



Minutes of the meeting of the Council of the Shire of Wiluna held in the Council Chamber, Scotia Street Wiluna on 26 March 2014

The Chairman declared the meeting open at 1.00 pm.

PRESENT: Cr Graham Harris (in the Chair), Cr Jim Quadrio, Cr Clinton Farmer, Cr Bernie Weller, Cr Kim Ovens, Cr Stacey Petterson and Cr Chris Webb

ALSO IN ATTENDANCE: Andrea Nunan, Chief Executive Officer; Glenn Deocampo, Executive Manager Corporate Services

PUBLIC GALLERY: Mrs Gillian Marchant (from 1.13pm)

APOLOGIES: Nil

LEAVE OF ABSENCE: Nil
(PREVIOUSLY APPROVED)

RESPONSE TO PRVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE: Nil

PUBLIC QUESTION TIME: Nil

APPLICATIONS FOR LEAVE OF ABSENCE: Nil

NOTATIONS OF INTEREST:

Cr Bernie Weller declared an interest in Confidential Item 13.1.4
The Chief Executive Officer declared an interest in Confidential Item 13.1.2

PETITIONS AND DEPUTATIONS: Nil

CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Moved: Cr Chris Webb Seconded: Cr Bernie Weller

That, subject to the removal of individual applicants names that appear in Late Report numbered 12.1.1 and any public documents recording this matter, the Minutes of the Meeting held on 12 February 2014 are accepted as a true record of the meeting.

CARRIED 7/0

Resolution no. 016/14

1 2013 Compliance Audit Return

The Council considered report numbered 10.1.1 in the agenda.

Moved: Cr Bernie Weller Seconded: Cr Chris Webb

That:

- 1 It be noted that the 2013 Compliance Audit Return has been reviewed by the Audit Committee;
- 2 It be noted that the Audit Committee is satisfied with the outcomes of the review noting the following:
 - The Chief Executive Officer only commenced duties on 16 September 2013 and therefore has no direct knowledge of reporting period prior to that time; and that
 - The Councillors have no direct knowledge of most of the issues with which the Compliance Audit Return is concerned, and therefore rely on the knowledge and advice of the Chief Executive Officer
- 3 There being no matters of non-compliance/breach, the 2013 Compliance Audit Return is adopted.

CARRIED 7/0 BY ABSOLUTE MAJORITY

Resolution no. 017/14

2 Change of Meeting Date – April 2014

The Council considered report numbered 10.1.2 in the agenda.

Moved: Cr Jim Quadrio

Seconded: Cr Kim Ovens

That:

- 1 The meeting date and venue for the Ordinary Meeting of Council scheduled for 23 April 2014 be changed to 16 April 2014, to be held at the Council Chambers, Wiluna and to commence at 1.00pm; and
- 2 The Chief Executive Officer is instructed to give local public notice of this change
- 3 The Council endorses the closure of the Shire Administration Office (and all related functions) from 4.00pm Thursday 17 April 2014 until 8.30am Wednesday 23 April 2014.

CARRIED 7/0

Resolution no. 018/14

3 Midwest Development Commission Board Nominations

The Council considered report numbered 10.1.3 in the agenda.

Council discussed the importance of the role of board members and the need for a successful nominee to be committed and well-versed on all matters of a regional and local basis.

Moved: Cr Chris Webb

Seconded: Cr Stacey Petterson

That the following people are nominated by Council for consideration of appointment to the Midwest Development Commission as a Board Member:

- Cr Bernie Weller
- Mrs Gillian Marchant
- Ms Andrea Nunan
- Cr Graham Harris

CARRIED 7/0

Resolution no. 019/14

Crs Weller and Petterson left the meeting at 1.35pm

4 Differential rating

The Council considered report numbered 10.1.4 in the agenda.

General discussion was held about the process of local government rating and how differential rating and minimum rates can be applied.

Crs Weller and Petterson returned to the meeting at 1.40pm

Moved: Cr Kim Ovens	Seconded: Cr Chris Webb
That:	
1	Approves in principle the expansion differential rates for the UV category, to being: UV Rural, UV Exploration/Prospecting and UV Mining/Other mining
2	Approves in principle an increase to the minimum rates for all UV and GRV categories
3	Notes that a further report will be presented at the Council meeting to be held May 2014 that will propose different rate models for 14-15 financial year for Council's consideration and endorsement for budgetary purposes.
CARRIED 7/0	
<i>Resolution no. 020/14</i>	

5 Fees and Charges

Council considered report numbered 10.1.5 in the agenda.

