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1. DECLARATION OF OPENING

The Deputy 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 resident who had recently passed away:

- Ashley Major

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Cr KM Day Deputy President

Cr D Hermon

Cr MJ Cunningham

Cr JJ Jefferys

Mr J Criddle

Chief Executive Officer

LEAVE OF ABSENCE

Cr ML Geier (President) was granted a leave of Absence at the March meeting.

APOLOGIES

Cr B Huxtable

3. PUBLIC QUESTION TIME (3.36PM – 3.51PM)

4. APPLICATIONS FOR LEAVE OF ABSENCE

5. CONFIRMATION OF PREVIOUS MINUTES

Officer Recommendation

That the minutes of the Ordinary Meeting of Council held on Thursday 19th March, 2015 be confirmed as a true and correct record.

Resolution

01-04/15 Moved Cr Hermon, seconded Cr Jefferys that the minutes of the Ordinary Meeting of Council held on Thursday 19th March, 2015 be confirmed as a true and correct record.

Carried 4/0

6. PRESIDENT/COUNCILLORS ANNOUNCEMENTS

The Deputy President, Cr Day advised having attended the following meeting:

- Wheatbelt Development Commission meeting in Wickepin (9/4/15).
- CEACA in Nungarin (2/4/15)
- Westonia CRC AGM (13/4/15).

Officer Recommendation



That March accounts submitted to today's meeting on Municipal vouchers 3123 to 3130 and D/Debits EFT 1116 to EFT 1158 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totaling \$158,131.09 be passed for payment.

Resolution

02-04/15 Moved Cr Hermon, seconded Cr Cunningham that March accounts submitted to today's meeting on Municipal vouchers 3123 to 3130 and D/Debits EFT 1116 to EFT 1158 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totaling \$158,131.09 be passed for payment.

Carried 4/0

8.1.2 Monthly Statement of Financial Activity – March 15

File Reference	F1.3.3 Monthly Financial Reports	
Date of Report	21 April 2015	
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 ending 31st March 15 is attached for Councilor 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 2012/2013 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 ending 31st March 15 and note any material variances greater than \$10,000 or 15%.

Resolution

03-04/15 Moved Cr Hermon, seconded Cr Cunningham that Council adopt the Monthly Financial Report for the period ending 31st March 15 and note any material variances greater than \$10,000 or 15%.

Carried 4/0

8.1.3 GST Reconciliation Report

File Reference	F1.4.4 Audit Reports	
Date of Report	21 April 2015	
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 March 15 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 Councilor 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 totaling \$14,274.00, for the period ending 31st March 15 be adopted.

Resolution

04-04/15 Moved Cr Cunningham, seconded Cr Jefferys that the GST Reconciliation totaling \$14,274.00, for the period ending 31st March 15 be adopted.

Carried 4/0

8.1.4 Annual Report, Audit Report & Annual Financial Statements 2013/14

File Reference	F1.5.1 Annual Report	
Date of Report	10th April 2015	
Disclosure of Interest	No Interest to Disclose	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	 CEO

Background

Council adoption of the Annual Report for the 2013/14 Financial year is required.

Comment

All councilors will be presented with a copy of the Annual Report for the 2013/14 Financial year prior to the meeting.

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 30th 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.

Statutory Environment

Local Government Act 1995

- Section 6.4 – Financial Reports
- Section 5.53 – Annual Reports
- Section 5.54 – Acceptance of Annual Reports
- Section 5.27 – Elector’s General Meetings

Policy Implications

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

Strategic Implications

Nil.

Financial Implications

There are no financial implications in relation to this matter.

Voting Requirement

Majority

Officer Recommendation


That Council adopts the Annual Report, including the Audit & Management Report for the 2013/2014 financial year and proposes to hold a General Meeting of Electors on (insert date) commencing at (insert time).

Resolution

05-04/15 Moved Cr Cunningham, seconded Cr Hermon that Council adopts the Annual Report, including the Audit & Management Report for the 2013/2014 financial year and proposes to hold a General Meeting of Electors on 21st May 2015 commencing at 7.00pm.

