

Shire of Wiluna

MINUTES



Ordinary Meeting of Council

Wednesday 25 February 2015

Commenced at 1.00 pm

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AGENDA**1. Declaration of Opening and Announcement of Visitors**

1.28 pm The Presiding Person, Cr Quadrio, declared the meeting open.

2. Record of Attendance / Apologies and Leave of Absence Previously Approved

Cr Jim Quadrio	-	Shire President
Cr Graham Harris	-	Deputy Shire President
Cr Chris Webb		
Cr Clinton Farmer		
Cr Stacey Petterson		
Cr Bernie Weller		

One member of the public, Gil Marchant, was present until 2.30 pm.

Staff

Mr Pascoe Durtanovich	-	Acting Chief Executive Officer
Mrs Katrina Boylan		Senior Administration Officer

Apologies

Cr Kim Ovens

3. Response to Previous Public Question Taken on Notice

Nil

4. Public Question Time

Nil

5. Applications for Leave of Absence

Nil

6. Notations of Interest**6.1. Interest Affecting Impartiality Shire of Wiluna Code of Conduct**

Councillor/Officer	Item	Nature of Interest	Extent of Interest
Cr Quadrio	10.1.3.	Impartiality	Friend of a E.O.I. applicant

6.2. Financial Interest Local Government Act Section 5.60A

Councillor/Officer	Item	Nature of Interest	Extent of Interest
Cr Quadrio	10.1.2.	Financial	Relative of a tenderer
Cr Weller	10.1.2.	Financial	Friend of a tenderer

6.3. Proximity Interest Local Government Act Section 5.60B

Nil

7. Petitions and Deputations

Nil

8. Confirmation of Minutes of Previous Meeting**8.1 Ordinary Meeting – 4 February 2015****Officer Recommendation and Council Decision****MOVED CR WEBB****SECONDED CR PETTERSON**

The Minutes of the Special Meeting held on 4 February 2015 be confirmed as a true and correct record of proceedings.

CARRIED 6/0**Res: 026/15****9. Announcement Presiding Member without Discussion**

The Shire President advised the meeting that the Acting Chief Executive Officer – Pascoe Durtanovich will conclude his employment with the Shire on Friday 27 February. Cr Quadrio expressed Council's appreciation to Mr Durtanovich for his contribution during a difficult period for Council.

10.1. Reports of Officers and Committees

10.1.1. Subject/Applicant:	Annual General Meeting of Electors
File:	
Reporting Officer:	Pascoe Durtanovich – Acting Chief Executive Officer
Date of Report:	12 February, 2015
Disclosure of Interest:	Nil

Purpose

To consider the minutes of the Annual General meeting of Electors held on 4 February, 2015 (minutes attached as Appendix 10.1.1).

Background

The Annual General meeting was held in accordance with the Local Government Act, 1995 to receive the Annual Report for 2013/2014 and to give electors the opportunity to raise issues pertinent to the Local Government and Shire.

Comment

Council is required to consider resolutions arising from the meeting and indicate how those matters will be addressed.

There were no resolutions from the meeting however one elector raised the following matters that require action.

- **Bondini Settlement Litter Control**

Officer Comment

It is appropriate that the problem be communicated to the land manager

- **White Ant Damage – Display Wagon**

This was attended to on 12 February as part of the annual pest control programme.

- **Lake Violet to Sydney Heads Road Flood Damage**

Sections in the last twelve kilometres are included in the flood damage remedial work.

Consultation

Not applicable

Statutory Environment

Section 5.27 of the Local Government Act, 1995, A General Meeting of Electors of a district is to be held once every financial year.

Further, pursuant to Section 5.32 of the Act, copies of the minutes are to be made available for inspection by members of the public before the council meeting at which decisions made at the electors meeting are first considered.

Pursuant to Section 5.33 of the Act all decisions made at an electors meeting are to be considered at the next ordinary meeting of Council, where practicable.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple Majority

Officer Recommendation**Item 10.1.1.****MOVED CR HARRIS****SECONDED CR WEBB****That:**

- 1) The minutes of the Annual General meeting of Electors held on 4 February, 2015 be received.**
- 2) That the Chief Executive Officer write to the Land Manager of the Bondini Settlement, in respect to litter control, with a view to formulating and implementing a litter cleanup plan.**

CARRIED 6/0**Res: 027/15**

Prior to consideration of Item 10.1.2. Tender N^o RFT WU 2015-1 Supply of Hired Road Construction Plant with Operators the Acting Chief Executive Officer advised Council that a summary of tenders received by Greenfields Technical Services was not received at the Shire office until midday 25 February, 2015.

The Acting Chief Executive Officer provided Councillors with a copy of the Tender Assessment undertaken by Greenfields Technical Services.

1.45pm Acting Chief Executive Officer left the room to clarify issues with the summary of tenders.

Following a review of the tenders received the following Councillors declared an Interest.

2.00pm Cr Quadrio declared a financial Interest in Item 10.1.2. on the grounds that he owns road building plant and the successful tenderers may approach him to hire his equipment. Cr Quadrio left the room and did not vote on the matter.

Deputy President, Cr Harris assumed the chair.

2.05pm Cr Farmer left the room.

2.08pm The Acting Chief Executive Officer and Cr Farmer returned to the meeting.

2.32pm Cr Weller declared a financial interest in Item 10.1.2. on the grounds that a friend (Goodwork Holdings) has submitted a tender and if successful he may be engaged to work on the project. Cr Weller left the room and did not vote on the matter.

2.42pm Acting Chief Executive Officer left the room to obtain further information on the tender summary.

2.50pm Cr Webb left the room at 2.50 pm

2.54pm The Acting Chief Executive Officer returned to the meeting.

2.55pm Cr Webb returned to the meeting.

10.1.2. Subject/Applicant:	Tender No RFT WU 2015-1 Supply of Hired Road Construction Plant with Operators
File:	Tender Register
Reporting Officer:	Pascoe Durtanovich – Acting Chief Executive Officer
Date of Report:	14 February, 2015
Disclosure of Interest:	Nil

Purpose

To consider tenders received for the supply of hired road construction plant with operators for flood damage remedial work.

Background

Greenfields Technical Services were engaged by Council to prepare tender specifications for the remedial work required to the Shire road network resulting from a severe weather event in January/February, 2014.

Greenfields Technical Service's involvement included:-

- Preparation of conditions of tender
- Preparation of tender specifications
- Inviting tenders
- Evaluating tenders received
- Making recommendations to Council for the acceptance of a tender

At the Special meeting of Council on 30 December, 2014 Council resolved as follows:-

“That:

- (1) the conditions of tender and tender specification for Tender No GTS WU 2015-1 Supply of Hired Road Construction Plant with Operators (Identified as attachment appendix 1) to this agenda be adopted, subject to deletion of reference to Greenfields Technical Services as Contract Superintendent.*
- (2) the following criteria and weightings, as included in the tender document, be used for deciding which tender should be accepted.*
 - *Tender Price 30%*
 - *Completeness and Quality of Plant offered 15%*

- Demonstrated remote area road construction experience incl camp operation 10%
- Experience of key personnel and overall capacity of Contractor to complete the contract works 30%
- Local Content 5%
- Provisions for Mechanical Support 10%

(3) *The Chief Executive Officer be authorised to advertise Tender No GTS WU 2015-1."*

Comment

Tenders were advertised by Greenfields Technical Services on 31 January, 2015 in the West Australian Newspaper, with tenders closing on 17 February, 2015. A total of 29 tenders were received.

A key aspect of the tender is that the flood damaged road network is divided into four parcels with tenderers invited to tender individually on all four packages or for one package. It is proposed that no tenderer will be awarded more than one package.

Greenfields Technical Services has assessed the tenders received and have provided the attached interim report. (Appendix 10.1.2.).

Consultation

Not applicable

Statutory Environment

The Local Government Act, 1995 Section 3.57 (Tenders for the provision of goods and services) and Local Government (Functions and General) Regulations 1996, apply to this process.

Policy Implications

Council Policy 2.6 – Purchase of Goods and Services applies for local preference.

Financial Implications

Costs associated with the tender process and the roads network remedial work will be covered by the Federal Government Flood Damage grant.

Strategic Implications

Nil

Voting Requirements

Simple Majority

Officer Recommendation

Item 10.1.2.

For consideration

Council Decision**Item 10.1.2.****MOVED CR HARRIS****SECONDED CR WEBB**

That the following tenders for the Supply of Hired Road Construction Plant with Operators be accepted.

Work Package	Tenderer	Approx. Tendered Value
N° 1	Dean Contracting or Lacy Contracting (if Dean Contracting cannot undertake the work as they indicated that their availability may be impacted on by other contracts pending)	Dean Contracting \$1,492,375 Lacy Contracting \$1,878,970
N° 2	Roadtec Constructions	\$1,990,300
N° 3	Quadrio Earthmoving	\$3,528,540
N° 4	Northern Goldfields Earthmoving	\$3,495,000

CARRIED 4/0**Res: 028/15**

3.10pm Cr Quadrio and Cr Weller returned to the meeting.

Cr Quadrio resumed the Chair.

3.15pm Cr Petterson left the meeting and did not return.

Prior to consideration of Item 10.1.3. Cr Quadrio made the following declaration:

“A friend has submitted an Expression of Interest and as a consequence there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merit and vote accordingly.”

10.1.3. Subject/Applicant:	Expression of Interest RFT WU 2015-2 Contract Flood Damage Supervisors (x2)
File:	Tender Register
Reporting Officer:	Pascoe Durtanovich – Acting Chief Executive Officer
Date of Report:	14 February, 2015
Disclosure of Interest:	Nil

Purpose

To consider Expression of Interest received for the provision of two flood damage remedial work Contract Supervisors and to determine an invitation to tender list from the Expression of Interest received.

Background

Greenfields Technical Services were engaged by Council to prepare Expression of Interest documentation for two flood damage Contract Supervisors.

Greenfields Technical Service's involvement included:-

- Preparation of conditions of Expression of Interest
- Inviting Expression of Interest
- Evaluating Expressions of Interest received
- Making recommendations to Council for the determination of an invitation to tender list.

At the Special meeting of Council on 30 December, 2014 Council resolved as follows:-

"That:

- (1) the expression of interest conditions and specifications for E.O.I GTS WU 2015-2, (Identified as attachment appendix 2) to this agenda) be adopted, subject to deletion of reference to Greenfields Technical Services as Contract Superintendents and the deletion of the first paragraph on Page 4.*
- (2) the Chief Executive Officer be authorized to advertise E.O.I No GTS WU 2015-02."*

Comment

Expressions of Interest were advertised by Greenfields Technical Services on Saturday 31 January, 2015 in the West Australian. GTS issued minor clarifications per Tender Addendum #1 on 3 February, 2015 and Addendum #2 on 10 February, 2015, with Expressions of Interest closing no later than 2.00pm on Tuesday 17, February, 2015. A total of 7 Expressions of Interest were received.

Under the Expression of Interest process the requirement is to select a shortlist from those that submitted an expression of interest and invite those on the short list to submit a full tender.

Given the urgency to appoint Contract Supervisors it is recommended that Council delegate authority to the Chief Executive Officer to make the appointments.

Greenfields Technical Services has assessed the Expression of Interests received and have provided the attached report. (Appendix 10.1.3.).

Consultation

Not applicable

Statutory Environment

The Local Government Act, 1995 Section 3.57 (Tenders for the provision of goods and services) and Local Government (Functions and General) Regulations 1996, apply to this process.

Policy Implications

Council Policy 2.6 – Purchase of Goods and Services applies for local preference.

Financial Implications

Costs associated with the Expression of Interest and the Contract Supervisors Tender process will be covered by the Federal Flood Damage grant.

Strategic Implications

Nil

Voting Requirements

Simple majority for determination of an invitation to tender shortlist.

