



Shire of
YILGARN

“good country for hardy people”

Minutes

*Ordinary Meeting of
Council*

July

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

Nil

3. ATTENDANCE

PRESENT

Presiding Member Cr O Truran (Shire President)

Members Cr W Della Bosca (Deputy President)
Cr B Close
Cr J Della Bosca
Cr D Pasini

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 P Nolan
Observers Kaye Crafter (4:00pm – 4:05pm)
Leave of Absence: Cr Chrisp

49/2017

Moved Cr Pasini/Seconded Cr Close

That Cr K Chrisp be granted a leave of absence from the July Ordinary Council Meeting

Carried (5/0)

4. DECLARATION OF INTEREST

Nil

5. PUBLIC QUESTION TIME

Kaye Crafter queried who is able to include items in the Crosswords free of charge.

The Shire President explained that Council sets the fees & charges which currently provide for not for profit community and sporting groups to place articles free of charge.

6. CONFIRMATION OF MINUTES

6.1 Ordinary Meeting of Council Thursday 22nd June 2017 Minutes

50/2017

Moved Cr W Della Bosca/Seconded Cr Close

That the minutes from the Ordinary Council Meeting held on the 22nd June 2017 be confirmed as a true record of proceedings

Carried (5/0)

6.2 Ordinary Council Meeting Thursday 22nd June 2017 Action Sheet

51/2017

Moved Cr J Della Bosca/Seconded Cr Close

That the Action Sheet for the Council Meeting held on Thursday 22nd June 2017 be received

Carried (5/0)

6.3 Special Meeting of Council 12th July 2017 Minutes

52/2017

Moved Cr W Della Bosca/Seconded Cr J Della Bosca

That the minutes from the Special Meeting of Council held on the 12th July 2017 be confirmed as a true record of proceedings

Carried (5/0)

7. PRESENTATIONS, PETITIONS, DEPUTATIONS

Nil

8. DELEGATES' REPORTS

Cr O Truran announced:

- ✓ On the 23rd June she met with Jennifer Collins from Department Sport & Recreation to discuss the opportunity for funding for the Southern Cross Swimming Pool redevelopment project. Also in attendance was Ben Robbins from the Wheatbelt Development Commission, Nic Warren Shire of Yilgarn Manager Regulator Services and Kate Mills from Puzzle Consulting.
- ✓ Attend the Wheatbelt Digital Health Implementation Advisory Group meeting on the 27th June and the WE-ROC Council meeting held on the 28th June.

Cr W Della Bosca advised that he attended the GECZ meeting on the 29th June.

Comment

Copies of the minutes for the GECZ and WE-ROC meetings are provided to Council through the Information Bulletin.

I have included below the table of contents for the minutes of the most recent GECZ meeting to allow Councillors to see the issues dealt with.

Council pays an annual membership subscription to WE-ROC and GECZ. Membership costs for both entities are primarily to cover the cost of executive support and administration.

Council will need to consider whether it believes the issues covered by the GECZ can be effectively dealt with by the WE-ROC.

Statutory Environment

Nil

Strategic Implications

Nil

Policy Implications

Nil

Financial Implications

The cost of membership for WE-ROC in 2017/18 is \$12,000, a reduction from the 2016/17 membership cost of \$18,500.

The cost of membership for GECZ is \$4,250 per annum.

Recommendation

That Council:

- Continues to participate as a member of WE-ROC and GECZ, and
- Advice WE-ROC that the Yilgarn Shire Council is happy to support WE-ROC reviewing and broadening its purpose and activities however we retain the right to decide our level of participation in the GECZ

Resolution

53/2017

Moved Cr J Della Bosca/Seconded Cr Pasini

That Council:

- *Continues to participate as a member of WE-ROC and GECZ, and*
- *Advice WE-ROC that the Yilgarn Shire Council is happy to support WE-ROC reviewing and broadening its purpose and activities however we retain the right to decide our level of participation in the GECZ*

Carried (5/0)

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 30th June, 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 30th June 2017.

Resolution

54/2017

Moved Cr W Della Bosca/Cr J Della Bosca

That Council endorse the various Financial Reports as presented for the period ending 30th June 2017.

