

# AGENDA

## ORDINARY COUNCIL MEETING



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 December 2020 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](http://www.wyalkatchem.wa.gov.au)

## **ORDER OF EVENTS**

**Thursday, 17 December 2020**

- |               |   |
|---------------|---|
| <b>1:45pm</b> | <b>Corporate Photographs</b>  |
| <b>3:00pm</b> | <b>Audit and Risk Management Committee Meeting</b>                        |
| <b>4:00pm</b> | <b>Ordinary Meeting of Council followed by Workshop and refreshments.</b> |

I have reviewed this agenda and am aware of all recommendations made to Council and 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.

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**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 – 19 November 2020**

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 19 November 2020 ([Attachment 7.1.1](#))

**OFFICER RECOMMENDATION:**

*That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 19 November 2020 (Attachment 7.1.1) be confirmed as a true and correct record.*

**7.2. Receipt of Minutes**

**7.2.1. NEWROC Executive Minutes – 24 November 2020**

Minutes of the NEWROC Executive Meeting held on Tuesday 24 November 2020 ([Attachment 7.2.1](#))

**OFFICER RECOMMENDATION:**

*That the minutes of the NEWROC Executive Meeting of Tuesday 24 November 2020 (Attachment 7.2.1) be received by Council.*

**7.2.2. Central East Aged Care Alliance Inc. Committee Minutes – 26 November 2020**

Minutes of the Central East Aged Care Alliance Inc. Committee Meeting of Thursday 26 November 2020 ([Attachment 7.2.2](#))

**OFFICER RECOMMENDATION:**

*That the minutes of the Central East Aged Care Alliance Inc. Committee Meeting of Thursday 26 November 2020 (Attachment 7.2.2) be received by Council.*

**8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

**9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

**9.1. CONSULTANCY AGREEMENT WITH BOSS HEALTH (PETER TOBOSS)**

## 10.REPORTS

### 10.1. CORPORATE AND COMMUNITY SERVICES

#### 10.1.1. ACCOUNTS FOR PAYMENT – NOVEMBER 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	3 December 2020
Reporting Officer:	Tegan Maitland, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	<a href="#">Attachment 10.1.1 – Accounts for payment – November 2020</a>

#### SUMMARY

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

#### BACKGROUND

In accordance with the *Local Government (Financial Management) Regulations 1996, s13(1)*, If a local government has delegated to the CEO the exercise of 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 for each account paid since the last such list was prepared.

A list prepared under sub regulation (1) is to be –

- a. Presented to the council at the next ordinary meeting of the council after the list is prepared; and
- b. Recorded in the minutes of that meeting.

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

#### COMMENT

A payment listing for the month of November 2020 is presented for Council for their endorsement and includes payments made via cheque, Electronic Funds Transfer (EFT) and Direct Debit.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be \$25.63.

Previous Accounts for Payment report to enable council to check that no sequential payment numbers have been missed from the previous accounts for payment reports and the report presented as attached, the following information is provided on the last cheque or EFT number used

Bank Account	Payment Type	Last Number	First Number in report
Municipal	Cheque	16887	No Payments
Municipal & Trust	EFT	EFT819	EFT820
Trust	Cheque	Cheque	No Payments
Reserves	EFT	EFT	No Payments

Please note that the above does not include payments made via Direct Debit (DD) as they are not in sequential number order.



**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 2020/2021 Annual Budget.

**COMMUNITY & STRATEGIC OBJECTIVES**

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

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*That Council endorse the following payments for the month of November 2020:*

- 1. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$227,581.70;*
- 2. Direct Debit (DD) payments in the Municipal Fund totalling \$4,727.67;*
- 3. Payroll Journal (JNL) payments in the Municipal Fund totalling \$55,574.00;*
- 4. Total payments for the month of November 2020 being \$287,883.37.*

### 10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – OCTOBER 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	4 December 2020
Reporting Officer:	Tegan Maitland
Disclosure of Interest:	No interest to disclose
File Number:	File Ref: 12.10.02
Attachment Reference:	<a href="#">Attachment 10.1.2 – Credit Cards – October 2020</a>

#### SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the period 29 September to 28 October 2020.

#### BACKGROUND

This information is provided to Council on a monthly basis in accordance with the provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

Council is presented with the monthly accounts for payment at each Council meeting, providing information of payments made for the reporting period (note attachment 10.1.2). This report includes the monthly payment of the credit card debit to the National Australia Bank.

#### COMMENT

Accountability in local government can be multifaceted, as council seek to achieve diverse social, political and financial goals for the community benefit. The accountability principles of local government are based on strong financial probity, financial propriety, adherence to conflict of interest principals and expectations that the local government is fully accountable for community resources.

This report provides Council with detailed information of purchases paid using the Shire of Wyalkatchem Corporate Credit Cards.

A monthly review of credit card use is independently assessed by the Manager Corporate Services, to confirm that all expenditure has been occurred, is for the Shire of Wyalkatchem and has been made in accordance with Council policy, procedures and the Local Government Act 1995 and associated regulations. The review by the Manager Corporate Services also ensures that misuse of any corporate credit card can be readily detected.

This review has been conducted and no issues are evident and all areas of compliance have been met.

#### 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**

Financial implications and performance to budget are reported to Council on a monthly basis. In this regard, expenditure must be in accordance with the 2019/2020 Annual Budget.

**COMMUNITY & STRATEGIC OBJECTIVES**

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

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*That Council, in accordance with attachment 10.1.2, endorse credit card payments made for the period 29 September 2020 to 28 October 2020 totalling \$178.20.*

### 10.1.3 MONTHLY FINANCIAL REPORT – NOVEMBER 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	17 December 2020
Reporting Officer:	Ally Bryant, Manager of Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	<a href="#">Attachment 10.1.3 Monthly Financial Report – November 2020</a>

#### SUMMARY

For Council to review and accept the monthly financial report for the period ending 30 November 2020.

#### BACKGROUND

The *Local Government (Financial Management) Regulations 34* states that a local government must prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d) and states the information required to be included in the financial activity reporting.

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

#### COMMENT

In the attachment Financial activity reports have been prepared in accordance with the *Local Government (Financial Management) Regulations (34)*.

The report includes

Statement of Financial Activity by Program (p.3)

Statement of Financial Activity by Nature an Type (p.4)

The statements provide details of the Shires 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 are supporting documents to the Statements of Financial Activity for Councillor's information

The notes provided are:

Note 1 – Explanation of the composition of net current assets: This note details the current funding position of the Shire.

Note 2 - Explanation of Material Variances Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 10% or \$10,000, whichever is the greater. This note explains the reasons for any material variances identified in the Statements of Financial Activity at the end of the reporting period.

Note 3 – Cash and Financial Assets: This note provides Council with the details of the actual amounts in the Shire's bank accounts and/or investment accounts as at the reporting date.

Note 4 - Cash Backed Reserves: This note provides summary details of transfers to and from reserve funds, and associated interest earnings on reserve funds, on a year to date basis.

Note 5 – Capital Acquisitions: This note details the capital expenditure program for the year.

Note 6 – Disposal of Assets: This note gives details of the capital asset disposals during the year.

Note 5 – Payables: This note provides details of Shire payables unpaid as at the reporting date. This Note is new to the financial statements.

Note 7 – Non-Operating Grants and Contributions Received: This note provides information on non-operating grants received.

Note 8 – Operating Grants and Contributions Received: This note provides information on operating grants received.

Note 9 – Rate Revenue: This note provides details of rates levied during the year.

Note 10 – Receivables: This note provides Council with both Rates Receivables and General Receivables outstanding as at the reporting date. This report has been expanded to further break down the detail of General Receivables.

Note 11 – Payables: This note provides details of Shire payables unpaid as at the reporting date. This Note is new to the financial statements.

Note 12 – Borrowings: This note shows the Shire’s current debt position and lists all borrowings.

Note 13 – Lease Liabilities: This note provides information relating to monies owed for equipment leases.

Note 14 – Budget Amendments: This note is used to show Council any amendments that are made to the Budget during the course of the financial year.

#### **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**

Nil – Monthly Statement of Financial Activity reporting on council’s current financial position

#### **COMMUNITY & STRATEGIC OBJECTIVES**

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

**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"> <li>• Ensuring a well-informed Council makes good decisions for the community</li> </ul>
		10.2	<ul style="list-style-type: none"> <li>• Ensuring sound financial management and plans for the Shire’s long term financial sustainability</li> </ul>
		10.3	<ul style="list-style-type: none"> <li>• High quality corporate governance, accountability and compliance</li> </ul>
		10.4	<ul style="list-style-type: none"> <li>• Maintaining Integrated Strategic and Operational plans</li> </ul>

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*That Council accepts the Statement of Financial Activity for the month ending 30th November 2020, as included in attachment 10.1.3, as presented and notes any material variances.*

**10.1.4. REVIEW OF FEES AND CHARGES**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	19 November 2020
Reporting Officer:	Ally Bryant, Manager of Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.05.07
Attachment Reference:	Nil

**SUMMARY**

In accordance with the *Local Government Act 1995, section 6.16*, a local government may impose a fee or charge for any goods or services that it provides.

**BACKGROUND**

The fees & Charges for 2020/2021 were adopted with the annual budget in August 2020.

Fees and charges for Plant Hire rates - private works and Special Event Camping have been reviewed by staff for council consideration.

**COMMENT**

The fees and charges for Plant hire and camping at Recreation Centre have been reviewed. Manager of Works reassessed the plant hire and has provided a day rate along with the revised hourly rate.

The powered site at the Recreation Centre fee was originally imposed for when there were special events that required more camping accommodation in town. The Recreation Centre has currently been used due to lack of caravan camping availability in town. The current fee is high considering the amenities available.

<b><u>Plant Hire Rates - Private Works</u></b>	<b>OLD Charges</b>		<b>NEW Charges</b>	
	<b><u>Per Hour</u></b>	<b><u>Per day</u></b>	<b><u>Per Hour</u></b>	<b><u>Per day</u></b>
Labour	\$70.00		\$85.00	
Mini Excavator	N/A	N/A	\$95.00	\$620.00
CAT 120M WM017	\$185.00	N/A	\$150.00	\$975.00
Loader WM009	\$195.00	N/A	\$165.00	\$1,075.00
Isuzu Truck WM015 with trailer	\$185.00	N/A	\$170.00	\$1,100.00
Isuzu Dual Cab Truck WM003	\$120.00	N/A	\$120.00	\$780.00
New Holland Tractor WM005	\$140.00	N/A	\$130.00	\$845.00
Amman Roller WM160	\$180.00	N/A	\$115.00	\$745.00
Skid Steer WM830	\$120.00	N/A	\$125.00	\$815.00
Concrete Saw - Dry Hire	\$120.00	N/A	N/A	\$120.00
Compactor - Dry Hire	\$75.00	N/A	N/A	\$75.00
Lawn corer - Dry Hire	\$60.00	N/A	N/A	\$60.00
Tree Planter - Dry Hire	\$110.00	N/A	N/A	\$110.00
<b><u>Recreation &amp; Culture</u></b>	-	-		
Powered Site	N/A	\$36.00	N/A	\$20.00

**STATUTORY ENVIRONMENT**

Local Government Act 1995, section 6.16.

6.16. Imposition of fees and charges

- (3) Fees and charges are to be imposed when adopting the annual budget but may be —
  - (a) imposed\* during a financial year; and
  - (b) amended\* from time to time during a financial year.

\* Absolute majority required.

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

Income derived from fees and charges in the 2020/2021 financial year.

**COMMUNITY & STRATEGIC OBJECTIVES**

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

**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"> <li>• Ensuring a well-informed Council makes good decisions for the community</li> </ul>
		10.2	<ul style="list-style-type: none"> <li>• Ensuring sound financial management and plans for the Shire’s long term financial sustainability</li> </ul>
		10.3	<ul style="list-style-type: none"> <li>• High quality corporate governance, accountability and compliance</li> </ul>
		10.4	<ul style="list-style-type: none"> <li>• Maintaining Integrated Strategic and Operational plans</li> </ul>

**VOTING REQUIREMENT**

Absolute Majority

**OFFICER’S RECOMMENDATION**

That Council adopt the revised charges as per the attached table.



## **10.2. GOVERNANCE AND COMPLIANCE**

### **10.2.1. CHIEF EXECUTIVE OFFICER REPORT – DECEMBER 2020**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 December 2020
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 CEO's commencement on 23 November, he has attended the following meetings and events;

- Introductory meetings with road and gardening crews
- NEWROC Executive – Trayning
- Great Eastern Country Zone meeting - Merredin
- NEWROC Council Meeting – Koorda
- Will Nightingale & Bernie Quade – tennis courts
- Emily Gray – Airport Terminal
- Bec McCall, Shire of Dowerin – re short stay accommodation
- David Holdsworth – D & D Transport
- Tom & Sue Nelson – Wyalkatchem Caravan Park
- Grant Thornton – re financial audit report
- Ash Fisher, Director Avon Waste - re curb side services
- Mia Davies, Member for Central Wheatbelt – re aged care services & communication reliability
- Rachele Ferrari & Karen Horsley, WACH – re aged care services
- CBH (Jason, Peter Rob Dickie & John O'Neill) – re long term accommodation requirements
- Boyd Brown & Kevin Donnellan, Telstra – re communication reliability

For the remainder of 2020, the following meetings and events are scheduled;

- Dr Jegede – Wyalkatchem surgery
- New Health meeting – re Environmental Health Officer services
- December Council meeting
- Road & Gardening teams – Council Depot

The Shire Office will close for the Christmas/New Year period from Monday 21 December and will reopen on Monday 4 January 2021.

**STATUTORY ENVIRONMENT**

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

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

**COMMUNITY & STRATEGIC OBJECTIVES**

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

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

Outcome No.	Action No.	Actions
<b>10 Transparent, accountable and effective governance</b>	10.1	Ensuring a well-informed Council makes good decisions for the community
	10.2	Ensuring sound financial management and plans for the Shire’s long term financial sustainability
	10.3	High quality corporate governance, accountability and compliance
	10.4	Maintaining Integrated Strategic and Operational plans
<b>12 Form strategic partnerships and advocate for the community</b>	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**

*That Council accepts the Acting CEO’s report for the month of October 2020.*

**10.2.2. PRINCIPAL ENVIRONMENTAL HEALTH OFFICER REPORT**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 December 2020
Reporting Officer:	Peter Toboss – Principal Environmental Health Officer
Disclosure of Interest:	NIL
File Number:	13.05.01
Attachment Reference:	NIL

**SUMMARY**

Council is to consider and accept the Principal Environmental Health Officer report for November 2020 as presented.

**BACKGROUND**

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

**COMMENT**

The Principal Environmental Health Officer attends the Wyalkatchem office each Monday. The following meetings and events were attended in the month of November 2020:

- WHS and Local Government Webinar on Thursday, 19 November
- Environmental Health COVID webinar

**HEALTH, BUILDING AND PLANNING ENQUIRIES**

The PEHO completed a total of fifteen (15) health, building and planning related enquiries completed in November 2020.

**FOOD PREMISES INSPECTION**

Nil

**SWIMMING POOL WATER SAMPLING**

The swimming pool water sampling for November 2020 was undertaken and the test results met the required standards.

**RECYCLED WASTEWATER SAMPLING**

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

**2019/20 PUBLIC HEALTH ACT 2016 LOCAL GOVERNMENT – OPTIONAL REPORTING**

Under the Public Health Act there is also a statutory requirement for local governments to report annually to the Chief Health Officer on their performance of functions under the Act. The PEHO completed the online reporting and submitted to the Department of Health. All responses submitted will assist the Department of Health in determining how public health risks should be managed in Western Australia and the way forward under the Public Health Act.

**STATUTORY ENVIRONMENT**

*Public Health Act 2016*

*Health (Aquatic Facilities) Regulations 2007*

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

**COMMUNITY & STRATEGIC OBJECTIVES**

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

**Goal 12 Form strategic partnerships and advocate for the community**

Outcome No.	Outcome	Action No.	Actions
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

**Goal 9 Sustainable management of resources**

Outcome No.	Outcome	Action No.	Actions
9	Sustainable management of resources	9.1	Providing effective & efficient Waste Management Services
		9.2	Encouraging recycling & support recycling initiatives and programs
		9.3	Increase availability of water catchment and treatment options, waste re-use and recycling.
		9.4	Preservation of significant heritage properties & precincts
		9.5	Manage the natural environment within available resources

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council accept the Principal Environmental Health Officer Report for November 2020 as presented.*

**10.2.3. REVIEW OF COUNCIL MEETING AND AUDIT COMMITTEE MEETING DATES**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	7 October 2020
Reporting Officer:	Stephanie Elvidge – Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.5.12
Attachment Reference:	NIL

**SUMMARY**

Council to consider and endorse the dates for the Ordinary Council Meetings and Audit and Risk Committee meetings for the 2021 calendar year.

**BACKGROUND**

Council had adopted policy number 6.1 Ordinary Council Meeting Dates which stipulates that the Ordinary Council Meetings be conducted on the Third Thursday of each month, except January, unless otherwise determined by a Council as a ‘Special Meeting’ and that Council meetings commence at 3.30pm, with Public notice to be given annually.

At its December 2019 meeting there was a desire to investigate the following;

- Reduction in Council meeting frequency
- Reduction in Workshop meeting frequency
- Workshop and Council meetings held on the same day
- Change of meeting times.

Council adopted the following schedule of meetings.

*That Council;*

1. *Holds Ordinary Meetings of Council commencing at 4.00pm in the Council Chambers, 27 Flint Street, Wyalkatchem on the following dates for the coming year:*

*20 February 2020*

*19 March 2020*

*21 May 2020*

*18 June 2020*

*16 July 2020*

*17 September 2020*

*15 October 2020*

*17 December 2020*

2. *In accordance with the Local Government (Administration) Regulations, gives Public Notice of the Ordinary Meeting dates, time and place.*

3. *Holds Audit and Risk Committee Meetings commencing at 3.00pm in the Council Chambers, 27 Flint Street, Wyalkatchem on the following dates for the coming year:*

20 February 2020  
21 May 2020  
17 September 2020  
17 December 2020

4. In accordance with the *Local Government (Administration) Regulations*, gives Public Notice of the Audit and Risk Committee Meeting dates, time and place.

5. That the monthly Councillor Workshop, date and time be determined by the Chief Executive Officer.

5. That workshop meetings to be closed to the public.

#### **COMMENT**

As elected representatives in local government, elected members are required to attend Council and committee meetings. It is in meetings that elected members participate in discussion and debate on a wide variety of issues to make decisions representing the overall public interest of the local government area.

Elected members have a duty and responsibility to attend all council meetings to ensure that the district's electors are adequately represented. The number of council and committee meetings that elected members will be required to attend will vary according to the frequency of their local government's scheduled ordinary and committee meetings.

#### Ordinary Council Meetings

Ordinary council meetings are formal meetings of the elected council members and are required to be open to the public (although under certain conditions, council meetings can be closed under provisions of the Act). In order to promote the transparency and accountability required for good governance the closed meeting provisions should be applied as infrequently as possible.

Section 5.3 of the *Local Government act 1995* (the Act) requires a council to hold ordinary meetings and provides that they may hold special meetings. Ordinary meetings are to be held not more than three (3) months apart.

While section 5.3 of the Act requires Council meetings to be held not more than three (3) months apart, the *Local Government (Financial Management) Regulations 1996* section 34(1)(a) requires the Financial Activity Statement required each month to be presented at the Ordinary meeting of Council within 2 months after the of month to which the statements relate. Therefore it is compliance with the *Local Government (Financial Management) Regulations* driving the minimum frequency meeting structure.

#### Committee Meetings

The Act enables councils (section 5.8 of the Act) to form committees to assist it with its functions. Committee members can include elected members, employees and members of the public in a variety of combinations. Committees can operate with council delegated decision making powers or solely on an advisory basis. Advisory committees where members are drawn from both council

and the community give the community a significant opportunity to provide input into the council's decision making meeting process

As required under the Act, Council operates an Audit Committee, being the Audit and Risk Committee. This is the only committee that currently exists under section 5.8 of the Act.

#### Due diligence

Council has conducted its due diligence when considering potential meeting structure options, with the objective of ensure that it achieves the following principals;

- Transparent and effective processes and decision making in the public interest.
- Demographic representation, social inclusion and meaningful community engagement;
- Good governance of, and by, local government; and
- Ethical and legal behaviour of elected members and local government employees.

#### Review and Recommendation

On completion of its due diligence and consideration of the effectiveness of the 12 month meeting structure trial implemented in 2020, the following meeting structure is recommended for the 2021 calendar year. It is recommended that the April and August Meetings are reinstated, and that the January and November months remain clear.

#### **Ordinary Council Meetings**

That

The Ordinary Council Meetings be conducted on the Third Thursday on the month as follows;

##### **No January Meeting**

18 February 2021

18 March 2021

15 April 2021

20 May 2021

17 June 2021

15 July 2021

19 August 2021

16 September 2021

21 October 2021

##### **No November Meeting**

16 December 2021,

unless otherwise determined by the Shire President as a 'Special Meeting', and that Council meetings commence at 4pm, unless otherwise determined by the Shire President.

That, in accordance with the Act, are open to the public, with the exception of confidential matters as defined under section 5.23(2) of the Act, where the meeting or part of the meeting is closed to the public.



### **Audit and Risk Committee Meetings**

That the Audit and Risk Committee Meeting be conducted on the Third Thursday on the month as follows;

18 February 2021  
20 May 2021  
16 September 2021  
16 December 2021

That Audit and Risk Committee meetings commence at 3pm, unless otherwise determined by the Shire President.

That, in accordance with the Act, are open to the public, with the exception of confidential matters as defined under section 5.23(2) of the Act, where the meeting or part of the meeting be closed to the public.

### **Workshop**

That the Chief Executive Officer may convene a Councillor Workshop on the Third Thursday of the month as required and that Workshop meetings are to commence at the conclusion of the Ordinary Meeting of Council.

That budget focused workshops be convened in the Month of May and June 2021.

That where the CEO, in consultation with the Shire President, has determined that an extended workshop is required, the Workshop meetings will be scheduled for the first Thursday of the month. The CEO, in consultation with the Shire President, may convene other workshops as required.

That Workshop meetings are not opened to the public.

### **STATUTORY ENVIRONMENT**

The matter of the role of Council and conducting of Council and Committee meetings are prescribed within the *Local Government Act 1995*, *Local Government (Administration) Regulations 1996*, and *Local Government (Rules of Conduct) Regulations 2007*.

In particular, the following statutory environment is referenced in relation to this item;

*Local Government Act 1995- Section 5.3(2)*

*Local Government Act 1995- Section 5.8*

*Local Government Act 1995- Section 5.23*

*Local Government (Administration) Regulations 1996 – Regulation 12(1)*

*Local Government (Financial Management) Regulations 1996 section 34(1)(a)*

### **POLICY IMPLICATIONS**

The adoption of the proposed reviewed meeting structure will be in direct conflict with the following policies;

- 6.1 Ordinary Council Meeting Dates
- 6.2 Council Workshop Meeting Dates

Policies are to be revised.

### **FINANCIAL IMPLICATIONS**

While there are no direct financial implications in relation to this item, the change in meeting structure and meeting time may result in additional staff costs to attend required meetings.

### **COMMUNITY & STRATEGIC OBJECTIVES**

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

#### **Goal 10: Community and customer service focus**

<b>Goal 10</b>	<b>Strategies</b>	
Transparent, accountable and effective governance	10.1	Ensuring a well-informed Council makes good decisions for the community
	10.2	Ensuring sound financial management and plans for the Shire's long term financial sustainability
	10.3	High quality corporate governance, accountability and compliance
	10.4	Maintaining integrated strategic and operational plans

### **VOTING REQUIREMENT**

Simple Majority

### **OFFICER'S RECOMMENDATION**

*That Council;*

1. *Holds Ordinary Meetings of Council commencing at 4.00pm in the Council Chambers, 27 Flint Street, Wyalkatchem on the following dates for the coming year:*

*No January Meeting*

*18 February 2021*

*18 March 2021*

*15 April 2021*

*20 May 2021*

*17 June 2021*

*15 July 2021*

*19 August 2021*

*16 September 2021*

*21 October 2021*

*No November Meeting*

*16 December 2021*

2. *In accordance with the Local Government (Administration) Regulations, gives public notice of the Ordinary Meeting dates, time and place.*

- 3. Holds Audit and Risk Committee Meetings commencing at 3.00pm in the Council Chambers, 27 Flint Street, Wyalkatchem on the following dates for the coming year:  
18 February 2021  
20 May 2021  
16 September 2021  
16 December 2021*
- 4. In accordance with the Local Government (Administration) Regulations, gives public notice of the Audit and Risk Committee Meeting dates, time and place.*
- 5. That the monthly Councillor Workshop, date and time be determined by the Chief Executive Officer*
- 6. That workshop meetings to be closed to the public.*

#### 10.2.4. REGIONAL AIRPORTS GRANT PROGRAM

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	7 October 2020
Reporting Officer:	Peter Klein – Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	<a href="#">Attachment 10.2.4 – Wyalkatchem Aerodrome Safety Inspection</a>

#### Summary

Council to support the submission of an application to the Federal Government’s Regional Airport Grant Program for \$230,443 to reseal the airport’s runways and entrance.

#### Background

In November 2020, the Federal Government released Round 2 of its \$100M Regional Airports Grant Program.

This Program’s objective is to improve the safety and accessibility of regional airports by funding essential works. For projects with a cost of less than \$300,000 the grant amount will cover 100% of project cost.

Eligible works include:

- i. sealing and/or re-sealing and/or re-sheeting of aircraft pavements
- ii. extending or strengthening a runway, taxiway parking bays and/or related areas
- iii. repair, restoration and/or reconstruction of the airstrip, taxiway and/or apron, and
- iv. air side drainage works.

#### Comment

On 13 March 2020, the Wyalkatchem Aerodrome was inspected by Aerodrome Management Services Pty Ltd. See Attachment 10.2.4 - Wyalkatchem Aerodrome Safety Inspection.

This inspection found the sealed surfaces on both runways had oxidised causing the bitumen to become brittle. It was recommended that a reseal of all surfaces should be considered.

There is a combined total of 55,420sqm of bitumen seal on the main and secondary airstrips. Boral has quoted a contract price of \$230,443 + GST to deliver the following works;

- i. Reseal the runways - \$210,000 + GST
- ii. Runway strip markers and line marking - \$15,000 + GST
- iii. Seal the airport entrance - \$5,443 +GST

## STATUTORY ENVIRONMENT

### **Local Government Act 1995**

Section 2.7(2)(a) – Provides that Council is to oversee the allocation of Government Finances and Resources.

Section 2.10(a)(d) - Council is to represent the interests of the electors, ratepayers and residents of the district and

Council is to participate in local government’s decision making processes at Council and Committee meetings.

## POLICY IMPLICATIONS

Council has no policies in respect to this matter.

## FINANCIAL IMPLICATIONS

Nil

## COMMUNITY & STRATEGIC OBJECTIVES

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

### **Goal 10: Transparent, accountable and effective governance.**

Goal No.	Action No.	Actions
10	10.1	Ensuring a well-informed Council makes good decisions for the community
	10.2	Ensuring sound financial management and plans for the Shire’s long term financial sustainability
	10.3	High quality corporate governance, accountability and compliance
	10.4	Maintaining Integrated Strategic and Operational plans

## VOTING REQUIREMENT

Simple Majority

### **Recommendation**

*That Council supports the Shire of Wyalkatchem to submit an application to the Federal Government’s Regional Airport Grant Program for \$230,443 to reseal the airport’s runways and entrance.*

**10.2.5. AMENDMENT TO THE AGREEMENT FOR PROVISION OF SERVICES WITH THE COMMUNITY RESOURCE CENTRE**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	8 December 2020
Reporting Officer:	Peter Klein, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	8.14.06
Attachment Reference:	<a href="#">10.2.5 Community Resource Centre Service Agreement</a>

**SUMMARY**

The Council has an agreement with the CRC essentially, for the provision of library and visitor information services.

Every 2 years during the Term, the range of services, CRC's performance and the contract price is to be reviewed. This review was undertaken by Stephen Tindale and Ally Bryant with the assistance of the CRC's Craig Cooper and this paper seeks Council's endorsement of recommended amendments to this agreement.

These amendments are scheduled to take effect once signed by all parties.

**BACKGROUND**

On 1 April 2013, the Shire of Wyalkatchem and the Community Resource Centre (CRC) Management Committee commenced an agreement substantially for the provision by the CRC of library services, visitor information services and any other service reasonably requested by the Council in return for the Council paying the agreed Contracted Price.

Subsequently, the CRC agreed to undertake vehicle and licencing services on behalf of the Department of Transport.

The site from which the CRC operates is owned by the Public Transport Authority and was licenced to the Council for a period of 10 years, commencing 1 June 2012. The building was constructed and is owned by the Council. The Council has subsequently sub-licenced the site and building to the CRC but continues to hold the building maintenance obligation.

The Agreement with the CRC is set to expire 30 May 2022.

**COMMENT**

It has been challenging to determine the performance of the CRC over the last two years due to the lack of requests for reports by the CRC in the Service Agreement which has led to a lack of insight into its performance.

The contract amendments agreed with CRC primarily seek to strengthen their reporting obligations to the Council.

