

**SHIRE OF
WESTONIA**
A vibrant community lifestyle

Minutes

Ordinary Council Meeting

Held in Council Chambers, Wolfram Street Westonia

Tuesday 16th April 2019

CONFIRMATION OF MINUTES

These minutes were confirmed by the Council on 23rd May 2019 as a true and accurate record of the Ordinary Council Meeting held 16th April 2019.

.....
Cr Karin Day
Shire President

All attachment items referred to in these minutes are available for public perusal at the Shire Office



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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.

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1. DECLARATION OF OPENING

The President, Cr Day welcomed Councillors and staff and declared the meeting open at 3.39pm.

A minute silence was held as a mark of respect for the following former resident and Shire employee who recently passed away:

- Peter Fairhead

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Councillors:

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

Staff:

Mr. JC Criddle	Chief Executive Officer
Mr Bill Price	Manager of Works & Services

Members of the Public: Nil

Apologies: Nil

Approved Leave of Absence: Nil

3. PUBLIC QUESTION TIME (3.40PM – 3.55PM)

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 21st March 2019 be confirmed as a true and correct record.

RESOLUTION

Moved:	Cr Corsini	Seconded:	Cr Huxtable
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01/04-19	That the minutes of the Ordinary Meeting of Council held on 21st March 2019 be confirmed as a true and correct record.
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CARRIED 6/0

6. RECEIVAL OF MINUTES

OFFICER RECOMMENDATIONS

That the minutes of the Great Eastern District Operations Advisory Committee Meeting held on 11 March 2019 be received.

RESOLUTION

Moved: Cr Corsini

Seconded: Cr Della Bosca

02/04-19 That the minutes of the Great Eastern District Operations Advisory Committee Meeting held on 11 March 2019 be received.

CARRIED 6/0

7. PRESIDENT/COUNCILLORS ANNOUNCEMENTS

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

- Meeting with Hon. Mia Davies, Hon Martin Aldridge and Scott Bourne, candidate for Durack to discuss Greenfinch Mine proposal and other local issues with the CEO and Cr Huxtable.
- Regional Road Group Teleconference with the CEO.

Cr Corsini advised having attended the following meetings:

- Westonia Community Coop AGM with the CEO and Cr Huxtable.

Cr Della Bosca advised having attended the following meetings:

- Eastern Wheatbelt Biodiversity Group

Cr Huxtable advised having attended the following meetings:

- Westonia Community Resource Centre (CRC) committee meeting with the CEO.
- Westonia Cemetery busy Bee.

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 **16th April 2019**.

Name/Position	Jamie Criddle, CEO
Item No./Subject	9.1.9 Chief Executive Officer Review Process
Nature of interest	Financial Interest
Extent of Interest	CEO's performance review

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 **16th April 2019**.

Name/Position	Jamie Criddle, CEO
Item No./Subject	9.1.7 Merredin & Districts Junior Football Association (Colts)
Nature of interest	Closely associated party
Extent of Interest	CEO's son plays in the Colts team



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 **16th April 2019**.

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 2019. The credit card statements currently show: -

CEO	March 2019 \$1,262.46 associated with the purchase of Activ8inet Housing & Office, Fuel, Meals LEMAC and Email Exchange Platform
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Works Supervisor	March 2019 \$NIL
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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 2018/2019 Annual Budget.



Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That March 2019 accounts submitted to today's meeting on Municipal vouchers numbered from 3741 to 3748, and D/Debits from EFT3494 to EFT3584 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$291,888.60 be passed for payment.

RESOLUTION

Moved:

Cr Jefferys

Seconded:



Cr Corsini

03/04-19

That March 2019 accounts submitted to today's meeting on Municipal vouchers numbered from 3741 to 3748, and D/Debits from EFT3494 to EFT3584 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$291,888.60 be passed for payment.

CARRIED 6/0

9.1.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – MARCH 2019

Responsible Officer:	Jamie Criddle, CEO		
Author:	Jasmine Geier, Executive Support 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 2019 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 2019 and note any material variances greater than \$10,000 or 15%.

RESOLUTION



Moved: Cr Corsini

Seconded: Cr Geier

04/04-19 That Council adopt the Monthly Financial Report for the period ending 31st March 2019 and note any material variances greater than \$10,000 or 15%.

CARRIED 6/0

9.1.3 GST RECONCILIATION REPORT – MARCH 2019

Responsible Officer:	Jamie Criddle, CEO		
Author:	Jasmine Geier, Executive Support 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 2019 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 regard 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 \$36,893 for the period ending 31st March 2019 adopted.

