

SHIRE OF WAGIN



MINUTES OF THE ORDINARY COUNCIL MEETING HELD ON TUESDAY 16th December 2003

CONTENTS		PAGE
1.	DECLARATION OF OPENING	3
2.	ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED).....	3
3.	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	3
4.	PUBLIC QUESTION TIME.....	3
5.	APPLICATION FOR LEAVE OF ABSENCE	3
6.	PUBLIC FORUM (PETITION/DEPUTATION/PRESENTATIONS)	4
7.	CONFIRMATION OF PREVIOUS MEETING MINUTES.....	4
8.	DISCLOSURE OF FINANCIAL AND OTHER INTERESTS.....	4
9.	REPORTS OF COMMITTEES AND OFFICER'S	4
9.1.1	OVERSIZED SHED – LOT 11 UNICORN STREET – B & M INGRAM.....	4
9.1.2	KEEPING OF DOGS – LOT 1761 (NO 82) UPLAND STREET – M KRAKOUER.....	7
9.1.3	HOUSE UPGRADE – 5 OMDURMAN STREET – STAFF HOUSING.....	9
9.1.4	HOUSE UPGRADE – 5 WARWICK STREET – STAFF HOUSING	11
9.1.5	WAGIN AIRFIELD FENCING LOT 920 GILES STREET WAGIN	12
9.1.6	OFFICE EXTENSIONS – LOT 102 TUDHOE STREET WAGIN.....	13
9.2	ADMINISTRATION AND FINANCE.....	14
9.2.1	AUSTRALIAN DAY BREAKFAST – DONATION	14
9.2.2	WAGIN YOUTH CARE – WAGIN YOUTH CARE	15
9.2.3	WAGIN MEDICAL CENTRE FINANCIAL STATEMENTS	16
9.2.4	FINANCIAL STATEMENTS – NOVEMBER 2003	22
9.2.5	SHIRE OF WAGIN ANNUAL REPORT 2002/2003	31
9.2.6	COMPUTER SYSTEM UPGRADE – ADMINISTRATION CENTRE	33
9.3	WORKS AND SERVICES	35
9.3.1	CHANGEOVER OF MANAGER OF WORKS VEHICLE	35
9.3.2	TENDER # 4/04 SUPPLY AND DELIVERY OF CRUSHED METAL AGGREGATE.....	37
9.3.3	TENDER # 3/04 SUPPLY AND SPRAY OF BITUMEN.....	39
9.4	OTHER COMMITTEES AND REPORTS.....	42
9.4.1	MINUTES OF THE WAGIN COMMUNITY BUS MEETING HELD ON 4 TH DECEMBER 2003.	42
10.	ANNOUNCEMENT BY THE PRESIDENT AND COUNCILLORS.....	42
11.	ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	42
12.	URGENT BUSINESS INTRODUCED BY DECISION OF THE MEETING.....	42
13.	CONFIDENTIAL BUSINESS AS PER LOCAL GOVERNMENT ACT S5.23(2)	43
13.1	ANNUAL PERFORMANCE REVIEW – DEPUTY CHIEF EXECUTIVE OFFICER	43
13.2	ANNUAL PERFORMANCE REVIEW – PRINCIPAL ENVIRONMENTAL HEALTH OFFICER/BUILDING SURVEYOR.....	45
13.3	DR LEWIS - CONTRACT	46
14.	CLOSURE.....	47

Shire of Wagin

Minute of the Ordinary Council Meeting of the Council held in the Council Chambers on Tuesday 16th December 2003.

1. Declaration of Opening

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

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

Present:	Cr M J Brockway	President
	Cr R P Johnson	Deputy President
	Cr I C Cumming	Member
	Cr E N Pugh	Member
	Cr A C Hansen	Member
	Cr H D Rowell	Member
	Cr K M Draper	Member
	Cr P I Piesse	Member
	Cr D K Morgan	Member
Staff:	Mr I B Fitzgerald	Chief Executive Officer
	Mr B K Fisher	Deputy Chief Executive Officer
	Mr D A Archer	Principal Environmental Health Officer/ Building Surveyor
Visitors:	Pastor John Butler and Mr Lance Mudgway.	
Apologies:	Cr G J Riseborough	

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/Deputation/Presentations)

Mr John Butler addressed Council in relation to item 9.2.2. Mr Butler outlined the proposal from Wagin Youth Care to fund a School Chaplain for Wagin on a three days per week basis. Mr Butler advised that a budget allocation of \$24,000 was required to fund this position and to date pledges to the value of \$20,000 had been made.

Mr Lance Mudgway addresses Council in relation to the South West Catchments Council (SWCC) regional review document and the meeting that was held between the Upper Blackwood Shires and Mr Terry Waldron to discuss the Regional Strategy as prepared by SWCC. Mr Mudgway requested that Council provide a response to the SWCC Regional review by no later than 15th January 2004.

7. Confirmation of Previous Meeting Minutes

10737 HANSEN/JOHNSON

That the minutes of the Ordinary Council Meeting Held on 18th November 2003 be confirmed as a true and correct record.