Carried (5/0)

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 40433 to 40460 totalling \$21,538.11, Municipal Fund-EFT Numbers 6324 to 6553 totalling \$956,489.09, Municipal Fund – Cheque Numbers 1346 to 1353 totalling \$161,897.11, Municipal Fund Direct Debit Numbers 11705.1 to 11789.13 totalling \$57,259.82, Trust Fund 402255 to 402273 totalling \$5,613.60 and Trust Fund – Cheque Numbers 6066 to 6072 (DPI Licensing), totalling \$85,569.85 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 40433 to 40460 totalling \$21,538.11, Municipal Fund- EFT Numbers 6324 to 6553 totalling \$956,489.09, Municipal Fund – Cheque Numbers 1346 to 1353 totalling \$161,897.11, Municipal Fund Direct Debit Numbers 11705.1 to 11789.13 totalling \$57,259.82, Trust Fund 402255 to 402273 totalling \$5,613.60 and Trust Fund – Cheque Numbers 6066 to 6072 (DPI Licensing), totalling \$85,569.85 are presented for endorsement as per the submitted list.

Resolution

55/2017

Moved Cr Pasini /Seconded Cr Close

Municipal Fund – Cheque Numbers 40433 to 40460 totalling \$21,538.11, Municipal Fund- EFT Numbers 6324 to 6553 totalling \$956,489.09, Municipal Fund – Cheque Numbers 1346 to 1353 totalling \$161,897.11, Municipal Fund Direct Debit Numbers 11705.1 to 11789.13 totalling \$57,259.82, Trust Fund 402255 to 402273 totalling \$5,613.60 and Trust Fund – Cheque Numbers 6066 to 6072 (DPI Licensing), totalling \$85,569.85 are presented for endorsement as per the submitted list.

Carried (5/0)

9.2 Reporting Officer – Executive Manager Corporate Services

9.2.3 Related Parties Disclosures Policy

File Reference	2.3.3.2
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Attachments	Attachment 9.2.3 – Related Parties Disclosure Policy Attachment 9.2.3 – Related Parties Disclosure - Declaration

Purpose of Report

To present the Related Parties Disclosures Policy for consideration and adoption by Council.

Background

From 1 July 2016, Council must disclose related party relationships, transactions and outstanding balances, including commitments, in its annual financial statements to comply with *Australian Accounting Standard AASB124 - Related Party Disclosures*.

A WALGA information page relating to Related Party Disclosures has been provided to Councillors in the July Information Book.

Comment

As detailed in the attached Policy, disclosure of related party transactions ensures that Council's financial statements contain necessary information to draw attention to any possibility that its financial position and profit or loss may have been affected by the existence of related parties and by transactions and outstanding balances, including commitments, with such parties.

A related party transaction is a transfer of resources, services or obligations between Council and a related party, regardless of whether a price is charged.

Council's related parties are likely to include Councillors, Chief Executive Officer and Senior Management, their close family members and any entities that they control or jointly control. Any transactions between Council and these parties, whether monetary or not, may need to be identified and disclosed.

Key Management Personnel (KMP) are those who have authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly and include Councillors, Chief Executive Officer and Senior Management. The Policy requires all identified KMPs to declare existing or potential related party transactions between Council and any of their related parties during a financial year.

Each KMP must provide an annual Related Party Declaration, by 1 July each year, and update the Declaration should they become aware of any change, error or omission.

For related party transaction disclosures under AASB 124, the related party relationship must be disclosed for both the KMP and their close family members, even if the same related party entity is held jointly or in common by them. This is separate and in addition to Council's register of interests which is required under the Local Government Act 1995.

Under AASB124, those persons who are prescribed as close family members of a KMP include:

- Close members of the family of any person listed above, including that person's child, spouse or domestic partner, children of a spouse or domestic partner, dependents of that person or person's spouse or domestic partner.

Other parties may be assessed from time to time as being related parties due to changes to Council's structure or in accordance with legislative or accounting practices.

Statutory Environment

The Policy has been drafted based on section 2.7 - Role of council of the Local Government Act 1995, being:

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.*

And in accordance with Australian Accounting Standards.

Strategic Implications

There are no strategic implications as a result of this report.

Policy Implications

This report deals with changes to Council's Policy Manual.

Financial Implications

There are no financial implications as a result of this report.

Recommendation

That Council

1. adopts the Related Parties Disclosures Policy as presented; and
2. endorse the following as ordinary citizen transactions (OCT), as defined by AASB 124 – Related Party Disclosures, that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives and that are unlikely to influence the decisions that users of the Council’s financial statements make:
 - Paying rates.
 - Transactions relating to the registration and control of domesticated animals as defined in the Dog Act 1976 and Cat Act 2011.
 - Transactions whereby a Fee or Charge is incurred and that are included as part of Councils endorsed Schedule of Fees and Charges.
 - Fines.
 - Use of Shire owned facilities such as Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not).
 - Attending council functions that are open to the public.

