

# Minutes

#### **Ordinary Council Meeting**

Held in Council Chambers, Wolfram Street Westonia Thursday 26<sup>th</sup> October 2017

#### **CONFIRMATION OF MINUTES**

These minutes were confirmed by the Council on 26<sup>th</sup> October 2017 as a true and accurate record of the Ordinary Council Meeting held on 16<sup>th</sup> November 2017.

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 3.40pm.

#### 2. SWEARING IN OF COUNCILLIORS

The Chief Executive Officer will preside over the swearing in ceremony of newly elected councillors.

In accordance with Section 2.29 of the Local Government Act 1995, Councillors elect will each in turn took the Oath of Allegiance/Affirmation of Allegiance, read and signed the declaration to the Office of Councillor in the presence of the Chief Executive Officer as per the requirements of the Act.

The *Oaths, Affidavits and Statutory Declarations Act 2005* and Schedule 2 of that Act list the authorised people who can witness declarations.

These are -

#### Schedule 2 — Authorised witnesses for statutory declarations

- 21. The chief executive officer or deputy chief executive officer of a local government.
- 22. A member of the council of a local government within the meaning of the Local Government Act 1995.

The Chief Executive Officer will preside over the swearing in ceremony of newly elected Councillors.

In accordance with Section 2.29 of the Local Government Act 1995, Councillors Della Bosca, Geier, Huxtable and Jefferys each in turn took the Oath of Allegiance/Affirmation of Allegiance, read and signed the declaration to the Office of Councillor in the presence of the Chief Executive Officer, Jamie Criddle.

#### 2.1. ELECTION OF PRESIDENT

The election of the President will be conducted by the CEO.

The procedure for electing a Shire President is set out in Schedule 2.3, Division 1, of the Local Government Act 1995 *(see attached)*. The process will be as follows:

- Nominations for the office are to be received in writing to the Chief Executive Officer before the meeting, or during the meeting before the close of nominations. Nominations close at the meeting at a time announced by the Chief Executive Officer.
- Councillors are to vote on the matter by secret ballot as if they were electors voting at an election. The votes
  cast are to be counted, and the successful candidate determined in accordance with Schedule 4.1 of the Local
  Government Act 1995 (see attached).
- If two or more candidates receive the same number of votes, so that no candidate has the greatest number of votes, the count is to be discontinued and the meeting is to be adjourned for not more than seven days.
- Should this occur, it is intended to initially adjourn the meeting for ten minutes, and then resume the meeting. Any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes. When the meeting resumes the councillors are to vote again.
- The Chief Executive Officer is to declare and give notice of the result in accordance with regulation 11F of the Local Government (Constitution) Regulations 1998 (see attached).
- Following the announcement of the successful candidate a swearing in of the newly elected President will take place.

The Shire President then takes up the position of presiding member for the meeting.

The Chief Executive Officer advised that one (1) nomination for the office of President was received prior to the meeting by Cr Karin Day, the CEO then called for final nominations from the floor. No further nominations were received. The Chief Executive Officer announced Cr Day elected as President for a period of two (2) years.

Cr K Day read aloud and signed the declaration to the Office of Shire President and took the chair.

#### 2.2. ELECTION OF DEPUTY PRESIDENT

The election of the Deputy President will be conducted by the President.

The procedure for electing a Shire Deputy President is set out in Schedule 2.3, Division 1, of the Local Government Act 1995 *(see attached)*. The process will be as follows:

- Nominations for the office are to be received in writing to the Chief Executive Officer before the meeting, or during the meeting before the close of nominations. Nominations close at the meeting at a time announced by the President.
- Councillors are to vote on the matter by secret ballot as if they were electors voting at an election. The votes cast are to be counted, and the successful candidate determined in accordance with Schedule 4.1 of the Local Government Act 1995 (see attached).
- If two or more candidates receive the same number of votes, so that no candidate has the greatest number of votes, the count is to be discontinued and the meeting is to be adjourned for not more than seven days.
- Should this occur, it is intended to initially adjourn the meeting for ten minutes, and then resume the meeting. Any nomination for the office may be withdrawn, and further nominations may be made, before or when the meeting resumes. When the meeting resumes the councillors are to vote again.
- The Chief Executive Officer is to declare and give notice of the result in accordance with regulation F of the Local Government (Constitution) Regulations 1998 (see attached).
- Following the announcement of the successful candidate a swearing in of the newly elected Deputy President will take place by the CEO or President.

The President advised that two (2) nominations for the office of Deputy President were received prior to the meeting by Cr Renae Corsini and Cr Bill Huxtable, the President then called for final nominations from the floor. No nominations were received.

As two (2) nominations were received, Councillors are to vote on the matter by secret ballot as if they were electors voting at an election. The votes cast are to be counted, and the successful candidate determined in accordance with Schedule 4.1 of the Local Government Act 1995.

At the close of voting, the Chief Executive Officer tallied the votes and advised that Cr Bill Huxtable was declared elected as Deputy President for a period of two (2) years.

Cr B Huxtable read aloud and signed the declaration to the Office of Shire Deputy President.

#### 3. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

#### **Councillors:**

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

#### Staff:

Mr. JC Criddle Chief Executive Officer

Mr. AW Price Works Supervisor (5.25pm – 6.25pm

Members of the Public: Nil
Apologies: Nil

Approved Leave of Absence: Nil

#### 4. PUBLIC QUESTION TIME (3.55pm – 4.10pm)

Ni

#### 5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

#### 6. CONFIRMATION OF PREVIOUS MINUTES

#### **OFFICER RECOMMENDATIONS**

That the minutes of the Ordinary Meeting of Council held on 21<sup>st</sup> September 2017 be confirmed as a true and correct record.

#### **RESOLUTION**

Moved: Cr Huxtable Seconded: Cr Corsini

01/10-17 That the minutes of the Ordinary Meeting of Council held on 21st September 2017 be

confirmed as a true and correct record.

**CARRIED 6/0** 

#### 7. RECEIVAL OF MINUTES

#### **OFFICER RECOMMENDATIONS**

That the minutes of the Central East Aged Care Alliance Meeting held on Wednesday 6<sup>th</sup> September 2017 be received.

#### **RESOLUTION**

Moved: Cr Corsini Seconded: Cr Jefferys

02/10-17 That the minutes of the Central East Aged Care Alliance Meeting held on Wednesday 6<sup>th</sup>

September 2017 be received.