CARRIED

Vote 9/0

8. Disclosure of Financial and other Interests

The Deputy Chief Executive Officer declared a financial interest in item 13.1.

The Principal Environmental Health Officer/Building Surveyor declared a financial interest in item 13.2.

9. Reports of Committees and Officer's

9.1.1

Oversized Shed

Location:

Lot 11 Unicorn Street Wagin – zoned Residential R 17.5

Proponent:

B & M Ingram

Reporting Officer:

Principal Environmental Health Officer/Building Surveyor

File:

A1563

Summary

The proposal is to construct a zincalume, fully enclosed gabled roofed double garage on Lot 11 Unicorn Street Wagin.

Background

A dwelling and 36m² shed are currently on the Lot which is used for residential purposes.

Comment

Council has a policy on outbuildings in residential areas which states;

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

Objective

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

Policy Provisions

- i) The erection of an outbuilding on any lot zoned "Residential" is not permitted unless a building licence has been issued for the erection of a house on the lot and construction of the house has substantially commenced.
 - ii) A building licence application is not required for an outbuilding of less than 9 square metres (3m x 3m) in floor area and not greater than 2.1 metres in height providing it complies with the following:
 - a) It shall be constructed of new non-flammable material and be easily dismantled;
and
 - b) It shall be adequately anchored.
 - iii) A building licence application is required for any outbuilding having a total floor area in excess of 9 square metres.
 - iv) The maximum floor area of an outbuilding constructed of reflective cladding (e.g. zincalume) shall be 45 square metres.
 - v) The maximum floor area of an outbuilding constructed of non-reflective cladding (e.g. brick, colorbond or timber) shall be 80 square metres.
 - vi) In all instances the open space requirements of the Residential Planning Codes (R-Codes) are to be complied with unless otherwise approved by Council.
 - vii) An outbuilding shall be separated from the building to which it is appurtenant in accordance with the Building Code of Australia.
 - viii) The wall height of any outbuilding shall not exceed 3 metres or 3.3 metres at the apex of a pitched roof unless otherwise approved by Council.
 - ix) An outbuilding shall not be sited within the building setback to the street frontage as prescribed by the Scheme nor within six (6) metres of any other street unless Council approves of a lesser distance.
-

- x) The setback of all outbuildings from any side or rear boundary shall be as required by the R-Codes unless otherwise approved by Council.
- xi) Notwithstanding any other provision of this policy, Council may approve of the siting of an outbuilding that is a carport (being an open-sided garage without doors) in a position other than that prescribed by other provisions of this policy.
- xii) Council will not permit the use of second-hand or used building materials for an outbuilding without its prior approval.
- xiii) Council will not grant approval to the use of second-hand or used building materials for an outbuilding unless it is satisfied that it will not have a detrimental impact on the visual appearance of the immediate locality.
- xiv) Where an application is received for the erection of an outbuilding which does not comply with any provision of this policy the applicant shall submit to Council in writing the reason(s) why such variation is required.

The building under consideration is 8m x 8m x 2.6m wall height (64m²) which when combined with the existing 36m² shed will result in 100m² of outbuilding on the 2944m² Lot.

The proposal is to site the shed 15.78m from the southeast corner and 1m from the southern boundary.

Clause ix) requires a six (6) metre setback (although Bedford Land is unconstructed in this section) however clause x) conflicts with ix) in that the R code allows a 1m setback.

Sheds in the near vicinity to this Lot are predominately zincalume and as Lot 11 is relatively large this proposal should not have a detrimental impact on the general amenity and in my opinion represents orderly planning.

Statutory Environment: Town Planning Scheme No2

Policy Implications: Health Building and Planning No 18 Development of Outbuildings on Residential Zoned Land.

Budget Implications: Nil

Officer's Recommendation

Council approve the construction of an 8m x 8m x 2.6m (wall height) fully enclosed, gabled roofed zincalume shed on Lot 11 Unicorn Street Wagin subject to;

- 1) Development consistent with the submission dated 2nd December 2003.
- 2) Obtaining a building permit.
- 3) Approval will lapse if not substantially completed within two (2) years from the date of Council planning approval.

Council Resolution

10738 PIESSE/MORGAN

That the Officer's Recommendation be adopted.

CARRIED
Vote 9/0

9.1.2	Keeping of Dogs
Location:	Lot 1761 (No82) Upland Street Wagin – zoned Residential R 17.5
Proponent:	M Krakouer
Reporting Officer:	Principal Environmental Health Officer/Building Surveyor
File:	A923

Summary

The proponent wishes to keep six (6) dogs, four (4) being kangaroo dogs and two (2) being small domestic dogs.

Background

The Dog Act 1976 and Council's Dogs Local Law 2001 limit the number of dogs over the age of three (3) months within the townsite to two (2).

The Dog Act 1976 provides that Council if satisfied in relation to a particular premises may authorise the keeping of up to six (6) dogs with conditions that;

- a) Specifies the dogs, and
- b) Approval may be revoked or varied at any time.