Resolution

56/2017

Moved Cr Close/Seconded Cr J Della Bosca

That Council

3. *adopts the Related Parties Disclosures Policy as presented; and*
4. *endorse the following as ordinary citizen transactions (OCT), as defined by AASB 124 – Related Party Disclosures, that are provided on terms and conditions no different to those applying to the general public and which have been provided in the course of delivering public service objectives and that are unlikely to influence the decisions that users of the Council’s financial statements make:*
 - *Paying rates.*
 - *Transactions relating to the registration and control of domesticated animals as defined in the Dog Act 1976 and Cat Act 2011.*

- *Transactions whereby a Fee or Charge is incurred and that are included as part of Councils endorsed Schedule of Fees and Charges.*
- *Fines.*
- *Use of Shire owned facilities such as Recreation Centre, Civic Centre, library, parks, ovals and other public open spaces (whether charged a fee or not).*
- *Attending council functions that are open to the public.*

Carried (5/0)

9.3 Reporting Officer– Executive Manager for Infrastructure

9.3.1 Regional Road Group Five Year Construction Program 2018/2019-2022/2023

File Reference	1.6.21.10
Disclosure of Interest	Nil
Voting Requirements	Simple Majority
Attachments	Attached after item

Purpose of Report

To endorse the Regional Road Group Five-Year Road Construction Program – 2018/2019 – 2022/2023

Background

Annually Council is required to review its Regional Road Group Construction Program and submit the program to the Regional Road Group if Council is to be successful in receiving road-funding grants.

Main Roads Western Australia in conjunction with Regional Road Group has requested that a five year program is submitted from each council.

Roads included in the Five Year Road Works Program, are roads identified by council and Roads 2030 Regional Road Group Development Strategy as Strategic Routes within the Shire of Yilgarn. These roads are categorised as Regional Distributor Roads *priority "A and B"*, Local Distributor Roads *priority "B"* and Local Access Roads *priority "C"*.

All roads nominated as Strategic Routes by Councils within the Regional Road Groups are subjected to a Multi Criteria Assessment with points scored on different characteristics of road treatment types i.e. preservation or new construction, intending road type, drainage, safety, school bus routes, heavy haulage routes, alignments and traffic data. The higher the score the better the chances are of achieving maximum funding.

Traffic data is an important component of the Multi Criteria Assessment scoring system as it justifies the type of road to be constructed. Traffic data picked up by Traffic Classifiers must include Vehicle Class, Average Daily Traffic and Estimated Standard Axle.

Average Daily Traffic (ADT) is the average daily traffic in both directions determined by dividing total traffic count by duration i.e. $ADT = 540$ (total vehicles) divided by 30 (total days) = 18 vehicles/day.

Estimated Standard Axle category is an important element of the Multi Criteria Assessment. The breakdown of AUSTRROADS Vehicle Classes data collected during traffic counts not only identifies heavy haulage routes but also calculates the axle loading on road pavement which assists with road type and pavement designs.

As shown in the table below, Regional Road Groups have adopted road standards that are appropriate for roads of regional significance, based on traffic volumes and estimated axel loadings.

Road Type	2	3	4	5	6	7
Description	Formed	Gravel	<7 metre Seal	>7 metre Seal	8 - 9 metre Seal	Sealed With passing lanes
ADT range	0 - 30	31 - 50	51 - 100	101 - 500	501 - 1000	> 1000
ESA range	0 - 5	6 - 20	21 - 40	41 - 60	> 60	> 60

If the Average Daily Traffic (ADT) and average daily Estimated Standard Axle (ESA) values apply to different road types, then the higher standard of road is adopted i.e. if a road has an ADT count of 33 and an ESA count of 22 then a road type 4 would be appropriate.

To achieve maximum value from traffic counts, traffic counts are carried out from October through to February (Peak Season) during the grain harvesting season when the movement of heavy vehicles is at a high.

Comment

Councilors should be aware that the funding figures which are shown in the Five Year Construction Program (Appendix 1) are subject to change. If funding figures are reduced or increased then the percent amount that the funding figures are reduced or increased will reflect on each construction/bitumen sealing programs both through the cost estimated figure and distance. This is a working document and is reviewed annually.

