

# SHIRE OF WAGIN



## MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON TUESDAY 17<sup>th</sup> February 2004

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## Shire of Wagin

Minutes of the Ordinary Council Meeting of the Council held in the Council Chambers on Tuesday 17<sup>th</sup> February 2004.

### 1. Declaration of Opening

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

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

<b>Present:</b>	Cr M J Brockway	President
	Cr R P Johnson	Deputy President
	Cr I C Cumming	Member
	Cr E N Pugh	Member
	Cr G J Riseborough	Member
	Cr H D Rowell	Member
	Cr P J Blight	Member
	Cr K M Draper	Member
	Cr D K Morgan	Member
<b>Staff:</b>	Mr I B Fitzgerald	Chief Executive Officer
	Mr D A Archer	Principal Environmental Health Officer/ Building Surveyor
	Mr B A Roderick	Finance Officer
<b>Visitors:</b>	Mr E W Mole	
	Mr P L English	
<b>Apologies:</b>	Cr A C Hansen	
	Cr P I Piesse	

### 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 (Petition/Deputations/Presentations)**

Mr Peter English addressed Council in relation to item 9.2.4 in the agenda being a request for a Donation to Waratah Lodge Frail Aged Facility to acquire Mobile Patient Medical Alarms for their elderly residents. Mr English explained the function and importance of the alarms and that the alarms would always remain the property of the facility for current and future residents. Twelve alarms are needed at a cost of \$360.00 each.

Mr English is asking for financial assistance from Council along with Wagin Rotary, Apex and Lions Clubs.

Mr Edward Mole addressed Council in relation to item 9.1.4 in the agenda regarding his application to keep four dogs on his property. He explained he is a registered breeder of English Bullmastiff dogs and was previously granted permission from Council to keep three dogs. One of his bitches is due to have pups and he would like to keep one from the litter. He assured Council that all his dogs are always on his property and previously he has no complaints regarding his dogs.

**7. Confirmation of Previous Meeting Minutes**

10760 ROWELL/PUGH

That the minutes of the

- a) Ordinary Council Meeting held on 16<sup>th</sup> December 2003 be confirmed as a true and correct record.
- b) The Annual General Meeting of Electors held on 3<sup>rd</sup> February 2004 be received.

**CARRIED**  
Vote 9/0

## 8. Disclosures of Financial and other Interests

Cr Morgan declared proximity interest in item 9.1.2 as he owns adjoining property to this land.

The Finance Officer declared a financial interest in item 9.2.2.

Cr Draper declared impartiality interest in item 9.2.4 as he is a member of the Waratah Lodge Frail Aged Committee and his parents are residents of Waratah Lodge.

## 9. Reports of Committees and Officers

### 9.1.1 Proposed Subdivision

**Location:** Lot 59 Traverse Street Wagin – zoned Residential R30  
**Proponent:** G I Cole & Associates on behalf of A J & J D Scardetta  
**Reporting Officer:** Principal Environmental Health Officer/Building Surveyor  
**File:** A126

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#### Summary

The proposal is to subdivide the 1012m<sup>2</sup> block to create two (2) Lots each 506m<sup>2</sup>.

#### Background

Lot 59 extends from Traverse Street to Tudor Street with a new residence being erected in 2003.

#### Comment

The Town Planning Scheme has designated Lot 59 Traverse Street as R30 which means the minimum Lot size can be 420m<sup>2</sup>.

Should the subdivision proceed the existing residence will have appropriate boundary clearance from the new boundary.

The new Lot would have Tudor Street as its frontage.

The provision of smaller Lots within the R30 area, increase the use of existing services and will expand Council's rate base.

**Statutory Environment:** Town Planning Scheme No2.  
Residential Design Codes of WA.

**Policy Implications:** Nil

***Budget Implications:*** Will create one new rateable Lot.

**Officer's Recommendation**

Council advise the Western Australian Planning Commission that it supports the subdivision of Lot 59 Traverse/Tudor Street Wagin to create two (2) Lots each being 506m<sup>2</sup> without conditions.

**Council Resolution**

10761 JOHNSON/MORGAN

That the Officer's Recommendation be adopted.

**CARRIED**  
Vote 9/0

*Cr Morgan declared an impartially interest in this item and left the meeting at 7.15pm.*

<b>9.1.2</b>	<b>Proposed Road Closure and Amalgamation</b>
<b>Location:</b>	<b>Portion of Kersley Road</b>
<b>Proponent:</b>	<b>Water Corporation</b>
<b>Reporting Officer:</b>	<b>Principal Environmental Health Officer/ Building Surveyor</b>
<b>File:</b>	<b>DEP31/2</b>

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### **Summary**

The Water Corporation wishes to obtain tenure for part of their infrastructure which is sited on Kersley Road.

### **Background**

The Water Corporation discharges effluent from this site which flows over the adjoining Lots and along Kersley Road reserve, which during the cooler months amounts to a considerable quantity.

Each year when the DEP re-issues the Water Corporation with their licence I raise objections to their method of disposal.

In October 2003 an officer from the DEP did inspect this site.

### **Comment**

Council will recall meeting with the Water Corporation with the intention of assisting the Water Corporation by undertaking to take all effluent on the understanding that the Water Corporation would construct a suitable holding dam.

Although this has not progressed from our meeting in January 2001 I am of the opinion this is still our best option and would encourage re-opening of discussions prior to considering their latest requests.

I enclose a copy of my response as Council was not meeting in January 2004.

<b>Statutory Environment:</b>	Environmental Protection Act 1986
<b>Policy Implications:</b>	Nil
<b>Budget Implications:</b>	Nil

### **Officer's Recommendation**

That Council advise the Water Corporation that the discussions which commenced in January 2001 should be further pursued and their latest requests be considered in conjunction with those discussions.

### **Council Resolution**

10762 BLIGHT/PUGH

That the Officer's Recommendation be adopted.