Comment

I wrote on the 19th November 2003, to the owners and occupiers of Lots 1760, 1004, 1005, 1006 and 1000 to seek their comment but at the time of writing only two replies have been received, with one (1) in support and one (1) against.

There is concern that dogs may roam the street and that others may also be permitted to keep six (6) dogs.

I have inspected the property and viewed the secure, weather protected compound in which the four (4) kangaroo dogs are kept.

At the time of inspection the compound and surrounds were clean, dog biscuits were stored in a rodent proof container and the entire property is suitably fenced.

The dogs when taken from the compound remain within secure fencing are placed from within this area into a new fully enclosed trailer then transported to the hunting location.

The two (2) domestic dogs have a separate fully enclosed compound still within the security of the property fencing.

The proponent claims the dogs do not normally bark other than being a bit excited when being loaded on the trailer and occasionally when children run down the rear lane hitting his back fence with sticks.

I emphasised our concern is with maintaining appropriate housekeeping and not creating a noise nuisance, which at the time of inspection was satisfactory.

The requirement to licence the dogs has been explained and should approval be granted will be conditional.

Statutory Environmental: Dog Act 1976 Section 26(3) Dog Local Law 2001

Policy Implications: Nil

Budget Implications: Nil

Officer's Recommendation

That Council approve the keeping of four (4) kangaroo dogs and two (2) domestic dogs in compounds meeting Council's requirements at Lot 1761 (No 82) Upland Street Wagin subject to;

- 1) All dogs being licensed and renewed as necessary.
- 2) The dogs compounds being maintained so as not to create a health nuisance
- 3) The dogs not creating a noise nuisance
- 4) This approval may be revoked or varied if the dogs do create a nuisance.

Officer's Recommendation

10739 PIESSE/JOHNSON

That Council approve the keeping of four (4) kangaroo dogs and two (2) domestic dogs in compounds meeting Council's requirements at Lot 1761 (No 82) Upland Street Wagin subject to;

- 1) All dogs being licensed and renewed as necessary.
- 2) The dogs compounds being maintained so as not to create a health nuisance
- 3) The dogs not creating a noise nuisance
- 4) This approval may be revoked or varied if the dogs do create a nuisance.
- 5) The Principal Environmental Health Officer/Building Surveyor to conduct six monthly inspections.

CARRIED

Vote 7/2

9.1.3	House Upgrade
Location:	Lot 20 (No 5) Omdurman Street Wagin – zoned Residential R30
Proponent:	Staff
Reporting Officer:	Principal Environmental Health Officer/Building Surveyor
File:	A837

Summary

The proposal is to renovate the existing bathroom, render one (1) wall and replace the carpet.

Background

As provided in the budget the carpets in the bedrooms has been replaced. A recent inspection disclosed the shower screen and tiling is in poor condition.

Comment

Tiling throughout the bathroom is a mixture indicating that various small sections have been replaced at different times resulting in an array of non matching tiles.

As this house has only one bathroom the ideal time to renovate is while the house is vacant.

The section of carpet suggested for replacement is a multicoloured glued product most likely part of the original.

The feature facebrick wall suggested for rendering is an attempt to lighten this section of the house which in general presents a sombre atmosphere.

Staff have costed the work at;

a)	Bathroom renovation	\$5,652.00
b)	Render and paint facebrick wall	\$ 935.00
c)	Replace carpet in entry/dining/living	<u>\$1,400.00</u>

Total \$7,987.00

Should Council decide to proceed with any or all of the work this could be financed from the Municipal Buildings Reserve which currently has \$140,000.

Statutory Environment: Nil

Policy Implications: Nil

Budget Implications: No provision has been made in the budget but funds could drawn from the Municipal Buildings Reserve.

Officer's Recommendation

Council authorise staff to proceed with renovating the bathroom replacing the entry/dining/lounge room carpet and rendering the facebrick wall in the dining room at 5 Omdurman Street Wagin to the value of \$7,987.00 with money being obtained from the Municipal/Buildings Reserve.

Council Resolution

10740 PIESSE/PUGH

That the Officer's Recommendation be adopted.

CARRIED

Vote 9/0

9.1.4	House Upgrade
Location:	Lot 1 (No 5) Warwick Street Wagin – zoned Residential R30
Proponent:	Staff
Reporting Officer:	Principal Environmental Health Officer/Building Surveyor
File:	A321

Summary

The Proposal is to erect a patio and install a reverse cycle split air conditioner to be located in the lounge.

Background

As provided in the budget this house has recently been painted and carpets and blinds replaced.

The western and northern sides are exposed and the erection of a patio as indicated on the sketch would be an advantage to occupiers.

With regard to air conditioning a unit located in the lounge would distribute cool air through to the kitchen and family areas which may be sufficient for most occasions.

Comment:

Staff have costed the work at;

a) Patio	\$5985.40	inc GST
b) Brick paving	\$3490.00	inc GST
c) Electrics	\$ 520.00	inc GST
d) Airconditioner	<u>\$2434.30</u>	inc GST
TOTAL	<u>\$12,430.70</u>	

Having now allocated this house for staff purposes and assuming both the patio and airconditioning are likely to be requests and because the house is still vacant this would be a good opportunity to proceed.

