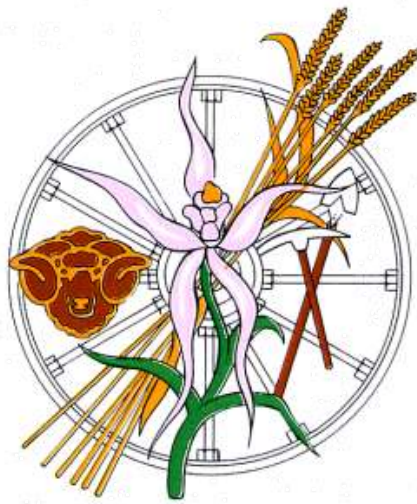


# *Shire of Westonia*



*Minutes of the Ordinary Meeting  
of Council  
Thursday 19<sup>th</sup> May 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 B Huxtable	
Mr JC Criddle	Chief Executive Officer
Mr Judd Hobson (entered 4.55pm)	Works Supervisor

**2.1 APOLOGIES**

Cr JJ Jefferys

**3. PUBLIC QUESTION TIME (3.31pm – 3.46pm)**

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 21<sup>st</sup> April, 2016 be confirmed as a true and correct record.

**Resolution**

**01-05/16 Moved Cr Huxtable seconded Cr Hermon that the minutes of the Ordinary Meeting of Council held on Thursday 21<sup>st</sup> April, 2016 be confirmed as a true and correct record subject to the following amendments:**

**Minute 8.1.6, motion 16-04/16 - amount of Housing incentive be changed to \$500 per annum.**

**Carried 5/0**

**6. RECEIVAL OF MINUTES**

**Officer Recommendation**

That the minutes of the Central Wheatbelt Rangers Scheme held at Merredin Council Chambers 26<sup>th</sup> April 2016 be received

**Resolution**

**02-05/16 Moved Cr Geier seconded Cr Hermon that the minutes of the Central Wheatbelt Rangers Scheme held at Merredin Council Chambers 26<sup>th</sup> April 2016 be received.**

**Carried 5/0**

**Officer Recommendation**

That the minutes of the Great Eastern Country Zone held at Merredin Leisure Centre 28<sup>th</sup> April 2016 be received

**Resolution**

**03-05/16 Moved Cr Geier seconded Cr Hermon that the minutes of the Great Eastern Country Zone held at Merredin Leisure Centre 28<sup>th</sup> April 2016 be received.**

**Carried 5/0**

**7. PRESIDENT/COUNCILLORS ANNOUNCEMENTS**



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

- WEROC meeting in Kellerberrin on 27<sup>th</sup> April with the CEO.
- Wheatbelt Communities meeting in Kellerberrin on 27<sup>th</sup> April with the CEO.
- GECZ WALGA meeting in Merredin on 28<sup>th</sup> April with the CEO.
- Wheatbelt Development Commission (WDC) meeting to discuss Community Chest funding applications.

**8. MATTERS REQUIRING A COUNCIL DECISION**

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

**8.1.1 Accounts for Payment**

<b>File Reference</b>	<b>F1.3.3 Monthly Financial Statements</b>	
<b>Date of Report</b>	<b>30 May 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 April 16. The credit card statements currently show:-

CEO                                    **April 16 \$3,440.36** associated with the purchase of; Diesel, TV fittings, various Shower recess requirements, Kitchen requirements, Light for museum, Plants for playground, Full view files for medical room, True Value Solar units x4 for aged units, Meals & Beverages, Stationery.

Works Supervisor                **April 16 \$2,049.68** associated with the purchase of; Diesel, Aussie fencing for Caravan Park, Bulk Eucalyptus Oil for cleaning.

**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 April 16 accounts submitted to today's meeting on Municipal vouchers 3373 to 3388 and D/Debits EFT 1768 to EFT 1833 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totaling \$332,887.75 be passed for payment.

