



# Minutes

## Ordinary Council Meeting

Held in Council Chambers, Wolfram Street Westonia

Thursday 16<sup>th</sup> February 2017

### CONFIRMATION OF MINUTES

These minutes were confirmed by the Council on 16 February 2017 as a true and accurate record of the Ordinary Council Meeting held on 16 March 2017.

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

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

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## 1. DECLARATION OF OPENING

The President, Cr Day welcomed Councillors and staff and declared the meeting open at 3.40pm.

## 2. ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE

### Councillors:

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

### Staff:

Mr. JC Criddle	Chief Executive Officer
Mr. J Hobson	Works Supervisor (4.46pm – 5.55pm)

**Members of the Public:** Nil

**Apologies:** Nil

**Approved Leave of Absence:** Nil

## 3. PUBLIC QUESTION TIME

Nil

## 4. APPLICATIONS FOR LEAVE OF ABSENCE

Cr Geier requested a leave of absence for the March & April meetings.

**Moved:** Cr Jefferys      **Seconded:** Cr Huxtable

01/02-17 That Cr Geier be granted a leave of absence for the March & April meetings.

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CARRIED 5/0

## 5. CONFIRMATION OF PREVIOUS MINUTES

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### OFFICER RECOMMENDATIONS

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That the minutes of the Ordinary Meeting of Council held on Thursday 21 December 2016 be confirmed as a true and correct record.

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### RESOLUTION

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**Moved:** Cr Hermon      **Seconded:** Cr Corsini

02/02-17 That the minutes of the Ordinary Meeting of Council held on Thursday 21 December 2016 be confirmed as a true and correct record.

CARRIED 6/0

## 6. RECEIVAL OF MINUTES

Nil.

## 7. PRESIDENT/COUNCILLORS ANNOUNCEMENTS

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

- Community meeting with Mia Davies, Deputy leader of the State National Party with Cr Hermon & CEO.
- Wheatbelt Development Commission regional meeting on 9<sup>th</sup> & 10<sup>th</sup> March.

Cr Corsini advised having attended the following meetings:

- Westonia Community Cooperative AGM with Cr Geier & the CEO.

Cr Huxtable advised having attended the following meetings:

- Westonia Cemetery meeting with Cr Geier and the CEO.

## 8. DECLARATION OF INTEREST

In accordance with Section 5.65 of the *Local Government Act 1995* the following disclosures of **Financial** interest were made at the Council meeting held on **16 February 2017**.

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

In accordance with Section 5.65 of the *Local Government Act 1995* the following disclosures of **Closely Association Person And Impartiality** interest were made at the Council meeting held on **16 February 2017**.

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



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 **16 February 2017**.

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

## 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 November 16. The credit card statements currently show: -

CEO **December 16 \$1216.53** associated with the purchase of; Equipment Swimming Pool, Outdoor water basketball, Accommodation Auditors, Activ8me, iphone cover, wrapping paper, diesel.

**January 17 \$1889.70** associated with the purchase of; Meals Beverages LEMC meeting SX, True Value Solar JV 1,2,3, Activ8me CEO, W/Supervisor houses, BWS – Beverages, Wheatbelt Country Supplies – Gift G Bright.

Works Supervisor **December 16 \$295.55** associated with the purchase of; License grader, Telephone upgrade, Plate change & remake.

**January 17 \$599.60** associated with the purchase of; Granules Elachbutting Toilet, License Works Supervisor vehicle, change of plates, folding tables, broom.

#### 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**

That December 2016 accounts submitted to today's meeting on Municipal vouchers 3467 to 3480 and D/Debits EFT2206 to EFT2251 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$326,079.66 be passed for payment.

That January 2017 accounts submitted to today's meeting on Municipal vouchers 3481 to 3495 and D/Debits EFT2252 to EFT2307 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$245,414.42 be passed for payment.

