



MINUTES

ORDINARY COUNCIL MEETING

TUESDAY 28 OCTOBER 2014
(Held at the Shire of Waroona Council Chambers)

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1. DECLARATION OF OPENING/ANNOUNCEMENTS

The Shire President declared the meeting open at 4.00 pm and welcomed Councillors and Staff present.

2. RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED

| | |
|------------------------|--------------------------------|
| Cr Christine Germain | Shire President |
| Cr Trish Witney | Deputy Shire President |
| Cr John Salerian | Councillor |
| Cr Larry Scott | Councillor |
| Cr Noel Dew | Councillor |
| Cr Lina Look | Councillor |
| Cr John Mason | Councillor |
| Cr Craig Wright | Councillor |
| Mr Ian Curley | Chief Executive Officer |
| Mr Laurie Tilbrook | Deputy Chief Executive Officer |
| Mr Louis Fouché | Director Development Services |
| Mr Patrick Steinbacher | Director Technical Services |
| Mrs Sue Cicolari | Executive Support Officer |

APOLOGIES

There were no members of the public present at the commencement of the meeting.

LEAVE OF ABSENCE PREVIOUSLY APPROVED

Nil.

3. RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil.

4.1 PUBLIC QUESTION TIME

Nil.

4.2 PUBLIC STATEMENTS

Nil.

5. APPLICATIONS FOR LEAVE OF ABSENCE

Nil.

6. DISCLOSURES OF MEMBERS' & OFFICERS' INTERESTS

Crs Wright, Scott and Mason declared an interest affecting impartiality in Item 9.3.5 as members of the Waroona Golf Club.

7. PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil.

8. CONFIRMATION OF MINUTES

8.1 ORDINARY COUNCIL MEETING – 23 September 2014

COUNCIL RESOLUTION

OCM14/10/119

MOVED: CR LOOK

SECONDED: CR MASON

That the Minutes of the Ordinary Council Meeting held 23 September 2014 be confirmed as being a true and correct record of proceedings.

CARRIED 8/0

9.0 REPORTS OF OFFICERS AND COMMITTEES

9.1 DIRECTOR TECHNICAL SERVICES

| 9.1.1 TENDER – RFT 2014/09 – SUPPLY & DELIVERY OF CRUSHED LIMESTONE | |
|---|---|
| Reporting Officer / Officer's Interest: | Murry Bracknell Manager of Works and Services / No Interest |
| Responsible Officer / Officer's Interest | Patrick Steinbacher, Director Technical Services; No Interest |
| Proponent: | Shire of Waroona |
| Landowner: | n/a |
| Date of Report: 14/10/2014 | File No.: RFT2014/09 |
| Previous Reference: | Nil |
| Policy Implications: | See heading below |
| Statutory Implications: | See heading below |
| Strategic Implications: | See heading below |
| Financial Implications: | See heading below |
| LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP): No. 5 "<u>Assets, Resources, Financial Management & Sustainability</u>" | |

PROPOSAL SUMMARY

The purpose of this item is to present to Council for its consideration the tenders received for the tender 2014/09 – Supply and Delivery of Crushed Limestone.

BACKGROUND/INITIAL COMMENTS

Council's 2014/15 budget includes an allocation for the purchase of limestone for use in the construction program. As the total cost of the material will exceed \$100,000, a tender process was necessary.

A specification was drawn up and the tender was advertised in the West Australian on the 6th September 2014. The closing date of the tender was 22nd September 2014.

The Scope of Works contained in the specification called for the submission of prices the supply and delivery of gravel to the various road works sites subject to the 2014/15 construction season and to the Shire Depot.

Tenderers were also instructed to describe the method in which they intended to determine volumes delivered, however the specification reserved the shire's right to reject any method and implement another.

The specification also stated that the following criteria would be used in the evaluation of the submissions:

- Tendered Price 60%
- Relevant Experience 20%
- Tenderer's Resources 20%

The specification sets out how the tenderers were to address the second and third criteria.

The principal has adopted a best value for money approach to this tender evaluation. This means that, although price is considered, the tender containing the lowest price will



not necessarily be accepted, nor will the tender ranked the highest on the qualitative criteria. The extent to which a tenderer demonstrates greater satisfaction of each of these will result in a greater score.

A scoring system was used for the assessment of the qualitative criteria and the tendered price which included allowance for the buy local policy.

PLANNING – STRATEGIC IMPLICATIONS

Nil

REFERRALS

Nil

STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

This issue comes under the SCP No 5 “Assets, Resources, Financial Management & Sustainability” and fits within the SCP [5] sub-item 5.03 “Timely Renewal or Replacement of Assets”; 5.03.04 “Roads and Bridges – Maintenance”

FINANCIAL ISSUES/IMPLICATIONS

The purchase of the material is allowed for in the 2014/15 budget. Funding sources include Roads to Recovery, Regional Road Group and Council’s own funds.

