



AGENDA

ORDINARY COUNCIL MEETING

LOCAL GOVERNMENT ORDINARY ELECTION 21 OCTOBER 2023

ENROLLING TO VOTE – *“be a vocal local”*

You may be eligible to be enrolled to vote in the following Postal Local Government Election on 21 October 2023, **if you live in or are an owner or occupier of rateable property** in the district of Wyalkatchem.

Residents - are automatically enrolled to vote if you are on the State Electoral Roll as at 19th August 2023. If you are not already on the State Electoral Roll but meet the eligibility criteria for this Roll, you can enrol online at www.aec.gov.au or call the Shire for assistance on 089 681 1166. Deadline 4.00pm Friday 18th August 2023.

Non-Resident Owners and Occupiers - If you are a non-resident owner or occupier and are on the State or Commonwealth Electoral Roll, you are eligible to enrol to vote and should make an enrolment application to the Shire. Wyalkatchem has 4 seats.

Joint Owners and Occupiers - If a rateable property is owned or occupied by more than two people, a majority of the owners/occupiers may nominate two persons from amongst themselves who are on either the State or Commonwealth Electoral Roll, to enrol as owner/occupier electors.

An enrolment claim form is included with this notice and should be returned to the Shire of Wyalkatchem by 4pm, 25 August 2023, C/O the Governance Executive Officer via email – admin2@wyalkatchem.wa.gov.au or by post to PO Box 224, Wyalkatchem, WA 6485.

17 August 2023

Commencing at 4pm in the
Shire of Wyalkatchem Council Chambers
27 Flint Street, Wyalkatchem

NOTICE OF COUNCIL MEETING

The next Ordinary Meeting of the Wyalkatchem Shire Council will be held on Thursday 17 August 2023 in the Council Chambers, 27 Flint Street Wyalkatchem, commencing at 4pm.

An Agenda for this meeting will be made available from the Shire Administration Office and on our website www.wyalkatchem.wa.gov.au

ORDER OF EVENTS

Thursday, 17 August 2023

4:00pm Ordinary Meeting of Council followed by refreshments.

I have reviewed this agenda, I am aware of all recommendations made to Council, and I support each as presented.

Peter Klein

CHIEF EXECUTIVE OFFICER

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.

DISCLOSURE OF INTEREST

Councillors and staff are reminded of the requirements of section 5.65 of the *Local Government Act 1995*, to disclose any interest or perceived interest in any matter to be discussed during a meeting, and also the requirement to disclose any item affecting impartiality.

Financial Interest:

Under section 5.60A of the *Local Government Act 1995*, a person is said to have a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the Local Government in a particular way, result in a financial gain, loss, benefit or detriment for the person.

Proximity Interest:

Under section 5.60B of the *Local Government Act 1995*, a person is said to have a proximity interest in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development of land that adjoins the person's land.

Impartiality Interest:

To maintain transparency, it is important to disclose all interests, including impartiality interests which include interests arising from kinship, friendship and membership of associations. If it is possible that your vote on a matter may be perceived as impartial, you should disclose your interest.

Disclosing an Interest:

Disclosures must be made, in writing, to the Chief Executive Officer prior to the meeting at which the matter in which you have an interest is to be discussed.

If you disclose a Financial or Proximity Interest, you must leave the room while the matter is discussed and voted on. Only after a decision has been reached may you return to the meeting, at which time the Presiding Person will inform you of Council's decision on the matter.

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.	OBITUARIES	1
5.	PETITIONS, DEPUTATIONS, PRESENTATIONS	1
5.1.	Petitions	1
5.2.	Deputations.....	1
5.3.	Presentations	1
6.	DECLARATIONS OF INTEREST	1
6.1.	Financial and Proximity Interest	1
6.2.	Impartiality Interests.....	1
7.	CONFIRMATION AND RECEIPT OF MINUTES	1
7.1.	Confirmation of Minutes.....	1
7.1.1.	Ordinary Meeting of Council – 20 July 2023	1
7.2.	Receipt of Minutes.....	1
7.2.1.	Audit and Risk Management Committee Meeting – 20 July 2023	1
7.2.2.	NEWTRAVEL General Meeting – 27 July 2023	2
8.	ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION	2
9.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED	2
10.	REPORTS	3
10.1.	CORPORATE AND COMMUNITY SERVICES.....	3
10.1.1.	ACCOUNTS FOR PAYMENT – JULY 2023.....	3
10.1.2.	ACCOUNTS FOR PAYMENT – CREDIT CARD – JUNE 2023	5
10.1.3.	MONTHLY FINANCIAL REPORT – NIL.....	6
10.2.	GOVERNANCE AND COMPLIANCE	7

10.2.1.	CHIEF EXECUTIVE OFFICER’S REPORT – JULY/AUGUST 2023	7
10.2.2.	AMENDED FITNESS FOR DUTY POLICY	9
10.2.3.	COMMUNITY SPORT AND RECREATION FACILITIES FUND APPLICATION – WYALKATCHEM SWIMMING POOL.....	11
10.2.4.	CITIES POWER PARTNERSHIP – CLIMATE ACTION PLEDGES	13
10.3.	WORKS AND SERVICES	15
10.3.1.	MANAGER OF WORKS OFFICER’S REPORT 8 JUNE – 11 AUGUST 2023	15
10.4.	PLANNING AND BUILDING	18
11.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	19
12.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	19
13.	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION	19
14.	MATTERS BEHIND CLOSED DOORS.....	19
15.	INFORMATION BULLETIN.....	19
15.1.	Information Bulletin	19
15.2.	Business Arising from the Information Bulletin.....	19
16.	CLOSURE OF THE MEETING	19

1. DECLARATION OF OPENING

2. PUBLIC QUESTION TIME

- 2.1. Response to Public Questions Previously Taken on Notice
- 2.2. Declaration of Public Question Time opened
- 2.3. Declaration of Public Question Time closed

3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

- 3.1. Attendance
- 3.2. Apologies
- 3.3. Approved Leave of Absence
- 3.4. Applications for Leave of Absence

4. OBITUARIES

5. PETITIONS, DEPUTATIONS, PRESENTATIONS

- 5.1. Petitions
- 5.2. Deputations
- 5.3. Presentations

6. DECLARATIONS OF INTEREST

- 6.1. Financial and Proximity Interest
- 6.2. Impartiality Interests

7. CONFIRMATION AND RECEIPT OF MINUTES

7.1. Confirmation of Minutes

7.1.1. Ordinary Meeting of Council – 20 July 2023

Minutes of the Shire of Wyalkatchem Ordinary Meeting of Council held on Thursday 20 July 2023 ([Attachment 7.1.1](#))

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 20 July 2023 ([Attachment 7.1.1](#)) be confirmed as a true and correct record.

7.2. Receipt of Minutes

7.2.1. Audit and Risk Management Committee Meeting – 20 July 2023

Minutes of the Shire of Wyalkatchem Audit and Risk Management Committee Meeting held on Thursday 20 July 2023 ([Attachment 7.2.1](#))

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem Audit and Risk Management Committee Meeting of Thursday 20 July 2023 ([Attachment 7.2.1](#)) be received.

7.2.2. NEWTRAVEL General Meeting – 27 July 2023

Minutes of the NEWTRAVEL General Meeting held on Thursday 27 July 2023
([Attachment 7.2.2](#)).

OFFICER RECOMMENDATION:

*That the minutes of the NEWTRAVEL General Meeting held on Thursday 27 July 2023
(Attachment 7.2.2) be received.*

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

10. REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. ACCOUNTS FOR PAYMENT – JULY 2023

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	07 August 2023
Reporting Officer:	Parul Begum
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.1 – Accounts for Payment – July 2023

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse the total payments for the month of July 2023 being \$504,628.22 which comprised of:

1. Electronic Funds Transfer (EFT) payments from the Municipal Fund totalling \$474,793.09;
2. Direct Debit (DD) payments from the Municipal Fund totalling \$29,835.13.

SUMMARY

To provide Council with a list of accounts paid by the Chief Executive Officer in accordance with his delegated authority and for Council to endorse the payments made for the prior month.

BACKGROUND

The *Local Government (Financial Management) Regulations 1996, s13(1)*, requires that if a local government has delegated to the CEO its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing all payments since the last such list was prepared.

Council has delegated to the CEO (delegation number 1.2.17) the power to make payments from the municipal fund or trust fund.

COMMENT

The payment listing for July 2023 is presented to Council for endorsement.

Bank Account	Payment Type	Last Number	First Number in the report
Municipal and Trust	EFT	EFT 3005	EFT 2893
DD	DD	DD 2804.1	DD 2751.1

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations, S13.1

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2023/2024 Annual Budget.

COMMUNITY and 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.

Goal No.	Strategies		Actions
Goal 10	Transparent, accountable and effective governance	10.1	<ul style="list-style-type: none"> Ensuring a well-informed Council makes good decisions for the community
		10.2	<ul style="list-style-type: none"> Ensuring sound financial management and plans for the Shire’s long-term financial sustainability
		10.3	<ul style="list-style-type: none"> High quality corporate governance, accountability and compliance
		10.4	<ul style="list-style-type: none"> Maintaining Integrated Strategic and Operational plans

10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARD – JUNE 2023

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	07 August 2023
Reporting Officer:	Parul Begum, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	File Ref: 12.10.02
Attachment Reference:	Attachment 10.1.2 – Credit Card – June 2023

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council endorses credit card payments for the period 30 May to 28 June 2023 totalling \$3,849.21 (refer to attachment 10.1.2).

BACKGROUND

Council governance procedures require the endorsement of credit card payments at each OMC. The attached credit card payment report has been reviewed by the Manager of Corporate Services and the CEO.

STATUTORY ENVIRONMENT

*Local Government Act 1995, Part 6 – Financial Management s.6.4
Local Government (Financial Management) Regulations 1996, R34*

POLICY IMPLICATIONS

Policy Number 2.1 – Purchasing Policy.
Policy Number 2.3 – Credit Card Policy.

FINANCIAL IMPLICATIONS

Nil. Reported expenditure is assessed by management as being consistent with the FY22/23 Annual Budget.

COMMUNITY & STRATEGIC OBJECTIVES

This matter is consistent with the following Strategic Community Plan goal.

Goal - Transparent, accountable and effective governance.

Goal No.	Strategies		Actions
Goal 10	Transparent, accountable, and effective governance	10.1	<ul style="list-style-type: none"> Ensuring a well-informed Council makes good decisions for the community
		10.2	<ul style="list-style-type: none"> Ensuring sound financial management and plans for the Shire’s long-term financial sustainability
		10.3	<ul style="list-style-type: none"> High-quality corporate governance, accountability, and compliance
		10.4	<ul style="list-style-type: none"> Maintaining Integrated Strategic and Operational plans.

10.1.3. MONTHLY FINANCIAL REPORT – NIL

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	31 July 2023
Reporting Officer:	Claire Trenorden, Manager of Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	25.08
Attachment Reference:	Nil

10.2. GOVERNANCE AND COMPLIANCE

10.2.1. CHIEF EXECUTIVE OFFICER'S REPORT – JULY/AUGUST 2023

Applicant:	Shire of Wyalkatchem
Date:	10 August 2023
Reporting Officer:	Peter Klein, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Chief Executive Officer's report.

SUMMARY

This report is prepared by the CEO to provide Council and the Wyalkatchem community with information about CEO activities and Council operations.

COMMENT

Since the last report, the CEO has taken two weeks leave and, on his return, has participated in the following substantial meetings and events to progress community and Council's interests;

- Dr Emmanuel, Jannah Stratford, Darren Simmons & Quentin Davies re sustaining GP services;
- Rodeo organising committee meetings (x2);
- Mark Ashelford re support for Chris McKay;
- Wyalkatchem Business Group Sundowner;
- Local Government Reform webinar hosted by DLGSC;
- Meeting with Transition panel re the phasing out of live sheep exports;
- NEWROC Economic Development Subcommittee meeting, Trayning

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 direct financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

The CEO's activity promotes the Strategic Community Plan objectives, particularly those outlined in Goal 10 which calls on transparent, accountable and effective governance.

Goal 10 Transparent, accountable and effective governance and 12 Form strategic partnerships and advocate for the Community.

Goal No.	Action No.	Actions
10 Transparent, accountable and effective governance	10.1	Ensuring a well-informed Council makes good decisions for the community
	10.4	Maintaining Integrated Strategic and Operational plans
12 Form strategic partnerships and advocate for the community	12.1	Developing strategic partnerships with regional, State & Federal governments
	12.2	Ensuring that the Shire of Wyalkatchem is well positioned to meet future needs

10.2.2. AMENDED FITNESS FOR DUTY POLICY

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 August 2023
Reporting Officer:	Peter Klein, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 10.2.2 – Fitness for Duty Policy - Final

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council approves the the amended Fitness for Duty Policy.

DISCUSSION

Following its introduction, the Fitness for Duty Policy has been tested by implementing a random drug and alcohol screening test and as a result of further discussion with staff. The lessons learnt have underpinned the decision to review this policy.

The key changes clarify

1. the responsibility for staff to give prior notice to management if they are taking a prescribed or over the counter drug but, only if that drug has the potential to affect their fitness for duty; and
2. the response to a non-negative drug test where prior notice has been provided.

Things to note:

1. The policy applies to staff, councillors, contractors, volunteers and anyone accessing Council work sites;
2. Taking part in random alcohol and drug testing is a condition of entry to any Council work location;
3. Cause testing may be conducted following an incident or if there is reasonable suspicion that a worker is under the influence of some substance;
4. If a positive breath test is returned for alcohol, the following process will apply;
 - The worker will be taken to an amenities room and after 20 minutes will be retested. If the retest is 0.000 the worker may resume their normal duties, if not the worker will be escorted from the workplace and disciplinary action may be taken;
 - The worker will be entitled to return to the Council workplace the following day subject to the provision of a negative test result prior to restarting;
5. If a worker takes prescription or over the counter drugs that may affect their ability to work safely, they are responsible for advising their manager of these effects and of any tasks their doctor advises, should be avoided. A form is available to facilitate the worker advising their manager.

6. If a screening test is non-negative but determined to be consistent with the above notice, the worker will be allocated to light duties and will remain on light duties until the consistency is confirmed by the results of a urine test.
7. If a screening test is negative and there is no file record of the worker advising their Manager they are taking a prescription or over the counter medicine that may affect their fitness for duty, the worker will be stood down and remain stood down until they have supplied a negative urine test result, at their cost.

The revised policy also provides an obligation on the worker to advise their manager when they cease taking a prescription or over the counter medicine that has the potential to affect their fitness for duty.

STATUTORY ENVIRONMENT

The new Workplace Health & Safety Act 2020 requires employers to ensure, so far as is reasonably practicable, the health and safety of all workers, contractors & volunteers engaged by the employer.

This duty of care must be exercised by eliminating workplace risks “so far as is reasonably practicable”. This policy aims to reduce the risk associated with a worker’s safety being impaired by alcohol or drugs.

POLICY IMPLICATIONS

The Shire of Wyalkatchem’s employee code of conduct is also relevant to this matter.

FINANCIAL IMPLICATIONS

Some cost is associated with random drug & alcohol testing and the FY24 budget has approved funding for 4 drug & alcohol screening tests per staff member.

COMMUNITY & STRATEGIC OBJECTIVES

This initiative promotes the following Strategic Community Plan objectives;

Goal No.	Action No.	Actions
4. An engaged & accountable Council working with others to advance our community.	4.1.3	Workplace safety is proactively managed and demonstrates our care for each other.
	4.1.1	Fit for purpose workplaces promote staff productivity & wellbeing.

10.2.3. COMMUNITY SPORT AND RECREATION FACILITIES FUND APPLICATION – WYALKATCHEM SWIMMING POOL

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 August 2023
Reporting Officer:	Peter Klein, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 10.2.3.1 – POOL Mini Business Case – Final Attachment 10.2.3.2 – CSRFF July Small Grants Application Attachment 10.2.3.3 – Quotes Attachment 10.2.3.4 – Letters of Support Attachment 10.2.3.5 – Public Liability COC

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council approves the allocation of \$265,000 of its own funds towards delivering the FY24 Pool Refurbishment Project and endorses submission of the grant application to the Community Sport and Recreation Facilities Fund seeking a further contribution of \$200,000.

DISCUSSION

Management is preparing an application to the State Government’s Community Sport and Recreation Facilities Fund (CSRFF) to upgrade the pool.

The purpose of the CSRFF is to provide WA Government financial assistance to community groups and local governments to develop basic infrastructure for sport and recreation.

The program aims to increase participation in sport & recreation, with an emphasis on physical activity, through development of sustainable and well-designed facilities.

There is \$20 million available for allocation in the 2024/2025 funding round. There are two small grant rounds annually (February and July) for projects with a project cost up to \$500,000. The maximum grant offered for small grant applications is 50% of the project cost, capped at \$200,000.

The estimated cost of the pool upgrade is \$465,000 and so we are seeking \$200,000 from the CSRFF and the balance of \$265,000 to be provided from the Council’s own funds.

The following table shows how our approved budget allocation to this project will be amended if the Council is successful with this grant application;

Funding Source	Approved Budget	If Application is Successful
Sport & Recreation Facilities Reserve	\$142,916	\$0
LRCI Phase 4	\$320,734	\$265,000
CSRFF Grant		\$200,000
Total	\$463,650	\$465,000

Please note - Wet Deck cost estimate is \$463,650 but grant application rounds cost up to \$465,000

A requirement of our submission to CSRFF is evidence of Council approval for both the submission and the allocation of funds required from Council's own sources.

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

Subject to the EOI outcome, some lease revenue may need to be reported.

COMMUNITY & STRATEGIC OBJECTIVES

This initiative promotes the following Strategic Community Plan objectives;

Goal No.	Action No.	Actions
5 - Growth in business opportunity	5.2	Support new industry while encouraging the growth in local businesses.
10 – transparent accountable & effective governance	10.1	A well-informed Council makes decisions that benefit the community.

10.2.4. CITIES POWER PARTNERSHIP – CLIMATE ACTION PLEDGES

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 August 2023
Reporting Officer:	Peter Klein, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council commit to achieving the following 5 objectives to either reduce the Council's carbon footprint or improve our community's resilience to climate change:

- 1. Explore the installation of solar panels & a battery at the Wyalkatchem Swimming Pool to reduce our carbon footprint and expenditure on power consumption.*
- 2. Partner with the Wyalkatchem DHS to develop a tree planting plan to improve the townsite's green canopy and our community's hot weather resilience.*
- 3. Link Railway Dam to Town Dam by pipe & pump to maintain green spaces at our Recreation Reserve, even during drought conditions.*
- 4. Reticulate Railway Tce gardens from rainwater captured in Museum water-tanks to improve our water sustainability and reduce water consumption charges.*
- 5. Investigate if it is appropriate for Council to commit to WALGA's Climate Change Declaration to demonstrate community leadership in addressing the cause and effect of climate change.*

DISCUSSION

The Shire of Wyalkatchem, officially became a member of the Cities Power Partnership on 8 February 2023. As a condition of our membership, the Council is required to identify 5 objectives that it has committed to delivering and report annually on progress made on achieving those objectives.

The Cities Power Partnership is a free national program run by the Climate Council and specifically aims to provide local governments with the tools, knowledge and connections to take meaningful action on climate change and capitalise on the global shift to a clean economy.

It is Australia's largest local government climate program with over 145-member councils representing over 60 per cent of Australia's population.

The partnership runs regular webinars to showcase the best climate action initiatives being implement across the country. There is no cost to being a member other than the cost of completing an annual survey.

In July this year, the WA State Government released a Climate Adaption Strategy. This strategy makes the following points;

- The science is clear. WA's climate has changed and further change is inevitable.
- Across Australia since 1910, the temperature has increased by an average of 1.4 degrees

- Since 1970, rainfall May to September in WA’s South West has declined by 19%
- Extreme weather events are expected to increase in intensity & frequency
- A comprehensive response to climate change must include measures to reduce emissions, and measures to adapt and build resilience

The state’s climate change vision is;

Western Australia’s communities, environment and economy are resilient and continuously adapting to climate change in a forward looking, fair & collaborative manner.

A condition of our Shire becoming a member of Cities Power Partnership, is that we make five action pledges across the areas of renewable energy, energy efficiency, sustainable transport, collaboration and advocacy. Current initiatives can be included as pledges.

It is therefore recommended that the Council makes the following 5 pledges;

1. Explore the installation of solar panels & a battery at the Wyalkatchem Swimming Pool to reduce our carbon footprint and expenditure on power consumption.
2. Partner with the Wyalkatchem DHS to develop a tree planting plan to improve the townsite’s green canopy and our community’s hot weather resilience.
3. Link Railway Dam to Town Dam by pipe & pump to maintain green spaces at our Recreation Reserve, even during drought conditions.
4. Reticulate Railway Tce gardens from rainwater captured in Museum water-tanks to improve our water sustainability and reduce water consumption charges.
5. Investigate if it is appropriate for Council to commit to WALGA’s Climate Change Declaration to demonstrate community leadership in addressing the cause and effect of climate change.

STATUTORY ENVIRONMENT

Actions to address the Council’s carbon footprint and community resilience to climate change is consistent with the WA Government’s Climate Adaption Strategy.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

The delivery of unbudgeted initiatives will require Council endorsement and where appropriate, a budget amendment.

COMMUNITY & STRATEGIC OBJECTIVES

This initiative promotes the following Strategic Community Plan objectives;

Goal No.	Action No.	Actions
3. Take action to preserve our natural environment.	3.3.2	Develop a plan for the role that Wyalkatchem will play in WA’s net-zero carbon emissions future.

10.3. WORKS AND SERVICES

10.3.1. MANAGER OF WORKS OFFICER'S REPORT 8 JUNE – 11 AUGUST 2023

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	11 August 2023
Reporting Officer:	Terry Delane – Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Manager of Works Officer's report.

BACKGROUND

To inform Council of the activities of the works and services team during the period prior to the 11 August 2023.

COMMENT

ROADS – MAJOR PROJECTS

- **BLACK SPOT PROJECTS (BSP)**
 - i. MRWA Safety Audits forwarded to adjacent land owners for their information.
 - ii. Response from Main Roads being solicited.

- **ROAD MAINTENANCE PROGRAM**
 1. Grading ongoing. The current focus is on the North East sector.
 2. Some re sheeting work is in progress on Wallambin Rd, Lackman Rd.
 3. Boxed out and relayed sink hole section on Elsegood Rd.
 4. Some Cowcoving West roads still to be graded.
 5. Floodway repairs using cement stabilised gravel being is being costed as to suitability for R2R funding.
 6. Verge clearing complete. Costs to be provided at Council Meeting.
 7. Asphalt repairs are scheduled for Koorda Rd and Elsegood Rd.

- **REGIONAL ROAD GROUP**
 1. The new Technical adviser is Alistair Butcher.
 2. Programming for Wylie North Rd is under way. The proposal is to get the works to final trim and fully compacted stage in October / November and then seal in February 2024.

- **ROAD 2 RECOVERY**
 1. Suggested projects to be distributed prior to the Council Meeting.

PARKS / TOWN SERVICES CREW

1. Focus is on camping grounds and other Rodeo infrastructure.
2. Town garden and verge clean-up work is planned prior to the Rodeo.

GRACE ST DEPOT

1. Some minor drainage improvements and metal sheeting to control mud and erosion has been completed.
2. The Car port will commence after the Rodeo.
3. Depot doors are still outstanding.

WYLIE WATERPROOFING - NATIONAL GRID CONNECTION PROJECT

- Funding is now available to complete the further proposed stages;
 - Fencing of White Dam infrastructure,
 - Plumbing and pump to Railway Dam to irrigate school facilities,
 - Piping etc to transfer water from White Dam to Museum and on to Railway Tce,
 - Piping to transfer water from School tank to Pioneer Park.
- Commissioning and testing of the Super Chlorinator at the Town Dam is scheduled for 14th – 16th this month. The recreation precinct will be closed to the public pending Health Department sign off.

RUBBISH TIP

1. Fencing and signs are scheduled.
2. Top tip portal being trialled.

HUMAN RESOURCES

1. Performance reviews completed.
2. Manager of Works attended LG Works Conference.

VEHICLE/PLANT

1. Grader and truck leads are being investigated.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are some financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

The list before Council is generally in accordance with the desired outcome as expressed in the Shire of Wyalkatchem Strategic Community Plan.

Goal: Our built environment responds to the accessibility and connectivity needs of all.

Outcome No.	Action No.	Actions
Our built environment responds to the accessibility and connectivity needs of all.	8.1	Improving safety on road, cycle and footpath networks
	8.2	Developing and planning community infrastructure to improve use and social interaction
	8.3	Implement Aged Friendly Plan
	8.4	Implement the Disability Access and Inclusion Plan (DAIP)

10.4. PLANNING AND BUILDING

No update required.

11.MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

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

14.MATTERS BEHIND CLOSED DOORS

15.INFORMATION BULLETIN

15.1. Information Bulletin

The information bulletin has been provided as an attachment ([Attachment 15.1](#))

15.2. Business Arising from the Information Bulletin

16.CLOSURE OF THE MEETING



ATTACHMENTS



AUGUST 2023

ATTACHMENTS AUGUST 2023

- 1. 7.1.1 OMC Minutes – 20 July 2023**
- 2. 7.2.1 Audit and Risk Committee Minutes – 20 July 2023**
- 3. 7.2.1 NEWTRAVEL General Meeting Minutes – 27 July 2023**
- 4. 10.1.1 Accounts for Payment – July 2023**
- 5. 10.1.2 Credit Card Declaration – June 2023**
- 6. 10.2.2 Amended Fitness for Duty Policy – Final**
- 7. 10.2.3.1 POOL Mini Business Case – Final**
- 8. 10.2.3.2 CSRFF Grant**
- 9. 10.2.3.3 Quotes**
- 10.10.2.3.4 Public Liability COC**



**MINUTES
OF THE
ORDINARY MEETING
OF COUNCIL
HELD ON
THURSDAY 20 July 2023**

**Council Chambers
Honour Avenue
Wyalkatchem**

**Commencement: 3:30pm
Closure: 4:24pm**

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.

Unconfirmed Minutes

These minutes were approved for distribution on 21 July 2023.



Claire Trenorden

Acting Chief Executive Officer

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.

DISCLOSURE OF INTEREST

Councillors and staff are reminded of the requirements of section 5.65 of the *Local Government Act 1995*, to disclose any interest or perceived interest in any matter to be discussed during a meeting, and also the requirement to disclose any item affecting impartiality.

Financial Interest:

Under section 5.60A of the *Local Government Act 1995*, a person is said to have a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the Local Government in a particular way, result in a financial gain, loss, benefit or detriment for the person.

Proximity Interest:

Under section 5.60B of the *Local Government Act 1995*, a person is said to have a proximity interest in a matter if the matter concerns a proposed change to a planning scheme affecting land that adjoins the person's land; a proposed change to the zoning or use of land that adjoins the person's land; or a proposed development of land that adjoins the person's land.

Impartiality Interest:

To maintain transparency, it is important to disclose all interests, including impartiality interests which include interests arising from kinship, friendship and membership of associations. If it is possible that your vote on a matter may be perceived as impartial, you should disclose your interest.

Disclosing an Interest:

Disclosures must be made, in writing, to the Chief Executive Officer prior to the meeting at which the matter in which you have an interest is to be discussed.

If you disclose a Financial or Proximity Interest, you must leave the room while the matter is discussed and voted on. Only after a decision has been reached may you return to the meeting, at which time the Presiding Person will inform you of Council's decision on the matter.

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.	OBITUARIES	1
5.	PETITIONS, DEPUTATIONS, PRESENTATIONS	1
5.1.	Petitions	1
5.2.	Deputations.....	1
5.3.	Presentations	2
6.	DECLARATIONS OF INTEREST	2
6.1.	Financial and Proximity Interest	2
6.2.	Impartiality Interests.....	2
7.	CONFIRMATION AND RECEIPT OF MINUTES	2
7.1.	Confirmation of Minutes.....	2
7.1.1.	Ordinary Meeting of Council – 15 June 2023.....	2
7.1.2.	Special Meeting of Council – 29 June 2023.....	2
7.2.	Receipt of Minutes.....	2
7.2.1.	NEWROC Council Meeting – 27 June 2023	2
8.	ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION	3
9.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED	3
10.	REPORTS	4
10.1.	CORPORATE AND COMMUNITY SERVICES.....	4
10.1.1.	ACCOUNTS FOR PAYMENT – JUNE 2023.....	4
10.1.2.	ACCOUNTS FOR PAYMENT – CREDIT CARD – MAY 2023	6
10.1.3.	MONTHLY FINANCIAL REPORT – JUNE 2023.....	8
10.2.	GOVERNANCE AND COMPLIANCE	10

10.2.1.	CHIEF EXECUTIVE OFFICER’S REPORT – JUNE/JULY 2023	10
10.2.2.	PROPERTY LEASE – BOTTOM DEPOT.....	12
10.3.	WORKS AND SERVICES	14
10.3.1.	MANAGER OF WORKS OFFICER’S REPORT 8 JUNE – 1 JULY 2023	14
10.4.	PLANNING AND BUILDING	17
11.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	18
12.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	18
13.	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION	18
14.	MATTERS BEHIND CLOSED DOORS.....	18
15.	INFORMATION BULLETIN.....	18
15.1.	Information Bulletin	18
15.2.	Business Arising from the Information Bulletin.....	18
16.	CLOSURE OF THE MEETING	18

1. DECLARATION OF OPENING

Shire President, Cr Davies, declared the meeting open at 3:30pm.

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 3:30pm.

There weren't any members of the public.

2.3. Declaration of Public Question Time closed

Public Question Time closed at 3:30pm.

