



**Minutes of the Ordinary  
Council Meeting**

**held on 15 December 2009**

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## Shire of Wagin

Minutes of the Ordinary Council Meeting of Council held in Council Chambers on Tuesday 15 December 2009.

### 1. DECLARATION OF OPENING

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

### 2. ATTENDANCE, APOLOGIES AND LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

<b>Present:</b>	Cr P J Blight	President
	Cr G R Ball	Member
	Cr J L C Ballantyne	Member
	Cr I C Cumming	Member
	Cr J P Reed	Member
	Cr G K B West	Member (7.07pm)
	Cr G T Hegarty	Member
	Cr J G Shaw	Member
	Cr K M Draper	Member
	Cr E N Pugh	Member
<b>Staff:</b>	Mr L J Calneggia	Acting Chief Executive Officer
	Mr A Pieterse	Director Corporate & Community Services
	Mr A D Hicks	Director of Works
	Mr B A Roderick	Director of Finance
<b>Visitors:</b>	Danielle Perrie	Wagin Woodanilling Landcare
	Karne De Boer	Murdoch University
	Dr Gavin Partridge	Challenge TAFE Fremantle
	Ian McRobert	McRobert Contracting Services
	Fiona Dawson	
	Pam Saunders	
	Leon Fallon	CBH - Group
<b>Apologies:</b>	Cr D K Morgan	

### 3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

### 4. PUBLIC QUESTION TIME

Nil

**5. APPLICATION FOR LEAVE OF ABSENCE****1225 Council Decision**

Moved : Cr. J P Reed

Seconded: Cr. J L C Ballantyne

That Cr Cumming be granted leave of absence for the council meeting to be held 23 February 2010.

Carried 10/0

**6. PUBLIC FORUM (PETITIONS/DEPUTATIONS/PRESENTATIONS)**

Leon Fallon – Resources Planning Manager Operations - Provided conceptual layout plans and gave an informative presentation showing a proposal to increase storage capacity from 118,000 tonnes to 524,000 tonnes of grain and outlined the plan for the infrastructure development to be concluded in stages over 3 to 5 year period. And, that there will be a need for further discussions with Council and other statutory bodies as the concept evolves.

Dr Gavin Partridge, Challenge TAFE Fremantle – Aquaculture Project - Dr Partridge gave an interesting power point presentation for a plan to produce 100 tonne (initially) of fish using saline water pumped from 2 production bores situated in Wagin, and spoke in favour of the Wagin Integrated Water Project and Councils application under the national water security plan for cities and towns project.

**7. CONFIRMATION OF PREVIOUS MEETING MINUTES**

*Cr Hegarty left meeting 8.24pm*

**1226 Council Decision**

Moved : Cr. I C Cumming

Seconded: Cr. E N Pugh

That the Minutes from the Ordinary Council Meeting held on 24 November 2009 be confirmed as true and accurate.

Carried 09/0

*Cr Hegarty returned to meeting at 8.25pm.*

**8. DISCLOSURES OF FINANCIAL AND OTHER INTERESTS**

Cr G Hegarty declared an Impartiality Interest in Item 12.13.

Cr J Reed declared a Financial Interest in Item 12.14.

**9. STATUS REPORT DECEMBER 2009**

<b>Date</b>	<b>Resolution #</b>	<b>Officer</b>	<b>Description</b>	<b>Action</b>	<b>Status</b>	<b>Questions &amp; Comments</b>
			<b>FINANCE &amp; ADMINISTRATION</b>			
28 April 2009	1029	ACEO	Code of Conduct	Obtain Statutory declarations from all Councillor	Letter sent to B Anderson 27 May 09	
28 July 2009	1097	ACEO	Morton Seeds Fire Issues	Write to FESA re Fire concerns at Morton Seeds and ask them to investigate.	Email sent - Letter to FESA 5/10/2009 sent	
25 August 2009	1144	ACEO	Country Local Government Fund – Nomination Regional Groupings	Advise Dept of LG that their nominated regional group for the purpose of Royalties for Regions allocations is the 4WD Voluntary Regional Organisation of Councils	Letter sent to Department	
25 August 2009	1147	DCCS	Extension of Term – ACEO	That council authorise the Shire President to write to the Dept of LG requesting approval for the current ACEO to continue employment beyond the initial term of employment.	Letter Sent	

22 Sept 2009	1153	ACEO	Reform – Woodanilling/Wagin Merger	That Council advise the Minister of its intention to move towards a merger as per detail contained in the resolution.	Response sent to Minister 30/09/2009	Minister response advising creation of regional transition groups.
22 Sept 2009	1157	SFO	Christmas Function / Office Hours Christmas / New Year	Advertise closure.	To be Advertised	
27 Oct 2009	1171	DCCS	Security Cameras for the Wagin Town Site	CEO to pursue the installation of security cameras in the CBD		
24 Nov 2009	1209	ACEO	Proposal for an Integrated Energy & Water System	That Council agree to be the lead proponent for the funding application, work in conjunction with Rural Towns Program to finalise Water Management Plans, and pay Karne De Boar funding application and co-ordination work upon receipt of application being successful.	Grant application sent on due date.	

24 Nov 2009	1213	ACEO	Katanning Aerodrome	Advise the Shire of Katanning that Council supports the continuance of published instrument approach at the Katanning Aerodrome but is unable to make an annual contribution.	Letter sent	
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<b>Health, Building &amp; Planning</b>						
20 Nov 2007	599	ACEO	Apply for regional headwork's grants in relation to the Lefroy/Vernal St subdivision	Make grant application R 4 R	Requires design to be completed, awaiting development approval.	Advice received that applications close end of Feb.
15 Apr 2008	697	ACEO	Light Industrial Land – Lefroy/Vernal Streets	Obtain cost estimates prior to submitting a head works grant application.	Letter sent to Planning Enterprises engineers contracted for revised cost estimates	Await decision from Planning Commission
16 Dec 2008	897	ACEO	Dedication of portion of Ventnor Street between Vernal Street and Vale Street & Revesting of Lot 192 & Lot 193 Vale Street	Request the Hon Minister for Lands grant final approval to dedicate the portion of Ventnor Street and to re-vest Lot 192 & Lot 193 Vale Street, Prepare required documentation for submission for consideration. Advise those that prepared submissions of Council resolution		Original copy of certificate sent to Planners and titles office for new certificate to be issued 22/10/2009
23 June 2009	1072	ACEO	Strategic Waste Management Plans	Write to neighbouring shires, seek permission to dig test holes and prepare itinerary for visit to other waste facilities.	Replies received from 8 shires, EOI to be called for consultants to assess 2 x sites – 1 Piesseville and 1 Cuballing.	Ongoing



23 June 2009	1073	ACEO	Kerbside Recycling	Organise supply of 240ltr bins for recycling and prepare report for options of implementation.	Letter sent to Great Southern Waste.	Great Southern Waste appointed.
23 June 2009	1079	ACEO	Wagin Aero Club	Advise Aero club permission has been granted to contribute \$5000 towards project, erect building and dismantle existing transfer shed	Complete	
23 June 2009	1080 & 1081	ACEO	Wagin Historical Village	Advise Historical Village that their requests are supported.		Target trees removed.
28 July 2009	1118	EHO/ ACEO	Additions to Waratah Lodge	Advise proponent that council support proposal subject to conditions, and advise Wagin Frail Aged that Council will wavier all building fees	Application received.	Building commenced.
22 Sept 2009	1162	EHO	External Cladding on a domestic shed – Lot 713 Umbra Street	Advise proponent permission has been granted.	Building Permit issued	
22 Sept 2009	1163	EHO	Motor Repair Business	Advise proponent to permission has been granted,	Letter sent 25/09/2009	
22 Sept 2009	1164	EHO	Vehicle Repair Business	Advise proponent that approval has been granted.	Letter sent 25/09/2009	

27 Oct 2009	1174	ACEO	Residential Lots – Lots 65 – 70 Marks Court & Lot 55 Khedive Street	Call for Expressions of Interest from agents to sell residential lots	Advertisement placed in papers.	Agenda item 15 December 2009.
27 Oct 2009	1178	ACEO	Proposed introduction of Development Assessment Panels in WA	Prepare a submission to the Dept of Planning objecting to the development of Assessment Panels in WA	Letter sent.	
27 Oct 2009	1181	EHO	Location of Footpath – Located on private property	Referred to the Works and Services Committee	Letter sent to owner advising of Councils decision.	Letter sent advising of Council resolution and permissible fence height.
27 Oct 2009	1182	EHO	Beer Garden Addition – Wagin District Club	Advise proponent application has been approved subject to replacement of the chain mesh fence and no negative comment being received from neighbouring properties	Letters sent to adjoining owners.	NO responses received planning approval issued to proponents.
27 Oct 2009	1183	EHO	Permission to erect a larger shed	Advise applicants that approval has been granted to build shed subject to a building permit being issued.	Applicants advised	Building Permit issues
24 Nov 2009	1200	DOW/ACEO	Wagin District Farmers Co-operative Signage	Advise the Co-op their request for signage will be considered at the next Townscape and Tidy towns Committee Meeting.		

24 Nov 2009	1202	ACEO	Kerbside Recycling	Advise Great Southern Waste that their application for the kerbside contract has been accepted. And advise Blackwood Waste of Councils decision.	Letter sent.	
24 Nov 2009	1203	ACEO	Kerbside Recycling Brochure	Prepare a Brochure for Comment at the next Waste Management and Recycling Committee Meeting.		
24 Nov 2009	1204	ACEO	Enviro Shopping Bags and Fridge Magnets	Staff to investigate the purchase of Shopping Bags and Fridge Magnets for public distribution.		
24 Nov 2009	1205	ACEO	Electronic Waste & Household Hazardous Waste	Staff to investigate disposal of electronic and hazardous waste.		
24 Nov 2009	1210	ACEO	Wagin Bowling Club	That the provision of financial assistance to the Wagin Bowling Club to construct a outdoor disabled unisex toilet be referred to the Finance and General Purposes Committee.	Finance and General Purposes Agenda	

24 Nov 2009	1211	ACEO	Wagin Community Centre	That the Wagin Community Centre building management plan be referred to the Assets Management Committee for deliberation on the plan and related responsibilities.	Meeting to be advised.	
24 Nov 2009	1214	ACEO	Light Industrial Land	Council to authorised the ACEO to negotiate with the DPI – State Land Services to facilitate an agreement,	Contact made with Department.	
24 Nov 2009	1218	PEHO/BS	Greenline John Deere Signage – Lot 1 Tudhoe Street	Advise proponent that application has been successful subject to a building permit being issued.	Planning approval issued to proponents awaiting name of builder to issue building permit.	
24 Nov 2009	1220	ACEO	Creation of Additional Bushfire Brigade	Establish a Town Bushfire Brigade in accordance with the Bushfire Act and endorse housing of the additional fire truck.		

<b>WORKS &amp; SERVICES</b>						
24 Mar 2009	976	DOW	Intersection Regulatory Signs	Be Noted	Main Roads to install as time permits.	Main Roads to install within the next two weeks.
28 April 2009	1014	DOW	Blackspot Project Jaloran Road	That the proposed works be carried out utilising Blackspot and Royalties for Regions funding and Council have no objections to subdivision applications from land owners and dedication of the road reserve.	Harley Group finish surveying – waiting for fencing contractor.	Will install box culverts when weather permits
26 May 2009	1049	ACEO	Recycled Water Supply agreement	SP and ACEO to sign agreement with water corp and investigate the installation of a 220,000kl storage tank.	Tank installed awaiting licence to use water from Health Department.	In progress
26 May 2009	1050 & 1051	ACEO	Library car park and garden	Accept the plan to seal and kerb car park area and new ablutions and remove 3 trees from car park.	Sealing completed – Kerbing done	Brick paving 90% completed Awaiting work on Library wall.
28 July 2009	1101	DOW	Blackspot Funding	Appoint Keith Dickerson to assess intersections and apply for Blackspot funding	Applications sent to MRD Narrogin	Initial advice that all four Blackspot applications were successful

28 July 2009	1102	DOW	Wagin Airfield	Staff to prepare costings and apply for RAD's grants as per resolution	Await grant guidelines.	
24 Nov 2009	1188	ACEO/DOW	Town Water Harvesting	That the Committee recommend to Council to give consideration for Storm Water Harvesting under R4R if funds are available.	No grants available at this time.	
24 Nov 2009	1190	DOW	St John Ambulance Site	Proceed with private works at the St John Ambulance site.	Commence work the end of January 2010.	
24 Nov 2009	1192	DOW	Trent Street Cnr Trimdon Street Lot 39	Relocate the kerb to form correct boundary alignment.	As time permits.	
24 Nov 2009	1196	DOW	Historical Village Tree Removal	Remove the high risk trees from the verge and replant with suitable trees.		Completed
24 Nov 2009	1197	DOW	Power Line Tree Trimming	Remove trees under power lines and replace with suitable trees.		Commenced 7 December 2009.
24 Nov 2009	1198	DOW	Watering Street Planter Boxes and Trees	Approach local business to tap into their water supply to reticulate Tudor Street planter boxes and street trees.		As time permits.

24 Nov 2009	1199	DOW	Clean up Australia Day	Staff to investigate if there is any Community Group interested in participating in Clean Up Australia Day.		In hand.
24 Nov 2009	1212	DOW/ACEO	Sealing of Road – Unicorn Street	Refer the sealing of 360 metres of Unicorn Street to the Finance and General Purposes Committee.	Pending Finance and General Purposes meeting 9 December 2009.	

**10. REPORTS OF ADVISORY COMMITTEES****10.1 FINANCE AND GENERAL PURPOSES MEETING 9 DECEMBER 2009**

Attachment 10.1 is the minutes of the meeting held on 9 December 2009. Below are listed the recommendations from this committee for Council's consideration.

**1227 Council Decision**

Moved: Cr. J P Reed

Seconded: Cr. I C Cumming

That the Minutes from the Finance and General Purposes Committee Meeting held on 9 December 2009 be received.

Carried 10/0

**5.1 Audit Report 2008/2009****1228 Committee's Recommendation/ Council Decision**

Moved: Cr. G R Ball

Seconded: Cr. E N Pugh

That Council receive the 2008/2009 Draft Audit Report and note the items listed in the Draft Management Report.

