

**SHIRE OF  
WESTONIA**  
A vibrant community lifestyle

# Minutes

## Ordinary Council Meeting

Held in Council Chambers, Wolfram Street Westonia

Thursday 17 November 2016

### CONFIRMATION OF MINUTES

These minutes were confirmed by the Council on 17 November 2016 as a true and accurate record of the Ordinary Council Meeting held on 22 December 2016.

.....  
**Cr Karin Day**  
**Shire President**

*All attachment items referred to in these minutes are available for public perusal at the Shire Office*

TABLE OF CONTENTS

<b>1. DECLARATION OF OPENING</b>	<b>3</b>
<b>2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE</b>	<b>3</b>
<b>3. PUBLIC QUESTION TIME (3.39PM – 3.49PM)</b>	<b>3</b>
<b>4. APPLICATIONS FOR LEAVE OF ABSENCE</b>	<b>3</b>
<b>5. CONFIRMATION OF PREVIOUS MINUTES</b>	<b>3</b>
<b>6. RECEIVAL OF MINUTES</b>	<b>3</b>
<b>7. PRESIDENT/COUNCILLORS ANNOUNCEMENTS</b>	<b>4</b>
<b>8. DECLARATION OF INTEREST</b>	<b>4</b>
<b>9. MATTERS REQUIRING A COUNCIL DECISION</b>	<b>6</b>
<b>9.1. GOVERNANCE, ADMINISTRATION AND FINANCIAL SERVICES</b>	<b>6</b>
9.1.1 ACCOUNTS FOR PAYMENT	6
9.1.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – OCTOBER 16	8
9.1.3 GST RECONCILIATION REPORT – OCTOBER 2016	10
9.1.4 BUSH FIRE ADVISORY COMMITTEE MEETING AND APPOINTMENTS.	12
9.1.5 NATIONAL ASSESSMENT FRAMEWORK	14
9.1.6 ASSET MANAGEMENT POLICY.	18
<b>9.2 COMMUNITY AND REGULATORY SERVICE</b>	<b>20</b>
<b>9.3 WORKS AND SERVICE</b>	<b>21</b>
<b>9.4 ENVIRONMENTAL HEALTH, PLANNING AND BUILDING SERVICES</b>	<b>22</b>
<b>10 ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN</b>	<b>23</b>
<b>11 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY A DECISION OF THE MEETING</b>	<b>23</b>
11.1.1 WHEATBELT COMMUNITIES CONSTITUTION & DELEGATES	23
<b>12 DATE AND TIME OF NEXT MEETING</b>	<b>25</b>
<b>13 MEETING CLOSURE</b>	<b>25</b>





In accordance with Section 5.60B and 5.65 of the *Local Government Act 1995* the following disclosures of **Proximity** interest were made at the Council meeting held on **17 November 2016**.



Name/Position	
Item No./Subject	
Nature of interest	
Extent of Interest	

Unconfirmed

## 9. MATTERS REQUIRING A COUNCIL DECISION

### 9.1. GOVERNANCE, ADMINISTRATION AND FINANCIAL SERVICES

#### 9.1.1 ACCOUNTS FOR PAYMENT

<b>Responsible Officer:</b>	Jamie Criddle, CEO
<b>Author:</b>	Kay Geier, Senior Finance Officer
<b>File Reference:</b>	F1.3.3 Monthly Financial Statements
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>Attachment 9.1.1</b> List of Accounts
<b>Signature:</b>	<b>Officer</b>  <b>CEO</b> 

#### Purpose of the Report

Executive Decision

Legislative Requirement

#### Background

This information is provided to Council on a monthly basis in accordance with provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

#### Comment

Attached is a copy of Accounts for Payment for the month of October 16. The credit card statements currently show: -

CEO

**October 16 \$3,150.74** associated with the purchase of; Diesel, Vehicle licence, change of plate, Vortex Areo Bar – leg set kit, Micro soft publisher software – CEO, Council compatible cheques, Activ8me, Accommodation Williams, Meals & refreshments Williams, Beacon Lighting – monument lights, Poison permit – chlorine gas.

