



**MINUTES
OF THE
ORDINARY MEETING OF
COUNCIL**

**HELD ON
THURSDAY, 18 OCTOBER 2018**

**Council Chambers
Honour Avenue
Wyalkatchem**

**Commencement: 3.35pm
Closure: 5.00pm**

Preface

When the Chief Executive Officer approved these Minutes for distribution they are in essence “*Unconfirmed*” until the following Ordinary Meeting of Council, where the minutes will be confirmed subject to any amendments.

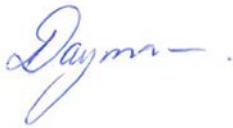
The “*Confirmed*” Minutes are then signed off by the Presiding Member

Disclaimer

No responsibility whatsoever is implied or accepted by the Shire of Wyalkatchem for any act, omission or statement or intimation occurring during this meeting. It is strongly advised that persons do not act on what is heard at this meeting and should only rely on written confirmation of Council’s decisions, which will be provided within ten days of this meeting

Unconfirmed Minutes

These minutes were approved for distribution on 25 September 2018.



Taryn Dayman
Chief Executive Officer
Shire of Wyalkatchem

TABLE OF CONTENTS

1.	DECLARATION OF OPENING	1
2.	PUBLIC QUESTION TIME	1
2.1.	Response to Public Questions Previously Taken on Notice	1
2.2.	Declaration of Public Question Time opened	1
2.3.	Declaration of Public Question Time closed	1
3.	ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE	1
3.1.	Attendance	1
3.2.	Apologies	1
3.3.	Approved Leave of Absence	1
3.4.	Applications for Leave of Absence	1
4.	PETITIONS, DEPUTATIONS, PRESENTATIONS	1
4.1.	Petitions	1
4.2.	Deputations	2
4.3.	Presentations	2
5.	DECLARATIONS OF INTEREST	2
5.1.	Financial and Proximity Interest	2
5.2.	Impartiality Interests	2
6.	CONFIRMATION AND RECEIPT OF MINUTES	2
6.1.	Confirmation of Minutes	2
6.1.1.	Ordinary Meeting of Council – 20 September 2018	2
6.2.	Receipt of Minutes	2
6.2.1.	NEWROC Council Minutes – 25 September 2018	2
6.2.2.	Central East Aged Care Alliance Inc. Committee Minutes – 5 September 2018	3
7.	ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION	3
8.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED	3
9.	REPORTS	4
9.1.	CORPORATE AND COMMUNITY SERVICES	4
9.1.1.	FINANCIAL MANAGEMENT –MONTHLY FINANCIAL REPORT – SEPTEMBER 2018	4
9.1.2.	FINANCIAL MANAGEMENT - PAYMENT LISTINGS – SEPTEMBER 2018	7
9.1.3.	PURCHASING POLICY	10
9.1.4.	WYALKATCHEM COMMUNITY MART COMMUNITY GRANT APPLICATION	12
9.2.	GOVERNANCE AND COMPLIANCE	15

9.2.1.	CHIEF EXECUTIVE OFFICER – SEPTEMBER 2018.....	15
9.2.2.	PRINCIPAL ENVIRONMENTAL HEALTH OFFICER – SEPTEMBER 2018	19
9.2.3.	COMMUNITY AND ECONOMIC DEVELOPMENT OFFICER– SEPTEMBER 2018.....	22
9.2.4.	PROPERTY AND FINANCE OFFICERS REPORT - SEPTEMBER 2018.....	27
9.2.5.	BUSHFIRE DELGATIONS	29
9.2.6.	BUSHFIRE POLICIES.....	32
9.2.7.	STAFF POLICY – VOLUNTARY SERVICES.....	35
9.2.8.	APPOINTMENTS – BUSH FIRE ACT	37
9.2.9.	APPOINTMENTS – DUAL FIRE CONTROL OFFICER – SHIRE OF KELLERBERRIN	40
9.3.	WORKS AND SERVICES	42
9.3.1.	MANGER OF WORKS – OCTOBER 2018.....	42
10.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	45
11.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	45
12.	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION	45
13.	MATTERS BEHIND CLOSED DOORS.....	45
14.	INFORMATION BULLETIN.....	45
14.1.	Information Bulletin.....	45
14.2.	Business Arising from the Information Bulletin.....	45
15.	CLOSURE OF THE MEETING	45

1. DECLARATION OF OPENING

The Chairperson, Shire President Cr Q Davies opened the meeting at 3.35pm

2. PUBLIC QUESTION TIME

2.1. Response to Public Questions Previously Taken on Notice

Nil

2.2. Declaration of Public Question Time opened

Public Question time opened at 3.36pm.

There were no members of the public.

2.3. Declaration of Public Question Time closed

Public Question time closed at 3.36pm.

3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

3.1. Attendance

Members:

Cr. Quentin Davies President (Presiding Member)
Cr. Stephen Gamble
Cr. Fred Butt
Cr. Heather Metcalfe
Cr. Emma Holdsworth

Staff:

Taryn Dayman Chief Executive Officer
Claire Trenorden Manager Corporate Services
Sarah Hammond Community & Economic Development
Officer

3.2. Apologies

Nil

3.3. Approved Leave of Absence

Nil

3.4. Applications for Leave of Absence

Nil

4. PETITIONS, DEPUTATIONS, PRESENTATIONS

4.1. Petitions

Nil

4.2. Deputations

Nil

4.3. Presentations

Nil

5. DECLARATIONS OF INTEREST

5.1. Financial and Proximity Interest

Nil

5.2. Impartiality Interests

Nil

6. CONFIRMATION AND RECEIPT OF MINUTES

6.1. Confirmation of Minutes

6.1.1. Ordinary Meeting of Council – 20 September 2018

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 20 September 2018 (Attachment 6.1.1)

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 20 September 2018 (Attachment 6.1.1) be confirmed as a true and correct record.

COUNCIL RESOLUTION:

(129/2018) Moved: Cr Butt

Seconded: Cr Gamble

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 20 September 2018 (Attachment 6.1.1) be confirmed as a true and correct record.

CARRIED 6/0

6.2. Receipt of Minutes

6.2.1. NEWROC Council Minutes – 25 September 2018

Minutes of the NEWROC Executive Meeting held on Tuesday 25 September 2018 (Attachment 6.2.1)

OFFICER RECOMMENDATION:

That the minutes of the NEWROC Executive Meeting of Tuesday 28 September 2018 (Attachment 6.2.1) be received by Council.

COUNCIL RESOLUTION:

(130/2018) Moved: Cr Gamble

Seconded: Cr Garner

That the minutes of the NEWROC Executive Meeting of Tuesday 28 September 2018 (Attachment 6.2.1) be received by Council.