Carried 10/0

**5.2 Annual Financial Report 2008/2009****1229 Committee's Recommendation/ Council Decision**

Moved: Cr. E N Pugh

Seconded: Cr. G T Hegarty

That Council receive the 2008/2009 Annual Financial Report

Carried 10/0



5.3 Royalties for Regions Round 1 and 2**1230 Committee's Recommendation/ Council Decision**

Moved: Cr. E N Pugh

Seconded: Cr. J G Shaw

That Council approve the following amendments to the Royalties for Regions 2008/2009 Round 1 Projects and the Royalties for Regions 2009/2010 Round 2 projects.

<b>Project Funded – R4R Round 1</b>	<b>Budget</b>
Admin Office Works & Carpark	50,000
Airstrip Upgrade	6,000
Blackspot Works	35,000
Category 4 Intersections	100,000
Footpaths	48,000
Library Carpark	12,000
Staff Housing Renewal	60,000
Townscape	20,011
Waratah Expansion	100,000
Swimming Pool Works	20,000
Mt Latham mast and Repeater Building	6,600
Wagin Frail Aged New Units	100,000
Community Group's Infrastructure Upgrade	
Wagin Trotting Club	10,000
Wagin Play Group	6,000
Wagin Historical Village	15,000
Wagin Pony Club	15,000
Wagin Early Childhood	13,040
Wagin Bowling Club	2,860
Wagin Tennis Club	6,500
<b>Total</b>	<b>626,011</b>
<b>Project Funded - R4R Round 2</b>	<b>Budget</b>
Staff Housing Renewal 2009/2010	60,000
Wagin Swimming Pool Ablutions / Kiosk Upgrade 2009/2010	45,000
Footpaths	50,000
New Roof over Wetlands Park Public Toilets	6,000
Admin Office Carpark, Gardens and Disabled Toilet	43,500
Completion of Trent Street Toilet Block	12,330
R4R 09/10 Rec Centre Kitchen Upgrade	8,000
R4R 09/10 Rec Centre Toilets Verandah & Undercover Link To Eric Farrow Pavilion	12,000
R4R 09/10 Recycled Water Tank at Sportsground	16,000
R4R 09/10 Library Airconditioner	2,500
R4R 09/10 Pump Installation and Wiring at Bowling Club Dam	5,000
R4R 09/10 Recreation Centre Changeroom Shower Area Modifications	4,500
R4R 09/10 Depot Amenities Room Reverse Cycle Airconditioner	3,459
R4R 09/10 Complete Cement Floor in Main Depot Shed	8,000
Swimming Pool Works	100,000
R4R Unallocated Funding	25,000
<b>Total</b>	<b>401,289</b>
Carried 10/0	

5.4 (1) Sealing of Road – Unicorn Street**1231 Committee's Recommendation/ Council Decision**

Moved: Cr. G T Hegarty

Seconded: Cr. G R Ball

That Council defer this item until the Royalties for Regions Round 2 guidelines have been released by the Department.

Carried 10/0

5.4. (2) Wagin Bowling Club - Toilets**1232 Committee's Recommendation/ Council Decision**

Moved: Cr. G T Hegarty

Seconded: Cr. G R Ball

That Council defer this item until the Royalties for Regions Round 2 guidelines have been released by the Department.

Carried 10/0

5.4. (3) Wagin Cricket and Hockey Club Rooms – Financial Assistance**1233 Committee's Recommendation/ Council Decision**

Moved: Cr. E N Pugh

Seconded: Cr. I C Cumming

That Council:

- 1) assist financially with the planning stage of the development of the Exhibition Grandstand by way of engaging the services of John Thompson to draw up suitable plans.
- 2) assist the Wagin Cricket and Hockey Clubs to apply for grant funding through the Department of Sport and Recreation.

Carried 10/0

5.6 Cash in lieu of public open space**1234 Committee's Recommendation/ Council Decision**

Moved: Cr. G R Ball

Seconded: Cr. J G Shaw

That Council;

- 1) approve the creation of a new account in Council's Trust Fund called Cash in Lieu of Public Open Space.
- 2) direct staff to develop a policy on how to apply monies received in lieu of public open space in accordance with the Planning and Development Act 2005.

Carried 10/0

**1235 Committee's Recommendation/ Council Decision**

Moved: Cr. G R Ball

Seconded: Cr. E N Pugh

That Council write a letter to the owners of lots 64, 31 and 150 Tudhoe Street to see if the owners are interested in entering into discussions for Council to acquire these lots.

Carried 10/0

**10.2 SPORTSGROUND ADVISORY COMMITTEE MEETING – 26 NOVEMBER 2009**

Attachment 10.2 is the minutes of the meeting held on 7 December 2009. Below are listed the recommendations from this committee for Council's consideration.

**1236 Council Decision**

Moved: Cr. G T Hegarty

Seconded: Cr. E N Pugh

That the Minutes from the Sportsground Advisory Committee Meeting held on 26 November 2009 be received.

Carried 10/0

6.1 Recreation Centre Signage**1237 Committee's Recommendation/ Council Decision**

Moved : Cr. G T Hegarty

Seconded: Cr. G R Ball

That Council erect a new "Wagin Recreation Centre" sign, in the same style as the Eric Farrow Pavilion and to be installed on the exterior of the Recreation Centre building.

Carried 10/0

6.2 Sportsground Members Gate Entrance**1238 Committee Recommendation/ Council Decision**

Moved: Cr. E N Pugh

Seconded: Cr. K M Draper

That Council

1) approve the new "Wagin Shire Sportsground" sign be erected on the south side of the main entrance.

2) refer the redevelopment of the member's gate entrance to the Townscape and Tidy Towns Committee.

Carried 10/0

### 6.3 Woolorama Hand back

**1239 Committee's Recommendation/ Council Decision**

Moved: Cr. E N Pugh

Seconded: Cr. G T Hegarty

That Council allow the Wagin Agricultural Society to hand back the Wagin Sportsground to the Shire on the Friday after Woolorama. The Sportsground oval will still be cleared by the Monday after Woolorama.

Carried 10/0

### 6.4 New Sportsground Ablutions

**1240 Committee's Recommendation/ Council Decision**

Moved: Cr. G R Ball

Seconded: Cr. G T Hegarty

That Council approval be granted for the Wagin Agricultural Society to install a male and female toilet block near the Wagin Shearing shed.

Carried 10/0

### 6.5 Cricket and Hockey Clubs Development of Club Rooms

**1241 Committee's Recommendation/ Council Decision**

Moved: Cr. I C Cumming

Seconded: Cr. E N Pugh

That Council engage the services of John Thompson to draw up suitable plans to enclose and redevelop the grandstand area into a new clubroom for the cricket and hockey clubs.

Carried 10/0

**1242 Committee's Recommendation/ Council Decision**

Moved: Cr. K M Draper

Seconded: Cr. E N Pugh

That Council look at financial assistance for the grandstand redevelopment through Department of Sport and Recreation or Royalties for Regions.

Carried 10/0

**10.3 TOWNSCAPE & TIDY TOWNS MEETING - 7 DECEMBER 2009**

Attachment 10.3 is the minutes of the meeting held on 7 December 2009. Below are listed the recommendations from this committee for Council's consideration.

**1243 Council Decision**

Moved: Cr. K M Draper

Seconded: Cr. G T Hegarty

That the Minutes from the Townscape & Tidy Towns Committee Meeting held on 7 December 2009 be received.

Carried 10/0

5.1 Entrance Signage**Committee's Recommendation**

Moved:

Seconded:

That the Committee recommend to Council to replace Boundary Signs.

**1244 Council Decision**

Moved: Cr. E N Pugh

Seconded: Cr. G R Ball

That consideration of Boundary signs be referred to the 2010/11 budget.

Carried 10/0

*Note: Reason for decision is Council were unsure of costs.*

**1245 Committee's Recommendation/ Council Decision**

Moved: Cr. K M Draper

Seconded: Cr. G K B West

That the Committee recommend to Council to gather feedback from the Local Business Owners through the Chamber of Commerce in regard to the Information Bay Location and Signage.

Carried 10/0

## 5.2 Power line Tree Trimming

### **Committee's Recommendation**

Moved:

Seconded:

That the Committee recommend to Council to remove Hazardous trees under Power Lines and replace with suitable street trees on a budgeted scale over a 10 year period to reduce hazards and maintenance costs.

### **1246 Council Decision**

Moved: Cr. E N Pugh

Seconded: Cr. J D Shaw

That Council rescind resolution # 1197 of the Council meeting held 24 November 2009, and council authorise the removal of hazardous trees under power lines and replace with suitable street trees on a budgeted scale over a 10 year period to reduce hazards and maintenance costs.

Carried 6/4 Absolute Majority

## 5.3 Wagin Townscape Plan

### **Committee's Recommendation**

Moved:

Seconded:

That the Committee recommend to Council to consider employing a Landscape Architect to Townscape the CBD bounded by Tudor / Upland / Throssell / Trench Streets.

### **1247 Council Decision**

Moved: Cr. G R Ball

Seconded: Cr. K M Draper

That Council to employ a Landscape Architect to Townscape the CBD bounded by Tudor / Upland / Throssell / Trench Streets.

Carried 8/2

**1248 Committee's Recommendation/ Council Decision**

Moved: Cr. G T Hegarty

Seconded: Cr. J G Shaw

That the CEO approach the Land owner of the block adjacent to the Community Centre to surrender under Lease or Purchase for a potential car park and / or park.

Carried 10/0

5.5 Wagin Woodanilling Landcare Zone**1249 Committee's Recommendation/ Council Decision**

Moved: Cr. J P Reed

Seconded: Cr. K M Draper

That the Committee request that Council rescind the previous Street Tree Policy until such time as the Townscape & Tidy Towns Committee can obtain enough data from Michael Brown (Landscape Horticulturist in Narrogin) in conjunction with Wagin / Woodanilling Landcare Zone.

Carried 10/0 Absolute Majority

5.6 Other Business ArisingJ Hutchinson 7 Urban Street - Request to remove five trees**1250 Committee's Recommendation/ Council Decision**

Moved: Cr. E N Pugh

Seconded: Cr. G T Hegarty

That the Committee recommend that Council lightly prune these five trees which will greatly reduce the problem. The trees will not be removed at this stage. A reply letter is to be sent to the Resident.

Carried 10/0

Woolorama Members Car Park Entrance**1251 Committee's Recommendation/ Council Decision**

Moved: Cr. E N Pugh

Seconded: Cr. G T Hegarty

That the Committee recommend that Council repair the brick wall including the top of the pillars and the vehicle access gates to be kept locked.

Carried 10/0

Wagin Medical Centre Lawn**1252 Committee's Recommendation/ Council Decision**

Moved: Cr. G R Ball

Seconded: Cr J P Reed

The Committee recommend that Council refer this to the Wagin Medical Centre. A reply to be presented to the next Townscape and Tidy Towns Committee meeting.

Carried 10/0

**11. RECEIVAL & ADOPTION OF OCCASIONAL COMMITTEE MINUTES**

Nil

**12. REPORTS OF OFFICERS****12.1 WORKS REPORT****PROPONENT:** Shire of Wagin**LOCATION:****REPORTING OFFICER:** Director of Works**Summary**

A Works Report is provided for Councils information.

**Background**

Council has previously requested that this information be presented to it at Ordinary Council meetings

**Comment**

Nil

**Statutory Environment**

Nil

**Policy Implications**

Nil

**Financial Implications**

Nil



**Shire of Wagin**  
**Works Report – DECEMBER 2009**

<b>Works Completed</b>	<b>Description</b>
LIBRARY CARPARK	Construct and seal and kerb
AIRFIELD	Construct and seal
ADMINISTRATION CARPARK	Construct and Hot mix and kerb
BALLAGIN RESEAL	Reseal 7kms
<b>Future Works</b>	<b>Description</b>
PIESSEVILLE/TARWONGA ROAD	Clear widen and gravel sheet 3.5km
NORRING ROAD	Clear widen and gravel shoulders 3km
BEAUFORT ROAD	Clear widen and gravel shoulders 3.5 km
TOWN SITE	Street Trees – Prune under Power lines
PRIVATE WORKS	St John Ambulance Sub Centre
<b>On Going Works</b>	<b>Description</b>
Maintenance grading	Various Roads during Harvest
General	Odd jobs as required
<b>Plant Down Time</b>	<b>Description</b>
<b>Other Items</b>	<b>Description</b>
Resurfacing of Trotting Track	Council has been approached by the Trotting Club which is a voluntary sporting body to resurface the trotting track as this is part of the seven year maintenance program. Council road plant is used to resurface the trotting track and funding for this project is sourced from the sportsground maintenance budget at the estimated cost of \$4,000.