CARRIED 6/0

#### **OFFICER RECOMMENDATIONS**

That the minutes of the Central East Aged Care Alliance Teleconference Meeting held on Friday 29<sup>th</sup> September 2017 be received.

#### **RESOLUTION**

Moved: Cr Corsini Seconded: Cr Jefferys

03/10-17 That the minutes of the Central East Aged Care Alliance Teleconference Meeting held on

Friday 29th September 2017 be received.

#### 8. PRESIDENT/COUNCILLORS ANNOUNCEMENTS

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

- WEROC meeting in Westonia on Wednesday 25<sup>th</sup> October 2017 with the CEO.
- Wheatbelt Communities meeting in Westonia on Wednesday 25<sup>th</sup> October 2017 with the CEO.
- WALGA Act Review meeting in Kellerberrin
- Meet and Greet with Mark Zeptner, Managing Director of Ramelius Resources with the CEO.
- Camp Quality (Westonia CRC) meeting/set up for Wescarpade visit on Friday 6<sup>th</sup>, Saturday 7<sup>th</sup> October.
- Wheatbelt Development Commission, final board meeting 11/12<sup>th</sup> October 2017.
- Regional Road Group meeting in Mukinbudin on Monday 16<sup>th</sup> October 2017

Cr Corsini advised having attended the following meeting:

- Westonia Progress Association meeting with the CEO.
- Eastern Wheatbelt Biodiversity Group (EWBG) meeting in Merredin on Tuesday 10<sup>th</sup> October 2017 with the CEO.

#### 9. DECLARATION OF INTEREST

In accordance with Section 5.65 of the *Local Government Act 1995* the following disclosures of <u>Financial</u> interest were made at the Council meeting held on **26 October 2017.** 

Name/Position Cr Ross Della Bosca		
Item No./Subject	10.2.1	
Nature of interest	Owner of the Property	
Extent of Interest	Financial Interest in potential sale	

In accordance with Section 5.65 of the *Local Government Act 1995* the following disclosures of <u>Closely</u> <u>Association Person And Impartiality</u> interest were made at the Council meeting held on **26 October 2017.** 

Name/Position	Cr Daimon Geier
Item No./Subject	10.3.2
Nature of interest	Family member works for tendering company
Extent of Interest	Closely Associated Person

Name/Position	Mr Jamie Criddle
Item No./Subject	10.3.3
Nature of interest	Family member is a tenderer
Extent of Interest	Closely Associated Person

In accordance with Section 5.60B and 5.65 of the *Local Government Act 1995* the following disclosures of <u>Proximity</u> interest were made at the Council meeting held on **26 October 2017.** 

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

#### 10.MATTERS REQUIRING A COUNCIL DECISION

#### 10.1. **GOVERNANCE, ADMINISTRATION AND FINANCIAL SERVICES**

#### 10.1.1 **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:** 

Attachments: Attachment 9.1.1 List of Accounts

CEO Signature: Officer

**Purpose of the Report** 

X **Executive Decision** Legislative Requirement



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 September 2017. The credit card statements currently show: -

CEO September 17 \$2804.50 associated with the purchase of; Various vehicle licenses

\$355.80, Alcolizer \$921.80, Make your own puzzle \$189, Activ8me \$267.45, Beverages,

meals, Accommodation Local Govt week \$995.48, Cake Caddy's \$74.97.

Works Supervisor **September 17 \$0.00** associated with the purchase of; Nil Report.



#### **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 2017/2018 Annual Budget.

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#### **Voting Requirements**

X

Simple Majority

Absolute Majority

#### **OFFICER RECOMMENDATIONS**

That September 2017 accounts submitted to today's meeting on Municipal vouchers 3579 to 3587 and D/Debits EFT2634 to EFT2677 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$471181.82 be passed for payment.

#### **RESOLUTION**

Moved:

Cr Huxtable

Seconded:

Cr Corsini

04/10-17

That September 2017 accounts submitted to today's meeting on Municipal vouchers 3579 to 3587 and D/Debits EFT2634 to EFT2677 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$471,207.82 be passed for payment.

CARRIED 6/0

#### 10.1.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – SEPTEMBER 2017

**Responsible Officer:** Jamie Criddle, CEO Author: Kay Geier, Senior Finance Officer File Reference: F1.3.3 Monthly Financial Statements **Disclosure of Interest:** Attachments: Attachment 9.1.2 Monthly Statement of Financial Activity Signature: Officer **CEO Purpose of the Report** X **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.



The Monthly Statement of Financial Activity for the period ending 30<sup>th</sup> September 2017 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



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%.



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



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



#### **OFFICER RECOMMENDATIONS**

That Council adopt the Monthly Financial Report for the period ending 30<sup>th</sup> September 2017 and note any material variances greater than \$10,000 or 15%.

#### RESOLUTION

Moved: Cr Huxtable Seconded: Cr Geier

05/10-17 That Council adopt the Monthly Financial Report for the period ending 30<sup>th</sup> September 2017

and note any material variances greater than \$10,000 or 15%.

**CARRIED 6/0** 

#### **GST RECONCILIATION REPORT – SEPTEMBER 2017** 10.1.3

adopted.

Jamie Criddle, CEO **Responsible Officer:** Author: Kay Geier, Senior Finance Officer File Reference: F1.4.4 Audit Report **Disclosure of Interest:** Attachments: Attachment 9.1.3 GST Report Signature: Officer CEO **Purpose of the Report** X **Executive Decision** Legislative Requirement **Background** The Reconciled Balance of the GST Ledger to the General Ledger as reported as at 30th September 2017 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** X Simple Majority **Absolute Majority** OFFICER RECOMMENDATIONS That the GST Reconciliation totaling \$6,259 for the period ending 30th September 2017 be adopted. **RESOLUTION** Moved: Cr Corsini Seconded: **Cr Jefferys** That the GST Reconciliation totaling \$6,259 for the period ending 30<sup>th</sup> September 2017 be 06/10-17

#### 10.1.4 CHRISTMAS/NEW YEAR OFFICE CLOSURE

Responsible Officer: Jamie Criddle, CEO
Author: Jamie Criddle, CEO

File Reference: A2.1.1
Disclosure of Interest: Nil

Attachments:

Signature: Officer CEO

Ann



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

Executive Decision

Legislative Requirement



#### **Background**

Council has traditionally closed the office and operations over the festive season to accommodate the taking of leave and public holidays, given that the town is very quiet during this time. Xmas Day and New Year's Day fall on a Monday this year.

