

SHIRE OF  
**WESTONIA**  
A vibrant community lifestyle

*Minutes of the Ordinary Meeting  
of Council  
Thursday 15<sup>th</sup> September 2016*

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**1. DECLARATION OF OPENING**

The President, Cr Day welcomed Councillors and staff and declared the meeting open at 3.30pm.

**2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE**

Cr KM Day	President
Cr D Hermon	Deputy President
Cr RS Corsini	
Cr ML Geier	
Cr JJ Jefferys	
WJ Huxtable	

Mr JC Criddle	Chief Executive Officer
Mr J Hobson (5.03pm – 5.47pm)	Works Supervisor

**3. PUBLIC QUESTION TIME**

**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 18<sup>th</sup> August 2016 be confirmed as a true and correct record.

**Resolution**

**01-09/16 Moved Cr Hermon, seconded Cr Corsini that the minutes of the Ordinary Meeting of Council held on Thursday 18<sup>th</sup> August 2016 be confirmed as a true and correct record.**

**Carried 6/0**

**6. RECEIVAL OF MINUTES**

**Officer Recommendation**

That the minutes of the WE-ROC Executive Meeting held at Westonia Council Chambers 31<sup>st</sup> August 2016 be received

**Resolution**

**02-09/16 Moved Cr Hermon, seconded Cr Huxtable that the minutes of the WE-ROC Executive Meeting held at Merredin Council Chambers 31<sup>st</sup> August 2016 be received**

**Carried 6/0**

**Officer Recommendation**

That the minutes of the Wheatbelt Communities Meeting held at Westonia Council Chambers 31<sup>st</sup> August 2016 be received

**Resolution**

**03-09/16 Moved Cr Hermon, seconded Cr Huxtable that the minutes of the Wheatbelt Communities Meeting held at Merredin Council Chambers 31<sup>st</sup> August 2016 be received**

**Carried 6/0**

**Officer Recommendation**

That the minutes of the CEACA Meeting held at Nungarin Recreation Centre 08<sup>th</sup> June 2016 be received

**Resolution**

**04-09/16 Moved Cr Hermon, seconded Cr Huxtable that the minutes of the CEACA Meeting held at Merredin Council Chambers 08<sup>th</sup> June 2016 be received**

**Carried 6/0**

**7. PRESIDENT/COUNCILLORS ANNOUNCEMENTS**

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

- An informal meeting with the Minister for Local Government, Hon Tony Simpson in the CEO's office with Cr Hermon and the CEO.
- Wheatbelt Communities meeting in Westonia with Cr Hermon and the CEO
- WEROC meeting in Westonia with Cr Hermon and the CEO.

Cr Geier advised having attended the following meeting:

- CEACA meeting in Nungarin with the CEO. Senator Dean Smith was also in attendance.

**8. DECLARATION OF INTEREST**

In accordance with Section 5.65 of the *Local Government Act 1995* the following disclosures of **Financial** interest were made at the Council meeting held on **15 September 2016**.

Date	Name	Item No.	Reason

In accordance with Section 5.65 of the *Local Government Act 1995* the following disclosures of **Closely Association Person And Impartiality** interest were made at the Council meeting held on **15 September 2016**.

Date	Name	Item No.	Reason



In accordance with Section 5.60B and 5.65 of the *Local Government Act 1995* the following disclosures of **Proximity** interest were made at the Council meeting held on **15 September 2016**.

Date	Name	Item No.	Reason
15/9/2016	Cr D Hermon	11.1.1	Proximity – Cr Hermon is a neighbor

**9. MATTERS REQUIRING A COUNCIL DECISION**

**9.1. GOVERNANCE, ADMINISTRATION AND FINANCIAL SERVICES**

**9.1.1 Accounts for Payment**

<b>File Reference</b>	<b>F1.3.3 Monthly Financial Statements</b>	
<b>Date of Report</b>	<b>20 September 2016</b>	
<b>Disclosure of Interest</b>	<b>No Interest to Disclose</b>	
<b>Reporting Officer</b>	<b>Kay Geier Senior Finance Officer</b>	
<b>Signatures</b>	<b>Officer</b> 	<b>CEO</b> 

**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 August 16. The credit card statements currently show:-

CEO                      **August 16 \$4,884.94** associated with the purchase of; Diesel, vehicle licensing, plate change, transfer, I phone cover, Uniform, ratchet tie down, 1x heavy duty tandem axle trailer, lace curtaining + curtain hanging requirements for museum, meals & refreshments.

Works Supervisor      **August 16 \$1093.34** associated with the purchase of; Diesel, License excavator, ipad recharge, enrolment lifeguard course, renewal forklift license, clearing permit Carrabin siding, Wool press & gates for museum, meals & refreshments.

**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 2016/2017 Annual Budget.

**Voting Requirement**

Majority

**Officer Recommendation**



That August 16 accounts submitted to today's meeting on Municipal vouchers 3425 to 3433 and D/Debits EFT1954 to EFT2009 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totaling \$251,388.34 be passed for payment.

**Resolution**

**05-09/16 Moved Cr Hermon, seconded Cr Huxtable that August 16 accounts submitted to today's meeting on Municipal vouchers 3425 to 3433 and D/Debits EFT1954 to EFT2009 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totaling \$251,388.34 be passed for payment.**

**Carried 6/0**

**9.1.2 Monthly Statement of Financial Activity – August 16**

<b>File Reference</b>	<b>F1.3.3 Monthly Financial Reports</b>	
<b>Date of Report</b>	<b>20 September 2016</b>	
<b>Disclosure of Interest</b>	<b>No Interest to Disclose</b>	
<b>Reporting Officer</b>	<b>Kay Geier Senior Finance Officer</b>	
<b>Signatures</b>	<b>Officer</b> 	<b>CEO</b> 

**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 31<sup>st</sup> August 2016 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 adopt the Monthly Financial Report for the period ending 31<sup>st</sup> August 2016 and note any material variances greater than \$10,000 or 15%.



