

**SHIRE OF
WESTONIA**
A vibrant community lifestyle

Minutes

Ordinary Council Meeting

Held in Council Chambers, Wolfram Street Westonia

Thursday 15th November 2018

CONFIRMATION OF MINUTES

These minutes were confirmed by the Council on 20th December 2018 as a true and accurate record of the Ordinary Council Meeting held 15th November 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
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 AW Price	Works Supervisor (4.58pm – 5.41pm)

Members of the Public: Doug Hermon

Apologies: Nil

Approved Leave of Absence: Nil

3. PUBLIC QUESTION TIME (3.32PM – 3.47PM)

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 18th October 2018 be confirmed as a true and correct record.

RESOLUTION

Moved:	Cr Geier	Seconded:	Cr Huxtable
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01/11-18	That the minutes of the Ordinary Meeting of Council held on 18th October 2018 be confirmed as a true and correct record.
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CARRIED 6/0

6. RECEIVAL OF MINUTES

That the minutes of the Newtravel Meeting held Thursday 25th October 2018 be received.

That the minutes of the Newtravel AGM Meeting held Thursday 25th October 2018 be received.

RESOLUTION

Moved: Cr Jefferys

Seconded: Cr Corsini

02/11-18 That the minutes of the Newtravel Meeting held Thursday 25th October 2018 be received.

That the minutes of the Newtravel AGM Meeting held Thursday 25th October 2018 be received.

CARRIED 6/0

7. PRESIDENT/COUNCILLORS ANNOUNCEMENTS

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

- Local Government Act Review seminar held in Merredin on 24th October 2018 with CEO, Manager of Corporate Services.

8. DECLARATIONS

8.1 DECLARATION OF INTEREST

Financial pursuant to Sections 5.60A of the Local Government Act 1995

5.60A – Financial Interest

For the purpose of this Subdivision, a person has a financial interest in a matter if it is reasonable to expect that the matter will if dealt with by the local government, or an employee or committee of the local government or member of the council of the local government, in a particular way, result in a financial gain, loss, benefit or detriment for the person.

[Section 5.60A inserted by No. 64 of 1998 s. 30; amended by No. 49 of 2004 s. 50.]

Proximity pursuant to Section 5.60B of the Local government Act 1995

5.60B – Proximity Interest

(1). For the purposes of this Subdivision, a person has a proximity interest in a matter if the matter concerns –

- (a). a proposed change to a planning scheme affecting land that adjoins the person's land;
- (b). a proposed change to zoning or use of land that adjoins that person's land; or
- (c). a proposed development (as defined in section 5.63 (5)) of land that adjoins the person's land.

(2). In this section, land ("**the proposal land**") adjoins a person's land if –

- (a). the proposal land, not being a thoroughfare, has a common boundary with the person's land;
- (b). the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or
- (c). the proposal land is that part of a thoroughfare that has a common boundary with the person's land.

(3). In this section a reference to a person's land is a reference to any land owned by the person or in which the person has any estate or interest.

[Section 5.60B inserted by No 64 of 1998 s. 30.]

Indirect Financial pursuant to Section 5.61 of the Local Government Act 1995

5.61 – Indirect financial interest

A reference in this Subdivision to an indirect financial interest of a person in a matter includes a reference to a financial relationship between that person and another person who requires a local government decision in relation to the matter.

Impartiality pursuant to Regulation 11 of the Local Government (Rules of Conduct) Regulation 2007

11 – Disclosure of interest

(1). In this regulation –

Interest means an interest that could, or could reasonably be perceived to; adversely affect the impartiality of the person having the interest arising from kinship friendship or membership of an association.

(2). A person who is a council member and who has an interest in any matter to be discussed at a council or committee meeting attended by the member must disclose the nature of the interest –

(a). in a written notice given to the CEO before the meeting; or

(b). at the meeting immediately before the matter is discussed.

(3). Sub-regulation (2) does not apply to an interest referred to in section 5.60 of the Act.

(4). Sub-regulation (2) does not apply if –

(a). A person who is a council member fails to disclose an interest because the person did not know he or she has an interest in the matter; or

(b). A person who is a council member fails to disclose an interest because the person did not know the matter in which he or she had an interest would be discussed at the meeting and the person disclosed the interest as soon as possible after the discussion began.