CARRIED 6/0

- 6.2.2. Central East Aged Care Alliance Inc. Committee Minutes – 5 September 2018**
Minutes of the Central East Aged Care Alliance Inc. Committee meeting of
Wednesday 5 September 2018 (Attachment 6.2.2)

OFFICER RECOMMENDATION:

*That the minutes of the Central East Aged Care Alliance Inc. Committee meeting of
Wednesday 5 September 2018 (Attachment 6.2.2) be received by Council.*

COUNCIL RESOLUTION:

(131/2018) Moved: Cr Holdsworth

Seconded: Cr Metcalfe

*That the minutes of the Central East Aged Care Alliance Inc. Committee meeting
of Wednesday 5 September 2018 (Attachment 6.2.2) be received by Council.*

CARRIED 6/0

7. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

CR Davies discussed with CEO Taryn Dayman, to be brought up at next workshop about obituaries. CR Davies acknowledged the passing of Tom Cleverly, two long term Wyalkatchem residents, David Rhind and Geoffrey Threfall, Koorda resident Mary Nicholls and Trayning Councillor Melanie Browns brother Jamie Pearson and expressed condolences to their families. CR Davies thanked CR Garner for stepping in at the last CEACA meeting and for taking on those duties.

8. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

9. REPORTS

9.1. CORPORATE AND COMMUNITY SERVICES

9.1.1. FINANCIAL MANAGEMENT –MONTHLY FINANCIAL REPORT – SEPTEMBER 2018

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 October 2018
Reporting Officer:	Claire Trenorden – Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 9.1.1 Monthly Financial Report September 2018

SUMMARY

In accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, the Shire is to prepare a monthly Statement of Financial Activity for approval by the Council.

BACKGROUND

The Statement of Financial Activity was introduced by the Department of Local Government from 1 July 2005. The change was implemented to provide elected members with a better idea of operating and capital revenue and expenditure. It was also intended to link operating results with balance sheet items and to reconcile with end of month balances.

COMMENT

September 2018 Financial Statements

- Yearly operating revenue is \$1,678,634 inclusive of net rate income of \$1,248,202 (net of prepaid rates and discounts) – 68% of Budget;
- Yearly operating expenditure is \$948,038 – 25% of Budget;
- Yearly capital expenditure is \$199,710 – 15% of Budget;
- Yearly capital revenue is \$941,412 – 70% of Budget;
- Net current assets as at 30 September 2018 are \$2,057,051.

Operating Revenue

Rates: Revenue of \$1,454,232 has been raised during the rate run for 2018/19. The total Rate Run is broken down between Rates \$1,301,824, Rubbish \$96,390, Health Levy \$15,120 and ESL Levy \$40,898. To date income received is \$1,107,685 and discounts applied equate to \$18,583. Approximately 77% of Rates have been collected to date, with \$313,158 outstanding.

Transport: Main Roads were invoiced for the Direct Grant (\$101,049), this was \$41,834 higher than was budgeted. The Annual Budget figure was based on what was received in 2017/18 when the State Government reduced the grant by about half. In 2018/19 the grant has returned to what it was prior to this reduction. Main Roads were also invoiced for the first 40% payment of the Regional Road Group grant (\$114,816) as per the Annual Budget.

Capital Expenditure

Land and Buildings	\$21,045	The Shire Office, Lady Novar, Railway Station and Railway Barracks capital works have commenced as of September 2018. 1 Slocum St capital works have been completed.
Plant and Equipment	\$104,058	The Doctors vehicle and Works Manager vehicle changeovers have been completed. The new cylinder mower has been purchased.
Roads	\$10,451	Goldfields Rd has commenced as of September 2018.

Net Assets: Net Current Assets as at 30 September 2018 amount to \$2,057,051. This in the majority comprises of Cash Unrestricted – Municipal Funds (\$1,661,013).

STATUTORY ENVIRONMENT

Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1996* applies.

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Wyalkatchem Strategic Community Plan

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.4	Robust and accountable business and financial processes	5.4.2	Ensure efficient use of resources

Objective: Well utilised and effectively managed facilities and assets

Outcome No.	Outcome	Action No.	Actions
6.1	Assets are well managed and used to meet the needs of current and future generations	6.1.1	Provide ongoing management of existing assets
		6.1.3	Implement Council's capital works programme

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the Statement of Financial Activity for the period ended 30 September 2018, as provided for in attachment 9.1.1.

COUNCIL RESOLUTION:

(132/2018) Moved: Cr Butt Seconded: Cr Holdsworth

That Council receive the Statement of Financial Activity for the period ended 30 September 2018, as provided for in attachment 9.1.1.

CARRIED 6/0

9.1.2 FINANCIAL MANAGEMENT - PAYMENT LISTINGS – SEPTEMBER 2018

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 October 2018
Reporting Officer:	Claire Trenorden – Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 9.1.2.1 Payment Listing September 2018 Attachment 9.1.2.2 Credit Card Statement – September 2018 Attachment 9.1.2.3 Fuel Card Statement – September 2018

SUMMARY

This report recommends that Council receive the monthly transaction financial activity statement for the Shire of Wyalkatchem as required by the *Local Government Act 1995* Section 6.8(2)(b).

BACKGROUND

Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the Trust and Municipal Fund (Delegation A1). The CEO has sub-delegated these payments to the Manager Corporate Services and the Administration Officers. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid is to be presented to Council and be recorded in the minutes of the meeting at which the list was presented.

COMMENT

Pursuant to Section 6.8(2)(b) of the *Local Government Act 1995*, where expenditure has been incurred by a local government it is to be reported to the next Ordinary Meeting of Council. Values have been rounded to the nearest dollar.

Municipal Account

Total Payments September 2018	\$268,351
Total Payments September 2017	\$400,919
Variance \$	-\$132,568
Variance %	-33%

Percentage paid by EFT September 2018	100%
Percentage paid by cheque September 2018	0%

Percentage of Wyalkatchem based suppliers September 2018 (excluding wages, bank fees, loan payments and utilities providers) 13%

Percentage of suppliers used where no Wyalkatchem based option is available September 2018 85%

Dollar value spent with Wyalkatchem based suppliers September 2018 \$21,237

Trust Account – Working

No transactions

Reserve Account

No transactions

STATUTORY ENVIRONMENT

Section 6.8(2)(b) of the *Local Government Act 1995* requires that where expenditure has been incurred by a local government it is to be reported to the next Ordinary Meeting of Council.

POLICY IMPLICATIONS

Relates to Policy Number GP2 – Purchasing Policy.

FINANCIAL IMPLICATIONS

Payments of accounts payable as per the attached transaction statements to the value of \$268,351 for September 2018.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Wyalkatchem Strategic Community Plan

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.4	Robust and accountable business and financial processes	5.4.2	Ensure efficient use of resources

Objective: Well utilised and effectively managed facilities and assets

Outcome No.	Outcome	Action No.	Actions
6.1	Assets are well managed and used to meet the needs of current and future generations	6.1.1	Provide ongoing management of existing assets
		6.1.3	Implement Council's capital works programme

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the Payment Listing as of 30 September 2018, as provided for in attachment 9.1.2.1.

COUNCIL RESOLUTION:

(133/2018) Moved: Cr Gamble

Seconded: Cr Butt

That Council receive the Payment Listing as of 30 September 2018, as provided for in attachment 9.1.2.1.

CARRIED 6/0

9.1.3. PURCHASING POLICY

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	20 October 2018
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	4.14.01
Attachment Reference:	Attachment 9.1.3 Purchasing Policy

SUMMARY

This report relates to the review of Council's Purchasing Policy.

BACKGROUND

The Shire's Purchasing Policy was identified in the Department of Local Government and Community Better Practice review in 2016 as a policy that requires updating to reflect the changes to the *Local Government (Function and General) Regulations 1996*.