It is also anticipated to hold the Annual end of year Christmas function at the conclusion of the December Ordinary Council meeting. This year it falls on the 14th December, as the CEO has requested the change to accommodate Annual Leave. The Outside Crew will break up on the following Thursday 21<sup>st</sup> December and the inside Staff will finish at 12.00pm Friday 22<sup>nd</sup> December 2017.



#### Comment

A few members of the Outside Crew have requested an alteration to the annual shut down period with some not wanting to take the full 4 weeks in one hit. The outside crew will commence the Xmas break on Friday 22<sup>nd</sup> December 2017, with a return to work on Monday 8th January 2018.

Arrangements are in place to provide for emergencies with a skeleton staff available during the holiday period with contact details being advertised and displayed.

It is proposed that the office will be closed from 12 noon on 22<sup>nd</sup> December 2017 until 8.30 am on Tuesday 2<sup>nd</sup> January 2018.

The Chief Executive Officer has holidays booked and will be away from the 18<sup>th</sup> December 2017, returning to work on Monday the 29<sup>th</sup> January 2018.

There has traditionally been no meeting in January in previous years.



#### **Statutory Environment**

Nil



#### **Policy Implications**

#### 7.12 Christmas Office Shutdown & Two Paid "Grace & Favour" Days for Staff

The Council office & depot will be closed from 12 noon on the last working day prior to the Christmas Day holiday until normal office hours on the day following the New Year public holiday. At least one Senior staff member will remain contactable and reasonably close to town in the event of an emergency such as a bushfire during this shutdown period.

Staff will also be granted 2 paid "grace and favour days" based on their ordinary hours in recognition of time worked in excess of normal hours during the year, to assist with covering their leave over the shutdown period between Christmas and New Year. Staff required to work during the Christmas Shutdown period as part of responding to an emergency will be granted the equivalent hours of ordinary time paid leave by agreement at another time.



#### That Council

- 1.approve the office closure from 12 noon on the 22<sup>nd</sup> December 2017 until 8.30 am on Tuesday the 2<sup>nd</sup> January 2018, and note the absence of the CEO from the 18<sup>th</sup> December 2017 till the 29<sup>th</sup> January 2018.
- 2.hold the annual end of year Christmas function at the conclusion of the December Ordinary Council meeting to be held on Thursday 14<sup>th</sup> December 2017.

# Moved: Cr Della Bosca Seconded: Cr Jefferys

#### 07/10-17 That Council

- approve the office closure from 12 noon on the 22<sup>nd</sup> December 2017 until 8.30 am on Tuesday the 2<sup>nd</sup> January 2018, and note the absence of the CEO from the 18<sup>th</sup> December 2017 till the 29<sup>th</sup> January 2018.
- hold the annual end of year Christmas function at the conclusion of the December Ordinary Council meeting to be held on Thursday 14<sup>th</sup> December 2017

CARRIED 6/0

#### 10.1.5 2018 COUNCIL MEETING DATES

**Responsible Officer:**Jamie Criddle, CEO **Author:**Jamie Criddle, CEO

File Reference: A2.1.1
Disclosure of Interest: Nil

Attachments:

Signature: Officer CEO

Anno



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

Executive Decision

Legislative Requirement



#### **Background**

Regulation 12 of the Local Government (Administration) Regulations 1996 requires a local government to at least once a year give local public notice of the dates, time and place of:

- a) Ordinary Council meetings; and
- b) Committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public;

that are to be held in the next twelve months



#### Comment

Council's current policy on Council Meetings states that, "A Councillors forum will be held at 1.00pm before each Ordinary Council Meeting and Ordinary Meetings of Council will be held on the third Thursday of each month not including January, commencing at 3.30pm in the Shire of Westonia Council Chambers."

In accordance with the current policy ordinary meetings of Council are to be held in 2018 as follows:-

February – Thursday 15th

April – Thursday 19th

June – Thursday 21st

August – Thursday 16th

October – Thursday 18th

March – Thursday 17th

May – Thursday 17th

July – Thursday 19th

September – Thursday 20th

November – Thursday 15th

December - Thursday 20th;

with all meetings commencing at 3.30pm in the Council Chamber, Wolfram Street, Westonia.

The Audit Committee meetings is at this stage proposed for the following dates:

April - Thursday 19th

August – Thursday 16th

October - Thursday 18th

Thursday 20th December 2018; at 3.00pm in the Council Chamber.



#### **Statutory Environment**

Regulation 12 of the Local Government (Administration) Regulations.



#### **Policy Implications**

Council Policy 1.1

Strategic Implications

N/A



**Financial Implications** 

NIL



**Voting Requirements** 

 $\times$ 

Simple Majority

Absolute Majority

#### **OFFICER RECOMMENDATIONS**

That the following meeting schedule for 2018 be advertised in accordance with the requirements of the legislation:-

February – Thursday 15th

April – Thursday 19th

June – Thursday 21st

August – Thursday 16th

October – Thursday 18th

March – Thursday 17th

May – Thursday 17th

July – Thursday 19th

September–Thursday 20th

November–Thursday 15th

December - Thursday 20th;

with all meetings commencing at 3.30pm in the Council Chamber, Wolfram Street, Westonia.

The Audit Committee meetings is at this stage proposed for the following dates:

April – Thursday 19th

August – Thursday 16th

October – Thursday 18th

Thursday 20th December 2018; at 3.00pm in the Council Chamber.

#### **RESOLUTION**

Moved: Cr Huxtable Seconded: Cr Della Bosca

08/10-17 requirements of the legislation:-

February – Thursday 15th

April – Thursday 19th

June – Thursday 21st

August – Thursday 16th

October – Thursday 18th

March – Thursday 17th

May – Thursday 17th

July – Thursday 19th

September–Thursday 20th

November–Thursday 15th

December - Thursday 20th;

with all meetings commencing at 3.30pm in the Council Chamber, Wolfram Street, Westonia.

That the following meeting schedule for 2018 be advertised in accordance with the

The Audit Committee meetings is at this stage proposed for the following dates:

April – Thursday 19th August – Thursday 16th

October - Thursday 18th

Thursday 20th December 2018; at 3.00pm in the Council Chamber.

