



# Minutes

## Ordinary Council Meeting

Held in Council Chambers, Wolfram Street Westonia

Thursday 15<sup>th</sup> March 2018

### CONFIRMATION OF MINUTES

These minutes were confirmed by the Council on 19<sup>th</sup> April 2018 as a true and accurate record of the Ordinary Council Meeting held on 15<sup>th</sup> March 2018.

.....  
**Cr Karin Day**  
**Shire President**

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



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

### Staff:

Mr. JC Criddle	Chief Executive Officer
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<b>Members of the Public:</b>	Ian Mahoney
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<b>Apologies:</b>	Nil
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<b>Approved Leave of Absence:</b>	Nil
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## 3. PUBLIC QUESTION TIME

Nil

## 4. APPLICATIONS FOR LEAVE OF ABSENCE

Cr Corsini requested a leave of absence for the April Meeting

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### RESOLUTION

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<b>Moved:</b>	Cr Jefferys	<b>Seconded:</b>	Cr Geier
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<b>01/03-18</b>	That Cr Corsini be granted a leave of absence for the April Ordinary Meeting.
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CARRIED 5/0

## 5. CONFIRMATION OF PREVIOUS MINUTES

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### OFFICER RECOMMENDATIONS

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That the minutes of the Ordinary Meeting of Council held on 15<sup>th</sup> February 2018 be confirmed as a true and correct record.

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### RESOLUTION

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<b>Moved:</b>	Cr Huxtable	<b>Seconded:</b>	Cr Corsini
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<b>02/03-18</b>	That the minutes of the Ordinary Meeting of Council held on 15 <sup>th</sup> February 2018 be confirmed as a true and correct record.
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CARRIED 6/0

## RECEIVAL OF MINUTES

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### OFFICER RECOMMENDATIONS

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That the minutes of the LEMC Committee held Thursday 22<sup>nd</sup> February 2018 be received.

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### RESOLUTION

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Moved: Cr Corsini Seconded: Cr Geier

03/03-18 That the minutes of the LEMC Committee held Thursday 22<sup>nd</sup> February 2018 be received.

CARRIED 6/0

## 6. PRESIDENT/COUNCILLORS ANNOUNCEMENTS

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

- Grants Commission hearing with the CEO and Jasmine Geier.

Cr Corsini advised having attended the following meeting/event:

- Being a billet for the Curtin & Notre Dame Medical students.

## 7. 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 **15 March 2018**.

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

In accordance with Section 5.65 of the *Local Government Act 1995* the following disclosures of **Closely Association Person And Impartiality** interest were made at the Council meeting held on **15 March 2018**.

Name/Position	Cr D Geier
Item No./Subject	9.3.1 Road Dedication – Boundary/Warrachuppin Roads
Nature of interest	Associated party
Extent of Interest	Employed by Ramelius Resources

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 **15 March 2018**.

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

## 8. MATTERS REQUIRING A COUNCIL DECISION



### 8.1. GOVERNANCE, ADMINISTRATION AND FINANCIAL SERVICES

#### 9.1.1 ACCOUNTS FOR PAYMENT

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<b>Responsible Officer:</b>	Jamie Criddle, CEO
<b>Author:</b>	Kay Geier, Senior Finance Officer
<b>File Reference:</b>	F1.3.3 Monthly Financial Statements
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>Attachment 9.1.1</b> List of Accounts
<b>Signature:</b>	<b>Officer</b> <span style="float: right;"><b>CEO</b></span>

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#### 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 February 2017. The credit card statements currently show: -

CEO **February 2018 \$469.50** associated with the purchase of;.Activ8me Internet Service

Works Supervisor **February 2018 \$ 377.08** associated with the purchase of; .Adjustment to licence  
Fee Hamm Roller, Plate Change and BBQ Bun Purchase

#### 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





**9.1.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – FEBRUARY 2018**

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

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**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 28<sup>th</sup> February 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





**9.1.3 GST RECONCILIATION REPORT – FEBRUARY 2018**

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

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**Purpose of the Report**

- Executive Decision  Legislative Requirement

**Background**

The Reconciled Balance of the GST Ledger to the General Ledger as reported as at 28<sup>th</sup> February 2018 is provided to Council on a monthly basis as a means of keeping Council informed of its current GST liability.

**Comment**

The GST Reconciliation Report is attached for Councillor consideration.