**Resolution**

**04-05/16 Moved Cr seconded Cr that April 16 accounts submitted to today's meeting on Municipal vouchers 3373 to 3388 and D/Debits EFT 1768 to EFT 1833 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totaling \$332,887.75 be passed for payment.**

**Carried 5/0**

8.1.2 Monthly Statement of Financial Activity – April 16

<b>File Reference</b>	<b>F1.3.3 Monthly Financial Reports</b>	
<b>Date of Report</b>	<b>30 May 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 30th April 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 30th April 2016 and note any material variances greater than \$10,000 or 15%.



**Resolution**

**05-05/16 Moved Cr Huxtable seconded Cr Corsini that Council adopt the Monthly Financial Report for the period ending 30th April 2016 and note any material variances greater than \$10,000 or 15%.**

**Carried 5/0**



### 8.1.3 GST Reconciliation Report

<b>File Reference</b>	<b>F1.4.4 Audit Reports</b>	
<b>Date of Report</b>	<b>30 May 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 30th April 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 \$9,923 for the period ending 30th April 2016 be adopted.

#### **Resolution**

**06-05/16 Moved Cr Geier seconded Cr Hermon that the GST Reconciliation totaling \$9,923 for the period ending 30th April 2016 be adopted.**

**Carried 5/0**

#### 8.1.4 Differential Rates 2016/17

<b>File Reference</b>	<b>R1.1.1 Rates</b>	
<b>Date of Report</b>	<b>12 May 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:**

Council is requested to support the differential rates in the dollar and minimums proposed for the 2016/2017 financial year, and advertise the proposed rates for a 21 day comment period. Council are required to seek Minister approval for proposing to impose a Mining GRV differential rate that is more than twice the lowest rate.

#### **Background:**

In accordance with sections 1.7 and 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;

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

It is recommended that Council advertise an average 5% rate increase from the 2015/2016 financial year.

#### **Community / Stakeholder Consultation:**

An advertisement on the 25<sup>th</sup> May 2016 will be included in the public notice section of the Newspaper circulated in the district. The community will have 21 days to make submissions. (15<sup>th</sup> June 2016)

#### **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 2016/2017 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 are 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:

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

**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:**

It is recommended 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 2016/2017 draft budget:

<i>Category</i>	<i>Rate in the \$</i>	<i>Minimum Rate \$</i>
GRV General	5.4284	355.00
GRV Mining	14.5284	355.00

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 2016/2017 Budget deliberations.

**Resolution**

**07-05/16 Moved Cr Hermon seconded Cr Geier that it is recommended 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 2016/2017 draft budget:

<i>Category</i>	<i>Rate in the \$</i>	<i>Minimum Rate \$</i>
<b>GRV General</b>	<b>5.4284</b>	<b>355.00</b>
<b>GRV Mining</b>	<b>14.5284</b>	<b>355.00</b>

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 2016/2017 Budget deliberations.

**Carried 5/0 by Absolute Majority**

### 8.1.5 Local Government Week 2016

<b>File Reference</b>	<b>A1.3.1</b>	
<b>Date of Report</b>	<b>13 May 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**

Advice from WALGA of the 2016 Annual General Meeting and Local Government Week 2016 Conference. Council is to resolve who will be attending the conference.

Details have been received (attached to the agenda) from WALGA for the 2016 Local Government Week Convention and the Annual General Meeting.

The conference is to be held at the Perth Convention Exhibition Centre. The format for 2016 is summarised as per the following:

Wednesday 3 August – 8.30am – 12.30pm State & Local Government Forum

Wednesday 3 August – 1.30pm Annual General Meeting

Thursday 4 August - Main Convention sessions

Friday 5 August - Conference sessions continue

#### **Registrations close 5 July 2016.**

Councillors Geier, Day and Huxtable attended the conference last year with Cr's Geier and Day listed as the voting delegates for the WALGA Annual General Meeting.

Council also requires delegates with voting entitlements for the WALGA Annual General Meeting, generally the President and Deputy if they attend.

In addition to the convention WALGA have provided formal notice of the Annual General Meeting and are seeking member motions.

This year there are also opportunities for professional development throughout the whole week of the conference. Elected Members can enroll for courses on the attached forms.