The recommended amendments are as follows:

2.1 Clause 4 - amend clause as follows –

- (a) create and maintain records, details and information for library members on the Library Management System.
- (b) record the issue and return of loaned items through the Library Management System.
- (g) undertake stock takes annually, or at such other frequency or times required by the State Library of Western Australia and provide results to the principal.
- (k) carry out any other function as is required by the State Library of Western Australia.
- (m) provide to the Principal, a monthly list of boxes supplied by and returned to the State Library of Western Australia.
- (n) provide a quarterly report on or before the 7th of January, April, July and October of the following statistics for the previous quarter –
  - Number of current members.
  - Number of library users in past 3 months.
  - Number of items on loan from the Library
  - List of overdue items including lost/stolen items
- (o) contractor is to check Library system for overdue items on a weekly basis and issue letters to library members who have overdue items.

Clause 5 – amend this clause by adding the following requirement;

- (g) provide a report to the Principal, each quarter on the number of patrons using visitors centre

Schedule 2 Financial requirements - remove this schedule as the CRC is not collecting any money or payments in the performance of the agreed services.

#### **STATUTORY ENVIRONMENT**

Nil

#### **POLICY IMPLICATIONS**

There are no policy implications in relation to this item.

#### **FINANCIAL IMPLICATIONS**

The Contract Price payable by the Council to the CRC for the provision of agreed services will increase by March CPI.

#### **COMMUNITY & STRATEGIC OBJECTIVES**

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

Goal No.	Strategies		Actions
2	An active, engaged and social community	2.5	Provision of Library services
4	Increase visitors to the region.	4.3	Provide facilities to encourage tourist and resident visitation
		4.5	Encouraging visitors into the town centre

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council adopt the following amendments to the Agreement for Provision of Services by the Wyalkatchem Community Resource Centre.*



### **10.3. WORKS AND SERVICES**

#### **10.3.1. MANAGER OF WORKS REPORT**

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	11 December 2020
Reporting Officer:	Keith Mills – Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

#### **SUMMARY**

Council to consider and accept the Manager of Works report for the month of November 2020.

#### **BACKGROUND**

To inform Council of the activities of the works and services team during the month of November 2020.

#### **COMMENT**

##### ***Road Crew***

- The Shire’s Roads to Recovery re-sheeting program has been completed on Elsegood Rd (26/11/2020) and has now commenced on Davies Rd (2/12/20).
- Off hired Axle hire truck (water cart) Friday 4/12/2020 and replaced with AVPE Northam Water cart (wet hire) on 7/12/2020 for the Davies Road project.

##### ***Parks / Town Services Crew***

- Town street verge maintenance.
- Shire Admin garden, rose trimming and general maintenance.
- Admin Park mowing.
- Pioneer Park, rose trimming, raking and general maintenance.
- Town Hall garden and tree trimming maintenance.
- Railway Barracks grounds maintenance.

##### ***Buildings***

- 2 Slocum Street - house renovations are now coming to completion, with bathroom repairs (re-tiling), new carpet throughout along with Vinyl kitchen floor replacement and will be ready for Diane (gardener) and family to move into before and during the Christmas break.
- Quotes received for installation of 7 new air-conditioners at the Railway Barracks – winning quote was KTY Electrical Services.
- 22b Flint St gas regulator replaced.
- Swimming Pool – outer fence has been temporarily repaired and this section will be replaced during winter closure. Shower head replaced in men’s change room.

### **Waste Management**

- Weekly push up of deposited waste at Wyalkatchem's landfill.
- We still have Children and Adults opening bags of rubbish to gather cans and bottles, leaving bags uncovered for contents to blow around the waste site.

### **Vehicle/Plant**

- **2020 SR extra cab ute (Gardening Crew)** – Picked up 27/11/20
- **2020 SR5 Dual Cab (MOW)** – Picked up 1/12/20

### **Plant – Servicing and Repairs**

- MOW SR5 work vehicle – 80,000km service Thursday 26/11/20 by Petchell Mechanical.
- Liebherr loader blew a hydraulic hose and waiting parts to arrive from the Eastern States (10 working days).
- Shires Side Tipper and Dolly booked in for the 18/1/2021 at Petchell Mechanical – service brakes, bearings etc.
- MOW SR5 work vehicle - Avon Valley Toyota for 1,000km service 11/12/2020 and Tonneau cover fitted.
- Doctors Kluger taken to Speciale Panel Beaters in Northam for damage repair quote.

### **Aerodrome**

Weekly aerodrome and lighting inspection carried out.

### **Private works**

- Nil

### **General**

- Waiting on Quotations for the upgrade of Reticulation on all Shire Assets - as the reticulation we have at the moment is continually failing.
- MOW would like thoughts on second hand purchasing – re Front End Loader for Rubbish Tip & Semi Water Cart (Open for Discussion).
- Town beautification plan for approval (see map for discussion).  
Quotation for Strut Bin Surround with Vinyl Graphics = \$2,450.00 + gst each (printed and delivered).

### **OSH**

- Meeting was held with Chris Gilmour (LGIS), Peter Klein and Myself in regards to safety throughout the workforce and Depot Audit's.

### **Incident Reports**

- Diane (gardener) had a dead tree lay down on her whilst repairing reticulation at 57 Flint St (Doctors house).
- Doctor hit bollard in Perth car park denting passenger's side of New Kluger.

### **Staff**

- Casual employee (Lachlan Anderson) commenced work on Wednesday 16/11/20, to assist in general gardening duties until early February for a minimum of 25-30hrs per fortnight.

**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 no 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 8: Our built environment responds to the accessibility and connectivity needs of all**

Outcome No.	Action No.	Actions
<b>8 Our built environment responds to the accessibility and connectivity needs of all</b>	8.1	Improving safety on road, cycle and footpath networks
	8.2	Developing & planning community infrastructure to improve use & 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**

*That Council accept the Manager of Work's report for the month of November 2020.*

#### **10.4. PLANNING AND BUILDING**

##### **10.4.1. NUTRIEN AG SOLUTIONS – BUILDING APPROVAL**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 December 2020
Reporting Officer:	Peter Klein – CEO
Disclosure of Interest:	No interest to disclose
File Number:	7.10
Attachment Reference:	<a href="#">Attachment 10.4.1 – Site Plan</a> <a href="#">Attachment 10.4.2 – Chemical shed Plans</a> Attachment 10.4.3 – Planning Approval Application - To be provided

#### **SUMMARY**

For Council to approve the commencement of construction activities by Nutrien Ag Solutions.

#### **BACKGROUND**

Nutrien Ag Solutions has sought approval to construct an 8 x 24m extension alongside their existing storage shed.

An Application for Planning Approval was submitted on 23 November and subsequent Town Planning advice recommends granting development approval subject to Lot amalgamation. Attachment 10.4.3 – Planning approval application – to be provided.

At this time of writing this paper, Building Approval is outstanding and is subject to submission by Nutrien Ag Solutions of detailed design drawings and engineering certification.

Approval is expected from the Council’s building surveyor prior to Council’s December meeting.

#### **COMMENT**

Nutrien Ag Solutions has written to Council confirming its commitment to amalgamating Lots 19 & 20 Honour Avenue and Lot 10 Wilson St, Wyalkatchem.

To achieve this they have advised RM Surveys have been contracted to complete the subdivision application including any site investigations necessary for a compliant application.

Further, Nutrien Ag Solutions has agreed that if despite their best efforts, the subdivision is unsuccessful, it will undertake any works necessary to ensure compliance with all applicable building codes including, the potential retrospective installation of a compliant firewall.

The decision demonstrates agility in respect to the Building Approval process and facilitates local investment in circumstances where the counter-party is assessed as having a strong financial position, is making a significant contribution to the local economy and has demonstrated a strong and trusted commitment to meeting its compliance obligations to the Council.

#### **STATUTORY ENVIRONMENT**

*Building Act 2011* Part 2 Division 1 No Building work without a Building Permit.

A person must not do building work unless —

- (a) a building permit is in effect for the building work.

**POLICY IMPLICATIONS**

Policy 11.2 Outbuildings in Residential and Town site zone areas.

**FINANCIAL IMPLICATIONS**

There are no financial implications.

**COMMUNITY & STRATEGIC OBJECTIVES**

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

**Aspiration: Accountable, effective and engaged leaders**

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*Subject to Building Permit Approval and submission of the Subdivision/Amalgamation Application, that Council approves the commencement of Nutrien Ag Solution’s planned construction program.*

**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**

**OFFICER'S RECOMMENDATION**

*That Council suspends Standing Orders and moves behind closed doors in accordance with Section 5.23 (2)(a) & (b) and 5.23 (2)(c) of the Local Government Act 1995, to deal with matters that relate to:*

- *a matter affecting an employee or employees;*
- *the personal affairs of a person and*
- *matters of a contract which may be entered into, by the local government*

**14.1. CONSULTANCY AGREEMENT WITH BOSS HEALTH (PETER TOBOSS)**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 December 2020
Reporting Officer:	Peter Klein, Chief executive officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 14.1 – Draft Consultancy Services Agreement - Confidential

**SUMMARY**

For Council to approve the Consultancy Agreement with Boss Health Group (Peter Toboss) for the delivery of Environmental Health Officer services.

**REASON FOR CONFIDENTIALITY**

In accordance with Section 5.23 (2)(a) & (b) and 5.23 (2)(c) of the Local Government Act 1995, to deal with matters that relate to:

- a matter affecting an employee or employees;
- the personal affairs of a person and
- matters of a contract which may be entered into, by the local government

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

Rental income of \$600/month (after deducting Wyalkatchem’s contribution) is lost but the Council gets access to the property which expands its staff accommodation capability. The proposed agreement is without any additional financial costs as the current budget allocation is more than the proposed service fee.

**COMMUNITY & STRATEGIC OBJECTIVES**

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

**Aspiration: Accountable, effective and engaged leaders**

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*That Council approve the execution of the Consultancy Services Agreement with Boss Health Group for the provision of Environmental Health Officer Services.*

**OFFICER’S RECOMMENDATION**

*That Council resumes Standing orders and move out from behind closed doors.*

*This page is deliberately left blank*



## **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**



# SHIRE OF WYALKATCHEM



December 2020

## ATTACHMENTS

# ATTACHMENTS DECEMBER 2020

1. 7.1.1 OMC Minutes 19 November 2020
2. 7.2.1 NEWROC Executive meeting Minutes 24 November 2020
3. 7.2.2 Great eastern Country Zone Meeting Minutes – 26 November 2020
4. 10.1.1 Accounts for Payment – November 2020
5. 10.1.2 Credit Card Declaration and Statement – October 2020
6. 10.1.3 Monthly Financial Report – November 2020
7. 10.2.4 Aerodrome Safety Inspection Report
8. 10.2.5 Community Resource Centre Agreement
9. 10.4.1 Site Plan
10. 10.4.2 Chemical Shed Plans
11. 10.4.3 Planning Application – to be provided
12. 14.1 PEHO DRAFT Contract of Employment – Confidential – separate cover
13. 15.1 Information Bulletin



**MINUTES**

**OF THE**

**ORDINARY MEETING OF**

**COUNCIL**

**HELD ON**

**THURSDAY, 19 NOVEMBER 2020**

**Council Chambers**  
**Honour Avenue**  
**Wyalkatchem**  
**Commencement: 4:01pm**  
**Closure: 5:42pm**

**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 23 November 2020.



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*

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**1. DECLARATION OF OPENING**

The Chairperson, Shire President Cr Davies opened the meeting at 4:02pm.

**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 4:02pm.

There were no questions.

**2.3. Declaration of Public Question Time closed**

Public question Time closed at 4:02pm

**3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE**

**3.1. Attendance**

Members:

Cr. Quentin Davies	President (Presiding Member)
Cr. Owen Garner	Deputy
Cr. Emma Holdsworth	
Cr. Stephen Gamble	
Cr. Mischa Stratford	
Cr. Rachel Nightingale	

Staff:

Stephen Tindale	Acting Chief Executive Officer
Ally Bryant	Manager of Corporate Services
Stephanie Elvidge	Governance Executive Officer

Apologies:

Keith Mills	Manager of Works
-------------	------------------

Visitors:

Nil

**3.2. Apologies**

Nil

**3.3. Approved Leave of Absence**

Nil

**3.4. Applications for Leave of Absence**

Nil

**4. OBITUARIES**

It was advised that Sonny Mills, son Maxine Mills, step son of Keith Mills passed away on Thursday 19<sup>th</sup> November.



## **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**

Cr Stratford declared a Financial Interest in item 10.2.2. Proposed Licence Agreement – Airport Terminal Building. Cr Stratford is employed by the prospective Licensee Emily Gray and is paid at a rate of \$25/hr to work in the reception area one day per week. As a consequence, there may be a perception that her impartiality on the matter may be affected.

### **6.2. Impartiality Interests**

Cr Garner declared an Impartiality Interest in item 10.2.2. Proposed Licence Agreement – Airport Terminal Building. Cr Garner is the prospective Licensee Emily Gray's future Father in Law, and has assisted in setting up the Physiotherapy Clinic. Cr Garner declared that he has no financial involvement in the business.

## **7. CONFIRMATION AND RECEIPT OF MINUTES**

### **7.1. Confirmation of Minutes**

#### **7.1.1. Ordinary Meeting of Council – 15 October 2020**

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 15 October 2020 (Attachment 7.1.1)

#### **OFFICER RECOMMENDATION:**

*That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 15 October 2020 (Attachment 7.1.1) be confirmed as a true and correct record.*

#### **COUNCIL RESOLUTION:**

**(173/2020) Moved: Cr Stratford**

**Seconded: Cr Gamble**

***That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 15 October 2020 (Attachment 7.1.1) be confirmed as a true and correct record.***

***CARRIED 6/0***

#### **7.1.2. Confidential Special Meeting of Council – 19 October 2020**

Minutes of the Shire of Wyalkatchem Special Meeting held on Monday 19 October 2020 (Attachment 7.1.2 under separate cover).

**OFFICER RECOMMENDATION:**

*That the minutes of the Shire of Wyalkatchem Special Meeting of Council of Monday 19 October 2020 (Attachment 7.1.2 under separate cover) be confirmed as a true and correct record.*

**COUNCIL RESOLUTION:**

**(174/2020) Moved: Cr Holdsworth**

**Seconded: Cr Gamble**

*That the minutes of the Shire of Wyalkatchem Special Meeting of Council of Monday 19 October 2020 (Attachment 7.1.2 under separate cover) be confirmed as a true and correct record.*

**CARRIED 6/0**

**7.2. Receipt of Minutes**

**7.2.1. NEWROC Council Minutes – 27 October 2020**

Minutes of the NEWROC Executive Meeting held on Tuesday 27 October 2020 (Attachment 7.2.1)

**OFFICER RECOMMENDATION:**

*That the minutes of the NEWROC Executive Meeting of Tuesday 27 October 2020 (Attachment 7.2.1) be received by Council.*

**COUNCIL RESOLUTION:**

**(175/2020/2020) Moved: Cr Stratford**

**Seconded: Cr Holdsworth**

*That the minutes of the NEWROC Executive Meeting of Tuesday 27 October 2020 (Attachment 7.2.1) be received by Council.*

**CARRIED 6/0**

**7.2.2. NEWTRAVEL Annual General Meeting Minutes – 29 October 2020**

Minutes of the NEWTRAVEL Annual General Meeting held on Thursday 29 October 2020 (Attachment 7.2.2)

**OFFICER RECOMMENDATION:**

*That the minutes of the NEWTRAVEL Annual General Meeting held on Thursday 29 October 2020 (Attachment 7.2.2) be received by Council.*

**COUNCIL RESOLUTION:**

**(176/2020) Moved: Cr Stratford**

**Seconded: Cr Garner**

*That the minutes of the NEWTRAVEL Annual General Meeting held on Thursday 29 October 2020 (Attachment 7.2.2) be received by Council.*

**CARRIED 6/0**

**7.2.3. NEWTRAVEL General Meeting Minutes – 29 October 2020**

Minutes of the NEWTRAVEL General Meeting held on Thursday 29 October 2020 (Attachment 7.2.3)

**OFFICER RECOMMENDATION:**

*That the minutes of the NEWTRAVEL General Meeting held on Thursday 29 October 2020 (Attachment 7.2.3) be received by Council.*

**COUNCIL RESOLUTION:**

**(177/2020) Moved: Cr Stratford**

**Seconded: Cr Holdsworth**

***That the minutes of the NEWTRAVEL General Meeting held on Thursday 29 October 2020 (Attachment 7.2.3) be received by Council.***

**CARRIED 6/0**

**8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

Cr Davies made reference to Mr Stephen Tindale, Acting CEO, attending his last Council meeting with the Shire of Wyalkatchem. Cr Davies commented on the appreciation noted from all – staff, councillors and community. Mr Tindale has made Wyalkatchem feel very supported and the positive changes are seen all around.

Mr Tindale commented on a united Council, the amount of progress that has been made, Ms Bryant's contribution to getting things back on track and the support of Ms Elvidge and Mrs Maitland.

**9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

**9.1. Item 14.1 CEO CONTRACT OF EMPLOYMENT**

**9.2. Item 14.2 RENT RELIEF AND CONTINUATION OF WYALKATCHEM ALLOWANCE**

## 10. REPORTS

### 10.1. CORPORATE AND COMMUNITY SERVICES

#### 10.1.1. ACCOUNTS FOR PAYMENT – OCTOBER 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	3 November 2020
Reporting Officer:	Tegan Maitland, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.1 – Accounts for payment – October 2020

#### SUMMARY

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

#### BACKGROUND

In accordance with the *Local Government (Financial Management) Regulations 1996, s13(1)*, If a local government has delegated to the CEO the exercise of 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 for each account paid since the last such list was prepared.

A list prepared under sub regulation (1) is to be –

- a. Presented to the council at the next ordinary meeting of the council after the list is prepared; and
- b. Recorded in the minutes of that meeting.

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

#### COMMENT

A payment listing for the month of October 2020 is presented for Council for their endorsement and includes payments made via cheque, Electronic Funds Transfer (EFT) and Direct Debit.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be \$9,519.83.

Previous Accounts for Payment report to enable council to check that no sequential payment numbers have been missed from the previous accounts for payment reports and the report presented as attached, the following information is provided on the last cheque or EFT number used

Bank Account	Payment Type	Last Number	First Number in report
Municipal	Cheque	16887	No Payments
Municipal & Trust	EFT	EFT753	EFT754
Trust	Cheque	Cheque	No Payments
Reserves	EFT	EFT	No Payments

Please note that the above does not include payments made via Direct Debit (DD) as they are not in sequential number order.

### 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 2020/2021 Annual Budget.

### COMMUNITY & STRATEGIC OBJECTIVES

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

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

### VOTING REQUIREMENT

Simple Majority

### OFFICER'S RECOMMENDATION

*That Council endorse the following payments for the month of October 2020:*

- 1. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$336,620.89;*
- 2. Direct Debit (DD) payments in the Municipal Fund totalling \$ 25,899.36;*
- 3. Payroll Journal (JNL) payments in the Municipal Fund totalling \$ 54,312.82;*
- 4. Total payments for the month of October 2020 being \$416,833.07.*

### COUNCIL RESOLUTION

***(178/2020) Moved: Cr Garner***

***Seconded: Cr Gamble***

***That Council endorse the following payments for the month of October 2020:***

- 1. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$336,620.89;***
- 2. Direct Debit (DD) payments in the Municipal Fund totalling \$ 25,899.36;***
- 3. Payroll Journal (JNL) payments in the Municipal Fund totalling \$ 54,312.82;***
- 4. Total payments for the month of October 2020 being \$416,833.07.***

**CARRIED 6/0**

### **10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – SEPTEMBER 2020**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	7 October 2020
Reporting Officer:	Tegan Maitland
Disclosure of Interest:	No interest to disclose
File Number:	File Ref: 12.10.02
Attachment Reference:	Attachment 10.1.2 – Credit Cards – September 2020

#### **SUMMARY**

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the period 29 August to 28 September 2020.

#### **BACKGROUND**

This information is provided to Council on a monthly basis in accordance with the provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

Council is presented with the monthly accounts for payment at each Council meeting, providing information of payments made for the reporting period (note attachment 10.1.2.1 and 10.1.2.2). This report includes the monthly payment of the credit card debit to the National Australia Bank.

#### **COMMENT**

Accountability in local government can be multifaceted, as council seek to achieve diverse social, political and financial goals for the community benefit. The accountability principles of local government are based on strong financial probity, financial propriety, adherence to conflict of interest principals and expectations that the local government is fully accountable for community resources.

This report provides Council with detailed information of purchases paid using the Shire of Wyalkatchem Corporate Credit Cards.

A monthly review of credit card use is independently assessed by the Manager Corporate Services, to confirm that all expenditure has been occurred, is for the Shire of Wyalkatchem and has been made in accordance with Council policy, procedures and the Local Government Act 1995 and associated regulations. The review by the Manager Corporate Services also ensures that misuse of any corporate credit card can be readily detected.

This review has been conducted and no issues are evident and all areas of compliance have been met.

#### **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**

Financial implications and performance to budget are reported to Council on a monthly basis. In this regard, expenditure must be in accordance with the 2019/2020 Annual Budget.

**COMMUNITY & STRATEGIC OBJECTIVES**

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

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*That Council, in accordance with attachment 10.1.2, endorse credit card payments made for the period 29 August 2020 to 28 September 2020 totalling \$580.20.*

**COUNCIL RESOLUTION**

***(179/2020) Moved: Cr Gamble***

***Seconded: Cr Nightingale***

***That Council, in accordance with attachment 10.1.2, endorse credit card payments made for the period 29 August 2020 to 28 September 2020 totalling \$580.20.***

**CARRIED 6/0**

### 10.1.3. MONTHLY FINANCIAL REPORT – OCTOBER 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	19 November 2020
Reporting Officer:	Ally Bryant, Manager of Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.2.1 Monthly Financial Report – October 2020

#### SUMMARY

For Council to review and accept the monthly financial report for the period ending 31 October 2020.

#### BACKGROUND

The *Local Government (Financial Management) Regulations 34* states that a local government must prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d) and states the information required to be included in the financial activity reporting.

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

#### COMMENT

In the attachment Financial activity reports have been prepared in accordance with the *Local Government (Financial Management) Regulations (34)*.

The report includes

Statement of Financial Activity by Program (p.3)

Statement of Financial Activity by Nature an Type (p.4)

The statements provide details of the Shires 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 are supporting documents to the Statements of Financial Activity for Councillor's information.

The notes provided are:

Note 1 – Explanation of the composition of net current assets: This note details the current funding position of the Shire.

Note 2 - Explanation of Material Variances Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 10% or \$10,000, whichever is the greater. This note explains the reasons for any material variances identified in the Statements of Financial Activity at the end of the reporting period.

Note 3 – Cash and Financial Assets: This note provides Council with the details of the actual amounts in the Shire's bank accounts and/or investment accounts as at the reporting date.



Note 4 - Cash Backed Reserves: This note provides summary details of transfers to and from reserve funds, and associated interest earnings on reserve funds, on a year to date basis.

Note 5 – Capital Acquisitions: This note details the capital expenditure program for the year.

Note 6 – Disposal of Assets: This note gives details of the capital asset disposals during the year.

Note 5 – Payables: This note provides details of Shire payables unpaid as at the reporting date. This Note is new to the financial statements.

Note 7 – Non-Operating Grants and Contributions Received: This note provides information on non-operating grants received.

Note 8 – Operating Grants and Contributions Received: This note provides information on operating grants received.

Note 9 – Rate Revenue: This note provides details of rates levied during the year.

Note 10 – Receivables: This note provides Council with both Rates Receivables and General Receivables outstanding as at the reporting date. This report has been expanded to further break down the detail of General Receivables.

Note 11 – Payables: This note provides details of Shire payables unpaid as at the reporting date. This Note is new to the financial statements.

Note 12 – Borrowings: This note shows the Shire’s current debt position and lists all borrowings.

Note 13 – Lease Liabilities: This note provides information relating to monies owed for equipment leases.

Note 14 – Budget Amendments: This note is used to show Council any amendments that are made to the Budget during the course of the financial year.

#### **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**

Nil – Monthly Statement of Financial Activity reporting on council’s current financial position

#### **COMMUNITY & STRATEGIC OBJECTIVES**

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

**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"> <li>Ensuring a well-informed Council makes good decisions for the community</li> </ul>
		10.2	<ul style="list-style-type: none"> <li>Ensuring sound financial management and plans for the Shire's long term financial sustainability</li> </ul>
		10.3	<ul style="list-style-type: none"> <li>High quality corporate governance, accountability and compliance</li> </ul>
		10.4	<ul style="list-style-type: none"> <li>Maintaining Integrated Strategic and Operational plans</li> </ul>

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council accepts the Statement of Financial Activity for the month ending 31st October 2020, as included in attachment 10.1.2.1, as presented and notes any material variances.*

**COUNCIL RESOLUTION**

***(180/2020) Moved: Cr Stratford***

***Seconded: Cr Gamble***

***That Council accepts the Statement of Financial Activity for the month ending 31st October 2020, as included in attachment 10.1.2.1, as presented and notes any material variances.***

***CARRIED 6/0***

#### 10.1.4. REVIEW OF FEES AND CHARGES

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	19 November 2020
Reporting Officer:	Ally Bryant, Manager of Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.05.07
Attachment Reference:	Nil

#### SUMMARY

In accordance with the *Local Government Act 1995, section 6.16*, a local government may impose a fee or charge for any goods or services that it provides.

#### BACKGROUND

The Fees & Charges for 2020/2021 were adopted with the annual budget in August 2020.

Fees and Charges for Plant Hire rates - Private Works and Special Event Camping have been reviewed by staff for Council's consideration.

#### COMMENT

The fees and charges for Plant hire and camping at Recreation Centre have been reviewed. The Manager of Works reassessed the plant hire and has provided a day rate along with a revised hourly rate.

The powered site at the Recreation Centre fee was originally imposed for special events that required more camping accommodation in town. The Recreation Centre has currently been used due to lack of caravan camping availability in town. The current fee is high considering the amenities available.

	OLD Charges		NEW Charges	
	<u>Per Hour</u>	<u>Per day</u>	<u>Per Hour</u>	<u>Per day</u>
<b><u>Plant Hire Rates - Private Works</u></b>				
Labour	\$70.00		\$70.00	
Mini Excavator	N/A	N/A	\$95.00	\$620.00
CAT 120M WM017	\$185.00	N/A	\$150.00	\$975.00
Loader WM009	\$195.00	N/A	\$165.00	\$1,075.00
Isuzu Truck WM015 with trailer	\$185.00	N/A	\$170.00	\$1,100.00
Isuzu Dual Cab Truck WM003	\$120.00	N/A	\$120.00	\$780.00
New Holland Tractor WM005	\$140.00	N/A	\$130.00	\$845.00
Amman Roller WM160	\$180.00	N/A	\$115.00	\$745.00
Skid Steer WM830	\$120.00	N/A	\$125.00	\$815.00
Concrete Saw - Dry Hire	\$120.00	N/A	N/A	\$485.00
Compactor - Dry Hire	\$75.00	N/A	\$75.00	\$485.00
Lawn corer - Dry Hire	\$60.00	N/A	\$60.00	\$390.00
Tree Planter - Dry Hire	\$110.00	N/A	N/A	\$350.00
<b><u>Recreation &amp; Culture</u></b>				
Powered Site	N/A	\$36.00	N/A	\$20.00

**STATUTORY ENVIRONMENT**

Local Government Act 1995, section 6.16.

6.16. Imposition of fees and charges

- (3) Fees and charges are to be imposed when adopting the annual budget but may be —
  - (a) imposed\* during a financial year; and
  - (b) amended\* from time to time during a financial year.

\* Absolute majority required.

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

Income derived from fees and charges in the 2020/2021 financial year.

**COMMUNITY & STRATEGIC OBJECTIVES**

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

**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"> <li>• Ensuring a well-informed Council makes good decisions for the community</li> </ul>
		10.2	<ul style="list-style-type: none"> <li>• Ensuring sound financial management and plans for the Shire’s long term financial sustainability</li> </ul>
		10.3	<ul style="list-style-type: none"> <li>• High quality corporate governance, accountability and compliance</li> </ul>
		10.4	<ul style="list-style-type: none"> <li>• Maintaining Integrated Strategic and Operational plans</li> </ul>

**VOTING REQUIREMENT**

Absolute Majority

**OFFICER’S RECOMMENDATION**

*That Council adopt the revised charges as per the attached table.*

**COUNCIL RESOLUTION**

***(181/2020) Moved: Cr Nightingale                      Seconded: Cr Gamble***

***That Council adopt the revised charges as per the attached table.***

**LOST 0/6**

**COUNCIL RESOLUTION**

***(182/2020) Moved: Cr Holdsworth***

***Seconded: Cr Stratford***

***That Council revisit this item at the next Ordinary Meeting of Council, 17 December 2020.***

***CARRIED 6/0***

#### 10.1.5. REPORT TO COUNCIL ON CURRENT LOANS

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	19 November 2020
Reporting Officer:	Ally Bryant, Manager of Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.05.07
Attachment Reference:	Nil

#### SUMMARY

As requested by Council, further advice is provided on the consolidation of current loans to the Shire.

#### BACKGROUND

With the current economic impact from COVID 19 and the drop in interest rates being offered on new loans, Council requested that a review be conducted of the Shire's current loans to determine if it would be feasible to refinance and save with current interest rates.

We currently have two active loans. One being with the National Australia Bank and the other with the Western Australian Treasury Corporation.

	Total Principal	Total Interest	Interest Rate
WATC Loan 73	\$80,149	\$11,499	4.43%
NAB Loan 68	\$93,320	\$13,301	6.893%

#### COMMENT

National Australia Bank have advised the economic cost calculation to break the current fixed loan contract is \$16,597. NAB can currently offer a 4.20% interest rate which would see an interest saving of \$4,950. The interest saving does not outweigh the cost of breaking Loan 68.