In the Five Year Construction Program funding allocation received, there is a requirement by council's to allocate a percentage of funding to preservation works (bitumen reseals, reconstruction to same standard, unsealed shoulder refurbishment) and a percentage of funding to construction works (upgrading existing gravel roads to a sealed standard or reconstruction to a higher standard road).

In the attached Five Year Program presented, averaged over the five year period 52% has been allocated to preservation works and the remaining 48% has been allocated to construction works.

Following is an overview of roads identified under the Roads 2030 Regional Road Group Development Strategy as strategic routes which have been included in the updated Regional Road Group Five Year Construction Program.

Koolyanobbing Road (*Regional Distributor Priority A*)

Works on the Koolyanobbing Road include the continuation of upgrade to seven metre prime seal and bitumen resealing works as per attached program (2018/19 – 2022/23)

Traffic counts on the Koolyanobbing Road taken in October 2016 through to December 2016 has shown an Average Daily Traffic Count of 151 and an Estimated Daily Axle Loading of 186

M40 Road (*Regional Distributor Priority A*)

Works on the M40 Road include second coat bitumen seal (*preservation works*) starting at SLK 15.0 – 21.0 (2018/19) and to be completed in 2022/2023 at SLK 0.0.

Traffic counts on the M40 taken in October 2016 through to December 2016 has shown an Average Daily Traffic Count of 50 and an Estimated Daily Axle Loading of 38

Moorine South (*Local Distributor Priority B*)

Works on the Moorine South Road include second coat bitumen seal (*preservation works*) from SLK 0.0km to 48.0km. There is also works programmed in 2022/2023 to construct to prime seal standard from SLK 64.5 – 67.5

Traffic counts on Moorine South Road taken in October 2016 through to December 2016 has shown an Average Daily Traffic Count of 60 and an Estimated Daily Axle Loading of 49

Statutory Environment

Strategic Implications

2030 Regional Road Group Five Year Road Construction Program and Forward Capital Works Plan

Policy Implications

Financial Implications

Recommendation

That Council adopts the extended 5 Year Road Works Program as per Appendix one attached

Resolution

57/2017

Moved Cr Close/Seconded Cr W Della Bosca

That Council adopts the extended 5 Year Road Works Program as per Appendix one attached

Carried (5/0)

10 APPLICATION FOR LEAVE OF ABSENCE

Nil

11 INFORMATION BOOK ITEMS

Cr Truran reported that in regards to the email regarding the flying of the aboriginal flag, the Shire plans to put up two more flag poles, one to fly the aboriginal flag the other to fly the WA flag.

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

Nil

14 MEETING CLOSED TO THE PUBLIC-CONFIDENTIAL ITEMS

14. Reporting Officer – Shire President

14.1 CEO Recruitment

File Reference	1.1.11.2
Disclosure of Interest	Nil
Voting Requirements	Simple
Attachments	Operational Guideline – Appointing a CEO

58/2017

Moved Cr J Della Bosca/Seconded Cr W Della Bosca

That the meeting be closed to members of the public in accordance with section 5.23(2)(a) of the local government act.

Carried (5/0)

Resolution

59/2017

Moved Cr Close/Seconded Cr J Della Bosca

That Council:

- ***approve the process to be used for the selection and appointment of a CEO, as contained within this report, and***
- ***authorise the Shire President and Deputy Shire President to obtain quotations and engage a suitably qualified consultant to assist with the recruitment process***

Carried (5/0)

14.2 Shire of Yilgarn Enterprise Bargaining Agreement

File Reference	1.1.7.12
Disclosure of Interest	Nil
Voting Requirements	Simple
Attachments	Nil

Resolution

60/2017

Moved Cr Close/Seconded Cr W Della Bosca

That Council endorse the Chief Executive Officer's actions in negotiating a new Enterprise Bargaining Agreement with the employees of the Shire of Yilgarn

Carried (5/0)

61/2017

Moved Cr Pasini/Seconded Cr W Della Bosca

That the meeting be open to members of the public.

Carried (5/0)

15 CLOSURE

As there was no further business to discuss, the Shire President declared the meeting closed at **4.32pm**

I, Onida T Truran confirm the above Minutes of the Meeting held on Thursday, 20th July 2017, are confirmed on Thursday, 17th August 2017 as a true and correct record of the July Ordinary Meeting of Council.

Cr Onida Truran
SHIRE PRESIDENT