SHIRE OF LEONORA

MINUTES OF THE ORDINARY COUNCIL MEETING



HELD AT LEINSTER GOLF CLUB, LEINSTER ON TUESDAY, 18th OCTOBER, 2005

SHIRE OF LEONORA

Minutes of the Ordinary Meeting held Leinster Golf Club on Tuesday 18th October, 2005 commencing at 9.30am.

1.0 DECLARATION OF OPENING / ANNOUNCEMENTS OF VISITORS / FINANCIAL INTEREST DISCLOSURES

- 1.1 Cr Dawes declared the meeting open at 9.36am
- 1.2 No visitors or members of the public were in attendance.
- 1.3 Financial Interests Disclosure Nil

2.0 RECORD OF ATTENDANCE / APOLOGIES / LEAVE OF ABSENCE (previously approved)

2.1 PRESENT

President GR Dawes Councillors PJ Craig

JF Carter L Petersen TC Demasson GR Kemp D Grills

Chief Executive Officer JG Epis
Deputy Chief Executive Officer JF Rowe

2.2 APOLOGIES

Cr's BSD Taylor and NG Johnson

2.3 LEAVE OF ABSENCE

Nil

3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

4.0 PUBLIC QUESTION TIME

Nil

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6.0 PETTITIONS / DEPUTATIONS / PRESENTATIONS

Nil

7.1 CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETINGS

moved Cr Demasson **seconded** Cr Kemp that the Minutes of the Ordinary Meeting held on 20th September, 2005 be confirmed as a true and accurate record.

8.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

- 8.1 The Shire President announced having received letters from Opposition Shadow Minister for Local Government and from John Bowler Minister for Local Government who both advised they would be visiting Council in the near future.
- **8.2** The Shire President announced having received an invitation to attend Local Government Assembly in Canberra.

9.0 REPORTS OF OFFICERS 9.1 CHIEF EXECUTIVE OFFICER 9.1 (A) GOLDEN QUEST DISCOVERY TRAIL

SUBMISSION TO: Meeting of Council

Meeting Date: 18th October, 2005

AGENDA REFERENCE: 9.1 (A) OCT05

SUBJECT: Golden Quest Discovery Trail

LOCATION / ADDRESS: Not applicable

NAME OF APPLICANT: Not applicable

FILE REFERENCE: Golden Quest Discovery Trail – 2.16

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 5th October, 2005

BACKGROUND

In April, 2005 the Golden Quest Trails Association provided Council with a copy of the Biennial Trail Review Report for the Golden Quest Discovery Trail which highlighted a series of recommendations and suggestions for the continual sound maintenance of the trail.

The GQTA has responsibility for the ongoing maintenance and future development in partnership with five Local Government Authorities (Shire of Coolgardie, Menzies, Laverton, Leonora and the City of Kalgoorlie –Boulder). This relationship is clarified through the Memorandum of Understanding (MOU) established between the various parties.

As part of the Biennial Review findings the MOU requires updating and some further development particularly in relation for a maintenance plan for the Trail. It has been suggested that a "comprehensive maintenance and management plan" should be prepared (in close consultation with all Councils) and attached to the MOU. This would clarify a range of reasonable expectations for maintenance of the Trail. Having an agreed program would remove potential 'grey' areas and may help deliver consistency across the Trail route.

Naturally the different resource capabilities of the various Shires would need to be taken into consideration, and the intention would not be to impose onerous new requirements but rather to clarify a broad overall plan of activity.

Considering the Biennial Trail Review Report and the five Local Government representative's views, the Board of the GQTA have suggested the following changes to the MOU.

- Section 1 PARTICIPANTS Deleting reference to the Australia Unlimited Taskforce and Goldfields Tourism Association as both organisations no longer exist in their previous form.
- Section 3 OBJECTIVES Sub-section 5 Adding a clause that provides an annual process for Local Government Authorities to consider the funding requirements for the Golden Quest Discovery Trail.
- Section 4 FINANCIAL ARRANGEMENTS recognition that the cost of any replacement signage and infrastructure for the GQD Trail would need to be met by the relevant Local Government Authority.

9.1 CHIEF EXECUTIVE OFFICER

9.1 (A) GOLDEN QUEST DISCOVERY TRAIL (continued)

Following this report is a revised version of the Memorandum of Understanding with proposed changes highlighted in bold and italicised type.

