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1. DECLARATION OF OPENING

The President welcomed Councillors and staff and declared the meeting open at 3.32pm.
A minutes silence was held as a mark of respect for the following former ratepayer who had recently passed away:

- Gordon Aiken

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Cr ML Geier	President
Cr KM Day	Deputy President
Cr D Hermon	
Cr B Huxtable	
Cr JJ Jefferys	
Mr J Criddle	Chief Executive Officer

2.1 APOLOGIES

Cr MJ Cunningham

3. PUBLIC QUESTION TIME (3.35pm – 3.50pm)

Nil

4. APPLICATIONS FOR LEAVE OF ABSENCE

5. CONFIRMATION OF PREVIOUS MINUTES

6. RECEIVAL OF MINUTES

Officer Recommendation

That the minutes of the Ordinary Meeting of Council held on Thursday 21st May, 2015 be confirmed as a true and correct record.

Resolution

01-06/15 Moved Cr Hermon, seconded Cr Day that the minutes of the Ordinary Meeting of Council held on Thursday 21st May, 2015 be confirmed as a true and correct record.

Carried 5/0

Officer Recommendation

That the minutes of the WEROC Council Meeting held at Shire of Yilgarn 27th May, 2015 be received

Resolution

02-06/15 Moved Cr Day, seconded Cr Huxtable that the minutes of the WEROC Council Meeting held at Shire of Yilgarn 27th May, 2015 be received

Carried 5/0

7. PRESIDENT/COUNCILLORS ANNOUNCEMENTS

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

- Shire of Westonia Annual Electors Meeting with Cr's Day & Hermon.
- Funeral of the late Mr. Gordon Aiken



Cr Day advised having attended the following meeting:

- Wheatbelt Development Commission board meeting to launch the Wheatbelt Blueprint.

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	23 June 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 May 15. The credit card statements currently show:-

CEO **May 15 \$2032.38** associated with the purchase of; A5 notebook \$13.9, Structural Certification – Camper Kitchen \$2018.48

Works Supervisor **May 15 \$1222.01** associated with the purchase of; Fuel \$111.01, Fire extinguisher Training \$485, Accommodation Graeme & David \$401, Main Roads Heavy Vehicle \$225.

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 2014/2015 Annual Budget.

Voting Requirement

Majority

Officer Recommendation



That May accounts submitted to today's meeting on Municipal vouchers 3147 to 3167 and D/Debits EFT 1227 to EFT 1270 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totaling \$445,898.91 be passed for payment.

Resolution

03-06/15 Moved Cr Day, seconded Cr Huxtable that May accounts submitted to today's meeting on Municipal vouchers 3147 to 3167 and D/Debits EFT 1227 to EFT 1270 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totaling \$445,898.91 be passed for payment.

Carried 5/0

8.1.2 Monthly Statement of Financial Activity – May 15

File Reference	F1.3.3 Monthly Financial Reports	
Date of Report	23 June 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 May 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 May 15 and note any material variances greater than \$10,000 or 15%.

Resolution

04-06/15 Moved Cr Jefferys, seconded Cr Hermon that Council adopt the Monthly Financial Report for the period ending 31st May 15 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	23 June 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 May 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 \$9,164 for the period ending 31st May 15 be adopted.

Resolution

05-06/15 Moved Cr Hermon seconded Cr Jefferys that the GST Reconciliation totaling \$9,164 for the period ending 31st May 15 be adopted.

Carried 6/0

8.1.4 Seed Collecting - Greening Australia

File Reference	ES1.2.5	
Date of Report	11 June 2015	
Disclosure of Interest	No Interest to Disclose	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

Greening Australia is seeking Council's permission to collect native seed from Reserves under management order to the Shire of Westonia. A draft letter of approval has been supplied and is shown as circulated to members.