Unfortunately the Western Australian Treasury Corporation have advised that the premium payable on the buy-back of the current fixed rate loans will fully offset any rate benefit gained from the new loan. Because of the cost, this refinancing would only be an option to consider if Council were looking to reduce the monthly payment amounts going forward for budgetary purposes,- which serves no useful purpose.

WATC interest rate for a 20 year loan is currently 2.39%

#### STATUTORY ENVIRONMENT

*Local Government Act 1995, section 6.20.*

#### 6.20. Power to borrow

- (1) Subject to this Act, a local government may —
- (a) borrow or re-borrow money; or
  - (b) obtain credit; or

- (c) *arrange for financial accommodation to be extended to the local government in ways additional to or other than borrowing money or obtaining credit, to enable the local government to perform the functions and exercise the powers conferred on it under this Act or any other written law.*

*Local Government (Financial Management) Regulations 1996, section 6.10*

**Part 2 – General financial management**

*20. When local public notice not required for exercise of power to borrow (Act s. 6.20(2)(a))*

*(2) A local government is not required to give local public notice of a proposal to exercise a power to borrow where —*

- (a) the power is to be exercised to re-finance a loan or to continue other financial accommodation (whether with the same or another bank or financial institution); and*
- (b) the re-financing or continuation is not a major variation.*

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

Interest expenditure for the 20/21 Financial Year.

**COMMUNITY & STRATEGIC OBJECTIVES**

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

**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"> <li>• Ensuring a well-informed Council makes good decisions for the community</li> </ul>
		10.2	<ul style="list-style-type: none"> <li>• Ensuring sound financial management and plans for the Shire’s long term financial sustainability</li> </ul>
		10.3	<ul style="list-style-type: none"> <li>• High quality corporate governance, accountability and compliance</li> </ul>
		10.4	<ul style="list-style-type: none"> <li>• Maintaining Integrated Strategic and Operational plans</li> </ul>

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*That Council receive the report.*

**COUNCIL RESOLUTION**

***(183/2020) Moved: Cr Stratford  
That Council receive the report.***

***Seconded: Cr Holdsworth***

***CARRIED 6/0***



## **10.2. GOVERNANCE AND COMPLIANCE**

### **10.2.1. CHIEF EXECUTIVE OFFICER REPORT – OCTOBER 2020**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 November 2020
Reporting Officer:	Stephen Tindale, Acting Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

#### **SUMMARY**

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

#### **COMMENT**

Since the last meeting of Council the Acting CEO has attended the following meetings and events.

- Outside Staff – Council Depot
- Anna Thomas – Business needs in WA
- Emma Clements – WALGA Employee Relations Service
- NEWROC Council Meeting – Wyalkatchem
- Paul de Pierres – Catholic Presbytery
- Peter Klein – CEO Contract signing and house inspection
- Theresa Carroll - Catholic Presbytery (Perth)
- Emily Gray – Airport terminal licence
- Craig Cooper – CRC agreement reporting
- Remembrance Day Ceremony
- Update on transition to RPM - online

In the months of November and December 2020 the following meetings and events have been diarised.

- Dr Emanuel
- November Council Meeting
- Outside Staff – Council Depot
- NEWROC - Corporate Business Planning Workshop
- NEWROC – Executive Meeting
- Ron Sawyer – Caravan Park valuation
- Great Eastern Country Zone Meeting - Merredin
- IPR Masterclass – Zoom meeting
- WA Country Health Service and Local Govt catch-up – Zoom meeting
- Local Emergency Management Committee – 2 Dec 2020
- NEWROC Council Meeting – Koorda
- Update on transition to RPM – online
- December Council Meeting

**STATUTORY ENVIRONMENT**

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

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

**COMMUNITY & STRATEGIC OBJECTIVES**

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

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

Outcome No.	Outcome	Action No.	Actions
10 Transparent, accountable and effective governance		10.1	Ensuring a well-informed Council makes good decisions for the community
		10.2	Ensuring sound financial management and plans for the Shire’s long term financial sustainability
		10.3	High quality corporate governance, accountability and compliance
		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**

*That Council accepts the Acting CEO’s report for the month of October 2020.*

**COUNCIL RESOLUTION**

***(184/2020) Moved: Cr Gamble***

***Seconded: Cr Garner***

***That Council accepts the Acting CEO's report for the month of October 2020,***

***CARRIED 6/0***

*Cr Garner declared an Impartiality Interest in item 10.2.2. Proposed Licence Agreement – Airport Terminal Building. Cr Garner is the prospective Licensee Emily Gray’s future Father in Law, and has assisted in setting up the Physiotherapy Clinic. Cr Garner declared that he has no financial involvement in the business.*

*Cr Stratford declared a Financial Interest in item 10.2.2. Proposed Licence Agreement – Airport Terminal Building. Cr Stratford is employed by the prospective Licensee Emily Gray and is paid at a rate of \$25/hr to work in the reception area one day per week. As a consequence, there may be a perception that her impartiality on the matter may be affected. Cr Stratford left the room at 5:05pm*

**COUNCIL RESOLUTION**

**(185/2020) Moved: Cr Gamble**

**Seconded: Cr Holdsworth**

**Council agreed that the extent of the matter was a minor interest and that Cr Stratford can participate in the discussion and debate but not to vote on the matter.**

**CARRIED 5/0**

*Cr Stratford re-joined the meeting at 5:09pm.*

**10.2.2. PROPOSED LICENCE AGREEMENT – AIRPORT TERMINAL BUILDING**

Applicant:	Emily Gray
Location:	Terminal Building on portion of Lot 500 on Reserve 22949, Wyalkatchem Aerodrome
Date:	10 November 2020
Reporting Officer:	Stephen Tindale, Acting CEO
Disclosure of Interest:	No interest to disclose
File Number:	5.19.14
Attachment Reference:	Attachment 10.2.2 - Draft Licence Agreement

**SUMMARY**

Council to consider the grant of a licence agreement for the use of a room at the Wyalkatchem Airport Terminal by Emily Gray Physiotherapy for a term of one year for use as a physiotherapy clinic.

**BACKGROUND**

In July this year Council agreed to waive the fees and charges for the hire of the aerodrome terminal building to Emily Gray Physiotherapy for a period of four months.

The waiver was granted in order to encourage the start-up of a new business in Wyalkatchem and to allow Emily Gray time to assess the ongoing viability of the business before making any longer term commitment to the service.

The current one-day-a-week free-hire arrangement for the airport terminal is due to expire on 7 December 2020.

Emily Gray believes the business is viable and would like to obtain some certainty around the continued use of the airport terminal. To that end, it is recommended that the Shire enter into a one year licence agreement with Emily Gray Physiotherapy for the use of the Lounge room as a physiotherapy clinic based on the existing daily hire rate for the airport terminal.

#### **COMMENT**

At the outset and as a general observation, the business is very well presented and provides a significant health and welfare benefit for the Wyalkatchem community.

Council has previously agreed to a licence agreement for use of dedicated space at the Wyalkatchem Airport Terminal. Specifically, a license agreement was granted to a hairdresser, Sue Tulip, for a period of four months over 2016/17 for a portion of the Display room located within the airport terminal.

Using that licence agreement as a reference document, a new licence agreement has been developed for Emily Gray Physiotherapy (see Attachment 10.1.2).

The proposed license agreement incorporates a hire fee (previously set by Council) of \$55 per day inclusive of GST which is to be payable quarterly in arrears. Based on a one-day-a-week hire, this amounts to \$715 per quarter or \$2,860 per annum and is subject to review during Council's Annual Budget setting process.

Emily Gray has indicated that she may extend her service to two days a week. She has requested that the rent for the second day be reduced by 50% in return for keeping the whole of the terminal building clean except when used by others. This arrangement has been incorporated into the draft licence agreement. Acting on her advice, these days will also be charged in arrears.

From time to time, others may want to hire the airport terminal for specific functions. To the extent that the current entrance room to the airport terminal is used as a client reception room by the physiotherapy practice, it has been agreed that reception room furniture may be need to shifted to the Lounge (which is the specific room that is to be licenced as a physiotherapy clinic) or the Training room if it is more convenient and available.

This will then allow unconstrained use of the entrance room for other functions.

#### **STATUTORY ENVIRONMENT**

*Local Government Act 1995, section 3.58 – Disposing of Property.*

*Local Government (Functions and General) Regulations 1996 – regulation 30 Disposition of property excluded from Act s.3.58*

Section 3.58 of the *Local Government Act 1995* provides that the Shire may dispose of property (this includes licencing) by one of three methods, each with varying compliance requirements:

- Public Tender,
- Public Auction; or
- Private Treaty.

Regulation 30 of the *Local Government (Functions and General) Regulations 1996* provides that a disposal of property may be exempt from compliance with the s.3.58 requirements if the market

value is less than \$5,000 and the Shire does not consider that the ownership (possession) of the land would be of significant benefit to anyone other than the transferee.

In this instance the possession of the Lounge room area is not considered to be of significant benefit to anyone other than the transferee. The Wyalkatchem Airport Terminal building is under-utilised and the remainder of the building will still be available for hire public without the overall useability of those spaces being significantly compromised.

The value of the proposed lease is \$2,860 and therefore the Shire is not required to comply with the Section 3.58 requirements. This may need to be reviewed if any further extension of the licence agreement is to be considered by Council and the total consideration exceeds \$5,000.

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

Unbudgeted income of \$2,860 over the 12 month period of the licence.

**COMMUNITY & STRATEGIC OBJECTIVES**

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

**Objective: Healthy, Strong and connected communities**

Goal	Outcome	Action No.	Actions
1	A safe and healthy community	1.3	Support & advocate for appropriate & accessible health services
5	Growth in business opportunity	5.1 5.2 5.3	<ul style="list-style-type: none"> <li>• Engage with &amp; support local business community</li> <li>• Support new industry, business, investment &amp; diversity while encouraging growth of local businesses</li> <li>• Encourage community to support local business</li> </ul>
10	Transparent, accountable and effective governance	10.1	Ensuring a well-informed Council makes good decisions for the community

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council:*

- 1. That Council determine that it does not consider that the ownership (possession) of the land (Lounge room) would be of significant benefit to anyone other than the transferee (Emily Gray Physiotherapy).*
- 2. Authorises the signing of the licence agreement by the Shire President and the CEO and its execution by affixing the Common Seal of the Shire of Wyalkatchem to the agreement.*

**COUNCIL RESOLUTION**

***(186/2020) Moved: Cr Nightingale***

***Seconded: Cr Holdsworth***

***That Council:***

- 1. That Council determine that it does not consider that the ownership (possession) of the land (Lounge room) would be of significant benefit to anyone other than the transferee (Emily Gray Physiotherapy).***
- 2. Authorises the signing of the licence agreement by the Shire President and the CEO and its execution by affixing the Common Seal of the Shire of Wyalkatchem to the agreement.***

***CARRIED 5/0***

### 10.3. WORKS AND SERVICES

#### 10.3.1. MANAGER OF WORKS REPORT

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	13 November 2020
Reporting Officer:	Keith Mills – Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

#### SUMMARY

Council to consider and accept the Manager of Works report for the month of October 2020.

#### BACKGROUND

To inform Council of the activities of the works and services team during the month of October 2020.

#### COMMENT

##### **Road Crew**

Roads to Recovery works on Elsegood Rd (3.3km) and on Davies Rd (6.67km) with back slope and drainage clearing/cleaning have been completed. The associated re-sheeting program commenced on Elsegood Rd on 5 November 2020 with an approximate completion date of 4 December 2020. Three trucks have been dry hired from Axle Hire and Rentals in Perth, to assist with the re-sheeting program on Elsegood Road, these consist of 1 x semi water tanker, 1 x prime mover for road train side tippers and 1 x prime mover for semi side tipper. These vehicles are likely to remain on hire until the Christmas break up.

The road crew will continue working until Wednesday 23 December 2020 and resume on Wednesday 27 January 2021.

The works crew's Christmas wind up will be held at the depot on Friday evening 18 December 2020.

##### **RFQ 01-20/21 Bitumen Surfacing:**

Request for Quotation for the Shire's bitumen sealing projects under the RRG funding for 20/21 season has been advertised and closed with 5 companies quoting on 34,000m<sup>2</sup> of various sealing works along the Cunderdin-Wyalkatchem Road and Tammin-Wyalkatchem Road.

An evaluation process was completed using the criteria of experience, resources, methodology and pricing and the following scores were determined.

Boral Resources	=	\$120,048.50 + gst	Evaluation score – 8.35
Fulton Hogan	=	\$142,153.00 + gst	Evaluation score – 7.85
Kee Surfacing	=	\$146,432.00 + gst	Evaluation score – 7.70
Downer	=	\$150,012.50 + gst	Evaluation score – 7.55
Bitutek Pty Ltd	=	\$167,904.00 + gst	Evaluation score – 7.25

As a result, Boral Resources have been evaluated as the preferred supplier for year 20/21.



### **Parks / Town Services Crew**

- Town street verge maintenance, brush cutting.
- Shire Admin garden, roses and tree trimming maintenance.
- Admin Park mowing.
- Town Hall garden and tree trimming maintenance.
- Railway Barracks grounds maintenance.

### **Buildings**

There has been some vandalism at the Railway Station with all the white ant baits around the station having been pulled out of the ground. The Shire paid over \$2,500 to renew existing baits just 5 weeks ago.

Some of the pickets on the white picket fence were removed and broken. The vandalised areas have been reported to the Police with a report number recorded.

### **Waste Management**

- Weekly push up of deposited waste at Wyalkatchem's landfill.
- Children and adults are still opening bags of rubbish to gather cans and bottles, leaving bags uncovered for contents to blow around.

### **Vehicle/Plant**

- 2020 Prado (CEO) – Picked up 23 October 2020
- 2019 Kluger (Dr) – Picked up 30 October 2020

### **Plant – Servicing and Repairs**

- CEO Prado - 1,000km service Monday 9 November 2020 by Avon Valley Toyota Northam.
- MOW SR5 work vehicle – 80,000km service Wednesday 11 November 2020 by Petchell Mechanical.
- Isuzu 6x4 tipper truck is in Perth at Park Body Builders getting the repairs assessed on the tipper body.

### **Aerodrome**

Weekly aerodrome and lighting inspection carried out.

- Maintenance grading on all sides of the airstrip runway for the full length and approximately 20m wide was completed on Friday 6 November 2020.

### **Private works**

Asbestos removal from Piesse St.

### **General**

Partial rehabilitation of the gravel pit on the corner of Cunderdin-Wyalkatchem Rd and Davies South Rd has been completed. The rehabilitation makes room for the receipt of material from future road works and makes the corner safer to the public in the event of an off road accident.

### **OSH**

Toolbox meeting held 6 November 2020 with a presentation on Safe Work Method Statements (SWMS) and Site Safety Management Plans. Procedural requirements for staff to adhere to under the Shire's and LGIS's OHS policies were also discussed in relation to each specific road project.

**Staff**

Casual employee (Maxine Mills) commenced work on Wednesday 28 October 2020 to assist in general gardening duties of the town.

**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 no 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 2**

Goal	Outcome	Action No.	Actions
2	An active, engaged and social community	2.3	Provide community venues, & open spaces that facilitate opportunities for the community to connect

**Goal 6**

Goal	Outcome	Action No.	Actions
6	Essential services and infrastructure are available to support the community and local economy	6.4	Develop, review & implement town centre and townscape revitalisation plans

**Goal 7**

Goal	Outcome	Action No.	Actions
7	We have vibrant, active public open spaces and buildings with high levels of utilisation and functionality	7.1	Improve asset management practices in a manner that optimises life and function
		7.2	Developing, maintaining & enhancing town streetscape and public spaces

		7.3	Providing quality amenities & accessible public spaces for our community
		7.4	Conserve the Shire's natural environment

**Goal 8**

Goal	Outcome	Action No.	Actions
8	Our built environment responds to the accessibility and connectivity needs of all	8.1	Improving safety on road, cycle and footpath networks

**Goal 9**

Goal	Outcome	Action No.	Actions
9	Sustainable management of resources	9.1	Providing effective & efficient Waste Management Services
		9.2	Encouraging recycling & support recycling initiatives and programs
		9.3	Increase availability of water catchment and treatment options, waste re-use and recycling.
		9.4	Preservation of significant heritage properties & precincts

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council accept the Manager of Work's report for the month of October 2020.*

**COUNCIL RESOLUTION**

***(187/2020) Moved: Cr Gamble***

***Seconded: Cr Stratford***

***That Council accept the Manager of Work's report for the month of October 2020.***

***CARRIED 6/0***

**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**

**OFFICER'S RECOMMENDATION**

*That Council suspends Standing Orders and moves behind closed doors in accordance with Section 5.23 (2)(a) & (b) and 5.23 (2)(c) of the Local Government Act 1995, to deal with matters that relate to:*

- *a matter affecting an employee or employees;*
- *the personal affairs of a person and*
- *matters of a contract which may be entered into, by the local government.*

**COUNCIL RESOLUTION:**

**(188/2020) Moved: Cr Stratford**

**Seconded: Cr Garner**

***That Council suspends Standing Orders and moves behind closed doors in accordance with Section 5.23 (2)(a) & (b) and 5.23 (2)(c) of the Local Government Act 1995, to deal with matters that relate to:***

- ***a matter affecting an employee or employees;***
- ***the personal affairs of a person and***
- ***matters of a contract which may be entered into, by the local government.***

6/0

**14.1. CEO CONTRACT OF EMPLOYMENT**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	5 November 2020
Reporting Officer:	Stephen Tindale – Acting CEO
Disclosure of Interest:	No interest to disclose
File Number:	22.23.07
Attachment Reference:	Attachment 14.1.1 CEO Contracts of Employment – Model Attachment 14.1.2 CEO Contracts of Employment – Confidential Attachment 14.1.3 CEO Standards and Guidelines

**SUMMARY**

At its August 2020 meeting, Council approved a process for the recruitment, selection and appointment of a CEO. The last step in the process was to allow the Shire President to negotiate an employment contract for the preferred applicant based a model employment contract provided by WALGA (see Attachment 14.1.1).

A Council resolution ratifying the final negotiated contract is requested.

## **STATUTORY ENVIRONMENT**

Sections 5.39 of the *Local Government Act 1995* provides the following in part:

### **5.39 Contracts for CEO and senior employees**

- (1) Subject to subsection (1a), the employment of a person who is a CEO or a senior employee is to be governed by a written contract in accordance with this section.
- (1a) Despite subsection (1) —
  - (a) an employee may act in the position of a CEO or a senior employee for a term not exceeding one year without a written contract for the position in which he or she is acting; and
  - (b) a person may be employed by a local government as a senior employee for a term not exceeding 3 months, during any 2 year period, without a written contract.
- (2) A contract under this section —
  - (a) in the case of an acting or temporary position, cannot be for a term exceeding one year;
  - (b) in every other case, cannot be for a term exceeding 5 years.
- (3) A contract under this section is of no effect unless —
  - (a) the expiry date is specified in the contract; and
  - (b) there are specified in the contract performance criteria for the purpose of reviewing the person's performance; and
  - (c) any other matter that has been prescribed as a matter to be included in the contract has been included.
- (4) A contract under this section is to be renewable and subject to subsection (5), may be varied.
- (5) A provision in, or condition of, an agreement or arrangement has no effect if it purports to affect the application of any provision of this section.
- (6) Nothing in subsection (2) or (3)(a) prevents a contract for a period that is within the limits set out in subsection 2(a) or (b) from being terminated within that period on the happening of an event specified in the contract.
- (7) A CEO is to be paid or provided with such remuneration as is determined by the Salaries and Allowances Tribunal under the *Salaries and Allowances Act 1975* section 7A.

## **POLICY IMPLICATIONS**

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

## **FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

## **COMMUNITY & STRATEGIC OBJECTIVES**

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

**Aspiration: Accountable, effective and engaged leaders**

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*That Council ratify the final negotiated Employment Contract between the Shire of Wyalkatchem and Peter James Klein and authorise the signing of the contract by the Shire President and Acting CEO and its execution by the affixing of the Common Seal of the Shire of Wyalkatchem to the contract.*

**COUNCIL RESOLUTION:**

***(189/2020) Moved: Cr Gamble***

***Seconded: Cr Stratford***

***That Council ratify the final negotiated Employment Contract between the Shire of Wyalkatchem and Peter James Klein and authorise the signing of the contract by the Shire President and Acting CEO and its execution by the affixing of the Common Seal of the Shire of Wyalkatchem to the contract.***

**CARRIED 6 /0**

**14.2. RENT RELIEF AND CONTINUATION OF WYALKATCHEM ALLOWANCE**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 November 2020
Reporting Officer:	Stephen Tindale – Acting CEO
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	NIL

**REASON FOR CONFIDENTIALITY**

*This item deals with matters that relate to:*

- *a matter affecting an employee or employees;*
- *the personal affairs of a person and*
- *matters of a contract which may be entered into, by the local government.*

**COMMUNITY & STRATEGIC OBJECTIVES**

Although unique, the matter before Council generally accords with the following Shire desired outcome as expressed in the Shire of Wyalkatchem Strategic Community Plan.

Goal No.	Strategies	Action No.	Actions
1	A safe and healthy Community	1.3	Support & advocate for appropriate & accessible health services
10	Transparent, accountable and effective governance	10.1	Ensuring a well-informed Council makes good decisions for the community
Vision Statement - Shire of Wyalkatchem: To be a socially interactive and inclusive community <b>that embraces our</b> rural character and <b>sense of community.</b>			

**VOTING REQUIREMENT**

Absolute Majority (unbudgeted expense)

**OFFICER’S RECOMMENDATION**

*That Council grant rent relief and the continuance of the Wyalkatchem Allowance for Robert and Julie Hodges for the Shire housing at 45 Wilson St, Wyalkatchem for the period 31<sup>st</sup> August 2020 to 31<sup>st</sup> January 2021.*

**COUNCIL RESOLUTION**

*(190/2020) Moved: Cr Gamble*

*Seconded: Cr Garner*

*That Council grant rent relief and the continuance of the Wyalkatchem Allowance for Robert and Julie Hodges for the Shire housing at 45 Wilson St, Wyalkatchem for the period 31<sup>st</sup> August 2020 to 31<sup>st</sup> January 2021.*

**CARRIED 6/0**

**OFFICER'S RECOMMENDATION**

*That Council resumes Standing Orders and move out from closed doors.*

**COUNCIL RESOLUTION**

*(191/2020) Moved: Cr Nightingale                      Seconded: Cr Stratford*

*That Council resumes Standing Orders and move out from closed doors.*

**CARRIED 6/0**



**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**

Council is pleased with the progress in completing items from the Status report.

**16. CLOSURE OF THE MEETING**

There being no further business to discuss, the Chairperson thanked everyone for their attendance and closed the meeting at 5:42pm.





North Eastern Wheatbelt Regional Organisation of Councils

Dowerin | Koorda | Mt Marshall | Mukinbudin | Nungarin | Trayning | Wyalkatchem

# Executive Meeting

Tuesday 24 November 2020

Trayning Bowling Club

## MINUTES

[www.newroc.com.au](http://www.newroc.com.au)

## ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	<ul style="list-style-type: none"> <li>• Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year)</li> <li>• Council reviews NEWROC project priorities</li> </ul>	Council
March	<ul style="list-style-type: none"> <li>• WDC attendance to respond to NEWROC project priorities</li> <li>• Submit priority projects to WDC, Regional Development and WA Planning</li> <li>• Discussion regarding portfolios vs projects, current governance structure</li> </ul>	Executive
April	<ul style="list-style-type: none"> <li>• NEWROC Budget Preparation</li> </ul>	Council
May	<ul style="list-style-type: none"> <li>• NEWROC Draft Budget Presented</li> <li>• NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2021)</li> <li>• Local Government Week agenda to be discussed at Executive meeting to determine if EO should attend</li> </ul>	Executive
June	<ul style="list-style-type: none"> <li>• NEWROC Budget Adopted</li> </ul>	Council
July		Executive
August	<ul style="list-style-type: none"> <li>• Information for Councillors pre-election</li> <li>• NEWROC Audit</li> </ul>	Council
September		Executive
October	<ul style="list-style-type: none"> <li>• NEWROC CEO and President Handover</li> </ul>	Council
November	<ul style="list-style-type: none"> <li>• NEWROC Induction of new Council representatives (every other year)</li> <li>• Review NEWROC MoU (every other year)</li> </ul>	Executive
December	<ul style="list-style-type: none"> <li>• NEWROC Drinks</li> </ul>	Council

### ONGOING ACTIVITIES

Compliance

Media Releases

### **NEWROC Rotation**

Shire of Mt Marshall

Shire of Nungarin

Shire of Wyalkatchem

Shire of Koorda (Oct 2019 – Oct 2021)

Shire of Mukinbudin

Shire of Trayning

Shire of Dowerin

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## NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Minutes for the Executive Meeting held at the Trayning Bowling Club on Tuesday 24 November 2020 commencing at 1.10pm

### MINUTES

#### 1. OPENING AND ANNOUNCEMENTS

NEWROC CEO Darren Simmons welcomed everyone and especially Leonard and Peter to the group.

#### 2. RECORD OF ATTENDANCE AND APOLOGIES

##### 2.1. Attendance

Darren Simmons	CEO NEWROC, CEO Shire of Koorda
John Nuttall	CEO, Shire of Mt Marshall
Leonard Long	CEO, Shire of Nungarin
Rebecca McCall	CEO, Shire of Dowerin
Leanne Parola	CEO, Shire of Trayning
Stephen Tindale	Acting CEO, Shire of Wyalkatchem
Peter Klein	Incoming CEO, Shire of Wyalkatchem
Lana Foote	Deputy CEO, Shire of Koorda

NEWROC Officer

Caroline Robinson	Executive Officer, NEWROC
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##### 2.2. Apologies

Dirk Sellenger	CEO, Shire of Mukinbudin
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##### 2.3. Guests

Linda Vernon	NEWTravel Executive Officer
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##### 2.4. Leave of Absence Approvals / Approved

#### 3. Declarations of Interest and Delegations Register

##### 3.1. Delegation Register

Please find below a delegations register as per the new policy adopted in March 2017:

Description of Delegations	Delegatee	Delegated to	Approval
Records Management	CEO	NEWROC EO	Council
NEWROC Financial Management	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (NEWROC)	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (Shire of Koorda)	Council	CEO	Council Dec 2017
NEWROC Website	CEO	NEWROC EO	Council June 2017

#### 4. Presentations

Linda Vernon, Executive Officer of NEWTravel presented to the group. Presentation is attached.

## **5. MINUTES OF MEETINGS**

Minutes of the Executive Meeting held on 29 September 2020 have previously been circulated.

### **RESOLUTION**

**That the Minutes of the Executive Meeting held on 29 September 2020 be received as a true and correct record of proceedings.**

**Moved L Parola**

**Seconded R McCall**

**CARRIED 6/0**

### **5.1. Business Arising**

Nil

(L Long left the meeting at 1.45pm)

**6. FINANCIAL MATTERS**
**6.1. Income, Expenditure and Profit and Loss**

**FILE REFERENCE:** 42-2 Finance Audit and Compliance  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 18 November  
**ATTACHMENT NUMBER:** #1P and L  
**CONSULTATION:**  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**COMMENTS**

Account transactions for the period 1 October 2020 to 31 October 2020

Date	Description	Reference	Credit	Debit	Running Balance
<b>BB NEWROC Funds-5557</b>					
	<b>Opening Balance</b>		<b>112,278.97</b>	<b>0.00</b>	<b>112,278.97</b>
01 Oct 2020	Payment: Solum Wheatbelt Business Solutions	INV-0085	0.00	2,314.00	109,964.97
01 Oct 2020	Payment: Infranomics	INV-0124	0.00	5,500.00	104,464.97
01 Oct 2020	Payment: Solum Wheatbelt Business Solutions	INV-0086	0.00	3,605.50	100,859.47
01 Oct 2020	Payment: Solum Wheatbelt Business Solutions	INV-0087	0.00	242.88	100,616.59
01 Oct 2020	Monitor Books		0.00	88.00	100,528.59
01 Oct 2020	Bendigo Bank		0.00	2.95	100,525.64
01 Oct 2020	Payment: Infranomics	INV-0123	0.00	11,000.00	89,525.64
02 Oct 2020	Payment: Monitor Bookkeeping Services	INV-3267	0.00	50.00	89,475.64
13 Oct 2020	Payment: Shire of Nungarin	INV-0067	14,300.00	0.00	103,775.64
13 Oct 2020	Payment: Shire of Koorda	INV-0069	14,300.00	0.00	118,075.64
15 Oct 2020	Payment: Shire of Mt Marshall	INV-0070	14,300.00	0.00	132,375.64
15 Oct 2020	Payment: Shire of Wyalkatchem	INV-0065	14,300.00	0.00	146,675.64
21 Oct 2020	Payment: Shire of Mukinbudin	INV-0068	14,300.00	0.00	160,975.64
22 Oct 2020	Payment: Shire of Trayning	INV-0066	14,300.00	0.00	175,275.64
	<b>Total BB NEWROC Funds-5557</b>		<b>85,800.00</b>	<b>22,803.33</b>	<b>175,275.64</b>
	<b>Closing Balance</b>		<b>175,275.64</b>	<b>0.00</b>	<b>175,275.64</b>
	<b>Total</b>		<b>85,800.00</b>	<b>22,803.33</b>	<b>62,996.67</b>

# Balance Sheet

North Eastern Wheatbelt Regional Organisation of Councils

As at 31 October 2020

Cash Basis

	31 OCT 2020
<b>Assets</b>	
<b>Bank</b>	
BB NEWROC Funds-5557	175,275.64
BB Term Deposit Account-1388	194,242.22
<b>Total Bank</b>	<b>369,517.86</b>
<b>Total Assets</b>	<b>369,517.86</b>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
GST	4,593.49
<b>Total Current Liabilities</b>	<b>4,593.49</b>
<b>Total Liabilities</b>	<b>4,593.49</b>
<b>Net Assets</b>	<b>364,924.37</b>
<b>Equity</b>	
Current Year Earnings	46,194.77
Retained Earnings	318,729.60
<b>Total Equity</b>	<b>364,924.37</b>

## RESOLUTION

That the income and expenditure from 1 October 2020 to 31 October 2020 and the P and L and balance sheet as at 31 October 2020 be received.

