



AGENDA

Ordinary Council Meeting

To be held in Council Chambers, Wolfram Street Westonia

Thursday 19th April 2018

Commencing 3.30pm

Dear Councillors,

The next Ordinary Meeting of the Council of the Shire of Westonia will be held on Thursday 15th March 2018 the Council Chambers, Wolfram Street, Westonia.

Lunch – 1.00 pm

Discussion Period – 1.30 pm – 2.30 pm

Afternoon Tea – 3.00 pm – 3.30 pm

Council Meeting – 3.30 pm

JAMIE CRIDDLE
CHIEF EXECUTIVE OFFICER
9th March 2018



Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Westonia for any act, omission or statement or intimation occurring during Council meetings.

The Shire of Westonia disclaims and liability for any loss whatsoever and howsoever caused by arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during the Council Meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does that persons or legal entity's own risk.

In particular and without derogating in any way from the board disclaimer above, in any discussion regarding any planning application or application for a license, any statement or intimation made by any member or Officer of the Shire of Westonia during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Westonia.

The Shire of Westonia warns that anyone who has any application lodged with the Shire of Westonia must obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Shire of Westonia in respect of the application.

TABLE OF CONTENTS

1. DECLARATION OF OPENING	4
2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE	4
3. PUBLIC QUESTION TIME	4
4. APPLICATIONS FOR LEAVE OF ABSENCE	4
5. CONFIRMATION OF PREVIOUS MINUTES	4
6. RECEIVAL OF MINUTES	4
7. PRESIDENT/COUNCILLORS ANNOUNCEMENTS	4
8. DECLARATION OF INTEREST	5
9. MATTERS REQUIRING A COUNCIL DECISION	6
9.1. GOVERNANCE, ADMINISTRATION AND FINANCIAL SERVICES	6
9.1.1 ACCOUNTS FOR PAYMENT	6
9.1.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – MARCH 2018	8
9.1.3 GST RECONCILIATION REPORT – MARCH 2018	10
9.1.4 CEACA – 2018-2019 BUDGET	11
9.1.5 WALGA AGM VOTING DELEGATES	17
9.1.6 CHIEF EXECUTIVE OFFICER REVIEW PROCESS	19
9.1.7 DIFFERENTIAL RATES	21
9.1.8 COUNCIL CONNECT WEBSITE RECOMMENDATIONS 2018	24
9.1.9 MERREDIN & DISTRICTS JUNIOR FOOTBALL ASSOCIATION (COLTS)	27
9.1.10 WALGA HONOURS PROGRAM	29
9.2 COMMUNITY AND REGULATORY SERVICE	32
9.3 WORKS AND SERVICE	33
9.4 ENVIRONMENTAL HEALTH, PLANNING AND BUILDING SERVICES	34
10 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	35
11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF THE MEETING	35
12 DATE AND TIME OF NEXT MEETING	35
13 MEETING CLOSURE	35

1. DECLARATION OF OPENING

The President, Cr Day welcomed Councillors and staff and declared the meeting open at 3.30pm.

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Councillors:

Cr KM Day	President
WJ Huxtable	Deputy President
Cr RS Corsini	
Cr DL Geier	
Cr JJ Jefferys	
Cr RA Della Bosca	

Staff:

Mr. JC Criddle	Chief Executive Officer
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Members of the Public: Nil

Apologies: Nil

Approved Leave of Absence: Nil

3. PUBLIC QUESTION TIME

Nil

4. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

5. CONFIRMATION OF PREVIOUS MINUTES

OFFICER RECOMMENDATIONS

That the minutes of the Ordinary Meeting of Council held on 15th March 2018 be confirmed as a true and correct record.

6. RECEIVAL OF MINUTES

OFFICER RECOMMENDATIONS

That the minutes of the Great Eastern Country Zone Meeting held Thursday 1st March 2018 be received.

That the minutes of the Wheatbelt Communities Inc Meeting held Wednesday 28th February 2018 be received.

That the minutes of the WEROC Meeting held Wednesday 28th February 2018 be received.

7. PRESIDENT/COUNCILLORS ANNOUNCEMENTS

The President, Cr Day advised having attended the following meetings:

8. DECLARATION OF INTEREST

In accordance with Section 5.65 of the *Local Government Act 1995* the following disclosures of **Financial** interest were made at the Council meeting held on **19 April 2018**.

Name/Position	
Item No./Subject	
Nature of interest	
Extent of Interest	

In accordance with Section 5.65 of the *Local Government Act 1995* the following disclosures of **Closely Association Person And Impartiality** interest were made at the Council meeting held on **19 April 2018**.

Name/Position	
Item No./Subject	
Nature of interest	
Extent of Interest	

In accordance with Section 5.60B and 5.65 of the *Local Government Act 1995* the following disclosures of **Proximity** interest were made at the Council meeting held on **19 April 2018**.



Name/Position	
Item No./Subject	
Nature of interest	
Extent of Interest	

9. MATTERS REQUIRING A COUNCIL DECISION

9.1. GOVERNANCE, ADMINISTRATION AND FINANCIAL SERVICES

9.1.1 ACCOUNTS FOR PAYMENT

Responsible Officer:	Jamie Criddle, CEO
Author:	Kay Geier, Senior Finance Officer
File Reference:	F1.3.3 Monthly Financial Statements
Disclosure of Interest:	Nil
Attachments:	Attachment 9.1.1 List of Accounts
Signature:	Officer CEO

Purpose of the Report

Executive Decision Legislative Requirement

Background

This information is provided to Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

Comment

Attached is a copy of Accounts for Payment for the month of March 2018. The credit card statements currently show: -

CEO **March 2018 \$** associated with the purchase of;. Kettle for Office, Auger, Stihl carburettor, Death notice, Cookware set complex, activ8 inet ceo, activ8 inet wks, activ8 inet office, apparatus licence renewal, Supa IGA, Flowers Stacey.