Carried 4/0

8.1.5 CEACA Constitution

File Reference	CS1.1.1	
Date of Report	10 April 2015	
Disclosure of Interest	No Interest to Disclose	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

The Central East Aged Care Alliance (CEACA) was established following discussions at the 2011 Central East Country Local Government Planning Forum held in Kellerberrin. The purpose of CEACA was to develop a holistic regional solution to allow ageing residents to remain in the region for as long as possible, within the context of State and Federal Government policy initiatives.

CEACA’s membership includes the 11 Councils from the central east portion of the Western Australian Wheatbelt – the Shires of Bruce Rock, Kellerberrin, Koorda, Merredin, Mt Marshall, Mukinbudin, Nungarin, Trayning, Westonia, Wyalkatchem and Yilgarn.

With funding from the 11 Councils, Regional Development Australia Wheatbelt and the Wheatbelt Development Commission, Verso Consulting was engaged to undertake an aged care needs study for the region.

One of the study’s major findings was the need for universally designed independent housing units that would allow residents to remain within their communities (and by extension) the region for as long as possible.

In addition to their role as advocate for improving service delivery for the aged within their communities, CEACA’s Member Councils also saw they had a role in the construction of independent living units for the aged.

Since the release of the Verso Report CEACA has worked on establishing the need for universally designed houses through a needs analysis across each of the 11 Councils and developing a business case for funding to assist CEACA’s membership in the construction of the houses to meet this identified need.

Access Housing has been engaged by CEACA to assist in development of a business case for funding from the State Government through its Growing the South Initiative. In the first instance funding is being sought for land assembly and servicing, with CEACA ‘s Member Councils resolving as follows at a meeting on Thursday 26 February 2015:

RESOLUTION: Moved: Cr Truran Seconded: Mr Burton

1. *That the 11 Member Councils of CEACA approve the business case for the CEACA Seniors Housing Project – Stage One Land Assembly and Servicing as prepared by Access Housing and authorise its submission to the Department of Regional Development.*

2. *That the 11 Member Councils of CEACA agree that the Shire of Merredin be the banker for the CEACA Seniors Housing Project – Stage One Land Assembly and Servicing project.*

CARRIED

The need for a governance model for the CEACA Aged Housing Project has also been under consideration for some time. At a CEACA Meeting held Monday 16 March 2015 a number of decisions around the development of a governance model were taken with CEACA resolving as follows:

RESOLUTION: Moved: Mr Griffiths Seconded: Cr O'Connell

That Member Councils of the Central East Aged Care Alliance (CEACA) approve the establishment of an incorporated body for the purpose of undertaking the CEACA Aged Care Housing Project.

CARRIED

RESOLUTION: Moved: Cr Truran Seconded: Mr Mollenoyux

That the membership of the incorporated body include one representative nominated by each CEACA Member Council.

CARRIED

RESOLUTION: Moved: Cr Davies Seconded: Cr Breakell

That the Wheatbelt Communities Inc Constitution be used as the basis to form the constitution of the new incorporated body.

CARRIED

RESOLUTION: Moved: Cr Strange Seconded: Cr Davies

That a working group comprising Mr Darren Mollenoyux, CEO Shire of Bruce Rock, Mr David Burton, CEO Shire of Koorda, Mr Greg Powell, CEO Shire of Merredin and Mr Ian McCabe, CEO Shire of Wyalkatchem, be established and charge with the task of finalising a draft constitution prior to seeking legal advice on the draft constitution.

CARRIED

RESOLUTION: Moved: Cr Truran Seconded: Cr Shadbolt

That the draft constitution be presented to Member Councils for consideration at their ordinary April Council Meeting for endorsement.

CARRIED

By consensus it was also agreed that:

1. David Burton and Ian McCabe would review the Wheatbelt Communities Constitution as a starting point to preparing a draft constitution for the new incorporated body;
2. The WE-ROC Executive Officer would provide executive support to the working group as it prepared the draft constitution; and
3. Member Councils would provide their respective agenda closing dates to the WE-ROC Executive Officer in order that an agenda item for use by all Councils for consideration at their April round of meetings can be prepared.

