



Minutes of the Ordinary Meeting of the Wandering Shire Council held in the Council Chamber on Thursday, 20 November 2008.

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. C R Hardie	North Ward
Cr. J R McNeil	North East 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

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

7.1 16 October 2008 Ordinary Meeting of Council.

Minutes from the Ordinary Meeting of 16 October 2008 have been circulated to Elected Members.

RECOMMENDATION

It is recommended that the Minutes of the Ordinary Council Meeting held on 16 October 2008 be confirmed.

Simple Majority Required

RESOLUTION 238:2008/09

Moved Cr McNeil seconded Cr White

That the Minutes of the Ordinary Council Meeting held on the 16 October 2008 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 advised the following:

- New Committee working well
- Representative from each of the Shire now in attendance
- Tabled a Financial Statement

10.1.2 Attendance of Cr Hardie at the Hotham Catchment Landcare Committee Meeting

Tyrone Miley, the NRM Officer, has resigned and leaves 21 November 2008, providing all projects are finalised. An advertisement is being prepared. Darralyn Ebsary may be available to work one day per week and Tania Dawson may defer her resignation to take on a caretaker role to keep the Committee going until a suitable replacement is found. There will be difficulty attracting an applicant due to funding only confirmed until June 2009. Wandering has no accommodation available at the moment as it is rented for a six month period.

The Shire of Boddington is finding it difficult to get staff to manage the finances for the Committee.

Ian Turton has resigned as Chairman and Brad Hardie has declined the position. It is possible the Committee may recess if these positions are not filled in the short term.

10.1.3 Attendance of Cr Hardie at the Hotham Way Tourist Committee

The Hotham Way Tourist Route is due to open on 12 September 2009 and everything is progressing well. Meetings will increase to monthly.

10.1.4 Attendance of the Chief Executive Officer and Shire President at the Regional Road Group Meeting

Councils are concerned about the new scoring methods. Main Roads has announced all forms will be audited in the future. There are conflicting views on the amount of money to be spent,

some hold the view that more funds should be spent to demonstrate the need for the government to provide additional funding.

10.1.5 Opening of the Bush Fire Shed.

The opening of the new Bush Fire Shed was held on 25 October 2008 and it was a good day, with Terry Waldron MP and, FESA CEO Jo Harrison-Ward in attendance.

10.2 COMMITTEE REPORTS

Nil

10.3 CHIEF EXECUTIVE OFFICER'S REPORT

10.3.1 Policy – Application of the Common Seal

FILE REFERENCE:

DATE OF REPORT: 12 November 2008

REPORT AUTHOR: CEO

SENIOR OFFICER: CEO

VOTING REQUIREMENTS: Simple Majority

ATTACHMENTS: Nil

BACKGROUND

Council does not have a policy guiding the use of the Common Seal. This means that it can only be used expressly by resolution of Council. This is cumbersome and time consuming and can result in undue delay in executing documents.

COMMENT – GENERAL

It is suggested that Council adopt a policy to guide the use of the Common Seal which would allow documents to be executed under the signature of the Shire President and CEO with the action endorsed at the next Council Meeting.

This is purely a procedural issue. A draft policy is attached for Council's consideration.

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 no financial implications arising from this Item.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications arising from this Item.

RECOMMENDATION

That the draft policy “Application of Common Seal” be adopted.

Simple Majority Required

APPLICATION OF THE COMMON SEAL – DRAFT POLICY

TITLE: APPLICATION OF COMMON SEAL

ADOPTED: OCM

REVIEWED:

ASSOCIATED LEGISLATION: Local Government Act 1995

ASSOCIATED DOCUMENTS:

REVIEW RESPONSIBILITY: Chief Executive Officer

DELEGATION:

Previous Policy Number:

Objective:

To clarify the authority given by Council for the affixing of the Common Seal by the President and the Chief Executive Officer.

Definitions: N/A

Policy:

The Shire of Wandering has a Common Seal that is to be affixed to certain documents as proof that the document in question has been attested to by the Shire.

The attachment of the common seal requires attesting by both the Shire President, or in their absence the Deputy Shire President, and Chief Executive Officer or the person acting in that position.

A list of documents that have had the Common Seal affixed is to be presented to Council at each Ordinary Council Meeting with confirmation that the Seal has been used by authority of the Council, acknowledging the action of the Shire President and the Chief Executive Officer in affixing the Common Seal to the documents listed below.

Guidelines

The following documents require the Common Seal of the Shire of Wandering to be affixed:

- Local Laws
- Documents of a ceremonial nature
- Land transactions, including but not limited to sale, leases, assignments, subleases, consent to mortgage, surrenders, transfers, lodgement and withdrawals of caveats and amalgamations as resolved by Council.
- Town Planning Schemes and Scheme Amendments
- Service Agreements
- Any document stating that the Common Seal of the Shire of Wandering is to be affixed.

The sealing clause shall be:

The COMMON SEAL of the)
SHIRE OF WANDERING)
was hereunto affixed in)
the presence of:)

(Insert Name of Shire President)

Shire President

(Insert Name of CEO)

Chief Executive Officer

It should be noted that some matters that may be dealt with under delegated authority may require the Common Seal to be affixed.

Common Seal

RESOLUTION 239:2008/09
Moved Cr McNeil seconded Cr Barge
That the draft policy “Application of Common Seal” be adopted.

