



Shire of
YILGARN

“good country for hardy people”

Minutes

*Ordinary Meeting of
Council*

September

2017

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open at 4:00pm

2. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

A Citizenship ceremony was conducted at 3.15pm before the council meeting

3. ATTENDANCE

PRESENT

Presiding Member President-Cr O Truran

Members Deputy President- Cr W Della Bosca
Cr B Close
Cr J Della Bosca
Cr P Nolan
Cr K Chrisp

Council Officers B Jones, Chief Executive Officer
C Watson, Executive Manager Corporate Services
R Bosenberg, Executive Manager Infrastructure
L Della Bosca, Minute Taker

Apologies: Cr D Pasini
Observers Nil

4. DECLARATION OF INTEREST

Nil

5. PUBLIC QUESTION TIME

Nil

6. CONFIRMATION OF MINUTES

6.1 Ordinary Meeting of Council Thursday 17th August 2017 Minutes

78/2017

Moved Cr W Della Bosca/Seconded Cr Close

*That the minutes from the Ordinary Council Meeting held on the 17th August 2017
be confirmed as a true record of proceedings*

Carried (6/0)

7. PRESENTATIONS, PETITIONS, DEPUTATIONS

Cr Truran announced the following

- Attended the DHAC Teleconference on the 6th September
- Attended the YSSSA sports carnival and handed out medals on the 8th September
- On the 12th September attended a meeting with Jo Drayton from Suicide Prevention.

Thank you to Cr W Della Bosca who attended the CEACA and WEROC meetings with the CEO

Cr J Della Bosca attended the Netball windup on the 8th September and the Football windup on the 9th September.

Cr Close attended the Football windup on the 9th September and the CEO interview on the 12th September

Cr W Della Bosca announced the following

- Attended the CEACA and WEROC meetings with the CEO on the 6th September
- Chaired the DOAC meeting in Merredin on the 11th September
- Attended the CEO interview on the 12th September

Cr Nolan announced the following

- Attended the Agcare meeting on the 29th August
- Attended the the CEO interview on the 12th September
- and the Community Reference Group with Cliffs at Koolyanobbing on the 13th September

8. DELEGATES' REPORTS

Nil

9. Reporting Officer – Chief Executive Officer

9.1.1 Policy Manual Review

File Reference	2.3.3.2
Disclosure of Interest	Nil
Voting Requirements	Nil
Attachments	Policy Manual available in Dropbox, Heavy Vehicle Cost Recovery Guideline - WALGA

Purpose of Report

To review Council Policies

Background

Council undertook a substantial review of Council Policies at the ordinary Council meeting held on Thursday 15 September 2016.

Comment

Following a review of the Council Policies by the executive staff the following amendments are recommended for Council consideration:

- All Policies as required
Replace “Deputy Chief Executive Officer” with “Executive Manager Corporate Services”
- 3.2 Surplus Funds Investment
Increase the maximum fixed term for deposits from 12 months to three years. Recent amendments to the local government (financial management) regulations have extended the maximum period for investments and this recommended change is in line with the change to the regulations.
- 4.3 Advertising and Directional Signs
Replace “Shires Administration Team” on last page with “Chief Executive Officer”
- 4.8 Mining Tenements
Replace “Department of Minerals and Petroleum” with “Department of Mines, Industry Regulation and Safety” and replace “Department of Environment Regulation” with “Department of Water and Environmental Regulation”
- 5.1 Crossovers
After the word “pay” and before “50%” on the second line include “the subsidy as listed or” and at the end of the sentence include “whichever is the lower”. This will then read “...will pay the subsidy as listed or 50% of the cost of the standard crossover, whichever is the lower”

5.2 Heavy Haulage on Local Roads

Delete the entire section "Cost Recovery relating to Mining and Extractive Industries" and replace with the following:

Heavy Vehicle Cost Recovery

If any party plans to run a defined vehicle freight task that is deemed an extraordinary load that is likely to cause damage resulting in extraordinary expenses to the Shire, the Shire may negotiate a relevant charge in accordance with the Heavy Vehicle Cost Recovery Policy Guideline for Sealed Roads or enter into an Agreement (if unsealed) in accordance with the Road Traffic (Administration) Act.

Reason: The current wording of this Policy is unclear and does not reflect past and current practice. WALGA have recently adopted the Heavy Vehicle Cost Recovery Policy Guideline for Sealed Roads and it is recommended this be used as a basis for damage to sealed roads and an Agreement entered into if unsealed. A copy of this Policy is attached.