Works Supervisor **March 2018 \$** associated with the purchase of; Fuel purchases, BBQ gas knobs, Panasonic Phone.

Statutory Environment

Local Government (Financial Management) Regulations 1996 Regulations 12 & 13 requires the list of accounts to be presented to Council. Payments are made by staff under delegated authority from the CEO and Council.

Policy Implications

Council does not have a policy in relation to payment of accounts.

Strategic Implications

Accounts for payment are presented to Council in the interests of accountability and provide information on Council expenditure.

Financial Implications

Expenditure in accordance with the 2016/2017 Annual Budget.



Voting Requirements



Simple Majority





Absolute Majority

OFFICER RECOMMENDATIONS

That March 2018 accounts submitted to today's meeting on Municipal vouchers 3632 to 3635 and D/Debits EFT2924 to EFT2960 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$160,636.86 be passed for payment

9.1.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – MARCH 2018

Responsible Officer:	Jamie Criddle, CEO
Author:	Kay Geier, Senior Finance Officer
File Reference:	F1.3.3 Monthly Financial Statements
Disclosure of Interest:	Nil
Attachments:	Attachment 9.1.2 Monthly Statement of Financial Activity
Signature:	Officer  CEO 

Purpose of the Report

- Executive Decision Legislative Requirement

Background

This information is provided to Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

Comment

The Monthly Statement of Financial Activity for the period ending 31st March 2018 is attached for Councillor information, and consists of:

1. Summary of Bank Balances
2. Summary of Outstanding Debtors
3. Balance Sheet
4. Budget v Actuals Schedules

Statutory Environment

General Financial Management of Council
Council 2015/2016 Budget
Local Government (Financial Management) Regulation 34 1996
Local Government Act 1995 section 6.4

Policy Implications

Council is required annually to adopt a policy on what it considers to be material as far as variances that require to be reported for Council. Council policy is that the material variation be set at \$10,000 and 15%.

Strategic Implications

The Monthly Statement of Financial Activity is a record of Council's activities and financial performance during the reporting period.

Financial Implications

There is no direct financial implication in relation to this matter.

Voting Requirements



- Simple Majority Absolute Majority

OFFICER RECOMMENDATIONS

That Council adopt the Monthly Financial Report for the period ending 31st March 2018 and note any material variances greater than \$10,000 or 15%.

9.1.3 GST RECONCILIATION REPORT – MARCH 2018

Responsible Officer:	Jamie Criddle, CEO
Author:	Kay Geier, Senior Finance Officer
File Reference:	F1.4.4 Audit Report
Disclosure of Interest:	Nil
Attachments:	Attachment 9.1.3 GST Report
Signature:	Officer CEO



Purpose of the Report

- Executive Decision Legislative Requirement

Background

The Reconciled Balance of the GST Ledger to the General Ledger as reported as at 31st March 2018 is provided to Council on a monthly basis as a means of keeping Council informed of its current GST liability.

Comment

The GST Reconciliation Report is attached for Councillor consideration.

Statutory Environment

Nil

Policy Implications

Council does not have a policy in regards to Goods and Services Tax.

Strategic Implications

Nil

Financial Implications

The GST reconciliation is presented to Council as a means of indicating Council’s current GST liability, which has an impact on Council’s cash-flow.

Voting Requirements


- Simple Majority Absolute Majority

OFFICER RECOMMENDATIONS

That the GST Reconciliation totaling \$12,700.00 for the period ending 31st March 2018 be adopted.

9.1.4 CEACA – 2018-2019 BUDGET

Responsible Officer:	Jamie Criddle, CEO	
Author:	Jamie Criddle, CEO	
File Reference:		
Disclosure of Interest:	Nil	
Attachments:	Attachment	
Signature:	Officer	CEO



Purpose of the Report

Executive Decision

Legislative Requirement

Background

Council has been a member of CEACA since its inception and has been working with CEACA for the new construction project of 75 new Independent Living Units throughout eleven Councils.

Unfortunately, due to Budget restraints the State Government have requested \$5 million dollars be returned to assist the state government budget. This is unfortunate though part of the process.

With the reduction the Shire's of Bruce Rock, Kellerberrin and Merredin have given up one residence each to assist with the pay back of the abovementioned funds.

In going forward and with the extension of time due to negotiation with the State Government the construction of the units has been delayed which leads to further lead times for rental income to be received for the units.

This is evident through the CEACA budget that has been presented to the CEACA Executive and subsequently to the CEACA Committee. The Executive has recommended to the committee to approve an increase in subscriptions from a total of \$14,000 last year comprising of \$10,000 Membership Fee and \$4,000 Project and activities to a General Membership Fee of \$20,000.

The Project and Activities funding has been combined with the General Membership as there is insufficient funds to allocate to this field for specific allocation.

Comment

The budget that has been presented to CEACA is attached for Council's information.

The role of CEACA is not only to building the units though to continue to monitor and progress the other six platforms within the Verso reporting which relates to services aged care.

