

**SHIRE OF LEONORA**

**MINUTES OF THE ORDINARY  
COUNCIL MEETING**



**LEONORA**

*Star of the West*

**HELD IN COUNCIL CHAMBERS,  
LEONORA ON TUESDAY,  
19<sup>th</sup> JULY, 2005**

## SHIRE OF LEONORA

Minutes of the Ordinary Meeting held in Council Chambers, Leonora on Tuesday 19<sup>th</sup> July, 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 9.30am and announced visitors at 10.30am

1.2 Financial Interests Disclosure –  
Nil

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

#### 2.1 PRESENT

President  
Councillors

GR Dawes  
T C Demasson  
GR Kemp  
JF Carter  
PJ Craig  
N J Johnson  
J G Epis

Chief Executive Officer

#### 2.2 APOLOGIES

Councillor's B.S.D. Taylor & L Peterson

#### 2.3 LEAVE OF ABSENCE

Cr D. Grills

#### 3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

#### 4.0 PUBLIC QUESTION TIME

Nil

#### 5.0 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

#### 6.0 PETITIONS / DEPUTATIONS / PRESENTATIONS

Nil

#### 7.1 CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETINGS

Moved Cr Kemp seconded Cr Craig that the Minutes of the Ordinary Meeting held on Tuesday 21<sup>st</sup> June, 2005 be confirmed as a true and accurate record.

**CARRIED (6 VOTES TO 0)**

#### 7.2 CONFIRMATION OF MINUTES OF SPECIAL MEETING

Moved Cr Craig seconded Cr Johnson that the Minutes of the Special Meeting held on the 30<sup>th</sup> June, 2005 be confirmed as a true and accurate record.

**CARRIED (6 VOTES TO 0)**

#### 8.0 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Cr Dawes advised that Ms Diane Rickard had been appointed Recreation and Aquatic Centre Manager, expected commencement date being 25<sup>th</sup> July, 2005.

Cr Dawes outlined Ms. Rickard's previous employment.

## **9.0 REPORTS OF OFFICERS**

### **9.1 CHIEF EXECUTIVE OFFICER**

#### **9.1 (A) YOUTH SUPPORT SERVICES**

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 19<sup>th</sup> July, 2005

**AGENDA REFERENCE:** 9.1 (A) JUL05

**SUBJECT:** Youth Support Services

**LOCATION / ADDRESS:** Leonora

**NAME OF APPLICANT:** Not applicable

**FILE REFERENCE:** Youth Affairs 4.8

#### **AUTHOR, DISCLOSURE OF ANY INTEREST AND DATE OF REPORT**

**NAME:** James Gregory Epis

**OFFICER:** Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 7<sup>th</sup> July, 2005

#### **BACKGROUND**

During October 2004, the Department for Community Development invited tenders for the delivery of Youth Support Services based on a three year contract valued at \$45,530 per annum.

On behalf of the Shire of Leonora, Ms Karen Hayes attended a pre-tender briefing in Kalgoorlie in early November, 2004.

Following on from the pre-tender meeting, and at the request of the Shire of Leonora, Ms Hayes developed a service delivery model in consultation with the Council and interested community representatives. Ms Hayes prepared all relevant tender documentation in readiness for the Chief Executive Officer to sign.

The tender documents were lodged by the Shire of Leonora on the 8<sup>th</sup> December, 2004.

The Youth Support Services Delivery Model proposes that the Shire of Leonora would employ a Youth Services Officer on a part-time basis (up to 20hrs/week) on the basis of a three year contract. The Officer would be an employee of the Council and would be required to design and implement appropriate youth programs.

The Strategies the service would use to achieve the outcome objectives in the service specifications include:

- The Shire of Leonora will employ a Youth Services Officer
- The Shire of Leonora will provide professional supervision and training for the Youth Services Officer.
- The Youth Services Officer will be required to liaise with DCD and other community and youth service providers.
- The Shire of Leonora will establish a community committee specifically for this project. The role of the committee will be to provide assistance, advice and support to the Youth Services Officer; as well as act as a reference group for the enactment of the program activities.
- The Shire of Leonora will develop a three (3) year youth services strategic plan, in conjunction with the Youth Services Officer and the community committee.

## 9.0 REPORTS OF OFFICERS

### 9.1 CHIEF EXECUTIVE OFFICER

#### 9.1 (A) YOUTH SUPPORT SERVICES (continued)

- From the Youth Services Strategic Plan, the Youth Services Officer will be required to develop an action plan on an annual basis. This action plan will be developed in conjunction with the primary target group.
- The Shire of Leonora will require monthly reporting from the Youth Services Officer.
- The Youth Services Officer will be provided with an annual program budget, which will be administered by Council Staff.
- The Youth Services Officer will be required to report on financial matters on a quarterly basis.
- The Shire of Leonora will ensure that the Youth Services Officer has office facilities, computer facilities and access to an adequate “youth space” within Leonora.