#### **Comment**

It is recommended that a firm commitment be obtained from Councillors of who wishes to attend the convention either at the May meeting or in the week following the meeting to allow early registration. All registrations will be undertaken by Management, Councillors are requested not to progress with registration on line as indicated within the brochure.

#### **Financial Implications**

A committed provision within the 2016/2017 budget must be made for all costs associated with attendance to the conference.

#### **Statutory Environment**

Nil

**Policy Implications**

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

**Strategic Implications**

Nil

**Voting Requirement**

*Simple Majority*

**Officer Recommendation**

That

1. Cr's (to be inserted) and the CEO attend the 2016 WA Local Government Convention.
2. Council confirms voting delegates attending the WALGA Annual General Meeting.


**Resolution**

**08-05/16 Moved Cr Hermon seconded Cr Huxtable that:**

1. **Cr's Day, Hermon, Huxtable, Geier and the CEO attend the 2016 WA Local Government Convention.**
2. **Council confirms that Cr Day & Hermon as voting delegates attending the WALGA Annual General Meeting.**

**Carried 5/0**

### 8.1.6 Policy Manual

<b>File Reference</b>	<b>A2.8.5</b>	
<b>Date of Report</b>	<b>13<sup>th</sup> May 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**

Council consideration in adopting Council's Policy Manual last reviewed in June 2015.

#### **Comment**

Council's Policy Manual was last reviewed in June 2015. 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 (2016/17)

3.3 Sunday Burning

Burning is not permitted on Good Friday or Easter Sunday if Easter falls during restricted burning period.

6.3 Purchasing Policy

Change in Purchasing Thresholds

7.1 Employee Superannuation Housing Policy

9.5% Super Guarantee

8.2 Council Employees Housing Policy

\$1,000 housing incentive for own House

Councillors are requested to also review the policies and advise the CEO of any requested changes.  
(Changes Marked in Red)

#### **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**

**09-05/16 Moved Cr Hermon seconded Cr Huxtable that Council reviews the current policies, makes the following changes and adopts the policies contained within the Policy Manual.**

**6.4 Variance Reporting – Financial Statements**

Insert current year (2016/17)

**3.3 Sunday Burning**

Burning is not permitted on Good Friday or Easter Sunday if Easter falls during restricted burning period.

**6.3 Purchasing Policy**

Change in Purchasing Thresholds

**7.1 Employee Superannuation Housing Policy**

9.5% Super Guarantee


**8.2 Council Employees Housing Policy**

\$500 housing incentive for own House

**Carried 5/0 by Absolute Majority**



### 8.1.7 Code of Conduct for Elected Members and Staff

<b>File Reference</b>	<b>A2.8.4 Policy and Procedure</b>	
<b>Date of Report</b>	<b>13 May 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**

The Code of Conduct for Elected Members and Staff was last reviewed in June 2015 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**

**10-05/16 Moved Cr Corsini seconded Cr Hermon that Council reviews the Code of Conduct for Elected Members and Staff and adopt as presented.**

**Carried 5/0 by Absolute Majority**

### 8.1.7 Corporate Business Plan Review

<b>File Reference</b>	<b>A2.8.4</b>	
<b>Date of Report</b>	<b>13<sup>th</sup> May 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**

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 2016/17 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 2016/17 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**


**11-05/16 Moved Cr Geier seconded Cr Huxtable 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.**

**Carried 5/0 by Absolute Majority**

**Judd Hobson entered the meeting at 4.55pm.**

**8.1.8 Wheatbelt Business Network Membership**

<b>File Reference</b>	<b>A1.11.1 Business Development</b>	
<b>Date of Report</b>	<b>13<sup>th</sup> May 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**

As a follow up from the April Council meeting, in which Council was looking at stimulating the local economy and shopping local initiatives, the Chief Executive Officer contacted the Wheatbelt Business Network (WBN) to see what initiative the WBN could deliver to the Westonia community. The WBN is affiliated with the Chamber of Commerce and Industry of WA (CCIWA) and will fill the role of a local Chamber.