3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

3.1. Attendance

Members:	Cr. Quentin Davies	Shire President
	Cr. Owen Garner	Deputy president
	Cr. Emma Holdsworth	
	Cr. Mischa Stratford	
	Cr. Christy Petchell	
	Cr Steve Gamble	

Staff:	Claire Trenorden	Manager of Corporate Services
	Stephanie Elvidge	Governance Executive Officer

Visitors: Nil

3.2. Apologies

Cr Christopher Loton

3.3. Approved Leave of Absence

Peter Klein, Chief Executive Officer

Terry Delane, Manager of Works

3.4. Applications for Leave of Absence

Nil

4. OBITUARIES

Nil Comment

5. PETITIONS, DEPUTATIONS, PRESENTATIONS

5.1. Petitions

Nil

5.2. Deputations

Nil

5.3. Presentations

Nil

6. DECLARATIONS OF INTEREST

6.1. Financial and Proximity Interest

Nil

6.2. Impartiality Interests

Nil

7. CONFIRMATION AND RECEIPT OF MINUTES

7.1. Confirmation of Minutes

7.1.1. Ordinary Meeting of Council – 15 June 2023

Minutes of the Shire of Wyalkatchem Ordinary Meeting of Council held on Thursday 15 June 2023 (Attachment 7.1.1)

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(72/2023) Moved: Cr Stratford Seconded: Cr Holdsworth

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 15 June 2023 (Attachment 7.1.1) be confirmed as a true and correct record.

CARRIED 6/0

7.1.2. Special Meeting of Council – 29 June 2023

Minutes of the Shire of Wyalkatchem Special Meeting of Council held on Thursday 29 June 2023 (Attachment 7.1.2)

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(73/2023) Moved: Cr Garner Seconded: Cr Stratford

That the minutes of the Shire of Wyalkatchem Special Meeting of Council of Thursday 29 June 2023 (Attachment 7.1.2) be confirmed as a true and correct record.

CARRIED 6/0

7.2. Receipt of Minutes

7.2.1. NEWROC Council Meeting – 27 June 2023

Minutes of the Shire of the NEWROC Council Meeting held on Tuesday 27 June 2023 (Attachment 7.2.1).

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(74/2023) Moved: Cr Petchell Seconded: Cr Stratford

That the minutes of the NEWROC Council Meeting held on Tuesday 27 June 2023 (Attachment 7.2.1) be received.

CARRIED 6/0

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Cr Davies shared that he, Peter (CEO), Shire of Koorda, Dr Emmanuel and Dr Michael had had several meetings to ensure the continuance of the Medical Centre with a resident Doctor.

Further meetings were held with WACHS to discuss the Hospital and the need for a Director of Nursing to be on site. Meetings will continue to address the issues and ensure the Medical Centre and Hospital operations continue.

Peter Klein held a budget overview meeting which was not very well attended. Those that did attend fed back that they learnt a lot and that it was really beneficial. Excerpts will be in the Wylie Weekly and you are welcome to request a copy of the presentation or to talk it through with Peter.

WALGA visited to discuss procurement processes and other business. The meeting was very informative and thank you to Cr Stratford and Cr Petchell for attending.

Road closures will be in place at the end of the month in order to clear the verge on the Tammin – Wyalkatchem Rd. Further information will be provided and diversions will be signposted.

Cr Davies will be attending a Regional Bank Public Hearing in Beverly on the 16 August. NEWROC have registered submissions re the closing of regional banking facilities.

Cr Davies will be in Tambar on 6 December to meet with the Minister and Livestock Sheep Collective to discuss the proposals to ban live export.

Cr Davies noted Cr Gambles decision to not re nominate for this years Council elections. Cr Davies congratulated and thanked Cr Gamble for serving 8 years on Council and his dedication to the Community.

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

10. REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. ACCOUNTS FOR PAYMENT – JUNE 2023

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	05 July 2023
Reporting Officer:	Parul Begum
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.1 – Accounts for Payment – June 2023

SUMMARY

To provide Council with a list of accounts paid by the Chief Executive Officer in accordance with his delegated authority and for Council to endorse the payments made for the prior month.

BACKGROUND

The *Local Government (Financial Management) Regulations 1996, s13(1)*, requires that if a local government has delegated to the CEO its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing all payments since the last such list was prepared.

Council has delegated to the CEO (delegation number 1.2.17) the power to make payments from the municipal fund or trust fund.

COMMENT

The payment listing for June 2023 is presented to Council for endorsement.

Bank Account	Payment Type	Last Number	First Number in the report
Municipal and Trust	EFT	EFT 2893	EFT 2787
DD	DD	DD 2743	DD 2677.1

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations, S13.1

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2022/2023 Annual Budget.

COMMUNITY and 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.

Goal No.	Strategies		Actions
Goal 10	Transparent, accountable and effective governance	10.1	<ul style="list-style-type: none"> Ensuring a well-informed Council makes good decisions for the community
		10.2	<ul style="list-style-type: none"> Ensuring sound financial management and plans for the Shire’s long-term financial sustainability
		10.3	<ul style="list-style-type: none"> High quality corporate governance, accountability and compliance
		10.4	<ul style="list-style-type: none"> Maintaining Integrated Strategic and Operational plans

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(75/2023) Moved: Cr Petchell

Seconded: Cr Gamble

That Council endorse the total payments for the month of June 2023 being \$588,169.76 which comprised of:

- 1. Electronic Funds Transfer (EFT) payments from the Municipal Fund totalling \$546,317.53;*
- 2. Direct Debit (DD) payments from the Municipal Fund totalling \$41,852.23.*

CARRIED 6/0

10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARD – MAY 2023

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	05 July 2023
Reporting Officer:	Parul Begum, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	File Ref: 12.10.02
Attachment Reference:	Attachment 10.1.2 – Credit Card – May 2023

BACKGROUND

Council governance procedures require the endorsement of credit card payments at each OMC. The attached credit card payment report has been reviewed by the Manager of Corporate Services and the CEO.

STATUTORY ENVIRONMENT

Local Government Act 1995, Part 6 – Financial Management s.6.4
Local Government (Financial Management) Regulations 1996, R34

POLICY IMPLICATIONS

Policy Number 2.1 – Purchasing Policy.
 Policy Number 2.3 – Credit Card Policy.

FINANCIAL IMPLICATIONS

Nil. Reported expenditure is assessed by management as being consistent with the FY22/23 Annual Budget.

COMMUNITY & STRATEGIC OBJECTIVES

This matter is consistent with the following Strategic Community Plan goal.

Goal - Transparent, accountable and effective governance.

Goal No.	Strategies		Actions
Goal 10	Transparent, accountable, and effective governance	10.1	<ul style="list-style-type: none"> Ensuring a well-informed Council makes good decisions for the community
		10.2	<ul style="list-style-type: none"> Ensuring sound financial management and plans for the Shire’s long-term financial sustainability
		10.3	<ul style="list-style-type: none"> High-quality corporate governance, accountability, and compliance
		10.4	<ul style="list-style-type: none"> Maintaining Integrated Strategic and Operational plans.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(76/2023) Moved: Cr Gamble

Seconded: Cr Garner

That Council endorses credit card payments for the period 29th April to 29 May 2023 totalling \$239.72 (refer to attachment 10.1.2).

CARRIED 6/0

10.1.3. MONTHLY FINANCIAL REPORT – JUNE 2023

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 June 2023
Reporting Officer:	Claire Trenorden, Manager of Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	25.08
Attachment Reference:	Attachment 10.1.3 – Monthly Financial Report June 2023

BACKGROUND

The *Local Government (Financial Management) Regulations 34* requires a local government to prepare a monthly financial statement that reports on actual revenue and expenditure against the annual budget prepared under regulation 22(1) (d).

Council has adopted a material variance of 10% or \$10,000 whichever is the greater.

COMMENT

The attached reports include:

- Statement of Financial Activity by Program (p.3)
- Statement of Financial Activity by Nature and Type (p.4)

The statements provide details of the Shire's operations on an actual year to date basis.

These statements and Notes 1 (p.5) and 2 (p.6) are statutory requirements and must be presented to Council.

The remaining notes all relate to the Statements of Financial Activity.

STATUTORY ENVIRONMENT

Local Government Act 1995, Part 6 – Financial Management S6.4

Local Government (Financial Management) Regulations, R34

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Total Cash Available as at 30 June 2023 is \$5,828,134;

- cash available is made up of unrestricted cash \$2,597,828 (44.57%) and
- restricted cash \$3,230,306 (55.43%).

Rates Debtors balance as at 30 June 2023 is \$54,449 and Rates Notices for 2022-23 were issued in August 2022. Rates collected as at end of June 2023 was \$1,392,604 - 96%.

June 2023: Operating Revenue – Operating revenue of \$4,760,614 is made up of Rates - 30%, Grants - 62%, Fees and Charges - 5%, Interest earnings – 3% and other – 0%.

Operating Expenses – Operating expenses of \$4,450,926 is made of Employee Costs – 31%, Materials and Contracts – 28%, Depreciation – 32%, Insurance – 4% and Utility – 4% and Other Charges – 1%.

COMMUNITY and 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.

Goal: Transparent, accountable and effective governance.

Goal No.	Strategies		Actions
Goal 10	Transparent, accountable and effective governance	10.1	<ul style="list-style-type: none"> Ensuring a well-informed Council makes good decisions for the community
		10.2	<ul style="list-style-type: none"> Ensuring sound financial management and plans for the Shire’s long-term financial sustainability
		10.3	<ul style="list-style-type: none"> High quality corporate governance, accountability and compliance
		10.4	<ul style="list-style-type: none"> Maintaining Integrated Strategic and Operational plans.

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(77/2023) Moved: Cr Holdsworth

Seconded: Cr Garner

That Council accepts the Statements of Financial Activity for the month ending 30 June 2023 (refer attachment 10.1.3.)

CARRIED 6/0

10.2. GOVERNANCE AND COMPLIANCE

10.2.1. CHIEF EXECUTIVE OFFICER'S REPORT – JUNE/JULY 2023

Applicant:	Shire of Wyalkatchem
Date:	12 July 2023
Reporting Officer:	Peter Klein, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

SUMMARY

This report is prepared by the CEO to provide Council and the Wyalkatchem community with information about CEO activities and Council operations.

COMMENT

Since the last report, the CEO has attended the following substantial meetings and events to progress community and Council's interests;

- NEWROC Council meeting, Koorda
- Geoff Swann re gravel supply
- Nikki Hawser & Craig Cooper re aged care services
- WALGA Waste Officers Advisory Group meeting
- Lisa Lough – Markyt Community Scorecard
- Rodeo Organising Committee meeting
- Chris Gilmour – LGIS
- Dr Emmanuel Awogun re sustaining GP services
- Michelle & Stephen Crute
- Tony Brown & Sara Monteleone (WALGA)
- Jacinta Herbert Regional Operations Manager WACHS re hospital management

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 direct financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

The CEO's activity promotes the Strategic Community Plan objectives, particularly those outlined in Goal 10 which calls on transparent, accountable and effective governance.

Goal 10 Transparent, accountable and effective governance and 12 Form strategic partnerships and advocate for the Community.

Goal No.	Action No.	Actions
10 Transparent, accountable and effective governance	10.1	Ensuring a well-informed Council makes good decisions for the community
	10.4	Maintaining Integrated Strategic and Operational plans
12 Form strategic partnerships and advocate for the community	12.1	Developing strategic partnerships with regional, State & Federal governments
	12.2	Ensuring that the Shire of Wyalkatchem is well positioned to meet future needs

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(78/2023) Moved: Cr Stratford

Seconded: Cr Holdsworth

That Council accepts the Chief Executive Officer's report.

CARRIED 6/0

10.2.2. PROPERTY LEASE – BOTTOM DEPOT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 July 2023
Reporting Officer:	Peter Klein, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 10.2.2 – Valuation of Expressions of Interest - Confidential

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(79/2023) Moved: Cr Holdsworth

Seconded: Cr Gamble

That Council offer Lot 210 Wilson St (the ‘Bottom Depot’) for lease to Elders Rural Services Australia Limited, for a term of two years, a rental of \$6,000/annum and subject to them maintaining property and public liability insurances, paying for all utilities and committing to using their best endeavours to contain all used chemical containers within the shed confines.

CARRIED 6/0

DISCUSSION

The Bottom Depot is located at 73 Wilson St and was valued by Urban & Rural Valuations in February 2022.

For the purpose of this valuation the property was deemed to comprise a site area of 1,657m² and Improvements of:

- Shed - Steel frame and iron clad circa 350 sqm
- Detached toilet (inclusive of wash basin)
- Hardstand
- Security mesh fence (3 sides)
- Corrugated iron fence (1 side)

The dongar which is attached to power & water was excluded from this valuation as it was to be relocated to establish an office at the new depot. This dongar was ultimately, not relocated and consequently the value of this property will today be \$3,000 to \$5,000 higher than that specified in the valuation report due to the combined effect of changes to land valuations and the additional value of the dongar.

For the purpose of determining a rental valuation it is therefore assumed the property has a sale value as \$40,000 and a rental value of approximately \$6,000/annum (exclusive of GST) as of 10 May 2023.

The site has been assessed internally for environmental damage and no suspicion of damage was found to exist.

The site is zoned residential but as its current use is non-conforming it may continue to be used for the storage of equipment subject to its future use not detracting from the amenity of the area.

The permitted purpose, to be stated in the lease document, will be – The site may be used for the incidental storage of plant and equipment subject to there being no adverse impact on the quiet enjoyment and wellbeing of residents living in the vicinity of the site. The Tenant or its associates must not over-night in the dongar at any time.

The sale of the site has not been recommended as serviced residential blocks are in short supply and might one day provide a greater service to the Council and community by being deployed for residential development.

STATUTORY ENVIRONMENT

The *Local Government Act (1995)*, clause 3.58 makes prescription regarding the methods to determine the valuation of property leased by a local government. In presenting a valuation for this property the Council has relied on Clause 3.58(4)(c)(ii).

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Subject to the EOI outcome, some lease revenue may need to be reported.

COMMUNITY & STRATEGIC OBJECTIVES

This initiative promotes the following Strategic Community Plan objectives;

Goal No.	Action No.	Actions
5 - Growth in business opportunity	5.2	Support new industry while encouraging the growth in local businesses.
10 – transparent accountable & effective governance	10.1	A well-informed Council makes decisions that benefit the community.

10.3. WORKS AND SERVICES

10.3.1. MANAGER OF WORKS OFFICER'S REPORT 8 JUNE – 1 JULY 2023

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	01 June 2023
Reporting Officer:	Terry Delane – Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Reports available on request

BACKGROUND

To inform Council of the activities of the works and services team during the period prior to the 1 July 2023.

COMMENT

INCIDENTS

1. Grader clipped trailer in Petchell's holding yard. Minor damage
2. Vandalism at public toilets.

ROADS – MAJOR PROJECTS

- **Black Spot Projects (BSP)**
- MRWA Safety Audit attached. Most of the commentary is around removing vegetation to improve sight lines, shifting or installing the give way lines, some culvert work, improved signage and shifting the intersection of Benji Hindmarsh North westwards.
- The Shire roads crew is identifying a number of "mini black spots" around the Shire that cannot attract stand-alone funding, but will be recommended for work either out of the existing budget or using R2R funding.

ROAD MAINTENANCE PROGRAM

1. Grading ongoing. Effectively finished in the southern sections and are currently working in the East Nalkain and West Cowcoving areas.
2. Re-sheeting, wash outs and culvert / floodway repairs have commenced and going forward will be done as the grading is done.
3. Verge widening has been extremely successful in some parts and problematic in others. Some narrower roads have ended up with some vegetation spill over onto fence lines and some minor damage to plant.
4. Subcontracted verge work has worked well – The total costs per km will be determined once the final work is completed and costs are known. Roads treated include Davies Sth, Benji Hindmarsh, Macpherson, Ross, Thiel, and currently Tammin and Nembudding Sth Roads.

PARKS / TOWN SERVICES CREW

- Focus on rodeo preparation and camping grounds, making fire pits and fire wood manufacture.
- Light pole has been removed.

- Irrigation controller relocated to store room.
- Arena pegged out.
- Weed control and storm clean up to resume mid-July.

GRACE ST DEPOT

- Storage upgraded.
- Last pallet rack installed.
- Lean too in progress.

ASHELFORD PARK

- Some earthworks done to rip, level and import soil to the area.
- Irrigation conduits to be installed 2nd week July.

WYLIE WATERPROOFING - NATIONAL GRID CONNECTION PROJECT

- Power now connected, however unable to commission the system due to 3-way conflicts and requirements between Water Corp, Western Power and the Health Dept.
- I have suggested cordoning off the entire rec reserve precinct to all persons to enable commissioning and testing during daylight hours.

RUBBISH TIP

- Some new fencing and signage planned for coming weeks.

VEHICLE/PLANT

1. Further trouble with the 6-wheeler tipper with the emissions burn off mechanism not working properly; recommended by MM to go to their workshop to fix.
2. Problem with the information / alerts screen in the Liebherr. The screen is blank and needs replacing. Liebherr are booked in to replace.
3. Skid Steer has been delivered and predelivery / induction conducted by Westrac. Machine looks great and purrs like a CAT.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are some financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

The list before Council is generally in accordance with the desired outcome as expressed in the Shire of Wyalkatchem Strategic Community Plan.

Goal: Our built environment responds to the accessibility and connectivity needs of all.

Outcome No.	Action No.	Actions
Our built environment responds to the accessibility and connectivity needs of all.	8.1	Improving safety on road, cycle and footpath networks
	8.2	Developing and planning community infrastructure to improve use and social interaction
	8.3	Implement Aged Friendly Plan
	8.4	Implement the Disability Access and Inclusion Plan (DAIP)

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(80/2023) Moved: Cr Stratford

Seconded: Cr Petchell

That Council accepts the Manager of Works Officer's report.

CARRIED 6/0

10.4. PLANNING AND BUILDING

No update required.

11.MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

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

Nil

14.MATTERS BEHIND CLOSED DOORS

Nil

15.INFORMATION BULLETIN

15.1. Information Bulletin

The information bulletin has been provided as an attachment (Attachment 15.1)

15.2. Business Arising from the Information Bulletin

16.CLOSURE OF THE MEETING

There being no further business to discuss, the Chairperson thanked everyone for their attendance and closed the meeting at 4:24pm.





Shire of Wyalkatchem Audit and Risk Committee (ARC)

Meeting Minutes–

Thursday 20 July 2023,

commencing at 3pm in the Council Chambers,

Honour Avenue, Wyalkatchem

Regulation 16 of the Local Government (Audit) Regulations 1996 states that:

“An audit committee —

- a) is to provide guidance and assistance to the local government —
 - i. as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and*
 - ii. as to the development of a process to be used to select and appoint a person to be an auditor; and**

- b) may provide guidance and assistance to the local government as to —
 - i. matters to be audited; and*
 - ii. the scope of audits; and*
 - iii. its functions under Part 6 of the Act; and*
 - iv. the carrying out of its functions relating to other audits and other matters related to financial management; and**

- c) is to review a report given to it by the CEO under regulation 17(3) (the CEO’s report) and is to —
 - i. report to the council the results of that review; and*
 - ii. give a copy of the CEO’s report to the council.”**

Preface

When the Chief Executive Officer approved these Minutes for distribution they are in essence “*Unconfirmed*” until the following Audit and Risk Management Meeting where the minutes will be confirmed subject to any amendments.

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

Unconfirmed Minutes

These minutes were approved for distribution on 21 July 2023.

Claire Trenorden

Acting Chief Executive Officer

Shire of Wyalkatchem

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

TABLE OF CONTENTS

1. DECLARATION OF OPENING.....	4
2. PUBLIC QUESTION TIME	4
3. ATTENDANCE /APOLOGIES/LEAVE OF ABSENCE	4
4. PETITIONS, DEPUTATIONS, PRESENTATIONS	4
5. DECLARATIONS OF INTEREST	4
6. CONFIRMATION AND RECEIPT OF MINUTES.....	4
6.1. AUDIT AND RISK COMMITTEE MEETING AUDIT AND RISK COMMITTEE MEETING – 17 December 2020	4
7. MATTERS ARISING FROM THE MINUTES	5
8. ANNOUNCEMENT BY THE PRESIDING PERSON WITHOUT DISCUSSION.....	5
9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED.....	5
10. MATTERS REQUIRING A COMMITTEE DECISION	6
10.1. CORPORATE SERVICES REPORTS	6
10.1.1. INTERIM AUDIT MANAGEMENT LETTER.....	6
10.2. RISK MANAGEMENT.....	9
10.2.1. COMPLIANCE AUDIT RETURN STATUS REPORT	9
11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN.....	11
12. QUESTIONS BY MEMBER OF WHICH DUE NOTICE HAS BEEN GIVEN	11
13. URGENT BUSINESS APPROVED BY THE PRESON PRESIDING OR BY DECISION.....	11
14. MATTERS BEHIND CLOSED DOORS.....	11
15. CLOSURE OF THE MEETING.....	11

1. DECLARATION OF OPENING

The Chairperson, Cr Owen Garner, opened the meeting at 3:05pm.

2. PUBLIC QUESTION TIME

Public question time opened at 3:05pm.

There were no members of the public.

Public question time closed at 3:05pm.

3. ATTENDANCE /APOLOGIES/LEAVE OF ABSENCE

Members:	Cr Owen Garner	Chair
	Cr. Quentin Davies	
	Cr. Stephen Gamble	
	Cr. Mischa Stratford	
	Cr. Christy Petchell	
Apoloiges:	Cr. Christopher Loton	
	Cr. Emma Holdsworth	
Staff:	Claire Trenorden	Manager of Corporate Services
	Stephanie Elvidge	Governance Executive Officer
Leave of Absence:	Peter Klein	Chief Executive Officer
	Terence Delane	Manager of Works

4. PETITIONS, DEPUTATIONS, PRESENTATIONS

Nil

5. DECLARATIONS OF INTEREST

Nil

6. CONFIRMATION AND RECEIPT OF MINUTES

6.1. AUDIT AND RISK COMMITTEE MEETING AUDIT AND RISK COMMITTEE MEETING – 17 December 2020

Minutes of the Shire of Wyalkatchem’s Audit and Risk Committee Meeting held on the 20 April 2023 (Attachment 6.1)

COMMITTEE RECOMMENDATION / RESOLUTION

(02/2023) Moved: Cr Petchell

Seconded: Cr Stratford

That the minutes of the Wyalkatchem Audit and Risk Committee Meeting held on the 20 April 2023 (Attachment 6.1) be confirmed as a true and correct record.

CARRIED 5/0

7. MATTERS ARISING FROM THE MINUTES

Nil

8. ANNOUNCEMENT BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

10. MATTERS REQUIRING A COMMITTEE DECISION

10.1. CORPORATE SERVICES REPORTS

10.1.1. INTERIM AUDIT MANAGEMENT LETTER

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 July 2023
Reporting Officer:	Claire Trenorden, Manager Corporate Services
Disclosure of Interest:	No interests to disclose
File Number:	12.02.01
Attachment Reference:	Attachment 10.1.1.1 – Office of Auditor General – Management Letter Attachment 10.1.1.2 – Audit Findings Report Attachment 10.1.1.3 – Report on Significant Matters

SUMMARY

Council is required to accept the Management Letter prepared by the Office of the Auditor General.

BACKGROUND

Council is required to have an Interim Audit which is undertaken by an Auditor approved by the OAG.

The focus of the interim audit is to evaluate the Shire of Wyalkatchem's overall control environment, but not for the purpose of expressing an opinion on the effectiveness of internal control, and to obtain an understanding of the key business processes, risks and internal controls relevant to the audit of the annual financial report.

COMMENT

The Officer of Auditor General Management Letter has identified ten management control issues which are detailed in attachment 10.1.1.2 Office of Auditor General – Audit findings Report.

A Report on Significant Matters, attachment 10.1.1.3 has been prepared which is to be presented to the Minister within 3 months of the Auditors Report being received by the Local Government as per the requirement of s.7.12A (4) *Local Government Act 1995* (the Act).

It is recommended that the Audit and Risk Committee Audit endorse this report and recommends the endorsement by Council.

Once endorsed, the report will be provided to the Minister and published on the Shire's website.

An action plan will be developed to ensure all matters are addressed by the Shire in a timely manner.

STATUTORY ENVIRONMENT

Local Government Act 1995 section 7.12A – Duties of local government with respect to audits.

The requirements of this response are:

- a. Upon receipt of the auditor’s report, the local government must prepare a report for its Audit Committee to address the significant matters raised and outline what action(s) the local government has taken or intends to take in respect of each of the matters raised.
- b. The Audit Committee minutes and the report to the Minister are referred to Council for proper review and endorsement of any proposed actions.
- c. Within 3 months of receipt of the auditor’s report, a copy of the Council-endorsed report must be provided to the Minister.
- d. Within 14 days of providing a copy of the report to the Minister, a copy must be published on the local government’s website.

A local government is not considered compliant with its statutory obligations until all of the above actions have been completed.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

COMMUNITY & STRATEGIC OBJECTIVES

This matter promotes the following Strategic Community Plan goal.

GOAL 10

Outcome No.	Outcome
Transparent, accountable and effective governance	<ul style="list-style-type: none">• Ensuring a well-informed Council makes good decisions for the community• Ensuring sound financial management and plans for the Shire’s long-term financial sustainability• High quality corporate governance, accountability and compliance Maintaining Integrated Strategic and Operational plans

VOTING REQUIREMENT

Simple Majority

COMMITTEE RECOMMENDATION / RESOLUTION

(03/2023) Moved: Cr Stratford

Seconded: Cr Petchell

- ***That the Audit and Risk Management Committee:***
 1. ***Accepts the 2022/2023 Management Letter prepared by Office of Auditor General (Attachment 10.1.1.1) and accepts management comments and actions in relation to the audit outcomes (attachment 10.1.1.2.)***
 2. ***That, in accordance with the s7.12A (4)(b) accepts the Report on Significant Matters for the financial year 30 June 2023 (Attachment 10.1.1.3).***
 3. ***Advises Council that it has met with the Auditor and discharged its obligations, in accordance with Section 7.12A (2)) of the Local Government Act.***
- ***That the Audit and Risk Committee recommends that that Council;***
 1. ***Accepts the 2022/2023 Management Letter prepared by Office of Auditor General and accepts management comments and actions in relation to the audit outcomes and recommendations.***
 2. ***Accepts and endorse the Report on Significant Matters for the financial year ended 30 June 2023.***
 3. ***Acknowledge that the Audit and Risk Management Committee has met with the Auditors and has discharges its obligations, in accordance with Section 7.12A (2)) of the Local Government Act.***

CARRIED 5/0

10.2. RISK MANAGEMENT

10.2.1. COMPLIANCE AUDIT RETURN STATUS REPORT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 July 2023
Reporting Officer:	Claire Trenorden, Manager of Corporate Services
Disclosure of Interest:	No interests to disclose
File Number:	12.02.02, 13.11, 12.19.01
Attachment Reference:	Attachment 10.2.1 – Compliance Audit Return Action Plan

BACKGROUND

Compliance Audit Return

WA local governments are required to complete an annual Compliance Audit Return (CAR) in accordance with Regulation 13 of the *Local Government (Audit) Regulations 1996* (Regulations).

The period examined by this audit is 1 January to 31 December 2022 which has some outstanding actions – see attachment 10.2.1 Compliance Audit Return Action Plan.

For Committee review and discussion.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996 s.5 (2)(c)

Local Government (Audit) Regulations 1996 s.17

Local Government Act 1995

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996 section 14 – Compliance Audits by Local Governments.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

COMMUNITY & STRATEGIC OBJECTIVES

This matter promotes the following Strategic Community Plan goal.

GOAL 10

Outcome No.	Outcome
Transparent, accountable and effective governance	<ul style="list-style-type: none">• Ensuring a well-informed Council makes good decisions for the community• Ensuring sound financial management and plans for the Shire’s long-term financial sustainability• High quality corporate governance, accountability and compliance Maintaining Integrated Strategic and Operational plans

VOTING REQUIREMENT

Simple Majority

COMMITTEE RECOMMENDATION / RESOLUTION

(04/2023) Moved: Cr Davies

Seconded: Cr Petchell

That the Audit and Risk Committee notes the Compliance Audit Return Action plan.

CARRIED 5/0

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12. QUESTIONS BY MEMBER OF WHICH DUE NOTICE HAS BEEN GIVEN

Nil

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

Nil

14. MATTERS BEHIND CLOSED DOORS

Nil

15. CLOSURE OF THE MEETING

There being no further business to discuss, the meeting closed at 3:17pm.





MINUTES – GENERAL MEETING

General Meeting to be held on Thursday 27th July 2023, at Dowerin Community Club

Opening **10.34am**

Invited Attendees:

NEWTRAVEL MEMBER

Koorda CRC
Shire of Dowerin

Shire of Mt Marshall

Shire of Westonia

Nungarin CRC
Shire of Nungarin

MEMBER VOTING DELEGATE

Kim Storer (NEWTRAVEL Chair)
Rebecca McCall (CEO)

Cr Megan Beagley

Stacey Geier
Cr Bill Huxtable

Cr Kerry Dayman

ASSOCIATE MEMBERS & OTHERS

Linda Vernon (NEWTRAVEL TO)

Linley Dreghorn
Shelley Matthews
Phoebe Sachse
Georgina McKay
Lani Hale

Tanya Stobie

Apologies:

Beacon CRC
Mukinbudin CRC
Shire of Mukinbudin
Shire of Nungarin
Shire of Koorda
Shire of Wyalkatchem

Cr. Sandra Ventris

Nancy Dease
Jess McCartney
Kerry Walker
Cr. Pippa de Lacy
Lana Foote
Cr Christy Petchell

1. Previous Minutes

1.1 Confirmation

RESOLUTION:

That the Minutes of the NEWTRAVEL Meeting held in Koorda on 23 February 2023 be confirmed as a true and correct record of proceedings.