**CARRIED**  
Vote 8/0

*Cr Morgan returned to the meeting at 7.17pm.*

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<b>9.1.3</b>	<b>Proposed Amalgamation</b>
<b>Location:</b>	<b>Vale/Vernon Streets Wagin – Lots 184, 189 - 191, 271 – 273 &amp; portion of closed road. (Venice – southern section) now known as Lot 1915 – zoned Industrial.</b>
<b>Proponent:</b>	<b>Co-operative Bulk Handling Ltd</b>
<b>Reporting Officer:</b>	<b>Principal Environmental Health Officer/Building Surveyor</b>
<b>File:</b>	<b>A261/DEP5/1</b>

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### Summary

The proponent wishes to amalgamate seven (7) Lots & portion of a closed road to create one (1) 2.4ha Lot.

### Background

The above mentioned land contains the relocated amenities room and recently constructed grain cells.

The structures will straddle Lot boundaries and the entire site is utilised as one.

### Comment

This is a logical proposal which brings the recent development within the guidelines of the Town Planning Scheme.

I do not consider any conditions are necessary as Council's concerns were addressed when granting planning approval for the construction phase.

**Statutory Environment:** Town Planning Scheme No2

**Policy Implications:** Nil

**Budget Implications:** Nil

### Officer's Recommendation

Council advise the Western Australian Planning Commission that it supports the amalgamation of Lots 184, 189 – 191, 271 – 273 Vale/Vernon Street Wagin and Lot 1915 to create one (1) Lot of 2.4ha without conditions.

### Council Resolution

10763 DRAPER/RISEBOROUGH

That the Officer's Recommendation be adopted.

**CARRIED**  
Vote 9/0



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<b>9.1.4</b>	<b>Keeping of Dogs</b>
<b>Location:</b>	<b>Lot 490 (No 54) Johnston Street Wagin zoned – Rural (1.3ha)</b>
<b>Proponent:</b>	<b>E W &amp; L Mole</b>
<b>Reporting Officer:</b>	<b>Principal Environmental Health Officer/Building Surveyor</b>
<b>File:</b>	<b>A492</b>

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### **Summary**

The proponent wishes to keep four (4) English Bullmastiff dogs on Lot 490 Johnston Street Wagin.

### **Background**

In March 2003 Council approved the keeping of three (3) English Bullmastiff dogs.

### **Comment**

The Proponents are registered breeders with the Canine Association of WA and to date we have not received any complaints with regard to their dogs.

The Dog Act 1976 does allow Council to authorise the keeping of up to six dogs on a property, without granting a kennel licence.

The property has appropriate fencing.

**Statutory Environment:** Town Planning Scheme No2  
Dog Act 1976  
Dog Local Law 2001

**Policy Implications:** Guidelines for Environment and Planning (EP Act 1986)

**Budget Implications:** Nil

### **Officer's Recommendation**

That approval be granted to E W & L Mole to keep four (4) English Bullmastiff Dogs over the age of three (3) months on Lot 490 (No54) Johnston Street Wagin subject to the dogs being confined to the property unless being exercised in accordance with the Dog Local Law 2001 and that the dogs do not create a nuisance. This approval may be revoked or varied should Council so deem necessary.

### **Council Resolution**

10764 PUGH/MORGAN

That the Officer's Recommendation be adopted.

**CARRIED**

Vote 9/0

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<b>9.1.5</b>	<b>Camping Overflow Woolorama 2004</b>
<b>Location:</b>	<b>Lot 652 Scadden Street Wagin – Public Purpose – Western Power</b>
<b>Proponent:</b>	<b>Staff</b>
<b>Reporting Officer:</b>	<b>Principal Environmental Health Officer/Building Surveyor</b>
<b>File:</b>	<b>A652, PRO3</b>

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### **Summary**

To cater for the additional demand for camping sites during Woolorama facilities and sites are available on Lot 652 Scadden Street Wagin, which is currently occupied by St' John Ambulance.

### **Background**

Traditionally Rowena Pugh organises and manages this site which to date has operated successfully.

### **Comment**

Under the Caravan Parks and Camping Grounds Regulations 1997 use of an overflow area is to be approved by Council for a specified period.

**Statutory Environment:** Caravan Parks and Camping Grounds Regulation 1997

**Policy Implication:** Nil

**Budget Implications:** Nil

### **Officer's Recommendation**

Council approve the use of Lot 652 Scadden Street Wagin for overflow camping for the period Thursday 4<sup>th</sup> March 2004 to Sunday 7<sup>th</sup> March 2004 subject to the Caravan Park caretaker organising rubbish disposal and cleaning of the St John Ambulance facilities.

### **Council Resolution**

10765 JOHNSON/PUGH

That the Officer's Recommendation be adopted.

**CARRIED**

Vote 9/0

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<b>9.1.6</b>	<b>Office Alterations</b>
<b>Location:</b>	<b>Administration Centre</b>
<b>Proponent:</b>	<b>Staff</b>
<b>Reporting Officer:</b>	<b>Chief Executive Officer</b>
<b>File:</b>	<b>PRO1</b>

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### **Summary**

The proposal is develop a plan to re-develop the Administration Centre into a facility that will service Council's needs into the future.

### **Background**

The 2003/04 Budget has made allowance for the upgrade of the reception area, the filing system and some office furniture / workstations.

### **Comment**

Staff in considering options for the upgrade of the reception area and filing system thought it prudent to take the time to review the layout of the entire building and its serviceability into the future. It was felt this would give us a plan to work to rather doing some work now and finding soon after that further work was requested and the original work completed was no longer suitable.

The services of architect Max Hannell were engaged to help develop a plan which met our needs and into the future. Mr Hannell came up with 6 different options for staff to consider. All options had a similar theme of revamping the reception area, filing room and the removal of the atrium garden in the centre of the building.

The options have been discussed by the staff and it is felt Option A fits the needs of the administration best. A copy of the suggested floor plan is attached for Councillors information. The dotted lines indicate walls that would be removed under the plan to give a more open plan general office area.

Other features include a redesigned front counter, an area outside of the main office area where licensing testing can be done, a redesigned current and archive storage facility, an office for general interviews and provision of a disabled toilet and also a shower facility.

As a part of the proposed modifications added security would be put in place to prevent easy access to the main office area, most likely by means of a security coded door locking system.

The changes in the Council area would include loss of the atrium garden and the upgrade of the bar area to make it more serviceable. In addition the project looks at the carparking arrangements and entrance to Council Chambers. As can be seen from the attached plan the eastern side carpark is redeveloped to become a Councillor / Visitor carpark. This would allow a dignified entrance for Councillors and guests rather than the current entrance passed the toilets. Visitors to the office during the day would have a new pathway from the eastern side with the western carpark designated to staff and visitors to the Ram Park.

