



**Minutes of the Ordinary Meeting of the Wandering Shire Council held in the Council Chamber on Thursday, 19 March 2009.**

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

The Shire President Cr Bruce Dowsett declared the meeting open at 11:00am.

**2. RECORD OF ATTENDANCE, APOLOGIES & LEAVE OF ABSENCE**

**Present**

Cr. B E Dowsett, President	South Ward
Cr. K J Price, Deputy President	South Ward
Cr. G G Kerr	North East Ward
Cr. J R McNeil	North East Ward
Cr. K J Barge	Town Ward
Cr. D White	Town Ward
Cr. C R Hardie	North Ward
Mr. G Powell	Chief Executive Officer
Ms. R Hawkins	Deputy Chief Executive Officer

**Apologies**

Nil

**3. DECLARATION OF MEMBER'S INTERESTS IN AGENDA ITEMS**

Nil

**4. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

**5. PUBLIC QUESTION TIME**

Mrs Jacqui Cornish attended the meeting representing the Hotham Way Committee. The Committee is seeking support from the Shire of Wandering by way of providing morning tea on the Opening Day, 12 September 2009 at the Community Centre. They also require financial assistance for the purchase of coffee cups which will be embossed with commemorative advertising and Shire logos. The purchase of a coffee cup will entitle the purchaser to free coffee at all locations. The anticipated cost will be approximately \$800.00 plus morning tea costs.

***RESOLUTION 287:2008/09***

***Moved Cr McNeil seconded Cr White***

***That Council make provision of \$1500 in the draft 2009/10 Municipal Budget.***

***Carried 7:0***

**6. APPLICATIONS FOR LEAVE OF ABSENCE**

***RESOLUTION 288:2008/09***

***Moved Cr Hardie seconded Cr McNeil***

***That Cr Barge be granted a leave of absence from the April and May Ordinary Meetings of Council.***

*Carried 7:0*

**7 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS**

**7.1 18<sup>th</sup> February 2009 Ordinary Meeting of Council.**

Minutes from the Ordinary Meeting of 18<sup>th</sup> February 2009 have been circulated to Elected Members.

**RECOMMENDATION**

**It is recommended that the Minutes of the Ordinary Council Meeting held on 18<sup>th</sup> February 2009 be confirmed.**

**Simple Majority Required**

***RESOLUTION 289:2008/09***

***Moved Cr Kerr seconded Cr Price***

***That the Minutes of the Ordinary Council Meeting held on the 18<sup>th</sup> February 2009 be confirmed.***

***Carried 7:0***

**8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

**9. PETITIONS, DEPUTATIONS & PRESENTATIONS**

Nil

**10. REPORTS**

**10.1 DELEGATE'S REPORT**

**10.1.1 Attendance of Cr Hardie at the Dryandra Visitor Centre Meeting**

Cr Hardie reported that visitor numbers are down at the Centre despite Thelma Perfect doing a wonderful job managing the Centre.

**10.1.2 Attendance of Cr Hardie at the Hotham Way Committee**

Cr Hardie advised that the Opening Day will be held on 12 September 2009 and had nothing further to add to Mrs Cornish's previous address.

**10.1.3 Attendance of Cr Kerr at the GM Canola meeting held in Narrogin**

Cr Kerr stated that 20 Shires had been invited to the meeting however only 4 attended which were Wandering, Cuballing, West Arthur, Kojonup and Williams. They were advised that there will be 20 sites in WA, one in Geraldton, Wongan Hills and Esperance but the other sites are not known yet. The meeting was advised that the GM seed only travels 5m and not distances of some kilometers as had been advised at a previous meeting.

**10.2 COMMITTEE REPORTS**

**10.3 CHIEF EXECUTIVE OFFICER'S REPORT**

**10.3.1(a) Common Seal Report**

The table below lists all documents that have had the Common Seal affixed for the preceding month.

<b>Date</b>	<b>Purpose</b>
NIL	

**10.3.1 Ward and Representation Review**

**FILE REFERENCE:** 9.1.1  
**DATE OF REPORT:** 9 March 2009  
**REPORT AUTHOR:** CEO  
**SENIOR OFFICER:** CEO  
**VOTING REQUIREMENTS:** Simple Majority  
**ATTACHMENTS:** Nil

**BACKGROUND**

During 2008, Council undertook a review of its ward boundaries and representation and resolved to abolish the ward structure and that representation remain unchanged as to the number of Councillors. The Local Government Advisory Board was advised of Council's determination of the matter in late December.

**COMMENT – GENERAL**

By letter dated 28 February 2009, the Board advised, inter alia:

You have recently submitted a ward and representation review to the Local Government Advisory Board in order to address the provisions of clause 6 of Schedule 2.2 of the *Local Government Act 1995*. In view of the Minister's recent announcement, no action will be taken on the review at this time. The impact of this is that your current ward structure will remain in place for the 2009 elections.

On querying the Board on the reasoning behind the decision given the review was carried out at the behest of the Board I was advised to contact the Minister's Office as the advice received from the Board was due to a change in policy. A letter was then forwarded to the Minister seeking clarification.

On 6 March 2009, a further letter was received from the Local Government Advisory Board stating:

***“In light of the Minister for Local Government's announcements regarding Local Government Structural Reform, all reviews submitted will now be considered***

***by the Local Government Advisory Board following confirmation by your local government that you wish to proceed with your review.”***

Council now needs to either confirm its own review or revert to the status quo.

As there is now every possibility that structural reform will be substantially underway or completed by 2011, it may be better for electoral arrangements to remain in place for what could be the last two years of the current structure of local government, particularly as the decision of Council was mindful of future rather than present representation issues.

On the other hand, there may be some benefit in “amalgamating” representation in the Shire prior to any amalgamation being considered as it may be seen as a consolidation of the Shire and its community and therefore better able to deal with the reform agenda as it develops.