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**RESOLUTION**

**Moved:**

**Cr Corsini**

**Seconded:**

**Cr Hermon**

**03/02-17**



**That December 2016 accounts submitted to today's meeting on Municipal vouchers 3467 to 3480 and D/Debits EFT2206 to EFT2251 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$326,079.66 be passed for payment.**

**That January 2017 accounts submitted to today's meeting on Municipal vouchers 3481 to 3495 and D/Debits EFT2252 to EFT2307 (inclusive of Department of Planning and Infrastructure / Creditor and Bank Fees Directly Debited and Visa Card Payments) totalling \$245,414.42 be passed for payment.**

**CARRIED 6/0**

**9.1.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY – JANUARY 2017**

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<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> 

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**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> January 2017 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**

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That Council adopt the Monthly Financial Report for the period ending 31<sup>st</sup> January 2017 and note any material variances greater than \$10,000 or 15%.

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**RESOLUTION**

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Moved: Cr Hermon

Seconded: Cr Corsini



04/02-17 That Council adopt the Monthly Financial Report for the period ending 31<sup>st</sup> January 2017 and note any material variances greater than \$10,000 or 15%.

CARRIED 6/0



**9.1.3 GST RECONCILIATION REPORT – December 2016, January 2017**

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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> January 2017 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 \$6,206 for the period ending 31<sup>st</sup> December 2016 be adopted.

That the GST Reconciliation totaling \$5,970 for the period ending 31<sup>st</sup> January 2017 be adopted.

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**RESOLUTION**

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**Moved:** Cr Geier

**Seconded:** Cr Corsini

**05/02-17** That the GST Reconciliation totalling \$6,206 for the period ending 31<sup>st</sup> December 2016 be adopted.

That the GST Reconciliation totalling \$5,970 for the period ending 31<sup>st</sup> January 2017 be adopted


**CARRIED 6/0**

**9.1.4 USE OF COMMON SEAL – WEROC MOU**

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<b>Responsible Officer:</b>	Jamie Criddle, CEO	
<b>Author:</b>	Jamie Criddle, CEO	
<b>File Reference:</b>	CA1.3.2.	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	Nil	
<b>Signature:</b>	<b>Officer</b>	<b>CEO</b>

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**Purpose of the Report**

Executive Decision  Legislative Requirement

**Background**

At a recent Council meeting of the WEROC Regional Organisation of Council held in Westonia on the 30<sup>th</sup> November 2016, the Presidents and Chief Executive Officers from participating Councils, signed the updated Memorandum of Understanding and affixed the common seal to the document.

There were only minor changes to the existing document and a copy is attached for your perusal.

**Comment**

The use of the common seal now requires the endorsement of the Council.

**Statutory Environment**

Nil

**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 Council endorses the use of the common seal on the WEROC Memorandum of Understanding between the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia & Yilgarn.

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**RESOLUTION**

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**Moved:** Cr Geier

**Seconded:** Cr Huxtable

**06/02-17** That Council endorses the use of the common seal on the WEROC Memorandum of Understanding between the Shires of Bruce Rock, Kellerberrin, Merredin, Westonia & Yilgarn.


**CARRIED 6/0**

### 9.1.5 ADMINISTRATION & RESOURCE CENTRE TELEPHONE UPGRADE

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<b>Responsible Officer:</b>	Jamie Criddle, CEO	
<b>Author:</b>	Jamie Criddle, CEO	
<b>File Reference:</b>	A2.4.1	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	Nil	
<b>Signature:</b>	<b>Officer</b>	<b>CEO</b>

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#### **Purpose of the Report**

- Executive Decision                       Legislative Requirement

#### **Background**

The current NEC phone system installed for both the Shire Admin building and the Community Resource Centre was commissioned in 2001 and is currently 16 years old. While it is working OK at the moment, some minor issues have occurred with no companies willing to repair or maintain the hardware.

#### **Comment**

I originally spoke with Merredin Telephone Services in relation to implementing a "Messages on Hold" type function to our current system as the current one is either not working "no sound" and people often hang up or when working the default sound is annoying and customers often complain about the sound. Scott Wilson advised that this system is 3 generation old and is not compatible, nor is it repairable or upgradable!