Moved R McCall

Seconded J Nuttall

CARRIED 6/0



**7. MATTERS FOR CONSIDERATION**

**7.1. Waste**

**FILE REFERENCE:** 103-1 Waste Management  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 18 November 2020  
**ATTACHMENT NUMBER:**  
**CONSULTATION:** Member Councils  
 Giles Perryman  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**COMMENT**

At the NEWROC Council Meeting in October the following motion was passed.

**MOTION**

Council requests a detailed quote from Ask Waste Management, up to \$22,000 plus gst and delegate to the Executive to make a decision regarding the engagement

Moved Cr Sachse                      Seconded Cr Shadbolt                      **CARRIED 6/0**

A number of CEOs participated in a briefing session with Giles Perryman of ASK Waste Management on Friday 13 November to discuss the NEWROC waste project. A detailed quote will come through from Giles in time for the Executive Meeting.

**RESOLUTION**

**Submitted for discussion**

Moved J Nuttall                      Seconded R McCall                      **CARRIED 6/0**

**MOTION**

**ASK Waste Management quote of \$21,540 ex GST be accepted**

Moved J Nuttall                      Seconded R McCall                      **CARRIED 6/0**

**Discussion**

- A detailed quote was presented from Ask Waste Management
- The outcome of the work is to have a business plan to be presented to Councils and future funding
- ACTION – Giles Perryman to present via ZOOM to each Council during the consultation phase, discuss transfer sites and educate Councils on the proposal (GP is not required for a road trip required to Bendering Waste Site)
- ACTION – Giles Perryman to make comment in the work on DEWER compliance and the costs associated with this
- ACTION – Work is to include details on the environmental approvals required and set up costs for the main site (regional tip) and ongoing compliance costs (NEWROC cost)

**7.2. TELECOMMUNICATIONS**

**FILE REFERENCE:** 035 – Federal Grant  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 18 November 2020  
**ATTACHMENT NUMBER:**  
**CONSULTATION:** Leigh Ballard  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**COMMENT**

An update on activities:

- Licence Agreement viewed by John Nuttall and Darren Simmons (copy will be provided to members at the meeting). Sent to Crisp Wireless
- Letter of Demand regarding Data Access Centre has been prepared (copy will be provided to members at the meeting)

NEWROC intends to complete a funding application for three new towers under the DPIRD Digital Farm Grant Round 3, closing on November 27 2020.

The intended towers are: North Koorda (cost coming through), Yorkrakine (\$19,200 plus GST), North Mukinbudin (\$14,200 plus GST). As a minimum these towers need to connect an additional 25 farm customers as stipulated in the grant guidelines.

The NEWROC 2020/21 Budget includes an allocation of \$45K for new towers.

The funding application requires dollar for dollar matching by the applicant.

**RESOLUTION**

**NEWROC Council support the submit an application to DPIRD Digital Farm Grant Round 3 for three new towers (North Koorda, Yorkrakine, North Mukinbudin) to the value of \$25K**

**Moved J Nuttall**

**Seconded R McCall**

**CARRIED 6/0**

**7.3. CHILDCARE**

**FILE REFERENCE:** 085-2 Children  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 18 November 2020  
**ATTACHMENT NUMBER:** #2 Letter to REED  
**CONSULTATION:** Stephen Tindale  
 Darren Simmons  
 Philippa Gardiner  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**COMMENT**

At the NEWROC Council October meeting the following motion was passed:

**MOTION**

NEWROC write to REED to request the Wyalkatchem and Koorda services be on their priority list and NEWROC's desire to work as a cluster for services in the district

Moved Cr Sachse                      Seconded Cr Hudson                      **CARRIED 6/0**

The attached letter was sent to Helen Creed, REED Board Chair.

The NEWROC EO has spoken to two REED Board members regarding our recent correspondence.

Helen Creed was unable to attend the NEWROC Executive Meeting. The letter will be presented to the REED Board at its next meeting and then we will have a face to face meeting with Helen.

**RESOLUTION**

**Information is received**

Moved P Klein                      Seconded L Parola                      **CARRIED 6/0**

**Discussion:**

- NEWROC EO to make contact with Shire of Mt Marshall regarding childcare

## 8. EMERGING NEWROC ISSUES as notified, introduced by decision of the Meeting

Members had a brief discussion about mental health in the NEWROC communities.

**ACTION: NEWROC EO to provide a list of online support resources and local contacts for member Shires to post on their websites**

## 9. Other Business For Noting

### 9.1 Wheatbelt Development Commission

Following on from the presentation by the Wheatbelt Development Commission CEO at the October Council meeting, the NEWROC EO has sent through the two market led proposals to Rob Cossart.

**ACTION: NEWROC EO to find out progress on the WDC Tourism Strategy**

### 9.2 Wheatbelt Civic Leadership Conference

Town Teams, Shire of Dowerin and NEWROC EO will meet in December to further progress. Proposed for April 2020. There will be a civic leadership conference to support local leaders and a "Dowerin Do Over" which will see the main street of Dowerin revitalized in a few hours whilst the conference is running. It is intended this event is for all Wheatbelt Shires, CRCs, NFP leaders.

## 10. PROPOSED 2021 MEETING SCHEDULE

23 February	Council	Shire of Trayning
30 March	Executive	Shire of Nungarin
27 April	Council	Shire of Mukinbudin
25 May	Executive	Shire of Mt Marshall
29 June	Council	Shire of Dowerin
27 July	Executive	Shire of Wyalkatchem
24 August	Council	Shire of Koorda
<i>(Local Government Week Sunday 20 Sept (NEWROC Dinner)</i>		
28 September	Executive	Shire of Trayning
26 October	Council	Shire of Nungarin
30 November	Executive	Shire of Mukinbudin
14 December	Council	Shire of Mt Marshall

**ACTION: Present the 2021 meeting dates to the NEWROC Council**

## 11. 2020 MEETING SCHEDULE

8 December	Council	Shire of Koorda 3pm start and drinks / nibbles to follow
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## **12. CLOSURE**

The NEWROC CEO thanked the Shire of Trayning for hosting the meeting, as well as thanking Stephen Tindale for his role and effort with the NEWROC. The meeting was closed at 2.29pm





# Great Eastern Country Zone

# Minutes

**Held at Merredin Recreation Centre**

**Commenced at 9:30am  
Thursday 26 November 2020**

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# Great Eastern Country Zone

Meeting was held at Merredin Recreation Centre

Commenced at 9.30am, Thursday 26 November 2020

## Minutes

1. OPENING AND WELCOME
2. ATTENDANCE AND APOLOGIES

<b>Shire of Bruce Rock</b>	President Cr Stephen Strange Cr Ramesh Rajagopalan Mr Darren Mollenoyux Chief Executive Officer non-voting delegate
<b>Shire of Cunderdin</b>	Cr Alison Harris Mr Stuart Hobley Chief Executive Officer non-voting delegate
<b>Shire of Dowerin</b>	Cr Darrel Hudson
<b>Shire of Kellerberrin</b>	President Cr Rodney Forsyth Mr Raymond Griffiths Chief Executive Officer non-voting delegate
<b>Shire of Kondinin</b>	Ms Mia Maxfield Chief Executive Officer non-voting delegate
<b>Shire of Koorda</b>	President Cr Jannah Stratford Mr Darren Simmons Chief Executive Officer non-voting delegate
<b>Shire of Merredin</b>	President Cr Julie Flockart Mr Mark Dacombe Chief Executive Officer non-voting delegate
<b>Shire of Mount Marshall</b>	Mr John Nuttall Chief Executive Officer non-voting delegate
<b>Shire of Narembeen</b>	President Cr Rhonda Cole - <b>Chair</b> Cr Alan Wright - Deputy Cr Warren Milner - Observer
<b>Shire of Nungarin</b>	Cr Gary Coumbe Cr Eileen O'Connell Mr Leonard Long Chief Executive Officer non-voting delegate
<b>Shire of Tammin</b>	Cr Glenice Batchelor Mr Neville Hale Chief Executive Officer non-voting delegate



<b>Shire of Trayning</b>	Cr Geoff Waters Ms Leanne Parola Chief Executive Officer non-voting delegate
<b>Shire of Westonia</b>	President Cr Karin Day Mr Jamie Criddle Chief Executive Officer non-voting delegate
<b>Shire of Wyalkatchem</b>	President Cr Quentin Davies Mr Peter Klein Chief Executive Officer non-voting delegate
<b>Shire of Yilgarn</b>	Cr Bryan Close Mr Peter Clarke Chief Executive Officer non-voting delegate

### **WALGA Representatives:**

Tony Brown, Executive Manager Governance & Organisational Services  
Garry Middle, Acting Environment Policy Manager  
Naomh Donaghy, Governance and Organisational Services Officer

### **Guests:**

Rachele Ferrari, Acting Regional Director, WA Country Health Service Wheatbelt  
Rob Cossart, Wheatbelt Development Commission, CEO  
Mandy Walker, Director Regional Development, RDA Wheatbelt  
Mike Roberts, Regional Manager, Goldfields and Agriculture Region, Water Corporation  
Jennifer Collins Regional Manager Wheatbelt - Department of Local Government, Sport and Cultural Industries  
Julie Knight, Principal Strategy Officer, Department of Local Government, Sport and Cultural Industries  
Craig Manton, Main Roads WA  
Kathleen Brown, Electorate Officer, Mia Davies MLA Office

### **Apologies:**

Shire of Cunderdin	Cr Dennis Whisson
Shire of Dowerin	Cr Adam Metcalf Ms Rebecca McCall Chief Executive Officer non-voting delegate
Shire of Kellerberrin	Cr Scott O'Neill
Shire of Kondinin	President Cr Sue Meeking Cr Bev Gangell
Shire of Koorda	Cr Pamela McWha
Shire of Merredin	Cr Mal Willis
Shire of Mount Marshall	President Cr Tony Sachse – Deputy Chair Cr Nick Gillett
Shire of Mukinbudin	President Gary Shadbolt Cr Rod Comerford Mr Dirk Sellenger Chief Executive Officer non-voting delegate
Shire of Narembeen	Cr Kellie Mortimore Mr Chris Jackson Chief Executive Officer non-voting delegate
Shire of Nungarin	President Pippa DeLacey
Shire of Tammin	Cr Tania Daniels Mr Neville Hale Chief Executive Officer non-voting delegate
Shire of Westonia	Cr Bill Huxtable
Shire of Wyalkatchem	Cr Owen Garner
Shire of Trayning	President Cr Melanie Brown
Shire of Yilgarn	President Wayne Della Bosca

## Attachments

The following were provided as attachments to the agenda:

1. Minutes Great Eastern Country Zone 27 August 2020 Special minutes 22 September
2. Minutes GECZ Special Executive Committee Meeting September 22 2020
3. Minutes GECZ Executive Committee 12 November 2020
4. Letter from Hon David Littleproud MP – Minister for Agriculture, Drought and Emergency Management
5. Letter from Minister Alannah MacTiernan MLC – Minister for Regional Development; Agriculture and Food; Ports
6. WALGA Presidents Report December 2020
7. Local Government Agricultural Freight Group Minutes 5 October
8. Wheatbelt DEMC Meeting on Wednesday, 21st October
9. Recovery and resilience presentation S. Blyth 21 October 2020
10. Pre season weather outlook - Wheatbelt DEMC Oct 2020
11. eDoc - WB - COVID -19 Welfare Centre Guidelines - Oct 2020
12. RDA Wheatbelt update

State Council Agenda – via link: [State Council Agenda, December 2020](#)

Declarations of Interests

NIL

### 3. **ANNOUNCEMENTS**

### 4. **GUEST SPEAKERS / DEPUTATIONS**

#### **4.1 Rachele Ferrari – WA Country Health Service Wheatbelt**

Rachele Ferrari, Acting Regional Director of the WA Country Health Service Wheatbelt provided a presentation on the COVID-19 Road to Recovery for the region.

Presentation attached – Attachment 1

#### **4.2 Wheatbelt Development Commission**

Rob Cossart, Chief Executive Officer, presented the Wheatbelt Development Commissions Strategic Plan to the Zone.

## **5. MINUTES**

### **5.1 Confirmation of Minutes from the Great Eastern Country Zone meeting held Thursday 27 August 2020**

The Minutes of the Great Eastern Country Zone meeting held on Thursday 27 August 2020 have previously been circulated to Member Councils.

#### **RESOLUTION**

**Moved: Cr Harris**  
**Seconded: Cr Rajagopalan**

**That the Minutes of the Great Eastern Country Zone meeting held Thursday 27 August 2020 are confirmed as a true and accurate record of the proceedings noting the following apology amendments made:**

#### **Apology**

**Shire of Narembeen                      Cr Kellie Mortimore**  
**Shire of Kondinin                      Cr Bev Gangell**

**CARRIED**

### **5.2 Business Arising from the Minutes of the Great Eastern Country Zone Meeting Thursday 27 August 2020**

**NIL**

### **5.3 Confirmation of Minutes from the Great Eastern Country Zone Special Meeting of the Executive Committee held Tuesday 22 September 2020**

The Minutes of the Great Eastern Country Zone Special Executive Committee Meeting held on Tuesday 22 September 2020 are for Noting.

#### **RESOLUTION**

**Moved: Cr Waters**  
**Seconded: Cr Day**

**That the Minutes of the Great Eastern Country Zone Special Executive Committee meeting held Tuesday 22 September 2020 be noted.**

**CARRIED**

### **5.4 Business Arising from the Minutes of the Great Eastern Country Zone Special Meeting Tuesday 22 September 2020**

**NIL**

### **5.5 Minutes from the Great Eastern Country Zone Executive Committee Meeting held Thursday 12 November 2020**

The recommendations from the Executive Committee Meeting have been extracted for the Zones consideration.

## 5.5.1 (Exec item 5.6) - Proposed Meeting Dates for 2021

### BACKGROUND

Meeting dates for the Great Eastern Country Zone's Executive Committee and Zone meetings were presented to the Committee on 12 November 2020. Dates were generally accepted with the exception of the proposed April zone date which fell on a public holiday. As a result, please see new proposed dates for the zones endorsement with the April date now falling on a Tuesday.

#### NOTICE OF MEETINGS GREAT EASTERN COUNTRYZONE 2021

<b>Zone Meeting Dates Monday</b>	<b>Time</b>	<b>HOST COUNCIL</b>	<b>State Council Meeting Dates 2021</b>
<b>22 February 2021</b>	Monday 9.30am	Shire of Kellerberrin	Wednesday 3 March, 2021
<b>27 April 2021</b>	Tuesday 9.30am	Shire of Merredin	Wednesday 5 May, 2021
<b>28 June 2021</b>	Monday 9.30am	Shire of Kellerberrin	Wednesday 7 July, 2021
<b>23 August 2021</b>	Monday 9.30am	Shire of Merredin	Regional Meeting 2-3 September 2021
<b>22 November 2021</b>	Monday 9.30am	Shire of Kellerberrin	Wednesday 1 December 2021

The Zone Executive Committee dates are held 1.5 weeks prior to the Zone meeting, as per previous years, it is proposed that the Executive Committee meeting day remain on Thursday's.

#### NOTICE OF MEETINGS GREAT EASTERN COUNTRYZONE EXECUTIVE COMMITTEE 2021

<b>Exec Comm Meeting Dates Thursday</b>	<b>Time</b>	<b>HOST COUNCIL</b>
<b>11 February 2021</b>	Thursday 7.30 am	Teleconference
<b>15 April 2021</b>	Thursday 7.30 am	Teleconference
<b>17 June 2021</b>	Thursday 7.30 am	Teleconference
<b>12 August 2021</b>	Thursday 7.30am	Teleconference
<b>11 November 2021</b>	Thursday 7.30 am	Teleconference

*Please note WALGA's annual convention is being held September 19 & 20, 2021. Therefore all suggested meetings above will be held via teleconference.*

**RESOLVED**

That the Great Eastern Country Zone endorse the proposed dates.

Moved: Cr Forsyth

Seconded: Cr Flockart

**CARRIED**

**5.5.2 Minutes of the Executive Committee 12 November 2020**

**RESOLVED**

That the remaining items contained in the Minutes of the Executive Committee Meeting of the Great Eastern Country Zone held 12 November 2020 be endorsed.

**5.6 Business Arising from the Minutes of the Great Eastern Country Zone Special Meeting Thursday 12 November 2020**

**NIL**

**5.6.1 Drought Summit Opportunity**

**Background:**

At the Great Eastern Country Zone meeting held 27 August 2020, the following was resolved:

*RESOLVED*

*That the Great Eastern Country Zone Executive Committee discuss at their next meeting the opportunity of working in collaboration with WALGA to coordinate a Summit in the near future.*

**Committee consideration:**

At the Special Executive Committee meeting held on 22 September 2020, the Committee discussed the Great Eastern Country Zone hosting a drought summit in February 2021 as a half day forum involving the Great Southern and Central Country Zones

The Committee resolved as follows;

*Resolved*

- 1. That the GECZ Executive recommend to the Great Eastern Country Zone that the Zone host a Drought Summit in February 2021(via Flying Minute).*
- 2. Subject to approval on item 1, the Zone email other Zones seeking their interest in attending.*

At the Executive Committee meeting held on 12 November, the issue was further considered as arrangements had not progressed as information was received advising of concerns in attracting any politicians for a Summit in February 2021 due to the State Election.

The Committee discussed referring this item to the Zone meeting for a broader discussion with all members and resolved as follows;

*Resolved:*

*That a Zone agenda item be proposed to further consider the merits of holding a drought summit*

**Comment**

The item is brought forward for the Zones consideration on whether to hold a Drought summit.

To assist the following information is provided on the broader issue of Drought. The 2020 Annual General Meeting considered this issue and resolved as follows;

*That WALGA:*

- 1. Requests assistance from the Federal Minister for Agriculture, Water and Environment, to reconsider the Federal Government's approach when determining the criteria on what areas are eligible for drought assistance, and*
- 2. Requests the State Minister for Agriculture and Food to reconsider the State Government approach of not assisting with the drought situation, and if the State cannot help under their Water Deficiency Program that is implemented to cart water, then an alternative assistance package be considered.*

The above motion is consistent with the State Council resolution of March 2020, requesting WALGA, in consultation with ALGA, to liaise with the WA State Government Ministers for Water, Agriculture and Environment to provide a coordinated holistic response in respect to the ongoing drying climate issues and access to the Drought Communities Funding Program. RESOLUTION 37.1/2020

WALGA has written to the Federal Minister for Agriculture, Water and Environment and a favourable response has been received in respect to the On-farm Emergency Water Infrastructure Rebate Scheme (the Minister announced a further \$50m for the Scheme in October 2020, with a co-contribution expected from the State) and in acknowledging sector frustration with the then Drought Communities Program Extension Program. The Minister is now focused on finalising the details of the Local Government Regional Drought Resilience Planning Program with the WA State Government. Once the details are finalised, the successful undertaking and completion of these Plans by Local Government will inform decisions about future funding allocations by the State and Commonwealth.

Correspondence was also sent to the Western Australian State Minister for Agriculture and a positive response to reviewing the matter has been received, with the Minister committing to work with the Minister for Water to ensure that Local Governments optimally benefit from the Future Drought Fund, and that DPIRD and DWER will continue to work closely with WALGA to seek solutions to improve drought resilience throughout the state.

WALGA's Acting Policy Manager Environment, Garry Middle will be attending this meeting to assist with discussion.

## ZONE DISCUSSION

The zone discussed that a drought summit is not advantageous at this point in time, the Zone will revisit at a later date.

## RESOLUTION

**That the Zone defer consideration of a Drought Summit at this point in time and retain a 'watching brief' on issues associated with drought funding.**

## 6. ZONE BUSINESS

### 6.1 Inquiry into Local Government – Final Report

By Tony Brown, Executive Officer

Correspondence has been received from the Office of the Legislative Council Committee of Western Australia extending their thanks to the Great Eastern Country Zone of WALGA for assistance with its Inquiry into Local Government - [Please see report](#).

## Noted

## 6.2 Cunderdin Agricultural College – Year 11 Student accommodation

The Great Eastern Country Zone earlier this year resolved as follows;

*That the Great Eastern Country request the State Government provide funding assistance through the Business Case for infrastructure upgrades to the accommodation at the Cunderdin Agricultural College to address the oversubscription of students that will continue to support the Government in achieving its targets or regional prosperity and regional job creation.*

Correspondence was sent to the Hon Sue Ellery, Minister for Education and Training. The Minister has responded as per the following;

*Thank you for your letter dated 16 July 2020, advising of the support of the Great Eastern Country Zone for the upgrade of the residential accommodation at the WA College of Agriculture - Cunderdin.*

*The college has a long history of providing a high standard of agriculture and trade education and is continuing to attract interest from prospective students. As noted in your letter, each college has an overall cap, determined by the capacity of the farm enterprises to deliver appropriate educational experiences for students, and the residential accommodation needs to align with this capacity. The Department of Education is aware that the WA College of Agriculture - Cunderdin is a sought-after college. The Department is working with the college to prepare a Business Case and this will be considered when future capital works programs are compiled.*

*Thank you for bringing this matter to my attention.*

**Noted**

## 6.3 Mobile phone tower battery back up during emergencies

### Background

Nick Sloan (WALGA CEO), Joanne Burges (WALGA Intergovernmental Relations and Risk) and Cr Stephen Strange met with Senator Dean Smith and Mark Thompson, Corporate Affairs Manager and Boyd Brown, WA Regional General Manager representing Telstra on Thursday 24 September, 2020.

The Senator had called the meeting as a follow up to our meeting of 22 July, 2020 when the Association assisted by Cr Stephen Strange, escalated the matter to the Commonwealth level via three fronts, Hon Melissa Price MP, Hon Mark Coulton MP and the Senator.

Telstra acknowledged that issues occur around 'unplanned' outages (as experienced in emergency situations) and that energy providers (Western Power and Horizon Power) should also be at the table to address this issue along with future proofing solutions.

Further, Telstra spoke of the Commonwealth's 'hardening' grant funding program (funded via Mobile Black Spot Funding), at which time we were able to outline some of the limitations of the fund.

Acknowledged one of the gaps is between the battery back-up 'going down' and the technician arriving.

Further, it was acknowledged that Telstra had distributed a 'Notifications' Fact Sheet as an outcome to previous advocacy by Zones and WALGA. (Currently notifications of 'planned' outages are going directly to the Local MP and the affected Local Governments).

Solutions discussed included but were not limited to:

- Investigating the actual 'cost' and options of a battery backup replacement and maintenance program to ensure longer back-up

- Investigating 'local' options and training for technicians
- Including Western Power and Horizon Power to seek a collaborative approach to both short term solutions and innovative solutions for the long term e.g. Gen Set/Solar/ Battery combination

Outcomes of the meeting included:

- The Senator to write to the Telstra CEO outlining the specific nuances and needs of Western Australia
- The Senator will write to the SEMC to encourage this matter as a standing item, suggesting Telstra, Western Power and Horizon Power attendance to seek a collaborative solution
- The Telstra WA Regional General Manager, Boyd Brown and WALGA CEO, Nick Sloan to meet in the near future to progress solution seeking options for the short, medium and long term

It was acknowledged that many of the options were currently prohibitive from a cost perspective, although the discussions did identify some options that could be explored further.

Where cost was seen as an issue, it was agreed that this should not limit investigating what is possible and to explore funding options that could be available now and into the future.

Most importantly, there is a commitment to keep exploring options.

**Cr Strange updated the Zone on a conversation held with Richard Burnell, Department of Fire and Emergency Services. This issue has been elevated to the State Emergency Movement Committee (SEMC) and Emergency Services. Richard Burnell has requested to present at the next zone meeting.**

## **7. ZONE REPORTS**

### **7.1 Zone President Report**

*By Cr Rhonda Cole*

#### **RESOLVED**

**That the Zone President's Report be received.**

### **7.2 Local Government Agricultural Freight Group**

*By Cr Julie Flockart*

Cr Julie Flockart provided her report to the Zone. Minutes of the 5 October Local Government Agricultural Freight Group were attached with the Agenda.

#### **ZONE DISCUSSION**

The Zone Chair acknowledged the work carried out by former Cr Ricky Storer from the Shire of Koorda, President Cr Katrina Crute, Shire of Bookton and Garrick Yandle, CEO Shire of Kulin, for their efforts in respect the Wheatbelt Freight Route Project.

#### **RESOLVED**

**That the Local Government Agricultural Freight Group Report be received.**

### **7.3 Wheatbelt District Emergency Management Committee**

*By Cr Tony Sachse*



The Minutes of the Wheatbelt DEMC Meeting on Wednesday, 21<sup>st</sup> October were attached. There were three guest speakers.

- (1) "State Recovery Coordination" by Suzanne Blyth DFES. Presentation was attached.
- (2) "Pre-Season Weather Outlook" by Gianni Golangelo BOM/DFES. Presentation was attached.
- (3) "Effect of Power Outages on Telstra Infrastructure" by Dan Clements. Note item 2.3 in Minutes.

Evacuation Centres and COVID-19 was discussed in a presentation from Ant Sadler (DFES). Since that meeting, the Department of Communities has sent out an eDoc relating to COVID-19 – Welfare Centre Guidelines (Oct 2020). The Operational Area Support Group (OASG) recommends discussion at LEMC level on Evacuation Centres relating to COVID-19 precautions before a response team from the DoCs arrives. I have attached this eDOC with this report, but you should already have received it through your LEMC's correspondence.

Please also note that if there are people self-isolating due COVID-19, and they need to leave due to Advice, Watch and Act or an Emergency Warning, then they should travel to a safe place (preferably a relative's residence), and contact WA Police. This detail of this is documented in the eDOC.

I have reported to the OASG Wheatbelt that smaller Local Government's do not have the resources to meet the precautions in the eDOC. Larger LGA's may be able to achieve this. Once the Department of Communities arrive then they will have the necessary resources. However, we are talking in the period where the evacuation centre is being set up and starting to receive people.

There will be a Wheatbelt Human Services Managers Forum Meeting on Thursday, 19<sup>th</sup> November 2020. Agenda topics include the Wheatbelt Education Engagement Plan (WEEP), CRTAFE Digital Skills Training Needs Survey, Early Years Working Party, Community Awareness Working Party and Education Engagement. I am currently representing Local Government on this Committee so if there is any feedback on these or other related topics please contact me.

Reports on the progress of the Wheatbelt DEMC were attached with the Agenda.

## **RESOLUTION**

**Moved: Cr Davis**  
**Seconded: Cr Waters**

**That the Wheatbelt District Emergency Management Committee Report and attachments be received.**

**CARRIED**

### **7.4 Wheatbelt Health MOU Group**

*By Cr Glenice Batchelor*

Cr Batchelor reported on the Wheatbelt Health MOU at the meeting.

## **RESOLVED**

**Moved: Cr Waters**  
**Seconded: Cr Harris**

**That the Wheatbelt Health MOU Group Report be received.**

## **8. WESTERN AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION (WALGA) BUSINESS**

### **8.1 State Councillor Report**

*Cr Stephen Strange*

Cr Strange advised that a Special Meeting of State Council was held in early November and endorsed WALGA's new Corporate Strategy 2020-2025.

The development of WALGA's strategic plan has been an involved and significant process throughout this calendar year incorporating input from State Council, executive team and staff, a sample of members at senior levels, and external stakeholders including Directors General and other senior public servants.

The strategy identifies five key strategic themes:

- Advocating and facilitating sector policy and solutions
- Delivering member-centric, quality services
- Financial sustainability
- Contemporary systems
- Agile workforce

WALGA's annual convention will be moved for 2021 to the Crown Perth Plaza and will be held in mid-September. WALGA listened to the feedback from Delegates at the 2020 AGM held recently.

There was a cancellation fee required to break the contract from the Perth Convention and Exhibition Centre and Tony Brown will advise the Zone on this cost via e-mail following the meeting.

### **RESOLUTION**

**Moved: Cr Forsyth**

**Seconded: Cr Wright**

**That the State Councillor Report be received**

**CARRIED**

## 8.2 WALGA Status Report

By Tony Brown, Executive Officer

### BACKGROUND

Presenting the Status Report for August 2020 which contains WALGA's responses to the resolutions of previous Zone Meetings.