(5). If, under sub-regulation (2)(a), a person who is a council member discloses an interest in a written notice given to the CEO before a meeting then –

(a). Before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and

(b). At the meeting the person presiding is to bring the notice and its contents to the attention of the persons present immediately before a matter to which the disclosure related is discussed.

(6). If –

(a). Under sub-regulation (2)(b) or (4)(b) a person's interest in a matter is disclosed at a meeting; or

(b). Under sub-regulation (5) (b) notice of a person's interest in a matter is brought to the attention of the persons present at a meeting.

The nature of the interest is to be recorded in the minutes of the meeting.

Describe the extent of your interest (If seeking to participate in the matter under the s.5.68 of the act)

5.68 – Councils and committees may allow members disclosing interests to participate etc. in meetings

(1). If a member has disclosed, under section 5.65, an interest in a matter, the members present at the meeting who are entitled to vote on the matter

(a). may allow the disclosing member to be present during any discussion or decision making procedure relating to the matter; and

(b). may allow , to the extent decided by those members, the disclosing member to preside at the meeting (if otherwise qualified to preside) or to participate in discussions and the decision making procedures relating to the matter if –

(i) the disclosing member also discloses the extent of the interest; and

(ii) those members decide that the interest –

(I) is so trivial or insignificant as to be unlikely to influence the disclosing member's conduct in relation to the matter; or

(II) is common to a significant number of electors or ratepayers

(2). A decision under this section is to be recorded in the minutes of the meeting relating to the matter together with the extent of any participation allowed by the council or committee.

(3). This sections does not prevent the disclosing member from discussing, or participating in the decision making process on, the question on whether an application should be made to the Minister under section 5.69.

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 **15th November 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 **15th November 2018**

Name/Position	Cr Daimon Geier
Item No./Subject	9.3.1 Tender 1 18/19 – Bituminous Products
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 **15th November 2018**

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

8.2 RELATED PARTY DECLARATION

The scope of Australian Accounting Standards Board Accounting Standard AASB 124 (Related Party Disclosures) was varied in July 2015 to encompass not for profit entities including local government. AASB now imposes a number of obligations upon elected members and senior Shire staff in relation to disclosures of their financial dealings with related parties. These obligations came into effect for the 2016/17 financial year and the obligation is to be disclosed as a note within future Annual Financial Reports.

The primary objective of AASB 124 is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and potential profit or loss may have been affected by the existence of related parties and their transactions.

A related party transaction is a transfer of resources, services or obligations between the Shire of Westonia (reporting entity) and the related party, regardless of whether a price is charged.

For the purposes of determining whether a related party transaction has occurred, the following transactions or provision of services have been identified as meeting this criterion:

- Paying rates
- Fines
- Use of Shire of Westonia owned facilities such as Recreation Centre, Aquatic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not)
- Attending council functions that are open to the public
- Employee compensation whether it is for KMP or close family member of KMP.
- Application fees paid to the Shire of Westonia for licences, approvals or permits.
- Lease agreements for housing rental.
- Lease agreements for commercial properties.
- Monetary and non-monetary transactions between the Shire of Westonia and any business or associated entity owned or controlled by the related party (including family) in exchange for goods and/or services provided by/to the Shire of Westonia (trading agreement)
- Paying Department of Transport registration or licencing payments

Some of the transactions listed above, occur on the terms and conditions no different to those applying to the general public and have been provided in the course of delivering public service objectives. These transactions are those that an ordinary citizen would undertake with council and are referred to as an Ordinary Citizen Transaction (OCT). Where the Shire of Westonia can determine that an OCT was provided at arm's length, and in similar terms and conditions to other members of the public and, that the nature of the transaction is immaterial, no disclose in the annual financial report will be required.



- Paying rates
- Fines
- Paying Department of Transport registration or licencing payments
- Use of Shire of Westonia owned facilities such as Recreation Centre, Aquatic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not)
- Attending Council functions that are open to the public.

Declaration forms are located in the Admin Centre or Council Chambers on meeting days.