On the 9<sup>th</sup> May, 2005 the Hon Sheila McHale MLA, Minister for Community Development advised that the evaluation panel had recommended Council’s proposal for the delivery of youth services to Leonora.

The Service Agreement between the Minister for Family and Children’s services and the Shire of Leonora was executed on Tuesday 1<sup>st</sup> June, 2005.

## STATUTORY ENVIRONMENT

Nil

## POLICY IMPLICATIONS

Nil

## FINANCIAL IMPLICATIONS

<b>Budget Item</b>	<b>2005/2006</b>	<b>2006/2007</b>	<b>2007/2008</b>
Advertising	\$ 1,000	\$0	\$0
Salary	\$25,000	\$25,000	\$25,000
Youth Programs	\$20,000	\$20,000	\$20,000
Professional Training	\$ 4,000	\$ 4,000	\$ 4,000
Computer Set Up	\$ 5,000	\$0	\$0
<b>TOTALS</b>	<b>\$55,000</b>	<b>\$49,000</b>	<b>\$49,000</b>
DCD Contract	\$45,000	\$45,000	\$45,000
Council Contribution	\$10,000	\$ 4,000	\$ 4,000

THE SALARY COMPONENT ALLOWS FOR THE EMPLOYMENT OF A YOUTH SERVICES OFFICER ON A PART TIME BASIS OF 40 HOURS/FORTNIGHT.

## STRATEGIC IMPLICATIONS

Young people, in particular indigenous youth will be involved in all facets of the action plan development. This will ensure that the target group develops an understanding for planning, implementing and evaluating a wide range of youth projects. Involvement in this process will not only ensure greater ownership and participation in the youth program, it will assist in the development of planning and management skills in the target group. Furthermore, the actual program or project activities will also be designed to improve skills and abilities of the participants.

## **9.0 REPORTS OF OFFICERS**

### **9.1 CHIEF EXECUTIVE OFFICER**

#### **9.1 (A) YOUTH SUPPORT SERVICES (continued)**

#### **RECOMMENDATION**

- (i) that the Chief Executive Officer prepare a Position Description for the position “Youth Services Officer” and that the vacancy be advertised locally and in the Kalgoorlie Miner.
- (ii) that Council establish a Reference Group / Community Committee to support the position should the Investing in our Community Committee decide not to be involved.

#### **VOTING REQUIREMENTS**

Simple majority.

**moved Cr Demasson                      seconded Cr Kemp**

- (i) that the Chief Executive Officer prepare a Position Description for the position “Youth Services Officer” and that the vacancy be advertised locally and in the Kalgoorlie Miner.**
- (ii) that Council establish a Reference Group / Community Committee to support the position should the Investing in our Community Committee decide not to be involved.**

**CARRIED (6 VOTES TO 0)**

## 9.0 REPORTS OF OFFICERS

### 9.1 CHIEF EXECUTIVE OFFICER

#### 9.1 (B) QUARTERLY FINANCIAL STATEMENTS – JUNE, 2005

<b>SUBMISSION TO:</b>	Meeting of Council Meeting Date: 19 <sup>th</sup> July, 2005
<b>AGENDA REFERENCE:</b>	9.1(B) JUL05
<b>SUBJECT:</b>	Quarterly Financial Statements – July, 2005
<b>AUTHOR:</b>	JG Epis
<b>POSITION:</b>	Chief Executive Officer
<b>INTEREST DISCLOSURE:</b>	Nil
<b>DATE:</b>	13 <sup>th</sup> July, 2005
<b>COMMENT:</b>	Quarterly Financial Statements submitted for adoption include:  (a) Financial Position as at 13 <sup>th</sup> July, 2005 (b) Operating Statement Summary –, 30 <sup>th</sup> June, 2005 (c) Operating Statement - Detail - 30 <sup>th</sup> June, 2005 (d) Operating Statement - Nature/Type - 30 <sup>th</sup> June, 2005 (e) Balance Sheet as at - 30 <sup>th</sup> June, 2005 (f) Statement of Fixed Assets - 30 <sup>th</sup> June, 2005 (g) Statement of Outstanding Debtors - 30 <sup>th</sup> June, 2005

#### RECOMMENDATION

The Quarterly Financial Statements for the month ended 30<sup>th</sup> June, 2005 consisting of Operating Statements (3), Balance Sheet, Statement of Fixed Assets, Lists of Outstanding Debtors, and the Financial Position as 13<sup>th</sup> July, 2005 showing balances of:-

	\$	
Municipal	\$287,627.98	Debit
Long Service Leave Reserve	\$61,974.28	Credit
Fire Disaster Reserve	\$5,620.93	Credit
Building Reserve	Nil	Credit
Plant Replacement Reserve	Nil	Credit
Community Amenities Reserve- Swimming Pool	Nil	Credit
Municipal Investment	Nil	Credit

be adopted.