A draft constitution was presented to Member Councils at a CEACA Meeting held Thursday 2 April 2015 with CEACA resolving as follows:

RESOLUTION: Moved: Mr Powell Seconded: Mr Griffiths

That:

- 1. The 11 Councils of the Central East Aged Care Alliance endorse the circulated draft constitution for the purpose of creating an incorporated entity for the Central East Aged Care Alliance housing project; and*
- 2. Should any further minor corrections to the circulated draft constitution be required, corrections must be provided to the WE-ROC Executive Officer no later than close of business on Tuesday 7 April 2015 in order for the draft constitution to be finalised and circulated to all CEACA's Member Councils for endorsement at the April round of ordinary Council meetings.*

CARRIED

Comment

A copy of the revised draft constitution is presented for endorsement.

Council should also give consideration as to who it wishes to represent it on the incorporated body's Management Committee noting that there will be only one member from the each of CEACA's membership. It may also be prudent to consider the appointment of a deputy.

Currently the Council representatives on the Wheatbelt Communities board are the President and the Chief Executive Officer.

Policy Implications

Nil

Statutory Implications

Incorporations Act 1984

Strategic Implications

Nil

Financial Implications

All costs are borne by WEROC and CEACA membership to date.

Voting Requirements

Simple Majority

Officer's Recommendation

1. That the Shire of Westonia endorse the draft constitution for Central East Aged Care Alliance Inc as presented.
2. That the Shire of Westonia advise the Executive Officer of the Wheatbelt East Regional Organisation of Councils of its endorsement of the draft constitution for Central East Aged Care Alliance Inc in order that further work leading to the establishment of Central East Aged Care Alliance Inc can be undertaken.
3. That the Shire of Westonia give consideration to the membership on the incorporated body's Management Committee.

Resolution


06-04/15 Moved Cr Jefferys, seconded Cr Cunningham that Council

- 1. Endorse the draft constitution for Central East Aged Care Alliance Inc as presented.**
- 2. Advise the Executive Officer of the Wheatbelt East Regional Organisation of Councils of its endorsement of the draft constitution for Central East Aged Care Alliance Inc in order that further work leading to the establishment of Central East Aged Care Alliance Inc can be undertaken.**

3. **Advise the Executive Officer that the membership on the incorporated body's Management Committee consist of the Shire President (Cr Louis Geier) and the CEO, (Jamie Criddle) as the Proxy.**

Carried 4/0

8.1.6 Chief Executive Officers Performance Review and contract

File Reference	ST1.1.1. Staff	
Date of Report	10th April 2015	
Disclosure of Interest	Jamie Criddle, Chief Executive Officer	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

Also in accordance with Section 5.38 of the Local Government Act 1995 and condition 5.2.1 of the employment conditions, Council is required to review the performance of the CEO at least once each year.

In addition, the Chief Executive Officer advises that his current contract expires in August of this year and wishes to negotiate a new contract with Council.

Comment

In order to ensure that the annual CEO review is conducted prior to any budget deliberations as set with previous CEO's, it is suggested that Council perform the yearly review in April/May of each year.

As part of the review, Councillors will need to agree on a set of criteria which are taken from the Key Result Area's (KRA) as listed in appendix 2 the Chief Executive Officer's Contract.

This will then be completed by the CEO and Councillors, with a summary to be presented to Council for consideration.

The Evaluation Document will contain the following:

Overall comments:

The performance of the CEO on the Targets set out in the Key Performance Indicators.

Recommendations to the CEO:

Any recommendations from Council to the CEO.

Any performance review conducted shall be broadly based on the following Key Areas having regard to the Position Description and the specific Indicators agreed to by the parties at the end of each performance review:

- 5.4.1 Leadership
- 5.4.2 Councillor Relations
- 5.4.3 External Relations, including customers and stakeholders
- 5.4.4 Organisation Management
- 5.4.5 Planning
- 5.4.6 Financial Management.

Key Result Areas and performance objectives for the Chief Executive Officer.

