

TOWN OF COTTESLOE



WORKS AND CORPORATE SERVICES COMMITTEE

MINUTES

MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE
109 BROOME STREET, COTTESLOE
7.00 PM, TUESDAY, 16 JUNE 2009

WORKS AND CORPORATE SERVICES COMMITTEE
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1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Officer announced the meeting opened at 7.00 PM.

2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

Present

Cr Bryan Miller
Cr Patricia Carmichael
Cr Dan Cunningham
Cr John Utting
Cr Ian Woodhill

Officers Present

Mr Graham Pattrick	Manager Corporate and Community Services
Mr Geoff Trigg	Manager Engineering Services
Janna Lockyer	Community & Events Support Officer

Apologies

Mayor Kevin Morgan
Cr Victor Strzina

Officer Apologies

Carl Askew Chief Executive Officer

Leave of Absence (previously approved)

Nil

3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

4 PUBLIC QUESTION TIME

Nil

5 PUBLIC STATEMENT TIME

Nil

6 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Moved Cr Utting, seconded Cr Woodhill

[Minutes May 19 2009 Works and Corporate Services Committee.doc](#)

The Minutes of the Ordinary meeting of the Works And Corporate Services Committee, held on 19 May 2009 be confirmed.

Carried 5/0

8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Nil

9 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

10 REPORTS OF COMMITTEES AND OFFICERS**10.1 ADMINISTRATION****10.1.1 4TH ANNUAL LOCAL GOVERNMENT SUSTAINABLE DEVELOPMENT CONFERENCE**

File No: SUB/68
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Jade Hankin
Sustainability Officer

Proposed Meeting Date: 16-Jun-2009

Author Disclosure of Interest Nil

SUMMARY

Since 2006, the Annual Local Government Sustainable Development Conference has been held. For this year's event, delegates will hear from over 30 national and international speakers discussing how local governments can address challenges of sustainability and achieve their sustainable development goals in a cost-effective manner.

The conference will be held in Melbourne on the 18th and 19th of August 2009.

This report recommends Council endorse the CEO's recommendation that the Town's Sustainability Officer attend.

BACKGROUND

This conference is the only, major annual event which caters for the role of a Sustainability Officers in local government and attracts a variety of overseas representatives and speakers.

The program, over two days based at The Sebel, Albert Park, Melbourne includes such topics as;

- Expert analysis of Local Government's emissions trading obligations;
- Climate change and energy efficiency;
- Integrating sustainability into economic imperatives;
- Future directions for asset management;
- Practical approaches to water management;
- Sustainable planning and urban design;
- Waste management and resource recovery;
- Community engagement in environmental initiatives;
- Green purchasing and procurement.

There are a number of additional papers being delivered and several sessions with alternative speakers running concurrently. Virtually all the topics listed cover a worthwhile combination of practical and strategic aspects.

CONSULTATION

Nil

STAFF COMMENT

One of the most important sources of current information and training for experienced local government officers is conferences and seminars, particularly if delivered by high quality, practicing experts working in the industry, both in Australia and overseas.

In addition, new ideas are acquired from these presentations, as trends occurring throughout Australia become obvious and new ways of thinking or techniques are presented.

The opportunity to attend an international-standard conference targeted specifically at sustainability officers working in the local government arena is an excellent form of professional development.

For staff from small local governments such as Cottesloe it is also a welcome way to avoid becoming too isolated or insular by gaining exposure to the bigger picture both internationally and nationally.

Another advantage for Cottesloe is that from the Sustainability Health Check completed in Feb 2009, many recommendations were put forward which cover areas such as 'integrating sustainability into economic imperatives', 'community engagement in environmental initiatives' and 'green purchasing and procurement', which are specifically dealt with at the conference. This conference will provide a legitimate opportunity in which to acquire the right tools and techniques to implement such processes.

Professional fraternity is equally valuable to swap notes, make contacts and develop a network of colleagues and resources.

The Sustainability Officer is committed to the role and is motivated to maintain and enhance her professional knowledge and experience.

Both she and the Town would gain from attendance at the conference.

