

TABLE OF CONTENTS

1. DECLARATION OF OPENING	2
2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE	2
3. PUBLIC QUESTION TIME	2
4. APPLICATIONS FOR LEAVE OF ABSENCE	2
5. CONFIRMATION OF PREVIOUS MINUTES	2
6. RECEIVAL OF MINUTES	2
7. PRESIDENT/COUNCILLORS ANNOUNCEMENTS	3
8. MATTERS REQUIRING A COUNCIL DECISION	4
8.1. GOVERNANCE, ADMINISTRATION AND FINANCIAL SERVICES	4
8.1.1 Accounts for Payment	4
8.1.2 Monthly Statement of Financial Activity – December 2013 & January 2014	6
8.1.3 GST Reconciliation Report	8
8.1.4 Natural Resource Management Officer Position	9
8.1.5 Parkerville Fire Appeal	12
8.1.6 Bitumen Seal – McPharlin Road	13
8.1.7 Merredin Visitor Centre MOU	15
8.1.8 Brookfield Rail Interface Agreement	16
8.1.9 Evolution Housing Lease	18
8.2. COMMUNITY AND REGULATORY SERVICES	20
8.3. WORKS AND SERVICES	21
8.4. ENVIRONMENTAL HEALTH, PLANNING AND BUILDING SERVICES	22
9. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	23
10. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF THE MEETING	23
11. DATE AND TIME OF NEXT MEETING	23
12. MEETING CLOSURE	23

1. DECLARATION OF OPENING

The President welcomed Councillors and staff and declared the meeting open at 3.33pm.
A minutes silence was held as a mark of respect for the following former ratepayer who had recently passed away:

- Pam Shreeve

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Cr ML Geier	President
Cr KM Day	Deputy President
Cr D Hermon	
Cr JJ Jefferys	
Cr B Huxtable	

Mr J Criddle	Chief Executive Officer
Mr J Hobson	Works Supervisor (from 4.45pm – 6.15 pm)

APOLOGIES

Cr MJ Cunningham

3. PUBLIC QUESTION TIME (3.35pm)

Nil

4. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

5. CONFIRMATION OF PREVIOUS MINUTES

Officer Recommendation

That the minutes of the Ordinary Meeting of Council held on Thursday 19th December, 2013 be confirmed as a true and correct record.

Resolution

01-02/14 Moved Cr Hermon, seconded Cr Huxtable that the minutes of the Ordinary Meeting of Council held on Thursday 19th December, 2013 be confirmed as a true and correct record.

Carried 5/0

6. RECEIVAL OF MINUTES

Nil

7. PRESIDENT/COUNCILLORS ANNOUNCEMENTS

The President advised having attended the following meetings:

- CEACA information session with Sasha Ivanovich, director SIA Architects and with Cr Day.
- LEMC meeting in Southern Cross with the CEO.
- Regional Road Group meeting in Mukinbudin with the CEO and Work Supervisor.

Cr Day advised having attended the following meetings:



- Wheatbelt Development Commission board meeting in Jurien Bay.

The Works Supervisor, Judd Hobson entered the meeting at 4.45pm.

8. MATTERS REQUIRING A COUNCIL DECISION

8.1. GOVERNANCE, ADMINISTRATION AND FINANCIAL SERVICES

8.1.1 Accounts for Payment

File Reference	F1.3.3 Monthly Financial Statements	
Date of Report	7 March 2014	
Disclosure of Interest	No Interest to Disclose	
Reporting Officer	Kay Geier, Senior Finance Officer	
Signatures	Officer 	CEO 

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 December/January 2013/14. The credit card statements currently show:-

CEO \$1,790.09 associated with the purchase of various items for the museum (\$1,255.20), fuel (\$174.55), wine for the 2013 Seniors Luncheon (\$143.88), Gourmet Essentials Xmas party expenses (\$92.90), taxi fares (\$64.59), and Merredin IGA refreshments (\$58.97).

Works Supervisor \$40.29 associated with a taxi fare.

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 2013/2014 Annual Budget.

Voting Requirement

Majority

Officer Recommendation



That accounts submitted to today's meeting on Municipal vouchers 2850 to 2873 and 2874 to 2889 and D/Debits EFT 383 to EFT 461 and EFT 462 to EFT 487 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totaling \$894,723.73 be passed for payment.