Achievement in the matters referred to in the position description document will be used in determining the performance of the Chief Executive Officer with particular emphasis on:-

- i) accurate and timely advice to the Council;
- ii) collaboration with the Council;
- iii) innovative and visionary leadership;
- iv) effective networks;
- v) a work environment that facilitates the development of people and encourages them to perform at a high level;
- vi) effective and accountable application of financial and physical resources;
- vii) management strategies that enhance service delivery;
- viii) development, implementation of and review of Council policies and procedures.

The performance criteria may be varied and any other criteria may be included by agreement between the parties at any time during the term of this Contract.

The format of the review once the criteria is agreed upon will be to have the Chief Executive Officer comment on the individual criteria and then send the evaluation form to individual Councillors to review the CEO's performance over the previous 12 months and then evaluate the performance in relation to the criteria.

Statutory Environment

Local Government Act 1995, section 5.38 – Council is required to review the performance of the CEO at least once each year.

Policy Implications

The CEO Performance Review is undertaken in accordance with Council's Policy.

Strategic Implications

Effective Staff Performance

Financial Implications

Negotiation of contract Remuneration package.

Voting Requirement

Simple Majority

Officer Recommendation


That Council review the criteria set out in the Key Result Area Appendix of the Chief Executive Officers contract and submit the evaluation form prior to the May meeting for discussion.

Resolution

07-04/15 Moved Cr Hermon, seconded Cr Cunningham that Council, upon reviewing the criteria set out in the Key Result Area Appendix of the Chief Executive Officers contract, make the necessary changes and submit the evaluation form prior to the May meeting for discussion.

Carried 4/0

8.1.7 Merredin College Chaplaincy request

File Reference	ED1.1.3	
Date of Report	10th April 2015	
Disclosure of Interest	Nil	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

Council has received a request from the Merredin College for a contribution towards the costs of employing a Chaplain at the school.

Currently between fifteen and twenty students from the Shire of Westonia have are attending Merredin College with a similar amount also attending St Mary's Primary School.

The role of the Chaplain is largely one of pastoral care, the Chaplain is also available to students and staff at Merredin Residential College.

The Chaplain, Mr. Brett Guthrie is part of the Student Services Team at the Merredin College and is a resource for students and their families for help in resolving differences and working through the many difficult issues that confront teenagers and parents.

The Chaplain's work is highly regarded by the school and staff and by the parents and students that have used the Chaplain's services.

As well as conducting individual and group counselling the Chaplain coordinates the following programs:

- "Wilderness Challenge" – 60km walk along the Bibbulmun Track;
- Student transition from year 7 to 8 for primary school students and year 10 to 11 for district high school students;
- Coordinator for Seasons of Growth program assisting students with loss experienced through death, divorce or separation;
- Merredin Youth Group
- Attending excursions and camps.

Whilst two days per week of Brett's income is funded now through the Federal government, all other funding for the Chaplaincy has to be raised by the school and the community.

Comment

An allocation of \$500 has already been approved for the current financial year, so it is recommended that Council make allowance in the 2015/16 Draft Annual Budget to contribute \$500 towards the Merredin College Chaplaincy.

Financial Implications

Allowance in the 2015/16 Annual Budget to contribute \$500 towards the Merredin College Chaplaincy

Voting Requirement

Majority

Officer Recommendation


That Council make allowance in the 2015/16 Draft Annual Budget to contribute \$500 towards the Merredin College Chaplaincy.

Resolution

08-04/15 Moved Cr Jefferys, seconded Cr Cunningham that Council make allowance in the 2015/16 Draft Annual Budget to contribute \$550 towards the Merredin College Chaplaincy.

Carried 3/1

8.1.8 Royalties for Regions – Wheatbelt Community Chest Fund (Redevelopment of Old Primary School)

File Reference	F1.10.1 All Grants	
Date of Report	10 April 2015	
Disclosure of Interest	No Interest to Disclose	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

Council has been advised that their application for funding under the Royalties for Regions – Wheatbelt Community Chest Fund for assistance in the redevelopment of Old Primary School including the installation of disability access toilets has been successful.