For this reasons her request for approval is supported and recommended.

POLICY IMPLICATIONS

Council's *Conferences* Policy applies:

CONFERENCES**OBJECTIVE**

Provide guidelines for the approval of attendance of Members and Officers at Conferences/Seminars/Training.

PRINCIPLES

Council supports the attendance of Members and Officers at conferences/seminars/training when the benefits to the organisation from attendance can be clearly identified.

ISSUES

The extent to which Council supports and funds attendance at conferences is a contentious issue. The benefits of attendance are not always readily identifiable and consequently there can be problems convincing a sceptical community that the expenditure is justified. For this reason, it is important that the benefits of attendance can be readily identified, especially when attendance involves interstate or overseas travel.

POLICY

Employees who wish to attend a conference/seminar/training shall complete a Request for Training application form and submit it to the Chief Executive Officer through their Supervisor.

The Chief Executive Officer is authorised to approve attendance by Officers at intrastate conferences, seminars and training that forms part of the normal training and professional development of those Officers.

The Chief Executive Officer is authorised to actively promote and approve the attendance of elected members at training courses provided under WALGA's Elected Members Development Program.

In determining attendance, the Chief Executive Officer shall take into account identified priorities and funding availability.

When funding for a conference/seminar/training is not provided in the budget, authorisation must be sought through the Corporate Services Committee.

Attendance at any interstate or international conference must be the subject of an application to be considered by the Chief Executive Officer and referred to the Works & Corporate Services Committee for recommendation to Council.

The following expenses for approved conferences/seminars/training will be met by Council:

- (a) Registration fees;
- (b) Return fares and other necessary transport expenses;
- (c) Reasonable accommodation and living expenses.

Where possible expenses are to be prepaid.

All expenditure is to be accounted for prior to reimbursement.

STRATEGIC IMPLICATIONS

Nil

STATUTORY REQUIREMENTS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The estimate cost of attendance, accommodation, meals and travel for the conference is \$2,000. This can be found from within the current 09/10 budget.

VOTING

Simple Majority

OFFICER RECOMMENDATION

Moved Cr Woodhill, seconded Cr Carmichael

That Council approve the attendance of the Sustainability Officer at the 'Local Government Sustainable Development Conference' in Melbourne from 18 to 19 August 2009.

AMENDMENT

Moved Cr Cunningham, seconded Cr Miller

That the words "and *Council to receive report on the conference*" be inserted after the words "*August 2009*" in the Officer recommendation.

Carried 5/0

COMMITTEE RECOMMENDATION

Moved Cr Woodhill, seconded Cr Carmichael

That Council approve the attendance of the Sustainability Officer at the 'Local Government Sustainable Development Conference' in Melbourne from 18 to 19 August 2009 and Council to receive a report on the conference.

Carried 5/0

10.2 ENGINEERING**10.2.1 MELBOURNE INTERNATIONAL PUBLIC WORKS CONFERENCE**

File No:	SUB/83
Responsible Officer:	Carl Askew Chief Executive Officer
Author:	Geoff Trigg Manager Engineering Services
Attachment	<u>International Public Works Conference</u>
Proposed Meeting Date:	16-Jun-2009
Author Disclosure of Interest	Report recommends Manager Engineering Services attends conference

SUMMARY

Every two years, a major conference is arranged by the Institution of Engineers Australia and the Institute of Public Works Engineers Australia (IPWEA) on a large range of public works topics. It attracts public works and local government engineers from around Australia, South East Asia, New Zealand, United States of America, Canada and a variety of other countries. This year the conference will be held in Melbourne from 6th to 10th September 2009. This report requests approval to attend this conference by the Manager Engineering Services.

BACKGROUND

IPWEA is a national association of local government and public works professional and technical staff from around Australia. It is in partnership with the Institution of Engineers, Australia for professional training, including conferences. The Melbourne conference is the fifteenth of its type and is the major national local government engineers event, occurring every two years and attracting a large variety of overseas representatives.