I requested him to provide me with a quote for a replacement system with the capacity to record your own messages or display a "Messages on Hold" type function. It will also have the ability to use cordless phones which will greatly benefit both offices. The cost for a fully installed system including messages function comes to \$6,660.00 plus GST.

#### **Options**

1. That Council proceed with the purchase of the telephone system immediately with funds to be transferred from the Communication & IT Reserve Account.
2. That Council lists the purchase of the telephone system as a draft budget recommendation for the 2017/18 financial year.
3. That Council does nothing until the phone system breaks down.

#### **Statutory Environment**

Local Government Act, 1995

#### **6.8. Expenditure from municipal fund not included in annual budget**

(1) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure ...

... (b) is authorized in advance by resolution\*; or

\*Absolute majority required.

(1a) In subsection (1) -

"additional purpose" means a purpose for which no expenditure estimate is included in the local government's annual budget ...

 **Policy Implications**

Nil

 **Strategic Implications**

Nil

 **Financial Implications**

Council's 2016/17 Municipal Budget does not contain provision for the unbudgeted item and requires approval from Council to access funds from the Communication & IT Reserve Account. There are funds in the order of \$24,900 in the Reserve Account.

There will be no impact on Council's 2016/17 Municipal Budget.

 **Voting Requirements**

Simple Majority

Absolute Majority

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**OFFICER RECOMMENDATIONS**

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That Council recommends the appropriate action in relation to the administration phone system.

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**RESOLUTION**

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**Moved:** Cr Huxtable **Seconded:** Cr Jefferys

**07/02-17** That Council lists the purchase of the telephone system as a draft budget recommendation for the 2017/18 financial year.

**CARRIED 6/0**



**9.1.6 RATES WRITE OFF – 68 DIORITE STREET, WESTONIA**

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<b>Responsible Officer:</b>	Jamie Criddle, CEO
<b>Author:</b>	Stacey Geier, Rates
<b>File Reference:</b>	R1.1.11
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil

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<b>Signature:</b>	<b>Officer</b>	<b>CEO</b>
	Stacey Geier	

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**Purpose of the Report**

Executive Decision  Legislative Requirement

**Background**

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

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

1. Rates Notice A172 68 Diorite St, WESTONIA
2. Unrateable property owned by WA Land Authority.
3. The total amount of debtor write-off amount to \$ 71.92

**Statutory Environment**

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

**Policy Implications**

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

**Strategic Implications**

Effective financial control.

**Financial Implications**

An adjustment of \$ 71.92.

**Voting Requirements**

Simple Majority  Absolute Majority

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**OFFICER RECOMMENDATIONS**

That Council agrees in accordance with S 6.12 (1)(c) of the Local Government Act, to write-off an amount of \$ 71.92 from outstanding rates debtors, being unrateable land – incorrectly raised.

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**RESOLUTION**

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**Moved:** Cr Geier

**Seconded:** Cr Corsini

**08/02-17**



That Council agrees in accordance with S 6.12 (1)(c) of the Local Government Act, to write-off an amount of \$ 71.92 from outstanding rates debtors, being unrateable land – incorrectly raised.

**CARRIED 6/0**



**9.1.7 RATES WRITE OFF – 261 QUARTZ STREET, WESTONIA**

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<b>Responsible Officer:</b>	Jamie Criddle, CEO
<b>Author:</b>	Stacey Geier, Rates
<b>File Reference:</b>	R1.1.11
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil
<b>Signature:</b>	<b>Officer</b> <b>CEO</b> Stacey Geier  

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**Purpose of the Report**

- Executive Decision  Legislative Requirement

**Background**

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

**Comment**

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

1. Rates Notice A158 261 Quartz St, WESTONIA
2. Now Shire owned property.
3. The total amount of debtor write-off amount to \$ 2,705.07

**Statutory Environment**

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

**Policy Implications**

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

**Strategic Implications**

Effective financial control.

**Financial Implications**

An adjustment of \$ \$ 2,705.07.

**Voting Requirements**

- Simple Majority  Absolute Majority

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**OFFICER RECOMMENDATIONS**

That Council agrees in accordance with S 6.12 (1)(c) of the Local Government Act, to write-off an amount of \$ 2,705.07 from outstanding rates debtors, being Now Council Owned Property.