#### 10.1.6 POLICY – PAYMENT APPROVAL PROCESS

**Responsible Officer:** Jamie Criddle, CEO **Author:** Jamie Criddle, CEO

File Reference:

Disclosure of Interest: Nil
Attachments: Nil

Signature: Officer CEO

Jamos



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

For Council to consider modifying payment approval process policy.



#### **Background**

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

Council does not currently have a specific Policy in relation the payment of creditors



#### Comment

Council currently use an extremely antiquated system for the approval process with the paying of creditors.

Council currently (as per policies - 6.3 Purchasing Policy, 6.2 Purchase of Goods - Preference to Local Suppliers, obtain appropriate quotes etc, provide a Purchase order, receive the goods & services and then pay on invoice, once approve by approved officers (two (2) signatories).

The majority of this occurs during the month as suppliers can't wait until the approval and the council meeting (3<sup>rd</sup> Thursday of the month), terms are often early in the month. Some payments are approved and signed at the meeting and paid via EFT or cheque after the meeting.

Council currently goes through individually, each payment and signs and approves them, even thou the payment has already been made, subject to the approval process already in place. Even is Council didn't approve a particular payment, it couldn't reverse it as it has already been paid.

Council give the CEO and other designated Officers delegated authority to purchase Goods & services that are approved in the budget and pay for them in a timely manner.

The following Policy will help streamline the process and remove the need to individually check each and every voucher at a Council meeting.

This policy provides clearer direction on officer responsibilities and authority. It also gives tighter control of budget expenditure to the Chief Executive Officer.

POLICY NUMBER 6.7

POLICY SUBJECT Payment Approval Process

**ADOPTION DATE** 

**LAST REVIEWED** 

#### **Purpose**

To ensure two signatories are required for all payments, delegated authority is given to appropriate officers and councillors are provided advice on accounts paid.

#### **Policy**

The Chief Executive Officer is delegated authority to make payments from the Municipal Fund or the Trust Fund. Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month showing

- a) The payee's name
- b) The amount of the payment
- c) The date of the payment
- d) Sufficient information to identify the transaction.

The list referred to above is to be presented to the Council at the next ordinary meeting of the Council (except January) following the preparation of the list and is to be recorded in the minutes of the meeting at which it is presented for endorsement.

The Chief Executive Officer in exercising this delegation is to ensure that each cheque/payment is endorsed by the Chief Executive Officer and Senior Finance Officer or in their absence a Councillor and/or Executive Support Officer.

Where Electronic Fund Transfers are used the Chief Executive Officer in exercising this delegation is to ensure that each Electronic Funds Payment, made by Council through the Bankwest (Online Business Banking) Software utilising computer encryption devices and passwords be authorised by a combination of two of the following staff members - Chief Executive Officer, Senior Finance Officer and Executive Support Officer, ensuring that related party issues are minimalised.

#### **Delegation Changes**

#### **Payment of Creditors**

DELEGATION NUMBER FMR 1

LEGISLATIVE POWER Local Government (Financial Management) Regulations 1996, r. 12 (1)

DELEGATE Chief Executive Officer

#### Power or Duty of the Local Government which is being delegated

(1) A payment may only be made from the municipal fund, trust fund or reserve accounts-

- a) If the local government has delegated to the CEO the exercise of its power to make payments from those funds by the CEO; or
- b) Otherwise, if the payment is authorized in advance by a resolution of the council.

Each payment from the Municipal Fund or the Trust Fund is to be noted on a list compiled for each month showing:

- a. the payee's name
- b. the amount of the payment
- c. the date of the payment
- **d.** sufficient information to identify the transaction.

Under section 5.42 of the Local Government Act 1995, the Chief Executive Officer is delegated to exercise the powers or discharge the duties of the Council under Regulation 12 of the Local Government (Financial Management) Regulations 1996, in regard to the making of payments from the municipal, trust and reserve funds

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Finance Officer and Executive Support Officer.

#### **RECORDING REQUIREMENTS**

Section 5.46(3) - Local Government (Administration) Regulation No 19.

List of accounts recorded in monthly Council meeting minutes.

#### Signing of Cheques

DELEGATION NUMBER FMR 2

LEGISLATIVE POWER Financial Management Regulations 12

Local Government Act 1995 (section.5.42)

DELEGATE Chief Executive Officer

Power or Duty of the Local Government which is being delegated

Authority to approve payments in accordance with Council's Adopted Budget or otherwise directed by the Council. No limit on investments in accordance with Council's Investment Policy.

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Finance Officer and Executive Support Officer.

#### **RECORDING REQUIREMENTS**

Financial Management Regulations 12

Local Government Act 1995 (section.5.42)

#### **Electronic Funds Transfer**

DELEGATION NUMBER FMR 3

LEGISLATIVE POWER Financial Management Regulations 12

Local Government Act 1995 (section.5.42))

DELEGATE Chief Executive Officer

Power or Duty of the Local Government which is being delegated

Authority to EFT between bank accounts and payment of accounts in accordance with Council's Adopted Budget or otherwise directed by the Council with no limit on investments in accordance with Council's Investment Policy

The Chief Executive Officer in exercising authority under Section 5.44 of the Local Government Act 1995 has delegated this power/duty to the Finance Officer and Executive Support Officer.

#### **RECORDING REQUIREMENTS**

Financial Management Regulations 12

Local Government Act 1995 (section.5.42)



#### **Statutory Environment**

Local Government (Financial Management) Regulations 1996, r. 12 (1) Financial Management Regulations 12

Local Government Act 1995 (section.5.42) Section 5.46(3) - Local Government (Administration) Regulation No 19.



#### **Policy Implications**

This policy provides clearer direction on officer responsibilities and authority. It also gives tighter control of budget expenditure to the Chief Executive Officer.



#### **Strategic Implications**

Strategic Community Plan 2012 - 2022

Strategy 1.1.1 Implement an efficient and effective approval process.



#### **Financial Implications**

Nil



**Voting Requirements** 

☐ Simple Majority



#### **OFFICER RECOMMENDATIONS**

That Council discusses the attached Policy and Delegation, make necessary changes prior to approval.

#### **RESOLUTION**

Moved: Cr Huxtable Seconded: Cr Della Bosca

09/10-17 That Council discusses the attached Policy and Delegation, make necessary changes prior to

approval.

CARRIED 6/0

Bill Price, Works Supervisor entered the meeting at 5.25pm.

