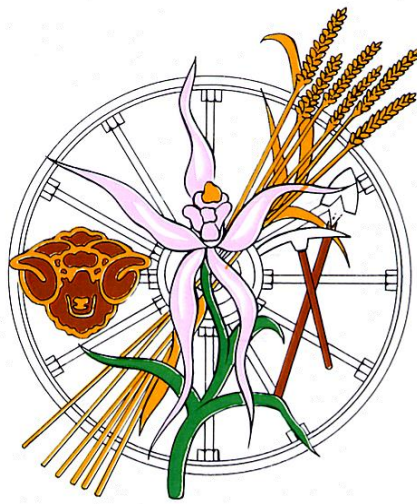


Shire of Westonia



*Minutes of the Ordinary Meeting
of Council
Thursday 19th November 2015*

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1. DECLARATION OF OPENING

The President welcomed Councillors and staff and declared the meeting open at 3.41pm.

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Cr KM Day	President
Cr D Hermon	Deputy President
Cr ML Geier	
Cr B Huxtable	
Cr RS Corsini	
Mr JC Criddle	Chief Executive Officer

LEAVE OF ABSENCE

Cr JJ Jefferys

Cr Jefferys was granted a leave of absence for today's meeting.

3. PUBLIC QUESTION TIME (3.43pm – 3.58pm)

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 Monday 19th October, 2015 be confirmed as a true and correct record.

Resolution

01-11/15 Moved Cr Geier, seconded Cr Hermon that the minutes of the Ordinary Meeting of Council held on Monday 19th October, 2015 be confirmed as a true and correct record.

Carried 5/0

6. RECEIVAL OF MINUTES

Nil

7. PRESIDENT/COUNCILLORS ANNOUNCEMENTS



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

- Westonia Progress Association meeting with Cr Hermon.
- WEROC Council meeting in Southern Cross with the CEO.
- Wheatbelt Development Commission Board meeting in Bindoon.
- St Johns Ambulance (Westonia) "relaunch" with Cr Hermon and the CEO.
- Wheatbelt Communities teleconference.
- Wheatbelt North-East Sub Regional Road Group meeting with the Works Supervisor and the CEO.

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	26 November 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. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

Comment

Attached is a copy of Accounts for Payment for the month of October 15. The credit card statements currently show:-

- | | |
|------------------|--|
| CEO | October 15 \$4,487.10 associated with the purchase of; Wireless mouse x4, Kleenex hand soap, foam moisturisers starter pack, SS jumbo dispenser, hand towel holder metal, 4x cotton stretch sheets Dr's room, 1x 4KVA generator Blue, 1x 2.4 KVA generator Red – CEO copy Sundry Dbtr raised @ \$500 with payment receipt in voucher box, work clothing CEO |
| Works Supervisor | October 15 \$1,210.95 associated with the purchase of; Spirit Level, hammer, Fuel, Chain block st x 6mtr, Recharger I pad, Rapid plan renewal 12 months. |

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 2015/2016 Annual Budget.

Voting Requirement

Majority

Officer Recommendation



That October accounts submitted to today's meeting on Municipal vouchers 3256 to 3276 and D/Debits EFT 1455 to EFT 1518 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totaling \$224,388.74 be passed for payment.

Resolution

02-11/15 Moved Cr Hermon, seconded Cr Huxtable that October accounts submitted to today's meeting on Municipal vouchers 3256 to 3276 and D/Debits EFT 1455 to EFT 1518 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totaling \$224,388.74 be passed for payment.

Carried 5/0

8.1.2 Monthly Statement of Financial Activity – October 15

File Reference	F1.3.3 Monthly Financial Reports	
Date of Report	26 November 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 October 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 2015/2016 Budget
Local Government (Financial Management) Regulation 34 1996
Local Government Act 1995 section 6.4

Policy Implications

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

Strategic Implications

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

Financial Implications

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

Voting Requirement

Majority

Officer Recommendation



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

Resolution

03-11/15 Moved Cr Geier, seconded Cr Corsini that Council adopt the Monthly Financial Report for the period ending 31st October15 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	26 November 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 October 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 (\$44,661) for the period ending 31st October 2015 be adopted.


Resolution

04-11/15 Moved Cr Geier, seconded Cr Hermon that the GST Reconciliation totaling (\$44,661) for the period ending 31st October 2015 be adopted.

Carried 5/0

Cr Corsini declared an interest in item 8.1.4 Australia Day Awards as she is a potential recipient of an award and left the meeting at 4.22pm.

8.1.4 Australia Day Awards

File Reference	A1.9.3	
Date of Report	10th November 2015	
Disclosure of Interest	Nil	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

The Premier's Australia Day Active Citizenship Awards process is now open for nominations.

These awards are generally presented at an Australia Day function.