The CEACA Executive advised the Committee that the immediate priority is to have Management Plans put in place to look after the operations of the facilities that being:

- Rent Setting Policies (Social and Other)
- How to deal with properties that are being sold.
- Management Plan

With the Shire's of Bruce Rock, Kellerberrin and Merredin forgoing a residence to assist in reducing costs there is an overpayment made by the respective Councils to the Shire of Merredin of \$60,000 (\$20,000 per unit – Construction contribution) which will need to be reimbursed back to Bruce Rock, Kellerberrin and Merredin.

Mr Ralton Benn, Accessing Housing has advised through the project Management reports that with the abovementioned handing back of funds to the State significant savings have had to be identified as well as pay back of funds to the three Councils.

Access Housing has provided the committee with information that each Council will need to provide additional funding to the program to enable the budget to balance in its current state. The additional funds required are broken up into two parts being:

1. Reimbursement of Bruce Rock, Kellerberrin & Merredin overpayment

This item was presented to the 26th March 2018 Committee Meeting with the following recommendation adopted.

That:

- 1. CEACA reimburse the Shires of Bruce Rock, Kellerberrin and Merredin \$20,000 each, being the contributions made for units which will be foregone and that CEACA's Members agree to an increase in per unit/site contribution of \$833.33 per unit; and*
- 2. The Shires of Bruce Rock, Kellerberrin and Merredin be give "first right of refusal" on any additional housing constructed through the CEACA Seniors Housing Project should funds become available to allow additional houses to be constructed.*

2. Additional Contribution by all member Councils to balance the budget as there is a current shortfall of \$24,408 with current estimates.

Therefore it is requested that each member Council allocate additional funds of \$339 per unit as an additional contribution to balance the current budget.

The comment must be made that the intention is to continually work towards seeking additional savings though with the current position of the CEACA construction project and until further consultation is held with the local communities this figure needs to be agreed to.



Statutory Environment

Nil



Community Consultation

Chief Executive Officer

CEACA Executive

CEACE Committee



Policy Implications

Nil



Strategic Implications

Nil



Financial Implications

CEACA Contributions

2018/2019 Budget

\$20,000 – General Membership

\$833.33 x (2 Units) = \$1,666.66

\$339.00 x (2 Units) = \$678.00

Total CEACA contribution = \$22,344.66

CEACA Budget 2018/2019 Notes

Note	Account No	Account Description	2017/2018 Budget (Amended)	Proposed Budget 2018/2019	Details
A	0500	General Subscriptions	110,000	220,000	This is a general subscription of \$20,000 for each foundation member. The amount in 2017/2018 was \$14,000 per member. The CEACA Executive decided to combine the general subscription and projects and consultancy subscription into a single amount. Item C (a/c 0519) is now \$0
B	0575	Bank interest	900	800	Interest received on bank accounts
C	0519	Project and Consultancy Fund	44,000	0	See under note A
1	1716	Chair Meeting Fees	28,000	36,000	Remuneration for the Chair which is paid monthly.
2	1717	Chair Travel and Accommodation	3,500	3000	Travel and accommodation for the Chair This allows accommodation and travel for the Chair for six in-person meetings in either Merredin or Nungarin (Accommodation \$220 x 6 and 560km x 6). The travel however has been reduced recognising that in the main the Chair is likely to travel with the Executive Officer.
3	1715	Chair - Other	500	1000	This provides for incidental expenses that the Chair may incur.
4		Chair Training	0	1000	This provides for any training that the Chair may require.
5	1719		75,400	83,000	This amount is linked to the contract discussions that the Executive Committee is currently having with BHW Consulting in respect to the provision of Executive Officer Services. This amount acknowledges the increased work required to undertake the role of Executive Officer now that the project is transitioning into the operational phase of the CEACA Seniors Housing Project and leading into the appointment of a CEO for CEACA. Work to be undertaken also includes: <ul style="list-style-type: none"> ▪ Assisting the CEACA Chair, CEACA's Executive Committee and the CEACA Committee as a whole; ▪ The day to day financial management of CEACA, including CEACA has all appropriate insurances; ▪ Ensuring CEACA meets all its obligations under the <i>Associations Incorporation Act 2015</i>; ▪ Assisting CEACA in the development of its foundation Strategic Plan; ▪ Assisting CEACA in fulfilling its commitments as defined in the Financial Assistance Agreements (FAAs) for the CEACA Seniors Housing Project;

					<ul style="list-style-type: none"> ▪ Assisting CEACA in the development of policies to cover CEACA' housing once constructed; ▪ Assist CEACA in the development of the management arm of CEACA, initially for CEACA's housing but then any additional housing CEACA's Member Councils wish to be managed by CEACA as has been previously discussed by CEACA and information around this included in the development of a management model; ▪ Research associated with the implementation of further planks of the Verso Report, including finding funding to undertake the research into a review of the delivery of aged care services for the residents of CEACA's aged housing; ▪ Assist CEACA in attracting funding for CEACA related Projects; ▪ Assist CEACA with ongoing advocacy around CEACA and its related activities; and ▪ Assist CEACA with any other work that may arise during 2018/2019. <p>The amount is calculated on an hourly rate of \$75 for 20 hours per week as a fixed amount paid monthly (estimated 86.5 hours per calendar month). In support of this allocation the average hours worked for the period 1 July 2017 to 31 December 2017 was 88 per calendar month. In addition, this allocation also includes an estimated \$5,000 for the June 2018 Professional Services claim which will be paid after the 1 July 2018.</p>
6	1720	Executive Officer – Travel and Accommodation	5,500	4,800	Travel and accommodation for the EO. This allows accommodation and travel for the EO for six in-person meetings in either Merredin or Nungarin (Accommodation \$220 x 6 and 560km x 6). The travel however has been reduced recognising that in the main the Chair may travel with the Executive Officer and as such the costs are allocated across the two accounts. In addition, an allowance has been made for visits to Dowerin Field Day and other activities within the CEACA Shires.
7		Executive Officer – Technology and Administration Charge	0	2000	This is a new allocation. Previously this cost was included in the Professional Officer Services allocation however it was felt that it should have a separate allocation. The allocation will cover telephone and internet cost incurred by BHW Consulting in undertaking the Executive Officer role and is calculated as 2.5% of the monthly remuneration.