#### 10.1.7 COUNCILLOR PORTFOLIO'S

Responsible Officer:	Jamie Criddle, CEO	)		
Author:	Jamie Criddle, CEO	)		
File Reference:	A1.1.4			
Disclosure of Interest:	Nil			
Attachments:	Attachment			
Signature:	Officer		CEO	/
				Meen
				JUNNO
Purpose of the Report				
Executive Decision			Legislative Requ	irement
			8	
Background				
Background				
Council has a portfolio system of rep	presentation at regiona	al meeti	ngs and events. A	s a result of the recent elections
the portfolio representations will n	eed to be reviewed.			

The existing portfolio matrix is:-

Comment

	Required Members	<del>Cr Geier</del>	Cr Day	Cr Corsini	Cr Hermon	Cr Jefferys	Cr Huxtable	CEO
WEROC	1/1 proxy		V		Deputy for Cr Geier			
Wheatbelt Communities	1/1 proxy Proxy CEO		Ø					Ø
Community Development	Unlimited	₩	Ø	☑	₩	Ø	☑	
Emergency Services (inc LEMC)	1/1 proxy		Ø		€			
Tourism (Inc NEWTRAVEL)	1/1 proxy						V	
Transport (Inc RRG)	1/1 proxy		Ø			Ø		
Agriculture (Inc Eastern Wheatbelt Biodiversity Group (EWBG), Rural Water,		₽		Ø		Ø		

Skeleton Weed)	1/1 proxy							
	1/1 proxy							
Sport & Recreation	Unlimited		Ø	✓				
WALGA	1/1 proxy		Ø		₩			
Development Assessment Panel	2/2 proxy	₹	Cr Day Deputy for Cr Geier			Deputy for Cr Huxtable	☑	
Bush Fire Representative	1/1 proxy					$\square$		
Westonia Progress Association	1/1 proxy		Ø					
CEACA	1/1 proxy Proxy CEO	Ø						Ø

I have a nomination from Louis Geier to remain as Westonia's representation on the CEACA group. This is a community representative and does not need to be a Councillor.

Councillor Corsini attended the recent Westonia Progress Association meeting and was elected as Council's representative to the committee.

Councillors are requested to review the above matrix and identify their preferred portfolio's.



**Statutory Environment** 

Nil



**Policy Implications** 

There are no policies relating to this matter.



**Strategic Implications** 

The portfolio system is a technique by which individual Councillors become proficient in a number of areas of local government interest. This then results in a more collectively informed Council with additional individual skills.



**Financial Implications** 

Nil.



**Voting Requirements** 

Absolute	Majority

#### **OFFICER RECOMMENDATIONS**

That Council determine the new portfolio structure.

#### **RESOLUTION**

Moved: Cr Huxtable Seconded: Cr Corsini

10/10-17 That Council adopts the new portfolio structure listed below.

**CARRIED 6/0** 

	Required Members	Cr Geier	Cr Day	Cr Corsini	Cr Della Bosca	Cr Jefferys	Cr Huxtable	CEO
WEROC	1/1 proxy		<b>I</b>				Proxy for Cr Day	Ø
Wheatbelt Communities	1/1 proxy Proxy CEO		Ø				Proxy for Cr Day	
Community Development	Unlimited	V	Ø	Ø	Ø	$\square$	☑	
Emergency Services (inc LEMC)	1/1 proxy	Ø			Proxy to Cr Geier			
Tourism (Inc NEWTRAVEL)	1/1 proxy				Proxy for Cr Huxtable		Ø	
Transport (Inc RRG)	1/1 proxy		Ø			Proxy for Cr Day		
Agriculture (Inc Eastern Wheatbelt Biodiversity Group (EWBG),				Proxy for others	Proxy for others	Proxy for others		
Rural Water,								
Skeleton Weed)	1/1 proxy 1/1 proxy					Ø		
	1/1 proxy							
Sport & Recreation	Unlimited		Ø	Ø				
WALGA	1/1 proxy						<b>I</b>	Proxy to Cr's
Development Assessment Panel	2/2 proxy	Ø	Cr Day Deputy			Deputy for Cr Huxtable	<u> </u>	

			for Cr Geier					
Bush Fire Representative	1/1 proxy				Proxy for Cr Jefferys	$\square$		
Westonia Progress Association	1/1 proxy			N			Proxy for Cr Corsini	
CEACA	1/1 proxy Proxy CEO	Ø						Ø

#### 10.1.8 BUSH FIRE ADVISORY COMMITTEE MEETING AND APPOINTMENTS.

Responsible Officer:
Author:
Jamie Criddle, CEO

File Reference:
Disclosure of Interest:
Nil
Attachments:
Nil
Signature:

CEO

Jamie Criddle, CEO

L1.1.2 Bush Fire Advisory

Nil

CEO

Purpose o

**Purpose of the Report** 

Executive Decision

 $\times$ 

Legislative Requirement



#### **Background**

In accordance with section 38 of the Bush Fires Act 1954 a local government may appoint such persons as it thinks necessary to be its bush fire control officers (FCO's) and of those officers the local government shall appoint two as the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer.

Council has established a Bush Fire Advisory Committee (BFAC) whose membership is made up of those persons who are appointed as bush fire control officers, a Council delegate and the CEO who serves as executive officer for the Advisory Committee.



#### **Comment**

The following persons have been recommended by the BFAC as bush fire control officers for the 2017/18 fire season:

Frank Corsini Chief Bush Fire Control Officer Deputy Chief Bush Fire Officer Malcom Nicoletti Warralakin Bush Fire Brigade Steve LeMoignan John McDowall Warralakin Bush Fire Brigade Aaron Smith Warralakin Bush Fire Brigade Dane Farina Warralakin Bush Fire Brigade Malcom Nicoletti Warralakin Bush Fire Brigade Tony Murfit Walgoolan Bush Fire Brigade Jason Wahlsten Walgoolan Bush Fire Brigade Gerrard Brown Walgoolan Bush Fire Brigade Rohan Day Walgoolan Bush Fire Brigade Chris Jefferys Walgoolan Bush Fire Brigade Frank Corsini Westonia Bush Fire Brigade Colin Lindley Westonia Bush Fire Brigade **Brad Penny** Westonia Bush Fire Brigade **Bill Price** Shire of Westonia



Jamie Criddle

#### **Statutory Environment**

Bush Fires Act 1954, section 38 appointment of bush fire control officers

Shire of Westonia



#### **Policy Implications**

Council does not have a policy in relation to this matter

	Strategic Implications			
Nil				
	Financial Implications			
There is	s no direct financial implication i	n relation to this	s matter.	
	Voting Requirements			
$\boxtimes$	Simple Majority		Absolute Majority	

