



SHIRE OF YORK

**MINUTES OF THE ORDINARY
MEETING OF THE COUNCIL
HELD ON 17 MARCH, 2014
COMMENCING AT 4.06pm
IN THE COUNCIL CHAMBERS,
YORK TOWN HALL, YORK**

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SHIRE OF YORK

THE ORDINARY MEETING OF THE COUNCIL
HELD ON MONDAY, 17 MARCH 2014, COMMENCING AT
4.06PM IN THE COUNCIL CHAMBERS, YORK TOWN HALL, YORK

The York Shire Council acknowledges the traditional owners of the land on which this meeting will be held.

1. OPENING

1.1 Declaration of Opening

Cr Matthew Reid, Shire President, declared the meeting open at 4.06pm.

1.2 Disclaimer

The Shire President advised the following:

"I wish to draw attention to the Disclaimer Notice contained within the agenda document and advise members of the public that any decisions made at the meeting today, can be revoked, pursuant to the Local Government Act 1995.

Therefore members of the public should not rely on any decisions until formal notification in writing by Council has been received. Any plans or documents in agendas and minutes may be subject to copyright. The express permission of the copyright owner must be obtained before copying any copyright material."

1.3 Suspension of Standing Orders (undergoing the repeal process) – Clauses 1 to 19 excluding Clause 8.5.1 which states "No person is to use any electronic, visual or vocal recording device or instrument to record the proceedings of the Council or a committee without the written permission of the Council."

Moved: _____ Seconded: _____ Carried:

1.4 Announcement of Visitors

Nil

1.5 Declarations of Interest that Might Cause a Conflict

Financial Interest

*Cr Denese Smythe – 9.2.5 – Financial – Committee Member of York CRC
Ray Hooper, CEO – 9.2.6 – Financial – Part of Employment Contract &
Administration Process*

Disclosure of Interest that May Affect Impartiality

Cr Tony Boyle – 9.2.7 – Proximity – Related to Proponent

2. ATTENDANCE

- 2.1 Members
*Cr Matthew Reid, Shire President; Cr Mark Duperouzel, Deputy Shire President
Cr Denese Smythe, Cr Pat Hooper, Cr Tony Boyle*
- 2.2 Staff
*Ray Hooper, Chief Executive Officer; Jacky Jurmann, Manager of Planning Services;
Graham Lantzke, Manager Works & Projects; Gordon Tester, Manager –
Environmental Health & Building Services; Gail Maziuk, Finance/Special Projects;
Helen D’Arcy-Walker, Executive Support Officer*
- 2.3 Apologies
Tyhscha Cochrane
- 2.4 Leave of Absence Previously Approved
Cr David Wallace
- 2.5 Number of People in Gallery at Commencement of Meeting
There were 24 people in the Gallery at the commencement of the meeting.

3. RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

- 3.1 Previous Public Questions Taken on Notice

Mr John Oliver

Question 1:

In light of the fact that there are effective recycling practices operating in other Local Government areas who decided there are no cost effective practices for York?

Response:

Discussions with the waste management contractor to date indicate that there are minimal returns on recyclables at present.

Question 2:

When will this be re-assessed and by whom?

Response:

The Shire of York is part of a South East Avon Waste Management Strategy and a waste recycling component of this strategy will be considered by the five member local governments (York, Beverley, Brookton, Quairading and Cunderdin).

Mrs Tanya Richardson

Question:

Information Services – why are they not using the regional calendar of events?

Response:

The York Information Services will use the RDA Wheatbelt regional events calendar and other promotional opportunities to advise of York events.

Mr Kevin Guelfi

Question:

When will the Shire do something about the heavy fire load on the vacant land next to my property?

Response:

The adjoining property has been inspected by the Community Emergency Services Manager, two Rangers, the Chief Executive Officer and elected members and the amount of fuel on the property does not constitute a fire hazard.

It is acknowledged that the weed growth and other debris may be considered unsightly however the fuel fire loadings are not considered excessive.

The landowner will be requested to undertake greater weed control adjacent to the boundary fence, however there has been no breach of the Bush Fires Act on the neighbouring property and no further works could be enforced.

4. PUBLIC QUESTION TIME

Cr Reid read the following statement at the commencement of Public Question Time:

Statement by the Presiding Member at the Opening of Public Question Time at Ordinary and Special Council Meetings

“Public Question Time is provided for under the provisions of Section 5.24 of the Local Government Act and the Local Government (Administration) Regulations 1996.

To provide equal opportunity for people to ask questions a limit of two (2) questions per person per time will be applied. If there is time available in Public Question Time people may be given the opportunity to ask a further two (2) questions at a time.

Procedures

- Questions submitted in writing prior to the meeting will be dealt with initially.
- Questions from the floor will be taken in the order recorded in a register.
- Statements, opinions and attachments will not be recorded in the minutes.
- Questions requiring research will be taken on notice and a response will be prepared in a reasonable timeframe. The original questions and the response will be included in the Agenda and Minutes of the next Ordinary Council meeting.
- Questions may be deemed inappropriate because they contain defamatory remarks or offensive language, they question the competency of elected members or staff, they relate to the personal affairs of elected members or staff, they relate to legal processes and confidential matters or they have been responded to previously and these will not be accepted or recorded in the Minutes.
- The minutes may only record a summary of the question asked and the response given.
- Where possible questions asked should be submitted in writing at the completion of question time or at the end of the meeting.
- At Special Council Meetings questions must relate to the items on the Agenda.
- Shire of York guidelines for Public Question Time are included on the meeting agenda.”

PRESIDING OFFICER

21 October 2013

4.1 Public Question Time

Public Question Time commenced at 4.12pm

Mr Simon Saint

Tabled Document – McLeod Account

Question 1:

Who is the vexatious ratepayer referred to in this document?

Response:

Taken on Notice

Ms Jane Ferro

Question 1:

I handed in eight (8) submissions opposing the proposed SITA landfill and asked for receipts to ensure they are read. This was refused. Why? How can we be sure all documents submitted are accounted for?

Response:

Taken on Notice

Question 2:

Why does it say in our local newspaper “This has not been paid for by the Shire of York as it is an unbudgeted item”.

Response:

The Shire President stated that there was no budget allocation for the ‘Voice of York’ in the current budget. The Shire President requested the York Community Matters to publish the article on his behalf. The current budget was formulated before the Shire President was elected.

Question 3:

Where do people obtain local information?

Response:

Council are reviewing the communication strategy.

Question 4:

For what reason did the Shire/Councillors decide to shift their advertising from our local paper?

Response:

Advertising is at the discretion of Managers of each department when placing an advertisement.

Ms Tricia Walters

Question 1:

At the February meeting \$5,000 was authorised for an unbudgeted item for the Verco report. Did Councillors read this report?

Response:

The Shire President stated that he read the majority of the report, did skim the entire document.

Question 2:

Did any Shire Councillor provide information for the SEAVROC side of the report.

Response:

Taken on Notice

Question 3:

Why was there no discussion with the York Hospital Advisory Group?

Response:

Cr Denese Smythe stated that the report was funded by the RDA and WDC. The consultant controlled the input of the report. All the Shire was requested to do was participate through a public meeting.