Officer Recommendation

Item 10.1.3.

MOVED CR

SECONDED CR

That CT Management Group be invited to tender for the Flood Damage Contract Supervisor position.

Council Decision**Item 10.1.3.****MOVED CR****SECONDED CR**

That CT Management Group, Remote Roads and PJ & S Ward be invited to tender for the Flood Damage Contract Supervisor positions and tenders received be included on the 25 March, 2015 Council Meeting agenda.

CARRIED 5/0**Res: 029/15****Reasons for Change to the Officers Recommendation**

Council resolved that additional expressions of interest be invited to tender to give Council a greater choice when making a decision to appoint supervisors.

10.1.4. Subject/Applicant:	Amendment to Policy 2.6 – Purchase of Goods and Services
File:	Policy Manual
Reporting Officer:	Pascoe Durtanovich – Acting Chief Executive Officer
Date of Report:	14 February, 2015
Disclosure of Interest:	Nil

/

Purpose

To review Policy 2.6 – Purchase of Goods and Services.

Background

Policy 2.6 is as follows:-

“Policy 2.6 Purchase of Goods and Services

Intent – The procurement of goods and services is for the purpose of carrying out the required functions, works and services of the Shire of Wiluna (“the Shire”), ensuring maximisation of “value for money” and efficient allocation of Shire resources.

Purpose – This policy outlines the Council requirements for the procurement of all goods and services by the Shire of Wiluna.

Definitions - For the purpose of this policy, the following definitions apply:

Local/Locally means within the Shire of Wiluna municipal boundary.

Local Supplier is either an individual or a company/organisations/business who supplies goods, services or infrastructure work AND

a) in the case of an individual, has been residing continuously in the Shire of Wiluna for the 184 days immediately preceding the date when quotations/tenders are sought;
OR

b) in the case of a company/organisation/business, has had a permanent office or work-base and permanent staff based in the Shire of Wiluna continuously for at least 184 days immediately preceding the date when the quotation/tender is sought, and is registered or licensed within Western Australia.

Sufficient evidence to support residency periods are required upon request of the Shire.

Local content is the degree to which local suppliers, subcontractors and labour are used in the delivery of the purchase of the goods, services, infrastructure works, or contract outcomes.

Goods are tangible, quantifiable material requirements, usually capable of being moved or transported, that are purchased, leased, rented or hired by the Shire of Wiluna.

Only goods directly acquired by the Shire are included in this definition. Goods acquired through sub-contractors to the Shire's contracted supplier are not included.

Services or provision of services means any task, consultancy, work or advice to be performed or provided for the Shire that is procured by the Shire. It can include, but not be limited to, management consultancies, out-sourcing, maintenance contracts and agreements, cleaning, waste removal, equipment repairs, external audits and utilities.

Excluded are payments made directly to employees and members of Council, superannuation and pension payments, statutory or involuntary payments, grants and subsidies.

Shire: Refers to the organisation known as the Shire of Wiluna, or the district/area within the municipal boundary.

Infrastructure works means the construction, improvement, upgrade, maintenance or repair to any land (or structures located thereon) in the Shire, either owned or under the control of the Shire of Wiluna. Infrastructure works can include but not be limited to: Construction of buildings, roads, footpaths and other public infrastructure as well as the related services such as architecture, surveying, contract management and maintenance type works. It also includes items/supplies of a bulk quantity that are a part of construction/maintenance/improvement/upgrade or repairs including but not limited to: concrete, aggregate, sand and so forth.

Policy-

1. Procurement of goods, services and infrastructure works must always be with the intent as outlined in this policy and the spirit of that intent.

2. In order to achieve the cost benefits and efficiencies of purchasing by credit card, an officer to whom a credit card has been issued should give favourable consideration to using this method whenever appropriate and available. As a guide, the method is generally appropriate when the good, service or infrastructure works has already been obtained or it is possible to verify that the purchase is of the appropriate quality for the price. Examples include when uplifting the goods or receiving a service directly from the supplier, when purchasing travel tickets, when purchasing fuel for council vehicles, when settling a hotel bills, or when paying for services such as utilities or Internet connections.

3. A purchase order must be used to procure all goods, services and infrastructure works, except in the case of credit card purchases or petty cash purchases, or goods or services obtained in a recurrent supply situation such as electricity, water, telephones, monthly interim rating valuations and internet connections

4. Quotes

Council acknowledges that Wiluna is considered a remote and isolated town, and that, for certain classes of goods, services and/or infrastructure works, there may only be one suitable supplier in the district. This will have an impact on the normal requirement to obtain quotes, but purchasing officers are to remain mindful that the organisation has a legal and moral obligation to ensure value for money in respect of all purchases made. The following table is to be used as a guide:

\$1-\$2,000(exclusive of GST)

Quotations are not required, but Purchasing Officer must still satisfy themselves that they have obtained a competitive price for the goods, service and/or infrastructure works (e.g. telephone quotes, internet pricing);

\$2,001-\$5,000 (exclusive of GST)

At least two (2) verbal quotes from alternative suppliers for goods, services and/or infrastructure (including GST); A detailed note of the full details of the verbal quotations received must be attached to the purchase order and in the minimum must include: name of person providing quotation, name of firm, contact details, pricing including GST, brief scope of works/details of item for which quotation sought;

\$5,001 - \$10,000 (exclusive of GST)

Two (2) written quotes from alternative suppliers for goods, services and/or infrastructure works (including GST). Officers with authorisation to procure goods and/or services are not to requisition/order any goods or services over the value of their purchasing limited as stated in their specific Delegation of Authority order issued by the Chief Executive Officer;

\$10,001 - \$99,000 (exclusive of GST)

Three (3) written quotes from alternative suppliers for goods, services and/or infrastructure works (including GST). Officers with authorisation to procure goods and/or services are not to requisition/order any goods or services over the value of their purchasing limited as stated in their specific Delegation of Authority order issued by the Chief Executive Officer.

Copies of all quotations obtained should be securely fastened behind the Finance/Accounting copy of the order form to ensure that these documents are retained in accordance with the requirements of Local Government (Finance and General) Regulation 11(3) (b).

In any case where an officer is unable to comply with the requirement for a specific number of quotations as above, a written record (including Officer's signature) of the reasons/circumstances for this non-compliance is to be made by the Officer and securely fastened behind the Finance/Accounting of the order form to ensure that it is retained with the other documents relating to the transaction. The CEO is authorised, as he feels necessary, to prescribe the format and manner in which this written record is required.

5. The Shire will apply a local pricing preference for the procurement of certain goods, services and infrastructure works from local suppliers where all conditions and local content requirements are met **AND** the total cost of the same good, service or infrastructure work that can be procured locally does not exceed the total cost of the same goods if procured from outside of the Shire by the specified % or value Total cost is to include all freight, delivery and such costs. Refer to following table entitled *“Local Pricing Preference (LPP) Terms and Conditions To be applied to Local Suppliers”*
6. Procurement of a good, service or infrastructure work over the value of \$99,999.99 is subject to the tender process, and is governed by Tender Regulations set forth by legislation. The Shire will comply with those requirements. The Local Pricing Preference (“LPP”) as per this policy will be applied to tenders received from local suppliers when such tenders are assessed
7. All goods, services and infrastructure works procured must have an appropriate budgetary allocation in the relevant financial year.
8. Officers may not “cross-authorise” purchases from areas outside of their immediate portfolio or their own budget, unless they have first checked with their counterpart to ensure funds are available to meet the quoted/estimated cost of the Order and an appropriate General Ledger (expenditure) code has been provided to them. In the event that the appropriate responsible officer is not available, the proposed purchase must first be authorised by the Chief Executive Officer.
9. Monthly payments for all goods, services and infrastructure works procured shall be presented to Council, in accordance with Regulation 13 of the Local Government (Financial Management) Regulations 1996
10. The CEO is responsible for the implementation, control and management of administrative procedures relating to the procurement of goods, services and infrastructure works (*including but not limited to the purchasing limits for individual officers, the circumstances in which quotes are/aren’t required, the manner in which purchase orders are completed and the processing of supplier invoices for payment, and document control*) in compliance with relevant statutory requirements.

LOCAL PRICING PREFERENCE ("LPP") TERMS AND CONDITIONS TO BE APPLIED TO LOCAL SUPPLIERS				
Category of Goods, Services or Infrastructure works	Performance criteria and standards to be assessed	Local Content percentage required	Percentage by which local procurement cannot exceed total cost of procurement from outside the Shire	Comments
Perishable purchases including but not limited to catering, food, milk and such items	Nil – although suitable/appropriate items that represent value for money are to be acquired	N/A	Nil	LPP does not apply as these goods will generally be purchased locally. In the event that more than one local supplier can supply and prices are comparable, the Shire will ensure purchases are made through all suppliers where possible
Bulk fuel purchases over 5000 litres	Available to supply both the required quantity and quality, but the required time, all as specified by the Shire	N/A	0.5%	Nil
General minor purchases – including but not limited to non-perishable food stuffs,	Available to supply both the required quantity and quality, but the required time, all as specified by	N/A	10%	Nil

(policy
cont'd over page)

office paper, stationery, cleaning chemicals, printing requirements, minor household items, general office supplies and so on.	the Shire. Historical performance on past contracts/purchase arrangements			
Office equipment(major), IT hardware and furniture/fitings	Available to supply both the required quantity and quality, but the required time, all as specified by the Shire. Servicing and/or support for items purchased locally Historical performance on past contracts/purchase arrangements	MUST be able to be supplied, serviced and supported locally	10%	If equipment that can be procured locally CANNOT be supported and/or serviced locally, then the LPP will not be applied
Infrastructure works	Available to supply both the required quantity and quality, but the required time, all as specified by the Shire. Historical performance on past contracts/purchase arrangements	50%	Value of works (exc. GST): Up to \$100,000 = 10% of \$10,000, whichever is the lesser. \$100,001 to \$500,000 = \$10,000 plus 7% for each	

(policy
cont'd over page)

(policy cont'd over page)



PURCHASING CHECKLIST – POLICY 2.6

PO #: _____

DATE: _____

CHECKLIST

Amount of Purchase exc GST	Purchasing Guidelines		Complied YES/NO <i>If non-compliant, File Note over page must be completed.</i>
	Quotes	Conditions	
\$1 to \$2,000	Quotes not required.	Purchasing Officer must still satisfy themselves that they have obtained a competitive price for the goods, service and / or infrastructure works (eg telephone quotes or internet price checks).	
\$2,001 to \$5,000	At least two (2) verbal quotes from alternative suppliers for goods, services and / or infrastructure (inc GST).	Detailed note of full details of verbal quotations must be attached to Purchase Order. Detailed note to include but not be limited to: Name of person providing quote, name of company, contact details, pricing inc GST, brief scope of works/details of items for which quotation is provided	
\$5,001 - \$10,000	Two (2) written quotes from alternative suppliers for goods, services and / or infrastructure works (Inc GST).	Officers with authorisation to procure goods and/or services are NOT to requisition/order any goods or services over the value of their purchasing limited as stated in their specific Delegation of Authority order issued by the CEO. Copy of proof of request for quotations (including scope of works) to be attached to purchase order, along with copy of all detailed quotations received.	
\$10,001 to \$99,999	Three (3) written quotes from alternative suppliers for goods, services and / or infrastructure works (Inc GST).	Officers with authorisation to procure goods and/or services are NOT to requisition/order any goods or services over the value of their purchasing limited as stated in their specific Delegation of Authority order issued by the CEO. Copy of proof of request for quotations (including scope of works) to be attached to purchase order, along with copy of all detailed quotations received.	

☐
☐

I confirm the Purchasing Policy have been adhered to.