Works Supervisor

**October 16 \$1,384.62** associated with the purchase of; Diesel, Diesel Small truck, change of plate grader, Watering cans, Licence computer programs, Purchase stamps for office, 11kg roc candy for 100 year celebrations.

#### Statutory Environment

Local Government (Financial Management) Regulations 1996 Regulations 12 & 13 requires the list of accounts to be presented to Council. Payments are made by staff under delegated authority from the CEO and Council.

#### Policy Implications

Council does not have a policy in relation to payment of accounts.

**Strategic Implications**

Accounts for payment are presented to Council in the interests of accountability and provide information on Council expenditure.

**Financial Implications**

Expenditure in accordance with the 2016/2017 Annual Budget.

**Voting Requirements**



Simple Majority



Absolute Majority

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**OFFICER RECOMMENDATIONS**

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That October 16 accounts submitted to today's meeting on Municipal vouchers 3448 to 3460 and D/Debits EFT2047 to EFT2120 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$246,254.82 be passed for payment.

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**RESOLUTION**

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Moved: Cr Hermon

Seconded: Cr Jefferys



04/11-16

That October 16 accounts submitted to today's meeting on Municipal vouchers 3448 to 3460 and D/Debits EFT2047 to EFT2120 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$246,254.82 be passed for payment.

CARRIED 5/0

Cr Corsini entered the room at 4.25pm.

### 9.1.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – OCTOBER 16

<b>Responsible Officer:</b>	Jamie Criddle, CEO
<b>Author:</b>	Kay Geier, Senior Finance Officer
<b>File Reference:</b>	F1.3.3 Monthly Financial Statements
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>Attachment 9.1.2</b> Monthly Statement of Financial Activity
<b>Signature:</b>	<b>Officer</b>  <b>CEO</b> 

#### Purpose of the Report

Executive Decision

Legislative Requirement

#### Background

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

#### Comment

The Monthly Statement of Financial Activity for the period ending 31<sup>st</sup> October 2016 is attached for Councillor 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 Requirements**



Simple Majority



Absolute Majority

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**OFFICER RECOMMENDATIONS**

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

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**RESOLUTION**

Moved:

Cr Hermon

Seconded:

Cr Huxtable

05/11-16



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

CARRIED 6/0

Unconfirmed

**9.1.3 GST RECONCILIATION REPORT – OCTOBER 2016**

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<b>Responsible Officer:</b>	Jamie Criddle, CEO	
<b>Author:</b>	Kay Geier, Senior Finance Officer	
<b>File Reference:</b>	F1.4.4 Audit Report	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	<b>Attachment 9.1.3</b> GST Report	
<b>Signature:</b>	<b>Officer</b>	<b>CEO</b>
		

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 **Purpose of the Report**

Executive Decision

Legislative Requirement

 **Background**

The Reconciled Balance of the GST Ledger to the General Ledger as reported as at ending 31<sup>st</sup> October 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 Councillor 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 Requirements**

Simple Majority

Absolute Majority

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**OFFICER RECOMMENDATIONS**

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That the GST Reconciliation totaling \$9,509.00 for the period ending 31<sup>st</sup> October 16 be adopted.

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**RESOLUTION**

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Moved: Cr Hermon

Seconded: Cr Geier

06/11-16


That the GST Reconciliation totalling \$9,509.00 for the period ending 31<sup>st</sup> October 16 be adopted.

CARRIED 6/0

Unconfirmed

**9.1.4 BUSH FIRE ADVISORY COMMITTEE MEETING AND APPOINTMENTS.**

<b>Responsible Officer:</b>	Jamie Criddle, CEO	
<b>Author:</b>	Jamie Criddle, CEO	
<b>File Reference:</b>	L1.1.2 Bush Fire Advisory	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	Nil	
<b>Signature:</b>	<b>Officer</b>	<b>CEO</b>



**Purpose of the Report**

Executive Decision

Legislative Requirement

**Background**

In accordance with section 38 of the Bush Fires Act 1954 a local government may appoint such persons as it thinks necessary to be its bush fire control officers (FCO's) and of those officers the local government shall appoint two as the Chief Bush Fire Control Officer and Deputy Chief Bush Fire Control Officer.