As you are aware, the Golden Quest Discovery Trail within the Shire of Leonora utilises those roads already under the care and control of the Local Government and as a consequence, all roads are maintained on a regular basis therefore no additional work would be expected.

Council may need to allocate some funding in future budgets to cover costs in regards damaged signs, graffiti, litter collection and general site maintenance.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Shire of Leonora currently provides the following in-kind support for the Golden Quest Discovery Trail as part of the Australian Tourism Development Program:

- \$3,600.00 contribution as a member of the Project Management Committee towards the operation of the project (i.e. volunteers time, travel to meetings and meetings venue).
- \$6,000.00 Trail infrastructure repairs and maintenance (GQD Trail is a 965km self drive trail passing through five local government authorities).
- \$1,200.00 Business Opportunity Development in-kind support from the members of the Golden Quest Trails Association Inc in the form of meeting facilities, travel of volunteers to workshops etc.

A further amount of \$5,000.00 is included in the current Budget as a Membership contribution towards the administration and development of strategies for sustainability of the GQD Trail for the 2005/2006 year.

The GQTA was successful in attaining a major grant of \$397,000.00 as part of the federal governments Australian Tourism Development Program. This funding is over a period of two years and is for the purposes of marketing and tourism development activities to support the GQD Trail. Funding became available on the 1st January, 2005 and will conclude on the 31st December, 2006

STRATEGIC IMPLICATIONS

Nil

RECOMMENDATION

That the revised version of the Memorandum of Understanding for the Golden Quest Discovery Trail be accepted as presented.

VOTING REQUIREMENTS

Simple majority

moved Cr Petersen seconded Cr Kemp

That the revised version of the Memorandum of Understanding for the Golden Quest Discovery Trail be accepted as presented.

9.0 REPORTS OF OFFICERS 9.1 CHIEF EXECUTIVE OFFICER 9.1 (B) POLICY ADOPTION

SUBMISSION TO: Meeting of Council

Meeting Date: 18th October, 2005

AGENDA REFERENCE: 9.1 (B) OCT05

SUBJECT: Policy Adoption

LOCATION / ADDRESS: Not Applicable

NAME OF APPLICANT: Shire of Leonora

FILE REFERENCE: Delegations & Council Policies 1.40

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: James Gregory Epis

OFFICER: Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 11th October, 2005.

BACKGROUND

As you are aware, the Shire of Leonora maintains a Manual, recording the various policies of the Council.

Policies relate to issues of an on-going nature. Policy decisions on single issues are not recorded in the Manual.

The objectives of the Policy Manual are:

- To provide Council with a formal written record of all policy decisions.
- > To provide staff with precise guidelines in which to act in accordance with Council's wishes.
- > To enable staff to act promptly in accordance with Council's requirements, but without continual reference to Council.
- > To enable Councillors to adequately handle enquiries from electors without undue reference to the staff or the Council.
- > To enable Ratepayers/Electors to obtain immediate advice on matters of Council Policy.

Changes to Council policies shall be made only on notice of motion or an agenda item clearly setting out details of the amended policy.

Requests by organisations and individuals to use the community patrol vehicle for various type activities is creating problems and confusion. The vehicle is no longer used for the purpose it was originally purchased.

Cr Dave Grills has assisted by developing a policy and procedures information sheet in regards the use of the vehicle which I fully support.

It is expected that those involved in the Leonora Youth Support Services would be major users of the vehicle catering for young people participating in specific activities organised by the service. An amount of \$20,000.00 is included in the current Youth Service budget for Youth Programs. Operating costs including fuel for the vehicle could be claimed against this amount. Nevertheless, there will be times when the vehicle is not being used and therefore available to other approved organisations.

9.0 REPORTS OF OFFICERS 9.1 CHIEF EXECUTIVE OFFICER 9.1 (B) POLICY ADOPTION (continued)

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Minimal, provided all users are responsible for any associated costs relating to fuel and lubricants.

STRATEGIC IMPLICATIONS

Nil

RECOMMENDATION

That the Vehicle Policy and Procedures document as presented be adopted.

VOTING REQUIREMENTS

Simple majority

moved Cr Carter seconded Cr Demasson

That the Vehicle Policy and Procedures document as presented be adopted.