POLICY ISSUES/IMPLICATIONS

Nil

STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS

The tender process has been conducted as per the relevant sections of the Local Government Act 1995 and Council policy 3.3 ‘Purchase of Budget Items’.

LEGAL ISSUES/IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

OFFICER'S FINAL COMMENTS/CONCLUSIONS

One submission was received by Charles Hull Contracting. Following the evaluation of the submissions the aggregate scores are as follows:

Charles Hull Contracting: 540

Charles Hull Contracting has supplied limestone to Council on several occasions and their product and service has met the specifications in the past. Therefore officers are comfortable to recommend that Charles Hull Contracting be awarded the tender in this instance.

| | | |
|-----------------------------|-----------|----------------------------|
| Appendices Attached: | No | Appendices Numbers: |
|-----------------------------|-----------|----------------------------|

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION**OCM14/10/120****MOVED: CR LOOK****SECONDED: CR MASON**

That Council award Tender RFT 2014/06 Supply and Delivery of Crushed Limestone to Charles Hull Contracting based on the schedule below.

CARRIED 8/0

| | Distance from Quarry (Lake Clifton) to Shire Work Site (km) | Per Cubic Meter |
|--------------------------|--|------------------------|
| Supply, Load and Deliver | Up to 10km | \$ 21.00 |
| | 10km to 30km | \$ 21.50 |
| | 30km to 50km | \$ 22.00 |
| | Greater than 50km | \$ 23.00 |

| 9.1.2 TENDER – RFT 2014/08 – PROVIDE TRAFFIC MANAGEMENT SERVICES | |
|--|---|
| Reporting Officer / Officer's Interest: | Murry Bracknell Manager of Works and Services / No Interest |
| Responsible Officer / Officer's Interest | Patrick Steinbacher, Director Technical Services; No Interest |
| Proponent: | Shire of Waroona |
| Landowner: | n/a |
| Date of Report: 01/10/2014 | File No.: RFT2014/08 |
| Previous Reference: | Nil |
| Policy Implications: | See heading below |
| Statutory Implications: | See heading below |
| Strategic Implications: | See heading below |
| Financial Implications: | See heading below |
| LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): No. 5 "<u>Assets, Resources, Financial Management & Sustainability</u>" | |

PROPOSAL SUMMARY

The purpose of this item is to present to Council for its consideration the tenders received for the tender 2014/08 – Provide Traffic Management Services.

BACKGROUND/INITIAL COMMENTS

Council's 2014/15 budget includes an allocation for traffic management services as part of the works and construction programme. As the total cost of the services will exceed \$100,000 a tender process was necessary.

A specification was drawn up and the tender was advertised in the West Australian on the 6th September 2014. The closing date of the tender was 22nd September 2014.

The Scope of Works contained in the specification called for the submission of prices for traffic management services for the construction and work programme to an estimate of 1150 hours.

The specification also stated that the following criteria would be used in the evaluation of the submissions:

- | | |
|---------------------------------------|-----|
| • Tendered Price | 50% |
| • Relevant Experience | 15% |
| • Key Personnel skills and experience | 15% |
| • Tenderers Resources | 10% |
| • Demonstrated Understanding | 10% |

The specification sets out how the tenderers were to address the second and third criteria.

The principal has adopted a best value for money approach to this tender evaluation. This means that, although price is considered, the tender containing the lowest price will not necessarily be accepted, nor will the tender ranked the highest on the qualitative criteria. The extent to which a tenderer demonstrates greater satisfaction of each of these will result in a greater score.

A scoring system was used for the assessment of the qualitative criteria and the tendered price which included allowance for the buy local policy.

PLANNING – STRATEGIC IMPLICATIONS

Nil

REFERRALS

Nil

STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

This issue comes under the SCP No 5 “Assets, Resources, Financial Management & Sustainability” and fits within the SCP [5] sub-item 5.03 “Timely Renewal or Replacement of Assets”; 5.03.04 “Roads and Bridges – Maintenance”

FINANCIAL ISSUES/IMPLICATIONS

The procurement of contractors to carry out traffic management services as part of the works programme been allocated in the 2014/15 budget.

POLICY ISSUES/IMPLICATIONS

Nil

STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS

The tender process has been conducted as per the relevant sections of the Local Government Act 1995 and Council policy 3.3 ‘Purchase of Budget Items’.