Moved: Cr Kerry Dayman

Seconded: Cr Megan Beagley

CARRIED

1.2 Business arising from previous minutes - Nil

ACTIONS	UPDATE
•	

2. Correspondence

2.1 Correspondence In

2.1.1 Various Emails inward.

2.1.2 Trail Planning Grant Program 2022-23 – unsuccessful application

2.1.3 FRRR - Project “17 WA Events Officer” in the Helping Regional Communities Prepare for Drought Initiatives’ Community Impact Program, Application No: 38682 – successful.

2.2 Correspondence Out

2.2.1 Various Emails outward.

RESOLUTION:

That the NEWTRAVEL inward correspondence is accepted, and the outward correspondence be endorsed.

Moved: Cr Bill Huxtable

Seconded: Cr Megan Beagley CARRIED

2.3 Business arising from Correspondence

Nil

3. Financial Report

Cheque Acc Opening Balance 1 February 2023		\$71,636.99
INCOME		
Other Income	Shire of Merredin	\$833.00
	Shire of Nungarin – contribution towards AGO accommodation advertising.	\$150.00
	Total Income	\$983.00
EXPENSES		
Tourism Memberships	AGO Gold Membership 2023/24	\$350.00
Marketing	Simon Phillips Photo	\$60.00
	Executive Media – Autumn 2023 Caravanning Australia advert.	\$950.00
	AGO Perth Caravan & Camping Stand Contribution	\$420.20
	AGO – Cooperative Marketing, Wheatbelt Weekends Campaign	\$3,300.00
	Storytowns Marketing Package	\$4,180.00
	AGO – Additional Wheatbelt Weekends Marketing for member accommodation	\$605.00
	Dowerin Events Management – 2023 Stand	\$890.00
	Dowerin Events Management – 2023 Stand Sharer's Fee	\$300.00
	Shire of Merredin – EWVG Marketing Contribution	\$1,325.00
	Meta Advertising	\$200.00
Tourism Officer	Vernon Contracting – Tourism Officer, January 2023	\$3,960.00
	Alyce Ventris – Social Media Assistance, October, November & December	\$825.00
	Vernon Contracting – Tourism Officer, February 2023	\$4,153.05
	Alyce Ventris – Social Media Assistance, January & February 2023	\$550.00
	Vernon Contracting – Tourism Officer, March 2023	\$4,706.21
	Vernon Contracting – Tourism Officer, April 2023	\$4,146.36
	Alyce Ventris – Social Media Assistance, March & April 2023	\$550.00
	Vernon Contracting – Tourism Officer, May 2023	\$4,193.44
Website	Domain Central – Annual renewal	\$77.82
	Park Cedar – App	\$480.00
	Network 24 Annual Hosting Agreement	\$308.00
	Sally J Design – Website Audit	\$121.00
Postage	Shire of Merredin – Annual Postage	\$194.90
	Muka Mail & Merchandise – Postage Nov – April	\$40.19
Insurance	Ausure Insurance – Public Liability	\$539.04
	Wyalkatchem CRC – meeting room hire	\$30.00
	Total Expenditure	\$37,455.21
Cheque Acc Closing Balance 30 June 2023		\$35,164.78
Other Income	Shire of Goomalling – Storytowns Marketing contribution	\$2,090.00
Outstanding Payments	Vanguard Press – Printing of Maps & Guidebook	\$6,990.50
	Muka Mail & Merchandise	\$26.85
	Vernon Contracting – Tourism Officer, June 2023	\$4,045.05
Ending Financial Position on 21 July 2023		\$26,192.38

Signage Funds Remaining

Total Signage Funds Remaining	\$1,641.10
--------------------------------------	-------------------

RESOLUTION:

That the NEWTRAVEL financial report is accepted as presented.

Moved: Rebecca McCall

Seconded: Stacey Geier

CARRIED

4.0 NEWTRAVEL Tourism Officer (0.4FTE) August 2022 – January 2023 Report

Main Activities	Description	Progress/Update
1. NewTravel Administration		
a. Organise, attend and minute NEWTRAVEL meetings. Attending to any correspondence or motions at these meetings.	Organise and attend NEWTRAVEL Meetings	<ul style="list-style-type: none"> Attended February NEWTRAVEL meeting
b. Undertake governance and financial reporting activities.	Prepare Agendas and Minutes; attend to correspondence and motions as directed.	<ul style="list-style-type: none"> February Meeting Minutes prepared and circulated.
	Undertake financial responsibility for NEWTRAVEL including invoicing, paying accounts, preparing and presenting financial reports.	<ul style="list-style-type: none"> Monthly financials completed and accounts paid.
2. Marketing		
a. Implement the Wheatbelt Way Marketing Plan	Develop, adopt and implement annual marketing plan.	<ul style="list-style-type: none"> Continued implementation of 2022-23 Marketing Plan
b. Support NEWTravel to undertake tourism marketing activities to the benefit of the members.	Promote the Wheatbelt Way through press advertising and any other opportunities as they arise.	<ul style="list-style-type: none"> 2023 Open Road Wheatbelt Way Campaign prepared and implemented. Attended for 2023 Perth Caravan & Camping Show. Autumn Wheatbelt Weekends Campaign
	Update and distribute Wheatbelt Way Brochures and Booklets.	<ul style="list-style-type: none"> Distributed as required. 2023 Guidebook and Map re-print.
	Arrange for the preparation of promotional packages for individuals, groups, companies and arrange appropriate distribution	
3. Website and Social Media		
a. Develop and maintain a presence for the Wheatbelt Way on internet and social media.	Maintain the Wheatbelt Way website	<ul style="list-style-type: none"> Updated weekly as required.
	Answer all Wheatbelt Way enquiries via the website and respond to requests for merchandise as required.	<ul style="list-style-type: none"> Wheatbelt Way enquiries (website, email, socials, chat and phone).
	Create a Wheatbelt Way Facebook Page and maintain it regularly.	<ul style="list-style-type: none"> Posting and sharing of Wheatbelt Way content daily on Facebook and Instagram weekly.
4. Stakeholder Communications		
a. Maintain relationships with Central Wheatbelt Visitors Centre and Australia's Golden Outback	Attend Regional Working Group Meetings	<ul style="list-style-type: none"> Curtin University – 4th April, Dowerin Field Visit, Panel Session 23 May 2023 Attended and participated in monthly Wheatbelt Tourism team meetings developing a Destination Development direction/plan with stakeholders. Presented to RoeTourism Meeting – 22 May Participated in monthly AGO zoom meetings.
b. Communicate with members.	Quarterly Newsletter to Stakeholders	<ul style="list-style-type: none"> Bi-Monthly E-news to NEWTRAVEL stakeholders sent. Quarterly newsletter subscribers sent.

	Provide information and updates as identified.	•
5. Maintenance and Monitoring		
a. <i>Assist in the maintenance of the Wheatbelt Way Infrastructure and monitoring of Tourism across NEWROC</i>	Coordinate and collate tourism data for the region.	<ul style="list-style-type: none"> • Compiled the Nov 2022 - February 2023 Visitor Statistics • Quarterly Marketing Report produced
	Coordinate annual auditing of Wheatbelt Way sites with individual shires and reporting of recommendations back to shires.	•
6. Supporting additional activities		
a. <i>Any other duties within the Contractors range of abilities as directed by the Director of Economic Services if time and resources allow.</i>	Assist with planning and conducting tourism initiatives as required (incl. local famils and trade shows).	-
	Carry out research and manage projects as required	<ul style="list-style-type: none"> • Developed and submitted DSLGC WA Trails Grant Planning application for Bushwalking Trails Master Plan for the Wheatbelt Way. • Developed and submitted FRRR Application for Events Support Project.
	Other	<ul style="list-style-type: none"> • Provided feedback on AGO Agritourism Strategy. • Attended Wheatbelt Trails forum in Bindoon – 26th May 2023.

5.1 Wheatbelt Way Visitor Statistics

A reminder that the reporting periods are:

- 1. July – October*
- 2. November – February*
- 3. March – June*

*If Shires could please submit their complete Excel spreadsheets for the period 1 March 2023 - 30 June 2023 by **As soon as possible** it would be greatly appreciated.*

The November 2022 – June 2023 Snapsnot Report can be viewed [here](#).

5.2 Social Media and Marketing Report

NEWTRAVEL's primary purpose is to market and promote the Wheatbelt Way self-drive route and the tourism assets in the NEWTRAVEL area. We also engage with visitors and tourists through our promotional activities.

The 2022-2023 Marketing Overview can be viewed [here](#).

A full report on NEWTRAVEL's Social Media analytics and marketing activities was presented at the meeting and can be viewed [here](#).

6.0 General Business

6.1 NEWTRAVEL/NEWROC Local Events Support Coordinator

BACKGROUND:

The current NEWTRAVEL Strategic Plan has a goal of:

3.2 Visitor experiences are enhanced.

b) Develop local government, operator business and marketing capability and capacity within our area

c) Facilitate product and experience development opportunities to enhance visitor experiences in our region.

With a measurement to evidence this being that an Events position is funded.

COMMENT:

At the February NEWTRAVEL Meeting I presented the project outline of an [Events Support Officer](#) proposal for the region.

NEWTRAVEL has been successful in receiving \$63,554.00 from [Future Drought Fund's Helping Regional Communities Prepare for Drought – Community Impact Program](#). This project is to be delivered by 30 June 2025.

The [initial application](#) that was submitted was asking for a cash component of \$80,000.00 to deliver this project and the budget was reduced by 19% by the funding body. I believe that it will be difficult to deliver the project as asked. With the short turn around in this new collaborative grant process for this funding we proposed that we ask each of the NEWTRAVEL member Councils for a contribution of \$1000/year.

There is an opportunity to seek developing project delivery relationships with both NEWROC and Dowerin Events Management to implement this project.

RECOMMENDATION:

Direction sought from meeting on how NEWTRAVEL is going to deliver this project.

Discussion held on:

- Approaching NEWROC and asking them to assist in providing the required gap funding.
- Developing a partnership with Dowerin Events Management to deliver the project.
- - Capacity of NEWTRAVEL and their level of ability and resources to deliver the project.

RESOLUTION:

To approach NEWROC to fund the project funding gap of \$20,000 over two years.

Moved: Rebecca McCall

Seconded: Cr Megan Beagley

CARRIED

RESOLUTION:

Approach and initiate a meeting between NEWTRAVEL, Dowerin Events Management, and NEWROC, with the purpose of exploring collaborative opportunities for the joint execution of the Event Support Officer Project over the next two years and beyond.

Moved: Rebecca McCall

Seconded: Stacey Geier

CARRIED

ACTION – Linda to keep all members informed on this projects progress via email updates.

6.2 NEWTRAVEL 2022 – 2023 Marketing Plan

BACKGROUND:

NEWTRAVEL annual develop and endorse a marketing plan for promoting the Wheatbelt Way region and its members.

COMMENT:

The NEWTRAVEL marketing year is from 1 October – 30 September.

The endorsed 2022-2023 Marketing Plan is [here](#).

1. Seeking input from NEWTRAVEL members on:

- Annual Photo Competition Theme suggestions:
Nature, Sport and Community

- Content Creation/Influencer Suggestions, have developed a guide on [Working with Wheatbelt Way – Instagram Reels](#).

Discussion around the lack of Wheatbelt content creators on the social media platforms and possibilities of working with CRCs in this space.

ACTION – Megan suggested that Linda contact the Beacon CRC and have a chat about this.

2. Dowerin Field Days

We will be having a 2 x 3 stand in the All Flags Pavilion. We will be co-sharing with AGO who will be promoting the AGO Agritourism Strategy.

The Wyalkatchem have already offered staff to support NEWTRAVEL in manning the stand. If others wish to assist, please get in touch.

Shift	Time	Wednesday-30 th -August		Thursday-31 th -August	
		Staff	Staff	Staff	Staff
1	8.00am–10.15am	Phoebe-Sachse	Wyalkatchem-CRC-Staff	Wyalkatchem-CRC-Staff	
2	10.15am–12.30pm	Georgina-McKay	Wyalkatchem-CRC-Staff	Wyalkatchem-CRC-Staff	
3	12.30pm–2.45pm	Sharon-Kett	Linda-Vernon		Linda-Vernon
4	2.45pm–5.00pm		Linda-Vernon		Linda-Vernon

6.3 Destination Development Plan

BACKGROUND:

Goal 2.1 of the NEWTRAVEL Strategic Plan is to work with AGO to encourage dispersal around our region. It has an action of developing a destination development plan for the Wheatbelt Way road trip.

COMMENT:

A Wheatbelt Tourism Destination Development group have been meeting monthly to progress this concept.

Linda provided an updated presentation of where this group is now at and had recently presented to the Roe Tourism Group. View Presentation [here](#).
And also gave an overview the Visitor Information Centre Project Proposal. View Proposal [here](#).

RECOMMENDATION:

For NEWTRAVEL information and feedback.

7. Reports

7.1 Member Reports

Opportunity for members to provide meeting with an update or exchange on key tourism related activities and initiatives. A quick verbal report to be presented by member delegates. If a full written report or information has been provided it can be found as a link as indicated on town name below.

Rebecca McCall, AGO Wheatbelt Board Representative

- Rebecca advised NEWTRAVEL that the AGO Board Nominations open on the 21 September and that the Wheatbelt Board position which she currently holds is up for election. She welcomes anyone else to express an interest in it, but if there is no other interest, she is willing to re-nominate.

Westonia

- Wessy on the Green officially had 460 people attend. All went well other than the Food Van situation with many pulling out the week of the event. Commendation to the community for getting on board to provide food options last minute.
- The Caravan Park is unusually quiet for this time of year.
- 40-year Anniversary of the Warralakin to Westonia Walk will be held in September.
- The Carrabin Roadhouse is now again open for fuel.

Mt Marshall

- WAORRA Rally held on the June long weekend continues to be well supported.
- Mt Marshall Centenary Planning well underway for the event on the 24-25 September 2023
- New cabins for the Bencubbin and Beacon Caravan Park are soon to be delivered.
- Beacon CRC have made the decision to not proceed with the Beacon Wildflower Tours this spring (they are not actively promoting, but Megan and Mouse are still keen to offer a tour if there is a demand).
- Beacon Co-op now has a good Café and Coffee offering.
- Observations are that the Caravanner's numbers are down in Beacon.

Dowerin

- The Dowerin Pub has had a soft opening and now opens on Fridays & Saturdays only from 5pm to late.
- The Dowerin Club open Wednesday to Sunday with Meals available. (Getting evening meals in Dowerin has been an issue with the Pub closed).
- Angie Roe Photography was engaged to take a range of tourism and promotion photography of Dowerin.
- Tin Dog Creek Walk Trail new signs are ready to go.
- Dowerin Field Day preparations are in full swing.
- The Dowerin Short Stay Accommodation has had steadily increasing numbers of visitors, predominantly contractors.

- The Dowerin CRC is now under the management of the Shire of Dowerin and will be the lead in all things tourism.
- The Shires of Dowerin, Goomalling, Wongan Hills and Dalwallinu have all come together and planted everlastings in the aim of creating an Everlasting Drive Trail across the 4 Shires.

Nungarin

- The CRC ran successful S.O.C.K. week initiatives.
- Natalie Veal held a successful Tales of the Wheatbelt Art Exhibition.
- CRC is hosting the NEWROC Literacy Luncheon on Friday 4th August.
- Nungarin Museum will be holding Saturday Campfire Dinner Events in August and September on Market Weekends.
- Nungarin CRC will be holding a Wildflower Tour.
- Mangowine Concert to be held on 30th September.
- The Nungarin Hotel is currently closed.
- The Nungarin Rec Centre is opening on a Friday night and offering Meals (by McCorry's Hotel) and Breakaway Nungarin are offering takeaway Pasta nights on Thursday nights to the community.

Koorda

- CBH are building 19 accommodation units across from the Koorda Drive In site.
- The Koorda Recreation Centre upgrades have been delayed but are hoped to commence in September.
- The Koorda Drive-In numbers have been slow to start the year but are getting better and will have "Barbie" and "Oppenheimer" showing at the September Drive-In screening.
- Have had a number of car and caravan clubs coming through to Koorda.
- The Koorda Hotel is closed on Sundays and Mondays.
- Have started up a Koorda Youth Group.

7.0 Other Business

Rebecca McCall thanked NEWTRAVEL for there time and wished the organisation all the very best going forward. Commented that it has always been good to work alongside Linda and look forward to future collaborations with NEWTRAVEL from Narembeen.

Kim Storer extended NEWTRAVEL thank you to Rebecca McCall for her commitment and contributions to NEWTRAVEL in her time at the Shire of Dowerin. She will be missed.

Discussion was held about having the option of holding NEWTRAVEL meetings online. Those present commented on what they valued about meeting in person including, the connection and networking opportunity and the value of going out to other communities and seeing what they are doing. It was recommended that if the facilities are available at the venue that hybrid meetings be offered to those who cannot attend in person.

8.0 Next Meeting
Annual General Meeting, followed by a General Meeting
Thursday 26th October 2023, 10am in Wyalkatchem

9.0 Meeting Close: 12.44pm





Shire of Wyalkatchem
List of Accounts July 2023

Chq/EFT	Date	Name	Payment Amount	Bank					
EFT2894	03/07/2023	G&C Glass	-\$ 1,320.00	1					
EFT2895	03/07/2023	K. E. Myers	-\$ 10,604.00	1					
EFT2896	03/07/2023	Geraldton Totally Workwear	-\$ 298.20	1					
EFT2897	03/07/2023	Terence W Delane	-\$ 225.40	1					
EFT2898	03/07/2023	Blackwoods	-\$ 136.05	1					
EFT2899	03/07/2023	BOC Gases	-\$ 55.32	1					
EFT2900	03/07/2023	Bunnings Midland	-\$ 432.65	1					
EFT2901	03/07/2023	Wyalkatchem Electrical and Air conditioning Services	-\$ 2,057.00	1					
EFT2902	03/07/2023	Eastern Hills Saws & Mowers	-\$ 983.55	1					
EFT2903	03/07/2023	Petchell Mechanical	-\$ 5,302.23	1					
EFT2904	03/07/2023	Shire of Dowerin	-\$ 20,900.00	1					
EFT2905	03/07/2023	Wheatbelt Office & Business Machines	-\$ 424.52	1					
EFT2906	03/07/2023	Robert Scott Brennan	-\$ 1,320.00	1					
EFT2907	04/07/2023	Geraldton Totally Workwear	-\$ 387.16	1					
EFT2908	04/07/2023	Colby Storage Solutions	-\$ 761.20	1					
EFT2909	04/07/2023	HARCHER WHEATBELT (WA DISTRIBUTORS) PTY LTD	-\$ 418.80	1					
EFT2910	04/07/2023	Avon Waste	-\$ 5,609.82	1					
EFT2911	04/07/2023	Bunnings Midland	-\$ 306.66	1					
EFT2912	04/07/2023	Elders	-\$ 623.70	1					
EFT2913	04/07/2023	Nutrien Ag Solutions Ltd	-\$ 1,524.21	1					
EFT2914	04/07/2023	WA Contract Ranger Services	-\$ 211.20	1					
EFT2915	04/07/2023	Wyalkatchem Post Office	-\$ 5.25	1					
EFT2916	05/07/2023	Department of Mines, Industry Regulation and Safety	-\$ 750.42	1					
EFT2917	11/07/2023	Paynes Pest Control	-\$ 19,300.68	1					
EFT2919	11/07/2023	T & E Services Pty Ltd	-\$ 2,860.00	1					
EFT2920	11/07/2023	Mischa Stratford	-\$ 2,762.00	1					
EFT2921	11/07/2023	Gutter Gobbler Perth	-\$ 5,302.00	1					
EFT2922	11/07/2023	Gary Thorpe {Personal}	-\$ 216.58	1					
EFT2923	11/07/2023	Christy Petchell	-\$ 2,762.00	1					
EFT2924	11/07/2023	Chistopher John Loton	-\$ 2,762.00	1					
EFT2925	11/07/2023	Jennie A Gorham	-\$ 560.87	1					
EFT2926	11/07/2023	Ionie Hall	-\$ 63.00	1					
EFT2927	11/07/2023	Australia Post	-\$ 44.01	1					
EFT2928	11/07/2023	TOLL Australia	-\$ 96.02	1					
EFT2929	11/07/2023	Emma Caris Holdsworth	-\$ 2,762.00	1					

**Shire of Wyalkatchem
List of Accounts July 2023**

EFT2930	11/07/2023	Owen Garner	-\$	3,550.00	1					
EFT2931	11/07/2023	Quentin Ross Davies	-\$	5,913.50	1					
EFT2932	11/07/2023	Stephen John Gamble	-\$	2,762.00	1					
EFT2933	11/07/2023	Eastern Hills Saws & Mowers	-\$	171.90	1					
EFT2934	11/07/2023	AutoPro Northam	-\$	371.91	1					
EFT2935	11/07/2023	Newground Water Services Pty Ltd	-\$	1,072.50	1					
EFT2936	11/07/2023	Prompt Safety Solutions	-\$	1,210.00	1					
EFT2937	11/07/2023	HARCHER WHEATBELT (WA DISTRIBUTORS) PTY LTD	-\$	133.52	1					
EFT2938	11/07/2023	Wormald Australia Pty Ltd	-\$	423.23	1					
EFT2939	11/07/2023	Michelle Lea Eaton	-\$	98.28	1					
EFT2940	11/07/2023	Hannagans Plumbing, Heating & Cooling	-\$	500.01	1					
EFT2941	11/07/2023	Yelbeni Rural Pty Ltd	-\$	58.10	1					
EFT2942	11/07/2023	Bunnings Midland	-\$	399.78	1					
EFT2943	11/07/2023	Central Regional Tafe	-\$	1,550.80	1					
EFT2944	11/07/2023	Contract Aquatic Services - EFT	-\$	23,934.00	1					
EFT2945	11/07/2023	Liebherr-Australia Pty Ltd	-\$	2,161.83	1					
EFT2946	11/07/2023	Wyalkatchem Community Resource Centre	-\$	2,464.68	1					
EFT2947	11/07/2023	Wyalkatchem Hotel	-\$	208.00	1					
EFT2948	11/07/2023	Wyalkatchem Spraying Service	-\$	1,600.00	1					
EFT2949	12/07/2023	AvocaID	-\$	474.95	1					
EFT2950	12/07/2023	Westrac	-\$	109,285.00	1					
EFT2951	18/07/2023	Perfect Computer Solutions Pty Ltd	-\$	467.50	1					
EFT2952	18/07/2023	Wyalkatchem General Store	-\$	639.24	1					
EFT2953	18/07/2023	Officeworks	-\$	1,507.40	1					
EFT2954	18/07/2023	Shred-X Pty Ltd	-\$	26.00	1					
EFT2955	18/07/2023	ACCWEST Pty Ltd	-\$	1,089.00	1					
EFT2956	18/07/2023	HARCHER WHEATBELT (WA DISTRIBUTORS) PTY LTD	-\$	88.23	1					
EFT2957	18/07/2023	LG Best Practices	-\$	5,791.50	1					
EFT2958	18/07/2023	Novum Networks (Operations) Pty Ltd	-\$	360.76	1					
EFT2959	18/07/2023	Tool Kit Depot (Bunnings Group Ltd)	-\$	2,054.32	1					
EFT2960	18/07/2023	Petchell Annette Mavis	-\$	5,297.50	1					
EFT2961	18/07/2023	ASB Marketing	-\$	503.20	1					
EFT2962	18/07/2023	Avon Waste	-\$	4,440.13	1					
EFT2963	18/07/2023	BOC Gases	-\$	53.54	1					
EFT2964	18/07/2023	Bunnings Midland	-\$	37.50	1					
EFT2965	18/07/2023	TOLL Australia	-\$	66.80	1					

**Shire of Wyalkatchem
List of Accounts July 2023**

EFT2966	18/07/2023	Wyalkatchem Electrical and Air conditioning Services	-\$	1,012.00	1				
EFT2967	18/07/2023	Dunnings	-\$	6,541.05	1				
EFT2968	18/07/2023	Petchell Mechanical	-\$	5,265.47	1				
EFT2969	18/07/2023	Shire of Dowerin	-\$	20,350.00	1				
EFT2970	18/07/2023	Shire of Trayning	-\$	20.00	1				
EFT2971	18/07/2023	T & E Services Pty Ltd	-\$	7,150.00	1				
EFT2972	18/07/2023	WA Contract Ranger Services	-\$	905.30	1				
EFT2973	18/07/2023	Westrac	-\$	499.85	1				
EFT2974	18/07/2023	Wheatbelt Office & Business Machines	-\$	685.00	1				
EFT2975	18/07/2023	Wyalkatchem and Districts Club	-\$	742.00	1				
EFT2976	18/07/2023	Wyalkatchem Community Resource Centre	-\$	2,464.68	1				
EFT2977	18/07/2023	Wyalkatchem Hotel	-\$	190.00	1				
EFT2978	18/07/2023	Wyalkatchem Tyre Service	-\$	433.50	1				
EFT2979	24/07/2023	Department of Mines, Industry Regulation and Safety	-\$	113.30	1				
EFT2980	24/07/2023	Australian Taxation Office	-\$	8,541.00	1				
EFT2981	24/07/2023	TOLL Australia	-\$	454.23	1				
EFT2982	26/07/2023	Jennie A Gorham	-\$	202.43	1				
EFT2983	26/07/2023	Michelle Lea Eaton	-\$	96.46	1				
EFT2984	26/07/2023	Have A Go News - Concept Media	-\$	346.69	1				
EFT2985	26/07/2023	Osh Group	-\$	2,355.65	1				
EFT2986	26/07/2023	Landgate	-\$	4,619.45	1				
EFT2987	28/07/2023	Eric James Anderson	-\$	250.00	1				
EFT2988	28/07/2023	Michelle Lea Eaton	-\$	82.81	1				
EFT2989	28/07/2023	Regional Development Australia Wheatbelt Inc	-\$	550.00	1				
EFT2990	28/07/2023	Twinkarri/intelife Group	-\$	12,177.50	1				
EFT2991	28/07/2023	Crown Perth (Burswood Nominees ATF Burswood Property trust)	-\$	1,861.55	1				
EFT2992	28/07/2023	Local Government Works Association	-\$	1,149.50	1				
EFT2993	28/07/2023	Bandicoot Express	-\$	60.00	1				
EFT2994	28/07/2023	Bunnings Midland	-\$	486.77	1				
EFT2995	28/07/2023	Central East Aged Care Alliance Inc	-\$	16,500.00	1				
EFT2996	28/07/2023	ITVISION	-\$	52,169.63	1				
EFT2997	28/07/2023	Jason Signmakers	-\$	550.55	1				
EFT2998	28/07/2023	Nutrien Ag Solutions Ltd	-\$	288.00	1				
EFT2999	28/07/2023	LGIS Insurance Broking (JLT Risk Solutions Pty Ltd)	-\$	8,612.43	1				
EFT3000	28/07/2023	Marketforce	-\$	747.70	1				

**Shire of Wyalkatchem
List of Accounts July 2023**

EFT3001	28/07/2023	Thinkproject Australia Pty Ltd	-\$	9,698.78	1				
EFT3002	28/07/2023	Shire of Merredin	-\$	197.00	1				
EFT3003	28/07/2023	T & E Services Pty Ltd	-\$	21,811.90	1				
EFT3004	28/07/2023	WA Local Government Association	-\$	9,145.80	1				
EFT3005	28/07/2023	Wheatbelt Agcare	-\$	550.00	1				
Total EFT			-\$	474,793.09					
DD2751.1	03/07/2023	Water Corporation.	-\$	732.16	1				
DD2751.2	03/07/2023	Crisp Wireless	-\$	526.90	1				
DD2756.1	04/07/2023	HESTA Superannuation	-\$	1,004.79	1				
DD2756.2	04/07/2023	Australian Retirement	-\$	272.80	1				
DD2756.3	04/07/2023	Macquarie Super Consolidator II	-\$	256.33	1				
DD2756.4	04/07/2023	MTAA Superannuation Fund	-\$	184.03	1				
DD2756.5	04/07/2023	CBUS Superannuation	-\$	878.63	1				
DD2756.6	04/07/2023	AMP Superannuation	-\$	990.59	1				
DD2756.7	04/07/2023	Aware Superannuation Fund	-\$	2,189.58	1				
DD2756.8	04/07/2023	BT Panorama Superannuation	-\$	961.35	1				
DD2756.9	04/07/2023	Colonial Superannuation	-\$	616.63	1				
DD2760.1	04/07/2023	Synergy	-\$	187.68	1				
DD2761.1	04/07/2023	Water Corporation.	-\$	5,427.57	1				
DD2777.1	10/07/2023	Telstra	-\$	11.22	1				
DD2779.1	14/07/2023	Synergy	-\$	134.87	1				
DD2783.1	17/07/2023	Foxtel	-\$	139.51	1				
DD2785.1	18/07/2023	HESTA Superannuation	-\$	1,004.79	1				
DD2785.2	18/07/2023	Macquarie Super Consolidator II	-\$	256.33	1				
DD2785.3	18/07/2023	MTAA Superannuation Fund	-\$	52.30	1				
DD2785.4	18/07/2023	CBUS Superannuation	-\$	878.63	1				
DD2785.5	18/07/2023	AMP Superannuation	-\$	990.59	1				
DD2785.6	18/07/2023	Aware Superannuation Fund	-\$	2,337.78	1				
DD2785.7	18/07/2023	BT Panorama Superannuation	-\$	961.35	1				
DD2785.8	18/07/2023	Colonial Superannuation	-\$	609.20	1				
DD2785.9	18/07/2023	Suncorp Superannuation	-\$	135.19	1				
DD2790.1	21/07/2023	Telstra	-\$	249.60	1				
DD2792.1	24/07/2023	Synergy	-\$	2,706.00	1				
DD2798.1	24/07/2023	Treasury Corp	-\$	144.60	1				
DD2802.1	31/07/2023	Fuji Xerox	-\$	317.02	1				



SHIRE OF WYALKATCHEM
NAB BUSINESS VISA
PAYMENTS OF ACCOUNTS BY CREDIT CARD
FOR THE STATEMENT PERIOD: 30 May 2023 to 28 June 2023

DATE	PAYEE	DESCRIPTION	AMOUNT
CARD NUMBER 4557XXXXXX4705			
31-May-23	Kellerberrin Farmers	Refreshment for CEACA Member	\$ 16.00
01-Jun-23	Bush Wicks	Bush Wicks Candles for Ladies Night	\$ 90.00
14-Jun-23	Eventbrite	Wyalkatchem Rodeo Camping Bookings	\$ 22.49
14-Jun-23	SurveyMonk	Team Advantage Annual Plan (team)	\$ 752.73
16-Jun-23	Dunnings	Refreshment for Citizenship	\$ 39.00
16-Jun-23	Dunnings	Refreshment for OMC meeting	\$ 52.00
20-Jun-23	JAMF Software	JAMF Software Subscription	\$ 17.56
20-Jun-23	Dimensions Café	Refreshment for members	\$ 10.50
21-Jun-23	Auswristband	Wrist band for Rodeo	\$ 641.00
21-Jun-23	Café Merredin	Refreshment for members	\$ 118.00
22-Jun-23	Auswristband	Wrist band for Rodeo	-\$ 355.00
28-Jun-23	Med Shop	Health minor asset purchase -DermLite Hand for Doctor	\$ 2,183.82
28-Jun-23	Dowerin Gourmet Butcher	Refreshment for mental Health	\$ 243.00
28-Jun-23	Crad Fee & other Charges	Crad Fee & other Charges	\$ 18.11

TOTAL CREDIT CARD PAYMENTS \$ 3,849.21

I, Parul Begum, Finance Officer have reviewed the credit card payments and confirm that from the descriptions on the documentation provide that;
-all transactions are expenses incurred by the Shire of Wyalkatchem;
-all purchases have been made in accordance with the Shire of Wyalkatchem policies and procedures;
-all purchases are in accordance with the Local Government Act 1995 and associated regulations;
-no misuse of the corporate credit card is evident

Parul Begum

NEXT





FITNESS FOR DUTY POLICY



ATTACHMENT 10.2.2 POLICY

TABLE OF CONTENTS

1. Introduction
2. Scope
3. Definitions
4. Commitment
5. Responsibilities
6. Information & Training
7. Impairment Indicators
8. Alcohol & Drug Testing
9. Test Refusal
10. Cause or Suspicion Testing
11. Workplace assistance for drug abuse problem
12. Alcohol
 - 12.1 - Alcohol Test Results
 - 12.2 - Calibration of Test Equipment
13. Drugs
 - 13.1 - Prescribed or Over the Counter Medication
 - 13.2 - Initial Drug Screen
 - 13.3 - Actions Post Drug Screen Test – Inclusive of Non-Negative Result
 - 13.4 - Laboratory Testing of Urine Samples
 - 13.5 - Drug Screen Cut-Off Levels
14. Return to Work after a Positive (Failed) Test – Council Employee
15. Return to Work after a Positive (Failed) Test – Contractors and other personnel
16. Fatigue and Working Hours
17. Privacy and Confidentiality
18. Record Keeping
19. References

1. INTRODUCTION

The Shire of Wyalkatchem (Council) is committed to the provision of a safe and healthy and productive workplace for all persons working for or on behalf of the Council no matter the location.