Carried 7:0

10.3.2 Council Meeting Dates - 2009

FILE REFERENCE:
DATE OF REPORT: 13 November 2008
REPORT AUTHOR: CEO
SENIOR OFFICER: CEO
VOTING REQUIREMENTS: Simple Majority
ATTACHMENTS: Nil

BACKGROUND

In accordance with Regulation 12(1) of the Local Government Act (Administration) Regulations 1996, at least once each year a local government is required to give local public notice of the dates, times and place of its Ordinary Council Meetings and Committee meetings required under the Act to be open to the public.

COMMENT - GENERAL

As has been recent practice, Ordinary Meetings of Council are proposed to be held on the third Thursdays of each month, except January, commencing at 11.00am. Council has previously resolved to recess in January allowing staff and Councillors to plan leave during that month. The January recess releases staff from the early January Agenda preparatory cycle necessary to hold a January Council meeting.

It is therefore recommended that Council Meetings be held on the following dates:

- Thursday, 19th February, 2009
- Thursday, 19th March, 2009
- Thursday, 16th April, 2009
- Thursday, 21st May, 2009
- Thursday, 18th June, 2009
- Thursday, 16th July, 2009
- Thursday, 20th August, 2009
- Thursday, 17th September, 2009
- Thursday, 15th October, 2009
- Thursday, 19th November, 2009
- Thursday, 17th December, 2009

STATUTORY IMPLICATIONS

Local Government Act 1995 and Regulations

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 endorses the following meeting dates for 2009:

- **Thursday, 19th February, 2009**
- **Thursday, 19th March, 2009**
- **Thursday, 16th April, 2009**
- **Thursday, 21st May, 2009**
- **Thursday, 18th June, 2009**
- **Thursday, 16th July, 2009**
- **Thursday, 20th August, 2009**
- **Thursday, 17th September, 2009**
- **Thursday, 15th October, 2009**
- **Thursday, 19th November, 2009**
- **Thursday, 17th December, 2009**

Simple Majority Required

RESOLUTION 240:2008/09

Moved Cr Price seconded Cr Hardie

That Council endorses the following meeting dates for 2009:

- *Thursday, 19th February, 2009*
- *Thursday, 19th March, 2009*
- *Thursday, 16th April, 2009*
- *Thursday, 21st May, 2009*
- *Thursday, 18th June, 2009*
- *Thursday, 16th July, 2009*
- *Thursday, 20th August, 2009*
- *Thursday, 17th September, 2009*
- *Thursday, 15th October, 2009*
- *Thursday, 19th November, 2009*
- *Thursday, 17th December, 2009*

Carried 7:0

10.3.3 Occupational Safety and Health Policy (1.1.10)

FILE REFERENCE:

DATE OF REPORT: 13 November 2008

REPORT AUTHOR: Deputy CEO

SENIOR OFFICER: CEO

VOTING REQUIREMENTS: Simple Majority

ATTACHMENTS: Occupational Safety & Health Policy

BACKGROUND

It is a requirement of the Occupational Safety and Health (OSH) Act 1984 that the Shire of Wandering ensures its employees work in a safe environment and has policies and procedures in place to promote this fact.

COMMENT - GENERAL

A policy has been developed in conjunction with our Insurer's Risk Co-ordinator and is attached for consideration.

STATUTORY IMPLICATIONS

Occupation Safety and Health (OSH) Act 1984

STRATEGIC IMPLICATIONS

In the event that Council did not adopt the recommended policy and someone was to receive an injury there could be serious consequences in accordance with the above Act.

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

If a staff member was injured and there was no formal policy in place there could be serious financial implications.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications arising from this Item.

RECOMMENDATION

That Council adopts the attached Occupational Safety and Health Policy and ensures that all staff work in accordance with the policy guidelines.

Simple Majority Required

RESOLUTION 241:2008/09*Moved Cr Hardie seconded Cr Kerr**That Council adopts the attached Occupational Safety and Health Policy and ensures that all staff work in accordance with the policy guidelines.**Carried 7:0***10.4 DEVELOPMENT SERVICES - Nil****10.5 FINANCE****10.5.1 Shire of Wandering – Financial Statement and Accounts for Payment**

FILE REFERENCE:	10.1.16 Finance General
DATE OF REPORT:	13 November 2008
REPORT AUTHOR:	Deputy CEO
SENIOR OFFICER:	CEO
VOTING REQUIREMENTS:	Simple Majority
ATTACHMENTS:	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 19th 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 31st October 2008 total \$463,443. Approximately 88% of rates raised were paid by the due date of 2nd 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 31st October 2008 the total rates outstanding were \$59,935.

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 October 2008 monthly financial report incorporating the Statement of Financial Activity and Budget vs Actual Variance Report.**
- 2. Endorse the Accounts for Payment as listed and totalling \$122,807 Municipal Fund and \$4,400 Trust Fund.**

Simple Majority Required

RESOLUTION 242:2008/09*Moved Cr Price seconded Cr Kerr**That Council;*

- 1. Receive the October 2008 monthly financial report incorporating the Statement of Financial Activity and Budget vs Actual Variance Report.*
- 2. Endorse the Accounts for Payment as listed and totalling \$122,807 Municipal Fund and \$4,400 Trust Fund.*

*Carried 7:0***10.5.2 Shire of Wandering 2007/2008 Annual Report and Annual Financial Statement**

FILE REFERENCE:	10.1.5 Annual Statements
DATE OF REPORT:	13 November 2008
REPORT AUTHOR:	CEO
SENIOR OFFICER:	CEO
VOTING REQUIREMENTS:	Simple Majority
ATTACHMENTS:	Nil

BACKGROUND

It is a requirement of the Local Government Act 1995 that a local authority is to prepare and adopt an Annual Report and Annual Financial Statement, prior to the staging of the Annual General Meeting of Electors.