RESOLUTION

Moved: **Cr Huxtable**


Seconded: **Cr Jefferys**

05/04-19

That the GST Reconciliation totaling \$36,893 for the period ending 31st March 2019 adopted.

CARRIED 6/0

9.1.4 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 2019/2020 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 (after 1st May);

- 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 2019/2020 financial year.

Community / Stakeholder Consultation:

An advertisement on the 1st May 2019 will be included in the public notice section of the Newspaper circulated in the district. The community will have 21 days to make submissions. (23rd May 2019)

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 2019/2020 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 2018/2019 and the rate in cents and minimum amounts; GRV Rate Category:

Category	Rate in the \$	Minimum Rate \$
GRV General	6.2509	355.00
GRV Mining	19.5194	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 2019-20
 - b) Statement of Rating Information 2019-20
2. Support the following differential rates in the dollar and minimum payments for the GRV and UV rated properties, subject to finalisation of the 2019/2020 draft budget:

<i>Category</i>	<i>Rate in the \$</i>	<i>Minimum Rate \$</i>
GRV General	7.2073	355.00
GRV Mining	20.4953	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 2019/2020 Budget deliberations.

RESOLUTION

Moved: Cr Corsini

Seconded: Cr Geier

06/04-19

That Council:


3. Reviews and adopts the statements in relation to
 - c) Objects and Reasons for implementing a Differential Rate 2019-20
 - d) Statement of Rating Information 2019-20
4. Support the following differential rates in the dollar and minimum payments for the GRV and UV rated properties, subject to finalisation of the 2019/2020 draft budget:

<i>Category</i>	<i>Rate in the \$</i>	<i>Minimum Rate \$</i>
GRV General	7.2073	355.00
GRV Mining	20.4953	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 2019/2020 Budget deliberations.

CARRIED 5/1

9.1.5 SERVER UPGRADES

Responsible Officer:	Jamie Criddle, CEO		
Author:	Jasmine Geier, MCS		
File Reference:	ES1.6.1		
Disclosure of Interest:	Nil		
Attachments:	Nil		
Signature:	Officer	CEO	

Purpose of the Report

☐

Executive Decision

☒

Legislative Requirement

Background

For some years the Administration has been investigating ways to improve its Information Technology (IT) systems allowing staff real time access to the financial and records management system. Councils Budget for 2018/2019 included the purchase of the Synergy AltusECM Upgrade to include Records Management and Rates Property Mapping.

Comment

Our Current Server only has 30GB Ram with Expansion (No further upgrades can be made as parts are unavailable) Synergy AltusECM Upgrade including Records Management and Rates Property Mapping will requires a minimum of 32GB Ram

We requested 2vNet to provide a quote for a replacement system with the ability to run Synergy AltusECM Server including expansion when necessary. The cost for a fully installed system comes to \$34,095.00 plus GST.

Options

Option 1 – Access \$27,109.00 from the Communication & IT Reserve and add the difference from the current cash reserves not required in road construction jobs this year that were postponed due to the Carrabin Highway job.

Option 2 – Budget the full \$34,095.00 in the 2019/20 financial year and have the works commence immediately in the new financial year.

Option 3 – Do nothing.

Statutory Environment

Section 6.8 of the Local Government Act 1995 states:

(1)A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –

(a) is incurred in a financial year before the adoption of the annual budget by the local government; or

(b) is authorised in advance by resolution; or*

(c) is authorised in advance by the mayor or president in an emergency.

** Absolute majority required.*

Policy Implications

The State Records Act 2000 relates to Record Keeping Plans

Strategic Implications

Records Management – retain relevant information and appropriately dispose of dated information
Service Level: Records maintained in accordance with legislative

Financial Implications

Council's 2018/19 Municipal Budget does not contain provision for the unbudgeted item and requires approval from Council to access funds from the Communication & IT Reserve Account. There are funds in the order of \$27,109 in the Reserve Account.

Voting Requirements

☐

Simple Majority

☒

Absolute Majority

OFFICER RECOMMENDATIONS

That Council recommends the appropriate action in relation to the Server Upgrades.

RESOLUTION

Moved: Cr Della Bosca

Seconded: Cr Geier


07/04-19 That Council:

1. Authorises the purchase of a new Admin server as per the specifications at the maximum price of \$34,095 (inc GST) as an out of budget expense
2. Make a Budget allowance of \$5,000 per annum to transfer to reserve for future replacement.
3. Offer the existing server to the Westonia Community Coop and no cost.