8	1721	Executive Officer – Office Expenses	1,000	1000	This allocation covers expenditure such as office stationery, printing and, postage associated with the operation of CEACA.
9	1722	Executive Officer - Other	400	500	This provides for incidental expenses that the EO may incur.
10		Executive Officer - Training	1,000	1,000	The allocation enables the EO to undertake appropriate training.
11	1723	Financial Services Accounting Fees	4,000	4,500	Cost of CEACA accounting support services. The allocation includes the cost of using Xero Accounting (monthly Xero access fee of \$38.64) system to enable easier reporting of the contractor's payments to the ATO. Up to Date Accounting continue to be used to provide the accounting service. The number of transactions has increased considerably during the first 7 months of the financial year.
12	1724	Bank Fees	100	100	This allocation allows for any costs associated with managing the bank account.
13	1725	Financial Services – Audit Fees	800	2,500	Cost of conducting the 2017/2018 Audit. With the increasing number of transactions and ATO reporting requirements it is anticipated that the cost of the 2017/2018 audit will increase. The allocation is based on similar size organisation that BHW Consulting provides support.
14	1726	Committee Meeting Expenses – Catering and Venue Hire	3,500	4,000	Cost of catering for various meetings. This amount is based on catering for 4 in-person Committee Meetings (\$25 per head x 30 people x 4 meetings) and 3 in-person Executive Committee Meetings (\$25 per head x 6 people x 3 meetings) together with venue hire.
15	1727	Committee Meeting Expenses - Teleconference	1,950	2,000	Cost of teleconferences. The number of meetings held via teleconference has increased considerably during the past 6 months. It is not expected the same level of meetings will occur during 2018/2019 however the allocation allows for a reasonable number of meetings.
16	1728	Committee - Legal Expenses	55,000	20,000	This allocation includes an amount for legal expenses that may arise during the year. Whilst 2017/2018 was extraordinary set of circumstances it is felt that a reasonable amount should be included to allow legal advice when required.
17	1718	Committee Training Expenses	0	3,000	Training expenses provides the opportunity for Committee Members to undertake appropriate training.
18	1755	Committee - Insurance	5,550	10,000	Cost of insurance for CEACA including public liability, professional indemnity and directors and officers insurance. In addition, with the development of a website and public web presence CEACA requires to also have cyber insurance. It also provides insurance in respect to “hacking” of CEACA information system. The allocations include the estimated cost of Office Package \$600, Voluntary Workers Cover \$550 and Management Liability \$4,500.

19	1844	Committee - Governance Other	500	500	An allocation to cover incidental governance costs with the Committee and Executive Committee
20	1738	IT - Costs Office 365 Implementation and Management	2,500	2,500	Cost of managing IT Services for CEACA. Costs incurred include monthly license fee of \$20.00 and technical service where any technical difficulties may arise.
21		Facebook Account Set up and Management	4,500	3,500	Cost of managing the Facebook Account for CEACA by Market Creations. This includes an allocation of \$260 per month for management of the site.
22	1850	CEACA Website Setup and Content Management	9,600	4,000	Cost of managing the CEACA Website Account for CEACA by Market Creations. Includes an allocation for annual host fee of \$600, domain registration \$90.
23		Newsletter Design 4pp A4 Template	0	0	This newsletter will not be produced in 2018/2019
24	1840	Consultancy General	2,000	5,000	This is an account to cover any general consultancy that may be required by CEACA during the year. The previous expenditure related to data research for presentation to the Minister in support of the case for the funding.
25	1841	Business Case Consultancy	0	15,000	Expenditure to assist CEACA develop any business case(s) for future services.
26	1842	CEACA Funding Opportunities		0	It was intended to allocate an amount of \$20,000 to pursue potential funding opportunities that may arise during the year, however during the budget deliberations it was determined to delete the allocation.
27	1843	CEACA Advocacy	1,500	4,000	This is an account to enable CEACA to undertake any advocacy work. An example is the cost of engaging a PR firm to assist in gaining access to Minister in regard to CEACA Housing Project.
28		Management of Housing Loss 2018/2019		6,000	Based on advice from Access Housing on the CEACA Service Delivery Business Case it is likely that during the 2018/2019 year some houses will be occupied and the overall loss is estimated at \$11,330. The sum of \$6,000 is a provision to meet CEACA's share of any loss.



Voting Requirements



Simple Majority



Absolute Majority


OFFICER RECOMMENDATIONS

That Council:

1. **Delegates authority to its CEACA Delegate to approve the \$20,000 contribution to the CEACA 2018/2019 Budget as presented.**
2. **Delegates authority to its Delegate to approve the additional \$833.33 per unit (2) being \$1,666.66 to cover the reimbursement of funds to the Shire's of Bruce Rock, Kellerberrin and Merredin for the overpayment of 1 unit per Council.**
3. **Delegates authority to its Delegate to approve the additional \$339 per unit (2) being \$678.00 to balance the construction budget for the CEACA Project.**

9.1.5 WALGA AGM VOTING DELEGATES

Responsible Officer:	Jamie Criddle, CEO	
Author:	Jamie Criddle, CEO	
File Reference:		
Disclosure of Interest:	Nil	
Attachments:	Nil	
Signature:	Officer	CEO



Purpose of the Report

Executive Decision

Legislative Requirement

Summary

Advice from WALGA of the 2018 Annual General Meeting and Local Government Week 2018 Conference. Council is to resolve who will be attending the conference.