At the time of preparing the agenda, the Auditor's report had not been received; although assurances have been made it will be received by the November Meeting for Council to consider with the remainder of the Annual Report and Financial Statement.

As such the Draft Annual Report and Financial Statement are not available for distribution with the Agenda papers. Copies of these documents will be tabled at the Meeting.

COMMENT

The Local Government Act 1995 (as amended) requires a local authority to hold the Annual Electors Meeting within 56 days of the adoption of the Annual Financial Report for the previous financial year.

Council's nominated Auditors, Butler and Settineri completed their onsite audit of the Draft Annual Financial Statement and accompanying matters on Friday, 17th October 2008. Mr Paul Chabrel, who coordinated the Audit, advised that the completed Audit Report will be available for consideration by Council at the November 2008 Meeting.

The Annual Electors Meeting has traditionally been held in November of each year, prior to the commencement of the harvest period, to maximise the attendance of Electors at the meeting. It is a requirement of the Act that fourteen days local public notice be provided for the staging of the Annual General Meeting of Electors.

RECOMMENDATION**That Council**

1. **Adopt the 2007/08 Annual Report as presented.**
2. **Adopt the 2007/08 Annual Financial Statement as presented, and**
3. **Hold the Annual Meeting of Electors on Thursday 18th December 2008, commencing at 7.30pm in the Wandering Community Centre.**

Simple Majority Required**RESOLUTION 243:2008/09***Moved Cr McNeil seconded Cr Kerr**That Council defers consideration of this item until its December Meeting.**Carried 7:0***RESOLUTION 244:2008/09***Moved Cr Hardie seconded Cr White**That the meeting adjourn for lunch at 12:26pm.**Carried 7:0***The meeting resumed at 2:10pm with all members present.****10.5.3 Shire of Wandering – Audit Committee Meeting**

FILE REFERENCE:	9.1.3 General Electors Meeting
DATE OF REPORT:	13 November 2008
REPORT AUTHOR:	CEO
SENIOR OFFICER:	CEO
VOTING REQUIREMENTS:	Simple Majority
ATTACHMENTS:	Nil

BACKGROUND

As referenced in Item 10.5.2, Council's nominated Auditor Butler and Settineri have advised that the Audit Report relating to the onsite audit undertaken on Friday, 17th October 2008, will be available for presentation to November 2008 Ordinary Meeting of Council.

Accordingly, it is now appropriate for the Audit Committee to convene a Meeting to discuss issues arising from the conduct of the audit, in accordance with the provisions of the Local Government Act 1995 (as amended).

COMMENT

Regulation 16, of the Local Government (Financial Management) Regulations 1996 provides some guidelines as to the functions of the Audit Committee as follows:

- (a) is to provide guidance and assistance to the Local Government:
 - (i) as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and
 - (ii) as to the development of a process to be used to select and appoint a person to an auditor.
- (b) may provide guidance and assistance to the Local Government as to:
 - (i) matters to be audited;
 - (ii) the scope of audits;

- (iii) its functions under Part 6 of the Act; and
- (iv) the carrying out of its functions relating to others audits and other matters related to financial management.

Amendments to Part 7 of the Act regarding Audit Committees, includes the following:

1. Each Local Government is to establish an Audit Committee of three (3) or more persons.
2. Members of the Committee are to be appointed by Absolute Majority and can include Elected Members and other persons (not employees) if the Council resolves to do so.
3. The Committee must include at least three (3) Council Members and they are to comprise a majority of the Committee. It is intended that Councils appoint other persons to this Committee to provide for independent membership although there is no requirement to do so.
4. The Chief Executive Officer is prevented from being a member of the Audit Committee and from nominating persons to be a member of the Audit Committee.
5. Employees are prevented from being a member of the Audit Committee.
6. Council may delegate only powers and duties under Part 7 of the Local Government Act 1995 to the Audit Committee by Absolute Majority.
7. Decisions of the Audit Committee are by Simple Majority.
8. Appointment of Auditor will need to be made on a recommendation of the Audit Committee.
9. Any matters identified by an Auditor are to be detailed in the Auditor's Report.
10. The Minister has the power to refer a copy of the Auditor's Report to the Chief Executive Officer for action.
11. Audit Committee is to meet with the Auditor at least once every year. This can be done by electronic communication.
12. Examine Auditor's Report and ensure action is taken where necessary.
13. Prepare a report on any necessary action and forward a copy to the Minister.

Council's nominated Audit Committee, as resolved at the July 2006 Meeting of Council, comprises Councillors Dowsett, Price and Barge.

It may be expedient to hold the Committee Meeting via teleconference with the Auditors prior to the commencement of the November Meeting of Council.

RECOMMENDATION

That the Shire of Wandering Audit Committee convene a Meeting at 10.00am on Thursday, 18th December 2008 to discuss matters identified by the Auditors in the conduct on the 2007/08 Audit.