To ensure the provision of a safe and healthy workplace the Council has a ZERO tolerance to the misuse of alcohol or other drugs, either legal or illegal, whilst attending any Council work location. In effect, this means that individuals have a responsibility to maintain themselves 'Fit to Work' at all times whilst working for or on behalf of the Council.

The purpose of this policy is to ensure the following:

- a) That employees, contractors, sub-contractors and volunteers are fit for work and not under the influence of alcohol and/or other drugs whilst in the workplace.
- b) That the safety and wellbeing of staff and the public are not placed at risk by the actions of an employee under the influence of drugs and / or alcohol.
- c) That the illegal and criminal activity of cultivation, possession or dealing in drugs does not occur whilst in the workplace.

Participation in random alcohol and other drug testing is a condition of working for the Council at any work location or for entry to any Council workplace. The intent of this policy is to provide direction for the management of fitness for work in areas under the control of the Shire of Wyalkatchem.

As a condition of working for, or contracting to, the Council all personnel agree to be bound by the requirements of this policy. The CEO reserves the right to exercise its discretion to undertake random testing of any nature at any time in any work location.

The CEO also reserves the right to remove access rights to Council controlled areas when this policy is breached.

This policy will also be applied to any individual accessing a Council work location regardless of their employment status. Including where a person may be employed by multiple companies, this policy will apply to an individual as if they only had one employer.

2. SCOPE

This procedure applies to all persons accessing Council work locations, including all Council staff, councillors and consultants as well as volunteers, visitors, community members and contractors.

This procedure does not extend into individual contractor business sites.

Contractors are expected to have their own safe system of work in place to ensure that all persons accessing their work locations are fit to do so.

Where a law may have been broken, the CEO reserves the right to contact the WA Police.

3. DEFINITIONS

BAC – Blood Alcohol Concentration or its equivalent Breath Alcohol Concentration. The units used for expression of Blood Alcohol Concentration in this procedure being percent (%) with the equivalent breath concentration being expressed as grams to 210 litres of expired breath.

Candidate – For the purposes of this procedure, any worker who is participating in a fitness for duty test.

Chain-of-custody – A series of procedures to account for the integrity of each urine or oral fluid specimen by tracking its handling and storage from point of collection to final disposal of the specimen.

Confirmatory test – An analytical procedure that uses mass spectrometry to identify and quantify unequivocally a specific drug or metabolite.

Confirmed negative – A result at or below the target concentration following confirmatory testing.

Confirmed positive – A result above the target concentration following testing. This equates to; BAC (alcohol) - greater than 0.000 at test – Please note a drug test can only be confirmed positive following laboratory testing.

Drug and Alcohol Tester – A member of the Council staff or other appropriately trained person tasked with coordinating the Drug and Alcohol program on all Council workplaces.

Employees – Persons employed by the Shire of Wyalkatchem.

Fitness for Duty – Describes the physical or mental condition of a person whereby the person can be reasonably expected to undertake a task without incurring unacceptable risks to the health and safety of themselves or any other person.

Incident – An ‘incident’ is an unplanned event that causes, or has the potential to cause, injury, damage to property, harm to the environment, financial loss or impact on the reputation of the organisation.

Laboratory – A laboratory to carry out chemical analysis in conformity to the requirements of AS/NZS 4308:2008 Procedures for the collection, detection and quantitation of drugs of abuse in urine and AS 4760:2006 Procedures for specimen collection and the detection and quantitation of drugs in oral fluid.

NATA – National Association of Testing Authorities.

Non-negative result – This is an initial indicator from the drug screening test that will require further laboratory testing.

Prescribed Drug – Any substance prescribed by a medical practitioner that has restriction or specific instructions associated with its use.

Worker – Includes employees, councillors, contractors, visitors and other persons undertaking work or accessing areas under Council control.

4. COMMITMENT TO FITNESS FOR DUTY

This policy addresses drug and alcohol use in the workplace and management of fatigue and other fitness for duty issues. The policy supports and is to be read in conjunction with the Disciplinary Policy (Policy No. 3.6).

The Council has adopted a zero tolerance to impairment caused by alcohol and other drugs to ensure its obligation to provide a safe and healthy workplace is met.

A medical assessment will form part of the pre-employment checks on all persons who reach preferred applicant status for positions with the Council. This assessment will include a drug and / or alcohol test. Testing shall be conducted in accordance with the Australian Standard AS/NZS 4308:2008 - Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

The policy covers all Council staff, councillors and contractors, it also extends to cover volunteers and any persons performing work for, or with, the Council and is a condition of access to any Council work location regardless of the reason for access.

Failure to abide by this policy may result in withdrawal of an individual's permission to remain in the workplace and may lead to disciplinary action.

Council staff and or contractors must not cultivate, consume, use or possess illegal drugs in the workplace.

A function on any Council premises where alcohol is ~~provided~~ consumed must be approved in advance and in writing by the CEO. Council staff or contractors must not consume alcohol in the workplace if they are subject to duties.

On occasions where alcohol may be included as part of a work function or other recognised work event, sufficient non-alcoholic alternatives are to be provided. Where such a function is authorised, persons are not to bring or provide additional alcohol.

Where approved, the consumption of alcohol at a Council function or event, all persons must apply a 'duty of care' for their own and other peoples' safety and wellbeing. Note that such approval does not override any legal requirements, for example, compliance with the WA road laws etc.

Any failure to follow directions by Council management regarding the consumption of alcohol at a Council function or event may result in disciplinary action being taken by the CEO.

Council Staff and or contractors must arrange their own transport in relation to any Council function or event. The Council does not accept responsibility or liability for employees during travel to and from any Council function or event.

5. RESPONSIBILITIES

All Council staff, contractors, volunteers or other persons doing work for the Council must report to their manager or leading hand any situation where they genuinely believe that an employee may be affected by alcohol and/or other drugs.

Council Staff & others accessing a Council workplace must;

- Not commence work if in any doubt about their fitness for duty.

- Inform their leading hand or manager of their absence and time away from work will be taken as sick leave (for Council employees).
- Discuss with their doctor or pharmacist the requirements of their role and whether any prescribed or over the counter medication could impact on working safely, if taking prescription or pharmaceutical medication.
- Obtain a letter from the Doctor indicating what impacts could arise, where impacts are expected – all persons should also read carefully any information sheets provided with medication.
- Speak with their leading hand or manager if unsure as to fitness for duty.
- Discuss with their manager if they are concerned about working with other employees because of a perceived safety risk due to fitness for duty issues.

All Contractors are responsible for;

- Their employees whilst on or about Council work locations at all times regarding fitness for duty.
- Complying with this procedure at all times whilst on Council work locations.
- Maintaining their own fitness for duty policy and / or procedures which are, at a minimum, in line with this procedure whilst on or about Council work locations.
- Implementing appropriate disciplinary actions for any employee who breach this policy whilst on or about Council work locations.

Any disciplinary action(s) will be discussed with the Council's Governance Executive Officer.

Drug & Alcohol Tester

- Responsible for ensuring adherence to testing procedures outlined in this Policy.
- Checking and testing equipment and kit prior to conducting testing.
- Maintaining relevant documentation.
- Coordinating training for testers.
- Maintaining and calibrating the monitoring equipment.
- Liaising with the CEO when a non-negative result is received.
- Liaising with the Medical Centre in relation to testing requirements and results.
- Ensuring adequate stocks of test kits and mouth pieces are available.

Leading Hand / Manager

- Taking prompt and appropriate action where they have reasonable cause to suspect an individual may not be fit for duty.
- Ensuring that adequate rest breaks are allowed between work periods to ensure that fatigue is managed.
- Contacting the Shire CEO for advice on the application of this procedure, if needed.
- Identifying the possibility that a decline in work performance could be the result of illness, disability or other personal factors and may not be directly related to fatigue, alcohol or other drug use.
- Confidentially entering any breaches into the Council's incident reporting system.

CEO

- Coordinating the random drug and alcohol testing program.

- Authorising Lead and Assistant Testers.
- Ensuring the Policy is regularly reviewed and maintained.
- Ensuring sufficient budget for implementing Policy requirements.
- Implement disciplinary actions and return to work program.

6. INFORMATION AND TRAINING

Workers will be made aware of Council's Fitness for Duty Policy and their responsibilities through toolbox meetings and the Council's induction process. The policy is available on the Council's website.

The Council will provide practical guidelines and training to relevant personnel on fitness for duty issues. Additional signage is also located at key Council work locations.

7. IMPAIRMENT INDICATORS

Impairment refers to an inability of an individual to safely undertake tasks at their normal level of concentration and performance. Impairment can be associated with a range of factors including fatigue, stress or anxiety, environmental factors (heat, dust, noise, chemicals), drug or alcohol use. Regardless of the reason, workers who are impaired must not be involved in tasks that could jeopardise their safety or that of others.

Managers and supervisors are responsible for approaching an individual to determine their fitness for duty where they suspect a person may be impaired.

The potential impact on work performance and / or safety of the person or other workers is to be discussed.

Drug or alcohol indicators: These can include habitual lateness or excessive absenteeism, extended lunch breaks, aggressive outbursts, problems with coordination, forgetfulness or 'near miss' incidents, time management issues, clear intoxication at work or signs of drinking prior to commencement of work.

These signs may include:

- Smell of alcohol on the breath.
- Slurred or incoherent speech.
- Unsteadiness.
- Red, bloodshot or watery eyes.
- Flushed or ruddy face.
- Noticeably smaller or larger pupils.
- Lack of or poor muscle coordination.
- Over-excitement or agitation.
- Difficulty with simple instructions.
- Drowsiness or falling asleep.
- Difficulty in concentrating.
- Poor balance and coordination.

- Loss of inhibitions.
- Aggressive or argumentative behaviour.

Fatigue Indicators include

- Not feeling refreshed after sleep.
- A greater tendency to fall asleep while at work.
- More frequent naps during leisure hours.
- Feelings of sleepiness.
- Extended sleep during days off.
- Increased errors and loss of concentration at work.

Sleep Indicators include

- A drowsy feeling.
- Blurred vision.
- Difficulty keeping eyes open.
- Head nodding.
- Excessive yawning.
- Repeatedly drifting out of lane if driving.

8. ALCOHOL AND DRUG TESTING

Taking part in random alcohol and other drug testing is a condition of entry to any Council work location.

A worker may also be requested to provide a test or screening sample to a representative of the Council or an external tester appointed by the CEO where:

- There is reasonable suspicion or cause that the worker may be under the influence of alcohol or other drugs.
- A worker has been directly or significantly involved in any incident.
- The worker is returning to work after an alcohol or other drug rehabilitation program.
- The worker's behaviour indicates impairment.
- The worker commits any act of neglect or carelessness or breach of safety requirements.
- A material decline in work performance or work attendance or any other irrational behaviour is apparent.
- The worker has contravened the Council's fitness for duty requirements in terms of alcohol or other drug use.

9. REFUSING A TEST

Where an individual refuses to participate in testing, the disciplinary consequences shall be explained to the individual and the request repeated.

Further, refusal to participate or failing to attend for testing shall be deemed as a failed screening result and the individual concerned shall have the disciplinary process applied and

must supply a negative drug test (at the employee's cost) and alcohol test before being able to return to the workplace.

10. CAUSE AND SUSPICION TESTING

a. Cause Testing

Cause testing may be conducted on any Councillor, Council employee, volunteer or contractor directly involved in an incident.

b. Suspicion Testing

Where a leading hand or manager has reasonable suspicion a worker may be under the influence of drugs or alcohol, the leading hand or manager has reasonable cause to test the identified person.

Cause and Suspicion Testing may be conducted by one authorised tester who will conduct the required tests in compliance with this Policy and relevant guidelines.

11. WORKPLACE ASSISTANCE FOR SUBSTANCE ABUSE PROBLEM

Council employees with a substance abuse problem are encouraged to speak with any of the following people for referral to the Employee Assistance Program (EAP);

- Governance Executive Officer.
- Corporate Services Manager.
- A Safety and Health Representative (SHR).

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the Council will aid the employee by;

- allowing an employee to access any accrued personal or annual leave while undergoing treatment, and;
- by taking steps to return an employee to their employment position after completion of the treatment program, if practicable in the circumstances.

Where an employee acknowledges that they have an alcohol or drug problem and are receiving help and treatment, the manager or members of senior management, will review the full circumstances and agree on a course of action to be taken.

This may include redeployment to suitable alternative employment, or possible termination of employment if the employee is unable to safely carry out the requirements of their role.

12. ALCOHOL

12.1 ALCOHOL TEST RESULTS

In the event an employee or other person tests positive to alcohol, the following shall apply;

- a) The individual will not be allowed to return to the Council workplace until the CEO is satisfied that actions taken are appropriate & acceptable and include the provision of a negative test result prior to restarting.

- b) Test results are captured using the Drug and Alcohol Positive / Negative Test Record. For a Council employee, the results will be placed on the employee's personnel file and a first warning issued. For any other worker, the employing organisation will be notified immediately and an incident logged (confidentially) in Council's incident system.
- c) The worker is to relocate to an amenities room to wait for a - Confirmatory Breath Test. During this wait period the candidate must not undertake work tasks, nor will they be able to smoke or consume any fluid or food until after the second test has been completed.
- d) After the worker relocates to an amenities room, they will be retested after 20 minutes. If the BAC content reading has fallen to 0.000 the candidate may resume their normal duties, otherwise they must be escorted from the workplace and not allowed to resume duties for the duration of that working day.
- e) If required to leave the workplace and the BAC is below the legal driving limit, it is acceptable to for the person to drive. Otherwise, the CEO will make alternative arrangements for them to be transported to their accommodation / home.

First Confirmed Positive

A written warning will be issued to the employee. If over 0.05%, the employee will be encouraged to seek assistance through the Council's EAP provider.

If no further positives are recorded during the next 24 months the written warning will be withdrawn (initial BAC was less than 0.05%).

If the initial BAC was more than 0.05% the written warning will remain on the employees file. The employee will be required to undergo further testing in line with their return to work program.

Second Confirmed Positive

A final written warning will be issued to the employee for any repeat positives received during the 24 months following a positive test or if the previous offence was a recording over 0.05% BAC. The employee will be required to attend EAP counselling or other medical assistance and will be required to undergo further testing in line with their return to work program.

Final written warnings will remain on the employees file.

Third Confirmed Positive

If any positive alcohol offences occur whilst on a final warning, employment will be terminated.

12.2 CALIBRATION OF TEST EQUIPMENT

Equipment used for alcohol breath testing must be calibrated in accordance with Australian Standard AS/ANZ 3547 Breath Alcohol Testing Device for Personnel Use.

A calibration certificate is issued when the Council's Protector Alcolimit Breath Analyser unit is recalibrated.

Calibration certificates are to be recorded in Council's safety management system and a hard copy kept with Governance Executive Officer's files where it can be readily produced.

13. DRUGS

13.1 PRESCRIBED OVER THE COUNTER MEDICATIONS

The Council recognises that workers may at times take prescription or over-the-counter medications and that these medications may show up in a random drug screening test.

Workers must discuss with their doctor or pharmacist the requirements of their role and whether any prescribed medication could impact on them working safely.

If the medication could affect workplace safety, **the worker** is responsible for advising their manager of these effects and of any tasks that are to be avoided.

This advice is preferably in the form of a letter from the doctor ~~or pharmacist~~ specifying the screening test fields the prescription medication could trigger. This letter or alternatively the Council's internal Medicines Declaration Form is to be submitted to your ~~M~~manager and will be filed securely and referred to as part of the drug screening process.

If the advice is provided verbally, the Manager must complete the Medicines Declaration Form and obtain the worker's signature, prior to the worker commencing or recommencing their work duties.- The manager must then ensure the form is filed.

~~If this letter also specifies the screening test fields the prescription medication could trigger, then the worker may be allowed to continue working after an initial non-negative result relevant to the declared drug, although no high-risk works are to be carried out.~~

~~In all other cases, a non-negative screening test for drugs will result in the worker being stood down, at least until a confirmatory test result is received.~~

The CEO or manager may contact your ~~medical practitioner~~ doctor to confirm the prescription ~~of medication~~ or the content of any letter, ~~from your doctor or pharmacist~~ presented as evidence.

The worker is responsible for advising their Manager, as soon as practicable after they have stopped taking the medicine, by completing the section of the Medicines Declaration Form dealing with this matter. The Manager is responsible for ensuring this form is filed.

13.2 INITIAL DRUG SCREEN

The CEO reserves the right to conduct screening tests for the presence of drugs in any manner allowable under the Australian Standards.

If a candidate returns a non-negative screening test result, a urine sample collected as per AS/NZ 4308:2008 requirements shall be sent to an accredited laboratory for confirmation testing.

If at any time the Council's Drug and Alcohol Testers experience aggressive or potentially threatening behaviour the police will be called to attend.

13.3 ACTIONS POST DRUG SCREEN TEST – INCLUDING NON-NEGATIVE RESULT

Action for negative initial screening test;

- Thank the worker for their participation.
- Complete required documentation and move on to the next person.

Action for non-negative initial screening test;

- Inform the worker of the result and relocate them to an appropriate and discrete room or area.
- Contact the worker's ~~m~~Manager ~~or~~ CEO and advise them of the situation and the requirements identified below.
- The Manager will investigate whether the worker has provided prior notice to the Council that they are taking a drug that may affect their fitness for duty.
- If it is found the worker has advised their Manager and the CEO & Manager agree the test result is consistent with that advice, the worker will be allocated to light duties, but only after a urine sample has been supplied, as outlined below.
- If it is found that the worker has not advised the Council they are taking any prescription or over the counter medicine, the worker will be stood down and delivered to their place of residence, but only after they have provided a urine sample, as outlined below.
- ~~The manger will contact the Wyalkatchem Medical Centre to advise that a non-negative drug screening test has occurred.~~
- If the screening test was undertaken with a urine sample, this sample will be delivered to the Medical Centre for preparation & dispatch to an accredited laboratory for confirmation testing.
- If the screening test was not taken from a urine sample then the worker will be either:
 - escorted to the Medical Centre, for collection of a urine sample; or –
 - a urine sample will be provided to a trained staff member or contractor;and the sample ~~which~~ will be prepared and dispatched by the Medical Centre, to an accredited laboratory for confirmation testing.
- ~~The worker will be delivered to their place of residence.~~

- The worker allocated to light duties following a non-negative screening result will remain on light duties until the urine test result has been received and subject to professional advice confirming the results are in-line with the notice given regarding prescribed or over the counter medication. Such confirmation will entitle the Manager to direct the worker to their normal duties.
- If the result is inconsistent with the notice given regarding prescribed or over the counter medication, appropriate actions will be taken in accordance with Sections 14 and 15, depending upon the worker either being a Council employee or a contractor.
- Period during wait for test results for a worker who has not previously notified their Manager that they are taking a prescription or over the counter medicine;
 - The ~~affected~~ worker will remain ~~be~~ stood down from their duties until the test results have cleared them to return to work.
 - Test results will be provided confidentially and directly to the relevant ~~Council m~~Manager, nominated at the point the sample is delivered to the Medical Centre. The results will be confidentially discussed upon receipt with the relevant ~~Council m~~Manager and/or the CEO or if a contractor, to the nominated supervisor / manager. The worker must also receive a duplicate copy of the test results.
 - If the test is returned negative ~~in line with prescription or over the counter drugs nominated by the candidate~~ the worker will be permitted to return to work without further action. This worker will be paid as normal for the period they had been stood down.
 - If the test is confirmed positive or not in line with notice given regarding prescribed or over the counter medication, appropriate actions will be taken in accordance with Sections 14 and 15, depending upon the worker either being a Council employee or a contractor.

○ —

13.4 LABORATORY TESTING OF URINE

The only recognised standard that currently exists for the collection and analysis of human fluid samples for toxicological purposes in a laboratory setting is AS/NZS 4308:2008 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.

The CEO will use NATA laboratories that are accredited to Class 10.61.16 Drugs for Toxicological Purposes. This standard is important as it guarantees the technical quality and integrity of the tests.

Testing must follow a rigorous set of procedures and shall be consistent with the requirements of AS/NZS 4308:2008. This standard requires the time, place and details of each person handling the sample to be documented (chain of custody) and for confidentiality of the process to be respected.

13.5 DRUG SCREEN CUT-OFF LEVELS

Confirmatory test cut-off levels for positive test results are to be in accordance with AS/NZS 4308 Procedures for specimen collection and the detection and quantification of drugs of abuse in urine. These levels may vary as Australian Standards are amended.

The categories of drugs and substances prohibited by the Council as per AS/NZS 4308 are:

- ~~Alcohol - An employee with a BAC of more than 0.000%.~~
- Opiates - Morphine, codeine and monoacetylmorphine.
- Sympathomimetic amines - Amphetamines, methylamphetamine, methylenedioxymethamphetamine (MDMA), phentermine, including ephedrine and pseudoephedrine.
- Cannabis metabolites - Tetrahydrocannabinol-9-carboxylic acid (THC).
- Cocaine metabolites - Benzoylecgonine and ecgonine methyl ester.
- Benzodiazepines – Oxazepam, temazepam, flunitrazepam, diazepam, nitrazepam, clonazepam or their metabolites.

The CEO reserves the right to have tests carried out for all substances that may cause impairment.

14. RETURN TO WORK FOLLOWING A POSITIVE (FAILED) TEST - COUNCIL EMPLOYEE

If the confirmation is positive for a drug of abuse, the ~~Council employee~~worker will be encouraged to attend counselling for drug and dependency issues.

If the ~~employee~~worker attends counselling, the ~~employee~~worker should arrange for the counsellor to communicate directly with the ~~employee's~~worker's ~~M~~anager or CEO about the ~~employee's~~worker's attendance and to provide any other feedback that a counsellor

would normally communicate to an employer, without breaching the confidence that exists between the employee-worker & counsellor.

Before being entitled to return to the workplace, a negative drug test must be obtained from a NATA laboratory that is accredited to Class 10.61.16 Drugs for Toxicological Purposes, by the employee-worker, at the employees-worker's cost and the report submitted to the employee's-worker's manager.

On returning to the workplace, the employee-worker will be issued a first and final warning letter and will be subject to a structured return to work program that will include at least two (2) unannounced drug screening tests, in addition to the Council's normal random testing program, over the following twelve months.

A return to work plan will be arranged through the Corporate Services Manager and will be informed by any feedback given by the drug & alcohol counselling service provider, the employee's-worker's doctor and the criticality of the work performed by the employee-worker.

15. RETURN TO WORK FOLLOWING A POSITIVE (FAILED) TEST – CONTRACTORS AND OTHER PERSONNEL

In the event a contractor or volunteer returns a positive result, the worker's Supervisor will be advised immediately and their company's Fit for Duty and Disciplinary procedures will be followed.

Contractors, labour-hire and other personnel working for the Council are required to participate in this fitness for duty procedure as well as the procedures which apply in the event of a confirmed positive test for alcohol or other drugs.

All organisations are required to have made their own arrangements for suitable testing, breach and support regimes for the personnel they are managing and / or providing. For clarity, this requirement should be incorporated into relevant contractor agreements and induction programs for contractors and labour-hire personnel.

In the event a worker tests positive to alcohol or drugs their employer will be notified so that appropriate action can be taken.

The worker will have their duties for the Council suspended and will not be allowed to return to a Council workplace until they provide a negative test result.

Any actions taken by the employing company to prevent reoccurrence must be to the satisfaction of the CEO and be appropriate and acceptable.

The CEO may also request a return to work plan that would place controls to prevent further breaches of this policy. Failure to meet the requirements or follow an agreed plan would mean further suspension of the worker's ability to perform work in any Council workplace.

16 FATIGUE AND WORKING HOURS ARRANGEMENTS

Sleep deprivation, sleep disturbance, – fatigue and stress are health risks that can be associated with long working hours and factors outside the workplace. These health risks may have implications for safety standards and the prevention of incidents.

Work life and personal life are inter-related with personal life having the ability to influence a person's fitness for work.

No matter how much sleep a person has beforehand, they will feel sleepy between 1.00 am and 6.00 am because of the body's natural circadian rhythm (body clock).

Research indicates that a fatigued person's performance may be similar to that of a person with a BAC of 0.1 which, is twice the legal driving limit.

The Council mandates a maximum 12 hour work period for any individual working in any Council workplace.

A minimum of 10 hours of rest is required in any 24 hour period.

17. PRIVACY AND CONFIDENTIALITY

Confidentiality is fundamental in order to protect the privacy of individuals. To ensure the highest level of confidentiality is maintained:

- Conversations relating to work performance or the misuse of alcohol or other drugs must be confidential and conducted in private.
- Documentation relating to the implementation of this procedure must be kept confidential.
- It is the responsibility of the CEO to ensure that counsellors providing services to their employees are aware of the confidentiality requirements relating to client information.

The CEO will respect the rights of employees to privacy in matters relating to the use of the EAP or other counselling services and communicate those rights to employees. The practices to be implemented are:

- Information relating to counselling must be treated as confidential.
- Psychologists are bound by their code of conduct to respect the confidentiality of information obtained in the course of their work. They may disclose such information to others only with the consent of the client or the client's legal representative except in those cases where failure to disclose information would result in a clear danger to the individual or another person.
- Counsellors who are not psychologists are not required to be registered with a professional association and therefore may not be bound by a code of conduct. It is the responsibility of the CEO to ensure that counsellors are aware of the confidentiality requirements relating to client information.

- Employees may wish to have their manager liaise with their counsellor. In this case, the employee must give written permission for information to be disclosed. The information that can be disclosed in such circumstances is limited to that which is required to support the most effective management of a performance-related problem and the reintegration of the employee into the workforce.
- Where counselling is a compulsory requirement, the CEO will need to be provided with a report as to whether counselling is progressing satisfactorily, whether adjustments are needed to the employee's work and whether the counselling is likely to lead to no further breaches occurring. A counsellor without divulging information of a personal nature can provide this information.