Resolution

02-02/14 Moved Cr Day, seconded Cr Jefferys that accounts submitted to today's meeting on Municipal vouchers 2850 to 2873 and 2874 to 2889 and D/Debits EFT 383 to EFT 461 and EFT 462 to EFT 487 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totaling \$894,723.73 be passed for payment.

Carried 5/0

8.1.2 Monthly Statement of Financial Activity – December 2013 & January 2014

File Reference	F1.3.3 Monthly Financial Reports	
Date of Report	7 March 2014	
Disclosure of Interest	No Interest to Disclose	
Reporting Officer	Kay Geier, Senior Finance Officer	
Signatures	Officer 	CEO 

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's ending 31st December 2013 and 31st January 2014 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 2013/2014 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 Requirement

Majority

Officer Recommendation



That Council adopt the Monthly Financial Report for the period's ending 31st December 2013 and 31st January, 2014 and note any material variances greater than \$10,000 or 15%.

Resolution

03-02/14 Moved Cr Hermon, seconded Cr Jefferys that Council adopt the Monthly Financial Report for the period's ending 31st December 2013 and 31st January, 2014 and note any material variances greater than \$10,000 or 15%.

Carried 5/0

8.1.3 GST Reconciliation Report

File Reference	F1.4.4 Audit Reports	
Date of Report	7 March 2014	
Disclosure of Interest	No Interest to Disclose	
Reporting Officer	Kay Geier, Senior Finance Officer	
Signatures	Officer 	CEO 

Background

The Reconciled Balance of the GST Ledger to the General Ledger as reported as at 31st January, 2014 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 Requirement

Majority

Officer Recommendation


That the GST Reconciliation for the period ending 31st January, 2014 be adopted.

Resolution

04-02/14 Moved Cr Jefferys, seconded Cr Hermon that the GST Reconciliation for the period ending 31st January, 2014 be adopted.

Carried 5/0

8.1.4 Natural Resource Management Officer Position

File Reference	F1.9.1	
Date of Report	17th February 2014	
Disclosure of Interest	Nil	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

The Natural Resource Management function has now been operating in the Shire of Westonia for several years and with the recent resignation of Katrina Kingston in September 2013 it is a good time to consider the structure of the NRM position.

Comment

The main current activities of the NRM Officer include assisting farmers with tree planting programs through the Federal Government funded Caring For Our Country program. Funding for this program expires in 2012 and there is no guarantee that recurrent funding will occur. The current funding program is the Biodiversity Fund - Connecting Biodiversity Across the Wheatbelt of Western Australia, with an explanation below:

The current body of funding that Biodiversity Fund - Connecting Biodiversity Across the Wheatbelt of Western Australia which is explained below:

SEAVROC, NEWROC and WEROC have been successful in obtaining \$2.037 million through the Australian Government's Clean Energy Future Biodiversity Fund to run a six-year revegetation, rehabilitation and pest control project 'Connecting Biodiversity Across the Wheatbelt of Western Australia'. The project will be delivered across 15 Shires including the Shires of Beverley, Brookton, Cunderdin, Quairading, Tammin, York, Nungarin, Trayning, Kellerberrin, Bruce Rock, Yilgarn, Westonia, Mt Marshall, Koorda and Merredin.

Up to 135 landholders across the WA Wheatbelt will be provided with opportunities to expand native habitats and connect fragmented native vegetation remnants on their properties through revegetation and biodiverse plantings. Fencing will be provided to help protect existing high-value native vegetation and each landholder will take part in a regional pest control program to help control the spread of foxes and rabbits through these newly created landscapes. Overall, the project will encourage healthy and resilient ecosystems, which are essential in our changing climate. The protection and restoration of native vegetation will also contribute to building and securing natural carbon stores.

As well as providing extensive landscape scale on-ground works, the project will also provide landholders with the opportunity to gain knowledge on the importance of connecting landscapes and restoring valuable remnant vegetation, through workshops and printed publications that will be produced throughout the project. Landholders will have several opportunities to participate in the project with the first round of applications opening next year.

Funding for these types of programs is inevitably tied to the political flavour of the day and other government priorities.