LEGAL ISSUES/IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

OFFICER'S FINAL COMMENTS/CONCLUSIONS

Ten submissions were received:

- Peak Traffic Management
- Webset Traffic Management
- SJ Road Works
- Evolution Traffic Control
- Advanced Traffic Management Pty Ltd
- Quality Traffic Management
- Beaver Traffic Management
- Pilot and Traffic Services
- Denmark Traffic

Following the evaluation of the submissions the aggregate scores are as follows:

- | | |
|-----------------------------|-----|
| • Peak Traffic Management | 635 |
| • Webset Traffic Management | 626 |
| • SJ Road Works | 596 |
| • Traffic Force | 593 |



| | |
|--------------------------------------|-----|
| • Evolution Traffic Control | 586 |
| • Advance Traffic Management Pty Ltd | 544 |
| • Quality Traffic Management | 552 |
| • Beaver Traffic Management | 392 |
| • Pilot and Traffic Services | 383 |
| • Denmark Traffic | 289 |

Peak Traffic Management are a recognised and experienced company who initially set up their traffic management arm to work internally as they also operate a concrete kerbing company. Peak carry out works for other Councils as well as Main Roads Western Australia. The reference checks carried out confirmed that they are very capable of carrying out Council's traffic management requirements therefore officers are comfortable to recommend that they be awarded the Tender in this instance.

| | | |
|-----------------------------|-----------|----------------------------|
| Appendices Attached: | No | Appendices Numbers: |
|-----------------------------|-----------|----------------------------|

VOTING REQUIREMENTS

Simple Majority

| | |
|--|----------|
| <u>COUNCIL RESOLUTION</u> | |
| OCM14/10/121 | |
| MOVED: CR DEW | |
| SECONDED: CR MASON | |
| That Council award Tender RFT 2014/08 Provide Traffic Management Services to Peak Traffic Management based on the following schedule of prices: | |
| CARRIED 8/0 | |
| Prepare Traffic Control Diagram | \$60.00 |
| Prepare Worksite Traffic Management Plan | \$60.00 |
| Normal Hourly Rates | |
| One Personnel, one vehicle and all standard signs, cones and bollards | \$58.51 |
| Two Personnel, one vehicle and all standard signs, cones and bollards | \$91.56 |
| Additional Traffic Controller | \$43.25 |
| Weekday Night Works | |
| One Personnel, one vehicle and all standard signs, cones and bollards | \$75.54 |
| Two Personnel, one vehicle and all standard signs, cones and bollards | \$126.61 |
| Additional Traffic Controller | \$60.28 |
| Weekend and/ or Public Holidays Overtime | |
| One Personnel, one vehicle and all standard signs, cones and bollards | \$75.54 |
| Two Personnel, one vehicle and all standard signs, cones and bollards | \$126.61 |
| Additional Traffic Controller | \$60.28 |

9.2 DIRECTOR DEVELOPMENT SERVICES

Nil.

9.3 DEPUTY CEO/DIRECTOR CORPORATE SERVICES

| 9.3.1 ACCOUNTS FOR PAYMENT | |
|---|--|
| Reporting Officer / Officer's Interest: | Joe Dineley, Senior Finance Officer / Nil |
| Responsible Officer / Officer's Interest | Laurie Tilbrook – Deputy CEO/Director Corporate Services / Nil |
| Proponent: | N/A |
| Landowner: | N/A |
| Date of Report: 20/10/14 | File No.: 1/3 |
| Previous Reference: | N/A |
| Policy Implications: | N/A |
| Statutory Implications: | N/A |
| Strategic Implications: | N/A |
| Financial Implications: | N/A |
| LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): No. 6 “Active Civic Leadership, Good Governance, & Excellence in Management” | |
| Voting Requirements | Simple Majority |

| | | | |
|-----------------------------|------------|----------------------------|--------------|
| Appendices Attached: | Yes | Appendices Numbers: | 9.3.1 |
|-----------------------------|------------|----------------------------|--------------|

COUNCIL RESOLUTION**OCM14/10/122****MOVED: CR WRIGHT****SECONDED: CR LOOK**

That Vouchers numbered:

| <u>ACCOUNT</u> | <u>CHEQUE NOS.</u> | <u>TOTAL \$</u> |
|--|--|----------------------------|
| Municipal | Cheques 7819 - 7854 | \$38,011.78 |
| Trust (Cheque/EFTs) | EFT 18970 Cheque 11040 | \$1505.40 |
| Electronic Transfers Municipal Fund | EFT 18969 to 19111 | \$413,615.54 |
| Direct Wages | 01/9/2014 – 30/9/2014 inclusive | \$175,545.54 |
| GRAND TOTAL: | | <u>\$628,678.26</u> |

and attached at Appendix 9.3.1 be endorsed.