**Resolution**

**06-09/16 Moved Cr Jefferys, seconded Cr Corsini that Council adopt the Monthly Financial Report for the period ending 31<sup>st</sup> August 2016 and note any material variances greater than \$10,000 or 15%.**

**Carried 6/0**



### 9.1.3 GST Reconciliation Report

<b>File Reference</b>	<b>F1.4.4 Audit Reports</b>	
<b>Date of Report</b>	<b>20 September 2016</b>	
<b>Disclosure of Interest</b>	<b>No Interest to Disclose</b>	
<b>Reporting Officer</b>	<b>Kay Geier Senior Finance Officer</b>	
<b>Signatures</b>	<b>Officer</b> 	<b>CEO</b> 

#### **Background**

The Reconciled Balance of the GST Ledger to the General Ledger as reported as at ending 31<sup>st</sup> August 2016 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 (\$8) for the period ending 31<sup>st</sup> August 16 be adopted.

#### **Resolution**

**07-09/16 Moved Cr Geier, seconded Cr Hermon that the GST Reconciliation totaling (\$8) for the period ending 31<sup>st</sup> August 16 be adopted.**

**Carried 6/0**

**9.1.4 Local Laws Review**

<b>File Reference</b>	
<b>Date of Report</b>	<b>11<sup>th</sup> August 2016</b>
<b>Disclosure of Interest</b>	<b>No Interest to Disclose</b>
<b>Reporting Officer</b>	<b>Jamie Criddle, Chief Executive Officer</b>
<b>Signatures</b>	<b>Officer</b>  <b>CEO</b>

**Report Purpose:**

To seek Council’s approval to advertise its intent to review its Local Laws.

**Background:**

Section 3.16 of the Local Government Act requires periodic reviews of Local Laws. A local government is to carry out a review of a Local Law to determine whether or not it considers that it should remain unchanged, be repealed or amended. The review is to be conducted within 8 years from the day each Local Law commenced, or from when a report of a review of the Local Law was accepted under s3.16.

The Shire of Westonia last resolved to undertake a review of its Local Laws in 2006.

The Shire of Westonia has the following gazetted Local Laws;

- Standing Orders Local Law
- Cemeteries Local Law
- Dogs Local Law

A copy of the Shire’s current Local Laws are attached for your perusal. A full list of the Shire’s Local Laws and a copy of the relevant gazette (including those that have been repealed) can be found on the Department of Local Government and Communities’ (DLGC’s) website.

**Officer’s Comment:**

An Overview of the process for reviewing its Local Laws.

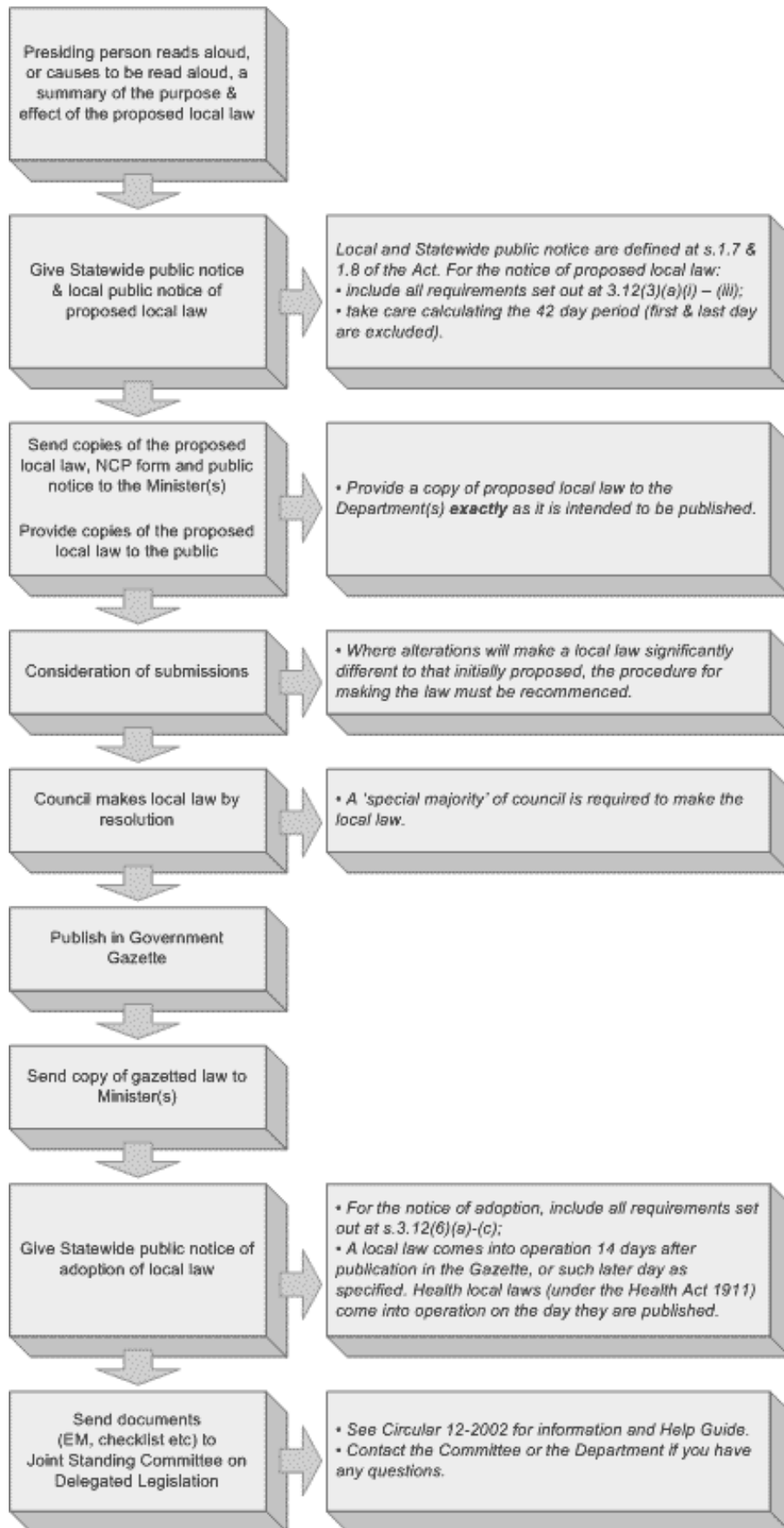
Following the public consultation period, a report will be presented at a future Council meeting that will summarise any submissions received and provide a recommendation to repeal, amend or remake the local laws. If Council resolves not to change any Local Law, no further action is required and the review process is finalised. However, should Council resolve to repeal, amend or remake any Local Law, then the process to do so must be undertaken in the same manner as adoption of a new Local Law, as required under s3.12 of the *Local Government Act 1995*.

