

SHIRE OF
WESTONIA
A vibrant community lifestyle

AGENDA

Ordinary Council Meeting

To be held in Council Chambers, Wolfram Street Westonia

Thursday 18th July 2019

Commencing 3.30pm

Dear Councillors,

The next Ordinary Meeting of the Council of the Shire of Westonia will be held on Thursday 18th July 2019 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

A handwritten signature in black ink, appearing to read 'John Merrick', is positioned above a horizontal line.

JOHN MERRICK
ACTING CHIEF EXECUTIVE OFFICER
29 July 2019



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.

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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
Cr WJ Huxtable	Deputy President
Cr RS Corsini	
Cr JJ Jefferys	
Cr RA Della Bosca	

Staff:

John Merrick	Acting Chief Executive Officer
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Members of the Public: Nil

Apologies: Nil

Approved Leave of Absence: Cr DL Geier
Mr. JC Criddle

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 20th June 2019 be confirmed as a true and correct record.

6. RECEIVAL OF MINUTES

OFFICER RECOMMENDATIONS

That the minutes of WEROC Council Meeting held on 26th June 2019 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 **18th July 2019**.

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 **18th July 2019**

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 **18th July 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 June 2019. The credit card statements currently show:

CEO **June 2019 \$6,404.71** associated with the purchase of Activ8inet Housing & Office, Fuel, Email Exchange Platform, Vehicle Licences, Uniforms , Depot Racking, Mower Parts, Playground Lights & Assorted Hooks

Works Supervisor **June 2019 \$4,794.99** associated with the purchase of Holden Rodeo & Fuel

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 June 2019 accounts submitted to today's meeting on Municipal vouchers numbered from 3766 to 3775, and D/Debits from EFT3683 to EFT3737 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$227922.07 be passed for payment.

9.1.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – JUNE 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 30 June 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 30th June 2019 and note any material variances greater than \$10,000 or 15%.

9.1.3 GST RECONCILIATION REPORT – JUNE 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 30th June 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 \$22,723.00 for the period ending 30th June 2019 adopted.

\$531,840 \$308,100 \$223,740

WAGE & SALARIES INCREASE

Senior Staff Salaries will receive a modest increase during the 2019/20 financial year.

All non-contract staff will receive an increase of 3.0% and per the National Wage Case decision. The draft budget provides for this increase.

CONSIDERATION OF TRUST AND RESERVE FUND 2019/2020 DRAFT BUDGET

The Draft Trust and Reserve Fund Budget for 2019/20 are included in the Draft 2019/2020 Budget and are for Council consideration.

There has been consideration for a maximum net transfer of \$798,200 from Municipal Funds to the following Reserves;

Leave Reserve	\$1,800
Plant Reserve	\$257,500
Building Reserve	\$285,500
Community Development	\$131,800
Communication	\$20,600
Waste Management	\$51,000
Swimming Pool	\$50,000

\$798,200



Comment

The budget contains the following provisions.

Valuations

GRV Residential/Commercial	\$638,061 – reduction of 1.0% from last year;
GRV Mining -	\$1,305,800 – reduction of 0% from last year;
UV Rural -	\$44,987,900 – increase of 5.31% from last year; and
UV Mining -	\$216,743 – increase of 0.9% from last year.

Rating

GRV Residential -	7.2073 cents in the \$;
GRV Comm/Industrial/Other-	7.2073 cents in the \$;
GRV Mining -	20.4953 cents in the \$;
UV Rural -	1.5922 cents in the \$; and
UV Mining -	1.5922 cents in the \$.
Minimum Rate	
UV Mining	\$200.00
All Other	\$355.00

Differential Rate Explanation

Objects and Reasons for GRV Mining Differential Rate

Land used for Mining is rated higher than the GRV-General rate to improve fairness and equity outcomes by:

- Ensuring mining rates payable are no less than the average rates payable, per property, in part to;
 - compensate for the different method and comparatively lower valuation level;
 - to recognise the often short term tenure of mining projects in the region; and
 - to maintain comparability with other commercial operations in the rural sector.
- Applying a percentage premium above the average rates payable, per property, at a level determined by the Council, to reflect the following:
 - the impacts of higher road infrastructure maintenance costs to Council as a result of frequent very heavy vehicle use over extensive lengths of roads throughout the year;
 - additional emergency service arrangements that have to be put in place;
 - the monitoring of environmental impacts of clearing, noise, dust and smell;
 - planning, building and health assessment cost; and
 - additional costs of amenities and services provided to cater for the employees of the mining operations, such as recreation, parking and law, order and public safety due to the increased population of the 160 man mining camp situated in the Westonia townsite which almost triples the population of the town and creates a massive burden on Council's resources.

Council advertised that it proposed to adopt the following rates in the dollar for the 2019/20 budget with submissions to close by the 22nd May 2019. No Objections were raised.

General GRV – 7.2073 cents,

Mining GRV – 20.4953 cents,

Minimum rate all categories - \$355 except UV Mining \$200.

There was no requirement to impose a differential rate on UV Mining as the amounts were negligible.

The Differential Rates advertised were the equivalent of a 5% rate increase. This Budget if adopted is without a large change is with a 5% rate increase.

Early Rate Payment Incentive Scheme

As in past years the Rates Officer, Stacey Geier, has been successful in obtaining several donated prizes for the early payment of rates incentive scheme.

"Issue Date" will be set at 29th July 2019.

For the payment of Rates in full, by the due date of 5th September 2019 ratepayers will go into the draw for these prizes.

Due Dates for Payment of Rates

The Local Government Act provides that ratepayers have the right to pay rates by one or four installments or by some other installment plan that is set forth in the local government's budget.

In recent years the Shire of Westonia has included in its annual budget the option for rates to be also paid by a two installment plan.

The attached budget includes the three payment options however the due dates of installments for the two payments option have been restructured.

The proposed due dates of installments are as follows:-

Based on an "Issue Date" of 29th July 2019:

One payment option - due date of 5th September 2019;

Two installments option - due dates of 5th September 2019 and 13th January 2020.

Four installments option - due dates of 5th September 2019, 9th November 2019, 13th January 2020 and 15th March 2020.

Interest Charges on Overdue rates

The attached budget contains a continuation of the use of 11% in this regard.

Charges on Rate Installment Plans

The attached budget contains a continuation of the use of 5.5% as a charge on outstanding installment payments.

In addition, there is an administration charge of \$12 on each installment payment except the first installment.

Refuse Collection Charges

This is to increase to \$165 per 240 litre bin to cover increasing refuse site charges. An increase of \$5 per annum.

Elected Member Entitlements

These are:-

- o President's Annual Attendance Fee \$4,589;
- o President's Annual Entertainment Allowance \$1,000; and
- o Councillor's Annual Attendance Fee \$3,589.

Fees and Charges

The fees and charges for the various services that the Shire provides are listed in pages 40 and 42 in the budget.

Projects

The main capital projects included for the year are:-

- o 10 x Standpipes Controllers;
- o Museum Display Expansion
- o Construction of 2 aged houses (two 2x2 houses) on old School site (CEACA – outside of budget);
- o Solar Panels at 2 residences;
- o Solar Panels at Old School Site;
- o Over \$1,124,626 worth of road works;
- o Changeover of a Prime Mover and light vehicles;
- o Transfer of \$500,000 to Plant Reserve as per Plant Replacement program;

TENDERS FOR PLANT, VEHICLES, BITUMEN, GOODS & SERVICES

Management seeks authorisation from Council to commence calling tenders for material items over \$150,000. Purchases required under this amount are now dealt with in accordance with Councils Purchasing Policy.

Council will be required to review the Draft Budget and offer recommendations prior to its finalisation.



Section 6.2 of the *Local Government Act 1995* requires that not later than 31 August in each financial year the local government is to prepare and adopt a budget for its municipal fund for the financial year ending on the next following 30 June.