Moved: Cr Stacey Petterson	Seconded: Cr Kim Ovens
That as a matter of policy, the following principles will apply for a user-pays system for the use of public goods:	
1	The use of public goods includes the use of facilities, assets, services or programmes under the ownership or direct control of the Shire of Wiluna
2	The purpose of a user-pays system is for those who are specifically using that public good to make a contribution towards Shire costs, where that use is exclusive or for the benefit of a specific group/individual
3	Where consumption of a public good that is non-exclusive and for the benefit of the wider community incurs costs for the Shire, costs will be funded from sources other than fees and charges (such as general purpose grants and rating income)
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- 4 Any use of public goods that is non-exclusive and for the benefit of the wider community will not be subject to any user fees or charges. However, bonds may be payable, as prescribed by the fees and charges adopted each year
- 5 Any use of public goods that is exclusive and is not for the benefit of the wider community and that which seeks to restrict or limit users, or seeks to charge participants for that use, will be subject to user fees and charges as well as bonds and other fees, as prescribed by the fees and charges adopted each year
- 6 Use of public goods that provide a benefit for the wider community but incur specific or special operational expenses or are of significant cost to the Shire, will be subject to the prescribed fees and charges adopted each year
- 7 Use of public goods that provide a benefit for the wider community and are non-exclusive but under the control of a group other than the Shire will be subject to the prescribed fees and charges
- 8 In measuring “benefit for the wider community”, the actual use will be considered and not any outcomes that might be a result of that use
- 9 The Chief Executive Officer has no delegated authority to reduce, waive or refund fees payable or paid; this includes the reduction or waiver of bond.
- 10 Those subject to payment fees and charges are welcome to apply to Council for a donation/grant; the grant being equal to the value of the hire (excluding bond) that was paid to the Shire

CARRIED 7/0

Resolution no. 021/14

THIS

6 Policy Review – Elected Members

Council considered the Chief Executive Officer report numbered 10.1.6 in the agenda.

Moved: Cr Stacey Petterson

Seconded: Cr Kim Ovens

That:

- 1 Shire of Wiluna *Policy 1.2 Members Conferences and Development* is rescinded; and
- 2 Shire of Wiluna *Policy 1.3 Members Travelling Expenses* is rescinded; and
- 3 The following policy is adopted:

POLICY:

ELECTED MEMBERS:

**REPRESENTATION/DELEGATION &
PROFESSIONAL DEVELOPMENT**

POLICY NO:

1.25

SECTION:

GOVERNANCE

COUNCIL MEETING HELD & ADOPTED:

26 March 2013

DATE TO BE REVIEWED:

2015

1 INTRODUCTION

It is important that Elected Members/Councillors, as part of their roles and responsibilities as a Councillor, participate in professional development by attendance at conferences, seminars, training and development programmes, as well as undertake representation/delegation on behalf of the Shire of Wiluna.

2 OBJECTIVE/AIM

The intention of this policy is to:

- Create the framework from within which the Chief Executive Officer can administer Elected Members professional development and representation
- Ensure there is equity in the distribution of professional development opportunities for elected members
- Strike a balance between financial imposition and beneficial outcomes of elected member professional development opportunities

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3 DEFINITIONS

For this purpose of this policy:

- a) Council/Shire-related events outside the district: This is in respect of those meetings that Councillors are required to attend as part of their role and includes: GVROC, GERCG, Regional Road group, regional council memberships, meeting with Ministers of the Crown, and where Councillor/s attending is making a direct representation on behalf of the Council. The term delegate and/or representative may be referred to.
- b) Elected members professional development relates to those opportunities for opportunities directly related to the role and responsibility of Councillors. The term delegate may be used here.

The WALGA elected member development courses included in the Diploma of Local Government and the annual Local Government week conference are included in this category.

- c) Other: Often there are other local government conferences, seminars and so forth where it is desirable that the Shire have a delegate/s or where the attendance may be beneficial. The National General Assembly of Local Government and the National Local Roads and Transport Congress are included in this category. The term representative or delegate will be used here.

POLICY STATEMENT

4 Council/Shire-related events outside the district:

4.1 Attendees:

- a) Representatives will be as per Council resolution; representation can only be changed/amended upon Council resolution
- b) Deputy/proxy delegates are encouraged to attend where possible to ensure that they are sufficiently knowledge and familiar with the business of the particular committee/organisation
- c) If an opportunity to meet with a Minister, ministerial committee or representative, joint standing committee and the like arises and the timing is before a Council resolution can be adopted, the Chief Executive Officer is to liaise with the Shire President to determine approval for attendance

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4.2 Costs/expenses:

- a) The cost of travel and accommodation for the delegates, including meals and other business related expenses, will be met by the Shire of Wiluna
- b) Where possible and subject to availability, the Chief Executive Officer will make a vehicle available to the delegate/representative should they be unable to take their own vehicle and do not wish to use other alternative transport
- c) Representative who wish to take their own vehicles will be reimbursed by the Shire of Wiluna at the applicable vehicle rate as set by the Salaries and Wages Tribunal (WA) for elected members
- d) The cost of accommodation and meals for the delegates' partner/representative will also be met by the Shire; travel will not be reimbursed for the partner.