**Comment**

The Shire would be members of groups such as LGMA, WALGA etc but probably have no link to business or a Chamber of Commerce in the Wheatbelt. The WBN offers this opportunity and can help the Shire get in touch, both formally and informally with both Merredin businesses, and those in their surrounding district. The WBN links in with CCIWA as well as Regional Chambers of Commerce WA (RCIWA). The RCIWA is an important partnership, part of your WBN goes to this group, who lobby on behalf of members and attempts to unite the regions. At present there is no voice for the Wheatbelt, in terms of a Chamber of Commerce. Every other major region in WA is represented in the RCIWA except us.

Membership costs are \$250.00 per annum plus a once off \$30.00 administration fee.

What they Provide:

- *Local Business After Hours events*
- *Guess Who Is Coming To Dinner? evenings*
- *#ThinkLocalFirst campaigns*
- *Giving your business in the Wheatbelt a voice through Regional CCIWA*
- *Weekly member e-news packed with relevant business information*
- *Fee for service local economic development initiatives*

**Statutory Implications**

It makes some sense for Council to become a member as it will provide direct linkages to the business community and provide a forum to raise issues. Additionally Council should be more fully informed on issues facing the business community and provide advocacy opportunities with membership of an organisation such as this.

**Policy Implications**

Nil.

**Financial Implications**

In the 2015/2016 Budget, \$60,000.00 is allocated at Account *E041060* -Subscriptions of which \$55,800.00 has been expended to date. A remaining balance of \$4,200.00 is therefore available for other subscriptions.

**Strategic Implications**

Strategic Community Plan 2013-2023

4. AN ECONOMY THAT IS WELL PREPARED FOR THE FUTURE

4.1 Support and strengthen local businesses and local business networks

**Voting Requirement**

Simple Majority

**Officer Recommendation**


That Council becomes a member of the Wheatbelt Business Network at an initial membership cost of \$280.00 being met from Account E041060 - Subscriptions.

**Resolution**

**12-05/16 Moved Cr Hermon seconded Cr Corsini that Council becomes a member of the Wheatbelt Business Network at an initial membership cost of \$280.00 being met from Account E041060 - Subscriptions.**

**Carried 5/0**

### 8.1.9 Delegations Manual

<b>File Reference</b>	<b>A2.8.5</b>	
<b>Date of Report</b>	<b>13<sup>th</sup> May 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**

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 favourably 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**

**13-05/16 Moved Cr Hermon seconded Cr Corsini that Council reviews the current Delegation, makes changes and adopts the delegations contained within the Delegation Manual.**

**Carried 5/0 by Absolute Majority**

Jamie Criddle, Chief Executive Officer declared an interest in item 8.1.10 Chief Executive Officer Performance Review as he is the Chief Executive Officer and left the room at 5.45pm.

**Judd Hobson left the meeting at 5.45pm.**

*In accordance with Section 5.23(2) of the Local Government Act 1995, the meeting is closed to the members of the public for this item as the following sub-section applied:*


*(b) the personal affairs of any person;*

14-05/16 Moved Cr Geier seconded Cr Hermon that In accordance with Section 5.23(2) of the Local Government Act 1995, the meeting is closed to the members of the public “in camera” for this item as the following sub-section applied:

(b) the personal affairs of any person;

**Carried 5/0**

### **8.1.10 Chief Executive Officer Performance Review**

<b>File Reference</b>	<b>Personnel File</b>	
<b>Date of Report</b>	<b>13 May 2016</b>	
<b>Disclosure of Interest</b>	<b>Jamie Criddle</b>	
<b>Reporting Officer</b>	<b>Jamie Criddle, Chief Executive Officer</b>	
<b>Signatures</b>	<b>Officer</b>	<b>CEO</b> 

*In accordance with Section 5.23(2) of the Local Government Act 1995, the meeting is closed to the members of the public for this item as the following sub-section applied:*

*(b) the personal affairs of any person;*

#### **Summary**

Council has carried out the performance review of the Chief Executive Officer and Council is now required to resolve any amendments to the contract.

#### **Background**

CEO Performance Evaluation forms were agreed to at the April meeting and distributed to Councillors with each Councillor then forwarding their completed review to the President for compilation and submission at the May 2016 Ordinary Meeting of Council.