Council has established a Bush Fire Advisory Committee (BFAC) whose membership is made up of those persons who are appointed as bush fire control officers, a Council delegate and the CEO who serves as executive officer for the Advisory Committee.

**Comment**

The following persons have been recommended by the BFAC as bush fire control officers for the 2016/17 fire season:

Frank Corsini	Chief Bush Fire Control Officer
Malcom Nicoletti	Deputy Chief Bush Fire Officer
Steve LeMoignan	Warralakin Bush Fire Brigade
John McDowall	Warralakin Bush Fire Brigade
Aaron Smith	Warralakin Bush Fire Brigade
Dane Farina	Warralakin Bush Fire Brigade
Malcom Nicoletti	Warralakin Bush Fire Brigade
Tony Murfit	Walgoolan Bush Fire Brigade
Jason Wahlsten	Walgoolan Bush Fire Brigade
David Brown	Walgoolan Bush Fire Brigade
Rohan Day	Walgoolan Bush Fire Brigade
Frank Corsini	Westonia Bush Fire Brigade
Colin Lindley	Westonia Bush Fire Brigade
Brad Penny	Westonia Bush Fire Brigade
Judd Hobson	Shire of Westonia
Jamie Criddle	Shire of Westonia

**Statutory Environment**

Bush Fires Act 1954, section 38 appointment of bush fire control officers

**Policy Implications**

Council does not have a policy in relation to this matter

**Strategic Implications**

Nil




### 9.1.5 NATIONAL ASSESSMENT FRAMEWORK

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<b>Responsible Officer:</b>	Jamie Criddle, CEO
<b>Author:</b>	Jamie Criddle, CEO
<b>File Reference:</b>	F.1.8.2 Asset Management
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>Attachment 9.1.6 National Assessment Framework</b>
<b>Signature:</b>	<b>Officer</b> <span style="float: right;"><b>CEO</b></span>

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#### Purpose of the Report



Executive Decision



Legislative Requirement

#### Background

The statutory introduction of the Integrated Planning and Reporting Framework in 2011 requires local governments to develop a Community Strategic Plan and a Corporate Business Plan as well as informing strategies, such as an Asset Management Plan, a Long Term Financial Plan and a Workforce Plan.

The following extract from the Dept. of Local Government Integrated Planning and Reporting Framework and Guidelines summarises the intent of the IPRF.

*This Integrated Strategic Planning Framework provides the basis for improving the practice of strategic planning in local government. It addresses the minimum requirements to meet the intent of the Act and outlines processes and activities to achieve an integrated strategic plan at the individual local government level.*

#### Comment

The National Assessment Framework (NAF) is an evaluation tool to help local governments assess their progress in the implementation, management, monitoring and reporting of IPRF. The Assessment Framework was initiated by the Local Government and Planning Ministers Council (LGPMC). The Dept of Local Government is funding a NAF mentoring scheme for interested local governments, of which the Shire of Westonia is one. The Shire's mentor is Mark Bourhill of GHD.

The NAF Scheme in Western Australia is split into 2 phases:

- Phase 1 is the application of the online self assessment tool. This benchmarks local government performance in financial and asset management;
- Phase 2 involves staff being trained in asset condition assessments which are then used to update asset management plans, works programs and the like.

At the End of October the management team comprising of the CEO, Works Supervisor and Jasmine Geier with Mark Bourhill, conducted a self assessment and the results are shown in the Attachments .

A report of this assessment has been provided by Mark Bourhill and in the Attachments.

#### **Strategic Longer Term Plan**

This element was assessed as "Complete" because the Community Strategic Plan, Corporate Business Plan and Long Term Financial Plan (LTFP) are current and complete.

There were no improvement items identified for this NAF element.

#### **Annual Budget**

This element was assessed as "Well Progressed" because the Annual Budget is complete and is linked to the LTFP. However, the Budget does not include detail of the resources needed to implement the Strategic Community Plan objectives.

