



MINUTES 18 DECEMBER 2013

ORDINARY MEETING

OF COUNCIL



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**SHIRE OF WONGAN-BALLIDU
MINUTES
FOR THE ORDINARY MEETING OF COUNCIL**

Held in the Council Chambers
on Wednesday 18 December 2013



SWEARING IN CEREMONY – COUNCILLOR ELECTS

The Councillor Elect Sandra Hartley was sworn in by the Chief Executive Officer, Stuart A Taylor JP.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The President Cr Peter Macnamara declared the meeting opened at 3.00pm.

2. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE PREVIOUSLY GRANTED

ATTENDANCE:

Cr Peter Macnamara	Cr Brad West
Cr David Armstrong	Cr Sandra Hartley
Cr Tracey deGrussa	Cr Alfreda Lyon
Cr Richard Morgan	Cr Hugh Barrett – Lennard

STAFF:

Stuart Taylor	Chief Executive Officer
Len deGrussa	Manager Building Services
Tanya Greenwood	Manager Community Services
Karl Mickle	Works & Services Coordinator

APOLOGIES

Cr Michael Godfrey was granted leave of absence for this meeting.

PUBLIC

Mr Leon Stickland

3. PUBLIC QUESTION TIME

Nil

4. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

The Shire President announced that Mr Leon Stickland would be give a presentation to Council, he also announced that he would be unable to attend dinner after council meeting due to other commitments.

5. PETITIONS AND PRESENTATIONS

Mr Leon Stickland spoke on the recent fire at the tip the response on the day and the need for an Emergency Plan to protect the town. The Shire President explained that we had and Local Emergency Plan and agreed that they could be made more widely accessible to the community.

Mr Stickland then left Council chambers at 3.35pm

6. APPLICATION/S FOR LEAVE OF ABSENCE

Cr Richard Morgan and Cr Hugh Barrett- Lennard were granted leave of absence for the February 2014 Council meeting.

7. CONFIRMATION OF MINUTES

7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON WEDNESDAY 27 NOVEMBER 2013

STAFF RECOMMENDATION:

That the minutes of the Ordinary meeting of Council held on Wednesday 27 November 2013 be confirmed as a true and correct record of the proceedings.

MOTION: MOVED Cr West /Cr

That the minutes of the Ordinary meeting of Council held on Wednesday 27 November 2013 be confirmed as a true and correct record of the proceedings.

**CARRIED: 8/0
RESOLUTION NO: 011213**

8. MATTERS FOR WHICH MEETING MAY BE CLOSED

Nil

9. REPORTS OF OFFICERS AND COMMITTEES

9.1 ADMINISTRATION & FINANCIAL SERVICES

9.1.1 ACCOUNTS SUBMITTED

FILE REFERENCE:	F1.4
REPORT DATE:	20 December 2013
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Stuart Taylor – Chief Executive Officer
ATTACHMENTS:	November 2013

PURPOSE OF REPORT:

That the accounts as submitted be received.

BACKGROUND:

This information is provided to the Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

COMMENT:

Refer to attachment.

POLICY REQUIREMENTS:

There are no known policy requirements related to this item.

LEGISLATIVE REQUIREMENTS:

Local Government (Financial Management) Regulations 1996 Sections 12 & 13 requires the attached reports to be presented to Council.

Lists of Accounts

Section 6.10 of the Local Government Act regulation 12 of the Financial Management Regulations (FMR's) requires a list of accounts paid for the month, and where the Council has delegated the payment of these accounts to the CEO under regulation 13 there must be a list of accounts paid, and the listing shall disclose the following:

- The payee's name
- The amount of the payment
- The date of the payment
- The fund from which it is paid; and
- Sufficient information to identify the transaction.

STRATEGIC IMPLICATIONS:

There are no strategic implications in relation to this item.

SUSTAINABILITY IMPLICATIONS:

Ø Environment

There are no known environmental implications associated with the proposals.

Ø Economic

There are no known environmental implications associated with the proposals.

Ø Social

There are no known environmental implications associated with the proposals.