5 Elected members professional development

5.1 Local Government Week:

- a) All Councillors and the Chief Executive Officer are authorised to attend the annual WA Local Government Week
- b) The costs of travel and accommodation, including meals and other business related expenses, will be met by the Shire of Wiluna
- c) Where possible and subject to availability, the Chief Executive Officer will make a vehicle available to the delegate/representative should they be unable to take their own vehicle and do not wish to use other alternative transport
- d) Representatives who wish to take their own vehicles will be reimbursed by the Shire of Wiluna at the applicable vehicle rate as set by the Salaries and Wages Tribunal for elected members
- e) The cost of accommodation and meals for the delegates' partner/representative will also be met by the Shire; travel will not be reimbursed for the partner, nor will costs for "partner programmes" at the event

5.2 WALGA Courses – Diploma of Local Government:

5.2.1 *Online*

- a) Any Councillor is authorised to attend any WALGA course that a core or elective unit of the Diploma of Local Government online
- b) The cost of the online enrolment will be met by the Shire of Wiluna

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- c) A training record, including proof of attendance and statement of attainment is required to be kept on the Shire's record management system

5.2.2 *In-person*

- a) Any Councillors is authorised to attend any WALGA course that a core or elective unit of the Diploma of Local Government in person
- b) The cost of travel and accommodation for the delegates, including meals and other business related expenses, will be met by the Shire of Wiluna
- c) Where possible and subject to availability, the Chief Executive Officer will make a vehicle available to the delegate/representative should they be unable to take their own vehicle and do not wish to use other alternative transport
- d) Delegates who wish to take their own vehicles will be reimbursed by the Shire of Wiluna at the applicable vehicle rate as set by the Salaries and Wages Tribunal for elected members
- e) The cost of accommodation and meals for the delegates' partner/representative will also be met by the Shire; travel will not be reimbursed for the partner, nor will costs for "partner programmes" at the event

5.2.3 *Other Professional Development*

- a) Attendance at any other professional development opportunity must first be approved by Council resolution, with the Council also resolving what expenses/costs will be met by the Shire of Wiluna

6 Other:

6.1 National General Assembly of Local Government Week

- a) It is desirable that the Shire of Wiluna sent a maximum of two elected members and the Chief Executive Officer to this annual conference;
- b) Costs as outlined in Sub-paragraph 5.1 sub-sections b to d will be met by the Shire of Wiluna

6.2 National Local Roads and Transport Congress

Requirements as per sub-paragraph 5.1 sub-section b to d will apply

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- 6.3 Other conferences/seminars/forums etc.
If a Councillor believes attendance any opportunity would be beneficial or in best interest of the Council, a resolution of Council is required regarding delegates and costs to be met.

7 Equitable Opportunities

- 7.1 Events outside the district
- a) Councillors who are nominated as delegates/representatives for Council/Shire related events outside of the district are expected to make every reasonable effort to attend the required events
 - b) Council may resolve to have the Councillors removed as the delegate/representative if there is no reasonable commitment from the Councillors with attendance

- 7.2 Elected Members Professional development and other attendance

With reference to sub-paragraphs 5 and 6:

- a) Each Councillor shall be entitled to attend the annual local government week; and
- b) Each Councillor shall be entitled to attend at least one external professional development, conference/seminar/etc. opportunity

- 7.3 Non attendance
There is not compulsion on any/all Councillors to meet attendance as per sub-paragraph 7.2; whilst attendance is strongly encouraged, it is at the choice of the Councillor

8 Repayment of expenses

- 8.1 Resignation or removal from office
If a Councillor willingly resigns from Council or is removed from Council through virtue of the Local Government Act and/or associated regulations or a decision of a competent court of jurisdiction then:

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- a) that Councillor may be required to repay to the Shire the expenses incurred for that Councillor attending an event outlined in sub-paragraphs 5 and 6; subject to a resolution by Council IF the attendance was in the 2 months proceeding the resignation/removal

8.2 Misappropriation or errant claims
If a Councillors is found to have deliberately misused, falsified or made errant claims for travel and expenses incurred or reimbursed by the Shire (for any costs mentioned in this policy):

- a) That Councillor may be required to repay to the Shire the expenses incurred, subject to a resolution from Council

9 Reports of Delegates/Representatives

Shire of Wiluna Policy 1.23 *Delegates Reports – Councillors/Officers* requires that:

“Councillors and Officers attending any conferences, seminars or meetings as delegates or representatives of the Council are required to provide a brief report on the issues/outcomes, to the next ordinary meeting of Council.”

This applies to attendance at events defined in sub-paragraph 5 and 6 but not does sub-paragraph 4.