CARRIED 8/0

| 9.3.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD 1 JULY 2014 TO 30 SEPTEMBER 2014 | |
|---|--|
| Reporting Officer / Officer's Interest: | Ashleigh Nuttall – Manager Financial Services / Nil |
| Responsible Officer / Officer's Interest | Laurie Tilbrook - Deputy CEO/Director Corporate Services / Nil |
| Proponent: | N/A |
| Landowner: | N/A |
| Date of Report: 17/9/14 | File No.: 1/1 |
| Previous Reference: | N/A |
| Policy Implications: | N/A |
| Statutory Implications: | N/A |
| Strategic Implications: | N/A |
| Financial Implications: | N/A |
| LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): No. 6 "Active Civic Leadership, Good Governance, & Excellence in Management" | |
| Voting Requirements | Simple Majority |

| | | |
|-----------------------------|------------|-----------------------------------|
| Appendices Attached: | Yes | Appendices Numbers: 9.3.2A |
|-----------------------------|------------|-----------------------------------|

COUNCIL RESOLUTION**OCM14/10/123****MOVED: CR WITNEY****SECONDED: CR WRIGHT**

That the Monthly Statements of Financial Activity for the period 1 July 2014 to 30 September 2014 at Appendix 9.3.2A be received and noted.

CARRIED 8/0

| 9.3.3 SHIRE OFFICE CLOSURE FOR THE CHRISTMAS PERIOD | |
|---|---|
| Reporting Officer / Officer's Interest: | Ashleigh Nuttall – Manager Financial Services; No Interest |
| Responsible Officer / Officer's Interest | Laurie Tilbrook – Deputy Chief Executive Officer; No Interest |
| Proponent: | Not Applicable |
| Landowner: | Not Applicable |
| Date of Report: 1 October 2014 | File No.: 44/2 |
| Previous Reference: | Not Applicable |
| Policy Implications: | Not Applicable |
| Statutory Implications: | Not Applicable |
| Strategic Implications: | Not Applicable |
| Financial Implications: | Not Applicable |
| LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): No. 6 “Active Civic Leadership, Good Governance, & Excellence in Management” | |

PROPOSAL SUMMARY

To seeks Council's endorsement for the closure of the Administration office during the Christmas and New Year holiday period from close of business Wednesday 24 December 2014 and reopen Monday 5 January 2015

BACKGROUND/INITIAL COMMENTS

It is proposed that Council consider the closure of the Administration office from close of business Wednesday 24 December 2014 and reopen Monday 5 January 2015.

During this period there is minimal requirement of customer service and administration needs to the community. It has been discussed with a number of staff that believe there is little or no benefit of the Administration office being open during this period, as majority of enquires in previous years have been of a non-urgent nature, or enquires of the refuse site and pick up information which will be advertised widely leading up to the holiday period. It would be a welcomed gesture from Council to acknowledge the efforts of the team by agreeing to close the office during this time.

The following time line shows that there is 4 non-public holiday days that the office will be closed for;

| | | |
|----------------------------|---|------------------|
| 25 December 2014 Thursday | - | Public Holiday |
| 26 December 2014 Friday | - | Public Holiday |
| 29 December 2014 Monday | - | Propose to Close |
| 30 December 2014 Tuesday | - | Propose to Close |
| 31 December 2014 Wednesday | - | Propose to Close |
| 1 January 2015 Thursday | - | Public Holiday |
| 2 January 2015 Friday | - | Propose to Close |

If Council accepts this proposal it can be assured that emergency contact details for each department will be advertised leading up to this period as well as a plan of action in the instance that something unforeseen were to occur. The closure will be communicated to the community well in advance through newsletter/paper, posters, messages on hold, and the Shire's website.

The Works Depot will be closed throughout this period though a skeleton crew will be maintained and the Rangers will be rostered on as normal.

All staff members who want to take advantage of this close down period will need to have accrued leave which will cover the 4 non-public holiday days. If an employee has no accrued leave this time off will be leave without pay.

PLANNING – STRATEGIC IMPLICATIONS

Nil

REFERRALS

Nil

STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

The relevant Strategic Community Plan issue area is number 6 “Active Civic Leadership, Good Governance, & Excellence in Management”.

FINANCIAL ISSUES/IMPLICATIONS

Nil

POLICY ISSUES/IMPLICATIONS

Nil

STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS

Nil

LEGAL ISSUES/IMPLICATIONS

Nil

COMMUNITY CONSULTATION

Nil

OFFICER'S FINAL COMMENTS/CONCLUSIONS

In previous years other Local Governments were consulted and 90% close their administration office between Christmas and New Years

Some of the central reasons that the majority of Council's take this action is; it is a gesture from Council as well as Executive officer to recognise the efforts of staff from the year past, this time of the year is quite due to members of the public away on holidays and it is a good time for staff to have a break and spend time with family.