Simple Majority Required

RESOLUTION 245:2008/09

Moved Cr Hardie seconded Cr Barge

That the Shire of Wandering Audit Committee convene a Meeting at 10.00am on Thursday, 18th December 2008 to discuss matters identified by the Auditors in the conduct on the 2007/08 Audit.

Carried 7:0

10.5.4 Review of Planning Fees and Charges 2008/09 (10.1.4)

FILE REFERENCE:	10.1.4 Budget
DATE OF REPORT:	13 November 2008
REPORT AUTHOR:	CEO
SENIOR OFFICER:	CEO
VOTING REQUIREMENTS:	Absolute Majority
ATTACHMENTS:	Schedule of Fees

BACKGROUND

Amendments to the Planning and Development (Local Government Planning Fees) Regulations 2000 include changes to the maximum prescribed fees for planning applications set for 2007/2008.

The existing regulations have been amended to correct errors in the schedule and to reflect the Consumer Price Index increase of approximately 3.4 percent. The regulations were gazetted on 10th October 2008 and can be charged from the date once adopted by the local government.

The system of fees is based on the following guidelines and principles:

- A maximum fee structure that enables local governments to charge less or not at all.
- The capacity for local governments to charge a higher fee than the specified maximum or charge when and where there are exceptional circumstances beyond what is normally undertaken by normal local governments; that is for applications which require:
 - Specific assessment (eg environmental assessment studies)
 - Extensive consultation procedures(eg for exceptionally large, unusual or complicated proposals);
 - Technical sources and equipment (eg computer modelling); and/or
 - Specialist skills (eg heritage conservation).

COMMENT

The fees and allowances are designed to partly compensate for the cost of assessing these applications. Fees for development applications are based on a sliding scale. A fee of \$127 applies to development applications where the total cost of development is less than \$50,000. Fees are capped at a maximum of \$30,600 for developments with a cost of \$21.5 million or more.

A separate fee for scheme amendments and structure plans applies. These are calculated using the fee calculation table that includes estimated salary cost, direct cost, specialist report costs and documentation costs.

The following provisions also apply to these fees:

- Fees relate only to scheme amendments initiated at the request of the applicant.
- Fees are payable by the applicant at the time of lodgement of the application.
- The local government may permit the applicant to do some of the work.
- Fees may be waived by the Local Government.
- If an applicant is not satisfied that the fees calculated by the local government are reasonable the matter may be referred to the Fees Arbitration Panel for determination.

A sliding scale of fees applies to applications for subdivision clearances.

A flat fee applies for an application for home occupation, change of use, property settlement questionnaire, zoning certificates and written planning advice.

Where an application is lodged after the development has started the planning application fee is trebled.

GST will only apply to fees for property settlement questionnaires.

STATUTORY IMPLICATIONS

Local Government Act 1995.
Planning & Development Act & Regulations

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:

- 1. Pursuant to section 6.16 of the Local Government Act 1995 imposes the maximum fees as set out in the Western Australian Planning Commissions Bulletin 93 Planning and Development (Local Government Planning Fees) Regulations 2000 in place of the equivalent fees contained in the 2008/2009 Budget papers.**
- 2. Gives notice pursuant to section 6.19 of the Local Government Act 1995 that the fees are to be imposed from 15th December 2008.**

Absolute Majority Required

RESOLUTION 246:2008/09

Moved Cr Barge seconded Cr Hardie

That Council:

- 1. Pursuant to section 6.16 of the Local Government Act 1995 imposes the maximum fees as set out in the Western Australian Planning Commissions Bulletin 93 Planning and Development (Local Government Planning Fees) Regulations 2000 in place of the equivalent fees contained in the 2008/2009 Budget papers.***
- 2. Gives notice pursuant to section 6.19 of the Local Government Act 1995 that the fees are to be imposed from 15th December 2008.***

Carried 7:0

10.5.5 Small Business Centre – Wheatbelt South

FILE REFERENCE: 18.1.38 Small Business Centre
DATE OF REPORT: 13 November 2008
REPORT AUTHOR: DCEO
SENIOR OFFICER: CEO
VOTING REQUIREMENTS: Simple Majority
ATTACHMENTS: Nil

BACKGROUND

A request for funding support in the 2008/09 financial year has been received from the Wheatbelt South Small Business Centre.

COMMENT - GENERAL

The Wheatbelt South Small Business Centre is partially funded by the State government to deliver small business services to the communities of approximately 20 town/shires. This financial support does not cover the employment of additional staff or the cost of extensive visitations within the delivery area. The Centre is seeking a financial contribution of \$750.00 from the Shire of Wandering.

This request was received after the adoption of the 2008/09 Municipal Budget and as a consequence the Manager, Mr Greg O'Neil has been advised the Shire of Wandering is unable to commit any funding to support the Centre in this financial year.

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 no financial implications arising from this Item.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications arising from this Item.

RECOMMENDATION

That Council consider providing a financial contribution to the Wheatbelt South Small Business Centre during the preparation of the 2009/10 Municipal Budget.

Simple Majority Required

RESOLUTION 247:2008/09*Moved Cr Hardie seconded Cr White**That Council consider providing a financial contribution to the Wheatbelt South Small Business Centre during the preparation of the 2009/10 Municipal Budget.**Carried 7:0***10.6 ENVIRONMENTAL HEALTH OFFICER'S/ BUILDING INSPECTOR'S REPORT****10.6.1 Environmental Health Officer's Report – November 2008**

Nil

10.6.2 Building Inspector's Report – November 2008

Nil

11. ELECTED MEMBERS' ROADWORKS REPORTS**11.1.1 Cr Hardie: CWA Entrance**

Cr Hardie advised drivers are cutting across the gravel and digging it up. A guide post probably needs to be erected to deter short cutting.