#### **Comment**

As the matter deals with the Personal Affairs of the CEO, Council will meet behind closed doors to discuss the review outcomes. The President and Councillors will then present the outcomes of the review and provide comment to the Chief Executive Officer.

As part of the review it is a requirement that Council give consideration to the following contract items;

- Leadership
- Councillor Relations
- External Relations, including customers and stakeholders
- Organisation Management
- Planning

- Financial Management.

### **Consultation**

Shire President

### **Statutory Implications**

The review of the Chief Executive Officer is a statutory obligation required under section 5.38 and 5.39 of the Local Government Act 1995.

### **Policy Implications**

Nil

### **Financial Implications**

Any variation to the remuneration package of the Chief Executive Officer will need to be considered.

### **Strategic Implications**

Shire of Westonia – Strategic Community Plan 2013-2023

Civic Leadership

- Manage the organisation in a responsible and accountable manner.

### **Voting Requirements**

Simple Majority

### **Officer Recommendation**

That

1. The review of the Chief Executive Officer as presented by the President be adopted as the 2016 Annual Review of the CEO as per requirements of Section 5.38 and 5.39 of the Local Government Act 1995;
2. That the Chief Executive Officer's cash component of the contracted remuneration package be considered.

**15-05/16 Moved Cr Geier seconded Cr Huxtable that the meeting be reopened to the members of the public "out of camera".**

**Carried 5/0**

### **Resolution**

**16-05/16 Moved Cr Geier seconded Cr Hermon that:**

1. **The review of the Chief Executive Officer as presented by the President be adopted as the 2016 Annual Review of the CEO as per requirements of Section 5.38 and 5.39 of the Local Government Act 1995;**
2. **That the Chief Executive Officer's cash component of the contracted remuneration was amended.**

**Carried 5/0**

**Jamie Criddle, Chief Executive Officer entered the meeting at 6.15pm.**

**Judd Hobson entered the meeting at 6.20pm.**

**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**

**17-05/16 Moved Cr Geier, seconded Cr Corsini that Council accepts four items of late business.**

**Carried 5/0**

**9.1 Request to Conduct VACSWIM**

<b>File Reference</b>	<b>RC1.1.6</b>	
<b>Date of Report</b>	<b>18 May 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**

In 2016-17, the Dept of Education will be conducting its 98th annual vacation swimming program and is requesting approval to conduct VacSwim at the Westonia Swimming Pool.

**Comment**

The proposed date and time for the classes is Saturday 17th December to Friday 23<sup>rd</sup> December 2016 from 1.30 – 5.10pm.

Council also offer free entry to the Swimming Pool during the pool season.

**Financial Implications**

Nil

**Voting Requirement**

Majority

**Officer Recommendation**

That Council approve the request of the Education Department to conduct VacSwim classes at the Westonia Swimming Pool from Saturday 17<sup>th</sup> December to Friday 23<sup>rd</sup> December 2016.

**Resolution**

**18-05/16 Moved Cr Geier, seconded Cr Hermon that Council approve the request of the Education Department to conduct VacSwim classes at the Westonia Swimming Pool from Saturday 17<sup>th</sup> December to Friday 23<sup>rd</sup> December 2016.**


**Carried 5/0**

Cr Day and the CEO, Jamie Criddle declared an interest in item 9.2 Request For Donation – Westonia CRC – Golf Camp as they are members of the Westonia Community Resource Centre committee and have Children attending the Golf Camp.

19-05/16 Moved Cr Geier, seconded Cr Huxtable that Council allow Cr Day and the CEO to participate in the discussion.

Carrie 4/0

**9.2 Request For Donation – Westonia CRC – Golf Camp.**

<b>File Reference</b>	<b>RC5.1.4 Sporting Clubs</b>	
<b>Date of Report</b>	<b>18<sup>th</sup> May 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**

In July 2016, the Westonia Community Resource Centre will once again be holding its annual Westonia Junior Golf Camp.

Now in its eleventh year, the golf camp has proven to be the most popular event held by the CRC.

**Comment**

This year's event is reduced slightly due to the unavailability of two of the regular coaches and the withdrawal of funding from Evolution Mining.