**Shire of Wagin  
Capital Works Program  
1st July 2009 to 30th June 2010**

		<b>Actual 30th Nov 2009</b>	<b>Budget 2009/2010</b>	<b>Variance</b>	<b>% of Budget</b>	<b>Job Status</b>	<b>RRG Funded</b>
<b>Construction Program</b>	<b>Description</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>%</b>		
<b>CP39 - Jaloran Road (Blackspot)</b>	Blackspot	14,406	105,000	90,594	13.72	In Progress	70,000
<b>CP40 - R4R Footpaths</b>	Lukin to Tarbet	-	50,000	50,000	0.00	Not Started	
<b>CP41 - Jaloran Road</b>	Reseal	5,117	61,771	56,654	8.28	In Progress	41,181
<b>CP42 - Ballagin E167116 - R4R Jaloran Road Blackspot</b>	Reseal	31,528	133,654	102,126	23.59	In Progress	89,103
	Realignment	29,133	35,000	5,867	83.24	In Progress	
		<b>80,184</b>	<b>385,425</b>	<b>305,241</b>	<b>20.80</b>		<b>200,284</b>

**Shire of Wagin Works Maintenance Program  
1st July 2009 to 30th June 2010**

		<b>Actual 30th Nov 2009</b>	<b>Budget 2009/2010</b>	<b>Variance</b>	<b>% of Budget</b>	<b>Job Status</b>	<b>RTR Funded</b>	<b>RRG Funded</b>
<b>Maintenance Program</b>	<b>Description</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>%</b>			
<b>MP44 - Beaufort Road</b>	Clear, Widen Shoulders	2,849	28,639	25,790	9.95	In Progress	28,639	
<b>MP45 - Bockaring Road</b>	Clear, Widen Shoulders	30,736	28,639	2,097	107.32	Completed	28,639	
<b>MP46 - Dongolocking Road</b>	Clear, Widen Shoulders	29,879	28,638	1,241	104.33	Completed	28,638	
<b>MP47 - Norring Road</b>	Clear, Widen Shoulders	5,750	28,638	22,888	20.08	In Progress	28,638	
<b>MP48 - Collanilling Road</b>	Clear, Widen Shoulders	21,664	28,009	6,345	77.35	Completed	28,009	
<b>MP49 - Dwelyerdine Road</b>	Gravel Sheet	26,011	35,000	8,989	74.32	Completed	35,000	
<b>MP50 - Pieseville Tarwonga Road</b>	Gravel Sheet	7,094	31,000	23,906	22.88	In Progress	31,000	
<b>MP51- Pieseville - Jaloran Road</b>	Gravel Sheet	14,872	34,000	19,128	43.74	Completed	34,000	
<b>MP52 - Wagin - Wickepin Road Pieseville - Tarwonga Bridge Project</b>	Gravel Sheet	29,184	40,819	11,635	71.50	Completed		27,213
	Bridge Maintenance	-	576,000	576,000	-	Not Started		
<b>Various Bridge Projects</b>	Bridge Maintenance	1,909	116,419	114,510	1.64	On Going		
<b>Unscheduled Maintenance/Bridge</b>		51,603	111,000	59,397	46.49	On Going		
<b>Maintenance Grading</b>		55,529	140,000	84,471	39.66	On Going		
<b>Rural Tree Pruning ****</b>		20,120	93,000	72,880	21.63	On Going		
<b>Total Maintenance Program</b>		<b>297,200</b>	<b>1,319,801</b>	<b>998,908</b>	<b>22.52</b>		<b>242,563</b>	<b>27,213</b>

### Plant Report Nov-09

Plant	Rego #	Plant #	Operator	Kms/Hours	Kms/Hours	Kms/Hours Financial Year	Plant Costs Financial Year
				1/07/2009	31/10/2009		
2007 Cat Grader	W9925	P10	C Bunter	1630	2025	395	\$7,688
2006 Cat Front End Loader	W9776	P11	D Cooper	2662	3189	527	\$5,404
2004 Cat Grader	W1019	P12	M Foale	5550	6063	513	\$7,130
2008 Isuzu Tip Truck	W1015	P13	S Hiskins	8825	24246	15421	\$2,899
2006 Isuzu Tip Truck	W1002	P14	D Storey	73326	88819	15493	\$2,067
2007 Bomag Roller	W7862	P15	T Simms	1214	1626	412	\$1,981
2006 Isuzu Tray Top	W1012	P16	K Pollard	72523	85545	13022	\$1,922
2006 Case Backhoe	W242	P17	A Taylor	2455	2494	39	\$1,394
2009 Toro Mower	W9630	P18	R White	0	50	50	\$0
2009 Dynapac Vib Roller	W841	P19	Various	0	19	19	\$0
2005 John Deere Tractor	W9618	P20	Various	932	1079	147	\$3,157
2005 Iveco Tray Top	W676	P21	C Bunter	51586	58468	6882	\$373
John Deere	W487	P22	L Fuss	140	168	28	\$166
2003 Mitsubishi Tray Top	W1010	P24	R White	81584	88560	6976	\$916
2003 Mitsubishi Tray Top	W1001	P25	L Fuss	33041	38370	5329	\$607
2005 Mitsubishi Tray Top	W1007	P26	Mark	47547	51094	3547	\$500
2005 Mitsubishi Tray Top	W1022	P27	M Foale	79034	83868	4834	\$748
2005 Mitsubishi Tray Top	W9655	P85	R Kelly	37956	41011	3055	\$557
Ford Courier	W1044	P38	R Macnamara	115600	123350	7750	\$1,506

**1253 Officer's Recommendation / Council Decision**

Moved : Cr. K M Draper

Seconded: Cr. G K B West

That Council adopts the Works Management Report comprising of the Works Progress Report, Works Capital and Maintenance Reports and the Plant Report for the period ending 11 December 2009.

Carried 10/0

**12.2 CORPORATE & COMMUNITY SERVICES REPORT****PROPONENT:** Shire of Wagin**LOCATION:****REPORTING OFFICER:** Director of Corporate & Community Services**Summary**

A report is provided for Councils information.

**Background**

The Acting CEO has requested that a report in this format be presented to Council.

**Comment**

Nil

**Statutory Environment**

Nil

**Policy Implications**

Nil

**Financial Implications**

Nil

## **CORPORATE & COMMUNITY SERVICES REPORT** **DECEMBER 2009**

<b>Item</b>	<b>Notes</b>
Swimming Pool	Work is still underway to get the pool ready for this season. All the needed pipe work has been completed. This involves the replacement of all the pipes, fittings and valves in the line that feeds the pool from just outside the wall of the pump room all the way to the main pool. Compulsory water sampling and testing will be done on 15 December with the result expected 7/8 days later. Our insurance, LGIS did an inspection of the pool site and is of the view that the dive platform at the dive pool is unsafe and should be removed. The design of the steps, the angle of the ladder and the

	length of the platform does not comply with the safety requirements. What is Council's view on this?
32 Ballagin Street house	Work progressed on the Shed but work got delayed due to other more important tasks. The blinds were finally fitted.
Two Way Radio's	The majority of the UHF radios got fitted.
Telephones	In the process of installation. Found a suitable & very reliable VOIP service supplier. The only difficulty is that this service requires signing a 12 months contract for about \$90 per month line rental on 4 out/in going lines which also includes the dedicated internet connection required for this service. Traditionally this will cost a lot more since an internet connection with the needed bandwidth will on its own cost around \$75 per month. Please see Attachment X for information on the service and a copy of the 12 months contract.
Library	Received the Engineers report in relation to the damage to the building. Please see Attachment X. Please carefully read the section under the ASSESSMENT OF RISK.
Surveillance cameras	In the process of researching options and getting prices.
OH& S	Kyle Waters – an OSH Consultant has been assigned to this Shire to assist with the redevelopment of our OH&S systems. It is a huge task and will take several months to complete.
Policies & Delegations	Gary Martin provided his report on the delegations.
Other	

#### **1254 Officer's Recommendation / Council Decision**

Moved: Cr. K M Draper

Seconded: Cr. J G Shaw

That Council receives this report.  
Carried 10/0

#### **Officer's Recommendation**

Moved:

Seconded:

That Council resolve to remove the entire existing dive platform at the pool in response to the risk of injury identified by the Local Government Insurance Scheme.

**1255 Council Decision**

Moved: Cr. J G Shaw

Seconded: Cr. J L C Ballantyne

That Council prevent use of the existing dive platform at the pool in response to the risk injury identified by the Local Government Insurance Scheme (LGIS) until such time as the LGIS approves of a safe design for ladder and dive platform.

Carried 10/0

**1256 Officer's Recommendation / Council Decision**

Moved : Cr. J G Shaw

Seconded: Cr. E N Pugh

That Council closes access by the public to the room in the North Eastern corner of the Library until the risk as identified in the Structural Engineering Report by Ross Martin has been resolved.

Carried 10/0

**12.3 CEO's REPORT****PROPONENT: Shire of Wagin****LOCATION:****REPORTING OFFICER: Acting Chief Executive Officer**

To Shire President &amp; Councillors

I hereby present my report

This being a shortened month due to the pending Christmas break this report will be a bit abbreviated.

**STAFF**

Darryl Cooper – Loader Driver has resigned from 5<sup>th</sup> February 2010 to retire and go travelling. An advert for his replacement will be placed soon.

**Strategic Planning Workshops**

Both the evening session with Councillors and staff and the community session went well I feel.

Margaret Hemsley has taken input away and will assemble a framework in which further meetings will be conducted with a hope of Council considering a draft Strategic Plan within the first quarter of 2010. Members are asked to complete the "paperwork" left with you so that these "inputs" can also be forwarded for inclusion in the draft documents.

**OAG Meeting**

I attended a Officers Advisory Group (OAG) meeting for the Municipal Waste Management Committee (MWAC) as one of the country council representatives and although most of the business focuses on the seven (7) metro regional councils, there is I feel some benefit from

being on the committee. I am endeavouring to have some funding allocated to run a Wagin Regional programme on collection of Hazardous Waste.

#### DIARY

26 Nov 2009	Central Country Zone Meeting (Teleconference)
1 Dec 2009	4WD Meeting (Woodanilling)
1 Dec 2009	Wagin District High School – Senior Citizens Dinner
1 Dec 2009	Strategic Planning Workshop
2 Dec 2009	Strategic Planning Workshop
7 Dec 2009	O.A.G. (MWAC) Meeting - Perth
9 Dec 2009	Finance and General Purposes Meeting
10 Dec 2009	New Award Interpretation – M Fitzgerald
14 Dec 2009	Skate Park – Steering Committee
15 Dec 2009	Council Meeting

#### Holiday End of Year Break

Finally, I would like to thank Councillors and Staff for the support given to me since my arrival in April 09. It has been a busy period far busier than I expected. I plan to take a few extra days off and come back hopefully refreshed.

The Ministers recent edict, alarms me, as it must alarm most Councillors, and I can see the next round of reform agendas taking up much more of our time and affecting our ability once again to deliver core Local Government business.

#### **Statutory Environment**

Nil

#### **Policy Implications**

Nil

#### **Financial Implications**

Nil

#### **1257 Officer's Recommendation/Council Decision**

Moved: Cr. E N Pugh

Seconded: Cr. I C Cumming

That Council receive and endorse this report.

Carried 10/0

#### **1258 Council Decision**

Moved: Cr. G K B West

Seconded: Cr. E N Pugh

That employee Robert Kelly be given an engraved gold watch to the value of \$300 in recognition of forty (40) years of service to the Shire of Wagin.

Carried 10/0



**12.4 4WD VROC – STRATEGIC PLAN – “DRAFT”**

**PROPONENT:** Shire of Wagin  
**LOCATION:**  
**REPORTING OFFICER:** Acting Chief Executive Officer  
**ATTACHMENTS:** 4WD VROC Strategic Plan 2009/10 – 2012/13

**Summary**

To endorse or otherwise the 4WD Draft Strategic Plan.

**Background**

Representatives of the 4WD VROC attended a gathering at the Eric Farrow Pavilion on 25 March 2009 to discuss resource sharing activities, with the object of preparing a framework to formulate a Strategic Plan. Subsequent meetings since have come up with the draft plan that is shown in the attachment.

**Comment**

The draft document is a collaborative effort and should be applauded.

**Statutory Environment**

N/A

**Policy Implications**

N/A

**Financial Implications**

N/A

**1259 Officer’s Recommendation/ Council Decision**

Moved: Cr. G R Ball

Seconded: Cr. E N Pugh

That Council endorse the Draft 4WD Strategic Plan for years 2009/10 – 2012/13.  
Carried 10/0

**12.5 L G REFORM**

**PROPONENT:** Shire of Wagin  
**LOCATION:**  
**REPORTING OFFICER:** Acting Chief Executive Officer  
**ATTACHMENTS:** Letter Minister for Local Government  
Circular 08-2009

**Summary**

To decide a course of action (if any) in response to the Hon Minister for Local Governments letter proposing to establish “Regional Transitional Groups with aims of providing a structure, to form several Local Government into a single entity by 2013.

**Background**

Council's response to the reform initiative by the Minister proposed a merger with the Shire of Woodanilling subject to clarification of a number of issues.

**Comment**

The Minister is proposing that Wagin takes part in forming a Regional Transitional Group with a view to forming a single entity (Local Government) by 2013, with no opt out provisions. The proposition ignores Councils "submission" to merge with Woodanilling and Councils request for clarification of a number of issues has also been ignored, and it seems the Minister is determined to proceed with his original agenda (ie forced amalgamations) despite giving us assurances that this would not be the case.

Council should advise the Minister that it rejects the proposal to participate in a Regional Transitional Group and provided that Woodanilling is still willing, continue with the merger of Wagin and Woodanilling as a single entity, or alternatively advise that Council is willing to form a Regional Collaborative Group.

There is a strong possibility that this course of action will trigger the Local Government Advisory Board process. This will in effect place the outcome with the community however I feel that the Wagin community will rally and support council in achieving the desired result.

**Statutory Environment****Policy Implications****Financial Implications****Officer's Recommendation**

Moved:

Seconded:

That Council advise the Minister for Local Government that it does not wish to take part in any Regional Transitional Groups, however it is willing to form a Regional Collaborative Group with the other 4WD VROC member Councils.

**1260 Council Decision**

Moved: Cr. J G Shaw

Seconded: Cr. E N Pugh

That Council advise the Minister for Local Government that it does not wish to take part in either a Regional Transitional Groups, or a Regional Collaborative Group as council is happy with the arrangement with the association of 4WD VROC member Councils.

Carried 9/1

**12.6 PIESSEVILLE STANDPIPE**

**PROPONENT:** Shire of Wagin  
**LOCATION:** Piesseville  
**REPORTING OFFICER:** Acting Chief Executive Officer  
**ATTACHMENTS:** Letters from Water Corporation

**Summary**

To agree to submitting a grant application to provide an overhead storage tank (fast fill) or some other configuration at the Piesseville standpipe for use of emergency services.

**Background**

Council first wrote to the Water Corporation in 8 April 2009 concerned about the delays on filling fire fighting units at the Piesseville standpipe. A follow up letter was sent to Water Corporation and 31 October 2009.

The Water Corporations reply of 16 November 2009 indicates that it is not their policy to provide standpipes for fire fighting purposes and have suggested installation of fast fill storage tanks.

**Comment**

The author has raised this issue with the Wheatbelt Zone of WALGA and a representative from the Water Corporation will be attending at their next meeting in Pingelly on 26 February 2010. This may or may not obtain a favourable result. The author has contacted Lotterywest who have indicated the storage tanks are eligible for Lotterywest grants under the Emergency Services Category, and consider that this may be an appropriate way of overcoming the current dilemma and provide certainty to our emergency services personnel.

**Statutory Environment**

N/A

**Policy Implications**

N/A

**Financial Implications**

There is no budget allocation for this work.

**1261 Officer's Recommendation/Council Decision**

Moved: Cr. G R Ball

Seconded: Cr. J L C Ballantyne

That Council apply for a Lotterywest grant towards provision of a storage tank for emergency services operations at Piesseville.