CARRIED 4/2
BY ABSOLUTE MAJORITY

9.1.6 AMENDMENT TO COUNCIL POLICY– SOCIAL MEDIA TO INCLUDED INSTAGRAM & TWITTER

Responsible Officer:	Jamie Criddle, CEO	
Author:	Jasmine Geier, MCS	
File Reference:	ES1.6.1	
Disclosure of Interest:	Nil	
Attachments:	Nil	
Signature:	Officer	CEO



Purpose of the Report

☐

Executive Decision

☒

Legislative Requirement

Background

Council has a number of policies in place which give guidance to administration in the management of Shire activities. Policy statements enable the day to day management of Council affairs to be undertaken by administration, allowing elected members to concentrate on major strategic issues.

Comment

On-line communications and social media are now accepted practice, such has been the rise of social media, through smart phones and mobile communication technology.

To develop a Instagram account for Marketing purposes. Council consider this modified policy that provides a sound framework for Social Media engagement and sufficient controls and authorities to manage communication and engagement with the community.

The Council change the existing policy to include Instagram and Twitter. It currently only caters for Facebook. It is proposed that an Instagram page and Twitter account be established but with limited scope dependent upon available resources to appropriately manage the site. This may be limited to one-way communication in the first instance.

Statutory Environment

Section 2.8 of the *Local Government Act 1995* (below) indicates that the Shire President speaks on behalf of the organisation. This policy provides a framework for Officers to engage on Facebook and Instagram within strict parameters.

2.8. Role of mayor or president

(1) The mayor or president —

(a) presides at meetings in accordance with this Act; and

(b) provides leadership and guidance to the community in the district; and

(c) carries out civic and ceremonial duties on behalf of the local government; and

(d) speaks on behalf of the local government; and

(e) performs such other functions as are given to the mayor or president by this Act or any other written law; and

(f) liaises with the CEO on the local government's affairs and the performance of its functions.

• Risk related

Without a policy in place to manage social media the organisation can be at risk of a Social Media page not being managed approximately or in accordance with relevant legislation.

• Workforce Implications

The establishment of a Instagram & Twitter page will have resource implications. The CEO will manage the engagement of the page within budget allocations made by Council.

Policy Implications

7.14 Council Social Media policy to include Instagram & Twitter

Strategic Implications

Engagement with the community is a key strategic priority for the organisation and an essential part of good governance of the organisation.

Financial Implications

There are no direct financial implications arising from this report

Voting Requirements

☐

Simple Majority

☒

Absolute Majority

OFFICER RECOMMENDATIONS

That Council discusses modifying 7.14 Council Social Media Policy that provides a sound framework for Social Media engagement and sufficient controls and authorities to manage communication and engagement with the community to include an Instagram and Twitter Account.

RESOLUTION

Moved:

Cr Corsini

Seconded:

Cr Jefferys

08/04-19

That Council modifies Policy 7.14 Social Media Policy to manage communication and engagement with the community to include an Instagram, Twitter Accounts and sufficient online SMS messaging.


CARRIED 6/0

In accordance with Section 5.65 of the Local Government Act 1995 the following disclosures of Closely Association Person And Impartiality interest are to be made. Jamie Criddle, Chief Executive Officer

Jamie Criddle, Chief Executive Officer declared an interest in item 9.1.7 Merredin & Districts Junior Football Association (Colts) as Jamie Criddle, as he is the President of the MDJFA (Colts) with son playing U13's and left the room at 5.20pm.

9.1.7 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 from Council to use the Westonia Community Bus free of charge on the proviso that fuel costs were covered by a third party (namely Liberty Fuels). 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, Hockey (senior & junior) who need a parent to follow either sport.

The MDJFA (Colts) are currently actively pursuing a sponsor (Liberty Fuels) for the fuel side of the project to help keep the overall cost to nil.

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, Toodyay and York at no charge other than fuel.

RESOLUTION

Moved: Cr Huxtable

Seconded: Cr Geier


09/04-19

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, Toodyay and York at no charge other than fuel.

CARRIED 6/0

Jamie Criddle, Chief Executive Officer entered the room at 5.23pm.

9.1.8 REVIEW OF STRATEGIC COMMUNITY PLAN

Responsible Officer:	Jamie Criddle, CEO		
Author:	Jamie Criddle, CEO		
File Reference:	A2.8.5		
Disclosure of Interest:	Nil		
Attachments:	Nil		
Signature:	Officer	CEO	

Purpose of the Report

☐

Executive Decision

☒

Legislative Requirement

Summary

This report recommends that the process detailed in this agenda item be adopted for the review of the Shire of Westonia Community Strategic Plan.