Cr Pat Hooper stated that the report was done in all good faith by the WDC and RDA the Council had no part of the research as an independent person did the report.

Mr John Oliver

Question 1:

Relating to Question 2 in Item 3.1 – SEAVROC Waste Strategy – can this item be raised as an Agenda item at the next SEAVROC meeting and the community informed of the outcome?

Response:

Agreed

Mrs Tanya Richardson

Question 1:

Why did Councillor Hooper declare an interest in Item 9.2.6?

Response:

The declaration was by Ray Hooper, Chief Executive Officer.

Question 2:

Did Councillors have any input to the answers given to question taken on notice at last months meeting?

Response:

No

Question 3:

Did the CEO look at the RDA calendar for a list of events?

Response:

Taken on Notice

Question Emailed to Shire President

Can Council please advise where I can view the following documents for the York Medieval Fayre 2012 and 2013, the York Motorcycle Festival from 2012 and 2013 and the York Easter Fair 2013 and the current documents relating to these events in 2014?

Business Plan, Risk Management Plan, Food/Health Permits/Applications, Blanket Stallholder Application, Event Application, Funding request including detailed budget, Funding Acquittals, Traffic Management Plan, Council resolutions to approve sponsorship for the above events in 2014

Can you also please provide copies of any Council resolutions and/or delegated authorities which apply to the funding/sponsorship or donations of the above events?

Please also supply a copy of the legislation which enables the Shire of York to provide a 'donation' to a private individual and/or ABN holder being Mr Chris Baker and any relevant invoices, etc relating to this transaction.

Please also provide copies of any written agreement which may be in place with Premier Events and Mr Chris Baker demonstrating why the Shire of York would be listed as the contact for these events.

I trust these documents are easily accessible and will be readily made available finally. If these are not made available I will request them via FOI. It is noteworthy these types of documents relating to AEM and their running of the Antique Fair and Gourmet Festival were made public.

Response:

Taken on Notice

Mr Mike Gill**Question 1:**

Has the grader operator been trained and has a current certificate of competency?

Response:

Taken on Notice

Question 2:

On 5th March, 2014 I sent an email to Graham Lantzke the Works Manager to report a safety incident on Talbot Road, York – a water cart was travelling up the wrong side of the road against the flow of uncontrolled traffic heading up to a blind crest corner. Has this contractor been inducted on site, is there a JSA that he has signed onto and does he have the appropriate insurances for a public liability claim? Who is responsible for the work site? Is there a traffic management plan in place?

Response:

Taken on Notice

Mr Peter McInnes

Question 1:

Was the withdrawal of the Voice of York from the York Community Matters a Council decision and was it unanimous?

Response:

The Voice of York was agreed by Council to be for a trail of three (3) months. This was not conveyed to the Editor of the paper. The Voice of York is now being reviewed for cost effectiveness. Advertising in the local paper is at the discretion of the CEO.

Question 2:

Do Councillors realise that this withdrawal action may damage a local business quite badly?

Response:

Noted

Question 3:

Was the decision taken 'in camera' and if so, how do we ratepayers find out which of our Councillors voted or spoke in support of our local paper and who voted to damage it?

Response:

No

Question 4:

Does the Local Government Act allow Councils to make decisions of that nature 'in camera'?

Response:

Decision not made 'in camera'.

Mrs Kaye Davies

Question 1:

Has handed submissions in however has not received any receipt they have been received, why?

Response:

Jacky Jurmann, Manager of Planning Services, will have acknowledgement sent to all who have submitted submissions by the end of the week.

Ms Jane Ferro

Question:

Are Council Meetings recorded for accuracy of Minute taking?

Response:

Taken on Notice

Public Question Time was declared closed by the Shire President at 4.43pm

5. APPLICATIONS FOR LEAVE OF ABSENCE

**RESOLUTION
010314**

Moved: Cr Boyle

Seconded: Cr Hooper

“That Council grant a leave of absence to Cr Mark Duperouzel from 15th April, 2014 until 22nd April, 2014.”

CARRIED: 5/0

6. PETITIONS / PRESENTATIONS / DEPUTATIONS

Nil

7. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

7.1 Minutes of the Ordinary Council Meeting held February 17, 2014

Corrections

Confirmation

**RESOLUTION
020314**

Moved: Cr Boyle

Seconded: Cr Duperouzel

“That the minutes of the Ordinary Council Meeting held February 17, 2014 be confirmed as a correct record of proceedings.”

CARRIED: 5/0

7.2 Minutes of the Special Council Meeting held February 27, 2014

Corrections

Confirmation

**RESOLUTION
030314**

Moved: Cr Boyle

Seconded: Cr Smythe

“That the minutes of the Special Council Meeting held February 27, 2014 be confirmed as a correct record of proceedings.”

CARRIED: 5/0

8. ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION

Council has a dual responsibility, to lead and represent the community and to provide clear guidance to Shire of York employees through good policy, well considered decision making, good governance and thorough oversight.

Council will respond in a calm, measured way to all enquiries and be resilient in the face of criticism, confident that at all times we act, or acted in the best interests of the community we serve.

After becoming aware of a request for copies of Shire of York Corporate Credit Card statements council has reviewed the Local Government Operational Guidelines for the Issue and Use of Corporate Credit Cards and consulted Jenni Law Manager Advice & Support, Department of Local Government. Both of these references make a clear and compelling argument that there is a need for transparency around the use of Shire Credit Cards. Publication of statements and clarification of expenditure items in the public arena is commonplace, providing transparency and building community trust and confidence in Council's oversight role.

We are taking a proactive approach; publishing the credit card statements, and the Shire of York policies and procedures that are in place to ensure the appropriate use of the Shire Credit Card.

Our actions follow the Local Government Operational Guidelines for the issue and use of corporate credit cards. The Local Government Act and Regulations provide clear guidance on the content and implementation of Policies and Procedures governing the use of Corporate Credit Cards.

In the best interest of the Community, Council and Shire Staff the correct approach to this matter is to be proactive; publish the credit card statements, and the Shire of York policies and procedures that are in place to ensure appropriate use of Corporate Credit Cards.

I am mindful of Council's dual role, to lead and represent the community and to provide clear guidance to Shire of York employees through good policy, well considered decision making, good governance and thorough oversight.

It is necessary for Council to respond in a calm, measured way and be resilient in the face of criticism, confident that at all times we act, or acted in the best interests of the community we serve.

There is an expectation that community members will interact with the Council and the Shire Staff in a calm respectful and conciliatory manner. I commend Mr Gill for setting an example to others in the calm positive and productive manner that he has made council aware of his concerns during question time today.

The outcome we all seek is a, progressive harmonious community working toward common goals for the progress of all. It is now time for our community to move on.