The actions in the AMIP include expanding the Annual Budget document to detail what resources the Shire needs to implement the Strategic Community Plan objectives.

#### **Annual Report**

This element was assessed as “Well Progressed” because the Annual Report is comprehensive and addresses most of the other NAF maturity requirements. However, the Annual Report does not provide a review of the Councils performance against the strategic objectives or an explanation of the reasons for the variation between the budget and actual results.

The actions in the AMIP include expanding the Annual Report to include a new section on the performance against strategic objectives and a commentary on the reasons for variations in budget to actual expenditures.

#### **Asset Management Policy**

This element was assessed as “Not Substantially Progressed” because the Shire does not have an Asset Management Policy.

The AMIP includes preparing an Asset Management Policy.

#### **Asset Management Strategy**

The Asset Management Strategy was assessed as “Partially Meets Requirements” because the Asset Management Plans includes a section on the asset management systems and processes, however an Asset Management Strategy has not been developed that can be used to implement the Asset Management Policy.

The Shire will need to prepare an Asset Management Strategy that details how the Asset Management Policy will be implemented. These actions are included in the AMIP in Appendix A.

#### **Asset Management Plans**

The Asset Management Plans were assessed as “Well Progressed” because the Shire has developed draft Asset Management Plans (AMPs) for all asset classes. The data and information needed to finalise all sections of the Plans was not available for all asset classes at the time that the documents were prepared. The Shire has been collecting the missing data and intends to update the AMPs next year. The Asset Management Plans have been noted by the Council, but have not been endorsed.

As the Shire has not prepared an Asset Management Strategy, the asset hierarchy has not been developed, although the information systems have an imbedded hierarchy that is followed. The cost of providing the services has not been calculated and the forecasts of operations and maintenance expenditure assume a “business as usual” approach. The levels of service tables have established the services and in most cases, the target performance levels. The actual performance information has not been collected to date.

The AMPs have not addressed asset rationalisation or non-service delivery, albeit the opportunities at Westonia are very limited. The Demand Management section of the AMPs is comprehensive, but does not address the possible impacts of Climate Change. Because of Westonia’s location, Climate Change is unlikely to impact on the current or proposed assets.

The specific actions needed to address the maturity gaps in the Asset Management Plan have been detailed in the AMIP (Appendix A).

#### **Governance and Management**

This element was assessed as “Partially Meets Requirements” because the majority of the maturity requirements would be very difficult to efficiently implement in a Shire as small as Westonia. The Shire has a small management team, which communicates effectively. The cost benefit of setting up an Asset Management Steering Committee or internally promoting asset management is questionable. The definition of roles and responsibilities for asset management need to be documented and the Shire’s maturity scores would improve when an Asset Management Policy and Strategy have been developed.

The Council’s Policy – “Purchasing Policy” includes elements of whole of life assessments for all new projects.

The actions included in the AMIP to address the maturity gap for this element include preparing the Asset Management Policy and Strategy, and expanding the explanatory sections in the Budget and Annual Report documents.

#### **Levels of Service (LoS)**

This element was assessed as “Partially Meets Requirements” because the Asset Management Plans for each asset class include a dedicated section on Levels of Service and performance reporting tables. The target performance has been established for most asset classes, however actual results have not been collected or reported. The AMPs also do not contain any information on the cost of providing the services.

The Shire will need to update the AMPs to revise the LoS requirements and include KPI actual results. The process should also include determining the cost of services and application of LoS to operations, maintenance and renewals decision making processes.

#### **Data & Systems**

This element was assessed as “Partially Meets Requirements” because the Shire uses ROMAN II (RAMM) and SynergySoft to support their asset management processes. The systems are not integrated and need to be manually reconciled periodically. Civil assets are managed in ROMAN II and the other asset groups are recorded in the Financial Asset Register (SynergySoft).

SynergySoft and ROMAN II have the condition rating system embedded in the software and can be used to produce renewals programs. The systems have limited capacity to produce maintenance forecasts. The independent Fair Valuation of assets has established the replacement values for assets. The unit replacement rates have not been used in the systems, but are imbedded in the Fair Valuation spreadsheets.