It is proposed that Council endorse the closing of the Administration office during the Christmas and New Year's break.

| | | |
|-----------------------------|-----------|----------------------------|
| Appendices Attached: | No | Appendices Numbers: |
|-----------------------------|-----------|----------------------------|

VOTING REQUIREMENTS

Simple Majority



COUNCIL RESOLUTION

OCM14/10/124

MOVED: CR MASON

SECONDED: CR SCOTT

That Council authorises the closure of the Shire Administration office on the following days in addition to standard public holidays;

- **Monday 29 December 2014**
- **Tuesday 30 December 2014**
- **Wednesday 31 December 2014**
- **Friday 2 January 2015**

CARRIED 8/0

| 9.3.4 ANNUAL AUDIT 2013/2014 | |
|---|--|
| Reporting Officer / Officer's Interest: | Laurie Tilbrook – Deputy Chief Executive Officer / Nil |
| Responsible Officer / Officer's Interest | Laurie Tilbrook – Deputy Chief Executive Officer / Nil |
| Proponent: | Shire of Waroona |
| Landowner: | N/A |
| Date of Report: 21 October 2014 | File No.: 15/1 |
| Previous Reference: | Nil |
| Policy Implications: | N/A |
| Statutory Implications: | Local Government Act 1995 and Audit Regulations |
| Strategic Implications: | Nil |
| Financial Implications: | Nil |
| LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): No. 6 “Active Civic Leadership, Good Governance, & Excellence in Management” | |

PROPOSAL SUMMARY

The Council's annual audit for 2013/14 has now been finalised by the Council's auditor Mr Tim Partridge from AMD Bunbury.

The auditor has advised that the accounts have been presented to a very high standard with no areas of concern in relation to statutory compliance.

Details of management issues, suggestions etc are contained within a separate report and are addressed on an ongoing basis. Staff are pleased to advise that no issues requiring Council's attention were identified during the audit.

A copy of the 2013/14 Annual Accounts together with the audit report are attached at **APPENDIX 9.3.4.**

Following adoption of the official audit report the document and Annual Financial Statements will be presented to the Electors.

It is also a requirement that a copy of the audit report and Financial Statements be forwarded to the Dept of Local Government.

BACKGROUND/INITIAL COMMENTS

The Council is required to prepare its annual accounts by September 30 each year. This is followed by formal acceptance of the Audit report and subsequent incorporation of the audit report into the Annual Report which is to be presented to the Electors.

PLANNING – STRATEGIC IMPLICATIONS

None Applicable

REFERRALS

None Applicable



STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

The relevant Strategic Community Plan issue area is number 6 “Active Civic Leadership, Good Governance, & Excellence in Management”.

FINANCIAL ISSUES/IMPLICATIONS

None Applicable

POLICY ISSUES/IMPLICATIONS

None Applicable

STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS

In accordance with section 6.4 of the Local Government Act 1995 the Council is required by the 30th September each year to submit its accounts to the auditor.

LEGAL ISSUES/IMPLICATIONS

Non Applicable

COMMUNITY CONSULTATION

In accordance with Statutory requirements of both the Local Government Act 1995 and Audit Regulations.

OFFICER'S FINAL COMMENTS/CONCLUSIONS

A full set of the audited Annual Financial Statements will be included within the “Annual Report” which is to be presented to Electors at the Annual meeting of Electors proposed to be held on Tuesday 16th December 2014 (following the December Ordinary Council meeting).

The Councils Finance and Audit Committee are also required to meet with the Auditor on an annual basis. This is expected to take place immediately prior to the December Ordinary Council meeting.

| | | | |
|-----------------------------|------------|----------------------------|--------------|
| Appendices Attached: | Yes | Appendices Numbers: | 9.3.4 |
|-----------------------------|------------|----------------------------|--------------|

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION

OCM14/10/125

MOVED: CR WITNEY

SECONDED: CR DEW

1. That the Annual Financial Statements for the books of account for the Shire of Waroona, for the 2013/2014 financial year, as appended be received.
2. That the Audit Report for the books of account for the Shire of Waroona, for the 2013/14 financial year, as appended be received.
3. That the Council records its appreciation to the Manager Financial Services and all Finance staff on the excellent presentation of the Council's accounts.

CARRIED 8/0

Crs Wright, Scott and Mason declared an interest affecting impartiality in Item 9.3.5, as they are members of the Waroona Golf Club.

| 9.3.5 WAROONA GOLF CLUB – LOW INTEREST CAPITAL LOAN | |
|---|---|
| Reporting Officer / Officer's Interest: | Laurie Tilbrook, Deputy CEO/Director Corporate Services, No Interest |
| Responsible Officer / Officer's Interest | Laurie Tilbrook, Deputy CEO/Director Corporate Services, No Interest |
| Proponent: | Waroona Golf Club Inc. |
| Landowner: | Shire of Waroona |
| Date of Report: 28 Oct 2014 | File No.: 92/3 & 66/1 |
| Previous Reference: | Nil. |
| Policy Implications: | <i>Policy 3.6</i> |
| Statutory Implications: | <i>Local Government Act 1995</i> |
| Strategic Implications: | |
| Financial Implications: | <i>Nil – This report serves only to correct an oversight in the previous recommendation</i> |
| LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP): E, No. 6 “Active Civic Leadership, Good Governance, & Excellence in Management” | |

PROPOSAL SUMMARY

To correct an error when approving a Low Interest Capital Loan to the Waroona Golf Club at the September 2014 Ordinary Council Meeting (OCM14/09/115).