Background

Details have been received (attached to the agenda) from WALGA for the 2018 Local Government Week Convention and the Annual General Meeting.

The conference is to be held at the Perth Convention Exhibition Centre. The format for 2016 is summarised as per the following:

Wednesday 1 August – 8.30pm – 12.30pm State & Local Government Forum

Wednesday 1 August – 1.30pm Annual General Meeting

Thursday 2 August - Main Convention sessions

Friday 3 August - Conference sessions continue

Registrations close 3 July 2018.

Councillors Hermon, Huxtable, L Geier and Jefferys attended the conference last year with Cr's Hermon and Huxtable listed as the voting delegates for the WALGA Annual General Meeting.

Council also requires delegates with voting entitlements for the WALGA Annual General Meeting, generally the President and Deputy if they attend.

In addition to the convention WALGA have provided formal notice of the Annual General Meeting and are seeking member motions.

This year there are also opportunities for professional development throughout the whole week of the conference. Elected Members can enroll for courses on the attached forms.

Comment

It is recommended that a firm commitment be obtained from Councillors of who wishes to attend the convention either at the May meeting or in the week following the meeting to allow early registration.

All registrations will be undertaken by Management, Councillors are requested not to progress with registration on line as indicated within the brochure.

 **Statutory Environment**

Nil

 **Policy Implications**

Council do not have a policy in relation to this matter.

 **Strategic Implications**

 **Financial Implications**

A committed provision within the 2018/2019 budget must be made for all costs associated with attendance to the conference.

 **Voting Requirements**



Simple Majority



Absolute Majority


OFFICER RECOMMENDATIONS

That

- 1. Cr's (to be inserted) and the CEO attend the 2018 WA Local Government Convention.**
- 2. Council confirms voting delegates attending the WALGA Annual General Meeting.**
- 3. Council nominates a Department to meet (if any) for the State & Local Government Forum.**

9.1.6 CHIEF EXECUTIVE OFFICER REVIEW PROCESS

Responsible Officer:	Jamie Criddle, CEO	
Author:	Jamie Criddle, CEO	
File Reference:		
Disclosure of Interest:	Jamie Criddle, Officer in question	
Attachments:	Nil	
Signature:	Officer	CEO



Purpose of the Report

Executive Decision

Legislative Requirement

Background

That Council review the criteria set out in the Key Result Area Appendix of the Chief Executive Officers contract and submit the evaluation form prior to the May meeting for discussion.

Cr Day has previously attended elected member training in Kellerberrin which involved CEO Performance Appraisals. Council were working on a new format for the Appraisal template, but to date a new version has yet to be agreed upon.

Comment

In order to ensure that the annual CEO review is conducted prior to any budget deliberations as set with previous CEO's, it is suggested that Council perform the yearly review in April/May of each year.

As part of the review, Councillors will need to agree on a set of criteria which are taken from the Key Result Area's (KRA) as listed in appendix 2 the Chief Executive Officer's Contract.

This will then be completed by the CEO and Councillors, with a summary to be presented to Council for consideration.

The Evaluation Document will contain the following:

Overall comments:

The performance of the CEO on the Targets set out in the Key Performance Indicators.

Recommendations to the CEO:

Any recommendations from Council to the CEO.

Any performance review conducted shall be broadly based on the following Key Areas having regard to the Position Description and the specific Indicators agreed to by the parties at the end of each performance review:

- 5.4.1 Leadership
- 5.4.2 Councillor Relations
- 5.4.3 External Relations, including customers and stakeholders
- 5.4.4 Organisation Management
- 5.4.5 Planning
- 5.4.6 Financial Management.

Key Result Areas and performance objectives for the Chief Executive Officer.

Achievement in the matters referred to in the position description document will be used in determining the performance of the Chief Executive Officer with particular emphasis on:-

- i) accurate and timely advice to the Council;
- ii) collaboration with the Council;
- iii) innovative and visionary leadership;
- iv) effective networks;
- v) a work environment that facilitates the development of people and encourages them to perform at a high level;
- vi) effective and accountable application of financial and physical resources;
- vii) management strategies that enhance service delivery;
- viii) development, implementation of and review of Council policies and procedures.

The performance criteria may be varied and any other criteria may be included by agreement between the parties at any time during the term of this Contract.

The format of the review once the criteria is agreed upon will be to have the Chief Executive Officer comment on the individual criteria and then send the evaluation form to individual Councillors to review the CEO's performance over the previous 12 months and then evaluate the performance in relation to the criteria.

 **Statutory Environment**

Local Government Act 1995, section 5.38 – Council is required to review the performance of the CEO at least once each year.

 **Policy Implications**

The CEO Performance Review is undertaken in accordance with Council's Policy.

 **Strategic Implications**

Effective Staff Performance

 **Financial Implications**

Negotiation of contract Remuneration package.

 **Voting Requirements**

Simple Majority


Absolute Majority

OFFICER RECOMMENDATIONS

That Council review the criteria set out in the Key Result Area Appendix of the Chief Executive Officers contract and submit the evaluation form prior to the May meeting for discussion.