Division 5 and 6 of Part 6 of the *Local Government Act 1995* refers to the setting of budgets and raising of rates and charges. The *Local Government (Financial Management) Regulations 1996* details the form and content of the budget. The draft 2019/20 Budget as presented is considered to meet the statutory requirements.

Policy Implications

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

Strategic Implications

The draft 2019/20 Budget has been compiled on the principles contained in the Strategic Resource Plan.

Financial Implications

Budget of financial income and expenditure for 2019/2020 financial year.

The overall objective of the proposed rates in the 2019/20 Budget is to provide for the net funding requirements of the Shire's services, activities, financing costs and the current and future capital requirements of the Shire. Council has determined its required rates yield after taking into account all revenue sources, expenditure and efficiency measures as part of budget deliberations. The Council was satisfied that it has, on an ongoing basis, reviewed its expenditure, and this is supported by the fact that it has not increased its full time employee numbers since 2012. In support of its measures to continue to ensure maximum efficiency and effectiveness within its operational costs, and in recognition of the slow growth in the economy, especially with regard to the mining sector, the Council requested that the 2019-20 rates be set at the minimum levels set out in the Strategic Community Plan & LTFP .

In Reviewing its expenditure and considered efficiency measures as part of its budget deliberations, the following actions have been undertaken:

Efficiency Measures:

- reviewed the need for and remuneration of each position as vacancies arise;
- expanded the provision of road building services to other local governments on a fee for service basis;
- conducted several internal audits of governance and legislative compliance;
- reduced some facility opening hours in line with service review findings regarding usage patterns;
- review staff housing policy;
- disposed of surplus staff housing stock.

Voting Requirements

Simple Majority

Absolute Majority

OFFICER RECOMMENDATIONS

That Council resolves by absolute majority the adoption of:-

1. the 2019/20 budget as shown in the attachment following this report;
2. the rating levels of:
GRV Residential - 7.2073 cents in the \$;

GRV Comm/Industrial/Other-	7.2073 cents in the \$;
GRV Mining -	20.4953 cents in the \$;
UV Rural -	1.5922 cents in the \$; and
UV Mining -	1.5922 cents in the \$.
Minimum rate all categories -	\$355 except UV Mining \$200.

Differential Rate Explanation

The Differential Rates raised in the 2019/20 Annual Budget requires reporting on as per the requirements of the Local Government Act 1995.

3. the total valuations as supplied by the Valuer General being GRV - \$1,943,861 and UV - \$45,204,643;
4. the early rates payment incentive scheme be offered consisting of eligibility to be in the draw for the prizes for full payment of rates and arrears by 5th September 2019.
5. the due dates for payment of rates be set at, based on the Issue Date of 29th July 2019:

One payment option - due date of 5th September 2019;

Two installments option - due dates of 5th September 2019 and 13th January 2020.

Four installments option - due dates of 5th September 2019, 9th November 2019, 13th January 2020 and 15th March 2020.

6. the interest charge on overdue rates and other monies be 11% per annum;
7. the administration charge to apply to installment plans be \$12 per installment except the first installment;
8. the interest charge on installment plans be 5.5% to apply after the first instalment;
9. That Trust and Reserve Fund Budgets for 2019/2020 be adopted;
10. a \$165 per 240 litre bin fee for collection and disposal of refuse;
11. the fees and charges as shown at pages 40 to 42;
12. the elected member entitlements for 2019/20 be set at:

President's Annual Attendance Fee	\$4,589;
President's Annual Entertainment Allowance	\$1,000; and
Councillor's Annual Attendance Fee	\$3,589.
13. the % of variance used in the Statement of Financial Activity in accordance with Finance Regulation 34(5) be set at \$10,000 or 15% to be applied.
14. That the Chief Executive Officer be authorised to call tenders, as per the requirements and provisions of the Local Government Act 1995, for the provision of goods and services as approved within the 2019/2020 Budget.

