

SHIRE OF
WESTONIA
A vibrant community lifestyle

Minutes

Ordinary Council Meeting

Held in Council Chambers, Wolfram Street Westonia
Thursday 20th December 2018

CONFIRMATION OF MINUTES

These minutes were confirmed by the Council on 21st February 2019 as a true and accurate record of the Ordinary Council Meeting held 20th December 2018.

.....
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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6. RECEIVAL OF MINUTES

OFFICER RECOMMENDATIONS

That the minutes of the Great Eastern Country Zone Meeting held Thursday 29th November 2018 be received.

That the minutes of the Local Government Agricultural Freight Group Meeting held Friday 12th October 2018 be received.

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

RESOLUTION

Moved: Cr Corsini

Seconded: Cr Della Bosca

03/12-18 That the minutes of the Great Eastern Country Zone Meeting held Thursday 29th November 2018 be received.

That the minutes of the Local Government Agricultural Freight Group Meeting held Friday 12th October 2018 be received.

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

CARRIED 6/0

7. PRESIDENT/COUNCILLORS ANNOUNCEMENTS

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

- WALGA Great Eastern Country Zone Teleconference Meeting held Thursday 29th November 2018 with the CEO.

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 **20th December 2018**.

Name/Position	Cr Geier
Item No./Subject	11.1.2 Review of Leasing Arrangements (MOU) – Ramelius Resources
Nature of interest	Financial
Extent of Interest	Employee of Ramelius Resources

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 **20th December 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 **20th December 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 November 2018. The credit card statements currently show: -

CEO **November 2018 \$1,313.59** associated with the purchase of Fuel, Active8me and 365 email platform

Works Supervisor **November 2018 \$ 1,045.79** associated with the purchase of Fuel, Licences, Parking Conference, EOT Training Boyd & Clamps Hand Rails Bowling Club.

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 November 2018 accounts submitted to today's meeting on Municipal vouchers 3703 to 3712 and D/Debits EFT3320 to EFT3372 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$237,204.71 be passed for payment

RESOLUTION

Moved:

Cr Corsini

Seconded:



Cr Della Bosca

04/12-18

That November 2018 accounts submitted to today's meeting on Municipal vouchers 3703 to 3712 and D/Debits EFT3320 to EFT3372 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$237,204.71 be passed for payment

CARRIED 6/0

9.1.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – NOVEMBER 2018

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 30th November 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

9.1.4 REVIEW OF STRATEGIC 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 Solum Solutions 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 were outlined and were finalized at the recent meetings.

The Community Strategic Plan is now in the final stages of completion and will be available for presentation at the December Council 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

Given that it is intended to manage the community strategic planning process by using in – house resources rather than external consultants (apart from the asset management/ valuation components for which a Reserve fund has been established), there should not be any financial implications outside of the usual operational costs of the Shire.

Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That Council considers the presented Community Strategic Plan for the Shire of Westonia, discusses any changes and adopts the final report.

RESOLUTION

Moved: Cr Corsini


Seconded: Cr Jefferys

07/12-18 That Council reviews the presented Community Strategic Plan for the Shire of Westonia and advises Caroline Robinson of Solum Business Solutions of the changes in preparation for final adoption.

CARRIED 6/0

9.1.5 ANNUAL FINANCIAL REPORT & FINANCIAL STATEMENTS

Responsible Officer:	Jamie Criddle, CEO	
Author:	Jamie Criddle, CEO	
File Reference:	CA1.3.2.	
Disclosure of Interest:	Nil	
Attachments:	Nil	
Signature:	Officer	CEO



Purpose of the Report

Executive Decision

Legislative Requirement

Background

Council adoption of the Annual Report for the 2017/18 financial year is required as per recommendation from the Audit Committee.

The Shire of Westonia auditors have completed the Annual Audit for the financial year ending 30th June 2018 as per the Local Government Act 1995 as amended and the Local Government (Financial Management) Regulations 1996.

The auditors attended Council's offices on the 10th to 12th September 2018.

