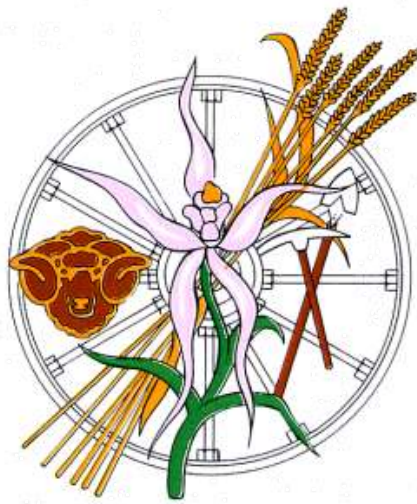


Shire of Westonia



*Minutes of the Ordinary Meeting
of Council
Thursday 21st April 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. A minutes silence was held as a mark of respect for the following former employee who had recently passed away:

- Philip Inferrera

2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

Cr KM Day		President
Cr D Hermon		Deputy President
Cr JJ Jefferys	(Entered 3.41pm)	
Cr RS Corsini		
Cr ML Geier		
Cr B Huxtable		
Mr JC Criddle		Chief Executive Officer
Mr Judd Hobson	(Entered 5.10pm)	Works Supervisor

3. PUBLIC QUESTION TIME (3.32pm – 4.47pm)

Nil

4. APPLICATIONS FOR LEAVE OF ABSENCE

Nil

5. CONFIRMATION OF PREVIOUS MINUTES

Officer Recommendation

That the minutes of the Ordinary Meeting of Council held on Thursday 17th March, 2016 be confirmed as a true and correct record

Resolution

01-04/16 Moved Cr Hermon seconded Cr Huxtable that the minutes of the Ordinary Meeting of Council held on Thursday 17th March, 2016 be confirmed as a true and correct record.

Carried 5/0

Cr Jefferys entered the meeting at 3.41pm.

6. RECEIVAL OF MINUTES

Officer Recommendation

That the minutes of the Central East Aged Care Alliance Inc Meeting held at Cummins Theatre Merredin 9th March 2016 be received

Resolution

02-04/16 Moved Cr Geier seconded Cr Corsini that the minutes of the Central East Aged Care Alliance Inc Meeting held at Cummins Theatre Merredin 9th March 2016 be received.

Carried 6/0

Officer Recommendation

That the minutes of the Biodiversity Fund Meeting held at Merredin Shire Council 5th April 2016 be received

Resolution

03-04/16 Moved Cr Geier seconded Cr Corsini that the minutes of the Biodiversity Fund Meeting held at Merredin Shire Council 5th April 2016 be received.

Carried 6/0

Officer Recommendation

That the minutes of the Eastern Wheatbelt Biosecurity Group Meeting held at Merredin DAFWA Conference Room 8th April 2016 be received

Resolution

04-04/16 Moved Cr seconded Cr Moved Cr Geier seconded Cr Corsini that the minutes of the Eastern Wheatbelt Biosecurity Group Meeting held at Merredin DAFWA Conference Room 8th April 2016 be received.

Carried 6/0

7. PRESIDENT/COUNCILLORS ANNOUNCEMENTS

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

- Meeting with Bankwest Rural Manager with discussion over possible ATM machine for Westonia.

Cr Geier advised having attended the following meetings:

- Hopetoun Community Centre opening.
- Funeral of Philip Inferrera with the CEO.



Cr Jefferys advised having attended the following meeting:

- CBH Grower meeting in Merredin with the discussion of bin closures on the table.

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	11 May 2016	
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 March 16. The credit card statements currently show:-

CEO **March 16 \$3,346.39** associated with the purchase of; Diesel, Hose Reel & cabinet, Inbuilt BBQ Caravan Park, Electric upright cooker, Electric oven Caravan Park.

Works Supervisor **March 16 \$1,888.74** associated with the purchase of; Diesel, Fruit trees, 2 drawer cabinet Caravan Park, gimpy hammers, brooms, mops from bunnings.

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 March 16 accounts submitted to today's meeting on Municipal vouchers 3361 to 3372 and D/Debits EFT 1725 to EFT 1767 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totaling \$272,917.63 be passed for payment.

Resolution

05-04/16 Moved Cr Hermon seconded Cr Geier that March 16 accounts submitted to today's meeting on Municipal vouchers 3361 to 3372 and D/Debits EFT 1725 to EFT 1767 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totaling \$272,917.63 be passed for payment.