10 Limitations

Nothing in this policy should be interpreted as:

- a) Preventing the Council from authorising by resolution attendance at any opportunity by any Councillor;
- b) Preventing a Councillor from attending any conference, seminar, professional development, training etc. at their own expense;
- c) This limitation does NOT apply where protocol or Council resolution would prohibit their attendance (e.g. Council resolution of delegates to meet Minister of Crown)

Wherever possible, the Chief Executive Officer will organise training/development to be held in Wiluna for both Officers and Councillors, given the cost benefits and the greater attendance likely. In this instance, this training and development would not be considered as referred to in paragraph 7.2 (b); that is, Councillors can still attend at least one external conference/training/professional development opportunity in addition to on-site training.

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11 Administration and Breaches

The Chief Executive Officer is to administrate/manage this policy, which includes but is not limited to:

- Receiving requests for attendance
- Requesting Council resolution where required
- Transport, accommodation and other logistical arrangements
- Records management including training and attendance registration and certifications/participation records
- Report to the Shire President and/or full Council any breach or attempted breach of this policy by any Councillors/s

End of policy

CARRIED 7/0

Resolution no. 022/14

7 Policy Review - Policy 2.5

Council considered the reported numbered 10.1.7 1 in the agenda

Moved: Cr Jim Quadrio

Seconded: Cr Kim Ovens

That Policy 2.5 is rescinded and that the following policy is adopted:

POLICY:

**USE OF SHIRE
ACCOMMODATION**

POLICY NO:

2.19

SECTION:

**ADMINISTRATION AND
FINANCE**

COUNCIL MEETING HELD & ADOPTED:

26 MARCH 2013

DATE TO BE REVIEWED:

2015

1 INTRODUCTION

It is acknowledged that the Shire of Wiluna needs to engage works and services provided by those external to the town. This is because of the existing gap in required works and services, and available works and services within the district.

The Shire will therefore need to provide short-term accommodation, where available, for these engagements.

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2 OBJECTIVE/AIM

The intention of this policy is to:

- Create the framework from within which the Chief Executive Officer can administer the use of available Shire of Wiluna accommodation on a short-term basis
- Create a balance/equity for the use of Shire accommodation.

3 DEFINITIONS

For this purpose of this policy:

- a) Shire accommodation: This relates to any building owned or under the control of the Shire of Wiluna that is able to be used for short-term accommodation/residency. It may include dwellings, single rooms and the like where accommodation is permitted and available.

It does not include offices, sheds or any building where residential accommodation is prohibited, or does not apply to accommodation for business operations/needs.

- b) Contractors/Consultants are deemed to be an interchangeable term and is to include but not be limited to:
- Licensed, qualified or specialised tradespeople
 - Specialised professionals – auditors, accountants, consultants, road engineers, IT technicians, and so forth engaged on Shire projects, works and services, and the like
 - Service people from outside of the town/district because that service does not exist
 - Contract service providers such as Rangers or Environmental Health Officers

4 POLICY STATEMENT

- 4.1 Use of accommodation
Shire accommodation, where available, is allowed to be used by contractors or consultants who are directly engaged by the Shire of Wiluna to provide a direct work or service to the Shire of Wiluna

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4.2 Conditions of use of accommodation

- a) The Chief Executive Officer must have approved the engagement of the consultant or contractor and be satisfied that they are working directly for the Shire of Wiluna for a Shire of Wiluna project;
- b) The use of accommodation is on a short-term basis; the Chief Executive Officer will determine the time-frame that is reasonable for the duration of the accommodation, but it should not exceed two weeks
- c) The Chief Executive Officer will refuse the use of accommodation or ask the consultant/contractor to leave the premises/find alternative accommodation if the Chief Executive Officer is of the reasonable belief that the consultant/contractor is not directly undertaking Shire of Wiluna works and/or services only
- d) Other than the household furniture in the said accommodation, the contractor/consultant must provide all own personal effects, including but not limited to: towels, bedding, food, cleaning and household supplies and the like.
- e) The Shire of Wiluna will not provide telephone services, internet access, satellite subscription television or any similar communication services
- f) A bond of \$500 is payable
- g) The Chief Executive Officer is required to ensure that an appropriate booking form/agreement is in place that details these policy requirements, as well operational/administrative requirements.

LIMITATION

This policy does not apply to:

- a) Councillors: Councillors engaging in Shire/Council business are to be accommodated wherever possible and are to given preference over contractors/consultants

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b) Employees of the Shire of Wiluna: accommodation for employees forms part of the contract of employment with each employee, as administered by the Chief Executive Officer.

c) Consultant Town Planner, Principal Environmental Health Officer and Ranger, if there is an existing written agreement in place (at time of adoption of this policy) for accommodation under the terms of their contract.

(end of policy)

CARRIED 7/0

Resolution no. 023/14

8 Accounts Paid by Authority

Council considered the report numbered 10.3.1 in the agenda.