9.1.5 BELINDA MCMURDO

Responsible Officer:	John Merrick, A/CEO
Author:	John Merrick, A/CEO
File Reference:	Staff Personnel File
Disclosure of Interest:	Nil
Attachments:	Nil

Signature:	Officer	CEO
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Purpose of the Report

Executive Decision Legislative Requirement

Background

Council has previously resolved to provide assistance to its Town Gardener through the provision of rent free accommodation while she is recovering from a stroke suffered in May 2018.. It would appear that a decision on Belinda's future long term accommodation needs is imminent.

Comment

Council resolved at the June Ordinary meeting to offer the following assistance to Ms McMurdo:

RESOLUTION

Moved: Cr Geier Seconded: Cr Della Bosca
14/06-18

That Council endorses the actions of the Chief Executive Officer and President in approving the following assistance to employee, Belinda McMurdo during her period of illness:

- Council are committed to ensure that your position as Town Gardener with the Shire of Westonia is secure for at least the next six (6) months, where it will be reviewed. Once your entitlements expire, you will be placed on leave without pay;
- Council has agreed to waive any rental fees owed to Council for at least the next six (6) months, where it will also be reviewed.
- Staff will arrange for a copy of your last payslip which outline your current entitlements;
- Council staff will also provide assistance where they can to ensure that you receive any additional entitlements via superannuation or other means

CARRIED 5/0

The six month period from December 2018 to July 2019 resulted in Council subsidising the rental of Ms McMurdo to the value of \$1,040.00

Council now needs to determine if they wish to continue with the current offer to Ms. McMurdo or look at alternative arrangements.

 **Statutory Environment**

Nil

 **Policy Implications**

Nil

 **Strategic Implications**

Nil

 **Financial Implications**

No rent has been budgeted for in the first six months of the 2019/20 financial year at a cost to Council of \$1,040.00.

 **Voting Requirements**



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That Council renew its existing commitment to Belinda McMurdo and commit to the following:

- The position of Town Gardener with the Shire of Westonia is secure for the next six (6) months, when it will be reviewed.
- Agree to waive any rental fees owed to Council for the next six (6) months, when it will also be reviewed.


9.2 COMMUNITY AND REGULATORY SERVICE

NIL

9.3 WORKS AND SERVICE

9.3.1 REGIONAL ROAD GROUP – 5 YEAR PROGRAM & 20/21 PROJECT MCA'S

Responsible Officer:	John Merrick, A/CEO	
Author:	John Merrick, A/CEO	
File Reference:	T.1.1.3	
Disclosure of Interest:	Nil	
Attachments:	Nil	
Signature:	Officer	CEO



Purpose of the Report

Executive Decision Legislative Requirement

Background

As part of the the Regional Road Group Funding Arrangements, Council are required to review its 5-year road program and provide updated MCA's for the 20/21 financial year.

Comment

Council Roads currently eligible under the Regional Road Group program are;

- Warralakin Road
- Koorda Bullfinch Road (M040)
- Leach Road
- Rabbit Proof Fence Road (sealed section only)
- Westonia/Carrabin Road
- Stoneman Road

Periodically Council are required to review its 5 year program to ensure that it is relevant with the its current priorities and reflects the current and proposed status of the road projects.

Attached is the draft 5 Year Road Program 20/21 to 24/25 financial years for Councillors discussion and perusal.

As per the plan Council has already submitted its MCA's applications for funding in the 20/21 financial year which incorporates the following projects

1. Koorda Bullfinch Road (M040) – reconstruct 2.5km including 2 coat seal \$ 285,000
2. Warralakin Road – reconstruct 1.5km including 2 coat seal \$195,000

Attached is the summary cover sheet for both projects for Councillor information.

 **Statutory Environment**

Nil

 **Policy Implications**

Nil

 **Strategic Implications**

Nil

 **Financial Implications**

\$320,000 Regional Road Group Funding for the 20/21 financial year.

 **Voting Requirements**



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That Council review and endorse the following for submission to the Regional Road Group:-

- **5 Year Road Program 20/21 to 24/25 financial years; and**
- **20/21 MCA submissions as presented.**

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 15th August 2019 commencing at 3.30pm

13 MEETING CLOSURE

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