Last year Council signed off on the MOU for this project which commits Council in the case of staff changeover, to consider employing a person or contract other NRMO's to conduct all responsibilities as outlined in the MOU.

Staff have recently conducted a phone survey of a cross section of the community in the idea of gauging the community support for the role (see Agenda Attachments).

While the responses were varied, the consensus was to continue the role as a part time position and ensure that an enthusiastic person with plenty of drive is employed.

Council currently have a couple of projects on the go such as the fox shoot and baiting program, with Stacey Geier employed part time to complete these projects.

Council now needs to decide the level of service they wish to provide to the community, if any and seek the services of a suitable person. In speaking to neighboring Shires, several were willing to supply "time" to Westonia to assist in the technical side of the position, while the general day to day running could be controlled by an enthusiastic local.

Statutory Environment

N/A

Policy Implications

N/A

Strategic Implications

The outcome of this review of the priorities and funding of the NRM function is considered to be of significance in terms of the long term sustainability of the agricultural and social base of our community.

Financial Implications

The NRM function on the current budget is as follows (full time position):-

Income

Nursery Sales	\$ 1,000
Tree Planter Hire	\$ 1,000
NRM Contract Work	\$ 2,000
Recycling Grant	\$ 7,000
Funding Opportunities TBA	<u>\$10,000</u>
TOTAL	<u>\$21,000</u>

Expenditure

NRM Salaries	\$51,000
NRM Superannuation	\$ 7,000
NRM Workcover	\$ 1,500
Nursery Operating Costs	\$ 4,000
NRM Contract	\$ 4,000
Projects TBA	\$10,000
Promotional Material	\$ 500
Noxious Weed Control	\$ 1,000
Wild Dog Contribution	\$ 6,000
Recycling Grant	\$ 7,000
Admin Allocation NRM	<u>\$51,561</u>
TOTAL	<u>\$143,561</u>

In addition to the above expenses are costs associated with the motor vehicle and housing.

Voting Requirement

Simple Majority.

Officer Recommendation

That Council identifies the future direction of the Natural Resource Management Officers position for the Westonia Shire.


Resolution

05-02/14 Moved Cr Hermon, seconded Cr Huxtable that Council endorses the actions of the Chief Executive Officer in advertising for expressions of interest from neighboring Councils with an interest to perform a part-time Natural Resource Management Officer Service for the Westonia district consisting of between 20 and 30 hours per month.

Carried 4/1

Cr Day requested to have her vote recorded as voting against the motion

8.1.5 Parkerville Fire Appeal

File Reference	A1.9.1 Appeals	
Date of Report	17^h February 2014	
Disclosure of Interest	No Interest to Disclose	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

Council consideration in making a donation to the Parkerville Bushfire Appeal.

Comment

It has been well publicised in the media of the past month the devastating bushfires that have affected the state.

The Lord Mayor's Distress Relief Fund has launched an appeal to assist individuals and communities affected by the fires and are seeking contributions from business and community members.

Statutory Environment

Nil.

Policy Implications

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

Strategic Implications

Financial assistance to those in need and affected by the natural disaster.

Financial Implications

Council has a budget allocation of \$4,000 of which \$3,200 has been spent to date.

Voting Requirement

Majority

Officer Recommendation


That Council consider a donation to The Lord Mayor's Distress Relief Fund for the Parkerville Bushfire Appeal.

Resolution

06-02/14 Moved Cr Day, seconded Cr Hermon that Council do not donate to the Lord Mayor's Distress Relief Fund for the Parkerville Bushfire Appeal.

Carried 5/0

8.1.6 Bitumen Seal – McPharlin Road

File Reference	T3.1.1	
Date of Report	17th February 2014	
Disclosure of Interest	Nil	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

As Councillors will be aware, the Shire initiated a program of sealing 400m sections of various roads within the Shire to assist in the dust suppression passed landholders gateways.

The following roads have been completed to date:

M Lane	2002
A Day	2003
M Crees	2003
F Corsini	2008
L Townrow	2009
K Lindley	???

Council have received a request from Mr. Murfit of Warakirri 2 Pty Ltd to seal a 200m section of the McPharlin Road past his residential gateway (see Agenda Attachments).

