

**SHIRE OF WANDERING**

**MINUTES OF THE ORDINARY COUNCIL MEETING**

**Wandering Shire Council Chambers, 22 Watts Street,  
Wandering**

**18 August 2016  
1.30pm**

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**SHIRE OF WANDERING**  
**ORDINARY MEETING OF**  
**COUNCIL**

Dear Councillor

Notice is hereby given that an Ordinary Meeting of Council of the Shire of Wandering will be held on 18 August 2016 at Shire of Wandering Council Chambers, 22 Watts Street, Wandering. Commencing at 1.30 pm

The business to be transacted is shown in the Agenda.

Amanda O'Halloran  
**CHIEF EXECUTIVE OFFICER**

**DISCLAIMER**

*The recommendations contained in the Agenda are subject to confirmation by Council. The Shire of Wandering warns that anyone who has any application lodged with Council must obtain and should only rely on written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the application. No responsibility whatsoever is implied or accepted by the Shire of Wandering for any act, omission or statement or intimation occurring during a Council meeting.*

## Ordinary Council Meeting

### 1. DECLARATION OF OPENING /ANNOUNCEMENT OF VISITORS

The Shire President, Cr B Whitely declared the meeting open at 1.33pm

### 1.2 SWEARING IN OF COUNCILLORS ELECT

New Cr's Graeme Parsons and Max Watts were sworn in by Ian Turton JP

Ian Turton left the meeting at 1.43 pm

Adrienne Yzerman left the meeting at 1.45 pm

### 2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

#### Councillors:

Cr B Whitely	President
Cr B Dowsett	Deputy President
Cr W Gowland	
Cr C Ferguson	
Cr J Price	
Cr G Parsons	
Cr M Watts	

#### Staff:

Ms A O'Halloran	Chief Executive Officer
Mr Durga Ojha	Manager of Administration and Finance
Mrs H Mark	Administration Officer

#### Visitors:

Ian Turton	JP (left at 1.43 pm)
Adrienne Yzerman	Photographer (left at 1.45 pm)

#### Apologies:

Nil

#### On Leave of Absence:

Nil

### 3. DISCLOSURE OF INTERESTS

Nil

#### DECLARATION OF INTERESTS (NOTES FOR YOUR GUIDANCE) *(updated 13 March 2000)*

A member who has a Financial Interest in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest:

- (a) In a written notice given to the Chief Executive Officer before the Meeting or;
- (b) At the Meeting, immediately before the matter is discussed.

A member, who makes a disclosure in respect to an interest, must not:

- (c) Preside at the part of the Meeting, relating to the matter or;
- (d) Participate in, or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under Section 5.68 or Section 5.69 of the Local Government Act 1995.

#### NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)

The following notes are a basic guide for Councillors when they are considering whether they have a Financial Interest in a matter. I intend to include these notes in each agenda for the time being so that Councillors may refresh their memory.

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measured in money terms. There are exceptions in the Local Government Act 1995 but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. If in doubt declare.
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it MUST be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The only exceptions are:
  - 6.1 Where the Councillor discloses the extent of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the Local Government Act; or
  - 6.2 Where the Minister allows the Councillor to participate under s5.69 (3) of the Local Government Act, with or without conditions.

## **INTERESTS AFFECTING IMPARTIALITY**

**DEFINITION:** An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected, but does not include an interest as referred to in Section 5.60 of the 'Act'.

A member who has an Interest Affecting Impartiality in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest;

- (a) in a written notice given to the Chief Executive Officer before the Meeting; or
- (b) at the Meeting, immediately before the matter is discussed.

## **IMPACT OF AN IMPARTIALITY CLOSURE**

There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest. With the declaration of a financial interest, an elected member leaves the room and does not vote. With the declaration of this new type of interest, the elected member stays in the room, participates in the debate and votes. In effect then, following disclosure of an interest affecting impartiality, the member's involvement in the Meeting continues as if no interest existed.

**4. PUBLIC QUESTION TIME**  
Nil

**5. APPLICATIONS FOR LEAVE OF ABSENCE**

- 5.1 Cr Price requested leave of absence from the 15 September Ordinary meeting of Council due to personal commitments.

**COUNCIL DECISION – ITEM 5.1**

**MOVED: Cr Dowsett**

**SECONDED: Cr Gowland**

That Council: Accept Cr Price's application for leave of absence from the 15 September 2016 Ordinary Meeting of Council.

**CARRIED 6/0**

**6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

- 6.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL – 21 July 2016

**ATTACHMENT 6.1.1**

**COUNCIL DECISION – ITEM 6.1**

**MOVED: Cr Ferguson**

**SECONDED: Cr Gowland**

That the minutes of the Ordinary Meeting of Council held on 21 July 2016, be confirmed as a true and accurate record.

**CARRIED 7/0**

**7. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

Nil

**8. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Nil

**9. REPORTS OF COUNCILLORS/COMMITTEES**

Regional Road Group Report

Cr Whitely and Amanda O'Halloran attended recent meeting in Wickepin. Topics discussed were:

- RAV4 rated road assessments, how they are still significantly behind in the assessment of many local government roads and how there is considerable debate over the rating of roads and what to do with the "final mile" roads.
- Work is being done on a secondary road freight network – When the RAV system was created individual Shires took different approaches to which roads routes should be on each RAV network. This has resulted in discontinuous RAV routes across Shire boundaries and a complex RAV network for freight companies to negotiate. MRWA is asking Shires to identify and agree on which LG roads should be main collector roads to bring freight traffic to the Main Roads network and what RAV rating those collector roads should have.

Wandering has identified after consultation with our local freight companies and Councillors

- Bannister Road
- Ricks Road
- Nth Wandering/ Kubbine Road
- Dwarda East Road

Other matters included the Shire of Wandering returning the funds for Wandering Bannister Road as it wasn't able to afford the road works in the 2016/17 budget. These funds will go back into the Regional Road Group pool and the next appropriately rated job will be allocated the funds.

#### Local Government Week Feedback

Cr Whitely, Cr Ferguson and Amanda O'Halloran attended Local Government Week. Cr Ferguson reported this was very worthwhile attending, with very interesting and inspiring guest speakers

- o Sir Robin Wales – Mayor of Newham, London. Talked about issues experienced in Newham (borough of London, UK), interesting that Local Government in the heart of London had many similar issues to WA.
- o Lt David Morrison, Australian of the Year, Chief of Army – problem of gender bias, bullying, sexual harassment within the armed forces. Inspiring speaker. Closed with think of the "legacy you leave behind as a leader".
- o Tanya Dupagne – Manager of Camp Kulin in WA was an inspiring young speaker, she leads the Shire of Kulin's initiative to support children who have been affected by childhood trauma. She has overcome some of her own issues to be a true leader in our own back yard.
- o Rachel Robinson led a team on an Antarctic Expedition – leadership. Key points – dealing with conflict in a small confined team, interactions under pressure, dealing with isolation and limited resources.

Both Councillor Whitely and Councillor Ferguson attend the AGM. The week was a good opportunity to interact with fellow Councillors from all over the State.

Meals were shared with neighbouring Councillors and CEOs.

Monica Treasure, Communities Manager lead the senior class from Wandering Primary school's excursion to see their banner for "Banners in the Terrace". The attending Councillors went to meet the children and took a picture standing on St George's Terrace.

#### HWEDA AGM

Cr Whitely and Cr Gowland both attended this AGM. Cr Whitely attended in his capacity as the Shire representative and Cr Gowland attended as Business representative.

- o Tourism, how do we move forward?
- o Challenging times ahead for the group as it needs to work through its identity and move more into a doing capacity these days.

**10. REPORTS OF OFFICERS**

**10.1 CHIEF EXECUTIVE OFFICER**

**10.1.1 OUTCOME OF EXTRAORDINARY ELECTION**

<b>FILE REFERENCE:</b>	9.1.1
<b>PROPOSERS:</b>	Nil
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	6 July 2016
<b>PREVIOUSLY BEFORE COUNCIL:</b>	Item 12.2 16 June OMC 2016
<b>AUTHORS NAME &amp; POSITION:</b>	Amanda O'Halloran, Chief Executive Officer
<b>NATURE OF COUNCIL'S ROLE IN THE MATTER:</b>	Information Item

**PURPOSE OF THE REPORT**

This report is to brief elected members on the outcome of the Extraordinary Election to be held on the 2 September 2016.

**BACKGROUND**

Council received resignations from Cr Jim McNeil and Cr Kim Stripe. Cr McNeil resigned effective 14 June 2016 due to health reasons after 15 years of service and Cr Kim Stripe resigned effective the 17 June 2016 due to personal circumstances after 8 months of service. At the 16 June Ordinary Meeting of Council, Council recommended that an extraordinary election be held on the 2 September 2016. Council advertised and called for nominations accordingly.

**COMMENT/DETAILS**

Two nominations were received for 2 positions at the close of Nomination on the 27 July 2016 – Graeme Parsons and Max Watts. In this case there is no need to proceed to an election and the nominees are automatically elected.

As the 2 vacancies were for 2 different terms, names were drawn to allocate the terms accordingly. Graeme Parsons won the draw for the 3 year term (2019), which saw Max Watts awarded the one year term (2017).

The new Councillors will be sworn in at the 18 August 2016 Ordinary Meeting of Council.

**CONSULTATION**

Nil

**STATUTORY/ LEGAL IMPLICATIONS**

For this election the CEO acted as returning officer. The election was conducted on the basis of electors voting in person. Part 4 of the Local Government Act 1995 and Local Government (Elections) Regulations 1997 specify the way local government elections are to be conducted.

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

The extraordinary election incurred costs of approximately \$3500.00. This is mainly related to state wide advertising as is required by the Local Government Act. Final accounts haven't been received to date, formal presentation of the costs will be provided to Councillors at the first available opportunity.



**STRATEGIC IMPLICATIONS**

**Community Strategic Plan 2013-2023**

**Goal 5 – A strong and Effective Organisation**

*Outcome 5.2: Accountable decision making and resource allocation through effective governance*

**Strategy 5.2.1:** Ensure the Council's decision making process is effective and transparent

**Strategy 5.2.2:** Ensure that the organisation's governance structure, policies and procedures are current and relevant

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

That Council accept the information provided in this Item.

**COUNCIL DECISION – ITEM 10.1.1**

**MOVED: Cr Gowland**

**SECONDED: Cr Dowsett**

That Council accept the information provided in this Item.

**CARRIED 7/0**

**10.1.2 USE OF COMMON SEAL AND ACTIONS PERFORMED UNDER DELEGATED AUTHORITY FOR THE MONTH OF JULY 2016**

<b>FILE REFERENCE:</b>	1.1.29.1
<b>PROPOSERS:</b>	Nil
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	10 August 2016
<b>PREVIOUSLY BEFORE COUNCIL:</b>	N/A
<b>AUTHORS NAME &amp; POSITION:</b>	Amanda O'Halloran CEO
<b>NATURE OF COUNCIL'S ROLE IN THE MATTER:</b>	Legislative

**PURPOSE OF THE REPORT**

The purpose of this agenda item is to report to Council for information, Use of the Common Seal and actions performed under delegated authority requiring referral to Council, for the month of 31 July 2016.

**BACKGROUND**

Council has authorised the updated delegations register at the July 2016 Ordinary Meeting of Council. The procedure associated with the register is to report to Council the activities or actions that have been performed under the Delegated Authority. A report will be completed for Council at each meeting that identifies (1) use of the Common Seal, and (2) actions performed under the Delegated Authority requiring referral to Council as per the Shire of Wandering Delegated Authority Register 2016.

**COMMENT/ DETAILS**

Actions performed under delegation during July 2016 are provided below:

- **Food Stall Holders Licence:**  
Nil
- **Planning Approval**
  1. A#404 Lot 7 Pollard Road – AK Homes, (Single Storey Single House) 12/07/2016
  2. A#382 Lot 30 Charlton Road – M&J Khodadoost, (Single Storey Single House) 11/07/2016
- **Building Licences Issued**
  1. A#92/BL158 43 Dwarda East Road – Peter Horan, (Relocated Building and associated Alterations and Additions)18/07/2016
  2. A#190/BL154 2507 North Bannister Wandering Road Tanglefoot Winery, (Drive through gable roof shed) 11/07/2016
  3. A#90/BL157 Lot 28200 Fuller Road NBN Co Ltd,(NBN telecommunications Tower) 11/07/2016
  4. A#126/BL159 Lot 3 Moramocking Road K&G Rasmussen,(Underground Cool Room) 04/07/2016
  5. A#90/BL157 Lot 28200 Fuller Road NBN Co Ltd,(NBN telecommunications Tower) 11/07/2016
  6. A#382/BL160 Lot 7 Pollard Road Laura De Marchi,(Single Dwelling) 26/07/2016
  7. A#278/BL161 Lot 802 Pennington Road Premium Grain Handlers,(Oat Storage Shed) 29/07/2016
- **Payments:** Payments made from the Municipal Account as per financial report attached at 10.4.1 of this Agenda.

**CONSULTATION**

Planning and Building Specialists Shire of Kalamunda  
Administration Officer

**STATUTORY/ LEGAL ENVIRONMENT**

*Local Government Act 1995 Section 9.49A*

**POLICY IMPLICATIONS**

Affixing the Shire of Wandering Common Seal Policy  
Shire of Wandering Delegations Register 2016  
Purchasing and Tendering Policy

**FINANCIAL IMPLICATIONS**

Nil – all payments have been approved in the 2016/17 Annual Budget.

**STRATEGIC IMPLICATIONS**

Community Strategic Plan 2013-2023

**Goal 5 – A strong and effective Organisation**

*Outcome 5.2: Accountable decision making and resource allocation through effective governance.*

**Strategy 5.2.1:** Ensure the Council's decision making process is effective and transparent.

**Strategy 5.2.2:** Ensure that the organisation's governance structure, policies and procedures are current and relevant.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

That Council **ACCEPT** the report "Use of Common Seal and Actions Performed under Delegated Authority" for 31 July 2016.

**COUNCIL DECISION – ITEM 10.1.2**

**MOVED: Cr Ferguson**

**SECONDED: Cr Price**

That Council **ACCEPT** the report "Use of Common Seal and Actions Performed under Delegated Authority" for 31 July 2016.

**CARRIED 7/0**

**10.1.3 IMPOSITION OF FEES AND CHARGES AFTER ADOPTION OF THE 2016 – 2017 ANNUAL BUDGET.**

<b>FILE REFERENCE:</b>	1.1.33
<b>PROPOSERS:</b>	Nil
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	11 August 2016
<b>PREVIOUSLY BEFORE COUNCIL:</b>	N/A
<b>AUTHORS NAME &amp; POSITION:</b>	Amanda O'Halloran, CEO
<b>NATURE OF COUNCIL'S ROLE IN THE MATTER:</b>	Legislative

**PURPOSE OF THE REPORT**

To impose and advertise new fees and charges in relation to Building Services and improve the wording in the Dog and Animal Control area.

**BACKGROUND**

At the time of setting the Annual 2016/17 Council Budget the requested changes were over looked and not included in the agenda item. The Shire Administration is seeking to have all administrative matters accurate and relevant to the various Acts and Regulations that govern Local Government and the changes are requested to help achieve this outcome.

**COMMENT/ DETAILS**

**Building Services**

It has been brought to Council's attention that it is prudent to set a bond to protect existing infrastructure when major building work is being undertaken. The money is to provide Council with funds to repair or reinstate damage to curbs, drainage, crossovers etc...

The Fee's proposed include:

- Infrastructure Bond \$1000.00
- Administration/ inspection fee \$104.50

The applicant will pay the bond at the time of application; the application also includes a non-refundable administration/inspection fee. The non-refundable fee covers the cost if inspection when building work is complete. The bond is kept in trust and will be refunded after the building work has been completed and a positive inspection has been carried out.

**Dog and Animal Control Area**

After publishing the 2016/17 Fees and Charges as approved by Council at the 21 July 2016 Ordinary Meeting of Council it was found that it is required that the Fees and Charges Document refers to the relevant legislation when imposing fees or infringements as they occur under the said legislation. It is therefore proposed that this additional wording be added to the Dog and Animal Control area – "*dog penalties as per relevant legislation*". This will then cover infringements such as an unregistered dog, which are set under the *Dog Act 1976*.

**CONSULTATION**

Administration Officer  
 Building Surveyor Shire of Kalamunda  
 WA Contract Ranger Services

## STATUTORY/ LEGAL ENVIRONMENT

LOCAL GOVERNMENT ACT 1995 – SECTIONS 1.7, 6.16, 6.19

### 6.16 Imposition of fees and charges

- (3) Fees and charges are to be imposed when adopting the annual budget but may be —
- (a) imposed\* during a financial year; and
  - (b) amended\* from time to time during a financial year.

\* Absolute majority required.

### 6.19 Local government to give notice of fees and charges

If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of:

- (a) its intention to do so; and
- (b) the date from which it is proposed the fees or charges

### 1.7 Local public notice

- (1) Where under this Act local public notice of a matter is required to be given, a notice of the matter is to be —

- (a) published in a newspaper circulating generally throughout the district;
- (b) exhibited to the public on a notice board at the local government's offices; and
- (c) exhibited to the public on a notice board at every local government library in the district.

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

The proposed fees and charges ensure that Council recovers costs to support the maintenance of assets and public order. The fees ensure that Council will not incur any ongoing impost from expenses incurred in the discussed areas.

## STRATEGIC IMPLICATIONS

**Community Strategic Plan 2013-2023**

### **Goal 5 – A strong and effective Organisation**

*Outcome 5.2: Accountable decision making and resource allocation through effective governance*

**Strategy 5.2.1:** Ensure the Council's decision making process is effective and transparent

**Strategy 5.2.3:** Ensure appropriate funds are available to implement current and future action plans

## VOTING REQUIREMENT

Absolute Majority

## OFFICER RECOMMENDATION

That Council:

1. Imposes and advertises the following Fees and Charges in accordance with Sections 6.16, 6.19 and 1.7 of The Local Government Act 1995:

- a) Infrastructure Bond \$1000.00  
Administration/Inspection Fee \$104.50 (Inclusive of GST);
- b) "dog penalties as per relevant legislation" be added to the Dog and Animal Control area.

2. The Fees and Charges detailed in (1) above be imposed from the 5 September 2016; and

3. Subject to (1) and (2) above the Schedule of Fees and Charges be amended accordingly.

**COUNCIL DECISION – ITEM 10.1.3****MOVED: Cr Price****SECONDED: Cr Gowland**

That Council:

1. Imposes and advertises the following Fees and Charges in accordance with Sections 6.16, 6.19 and 1.7 of The Local Government Act 1995:
  - a) Infrastructure Bond \$1000.00  
Administration/Inspection Fee \$104.50 (Inclusive of GST);
  - b) “dog penalties as per relevant legislation” be added to the Dog and Animal Control area.
2. The Fees and Charges detailed in (1) above be imposed from the 5 September 2016; and
3. Subject to (1) and (2) above the Schedule of Fees and Charges be amended accordingly.

**CARRIED 7/0****10.1.4 COUNCIL CHRISTMAS CLOSING**

<b>FILE REFERENCE:</b>	18.1.40
<b>PROPOSERS:</b>	Nil
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	5 July 2016
<b>PREVIOUSLY BEFORE COUNCIL:</b>	Nil
<b>AUTHORS NAME &amp; POSITION:</b>	Amanda O'Halloran, CEO
<b>NATURE OF COUNCIL'S ROLE IN THE MATTER:</b>	Advocacy

**PURPOSE OF THE REPORT**

Council traditionally significantly reduces its operations over the Festive Season. This year it is proposed to close Shire Depot Operations from Thursday 22 December 2015, 2.00pm, until Monday 9 January 2015. Postal services and emergency support will be provided during this time and Staff will be allocated accordingly.

**BACKGROUND**

Council traditionally reduces its service delivery over the festive season. The Works department generally shuts down to essential services only and the Office provides postal services as required, enabling all other staff to plan leave with their families. This year it is proposed to continue with the tradition and provide ample opportunity for advertisement within the community.

**COMMENT/ DETAILS**

Christmas and the associated public holidays fall quite differently in the calendar this year, Council services generally close for 2 weeks. This gives most staff a genuine break and reduces leave imposts and the associated financial burden on Council.

During the Christmas and New Year period it is proposed that the Shire Office will open for the collection of mail and postal services (as per our contract with Australia Post) however the majority of staff will be asked to take leave over this period. While mail and postal services will continue to operate during this period the CRC, licensing and other Shire services will not be available. The proposed period of reduced operations is from Thursday 22 December 2015 until Monday 9 January 2016. With sufficient notification the community will be able to make alternate arrangements for licensing and other payments.

Staff will be allocated to provide call out services and any essential services during the proposed closure. All other staff will be required to take leave over this period.

Staff will be required to take either annual leave or RDO's during this period and the proposed office hours will be as follows:

Thursday	22 December	8.30am to <b>2.00pm Official Closing</b>
Friday	23 December	<b>10.00am – 2.00pm</b> (mail and postal services only)
Saturday	24 December	<i>Closed</i>
Sunday	25 December	<i>Closed</i>
Monday	26 December	<b>Public Holiday</b>
Tuesday	27 December	<b>Public Holiday</b>
Wednesday	28 December	<b>Australia Post Public Holiday</b>
Thursday	29 January	<b>10.00am – 2.00pm</b> (mail and postal services only)
Friday	30 January	<b>10.00am – 2.00pm</b> (mail and postal services only)
Saturday	31 January	<i>Closed</i>
Sunday	1 January	<i>Closed</i>
Monday	2 January	<b>Public Holiday</b>
Tuesday	3 January	<b>10.00am – 2.00pm</b> (mail and postal services only)
Wednesday	4 January	<b>10.00am – 2.00pm</b> (mail and postal services only)
Thursday	5 January	<b>10.00am – 2.00pm</b> (mail and postal services only)
Friday	6 January	<b>10.00am – 2.00pm</b> (mail and postal services only)
Saturday	7 January	<i>Closed</i>
Sunday	8 January	<i>Closed</i>
<b>Monday</b>	<b>9 January</b>	<b>Normal Services for all Departments</b>

Notification of the office opening times will be published in the Wandering Echo, Shire Office and Noticeboards in the months leading up to Christmas.