CARRIED (7 VOTES TO 0)

The meeting adjourned at 10.00am for morning tea and resumed at 10.15am with attendance identical to that at Item 2.1

9.2 DEPUTY CHIEF EXECUTIVE OFFICER 9.2(A) MONTHLY FINANCIAL STATEMENTS – SEPTEMBER, 2005

SUBMISSION TO: Meeting of Council

Meeting Date: 18th October, 2005

AGENDA REFERENCE: 9.2(A) OCT05

SUBJECT: Monthly Financial Statements – September, 2005

AUTHOR: John Francis Rowe

POSITION: Deputy Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 11th October, 2005

COMMENT: Monthly Financial Statements submitted for adoption include:

(a) Financial Position as at 11th October, 2005

(b) Statement of Financial Activity – 30th September, 2005

(c) Notes 1,2,3,4 forming part of the Statement of Financial

Activity - 30th September, 2005

(d) Operating Statement - Detailed 30th September, 2005

(e) Statement of Outstanding Debtors - 30th September, 2005

RECOMMENDATION

The Monthly Financial Statements for the month ended 30th September, 2005 consisting of Statement of Financial Activity, Notes 1,2,3,4 forming part of the Statement of Financial Activity, Operating Statement, Statement of outstanding Debtors and the Financial Position as at 11th October, 2005 showing balances of:-

	\$	
Municipal	\$391,234.26	Credit
Long Service Leave Reserve	\$62,656.11	Credit
Fire Disaster Reserve	\$5,682.78	Credit
Building Reserve	Nil	Credit
Plant Replacement Reserve	Nil	Credit
Community Amenities Reserve	Nil	Credit
Municipal Investment	\$1,000,000.00	Credit

be adopted.

VOTING REQUIREMENTS

Simple Majority

moved Cr Kemp seconded Cr Grills

The Monthly Financial Statements for the month ended 30th September, 2005 consisting of Statement of Financial Activity, Notes 1,2,3,4 forming part of the Statement of Financial Activity, Operating Statement, Statement of outstanding Debtors and the Financial Position as at 11th October, 2005 showing balances of:-

	\$	
Municipal	\$391,234.26	Credit
Long Service Leave Reserve	\$62,656.11	Credit
Fire Disaster Reserve	\$5,682.78	Credit
Building Reserve	Nil	Credit
Plant Replacement Reserve	Nil	Credit
Community Amenities Reserve	Nil	Credit
Municipal Investment	\$1,000,000,00	Credit

be adopted.

9.2 DEPUTY CHIEF EXECUTIVE OFFICER

9.2 (A) MONTHLY FINANCIAL STATEMENTS – SEPTEMBER, 2005

FINANCIAL POSITION AS AT 11th October, 2005		
FINANCIAL POSITION AS AT IT October, 2005		
	MUNICIPAL	
	©	
Balance as at 30 th September, 2005	\$468,439.31CR	
Receipts to 11 th October, 2005	\$ 16,048.69	
Balance	\$ 484,488.00cr	
Less Accounts since 30 th September, 2005	\$ 93,253.74	
Balance 11 th October, 2005	\$ 391,234.26cr	
AMOUNT HELD ON TERM DEPOSIT - NATIONAL		
A) DI ANT DEDI A CEMENT DECEDUE	\$	
A) PLANT REPLACEMENT RESERVE	Nil CREDIT	
B) LONG SERVICE LEAVE	\$62,656.11 CREDIT	
C) FIRE DISASTER RESERVE	\$5,682.78 CREDIT	
D) BUILDING RESERVE	Nil CREDIT	
E) COMMUNITY AMENITIES RESERVE	Nil CREDIT	
F) MUNICIPAL INVESTMENT	1,000.000.00 CREDIT	

9.2 DEPUTY CHIEF EXECUTIVE OFFICER

9.2 (B) ACCOUNTS FOR PAYMENT – SEPTEMBER, 2005

SUBMISSION TO: Meeting of Council

Meeting Date: 18th October, 2005

AGENDA REFERENCE: 9.2(B) OCT05

SUBJECT: Accounts for Payment

AUTHOR: John Francis Rowe

OFFICER: Deputy Chief Executive Officer

INTEREST DISCLOSURE: Nil

DATE: 11th October, 2005

COMMENT:

Attached statement consists of Vouchers **251 to 362 plus Direct Bank Transactions** and totalling **\$ 259,542.45** attached.