11.1.2 Cr Kerr: Codjatotine Hastings Road

Cr Kerr advised Codjatotine Hastings Road needs some attention as ruts are forming from about one kilometre north of George Road to the bend and to the Codjatotine bitumen.

11.1.3 Cr Price: Codjatotine Mooterdine Road

Cr Price advised the same problem as above is occurring on Codjatotine Mooterdine Road.

11.1.4 Cr McNeil: Prickle Bush

Cr McNeil advised Prickle Bush near Steve Watt's needs removing as it is creating a traffic hazard because it is the road.

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 McNeil – Update Emergency Response Plan**

Mick Williams of Pingelly Police advised the Emergency Response Plan requires updating.

14.1.2 Cr McNeil – Fire Breaks

Cr McNeil expressed concern over Council's position in regard to Fire Breaks not being installed in the Wandering Estate and Blackboy Springs subdivisions.

The Chief Executive Officer advised he has contacted all the Fire Control Officers' requesting them to submit a list of properties that do not comply. Cr Price tabled a list of properties that do not comply in his region.

14.1.3 Cr Dowsett – Fire Radios

Cr Dowsett advised that radios need repairing and he would like to see a new repairer being used as they were not happy with recent repairs.

14.1.4 Commercial Facility Update

The Chief Executive Officer advised he had received a facsimile from George Shepardson which was basically a quotation for the building but had many exclusions. He was expecting a business plan outlining his proposal. The Chief Executive Officer suggested he prepare a report on progress of the Commercial Facility and present it to the next Ordinary Council Meeting.

14.1.5 Local Government Week 2009

Local Government Week is being held again in the Convention Centre. The Chief Executive Officer suggested booking accommodation now so as to resolve the parking issues experienced last year. The Chief Executive Officer was requested to make reservations.

14.1.6 Main Roads - Additional Roads to Recovery

Letter received from Main Roads requesting a list of any bridges that may require upgrading. The Mains Roads representative suggested Mooterdine Loop Road. The Works Supervisor suggested the Wandering Pingelly Road – Biberkine Brook Bridge. Another suggestion is for Reids Road Crossing.

14.1.7 \$300 million Commonwealth Grants to Local Government

The Shire of Wandering will be eligible for \$100,000. Councillors were requested to consider options for this funding and submit ideas to the Chief Executive Officer for the inclusion in the December Agenda.

14.1.8 Speaker for Australia Day

It was agreed that the Shire President approach residents.

14.1.9 Rubbish Tip

Rubbish Tip needs to be compacted and a new trench dug.

14.1.10 Schorer Road Subdivision

It was agreed that the land acquisition component of the project be finalised as soon as possible.

14.1.11 Differential Rating

Cr Price questioned the process necessary to implement a Differential Rating system. He asked that consideration be given to separate categories for Industrial, Rural, Rural Residential, Residential, Commercial. The Chief Executive Officer advised that different scenarios will be presented to Council for discussion.

14.1.12 Plant Replacement

Cr Price advised the meeting on the outcomes from inspection of the plant items scheduled for replacement. The Chief Executive Officer advised that tenders will be called and the matter included in the next agenda.

15. **INFORMATION BULLETIN****COUNCILLORS INFORMATION
BULLETIN – November 2008****INDEX**

1. **Chief Executive Officer's Information Report**
 - 1.1. Planning Approvals issued by CEO using Delegated Authority from Council.
 - 1.2. City of Kalgoorlie-Boulder
 - 1.3. WALGA Infopage
 - 1.4. WALGA Issues Update
 - 1.5. Municipal Waste Advisory Council
 - 1.6. WALGA Economic Briefing
 - 1.7. ALGA News
 - 1.8. Hotham Landcare News

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 **City of Kalgoorlie-Boulder**

Advice that the City will be hosting the 2009 Sustainable Economic Growth in Regional Areas Conference 20-22 October 2009. This is the first time this national conference has been held in WA.

1.3 **WALGA Infopage**

A workshop will be held on 3 December at the City of Canning to consider the use of recycled materials in road construction.

1.4 **WALGA Issues Update**

- ◄ [AUSTRALIAN COUNCIL OF LOCAL GOVERNMENT- 18 NOVEMBER](#)
- ◄ [ROAD TRAFFIC CODE 2000- NOMINATION OF AMENDMENTS](#)
- ◄ [HEALTHY SPACES AND PLACES CONSULTATION WORKSHOP](#)
- ◄ [NATIONAL ARTS AND DISABILITY STRATEGY](#)
- ◄ [LEADERSHIP WA 2009 PROGRAM](#)
- ◄ [WORTH OF CARERS SYMPOSIUM](#)
- ◄ [IAP2 BREAKFAST- PROMOTION OPTIONS](#)
- ◄ [PROTECTING OLDER WEST AUSTRALIANS](#)
- ◄ [CCTV FORUM](#)
- ◄ [PREMIERS PHYSICAL ACTIVITY TASKFORCE \(PATF\) LOCAL GOVERNMENT WORKING GROUP](#)