A third possibility is that structural reform may be deferred which will mean that the matter will need to be dealt with again if a decision to make no changes is upheld at this time.

### **STATUTORY IMPLICATIONS**

Local Government Act 1995.

### **STRATEGIC IMPLICATIONS**

There are no strategic implications arising from this Item should there be no changes to existing structures.

### **PUBLIC CONSULTATION**

No public consultation has been undertaken in regards to this Item.

### **SOCIAL IMPLICATIONS**

There are no social implications arising from this Item.

### **FINANCIAL IMPLICATIONS**

There are no financial implications arising from this Item.

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications arising from this Item.

### **RECOMMENDATION**

**That in acknowledging the current local government reform agenda, Council advise the Local Government Advisory Board that it wishes to alter its ward boundaries and representation as previously advised.**

**Simple Majority Required**

**RESOLUTION 290:2008/09**

**Moved Cr White seconded Cr Barge**

**That in acknowledging the current local government reform agenda, Council advise the Local Government Advisory Board that it wishes to alter its ward boundaries and representation as previously advised.**

**Carried 5:2**

**RESOLUTION 291:2008/09**

**Moved Cr Kerr seconded Cr White**

**That the meeting adjourn for lunch at 12:30pm.**

**Carried 7:0**

**10.3.2 Local Government Structural Reform**

**FILE REFERENCE:** 1.1.21  
**DATE OF REPORT:** 9 March 2009  
**REPORT AUTHOR:** CEO  
**SENIOR OFFICER:** CEO  
**VOTING REQUIREMENTS:** Simple Majority  
**ATTACHMENTS:** Checklist

**BACKGROUND**

In February 2009 the Local Government Minister, the Hon John Castrilli, announced strategies for local government reform in Western Australia based on voluntary reduction in the number of individual councils and councillor numbers.

In making the announcement, Mr Castrilli, stated that he is inviting each of the 139 councils within Western Australia to embrace the opportunity to voluntarily amalgamate and to voluntarily reduce the total number of elected members for each council. The Minister has provided a period of six (6) months from the date of the announcement for each local government to advise him of its clear intentions on these matters.

Mr Castrilli has indicated that if the local governments do not embrace change and voluntarily amalgamate then the State Government will enact legislation to allow it to be forced.

**COMMENT – GENERAL**

The Minister has convened the Local Government Reform Steering Committee to progress the Government's Local Government Reform Strategy. The Committee met for the first time on Friday 13 February 2009, and has now released Structural Reform Guidelines to assist local governments in responding to the Minister's request. The Guidelines set out a recommended decision making process along with key criteria to be considered by local governments in developing their Reform Submission which is to be forwarded to the Minister by 31 August 2009.

The Guidelines include the following information:

- a time line for the development of Reform Submissions;

## **COUNCILLOR INFORMATION BULLETIN – MARCH 2009**

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- a checklist for local governments to assess their current situation as part of considering the type of reform proposals that should be developed;
- a process for local governments to explore reform partners;
- a process for developing a Reform Submission;
- options for engaging the community; and
- the required format of a Reform Submission.

The Guidelines recommend a format for developing a Reform Submission which is to include a council resolution of intent in relation to:

- amalgamation proposals;
- the proposed number of elected members;
- details on the appropriate regional grouping of local governments;
- a completed Local Government Reform Checklist; and
- a timeline for implementation of reform.

The Minister has requested that each local government complete and return the Local Government Reform Checklist, included as Attachment 1 in the Guidelines, to the Steering Committee by Thursday 30 April 2009.

In respect to the Reform Submission, Local Governments will be able to access funding from the Department of Local Government and Regional Development to assist with the costs associated with the use of facilitators and/or consultants to develop. Further information on this funding will be available shortly.

The processes for assessing local government Reform Submissions will be undertaken by the Steering Committee in the first instance, which will provide advice to the Minister on preferred options for reform. Finalised proposals will then be referred to the Local Government Advisory Board for consideration and recommendation. It is anticipated that any structural reform proposals could be in place by July 2011.

Since the Minister's announcement in February, there have been a number of publications and media releases released by the Minister's Office, Department of Local Government and Regional Development, the WA Local Government Association, and various media. Most of these items have been circulated to Councillors as received and they contain the aforementioned information.

Whilst the threat of amalgamations has been around for a number of years, there is a strong feeling within the local government industry that this could be the "real deal" and that Councils certainly need to consider the best options for the future of the local communities in terms of fair and equal representation and service delivery. This is not to suggest that Council should consider merging as the only possible option, however ignoring the Minister's comments and proposals could well lead to forced amalgamations and the local communities missing out on adequate representation and service delivery into the future.

Following the Minister's announcement, the Shire of Cuballing provided information on the proposal to the local community which also included a small survey. The survey results were overwhelmingly in favour of the Shire of Cuballing remaining in its own right and also that the Shire currently carries out its many functions and operations in an efficient and effective manner. This information can be included as part of the Reform Submission prepared on behalf of the Shire.

## **COUNCILLOR INFORMATION BULLETIN – MARCH 2009**

The Chief Executive Officers of the Dryandra Voluntary Organisation of Councils (Cuballing, Narrogin Shire, Pingelly, Wandering & Wickepin, Narrogin Town have not been involved at this stage) have been discussing a meeting to complete the Checklist in a uniform manner and then have endorsed by each of the Councils, also applying for funding as a group to assist with costs for each Council to employ the services of a facilitator and/or consultant to prepare a Reform Submission for each of the Councils.