Condition assessment methodologies are described in the Asset Management Plans.

The Shire does not intend to purchase an integrated system and no actions were included in the AMIP for the maturity gap of this element.

#### **Skills & Processes**

This element was assessed as “Well Progressed” because the Asset Management Plans are recent and have been provided to Council for information. Reviews of the asset expenditure forecasts are completed during the preparation of the annual budget and the LTFP has been updated in 2015. The Shire has not assessed the skills and training needed for asset management or provided training for Councillors.

The Shire’s improvement actions to achieve asset management maturity are included in the preparation of the Asset Management Strategy and Policy and updating of the AMPs.

#### **Evaluation**

This element was assessed as “Not Substantially Progressed” because although the AMPs include improvement actions, the responsibilities and timeframes have not been detailed. Levels of Service targets have been set for most asset classes in the AMPs, but the actual performance have not been established and therefore cannot be monitored or reported.

The improvement actions included in the AMIP to address these issues include updating of the Asset Management Plans to populate the Levels of Service tables.



#### **Statutory Environment**

Local Government Act 1995 (S5.56) and associated Regulations



#### **Policy Implications**

Asset Management Policy



#### **Strategic Implications**

Nil



#### **Financial Implications**

The Asset Management Improvement Plan and proposed Asset Management Working Group will result in increased focus on incorporating the integrated planning and reporting framework into the annual budget setting cycle





**Voting Requirements**



Simple Majority



Absolute Majority

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**OFFICER RECOMMENDATIONS**

That Council consider the outcomes of the 2015 NAF self-assessment and receive the report produced by Mark Bourhill.

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**RESOLUTION**

Moved:

Cr Hermon

Seconded:

Cr Corsini

08/11-16

That Council consider the outcomes of the 2015 NAF self-assessment and receive the report produced by Mark Bourhill.

CARRIED 6/0


Unconfirmed

**9.1.6 ASSET MANAGEMENT POLICY.**

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<b>Responsible Officer:</b>	Jamie Criddle, CEO
<b>Author:</b>	Jamie Criddle, CEO
<b>File Reference:</b>	F1.8.2 Asset Management
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>Attachment 9.1.3</b> Asset Management Policy
<b>Signature:</b>	<b>Officer</b> <b>CEO</b>

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**Purpose of the Report**

Executive Decision

Legislative Requirement

**Background**

The Shire of Westonia does not current have an Asset Management Policy, nor a long term financial plan which considers future financial implications of decisions made regarding the creation, maintenance, renewal, upgrade or disposal assets.

**Comment**

The Shire of Westonia has commenced participation in the West Australian Asset Management Implementation Program. This program has been developed specifically for Western Australian local governments to provide a structure for them to assess their asset and financial planning maturity through guidance in the development of asset management policies, strategies and plans, in line with the National Framework for Asset and Financial Management.

A cross functional team has been established from staff within the Shire to progress the implementation of the program, and one of their first tasks has been to develop a draft Asset Management Policy for Council consideration.

The purpose of the policy is to ensure that services delivered by the Shire of Westonia are done so in a sustainable manner, and how the Shire's assets will be managed, including the principles to be considered when making decisions.

**Statutory Environment**

There currently are no legal requirements for local governments to adopt an asset management policy.

**Policy Implications**

Policy 1.5 – Policy Change and Review requires that new policies be made only by notice of motion or as a specific agenda item.

**Strategic Implications**

The draft Asset Management Policy will have a major impact on the strategic decisions made by Council regarding its service provision, and management of assets. It will become one of the most important strategic policies the Shire has.

**Financial Implications**

There are no direct financial implications in adopting the policy, however the policy will directly influence financial decisions in the future.



**Voting Requirements**



Simple Majority



Absolute Majority

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**OFFICER RECOMMENDATIONS**

That Council adopts the proposed Asset Management Policy as attached.

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**RESOLUTION**

Moved:

Cr Hermon

Seconded:

Cr Corsini

09/11-16

That Council adopts the proposed Asset Management Policy as attached.