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 October 2018. The credit card statements currently show: -

CEO **October 2018 \$5,084.09** associated with the purchase of, Licences, LGIS Golf Tournament, Activ8 Internet, Transfer of Land, Email Exchange Server, Food and Beverage Denmark. Royal Life Saving, Bluetooth & Fuel Purchases

Works Supervisor **October 2018 \$ 0.00** Nil

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 October 2018 accounts submitted to today's meeting on Municipal vouchers 3691 to 3702 and D/Debits EFT3245 to EFT3318 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$371,634.49 be passed for payment

RESOLUTION



Moved: Cr Corsini

Seconded: Cr Della Bosca

03/11-18 That October 2018 accounts submitted to today's meeting on Municipal vouchers 3691 to 3702 and D/Debits EFT3245 to EFT3318 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$371,634.49 be passed for payment

CARRIED 6/0

9.1.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – OCTOBER 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 31st October 2018 is attached for Councillor information, and consists of:

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

Statutory Environment

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

Policy Implications

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

Strategic Implications

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

Financial Implications

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

Voting Requirements

☒ Simple Majority ☐ Absolute Majority

OFFICER RECOMMENDATIONS

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

RESOLUTION



Moved: Cr Corsini

Seconded: Cr Jefferys

04/11-18 That Council adopt the Monthly Financial Report for the period ending 31st October 2018 and note any material variances greater than \$10,000 or 15%.

CARRIED 6/0

9.1.3 GST RECONCILIATION REPORT –OCTOBER 2018

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 October 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 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 \$(8,610.00) for the period ending 31st October 2018 be adopted.

RESOLUTION

Moved: Cr Della Bosca

Seconded: Cr Huxtable


05/11-18 That the GST Reconciliation totalling \$(8,610.00) for the period ending 31st October 2018 be adopted.

CARRIED 6/0

Cr Huxtable left the meeting at 4.58pm.

9.1.4 RELATED PARTY DISCLOSURE POLICY

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



Purpose of the Report



Executive Decision



Legislative Requirement

Background

The scope of Australian Accounting Standards Board Accounting Standard AASB 124 (*Related Party Disclosures*) was varied in July 2015 to encompass not for profit entities including local government. AASB now imposes a number of obligations upon elected members and senior Shire staff in relation to disclosures of their financial dealings with related parties. These obligations came into effect for the 2016/17 financial year and the obligation is to be disclosed as a note within future Annual Financial Reports.

The primary objective of AASB 124 is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and potential profit or loss may have been affected by the existence of related parties and their transactions.

This item proposes that Council endorse Policy 1.9 – Related Party Disclosures. Implicit in this endorsement is acknowledgement of the:

- positions to be identified as Key Management Personnel (KMP); and
- transactions that are considered to be Ordinary Citizen Transactions (OCT) with no ensuring disclosure obligations.

Comment

Definitions that relate to the commentary provided on this item are as follows:

Related party – a person or entity that is related to the local government. Related parties include:

- entities related to Council;
- key management personnel;
- close family members of Key Management Personnel; and
- non-council entities that are controlled or jointly controlled by Key Management Personnel or their close family members.

Related party transaction – a transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.

Key Management Personnel – people who have the authority and responsibility for planning, directing and controlling the activities of the reporting entity and for local governments includes all councillors and senior staff (Chief Executive Officer and Executive Managers).

Ordinary Citizen Transaction – an exchange that is made on terms and conditions no different to those applying to the general public which is unlikely to influence the decisions made by the users of the Shire's financial statements (for example, a dog registration fee).

The objective of AASB 124 is to ensure that an entity's financial statements contain disclosures necessary to draw attention to the possibility that its financial position and any profit or loss may have been affected by the existence of related parties and transactions with those parties.

This means that users of the Shire of Westonia Annual Financial Report will become aware of any relationships that may affect the financial position and profit or loss of the Shire. The Annual Financial Report provides information at a summary level of the financial remuneration of related parties, key management personnel and the financial value of transactions with related parties such as services or goods purchased from businesses operated by related parties.

Individual financial details of related parties are not disclosed during the reporting process and the transactions are presented as aggregated information in the financial reports.

The information collated and aggregated for the Annual Financial Reports is obtained from a number of sources, however the most significant of these is the Related Party Declaration form.

The form must be completed by Key Management Personnel at least annually, and is appended to Policy 1.9. ***The policy proposes that KMP be required to complete this form twice each financial year in December and June.***

Disclosure requirements apply to the existence of relationships regardless of whether or not any transaction has occurred. Each financial year, the Shire of Westonia must make an informed judgement as to what is considered to be a related party, and what transactions should be considered when determining if disclosure is required.

AASB 124 advises that if a local government has had related party transactions during a financial year, it shall disclose the nature of the related party relationship as well as information about those transactions, including commitments that are necessary for users to understand the potential effect of the relationship on the financial statements.