The WA Local Government Association State Council held a Special Meeting on Wednesday 4 March 2009, to discuss the Minister's Reform agenda. Following is the motion adopted at that meeting:

*That WALGA:*

- 1. lobby all Members of State Parliament seeking a commitment to the Principles and Actions of the Systemic Sustainability Study (SSS) Report and support for a collaborative approach between the State Government, the Department of Local Government and Regional Development, Local Government and the Western Australian Local Government Association to ensure the best possible outcomes for structural reform of the sector;*
- 2. commit to expediting the implementation of the recommendations stemming from the SSS report;*
- 3. endorse the re-formation of the SSS Taskforce, with the addition of a representative from the North West, to oversee and facilitate a response from the Local Government sector to the State Government reform proposals;*
- 4. support Councils throughout the reform process and assist Local Governments in preparing responses to the Minister for Local Government;*
- 5. lobby the Minister for Local Government to ensure that any adjustment to Local Government boundaries is based on an appropriate business case that is demonstrated and proven to develop sustainable Local Government;*
- 6. advise the Minister that a 6 month period for response is inadequate and that a more realistic timeframe be considered in consultation with WALGA;*
- 7. lobby the Minister for Local Government seeking appropriate reimbursement to Councils for costs associated with the preparation of reform submissions;*
- 8. advise the Minister for Local Government of WALGA's commitment to work together with the State Government towards a voluntary reform process; and*
- 9. partner with the State Government to develop quantitative guidelines outlining preferred reform models and benchmarks, specifically identifying elected member to resident ratios and Local Authority area and/or population, depending on their specific geographical location within the State.*

Council may wish to commence completing the checklist at this meeting or identifying issues for clarification as and when the CEO's meet over the coming weeks.

### **STATUTORY IMPLICATIONS**

Local Government Act 1995.

### **STRATEGIC IMPLICATIONS**

Strategic implications arising from this Item are significant

## **PUBLIC CONSULTATION**

No public consultation has been undertaken in regards to this Item but will be necessary as the process progresses.

## **SOCIAL IMPLICATIONS**

There are substantial social implications arising from amalgamation.

## **FINANCIAL IMPLICATIONS**

There are substantial financial implications arising from this Item.

## **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications arising from this Item.

## **RECOMMENDATION**

1. **That Council determines its position on whether it will participate in the Local Government Reform process. (If not no further action required.); or**

**If so:**

- **Council supports the Chief Executive Officer to meet with Chief Executive Officers of neighbouring local governments to complete the Local Government Reform Checklist on behalf of the Shire of Wandering;**
  - **Council supports the Councils that make up the Dryandra Voluntary Regional Organisation of Councils in applying for funding assistance from the Department of Local Government and Regional Development for use of a facilitator/consultant to prepare an individual Reform Submission on behalf of the Shire of Wandering, participating DVROC Councils, and other neighbouring Councils that may wish to be involved;**
  - **Council confirm the Local Government Reform Checklist at its April 2009 meeting prior to it being forwarded to the Minister for Local Government.**
2. **That Council endorses and supports the WALGA Motion adopted at the State Council Special Meeting held on 4 March 2009.**

**Simple Majority Required**



**RESOLUTION 292:2008/09**

**Moved Cr Hardie seconded Cr White**

**That Council**

- 1. Advise the Minister that Council is not in favour of amalgamation.**
- 2. Request the Minister to develop some specific criteria and guidelines that will assist the Council in developing reform initiatives.**
- 3. Supports the Chief Executive Officer to meet with Chief Executive Officers of neighbouring local governments to complete the Local Government Reform Checklist on behalf of the Shire of Wandering;**
- 4. Supports the Councils that make up the Dryandra Voluntary Regional Organisation of Councils in applying for funding assistance from the Department of Local Government and Regional Development for use of a facilitator/consultant to prepare an individual Reform Submission on behalf of the Shire of Wandering, participating DVROC Councils, and other neighbouring Councils that may wish to be involved;**
- 5. Confirm the Local Government Reform Checklist at its April 2009 meeting prior to it being forwarded to the Minister for Local Government.**
- 6. Endorses and supports the WALGA Motion adopted at the State Council Special Meeting held on 4 March 2009.**

**Carried 7:0**

**10.3.3 ROMAN II – Replacement Road Asset Management System**

**FILE REFERENCE:** 33.1.11  
**DATE OF REPORT:** 10 March 2009  
**REPORT AUTHOR:** CEO  
**SENIOR OFFICER:** CEO  
**VOTING REQUIREMENTS:** Simple Majority  
**ATTACHMENTS:** Bulletins 1 - 7

**BACKGROUND**

Western Australian local government has used ROMAN software for approximately 20 years as a road management and data collection tool. The software is reaching the end of its useful life and a process has been put in place to replace it.

**COMMENT – GENERAL**

Attached to the agenda are seven Bulletins issued by WALGA in regard to the replacement software which are self-explanatory.

The confidentiality agreement has been completed and returned and it is hoped that financial information will be available at the Council Meeting.

**STATUTORY IMPLICATIONS**

Local Government Act 1995.

## **STRATEGIC IMPLICATIONS**

There are no strategic implications arising from this Item.

## **PUBLIC CONSULTATION**

No public consultation has been undertaken in regards to this Item.

## **SOCIAL IMPLICATIONS**

There are no social implications arising from this Item.

## **FINANCIAL IMPLICATIONS**

There are financial implications arising from this Item as the new software is expected to exceed to current annual costs of the ROMAN system.

