

SHIRE OF KOJONUP



Council Minutes

15th May 2007

SHIRE OF KOJONUP**TABLE OF CONTENTS**

1	DECLARATION OF OPENING AND ANNOUNCEMENT OF GUESTS	3
2	ATTENDANCE, APOLOGIES & LEAVE OF ABSENCE	3
3	PUBLIC QUESTION TIME	3
4	SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE	3
5	APPLICATIONS FOR LEAVE OF ABSENCE	3
6	CONFIRMATION OF MINUTES	3
7	ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION	4
8	PETITIONS, DEPUTATIONS & PRESENTATIONS	4
9	DECLARATIONS OF INTEREST	4
10	FINANCE REPORTS	4
10.1	FINANCIAL MANAGEMENT – MONTHLY STATEMENT OF FINANCIAL ACTIVITY	4
10.2	MONTHLY PAYMENTS LISTING	7
11	ENGINEERING & WORKS REPORTS	8
12	ECONOMIC & ENVIRONMENTAL DEVELOPMENT REPORTS	8
12.1	APPLICATIONS – DISPLAY OF AIRPORT BILLBOARD SIGNAGE	8
12.2	PROPOSED UPGRADE OF A TELECOMMUNICATIONS FACILITY AT AN EXISTING SITE KOJONUP LOCATION 2431 ALBANY HIGHWAY KOJONUP	11 11
13	CORPORATE & COMMUNITY SERVICES REPORTS	12
14	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	12
15	NEW BUSINESS OF AN URGENT NATURE, INTRODUCED BY A DECISION OF THE MEETING	12
16	CONFIDENTIAL REPORTS	12
17	NEXT MEETING	12
18	CLOSURE	13
19	APPENDICES AND TABLED DOCUMENTS	13
20	ATTACHMENTS	13

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

The President opened the meeting at 3.05pm and alerted those present of the procedures for emergencies including evacuation, designated exits and muster points.

The President read the following statement:

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 John Benn	
Cr Pat Bunny	
Cr Will Carrington-Jones	
Cr Ernie Graham	
Cr Rosie Hewson	
Cr Greg Marsh	
Cr Frank Pritchard	
Cr Geoff Thorn	
Mr Stephen Gash	Chief Executive Officer
Mr Kim Dolzadelli	Manager of Corporate Services
Mr Craig McVee	Works Manager
Mrs Heather Marland	Senior Finance Officer
Mrs Rosemary Cussons	Personal Assistant

APOLOGIES**3 PUBLIC QUESTION TIME****4 SUMMARY OF RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE****5 APPLICATIONS FOR LEAVE OF ABSENCE****6 CONFIRMATION OF MINUTES**

ORDINARY MEETING 17th April 2007

Corrections: Add the letter 'A' to the word APPLICATION where the typographical error in the heading of Item 12.2 on page 8 occurs.

COUNCIL DECISION

42/07 MOVED Cr Pritchard seconded Cr Thorn that the corrected Minutes of the Ordinary Meeting of Council held on 17th April 2007 be confirmed as a true record.

CARRIED**10/0****7 ANNOUNCEMENTS by the Presiding Member without discussion**

1. The Presiding Member thanked the Councillors and the Chief Executive Officer for their efforts and involvement in the Brigadier AW Potts Memorial Day on Sunday 6th May 2007. Letters of thanks have been written to the Depot Staff and the Potts Memorial Committee.
2. The Presiding Member announced that she attended a meeting with Inspector Picton-King in Mt Barker concerning the difficulties the Shire is encountering with graffiti and petty crime. A briefing document of the meeting is available for Councillors to read.
3. A report is also available of the Presiding Member's meeting in Tambellup with representatives of Landgate and Lancorp.
4. The Presiding Member officiated at the recent ANZAC service held in Kojonup on 25th April 2007.
5. The Presiding Member attended a reception in Albany for the Governor General, Major General Michael Jeffrey and Mrs Jeffrey on Friday 4th May 2007.