18 RECORD KEEPING

The privacy of any records relating to work performance and counselling, treatment or rehabilitation must be securely protected. Records should only focus on the drug and/or alcohol issues as they relate to work readiness and performance. All records are to be retained on the employee's personnel file and archived and disposed of in accordance with organisational disposal schedules for personnel records.

19 REFERENCES

The following documents provide more guidance:

- WHS ACT WA 2022
- WHS ACT WA 2022 Regulations
- AS/ANZ 3547 Breath alcohol testing device for person use
- AS/NZS 4308:2008 Procedures for specimen collection and the detection and quantitation of drugs of abuse in urine.
- AS 4760:2006 Procedures for specimen collection and the detection and quantitation of drugs in oral fluid.
- NATA laboratories that are accredited to Class 10.61.16 Drugs for Toxicological Purposes.
- Code of Practice Working Hours - WA Department of Commerce (WorkSafe)





Wyalkatchem Memorial Swimming Pool Upgrade

Mini-Business Case





TABLE OF CONTENTS

1. Project	4
1.1 Background	4
1.2 Project Need	6
1.3 Project Description	19
1.4 Site Plans	20
2. Deliverables.....	22
2.1 Project Outputs and Outcomes	22
2.2 Benefits	23
2.3 Assessment of Options	24
3. LotteryWest Framework Alignment	25
4. Implementation.....	27
4.1 Project Tasks	27
4.2 Project Management and Governance.....	27
5. Budget.....	29
6. Risk	30
7. Supporting Documents.....	33

1 Project

1.1 Background

The Shire of Wyalkatchem is situated 194 kilometres northeast of Perth in the Wheatbelt region of Western Australia. Gazetted in 1920, the Shire comprises the towns of Benjabbing, Cowcowing, Korrelocking and Wyalkatchem and has a total population of 470 residents.¹

The Shire covers an area of 1,595 square kilometres, with the main resident centre being the town of Wyalkatchem. The town site is home to a Cooperative Bulk Handling (CBH) receival point that can hold nearly 120,000 tonnes of grain. The main economic activity in the area are wheat and sheep farming, which accounts for 60% of business in Wyalkatchem². The Shire also supports a gypsum mine that is situated 27 kilometres away from the town centre at Lake Cowcowing.

The town has all major services, including a medical centre and district hospital, a district high school, police station, St John Ambulance and volunteer fire brigades.

As well as the Wyalkatchem Hotel and Community Club, there are a number of retail outlets including a general store, pharmacy, news/lotto/café, tyre shop, mechanics workshop and Australia Post, which also provides banking services. Agricultural services are delivered through Elders and Nutrien and the Community Resource Centre delivers library, motor vehicle licensing and visitor centre services, as well as a range of community activities.

The Shire of Wyalkatchem is a member of the North Eastern Wheatbelt Regional Organisation of Councils (NEWROC) which comprise the Shires of Koorda, Mt Marshall, Mukinbudin, Nungarin, Trayning and Dowerin. Established in the early 90s, the value of the NEWROC is in regional collaboration on services, events and infrastructure projects that benefit NEWROC communities such as:

- Shared resources in natural resource management and tourism
- Construction and marketing of the \$1.9m Wheatbelt Way self-drive route
- Construction of a \$1m telecommunications service (internet) across member communities
- Delivery of the Kununoppin Bonded Medical Scholarship to attract and retain 3 GPs in the member communities

The Shire of Wyalkatchem is also a member of Central Eastern Aged Care Alliance (CEACA). CEACA is a partnership of 11 Councils formed to address the disadvantages elderly and disabled people in the Wheatbelt face, such as a lack of appropriate housing, extensive waiting lists and restrictive entry requirements. Since 2012, CEACA has constructed 71 age-appropriate homes with four of these being in Wyalkatchem.

In addition to collaborating and partnering with other councils to ensure adequate provision of community services and infrastructure, the Shire has also worked hard to maintain and improve the liveability of the area. In recent years this has included successful grant applications to co-fund resurfacing and lighting of the town's bowling green, establishment of two tennis courts and one multi-marked court with lighting, and renovation of the kitchen in the Town's Recreation Centre.

Wyalkatchem's recreational facilities, in addition to lawn bowls and tennis, also include an 18-hole public golf

¹ https://en.wikipedia.org/wiki/Shire_of_Wyalkatchem

² <https://www.wyalkatchem.wa.gov.au/documents/120/annual-report-202122>

course, sporting ovals for cricket, hockey and football, netball/basketball court and the War Memorial Aquatic Centre (Memorial Swimming Pool). The Memorial Swimming Pool features an Olympic size 50m pool of 6 lanes, as well as a smaller toddler's pool with permanent shade cover. With plenty of natural grass surrounds, the facility also includes open air changing rooms, an undercover seating area with tables, and a kiosk with a first aid room. A fixed basketball hoop and an inflatable pool obstacle course (on special days) provide additional fun for visitors.

The Memorial Swimming Pool (or Wylie's pool, as it's referred to locally) is part of the social fabric of Wyalkatchem. Constructed in 1961, it was funded through Western Australia's colloquially named "Ribbon of Blue" scheme, which was a state government program to help local authorities more than 35 miles from the coast to build public swimming amenities. Post WWII artificial pools were favoured for safer swimming instruction, and their provision by governments was regarded as a right, not a luxury.³ With over thirty-six pools⁴ constructed across the Wheatbelt, the public pool became a vibrant centrepiece in many towns and important recreational sites in Australian culture⁵. With hot dry summers being the norm for the Wheatbelt, the public swimming pool offers a welcome, cooling reprieve from the sun.

Like most Wheatbelt Shires, Wyalkatchem experiences hot dry summers from December to February with average day time temperatures ranging from 25 C to 45 C. On average per year Wyalkatchem experiences:

- 7.6 days over 40°celcius;
- 41 days over 35°celcius; and
- 96.3 days over 30°celcius⁶

Coinciding with the warm summer months, the Memorial Swimming Pool is open from November to March each year. The facility offers an array of swimming classes, unstructured recreational activities and events and records an average of close to 3000 users per season. On average this means the Memorial Swimming Pool is accessed by each resident at least six days per season!

Having had a central place in the townsite (where 64% of the population resides) for over 60 years, the Memorial Swimming Pool is a piece of municipal infrastructure legacy that has immense social capital value to the Wyalkatchem community. It is also a deteriorating facility which is becoming increasingly costly to maintain and operate. On average the pool costs \$50,000 per year to run. This cost, which is increasing, is attributed to major leaks in the major basin of the 50m pool, as well as leaking pipes and high chemical use to remedy poor circulation in the toddler pool.

The following recent local strategic documents demonstrate the value and support for retaining the Memorial Swimming Pool:

Wyalkatchem Strategic Community Plan 2020-2030⁷

The Strategic Community Plan was developed in conjunction with the community who were engaged through multiple platforms including surveys, phone interviews and community workshops. A total of 108 participants (22% of the shire's population) participated in the consultation.

Community feedback requested the Shire to:

- Provide community venues, & open spaces that facilitate opportunities for the community to connect.
- Develop & plan community infrastructure to improve use & social interaction.
- Provide quality amenities & accessible public spaces for our community.

³ <https://www.australiangeographic.com.au/topics/history-culture/2017/09/a-history-of-the-aussie-public-pool/>

⁴ <https://www.wheatbelt.wa.gov.au/news/wheatbelt-pools-share-over-11-million/>

⁵ <https://www.abc.net.au/perth/programs/wa-afternoons/public-swimming-pools/8941682>

⁶ <https://www.farmonlineweather.com.au/climate/station.jsp?lt=site&lc=10140>

⁷ <https://www.wyalkatchem.wa.gov.au/documents/40/strategic-community-plan-2020-2030#:~:text=This%20plan%20outlines%20how%20the,planning%20undertaken%20by%20the%20Shire.>

Shire of Wyalkatchem Corporate Business Plan 2021 - 2025⁸

This plan provides clarity on the initiatives and services the Shire has planned over the next four years, with the emphasis on the delivery of strategic priorities set by the Strategic Community Plan 2020-2030. Within the plan, reflecting community aspirations to have a healthy, safe, active and engaged community, the following action is set out:

- Provide a well maintained & resourced community pool with subsidised access charges

The development of a long-term pool plan and implementation thereof is also set out under the objective of 'Council provides reliable, fit for purpose infrastructure services'.

In line with community aspirations to be able to enjoy the benefits of the Memorial Swimming Pool long into the future, the Shire issued a Request for Quote in 2023 for completion of works to the pool to rectify current issues which, if not addressed, will make the pool unsustainable to operate. Submitted quotes indicates a cost of \$465,000 to complete the required work. Funding is now sought to enable this work to progress and is the subject of this Business Case.

1.2 Project Need

Ageing Infrastructure

The outdoor 50m swimming pool was constructed in 1961 and has been subject to a regular maintenance program either directly carried out by the Shire or contracted out. In recent years Contract Aquatic Services have carried out the maintenance program for the 50m pool, the toddler pool and associated infrastructure (i.e., the plant room). Despite a comprehensive maintenance program being in place, the pool has been slowly deteriorating. This is reflected in the increasing costs of operating the pool as evidenced by the following Pool expense table:

Year	Chemicals	Water	Electricity	Total
12/13	\$7,663	\$14,630	\$9,443	\$31,736
13/14	\$8,583	\$14,307	\$10,105	\$32,995
14/15	\$9,884	\$23,580	\$11,937	\$45,401
15/16	\$6,948	\$22,124	\$9,459	\$45,479
16/17	\$8,060	\$33,482	\$11,406	\$52,948
17/18	\$8,631	\$30,582	\$11,140	\$50,353
18/19	\$10,009	\$31,332	\$9,752	\$51,093
19/20	\$9,170	\$37,988	\$9,757	\$56,915
20/21	\$8,045	\$37,626	\$8,431	\$54,102
21/22*	\$5,620	\$28,105	\$7,450	\$41,175
22/23	\$4,458	\$36,223	\$9,237	\$49,918

*COVID-19 Closure

Table 1: Pool Operating Expenses over 10-Year Period

⁸ <https://www.wyalkatchem.wa.gov.au/documents/43/corporate-business-plan-may-2021-2025-council-approved>

Over the same 10-year period, \$135,216 was also spent on maintenance cost, including \$56,120 in 2017/18 to rehabilitate the pool to manage continuous leaks. This work was only partially successful.

As can be seen from the table above, the cost of filling up the pool has significantly increased from \$14,630 in 2012-13 to \$36,223 in 2022-23. This represents an increase of almost 150%! Whilst this can in part be attributed to a higher cost of water, it is primarily due to leaks in the main pool basin and pipework.

Water usage data from the last five years shows an average yearly water usage for the Pool of 12,986 kilolitres:

Year	Sum of Usage (KL)
2019/18	12899
2019/20	14383
2020/21	12319
2021/22	12208
2022/23	11158

Table 2: Pool Annual Water Usage

A comparative measure can be found at Cunderdin War Memorial Swimming Pool, which is of the same size (1.4 million litres) as Wyalkatchem. Cunderdin recently had refurbishment works completed and now uses just 2000 KL of water per year. Prior to its refurbishment, usage was approximately 10,000 KL.

Based on the results from the Cunderdin refurbishment, (obtained from Contract Aquatic Services) the Shire of Wyalkatchem is currently losing 9,158 KL or 9.2 million litres of water per year. This equates to an estimated \$29,000 per year based on cost of consumptions in 2022/23. This is an unsustainable amount and not one the Shire can continue to meet.

In addition to the repair work required to the main pool, the toddler pool has been found to have well below standard circulation. This is because it is plumbed into the main pool, which has insufficient capacity to generate the required circulation due to the connection to the toddler pool being at the end of the line.

According to the 2020 WA Code of Practice for the Design, Construction, Operation, Management & Maintenance of Aquatic Facilities:

“Aquatic facility water may be contaminated by a variety of pollutants from a number of sources. There are many factors that contribute to the contaminant loading on a water body including (but not limited to) bather load, water depth, temperature and the activities for which the facility is used. The pollutants may be accompanied by a range of micro-organisms, some of which can survive and multiply in the water and produce infections in patrons. Pollutants can also produce high levels of turbidity in the water. This can make the water aesthetically unappealing to patrons, interfere with the disinfection process and make detection of submerged patrons difficult...Every aquatic facility shall be provided with a circulation system consisting of one or more pumps, piping, suction outlets, return inlets, filters, disinfectant feeders, automatic water chemistry controls and other equipment necessary to maintain the specified water quality. The circulation system shall be designed in accordance with the following requirements:



- The capacity shall accommodate 100% of the design flow rate (under clean filter conditions).
- The system shall be capable of providing effective mixing of water in the water body and uniform water quality.
- The system shall be capable of maintaining the specified disinfectant residual throughout all

parts of the aquatic facility” (pg. 21)⁹.




The Shire has managed the health risk by using more chemicals to maintain the standard of the pool. This is not a viable long-term solution and doesn't comply with the Code of Practice as set out above. The required rectification is for the toddler pool to have its own circulation system installed, which is part of the proposed project. Without this remedy the toddler pool may need to cease being open to the public.

Repairs of water leaks and installation of a separate circulation system to the toddler pool will require the pool pump and plant room to be upgraded to meet the current code of practice. Finally, the pool concrete concourse will need to be repaired as it is currently eroded and broken in several places, posing a safety hazard. Blue chlorinated rubber paint will be applied to the pool to remedy discolouration and small cracks.

The following pictures evidence the current state of the pool:

	Pictorial evidence	Issue
#1		Concrete lifting around main basin – posing a safety hazard
#2		Concrete Concourse eroding along previous patchwork

⁹ <https://www.health.wa.gov.au/~media/Files/Corporate/general-documents/water/PDF/CoP-for-design-construction-operation-management-maintenance-aquatic-facilities.pdf>

<p>#3</p>		<p>Paint to lining of main basin eroding and cracking</p>
<p>#4</p>		<p>Paint to lining of main basin discolouration and erosion</p>
<p>#5</p>		<p>Main pump in plant room – Showing degradation from excess use of chemicals and insufficient (non-compliant) to support proposed upgrades</p>

Youth Needs

The Memorial Swimming Pool is one of the major youth attractions in Wyalkatchem. Whilst the Shire's population has been slowly declining (from a high of 1,533 in 1933 to 470 in 2021) and is an ageing population (33% of residents are over 65), 15% of the population is under 19¹⁰ and have limited access to recreational facilities. Current recreation and/or sporting options for youth in Wyalkatchem is generally structured (i.e., cricket team), at times requires transport to attend (playing against other regional teams) and costs money to participate in.

The Memorial Swimming Pool is centrally located in the township of Wyalkatchem and is open Wednesdays to Mondays 11.30am -6pm (sometimes later) from November till end of March. Since 2016/17, the pool has had free admission. In addition to swimming activities, the aquatic centre regularly sets up an inflatable obstacle course for some extra fun, often holds free sausage sizzles and provides access to a basketball hoop and sporting gear (i.e., cricket equipment) to use on the many grassed (and shaded) areas surrounding the pool.

Attesting to the pool's popularity amongst the youth are the attendance numbers recorded for the most recent 2022/2023 season, where for the 4.2-month period (opening 21 November) youth had accessed the pool 1,424 times! This means that on average 27 youth/ children attended the pool each day. Whilst this number includes school swimming carnival numbers, it does not include school swimming lessons and vacation swimming lessons.

Pool Season 2022 /2023

Month	Adult	Child	Under 5 Yrs	Total	Comments
November 21 st – 30 th	87	226	2	315	
December	252	318	63	633	
January	161	182	45	388	
February	264	330	29	623	Swimming Carnival Training
March	325	368	28	721	Swimming Carnival
April 1 st – 10 th	33	32	4	69	Extended only for Easter

Table 3: Wyalkatchem Memorial Swimming Pool Attendance Numbers 2022/2023

In responding to a community survey undertaken by the Shire in March 2023, several students at the Wyalkatchem District High School highlighted the value of the swimming pool. Out of all responses obtained to the question "What do you love most about Wyalkatchem?" over 45% of students mentioned the swimming pool. This further illustrates the importance that youth place on this community asset.

¹⁰ <https://abs.gov.au/census/find-census-data/quickstats/2021/LGA59330>



Figure 1: Example of a Response to the Survey

The Memorial Swimming Pool provides youth with a place to go where they can connect with others in a positive healthy environment. Not having access to this recreational infrastructure would be detrimental to their development, their life satisfaction and potentially lead to negative social outcomes as Wyalkatchem has very few recreational options for this cohort. A particular concern is increasing youth crime.

While there is no research providing any definitive link between public swimming pools and their effects on mitigating crime, classical criminological theory argues that young people need to be occupied. According to Princeton sociologist Patrick Sharkey,

“There is strong evidence that when young people are out in space without supervision or without being engaged in some activity, particularly in the absence of normal means of social controls, there will be problems.”¹¹

Crime statics recorded for Wyalkatchem show an interesting correlation between accessibility to the Memorial Swimming Pool and the number of offences per year. As can be seen by the below historical graph, crime significantly reduced in 2016/17 when admission to the swimming pool became free of charge. In 2020/21 the crime rate increased dramatically coinciding with closure of the swimming pool over the COVID-19 pandemic.

¹¹ <https://www.nytimes.com/2020/09/04/nyregion/coronavirus-nyc-crime-pools.html>

WYALKATCHEM Offences per Financial Year

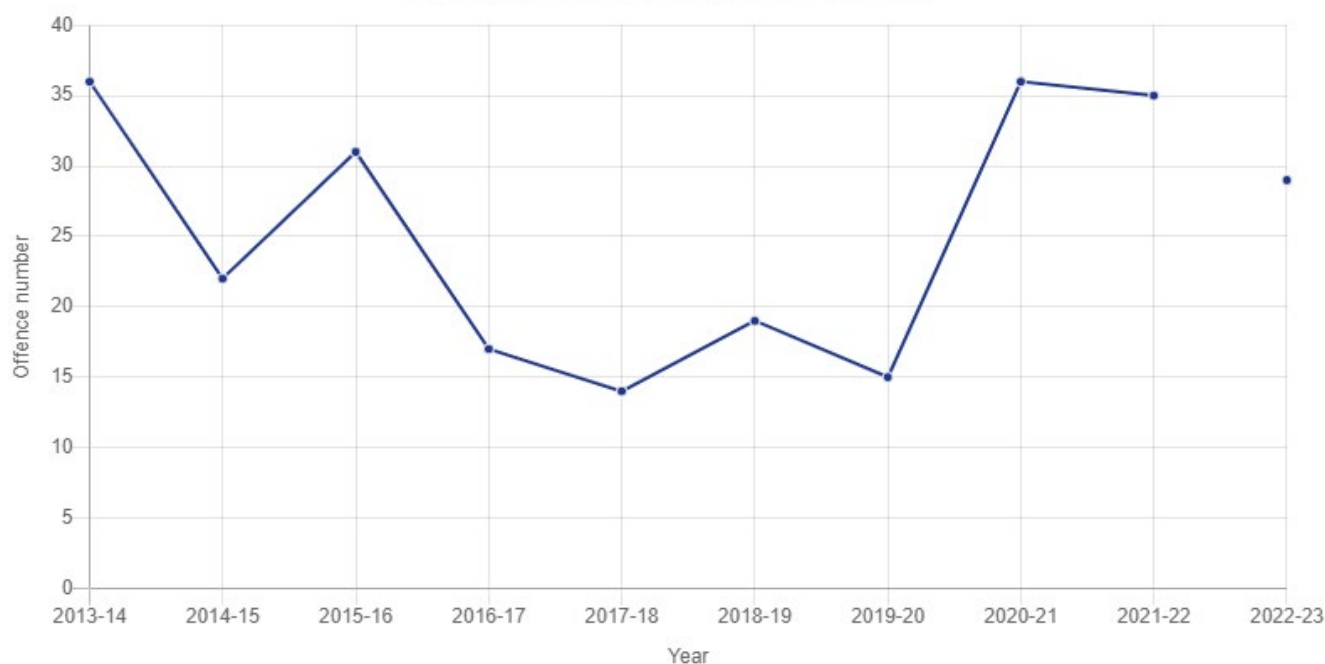


Figure 2: Wyalkatchem Crime Statistics since 2013/14¹²

The correlation between access to public pools and crime rates has also been observed in Geraldton, where in late 2021 the City of Geraldton agreed to provide free entry to the Mullewa pool for a one-year trial as youth crime rates had spiked. Cr Jennifer Critch, said she hoped free access to the pool would guide youth away from antisocial behaviour:

“Mullewa townsite is unique and different to the city centre; we are over an hour away from the shops, except for a servo and a small supermarket, and beach, and it is over 40 degrees (in temperature) in summer. Most days there is not much to do in the heat except the youth centre or the pool, and as expected when they are bored the children do get up to mischief around town”¹³.

Crime rates for Mullewa for 2021/22 were 240 offences with these reducing by 22% to 187 offences by 2022/23¹⁴. This indicates that the trial achieved its intended objective.

Not completing the required upgrades to the Memorial Swimming Pool would make it unsustainable to operate and necessitate its closure or significantly reduce its operating term/hours. This would be devastating for the many youths that use the pool, leaving them with few alternative recreation options. It may also increase antisocial behaviours and crime rates in the Shire.

The following excerpt from the Wyalkatchem 2012-13 Annual Report¹⁵ articulates the value that the Memorial Swimming Pool has long had for the community and the youth in particular:



The Wyalkatchem Swimming Pool is an invaluable facility in a community where our youth is constantly seeking an activity that incorporates exercise, fun and social interaction. Christmas showed the pools true value for those that did not get to travel away for the festive season; Steve, Matt and the “Contract Aquatic” Team made sure that they were all entertained. The pool had a major overhaul before opening in November and Mr Peter Jaques (Wylie Made) carried out sealing, painting and marking works as well as an upgrade to the filtration/pumping system. Many thanks for the good work Peter.

¹² <https://www.police.wa.gov.au/crime/crimestatistics/>

¹³ <https://www.geraldtonguardian.com.au/news/geraldton-guardian/mullewa-youth-to-gain-free-entry-to-local-pool-under-city-of-greater-geraldton-plan-to-help-tackle-crime-spike-ng-b882087096z>

¹⁴ <https://www.police.wa.gov.au/crime/crimestatistics/>

¹⁵ <https://www.wyalkatchem.wa.gov.au/documents/9/annual-report-201213>

Health Needs

Wyalkatchem is located in the Wheatbelt region of WA, in the remote district of the Eastern Wheatbelt. Research indicates that the mortality rate for people living in remote and very remote communities in Australia is 30 per cent higher than for those living in cities. The WA Country Health (WACHS) 2022 health profile for the Wheatbelt¹⁶ provides a graphic summary of the key health risk factors in the Wheatbelt region as follows:

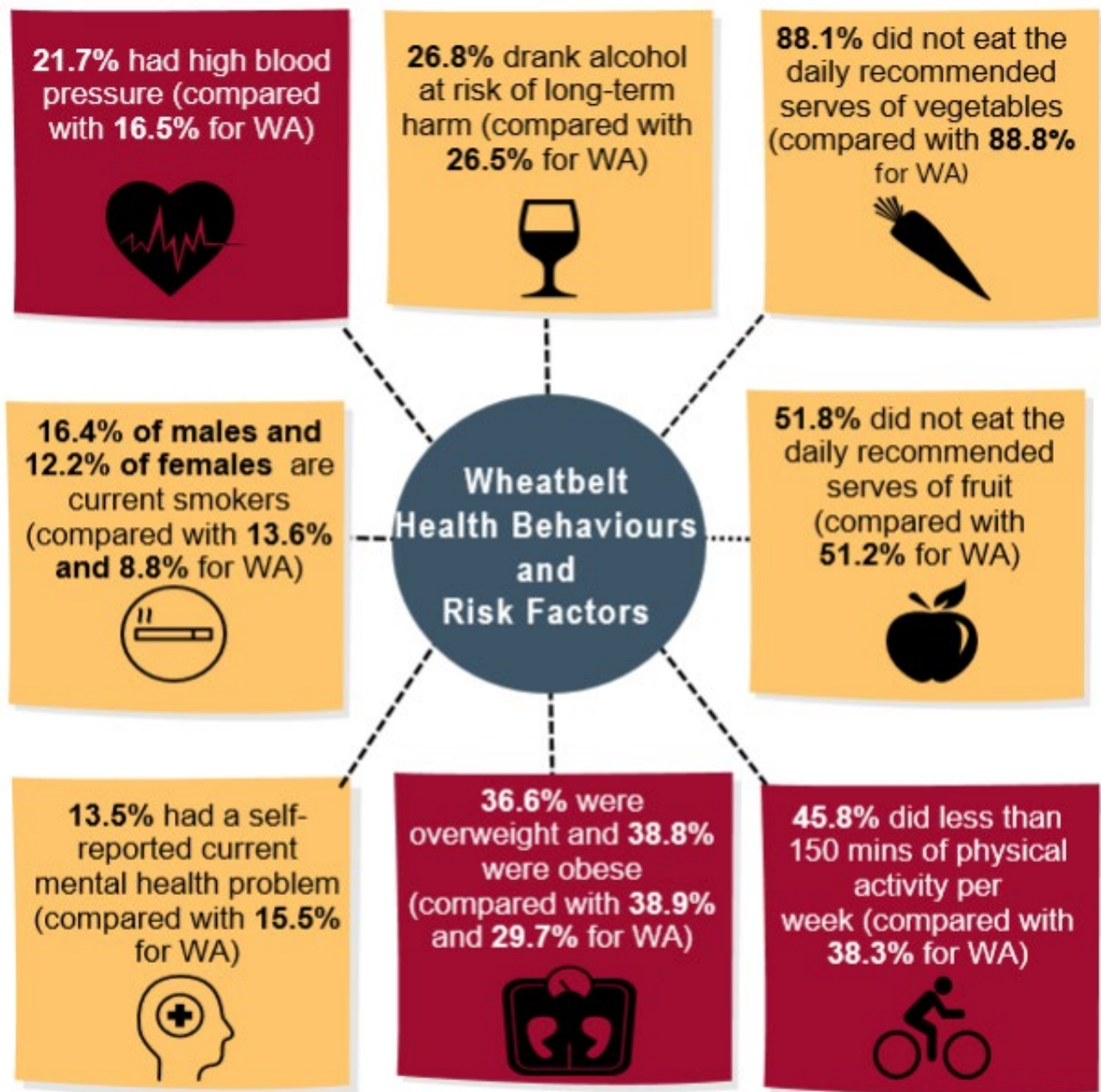


Figure 3: Key Health Risk Factors in the Wheatbelt Region

There are many factors that influence a person's health, including genetics, lifestyle and environmental, economic and social factors. SEIFA indexes (The Western Australia Parliamentary Library Socio-Economic Indexes for Areas) aims to provide a measure of such factors by applying a range of Census characteristics to gauge the relative level of socio-economic disadvantage and/or advantage in a specific area.

SEIFA index is published by the Australian Bureau of Statistics (ABS). In the 2021 (most recent) SEIFA index publication Wyalkatchem recorded a SEIFA score of 899 (Index of Relative Socio-economic Disadvantage - e.g., unemployment, low incomes or education levels, single parent families, low skilled occupations, poor English proficiency). This score ranked the Shire as 124 lowest out the total 138 local government areas in

¹⁶ <https://www.wacountry.health.wa.gov.au/~media/WACHS/Documents/About-us/Publications/Health-profiles-and-service-plans/Wheatbelt-profile-2022.pdf>

WA¹⁷. and the most disadvantaged of all Wheatbelt Shires. According to the Index, this means that the Wyalkatchem community is significantly disadvantaged in terms of “access to material and social resources and ability to participate in society”¹⁸. Generally, people in lower socioeconomic groups are at greater risk of poor health, have higher rates of illness, disability and death, and live shorter lives than people from higher socioeconomic groups¹⁹ as supported by the WACHS 2022 Wheatbelt health profile.

One way to mitigate/ or address the poor health profile of the Wyalkatchem community is to ensure they have access to recreational facilities. This access has been further supported by the Shire by providing free entry to the Memorial Pool (overcoming economic disadvantage).

According to Royal Life Saving Society Australia (RLSSA):

“Economic disadvantage should not be a barrier to using aquatic facilities just as language, race, culture, age, family responsibility and disability should not be”²⁰.

A 2021 report by PriceWaterhouseCoopers (PWC) and RLSSA found that:

“Aquatic facilities are among the most popular locations in Australia for active recreation, across all age groups. Approximately 5 million Australians either swim or use aquatic facilities for aquarobics, hydrotherapy and other aquatic exercise” (pg. 10)²¹.

The fact that swimming appeals to all age groups are reflected in the Wyalkatchem user statistics which shows the Pool being accessed regularly by both adults and children across the 2022/23 season:

Pool Season 2022 /2023

Month	Adult	Child	Under 5 Yrs	Total
November 21st – 30th	87	226	2	315
December	252	318	63	633
January	161	182	45	388
February	264	330	29	623
March	325	368	28	721
April 1st – 10th	33	32	4	69

Table 4: Memorial Swimming Pool Usage 2022/2023 Season

¹⁷ <https://profile.id.com.au/wapl/seifa-disadvantage>

¹⁸ <https://blog.id.com.au/2013/population/demographic-trends/socio-economic-indexes-what-are-they/>

¹⁹ <https://www.aihw.gov.au/reports/australias-health/health-across-socioeconomic-groups>

²⁰ https://www.royallifesaving.com.au/_data/assets/pdf_file/0017/64412/RLS_EqualAccessReport2022-FINAL-June2022.pdf

²¹ <https://www.royallifesaving.com.au/Aquatic-Risk-and-Guidelines/aquatic-research/Health-Social-and-Economic-Value-of-Aquatic-Industry>

This usage is further increased by the Vacation Swimming Program as set out below:

Holiday Swimming Lessons

VACSWIM PROGRAM	VENUE	Lesson plan	Instructors	TOTAL enrolments
Country Early Start 2021	Wyalkatchem Swimming Pool	13:50 start x 45min x 3 lessons	1	30
Country Early Start 2022	Wyalkatchem Swimming Pool	14:05 start x 45min x 3 lessons	1	23

The following programs/events are also offered at the Memorial Swimming Pool:

- Infant Aquatics (Royal Life Saving WA)
- Swim and Survive (Royal Life Saving WA)
- In-term swimming lessons (Department of Education – Wyalkatchem District High School)
- Interschool Swimming Carnivals (Department of Education – several Wheatbelt high schools)
- ‘Seniors Only’ swimming initiative (8.30am Thursday mornings)
- Informal Lap Swimmers (an informal group comprising swimmers from a range of ages and swimming abilities. They swim most days from 11.30 am)



Pic 1. Pictured at the swimming pool are Dianne Majid (lap swimmer), Melissa Grow (lifeguard), Eleanor Lee (pool manager) and Joan Eade (lap swimmer).



