintenance and we would have better presented facilities for both visitors and residents to use.

There would be an additional cost to Council using either options but it is difficult to estimate this cost until the new buildings at the recreation ground are completed and a usage pattern is established. An initial estimate based on cleaning the toilets daily and

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the recreation buildings an average of five hours per week is \$25,000 per year including wages and overheads. This is based on Council employing a dedicated cleaner but it is believed the nett cost would be similar if the work was put out to contract.

**Statutory Environment:** Local Government Act 1995

**Policy Implications:** Nil

**Budget Implications:** In a full financial year it is anticipated the additional nett cost to Council would be approximately \$25,000.

### **Officer's Recommendation**

That Council employ dedicated cleaning staff for the public toilets and recreation ground buildings and make budgetary allowance of \$25,000 for 2004/05.

### **Item lapsed**

*Note: Item lapsed due to no mover or seconder.*

## **14. Closure**

There being no further business the Shire President thanked those in attendance and closed the meeting at 9.37pm.

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

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

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

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