As part of the Chief Executive Officer Compliance health check review, WALGA's Integrity in procurement self-audit tool was utilised to review Council's Procurement framework and identified the need for Council's Purchasing Policy to be reviewed to ensure it meets compliance as a priority.

COMMENT

Procurement and its compliance is complex issue. WALGA has prepared a template document as a guide for local government authorities to consider when creating or amending a purchasing policy to comply with Regulations 11A and 24AC of the *Local Government (Functions and General) Regulations 1996*.

The revised Purchasing Policy has been based on the WALGA template and has been customised to meet the Shire of Wyalkatchem requirements.

The proposed reviewed Purchasing policy was discussed at Council's workshop forum on the 8 October 2018.

The revised Purchasing Policy is provided to Council as attachment 9.1.3 and is presented for Council's consideration and endorsement.

STATUTORY ENVIRONMENT

Local Government Act 1995 s2.7(2)(b) – Determine the Local Government's policies

Local Government (Function and General) Regulations 1996 s11A - Purchasing policies for local governments

Local Government (Function and General) Regulations 24AC – Requirements before establishing panel of pre-qualified suppliers

POLICY IMPLICATIONS

Revised Purchasing Policy

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Wyalkatchem Strategic Community Plan

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-managed and effective Council organisation	5.1.1	Implement effective governance structures
		5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk
		5.1.4	Implement systems and processes to enhance organisational capability

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council adopt the revised 'Purchasing Policy' as provided for in Attachment 9.1.3.

COUNCIL RESOLUTION:

(134/2018) Moved: Cr Garner

Seconded: Cr Holdsworth

That Council adopt the revised 'Purchasing Policy' as provided for in Attachment 9.1.3.

CARRIED 6/0

9.1.4. WYALKATCHEM COMMUNITY MART COMMUNITY GRANT APPLICATION

Applicant:	Wyalkatchem Community Mart
Location:	Shire of Wyalkatchem
Date:	10 October 2018
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	15.2.1
Attachment Reference:	Attachment 9.1.4 - Community Grant Application

SUMMARY

This report relates to the Council's consideration of the Wyalkatchem Community Mart Application under Council's Community Grants scheme.

BACKGROUND

Community groups can make application to Council for a financial contribution or granting reduction of fees and charges to community and sporting groups. Council has adopted policy FP7 – Community Grants and Users Groups to ensure transparency in the process of selecting and approving community grants.

COMMENT

An application to Council's Community Grants Scheme has been received by the Wyalkatchem Community Mart, requesting a financial contribution of \$1,000 to assist with the operational expense of the organisation.

Policy FP7 outlines the criteria in regards to applications. The following is an assessment of the Wyalkatchem Community Mart application against the required criteria.

Criteria	Criteria Met	Comments
An Incorporated Body	NO	
A group with an ABN	NO	
A group registered for GST	NO	
A group benefitting the community, which has been formed for a minimum of six months	YES	See comments below
Grant excludes Capital Works	YES	Funds to go towards insurance expenditure
Previous awarded grants correctly discharged	YES	

The Wyalkatchem Community Mart is a not for profit retail outlet located in Railway Terrace and is operated by volunteers. The Mart obtains donated and recycled goods and sells these for the benefit of community groups, including:

- Wyalkatchem-Koorda District Hospital auxiliary;

- Wallambin Lodge;
- Wyalkatchem Anglican Church;
- Wyalkatchem Catholic Church; and,
- The School House Museum.

This means serviceable items are re-used, diverting them from waste and that funds are generated for beneficial community purposes. Additionally, the operation of the Mart adds to the commerce of Railway Terrace and provides social interaction. The Community Mart has been operating continuously for more than 30 years.

In recent times the group has experienced an increase in operating expenditure, with their rental arrangements increasing to \$3,000 pa.

Assessing the application against the criteria stated within Council Policy FP7 has indicated that the Wyalkatchem Community Mart does not meet the requirements under the community grant scheme. However it is noted that Council has previously supported applications received from the Wyalkatchem Community Mart and has made financial contributions toward their operating expenditure. It is in this light that it is recommended that Council accept and endorse a financial contribution of \$1,000 to the Wyalkatchem Community Mart.

Council may want to consider reviewing Council Policy FP7 to ensure that it is meeting Council's requirements of administering the Community Scheme.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

FP7 – Community Grants and Users Groups

FINANCIAL IMPLICATIONS

Expenditure of \$1,000 from the Community Assistance Grant pool budget allocation of \$5,000 which has been provided for in the 2018/2019 budget provision. No expenditure has occurred to date.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Wyalkatchem Strategic Community Plan

Objective: Healthy, strong and connected communities

Outcome No.	Outcome	Action No.	Actions
1.3	Connected and effective community groups	1.3.1	Support and strengthen community organisations and networks
		1.3.2	Encourage volunteering to create an active, confident and resilient

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council approves the Wyalkatchem Community Mart Community Grant Application and makes a financial contribution of \$1000 towards their operating costs.

COUNCIL RESOLUTION:

(135/2018) Moved: Cr Holdsworth Seconded: Cr Metcalfe

That Council approves the Wyalkatchem Community Mart Community Grant Application and makes a financial contribution of \$1000 towards their operating costs.

CARRIED 6/0

9.2. GOVERNANCE AND COMPLIANCE

9.2.1. CHIEF EXECUTIVE OFFICER – SEPTEMBER 2018

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 September 2018
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

SUMMARY

This report is prepared by the Chief Executive Officer to provide Council and the community of Wyalkatchem with information about CEO activities and the operations of the Shire.

COMMENT

In the month of September 2018 the CEO has attended the following meetings and events.

- CEACA Committee Meeting - Merredin
- Council Workshop
- Community Discussions with National Australia Bank - Northam
- Meeting with Angelo Nardio from ITvision via phone
- Meeting with Paul dePeirres
- Welfare Evacuation Centre Exercise – “Microburst” – Bruce Rock
- Ordinary Council Meeting
- NEWROC executive Meeting - Bencubbin

The CEO commitments in October include;

- Meeting with Angelo Nardio from ITvision
- Council Workshop
- Chris Gilmore – LGIS
- Council Workshop
- CEACA Meeting – Nungarin
- Mark Harris – LGIS
- Bush Fire Annual General Meeting
- LEME Meeting
- Meeting with Sue Bruce, Rotary
- Council Meeting
- Resource Centre AGM
- NEWROC Full Council meeting – Mt Marshall
- Local Government Act Facilitated Forum Meeting - Merredin

Staff

Applications closed for the Governance & Emergency Officers position on the 28 September 2018. Interviews will commence shortly.

Simon Martin has resigned from the position part-time General Hand / Gardener. The position is currently being advertised, closing on the 26 October 2018.

Welfare Evacuation Centre Exercise

The Chief Executive Officer attended a Welfare Evacuation Centre Exercise – “Microburst” in Bruce Rock.

The aim of the exercise was “To practice the capability and capacity to set up and operate a local welfare evacuation centre for a significant local emergency”.

Exercise “Microburst” was a welfare field exercise to provide a learning opportunity for all participants in a simulated operational environment. It was a collaborative exercise requiring Department of Communities staff, Local Government staff as well as other agency staff and volunteers to perform particular functions associated with the activation of a Department of Communities’ Local Emergency Management Plan for the Provision of Welfare Support (Local Welfare Plan) for the Merredin District.