I confirm the Purchasing Policy have not been adhered to – Refer explanatory File Note overleaf

Name: _____ Position: _____

Signature: _____ Date: _____

FILE NOTE

Shire of Wiluna

SUBJECT:

NON-COMPLIANT PURCHASE ORDER

REASON:

(Please tick relevant box AND provide detailed explanation in space provided)

- ☐ Not all of those invited to quote returned a response by way of quotation
☐ Only one supplier available or only one could provide exact goods/works required
☐ Emergency requisition
☐ Shire specialised supplier
☐ Other

Further explanation:.....

(End of Policy)"

The Local Price Preference section of the Policy is non compliant insofar as the maximum local preference discount is incorrect. The Local Government (Functions and General) Regulations, 1996 limit the maximum local preference discount to \$50,000 whereas Policy 2.6 states \$150,000.

Comment

The amendments proposed to Policy 2.6 are to delete the "Local Pricing Preference (LPP) Terms and Conditions to be applied to Local Suppliers" and include the following :-

Local Pricing Preference (LPP) Terms and Conditions to be Applied to Local Suppliers

1. Price preference will apply to all tenders invited by Council for the supply of goods and services and construction (building) services, unless Council resolves to the contrary.
2. Only those goods or services identified in the tender as being from regional sources will be included in the discounted calculation that forms a part of the assessment of a tender.
3. The following levels of price preference will apply
 - (a) Goods and Services – 10% to businesses located within the Shire of Wiluna up to a maximum price reduction of \$50,000.
 - (b) Construction (Building) Services – 10% to businesses located within the Shire of Wiluna up to a maximum price reduction of \$50,000
 - (c) Goods and Services (Including Construction (building) services, if Council is seeking tenders for the provision of those goods and services for the first time, due to those goods or services having been, until then, undertaken by the Shire of Wiluna.

Consultation

The proposed policy amendment will be advertised in accordance with Regulation 24(E)(b) of the Local Government (Functions and General) Regulations, 1996. Following advertising of the intention to amend the Price Preference Policy submissions are to be considered by Council, prior to adoption of a policy.

Statutory Environment

The Local Government Act, 1995 and Local Government (Functions and General) Regulations, 1996, Part 4A applies.

Policy Implications

Policy 2.6 is the subject of the amendment.

Financial Implications

Advertising costs of approximately \$700.

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation & Council Decision**Item 10.1.4.****MOVED CR WELLER****SECONDED CR WEBB**

That the intention to amend Policy 2.6 – Purchase of Goods and Services as outlined in this report be advertised by the Chief Executive Officer, in accordance with the provisions of the Local Government (Functions and General) Regulations, 1996.

CARRIED 5/0**Res: 030/15**

10.1.5. Subject/Applicant:	Administration Centre Project
File:	
Reporting Officer:	Pascoe Durtanovich – Acting Chief Executive Officer
Date of Report:	14 February, 2015
Disclosure of Interest:	Nil

Purpose

The purpose of this report is for Council to adopt concept plans for the new Shire Administration Centre.

Background

At the Ordinary Council meeting on 4 February, 2015 Council considered the siting and build type for the proposed Administration Centre. At that meeting Council resolved as follows:-

“Council Resolution (1)

That the proposed Shire Administration building be located north of the Interpretive/Heritage Centre (currently Shire Offices).

Council Resolution (2)

That option (B) – single building be adopted as the build type for the proposed Administrative Centre.”

The architect has now developed concept plans, copy attached as Appendix 10.1.5.

Comment

The following guidance was provided to the architect in respect to the building requirements.

- 1) Elected personnel area separate to appointed personnel area.
- 2) Open office space with partitioned work stations (minimum of 10 work stations with provision for additional numbers).
- 3) Senior management offices – 4. To be located in open office space area, with additional privacy and larger work area.
- 4) Computer room.
- 5) Photocopy room (Lots of bench space and cupboards)
- 6) Records storage, Minutes, building licences etc – fire proof.
Approximately 10m x 5m
- 7) Cleaners room
- 8) Council Chambers – one large room with concertina doors (wall) to use as one room for larger functions or two rooms for meetings, training etc.
Elected members area to have:-
 - Toilets (shower ?)
 - Kitchen
 - Cleaners/storage area
 - Bar area
 - Facilities for projection overheads, screens etc for conferences, training etc.
- 9) Air conditioning
- 10) Solar energy
- 11) Maybe separate toilets for Admin or maybe one set for Admin and Council.
- 12) Library area (only a “nook”, not an actual room – recessed off reception/foyer.
- 13) Separate staff room/area.

Council is now required to adopt the concept plans to enable the design to be progressed to the working drawings stage.

Consultation

Not applicable

Statutory Environment

Standard Health and Building Regulations apply to this project.

Policy Implications

Nil

Financial Implications

The current budget has an allocation of \$2 million for this project. A more accurate cost will be determined as the project design progresses.

Strategic Implications

The Administration Centre project is identified in the Shire's Forward Capital Works Plan.

Voting Requirements
Simple majority**Officer Recommendation & Council Decision****Item 10.1.5.****MOVED CR WEBB****SECONDED CR HARRIS**

That the concept plans for the proposed Administration Centre, identified as Appendix 10.1.5. as amended, to this agenda, be adopted.

CARRIED 5/0**Res: 031/15**

Prior to consideration of Item 10.1.6. the Acting Chief Executive Officer advised that the final concept plans were only received at midday today and suggested the matter be deferred to the March, 2015 Ordinary Council Meeting to give Councillors time to study the plans, costings etc.

10.1.6. Subject/Applicant:	Wiluna Main Street Project
File:	
Reporting Officer:	Pascoe Durtanovich – Acting Chief Executive Officer
Date of Report:	14 February, 2015
Disclosure of Interest:	Nil

Purpose

The purpose of this report is for Council to adopt final concept plans and costings for the Wiluna Main Street project.

Background

In 2010 Urbis was engaged to undertake a Community Consultation process for one week. The week consisted of four two hour community sessions. The purpose of the visit was to activate one of the key objectives set in the Shire of Wiluna Strategic Community Plan, which related to streetscape improvements.

Following the community consultation Urbis was authorized to prepare a Master Plan, utilizing outcomes of the consultation. This was in April, 2013.

In June 2013 further community consultation was undertaken.

From July 2013 to September 2014 Urbis, in liaison with Council refined the Master Plan and provided final concept plans to Council.

At the 4 February, 2015 Ordinary Council meeting Council resolved to engage Urbis to undertake the next phase of the planning process, that is, to provide documentation to facilitate the implementation of the Main Street Master Plan. This includes :-

- Broad estimate of costs for plan components.

- Detailed Main Street concept plan.
- Typical details for specific elements, including seats, shade structures, banner poles and planting “containers”.
- Location of parking and footpaths.
- Material selection.
- Plant selection.
- A strategy for community engagement on specific aspects of the project.

Comment

That the attached information has now been provided by Urbis.

Consultation

Community consultation undertaken during the early stages of planning for this project is considered sufficient.

Statutory Environment

Nil

Policy Implications

Nil

Financial Implications

The current budget includes an allocation of \$550,000 for this project.

Strategic Implications

The Shire of Wiluna Strategic Community Plan includes the Main Street project as a key objective.

Voting Requirements

Simple majority

Officer Recommendation

Item 10.1.6.

That the Wiluna Main Street concept plans identified as Appendix 10.1.6. to this agenda be adopted.

Council Decision

Item 10.1.6.

MOVED CR HARRIS

SECONDED CR FARMER

That this item be deferred to the March 25, 2015 Councillors Forum for further discussion.

CARRIED 5/0

Res: 032/15

10.1.7. Subject/Applicant:	Draft Policy –Use of Chemicals for Weed Control
File:	
Reporting Officer:	Pascoe Durtanovich – Acting Chief Executive Officer
Date of Report:	14 February, 2015
Disclosure of Interest:	Nil

Purpose

To consider the adoption of a Council Policy for weed control on Shire vested land in the Shire of Wiluna.

Background

Council considered this matter at the Special Council meeting on 30 December, 2015 and resolved as follows:-

“That the Chief Executive Officer prepare a draft policy on the use of chemicals on Shire works, the policy to reflect chemical spraying to be confined to the Wiluna Townsite and not for rural road maintenance practices.”

Comment

It is understood that the intent of the policy is for work practices only, it is not aimed at achieving chemical free status in the Shire and is applicable to Shire controlled land only.

The draft policy is as follows:-

Shire of Wiluna Policy Manual

Policy	:	Use of Chemicals for Shire Works.
Policy N ^o .	:	3.3
Section	:	Engineering
Council Meeting Adopted	:	
Date to be Reviewed	:	

Purpose

To provide guidance in the use of chemicals on Shire vested land when undertaking works.

Objectives

To restrict the use of chemicals to specified areas within the Shire of Wiluna to protect native vegetation and wildlife.

Policy

The use of chemicals for weed and pest plant control on Shire vested reserves, including road reserves is prohibited in all areas of the Shire of Wiluna except the Wiluna townsite, as defined by the State Land Act.

Consultation

Public consultation is not required in this instance as the proposed policy applies to Shire Controlled land only.

Statutory Environment

Nil

Policy Implications

Council does not have a policy on the use of chemicals.

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation & Council Decision
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Item 10.1.7.

MOVED CR WELLER

SECONDED CR FARMER

That the following policy be adopted.

Shire of Wiluna Policy Manual

Policy : Use of Chemicals for Shire Works.

Policy N°. : 3.3

Section : Engineering

**Council Meeting
Adopted :**

**Date to be
Reviewed :**

Purpose

To provide guidance in the use of chemicals on Shire vested land when undertaking works.

Objectives

To restrict the use of chemicals to specified areas within the Shire of Wiluna to protect native vegetation and wildlife.

Policy

The use of chemicals for weed and pest plant control on Shire vested reserves, including road reserves is prohibited in all areas of the Shire of Wiluna except the Wiluna townsite, as defined by the State Land Act.

This Policy does not apply to noxious weeds and declared plants.

CARRIED 5/0**Res: 033/15**

10.1.8. Subject/Applicant:	Staff Structure Review
File:	Personnel Files
Reporting Officer:	Pascoe Durtanovich – Acting Chief Executive Officer
Date of Report:	18 February, 2015
Disclosure of Interest:	Nil

Purpose

The purpose of this report is for Council to formalize changes to the Shire of Wiluna Workforce Plan, in relation to employee numbers and organisational structure.

Background

As part of the CEO's return to work plan it was agreed that the level of human resources available to enable the CEO and Council to deliver on the Shire's Strategic Community Plan be reviewed.

The review commenced in mid January, 2015 with a staff discussion/workshop following which a draft organisational structure was presented at the Councillors forum on 4 February, 2015. At the forum Councillors expressed support for the new structure.

Comment

Council previously reviewed the organisational structure in September, 2013 resulting in some minor changes. This review goes a step further insofar it not only addresses the number of senior positions it also reallocates duties and responsibilities.

In financial terms only two new positions are proposed, that is the position of Deputy Chief Executive Officer and the position of Assets/Infrastructure

officer. All other positions have been budgeted for although a number have not been filled as yet.

The recommended Organisational Structure is attached. (Appendix 10.1.8.)

Other factors to be considered include:-

- **Designated Senior Officers**

At present the CEO is the only designated senior officer under the Local Government Act. Council may wish to include the Executive Manager Technical Services, Deputy Chief Executive Officer and the Executive Manager Community Development as designated senior officers also.

- **Housing**

Prior to filling all positions at least one additional staff house is required.

- **A review of existing retention allowances, time in lieu arrangements, HR policies etc. require review and formalizing.**

- **Recruitment – for discussion.**

The Chief Executive Officer will be required to make minor changes to the Organisational Structure as operational circumstances dictate.

Consultation

Chief Executive Officer

Acting Chief Executive Officer

Staff and Councillors

Statutory Environment

Local Government Act Section 5.36 (1) states:-

5.36. Local government employees

(1) A local government is to employ —

- (a) a person to be the CEO of the local government; and
- (b) such other persons as the council believes are necessary to enable the functions of the local government and the functions of the council to be performed.