Carried 6/0

8.1.2 Monthly Statement of Financial Activity – March 16

File Reference	F1.3.3 Monthly Financial Reports	
Date of Report	11 May 2016	
Disclosure of Interest	No Interest to Disclose	
Reporting Officer	Kay Geier Senior Finance Officer	
Signatures	Officer 	CEO 

Background

This information is provided to Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996.

Comment

The Monthly Statement of Financial Activity for the period ending 31st March 16 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 31st March 16 and note any material variances greater than \$10,000 or 15%.

Resolution

06-04/16 Moved Cr Huxtable seconded Cr Corsini that Council adopt the Monthly Financial Report for the period ending 31st March 16 and note any material variances greater than \$10,000 or 15%.

Carried 6/0

8.1.3 GST Reconciliation Report

File Reference	F1.4.4 Audit Reports	
Date of Report	11 May 2016	
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 ending 31st March 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 \$145 for the period ending 31st March 2016 be adopted.

Resolution

07-04/16 Moved Cr Geier seconded Cr Hermon that the GST Reconciliation totaling \$145.00 for the period ending 31st March 2016 be adopted.

Carried 6/0

8.1.4 Westonia Common Conservation Plan

File Reference		
Date of Report	15 th April 2016	
Disclosure of Interest	Jamie Criddle, Chief Executive Officer	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

In late 2014, the Shire of Westonia was awarded funding through the State NRM Office to commission a Conservation Management Plan (CMP).

After calling for quotes through WALGA's eQuotes System, the Shire accepted an offer from Eco Logical Australia to produce the CMP. The draft Plan was submitted to the Shire in February.

The draft *Westonia Common Conservation Management Plan 2016–2021* is a high level plan which outlines the relationship between a range of suggested subordinate plans.

What the CMP really illustrates is the gaps in formalised knowledge about the Common. For each aspect of the Common that the Shire expressed concerns regarding during the conceptualisation of this project there is a suggested baseline survey or development of a specific plan.

Comment

The following are comments from the author of the Plan
Joel Collins, Senior Botanist, Ecology Manager

“Upon completing the draft I wanted to suggest a couple of things we could add for the final version. We could add more figures to show particular areas of interest or demonstrate some of the suggestions we are proposing. We can also provide more examples of the technical methods as an appendix, such as the condition rating scale for vegetation assessment. We could also provide colours for the priority rankings.”

Dylan Copeland, Council's NRM consultant has prepared a report on the CMP and provided comment on the major key objectives of the plan. These comments are attached.

Consultation

Dylan Copeland, Shire NRM Contractor
Joel Collins, Senior Botanist, Ecology Manager

Statutory Environment

Nil

Policy Implications

Nil

Strategic Implications

Strategic Community Plan 2013-2013

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

Financial Implications

This Plan is fully funded, once adopted, the initiatives in the plan would need to be funded by Council and/or grant funds.

Voting Requirement

Simple Majority

Officer Recommendation


That Council considers the Draft Westonia Common conservation management Plan 2016-2021, makes any suggestions to the plan and advertises the plan for public comment prior to future amendment and adoption.

Resolution

08-04/16 Moved Cr Hermon seconded Cr Huxtable that Council considers the Draft Westonia Common Conservation Management Plan 2016-2021, makes any suggestions to the plan and advertises the plan for public comment prior to future amendment and adoption.

Carried 5/1

8.1.5 Chief Executive Officers Performance Review and contract

File Reference	ST1.1.1. Staff	
Date of Report	15th April 2016	
Disclosure of Interest	Jamie Criddle, Chief Executive Officer	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

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

Comment

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

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

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

The Evaluation Document will contain the following:

Overall comments:

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

Recommendations to the CEO:

Any recommendations from Council to the CEO.

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

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

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

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

- i) accurate and timely advice to the Council;
- ii) collaboration with the Council;
- iii) innovative and visionary leadership;

- iv) effective networks;
 - v) a work environment that facilitates the development of people and encourages them to perform at a high level;
 - vi) effective and accountable application of financial and physical resources;
 - vii) management strategies that enhance service delivery;
 - viii) development, implementation of and review of Council policies and procedures.
- The performance criteria may be varied and any other criteria may be included by agreement between the parties at any time during the term of this Contract.

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

Statutory Environment

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

Policy Implications

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

Strategic Implications

Effective Staff Performance

Financial Implications

Negotiation of contract Remuneration package.

Voting Requirement

Simple Majority

Officer Recommendation

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

Resolution

09-04/16 Moved Cr Huxtable seconded Cr Geier that Council review the criteria set out in the Key Result Area Appendix of the Chief Executive Officers contract and submit the evaluation form prior to the May meeting for discussion.