BACKGROUND/INITIAL COMMENTS

The Waroona Golf Club has approached the Shire for a low interest capital loan of \$25,000 to enable the replacement of roof and kitchen renovations of the Golf Club building. The roof has been identified as needing replacement for some time and other attempts by the club to secure grant funding have been unsuccessful.

The full Council resolution is reproduced within this report. Part 1a of the resolution should read equal “annual” instalments and not equal “bi-annual” instalments.

PLANNING – STRATEGIC IMPLICATIONS

Nil.

REFERRALS

N/A

STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

The relevant Strategic Community Plan issue area is number 6 “Active Civic Leadership, Good Governance, & Excellence in Management”.

FINANCIAL ISSUES/IMPLICATIONS

There are no changes to the financial implications as proposed in the original report.

POLICY ISSUES/IMPLICATIONS

Policy 3.6 provides guidelines for the Recreation Advisory Committee to consider applications for these loans and make recommendations to Council for approval.

STATUTORY ISSUES/ENVIRONMENT/IMPLICATIONS

N/A

LEGAL ISSUES/IMPLICATIONS

N/A

COMMUNITY CONSULTATION

Nil

OFFICER'S FINAL COMMENTS/CONCLUSIONS

The following is the full resolution as adopted.

COUNCIL RESOLUTION

OCM14/09/115

MOVED: CR DEW

SECONDED: CR WITNEY

1. That the Council agrees to provide the Waroona Golf Club Inc ('the Club') with a \$25,000 Low Interest Capital Loan, pursuant to Council Policy 3.6, subject to the following conditions:
 - a. The Club, in accepting the loan, agrees to repay the loan principal and interest, in full by equal bi-annual instalments over a maximum period of 5 years.
 - b. Future maintenance and replacement of the Golf Club premises to be the complete responsibility and cost of the Club.
 - c. The Club to demonstrate its ability to meet the criteria of Policy 3.6 prior to the loan being funded including the signing of a Deed and Guarantee.
2. That the 2014/15 budget be amended as follows:
 - a. Expenditure of \$25,000 in order to pay the loan to the Club from a/c2804.
 - b. Expenditure of \$25,000 from Reserve A/C45390 to transfer funds from the reserve account.
 - c. Authorise income of \$25,000 to Municipal A/C 2865 from Reserve Account.

CARRIED BY ABSOLUTE MAJORITY 7/0

It will be necessary to rescind part 1a of the resolution and to replace with:

- a. "The Club, in accepting the loan, agrees to repay the loan principal and interest, in full by equal annual instalments over a maximum period of 5 years."

| | | |
|-----------------------------|-----------|----------------------------|
| Appendices Attached: | No | Appendices Numbers: |
|-----------------------------|-----------|----------------------------|

VOTING REQUIREMENTS

Absolute Majority



COUNCIL RESOLUTION

OCM14/10/126

MOVED: CR LOOK

SECONDED: CR SCOTT

- 1. That Part 1a of Council resolution 14/09/115 from the September 2014 Ordinary Council Meeting be rescinded and replaced with:**
 - a. The Club, in accepting the loan, agrees to repay the loan principal and interest, in full by equal annual instalments over a maximum period of 5 years.**

CARRIED BY ABSOLUTE MAJORITY 8/0

9.4 CHIEF EXECUTIVE OFFICER

| | |
|--|--|
| 9.4.1 2014 REVIEW OF COUNCIL POLICY MANUAL, DELEGATIONS REGISTER AND CODE OF CONDUCT FOR ELECTED MEMBERS AND STAFF | |
| Responsible Officer / Officer's Interest: | Ian Curley – Chief Executive Officer/Nil |
| Proponent: | N/A |
| Landowner: | N/A |
| Date of Report: 20/10/2014 | File No.: 1/1 |
| Previous Reference: | N/A |
| Policy Implications: | Council is required to review the Policies and Delegations once in every financial year. |
| Statutory Implications: | Council is required to review the Policies and Delegations once in every financial year. |
| Strategic Implications: | Policies may form part of Council's strategic vision |
| Financial Implications: | Nil |
| LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP): No. 6 "Active Civic Leadership, Good Governance, & Excellence in Management" | |

PROPOSAL SUMMARY

To review Council Policies, review and endorse Delegations to the Chief Executive Officer and re-adopt Council's Code of Conduct for Elected Members and Staff.