**Stakeholder Engagement:**

The review process enables members of the public to have their say on the current local laws and their relevance within the community. It may also identify any new matters that could be dealt with through the development of or amendment to a local law.

Council have obtained a quotation from JT Professional Services to conduct the review at a cost of \$7,500 (ex GST).

**Local Law Process – Flow Chart (Local Government Act 1995 s.3.12)**



**Financial Implications:**

Council has a budget allocation of \$8,000 to undertake this review.

**Statutory Environment:**

Local Government Act 1995

3.16. Periodic review of local laws

(1) Within a period of 8 years from the day when a local law commenced or a report of a review of the local law was accepted under this section, as the case requires, a local government is to carry out a review of the local law to determine whether or not it considers that it should be repealed or amended.

(2) The local government is to give Statewide public notice stating that —

(a) the local government proposes to review the local law; and

(b) a copy of the local law may be inspected or obtained at any place specified in the notice; and

(c) submissions about the local law may be made to the local government before a day to be specified in the notice, being a day that is not less than 6 weeks after the notice is given.

(2a) A notice under subsection (2) is also to be published and exhibited as if it were a local public notice.

(3) After the last day for submissions, the local government is to consider any submissions made and cause a report of the review to be prepared and submitted to its council.

(4) When its council has considered the report, the local government may determine\* whether or not it considers that the local law should be repealed or amended.

\* Absolute majority required.

**Policy Implications:**

Nil

**Risk Implications:**

By meeting the requirement to review its Local Laws within 8 years of the commencement of a local law or when a report to review a local law was accepted, Council are mitigating any compliance, service interruption and reputational risks.

The risk rating is therefore considered Low.

**Strategic Implications:**

Strategic Community Plan 2012 – 2022

Strategy 4.2.1 Ensure compliance whilst embracing innovation and best practice principles.

Strategy 4.3.3 Adopt best practice processes to achieve a high standard of governance and accountability.

**Shire of Westonia Local Laws Register**

<b>G.G</b>	<b>Page</b>	<b>Action</b>	<b>Particulars</b>	<b>Revoked</b>
3/11/16	1977	*	Motor Traffic	4/5/99
23/2/17	336/43	*	General	4/5/99
28/9/17	1523	*	Foot Traffic	4/5/99
8/3/18	332	*	Goats	4/5/99
2/8/18	1096	*	Footpath, Balconies etc	4/5/99
18/10/18	1580/1	*	Campers	4/5/99
17/9/20	1621	*	Rates Discount	4/5/99
17/2/22	236	Amend	General Meeting Day	4/5/99
8/3/29	774/5	*	Halls	4/5/99
21/3/30	890	*	Dogs	4/5/99
4/12/31	2556	Amend	Hawkers	4/5/99
12/1/34	34	*	Minutes In Minute Book	4/5/99
19/10/34	1607	*	Rates Discount	4/5/99
11/9/31	702	Amend	Halls	4/5/99
2/6/39	1004	*	Hawkers	4/5/99
11/7/41	923/7	*	Buildings	4/5/99
1/5/42	470	*	Employees Appointment of	4/5/99
30/6/50	1536	Amend	Building - Ceiling Heights	4/5/99
4/1/52	24	*	Long Service Leave	4/5/99
1/5/62	1024	*	Meeting Days	4/5/99
24/7/68	2115	*	Noxious Weeds	4/5/99
24/7/68	2115	Adopt	Storage Of Inflammable Liquid - Draft Model By-Laws No. 12	4/5/99
24/7/68	2116	Adopt	Hawkers - Draft Model By-Laws No. 6	4/5/99
24/7/68	2116/7	Adopt	Standing Orders - Draft Model By-Laws No. 4	4/5/99
24/7/68	2117	Adopt	Removal & Disposal Of Obstructing Animals & Vehicles - Draft Model By-Laws No. 7	4/5/99
4/3/88	697	Adopt	Dogs	4/5/99
4/5/99	1849	Repeal	Various	*
4/5/99	1849/50	Repeal	Dogs	*
4/5/99	1850	Adopt	Standing Orders	*
			Dogs	
			Cemeteries	

**Voting Requirement**

Simple Majority.

**Officer Recommendation**


That Council engages the services of JT Professional Services for the quoted price of \$7,500 (ex GST) to undertake a review of all of its Local Laws in accordance with the *Local Government Act s3.16* and to give statewide and local public notice of its intent to undertake the review.

**Resolution**

**08-09/16 Moved Cr Corsini, seconded Cr Jefferys that Council engages the services of JT Professional Services for the quoted price of \$7,500 (ex GST) to undertake a review of all of its Local Laws in accordance with the *Local Government Act s3.16* and to give statewide and local public notice of its intent to undertake the review.**

**Carried 6/0**

**9.1.5 Sea Container Policy**

<b>File Reference</b>	
<b>Date of Report</b>	<b>11<sup>th</sup> September 2016</b>
<b>Disclosure of Interest</b>	<b>No Interest to Disclose</b>
<b>Reporting Officer</b>	<b>Jamie Criddle, Chief Executive Officer</b>
<b>Signatures</b>	<b>Officer</b>  <b>CEO</b>

**Report Purpose:**

For Council to consider advertising a Local Policy (LPP) for Sea Containers.

**Background:**

There is little guidance for sea container approval within the Shire's current building/planning framework. Several existing Shire policies have been provided to assist with the guidance needed to appropriately plan for Sea Containers within the Shire.

**Officer's Comment:**

Council has not formally formed a position in relation to the placement of sea containers in the Town/Shire of Westonia.

The purpose of providing existing shire policies is to provide guidance in regards to the placement of Sea Containers, ensuring an acceptable standard of development is achieved and there are no adverse amenity impacts on the streetscape and locality.