Carried 6/0

10-04/16 Moved Cr Geier, seconded Cr Hermon that Council postpone item 8.1.6 Council Employees Housing Policy and move to the end of the meeting to assist in proceeding in camera.

Carried 6/0


Cr Hermon and the CEO, Jamie Criddle declared an interest in item 8.1.7 Westonia Caravan Park Fee Review as they are both director of the Westonia Community Cooperative.

Cr Huxtable declared an interest in item 8.1.7 Westonia Caravan Park Fee Review as he runs a caravan park in Carrabin.

11-04/16 Moved Cr Jefferys, seconded Cr Corsini that both Cr Hermon and Huxtable and the CEO be allowed to participate in discussing the motion.

Carried 4/0

8.1.7 Westonia Caravan Park Fee Review

File Reference		
Date of Report	15th April 2016	
Disclosure of Interest	Nil	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

Recently an idea was raised from community members to stimulate retail sales at the local shop (Westonia Community Coop) . The idea would revolve around the fees charged to for a night stay at the caravan park and involve issuing a voucher for a set amount to be given to spend at the Shop.

The idea of doing so would be to encourage visiting tourists to shop at a local store instead of just passing through town.

The current rate for a stay at the Westonia Caravan Park is \$15.00 per night and \$80.00 per week.

Comment:

There is a lot of focus on tourism from the Westonia community as a way to increase the local economy. So far there has been significant capital expenditure on the caravan park and tourist facilities within the shire, as well as ongoing financial support for caravan parks with little return shown. Anecdotal evidence suggests that tourists passing through town contribute little to the local economy as they come to the shire with sufficient supplies to last over their stay. Despite this there is still pressure from the community to put even more money into tourist facilities.

While the voucher idea is simple, it has the potential to have more impact than much of the money that has been put into tourist facilities as rather than just encourage tourists to the area, it will encourage tourists to spend money in the area. The voucher scheme would be run as a trial to see the effect. Unpowered sites and casual showers are also not included in the scheme as their fees would not cover the voucher.

The downfall of the voucher system is that if fully utilised it will decrease the income received from the Westonia Caravan Park, increasing the loss made by the parks.

	INC	EXP	PROFIT/(LOSS)
2013/14	\$8,900	\$11,000	(\$2,100)
2014/15	\$12,100	\$10,000	\$2,100
2015/16	\$9,100*	\$17,000**	(\$7,900)

*Caravan Park Closed for 3 months due to renovations

**Increase cleaning cost due to no Caretaker onsite

It is hoped that once a person or persons visit a local business that they would spend over the \$??? voucher at the business which would provide an even larger benefit to the local economy.

Initially, this idea was floated as a way of invigorating turnover for the local Shop only. Questions will be raised as to why other businesses are not included in the scheme, such as the Westonia Tavern, Carrabin Roadhouse/Motel and Westonia Gallery/Café.

Management is of the opinion that the introduction of such a scheme could have multiple benefits in stimulating the local economy and more importantly encouraging local businesses to shop local themselves. A request would be made to all local retail businesses that they would be included in this scheme if they were supporting other local businesses within the Shire. Ie the Shop.

So if four (4) businesses supported the scheme by shopping local, then every 4th voucher would be supplied for their business.

In researching the agenda item the CEO analysed the previous two and a half years data from the Shire of Mt Marshall, where there was a 65% take up of the \$10 vouchers issued. Their rates are \$20 per night with \$10 of that issued as a voucher.

The past 2 years of income at the Westonia Caravan Park has seen an average of 800 nights stay. As the table below shows, each \$5 spent in vouchers, equates to \$4,000 cost to Council:

800	@	\$5	=	\$4,000
800	@	\$10	=	\$8,000
800	@	\$15	=	\$12,000
800	@	\$20	=	\$16,000

If the scheme gained any traction, Council would need to determine how much the voucher would be set for and whether or not to increase the fees at the caravan park.

Statutory Environment

Nil

Policy Implications

Council do not currently have a policy in relation to this matter.

Strategic Implications

Tourism benefits

Local Business Benefits

Financial Implications

There will be a financial cost to Council, depending on what option is chosen.

Voting Requirement

Simple Majority

Officer Recommendation

That Council discusses the fee structure proposal for the Caravan Park and determines what level of support (if any) to introduce and what level of support from other businesses within the Shire of Westonia.