Pic 2: Swimming Carnival

Without the Wyalkatchem Memorial Swimming Pool the socioeconomic disadvantage of the Wyalkatchem would decline further and health benefits associated with access to the pool would cease to exist. According to the 2021 PWC and RLSAA report:

“the aquatic industry generates benefits by reducing an individual’s risk of harm or reduced quality of life by facilitating physical activity or the provision of water safety education providing a total quantifiable benefit across the following areas:

- Physical health benefits of \$1.65 billion (from reduced occurrences of disease)
- Mental Health benefits of \$238 million (from reduced costs of mental health conditions)
- Reduced absenteeism benefit of \$399 million (from increased worktime)
- Avoided drownings an annual benefit of \$174 million (from avoided child drownings)” (pg. 32)²²

Social Connection Needs

The War Memorial pool has long been part of the social fabric of the Wyalkatchem community. In addition to providing a place for exercise, injury rehabilitation and water safety education, the pool is also a place for the community to come together. Over the years, the community has gathered at the pool for birthdays, large scale community events and family outings.

A 2022 article from Wyalkatchem Weekly (Issue 1761 18/02/2022) highlights one such event:

²² https://www.royallifesaving.com.au/_data/assets/pdf_file/0005/56588/127083216_Royal-Life-Saving-Au_Report-v11_DIGITAL.pdf

BACK TO WYLIE FOR THE PARK FAMILY

Returning for a visit to Wylie recently was the Park family. Several generations of the family (seen in the photo below) spent the day swimming in the pool and visiting favourite spots around town. Colin Park reminisced about Wylie in the old days, their family home in Richie Street and Aunt Elsie's home in Piesse Street. Mr Park was present at the official opening of the pool in 1961; and commented on how important the pool has always been to the town. He said his family always enjoyed their visits to Wylie.



The Park family enjoying time at the Wylie swimming pool.

The 2021 Shire Newsletter (issue 1) provides another example of a community event at the pool:

Australia Day 2021

On Tuesday 26 January we held our Australia Day event at the Wyalkatchem Memorial Swimming Pool. With approximately 80 people attending the morning tea and lunch.

We would like to thank the CRC's Decima and Adam, The Rotary volunteers, The Men's Shed, The Community Club, The Shire staff, Contract Aquatics- Jake, Emma Holdsworth, Fred and Dawn, Sheryl Wemm, Sheryl Wood, Lesley Ashworth, and the General Store. Without your contributions and support we wouldn't have an amazing event like we did.



The PWC and RLSSA 2021 Report also captured the social benefits of aquatic facilities, stating that:

“Aquatic facilities are important places for individuals and communities across Australia. They provide a safe and central place for people to have fun, meet up with others, exercise and learn. As a result, the social benefits of the aquatic industry are significant with a value of \$3.8 billion per year” (pg. 37).

These benefits were categorised as wellbeing, leisure, employment, volunteer, elite sport, local amenity and education.

A separate report produced by RLSSA into the Social Impacts of the Aquatic Industry found that aquatic facilities and swim schools are important in fostering social cohesion:

“They create public spaces where people of different culture and backgrounds can mix and interact in a positive environment, centred around community. These micro-interactions between staff and the community, and between the community members themselves, works to create new and stronger connections between people who may not otherwise meet or engage with each other. Each of these interactions works to increase understanding of difference, between ages, abilities, language, culture and more. As a place for social connection, aquatic facilities and swim schools provide a common place to create stronger communities” (pg. 10)²³

²³ https://www.royallifesaving.com.au/_data/assets/pdf_file/0004/56605/RLSSA-Social-Impacts-Report-Final-November-2021-Web-and-Print.pdf

Without the Memorial Swimming Pool, the Wyalkatchem community would forego the social benefits that this facility offers. A loss of this type of social infrastructure would be catastrophic for the community as there is no other local facilities which can provide a similar/or replacement community meeting place.

Environmental Sustainability Needs

Currently the War Memorial Swimming Pool is losing approximately 10,000 KL of water per year! It is also needing to use more chemicals to remedy the insufficient water circulation in the toddler pool. Aside from being expensive, these defects have negative consequences for the environment. Water is becoming a more and more scarce resource and there is significant encouragement nationwide to use water more efficiently. The Waterwise Aquatic Centre Program in Western Australia²⁴ is an example of the drive towards water efficiency and one that the Shire of Wyalkatchem would be able to participate in once the proposed project has been completed.

The additional pool chemicals being used at the War Memorial Pool have negative impacts on the environment especially because it is out in the open. Through evaporation, pool chemicals contribute to the production of green-house gasses, and when water is discharged may also damage the surrounding environment. Installation of a separate circulation system for the toddler pool will mean that less chemicals will be required and result in an eco-friendlier facility.

1.3 Project Description

The proposed project is for the refurbishment of the 50m outdoor pool at the Wyalkatchem War Memorial Aquatic Centre, as well as upgrades to the toddler pool and plantroom. Works to be undertaken as part of this project include:

Part A: Plantroom upgrade and toddler pool works:

1. Clear out of the plantroom, concrete plinth blocks etc, repairs to and painting of the plantroom floor.
2. Removal of all steel pipework and replacement with new PVC pipework including valves, new backwash sight glass, installation of an overflow line back to the balance tank and a clear acrylic visual filter water height monitoring point.
3. Installation of a new Regent circulation pump including a new stainless-steel hair and lint strainer, valved etc.
4. Installation of a new 200mm stainless steel foot valve.
5. Installation of a new 200mm Hartford loop with a bypass drain down line and valve.
6. Installation of new electrical cabinet and wiring including a no flow switch, interlocked dosing. power points and water feature GPO.
7. Separate PVC 100mm supply line for the children's swimming pool that will have valved control in the plantroom.
8. Installation of a new mushroom water feature in the children's swimming pool that is supplied by a stand-alone single-phase pump in the plantroom via a new 50mm PVC feed line. Also, a 40mm PVC line will be laid in position to possibly feed water cannons etc in the future to the children's pool.

Part B: Olympic Pool Structural Works

1. Installation of a new 200mm class 12 PVC main supply line Olympic Swimming pool from the

²⁴ <https://www.watercorporation.com.au/Waterwise/Waterwise-programs/Waterwise-Aquatic-Centre-Program>

plantroom including all machinery, concrete cutting, concrete repairs, and including site works.

2. Installation of a new 200mm PVC supply line installed into the centre channel concreted to position with chemset reinforcement steel, new Hayward floor inlets and rubber ring joints at the control joint locations to eliminate water loss.
3. Installation of two new 225mm return lines from the Olympic pool gutters back to the balance tank.
4. Installation of new water stops in two locations across the pool at control joint points.
5. Installation of chemical resistant sealant to all joints in the Olympic pool.
6. Application of Chlorinated rubber paint in Olympic blue, including primer.
7. Concrete concourse rectification works.

This refurbishment will address current identified health and safety risks such as the inadequate circulation in the toddler pool and water leakage in the main basin and pipes. The work will ensure compliance with Health (Aquatic Facilities) Regulations 2007 as well as the Code of Practice for the Design, Operation and Maintenance of Aquatic Facilities 2013.

The refurbishment will extend the life of the facility by an estimated 15 -20 years. Two written quotes have been obtained for the project and provide further detail of the proposed works. See Attachment A.

1.4 Site Plans

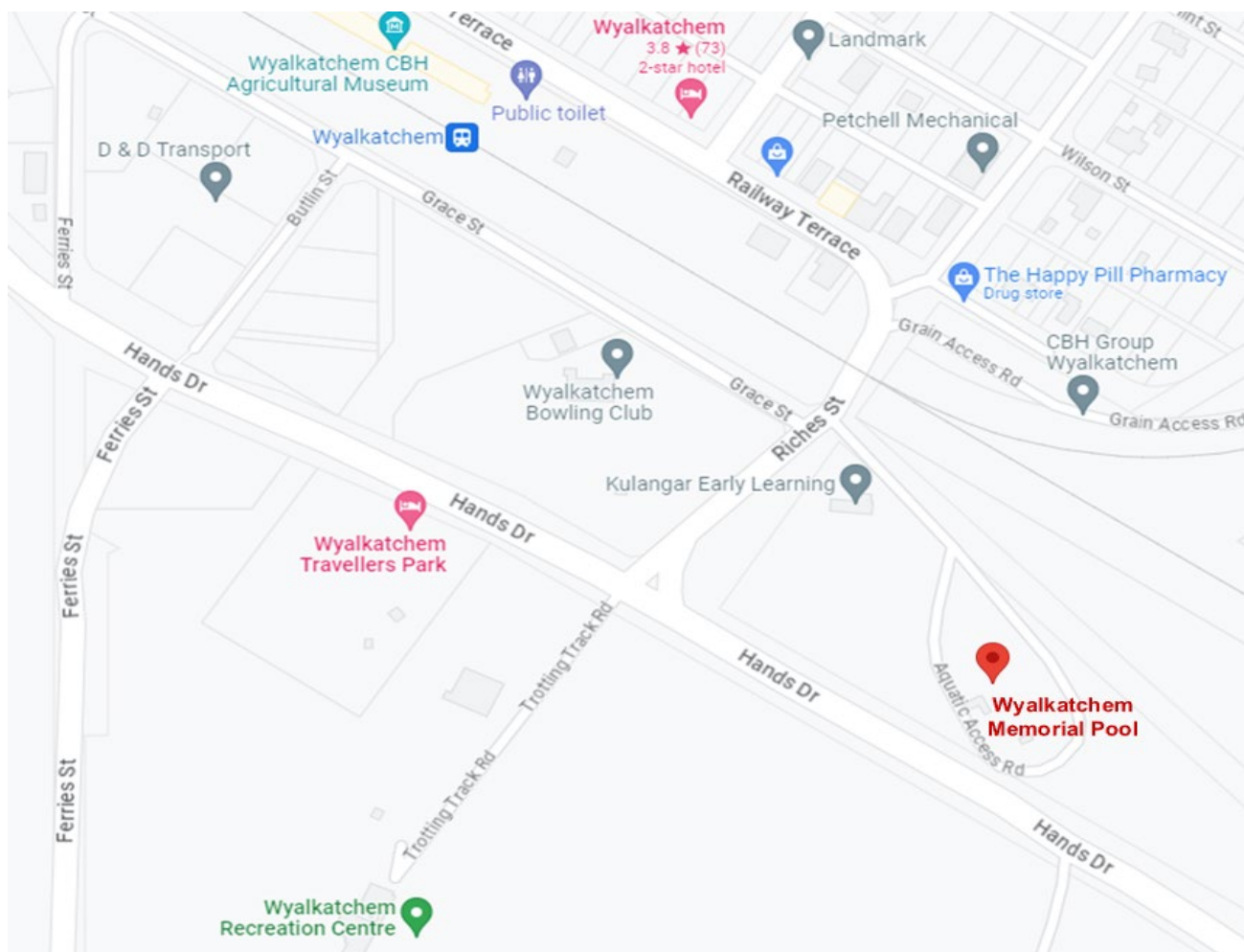


Figure 4: Locality Plan²⁵

²⁵ <https://www.google.com/maps/@-31.1833837,117.3835271,17z?hl=en-US>

The Wyalkatchem Memorial Swimming Pool is located on Aquatic Access Rd, on the corner of Grace and Riches St, in Wyalkatchem, Western Australia. It is situated within easy walking distance (approximately 500m) of other recreational facilities such as the Wyalkatchem Bowling Club and the Wyalkatchem Recreation Centre. The Wyalkatchem District High School is also close by at just 1.5km, providing easy access for school children.

The nearest alternative aquatic facility is located nearly 26 kilometres away in Dowerin. There is no public transport between Wyalkatchem and Dowerin.



Figure 5: Site Plan



Pic 3: Aerial view of the Wyalkatchem Memorial Swimming Pool and Grassed Surrounds

2 Deliverables

2.1 Project Outputs and Outcomes

This project will deliver the following measurable outputs and outcomes:

	Outputs	Performance Measure	Performance Measure method
1	Completion of the Wyalkatchem Memorial Swimming Pool refurbishments as per as per <i>Section 1.3 Project Description</i>	Completed on time, to scope and within budget.	<ul style="list-style-type: none"> • Practical completion certificate. • Photos. • Swimming Pool open to public.
2	Opening of facility	Community participation and media coverage	Community feedback and good news media story

Table 5: Project Outputs

	Outcomes	Performance Measure	Performance Measure method
1	Reduction in operational costs	Less use of water and pool chemicals	Shire pool expenditure and consumption data
2	Increase in sports participation	More people will the use the pool more often as it is in better condition and will need to close less often during the season due to repairs	Pool attendance records from Shire
3	Contribution to improved community health and wellbeing	More people will use the pool as a space for social events, exercise and paid and voluntary work.	Pool attendance records from the Shire incl. number of social events, FTE employed and number of volunteers.
4	Increase in paid employment opportunities.	Creation of new jobs during construction period.	Contractor/sub-contractor statistics provided by the Shire.

Table 6: Project Outcomes

2.2 Benefits

This project has been developed to enable the Shire of Wyalkatchem to meet current and future community demand for access to active recreation infrastructure. The continued availability of the aquatic facilities offered at the Memorial Swimming Pool will meet these demands and will provide the following benefits:

1. Reduction in operational cost; this is due to:
 - Once the refurbishment is completed water will no longer be leaking, this will result in reduced expenditure on water and the pool chemicals which need to be added to the water. Currently the pool is regularly required to be topped up with water which requires the addition of extra chemicals. Separate circulation for the toddler pool will also reduce the need for the extra chemicals currently being added to the water to ensure it meets water quality standards.
 - Currently maintenance requirements of this ageing asset are high, with a need to scrub surfaces to remove rust and mould on a regular basis. When the project is complete this maintenance requirement will be significantly reduced
2. Positive environmental impacts. A reduction in water usage and the use of chemicals is beneficial for the environment. Pool chemicals, through evaporation, contribute to the production of green-house gasses. Less use of chemicals means less emissions, which is better for the environment.
3. Ability to meet community demand for access to the Memorial Swimming Pool. As set out in the needs analysis section, access to this aquatic facility has several benefits including:
 - Prevention of health-related costs associated with a lack of exercise.
 - Benefits of improved wellbeing, social inclusion and connected communities associated with participation in sports and recreation and being involved in community events.
 - Educational benefits – having a 50m pool available will enable school swimming carnivals to be accommodated as per the school curriculum. School carnivals provide valuable learnings for students regarding sportsmanship, team building and social inclusion. Being able to continue to offer learn to swim programs will teach kids about water safety and reduce potential drownings.
4. Remove the requirement to travel a 72 km round trip to access the nearest swimming pool in Dowerin. Having an aquatic facility close by adds to the incentive to participate in the swimming activities offered at the Memorial Swimming Pool. This in turn increases participation in sport and provides all the various social, health and economic benefits associated with increased physical activity.
5. Health and Safety. Rectification of the damaged and uneven concrete concourse will remove slip and trip hazards and will help to ensure that people can move around the pool area safely. It will also provide compliance with Health (Aquatic Facilities) Regulations 2007 in providing maximum levels of safety for visitors.
6. Regional attractiveness. Investing in the Memorial Swimming Pool so that it will continue to be able to operate will maintain and enhance the Shire of Wyalkatchem's attractiveness as a place to live and work. This means it will have a higher likelihood of retaining its current population and attract new residents to support a rural economy and the farmers that are the backbone of Australia.

2.3 Assessment of Options

Option 1 – Do Nothing

If no action were to be undertaken to upgrade the Memorial Swimming Pool none of the benefits of the proposed work would be realised. Without undertaking required repairs, the current leakage of water will continue and potentially worsen. The annual loss of water currently amounts to a cost \$29,000 and will likely increase with leakages worsening over time and as the cost of water continues to rise. Chemicals will continue to be required to be topped up as water is replaced and additional chemicals will continue to be required to compensate for the poor water circulation in the toddler pool. The rising costs of operating the pool will be prohibitive and will leave the Shire with no choice but to close the facility.

The “Do Nothing” option will also result in continued deterioration of the concrete concourse and pool basins resulting in more trip hazards and safety concerns to a point where the public using the facility would pose too much of a risk. Finally, this option will not address any non-compliant issues that exist, making continued operation of the facility difficult. This option is therefore not recommended.

Option 2 – Major Repairs and Upgrade

This option is the subject of this business case and will see repairs and upgrades to the Memorial Swimming Pool at a total cost of \$465,000 which will extend the life of the facility for at least another 15 years. This option has numerous benefits to the community and the Shire as set out in this paper and is the preferred option.

Option 3 – Premium Upgrades

A premium upgrade for the Memorial Swimming Pool at an estimated cost of \$815,000 was also considered by the Shire. This would entail completion of all proposed works to the plant room and supply lines as per Option 2 as well as the following:

- Upgrade of Pool heads to a 750mm wide x 200mm elevated and fully tiled with all laser cut depth identification; includes new stainless steel lane cups earth bonded
- Installation of new precast concrete Wetdecks to the Olympic pool, fully tiled with all laser cut depth identification; back stroke and false start sockets included
- Installation of 6 sets of stainless-steel grab rails earth bonded
- Installation of new 200mm ring main with core drilled wall inlets
- Preparation and tiling of the children’s swimming pool including conforming depth information tiling
- Replacement of 900 m² of concrete concourse with limestone paving including contrasting border and concourse demolition works.

Whilst this premium upgrade would result in a more aesthetically pleasing facility and possibly extend the life of the swimming pool slightly longer than the works proposed in Option 2, the Shire considered the additional \$350,000 expenditure excessive to needs. This option is therefore not recommended.

3 LotteryWest Framework Alignment

The aim of this project is to upgrade and restore the Wyalkatchem Memorial Swimming Pool. Without critical repairs to this facility, it will need to close down. Current operational costs associated with water leakage and the need for increased use of pool chemicals make it prohibitive to continue operating. In addition to these high-cost consumables, eroding and broken pool surrounds and inadequate circulation in the toddler pool means that currently the facility is not complying with relevant codes and regulations. Without rectification of these issues, the facility would also need to close. Closing of the Memorial Swimming Pool would mean that current and potential future users of the pool will no longer have or be able to derive the benefits of this valuable community asset. Implementation of the proposed project will see the Memorial Swimming Pool be able continue to operate and will help to support a better and healthier community than if this community asset was no longer available.

The proposed project is aligned to three of the five priority areas of LotteryWest's Community Investment Framework as follows:

Inclusive Thriving Community

The Memorial Swimming Pool has been a significant social and community asset in Wyalkatchem since 1961. It is a place for exercise and social gatherings and supports employment as well as a dedicated team of volunteers. People of all ages utilise the pool each year with the number of visitors averaging 2800 per season.

Completion of the proposed project will ensure that this community facility can continue to operate. Investment in social infrastructure such as the Memorial Swimming Pool is an investment into the facilities, spaces, services and networks that support the quality of life and wellbeing of communities. According to the 2019 Australian Infrastructure Audit Report, social infrastructure:

“helps us to be happy, safe and healthy, to learn, and to enjoy life. The network of social infrastructure contributes to social identity, inclusion and cohesion and is used by all Australians at some point in their lives, often on a daily basis. Access to high-quality, affordable social services has a direct impact on the social and economic wellbeing of all Australians” (pg. 388)²⁶.

Protected Sustainable Ecosystems

This project will reduce Western Australians' impact on the environment by saving an estimated 9.2 million litres of water per year. Water savings and new circulation to the toddler pool will also result in less usage of pool chemicals. Pool chemicals through evaporation contribute to the production of green-house gasses, with less chemicals used there will be less green-house gasses produced²⁷.

With water leakages repaired, the Shire of Wyalkatchem will be able to register to become a Waterwise Aquatic Centre. The Waterwise Aquatic Centre Program is run by Water Corporation and Leisure Institute of WA Aquatics and will provide to support and education to Shire staff to help the Memorial Swimming Pool further improve its water efficiency and work towards more sustainable goals²⁸.

²⁶ <https://www.infrastructureaustralia.gov.au/sites/default/files/2019-08/Australian%20Infrastructure%20Audit%202019%20-%206.%20Social%20Infrastructure.pdf>

²⁷ <https://www.reflectionswatergardens.com/blogs/harmful-environmental-effects-chemically-treated-pools-vs-natural-pools/>

²⁸ <https://www.watercorporation.com.au/Waterwise/Waterwise-programs/Waterwise-Aquatic-Centre-Program>

Healthy Active People

Having access to an aquatic facility will support the Wyalkatchem community to lead a healthier and more active lifestyle now and in the future. With repairs and upgrades completed to the Memorial Swimming Pool, there will be less days over the season that it will have to close (for maintenance reasons) which will see more people being able to access the pool. A reduction in chemicals being used in the toddler pool will also be appealing to parents that have concerns about the impact of such chemicals on their children's health. They will likely mean that more parents will take their toddlers to the pool.

According to the 2021 PWC and RLSAA report titled: the Social, Health and Economic Value of the Australian National Aquatic Industry, the aquatic industry:

“Generates benefits by reducing individual’s risk of harm or reduced quality of life by facilitating physical activity or the provision of water safety education. The health benefits... include:

- Improved mental health outcomes.
- Improved physical health outcomes.
- Reduced absenteeism.
- Avoided drownings.

We estimate those health benefits to be worth \$2.5 billion per year” (pg. (27)²⁹.



²⁹ https://www.royallifesaving.com.au/_data/assets/pdf_file/0005/56588/127083216_Royal-Life-Saving-Au_Report-v11_DIGITAL.pdf

4 Implementation

4.1 Project Tasks

Main Activities / Milestone	Milestone Date
Execution of Grant Agreement	17 November 2023
Preparation of tender/quotes for the major works contract	24 November 2023
Issuing of tender for major works	01 December 2023
Signing of major works contract	15 January 2024
Site works commence	25 March 2024
Construction of project starts	07 April 2024
Project 50% complete	06 May 2024
Project Completed	09 June 2024
Project hand over and acquittal	15 June 2024

Table 6: project Milestones

4.2 Project Management and Governance

This project will be managed by the Shire of Wyalkatchem, specifically the Works and Services Department.

The Shire of Wyalkatchem has experience in delivering a variety of projects of a range of sizes and has project managers with experience managing projects and contracts of a much greater size, scope and complexity than this proposal. With excellent internal controls and best practice approaches in place, combined with an excellent understanding of grant administration, the Shire is confident it possesses the staff skills and resources to deliver the proposed project in a timely manner. Most recently, the Shire successfully managed the completion of the following projects:

- Upgrades to the Wylie North Road

Work included upgrades to the culverts, widening the road, reconstructing the pavement and sealing it to the new Main Roads Standard. The work was primarily funded from a state government grant

under the Regional Road Group Program. The Budget for this upgrade was \$564,345 and was completed in April 2023

- Wyalkatchem Tennis Club Relocation and Lighting of Wyalkatchem Bowling Greens

This project involved the construction of three new acrylic courts at the Wyalkatchem District Club precinct on a disused bowling green adjacent to the district club complex. Included in the project scope was also the lighting of bowling greens and tennis courts to extend opening hours and installation of perimeter fencing. Funding of \$195,876 was received from CSRFF to deliver this project, which was completed in January 2021.

The designated Project Manager (PM) for this project will be Terry Delane, Manager of the Works Services Department at the Shire of Wyalkatchem. Terry has over 20 years' experience in civil contracting after spending 20 years in the transport and logistics industry and has been with the Shire for two years. Terry holds certificate and diploma qualifications in operations management, supervision and accounting. As an experienced civil operations, contract and project manager Terry has been responsible for the delivery and co-ordination of a number of infrastructure projects, some of which include:

- Tailings Dam Construction at Rio Tinto Pilbara
- Stock Pile Storage and Management of Copper Ore Great Sandy Desert (estimated value of \$30 million)
- Applecross SHS landscaping (Estimated value of \$800,000)
- Karratha Hospital landscaping (Estimated value of \$1.4 million)
- Wylie North Road construction (estimated value of \$600,000)

The sponsor for the proposed project is Peter Klein who has been in the position of CEO of the Shire of Wyalkatchem for two years and eight months. Prior to his current role, Peter was Head of Strategic Growth and Partnerships with Aurizon and prior to this he was CEO of Mid-West Ports Authority. Peter held the role with Mid-West Ports for 12 years and during this period led the business through a sustained period of trade and organisational growth. Peter holds an MBA from Canberra University, a Bachelor's degree in Agricultural Science from La Trobe University and is a graduate of the Australian Institute of Company Directors.

A Project Steering Committee (PSC) will be formed to provide direct project governance and support to the PM. The PSC will comprise the Shire CEO, the Manager of Corporate Services, Claire Trenorden, the PM and the invited DLGSC representative (Regional Manager) and will meet on a monthly basis to discuss project matters. The PM will provide project status updates at the PSC meetings which will as a minimum include:

- Milestone Progress report
- Budget update
- Active Risk and issue register updates

Upon funding approval, the Shire of Wyalkatchem will, as the purchase amount exceeds \$250,000, initiate a public tender process to secure an experienced contractor. This is in line with the Town's formal Purchasing Policy which reflects the requirements of the Local Government Act 1995, Tendering Regulations, as detailed in the Local Government (Functions and General) Regulations 1996.

5 Budget

The Shire obtained two separate quotes through an RFQ for the proposed upgrades. One cost estimate was provided by Brian MacDonald from Wet Deck Pools and one from Otis Arrow from Distinctive Pools (Attachment A). Whilst both quotes varied by only 10% the quote from Wet Deck Pools was more detailed and included provisions for mobilisation costs and therefore has been selected to form the basis for the below budget. With a 10% costs escalation added to Wet Deck Pool's quote the total cost of implementing the Memorial Swimming Pool refurbishment project comprising plantroom upgrade works, Olympic pool structural works and upgrades to the toddler pool is \$465,000 (excl. GST). The Shire will provide \$265,000 for this work which is to be drawn from its Sport and Recreation Reserve (Attachment C). The remaining balance of \$200,000 is sought through this application. The breakdown of the budget for the Wyalkatchem Memorial Pool refurbishment is set out below:

Item of Expenditure	Budget \$	Source of Funds
Plantroom upgrade works	84,000	Shire funds of \$265,000 and the remainder of \$200,00 is the subject of this application
PVC 100mm supply line for the children's swimming pool with valved control in the plantroom.	19,000	
Installation of water feature in children's swimming pool as well as a 40mm PVC line to enable future flow to potential water cannons.	25,000	
Olympic Pool structural works	271,000	
Concrete concourse rectification works	22,500	
Cost escalation	43,500	
Total	\$465,000	

Table 7: Project Budget

6 Risk

The below risk matrix has been used to assess the risks associated with this project.