9. OFFICER'S REPORTS

9.1 Development Services

9.2 Administration Reports

9. OFFICER'S REPORTS
9.2 ADMINISTRATION REPORTS
9.2.1 Dedication Of Road – Access To Brooklands Airfield

FILE NO:	TR.RAI
COUNCIL DATE:	17 March 2014
REPORT DATE:	6 March 2014
LOCATION/ADDRESS:	Reserve 16969 'Great Southern Railway'
APPLICANT:	Public Transport Authority
SENIOR OFFICER:	R Hooper, CEO
REPORTING OFFICER:	J Jurmann, MPS
DISCLOSURE OF INTEREST:	Nil
APPENDICES:	1 – Site Plan
DOCUMENTS TABLED:	Nil

Summary:

The Public Transport Authority has requested that, for safety and traffic management reasons, a portion of Reserve 16969, comprising a level crossing near Brooklands Airfield, be excised and dedicated as public road.

To facilitate this request, the Department of Lands have advised that the Shire of York would need to formally request dedication of the land under section 56 of the *Land Administration Act 1997*, which is the purpose of this report.

Background:

On 18 July 2013, the Public Transport Authority has requested the Shire of York to agree to the area of land containing the level crossing be excised from the Railway Corridor and dedicated as road. This action will result in provision of legal access to Lots 9 and 10 and better traffic control.

PTA have advised that the level crossing over the railway servicing Lots 9 and 10 on Diagram 44156, at rail kilometre 31.068 was provided as a right of access between the original allotment and the Spencers Brook Road. A subdivision in 1972 potentially increased the usage of the crossing but the opportunity was not taken by any Authority was an interest to change its status.

They now advise that the traffic generated by Brooklands Airfield by Skydive Express exceeds that anticipated by the original agricultural use of the land, increasing risk of incidents at the crossing.

On 24 July 2013, the PTA was advised that the Shire of York had no objections to the proposal, subject to the shire not being responsible for survey and subdivision costs.

The Department of Lands advised the Shire of York on 20 February 2014, following receipt of the request from PTA, that the Shire needs to formally request the dedication of the area under section 56 of the *Land Administration Act 1997*.

Consultation:

The owners of Skydive Express have been advised of the proposal in writing by the Shire of York.

Consultation with the community and relevant authorities is required under the provisions of the *Land Administration Act 1997*.

Statutory Environment:

Road dedications are governed by the *Land Administration Act 1997*. The appropriate processes will be followed to facilitate the PTA's request.

Policy Implications:

There are no policy implications. The dedication of the road will result in a safer level crossing.

Financial Implications:

There are no financial implications. The PTA has been advised that they are responsible for the survey and subdivision costs associated with this request.

Strategic Implications:

The Shire of York's 2012 Strategic Community Plan goals are:

Social

- Manage population growth, through planned provision of services and infrastructure.
- Strengthen community interactions and a sense of a united, cohesive and safe community.
- Build and strengthen community, culture, vibrancy and energy.

Environmental

- Maintain and preserve the natural environment during growth, enhancing the 'rural' nature of York, and ensuring a sustainable environment for the future.
- Support sustainable energy and renewable resource choices.

Economic

- Build population base through economic prosperity.
- Value, protect and preserve our heritage and past.
- Grow the economic base and actively support local businesses and service provision.

The proposal is consistent with the goals of the Plan as it will improve the safety of the community and visitors using the level crossing.

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: Yes

Triple bottom Line Assessment:**Economic Implications:**

There are no economic implications associated with this proposal.

Social Implications:

The proposal will result in improved road safety and therefore have positive social outcomes.

Environmental Implications:

There are no environmental implications associated with this proposal.

Officers Comment:

To dedicate the level crossing, the Shire must:

1. Pass a Council resolution to the Department of Lands for dedication, with a signed copy of the Council resolution, and a sketch clearly showing the land to be dedicated as road.
2. Indemnify the Minister for Lands against any claims for compensation and reasonable costs.
3. Provide details of any public consultation, and any submissions received.
4. Provide written confirmation that the Shire has complied with section 56(2) of the *Land Administration Act 1997*.

OFFICER RECOMMENDATION

“That Council:

- 1. Resolve to dedicate the land depicted on the plan attached at Appendix 1 of this Report as a public road in accordance with the provisions of section 56 of the Land Administration Act 1997.*
- 2. Indemnify the Minister for Lands against any claims for compensation and reasonable costs.*
- 3. Advertise the proposal for a period of 21 days to the community and refer the proposal to relevant Authorities.*
- 4. Subject to no objections being received, authorise the CEO to provide written confirmation that the Shire has complied with section 56(2) of the Land Administration Act 1997.*
- 5. Advise the Public Transport Authority of Council’s resolution and re-state that the PTA is responsible for all costs associated with the road dedication.”*

RESOLUTION 040314

Moved: Cr Hooper

Seconded: Cr Boyle

“That Council:

Defer this item to clarify road upgrading requirements and costs.”

CARRIED: 5/0

Item 9.2.1 – Appendices

9. OFFICER'S REPORTS
9.2 ADMINISTRATION REPORTS
9.2.2 Realignment Of Ashworth Road

FILE NO: AS.1
COUNCIL DATE: 17 March 2014
REPORT DATE: 7 March 2014
LOCATION/ADDRESS: Ashworth Road, Daliak
APPLICANT: N/A
SENIOR OFFICER: R Hooper, CEO
REPORTING OFFICER: J Jurmann, MPS
DISCLOSURE OF INTEREST: Nil
APPENDICES: 1 – Survey Plan
DOCUMENTS TABLED: Nil

Summary:

Ashworth Road currently traverses private property in a number of locations and it is proposed to progressively correct this situation in consultation with the affected landowners.

This proposal relates to the portion of Ashworth Road that traverses Lot 126 owned by Potala Nominees Pty Ltd. It is proposed to acquire the affected portion of land and gazette the road on the current alignment. This portion has been identified as a priority to complete the sealing of Ashworth Road to the York Olive Oil factory.

Background:

Council at its Ordinary Meeting held on 19 November 2012 considered a report that proposed to correct the alignment in conjunction with the revocation of the Management Order for Reserve 2643 and its access road adjacent to Lot 126.

This proposal was advertised in accordance with Council's resolution and two adjoining landowners expressed an interest in purchasing the reserve. The landowners were unable to reach an agreement in the division of the reserve, which has resulted in extended delays in the resolution of the road realignment action.

It was originally envisaged that by initiating the road realignment and reserve sale actions together that a land swap could occur with the affected landowner. Due to the landowners being unable to reach agreement, the Department of Lands have recommended that the actions be separated.

The purpose of this Report is to recommend that the road realignment action be pursued separately to the sale of the Reserve.

Consultation:

Continual communication with the affected landowner has occurred during this period regarding the road realignment who has provided verbal and email agreement to the road realignment, including acquiring the affected portion of his land.

The Department of Lands requires formal agreement from the landowner, accompanied by a sketch of the affected area. A preliminary survey has been prepared for this purpose.

Statutory Environment:

The Department of Lands have advised that they may instigate a 'taking-with-agreement' and 'road dedication' upon the Shire's compliance with requirements set out in the *Land Administration Act 1997*, and the 'Crown Land Administration Practice Manual'.

The significant steps in the process include:

- Obtaining written agreement from the landowner to acquire the land;
- Providing the Department of Lands details of any agreed compensation;
- Obtaining a sketch of the land to be acquired;
- Council passing a resolution to (i) acquire the land, and (ii) dedicate the acquired land as public road; and
- Public consultation, including consultation with relevant Authorities.