FINANCIAL IMPLICATIONS:

All payments are within the confines of Councils adopted budget. There have been no other material outstanding creditors since the cheques were prepared.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

STAFF RECOMMENDATION:

That the accounts submitted from 1 November 2013 to 30 November 2013 totalling \$839,249.08 having been checked and certified in accordance with the requirements of the Financial Management Regulations 12 be received, as shown on the summary of accounts paid schedule and the payroll EFT batches.

MOTION: MOVED Cr West/Cr Barrett-Lennard

That the accounts submitted from 1 November 2013 to 30 November 2013 totalling \$839,249.08 having been checked and certified in accordance with the requirements of the Financial Management Regulations 12 be received, as shown on the summary of accounts paid schedule and the payroll EFT batches.

**CARRIED: 8/0
RESOLUTION NO: 021213**

9.1.2 FINANCIAL REPORTS

FILE REFERENCE:	F1.4
REPORT DATE:	20 December 2013
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Stuart Taylor - Chief Executive Officer
ATTACHMENTS:	Financial Reports

PURPOSE OF REPORT:

That the following statements and reports for the month ended November 2013 be received:

BACKGROUND:

Under the Local Government (Financial Management) Regulations 1996 the Council is to prepare financial reports outlining the financial operations at the previous month end date.

Listed below is a compilation of the reports that will meet compliance, these are listed under Sections and the relevant regulations below.

Financial activity statement report

Section 6.4 of the Local Government Act regulation 34.1 of the FMR requires a Local Government to prepare each month a statement of financial activity reporting on the sources and application of funds, as set out in the annual budget containing the following detail:

- Annual budget estimates
- Budget estimates to the end of the month to which the statement relates (known as YTD Budget) Actual amounts of expenditure, revenue and income to the end of the month to which the statement relates (known as YTD Actuals)
- Material variances between the comparatives of Budget v's Actuals
- The net current assets (NCA) at the end of the month to which the statement relates

Regulation 34.2 - Each statement of financial activity must be accompanied by documents containing:-

1. An explanation of the composition of the net current assets of the month to which it relates, less committed assets and restricted assets containing the following detail:
 - An explanation of each of the material variances
 - Such other supporting information as is considered relevant by the local government

Regulation 34.3 - The information in a statement of financial activity may be shown:

- According to nature and type classification
- By program; or
- By business unit

Each financial year a Local government is to adopt a % value, calculation in accordance with AAS5, to be used in reporting material variances.

COMMENT:

Refer to attachment.

POLICY REQUIREMENTS:

Policy F64 - Monthly Financial Reporting Requirements

LEGISLATIVE REQUIREMENTS:

- 1. Local Government Act 1995
- 2. Local Government (Financial Management) Regulations 1996

STRATEGIC IMPLICATIONS:

There are no Strategic Implications relating to this item.

SUSTAINABILITY IMPLICATIONS:

Environment

There are no known environmental implications associated with the proposals.

Economic

There are no known economic implications associated with the proposals.

Social

There are no known social implications associated with the proposals.

FINANCIAL IMPLICATIONS:

The financial reports for the periods ending November 2013 are attached to the Council agenda.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

STAFF RECOMMENDATION:

That the following Statements and reports for the months ended November 2013 be received:

- 1. Monthly Statements as follows;
 - a. Statement of Financial Activity (by Nature and Type) FM Regs 34
 - b. Statement of Operating Activities by Programme/Activity (Summary) FM Regs 34
 - c. Statement of Net Current Assets (NCA) FM Regs 34
 - d. Rate setting statement Discretionary
 - e. Disposal of Assets Discretionary
 - f. Rates Outstanding Report Discretionary
 - g. Debtors Outstanding Report Discretionary
 - h. Bank Reconciliation Report Discretionary
 - i. Investment Report Discretionary
 - j. Reserve Account Balances Report Discretionary
 - k. Loans Schedule Discretionary

MOTION: MOVED Cr Armstrong/Cr Lyon

That the following Statements and reports for the months ended November 2013 be received:

- 1. **Monthly Statements as follows;**
 - a. **Statement of Financial Activity (by Nature and Type)** FM Regs 34
 - b. **Statement of Operating Activities by Programme/Activity (Summary)** FM Regs 34
 - c. **Statement of Net Current Assets (NCA)** FM Regs 34
 - d. **Rate setting statement** Discretionary
 - e. **Disposal of Assets** Discretionary
 - f. **Rates Outstanding Report** Discretionary
 - g. **Debtors Outstanding Report** Discretionary

- h. Bank Reconciliation Report**
- i. Investment Report**
- j. Reserve Account Balances Report**
- k. Loans Schedule**

Discretionary
Discretionary
Discretionary
Discretionary

CARRIED: 8/0
RESOLUTION NO: 031213

This item was held over from the October Council meeting.