Comment

Greening Australia is a recognised body in regard to this type of activity in a number of local government areas. The CEO is not aware of any instances where an approval of this type has been abused

This permission is granted on the following conditions:-

- All persons collecting native seed are licenced according to the Wildlife Conservation Act 1950 and will abide by the conditions of this licence;
- Permission is for a twelve month period, commencing July 2015;
- Collection is by Greening Australia WA staff only;
- Appropriate hygiene measures will be followed at all times to prevent the spread of plant disease and weeds;
- All care will be taken to avoid the disturbance of fauna habitat;
- All care will be taken to avoid any disturbance that may lead to soil degradation; and
- Greening Australia is required to donate to the Shire of Westonia, 10% of all seed from each species collected within the shire. This will go towards rehabilitation projects in the shire

Statutory Environment

Nil.

Policy Implications

Nil.

Financial Implications

Nil.

Voting Requirement

Simple majority.

Officer Recommendation


That Council authorise Greening Australia to collect native seed from reserves under management order to the Shire of Westonia in accordance with the conditions as shown in the draft letter circulated to members.

Resolution

06-06/15 Moved Cr Day, seconded Cr Huxtable that Council authorise Greening Australia to collect native seed from reserves under management order to the Shire of Westonia in accordance with the conditions as shown in the draft letter circulated to members with the addition that the group notifies the Shire CEO when they are in the area.

Carried 5/0

8.1.5 Code of Conduct for Elected Members and Staff

File Reference	A2.8.4 Policy and Procedure	
Date of Report	11 June 2015	
Disclosure of Interest	No Interest to Disclose	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

The Code of Conduct for Elected Members and Staff was last reviewed in June 2014 and is again in need of review.

Comment

In accordance with section 5.103 of the Local Government Act 1995 & Reg 34B & 34C of the Local Government (Administration) Regulations Council is required to adopt a Code of Conduct that provides elected members and staff of the Shire of Westonia with consistent guidelines for an acceptable standard of professional conduct. The Code addresses in a concise manner the broader issue of ethical responsibility and encourages greater transparency and accountability of the Shire of Westonia.

Attached is a copy of the model Code of Conduct has been reviewed in accordance with the Local Government Act and Regulations, and is presented to Council for adoption. There are no changes required with this current review.

Statutory Environment

Section 5.103 of the Local Government Act 1995 requires every local government to prepare or adopt a code of conduct to be observed by council members, committee members and employees. It also states that regulations may prescribe codes of conduct or the content of, and matters in relation to, codes of conduct and any code of conduct or provision of a code of conduct applying to a local government is of effect only to the extent to which it is not inconsistent with regulations.

The Local Government (Administration) Regulations 1996 provide that the code of conduct must contain provisions in relation to gifts and disclosure of interests affecting impartiality for employees. The requirements are the same as those specified for elected members in the Rules of Conduct.

Policy Implications

Codes of Conduct

Financial Implications

There are no direct financial implications in relation to this item.

Voting Requirement

Absolute Majority

Officer Recommendation


That Council reviews the Code of Conduct for Elected Members and Staff and adopt as presented.

Resolution

07-06/15 Moved Cr Day, seconded Cr Hermon that Council reviews the Code of Conduct for Elected Members and Staff and adopt as presented.

Carried 6/0

8.1.6 Delegations Manual

File Reference	A2.8.5	
Date of Report	11th June 2015	
Disclosure of Interest	Nil	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

The review of delegations to the Chief Executive Officer (CEO) made under the *Local Government Act 1995* and other Acts, plus delegations made to other officers by Council pursuant to various Acts.

The existing Delegations Register has been attached for your perusal.

The Chief Executive Officer has conducted an extensive review of the current Delegation with the format being adjusted and grouped into relevant sections to make it easier to follow. As a result of the review, several new Delegations have been added for discussion, prior to their recommendation for adoption.

The Delegations in place all being direct delegations to the CEO, who in turn delegates a number to other officers.

Comment

As part of the review, all delegations have been thoroughly examined to ensure they are still relevant and the wording of each is appropriate. In considering the review each delegation has been viewed in the context of whether it is a power or a duty of the local government, hence a delegation can occur, or it is an administration function that is part of the CEO or other officer's responsibility and therefore a delegation is not required.

Since the previous review there have been no new delegations, amended delegations or revoked delegations. Further, no changes are contemplated from this review.

Statutory Environment

Local Government Act 1995

Section 5.18 – provides that a local government is to keep a register of delegations and review the delegations once every financial year (to committees).