CARRIED 6/0

Unconfirmed

**9.2 COMMUNITY AND REGULATORY SERVICE**

NIL

Unconfirmed

**9.3 WORKS AND SERVICE**

NIL

Unconfirmed

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

NIL

Unconfirmed

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

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

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### RESOLUTION

Moved: Cr Geier Seconded: Cr Hermon

10/11-16 That Council accepts the following items of late business.

CARRIED 6/0

#### 11.1.1 WHEATBELT COMMUNITIES CONSTITUTION & DELEGATES

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<b>Responsible Officer:</b>	Jamie Criddle, CEO
<b>Author:</b>	Jamie Criddle, CEO
<b>File Reference:</b>	F.1.8.2 Asset Management
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	<b>Attachment 1 - Wheatbelt Communities Constitution</b> <b>Attachment 2 – Constitution Changes Notes</b>
<b>Signature:</b>	Officer CEO



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#### Purpose of the Report

Executive Decision

Legislative Requirement

#### Background

Wheatbelt Communities membership includes members from the 5 WEROC Councils, being the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia and Yilgarn.

Wheatbelt Communities Inc. (WBC) is an independent body incorporated in April 2015 to promote, facilitate and implement measures to enhance the economic development of the Central Eastern Wheatbelt so that it is a thriving and prosperous region that is sensitive to the needs of residents, visitors, enterprise and the environment.

Wheatbelt Communities will be conducting its AGM in November 2016 (in Westonia) and it is necessary to (re)appoint the Shire of Westonia's member representatives. Additionally, as a result of the introduction of the Association Incorporations Act 2015 (the Act) it has been necessary to review Wheatbelt Communities constitution so it conforms to the requirements of the Act.

#### Comment

At its October 2015 meeting Council appointed Councillor Karin Day and Mr Jamie Criddle as the Shire's member representatives to Wheatbelt Communities, no deputies were appointed.

As Cr Day and the CEO appointments aligns with the Appointment of Members in the WEROC MoU, it is therefore recommended that Councillor Day and Mr Criddle remain as the Shire's member representatives, with Councillor Hermon to be appointed as a deputy to both.

The Report on Review of CEACA's constitution contains an agenda item authored by Wheatbelt Communities Executive Officer, Ms Helen Westcott, which details the process followed in reviewing Wheatbelt Communities constitution and the explanation of the proposed amendments, as well as a tracked-changes copy of the constitution.

**Statutory Environment**

Local Government Act 1995; Associations Incorporations Act 2015

**Policy Implications**

Nil

**Strategic Implications**

Nil

**Financial Implications**

Nil

**Voting Requirements**

Simple Majority  Absolute Majority

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**OFFICER RECOMMENDATIONS**

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That:

1. Councillor Karin and Mr Jamie Criddle be appointed as the Shire of Westonia's member representatives to Wheatbelt Communities Inc, with Councillor Doug Hermon appointed as deputy for both; and
2. The Shire of Westonia endorse the revised constitution for Wheatbelt Communities Inc. as presented in Attachment 1, and advise Wheatbelt Communities Inc's Executive Officer accordingly.

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**RESOLUTION**

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Moved: Cr Jefferys Seconded: Cr Corsini

11/11-16

That:

1. Councillor Karin and Mr Jamie Criddle be appointed as the Shire of Westonia's member representatives to Wheatbelt Communities Inc, with Councillor Doug Hermon appointed as deputy for both; and
2. The Shire of Westonia endorse the revised constitution for Wheatbelt Communities Inc. as presented in Attachment 1, and advise Wheatbelt Communities Inc's Executive Officer accordingly.

CARRIED 6/0

Cr Day left the meeting at 5.01pm.

In the absence of a Chairperson, Deputy President, Cr Hermon took the chair for the remainder of the meeting.



## **12 DATE AND TIME OF NEXT MEETING**

The next ordinary meeting of Council will be held on Thursday 22December 2016 commencing at 3.30pm

## **13 MEETING CLOSURE**

There being no further business the Deputy President, Cr Hermon declared the meeting closed at 5.04pm

Unconfirmed