Thus far, a verbal and email agreement has been obtained to acquire the land and a sketch has been produced of the subject land. The Department of Lands have advised that a formal agreement, accompanied by the sketch, must be obtained from the landowner, together with details of the compensation agreed between the Shire and the landowner.

Policy Implications:

There are no policy implications associated with this proposal.

Financial Implications:

The Shire will be responsible for the costs associated with the realignment and land acquisition. The land acquisition is currently unbudgeted, though there is an existing budget allocation of \$45,000 for widening and sealing of this portion of Ashworth Road and \$6,000 for survey and associated works relating to the realignment processes.

Strategic Implications:

The Shire of York's 2012 Strategic Community Plan goals are:

Social

- Manage population growth, through planned provision of services and infrastructure.
- Strengthen community interactions and a sense of a united, cohesive and safe community.
- Build and strengthen community, culture, vibrancy and energy.

Environmental

- Maintain and preserve the natural environment during growth, enhancing the 'rural' nature of York, and ensuring a sustainable environment for the future.
- Support sustainable energy and renewable resource choices.

Economic

- Build population base through economic prosperity.
- Value, protect and preserve our heritage and past.
- Grow the economic base and actively support local businesses and service provision.

The planned progressive correction of road alignment issues will provide safer roads for the community, which is consistent with the objectives of the Plan.

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: Yes

Triple bottom Line Assessment:

Economic Implications:

Improving safety of local rural roads will have positive economic implications for the community by reducing accidents and maintenance liability.

Social Implications:

The proposal will ultimately result in improved safety for the road users of Ashworth Road, which will have positive social implications.

Environmental Implications:

There is minimal clearing required to establish the new road reserve due to utilising the existing gravel road area. The current gazetted road reserve together with the area between the gazetted and current road will be retained as an area for environmental offset. Refer to the map at Appendix 1.

Officers Comment:

Council is required to pass a resolution to acquire the land and to dedicate the acquired land as public road. Following the resolution, a formal written agreement will be obtained from the landowner, including an agreement for compensation to be paid that will be based on the value indicated in a Sworn Valuation.

**RESOLUTION
050314****Moved: Cr Duperouzel****Seconded: Cr Boyle*****“That Council:***

- 1. Resolve to acquire and dedicate the land depicted on the Survey Plan dated 5 March 2014 prepared by Horizon Surveys (attached at Appendix 1 of this Report) as a public road in accordance with the provisions of section 56 of the Land Administration Act 1997.***
- 2. Obtain a written agreement from the landowner to acquire the land and to compensate the landowner based on an amount identified in a Sworn Valuation.***
- 3. Make a budget allocation for the acquisition of the subject portion of land in the 2014/15 Budget.***
- 4. Indemnify the Minister for Lands against any claims for compensation and reasonable costs.***
- 5. Advertise the proposal for a period of 21 days to the community and refer the proposal to relevant Authorities.***
- 6. Subject to no objections being received, authorise the CEO to provide written confirmation that the Shire has complied with section 56(2) of the Land Administration Act 1997.***
- 7. Fence the environmental offset area from private property following finalisation of the realignment.”***

CARRIED: 4/1

Item 9.2.2 – Appendices

9. OFFICER'S REPORTS
9.2 ADMINISTRATION REPORTS
9.2.3 Information Services

FILE NO: CS.LCS.8.1
COUNCIL DATE: 17 March 2014
REPORT DATE: 7 March 2014
LOCATION/ADDRESS: N/A
APPLICANT: Shire of York
SENIOR OFFICER: R Hooper, CEO
REPORTING OFFICER: Information Services Officers – Vicki & Pat
DISCLOSURE OF INTEREST: Nil
APPENDICES: Appendix A and B
DOCUMENTS TABLED: Nil

Summary:

The following is a summary of items for York Information Services for the month of **February 2014**.

- **Visitor Numbers-** (Appendix A) These numbers are counted manually and only include adults and older children actually walking through the doors of the Information Services office and picking up pamphlets and Maps from the Town Hall. They do not include people walking into the Town Hall to use toilets, view exhibits etc.

The number of visitors coming through the doors and taking maps in February 2014 was **778** as compared to **778** in 2013.

- **Product Sales-** (Appendix B) Net sales for the month of February 2014 was **\$604.20** compared to **\$320.90** for the same period 2013.
- **The Gold Coin Souvenirs** – these are very popular with visitors and locals alike. There have been some visitors that come to York just to purchase a coin; while they are here they see the sights and make purchases in the town and have lunch.
- **Request for Services** - There are certain services that visitors ask for (verbally) on a regular basis, these include:
 - Laundromat
 - More RV Parking signs coming into town
 - More York Information signs as you come into town
 - Backpacker Accommodation or cheap accommodation
 - The return of the old photos that use to be hanging on the wall in the Town Hall
 - Some rain
- **Feedback**
 - Tourist are very happy with the Free RV Parking down at Avon Park, we have had a lot of great feedback. We need more RV signage around town.
 - Lots of comments about what a lovely little town we have here.
 - Lots of comments about the Gold Coins being such a good idea.
 - Lots of comments about the Town Hall.

Background:

We have the calendar of Events for the year of 2014. All known details are listed on the Calendar of Events, which is distributed through York Information Services and available on the Shire of York website. This is also emailed to a contact list the Information Services have for those residence and visitors centres and visitors who want to receive the calendar of events.

Consultation:

Shire of York and local business proprietors

Statutory Environment:

Nil

Policy Implications:

Not Applicable

Financial Implications:

Nil

Strategic Implications:

Not Applicable

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: Not applicable

Triple bottom Line Assessment:

Economic Implications:

Nil

Social Implications:

Nil

Environmental Implications:

Nil

Comment:

This report serves to keep the community informed of the activities in place.

RESOLUTION

060314

Moved: Cr Smythe

Seconded: Cr Boyle

“That Council:

Receive the February 2014 report prepared by York Information Services.”

CARRIED: 5/0

Item 9.2.3 – Appendices

9. OFFICER'S REPORTS
9.2 ADMINISTRATION REPORTS
9.2.4 Application To Keep Three (3) Dogs

FILE NO: RS.ANC.1
COUNCIL DATE: 17th March 2014
REPORT DATE: 14th February 2014
LOCATION/ADDRESS: 10 Thompson St, York 6302
APPLICANT: Lillian Bridle
SENIOR OFFICER: Mr Ray Hooper, CEO
REPORTING OFFICER: Ranger Services
DISCLOSURE OF INTEREST: Nil
APPENDICES: Nil
DOCUMENTS TABLED: Permission Note Mr Colin Crow

Summary:

An application has been received from Ms Lillian Bridle requesting permission to keep three dogs at her property at 10 Thompson St, York.

Background:

It is a requirement of the York Shire Council's Dogs Local Law (2000) that the maximum number of dogs that can be kept on a premise within a townsite is two unless an exemption is granted by Council under the provisions of section 26(3) of the Dog Act 1976 (as Amended).

Council has approved similar applications in the past where all adjoining neighbours have agreed to the request and the Shire Ranger or other authorised Council Officer has considered that there are no valid reasons for withholding such approval.