The program is attached. The main topics of presentation are:

- Skills shortage
- Environmental sustainability
- Asset management – various
- Water management
- Water use and reuse
- Storm water management
- Managing safer roads
- Community engagement
- Water infrastructure
- Bridges
- Road pavement management
- Contract management
- Benchmarking

- Climate Change
- Coastal Strategies
- Parks and Gardens
- Alternative Transport
- Flood Management
- Urban Delivery

A number of keynote speakers will also contribute to the program.

There are several 'streams' of papers being presented and the most applicable subjects would have to be chosen. Virtually all of the topics listed would apply to current aspects of engineering services in Cottesloe.

CONSULTATION

Nil

STAFF COMMENT

One of the most important sources of current information and training for experienced local government engineers occurs in conferences and seminars, particularly if delivered by high quality, practicing experts working in the industry.

New ideas are picked up from these presentations, trends occurring throughout Australia become obvious and new products are presented or proved to be dubious or worthy of caution.

A report on the results and high points of the conference would be presented, if attended.

POLICY IMPLICATIONS

Council's *Conferences Policy* applies:

CONFERENCES

OBJECTIVE

Provide guidelines for the approval of attendance of Members and Officers at Conferences/Seminars/Training.

PRINCIPLES

Council supports the attendance of Members and Officers at conferences/seminars/training when the benefits to the organisation from attendance can be clearly identified.

ISSUES

The extent to which Council supports and funds attendance at conferences is a contentious issue. The benefits of attendance are not always readily identifiable and consequently there can be problems convincing a sceptical community that the expenditure is justified. For this reason, it is important that the benefits of attendance can be readily identified, especially when attendance involves interstate or overseas travel.

POLICY

Employees who wish to attend a conference/seminar/training shall complete a Request for Training application form and submit it to the Chief Executive Officer through their Supervisor.

The Chief Executive Officer is authorised to approve attendance by Officers at intrastate conferences, seminars and training that forms part of the normal training and professional development of those Officers.

The Chief Executive Officer is authorised to actively promote and approve the attendance of elected members at training courses provided under WALGA's Elected Members Development Program.

In determining attendance, the Chief Executive Officer shall take into account identified priorities and funding availability.

When funding for a conference/seminar/training is not provided in the budget, authorisation must be sought through the Corporate Services Committee.

Attendance at any interstate or international conference must be the subject of an application to be considered by the Chief Executive Officer and referred to the Works & Corporate Services Committee for recommendation to Council.

The following expenses for approved conferences/seminars/training will be met by Council:

- (a) Registration fees;
- (b) Return fares and other necessary transport expenses;
- (c) Reasonable accommodation and living expenses.

Where possible expenses are to be prepaid.

All expenditure is to be accounted for prior to reimbursement.

STRATEGIC IMPLICATIONS

Nil

STATUTORY REQUIREMENTS

Nil

SUSTAINABILITY IMPLICATIONS

A number of the topics covered at the conference relate to sustainability, climate change and the environment.

FINANCIAL IMPLICATIONS

The estimate of the conference attendance, accommodation, meals and travel for this conference is \$4300. The 2009/2010 draft budget includes, under Public Works Overheads allowances for staff, an allowance of this amount for training costs of the Manager Engineering Services. Although the conference is in September, 'earlybird' savings for the conference close on the 6th July 2009, for early bookings.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Utting, seconded Cr Woodhill

That Council approve the attendance of the Manager Engineering Services at the IPWEA International Public Works Conference, as per attachment 10.2.1, in association with the 16th International Federation of Municipal Engineering Biannual World Congress, in Melbourne, Victoria, from 6th to 10th September, 2009.

Carried 5/0

10.2.2 WESTERN CENTRAL LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

File No: SUB/218
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Geoff Trigg
Manager Engineering Services
Attachment Western Central Local Emergency Management Arrangements
Proposed Meeting Date: 16-Jun-2009
Author Disclosure of Interest Nil

SUMMARY

In 2003/04, the Central Councils Local Emergency Management Committee comprising Cambridge, Subiaco, Nedlands and Vincent agreed to join with Claremont, Cottesloe, Mosman Park and Peppermint Grove to create the Western Central Local Emergency Management Committee.

