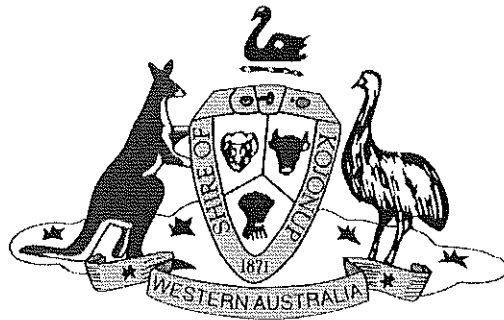


SHIRE OF KOJONUP



Council Minutes

20th November 2007

SHIRE OF KOJONUP**AGENDA FOR THE COUNCIL MEETING HELD ON 20th NOVEMBER 2007****TABLE OF CONTENTS**

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MINUTES

1 DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS

The Shire President declared the meeting open at 3.02pm 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 Jill Mathwin	Shire President
Cr Jane Trethowan	Deputy Shire President
Cr Michael Baulch	
Cr John Benn	
Cr Will Carrington-Jones	
Cr Ernie Graham	
Cr Rosie Hewson	
Cr Greg Marsh	
Cr Frank Pritchard	

Mr Stephen Gash	Chief Executive Officer
Mr Kim Dolzadelli	Manager of Corporate Services
Mrs Heather Marland	Senior Finance Officer
Mrs Rosemary Cussons	Personal Assistant

APOLOGIES

Nil

3 PUBLIC QUESTION TIME

Nil

4 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

6 CONFIRMATION OF MINUTES

ORDINARY MEETING 23rd October 2007

Corrections:

Item 2.4	Under the heading BACKGROUND, second paragraph, the wording should read "...the current system of <u>one</u> council meeting per month"
Item 13.1	Cr Pritchard to be noted as the seconder in Council Decision 113/07

COUNCIL DECISION

117/07	MOVED Cr Trethowan seconded Cr Pritchard that the corrected Minutes of the Ordinary Meeting of Council held on 23rd October 2007 be confirmed as a true record.	CARRIED	9/0
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7 ANNOUNCEMENTS by the Presiding Member without discussion

The Presiding Member announced that reference only would be made to the Disclaimer in Item 1 providing there were no members of the public or visitors present in the gallery, in which case the Disclaimer would be read in its entirety at a Council Meeting.

8 PETITIONS, DEPUTATIONS & PRESENTATIONS

Cr Benn informed the meeting of the recent WA Tourism awards that were presented to Kojonup:

- Winner of the Top Tourism Town with a population under 2500
- A silver division award for the Potts Memorial project
- A bronze division award for Indigenous Tourism
- A bronze division award for The Kodja Place Visitor's Centre
- Top Manager award to Mrs Glenys Russell

The Presiding Member led the Councillors in an applause of appreciation for those involved in the Tourism awards.

9 DECLARATIONS OF INTEREST

Nil

3.10pm Cr Marsh left the Chamber

3.11pm Cr Marsh returned to the Chamber

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

AUTHOR:	Kim Dolzadelli – Manager Corporate Services
DATE:	Thursday, 15 November 2007
FILE NO	06.15.01
ATTACHMENT	Monthly Statement of Financial Activity 1 st July to 31 ST October 2007

DECLARATION OF INTEREST

Nil

SUMMARY

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.

BACKGROUND

The new reporting requirements came into force from 1st July 2005.

COMMENTS

I have reviewed individual Operating and Capital accounts and am happy to report that Council's Budget is tracking well with no material variations. Any variance shown between Year to Date Budget and Actuals relate to timing issues.

The attached Statements of Financial Activity for the period 1 July 2007 to 31 October 2007 show a solid position with 85.94% of rates collected to 31st October 2007 and a total amount of cash holdings of \$3,182,922.64.

CONSULTATION

None necessary.

STATUTORY ENVIRONMENT

Financial Management Regulation 34 sets out the basic information which must now be included in the monthly reports to Council.

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. No amendments are being sought from Council in the attached reports.

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 Financial reports, as attached, be accepted.

COUNCIL DECISION

118/07 MOVED Cr Trethowan seconded Cr Graham that the Monthly Financial reports, as attached, be accepted.

CARRIED

9/0

10.2 MONTHLY PAYMENTS LISTING

AUTHOR: Finance Officer
DATE: 13th November 2007
FILE NO: 06.15.01
ATTACHMENT: Monthly Payment Listing

DECLARATION OF INTEREST

Nil

SUMMARY

To receive a list of payments made since the last similar list was received.

BACKGROUND

Not applicable.

COMMENT

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

CONSULTATION

No consultation was required.

STATUTORY ENVIRONMENT

Regulations 13 (2) of the Local Government (Financial Management Regulations) 1996 requires such a list to be “presented” whenever payments have been made under a delegated authority. (Reference Delegation #18).

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 the Payment Listing from 17/10/07 to 13/11/07 comprising of Municipal Cheques 9289 to 9345, EFTs 2700 to 2772 and Internal Payment Vouchers 1192 to 1221 totalling \$474,037.857 and as attached to this agenda, be received.

COUNCIL DECISION

119/07 MOVED Cr Hewson seconded Cr Carrington-Jones that the Payment Listing from 17/10/07 to 13/11/07 comprising of Municipal Cheques 9289 to 9345, EFTs 2700 to 2772 and Internal Payment Vouchers 1192 to 1221 totalling \$474,037.85 and as attached to this agenda, be received.