Consultation:

The Shire Ranger has liased with Ms Lillian Bridle, who lives on the property 10 Thompson St, York. There is one neighbour Mr Colin Crow of 12 Thomspson St, York who agrees with the applicant keeping three dogs (Please see attached notice).

Statutory Environment:

Dog Act 1976 (As Amended)
York Shire Council Dogs Local Law (2000)

Policy Implications:

Not Applicable

Financial Implications:

Not Applicable

Strategic Implications:

Not Applicable

Voting Requirements:

Absolute Majority Required: Yes

Site Inspection:

Site Inspection Undertaken: Yes

The Shire Ranger inspected the property on the 10th of February 2014 and has advised that there are no reasons to withhold the granting of an exemption to keep three dogs at the property.

A portion of the property is adequately fenced to contain the dogs.

Triple bottom Line Assessment:

Economic Implications:

Nil

Social Implications:

Keeping of dogs in a townsite may impact on the social cohesion of a community if the dogs create a nuisance.

Environmental Implications:

Nil

Comment:

Ms Bridle has had no complaints in relation to any dogs on her property. It is recommended that Council agree to the granting of an exemption for the keeping of three dogs at 10 Thompson St York subject to the following conditions:

- That the exemption be reviewed in twelve months to ensure that no adverse problems have been experienced as a result of the exemption, and
- That Council reserve the right to withdraw the exemption at anytime if any major or substantial problems are experienced prior to the review period.
- That the exemption applies only to the dogs nominated by the applicant.
- Each dog on the property must be registered with the Shire of York.
- Upon the death or permanent removal of any of the nominated dogs a maximum of two dogs only will be permitted to be kept on this property

RESOLUTION

070314

Moved: Cr Boyle

Seconded: Cr Smythe

“That Council:

Approve an exemption for the keeping of three dogs at 10 Thompson St York subject to the following conditions:

That the exemption be reviewed in twelve months time to ensure that no adverse problems have been experienced as a result of the exemption,

And

That Council reserve the right to withdraw the exemption at any time if any major or substantial problems are experienced prior to the review period.

The exemption applies only to the dogs nominated by the applicant.

Each dog must be registered with the Shire of York.

Upon the death or permanent removal of any of the nominated dogs a maximum of two dogs only will be permitted to be kept on this property.”

CARRIED: 4/1

9. OFFICER'S REPORTS
9.2 ADMINISTRATION REPORTS
9.2.5 York Community Resource Centre

FILE NO: CCP.21
COUNCIL DATE: 17 March 2014
REPORT DATE: 11 March 2014
LOCATION/ADDRESS: 89 Avon Terrace, York
APPLICANT: N/A
SENIOR OFFICER: CEO, R Hooper
REPORTING OFFICER: CEO, R Hooper
DISCLOSURE OF INTEREST: Cr Smythe - Financial
APPENDICES: Memorandum of Understanding
DOCUMENTS TABLED: Nil

Summary:

The Department of Regional Development requires a signed MOU between the Shire of York and the York Community Resource Centre to support the acquittal of the Country Local Government Fund contribution to the project.

Background:

The Shire of York allocated \$350,000 of its annual CLGF income to support the purchase and development of the land and buildings at 89 Avon Terrace, York by the York Community Resource Centre.

As the building is not owned nor managed by the Shire of York the government requires an agreement on the future use of the building and a sunset clause in the unlikely event of the demise of the York Community Resource Centre.

Consultation:

Department of Regional Development
York Community Resource Centre

Statutory Environment:

N/A

Policy Implications:

Nil

Financial Implications:

Nil at this stage as the contribution to capital expenditure for the project was fully and properly authorised by Council.

Strategic Implications:

The Shire of York's 2012 Strategic Community Plan:

Social: Building a Sense of Community

Our Vision - Our community will have access to service requirements

Outcomes – Connected Community

Objectives - Strengthen Community Cohesiveness and Participation

Priorities - Develop and participate in a regional social plan to capture and strengthen community development opportunities, such as recreation, social groups, communication and activities.

Voting Requirements:
Absolute Majority Required: Yes

Site Inspection:
Site Inspection Undertaken: Not Applicable

Triple bottom Line Assessment:

Economic Implications:

A fully functional Community Resource Centre has flow on benefits for the local economy by providing access to training and skills development and by being a contact point for local businesses.

Social Implications:

The Community Resource Centre is an important social hub and government service access point of high current and future benefit.

Environmental Implications:

Nil

Officers Comment:

The MOU finalises the dealings through the Country Local Government Fund allocations and processes.

Cr Smythe declared a Financial Interest to this item and left the room at 4.54pm.

RESOLUTION

080314

Moved: Cr Boyle

Seconded: Cr Hooper

“That Council:

Endorse the signing of the Memorandum of Understanding between the York Community Resource Centre and the Shire of York in relation to finalising financial arrangements and commitments to the purchase and development of the premises at 89 Avon Terrace, York.”

CARRIED: 4/0

Cr Smythe returned to the room at 4.55pm.

Item 9.2.5 – Appendices

9. OFFICER'S REPORTS
9.2 ADMINISTRATION REPORTS
9.2.6 Corporate Credit Cards

FILE NO:
COUNCIL DATE: 17 March 2014
REPORT DATE: 11 March 2014
LOCATION/ADDRESS: N/A
APPLICANT: Shire of York
SENIOR OFFICER: CEO, Ray Hooper
REPORTING OFFICER: CEO, Ray Hooper
DISCLOSURE OF INTEREST: Ray Hooper - Financial
APPENDICES: 1. Shire of York Policy – Financial Management – Corporate Credit Cards
2. Operational Guideline No. 11
DOCUMENTS TABLED: Nil

Summary:

Council action to re-enforce to the community that due processes are in place for the management and control of corporate credit cards issued to Shire staff.

Background:

There have been present and past actions to discredit Shire staff in relation to the use of Corporate Credit Cards.

Consultation:

Department of Local Government & Communities

Statutory Environment:

Local Government Act 1995

Section 2.7. Role of council

- (2) *Without limiting subsection (1), the council is to —*
- (a) *oversee the allocation of the local government's finances and resources; and*
 - (b) *determine the local government's policies.*

[Section 2.7 amended by No. 17 of 2009 s. 4.]

Section 6.5. Accounts and records

The CEO has a duty —

- (a) *to ensure that there are kept, in accordance with regulations, proper accounts and records of the transactions and affairs of the local government; and*

Local Government (Financial Management) Regulations 1996

11. Payments, procedures for making etc.

- (1) *A local government is to develop procedures for the authorisation of, and the payment of, accounts to ensure that there is effective security for, and properly authorised use of —*
- (a) *cheques, credit cards, computer encryption devices and passwords, purchasing cards and any other devices or methods by which goods, services, money or other benefits may be obtained*

**Policy Implications:
Shire of York Policies:**

Title: Financial Management – Corporate Credit Cards
Objective: To provide guidance for the use of Corporate Credit Cards
Legal: Local Government Act 1995 Section 2.7 (2) (a) and (b), Section 6.5 (a)
Local Government (Financial Management) Regulations 11 (1) (a)
Date Adopted: 2009

Financial Implications:

Nil. All financial transactions by the Shire of York undergo vigorous assessment as part of the standard financial management processes including the formal audit process.