#### CONSULTATION

CEO  
 Manager of Finance and Administration  
 Manager Works  
 Manager Communities

#### STATUTORY/ LEGAL ENVIRONMENT

Nil

#### POLICY IMPLICATIONS

Nil

#### FINANCIAL IMPLICATIONS

Nil

#### STRATEGIC IMPLICATIONS

Community Strategic Plan 2013-2023

Goal 5 – A strong and effective Organisation

Outcome 5.1. Accessible customer services and information systems

Strategy 5.1.1: Promote and deliver responsive customer services

Outcome 5.4. *Effective provision of customer services and engagement with the community and stakeholders.*

Strategy 5.4.1: Promote and deliver responsive customer services

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

**That Council:**

1. That Council endorse the proposed reduction in Shire Operations for the Festive Season 2017 as follows:
  - Shire works and administration services close at 2.00pm on Thursday 22 December 2016 to Sunday 8 January 2016 inclusive and reopen 7.30 and 8:30am respectively on Monday 9 January 2016
  - Australia Post services reduced to 10.00am – 2.00 pm on the 23, 29 & 30 December 2016 and the 3,4,5 & 6 January 2016
2. That staffing requirements and contact details are put into place for the closure period to deal with any emergency issues that may arise.

**COUNCIL DECISION – ITEM 10.1.4**

**MOVED: Cr Dowsett**

**SECONDED: Cr Gowland**

1. That Council endorse the proposed reduction in Shire Operations for the Festive Season 2017 as follows:
  - Shire works and administration services close at 2.00pm on Thursday 22 December 2016 to Sunday 8 January 2016 inclusive and reopen 7.30 and 8:30am respectively on Monday 9 January 2016
  - Australia Post services reduced to 10.00am – 2.00 pm on the 23, 29 & 30 December 2016 and the 3,4,5 & 6 January 2016
2. That staffing requirements and contact details are put into place for the closure period to deal with any emergency issues that may arise.

**CARRIED 7/0**



### 10.1.5 COUNCILLOR COMMITTEE MEMBERSHIPS

FILE REFERENCE:	1.4.1
PROPOSERS:	NIL
DISCLOSURE OF INTEREST:	NIL
DATE:	11 August 2016
PREVIOUSLY BEFORE COUNCIL:	N/A
AUTHORS NAME & POSITION:	Amanda O'Halloran CEO
NATURE OF COUNCIL'S ROLE IN THE MATTER:	Operational

#### PURPOSE OF THE REPORT

Following the recent extraordinary election, Council must appoint Councillors to various committees on which it is represented. This item is to formalise the arrangement immediately post the election.

#### Background

Being the first Ordinary Meeting of Council following the Extraordinary Local Government Election Council is required to give consideration to appointing Councillors to various committees on which it is represented.

#### Comment

The Shire Administration has reviewed current committees, working groups and external committees and the suggested appointments are detailed in the recommendation.

In respect to Deputies, it is suggested that Council appoint the Councillors who are not members to the Committee as a Deputy so they are to attend and participate in committee meetings to ensure quorums.

Committees, e.g. Development Assessment Panels where an appointment is for a particular term have been included as the representative's term is current.

#### CONSULTATION

Nil

#### STATUTORY ENVIRONMENT

Section 5.8 of the *Local Government Act* (Establishment of committees) provides that a local government may establish\* committees of 3 or more persons to assist the council and to exercise the powers and discharge the duties of the local government that can be delegated to committees.

- \*Absolute majority required.

Section 5.9 (Types of committees) provides that:

- (1) In this section **other person** means a person who is not a council member or an employee.
- (2) A committee is to comprise —
  - (a) council members only;
  - (b) council members and employees;
  - (c) council members, employees and other persons;
  - (d) council members and other persons;
  - (e) employees and other persons; or
  - (f) other persons only.

Section 5.10 (Appointment of committee members) provides that:

- (1) A committee is to have as its members —
  - (a) persons appointed\* by the local government to be members of the committee (other than those referred to in paragraph (b)); and
  - (b) persons who are appointed to be members of the committee under subsection (4) or (5).
    - *\*Absolute majority required.*
- (2) At any given time each council member is entitled to be a member of at least one committee referred to in section 5.9(2)(a) or (b) and if a council member nominates himself or herself to be a member of such a committee or committees, the local government is to include that council member in the persons appointed under subsection (1)(a) to at least one of those committees as the local government decides.
- (3) Section 52 of the *Interpretation Act 1984* applies to appointments of committee members other than those appointed under subsection (4) or (5) but any power exercised under section 52(1) of that Act can only be exercised on the decision of an absolute majority of the local government.
- (4) If at a meeting of the council, a local government is to make an appointment to a committee that has or could have a council member as a member and the mayor or president informs the local government of his or her wish to be a member of the committee, the local government is to appoint the mayor or president to be a member of the committee.
- (5) If at a meeting of the council, a local government is to make an appointment to a committee that has or will have an employee as a member and the CEO informs the local government of his or her wish —
  - (a) to be a member of the committee; or
  - (b) that a representative of the CEO be a member of the committee,
 the local government is to appoint the CEO or the CEO's representative, as the case may be, to be a member of the committee.

Section 5.11A (Deputy committee members) provides:

- (1) The local government may appoint a person to be a deputy of a member of a committee and may terminate such an appointment\* at any time.
  - *\*Absolute majority required.*
- (2) A person who is appointed as a deputy of a member of a committee is to be —
  - (a) if the member of the committee is a council member — a council member; or
  - (b) if the member of the committee is an employee — an employee; or
  - (c) if the member of the committee is not a council member or an employee — a person who is not a council member or an employee; or
  - (d) if the member of the committee is a person appointed under section 5.10(5) — a person nominated by the CEO.
- (3) A deputy of a member of a committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause.
- (4) A deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member.

Section 5.11 (Tenure of committee membership)

- (1) Where a person is appointed as a member of a committee under section 5.10(4) or (5), the person's membership of the committee continues until —
  - (a) the person no longer holds the office by virtue of which the person became a member, or is no longer the CEO, or the CEO's representative, as the case may be;
  - (b) the person resigns from membership of the committee;
  - (c) the committee is disbanded; or
  - (d) the next ordinary elections day,
 whichever happens first.
- (2) Where a person is appointed as a member of a committee other than under section 5.10(4) or (5), the person's membership of the committee continues until —
  - (a) the term of the person's appointment as a committee member expires;
  - (b) the local government removes the person from the office of committee member or the office of committee member otherwise becomes vacant;
  - (c) the committee is disbanded; or
  - (d) the next ordinary elections day,
 whichever happens first.

Section 5.12 (Election of presiding members and deputies)

- (1) The members of a committee are to elect a presiding member from amongst themselves in accordance with Schedule 2.3, Division 1 as if the references in that Schedule —
  - (a) to “office” where references to “office of presiding member”;
  - (b) to “council” where references to “committee”; and
  - (c) to “councillors” where references to “committee members”.
- (2) The members of a committee may elect a deputy presiding member from amongst themselves but any such election is to be in accordance with Schedule 2.3, Division 2 as if the references in that Schedule —
  - (a) to “office” where references to “office of deputy presiding member”;
  - (b) to “council” where references to “committee”;
  - (c) to “councillors” where references to “committee members”; and
  - (d) to “mayor or president” where references to “presiding member”.

Section 5.15 (Reduction of quorum) provides that the local government may reduce\* the number of offices of committee member required for a quorum at a committee meeting specified by the local government if there would not otherwise be a quorum for the meeting.

- *\*Absolute majority required.*

Section 5.16 (Delegation of some powers and duties to certain committees) provides that:

- (1) Under and subject to section 5.17, a local government may delegate\* to a committee any of its powers and duties other than this power of delegation.
  - *\*Absolute majority required.*
- (2) A delegation under this section is to be in writing and may be general or as otherwise provided in the instrument of delegation.
- (3) Without limiting the application of sections 58 and 59 of the Interpretation Act 1984 —
  - (a) a delegation made under this section has effect for the period of time specified in the delegation or if no period has been specified, indefinitely; and
  - (b) any decision to amend or revoke a delegation under this section is to be by an absolute majority.
- (4) Nothing in this section is to be read as preventing a local government from performing any of its functions by acting through another person.

Section 5.17 (Limits on delegation of powers and duties to certain committees)

- (1) A local government can delegate —
  - (a) to a committee comprising council members only, any of the council’s powers or duties under this Act except —
    - (i) any power or duty that requires a decision of an absolute majority or a 75% majority of the local government; and
    - (ii) any other power or duty that is prescribed;
  - (b) to a committee comprising council members and employees, any of the local government’s powers or duties that can be delegated to the CEO under Division 4; and
  - (c) to a committee referred to in section 5.9(2)(c), (d) or (e), any of the local government’s powers or duties that are necessary or convenient for the proper management of —
    - (i) the local government’s property; or
    - (ii) an event in which the local government is involved.
- (2) A local government cannot delegate any of its powers or duties to a committee referred to in section 5.9(2)(f).

Section 5.19 (Quorum for meetings) provides that the quorum for a meeting of a council or committee is at least 50% of the number of offices (whether vacant or not) of member of the council or the committee.

Section 7.1A (Audit committee) provides that:

- (1) A local government is to establish an audit committee of 3 or more persons to exercise the powers and discharge the duties conferred on it.
- (2) The members of the audit committee of a local government are to be appointed \* by the local government and at least 3 of the members, and the majority of the members are to be council members.
  - *\*Absolute majority required.*
- (3) A CEO is not to be a member of an audit committee and may not nominate a person to be a member of an audit committee or have a person to represent him or her as a member of an audit committee.
- (4) An employee is not to be a member of an audit committee.

Section 67 of the *Bush Fires Act* provides that:

- (1) A local government may at any time appoint such persons as it thinks fit as a bush fire advisory committee for the purpose of advising the local government regarding all matters relating to the preventing, controlling and extinguishing of bush fires, the planning of the layout of fire-breaks in the district, prosecutions for breaches of this Act, the formation of bush fire brigades and the grouping there of under group brigade officers, the ensuring of co-operation and co-ordination of bush fire brigades in their efforts and activities, and any other matter relating to bush fire control whether of the same kind, as, or a different kind from, those specified in this subsection.
- (2) A committee appointed under this section shall include a member of the council of the local government nominated by it for that purpose as a member of the committee, and the committee shall elect one of their number to be chairman thereof.
- (3) In respect to a committee so appointed, the local government shall fix the quorum for the transaction of business at meetings of the committee and may —
  - (a) make rules for the guidance of the committee;
  - (b) accept the resignation in writing of, or remove, any member of the committee; and
  - (c) where for any reason a vacancy occurs in the office of a member of the committee, appoint a person to fill that vacancy.
- (4) A committee appointed under this section —
  - (a) may from time to time meet and adjourn as the committee thinks fit;
  - (b) shall not transact business at a meeting unless the quorum fixed by the local government is present;
  - (c) is answerable to the local government and shall, as and when required by the local government, report fully on its activities.

Section 5.8 of the *Local Government Act 1995* and section 38 of the *Emergency Management Act 2005*, establishes the Shires of Pingelly and Wandering Joint Local Emergency Management Committee;

1. In accordance with provisions of Section 5.9 of the *Local Government Act 1995* resolves that the Local Emergency Management Committees are to comprise of Councillors, Staff and Other Persons;

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

#### **STRATEGIC IMPLICATIONS**

Community Strategic Plan 2013-2023

##### **Goal 5 – A strong and effective Organisation**

*Outcome 5.1. Accessible customer services and information systems*

**Strategy 5.1.1:** Promote and deliver responsive customer services

*Outcome 5.4. Effective provision of customer services and engagement with the community and stakeholders.*

**Strategy 5.4.1:** Promote and deliver responsive customer services

#### **VOTING REQUIREMENT**

Absolute Majority

#### **Recommendation**

##### **That Council:**

1. Confirm that all previous appointments of Councillors to committees have expired.

2. Make the following appointment to Committees of Council

##### **2.1 Audit Committee**

Members All Councillors

Purpose To provide guidance and assistance to the local government as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act. Meet the auditor at least once per year. Development of the process to select and appoint a person to be an auditor.

Meeting Cycle At least once annually.

3. Make the following appointments to the Working Groups of Council

**3.1 Bush Fire Advisory Committee**

Members Cr Whittlely, Cr Ferguson  
 Purpose To advise Council on all matters relating to:  
 The prevention, controlling and extinguishing of bush fires, prosecutions for breaches of the Bush Fire Act, the formation and de – formation of the bush fire brigades, the coordination of the efforts and activities of the bush fire brigades and any other matter related to bush fire control.  
 Meeting Cycle At least biannually

**3.2 CEO Performance Review Committee**

Members All Councillors  
 Purpose To advise Council on all matters relating to:  
 Completion the annual performance review of the CEO  
 Meeting Cycle At least biannually

**3.3 Shires of Pingelly and Wandering Joint Emergency Management Committee**

Members Cr Whitely  
 Purpose To advise Council on all matters relating to Emergency Management  
 Meeting Cycle Quarterly Meetings

**3.4 Shires of Pingelly and Wandering Local Recovery Committee**

Members Cr Whitely  
 Purpose To support and advise Council on recovery matters  
 Meeting Cycle Quarterly Meetings

**3.5 Hotham Williams Economic Development Alliance**

Members Cr Whitely  
 Deputies: Nil  
 Purpose: Facilitate and support the Economic Development and Growth of the Shires of Wandering, Williams and Boddington.  
 Meeting Cycle: Monthly Meetings

4. External Committees

**4.1 Central Country Zone of WALGA**

Members Cr Whitely  
 Deputies: Cr Dowsett  
 Purpose: Zones are groups of geographically aligned Member Councils who are responsible for direct elections of State Councillors, providing input into policy formulation and providing advice on various matters.  
 Meeting Cycle: At least biannually

**4.2 Regional Road Group**

Members Cr Whitely  
 Deputies: Cr Ferguson  
 Purpose: The Regional Road Group shall be responsible for the assessment of road funding needs, the annual distribution of State funds to Local Government roads, monitoring and reporting on the effectiveness of the application of the State funds for Local Government roads in its region.  
 Meeting Cycle: At least biannually

**4.3 Development Assessment Panel**

Members Crs: J Price (exp2016), B Whitely (exp2016), C Ferguson (exp 2016),W Gowland (exp 2016)  
 Purpose: To assist with significant planning decisions within the Shire of Wandering  
 Meeting Cycle: As required

**4.4 Hotham-Dale Regional Road Sub-Group**

Members Cr Whitely  
 Deputies: Cr Ferguson  
 Purpose: The Sub Group shall be responsible for the assessment of road funding needs, monitoring and reporting on the effectiveness of the application of the State funds for Local Government roads in its region and then report to the Regional Road Group.  
 Meeting Cycle: At least biannually

**4.5 Wheatbelt South Aged Housing Alliance**

Members Cr Price  
 Deputies: Cr Watts  
 Purpose: To facilitate aged housing in the Wandering Shire  
 Meeting Cycle: Monthly

**4.6 South 32 Community Liaison Committee**

Members: Cr Dowsett  
 Purpose: To communicate with South 32 representatives and support the feedback of information.  
 Meeting Cycle: Quarterly

**COUNCIL DECISION – ITEM 10.1.5**

**MOVED: Cr Dowsett**

**SECONDED: Cr Parsons**

**That Council:**

1. Confirm that all previous appointments of Councillors to committees have expired.
2. Make the following appointment to Committees of Council

**2.1 Audit Committee**

Members All Councillors  
 Purpose To provide guidance and assistance to the local government as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act. Meet the auditor at least once per year. Development of the process to select and appoint a person to be an auditor.  
 Meeting Cycle At least once annually.

3. Make the following appointments to the Working Groups of Council

**3.1 Bush Fire Advisory Committee**

Members Cr Whittely, Cr Ferguson  
 Purpose To advise Council on all matters relating to:  
 The prevention, controlling and extinguishing of bush fires, prosecutions for breaches of the Bush Fire Act, the formation and de – formation of the bush fire brigades, the coordination of the efforts and activities of the bush fire brigades and any other matter related to bush fire control.  
 Meeting Cycle At least biannually

**3.2 CEO Performance Review Committee**

Members All Councillors  
 Purpose To advise Council on all matters relating to:  
 Completion the annual performance review of the CEO  
 Meeting Cycle At least biannually

**3.3 Shires of Pingelly and Wandering Joint Emergency Management Committee**

Members Cr Whitely  
 Purpose To advise Council on all matters relating to Emergency Management  
 Meeting Cycle Quarterly Meetings

**3.4 Shires of Pingelly and Wandering Local Recovery Committee**

Members Cr Whitely  
 Purpose To support and advise Council on recovery matters  
 Meeting Cycle Quarterly Meetings

**3.5 Hotham Williams Economic Development Alliance**

Members Cr Whitely  
 Deputies: Nil  
 Purpose: Facilitate and support the Economic Development and Growth of the Shires of  
 Wandering, Williams and Boddington.  
 Meeting Cycle: Monthly Meetings

4. External Committees

**4.1 Central Country Zone of WALGA**

Members Cr Whitely  
 Deputies: Cr Dowsett  
 Purpose: Zones are groups of geographically aligned Member Councils who are responsible  
 for direct elections of State Councillors, providing input into policy formulation and  
 providing advice on various matters.  
 Meeting Cycle: At least biannually

**4.2 Regional Road Group**

Members Cr Whitely  
 Deputies: Cr Ferguson  
 Purpose: The Regional Road Group shall be responsible for the assessment of road funding  
 needs, the annual distribution of State funds to Local Government roads, monitoring  
 and reporting on the effectiveness of the application of the State funds for Local  
 Government roads in its region.  
 Meeting Cycle: At least biannually

**4.3 Development Assessment Panel**

Members Crs: J Price (exp2016), B Whitely (exp2016), C Ferguson (exp 2016),W Gowland  
 (exp 2016)  
 Purpose: To assist with significant planning decisions within the Shire of Wandering  
 Meeting Cycle: As required

**4.4 Hotham-Dale Regional Road Sub-Group**

Members Cr Whitely

Deputies: Cr Ferguson

Purpose: The Sub Group shall be responsible for the assessment of road funding needs, monitoring and reporting on the effectiveness of the application of the State funds for Local Government roads in its region and then report to the Regional Road Group.

Meeting Cycle: At least biannually

**4.5 Wheatbelt South Aged Housing Alliance**

Members Cr Price

Deputies: Cr Watts

Purpose: To facilitate aged housing in the Wandering Shire

Meeting Cycle: Monthly

**4.6 South 32 Community Liaison Committee**

Members: Cr Dowsett

Purpose: To communicate with South 32 representatives and support the feedback of information.

Meeting Cycle: Quarterly

**CARRIED 7/0**



**10.2 BUILDING AND PLANNING REPORTS**

Nil

**10.3 COMMUNITY SERVICES REPORTS**

Nil

**10.4 CORPORATE SERVICES**

**10.4.1 FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31<sup>st</sup> JULY 2016**

<b>FILE REFERENCE:</b>	10.1.16
<b>PROPOSERS:</b>	Nil
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	11 August 2016
<b>PREVIOUSLY BEFORE COUNCIL:</b>	N/A
<b>AUTHORS NAME &amp; POSITION:</b>	Durga Ojha, Manager Finance & Administration
<b>NATURE OF COUNCIL'S ROLE IN THE MATTER:</b>	Legislative

**PURPOSE OF THE REPORT**

In accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, the Shire is to prepare a monthly Statement of Financial Activity for consideration by Council.

Payment Listing and Bank Reconciliations for the month of July 2016 are presented for Council's consideration.

**BACKGROUND**

In accordance with Local Government (Financial Management) Regulation 1996 34(1), local governments are required to prepare, each month, a statement of financial activity reporting on revenue and expenditure for the month in question. The statement of financial activity is to be presented at an ordinary meeting of Council within two (2) months after the end of the month to which the statement relates.

**COMMENT/ DETAILS**

The Monthly Financial Report for the month of July will not be presented to this meeting and will be presented at the September council meeting as the Finance team are busy preparing the annual financial report, however the bank reconciliations, list of accounts paid for the periods ending 31 July 2016 are hereby presented for Council's information.

Council is requested to accept, Bank Reconciliations and List of Payments 31 July 2016, as presented.

List of Payments 31 July 2016.	<b>ATTACHMENT 10.4.1.1</b>
Bank Reconciliations & Bank Statements (Muni A/C) 31 July 2016.	<b>ATTACHMENT 10.4.1.2</b>
Bank Reconciliations & Bank Statements (Investment A/C) 31 July 2016.	<b>ATTACHMENT 10.4.1.3</b>
Bank Reconciliations & Bank Statements (Trust A/C) 31 July 2016.	<b>ATTACHMENT 10.4.1.4</b>

**CONSULTATION**

Chief Executive Officer  
Finance Officer

**STATUTORY/ LEGAL ENVIRONMENT**

Section 6.4 Local Government Act 1995, Part 6 – Financial Management, and regulation 34 Local Government (Financial Management) Regulation 1996.

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Financial implications and performance to budget are reported to Council on a monthly basis.