Carried 10/0

## 12.7 SALE BY AUCTION – RESIDENTIAL LOTS 65-70 MARKS COURT WAGIN

**PROPONENT:** Shire of Wagin  
**LOCATION:**  
**REPORTING OFFICER:** Acting Chief Executive Officer  
**ATTACHMENTS:** Documents from Elders and Central Reality

### Summary

To select an agent to sell by action residential lots in Marks Court, Wagin.

### Background

Council proposes to sell lots constructed as the second stage – Pederick Drive Subdivision and is included in the 09/10 Budget.

Council resolved at its meeting of 27 October 2009 to call for Expressions of Interest from agents to sell residential lots in Marks Court by auction and report back for further consideration. At the close of advertised date for those expression of interest; two (2) registrations were received, one from Central Reality and the other from Elders Real Estate.

### Comment

The proposal by Elders Real Estate would appear to be the most cost effective and can be compared as follows;

	<u>Elders</u> (GST inc)	<u>Central Reality</u> (GST inc)
Fee or Commission	3.3%	\$3,300 per lot
Auctioneer Fee	Nil	\$500 – 1000
Advertising	\$1369	\$1230

Elders also have the advantage of being a state-wide organisation which would have advantage of wider coverage.

Elders are proposing that the auction not take place over the Woolorama period and the author accepts the reasoning behind Elders logic.

Both companies have submitted professional proposals however the author feels that Elders Real Estate should be granted the Commission.

Council may wish to consider the appointment of a committee of a few councillors, perhaps the Shire President, Deputy Shire President and Acting Chief Executive Officer to deal with day to day matters leading up to and including the event. Ideally the committee should have power of delegation to act on any variation and setting of reserve prices within a range, set by Council.

### Statutory Environment

Local Government Act 1995 Section 3.58 (2xa), Sect 5.16

### Policy Implications

Nil

### Financial Implications

Allowance made for in 09/10 budget.

**1262 Officer's Recommendation/Council Decision**

Moved: Cr. E N Pugh

Seconded: Cr. G R Ball

That Council appoint Elders Real Estate to sell by auction lots 65 – 70 Marks Court, Wagin and that Council appoint an occasional committee comprising of the Shire President, Deputy Shire President and Acting Chief Executive Officer to deal with day to day matters and to set reserve prices on the event, subject to Council determining a range. The occasional committee to have delegated authority up to and including the auction date in accordance with Section 5.16 of the Local Government Act 1995.

Carried 8/2 Absolute Majority.

**12.8 DELEGATIONS REVIEW 2009**

**PROPONENT:** Shire of Wagin  
**LOCATION:**  
**REPORTING OFFICER:** Gary Martin – Local Government Consultant  
**DISCLOSURE OF INTEREST** I disclose an interest under S5.70 in respect of this report due to my remuneration as a consultant  
**ATTACHMENTS:** Delegations Review

**Summary**

The Council is required to review its statutory delegations at least once every financial year but it appears that the last review was in December 2007.

This report regularises this oversight by recommending the cancellation of all previous delegations and a number of potential new statutory delegations deemed necessary and desirable for the good governance of the Shire for consideration.

**Background**

The Shire has experienced a high turnover of key staff and CEO's in recent years and as a consequence some statutory compliance matters have not been attended to in a timely manner and as a result there is a need to bring the various past delegations under scrutiny and regularise this important management requirement.

The Shire has engaged me to review the existing delegations and to assist the Council and the CEO to establish a sound delegation regime. However ultimately it is the Council (or CEO) that must determine which of its powers and duties it believes are appropriate to be delegated. Therefore a small number of applicable delegations to the CEO have been prepared for Council consideration and development, including any relevant conditions and/or reporting requirements, with the intent that additional or new delegations will be identified and implemented as required.

The normal course of action would be for the CEO or senior employees to identify a specific requirement where it is considered that a delegation is either necessary or desirable and to prepare an appropriate report for the Council's consideration, with the report identifying the power to be delegated and the reasons and safeguards that will apply. The Council has the responsibility to determine whether or not making the requested delegation is appropriate or not, and whether to add or change any proposed condition.

The intent of the draft "Register of Delegations" is to record the preliminary suggested delegations to the CEO and to allow new delegations to be added throughout the year. The register consists of a Table of Delegations that is supported by the actual relevant "Instrument of Delegation". New delegations will need to be added to the register as they are made.

Therefore the process of delegation is a continuous process where delegations are made when identified and as required.

A draft manual with examples of potential delegations has also been prepared to provide the CEO and the Council with examples of delegations, authorities or approvals that it may require in future and is designed to act as reference guide that can eventually form a Manual of Delegations (and authorisations).

It is recommended that any such new delegation be made in the same format of the "Instrument of Delegation" provided, or a similar form.

To assist the Council understand the statutory requirements associated with delegations a copy of the Department of Local Governments "*Local Government Operational Guideline No.17*" is attached.

There are five fundamental issues associated with statutory delegations:

- The Council MAY delegate its powers and duties (except where specifically prohibited) to a Committee of the Council or the CEO.
- The CEO MAY delegate his/her powers and duties to other employees.
- A Committee or an employee has no power of delegation and cannot on-delegate a power or duty.
- The Council and the CEO retain ultimate control over the use of delegation through the option of imposing reasonable conditions, record and reporting requirements and the statutory requirement to review the delegations each financial year.
- The need for the Council to consider the concept of "Acting Through" as outlined in the guideline, and which can be a more appropriate method of managing some of the operations of the Shire

Significantly, the LGA specifically prohibits the CEO or employee from exercising a delegation where they have an interest in the matter, and requires disclosure of that interest as well as severe penalties of either \$10,000 or imprisonment for 2 years.

A further requirement is that any employee that is delegated a power or duty is required to lodge a Primary and Annual Return. This requirement can create a considerable administrative task to manage a large number of returns, particularly from employees that would otherwise not be required to lodge such a return, and this further supports the need for Council consideration of "Acting Through".

### **Comment**

The power of delegation is specifically included in the *Local Government Act 1995 (LGA)* and some other Acts in recognition of the requirement to efficiently and effectively manage the wide range functions relating to the governance and operations of a local government and therefore it is important that the Council recognises that Parliament has specifically given it the power to delegate.

The Act also specifically prohibits some powers or duties from being delegated (such as the appointment of an auditor and decisions requiring an absolute majority), and imposes statutory requirements associated with delegation.

In general terms delegations are made in recognition of the efficiency associated with either the exercise of a power or a duty where a Committee, the CEO or an employee such as a Ranger is empowered to act without the requirement for the Council to formally meet to make a decision. Clearly this power to act without the need to wait for a Council meeting is a significant boost to customer service, such as the early issue of a building licence, and can significantly reduce the amount of time and administration associated with Council meetings.

In some situations, there may be a requirement for an almost instant decision or action where even the convening of an urgent Special Meeting of the Council may cause unacceptable delay or consequences.

It is significant to note that the power of delegation and associated statutory requirements provided by the *Local Government Act 1995* only relate to that Act, and other legislation may include a power of delegation without the same level of statutory control.

Therefore it is critical to always identify the specific legislative head of power to delegate. For example, the *Planning and Development Act 2005* does not itself contain a power of delegation, but instead makes provision for such a power to be included in a local governments Scheme Text.

Not only is it critical to identify the head of power to delegate, it is also essential that consideration is given to the imposition of similar controls, such as the prohibition of exercising a delegation where an interest exists, as that imposed by the LGA. However, it is noteworthy that the statutory penalties would not apply.

It is not intended to cover all the various aspects associated with delegations in this report as these are contained in the attached Guideline.

A further issue that creates some confusion is the requirement for "Authorities and Appointments". The LGA and other relevant legislation include the power to either authorise a person or persons to carry out certain functions, or to appoint them to certain statutory positions that includes the power or duty to carry out specific functions. These authorities or appointments are not delegations, but it is usual to find that they are managed and recorded with formal delegations for convenience.

That arrangement is reasonable, but there is a need to ensure that they are treated and recorded as quite separate items and are different to delegations. In general terms an authority or appointment simply recognises that person(s) duty to carry out certain specified functions. A suitable written instrument such as a "Instrument of Appointment" is also required and perhaps recorded in a clearly marked section or colour coded.

There are two key components of a delegation are:

1. The Instrument of Delegation – the formal written delegation that sets out the details of the delegation such as the head of power, the power or duty delegated, the Committee or person delegated to, the conditions imposed, the record requirements and any reporting requirements. The instrument serves as the required "written notice" and the detail of the delegation required by the register.
2. A "Register of Delegations" for Committees and for delegations to the CEO and other employees.

The intent being that a new "Instrument of Delegation" may be issued from time to time as required by the Council or the CEO, and that new delegation is then added to the appropriate register and consecutively numbered for reference purposes.

The registers of delegations are public records that must be made available for public inspection when requested.

The form of the register should be a secure summary table of the various delegations together with a copy of the relevant "Instrument of Delegations" issued and appropriately indexed.

A review of the existing Shire "Delegation Registers" provided indicated that these had last been reviewed in December 2007. A perusal of the delegations themselves showed that a number were in fact existing duties of the CEO. For example, the power to appoint and



dismiss staff (apart from designated senior staff) is a statutory duty of the CEO that does not require any delegation from the Council.

Therefore it is recommended in this report that the most appropriate method of “reviewing” the existing delegations is in fact to revoke all existing delegations and for the Council to recommence with a clean slate to allow new delegations to be appropriately considered and made.

It is noted that the Council has not delegated any formal power or duty to any Committee. However a draft form of an appropriate “Instrument of Delegation” to a committee has been provided as an example.

A small number of delegations that are deemed to be either necessary or desirable have been prepared for consideration by the Council at the December meeting. The existing authorities and appointments will remain in place until a review can be conducted by the Council of their relevance and suitability.

### **Statutory Environment**

Local Government Act 1995 s5.16; 5.42, s5.44

### **Policy Implications**

A review of Council policy is also being conducted. The existing policies need to be categorised and sorted into formal Council policy required for governance or community purposes, and operational policy, procedure or guidelines that are of an administrative nature, for example the requirement for a range of formal human resource management policies administered by the CEO.

There is also a requirement for the Council to consider the option of “Acting Through” as outlined in the DLG Guideline, and any policy/procedure requirement.

It is essential to note that the Council and CEO have statutory duties in respect of delegations and the requirement for some specific policy items, and the final determination of the type and detail rests with them.

A policy may be required to stipulate a specific time and process for the future statutory review of the various delegations each financial year to ensure future compliance.

### **Financial Implications**

There are no specific financial implications associated with this report and the management of delegations is a normal operational activity, however this review is being conducted with the assistance of an external consultant.

**1263 Officer's Recommendation / Council Decision**

Moved: Cr. G R Ball

Seconded: Cr. J P Reed

That the Council:

1. note the contents of this report and the attached Operational Guideline No.17.
2. revoke all previous delegations to the CEO.
3. delegate the following powers and duties outlined in the attached "Instrument of Delegation" to the CEO:
  - (i) Power of Entry
  - (ii) Abandoned Vehicles
  - (iii) Disposal of Confiscated Goods
  - (iv) Closure of Thoroughfares
  - (v) Temporary Closure of Thoroughfares
  - (vi) To Invite Tenders
  - (vii) To make minor variations for contracts for goods or services
  - (viii) Agreement to make agreement for payment of rates and charges.
  - (ix) Establish Internal controls over Investments
  - (x) Power to make payments from the Municipal and Trust Funds.

Carried 10/0 - Absolute Majority.

**12.9 STATEMENT OF FINANCIAL ACTIVITY – NOVEMBER 2009**

**LOCATION:** Shire of Wagin  
**REPORTING OFFICER:** Acting Director of Finance

**Summary**

A Statement of Financial Activity is attached for Council to adopt.

**Background**

The Local Government (Financial Management) Regulations 1996 requires that Council is to be presented with a Statement of Financial Activity each month.

**Comment**

A copy of Statement of Financial Activity has been compiled for the financial period ending 30<sup>th</sup> November 2009 for Council to peruse and adopt.

**Shire of Wagin**  
**STATEMENT OF FINANCIAL ACTIVITY**  
**(Statutory Reporting Program)**  
**For the Period Ended 30th November 2009**

	Annual Budget (a)	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(b)	Var.
Note	4	4	4	3	3	3
<b>Operating Revenues</b>	\$	\$	\$	\$	%	
Governance	3,500	1,220	<b>3,208</b>	1,988	61.97%	□
General Purpose Funding	1,351,735	471,382	<b>470,772</b>	(610)	(0.13%)	□
Law, Order and Public Safety	30,740	17,640	<b>23,926</b>	6,286	26.27%	□
Health	65,720	21,700	<b>12,039</b>	(9,661)	(80.25%)	□
Education and Welfare	315,974	160,626	<b>170,098</b>	9,472	5.57%	□
Community Amenities	412,425	265,625	<b>374,788</b>	109,163	29.13%	▲
Recreation and Culture	44,710	14,605	<b>10,712</b>	(3,893)	(36.34%)	□
Transport	1,146,165	442,872	<b>361,564</b>	(81,308)	(22.49%)	▼
Economic Services	45,500	17,000	<b>20,903</b>	3,903	18.67%	□
Other Property and Services	704,242	36,505	<b>55,943</b>	19,438	34.75%	□
<b>Total (Excluding Rates)</b>	<b>4,120,711</b>	<b>1,449,175</b>	<b>1,503,953</b>	<b>54,778</b>		□
<b>Operating Expense</b>						□
Governance	(318,903)	(158,662)	<b>(132,726)</b>	25,936	19.54%	▼
General Purpose Funding	(306,217)	(97,622)	<b>(93,851)</b>	3,771	4.02%	□
Law, Order and Public Safety	(137,119)	(66,926)	<b>(52,042)</b>	14,884	28.60%	□
Health	(239,471)	(98,486)	<b>(110,976)</b>	(12,490)	(11.25%)	□
Education and Welfare	(433,515)	(166,011)	<b>(139,981)</b>	26,030	18.60%	▼
Community Amenities	(681,067)	(166,944)	<b>(137,697)</b>	29,247	21.24%	▼
Recreation and Culture	(629,315)	(243,602)	<b>(219,394)</b>	24,208	11.03%	▼
Transport	(2,058,624)	(637,209)	<b>(583,708)</b>	53,501	9.17%	▼
Economic Services	(145,418)	(82,995)	<b>(85,216)</b>	(2,221)	(2.61%)	□
Other Property and Services	(309,338)	(154,326)	<b>(62,545)</b>	91,781	146.74%	▼
<b>Total</b>	<b>(5,258,987)</b>	<b>(1,872,783)</b>	<b>(1,618,136)</b>	<b>254,647</b>		□
<b>Funding Balance Adjustment</b>						□
Add back Depreciation	628,817	262,013	<b>263,546</b>	1,533	0.58%	□
Adjust (Profit)/Loss on Asset Disposal	(302,633)	4,606	<b>12,664</b>	8,058	63.63%	□
Adjust Provisions and Accruals	0	0	<b>0</b>	0		□
<b>Net Operating (Ex. Rates)</b>	<b>(812,092)</b>	<b>(156,989)</b>	<b>162,027</b>	<b>319,016</b>		□
<b>Capital Revenues</b>						□
Proceeds from Disposal of Assets	581,354	85,000	<b>81,836</b>	(3164)	(3.87%)	□
Proceeds from New Debentures	0	0	<b>0</b>			□
Self-Supporting Loan Principal	7,038	2,292	<b>2,292</b>	0		□
Transfer from Reserves	254,500	0	<b>0</b>	0		□
<b>Total</b>	<b>842,892</b>	<b>87,292</b>	<b>84,128</b>	<b>(3164)</b>		□
<b>Capital Expenses</b>						□
Land Held for Resale	(500,000)	0	<b>(13,383)</b>	(13,383)	(100.00%)	□
Land and Buildings	(604,178)	(283,876)	<b>(299,390)</b>	(15,514)	(5.18%)	□
Plant and Equipment	(288,547)	(269,900)	<b>(250,096)</b>	19,804	7.92%	□
Furniture and Equipment	(174,816)	(62,775)	<b>(49,056)</b>	13,719	27.97%	□