Cr Quadrio requested further information on payments numbered EFT1619 and EFT1704; The Chief Executive Officer advised she would take this query on notice and provide information back to Councillors.

Moved: Cr Bernie Weller

Seconded: Cr Clinton Farmer

That the accounts paid by authority for the period ending 31 January 2014 totalling \$318,761.46 and the accounts paid by authority for the period ending 28 February 2014 totalling \$578,074.15 be received.

CARRIED 7/0

Resolution no. 024/14

9 Financial Report

Council considered report numbered 10.3.2 in the Agenda

Moved: Cr Chris Webb

Seconded: Cr Stacey Petterson

That the Financial Report, including the Statement of Financial Activity, for the periods ending 31 January 2014 and 28 February 2014 be received.

CARRIED 7/0

Resolution no. 025/14

10 Local Government Master Lending Agreement

Council considered report numbered 10.3.3 in the Agenda

Moved: Cr Chris Webb

Seconded: Cr Kim Ovens

That:

- 1 The Shire of Wiluna enters into a Master Lending agreement with Western Australian Treasury Corporation as per the document tabled at this meeting.
- 2 Council approves the affixation of the Common Seal of the Shire of Wiluna to the said Master Lending Agreement in the presence of the President and the Chief Executive Officer each of whom shall sign the document to attest the affixation of the Common Seal thereto; and
- 3 The Chief Executive Officer or any of the Senior Employees of the Shire of Wiluna authorised by the Chief Executive Officer from time to time is authorised to sign schedule documents under the Master Lending Agreement and or to give instructions thereunder on behalf of the Shire of Wiluna.

CARRIED 7/0

Resolution no. 026/14

11 Budget Amendment

Council considered report numbered 10.3.4 in the Agenda

Moved: Cr Bernie Weller

Seconded: Cr Kim Ovens

That the following budget amendments are approved:

- 1 The budget for Unit 1, 962 Jones Street is increased by \$4972 (GL C91152) and that the budgets for Units 2 and 3, 962 Jones Street (GL C91153 and C91154) is decreased by \$4972; and
- 2 The budget for 4/30 Scotia Street bathroom renovation (being GL C91162) is increased to \$35,000, and the budget for 2/30 Scotia Street bathroom renovation is decreased by \$35,000 (GL C91160); and
- 3 The budget for the Town Water Supply (GL C911630) is decreased by \$10, 831 and a new budget allocation of \$10,831 is made for the "Return of retention monies – Jones Street Sewer Extension" (GL C091980).

CARRIED 7/0

Resolution no. 027/14

12 Policy Mater – Tjukurba Art Gallery

Council considered report numbered 10.5.1 in the Agenda

Moved: Cr Chris Webb

Seconded: Cr Jim Quadrio

That, as matter of policy, all works exhibited at the Shire of Wiluna Tjukurba Art Gallery must be vetted by Gallery Management and must have the same commission rate applied as all other art works sold.

CARRIED 7/0

Resolution no. 028/14

The Chief Executive Officer advised Council, and asked that it be recorded in the Minutes, that the Art Gallery Manager, Ms. Tracey Luke, has made a committed effort to improve the business operations of the Centre (e.g. stock control and budget management) as well as assisting the artists in developing further technical art skills and business skills that will assist artists into the future, if the Gallery is to become independent of the Shire.

The Chairperson acknowledged the work of Ms. Luke.

13 Midwest Sport Academy

Council considered report numbered 10.6.1 in the Agenda

Moved: Cr Bernie Weller

Seconded: Cr Kim Ovens

That Council:

- 1 Approves the financial support of \$2,000 to the Mid West Academy of Sport for the 2013/14 year;
- 2 Requires a review of the outcomes and achievements of the MWAS, as directly related to the district of Wiluna, before reconsidering a donation in future financial years; this report to be provided back to Council prior to December 2014.

CARRIED 7/0

Resolution no. 029/14

14 Kidsport Program Implementation

Council considered report numbered 10.6.2 in the Agenda

Moved: Cr Stacey Petterson Seconded: Cr Bernie Weller

That Council:

- 1 Endorses the implementation of the Kidsport Program within the Shire district for the 2014 and 2015 calendar years, on the condition that the administration of the Program is not cost inefficient; and
- 2 Notes the Chief Executive Officer is responsible for the implementation of the Kidsport Program in conjunction with the Department of Sport and Recreation, in compliance with the condition in sub-paragraph 1

CARRIED 7/0

Resolution no. 030/14

15 Local Emergency Management Committee

Council considered report numbered 10.7.2 in the Agenda

Moved: Cr Chris Webb Seconded: Cr Bernie Weller

That the Report of the Local Emergency Management Committee be received

CARRIED 7/0

Resolution no. 031/14

16 Audit Committee

Council considered report numbered 10.7.1 in the Agenda

Moved: Cr Clinton Farmer Seconded: Cr Bernie Weller

That the Report of the Audit Committee be received

CARRIED 7/0

Resolution no. 032/14

ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN Nil

URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION OF COUNCIL

The Chairperson accepted Late Report numbered 12.1.1 (affixed hereto) for consideration due to the deadline for the grant applications as per said report.