MAILBAG

- ◄ INFO PAGE - LOCAL GOVERNMENT ADVISORY BOARD INQUIRY INTO GOVERNMENT SERVICE DELIVERY TO INDIGENOUS COMMUNITIES-WALGA SUBMISSION
- ◄ INFO PAGE - ROMAN SOFTWARE REPLACEMENT
- ◄ ROAD TRAFFIC CODE 2000- NOMINATION OF AMENDMENTS FAX BACK SURVEY
- ◄ [MINISTER ANNOUNCES NEW SSS STEERING COMMITTEE](#)
- ◄ [ALGA LOCAL GOVERNMENT CONSTITUTIONAL SUMMIT – MELBOURNE](#)
- ◄ [AUSTRALIAN COUNCIL OF LOCAL GOVERNMENT](#)
- ◄ [WATER SENSITIVE CITIES SPEAKERS SERIES](#)
- ◄ [TRAINING UPDATE](#)
- ◄ [SOCIAL INCLUSION OF REFUGEES WORKSHOP](#)

MAILBAG

- ◄ IN CAPTIVATE PARTICIPATION FOR ALL TOOLKIT
- ◄ INFO PAGE AND FAXBACK - RECREATION AND LEISURE ISSUES
- ◄ STRUCTURAL REFORM OF PUBLIC LIBRARIES IMPLEMENTATION PLAN AND UPDATE
- ◄ WATER SENSITIVE CITIES SPEAKERS SERIES FLYER
- ◄

HEADLINES

- ◄ [MEETING WITH THE HON ROB JOHNSON MLA MINISTER FOR POLICE; EMERGENCY SERVICES; ROAD SAFETY](#)
- ◄ [ROADS TO RECOVERY- MINISTERIAL APPROVAL FOR DEPRECIATION](#)
- ◄ [NEW CONTROLS OVER PESTICIDE USE](#)
- ◄ [DESK CALENDAR PADS 2009](#)

- ◀ [LOCAL GOVERNMENT CLIMATE CHANGE POLICY-BACKGROUND PAPER RELEASED](#)
- ◀ [USE OF RECYCLED MATERIALS IN ROAD CONSTRUCTION WORKSHOP](#)

MAILBAG

- ◀ MWAC INFORMATION BULLETIN ISSUE 118 – OCTOBER 2008
- ◀ ORDER FORM – DESK CALENDER PAD 2009
- ◀ INFO PAGE – USE OF RECYCLED MATERIAL IN ROAD CONSTRUCTION WORKSHOP
- ◀ AUSTRROADS MEMBERSHIP – FREE LOCAL GOVERNMENT ACCESS TO AUSTRROADS PUBLICATIONS ONLINE
- ◀ INFO PAGE AND FAX BACK SURVEY- NEW CONTROLS OVER PESTICIDE USE
- ◀ INFO PAGE AND FAXBACK - RECREATION AND LEISURE ISSUES

HEADLINES

- ◀ [MEETING WITH THE HON PETER COLLIER MLC](#)
- ◀ [VACANCIES – WA LOCAL GOVERNMENT GRANTS COMMISSION](#)
- ◀ [INAUGURAL MEETING OF AUSTRALIAN COUNCIL OF LOCAL GOVERNMENT](#)
- ◀ [INQUIRY INTO RESIDENTIAL AND COMMUNITY AGED CARE](#)
- ◀ [NATIVE VEGETATION CLEARING REVIEW UPDATE](#)
- ◀ [CAPTIVATE TOOLKIT](#)
- ◀ [TRAINING UPDATE](#)
- ◀ [WEAR STYLECORP AND WIN](#)
- ◀ [NATIONAL DISABILITY STRATEGY – DISCUSSION PAPER](#)
- ◀ [ENCOURAGING NETWORKING RELATIONSHIPS WITH HORIZON POWER](#)

MAILBAG

- ◀ INFO PAGE- REQUEST FOR LOCAL GOVERNMENT ROAD ASSETS AND EXPENDITURE DATA FOR 2007-08

HEADLINES

- ◀ [MINISTERIAL MEETING WITH THE HON TERRY WALDRON MLA](#)
- ◀ [VACANCIES ON BOARDS AND COMMITTEES](#)
- ◀ [WA LOCAL GOVERNMENT CONVENTION 2009](#)
- ◀ [ROADS AND TRANSPORT FORUM 2009](#)
- ◀ [NEW ICLEI OCEANIA FORUM](#)
- ◀ [WALGA TAX SERVICE](#)
- ◀ [IAP2 BREAKFAST](#)
- ◀ [LORD MAYOR'S RELIEF FUND](#)

MAILBAG

- ◀ INFO PAGE- 2009 LOCAL GOVERNMENT CONVENTION DATES AND ACCOMMODATION DETAILS
- ◀ INFO PAGE- MUSIC TARIFFS UPDATE
- ◀ INFO PAGE- FOOD ACT 2008 PROGRESS UPDATE
- ◀ ECONOMIC BRIEFING NOVEMBER 2008

- 1.5 **Municipal Waste Advisory Council**
October 2008 Information Bulletin.
- 1.6 **WALGA Economic Briefing**
WALGA's latest economic briefing dealing in detail with the global financial crisis, cost indexes, infrastructure assets and housing activity.
- 1.7 **ALGA News**
October editions of ALGA Newsletter.

