

SHIRE OF KOJONUP



Council Minutes

21st August 2012

SHIRE OF KOJONUP**MINUTES FOR THE COUNCIL MEETING HELD ON 21st August 2012****TABLE OF CONTENTS**

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SHIRE OF KOJONUP**MINUTES****1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS**

The Shire President declared the meeting opened at 3:04pm and alerted the meeting of the procedures for emergencies including evacuation, designated exits and muster points and draw the meetings attention to the disclaimer below:

Disclaimer

No person should rely on or act on the basis of any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

The Shire of Kojonup expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any advice or information provided by a member or officer, or the content of any discussion occurring, during the course of the meeting.

Where an application for an approval, a license or the like is discussed or determined during the meeting, the Shire warns that neither the applicant, nor any other person or body, should rely upon that discussion or determination until written notice of either an approval and the conditions which relate to it, or the refusal of the application has been issued by the Shire.

2 ATTENDANCE, APOLOGIES & LEAVE OF ABSENCE

Cr Jane Trethowan

Shire President

Cr John Benn

Deputy Shire President

Cr Frank Pritchard

Cr Michael Baulch

Cr Jill Mathwin

Cr Rosemary Hewson

Cr Ian Pedler

Mr Stephen Gash

Chief Executive Officer

Mr Kim Dolzadelli

Manager of Corporate Services

Mrs Heather Marland

Senior Finance Officer

Miss Cindy Westbrook

Coordinator of Building Services

(entered at 3:27pm)

Mrs Pam McGregor

Public Gallery

APOLOGIES

Cr Greg Marsh

Granted Leave of Absence at Meeting 17 July 2012

3 PUBLIC QUESTION TIME

Nil

4 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

The Manager of Corporate Services responded to a previous question taken on notice from Cr Pritchard from the Council Meeting of 17 July 2012, with respect to Item 10.2 Monthly Payments Listing, in particular with regard to EFT8896. The Manager of Corporate Services advised that the payment listing description for this item should have read McBride Place not Bilston Street.

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6 CONFIRMATION OF MINUTESORDINARY MEETING 17th July 2012

Corrections:

Item 3 – Page 7 - Eighth Paragraph – Insert the word ‘informal’ between the words ‘between’ and ‘briefing’ such to read ‘between informal briefing’.

Item 3 – Page 7 – Eighth Paragraph – Insert the word ‘formal’ between the words ‘and’ and ‘Council’ such to read ‘and formal Council’.

COUNCIL DECISION

71/12 MOVED Cr Benn seconded Cr Baulch that the Minutes of the Ordinary Meeting of Council held on 17th July 2012 with the above corrections be confirmed as a true record.

CARRIED 7/0

7 ANNOUNCEMENTS by the Presiding Member without discussion

The Shire President advised the meeting that last Thursday 16th August 2012, the Chief Executive Officer had tendered his resignation. A Media Statement is being prepared with respect to the Chief Executive Officers resignation.

Shire President acknowledged Stephen Gash’s efforts and thanked him for the contribution he had made to Kojonup. The Shire President congratulated the Chief Executive Officer on his new appointment as Director of Engineering Services with the Shire of Katanning.

The Shire President past on the thanks of the Mobrur Muster for the Shire Support before and during the event.

8 PETITIONS, DEPUTATIONS & PRESENTATIONS

Nil

9 DECLARATIONS OF INTEREST

Nil

10 FINANCE REPORTS**10.1 FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY**

AUTHOR: Kim Dolzadelli – Manager Corporate Services
 DATE: Friday, 17 August 2012
 FILE NO: FM.FNR.2
 ATTACHMENT: 10.1 Monthly Statement of Financial Activity 1st July 2011 to 30th June 2012

DECLARATION OF INTEREST

Nil

SUMMARY

To accept the Monthly Statement’s of Financial Activity for the periods of 1st July 2011 to 30th June 2012.

BACKGROUND

Preparation and presentation to Council of monthly reports are a statutory requirement, with these to be presented to the next ordinary meeting following the close of a month, or it may be presented to the ordinary meeting in the following month after that.

The reporting requirements, as per Financial Management Regulation 34, for the Statement of Financial Activity came into force from 1st July 2005.

COMMENTS

The attached Statement of Financial Activity for the period 1 July 2011 to 30 June 2012 shows that the projected opening balance used for the 2012/2013 Budget will be extremely close to the final figure to be disclosed in the Annual Financial report for the 2011/2012 financial year.