#### **OFFICER RECOMMENDATIONS**

Jamie Criddle

That Council in accordance with section 38 of the Bush Fires Act 1954 appoint the following persons as bush fire control officers for the 2017/18 bush fire season:

Frank Corsini Chief Bush Fire Control Officer Malcom Nicoletti Deputy Chief Bush Fire Officer Steve LeMoignan Warralakin Bush Fire Brigade John McDowall Warralakin Bush Fire Brigade Aaron Smith Warralakin Bush Fire Brigade Dane Farina Warralakin Bush Fire Brigade Malcom Nicoletti Warralakin Bush Fire Brigade **Tony Murfit** Walgoolan Bush Fire Brigade Jason Wahlsten Walgoolan Bush Fire Brigade Gerrard Brown Walgoolan Bush Fire Brigade Rohan Day Walgoolan Bush Fire Brigade Chris Jefferys Walgoolan Bush Fire Brigade Frank Corsini Westonia Bush Fire Brigade Colin Lindley Westonia Bush Fire Brigade **Brad Penny** Westonia Bush Fire Brigade Bill Price Shire of Westonia

Shire of Westonia

#### **RESOLUTION**

Moved: Cr Seconded: Cr

11/10-17 That Council in accordance with section 38 of the Bush Fires Act 1954 appoint the following persons as bush fire control officers for the 2017/18 bush fire season:

**Frank Corsini Chief Bush Fire Control Officer Deputy Chief Bush Fire Officer Malcom Nicoletti** Steve LeMoignan Warralakin Bush Fire Brigade John McDowall Warralakin Bush Fire Brigade **Aaron Smith** Warralakin Bush Fire Brigade **Dane Farina** Warralakin Bush Fire Brigade **Malcom Nicoletti** Warralakin Bush Fire Brigade **Tony Murfit** Walgoolan Bush Fire Brigade Jason Wahlsten Walgoolan Bush Fire Brigade **Gerrard Brown** Walgoolan Bush Fire Brigade **Rohan Day** Walgoolan Bush Fire Brigade **Chris Jefferys** Walgoolan Bush Fire Brigade **Frank Corsini** Westonia Bush Fire Brigade **Colin Lindley** Westonia Bush Fire Brigade **Brad Penny** Westonia Bush Fire Brigade **Bill Price** Shire of Westonia **Jamie Criddle Shire of Westonia** 

CARRIED 6/0

#### 10.1.9 ANNUAL FINANCIAL REPORT & FINANCIAL STATEMENTS

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



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

Executive Decision



Legislative Requirement



#### **Background**

Council adoption of the Annual Report for the 2016/17 financial year is required as per recommendation from the Audit Committee.

The Shire of Westonia auditors have completed the Annual Audit for the financial year ending 30th June 2016 as per the Local Government Act 1995 as amended and the Local Government (Financial Management) Regulations 1996.

The auditors attended Council's offices on the 4<sup>th</sup> to 6<sup>th</sup> September 2017.



#### Comment

All councilors will be presented with a copy of the Annual Report for the 2016/17 Financial year prior to the meeting. The Audit Report & Management Letter will be finalised on Friday and will be emailed when received.

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

Following acceptance of the Annual Report by Council, Council is required to hold a general meeting of electors within 56 days. At least 14 days local public notice must be given of an electors meeting. The Annual Electors Meeting must be held prior to 21<sup>st</sup> December 2017.



#### **Statutory Environment**

Local Government Act 1995 (As Amended)

#### 5.27. Electors' general meetings

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

#### 5.54. Acceptance of annual reports

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

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

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

#### 5.55. Notice of annual reports

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

Division 4 — General

#### 7.12A.Duties of local government with respect to audits

- (1) A local government is to do everything in its power to
  - (a) assist the auditor of the local government to conduct an audit and carry out his or her other duties under this Act in respect of the local government; and
  - (b) ensure that audits are conducted successfully and expeditiously.
- (2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.
- (3) A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to
  - (a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and
  - (b) ensure that appropriate action is taken in respect of those matters.
- (4) A local government is to
  - (a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and
  - (b) forward a copy of that report to the Minister,

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

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

Local Government (Financial Management) Regulations 1996

#### 51. Completion of financial report

- (1) After the annual financial report has been audited in accordance with the Act the CEO is to sign and append to the report a declaration in the form of Form 1.
- (2) A copy of the annual financial report of a local government is to be submitted to the Departmental CEO within 30 days of the receipt by the local government's CEO of the auditor's report on that financial report.

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



#### **Policy Implications**

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



**Strategic Implications** 

Nil



**Financial Implications** 

Nil



Voting Requirements

$\boxtimes$	Simple Majority	Absolute Majority
OFFICER I	RECOMMENDATIONS	

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

- 1. Adopts the Annual Financial Report for the Financial Year 2016/17;
- 2. Adopts the Audit Report for 2016/17 Financial Year;
- 3. Adopts the Management Report for the 2016/17 Financial Year;
- 4. Adopts the Annual Report for the 2016/17 Financial Year inclusive of the above as presented; and
- 5. Advertises Annual Elector's Meeting be held on (insert date), commencing at (insert time) pm in the Old Miners Hall, Westonia.

# Moved: Cr Huxtable Seconded: Cr Jefferys 12/10-17 That Council accepts the recommendation from the Audit Committee, therefore: 1. Adopts the Annual Financial Report for the Financial Year 2016/17; 2. Adopts the Audit Report for 2016/17 Financial Year; 3. Adopts the Management Report for the 2016/17 Financial Year; 4. Adopts the Annual Report for the 2016/17 Financial Year inclusive of the above as presented; and 5. Advertises Annual Elector's Meeting be held on Thursday 16<sup>th</sup> November 2017,

commencing at 7.00pm pm in the Old Miners Hall, Westonia

CARRIED 6/0

#### 10.2 COMMUNITY AND REGULATORY SERVICE

Cr Ross Della Bosca declared an interest in item 10.2.1 Weston9ia Airstrip – Land Purchase as he is the owner of the property and left the room at 5.47pm and did not vote.