Section 5.46(2) – provides that at least once in every financial year delegations are to be reviewed by the delegator (Council).

Local Government (Miscellaneous Provisions) Act 1960

Sections 374, 374A, 374C, 401A, 403, 408 & 409 all deal with various aspects relating to buildings.

Bush Fires Act 1954

Section 17(10) – provides that a local government may delegate to the President and its Chief Bush Fire Control Officer, jointly its powers and duties under 17 (7-8) – variation of prohibited burning times.

Section 18 (5C) – provides that a local government may delegate to the President and its Chief Bush Fire Control Officer, jointly the power to vary the restricted burning times.

Clause 11.3 – enables Council to delegate powers and duties to the CEO.

Policy Implications

There are no direct implications on any current policies however a number of delegations are linked to Council policies.

Financial Implication

The delegations allow for staff to authorise expenditure, raise income, write-off monies, provide staff benefits and also hasten processing times across various areas of operations.

Strategic Implications

From a local government perspective, the concept of “delegation” is: To entrust or commit (authority etc.) to another as an agent or deputy.

Consequently, the decision making power of the delegator (Council) to the delegate (CEO, other officer or committee), is bestowed by a formal Council resolution. The effect of delegating is to streamline the decision making process as the subject matter does not have to wait for a Council meeting for a decision. The outcome is that the Shire of Westonia is perceived more favorably for making timely decisions.

Voting Requirement

Absolute Majority

Officer Recommendation


That Council reviews the current Delegation, makes changes and adopts the delegations contained within the Delegation Manual.

Resolution

08-06/15 Moved Cr Jefferys, seconded Cr Huxtable that Council reviews the current Delegation, makes changes and adopts the delegations contained within the Delegation Manual.

Carried 5/0 by Absolute Majority

8.1.7 Policy Manual

File Reference	A2.8.5	
Date of Report	11th June 2015	
Disclosure of Interest	Nil	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

Council consideration in adopting Council's Policy Manual last reviewed in June 2014.

Comment

Council's Policy Manual was last reviewed in June 2014. The objectives of the Policy Manual are:

- to provide Council with a formal written record of all policy decisions;
- to provide staff with precise guidelines in which to act in accordance with Council's wishes;
- to enable staff to act promptly in accordance with Council's requirements but without continual reference to Council;
- to enable Councillors to adequately handle enquiries from electors without undue reference to the staff or Council;
- to enable Council to maintain a continual review of Council policy decisions and to ensure they are in keeping with community expectations, current trends and circumstances; and
- to enable ratepayers to obtain immediate advice on matters of Council Policy.

A copy of the Policy Manual is attached which includes any new policies adopted by Council since the last review.

The Chief Executive Officer has provided the following recommendations to modify current Policies:

6.4 Variance Reporting – Financial Statements
Insert current year (2015/16)

Councillors are requested to also review the policies and advise the CEO of any requested changes.

Policy Implications

Review of Council Policies

Financial Implications

There are no direct financial implications in relation to this item, unless the gravel royalty policy is adjusted.

Voting Requirement

Absolute Majority

Officer Recommendation

That Council reviews the current policies, makes changes and adopts the policies contained within the Policy Manual.

Resolution

09-06/15 Moved Cr Hermon, seconded Cr Jefferys that Council reviews the current policies, makes changes and adopts the policies contained within the Policy Manual.

Motion Lost 2/3


10-06/15 Moved Cr Huxtable, seconded Cr Day that Council reviews the current policies, makes the following changes:

- **6.3 Purchasing Policy** - add a limit of \$2,000,000 to the CEO
- add a limit of \$1,000,000 to the Works Supervisor;
- **7.11 Staff Vehicle Contributions – Delete policy; and**

adopts the remaining policies contained within the Policy Manual.

Carried 5/0 by absolute Majority

8.1.8 Draft Annual Budget 2015/16

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

Background

A copy of the Draft 2015/2016 Annual Budget will be provided to Councillors prior to the meeting for review prior to considering the budget for adoption at the July ordinary meeting or a special meeting in July 2014.

Comment

Council will be required to review the Draft Budget and offer recommendations prior to its finalisation.