The scenario was relevant to the local communities and required the centre to be open notionally for a period, including overnight and offering a range of welfare supports and services. Participants were asked to operate within the bounds of local and state emergency management arrangements. As there were a number of Local Governments in attendance it was considered that they were in an evacuation centre within their own town.

The exercise was extremely beneficial and gave a great insight into the preparation and action required in this type of an event.

The Department of Communities have held a number of these exercises and is collating outcomes to be circulated with local governments and agencies, to provide a resource to assist in the preparation required. The Chief Executive Officer has expressed an interest in a similar event being held in Wyalkatchem.

Bushfire Control

A review of Council’s delegations and Bushfire control policies has been conducted and are currently being considered for Council’s endorsement.

The Bush Fire Annual General Meeting has been scheduled for the 11 October and will include appointments of Bush Fire Control Officers along with other matters. Recommendations and outcomes from this meeting will be considered at the October Ordinary Meeting.

An inspection of Townsite properties was conducted by Council rangers on the 28 September 2018 for potential non-compliance to Council’s Firebreak order. A total of 37 properties were found to require action in order to meet the requirements on the 1 November 2018. A curtesy reminder letter was sent to property owners.

STATUTORY ENVIRONMENT

There are no direct statutory implications in relation to this item.

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Wyalkatchem Strategic Community Plan

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-governed, efficient and responsive organisation	5.1.1	Implement effective governance structures
		5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk
		5.1.3	Deliver open and transparent Council decision-making and reporting
		5.1.4	Implement systems and processes to enhance organisational capability
5.2	A customer focussed organisation	5.2.1	Improve awareness of Council's services, activities and performance
5.3	An organisation that demonstrates community inspired leadership	5.3.3	Enhance the delivery of service and advice that meets compliance and best practice
		5.3.6	Implement best practice people management policies and practices.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Chief Executive Officers report for the month of September 2018.

COUNCIL RESOLUTION:

(136/2018) Moved: Cr Butt

Seconded: Cr Garner

That Council accepts the Chief Executive Officers report for the month of September 2018.

CARRIED 6/0

9.2.2. PRINCIPAL ENVIRONMENTAL HEALTH OFFICER – SEPTEMBER 2018

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 October 2018
Reporting Officer:	Peter Toboss – Principal Environmental Health Officer
Disclosure of Interest:	NIL
File Number:	13.09.01
Attachment Reference:	NIL

SUMMARY

Council is to consider and accept the Principal Environmental Health Officer report for September 2018 as presented.

BACKGROUND

The report will provide an insights into the important tasks undertaken by the Principal Environmental Health Officer (PEHO) on Monthly basis

COMMENT

The Principal Environmental Health Officer attends the Wyalkatchem office each Thursday.

FOOD PREMISES AND PUBLIC BUILDINGS INSPECTION

Nil.

WASTE & RECYCLE CONFERENCE 2018

The PEHO attended the Waste and Recycle 2018 Conference in Perth. The conference was successful and it covered diverse range of issues such as the new container deposit scheme program, community waste reduction strategies, waste circular economy, recycling of plastic and E-Waste etc.

2017-18 WASTE & RECYCLING LOCAL GOVERNMENT CENSUS

The annual waste census from the Department of Water and Environmental Regulation was completed and submitted. This waste census is conducted annually and completion of the census is a Waste Authority requirement for any local government wishing to access funding from the Waste Avoidance and Resource Recovery Account.

DEPARTMENT OF HEALTH & WATER CORPORATION AUDIT

Officers from Water Corporation conducted an annual audit of the Shire of Wyalkatchem Recycling Scheme on Thursday 13 September 2018. The audit was undertaken to ensure that the management system is functional satisfactorily and the microbial water quality is within the levels set in the Guidelines for the Non-Portable Uses of Recycled Water in Western Australia (2011).

The audit also covered:

- Scheme design and asset compliance,
- Recycled Water Quality Management Plant
- Operations and maintenance manuals
- Complaint register
- Inspection reports/log books/checklists

WASTEWATER SAMPLING

The PEHO undertook the first monthly sampling of Wyalkatchem Wastewater Treatment Plant in accordance with the Department of Health Guidelines for the Non-Portable Uses of Recycled Water in Western Australia (2011). The laboratory results of the water sample taken from the Shire storage dam outlet met the required standards.

STATUTORY ENVIRONMENT

Food Act 2008,
Public Health Act 2016

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Wyalkatchem Strategic Community Plan

Objective: Healthy, Strong and connected communities

Outcome No.	Outcome	Action No.	Actions
1.1	Enhance community well-being and participation in community life	1.1.2	Promote regional health solutions that are integrated with other governments and entities

Objective: A prosperous and dynamic district

Outcome No.	Outcome	Action No.	Actions
2.1	A Vibrant and activated public places	2.1.1	Enhance and upgrade the amenity of the shopping precinct

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accept the Principal Environmental Health Officer Report for September 2018 as presented.

COUNCIL RESOLUTION:

(137/2018) Moved: Cr Gamble

Seconded: Cr Metcalfe

That Council accept the Principal Environmental Health Officer Report for September 2018 as presented.

CARRIED 6/0

9.2.3. COMMUNITY AND ECONOMIC DEVELOPMENT OFFICER– SEPTEMBER 2018

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 October 2018
Reporting Officer:	Sarah Hammond, Community and Economic Development Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	NIL

SUMMARY

Council is to consider and accept the Community and Economic Development report for the month of September 2018.

BACKGROUND

Officers report to Council every month to keep Council up to date on the operational proceedings of the Officer's portfolio. The Community and Economic Development Officer reports on matters pertaining to community engagement, tourism, economic development and grants management.

COMMENT

Youth Grant – Community Resource Centre

Community Resource Centre (CRC) meeting – banner from Banners on the Terrace competition will be on display in museum, has not been hung yet. The CRC have been successful in attaining a Youth Engagement Grant for a youth group, this grant will be used to hold a number of youth focused events at the CRC and for purchase of equipment for these events. For example the CRC will be purchasing table top easels and pastels to hold regular pastel classes, presentations from indigenous cultural experiences with visiting Elders; work ethics and job interview techniques; drug and alcohol awareness and much more.

Pioneer's Pathway Website Story

The Community and Economic Development Officer has been sent the first draft for the Wyalkatchem Pioneer's Pathway website story, this is a condensed version of the main story which will be placed on the Pioneer's Pathway website. Feedback was to be sent back to the EO by Wednesday the 19 September. Draft story and feedback given below;

Wyalkatchem Story: John Lindsay

SEO keyword:

Wyalkatchem John Lindsay

Metatag:

Wyalkatchem was once the home of politician and farmer John Lindsay and is now renowned for the C.B.H. agricultural museum.

Header:

H1:

Tractor fan? Come to Wyalkatchem

Body Copy:

It seems visitors to the area have a bit of trouble pronouncing Wyalkatchem, so locals have shortened it to Wylie (as you do in Australia).

Prospectors in search of gold **from the mines** once passed through Wylie on their way to Kalgoorlie. Wylie is also famous for its farming and pioneering heritage. **The main** attraction in town, the C.B.H. museum is **underground** and housed in a 1936 wheat bin. I wonder who came up with this **wheat-y idea!**

A second shed displaying 40 original tractors **was also built from recycled wheat bin materials**. An ingenious use of wheat bins for a community renowned for their farming. Wylie is also famous for being the first shire to handle bulk wheat in 1931.