5.37. Senior employees

(1) A local government may designate employees or persons belonging to a class of employee to be senior employees.

(2) The CEO is to inform the council of each proposal to employ or dismiss a senior employee, other than a senior employee referred to in section 5.39(1a), and the council may accept or reject the CEO's recommendation but if the council rejects a recommendation, it is to inform the CEO of the reasons for its doing so.

(3) Unless subsection (4A) applies, if the position of a senior employee of a local government becomes vacant, it is to be advertised by the local government in the manner prescribed, and the advertisement is to contain such information with respect to the position as is prescribed.

5.40. Principles affecting employment by local governments

The following principles apply to a local government in respect of its employees —

- (a) employees are to be selected and promoted in accordance with the principles of merit and equity; and
- (b) no power with regard to matters affecting employees is to be exercised on the basis of nepotism or patronage; and
- (c) employees are to be treated fairly and consistently; and
- (d) there is to be no unlawful discrimination against employees or persons seeking employment by a local government on a ground referred to in the *Equal Opportunity Act 1984* or on any other ground; and
- (e) employees are to be provided with safe and healthy working conditions in accordance with the *Occupational Safety and Health Act 1984*; and

Policy Implications

The following policies should be reviewed:-

- 1.4 Gratuity Payments
- 2.9 Staff Housing
- 2.10 Housing Allowance
- 2.18 Out of District Allowance

Financial Implications

Approximately an additional \$350,000 per annum for the two new positions. Projected under expenditure in the 2014/2015 salaries budget is \$396,000, this is due to a number of new positions being budgeted for but not filled. When all positions are filled the ongoing additional salaries expenditure will be approximately \$350,000. Additional housing costs are unknown at this stage. At least one additional house will have to be acquired.

Strategic Implications

An appropriate level of resources is required to enable Council and the CEO to deliver on the Shire's Strategic Community Plan and to manage the day to day operations of the local government.

Voting Requirements

Simple majority

Officer Recommendation & Council Decision**Item 10.1.8.****MOVED CR HARRIS****SECONDED CR WEBB****That :-**

- 1) The draft organisational structure, identified as Appendix 10.1.8. in this agenda be adopted.**
- 2) The Chief Executive Officer prepare a report, for the March, 2015 Ordinary meeting of Council on conditions of employment applicable to all current staff.**
- 3) The Chief Executive Officer prepare a report, for the March, 2015 Ordinary meeting of Council on conditions of employment for the positions of Deputy Chief Executive Officer and Asset/Infrastructure Officer.**

CARRIED 5/0**Res: 034/15****10.2. Principal Environmental Health Officer and Building Surveyor Report****10.2.1. Subject/Applicant: Development Application –Lot 1489 Woodley Street, Wiluna**

File:	Lot 1489 Woodley St
Reporting Officer:	Health/Building Officer, Dave Hadden
Date of Report:	16 February 2015
Disclosure of Interest:	Nil

Purpose

For Council to consider a Development Application for two shipping containers at Lot 1489 Woodley Street, Wiluna. The application is being presented to Council to determine whether approval should be granted. This application has previously been to Council and was refused on the basis that the proposed development was not consistent with the objectives of the light industrial zone. That application included a large dome structure attached to both sea containers, this aspect is not included in this application.

BackgroundSite Description and Location

The subject site is 1,012m² and currently comprises an existing office facility, with street frontage to Woodley Street and Thompson Street. The lot comprises several mature trees.

In terms of surrounding land uses, the subject site is bound by light-industrial uses to the north, Thompson Street to the south, Woodley Street to the west and a right-of-way and Town Centre zoned land to the east.

The subject lot is owned by the State of WA with Central Desert Native Title Services Ltd leasing the land.

A location plan depicting the subject site is shown overleaf in Figure 1.

Central Desert Native Title Services Ltd

The Central Desert Native Title Services was established in 2007, assuming the native title functions from the Native Title Unit of the Ngaanyatjarra Council (Aboriginal Corporation). Since its inception Central Desert commenced building a land management capacity to assist native title claimants and native title holders to manage their traditional lands. Central Desert provides a service area covering approximately 830,935km² and operates with a team of research, land management, legal, community engagement and corporate services staff to advance and protect the native title rights and interests of their relevant constituents.



Figure 1

Comment
Proposal

The proposed development comprises the following:

2 x 20ft shipping containers (located 3 metres apart).

It is understood the shipping containers will be utilised primarily for storage purposes. The structures are proposed to be placed to the north-east and behind the building line of the existing office development on-site.

The Development Application Plans (Site Plan, Elevations and Section), are included as Appendix 10.2.1.

Shire of Wiluna Local Planning Scheme No. 2

The subject site is zoned 'Light Industrial' under the Shire of Wiluna Local Planning Scheme No. 2 (LPS 2). The key objectives of the 'Light Industrial' zone are as follows:

'To provide for light industrial uses compatible with residential uses in the vicinity, and which will contribute to the economic well-being of the community.'

'To provide for areas for the establishment of light industrial pursuits such as small scale manufacturing, service industry pursuits, prefabrication and vehicle repairs and storage.'

It is considered that the proposed development is generally in accordance with the above objectives. The proposed containers will provide for storage and complement the ongoing light industrial pursuits of the development.

The proposed development is considered to be a 'use not listed' under in accordance with Clause 4.3 (b) of LPS 2. Specifically Clause 4.3 (b) states:

(b) *'If a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category, the local government may:*

- i) determine that the use is consistent with the objectives of the particular zone and is therefore permitted; or*
- ii) determine that the proposed use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedure of clause 8.4 in considering an application for planning approval; or*
- iii) determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted'.*

In accordance with item 4.3(b)(i) above, it is considered that the proposal is generally consistent with the light industrial zoning of the area. The development is proposed to provide appropriate storage to assist in the ongoing operation of the office functions on-site. Further, it is not considered that the proposed development would have a detrimental impact on the amenity of the surrounding areas.

The proposal has been assessed against the key development requirements of Part 5 of LPS 2 (General Development Requirements) in relation to setbacks. A summary of this assessment is provided in the table below:

TABLE 1 – DEVELOPMENT REQUIREMENTS ASSESSMENT

Development Requirement	Assessment	Compliance
<u>Minimum Setbacks</u> <ul style="list-style-type: none">- Street – 9m- Rear – As per BCA- Side – As per BCA	<p>The proposed development achieves the following setbacks:</p> <ul style="list-style-type: none">- Street (Thompson Street) – 10.06m- Rear – 4m- Side – 2m <p>The setbacks proposed are considered appropriate in this context</p>	✓

Council has previously determined that the shipping container additions and dome roof at Lot 1489 Woodley Street Wiluna was not consistent with the objectives of the light industrial zone. Staff believe that the two shipping containers less the tall dome roof structure previously applied for are consistent with the light industrial zoning of the area. The proponent has advised that they anticipate reapplying to the Shire in the future to erect a flat roof between the two containers rather than a tall dome roof possibly late in the 2015/16 financial year subject to future funding.

The proposed development is recommended for approval subject to appropriate conditions as listed in the staff recommendations for the following reasons:

- The proposed development is not considered inconsistent with the light industrial zoning of the area.
- It is not considered that the proposed development will have a detrimental impact on the amenity of the surrounding area.

Consultation

Urbis

Statutory Environment

Shire of Wiluna Local Town Planning Scheme No2

Policy Implications

Transportable Structures/Relocated Buildings Policy

Given the location of the subject site within a Light Industrial zone, this Policy is not considered applicable to this application.

Financial Implications

All costs associated with processing the development application are itemised within a fee schedule and payable by the proponent.

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation & Council Decision
--

Item 10.2.1.

MOVED CR WEBB

SECONDED CR

That Council approve the application for the shipping container additions at Lot 1489 Woodley Street, Wiluna, subject to the following conditions and advice notes:

CONDITIONS

- 1 Development must be carried out in accordance with the terms of the application as approved herein and any approved plan.

FOOTNOTES TO APPLICANT

1. This approval does not authorise the commencement of any building works. The applicant is advised that a building permit must be obtained prior to the commencement of any works.
2. The proposed development will have a timeframe of two years from the date of approval to commence development; otherwise the approval shall lapse and be of no further effect.

CARRIED 5/0

Res: 035/15

10.3. Executive Manager of Corporate Services Reports

10.3.1. Subject/Applicant:	ACCOUNTS PAID BY DELEGATED AUTHORITY
File:	Finance
Reporting Officer:	Glenn Deocampo – Executive Manager Corporate Services
Date of Report:	
Disclosure of Interest:	Nil

Purpose

In accordance with the Financial Management Regulations; a list of accounts paid by the delegated authority of the Chief Executive Officer is presented to Council.

Background

The list of accounts paid by delegated authority for the period 01 to 31 January 2015 follows this report and is entitled *List of Accounts Paid by Authority 01.1.2015 to 31.1.2015*

Consultation

Nil

Statutory Environment

Local Government (Financial Management) Regulations 1996 – Regulations 13. (*Reprint 2: The regulations as at 17 February 2006*)

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirement

Simple majority

Officer Recommendation & Council Decision**Item 10.3.1.****MOVED CR WEBB****SECONDED CR WELLER**

That the list of accounts paid by authority for the period ending 01 to 31 January 2015 totalling \$1,744,914.98 be received.

CARRIED 5/0**Res: 036/15**

List of Accounts Paid by Authority

01/12/2014 to 31/12/2014

Chq/EFT	Date	Name	Description	Amount
28	27/01/2015	Account Service Fee	PAYMENT	-22.00
28	05/01/2015	ANZ Transactive Fee	PAYMENT	-328.38
28	02/01/2015	BWAMS Fee	PAYMENT	-97.62
28	02/01/2015	ANZ Bank Merchant Fee	PAYMENT	-65.01
28	30/01/2015	ANZ Bank Merchant Fee	PAYMENT	-2100.52
DD1444.1	12/01/2015	ANZ Bank	PAYMENT	-5637.35
DECEMBER STATEMNT	31/12/2015	Andrea Nunan	Electronic tender box	13.27
			Fuel - WC expense - CEO	110.00
			License extension LR - CEO	72.40
			CEO - mobile phone monthly	202.30
			Fuel - CEO	101.15
			Car wash - CEO vehicle	18.00
			Fuel - WC expense - CEO	106.00
			Parking - WC expense - CEO	9.60
	31/12/2015	Glenn Deocampo	Food - Shire's Christmas party	41.74
			Fuel - Pick up new admin vehicle	114.46
			Food - Shire's Christmas party	19.00
			Course fee - SFO	320.00
			Course fee - EMCS	319.00
	31/12/2015	Rod Liversidge	Meals	62.70
			Fuel	116.74
			Fuel	90.07
			Xmas party drinks and food etc	800.72
			Xmas party drinks and food etc	218.51
			Flight alterations - attend legal case	271.89
			Flight alterations - attend legal case	35.00
	31/12/2015	Kavoa Dakunimata	Fuel	151.44