Staff have prepared some preliminary costings to give Council an idea of the project cost but they should only be taken as estimates at this time. The costings to date are as follows:

Internal Changes	\$70,000
Counter Upgrade	10,000
Floor coverings	25,000
Bar upgrade	5,000
Painting	10,000
Workstations & furniture	25,000
Replace roof	80,000
Carpark upgrade	<u>25,000</u>
	<u>\$250,000</u>

An inspection of the roof and in particular the box gutters has been carried out and the gutters have been found to be in very poor order and will need to be replaced in the near future at considerable expense. It has therefore been decided to include this entire roof replacement in this project.

If this project were to proceed it is recommended funding be by way of loan funds. To give Council an idea of loan repayments it has been calculated that;

- a) Borrow \$250,000
- b) Term 20 years
- c) Interest Rate 6.42% (treasury rate as at 20<sup>th</sup> January 2004)
- d) Annual Repayments \$22,371.60

Council has loan debt (principal) of \$282,375 as at 30<sup>th</sup> June 2003 with \$198,524 being the full responsibility of Council and the balance self supporting loans financed by payments from third parties. A loan of \$260,000 is proposed in 2003/04 towards the Recreation Centre Project.

With a rate revenue in 2003/2004 of approximately \$1,100,000 the repayment of \$22,371 would equate to approximately 2 per cent of rate income. This is based on Council borrowing the full cost of the project. There are funds in the Municipal Building Reserve and Administration Centre Furniture and Equipment Reserve that would be in part put towards this project remembering Council does have plans to built a new house in 2004/05 and has agreed to the replacement of the computer systems also in 2004/05. In addition there is approximately \$20,000 in the current budget which would be put towards this project after allowing for architects costs.

<b>Statutory Environment:</b>	Local Government Act 1995
<b>Policy Implications:</b>	Nil
<b>Budget Implications:</b>	Nil in 2003/04

### **Officer's Recommendation**

That Council;

- a) agree in principal to the upgrade of the Administration Centre
- b) authorize staff to develop formal plans and more accurate costings to be bought back to Council for approval prior to any formal tender being called for the work.

### **Council Resolution**

10766 CUMMING/PUGH

That the Officer's Recommendation be adopted.

**CARRIED**  
Vote 9/0

<b>9.1.7</b>	<b>Aquatic Centre Redevelopment</b>
<b>Location:</b>	<b>Reserves 5708 &amp; 10251 Trent Street Wagin</b>
<b>Proponent:</b>	<b>Staff</b>
<b>Reporting Officer:</b>	<b>Principal Environmental Health Officer/Building Surveyor</b>
<b>File:</b>	<b>PRO16</b>

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### Summary

In response to the request from Council in December 2003 Staff have prepared some concepts for discussion.

### Background

The pool shells and machinery are essentially sound and I believe warrant retaining with cosmetic facelifts.

The changerooms, kiosk, shades and landscaping are aged and being relatively basic structures may have served their useful life.

### Comment

From a facility management perspective major shortcomings are;

- 1) In ability to clearly view the diving pool from the kiosk
- 2) Plant room is located too far from the kiosk
- 3) extent of grassed areas are excessive and under utilised
- 4) Manager tends to be viewing into the sun for much of the day

The five (5) concepts submitted attempt to address the issues mentioned and Councillors will note entry and vehicle parking is from a westerly direction.

Thought has been given to incorporating a hydrotherapy pool but alternatively it would be feasible to locate such a pool within the expanded recreation centre, my preferred option.

Companies involved in upgrading and renovating aquatic centres will inspect our facilities on the 18<sup>th</sup> February 2004 from which costings should be obtained.

If Council considers the concept of upgrading should be further developed it may be advantageous to visit similar venues which have recently been upgraded.

<b>Statutory Environment:</b>	Nil
<b>Policy Implications:</b>	Nil
<b>Budget Implications:</b>	Nil – These initial design / concept stages can be done “in house”.

### Officer's Recommendation

That Council staff arrange a tour of appropriate aquatic facilities and invite interested Councillors to participate.

### Council Resolution

10767 DRAPER/ROWELL

That the Officer's Recommendation be adopted.

**CARRIED**  
Vote 9/0

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<b>9.1.8</b>	<b>Neetascreen / Lattice Fence</b>
<b>Location:</b>	<b>Wagin Medical Centre Lot 299 Tavistock Street</b>
<b>Proponent:</b>	<b>Staff</b>
<b>Reporting Officer:</b>	<b>Principal Environmental Health Officer/Building Surveyor</b>
<b>File:</b>	<b>PRO10</b>

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### **Summary**

The proposal is to construct a 1.8m Neetascreen, with lattice, fence on the eastern side of the medical centre.

### **Background**

Privacy for the consulting rooms has been a concern and tinting of the windows did not achieve the desired effect.

### **Comment**

The building is located 1.4m from the eastern boundary and within that space is the sewer and water services which negates being able to plant shrubs or similar.

Our thought was to erect the fence and use planter boxes to create a garden setting which would soften the view from within the consulting rooms but provide the necessary privacy for those rooms.

The fence will only extend the length of the building.

The adjoining property has just changed ownership and as the new owner has insufficient funds to contribute at this stage it was agreed that we would fund this section and later extensions if required would be by the other party.

I estimate the project will cost \$6,000 and should Council so wish to proceed it would be an over budget expenditure.

***Statutory Environment:*** Nil

***Policy Implications:*** Nil

***Budget Implications:*** No provision in the budget, requires authorisation of an over budget expenditure.

### **Officer's Recommendation**

Council authorise an overbudget expenditure of approximately \$6,000 to enable the erection of a 1.8m light neetascreen and lattice fence to be erected on the eastern boundary of Lot 299 Tavistock Street Wagin for the purpose of providing privacy for the medical centre consulting rooms.

**Council Resolution**

10768 RISEBOROUGH/DRAPER

That Council defer this item to the Match Ordinary Council Meeting to allow further research by staff.