9.1.3 NEW CRC BUILDING PROJECT

FILE REFERENCE:	RC4.4.2
REPORT DATE:	15 June 2012
APPLICANT/PROPONENT:	
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES:	
AUTHOR:	Stuart Taylor - Chief Executive Officer
ATTACHMENTS:	Nil

PURPOSE OF REPORT:

To accept a Tender for the completion of the construction of the new Community Resource Centre

BACKGROUND:

The Shire called for tenders for the completion of construction of the new Community Resource centre. Tenders closed on Tuesday 24 September 2013

COMMENT:

Two tenders were received from builders to construct the CRC Building and they are listed below

Builders	Ex GST
JN & YE Panton (Development Group)	1,398,666
Multicon & Stallion Builders	1,788,818

POLICY REQUIREMENTS:

The Shire of Wongan Ballidu has a Regional Purchasing Policy; the principles of the policy have been applied.

All Tenderers were advised during the tender process of the Regional Purchasing Policy.

The impact of the policy on the outcome of this tender is minimal.

LEGISLATIVE REQUIREMENTS:

Local Government Act 1995 and the Local Government Function and General Regulations apply in this instance.

STRATEGIC IMPLICATIONS:

This project has been included in Council Strategic Plan

SUSTAINABILITY IMPLICATIONS:

Ø **Environment**
Nil

Ø **Economic**
Nil

9.1.4 COUNCIL MEETING DATES - 2014

FILE REFERENCE:	A1.2
REPORT DATE:	7 November 2011
APPLICANT/PROPONENT:	
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Irene Myring - Executive Assistant
ATTACHMENTS:	Nil

PURPOSE OF REPORT:

That Council adopts the 2014 meeting dates and give local public notice in accordance with Section 1.7 of the Local Government Act, 1995.

BACKGROUND:

At least once per year Council is required to advertise the dates, times and place for its ordinary and committee meetings for the next twelve months.

COMMENT:

The proposed dates for Council's Ordinary Meetings are the fourth Wednesday of each month with the exception of January, when Council is in recess. A special meeting is listed on 2 July 2014, for the adoption of the budget. It is proposed that the Council meeting will commence at 3:00pm with afternoon tea being taken between 4.00pm and 4.15pm followed by the informal briefing session.

Council's Audit and Review Committee will meet on an ad hoc basis and to meets its legislative requirements.

DAY	DATE	TIME	MEETING	VENUE
Wednesday	February 26, 2014	3.00pm	Ordinary	Council Chambers, Wongan Hills
Wednesday	March 26, 2014	3.00pm	Ordinary	Council Chambers, Wongan Hills
Wednesday	April 23, 2014	3.00pm	Ordinary	Council Chambers, Wongan Hills
Wednesday	May 21, 2014	3.00pm	Ordinary	Council Chambers, Wongan Hills
Wednesday	June 25, 2014	3.00pm	Ordinary	Council Chambers, Wongan Hills
Wednesday	July 9, 2014	1.00pm	Special Meeting Budget	Council Chambers, Wongan Hills
Wednesday	July 23, 2014	3.00pm	Ordinary	Council Chambers, Wongan Hills
Wednesday	August 27, 2014	3.00pm	Ordinary	Council Chambers, Wongan Hills
Wednesday	September 24, 2014	3.00pm	Ordinary	Council Chambers, Wongan Hills
Wednesday	October 22, 2014	3.00pm	Ordinary	Council Chambers, Wongan Hills
Wednesday	November 26, 2014	3.00pm	Ordinary	Council Chambers, Wongan Hills
Wednesday	December 24, 2014	3.00pm	Ordinary	Council Chambers, Wongan Hills

POLICY REQUIREMENTS:

There are no known policy requirements in relation to this item.