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: Wednesday, 9 May 2007
FILE NO: 06.15.01:
ATTACHMENT: Monthly Statement of Financial Activity to 30th April 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.

Following a review of Budget Projections at 30th April 2007 Council is being asked to consider the adoption of Budget amendments contained with Financial Report for the month ending 30th April 2007.

There are a number of separate attachments to this report, which also give 'overview' information as to the position of various items of Council's finances.

BACKGROUND

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

COMMENTS

A review of Budget Projections has been undertaken by Senior Staff and there are a number of Budget Amendments detailed within Attachment 3 "Detailed Operating Statement" and Attachment 4 "Capital Expenditures" of the Statement of Financial Activity for April 2007. These are being put to Council for consideration and Adoption.

The changes reflect cost variations on the previously approved budget items, the only additions to the budget are:

- \$2400.00 within COA 8357 – Kodja Place Consultants, in order to cover relief staff as requested formally of Council at previous meetings; and
- \$15000.00 within COA 6375 - Potts Memorial Assistance which has also been previously discuss by Council.

There will be significant Building and Maintenance activity to expend remaining budget allocations before the end of financial year.

The review was conducted consistent with the "Material" Variance figure of either \$500 or 8% as adopted by Council at its meeting of 22 August 2005.

The local government act requires a Budget Review is carried out between January and March each year which has already been completed. Consistent with Councils overarching financial management we have conducted an additional budget review to enable more accurate end of year projections and sound management of the budget to meet these projections.

A detailed review of the Infrastructure Road capital works program and reconciliation against its funding sources and actual costs will be conducted in the next month.

Other significant work has been carried out within the areas Administration Allocations, Depreciation and Public Works Overheads.

Administration Allocations

These items are a non cash item and involve the distribution of Administration costs throughout the other programs, in the original adopted budget these allocations were short by \$8400.00. Budget allocations have been altered to reflect the actual/projected Administration Allocations with Budget amendments being proposed in order to ensure correct and full allocation of these items.

Public Works Overheads

A review of Public Works Overheads including the reduction of Administration allocations to this area has resulted in the need for amendment in the projected amount to be allocated to works. Currently these items are being allocated extremely well when looking at actual costs, however the amount budgeted to be reallocated is not realistic and has been altered to reflect the actual/projected Public Works Overheads costs. This will ensure a more accurate end of year projection.

Depreciation

A review of the Asset register was undertaken to ensure that depreciation when raised was costed to the correct program; once this was completed depreciation was calculated and updated on the database. As Council has previously been advised the amount Budgeted for depreciation was well short of the amount now known to be applicable for the year – this, as previously stated, is due to the significant impact of the Revaluation of Infrastructure Road Assets undertaken late last financial year. The amount of additional depreciation in this area is \$864,181. Budget amendments are being proposed to reflect the additional amount and correct allocation of depreciation. It should be noted that depreciation is a non cash item.

The Projected Closing Balance to the 31st March 2007 was a deficit of \$50,352.00; as a result of the Budget Review, undertaken as at 30th April 2007, Councils Projected Closing Balance is now a Surplus of \$107,326.00 on original budget.

There are a number of attachments to this report, and they are as follows:

Report for Month Ending 30/04/2007

1. Bank Reconciliations
- 2.1 Rates Report
3. Detailed Operating Statement
- 4.1 Capital Expenditure Listing
5. Statement of Financial Activity – Summary
- 6.1 Plant Purchases and Disposals, and other Asset disposals
7. Restricted Monies – Unexpended Grants Paid in Advance.

8. Reserves Cash Backed
9. Status Report – Finance and Accounting Work
10. Net Current Assets

A copy of the Review will be forwarded to Mr David Prasser-Jones – community representative Council Audit Committee and Council's Auditors.

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 Financial Activities report.

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 – ABSOLUTE MAJORITY

OFFICER RECOMMENDATION

1. That Council approve the proposed Budget Amendments to Councils Operating and Capital Budgets as shown in attachments 3 and 4 of the Financial Reports for the month ending 30th April 2007.
2. That the Monthly Financial reports, as attached, be accepted.