			Fuel	40.01
			Xmas party food	166.54
			Xmas party food	124.21
			Xmas party food	6.58
			Xmas party food	31.37
			Xmas party food	30.39
			Xmas party food	31.20
			Fuel	122.01
			Fuel	60.00
			Xmas party food	60.73
			Xmas party food	60.00
			Telstra prepaid	30.00
			Telstra prepaid	50.00
	31/12/2015	Tracey Luke	Mobile Eftpos rolls	70.00
	31/12/2015	Katrina Boylan	AD - Team Leader - SRM assistant	1443.30
			Credit card interest	117.02
DD1444.2	21/01/2015	ANZ Bank	BP Fuel	-547.97
8647926	31/12/2014	ANZ Bank	Kalgoorlie - pick up items for Street Christmas Party, Kalgoorlie - pick up items for Street Christmas Party, Car service, Car service, Fuel - WC expense - CEO vehicle, Fuel, Fuel	547.97
EFT2744	07/01/2015	WALGS	PAYMENT	-22999.39
SUPER	12/12/2014	WALGS	Staff Super - Super Guarantee and Employee Basic Payment PE12/12/2014	4422.27
DEDUCTION	12/12/2014	WALGS	Staff Super - Salary Sacrifice PE12/12/2014	462.18
DEDUCTION	12/12/2014	WALGS	Staff Super - Salary Sacrifice PE12/12/2014	3390.19
SUPER	26/12/2014	WALGS	Staff Super - Super Guarantee and Employee Basic Payment PE26/12/2014	5744.91
DEDUCTION	26/12/2014	WALGS	Staff Super - Salary Sacrifice PE26/12/2014	654.36
DEDUCTION	26/12/2014	WALGS	Staff Super - Salary Sacrifice PE26/12/2014	8325.48
EFT2745	07/01/2015	Quadrant Superannuation Scheme	PAYMENT	-961.54

SUPER	12/12/2014	Quadrant Superannuation Scheme	Staff Super - Super Guarantee Payment PE12/12/2014	480.77
SUPER	26/12/2014	Quadrant Superannuation Scheme	Staff Super - Super Guarantee Payment PE26/12/2014	480.77
EFT2746	07/01/2015	Child Support Agency	PAYMENT	-256.96
DEDUCTION	12/12/2014	Child Support Agency	Payroll Deduction PE12/12/2014	128.48
DEDUCTION	26/12/2014	Child Support Agency	Payroll Deduction PE26/12/2014	128.48
EFT2747	07/01/2015	Australian Super	PAYMENT	-251.14
SUPER	12/12/2014	Australian Super	Payroll Deduction PE12/12/2014	102.04
SUPER	26/12/2014	Australian Super	Payroll Deduction PE26/12/2014	149.10
EFT2748	07/01/2015	Pascoe Durtanovich	PAYMENT	-452.64
STAFFREIMBUR	07/01/2015	Pascoe Durtanovich	House items for Unit 8/30 Scotia St - Target Whitford City, Cleaning items for Unit 8/30 Scotia St - Bunnings Claremont, Fuel @ Redcliffe for P099 RAV 4 - as per council agreement, Fuel @ Kalgoorlie for P099 RAV 4 - as per council agreement, Fuel @ Leonora for P099 RAV 4 - as per council agreement, Fuel @ Southern Cross for P099 RAV 4 - as per council agreement, House items for Unit 8/30 Scotia St - Leinster, House items for Unit 8/30 Scotia St - Wiuna Traders	452.64
EFT2749	15/01/2015	Landgate	PAYMENT	-401.50
306029-10001007	30/12/2014	Landgate	Mining tenements	401.50
EFT2750	15/01/2015	McMahon Burnett Transport	PAYMENT	-2743.63
180856	15/12/2014	McMahon Burnett Transport	Freight Charges	1305.63
180415	14/01/2015	McMahon Burnett Transport	Freight Charges	1276.47
181542	31/12/2014	McMahon Burnett Transport	Freight Charges	161.53
EFT2751	15/01/2015	Toll Ipec	PAYMENT	-1384.14
1061	15/01/2015	Toll Ipec	Freight Charges	345.50
1062	15/01/2015	Toll Ipec	Freight Charges	31.54
1063	15/01/2015	Toll Ipec	Freight Charges	53.12
1064	15/01/2015	Toll Ipec	Freight Charges	811.59
1065	15/01/2015	Toll Ipec	Freight Charges	17.18

1066	15/01/2015	Toll Ipec	Freight Charges	125.21
EFT2752	15/01/2015	Quick Corporate Australia Pty Ltd	PAYMENT	-294.80
SIN-556120	29/12/2014	Quick Corporate Australia Pty Ltd	Paper A4 Smart Copy 80GSM	294.80
EFT2753	15/01/2015	Mick Brearley	PAYMENT	-742.50
98	12/01/2015	Mick Brearley	Staff House 38 Lennon St - Large lounge room/preparation and painting	697.50
99	12/01/2015	Mick Brearley	Pool Maintenance - Source/replace and fit SS nut on chlorine gas/water centrifugal pump	45.00
EFT2754	15/01/2015	Urbis Pty Ltd	PAYMENT	-5296.50
95581	15/01/2015	Urbis Pty Ltd	Professional fees for Masterplan inputs to new Interpretation Centre and Shire Offices,	5296.50
EFT2755	15/01/2015	Murdoch University	PAYMENT	-1320.00
75794	14/12/2014	Murdoch University	Vetinary Services provided to shire residents	1320.00
EFT2756	15/01/2015	Australia Post	PAYMENT	-161.98
1003665848	03/01/2015	Australia Post	Postal charges December 2014	161.98
EFT2757	15/01/2015	On-line Business Equipment	PAYMENT	-1102.19
XCI - 23178	20/12/2014	On-line Business Equipment	Meter Reading Cost	1102.19
EFT2758	15/01/2015	Annabel Wills Architecture Pty Ltd	PAYMENT	-5940.00
AWA193	15/01/2015	Annabel Wills Architecture Pty Ltd	New Shire office/Interpretation Centre/Wiluna South structure plan, New Shire office/Interpretation Centre/Wiluna South structure plan, New Shire office/Interpretation Centre/Wiluna South structure plan	5940.00
EFT2759	15/01/2015	Bernard Weller	PAYMENT	-1087.50
CR TRAVEL	14/01/2015	Bernard Weller	Travel Expenses from Geraldton to Wiluna for Special Council Meeting	1087.50
EFT2760	15/01/2015	McLeods Barristers and Solicitors	PAYMENT	-430.82
80807	14/01/2015	McLeods Barristers and Solicitors	Professional Advise - Industrial Relations Shire vs M. Beltran	430.82
EFT2761	15/01/2015	Multiple Trades & Maintenance	PAYMENT	-10679.11

26893	22/12/2014	Multiple Trades & Maintenance	Check water pressure problem - U8/30 Scotia St, Check water pressure problem - U6/30 Scotia St	112.75
26942	05/01/2015	Multiple Trades & Maintenance	Locate and repair electrical fault Wiluna Pool Complex plant room	1032.08
26945	06/01/2015	Multiple Trades & Maintenance	Service all air conditioning units on Shire owned buildings - Basic service \$44.00, Full service \$82.50, Pressure clean \$121.00. A full report to be provided on completion of unit location, size and any problems.	7278.15
26922	23/12/2014	Multiple Trades & Maintenance	Plumbing Matireals	408.57
26921	23/12/2014	Multiple Trades & Maintenance	Install relief valves solar HWU - 1/30 Scotia St	799.14
26981	07/01/2015	Multiple Trades & Maintenance	Supply and install protective cages over air con units - Oval Change Rooms	1048.42
EFT2762	15/01/2015	Westland Autos Pty Ltd	PAYMENT	-653.55
FOCS231472	15/01/2015	Westland Autos Pty Ltd	Supply and fit rear window glass - P097 Ranger Ute	653.55
EFT2763	15/01/2015	Sportspower Kalgoorlie	PAYMENT	-521.49
101801/626	21/12/2014	Sportspower Kalgoorlie	Sports&Rec Equipment	521.49
EFT2764	15/01/2015	Tracey Latu Kuli Kefu	PAYMENT	-640.10
2101-1	06/01/2015	Tracey Latu Kuli Kefu	Sale of artwork 10-775	640.10
EFT2765	15/01/2015	Fayanne Jones	PAYMENT	-640.10
2101-1	06/01/2015	Fayanne Jones	Sale of artwork - 14-381 The Rabbit Proof Fence	640.10
EFT2766	15/01/2015	OCLC	PAYMENT	-550.00
201570951	22/12/2014	OCLC	Amlib upgrade	550.00
EFT2767	15/01/2015	Flex Industries	PAYMENT	-4510.33
67271	14/01/2015	Flex Industries	Dismantle & assess damage to compactor lifting arm - P086 UD Compactor Truck	4510.33
EFT2768	15/01/2015	A & M Medical Services Pty Ltd	PAYMENT	-88.11
00000428	30/12/2014	A & M Medical Services Pty Ltd	On-site service oxy-sok & bodok seal	88.11
EFT2769	15/01/2015	Cabcharge	PAYMENT	-6.00
25070101	05/01/2015	Cabcharge	Cabcharge admin fee	6.00
EFT2770	15/01/2015	Tank Management Services Pty Ltd	PAYMENT	-8350.00

35713	14/01/2015	Tank Management Services Pty Ltd	Product code - TPUF1000L0340H3- 1000L Field spray unit w' hot dipped galvanised steel frame, 34lpm 40 bar pump, GX200 Honda motor , 30M of 10mm hose and reel w' spray gun 1870 x 1400 x 1000, Product code - TABP060 - 6 metre heavy duty poly boom w' breakaway complete w' non drip nozzles, fully fitted to sprayer., Product code - TMSFREIGHT - Freight charge to McMahon Burnett Transport (Perth Depot)	8350.00
EFT2771	15/01/2015	Eastern Goldfields YMCA Inc	PAYMENT	-5778.30
30018	18/12/2014	Eastern Goldfields YMCA Inc	YMCA Activities Bus & Inflatables for Wiluna 2014 Xmas Party	5778.30
EFT2772	15/01/2015	Heartlands Vet Hospital	PAYMENT	-500.00
594851	14/01/2015	Heartlands Vet Hospital	Vet supervision for Murdoch Uni vet students on spey trip	500.00
EFT2773	15/01/2015	Orica Australia Pty Ltd	PAYMENT	-259.16
5445992	31/12/2014	Orica Australia Pty Ltd	Service Fee - Chlorine Business	259.16
EFT2774	19/01/2015	Australian Taxation Office	PAYMENT	-12492.00
BASDEC2014	19/01/2015	Australian Taxation Office	Business Activity Statement Payment - December 2014	12492.00
EFT2775	22/01/2015	Wiluna Traders	PAYMENT	-109.10
342203	24/12/2014	Wiluna Traders	Auto King - Hand held spotlight	69.95
353891	16/01/2015	Wiluna Traders	Consultant housing refreshments	39.15
EFT2776	22/01/2015	Roxanne Anderson	PAYMENT	-450.00
ECC	21/01/2015	Roxanne Anderson	Artist payment for Early Childhood Centre	450.00
EFT2777	22/01/2015	Geraldton Fuel Company P/L	PAYMENT	-950.22
WILUS	31/12/2014	Geraldton Fuel Company P/L	Delo 400 Multi 15W/40 205LTR,	950.22
EFT2778	22/01/2015	Mick Brearley	PAYMENT	-135.00
85	19/01/2015	Mick Brearley	Clean up of rubbish	90.00
100	19/01/2015	Mick Brearley	Repair to chain mesh, vandalised and children able to enter	45.00
EFT2779	22/01/2015	Canine Control	PAYMENT	-3291.75
163	11/01/2015	Canine Control	Ranger services Wed 7th & Thur 9th Jan 2015	3291.75
EFT2780	22/01/2015	On-line Business Equipment	PAYMENT	-2232.97
XCI-23553	21/01/2015	On-line Business Equipment	Meter reading Kyocera printer	2232.97
EFT2781	22/01/2015	Multiple Trades & Maintenance	PAYMENT	-6074.18
27046	13/01/2015	Multiple Trades & Maintenance	Fix problem with retic and bore	837.38