Should Council decide to proceed with any or all of the work this could be financed from the Municipal Buildings Reserve which currently has \$140,000.

Statutory Environment: Nil

Policy Implications: Nil

Budget Implications: No Provisions has been made in the budget, but funds could be drawn from the Municipal Buildings Reserve.

Officer's Recommendation

Council authorise staff to proceed with installing a patio and airconditioner to 5 Warwick Street Wagin to the value of \$12,500 (inc GST) with money being obtained from the Municipal Buildings Reserve.

Council Resolution

10741 PUGH/DRAPER

That the Officer's Recommendation be adopted.

CARRIED
Vote 9/0

9.1.5	Wagin Airfield Fencing
Location:	Lot 920 Giles Street Wagin – zoned Public Purpose
Proponent:	Staff
Reporting Officer:	Principal Environmental Health Officer/Building Surveyor
File:	PRO2

Summary

In an endeavour to reduce the incidence of kangaroos on the airstrip the suggestion is to erect a fence.

Background

In July 2002 the Royal Flying Doctor Service expressed concern and advised that considerable damage has been caused to their planes at other airfields by collision with kangaroos.

Comment

I am aware that fencing is being installed at some other airstrips which may be significant (duty of care) if an incident with a kangaroo should occur at our airstrip.

Indications are that a damage bill typically exceeds \$200,000 and possibly the insurance company involved may seek to recover their loss from the airstrip operator.

Without having surveyed the most practical route for the fence it is likely such a project will be in the order of \$50,000.

The Department for Planning and Infrastructure advises funding applications through the Regional Airports Development Scheme (RADS) for the period 2004 – 2005 will commence on the 7th February 2004 and close on the 19th March 2004.

Should Council consider the fence warranted then to apply for the next round of funding a site survey fencing specifications and estimated cost are required promptly.

This project has not been budgeted for but could be funded from the Aerodrome Maintenance and Development Reserve.

Statutory Environment: Nil

Policy Implications: Nil

Budget Implications: No provision in this budget but could be funded from the Aerodrome Maintenance and Development Reserve.

Officer's Recommendation

Council authorise staff to engage the services of a surveyor to plot the fenceline and staff to develop specifications for fencing to enable costings to be obtained.

Council Resolution

10742 PUGH/ROWELL

That the Officer's Recommendation be adopted.

CARRIED
Vote 9/0

9.1.6	Office Extensions
Location:	Lot 102 Tudhoe Street Wagin – zoned Industrial
Proponent:	Koobadong Holdings
Reporting Officer:	Principal Environmental Health Officer/Building Surveyor
File:	A1800

Summary

The proponent wishes to extend the existing office.

Background

The business has an existing shed with a brick office facing Tudhoe Street and the proposed extension is of similar material and maintains the existing 13m setback from Tudhoe Street.

Comment

The Town Planning Scheme requires that Council grant planning approval (dwellings are exempted) prior to any development.

The proposed building meets the requirements of the Town Planning Scheme and being relatively minor does not in my opinion require any specific planning conditions.

Statutory Environment: Town Planning Scheme No2.

Policy Implications: Nil

Budget Implications: Nil

Officer's Recommendation

That Council grant planing approval to Koobadong Holdings to extend their existing office on Lot 102 Tudhoe Street Wagin subject to;

- 1) Development consistent with the submission dated 20th November 2003.
- 2) Obtaining a building permit.
- 3) Approval will lapse if not substantially completed within two (2) years from the date of Council planning approval.

Council Resolution

10743 PIESSE/CUMMING

That the Officer's Recommendation be adopted.

CARRIED
Vote 9/0

9.2 Administration and Finance

9.2.1	Australian Day Breakfast – Donation
Proponent:	Mrs Cay Gell – Australia Day Breakfast Committee
Location:	Wetlands Park
Reporting Officer:	Chief Executive Officer
File:	CNL4

Summary

The proponent has written to Council seeking assistance once again with the running of the annual Australia Day Breakfast.

Background

Council has in the past assisted by providing tables, chairs and bins and the delivery of these items to the park. Council has also previously provided a cash donation which in 2003 was \$150.

Comment

The Australia Day Breakfast is a regular community event on Wagin and is an excellent promotion of Australia Day in a family and community atmosphere. The Wagin Citizen of the Year Awards are presented at the breakfast and Council's continued support of this event is supported.

The proponent has also sought permission to hold the Australia Day Breakfast in the Recreation Centre if the weather is inclement.

Budget Implications: No specific allowance is made in the 2003/04 budget to support the event but funds could be allocated from the Public Relations area.

Officer's Recommendation

That Council;

- a) make a donation of \$200.00 to the Australia Day Breakfast Committee to assist in the running of the 2004 Australia Day Breakfast
- b) make available equipment and staff resources to assist in the running of the event
- c) make available the Recreation Centre, should the weather be inclement at no cost
- d) adopt a Council Policy of providing support to the Australia Day Breakfast each year as authorised in paragraphs a, b, c and above.