Background

In June 2013, Council, after a concerted process of community consultation and after the preparation of a number of informing strategies adopted the Shire of Westonia Community Strategic Plan for the 10-year period from July 2013. Most of this work was done in-house with consultants only being engaged for the Asset Strategy which had to be compiled using professional valuations of the Shire's assets.

The principal "living part" of the Community Strategic Plan is in the area of identifying key themes and objectives, determining what actions are to be taken to progress those objectives and establishing key performance indicators as a measurement tool.

A status report on the key themes (Social, Environment, Economic and Civic Leadership) has been prepared which shows that significant inroads have been made towards meeting the objectives within the plan, particularly with respect to new or improved infrastructure projects.

Legislation requires that the Community Strategic Plan is subject to a major review every 4 years with the following questions being put to the community:

- Where are we now?
- Where do we want to be?
- How do we get there?

All Councillors have previously been issued with the voluminous integrated planning and reporting documents which may also be accessed on the Shires website www.westonia.wa.gov.au

Comment

The first stage of the review is to embark on the community engagement process:

The current Shire of Westonia Community Engagement Strategy details the principles, objectives and engagement techniques and options.

When considering how best to engage with the community as part of this review, the following factors have been taken into account:

1. While community consultation is a critical component of the exercise, it is important not to overburden the community with too many meetings and surveys as this can be counterproductive;

2. Community engagement has to be more than just an invitation for participants to simply provide an unfunded “wish list”. Given the tight grant funding situation at both the Federal and State levels of government and the fact that ratepayers would be unlikely to support rate increases much above the current low rate of inflation, the financial constraints to which local government is subject, has to be brought into the equation to assist the prioritisation process;
3. A snapshot of major projects currently being staged along with their financial implications needs to be part of the informing process.

Council engaged the services of Caroline Robinson of Wheatbelt business Network to carry out the community engagement and compile the Community Strategic Plan driven from the community engagement.

From the recent engagement and Councillor meetings, a list of Core Drivers was outlined and were finalized at the recent meetings.

The Community Strategic Plan is now in the final stages of completion and was presented to the February Council Meeting for final review, prior to the final community review process. This has now been completed with advertising period closing on the 3rd April 2019. At the close of advertising period, there were no submissions received.

The Final version of the Strategic Community Plan will be forwarded to Councillors when it arrives or at the meeting.

Statutory Environment

Local Government (Administration) Regulations 1996 – r 19C
19C. Strategic community plans, requirements for (Act s. 5.56)

- (1) A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.
- (3) A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.
- (4) A local government is to review the current strategic community plan for its district at least once every 4 years.
- (5) In making or reviewing a strategic community plan, a local government is to have regard to —
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and
 - (c) demographic trends.
- (6) Subject to sub regulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.
- (7) A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.
*Absolute majority required.
- (8) If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.
- (9) A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.
- (10) A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.

Policy Implications

Council Policy 1.4 Community Engagement
Council Policy 1.5 Asset Management

Strategic Implications

The Community Strategic Plan is the principal plan articulating the priorities of the community and determining how those priorities will be resourced and brought through to completion.



Financial Implications

Nil



Voting Requirements

☐

Simple Majority

☒

Absolute Majority

OFFICER RECOMMENDATIONS

That Council:

- 1) Notes that no submissions were received
- 2) Adopts the Community Strategic Plan 2018 - 2028 for the Shire of Westonia as presented.

RESOLUTION

Moved: Cr Jefferys

Seconded: Cr Corsini

10/04-19

That Council:


1. Notes that no submissions were received
2. Adopts the Community Strategic Plan 2018 - 2028 for the Shire of Westonia as presented.

CARRIED 6/0
BY ABSOLUTE MAJORITY

In accordance with Section 5.65 of the Local Government Act 1995 the following disclosures of Financial Interest are to be made. Jamie Criddle, Chief Executive Officer

Jamie Criddle, Chief Executive Officer declared an interest in item 9.1.9 Chief Executive Officer Review Process as Jamie Criddle is the officer in question and left the room at 5.35pm.

9.1.9 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.

RESOLUTION

Moved: Cr Corsini

Seconded: Cr Geier

11/04-19 That after reviewing the criteria set out in the Key Result Area Appendix of the Chief Executive Officers contract agree to the KPI's and submit the evaluation form prior to the May meeting via Survey Monkey.


CARRIED 6/0

Jamie Criddle, Chief Executive Officer entered the room at 5.43pm.