# GREAT EASTERN COUNTRY ZONE STATUS REPORT August 2020

Zone	Agenda Item	Zone Resolution	WALGA Response	Update	WALGA Contact
Great Eastern C	2019 June 27 Zone Agenda Item 12.1 Government Regional Officer Housing	That the Zone request WALGA to advocate on the impact of Government Regional Officer Housing on retaining public sector professionals (Doctors, nurses, teachers) in the Great Eastern Country Zone.	<p>In May 2019, the McGowan Government deferred a planned increase to GROH rents in 2019-20. The next increase of \$30pw was due to come into effect 1 July 2019.</p> <p><a href="https://www.mediastatements.wa.gov.au/Pages/McGowan/2019/05/McGowan-Government-temporarily-defers-increase-to-GROH-rents.aspx">https://www.mediastatements.wa.gov.au/Pages/McGowan/2019/05/McGowan-Government-temporarily-defers-increase-to-GROH-rents.aspx</a></p> <p>WALGA notes and includes the Zones Recommendation in its advocacy for GROH and greater service support for regional and remote Western Australian Local Governments, acknowledging the importance of this topic in the coming months.</p> <p>WALGA has been advised by WAPOL and the relevant State Government agency who confirm the rental freeze to GROH properties will remain until the completion of the review of the GROH Tenant Rent Setting Framework. Further work has been done in strengthening the partnerships between WAPOL officers and key Local Government officers in specified areas of concerns.</p> <p>Department of Communities modelling and draft ERC proposal has been elevated within the Department. The Director General has called for a working group to be established to include representatives from GROH, of which the TSRF review will be included.</p>	Ongoing	<p><b>Joanne Burges</b> A/Executive Manager, Strategy, Policy and Planning <a href="mailto:jburges@walga.asn.au">jburges@walga.asn.au</a> 9213 2018</p>

			<p>In July 2020 WALGA wrote to the Director General at the Department of Communities seeking a response to WALGA State Council July resolution:</p> <p>That WALGA contact the Director General of the Department of Housing to:</p> <ol style="list-style-type: none"> <li>1. Seek action and acknowledge the extra challenges in attracting and retaining public sector staff in remote and rural areas of the state</li> <li>2. Immediately review and address the issue of insufficient GROH housing (and the high cost of subsidised rental) for public sector staff and actively seek and enter into Joint Venture arrangements with Councils to address the shortfall in accommodation</li> <li>3. Request that the agencies be requested to engage with WALGA to seek a solution to the current short supply of GROH housing within all regions.</li> </ol> <p>In August 2020, WALGA received a response from the Director General, Communities, which stated that the Department of Communities has diverted much of its resources towards the social and economic recovery of the State. Therefore work on the planned GROH review is placed on hold until the conclusion of the COVID-19 emergency period. It was acknowledged that GROH plays an important role in attracting and retaining staff in regional and remote communities. WALGA met with relevant staff from the Department of Communities on 21 August 2020 to further discuss the issue.</p>		
<b>Great Eastern C</b>	<b>2019 March Zone Agenda Item 12.3</b> Telstra – Power Outages Effecting Communications	1. Requests WALGA to advocate through the State Emergency Management Committee for action in respect to power outages effecting telecommunications and the eligibility for Local Governments to turn generators on.	<p>WALGA have written to the SEMC to request action in respect to power outages effecting telecommunications.</p> <p>WALGA have advocated to the SEMC and the SEMC have included this item on their agenda at the meeting to be held 2 August 2019.</p> <p>WALGA tabled this issue at the August SEMC meeting requesting SEMC to formally write to the District Emergency management Committees and to provide WALGA with advice on this matter. SEMC have taken this as an action.</p>	<b>Ongoing</b>	<b>Joanne Burges</b> <b>A/Executive Manager,</b> <b>Strategy, Policy and</b> <b>Planning</b> <a href="mailto:jborges@walga.asn.au">jborges@walga.asn.au</a> <b>9213 2018</b>

			<p>The Zone will be provided with a copy of SEMC's response when received.</p> <p>This matter has been officially raised at SEMC, particularly the sector is still awaiting a response.</p> <p>WALGA tabled concerns of the sector at the State Emergency Management Committee on Friday 13th December 2019. Following this WALGA met with Telstra and discussed how we can better understand the Telstra notification systems and how Local Governments can access the information and key contacts should this happen.</p> <p>The key outcomes from the meeting were for Telstra to share a series of fact sheets on topics relevant to the issues being faced by your communities and provide key contact information in order for these matters to be escalated or referred should you need to.</p> <p>The first fact sheet provided by Telstra was on Power Outages and was disseminated to all regional councils.</p> <p>WALGA is currently assisting DFES with a Commonwealth grant application with the aim of enhancing battery back-up service to 206 base stations across Western Australia. A DFES representative is available to present to the Zone once the outcome of the application is known.</p>		
Great Eastern C	2020 February 26 Zone Agenda Item 7.1 Federal Government Drought Communities	That the Great Eastern Country Zone requests WALGA, in consultation with ALGA, to liaise with the WA State Government Ministers for Water, Agriculture and Environment to provide a coordinated holistic response in respect to the ongoing drying climate issues and access to the Drought Communities Funding Program.	<p>State Council Resolution</p> <p>That State Council endorse the recommendation from the Great Eastern Country Zone relating to the Federal Government Drought Communities Program.</p> <ul style="list-style-type: none"> <li>That the Great Eastern Country Zone requests WALGA, in consultation with ALGA, to liaise with the WA State Government Ministers for Water, Agriculture and Environment to provide a coordinated holistic response in respect to the ongoing drying climate issues and access to the Drought Communities Funding Program.</li> </ul> <p>RESOLUTION 37.1/2020</p> <p>WALGA has met with the WA Minister for Water Chief of Staff and is lobbying through both the State and ALGA for a third round of funding, bespoke to Western Australia.</p>	Ongoing	<p>Joanne Burges A/Executive Manager, Strategy, Policy and Planning <a href="mailto:jburges@walga.asn.au">jburges@walga.asn.au</a> 9213 2018</p>

			<p>WALGA has written to the Minister for Agriculture, Minister for Water and the Minister for Local Government on the issue, seeking their support to review the drought funding mechanisms for Western Australia. At the WALGA webinar on May 8<sup>th</sup>, the Minister for Agriculture committed to advocating to the Commonwealth in conjunction with WALGA.</p> <p>On August 7 the WALGA Deputy President met with Senator Dean Smith as part of the advocacy approach, and WALGA is now writing to all Western Australian Federal Government members to also request additional funding for the National On-Farm Emergency Water Infrastructure Rebate Scheme.</p> <p>WALGA has also met with Senator Brockman, and is also in discussion with Minister MacTiernans Chief of Staff on the issue.</p> <p>Correspondance from Minister Littleproud received in October highlighted that the Regional Drought Resilience Planning Program details are still being worked through with the State Government, who are yet to commit to co-funding the program. WALGA is currently seeking an assurance from Minister MacTiernan that it will.</p>		
<b>Great Eastern C</b>	<b>2018 November 29 Zone Agenda Item 7.3</b> Container Deposit Scheme Locations	<p>That the Great Eastern Country Zone requests that:</p> <ol style="list-style-type: none"> <li>1. All Local Governments be guaranteed, as a minimum, one flexible refund point in their area.</li> <li>2. A flexible access point should be defined as a refund point which, as a minimum, is open 16 hours each two week period, including at least 8 hours at weekends</li> </ol> <p>The State Government provide appropriate funding for the refund points.</p>	<p>The Container Deposit Scheme was launched in October 2020.</p> <p>Not all Shires received a flexible refund point in their area.</p> <p>A network of more than 200 refund points have opened across WA. This will expand to a minimum of 229 refund points by 30 June 2021. Refund point locations, hours of operation and contact details are available on the Containers for Change website.</p> <p><a href="https://www.containersforchange.com.au/wa/">https://www.containersforchange.com.au/wa/</a></p>	<b>November 2020</b>	<p><b>Joanne Burges</b> A/Executive Manager, Strategy, Policy and Planning <a href="mailto:jburges@walga.asn.au">jburges@walga.asn.au</a> 9213 2018</p>
<b>Grt Eastern C</b>	<b>2020 25 June Zone Agenda Item 7.3</b> Telecommunications – Minister Response	<p>That WALGA again raise the issue of lack of communication when power outages occur with the State Emergency Management Committee (SEMC) and the Federal/State Government politicians advising of the lack of response from Telstra on this issue and the extreme concern in an emergency situation that this causes.</p>	<p>WALGA has met with the Executive Manager of Corporate Services DFES to discuss a funding application to the Commonwealth for application to the Commonwealth resilience improvement funding package.</p> <p>It has several key pillars, namely:</p> <ol style="list-style-type: none"> <li>1. \$7m for installing 2000 satellite dishes onto fire stations</li> <li>2. \$18m for hardening the mobile phone network - stage 1 of \$10m will be providing battery back-up</li> </ol>	<b>November 2020</b>	<p><b>Joanne Burges</b> A/Executive Manager, Strategy, Policy and Planning <a href="mailto:jburges@walga.asn.au">jburges@walga.asn.au</a> 9213 2018</p>

			<p>for towers and extending battery life – for those towers delivered in rounds 1 and 2 of the Mobile Black Spot Program. Also includes generators in some cases.</p> <ul style="list-style-type: none"> <li>- stage 2 will be a grants program for further hardening work</li> </ul> <p>3. \$10m for the expansion of mobile satellite communications capability</p> <ul style="list-style-type: none"> <li>- \$1.7m for NBN Co to expand its fleet of Sky Muster trucks and 12 portable satellite FlyAway kits</li> <li>- \$8.3m for competitive grants</li> </ul> <p>WALGA is in discussion with DFES as to the priority elements that would constitute a WA funding bid to assist in resolving the telecommunications issue.</p>		
<b>Grt Eastern C</b>	<b>2020 25 June Zone Agenda Item Zone Comment</b>	<ol style="list-style-type: none"> <li>1. That WALGA advocate to the Federal Government to request additional funding for the National On-Farm Emergency Water Infrastructure Rebate Scheme as the fund has been fully subscribed one year into a three year program.</li> <li>2. That WALGA advocate to the State Government to reinstate the Farm Water Rebate Scheme.</li> </ol>	<p>On August 7 the WALGA Deputy President met with Senator Dean Smith as part of the advocacy approach, and WALGA is wrote to all Western Australian Federal Government members requesting additional funding for the National On-Farm Emergency Water Infrastructure Rebate Scheme.</p> <p>Correspondance received from Minister Littleproud on October 20 highlighted his announcement with Minister Pitt on October 2 that a further \$50m would be made available for the this financial year for the Scheme.</p> <p>WALGA is continuing discussions with the State Government for the reinstating of the Farm Water Rebate Scheme.</p>	<b>November 2020</b>	<p><b>Joanne Burges</b>  <b>A/Executive Manager,</b>  <b>Strategy, Policy and Planning</b>  <a href="mailto:jburges@walga.asn.au">jburges@walga.asn.au</a>  <b>9213 2018</b></p>
<b>Grt Eastern C</b>	<b>2020 2 September State Council Agenda Item 5.5 Local Government Review Panel Final Report</b>	<p>That the Great Eastern Country Zone supports all matters for decision on the September 2020 State Council Agenda, subject to the below:</p> <p>That WALGA's position on recommendation 25c be changed from support to oppose</p> <p>That WALGA's position on recommendation on 22 be changed from consult to oppose</p> <p>That WALGA's position on recommendation 38c to 38e be changed from support to conditionally support (request to be in conjunction of the 4 year cycle)</p>	<p>WALGA State Council considered all Zones positions on the Panel's report and resolved as follows;</p> <p>That WALGA:</p> <ol style="list-style-type: none"> <li>1. Acknowledges the panel report and the recommendations received from Zones and continue to work with the Government to undertake further consultation on the recommendations contained therein;</li> <li>2. Requests a formal commitment from the Minister for Local Government that the Local Government Sector be consulted on the Draft Local Government Bill in line with the State / Local Government Partnership Agreement and that WALGA actively participates in the legislative drafting process to develop the new Local Government Act; and</li> </ol>	<b>November 2020</b>	<p><b>Tony Brown</b>  <b>Executive Manager</b>  <b>Governance and Organisational Services</b>  <b>9213 2051</b>  <a href="mailto:tbrown@walga.asn.au">tbrown@walga.asn.au</a></p>

		<p>That WALGA's position on recommendation to 46 be changed from support to conditionally support (one size doesn't fit all).</p> <p>That WALGA's position on recommendation to 54c be changed from support to oppose</p> <p>That WALGA's position on recommendation to 55h be changed from support to oppose</p> <p>That WALGA's position on recommendation to 55l be changed from support to oppose</p>	<p>3. Strongly encourages individual Local Governments to consider responding to the recommendations of the panel report and advise WALGA of their submissions by 31 October 2020.</p> <p>RESOLUTION 119.4/2020</p> <p>WALGA is preparing an advocacy document bringing together the outcomes of the 3 recent reports being;</p> <ul style="list-style-type: none"> <li>• Panel report</li> <li>• Select Committee report</li> <li>• City of Perth report</li> </ul> <p>The paper will look at considering advocacy positions on 13 key issues. This paper will be considered as part of the December State Council agenda.</p>		
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## **ZONE COMMENT**

This is an opportunity for Member Councils to consider the response from WALGA in respect to the matters that were submitted at the previous Zone Meeting.

## **RECOMMENDATION**

**Moved: Cr Bachelor**  
**Seconded: Cr Harris**

**That the Great Eastern Country Zone WALGA November 2020 Status Report be noted.**

**CARRIED**

## **8.3 Review of WALGA State Council Agenda – Matters for Decision**

### **Background**

WALGA State Council meets five times each year and as part of the consultation process with Member Councils circulates the State Council Agenda for input through the Zone structure.

The full State Council Agenda can be found via link: [State Council Agenda - December 2020](#)

The Zone is able to provide comment or submit an alternative recommendation that is then presented to the State Council for consideration.

### **Matters for Decision**

#### **5.1 Local Government Act Review Advocacy Paper – Key Issues from Recent inquiries into Local Government**

##### **WALGA Recommendation**

That:

1. Ongoing advocacy relating to the Review of the *Local Government Act 1995* be noted; and,
2. The Advocacy Positions for a New Local Government Act: *Key issues from recent Inquiries into Local Government* – be endorsed.

## **ZONE COMMENT**

The Great Eastern Country Zone would like to highlight their opposition to a recommendation from the Local Government Act Review Panel in relation to Elected Members and Candidates having to declare any political affiliations. The Zone believe that politics should not be involved in Local Government.

#### **5.2 Registration of Building Engineers**

##### **WALGA Recommendation**

That WALGA:

1. Advise the Department of Mines Industry Regulation and Safety (DMIRS) that the registration of Building Engineers in WA is supported.

2. Request that DMIRS also consider the registration of Electrical Engineers, Façade Engineers, Energy Assessors, Bush Fire Consultants, Access consultants, Swimming pool, Patio installers and Demolition contractors.
3. Request that DMIRS clarify that dilapidation reports may only be undertaken by Registered Engineers.
4. Provide this report to Department of Mines Industry Regulation and Safety as feedback on the Consultation Regulatory Impact Statement.

### **5.3 Family and Domestic Violence**

#### **WALGA Recommendation**

That:

1. WA Local Governments recognise the prevalence, seriousness and preventable nature of family and domestic violence and the roles that Local Governments can play in addressing gender equity and promoting respectful relationships in their local community.
2. WALGA advocates to the State Government:
  - a. to define and communicate the role, responsibilities and expectations of Local Governments in family and domestic violence.
  - b. for adequate funding for family and domestic violence programs and services, particularly in regional areas.
  - c. for appropriate resources and funding be allocated to Local Governments to implement any particular roles and actions addressing family and domestic violence as defined in the State Strategy.
  - d. to provide support to Local Government in the broader rollout of the Prevention Toolkit for Local Government.
  - e. to continue advocacy to the Commonwealth Government for additional funding and support.
3. WALGA organises presentations for Local Governments that address family and domestic violence, as part of relevant events or webinars.

### **5.4 Underground Power Policy**

#### **WALGA Recommendation**

That Local Government supports the:

1. continuation of cooperative arrangements between the State Government, Western Power and Local Government to progressively replace the overhead electricity distribution network in residential areas with underground power.
2. development of a new approach to identifying and prioritizing areas for investment in underground power, initiated by the need to invest in the overhead network to meet safety, reliability and capability requirements.
3. development of a new approach to allocating State Government resources to facilitate projects proceeding in areas with a high electricity network need and lower economic capacity of ratepayers while retaining a commitment to funding an average of 25% of program costs.
4. opportunity for Local Governments to initiate projects to convert areas to underground power be retained with Western Power to continue to contribute the amount recoverable as an efficient investment as calculated by the New Facilities Investment Test (NFIT).

### **5.5 CEO Recruitment and Selection, Performance Review and Termination Standards Regulations**

1. That WALGA support the establishment of CEO Recruitment, Selection and Performance Review Standards subject to:
  - a) removal from the Regulations the requirement to re-advertise CEO positions after 10 year's continual service;

- b) Encouraging, rather than mandating, the involvement of an independent person in the CEO Recruitment and Selection Process;
  - c) The retention of Regulation 18C of the *Local Government (Administration) Regulations*;
  - d) Deletion of the requirement under Regulation 18FB(4) to provide a copy of a council resolution certifying compliance with the CEO standards to the Departmental CEO;
  - e) The conduct of an independent assessment of potential industrial and employment law consequences arising from the proposed regulations under Schedule 2, Division 4 'Standards for termination of employment of CEOs'; and
  - f) Deferral of Regulation 18FC pending an independent assessment of the Schedule 2, Division 4 'Standards for termination of employment of CEOs'.
2. Seek that the CEO Recruitment and Selection, Performance Review and Termination Working Group be reconvened to oversee the development of CEO Standards Regulations.

## **5.6 Model Code of Conduct for Council Members, Committee Members and Candidates Regulations**

That WALGA generally supports the *Local Government (Model Code of Conduct) Regulations 2020* with the following recommendations:

- a) Amend Division 2, Clause 4(d) to read '*identify and appropriately manage any conflict of interest*';
- b) Does not support the inclusion of local level complaints about alleged behavioural breaches and Local Governments dealing with complaints provisions in Division 3, Clauses 10 and 11; and
- c) Supports an external oversight body to manage local level complaints involving council members as prefaced in the *Local Government Review Panel Report, City of Perth Inquiry Report* and *Select Committee into Local Government Report*, to be considered in a future Local Government Act.

## **RESOLUTION**

**Moved: Cr Flockart**

**Seconded: Cr Wright**

**That the Great Eastern Country Zone supports all Matters for Decision as listed above in the 2 December 2020 State Council Agenda.**

**CARRIED**

<b>8.4 Review of WALGA State Council Agenda – Matters for Noting / Information</b>
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- 6.1 Infrastructure WA Discussion Paper**
- 6.2 Draft Amendments to the Planning and Development LPS Regs 2015**
- 6.3 State Planning Policy 3.1 R-Codes**
- 6.4 State and Federal Budgets 2020**
- 6.5 Noongar Heritage Agreement LG**
- 6.6 Aboriginal Cultural Heritage Bill Consultation**
- 6.7 LG Animal Welfare in Emergencies Grant**
- 6.8 2020 AGM Motions**
- 6.9 MWAC**

## **8.5 Review of WALGA State Council Agenda – Organisational Reports**

### **7.1 Key Activity Reports**

- 7.1.1 Report on Key Activities, Environment and Waste Unit**
- 7.1.2 Report on Key Activities, Governance and Organisational Services**
- 7.1.3 Report on Key Activities, Infrastructure**
- 7.1.4 Report on Key Activities, People and Place**

## **8.6 Review of WALGA State Council Agenda – Policy Forum Reports**

### **7.2 Policy Forum Reports**

- 7.2.1 Mayors/Presidents Policy Forum**
- 7.2.2 Mining Community Policy Forum**
- 7.2.3 Container Deposit Legislation Policy Forum**
- 7.2.4 Economic Development Forum**

## **RESOLUTION**

**Moved: Cr O’Connell**  
**Seconded: Cr Flockhart**

**That the Great Eastern Country Zone notes the following reports contained in the WALGA December 2020 State Council Agenda.**

- Matters for Noting/Information;**
- Organisational Reports; and**
- Policy Forum Report**

**CARRIED**

## **8.7 WALGA President’s Report**

The WALGA President’s Report is attached to the Agenda.

## **RECOMMENDATION**

**Moved: Cr Waters**  
**Seconded: Cr Day**

**That the Great Eastern Country Zone notes the WALGA President’s Report**

**CARRIED**

## **9. MEMBERS OF PARLIAMENT**

Kathleen Brown, Electorate Officer for Mia Davies MLA advised that Mia has been following the drought issue closely and has recently written to Federal Minister David Littleproud and will forward a copy of Mia's letter to the Zone for distribution to Members.

## **10. AGENCY REPORTS**

### **10.1 Department of Local Government, Sport and Cultural Industries**

Julie Knight and Jennifer Collins from the Department of Local Government, Sport and Cultural Industries updated the Zone.

**Noted**

### **10.2 Main Roads Western Australia**

Mr Craig Manton provided an update to the next Zone meeting.

Presentation attached – Attachment 2

**Noted**

### **10.3 Wheatbelt RDA**

Mandy Walker, RDA Wheatbelt presented to the Zone. Report was attached with the Agenda.

Presentation attached – Attachment 3

**Noted**

### **10.4 Water Corporation**

Mike Roberts, Regional Manager, Goldfields and Agriculture Region, introduced himself and advised that he looks forward to working with all Local Governments in the Zone.

**Noted**

## **11. EMERGING ISSUES**

### **11.1 Community Support**

Cr Strange thanked the Zone for the support provided to the Shire of Bruce Rock following the fire destroying the Bruce Rock General Store. The support from neighbouring Local Governments and Communities was very much appreciated.

## **11.2 Shire of Mount Marshall**

John Nuttall, CEO Shire of Mount Marshall, would like to thank neighbouring Local Governments and Communities for their support shown to the Shire President of Mount Marshall and the Mount Marshall community in respect to the recent tragedies in the area.

## **12. URGENT BUSINESS**

**NIL**

## **13. DATE, TIME AND PLACE OF NEXT MEETINGS**

The next meeting of the Great Eastern Country Zone will be held in Kellerberrin on Monday 22 February 2020, commencing at 9.30am.

## **14. CLOSURE**

There being no further business the Chair declared the meeting closed at 12.14pm

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# WA Recovery Plan - Communities

The WA Recovery Plan will help drive WA's economic and social recovery from the COVID-19 pandemic, with a focus on supporting the most vulnerable people in the community.

The Department of Communities is responsible for leading the State's social recovery and is accountable for the delivery of a number of initiatives valued in excess of \$1bn.

These include stimulus focussed capital expenditure initiatives, recovery focussed community services and existing initiatives that are critical to recovery.

Effective implementation of the WA Recovery Plan provides the foundation for enabling all aspects of the community's recovery and is essential for future community sustainability.

## Children in Care



\$3.7 million recovery package for WA foster and family carers, special guardianship order (SGO) carers and grandcarers (who play a fundamental role in protecting and nurturing the children they care for).



Funding will provide one-off payments of \$500 for one child and \$250 for each additional child.



Additional therapeutic and counselling support will be available to family and foster carers through an allocation of \$315,000 to the Australian Childhood Foundation.



An allocation of up to \$715,000 towards a co-designed Aboriginal Family Led Decision Making pilot, to empower Aboriginal families to make decisions about their children in a culturally safe way. The pilot will align with the intent of the Children and Community Service Amendment Bill 2019.

## Seniors



\$250,000 for Age-friendly Communities Social Connectivity Grants, including one-off grants of up to \$15,000 per project. The grants are for initiatives that reduce the impacts of social isolation on older people that have been exacerbated by COVID-19.



To respond to the potential for an increase in elder abuse as a hidden impact of the pandemic, the State Government is providing \$180,000 funding to support the prevention of elder abuse and training for professionals who regularly deal with older people in regional and remote areas, where some groups, are at higher risk of experiencing elder abuse and may be less likely or able to seek help.

## Financial Counselling



\$3.7 million to expand financial counselling services during 2020-21. The funding will provide for financial counsellor positions and counsellors with specific expertise in small business debt assistance.



\$1.5 million provided to financial counselling services for trainee intake and diploma study funding.



Funding of \$180,000 during 2020-21 for professional development, supervision and mentoring support for financial counsellors and trainees delivered by the Financial Counsellors Association of WA.

## Family and Domestic Violence



Over \$23 million will be invested in support services for victims of family and domestic violence.



\$6.7 million over two years to strengthen Family and Domestic Violence Response Teams. The teams operate in 17 locations across the state and are a partnership between the Department of Communities, WA Police and the community services sector.



\$8.6 million over two years for Mobile Outreach Workers for women's refuges, providing support to women and children experiencing or at further risk of experiencing family and domestic violence.



A further \$4 million for the expansion of the two women's refuges being built by the State Government in Peel and Kwinana. Funding will result in an additional six accommodation units built at each site.



\$123,000 for a program to support women who are living in family and domestic violence refuges to gain employment skills, access career training or retraining and attend a range of workshops and short courses to support their pathways to employment.



\$2.6 million to extend the Kimberley Family Violence Service trial by two years.



\$1.1 million over two years for family and domestic violence counselling, advocacy and support services.







## Wheatbelt Recovery Plan

The Wheatbelt Recovery Plan is part of the next step in our COVID-19 journey.

It's part of WA's \$5.5 billion overarching State plan, focused on building infrastructure, economic, health and social outcomes.

The Wheatbelt Recovery Plan will deliver a pipeline of jobs in sectors including construction, manufacturing, tourism and hospitality, renewable energy, education and training, agriculture, conservation and mining.

WA's recovery is a joint effort, it's about Government working with industry together. We managed the pandemic together as a community. Together, we will recover.

### Rebuilding our TAFE Sector

- \$ 8 million to the Muresk Institute in Northam for a new trades workshop, classrooms and specialist facilities for agricultural machinery apprentices and a new workshop space for shearing skills
- \$2 million to Central Regional TAFE's Northam Campus for major upgrades to workshop facilities and equipment
- \$25 million for free TAFE short courses to upskill thousands of West Australians, with a variety of free courses available at South Regional TAFE's Narrogin campus
- \$32 million to expand the Lower Fees, Local Skills program and significantly reduce TAFE fees across 39 high priority courses
- \$4.8 million for the Apprenticeship and Traineeship Re-engagement Incentive that provides employers with a one-off payment of \$6,000 for hiring an apprentice and \$3,000 for hiring a trainee, whose training contract was terminated on, or after, March 1, 2020 due to the economic downturn

### Investing in Tourism and Industry across the Wheatbelt

- \$175,000 for upgrades to visitor facilities in parks across the Wheatbelt region, including upgrading buildings, trails, camps sites and roads in the proposed Dryandra Woodland National Park and at Eaglestone Rock

## Wheatbelt Recovery Plan

- \$425,000 to upgrade visitor facilities in Nambung National Park, including improving services at the Pinnacles Desert Discovery and sealing the access road and car park at Lake Thetis
- \$116 million for the Regional Land Booster Package that will make residential, commercial and industrial lots more affordable including residential lots in Badgingarra, Ballidu, Bolgart, Bruce Rock, Cervantes, Coomberdale, Coorow, Cunderdin, Darkan, Doodlakine, Dowerin, Dumbleyung, Hyden, Kalannie, Karlgarin, Kellerberrin, Kondinin, Kununoppin, Lake King, Moora, Moorine Rock, Narrogin, Newdegate, Popanyinning, Tammin, Varley, Wagin, Westonia, Williams and Wundowie and industrial lots in Avon, Bencubbin, Beverley, Dalwallinu, Darkan, Hyden, Lake Grace, Lake King, Mukinbudin, Wagin and Wickepin
- \$15 million for the Native Vegetation Rehabilitation Scheme that delivers revegetation and habitat restoration across WA while providing employment and training opportunities for untrained workers including in the Wheatbelt
- \$8 million to the Offsets Funds for Recovery program that creates green jobs by supporting conservation groups to carry out on-ground works such as fencing, seeding and planting across regional WA including the Wheatbelt
- \$5 million to improve and increase roadside vegetation across the agricultural region to offset the impacts of roadworks aimed at making our roads safer
- \$10 million towards the Clean Energy Future Fund to invest in clean energy technologies
- \$8.1 million to continue the eConnected Grainbelt program that underpins essential digital information and weather data supplied to WA's primary industries and emergency services and to maintain 187 automated weather stations

### Building Infrastructure across the Wheatbelt

- Upgrades to Wheatbelt police stations including \$1.5 million for Merredin Police Station, \$2 million for Narrogin Police Station, \$1 million for Wagin Police Station and \$1 million for Williams Police Station
- \$1.63 million towards maintenance and infrastructure upgrades in remote Aboriginal communities across WA including at Badjaling
- \$35 million through the Regional Road Safety Program to upgrade 400 kilometres of Wheatbelt roads with shoulder sealing and installation of audible lines, creating around 150 local jobs
- \$7 million towards upgrading Toodyay Road from Jingaling Brook to Toodyay
- \$3 million towards upgrading Great Eastern Highway - Coates Gully Bridge in Wundowie
- \$80 million for targeted maintenance programs for regional social, remote and government workers housing properties, including approximately 150 homes in the Wheatbelt
- \$141.7 million to refurbish social housing across WA's ageing housing stock, including approximately 60 homes in the Wheatbelt
- \$97 million to build new social housing including properties in the Wheatbelt
- \$6 million for installation of rooftop solar PV on social housing including some properties in the Wheatbelt region, meaning lower power bills for residents

## Wheatbelt Recovery Plan

- \$13 million for urgent minor works and upgrades at Volunteer Emergency Services stations and units across the State, including:
  - \$490,000 Tammin Volunteer Fire and Emergency Services
  - \$730,000 Kellerberrin Volunteer Fire and Rescue Service
  - \$640,000 Brookton Volunteer Fire and Rescue Service
  - \$730,000 Wagin Volunteer Fire and Rescue Service
  - \$517,000 Baandee Bush Fire Brigade
  - \$517,000 Mt Caroline Bush Fire Brigade
  - \$517,000 Kellerberrin North Bush Fire Brigade
  - \$324,000 Nungarin Bush Fire Brigade
  - \$547,000 Julimar Bush Fire Brigade
- \$2 million to provide water tanks to volunteer bushfire brigades
- Implementing the revamped WA Buy Local Policy 2020 to ensure State Government agencies prioritise local businesses based in the regional location in which works or services are being delivered

### Putting Patients First

- \$9.77 million for Aboriginal regional suicide prevention plans in each region of WA, prioritising Aboriginal-led and locally endorsed initiatives that accommodate a culturally informed social and emotional wellbeing approach to suicide prevention
- Establish a regional deployment pool of metropolitan clinical staff that can be deployed at short notice to regional locations across WA to support healthcare delivery
- \$3.2 million to continue the Regional Men's Health Initiative that focuses on improving the health and wellbeing of men in rural WA including in the Wheatbelt

### Supporting our Communities

- \$8.6 million of funding for additional outreach workers across WA, including two workers based in the Wheatbelt region, to provide support to women and children experiencing or at further risk of family and domestic violence
- \$6.7 million to bolster the State's family and domestic violence response teams, including one additional community sector team member in the Wheatbelt region, to support victims of family and domestic violence after a police call-out
- \$1.1 million over two years for counselling, advocacy and support services across WA, including one service in the Wheatbelt region
- \$4.2 million to continue the Aboriginal Governance and Leadership Development program to help increase economic participation of Aboriginal people in regional WA
- \$1.5 million to deliver financial counselling services across regional WA

## Wheatbelt Recovery Plan

### Immediate Response

As the COVID-19 pandemic took hold, the McGowan Government was quick to announce \$2.77 billion in relief and stimulus measures to protect Western Australians across the State and support the economy.