ABSOLUTE MAJORITY REQUIRED

Council Resolution

10744 HANSEN/JOHNSON

That the Officer's Recommendation be adopted.

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

9.2.3 Wagin Medical Centre Financial Statements**Reporting Officer: Deputy Chief Executive Officer**

Summary

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

Background

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

Comment

A Profit and Loss statement and Balance Sheet have been prepared for the period ending 30th November 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 30th November 2003.
2. Approve for payment the following list of vouchers;

Wagin Medical Centre Account from 000093 to 000100 \$23,616.34 including
Direct Debit

Council Resolution

10746 PIESSE/PUGH

That the Officer's Recommendation be adopted.

CARRIED

Vote 9/0

9.2.4 Financial Statements – November 2003**Reporting Officer: Deputy Chief Executive Officer**

Summary

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

Background

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

Comment

A copy of all three reports for the month ending 30th November 2003 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 30th November 2003.
2. Approve for payment the following list of vouchers;

Municipal Account	from 17822 to 17924	total	\$172,688.63
Trust Account	from 1304 to 1317	total	\$ 2,416.09
Municipal Account	(Direct Debit)	total	<u>\$370,283.40</u>
			<u>\$545,388.12</u>

Council Resolution

10747 HANSEN/PUGH

That the Officer's Recommendation be adopted.

CARRIED
Vote 9/0

9.2.5	Shire of Wagin Annual Report 2002/2003
Proponent:	Deputy Chief Executive Officer
Location:	
Reporting Officer	Deputy Chief Executive Officer
File:	

Summary

Council's Annual Report for 2002/2003 has been prepared and circulated to Councillor's for acceptance.

Background

Section 5.53 of the Local Government Act requires Council to prepare an Annual Report each financial year. The Annual Report is to contain;

- (a) A report from the Mayor or President,
- (b) A report from the Chief Executive Officer,
- (c) A report of the principal activities commenced or continued during the financial year,
- (d) An assessment of the Local Government's performance,
- (e) An overview of the Principal Activities that are proposed to commence or continue into the next financial year,
- (f) The financial report for the financial year,
- (g) Such information that may be prescribed in relation to the payments made to employees,
- (h) The Auditors Report for the financial year, and
- (i) Such other information as may be prescribed.

Council is required to accept the Annual Report no later than 31st December after the end of the financial year (Section 5.54 LGA). The Chief Executive Officer is then required to give local public notice of the availability of the Annual Report as soon as practicable after the report is accepted by the Local Government (Section 5.55 LGA).

The Annual Electors Meeting is to be held on a day selected by the Local Government but not more than 56 days after the Local Government accepts the Annual Report.

Comment

The 2002/2003 Annual Report has been completed and circulated to all Councillors. The Audit report has not been received from the auditor at the time of preparing this report, however an indication has been made that it will be available prior to the commencement of the December meeting.

Statutory Environment: Sections 5.53, 5.54 and 5.55 Local Government Act 1995

Budget Implications: Nil

Officer's Recommendation

That Council

1. Accept the Annual Report for the period 1st July 2002 to 30th June 2003 and advertise its availability as required.
2. Delegate authority to the Chief Executive Officer in consultation with the Shire President to select a suitable date for the Annual Electors meeting.

Council Resolution

10748 PUGH/JOHNSON

That the Officer's Recommendation be adopted.

CARRIED
Vote 9/0

9.2.6	Computer System Upgrade	
Proponent:	Deputy Chief Executive Officer	
Location:	Administration Centre	
Reporting Officer:	Deputy Chief Executive Officer	File:

Summary

Council currently operates the IT Vision “Administrator” program which is now becoming obsolete and it is recommended that Council upgrade to the Synergy Soft program.

Background

Council utilises the Administrator program for various functions such as General Ledger, Debtors, Creditors, Payroll, Works Costing, Dogs, Property, Trust, Electoral Roll, Loans, Plant, Buildings, and Stock.

This software program has now become obsolete following the implementation of Synergy Soft by It Vision and as a result the level of software support and program enhancements is currently, and will continue to diminish at a rapid rate.

To ensure that Council continues to provide a high level of service to the community it is necessary for an upgrade in software program.

Comment

The cost to upgrade is quite significant, however if this is factored over a 10 – 15 year useful life period then this purchase is not unlike any major item of plant.

It Vision have advised that it will cost \$38,700 to purchase Synergy Soft or if a payment plan is preferred \$19,900 for 2 years or \$14,150 for 3 years. This price includes training and transfer of existing data as well as the software program itself.

In addition to this purchase Council will need to upgrade its Computer Server to a fully genuine Intel based Server. Preliminary investigations have indicated the cost to be in the range of \$8,000 - \$11,000 depending on the detail of additional specifications such as backup options and UPS. The total project price including server and installation will range from \$49,800 - \$53,200 depending on the preferred payment option of the Synergy Soft component.