**Statutory Environment**

Nil

**Policy Implications**

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

**Strategic Implications**

Nil

**Financial Implications**

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

**Voting Requirements**

- Simple Majority  Absolute Majority

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**OFFICER RECOMMENDATIONS**

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That the GST Reconciliation totaling \$6,876.00 for the period ending 28<sup>th</sup> February 2018 be adopted.




### 9.1.4 BUDGET REVIEW 2016/17

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

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#### **Purpose of the Report**

- Executive Decision                       Legislative Requirement

#### **Background**

Local Governments are required to conduct a Budget Review in accordance with Regulation 33A of the Local Government (Financial Management) Regulations 1996. These Regulations state:

1. "Between 1 January and 31 March in each year a local government is to carry out a review of its annual budget or that year.
2. Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
3. A council is to consider a review submitted to it and is to determine\* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

\*Absolute majority required.

4. Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department."

A Budget Review for the period ending 28 February 2018 has been completed and is presented for Council's consideration.

#### **Comment**

In adopting the 2017/2018 Budget, Council, as required, adopted a level of material variances for reporting purposes. The level of material variance reporting set by Council is \$10,000 and 15%. Staff have used this variance in their analysis.

The nature of the review is to predict estimates of material variations likely to occur as at 30 June 2018.

#### **Statutory Environment**

Local Government Act 1995,  
Local Government (Financial Management) Regulations 1996

#### **Policy Implications**

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

#### **Strategic Implications**

Effective financial Control

#### **Financial Implications**

Nil – not applicable to this item as at this stage not a direct impact upon the Shire.



### Voting Requirements

Simple Majority

Absolute Majority

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### OFFICER RECOMMENDATIONS

That Council

1. Receive the 2017/2018 Budget Review for the period ending 28th February 2018 and adopt the recommended Budget figures as presented.
2. Forward the review to the Department of Local Government as per the requirements of the act.

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### RESOLUTION

Moved: Cr Corsini

Seconded: Cr Geier

07/03-18 That Council

1. Receive the 2017/2018 Budget Review for the period ending 28th February 2018 and adopt the recommended Budget figures as presented.
2. Forward the review to the Department of Local Government as per the requirements of the act.


**CARRIED 6/0 by Absolute Majority**

### 9.1.5 COMPLIANCE AUDIT RETURN 2017

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

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#### **Purpose of the Report**

- Executive Decision                       Legislative Requirement

#### **Background**

In accordance with the Local Government (Audit) Regulations 1996, a local government is required to carry out a compliance audit for the period 1st January to 31st December each year against the requirements included in the Compliance Audit Return (CAR).

The completed CAR is required to be presented to Council for consideration and adoption, signed by the Shire President and CEO and subsequently submitted to the Director General of the Department of Local Government before 31st March next following.

#### **Comment**

The Compliance Audit Return has been a mandatory requirement since the Local Government (Audit) Regulations 1999, were amended and made applicable from 1 January 2000.

All senior staff have been involved in the completion of the Compliance Audit Return, certifying their actions and that of the Council, relating to the return covering the 2017 calendar year.

Staff involved and included in the process included;

- Chief Executive Officer
- Senior Finance Officer
- Works Supervisor

The Return is to be jointly certified by the Shire President and the Chief Executive and subsequently submitted to the Director General of the Department of Local Government before 31st March.

Additionally, staffing levels in small local governments are such that we do not have the quantum or degree of specialisation available to larger local governments. Hence not every question in the CAR has been “fully” researched as to absolute accuracy. The responses are based on some research and memory and made in good faith.

#### **Statutory Environment**

Local Government (Audit) Regulations 1996 – Regulations 13, 14 & 15 – Compliance Audit Returns.

#### **Policy Implications**

There are no policies relating to this matter.

#### **Strategic Implications**

The Local Government Act 1995 and Local Government (Audit) Regulations 1996 apply.

 **Financial Implications**

Nil.

 **Voting Requirements**

Simple Majority

Absolute Majority

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**OFFICER RECOMMENDATIONS**

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That the Council:

1. receives the Compliance Audit Return 2017; and
2. recommends to Council that the Compliance Audit Return 2017 be endorsed and authorise the Shire President and CEO to sign the CAR for dispatch to the Department of Local Government as per the requirements of the Act.