**Stakeholder Engagement:**

Once a position is agreed to and a policy formulated, the Council should agree to advertise the policy, a newspaper advertisement will be placed seeking public comment. Feedback received during the advertising period will be considered before finalising the policy for Council's consideration to adopt.

**Financial Implications:**

The advertising costs are provided for within the Planning Services budget.

**Statutory Environment:**

Building Code

**Policy Implications:**

The proposed policy will provide clear and consistent guidance for the planning and approval process of Sea Containers.

**Risk Implications:**

The likelihood of risk arising from Council advertising is expected to be rare and the consequences would be insignificant, therefore, the risk is low.

**Strategic Implications:**

Strategic Community Plan 2012 - 2022

Strategy 1.1.1 Implement an efficient and effective approval process.

**Officer's Recommendation:**

That Council forms a position in relation to the placement of sea containers in the Town/Shire of Westonia and directs the Chief Executive Officer to formulate a draft policy to discuss at the October Council meeting.

**Resolution**

**09-09/16 Moved Cr Hermon, seconded Cr Corsini that Council instructs the Chief Executive Officer to formulate a draft policy in relation to the placement of sea containers in the Town/Shire of Westonia along the lines of the Shire of Wandering/Tammin policies to discuss at the October Council meeting.**

**Carried 6/0**




**9.2 COMMUNITY AND REGULATORY SERVICE**

NIL

### 9.3 WORKS AND SERVICE

#### 9.3.1 Regional Road Group – 5 Year Road Program

<b>File Reference</b>		
<b>Date of Report</b>	<b>11<sup>th</sup> September 2016</b>	
<b>Disclosure of Interest</b>	<b>No Interest to Disclose</b>	
<b>Reporting Officer</b>	<b>Jamie Criddle, Chief Executive Officer</b>	
<b>Signatures</b>	<b>Officer</b>	<b>CEO</b> 

#### **Summary:**

As part of the 2017/18 road project applications for the Regional Road Group the Main Roads requested that all Shires submit a copy of their 5-year road program with these applications.

#### **Comment**

The road project applications were due early September 2016 meaning that the 5-year road program prepared by the CEO has not been discussed with Council. The 5-year road program is not set in stone and can be modified as Council see appropriate and the attached program should be looked upon as a good starting point, with the reality being that many of the priorities identified will change over the life of the 5-year program.

Roads eligible under the Regional Road Group program are;

- Warralakin Road
- M40
- Leaches Road
- Rabbit Proof Fence Road
- Westonia Carrabin Road
- Stoneman Road

Attached is a draft 5 Year Road Program for Councillors discussion and perusal.

#### **Statutory Environment**

N/A.

#### **Policy Implications**

N/A

#### **Strategic Implications**

N/A.

#### **Financial Implications**

The 5-year road program will form the basis of the 2017/18 road expenditure budget.

#### **Voting Requirement**

Simple Majority.

**Officer Recommendation**

That Council reviews the 5 year Roads Program for Regional Road Group expenditure and adopts for presentation to the Wheatbelt East Regional Road Group.

**Resolution**

**10-09/16 Moved Cr Hermon, seconded Cr Huxtable that Council reviews the 5 year Roads Program for Regional Road Group expenditure and adopts as presented for presentation to the Wheatbelt East Regional Road Group.**

**Carried 6/0**

**9.4 ENVIRONMENTAL HEALTH, PLANNING AND BUILDING SERVICES**

**NIL**


**10 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

**11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF THE MEETING**

**11-09/16 Moved Cr Geier, seconded Cr Huxtable that Council accepts seven items of late business.  
Carried 6/0**

**Cr Hermon declared a proximity interest in item 11.1.1 Oversized Shed – 13 Pyrites Street as he is a neighbor and did not vote.**

**11.1.1 Oversized Shed – 13 Pyrites Street**

<b>File Reference</b>		
<b>Date of Report</b>	<b>11<sup>th</sup> September 2016</b>	
<b>Disclosure of Interest</b>	<b>No Interest to Disclose</b>	
<b>Reporting Officer</b>	<b>Jamie Criddle, Chief Executive Officer</b>	
<b>Signatures</b>	<b>Officer</b>	<b>CEO</b> 

**Background**

Mr Don & Ronda Perrin have recently purchased the property located at 13 Pyrite Street Westonia and wish to erect a new overlarge shed. The proposed shed will be 15.0m long x 6.0m wide x 3.50m wall height (90.0 square metres in area). The front of the shed will be located on the front fence line facing onto Pyrite Street, and will setback from the rear boundary 4.0m and 900mm from the boundary fence with Peter Lilly. Entry into the shed will be off the back lane.

**Comment**

The Shire of Westonia does not have a town planning scheme, therefore there are no specific zonings or density ratings for lots deemed to be “Residential”.

Under the Residential Design Codes of Western Australia 2002 (R Codes) the standard size a shed or garage on land zoned “Residential” is 60 square metres. Based on standard sizes for sheds, sizes up to 64 square metres are deemed to comply with the R Codes. In this instance a shed of 90.0 square metres is significantly larger and requires Council approval.

Council has previously granted approval for an over-large shed or garage to Mr Damien Geier with a nil setback on the rear boundary on Lot 9 Diorite Street, for an over-large shed to Mr Peter Lily on Lot 338 corner Pyrites & Cement Street, Westonia and recently for an over-large shed/workshop of 90m<sup>2</sup> for Ernie Douglas on the corner of Cement and Scheelite Streets. Each application is considered on its own merits.

While building approval has not yet been sort, the applicants are seeking approval on the size of the shed before the engage the services of a draftsman to start drawing the structural plans for submission to Council’s building surveyor.



**Statutory Environment**

Compliance with the Town Planning & Development Act 1928, and the Residential Design Codes of Western Australia 2002.

**Policy Implications**

Nil

**Strategic Implications**

Nil

**Financial Implications**

Nil

**Voting Requirements**

Simple Majority.

**Officer Recommendation**


That Council grants conditional approval to Mr. Don & Ronda Perrin to construct a new 90.0 square metre area shed on 13 Pyrite Street Westonia subject to structural drawings being submitted and approved by Councils building surveyor.