For the tractor fans, it's your chance to see the 'Waterloo Boy' one of the first John Deere tractor models made in 1920 – which still works 100 years later! How's that for efficiency?

Farming equipment, rare wagons, tractors and agricultural memorabilia also takes pride of place in the C.B.H. museum – with over 500 items on display from the 19th century.

One of Wylie's early settlers was John Lindsay, who arrived in Western Australia in 1905 after spending five years in South Africa. The call of the land eventually brought him home. He wanted to settle down and become independent - buying land seemed the right way to go.

Although John knew little about farming, he was familiar with the Australian bush and hard work – it would be enough to give it a good go.

He struggled from day one; he scrimped and saved to buy land from the government, did jobs for local people to earn money, lost all his personal and valued possessions in a fire that destroyed his camp and made costly mistakes in farming his land.

Eventually John succeeded and then found himself going head-to-head with the members of the Dowerin Road Board where he was Chairman. He was opposed to them building a new office and instead petitioned for a completely new Board in Wylie. He was clever enough to create a map of the area showing the new boundaries – thereby doing away with any opposition at the official meeting.

John succeeded in getting support for the new Board. He eventually became spokesperson for the area, and then Chairman of the first Hospital Committee. He was also the first J.P to be appointed in the District.






Supporting these causes and taking an active leadership role saw him end up in Parliament, fighting for the local farmers in Wylie. A passionate speech he delivered in parliament is on record as "...I learned my farming, not by driving a railway engine but by going on the land..." when presenting arguments in favour of increasing farming land in his electorate.

As one of Wyalkatchem's pioneers and the first Chairman of the Wyalkatchem Road Board, he went on to serve successfully as Minister for Public Works and Labour.

Was he a farmer who was a successful politician? Or was he a politician with a farmer's mind? Whichever way you look at it, John Lindsay turned the hard lessons he learned on the land into progress and development.

End story

Feedback

-  Museum is not underground, but is housed in a 1936 "K" type wheat bin
-  What is the play on words meant to be? Doesn't really make sense.
-  Check if it was made from recycled material – unsure that it was.
-  Don't think it need to mention that they were looking in mines, if it just read "Prospectors in search of gold once passed through Wylie on their way to Kalgoorlie..." it flows a bit
-  better

Change from the main to "A popular attraction in town"

Would like there to be something relating to the cradle of bulk handling and John Lindsay's advocacy for bulk handling in WA to make that connection between pioneer and museum. From the Museum's website "With grain production being an important contributor to Australia's economy, there is a large display of agricultural equipment within the museum. **The first bulk handling of wheat in Australia** began with Mr Harry Threlfall from Korrelocking on the 9th of November 1931 in the Shire of Wyalkatchem." "In 1932 the Wheat Pool of Western Australia announced that the town would have two engine driven grain elevators, each fitted with an engine, installed at the railway siding." "The first trainload of bulk wheat departed from Wyalkatchem in 1931. Wyalkatchem originally had three of the five bulk loading facilities in Western Australia and is now known as the cradle of bulk loading in Western Australia's wheatbelt region."

Like the line about the shortening of Wyalkatchem to Wylie, but feel the use of it in the story is unnecessary, and should be Wyalkatchem throughout.

End feedback

Council Newsletter

Articles included in the two September issues of the newsletter were;

- Message from the CEO
- Meet the manager of works questionnaire
- Harvest Mass Management Scheme update
- Employment – Governance and Emergency Services Officer position
- Important notice regarding cheque payments
- Responsible cat ownership
- 7 News Young Achiever Awards
- Councillor Vacancy
- Australia Day, Community Citizen of the Year Awards – nominations

- Arts project grant, Lotterywest project grant, volunteer grant, local sporting champions round two and 30 million safer communities funding
- October is National Safe Work Month
- Save the date for the Wyalkatchem Fair and call for feedback or stall holders
- Restricted Burning Period Notice
- Fire Permits/Burning Information
- Save the date for Bush Fire Advisory meeting
- Fire Break Order Notice

There has been one subscription to the newsletter in September.

Community Grants

Glyn Harrington approached the Shire and the CRC looking for information into possible grants for a paintballing event he hopes to organise in October. The Community and Economic Development Officer discussed the possibilities with Glyn, an email was also sent to Glyn with websites and further information on available grants.

Wheatbelt Way

Feedback has been received from a traveller of the Wheatbelt Way, the feedback was received by the Central Wheatbelt Visitor Centre and forwarded to NewTravel members;

From: Chris Tollis

Subject: Wheatbelt Way

Hi

We recently went on the North Eastern Wheatbelt Drive Trail.

I have to compliment you on your Wheatbelt Way booklet. This is probably the best promotional travel guide that I have had.

The information was so well set out that my wife & I together with another friend managed to stop & see most of the recommended sites which were previously unknown to us

Our only criticism is that the signposts give no indication of the distance from the road turnoffs.

I realise that this is not your responsibility & also seems a common fault or omission throughout the State.

We are West Australians but feel it would be difficult for overseas visitors not used to our vast distances.

Many thanks again.

Regards

Chris Tollis

Wyalkatchem Fair update

- Emails sent to some stall holders, a few have booked sites
- Caricature artist booked
- Lotterywest grant submitted

- Kite workshop confirmed

STATUTORY ENVIRONMENT

There is no statutory environment relevant to this issue

POLICY IMPLICATIONS

There is no Council Policy relative to this report.

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Wyalkatchem Strategic Community Plan

Various. This report covers a range of activities and is in line with a large number of outcomes as expressed in the revised Shire of Wyalkatchem Strategic Community Plan. Due to the large number of outcomes, they have not been listed individually. This report covers outcomes as identified within the following objectives;

Objective: Healthy, Strong and connected communities

Objective: A prosperous and dynamic district

Objective: A sustainable natural and built environment

Objective: An Effective Voice

Objective: A well-managed and effective Council organisation

Objective: Well utilised and effectively managed facilities and assets

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accept the Community and Economic Development report for the month of September 2018.

COUNCIL RESOLUTION:

(138/2018) Moved: Cr Garner

Seconded: Cr Metcalfe

That Council accept the Community and Economic Development report for the month of September 2018.

CARRIED 6/0

9.2.4. PROPERTY AND FINANCE OFFICERS REPORT - SEPTEMBER 2018

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	09 October 2018
Reporting Officer:	Tegan McCarthy - Property and Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

SUMMARY

This report is prepared by the Property and Finance Officer to provide Council and the Community of Wyalkatchem with information on building and financial operations of the Shire.

COMMENT

There was no major activity in Property in September.

Finance work was operational and included reconciliations; rates related duties; bill payments; records filling; and general enquiries.

There were no project or strategic duties in September.

Instalment reminder notices were sent out mid-September and due on 26th October 2018.