**\$2.77  
billion**



**\$942.8 million**  
Support for WA  
businesses



**\$556 million**  
Reduce or freeze  
household fees and  
charges and assist with  
energy payments



**\$456 million**  
Boost WA housing  
construction and  
Keystart



**\$487 million**  
Health and  
frontline service  
delivery



**\$159 million**  
Relief for crisis  
care organisations  
and not-for-profit  
sports, arts and  
community groups



**\$91.2 million**  
Police resourcing  
package



**\$14.4 million**  
Tourism industry  
grants



**\$30 million**  
Residential rent  
support



**\$30.6 million**  
Payments  
to maintain  
apprentices and  
trainees

# Total Expenditure (2017-2020) incl. Estimated Funding (2020/21)

Total Expenditure	Year			
	2017-18	2018-19	2019-20	2020-21
Total Regional Budget excluding WANDRA	102 M	142 M	139 M	<b>205 M*</b>

\*Estimated figure

# Major Capital Projects

Project	Procurement/Construction Phase	Planned Start Date for delivery	Planned Completion Date
<b>Great Eastern Highway Walgoolan to Southern Cross</b> <b>Package 1a, Replacement of Br 0629 (Walgoolan) and road construction</b> <b>Package 7, Extension of Br 630A (Moorine Rock)</b>	Tender Assessment	Jan 2021	Oct 2021
<b>Great Eastern Highway Walgoolan to Southern Cross</b> <b>Package 1b and 4a, widening works and construction of an overtaking lane between Carrabin and Bodallin</b>	Works Complete		
<b>Great Eastern Highway Widening AEL - Kellerberrin to Walgoolan</b>	Works Complete		

# Major Capital Projects

Project	Procurement/Construction Phase	Planned Start Date for delivery	Planned Completion Date
<b>York Merredin Rd Bruce Rock to Merredin - Widening</b>	Tender Assessment	Jan 21	Apr 21
<b>Goomalling Merredin Rd Wyalkatchem to Trayning - Culvert works between Wyalkatchem and Trayning, Widening between Wyalkatchem and Nembudding South Road</b>	Culvert works in progress Widening – Tender Assessment	Oct 20	Apr 21





Local Government Zone Meetings Update November 2020

Mandy Walker, Director Regional Development

Regional Development Australia Wheatbelt

# About us



- Wander the Wheatbelt is a registered business name of Wheatbelt Arts and Events (formally York Arts and Events).
- We have designed a sustainable business model to deliver an online marketing platform and fee for service consultancy.
- Overseen by a steering committee made up of RDA Wheatbelt and Wheatbelt Arts and Events members.

# Vision



Our vision is to be renowned as Australia's Wheatbelt we want to provide an opportunity for tourism, events, arts, culture and Wheatbelt Noongar arts and tourism businesses to promote their product to local, national and international travellers through an interactive online marketing platform.

We also want to provide subscription and fee for service opportunities to key stakeholders.

# Mission



Our mission is to be an established advocate and champion of arts, culture and tourism for Australia's Wheatbelt. We will be known as a reliable tourism vehicle for local governments, businesses and visitors by providing accurate promotion and holistic information accessible through an online platform.

# Goals



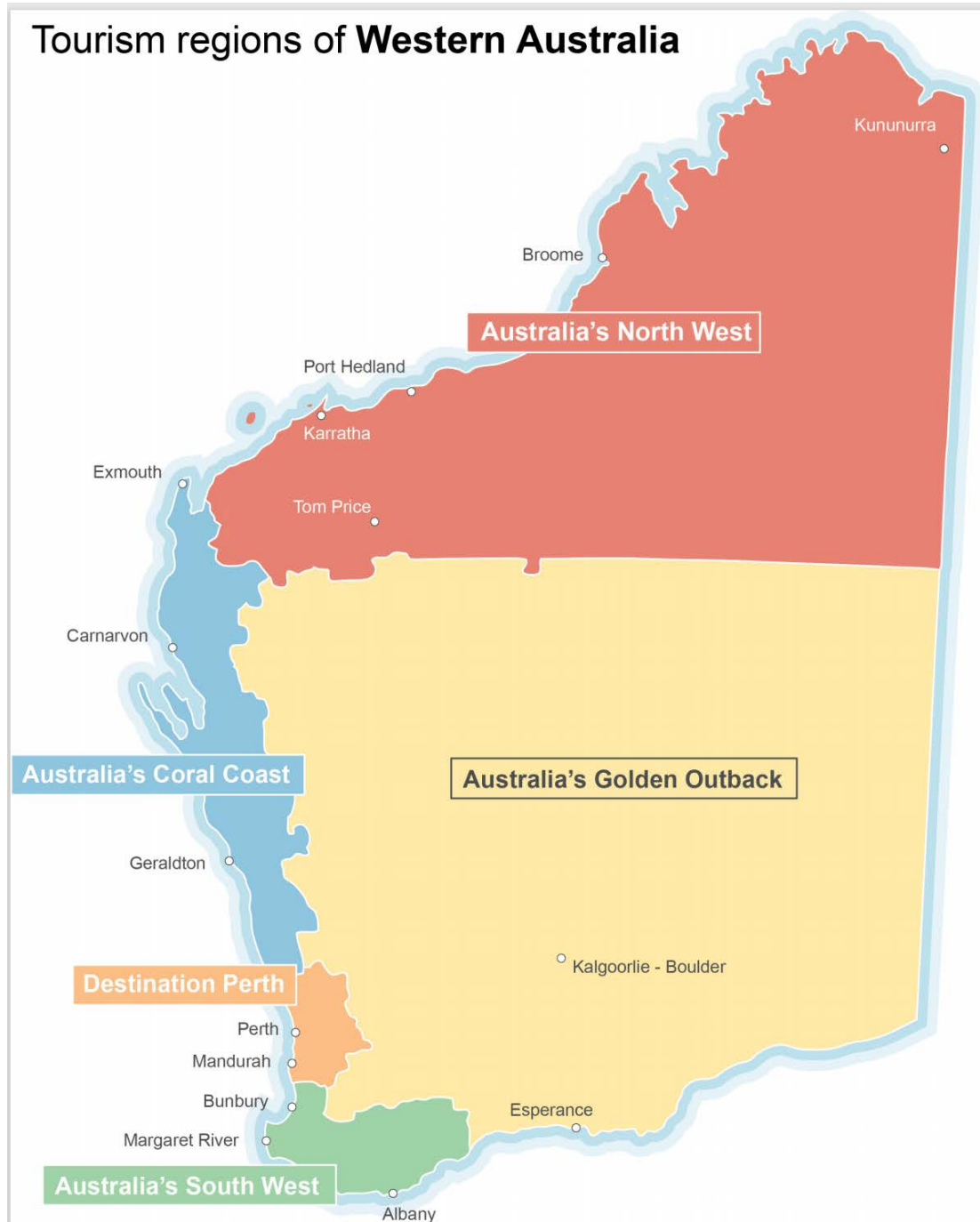
- To provide a service of value to subscribers in Australia's Wheatbelt;
- To become a Regional Tourism Organisation Australia's Wheatbelt, within 2 years;
- To promote Australia's Wheatbelt's culture including Noongar and First Nations arts and tourism opportunities; and
- To be an arts and tourism fee for service provider.

# Regional Tourism Organisations



- 5 RTOs funded through Tourism WA \$3.5m in 2019/20
- Each RTO is a not-for-profit, fully incorporated body with a board.
- They promote their respective regions and complement Tourism WA's strategic marketing direction in terms of destinations, experiences and attractions.

## Tourism regions of Western Australia



# Regional Tourism Organisation Map



RTOs are the grass roots contact for Local Government to support and partner with tourism product development and marketing.

Our aim is to lobby the State Government to fund a 6<sup>th</sup> RTO that is Australia's Wheatbelt.



# EXPLORE OUR BACKYARD



ADVENTURE



PLAY



EXPLORE



TAKE A HUGE BITE OUT OF THE BIG APPLE

*New York City, USA*

[More Info](#)



SWIM & DIVE WITH TIGER SHARKS

*Bahamas, Caribbean*

[More Info](#)



# Website mock up design





# Subscription model

- Hero rates for first 10 LGs and 20 businesses
- LG joining fee and then annual service fee
- Features include:
  - Directory listing, content writing, photography, event calendar
  - Trail maps, itinerary planner
  - Social features and promotions, social media posts
  - Videos
  - Training workshops
  - Inclusion in mobile app
  - Invites to social events

# Next steps



- November finalise business plan, strategic plan, budget and transition from RDAW to Wheatbelt Arts and Events
- December engage website developer
- January engage Project Co-ordinator
- January source grant funding for additional content creation
- January promote subscription model to Local Government and business operators





**LIST OF PAYMENTS MADE FOR THE MONTH OF OCTOBER 2020  
PRESENTED AND ENDORSED AT THE ORDINARY MEETING OF COUNCIL - NOVEMBER 2020**

Ref No.	Date	Name	Description	Amount	Bank	
EFT820	12/11/2020	Blackwell Plumbing & Gas Pty Ltd	Plumbing Services - Rec Centre drains, bar sink, and cisterns	1848.50	MUNI	EFT
EFT821	12/11/2020	Stephanie Elaine Elvidge	Staff training - travel	561.60	MUNI	EFT
EFT822	12/11/2020	Tegan Maitland	Staff training - travel and meals	449.18	MUNI	EFT
EFT823	12/11/2020	K. E. Myers	Replace & paint external Men's & Ladies toilet doors at the Rec Centre	1349.00	MUNI	EFT
EFT824	12/11/2020	Ashley Raymond Sutherland	Reimbursement for fuel in Hire Truck	100.00	MUNI	EFT
EFT825	12/11/2020	Wheatbelt Revegetation and Carbon	Flora and vegetation survey for clearing permit application	9350.00	MUNI	EFT
EFT826	12/11/2020	Sports Surfaces	Court Fencing	25872.00	MUNI	EFT
EFT827	12/11/2020	Keith Mills	Reimbursement for plumbing parts - 22b Flint St	20.08	MUNI	EFT
EFT828	12/11/2020	Ally Bryant	Staff Training Accommodation	364.00	MUNI	EFT
EFT829	12/11/2020	Gary Thorpe	Reimbursement for Plumbing parts - 22b Flint St	119.09	MUNI	EFT
EFT830	12/11/2020	Australia Post	Postage October 2020	106.80	MUNI	EFT
EFT831	12/11/2020	Avon Waste	Waste and Recycling Collection - October 2020	4299.46	MUNI	EFT
EFT832	12/11/2020	Contract Aquatic Services - EFT	Monthly Contract fee - November 2020	15400.00	MUNI	EFT
EFT833	12/11/2020	Cutting Edges	Cutting Edges and Plow bolts for front end loader	1851.88	MUNI	EFT
EFT834	12/11/2020	Elders	Staff boots	352.00	MUNI	EFT
EFT835	12/11/2020	Kleenheat Gas	58 Flint Street and Rec Centre - yearly facility fees 45kg cylinder	155.10	MUNI	EFT
EFT836	12/11/2020	Moore Australia (WA) Pty Ltd	Interactive zoom webinar for new regulations impact	198.00	MUNI	EFT
EFT837	12/11/2020	Sussan Ogle	Acting CEO accommodation - 12/10/20 to 16/10/20 and 19/10/20 to 23/10/20	800.00	MUNI	EFT
EFT838	12/11/2020	Planwest	Town Planning Services August to October 2020	1270.50	MUNI	EFT
EFT839	12/11/2020	Shire of Goomalling	Annual Contribution to Pioneer Pathway 2020/21	3850.00	MUNI	EFT
EFT840	12/11/2020	ATO Small Business Super Clearing House	Superannuation contributions	9545.46	MUNI	EFT
EFT841	12/11/2020	Winc Australia Pty Ltd	Stationery	80.70	MUNI	EFT

**LIST OF PAYMENTS MADE FOR THE MONTH OF OCTOBER 2020  
PRESENTED AND ENDORSED AT THE ORDINARY MEETING OF COUNCIL - NOVEMBER 2020**

Ref No.	Date	Name	Description	Amount	Bank	
EFT842	12/11/2020	Wyalkatchem Community Resource Centre	Monthly contribution September and October 2020 and CPI Arrears	5328.38	MUNI	EFT
EFT843	12/11/2020	Wyalkatchem Tyre Service	Tyre for CEO car	270.00	MUNI	EFT
EFT844	18/11/2020	Blackwell Plumbing & Gas Pty Ltd	Find and replace broken valve in retic box	409.50	MUNI	EFT
EFT845	18/11/2020	MARKET CREATIONS	BRAND & STYLE GUIDE - Templates, setup, and style guide 31/10/2020	1859.00	MUNI	EFT
EFT846	18/11/2020	Shire of Chittering	Building Services - Design Compliance x 3 properties	1270.50	MUNI	EFT
EFT847	18/11/2020	Metro Hotel Perth	Accommodation for Staff Training	230.40	MUNI	EFT
EFT848	18/11/2020	Avon Valley Toyota	Purchase of new 2020 Toyota Prado	72569.75	MUNI	EFT
EFT849	18/11/2020	BOC Gases	Container Service Charges 28/09/20 - 28/10/20	62.76	MUNI	EFT
EFT850	18/11/2020	Bunnings Midland	Building repair parts - 2 Slocum St and Building Stock	1441.08	MUNI	EFT
EFT851	18/11/2020	Dunnings	5000L Diesel	6010.90	MUNI	EFT
EFT852	18/11/2020	Eastern Hills Saws & Mowers	Chainsaw and Whipper snipper parts	240.95	MUNI	EFT
EFT853	18/11/2020	ITVISION	Update office purchase order template	275.00	MUNI	EFT
EFT854	18/11/2020	LGIS Liability	Motor Vehicle insurance adjustment 2019-20 for Komatsu Grader and Holden Colorado	1001.29	MUNI	EFT
EFT855	18/11/2020	Lock Stock & Farrell Locksmith	Key cutting - Master, Depot, and Rec Centre Master	262.50	MUNI	EFT
EFT856	18/11/2020	Marty Grant Bulldozing	Push 4500m3 of Gravel at W&L Metcalf property on Davies South Road	29590.00	MUNI	EFT
EFT857	18/11/2020	Sussan Ogle	Acting CEO accommodation - 26/10/20 to 30/10/20	800.00	MUNI	EFT
EFT858	18/11/2020	T & E Services Pty Ltd	Medical Services - November 2020	14259.70	MUNI	EFT
EFT859	18/11/2020	Wylie News & Lotteries	Catering - 29/09/20 and 08/10/20	165.00	MUNI	EFT
EFT860	26/11/2020	Ng Eastough	Chemical Card plus course	500.00	MUNI	EFT
EFT861	26/11/2020	Bunnings Midland	Building materials - Stock, 57 Flint St, and 2 Slocum St	640.08	MUNI	EFT
EFT862	26/11/2020	ITVISION	SAAS Monthly Fee - November 2020	6636.66	MUNI	EFT
EFT863	26/11/2020	Nutrien Ag Solutions Ltd	45kg Gas cylinder	1468.21	MUNI	EFT
EFT864	26/11/2020	Petchell Mechanical	Truck repairs and maintenance	2889.44	MUNI	EFT
EFT865	26/11/2020	Wheatbelt Office & Business Machines	Black/White and Colour Copies - 02/10/20 - 17/11/20	499.47	MUNI	EFT

**LIST OF PAYMENTS MADE FOR THE MONTH OF OCTOBER 2020  
PRESENTED AND ENDORSED AT THE ORDINARY MEETING OF COUNCIL - NOVEMBER 2020**

Ref No.	Date	Name	Description	Amount	Bank	
EFT866	26/11/2020	Winc Australia Pty Ltd	Stationery and hand towel	570.78	MUNI	EFT
EFT867	26/11/2020	Wyalkatchem District High School	Donation towards Book Awards	100.00	MUNI	EFT
EFT868	26/11/2020	Wyalkatchem Hotel	Refreshments - Council	287.00	MUNI	EFT
DD1277.1	02/11/2020	Westnet	Email Hosting 19/08/20 to 19/09/20	98.27	MUNI	DD
DD1277.2	02/11/2020	Crisp Wireless	Internet services	625.90	MUNI	DD
DD1280.1	03/11/2020	NAB	Credit Card - Number Plates and Card Fees	178.20	MUNI	DD
DD1283.1	09/11/2020	Telstra	Phone Charges	429.37	MUNI	DD
DD1285.1	10/11/2020	Synergy	Electricity Charges - Terminal Building	181.41	MUNI	DD
DD1290.1	17/11/2020	Foxtel	Foxtel - 57 Flint St	154.00	MUNI	DD
DD1296.1	23/11/2020	Telstra	Phone Charges - Mobile Phones	116.60	MUNI	DD
DD1296.2	23/11/2020	BP Australia Pty Ltd	Fuel Charges - October 2020	146.72	MUNI	DD
DD1296.3	23/11/2020	Synergy	Electricity Charges - Street Lights	2480.18	MUNI	DD
DD1298.1	30/11/2020	Fuji Xerox	Printer Lease - 23/11/20 to 22/12/20	317.02	MUNI	DD
JNL	10/11/2020	Payroll	Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	29082.50	MUNI	JNL
JNL	24/11/2020	Payroll	Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	26491.50	MUNI	JNL

**\$287,883.37**

<b>MUNICIPAL ACCOUNT PAYMENTS</b>	<b>\$287,883.37</b>
<b>TRUST ACCOUNT PAYMENTS</b>	<b>\$ -</b>
	<b><u>\$287,883.37</u></b>





Statement for  
**NAB Business Visa**

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001  
Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST &  
AEDT Saturday and Sunday  
Fax 1300 363 658  
Lost & Stolen cards: 1800 033 103 (24 hours within Australia only)

WYALKATCHEM SHIRE  
27 FLINT STREET  
WYALKATCHEM WA 6485

Statement Period 29 September 2020 to 28 October 2020  
Company Account No: 4557 0498 0000 4281  
Facility Limit: \$13,000

**Your Account Summary**

Balance from previous statement	\$580.20 DR
Payments and other credits	\$580.20 CR
Purchases, cash advances and other debits	\$160.20 DR
Interest and other charges	\$18.00 DR
<b>Closing Balance</b>	<b>\$178.20 DR</b>

**YOUR DIRECT DEBIT PAYMENT OF \$178.20 WILL BE  
CHARGED TO ACCOUNT 000086977- 0000508383313 ON  
03/11/2020 AS PER OUR AGREEMENT.**

302/21/01/M03381/S009955/019909

see reverse for transaction details

## Transaction record for: Billing account

Date	Amount A\$	Details	Reference
5 Oct 2020	\$580.20 CR	DIRECT DEBIT PAYMENT	74557040276
<b>Total for this Period:</b>	<b>\$580.20 CR</b>		



NAB Telephone Banking: transfer funds by phone from your nominated NAB accounts to your NAB Business Visa account. Phone 1300 498 594, between 7am and 9pm AEST, Monday to Friday, 8am and 6pm AEST, Saturday and Sunday



NAB Internet Banking: transfer funds from your NAB cheque or savings account to your NAB Business Visa account using NAB Internet Banking at nab.com.au



Bill Code: 1008. Ref: Select the card number you are making the payment to. Contact your participating bank, credit union or building society to make this payment from your cheque or savings account. BPAY payments may be delayed until the next banking business day, due to processing cut-off times. Maximum BPAY payment amount is AU \$100,000 per payment.

## Cardholder summary

If you have recently switched to a new product or had a Lost/Stolen replacement of your card, your cardholder summary may not reconcile with the account balance. The closing balance in "Your Account Summary" section of this statement reflects your correct balance and amount payable. Please login to your Internet Banking or NAB Connect account to review your most up to date transaction listing.

Cardholder account	Cardholder name	Credit limit	Payments and other credits (A)	Purchases and cash advances (B)	Interest and other charges (C)	Net Totals (B + C - A)
4557-0455-3793-8668	MISS TARYN LEANNE DA	\$13,000	\$0.00	\$0.00	\$9.00	\$9.00
4557-0455-3810-1662	MR STEPHEN DAVID TIN	\$5,000	\$0.00	\$160.20	\$9.00	\$169.20
4557-0498-0000-4281	BILLING ACCOUNT	\$0	\$580.20 CR	\$0.00	\$0.00	\$580.20 CR
			\$580.20 CR	\$160.20 DR	\$18.00 DR	\$402.00 CR

## Transaction type

Purchase

## Annual percentage rate

0.000%

## Daily percentage rate

0.00000%



Statement for  
**NAB Business Visa**

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001  
Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST & AEDT Saturday and Sunday  
Fax 1300 363 658  
Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

**Cardholder Details**

Cardholder Name: MISS TARYN LEANNE DAYMAN  
Account No: 4557 0455 3793 8668  
Statement Period: 29 September 2020 to 28 October 2020  
Cardholder Limit: \$13,000

**Transaction record for: MISS TARYN LEANNE DAYMAN**

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
28 Oct 2020	\$9.00	CARD FEE					74557040302
<b>Total for this period</b>	<b>\$9.00</b>	<b>Totals</b>					

**Employee declaration**

I verify that the above charges are a true and correct record in accordance with company policy

Cardholder signature: \_\_\_\_\_

Date: 12/11/2020

302/21/01/M03381/S0009956/019911





Statement for

### NAB Business Visa

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001  
Tel 1300 498 594 8am - 8pm AEST & AEDT Monday to Friday, 9am - 6pm AEST & AEDT Saturday and Sunday  
Fax 1300 363 658  
Lost & Stolen Cards: 1800 033 103 (24 hours, 7 days a week)

### Cardholder Details

Cardholder Name: MR STEPHEN DAVID TINDALE  
Account No: 4557 0455 3810 1662  
Statement Period: 29 September 2020 to 28 October 2020  
Cardholder Limit: \$5,000

### Transaction record for: MR STEPHEN DAVID TINDALE

Date	Amount A\$	Details	Explanation	Amount NOT subject to GST	Amount subject to GST	GST component (1/11th of the amount subject to GST)	Reference
8 Oct 2020	\$53.00	DMIRS - ONLINE PAYMENT PERTH	<i>Ash Sutherland High Work Risk Licence.</i>				74940520281
22 Oct 2020	\$28.60	WYALKATCHEM COMMUNIT WYALKATCHEM	<i>Rec No 113310656 state plates for Corolla WM-00</i>				74940520295
22 Oct 2020	\$78.60	WYALKATCHEM COMMUNIT WYALKATCHEM	<i>Rec No 11331916 Remake WM-00</i>				74940520295
28 Oct 2020	\$9.00	CARD FEE	<i>Rec No 113311917 Remake WM-004</i>				74557040302
<b>Total for this period</b>	<b>\$169.20</b>		<b>Totals</b>				

### Employee declaration

I verify that the above charges are a true and correct record in accordance with company policy

Cardholder signature: \_\_\_\_\_

Date: 22/10/2020

*WM-004 REMAKE  
WM-00 REMAKE  
WM-00 TO STATE PLATES.*



SHIRE OF WYALKATCHEM  
NAB BUSINESS VISA  
PAYMENTS OF ACCOUNTS BY CREDIT CARD  
FOR THE STATEMENT PERIOD: 29 SEPTEMBER TO 28 OCTOBER 2020

DATE	PAYEE	DESCRIPTION	AMOUNT
CARD NUMBER 4557-XXXX-XXXX-8668			
28/09/2020	NAB	Card fee	\$ 9.00
<b>TOTAL CREDIT CARD PAYMENTS</b>			<b>\$ 9.00</b>

I, Tegan Maitland, 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

Tegan Maitland

3/12/2020



SHIRE OF WYALKATCHEM  
NAB BUSINESS VISA  
PAYMENTS OF ACCOUNTS BY CREDIT CARD  
FOR THE STATEMENT PERIOD: 29 SEPTEMBER TO 28 OCTOBER 2020

DATE	PAYEE	DESCRIPTION	AMOUNT
CARD NUMBER 4557-XXXX-XXXX-1662			
8/10/2020	Department of Mines, Industry Regulation and Safety	A. Sutherland - High Risk Work Licence	\$ 53.00
22/10/2020	Wyalkatchem Community Resource Centre	State plate for Corolla (WM00) - Rec No. 113310656	\$ 28.60
22/10/2020	Wyalkatchem Community Resource Centre	Remake of WM00 & WM004 plates - Rec Nos. 113311916 & 113311917	\$ 78.60
28/09/2020	NAB	Card fee	\$ 9.00
<b>TOTAL CREDIT CARD PAYMENTS</b>			<b>\$ 169.20</b>

I, Tegan Maitland, Finance Officer, have reviewed the credit card payments and confirm that from the descriptions on the documentation

- 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

Tegan Maitland

3/11/2020





## SHIRE OF WYALKATCHEM

### MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) FOR THE PERIOD ENDED 30 NOVEMBER 2020

LOCAL GOVERNMENT ACT 1995  
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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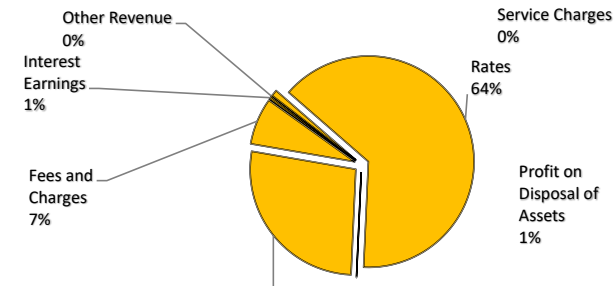
Summary Graphs	2
Statement of Financial Activity by Program	3
Statement of Financial Activity by Nature or Type	4
Note 1 Explanation of Composition of Net Current Assets	5
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Shire of  
**Wyalkatchem**