9.1.7 DIFFERENTIAL RATES

Responsible Officer:	Jamie Criddle, CEO	
Author:	Jamie Criddle, CEO	
File Reference:		
Disclosure of Interest:	Nil	
Attachments:	Nil	
Signature:	Officer	CEO



Purpose of the Report

Executive Decision

Legislative Requirement

Summary

Council is requested to support the differential rates in the dollar and minimums proposed for the 2018/2019 financial year, and advertise the proposed rates for a 21 day comment period. Council are required to seek Minister approval for proposing to impose a Mining GRV differential rate that is more than twice the lowest rate.

Background

In accordance with sections 1.7 and 6.36 of the Local Government Act 1995, Council is required to give local public notice of the intention of Council to impose differential rates, or a minimum payment under a differential rate category.

Local public notice includes publishing in a newspaper circulating in the district, exhibiting on the notice board of the local government office, and exhibiting on the notice board of the library inviting submissions in respect of the following information, for a minimum of 21 days;

- 1) Details of each rate or minimum payment the local government intends to impose,
- 2) Invitation for submissions to be made in respect of the proposed rate or minimum payment and any related matters.

It is recommended that Council advertise an average 5% rate increase from the 2018/2019 financial year.

Community / Stakeholder Consultation:

An advertisement on the 25th April 2018 will be included in the public notice section of the Newspaper circulated in the district. The community will have 21 days to make submissions. (16th May 2018)

Comment

The Local Government Act 1995 provides for Councils to levy rates to fund the estimated annual budget deficiency for the forthcoming financial year.

The estimated budget deficit for the 2018/2019 financial year has not yet been finalised, as the detailed budget estimates covering various expense and revenue items are currently being prepared. At present, the amount required from rates to fund the outcomes of the draft budget is in excess of the rate increase proposed of 5%. Staff are revising the draft budget and service levels and are looking at all avenues to reduce the gap, including alternative revenue sources.

In the past Council has adopted rates that are more than twice the minimum differential rate and must therefore seek Ministerial approval, as required by the provisions of the Local Government Act 1995. The Department of

Local Government has been scrutinising Council’s differential rating strategy each year and may request modifications to be made, if they are not satisfied that the rating strategy is fair and equitable.

It must be understood the purpose of this Agenda Item is to set an estimated Differential Rate so a request can be sent to the Minister after advertising and seeking submissions from the electorate. Invariable the actual rate amount set may differ from the estimate once the valuations have been received from Landgate for the next financial year. However the legislations allows these rate in dollar amounts to be adjusted to reflect the actual valuations by making notation in the Shires Adopted Budget and on the Rate Notices sent out. Such notation is to explain the reason for the difference between the advertise Differential Rate and that impose being due to valuation adjustments from Landgate. The actual Rate Revenue raised will not differ significantly.

The table below shows the rate categories for 2017/2018 and the rate in cents and minimum amounts; GRV Rate Category:

Category	Rate in the \$	Minimum Rate \$
GRV General	5.6698	355.00
GRV Mining	15.2548	355.00

Statutory Environment

Under section 6.36 of the Local Government Act 1995, Council is required to give local public notice of the intention of Council to impose differential rates, or a minimum payment under a differential rate category. Local public notice includes publishing in a newspaper circulating in the district, exhibiting on the notice board of the local government office, and exhibiting on the notice board of the library inviting submissions in respect of the following information, for a minimum of 21 days;

- Details of each rate or minimum payment the local government intends to impose,
- Invitation for submissions to be made in respect of the proposed rate or minimum payment and any related matters.

Policy Implications

Nil

Strategic Implications

Nil

Financial Implications

The Shire’s principle source of income is through rates. It is an essential part of the budget process that the Council consider the level of rates that need to be raised in the context of funding the annual budget. It must also be noted that as other income, such as fees and charges are fixed by external legislation, there is very little scope for the Shire to increase this revenue source to keep up with the rising costs of service provision, therefore, these increasing costs must be borne by increases in rates.

The Shire has until 31 August each year to adopt the Annual Budget, as the Shire is a growing organisation and as such we are heavily reliant on receiving rates income to fund our operations, including salaries. With this in mind, setting the level of rates for advertising and allowing the adoption of the annual budget in June, after the close of the advertising period, is a very high priority to enable rates notices to be issued. The Shire prepares its cash flow based on starting to receive rate payments in late August each year.



Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That Council:


1. Reviews and adopts the statements in relation to
 - a) Objects and Reasons for implementing a Differential Rate 2018-19
 - b) Statement of Rating Information 2018-19
2. Support the following differential rates in the dollar and minimum payments for the GRV and UV rated properties, subject to finalisation of the 2018/2019 draft budget:

<i>Category</i>	<i>Rate in the \$</i>	<i>Minimum Rate \$</i>
GRV General	5.9533	355.00
GRV Mining	16.0175	355.00

3. Seek the Minister for Local Government's approval to impose differential general rates more than twice the lowest rate; and
4. That Council publicly advertises its intention to impose differential rates, pursuant to section 6.36 (1) of the Local Government Act 1995 and invites public submissions for a period of twenty one days; and
5. That Council consider any submissions in respect of imposition of differential rates as part of the 2018/2019 Budget deliberations.