RECOMMENDATION

That accounts as represented by Vouchers **251 to 362 plus Direct Bank Transactions** and totalling **\$ 259,542.45** attached be authorised for payment.

VOTING REQUIREMENTS

Simple Majority

moved Cr Carter seconded Cr Craig

That accounts as represented by Vouchers 251 to 362 plus Direct Bank Transactions and totalling \$ 259,542.45 attached be authorised for payment.

9.2 DEPUTY CHIEF EXECUTIVE OFFICER 9.2 (C) REPORTING OF MATERIAL VARIANCES

SUBMISSION TO: Meeting of Council

Meeting Date: 18th October, 2005

AGENDA REFERENCE: 9.2 (C) OCT05

SUBJECT: Adoption of Material Variances in Reports

LOCATION / ADDRESS: Not applicable

NAME OF APPLICANT: Not applicable

FILE REFERENCE: Audits – Reports & Minutes – 1.10

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: John Francis Rowe

OFFICER: Deputy Chief Executive Officer/ Finance Officer

INTEREST DISCLOSURE: Nil

DATE: 11th October, 2005.

BACKGROUND

Financial Management Regulations 34 and 35 relating to monthly and quarterly Financial Reports have been repealed and replaced with a new Regulation 34. This new regulation only requires local governments to report on a monthly basis.

New statutory reports are included in Item 9.2(A) of today's meeting for the first time.

Part of this new Regulation requires Council to adopt a percentage or value to be used in the Statements of Financial Activity for reporting "Material Variances". This term refers to variances between Budget estimates to the end of the month and actual amounts of expenditure, revenue and income for that same period.

STATUTORY ENVIRONMENT

Each financial year a local government is to adopt a percentage or value, to be used in the Statements of Financial Activity for Reporting Material Variances.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The Regulation provides for reporting to Council each month any items of expenditure and income that will effect the End of Year Financial Position of the local government.

STRATEGIC IMPLICATIONS

Nil

RECOMMENDATION

Council adopt a variance of 10% (with a minimum of \$5,000.00), to be used in the Statements of Financial Activity for Reporting Material Variances.

9.2 DEPUTY CHIEF EXECUTIVE OFFICER 9.2 (C) REPORTING OF MATERIAL VARIANCES (continued)

VOTING REQUIREMENTS

Simple majority

moved Cr Craig seconded Cr Carter

Council adopt a variance of 10% (with a minimum of \$5,000.00), to be used in the Statements of Financial Activity for Reporting Material Variances.

9.3 ENVIRONMENTAL HEALTH/BUILDING OFFICER 9.3(A) HOME OCCUPATION

SUBMISSION TO: Meeting of Council

Meeting Date: 18 October 2005

AGENDA REFERENCE: 9.3(A) OCT05

SUBJECT: Home occupation

LOCATION: Lot 792 Cohen Street

NAME OF APPLICANT: Karen Lovejoy

FILE REFERENCE: 21.1.0

AUTHOR, DISCLOSURE OF ANY INTERESTAND DATE OF REPORT

NAME: Marius Olsen

OFFICER: Environmental Health Officer

INTEREST DISCLOSURE: Nil

DATE: 11th October 2005

BACKGROUND

An application for planning consent was received by Council on the 10 October 2005. The proponent Karen Lovejoy seeks permission to conduct a hairdressing & beautician business from home (Lot 792 Cohen Street – Council owned property). The proposed development will be located in a detached room from the main dwelling, and will be fitted with all necessary fixtures and fittings in order to ensure compliance with the Health Act 1911 and associated regulations. Parking for business will include driveway access and some street verge.

STATUTORY ENVIRONMENT

Under the Leonora Town Planning Scheme No. 1 Council at its discretion may permit the activity of a home occupation in a residential zone.

Health Act 1911

Hairdressing Establishment Regulations 1972

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil

9.3 ENVIRONMENTAL HEALTH/BUILDING OFFICER 9.3(A) HOME OCCUPATION (continued)

OFFICER RECOMMENDATION:

That Council grant approval to commence the proposed home occupation subject to the following conditions:

- 1. Premises are to be kept in clean and sanitary condition.
- 2. Compliance with Health Act 19911 & Hairdressing Establishment Regulations 1972.
- 3. The use of cut throat blades is prohibited.
- 4. Compliance with code of practice for Skin Penetration procedures.
- 5. Parking on Council street verge to be kept to a maximum of 2 Vehicles at any one time.