**Resolution**

**12-09/16 Moved Cr Jefferys, seconded Cr Corsini that Council grants conditional approval to Mr. Don & Ronda Perrin to construct a new 90.0 square metre area shed on 13 Pyrite Street Westonia subject to structural drawings being submitted and approved by Councils building surveyor.**

**Carried 5/0**

### 11.1.2 Secondary Freight Routes in the Wheatbelt

<b>File Reference</b>		
<b>Date of Report</b>	<b>13<sup>th</sup> September 2016</b>	
<b>Disclosure of Interest</b>	<b>Nil</b>	
<b>Reporting Officer</b>	<b>Jamie Criddle, Chief Executive Officer</b>	
<b>Signatures</b>	<b>Officer</b>	<b>CEO</b> 

#### **Background**

Sustainably funding the road network to meet the needs of industry and the community is a key issue for rural Local Governments in Western Australia. WALGA have acknowledged the work recently completed by Councillors and senior staff from Local Governments in the Wheatbelt region to identify a network of secondary freight routes, which provide the infrastructure necessary to enable transport the majority of road freight to (as opposed to through) the region. This is the first stage of a project being led by the Wheatbelt North and Wheatbelt South Regional Road Groups to attract and focus additional funding to maintain the infrastructure necessary to support the freight task in the regions. The identified secondary freight routes will now be mapped and assessed against existing Restricted Access Vehicle (RAV) networks and commodity specific studies such as the work on agricultural lime and grain movement.

The next step in this project is to complete a technical assessment of the identified Secondary Freight Routes against the requirements for movement of Restricted Access Vehicles and to prioritise, scope and cost the work that would be required to provide a secondary freight network at the required level of service. It is proposed that this will be followed by the development of a business case for funding.

#### **Comment**

The Regional Road Groups are being supported by Main Roads WA, WALGA, Wheatbelt Development Commission and Regional Development Australia Wheatbelt Inc (RDA) in delivering this work. The opportunity to seek funding for the next stage of this project from the State Government through the Regional Grants Scheme (Royalties for Regions) has been identified. Applications for funding in the current round close on 20 September 2016. RDA Wheatbelt has offered to administer the funding on behalf of the 42 Local Governments in the region, relieving any individual Local Government of this work.

It is critical to understand whether Local Governments in the Wheatbelt Region support this proposal before proceeding. A funding application needs to be accompanied by a letter of support from each Local Government. As co-contributions are considered in determining the merit of each application an estimate of the value of contributions made to date will be helpful along with advice of in cash or in kind support to the technical assessment stage of the project. The scope of work is currently being developed, but we anticipate that a grant application for approximately \$300,000 will be made to consider some 80 freight routes.

WALGA and Regional Development Australia (RDA) are requesting support by means of hours committed to the identification of priority routes in consultation with industry, Local Governments and Main Roads WA and the commitment of technical information it has available, including road construction specifications and traffic count data to support this project. A request for a financial commitment was requested, with the majority of Shires committing between \$1,000 and \$2,000 to this project should the grant application be successful.

**Statutory Environment**

N/A.

**Policy Implications**

Nil.

**Strategic Implications**

Nil.

**Financial Implications**

\$1,000 is committed from the donations account subject to the approval of the grant and will be expended in the 2017/18 financial year.

**Voting Requirement**

Simple Majority.

**Officer Recommendation**

That Council endorse the actions of the CEO in writing a letter of support to RDA and WALGA for creating a business case for funding Secondary Freight Routes in the Wheatbelt and pledging \$1,000 if the project is successful.

**Resolution**


**13-09/16 Moved Cr Hermon, seconded Cr Corsini that Council endorse the actions of the CEO in writing a letter of support to RDA and WALGA for creating a business case for funding Secondary Freight Routes in the Wheatbelt and pledging \$1,000 if the project is successful in the 2017/18 financial year.**

**Carried 6/0**



**Judd Hobson, Works Supervisor entered the meeting at 5.03pm.**

**11.1.3 Tender 3 – 2016/17 – Supply and Lay Bitumen including Aggregate**

<b>File Reference</b>	<b>F1.9.1</b>	
<b>Date of Report</b>	<b>13<sup>th</sup> September 2016</b>	
<b>Disclosure of Interest</b>	<b>No Interest to Disclose</b>	
<b>Reporting Officer</b>	<b>Jamie Criddle, Chief Executive Officer</b>	
<b>Signatures</b>	<b>Officer</b>	<b>CEO</b> 

**Background**

Council has made allowance in the 2016/17 Budget for bitumen road works as part of the 2016/17 Capital Roadworks Program.

Approximately 78,000m<sup>2</sup> of combined primer seal 14mm and 1st coat seal of 7mm with 10mm reseal is programmed for the period of the contract in accordance with Council's adopted Road Works Programme.

A notice inviting tenders was advertised on 31 August 2016 with tenders closing on 14 September 2016.

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

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

A list of conforming tenders will be supplied at the meeting for discussion.

**Assessment of Tenders against compliance criteria:**

All tenders for the supply of bituminous products including aggregate were deemed to comply with the compliance criteria.

**Basis of recommendation:**

All tenderers have demonstrated significant experience in carrying out similar works and a demonstrated commitment to service, quality assurance and safety.

**BITUTEK**

Description	Unit	Quantity	Rate	Total <b>\$304,430.00</b>
Supply and spray hot bitumen (including blinding) Primer seal	m <sup>2</sup>	14,000	\$3.40	\$47,600.00
Supply and spray hot bitumen (including blinding) 1 <sup>st</sup> coat	m <sup>2</sup>	13,400	\$2.45	\$32,830.00
Supply and spray hot bitumen (including blinding) Reseal 14mm aggregate	m <sup>2</sup>	14,000	\$4.10	\$57,400.00
Supply and spray hot bitumen (including blinding) Reseal 10mm aggregate	m <sup>2</sup>	49,000	\$3.40	\$166,600.00