In September Council property hired out included

- Korrelocking hall for eight hours.
- Railway Station for one day.
- Community Bus for six days.
- Tree planter for one day.
- Railway Barracks 77 nights/ seven bookings

STATUTORY ENVIRONMENT

There is no statutory environment relevant to this issue

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Wyalkatchem Strategic Community Plan

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.4	Robust and accountable business and financial processes	5.4.1	Maintain long term financial plan that is integrated with asset management plans

Objective: Well utilised and effectively managed facilities and assets

Outcome No.	Outcome	Action No.	Actions
6.1	Assets are well managed and used to meet the needs of current and future generations	6.1.1	Provide ongoing management of existing assets

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Property and Finance Officers report for the month of September 2018.

COUNCIL RESOLUTION:

(139/2018) Moved: Cr Gamble

Seconded: Cr Holdsworth

That Council accepts the Property and Finance Officers report for the month of September 2018.

CARRIED 6/0

9.2.5. BUSHFIRE DELEGATIONS

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 October 2018
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	22.02.02
Attachment Reference:	Attachment 9.2.5 Bush fire delegations

SUMMARY

That Council considers rescinding delegation C17 – Appointment of Authorised Officers – Bush Fire Act 1954 and adopt new delegations pertaining to the *Bush Fire Act 1954*.

BACKGROUND

In accordance with the *Local Government Act 1995*, Council reviews its delegation register annually. The last review was conducted on the 15 February 2018 with only minor variations.

COMMENT

WALGA has released a delegation register template, which includes a great number of possible delegations that Council could consider and delegate to the Chief Executive Officer.

The template provides a great deal of clarity on the delegation that is being provided and the conditions that are being or can be applied. It provides an increase in direction to the CEO on what duties they are delegated to perform and provides for limited “grey” areas.

Delegation C17 – Appointment of Authorised Officers – Bush Fires Act 1954 provides delegation from Council to the CEO. However the delegation in its current wording and format doesn’t provide for clear indication on what is being delegated.

At Councils workshop held on the 8 October 2018 sections of the WALGA delegations template was reviewed with the intention of reviewing the entire document and adopting a new delegation register in the new format.

With the bushfire season just about to commence, it is recommended that delegation be rescinded and new delegations under the *Bush Fire Act 1954* be adopted by Council.

New and/or replacement delegations from Council to the CEO under the *Bush Fire Act 1954* are attached for Council’s consideration.

STATUTORY ENVIRONMENT

Local Government Act 1995 s 5.42 – Delegation of some powers and duties to CEO

Local Government Act 1995 s5.43 – Limits on delegations to CEO

Bush Fire Act 1954

POLICY IMPLICATIONS

Current and proposed replacement Bush Fire Control Policies.

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Wyalkatchem Strategic Community Plan

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-managed and effective Council organisation	5.1.1	Implement effective governance structures
		5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk
		5.1.4	Implement systems and processes to enhance organisational capability

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council

- 1. Rescind delegation C17 – Appointment of Authorised Officers – Bush Fire Act 1954:*
- 2. Adopt the following delegations to the CEO, as provided for in attachment 9.2.5, under the Bush Fire Act 1954;*
 - 3.1.1 Make Request to FES Commissioner – Control of Fire;*
 - 3.1.2 Prohibited Burning Times – Vary;*
 - 3.1.3 Prohibited Burning Times – Control Activities;*
 - 3.1.4 Restricted Burning Times – Vary and Control Activities;*
 - 3.1.5 Control of Operations Likely to Create Bush Fire Danger;*
 - 3.1.6 Burning Garden Refuse / Open Air Fires;*
 - 3.1.7 Firebreaks;*
 - 3.1.8 Appoint Bush Fire Control Officer/s;*
 - 3.1.9 Control and Extinguishment of Bush Fires;*
 - 3.1.10 Recovery of Expenses Incurred through Contraventions of this Act; and*
 - 3.1.11 Prosecution of Offences.*

COUNCIL RESOLUTION:

(140/2018) Moved: Cr Holdsworth

Seconded: Cr Gamble

That Council

- 1. Rescind delegation C17 – Appointment of Authorised Officers – Bush Fire Act 1954:**
- 2. Adopt the following delegations to the CEO, as provided for in attachment 9.2.5, under the Bush Fire Act 1954;**
 - **3.1.1 Make Request to FES Commissioner – Control of Fire;**
 - **3.1.2 Prohibited Burning Times – Vary;**
 - **3.1.3 Prohibited Burning Times – Control Activities;**
 - **3.1.4 Restricted Burning Times – Vary and Control Activities;**
 - **3.1.5 Control of Operations Likely to Create Bush Fire Danger;**
 - **3.1.6 Burning Garden Refuse / Open Air Fires;**
 - **3.1.7 Firebreaks;**
 - **3.1.8 Appoint Bush Fire Control Officer/s;**
 - **3.1.9 Control and Extinguishment of Bush Fires;**
 - **3.1.10 Recovery of Expenses Incurred through Contraventions of this Act; and**
 - **3.1.11 Prosecution of Offences.**

CARRIED 6/0

9.2.6. BUSHFIRE POLICIES

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 October 2018
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	4.14.01
Attachment Reference:	Attachment 9.2.6 - Bush fire Policies

SUMMARY

That Council considers rescinding Bush Fire related policies adopt new policies.

Recommended Council Policies to be rescinded:

- EP2 – Implementation of Fire Warnings;
- EP3 – Bush Fire Permits;
- B4 – Firebreaks;
- G05 – Burning Off; and
- Management of Bushfires

BACKGROUND

A recent compliance audit has identified the need to review all of Council's policies. A review of Council's policies has commended and a new register of policies will be presented to Council for their consideration on completion of the review.

COMMENT

With the bushfire season just about to commence, it is timely to review both Council delegation under the *Bush Fire Act 1954* as well as Council's policy pertaining to Bush Fire Control.

Delegations from Council to the CEO under the *Bush Fire Act 1954* are being considered under a separate item.

A review of Council's Bush Fire Control policies has been carried complete and new policies, in a new form has been prepared and are provided to Council in attachment 9.2.6 for their consideration. The Bush Fire Control policies include;

- 10.1 Advisory Committee
- 10.2 Bush Fire Brigades
- 10.3 Officers Profiles
- 10.4 Bush Fire Appliances
- 10.5 Fire Hazard Reduction
- 10.6 Bush Fire – Personnel Protective Clothing / Equipment
- 10.7 Harvest and Moment of Vehicle Bans
- 10.8 Bush Fire Control – Provision of Shire Plant and Equipment
- 10.9 District Operations Advisory Committee

The proposed reviewed Bush Fire Policies was discussed at Council's workshop forum on the 8 October 2018.

STATUTORY ENVIRONMENT

Local Government Act 1995 s2.7(2)(b) – Determine the Local Government’s policies
Bush Fire Act 1954

POLICY IMPLICATIONS

Proposed replacement Bush Fire Control Policies.

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Wyalkatchem Strategic Community Plan

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-managed and effective Council organisation	5.1.1	Implement effective governance structures
		5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk
		5.1.4	Implement systems and processes to enhance organisational capability

VOTING REQUIREMENT

Absolute Majority

OFFICER’S RECOMMENDATION

That Council

1. *Rescind the following Council policies;*
 - a) EP2 – Implementation of Fire Warnings;
 - b) EP3 – Bush Fire Permits;
 - c) B4 – Firebreaks;
 - d) G05 – Burning Off; and
 - e) Management of Bushfires
2. *That Council adopt the replacement Bush Fire Control Policies as provided for in Attachment 9.2.6, which includes the following policies;*
 - a) 10.1 Advisory Committee;
 - b) 10.2 Bush Fire Brigades;
 - c) 10.3 Officers Profiles;
 - d) 10.4 Bush Fire Appliances;

- e) 10.5 Fire Hazard Reduction;
- f) 10.6 Bush Fire – Personnel Protective Clothing / Equipment;
- g) 10.7 Harvest and Moment of Vehicle Bans;
- h) 10.8 Bush Fire Control – Provision of Shire Plant and Equipment; and
- i) 10.9 District Operations Advisory Committee.