27045	13/01/2015	Multiple Trades & Maintenance	Fix problem with pipework to town bore	1336.39
955	21/01/2015	Multiple Trades & Maintenance	Check and clear blockage in Biomax unit - Shire offices	1086.25
27061	14/01/2015	Multiple Trades & Maintenance	Rough in hot & cold water lines as requested - 2/30 Scotia St	2814.16
EFT2782	22/01/2015	Hart Sport	PAYMENT	-654.80
626999	22/01/2015	Hart Sport	Various sports equipment	654.80
EFT2783	22/01/2015	Club Hotel Wiluna	PAYMENT	-160.00
00207696	22/01/2015	Club Hotel Wiluna	Lunch for 8 people OCM Wednesday 26/11/14	160.00
EFT2784	22/01/2015	Greenfield Technical Services	PAYMENT	-4931.87
3875	22/01/2015	Greenfield Technical Services	Engineering Technical Support and Management - 2014 Flood Damage Works	4931.87
EFT2785	22/01/2015	Xylem Water Solutions Australia Limited	PAYMENT	-8768.10
000707962	22/12/2014	Xylem Water Solutions Australia Limited	Single Phase Pump, Controller 1PH, Level Float, Discharge Connection 50x50	8768.10
EFT2786	22/01/2015	360 Environmental	PAYMENT	-6504.69
485-05	22/01/2015	360 Environmental	Wiluna Structure Plan - local water management strategy	1168.75
485-03	22/01/2015	360 Environmental	Wiluna Structure Plan - flora & vegetation survey/fauna report/enviro assessment/water management	5335.94
EFT2787	22/01/2015	AquaGeo Pty Ltd	PAYMENT	-12100.00
AQ WIL3	19/01/2015	AquaGeo Pty Ltd	Prepare tender documents & specification for bore tender No 3	12100.00
EFT2788	30/01/2015	AMP Bank Ltd	PAYMENT	-1500000.00
TERM DEP	30/01/2015	AMP Bank Ltd	Fund Transfer - AMP Bank Term Deposit	1500000.00
EFT2789	30/01/2015	LGIS Insurance Broking	PAYMENT	-3888.39
062-184307	30/01/2015	LGIS Insurance Broking	Motor vehicle premium adjustment	3888.39
20581	07/01/2015	Sunsuper Fund	PAYMENT	-451.15
SUPER	12/12/2014	Sunsuper Fund	Staff Super - Super Guarantee Payment PE12/12/2014	173.14
SUPER	26/12/2014	Sunsuper Fund	Staff Super - Super Guarantee Payment PE26/12/2014	278.01
20582	15/01/2015	Bunnings Building Supplies Kalgoorlie	PAYMENT	-3403.45

2390/99800884	14/01/2015	Bunnings Building Supplies Kalgoorlie	HomeLeisure REKO 510mm Growers Plastic Pot Black - Shire office, Cyclone Heritage Garden Tools Multi Hoe SH 632549 - Shire office, Zenith 6mm Stainless Steel Wire Rope Grip - 2 Pack - Shire office	159.41
2390/99800919	16/12/2014	Bunnings Building Supplies Kalgoorlie	I/T 1407603 - Paint Interior Dulux Wash & Wear + 10L L/sheen White 56404912 (Colour: Sand Diamond Quarter), I/N 1370017 - Never Miss Ceiling Dulux + 10L White 61504912	1788.85
2390/99700060	17/12/2014	Bunnings Building Supplies Kalgoorlie	Garden items (hose, sprinklers) for Shire Office, Units 1 to 7 Scotia Street	656.29
2390/99800857	14/01/2015	Bunnings Building Supplies Kalgoorlie	Cleaning items (mops, brooms) for Public Toilets	10.98
2390/99800918	16/12/2014	Bunnings Building Supplies Kalgoorlie	Cleaning items (mops, brooms, chemicals) Unit 7/30 & Unit 8/30 Scotia Street	137.18
2390/99800810	14/01/2015	Bunnings Building Supplies Kalgoorlie	Cleaning items mops, brooms, chemicals, bins for Shire maintenance	468.01
2390/99800904	15/12/2014	Bunnings Building Supplies Kalgoorlie	Cleaning items mops, brooms, chemicals, bins for Shire maintenance	31.35
2390/99800812	14/01/2015	Bunnings Building Supplies Kalgoorlie	Gardening items/tools for Wiluna area - flower seeds, buckets etc	134.28
2390/99700084	18/12/2014	Bunnings Building Supplies Kalgoorlie	Shire office gardening tools	17.10
20583	15/01/2015	Horizon Power	PAYMENT	-1074.97
123423	02/01/2015	Horizon Power	Wiluna Street Lights	1074.97
20584	15/01/2015	Kalpumps Sales & Services	PAYMENT	-2805.88
IV58275	30/12/2014	Kalpumps Sales & Services	Part No FB20X 50mm Flexibore 200 - 100m length, Part No CP20S 50mm Flexibore S/S Couplings, Part No CT01A Heavy Duty Cable Ties	2805.88
20585	15/01/2015	Shire of Wiluna 1	PAYMENT	-690.55
NOV-DEC	14/01/2015	Shire of Wiluna 1	Petty Cash Recoup	690.55
20586	15/01/2015	Lomani Koroicure	PAYMENT	-20.76
2100-1	06/01/2015	Lomani Koroicure	Sale of art 14-288	20.76

20587	15/01/2015	Shequiel Patch	PAYMENT	-20.76
2100-1	06/01/2015	Shequiel Patch	14-224 Painting	20.76
20588	15/01/2015	Valdera Morgan	PAYMENT	-1038.00
2101-1	06/01/2015	Valdera Morgan	Sale of B Wilson artwork	1038.00
20589	15/01/2015	Telstra Corporation	PAYMENT	-1739.11
0921434100	01/01/2015	Telstra Corporation	Airport, CEO Office (Modem), Depot Fax, New Iphone, Sports & Rec Manager, Community Dev't Manager, Mobile CEO, Works Manager, Works Supervisor, Art Gallery Manager, Excutive Manager, Admin Fax, CEO Home Phone, CEO Home Fax, Admin Office, Economic Dev't Home, Internet/Data, Works Manager Home, Internet/Data, Internet/Data, Internet/Data, Discount from Grp Plan	1739.11
20590	19/01/2015	Kerry O Brien	PAYMENT	-86.50
12-196	19/01/2015	Kerry O Brien	Art Sales 33	86.50
20591	22/01/2015	Telstra Corporation	PAYMENT	-105.00
3279365211	07/01/2015	Telstra Corporation	Sat phone charges	105.00
20592	22/01/2015	Horizon Power	PAYMENT	-6981.53
273531	12/01/2015	Horizon Power	Power charges 6/11/14-6/1/15 Unit C/555 Scotia Street	176.07
303713	12/01/2015	Horizon Power	Power charges 6/11/14-6/1/15 Recreation Centre	1104.26
135826	12/01/2015	Horizon Power	Power charges 6/11/14-6/1/15 Unit A/555 Scotia Street	28.00
376109	12/01/2015	Horizon Power	Power charges 6/11/14-6/1/15 Jones St Units, Power charges 6/11/14-6/1/15 Jones St Units, Power charges 6/11/14-6/1/15 Jones St Units	527.06
262338	12/01/2015	Horizon Power	Power charges 6/11/14-7/1/15 Meedac Office, Scotia St	391.10
291146	12/01/2015	Horizon Power	Power charges 6/11/14-6/1/15 114 Scotia St	171.15
207891	12/01/2015	Horizon Power	Power charges 6/11/14-7/1/15 Swimming pool	4493.21
152003	12/01/2015	Horizon Power	Power charges 6/11/14-6/1/15 Fire station	61.21
226488	12/01/2015	Horizon Power	Power charges 6/11/14-6/1/15 Unit B/555 Scotia St	29.47
20593	22/01/2015	Montgomery Callow	PAYMENT	-20.76
2102-3	16/01/2015	Montgomery Callow	Sale of artstart 13-67	20.76
20594	22/01/2015	Jayda Rogers	PAYMENT	-20.76

2102-7	16/01/2015	Jayda Rogers	Sale of artstart 13-64	20.76
20595	22/01/2015	Water Corporation	PAYMENT	-107.97
0048	29/12/2014	Water Corporation	Water use & service charge Unit A/555 Scotia St	107.97
20596	22/01/2015	Charrisa Cooke	PAYMENT	-20.76
2102-6	16/01/2015	Charrisa Cooke	Sale of artsart 12-44	20.76
20597	22/01/2015	Charissa Anderson	PAYMENT	-20.76
2102-2	16/01/2015	Charissa Anderson	Sale of artstart 14-184	20.76
20598	22/01/2015	Lavinia Bond	PAYMENT	-41.52
2102-11	16/01/2015	Lavinia Bond	Sale of Artstart 10-498	20.76
2102-9	16/01/2015	Lavinia Bond	Sale of Artstart 14-18	20.76
20599	22/01/2015	Randall Ashwin	PAYMENT	-20.76
2102-5	16/01/2015	Randall Ashwin	Sale of artstart 13-183	20.76
20600	22/01/2015	Keshaya Long	PAYMENT	-41.52
2102-8	16/01/2015	Keshaya Long	Sale of Artstart 12-159 & 14-186	41.52
20601	22/01/2015	Delaine Williams	PAYMENT	-20.76
2102-10	16/01/2015	Delaine Williams	Sale of Artstart 13-292	20.76
20602	22/01/2015	Michael Guilliano	PAYMENT	-20.76
2102-1	16/01/2015	Michael Guilliano	Sale of Artstart 10-498	20.76
20603	22/01/2015	Nyeesha Long	PAYMENT	-20.76
2102-4	16/01/2015	Nyeesha Long	Sale of artstart 14-180	20.76
20604	22/01/2015	REDFM (REDWAVE MEDIA PTY LTD)	PAYMENT	-990.00
34323-1	22/01/2015	REDFM (REDWAVE MEDIA PTY LTD)	Advertising/Promotion - X-mas message Dec 2014 - Red FM	990.00
20605	27/01/2015	Panoramic Gold Pty Ltd	PAYMENT	-3831.31
A1544	27/01/2015	Panoramic Gold Pty Ltd	Rates refund for assessment A1544 LOT M57/00019 MINING WILUNA WA 6646	100.52
A1231	27/01/2015	Panoramic Gold Pty Ltd	Rates refund for assessment A1231 Lot E57/00705 MINING WILUNA WA 6646	82.68
A1230	27/01/2015	Panoramic Gold Pty Ltd	Rates refund for assessment A1230 Lot E57/00678 MINING WILUNA WA 6646	375.15

A1229	27/01/2015	Panoramic Gold Pty Ltd	Rates refund for assessment A1229 Lot E57/00676 MINING WILUNA WA 6646	123.73
A1826	27/01/2015	Panoramic Gold Pty Ltd	Rates refund for assessment A1826 LOT P57/01213 MINING WILUNA WA 6646	36.81
A1545	27/01/2015	Panoramic Gold Pty Ltd	Rates refund for assessment A1545 LOT M57/00033 MINING WILUNA WA 6646	31.77
A1546	27/01/2015	Panoramic Gold Pty Ltd	Rates refund for assessment A1546 LOT M57/00069 MINING WILUNA WA 6646	225.39
A1547	27/01/2015	Panoramic Gold Pty Ltd	Rates refund for assessment A1547 LOT M57/00070 MINING WILUNA WA 6646	1939.57
A1548	27/01/2015	Panoramic Gold Pty Ltd	Rates refund for assessment A1548 LOT M57/00072 MINING WILUNA WA 6646	218.05
A1094	27/01/2015	Panoramic Gold Pty Ltd	Rates refund for assessment A1094 Lot E53/01273 MINING WILUNA WA 6646	687.51
A2159	27/01/2015	Panoramic Gold Pty Ltd	Rates refund for assessment A2159 Lot E51/01538 WILUNA WA 6646	10.13
PE09012015	09/01/2015	Payroll - PE09.01.2015	PAYMENT	-35883.69
PE23012015	23/01/2015	Payroll - PE23.01.2015	PAYMENT	-34889.83
Total List of Accounts Paid by Authority:				-\$ 1,744,914.98

10.3.2. Subject/Applicant:	FINANCIAL REPORT
File:	Finance
Reporting Officer:	Glenn Deocampo – Executive Manager Corporate Services
Date of Report:	27 January 2015
Disclosure of Interest:	Nil

Purpose

Presentation of the Financial Reports for the period ending January 2015.