Infrastructure Assets - Roads	(335,425)	(235,425)	<b>(80,185)</b>	155,240	193.60%	▼
Infrastructure Assets - Other	(246,189)	(173,689)	<b>(126,245)</b>	47,444	37.58%	▼
Repayment of Debentures	(41,643)	(16,850)	<b>(16,850)</b>	0	0.00%	□
Transfer to Reserves	(541,385)	(12,000)	<b>(10,422)</b>	1,578	15.14%	□
<b>Total</b>	<b>(2,732,183)</b>	<b>(1,054,515)</b>	<b>(845,627)</b>	<b>208,888</b>		□
<b>Net Capital</b>	<b>(1,889,291)</b>	<b>(967,223)</b>	<b>(761,499)</b>	<b>208,007</b>		□
<b>Total Net Operating + Capital</b>	<b>(2,701,383)</b>	<b>(1,124,212)</b>	<b>(599,472)</b>	<b>527,023</b>		□
Rate Revenue	1,476,383	1,476,383	<b>1,474,134</b>	(2,249)	(0.15%)	□
Opening Funding Surplus(Deficit)	1,225,000	1,225,000	<b>1,178,193</b>	(46,807)	(3.97%)	□
<b>Closing Funding Surplus(Deficit)</b>	<b>0</b>	<b>1,577,171</b>	<b>2,052,855</b>	<b>475,684</b>		□

**Shire of Wagin**  
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY**  
**For the Period Ended 30<sup>th</sup> November 2009**

**1. SIGNIFICANT ACCOUNTING POLICIES**

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

**(a) Basis of Accounting**

This statement is a special purpose financial report, prepared in accordance with applicable Australian Accounting Standards, other mandatory professional reporting requirements and the Local Government Act 1995 (as amended) and accompanying regulations (as amended).

**(b) The Local Government Reporting Entity**

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

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

All monies held in the Trust Fund are excluded from the statement.

**(c) Rounding Off Figures**

All figures shown in this statement are rounded to the nearest dollar.

**(d) Rates, Grants, Donations and Other Contributions**

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

**(e) Goods and Services Tax**

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

**(f) Cash and Cash Equivalents**

Cash and cash equivalents comprise cash at bank and in hand and short-term deposits that are readily convertible to known of cash and which are subject to an insignificant risk of changes in value.

For the purposes of the Cash Flow Statement, cash and cash equivalents consist of cash and cash equivalents as defined above, net of outstanding bank overdrafts. Bank overdrafts are included as short-term borrowings in current liabilities.

**(g) Trade and Other Receivables**

Trade receivables, which generally have 30 - 90 day terms, are recognised initially at fair value and subsequently measured at amortised cost using the effective interest rate method, less any allowance for uncollectible amounts.

Collectability of trade receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

**(h) Inventories****General**

Inventories are valued at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs of necessary to make the sale.

Inventories held from trading are classified as current even if not expected to be realised in the next 12 months.

**Land Held for Resale**

Land purchased for development and/or resale is valued at the lower of the cost and net realisable value.

Cost includes the cost of acquisition, development and interest incurred on the financing of that land during its development. Interest and holding charges incurred after development is complete are recognised as expenses.

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

Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

**(i) Fixed Assets**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead.

Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

**(j) Depreciation of Non-Current Assets**

All non-current assets having a limited useful life are systematically depreciated over their useful

lives in a manner which reflects the consumption of the future economic benefits embodied in those assets.

Buildings	50	years
Furniture & Office Equipment	10	years
Computer & Electronic Equipment	3	years
Plant & Equipment	10	years
Trucks	7	years
Sedans	4	years
Other Plant & Equipment	10	years

#### **Infrastructure Assets**

Sealed Roads	50	years
Unsealed Roads	50	years
Footpaths & Walkways	40	years
Drainage	50	years
Pedestrian Bridges - Wood	20	years
Vehicle Bridges - Wood	20	years
Vehicle Bridges - Concrete	75	years
Culverts - Wood	20	years
Culverts - Concrete	75	years
Dams	75	years
Tanks & Reservoirs	35	years

The following Infrastructure Assets are not depreciated:

Parks and Playing field surfaces  
Reticulation Systems  
Drainage Reserves  
Clearing and Earthworks

The following Infrastructure Assets are not capitalized owing to their cost being immaterial:

Street Furniture  
Pedestrian/Bus Shelters  
Street Signs

Council has elected not to depreciate assets that has a value under \$1,000.

## **1. SIGNIFICANT ACCOUNTING POLICIES (Continued)**

### **(k) Trade and Other Payables**

Trade and other payables are carried at amortised cost. They represent liabilities for goods and services provided to the local government prior to the end of the financial year that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

### **(l) Employee Benefits**

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

#### **(i) Wages, Salaries, Annual Leave and Long Service Leave (Short-term Benefits)**

The provision for employees' benefits to wages, salaries, annual leave and long service leave expected to be settled within 12 months represents the amount the Shire has a present obligation to pay resulting from employees services provided to balance date. The provision has been

calculated at nominal amounts based on remuneration rates the Shire expects to pay and includes related on-costs.

(ii) **Annual Leave and Long Service Leave (Long-term Benefits)**

The liability for long service leave is recognised in the provision for employee benefits and measured as the present value of expected future payments to be made in respect of services provided by employees up to the reporting date using the project unit credit method. Consideration is given to expected future wage and salary levels, experience of employee departures and periods of service. Expected future payments are discounted using market yields at the reporting date on national government bonds with terms to maturity and currency that match as closely as possible, the estimated future cash outflows. Where the recognised as a current liability.

**(m) Interest-bearing Loans and Borrowings**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs.

After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

Borrowings are classified as current liabilities unless the Council has an unconditional right to defer settlement of the liability for at least 12 months after the balance sheet date.

**Borrowing Costs**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

**(n) Provisions**

Provisions are recognised when: The council has a present legal or constructive obligation as a result of past events; it is more likely than not that an outflow of resources will be required to settle the obligation; and the amount has been reliably estimated. Provisions are not recognised for future operating losses.

Where there are a number of similar obligations, the likelihood that an outflow will be required in settlement is determined by considering the class of obligations as a whole. A provision is recognised even if the likelihood of an outflow with respect to any one of item included in the same class of obligations may be small.

**(o) Current and Non-Current Classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it is expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be realised in the next 12 months except for land held for resale where it is held as non current based on Council's intentions to release for sale.

**(p) Nature or Type Classifications**

**Rates**

All rates levied under the Local Government Act 1995. Includes general, differential, specific area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

**Operating Grants, Subsidies and Contributions**

Refer to all amounts received as grants, subsidies and contributions that are not non-operating grants.

**Non-Operating Grants, Subsidies and Contributions**

Amounts received specifically for the acquisition, construction of new or the upgrading of noncurrent assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

**Profit on Asset Disposal**

Profit on the disposal of assets including gains on the disposal of long term investments. Losses are disclosed under the expenditure classifications.

**Fees and Charges**

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

**Service Charges**

Service charges imposed under Division 6 of Part 6 of the Local Government Act 1995. Regulation 54 of the Local Government (Financial Management) Regulations 1996 identifies these are television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Interest Earnings**

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

**Other Revenue / Income**

Other revenue, which cannot be classified under the above headings, includes dividends, discounts, rebates etc.

**Employee Costs**

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

**Materials and Contracts**

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

**Utilities (Gas, Electricity, Water, etc.)**

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.



**Insurance**

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

**Loss on asset disposal**

Loss on the disposal of fixed assets.

**Depreciation on non-current assets**

Depreciation expense raised on all classes of assets.

**Interest expenses**

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

**Other expenditure**

Statutory fees, taxes, provision for bad debts, member's fees or levies including WA Fire Brigade Levy and State taxes. Donations and subsidies made to community groups.

**(r) Statement of Objectives**

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

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

**GOVERNANCE**

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

**GENERAL PURPOSE FUNDING**

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

**LAW, ORDER, PUBLIC SAFETY**

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

**HEALTH**

Includes costs associated with maternal and infant health, analytical expenses ie water sampling, the running of the Regional Health Scheme together with the Shires of Williams and West Arthur.

**EDUCATION AND WELFARE**

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

**COMMUNITY AMENITIES**

Includes provision for the collection and disposal of residential, commercial and industrial refuse, ongoing

maintenance of the Wagin Cemetery and running costs associated with providing public conveniences.

### RECREATION AND CULTURE

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

### TRANSPORT

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

### ECONOMIC SERVICES

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

### OTHER PROPERTY & SERVICES

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

## Shire of Wagin NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY For the Period Ended 30th November 2009

### Note 2: NET CURRENT FUNDING POSITION

	Positive=Surplus (Negative=Deficit)			
	2009-10			
	Note	This Period	Last Period	Same Period Last Year
		\$	\$	\$
<b>Current Assets</b>				
Cash Unrestricted		1,736,995	1,699,096	832,106
Cash Restricted		832,454	828,189	801,058
Receivables - Rates and Rubbish		313,317	437,783	246,858
Receivables -Other		39,872	181,155	85,574
Inventories		38,157	38,157	52,418
		<b>2,960,795</b>	<b>3,184,380</b>	<b>2,018,014</b>
<b>Less: Current Liabilities</b>				
GST		24,716	(8,214)	4,046
Payables		(80,554)	(117,841)	(22,505)
Provisions		(19,648)	(30,868)	(32,540)
		<b>(75,486)</b>	<b>(156,923)</b>	<b>(50,999)</b>

Less: Cash Restricted		(832,454)	(828,189)	(801,058)
<b>Net Current Funding Position</b>		<b>2,052,855</b>	<b>2,199,268</b>	<b>1,165,957</b>

Shire of Wagin

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
For the Period Ended 30th November 2009**

**Note 3: MAJOR VARIANCES**

Comments/Reason for Variance
------------------------------

**5.1 OPERATING INCOME****5.1.6 COMMUNITY AMENITIES**

Regional Refuse Group - Waste Avoidance Grant of \$108,500 received however not budgeted to receive until later in the year.

**5.1.8 COMMUNITY AMENITIES**

Staff have budgeted for the first instalment of Roads to Recovery grant funds, however it has not been received.

**5.2 OPERATING EXPENSES****5.2.1 GOVERNANCE**

Admin salaries below budget and elected member expenses are down.

**5.2.5 EDUCATION AND WELFARE**

Community Aged Care Expenses is \$22,000 under budget due to no CACP clients

**5.2.6 COMMUNITY AMENITIES**

Council has not been invoiced for Regional Refuse Group Manager as yet and we have not spent any funds on a new refuse site as budgeted.

**5.2.7 RECREATION AND CULTURE**

Swimming Pool Maintenance Costs and staff wages are significantly down as the pool has not opened yet.

**5.2.8 TRANSPORT**

Street trees have not been pruned as yet and waiting on bridge maintenance invoices.

**5.2.10 OTHER PROPERTY AND SERVICES**

Works Sick and Holiday pay under budget, Plant allocations difference, fuel and oil costs are below budget, no expenditure for the 4WD group and contingencies.

**5.4 CAPITAL EXPENSES****5.4.5 INFRASTRUCTURE ASSETS - ROADS**

Capital Infrastructure Roads Transport is under budget as Works Program Maintenance Jobs have been prioritised over Capital Jobs by Director of Works.

**5.4.6 INFRASTRUCTURE ASSETS - OTHER**

Awaiting invoices for library car park and ESF at Aerodrome have not started footpath program.

**Statutory Environment**

Local Government (Financial Management) Regulations

**Policy Implications**

Nil

**Financial Implications**

Nil

**1264 Officer's Recommendation/Council Decision**

Moved: Cr. I C Cumming

Seconded: Cr. J G Shaw

That Council adopts the Statement of Financial Activity for the financial period ending 30<sup>th</sup> November 2009.

Carried 10/0

**12.10 STATEMENT OF PAYMENTS – NOVEMBER 2009**

**LOCATION:** Shire of Wagin

**REPORTING OFFICER:** Acting Director of Finance

**Summary**

A Statement of account and other payments is enclosed for Council to adopt.

**Background**

The Local Government (Financial Management) Regulations 1996 requires that Council is to be presented with a Statement of payments each month.

**Comment**

A copy of the Statement of Payments has been compiled for the month of November 2009 for Council to peruse and adopt.