Moved: Cr Kim Ovens

Seconded: Cr Clinton Farmer

That Council:

- 1 Approves the following applications to the Department of Sport and Recreation’s Community Sporting and Recreation Facilities Fund Small Grants 2014/2015 for funding, prioritised as follows:

Application	Project Funding	Priority
Shire of Wiluna (Facilities Audit, Needs Assessment and Sporting Facilities Master Plan)	A (Well planned and needed by municipality)	One
Shire of Wiluna (Upgrade of Outdoor Sports Courts and Cricket Practice Wickets)	B (Well planned and needed by municipality)	Two

- 2 Approves in-principle the amount of \$37,000, being for the *Facilities Audit, Needs Assessment and Sporting Facilities Master Plan* for consideration of inclusion in the 2014-15 Budget, subject to the success of the grant application with Dept. Sport and Recreation and final Shire of Wiluna budget allocations; and
- 3 Approves in-principle the amount of \$137,000 being for the *Upgrade of Outdoor Sports Courts and Cricket Practice Wickets* for consideration of inclusion in the 2014-15 Budget, subject to the success of the grant application with Dept. Sport and Recreation and final Shire of Wiluna budget allocations; and
- 4 Requests that the Chief Executive Officer investigate alternative/other sources of funding/grants for these projects

CARRIED 7/0

Resolution no. 033/14

MATTERS BEHIND CLOSED DOORS

Moved: Cr Kim Ovens Seconded: Cr Clinton Farmer

That, pursuant 5.23 of the Local Government Act, the meeting of the Council be closed to the public to deal with the following:

- 1 Report 13.1.1 relating to a contract the Shire may enter into with Urbis for the preparation of a Local Structure Plan for Wiluna Southern Residential Precinct (Section 5.23 (2)(c) of Local Government Act; and
- 2 Report 13.1.2 relating to the contract of employment between the Shire of Wiluna and the Chief Executive Officer (Section 5.23 (2)(a) of the Local Government Act; and
- 3 Report 13.1.3 relating to a waiver of fees and charges by the Council (Section 5.23(2)(a) of the Local Government Act
- 4 Report 13.1.4 relating to Wongawol Road Construction (Section 5.23(2)(c and e) of the Local Government Act

CARRIED 7/0

Resolution no. 034/14

*The meeting was closed to the public at 2.51pm
Cr Petterson left the meeting at 2.52pm and returned at 2.55pm
Cr Graham Harris (in the Chair) left the meeting at 2.56pm and
Cr Jim Quadrio assumed the Chair*

Council considered confidential reported numbered 13.1.1

Moved: Cr Stacey Petterson Seconded: Cr Kim Ovens

That Council:

- 1 Accepts the Urbis proposal for the preparation of a Local Structure Plan for the area known as the Wiluna Southern Residential Precinct, subject to the Shire facilitating the community/public consultation process in liaison with Urbis; and
- 2 A budget amendment is approved as follows: reducing budget allocation of \$35,000 for the *Town Planning Local Planning Strategy & TPS review* (general ledger E106051) and allocating \$35,000 for budget expenditure on the *Local Structure Plan – Wiluna Southern Residential Precinct* project; and
- 3 A budgetary allocation of \$85,000 be made in the 2014-15 Budget for the *Local Structure Plan – Wiluna Southern Residential Precinct* project

CARRIED 6 /0

Resolution no. 035/14

Council considered confidential report numbered 13.1.3

Moved: Cr Stacey Petterson

Seconded: Cr Clinton Farmer

That Council:

- 1 Waives the hire fees for the use of the Shire Recreation Centre on 30.03.2014 being a value of \$77.00; a bond is still required
- 2 Waives the burial plot preparation and application fees, being a value of \$550.00, for the burial of the referred employee
- 3 Allows the use of 60A Scotia, free of charge, for the temporary accommodation of family members of the employee, for a period of two weeks; a bond of \$100.00 being required
- 4 Notes that the Chief Executive Officer will administer the arrangements for these matters

CARRIED 6/0

Resolution no. 036/14

Cr Harris returned to the meeting at 3.00pm and assumed the Chair

Having declared a proximity interest in confidential report numbered 13.1.4, Cr Weller left the meeting at 3.02pm

Council considered confidential report numbered 13.1.4

Moved: Cr Kim Ovens

Seconded: Cr Chris Webb

That:

- 1 The Officer's report be noted
- 2 The Chief Executive Officer is instructed to present a further report to Council after the independent engineering report has been completed and received, in order for Council to consider progression of matter.