**STRATEGIC IMPLICATIONS**

**Community Strategic Plan 2013-2023**

**Goal 5 – A strong and Effective Organisation**

Outcome 5.2: Accountable decision making and resource allocation through effective governance.

**Strategy 5.2.1:** Ensure Council's decision making process is effective and transparent

**Strategy 5.2.3:** Ensure appropriate funds are available to implement current and future action plans

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

**That Council**

1. Endorse all cheque, EFT, BPay, salary & wages, transport payments, transfers to investments, credit card payments and other direct debits and transfers as listed from the Municipal and Trust Fund totalling \$265,038.52 for the period ending 31 July 2016.
2. Receive the bank reconciliations & bank statements for the period ended 31 July 2016.

**COUNCIL DECISION – ITEM 10.4.1**

**MOVED: Cr Ferguson**

**SECONDED: Cr Gowland**

**That Council**

1. Endorse all cheque, EFT, BPay, salary & wages, transport payments, transfers to investments, credit card payments and other direct debits and transfers as listed from the Municipal and Trust Fund totalling \$265,038.52 for the period ending 31 July 2016.
2. Receive the bank reconciliations & bank statements for the period ended 31 July 2016.

**CARRIED 7/0**

## 10.4.2 ASSET WRITE OFF

<b>FILE REFERENCE:</b>	10.1.17
<b>PROPOSERS:</b>	Nil
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	8 August 2016
<b>PREVIOUSLY BEFORE COUNCIL:</b>	Nil
<b>AUTHORS NAME &amp; POSITION:</b>	Durga Ojha, Manager Finance
<b>NATURE OF COUNCIL'S ROLE IN THE MATTER:</b>	Financial

### **PURPOSE OF THE REPORT**

To conform to Australian Accounting Standards and Council's Significant Accounting Policies. Council have an asset capitalisation threshold of \$2000 and the Shire Administration are requesting the write off a number of Assets that are below the Capital threshold.

### **BACKGROUND**

The Department of Local Government and Community has amended the Financial Management Regulation 1996 in 2012. In the Amendments, the Department advised Councils to value their different class of assets every year starting from financial year 2012/13. As part of the Assets Valuation, Council need to review their Asset Register and tidy up where possible.

The amended changes encourage Councils to treat assets under \$2000.00 as operational expenditure. The Shire of Wandering currently has a number of assets listed in its Asset Register, which fall under the threshold for the capital of \$2,000 and Council is being requested to consider their write off to enable Council to better meet the regulations and improve the accuracy of our assets listing.

### **COMMENT/DETAILS**

Council has 110 items with a total valuation as at 30/06/2016 of \$27,053 listed in its Asset Register that are below the Significant Accounting Policy threshold for Capital items of \$2,000 (see attached).

These items are all in the Furniture and Equipment Class and when purchased would have been above the threshold but over the years have been depreciated and now fall under the threshold.

To ensure best practice and for Council to keep track of its property into the future it is recommended that a property inventory be set up and along with the Asset Register be audited annually.

### **ATTACHMENT 10.4.2.1**

### **CONSULTATION**

CEO  
Manager Works

### **STATUTORY/ LEGAL IMPLICATIONS**

Australian Accounting Standards & Financial Management Regulations 1996

### **POLICY IMPLICATIONS**

Councils Significant Accounting Policies

**FINANCIAL IMPLICATIONS**

The effect of this decision will have nil impact on the cash budget of the Shire; however it will reduce its comprehensive income by \$27,053, as the write-off should be recognised as an expense in the financial statement.

**STRATEGIC IMPLICATIONS**

**Community Strategic Plan 2013-2023**

**Goal 5 – Effective Governance and Organisation**

Outcome 5.2: Accountable decision making and resource allocation through effective governance

**Strategy 5.2.1:** Ensure the Council's decision-making process is effective and transparent.

**Strategy 5.2.2:** Ensure the organisation's governance structure, policies and procedures are current and relevant.

**Strategy 5.2.3:** Ensure appropriate funds are available to implement current and future action plans

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION**

That Council

1. Write off the attached assets as per **ATTACHMENT 10.4.2.1** valued at \$27,053, and
2. Instruct the CEO to maintain an inventory to monitor control of Council's property valued less than \$2000.00

**COUNCIL DECISION – ITEM 10.4.2**

**MOVED: Cr Price**

**SECONDED: Cr Gowland**

That Council

1. Write off the attached assets as per **ATTACHMENT 10.4.2.1** valued at \$27,053, and
2. Instruct the CEO to maintain an inventory to monitor control of Council's property valued less than \$2000.00

**CARRIED 7/0**

**11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**3.00pm Council voted to adjourn the meeting for a short break**

**MOVED: Cr Gowland**

**SECONDED: Cr Parsons**

**CARRIED 7/0**

**3.27pm Council voted to resume the meeting**

**MOVED: Cr Ferguson**

**SECONDED: Cr Dowsett**

**CARRIED 7/0**

**12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

**COUNCIL DECISION – ITEM 12.1**

**MOVED: Cr Ferguson**

**SECONDED: Cr Price**

That Council considers the following Items as new business of an urgent nature

**CARRIED 7/0**

## 12.2 TOYOTA LAND CRUISER CLUB OF WESTERN AUSTRALIA SPECIAL EVENT PROPOSAL

**FILE REFERENCE:** 24.1.7  
**PROPOSERS:** Nil  
**DISCLOSURE OF INTEREST:** Nil  
**DATE OF REPORT:** 17 August 2016  
**PREVIOUSLY BEFORE COUNCIL:** Nil

**AUTHORS NAME & POSITION:** Amanda O'Halloran, Chief Executive Officer

**NATURE OF COUNCIL'S ROLE IN THE MATTER:** Executive

### **PURPOSE OF THE REPORT**

To request Council to approve the request from Toyota Land Cruiser Club of Western Australia (TLCC WA) to plant 4 trees and install a park bench at the old school site near Cheetaning Oval on Cheetaning Street in April 2017 to celebrate and commemorate their 40 year celebrations.

### **BACKGROUND**

The TLCC WA has been working with the CEO over the last 2 months to plan a special event in Wandering to help commemorate the 40<sup>th</sup> anniversary of the club.

The TLCC WA is the second largest 4WD club in WA and is affiliated with other TLCC throughout Australia. The Club is very community minded and has ongoing relationships with CanTeen, DPAW (Holland Track & Dryandra) and Track Care to name a few.

The Club host on average 40 trips per year and have over 200 members. The Club have been travelling through Wandering for a number of years in relation to their relationship with Dryandra and have chosen Wandering based on a recommendation by John Mellows.

### **COMMENT/DETAILS**

The TLCC WA is proposing a number of special events throughout 2017 to celebrate and commemorate their 40th anniversary during 2017. The TLCC WA would like to create a special place for Club members to revisit over a long period of time that has a connection to the anniversary. Wandering has been chosen as the special place.

The proposal is to stay in Wandering over the ANZAC weekend in April 2017 (approximately 4 nights), joining in with the service and the community throughout the weekend, experiencing all that Wandering has to offer.

The TLCC WA would like to host a formal celebration that would include the planting of the trees by representatives of those particular decades, install the seating and bury a time capsule at the site.

The trees and park bench will all be supplied by the TLCC WA.

The Shire to date has encouraged the initiative and looks forward to building a strong relationship with the TLCC WA over the coming years. The Club is keen to involve the community and add value where possible. They look forward to an ongoing connection to Wandering because of the anniversary site which would include events and visits such as – annual wind ups, weekend trips and special events such as Australia Day Celebrations being held in Wandering over the coming years.

**ATTACHMENT 12.2.1**

**CONSULTATION**

Shire President  
Local Clubs and Businesses

**STATUTORY/ LEGAL IMPLICATIONS**

Nil

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

It is likely that the TLCC WA would contribute to increased fees and charges income, with a possible ongoing economic benefit to local business and community groups.

Events and associations such as these are a step forward in the "chicken and egg" position the Shire is currently in. Without increased visitation and opportunity to grow services there is no impetus by business and potential investors to develop or harness opportunities in Wandering. If we can demonstrate that events and associations like this are often available and do add to the economic potential of development in the longer term, then perhaps we can entice investors into the Wandering market thereby increasing the liveability of the town into the future.

**STRATEGIC IMPLICATIONS**

**Community Strategic Plan 2013-2023**

**Goal 1 – A Community that is Involved and Caring**

*Outcome 1.2: A community that celebrates and participates together*

**Strategy 1.2.1:** Promote and support community and cultural events

**Goal 2 – A Robust and Diverse Rural Economy**

**Strategy 2.1.1:** Promote the Wandering Region as a tourism destination

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

That Council:

1. Approve the request of the Toyota Land Cruiser Club Western Australia to plant 4 trees and install a park bench at the old school site on Cheetaning Street.
2. Support the Shire Administration to work with community groups to maximise the experience of the Toyota Land Cruiser Club Western Australia in an effort to increase tourism and economic development in the Wandering Community.

**COUNCIL DECISION – ITEM 12.2**

**MOVED: Cr Ferguson**

**SECONDED: Cr Watts**

That Council:

1. Approve the request of the Toyota Land Cruiser Club Western Australia to plant 4 trees and install a park bench at the old school site on Cheetaning Street.
2. Support the Shire Administration to work with community groups to maximise the experience of the Toyota Land Cruiser Club Western Australia in an effort to increase tourism and economic development in the Wandering Community.

**CARRIED 7/0**

**Cr Whitely declared a financial interest in the discussion at Item 12.3**

Council decision - Cr Whitely's interest is a trivial matter and is he is able to take part in the discussion and vote regarding the item.

**COUNCIL DECISION – FINANCIAL INTEREST**

**MOVED: Cr Dowsett**

**SECONDED: Cr Watts**

Council decision - Cr Whitely's interest is a trivial matter and is he is able to take part in the discussion and vote regarding Item 12.3.

**CARRIED 6/0**

**12.3 SUPPORT OF WANDERING BODDINGTON CLAY TARGET CLUB CSRFF SMALL GRANTS APPLICATION**

<b>FILE REFERENCE:</b>	18.1.40
<b>PROPOSERS:</b>	Nil
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE OF REPORT:</b>	17 August 2016
<b>PREVIOUSLY BEFORE COUNCIL:</b>	Nil
<b>AUTHORS NAME &amp; POSITION:</b>	Amanda O'Halloran, Chief Executive Officer
<b>NATURE OF COUNCIL'S ROLE IN THE MATTER:</b>	Executive

**PURPOSE OF THE REPORT**

The Wandering Boddington Clay Target Club (WBCTC) is applying for a grant in the Department of Sport and Recreation's (DSR) Small Grants 2016 funding round. Council endorsement is required as per the assessment criteria. The WBCTC is applying for funding to support the installation of concrete shooting lanes, target housing and disabled facilities.

**BACKGROUND**

The DSR hosts a number of funding rounds which provide financial assistance to community clubs and sporting groups through the Community Sporting and Recreation Facilities Fund (CSRFF). DSR requires the applications to have Local Government endorsement and support.

The Local Government Authority (LGA) is required to rank, in order of priority, all applications received from within its boundaries, with the most important application to be ranked Priority 1", and no two projects to be ranked equally.

The LGA is also required to rate the applications received as either high, high/medium, medium, medium/low, low or not recommended. This rating should reflect how worthwhile the project is and indicate its importance on its actual need and benefit to the community.

Where Council does not wish to endorse a project or is of the opinion that an application has not satisfactorily addressed the CSRFF criteria, Council should recommend that the project not be funded, or that it be resubmitted in a later funding round. The assessment criteria include:

- Financial viability
- Potential to increase physical activity
- Community integration and involvement
- Access and Opportunity



All LGA rankings and ratings must be endorsed by Council and a copy of the Council minutes must be included with the application form.

The funding round in question in this agenda is the small grants round \$2,500 - \$66,666 for projects up to \$200,000.

#### **COMMENT/DETAILS**

Council has been working with the WBCTC over the last few months to help them formalise a business case and work with the club to establish funding streams to support them in their endeavours to grow and expand.

The Council has not received any further applications or requests for support in this process. It has therefore directed its efforts solely on supporting the WBCTC.

The Club has a number of issues qualifying for funding due to the portable nature of shooting equipment and infrastructure. Most funding opportunities available exist for permanent structures like cricket pitches, club rooms, Lighting etc...

The WBCTC require funding for the following and the Grants team at the Shire are supporting them with their application:

- Concrete Shooting Lanes
- Permanent Target Housing
- Disabled Ablutions, and
- Showers

The Club plays an important role in the Wandering Community and Region and benefits residents and participants in many ways including but not limited to –

- Builds physical discipline: In an age of the “couch potato,” this sport can help build many physical disciplines that are not only healthy but enjoyable. Increased strength, stamina, hand-eye coordination, and fine motor skills are just a few of the physical disciplines acquired when shooting.
- Increases mental discipline: To the surprise of many, shooting sports are primarily mental sports. Experienced marksmen think sport shooting is 90% mental. Concentration levels are sharpened and expanded. Multiple problem solving activities involving logic, mathematics and creative thinking (thinking “outside the box”) are needed and employed to succeed at any level of the shooting sports.
- Has a significant role to play in Economic Stimulation of the region: With greater emphasis being placed on increasing the economic viability of Wandering and to coincide with the development of the Caravan Park and “Shoppettes”, the possible visitors to the region that the WBCTC facility can bring to Wandering is only limited by the capacity of the facility. City sites are limited and congested; the Wandering site is picturesque and gives people ample opportunity to enjoy the sport in a relaxed environment. The WBCTC believes that easily 20 – 30 visitors monthly could add value to local business and accommodation planning.

The Shire administration have assessed the application request as medium to high priority and are requesting Council rank them as No 1 Priority

#### **CONSULTATION**

Members of the Wandering Boddington Clay Target Club  
Department of Sport and Recreation Staff  
The WA Shooters Association

#### **STATUTORY/ LEGAL IMPLICATIONS**

Nil

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil – No funding has been requested at this time to support the application and Staff costs are included in the 2016/17 Community Development budget.

**STRATEGIC IMPLICATIONS**

**Community Strategic Plan 2013-2023**

**Goal 1 – A Community that is Involved and Caring**

*Outcome 1.2: A community that celebrates and participates together*

**Strategy 1.2.1:** Promote and support community and cultural events

**Strategy 1.2.2:** Actively promote and assist community groups and clubs

**Goal 2 – A Robust and Diverse Rural Economy**

**Strategy 2.1.1:** Promote the Wandering Region as a tourism destination

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

That Council:

1. Endorses the Wandering Boddington Clay Target Club as the only applicant from the Wandering Shire.
2. Ranks the Wandering Boddington Clay Target Club as a Priority 1 applicant and assess the need for the club and its facilities as medium to high.
3. Notify the Department of Sport and Recreation accordingly.

**COUNCIL DECISION – ITEM 12.3**

**MOVED: Cr Dowsett**

**SECONDED: Cr Parsons**

That Council:

1. Endorses the Wandering Boddington Clay Target Club as the only applicant from the Wandering Shire.
2. Ranks the Wandering Boddington Clay Target Club as a Priority 1 applicant and assess the need for the club and its facilities as medium to high.
3. Notify the Department of Sport and Recreation accordingly.

**CARRIED 7/0**

**13 CONFIDENTIAL ITEMS**

Nil

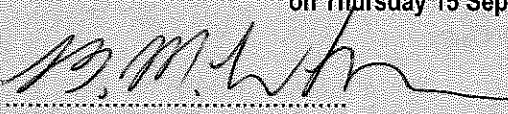
**14 TIME AND DATE OF NEXT MEETING**

Next Ordinary Council meeting to be held on 15 September 2016 at 1:30pm.

**15 CLOSURE OF MEETING**

The Shire President declared the meeting closed at 3.50 pm

**These Minutes were confirmed at the Ordinary Council Meeting  
on Thursday 15 September 2016.**

Signed: 

**Presiding Person at the meeting at which the minutes were confirmed**

Date: 15/9/2016



SHIRE OF WANDERING

MINUTES OF THE ORDINARY COUNCIL MEETING

Wandering Shire Council Chambers, 22 Watts Street, Wandering

21 July 2016  
1.30pm

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**SHIRE OF WANDERING**  
**ORDINARY MEETING OF**  
**COUNCIL**

Dear Councillor

Notice is hereby given that an Ordinary Meeting of Council of the Shire of Wandering will be held on 21 July 2016 at Shire of Wandering Council Chambers, 22 Watts Street, Wandering. Commencing at 1.30 pm

The business to be transacted is shown in the Agenda.

Amanda O'Halloran  
**CHIEF EXECUTIVE OFFICER**

**DISCLAIMER**

*The recommendations contained in the Agenda are subject to confirmation by Council. The Shire of Wandering warns that anyone who has any application lodged with Council must obtain and should only rely on written confirmation of the outcomes of the application following the Council meeting, and any conditions attaching to the decision made by the Council in respect of the application. No responsibility whatsoever is implied or accepted by the Shire of Wandering for any act, omission or statement or intimation occurring during a Council meeting.*

**Ordinary Council Meeting**

**1. DECLARATION OF OPENING /ANNOUNCEMENT OF VISITORS**

The Shire President, Cr B Whitely declared the meeting open at 1:33pm

**2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**

**Councillors:**

Cr B Whitely	President
Cr B Dowsett	Deputy President
Cr W Gowland	
Cr C Ferguson	
Cr J Price	

**Staff:**

Ms A O'Halloran	Chief Executive Officer
Mr Durga Ojha	Manager of Administration and Finance
Mrs H Mark	Administration Officer

**Visitors:**

**Apologies:**

Nil

**On Leave of Absence:**

Nil

**3. DISCLOSURE OF INTERESTS**

- 3.1 Cr Dowsett declared a Proximity Interest at item 10.2.1 Proposed relocation of building envelope and construction of an outbuilding – Lot 89 Redgum Court, Wandering.
- 3.2 Cr Whitely declared a Proximity Interest at Item 10.1.4 Wandering Boddington Clay Target Club Donation.

**DECLARATION OF INTERESTS (NOTES FOR YOUR GUIDANCE) (updated 13 March 2000)**

A member who has a Financial Interest in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest:

- (a) In a written notice given to the Chief Executive Officer before the Meeting or;
- (b) At the Meeting, immediately before the matter is discussed.

A member, who makes a disclosure in respect to an interest, must not:

- (c) Preside at the part of the Meeting, relating to the matter or;
- (d) Participate in, or be present during any discussion or decision-making procedure relative to the matter, unless to the extent that the disclosing member is allowed to do so under Section 5.68 or Section 5.69 of the Local Government Act 1995.

## NOTES ON FINANCIAL INTEREST (FOR YOUR GUIDANCE)

The following notes are a basic guide for Councillors when they are considering whether they have a Financial Interest in a matter. I intend to include these notes in each agenda for the time being so that Councillors may refresh their memory.

1. A Financial Interest requiring disclosure occurs when a Council decision might advantageously or detrimentally affect the Councillor or a person closely associated with the Councillor and is capable of being measured in money terms. There are exceptions in the Local Government Act 1995 but they should not be relied on without advice, unless the situation is very clear.
2. If a Councillor is a member of an Association (which is a Body Corporate) with not less than 10 members i.e. sporting, social, religious etc), and the Councillor is not a holder of office of profit or a guarantor, and has not leased land to or from the club, i.e., if the Councillor is an ordinary member of the Association, the Councillor has a common and not a financial interest in any matter to that Association.
3. If an interest is shared in common with a significant number of electors or ratepayers, then the obligation to disclose that interest does not arise. Each case needs to be considered.
4. If in doubt declare.
5. As stated in (b) above, if written notice disclosing the interest has not been given to the Chief Executive Officer before the meeting, then it MUST be given when the matter arises in the Agenda, and immediately before the matter is discussed.
6. Ordinarily the disclosing Councillor must leave the meeting room before discussion commences. The only exceptions are:
  - 6.1 Where the Councillor discloses the extent of the interest, and Council carries a motion under s.5.68(1)(b)(ii) or the Local Government Act; or
  - 6.2 Where the Minister allows the Councillor to participate under s5.69 (3) of the Local Government Act, with or without conditions.

## INTERESTS AFFECTING IMPARTIALITY

**DEFINITION:** An interest that would give rise to a reasonable belief that the impartiality of the person having the interest would be adversely affected, but does not include an interest as referred to in Section 5.60 of the 'Act'.

A member who has an Interest Affecting Impartiality in any matter to be discussed at a Council or Committee Meeting, which will be attended by the member, must disclose the nature of the interest;

- (a) in a written notice given to the Chief Executive Officer before the Meeting; or
- (b) at the Meeting, immediately before the matter is discussed.

## IMPACT OF AN IMPARTIALITY CLOSURE

There are very different outcomes resulting from disclosing an interest affecting impartiality compared to that of a financial interest. With the declaration of a financial interest, an elected member leaves the room and does not vote. With the declaration of this new type of interest, the elected member stays in the room, participates in the debate and votes. In effect then, following disclosure of an interest affecting impartiality, the member's involvement in the Meeting continues as if no interest existed.

**4. PUBLIC QUESTION TIME**

Nil

**5. APPLICATIONS FOR LEAVE OF ABSENCE**

Nil

**6. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

6.1 MINUTES OF THE ORDINARY MEETING OF COUNCIL – 16 June 2016

**ATTACHMENT 6.1.1**

**COUNCIL DECISION – ITEM 6.1**

**MOVED: Cr Price**

**SECONDED: Cr Dowsett**

That the minutes of the Ordinary Meeting of Council held on 16 June 2016, be confirmed as a true and accurate record, subject to the Minutes being amended on Page 6 regarding Item 9 (Councillor Dowsett's report from South 32 Liaison Committee) with respect to the courtesy bus replacing the word "Pingelly" with "Pinjarra" and on Page 12 regarding Item 10.1.3 (Request for Contiguous Valuation Assessment from GH &JL Parsons), replacing "Me Graeme Parsons" with "Mr Graeme Parsons".