5.4 Road Building Material – Gravel

Increase the per cubic metre rate from 80 cents to \$1.00

6.2 Council Operated Standpipes

Include the following:

Standpipe Controllers

- Standpipes with card access controllers, installed at Beaton Road, Garrett Road and Koolyanobbing Road, are only accessible by individuals and companies who have been pre-approved and issued with one or more access cards;
- Cards can either be pre-paid or post-paid. Post-paid accounts must have a direct debit set up with the Shire;
- New or replacement cards will be at the cost of the user, the fee is set at \$20;
- Application forms are available from the Shire administration office; and
- In the event of bushfire or other emergency the standpipe controller will be switched to manual to avoid delays in obtaining water for fire fighting or other relevant emergency.

6.3 Complaints Handling

Under guidelines, second dot point, second sentence, include the following after "complaint" "relates to a third party or"

7.5 Acting Chief Executive Officer

Include the following comment:

“If the CEO decides to continue regular communication with the Shire through I-Pad and mobile phone (checking emails and taking phone calls) while absent on leave and accordingly does not believe the appointment of an Acting CEO is necessary then this Policy will not apply”.

Statutory Environment

2.7. Role of council

(1) *The council —*

(a) *governs the local government’s affairs; and*

(b) *is responsible for the performance of the local government’s functions.*

(2) *Without limiting subsection (1), the council is to —*

(a) *oversee the allocation of the local government’s finances and resources; and*

(b) *determine the local government’s policies.*

Strategic Implications

Nil

Policy Implications

Recommended changes to Policy

Financial Implications

Increase in cost to acquire gravel

Recommendation

That Council agree to amend the relevant Policies as recommended within this Report

Resolution

79/2017

Moved Cr Chrisp/Seconded Cr W Della Bosca

That Council agree to amend the relevant Policies as recommended within this Report

Carried (6/0)

9. Reporting Officer – Chief Executive Officer

9.1.1 Draft Corporate Business Plan

File Reference	1.1.12.4
Disclosure of Interest	Nil
Voting Requirements	Absolute
Attachments	Copy of draft Corporate Business Plan

Purpose of Report

To consider extending the period of the Shire of Yilgarn Corporate Business Plan and endorsing a draft Corporate Business Plan.

Background

The current Shire of Yilgarn Corporate Business Plan was adopted by Council in June 2013 and expired on 30 June 2017.

The Shire has been working towards preparing a new Corporate Business Plan (CBP). The Shire has been keen to prepare the CBP in-house rather than engage consultants. Previous experience has been that strategic planning documents prepared by consultants do not have any ownership from Council or staff. An example of this is the CBP adopted by Council in June 2013 was based on “rate increase of 9% in the first year and 6% annually thereafter”. In July 2013, one month after adopting the CBP, Council adopted a Budget with the rates for GRV increasing 3.5% and UV with no increase.

Comment

A copy of a draft CBP is attached for Council consideration. This document is incomplete as we have yet to finalise a new Asset Management Plan and complete a Long Term Financial Plan. Talis Consultants have been engaged to prepare an Asset Management Plan and the Long Term Financial Plan will be completed in-house by the Executive Manager Corporate Services.

The purpose of providing an incomplete CBP to Council at this stage is due to a new Council and new CEO commencing at the Shire in the near future. It is important that the new Council and CEO be involved in finalising the CBP and it is recommended that the new CEO be responsible for working with Council to finalise the CBP.

The intent is for Council to acknowledge the work done to date and understand the current status of our strategic planning documents.

As the current CBP expired on 30 June 2017 it is recommended that Council extend this CBP until 30 June 2018 so that we comply with the requirements of the local government (administration) regulations.

Statutory Environment

Local Government (Administration) Regulations

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.

Strategic Implications

Contained within the Corporate Business Plan

Policy Implications

Nil

Financial Implications

Nil

Recommendation

That Council:

- Agree that the current Corporate Business Plan, as adopted in June 2013 and reviewed in 2015, remain in place until a new Corporate Business Plan is adopted,

- Acknowledge the status of the new draft Corporate Business Plan completed in-house and as attached,
- Agree that the new CEO be responsible to work with the new Council to finalise a new Corporate Business Plan to replace the current Corporate Business Plan.

Resolution

80/2017

Moved Cr W Della Bosca/Seconded Cr Close

That Council:

- ***Agree that the current Corporate Business Plan, as adopted in June 2013 and reviewed in 2015, remain in place until a new Corporate Business Plan is adopted,***
- ***Acknowledge the status of the new draft Corporate Business Plan completed in-house and as attached,***
- ***Agree that the new CEO be responsible to work with the new Council to finalise a new Corporate Business Plan to replace the current Corporate Business Plan.***

Carried (6/0)

9.2 Reporting Officer– Executive Manager Corporate Services

9.2.1 Financial Reports

File Reference	8.2.3.2
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Attachments	See attachment 9.2.1

Purpose of Report

To consider the Financial Reports

Background

Enclosed for Council's information are various financial reports that illustrate the progressive position of Council financially on a month-by-month basis.