**CARRIED BY AN  
ABSOLUTE MAJORITY**  
Vote 9/0

*Reason for difference is that Council wish to consult with Dr Chris Lewis and to consider alternative options before installation of the fence.*

<b>9.1.9</b>	<b>Light Industrial Land – Wagin</b>
<b>Proponent:</b>	<b>Staff</b>
<b>Location:</b>	<b>Wagin Lot 1876 – Tudhoe Street</b>
<b>Reporting Officer:</b>	<b>Chief Executive Officer</b>

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### Summary

To help overcome the shortage of available light industrial land in Wagin Council investigate the purchase and development of suitable land.

### Comment

I am aware that Council has had discussions on the development of this Lot previously and no agreement was reached as to sub-division layout and cost to develop the site.

Advice has now been received from the Department for Planning and Infrastructure (DPI) that LandCorp have no requirement for the land at this time and they would have no objection to Council purchasing the land provided we were to develop the whole Lot. No time line has been specified, at this stage, as to when Council should complete the development.

In preliminary discussions with DPI it has been indicated the land has been valued at \$20,000. If Council were to negotiate to buy the land this is the approximate price they would be looking for. The major cost to Council would then be in the development of the sub-division in regards to roads, water, sewerage and power and the associated headworks charges.

I have conducted some preliminary research and found that financial assistance may be available from LandCorp Townsite Development Program for developing the sub-division. In addition the Department of Local Government and Regional Development is shortly to release a new Regional Headworks Scheme (due for release March 2004). These schemes may provide some financial relief to Council for the development of the sub-division.

Over the past month there have been a number of enquiries from both existing and new businesses seeking light industrial land in Wagin. This would indicate that there is a market for the land should Council proceed to purchase the land and develop the sub-division.

<b>Statutory Environment:</b>	Nil
<b>Policy Implications:</b>	Nil
<b>Budget Implications:</b>	No allowance has been made in the 2003/04 Budget and any expenditure should be able to be deferred until 2004/05 if Council wishes to proceed.

### Officer's Recommendation

That Council authorise staff to enter into negotiations with the Department for Planning and Infrastructure for the purchase of Lot 1876 Tudhoe Street and any associated conditions whilst also investigating potential funding sources should the project proceed.

### Council Resolution

10769 ROWELL/PUGH

That the Officer's Recommendation be adopted.

**CARRIED**  
Vote 9/0



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<b>9.1.10</b>	<b>Recreation Centre Re – development</b>
<b>Proponent:</b>	<b>Staff</b>
<b>Reporting Officer:</b>	<b>Chief Executive Officer</b>
<b>File:</b>	<b>PRO13</b>

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### **Summary**

As a part of the redevelopment of the Wagin Recreation Centre it is suggested Council consider several minor alterations to the plans.

### **Comment**

The new work at the recreation centre will include an office area for Woolorama adjacent to their current office facilities. There are two offices in the existing facility that would be ideal for use by a centre manager if Council was to go down this track in the future. The offices, marked with an X on the attached plan, back into the sports hall and with the addition of the second court would be centrally located. To make full use of the new facility it may be necessary to employ a manager at the centre to organize and co-ordinate sporting and other activities.

To allow Council the use of these two offices on a permanent basis it is proposed doorways be relocated and new windows be installed during construction of the new sections. The changes have been drawn into the attached plans to give Council an indication of changes suggested.

The other change relates to the bar area within the existing facility. The coolroom is very noisy and detracts from meetings being held within the complex and the bar is not conducive to watching of sport such as football, trotting or activities within the sports hall.

Staff asked Max Hannell to have a quick look at the existing arrangements and the attached plan shows a preliminary sketch of a possible refurbishment of the bar area.

Under the proposal it would be possible to have two separate functions running at the same time both with access to the bar simply by the use of a accordion door to divide the area. The new shaped bar would give greater vision to the sportground and removal of a section of wall into the sports hall would also open this area up to people at the bar.

There has been no costings prepared on these concepts or detailed plans prepared with staff referring the matters to Council for consideration prior to proceeding to the stage which would involve discussions with Woolorama and sporting club committees.

***Statutory Environment:*** Nil

***Policy Implications:*** Nil

***Budget Implications:*** The suggested changes have not been costed or included in the 2003/04 budget. Any change approved would be accommodated in the 2004/05 budget.

**Officer's Recommendation**

The changes to the Wagin Recreation Centre Redevelopment are submitted for Council's consideration.

**Council Resolution**

10770 JOHNSON/BLIGHT

That Council obtain full costings and present the proposal to all interested user groups prior to re - presenting to Council.

**CARRIED**

Vote 9/0

## 9.2. Administration and Finance

<b>9.2.1</b>	<b>Cheque Signing Policy</b>
<b>Proponent:</b>	<b>Staff</b>
<b>Reporting Officer:</b>	<b>Chief Executive Officer</b>
<b>File:</b>	

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### Summary

A new Cheque Signing Policy requiring endorsement by one signatory is proposed.

### Background

Council Finance Policy 18 currently requires cheques issued from Council's Municipal, Trust or Reserve Accounts to be endorsed by two signatories as follows:

- 1) The Chief Executive Officer as the primary signatory and
- 2) countersigned by either the Deputy Chief Executive Officer or any serving Councillor and
- 3) in the absence of the Chief Executive Officer the Deputy Chief Executive Officer shall be the primary signatory and countersigned by any serving Councillor.

### Comment

During the period when Council did not have a Chief Executive Officer and more recently during the absence of the Deputy Chief Executive Officer on leave difficulties and delays have been experienced in getting the required two signatories.

A new policy is proposed that would allow cheques to be signed by only one Officer or Councillor. At present Purchase Orders require only one signatory and this new cheque signing policy brings these two policies into line.

The new policy proposed is allowable under the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

**Statutory Environment:** Local Government Act 1995

**Policy Implication:** Proposed policy would replace Finance Policy 18

**Budget Implications:** Nil

### Officer's Recommendation

That Council adopt a new Cheque Signing Policy – Finance 18 as follows:

Wagin Shire Council cheques issued from the Municipal, Trust, Reserve or Medical Centre accounts or by direct debit require endorsement by way of one signatory:

- 1) The Chief Executive Officer as the primary signatory
- 2) the Deputy Chief Executive Officer if the Chief Executive Officer is unavailable
- 3) any serving Councillor in the absence of both the Chief Executive Officer and Deputy Chief Executive Officer
- 4) any person appointed to act in the Chief Executive Officer or Deputy Chief Executive Officer positions.