CARRIED

9/0

3.21pm Mrs Marland left the Chamber

11 ENGINEERING & WORKS REPORTS

Nil

12 ECONOMIC & ENVIRONMENTAL DEVELOPMENT REPORTS**13 CORPORATE & COMMUNITY SERVICES REPORTS****13.1 2006/07 ANNUAL REPORT AND ELECTOR'S MEETING**

DATE: 14th November 2007
 AUTHOR: Stephen Gash, Chief Executive Officer
 FILE NO: 3.03.01
 ATTACHMENT: Annual Report 2006-07

DECLARATION OF INTEREST

Nil

SUMMARY

To accept the Shire of Kojonup's 2006/07 Annual Report as circularised with the Agenda, including the Annual Financial Report and Audit report, and then to set a date for the annual electors meeting.

BACKGROUND

Each local government is to prepare an annual report for each financial year. The report is a record of the Shire's activities for the financial year and is part of the accountability principles established for local government.

COMMENT

The Council is to accept the annual report by 31st December following the year end or no later than two months after receiving the audit report. The Audit Report was received on 16th November 2007 and a copy will be forwarded directly to the Department of Local Government and Regional Development.

The Audit Report and Management Letter will be the subject of an Audit Committee meeting where the committee will consider any action that may be required from the management letter. The Audit Report forms part of the Annual Report and the management letter is provided as an attachment to this meeting for transparency, even though it will have separate consideration via the Audit Committee.

The Annual elector's meeting must be held within 56 days of accepting the annual report with appropriate notice of the meeting given.

CONSULTATION

The annual report includes the financial report and this has been the subject of close examination by the appointed auditors, Lincolns Accountants and Business Advisors.

STATUTORY ENVIRONMENT

Section 5.26 to 5.33; 5.53 & 5.54 - Local Government Act 1995
Regulation 51(2) of the Local Government (Financial Management) Regulations 1996

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

STRATEGIC IMPLICATIONS

Nil.

VOTING REQUIREMENTS - ABSOLUTE MAJORITY to accept the Annual Report
(Recommendation 1)

OFFICER RECOMMENDATION

That Council

1. Accepts the Annual Report including the Annual Financial Report for the 2006/2007 year;
2. Hold the Annual Elector's meeting on Tuesday 18th December 2007 in the Lesser Hall, Kojonup, commencing at 7:00pm;
3. Receives the Audit Report;
4. Note the minutes of the Audit Committee meeting will be presented to the next ordinary meeting of Council

COUNCIL DECISION

120/07 MOVED Cr Benn seconded Cr Marsh that Council

1. **Accepts the Annual Report including the Annual Financial Report for the 2006/2007 year;**
2. **Hold the Annual Elector's meeting on Tuesday 18th December 2007 in the Lesser Hall, Kojonup, commencing at 7:00pm;**
3. **Receives the Audit Report;**
4. **Note that the Audit Committee meeting will be held prior to the next ordinary meeting of Council.**

CARRIED

9/0

Reason for Change: The meeting of the Audit Committee is scheduled for 18th December 2007. Therefore the minutes would not be available for the Council meeting 2 hours later.

Cr Marsh thanked the Chief Executive Officer, Mr Stephan Gash and Manager of Corporate Services, Mr Kim Dolzadelli for the good results as shown in the Annual Report and Annual Financial Report. Council asked that their appreciation be also conveyed to the Shire Staff.

14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

The endorsement of community nominations for the Safer Kojonup Committee to be deferred until the next ordinary meeting of Council on 18th December 2007.

3.27pm Mr Dolzadelli left the Chamber

COUNCIL DECISION		
121/07	MOVED Cr Marsh seconded Cr Hewson that Mr M Watson, Mrs P Bunny and Mrs M Duncan be endorsed by an absolute majority as community members of the Springhaven Advisory Committee.	
	CARRIED BY AN ABSOLUTE MAJORITY	9/0

3.29pm Mr Dolzadelli returned to the Chamber

15 NEW BUSINESS

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

COUNCIL DECISION		
122/07	MOVED Cr Mathwin seconded Cr Trethowan that the meeting be opened to discuss items of new business of an urgent nature.	
	CARRIED	9/0

COUNCIL DECISION		
123/07	MOVED Cr Marsh seconded Cr Graham that due to the absence of the two council member delegates at the WALGA Annual General Meeting to be held 23rd November 2007, the deputy delegate, Cr John Benn be given the authority to exercise full voting rights at that meeting.	
	CARRIED	9/0

3.35pm Mr Craig Baru entered the chamber

COUNCIL DECISION		
124/07	MOVED Cr Marsh seconded Cr Trethowan that the meeting discuss the vacant elected member position as an item of urgent business.	
	CARRIED	9/0

Councillors were asked to consider the matter of the vacant elected member position over the next month and further action would be taken at the ordinary council meeting scheduled for Tuesday 18th December 2007.

16 **CONFIDENTIAL REPORTS**

Nil

17 **NEXT MEETING**

18th December 2007 commencing at 3:00pm.

18 **CLOSURE**

There being no further business to discuss, the President thanked the members for their attendance and declared the meeting closed at 3.48pm.

19 **APPENDICES AND TABLED DOCUMENTS**

20 **ATTACHMENTS**

- Item 10.1 Monthly Statement of Financial Activity
- Item 10.2 Monthly Payment Listing
- Item 13.1 Annual Report and Annual Financial Report

Presiding Member

Date