1.8 **Hotham Landcare News**

October edition of newsletter

2. **ENVIRONMENTAL HEALTH OFFICER'S REPORT/BUILDING SURVEYOR'S REPORT (13.1.2) (2.2.4)****Environmental Health Officer/ Building Surveyor's Activity Report November 2008.**2.1 **Environmental Health****Septic Tank Approvals**

G Boulazeris Lot 80 Moramocking Road

S Schiller Lot 17 Wandoo Crescent

Septic Tank Inspections

Lot 24 Down Street - installed contrary to approval

Lot 13 Michibin Street

Lot 109 Cheetanning Road – problems with water table

Lot 1368 North Bannister Wandering Road

Lot 22 O'Connell Road

Food Premises Inspections

Halfway House Roadhouse – kitchen completed and now operating.

Bannister Roadhouse – cleanly maintained. No issues outstanding.

Tanglefoot Winery – Section 39 form completed for Department of Racing, Gaming and Liquor. Work almost completed and ready to open.

Wandering Brook Estate – cleanly maintained. No outstanding issues

Other Environmental Health Matters

Nil

2.2 **Building Surveyor****Building Inspections**

Building inspections ongoing at all building sites.

Building Approvals

Building Permits have been issued as follows:

DATE	LICENSE NUMBER	OWNER	ADDRESS	TYPE	VALUE
July	1	G Boulazeris	Lot 80 Moramocking Rd	Relocated Dwelling	\$40,000
July	2	R & J Hardie	Lot 11 Albany Highway	House	\$312,389
August	3	D & J Young	Lot 97 Echidna Close	Shed	\$20,000
October	4	M May	Lot 7 Young Road	Patio	\$6,000
October	5	C Maher	Lot 84 Moramocking Rd	Shed	\$39,853

General Matters3. **STAFF**3.1 **Leave and Overtime Report**

Leave taken for during the previous month is as follows:

LEAVE TYPE	HOURS
Annual Leave	30.4 hours
Sick Leave	116.5 hours
Bereavement Leave	16.1 hours
Long Service Leave	Nil hours
Leave Without Pay	8.5 hours
Overtime	10.5 hours

4. **WORKS REPORT** – 9 October 2008 to 11 November 2008**Construction**

The sheeting on York Williams Rd(E157507) has been completed.

Sheeting on Bannister Rd(E157509) is nearing completion. Soil samples have been taken from site of proposed Administration building extension.

Maintenance

Boneseed eradication has continued. An outbreak of Paterson's Curse has been contained, several trees and branches have been removed from various roads, an extension/replacement of a crossover has been made on the Wandering Pingelly Rd, slashing has taken place on verges and corners of the Wandering Pingelly Rd and the Pumphreys sports oval has been slashed.

Maintenance carried out on machinery and plant this month included;

Ride on Mower, Hustler Mini Z, 50hr service, drive belt replaced.

G1, Cat 12H Grader, 5,750hr service and replacement of leaking hose to oil filter housing.

R2, Multipac VP200 multi tyred roller, belt replacement.

G2, Cat 120H Grader, alternator replaced with remanufactured unit.

Bitumen patching

North Bannister Wandering Rd, Fourteen Mile Brook Rd, Crossman Dwarda Rd, Pumphreys Rd, Wandering Narrogin Rd and Wandering Pingelly Rd have had patches put in place.

Maintenance Grade

With drier weather conditions and the works program commencing, dragging has been limited to the York Williams Rd, North Wandering Rd and Bannister Rd this month.

Signs**Depot**

OHS material has been checked. i.e. Evacuation plan requirements.

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, as well as the cemetery in conjunction with the excavation of a grave. Globes have been replaced in the caravan park ablutions block. The floodlight controller has been replaced at the community centre, reticulation has been repaired and switched on, barbeque gas bottles have been refilled. A repair has been effected to the section of footpath on Watts St caused by a burst water main.

Next Jobs

Completion of Bannister Rd sheeting, dragging of gravel roads, drainage works on North Bannister Wandering Rd and Morramockining Rd, signage erection.

Private Works

One load of gravel has been delivered, two yards in town have been mowed and sprayed, several blocks have been slashed and firebreaks installed at Wandering Downs Estate and Blackboy Springs Estate.

Fuel Quotes (11.1.1)

Two orders were placed as per Council Item 7.1.5 (17 September 1992) as follows;

21 October 2008**Diesel**

Cooper and Dysart Pty Ltd	did not quote
Great Southern Fuel Supplies	did not quote
Fuel Distributors of WA	\$1.489

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

Petrol

Cooper and Dysart Pty Ltd	did not quote
Great Southern Fuel Supplies	did not quote
Fuel Distributors of WA	\$1.469

An order for 900 litres was issued to Fuel Distributors of WA.

10 November 2008**Diesel**

Cooper and Dysart Pty Ltd	did not quote
Great Southern Fuel Supplies	did not quote
Fuel Distributors of WA	\$1.405

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

Traffic Counts

No traffic data has been collected this month, RoMan data is being updated.

Roadwork's Requests Received

Nil

Councillors Roadwork's Requests from Previous Meeting/s**11.1.4 Cr Price: Codjatotine-Mooterdine Road Signage**

Cr Price requested some signage on a bend on Codjatotine-Mooterdine Road to alert traffic and to drive to road conditions.

Action: Signage has been sourced, yet to be erected.

11.1.5 Road Signage within the Shire

Investigate road signage advising that gravel roads exist within the Shire and road users should drive according to the condition of the roads.