Comment

Since this time, several other sites have been identified by landholders such as R Della Bosca, S Smith and now T Murfit.

Due to the expense of constructing the sections of road and the additional cost of maintaining the bitumen over time, Council previously decided not to continue the program and concentrate on the maintenance of its existing road network.

Statutory Environment

N/A

Policy Implications

N/A

Financial Implications

Cost of 400m section of road is in the vicinity of \$40,000.

Voting Requirement

Simple Majority.

Officer Recommendation


That Council consider sealing a 400m section of road past Mr Murfit's gateway on McPharlin Road.

Resolution

07-02/14 Moved Cr Huxtable, seconded Cr Hermon that Council acknowledge the concerns of Mr Murfit and advise that Council are no longer continuing the program of sealing sections of road past farmhouses due to the high initial cost of construction and ongoing maintenance costs.

Carried 3/2

8.1.7 Merredin Visitor Centre MOU

File Reference		
Date of Report	17^h February 2014	
Disclosure of Interest	No Interest to Disclose	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

The current Memorandum of Understanding (MOU) between Wheatbelt Shire's and the Merredin Visitor Centre (CWVC) expired in mid 2013 with the working group agreeing to review the MOU in the opinion to expand the membership to areas outside the CWVC/(ROC) area.

It is also proposed that the scope of the membership of the CWVC be broadened to enable not only Local governments, but also individual businesses/operators who see relevance in tourism, and are likely to be impacted by the operations of the CWVC to become a signatory to the MOU although entitlements will vary. This is seen as beneficial to tourism generally across the region.

A copy of the revised draft MOU is attached which outlines the purpose of the agreement and each party's obligations and contributions. In addition to the draft MOU, a proposed schedule of membership fees is provided for comment and consideration.

Financial Implications

\$3,000 pa.

Statutory Implications

N/A

Voting Requirements

Simple Majority required.

Recommendation


That Council authorises the Chief Executive Officer to sign the revised MOU between the Shire of Westonia and the Central Wheatbelt Visitor Centre with a Council subscription (\$3,000) as detailed in the attachment.

Resolution

08-02/14 Moved Cr Day, seconded Cr Jefferys that Council authorises the Chief Executive Officer to sign the revised MOU between the Shire of Westonia and the Central Wheatbelt Visitor Centre with a Council subscription (\$3,000) as detailed in the attachment.

Carried 5/0

8.1.8 Brookfield Rail Interface Agreement

File Reference	T5.1	
Date of Report	17th February 2014	
Disclosure of Interest	No Interest to Disclose	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Purpose of report

For Council to authorise the Chief Executive Officer to enter into a Revised Road Rail Interface Agreement with Brookfield Rail and Main Roads Western Australia (MRWA).

Background

A safe and efficient road and rail system is of great benefit to the community, which expects and requires a high level of safety from the overall transport network, especially at conflict points such as rail crossings.

Road Managers and Rail Infrastructure Managers are required under Sections 64 and 65 of the *Rail Safety Act 2010* to identify and assess risks to safety associated with rail/road interfaces and enter into an Interface Agreement for the purpose of mitigating those risks.

An Interface Agreement is required for all:

- At-grade crossings, for example, level crossings
- Grade-separated crossings, for example, rail bridge over road or road bridge over rail
- Pedestrian or shared path crossings
- Crossings on non-operational rail-lines.

Interface Agreements are not required for crossings on closed rail-lines.

More specifically, in relation to a rail crossing on a local road, the Local Government is responsible for:

- Maintaining the approaching road surface in a reasonable condition beyond three metres of the rail-line in accordance with normal maintenance scheduling in the context of the entire local road network.
- Maintaining adequate line-of-sight distances for approaching drivers on local roads by removing vegetation and other visibility obstructions within the road reserve (and adjacent private property if required).
- Reporting damaged and unserviceable line marking and signage associated with a rail crossing to MRWA, where they have been identified during inspection in accordance with normal maintenance regimes.
- Notifying the Rail Infrastructure Manager of any road works planned, either of a temporary or permanent nature, in the vicinity of a crossing.

Discussion

While replicating the essential context and maintaining the intent of the draft Interface Agreement previously presented to Council, the Revised Interface Agreement seeks to further clarify matters, such as the objectives, and aims to better explain responsibilities of the parties in respect of the Interfaces specified in the Agreement (see Agenda Attachments).