#### 10.2.1 WESTONIA AIRSTRIP – LAND PURCHASE

Responsible Officer:

Author:

Jamie Criddle, CEO

Jamie Criddle, CEO

File Reference:

Disclosure of Interest:

Attachments:

Attachments:

Signature:

Officer

CEO

Purpose of the Report

Executive Decision

Legislative Requirement

Background

At the September Ordinary Meeting of Council to was resolved that The CEO be Authorised to negotiate a fair price for the two areas of land to incorporate into the Westonia Airstrip.

#### **RESOLUTION**

Moved: Cr Geier Seconded: Cr Hermon

10/09-17

That Council authorise the Chief Executive Officer to negotiate a fair price for the two areas of land to incorporate into the Westonia Airstrip and report back to Council at the October meeting.

**CARRIED 6/0** 

The Chief Executive officer has been in negotiations with the owner of the land, Mr. Ross Della Bosca (YL Loc 273), with an offer being made, subject to approval from both parties.



#### Comment

The CEO has arranged for the area to be surveyed off, to ascertain the area that is required, if it needs to be purchased. Please see the maps provided. Mr Della Bosca has indicated that he would only seek payment for the arable areas in question. He has also indicated that the Golf Club will also be donated to the community, possibly the Shire or the Westonia Progress Association for exclusive use by the Golf Club.

Location A has an arable area of 2.74 hectares out of a total 6.89 hectares, while location B has an area of 4.08 hectares. The reason for taking more than just the fenced areas on location B is to assist in providing access to reserve 16442, the old rifle range.



#### **Statutory Environment**

Nil



#### **Policy Implications**

There are no policies relating to this matter.

#### **OFFICER RECOMMENDATIONS**

Simple Majority

That Council authorise the Chief Executive Officer to negotiate a fair price for the two areas of land to incorporate into the Westonia Airstrip and report back to Council at the October meeting.

X

#### RESOLUTION

Moved: Cr Huxtable Seconded: Cr Geier

13/10-17 That Council authorise the Chief Executive Officer to negotiate a fair price for the two areas of

land (10.97ha in total), 8.52ha of arable land subject to the value of sale, including associated fees to incorporate into the Westonia Airstrip and progress with the appropriate paperwork

**Absolute Majority** 

to complete the sale.

**CARRIED 5/0 by Absolute Majority** 

Cr Della Bosca Re-entered the room at 5.54pm.

#### 10.3 WORKS AND SERVICE

#### 10.3.1 TENDER 1-17/18 - SP ROLLER

Responsible Officer:

Author:

Jamie Criddle, CEO

File Reference:

F1.9.1

Disclosure of Interest:

Nil

Attachments:

Nil

Signature:

Officer

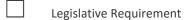
CEO



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



**Executive Decision** 





#### Background

Council has made allowance in its 2017/18 Budget for the purchase of a new Self Propelled Roller to replace the existing Multipac VP2400. As part of the Budget process, Council resolved to call tenders for the supply of one new SP Roller.

A notice inviting tenders was advertised on 7 October 2017 with tenders closing on 23 October 2017.



#### **Comment**

In accordance with the Local Government (Functions & General) Regulations, Regulation 14(2a) the following criteria, was determined to decide which tender should be accepted:

- (a) Compliance with the specification contained in the request,
- (b) Compliance with the conditions of tendering this request,
- (c) Compliance with the delivery date,
- (d) Compliance with and completion of the price schedule.

Due to the closure of the tender being Monday 23 October a detailed analysis of the tenders will be presented to the meeting.



#### **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 \$164,000 net, ex GST has been allowed for in the 2017/18 financial budget for the purchase of a SP Roller.

	Voting Requirements		
	Simple Majority	Absolute Majority	
OFFIC	CER RECOMMENDATIONS		

#### That Council:

Accept the tender from (Name of Tenderer) for the Supply one new SP Roller for the total tendered price of (insert amount) excluding GST, less trade-in of (insert amount) excluding GST leaving a changeover amount of (insert amount) excluding GST.

RESOLUTIO	N		
Moved:	Cr Huxtable	Seconded:	Cr Della Bosca
14/10-17	That Council:		
		al tendered price of \$157	ly one new HAMM GRW280-20 Pneumatic ,000.00 excluding GST, with no trade of

**CARRIED 6/0 by Absolute Majority** 

Cr Daimon Geier declared an interest in item 10.3.2 Tender 2 17/18 – Bitumenous Products as his Brother works for one of the tenderers and did not vote.

#### RESOLUTION Cr Huxtable Moved: Seconded: Cr Della Bosca 15/10-17 That Council allows Cr Geier to remain in the meeting to discuss the item. CARRIED 5/0 10.3.2 **TENDER 2-17/18 – BITUMENOUS PRODUCTS Responsible Officer:** Jamie Criddle, CEO Author: Jamie Criddle, CEO File Reference: F1.9.1 **Disclosure of Interest:** Nil Attachments: Nil Officer **CEO** Signature: **Purpose of the Report**



#### **Background**

**Executive Decision** 

Council has made allowance in its 2017/18 Budget for the provision of bituminous products as part of its adopted road's program, which includes approximately 45,000m<sup>2</sup> of combined primer seal 14mm and 1<sup>st</sup> coat seal 7mm, with 10mm reseal.

Legislative Requirement

A notice inviting tenders was advertised on 7 October 2017 with tenders closing on 23 October 2017.



#### Comment

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

- (a) Compliance with the specification contained in the request,
- (b) Compliance with the conditions of tendering this request,
- (c) Compliance with the delivery date,
- (d) Compliance with and completion of the price schedule.

Due to the closure of the tender being Monday 23 October a detailed analysis of the tenders will be presented to the meeting.



#### **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



Nil



An allocation of funds has been allowed for in the 2017/18 financial budget as part of the annual roads program.

	Voting Requirements			
	Simple Majority	$\boxtimes$	Absolute Majority	
OFFIC	CER RECOMMENDATIONS			

#### That Council:

1. Accept the tender from (Name of Tenderer) for the Supply of Bitumenous Products for the total tendered price of (insert amount) excluding GST.

#### **RESOLUTION**

Moved: Cr Huxtable Seconded: Cr Della Bosca

16/10-17 That Council:

1. Accept the tender from Bitutek for the Supply of Bitumenous Products for the total tendered price of (\$193,300.00) excluding GST.

**CARRIED 5/0** 

Mr Jamie Criddle, CEO declared an interest in item 10.3.3 EOI – Surplau Equipment as his Cousin is one of the tenderers.

**RESOLUTION** 

Moved: Cr Corsini Seconded: Cr Huxtable

17/10-17 That Council allows Mr Criddle to remain in the meeting to discuss the item.