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**RESOLUTION**

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**Moved:** Cr Jefferys

**Seconded:** Cr Corsini

**08/03-18 That Council:**


1. receives the Compliance Audit Return 2017; and
2. recommends to Council that the Compliance Audit Return 2017 be endorsed and authorise the Shire President and CEO to sign the CAR for dispatch to the Department of Local Government as per the requirements of the Act

**CARRIED 6/0 BY Absolute Majority**

## 9.2 COMMUNITY AND REGULATORY SERVICE

### 9.2.1 WESTONIA SWIMMING POOL UPGRADES

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

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#### Purpose of the Report



Executive Decision



Legislative Requirement

#### Background

As part of the Royalties for Regions program, Regional Swimming Pools and Aquatic Centers were eligible to apply for funding of up to \$30,000 per annum to use on capital improvements on their Swimming Pools. Westonia requested to “pool” the monies over multiple years so that significant restoration works could take place as part of an overall capital upgrade.

Unfortunately, with the change of government in March of last year, the Labor government has terminated this fund and requested that the outstanding monies be spent by 30 June 2018.

Council were not in a position to seek CSRFF (Sport & Recreation) funding as part of a larger refurbishment and therefor need to undertake smaller scale refurbishment works prior to 30 June.

Council have a budget of \$95,000 to complete the works required and management have split the works into three (3) separate projects. These being:

1. Removal of Chlorine Gas system and replacing with granulated chlorine feeder and chemical controller.
2. Refurbishment of the gravity sand filter
3. Remove Asbestos roof on pump room, install safety ladder to balance tank.

#### Comment

Quotes have been obtained for the first two projects, with management following up a quote on the third project for the Council meeting.

Aquatic Services WA is extremely pleased to submit the following proposal for the removal of the cl2 gas and replacing with a granulated chlorine feeder and chemical controller

#### **Our Scope of work as the following**

- Supply and instal 1 x procal granular feeder
- Supply and instal 1 x DiaLog chemical controller
- Supply and instal 1 x bisulphate tank mixer and dosing pump
- Instal all the above to Australian standards
- Removal and disposal of all old cl2 gas equipment
- A full written health report on the chemical dosing system

Total for this quote **\$32700.00 + GST.**



Aquatic Services WA is extremely pleased to submit the following proposal for the refurbishment of the gravity sand filter.

**Our Scope of work as the following**

- **Shire Vacuum truck to remove all sand from filter and dispose at your waste site we will assist**
- **Remove and replace all filter nozzels**
- **Torque all nozzels into place**
- **Replace all filter media**
- **Provide written report on filter condition**

Total for this quote **\$28900.00 + GST.**

As this was not a budgeted expense, an absolute Majority decision will be required to progress the project prior to 30 June. All funds will be coming from the Swimming Pool Refurbishment Reserve and will not affect the 2018/2019 Annual Budget.



**Statutory Environment**

Local Government Act 1995,

Local Government (Financial Management) Regulations 1996 Local Government Act, 1995

**6.8. Expenditure from municipal fund not included in annual budget**

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

... (b) is authorized in advance by resolution\*; or

\*Absolute majority required. (1a) In subsection (1) -

“additional purpose” means a purpose for which no expenditure estimate is included in the local government’s annual budget ...



**Policy Implications**

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



**Strategic Implications**

Effective financial control.



**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 Swimming Pool Refurbishment Reserve Account. There are funds in the order of \$95,000 in the Reserve Account.

There will be no impact on Council’s 2016/17 Municipal Budget.



**Voting Requirements**

Simple Majority

Absolute Majority

**OFFICER RECOMMENDATIONS**

That Council accepts the following quotations from:

1. Aquatic Services WA for the Removal of Chlorine Gas system and replacing with granulated chlorine feeder and chemical controller.
2. Aquatic Services WA for the Refurbishment of the gravity sand filter
3. Centek Constructions to Remove Asbestos roof on pump room, install safety ladder to balance tank. For the quoted amounts.

**RESOLUTION**

<b>Moved:</b>	<b>Cr Geier</b>	<b>Seconded:</b>	<b>Cr Della Bosca</b>
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**08/03-18** That Council accepts the following quotations from:

1. Aquatic Services WA for the Removal of Chlorine Gas system and replacing with granulated chlorine feeder and chemical controller.
2. Aquatic Services WA for the Refurbishment of the gravity sand filter
3. Authorise the Chief Executive Officer to spend up to \$35,000 with Centek Constructions to remove asbestos roof on pump room and install safety ladder to balance tank.