CARRIED 6/0

Resolution no. 037/14

Cr Weller returned to the meeting at 3.20pm

Having declared a financial interest in confidential report numbered 13.1.2, the Chief Executive Officer left the meeting at 3.21pm

Council considered confidential item numbered 13.1.2

Moved: Cr Stacey Petterson

Seconded: Cr Clinton Farmer

That:

- 1 Council engages the services of WALGA to facilitate the process for confirmation of the Chief Executive Officer's contract of employment; and that
- 2 The Chief Executive Officer is authorised to contact WALGA in regard to availability of WALGA and progression of matter, and other administrative requirements

CARRIED 7/0

Resolution no. 038/14

Moved: Cr Chris Webb

Seconded: Cr Jim Quadrio

That the meeting now be opened to the public

CARRIED 7/0

Resolution no. 039 /14

The meeting was re-opened to the public at 3. 35pm

CLOSURE

There being no further business, the Chairperson closed the meeting at 3.36pm.

Annexure A – Late Report Numbered 12.1.1

Subject/Applicant:	Endorsement of CSRFF Small Grants Round Applications
File:	
Reporting Officer:	Manager, Sports and Recreation – Rod McGrath
Date of Report:	26 March, 2014
Disclosure of Interest:	Nil

Purpose

The purpose of this report is to consider and (if thought fit) endorse grant applications by the Shire of Wiluna to Department of Sport and Recreation (“DSR”).

Background

DSR is inviting applications for financial assistance through the Community Sporting and Recreation Facilities Fund (CSRFF) via three categories:

- Small Grants (two rounds per year – March and August)
- Annual Grants (one round per year – October)
- Forward Planning Grants (one round per year – October)

DSR’s CSRFF grants program provides financial assistance to community groups and local government authorities to develop basic infrastructure and support planning studies for sport and recreation. The program aims to increase participation in sport and recreation with an emphasis on physical activity, through rational development of good quality, well-designed and well-utilised facilities.

DSR’s grant process requires that all applications submitted must have the endorsement/approval of the Council prior to submission.

The closing date for DSR CSRFF current grant round is 31.03.2014.

The CSRFF Small Grant Funding Program is made available twice a year. Small grants are awarded to projects involving a basic level of planning. The total project cost for Small Grants must not exceed \$150,000. Grants given in this category must be claimed by 15 June in the next financial year.

Examples of projects that can be considered: minor upgrades to swimming pools, small flood light projects, court resurfacing or upgrade, construction of shade shelters, and planning studies.

The maximum grant amount is \$15,000 (\$25,000 in remote and regional areas). The grant will only cover up to half of the project amount, with the Shire being

required to fund the only half/balance as the case may be. The CSRFF grant will NOT fund a project in its entirety.

COMMENT

Two applications have been prepared on behalf of the Shire of Wiluna for the (DSR) Fund (CSRFF) Small Grants Round 2014-2015.

Council's consideration and endorsement of the projects, including ranking of project priority, is required before the applications can be forwarded to DSR.

Project 1:

Shire of Wiluna Facilities Audit, Needs Assessment and Sporting Facilities Master Plan

The completion of this plan will underpin the future sporting facility development and management of the Shire, and will work as an "adjunct" to the Community Strategic Plan and Forward Capital Works Plan.

The purpose/outcome of this plan is to devise a strategic plan for the town's sporting precinct (area including oval, pool, courts and Rec Centre) that any future development is planned properly and there is a "flow" to the use and management of the area, rather than an ad-hoc approach to buildings or facilities being considered in isolation of the area and existing facilities.

Existing and previous sport and recreational facility development has revealed gaps – there has been no planning process when deciding upon future buildings and facilities. This is evidenced by the new pavilion – there could have been greater benefits and outcomes if this was considered in conjunction to the growing needs of the Recreation Centre.

The estimated cost of such a plan is \$35,000 (based on an initial quotation) and the net cost to the Shire \$17,500. This would be money well spent if it meant that future recreational facility development was done properly and not ad-hoc.

Should grant be successful, the Shire will obtain the required amount of quotations and/or reduce the scope of project if necessary.

Location	Wiluna townsite sporting precinct
Years Applied for:	2014/2015
Total Project Cost:	\$35,000 (ex GST)
Eligible Grant Criteria Total: (50% of project)	\$17,500 (ex GST)
CSRFF Grant Requested:	\$17,500 (ex GST)
Shire of Wiluna's contribution:	\$17,500 (ex GST)

Other Potential Funding:	Nil at this stage but will still be investigated
LGA Recommended Ranking:	It is recommended that this project be given a priority ranking of 1 and a rating of A (<i>by DSR definition: Well planned and needed by the municipality</i>)

The Shire of Wiluna has not previously been provided with funding from DSR for planning/feasibility studies. The maximum grant amount available to be provided from DSR for planning/feasibility studies is \$25,000 for remote and regional areas.