LEGISLATIVE REQUIREMENTS:

Regulation 12 of the Local Government (Administration) Regulations 1996 requires the public notice of Council and committee meetings.

STRATEGIC IMPLICATIONS:

There are no known strategic requirements in relation to this item.

SUSTAINABILITY IMPLICATIONS:

Ø **Environment**

There are no known environmental implications associated with this item.

Ø **Economic**

There are no known economic implications associated with this proposal.

Ø **Social**

There are no known social implications associated with this item.

FINANCIAL IMPLICATIONS:

There are no known financial implications in relation to this item.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: No

STAFF RECOMMENDATION:

That Council adopts the following meeting dates for 2014, and give local public notice in accordance with Section 1.7 of the Local Government Act, 1995.

DAY	DATE	TIME	MEETING	VENUE
Wednesday	February 26, 2014	3.00pm	Ordinary	Council Chambers, Wongan Hills
Wednesday	March 26, 2014	3.00pm	Ordinary	Council Chambers, Wongan Hills
Wednesday	April 23, 2014	3.00pm	Ordinary	Council Chambers, Wongan Hills
Wednesday	May 21, 2014	3.00pm	Ordinary	Council Chambers, Wongan Hills
Wednesday	June 25, 2014	3.00pm	Ordinary	Council Chambers, Wongan Hills
Wednesday	July 9, 2014	1.00pm	Special Meeting Budget	Council Chambers, Wongan Hills
Wednesday	July 23, 2014	3.00pm	Ordinary	Council Chambers, Wongan Hills
Wednesday	August 27, 2014	3.00pm	Ordinary	Council Chambers, Wongan Hills
Wednesday	September 24, 2014	3.00pm	Ordinary	Council Chambers, Wongan Hills

9.1.5 COUNCILLOR REPRESENTATION

FILE REFERENCE:	A1.22.1
REPORT DATE:	5 December 2013
APPLICANT/PROONENT:	Stuart Taylor - Chief Executive Officer
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES:	25 September 2013
AUTHOR:	Stuart Taylor- Chief Executive Officer
ATTACHMENTS:	Nil

PURPOSE OF REPORT:

To consider the reduction of the number of elected members from nine to seven.

BACKGROUND:

Council's motion of 25 September 2013 was as follows;

MOTION: *MOVED* *Cr Barrett-Lennard/Cr Macnamara*

That Council advertise for a period of six weeks of Councils intention to consider a motion to reduce the number of Councillors for the Shire of Wongan Ballidu.

CARRIED: 9/0
RESOLUTION NO: 050910

Accordingly the proposal was advertised in the Advocate and Boomer with no submissions received at the conclusion of the advertising period.

Under the Local Government Act 1995 all Councils with a ward system must carry out a review of the wards and representation at least every eight years.

Council formally resolved to undertake this latest review at its October 2010 meeting.

As required under the Act, Council gave local public notice that a review is to be carried out and advised that submissions may be made until at least 42 days from the date of the first notice. This submission period ended on 25 November 2013.

A discussion paper was available to residents and ratepayers outlining the review process and providing some of the options. Whilst several papers were distributed, none submission was received during the submission period.

COMMENT:

Whilst only two options was included in the discussion paper available to residents and ratepayers, the paper did invite comment on any other options that ratepayers or residents wished to comment on;

When assessing options as part of the review the following factors need to be considered,

- Ratio of Councillors to electors in various wards
- Community of Interest
- Physical and topographical features
- Demographic trends
- Economic factors

Option 1 - No Wards and 9 Councillors

Ward	Number of Electors	Number of Councillors	Ratio of Electors to Councillors	% Difference to Average Ratio
Nil	1440	9	160	Nil

Option 2 - No Wards and 7 Councillors

Ward	Number of Electors	Number of Councillors	Ratio of Electors to Councillors	% Difference to Average Ratio
Nil	1440	7	205.71	Nil

Ratio of Councillors to Electors

As all Options do not include wards the ratio of Councillors to electors is to all electors of the Shire.

Community of Interest

All Options do not reflect communities of interest as they include the whole Shire.