**CARRIED 6/0 by Absolute Majority**

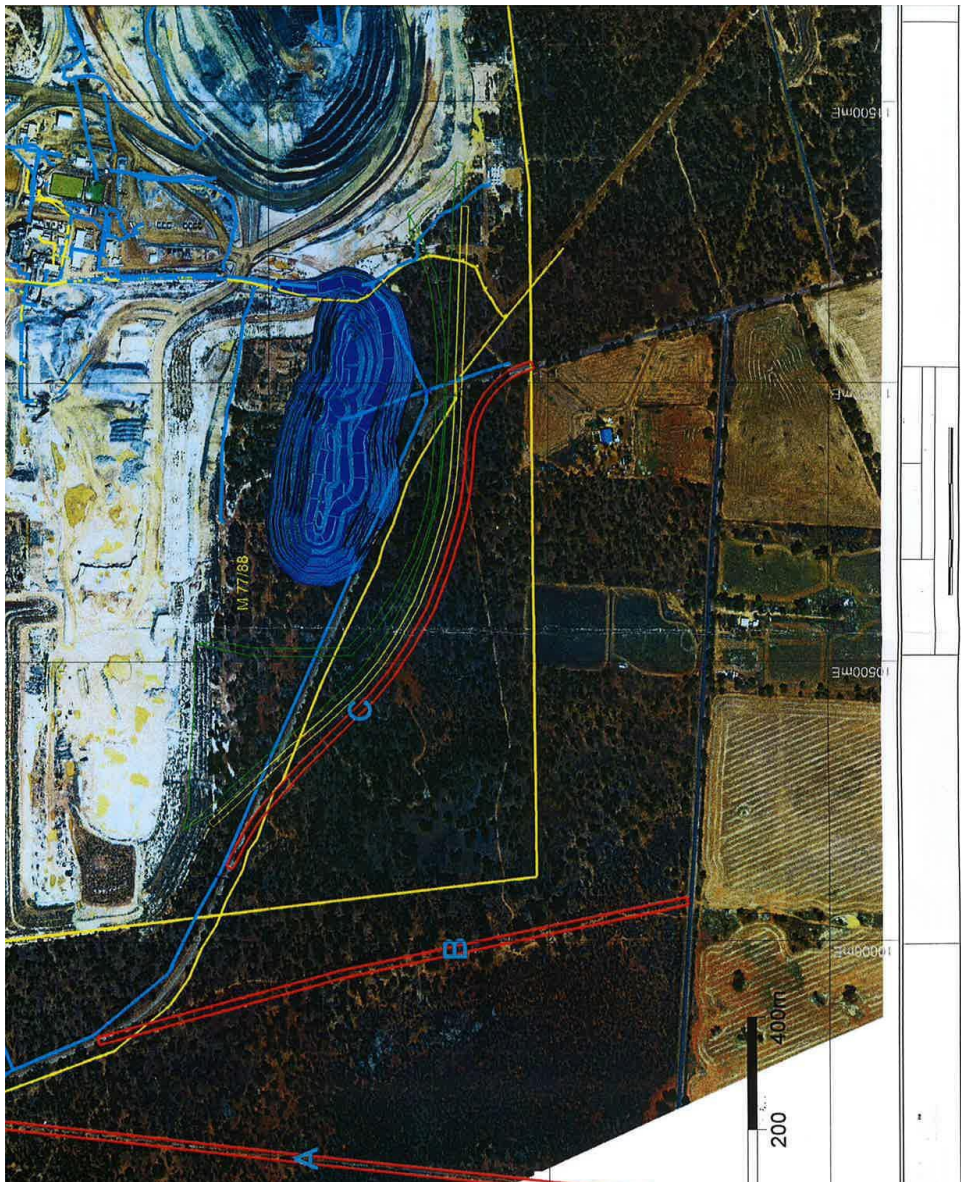


As Council will be aware, the Greenfinch project has been a topic of conversation for a number of years from previous owners, Evolution and now Ramelius Resources who wish to commence the project in July of this year.

In order to commence the project, a road realignment needs to occur in order allow the mine to commence and the noise bund to be built, which is proposed to be built on top of the existing Warrachuppin Road (Refer Red section on map "C")

**Comment**

Management met with member of Ramelius to pass information and commence proceedings. The CEO has engaged to services of RoadsWest to commence a design concept is that will traverse through the Town Common on Reserve 14983.



A copy of the Roadworks Costing Schedule is attached that will give Ramelius an indication of the estimated cost of the project.