Much work continues with respect to non cash end of year adjustments for preparation of the Annual Financial Statements; however these entries will not have any impact on the 2012/2013 opening balance position.

The Statements of Financial Activity for the period 1st July 2011 to 30th June 2012 show a solid position with 96.69% of rates collected to 30th June 2012 and a total amount of cash holdings of \$3,386,314 of which \$1,887,501 is held in fully cash backed Reserves.

CONSULTATION

Nil.

STATUTORY ENVIRONMENT

Financial Management Regulation 34 sets out the basic information which must now be included in the monthly reports to Council. Financial Management Regulation 33A sets out the requirements with respect to the Review of Budget.

POLICY IMPLICATIONS

None applicable.

FINANCIAL IMPLICATIONS

Occasionally Council may be asked to authorise certain budget amendments/variations by way of separate Senior Officer Reports, but those proposed variations will be taken into account in the monthly Statements of Financial Activity when a full budget review is put before Council. Amendments **are not** being sought.

STRATEGIC IMPLICATIONS

This will only occur where it involves variations to the multiple year proposals previously put forward. Impacts to the "Closing Balance" position will also occur or where a Budget Review highlights the requirement for amendments to occur.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That the Monthly Statement's of Financial Activity for the periods of 1st July 2011 to 30th June 2012, as attached, be accepted.

COUNCIL DECISION

72/12 MOVED Cr Mathwin seconded Cr Pritchard that the Monthly Statement's of Financial Activity for the periods of 1st July 2011 to 30th June 2012, as attached, be accepted.

CARRIED 7/0

10.2 MONTHLY PAYMENTS LISTING

AUTHOR: Kim Dolzadelli – Manager Corporate Services
 DATE: Tuesday, 14 August 2012
 FILE NO: FM.AUT.1
 ATTACHMENT: 10.2 Monthly Payment Listing

DECLARATION OF INTEREST

Nil

SUMMARY

To receive the list of payments that were made from 1st July 2012 to 31st July 2012.

BACKGROUND

Not applicable.

COMMENT

The attached list of payments is submitted for receipt by the Council.

CONSULTATION

No consultation was required.

STATUTORY ENVIRONMENT

Regulation 12(1)(a) of the Local Government (Financial Management) Regulations 1996 provides that payment may only be made from the municipal fund or trust fund if the Local Government has delegated the function to the Chief Executive Officer.

The Chief Executive Officer has delegated authority to authorise payments. Relevant staff have also been issued with delegated authority to issue orders for the supply of goods and services subject to budget limitations.

Regulation 13 of the Local Government (Financial Management) Regulations 1996 provides that if the function of authorising payments is delegated to the Chief Executive Officer then a list of payments is to be presented to the Council at the next ordinary meeting and recorded in the minutes.

POLICY IMPLICATIONS

Council's Policy F3 provides authorities and restrictions relative to purchasing commitments.

FINANCIAL IMPLICATIONS

All payments made are for items where Council has provided a budget authority.

STRATEGIC IMPLICATIONS

There are no strategic implications involved with presentation of the list of payments.

VOTING REQUIREMENTS

Simple Majority

OFFICER RECOMMENDATION

That in accordance with Regulation 13 (1) of the Local Government (Financial Management) Regulations 1996, the list of payments made under delegated authority from 1/07/2012 to 31/07/2012 comprising of Municipal Cheques 12319 to 12370, EFT's 8992 to 9113 and Internal Payment Vouchers 4049 to 4085 totalling \$1,083,955.48 and as attached to this agenda, be received.

COUNCIL DECISION

73/12 MOVED Cr Hewson seconded Cr Baulch that in accordance with Regulation 13 (1) of the Local Government (Financial Management) Regulations 1996, the list of payments made under delegated authority from 1/07/2012 to 31/07/2012 comprising of Municipal Cheques 12319 to 12370, EFT's 8992 to 9113 and Internal Payment Vouchers 4049 to 4085 totalling \$1,083,955.48 and as attached to this agenda, be received.

CARRIED

7/0

11 ENGINEERING & WORKS REPORTS

Nil

12 ECONOMIC & ENVIRONMENTAL DEVELOPMENT REPORTS

Nil

13 CORPORATE & COMMUNITY SERVICES REPORTS

Nil

14 COMMITTEES OF COUNCIL

Nil

15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

16 NEW BUSINESS

of an urgent nature, introduced by a decision of the meeting

*Item 16.1 was tabled and handed to all persons present at the meeting. Inserted below.***16.1 APPLICATION OF INTERIM FEES AND CHARGES FOR KOJONUP RECREATION SPORTING COMPLEX**

AUTHOR: Stephen Gash – Chief Executive Officer
 DATE: Monday, 20 August 2012
 FILE NO: FM.FEE.1
 ATTACHMENT: Nil

DECLARATION OF INTEREST

Nil

SUMMARY

Consider the adoption of interim hire fees and charges for local community groups and private persons, for the Kojonup Recreation Sporting Complex.