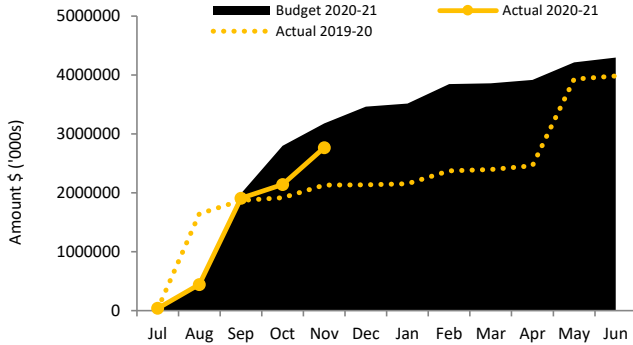
OPERATING ACTIVITIES

OPERATING REVENUE

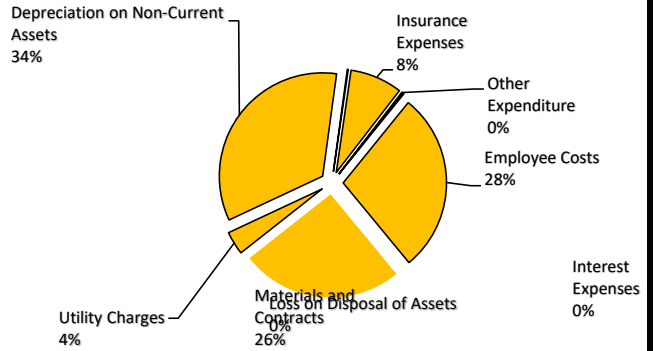


Operating Grants, Subsidies and Contributions  
27%

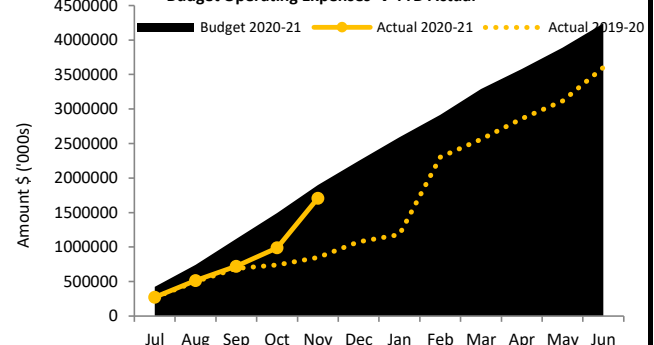
Budget Operating Revenues -v- Actual



OPERATING EXPENSES

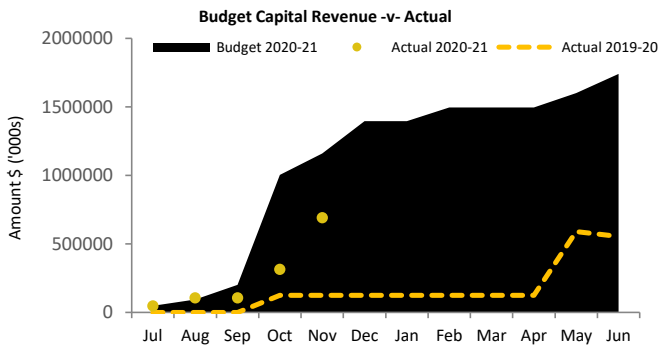


Budget Operating Expenses -v- YTD Actual

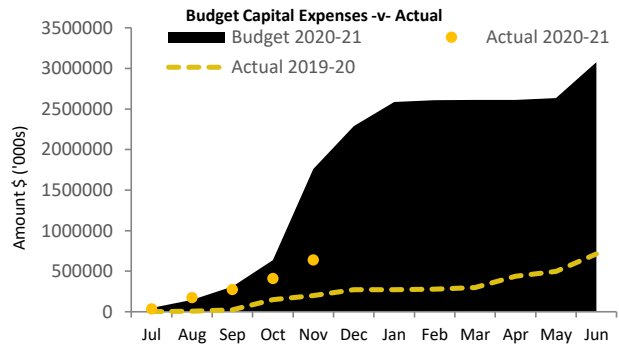


INVESTING ACTIVITIES

CAPITAL REVENUE



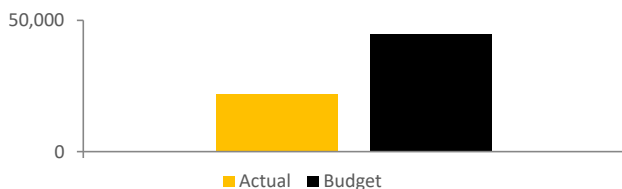
CAPITAL EXPENSES



FINANCING ACTIVITIES

BORROWINGS

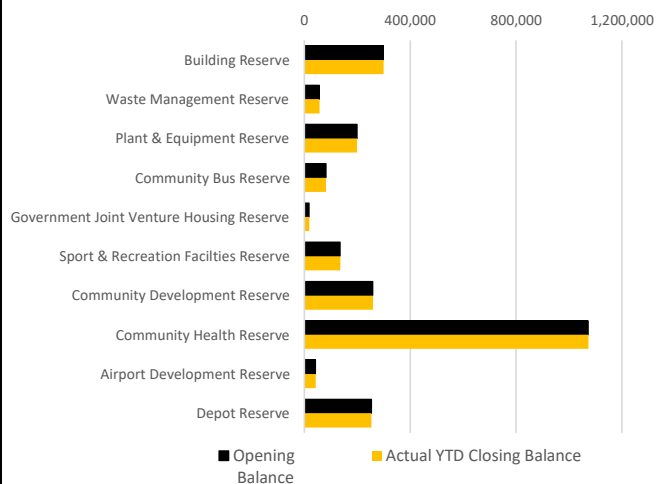
Principal Repayments



Principal Outstanding



RESERVES



**STATUTORY STATEMENT Local Government (Financial Management) Regulations 34**

**STATEMENT OF FINANCIAL ACTIVITY**

**BY PROGRAM**

**FOR THE PERIOD ENDED 30 NOVEMBER 2020**

		REG 34(1)(a)		REG 34(1)(b)	REG 34(1)(c)	REG 34(1)(d)	REG 34(1)(d)		
	Ref	Adopted Budget	Revised Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.	
	Note								
		\$	\$	\$	\$	\$	%		
<b>Opening funding surplus / (deficit)</b>	1	1,743,002	1,743,002	1,743,002	<b>1,795,837</b>	52,835	3.03%		
<b>Revenue from operating activities</b>									
General purpose funding - general rates	9	1,310,202	1,310,202	1,318,571	<b>1,315,044</b>	(3,527)	(0.27%)		
General purpose funding - other		757,891	757,891	368,806	<b>377,859</b>	9,053	2.45%		
Law, order and public safety		25,681	25,681	15,590	<b>8,081</b>	(7,510)	(48.17%)		
Health		62,146	62,146	20,715	<b>28,730</b>	8,015	38.69%		
Housing		67,400	67,400	28,080	<b>31,393</b>	3,313	11.80%		
Community amenities		111,829	111,829	106,354	<b>103,801</b>	(2,553)	(2.40%)		
Recreation and culture		15,100	15,100	360	<b>180</b>	(180)	(49.94%)		
Transport		129,210	129,210	125,610	<b>110,611</b>	(14,999)	(11.94%)	▼	
Economic services		21,800	21,800	9,075	<b>17,218</b>	8,143	89.73%		
Other property and services		45,225	55,025	25,215	<b>51,374</b>	26,159	103.74%	▲	
		<b>2,546,484</b>	<b>2,556,284</b>	<b>2,018,376</b>	<b>2,044,291</b>	25,915			
<b>Expenditure from operating activities</b>									
Governance		(597,829)	(597,829)	(218,693)	<b>(191,774)</b>	26,919	12.31%	▲	
General purpose funding		(91,511)	(91,511)	(34,065)	<b>(40,050)</b>	(5,985)	(17.57%)		
Law, order and public safety		(94,735)	(94,735)	(49,898)	<b>(49,396)</b>	502	1.01%		
Health		(266,822)	(266,822)	(112,695)	<b>(102,970)</b>	9,725	8.63%		
Education and welfare		(54,910)	(54,910)	(34,535)	<b>(34,750)</b>	(215)	(0.62%)		
Housing		(188,415)	(188,415)	(85,662)	<b>(60,749)</b>	24,913	29.08%	▲	
Community amenities		(190,509)	(190,509)	(77,534)	<b>(72,760)</b>	4,774	6.16%		
Recreation and culture		(941,238)	(941,238)	(407,024)	<b>(324,281)</b>	82,743	20.33%	▲	
Transport		(1,510,650)	(1,510,650)	(653,410)	<b>(618,367)</b>	35,043	5.36%		
Economic services		(255,335)	(255,335)	(113,545)	<b>(125,628)</b>	(12,083)	(10.64%)	▼	
Other property and services		(47,155)	(47,155)	(110,555)	<b>(90,207)</b>	20,348	18.41%	▲	
		<b>(4,239,109)</b>	<b>(4,239,109)</b>	<b>(1,897,616)</b>	<b>(1,710,936)</b>	186,680			
Less: Profit on asset disposals	6	(25,225)	(35,025)	(11,800)	<b>(19,495)</b>	(7,695)	65.21%		
Add: Loss on disposal of assets	6	9,883	9,883	0	<b>3,767</b>	3,767	0.00%		
Adjust: Movement In Deferred Rates (Non- Current)	0	0	0	0	<b>(607)</b>	(607)	0.00%		
Add: Depreciation on assets		1,378,678	1,378,678	574,395	<b>583,752</b>	9,357	1.63%		
<b>Amount attributable to operating activities</b>		<b>(329,289)</b>	<b>(329,289)</b>	<b>683,355</b>	<b>900,772</b>	<b>218,024</b>			
<b>Investing Activities</b>									
Proceeds from non-operating grants, subsidies and contributions	7	1,741,818	1,741,818	1,160,781	<b>692,863</b>	(467,918)	(40.31%)	▼	
Less UnSpent Non-Operating Grants (Contract Liabilities)	7	0	0	0	<b>(408,188)</b>	(408,188)	0.00%		
<b>Net Non-Operating Grants</b>	7	<b>1,741,818</b>	<b>1,741,818</b>	<b>1,160,781</b>	<b>284,675</b>	(876,106)	(75.48%)		
Proceeds from disposal of assets	6	107,000	107,000	34,000	<b>48,596</b>	14,596	42.93%	▲	
Payments for property, plant and equipment and infrastructure	5	(3,078,451)	(3,078,451)	(1,760,740)	<b>(639,693)</b>	1,121,047	63.67%	▲	
<b>Amount attributable to investing activities</b>		<b>(1,229,633)</b>	<b>(1,229,633)</b>	<b>(565,959)</b>	<b>(306,422)</b>	259,537			
<b>Financing Activities</b>									
Payments for principal portion of lease liabilities		(3,368)	(3,368)	0	<b>0</b>	0	0.00%		
Repayment of debentures	12	(44,821)	(44,821)	(22,098)	<b>(22,098)</b>	0	0.00%		
Principal elements on self supporting loan		0	0	0	<b>0</b>	0	0.00%		
Transfer to reserves	4	(135,891)	(135,891)	(1,791)	<b>(1,791)</b>	0	0.00%		
<b>Amount attributable to financing activities</b>		<b>(184,080)</b>	<b>(184,080)</b>	<b>(23,889)</b>	<b>(23,889)</b>	0			
<b>Closing funding surplus / (deficit)</b>	1	<b>0</b>	<b>0</b>	<b>1,836,509</b>	<b>2,366,299</b>				

**KEY INFORMATION**

▲▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold. Refer to Note 2 for an explanation of the reasons for the variance.

Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is the greater. This is indicated

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**STATUTORY STATEMENT Local Government (Financial Management) Regulations 34**
**STATEMENT OF FINANCIAL ACTIVITY**
**BY NATURE OR TYPE**
**FOR THE PERIOD ENDED 30 NOVEMBER 2020**

	Ref	REG 34(1)(a)		REG 34(1)(b)	REG 34(1)(c)	REG 34(1)(d)	REG 34(1)(d)	Var.	
		Adopted Budget	Current Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)		
Note		\$	\$	\$	\$	\$	%		
<b>Opening funding surplus / (deficit)</b>	1	1,743,002	1,743,002	1,743,002	<b>1,795,837</b>	52,835	3.03%		
<b>Revenue from operating activities</b>									
Rates	9	1,318,571	1,318,571	1,318,571	<b>1,315,044</b>	(3,527)	(0.27%)		
Operating grants, subsidies and contributions	8	1,005,669	1,005,669	532,801	<b>551,988</b>	19,187	3.60%		
Fees and charges		172,479	172,479	132,844	<b>146,467</b>	13,623	10.25%	▲	
Interest earnings		20,490	20,490	5,340	<b>7,297</b>	1,957	36.64%		
Other revenue		4,050	4,050	4,020	<b>4,000</b>	(20)	(0.50%)		
Profit on disposal of assets	6	25,225	35,025	11,800	<b>19,495</b>	7,695	65.21%		
		<b>2,546,484</b>	<b>2,556,284</b>	<b>2,005,376</b>	<b>2,044,291</b>	38,915			
<b>Expenditure from operating activities</b>									
Employee costs		(1,152,935)	(1,152,935)	(492,794)	<b>(482,197)</b>	10,597	2.15%		
Materials and contracts		(1,315,236)	(1,315,236)	(580,851)	<b>(433,993)</b>	146,858	25.28%	▲	
Utility charges		(184,590)	(184,590)	(78,133)	<b>(62,588)</b>	15,545	19.90%	▲	
Depreciation on non-current assets		(1,378,678)	(1,378,678)	(574,395)	<b>(583,752)</b>	(9,357)	(1.63%)		
Interest expenses		(10,707)	(10,707)	(5,664)	<b>(2,356)</b>	3,308	58.40%		
Insurance expenses		(142,702)	(142,702)	(142,702)	<b>(139,708)</b>	2,994	2.10%		
Other expenditure		(44,378)	(44,378)	(23,077)	<b>(2,572)</b>	20,505	88.85%	▲	
Loss on disposal of assets	6	(9,883)	(9,883)	0	<b>(3,767)</b>	(3,767)	0.00%		
		<b>(4,239,109)</b>	<b>(4,239,109)</b>	<b>(1,897,616)</b>	<b>(1,710,936)</b>	186,680			
<b>Non-cash amounts excluded from operating activities</b>									
Less: Profit on asset disposals	6	(25,225)	(35,025)	(11,800)	<b>(19,495)</b>	(7,695)	65.21%		
Add: Loss on disposal of assets	6	9,883	9,883	0	<b>3,767</b>	3,767	0.00%		
Adjust: Movement In Deferred Rates (Non- Current)		0	0	0	<b>(607)</b>				
Add: Depreciation on assets		1,378,678	1,378,678	574,395	<b>583,752</b>	9,357	1.63%		
<b>Amount attributable to operating activities</b>		<b>(329,289)</b>	<b>(329,289)</b>	<b>670,355</b>	<b>900,772</b>	227,257			
<b>Investing activities</b>									
Proceeds from non-operating grants, subsidies and contributions	7	1,741,818	1,741,818	1,160,781	<b>692,863</b>	(467,918)	(40.31%)	▼	
Less UnSpent Non-Operating Grants (Contract Liabilities)	7	0	0	0	<b>(408,188)</b>				
<b>Net Non-Operating Grants</b>	7	<b>1,741,818</b>	<b>1,741,818</b>	<b>1,160,781</b>	<b>284,675</b>				
Proceeds from disposal of assets	6	107,000	107,000	34,000	<b>48,596</b>	14,596	42.93%	▲	
Payments for property, plant and equipment and infrastructure	5	(3,078,451)	(3,078,451)	(1,760,740)	<b>(639,693)</b>	1,121,047	63.67%	▲	
<b>Amount attributable to investing activities</b>		<b>(1,229,633)</b>	<b>(1,229,633)</b>	<b>(565,959)</b>	<b>(306,422)</b>	259,537			
<b>Financing Activities</b>									
Payments for principal portion of lease liabilities		(3,368)	(3,368)	0	<b>0</b>	0	0.00%		
Repayment of debentures	12	(44,821)	(44,821)	(22,098)	<b>(22,098)</b>	0	0.00%		
Transfer to reserves	4	(135,891)	(135,891)	(1,791)	<b>(1,791)</b>	0	0.00%		
<b>Amount attributable to financing activities</b>		<b>(184,080)</b>	<b>(184,080)</b>	<b>(23,889)</b>	<b>(23,889)</b>	0			
<b>Closing funding surplus /(deficit) REG 34(1)(e)</b>	1	<b>0</b>	<b>0</b>	<b>1,823,509</b>	<b>2,366,299</b>	542,790			

**KEY INFORMATION**

▲▼ Indicates a variance between Year to Date (YTD) Actual and YTD Actual data as per the adopted materiality threshold.

Refer to Note 2 for an explanation of the reasons for the variance.

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is greater.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

Explanation of the composition of net current assets

	Notes	Last Years Actual Closing 30/6/2020	Adopted Budget	This time 2 months ago 30/06/2020	This time last month 31/10/2020	YTD Actual (b) 30/11/2020
		\$	\$	\$	\$	\$
<b>Net current assets used in the Statement of Financial Activity</b>						
<b>Current assets</b>						
Cash and cash equivalents	3	1,895,387	1,888,758	1,895,387	1,882,400	2,364,195
Cash backed Reserves		2,420,620	2,418,761	2,420,620	2,422,410	2,422,410
Rates receivables	10	46,860	46,860	46,860	439,666	381,421
Receivables	10	88,284	101,995	88,284	311,267	133,876
Inventories		3,626	3,626	3,626	181	87
<b>Total Current assets</b>		<b>4,471,519</b>	<b>4,460,000</b>	<b>4,454,775</b>	<b>5,055,924</b>	<b>5,301,989</b>
<b>Less: Current liabilities</b>						
Payables		(140,232)	(134,821)	(140,232)	(56,659)	(38,847)
Contract liabilities	7	(48,587)	(48,587)	(48,587)	0	(408,188)
Borrowings	12	(44,822)	(44,822)	(44,822)	(22,724)	(22,724)
Lease liabilities	13	(3,368)	(3,368)	(3,368)	(3,368)	(3,368)
Employee Provisions		(114,830)	(114,830)	(114,829)	(114,829)	(114,830)
<b>Total Current liabilities</b>		<b>(351,839)</b>	<b>(346,428)</b>	<b>(351,838)</b>	<b>(197,580)</b>	<b>(587,958)</b>
<b>Net Currents Assets</b>		<b>4,119,680</b>	<b>4,113,572</b>	<b>4,102,937</b>	<b>4,858,344</b>	<b>4,714,031</b>
<b>Less: Adjustments to net current assets</b>						
Less: Reserves - restricted cash	4	(2,420,620)	(2,418,761)	(2,420,620)	(2,418,761)	(2,422,410)
Add: Contract liabilities (Grants received but not spent)	7	48,587	0	48,587	0	408,188
Add: Movement in Contract Liabilities		0	0	0	0	(359,601)
Add: Borrowings included in Budget	12	44,822	44,823	44,822	22,724	22,724
Add: Lease liabilities included in Budget	13	3,368	3,368	3,368	3,368	3,368
<b>Total adjustments to net current assets</b>		<b>(2,323,843)</b>	<b>(2,370,570)</b>	<b>(2,323,843)</b>	<b>(2,392,669)</b>	<b>(2,347,732)</b>
<b>Closing funding surplus / (deficit) (NET CURRENT ASSETS)</b>		<b>1,795,837</b>	<b>1,743,002</b>	<b>1,779,095</b>	<b>2,465,675</b>	<b>2,366,299</b>

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.



The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2020-21 year is \$10,000 or 10.00% whichever is the greater. This is indicated by the symbols ▲ ▼

Reporting Program	Var. \$	Var. %	Timing/ Permanent	Explanation of Variance
	\$	%		
<b>Revenue from operating activities</b>				
Transport	(14,999)	(11.94%)	▼ Timing	Under budget for profit of disposal of plant
Other property and services	26,159	103.74%	▲ Permanent	Insurance credits up by 4K, Workers Comp Reimbursement over budget by 24K, Private Works under budget by 4k
<b>Expenditure from operating activities</b>				
Governance	26,919	12.31%	▲ Timing	Members Fees, allowances and training down 28K
Housing	24,913	29.08%	▲ Timing	over due to budget timing for housing maintenance
Recreation and culture	82,743	20.33%	▲ Timing	Oval Mainetance and pool under 28k each due to timing
Economic services	(12,083)	(10.64%)	▼	Tourism and area promotion over budget by 12k
Other property and services	20,348	18.41%	▲ Timing	various overhead accounts due to timing.
<b>Non-cash amounts excluded from operating activities</b>				
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	(467,918)	(40.31%)	▼ Timing	107k budeted for Tennis Club contribution.
Proceeds from disposal of assets	14,596	42.93%	▲	Refer to Asset disposals Note for Details
Payments for property, plant and equipment and infrastructure	1,121,047	63.67%	▲ Timing	Refer to Capital expenditure Note 5 for Details

# SHIRE OF WYALKATCHEM

## SUPPORTING INFORMATION THE MONTHLY STATEMENTS PROVIDED FOR COUNCILLORS INFORMATION REG 34(2)(c) FOR THE PERIOD ENDED 30 NOVEMBER 2020

The Local Government (Financial Management) Regulations provide at 34.(2) that:  
(2) Each Statement of financial activity is to be accompanied by documents containing —  
(c) such other supporting information as is considered relevant by the local government;  
as such the following supporting information is provided.

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Description	Classification	Unrestricted	Restricted	Total	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	Cash				
<b>Cash on hand</b>								
Municipal Bank Account	Cash and cash equivalents	2,363,863		2,363,863	0	NAB		
Municipal Investment	Cash and cash equivalents	0		0	0	NAB		
Trust Bank Account	Cash and cash equivalents	0		0	0	NAB		
Reserve Investment Account	Cash and cash equivalents		2,422,410	2,422,410	0	NAB	0.73%	15/02/2021
<b>Total</b>		<b>2,363,863</b>	<b>2,422,410</b>	<b>4,786,273</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		2,363,863	2,422,410	4,786,273	0			
		<b>2,363,863</b>	<b>2,422,410</b>	<b>4,786,273</b>	<b>0</b>			

**KEY INFORMATION**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2020

**OPERATING ACTIVITIES**  
**Note 4**  
**CASH RESERVES**

Cash backed reserve

Reserve name	Opening Balance	Budget Interest Earned	Actual Interest Earned	Budget Transfers In (+)	Actual Transfers In (+)	Budget Transfers Out (-)	Actual Transfers Out (-)	Budget Closing Balance	Actual YTD Closing Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Building Reserve	299,125	1,346	222	0	0	0	0	300,471	299,347
Waste Management Reserve	57,261	258	42	0	0	0	0	57,519	57,303
Plant & Equipment Reserve	199,402	897	148	25,000	0	0	0	225,299	199,550
Community Bus Reserve	82,189	370	61	0	0	0	0	82,559	82,250
Government Joint Venture Housing Reserve	18,413	83	14	0	0	0	0	18,496	18,427
Sport & Recreation Facilities Reserve	135,989	612	100	40,000	0	0	0	176,601	136,089
Community Development Reserve	258,945	1,165	191	60,000	0	0	0	320,110	259,136
Community Health Reserve	1,072,704	4,826	794	0	0	0	0	1,077,530	1,073,498
Airport Development Reserve	42,930	193	32	0	0	0	0	43,123	42,962
Depot Reserve	253,661	1,141	188	0	0	0	0	254,802	253,849
	<b>2,420,620</b>	<b>10,891</b>	<b>1,791</b>	<b>125,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,556,510</b>	<b>2,422,410</b>

KEY INFORMATION

CAPITAL ACQUISITIONS SUMMARY

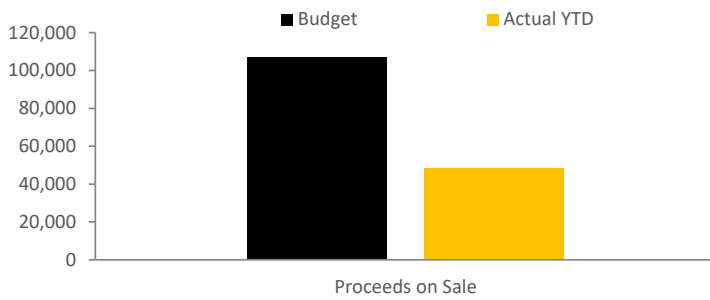
Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land & Buildings	245,283	97,053	12,251	(84,802)
Plant & Equipment	463,250	293,000	165,336	(127,664)
Roads	1,246,223	646,361	125,277	(521,084)
Other Infrastructure	1,123,695	724,326	336,828	(387,498)
<b>Total Capital Acquisitions</b>	<b>3,078,451</b>	<b>1,760,740</b>	<b>639,693</b>	<b>(1,121,047)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,741,818	1,160,781	692,863	(467,918)
Other (disposals & C/Fwd)	107,000	34,000	48,596	14,596
Contribution - operations	1,229,633	565,959	(101,766)	(667,725)
<b>Capital funding total</b>	<b>3,078,451</b>	<b>1,760,740</b>	<b>639,693</b>	<b>(1,121,047)</b>

**SIGNIFICANT ACCOUNTING POLICIES**

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the local government includes the cost of all materials used in the construction, direct labour on the project and an appropriate proportion of variable and fixed overhead. Certain asset classes may be revalued on a regular basis such that the carrying values are not materially different from fair value. Assets carried at fair value are to be revalued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

		Adopted				
Account	Job	Account Description	Original Budget	YTD Budget	YTD Actual	Variance (Under)/Over
<b>Land &amp; Buildings</b>						
4080310	BC0002	Child Care Centre (LGRIC funded)	100,000	50,000	0	(50,000)
4090110	BC0005	2 Slocum Street	20,000	20,000	12,251	(7,749)
4090110	BC0006	2a Slocum Street	15,000	0	0	0
4110310	BC0001	P&G Storage	20,283	20,283	0	(20,283)
4110610	BC0007	Museum - Storage and Display Shed (LGRIC funded)	80,000	0	0	0
4130210	CB029	Barracks Building Capital Expense	10,000	6,770	0	(6,770)
			<b>245,283</b>	<b>97,053</b>	<b>12,251</b>	<b>(84,802)</b>
<b>Furniture &amp; Equipment</b>						
			0	0	0	0
			0	0	0	0
			0	0	0	0
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Plant &amp; Equipment</b>						
4070730	PC003	Doctors Vehicle Replacement	65,000	65,000	47,213	(17,787)
4120330	PC0100	Crew Cab Tipper Truck Replacement	120,000	0	0	0
4140230	PC001	CEO Vehicle Capital	65,000	65,000	65,123	123
4140330	PC0001	Works Manager Vehicle Replacement	55,000	55,000	0	(55,000)
4140330	PC0005	New Tractor	50,250	0	0	0
4140330	PC0006	New Mini Excavator	55,000	55,000	53,000	(2,000)
4120330	PC0007	Town Garden Crew Utility	53,000	53,000	0	(53,000)
			<b>463,250</b>	<b>293,000</b>	<b>165,336</b>	<b>(127,664)</b>
<b>Roads</b>						
4120140	R2R011	R2R - Davies Road	180,000	180,000	24,402	(155,598)
4120140	R2R03	R2R - Elsegood Rd	105,000	105,000	80,755	(24,245)
4120140	R2R116	R2R - Lindsay Street	140,000	140,000	0	(140,000)
4120140	RRG131	RRG Cunderdin - Wyalkatchem Road	413,190	157,380	20,120	(137,260)
4120140	RRG132	RRG Tammin - Wyalkatchem Road	172,921	63,981	0	(63,981)
4120142	CO999	Council Funded Roadworks Budget	235,112	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			0	0	0	0
			<b>1,246,223</b>	<b>646,361</b>	<b>125,277</b>	<b>(521,084)</b>
<b>Footpaths</b>						
			0	0	0	0
			<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Infrastructure</b>						
4100790	CIO007	Cemetery Improvements	38,000	0	0	0
4110390	CIO003	Tennis Court Redevelopment (Capital)	583,642	583,642	330,159	(253,483)
4110390	CIO008	Rec Centre Electricity Upgrade	8,000	8,000	6,041	(1,959)
4110390	CIO009	Water tank for Rec Centre	10,000	10,000	0	(10,000)
4110390	CIO010	Community Club Upgrades	100,000	100,000	0	(100,000)
4120190	CIO005	Reconstruction of Eastern Channel	144,453	0	0	0
4120190	CIO006	Flint and Gamble Intersection-Stormwater redirection to town	148,866	0	0	0
4130890	CIO004	Town Beautification/Upgrades (LGRIC funded)	90,734	22,684	629	(22,055)
			<b>1,123,695</b>	<b>724,326</b>	<b>336,828</b>	<b>(387,498)</b>
			<b>3,078,451</b>	<b>1,760,740</b>	<b>639,693</b>	<b>(1,121,047)</b>

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
<b>Plant and equipment</b>									
<b>General purpose funding</b>									
	Land - Lot 19 Honour Ave			0	0	6,000	2,233	0	(3,767)
<b>Health</b>									
	Doctors Mazda	25,153	20,000	0	(5,153)	24,545	34,545	10,000	0
<b>Other property and services</b>									
	WM00 Toyota Corolla 2015	5,775	14,000	8,225	0	2,323	11,818	9,495	0
	Works Manager Toyota Hilux	29,730	25,000	0	(4,730)			0	0
	Isuzu CrewCab Tipper Truck	5,000	20,000	15,000	0			0	0
	New Holland Tractor	13,000	15,000	2,000	0			0	0
	PWM012 Isuzu Single cab ute	3,200	13,000	9,800	0			0	0
		<b>81,858</b>	<b>107,000</b>	<b>35,025</b>	<b>(9,883)</b>	<b>32,868</b>	<b>48,596</b>	<b>19,495</b>	<b>(3,767)</b>



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2020

Note 7

NON-OPERATING GRANTS AND CONTRIBUTIONS

Non operating grants, subsidies and contributions revenue

Type	Provider	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual	YTD Expense Actual	Unspent Grants Contract Liability Actual	
		\$	\$	\$	\$	\$	
<b>Non-operating grants and subsidies</b>							
<b>Governance</b>							
GEN PUR - Other Grants	Tied	LGRIC	320,734	320,734	106,890	0	106,890
<b>Community amenities</b>							
STORM - Grants	Tied	State	200,000	0	0		0
COM AMEN - Other Cemetery Income	Tied	Friends of the Cemetery	4,000	0	0		0
<b>Recreation and culture</b>							
REC - Non- Operating Contributions	Tied	Tennis Club	107,000	107,000	0	0	0
REC - Grants	Tied	Tennis Aust/CSRFF	294,347	194,347	145,761	330,159	0
<b>Transport</b>							
ROADC - Regional Road Group Grants (MRWA)	Tied	Main Roads WA	390,737	358,700	156,295	20,120	136,175
ROADC - Roads to Recovery Grant	Tied	DIAP - Commonwealth	425,000	180,000	283,917	118,794	165,123
			<b>1,741,818</b>	<b>1,160,781</b>	<b>692,863</b>	<b>469,073</b>	<b>408,188</b>