Unfortunately Council is in a position where it has no choice but to upgrade its existing system and software. The only factors in Councils control are the timing of such a change and with who it will use as its preferred supplier if IT Vision is not considered a suitable option. Council should be aware that there are other providers available who service other Local Authorities, however little consideration has been given to these options due to their unknown track record and level of support provided.

It Vision have indicated that it is necessary to provide them with a nine month timeframe to complete the transition from Administrator to Synergy soft. With this in mind it is imperative that Council makes a firm commitment prior to the adoption of the 2004/2005 budget as the ideal changeover time has been identified to occur in October – December 2004.

To assist in funding this purchase Council does have a reserve fund designated for Administration furniture and equipment that will have a balance of \$46,600 approx at 30th June 2004. Whilst this reserve has been designated mainly for this purchase it can also assist with other computer equipment and the photocopier that will also need to be considered for replacement in the very near future.

Statutory Environment: Nil

Budget Implications: No impact until the 2004/2005 Budget

Officer's Recommendation

That Council;

1. Agree to upgrade its Computer software program from It Vision's Administrator to Synergy Soft.
2. Agree to fund the purchase of a replacement computer server in the 2004/2005 Budget.
3. Agree to fund the purchase of the Synergy Soft program over two financial years at a cost of \$19,900 in 2004/2005 and 2005/2006.

Council Resolution

10749 CUMMING/PUGH

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
Proponent:	Various
Location:	
Reporting Officer:	Chief Executive Officer
File:	TEN1

Summary

Quotations have been received for the changeover of the Manager of Works dual cab utility.

Background

Quotations were called from Walker Ford and Edwards Holden for the changeover of the Works Manager dual cab 4 x 4 utility based on the following:

- Tow Bar
- Mud Flaps
- Dash and floor mats
- Cruise control
- Heavy duty front and rear seat covers
- Central locking system
- Compact disk stereo unit with rear speakers
- Fibreglass vented canopy
- Window tinting
- Twin roof mounted rotary hazard lights
- Laminated windscreen
- Immobiliser
- Two way radio, mobile phone and trip computer to be transferred

The vehicle was last changed in January 2003.

Comments

Quotations were received from Walker Ford and Edwards Holden as follows:

Edwards Holden	RA 4 x 4 Holden Rodeo Crew Cab 3.0L intercooled Turbo Diesel 96 KW at 3800 R P M 280 NM at 2000 R P M	33,677.55
	Less trade	<u>22,950.25</u>
	Changeover	<u>\$10,727.30</u>

(A V6 petrol model would have a changeover of \$9,137)

Walker Ford	PG 4 x 4 Courier G L Crew Cab
-------------	-------------------------------

	2.5L Turbo Diesel 86 KW at 3500 R P M 280 NM at 2000 R P M	31,572.00
	Less trade	<u>22,935.00</u>
	Changeover	<u>\$ 8,637.00</u>
Wagin Mitsubishi	Triton 4 x 4 Dual Cab 3.0L V6 Petrol 133 K W at 5250 R P M 255 N M at 4500 R P M	32,372.00
	Less trade	<u>22,917.00</u>
	Changeover	<u>\$ 9,455.00</u>

(All prices quoted GST exempt)

The Holden Rodeo is a new model and all quotations allow for a new canopy and roof mounted rotary hazard lights.

Statutory Environment:

Works Policy # 4 Finance Policy # 28

Budget Implications:

The 2003/04 Budget has an allowance of \$6,000 for two changeovers of this vehicle.

Officer's Recommendation

That Council accept the quotation from Wagin Mitsubishi for a Mitsubishi Triton with a nett changeover of \$9,455, exclusive of GST.

Council Resolution

10750 PIESSE/DRAPER

That Council defer this item until a Works Manager is recruited.

CARRIED

Vote 8/1

Note: Reason for difference is Council did not consider it necessary to changeover the Works Managers vehicle until an appointment was made.

9.3.2	Tender # 4/04 Supply and Delivery of Crushed Metal Aggregate
Proponent:	Various
Location:	Shire of Wagin
Reporting Officer:	Chief Executive Officer
File:	TEN3

Summary

Tenders have been received for the supply and delivery of crushed metal aggregate for the 2003/04 Works Program.

Background

Tenders closed on Monday 15th December for the supply and delivery of 355 tonnes of 14mm aggregate and 575 tonnes of 10mm aggregate to Main Roads WA standard.

Four tenders were received plus one late tender.

The tenders received are as follows:

Readymix 10mm and 14mm	\$20.90 per tonne – supply only
Carbone Bros Pty Ltd 10mm and 14mm	\$35.75 per tonne
Pioneer Construction Material (Byford) 10mm and 14mm	\$37.91 per tonne
Pioneer Construction Materials (Bunbury) 10mm	\$34.32 per tonne
14mm	\$33.77 per tonne

All prices are GST inclusive.