**CARRIED 5/0**

**7. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

Nil

**8. PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS**

Nil

**9. REPORTS OF COUNCILLORS/COMMITTEES**

Amanda O'Halloran, CEO, Cr Brendan Whitely and Cr Judith Price attended the Popanyinning - Central Country Zone Meeting

The Shire's Item regarding the future of CBH Bins in Rural Communities has stimulated much discussion and WALGA have agreed to undertake a review of the CBH ex-gratia agreement.

The Shire will write a letter to WALGA with their issues highlighted to contribute to the review.

Brendan has nominated as Deputy Delegate to WALGA Board

- Will raise Wandering's profile.
- Will be presented for ratification at the next meeting.
- Positive we are getting good representation.

Amanda O'Halloran, CEO and Cr Brendan Whitely attended the Regional Road Sub Group Hotham Dale Meeting in Pingelly – Main Roads requested input regarding freight routes and in particular secondary freight route thoughts from member Councils. We presented the Shire of Wandering's case and the complexities regarding having a Shire with very limited Main Road routes and the impost on Council to maintain all routes in the Shire. All information received is now being reviewed by Main Roads.



## 10. REPORTS OF OFFICERS

### 10.1 CHIEF EXECUTIVE OFFICER

#### 10.1.1 USE OF COMMON SEAL AND ACTIONS PERFORMED UNDER DELEGATED AUTHORITY FOR THE MONTH OF JUNE 2016

<b>FILE REFERENCE:</b>	1.1.29.1
<b>PROPONENTS:</b>	Nil
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	6 July 2016
<b>PREVIOUSLY BEFORE COUNCIL:</b>	N/A
<b>AUTHORS NAME &amp; POSITION:</b>	Amanda O'Halloran CEO
<b>NATURE OF COUNCIL'S ROLE IN THE MATTER:</b>	Legislative

#### **PURPOSE OF THE REPORT**

The purpose of this agenda item is to report to Council for information, Use of the Common Seal and actions performed under delegated authority requiring referral to Council, for the month of 30 June 2016.

#### **BACKGROUND**

Council has authorised the updated delegations register at the July 2015 Ordinary Meeting of Council. The procedure associated with the register is to report to Council the activities or actions that have been performed under the Delegated Authority. A report will be completed for Council at each meeting that identifies (1) use of the Common Seal, and (2) actions performed under the Delegated Authority requiring referral to Council as per the Shire of Wandering Delegated Authority Register 2015.

#### **COMMENT/ DETAILS**

Actions performed under delegation during June 2016 are provided below:

- **Food Stall Holders Licence:**  
Nil
- **Building Licenses Issued:**
  - A#466/BL 142, S&V MacDonald - Lot 107 Moramocking Road, Wandering 21/06/2016 for new building work (shed and water tank)
  - A#242/BL 156; G&C Ryan - Lot 22 O'Connell Road, Wandering 22/06/2016 for new building work (shed).
- **Planning Approval:**
  - A#366, R&C Marwick – Lot 12140 (983) Codjatotone Road, Wandering 29/06/2016 for an application for a front fence
- **Payments:** Payments made from the Municipal Account as per financial report attached at 10.4.1 of this Agenda.

#### **CONSULTATION**

Relevant Officers and Managers of the Shire

**STATUTORY/ LEGAL ENVIRONMENT**

Local Government Act 1995 Section 9.49A

**POLICY IMPLICATIONS**

Affixing the Shire of Wandering Common Seal Policy  
Shire of Wandering Delegations Register 2015  
Purchasing and Tendering Policy

**FINANCIAL IMPLICATIONS**

Nil – all payments have been approved in the 2015/16 Annual Budget.

**STRATEGIC IMPLICATIONS**

Community Strategic Plan 2013-2023

**Goal 5 – A strong and effective Organisation**

*Outcome 5.2: Accountable decision making and resource allocation through effective governance.*

**Strategy 5.2.1:** Ensure the Council's decision making process is effective and transparent.

**Strategy 5.2.2:** Ensure that the organisation's governance structure, policies and procedures are current and relevant.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

That Council **ACCEPT** the report "Use of Common Seal and Actions Performed under Delegated Authority" for 30 June 2016.

**COUNCIL DECISION – ITEM 10.1.1**

**MOVED: Cr Gowland**

**SECONDED: Cr Price**

That Council **ACCEPT** the report "Use of Common Seal and Actions Performed under Delegated Authority" for 30 June 2016.

**CARRIED 5/0**

**10.1.2 ANNUAL REVIEW AND ENDORSEMENT OF DELEGATED AUTHORITY REGISTER & COUNCIL APPROVED AUTHORISATIONS**

**FILE REFERENCE:** 1.1.29

**PROPOSERS:** Nil

**DISCLOSURE OF INTEREST:** Nil

**DATE OF REPORT:** 6 July 2016

**PREVIOUSLY BEFORE COUNCIL:** Nil

**AUTHORS NAME & POSITION:** Amanda O'Halloran, Chief Executive Officer

**NATURE OF COUNCIL'S ROLE IN THE MATTER:** Legislative

**PURPOSE OF THE REPORT**

The Delegations and Council Approved Authorisations Register is required to be reviewed once each financial year to comply with the Local Government Act 1995. The Shire of Wandering Administration team have reviewed the registers and minor amendments are proposed. The Registers are presented to Council for formal approval.

**BACKGROUND**

The aim of delegated authority is to assist with improving the time taken to make decisions within the constraints allowed by relevant legislation.

Without delegated authority, most decisions of the Shire would need to be made by Council at its ordinary meetings. Having appropriate delegations in place allow day to day decisions to be made by the Chief Executive Officer, who in turn can sub – delegate these to other staff if appropriate.

The Act requires local government to keep a register of its delegations and review this register once every financial year. A review is due now.

**COMMENT/DETAILS**

All delegations made by Council must be by an absolute majority as prescribed by sections 5.42 and 5.44 of the Act that legislates Council's ability to delegate functions to the Chief Executive Officer.

Under the Act, a local government may delegate to the Chief Executive Officer any of its powers or the discharge of any of its duties under the Act, other than those prescribed under section 5.43 of the Act.

In turn, the Act allows the Chief Executive Officer to delegate to any employee or contractor the exercise of any of the Chief Executive Officers powers or discharge of duties, in accordance with section 5.44 of the Act.

A review has been undertaken in consultation with relevant staff and the following changes and additions are proposed:

Delegation	Proposed Changes
DA08-2	Removal of Delegation, Authority to Approve Donations – Currently most Donations are approved by Council and this works well.

The following Council authorisation is proposed for inclusion

Delegation	Description
DA01-2 Electoral Roll	Determine Eligibility for enrolment on the Shires Owner/ Occupier roll

DA01-3 Powers of Entry	Authorisation to enter land as required in the course of carrying out duties under the relevant Acts.
DA06-1 Authorised Officers	Authority to appoint persons as authorised officers for the purpose of fulfilling prescribed functions within relevant legislation
DA06-2 Prosecutions	Authority to approve the prosecution of any person and act as prosecution officer when the Shire approves the prosecution of any person that is considered to be liable for committing an offence under the relevant Acts.
DA06-23 Public Disclosures	Authority to be the designated officer of the Shire to receive public interest disclosures
DA06-24 CCTV Management	Authority to Monitor and access CCTV data and respond to enquiries or complaints.

**ATTACHMENTS 10.1.2.1 & 10.1.2.2**

**CONSULTATION**

Relevant Staff and Contractors reviewed their respective delegations and each was checked for accuracy.

**STATUTORY/ LEGAL IMPLICATIONS**

The following section of the *Local Government Act 1995* applies:

Section 5.42 Delegation of some powers and duties to the CEO

(1) A local government may delegate\* to the CEO the exercise of any of its powers or the discharge of any of its duties under –

- a. this Act other than those referred to in section 5.43; or
- b. the Planning and Development Act section 214(2), (3) or (5).

\*Absolute Majority required.

Section 5.43 Limits on delegations to CEO

Section 5.44 CEO may delegate powers and duties to other employees

Section 5.46. Register of, and records relevant to, delegations to CEO and employees

(2) At least once every financial year, delegations made under this Division are to be reviewed by the delegator.

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

**Community Strategic Plan 2013-2023**

**Goal 5 – A strong and Effective Organisation**

*Outcome 5.2: Accountable decision making and resource allocation through effective governance*

**Strategy 5.2.1:** Ensure the Council's decision making process is effective and transparent

**Strategy 5.2.2:** Ensure that the organisation's governance structure, policies and procedures are current and relevant

**VOTING REQUIREMENTS**

Absolute Majority

**OFFICER RECOMMENDATION**

That Council adopt the Delegations Register as per **ATTACHMENT 10.1.2.1** and the Council Approved Authorisations Register as per **ATTACHMENT 10.1.2.2** of this agenda and minutes.

**COUNCIL DECISION – ITEM 10.1.2**

**MOVED: Cr Price**

**SECONDED: Cr Gowland**

That Council adopt the Delegations Register as per **ATTACHMENT 10.1.2.1** and the Council Approved Authorisations Register as per **ATTACHMENT 10.1.2.2** of this agenda and minutes.

**CARRIED 5/0**

**10.1.3 APPROVAL OF CONTIGUOUS VALUATION POLICY**

**FILE REFERENCE:** 23.1.1/23.1.1

**PROponents:** Nil

**DISCLOSURE OF INTEREST:** Nil

**DATE:** 5 July 2016

**PREVIOUSLY BEFORE COUNCIL:** 16 June 2016 Item 10.1.3

**AUTHORS NAME & POSITION:** Amanda O'Halloran, CEO

**NATURE OF COUNCIL'S ROLE IN THE MATTER:** Legislative

**PURPOSE OF THE REPORT**

At the June 2016 Ordinary Meeting of Council it was recommended that the CEO formulate a Policy that gives guidance to requests for contiguous valuations. The Policy is presented for Council's consideration.

**BACKGROUND**

At the 16 June 2016 Ordinary Meeting of Council it was recommended that the CEO formulate a Policy that gives operational guidance to requests for contiguous valuations by land owners. The Administration has consulted neighbouring Shires and the Valuer General's Office to inform the compilation of the presented Policy.

**COMMENT/ DETAILS**

Council had a request for a contiguous valuation presented to the June 2016 Ordinary Meeting of Council. This highlighted the need for a policy that gave clear direction for the CEO to be able to correspond directly with land owners in cases not requesting an exemption or exceptional circumstance.

The Policy is aimed at being simple and straight to the point to service the community clearly and provide operational direction.

The Policy complies with the relevant legislation and policies of the Valuer Generals Office.

**ATTACHMENT 10.1.3.1**

**CONSULTATION**

Williams Shire  
Cuballing Shire

**STATUTORY/ LEGAL ENVIRONMENT**

*Land Valuations Act 1978*, Sections 4(1), 18, 23

*Local Government Act 1995*, Section 1.4

*Local Government Act 1995*, Section 2.7(2)(b)

**POLICY IMPLICATIONS**

The Shire's administration presents the attached Policy as directed by Council at the 16 June Ordinary Meeting of Council.

**FINANCIAL IMPLICATIONS**

Nil

**STRATEGIC IMPLICATIONS**

**Community Strategic Plan 2013-2023**

**Goal 5 – A strong and effective Organisation**

*Outcome 5.2: Accountable decision making and resource allocation through effective governance*

**Strategy 5.2.1:** Ensure the Council's decision making process is effective and transparent

**Strategy 5.2.3:** Ensure appropriate funds are available to implement current and future action plans

**VOTING REQUIREMENT**

Absolute Majority

**OFFICER RECOMMENDATION**

That Council adopt Policy CP038 Contiguous Valuations – Shire of Wandering Policy as a finalised formal policy of Council as included as **ATTACHMENT 10.1.3.1** of this agenda and minutes.

**COUNCIL DECISION – ITEM 10.1.3**

**MOVED: Cr Ferguson**

**SECONDED: Cr Dowsett**

**That Council:**

That Council adopt Policy CP038 Contiguous Valuations – Shire of Wandering Policy as a finalised formal policy of Council as included as **ATTACHMENT 10.1.3.1** of this agenda and minutes.

**CARRIED 5/0**

**COUNCIL DECISION – Cr Whitely's declared interest at Item 10.1.4**

Councillors voted on whether Cr Whitely's interest was trivial in nature and whether it was appropriate to be included in the item discussion and vote.

**MOVED: Cr Dowsett**

**SECONDED: Cr Gowland**

The remaining Councillors agreed that Cr Whitely's interest was trivial in nature and agreed that Cr Whitely could partake in discussion and vote.

**CARRIED 4/0**

**10.1.4 WANDERING BODDINGTON CLAY TARGET CLUB DONATION**

**FILE REFERENCE:** 18.1.40  
**PROPOSERS:** Nil  
**DISCLOSURE OF INTEREST:** Cr Whitely  
**DATE:** 5 July 2016  
**PREVIOUSLY BEFORE COUNCIL:** Nil  
**AUTHORS NAME & POSITION:** Amanda O'Halloran, CEO  
**NATURE OF COUNCIL'S ROLE IN THE MATTER:** Advocacy

**PURPOSE OF THE REPORT**

Council has been requested to support the Wandering Boddington Clay Target Club (WBCTC) by providing the use of the excavator for a day to support their planned expansion. This item supports the request and seeks endorsement from Council.

**BACKGROUND**

On the 25 May the Council received formal correspondence requesting the provision of the excavator for a day to support the WBCTC in its proposed expansion into Skeet Shooting. The Club feel that the expansion will further enhance member's skills, encourage new shooters and increase visitors to town.

The excavation required to be undertaken will involve loading clean gravel into a tipper to be removed from the site.

**ATTACHMENT 10.1.4.1**

**COMMENT/ DETAILS**

The Shire is keen to support the ongoing development of local clubs. The WBCTC's proposed expansion is particularly important as the Club has the potential to increase visitors to the town exponentially. The Club is the only club outside of Perth and Geraldton with certain shooting facilities and the expansion into Skeet Shooting will open up the opportunities for the club considerably.

It is important that requests such as these which are over \$500.00 are formalised into a financial amount and reported on within the budget process to ensure transparency and accountability.

The Shire administration requests Council authorisation to support the WBCTC with this request.

**CONSULTATION**

John Gentle Club Captain

**STATUTORY/ LEGAL ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Use of the excavator with an operator for the day under the Shire's private works arrangements is costed out at \$170.00/per hour. The Gun Club have requested the use of the excavator for one day which would amount to \$1360.00. Council has capacity within the budget to support minor requests of this nature by local clubs in the Shire.

**STRATEGIC IMPLICATIONS**

**Community Strategic Plan 2013-2023**

**Goal 5 – A strong and effective Organisation**

*Outcome 5.2: Accountable decision making and resource allocation through effective governance*

**Strategy 5.2.1:** Ensure the Council's decision making process is effective and transparent

**Strategy 5.2.3:** Ensure appropriate funds are available to implement current and future action plans

**VOTING REQUIREMENT**

Absolute Majority

**OFFICER RECOMMENDATION**

That Council authorise the wet hire of the excavator as a donation to the Wandering Boddington Clay Target Club to the value of \$1360.00 (one days hire).

**COUNCIL DECISION – ITEM 10.1.4**

**MOVED:** Cr Dowsett  
Gowland

**SECONDED:** Cr

That Council authorise the wet hire of the excavator as a donation to the Wandering Boddington Clay Target Club to the value of \$1360.00 (one days hire).

**CARRIED 5/0**



**10.2 BUILDING AND PLANNING REPORTS**

**COUNCIL DECISION – Cr Dowsett’s Interest in Item 10.2**

Councillors voted on whether Cr Dowsett’s interest was trivial in nature and whether it was appropriate to be included in the item discussion and vote.

**MOVED: Cr Gowland**

**SECONDED: Cr Price**

The remaining Councillors agreed that Cr Dowsett’s interest was trivial in nature and agreed that Cr Dowsett could partake in discussion and vote.

**CARRIED 4/0**

**10.2.1 PROPOSED RELOCATION OF BUILDING ENVELOPE AND CONSTRUCTION OF AN OUTBUILDING – LOT 89 REDGUM COURT, WANDERING**

<b>FILE REFERENCE:</b>	A448
<b>PROPOSERS:</b>	Jarrold and Theresa Wigham (Landowners)
<b>DISCLOSURE OF INTEREST:</b>	Cr Dowsett
<b>DATE:</b>	11/07/2016
<b>PREVIOUSLY BEFORE COUNCIL:</b>	N/A
<b>AUTHORS NAME &amp; POSITION:</b>	Christopher Lodge (Senior Town Planner, Shire of Kalamunda)
<b>ATTACHMENTS:</b>	Attachment 1 – Site/Location Plans Attachment 2 – Floor Plan and Elevations
<b>NATURE OF COUNCIL’S ROLE IN THE MATTER:</b>	Legislative

**PURPOSE OF THE REPORT**

This report recommends that a planning application submitted by Jarrod and Theresa Wigham (Landowners) to relocate a building envelope and construct an outbuilding at Lot 89 Redgum Court, Wandering, be approved subject to appropriate conditions.

**BACKGROUND**

*Site Location and Context*

The subject site is located within the Blackboy Springs subdivision, which is approximately 7km southwest of the Wandering Townsite. The site is zoned Rural Residential under the Shire’s Town Planning Scheme No. 3 (TPS 3). The property is approximately 5 hectares in size and currently does not contain any buildings. Some mature vegetation exists in the north-west (rear) part of the lot.

*Details of the Application*

Based on the information and plans provided in support of the application, planning approval is sought for the following:

1. Relocation of an existing 1,606m<sup>2</sup> building envelope, as follows:
  - a. The existing building envelope is located in a central location at the front of the property.

- b. The proposed new building envelope location is to the rear of the property, setback 20m from the west (rear) and south (side) boundaries.
2. The construction of a 167.5m<sup>2</sup> outbuilding with the following characteristics:
    - a. Proposed floor plan dimensions are 15.3m long by 10.95m wide;
    - b. A maximum wall height of 4.15 metres and ridge height of 5.61 metres;
    - c. An approximate setback of 25 metres from the west (rear) boundary and 40 metres from the south (side) boundary;
    - d. Located within the proposed new building envelope location;
    - e. Sliding door on each of the longer sides; and
    - f. Constructed of steel frame and sheeting.

### COMMENT/DETAILS

#### Town Planning Scheme No. 3

The subject site is zoned 'Rural Residential' under the Shire of Wandering's TPS 3. The objectives outlined under TPS 3 for Rural Residential zoned land is as follows:

- a) *to select areas wherein closer subdivision will be permitted to provide for such uses as hobby farms, horse breeding, rural-residential retreats, and rural-based commercial uses that are consistent with a rural residential zone.*
- b) *to generally select areas that are within approximately 8 kilometres of the town of Wandering to facilitate the provision of services to residents.*
- c) *to make provision for retention of the rural landscape and amenity in a manner consistent with the orderly and proper planning of such areas.*
- d) *having regard for the size of the district, the fragile nature of the environment in many places, and the difficulties faced by the local government in providing services away from the town of Wandering, the local government will generally favour Rural-Residential zones be located close to the town of Wandering and then only where the environmental impacts are manageable.*

#### *Building Envelope*

A building envelope is defined under TPS 3 as follows:

*"building envelope: means an area of land within a lot marked on a plan approved by the local government within which all buildings and effluent disposal facilities on the lot must be contained."*

The existing building envelope is located in a central location at the front of the property and the proposed new building envelope location is to the rear of the property, setback 20m from the west (rear) and south (side) boundaries (refer to Attachment 1).

The relocation of the building envelope will not result in any clearing of vegetation on the lot and is not considered to result in an adverse amenity impact from a planning perspective. However it is important to note that the relocation of the building envelope may result in bushfire risk implications for the development of habitable buildings in the new building envelope location, given the site is located in a Bushfire Prone Area. While the development of an outbuilding does not in itself require consideration of the bushfire risk, any future dwelling will need to be assessed for its Bushfire Attack Level and may require additional construction standards or siting requirements.

In view of the above, no objection is raised to the relocation of the building envelope, however an advice note should be applied to the approval which makes the applicant/owner aware of the potential future bushfire risk implications of the new building envelope, and in the event that new habitable buildings are required to be sited outside of the new building envelope area, this will require planning approval from the Shire.

#### *Outbuilding*

The development of an outbuilding, where the site does not contain any development of a single house or other use class, is appropriately defined as 'Storage'. Under the terms of LPS No.3, the use class Storage is not listed. Pursuant to clause 4.4.2 of TPS 3, where a land use is not specifically mentioned in the Zoning Table, the Shire may:

- a) *determine that the use is consistent with the objectives of the particular zone and is therefore permitted; or*
- b) *determine that the proposed use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of clause 9.4 in considering an application for planning approval; or*
- c) *determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted.*

In this instance, the outbuilding is proposed to be used for storage only, which is not in itself considered to be contrary to the general objectives of TPS 3. It is common for outbuilding developments to precede the construction of a development on rural land. There is no reason to consider that the application is not bona fide in this respect. For this reason, it is considered appropriate that the use is consistent with the objectives of the Rural Residential zone and is therefore permitted. It is also considered that the nature of the application does not necessitate advertising under TPS 3.

It is considered appropriate that a condition be applied to the development approval to ensure that the colour of the outbuilding is consistent with the styles and colours of other buildings in the area.