Resolution

12-04/16 Moved Cr Geier seconded Cr Corsini that Council trials from July 1 2016, a six month trial fee structure for the Westonia Caravan Park including:

Caravan Site (powered) / night	\$20.00 *
Industrial Crews-per person / night	\$20.00
Caravan Site (powered) / week	\$100.00 *
Tent Site (unpowered) / night	\$11.00
Tent Site (unpowered) / week	\$60.00
Caravans left unattended /day	\$20.00
Caravans left unattended /week	\$100.00
Overflow area (powered) / night	\$10.00
Overflow area (unpowered) / night	\$5.00

* (including a \$10 voucher to be redeemed from the Westonia Community Coop when a matching \$10 is spent, up to 5 vouchers with vouchers only issued on weekdays at the Shire Office)

Carried 4/0 by Absolute Majority

SHIRE IMPLEMENTS NEW INITIATIVE TO BOOST LOCAL ECONOMY



Posted on Thursday, 18 July 2013

Commencing on 1 July 2013 the Shire of Mt Marshall has implemented an innovative pilot program to encourage tourists to shop at local businesses within the Shire.

Visitors that stay at the Caravan Parks at a powered site will receive a \$10.00 voucher for each night to spend at a local participating business within the Shire.

“The Shire currently has a lot of focus on tourism and we hope that this new initiative will encourage visitors to shop locally instead of just passing through our towns” says President, Cr Paul Gillett.

Whilst being a simple idea the project has the potential to positively impact businesses and contribute to their financial viability and growth. Initially, the voucher scheme will be run as a trial and will be assessed to see the effect on local businesses; Council is positive that it will contribute to the economic sustainability of our communities.

Cr Gillett said “the voucher system has been very well received by the business community and they have been very cooperative in assisting Council to implement the initiative. Already vouchers have been redeemed at the Beacon Country Club, Co-op and Benny Mart, it has been a very positive start”.

To date, there has been significant capital expenditure on caravan parks and tourist facilities within the shire, as well as ongoing financial support for caravan parks. The new initiative is hoped to not only bring more tourists to our towns to enjoy our upgraded facilities and visit iconic sites but also have a positive impact on businesses by shopping local.

“We are proud to be working with the Wheatbelt Business Network and to be actively supporting our small businesses. We are constantly seeking new ideas and innovative ways to assist increase patronage to create some diversity and for businesses to not be solely reliant on the agricultural industry” says Cr Gillett.

Beacon, Bencubbin and Gabbin are all sites included in the self-drive [Wheatbelt Way](#) trail that leads travellers on an adventurous interpreted journey. The introduction of the Wheatbelt Way has increased visitation and awareness of the beautiful northern Wheatbelt. It is hoped that the Shire’s initiative will encourage further growth and promotion of the Wheatbelt way but with particular focus for financial injection from tourism into local businesses in Mt Marshall.

In accordance with Section 5.23(2)(a) of the *Local Government Act 1995* Council went Behind Closed Doors to discuss a matter affecting an employee.

Cr Geier declared an interest in item 8.1.6 Council Employees Housing Policy as his wife is a Council employee.

13-04/16 Moved Cr Huxtable, seconded Cr Hermon that Cr Geier be allowed to participate in discussing the motion.

Carried 5 /0


14-04/16 Moved Cr Corsini, seconded Cr Hermon that Council move behind closed doors at 5.30pm.

Carried 5 /0

15-04/16 Moved Cr Corsini, seconded Cr Hermon that Council return from behind closed doors at 6.02pm.

Carried 5 /0

8.1.6 Council Employees Housing Policy

File Reference	ST1.1.1. Staff	
Date of Report	15th April 2016	
Disclosure of Interest	Jamie Criddle, Chief Executive Officer	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

Council is requested to consider implementing a housing incentive for employees who currently own their house and reside in it. The rationale behind the initiative is to reward staff for not burdening Council with the need for staff housing.

Employees, who are currently in a Shire provided house, receive their water bill free of charge if they keep the gardens at a satisfactory level. This does not occur for staff with their own house.

The current Employee Housing Incentive Policy is stated below:

POLICY NO - 8.2

POLICY SUBJECT - COUNCIL EMPLOYEE HOUSING INCENTIVE POLICY

ADOPTION DATE - JUNE 2013

LAST REVIEW - JUNE 2015 (COUNCIL RES: 08-06/15)

8.2 Council Employee Housing Incentive Policy

Council will consider, on a case by case basis, providing affordable housing lots to staff as an incentive to retain employees in the community for a longer term. The provision of affordable housing lots to employees is done so on the understanding that employees will relinquish any Council provided housing entitlements and develop a dwelling on the land within a reasonable time.

Comment

The current policy only caters for providing affordable housing lots for staff who wish to stay in the community long term.