The following reports are attached and have been prepared as at the 31st August 2017:

- Rates Receipt Statement
- Statement of Investments
- Monthly Statement of Financial Activity
- Own Source Revenue Ratio

Councillors will be aware that it is normal practice for all financial reports to be indicative of Council's current Financial Position as at the end of each month.

During the 2012/2013 audit it was noted by the Shire's Auditors that the own source revenue was below acceptable. Council asked for the ratio to be monitored and is therefore included as part of this report.

Comment

Nil

Statutory Environment

Local Government (Financial Management) Regulations 1996 Regulation 34(i)(a) and Regulation 17.

Strategic Implications

Nil

Policy Implications

Nil

Financial Implications

Nil

Recommendation

That Council endorse the various Financial Reports as presented for the period ending 31st August 2017

Resolution

81/2017

Moved Cr Close/Seconded Cr J Della Bosca

That Council endorse the various Financial Reports as presented for the period ending 31st August 2017

Carried (6/0)

9.2 Reporting Officer– Executive Manager Corporate Services

9.2.2 Accounts for Payment

File Reference	8.2.1.2
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Attachments	See attachment 9.2.2

Purpose of Report

To consider the Accounts for Payment

Background

Municipal Fund – Cheque Numbers 40472 to 40480 totalling \$5,610.83, Municipal Fund-EFT Numbers 6624 to 6757 totalling \$350,186.51, Municipal Fund – Cheque Numbers 1359 to 1363 totalling \$242,720.01, Municipal Fund Direct Debit Numbers 11919.1 to 12005.13 totalling \$36,001.27, Trust Fund 402282 to 402310 totalling \$32,809.95 and Trust Fund – Cheque Numbers 6078 to 6082 (DPI Licensing), totalling \$32,334.20 are presented for endorsement as per the submitted list.

Comment

Nil

Statutory Environment

Sections 5.42 and 5.44 of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996, Regulation No 12 and 13

Strategic Implications

Nil

Policy Implications

Council has provided delegation to the Chief Executive Officer to make payments from the Shire of Yilgarn Municipal, Trust or other Fund.

Financial Implications

Drawdown of Bank funds

Recommendation

Municipal Fund – Cheque Numbers 40472 to 40480 totalling \$5,610.83, Municipal Fund-EFT Numbers 6624 to 6757 totalling \$350,186.51, Municipal Fund – Cheque Numbers 1359 to 1363 totalling \$242,720.01, Municipal Fund Direct Debit Numbers 11919.1 to 12005.13 totalling \$36,001.27, Trust Fund 402282 to 402310 totalling \$32,809.95 and Trust Fund – Cheque Numbers 6078 to 6082 (DPI Licensing), totalling \$32,334.20 are presented for endorsement as per the submitted list.

Resolution

82/2017

Moved Cr Close/Seconded Cr W Della Bosca

Municipal Fund – Cheque Numbers 40472 to 40480 totalling \$5,610.83, Municipal Fund-EFT Numbers 6624 to 6757 totalling \$350,186.51, Municipal Fund – Cheque Numbers 1359 to 1363 totalling \$242,720.01, Municipal Fund Direct Debit Numbers 11919.1 to 12005.13 totalling \$36,001.27, Trust Fund 402282 to 402310 totalling \$32,809.95 and Trust Fund – Cheque Numbers 6078 to 6082 (DPI Licensing), totalling \$32,334.20 are presented for endorsement as per the submitted list.

Carried (6/0)

9. Reporting Officer– Executive Manager for Infrastructure

9.1 Supply and Spray Hot Bitumen for 2017/2018

File Reference	6.5.2.1
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Attachments	One

Purpose of Report

Supply and Spray Hot Bitumen for 2017/2018 Financial Year Road Construction Program

Background

Quotations were invited through WALGA Preferred Supply Contract for the supply and spraying of hot bitumen for the 2017/2018 Financial Year Road Construction Program. Bitumen required for the 2017/2018 Road Construction Program is for the, Cramphorne Road, Bodallin North Road, Three Boys Road, Koolyanobbing Road, Landfill Access Road and Southern Cross Airstrip Access Road and Turning Nodes.

It is estimated 352,190 litres of bitumen is required for 2017/2018 of which 295,190 litres will be sprayed in lots of above 25,000 litres and the remaining 57,000 litres will be sprayed in lots off between 10,000 to 25,000 litres.

Included in the quotation request is a requirement to submit a cost per tonne to carry out pre-coating of 3000 tonnes of aggregate.