9.1.8 COUNCIL CONNECT WEBSITE RECOMMENDATIONS 2018

Responsible Officer:	Jamie Criddle, CEO	
Author:	Jasmine Geier, Executive Support Officer	
File Reference:		
Disclosure of Interest:	Nil	
Attachments:	Nil	
Signature:	Officer	CEO



Purpose of the Report

Executive Decision

Legislative Requirement

Summary

In 2013 WALGA partnered with leading Western Australian ICT and Web Design company, Market Creations, to provide a consistent platform state-wide with individually developed websites for local government authorities. With more than 70 subscribers and 100 websites delivered to date, CouncilConnect is the perfect solution for your local government authority.

Background

Modules are continually being developed to enhance the performance of the website, often developed in line with local government process and functions.

The Shire of Westonia website currently consists of the following modules

- Document Centre
- Events Calender
- Image Gallery
- Image Rotators
- Latest News
- Weather Widget.

Market Creations web team conducted a quarterly website review and has proposed the following and associated costs based on their recommendations.

CouncilConnect Website refresh & Recommendation Development. As modules are continually being developed to enhance the performance of the website, often developed in line with local government process and functions. Market Creations have recommended the following for our website.

Firstly to create a new design for the website. The Site design is now 4 years old and due for a refresh.

SSL Certificate- SSL offers extra security for visitors of the website. It has been recommended that we have an SSL Certificate to offer a safer and securer browsing experience. Google also better indexes/ranks website that have SSL over those that don't.

Fully Responsive Design- A full responsive web design is optimised for mobile, tablet and desktop view. *Our website is only optimised for mobile and desktop visitors.* The statistics for the devices that browse the website are below.

Sessions and Users by Device Category 12 Mar 2017 to 12 Mar 2018

Device Category	Sessions	Users
Desktop	5,358	4,175
Mobile	2,834	2,122
Tablet	1,195	909

Council Meeting Module- To manage the promotion and publication of Council meetings and the associated documentation online. Add and edit meeting, descriptions, uploads minutes and attachments and have our meetings display automatically in an interactive, easy to navigate view.

Disability Access and Inclusions Plan Implementation- This module facilitates Disability Access and Inclusion Plan Implementation (DAIPI). This will allow website users to have all the tools to ensure all information, services and Facilities on our website are accessible to those with visual impairment, including the ability to re-size fonts and increase color contrast.

Mega Menu-it allows a full with, subtitles menu layout, making it faster and easier for users to navigate sites.

Quick Link Manager-Provide faster access to important content.

Room Manager-A software that provides the ultimate reservation management system allowing you to expand your online distribution, as well as manage your rooms, rates and bookings with ease. In Westonia Case manage the Caravan Sites and Overflow availability.

Options

1. That Council proceed with the purchase of the upgrades immediately with funds from 04106 Council Subscriptions and Pay ½ now and ½ in 18/19 Financial Year
2. That Council proceed with the purchase of the upgrades and Pay All in 18/19 Financial Year
3. That Council does nothing at all.

Statutory Environment

Nil

Policy Implications

Nil

Strategic Implications

Nil

Financial Implications

Council's 2017/18 Municipal Budget does not contain provision for this item but does have room in the following account to proceed with 50% of the cost (04106 Council Subscriptions)

There will be impact on Council's 2018/19 Municipal Budget, Council will require to budget the balance amount.

Voting Requirements



Simple Majority




Absolute Majority

OFFICER RECOMMENDATIONS

That Council recommends the appropriate action in relation to the upgrades to the Website.

9.1.9 MERREDIN & DISTRICTS JUNIOR FOOTBALL ASSOCIATION (COLTS)

Responsible Officer:	Jamie Criddle, CEO	
Author:	Jamie Criddle, CEO	
File Reference:		
Disclosure of Interest:	Jamie Criddle, President of the MDJFA (Colts) with son playing U13's	
Attachments:	Nil	
Signature:	Officer	CEO



Purpose of the Report

Executive Decision

Legislative Requirement

Summary

A request has been made for use of the Westonia Community Bus at “cost price” for six (6) games this season.

Background

The Merredin & Districts Junior Football Association (Colts) have made a formal request for the use of the Westonia Community Bus to travel to six (6) away games in the towns of Northam and York. Their request comes on the back of an offer made last season by the CEO when the Merredin Residential College bus was no longer able to be used. The CEO under Delegation MISC 1 – Donations approved the use of the bus, provided the fuel was met by the club or third party. As the CEO is now directly involved in the club, as President of the Colts committee and a son, Harrison playing in the under 13's, the CEO felt that while there is no financial gain involved, there is a perceived conflict of interest and requests that the decision on the use of the bus be in the hands of the Council.

Comment

Up to 6 kids located in and around the Westonia district as well as several “Burracoppin Football Club” kids would be catching the bus on these occasions.

The main reason for requiring the bus is due to the large amount of disadvantage kids in the Merredin & surrounding area from broken homes etc that may not be able to play football without such transport. There is also a large portion of the families still involved with either local senior football (Burracoppin & Nukarni) or local netball (senior & junior) who need a parent to follow either sport.

DATES:	VENUE
28 th April 2018	York
5 th May 2018	Northam
23 rd June 2018	Northam
30 th June 2018	York
14 th July 2018	Northam
4 th August 2018	Northam

The MDJFA (Colts) are currently actively pursuing a sponsor for the fuel side of the project to help keep the overall cost to nil and are also pursuing a sponsor to cover the cost of the Shires kilometre rate.

The MDJFA (Colts) would not utilise this bus or any other if it was required to pay a rate per kilometre and another alternative would need to be sourced.