BACKGROUND

Now that upgrading and refurbishment of the complex has been completed and is available for use by local community groups and private persons, consideration needs to be given to the adoption of interim fees and charges relating to hire/use of the facility.

For comparison the Fees & Charges for 2012-2013 for the Memorial and Lesser Hall are:

<u>Memorial and Lesser Hall</u>	Day or Evening		GST
	Private / Commercial	Community Group	
Main & Lesser Hall & Kitchen	\$260	\$ 130	Y
Main Hall and Kitchen	\$192	\$ 96	Y
Main Hall only	\$136	\$ 68	Y
Lesser Hall and Kitchen	\$150	\$75	Y
Lesser Hall only	\$120	\$60	Y
Kitchen only	\$76	\$ 38	Y
Backstage area for meeting	\$32	\$16	Y
Prefunction Preparation (refer additional charges)			

	Day & Evening		GST
	Private/ Commercial	Community Group	
Main & Lesser Hall & Kitchen	\$357	\$178	Y
Main Hall and Kitchen	\$265	\$133	Y
Main Hall only	\$189	\$95	Y
Lesser Hall and Kitchen	\$260	\$130	Y
Lesser Hall only	\$168	\$84	Y
Kitchen only	\$60	\$30	Y
Backstage area for meeting	\$40	\$20	Y
Prefunction Preparation (refer additional charges)			
Rehearsals for Community Production	50% of appropriate fee hire		
Schools Productions	50% of appropriate fee hire		

Memorial Hall and Lesser Hall - specified use

Dancing lessons, Aerobics, Self Defence, Badminton & Church Services		
Hourly rate	\$20.00	Y
Funerals - Lesser Hall and Kitchen per day	\$76.00	Y

Memorial Hall and Lesser Hall - Additional Charges

Memorial Hall and Lesser Hall - Bonds (Refundable)		GST
- Standard Hire Bond	\$160.00	N
- Non Alcoholic bev &/or food served (per booking)	\$185.00	N
- With liquor per booking	\$270.00	N
Casual Hirers Insurance per booking	\$7.50	Y
Additional Cleaning Charge - per hour	\$50.00	Y
Prefunction preparation fee - per hour**		
- Community Groups / Organisation	\$37.00	Y
- Private / Commercial Use	\$37.00	Y
**maximum of 4 hours prior to booking		
** In excess of 4 hours to be charged at normal hire rates		
Set-up Assistance - per hour	\$55.00	Y

COMMENT

Portion of the hire fee for such facilities usually includes either partial or full recovery of costs associated with cleaning of the facility.

At present, depending on the user group, Council staff and/or a contractor is used for cleaning the premises.

With respect to the future ongoing hire fees and charges it is anticipated that the interim fees will be in place for a 2 month period, to allow staff time to gather information relating to the management of such facilities from a number of local governments to use as a comparison and guide in developing fees and charges for the complex. This information will hopefully highlight what conditions are considered appropriate for such facilities and will ensure our policy, hire fees and charges reflect an

“industry standard” that encourages use of the facility by a range of community groups and private users.

In accordance with section 6.19 of the Local Government Act 1995 Local Public Notice must be given before any new Fee and Charge can be implemented.

It is suggested that the interim fees be adopted to allow staff to undertake a full review and gather information as outlined above to form the basis of ongoing hire fees and charges for the complex after the interim period.

Suggested Interim Fees:

Recreation Sporting Complex

Recreation Sporting Complex - Bonds (Refundable)		GST
- Standard Hire Bond	\$160.00	N
- Non Alcoholic bev &/or food served (per booking)	\$185.00	N
- With liquor per booking	\$270.00	N
Casual Hirers Insurance per booking	\$7.50	Y
Additional Cleaning Charge - per hour	\$70.00	Y
Hire Entire Facility – 24 hour Period		
- Community Groups / Organisation	\$150.00	Y
- Private / Commercial Use	\$250.00	Y

CONSULTATION

The Shire of Kojonup Manager of Regulatory Services and Manager of Corporate Services have been consulted regarding cleaning costs for the complex.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 6.16 - “Imposition of fees and charges” and Section 6.19 - “Local government to give notice of fees and charges”.