## **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications arising from this Item.

## **RECOMMENDATION**

- 1. That the information contained in the attached ROMAN II Info Bulletins be noted;**
- 2. That a position of 'in-principle' support for the new system be adopted;**
- 3. That provision be made in the 2009/10 budget, if required, for initial work associated with implementation of the new system.**

**Simple Majority Required**

### ***RESOLUTION 293:2008/09***

***Moved Cr Hardie seconded Cr McNeil***

- 1. That the information contained in the attached ROMAN II Info Bulletins be noted;***
- 2. That a position of 'in-principle' support for the new system be adopted;***
- 3. That provision be made in the 2009/10 budget, if required, for initial work associated with implementation of the new system.***

***Carried 7:0***

**10.3.4 Strategic Waste Management Plan – Waqin Group of Councils**

**FILE REFERENCE:** 13.1.13  
**DATE OF REPORT:** 10 March 2009  
**REPORT AUTHOR:** CEO  
**SENIOR OFFICER:** CEO  
**VOTING REQUIREMENTS:** Simple Majority  
**ATTACHMENTS:** Minutes – Meeting 26 February 2009

**BACKGROUND**

At its meeting held in September 2008, Council resolved, essentially, to adopt those parts of the Plan relating to the Shire of Wandering. The resolution was as follows:

*“RESOLUTION 224:2008/09*

*Moved Cr White seconded Cr Barge*

*That Council:*

- 1. notes the recommendations in Section 5.2 of the Report beginning on page 18 which refer to actions required of individual Councils and suggests that these recommendations be used as a basis for the development of a waste management plan for each Council for implementation before the end of the year.*
- 2. endorses the recommendations contained in Section 6.4, table 6.4.1 of the report beginning on page 66, and*
- 3. endorses Section 8.1 and table 8.2 of the report and the timeline proposed in table 8.3 be referred to the SWMP implementation manager as the basis of a project plan.*
- 4. notes that advice is being sought from WALGA concerning the legal position concerning Waste Management Plans for Developments and if that advice is favourable then each Council is to implement such a program.*

*Carried 5:0”*

**COMMENT – GENERAL**

Since last September, other Councils in the Group have been working towards adopting those sections of the draft Plan.

At a meeting held in late February (Minutes attached) it was agreed that all Councils should formally adopt the Plan. This is required to be done before the end of March 2009 which will then allow the remaining funding to be released. Additionally further funding will be available for implementation of the Plan which will be undertaken once a consultant/employee is retained to ‘drive’ the outcomes and recommendations of the Plan.

At over 100 pages a complete copy of the Plan has not been provided to each Councillor but is available by email on request and a copy will be available at the Council Meeting. It should be noted that those parts of the Plan affecting the Shire of Wandering have not altered since September 2008.

**STATUTORY IMPLICATIONS**

Local Government Act 1995.

**STRATEGIC IMPLICATIONS**

There are strategic implications relating to waste management arising from this Item.

**PUBLIC CONSULTATION**

No public consultation has been undertaken in regards to this Item.

**SOCIAL IMPLICATIONS**

There are no social implications arising from this Item.

**FINANCIAL IMPLICATIONS**

There are no immediate financial implications arising from this Item.

**ENVIRONMENTAL IMPLICATIONS**

There are positive environmental implications arising from this Item.

**RECOMMENDATION**

**That Council adopt the Strategic Waste Management Plan for the Wagin Group of Councils Draft 6 and the Consultants be advised accordingly and requested to lodge the Plan as a final version with the Department of Environment and Conservation before the end of March 2009.**

**Simple Majority Required**

***RESOLUTION 295:2008/09***

***Moved Cr Hardie seconded Cr White***

***That Council adopt the Strategic Waste Management Plan for the Wagin Group of Councils Draft 6 and the Consultants be advised accordingly and requested to lodge the Plan as a final version with the Department of Environment and Conservation before the end of March 2009.***

***Carried 7:0***

**10.3.5 Road Construction & Maintenance – 6 Year Programs**

**FILE REFERENCE:** 12.5 Road Program (New File)  
**DATE OF REPORT:** 11 March 2009  
**REPORT AUTHOR:** CEO  
**SENIOR OFFICER:** CEO  
**VOTING REQUIREMENTS:** Simple Majority  
**ATTACHMENTS:** Programs

**BACKGROUND**

At its last meeting, Council was briefed by its consulting Engineer, Mr Bret Howson on the condition of the road network within the Shire.

**COMMENT – GENERAL**

Subsequent to the last meeting and in line with the Council resolution, draft programs for both construction and maintenance have been prepared utilising the data contained within the Roman system and reflecting the network condition report.

The programs have been previously circulated by fax and email to Councillors in order for some specific local knowledge to confirm the programs. At the time the agenda was prepared no comment had been received and the opportunity exists for the programs to be amended at the Council Meeting.

A copy of the programs is attached for Councillors information.

**STATUTORY IMPLICATIONS**

Local Government Act 1995.

**STRATEGIC IMPLICATIONS**

The output from this process will be a six year Works Program for reconstruction, gravel resheeting and sealed road resealing. Council's endorsement of these program will assist with the planning of the Annual Budget and other grant programs such as Regional Road Group, Roads to Recovery and Blackspot applications.

**PUBLIC CONSULTATION**

No public consultation has been undertaken in regards to this Item.

**SOCIAL IMPLICATIONS**

There are no social implications arising from this Item.

**FINANCIAL IMPLICATIONS**

Having Work Programs extending over a number of years can assist with the annual budgeting process and allow officers to bulk tender for the purchase of materials for the entire program. This will give better unit cost saving on each project.

## ENVIRONMENTAL IMPLICATIONS

There are no environmental implications arising from this Item.