CARRIED 6/0

#### 10.3.3 EOI – SURPLUS EQUIPMENT

**Responsible Officer:** Jamie Criddle, CEO **Author:** Jamie Criddle, CEO

File Reference: A2.1.1 Council and Committee Meetings

Disclosure of Interest: Nil

Attachments: Attachment 9.1.4

Signature: Officer CEO

Ann



**Purpose of the Report** 



#### **Background**

On 7 October 2017, Council advertised calling for Expressions of Interest (EOI) for the disposal of two items that are surplus to requirements.

- 1 DrumMuster Compound (Warralakin)
- 2. Tri-axle Car Trailer



#### Comment

As Council have rehabilitated the Warralakin tipsite, the DrumMuster compound at the site is unlikely to be utilised, particularly as the DrumMuster program has declined over the years. This is an opportunity to get the compound removed and the site cleaned up in line with the rehabilitation of the reserve. If a DrumMuster program is reintroduced Council still has the Westonia compound in use.

The tri-axle trailer has outlived its use and is not adequate to transport the weight of the new Hitachi mini-ex. Council has programmed to purchase a new trailer to accommodate this in this years budget so it is an opportunity to offload the existing equipment.

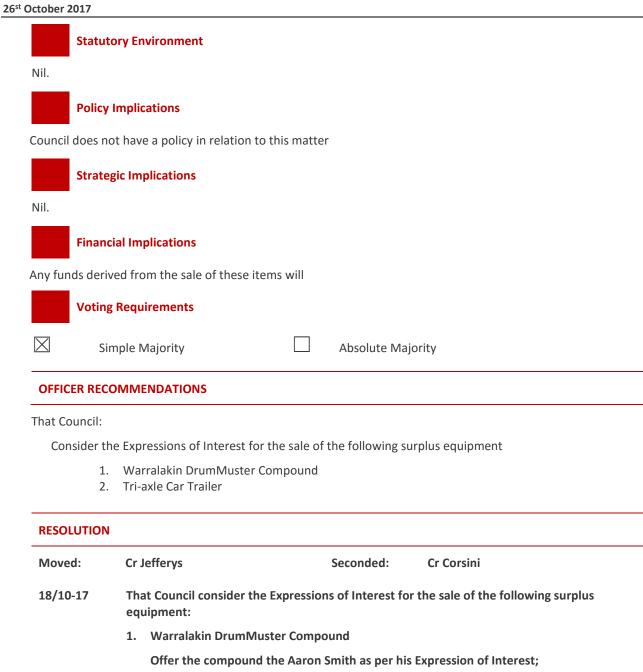
As the EOI closes on Monday 23 October a detailed analysis will be presented to the Council for consideration.

No Expressions of Interest were received for the tri-axle car trailer and will be offered for sale to other Local Governments with other surplus stock.

The DrumMuster Compound at Warralakin received two (2) EOI's from the following:

Aaron Smith(Warralakin) Removal from site at no cost and clean-up of site to a suitable standard.

Peter Sterne (Mundijong) \$550.00



2. Tri-axle Car Trailer

As no Expression of Interest were received, that it be offered for sale to other Local Government's with a variety of other surplus items.

CARRIED 6/0

#### 10.4 ENVIRONMENTAL HEALTH, PLANNING AND BUILDING SERVICES

NIL

#### 11 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

Moved:	Cr Jefferys		Seconded:	Cr Geier		
19/10-17	That Council al	lows one (1) item of ne	ew business of	an urgent nati	ıre.	
						CARRIED 6/
A	DMINISTRATION 8	& RESOURCE CENTRE T	ELEPHONE UP	GRADE		
Responsible	Officer:	Jamie Criddle, CEO	)			
Author:		Jamie Criddle, CEO				
File Referen	ce:	A2.4.1				
Disclosure o	f Interest:	Nil				
Attachment	s:	Nil				
Signature:		Officer		CEO	/	
					harr	
					241110	
					/	



#### Purpose of the Report



**Executive Decision** 





#### **Background**

The current NEC phone system installed for both the Shire Admin building and the Community Resource Centre was commissioned in 2001 and is currently 16 years old. While it is working OK at the moment, some minor issues have occurred with no companies willing to repair or maintain the hardware.



#### **Comment**

I originally spoke with Merredin Telephone Services in relation to implementing a "Messages on Hold" type function to our current system as the current one is either not working "no sound" and people often hang up or when working the default sound is annoying and customers often complain about the sound. Scott Wilson advised that this system is 3 generation old and is not compatible, nor is it repairable or upgradable!

I requested him to provide me with a quote for a replacement system with the capacity to record your own messages or display a "Messages on Hold" type function. It will also have the ability to use cordless phones which will greatly benefit both offices. The cost for a fully installed system including messages function comes to \$6,660.00 plus GST.

Another issue revolves around the phone systems inability to complete conference style calls, such as the one proposed with Councils auditors, Butler Settineri.



- 1. That Council proceed with the purchase of the telephone system immediately with funds to be transferred from the Communication & IT Reserve Account.
- 2. That Council does nothing until the phone system breaks down.



#### **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** 

Nil



#### **Financial Implications**

Council's 2017/18 Municipal Budget does not contain provision for the unbudgeted item and requires approval from Council to access funds from the Communication & IT Reserve Account. There are funds in the order of \$24,900 in the Reserve Account.

There will be no impact on Council's 2017/18 Municipal Budget.



**Voting Requirements** 

Simple Majority

|X|

**Absolute Majority** 

#### **OFFICER RECOMMENDATIONS**

That Council proceed with the purchase of the telephone system immediately with funds to be transferred from the Communication & IT Reserve Account.

#### **RESOLUTION**

Moved: Cr Huxtable

Seconded:

Cr Della Bosca

20/10-17

That Council proceed with the purchase of the new telephone system as per the listed quotation for \$6,847.50 plus GST (including a Messages on Hold unit), immediately with funds to be transferred from the Communication & IT Reserve Account.

CARRIED 5/1 by Absolute Majority

#### 13 DATE AND TIME OF NEXT MEETING

The next ordinary meeting of Council will be held on Thursday 16<sup>th</sup> November 2017 commencing at 3.30pm with the Annual Electors Meeting commencing at 7.00pm.

#### **14 MEETING CLOSURE**

There being no further business the President, Cr Day declared the meeting closed at 6.25pm