To progress the implementation of AASB 124 from 2016/17, Council is required to consider and endorse the following:

1. Positions to be included as Key Management Personnel (KMP) in the assessment of related parties; and
2. Transactions that are considered to be Ordinary Citizen Transactions (OCT) that will not be included as related party transactions.

Key Management Personnel (KMP)

AASB 124 specifically includes Elected Members as part of the definition of Key Management Personnel (KMP). It is expected that in local government, KMP will include Elected Members, the Chief Executive Officer and the next level of management, which in the case of the Shire of Westonia is Executive Managers.

Ordinary Citizen Transactions (OCT)

In order to identify which transactions are related party transactions and subject to disclosure it is necessary to consider and exclude Ordinary Citizen Transactions (OCT) from disclosure requirements.

OCTs are those transactions provided on terms and conditions no different to those applying to the general public and are unlikely to influence the decisions that users of the Shire's financial statements make. These Ordinary Citizen Transactions include the following:

- paying rates, fines or penalties;
- paying application fees for licenses, approvals or permits;

- using Shire owned and operated facilities such as halls, recreation centres, aquatic centres, libraries, parks, ovals, public open space and landfill sites (whether a fee is charged or not); and
- attending Shire functions that are open to the public.

The exclusion of the above from related party transactions effectively limits the related party transactions that are to be declared and disclosed to the following:

- purchases or sale of goods (finished or unfinished);
- purchase or sales of property or other assets;
- rendering or receiving services;
- leases;
- transfers of research and development;
- transfers under license agreements;
- transfers under finance arrangements (including loans and equity contributions in cash or kind);
- provisions of guarantees or collateral;
- commitments to do something if a particular event occurs or does not occur in the future, including execution of contracts (recognised or unrecognised); and \square settlement of liabilities on behalf of Council or by Council on behalf of the related party.

Statutory Environment

Local Government Act 1995

Section 2.7 Role of council

- (1) The council –
- (a) governs the local government's affairs; and
 - (b) is responsible for the performance of the local government's functions.
- (2) Without limiting subsection (1), the council is to –
- (a) oversee the allocation of the local government's finances and resources; and
 - (b) determine the local government's policies

Policy Implications

A new policy will be included in the Administration section of the Policy Manual.

Strategic Implications

Shire of Westonia Strategic Community Plan 2013-23

Civic Leadership Objective:

"A financially strong and knowledgeable Shire, leading an empowered community."

Financial Implications

Nil



Voting Requirements

☐

Simple Majority

☒

Absolute Majority

OFFICER RECOMMENDATIONS

That Council endorses:

1. Policy 1.9 – Related Party Disclosures; and
2. The following Ordinary Citizen Transactions (OCT) as exempt from Related Party Disclosure reporting:
 - paying rates, fines or penalties;
 - paying application fees for licenses, approvals or permits;
 - using Shire owned and operated facilities such as halls, recreation centres, recreation centres, aquatic centres, libraries, parks, ovals, public open space and landfill sites (whether a fee is charged or not); and
 - attending Shire functions that are open to the public.

RESOLUTION

Moved: Cr Corsini

Seconded: Cr Geier

06/11-18


That Council endorses:

1. Policy 1.9 – Related Party Disclosures; and
2. The following Ordinary Citizen Transactions (OCT) as exempt from Related Party Disclosure reporting:
 - paying rates, fines or penalties;
 - paying application fees for licenses, approvals or permits;
 - using Shire owned and operated facilities such as halls, recreation centres, recreation centres, aquatic centres, libraries, parks, ovals, public open space and landfill sites (whether a fee is charged or not);
 - Department of Transport Licensing; and
 - attending Shire functions that are open to the public.

CARRIED 5/0

9.2 COMMUNITY AND REGULATORY SERVICE

9.2.1 CARAVAN PARK OFFICE

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

Purpose of the Report



Executive Decision



Legislative Requirement

Background

At the October Ordinary Meeting of Council, discussions were held in relation to the grant application that was submitted via the Federal Member for Durack (Melissa Price) Stronger Communities Grant Programme. Council were happy to submit the grant and complete the project upon receiving the grant and Municipal Funds.

Comment

The project involved relocating a transportable training room to the Caravan Park and converting to an office and accommodation facility for the caretaker.