In 2005, the new Emergency Management Act 2005 was created. A combined working party was formed to create Local Emergency Management Arrangements that were appropriate for the whole area of the eight local government authorities involved that were compliant with the State Government legislation. This report presents these Local Emergency Management Arrangements and recommends that:

1. the Western Central Local Emergency Management Arrangements 2009 be adopted;
2. in the event of an emergency situation, where the Chief Executive Officer is unavailable or un-contactable, the Town's Emergency Services Co-ordinator (currently the Manager of Engineering Services) is authorised to incur essential costs to a limit of \$50,000, when required by the State Emergency Coordinator to do certain things during a state of emergency in terms of Section 74 of the Emergency Management Act 2005, and for which no budget item has been identified.

BACKGROUND

In 2003/04, the Central Councils Local Emergency Management Arrangements comprising Cities of Subiaco and Nedlands plus the Towns of Cambridge and Vincent agreed to include with Towns of Claremont, Cottesloe and Mosman Park along with the Shire of Peppermint Grove as part of the Committee and the name was changed to Western Central Local Emergency Management Committee. With the formation of the Western Central Local Emergency Management Committee, because of the increased diversity of the needs and expectations of the expanded local government area, it was necessary to completely redevelop the local arrangements. The process coincided with the introduction of the new Emergency Management Act 2005, so a combined working party was formed to create Local Emergency Management Arrangements that were appropriate for the whole area and that were compliant with the State Government Legislation.

CONSULTATION

Nil. The preparation and adoption of the Local Emergency Management Arrangements are a statutory obligation. These Arrangements will be included in Councils website for full community access.

STAFF COMMENT

The proposed Western Central Local Emergency Management Arrangements 2008 have now been completed and, since they affect the ratepayers of the eight Local Governments, it is appropriate for them to be formally adopted by each Council. The arrangements have been created, with input from all eight Local Governments, a number of State Government Agencies and a number of Non-government Agencies, which would normally respond to an emergency. The document comprehensively outlines the responsibilities of the individual stakeholders as well as defining Hazard Management Agencies and Incident Management.

The Chairmanship of the Western Central Local Emergency Management Committee changes approximately every two years, with officers of the Town of Vincent being the current Chairman and Executive Officer. The Chair should be transferred to another local government, probably the City of Subiaco, during 2009/2010.

The Arrangements are the result of approximately two years work, primarily by representatives of the eight local governments and Police and should be read in conjunction with the Town's Local Recovery Management Arrangements.

The objectives of Western Central Local Emergency Management Arrangements 2009 are to:-

- Enable the Western Central Local Emergency Management Committee to meet its emergency management role and responsibilities in relation to community safety;
- Identify, analyse, evaluate and prescribe treatment options for risks and hazards that pose a threat to life and or property;
- Document cooperative agreements relating to emergency planning, response and recovery within the Western Central area;
- Maintain a current resource and contacts register for participating agencies and organisations to assist the community in prevention, preparedness, response and recovery;
- Promote effective liaison between all Hazard Management Agencies, emergency services and supporting agencies, which may become involved in emergency management;
- Provide a document with sufficient detail in community emergency management, formatted in a manner that facilitates regular review, testing and evaluation to effectively accommodate change to the community;
- Provide a document that is aligned to the Emergency Management Act 2005 and recommended guidelines in relation to local community emergency management arrangements.

The arrangements are broken up into eight parts, as follows:

- Part One – Management
- Part Two – Planning

- Part Three – Risk
- Part Four – Response
- Part Five – Recovery
- Part Six – Testing, Exercising and Reviewing the Arrangements
- Part Seven – Contracts/Resources Lists
- Part Eight – Support Plans

It should be noted that local governments are not the response agency during emergencies. State Emergency Management Committee Policy Statement 7 “*Western Australian Emergency Management Arrangements*”, outlines descriptions and responsibilities of key positions or groups in relation to local community emergency management as identified by the various State Government West Plans.