**COLAS WA**

Description	Unit	Quantity	Rate	Total <b>\$325,142.00</b>
Supply and spray hot bitumen (including blinding) Primer seal	m <sup>2</sup>	14,000	\$3.78	\$52,920.00
Supply and spray hot bitumen (including blinding) 1 <sup>st</sup> coat	m <sup>2</sup>	13,400	\$2.93	\$37,262.00
Supply and spray hot bitumen (including blinding) Reseal 14mm aggregate	m <sup>2</sup>	14,000	\$3.97	\$55,580.00
Supply and spray hot bitumen (including blinding) Reseal 10mm aggregate	m <sup>2</sup>	49,000	\$3.62	\$177,380.00

**FULTON HOGAN**

Description	Unit	Quantity	Rate	Total <b>\$231,168.00</b>
Supply and spray hot bitumen (including blinding) Primer seal	m <sup>2</sup>	14,000	\$3.29	\$46,060.00
Supply and spray hot bitumen (including blinding) 1 <sup>st</sup> coat	m <sup>2</sup>	13,400	\$2.17	\$29,078.00
Supply and spray hot bitumen (including blinding) Reseal 14mm aggregate	m <sup>2</sup>	14,000	\$3.27	\$45,780.00
Supply and spray hot bitumen (including blinding) Reseal 10mm aggregate	m <sup>2</sup>	49,000	\$2.25	\$110,250.00

**DOWNER**

Description	Unit	Quantity	Rate	Total <b>\$249,629.00</b>
Supply and spray hot bitumen (including blinding) Primer seal	m <sup>2</sup>	14,000	\$3.02	\$42,280.00
Supply and spray hot bitumen (including blinding) 1 <sup>st</sup> coat	m <sup>2</sup>	13,400	\$2.33	\$31,222.00
Supply and spray hot bitumen (including blinding) Reseal 14mm aggregate	m <sup>2</sup>	14,000	\$3.05	\$42,700.00
Supply and spray hot bitumen (including blinding) Reseal 10mm aggregate	m <sup>2</sup>	49,000	\$2.42	\$118,580.00
Traffic Management	Days	2,969.41	5	\$14,847.05

**BORAL**

Description	Unit	Quantity	Rate	Total <b>\$423,060.00</b>
Supply and spray hot bitumen (including blinding) Primer seal	m <sup>2</sup>	14,000	\$7.59	\$106,260.00
Supply and spray hot bitumen (including blinding) 1 <sup>st</sup> coat	m <sup>2</sup>	13,400	\$4.35	\$58,290.00
Supply and spray hot bitumen (including blinding) Reseal 14mm aggregate	m <sup>2</sup>	14,000	\$4.92	\$68,880.00
Supply and spray hot bitumen (including blinding) Reseal 10mm aggregate	m <sup>2</sup>	49,000	\$3.87	\$189,630.00

**OUR BUDGET**

Prime Seal	\$51,800	(\$4.00m2)
1 <sup>st</sup> Coat Seal	\$51,800	(\$4.00m2)
Reseal (14mm)	\$245,000	(\$5.00m2)
Reseal (10mm)	\$75,600	(\$4.50m2)
<b>TOTAL</b>	<b>\$429,260</b>	

On the basis of best value-for-money and superior demonstrated experience, the tender submitted by Bitutek (WA Limestone Quarry has superior aggregate quality) is the best value-for-money tender.

**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**

Five Year Capital Works Program

**Financial Implications**

2016/17 Budget – Capital Roadworks Program

**Voting Requirement**

Majority

**Officer Recommendation**

That Council:


Accept the tender from (Name of Tenderer) for the Supply and Lay of Bituminous Products (including aggregate from ..... Quarry) for the total tendered price of (\$ Price) including GST.

**Resolution**

**14-09/16 Moved Cr Huxtable, seconded Cr Hermon that Council accept the tender from Bitutek for the Supply and Lay of Bituminous Products including aggregate from WA Limestone Quarry for the total tendered price of (\$304,430.00) including GST.**

**Carried 6/0**

**11.1.4 Tender 2 – 2015/16 – Supply and Lay of Asphalt**

<b>File Reference</b>	<b>F1.9.1</b>	
<b>Date of Report</b>	<b>13<sup>th</sup> September 2016</b>	
<b>Disclosure of Interest</b>	<b>No Interest to Disclose</b>	
<b>Reporting Officer</b>	<b>Jamie Criddle, Chief Executive Officer</b>	
<b>Signatures</b>	<b>Officer</b>	<b>CEO</b> 

**Background**

Council has made allowance in the 2016/17 Budget for asphalt road works as part of the 2016/17 Capital Roadworks Program.

Tenders were invited for the supply and lay of asphalt products on 31 August 2016.

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

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

Tenders were received as follows:

**FULTON HOGAN**

Description	Unit	Quantity	Rate	Total <b>\$65,776.00</b>
<b>Supply and Lay Hotmix Asphalt</b>				
25mm – 30mm + or – thick 10mm aggregate 50 blow (Black)	M <sup>2</sup>	2,060	\$17.60	\$36,256.00
40mm – 45mm + or – thick 14mm Intersection Mix	M <sup>2</sup>	900	\$32.80	\$29,520.00

Corrector rate \$350/tonne

No Traffic Control

**DOWNER**

Description	Unit	Quantity	Rate	Total <b>\$82,760.76</b>
<b>Supply and Lay Hotmix Asphalt</b>				
25mm – 30mm + or – thick 10mm aggregate 50 blow (Black)	M <sup>2</sup>	2,060	\$21.15	\$43,569.00
40mm – 45mm + or – thick 14mm Intersection Mix	M <sup>2</sup>	900	\$31.67	\$28,503.00

Corrector Rate \$250/tonne

No Traffic Control

Mob \$5,344.38

De Mob \$5,344.38

**ATM ASPHALT**

Description	Unit	Quantity	Rate	Total <b>\$58,953.60</b>
<b>Supply and Lay Hotmix Asphalt</b>				
25mm – 30mm + or – thick 10mm aggregate 50 blow (Black)	M <sup>2</sup>	2,060	\$16.56	\$34,113.60
40mm – 45mm + or – thick 14mm Intersection Mix	M <sup>2</sup>	900	\$27.60	\$24,840.00