Comment

All councilors will be presented with a copy of the Annual Report for the 2017/18 Financial year prior to the meeting. The Audit Report & Management Letter will be finalised on Monday and will be emailed when received.

In accordance with section 6.4 of the Local Government Act 1995 a local government is required to prepare an annual financial report for the preceding financial year and submit it to its auditor before 30th September each year.

Following acceptance of the Annual Report by Council, Council is required to hold a general meeting of electors within 56 days. At least 14 days local public notice must be given of an electors meeting. The Annual Electors Meeting must be held prior to 14th February 2019, noting that the February Council meeting is not until the following week (21st February 2019).

Statutory Environment

Local Government Act 1995 (As Amended)

5.27. Electors' general meetings

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.
- (4)

5.54. Acceptance of annual reports

(1) Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.

* Absolute majority required.

(2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

[Section 5.54 amended by No. 49 of 2004 s. 49.]

5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

Division 4 — General

7.12A. Duties of local government with respect to audits

(1) A local government is to do everything in its power to —

(a) assist the auditor of the local government to conduct an audit and carry out his or her other duties under this Act in respect of the local government; and

(b) ensure that audits are conducted successfully and expeditiously.

(2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.

(3) A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to —

(a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and

(b) ensure that appropriate action is taken in respect of those matters.

(4) A local government is to —

(a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and

(b) forward a copy of that report to the Minister,

by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.

[Section 7.12A inserted by No. 49 of 2004 s. 8.]

Local Government (Financial Management) Regulations 1996

51. Completion of financial report

(1) After the annual financial report has been audited in accordance with the Act the CEO is to sign and append to the report a declaration in the form of Form 1.

(2) A copy of the annual financial report of a local government is to be submitted to the Departmental CEO within 30 days of the receipt by the local government's CEO of the auditor's report on that financial report.

[Regulation 51 amended in Gazette 18 Jun 1999 p. 2639; 20 Jun 2008 p. 2726.]

Policy Implications

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

Strategic Implications

Nil

Financial Implications

Nil



Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That Council accepts the recommendation from the Audit Committee, therefore:

1. Adopts the Annual Financial Report for the Financial Year 2017/18;
2. Adopts the Audit Report for 2017/18 Financial Year;
3. Adopts the Management Report for the 2017/18 Financial Year;
4. Adopts the Annual Report for the 2017/18 Financial Year inclusive of the above as presented; and
5. Advertisises Annual Elector's Meeting be held on (insert date), commencing at (insert time) pm in the Old Miner Hall

RESOLUTION

Moved: Cr Jefferys **Seconded:** Cr Della Bosca

08/12-18 That Council accepts the recommendation from the Audit Committee, therefore:

1. Adopts the Annual Financial Report for the Financial Year 2017/18;
2. Adopts the Audit Report for 2017/18 Financial Year;
3. Adopts the Management Report for the 2017/18 Financial Year;
4. Adopts the Annual Report for the 2017/18 Financial Year inclusive of the above as presented; and
5. Advertisises Annual Elector's Meeting be held on Thursday 7th February 2019, commencing at 6.30pm in the Old Miner Hall.


CARRIED 6/0

Bill Price, Works Supervisor entered the meeting at 5.15pm

9.2 COMMUNITY AND REGULATORY SERVICE

9.2.1 SEED COLLECTION – PAULINE GUEST

Responsible Officer:	Jamie Criddle, CEO	
Author:	Jamie Criddle, CEO	
File Reference:	ES1.2.5	
Disclosure of Interest:	Nil	
Attachments:	Nil	
Signature:	Officer	CEO



Purpose of the Report



Executive Decision



Legislative Requirement

Background

Pauline Guest is seeking Council's permission to collect native seed from Reserves under management order to the Shire of Westonia, primarily for the purpose of supplying seed to Ramelius Resources for rehabilitation of mine site, farmland and other rehabilitation areas managed by Ramelius Resources. A draft letter of approval has been supplied as well as Pauline's letter of request and is shown as circulated to members.