Physical and Topographic Features

The boundary under all these Options is the Shire boundary.

Demographic Trends

The Wongan Hills townsite has experienced a slightly increasing population over a long time however the rural areas of the Shire have experienced a decrease in population. It is expected that these trends will continue. Both options will not be affected by these trends.

Economic Trends

Not relevant.

COMMENT:

The advantages and disadvantages outlined of 9 or 7 Councillors were discussed in the discussion paper as follows;

The **advantages** of a reduction in the number of elected members may include the following:

- The decision making process may be more effective and efficient if the number of elected members is reduced. There is more scope for team spirit and cooperation amongst a smaller number of people.
- The cost of maintaining elected members is likely to be reduced.
- The increase in the ratio of councillors is unlikely to be significant.
- Consultation with the community can be achieved through a variety of means in addition to individuals and groups contacting their local elected member.
- A reduction in the number of elected members may result in an increased commitment from those elected reflected in greater interest and participation in Council's affairs.
- Fewer elected members are more readily identifiable to the community.
- Fewer positions on Council may lead to a greater interest in elections with contested elections and those elected obtaining a greater level of support from the community.
- There is a state-wide trend for reductions in the number of elected members and many local governments have found that fewer elected members works well.

- If the State Government legislates to pay higher meeting fees and allowances or even a level of remuneration as has been touted, then costs of maintaining extra Councillors could be onerous.

Possible **disadvantages** of reducing the number of councillors to nine (9) or seven (7) include:

- A small number of elected members may result in an increased workload and may lessen effectiveness. A demanding role may discourage other from nominating for Council.
- There is the potential for dominance in the Council by a particular interest group.
- A reduction in the number of elected members may limit the diversity of interests around the Council table.
- Opportunities for community participation in Council's affairs may be reduced if there are fewer elected members for the community to contact.
- An increase in the ratio of councillors to electors may place too many demands on elected members.

In 2015 four of the 9 Councillors are due for renomination. If the Advisory Board accepts the staff recommendation to go to 7 Councillors, then it is initial advice from the DLGRD is that it is likely that Council will need to call nominations for all positions. Therefore the existing Councillors that have a term expiring in 2017 would need to stand for re-election and terms will be determined by the number of votes received for each councillor or by ballot if elected unopposed.

POLICY REQUIREMENTS:

There are no known policy requirements in relation to this item.

LEGISLATIVE REQUIREMENTS:

Schedule 2.2 of the Local Government Act 1995 Clause 6 (20)

STRATEGIC IMPLICATIONS:

There are no known strategic requirements in relation to this item.

SUSTAINABILITY IMPLICATIONS:

Ø Environment

There are no known environmental implications associated with this item.

Ø Economic

There are no known economic implications associated with this proposal.

Ø Social

There are no known social implications associated with this item.

FINANCIAL IMPLICATIONS:

The reduction in the number of Councillors will provide minor savings in expenditure in future budgets.

VOTING REQUIREMENTS:

ABSOLUTE MAJORITY REQUIRED: Yes

STAFF RECOMMENDATION:

That Council In accordance with Schedule 2.2(9) of the Local Government Act 1995 recommended to the Local Government Advisory Board that;

1. An order be made under Section 2.18 to designate the number of offices of Councillor to be seven (7) from the existing nine (9) with effect from October 2015.

ABSOLUTE MAJORITY REQUIRED

MOTION: MOVED Cr Hartley/Cr West

That Council In accordance with Schedule 2.2(9) of the Local Government Act 1995 recommended to the Local Government Advisory Board that;

- 1. An order be made under Section 2.18 to designate the number of offices of Councillor to be seven (7) from the existing nine (9) with effect from October 2015.**

**CARRIED BY AN ABSOLUTE MAJORITY: 8/0
RESOLUTION NO: 061213**

9.2 BUSH FIRE ADVISORY COMMITTEE

10. QUESTIONS FROM MEMBERS WITHOUT NOTICE

Nil

11. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil

12. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

13. CLOSURE

There being no further business the President, Cr Macnamara declared the meeting closed at 4.07pm.

These minutes were confirmed at a meeting on 26 February 2013

Signed _____
President