BACKGROUND/INITIAL COMMENTS

1. Council's Policy Manual - a number of minor changes are proposed for Council's policies listed at **Appendix 9.4.1A & D**. The list is to be read in conjunction with the current Policy Manual.
2. The Delegations Register list at **Appendix 9.4.1B** contains delegations that have previously been authorised by Council and are recommended for re-endorsement.
3. The Council's Code of Conduct for Elected Members and Staff listed at **Appendix 9.4.1C** is recommended for re-adoption without modification.

PLANNING – STRATEGIC IMPLICATIONS

As above.

REFERRALS

N/A

COMMUNITY CONSULTATION

N/A

| | | |
|-----------------------------|------------|--|
| Appendices Attached: | Yes | Appendices Numbers: 9.4.1A, B, C, D |
|-----------------------------|------------|--|



VOTING REQUIREMENTS

Absolute Majority

COUNCIL RESOLUTION

OCM14/10/127

MOVED: CR MASON

SECONDED: CR WRIGHT

That Council review and endorse the modifications to the Council Policy Manual and adopt the new Policies as proposed at *Appendix 9.4.1A and 9.4.1D*, endorse the Delegations Register and new delegations included at *Appendix 9.4.1B* and re-adopt the Council's Code of Conduct for Elected Members and Staff included at *Appendix 9.4.1C*.

CARRIED BY ABSOLUTE MAJORITY 8/0

| 9.4.2 DECEMBER, JANUARY & FEBRUARY COUNCIL MEETINGS /ANNUAL ELECTORS MEETING | |
|---|--|
| Reporting Officer / Officer's Interest: | Ian Curley – Chief Executive Officer/Nil |
| Responsible Officer / Officer's Interest | Ian Curley – Chief Executive Officer/Nil |
| Proponent: | Not Applicable |
| Landowner: | Not Applicable |
| Date of Report: 21 October 2014 | File No.: 35/1 |
| Previous Reference: | OCM 11/10/127 (October 2011) & OCM 12/10/119 (October 2012), OCM13/10/112 (October 2013) |
| Policy Implications: | Council policy 1.13 |
| Statutory Implications: | Nil |
| Strategic Implications: | Nil |
| Financial Implications: | Nil |
| LINKED TO STRATEGIC OBJECTIVE NUMBER (<i>Strategic Community Plan-SCP</i>): No. 6 “Active Civic Leadership, Good Governance, & Excellence in Management” | |

PROPOSAL

To set the date and time for the December 2014 Council meeting and the 2014 Annual Electors Meeting, and consider the need for a January 2015 meeting.

BACKGROUND

The December 2014 Council meeting is scheduled for Tuesday 23 December 2014 and it is recommended that the meeting be held one week prior to the scheduled day, on Tuesday 16 December 2014 commencing at 4.00pm.

It is suggested that the Annual Electors Meeting be held at 6.00pm on the same day as the December Council meeting, as occurred last year.

The January 2015 Council meeting is scheduled for Tuesday 27 January 2015. Council, generally, does not hold a January meeting and brings forward the February meeting. If urgent business arising during this period a Special Council meeting can be held.

A similar close-down period was observed in 2013.

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| Appendices Attached: | No | Appendices Numbers: |
|-----------------------------|-----------|----------------------------|

VOTING REQUIREMENTS

Simple Majority

COUNCIL RESOLUTION

OCM14/10/128

MOVED: CR SCOTT

SECONDED: CR SALERIAN

That Council give public notice of the following schedule for coming meetings:

- 1. December 2014 Council meeting to be held on Tuesday 16 December 2014 commencing at 4:00pm.**
- 2. 2013/14 Annual Electors meeting to be held on Tuesday 16 December 2014 commencing at 6:00pm.**
- 3. No January 2015 Council meeting be held.**
- 4. February 2015 Council meeting to be held on Tuesday 17 February 2015 commencing at 4.00pm.**

CARRIED 8/0

| 9.4.3 WAROONA WAR MEMORIAL – SOUTH WEST HIGHWAY | |
|--|--|
| Reporting Officer / Officer's Interest: | Ian Curley Chief Executive Officer / Nil |
| Responsible Officer / Officer's Interest | Ian Curley Chief Executive Officer / Nil |
| Proponent: | Shire President, Deputy President, RSL |
| Landowner: | Shire of Waroona |
| Date of Report: 28 October 2014 | File No.: 176/1 |
| Previous Reference: | Nil |
| Policy Implications: | Nil |
| Statutory Implications: | Nil |
| Strategic Implications: | N/A |
| Financial Implications: | Increase in budgeted amount requested |
| LINKED TO STRATEGIC OBJECTIVE NUMBER (Strategic Community Plan-SCP): No. 3 "Maintain a Strong Sense of Community" | |

PROPOSAL SUMMARY

To consider a proposal to upgrade the Waroona War Memorial to suitably commemorate the 100th anniversary of World War 1.