Payment of salaries and wages shall be authorised by either the Chief Executive Officer or the Deputy Chief Executive Officer. In the event that both officers are unavailable the Finance Officer may authorise the payment of salaries and wages with the Chief Executive Officer or Deputy Chief Executive Officer to review the transfer on their return.

A list of all payments made shall be presented to Council at the following ordinary meeting in accordance with the Local Government (Financial Management) Regulations 1996.

### **Council Resolution**

10771 BLIGHT/RISEBOROUGH

That the Officer's Recommendation be adopted.

**CARRIED**  
Vote 9/0

*Mr Brian Roderick declared a financial interest in this item and left the meeting at 8.18pm.*

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<b>9.2.2</b>	<b>Staff Training – Finance Officer</b>
<b>Proponent:</b>	<b>Staff</b>
<b>Reporting Officer:</b>	<b>Chief Executive Officer</b>
<b>File:</b>	<b>PSN8/1</b>

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### **Summary**

Council support is recommended for the Finance Officer to attend a Diploma of Business – Local Government Course run by the Australian Institute of Business.

### **Comment**

The Australian Institute of Management now conducts a Diploma of Business – Local Government course which is helping to fill the void of suitable study available for local government officers. The course is run over 8 days (one day per fortnight) and also involves completion of a number of assignments and workplace based projects. The Deputy Chief Executive Officer is just completing the course being run at present and has found it very enjoyable and rewarding.

The Finance Officer has indicated his interest in doing some studies and this course would aid his development as an employee of the Shire of Wagin. He has indicated his intention is to stay in Wagin for some considerable time and at some time in the future would be interested in stepping up to the Deputy Chief Executive Officer position.

During the period between Chief Executive Officers, some 11 weeks the Finance Officer did not receive any salary adjustment for the extra duties completed including attending after hours meetings.

The cost to enrol in this diploma course is \$3,500 and successful completion will result in a Nationally Recognised Diploma and offer the opportunity to lead into further studies including degree and master levels.

I believe that both the Shire of Wagin and the Finance Officer would benefit from his attendance at such a course. As he was not rewarded for the extra duties performed in the period between Chief Executive Officers it is recommended that Council meet the enrolment costs of \$3,500. If approved by Council I propose to allow the use of an administration vehicle to attend the course with all fuel costs to be met by the officer.

***Statutory Environment:*** Nil

***Budget Implications:*** The 2003/04 Budget does not specifically allow for this training but expenses can be met from savings in the Administration Salaries area.

**Officer's Recommendation**

That Council agree to meet the enrolment expenses of \$3,500 for the Finance Officer to attend the Australian Institute of Management Diploma of Business – Local Government course.

**Council Resolution**

10772 DRAPER/RISEBOROUGH

That the Officer's Recommendation be adopted.

**CARRIED**

Vote 9/0

*Mr Brian Roderick returned to the meeting at 8.22pm.*

<b>9.2.3</b>	<b>Staff Housing</b>
<b>Proponent:</b>	<b>Staff</b>
<b>Reporting Officer:</b>	<b>Chief Executive Officer</b>
<b>File:</b>	<b>PRO15</b>

### Summary

It is felt that there is a shortage of staff housing available at present which is detracting from our ability to attract staff.

### Comment

Council has only a very limited number of houses available for staff and this has caused a problem in trying to attract staff to the shire. This was most recently experienced during the recruitment of a Senior Leading Hand.

There are a number of staff that have indicated they will not be with Council in the long term and with the majority of staff being in their own residences, and a lack of suitable private rentals, recruitment of suitably qualified staff may be difficult.

I am aware that this is an area Council has refrained from in the past but one I believe is now important to the continued development and success of the Shire of Wagin.

The type of housing I would ask Council to consider is 3 bedroom Unit / duplex style. This would be suitable for young singles, couples, and even a family with a small child / children. If the housing was not required by staff I am confident it could be rented out privately as again this type of accommodation is not available in Wagin.

Staff have carried out some preliminary investigations on costing for such a project and availability of land. There is land available in Wagin which would be suitable for the development of a 4 or 6 unit complex should Council decide to proceed with the proposal.

With regard to preliminary costings I am aware of a similar project recently undertaken by the Shire of Kent involving 6 x 3 bedroom units with a cost per unit approximately \$140,000 not including land costs. In all other ways the units were complete including carpets, blinds, painting, driveways, fencing and landscaping.

The rental return from these units would range from \$60 per week for an employee to \$120 per week for private rentals.

In the first instance I would recommended Council consider the construction of 4 units with the provision for a further 2 units to be constructed at a later date if the blocks and design allow and if the demand warrants future units.

To give Council an idea of cost the following estimates are provided:

a)	land purchase \$15,000	
b)	construction of 4 units at \$140,000 each	\$560,000
c)	fees	<u>10,000</u>
		<u>\$585,000</u>

If Council was to borrow the full estimated cost of this project on a 20 year loan from Treasury the annual repayment would be \$52,350. Council would be earning rental income from the units and if all were rented to staff at \$60 per week would return \$12,480 per annum leaving a shortfall of \$40,000 or 3.6 per cent of current rate revenue. In addition Council would incur annual maintenance expenses which in the first few years should be minimal.

If some of the units were rented privately the rental returns to Council would increase by the \$60 per week per unit or \$3120 per unit per annum. The construction of units would be adding to Councils asset base and would be something Council could look at selling in the future if it so desired.

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

***Policy Implications:*** Nil

***Budget Implications:*** If Council were to proceed with the proposal there may be land acquisition expenses and architect fees for designing the units. These are not budgeted items in 2003/04 but as they are not major items could be funded if Council wishes to proceed.

### **Officer's Recommendation**

That Council

- a) authorize staff to investigate available land for this proposal
- b) authorize staff to investigate possible design of the units and cost to construct in Wagin.

with all information to be reported to Council for their consideration.

### **Council Resolution**

10773 ROWELL/PUGH

That the Officer's Recommendation be adopted.