	CONSEQUENCE				
LIKELIHOOD	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Extreme (5)
Rare (1)	Low	Low	Low	Low	Low
Unlikely (2)	Low	Low	Low	Medium	Medium
Possible (3)	Low	Low	Medium	Medium	Medium
Likely (4)	Low	Medium	Medium	High	High
Almost certain (5)	Low	Medium	Medium	High	Extreme

Risk	Likelihood	Consequence	Risk Score	Mitigation
All funding not secured resulting in the project either not being able to commence or completed to the approved scope	Possible	Extreme	Medium	<ul style="list-style-type: none"> Complete project business case to enable other funding applications to be made and sponsorship sought (eg. LotteryWest). Implement Advocacy Strategies Project may need to be re-scoped to reduce costs, thereby reducing benefits.
Cost overruns due to unforeseen risk and instability of pricing within the construction industry	Possible	Moderate	Medium	<ul style="list-style-type: none"> Contingency measures are in place Ensure Tender Contract is comprehensive to ensure that bidders take into consideration the material price instability whilst the detail design is being developed Investigate construction cost savings Seek in-kind contributions Investigate options to reduce scope

Risk	Likelihood	Consequence	Risk Score	Mitigation
Significant delays due to unforeseen and unusual weather	Possible	Minor	Low	<ul style="list-style-type: none"> • Ensure sufficient contingency in construction schedule • Investigate options to increase staff or rearrange construction schedule to accommodate weather • Ensure all insurances are kept up to date
Quality of work is unacceptable resulting in continuous maintenance required post construction	Unlikely	Moderate	Low	<ul style="list-style-type: none"> • Ensure Tender Contract is comprehensive and clearly details expectations • Complete reference and due diligence checks prior to contract award • Project Manager regularly completing inspections • Ensure bank guarantees and insurances are in place
Contractors not adhering to safety standards resulting in project delays due to lost time injuries encountered	Unlikely	Major	Medium	<ul style="list-style-type: none"> • Ensure WHS guidelines are in place • Complete reference and due diligence checks prior to contract award • Project Manager regularly completing inspections • Project Manager to maintain and update Risk Register • Complete site risk assessments/inspect contractors risk assessment records • Ensure contract specifies default notice processes
Public liability matters resulting in the contractors and the Shire having to deal with compensation claims	Unlikely	Moderate	Low	<ul style="list-style-type: none"> • Ensure all insurances are kept up to date • Ensure all contractors are inducted in the Shire's requirements, procedures and policies • Ensure WHS practices are followed
Unable to source sufficient materials/equipment resulting in delays to the start and completion of the project	Unlikely	Moderate	Low	<ul style="list-style-type: none"> • Ensure open communication with contractor • Investigate alternate options to source materials/equipment with the contractor • Investigate options to rearrange construction schedule to reduce impact of delay in materials

Risk	Likelihood	Consequence	Risk Score	Mitigation
Site security issues/ vandalism resulting in damage to the facility before its practical completion	Unlikely	Major	Medium	<ul style="list-style-type: none"> • Ensure necessary site security is required of contractor • Ensure insurances are maintained by contractor
Fire or other natural disaster damaging the facility before its practical completion	Rare	Extreme	Low	<ul style="list-style-type: none"> • Ensure adequate insurances are in place
Approvals not received from State Government Departments resulting in the delays to the start and finish to project	Unlikely	Major	Medium	<ul style="list-style-type: none"> • Keep State Government informed throughout the design process and obtain their sign off before proceeding to construction

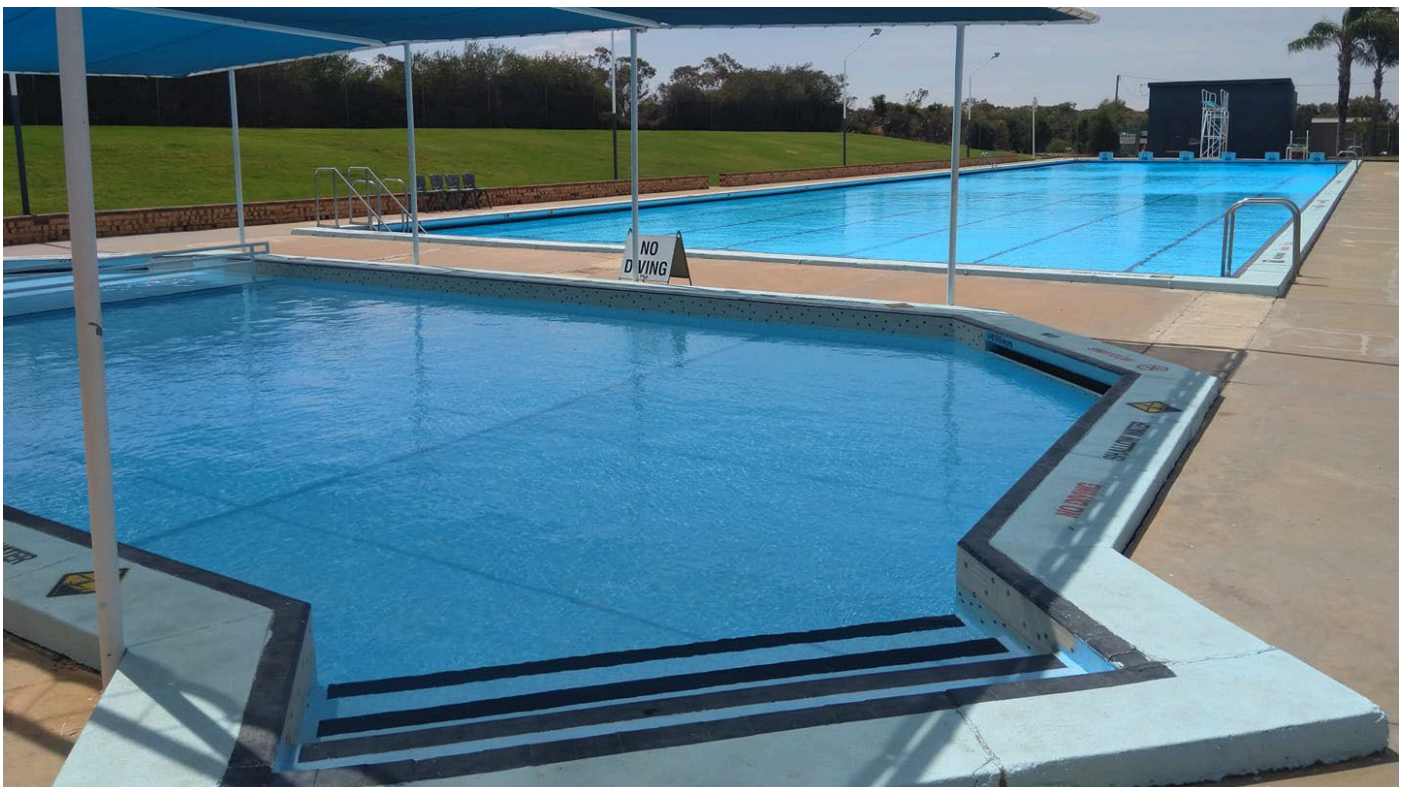
Table 8: Project Risks and Mitigations

7 Supporting Documents

Attachment A - Quotes

Attachment B – Letters of Support

Attachment C – Council Resolution





Shire of **Wyalkatchem**

www.wyalkatchem.wa.gov.au





Department of
Local Government, Sport
and Cultural Industries

GOVERNMENT OF
WESTERN AUSTRALIA

Office Use Only

TRIM: _____

Grant No: _____

Project Coordinator: _____

CSRFF Small Grants Application Form

For projects up to \$500,000 to be acquitted by 15 June 2024

You MUST discuss your project with an officer from your nearest Department of Local Government, Sport and Cultural Industries office before completing and submitting your application. Failure to do so will render your project ineligible.

All applications MUST be submitted to your local government. Contact your local government to determine the cut-off date for the submission of applications.

DLGSC Contact: Samantha Cornthwaite

Date: 09/05/2023

Office: Wheatbelt

Applicant's Details:

Organisation Name:	Shire of Wyalkatchem				
Postal Address:	PO Box 224				
Suburb:	Wyalkatchem	State:	WA	Postcode:	6485
Street Address:	27 Flint Street				
Suburb:	Wyalkatchem	State:	WA	Postcode:	6485

Preferred Contact Person:

All application correspondence will be directed to this person

Name:	Peter Klein	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	CEO		
Business Phone:	(08) 9681 1166	Facsimile:	N/A
Mobile Phone:	0419 359 423	Email:	ceo@wyalkatchem.wa.gov.au

Organisation Business Details:

Does your organisation have an ABN?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	ABN: 47 096 937 882
Is your organisation registered for GST?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	* Note, in order to be eligible for funding you must attach a copy of the Incorporation Certificate. LGA's exempt
Is your organisation not-for-profit?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Is your organisation incorporated?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Incorporation #: *
Bank details:	Bank: NAB	BSB: 086 977 A/c: 508 383 313

Local Government Authority Details:

LGA:	Shire of Wyalkatchem		
Contact:	Peter Klein	Title:	Dr <input type="checkbox"/> Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>
Position Held:	CEO		
Business Phone:	(08) 9681 1116	Facsimile:	
Mobile Phone:	0419 359 423	Email:	ceo@wyalkatchem.wa.gov.au

PROJECT DETAILS

Project Title (brief and specific): Wyalkatchem Memorial Swimming Pool Upgrade

Project Description:

This project entails the refurbishment of the 50m outdoor pool at the Wyalkatchem War Memorial Aquatic Centre, as well as upgrades to the toddler pool and plantroom. The proposed works will remedy significant leaks in the pool as well as circulation issues in the toddler pool and pool concourse safety issues. The refurbishment will extend the life of the facility by an estimated 15 -20 years. Please refer to the attached Mini-Business Case *section 1.3* for a detailed project description

How did you establish a need for your project?

This project is in line with the Shire of Wyalkatchem's Strategic Community Plan 2020-2030 and Corporate Business Plan 2021-2025 which reflects community aspirations to have a healthy, safe, active and engaged community, this includes provision of a well maintained & resourced community pool with subsidised access charges.

A needs analysis was completed as part of the Mini-Business Case supporting this application for funding with the following findings:

Ageing Infrastructure - The outdoor 50m swimming pool was constructed in 1961 and despite a comprehensive maintenance program being in place, the pool has been slowly deteriorating with leakages and safety issues increasing to a point of it being cost-prohibitive to continue to operate.

Youth needs - The Memorial Swimming Pool is one of the major youth attractions in Wyalkatchem. Whilst the Shire's population has been slowly declining (from a high of 1,533 in 1933 to 470 in 2021) and is an ageing population (33% of residents are over 65), 15% of the population is under 19¹ and have limited access to recreational facilities. Current recreation and/or sporting options for youth in Wyalkatchem is generally structured (i.e., cricket team), at times requires transport to attend (playing against other regional teams) and costs money to participate in.

Health Needs - Wyalkatchem is located in the Wheatbelt region of WA, in the remote district of the Eastern Wheatbelt. Research indicates that the mortality rate for people living in remote and very remote communities in Australia is 30 per cent higher than for those living in cities. Without the Wyalkatchem Memorial Swimming Pool the socioeconomic disadvantage of the Wyalkatchem would decline further and health benefits associated with access to the pool would cease to exist.

Social Connection needs - The War Memorial pool has long been part of the social fabric of the Wyalkatchem community. In addition to providing a place for exercise, injury rehabilitation and water safety education, the pool is also a place for the community to come together. Over the years, the community has gathered at the pool for birthdays, large scale community events and family outings. Without the Memorial Swimming Pool, the Wyalkatchem community would forego the social benefits that this facility offers. A loss of this type of social infrastructure would be catastrophic for the community as there is no other local facilities which can provide a similar/or replacement community meeting place.

Environmental Sustainability Needs - Currently the War Memorial Swimming Pool is losing approximately 10,000 KL of water per year! It is also needing to use more chemicals to remedy the insufficient water circulation in the toddler pool. Aside from being expensive, these defects have negative consequences for the environment. Water is becoming a more and more scarce resource and there is significant encouragement nationwide to use water more efficiently.

Please refer to *Section 1.2 Project Need* of the attached Mini-Business Case for a comprehensive needs analysis for this project.

What alternatives were considered and why were they rejected (e.g cost, suitability, feasibility)?

An options analysis was completed for this project exploring the following options:

Option 1 – Do Nothing; If no action were to be undertaken to upgrade the Memorial Swimming Pool none of the benefits of the proposed work would be realised.

Option 2 - This option is the subject of the attached Mini-Business Case and will see repairs and upgrades to the Memorial Swimming Pool at a total cost of \$465,000 which will extend the life of the facility for at least another 15 years

¹ <https://abs.gov.au/census/find-census-data/quickstats/2021/LGA59330>

Option 3 – Major Repairs and Upgrade; a premium upgrade for the Memorial Swimming Pool at an estimated cost of \$815,000 was also considered by the Shire. Whilst this premium upgrade would result in a more aesthetically pleasing facility and possibly extend the life of the swimming pool slightly longer than the works proposed in Option 2, the Shire considered the additional \$350,000 expenditure excessive to needs.

Please refer to the attached Mini-Business Case *Section 2.3* for a detailed assessment of options

How will your project increase physical activity? The aim of this project is to upgrade and restore the Wyalkatchem Memorial Swimming Pool. Without critical repairs to this facility, it will need to close down. This would mean that current and potential future users of the pool will no longer have or be able to derive the benefits of this valuable community asset. Implementation of the proposed project will see the Memorial Swimming Pool continue to operate and enable current users to maintain their physical activity levels. It will also increase physical activity as follows:

- With repairs and upgrades completed to the Memorial Swimming Pool, there will be less days over the season that it will have to close (for maintenance reasons) which will see more people being able to access the pool.
- A reduction in chemicals being used in the toddler pool will also be appealing to parents that have concerns about the impact of such chemicals on their children's health. They will likely mean that more parents will take their toddlers to the pool.

Please refer to *Section 2.2* and *Section 3* of the attached Mini-Business Case for further details pertaining to the benefits that this project will provide.

Have the full lifecycle costs of the project been considered and can you afford the ongoing costs of managing, maintaining and replacing the facility? Will a specific asset replacement fund be created?

In 2022 the Shire of Wyalkatchem developed a new Asset Management Plan. The plan reflects a more strategic approach to asset management which is based on the total life cycle of assets. The Asset Management Plan assists the Shire in predicting infrastructure consumption and asset renewal needs and identifies the cost required to renew or preserve the asset (renewal gap). In line with the 2022 Asset Management Plan there will be a continued allocation of funding towards the renewal of the upgraded Memorial Swimming Pool as well as funding for maintenance and upgrades.

Project location:	Shire of Wyalkatchem		
Land ownership:	Who owns the land on which your facility will be located? The Shire of Wyalkatchem Lease Expiry (if applicable): N/A		
Planning approvals	No approvals are required.	If no, provide the date it will be applied for:	
Where applicable, has planning permission been granted? (LGA)	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___	
Aboriginal Heritage Act?	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___	
Department of Biodiversity, Conservation and Attractions? (Environmental, Swan River)	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___	
Native Vegetation Clearing Permit?	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___	
Please list any other approvals that are required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	___/___/___	
Do you share your facility with other groups? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If so, who:			

List the main sport and recreation activities (maximum of 3) which will benefit from your proposal. Please indicate the approximate % usage of the facility (or part of the facility relating to this proposal).

Sport/community organisation	% use of the facility	Hours per week
Recreational Swimming/Community	84%	33 hours
Aquatics and Swim and Survive/Royal Life Saving WA	8%	6 hours
Swimming Lessons/ Department of Education	8%	6 hours

Activity/sport membership numbers over the past three years relevant to your project. For example, if a bowls project, golf members not relevant; social membership numbers not applicable.

Note: if membership is not applicable, ie recreation facility or aquatic centre, enter the number of users of the facility.

2020/21	2921	2021/22	2667	2022/23	2749
----------------	------	----------------	------	----------------	------

State Sporting Associations are involved in the assessment of applications and may be able to provide valuable information when planning your project, particularly in relation to technical design issues. They should be consulted as part of the application process. A complete list of State Sporting Associations and their contact details are available on the department's website: <https://www.dlgsc.wa.gov.au/sport-and-recreation/state-sporting-associations>

What is the name of the State Sporting Association for your activity/sport?	
Swimming WA	
Have you discussed your project with your State Sporting Association? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Contact Name: Sophie Row	Date of contact: 05/05/2023

PROJECT DELIVERY

Please indicate key milestones of your project. The key milestones need to be realistic and demonstrate that the project can be delivered in the timeframe.

Task	Date
Attainment of Council approvals	None required
Preparation of tender/quotes for the major works contract	24 November 2023
Issuing of tender for major works	01 December 2023
Signing of major works contract	15 January 2024
Site works commence	25 March 2024
Construction of project starts	07 April 2024
Project 50% complete	06 May 2024
Project Completed	09 June 2024
Project hand over and acquittal	15 June 2024

Are there any operational constraints that would impact on the construction phase of your project? (such as your sporting season, major annual event or inclement weather) – provide details. Projects that are delayed due to undeclared known constraints are not eligible for a deferral.

The pool season will need to close earlier than usual to be able to meet the required timeframes. As majority of the works needs to be completed outdoors inclement weather may delay the project and impact tight timeframes.

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PRIVACY STATEMENT AND STATEMENT OF DISCLOSURE

The Organisation acknowledges and agrees that this Application and information regarding it is subject to the *Freedom of Information Act 1992* and that the Grantor may publicly disclose information in relation to this Application, including its terms and the details of the Organisation.

Any information provided by you to DLGSC can be accessed by you during standard office hours and updated by writing to DLGSC or calling (08) 9492 9700. All information provided on this form and gathered throughout the assessment process will be stored on a database that will only be accessed by authorised departmental personnel and is subject to privacy restrictions.

DLGSC may wish to provide certain information to the media for promotional purposes. The information will only include the applicant's club name, sport, location, grant purpose and grant amount.

APPLICANT'S CERTIFICATION

I certify that the information supplied is to the best of my knowledge, true and correct.

Name: Peter Klein

Position Held: Chief Executive Officer

Signature: _____

Date:

LODGEMENT OF YOUR APPLICATION

- Applications including all attachments are to be received electronically and officially submitted to csrff@dlgsc.wa.gov.au by the cut off date. A hard copy can also be provided and should be clipped at the top left-hand corner, please do not bind.
- It is recommended that you **retain your completed application form**, including attachments for your own records and future audit purposes.
- All **attachments** and supporting documentation (see next section) should be **clearly named and identified** and submitted with the application form.
- **Applications must be submitted to your Local Government Authority** by the Local Government's advertised cut-off date to ensure inclusion at the relevant Council meeting.

The following documentation must be included with your application. Applicants may wish to supply additional RELEVANT information.

<input checked="" type="checkbox"/>	Application form.
<input type="checkbox"/>	Incorporation Certificate.
<input checked="" type="checkbox"/>	Confirmation of Public Liability Insurance cover to \$10 million
<input checked="" type="checkbox"/>	Two written quotes.
<input checked="" type="checkbox"/>	If your project involves the upgrade of an existing facility, include photograph/s of this facility.
<input checked="" type="checkbox"/>	Locality map, site map and building plans (in relevant constructions projects), including where the proposed facility is located in relation to other sport and recreation infrastructure.
<input type="checkbox"/>	Income and expenditure statements for the current and next financial years. (LGAs exempted).
<input checked="" type="checkbox"/>	Written confirmation of financial commitments from other sources including copies of council minutes . (If a club is contributing financially then evidence of their cash at hand must be provided).
<input type="checkbox"/>	For resurfacing projects, a written guarantee from the supplier of the product that clearly identifies the product's life expectancy.
<input checked="" type="checkbox"/>	Itemised project cost for components and identified on the relevant quote for each (including cost escalation).
<input type="checkbox"/>	For projects involving floodlighting, a lighting plan must be supplied showing lux, configuration and sufficient power supply

Your application will be considered not eligible if:

- You have not discussed your project with the Department of Local Government, Sport and Cultural Industries and your State Sporting Association.
- You do not meet the eligibility criteria for the grant category to which you are applying.
- You have not included with your application all the relevant required supporting documentation. **There is no onus on Department staff to pursue missing documentation.**
- Applicants/projects that have received a CSRFF grant in the past and have not satisfactorily acquitted that grant. In some cases this may apply to localities where other significant projects have not been progressed or have not completed a previous project in accordance with the conditions of the grant provided. An assessment will be made in October and if no physical progress has occurred, new applications may not be recommended.
- It is not on the correct application form.
- The project for which application is made is specifically excluded from receiving CSRFF support.

DEVELOPMENT BONUS APPLICANTS ONLY

If you applied for a CSRFF grant for more than one third of the cost of the project, please provide evidence of meeting at least one of the following criteria.

You MUST contact your local DLGSC office to determine eligibility before applying.

Category		Details
Geographical location	<input type="checkbox"/> Regional/remote location <input type="checkbox"/> Growth local government	
Co-location	<input type="checkbox"/> New <input type="checkbox"/> Existing	
Sustainability initiative	<input type="checkbox"/> Water saving <input type="checkbox"/> Energy reduction <input type="checkbox"/> Other	
Increased participation	<input type="checkbox"/> New participants <input type="checkbox"/> Existing participants – higher level <input type="checkbox"/> Special interest <input type="checkbox"/> Other	

PROJECT BUDGET

ESTIMATED EXPENDITURE

Please itemise the components of your project in the table below, indicating their cost and which quote or part of quote was used to estimate this. Quantity Surveyor costs will be accepted however the responsibility lies with the applicant to ensure the validity of the information. A contingency allowance is considered an acceptable component. *PLEASE ITEMISE BY COMPONENT (e.g changerooms, storage, kitchen) rather than materials (electrician, plumber, finishings).*

Project Description (detailed breakdown of project to be supplied)	\$ Cost ex GST	\$ Cost inc GST	Quote Used (list company name and quote no)
<i>ie Electrical Works</i>	25,000	27,500	<i>B & S Electrical</i>
Plantroom upgrade works	84,000	92,400	Wetdeck Pools Pty Ltd – refer Attachment A
PVC 100mm supply line for the children’s swimming pool with valved control in the plantroom.	19,000	20,900	Wetdeck Pools Pty Ltd – refer Attachment A
Installation of water feature in children’s swimming pool as well as a 40mm PVC line to enable future flow to potential water cannons	25,000	27,500	Wetdeck Pools Pty Ltd – refer Attachment A
Olympic Pool structural works	271,000	298,100	Wetdeck Pools Pty Ltd – refer Attachment A
Concrete concourse rectification works	22,500	24,750	Wetdeck Pools Pty Ltd – refer Attachment A
Donated materials (Please provide cost breakdown)			
Volunteer labour (Please provide cost breakdown)			
Sub Total	421,500	463,650	
Cost escalation	43,500	47,850	Please explain amount used: approximately 10% of total project cost – completion within 1 year should be sufficient
a) Total project expenditure	465,000	511,500	

- At least **two written quotes or QS estimate** required for each component.

- If your project includes a floodlighting installation or upgrades, please ensure that the power supply is sufficient and no upgrade will be required. If upgrade is required and not budgeted for, the grant will immediately be withdrawn. A **lighting plan** must be supplied showing lux and configuration.
- Projects that do not meet **Australian Standards** are ineligible for funding.

PROJECT FUNDING

Source of funding	\$Amount ex GST	\$ Amount inc GST		Funding confirmed Y / N	Comments to support claim (please attach relevant support)
Local government	265,000	291,500	LGA cash and in-kind	Y	Council resolution (Attachment C)
Applicant cash			Organisation's cash		
Volunteer labour			Cannot exceed applicant cash and LGA contribution – max \$50,000		
Donated materials			Cannot exceed applicant cash and LGA contribution		
Other State Government funding					
Federal Government funding					
Other funding – to be listed			Loans, sponsorship etc		
CSRFF request	200,000	220,000	Up to ½ project cost but capped at \$200,000	N	
b) Total project funding	465,000	511,500	<i>This should equal project expenditure as listed on the previous page</i>		

REQUIRED: If the funding approved is less than funding requested for this project, or the project is more expensive than indicated, where would the extra funds be sourced from? Is this funding confirmed? If the project scope would be reduced, which components would be revisited?

If project funding received is less than the amount requested the Shire would seek additional funding from Lotterywest in the first instance depending on the shortfall. Should the project be more expensive than indicated, depending on cost increase the Shire would consider if scope could be reduced (thereby reducing benefits). Please refer to *Section 6 Risk* of the Attached Mini-Business Case for a risk assessment of the project including the identified risk and mitigation strategies for a shortfall in the funding required.

GST

Grant payments are payable to the applicant/grantee only. This may have taxation implications for grantees. If grantees wish specific advice relating to their grant, this can be obtained from the Australian Taxation Office (ATO). Please note depending upon the value of the project and/or grant, the ATO may require an organisation be registered for GST. If the applicant is registered for GST, the grant is grossed up with the GST amount.

PROJECT ASSESSMENT SHEET

This page is for the use of the relevant Local Government Authority to be used for both community and LGA projects. Please **attach copies of council minutes** relevant to the project approval.

Name of Local Government Authority: Shire of Wyalkatchem
Name of Applicant: Peter Klein

Note: The applicant's name cannot be changed once the application is lodged at DLGSC.

Section A

The CSRFF principles have been considered and the following assessment is provided:
(Please include below your assessment of how the applicant has addressed the following criteria)

All applications

	Satisfactory	Unsatisfactory	Not relevant
Project justification	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planned approach	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community input	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access and opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Financial viability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Co-ordination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential to increase Physical activity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section B

Priority ranking of no of applications received	1 of 1 applications received
Is this project consistent with the	<input checked="" type="checkbox"/> Local Plan <input type="checkbox"/> Regional Plan
Have all planning and building approvals been given for this project?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If no, what approvals are still outstanding?	n/a

Project Rating (Please tick the most appropriate box to describe the project)

- | | | |
|---|--|-------------------------------------|
| A | Well planned and needed by municipality | <input checked="" type="checkbox"/> |
| B | Well planned and needed by applicant | <input type="checkbox"/> |
| C | Needed by municipality, more planning required | <input type="checkbox"/> |
| D | Needed by applicant, more planning required | <input type="checkbox"/> |
| E | Idea has merit, more planning work needed | <input type="checkbox"/> |
| F | Not recommended | <input type="checkbox"/> |

Please complete the questions attached. This assessment is an important part of the CSRFF process and your answers to these questions assist the committee make their recommendations, even if you are the applicant. Please provide a summary of any attachments in your assessment, rather than referring to attachments or external documents such as Council Minutes.

1. Please confirm your contribution to the project, whether it has been formally approved (including financial year for which it is approved) and any conditions on the funding. If no funding has been provided, why not?

The FY24 allocation of \$265,000 from the Council's Sport & Recreation Reserve, is approved for delivery of this pool refurbishment project.

2. A) *If a community group application:* Do you believe the project is financially viable, including the applicant's ability to provide upfront contributions, ongoing payments and contributions to an asset replacement fund. Does council commit to underwriting any shortfalls as the ultimate asset owner?

B) *If a council application:* Is Council fully aware of the ongoing cost of operating and maintaining this facility and does your organisation have the capacity to service it into the future? How are the user groups contributing to the ongoing cost of operating the facility?

Council has budgeted for the cost of operating the pool noting that the allocation in the FY24 budget is based on current operating costs which, will reduce following the commissioning of this planned upgrade.

3. Please provide any additional comments regarding this applications merit against the assessment criteria to support your project rating and ranking.

This is the Council's highest priority project and the only project promoted by the Council under this round of the CSRFF.

Signed

Position Chief Executive Officer Date

Applications for CSRFF funding must be submitted to the Department of Local Government, Sport and Cultural Industries by **4pm on 31 August 2023**. Late applications cannot be accepted in any circumstances.

DLGSC OFFICES

PERTH OFFICE

246 Vincent Street
Leederville WA 6007
GPO Box 8349
Perth Business Centre WA 6849
Tel: (08) 9492 9700
CSRFF@dlgsc.wa.gov.au

MID-WEST

Level 1, 268-270
Foreshore Drive
PO Box 135
Geraldton WA 6531
Tel: (08) 9956 2100
midwest@dlgsc.wa.gov.au

PILBARA

Karratha Leisure plex
Dampier Hwy, Karratha
PO Box 941
Karratha WA 6714
Tel: (08) 9182 2100
pilbara@dlgsc.wa.gov.au

GASCOYNE

4 Francis Street
PO Box 140
Carnarvon WA 6701
Tel: (08) 9941 0900
Gascoyne@dlgsc.wa.gov.au

KIMBERLEY – Broome

Unit 2, 23 Coghlan Street
PO Box 1476
Broome WA 6725
Telephone (08) 9195 5750
Mobile 0438 916 185
kimberley@dlgsc.wa.gov.au

SOUTH WEST

80A Blair Street
PO Box 2662
Bunbury WA 6230
Tel: (08) 9792 6900
southwest@dlgsc.wa.gov.au

GOLDFIELDS

106 Hannan Street
PO Box 1036
Kalgoorlie WA 6430
Tel: (08) 9022 5800
goldfields@dlgsc.wa.gov.au

KIMBERLEY – Kununurra

Telephone 08 9195 5750
Mobile 0427 357 774
kimberley@dlgsc.wa.gov.au

WHEATBELT - Northam

298 Fitzgerald Street
PO Box 55
Northam WA 6401
Tel: (08) 9690 2400
wheatbelt@dlgsc.wa.gov.au

GREAT SOUTHERN

22 Collie Street
Albany WA 6330
Tel: (08) 9892 0100
greatsouthern@dlgsc.wa.gov.au

PEEL

Suite 94
16 Dolphin Drive
PO Box 1445
Mandurah WA 6210
Tel: (08) 9550 3100
peel@dlgsc.wa.gov.au

WHEATBELT – Narrogin

50 Clayton Road
Narrogin WA 6312
Telephone 9690 2400
wheatbelt@dlgsc.wa.gov.au



**Brian Macdonald****Phone:** 08 9593 2888
Mobile: 0407 477 780
Fax: 08 9593 1721
PO Box 6153
Waikiki WA 6169wetdeckpools@bigpond.com
www.wetdeckpools.com.au

ABN: 11 081 758 876 ACN: 081 758 876

6 January 2023

Shire of Wyalkatchem
28 Johnston Street
Wyalkatchem WA 6485

RE: Shire Pool Repairs

Attn: Peter Klein

Wetdeck Pools Pty Ltd is pleased to offer budget pricing for refurbishment works to the Wyalkatchem Memorial swimming pool.

The costings are offered in confidence.

Plantroom upgrade works Including:

1. Clear out the plantroom, concrete plinth blocks etc, repair and paint the plantroom floor.
2. Removal of all steel pipework and replacement with new PVC pipework including valves, new backwash sight glass, installation of an overflow line back to the balance tank and a clear acrylic visual filter water height monitoring point.
3. Supply and install a new Regent circulation pump including a new stainless-steel hair and lint strainer, valved etc.
4. Supply and install a new 200mm stainless steel foot valve and upgrade to a new 200mm suction line.
5. Supply and install a new 200mm Hartford loop with a bypass drain down line and valve. Vacuum breaker included.
6. Supply and install new electrical cabinet and wiring including a no flow switch, interlocked dosing. power points and water feature GPO.
7. Separate PVC 100mm supply line for the children's swimming pool that will have valved control in the plantroom.
8. Supply and install a new mushroom water feature in the children's swimming pool that is supplied by a standalone single-phase pump in the plantroom via a new 50mm PVC feed line. Also, a 40mm PVC line will be laid in position to possibly feed water cannons etc in the future to the children's pool.