COUNCIL DECISION

43/07 MOVED Cr Thorn seconded Cr Benn

1. That Council approve the proposed Budget Amendments to Councils Operating and Capital Budgets as shown in attachments 3 and 4 of the Financial Reports for the month ending 30th April 2007.
2. That the Monthly Financial reports, as attached, be accepted.

CARRIED

9/1

10.2 MONTHLY PAYMENTS LISTING

AUTHOR: Senior Finance Officer – Heather Marland
 DATE: 9th May 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 11/04/2007to 08/05/2007comprising of Municipal Cheques 8918 to 8965, EFTs 2287 to 2337 and Internal Payment Vouchers . 960 to 992 totalling \$525,576.89 and as attached to this agenda, be received.

COUNCIL DECISION

**44/07 MOVED Cr Hewson seconded Cr Marsh
 That the Payment Listing from 11/04/2007to 08/05/2007comprising of Municipal Cheques 8918 to 8965, EFTs 2287 to 2337 and Internal Payment Vouchers . 960 to 992 totalling \$525,576.89 and as attached to this agenda, be received.**

CARRIED

10/0

3.50pm Mrs Heather Marland left the Chamber

11 ENGINEERING & WORKS REPORTS**12 ECONOMIC & ENVIRONMENTAL DEVELOPMENT REPORTS****12.1 APPLICATIONS – DISPLAY OF AIRPORT BILLBOARD SIGNAGE**

DATE: 8th May 2007
 AUTHOR: Rosemary Cussons – Personal Assistant
 FILE NO: 05.02.01
 ATTACHMENT: Spreadsheet of Applications Received

DECLARATION OF INTEREST

Nil

SUMMARY

To consider the submissions for the Applications relating to advertising devices at the Shire of Kojonup Airstrip.

BACKGROUND

On the 2nd December 2006 the Shire of Kojonup advertised for expressions of interest for parties wanting to display advertising billboards at the Shire of Kojonup Airstrip.

Eight (8) submissions were received by the 9th March 2007, which was the closing date for submissions. The submissions received were from:

- Albany Holiday Park
- Denmark Farmhouse Cheese
- Ferngrove Vineyard
- Great Southern Distillery
- Metro Inn Albany
- Watercraft Marine
- Whale World
- WA Billboards

All the above submissions were approved by Council and applications were called from the interested parties. The closing date for the applications was Friday 27th April 2007.

COMMENT

All of the applications received were received by the closing date except for Albany Holiday Park, whose application was received on 3rd May 2007.

The following information summarises the submissions received.

Albany Holiday Park

Intend to erect a double sided sign which is that is 2000mm x 4000mm .The submission indicated that Albany Holiday Park would be flexible in all aspects of the sign and would meet all requirements of the Shire of Kojonup and Council's policy. The format of the sign was submitted which contained general business information and logos of the business and facilities. Albany Holiday Park has \$10,000,000.00 in insurance (the insurance certificate was submitted with the application).

This applicant will advertise a business whose primary place of operation is in the great southern region. The business is one of accommodation in Albany.

Denmark Farmhouse Cheese

Denmark Farmhouse Cheese intend to erect a single sided sign that is 2000mm x 4000mm and would meet all requirements of the Shire of Kojonup and Council's policy. The content of the sign is intended to say "While in Denmark, Come and Visit Denmark Farmhouse Cheese" and to include the business logo and location.

Demark Farmhouse Cheese indicated that they have \$10,000,000.00 in insurance.

This applicant will advertise a business whose primary place of operation is in the great southern region. The business is one of cheese production and sales in Denmark

Ferngrove Vineyard

Intend to erect a double sided sign, which is 2400mm by 4720mm with the lowest section of the sign being 900mm from the ground. The sign will be made of sheet metal outlining the basic business details of the Vineyard including a photograph of the vineyard. Ferngrove has \$10,000,000.00 in insurance (the insurance certificate was submitted with the application).