Just after the Council meeting, the exact building came up for sale on the Ross's Auction website and after advising the President, the CEO put in a bid for the transportable with a maximum of \$16750, plus buyers premium and GST.

Council was successful at a bid of \$16,250 plus premiums totaling \$19,662.50 inc GST which was a great result for Council.

While the purchase is related as an out of budget expense, previous consent was given to pursue the project with grant funds. Management are extremely confident of receiving the funds to continue the project and as discussed previously, utilise funds made from the Carrabin (Great Eastern Highway) private works project to complete the project

Unfortunately, opportunities like this do not happen at "budget time" which makes it difficult to budget for. The purchase would not have happened without the Stronger Communities Grant Programme and the profit received from the Carrabin (Great Eastern Highway) private works project.

Statutory Environment

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

Nil

Strategic Implications

Shire of Westonia Strategic Community Plan 2013-23

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 Municipal Account via profit on Private Works project .

Voting Requirements

☐

Simple Majority

☒

Absolute Majority

OFFICER RECOMMENDATIONS

That Council approve for the unbudgeted expenditure and endorse the CEO’s actions to purchase a transportable building for the Caravan Park totaling up to \$19,662.50 inc GST with \$13,750 to come from the successful Stronger Communities Grant Programme with the remainder to come from the Municipal Account via profits made on the Great Eastern Highway private works project up to \$20,000.

RESOLUTION

Moved: Cr Della Bosca

Seconded: Cr Geier


07/11-18

That Council approve for the unbudgeted expenditure and endorse the CEO’s actions to purchase a transportable building for the Caravan Park totaling up to \$19,662.50 inc GST with \$13,750 to come from the successful Stronger Communities Grant Programme with the remainder to come from the Municipal Account via profits made on the Great Eastern Highway private works project up to \$20,000.

CARRIED 5/0 BY ABSOLUTE MAJORITY

9.2.2 CAMP WESTONIA – REGIONAL ECONOMICAL DEVELOPMENT SCHEME (RED)

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



Purpose of the Report



Executive Decision



Legislative Requirement

For information in relation to the Regional Economic Development Scheme (RED) funding application submitted on behalf of Council for the upgrades and development of “Camp Westonia” on the old Westonia Primary School site.

Background

As Council will be aware, the Chief Executive Officer had been working behind the scenes with management of Evolution Mining to investigate a variety of Shared Value Projects within the Westonia Shire. The sale of the Edna May Operations from Evolution to Ramelius has somewhat dampened the project with Ramelius advising that they have no appetite to assist in funding.

The following project were originally listed to pursue funding:

- **Camp Westonia**
- **Westonia Solar Farm**

Comment

Project 1 – Camp Westonia

Project Summary

Camp Westonia (Westonia, WA)

This is a proposed partnership with the Shire of Westonia to help establish “Camp Westonia”: relocating 40 rooms (comprising 10 x 4 room unsuited units), 1x large kitchen/dinning and common room and 1 x recreation/facilities room to the Old School site to set up as a camp accommodation style complex. This will be utilised for a variety of initiatives, including: schools; bus tours; grey nomads; sport clubs; kids at risk; holiday camp. Activities may include: mine tour; physical activities; educational programs; visit to a working farm.

This project will help “future proof” Westonia following eventual closure of EMO by achieving increased visitation, leading to increased economic activity in Westonia.

Project Objectives

A community such as Westonia’s has seen the effects of “boom and bust” mining and agriculture over the past 100 years and community leaders have been looking at ways to future proof the town/shire/community so that the booms are maximised and the busts are eliminated or minimised.

As stated in the Wheatbelt Development Commission - Wheatbelt Blueprint, Westonia needs investment in key infrastructure to enable growth opportunities. Small scale investment in accommodation will create additional private and community investment, leading to a vibrant economy, growth, employment and education opportunities.

- The project hopes to deliver a variety of benefits, including:

- Setting up the facility to cater for “Camp Kulin” style Camp.[see Appendix B]
- Utilising the facility as a Community/School Camp, alternating with the above.
- Use it to attract bus tours and open up the tourism potential that is growing at the moment with mine tours, Farm experience tours, Local Aboriginal tours, Rock and natural wonder tours, targeting the “Grey Nomads”, etc
- Use the facility as overflow accommodation for the mine on shut downs
- Overflow accommodation for groups not able to get accommodation in Merredin with large companies totally hiring out the major hotel/motels in the district on a permanent basis
- Short term accommodation for sporting events, community events
- Utilise as an Evacuation Centre for the Town or mine if required
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Stage 1 It is anticipated that the accommodation side of the project will be completed within the first stage, with additions to continue in future years to value add to the facility (listed in stage 2).