Bill Price, Manager of Works & Services entered the room at 5.43pm.

9.2 COMMUNITY AND REGULATORY SERVICE

9.2.1 WIFI CARAVAN PARK

Responsible Officer:	Jamie Criddle, CEO		
Author:	Jasmine Geier, MCS		
File Reference:	ES1.6.1		
Disclosure of Interest:	Nil		
Attachments:	Nil		
Signature:	Officer	CEO	

Purpose of the Report

☐

Executive Decision

☒

Legislative Requirement

Background

To allow Council to consider an upgrade to the Caravan Park to set-up an Internet System to allow for free access to WIFI for visitors. Rather than charging for this WIFI service it is recommended that we offer and promote this service free of charge.

Currently, the Administration Office NBN Wireless connection is not being used, as the office is now running via the connection supplied by Ramelius Resources. Instead of Disconnecting this service it is suggested that we relocate this service to offer free Wifi to Caravan Park users and the surrounding area. Council is already being charged a monthly subscription for the NBN Connection of \$165.00 per month.

Comment

Activ8me, our NBN wireless supplier will relocate our Current service for NO CHARGE with a 2 Week Timeframe on installation.

After being in contact with Contactor 4WiFi, it has been recommended to install a 4WiFi controller which has an in-built WiFi access point that will cover the Camp Kitchen area. Outside in the Park would require a 4x Directional 2.4Ghz APs on the roof with a single 5Ghz AP. The costs involved in the project amount to \$890ex GST (plus shipping). There will also be an annual subscription to 4WiFi platform. This is a yearly subscription is \$720ex GST/year.

Options

Option 1 – Install the Wifi System to the Caravan Park and surrounding area now at a cost of \$890 ex GST and budget for the annual subscription in the 2019/20 budget. (total cost \$890)

Option 2 – Install the Wifi System to the Caravan Park and surrounding area in the next budget (2019/20) at a cost of \$890 ex GST and budget for the annual subscription in the 2019/20 budget. (\$1,610)

Option 3 – Do nothing

Option 4 – Liaise with Ramelius Mining about the possibility of utilising their Internet connection to use as Caravan Park WiFi.

Statutory Environment

Nil



Policy Implications

Nil



Strategic Implications

Nil



Financial Implications

There are no direct financial implications arising from this report



Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That Council recommends the appropriate action in relation to the upgrade to the Caravan Park to set-up an Internet System to allow for free access to WIFI.

RESOLUTION

Moved:

Cr Della Bosca

Seconded:

Cr Huxtable

12/04-19

That Council liaise with Ramelius Mining about the possibility of utilising their Internet connection to use as Caravan Park WiFi.

CARRIED 6/0

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

RESOLUTION

Moved: Cr Corsini

Seconded: Cr Jefferys

13/04-19 That Council allows the following one (1) item of new business of an urgent nature.

CARRIED 6/0

11.1 COMMON SEAL – SALE OF LAND LOT 298 PYRITES STREET, WESTONIA

Responsible Officer: Jamie Criddle, CEO

Author: Jamie Criddle, CEO

File Reference: D2.2.3. Land Sales

Disclosure of Interest: Nil

Attachments: Nil

Signature: Officer

CEO



Purpose of the Report



Executive Decision



Legislative Requirement

Background

Back in March, the CEO met with Fred Faithfull to look into the possibility of purchasing a vacant block in the Westonia townsite. On discussions with his family, Fred and Ainslie Faithfull paid for the block situated at Lot 298 Pyrites Street, Westonia.



Lot 298 Pyrites St Volume 2561, Folio 565.



Comment

The use of the common seal now requires the endorsement of the Council.



Statutory Environment

Nil



Policy Implications

Nil



Strategic Implications

Nil



Financial Implications

Nil



Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That Council endorse the actions of the CEO and President in affixing the common seal on the Transfer of Land Ownership form between Council and Frederick and Ainslie Faithfull for the purchase of Lot 298 Pyrite Street, Westonia.

RESOLUTION

Moved:

Cr Corsini

Seconded:

Cr Jefferys

14/04-19

That Council endorse the actions of the CEO and President in affixing the common seal on the Transfer of Land Ownership form between Council and Frederick and Ainslie Faithfull for the purchase of Lot 298 Pyrite Street, Westonia.

CARRIED 6/0

12 DATE AND TIME OF NEXT MEETING

The next ordinary meeting of Council will be held on 16th May 2019 commencing at 3.30pm

13 MEETING CLOSURE

There being no further business the President, Cr Day declared the meeting closed at 6.04pm