Comment

Pauline is a former Natural Resource Management Officer with the Shire of Westonia and is well knowledgeable in this area. The CEO is not aware of any instances where an approval of this type has been abused.

"Because it is difficult to obtain the seed required for their project, Ramelius Resources and myself are hoping that you might accept a financial value of the seed, rather than the actual seed as a donation.

Given that the seed is being used locally, rather than going into a commercial group's seed bank for sale and use in any location across the state, the environmental benefits will remain in the local area, so it represents a good outcome."

If Council was to waive the 10% donation of seed, it would need to determine a financial value of the seed to be accepted in lieu.

Statutory Environment

Nil

Policy Implications

Nil

Strategic Implications

Nil

Financial Implications

Nil



Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That Council authorise Pauline Guest to collect native seed from reserves under management order to the Shire of Westonia in accordance with the conditions as shown in the draft letter circulated to members with a value of (insert amount) to be paid in lieu of seed.

RESOLUTION

Moved: Cr Della Bosca

Seconded: Cr Geier

09/12-18

That Council authorise Pauline Guest to collect native seed from reserves under management order to the Shire of Westonia in accordance with the conditions as shown in the draft letter circulated to members with the following additional conditions to apply:

No charge for seed collection to apply if:

- That the Shire be notified when seed collection was taking place.
- That priority be given to rehabilitation projects carried out within the Shire of Westonia.

CARRIED 6/0

9.3 WORKS AND SERVICE

9.3.1 RESTRICTED ACCESS VEHICLES (RAV) – WARRALAKIN ROAD, WALGOOLAN

Responsible Officer: Jamie Criddle, CEO
Author: Jamie Criddle, CEO
File Reference: CA1.3.2.
Disclosure of Interest: Nil
Attachments: Nil
Signature: Officer CEO



Purpose of the Report

Executive Decision Legislative Requirement

Background

During the 2018 Harvest period, it was reported to Council that a couple of heavy vehicles were carting grain from paddock to the CBH receival point via the Warralakin Road/Great Eastern Highway intersection. This section that has been restricted historically by Council and locals due to the dangerous nature of the intersection.

Comment



RAV 7 Access **Dash – With conditions**

The location of the Walgoolan Bridge in relation to the Warralakin Rd/Great Eastern Highway intersection restricts extra mass and extra length vehicle from safely turning west from Warralakin and north from the Great Eastern Highway.

The entire length of the Warralakin Road is currently listed as a RAV network 7 with no restrictions, legally allowing heavy vehicles to traverse the entire length of Warralakin Road and use the GEH junction.

To restrict access to the 7km section of Warralakin Road from Leaches Road to the Great Eastern Highway, Council will need to resolve to place a condition on this section of the road and have it uploaded to the Main Roads, Heavy Vehicle Services RAV Mapping Tool.



Statutory Environment

Nil



Policy Implications

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



Strategic Implications

Nil



Financial Implications

Nil



Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That Council corresponds to Main Roads, Heavy Vehicle Services to restrict access to the 7km section of Warralakin Road from Leaches Road to the Great Eastern Highway and place a condition on this section that ensures that heavy vehicles heading west use Leaches Road (RAV 7) through to Burracoppin and beyond and have it uploaded to the Main Roads, Heavy Vehicle Services RAV Mapping Tool.

RESOLUTION

Moved: Cr Della Bosca

Seconded: Cr Huxtable

10/12-18

That Council:

1. Corresponds to Main Roads, Heavy Vehicle Services to restrict access to the 7km section of Warralakin Road from Leaches Road to the Great Eastern Highway and place a condition on this section that ensures that heavy vehicles heading west use Leaches Road (RAV 7) through to Burracoppin and beyond and have it uploaded to the Main Roads, Heavy Vehicle Services RAV Mapping Tool.
2. Upgrade signage at the Warralakin/Leach Road intersection to advise of the changes.

CARRIED 6/0

9.4 ENVIRONMENTAL HEALTH, PLANNING AND BUILDING SERVICES

NIL