Stage 2 As mentioned above, the extent of Evolutions financial resources will be limited to stage 1, with stage 2 comprising of seeking funding from outside sources to value add to the facility such as “high/low rope course built onsite to add to facility” “flying fox” “climbing walls” to challenge not only the children but the children at heart!!

Current Status

The Shire of Westonia and the Westonia Community have recently been gifted the Old Primary School site following the closure of the School in 2014. The vesting for “Community Purposes including Aged Accommodation” allows for the site to be used in a variety of ways with a portion of the site allocated for aged accommodation via the CEACA project and the rest of the site available for the “Camp Westonia” concept.

The Council have been liaising with a company (OTOC) who are bidding on discontinued mining work camps in the Pilbara and relocating them at a minimal cost to a third party. The works involve the removal of surplus accommodation villages of various sizes, all with have kitchens, administration offices, ensuited bedrooms (generally 4 to a “donga”), ice rooms, laundries, ablution blocks, etc.

OTOC and the Shire of Westonia as partners are currently listed as the preferred bidder for the current camp that is up for tender. The fact that we are the only Shire/Community group that is listed in the tender has elevated us to preferred bidder status on one of the Roy Hill railway campsites. Quotes have been obtained on the major components of the build/relocation, specifically in relation to disconnection/reconnection, transportation and utility connection such as sewer, water and power. Assessments are currently taking place on site in relation to power/water upgrades and other onsite assessments.

Drivers - Economic

This project has huge potential on many levels, but particularly as a “Future Proofing” project for when Edna May Operations eventually cease.

Increased visitors to Westonia will: increase the spend at local businesses; increase tourism; increase servicing and training; utilise under-utilised services, attractions and recreation facilities, and; has the potential to create new opportunities and employment.

According to the “Fast Facts for the period ending June 2016” published by Tourism Western Australia (Attached), Tourist in Western Australia spend \$9.632 billion pa, which is 10.8% of the tourist spend in Australia, which equates to \$134 per day. Conservative estimates for a bus of 35 people staying 2 nights every fortnight equates to 1820 nights @ \$134 per night, equalling \$243,880 income per year. This initially allows for increased employment in town and flow on benefits for other businesses in the town. This in turn will also stimulate further niche businesses and opportunities on the back of the increased tourist patronage.

The Wheatbelt Development Commission - Wheatbelt Blueprint highlights the potential for the Wheatbelt to seize these opportunities. Minimising the accommodation gaps in Westonia and increasing visitors to Westonia Shire will facilitate both population and economic growth.

The various uses envisaged for the camp will in time allow the facility to become self-sustaining and will create lasting employment in the town and district. Going forward, Council estimates up to 10 employees will be required to clean, cook and manage the project and associated programs.

Drivers - Education

- Setting up the facility to cater for “Camp Kulin” style Camp.

The “Camp Kulin” program, if delivered in Westonia will help cater for “at risk” groups, both children and adults enabling attendees to learn life skills, leadership skills, self confidence and a range of communication skills. Other areas around the state have approached the “Camp Kulin” group to initiate these camps, but due to distance have not been able to. Westonia is only 150km from Kulin and already have great contacts to progress this project.

- Utilising the facility as a Community/School Camp, alternating with the above.

The Westonia community has a great opportunity to deliver an unique visitor experience to community/School users as our geographical location (proximity to Perth – 300km and proximity to Goldfields/Kalgoorlie – 300km) enables us to deliver an all round experience that includes:

Gold mine tours, Farming tours, Rock tours, as well as the museum and other sites in and around Westonia. We can lay down the myth that states that milk comes from Coles or Wollies. City kids can be shown how to shear a sheep one day and how to fill a triple seven (777) the next and then explore some of the most unique rocks in Western Australia (Elachbutting – like Wave Rock, Baladjie Rock and Sandford Rock) Brochure attached.

- Short term accommodation for sporting events, community events

Westonia currently misses out on hosting regional sporting events due to lack of accommodation, this will assist with both Westonia & the wider Wheatbelt in attracting large scale events. Westonia currently host the Western Australian Hang Gliding Championship each year, but have had to pull out of nominating for the Australian & Australasian Championships as we cant meet the accommodation requirements.