Statutory Environment

Local Government Act 1995, Section 6.2 – Local Government to prepare an annual budget.

Policy Implications

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

Financial Implications

Budget of financial income and expenditure for 2015/2016 financial year.

Voting Requirement

Majority

Officer Recommendation



That Council review the Draft 2015/2016 Annual Budget prior to considering the budget for adoption in July.

Resolution

11-06/15 Moved Cr Huxtable, seconded Cr Hermon that Council advertise to hold a special meeting of Council on Wednesday 8th July at 12pm to review the 2015/16 Draft Budget.

Carried 5/0

8.1.9 Rates Debtor Write-offs

File Reference	F1.8.3 Debtor write off	
Date of Report	12th June 2015	
Disclosure of Interest	No Interest to Disclose	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer 	CEO 

Background

In accordance with S 6.12 (1)(c) of the Local Government Act, Council decision in writing off of rates debtors that are unrecoverable is required.

Comment

The following outstanding rates Debtor amounts requires a motion from Council to have written off for the following reasons

1. Rates Notice A537 for Bildex Holdings & Fleet street Holdings C/- Austwide mining title management.

Due to the Tenement Death on the 3/4/13 on Synergy conversion not ticked as non-ratable item, Interest items accrued

The total amount of debtor write-off amount to \$ 108.62

Statutory Environment

S 6.12 (1)(c) of the Local Government Act 1995.

Policy Implications

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

Strategic Implications

Effective financial control.

Financial Implications

An adjustment of \$ 108.62 of unrecoverable interest from outstanding rates debtors.

Voting Requirement

Absolute Majority

Officer Recommendation

That Council agrees in accordance with S 6.12 (1)(c) of the Local Government Act, to write-off an amount of \$ 108.62 from outstanding rates debtors, being due to the Tenement Death on the 3/4/13 on Synergy conversion not ticked as non-ratable item, Interest items accrued


Resolution

12-06/15 Moved Cr Day, seconded Cr Huxtable that Council agrees in accordance with S 6.12 (1)(c) of the Local Government Act, to write-off an amount of \$ 108.62 from outstanding rates debtors, being due to the Tenement Death on the 3/4/13 on Synergy conversion not ticked as non-ratable item, Interest items accrued

Carried 5/0 by Absolute Majority

8.2 COMMUNITY AND REGULATORY SERVICE

8.2.1 Tender – 5 -2014/2015 – Caravan Park Camper Kitchen

File Reference	F1.9.1 Tenders	
Date of Report	11th June 2015	
Disclosure of Interest	Nil	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

Council were allocated \$328,212 of Royalties for Regions (Individual Allocation) funding for 2012/13 to facilitate the following projects:

- 1) **Campers Kitchen:** This project provides for the construction of a multi-purpose Campers Kitchen situated in the Westonia Caravan Park to replace the existing dilapidated building which will provide toilet facilities (including disabled access), laundry facilities, kitchen facilities and an indoor/outdoor dining alfresco area.
- 2) **Public Toilets – Miners Hall:** This project provides for the construction of unisex toilets with disabled access to replace the existing dilapidated building.
- 3) **St Luke’s Church Restoration:** This project provides for the restoration of the historic St Luke’s Church in Westonia which will include the restumping of the entire building, repairs to timber floors and walls and re-oiling of exterior timber.

Comment

Projects 2 & 3 are completed or well under way with a notice in the West Australian on Sat 23rd May 2015, inviting tenders for the construction of an onsite purpose built Campers Kitchen as per technical drawings and specifications located at the Westonia Caravan Park in the Westonia townsite.

Closing date for tenders is 5.00pm, Monday 15th June 2015.

In accordance with the Local Government (Functions & General) Regulations, Regulation 14(2a) the following criteria were utilised to assess the tenders submitted:

- (a) Demonstrated experience in completing similar projects;
- (b) Skills & experience of key personnel; and
- (c) Financial capability to complete this project along with having suitable insurances.