#### Town Planning Policy – Outbuildings; Residential and Rural Residential Zones

Under the provisions of the outbuildings policy, based on a lot size of 5 hectares, the subject site is permitted an outbuilding with an area of 150m<sup>2</sup>, wall height of 3 metres and maximum height of 4 metres. The proposed outbuilding exceeds these requirements with an area of 167.5m<sup>2</sup>, wall height of 4.15m and maximum height of 5.61m. Accordingly, a performance-based assessment has been undertaken against the general objectives of the outbuildings policy, as follows:

- **To provide clear standards as to what constitutes an acceptable type of outbuilding on certain land types.**

As discussed above, the outbuilding is not considered to be inconsistent with the objectives of the Rural Residential zone. Therefore consideration should primarily relate to the design and siting of the building to ensure an appropriate visual amenity outcome.

- **To ensure that the style, materials, condition and design of an outbuilding are acceptable and in keeping with community standards.**

The footprint of the proposed outbuilding is 17.5m<sup>2</sup> greater than what is ordinarily permitted and the height is 1.15m – 1.61m greater than the allowable heights under the outbuildings policy. In respect to the visual impact of the proposed outbuilding, its location is approximately 200 metres from Redgum Court, 25 metres from the west (rear) boundary and 40 metres from the south (side) boundary. Furthermore, the outbuilding will be over 150m away from the nearest residence to the south of the site. The proposed outbuilding complies with the site requirements under clause 5.16.1 of TPS 3.

In the context of the size of the lot, the relatively minor nature of the size variation to that permitted, and the significant distances from the road and surrounding dwellings, the size of the outbuilding is not considered to unduly impact on the amenity of the area. In this respect, the proposed outbuilding is supported in terms of its size and location.

- **To provide a process for approving outbuildings.**

It is noted that an outbuilding can be considered under the provisions of TPS 3 and the outbuildings policy.

#### **CONCLUSION**

Following assessment of the application, the proposal is supported for the following reasons:

- The proposed building envelope is not considered to result in any adverse amenity impacts; and
- The outbuilding is not considered to unduly impact on the amenity of the area.

As such, it is recommended that Council approve the application subject to the imposition of conditions to ensure the development proceeds in a proper and orderly manner.

#### **CONSULTATION**

Not required

#### **STATUTORY & LEGAL ENVIRONMENT**

Planning & Development Act (2005)

Shire of Wandering Town Planning Scheme No.3

## **POLICY IMPLICATIONS**

Shire of Wandering Town Planning Policy - 'Outbuildings; Residential and Rural Residential Zones'

## **FINANCIAL IMPLICATIONS**

Nil

## **STRATEGIC IMPLICATIONS**

**Community Strategic Plan 2013-2023**

**Goal 3 – Development that is in keeping with the Rural Landscape**

Outcome 3.1: Vibrant Rural Planning and Development

**Strategy 3.1.1:** Promote and encourage variety in land use planning

**Strategy 3.1.4:** Promote diversity in residential and commercial developments

**Goal 5 – A strong and Effective Organisation**

Outcome 5.2: Accountable decision making and resource allocation through effective governance.

**Strategy 5.2.1:** Ensure Council's decision making process is effective and transparent

## **VOTING REQUIREMENTS**

Simple Majority

## **OFFICER RECOMMENDATION**

That Council **APPROVE** the application for planning approval submitted by Jarrod and Theresa Wigham (Landowners) to relocate a building envelope and construct an outbuilding at Lot 89 Redgum Court, Wandering, in accordance with the information and plans submitted in support of the application subject to compliance with the following conditions and advice notes:

### Conditions

1. The development is to be undertaken in a manner consistent with the information and plans submitted in support of the application.
2. A site plan to scale shall be submitted and approved by the Shire of Wandering prior to the commencement of building works, clearly showing the following:
  - a. Dimensions of the proposed building envelope; and
  - b. Setbacks of the building envelope to all boundaries and vegetation.
3. The approved outbuilding shall not be used for commercial, industrial or habitable purposes. Prior to the commencement of building works, the applicant(s)/owner(s) shall provide the Local Government with a written undertaking that the outbuilding constructed will only be used for the purpose permitted by this approval and within the zone in which it is located, under the provisions of the Scheme.
4. The exterior of the outbuilding shall be finished in a manner that is consistent with the colours and styles of the surrounding buildings to the satisfaction of the Shire of Wandering. Details shall be submitted to and approved by the Shire of Wandering, prior to the submission of a building permit application.
5. All stormwater generated by the proposed development shall be managed and disposed of to the specifications and satisfaction of the Shire of Wandering.

### Advice Notes

1. The development shall be completed within a period of two (2) years from the date of this approval. If the development is not completed within this period the approval will lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the Shire of Wandering having first been sought and obtained.
2. The applicant(s)/owner(s) are advised that a Bushfire Attack Level assessment will be required to be prepared and submitted to the Shire of Wandering for any habitable buildings on the subject site. Where a habitable building is required to be located outside of the designated building envelope as a result of bushfire risk, the applicant is r

3. required to seek the Shire's planning approval for the development.
4. A completed building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any construction or erection on the land.
5. No construction works shall commence on the land prior to 7am without the Shire's written approval.
6. Failure to comply with any of the conditions of this planning approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Wandering Town Planning Scheme No.3 and may result in legal action being initiated by the local government.

**COUNCIL DECISION – ITEM 10.2.1**

**MOVED: Cr Gowland**

**SECONDED: Cr Ferguson**

That Council **APPROVE** the application for planning approval submitted by Jarrod and Theresa Wigham (Landowners) to relocate a building envelope and construct an outbuilding at Lot 89 Redgum Court, Wandering, in accordance with the information and plans submitted in support of the application subject to compliance with the following conditions and advice notes:

Conditions

6. The development is to be undertaken in a manner consistent with the information and plans submitted in support of the application.
7. A site plan to scale shall be submitted and approved by the Shire of Wandering prior to the commencement of building works, clearly showing the following:
  - a. Dimensions of the proposed building envelope; and
  - b. Setbacks of the building envelope to all boundaries and vegetation.
8. The approved outbuilding shall not be used for commercial, industrial or habitable purposes. Prior to the commencement of building works, the applicant(s)/owner(s) shall provide the Local Government with a written undertaking that the outbuilding constructed will only be used for the purpose permitted by this approval and within the zone in which it is located, under the provisions of the Scheme.
9. The exterior of the outbuilding shall be finished in a manner that is consistent with the colours and styles of the surrounding buildings to the satisfaction of the Shire of Wandering. Details shall be submitted to and approved by the Shire of Wandering, prior to the submission of a building permit application.
10. All stormwater generated by the proposed development shall be managed and disposed of to the specifications and satisfaction of the Shire of Wandering.

Advice Notes

7. The development shall be completed within a period of two (2) years from the date of this approval. If the development is not completed within this period the approval will lapse and be of no further effect. Where an approval has lapsed, no development shall be carried out without the further approval of the Shire of Wandering having first been sought and obtained.
8. The applicant(s)/owner(s) are advised that a Bushfire Attack Level assessment will be required to be prepared and submitted to the Shire of Wandering for any habitable buildings on the subject site. Where a habitable building is required to be located outside of the designated building envelope as a result of bushfire risk, the applicant is required to seek the Shire's planning approval for the development.
9. A completed building permit application must be submitted to and approved by the Shire's Building Surveyor prior to the commencement of any construction or erection on the land.
10. No construction works shall commence on the land prior to 7am without the Shire's written approval.
11. Failure to comply with any of the conditions of this planning approval constitutes an offence under the provisions of the *Planning and Development Act 2005* and the Shire of Wandering Town Planning Scheme No.3 and may result in legal action being initiated by the local government.

CARRIED 5/0

**\*\* Building envelope was previously approved at the December 2015 meeting**

**10.3 COMMUNITY SERVICES REPORTS**

Nil

**10.4 CORPORATE SERVICES**

**10.4.1 FINANCIAL STATEMENTS FOR THE PERIOD ENDED 30 June 2016**

<b>FILE REFERENCE:</b>	10.1.16
<b>PROPOSERS:</b>	Nil
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	11 July 2016
<b>PREVIOUSLY BEFORE COUNCIL:</b>	N/A
<b>AUTHORS NAME &amp; POSITION:</b>	Durga Ojha, Manager Finance & Administration
<b>NATURE OF COUNCIL'S ROLE IN THE MATTER:</b>	Legislative

**PURPOSE OF THE REPORT**

In accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, the Shire is to prepare a monthly Statement of Financial Activity for consideration by Council.

The monthly financials for the month of June 2016 are presented for Council's consideration.

**BACKGROUND**

In accordance with Local Government (Financial Management) Regulation 1996 34(1), local governments are required to prepare, each month, a statement of financial activity reporting on revenue and expenditure for the month in question. The statement of financial activity is to be presented at an ordinary meeting of Council within two (2) months after the end of the month to which the statement relates.

The statement of financial activity for the period ending 30 June 2016, financial statements, bank reconciliations, list of accounts paid for the periods ending 30 June 2016 are hereby presented for Council's information.

**COMMENT/ DETAILS**

Council is requested to accept the Monthly Financial Report for the period ended 30 June 2016, Bank Reconciliations and List of Payments 30 June 2016, as presented.

Monthly Financial Report for the period ending 30 June 2016.

**ATTACHMENT 10.4.1**

List of Payments 30 June 2016.

**ATTACHMENT 10.4.1.1**

Bank Reconciliations & Bank Statements (Muni A/C) 30 June 2016.

**ATTACHMENT 10.4.1.2**

Bank Reconciliations & Bank Statements (Investment A/C) 30 June 2016.

**ATTACHMENT 10.4.1.3**

Bank Reconciliations & Bank Statements (Trust A/C) 30 June 2016.

**ATTACHMENT 10.4.1.4**

#### **CONSULTATION**

Chief Executive Officer  
Finance Officer

#### **STATUTORY/ LEGAL ENVIRONMENT**

Section 6.4 Local Government Act 1995, Part 6 – Financial Management, and regulation 34 Local Government (Financial Management) Regulation 1996.

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Financial implications and performance to budget are reported to Council on a monthly basis.

#### **STRATEGIC IMPLICATIONS**

**Community Strategic Plan 2013-2023**

**Goal 5 – A strong and Effective Organisation**

Outcome 5.2: Accountable decision making and resource allocation through effective governance.

**Strategy 5.2.1:** Ensure Council's decision making process is effective and transparent

**Strategy 5.2.3:** Ensure appropriate funds are available to implement current and future action plans

#### **VOTING REQUIREMENT**

Simple Majority

#### **OFFICER RECOMMENDATION**

**That Council**

1. Endorse all cheque, EFT, BPay, salary & wages, transport payments, transfers to investments, credit card payments and other direct debits and transfers as listed from the Municipal and Trust Fund totalling \$317,724.31 for the period ending 30 June 2016.
2. Receive the bank reconciliations & bank statements for the period ended 30 June 2016.
3. Receive the financial statements for the period ended 30 June 2016.

#### **COUNCIL DECISION – ITEM 10.4.1**

**MOVED: Cr Dowsett**

**SECONDED: Cr Price**

**That Council**

1. Endorse all cheque, EFT, BPay, salary & wages, transport payments, transfers to investments, credit card payments and other direct debits and transfers as listed from the Municipal and Trust Fund totalling \$317,724.31 for the period ending 30 June 2016.
2. Receive the bank reconciliations & bank statements for the period ended 30 June 2016.
3. Receive the financial statements for the period ended 30 June 2016.

**CARRIED 5/0**

**10.4.2 ADOPTION OF THE 2016/17 BUDGET**

**FILE REFERENCE:** 10.4.1.1

**PROPOSERS:** Nil

**DISCLOSURE OF INTEREST:** Nil

**DATE:** 12 July 2016

**PREVIOUSLY BEFORE COUNCIL:** N/A

**AUTHORS NAME & POSITION:** Amanda O'Halloran, CEO & Durga Ojha, Manager Finance & Administration

**NATURE OF COUNCIL'S ROLE IN THE MATTER:** Legislative

**PURPOSE OF THE REPORT**

To consider and adopt the Municipal Fund Budget for the 2016/17 financial year together with supporting schedules, including imposition of rates and minimum payments, adoption of fees and charges and other consequential matters arising from the budget papers.

**BACKGROUND**

The draft 2016/17 budget has been compiled based on the principles contained within the Strategic Community Plan and the Long Term Financial Plan. The 2016/17 draft budget has been prepared in accordance with the presentations made to Councillors at the 3 budget workshops held between April and July 2016.

The proposed differential rates were approved by Council on the 16 June 2016 and advertised for the public to comment by 4.30 pm on 13 July 2016. No submissions were received when the public comment period closed.

**COMMENT/ DETAILS**

**ATTACHMENT 10.4.2 & 10.4.2.1**

The budget has been prepared to include information required by the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996* and the Australian Accounting Standards. The main features of the draft budget include:

- The budget has been prepared with a 7% rate increase in line with financial plans contained within the Long Term Financial Plan and operational requirements pertinent to the financial climate and Council's current financial position. This increase applies to all differential general rate categories.

• Rating Category	Rates in a Dollar	Minimum Rates Payment
GRV - Special Use	0.10186	\$1019
GRV- Residential	0.08453	\$835
UV- Rural Residential	0.00916	\$1019
UV- Rural Mining	0.00622	\$1007
UV - Rural	0.00622	\$1007



- Fees and Charges have been reviewed and where increases have occurred these have generally increased up to 5% and are itemised in the draft budget. There is the inclusion of a number of new items
  - Equipment Hire
  - Re-Opening of Grave
  - Application of Keeping more than 2 dogs at the property
  - Treatment Room Hire
  - Group Caravan Park Booking
  - Low Loader Hire
  - Casual Commercial Venue Hire
  - New Food Business Registration fees
  - New Fees and Charges under the Building Act
  
- Household and commercial waste charges and charges for depositing at the Wandering Waste Transfer Station are proposed to increase up 1.3%.
  
- The recurrent operating budget included an overall increase of 5% (although individual line items may vary from this based on specific factors affecting each of these) and continues the focus on improved service delivery to the community. There is no increase in staff numbers planned in this budget, numbers have decreased by 2.0 FTE.
  
- A capital works programme totalling \$1,671,863 is included. Expenditure on road & bridge infrastructure is the major component of the capital budget (\$1,338,714) in line with Council's strategy to increase the investment in road and associated assets.
  
- A calculated surplus of \$47,733 is anticipated to be brought forward from 30 June 2016. However this is unaudited and may change. Any change will be addressed as part of a future budget review. The surplus comprises of grants that were received early but are actually for expenditure in the 2016/17 budget.
  - CRC Network Branding Grants of \$140,000 – received 15 June 2016
  - DFES (Bush Fire Brigade Grant) \$7,375 – first instalment received 30 June 2015
  
- Principal additional grant funding for the year is estimated from:
 

▪ Financial Assistance Grant	\$477,214.00
▪ Additional Financial Assistance Grants for Bridges	\$138,000.00
▪ Additional Grants for Bridges from Main Roads WA	\$ 69,000.00
▪ Regional Road Group	\$234,432.00
▪ Roads to Recovery	\$342,000.00
▪ Black Spot Funding	\$295,275.00
▪ DFES Bush Fire Brigade Grant	\$ 22,125.00
• Department for Regional Development, CRC Service Grant	\$113,574.00

## CONSULTATION

Councillors  
Chief Executive Officer

While no specific consultation has occurred on the draft 2016/17 budget, community consultation and engagement has previously occurred during the development of the Community Strategic Plan from which other plans and direction have been formulated. In addition, the proposed differential rates were advertised in the West Australian on the 18 June 2016 and the Wandering Echo on the 1 July 2016.

Extensive internal consultation has occurred through briefings and workshops with elected members.

## STATUTORY/ LEGAL ENVIRONMENT

Section 6.2 of the *Local Government Act 1995* requires that not later than the 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (Absolute Majority required) in the form and manner prescribed, a budget for its municipal fund for the financial year ending the following 30 June.

Division 5 and 6 of Part 6 of the *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The draft 2016/17 budget as presented is considered to meet statutory requirements.

**POLICY IMPLICATIONS**

The Budget is based on the principals contained within the Strategic Community Plan, Corporate Business Plan and Long Term Financial Plan.

**FINANCIAL IMPLICATIONS**

Specific financial implications are outlined in the detailed section of this report and as itemised in the draft 2016/17 budget attached for adoption.

**STRATEGIC IMPLICATIONS**

**Community Strategic Plan 2013-2023**

**Goal 5 – A strong and effective Organisation**

*Outcome 5.2: Accountable decision making and resource allocation through effective governance*

**Strategy 5.2.1:** Ensure the Council's decision making process is effective and transparent

**Strategy 5.2.3:** Ensure appropriate funds are available to implement current and future action plans

**VOTING REQUIREMENT**

Absolute Majority

**OFFICER RECOMMENDATION**

**That Council:**

**PART A – MUNICIPAL FUND BUDGET FOR 2016/17**

Pursuant to the provisions of section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, the Council adopt the Municipal Fund budget as contained in **ATTACHMENT 10.4.2** of this agenda for the Shire of Wandering for the 2016/17 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type on page (2) shows a net result for that year of \$396,644.00
- Statement of Comprehensive Income by Program on page ( 3) shows a net result for that year of \$396,644.00
- Statement of Cash Flows on page (5) shows the closing cash balance for that year of \$187,566
- Rate Setting Statement on page (6) shows an amount required to be raised from general rates of \$863,148
- Notes to and Forming Part of the Budget on pages (7 to 34)
- Transfers to and from Reserves as detailed in page (30)

**ABSOLUTE MAJORITY REQUIRED**

**COUNCIL DECISION – ITEM 10.4.1 – PART A**

**MOVED: Cr Gowland**

**SECONDED: Cr Ferguson**

Pursuant to the provisions of section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, the Council adopt the Municipal Fund budget as contained in **ATTACHMENT 10.4.2** of this agenda for the Shire of Wandering for the 2016/17 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type on page (2) shows a net result for that year of \$396,644.00
- Statement of Comprehensive Income by Program on page ( 3) shows a net result for that year of \$396,644.00
- Statement of Cash Flows on page (5) shows the closing cash balance for that year of \$187,566
- Rate Setting Statement on page (6) shows an amount required to be raised from general rates of \$863,148
- Notes to and Forming Part of the Budget on pages (7 to 34)
- Transfers to and from Reserves as detailed in page (30)

**CARRIED 5/0**

**PART B – DIFFERENTIAL RATES, INSTALLMENT PAYMENT ARRANGEMENTS**

1. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, Council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following differential general rates and minimum payments on Gross Rental and Unimproved Values.

1.1 Differential Rates

• GRV- Special Use	10.186 cents in the dollar
• GRV- Residential	8.453 cents in the dollar
• UV – Rural Residential	0.916 cents in the dollar
• UV – Rural Mining	0.622 cents in the dollar
• UV – Rural	0.622 cents in the dollar

1.2 Minimum Payments

• GRV- Special Use	\$1019
• GRV- Residential	\$835
• UV – Rural Residential	\$1019
• UV – Rural Mining	\$1007
• UV – Rural	\$1007

2. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, council nominates the following due dates for the payment in full by instalments:
  - Full Payment and 1<sup>st</sup> instalment due date 31 August 2016
  - 2<sup>nd</sup> quarterly instalment due date 31 October 2016
  - 3<sup>rd</sup> quarterly instalment due date 31 December 2016
  - 4<sup>th</sup> quarterly instalment due date 1 March 2017
3. Pursuant to Section 6.46 of the *Local Government Act 1995*, council offers a discount of 5% to ratepayers who have paid their rates in full, including arrears, waste and service charges, on or before the 31 August 2016
4. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, council adopts an instalment administration charge of \$30.00 per instalment option.
5. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.
6. Pursuant to section 6.51(1) and subject to section 6.51(4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of 11% for rates (and service charges) and costs of proceeding to recover such charges that remains unpaid after becoming due and payable.

**ABSOLUTE MAJORITY REQUIRED**

**COUNCIL DECISION – ITEM 10.4.1 – PART B**

**MOVED: Cr Dowsett**

**SECONDED: Cr Ferguson**

1. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, Council pursuant to sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following differential general rates and minimum payments on Gross Rental and Unimproved Values.

1.1 Differential Rates

GRV- Special Use	10.186 cents in the dollar
GRV- Residential	8.453 cents in the dollar

UV – Rural Residential	0.916 cents in the dollar
UV – Rural Mining	0.622 cents in the dollar
UV – Rural	0.622 cents in the dollar

1.2 Minimum Payments

GRV- Special Use	\$1019
GRV- Residential	\$835
UV – Rural Residential	\$1019
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2. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, council nominates the following due dates for the payment in full by instalments:
  - Full Payment and 1<sup>st</sup> instalment due date 31 August 2016
  - 2<sup>nd</sup> quarterly instalment due date 31 October 2016
  - 3<sup>rd</sup> quarterly instalment due date 31 December 2016
  - 4<sup>th</sup> quarterly instalment due date 1 March 2017
3. Pursuant to Section 6.46 of the *Local Government Act 1995*, council offers a discount of 5% to ratepayers who have paid their rates in full, including arrears, waste and service charges, on or before the 31 August 2016
4. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, council adopts an instalment administration charge of \$30.00 per instalment option.
5. Pursuant to section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.
6. Pursuant to section 6.51(1) and subject to section 6.51(4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, Council adopts an interest rate of 11% for rates (and service charges) and costs of proceeding to recover such charges that remains unpaid after becoming due and payable.