It now provides a more tailored yet consistent framework, suited to each Local Government with interfaces to Brookfield Rail's network, within which the parties to the agreement commit to co-operatively manage the identified safety risks. It describes the responsibilities of the parties relating to the interface and provides the mechanism to jointly manage risks for the safe operation of rail and road movements at the interface.

The agreement will be reviewed within five years of the date of signing and it can be amended with the consent of all parties or where a change in circumstance occurs in relation to any of the interfaces specified.

Financial Implications

Nil.

Statutory Implications

Local Government Act 1995, Section 9.49(a)

Rail Safety Act 2010, Sections 64, 65 and 66.

Voting Requirements

Simple Majority required.

Recommendation


That Council authorises the Chief Executive Officer to sign the Revised Road Rail Interface Agreement between the Shire of Westonia, Main Roads Western Australia and Brookfield Rail as detailed in the attachment.

Resolution

09-02/14 Moved Cr Hermon, seconded Cr Huxtable that Council authorises the Chief Executive Officer to sign the Revised Road Rail Interface Agreement between the Shire of Westonia, Main Roads Western Australia and Brookfield Rail as detailed in the attachment.

Carried 4/1

8.1.9 Evolution Housing Lease

File Reference	ES1.6.2	
Date of Report	17^h February 2014	
Disclosure of Interest	No Interest to Disclose	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

Council have received correspondence via the Commercial Manager of Evolution Mining in relation to the Lease arrangements on the houses leased to the mine (see Agenda Attachments for a copy of the correspondence from Evolution Mining and a copy of the current lease).

“We are writing in regard to the responsibility for coordinating and payment of ongoing fair wear and tear maintenance for our residential property leases.

Clause 4.1 (a) is clear that it allocates responsibility to the lessee for the keep of the properties in good order and condition, with the exception of fair wear and tear and insurance claims.

To date, the cost and co-ordination of standard maintenance has been transferred to Evolution, however this is not in line with the explicit terms of the contract.

We would like the contract to be performed in the manner in which it was set out, and therefore request that the Shire assume the standard maintenance requirements going forward. This is also in line with the standard industry requirements of a residential lease arrangement.

We fully understand the capital implications of the initial construction phase which aligned the length of the lease with the loan schedule. However, we believe that this intent did not extend to the lease operating arrangements, and the terms of the lease reflect this.”

Comment

Since the buildings were completed, Council have instructed Evolution to tend to any maintenance issues in relation to the houses as the Shire does not have the resources to cope with any demand. Initially the CEO was under the impression that this was the case, but speaking with the previous CEO, Bill Price that he was unaware of this and the rental income would cover any repairs to the lifestyle village.

Statutory Environment

Nil.

Financial Implications

This will impact the current budget as it was assumed that the cost would be borne by Evolution.

Voting Requirement

Simple Majority

Officer Recommendation

That Council considers the responsibility for coordinating and payment of ongoing fair wear and tear maintenance for the residential property leases to the Evolution Mine.

Resolution

10-02/14 Moved Cr Jefferys, seconded Cr Day that the Chief Executive Officer:

- 1) liaise with the Commercial Manager of Evolution Mining to discuss the concerns raised with the current housing lease in relation to fair wear and tear.**
- 2) Come to a mutual agreement in the form of a schedule as to who is responsible for each maintenance item.**
- 3) Discuss the lack of gardening currently taking place at the various residences as per section 4.4 of the agreement.**
- 4) Ensure that Evolution Mining are making rental payments in advance as per item 4 of Schedule 1 of the rental agreement.**

Carried 5/0

8.2 COMMUNITY AND REGULATORY SERVICES

NIL.

8.3 WORKS AND SERVICES

NIL.

8.4 ENVIRONMENTAL HEALTH, PLANNING AND BUILDING SERVICES

NIL.

9. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

10. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF THE MEETING

11. DATE AND TIME OF NEXT MEETING

The next ordinary meeting of Council will be held on Thursday 20th March, 2014 commencing at 3.30pm.

12. MEETING CLOSURE

There being no further business the President, Cr Geier declared the meeting closed at 6.15pm.