**Shire of Wagin**  
**Municipal Account - List of Payments**  
**Nov-09**

	<b>Type</b>	<b>Date</b>	<b>Num</b>	<b>Description</b>	<b>Amount</b>
<b>**A G Brookes Excavations</b>	Bill Pmt -Cheque	06/11/2009	EFT	Hire of 322C for Windblown Trees & Remove Tree at Library	-2,359.50
<b>**Acrod Parking Program</b>	Bill Pmt -Cheque	20/11/2009	EFT	ACROD Parking Permits 2010	-49.50
<b>**Alexander Galt and Co Pty Ltd</b>	Bill Pmt -Cheque	06/11/2009	EFT	DCEO House, Aerodrome, Pool & Misc - Paint, parts, supplies etc	-615.20
	Bill Pmt -Cheque	20/11/2009	EFT	DCEO House, Aerodrome, Pool & Misc - Paint, parts, supplies etc	-9,260.37
<b>**Alliance Equipment Finance Pty Limited</b>	Bill Pmt -Cheque	06/11/2009	EFT	Kyocera Mita 400ci Photocopier Monthly Rental	-608.30
<b>**Anton Pieterse</b>	Bill Pmt -Cheque	20/11/2009	EFT	Uniforms - A Pieterse	-100.95
<b>**Australian Institute of Management</b>	Bill Pmt -Cheque	11/11/2009	EFT	Training: Debbie T - Professional Executive Secretary	-935.00
<b>**Australian Services Union</b>	Bill Pmt -Cheque	02/11/2009	EFT	Payroll Deductions October 2009	-170.10
<b>**Beaurepaires</b>	Bill Pmt -Cheque	06/11/2009	EFT	Tyre Repairs & New Battery for Works Plant & Vehicles	-1,711.12
<b>**Best Office Systems</b>	Bill Pmt -Cheque	06/11/2009	EFT	B&W Photocopier Usage October 2009	-54.73
<b>**BOC Gases</b>	Bill Pmt -Cheque	06/11/2009	EFT	Gas for various Building Maintenance Tasks	-103.60
<b>**Campervan &amp; Motorhome Club</b>	Bill Pmt -Cheque	20/11/2009	EFT	RV Friendly Town Scheme Signs x 4	-530.00

<b>**Chefmaster Australia</b>	Bill Pmt -Cheque	06/11/2009	EFT	Bin Liners	-769.80
<b>**Child Support Agency</b>	Bill Pmt -Cheque	02/11/2009	EFT	Payroll Deductions October 2009	-432.98
<b>**Civic Legal</b>	Bill Pmt -Cheque	03/11/2009	EFT	Legal Fees - Telstra Agreement	-3,094.52
	Bill Pmt -Cheque	20/11/2009	EFT	Application for Titles - Pederick Drive Subdivisions	-701.94
<b>**Communication &amp; Wireless Services PL</b>	Bill Pmt -Cheque	06/11/2009	EFT	Land Mobile Radio - Ambulatory System, Fixed Receiver & Additional Licenses	-2,204.40
<b>**Corporate Express</b>	Bill Pmt -Cheque	20/11/2009	EFT	Stationery Order	-356.61
<b>**Courier Australia</b>	Bill Pmt -Cheque	06/11/2009	EFT	Courier & Freight - Various, Works & Library etc	-22.71
	Bill Pmt -Cheque	20/11/2009	EFT	Courier & Freight - Various, Works & Library etc	-36.03
<b>**Cr Phillip Blight</b>	Bill Pmt -Cheque	20/11/2009	EFT	Councillors Reimbursement Claim	-657.60
<b>**Cresswells Department Store</b>	Bill Pmt -Cheque	20/11/2009	EFT	PPE - Safety Boots	-138.00
<b>**Darren Smith - Carpenter &amp; Joiner</b>	Bill Pmt -Cheque	20/11/2009	EFT	Kitchen Cupboard Modifications	-396.00
<b>**Daycrest Pty Ltd</b>	Bill Pmt -Cheque	20/11/2009	EFT	Fuel October 2009	-403.37
<b>**Dell Australia Pty Ltd</b>	Bill Pmt -Cheque	17/11/2009	EFT	Printer/Scanner Ink Cartridges	-528.00
<b>**Department of the Interior</b>	Bill Pmt -Cheque	03/11/2009	EFT	Roof Console for Vehicle Radio's	-399.00
<b>**DI Blake</b>	Bill Pmt -Cheque	06/11/2009	EFT	Hire Dozer to Push Gravel at Aerodrome	-858.00

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<b>**Doms Delicatessen of Wagin</b>	Bill Pmt -Cheque	06/11/2009	EFT	Refreshments October 2009	-209.95
<b>**Donnybrook Concrete</b>	Bill Pmt -Cheque	06/11/2009	EFT	Well Liner for Swimming Pool	-1,225.40
<b>**Dumbleyung Transport</b>	Bill Pmt -Cheque	06/11/2009	EFT	Cartage of Concrete Pipes & Culverts for Jaloran Blackspot	-1,375.00
<b>**Ewen-Foley Agencies</b>	Bill Pmt -Cheque	06/11/2009	EFT	Glyphosate for Town Site Weed Spraying	-264.00
<b>**Fire &amp; Emergency Services Authority WA</b>	Bill Pmt -Cheque	11/11/2009	EFT	Incorrect payment by FESA to Shire of Wagin	-160.00
<b>**Fuel Distributors of WA Pty Ltd</b>	Bill Pmt -Cheque	06/11/2009	EFT	Fuel Supply	-7,091.20
	Bill Pmt -Cheque	20/11/2009	EFT	Fuel	-7,917.65
<b>**Gemini Medical Services</b>	Bill Pmt -Cheque	20/11/2009	EFT	Retainer Fees 12/11/09 - 11/2/2010	-12,832.88
<b>**Great Southern Fuel Supply Katanning</b>	Bill Pmt -Cheque	06/11/2009	EFT	Energrease	-144.91
<b>**Great Southern Waste Disposal</b>	Bill Pmt -Cheque	06/11/2009	EFT	Refuse Removal October 2009	-5,925.54
<b>**Greenline</b>	Bill Pmt -Cheque	06/11/2009	EFT	Wiring Parts for Vehicle Radio's	-34.58
	Bill Pmt -Cheque	20/11/2009	EFT		-1,635.60
<b>**Haines Norton</b>	Bill Pmt -Cheque	20/11/2009	EFT	Audits - Roads to Recovery & Supplementary Roads to Recover 08/09	-1,320.00
<b>**Hanson Construction Materials Pty Ltd</b>	Bill Pmt -Cheque	06/11/2009	EFT	10 & 7MM Basalt for Ballagin Reseal & Jaloran Blackspot	-5,394.24
	Bill Pmt -Cheque	20/11/2009	EFT	5MM Basalt for Aerodrome Upgrade	-3,513.29

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<b>**HIF Insurance</b>	Bill Pmt -Cheque	02/11/2009	EFT	HIF Deductions October 2009	-57.30
<b>**Jackson McDonald</b>	Bill Pmt -Cheque	20/11/2009	EFT	Legal Advice - John Hunter	-2,761.84
<b>**Jem Truck Sales</b>	Bill Pmt -Cheque	06/11/2009	EFT	Community Bus Inspection & Pulley Idler for Truck	-227.32
<b>**JR &amp; A Hersey Pty Ltd</b>	Bill Pmt -Cheque	06/11/2009	EFT	Broad Brimmed Hats & Marking Paint	-339.90
<b>**Katanning Glazing and Security</b>	Bill Pmt -Cheque	06/11/2009	EFT	DCEO Security Grills & Doors / Aerodrome Security Grills	-9,980.00
<b>**Landgate</b>	Bill Pmt -Cheque	06/11/2009	EFT	Valuation Enquiries	-97.86
<b>**Lawn Doctor</b>	Bill Pmt -Cheque	06/11/2009	EFT	Vertimowing of Sportsground	-4,477.00
<b>**LGIS Risk Management</b>	Bill Pmt -Cheque	06/11/2009	EFT	Regional Co-ordinator Fees 09/10	-4,749.80
<b>**LGIS Workcare Scheme</b>	Bill Pmt -Cheque	20/11/2009	EFT	Work Care Insurance	-28,220.50
<b>**LGRCEU</b>	Bill Pmt -Cheque	02/11/2009	EFT	Union Deductions October 2009	-49.20
<b>**Marketforce Productions</b>	Bill Pmt -Cheque	20/11/2009	EFT	Advertising for Extra Ordinary Election	-2,541.61
<b>**Midalia Steel Pty Ltd</b>	Bill Pmt -Cheque	06/11/2009	EFT	DCEO House & Pool Steel Products	-1,031.50
	Bill Pmt -Cheque	20/11/2009	EFT	DCEO House & Pool Steel Products	-3,372.33
<b>**Morgan Rural Services Pty Ltd</b>	Bill Pmt -Cheque	20/11/2009	EFT	Spray Suckers on Bridges and surrounding verges	-2,640.00
<b>**Narrogin Carpets &amp; Curtains</b>	Bill Pmt -Cheque	06/11/2009	EFT	Blinds for DCEO House	-4,250.00



<b>**Narrogin Computers</b>	Bill Pmt -Cheque	20/11/2009	EFT	Brother Printers	-658.00
<b>**Narrogin Packaging and Motorcycles</b>	Bill Pmt -Cheque	06/11/2009	EFT	ATV Motorbike	-7,490.00
<b>**Palace Hotel</b>	Bill Pmt -Cheque	20/11/2009	EFT	Change over Dinner & Emergency Services BBQ Refreshments	-1,848.74
<b>**PH &amp; KE Gow</b>	Bill Pmt -Cheque	20/11/2009	EFT	Survey for Vernal St Industrial Subdivision	-3,900.00
<b>**Prestige Communications</b>	Bill Pmt -Cheque	02/11/2009	EFT	Vehicle Antennas	-1,462.00
<b>**Recharge-It</b>	Bill Pmt -Cheque	20/11/2009	EFT	Refill Printer Toner	-125.40
<b>**Reckon Limited</b>	Bill Pmt -Cheque	12/11/2009	EFT	Payroll Premier Software Upgrade	-299.00
<b>**Rotowash Australia Pty Ltd</b>	Bill Pmt -Cheque	20/11/2009	EFT	Vacuum Cleaners for Depot & DCEO House	-1,247.60
<b>**Rural Press Regional Media WA PtyLtd.</b>	Bill Pmt -Cheque	20/11/2009	EFT	Advertising / Council Corner October 2009	-597.68
<b>**Shire of Wagin Payroll Creditors</b>	Bill Pmt -Cheque	02/11/2009	EFT	Payroll Deductions October 2009	-180.00
<b>**Shire of Woodanilling</b>	Bill Pmt -Cheque	20/11/2009	EFT	Amy Kippin Wages August 2009	-840.00
<b>**Sigma Chemicals</b>	Bill Pmt -Cheque	20/11/2009	EFT	Chlorine, Flocculent etc for Pool	-2,200.40
<b>**Southern Irrigation &amp; Pumping</b>	Bill Pmt -Cheque	06/11/2009	EFT	New Pump for Weir - Community Water Grant	-2,390.42
<b>**Steve Friend</b>	Bill Pmt -Cheque	12/11/2009	EFT	Phone Reimbursement	-516.91

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<b>**T.R. Stringer</b>	Bill Pmt -Cheque	06/11/2009	EFT	Sign writing of Polling Place Banner	-110.00
<b>**TE &amp; MC Bairstow</b>	Bill Pmt -Cheque	06/11/2009	EFT	Cartage of 7MM & 10MM Basalt	-5,500.64
<b>**Urban and Rural Perspectives</b>	Bill Pmt -Cheque	06/11/2009	EFT	Town Planning Services October 2009	-6,200.34
<b>**WA Country Health Service-Wheatbelt</b>	Bill Pmt -Cheque	06/11/2009	EFT	Medical Assessment for Spider Bite	-146.00
<b>**Wagin Co-op.</b>	Bill Pmt -Cheque	06/11/2009	EFT	Groceries	-1,483.99
<b>**Wagin Gas Electrics</b>	Bill Pmt -Cheque	20/11/2009	EFT	Vandalised trotting track lights, CEO Antenna point, Bowling Club Pump Switch	-3,565.57
<b>**Wagin Meats</b>	Bill Pmt -Cheque	06/11/2009	EFT	Sausages for Choose Respect BBQ	-30.50
<b>**Wagin Mechanical Repairs</b>	Bill Pmt -Cheque	20/11/2009	EFT	Service for W468	-214.75
<b>**Wagin Newsagency</b>	Bill Pmt -Cheque	20/11/2009	EFT	Newspapers & Minor Stationery October 2009	-43.20
<b>**Wagin Stable Gear</b>	Bill Pmt -Cheque	06/11/2009	EFT	Polling Place Sign	-82.50
<b>**WALGSP</b>	Bill Pmt -Cheque	02/11/2009	EFT	Superannuation October 2009	-17,636.60
<b>**West Coast Shade</b>	Bill Pmt -Cheque	06/11/2009	EFT	Supply & Install Shade Sail at Rec Centre	-3,135.00
<b>**Western Australian Local Government Ass</b>	Bill Pmt -Cheque	06/11/2009	EFT	Superannuation November 2009	-7,310.60
<b>**Western Australian Treasury Corporation</b>	Bill Pmt -Cheque	20/11/2009	EFT	Loan Repayments	-3,357.26