Assessment of tenders against compliance criteria:

To be presented at the meeting

Tenderer	Selection Criteria and Weighting			Total weighted Score
	Experience (50%)	Personnel (25%)	Resources (25%)	
Centek Constructions	40	20	20	80

Tenders were received as follows:

To be presented at the meeting

Tenderer	Description	Sub total	GST	Total
Centek Constructions	Works as per tender specifications	\$397,800	\$39,780	\$437,580

Statutory Environment

Local Government Act 1995, section 3.57 – tenders for providing goods or services and the Local Government (Functions & General) Regulations, section 4.

Policy Implications

Council does not have a policy in relation to this matter

Strategic Implications

Westonia Community Strategic Plan 2013-2023

5. THE WESTONIA TOURIST EXPERIENCE IS UNIQUE

5.1 Work towards providing a high quality, sustainable and integrated tourism experience to extend the length of stay.

ACTIONS

- Upgrade the Westonia Caravan Park to include a camper's kitchen, ablution block and cabins

Financial Implications

An amount of \$328,212 of Royalties for Regions funding has been allocated in the 2014/15 Budget to facilitate these three projects.

Council has committed to contribute some funds to the project, both cash and in-kind.

Voting Requirement

Majority

Officer Recommendation

That Council accept the tender submitted by (*insert successful tenderer*) for the construction of an onsite purpose built Campers Kitchen as per technical drawings and specifications located at the Westonia Caravan Park in the Westonia townsite at the tendered price of (*enter amount*) including GST and plus any additional extras.

Resolution

13-06/15 Moved Cr Huxtable, seconded Cr Jefferys that Council do not accept any tenders submitted for the construction of an onsite purpose built Campers Kitchen and call for tenders on a transportable ablution building with similar design as the existing building with quotes sought for kitchen, concrete and alfresco construction.

Carried 5/0

8.3 WORKS AND SERVICES

NIL

8.4 ENVIRONMENTAL HEALTH, PLANNING AND BUILDING SERVICES

NIL.


9 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

14-06/15 Moved Cr Day, seconded Cr Huxtable that Council accepts three items of late business.

Carried 5/0

10.1 State Library – Digitising the Westonian 1915 to 1920

File Reference		
Date of Report	17 th June 2015	
Disclosure of Interest	Nil	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

Council consideration in donating to the “On the Homefront” appeal and promoting the appeal in local media.

Comment

The State Library of Western Australia Foundation is raising funds to digitize and make accessible a number of Western Australian newspapers that were published during the WWI years and beyond. The appeal, *On the Homefront*, includes newspapers published in regional cities and towns, including Westonia.

Amongst the newspapers to be digitized are the Westonian editions from 1915 to 1920 which will be of interest to the Shire of Westonia and residents.

The Westonian newspapers contain a wealth of information – not only news from the Battlefields but also they provide fascinating insights into life back home.

As an indication, it would cost approximately \$1,800 to digitize all these 1918-1920 editions of **The Westonian**.

To support this process we are working with local media to promote the appeal, urging the community in Westonia area to donate. It would be great if Council would help promote this endeavour through its communication channels.

Policy Implications

Nil.

Financial Implications

Contribution (if any) would be subject for consideration in the 2015/16 Budget.

Voting Requirement

Simple Majority

Officer Recommendation


That Council considers in donating (*enter amount*) to the “*On the Homefront*” appeal and promotes the appeal in local media and communication channels.

Resolution

15-06/15 Moved Cr Huxtable, seconded Cr Hermon that Council considers a donation of up to \$1,000.00 for Budget consideration to the “*On the Homefront*” appeal and promotes the appeal in local media and communication channels

Carried 4/1

10.2 Corporate Business Plan Review

File Reference	A2.8.4	
Date of Report	17th June 2015	
Disclosure of Interest	Nil	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

All Local Governments in Western Australia are required to develop a Plan for the Future as prescribed under *Section 5.56(1) of the Local Government Act 1995*. In 2011, amendments were made to the *Local Government (Administration) Regulations 1996*, specifically the inclusion of regulation 19BA, which in summary, states that a Plan for the Future is to incorporate a Strategic Community Plan and a Corporate Business Plan.

The Corporate Business Plan (CBP) is responsible for translating the strategic direction of the Shire, articulated within the SCP, into specific priorities and actions at an operational level. The CBP also draws together actions contained within the Long Term Financial Plan, Capital Works Programs and various informing strategies. It provides a medium term snapshot of operational actions and priorities to inform the annual planning and budgeting process.