Action: Gravel road signage similar to the signage the Shire of Cuballing has erected on gravel roads in their jurisdiction is available from Sunny Signs, but is listed as being "SA Only". After checking with MRWA this sign is not MRWA approved. Standard practice for MRWA is a W5-20 series sign (Slippery) with a drop tag with "Reduce Speed Gravel Road". A MRWA representative is following up but recommends against erecting the "SA Only" signage at this stage.

11.1.6 Cr McNeil: Road Conditions

Cr McNeil said he had received several complaints with regard to the condition of gravel roads. Gravel roads were generally deteriorating and this seemed also the case in neighbouring Shires and appeared to be caused by the change to weather conditions.

Action: The change in weather conditions and the commencement of the works program has meant that some of the gravel roads in the shire have deteriorated. Upon completion of the Bannister Rd sheeting, graders will commence a rotation to improve road surface conditions prior to the commencement of the harvest period.

5. PLANT REPORT

- 5.1 **Caterpillar 12H 3306 6NC25698 Grader** – WD.483 – G1 – 5,826hrs (53 hrs for month)
- 5.2 **Caterpillar 120H Grader (Serial No 2AN0039)** – WD.300 – G2 – 10,419hrs (88 hrs for month)
- 5.3 **Isuzu FVZ1400 Tandem Axle Truck** – WD.458 – T1 – 22,375km (3,050kms for month)
- 5.4 **Isuzu FVZ1400 Tandem Axle Truck** – WD.355 – T2 – 5,692km (3,525kms for month)
- 5.5 **Mitsubishi FE649EWSRFAA Crew Cab Truck** – DC – 124,398km (2,418kms for month)
- 5.6 **Caterpillar 924G Loader** – WD.118 – L1 – 669hrs (79 hrs for month)
- 5.7 **John Deere 6510 Tractor** – WD.229 – TRA – 3,430hrs (30 hrs for month)
- 5.8 **Multipac VP200 SP Roller (Serial No 1447)** – WD.182 – R2 – 7,785hrs (20 hrs for month)
- 5.9 **Caterpillar CS-563E Roller (Serial No ASA00505)** – WD.219 – R4 – 678hrs (41 hrs for month)
- 5.10 **Statesman Sedan** – 0.WD – 19900km
- 5.11 **Toyota Hilux 3.0D LN167R 4 x 4 Utility** – WD.487–U1 – 171,687kms (2,758kms for month)
- 5.12 **Isuzu FSS Wandering Town 2.4B Fire Truck** – WD.281 – 1,375 km (0kms for month)
- 5.13 **Isuzu FSS500 Fire Truck (VIN J202129)** – WD.475- 81,358km (0kms for month)
- 5.14 **Hustler Mini Z Zero Turn Mower (Serial No 7070336)** - 64 hrs (17 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

6. OUTWARD CORRESPONDENCE

Date	Addressee	Subject
9/10/2008	Craig Henderson	Lot 90 Blackboy Springs
9/10/2008	Peter Noonan	Lot 90 Blackboy Springs
15/10/2008	Mr and Mrs Hayes	PO Box Wandering
15/10/2008	PR Dawe	192 Lockhart St Como
15/10/2008	ABS	Engineering Statistics
15/10/2008	Palkingston Pty Ltd	PO Box 1448 Canningvale
15/10/2008	Chapman	8 Deane St Mt Lawley
15/10/2008	Conplant	Invoice 152079 non payment
20/10/2008	Councillors	Council Budget and Minutes
23/10/2008	Bryan Hardie WCC	Oval maintenance
23/10/2008	CBH	Ex Gratia rates
24/10/2008	Interim Rates Notice	
25/10/2008	B Sibley	Septic tank
28/10/2008	Local Government Advisory Board	Ward & Representation Review
29/10/2008	Roslyn Warburton	Dog Licence
29/10/2008	RT Chapman	Rates Notice
29/10/2008	Graeme Egerton Warburton	Vehicle Licence
29/10/2008	WALG	Special Projects Grants Bridge
29/10/2008	MRWA	Special Projects Grants Bridge
30/10/2008	Threeway Pty Ltd	Rubbish Tip Lease
30/10/2008	Riverside Roadhouse	Health Inspection
30/10/2008	Wandering Tavern	Health Inspection
30/10/2008	D Burnes	Building Application
30/10/2008	Small Business Dev Corp	Annual Review Loc Auth Lic Info
3/11/2008	Mrs S Ferguson	Rates 2nd Installment
3/11/2008	Dept of Transport Reg Serv	Roads to Recovery Proforma
30/10/2008	Jodi Pedlar	Job Application
3/11/2008	Linda Wilkins	Job Application
4/11/2008	Suncorp	Financial Transaction Reports
4/11/2008	HAMPL	Rates Notice
4/11/2008	DPI	Sawmill Site
4/11/2008	Councillors	Xmas invitations
5/11/2008	AP Marshall	Rates Notice
5/11/2008	Ist Public Works	Engineering
5/11/2008	Combined Property Settlements	Reg Mail delivery
6/11/2008	Ross Williamson	Rates notice change of ownership
7/11/2008	Wendy Stringer	Job Application
11/11/2008	WAPC	Adoption page

16. MEETING CLOSURE

There being no further business, the Chairman closed the meeting at 4:45pm.

These Minutes were confirmed by Council at the Ordinary Council Meeting on Thursday, 18 December 2008.

CR B E DOWSETT, Chairman