Project 2:

Upgrade of Outdoor Sports Courts and Cricket Practice Wickets

The upgrade of the outdoor sports courts and cricket practice wickets will assist with the provision of sporting facilities used by members of the community and visitors.

The current Forward Capital Works Plan identifies construction of a new bowling green, however, it is evident to the Shire management that the courts at the Recreation Centre are more well-used and in demand than a bowling green; further the courts and wickets are an asset that needs to be upgraded to ensure that they don't become too far degraded so that the cost to upgrade in the future is not significantly increased.

That is not to say a bowling green is not wanted by the community; however, it is likely that the outcomes of the report from Project 1 is what will reveal future needs and wants in relation to recreational infrastructure.

On balance, the upgrading of these facilities is more demonstrable as being driven by community use and needs.

An initial quotation (for application purposes) has been received; should grants be successful the Shire will obtain the required amount of quotations and/or reduce the scope of project if necessary.

Location	Wiluna townsite sporting precinct
Years Applied for:	2014/2015
Total Project Cost:	\$137,000
Eligible Grant Criteria Total (50% of project)	\$ 68,500
CSRFF Grant Requested:	\$ 68,500
Shire of Wiluna's contribution:	\$ 68,500

Other Potential Funding:	Nil at this stage but will still be investigated
LGA Recommended Ranking:	It is recommended that this project be given a priority ranking of 2 and a rating of A (Well planned and needed by the municipality)

Council is requested to consider and (if deemed fit) endorse the two applications (Project 1 and Project 2) for the CSRFF Small Grants round, 2014/2015.

It should be noted that although the Council is endorsing these applications, it will be subject to final budget allocations/deliberations. If the Shire and Council cannot meet the required 50% for the projects, the grants will not be taken and the projects will not proceed.

Shire staff are also looking at alternative grant sources that may be able to fund part or all of the Shire's contribution to this project.

Consultation

Department of Sport and Recreation
Multisport Concepts
ABV Leisure Consultants
Basketball WA
Netball WA
Volleyball WA
Tennis West
WA Cricket Association
Chief Executive Officer

Statutory Environment

Local Government Act 1995

Policy Implications Nil

Financial Implications

Project 1 Shire of Wiluna Facilities Audit, Needs Assessment and Sporting Facilities Master Plan: If successful, the funding to be allocated in 2014-2015 financial year is \$35,000 with \$18,500 from DSR and Shire of Wiluna \$18,500.

Project 2 Upgrade of Outdoor Sports Courts and Cricket Practice Nets: If successful, funding to be allocated in 2014-2015 financial year \$137,000 with from \$68,500 from DSR CSRFF grant and \$68,500 from the Shire of Wiluna Budget.

Strategic Implications

Shire of Wiluna Strategic Community Plan 2012-2023: *A Healthy Wiluna is one of the strategic priorities of Council that aims to support healthy lifestyles.* Sports and Recreation broadly fits into this area.

The report outcome for Project 1 is an extension to existing strategic plan in that it would create some “specific” targeted plans for recreation to guide actual development.

The asset upgrade for Project 2 is an extension of the existing asset management plan in that it again provides a targeted/specific plan to guide the actual asset upgrade.

Voting Requirements

Simple Majority

OCM 040/13 Officer Recommendation

MOVED

SECONDED

That Council:

- 1 Approves the following applications to the Department of Sport and Recreation’s Community Sporting and Recreation Facilities Fund Small Grants 2014/2015 for funding, prioritised as follows:**

Application	Project Funding	Priority
Shire of Wiluna (Facilities Audit, Needs Assessment and Sporting Facilities Master Plan	A (Well planned and needed by municipality)	One
Shire of Wiluna (Upgrade of Outdoor Sports Courts and Cricket Practice Wickets)	B (Well planned and needed by municipality)	Two

- 2 Approves in-principle the amount of \$37,000, being for the *Facilities Audit, Needs Assessment and Sporting Facilities Master Plan* for consideration of inclusion in the 2014-15 Budget, subject to the success of the grant application with Dept. Sport and Recreation and final Shire of Wiluna budget allocations; and
- 3 Approves in-principle the amount of \$137,000 being for the *Upgrade of Outdoor Sports Courts and Cricket Practice Wickets* for consideration of inclusion in the 2014-15 Budget, subject to the success of the grant application with Dept. Sport and Recreation and final Shire of Wiluna budget allocations; and
- 4 Requests that the Chief Executive Officer investigate alternative/other sources of funding/grants for these projects

CARRIED.../...

THESE MINUTES CONFIRMED BY COUNCIL