In order for this to be achieved Council needs to have some ownership and control of the land and in discussions with the Department of Lands the simplest way of achieving this is for Council to seek dedication of a 30 metre portion (total clearing allocation of 2.7ha) in the Town Common, Reserve 14983, as road reserve to provide safe access to the mine site entrance and will become part of Warrachuppin Road. For this to happen there are processes that need to be carried out in accordance with the Land Administration Act 1997. It is quite a thorough and bureaucratic process and therefore is important to commence proceedings as soon as possible.

<b>Roadworks Costing Schedule</b>			
Warrachuppin Road Realignment - Ramelius			
Item	Quantity	Rate	Estimated Cost
<b><i>Pre-construction Works</i></b>			
Project Management	1	10,000	\$ 10,000.00
Design (includes survey, environmental, plans etc)	1	52,500	\$ 52,500.00
<b><i>Construction Works</i></b>			
Traffic Control & Signage	1	10,000	\$ 10,000.00
Clearing	15,000	0.5	\$ 7,500.00
Removal of Topsoil (minimum 100mm)	15,000	0.75	\$ 11,250.00
Drainage installation	1	10,000	\$ 10,000.00
Service Relocations (water, power telstra)			No Provision
Formation and Sub Base Gravel	10,000	1.25	\$ 12,500.00
Base Course Gravel to Final Trim	10,000	1.25	\$ 12,500.00
Pavements (2 coat bitumen seal)	14,000	8.5	\$ 119,000.00
<b><i>Estimated Cost</i></b>			<b>\$ 245,250.00</b>

## Statutory Environment

Land Administration Act 1995

56. Dedication of land as road

(1) If in the district of a local government —

(a) land is reserved or acquired for use by the public, or is used by the public, as a road under the care, control and management of the local government; or

(b) in the case of land comprising a private road constructed and maintained to the satisfaction of the local government —

(i) the holder of the freehold in that land applies to the local government, requesting it to do so; or

(c) those holders of the freehold in rateable land abutting the private road, the aggregate of the rateable value of whose land is greater than one half of the rateable value of all the rateable land abutting the private road, apply to the local government, requesting it to do so; or land comprises a private road of which the public has had uninterrupted use for a period of not less than 10 years, and that land is described in a plan of survey, sketch plan or document, the local government may request the Minister to dedicate that land as a road.

(2) If a local government resolves to make a request under subsection (1), it must —

(a) in accordance with the regulations prepare and deliver the request to the Minister; and



(b) provide the Minister with sufficient information in a plan of survey, sketch plan or document to describe the dimensions of the proposed road.

(3) On receiving a request delivered to him or her under subsection (2), the Minister must consider the request and may then —

(a) subject to subsection (5), by order grant the request; or

(b) direct the relevant local government to reconsider the request, having regard to such matters as he or she thinks fit to mention in that direction; or

(c) refuse the request.

(4) On the Minister granting a request under subsection (3), the relevant local government is liable to indemnify the Minister against any claim for compensation (not being a claim for compensation in respect of land referred to in subsection (6)) in an amount equal to the amount of all costs and expenses reasonably incurred by the Minister in considering and granting the request.

(5) To be dedicated under subsection (3)(a), land must immediately before the time of dedication be —

(a) unallocated Crown land or, in the case of a private road, alienated land; and

(b) designated in the relevant plan of survey, sketch plan or document as having the purpose of a road.

(6) If land referred to in subsection (1)(b) or (c) is dedicated under subsection (3)(a), a person with an interest in that land (including a person who has the benefit of an easement created under section 167A of the TLA) is not entitled to compensation because of that dedication.

#### Policy Implications

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

#### Strategic Implications

Effective financial control.

#### Financial Implications

All Costs associated with the dedication of the road will have been estimated in the Works Costings and will be fully reimbursed by Ramelius Resources on a periodic basis and will be treated as a Private Works project.

#### Voting Requirements

Simple Majority

Absolute Majority



**9.4 ENVIRONMENTAL HEALTH, PLANNING AND BUILDING SERVICES**

**NIL**



## **10 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

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

## **12 DATE AND TIME OF NEXT MEETING**

The next ordinary meeting of Council will be held on Thursday 19<sup>th</sup> April 2018 commencing at 3.30pm

## **13 MEETING CLOSURE**

There being no further business the President, Cr Day declared the meeting closed at 5.54pm.