**CARRIED**  
Vote 9/0



*Cr Draper declared an impartiality interest in this item and left the meeting at 8.33pm.*

<b>9.2.4</b>	<b>Donation – Waratah Lodge</b>
<b>Proponent:</b>	<b>Waratah Lodge Frail Aged Facility</b>
<b>Location:</b>	<b>Wagin</b>
<b>Reporting Officer:</b>	<b>Chief Executive Officer</b>

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### **Summary**

A financial donation has been requested from Waratah Lodge to assist in the purchase of Mobile Patient Alert Medical Alarms for residents.

### **Comment**

There has been the occasional incident at Waratah where residents have had a fall and not been near one of the fixed panic buttons. A new system has been identified that provides an alarm that hangs like a pendant around a persons neck. In the event of a fall, even in the shower or outside in the gardens it is possible for the person to activate their alarm. The alarm units are small and very durable and are to be connected to the alarm system within Waratah so that staff would be aware of the incident.

The cost of each Patient Alert Medical Alarm (PAMA) is \$360 each and Waratah will require eleven units being one for each resident less a resident who already has a mobile medical alert device. Other organisations in Wagin including Lions, Apex and Rotary have been approached for assistance in funding the purchase of these units.

Mr Peter English, Chairman of the Waratah Lodge Frail Aged Committee will attend the Council Meeting to provide further advice and answer any questions Councillors may have on these devices.

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Budget Implications:** This is not a budget item but funds could be allocated from the Public Relations or Welfare areas if Council wishes to make a donation.

### **Officer's Recommendation**

That Council make a donation to the Waratah Lodge Frail Aged Committee of \$720 to assist with the purchase of two assist with the purchase of two Patient Alert Medical Alarm devices.

### **ABSOLUTE MAJORITY REQUIRED – NON BUDGET ITEM**

### **Council Resolution**

10774 RISEBOROUGH/MORGAN

That the Officer's Recommendation be adopted.

**CARRIED**  
Vote 8/0

*Cr Draper returned to the meeting at 8.34pm.*

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<b>9.2.5</b>	<b>Local Government Compliance Audit Return</b>
<b>Proponent:</b>	<b>Department of Local Government and Regional Development</b>
<b>Reporting Officer:</b>	<b>Chief Executive Officer</b>
<b>File:</b>	<b>DEP18/5</b>

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### **Summary**

Each year Council is required to undertake and adopt a Compliance Audit Return and submit it to the Department of Local Government and Regional Development.

### **Background**

The Compliance Audit Return is a mandatory document required to be completed and adopted under the Local Government Audit Regulations.

### **Comment**

The Compliance Audit Return for the period 1<sup>st</sup> January to 31<sup>st</sup> December 2003 has been completed. There is a requirement for the document to be

- a) presented to a Council Meeting
- b) adopted by Council
- c) signed by the Shire President and Chief Executive Officer, and
- d) submitted to the Department by 31<sup>st</sup> March 2004.

A copy of the completed document is included in the Agenda for Council to review. No matters of concern are brought to Council's notice.

**Statutory Environment:** Section 7.13 ( i ) Local Government Act 1995  
Regulation 13 Local Government (Audit) Regulations

**Budget Implications:** Nil

### **Officer's Recommendation**

That Council adopt the Local Government Compliance Audit Return for the period 1<sup>st</sup> January 2003 to 31<sup>st</sup> December 2003.

### **Council Resolution**

10775 PUGH/JOHNSON

That the Officer's Recommendation be adopted.

**CARRIED**  
Vote 9/0

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<b>9.2.6</b>	<b>Local Government (Official Conduct) Amendment Bill</b>
<b>Proponent:</b>	<b>Minister for Local Government and Regional Development</b>
<b>Location:</b>	<b>Shire of Wagin</b>
<b>Reporting Officer:</b>	<b>Chief Executive Officer</b>

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### **Summary**

The Minister has released a discussion paper on a proposed new disciplinary framework for local government and invites submissions before 20<sup>th</sup> February 2004.

### **Background**

There is no provision within current legislation for individual Councillors to be disciplined should the need arise. The only option at present in this situation is for the entire Council to be suspended or dismissed.

### **Comment**

The purpose of the Bill is to amend the Local Government Act 1995 to provide a disciplinary framework to deal with individual misconduct by local government council members. The legislation establishes standards to deal with contraventions of a new code of conduct and provides a range of actions and penalties dependent upon the seriousness of the offence

In general minor breaches / offences will be referred to a Standards Panel and serious contraventions or repeated offences are to be referred to The Director General of the Department of Local Government and Regional Development who in turn may direct these matters to the new State Administrative Tribunal.

The penalties for the offences will range from public censure, public apology, temporary suspension (up to 6 months) through to suspension for up to 5 years.

Particular comment is sought from local governments as to the establishment of the standards panels and the range of penalties suggested. With regard to the standards panel comment is sought as whether there should be a single statewide panel or local government to have discretionary powers to appoint a panel. WALGA support retention of the ability for each local government to appoint a panel staff and I support this proposal with possibly the option for a regional panel. It is important the panel have some understanding of the issues and environment a local government is working in.

**Statutory Environment:** Local Government Act 1995  
Local Government (Official Conduct) Amendment Bill 2003

**Budget Implication:** In the event a Standards Panel needs to be formed Council will be responsible for any expenses incurred.

### **Officer's Recommendation**

That Council advise the Minister for Local Government and Regional Development;

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- a) that it supports the range of penalties contained in the Draft Bill
- b) that it supports individual local government having the authority to appoint its own Standards Panel or a Regional Standards Panel
- c) that it the Minister not to have power to remove a Standard Panel
- d) that it any intervention with a Standards Panel to be available only to the new State Advisory Tribunal.

**Council Resolution**

10776 RISEBOROUGH/CUMMING

That the Officer's Recommendation be adopted.

**CARRIED**  
Vote 9/0

**9.2.7 Changeover of Vehicle W.1**

**Proponent:** Staff  
**Reporting Officer:** Chief Executive Officer  
**File:** TEN1

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**Summary**

Administration vehicle W.1 has almost completed 15,000 km and quotations have been sought for the changeover as per Council Policy Finance 2.8.