The Western Central Local Emergency Management Arrangements identify (as detailed in the table below) a clear emergency management structure and has assigned specific roles (as per State Emergency Management Committee Policy 7) to State Government Departments, designated as either Hazard Management Agencies or Support Agencies.

HAZARD	RESPONSIBLE AGENCY	WESTPLAN
Air transport emergencies	WA Police Service	Aircrash (2005)
Dam break	Water Corporation	Dambreak (2004)
Earthquake	Fire and Emergency Services Authority	Earthquake (2003)
Exotic Animal Disease	Department of Agriculture	Exotic Animal Disease (1993)
Fire (wildfire/bush fire)	Fire and Emergency Services Authority/Department of Conservation and Land Management/Local Government	Bushfire (2005)
Fire (Urban)	Fire and Emergency Services Authority	Urban Fire (2000)
Flood	Fire and Emergency Services Authority	Flood (2004)
Fuel Shortage Emergencies	Department of Consumer and Employment Protection	Not available – currently under review
Hazardous materials emergencies (including radioactive materials)	Fire and Emergency Services Authority	HAZMAT (2005)
Human Epidemic	Department of Health	Human Epidemic (2001)
Land Search and Rescue	WA Police Service	Land SAR (2000)
Landslide	Fire and Emergency Services Authority	Draft under development
Marine Pollution	Department for Planning and Infrastructure	Not available – currently under review

HAZARD	RESPONSIBLE AGENCY	WESTPLAN
Marine Transport Emergencies	Department of Transport	Marine Transport Emergencies (2004)
Nuclear –powered warships	WA Police Service	Temporarily unavailable
Offshore Petroleum Operations Emergencies	WA Police Services	Withdrawn
Road Transport Emergencies	WA Police Services	Traffic Crash (2005)
Sea Search and Rescue	WA Police Service	Marine SAR (2005)
Space Re-entry Debris	WA Police Services	Space Debris (2001)
Storm/tempest	Fire and Emergency Services Authority	Storm (2004)
Tropical Cyclone	Fire and Emergency Services Authority	Cyclone (2004)
Tsunami	Fire and Emergency Services Authority	Tsunami (1999)

In the event of an emergency within the Town's boundaries, it may be necessary to commit resources, financial and/or human, to immediate measures which will reduce the impact or minimise the consequences of the occurrence. The Town's current Emergency Services coordinator (currently the Manager Engineering Services) would be called out by whichever Hazard Management Agency has incident management responsibility for the emergency. Initially, his role would be to integrate the Local Emergency Management Arrangements into the way that the other responder agencies operate and to ensure that the short-term and long-term recovery processes are not adversely affected by their actions.

Recommendation 2 is a contingency issue and in reality the Town's Emergency Services Coordinator (currently delegated to the Manager Engineering Services) would only make decisions, which would incur the expenditure of financial or human resources, if he is unable to contact the Chief Executive Officer for approval. If an emergency occurs on a weekend and the telephone network is affected, it is possible that the Chief Executive Officer will not be contactable, at least for a few hours, so if there is a need to make an immediate decision about expenditure, the Town's Emergency Services Coordinator will do so and have the decision ratified as soon as possible.

It should also be noted that the document will be a 'controlled document' whereby any modifications, or amendments, except those considered by the Committee to be of a minor and non-consequential nature, will require to be formally approved by all members of the Western Central Local Emergency Management Committee, including the Local Governments, before any changes are made.

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Adoption of the Western Central Local Emergency Management Arrangements aligns with the strategic objectives of: -

- Compliance with statutory legislation, and
- A safe community.

STATUTORY REQUIREMENTS

The Emergency Management Act 2005 requires Local Governments to ensure the preparation of Local Emergency Management Arrangements and prescribes the required content of these arrangements. The document is compliant with this legislation.