## RECOMMENDATION

**That the six year works programs as attached be adopted for budgetary purposes.  
Simple Majority Required**

***RESOLUTION 296:2008/09***

***Moved Cr Price seconded Cr Barge***

***That the six year works programs as attached be adopted for budgetary purposes.***

***Carried 7:0***

### 10.3.6 Public Interest Disclosure Procedures

#### FILE REFERENCE:

**DATE OF REPORT:** 12 March 2009

**REPORT AUTHOR:** Deputy CEO

**SENIOR OFFICER:** CEO

**VOTING REQUIREMENTS:** Simple Majority

**ATTACHMENTS:** Public Interest Disclosure Procedures

## BACKGROUND

It is a requirement of the Public Interest Disclosure Act 2003 (PID) that all public authorities have complaint resolution mechanisms through which staff or members of the public can raise concerns. Under the PID Act, people can make disclosures about serious wrongdoing within the State public sector, local government, some boards and committees and public universities. It was introduced in an effort to reduce corrupt conduct and maladministration.

The purpose of the PID Act is to:

- Ensure accountability in government by encouraging people to make disclosures;
- Maintain the confidentiality of the discloser's identity; and
- Provide immunity and protection for the discloser.

The Act makes special provision for proper authorities to receive disclosures of a particular nature. Proper authorities are responsible for:

- Receiving disclosures;
- Investigating disclosures;
- Taking appropriate action; and
- Reporting

## COMMENT - GENERAL

Procedures have been developed in conjunction with the Office of the Public Sector Standards Commission and are attached for consideration.

**STATUTORY IMPLICATIONS**

Public Interest Disclosure Act 2003

**STRATEGIC IMPLICATIONS**

There are no strategic implications arising from this Item.

**PUBLIC CONSULTATION**

No public consultation has been undertaken in regards to this Item.

**SOCIAL IMPLICATIONS**

There are no social implications arising from this Item.

**FINANCIAL IMPLICATIONS**

There are no financial implications arising from this Item.

**ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications arising from this Item.

**RECOMMENDATION**

**That Council adopts the attached Public Interest Disclosure Procedures.**

**Simple Majority Required**

***RESOLUTION 297:2008/09***

***Moved Cr Hardie seconded Cr McNeil***

***That Council adopts the attached Public Interest Disclosure Procedures.***

***Carried 7:0***

## **10.4 FINANCE**

### **10.4.1 Shire of Wandering – Financial Statement and Accounts for Payment**

<b>FILE REFERENCE:</b>	10.1.16 Finance General
<b>DATE OF REPORT:</b>	12 March 2009
<b>REPORT AUTHOR:</b>	Deputy CEO
<b>SENIOR OFFICER:</b>	CEO
<b>VOTING REQUIREMENTS:</b>	Simple Majority
<b>ATTACHMENTS:</b>	Statement of Financial Activity. Budget vs Actual Variance Report. Accounts for Payment.

#### **BACKGROUND**

It is a requirement of the Local Government Act 1995 that monthly and quarterly financial statements are presented to Council, in order to allow for proper control of the Shire's finances. In addition, Council is required to review the Municipal Budget on a six monthly basis to ensure that income and expenditure is in keeping with budget forecasts. It should be noted that the budget is monitored on a monthly basis in addition to the requirement for a six monthly review.

The attached financial statements and supporting information are presented for the consideration of Elected Members and Council staff welcomes enquiries in regard to the information contained within these reports.

#### **COMMENT – GENERAL**

In order to prepare the attached financial statements, the following reconciliations and financial procedures have been completed and verified;

- Reconciliation of all bank accounts.
- Reconciliation of the Rates Book, including outstanding debtors and the raising of interim rates.
- Reconciliation of all assets and liabilities, including payroll, taxation and postal services.
- Reconciliation of the Sundry Debtors Ledger.
- Reconciliation of the Sundry Creditors Ledger.
- Reconciliation of the Stock Ledger.
- Completion of all Works Costing transactions, including allocation of costs from the Ledger to the various works chart of accounts.

Upon completion of the above reconciliations and procedures, various matters have been identified as requiring the attention of Council, in accordance with the following Resolution of Council, adopted at the 19<sup>th</sup> of October 2006 Ordinary Meeting of Council. These matters are addressed in the Budget vs Actual Variance Report included within the Statement of Financial Activity.

*“RESOLUTION 088:2006/07*

*Moved Cr Barge seconded Cr Kerr*

*That in accordance with Regulation 34 of the Local Government (Financial Management) Regulations 1996 (as amended) Council adopt a measurement of \$500*



*or 5% for the purposes of reporting on material variances between budgeted and actual income and expenditure in the monthly Statement of Financial Activity and all other financial reports that may be required by Council.*

*Carried 7:0”*

### **Overview of Rates**

Rates revenue received to 28 February 2009 total \$497,239. Approximately 88% of rates raised were paid by the due date of 2<sup>nd</sup> October 2008. This represents an increase of approximately 5% of anticipated receipts. Discount of \$49,433 has been applied which is less than anticipated in the budget and a result of more ratepayers choosing the instalment option. This year 25 ratepayers have selected the instalment option, an increase of 14. As at 28 February 2009 the total rates outstanding were \$21,956.

### **STATUTORY IMPLICATIONS**

Local Government Act 1995 Section 5.25 (1)  
Local Government (Financial Management) Regulations 1996

The attached statements are prepared in accordance with the requirements of the Local Government Act 1995.

### **STRATEGIC IMPLICATIONS**

There are no strategic implications arising from this Item.

### **PUBLIC CONSULTATION**

No public consultation has been undertaken in regards to this Item.

### **SOCIAL IMPLICATIONS**

There are no social implications arising from this item.

### **FINANCIAL IMPLICATIONS**

Other than the matters identified in the Budget vs Actual Variance Report, income and expenditure is proceeding as per budget forecasts and the end of year position should be as per that projected in the 2008/09 Municipal Budget, assuming all projects proceed and are completed in this timeframe.

### **ENVIRONMENTAL IMPLICATIONS**

There are no environmental implications arising from this Item.