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**RESOLUTION**

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**Moved:** Cr Geier

**Seconded:** Cr Hermon

09/02-17

That Council agrees in accordance with S 6.12 (1)(c) of the Local Government Act, to write-off an amount of \$ 2,705.07 from outstanding rates debtors, being Now Council Owned Property.


CARRIED 6/0

## 9.1.8 ANNUAL FINANCIAL REPORT & FINANCIAL STATEMENTS

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<b>Responsible Officer:</b>	Jamie Criddle, CEO	
<b>Author:</b>	Jamie Criddle, CEO	
<b>File Reference:</b>	CA1.3.2.	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	Nil	
<b>Signature:</b>	<b>Officer</b>	<b>CEO</b>

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### **Purpose of the Report**

Executive Decision

Legislative Requirement

### **Background**

Council adoption of the Annual Report for the 2015/16 financial year is required as per recommendation from the Audit Committee.

The Shire of Westonia auditors have completed the Annual Audit for the financial year ending 30th June 2016 as per the Local Government Act 1995 as amended and the Local Government (Financial Management) Regulations 1996.

The auditors attended Council's offices on the 8<sup>th</sup> & 9<sup>th</sup> November 2017.

### **Comment**

All councilors will be presented with a copy of the Annual Report for the 2015/16 Financial year prior to the meeting. The Audit Report & Management Letter will be finalised on Friday and will be emailed when received.

In accordance with section 6.4 of the Local Government Act 1995 a local government is required to prepare an annual financial report for the preceding financial year and submit it to its auditor before 30<sup>th</sup> September each year.

Following acceptance of the Annual Report by Council, Council is required to hold a general meeting of electors within 56 days. At least 14 days local public notice must be given of an electors meeting. The Annual Electors Meeting must be held prior to 13<sup>th</sup> April 2017.

### **Statutory Environment**

Local Government Act 1995 (As Amended)

#### **5.27. Electors' general meetings**

- (1) A general meeting of the electors of a district is to be held once every financial year.
- (2) A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.
- (3) The matters to be discussed at general electors' meetings are to be those prescribed.

#### **5.54. Acceptance of annual reports**

- (1) Subject to subsection (2), the annual report for a financial year is to be accepted\* by the local government no later than 31 December after that financial year.

\* Absolute majority required.

- (2) If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.

[Section 5.54 amended by No. 49 of 2004 s. 49.]

#### **5.55. Notice of annual reports**

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

Division 4 — General

#### **7.12A. Duties of local government with respect to audits**

- (1) A local government is to do everything in its power to —
- (a) assist the auditor of the local government to conduct an audit and carry out his or her other duties under this Act in respect of the local government; and
  - (b) ensure that audits are conducted successfully and expeditiously.
- (2) Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.
- (3) A local government is to examine the report of the auditor prepared under section 7.9(1), and any report prepared under section 7.9(3) forwarded to it, and is to —
- (a) determine if any matters raised by the report, or reports, require action to be taken by the local government; and
  - (b) ensure that appropriate action is taken in respect of those matters.
- (4) A local government is to —
- (a) prepare a report on any actions under subsection (3) in respect of an audit conducted in respect of a financial year; and
  - (b) forward a copy of that report to the Minister,
- by the end of the next financial year, or 6 months after the last report prepared under section 7.9 is received by the local government, whichever is the latest in time.

[Section 7.12A inserted by No. 49 of 2004 s. 8.]

Local Government (Financial Management) Regulations 1996

#### **51. Completion of financial report**

- (1) After the annual financial report, has been audited in accordance with the Act the CEO is to sign and append to the report a declaration in the form of Form 1.
- (2) A copy of the annual financial report of a local government is to be submitted to the Departmental CEO within 30 days of the receipt by the local government's CEO of the auditor's report on that financial report.

[Regulation 51 amended in Gazette 18 Jun 1999 p. 2639; 20 Jun 2008 p. 2726.]