This applicant will advertise a business whose primary place of operation is in the great southern region. The business is one of wine sales and accommodation in the Frankland River area.

Great Southern Distillery

Great Southern Distillery intend to erect a single sided sign which is 2000mm x 4000mm and will advertise the presence of their soon to be open café, cellar door and operating distillery on Frenchman Bay Road, Albany.

The sign would measure 3 metres by 1.5 metres with the appropriate framework and supporting structure as recommended by the engineers and or Main Roads. The sign would display the Name of the Company and location and other product information the design of which is yet to be finalised but will be along the lines of the sample attached.

Great Southern Distillery has indicated that they have \$5,000,000.00 in insurance.

Metro Inn Albany

Intend to erect a double sided sign which is 204m x 4.8m. Although they did not supply specifics about the signage the application indicated that Metro Inn would be flexible in all aspects of the sign and would meet all requirements of the Shire of Kojonup and Council's policy. They also indicated that they would ensure that the required insurance would be obtained (as required by the Shire of Kojonup).

This applicant will advertise a business whose primary place of operation is in the great southern region. The business is one of accommodation in Albany.

Watercraft Marine

Watercraft Marine intend to erect a single sided sign which is 3000mm by 6000mm and constructed of sheet metal. The content of the sign is intended to say "Ever wondered what your neighbours get up to on the weekend" accompanied by a picture of a boat and general business information including their name and contact details.

Watercraft Marine indicated that they have \$5,000,000.00 in insurance.

This applicant will advertise a business whose primary place of operation is in the great southern region. The business is one of marine product sales in Albany.

Whale World

Whale World intend to erect single sided sign 3000mm x 6000mm. The Jaycees Community Foundation, operators of Whale World, and the management team of Whale World are currently developing plans for the Albany Biodiversity Park, adjacent to Whale World. When fully developed, the Albany Biodiversity Park will offer the region an international standard, multi-faceted, tourism precinct presenting Australian native fauna (under sub-brand name: Faunatopia) and regional native flora (under sub-brand name: Floracopia) in unique exhibitions sought out by international, interstate and intrastate tourists.

The intention is to keep the wording as simple as possible and highlighting the new branding Discovery Bay.

Whaleworld has indicated that they have \$20,000,000.00 in insurance.

WA Billboards

Although WA Billboards has submitted an Expression of Interest, an application has not been received. WA Billboards has had a sign at the airstrip since 1993. The company leases advertising space to other businesses and organizations on a contractual basis.

WA Billboards intend to retain their existing sign located at the southern most part of the property, which is 3000mm by 6000mm. The sign is double sided and contains Road Safety information on one side while the other side is taken up with other advertising which is changed from time to time.

WA Billboards indicated that they have \$10,000,000.00 in insurance.

The Expression of Interest stated that WA Billboards intend to advertise business whose primary place of operation may or may not be in the great southern region however the side taken up with the road safety information will have national significance.

All artwork will be confirmed on submission of planning applications from all successful applicants.

CONSULTATION

No consultation is required at this stage.

STATUTORY REQUIREMENTS

There are no known statutory requirements.

POLICY IMPLICATIONS

There are no known policy implications.

FINANCIAL IMPLICATIONS

There are no known financial implications at this stage.

STRATEGIC IMPLICATIONS

There are no known strategic implications.

VOTING REQUIREMENTS – SIMPLE MAJORITY**OFFICER RECOMMENDATION**

That the Council accept all of the planning applications for the display of airport billboard signage for assessment.

COUNCIL DECISION

45/07 **MOVED Cr Thorn seconded Cr Benn that the Council accept all of the planning applications for the display of airport billboard signage for assessment.**

CARRIED

10/0

12.2 PROPOSED UPGRADE OF A TELECOMMUNICATIONS FACILITY AT AN EXISTING SITE
KOJONUP LOCATION 2431 ALBANY HIGHWAY KOJONUP

DATE: 8th May 2007
AUTHOR: Allan Mortimer – Environmental Health/Planning Consultant
FILE NO: 12.04.01
ATTACHMENT: Letter of Notification of Proposed Upgrade

DECLARATION OF INTEREST

Nil

SUMMARY

Notification of a proposed upgrade of the Telecommunications Facility at Kojonup Location 2431 has been received from Ericsson Australia Pty Ltd on behalf of Telstra.