POLICY IMPLICATIONS

None applicable

FINANCIAL IMPLICATIONS

The proposed changes will have a minimal net impact on the Operational Budget.

STRATEGIC IMPLICATIONS

Nil

VOTING REQUIREMENTS

Absolute Majority

OFFICER RECOMMENDATION

1. That in accordance with section 6.16 of the Local Government Act 1995 Council adopts the following interim fees and charges for the Kojonup Recreation Sporting Complex.

Recreation Sporting Complex

Recreation Sporting Complex - Bonds (Refundable)		GST
- Standard Hire Bond	\$160.00	N
- Non Alcoholic bev &/or food served (per booking)	\$185.00	N
- With liquor per booking	\$270.00	N
Casual Hirers Insurance per booking	\$7.50	Y
Additional Cleaning Charge - per hour	\$70.00	Y
Hire Entire Facility – 24 hour Period		
- Community Groups / Organisation	\$150.00	Y
- Private / Commercial Use	\$250.00	Y

2. That in accordance with section 6.19 of the Local Government Act 1995 Council gives Local Public Notice of the new interim fees & Charges;
3. That Council delegate power to the Chief Executive Officer to waive fees for local Community Groups, Sporting Groups and local Not-for-Profit organisations in accordance with Council Policy and Budget constraints;
4. That Hire of the Recreation Sporting Complex is to be in accordance with the following conditions:
 - a) Hire to Sporting Groups is the primary use of the facility and all non-sporting club related bookings will be scheduled around fixtured sporting dates;
 - b) The Hire fee includes basic cleaning costs, any further costs incurred will be charged at cost;
 - c) That Hire is subject to acceptance by the Hirer for the cost of any damage caused to Council property to the amount of any insurance excess, that amount currently being \$1,000. Notwithstanding the aforementioned Council's insurer reserves the right to claim the full amount of any damages or repairs from the respective Hirer.

3:24pm Chief Executive Officer left the Chamber.

3:27pm Chief Executive Officer returned to the Chamber.

3:27pm Miss Cindy Westbrook entered the Chamber.

COUNCIL DECISION

74/12 MOVED Cr Pedler seconded Cr Benn

1. That in accordance with section 6.16 of the Local Government Act 1995 Council adopts the following interim fees and charges for the Kojonup Recreation Sporting Complex.

Recreation Sporting Complex

Recreation Sporting Complex - Bonds (Refundable)		GST
- Standard Hire Bond	\$160.00	N
- Non Alcoholic bev &/or food served (per booking)	\$185.00	N
- With liquor per booking	\$270.00	N
Casual Hirers Insurance per booking	\$7.50	Y
Additional Cleaning Charge - per hour	\$70.00	Y
Hire Entire Facility – 24 hour Period		
- Community Groups / Organisation	\$150.00	Y
- Private / Commercial Use	\$250.00	Y

2. That in accordance with section 6.19 of the Local Government Act 1995 Council gives Local Public Notice of the new interim fees & Charges;
3. That Council delegate power to the Chief Executive Officer to waive fees for local Community Groups, Sporting Groups and local Not-for-Profit organisations in accordance with Council Policy and Budget constraints;
4. That Hire of the Recreation Sporting Complex is to be in accordance with the following conditions:
 - a) Hire to Sporting Groups is the primary use of the facility and all non-sporting club related bookings will be scheduled around advised fixtured sporting dates;
 - b) The Hire fee includes basic cleaning costs, any further costs incurred will be charged at cost;
 - c) That Hire is subject to acceptance by the Hirer for the cost of any damage caused to Council property to the amount of any insurance excess, that amount currently being \$1,000. Notwithstanding the aforementioned Council's insurer reserves the right to claim the full amount of any damages or repairs from the respective Hirer.

CARRIED

7/0

REASON FOR CHANGE: Council felt that it was not possible to schedule bookings around fixtured sporting dates if they had not been advised.

17 CONFIDENTIAL REPORTS

Nil

18 NEXT MEETING

Thursday, 23rd August 2012 commencing at 4:30pm – Special Council Meeting

Tuesday, 18th September 2012 commencing at 3:00pm – Ordinary Council Meeting

19 CLOSURE

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 3:42pm.

20 APPENDICES AND TABLED DOCUMENTS

Item 16.1 was tabled at the meeting. Inserted above.

21 ATTACHMENTS

Item 10.1	Monthly Statement of Financial Activity 1 st July 2011 to 30 th June 2012
Item 10.2	Monthly Payment Listing

Presiding Member

Date