#### **Policy Implications**

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

#### **Strategic Implications**

Nil

#### **Financial Implications**

Nil



**Voting Requirements**



Simple Majority



Absolute Majority

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**OFFICER RECOMMENDATIONS**

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That Council accepts the recommendation from the Audit Committee, therefore:

1. Adopts the Annual Financial Report for the Financial Year 2015/16;
2. Adopts the Audit Report for 2015/16 Financial Year;
3. Adopts the Management Report for the 2015/16 Financial Year;
4. Adopts the Annual Report for the 2015/16 Financial Year inclusive of the above as presented; and
5. Advertises Annual Elector's Meeting be held on (insert date) February 2017, commencing at (insert time) pm in the Old Miners Hall, Westonia.

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**RESOLUTION**

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Moved:

Cr Corsini

Seconded:

Cr Geier

**10/02-17**

**That Council accepts the recommendation from the Audit Committee, therefore:**

- 1. Adopts the Annual Financial Report for the Financial Year 2015/16;**
- 2. Adopts the Audit Report for 2015/16 Financial Year;**
- 3. Adopts the Management Report for the 2015/16 Financial Year;**
- 4. Adopts the Annual Report for the 2015/16 Financial Year inclusive of the above as presented; and**
- 5. Advertises Annual Elector's Meeting be held on 16 March 2017, commencing at 7.00pm in the Old Miners Hall, Westonia.**

**CARRIED 6/0**

**9.2 COMMUNITY AND REGULATORY SERVICE**

**NIL**


### 9.3 WORKS AND SERVICE

#### 9.3.1 TENDER 5-16/17 – WHEEL LOADER

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<b>Responsible Officer:</b>	Jamie Criddle, CEO	
<b>Author:</b>	Jamie Criddle, CEO	
<b>File Reference:</b>	F1.9.1	
<b>Disclosure of Interest:</b>	Nil	
<b>Attachments:</b>	Nil	
<b>Signature:</b>	<b>Officer</b>	<b>CEO</b>

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#### Purpose of the Report



Executive Decision



Legislative Requirement



#### Background

Council has made allowance in its 2016/17 Budget for the purchase of a new Wheel Loader to replace the existing Cat 938H. As part of the Budget process, Council resolved to call tenders for the supply of one new Wheel Loader.

A notice inviting tenders was advertised on 31 January 2017 with tenders closing on 14 February 2017.



#### 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 were deemed to comply with the compliance criteria.

#### Assessment of Tenders against qualitative criteria:

Tenders were scored using the following range:

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

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

**Basis of recommendation:**

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

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**

Nil

**Financial Implications**

An allocation of \$200,000 net, ex GST has been allowed for in the 2016/17 financial budget for the purchase of a Wheel Loader.

**Voting Requirements**

Simple Majority

Absolute Majority

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**OFFICER RECOMMENDATIONS**

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That Council:

Accept the tender from (Name of Tenderer) for the Supply one new Wheel Loader for the total tendered price of (insert amount) excluding GST, less trade-in of (insert amount) excluding GST leaving a changeover amount of (insert amount) excluding GST.

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**RESOLUTION**

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Moved: Cr Hermon

Seconded: Cr Corsini

11/02-17 That Council:

Accept the tender from Hitachi Construction for the Supply one new John Deere 624K Wheel Loader for the total tendered price of \$297,000.00 excluding GST, less trade-in of \$105,000.00 excluding GST leaving a changeover amount of \$192,000.00 excluding GST.



Include optional extra scales at \$8,000.00 excluding GST. Total changeover cost of \$200,000.00

CARRIED 6/0


## 9.4 ENVIRONMENTAL HEALTH, PLANNING AND BUILDING SERVICES

### 9.4.1 WALGA - PLASTIC BAG DISCUSSION PAPER

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<b>Responsible Officer:</b>	Jamie Criddle, CEO
<b>Author:</b>	Jamie Criddle, CEO
<b>File Reference:</b>	CA1.3.2.
<b>Disclosure of Interest:</b>	Nil
<b>Attachments:</b>	Nil
<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

Correspondence has been received from the Western Australian Local Government Association (WALGA) seeking comment on the proposed implementation of local laws banning plastic bags. WALGA advises that a number of local governments have expressed an interest in putting in place local laws banning plastic bags, and that WALGA through the Waste Advisory Council has undertaken research on options for plastic bag bans and the range of issues associated with plastic pollution.