Clause 36 of the Emergency Management Act 2005 states:-

“36. Functions of Local Government

It is a function of a local government –

- a. *Subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district;*
- b. *To manage recovery following an emergency affecting the community in its district; and*
- c. *To perform other functions given to the local government under this Act.”*

Clause 41 of the Act states:

“41. Emergency Management Arrangements In Local Government District

- 1) *A local government is to ensure that arrangements for emergency management in the local government's district are prepared.”*

In respect to legal matters, the following extracts from the Emergency Management Act 2005 are relevant in the consideration of this report and the expenditure of any funds required where a state of emergency has been declared.

The Emergency Management Act 2005 states as follows in Part 6, Division 2:

“Division 2 – Further powers during state of emergency**73. Application of this Division**

Subject to any limitation in a declaration under section 58, this division applies if a state of emergency declaration is in force.

74. Power to direct public authorities during state of emergency

- 1) *During a state of emergency the State Emergency Coordinator is responsible for coordinating such activities of public authorities as the State Emergency Coordinator considers necessary or desirable for responding to the emergency.*
- 2) *For that purpose the State Emergency Coordinator may -*
 - (a) *Direct any public authority to do or refrain from doing any act, or to perform or refrain from performing any function; and*

- (b) *Appoint an officer of a public authority to have overall control of particular activities carried out by public authorities in response to the emergency where a number of public authorities are involved.*
- 3) *If a direction is given to a public authority under section 2) a) –*
 - (a) *The public authority is to comply with the direction within the time and manner, if any, specified in the direction; and*
 - (b) *The direction prevails to the extent of any inconsistency with any written law or other law.*

75. General Powers during a state of emergency

1. *During a state of emergency, for the purpose of emergency management, an authorised officer may –*
 - a) *Enter or, if necessary, break into and enter, a place or vehicle in the emergency area;*
 - b) *Search any place or vehicle and anything found in or on the place or vehicle;*
 - c) *Take into a place in the emergency area the equipment, persons or material the authorised officer reasonably requires for exercising a power under this Division;*
 - d) *Contain an animal or substance in the emergency area;*
 - e) *Remove or destroy an animal, vegetation or substance in the emergency area;*
 - f) *Remove, dismantle, demolish or destroy a vehicle, or premises, in the emergency area;*
 - g) *Disconnect or shut off any electricity, gas, water or fuel supply, or any drainage facility, or any other service, in the emergency area;*
 - h) *Take and use fuel, gas, electricity or water in the emergency area;*
 - i) *Direct the owner or occupier or the person apparently in charge of any place of business, worship or entertainment in the emergency area to close that place to the public for the period specified in the direction;*
 - j) *Turn off, disconnect or shut down any motor or equipment in the emergency area;*
 - k) *Open a container or other thing, or dismantle equipment, in the emergency area;*
 - l) *Excavate land or form tunnels in the emergency area;*
 - m) *Build earthworks or temporary structures, or erect barriers, in the emergency area;*
 - n) *Remove to such place as the authorised officer thinks proper any person who obstructs or threatens to obstruct emergency management activities; and*
 - o) *Require a person to give the authorised officer reasonable help to exercise the authorised officer's powers under this Division.*

2. *An authorised officer may enter a place or vehicle in the emergency area without a warrant or the consent of the occupier of the place or the owner of the vehicle."*

In relation to compensation and recovery of expenditure, Part 7 of the Emergency Management Act 2005 states as follows:

“Part 7 – Compensation and insurance**Division 1 – Compensation****78. Entitlement to compensation**

1. *Subject to this Division, a person who suffers loss or damage because of the exercise, or purported exercise, of a power under section 46, 47, 48, 69 or 75 1.f) is entitled to be paid just and reasonable compensation for the loss or damage.*
2. *Compensation is not payable to the person for loss or damage to the extent that –*
 - 1) *And amount for the loss or damage is recovered or recoverable by the person under a policy of insurance; or*
 - 2) *The conduct of the person contributed to the loss or damage.*
3. *Compensation is not payable to the person for loss or damage if the loss or damage would have happened in any event irrespective of the exercise, or purported exercise, of the power.”*

As a result of the foregoing legislative provisions, the Town may be required by the State Emergency Coordinator to do certain things during a state of emergency, and in so doing expend unbudgeted funds. In the absence of the Chief Executive Officer, the Town’s Emergency Services Co-ordinator requires authorisation (as contingency) to make decisions which incur the expenditure of unbudgeted funds.