BACKGROUND

Ericsson Australia Pty Ltd has written to Council to advise of the proposed upgrade of the Telstra Telecommunications Facility at Kojonup Location 2431.

As the proposal is to install a new power amplifier at the existing site and does not require any additional facilities to those already existing, no development approval is required. However, under the “Industrial Code for the Deployment of Mobile Phones Network Infrastructure” (the Code), the carrier (Telstra) must have regard to any submissions received from the public and Council

COMMENT

The proposal is to upgrade the current CDMA 800 technology to provide an enhanced city to country mobile broadband technology. Whilst the proposal will result in an increase in electromagnetic energy, this is estimated to be 0.18% of the Australian Communications and Media Authority mandated exposure limits

CONSULTATION

The company is requesting any comments from Council (note: the required Council response date was 30th April 2007, however, the letter is dated 12th April 2007 which meant that it could not be presented to the last Council Meeting.)

STATUTORY REQUIREMENTS

There are no known statutory requirements.

POLICY IMPLICATIONS

There are no known policy implications.

FINANCIAL IMPLICATIONS

There are no known financial implications at this stage.

STRATEGIC IMPLICATIONS

The proposal may result in enhanced telecommunication coverage for Kojonup.

VOTING REQUIREMENTS – SIMPLE MAJORITY

OFFICER RECOMMENDATION

That Council advises Ericsson Australia Pty Ltd that it has no objections to the proposal but request that in future a longer notification period be given to Council to respond to such requests.

COUNCIL DECISION

46/07 **MOVED** Cr Bunny seconded Cr Pritchard that Council advises Ericsson Australia Pty Ltd that it has no objections to the proposal but request that in future a longer notification period be given to Council to respond to such requests.

CARRIED

10/0

13 CORPORATE & COMMUNITY SERVICES REPORTS**14 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

15 NEW BUSINESS of an urgent nature, introduced by a decision of the meeting**COUNCIL DECISION**

47/07 MOVED Cr Thorn seconded Cr Bunny that it be the decision of the meeting to discuss the requirements of a nomination for the TIRES regional meeting.

CARRIED 10/0

COUNCIL DECISION

48/07 MOVED Cr Trethowan seconded Cr Marsh that the delegate to Regional Road Group also be the delegate to the regional TIRES meeting.

CARRIED 10/0

Cr Carrington-Jones asked that the matter of nominating a representative for the Katanning Zone Control Authorization (replacement of the APB) be put on the Council Agenda for the next Council meeting on 17th June 2007.

COUNCIL DECISION

49/07 MOVED Cr Marsh seconded Cr Hewson that the meeting be closed to the public pursuant to Section 5.23 (2) (d) of the Local Government Act as the following item 17.1 relates to legal advice and contains confidential information.

CARRIED 10/0

4.00pm Mr C McVee and Mrs R Cussons left the Chamber

16 CONFIDENTIAL REPORTS

16.1 Legal Action – W Lenyszyn

4:16pm Cr Thorn left the chamber

4:29pm Cr Thorn entered the chamber

COUNCIL DECISION

50/07 MOVED Cr Carrington-Jones seconded Cr Marsh that the meeting be reopened to the public.

CARRIED 9/0

The meeting was reopened to the public at 4:30pm.

17 NEXT MEETING

19th June 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 4.30pm.

19 **APPENDICES AND TABLED DOCUMENTS**

20 **ATTACHMENTS**

- Item 10.1 Monthly Statement of Financial Activity to 30th April 2007
- Item 10.2 Monthly Payment Listing
- Item 12.1 Airstrip Signage Applications Spreadsheet
- Item 12.2 Letter from Ericsson Pty Ltd

Presiding Member

Date