**CARRIED 5/0**

PART C – GENERAL FEES AND CHARGES FOR 2016/17

Pursuant to section 6.16 of the *Local Government Act 1995*, council adopts the Fees and Charges included at pages 1 to 9 inclusive of the fees & Charges 2016/17 included as **ATTACHMENT 10.4.2 .1** of this agenda and minutes.

**ABSOLUTE MAJORITY REQUIRED**

**COUNCIL DECISION – ITEM 10.4.1 – PART C**

**MOVED: Cr Price**

**SECONDED: Cr Dowsett**

Pursuant to section 6.16 of the *Local Government Act 1995*, council adopts the Fees and Charges included at pages 1 to 9 inclusive of the fees & Charges 2016/17 included as **ATTACHMENT 10.4.2 .1** of this agenda and minutes.

**CARRIED 5/0**

PART D – OTHER STATUTORY FEES FOR 2016/17

1. Pursuant to section 53 of the *Cemeteries Act 1986* the council adopts the Fees and Charges for the Wandering Cemetery included at page 3 of the draft fees and Charges included as **ATTACHMENT 10.4.2.1** of this agenda and minutes.
2. Pursuant to section 245A(8) of the *Local Government (Miscellaneous Provisions) Act 1960* the council adopts a swimming pool inspection fee of \$57.45 included at page 7 of the draft 2016/17 fees and charges included as **ATTACHMENT 10.4.2.1** of this agenda and minutes.

3. Pursuant to section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, Council adopt the following charges for the removal and deposit of domestic and commercial waste:

**3.1. Residential Premises (including recycling) Wandering Town Site and Wandering Downs**

2.1.1 240 litre bin service - per annum - weekly removal of one 240 litre mobile garbage bin and fortnightly removal of one 240 litre mobile recycling bin + 1 tip pass pa (disposal of one trailer 6x4)  
\$ 385.00pa

**2.2 Commercial Premises Wandering Town Site and Industrial Area**

2.1.2 240 litre bin service - per annum - weekly removal of one 240 litre mobile garbage bin and fortnightly removal of one 240 litre mobile recycling bin + 1 tip pass pa (disposal of one trailer 6x4)  
\$ 385.00pa

4. Pursuant to section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, and section 6.16 of the *Local Government Act 1995* council adopt the following charges for the deposit of domestic and commercial waste:

Charge	Description	Price
Call out Fee	Opening of Transfer Station out of Hours	\$110.00
Seasons Pass	Rural rubbish pass - for those properties that do not have a weekly 240 litre mobile bin service - includes 52 standard 240 litre bin drop offs per year of either Household Waste or Recycling <b>** Does not have to be weekly **</b>	\$130.00
Household Waste	per 240 litre bin	\$15.00
Household Waste	per cubic metre	\$40.00
Household Waste	per trailer 6x4	\$40.00
Household Waste	per tonne	\$120.00
Building Site Refuse Disposal	per building licence issued - for dwellings only	\$500.00
Commercial Refuse Disposal	disposal of commercial waste	\$330.00
Vehicle Body Dumping	disposal of car bodies at tip - per car	\$165.00
Recycling	per 240 litre bin	\$15.00
Recycling	per cubic metre	\$40.00
Recycling	per trailer 6x4	\$40.00
Animal Carcasses	small domestic - per carcase	\$20.00
Animal Carcasses	large - cattle, sheep, horse - per carcase	\$40.00
White goods - fridge, freezer, stoves, washing machine etc...	per item	\$22.00
Mattresses	per item	\$38.50
Car Tyre	per tyre	\$10.00
4WD Tyre	per tyre	\$15.00
Car / 4WD tyre on rim	per tyre	\$23.00
10 Litre waste oil and units thereafter	3.30 per 10 litres	\$3.30
Green Waste	<i>Must be separated from other waste or household waste charges apply</i>	No Charge
Clean fill	Clean sand etc, where it can be used on site	No Charge

**ABSOLUTE MAJORITY REQUIRED****COUNCIL DECISION – ITEM 10.4.1 – PART D****MOVED: Cr Ferguson****SECONDED: Cr Gowland**

1. Pursuant to section 53 of the *Cemeteries Act 1986* the council adopts the Fees and Charges for the Wandering Cemetery included at page 3 of the draft fees and Charges included as **ATTACHMENT 10.4.2.1** of this agenda and minutes.
2. Pursuant to section 245A(8) of the *Local Government (Miscellaneous Provisions) Act 1960* the council adopts a swimming pool inspection fee of \$57.45 included at page 7 of the draft 2016/17 fees and charges included as **ATTACHMENT 10.4.2.1** of this agenda and minutes.
3. Pursuant to section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, Council adopt the following charges for the removal and deposit of domestic and commercial waste:
  - 3.1 Residential Premises (including recycling) Wandering Town Site and Wandering Downs**
    - 2.1.1 240 litre bin service - per annum - weekly removal of one 240 litre mobile garbage bin and fortnightly removal of one 240 litre mobile recycling bin + 1 tip pass pa (disposal of one trailer 6x4)  
\$ 385.00pa
  - 3.2 Commercial Premises Wandering Town Site and Industrial Area**
    - a. 2.1.2 240 litre bin service - per annum - weekly removal of one 240 litre mobile garbage bin and fortnightly removal of one 240 litre mobile recycling bin + 1 tip pass pa (disposal of one trailer 6x4)
    - b. \$ 385.00pa
4. Pursuant to section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, and section 6.16 of the *Local Government Act 1995* council adopt the following charges for the deposit of domestic and commercial waste:

Charge	Description	Price
Call out Fee	Opening of Transfer Station out of Hours	\$110.00
Seasons Pass	Rural rubbish pass - for those properties that do not have a weekly 240 litre mobile bin service - includes 52 standard 240 litre bin drop offs per year of either Household Waste or Recycling <b>** Does not have to be weekly **</b>	\$130.00
Household Waste	per 240 litre bin	\$15.00
Household Waste	per cubic metre	\$40.00
Household Waste	per trailer 6x4	\$40.00
Household Waste	per tonne	\$120.00
Building Site Refuse Disposal	per building licence issued - for dwellings only	\$500.00
Commercial Refuse Disposal	disposal of commercial waste	\$330.00
Vehicle Body Dumping	disposal of car bodies at tip - per car	\$165.00
Recycling	per 240 litre bin	\$15.00
Recycling	per cubic metre	\$40.00
Recycling	per trailer 6x4	\$40.00
Animal Carcasses	small domestic - per carcase	\$20.00
Animal Carcasses	large - cattle, sheep, horse - per carcase	\$40.00
White goods - fridge, freezer, stoves, washing machine etc...	per item	\$22.00
Mattresses	per item	\$38.50

Car Tyre	per tyre	\$10.00
4WD Tyre	per tyre	\$15.00
Car / 4WD tyre on rim	per tyre	\$23.00
10 Litre waste oil and units thereafter	3.30 per 10 litres	\$3.30
Green Waste	<i>Must be separated from other waste or household waste charges apply</i>	No Charge
Clean fill	Clean sand etc, where it can be used on site	No Charge

**CARRIED 5/0**

**PART E – ELECTED MEMBERS’ FEES AND ALLOWANCES FOR 2016/17**

Pursuant to section 5.99 of the *Local Government Act 1995* and regulation 34 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual fee for payment of elected members in lieu of individual meeting attendance fees:

- Shire President \$4,000.00

**ABSOLUTE MAJORITY REQUIRED**

**COUNCIL DECISION – ITEM 10.4.1 – PART E**  
**MOVED: Cr Gowland** **SECONDED: Cr Price**

Pursuant to section 5.99 of the *Local Government Act 1995* and regulation 34 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual fee for payment of elected members in lieu of individual meeting attendance fees:

- Shire President \$4,000.00

**CARRIED 5/0**

**PART F - MATERIAL VARIANCE REPORTING FOR 2016/17**

In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and *AASB 1031 Materiality*, the level to be used in statements of financial activity in 2016/17 for reporting material variances shall be 10% or 5,000 whichever is the greater.

**Simple Majority**

**COUNCIL DECISION – ITEM 10.4.1 – PART F**  
**MOVED: Cr Dowsett** **SECONDED: Cr Price**

In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and *AASB 1031 Materiality*, the level to be used in statements of financial activity in 2016/17 for reporting material variances shall be 10% or 5,000 whichever is the greater.

**CARRIED 5/0**

**11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**  
 Nil

**12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**

**COUNCIL DECISION – ITEM 12.1**

**MOVED: Cr Dowsett** **SECONDED: Cr Gowland**  
 That Council considers the following Item as new business of an urgent nature

**CARRIED 5/0**

**COUNCIL Resolution to break for Afternoon Tea**

**MOVED: Cr Gowland** **SECONDED: Cr Ferguson**  
 That the Meeting be adjourned for afternoon tea at 2.02 pm

**CARRIED 5/0**

The meeting resumed at 2.26 pm

**MOVED: Cr Ferguson** **SECONDED: Cr Gowland**

**CARRIED 5/0**

**12.1.1 PROPOSED SHIRE OF WANDERING'S DOGS LOCAL LAW**

**FILE REFERENCE:** 16.1.3  
**PROPONENTS:** Nil  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 21 July 2016  
**PREVIOUSLY BEFORE COUNCIL:** N/A  
**AUTHORS NAME & POSITION:** Amanda O'Halloran, CEO  
**NATURE OF COUNCIL'S ROLE IN THE MATTER:** Legislative

**PURPOSE OF THE REPORT**  
 To obtain Council's approval for a proposed Dog Local Law and authorisation to proceed with the necessary procedure.

**BACKGROUND**

It has come to Council's attention it does not have a current Local Law relating to the control of dogs in its area and relies instead on the provisions contained within the Dog Act 1976. In particular, there is no ability to limit the number of dogs on a property. Council currently gives permission to residents requesting more than 2 dogs in a residential area, however without a current gazetted local law, residents are able to have up to six dogs under the Dog Act 1976, and the same applies to rural residential areas.

Key areas that require specific attention in the Local Law relate to:

- The ability to set up a pound
- Areas where dogs are prohibited
- Fencing requirements
- Limitation of dog numbers



- The establishment of kennels
- Fines and penalties

Council has recently had difficulty dealing with occupiers and residents in relation to these matters given the broad nature of the Act. A dog Local Law helps the Council and Ranger Services to provide controls and enforcement provisions to ensure that dog owners must take all measures for their dogs not to be a nuisance to the community and cause harm to children and people in public places, and for the safety and good governance of people in the area.

A draft for a Local Dog Law has been produced for Council's consideration, the purpose of the Dog Local Law is control dogs within the Wandering town site and rural residential areas of the Shire, resulting in the affective and fair control of dogs in the area.

#### **COMMENT/ DETAILS**

##### **Dog Pounds**

Whilst the draft local law contains provisions for the establishment of a dog pound, the inclusion of the provisions does not require the council to establish a pound.

Including these provisions within the local law would allow the council to establish a pound should it chose to do so at some future point.

##### **Dog Fouling**

The draft local law creates an offence whereby the owner of the dog fails to remove dog excrement from a street or public place.

##### **Fencing Requirements**

The Dog Act does not contain provisions to define the standard of fencing on properties that contain dogs. The draft local law sets out detailed provisions for the containment of dogs on properties.

##### **Limitation of Dog Numbers**

The Dog Act allows a local government to limit the number of dogs over three months of age that are kept on a premises. The draft local law seeks to limit the maximum number of dogs on premises within the Wandering town site to two. This provision would take effect shortly after the gazettal of the local law and any person with more than two dogs at that time would need to seek an exemption from the provisions of the local law. Council would be able to grant exemptions and these exemptions can be subject to conditions.

##### **Kennels**

The draft local law defines in some detail the conditions for the creation of kennels. Under the current Town Planning Scheme commercial kennels are not permitted within the Wandering Town site. Outside of this area kennels are a permitted use and would be subject to a planning approval being granted.

##### **Fines and Penalties**

The maximum penalty allowed under the Dog Act is \$2,000 and for the purposes of the local law this sum has been reduced to \$500. Persons committing an offence under the local law can opt to pay a modified penalty instead of attending a court hearing. The modified penalty cannot be more than 20% of the maximum penalty, making the penalty in the draft local law \$100. The offences to which a penalty would apply are detailed in Schedule 2 of the draft local law.

##### **Next Steps**

The draft local law will be publicised for public consultation for a period of six weeks by the Shire administration placing public notices and details in local Shire of Wandering's Ordinary Council Meeting Minutes, on the Shire of Wandering website and information being available at the Shire office. Once the consultation period has closed Council will consider the comments received and decide whether to proceed with the gazettal of the Local Dog Law, with or without modifications.

#### **ATTACHMENT 12.1.1.1**

##### **Legislation**

Section 49 of the Dog Act specifies that local laws to regulate dogs are to be made in accordance with the process set out by sections 3.11 to 3.17 of the Local Government Act 1995.

The Act requires the person presiding at a Council meeting to give notice of the purpose and effect of the proposed local law by ensuring that the purpose and effect is included in the agenda for the meeting and that the minutes of the meeting include the purpose and effect of the proposed local law:

**Purpose**

The purpose of the proposed Dog Local Law is to make provisions about the impounding of dogs, to control the number of dogs that can be kept on the premises and the manner of keeping of those dogs, and to prescribe areas in which dogs are prohibited and dog exercise areas.

**Effect**

The effect of the proposed Local Law is to extend the controls over dogs which exist under the Dog Act 1976 and Regulations.

**CONSULTATION**

WA Contract Ranger Services, Shires of Pingelly, Northam, Cuballing and Merredin.

**STATUTORY/ LEGAL ENVIRONMENT**

*Local Government Act 1995* Sections 3.11 -3.17  
*Dog Act 1976*

**POLICY IMPLICATIONS**

Affixing the Shire of Wandering Common Seal Policy

**FINANCIAL IMPLICATIONS**

90% of the cost involved are covered in the 2016/2017 budget should the Dogs Local Law proceed. However, there will be a cost associated with the prescribed advertising in the *Gazette*.

**STRATEGIC IMPLICATIONS**

*Community Strategic Plan 2013-2023*

**Goal 5 – A strong and effective Organisation**

*Outcome 5.2: Accountable decision making and resource allocation through effective governance.*

**Strategy 5.2.1:** Ensure the Council's decision making process is effective and transparent.

**Strategy 5.2.2:** Ensure that the organisation's governance structure, policies and procedures are current and relevant.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION**

That Council:

1. Support the public release of draft Local Dog Law, outlined in Attachment 12.1.1.1, and require the document to be publicly advertised for a period of six (6) weeks.
2. In accordance with s3.12(3)(c) of the Act, a copy of the proposed local law be supplied to any person requesting it; and
3. The results be presented to Council for consideration of any submissions received.

**COUNCIL DECISION – ITEM 12.1.1**

**MOVED: Cr Dowsett**

**SECONDED: Cr Ferguson**

That Council:

1. Support the public release of draft Local Dog Law, outlined in Attachment 12.1.1.1, and require the document to be publicly advertised for a period of six (6) weeks.
2. In accordance with s3.12(3)(c) of the Act, a copy of the proposed local law be supplied to any person requesting it; and
3. The results be presented to Council for consideration of any submissions received.

**Carried 5/0**

**13 CONFIDENTIAL ITEMS**

Nil

**14 TIME AND DATE OF NEXT MEETING**

Next Ordinary Council meeting to be held on 18 August 2016 at 1:30pm.

15 CLOSURE OF MEETING 2.45 pm

<p><b>These Minutes were confirmed at the Ordinary Council Meeting on Thursday 18 August 2016.</b></p>
<p><b>Signed:</b> .....</p>
<p><b>Presiding Person at the meeting at which the minutes were confirmed</b></p>
<p><b>Date:</b> .....</p>

Unconfirmed Minutes

**ATTACHMENT 10.4.1.1**

**Shire of Wandering**

**Payment Listing for the period ending 31 July 2016**

Chq/EFT No	Date	Description	Amount
<b>Municipal Bank Account</b>			
EFT2456	07/07/2016	<b>Covs Parts Pty Ltd</b> Items purchased for maintenance on various vehicles - spark plugs, truck wash, 20L Kerosene	527.24
EFT2457	07/07/2016	<b>Consulting Chartered Engineers Paul G Robertson &amp; Associates</b> Site visit and report - includes vehicle & petrol reimbursement in relation to safety inspection report for Moramocking Road	1,427.25
EFT2458	07/07/2016	<b>Baymedia</b> Supply of new Wandering Banners for main street including artwork & graphic design	2,713.48
EFT2459	14/07/2016	<b>Stripey's Services</b> Cleaning of public conveniences x 10 days fixed rate 30/06/2016 to 13/07/2016	350.00
EFT2460	14/07/2016	<b>Shire of Wagin</b> Recoup of EHO costs to PPE 02/06/2016 & PPE 16/06/2016	1,514.23
EFT2461	14/07/2016	<b>Boddington Hardware &amp; Newsagency</b> Purchase of Bolts & Nuts for erecting road signs, Purchase of gas nozzle seals for repairs to various plant, Purchase of poly fitting for sundry plant, Gas Bottle refills 3kg & 9kg for depot, Supply of 10 star pickets for general road maintenance	234.25
EFT2462	14/07/2016	<b>Landgate</b> SLIP subscription services annual charge - includes SLIP licence management fee for 2016/2017 financial year	2,727.65
EFT2463	14/07/2016	<b>Avon Waste</b> 87 x Domestic Rubbish x 5 weeks, Transport of Domestic Waste to Perth Waste - 3rd, 10th, 17th, 24th & 31st May 2016, 87 x Recycling Services, Additional Recycling Service - Shire Office, Bulk Recycling for the month of May 2016, Clearing of Transfer Station Bins - 10th & 24th May 2016, Transport of Transfer station waste to Perth Waste Site - 10th & 24th May 2016	3,888.20
EFT2464	14/07/2016	<b>Hotham Mechanical</b> Replace tyres and service stand pipe trailer for fire brigade & Carry out full service and checkover - includes labour, hydraulic fluid & waste disposal on PEX1 Excavator	1,215.50
EFT2465	14/07/2016	<b>Road Signs Australia</b> Various aluminium signs - Gravel Road, Crest, Road Narrows - for use on shire roads	228.80
EFT2466	14/07/2016	<b>Startrack Express</b> Freight for Fire Brigade PPE from Stewart & Heaton & freight for supafit seatcovers	135.24
EFT2467	14/07/2016	<b>The Workwear Group</b> Uniforms for Shire Staff - Tricia Brown, Amanda O'Halloran & Helen Mark & Monica Treasure	1,253.99
EFT2468	14/07/2016	<b>ENZED Fremantle</b> Supply and install new hoses on Volvo Excavator 24/06/2016	576.25
EFT2469	14/07/2016	<b>Country Sparky Services</b> Replacement of 4 flourescent light fittings in shire office as per OHS requirements	597.30
EFT2470	14/07/2016	<b>LGIS Insurance Broking</b> Endorsement to insurance policy 28/01/2016 to 30/06/2016 for all plant hires that occur during the financial year 30/06/2015 to 30/06/2016 as listed on the Hire Vehicles Register	812.96
EFT2471	14/07/2016	<b>Brookton Plumbing</b> Pump out septic tank at 14 Down Street - Includes tracking form, dumping fees and travel	1,150.00

EFT2472	14/07/2016	<b>Wandering Auto Electrics</b> Replace lights and wiring as required on Boomerang Low Loader - includes 10 x clearance lights, 1 number plate light, conduit and labour	2,205.50
EFT2473	14/07/2016	<b>Wandering Smash Repairs</b> Excess for insurance claim for Volvo Excavator	300.00
EFT2474	14/07/2016	<b>Narrogin Pumps Solar &amp; Spraying</b> Purchase of new 3" pump GX200	990.00
EFT2475	14/07/2016	<b>Timbarra Trading</b> Supply of 2000m3 of gravel for Dwarda East Road	4,400.00
EFT2476	14/07/2016	<b>WA Contract Ranger Services</b> Ranger services performed 15th & 23rd June 2016 - Attend shire office, patrol town site and outer estates. Attend 5 White Street complaint and return to office and advise staff of outcome	467.50
EFT2477	14/07/2016	<b>Rob Curtis</b> Operating of waste transfer station 3rd/4th & 10/11th July 2016, 28/06/2016 - Clearing of roadside bins, 05/07/2016 - Clearing of roadside bins	782.00
EFT2478	14/07/2016	<b>Perthwaste Green Recycling</b> Commercial Waste Disposal for the month of May 2016	775.48
EFT2479	14/07/2016	<b>Integrated Fuel Services</b> Annual Fuel facility systems audit. Whilst on site <b>removed and replaced turbine motor and pump assembly</b> tested and placed into use. Conducted site audit inclusive of calibrations of all nozzles both unleaded and diesel, replaced two non compliant electroline digital segment display PCB's.	4,902.48
EFT2480	14/07/2016	<b>Resumes WA</b> Consultancy Fees for 27th, 29th & 30th June 2016	900.00
EFT2481	14/07/2016	<b>Spiffy Lawns &amp; Gardens</b> 30/06/2016 to 13/07/2016 - Mowing Shire Depot, council office, toilet block, community centre and reserve next to Watts St toilets, Plant seedlings at skate park - applying sand to holes due to clay, waterlogged soil, Clean and rake up skate park, Mow Gnowing street shire house, Plant seedlings at shire depot, Snip and spray kerb outside pub, snip and spray drain line in reserve next to telstra hub, Snip and spray petrol station and behind embankment, drain & verge along gnowing street and verge on Dunmall st	477.50
EFT2482	14/07/2016	<b>Narrogin Carpet Court</b> Supply & Installation of sunscreen blinds and new longrain carpet tiles to community centre foyer, Supply and install curtains to main bedroom at CEO Residence - Dunmall Drive, Supply & installation of 2 x vertical blinds at CEO residence for Sliding door	7,351.30
EFT2483	14/07/2016	<b>Thompson Building Industries</b> Progress Payment for renovations & alterations to Caravan Park Ablutions - Plastering finished	10,000.00
EFT2484	14/07/2016	<b>Ray White Narrogin</b> Property Condition Reports including initial inspection for all shire houses	2,200.00
EFT2485	22/07/2016	<b>Monica Beth Treasure</b> Purchase of morning tea, Popcorn for Movie Night, Rave Discounts, 2 new movies for movie night - School Holiday Activity	139.70
EFT2486	22/07/2016	<b>Best Office Systems</b> Black & White printing 6846 copies @ 0.008 cents, Colour printing 2794 copies @ 0.08 cents, GST	306.12
EFT2487	22/07/2016	<b>Avon Waste</b> 87 x Domestic Rubbish x 4 weeks, Transport of Domestic Waste to Perth Waste Site - 3rd, 10th, 17th, 24th & 31st May 2016, 87 x Recycling Services, Additional Recycling Service, Bulk Recycling for June 2016, Clearing Transfer stations bins - 7th & 21st June 2016, Transport of Waste Transfer Bins to Perth Waste Site - 7th & 21st June 2016	3,439.28
EFT2488	22/07/2016	<b>Fuel Distributors Of WA</b> Purchase of 15000L Diesel @ 1.00205 plus GST, Purchase of 7952L Unleaded Petrol @ 1.0096 plus GST	25,365.47
EFT2489	22/07/2016	<b>LGIS Insurance Broking</b> Motor Vehicle Insurance, Management Liability Insurance, Salary Continuance Insurance, Journey Injury Insurance, Travel Insurance, Personal Accident Insurance, Marine Cargo Insurance - all for the period 30/06/2016 to 30/06/2017	39,526.12