If Council were to approve the request, the MDJFA (Colts) would promote the Shire of Westonia as a major sponsor of the association.



Statutory Environment

Nil



Policy Implications

Delegation MISC 1 – Donations allows the CEO to approve requests for donation of monies up to the value of \$100.00



Strategic Implications

Nil.



Financial Implications

Council would not be receiving the fee for the bus hire @ .88c/km and would still be liable for maintenance costs such as tyres & servicing.



Voting Requirements



Simple Majority




Absolute Majority

OFFICER RECOMMENDATIONS

That Council approves the request of the Merredin & Districts Junior Football Association (Colts) for the use of the Westonia Community Bus to travel to six (6) away games in the towns of Northam and York at no charge other than fuel, unless a sponsor is found for the bus hire.

9.1.10 WALGA HONOURS PROGRAM

Responsible Officer:	Jamie Criddle, CEO	
Author:	Jamie Criddle, CEO	
File Reference:		
Disclosure of Interest:	Nil	
Attachments:	Nil	
Signature:	Officer	CEO



Purpose of the Report



Executive Decision



Legislative Requirement



Summary



Background

Correspondence was received from the Western Australian Local Government Association (WALGA) regarding the Associations 2018 Honours Awards. Due to the timing of the WALGA Awards I have brought this item to Council consideration.



Comment

WALGA Awards

Nominations for the 2017 WA Local Government Association Honours program close on the 5th May 2017. Member Local Governments and State Councillors are invited to submit nominations.

The Honours program is a significant public recognition and celebration of the outstanding achievements and lasting contributions made by Elected Members and Officers to their respective Councils.

Awards given as part of the Honours program will be presented to recipients at an awards ceremony held during the 2017 Local Government Convention at the Perth Convention Centre.

The six categories of awards within the 2017 Honours program are as follows:

Local Government Medal

For outstanding achievement and contribution to local government/Western Australian Local Government Association eligibility:

- President of the Association
- As a State Councillor
- As an Elected Member

Presented in Recognition of:

- Exceptional service which advances the goals of WALGA and / or Local Government
- The personal contribution given in pursuit of benefits for the community within the concept of Local Government
- Outstanding achievements and/or significant contributions, both professionally and personally, in the advancement of the position and value of the Western Australian Local Government Association and/or Local Government within the wider community. These key factors form the basis for the selection of recipients and will be applied in the nomination and selection process.

Privileges:

- Local Government Medal, Certificate and Lapel Pin
- Complimentary registration at Association Conferences, but not including travelling, accommodation, meals or functions.
- Automatic nomination for Australian Honours/Western Australia Week Awards.

Life Membership –

For long and outstanding service to the association and to local government

Eligibility:

- As a State Councillor
- Years of service to the Association and to Local Government for a minimum of two election terms (i.e. 8 years).
- As a Serving Officer of the Association or a Member Local Government for a minimum of 15 years.

Presented in recognition of:

- For long and outstanding service to the Association and to Local Government
- For significant achievement and/or active involvement in intergovernmental relations as a State Councillor

Privileges:

- Certificate of Life Membership and Lapel Pin
- Complimentary registration at Association Conference, but not including travelling, accommodation, meals or functions
- Complimentary subscription to Local Government News and Western Councillor

Eminent Service Award:

For personal commitment, eminent service and contribution to local government or the association:

Eligibility:

- As a President or Mayor
- As a State Councillor
- As an Elected Member or Serving Officer of the Association
- As an Officer of a Government Agency

Presented in recognition of:

- Notable contribution to the Association and/or Local Government

Privileges

- Eminent Service Award – certificate

Long and Loyal Service Award

For long service of a high degree to local government or the association:

Eligibility:

- As a State Councillor for 8 or more years
- As an Elected Member for 12 or more years

Presented in recognition of:

- Outstanding long and loyal service to the Association and/or Local Government

(NB: This award is for outstanding long and loyal service from Elected Members that have at least served 12 years.)

Privileges

- Long and Loyal Service Award – certificate

Merit Award

For distinguished service to the community through the local government of the Shire of Westonia

Eligibility:

- As an Elected Member
- Must have served for 4 years or more

Presented in recognition of:

- Committed and dedicated to the pursuit of achievement for the community of a Local Government.

Local Government Distinguished Officer Award

For outstanding contributions made by serving officers of member local governments to the local government sector:

Presented in recognition of:

- Demonstrating outstanding contributions to the Local Government sector.
- Leading by example, sustainable performance and highlights best practice operations for the sector
- Outstanding achievements, both professionally and personally, in the advancement of the Local Government sector.

Privileges

- Local Government Officer Award - Certificate

State Councillors, Zones and Member Local Governments are eligible to nominate officers for this category.

For more information on the criteria for each award please refer to the WALGA Honours Policy and Terms of Reference.



Statutory Environment

Nil.



Policy Implications

Nil.



Strategic Implications

Nil.



Financial Implications

Nil.



Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That Council considers the selection criteria for the WALGA Local Government Honours Awards and advises the Chief Executive Officer of any intention to nominate for an award.

9.2 COMMUNITY AND REGULATORY SERVICE

NIL

9.3 WORKS AND SERVICE

NIL

9.4 ENVIRONMENTAL HEALTH, PLANNING AND BUILDING SERVICES

NIL

10 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF THE MEETING

12 DATE AND TIME OF NEXT MEETING

The next ordinary meeting of Council will be held on Thursday 17th May 2018 commencing at 3.30pm

13 MEETING CLOSURE

There being no further business the President, Cr Day declared the meeting closed at pm