The three categories of award are:-

- Premier's Australia Day Active Citizenship Award (which is effectively the "open" award);
- Premier's Australia Day Active Citizenship Award for a person under 25 years; and
- Premier's Australia Day Active Citizenship Award for a community group or event.

Awards do not have to be given for all categories.

Comment

The CEO has received one nomination for awards:

One for the Premier's Australia Day Active Citizenship Award (which is effectively the "open" award); and

Nominations are attached and once discussed need to be forwarded to the Australia Day Council by 7th January 2015.

If successful, the awards will be presented at the Australia Day function to be held on 26 January 2016 at the Swimming Pool/Stadium precinct.

Statutory Environment

N/A

Policy Implications

N/A

Strategic Implications

N/A.

Financial Implications

If Council proceeds with this there may be some catering costs for an Australia Day ceremony and some framing costs for the certificates.

Voting Requirement

Simple majority.

Officer Recommendation

That Council considers the nominations from the community for the Premier's Australia Day Active Citizenship Awards and if successful, forward to the Australia Day Council by 7th January 2016.


Resolution

05-11/15 Moved Cr Geier, seconded Cr Huxtable that Council approves the current nominations from the community for the Premier's Australia Day Active Citizenship Awards and forward to the Australia Day Council by 7th January 2016.

Carried 4/0

Cr Corsini re-entered the meeting at 4.31pm.

8.1.5 Disability Access & Inclusion Plan

File Reference	DAIP	
Date of Report	11th November 2015	
Disclosure of Interest	Nil	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

Pursuant to the provisions of the Disability Services Act 1993 local government is required to review the Disability Access and Inclusion Plan which is now called an Access and Inclusion Plan (AIP)

Comment

The current AIP has been attached for Councillors to view. The draft AIP will now be reviewed by Management and will then be recommended for adoption for advertising purposes as required by the legislation.

The process requires the AIP be advertised for a period of time and calls for submissions to be made. In addition the AIP should be provided to interest groups such as Senior groups and local medical providers. The AIP also requires input from the Disability Services Commission.

The reviewed AIP needs to be adopted by Council prior to it being forwarded to the Disability Services Commission.

Statutory Environment

It is a requirement of the 2004 Regulations that at a minimum the plan is advertised in a newspaper circulating within the region for a period of not less than 4 weeks. Advertising may include website access and direct contact with other organisations. For the purpose of this exercise it is suggested that the following process be followed:

1. an advert be placed in the West Australian advertising for submissions with a closing date six weeks after the advert appears;
2. a copy of the plan is placed on Council's website;
3. a copy is supplied to the local Senior Citizens group for comment; and
4. a notice is placed in the monthly newsletter for circulation.

At the completion of the advertising period the AIP will be presented to Council for consideration and adoption.

Policy Implications

Nil

Strategic Implications

Nil

Financial Implications

Advertising cost of approximately \$300 is expected.

Voting Requirements

Majority

Officer Recommendation


That Council commences the process of formally review/amended the Access and Inclusion Plan for the Shire of Westonia.

Resolution

06-11/15 Moved Cr Huxtable, seconded Cr Hermon that Council commences the process of formally review/amended the Access and Inclusion Plan for the Shire of Westonia.

Carried 5/0

8.1.6 Sale of Works Vehicles

File Reference		
Date of Report	13th November 2015	
Disclosure of Interest	No Interest to Disclose	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

Included in the current budget is the replacement of the Chief Executive Officers vehicle, Currently a Toyota Landcruiser 200 series.

Comment

Replacement prices and trade prices have been obtained for budgeting purposes however these types of vehicle can attract more as a direct sale to the local community. The vehicles have been offered for direct sale on the basis that they bring in excess of the trade prices offered for them. This process also provides the opportunity for local residents to secure a well maintained vehicle.

Tenders closed on Monday 16th November 2015 at 4pm.

Prices and trade information will not be included in this item and presented on the day to ensure the best deal is sought by Council.

Tenderer	Vehicle Details	Cost EX GST	Less Trade	Changeover EX GST	Budget Amount
<u>Toyota Landcruiser GXL</u>					\$ 13,000.00
Merredin Toyota	GXL Landcruiser 200 4.5 Auto TD	\$ 71,323.63	\$ 61,136.36	\$ 10,187.27	
Merredin Toyota	Prado VX Auto 2.8 Auto TD	\$ 63,269.09	\$ 60,909.09	\$ 2,360.00	
Merredin Toyota	Prado Kakadu 2.8 Auto TD	\$ 73,130.90	\$ 60,909.09	\$ 12,221.81	
New Town Toyota	GXL Landcruiser 200 4.5 Auto TD	\$ 71,394.45	\$ 60,909.09	\$ 10,485.36	
New Town Toyota	Prado VX Auto 2.8 Auto TD	\$ 62,919.04	\$ 60,909.09	\$ 2,009.95	
New Town Toyota	Prado Kakadu 2.8 Auto TD	\$ 72,324.92	\$ 60,909.09	\$ 11,415.83	

Statutory Environment

N/A.