Shire of York credit cards do not allow for any form of cash withdrawal.

Strategic Implications:

Not Applicable

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: Not Applicable

Triple bottom Line Assessment:

Economic Implications:

Nil

Social Implications:

The community needs to be aware that monitoring and control processes are in place to manage all financial transactions including those related to credit card use.

Environmental Implications:

Not Applicable

Officers Comment:

There is no issue with the publishing of credit card transaction details except where the information is misused by some community members for personal agendas to discredit or to denigrate staff.

The real issue for community belief in the local government system is whether staff can be trusted to operate a corporate credit card and whether there are sufficient checks and balances in place to prevent inappropriate, fraudulent or other unauthorised uses.

Current and past credit card use has or will undergo the full formal audit processes required of every local government.

Additional checks and balances are also in place to ensure that there can be no cash withdrawals under the credit card use by designated staff. Staff carrying out transactions using credit cards do not process payments to ensure independent checks are in place.

Unfortunately past malicious and vindictive use of credit card transaction information has resulted in minimal statutory reporting occurring in financial management reports which can be easily rectified however this will not prevent further personal attacks using the information published.

If Council has any genuine concerns in relation to the use of corporate credit cards it has the power to cancel them.

All Councillors can inspect credit card statements at any time.

The Chief Executive Officer, Mr Ray Hooper, declared a Financial Interest to this item and left the room at 4.57pm.

RESOLUTION

090314

Moved: Cr Smythe

Seconded: Cr Boyle

“That Council:

- 1. Confirm the Policy – Financial Management – Corporate Credit Cards as a control process.***
- 2. Endorse the publication in the Shire of York Ordinary Meeting Agendas of the monthly corporate credit card transactions from the 1st April, 2014.***
- 3. Formally review the arrangements and agreements relating to the use of Shire of York credit cards to provide a clear message to the community that due processes are in place and adhered to by staff.”***

CARRIED: 5/0

Ray Hooper returned to the room at 5.04pm

Item 9.2.6 – Appendices

9. OFFICER'S REPORTS
9.2 ADMINISTRATION REPORTS
9.2.7 Early Years Network

FILE NO: CS.SSP.8
COUNCIL DATE: 17 March 2014
REPORT DATE: 11 March 2014
LOCATION/ADDRESS: Old Bowling club, Forrest Street, York
APPLICANT: M Boyle
SENIOR OFFICER: CEO, R Hooper
REPORTING OFFICER: CEO, R Hooper
DISCLOSURE OF INTEREST: Cr Boyle - Proximity
APPENDICES: Email from Meg Boyle
DOCUMENTS TABLED: Nil

Summary:

Application by the York Family Playgroup to have the use of the old Bowling Club building and surrounds on behalf of the Playgroup, Toy Library, Noongar Playgroup, Mother's Group, Australian Breastfeeding Association and other groups/organisations providing early childhood services free of charge for an initial period.

Background:

The above groups have operated from various centres in the past including the old Fire Station and the Youth Centre and there is now the option to centralise these community support services into a single location.

Consultation:

Department of Local Government & Communities
Regional Development Australia Wheatbelt
Playgroup WA
Community Organisations

Statutory Environment:

Local Government Act 1995

3.54. Reserves under control of a local government

- (1) *If land reserved under the Land Administration Act 1997 is vested in or placed under the control and management of a local government, the local government may do anything for the purpose of controlling and managing that land that it could do under section 5 of the Parks and Reserves Act 1895 if it were a Board appointed under that Act to manage and control the land and for that purpose a reference in that section to a by-law is to be read as a reference to a local law.*
- (2) *Subsection (1) is subject to any express provision to the contrary made by an order under the Land Administration Act 1997 in respect of the land.*

[Section 3.54 amended by No. 49 of 2004 s. 74(4).]

Policy Implications:

Not Applicable

Financial Implications:

Minimal impact from this application as Council has previously met the costs associated with the other centres used. The real impact of foregoing current lease/use fees is \$1,900 per year.

Strategic Implications:

The Shire of York's 2012 Strategic Community Plan:

Social: Building a Sense of Community

Our Vision -

- Our community will be inclusive and interactive, where people feel safe and are welcomed.
- Our community will value each other, building relationships and networks to interact, socialise and recreate.
- Our community will have access to service requirements.

Voting Requirements:

Absolute Majority Required: Yes

Site Inspection:

Site Inspection Undertaken: Yes - Numerous

Triple bottom Line Assessment:

Economic Implications:

A Early Years Hub and services in York may assist in retaining young families in the region and it may also create future employment opportunities locally.

Social Implications:

Development of a early years network and hub in York will be of great benefit to families and to government departments/agencies providing early childhood services and programmes.

Environmental Implications:

Nil

Officers Comment:

The enthusiasm and commitment shown by these community organisations since the sale of the old Fire Station has been exemplary with strong support at the government department level.

The location of the facility close to the school and recreation centre may be a real bonus for families.

The ability to provide a facility of this nature to support families and children will be of great benefit to the community with the opportunity to expand services into the future.

Cr Tony Boyle declared an Interest Affecting Impartiality to this item.

RESOLUTION

100314

Moved: Cr Smythe

Seconded: Cr Duperouzel

That Council:

Agree that Cr Boyle may stay in the room during the deliberations of this item."

CARRIED: 5/0

**RESOLUTION
110314**

Moved: Cr Duperouzel

Seconded: Cr Hooper

“That Council:

- 1. *Negotiate a 21 year lease for the old Bowling Club buildings and surrounds with the York Family Playgroup Inc on behalf of the York Early Years Network on the basis of the following:***

- | | |
|---|---|
| (a) <i>Lease Fees (Initial)</i> | <i>Nil to 30th June, 2016</i> |
| (b) <i>Lease Fees (Ongoing)</i> | <i>\$2,000 per annum</i> |
| (c) <i>Building & Contents Insurance</i> | <i>Shire of York</i> |
| (d) <i>Service Fees (Power & Water)</i> | <i>Shire of York</i> |
| (e) <i>Other lease and use conditions to be negotiated</i> | |

- 2. *Congratulate and thank the co-ordinators and volunteers for the work to date in the development of the Early Years Hub.”***

CARRIED: 4/0

Cr Tony Boyle did not vote on this item.

Item 9.2.7 – Appendices

9. OFFICER'S REPORTS
9.2 ADMINISTRATION REPORTS
9.2.8 York Recreation & Convention Centre (YRCC)

FILE NO: CCP.7
COUNCIL DATE: 17th March 2014
REPORT DATE: 7th March 2014
LOCATION/ADDRESS: N/A
APPLICANT: Shire of York
SENIOR OFFICER: R Hooper, CEO
REPORTING OFFICER: Kathryn Brown, YRCC Manager
DISCLOSURE OF INTEREST: Nil
APPENDICES: Financials
DOCUMENTS TABLED: Nil

Summary:

The following is a summary of items for York Recreation and Convention Centre for the months of **February 2014**.

