



**MINUTES 23 JULY 2014**

**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 23 July 2014



**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 Richard Morgan
Cr Tracey deGrussa	Cr Alfreda Lyon
Cr Michael Godfrey	Cr Hugh Barrett – Lennard

**STAFF:**

Stuart Taylor	Chief Executive Officer
Len deGrussa	Manager Building Services
Tanya Greenwood	Manager Community Services
Karl Mickle	Works & Services Manager
Irene Myring	(Minutes)

**APOLOGIES:**

Cr Sandra Hartley  
David Taylor – Deputy Chief Executive Officer

**PUBLIC**

Const Aaron Wallis  
Const Cameron Cunningham

**3. PUBLIC QUESTION TIME**

Nil

**4. ANNOUNCEMENTS FROM THE PRESIDING MEMBER**

**5. PETITIONS AND PRESENTATIONS**

Cr Macnamara welcomed the police officers from the local police station to the Council meeting. Const Cunningham introduced himself and Const Wallis and then informed Council that there had been a spate of burglaries in town but the two offenders that were locals had been caught and were now in detention. Now the main focus of the police was drink driving.

**6. APPLICATION/S FOR LEAVE OF ABSENCE**

Nil

**7. CONFIRMATION OF MINUTES****7.1 CONFIRMATION OF THE MINUTES OF THE ORDINARY MEETING OF COUNCIL HELD ON WEDNESDAY 25 JUNE 2014****STAFF RECOMMENDATION:**

That the minutes of the Ordinary meeting of Council held on Wednesday 25 June 2014 be confirmed as a true and correct record of the proceedings.

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

**That the minutes of the Ordinary meeting of Council held on Wednesday 25 June 2014 be confirmed as a true and correct record of the proceedings.**

**CARRIED: 8/0  
RESOLUTION: 010714**

**7.1 CONFIRMATION OF THE MINUTES OF THE SPECIAL MEETING (BUDGET) OF COUNCIL HELD ON MONDAY 7 JULY 2014****STAFF RECOMMENDATION:**

That the minutes of the Special meeting (Budget) of Council held on Monday 7 July 2014 be confirmed as a true and correct record of the proceedings.

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

**That the minutes of the Special meeting (Budget) of Council held on Monday 7 July 2014 be confirmed as a true and correct record of the proceedings.**

**CARRIED: 8/0  
RESOLUTION: 020714**

**8. MATTERS FOR WHICH MEETING MAY BE CLOSED**

Nil

## 9. REPORTS OF OFFICERS AND COMMITTEES

### 10. 9.1 ADMINISTRATION & FINANCIAL SERVICES

#### 9.1.1 ACCOUNTS SUBMITTED

FILE REFERENCE:	F1.4
REPORT DATE:	24 July 2014
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Deputy Chief Executive Officer
ATTACHMENTS:	June 2014

#### **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 require 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.



## 9.1.2 FINANCIAL REPORTS

FILE REFERENCE:	F1.4
REPORT DATE:	24 July 2014
APPLICANT/PROPONENT:	N/A
OFFICER DISCLOSURE OF INTEREST:	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Deputy Chief Executive Officer
ATTACHMENTS:	Financial Reports

### PURPOSE OF REPORT:

That the following statements and reports for the month ended June 2014 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 June 2014 are attached to the Council agenda.

**VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED: No**

**STAFF RECOMMENDATION:**

That the following Statements and reports for the months ended June 2014 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 Barrett-Lennard/Cr Armstrong**

**That the following Statements and reports for the months ended June 2014 be received:**

1. Monthly Statements as follows;
 

<b>a. Statement of Financial Activity (by Nature and Type)</b>	<b>FM Regs 34</b>
<b>b. Statement of Operating Activities by Programme/Activity (Summary)</b>	<b>FM Regs 34</b>
<b>c. Statement of Net Current Assets (NCA)</b>	<b>FM Regs 34</b>
<b>d. Rate setting statement</b>	<b>Discretionary</b>
<b>e. Disposal of Assets</b>	<b>Discretionary</b>



- f. Rates Outstanding Report**
- g. Debtors Outstanding Report**
- h. Bank Reconciliation Report**
- i. Investment Report**
- j. Reserve Account Balances Report**
- k. Loans Schedule**

**Discretionary**  
**Discretionary**  
**Discretionary**  
**Discretionary**  
**Discretionary**

**CARRIED: 8/0**  
**RESOLUTION: 050714**

### 9.1.3 FLORA ROAD

FILE REFERENCE: ES1-3.2	ES1.3.1
REPORT DATE:	17 July 2014
APPLICANT/PROPONENT:	Wongan Hills Tourism Group
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES:	SE2.5
AUTHOR:	Karl Mickle-Manager Works & Services
ATTACHMENTS:	Nil

#### **PURPOSE OF REPORT:**

The purpose of this report is to seek approval from Council to declare Waddington-Wongan Hills-Road as a Flora Road

#### **BACKGROUND:**

The Wongan Hills Tourism Group requested that Waddington-Wongan Hills Road out to the Gap, Mt Matilda and Mt O'Brien turnoffs be named and declared Flora Roads and take measures to inform visitors that this is a delegated road, renowned for its wildflowers

In February 2012 Council requested the Roadside Conservation Committee complete an assessment on Waddington Road which they did and once completed they identified the vegetation within a section of this road reserve to have a high flora rating the RCC recommendation was to declare Waddington-Wongan Hills Road as a Flora Road

#### **COMMENT:**

Declaration as a Flora Road has no legal implications for road construction and maintenance activities within the road reserve and it does not give the vegetation in the reserve any further legislative protection then what currently exists.