Background

Section 6.4 of the Local Government Act 1995 requires the presentation of the monthly financial reports including the Statement of Financial Activity to Council, in accordance with the provisions of regulation 34 and 35 of the Local Government Act (Financial Management) Regulations 1996.

The report for the period ending 31 January 2015 is listed as Appendix 10.3.2.

Comment

Nil

Consultation

Nil

Statutory Environment

Local Government Financial Management Regulations 1996 – Regulations 34-35.

Policy Implications

Nil

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirement

Simple majority

Officer Recommendation & Council Decision**Item 10.3.2.****MOVED CR WEBB****SECONDED CR WELLER**

That the Financial Report, including the Statement of Financial Activity, for the period ending 31 January 2015 be received.

CARRIED 5/0**Res: 037/15**

10.3.3. Subject/Applicant:	Financial Investments Report
File:	
Reporting Officer:	Glenn Deocampo – Executive Manager, Corporate Services
Date of Report:	02 February 2015
Disclosure of Interest:	Nil

Purpose

Information to Council regarding the current investments- January 2015.

Background

The Council policy no. 2.20 - Financial Investment Policy requires that monthly report is to be presented to "Council detailing the performance of all investments". Further, it requires that investment register is to be maintained.

The current investments of both reserves and municipal funds are presented in the table below.

31 Jan 2015						Investments Movement				
Account	Type	Institution	Term Days	Yield	Maturity	Balance B/fwd.	Transfer In	Actual Interest	Transfer out	
84-686-4769	Curve Securities 1	NAB	84	3.38%	31/12/2014	4,698,059.72		36,544.48	(36,544.48)	4,698,059.72
6703-61181	Reserve Accounts	ANZ	90	3.44%	29/01/2015	1,114,844.14	583,184.66			1,698,028.80
016307-3377354	Call Deposit	ANZ	n/a	Varies	n/a	1,237,953.34		2,704.84	(583,184.66)	657,473.52
11853	Curve Securities 2	NAB	89	3.45%	20/01/2015	1,500,000.00		12,760.27	(1,512,760.27)	0.00
12871	Curve Securities	AMP	180	3.40%	29/07/2015		1,500,000.00			1,500,000.00
Total Investments						8,550,857.20	2,083,184.66	52,009.59	2,132,489.41	8,553,562.04
Represented By:										
L072300	Reserve Airport	NAB	84	3.38%	31/12/2014	68,758.54		534.85	(69,293.39)	0.00
L072100	Reserve- Asset Replacement	NAB	84	3.38%	31/12/2014	509,924.76		3,966.52	(513,891.28)	0.00
L072100	Reserve - Asset Replacement	ANZ	90	3.44%	29/01/2014	1,032,210.75	513,891.27			1,546,102.02
L072300	Reserve - Airport	ANZ					69,293.39			69,293.39
L072200	Reserve - Computer	ANZ	90	3.44%	29/01/2014	28,123.45				28,123.45
L072400	Reserve - Leave	ANZ	90	3.44%	29/01/2014	39,506.12				39,506.12
L072500	Reserve - Wiluna Tele Centre	ANZ	90	3.44%	29/01/2014	15,003.82				15,003.82
	Sub Total Reserves					1,693,527.44	583,184.66	4,501.36	(583,184.66)	1,698,028.80
	Restricted - Loan	NAB	84	3.38%	31/12/2014	1,294,409.36		10,068.73	(10,068.73)	1,294,409.36
	Municipal – Investment 1	NAB	84	3.38%	31/12/2014	2,824,967.06	578,683.30	21,974.38	(21,974.38)	3,403,650.36
	Call Deposit Account	ANZ	n/a	Varies	n/a	1,235,161.54		2,704.84	(583,184.66)	657,473.52
	Municipal – Investment 2	NAB	89	3.45%	20/01/2014	1,500,000.00		12,760.27	(1,512,760.27)	0.00
	Municipal – Investment	AMP	180	3.40%	29/07/2015		1,500,000.00			1,500,000.00
	Sub Total Reserves					6,857,329.76	2,078,683.30	47,508.23	(2,127,988.05)	6,855,533.24
	Total Funds Invested					8,548,065.40	2,661,867.96	2,791.80	(2,711,172.71)	8,553,562.04

Comment

Municipal Funds: The funds are currently deposited in “call deposit” account and fixed term accounts. Both types of deposits yield higher interest than the normal checking account.

A total of \$3,403,650.36 municipal fund was reinvested in a fixed term, 90 days, due to mature on 31 March 2015 and the expected interest earnings at maturity is \$23,822.60. The unspent restricted loan of \$1,294,409.36 was also reinvested in the same manner and time, and interest at maturity is \$10,915.59.

A term deposit of \$1,512,760.27 (including interest) with National Australian Bank (NAB- Curve Securities) was withdrawn and put back to Municipal Operating Fund, and opened a new term account of \$1,500,000 with AMP- Curve Securities, 180 days, due to mature 29 July 2015 and expected earnings at maturity of \$25,150.68

A total of \$583,184.66 was transferred to ANZ Term deposit account from negotiator or “call deposit” account. This amount represents the Reserves Funds included in the NAB-Curve Securities account. The purpose of the transfer is to consolidate all Reserves Funds into one term deposit account. As at 31 January 2015, the negotiator or “call deposit” account has a balance of \$657,473.

Reserve Funds: The reserve funds comprised of the following:

Asset Replacement Reserve	\$1,542,135.51
Leave Reserve	\$ 39,506.12
Computer Reserve	\$ 28,123.45
Airport Reserve	\$ 68,758.54
Wiluna Tele centre	\$ 15,003.82

These reserve funds are currently deposited in a fixed term deposit with ANZ bank. The total of \$1,698,028.80 was renewed for a period of 90 days, due to mature on 30 April 2015, and expected interest earnings at maturity is \$13,607.49.

All investments are done in compliance with the policy.

Consultation

Nil

Statutory Environment

Nil

Policy Implications

In compliance with Policy No. 2.20 - Financial Investments Policy

Financial Implications

Interest earned from investments is an income for the Council.

Strategic Implications

Effective governance and administration of Shire's services and prudent financial management all underpin the ability of the Shire to effectively deliver services and programmes.

Voting Requirements

Simple majority

Officer Recommendation & Council Decision**Item 10.3.3.****MOVED CR WEBB****SECONDED CR WELLER**

That information in this report is received

CARRIED 5/0**Res: 038/15****10.4. Executive Manager Technical Services Report**

10.4.1. Subject/Applicant:	Road Hierarchy
File:	Various
Reporting Officer:	Rod Liversidge, Executive Manager Technical Services
Date of Report:	15 February 2015
Disclosure of Interest:	Nil

Purpose

Council to consider a Road Hierarchy system suitable to be used in conjunction with current maintenance grading practices for maintaining unsealed roads within the Shire of Wiluna.

Background

A draft Road Hierarchy system was presented for discussion at the Council forum on 4 February, 2015 with a copy given to all Councillors for comment. Comments have been received and a revised draft Road Hierarchy plan is attached for consideration. (See Appendix 10.4.1.)

Comment

A Road Hierarchy system is usually based on the number of average daily traffic movements with the lowest category being classified as 'Minor Roads' which are less than 100 vehicles per day. All roads within the Shire of Wiluna fall into this category. Being in this category does not mean much as the road maintenance depends on the current condition of the road, type of material on the road, weather conditions and type of traffic currently using the roads. Heavy vehicles cause substantially more wear and tear than light vehicles.

Councillors will note that the four most heavily trafficked roads are classified as Regional Distributor Roads and will receive a minimum of up to three maintenance grades per year depending on weather conditions, increase or

decrease in traffic counts and type of existing material on the road running surface.

These roads are:-

- Wiluna North Road
- Wongawol Road
- Carnegie Road
- Yeelirrie Road

The next classification is a Local Distributor Road, these roads will receive up to two maintenance grades per year depending on weather conditions, increase or decrease in traffic counts and type of existing material on the road running surface.

These roads are:-

- Lake Violet/Granite Peak Road
- Granite Peak Bypass Road
- Sydney Heads Road
- Carnegie/Glen Ayle Road
- Barwidgee Road
- Barwidgee/Yandal Road
- Windidda Road

The next classification is Access - Station Traffic, these roads will receive at least one maintenance grade per year depending on weather conditions, increase or decrease in traffic counts and type of existing material on the road running surface.

These roads are:

- Albion Downs Road
- Lake Way Road
- Yandil Road
- Meekatharra/Yeelirrie Road
- Wonganoo Road
- Mt Fisher/Wonganoo Road
- Prenti Downs Road
- Prenti Downs/Warren Bore Road
- Cunyu Access Road
- Lake Violet Access Road
- Granite Peak Access Road
- Glen Ayle Access Road

The next classification is Access – Tourism, these roads will receive at one or two maintenance grades per year depending on condition and traffic numbers.

These roads are:-

- No 10 Well Road
- North Pool Road

- Gunbarrel Highway
- Pioneer Cemetery Access

The last classification is Local Access Roads, these roads will receive as many grades as required to keep them in a trafficable condition.

These roads are:-

- Landfill access Road
- Cemetery Access Road

Traffic Details

Traffic counts were carried out several years ago would still be indicative of traffic volumes today, visual traffic counts have been carried out on roads by the Shire maintenance grading contractor during daylight hours only, this give us an idea of current volumes.

Wongawol Road

A traffic counter was deployed on Wongawol Rd for 29 days in March/April 2010, 855 traffic movements were recorded at an average of 29.4 per day. A visual count was carried out for 4 days in August 2014 and 9 days during December 2014 giving a total of 13 days where a total of 44 traffic movements were observed giving an average of 3.4 vehicles per day. As can be seen from the above counts, tourism traffic increases during the cooler months.

Wiluna North Road

A traffic counter was deployed on Wiluna North Rd for 29 days during March/April 2010, 954 traffic movements were recorded at an average of 32.9 per day.

A visual count was carried out for 10 days during July/August 2014 with 170 traffic movements observed at an average of 17 vehicles per day with a further count carried out for 7 days in December 2014 with 49 traffic movements observed at an average of 7 vehicles per day.

Yeelirrie Road

A traffic counter was deployed on Yeelirrie Rd for 30 days during March/April 2010, 214 traffic movements were recorded at an average of 7.1 vehicles per day. A visual count has yet to be carried out on Yeelirrie Rd.

Lake Violet/Granite Peak Road

A visual count was carried out on Lake Violet/Granite Peak Rd for 24 days during March/April 2014 with 40 traffic movements being observed at an average of 1.67 vehicles per day. A traffic counter has not been deployed on this road.

The above traffic counts show that even our most trafficked roads still fall into a 'Minor Road' classification.

Current Grading Program

Currently the four 'Regional Distributor Roads' Wongawol Rd, Carnegie Rd, Wiluna North Rd and Yeelirrie Rd receive a minimum of three maintenance grades per year, Barwidgee Rd, Barwidgee/Yandal Rd, Lake Violet/Granite Peak Rd, Carnegie/Glen Ayle Rd and Sydney Heads Rd receive at least two maintenance grades per year. The remainder of the maintained roads receive at least one maintenance grade per year.

It must also be brought to Council's attention that the roads due to be reconstructed under the WANDRRA funding could now possibly require more maintenance grading than they currently receive in order to maintain and preserve these roads in a good trafficable condition. For example, the Gunbarrel Highway was being graded once per year and will now possibly require two grades and the Mt Fisher/Wonganoo Rd was not maintained at all but now possibly may require one or two grades per year.