Comment

All the material will be delivered to stockpile sites within the Wagin townsite. The tenders have been evaluated in line with the established Evaluation Criteria. The tender for 2002/03 was awarded to Syd Mathews & Co.

Statutory Environment:

As per Council Policy # 8 – Tenders. Under tender Requirements the Evaluation Criteria for this tender was As follows;

- Value for money
- Price compared to estimated cost
- Conformity with tender documents
- Previous performance of the contractor

Budget Implications:

Council's Works Program for sealing and resealing work has a budgetary allowance of \$27.00 per tonne for Aggregate (ex GST). The cheapest tender is \$3.70 and

\$4.20 per tonne over budget estimated leaving a shortfall of \$3,618.50 (nett of GST).

Officer's Recommendation

That Council accept the tender from Pioneer Construction Materials, (Bunbury) for the supply and delivery of 10mm aggregate at \$34.32 per tonne and 14mm aggregate at \$33.77 per tonne both prices GST inclusive.

Council Resolution

10751 PIESSE/PUGH

That the Officer's Recommendation be adopted.

CARRIED

Vote 9/0

9.3.3 Tender # 3/04 Supply and Spray of Bitumen

Proponent: Various
Location: Shire of Wagin
Reporting Officer: Chief Executive Officer
File: TEN3

Summary

Tenders have been received for the supply and spray of bitumen for the 2003/04 Works Program.

Background

Tenders closed on Monday 15th December for the supply and spray of class 170 hot bitumen – both 98/2 bitumen and 90/10 prime.

Five tenders received are as follows:

Bitumen Emulsions	2,500 – 10,000 litres per day	98/2	\$1.045	90/10	\$1.078
	10,000 – 20,000 litres per day	98/2	\$0.726	90/10	\$0.715
	> 20,000 - litres per day	98/2	\$0.682	90/10	\$0.671
R N R Contracting <	4,950 litres per day	98/2	+	90/10	\$0.635
>	4,950 litres per day	98/2	+	90/10	\$0.585
Malatesta Road Paving	5,000 – 10,000 litres per day	98/2	\$0.79	90/10	\$0.80
	10,000 – 15,000 litres per day	98/2	\$0.74	90/10	\$0.75
	15,001 – 20,000 litres per day	98/2	\$0.70	90/10	\$0.71
	20,000 - litres per day	98/2	\$0.69	90/10	\$0.70
Boral Asphalt		98/2	\$0.622		
		90/10	\$0.699		
Pioneer Road Services <	5,000 -	98/2 + 90/10			\$1.05
	5,000 - 9,500	98/2 + 90/10			\$0.70
	9,501 - 14,000	98/2 + 90/10			\$0.60
	14,001 - 20,000	98/2 + 90/10			\$0.56
	20,001 – 28,000	98/2 + 90/10			\$0.53
	> 28,000	98/2 + 90/10			\$0.52

R N R Contracting were the successful tenderer in 2002/03 at \$0.54 cents per litre.

Comment

There are a number of small projects in the 2003/04 Works Program and I would envisage daily spray quantities of 10 – 15,000 litres. The tenders have been assessed against the Evaluation Criteria.

Statutory Environment: As per Council Policy # 8 Tender. Under tender requirements the Evaluation Criteria for this tender was as follows:

- Value for money
- Price compared to estimated cost
- Conformity with tender documents
- Previous performance of the contractor

Budget Implications: Council's Works Program for sealing and resealing work has a Budgetary allowance of \$0.70 cents per litre (ex GST). Based on the R N R tender there is a projected savings of \$15,000 to Council (ex GST).

Officer's Recommendation

That Council accept the tender from R N R Contracting for the supply and spray of 90/10 and 98/2 not bitumen at \$0.585 cents per litre (GST inclusive).

Council Resolution

10752 CUMMING/ROWELL

That the Officer's Recommendation be adopted.

CARRIED

Vote 9/0

9.3.4	Tudhoe Street Resealing
Proponent:	
Location:	Wagin Townsite
Reporting Officer:	Chief Executive Officer
File:	

Summary

Roadcare are programmed to reseal sections of Tudhoe Street Wagin in March 2004 and seek to seal Council's section and recoup the cost.

Background

Tudhoe Street (Collie – Lake King Road) is a Main Roads W A road being maintained by Roadcare under contract. Where a road such as this passes through a townsite Roadcare are only responsible for the section 5 meters each side of the road centreline.

Comment

There is therefore sections of this road that the Shire of Wagin is responsible for in terms of maintenance. It would be practical for any reseal of Council's section to be completed at the same time to minimise disruption to the public and to give a uniform standard to the road.

Roadcare have advised they are willing to reseal Council's section whilst conducting their works and recoup the cost at the ruling sealing rate – the rate to be confirmed prior to any works being completed. The estimated cost at this time is \$8,000.

Roadcare will then reinstate all regulatory line making including centrelines, edge lines and transverse holding lines.

Statutory Environment: Local Government Act 1995

Budget Implications: No allowance has been made for this work in the 2003/04 Budget as no advance notice was given. The cost of the works could be funded from the savings on bitumen purchases for 2003/04 due to a lower tender price being received.