**Comment**

Quotations have been sought from the two local dealers for the changeover of the Ford Fairmont W.1. The matter has been brought to Council for consideration as quotations have been sought on the supply of a similar standard or an upgraded vehicle.

The details of the quotations received are;

			Gross	Trade	Nett
Edwards Holden	-	VY Berlina II	\$32,299.42	\$29,299.42	\$3,000.00
	-	VY Calais II	\$38,551.81	\$29,251.81	\$9,300.00
Walker Ford	-	BA Fairmont	\$33,103.00	\$30,903.00	\$2,200.00
	-	BA Fairlane Ghia	\$39,864.00	\$31,664.00	\$8,200.00

***Statutory Environment:*** The purchase price is less than \$50,000 and therefore tenders are not required.

***Budget Implications:*** Allowance is made for the changeover of W.1 in the budget of \$8,000 for 2 changes. The first changeover saw Council receive \$1818 cash back

**Officer's Recommendation**

That Council accept the quotation from Walker Ford for the supply of a Ford BA Fairlane Ghia sedan with a changeover of \$8,200 GST inclusive.

**Council Resolution**

10777 CUMMING/PUGH

That the Officer's Recommendation be adopted.

**CARRIED**  
Vote 7/2

**9.2.8 List of Payment – December 2003****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**

Due to the completion of a Quarterly Financial Statement for the period ending 31<sup>st</sup> December 2003 Council now only needs to consider the list of payments made from all bank during the period from the last ordinary Council meeting onwards. As the Quarterly financial statement has been prepared for the same reporting period, Council does only need to consider the list of payments.

**Comment**

A copy of the list of payments made from each of Councils bank accounts is attached to this item.

**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	17925 from to 18032	total	\$228,098.78
• Trust Account	1318 from to	total	\$ 20.00
• Municipal Account	(Direct Debit)	total	<u>\$278,273.75</u>
			<u>\$506,392.53</u>

**Council Resolution**

10778 BLIGHT/PUGH

That the Officer's Recommendation be adopted.

**CARRIED**  
Vote 9/0













**9.2.9 Quarterly Financial Report – December 2003****Reporting Officer: Deputy Chief Executive Officer**

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**Summary**

In accordance with the Local Government (Financial Management) Regulations 1996, regulation 34 requires the Local Authority to prepare a Quarterly Financial Report.

**Background**

The form of the Quarterly Financial Report for the period ending 31<sup>st</sup> December 2003 is an Operating Statement, Statement of Financial Position, Statement of Changes in Equity, Operating Statement by Function / Activity, Schedule 1 – General Purpose Income, Statement of Rating information, Detailed Operating Statement by Function / Activity, and Statement of Non Operating income and Expenditure.

**Comment**

Council does not have a policy on the format of the Quarterly Financial Reports presented to Council. As a result the basis of previous reports has been used.

**Statutory Environment:** Local Government (Financial Management) Regulations 1996, regulation 34

**Budget Implications:** Nil, subject to the review being conducted by the Finance and General Purposes committee.

**Officer's Recommendation**

That the Quarterly Financial report for the quarter ending 31<sup>st</sup> December 2003 as presented be adopted by Council.

**Council Resolution**

10779 PUGH/BLIGHT

That the Officer's Recommendation be adopted.

**CARRIED**

Vote 9/0

**9.2.10 Wagin Medical Centre Financial Statements  
– December 2003**

**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> December 2003, 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> December 2003.
2. Approve for payment the following list of vouchers;

Wagin Medical Centre Account	from 000102 to 000109	\$24,645.12
Including Direct Debit		

**Council Resolution**

10780 BLIGHT/JOHNSON

That the Officer's Recommendation be adopted.

**CARRIED**  
Vote 9/0













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<b>9.2.11</b>	<b>Business Plan – Wagin Medical Centre</b>	
<b>Proponent:</b>	<b>Deputy Chief Executive Officer</b>	
<b>Location:</b>	<b>Wagin Medical Centre</b>	
<b>Reporting Officer:</b>	<b>Deputy Chief Executive Officer</b>	<b>File:</b>

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### Summary

A Business Plan of the Wagin Medical Centre has been prepared in accordance with section 3.59 of the Local Government Act 1995.

### Background

Council commenced operating the Wagin Medical Centre as from 1<sup>st</sup> March 2003. At this time Council was advised by both our Auditors and the Department of Local Government and Regional Development that it was not necessary for a business plan to be prepared as Council was simply providing an essential community service and not competing to generate a profit.

The concept of preparing a business plan became more eminent following the decision of Dr Lewis not to take over the running of the Wagin Medical Centre, resulting in Council being left with the burden of running the Wagin Medical Centre.

### Comment

Council should treat the business plan as an management tool that will assist in guiding Council in its various business decisions that will impact on the Wagin Medical Centre. The financial data used is based upon actual operations from March to November 2003, and then averaged out for a full financial year. These figures will need to be reviewed at a later date to ascertain if they are still accurate to forecast financial projections.

A listing of potential capital improvements has also been identified that Council can address during budget deliberations.

**Statutory Environment:** Nil

**Budget Implications:** Nil for the first year.

### Officer's Recommendation

That Council adopt the draft business plan of the Wagin Medical Centre and make it available for the public to peruse.

### Council Resolution

10781 RISEBOROUGH/PUGH

That the Officer's Recommendation be adopted.

**CARRIED**  
Vote 9/0

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<b>9.2.12</b>	<b>Record Keeping Plan</b>	
<b>Proponent:</b>	<b>Deputy Chief Executive Officer</b>	
<b>Location:</b>	<b>Shire of Wagin</b>	
<b>Reporting Officer:</b>	<b>Deputy Chief Executive Officer</b>	<b>File:</b>

---

### Summary

The State Records Act 2000 requires Government organizations to ensure that records are created, managed, and maintained over time and disposed of in accordance with principles and standards issued by the State Records Commission (SRC).

### Background

A draft record keeping plan has been prepared in consultation with two model document that were circulated by WALGA and the Local Government Records Management Group. The first draft record keeping plan has been submitted to SRC for their comment and where required additional information has been included in the plan to ensure that it will comply with the requirements of the State Records Act 2000.