The draft road Hierarchy has listed and given all roads a MRWA classification along with a recommended level of service.

The attached Road Hierarchy and Levels of Service are set for the 'ideal situation'; it does and cannot take into account inclement weather and other abnormal conditions or events

Consultation

Acting Chief Executive Officer

Statutory Environment

Local Government Act 1995, S 6.8

Policy Implications

Nil

Financial Implications**Voting Requirement**

Simple majority

Officer Recommendation & Council Decision
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Item 10.4.1.

MOVED CR WELLER

SECONDED CR WEBB

That the Road Hierarchy, including classifications and Levels of Service, identified as Appendix 10.4.1. to this agenda be adopted.

CARRIED 5/0

Res: 039/15

10.4.2. Subject/Applicant:	2014/2015 Road Construction Program
File:	Various
Reporting Officer:	Rod Liversidge, Executive Manager-Technical Services
Date of Report:	19 February 2015
Disclosure of Interest:	Nil

Purpose

Council to reconsider the extent of the 2014/2015 Road Construction programme, in respect to the allocation of Regional Road Group funding and extent of Works.

Background

The 2014/2015 budget includes the following road construction works that are subject to grant funding.

- Granite Peak Rd – Gravel sheeting sandy section - \$80,000 R2R
- Wiluna North Road – Gravel sheeting - \$631,000
\$277,000 R2R
\$150,000 RRG –
\$204,000 S.O.W.

Note: R2R = Roads to Recovery funding – Federal Government
RRG = Regional Road Group funding – State Government

The \$150,000 RRG funding allocated to the Wiluna North Road in the budget is actually allocated to the Wongawol road through the Regional Road Group process. The Shire of Wiluna has also received a further \$126,000 from the Regional Road Group for gravel sheeting on Wongawol Road. This, like the \$150,000 RRG funding has to be matched by 50% Shire funds.

Comment

A more recent check of Wongawol Road has shown that the section between SLK15.00 to SLK 21.8 (end of seal to crossing) requires gravel resheet and waterbind to protect the road from further breakup and damage.

There is also a further section of Wongawol Road approx SLK 52.00 to SLK 56.00 that has corrugated badly and requires resheeting. This section of road has been graded recently and due to a substandard base has broken up very quickly.

It is proposed that a reallocation of funding between the Wiluna North Road and the Wongawol Road be made so that the required work on Wongawol Road can be undertaken in 2014/2015.

Also, the first floodway on Wiluna North Road has become a problem whereby it has to be repaired after each rainfall event no matter how little

rain has fallen. A consulting engineer has been engaged to carry out a brief design and provide an indicative estimate of the construction costs. The cost of this floodway will dictate what funding will then be available for any gravel resheet and waterbind work towards the Kutkabubba Community.

To facilitate the reallocation of funds to undertake the necessary works on both the Wiluna North Road and Wongawol Road the following is required.

Works to be undertaken in 2014/2015

- Wongawol Road – SLK 15.00 to SLK 21.8 and SLK 52.00 to SLK 56.00 – a total of 11.8km, say 12 km's. The estimated cost is \$25,000 per km, totalling \$300,000.

Funding Arrangements

Regional Road Group	\$150,000	
Shire of Wiluna – 50% matching	<u>\$ 75,000</u>	\$225,000

Regional Road Group additional grant -	\$50,000	
Shire of Wiluna – 50% matching	<u>\$25,000</u>	<u>\$ 75,000</u>
		<u>\$300,000</u>

- Wiluna North Road
Gravel resheet – from town to ? - ?
Construction of Floodway (1st floodway) - ?

Funding Arrangements

Roads to Recovery	\$277,000
Regional Road Group	\$ 51,000
Shire of Wiluna	<u>\$204,000</u>
	<u>\$532,000</u>

Note: The amount to be spent on gravel sheeting will depend on the cost of the floodway construction. An estimate of cost should be available for the Council meeting.

Note also that it may be possible to access funds from State and Federal governments for access to Kutkabubba. If funds are forthcoming the Shire contribution will be reduced accordingly.

Consultation

N/A

Statutory Environment

Regional Road Group funding and Roads to Recovery funding has to be expended prior to 30 June, 2015.

Policy Implications

Nil

Financial Implications

As outlined in this report.

Voting Requirement

Absolute majority

Officer Recommendation & Council Decision**Item 10.4.2.****MOVED CR WEBB****SECONDED CR WELLER**

That:-

- 1) The 2014/2015 Roadworks budget be amended to reflect the following works.
 - Wongawol Road – SLK 15.00 to SLK 21.8 and SLK 52.00 to SLK 56.00 – a total of 11.8km gravel sheeting - \$300,000.
 - Wiluna North Road – floodway construction and gravel sheeting \$532,000
 -
- 2) The Chief Executive Officer seek approval from the Goldfields Esperance Regional Road Group for the reallocation of grant funds, in accordance with this report.

CARRIED 5/0 by absolute majority**Res: 040/15**

10.4.3. Subject/Applicant:	Six Mile Creek Culvert
File:	Various
Reporting Officer:	Rod Liversidge, Executive Manager-Technical Services
Date of Report:	17 February 2015
Disclosure of Interest:	Nil

Purpose

Council to consider the construction of a culvert on Wiluna North Road at 'Six Mile Creek' in order to enable all weather access to Kutkabubba Community especially in emergency situations.

Background

Wiluna North Road is generally closed to all traffic immediately after any reasonable rain event mainly to minimise damage to the gravel running surface. However the road occasionally has to remain closed for safety reasons longer than anticipated due to the amount of water flowing along Six Mile Creek.

Comment

During a decent rainfall event the Six Mile Creek crossing can flow at depths of up to two metres and flow quickly enough to become extremely dangerous.

On most occasions when the road is closed traffic ignores the signage and continues to use Wiluna North Road, it is only a matter of time before a serious incident occurs.

Council may need to consider whether it is advantageous to proceed with an indicative cost estimate and preliminary culvert design to remedy the current situation.

Applications to the relevant Aboriginal Access funding bodies may also be required to ascertain what funding is available to assist with this proposed project.

Should Council wish to proceed with this project it is envisaged that a draft design and cost estimate along with the possible funding available for Council to consider for inclusion into 2015/2016 budget.

Consultation

Acting Chief Executive Officer

Statutory Environment

Local Government Act 1995, S 6.8

Policy Implications

Nil

Financial Implications

None at this stage

Voting Requirement

Simple majority

Officer Recommendation & Council Decision
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Item 10.4.3.

MOVED CR HARRIS

SECONDED CR FARMER

1. That Council staff undertake what work is required to provide concept designs and indicative cost estimates to provide Council with full details of a proposed floodway/culvert at Six Mile Creek.
2. That the Chief Executive Officer approach the relevant Aboriginal Access bodies to ascertain what funding is available to assist with the design and construction of the Six Mile Creek floodway/culvert.

CARRIED 5/0

Res: 041/15

10.4.4. Subject/Applicant:	Plant & Equipment Hire Tender
File:	Tender Register
Reporting Officer:	Rod Liversidge – Executive Manager Technical Services
Date of Report:	17 February, 2015
Disclosure of Interest:	Nil

Purpose

Council to authorise the Chief Executive Officer to call tenders for Plant and Equipment hire rates.

Background

It is council practice to utilise hire plant and equipment for the delivery of works and services in the Shire, predominantly on roadworks.

In the past two years Tender 4/2012-13 Plant Hire was used for this purpose. The contract awarded under this tender concludes at the end of February 2015.

Comment

To progress the road construction projects included in the 2014/2015 budget and beyond it is appropriate that a new tender be called.

Works that Council commences prior to 28 February, 2015 come under the existing contract.

The Plant and Equipment request for tender document and specifications is attached. (Appendix 10.4.4.). The document includes the following selection criteria :-

Description of Qualitative Criteria	Weighting %
A) Value for Money	50%
B) Relevant Experience in providing this service	30%
C) Respondent's Resources	20%

Prior to inviting tenders the Chief Executive Officer will ensure the contract documentation meets legal requirements.

Consultation

Acting Chief Executive Officer

Statutory Environment

Tenders will be invited in accordance with the requirements of the Local Government Act, 1995, Section 3.57 (Tenders for Providing Goods and Services and Local Government (Functions and General) Regulations 1996.

Policy Implications

Council Policy 2.6 – Purchase of Goods and Services applies for local preference.

Financial Implications

Nil

Strategic Implications

Nil

Voting Requirements

Simple majority

Officer Recommendation & Council Decision**Item 10.4.4.****MOVED CR HARRIS****SECONDED CR FARMER**

That :-

- 1) The Chief Executive Officer be authorized to advertise tenders for the following:-
 - Plant and Equipment Hire
- 2) The conditions of tender and tender specifications for the Plant and Equipment Hire tender (Identified as Appendix 10.4.4 to this agenda) be adopted.
- 3) The following criteria and weightings, as included in the tender document, be used for deciding which tender should be adopted.

Description of Qualitative Criteria	Weighting %
A) Value for Money	50%
B) Relevant Experience in providing this service	30%
C) Respondent's Resources	20%

CARRIED 5/0**Res: 042/15**

10.5. Project Officer

Nil

11. Elected Members Motion of Which Previous Notice Has Been Given**12. Urgent Business Approved by the Person Presiding or by Decision of Council****12.1 Shire of Wiluna Audit Committee Recommendations**

A copy of the minutes of the Audit Committee meeting held on 25 February, 2015 is attached.

Committee Recommendations requiring action.

Item 4 Budget Review 2014/2015

<i>Committee Recommendation & Council Decision</i>

<i>Item 4.</i>

MOVED CR WEBB

SECONDED CR HARRIS

That:

- 1. Council approve the Budget review for the period 1 July 2014 to 31 January 2015 as per the projected figures indicated in the Statement of Budget review (affixed hereto).**
- 2. Council approve budget amendment noted in the budget review report.**
- 3. Council notes the change in the forecast closing surplus for 2014/2015 from \$0 to \$5,128,189.**

CARRIED 5/0 by absolute majority

Res: 043/15

Item 5 2014 Compliance Audit Return

<i>Committee Recommendation & Council Decision</i>

<i>Item 5.</i>

MOVED CR WEBB

SECONDED CR HARRIS

That Council adopt the 2014 Compliance Audit Return, noting the items of non-compliance and the remedial action taken.

CARRIED 5/0 by absolute majority

Res: 044/15

13. Matters Behind Closed Doors**13.1. Wongawol Road Construction Contract Dispute*****Council Decision******Item 13.1.*****MOVED CR WEBB****SECONDED CR WELLER**

That Council sit behind closed doors to consider an item that has commercial confidentiality.

CARRIED 5/0**Res: 045/15****Rescission Motion**

Cr Harris, Cr Farmer and Cr Webb indicated support for the rescission motion.

Council Decision***Item 13.1.*****MOVED CR FARMER****SECONDED CR WEBB**

That Part (2) of Resolution 025/15, Item 13.1. of the 4 February, 2015 meeting of Council be rescinded.

CARRIED 5/0 by absolute majority**Res: 046/15*****Officer Recommendation & Council Decision******Item 13.1.*****MOVED CR WELLER****SECONDED CR WEBB**

That no further legal action be taken in respect to the Wongawol Road – Contract dispute, Howson v Shire of Wiluna and Civic Legal be advised accordingly.

CARRIED 5/0**Res: 047/15*****Council Decision******Item 13.1.*****MOVED CR FARMER****SECONDED CR WELLER**

That Council come out from behind closed doors.

CARRIED 5/0**Res: 048/15**

14. Closure of Meeting 4.35pm

These minutes were confirmed at the meeting of the 25 March 2015

Signed _____

(Presiding Person at the meeting of which the minutes were confirmed.)

Date: _____