Drivers - Environmental

There is substantial infrastructure in the Pilbara related to the past construction boom and it must be removed. Construction camps such as the subject ones are good examples of the tyranny of distance with the cost of removal from the various locations outweighing the value of the items. The items have a low-to-no value as demand has all but dissolved. At the time of bidding it appears possible the lowest cost to the owner may be to demolish the entire villages as the economics of relocation or salvage are outweighed by the economics of landfill.

The costs of the actual asset would be nil with the ultimate owner needing to revalue an asset cost once it was relocated / re-established.

One of the risks in relation to the initial set up of the School camp was the inability to utilise the existing mining camp Waste Water Treatment Plant to process the waste from the school site. Since then, the Shire have found a commercial waste water treatment unit capable of processing over 8000l/day and treat the waste, and allow it to be sprinkled on the existing Eremophila Resinosa translocation site number 2 located South West of Quartz and Boodarockin Roads in the Westonia Townsite (over the road from the School). This would be a win-win for both the Mine, School Site and the environment as the site is currently watered with scheme water at a cost to the mine and the Shire.

Drivers - Health

- Setting up the facility to cater for “Camp Kulin” style Camp.[see Appendix B]
- Utilising the facility as a Community/School Camp, alternating with the above.
- Use it to attract bus tours and open up the tourism potential that is growing at the moment with mine tours, Farm experience tours, Local Aboriginal tours, Rock and natural wonder tours, targeting the “Grey Nomads”, etc
- Use the facility as overflow accommodation for the mine on shut downs
- Overflow accommodation for groups not able to get accommodation in Merredin with large companies totally hiring out the major hotel/motels in the district on a permanent basis

- Short term accommodation for sporting events, community events
- Utilise as an Evacuation Centre for the Town or mine if required

The health benefits for both the locals and the attendees of the Camp School are wide ranging. Initially the attendees to the Camp Kulin would obviously benefit in terms of mental wellbeing and well as physically from the variety of tours available such as Mine, Walk trail, Rock tours and Farm tours.

The health benefits to the community are also wide ranging. One idea would be to include our seniors on to some of the tours as they can assist with a historical background for tourist which in turn helps keep them active, alert and a part of the community. A similar idea with the children of the town to participate in activities with both senior's groups and school groups after hours. We could also partner up as "Buddy Schools" and continue pen pal type arrangements which also assist with children's education, self-esteem and confidence in meeting new people.

Estimated costings:

<i>Project items</i>	<i>RED Grant Funds requested \$ (ex gst)</i>	<i>Own organisation \$ (ex gst)</i>	<i>Other source/s \$ (ex gst)</i>	<i>Name of other funding source/s</i>	<i>Other funding status: Approved or Requested</i>	<i>Date decision expected on requested funds</i>	<i>Total \$ (ex gst)</i>	<i>quote attached</i>
Decommission & transport work camp	200,000	25,000	50,000	Westonia Progress Association			275,000	<input type="checkbox"/>
Recommission work camp - power	25,000	25,000					50,000	<input type="checkbox"/>
Recommission work camp - water		15,000	25,000	Westonia Progress Association			40,000	<input type="checkbox"/>
Recommission work camp - sewer	25,000	35,000					60,000	<input checked="" type="checkbox"/>
Recommission work camp – inkind (below)		55,000					55,000	
Audit Costs		1,000					1,000	<input type="checkbox"/>
TOTAL	250,000	156,000	75,000				481,000	

<i>Project item/s</i>	<i>Name of in-kind source</i>
Recommission work camp – sewer (\$20,000) trenching	Shire of Westonia
Recommission work camp – water (\$10,000) trenching	Shire of Westonia
Recommission work camp – power (\$10,000) trenching	Shire of Westonia
Recommission work camp – landscaping (\$15,000)	Shire of Westonia

Statutory Environment

N/A

Policy Implications

There are no policies relating to this matter.

Strategic Implications

Shire of Westonia Strategic Community Plan 2013-23

Financial Implications

The total project involves a total contribution of \$156,000, including a cash contribution of \$101,000 and \$55,000 in-kind

Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That Council approves the submission of the Regional Economic Development Scheme (RED) funding application submitted on behalf of Council for the upgrades and development of “Camp Westonia” on the old Westonia Primary School site and endorses an in-principle allocation of \$101,000 cash and \$55,000 of in-kind support to the project.