Policy Implications

N/A

Strategic Implications

N/A.

Financial Implications

The replacement of these vehicles is included in the current budget.

Voting Requirement

Simple Majority.

Officer Recommendation

That Council determine the successful the tender and trade-in on the Chief Executive Officers vehicle.

Resolution

07-11/15 Moved Cr Hermon, seconded Cr Huxtable that Council accept the tender submitted by Merredin Toyota to supply a 2015 Toyota Landcruiser 200 series 4.5lt Turbo Diesel for the purchase price of \$71,323.63 with the trade-in of \$61,136.36 leaving a changeover amount of \$10,187.27 (exc GST).


Carried 4/1

Councillors Geier and Corsini declared an interest in item 8.1.7 Westonia Community Co-operative as they are shareholders of the Westonia Community Co-operative.

Cr Hermon and the Chief Executive Officer declared an interest in item 8.1.7 Westonia Community Co-operative as they are shareholders and Directors of the Westonia Community Co-operative.

This was seen to be an interest in common and therefore no one was required to leave the room.

8.1.7 Westonia Community Cooperative

File Reference		
Date of Report	13th November 2015	
Disclosure of Interest	Nil	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

Back in February, the Board of the Westonia Community Cooperative Inc. informed shareholders and the general community that it had advised the proprietors of the Westonia General Store (Michael & Glenda) that they had been issued with a Notice of Termination of Contract, effective Monday 23rd February 2015.

In doing so, the board took over the shop and control of arranging contracts with suppliers and had the shop open for business in mid-March 2015.

Staff has done a great job in getting the business operational, but unfortunately over the past six (6) months, the turnover of the business has not been able to sustain the high operating costs. This has resulted in the business performing at large operating loss in each of the months of operation.

Comment

The Board has tried numerous things to stimulate turnover, but to no avail. People are simply bypassing the local store and shopping at Merredin or beyond.

The Board recently held an Urgent General Meeting of Shareholders on Wednesday 11th November 2015 to advise the Shareholders of the state of play with the Shop. At the meeting it was resolved to request the Board to investigate all possible scenarios with the Shop including Leasing, Downsizing, Sale and to report back to a General Meeting of Shareholders within a month.

More information will be presented to Council at the meeting.

Policy Implications

N/A

Strategic Implications

N/A.

Financial Implications

Council are a shareholder in the Coop.

Voting Requirement

Simple majority.

Officer Recommendation

That Council receives the above report.

Resolution

08-11/15 Moved Cr Hermon, seconded Cr Corsini that Council receives the above report.

Carried 5/0

8.2 COMMUNITY AND REGULATORY SERVICE

NIL

8.3 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

09-11/15 Moved Cr Geier, seconded Cr Huxtable that Council accepts three items of late business.

Carried 5/0

10.1.1 Westonia Hood-Penn Old Club Hotel Museum

File Reference	RC4.2.1 Westonia Heritage	
Date of Report	18th November 2015	
Disclosure of Interest	Nil	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

Back in 2008, Council accepted a donation of historical museum articles that have been collected over many years from the district by the Hood Penn Family.

Construction of a suitable shed to house the collection commenced in late 2009 and completed in 2012. Fit out of the building, cataloguing and museum set up continued until its official opening in March of 2014.

Comment

Several requirements were placed on the collection from the Hood-Penn family to ensure the integrity and safety of the collection, including installing CCTV camera's, which have been installed and the drawing up a "Permanent Loan Agreement" to ensure that the collection stays with the Shire of Westonia as Guardian/Custodian of the collection on a permanent basis.

The Chief Executive Officer has researched some existing agreements and tailored them to suit this purpose, a copy is attached.

Council is now required to review the document in preparation to present to the Hood-Penn family for perusal and co-signature with the two parties.

Policy Implications

N/A

Strategic Implications

N/A.

Financial Implications

Apart from the obvious operating costs, Council will be required to value and insure the collection from theft and destruction.

Voting Requirement

Simple majority.

Officer Recommendation


That Council reviews the Permanent Loan Agreement, makes necessary changes and presents to the Hood-Penn family for discussion and signing.

Resolution

10-11/15 Moved Cr Huxtable, seconded Cr Corsini that Council reviews the Permanent Loan Agreement, makes necessary changes and presents to the Hood-Penn family for discussion and signing.

Carried 5/0

10.1.2 Wheatbelt Communities Budget

File Reference		
Date of Report	18th November 2015	
Disclosure of Interest	Nil	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

Clause 15 of the Wheatbelt Communities Inc (Wheatbelt Communities) Constitution provides that each year a budget will be prepared.