### **RECOMMENDATION**

**That Council;**

- 1. Receive the February 2009 monthly financial report incorporating the Statement of Financial Activity and Budget vs Actual Variance Report.**
- 2. Endorse the Accounts for Payment as per the attached Payment Listing totalling \$123,202.11 Municipal Fund and \$0.00 Trust Fund.**

**Simple Majority Required**

**RESOLUTION 298:2008/09**

**Moved Cr Price seconded Cr Kerr**

**That Council;**

- 1. Receive the February 2009 monthly financial report incorporating the Statement of Financial Activity and Budget vs Actual Variance Report.**
- 2. Endorse the Accounts for Payment as per the attached Payment Listing totalling \$123,202.11 Municipal Fund and \$0.00 Trust Fund.**

**Carried 7:0**

**10.5 ENVIRONMENTAL HEALTH OFFICER'S/ BUILDING INSPECTOR'S REPORT**

**10.5.1 Environmental Health Officer's Report**

Nil.

**10.5.2 Building Inspector's Report**

Nil.

**11. ELECTED MEMBERS' ROADWORKS REPORTS**

**11.1.1 Cr Hardie – Gravel Carting**

Cr Hardie questioned why we were not using a Shire truck on the North Bannister Wandering Road job. The Chief Executive Officer advised that the Shire truck had broken down due to a manufacturing fault, the contractor's price was within budget and he had a bigger truck.

**11.1.2 Cr Hardie – Tree Pruning CBH Bin**

Cr Hardie requested that the trees on the north side of the CBH Bin need trimming.

**11.1.3 Cr Price – George Road eastern end**

Cr Price advised that the eastern end of George Road is overgrown with small Sheoaks from the Pingelly Road back to bend.

**11.1.4 Cr Price – North Bannister Road**

Cr Price suggested the Sheoaks and scrub on the side where the power lines are, need to be removed and this should be earmarked for future works next winter.

**11.1.5 Cr Price – Grahams Crossing**

Cr Price visited the Grahams Crossing site and suggested the area needs about 2m<sup>3</sup> of concrete to be dropped on the edge before winter.

**11.1.6 Cr Price – Reseals**

Cr Price asked when the reseal work will commence. The Chief Executive Officer advised these jobs will commence as soon as the North Bannister Wandering Road job is completed which is anticipated at the end of next week.

- 11.1.7 Cr McNeil – Codjatotine Hastings Road and North Road**  
Cr McNeil requested the Codjatotine Hastings and North Road be dragged as soon as possible.
- 11.1.8 Cr White – Bannister Road**  
Cr White suggested that the height at the cut into the bitumen was extreme and should have had some gravel to taper off the drop to make it better for normal cars. This should be addressed next time.
- 12. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**  
Nil
- 13. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING**
- 14. QUESTIONS & DISCUSSIONS WITHOUT RESOLUTIONS**
- 14.1.1 Cr Hardie – Old Pumphreys Bridge**  
Cr Hardie asked who is responsible for the state of the Old Pumphreys Bridge since it collapsed.
- 14.1.1 Cr Price – Fire Break Notices**  
Cr Price asked for an update as to the status of fire break notices. The Chief Executive advised that these matters will be followed up. It was agreed that it was important to issue infringement notices.
- 14.1.1 Cr Price – Land Purchases**  
Cr Price asked for an update on the Schorer Industrial subdivision. The Chief Executive Officer advised that the electrical distribution design had been completed, a quote obtained for surveying the additional land which would allow the subdivision conditions to be satisfied and the land purchase finalized.
- 14.1.1 Cr Barge – Fire Brigade Drill**  
Cr Barge advised there was a Fire Brigade Drill last weekend. About six new members joined. The Brigade used the opportunity to go over all the vehicles etc. Cr Barge asked what was happening with the old fire truck and was advised it was not available for use as a back up fire truck as it was decommissioned.
- 14.1.1 Cr White – New Vehicles**  
Cr White asked how the new Grader was going and was advised there were “teething” difficulties with the new drive mechanics but other than that it was going well.
- 14.1.1 Royalties for Regions Funding**  
The Chief Executive Officer advised the Playgroup had requested support for its Royalties for Regions grant application.  
  
It was agreed that a letter of support be provided for the application.
- 14.1.1 Television Re-broadcasting**  
The Chief Executive Officer revisited the television rebroadcasting transmission. He advised that SBS were offering a \$66,000 subsidy to set up a tower in town.

It was agreed that as substantial funding was available and licenses were held by Council that Royalties for Regions funding be made available to commission SBS and ABC rebroadcasting in both digital and analogue transmissions.

15. **INFORMATION BULLETIN**



**COUNCILLORS INFORMATION  
BULLETIN – MARCH 2009**

**INDEX**

1. **Chief Executive Officer's Information Report**
  - 1.1. Planning Approvals issued by CEO using Delegated Authority from Council.
  - 1.2. WALGA Newsletters
  - 1.3. WALGA Details of Honours 2009
2. **Building Surveyor's Report and Environmental Health Officer's Report**
3. **Staff**
4. **Works Information Report**
5. **Plant Information Report**
6. **Outwards Correspondence**

**1. CHIEF EXECUTIVE OFFICER'S INFORMATION REPORT**

**1.1 Planning Approvals Issued By CEO using Delegated Authority from Council (Property File)**

Nil

**1.2 WALGA Newsletters**

**HEADLINES**

- ◀ SPECIAL STATE COUNCIL MEETING – LOCAL GOVERNMENT REFORM RESPONSE
- ◀ MEETING WITH MINISTER FOR ENVIRONMENT; YOUTH
- ◀ INTRODUCTION OF THE NEW ROMAN II
- ◀ CARBON POLLUTION REDUCTION SCHEME (CPRS) FACT SHEET
- ◀ EMERGENCY SERVICES LEVY (ESL) GRANTS MANUAL 2009/2010
- ◀ NEW COPYRIGHT COMPLIANCE GUIDE AND TRAINING COURSE
- ◀ RELEASE OF AUSTRROADS PUBLICATIONS
- ◀ STYLECORP