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<b>**Westrac Equipment</b>	Bill Pmt -Cheque	06/11/2009	EFT	Grader Blades	-2,458.30
	Bill Pmt -Cheque	20/11/2009	EFT	6000hr Grader Service & Minor repairs	-4,401.10
<b>**Westscheme</b>	Bill Pmt -Cheque	02/11/2009	EFT	Superannuation October 2009 - M Dudenhoeffer & C Gibson	-544.21
<b>**Yakka Pty Ltd</b>	Bill Pmt -Cheque	06/11/2009	EFT	Staff Uniforms	-599.10
<b>Department of Planning &amp; Infrastructure</b>	Bill Pmt -Cheque	02/11/2009	Debit	Debit of Licensing Takings 29 Oct 2009	-3,655.40
	Bill Pmt -Cheque	03/11/2009	Debit	Debit of Licensing Takings 30 Oct 2009	-2,044.20
	Bill Pmt -Cheque	04/11/2009	Debit	Debit of Licensing Takings 2 Nov 2009	-9,159.10
	Bill Pmt -Cheque	05/11/2009	Debit	Debit of Licensing Takings 3 Nov 2009	-12,113.60
	Bill Pmt -Cheque	06/11/2009	Debit	Debit of Licensing Takings 4 Nov 2009	-6,613.85
	Bill Pmt -Cheque	09/11/2009	Debit	Debit of Licensing Takings 5 Nov 2009	-11,247.00
	Bill Pmt -Cheque	10/11/2009	Debit	Debit of Licensing Takings 6 Nov 2009	-4,801.15
	Bill Pmt -Cheque	11/11/2009	Debit	Debit of Licensing Takings 9 Nov 2009	-2,337.45
	Bill Pmt -Cheque	12/11/2009	Debit	Debit of Licensing Takings 10 Nov 2009	-1,524.05
	Bill Pmt -Cheque	13/11/2009	Debit	Debit of Licensing Takings 11 Nov 2009	-4,677.45
	Bill Pmt -Cheque	16/11/2009	Debit	Debit of Licensing Takings 12 Nov 2009	-3,436.85
	Bill Pmt -Cheque	17/11/2009	Debit	Debit of Licensing Takings 13 Nov 2009	-1,887.05
	Bill Pmt -Cheque	18/11/2009	Debit	Debit of Licensing Takings 16 Nov 2009	-4,494.35
	Bill Pmt -Cheque	19/11/2009	Debit	Debit of Licensing Takings 17 Nov 2009	-2,195.45
	Bill Pmt -Cheque	20/11/2009	Debit	Debit of Licensing Takings 18 Nov 2009	-3,141.45
	Bill Pmt -Cheque	23/11/2009	Debit	Debit of Licensing Takings 19 Nov 2009	-6,954.30
	Bill Pmt -Cheque	24/11/2009	Debit	Debit of Licensing Takings 20 Nov 2009	-4,192.05
	Bill Pmt -Cheque	25/11/2009	Debit	Debit of Licensing Takings 23 Nov 2009	-2,849.65
	Bill Pmt -Cheque	26/11/2009	Debit	Debit of Licensing Takings 24 Nov 2009	-3,909.75
	Bill Pmt -Cheque	27/11/2009	Debit	Debit of Licensing Takings 25 Nov 2009	-3,227.65

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	Bill Pmt -Cheque	30/11/2009	Debit	Debit of Licensing Takings 26 Nov 2009	-6,396.15
					<b>-322,771.49</b>
<b>**Austral Mercantile Collections Pty Ltd</b>	Bill Pmt -Cheque	06/11/2009	2382	Legal Fees to Reclaim Outstanding Rates	-259.00
<b>**Landgate</b>	Bill Pmt -Cheque	11/11/2009	2391	Surrender of Lease Form for Lots 192 & 193 Vale St	-110.00
<b>Acu-Tech Piping Systems</b>	Bill Pmt -Cheque	13/11/2009	2394	Piping and Fittings for Swimming Pool Repairs	-5,799.04
	Bill Pmt -Cheque	20/11/2009	2396	Swimming Pool Piping	-203.68
<b>Australia Post.</b>	Bill Pmt -Cheque	06/11/2009	2383	Postage October 2009	-327.60
<b>AustralianSuper Administration</b>	Bill Pmt -Cheque	02/11/2009	2377	Superannuation October 2009 - Andrew Taylor	-390.21
<b>Barefoot Clothing Manufacturer</b>	Bill Pmt -Cheque	06/11/2009	2384	Protective Clothing	-49.70
<b>BT SuperWrap</b>	Bill Pmt -Cheque	02/11/2009	2378	Superannuation October 2009 C O'Neill	-380.97
<b>Cash</b>	Bill Pmt -Cheque	06/11/2009	2381	Balancing daily cash float - underbanked 19/10/09	-46.05
<b>CEW Be Active Scheme</b>	Bill Pmt -Cheque	06/11/2009	2385	Pool Life Guard Refresher Course	-137.50
<b>David Long</b>	Bill Pmt -Cheque	06/11/2009	2386	Chainsaw Repairs & Blade Sharpening	-615.00
<b>National Bank</b>	Bill Pmt -Cheque	02/11/2009	Debit	Merchant Fee	-1,129.45
	Bill Pmt -Cheque	02/11/2009	Debit	National Online Fee	-86.01
	Bill Pmt -Cheque	03/11/2009	Debit	Dishonoured cheque fee - AA Harris & Sons	-9.00

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	Bill Pmt -Cheque	30/11/2009	Debit	Bank Fees and Charges	-157.70
<b>Department Regional Development and Lands</b>	Bill Pmt -Cheque	11/11/2009	2392	Proposed Road Dedication - Ventnor Street	-104.00
<b>Dynapac</b>	Bill Pmt -Cheque	12/11/2009	2393	Dynapac CA252D Steel Drum Roller	-128,465.70
<b>Elders Limited</b>	Bill Pmt -Cheque	20/11/2009	2397	Depot Shed Floor - Steel	-130.00
<b>Hesta Super Fund</b>	Bill Pmt -Cheque	02/11/2009	2379	Superannuation October 2009 - K Tacken, S English & S Dowson	-953.98
<b>Ibis Hotel Perth</b>	Bill Pmt -Cheque	06/11/2009	2387	Accommodation S English - Licensing Training	-1,099.50
<b>Murray Foale.</b>	Bill Pmt -Cheque	09/11/2009	2389	Payroll for Annual Leave Period	-2,562.67
<b>Rest Administration</b>	Bill Pmt -Cheque	02/11/2009	2380	Superannuation October 2009 - T Simms & A Wieland	-440.43
<b>Safety House Association of WA</b>	Bill Pmt -Cheque	11/11/2009	2390	Purchase of Water Bottles for WDHS	-200.00
<b>Telstra</b>	Bill Pmt -Cheque	06/11/2009	2388	Shire Phone Accounts	-1,310.35
	Bill Pmt -Cheque	20/11/2009	2398	Shire Phone Accounts	-1,381.58
<b>Wagin Tennis Club R4R</b>	Bill Pmt -Cheque	17/11/2009	2395	Royalties for Regions Community Funding for Tennis Club Upgrades	-6,500.00
					<u>-152,849.12</u>

**Shire of Wagin**  
**Trust Account - List of Payments**  
**Nov-09**

	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Description</u>	<u>Amount</u>
<b>Alexander Galts</b>	Bill Pmt -Cheque	13/11/2009	1859	Refund Bond Hire of Eric Farrow Pavilion	-150.00
<b>Barbara Cumming</b>	Bill Pmt -Cheque	30/11/2009	1861	Refund Bond Hire of Town Hall	-300.00
<b>Martin Wood.</b>	Bill Pmt -Cheque	30/11/2009	1862	Refund Bond Hire of Recreation Centre	-300.00
<b>Rosemary Warren.</b>	Bill Pmt -Cheque	13/11/2009	1860	Refund Bond Hire of Chairs	-100.00
<b>Shire of Dumbleyung.</b>	Bill Pmt -Cheque	30/11/2009	1863	Refund Bond Hire of Community	<u>-150.00</u>
					<b>1,000.00</b>

**Statutory Environment**

Local Government (Financial Management) Regulations 1996

**Policy Implications**

Nil

**Financial Implications**

Nil

**1265 Officer's Recommendation / Council Decision**

Moved: Cr. E N Pugh

Seconded: Cr. J G Shaw

That Council adopts the Statement of Payments for the month of November 2009 showing the following payments totals –

Municipal cheque payments totalling	\$ 152,849.12
Municipal electronic payments totalling	\$ 322,771.49
Trust cheque payments totalling	\$ 1000.00
Carried 10/0	

**12.11 AUDIT REPORT 2008/2009**

**LOCATION:** Shire of Wagin  
**REPORTING OFFICER:** Acting Director of Finance

**Summary**

Council's Audit Report for 2008/2009 is being finalised by UHY Haines Norton and will be circulated at the Council Meeting for formal adoption.

**Background**

In accordance with the Local Government Act 1995, UHY Haines Norton conducted an audit of the Shire of Wagin's finances for last financial year in November 2009.

**Comment**

A copy of the draft auditor's Report and Management Report has been received by Council, a certified copy will be forwarded on Monday when Council's Auditor Greg Godwin is available to sign off on the report.

While the auditor found the annual statements to be correct and in compliance with the relative Standards and legislation, there were two instances where Council did not comply with the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996. These were:

<b>Auditor's report</b>	<b>Staff comment</b>
<p><u>Monthly Statement of Financial Activity</u>            Non compliance with material variances and net current assets during certain months of the financial year.</p>	<p>Due to the changes in finance managers throughout the year these compliance matters were not adhered to. Since May 2009 we have been using the UHY Haines Norton Monthly Statement of Financial Activity model. This will ensure</p>

	compliance is met each month..
<u>Budget Review</u> A copy of the budget review was not submitted to the Department within 30 days of its adoption.	Council did not formally adopt the 2008/2009 budget review at the April 09 Council meeting due to the integrity of the figures. A comprehensive budget review will be carried out in early March 2010 for the 2009/2010 financial year.

The auditor has also prepared a Management Report for year ended 30<sup>th</sup> June 2009. This report highlights perceived weaknesses in Council's systems and procedures. The report contains several comments and suggestions which will enable management to address these financial and procedural issues..

#### Untied cash to trade creditors ratio

At 30 June 2009 there was insufficient unrestricted short term funds to pay creditors, however there was a big improvement on Council's cash position from the previous year. It also must be stated that whilst Council had trade creditors to the value of \$311,486 it had sundry and rate debtors of \$531,434.

#### Rate coverage ratio

The rate coverage ratio of 26% is slightly down on last year. The auditors believe we are to dependent on government grants and other funding sources and should be looking at increasing rates. They believe a typical Shire of similar size should operate in the 35% to 40% range.

#### Electronic payments

The auditor noted insufficient controls over the loading of EFT payments and changing of staff and creditors banking details. This is a new control issue that the auditors are focusing on. Unfortunately the current accounting software system does not have the capabilities to deal with this issue, however a manual control checking system can be adopted. This manual system has not been effectively developed as yet, however will be addressed before year end.

#### Delegations

The previous Manager of Finance and Corporate Services did take a reviewed Delegations Register to the Finance and General Purposes Committee meeting, however the review was never adopted at a Council meeting. The current Director of Corporate and Community services is currently organising a delegations review.

#### Compliance Audit Return

The Compliance Audit return must be submitted to the Department by the 31<sup>st</sup> March of each year. The previous CEO or Manager of Finance and Corporate Services had not completed the return and hence not sent to the Department by the 31<sup>st</sup> March. The current Acting CEO and his management staff will ensure this years report is completed, adopted by Council and sent to the Department by the 31<sup>st</sup> March 2010.

#### Notice of Annual Report

The CEO must give local public notice of the availability of the annual report after it is adopted by Council. The previous CEO or Manager of Finance and Corporate Services did not advertise the availability of the 2007/2008 annual report. The current Acting CEO will ensure this years report is advertised locally in the Wagin Argus.



Weakness in internal controls-one bank signatory

Council continues to only have one signatory for signing cheques and remitting electronic Funds Transfers. It has always been deemed two difficult to have two signatories due to the difficulty of always having two senior staff members in the office.

Purchasing Limits

Council currently has a purchasing policy in place, however the policy does not contain individual spending limits for each staff member. As a part of the review of all Council policies this will be amended to reflect the auditor's concerns.

Credit Card Policy

The current credit card policy does not require a register to be kept for the issue of credit cards or guidelines for the purpose of entertainment expense, issue and termination of cards and monitoring of expenditure. As a part of the review of all Council policies this will be amended to reflect the auditor's concerns.

Fixed Asst Register not up to date

The Fixed Asset register was not up to date as there was some questions over the integrity and correctness of the asset system and register. It was decided to calculate depreciation using a spreadsheet with new rates. A spreadsheet was also used to calculate profit and loss and disposal of assets and add new assets. This measure was under taken to ensure we had figures for the year end financials. Management will ensure there will be a new computerised asset system so Council will comply with accounting standards in 2009/2010.

Inadequate Investment Policy

Council's current investment policy dates back to 1999 and does not take into account today's changing requirements and risks in the Financial market place. Whilst Council has only invested in bank term Deposit accounts in the past, it is essential that this policy be brought up to date. This will occur with the review of all Council policies.

Road infrastructure- Depreciation

The auditor recommended Council review the current method of recording and depreciating road infrastructure to ensure depreciation is correctly reflected. This has been an ongoing management issue for the past few years. In 2009/2010 Council has engaged the services of a specialised asset valuation group to update our Roman Roads program to address this matter.

Annual and Primary Returns of Councillors and Staff

The auditors noted various sections of returns were left blank. Sections which have no information should be completed with N/A, Nil or refer to previous return. This has been noted by staff and to ensure compliancy this financial year.

**Statutory Environment**

Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

**Policy Implications**

Nil

**Budget Implications**

Nil

**1266 Officers Recommendation/ Council Decision**

Moved: Cr .J G Shaw

Seconded: Cr. E N Pugh

That Council adopts the 2008/2009 Audit Report and note the items listed in the Management Report.

Carried 10/0

**12.12 SHIRE OF WAGIN 2008/2009 ANNUAL REPORT**

**LOCATION:** Shire of Wagin  
**REPORTING OFFICER:** Acting Director of Finance

**Summary**

Council's Annual Report for 2008/2009 has been prepared and will be circulated at the Council Meeting for formal adoption.

**Background**

Section 5.53 of the Local Government Act 1995 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) An overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year
- (d) The financial report for the financial year
- (e) Such information that may be prescribed in relation to the payments made to employees
- (f) The Auditors Report for the financial year
- (g) A matter on which a report must be made under section 29(2) of the Disability Services Act 1993 and
- (h) Such other information as may be prescribed.

Council is required to accept the Annual Report no later than 31 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 Electors' General 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 2008/2009 Annual Report has been completed and will be circulated to all Councillors at the December meeting. It is suggested that Council defer holding its Electors' General Meeting until the Tuesday 2<sup>nd</sup> February 2010 to maximise the opportunity for members of the public to attend as many people take holidays during December and January and is within the 56 day requirement.

**Statutory Environment:**

Sections 5.53, 5.54 and 5.55 Local Government Act 1995

**Financial Implications:**

The Annual Report and Electors' General Meeting will need to be advertised, there is a provision in the budget for this expense.