EFT2490	22/07/2016	<b>Boogie Roos</b> Boogie Roos sessions at Wandering Community Centre - sessions for Term 2, 2016	628.00
EFT2491	22/07/2016	<b>Quickfit Windscreens &amp; Narrogin Glass</b> Travel to 5 Dunmall house to reglaze broken glass door panel with 6.38 clear laminated safety glass	660.47
EFT2492	22/07/2016	<b>Resumes WA</b> 50 hours of Project Management to 31st July 2016 including disbursements in relation to Aged Friendly Grants	2,000.00
EFT2493	22/07/2016	<b>Thompson Building Industries</b> Progress Payment for roof on toilet block in relation to Caravan Park Ablution Upgrade	15,000.00
EFT2494	22/07/2016	<b>Marketforce</b> Advertisement for new Council Elections Local Government Notices Saturday 25/06/2016 West Australian Newspaper & West Australian Advertisement on Saturday 18/06/2016 for Intention to Levy Differential Rates in Local Government Notices	2,368.21
EFT2495	22/07/2016	<b>PH &amp; KE Gow (Licensed Surveyors)</b> Boundary redefinition - Lot 101 North Bannister Wandering Road (Ricks Road Corner) Including Travel and information searches	1,276.00
EFT2496	22/07/2016	<b>Australian Taxation Office</b> June BAS Return 2016	28,178.00
EFT2497	28/07/2016	<b>Stripey's Services</b> Cleaning of public toilets x 10 days fixed rate 14/07/2016 - 27/07/2016	350.00
EFT2498	28/07/2016	<b>Rob Curtis</b> Operating of Waste Transfer station for 17th/18th & 24th/25th July 2016, 19/07/2016 - Clearing of roadside bins, 25/07/2016 - Clearing of roadside bins, 19/07/2016 - Cleaning of Pumphrey's Bridge toilets	828.00
EFT2499	28/07/2016	<b>Spiffy Lawns &amp; Gardens</b> 14/07/2016 - Fertilise bulbs and fruit trees, spray weeds around council building and CRC, spray community centre oval for clover and broadleaf weeds. Spray toilet block also. Tidy up, snip CEO house boundary. Snip drain alley way between White St and Dowsett St, 19/07/2016 - Service Toro & Hustler machines, 21/07/2016 - Revisit tip revegetation, 21/07/2016 - Verge clean up Watts St, 26/07/2016 - Rip lines in for Tip revegetation site ready for planting - Grader used, 26/07/2016 - Mow reserves around town with Hustler	595.00
EFT2500	28/07/2016	<b>Simon Dexter</b> Reimbursement to Simon for Steel purchased from Midalia Steel for plant repairs	251.25
EFT2501	29/07/2016	<b>Brooks Hire Service Pty Ltd</b> Hire of Boomerang Multi Tyre Roller for the month of June 2016 for Ricks Road	3,740.00
EFT2502	29/07/2016	<b>H &amp; I Pubs Pty Ltd T/as Wandering Tavern</b> Supply of Milk for the month of May 2016 for the Shire & CRC	35.20
EFT2503	29/07/2016	<b>Thompson Building Industries</b> Progress payment for roof on patio in relation to Caravan Park Ablution Upgrade	10,000.00
13897	07/07/2016	<b>Telstra</b> Usage charges to 10/06/2016 & services and equipment rental to 10/07/2016 for all shire telephone lines & mobiles	985.71
13898	29/07/2016	<b>Shire of Wandering - Petty Cash</b> Money Orders for Shire Banking, Express Postage Bag for documents, Bulk Mail for CRC Training Courses, Refreshments for council meeting - IGA Purchase of Narrogin Observer - Election Advertisement, Reimbursement of Meal & Parking for Training Course - H. Mark, Postage for priority stamp, Bulk mail postage for 2016/17 Rates	487.75
13899	29/07/2016	<b>Synergy</b> 62 Days Supply from 06/05/2016 to 06/07/2016 for all Shire properties	4,776.45
13900	29/07/2016	<b>Water Corporation</b> Water supply charges for period 06/05/2016 to 07/07/2016 for all shire properties and standpipes	1,573.02
DD2065.1	13/07/2016	<b>WA SUPER PLAN</b> Payroll deductions	3,474.43
DD2065.2	13/07/2016	<b>Hesta</b> Superannuation contributions	510.26

DD2065.3	13/07/2016	<b>ANZ Onepath Masterfund</b> Superannuation contributions	612.54
DD2065.4	13/07/2016	<b>Superwrap Personal Super Plan (annette Hardie)</b> Superannuation contributions	76.49
DD2065.5	13/07/2016	<b>Rod Evenis Superannuation Fund Pty Ltd</b> Payroll deductions	772.68
DD2065.6	13/07/2016	<b>I &amp; T Brown Family Super Fund</b> Payroll deductions	492.62
DD2075.1	27/07/2016	<b>WA SUPER PLAN</b> Payroll deductions	3,356.23
DD2075.2	27/07/2016	<b>Rod Evenis Superannuation Fund Pty Ltd</b> Superannuation contributions	772.68
DD2075.3	27/07/2016	<b>I &amp; T Brown Family Super Fund</b> Superannuation contributions	472.65
DD2075.4	27/07/2016	<b>Hesta</b> Superannuation contributions	506.82
DD2075.5	27/07/2016	<b>ANZ Onepath Masterfund</b> Superannuation contributions	580.87
DD2075.6	27/07/2016	<b>Superwrap Personal Super Plan (annette Hardie)</b> Superannuation contributions	76.49
DD2075.7	27/07/2016	<b>BT Super For Life</b> Superannuation contributions	137.99
DD2075.8	27/07/2016	<b>Australian Super</b> Superannuation contributions	43.10

### Credit Card

DD2082.1	19/07/2016	<b>Westpac Credit Card</b> Refreshments purchased for Dot Nottle Send Off - Pingelly IGA - to be reimbursed from Social Club, Banner Travel Case, Repairs to Sliding Door at 13 Dunmall Drive, Paint & Tools to install Door at 13 Dunmall Drive - Tools to go to depot for future use, Attendance at Gift Register Course - Amanda O'Halloran, Accommodation for training course - Attending 14th July 2016 - Helen Mark, Payment for clearing permit - Ricks Road Blackspot, Purchase of new BBQ and Gas bottle for Caravan Park Upgrade, Payment for clearing permit - Schorer/Ferguson Way - Road to Recovery, Printing of bushfire notice brochures for 2016/2017	2,772.97
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### Licensing Collections

1452	<b>Police Licensing</b> Licensing Collections 04/07/2016	668.50
1452	<b>Police Licensing</b> Licensing Collections 05/07/2016	56.90
1453	<b>Police Licensing</b> Licensing Collections 06/07/2016	916.75
1460	<b>Police Licensing</b> Licensing Collections 07/07/2016	1475.30
1460	<b>Police Licensing</b> Licensing Collections 11/07/2016	1023.20
1460	<b>Police Licensing</b> Licensing Collections 12/07/2016	452.90
1460	<b>Police Licensing</b> Licensing Collections 13/07/2016	25.30
1462	<b>Police Licensing</b> Licensing Collections 18/07/2016	922.70
1463	<b>Police Licensing</b> Licensing Collections 19/07/2016	510.50
1464	<b>Police Licensing</b> Licensing Collections 20/07/2016	33.20

1465	<b>Police Licensing</b> Licensing Collections 21/07/2016	49.75
1466	<b>Police Licensing</b> Licensing Collections 25/07/2016	797.25
1466	<b>Police Licensing</b> Licensing Collections 26/07/2016	216.60
1468	<b>Police Licensing</b> Licensing Collections 27/07/2016	8.80
1468	<b>Police Licensing</b> Licensing Collections 28/07/2016	88.60

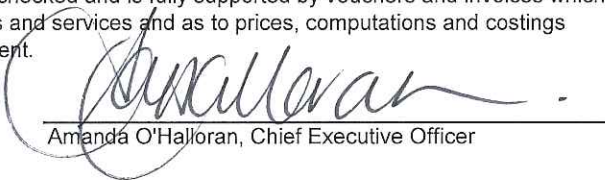
### Payroll

PPE 14/07/2016	<b>Staff Payroll</b> PPE 14/07/2016	25680.91
PPE 27/07/2016	<b>Staff Payroll</b> PPE 27/07/2016	27084.94

**Total Payments for Month Ending 31 Jul 2016: 265,038.52**

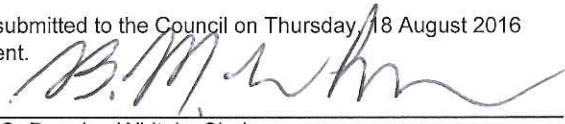
#### CERTIFICATION OF CHIEF EXECUTIVE OFFICER

This schedule of accounts to be passed for payment was submitted to each member of the Council on Thursday, 18 August 2016 and has been checked and is fully supported by vouchers and invoices which are sub certified as to the receipt of goods and services and as to prices, computations and costings and the amounts shown are due for payment.

  
Amanda O'Halloran, Chief Executive Officer

#### CERTIFICATION OF CHAIRMAN

I hereby certify this schedule of accounts was submitted to the Council on Thursday, 18 August 2016 and that the amounts were approved for payment.

  
Cr Brendan Whitely, Chairman



ATTACHMENT 10.4.1.2

Municipal Bank Reconciliation 31/07/2016

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Balance as per Bank Statement	\$10,064.98
Add Outstanding Deposits	\$21,636.71
Less unpresented Cheques	-\$22,539.67
<b>Total as per Bank Statement</b>	<b>\$9,162.02</b>
Balance as per GL	\$9,162.02
<b>Total As per General Ledger</b>	<b>\$9,162.02</b>
Differences	\$0.00

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Finance Officer

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Manager of Finance & Administration



Unpresented Cheques 31/07/2016		
Rates refund Cheque no 13760		832.15
Electricity bill payment		47.65
Super Payment PPE 13/07/2016		5939.02
Super Payment PPE 27/07/2016		5946.83
Licensing Payment 28/07/2016		88.60
Petty Cash Cheque		487.75
Synergy		4776.45
Water Corp		1573.02
Fuel for 26/07/2016 not yet entered/discrepancy		1161.43
Fuel for 27/07/2016 not yet entered/discrepancy		1486.77
Bond to be transferred - S.Brand		200.00
	<b>Total</b>	<b>22539.67</b>



## Community Solutions Cheque Account

**Branch Name and Address**

Narrogin  
38 Fortune Street  
Narrogin WA 6312

**BSB Account Number**

**036-170 00-0091**

**Account name**

**SHIRE OF WANDERING  
MUNICIPAL ACCOUNT**

**Customer Number**

**19308463 SHIRE OF WANDERING**

**Account enquiries**

Call Westpac Telephone Banking  
132 142 within Australia  
+61 2 9293 9262 if calling from overseas

**Account Summary**

<b>Opening Balance</b>	<b>+ \$20,248.66</b>
<b>Total credits</b>	<b>+ \$247,788.70</b>
<b>Total debits</b>	<b>-\$257,972.38</b>
<b>Closing Balance</b>	<b>+ \$10,064.98</b>

**Details of your account**
*From Last Statement Dated 30 Jun 2016 to 29 Jul 2016*

Date	Description of transaction	Debit	Credit	Balance
2016	STATEMENT OPENING BALANCE			20,248.66
01 Jul	Deposit Fdmsa Payment 42298585287407		1,563.92	21,812.58
01 Jul	Merchant Settlement 0910001 Shire Of Wandering 0001 Wandering		790.50	22,603.08
01 Jul	Withdrawal Westpac Merchant Fees 23253198Fee 001556	41.86		22,561.22
01 Jul	Withdrawal Westpac Merchant Fees 24215998Fee 001556	50.28		22,510.94
01 Jul	Payment By Authority To Haynes Chiroprac Merch Fee005128473	2.85		22,508.09
01 Jul	Payment By Authority To Transport Wado20160629	50.70		22,457.39
01 Jul	Payment By Authority To Fdmsa Fee 42298585287407	172.31		22,285.08
01 Jul	Withdrawal/Cheque 013892	600.00		21,685.08
04 Jul	Deposit Online 2184862 Tfr Community Solutions Transfer Interest		2.73	21,687.81

Please check all entries on this statement and promptly inform the Bank of any possible error or unauthorised transaction.

Statement No. 715 Page 1 of 7



## Community Solutions Cheque Account

Account name

SHIRE OF WANDERING

036-170 00-0091

### Details of your account

From Last Statement Dated 30 Jun 2016 to 29 Jul 2016

Date	Description of transaction	Debit	Credit	Balance
04 Jul	Deposit General Cheque A Williams Crc 4353		50.00	21,737.81
04 Jul	Deposit Fdmsa Payment 42298585287407		1,205.85	22,943.66
04 Jul	Deposit Fdmsa Payment 42298585287407		1,517.25	24,460.91
04 Jul	Deposit Fdmsa Payment 42298585287407		1,678.40	26,139.31
04 Jul	Merchant Settlement 0940001 Shire Of Wandering 0001 Wandering		156.65	26,295.96
04 Jul	Merchant Settlement 0940002 Shire Of Wandering 0002 Wandering		667.50	26,963.46
04 Jul	Withdrawal Online 1181253 Tfr Community S Bond Wan Fair	200.00		26,763.46
04 Jul	Payment By Authority To Transport Wado20160630	946.80		25,816.66
04 Jul	Withdrawal/Cheque 013893	773.30		25,043.36
04 Jul	Withdrawal/Cheque 013894	84.88		24,958.48
04 Jul	Withdrawal/Cheque 013895	132.15		24,826.33
05 Jul	Deposit Online 2139049 Pymt Eula Billett A441		50.00	24,876.33
05 Jul	Deposit Online 2552106 Pymt Laura Harrison Inv 4334		15.00	24,891.33
05 Jul	Deposit Narrogin WA		9,074.60	33,965.93
05 Jul	Deposit Landgate Eas2 Payment Jun-2		80.00	34,045.93
05 Jul	Deposit Bizzy Bodies Inv 4361		90.00	34,135.93
05 Jul	Deposit Bendigo Bank L M Walsh 245		100.00	34,235.93
05 Jul	Deposit Fdmsa Payment 42298585287407		1,364.82	35,600.75
05 Jul	Deposit Main Roads Weste 2029396		29,883.26	65,484.01
05 Jul	Merchant Settlement 0950002 Shire Of Wandering 0002 Wandering		56.90	65,540.91
05 Jul	Withdrawal/Cheque 013896	287.15		65,253.76
06 Jul	Deposit Pricesfabricatio inv4362 echoad		180.00	65,433.76
06 Jul	Deposit Fdmsa Payment 42298585287407		1,644.81	67,078.57
06 Jul	Merchant Settlement 0960002 Shire Of Wandering 0002 Wandering		916.75	67,995.32
06 Jul	Payment By Authority To Transport Wado20160704	668.50		67,326.82
07 Jul	Deposit Online 2389243 Pymt Evelyn Houghton		20.00	67,346.82
07 Jul	Deposit Fdmsa Payment 42298585287407		668.85	68,015.67



## Community Solutions Cheque Account

Account name

SHIRE OF WANDERING

036-170 00-0091

### Details of your account

From Last Statement Dated 30 Jun 2016 to 29 Jul 2016

Date	Description of transaction	Debit	Credit	Balance
07 Jul	Deposit Australia Post Lip160707020228		2,218.77	70,234.44
07 Jul	Merchant Settlement 0970002 Shire Of Wandering 0002 Wandering		1,475.30	71,709.74
07 Jul	Payment By Authority To Transport Wado20160705	56.90		71,652.84
08 Jul	Deposit Australia Post Lip160708030001		448.53	72,101.37
08 Jul	Deposit Fdmsa Payment 42298585287407		960.11	73,061.48
08 Jul	Payment By Authority To Transport Wado20160706	916.75		72,144.73
11 Jul	Deposit Fdmsa Payment 42298585287407		1,156.09	73,300.82
11 Jul	Deposit Fdmsa Payment 42298585287407		1,420.37	74,721.19
11 Jul	Deposit Fdmsa Payment 42298585287407		1,829.61	76,550.80
11 Jul	Merchant Settlement 0940001 Shire Of Wandering 0001 Wandering		40.00	76,590.80
11 Jul	Payment By Authority To Transport Wado20160707	1,475.30		75,115.50
12 Jul	Deposit Fdmsa Payment 42298585287407		1,203.50	76,319.00
12 Jul	Merchant Settlement 0950002 Shire Of Wandering 0002 Wandering		452.90	76,771.90
13 Jul	Deposit Inv 4364 Ad inv 4364		15.00	76,786.90
13 Jul	Deposit Fdmsa Payment 42298585287407		1,473.21	78,260.11
13 Jul	Deposit Drd 28187		31,110.63	109,370.74
13 Jul	Merchant Settlement 0960002 Shire Of Wandering 0002 Wandering		25.30	109,396.04
13 Jul	Withdrawal Online Multi 1542811 Pymt Wbccrs.aba Creditors	4,667.97		104,728.07
13 Jul	Payment By Authority To Transport Wado20160711	1,023.20		103,704.87
14 Jul	Deposit Lindsay Greenham 225inv4345		31.00	103,735.87
14 Jul	Deposit Fdmsa Payment 42298585287407		1,402.73	105,138.60
14 Jul	Merchant Settlement 0970001 Shire Of Wandering 0001 Wandering		1,280.96	106,419.56
14 Jul	Withdrawal Online Multi 1455758 Pymt WBC.aba Payroll	25,680.91		80,738.65
14 Jul	Withdrawal Online Multi 1631781 Pymt Wbccrs.aba Creditors	50,436.13		30,302.52



## Community Solutions Cheque Account

Account name

SHIRE OF WANDERING

036-170 00-0091

### Details of your account

From Last Statement Dated 30 Jun 2016 to 29 Jul 2016

Date	Description of transaction	Debit	Credit	Balance
14 Jul	Payment By Authority To Transport Wado20160712	452.90		29,849.62
15 Jul	Deposit Online 2269303 Pymt Eula Billett A441		50.00	29,899.62
15 Jul	Deposit Fdmsa Payment 42298585287407		1,061.61	30,961.23
15 Jul	Payment By Authority To Transport Wado20160713	25.30		30,935.93
15 Jul	Withdrawal/Cheque 013897	985.71		29,950.22
18 Jul	Deposit Dr & Df Egerton- Inv 3249		465.00	30,415.22
18 Jul	Deposit Fdmsa Payment 42298585287407		1,146.49	31,561.71
18 Jul	Deposit Fdmsa Payment 42298585287407		1,333.14	32,894.85
18 Jul	Deposit Fdmsa Payment 42298585287407		1,593.64	34,488.49
18 Jul	Merchant Settlement 0940001 Shire Of Wandering 0001 Wandering		1,076.56	35,565.05
18 Jul	Merchant Settlement 0940002 Shire Of Wandering 0002 Wandering		621.00	36,186.05
19 Jul	Deposit Fdmsa Payment 42298585287407		1,847.50	38,033.55
19 Jul	Merchant Settlement 0950002 Shire Of Wandering 0002 Wandering		510.50	38,544.05
20 Jul	Deposit Online 2012605 Pymt Evelyn Houghton		20.00	38,564.05
20 Jul	Deposit Narrogin WA		4,456.51	43,020.56
20 Jul	Deposit Wdsmashrep Inv4337 Sow		481.25	43,501.81
20 Jul	Deposit Fdmsa Payment 42298585287407		1,272.38	44,774.19
20 Jul	Merchant Settlement 0960001 Shire Of Wandering 0001 Wandering		196.00	44,970.19
20 Jul	Merchant Settlement 0960002 Shire Of Wandering 0002 Wandering		39.70	45,009.89
20 Jul	Payment By Authority To Transport Wado20160718	922.70		44,087.19
21 Jul	Deposit Department Of Tr Payment:62998		490.28	44,577.47
21 Jul	Deposit Fdmsa Payment 42298585287407		1,107.66	45,685.13
21 Jul	Deposit Main Roads Weste 2029838		106,196.80	151,881.93
21 Jul	Merchant Settlement 0970002 Shire Of Wandering 0002 Wandering		49.75	151,931.68
21 Jul	Payment By Authority To Transport Wado20160719	510.50		151,421.18