Nevertheless, the RCC encourages and promotes best practice management when working within a Flora Road reserve and surrounding areas. Management goals within Flora Roads should be to minimise disturbance to the roadside vegetation, while providing a safe and efficient roadway. Other threats, such as fire wood collection, gravel extraction and weed invasion should also be managed carefully so as not to impact negatively upon the roadside vegetation.

#### **POLICY REQUIREMENTS:**

There are no policy requirements in relation to this item.

#### **LEGISLATIVE REQUIREMENTS:**

Road Traffic Act 1974  
Main Roads Act 1930  
Approvals for signage on state roads need to be obtained from Main Roads WA

#### **STRATEGIC IMPLICATIONS:**

Increasing tourism by the way of positive advertising

#### **SUSTAINABILITY IMPLICATIONS:**

##### **Ø Environment**

There are no significant environmental implications

∅ **Economic**

There is a positive economic benefit to local businesses if the tourist numbers can be increased

∅ **Social**

There are no significant environmental implications

**FINANCIAL IMPLICATIONS:**

The Roadside Conservation Committee is happy to provide the Shire with two Flora Road signs at no cost to the Shire. It will be the Shires responsibility to erect and maintain the signs.

**VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED: NO**

**STAFF RECOMMENDATION:**

That Council:

- 1. Declare Waddington-Wongan Hills Road as a high Flora road.
- 2. Apply for the two signs from (RCC) and erect them.

**MOTION:**

**MOVED**

**Cr Lyon/Cr deGrussa**

**That Council:**

- 1. Declare Waddington-Wongan Hills Road as a high Flora road.**
- 2. Apply for the two signs from (RCC) and erect them.**

**CARRIED: 8/0  
RESOLUTION: 060714**

**9.1.4 REQUEST FOR REDUCTION IN CIVIC CENTRE HIRE FEES**

FILE REFERENCE:	RC2.1
REPORT DATE:	16 July 2014
APPLICANT/PROPONENT:	Joanne Di Loreto
OFFICER DISCLOSURE OF INTEREST	Nil
PREVIOUS MEETING REFERENCES:	Nil
AUTHOR:	Len deGrussa - Manager Building Services
ATTACHMENTS:	Nil

**PURPOSE OF REPORT:**

To ask Council to consider setting an hourly fee for commercial / retail use of the Wongan Hills Civic Centre to be included in the current fees & charges.

**BACKGROUND:**

Joanne Di Loreto has commenced a private business as a Konga instructor and wishes to use the Civic Centre for one hour per day for three days a week for her classes.

**COMMENT:**

As this is a commercial enterprise the fees applicable for the hire of the Civic Centre are:

- Individual with a commercial function (per day or part of) .....\$370.00
- Bond (no alcohol) REFUNDABLE .....\$63.00
- Booking Deposit fee .....\$26.50
- Key bond REFUNDABLE .....\$60.00
- **Total charge** ..... **\$519.50**
- **Less REFUNDABLE fees** ..... **\$149.50**
- **Applicable nett charges** ..... **\$370.00**

Joanne Di Loreto claims \$370.00 is excessive for one hour use of the facility and asks Council to consider a nett charge of \$26.50 for a one hour use as is paid by community not for profit groups such as the School of Dance.

If this is not satisfactory she suggests that Council divide the \$370 daily charge by twelve to give an hourly rate of \$30.83.

**POLICY REQUIREMENTS:**

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

**LEGISLATIVE REQUIREMENTS:**

Fees & Charges Section 61.16(1),(3) & 6.19 - Local Government Act 1995

**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:**

Could possibly be a reduction in income for the hire of the Civic Centre or, alternatively could encourage more use by individuals or groups seeking hourly usage.

**VOTING REQUIREMENTS:**

**ABSOLUTE MAJORITY REQUIRED: Yes**

**STAFF RECOMMENDATION:**

That Council set an hourly fee for commercial / retail use of the Wongan Hills Civic Centre.

**MOTION:** **MOVED** **Cr Lyon/Cr West**

**That Council:**

- **Set an hourly fee for commercial / retail use of the Wongan Hills Civic Centre up to a maximum of two hours at \$30 per hour.**
- **Half daily rate \$185**
- **Over four hours is full day rate.**

**CARRIED BY AN ABSOLUTE MAJORITY: 8/0  
RESOLUTION: 070714**

*Reason for the Decision: Council wished to allow more flexibility in the fee.*

**11. QUESTIONS FROM MEMBERS WITHOUT NOTICE**

Nil

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

Nil

**13. 12. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

Nil

**14. 13. CLOSURE**

There being no further business the President, Cr Macnamara declared the meeting closed at 3.24pm.

These minutes were confirmed at a meeting on August 2014

Signed \_\_\_\_\_  
President