COUNCIL RESOLUTION:

(141/2018) Moved: Cr Gamble

Seconded: Cr Metcalfe

That Council

- 1. Rescind the following Council policies;**
 - a) EP2 – Implementation of Fire Warnings;
 - b) EP3 – Bush Fire Permits;
 - c) B4 – Firebreaks;
 - d) G05 – Burning Off; and
 - e) Management of Bushfires
- 2. That Council adopt the replacement Bush Fire Control Policies as provided for in Attachment 9.2.6, which includes the following policies;**
 - a) 10.1 Advisory Committee;
 - b) 10.2 Bush Fire Brigades;
 - c) 10.3 Officers Profiles;
 - d) 10.4 Bush Fire Appliances;
 - e) 10.5 Fire Hazard Reduction;
 - f) 10.6 Bush Fire – Personnel Protective Clothing / Equipment;
 - g) 10.7 Harvest and Movement of Vehicle Bans;
 - h) 10.8 Bush Fire Control – Provision of Shire Plant and Equipment; and
 - i) 10.9 District Operations Advisory Committee.

CARRIED 6/0

9.2.7. STAFF POLICY – VOLUNTARY SERVICES

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	20 October 2018
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	4.14.01
Attachment Reference:	Attachment 9.2.7 Voluntary Service policy

SUMMARY

This report relates to the inclusion of an additional Council Policy relating to Voluntary Service.

BACKGROUND

Council's Bush Fire Control policies have recently been reviewed and are currently presented to Council for consideration. As part of reviewing Council's Bush Fire Control policies, the need to a Voluntary Service policy was identified.

COMMENT

This Draft Voluntary Service Policy has been prepared that permits employees to leave the workplace to render voluntary emergency assistance in the event of an emergency and covers the payment of wages in such events.

A copy of the proposed Voluntary Service Policy is provided in attachment 9.2.7 for Council's consideration

STATUTORY ENVIRONMENT

Local Government Act 1995 s2.7(2)(b) – Determine the Local Government's policies

POLICY IMPLICATIONS

New Staff Policy - Voluntary Service

FINANCIAL IMPLICATIONS

Payment of wages to employees while performing voluntary emergency assistance.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Wyalkatchem Strategic Community Plan

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-managed and effective Council organisation	5.1.1	Implement effective governance structures
		5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk
		5.1.4	Implement systems and processes to enhance organisational capability

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council adopt Staff Policy – 'Staff Voluntary Services' as provided for in Attachment 9.2.7.

COUNCIL RESOLUTION:

(142/2018) Moved: Cr Gamble

Seconded: Cr Holdsworth

That Council adopt Staff Policy – 'Staff Voluntary Services' as provided for in Attachment 9.2.7.

CARRIED 6/0

9.2.8. APPOINTMENTS – BUSH FIRE ACT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 October 2018
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	9.01
Attachment Reference:	Nil

SUMMARY

This report is provided to Council to consider and endorse appointments in accordance with the *Bush Fire Act 1954*.

BACKGROUND

In accordance with legislative requirements the Council is required to formally appoint its Bush Fire Control Officers. This is done to ensure compliance and lawfully legitimise their authorisation under the *Bush Fires Act 1954*, in fulfilling their duty.

The Annual General meeting of the Wyalkatchem & Districts Bushfire Brigade was held on the 11 October 2018 and included the appointments of officers. Council is required to endorse the appointments in order to meet requirements as an appointed Bush Fire Control Officer under the *Bush Fire Act 1954*.

COMMENT

The majority of appointments remain unchanged. Council employees, Claire Trenorden and Darryn Watkins have been included in the recommendation to appoint as Fire Control Officers, to allow for administration duties, such as issuing of permits to be carried out at the Shire Administration Office in the absence of the Chief Executive Officer.

In addition to the required appointments, the matter of reinstating the Bush Fire Advisory Committee was discussed. An overview of the benefits of an Advisory Committee was discussed and it was agreed in principal to reinstate the Bush Fire Advisory Committee.

STATUTORY ENVIRONMENT

Bush Fire Act 1954

POLICY IMPLICATIONS

Current and proposed reviewed / replacement Bush Fire Control Policies.

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Wyalkatchem Strategic Community Plan

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-governed, efficient and responsive organisation	5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk
		5.1.5	Continually improve the planning readiness and support for emergency services

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council makes the following appointing under section 38 of the Bush Fire Act 1954

- 1. That Mr Trent Tyler be appointed as the Shire of Wyalkatchem Chief Bush Fire Control Officer.*
- 2. That Mr Marcus Reilly be appointed as the Deputy Chief Bush Fire Control Officer.*
- 3. That the following be appointed as Shire of Wyalkatchem Fire Control Officers;*
 - Dennis Reid,*
 - Ray Reid,*
 - James Ryan,*
 - Dale Tyler,*
 - Trent Tyler,*
 - Ian Jones,*
 - Marcus Reilly*
 - Taryn Dayman*
 - Claire Trenorden*
 - Darryn Watkins*
- 4. That the following be appointed as Dual Fire Control Officer under section 40 of the Bush Fire Act 1954 for the following shires;*
 - Shire of Dowerin - Marcus Reilly and Ian Jones*
 - Shire of Cunderdin – TBA*
 - Shire of Tammin – Dennis Reid, Ray Reid and James Ryan*
 - Shire of Trayning - Dennis Reid, Ray Reid James Ryan, Dale Tyler, Trent Tyler*
 - Shire of Kellerberrin - Dennis Reid, Ray Reid and James Ryan*
 - Shire of Koorda - Dale Tyler, Trent Tyler, Marcus Reilly and Ian Johns*
- 5. That the Chief Executive Officer commence the process of re-instatement of the Bush Fire Advisory Committee.*

COUNCIL RESOLUTION:

(143/2018) Moved: Cr Butt

Seconded: Cr Metcalfe

That Council makes the following appointing under section 38 of the Bush Fire Act 1954

- 1. That Mr Trent Tyler be appointed as the Shire of Wyalkatchem Chief Bush Fire Control Officer.**
- 2. That Mr Marcus Reilly be appointed as the Deputy Chief Bush Fire Control Officer.**
- 3. That the following be appointed as Shire of Wyalkatchem Fire Control Officers;**
 - Dennis Reid,**
 - Ray Reid,**
 - James Ryan,**
 - Dale Tyler,**
 - Trent Tyler,**
 - Ian Jones,**
 - Marcus Reilly**
 - Taryn Dayman**
 - Claire Trenorden**
 - Darryn Watkins**
- 4. That the following be appointed as Dual Fire Control Officer under section 40 of the Bush Fire Act 1954 for the following shires;**
 - Shire of Dowerin - Marcus Reilly and Ian Jones**
 - Shire of Tammin – Dennis Reid, Ray Reid and James Ryan**
 - Shire of Trayning - Dennis Reid, Ray Reid James Ryan, Dale Tyler, Trent Tyler**
 - Shire of Kellerberrin - Dennis Reid, Ray Reid and James Ryan**
 - Shire of Koorda - Dale Tyler, Trent Tyler, Marcus Reilly and Ian Jones**
- 5. That the Chief Executive Officer commence the process of re-instatement of the Bush Fire Advisory Committee.**

CARRIED 6/0

9.2.9. APPOINTMENTS – DUAL FIRE CONTROL OFFICER – SHIRE OF KELLERBERRIN

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 October 2018
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	9.01
Attachment Reference:	Nil

SUMMARY

This report is provided to Council to consider and endorse Dual Fire Control Officer appointments for the Shire of Kellerberrin and the Shire of Wyalkatchem in accordance with the section 40 *Bush Fire Act 1954*.