Officer's Recommendation

That Council accept the offer from Roadcare to reseal the Shire of Wagin sections of Tudhoe Street with the cost to be met from savings on bitumen purchases.

Council Resolution

10753 PIESSE/PUGH

That the Officer's Recommendation be adopted.

CARRIED
Vote 9/0

9.4 Other Committees and Reports

9.4.1 Minutes of the Wagin Community Bus Meeting held on 4th December 2003.

10754 ROWELL/HANSEN

That the minutes of the Community Bus Meeting held on 4th December 2003 be received.

CARRIED

Vote 9/0

10. Announcement by the President and Councillors

Cr Brockway advised;

- Attended Blackwood Basin Group Meeting – 28th November 2003
- Attended farewell function for Works Manager Greg Donhardt – 28th November 2003
- Attended a Wagin/Woodanilling Landcare Zone Management Meeting – 1st December 2003.
- Attended a function with Bankwest Chief Executive Officer – 4th December 2003.
- Attended Shire Christmas function.

Cr Rowell advised;

- Attended a Southern Agcare Meeting.

Cr Draper advised;

- Attended a Frail Aged Lodge Meeting.

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

Nil

12. Urgent Business introduced by decision of the meeting.

a) Elected Members

Town Street Trees

10755 CUMMING/ROWELL

That Council agree to discuss the street trees around Wagin.

CARRIED

Vote 9/0

Council discussed a letter received regarding a street tree in the Wagin townsite and street trees generally.

Council Resolution

10756 JOHNSON/DRAPER

That the Townscape and Tidy Towns Advisory Committee;

- conduct a review of the street trees in Wagin.
- develop a policy on suitable trees to be planted.
- develop a strategy for the installation of new trees over a number of years including a budgetary allowance.

CARRIED

Vote 9/0

b) **Officer's**

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

The Deputy Chief Executive Officer and Principal Environmental Health Officer/Building Surveyor declared a financial interest in this item and left the meeting at 8.54pm.

Confidential

13.1

**Annual Performance Review -
Deputy Chief Executive Officer
Chief Executive Officer**

Reporting Officer:

Summary

A performance review has been completed for the Deputy Chief Executive Officer and an adjustment to the salary package is sought.

Background

The Officer commenced employment with Council in February 2001.

Comment

The Chief Executive Officer has conducted a Performance Review for the years ending February 2003 and February 2004 as required under the Local Government Act 1995 and Council Policy.

The Officer has completed two years satisfactory service including extended periods of Acting Chief Executive Officer from the date of the last review.

Statutory Environment

Local Government Act 1995 section 5.38 and Council Administration Policy # 4 provides that reviews shall be conducted annually.

The Finance and General Purposes Committee have delegated authority to conduct salary reviews and to amend salaries. On this occasion the matter has been brought to Council to save on calling a special Committee Meeting.

Budget Implications:

Provision has been made in the 2003/04 Budget for salary increases.

Officer's Recommendation

That Council authorise;

- a) an increase in salary to \$60,000 as from February 2003
- b) an increase in salary to \$65,000 as from February 2004
- c) private use of the designated vehicle during periods of annual leave.

Council Resolution

10757 PUGH/JOHNSON

That the Officer's Recommendation be adopted.

CARRIED

Vote 9/0

The Deputy Chief Executive Officer returned to the meeting at 9.27.

The Deputy Chief Executive Officer left the meeting at 9.31pm.

Confidential

**13.2 Annual Performance Review -
Principal Environmental Health Officer/Building Surveyor
Reporting Officer: Chief Executive Officer**

Summary

A Performance Review has been completed for the Principal Environmental Health Officer/Building Surveyor and an adjustment to the salary package is sought.

Background

The Officer commenced employment with the Shire of Wagin in January 2000.

Comment

The Chief Executive Officer has conducted a Performance Review for the years ending January 2003 and January 2004 as required under the Local Government Act 1995 and Council Policy.

The Officer has completed two years satisfactory service from the date of the last review and these comments are supported by the Shire of Woodanilling and Dumbleyung who contract his services from the Shire of Wagin.

Statutory Environment: Local Government Act 1995 section 5.38 and Council Administration Policy # 4 provides that reviews shall be conducted annually.

The Finance and General Purposes Committee have delegated authority to conduct salary reviews and to amend salaries. On this occasion the matter has been brought to Council to save on calling a special Committee Meeting.

Budget Implications: Provision has been made in the 2003/04 Budget for salary increases.

Officer's Recommendation

The Council authorise:

- a) an increase in salary of 4% and increase Council's superannuation contribution to 4% as from 10th January 2003.
- b) an increase in salary of 4% as from 10th January 2004.

Council Resolution

10758 CUMMING/PIESSE

That the Officer's Recommendation be adopted.

CARRIED
Vote 9/0

14. Closure

There being no further business to discuss the President thanked those in attendance and closed the meeting at 9.41pm.

These Minutes were confirmed at a meeting held on _____

Signed _____

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

Dated _____