### Comment

The State Records Act 2000 will have significant implications for Council. Staff will be required to more accurately create records from telephone and in person discussions, email communication, and faxes, that relate to the Shire's business decisions and transactions.

The current facilities used to store records are not considered adequate by SRC. The archive room located at the works depot should be relocated to a more secure location to minimise the risk of damage to records from dust, rodents, and an industrial accident. Ideally a controlled environment located at the administration office would be ideal as the premises are secured, and damage to records will be significantly reduced. In supporting the SRC, Council should consider their records to be valuable not only for their day to day use, but also the historical background that would be lost in the event of their damage.

<b><i>Statutory Environment:</i></b>	State Records Act 2000
<b><i>Budget Implications:</i></b>	Nil for 2003/2004

### Officer's Recommendation

That Council adopt the draft Record Keeping Plan of the Shire of Wagin as presented and submit this to the State Records Committee for compliance with the State Records Act 2000.

### Council Resolution

10782 BLIGHT/JOHNSON

That the Officer's Recommendation be adopted.

**CARRIED**  
Vote 9/0

**9.2.13 Wagin Medical Centre Financial Statements – January 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> January 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> January 2004.
2. Approve for payment the following list of vouchers;

Wagin Medical Centre Account      from 000110 to 000112      \$4,383.65  
Including Direct Debit

**Council Resolution**

10783 BLIGHT/ROWELL

That the Officer's Recommendation be adopted.

**CARRIED**  
Vote 9/0











**9.2.14 Financial Statements – January 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 31<sup>st</sup> January 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> January 2004.
2. Approve for payment the following list of vouchers;

Municipal Account	18033 from to 18122	total	\$422,470.69
Trust Account	1319 from to 1325	total	\$ 473.20
Municipal Account	(Direct Debit)	total	<u>\$201,293.00</u>
			<u>\$624,236.89</u>

**Council Resolution**

10784 JOHNSON/DRAPER

That the Officer's Recommendation be adopted.

**CARRIED**  
Vote 9/0



















*Cr Rowell left the meeting at 9.03pm.*

### 9.3 Works and Services

#### 9.3.1 Roadworks Water Tank and Spray Unit

**Proponent:** Staff  
**Location:** Wagin  
**Reporting Officer:** Chief Executive Officer

#### Summary

Council's water tank used for roadworks is leaking badly and needs replacement.

#### Comment

The current steel water tank is approximately 9000 litres in size and has a dribble bar at the rear but does not have fan sprays and is not easily loaded on and off the tip truck. The tank is leaking badly at the moment which causes uneven spread of water and wet spots on the roads.

There is a secondhand fibreglass water tank available for purchase in Wagin at present. The tank is fully equipped with pumps, spraybars and fan sprays. In addition the unit has a folding leg system which will provide ease to load or unload from the trucks, even onsite if necessary.

This unit would greatly assist with roadworks involving water binding and could also be of use in the event of a fire. The secondhand unit has been priced at approximately \$8,000 and if Council was to purchase a new unit with a similar configuration it would cost in the order of \$10 – 11,000.

**Statutory Environment:** Nil

**Policy Implications:** Nil

**Policy Implications:** This is a non – budget item could be funded by Plant Replacement Reserve or the surplus from the recent truck purchase.

#### Officer's Recommendation

That Council authorize the Chief Executive Officer to negotiate the purchase of the secondhand water tank and spray unit for up to \$8,000 plus GST.

**ABSOLUTE MAJORITY REQUIRED – NON BUDGET ITEM**

#### Council Resolution

10785 CUMMING/PUGH

That the Officer's Recommendation be adopted.

**CARRIED**  
Vote 8/0

*Cr Rowell returned to the meeting at 9.04pm.*

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

The Shire President Cr Brockway advised;

- Attended the Annual Electors Meeting on 3<sup>rd</sup> February.
- Attended the Woolorama Media Briefing on 4<sup>th</sup> February with Chief Executive Officer
- Together with the Chief Executive Officer and Cr Cumming on 7<sup>th</sup> February conducted a interview for the Manager of Works position.
- Attended Telecentre Meeting on 9<sup>th</sup> February together with Chief Executive Officer and Cr Blight.

Cr Rowell advised;

- Inspected gardens for Tidy Town Awards and presented awards at Australia Day Breakfast function.
- Attended Southern Agcare Committee Meeting on 3<sup>rd</sup> February.
- Inspected Wetlands Park with Chief Executive Officer and Principal Environmental Health Officer/Building Surveyor for possible improvements and upgrades.
- Attended a Historical Village and Tourism Centre Meeting.

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

Nil

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

Nil

**a) Elected Members****Mobil Service Station**

10786 JOHNSON/CUMMING

That Council agree to discuss Mobil Service Station bulk fuel distribution

**CARRIED**

Vote 9/0

Cr Morgan brought to Council's attention that Statewide Fuels (Mobil) was shutting down their bulk fuel distribution services

Drainage Works at Caravan Park

10787 BLIGHT/JOHNSON

That Council agree to discuss drainage work at the Caravan Park.

**CARRIED**

Vote 9/0

Cr Cumming expressed concerns that the work at the Caravan Park would not be completed by Woolorama. The Principal Environmental Health Officer/Building Surveyor conceded the work was taking longer than expected, however it would be finished and the bitumen reinstated well before Woolorama.

Rambo the Ambo

10788 BLIGHT/JOHNSON

That Council agree to discuss Rambo the Ambo.

**CARRIED**

Vote 9/0

Cr Brockway advised Council she had received information from WALGA regarding the above St John's Ambulance Association fundraising initiative. An old ambulance is touring the state and will come to Wagin if we are interest in using it as a fundraiser for our local Ambulance service. Councillors agreed that the local Ambulance service was vital to the Wagin community and that Council should express an interest in using Rambo the Ambo as a fundraising venture for the Wagin Ambulance service.

Old Gull Service Station

10789 CUMMING/DRAPER

That Council agree to discuss the old Gull Service Station site.

**CARRIED**

Vote 9/0

The Chief Executive Officer advised that there had been no developments in regard to the above site, however he would continue to look for a resolution.

**b) Officer's**

Nil

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

Nil

**14. Closure**

There being no further business to discuss the President thanked those in attendance and closed the meeting at 9.23pm.

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

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

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

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