Olympic Pool Structural Works

- 9.a Installation of a new 200mm class 12 PVC main supply line to the Olympic Swimming pool from the plantroom including all machinery, concrete cutting, concrete repairs, and including site works.
- 9b Installation of a new 200mm PVC supply line installed into the centre channel concreted to position with chemset reinforcement steel, new Hayward floor inlets and rubber ring joints at the control joint locations to eliminate water loss.
10. Installation of two new 225mm return lines from the Olympic pool gutters back to the balance tank.
11. Installation of new water stops in two locations across the pool at control joint points.
12. Preparation and installation of chemical resistant sealant to all joints in the Olympic pool.
13. Preparation and application of Chlorinated rubber paint in Olympic blue, including primer.
14. Concrete concourse rectification works.

Pricing includes all mobilisation, meals and accommodation.

Total Estimate \$421,500.00 Plus GST

Please Note Allocations:

1	8k
2	17k
3	22k
4	13k
5	9k
6	15k
7	19k
8	25k
9a	53k
9b	32k
10	35k
11	71k
12	30k
13	50k
14	22.5k

Budget pricing for alternative upgrade works:

Upgrade of Pool heads to a 750mm wide x 200mm elevated Fully tiled with all laser cut depth identification Including new stainless steel lane cups earth bonded	\$75,000
Installation of new precast concrete Wetdecks to the Olympic pool Fully tiled with all laser cut depth identification Back stroke and false start sockets included	\$300,000
Installation of 6 sets of stainless-steel grab rails earth bonded	\$25,000
Installation of new 200mm ring main with core drilled wall inlets	\$50,000
Preparation and tiling of the childrens swimming pool including Conforming depth information tiling	\$65,000
Alternatively, demolition of the old childrens pool and construction of a 12m x 6m 600mm deep commercial grade swimming pool with a beach entry, fountains, and air grid bubble up.	\$220,000
Replacement of 900 m2 of concrete concourse with limestone paving including contrasting border.	\$100,000
Concourse demolition works	\$12,000

Please Note: All price are plus GST

Kind regards
Brian Macdonald
Director
Wetdeck Pools Pty Ltd.

Shire of Wyalkatchem
27 Flint Street
Wyalkatchem, WA 6485
Ph. 9681 1166

RE: Wyalkatchem Memorial Pool

Dear Peter,

Thank you for the opportunity to provide you quotation for the proposed rectification works to your swimming pools

With over 10 years' experience in the industry, Distinctive Pools have a vast and professional knowledge in the commercial sector. We strive to deliver the highest quality product on time and on budget.

If you have any further queries or require clarification, please do not hesitate to call.

Kind Regards,

Otis Arrow



Director
0401 839 417



Scope of Quotation:

Plant Room Works:

- Clear out the plantroom, concrete plinth blocks etc, repair and paint the plantroom floor.
- Removal of all steel pipework and replacement with new PVC pipework including valves, new backwash sight glass, installation of an overflow line back to the balance tank and a clear acrylic visual filter water height monitoring point.
- Supply and install a new Regent circulation pump including a new stainless-steel hair and lint strainer, valve etc.
- Supply and install a new 200mm stainless steel foot valve.
- Supply and install a new 200mm Hartford loop with a bypass drain down line and valve. Vacuum breaker included.
- Supply and install new electrical cabinet and wiring including a no flow switch, interlocked dosing. power points and water feature GPO.
- Separate PVC 100mm supply line for the children's swimming pool that will have valve control in the plantroom.
- Supply and install a new mushroom water feature in the children's swimming pool that is supplied by a stand-alone single-phase pump in the plantroom via a new 50mm PVC feed line. Also, a 40mm PVC line will be laid in position to possibly feed water cannons etc in the future to the children's pool.

Olympic Pool Structural Works

- Installation of a new 200mm class 12 PVC main supply line Olympic Swimming pool from the plantroom including all machinery, concrete cutting, concrete repairs, and including site works.
- Installation of a new 200mm PVC supply line installed into the centre channel concreted to position with chemset reinforcement steel, new Hayward floor inlets and rubber ring joints at the control joint locations to eliminate water loss.
- Installation of two new 225mm return lines from the Olympic pool gutters back to the balance tank.
- Installation of new water stops in two locations across the pool at control joint points.
- Preparation and installation of chemical resistant sealant to all joints in the Olympic pool.
- Preparation and application of Chlorinated rubber paint in Olympic blue, including primer.
- Concrete concourse rectification works.

General Works

- Earth bonding be completed for all metallic handrails, shade structures and light poles, as detailed in the Safety Assessment and Improvement Plan, Fault 2.7.
- Demobilisation including site clean-up and environmentally aware disposal of waste.
- Post-construction inspection and hand-over.
- Post-handover inspection and addressing of construction flaws and issues.
- Provision of a specified defect period.

Total Budget Price: \$465,000.00

Prices Exclude GST

Valid 30 business days from date of quote



Exclusions:

- Water supply and backflow prevention, overflow disposal
- Dewatering if required
- Electrical supply and connection
- Waste water to approved facility by others
- Site Survey for services, datum & gridlines
- Site facilities and contractor sanitation
- Concourse finishes other than stated above
- Hard and soft landscaping works
- Permanent Pool Fencing
- Final Fill to pool of clean water from clients own supply
- All water and electrical supply for construction purposes
- Material laydown area





WYALKATCHEM DISTRICT HIGH SCHOOL
Honour Avenue WYALKATCHEM WA 6485
Phone: (08) 96921500
A.B.N. 64 009 806 220

20th July 2023

Wyalkatchem Memorial Swimming Pool

To Whom It May Concern

I am expressing my support for the Shire of Wyalkatchem in their plans to rejuvenate the local pool.

The Wyalkatchem Memorial Swimming Pool is a dependant hub during the warmer parts of the year. Our students use the facilities on a quite frequent basis as part of their curriculum, whether during normal Physical Education classes, faction carnivals and interschool carnivals. With this the majority of students use the pool facilities every day after school.

The rejuvenation or repair of the Wyalkatchem Memorial Swimming Pool is paramount for our school in regard to student safety and department participation guidelines.

Kind regards

Colin Fergusson
Principal

Swimming WA Inc.
ABN 19 894 160 812

203 Underwood Avenue, FLOREAT WA 6014
PO Box 2702, MT CLAREMONT WA 6010

(08) 9328 4599
waswim@wa.swimming.org.au
wa.swimming.org.au

5th May 2023

Shire of Wyalkatchem
Corner of Flint St and Honour Ave
Wyalkatchem WA 6485

To whom it may concern

RE: Endorsement Letter Grant Application

I write on behalf of Swimming WA Incorporated in relation to the support requested by Shire of Wyalkatchem for their application for Grant Support for the upgrade and development of their local swimming facilities.

Swimming is a way of life in Western Australia (WA) and Swimming pools play a crucial role in promoting the health and wellbeing of our communities, fostering social interaction and contribute to mental wellness.

Swimming facilities provide a vital venue for swimming lessons and competitions, as well as recreational activities. Having access to a local swimming pool is particularly important for individuals to engage in physical activity, learn important life skills, and connect with others in their community, particularly in regional WA.

As the peak body for Swimming in WA, Swimming WA Inc are committed to supporting the provision and development of swimming facilities and fully endorse the Wyalkatchem district in their endeavours to this end.

Yours sincerely,



Sophie Row
Chief Executive Officer
Swimming WA





10 July 2023

To Whom it May Concern,

LGISWA
 ABN 59 780 338 975
 Managed by
JLT Risk Solutions Pty Ltd
 ABN 69 009 098 864
 Level 3, 170 Railway Pde
 WEST LEEDERVILLE WA 6007
 PO Box 1003
 WEST PERTH WA 6872
 Tel +61 8 9483 8888
 Fax +61 8 9483 8898
www.lgiswa.com.au

Certificate of Currency

Our Ref: 000118

PROTECTION	Combined Liability
MEMBER	Shire of Wyalkatchem
BUSINESS	Municipal or other Local Government Authorities, and all incidental and associated functions of The Member pursuant to the Local Government Act
PERIOD OF PROTECTION	From: 30 June 2023 at 4 PM Local Time (WA). To: 30 June 2024 at 4 PM Local Time (WA).
GEOGRAPHICAL SCOPE	Anywhere in the World excluding USA and Canada
JURISDICTIONAL SCOPE	Australia
GOVERNING LAW OF CONTRACT	Australian
INTEREST PROTECTED	Section A Legal liability to third parties for injury and/or damage to property caused by an occurrence in connection with the Member's business. Section B Professional Indemnity
LIMITS OF LIABILITY	Section A Public Liability \$100,000,000 any one occurrence Products Liability \$100,000,000 any one occurrence and in the aggregate any one period of protection. Section B Professional Indemnity \$100,000,000 any one occurrence and in the aggregate any one period of protection



PROTECTION PROVIDER LGISWA

MEMBER NUMBER 000118

This certificate of currency provides a summary of the policy cover and is current on the date of issue. It is not intended to amend, extend, replace or override the policy terms and conditions contained in the actual policy document. This certificate of currency is issued as a matter of information only and confers no rights upon the certificate holder. We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing these statements or in transmitting this certificate by email or for any loss, damage or expense thereby occasioned to any recipient of this letter.

A handwritten signature in black ink, appearing to read 'Udam Wickremaratne', is written over a light blue grid background.

Udam Wickremaratne
Portfolio Manager - Liability and Property





SHIRE OF WYALKATCHEM



AUGUST 2023

INFORMATION BULLETIN



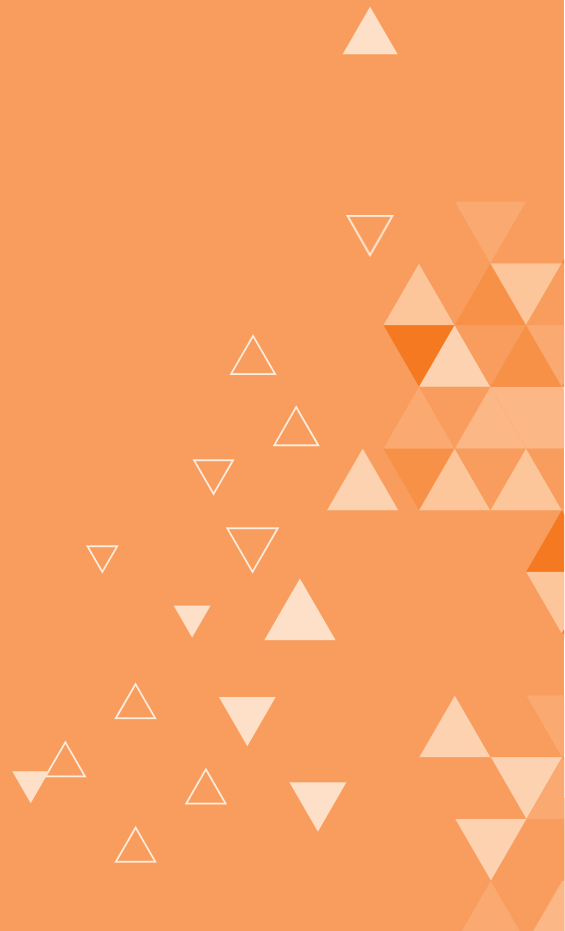
Census

2026 Census topic review

Public consultation – Phase two

27 July – 8 September 2023

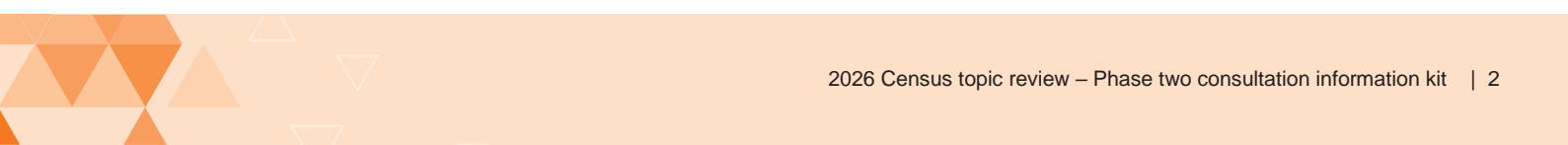
→ Key messages and resources to share with your community.





Contents

2026 Census topic review	3
<i>About the 2026 Census topic review</i>	3
<i>Phase one consultation outcomes</i>	3
<i>Phase two public consultation</i>	4
<i>Key dates for the 2026 Census topic review process</i>	4
<i>2026 Census topic assessment criteria</i>	5
<i>Webinar</i>	6
Resources	7
<i>Email footer</i>	7
<i>Newsletter article</i>	7
<i>Social media tiles</i>	8
For more information or assistance	9
Connect with us	9



Introduction

A successful Census relies on strong community support, and this support is achieved through collecting data of national importance while also ensuring the Census is easy to complete and not seen as being too intrusive.

This information kit provides an overview of the 2026 Census topic review process and resources to share with your community during phase two of public consultation.

2026 Census topic review

About the 2026 Census topic review

- The Census of Population and Housing provides a snapshot of Australia. It shows how our nation changes over time and informs critical decisions that guide our future.
- The next Census will take place in 2026. As part of each Census, the Australian Bureau of Statistics (ABS) undertakes a review to inform our recommendation to the Australian Government on the topics that could be included in the Census.
- The review is undertaken to ensure information collected in the Census remains relevant as Australia changes. The review of topics includes extensive public consultation and testing.
- The ABS has adopted a two-phase consultation approach to maximise the opportunities the Australian public has to engage with and provide feedback during the topic review process.

Phase one consultation outcomes

- Phase one of the consultation was open between 28 February – 28 April 2023 and was aimed at understanding what information the public would like the ABS to collect on the 2026 Census.
- The ABS received 260 submissions and considered more than 500 other pieces of feedback during phase one of the consultation.
- The ABS has evaluated the value to the public of collecting each new and existing topic and developed a shortlist of topics being considered further for the 2026 Census.
- Topics that rated highly against the public value criteria have progressed for further assessment to determine the feasibility of collecting the data in the Census. Not all shortlisted topics will proceed to testing or be included in the 2026 Census.
- There are more requests for new topics than can be accommodated in the Census, so new topics need to be prioritised and existing topics need to be considered for removal.
- Outcomes from phase one, including a detailed overview of topics shortlisted for inclusion, change and removal from the 2026 Census is available on the ABS website. See [2026 Census topic review: Phase one directions](#).

Phase two public consultation

- Phase two of the 2026 Census topic consultation is open 27 July until 8 September 2023.
- The ABS is seeking public feedback to understand the impacts of potential changes to the topics that were collected in 2021.
- The topics that the ABS is specifically seeking feedback on are:
 - Ancestry
 - Ethnic identity
 - Language
 - Number of children ever born
 - Number of motor vehicles
 - Religious affiliation
 - Work
 - Unpaid work – domestic activities
- Members of the public, community groups and other organisations are invited to participate in this consultation through the [ABS Consultation Hub](#).
- Although the ABS is not requesting specific feedback on all other topics proposed for inclusion, change or removal, there is the opportunity to provide additional feedback through the ABS Consultation Hub.
- During phase two of the consultation the ABS will continue to engage with key stakeholders to clarify information and seek advice, to ensure that recommendations on topics are well-informed.

Key dates for the 2026 Census topic review process

2026 Census topic review timeline



Phase one consultation

28 Feb – 28 Apr 2023

The ABS will ask about information needs not currently met by the ABS. You can have your say at consult.abs.gov.au



Phase two consultation

27 Jul – 8 Sept 2023

The ABS will prioritise information needs. We will ask for feedback on proposed changes to Census topics.



Consultation outcomes published

Late 2023

Outcomes from the consultation will be shared on the ABS website, including the Census topics progressing to testing.



Proposed topics tested

Late 2023 – 2024

Proposed new Census topics and questions will be tested through focus groups, interviews and a large scale test.



Recommendation to the Australian Government

Mid 2024

The ABS will recommend 2026 Census topics to the Australian Government for decision.



2026 Census topics finalised

Late 2025

Changes to the Census are tabled in Parliament. The final decision on topics will be published on the ABS website.

2026 Census topic assessment criteria

- The ABS has developed a set of criteria to help assess which topics should be recommended to the Australian Government. These are based on guidance from the [United Nations](#).
- The assessment criteria inform our recommendation to the Government on topics for inclusion, change or removal from the 2026 Census.
- In phase one, the ABS reviewed new and existing topics against the assessment criteria on public value (criteria 1-3). Topics with high public value were then assessed against criterion 4.
- During phase two, the ABS is seeking specific information on some of the topics being proposed for change or removal to finalise our assessment against criteria 1-4.

Criteria	For example
1. The topic is of current national importance.	<ul style="list-style-type: none"> • data is required for an electoral or legislative purpose. • data is needed to support policy development, planning or program monitoring. • data is used for research purposes.
2. There is a need for data at the national level, and either the local level or for small population groups.	<ul style="list-style-type: none"> • data is needed at the national level and/or is required for international comparability. • data is needed for small population groups. • data is needed for small geographic areas. • the value of the topic is enhanced through combining with other characteristics collected in the Census or with administrative data.
3. There is likely to be a continuing need for data on the topic following the Census.	<ul style="list-style-type: none"> • there is a need for time series data on the topic. • the topic is likely to remain relevant in the future. • data collected on the topic will have enduring value.
4. There are no other suitable alternative data sources or solutions that could meet the topic need.	<ul style="list-style-type: none"> • the topic need is not met or likely to be met in the near future by an ABS survey or from administrative sources. • data to meet the topic need cannot be produced through integration of existing data sources. • there are extensive barriers to accessing alternate data sources.

- The ABS will continue to assess all shortlisted topics to determine if the Census is the most appropriate way to provide data on the topic (criteria 5-6).

Criteria	For example
5. Data on the topic can be collected efficiently.	<ul style="list-style-type: none"> • the topic will not require multiple questions or a large number of response categories. • data collected on the topic will not require extensive processing or coding. • the collection of the topic will not significantly add to the overall cost of the Census.

<p>6. A representative of the household would be willing and able to answer questions on the topic for each member of the household.</p>	<ul style="list-style-type: none"> • the topic can be collected in a simple question or questions using a form that the household completes themselves. • the question(s) will not require lengthy or complex explanation or instruction. • the question(s) is likely to be easily understood. • respondents will easily know the answer to the question(s). • the question(s) is easy and quick to answer. • the topic is not an unreasonable intrusion in the right to privacy • respondents will be willing to answer accurately.
--	---

- In addition to assessing the topics individually, the ABS will consider if the combination of topics will maintain a high level of public support for the Census. This includes the overall size and complexity of the Census form, and if collecting data on a topic will impact how the public answers questions on other topics.

Webinar

The ABS will be hosting a live webinar on **Thursday 3 August 2023 at 2:00pm – 3:00pm AEST**. [Registrations are now open.](#)

This webinar will provide an overview of what information the ABS is requesting on the shortlisted topics and guidance on how to prepare a high-quality submission in phase two of the consultation.

Resources

A range of resources are available for you to share with your community. Social media tiles, infographics and content for newsletters are available to download from the [Census media hub](#).

Email footer

Download the email footer from the [Census media hub](#).



Newsletter article

An example of a newsletter article is provided below that you can share with your networks. Newsletter content and images are available from the [Census media hub](#).

Subject: 2026 Census topic consultation

The Australian Bureau of Statistics (ABS) has opened the second phase of public consultation on topics for the 2026 Census of Population and Housing.

Earlier this year the ABS asked the Australian community about the information they wanted to see collected in the next Census. An overview of the topics shortlisted for inclusion, change or removal from the 2026 Census is available on the [ABS website](#).

The ABS is now seeking further information on the impacts of topics being considered for change or removal from the 2026 Census. Consultation is open until 8 September 2023. You can provide feedback via the [ABS Consultation Hub](#).



[Register](#) now for the 2026 Census topic consultation webinar

The ABS will be hosting a live webinar on Thursday 3 August 2023 at 2pm – 3pm AEST. The webinar will provide an update on the 2026 Census topic review, including information on how to prepare a high-quality submission in phase two of the consultation. The webinar will include an audience question and answer session.

More information about the 2026 Census topic review process is available on the [ABS website](#). You can subscribe for updates at www.subscribe.abs.gov.au/2026Census

Social media tiles

We encourage you to share posts about the 2026 Census topic consultation from the [Census Facebook page](#). You can also download content to share from the [Census media hub](#).

Topic	Post copy	Social media tile
<p>2026 Census topic consultation phase two open</p> <p>Publish: 27 July – 8 September 2023</p>	<p>Earlier this year the ABS asked the Australian community what they wanted to see collected in the next Census. An overview of the topics shortlisted for the 2026 Census is available on the ABS website.</p> <p>The ABS is now seeking information on the impacts of topics being considered for change or removal from the 2026 Census. Consultation is open until 8 September 2023.</p> <p>Learn more at https://www.abs.gov.au/census/2026-census-topic-review</p> <p>#2026CensusAU</p>	<p>Download from Census media hub.</p>  <p>The tile features the ABS logo, the text 'Census 2026 Census Topic Consultation Phase two open 27 July – 8 September 2023', a line-art illustration of a neighborhood, and the URL 'abs.gov.au/census'.</p>
<p>Webinar – 2026 Census topic consultation phase two</p> <p>Publish: 27 July – 3 August 2023</p>	<p>Register now for the 2026 Census topic consultation webinar – Thursday 3 August, 2:00pm – 3:00pm AEST.</p> <p>The next Census will take place in 2026. Prior to each Census, the Australian Bureau of Statistics consults on what could be collected on the Census. This webinar will provide an overview of what information the ABS is requesting on the shortlisted topics and guidance on how to prepare a high-quality submission in phase two of the consultation. The webinar will include an audience question and answer session.</p> <p>Learn more at https://www.abs.gov.au/census/2026-census-topic-review</p>	<p>Download from Census media hub.</p>  <p>The tile features the ABS logo, the text 'Census 2026 Census Topic Consultation Q&A session', and details: 'Date: 3 August 2023', 'Time: 2:00pm – 3:00pm AEST', 'Location: online', and a 'Register now' button.</p>



Census

For more information or assistance

Visit www.abs.gov.au/census/2026-census-topic-review



Subscribe for updates at www.subscribe.abs.gov.au/2026Census

Email Census.content@abs.gov.au

Connect with us



[Facebook](#)



[Instagram](#)



[LinkedIn](#)



[Twitter](#)



WALGA

2023 LOCAL GOVERNMENT ELECTIONS

CANDIDATE WEBINAR -14 AUGUST

Are you passionate about your local community?

Learn more about the role and responsibilities of a Local Government Councillor in this free, practical forum for potential candidates.

The WA Local Government Association will host a free online Webinar for people interested in standing to be a Councillor in the October 2023 Local Government elections.

When: 14 August 2023

Time: Commencing 6pm

What: a motivating and informative interactive chat, to encourage people from all walks of life to stand for their local Council.

Once you have registered you will receive information on how to join the webinar on 14 August.



[Register here](#)



WESTERN AUSTRALIAN
Electoral Commission



WALGA

CANDIDATE WEBINAR - 14 AUGUST

Presenters and topics:

- Minister for Local Government, the Hon. David Michael – the Importance of Local Government in Western Australia.
- WA Local Government Association President Karen Chappel – why being a Councillor is important in our communities.
- Robert Kennedy, WA Electoral Commissioner, together with Phil Richards, Manager election events - on the process and key dates on running to become a Local Government Councillor in 2023.
- WALGA Representatives - The purpose of Local Government, the role of an Elected Member, Conflicts of Interest.
- Department of Local Government Sport & Cultural Industries – The role of DLGSC as the regulator of Local Government Act and Regulations and key compliance provisions for Elected Members and candidates, including code of conduct requirements.

Participants will be able to ask questions of the representatives from the WAEC, WALGA and DLGSC.

Please note if you miss the webinar on 14 August it will be recorded so interested individuals can watch the session at a later time [HERE](#).

Please find the registration link for the Candidate Information webinar [HERE](#).

Please direct any enquiries in the meantime to James McGovern, Manager Governance and Procurement at jmcgovern@walga.asn.au or call 9213 2093.

WE LOOK FORWARD TO HEARING FROM YOU AND HOPE YOU CAN GET INVOLVED IN THIS DYNAMIC AND IMPORTANT SECTION OF THE WA COMMUNITY - LOCAL GOVERNMENT COUNCILS.



Hon. Roger Cook MLA
Premier



Hon. Dr. Tony Buti MLA
Minister for Aboriginal Affairs



Hon. John Quigley MLA
Attorney General

Laws overturned: Aboriginal cultural heritage legislation replaced

- Cook Government listens to community feedback and reverses decision
- Original *Aboriginal Heritage Act of 1972* to be restored, with simple amendments
- The new legislation went too far, was too prescriptive and complicated
- Common sense to drive Aboriginal cultural heritage protection
- All additional obligations placed on landowners in 2021 Act to be removed

After serious consideration and consultation, the Cook Government will repeal Aboriginal cultural heritage laws and restore the original *Aboriginal Heritage Act of 1972*, with simple and effective amendments to help prevent another Juukan Gorge incident.

Following public workshops, education sessions, and consultation with key stakeholders and the implementation group, important amendments to the original *Aboriginal Heritage Act* will be introduced to Parliament, to strike the right balance and end confusion.

The decision to revert to the original laws – which had been in place for 50 years – draws on legal advice from the Solicitor-General, with the addition of vital amendments to deliver a common sense approach and help prevent another incident like Juukan Gorge.

The *Aboriginal Heritage Legislation Amendment and Repeal Bill 2023* will provide confidence to all WA property owners that they can continue to operate on their property, just like they have for the past 50 years, without any fear of committing an offence by unknowingly disrupting cultural heritage.

The exemptions which were introduced as part of the 2021 laws will no longer be required under the restored 1972 legislation, as every landowner is equal, and the changes announced impose no new burden on landowners before undertaking activities on their land.

The critical amendments to the restored legislation from 1972 include:

- The newly formed Aboriginal Cultural Heritage Council will take on the role of the Committee established under the 1972 Act to make recommendations to the Minister;
- Proponents and Native Title parties will have the same right of review for Section 18 decisions, with clear timelines and an ability for the Premier to call-in a decision of 'State significance', to act in the interests of all Western Australians; and
- When a Section 18 has been approved, making it a requirement for the owner to notify the Minister of any new information about an Aboriginal site – an important reform to help prevent another Juukan Gorge.

There will be no requirement on everyday landowners to conduct their own heritage survey.

The State Government will commence a long-term plan over the next ten years to undertake heritage surveys of unsurveyed areas in high priority areas of the State, with the consent of

landowners. Surveys will be centrally held and published by Government, and available to view by all land users.

The cost recovery model introduced for proponents who need to submit a management plan to the Aboriginal Cultural Heritage Council, will also be replaced with a fairer and simpler model, to be established with industry in coming weeks.

The concept of Local Aboriginal Cultural Heritage Services will not continue, instead support will be provided to existing relevant Native Title groups, including the relevant prescribed body corporate, registered claimants or native title representative bodies, to improve capacity.

The work of the implementation group – consisting of representatives from industries such as mining, property, farming and agriculture, as well as local government, Aboriginal corporations and the Aboriginal Cultural Heritage Council – will continue to ensure a smooth transition back to the renewed 1972 legislation.

Comments attributed to Premier Roger Cook:

“The Juukan Gorge tragedy was a global embarrassment, but our response was wrong, we took it too far, unintentionally causing stress, confusion and division in our community.

“I’ve been the Premier for eight weeks now, and it’s obvious that we need to make changes, restore confidence in our cultural heritage system and get the balance right.

“The complicated regulations, the burden on landowners and the poor rollout of the new laws have been unworkable for all members of our community – and for that, I am sorry.

“The original intent of the legislative change nearly two years ago, was to prevent another Juukan Gorge – and my Government will deliver on that commitment.

“As Premier, I will always lead a Government that listens, and governs in the interests of all Western Australians – we are here to help and to deliver responsible government.

“WA is home to some of the world’s oldest known Aboriginal cultural heritage, we want to preserve this into the future, and ensure Western Australians can continue to live their lives and reach their full potential.

“We got the balance wrong, what we did hasn’t worked – it’s vital we manage cultural heritage in a common sense manner, so we can move forward together as a community.”

Comments attributed to Aboriginal Affairs Minister Tony Buti:

“We’ve listened to the concerns raised and taken the time to assess its impact and find a way forward that is fair, reasonable and responsible.

“The Juukan Gorge tragedy occurred because new information about the caves was not disclosed and with our important amendments to the 1972 legislation, we will ensure it can never happen again.

“The Section 18 process will be strengthened – with these changes mainly impacting miners and Government, whose work most impacts cultural heritage.

“As Aboriginal Affairs Minister, it is pleasing that our amendments to Section 18 provide Traditional Owners with the same rights of appeal as those afforded to proponents.

“Also, our amendments to the 1972 Act, will expressly make it clear that ‘gag orders’ which constrain Traditional Owners will be unlawful.

“Australian Aboriginal culture is one of the world’s oldest continuing cultures dating back at least 60,000 years – cultural heritage is central to the health and vitality of Aboriginal communities – and these amendments to our existing laws will protect it forever.”

Comments attributed to Attorney General John Quigley:

“For more than fifty years the *Aboriginal Heritage Act of 1972* performed an important role to protect cultural heritage and with some simple amendments, we can be sure that heritage will be protected into the future and provide clarity and certainty for the whole community.

“By repealing the 2021 legislation it means all the extra burdens and obligations placed on landowners have now been removed.

“This means that all landowners, be they freehold, leasehold, licensee, invitee or citizen, at large have one simple obligation: that is to not knowingly damage an Aboriginal cultural heritage site, which has been the law since 1972.

“For the first time ever, Traditional Owners will have a right of appeal under Aboriginal cultural heritage laws in Western Australia.”

Media contact: David Cooper 0448 324 980