#### Comment

WALGA is seeking feedback from Council with respect to the following:

1. *Is plastic pollution and litter an issue for your Local Government? Why/why not?*
2. *What actions is your Local Government taking to address littering and prevent plastic entering the environment (e.g. provision of public waste bins, gross pollutant traps, facilitation Adopt a Spot projects)?*
3. *Does your Council support a state-wide plastic bag ban?*
4. *Would your Council like to introduce a Local Law to ban plastic bags?*

The Chief Executive Officer has discussed the current situation with respect to waste management within the Shire of Westonia with the EHO at the Shire of Merredin. It is believed that the Shire is managing to control the disposal of waste matter, including plastic waste, in an effective manner with no indication that plastic bags are causing a pollution problem within the Shire.

The current plastic bags in use within the Shire are biodegradable when exposed to the elements and it is believed that a ban on the use of plastic bags within the Shire would inconvenience local members of the public without any real benefit to the environment.

 **Statutory Environment**

Nil

 **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 the Western Australian Local Government Association be advised as follows:

1. plastic pollution and litter are not currently a problem within the Shire of Westonia;
2. the Shire of Westonia provides an adequate number of public waste bins and the local population is aware of the need for responsible disposal of waste materials;
3. Council does not support a state-wide plastic bag ban; and
4. Council will not be introducing a local law to ban plastic bags.

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**RESOLUTION**

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**Moved:** Cr Geier

**Seconded:** Cr Hermon

**12/02-17** That the Western Australian Local Government Association be advised as follows:

1. plastic pollution and litter are not currently a problem within the Shire of Westonia;
2. the Shire of Westonia provides an adequate number of public waste bins and the local population is aware of the need for responsible disposal of waste materials;
3. Council does not support a state-wide plastic bag ban; and
4. Council will not be introducing a local law to ban plastic bags.

**CARRIED 6/0**

## 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

### RESOLUTION

Moved: Cr Jefferys Seconded: Cr Geier

13/02-17 That Council accepts two item of late business.

CARRIED 6/0

### 11.1 REMOVAL OF EXEMPTION VEHICLE LICENCING FEES

**Responsible Officer:** Jamie Criddle, CEO  
**Author:** Jamie Criddle, CEO  
**File Reference:**  
**Disclosure of Interest:** Nil  
**Attachments:** Nil

**Signature:** Officer CEO

#### Purpose of the Report



Executive Decision



Legislative Requirement

#### Background

On 6 January 2017 correspondence was received from the Department of Transport advising that licensing concessions for Council Vehicles would cease as of the 1 July 2017.

A copy of this letter is attached.

Currently, all Council vehicles have Concession Code 511 (W.A. Local Government Authorities) which exempts the Local Governments from paying licensing fees and insurance duty on vehicles.

#### Comment

In 2016/2017, the Shire of Westonia has paid a total of \$5,004 on vehicle registrations for all of its vehicles. Should the discontinuation of the vehicle licence concessions come into effect on the 1 July 2017, close to an additional \$40,000 will need to be included in the plant and machinery budget. This equates to over 4.6% of Council's rates revenue.

Over ten years it is estimated that the Stamp Duty payable on new vehicles will on average over \$27,000 per year. This equate to almost 3.5% of Council rates annually.

Attached is a copy of the breakdown of costs associated with the discontinuation of the concessions.