Baring this in mind, the CRC are requesting funding from the Shire and the Westonia Progress Association to keep the program running.

The Shire has highlighted the continued support of school holiday programs delivered by the Westonia Community Resource Centre including the Golf Camp in the Strategic Community Plan.

**Statutory Environment**

N/A.

**Policy Implications**

Nil.

**Strategic Implications**

**STRATEGIC COMMUNITY PLAN FOR THE FUTURE 2013 – 2023**

**2. ENHANCED SOCIAL AND COMMUNITY WELL BEING**

2.1 Facilitate the provision of recreational and leisure opportunities

2.2 Provide facilities and programs for health and well-being needs

2.3 Our children, youth, families and seniors are valued, involved and supported

- Continue to support school holiday programs delivered by the Westonia Community Resource Centre including the Golf Camp.

**Financial Implications**

The requested donation is for \$500 plus GST. This amount can be included in the 2016/17 budget.



**Voting Requirement**

Simple Majority.

**Officer Recommendation**


That Council donate \$550 (incl. GST) to the Westonia Community Resource Centre to assist in the running of the 2016 Westonia Junior Golf Camp and include in the 2016/17 budget.

**Resolution**

**20-05/16 Moved Cr Hermon, seconded Cr Huxtable that Council donate \$550 (incl. GST) to the Westonia Community Resource Centre to assist in the running of the 2016 Westonia Junior Golf Camp and include in the 2016/17 budget.**

**Carried 4/0**

### 9.3 Use of Common Seal – WEROC Contract – Executive Officer Services

<b>File Reference</b>	<b>A1.15.4 WEROC</b>	
<b>Date of Report</b>	<b>18<sup>th</sup> May 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**

The Shire of Westonia are members of the Wheatbelt East Regional Organisation of Councils (WEROC), incorporating the Shires of Westonia, Yilgarn, Bruce Rock, Merredin and Kellerberrin. Westonia's CEO, Jamie Criddle and President, Cr Karin Day are CEO and Chairperson of WEROC respectively and are required to sign the contract between WEROC and BHW Consulting for the provision of contract Executive Officer Services for a period of two years commencing 1 July 2016.

#### **Comment**

To expedite the process, the CEO and the President signed the contract 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 contract between WEROC and BHW Consulting for the provision of contract Executive Officer Services for a period of two years commencing 1 July 2016.

#### **Resolution**

**21-05/16 Moved Cr Hermon, seconded Cr Huxtable that Council endorse the actions of the CEO and President in affixing the common seal on the contract between WEROC and BHW Consulting for the provision of contract Executive Officer Services for a period of two years commencing 1 July 2016.**

**Carried 5/0**

**9.4 Donation – Evolution Mining Gibb River Road Challenge**

<b>File Reference</b>	<b>RC5.1.4 Sporting Clubs</b>	
<b>Date of Report</b>	<b>18<sup>th</sup> May 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**

Cr Hermon has requested that Council donate to the Evolution Mining “Gibb River Road Challenge” which took place in mid May.

**Comment**

The “Gibb River Road Challenge” is raising funds for the “Sirens of Silence” charity which is designed to raise awareness of anxiety, depression, PTSD and suicide prevention amongst people within the Emergency Services.

**Statutory Environment**

N/A.

**Policy Implications**

Nil.

**Strategic Implications**

Nil.

**Financial Implications**

The requested donation is for \$200 plus GST. This amount can be costed to account 04107 Members – Donations & Gifts.

**Voting Requirement**

Simple Majority.

**Officer Recommendation**

That Council donate \$200 to the Evolution Mining “Gibb River Road Challenge”.

**Resolution**

**22-05/16 Moved Cr Hermon, seconded Cr Huxtable that Council donate \$200 to the Evolution Mining “Gibb River Road Challenge”.**

**Carried 5/0**

**10 DATE AND TIME OF NEXT MEETING**

The next ordinary meeting of Council will be held on Thursday 16<sup>th</sup> June, 2016 commencing at 3.30pm

**11 MEETING CLOSURE**

There being no further business the President, Cr Day declared the meeting closed at 6.45pm