Under Part 7 of the Act, the Town is entitled to claim and to be paid just and reasonable compensation for the loss or damage incurred as a result of activities undertaken as a result of directions received from the State Emergency Coordinator.

SUSTAINABILITY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

There will be a cost associated with the printing and binding of the document and then some distribution costs to ensure that all stakeholders are given a copy. These costs will be minor i.e. less than \$200 per Council.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Woodhill, seconded Cr Carmichael

That:

1. **the Western Central Local Emergency Management Arrangements 2009 be adopted, as per attachment 10.2.2;**

2. **in the event of an emergency situation, where the Chief Executive Officer is unavailable or un-contactable, the Town's Emergency Services Co-ordinator (currently the Manager of Engineering Services) is authorised to incur essential costs to a limit of \$50,000, when required by the State Emergency Coordinator to do certain things during a state of emergency in terms of Section 74 of the Emergency Management Act 2005, and for which no budget item has been identified.**

Carried 5/0

10.3 FINANCE**10.3.1 STATUTORY STATEMENTS FOR THE PERIOD ENDING 31 MAY 2009**

File No: SUB/137
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Wayne Richards
Accountant
Attachment Financial Statement
Proposed Meeting Date: 16-Jun-2009
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the Operating Statement, Statement of Assets and Liabilities and supporting financial information for the period ending 31 May 2009, to Council.

BACKGROUND

The Financial Statements are presented monthly.

CONSULTATION

Nil

STAFF COMMENT

The Operating Statement on page 2 of the Financial Statements shows a favourable variance between the actual and budgeted YTD operating surplus of \$345,917 as at 31 May 2009.

Operating revenue is ahead of budget by \$76,843 (1%). Operating expenditure including borrowing costs is \$266,237 (3%) less than budgeted YTD. The main reason for this is the delay in the funding costs associated with the loans for the Joint Library and Civic Centre Extension Projects. A more detailed report on the variances in income and expenditure for the period ended 31 May 2009 is shown on pages 7-9.

The Capital Works Program is listed on pages 23 - 25 and shows total expenditure of \$4,609,368 compared to YTD budget of \$9,693,030. The reason for the significant difference is the delay with the library.

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

STATUTORY REQUIREMENTS

Financial reporting is a statutory requirement under the *Local Government Act 1995*.

SUSTAINABILITY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Cunningham, seconded Cr Utting

That Council receive the Operating Statement, Statement of Assets and Liabilities and supporting financial information for the period ending 31 May 2009, as per attachment 10.3.1, as submitted to the 16 June 2009 meeting of the Works and Corporate Services Committee.

Carried 5/0

10.3.2 SCHEDULE OF INVESTMENTS AND SCHEDULE OF LOANS FOR THE PERIOD ENDING 31 MAY 2009

File No: SUB/150 and SUB/151
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Wayne Richards
Accountant
Attachment Financial Statement
Proposed Meeting Date: 16-Jun-2009
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the Schedule of Investments and Schedule of Loans for the period ending 31 May 2009 to Council.

BACKGROUND

The Schedule of Investments and Schedule of Loans are presented monthly.

CONSULTATION

Nil

STAFF COMMENT

The Schedule of Investments on page 18 of the Financial Statements shows that \$775,286.78 was invested as at 31 May, 2009.

Reserve Funds make up \$766,873.52 of the total invested and are restricted funds. Approximately 66% of the funds are invested with the National Australia Bank and 34% with BankWest.

The Schedule of Loans on page 19 shows a balance of \$2,148,711.12 as at 31 May, 2009. There is \$495,960.94 included in this balance that relates to self supporting loans.

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

STATUTORY REQUIREMENTS

Financial reporting is a statutory requirement under the *Local Government Act 1995*.

SUSTAINABILITY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Cunningham, seconded Cr Utting

That Council receive the Schedule of Investments and Schedule of Loans for the period ending 31 May 2009, as per attachment 10.3.1, as submitted to the 31 June 2009 meeting of the Works and Corporate Services Committee.