The following companies were invited to submit quotations to supply and spray bitumen and pre-coating; Bitumen Surfacing, Fulton Hogan and Bitutek

Comment

Off the three companies that were invited two submitted quotations to supply and spray bitumen for 2017-2018 Financial Year, (Bitutek and Fulton Hogan). Bitumen Surfacing advised that they will not be submitting quotation due to prior commitments.

1. **Bitutek (GST exclusive)**

<u>Hot Sprayed Bitumen</u>	<u>95/5-Primer Seal</u>	<u>98/2-Seal</u>
up to 10,000	\$ 1.12 per litre	\$ 1.12 per litre
10,000 25,000	\$ 0.95 per litre	\$ 0.95 per litre
over 25,000	\$ 0.90 per litre	\$ 0.90 per litre

Adhesive Agent - \$ 0.006 per litre

Pre-coating Aggregate \$ 2.00 per tonne

Expected total cost to Council's Construction Program

57,000 litres in job lots of 10,000 to 25,000 litres of 95/5:	\$ 54,150.00
295,190 litres in job lots above 25,000 litres of 98/2:	\$265,671.00
352,190 litres x \$0.006 per litre adhesive agent	\$ 2,113.15
3000 tonnes aggregate x \$2.00 per tonne	<u>\$ 6,000.00</u>
Total	<u>\$ 327,934.15</u>

Rates for pre-coating are based on the following:

Shire of Yilgarn to supply at no cost to Bitutek:

- 1) Loader
- 2) Wetting agent (diesel) for the pre-coating

2. Fulton Hogan (GST exclusive)

<u>Hot Sprayed Bitumen</u>	<u>95/5-Primer Seal</u>	<u>98/2-Seal</u>
up to 10,000	\$ 1.33 per litre	\$ 1.31 per litre
10,000 25,000	\$ 1.02 per litre	\$ 1.00 per litre
over 25,000	\$ 1.01 per litre	\$ 0.99 per litre

Adhesive Agent - \$ 0.005 per litre

Pre-coating Aggregate \$ per tonne \$5.55

Expected total cost to Council's Construction Program

57,000 litres in job lots of 10,000 to 25,000 litres of 95/5:	\$ 58,140.00
295,190 litres in job lots above 25,000 litres of 98/2:	\$292,238.00
352,190 litres x \$0.005 per litre adhesive agent	\$ 1,760.95
3000 tonnes aggregate x \$5.50 per tonne	\$ 16,500.00
Total	\$368,638.95

Rates for pre-coating are based on the following:

Shire of Yilgarn to supply at no cost to Fulton Hogan:

- 1) Loader
- 2) Wetting agent (diesel) for the pre-coating

Bitutek was the company that supplied and sprayed bitumen for Council in the 2016/2017 Financial Year. The service and quality of goods supplied was to a very good standard.

When setting the 2017/2018 Financial Year Construction Budget an estimated monetary allocation of \$387,400 has been allowed for in councils construction program for the supply and spray of hot bitumen and pre-coating of aggregate.

Strategic Implications

to

Policy Implications

In line with Council's Policy, "*Finance 3.5 Purchasing Quotes and Tenders*"

Financial Implications

Monetary costs associated for the supply, and spraying of hot bitumen has been allowed for in Council's 2017/2018 Construction Program Budget

Recommendation

That Council accepts the Quotation submitted by Bitutek for the supply and spraying of hot bitumen and pre-coating of aggregate for the 2017/2018 Financial Year.

Resolution

83/2017

Moved Cr Chrisp/Seconded Cr J Della Bosca

That Council accepts the Quotation submitted by Bitutek for the supply and spraying of hot bitumen and pre-coating of aggregate for the 2017/2018 Financial Year.

Carried (6/0)

10 APPLICATION FOR LEAVE OF ABSENCE

84/2017

Moved Cr W Della Bosca/Seconded Cr J Della Bosca

That Cr B Close be granted leave of absence from the October Ordinary Meeting of Council.

Carried (6/0)

11 INFORMATION BOOK ITEMS

It was clarified, regarding the letter from Western Power; the underground power being installed in Antares Street was not for the whole street but only for the NBN rollout.

12 MOTIONS FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

13 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF THE MEETING

Nil

14 MEETING CLOSED TO THE PUBLIC-CONFIDENTIAL ITEMS

Nil

15 CLOSURE

As there was no further business to discuss, the Shire President declared the meeting closed at **4.17pm**

I, Onida T Truran confirm the above Minutes of the Meeting held on Thursday, 21st September 2017, are confirmed on Thursday, 19th October 2017 as a true and correct record of the September Ordinary Meeting of Council.

Cr Onida Truran
SHIRE PRESIDENT