Comment

An application to the Wheatbelt Development Commission was submitted for assistance in the construction of disability access toilets to be situated at the Old Westonia Primary School.

The grant amount that has been approved amounts to \$ 22,000 inclusive of GST which will partially meet the costs of the construction of the toilets.

The estimated total cost of the project is \$59,000 with Council’s portion to be borne by Council in the 2015/16 financial year.

Project Brief

Project Aims and Objectives

The Old Westonia Primary School site is adjacent to the existing aged accommodation and proximal to the town’s CBD and other community facilities. This gives aged residents easy access to the site and any new facilities allowing the Council to forward plan future investment on the site for a variety of public uses.

With the provision of an ablution block, the following proposals could be achieved:

- Using the vacant land on the site to house an aged housing precinct
- Using the existing facilities and building to provide a Community Shed, catering for both men’s and ladies’ craft and machinery restoration
- Creation of a Seniors Centre where the community can meet and service the aging population with services such as podiatrist, physiotherapists, health clinics as well as holding senior activities on site
- Using vacant land for community projects such as a community garden and other similar projects

ATTACHMENT A is the Approved Budget.

*Minutes for the Ordinary Meeting of Council to be held in the Shire of Westonia Council Chambers
on Thursday 16th of April 2015*

Details of Project Items to be funded through Cash Contributions						
Project Items	Own organisation cash \$ (ex GST)	Other source/s cash \$ (ex GST)	Name of other funding source/s, including other Royalties for Regions funding source/s	Other funding status: Approved or Requested	WDC RfR Grant Funds \$ (ex GST)	TOTAL \$ (ex GST)
Ablution block construction	\$30,000.00				\$20,000.00	\$50,000.00
Plumbing connection	\$5,000.00					\$5,000.00
Site works	\$2,000.00					\$2,000.00
Cash Sub Totals	(A) \$ (ex GST) \$37,000.00	(B) \$ (ex GST) \$			(C) \$ (ex GST) \$20,000.00	(A+B+C) \$ (ex GST) \$57,000.00
Details of Project Items to be funded through In-Kind Contributions						
Project Items	Own organisation In-Kind \$ Value (ex GST)	Other source/s In-Kind \$ Value (ex GST)	Name of Other In-Kind Source	TOTAL \$ Value (ex GST)		
Site works	\$2,000.00			\$2,000.00		
In-Kind Sub Totals	(D) \$ Value (ex GST) \$2,000.00	(E) \$ Value (ex GST) \$		(D+E) \$ Value (ex GST) \$2,000.00		
Total Project Expenditure A + B + C + D + E					\$59,000.00	

Statutory Environment

Nil

Policy Implications

Council does not have an existing policy in relation to this item

Strategic Implications

Continue the growth of the Aged accommodation precinct in Westonia.

Financial Implications

This project is to be included in the 2015/16 budget.

Voting Requirement

Majority

Officer Recommendation

That Council accepts the grant for \$ 22,000 from the Royalties for Regions – Wheatbelt Community Chest Fund for the assistance in the redevelopment of Old Westonia Primary School including the installation of disability access toilets and that Council consider a cash or grant allocation amount of \$30,000 to be included in the 2015/16 Draft Budget.

Resolution

09-04/15 Moved Cr Cunningham, seconded Cr Hermon that Council accepts the grant for \$ 22,000 from the Royalties for Regions – Wheatbelt Community Chest Fund for the assistance in the redevelopment of Old Westonia Primary School including the installation of disability access toilets and that Council consider a cash or grant allocation amount of \$30,000 to be included in the 2015/16 Draft Budget.

Carried 4/0

8.2 COMMUNITY AND REGULATORY SERVICE

NIL

8.3 WORKS AND SERVICES

NIL

8.4 ENVIRONMENTAL HEALTH, PLANNING AND BUILDING SERVICES

NIL.

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

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

10. DATE AND TIME OF NEXT MEETING

The next ordinary meeting of Council will be held on Thursday 21th May 2015 commencing at 3.30pm.

11. MEETING CLOSURE

There being no further business the Deputy President, Cr Day declared the meeting closed at 5.59pm.