BACKGROUND

In accordance with legislative requirements the Council is required to formally appoint its Bush Fire Control Officers. This is done to ensure compliance and lawfully legitimise their authorisation under the *Bush Fires Act 1954*, in fulfilling their duty. Section 40 of the *Bush Fire Act 1954* allows two or more local governments by agreement join in appointing bush fire control officers for the purpose of the act, commonly referred to as Dual Fire Control Officers.

COMMENT

Council has received correspondence from the Shire of Kellerberrin nominating the following Fire Control Officers for Dual Appointment as Fire Control officers with the Shire of Wyalkatchem and Shire of Kellerberrin.

STATUTORY ENVIRONMENT

Bush Fire Act 1954, section 40

POLICY IMPLICATIONS

Current and proposed reviewed / replacement Bush Fire Control Policies.

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Wyalkatchem Strategic Community Plan

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-governed, efficient and responsive organisation	5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk
		5.1.5	Continually improve the planning readiness and support for emergency services

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council;

- 1. Appoints the Mr Gavin Morgan, Shire of Kellerberrin Fire Control Officers as Dual Fire Control Officers for the Shire of Kellerberrin and Shire of Wyalkatchem.*
- 2. That the appointment of the above officer excludes the ability of issuing permits to landholders without prior consent from the Shire of Wyalkatchem in writing.*

COUNCIL RESOLUTION:

(144/2018) Moved: Cr Garner

Seconded: Cr Gamble

That Council;

- 1. Appoints Mr Gavin Morgan, Shire of Kellerberrin Fire Control Officers as Dual Fire Control Officers for the Shire of Kellerberrin and Shire of Wyalkatchem.*
- 2. That the appointment of the above officer excludes the ability of issuing permits to landholders without prior consent from the Shire of Wyalkatchem in writing.*

CARRIED 6/0

9.3. WORKS AND SERVICES

9.3.1. MANAGER OF WORKS – OCTOBER 2018

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	9 th October 2018
Reporting Officer:	Darryn Watkins – Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

SUMMARY

Council is to consider and accept the Manager of Works report for the month of October 2018.

BACKGROUND

To inform Council of the activities of the Works team during the last month.

COMMENT

Road Crew

The maintenance grading program was completed on the 12th September 2018.

Culvert pipe installation to repair washout on Boyle Road.

Private works completed at 44 Johnston Street – crossover construction.

Gravel Re-sheet on Goldfields Road completed

Culvert repairs to drainage structures on Goldfields Road.

Culvert replacement on Goldfields Road. Existing structure was unserviceable.

Sightline vegetation clearing on Elashgin Road x Merredin- Goomalling Road

Maintenance grade sections of Elashgin Road and Hobden Road due to heavy vehicle use in wet conditions.

Gravel sheeting completed on Lewis East – West Road.

Commenced works on Cunderdin Road RRG projects.

Parks / Town Services Crew

Town street sweeping completed.

Town street verge maintenance.

Oval reticulation repairs – replacement of tapping bands and reticulation balance.

Grounds maintenance to shire owned housing.

Planting of 200+ seedling to Railway Terrace nibs.

Routine mowing maintenance.

Spraying of broadleaf on recreation oval.

Admin park mowing and playground sand replacement.

Cricket pitch preparation.

Ongoing maintenance of landfill facility.

Town Hall garden maintenance.

Aerodrome

Runway strip vegetation spraying completed

Recycled Water Scheme

Meeting with Water Corporation regarding effluent re-use – disinfection upgrade project.
Dept of Health compliance audit of the Shire’s re-use system undertaken by Water Corporation on behalf of the Department of Health. A number of non- conformances have been identified and actions required to comply with the operating conditions as prescribed in Department of Health approval.

Plant Servicing and Repairs

1000km service of Hilux WM 000
Replacement of UHF radio on Hilux WM 000 (under warranty)
Service of brush cutter
Replacement of battery in tractor WM005
Purchase of spare rim and tyre for side tipper trailer
Puncture repair to side tipper trailer
Tyre replacement (1 off) on plant trailer
Wyalkatchem 2-4B Battery replacement – charger replacement
1000HR service to Cat 12M Grader – reverse camera replacement under warranty
Service of Isuzu 6 wheel tip truck
Service and pressure vessel certification of depot compressor (Head gasket replacement required)
Rectify brake fault on side tipper trailer
Rectify exhaust brake issue on crew truck WM003

General Items

Works Manager is now conducting daily pre- starts with the outside crew.
Review of OH&S practices
Review / schedule of capital works projects in conjunction with leading hand.
Develop and advertise application package for part time Parks/ Town Services vacancy.
Gravel shoulder pot holing on Cunderdin Road re upcoming RRG projects.
Review of WANDRRA claim 5.
Vegetation spraying of White Dam roaded catchment.
Review of traffic management practices
Review and issue of RFQ on WALGA E quotes for the provision of wet mixing works and bituminous surfacing.

STATUTORY ENVIRONMENT

Not applicable

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item.

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following Shire desired outcome as expressed in the revised Shire of Wyalkatchem Strategic Community Plan

Objective: A prosperous and dynamic district

Outcome No.	Outcome	Action No.	Actions
2.5	Functional roads, traffic management and transport links	2.5.1	Long term functional roads, traffic management and transport strategy

Objective: Well utilised and effectively managed facilities and assets

Outcome No.	Outcome	Action No.	Actions
6.1	Assets are well managed and used to meet the needs of current and future generations	6.1.1	Provide ongoing management of existing assets
6.3	Parks, playgrounds and reserves meet community needs	6.3.1	Develop and implement master plan for parks, playgrounds and reserves

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accept the Manager of Work's report for the month of October 2018 as presented.

COUNCIL RESOLUTION:

(145/2018) Moved: Cr Holdsworth

Seconded: Cr Metcalfe

That Council;

That Council accept the Manager of Work's report for the month of October 2018 as presented.

CARRIED 6/0

10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

11. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

12. URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION

Nil

13. MATTERS BEHIND CLOSED DOORS

Nil

14. INFORMATION BULLETIN

14.1. Information Bulletin

The information bulletin has been provided as an attachment (Attachment 14.1)

14.2. Business Arising from the Information Bulletin

There were no business arising from the information bulletin.

15. CLOSURE OF THE MEETING

There being no further business to discuss, the Chairperson thanked everyone for their attendance and closed the meeting at 5.00pm.