BACKGROUND/INITIAL COMMENTS

Council included an amount of \$10,000 in the 2014/15 budget towards an initiative to commemorate the 100th anniversary of WW1.

At a joint meeting with the Shire President, Deputy President, Members of the Waroona RSL and a current defence personnel it was decided and agreed by all that an appropriate project would be to install another plinth on the current war memorial to honour all defence personnel in all Australian fought conflicts. The additional plinth would also raise the height of the current memorial by 200mm.

A site visit was undertaken and quotation for the work by Midland Monumental Works received, who have specialised in construction and upgrade of war memorials. The cost is \$15,180 (ex GST) - \$5,180 above the budget allocation. The quotation is being used as a basis for a grant application under the *Saluting their Service* grant sponsored by the Department of Veterans Affairs. The grant, if received, is a maximum of \$4,000 leaving the project still \$1,180 over budget.

Midland Monumental Works advise that if their quote is accepted it will take a minimum of 3 months to import the stone and another 2-3 weeks to complete the project. This time period does not take into account a potential delay throughout the Christmas period.

In view of the above, it is my recommendation to Council to amend the current budget from \$10,000 to \$16,000 (in case the \$4,000 grant is unsuccessful) to accommodate the project and accept the quote from Midland Monumental Works now so the stone can be ordered in time to have the project completed by ANZAC Day 2015.

PLANNING – STRATEGIC IMPLICATIONS

Nil.

REFERRALS

N/A

STRATEGIC COMMUNITY PLAN ISSUES/IMPLICATIONS

The relevant Strategic Community Plan issue area is number 3 “Maintain a Strong Sense of Community”.

COMMUNITY CONSULTATION

Consultation was undertaken with members of the Waroona RSL.

OFFICER'S FINAL COMMENTS/CONCLUSIONS

Council's Policy 3.3 Purchase of Budget Items requires that expenditure between \$5,001-\$19,999 requires at least 2 verbal or written quotes. I request Council waive this requirement and accept the quote from Midland Monumental Works based on the Policy exemption of: *The seeking of quotes under this policy is not required if it is demonstrated to the CEO that the purchase is urgent or a delay in purchase would have detrimental effect, either financial or otherwise, to a project or the expected end use of the product or service.* This is requested as the time taken to organise another onsite inspection with another supplier and get agreement from all parties and Council approval at the November meeting, will increase the possibility that the project may not be completed before the 2015 ANZAC Day commemorations.

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| Appendices Attached: | Yes | Appendices Numbers: 9.4.3A & B |
|-----------------------------|------------|---|

VOTING REQUIREMENTS

Absolute Majority

COUNCIL RESOLUTION

OCM14/10/129

MOVED: CR DEW

SECONDED: CR LOOK

That Council –

1. Approve the installation of an additional black granite plinth 3500mmx1600mmx200mm marked ‘dedicated to all who served’ on the base of the existing War Memorial, South West Highway, Waroona, as depicted in Appendix 9.4.3A.
2. Accept the quotation attached at Appendix 9.4.3B submitted by Midland Monumental Works for \$15,180 (ex GST) to undertake the work.
3. Waive Council Policy 3.3 condition requiring additional quotes based on any potential delay in the project commencing may have a detrimental effect in delivering the project by the due date.

CARRIED BY ABSOLUTE MAJORITY 8/0



10. CONFIDENTIAL REPORTS

Nil.

11. ELECTED MEMBERS MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN, OR FOR CONSIDERATION AT NEXT MEETING

Nil

12. NEW BUSINESS OF AN URGENT NATURE/REPORTS & INFORMATION

12.1 ELECTED MEMBERS

12.1.1 Bendigo Bank – Re-opening Date

COUNCIL RESOLUTION

OCM14/10/130

MOVED: CR SCOTT

SECONDED: CR MASON

That the Council write to the Bendigo Bank to ascertain information regarding the re-opening of its branch in Waroona.

CARREID 8/0

12.2 OFFICERS

Nil

13. CLOSURE OF MEETING

There being no further business the Chairperson closed the meeting the time being 5.05 pm.

I CERTIFY THAT THESE MINUTES WERE CONFIRMED AT THE ORDINARY COUNCIL MEETING HELD 25 NOVEMBER 2014 AS BEING A TRUE AND CORRECT RECORD OF PROCEEDINGS.

.....
PRESIDING MEMBER

.....
DATE