In reviewing the water benefit provided to employees and tenants in Shire houses, a single tenant with a well maintained lawn/garden consumes approximately \$750.00 pa, a couple with a well maintained lawn/garden consumes approximately \$1,100.00 pa, and a family with a well maintained lawn/garden consumes approximately \$1,500.00 pa.

Statutory Environment

Nil

Policy Implications

POLICY NO - 8.2

POLICY SUBJECT - COUNCIL EMPLOYEE HOUSING INCENTIVE POLICY

ADOPTION DATE - JUNE 2013

LAST REVIEW - JUNE 2015 (COUNCIL RES: 08-06/15)

8.2 Council Employee Housing Incentive Policy

Council will consider, on a case by case basis, providing affordable housing lots to staff as an incentive to retain employees in the community for a longer term. The provision of affordable housing lots to employees is done so on the understanding that employees will relinquish any Council provided housing entitlements and develop a dwelling on the land within a reasonable time.

Strategic Implications

Effective Staff Performance

Financial Implications

If the policy was implemented, the cost introduced from July 1 2016 would vary depending on the level of reward.

There are currently 8 employees eligible for the scheme:

8 @	1,500 =	\$12,000
8 @	1,000 =	\$8,000
8 @	500 =	\$4,000

Voting Requirement

Simple Majority

Officer Recommendation

That Council considers the employee housing incentive policy and if agreed, determines the level of reward.

Resolution

16-04/16 Moved Cr Huxtable seconded Cr Jefferys that Council implements an employee housing incentive policy for employees who currently own their house and reside in it to the value of \$1,000 per annum.

Carried 3/2

8.2 COMMUNITY AND REGULATORY SERVICE

NIL

8.3 WORKS AND SERVICE

Nil

8.4 ENVIRONMENTAL HEALTH, PLANNING AND BUILDING SERVICES

NIL


8 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

17-03/16 Moved Cr Huxtable, seconded Cr Corsini that Council accepts one items of late business.

Carried 6/0

9.1.1 Tender 5 – 2015/16 Telehandler

File Reference	F1.9.1 Telehandler	
Date of Report	10th April 2016	
Disclosure of Interest	No Interest to Disclose	
Reporting Officer	Jamie Criddle, Chief Executive Officer	
Signatures	Officer	CEO 

Background

Back in August of 2015, Council resolved to purchase a Merlo 30.6 Multifarmer Telehandler from Farmpower, Merredin while trading the existing Merlo Telehandler. This included the changeover of the Man Cage Wiring harness from the old machine to the new machine.

Comment

Councillors will be aware of the issues surrounding the purchase of the Merlo Multifarmer from Farm Power Merredin and subsequent decision to return the plant in exchange for the trade-in and the Changeover balance.

Resolution

13-02/16 Moved Cr Geier, seconded Cr Huxtable that Council accept McIntosh & Sons (Merredin) offer to exchange the new Merlo and the full changeover cheque of \$115,000 in exchange for the traded Merlo (2008) and tender for a replacement Telehandler, closing prior to the March Council meeting.

Carried 5/0

Tenders for a replacement Telehandler were advertised and close prior to today’s meeting, Thursday 17th March at 12pm.

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%)	
JCB Construction	40	20	20	80
JCB Construction	40	20	20	80
Westrac Equipment	40	20	20	80
McIntosh & Sons	40	20	20	80

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
JCB Construction	Welshpool, WA	451-70	206,600 Excl
JCB Construction	Welshpool, WA	531-70	172,500 Excl
Westrac Equipment	Kalgoorlie, WA	Cat TH417C	222,500 Excl
McIntosh & Sons	Redcliffe, WA	Merlo P38.13	197,550 Excl

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 \$97,550 net, ex GST has been allowed for in the 2015/16 financial budget for the purchase of a Telehandler.

Voting Requirement

Majority

Officer Recommendation

That Council accept the tender submitted by (enter name) to supply a (enter make and model) Telehandler at (\$ enter amount (exc GST)).

17-02/16 Moved Cr Huxtable, seconded Cr Corsini that Council accept JCB Construction Equipment's offer to supply a new JCB 531-70 agri Telehandler including a man cage with remote control technology from QVM industries for the purchase price of \$172,500.00 (ex GST) less \$35,000.00 (ex GST) leaving a changeover amount of \$137,500.00 (ex GST) with the amount above the budget allocation to be transferred from the Plant Reserve.

Carried 5/1

10 DATE AND TIME OF NEXT MEETING

The next ordinary meeting of Council will be held on Thursday 19th May, 2016 commencing at 3.30pm

11 MEETING CLOSURE

There being no further business the President, Cr Day declared the meeting closed at 6.33pm