VOTING REQUIREMENT

Simple majority

moved Cr Craig

seconded Cr Petersen

That Council grant approval to commence the proposed home occupation subject to the following conditions:

- 6. Premises are to be kept in clean and sanitary condition.
- 7. Compliance with Health Act 19911 & Hairdressing Establishment Regulations 1972.
- 8. The use of cut throat blades is prohibited.
- 9. Compliance with code of practice for Skin Penetration procedures.
- 10. Parking on Council street verge to be kept to a maximum of 2 Vehicles at any one time.

9.0 REPORT OF OFFICERS 9.4 CHAIRPERSON – AUDIT COMMITTEE 9.4(A) AUDIT APPOINTMENT

SUBMISSION TO: Meeting of Council

Meeting Date: 18th October, 2005

AGENDA REFERENCE: 9.4 (A) OCT05

SUBJECT: Audit Appointment

LOCATION / ADDRESS: Leonora

NAME OF APPLICANT: Shire of Leonora

FILE REFERENCE: Audits- Reports & Minutes 1.10

AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT

NAME: Benjamin S.D Taylor

OFFICER: Deputy President & Chairperson Audit Committee

INTEREST DISCLOSURE: Nil

DATE: 10th October, 2005.

BACKGROUND

At a meeting of the Audit Committee held on the 4th October, 2005 it was resolved that the Chief Executive Officer seek from Munro and Wyllie, Certified Practising Accountants, a quotation to provide Audit Services to the Shire of Leonora for the next three years.

In preparing their quotation, Munro and Wyllie were requested to provide detail in regards the following:

- objectives of the audit.
- the scope of the audit.
- a plan for the audit.
- detailed remuneration and expenses to be paid for their services.
- the method Council is to use when communicating and supplying information to the Auditor.
- details in regards their proven performance.

On the 6th October, 2005 Mr Gregory Froomes Wyllie, the Auditor, did submit a proposal to provide audit services to the Shire of Leonora for the period 1st July, 2005 to 30th June, 2008. (Copy of proposal follows this report)

The Audit Committee, having perused the proposal is of the opinion that the services to be provided by Munro and Wyllie would satisfy the requirements of the Shire of Leonora and as a consequence is prepared to recommend to the full Council that the proposal as submitted be accepted.

STATUTORY ENVIRONMENT

In accordance with Section 7.2 to 7.13 of the Local Government Act 1995 and Local Government Audit Regulations 4 to 8.

POLICY IMPLICATIONS

Nil

9.4 CHAIRPERSON – AUDIT COMMITTEE

9.4(A) AUDIT APPOINTMENT (continued)

FINANCIAL IMPLICATIONS

Nil – Audit fees are included in all Annual Budgets. For the 2005/2006 financial Year the amount of \$5,600.00 has been allocated.

STRATEGIC IMPLICATIONS

Nil

RECOMMENDATION

That the local government accept the recommendation of the Audit Committee, that being Munro and Wyllie be appointed as Auditors for the next three years ending 30th June, 2008 and that the appointment be made in the name of Gregory Froomes Wyllie CPA registered local government auditor.

VOTING REQUIREMENTS

Absolute majority

moved Cr Demasson seconded Cr Kemp

That the local government accept the recommendation of the Audit Committee, that being Munro and Wyllie be appointed as Auditors for the next three years ending 30th June, 2008 and that the appointment be made in the name of Gregory Froomes Wyllie CPA registered local government auditor.

CARRIED (7 VOTES TO 0)

At 11.00am standing orders were suspended to receive visitors in Mr Chris Wilson and Mr Ray Adams (BHP Billiton), Mr Mark Zeptner (Goldfields Ltd) and Mr Barry Hancock (Jubilee/Cosmos).

Each of the visitors updated Council on their respective company's current and future operations. Following lengthy discussion Cr Dawes thanked the visitors for their input. The visitors left the meeting at 12.30pm.

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

A. ELECTED MEMBERS

Nil

B. OFFICERS

Nil

11.0 NEXT MEETING

Tuesday 15th November, 2005 commencing at 9.30am at Council Chambers, Leonora.

12.0 CLOSURE OF MEETING

Cr Dawes closed the meeting at 12.30pm.