Corrector Rate \$240/tonne 25-30mm

No Traffic Control

Corrector Rate \$275/tonne 40-45mm

**ROADS 2000**

Description	Unit	Quantity	Rate	Total <b>\$120,197.42</b>
<b>Supply and Lay Hotmix Asphalt</b>				
25mm – 30mm + or – thick 10mm aggregate 50 blow (Black)	M <sup>3</sup>	2,060	\$30.13	\$62,067.80
40mm – 45mm + or – thick 14mm Intersection Mix	M <sup>3</sup>	900	\$33.96	\$30,564.00

Corrector Rate \$389.13/tonne

No Traffic Control

**LTC ASPHALT**

Description	Unit	Quantity	Rate	Total <b>\$60,040.00</b>
<b>Supply and Lay Hotmix Asphalt</b>				
25mm – 30mm + or – thick 10mm aggregate 50 blow (Black)	M <sup>2</sup>	2,060	\$17.00	\$35,020.00
40mm – 45mm + or – thick 14mm Intersection Mix	M <sup>2</sup>	900	\$27.80	\$25,020.00

Corrector Rate \$250/tonne

No Traffic Control

**STIRLING ASPHALT**

Description	Unit	Quantity	Rate	Total <b>\$71,378.00</b>
<b>Supply and Lay Hotmix Asphalt</b>				
25mm – 30mm + or – thick 10mm aggregate 50 blow (Black)	M <sup>2</sup>	2,060	\$20.80	\$42,848.00
40mm – 45mm + or – thick 14mm Intersection Mix	M <sup>2</sup>	900	\$31.70	\$28,530.00

No Corrector Rate

No Traffic Control

**OUR BUDGET**

25mm – 30mm + or – thick 10mm aggregate 50 blow (Black) 2,060m <sup>2</sup> (\$20.00)	\$41,200
40mm – 45mm + or – thick 14mm Intersection Mix 900m <sup>2</sup> (\$28.00)	<u>\$25,200</u>
<b><u>TOTAL</u></b>	<b><u>\$66,400</u></b>

**Assessment of Tenders against compliance criteria:**

All tenders for the supply of bituminous products including aggregate were deemed to comply with the compliance criteria.

**Basis of recommendation:**

All tenderers have demonstrated significant experience in carrying out similar works and a demonstrated commitment to service, quality assurance and safety.

On the basis of best value-for-money and superior demonstrated experience, the tender submitted by LTC Asphalt is the best value-for-money tender.

**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**

Five Year Capital Works Program

**Financial Implications**

2016/17 Budget – Capital Roadworks Program

**Voting Requirement**

Simple Majority

**Officer Recommendation**

That Council:

1. Accept the tender from (Name of Tenderer) for the Supply and Lay of Hot Asphalt for the total tendered price of (\$ Price) including GST.


**Resolution**

**15-09/16 Moved Cr Hermon, seconded Cr Huxtable that Council accept the tender from LTC Asphalt for the Supply and Lay of Hot Asphalt for the total tendered price of \$60,040.00 including GST**

**Carried 6/0**



**11.1.5 Tender 4 – 2016/17 Grader**

<b>File Reference</b>	<b>F1.9.1 Grader</b>	
<b>Date of Report</b>	<b>13<sup>th</sup> September 2016</b>	
<b>Disclosure of Interest</b>	<b>No Interest to Disclose</b>	
<b>Reporting Officer</b>	<b>Jamie Criddle, Chief Executive Officer</b>	
<b>Signatures</b>	<b>Officer</b>	<b>CEO</b> 

**Background**

Council has made allowance in its 2016/17 Budget for the purchase of a new Grader to replace the existing John Deere 770 D Grader. As part of the Budget process, Council resolved to call tenders for the supply of one new Grader.

A notice inviting tenders was advertised on 2 September 2016 with tenders closing on 16 September 2016.

*The advertising dates did not allow for the minimum two week notice period to fall prior to Septembers meeting, so it is requested that a special meeting be called for Monday 19<sup>th</sup> or Tuesday 20<sup>th</sup> September to discuss the tenders.*

**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.

**Assessment of Tenders against compliance criteria:**

All tenders for the supply of vehicle where deemed to comply with the compliance criteria.

**Assessment of Tenders against qualitative criteria:**

Tenders were scored using the following range:

- 0 – Did not address criterion
- 1 – Insufficient or unclear information
- 2 – Acceptable
- 3 – Good
- 4 – Very Good
- 5 – Excellent

Tenderer	Selection Criteria and Weighting			Total weighted Score
	Experience (50%)	Personnel (25%)	Resources (25%)	

**Basis of recommendation:**

All tenderers scored similarly in qualitative criterion assessment, all having similar experience in providing tractors and similar equipment to Western Australian local governments, and having similarly experienced personnel and similar resources.

The following machines fit into Council’s budget allocation of \$97,550 net, with Council to decide which vehicle is most suited to Council’s operations.

Tenders as received are attached:

Name of Tenderer	Address of Tenderer	Details of Tender (Make, Model etc.)	Tendered Price

A more detail 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**

N/A

**Financial Implications**

An allocation of \$260,000 net, ex GST has been allowed for in the 2016/17 financial budget for the purchase of a Road Grader.

**Voting Requirement**

Majority

**Officer Recommendation**


That Council call a Special Meeting to discuss Tender 4 - Road Grader on Monday 19<sup>th</sup> September or Tuesday 20<sup>th</sup> September 2016, commencing at 9.00am.

**Resolution**

**16-09/16 Moved Cr Geier, seconded Cr Jefferys that Council call a Special Meeting to discuss  
Tender 4 - Road Grader on Monday 19<sup>th</sup> September 2016, commencing at 9.30am.**

**Carried 6/0**

**11.1.6 Use of Common Seal – Sale of Land**

<b>File Reference</b>	<b>D2.2.3. Land Sales</b>	
<b>Date of Report</b>	<b>13<sup>th</sup> September 2016</b>	
<b>Disclosure of Interest</b>	<b>Nil</b>	
<b>Reporting Officer</b>	<b>Jamie Criddle, Chief Executive Officer</b>	
<b>Signatures</b>	<b>Officer</b>	<b>CEO</b> 

**Background**

Back in early August of 2015, the CEO met with Ian & Moe Hodge to look into the possibility of purchasing a vacant block in the Westonia townsite. This was approved and purchased at the time, but have since had difficulty selling their own house and have moved into an Aged Unit in the meantime.