- **Catering Numbers on Fridays-** Monthly averages were calculated from the number of meals served each Friday night. An increase in adult meals of over 25% from the Dec/Jan figures and the highest average number of children's meals sold over any month to date, go to prove the YRCC is fulfilling its role as a family friendly catering option. Sales of additional items such as desserts and sides were consistent with last report's figures. We had a particularly busy Valentine's Day Friday meals service.

Sunday night meal trials have exhibited some interest from the community, with an average of 26 covers per Sunday night, over the month of February.

- **Sporting Events And Catering**

February had a reasonably quiet first half and the opportunity was seized to carry out upgrades (carpet installation) and maintenance on the building. The second half of February was very busy, with the YRCC opening six days each of these weeks to cater for sporting fixtures and corporate events. Lawn bowls, tennis and cricket currently seem content with the variety and delivery of catering services offered to their clubs.

- **Diversity of Private Functions**

During February, YRCC hosted a 2 day training course, a WALGA seminar, a bowls afternoon for a business group, a couple of sports group meetings and commenced corporate lawn bowls, in addition to regular tennis, cricket and lawn bowls fixtures

- **Feedback:**

- Ongoing complaints regarding damage to gym flooring due to weights use on the carpeted areas and also the trip hazard of weights being left out or not stored properly
- Received only positive feedback so far about the installation of carpet to the main room
- Some minor imperfections in the synthetic bowling green surface still remain despite some work being carried out on them and YRCC management are again working with the installer to rectify these issues
- Ongoing request for car park resurfacing to be considered, as the dust and dirt blowing on to all synthetic surfaces is perceived to be affecting play and/or their longevity
- Overall a positive first meeting between sports clubs, management and councilors for 2014 (held late in February). Many interesting insights and prospective developments and strategies were discussed, regarding the future of the Forrest Oval Complex. We hope to see *all* relevant clubs represented at the next meeting in early May.

Background:

York Recreation and Convention centre is a hospitality venue within a sporting complex and is aimed at bringing together local sporting clubs and the wider York community. Through quality of customer service and excellent facilities and catering, we also wish to attract corporate clients with potential knock-on effects for other local businesses

Consultation:

Shire of York
Affiliated Sporting clubs
Corporate and local clients for functions

Statutory Environment:

Nil

Policy Implications:

Not Applicable

Financial Implications:

February produced an increased gross turn over figure from the December/January stats with the YRCC trading 21 out of 28 days for the month. With the end of school holidays and everyone returning home to York, we saw a great improvement in attendance at social and sporting events towards the end of the month, as well as an increased number of business event bookings.

Figures this month were affected by quite a few variables such as delays in remittance from functions already held and also delays in banking of end of month takings resulting in that income rolling into March, adversely affecting income vs expenditure ratio for several areas.

Strategic Implications:**Social: Building a Sense of Community****Vision**

- Our community will be inclusive and interactive, where people feel safe and are welcomed.
- Our community will value each other, building relationships and networks to interact, socialise and recreate.
- Our community will have access to service requirements.

Objectives

Outcomes – Connected community

Objectives – Strengthen community cohesiveness and participation

Priorities - Develop and participate in a regional social plan to capture and strengthen community development opportunities, such as recreation, social groups, communication and activities

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: Not Applicable

Triple bottom Line Assessment:**Economic Implications:**

The YRCC has the capacity to enhance the local economy through the attraction of conferences, seminars and events.

Social Implications:

Recreation and community hub facilities are integral to community wellbeing and social interaction.

Environmental Implications:

Nil

Officers Comment:

The report serves to keep the community informed of the activities at the YRCC.

RESOLUTION

120314

Moved: Cr Hooper

Seconded: Cr Boyle

“That Council:

Receive the February 2014 report prepared by York Recreation and Convention Centre.”

CARRIED: 5/0

Item 9.2.8 – Appendices

9.3 Works Reports

9.4 Financial Reports

9. OFFICER'S REPORTS

9.4 FINANCE REPORTS

9.4.1 Monthly Financial Reports – January 2014

FILE NO: FI.FRP
COUNCIL DATE: 17 March 2014
REPORT DATE: 5 March 2014
LOCATION/ADDRESS: Not Applicable
APPLICANT: Not Applicable
SENIOR OFFICER: Ray Hooper, CEO
REPORTING OFFICER: Tabitha Bateman, FO
DISCLOSURE OF INTEREST: Nil
APPENDICES: Yes – Appendix A as detailed in Summary
DOCUMENTS TABLED: Nil

Summary:

The Financial Report for the period ending 31 January 2014 is hereby presented for the consideration of the Council.

Appendix A includes the following:

- Monthly Statements for the period ended 31 January 2014
- Bank Account Reconciliations
- List of Creditors Payments
- Payroll Direct Debits Summary
- Corporate Credit Card Summary
- Fuel Card Summary

Consultation:

Dominic Carbone

Statutory Environment:

Local Government Act 1995 (As Amended).

Local Government (Financial Management) Regulations 1996 (As Amended).

Policy Implications:

Nil.

Financial Implications:

The following information provides balances for key financial areas for the Shire of York's financial position as at 31 January 2014;

Sundry Creditors as per General Ledger	\$166,371.81
Sundry Debtors as per General Ledger	\$590,478.56
Unpaid rates and services current year (inc. ESL)	\$914,379.07
Unpaid rates and services previous years (inc. ESL)	\$715,070.49

Strategic Implications:

Nil

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: Not applicable

Triple bottom Line Assessment:

Economic Implications:

A zero balance or surplus end of year financial position will increase community confidence and cohesion and provide an opportunity for improved community benefits in future years.

Social Implications:

Not applicable.

Environmental Implications:

Not applicable.

Comment:

Not applicable.

RESOLUTION

130314

Moved: Cr Smythe

Seconded: Cr Hooper

“That Council:

Receive the Monthly Financial Report for January and ratify payments drawn from the Municipal and Trust accounts for the period ending 31 January 2014:

	<u>VOUCHER</u>	<u>AMOUNT</u>
MUNICIPAL FUND		
Cheque Payments	31040 - 31070	\$ 291,261.12
Electronic Funds Payments	11869,11871 - 11949	\$ 286,019.93
Direct Debits Payroll		\$ 198,474.99
Bank Fees		\$ 556.40
Corporate Cards		\$ 830.22
Shell Cards		\$ 15.00
TOTAL		<u>\$ 777,157.66</u>
TRUST FUND		
Cheque Payments	4245 - 4255	\$ 3,822.49
Electronic Payments	11870	\$ 6,557.00
Direct Debits Licensing		\$ 114,317.25
TOTAL		<u>\$ 124,696.74</u>
TOTAL DISBURSEMENTS		<u>\$ 901,854.40”</u>

CARRIED: 5/0

Item 9.4.1 – Appendices

9. OFFICER'S REPORTS
9.4 FINANCE REPORTS
9.4.2 Monthly Financial Reports – February 2014

FILE NO: FI.FRP
COUNCIL DATE: 17 March 2014
REPORT DATE: 7 March 2014
LOCATION/ADDRESS: Not Applicable
APPLICANT: Not Applicable
SENIOR OFFICER: Ray Hooper, CEO
REPORTING OFFICER: Tabitha Bateman, FO
DISCLOSURE OF INTEREST: Nil
APPENDICES: Yes – Appendix A as detailed in Summary
DOCUMENTS TABLED: Nil

Summary:

The Financial Report for the period ending 28 February 2014 is hereby presented for the consideration of the Council.