**1267 Officer's Recommendation/ Council Decision**

Moved: Cr. G R Ball

Seconded: Cr. E N Pugh

That Council:

1. adopt the Annual Report for the period 1 July 2008 to 30 June 2009 and advertise its availability as required.
2. hold the Electors' General Meeting on Tuesday 2nd February 2010 at 6.00 pm at the Eric Farrow Pavilion.

Absolute Majority Required

Carried 10/0

*Cr Hegarty left meeting 10.46 PM*

**12.13 PROPOSED TWO (2) LOT RESIDENTIAL SUBDIVISION**

**PROPONENT:** PH & KE Gow (Licensed Surveyors) on behalf of Robert Wayne Hegarty & Bronwyn Sue Hegarty (Landowners)  
**LOCATION:** Lot 16 (No.8) Thornton Street, Wagin  
**REPORTING OFFICERS:** Joe Douglas & Steve Pandevski - Consultant Town Planners (Urban & Rural Perspectives)  
**ATTACHMENTS:** Plan 1,2, & 3

**Summary**

This report recommends that a subdivision application for Lot 16 (No.8) Thornton Street, Wagin submitted to the Western Australian Planning Commission (WAPC) by PH & KE Gow (Licensed Surveyors) on behalf of Robert Wayne Hegarty & Bronwyn Sue Hegarty (i.e. the current landowners) and referred to the Shire for review and comment be supported by Council subject to conditions.

**Background**

Lot 16 (No.8) Thornton Street, Wagin comprises a total area of approximately 2,215m<sup>2</sup> and is located in the western part of the Wagin townsite, south of the Wagin Sports Ground and north of Giant Ram Park (see Plan 1 – Location Plan).

Lot 16 is relatively flat, contains 2 galvanised iron outbuildings (sheds), a weatherboard and iron house and some mature trees. The property has direct frontage to Thornton Street to the south and Tasman Street to the north. Both Thornton and Tasman Streets are constructed to a bituminised standard (see Plan 2 – Aerial Site Plan).

The current landowner is seeking approval to subdivide Lot 16 to create two (2) new residential lots. Specific details of the proposed subdivision are shown on the attached Plan 3 and summarised in the following table:

Lot Particulars	Existing Land Area (Approx.)	Proposed Land Area (Approx.)
Existing Lot 16	2,215m <sup>2</sup>	-
Proposed Lot A	-	944m <sup>2</sup>
Proposed Lot B	-	1,271m <sup>2</sup>

### Comment

In considering the application Council is required to have due regard for the provisions contained in the following planning documents prior to submitting a formal response to the WAPC:

- Shire of Wagin Town Planning Scheme No.2;
- Residential Design Codes of Western Australia (2008); and
- WAPC Development Control Policy No.DC 2.2 – ‘Residential Subdivision’.

The following is an assessment of the subdivision proposal in the context of the specific requirements of these planning documents to determine its general suitability.

#### Shire of Wagin Town Planning Scheme No.2

Lot 16 Thornton Street is classified ‘Residential’ zone in the Shire of Wagin Town Planning Scheme No.2 (TPS No.2) with an applicable residential density coding of ‘R30’.

The key objective of the land’s current ‘Residential’ zoning classification is to primarily provide for the development of single houses on separate lots.

The proposed subdivision, if approved, will facilitate the creation of an additional lot capable of being developed for residential purposes in a manner considered to be consistent with the stated objectives of the land’s current ‘Residential’ zoning classification in TPS No.2.

#### Residential Design Codes of Western Australia (2008)

Lot 16 has an applicable residential density coding of R30 under TPS No.2. The R30 density coding requires a minimum lot size of 270m<sup>2</sup> with an average lot size of not less than 300m<sup>2</sup>. The application proposes a minimum lot size of 944m<sup>2</sup> with an average lot size of 1,107.5m<sup>2</sup>. The application clearly complies with the ‘acceptable development provisions’ of the Residential Design Codes (R-Codes) in regards to ‘site area requirements’.

Furthermore, proposed Lot B contains the existing dwelling and outbuildings which satisfy the ‘acceptable development provisions’ of the R-Codes in regards to ‘setback requirements’ from the new rear lot boundary.

WAPC Development Control Policy No.DC 2.2 – ‘Residential Subdivision’

WAPC Policy No.DC 2.2 requires that all new residential lots shall, in addition to compliance with the general requirements for the subdivision of land, be:

1. *Capable of development in accordance with the Codes assigned to it by local town planning schemes, together with any local variations that may apply.*

Comment: Under the terms of TPS No.2 the R30 residential density code is currently applicable to Lot 16. As previously mentioned the proposed subdivision satisfies the specific requirements of the R30 density code classification as this applies to minimum and average lot sizes and therefore both proposed lots are capable of being developed in accordance with the R-Codes and TPS No.2.

2. *Located within an area which is suitable for subdivision in terms of its physical characteristics such as topography, soils, drainage, vegetation and natural features, and accord with an overall plan for the area which reflects those characteristics.*

Comment: Lot 16 appears to be unconstrained by any significant natural features and is located in an area of the Wagin townsite that is characterised by existing single residential development. It is therefore considered reasonable to assume that Lot 16 generally suitable for residential subdivision development.

3. *Located within a system of vehicle and pedestrian movement consistent with the principles of the Commission’s policy on Residential Road Design (DC 2.6) in terms of the hierarchy of roads, matters of road safety and lot access and the provision of cycleways and pedestrian walkways.*

Comment: Lot 16 is located within an established residential area. To that extent all required networks for vehicle and pedestrian movements have already been established.

4. *Convenient to areas of passive and active open space, provided in accordance with the Commission’s policy on Public Open Space (DC 2.3) in appropriate locations and configurations, having regard for the existing and proposed distribution of open space in the immediate locality.*

Comment: A desktop analysis of the locality identifies that two (2) significant parklands (i.e. the Wagin Sportsground and Giant Ram Park) are located within 400 metres of Lot 16 which is considered convenient in terms of access.

5. *Served by a suitable level of community services, schools, retail facilities, etc. as determined under other policies adopted by the Commission.*

Comment: A desktop analysis of the locality identifies that Lot 16 is located approximately 500 metres from established business and employment nodes including existing retail and commercial development along Tudhoe Street and the Wagin District High School.

6. *Screened or otherwise protected from the effects of any adjacent land use that may affect the amenity of the occupants of the lot.*

Comment: As previously mentioned Lot 16 is situated in a locality that is characterised by single residential development. The land is not located in close proximity to any potentially conflicting land uses.

### Conclusion

It is concluded from a detailed assessment of the proposed subdivision of Lot 16 (No.8) Thornton Street, Wagin that it is:

- i) consistent with the objectives for land classified 'Residential' zone in the Shire of Wagin's current operative Town Planning Scheme No.2;
- ii) consistent with the criteria contained in the Residential Design Codes of Western Australia (2008) and WAPC Development Control Policy No.DC 2.2: and
- iii) generally aligned with the outcomes intended by the current town planning framework applicable to the immediate locality.

Accordingly it is recommended that Council support the proposed subdivision of Lot 16 subject to the imposition of relevant conditions.

### Legal Implications

- Planning and Development Act 2005
- Shire of Wagin Town Planning Scheme No.2

### Policy Implications

- Residential Design Codes of Western Australia (2008)
- WAPC Development Control Policy No. DC 2.2 – *Residential Subdivision*

### Financial Implications

Approval of the proposed subdivision will result in the creation of one additional lot in the Wagin which will lead to a marginal increase in the rates receivable by the Shire on an annual basis. The rating of the land will be reviewed by the shire in consultation with the Valuation Division of the Department of Planning following completion of the subdivision process and the issuance of new titles for the proposed lots.

### Strategic Implications

Nil

#### 1268 Officer's Recommendation/ Council Decision

Moved: Cr. G R Ball

Seconded: Cr. K M Draper

That Council advise the Western Australian Planning Commission that it supports the application submitted by PH & KE Gow (Licensed Surveyors) on behalf of Robert Wayne Hegarty & Bronwyn Sue Hegarty (Landowners) to subdivide Lot 16 (No.8) Thornton Street, Wagin into two (2) new residential lots in accordance with the details of the plan submitted in support of the application subject to the following conditions:

#### Conditions

1. The land being filled and/or drained at the sub divider's cost to the satisfaction of the Shire of Wagin.
2. The land being graded and stabilised at the sub divider's cost to the satisfaction of the Shire of Wagin.
3. All buildings and effluent disposal systems having the necessary clearances from the new lot boundaries as required under the relevant legislation.

Carried 9/0

*Cr Hegarty returned at 10.47 pm.*

*Cr Reed left meeting at 10.47 pm.*

#### 12.14 REQUEST TO ERECT A LARGER SHED - LOTS 16 & 17 KHEDIVE STREET

**PROPONENT:** J and N Reed  
**LOCATION:** Lots 16 & 17 Khedive Street Wagin  
**REPORTING OFFICER:** Principal Environmental Health Officer/Building Surveyor  
**ATTACHMENTS:** Letter from builder A J & J D Scardetta  
Site Plan

#### Summary

A request to be able to erect a shed larger than that permitted by Council policy.

#### Background

An application has been submitted by the builder representing the owners of lots 16 and 17 Khedive Street Wagin to be able to erect a 12m x 10m x 3m eave height colorbond clad shed at the rear of the property.

The Shire has a policy regarding shed sizes which restricts the size of a shed in the Residential zone to 110m<sup>2</sup> if built of non reflective materials. This shed will exceed to policy by 10m<sup>2</sup>.

The "lot" is large in size (it is in the process of amalgamating two lots) and is 2428m<sup>2</sup> in size.

The reason given for the large shed is to "store extra vehicles".

The relevant policy states:

#### Health Building and Planning 16

Development of Outbuildings on Residential Zoned Land

#### Statement

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

#### Objective

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

#### Policy Provisions

- i) The erection of an outbuilding on any lot zoned "Residential" is not permitted unless a building licence has been issued for the erection of a house on the lot.
- 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 110 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 3.9 metres at the apex of a pitched roof unless otherwise approved by Council.
  - ix) The setback of all outbuildings and carports shall be as required by the R-Codes.
  - x) Notwithstanding any other provision of this policy, Council may approve of the siting of an outbuilding that is a carport (being an open-sided garage without doors) in a position other than that prescribed by other provisions of this policy.
  - xi) Council will not grant approval to the use of second-hand or used building materials for an outbuilding unless it is satisfied that it will not have a detrimental impact on the visual appearance of the immediate locality.
  - xii) Where an application is received for the erection of an outbuilding which does not comply with any provision of this policy the applicant shall submit to Council in writing the reason(s) why such variation is required.

**Comment**

A copy of the letter and site plan is attached.

As can be seen by the site diagram with the addition of the shed on the lot, there is still a large portion of the lot that has not been built on.

The proposed shed will be 3m from the side boundary and 8m from the rear boundary.

The reason given for the shed is to store extra vehicles.

Other sheds of this size and larger have been approved previously for the storage of vehicles and caravans so this is not an unusual request.

**Statutory Environment**

Shire of Wagin Town Planning Scheme #2  
Policy Manual



**Policy Implications**

The shed is 10m<sup>2</sup> larger than the policy allows but is not an unusual or out of the ordinary request.

**Budget Implications**

N/A

**1269 Officer's Recommendation/ Council Decision**

Moved: Cr. K M Draper

Seconded: Cr. J G Shaw

That the owners of lots 16 and 17 Khedive Street Wagin be permitted to erect a 12m x 10m x 3m colorbond shed in the position indicated on the submitted site diagram, subject to the issue of a building permit.

Carried 9/0

*Cr Reed returned to the meeting at 11.01pm.*

**13. ANNOUNCEMENT OF PRESIDENT AND COUNCILLORS**

Shire President advised that he had attended a Training module – CEO performance review.

**1270 Officer's Recommendation/ Council Decision**

Moved: Cr. I C Cumming

Seconded: Cr. G T Hegarty

That Council call for applications for a Chief Executive Officer for a three year contract and that the Shire President and Deputy Shire President be authorised to make necessary arrangements.

Carried 10/0

**14. ELECTED MEMBERS/MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**15. URGENT BUSINESS INTRODUCED BY DECISIONS OF THE MEETING**

- a) Elected Members
- b) Officer's

**16. CONFIDENTIAL BUSINESS AS PER LOCAL GOVERNMENT ACT s5.23(2)**

*The meeting was closed to the public at 10.29pm.*

*Under the Local Government Act 1995, Part 5, and Section 5.23, states in part:*

*(2) If a meeting is being held by Council or by a committee referred to in subsection (1)(b), the Council or committee may close to members of the public the meeting, or part of the meeting, if the meeting or the part of the meeting deals with any of the following:*

- (a) a matter affecting an employee or employees;*
- (b) the personal affairs of any person;*
- (c) a contract entered in to, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;*
- (d) legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting;*
- (e) a matter that if disclosed, would reveal:
  - (i) a trade secret;*
  - (ii) information that has a commercial value to a person; or*
  - (iii) information about the business, professional, commercial or financial affairs of a person;**

*Where the trade secret or information is held by, or is about, a person other than the local government.*

*(f) a matter that if disclosed, could be reasonably expected to:*

- (i) impair the effectiveness of any lawful method or procedure for preventing, detecting, investigating or dealing with any contravention or possible contravention of the law;*
- (ii) endanger the security of the local government's property; or*
- (iii) prejudice the maintenance or enforcement of any lawful measure for protecting public safety;*

*(g) information which is the subject of a direction given under section 23(1a) of the Parliamentary Commissioner Act 1981;and*

*(h) such other matters as may be prescribed.*

**1271 Council Decision**

Moved: Cr. K M Draper

Seconded: Cr. J G Shaw

That Council close the meeting to the public at pursuant to sub section 5.23 (a) and (d) of the Local Government Act 1995.

Carried 10/0

***Director of Corporate & Community Services and Director of Finance left the meeting at 11.09 pm***

**16.1 STAFFING MATTERS**

A confidential letter was tabled.

**1272 Council Decision**

Moved : Cr. G R Ball

Seconded: Cr. K M Draper

That Council open the meeting to the public at pursuant to sub section 5.23 (a) and (d) of the Local Government Act 1995.

Carried 10/0

**17. CLOSURE**

The meeting closed at 11.24pm.

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

\_\_\_\_\_

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

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

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