Whilst incorporated since mid-April of this year a budget for Wheatbelt Communities has not been prepared. This has resulted for two reasons, being:

1. The work around the Communities Gold Program, whilst if it progresses beyond Stage 1 will be a Wheatbelt Communities Project, has been a WE-ROC funded project; and
2. The establishment of bank accounts for Wheatbelt Communities has only just been finalised.

Comment:

The Wheatbelt Communities Executive Officer has prepared a draft budget for the remainder of the 2015/2016 financial year has been prepared and forms an attachment to the meeting agenda. If agreed to, each Member Council will be required to pay a subscription of \$4,500 to cover the remaining portion of the 2015/2016 financial year.

The CEO spoke to the Executive Officer and she advised that the current request of \$4,500 this year would be an initial start-up amount and that subject to future projects, that there may not be a requirement for a budget request next year (2016/17).

Policy Implications

N/A

Strategic Implications

N/A.

Financial Implications

While this amount is not listed in Council 2015/16 Budget, the subscription budget is under allocated by \$5,500 due to the WALGA subscriptions only amounting to \$20,500 instead of the listed amount of \$26,000.

Voting Requirement

Simple Majority.

Officer Recommendation


That Council approves the payment of \$4,500 to the Wheatbelt Communities account under the subscriptions account with no budget variation required due to current savings in that account.

Resolution

11-11/15 Moved Cr Corsini, seconded Cr Geier that Council approves the payment of \$4,500 to the Wheatbelt Communities account under the subscriptions account with no budget variation required due to current savings in that account.

Carried 4/1

10.1.3 Westonia Memorial Swimming Pool Upgrades

File Reference		
Date of Report	18th November 2015	
Disclosure of Interest	Nil	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

The 2015/16 Community Pool Revitalisation Program (CPRP) funding round opened on Monday 21 September 2015 with applications due to the department through the online portal by Friday 30 October 2015.

The CEO, has actively pushed for the introduction of a “banking” system whereas the funding amounts can be pooled for a number of years to use on major Capital Upgrades such as the project proposed by Council.

The Hon. Mia Davies, MLA, Minister for Sport and Recreation, has introduced this new initiative for the CPRP whereby applicants can apply for a Future Capital Project which would be in place of the standard CPRP grant. Conditions are outlined in the future guidelines.

Comment:

The purpose of a Future Capital Project is to allow the applicant to utilise CPRP funding from multiple years on an identified future capital upgrade project, capital maintenance item or major equipment purchase which will significantly revitalise a regional aquatic facility.

The Future Capital Project grant must be placed in a specified reserve account, the project must be identified in a Council Budget or Forward Works Program for the 2016/17 financial year, and must be completed and acquitted by June 2018. This evidence must be provided at the time of application.

When completing Westonia’s application, the Department of Sport & Recreation Wheatbelt Manager requested that Westonia provide evidence of the expected cost of the project, and to provide evidence of this in our Forward Capital Works Plan, Council Minutes or other formal Council process.

While Council provided this in the form of its update Forward Capital Works Plan adopted in December 2012, there is no official recognition by way of resolution in Council’s minutes.

It is expected to have the project completed at the end of the financial year 2017/18, which coincides with the end of this funding round.

Policy Implications

N/A

Strategic Implications

N/A.

Financial Implications

2015/16 allocation is expected to be \$32,000, which is listed in Council's Budget to be transferred to a Swimming Pool Reserve. This will also happen in future years.

Voting Requirement

Simple Majority.

Officer Recommendation

That Council

1. Acknowledge the Upgrade of the Westonia Memorial Swimming Pool as a major Capital project between the financial years 2017 -2018 and;
2. Allocate Community Pool Revitalisation Program (CPRP) funding to Council's Swimming Pool Reserve (as previously stated) and;
3. Seek applications for CSRFF funding to occur possibly in 2016/17 and 2017/18 years for these upgrades.

Resolution

12-11/15 Moved Cr Geier, seconded Cr Huxtable that Council

- 1 Acknowledge the Upgrade of the Westonia Memorial Swimming Pool as a major Capital project between the financial years 2017 -2018 and;**
- 2 Allocate Community Pool Revitalisation Program (CPRP) funding to Council's Swimming Pool Reserve (as previously stated)and;**
- 3 Seek applications for CSRFF funding to occur possibly in 2016/17 and 2017/18 years for these upgrades.**

Carried 5/0

11 DATE AND TIME OF NEXT MEETING

The next ordinary meeting of Council will be held on Thursday 17th December, 2015 commencing at 3.30pm.

12 MEETING CLOSURE

There being no further business the President, Cr Day declared the meeting closed at 6.01pm.