Appendix A includes the following:

- Monthly Statements for the period ended 28 February 2014
- Bank Account Reconciliations
- List of Creditors Payments
- Payroll Direct Debits Summary
- Corporate Credit Card Summary
- Fuel Card Summary

Consultation:

Dominic Carbone

Statutory Environment:

Local Government Act 1995 (As Amended).

Local Government (Financial Management) Regulations 1996 (As Amended).

Policy Implications:

Nil.

Financial Implications:

The following information provides balances for key financial areas for the Shire of York's financial position as at 28 February 2014;

Sundry Creditors as per General Ledger	\$91,137.19
Sundry Debtors as per General Ledger	\$541,297.61
Unpaid rates and services current year (inc. ESL)	\$823,467.12
Unpaid rates and services previous years (inc. ESL)	\$710,208.73

Strategic Implications:

Nil

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: Not applicable

Triple bottom Line Assessment:

Economic Implications:

A zero balance or surplus end of year financial position will increase community confidence and cohesion and provide an opportunity for improved community benefits in future years.

Social Implications:

Not applicable.

Environmental Implications:

Not applicable.

Comment:

Not applicable.

**RESOLUTION
140314**

Moved: Cr Duperouzel

Seconded: Cr Boyle

“That Council:

Receive the Monthly Financial Report for February and ratify payments drawn from the Municipal and Trust accounts for the period ending 28 February 2014:

	<u>VOUCHER</u>	<u>AMOUNT</u>
MUNICIPAL FUND		
<i>Cheque Payments</i>	<i>31071 - 31154</i>	<i>\$ 139,398.25</i>
<i>Electronic Funds Payments</i>	<i>11950 - 12104</i>	<i>\$ 548,206.95</i>
<i>Direct Debits Payroll</i>		<i>\$ 162,776.59</i>
<i>Bank Fees</i>		<i>\$ 1,051.55</i>
<i>Corporate Cards</i>		<i>\$ 2,863.99</i>
<i>Fire Messaging Service</i>		<i>\$ 442.64</i>
<i>Shell Cards</i>		<i>\$ 108.56</i>
<i>TOTAL</i>		<i><u>\$ 854,848.53</u></i>
TRUST FUND		
<i>Cheque Payments</i>	<i>4256 - 4277</i>	<i>\$ 5,521.35</i>
<i>Direct Debits Licensing</i>		<i>\$ 143,013.70</i>
<i>TOTAL</i>		<i><u>\$ 148,535.05</u></i>
<i>TOTAL DISBURSEMENTS</i>		<i><u>\$1,003,383.58”</u></i>

CARRIED: 5/0

Item 9.4.2 – Appendices

9. OFFICER'S REPORTS
9.4 FINANCE REPORTS
9.4.3 Investments – January 2014

FILE NO:	FI.FRP
COUNCIL DATE:	17 March 2014
REPORT DATE:	10 March 2014
LOCATION/ADDRESS:	Shire of York
APPLICANT:	N/A
SENIOR OFFICER:	Ray Hooper, CEO
REPORTING OFFICER:	Tabitha Bateman, FO
DISCLOSURE OF INTEREST:	Nil
APPENDICES:	Shire of York Investment Portfolio
DOCUMENTS TABLED:	Nil

Summary:

That Council consider the investment portfolio as attached.

Background:

The investment policy requires Council to review the performance of its investments on a monthly basis.

Consultation:

Auditors; and
Dominic Carbone.

Statutory Environment:

Not Applicable.

Policy Implications:

In accordance with the Financial Management Investment Policy.

Financial Implications:

Credit Ratings:

Strategic Implications:

Not applicable.

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: Not applicable

Triple bottom Line Assessment:

Economic Implications:

Not applicable.

Social Implications:

Not applicable.

Environmental Implications:

Not applicable.

Comment:

In accordance with the policy, a report of investments is presented to Council to provide a summary of investments held by the Shire of York as at 31 January 2014.

The Shire of York Investment Portfolio identifies Council's investment type, term to maturity and investment value.

The reporting will be reviewed on an ongoing basis by the Auditors and staff.

RESOLUTION

150314

Moved: Cr Hooper

Seconded: Cr Boyle

"That Council receive the Shire of York Investment Portfolio as attached to this report."

CARRIED: 5/0

Item 9.4.3 – Appendices

9. OFFICER'S REPORTS
9.4 FINANCE REPORTS
9.4.4 Investments – February 2014

FILE NO:	FI.FRP
COUNCIL DATE:	17 March 2014
REPORT DATE:	10 March 2014
LOCATION/ADDRESS:	Shire of York
APPLICANT:	N/A
SENIOR OFFICER:	Ray Hooper, CEO
REPORTING OFFICER:	Tabitha Bateman, FO
DISCLOSURE OF INTEREST:	Nil
APPENDICES:	Shire of York Investment Portfolio
DOCUMENTS TABLED:	Nil

Summary:

That Council consider the investment portfolio as attached.

Background:

The investment policy requires Council to review the performance of its investments on a monthly basis.

Consultation:

Auditors; and
Dominic Carbone.

Statutory Environment:

Not Applicable.

Policy Implications:

In accordance with the Financial Management Investment Policy.

Financial Implications:

Credit Ratings:

Strategic Implications:

Not applicable.

Voting Requirements:

Absolute Majority Required: No

Site Inspection:

Site Inspection Undertaken: Not applicable

Triple bottom Line Assessment:

Economic Implications:

Not applicable.

Social Implications:

Not applicable.

Environmental Implications:

Not applicable.

Comment:

In accordance with the policy, a report of investments is presented to Council to provide a summary of investments held by the Shire of York as at 28 February 2014.

The Shire of York Investment Portfolio identifies Council's investment type, term to maturity and investment value.

The reporting will be reviewed on an ongoing basis by the Auditors and staff.

RESOLUTION

160314

Moved: Cr Boyle

Seconded: Cr Smythe

"That Council receive the Shire of York Investment Portfolio as attached to this report."

CARRIED: 5/0

Item 9.4.4 – Appendices

9.5 Late Reports

9.6 Confidential Reports

10. NEXT MEETING

**RESOLUTION
170314**

Moved: Cr Smythe

Seconded: Cr Boyle

“That Council:

hold a Special Meeting of the Council on March 31, 2014 at 4.00pm in the Lesser Hall, York Town Hall, York to receive and authorise the submission of the Planning Managers report on the Landfill Development Application.”

CARRIED: 5/0

**RESOLUTION
180314**

Moved: Cr Smythe

Seconded: Cr Hooper

“That Council:

hold the next Ordinary Meeting of the Council on April 14, 2014 at 4.00pm in the Lesser Hall, York Town Hall, York.”

CARRIED: 5/0

11. CLOSURE

Cr Reid thanked everyone for their attendance and declared the meeting closed at 5.15pm