The Department of Transport has issued a 'Frequently Asked Questions' flyer which advises as follows:

*The government considers that some concessions are no longer relevant and are out of step with practices across Australia. One of the main purpose of imposing charges is to support the real costs of maintaining the road network.*

*These changes have resulted from a review which identified that WA vehicle licensing concessions regime was the most generous in the country. No other Australian jurisdiction provides these concessions (with the exception of Queensland which applies a local government concession.*

*Specific concessions available for emergency vehicles and used for firefighting purposes, ambulances, limited use vehicles and vehicles with approved wheelchair hoists or ramps will remain. Currently licensed vehicles of these types will be identified and appropriate concessions automatically applied.*

*The money collected from vehicle registrations is directly allocated to road network and infrastructure projects from which the whole community benefits.*

However, an extract from the 2016-17 State Budget advised:

*From 1 July 2017, the 100% motor vehicle licence fee concession available to Australian Defence Force, Commonwealth Government and local authority vehicles will be removed.*

*This measure is forecast to raise an additional \$17.6 million across the forward estimates period (2016/17 to 2019/20). As this funding is hypothecated to Main Roads under the Road Traffic (Administration) Act 2008, it will be offset by an equivalent reduction in the service appropriation to Main Roads.*

This directly contradicts what was said about the additional funds going to the road and infrastructure networks.



#### **Statutory Environment**

Road Traffic (Vehicles) Regulations 2014



#### **Policy Implications**

Nil



#### **Strategic Implications**

Strategic Community Plan

- Provide good strategic decision making, governance, leadership and professional management
- Develop leadership skills and behaviours that enhance the knowledge, skills and experience of the Shire staff and Council.
- Manage the organisation in a responsible, accountable and consultative manner.
- Deliver services that meet the current and future needs and expectations of the community, whilst maintaining statutory compliance



#### **Financial Implications**

Discontinuation of the concession could increase the annual operating expenditure for the Shire of Westonia by up to \$40,000 for the 2017/2018 Annual Budget.



#### **Voting Requirements**



Simple Majority



Absolute Majority

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#### **OFFICER RECOMMENDATIONS**

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That Council endorse the actions of the Chief Executive Officer and President in writing to the Premier and various members of parliament expressing Council's concerns regarding the discontinuation of the Vehicle concession and requesting steps be taken to have the decision overturned.

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**RESOLUTION**

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**Moved:** Cr Huxtable **Seconded:** Cr Corsini

**14/02-17** That Council endorse the actions of the Chief Executive Officer and President in writing to the Premier and various members of parliament expressing Council's concerns regarding the discontinuation of the Vehicle concession and requesting steps be taken to have the decision overturned

CARRIED 6/0

**11.2 VINTAGE TRUCKS AND OLD MOTORS STORED IN DEPOT**

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**Responsible Officer:** Jamie Criddle, CEO  
**Author:** Jamie Criddle, CEO  
**File Reference:**  
**Disclosure of Interest:** Nil  
**Attachments:** Nil  
**Signature:** Officer CEO



**Purpose of the Report**

Executive Decision  Legislative Requirement

**Background**

Council have an assortment of old trucks, motors stored in and behind the old depot. The ownership of these items is not fully known and several requests have been made from community members and restorers on purchasing various items.

**Comment**

The photo's listed below depict the items in question.

Council staff wish to better utilise the space we have in the depots, as several items of plant are uncovered or no locked away.





It is requested that an inventory is made of the items in question and who they belong to, so that Council can look at rationalizing items and possibly storing them elsewhere.

 **Statutory Environment**

Nil

 **Policy Implications**

Nil

 **Strategic Implications**

Nil

 **Financial Implications**

Nil

 **Voting Requirements**



Simple Majority



Absolute Majority

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**OFFICER RECOMMENDATIONS**

That Council consult with the Community as to what their thoughts are in relation to the various trucks and motors stored within the Shire Depot and report back to Council at the March meeting.

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**RESOLUTION**

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**Moved:** Cr Huxtable

**Seconded:** Cr Corsini

**15/02-17** That Council consult with the Community as to what their thoughts are in relation to the various trucks and motors stored within the Shire Depot and report back to Council at the March meeting.

**CARRIED 5/1**

**12 DATE AND TIME OF NEXT MEETING**

The next ordinary meeting of Council will be held on Thursday 16 March 2017 commencing at 3.30pm

**13 MEETING CLOSURE**

There being no further business the President, Cr Day declared the meeting closed at 5.55pm