**MAILBAG**

- ◀ PLANNING & COMMUNITY DEVELOPMENT NEWS
- ◀ WESTERN COUNCILLOR ISSUE 25
- ◀ INFO PAGE – ROMAN II
- ◀ ARTCRAFT MARCH 2009 BEST BUYS
- ◀ LGIS SCHEME RULES, TRUST DEED & CONFIRMATION FORM PACK

**HEADLINES**

- ◀ LOCAL GOVERNMENT REFORM BULLETIN
- ◀ VACANCIES ON BOARDS AND COMMITTEES
- ◀ WALGA BREAKFAST: COUNCILLOR CONDUCT AND THE CEO/COUNCILLOR RELATIONSHIP
- ◀ ELECTRICITY PRICE INCREASES
- ◀ TRAINING AND DEVELOPMENT UPDATE
- ◀ THE SEARCH FOR INTEGRITY – CHALLENGING THE CULTURE OF ORGANISATIONS
- ◀ FUNDING APPLICATIONS FOR AIRSTRIP UPGRADES IN REMOTE AUSTRALIA
- ◀ BLESSING OF THE ROADS 2009

**MAILBAG**

- ◀ 2009/10 BUSINESS FURNITURE CATALOGUE
- ◀ INFO PAGE - MEETING WITH POLICE COMMISSIONER KARL O'CALLAGHAN
- ◀ LOCAL GOVERNMENT RESPONSE TO STRUCTURAL REFORM

**HEADLINES**

- ◀ WALGA HONOURS 2009
- ◀ REGIONAL AND LOCAL COMMUNITY INFRASTRUCTURE PROGRAM
- ◀ WALGA BREAKFAST: COUNCILLOR CONDUCT AND THE CEO/COUNCILLOR RELATIONSHIP
- ◀ SPEEDY VISA APPROVALS FOR LOCAL GOVERNMENTS
- ◀ WORKSHOP ON GUIDELINES FOR ASSESSING HEAVY VEHICLE ACCESS TO LOCAL ROADS
- ◀ AWARE FUNDING ANNOUNCED
- ◀ NATIONAL PACKAGING COVENANT (NPC) – FUNDING AVAILABLE

**MAILBAG**

- ◄ MUNICIPAL WASTE ADVISORY COUNCIL INFORMATION BULLETIN FEBRUARY 2009 – ISSUE 12
- ◄ HONOURS NOMINATION PACK
- ◄ WALGA BREAKFAST REGISTRATION FORM

**HEADLINES**

- ◄ WALGA DEPUTY CEO RECOVERS IN HOSPITAL
- ◄ LOCAL GOVERNMENT REFORM RESPONSE
- ◄ VICTORIAN BUSHFIRE AID
- ◄ MINISTERIAL COUNCIL PROGRESSES NEW ROAD SAFETY STRATEGY
- ◄ ENERGY PROCUREMENT PROJECT
- ◄ TRUCKS AND ASSOCIATED EQUIPMENT
- ◄ REGIONAL AIRPORTS DEVELOPMENT SCHEME (RADS)
- ◄ CORPORATE TRAVEL MANAGEMENT
- ◄ WALGA ECO-NEWS
- ◄ DISABILITY FUTURE DIRECTIONS 2025

**MAILBAG**

- ◄ INFO PAGE – ECONOMIC STIMULUS PACKAGE
- ◄ REVIEW OF WESTPLAN FLOOD
- ◄ REVIEW OF WESTPLAN TSUNAMI
- ◄ INVITATIONS TO THE AUSTRROADS WORKSHOP

**1.3 WALGA – DETAILS OF ASSOCIATION HONOURS FOR 2009**

**2. ENVIRONMENTAL HEALTH OFFICER'S REPORT/BUILDING SURVEYOR'S REPORT (13.1.2) (2.2.4)**

**2.1 Environmental Health**

Investigation and advice on an application (informal at this stage) to set up a boning room/butcher shop within the Shire (Munday). Liaison with the Health Department on the complexities of the proposal.

**Septic Tank Approvals**

<b>APPROVAL NUMBER</b>	<b>OWNER</b>	<b>ADDRESS</b>
12/09	Passmore/Wilding	Lot 90 Redgum Court

**Septic Tank Inspections**

D Parsons – Lot 450 George Road

**Food Premises Inspections**

Nil

**Other Environmental Health Matters**

Nil

**2.2 Building Surveyor**

Numerous appointments with prospective builders explaining building approval process.

**Building Inspections**

Living in shed – letter written to occupants of a shed who were living on site without approval and contrary to Council policy.

2 x letters requesting people stop work on unlawful buildings.

**Building Approvals**

Building Permits have been issued as follows:

<b>DATE</b>	<b>LICENSE NUMBER</b>	<b>OWNER</b>	<b>ADDRESS</b>	<b>TYPE</b>	<b>VALUE</b>
Feb/Mar	13	R Meakins	Lot 96 Echidna Close	Shed	\$8,000

**General Matters**

**3. STAFF**

**3.1 Leave and Overtime Report**

Leave taken for month of February is as follows:

<b>LEAVE TYPE</b>	<b>HOURS</b>
Annual Leave	4.35 hours
Sick Leave	3.5 hours
Bereavement Leave	Nil hours
Long Service Leave	Nil hours
Leave Without Pay	Nil hours
Overtime	15 hours

**4. WORKS REPORT – 10 February 2009 to 10 March 2009**

**4.2 Construction**

North Bannister Wandering Rd Reconstruction (E157501) has been ongoing this month.