#### VOTING REQUIREMENTS

Simple Majority

**9.0 REPORTS OF OFFICERS**

**9.1 CHIEF EXECUTIVE OFFICER**

**9.1 (B) QUARTERLY FINANCIAL STATEMENTS – JUNE, 2005 (continued)**

moved Cr Demasson                      seconded Cr Johnson

The Quarterly Financial Statements for the month ended 30<sup>th</sup> June, 2005 consisting of Operating Statements (3), Balance Sheet, Statement of Fixed Assets, Lists of Outstanding Debtors, and the Financial Position as 13<sup>th</sup> July, 2005 showing balances of:-

	\$	
<b>Municipal</b>	<b>\$287,627.98</b>	<b>Debit</b>
<b>Long Service Leave Reserve</b>	<b>\$61,974.28</b>	<b>Credit</b>
<b>Fire Disaster Reserve</b>	<b>\$5,620.93</b>	<b>Credit</b>
<b>Building Reserve</b>	<b>Nil</b>	<b>Credit</b>
<b>Plant Replacement Reserve</b>	<b>Nil</b>	<b>Credit</b>
<b>Community Amenities Reserve- Swimming Pool</b>	<b>Nil</b>	<b>Credit</b>
<b>Municipal Investment</b>	<b>Nil</b>	<b>Credit</b>

be adopted.

**CARRIED (6 VOTES TO 0)**

## 9.0 REPORTS OF OFFICERS

### 9.1 CHIEF EXECUTIVE OFFICER

#### 9.1 (B) QUARTERLY FINANCIAL STATEMENTS – JUNE, 2005

<b>SHIRE OF LEONORA</b>	
<b>FINANCIAL POSITION AS AT 13<sup>th</sup> JULY, 2005</b>	
	<b>MUNICIPAL</b>
	<b>\$</b>
Balance as at 30 <sup>th</sup> June, 2005	287,851.30 <b>dr</b>
Receipts to 13 <sup>th</sup> July, 2005	40,759.95
<b>Balance</b>	<b>247,091.35 dr</b>
Less Accounts since 30 <sup>th</sup> June, 2005	40,536.63
<b>Balance 13<sup>th</sup> July, 2005</b>	<b>\$ 287,627.98dr</b>
<b>AMOUNT HELD ON TERM DEPOSIT - NATIONAL AUSTRALIA BANK</b>	
	<b>\$</b>
A) PLANT REPLACEMENT RESERVE	Nil CREDIT
B) LONG SERVICE LEAVE	\$61,974.28 CREDIT
C) FIRE DISASTER RESERVE	\$5,620.93 CREDIT
D) BUILDING RESERVE	Nil CREDIT
E) COMMUNITY AMENITIES RESERVE	Nil CREDIT
F) MUNICIPAL INVESTMENT	Nil CREDIT

The meeting adjourned the time being 10.30am to allow Australian Citizenship presentations to Mrs. Julie Yates and Ms. Pamela Gray followed by morning tea.

The meeting resumed at 10.50am with attendance identical to that at Item 2.1



**9.0 REPORTS OF OFFICERS**

**9.1 CHIEF EXECUTIVE OFFICER**

**9.1 (C) ACCOUNTS FOR PAYMENT – JUNE, 2005**

**SUBMISSION TO:** Meeting of Council  
Meeting Date: 19<sup>th</sup> July, 2005

**AGENDA REFERENCE:** 9.1(C) JUL05

**SUBJECT:** Accounts for Payment

**AUTHOR:** JG Epis

**OFFICER:** Chief Executive Officer

**INTEREST DISCLOSURE:** Nil

**DATE:** 12<sup>th</sup> July, 2005

**COMMENT:**

Attached statement consists of Vouchers **1143 to 1222 & V1 plus Direct Bank Transactions** and totalling \$ **643,223.43** attached.

**RECOMMENDATION**

That accounts as represented by Vouchers **1143 to 1222 & V1 plus Direct Bank Transactions** and totalling \$ **643,223.43** attached be authorised for payment.

**VOTING REQUIREMENTS**

Simple Majority

**moved Cr Carter**                      **seconded Cr Craig**

**That accounts as represented by Vouchers 1143 to 1222 & V1 plus Direct Bank Transactions and totalling \$ 643,223.43 attached be authorised for payment.**

**CARRIED (6 VOTES TO 0)**

**9.0 REPORTS OF OFFICERS**

**9.2 ENVIRONMENTAL HEALTH OFFICER**

Nil

**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 16<sup>th</sup> August, 2005

**12.0 CLOSURE OF MEETING**

Cr Dawes closed the meeting at 11.18am