Comment

The CBP is required to be reviewed annually in line with the budget process to ensure priorities are achievable and effectively timed. Management have conducted an internal review, with amendments to be identified to Council during the process. Council is reminded that implications in reviewing and modifying the CBP may have a financial impact on the 2015/16 Budget.

Statutory Implications

Local Government Act 1995

5.56. Planning for the future

(1) A local government is to plan for the future of the district.

(2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

[Section 5.56 inserted by No. 49 of 2004 s. 42(6).]

Local Government (Administration) Regulations 1996

19BA. Terms used

In this Part —

corporate business plan means a plan made under regulation 19DA that, together with a strategic community plan, forms a plan for the future of a district made in accordance with section 5.56;

19DA. Corporate business plans, requirements for (Act s. 5.56)

(1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.

(2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.

(3) A corporate business plan for a district is to —

(a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and

(b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and

(c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.

(4) A local government is to review the current corporate business plan for its district every year.

(5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.

(6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.

(7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

[Regulation 19DA inserted in Gazette 26 Aug 2011 p. 3484-5.]

Policy Implications

Nil.

Financial Implications

Implications in reviewing and modifying the CBP may have a financial impact on the 2015/16 Budget.

Strategic Implications

Adoption of the Strategic Community Plan 2013-2023 and Corporate Business Plan 2014-2017 maintains consistency with our current Strategic Goals, Strategies, Outcomes and Actions. The Corporate Business Plan is designed to deliver on the priorities documented in the Strategic Community Plan.

Social

- Continue to develop our unique country lifestyle
- Enhanced social and community well-being
- A safe and connected community

Environment

- A quality environment
- Lead the way in resource recovery

Economic

- An economy that is well prepared for the future
- The Westonia tourist experience is unique
- Education and training services are accessible for lifelong learning at all stages of life

Civic leadership

- Provide good strategic decision making, governance, leadership and professional management

Voting Requirement

Absolute Majority

Officer Recommendation

That Council:

1. Reviews the Shire of Westonia Corporate Business Plan 2014-2017 as attached, and adopts the plan with amendments
2. Provides Local Public Notice of the adoption of the reviewed plans.


Resolution

16-06/15 Moved Cr Jefferys, seconded Cr Day that Council:

1. **Reviews the Shire of Westonia Corporate Business Plan 2014-2017 as attached, and adopts the plan with the listed amendments.**
2. **Provides Local Public Notice of the adoption of the reviewed plans.**

Carried 5/0 by Absolute Majority

10.3 Differential Rates 2015/16

File Reference		
Date of Report	18 June 2015	
Disclosure of Interest	No Interest to Disclose	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Summary:

Council supported the differential rates in the dollar and minimums proposed for the 2015/2016 financial year and advertised the proposed rates for a 21 day comment period closing on Wednesday 17th June 2015. Council are then required to seek Ministerial approval for proposing to impose a Mining GRV differential rate that is more than twice the lowest rate.

May 15 Resolution:

Resolution

07-05/15 Moved Cr Day, seconded Cr Huxtable that Council recommends that:

- 1. Support the following differential rates in the dollar and minimum payments for the GRV and UV rated properties, subject to finalisation of the 2015/2016 draft budget:**

<i>Category</i>	<i>Rate in the \$</i>	<i>Minimum Rate \$</i>
GRV General	5.1699	355.00
GRV Mining	13.8366	200.00

- 2. Seek the Minister for Local Government's approval to impose differential general rates more than twice the lowest rate; and**
- 3. That Council publicly advertises its intention to impose differential rates, pursuant to section 6.36 (1) of the Local Government Act 1995 and invites public submissions for a period of twenty one days; and**
- 4. That Council consider any submissions in respect of imposition of differential rates as part of the 2015/2016 Budget deliberations.**

Carried 4/0 by Absolute Majority

Community / Stakeholder Consultation:

An advertisement on the 27th May 2015 was included in the public notice section of the Newspaper circulated in the district. The community will have 21 days to make submissions. (17th June 2015)

Comment:

The Local Government Act 1995 provides for Councils to levy rates to fund the estimated annual budget deficiency for the forthcoming financial year.