## Community Solutions Cheque Account

Account name

SHIRE OF WANDERING

036-170 00-0091

### Details of your account

From Last Statement Dated 30 Jun 2016 to 29 Jul 2016

Date	Description of transaction	Debit	Credit	Balance
22 Jul	Deposit Fdmsa Payment 42298585287407		1,358.36	152,779.54
22 Jul	Deposit Pgh premium grain hand		3,489.30	156,268.84
22 Jul	Withdrawal Online Multi 1785960 Pymt Wbccrs.aba Creditors	90,709.37		65,559.47
22 Jul	Withdrawal Online 1887065 Pymt Wbccrs.aba Creditors	28,178.00		37,381.47
22 Jul	Payment By Authority To Transport Wado20160720	33.20		37,348.27
25 Jul	Deposit Online 2826930 Pymt Kevin Murphy A291		522.81	37,871.08
25 Jul	Deposit Brett Inv 4358		70.00	37,941.08
25 Jul	Deposit Fdmsa Payment 42298585287407		1,279.16	39,220.24
25 Jul	Deposit Fdmsa Payment 42298585287407		1,326.85	40,547.09
25 Jul	Deposit Fdmsa Payment 42298585287407		1,592.84	42,139.93
25 Jul	Deposit Housing Authorit Vp003133		2,657.14	44,797.07
25 Jul	Merchant Settlement 0940001 Shire Of Wandering 0001 Wandering		130.00	44,927.07
25 Jul	Merchant Settlement 0940002 Shire Of Wandering 0002 Wandering		715.65	45,642.72
25 Jul	Payment By Authority To Transport Wado20160721	49.75		45,592.97
26 Jul	Deposit Online 2366254 Pymt Kseniya Majko A304 Majko		1,374.67	46,967.64
26 Jul	Deposit Mooterdine Trans inv 4348 mooterdin		80.60	47,048.24
26 Jul	Deposit Fdmsa Payment 42298585287407		1,483.38	48,531.62
26 Jul	Merchant Settlement 0950001 Shire Of Wandering 0001 Wandering		130.00	48,661.62
26 Jul	Merchant Settlement 0950002 Shire Of Wandering 0002 Wandering		252.00	48,913.62
26 Jul	Payment By Authority To Cc Payment Cc0005336810000001	2,772.97		46,140.65
27 Jul	Deposit Online 2435084 Pymt Kseniya Majko A414 Mozgova		864.25	47,004.90
27 Jul	Deposit Fdmsa Payment 42298585287407		1,468.09	48,472.99
27 Jul	Merchant Settlement 0960002 Shire Of Wandering 0002 Wandering		8.80	48,481.79





## Community Solutions Cheque Account

Account name

SHIRE OF WANDERING

036-170 00-0091

### Details of your account

From Last Statement Dated 30 Jun 2016 to 29 Jul 2016

Date	Description of transaction	Debit	Credit	Balance
27 Jul	Payment By Authority To Transport Wado20160725	797.25		47,684.54
28 Jul	Deposit Boddington Shire Boddington Shire		70.00	47,754.54
28 Jul	Deposit Fdmsa Payment 42298585287407		1,161.43	48,915.97
28 Jul	Merchant Settlement 0970001 Shire Of Wandering 0001 Wandering		566.32	49,482.29
28 Jul	Merchant Settlement 0970002 Shire Of Wandering 0002 Wandering		63.30	49,545.59
28 Jul	Withdrawal Mobile Multi 1835954 Pymt WBC.aba Payroll	27,081.94		22,463.65
28 Jul	Withdrawal Mobile Multi 1842557 Pymt Wbccrs.aba Creditors	2,024.25		20,439.40
28 Jul	Payment By Authority To Transport Wado20160726	216.60		20,222.80
29 Jul	Interest Paid		3.96	20,226.76
29 Jul	Deposit Online 2287732 Pymt C. & F. Motas Wo Shire of Wandering		1,039.05	21,265.81
29 Jul	Deposit S Potter A123		1,217.35	22,483.16
29 Jul	Deposit Fdmsa Payment 42298585287407		1,486.77	23,969.93
29 Jul	Merchant Settlement 0910001 Shire Of Wandering 0001 Wandering		1,039.05	25,008.98
29 Jul	Withdrawal Online 1522355 Tfr Community S Parsons/Watts Nom	160.00		24,848.98
29 Jul	Withdrawal Online 1529670 Tfr Community S Pgh Bond	1,000.00		23,848.98
29 Jul	Withdrawal Online 1824245 Pymt Wbccrs.aba Creditors	3,740.00		20,108.98
29 Jul	Withdrawal Online Multi 1825342 Pymt Wbccrs.aba Creditors	10,035.20		10,073.78
29 Jul	Payment By Authority To Transport Wado20160727	8.80		10,064.98
29 Jul	<b>CLOSING BALANCE</b>			<b>10,064.98</b>

Further information in relation to your account, including details of product benefits and applicable fees and charges, is available on request. That information is also contained in the Product Disclosure Statement (PDS) or other disclosure document for your account. For a copy of that document, or if you have any other enquiries, you can call Telephone



## Community Solutions Cheque Account

Account name

SHIRE OF WANDERING

036-170 00-0091

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Banking on 132 142 from Australia or +61 2 9293 9262 from overseas.

The above Closing Balance amount may not be the same as the balance payable to you on closure of your account (the 'termination value'). Details of the termination value can be obtained by calling Telephone Banking on the numbers quoted above. Further information on how to close accounts, including calculation of the termination value, is contained in the Product Disclosure Statement (PDS) booklet or other disclosure document for your account.

We have an internal process for handling and resolving any problem you may have with, or complaints relating to, your account or this product. Information about this process can be found in the Product Disclosure Statement (PDS) or other disclosure document for your account, or you can contact us on 1300 130 467.

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### Convenience at your fingertips!

Use Online, Mobile or Tablet Banking to pay bills, transfer funds, check your account balances and much more

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## OTHER INFORMATION ABOUT YOUR ACCOUNT

### ANNUAL INFORMATION FOR THE PERIOD 1 JULY 2015 TO 30 JUNE 2016

For account: 6170/000091

Total interest credited

\$199.97

These details are provided for your records and taxation purposes

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**THANK YOU FOR BANKING WITH WESTPAC**

Statement No. 715 Page 7 of 7


ATTACHMENT 10.4.1.3

Investment Bank Reconciliation 31 July 2016

Balance as per Bank Statements	\$	346,727.79
Total as per Bank Statement	\$	<b>346,727.79</b>
Balance as per GL	\$	346,727.79
Total As per General Ledger	\$	<b>346,727.79</b>
Difference		\$0.00



Finance Officer



Manager Finance & Administration



## Account activity

Investment Account 036-167 214822
\$346,727.79

### Account actions

- [See full account details](#)
- [Manage account settings](#)
- [View & download statements](#)
- [Export](#)

## Transactions

[Open search](#)

Date ▾	Description	Debit	Credit	Balance <sup>1</sup>
29 Jul 2016	<a href="#">INTEREST PAID</a>		\$262.45	\$346,727.79
30 Jun 2016	<a href="#">INTEREST PAID</a>		\$301.64	\$346,465.34
28 Jun 2016	<a href="#">WITHDRAWAL ONLINE 1787738 TFR Community S Trf Fund</a>	-\$3,599.01		\$346,163.70
31 May 2016	<a href="#">INTEREST PAID</a>		\$369.49	\$349,762.71
29 Apr 2016	<a href="#">INTEREST PAID</a>		\$379.65	\$349,393.22
7 Apr 2016	<a href="#">WITHDRAWAL ONLINE 1256568 TFR Community S Trf to Muni</a>	-\$25,458.41		\$349,013.57
4 Apr 2016	<a href="#">WITHDRAWAL ONLINE 1581634 TFR Community S Funds Transfer</a>	-\$90,000.00		\$374,471.98
31 Mar 2016	<a href="#">INTEREST PAID</a>		\$512.26	\$464,471.98
29 Feb 2016	<a href="#">INTEREST PAID</a>		\$511.69	\$463,959.72
29 Jan 2016	<a href="#">INTEREST PAID</a>		\$650.39	\$463,448.03
22 Jan 2016	<a href="#">WITHDRAWAL ONLINE 1762442 TFR Community S Funds Transfer</a>	-\$220,000.00		\$462,797.64
31 Dec 2015	<a href="#">INTEREST PAID</a>		\$895.71	\$682,797.64
22 Dec 2015	<a href="#">WITHDRAWAL ONLINE 1934830 TFR Community S Funds Transfer</a>	-\$80,000.00		\$681,901.93
15 Dec 2015	<a href="#">WITHDRAWAL ONLINE 1624189 TFR Community S Direct Transfer</a>	-\$150,000.00		\$761,901.93
30 Nov 2015	<a href="#">INTEREST PAID</a>		\$1,041.30	\$911,901.93
9 Nov 2015	<a href="#">WITHDRAWAL MOBILE 1187225 TFR Community S TRF to Muni</a>	-\$100,000.00		\$910,860.63
30 Oct 2015	<a href="#">INTEREST PAID</a>		\$1,025.23	\$1,010,860.63
7 Oct 2015	<a href="#">DEPOSIT ONLINE 2777781 TFR Community S TRF Fund</a>		\$220,000.00	\$1,009,835.40
30 Sep 2015	<a href="#">INTEREST PAID</a>		\$503.01	\$789,835.40
24 Sep 2015	<a href="#">DEPOSIT ONLINE 2898331 TFR Community S</a>		\$420,000.00	\$789,332.39
31 Aug 2015	<a href="#">INTEREST PAID</a>		\$422.98	\$369,332.39
31 Jul 2015	<a href="#">INTEREST PAID</a>		\$431.57	\$368,909.41
30 Jun 2015	<a href="#">INTEREST PAID</a>		\$533.29	\$368,477.84
9 Jun 2015	<a href="#">WITHDRAWAL - INTERNET ONLINE BANKING 1396661 FNDS</a>	-\$150,000.00		\$367,944.55

ATTACHMENT 10.4.1.4

Trust Bank Reconciliation 31 July 2016

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Balance as per Bank Statements	\$47,300.00
Unpresented Cheque	\$0.00
Outstanding Deposits	\$200.00
<b>Total as per Bank Statements</b>	<b>\$47,500.00</b>

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Balance as per GL	\$47,500.00
<b>Total as per General Ledger</b>	<b>\$47,500.00</b>

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Difference	\$0.00
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\_\_\_\_\_  
Finance Officer

  
\_\_\_\_\_  
Manager Finance & Administration

**Outstanding Deposits 31/07/2016**

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S. Brand

\$200

Total

**\$200.00**



## Community Solutions Cheque Account

**Branch Name and Address**

Narrogin  
38 Fortune Street  
Narrogin WA 6312

**BSB Account Number**


**036-170 00-0120**

**Account name**

**SHIRE OF WANDERING  
TRUST ACCOUNT**

**Customer Number**

**19308463 SHIRE OF WANDERING**

**Account enquiries**   
Call Westpac Telephone Banking  
132 032 within Australia  
+61 2 9293 9270 if calling from overseas

**Account Summary**

<b>Opening Balance</b>	<b>+ \$40,942.73</b>
<b>Total credits</b>	<b>+ \$6,360.00</b>
<b>Total debits</b>	<b>- \$2.73</b>
<b>Closing Balance</b>	<b>+ \$47,300.00</b>

**Details of your account**
*From Last Statement Dated 30 Jun 2016 to 29 Jul 2016*

Date	Description of transaction	Debit	Credit	Balance
2016	<b>STATEMENT OPENING BALANCE</b>			<b>40,942.73</b>
04 Jul	Deposit Online 2181254 Tfr Community Solutions Bond Wan Fair		200.00	41,142.73
04 Jul	Withdrawal Online 1184861 Tfr Community S Transfer Interest	2.73		41,140.00
14 Jul	Deposit Pamela Horan bond		5,000.00	46,140.00
29 Jul	Deposit Online 2522356 Tfr Community Solutions Parsons/Watts Nom		160.00	46,300.00
29 Jul	Deposit Online 2529670 Tfr Community Solutions Pgh Bond		1,000.00	47,300.00
29 Jul	<b>CLOSING BALANCE</b>			<b>47,300.00</b>

Further information in relation to your account, including details of product benefits and applicable fees and charges, is available on request. That information is also contained in the Product Disclosure Statement (PDS) or other disclosure document for your account. For a copy of that document, or if you have any other enquiries, you can call Telephone Banking on 132 032 from Australia or +61 2 9293 9270 from overseas.

Please check all entries on this statement and promptly inform the Bank of any possible error or unauthorised transaction.

**Statement No. 474 Page 1 of 2**

Asset No	Asset Name	Group Name	Written Down Value
11	Carpet - Lot 38 Down St	Furniture & Equipment	854.52
13	Shire Office - carpet (machine room)	Furniture & Equipment	474.05
138	6 x Jason Armchairs	Furniture & Equipment	28.66
139	National Airconditioner	Furniture & Equipment	121.7
140	Council Chambers Curtains	Furniture & Equipment	143.8
141	Office Counter/Reception Desk	Furniture & Equipment	307
142	Jaymac FS250 Mainsguard	Furniture & Equipment	76
143	Fujitsu General Airconditioner	Furniture & Equipment	339.4
144	Toshiba TF561 Facsimile Machine	Furniture & Equipment	387.9
145	Reupholstered boardroom chairs	Furniture & Equipment	54
146	Panasonic Printer	Furniture & Equipment	48.9
147	Office Carpet	Furniture & Equipment	95
148	2 Dauphin Office Chairs	Furniture & Equipment	45.8
149	Metal Filing Cabinet	Furniture & Equipment	23.9
150	Microwave	Furniture & Equipment	15
151	Attache Accounting Software	Furniture & Equipment	165
152	Fujitsu Air Conditioner	Furniture & Equipment	210
153	Hoover Vacuum Cleaner	Furniture & Equipment	28.93
154	Office Pro Win 97 Upgrade	Furniture & Equipment	47.5
155	Lanier VW210 Dictaphone	Furniture & Equipment	54
156	Attache 5 - Accounting Software	Furniture & Equipment	246.5
157	Iomega IDE Zip Drive	Furniture & Equipment	41.7
158	Metalux Brownbuilt 4 Drawer Filing Cabinet	Furniture & Equipment	21.58
159	Metalux Brownbuilt 4 Drawer Filing Cabinet	Furniture & Equipment	21.58
160	Carpets (Chambers CEO Office)	Furniture & Equipment	259
161	Shire Flag	Furniture & Equipment	350.04
162	Toshiba Photocopier (S/N CEH817634)(at Telecent)	Furniture & Equipment	617.5
163	HP Laserjet 4050 Printer (S/N SG7Y093612)	Furniture & Equipment	192.5
164	HP Laserjet 4050 Printer (S/N SG7V124087)	Furniture & Equipment	182.73
165	Hytech Electronic Scales (S/N PM000010054314)	Furniture & Equipment	50
166	Toshiba DP-85F Facsimile Machine (S/N 01100042)	Furniture & Equipment	129.5
167	Panasonic KX-TD816 Telephone System	Furniture & Equipment	421.3
168	HP Deskjet 990CXI Printer	Furniture & Equipment	54.09
169	Dyson Vacuum Cleaner	Furniture & Equipment	61.73
17	Shelving	Furniture & Equipment	1114.49
170	Kodak LS443 Digital Camera	Furniture & Equipment	91.82
171	Computer - TPG PIV 2.4Mhz (Accounts)	Furniture & Equipment	250.36
172	Computer - TPG PIV 2.4Mhz (Reception)	Furniture & Equipment	250.36
173	Computer - TPG PIV 2.4Mhz (CEO - S/N DC 302511)	Furniture & Equipment	273.09
174	8 Port Netgear Switch	Furniture & Equipment	22.73
175	Arteil Sapphire Chair	Furniture & Equipment	51
176	Vertical Map Cabinets x 2	Furniture & Equipment	536.3
177	Metalux 4 drawer filing cabinets x 2	Furniture & Equipment	45.46
178	Samsung ER5100 Cash Register (S/No B5AX200042)	Furniture & Equipment	152.18
179	Canon I6100 Printer	Furniture & Equipment	51.73
18	Shelving	Furniture & Equipment	312.76
180	- Panasonic Colour TV (S/N PA7E0200948)	Furniture & Equipment	18.18
181	- Panasonic VCR NV SD1 (S/N C4KK00467)	Furniture & Equipment	18.18
182	Panasonic Video Camera NV RX70A	Furniture & Equipment	18.18
183	Multichoice Dish & Decoder	Furniture & Equipment	36.36
184	- LG Dishwasher LD-12AW2 (S/N 201KW00537)	Furniture & Equipment	36.36
185	Toshiba Digital Photocopier	Furniture & Equipment	960
186	9 x Councillors Chairs	Furniture & Equipment	504
187	Chambers Table & Unit	Furniture & Equipment	385.8
188	150 x Beige Slim 'N' Comfy Sebel Chairs	Furniture & Equipment	283.5
189	15 x Flatfold tables	Furniture & Equipment	231.1
190	146 Duraline White 25.5cm Plates	Furniture & Equipment	64.38
191	144 Duraline White Oatmeal bowls	Furniture & Equipment	38.02
192	4.9m Aluminium Step Ladder	Furniture & Equipment	38.4
193	Hall Foyer Curtains	Furniture & Equipment	49
194	7.5m Aluminium Flagpole	Furniture & Equipment	46
195	Sebel Trestle Trolley	Furniture & Equipment	50
196	Stihl SE100 Vacuum Cleaner	Furniture & Equipment	67.9
197	Chair stacker trolley	Furniture & Equipment	30
198	Sebel 4 flatfold tables	Furniture & Equipment	111.2



199	Ladder - Safety Extension	Furniture & Equipment	25
200	Securus Security System (Ag Hall)	Furniture & Equipment	141
201	Arteil Chairs x 13	Furniture & Equipment	333.2
202	PA System Tripod Stand & Microphone Stand	Furniture & Equipment	216.27
203	Stihl SE121 Vacuum Cleaner (S/N 965915666)	Furniture & Equipment	65.65
204	Carpet	Furniture & Equipment	70
205	Bell & Howell Microfiche	Furniture & Equipment	44
206	Athena Software	Furniture & Equipment	216.36
207	Mistubishi DV154 LCD 15 Monitor	Furniture & Equipment	49.9
208	Rubbermaid Double Seesaw (Pumphreys)	Furniture & Equipment	265
233	Traffic Classifier - Metrocount 5600 Plus 1MB	Furniture & Equipment	340.64
234	Accounting Computer Software	Furniture & Equipment	2876
235	Compactus - 4 Bay Dexion	Furniture & Equipment	373.65
237	CEO Workstation	Furniture & Equipment	344.35
24	Office vacuum cleaners - Dyson Upright & IRobot	Furniture & Equipment	32.09
244	Office Chairs x 4	Furniture & Equipment	0
254	Shredder - Administration	Furniture & Equipment	0
255	Work Desk - DCEO	Furniture & Equipment	5.74
256	Laptop Toshiba - Work Supervisor	Furniture & Equipment	45.14
268	Computer Network Upgrade	Furniture & Equipment	1181.31
269	Depot Furnishings	Furniture & Equipment	6.92
298	Oven - 1 Mitchibin St	Furniture & Equipment	176.94
299	Dishwasher - 1 Mitchibin St	Furniture & Equipment	101.05
300	Fridge - Depot	Furniture & Equipment	114.89
301	Fujitsu Air Conditioner - Main Office	Furniture & Equipment	615.34
308	HP Laser Mono Printer P2035N	Furniture & Equipment	152.52
312	Ricoh MPC5000 Colour Copier	Furniture & Equipment	84.33
326	180L Vertical Freezer	Furniture & Equipment	186.11
329	Toshiba L550 Notebook & Viewsonic Monitor	Furniture & Equipment	204.09
333	Shire Images CD	Furniture & Equipment	211.31
341	Toshiba Satellite C660/00J Laptop	Furniture & Equipment	64.09
348	Computer + ViewSonic Monitor (S/N PCS-4092623-3)	Furniture & Equipment	73.42
349	Computer + LCD Monitor (S/N PCS-4092623-3)	Furniture & Equipment	65.87
350	Computer & LCD Monitor (S/N PCS-4092623-3)	Furniture & Equipment	65.87
354	Xeon 2.4/Dual Processor Server	Furniture & Equipment	740.76
366	Panasonic 32L Microwave (NNST671SQPQ)	Furniture & Equipment	74.07
367	Panasonic 32L Microwave (NNST671SQPQ)	Furniture & Equipment	74.07
377	CEO Personal Computer	Furniture & Equipment	0
378	Council Chambers Bar Stools	Furniture & Equipment	384.37
382	Dyson Upright Vacuum Cleaner	Furniture & Equipment	59
385	I-Robot Vacuum Cleaner	Furniture & Equipment	51.36
386	Beercool 450 litre Fridge	Furniture & Equipment	783.98
4	Computer Server etc	Furniture & Equipment	1661.73
436	Toshiba Tecra Laptop for CRC	Furniture & Equipment	1475.87
8	Office Fittings	Furniture & Equipment	689.99
		<b>Total Assets Value</b>	<b>\$27,053</b>