RESOLUTION

Moved:	Cr Della Bosca	Seconded:	Cr Geier
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08/11-18	That Council approves the submission of the Regional Economic Development Scheme (RED) funding application submitted on behalf of Council for the upgrades and development of “Camp Westonia” on the old Westonia Primary School site and endorses an in-principle allocation of \$101,000 cash and \$55,000 of in-kind support to the project.
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CARRIED 5/0

Cr Geier declared a Closely Association Person And Impartiality interest in item 9.3.1 Tender 1-18/19 – Bitumenous Products as his brother works for one of the tenderers and left the room at 5.31pm.

9.3 WORKS AND SERVICE

9.3.1 TENDER 1-18/19 – BITUMENOUS PRODUCTS

Responsible Officer:	Jamie Criddle, CEO		
Author:	Jamie Criddle, CEO		
File Reference:	F1.9.1		
Disclosure of Interest:	Nil		
Attachments:	Nil		
Signature:	Officer	CEO	

Purpose of the Report

☐

Executive Decision

☒

Legislative Requirement

Background

Council has made allowance in its 2018/19 Budget for the provision of bituminous products as part of its adopted road's program, which includes approximately 45,500m² of combined primer seal 14mm and 1st coat seal 7mm, with 10mm reseal.

A notice inviting tenders was advertised on 27 October 2018 with tenders closing on 9 November 2018.

Comment

At the close of tenders only two submission was received from the following:

1. Bitutek Pty Ltd
2. COLAS WA Pty Ltd

In accordance with the Local Government (Functions & General) Regulations, Regulation 14(2a) the following criteria, will determine whether the tender should be accepted:

- Demonstrated experience by tenderer to meet the requirements as set out in specifications.
- A maintenance service best suited to the Principal's requirements that demonstrates a commitment to customer service and a professional corporate image.
- Demonstrated ability and produces to ensure public and employee safety by way of Occupation Safety and Health, and adherence to the Traffic Management for Roadworks Code of Practice.

Tenderer	Selection Criteria and Weighting			Total weighted Score
	Experience (50%)	Maintenance Service (25%)	Safety Commitment (25%)	
Bitutek Pty Ltd	50	20	20	90
Colas WA Pty Ltd	50	20	20	90

Assessment of Tenders against compliance criteria:

The tenderer for the supply of bituminous products including aggregate was deemed to comply with the compliance criteria.

Basis of Recommendation:

The tenderer has demonstrated significant experience in carrying out similar works and a demonstrated commitment to service, quality assurance and safety.

Price Schedule

Description	M ²	BITUTEK PTY LTD	COLAS WA PTY LTD
Supply and Spray hot bitumen (including binding) 95/5 @ 1.8L/M2 Primer Seal 14mm	17,500 m ²	\$ 74,200 inc GST	\$ 73,675 inc GST
Supply and Spray hot bitumen (including binding) C170 bitumen @ 1.1L/M2 1 st Coat Seal 7mm	17,500 m ²	\$ 54,775 inc GST	\$ 56,525 inc GST
Supply and Spray hot bitumen (including binding) 95/5 @ 1.8L/M2 Reseal 10mm	17,500 m ²	\$ 112,560 inc GST	\$ 119,840 inc GST

Statutory Environment

Local Government Act 1995, section 3.57 – Tenders for providing goods or services.

Policy Implications

Council does not have a policy in relation to this matter

Strategic Implications

Nil

Financial Implications

An allocation of funds has been allowed for in the 2018/19 financial budget as part of the annual roads program.

Voting Requirements



Simple Majority



Absolute Majority

OFFICER RECOMMENDATIONS

That Council:

1. Accept the tender from Bitutek Pty Ltd for the Supply of Bitumenous Products for the total tendered price of \$ 241,535 including GST.

RESOLUTION

Moved: CrJefferys

Seconded: Cr Corsini

09/11-18

That Council:

- 1. Accept the tender from Bitutek Pty Ltd for the Supply of Bitumenous Products for the total tendered price of \$ 241,535 including GST.**

CARRIED 4/0

Cr Geier entered the meeting at 5.35pm

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 20th December 2018 commencing at 3.30pm

13 MEETING CLOSURE

There being no further business the President, Cr Day declared the meeting closed at 5.41pm