Lot 298 Pyrites St Volume 2561, Folio 565.

As they do not need the house, and have not fulfilled the requirements of the Conditional Land Release, the Shire has acquired the land back and have since on sold it to another interested party in Don & Ronda Perrin.

**Comment**

To expedite the process, the CEO and the President signed the Transfer of Land form and affixed the Common Seal.

Council now needs to endorse the actions of the CEO and the President to use the common seal.

**Statutory Environment**

N/A.

**Policy Implications**

Nil.

**Strategic Implications**

Nil.

**Financial Implications**

N/A

**Voting Requirement**

Simple Majority.

**Officer Recommendation**


That Council endorse the actions of the CEO and President in affixing the common seal on the Transfer of Land Ownership form between Council and Don and Ronda Perrin for the purchase of Lot 298 Pyrite Street, Westonia.

**Resolution**

**17-09/16 Moved Cr Geier, seconded Cr Hermon that Council endorse the actions of the CEO and President in affixing the common seal on the Transfer of Land Ownership form between Council and Don and Ronda Perrin for the purchase of Lot 298 Pyrite Street, Westonia.**

**Carried 6/0**

**11.1.7 Old School Accommodation Project**

<b>File Reference</b>		
<b>Date of Report</b>	<b>15<sup>th</sup> September 2016</b>	
<b>Disclosure of Interest</b>	<b>No Interest to Disclose</b>	
<b>Reporting Officer</b>	<b>Jamie Criddle, Chief Executive Officer</b>	
<b>Signatures</b>	<b>Officer</b>	<b>CEO</b> 

**Background:**

I have spoken to Gavin Rutherford from OTOC Australia who are the Development Managers of the project

Based on recent conversations and our expression of interest on behalf of the community, he has explained the plan for us.

OTOC is currently bidding for works with a major mining company. The works involve the removal of surplus accommodation villages all located in the Pilbara. The villages are of various sizes but common in that they have kitchens, administration offices, ensuited bedrooms (generally 4 to a “donga”), ice rooms, kitchens, laundries, ablution blocks, etc.

There is substantial infrastructure related to the past construction boom and it must be removed. Construction camps such as the subject ones are good examples of the tyranny of distance with the cost of removal from the various locations outweighing the value of the items. The items have a low-to-no value as demand has all but dissolved. At time of bidding it appears possible the lowest cost to the owner may be to demolish the entire villages as the economics of relocation or salvage are outweighed by the economics of landfill. Having said that, it is obvious to OTOC that we should be looking for ways to provide a win / win outcome. These are not our villages, we are a contractor attempting to win the removal business.

The Social Capital generated in the areas where these assets could be relocated to is potentially huge. The kudos and Societal Marketing profile that could be gained by the current owner allowing this is similarly very big.

The costs of the actual asset would be nil with the ultimate owner needing to revalue an asset cost once it was relocated / reestablished. The costs of the assets to an entity such as Shire of Westonia would therefore consist of:

- 1) cost of preparing the asset to be moved. OTOC would charge for the first item at a project rate. To put this into context, this cost would be less than each of the following two.
- 2) cost of relocation.
- 3) cost of reestablishment.

We therefore would look at the cost of preparation say \$2500 per floor; cost of transport (as per your investigations); cost of reestablishment (as per your calculations).

10 x 4 bedroom dongas; 1 x small kitchen (say 9 floors); adds up to 19 floors. The kitchen would cost the biggest dollars to reestablish as it is a big ticket item.

I would ESTIMATE the kitchen would be about \$200k as a shut the gate price.

If I were looking for a cost to cover the small list above I would think about \$450k would cover it and include things like gas-bullets, some footpaths, etc. These are my estimates only.

The benefits as discussed previously include:

- Setting up the facility to cater for “Camp Kulin” style Camp.
- Also utilise the facility as a community/school Camp set up alternating with the above.
- Use it to attract bus tours and open up the tourism potential that is growing at the moment with mine tours, Farm experience tours, Rock and natural wonder tours, targeting the “Grey Nomads”
- Use the facility as overflow accommodation for the mine on shut downs etc
- Overflow accommodation for groups not able to get accommodation in Merredin with large companies totally hiring out the major hotel/motels in the district on a permanent basis.
- Short term accommodation for sporting events, community events

A combination of all of the above will in time allow the facility to become sustainable and create lasting employment in the town and district moving forward. Envisaged up to 10 employees to clean, cook, manage the project going forward.

If you could at this point put the request amount at between \$250-300k from Evolution (non-binding at this point until other funding is obtained)

I will seek \$50k from Royalties for Regions

I will seek \$50k from Westonia Progress Association

I will seek \$50k from Shire of Westonia and up to \$50k in in-kind site works.

**Officer’s Comment:**

In order for me to submit an application for funding with either “Community Chest Funds” of “Regional Grants Scheme” I need letters of support and pledges of support funding to go with the application.

While none of this funding is binding, it still needs to be included in the application. If one of the funding bodies pulls out or is not successful, then we will reassess the project and any potential contributions.

**Financial Implications:**

Potential cost allocation in the 2017/18 budget (not binding – dependant on grant funding)

**Statutory Environment:**

Nil

**Policy Implications:**

Nil

**Strategic Implications:**

Strategic Community Plan 2012 - 2022

**Officer’s Recommendation:**

That Council agrees to commit up to \$50,000 cash to the project and up to \$50,000 of in-kind contributions towards site works, which would be reassessed during the budget process when results of grant applications are known.

**Resolution**

**18-09/16 Moved Cr Hermon, seconded Cr Huxtable that Council agrees to commit up to \$50,000 cash to the project and up to \$50,000 of in-kind contributions towards site works, which would be reassessed during the budget process when results of grant applications are known.**

**Carried 6/0**

**12 DATE AND TIME OF NEXT MEETING**

The next ordinary meeting of Council will be held on Tuesday 18<sup>th</sup> October 2016 commencing at 3.30pm.

**13 MEETING CLOSURE**

There being no further business the President, Cr Day declared the meeting closed at 5.47pm