**4.3 Maintenance**

Several trees and branches have been removed. A traffic hazard sign has been placed on the 'blowout' on Dwarda East Rd near Cloverbrook farm's gateway.

Maintenance carried out on machinery and plant this month included; G2, Cat 120M Grader, field recall/safety notice improvements completed, oil leak to be repaired with next field service visit, 23 March 2009. Firetrucks, both firetrucks have had their routine servicing carried out.

**Bitumen patching**

North Bannister Wandering Rd, Pumphreys Rd, Wandering Narrogin Rd and Wandering Pingelly Rd have had patches put in place.

**Maintenance Grade**

Noombling Norrine Rd has been dragged

**Signs**

**Depot**

The new staff facilities have been set in place with tradesman and contractors organised to complete site works and utility connections.

**Town**

Mowing and general tidy up of the town area has been completed this month, with particular attention paid to the Community Centre and Townscape areas, reticulation has been checked and repaired as necessary. Gas cylinders have been replaced at the caravan park, stinkweed within the town areas has been sprayed and will be followed up. The cricket oval has been mowed in conjunction with cricket matches.

**Next Jobs**

Completion of North Bannister Wandering Rd reconstruction, several seal coats to be applied, reconstruction of Watts St.

4.4 **Private Works**

Two loads of gravel and one load of blue metal has been delivered.

4.5 **Fuel Quotes (11.1.1)**

One order was placed as per Council Item 7.1.5 (17 September 1992) as follows;

**27 February 2009**

**Diesel**

Caltex	\$1.184
Great Southern Fuel Supplies	did not quote
Fuel Distributors of WA	\$1.119

An order for 4500 litres was issued to Fuel Distributors of WA.

**Unleaded Petrol**

Caltex	\$1.265
Great Southern Fuel Supplies	did not quote
Fuel Distributors of WA	\$1.179

An order for 1000 litres was issued to Fuel Distributors of WA

4.6 **Traffic Counts**

No traffic data has been collected this month.



4.7 **Roadwork's Requests Received**  
Nil

4.8 **Councillors Roadwork's Requests from Previous Meeting/s**

5. **PLANT REPORT**

5.1 **Caterpillar 12H 3306 6NC25698 Grader** – WD.483 – G1 – 6,024hrs (21 hrs for month)

5.2 **Caterpillar 120H Grader (Serial No 2AN0039)** – WD.300 – G2 – 10,643hrs (41 hrs for month)

**Caterpillar 120M Grader (Serial No B9C00395)** – WD.300 – G2 – 58hrs (50 hrs for month)

5.3 **Isuzu FVZ1400 Tandem Axle Truck** – WD.458 – T1 – 24,604km (1,026kms for month)

5.4 **Isuzu FVZ1400 Tandem Axle Truck** – WD.355 – T2 – 9,395km (1,691kms for month)

5.5 **Mitsubishi FE649EWSRFAA Crew Cab Truck** – DC – 129,199km (348kms for month)

5.6 **Caterpillar 924G Loader** – WD.118 – L1 – 856hrs (57 hrs for month)

5.7 **John Deere 6510 Tractor** – WD.229 – TRA – 3,465hrs (5 hrs for month)

5.8 **Multipac VP200 SP Roller (Serial No 1447)** – WD.182 – R2 – 7,795hrs (0 hrs for month)

5.9 **Caterpillar CS-563E Roller (Serial No ASA00505)** – WD.219 – R4 – 752hrs (39 hrs for month)

5.10 **Caprice Sedan OWD** – 3800km

5.11 **Toyota Hilux 3.0D LN167R 4 x 4 Utility** – WD.487–U1 – 179,036kms (1,482kms for month)

5.12 **Isuzu FSS Wandering Town 2.4B Fire Truck** – WD.281 – 1,626 km (161kms for month)

5.13 **Isuzu FSS500 Fire Truck (VIN J202129)** – WD.475- 81,461km (83kms for month)

5.14 **Hustler Mini Z Zero Turn Mower (Serial No 7070336)** - 109 hrs (11 hrs for month)

5.15 **Davleco Vib Steel Drum Drawn Roller/Lister HR3** – WD.598 – RL3 – 105 hrs (0 hrs for month)

**Other**

**Moore Multi Tyred Drawn Roller** - RL1

**Stihl 009AV, 034AV @ 039AV Chainsaws, Whipper Snipper**

**Sewell B200 Road Broom**

**Drag**

**7. OUTWARD CORRESPONDENCE**

<b>Date</b>	<b>Addressee</b>	<b>Subject</b>
16/02/2009	Valentine	Interim Rates
17/02/2009	G Hall	Costing of fence at Depot
17/02/2009	Australian Local Government Guide	Entry in 54th Edition
23/02/2009	Mr D Parsons	Building Licence
23/02/2009	Mr R Meakins	Building Licence
23/02/2009	DLGRD	Six month review Municipal Budget
23/02/2009	DLGRD	2008 Compliance Audit Return
23/02/2009	Wandering Telecentre Inc	Routine Safety Inspection
24/02/2009	Jodi Densham	Termination of Rental Agreement
25/02/2009	Spandau Pty Ltd	Outstanding account
26/02/2009	Wandering Town BFB	Donation
26/02/2009	Tania Dawson Faxed	Rental for Landcare Officer
26/02/2009	Hon GM Castrilli	Amalgamation
26/02/2009	Mr M James	Building Licence
4/03/2009	DLGRD	Funding Agreement
9/03/2009	Owen Woolfitt	Boundary Fence
9/03/2009	Chris Little	Termite Inspection

**16. MEETING CLOSURE**

There being no further business, the Chairman closed the meeting at 4:15pm.

**These Minutes were confirmed by Council at the Ordinary Council Meeting on Thursday, 16<sup>th</sup> April 2009.**

**CR B E DOWSETT, Chairman**