The estimated budget deficit for the 2015/2016 financial year has not yet been finalised, as the detailed budget estimates covering various expense and revenue items are currently being prepared. At present, the amount required from rates to fund the outcomes of the draft budget

is in excess of the rate increase proposed of 5%. Staff is revising the draft budget and service levels and are looking at all avenues to reduce the gap, including alternative revenue sources.

In the past Council has adopted rates that are more than twice the minimum differential rate and must therefore seek Ministerial approval, as required by the provisions of the Local Government Act 1995. The Department of Local Government has been scrutinising Council's differential rating strategy each year and may request modifications to be made, if they are not satisfied that the rating strategy is fair and equitable.

It must be understood the purpose of this Agenda Item is to set an estimated Differential Rate so a request can be sent to the Minister after advertising and seeking submissions from the electorate. Invariable the actual rate amount set may differ from the estimate once the valuations have been received from Landgate for the next financial year. However the legislations allows these rate in dollar amounts to be adjusted to reflect the actual valuations by making notation in the Shires Adopted Budget and on the Rate Notices sent out. Such notation is to explain the reason for the difference between the advertise Differential Rate and that impose being due to valuation adjustments from Landgate. The actual Rate Revenue raised will not differ significantly.

The table below shows the rate categories for 2015/2016 and the rate in cents and minimum amounts; GRV Rate Category

<i>Category</i>	<i>Rate in the \$</i>	<i>Minimum Rate \$</i>
GRV General	5.1699	355.00
GRV Mining	13.8366	200.00

Statutory Environment:

Under section 6.36 of the Local Government Act 1995, Council is required to give local public notice of the intention of Council to impose differential rates, or a minimum payment under a differential rate category. Local public notice includes publishing in a newspaper circulating in the district, exhibiting on the notice board of the local government office, and exhibiting on the notice board of the library inviting submissions in respect of the following information, for a minimum of 21 days;

- Details of each rate or minimum payment the local government intends to impose,
- Invitation for submissions to be made in respect of the proposed rate or minimum payment and any related matters.

Financial Implications:

The Shire's principle source of income is through rates. It is an essential part of the budget process that the Council consider the level of rates that need to be raised in the context of funding the annual budget. It must also be noted that as other income, such as fees and charges are fixed by external legislation, there is very little scope for the Shire to increase this revenue source to keep up with the rising costs of service provision, therefore, these increasing costs must be borne by increases in rates.

The Shire has until 31 August each year to adopt the Annual Budget, as the Shire is a growing organisation and as such we are heavily reliant on receiving rates income to fund our operations, including salaries. With this in mind, setting the level of rates for advertising and allowing the adoption of the annual budget in June, after the close of the advertising period, is

a very high priority to enable rates notices to be issued. The Shire prepares its cash flow based on starting to receive rate payments in late August each year.

Voting Requirements:

Absolute Majority

Officer Recommendation:

That after the close of the 21 day public consultation period, which concluded on Wednesday 17th June 2015, Council are advised that no submissions were received in respect of imposition of differential rates as part of the 2015/2016 Budget deliberations and therefor seek the Minister for Local Government's approval to impose differential general rates more than twice the lowest rate.

Resolution

17-06/15 Moved Cr Huxtable, seconded Cr Hermon that after the close of the 21 day public consultation period, which concluded on Wednesday 17th June 2015, Council are advised that no submissions were received in respect of imposition of differential rates as part of the 2015/2016 Budget deliberations and therefor seek the Minister for Local Government's approval to impose differential general rates more than twice the lowest rate.

<i>Category</i>	<i>Rate in the \$</i>	<i>Minimum Rate \$</i>
GRV General	5.1699	355.00
GRV Mining	13.8366	200.00

Carried 5/0 by Absolute Majority

11 DATE AND TIME OF NEXT MEETING

The next ordinary meeting of Council will be held on Thursday 16th July 2015, commencing at 3.30pm.

12 MEETING CLOSURE

There being no further business the President, Cr Geier declared the meeting closed at 6.50pm.