Carried 5/0

10.3.3 ACCOUNTS FOR THE PERIOD ENDING 31 MAY 2009

File No: SUB/137
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Wayne Richards
Accountant
Attachment Financial Statement
Proposed Meeting Date: 16-Jun-2009
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the List of Accounts for the period ending 31 May 2009, as per attachment, to Council.

BACKGROUND

The List of Accounts is presented monthly.

CONSULTATION

Nil

STAFF COMMENT

The following significant payments are brought to your attention that are included in the list of accounts commencing on page 10 of the Financial Statements:

- \$17,609.48 to WA Local Govt Super Fund for staff deductions.
- \$11,958.77 to Telstra Corp for the relocation of services during the recent renovations at the Civic Centre.
- \$17,124.24 to WA Local Govt Super Fund for staff deductions
- \$185,841.94 to KMC for a building progress claim relating to the Civic Centre extension.
- \$16,294.85 to Jackson Macdonald Lawyers for legal advice on projects including the Jarrad St/Wellard Capitol Development.
- \$15,652.16 to Surf Life Saving WA for the lifeguard contract for April 2009.
- \$10,602.31 to WMRC for disposal and tipping fees
- \$35,272.37 to Transpacific Cleanaway for domestic & commercial waste disposal in April 2009
- \$10,989.00 to Brian Curtis for town planning consultancy services.
- \$32,093.92 to Ocean IT for regular on site support plus support during the relocation of the Civic Centre offices.
- \$23,254.00 to TAPSS for Council's semi annual contribution towards the TAPSS operation.
- \$66,230.77 & \$67,672.54 for staff payroll.

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

STATUTORY REQUIREMENTS

Financial reporting is a statutory requirement under the *Local Government Act 1995*.

SUSTAINABILITY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Cunningham, seconded Cr Utting

That Council receive the List of Accounts for the period ending 31 May 2009, attachment, as per attachment 10.3.1, as submitted to the 16 June 2009 meeting of the Works and Corporate Services Committee.

Carried 5/0

10.3.4 PROPERTY AND SUNDRY DEBTORS REPORTS FOR THE PERIOD ENDING 31 MAY 2009

File No: SUB/145
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Wayne Richards
Accountant
Attachment Financial Statement
Proposed Meeting Date: 16-Jun-2009
Author Disclosure of Interest Nil

SUMMARY

The purpose of this report is to present the Property and Sundry Debtors Reports for the period ending 31 May 2009 to Council.

BACKGROUND

The Property and Sundry Debtors Reports are presented monthly.

CONSULTATION

Nil

STAFF COMMENT

The Sundry Debtors Report on pages 20-21 of the Financial Statements shows a balance of \$233,030.26 of which \$139,114.52 relates to the current month. The balance of aged debt greater than 30 days stood at \$93,915.74 of which \$73,360.61 relates to pensioner rebates that are to be written off as per Council resolution.

Property Debtors are shown in the Rates and Charges analysis on page 22 of the Financial Statements and show a balance of \$306,067.93. Of this amount \$210,241.48 and \$11,128.07 are deferred rates and ESL respectively. As can be seen on the Balance Sheet on page 4 of the Financial Statements, rates as a current asset are \$85,849 in 2009 compared to \$65,535 at the same time last year.

POLICY IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

STATUTORY REQUIREMENTS

Financial reporting is a statutory requirement under the *Local Government Act 1995*.

SUSTAINABILITY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Cunningham, seconded Cr Utting

That Council receive and endorse the Property Debtors Report for the period ending 31 May 2009 and receive the Sundry Debtors Report for the period ending 31 May 2009, as per attachment 10.3.1.

Carried 5/0

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

Nil

12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY ELECTED MEMBERS/OFFICERS BY DECISION OF MEETING

Nil

13 MEETING CLOSURE

The Presiding Member announced the closure of the meeting at 7.02PM.

CONFIRMED: PRESIDING MEMBER _____ *DATE: .../.../...*