OPERATING GRANTS AND CONTRIBUTIONS

Operating grants, subsidies and contributions revenue							
Provider	Type	Adopted Budget Revenue	Revised Budget	YTD Budget	YTD Revenue Actual	YTD Expense Actual	Contract Liability Actual
		\$	\$	\$	\$	\$	\$
<b>Operating grants and subsidies</b>							
<b>General purpose funding</b>							
GEN PUR - Financial Assistance Grant - Gen	Untied	525,404	525,404	262,702	266,325	n/a	n/a
GEN PUR - Financial Assistance Grant - Roa	Untied	198,128	198,128	99,064	101,941	n/a	n/a
<b>Law, order, public safety</b>							
ESL BFB - Operating Grant		20,181	20,181	10,090	2,993	0	2,993
<b>Recreation and culture</b>							
OTH CUL - Grants - Other Culture		13,000	13,000	0	0	0	0
<b>Transport</b>							
ROADM - Street Lighting Subsidy	Untied	1,600	1,600	0	0	n/a	n/a
ROADM - Direct Road Grant (MRWA)	Untied	110,610	110,610	110,610	110,610	n/a	n/a
		<b>868,923</b>	<b>868,923</b>	<b>482,466</b>	<b>481,869</b>	<b>0</b>	<b>2,993</b>
<b>Reimbursement Contribution</b>							
<b>Governance</b>							
RATES - Reimbursement of Debt Collection	Untied	3,500	3,500	0	0	n/a	n/a
<b>Health</b>							
OTH HEALTH - Contributions, Donations & I	Untied	62,146	62,146	20,715	18,258	n/a	n/a
<b>Housing</b>							
STF HOUSE - Staff Rental Reimbursements - 2 Slocum St		0	0	0	30	n/a	n/a
STF HOUSE - Staff Rental Reimbursements -	Untied	0	0	0	1,185	n/a	n/a
STF HOUSE - Staff Rental Reimbursements -	Untied	0	0	0	120	n/a	n/a
STF HOUSE - Staff Rental Reimbursements -	Untied	0	0	0	1,077	n/a	n/a
OTH HOUSE - Rental Reimbursements	Untied	34,000	34,000	14,165	709	n/a	n/a
OTH HOUSE - Rental Reimbursements - Joir	Untied	10,000	10,000	4,165	229	n/a	n/a
<b>Economic services</b>							
ECONOM - Other Fees & Charges	Untied	100	100	40	0	n/a	n/a
TOUR - Barracks Fees and Charges	Untied	0	0	0	7,625	n/a	n/a
<b>Other property and services</b>							
ADMIN - Fees & Charges	Untied	2,000	2,000	835	4,777	n/a	n/a
PWO - Other Reimbursements	Untied	0	0	0	3,147	n/a	n/a
POC - Fuel Tax Credits Grant Scheme	Untied	15,000	15,000	6,250	8,485	n/a	n/a
SAL - Reimbursement - Workers Compensa	Untied	10,000	10,000	4,165	24,478	n/a	n/a
		<b>136,746</b>	<b>136,746</b>	<b>50,335</b>	<b>70,120</b>	<b>0</b>	<b>0</b>
<b>TOTALS</b>		<b>1,005,669</b>	<b>1,005,669</b>	<b>532,801</b>	<b>551,988</b>	<b>0</b>	<b>2,993</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2020

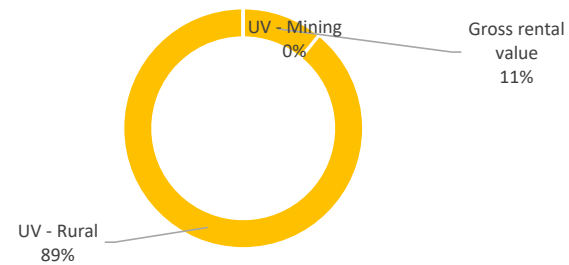
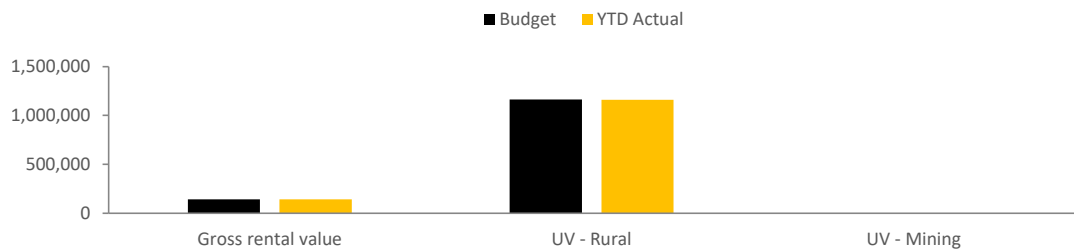
**OPERATING ACTIVITIES**  
**Note9**  
**RATE REVENUE**

General rate revenue

RATE TYPE	Budget							YTD Actual			
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
<b>Gross rental value</b>				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value	0.10504	250	1,347,760	141,569	0	0	141,569	142,064	0	0	142,064
<b>Unimproved value</b>											
UV - Rural	0.01642	229	70,761,000	1,162,108	0	0	1,162,108	1,161,558	0	0	1,161,558
UV - Mining	0.01642	0	0	0	0	0	0	0	0	0	0
<b>Sub-Total</b>		<b>479</b>	<b>72,108,760</b>	<b>1,303,676</b>	<b>0</b>	<b>0</b>	<b>1,303,677</b>	<b>1,303,622</b>	<b>0</b>	<b>0</b>	<b>1,303,622</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Gross rental value</b>											
GRV - Wyalkatchem	495	55	82,280	27,225	0	0	27,225	27,225	(495)	0	26,730
<b>Unimproved value</b>											
UV - Rural	550	17	273,100	9,350	0	0	9,350	9,350	0	0	9,350
UV - Mining	550	9	17,151	4,950	0	0	4,950	4,950	604	579	6,133
<b>Sub-total</b>		<b>81</b>	<b>372,531</b>	<b>41,525</b>	<b>0</b>	<b>0</b>	<b>41,525</b>	<b>41,525</b>	<b>109</b>	<b>579</b>	<b>42,213</b>
Discount							(35,000)				(39,215)
<b>Amount from general rates</b>							<b>1,310,202</b>				<b>1,306,620</b>
Ex-gratia rates							8,424				8,424
<b>Total general rates</b>							<b>1,318,626</b>				<b>1,315,044</b>

KEY INFORMATION

Rate Revenue by Rate Type



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

**OPERATING ACTIVITIES  
Note 10  
RECEIVABLES**

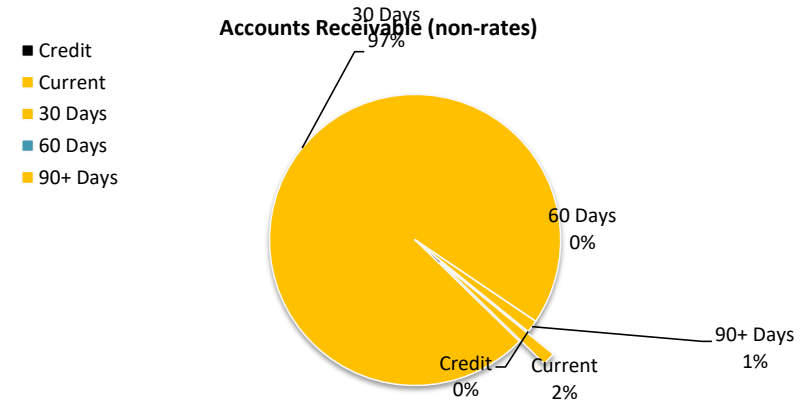
Rates receivable	30 Jun 2020	30 Nov 2020
	\$	\$
Opening arrears previous years	381,421	46,860
Levied this year	1,315,044	1,315,044
Less - collections to date	(1,649,605)	(980,483)
Equals current outstanding	<b>46,860</b>	<b>381,421</b>
<b>Net rates collectable</b>	<b>46,860</b>	<b>381,421</b>
% Collected	97.2%	72%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(25)	1,700	115,995	1	1,649	119,320
Percentage	0.0%	1.4%	97.2%	0%	1.4%	
<b>Balance per trial balance</b>						
Sundry receivable	(25)	1,700	115,995	1	1,649	119,320
GST receivable	0	14,556	0	0	0	14,556
Pensioner rebate	0	(0)	0	0	0	(0)
<b>Total receivables general outstandi</b>	<b>(25)</b>	<b>16,256</b>	<b>115,995</b>	<b>1</b>	<b>1,649</b>	<b>133,876</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.

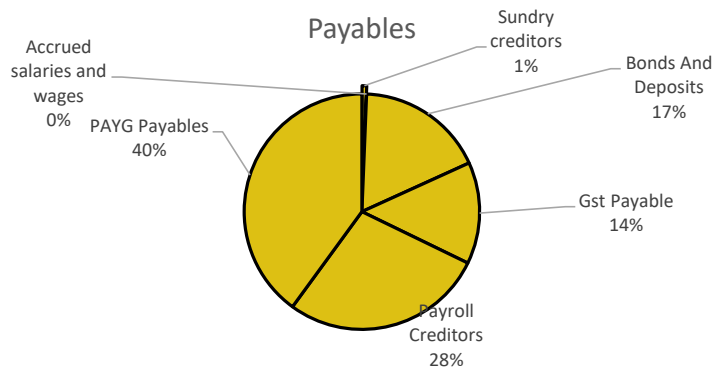


Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	0	0	0	26	26
Percentage	0%	0%	0%	0%	100%	
<b>Balance per trial balance</b>						
Sundry creditors	0	0	0	0	26	245
Accrued salaries and wages	0	0	0	0	0	0
Bonds And Deposits	0	6,800	0	0	0	6,800
Gst Payable	0	5,405	0	0	0	5,405
Payroll Creditors	0	10,771	10,771	0	0	10,771
PAYG Payables	0	15,458	0	0	0	15,458
Other Payables	0	168	0	0	0	168
<b>Total payables general outstanding</b>						<b>38,847</b>

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.



**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

**FINANCING ACTIVITIES  
Note 12  
BORROWINGS**

**Repayments - borrowings**

Information on borrowings Particulars	Loan No.	1 July 2020	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Housing</b>										
Loan 68 - 43/45 Wilson	79	104,939	0	0	11,619	23,631	93,320	81,308	(1,070)	6,833
<b>Economic Services</b>										
Loan 73 - CRC Building	78	90,628	0	0	10,479	21,190	80,149	69,438	(1,340)	3,783
<b>Total</b>		<b>195,567</b>	<b>0</b>	<b>0</b>	<b>22,098</b>	<b>44,821</b>	<b>173,469</b>	<b>150,746</b>	<b>(2,410)</b>	<b>10,616</b>
Current borrowings		44,821					22,724			
Non-current borrowings		150,746					150,745			
		<b>195,567</b>					<b>173,469</b>			

All debenture repayments were financed by general purpose revenue.

**New borrowings 2020-21**

The Shire does not intend to undertake any new borrowings for the year ended 30 June 2021.

**Unspent borrowings**

The Shire has no unspent debenture funds as at 30th June 2020, nor is it expected to have unspent funds as at 30th June 2021.

**KEY INFORMATION**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

**FINANCING ACTIVITIES  
NOTE 13  
LEASE LIABILITIES**

**Movement in carrying amounts**

Information on leases Particulars	Lease No.	1 July 2020	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Other property and services</b>										
Photocopier		8,502				3,368	8,502	5,134		
Current lease liabilities		3,368					3,368			
Non-current lease liabilities		5,134					5,134			
		<u>8,502</u>					<u>8,502</u>			

All lease repayments were financed by general purpose revenue.

**KEY INFORMATION**

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2020**

**Note 14**

**BUDGET AMENDMENTS**

Amendments to original budget since budget adoption. Surplus/(Deficit)

GL Code	Description	Council Resolution	Classification	Non Cash Adjustment	Increase in Available Cash	Decrease in Available Cash	Amended Budget Running Balance
				\$	\$	\$	\$
<b>Budget adoption</b>			Opening surplus				0
	New Hilux		Capital Expenses			(53,000)	(53,000)
	Proceeds from sale		Capital Revenue		13,000		(40,000)
	Transfer from Plant Reserve		Capital Revenue		40,000		0
				<b>0</b>	<b>53,000</b>	<b>(53,000)</b>	

**BASIS OF PREPARATION**

**REPORT PURPOSE**

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

**BASIS OF ACCOUNTING**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 03 December 2020

**SIGNIFICANT ACCOUNTING POLICES**

**CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies

**GOODS AND SERVICES TAX**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**ROUNDING OFF FIGURES**

All figures shown in this statement are rounded to the nearest dollar.



## KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 NOVEMBER 2020

## STATUTORY REPORTING PROGRAMS

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

### PROGRAM NAME AND OBJECTIVES

#### GOVERNANCE

To provide a decision making process for the efficient allocation of scarce resources.

#### ACTIVITIES

Includes the activities of members of Council and the administrative support available to the Council for the provision of governance to the district. Other costs relate to the task of assisting elected members and ratepayers on matters which do not concern specific council services.

#### GENERAL PURPOSE FUNDING

To collect revenue to allow for the provision of services.

Rates, general purpose government grants and interest revenue.

#### LAW, ORDER, PUBLIC SAFETY

To provide services to help ensure a safer and environmentally conscious community.

Supervision and enforcement of various local laws relating to fire prevention, animal control and other aspects of public safety including emergency services.

#### HEALTH

To provide an operational framework for environmental and community health.

Inspection of food outlets and their control, provision of meat inspection services, noise control and waste disposal compliance. Administration of the ROEROC health scheme and provision of various medical facilities.

#### EDUCATION AND WELFARE

To provide services to disadvantaged persons, the elderly, children and youth.

Maintenance and support of child minding and playgroup centres, senior citizen and aged care facilities.

#### HOUSING

To provide housing to staff.

Provision and maintenance of staff, community and joint venture housing.

#### COMMUNITY AMENITIES

To provide services required by the community.

Rubbish collection services, operation of rubbish disposal sites, litter control, construction and maintenance of urban storm water drains, protection of the environment and administration of town planning schemes, cemetery, public conveniences and community bus.

#### RECREATION AND CULTURE

To establish and effectively manage infrastructure and resources which help the social well being of the community.

Maintenance of public halls, aquatic centres, recreation centres and various sporting facilities. Provision and maintenance of parks, gardens, reserves and playgrounds. Provision of library services (contract). Support of museum and other cultural facilities and services.

#### TRANSPORT

To provide safe, effective and efficient transport services to the community.

Construction and maintenance of roads, streets, footpaths, cycling ways, airstrip, parking facilities and traffic control. Cleaning of streets and maintenance of street trees, street lighting etc.

#### ECONOMIC SERVICES

To help promote the Shire and its economic wellbeing.

Tourism and area promotion including the maintenance and operation of a caravan park. Provision of rural services including weed control, vermin control and standpipes. Building control.

#### OTHER PROPERTY AND SERVICES

To monitor and control Council's overhead operating accounts.

Private works operation, plant repair and operation costs, administration and engineering operation costs.

## KEY TERMS AND DESCRIPTIONS

FOR THE PERIOD ENDED 30 NOVEMBER 2020

### REVENUE

#### RATES

All rates levied under the *Local Government Act 1995*. Includes general, differential, specified area rates, minimum rates, interim rates, back rates, ex-gratia rates, less discounts and concessions offered. Exclude administration fees, interest on instalments, interest on arrears, service charges and sewerage rates.

#### OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Refers to all amounts received as grants, subsidies and contributions that are not non-operating grants.

#### NON-OPERATING GRANTS, SUBSIDIES AND CONTRIBUTIONS

Amounts received specifically for the acquisition, construction of new or the upgrading of identifiable non financial assets paid to a local government, irrespective of whether these amounts are received as capital grants, subsidies, contributions or donations.

#### REVENUE FROM CONTRACTS WITH CUSTOMERS

Revenue from contracts with customers is recognised when the local government satisfies its performance obligations under the contract.

#### FEES AND CHARGES

Revenues (other than service charges) from the use of facilities and charges made for local government services, sewerage rates, rentals, hire charges, fee for service, photocopying charges, licences, sale of goods or information, fines, penalties and administration fees. Local governments may wish to disclose more detail such as rubbish collection fees, rental of property, fines and penalties, other fees and charges.

#### SERVICE CHARGES

Service charges imposed under *Division 6 of Part 6 of the Local Government Act 1995*. *Regulation 54 of the Local Government (Financial Management) Regulations 1996* identifies these as television and radio broadcasting, underground electricity and neighbourhood surveillance services. Exclude rubbish removal charges. Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

#### INTEREST EARNINGS

Interest and other items of a similar nature received from bank and investment accounts, interest on rate instalments, interest on rate arrears and interest on debtors.

#### OTHER REVENUE / INCOME

Other revenue, which can not be classified under the above headings, includes dividends, discounts, rebates etc.

#### PROFIT ON ASSET DISPOSAL

Excess of assets received over the net book value for assets on their disposal.

## NATURE OR TYPE DESCRIPTIONS

### EXPENSES

#### EMPLOYEE COSTS

All costs associate with the employment of person such as salaries, wages, allowances, benefits such as vehicle and housing, superannuation, employment expenses, removal expenses, relocation expenses, worker's compensation insurance, training costs, conferences, safety expenses, medical examinations, fringe benefit tax, etc.

#### MATERIALS AND CONTRACTS

All expenditures on materials, supplies and contracts not classified under other headings. These include supply of goods and materials, legal expenses, consultancy, maintenance agreements, communication expenses, advertising expenses, membership, periodicals, publications, hire expenses, rental, leases, postage and freight etc. Local governments may wish to disclose more detail such as contract services, consultancy, information technology, rental or lease expenditures.

#### UTILITIES (GAS, ELECTRICITY, WATER, ETC.)

Expenditures made to the respective agencies for the provision of power, gas or water. Exclude expenditures incurred for the reinstatement of roadwork on behalf of these agencies.

#### INSURANCE

All insurance other than worker's compensation and health benefit insurance included as a cost of employment.

#### LOSS ON ASSET DISPOSAL

Shortfall between the value of assets received over the net book value for assets on their disposal.

#### DEPRECIATION ON NON-CURRENT ASSETS

Depreciation expense raised on all classes of assets.

#### INTEREST EXPENSES

Interest and other costs of finance paid, including costs of finance for loan debentures, overdraft accommodation and refinancing expenses.

#### OTHER EXPENDITURE

Statutory fees, taxes, allowance for impairment of assets, member's fees or State taxes. Donations and subsidies made to community groups.





# WYALKATCHEM AIRSTRIP

## Wyalkatchem Aerodrome

**Aerodrome Safety Inspection**

**Owner: Shire of Wyalkatchem**

**Operator: Shire of Wyalkatchem**

**Status – Aeroplane Landing Area**

**Date: 13<sup>th</sup> March 2020**

ABN: 50 406 443 766  
POST: PO Box 6127, EAST PERTH, WA, 6892  
OFFICE: 29 West Parade, PERTH, WA, 6000

PHONE: (08) 9221 6777 FAX: (08) 9221 6776

E-MAIL: [ams@amsaustralia.com](mailto:ams@amsaustralia.com)  
WEB: [www.amsaustralia.com](http://www.amsaustralia.com)



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**Introduction**

- (i) **Table of Contents**
- (ii) **Executive Summary**
- (iii) **General Overview of Aerodrome**
- (iv) **Documents Reviewed**
- (v) **Reporting Period**
- (vi) **The year in Brief**
- (vii) **Certification**

**Part A – Matters to be dealt with in the Aerodrome Safety Inspection**

- 1. **Details of the aerodrome**
- 2. **Aerodrome Operating Procedures**
- 3. **Reporting Officer Competency**
- 4. **Details relating to the movement area etc**

**Part B – Remedial Actions**

- 1. **Remedial actions following previous inspections**
- 2. **Photographs and Surveys**

(ii) **Executive Summary**

The Wyalkatchem aerodrome was inspected on 13<sup>th</sup> March 2020 by Nathanael Thomas.

The aerodrome was found in a poor to moderate condition. It is assumed that several elements of the aerodrome were not initially built in compliance with the required standards. The major elements are the runway strip (section either side of the runway that should be graded smooth) on the east/west runway and the lack of line marking on the other runway.

No evidence was found that the aerodrome reporting officers were trained to carry out the duties with no records being sighted during the inspection.

The lighting system is due for maintenance with some light fittings found poorly maintained and partially buried.

The sealed surfaces have aged and oxidised causing the bitumen to become brittle. Due to the minimal traffic the bitumen oxidises faster than on typical roads. Many airports regularly roll the sealed surfaces with a multi tyred roller to simulate traffic and prolong the life of the seal. As the seal has aged beyond maintenance rolling, a reseal of all surfaces should be considered.

AMS would like to thank Les Vidovich for assistance during the inspection, and also thank the Shire of Wyalkatchem for its support of AMS.

***Corrective Actions:***

**CORRECTIVE ACTIONS HIGHLIGHTED IN RED AMS BELIEVES ARE A MATTER OF IMMEDIATE SAFETY AND MUST BE ATTENDED TO WITH URGENCY;**

**CORRECTIVE ACTIONS IN YELLOW ARE A MATTER OF SAFETY OR COMPLIANCE AND SHOULD BE ATTENDED TO;**

**CORRECTIVE ACTIONS IN GREEN ARE CONSIDERED TO BE A GOOD MANAGEMENT OR PREVENTATIVE MAINTENANCE BUT NOT ESSENTIAL;**

***Rectification Plan – to be completed by the airport operator.***

Rectification Required	Plan for Rectification
<p><b>CORRECTIVE ACTION:</b> Design and construct a compliant runway strip for runway 09/27.</p>	
<p><b>CORRECTIVE ACTION:</b> Ensure there is a clear procedure to ensure that serviceability inspections are carried out on a regular basis.</p>	
<p><b>CORRECTIVE ACTION:</b> In accordance with AC139-13(0).it is recommended that reporting officers have recurrent training each two years. AMS now has this course online. See <a href="http://www.amsaustralia.com">www.amsaustralia.com</a>.</p>	
<p><b>CORRECTIVE ACTION:</b> Clear the vegetation from the runway strip of 03/21.</p>	
<p><b>CORRECTIVE ACTION:</b> Move the stop sign on the southern taxiway further away from the seal.</p>	
<p><b>CORRECTIVE ACTION:</b> Carry out maintenance to the runway lighting to ensure the base of the runway lights is not buried and are flush with the surrounding surface.</p>	

<p><b>CORRECTIVE ACTION:</b></p> <p>Replace the windsock and prepare the windsock circle and signal circle so there is a 15m diameter black circle around the windsock with a 9m diameter black signal circle adjacent the windsock circle. Diagram at end of document.</p>	
<p><b>CORRECTIVE ACTION:</b></p> <p>Once the runway strip works are complete, install cone or gable markers to mark the extent of the graded portion.</p>	
<p><b>CORRECTIVE ACTION:</b></p> <p>Carry out line marking to the cross runway and both taxiways.</p>	
<p><b>CORRECTIVE ACTION:</b></p> <p>Purchase a 6.0m cross so the aerodrome can be closed if required.</p>	
<p><b>CORRECTIVE ACTION:</b></p> <p>Advise RFDS and local pilots of the risks involved with moving traffic on the road causing issues to the approach and takeoff path.</p>	
<p><b>CORRECTIVE ACTION:</b></p> <p>Ensure that the aerodrome is checked for animals before any known night operations.</p>	
<p><b>CORRECTIVE ACTION:</b></p> <p>Consider resealing all surfaces with either a rejuvenation or chip seal as the bitumen is aged and brittle. If this occurs, maintenance rolling should be allowed for to prolong the life of the seal.</p>	
<p><b>CORRECTIVE ACTION:</b></p> <p>Apply crack patching to runway 09/27 and reseal as recommended for all surfaces.</p>	

(iii) **General Overview of the Aerodrome**

The aerodrome consists of two runways and two aprons.

(iv) **Documents reviewed**

The documents reviewed were the ERSA and reporting officer records.

(v) **Reporting Period**

It is unknown when the last inspection was carried out.

(vi) **The year in Brief**

There have been no major works, accidents or incidents in the past twelve months.



(vii) Certification

I have carried out a safety inspection of Wyalkatchem Aerodrome for the year of 2020. This inspection is dated 13<sup>th</sup> March 2020.

I, Nathanael Thomas, have Approval to Conduct Safety Inspections at Registered and Certain Other Aerodromes – Approval number A027.

The aerodrome safety inspection was conducted in accordance with the requirements set by the Civil Aviation Safety Authority. The safety inspection procedure included an examination of evidence recorded in the course of the year and documented in the reports below.

The opinions expressed in this report have been formed on the above basis.

I hereby certify that to the best of my knowledge, and conditional upon rectification of any indicated deficiencies, the published aerodrome data is correct and that the aerodrome operating procedures and aerodrome facilities and equipment to meet applicable safety standards.



.....  
Signature

Nathanael Thomas.  
CASA Approved Person #A027  
Aerodrome Management Services Pty Ltd

## Part A – Matters to be dealt with in the Aerodrome Safety Inspection

### 1. Details of the aerodrome as in ERSA

The aerodrome information is not published in ERSA.

### 2. Aerodrome Operating Procedures

#### 2.1 Recording of aerodrome serviceability inspections

There is no clear procedure to manage the serviceability inspections.

#### **CORRECTIVE ACTION:**

Ensure there is a clear procedure to ensure that serviceability inspections are carried out on a regular basis.

#### 2.2 Recording of notices given to NOTAM office and AIS (or to the RPT or Charter Operator)

Not applicable at this aerodrome.

#### 2.3 Recording of aerodrome works

Records are kept within the shire system.

### 3 Reporting Officer Competency

#### 3.1 Aerodrome Reporting Officer Competency

There are no trained reporting officers.

#### **CORRECTIVE ACTION:**

In accordance with AC139-13(0).it is recommended that reporting officers have recurrent training each two years. AMS now has this course online. See [www.amsaustralia.com](http://www.amsaustralia.com).

#### 4. Details relating to the movement area, etc

##### 4.1 Dimensions and surface conditions of the runways, taxiways and aprons

###### Runway 03/21

This runway is the unmarked runway. It is considered as a secondary runway.

The 23m wide runway has an overall slope is 0.51% down to the north. It is sealed and gives a smooth ride when travelled at speed.

There was little sign of air traffic using the runway with nil skid-marks noted.

The seal is uniform with bitumen that is becoming brittle. Stone was snapped off the seal with ease.

###### **CORRECTIVE ACTION:**

Consider resealing all surfaces with either a rejuvenation or chip seal as the bitumen is aged and brittle. If this occurs maintenance rolling should be allowed for to prolong the life of the seal.

###### Runway Strip 03/21

The runway strip comprises of hard compacted gravel. It was measured as 60m wide and had no significant issues other than vegetation growth.



###### **CORRECTIVE ACTION:**

Clear the vegetation from the runway strip of 03/21.

### Runway 09/27

The east/west runway is considered the main runway. It is marked and shows signs of aircraft traffic

There is a large section of cracking and minor undulations at the western end that has been caused by the aging seal and movement of the pavement below. Crack patching has occurred in the past.

The seal is typically brittle as the bitumen is aged and oxidising.



#### **CORRECTIVE ACTION:**

Apply crack patching to runway 09/27 and reseal as recommended for all surfaces.

### Runway Strip 09/27

The runway strip is required to be a surface the aircraft can safely roll onto if a runway excursion occurs. The downward slope must be no greater than 3% to the outer edge of the graded strip that is 40m from centreline.

The runway strip is extremely rough with large drops and drainage systems. There are concrete light bases that sit above the runway strip.



#### **CORRECTIVE ACTION:**

Design and construct a compliant runway strip for runway 09/27.

### North Taxiway

The north taxiway is lit and leads to the RFDS apron. Other than seal issues previously noted there were no issues found.

### South Taxiway

The southern taxiway has a stop sign that may be clipped by an aircraft wing. The surface is in the same condition as the remainder of the aerodrome with sealing required.



### **CORRECTIVE ACTION:**

Move the stop sign on the southern taxiway further away from the seal.

### RESAs

There is no requirement for RESA at the aerodrome.

### Northern and Southern Apron

Previous recommendations have been made regarding the sealed surfaces.

There are no other issues with the aprons.

### **4.2 Aerodrome lighting, including back-up lighting and obstacle lighting**

The lights were not tested for operation during the inspection. As noted with the runway strip issues, many lights are not installed flush with the runway strip surface with some lights buried.



### **CORRECTIVE ACTION:**

Carry out maintenance to the runway lighting to ensure the base of the runway lights is not buried and are flush with the surrounding surface.

#### 4.3 Wind direction indicators and their illumination

The wind indicator is in poor condition. The area underneath the wind indicator and signal circle were incorrectly marked and insufficiently blackened.



#### **CORRECTIVE ACTION:**

Replace the windsock and prepare the windsock circle and signal circle so there is a 15m diameter black circle around the windsock with a 9m diameter black signal circle adjacent the windsock circle. Diagram at end of document.

#### 4.4 Aerodrome markers, markings and signs

##### Markers

There were small cone markers alongside the runway.

There were no markers to outline the extent of the graded runway strip.

#### **CORRECTIVE ACTION:**

Once the runway strip works are complete, install cone or gable markers to mark the extent of the graded portion.

##### Markings

The markings on runway 09/27 were clear and correct.

There were no other markings on the aerodrome.

#### **CORRECTIVE ACTION:**

Carry out line marking to the cross runway and both taxiways.

##### Apron markings

There were no apron markings. Markings are not required for aerodromes of this size.

Unserviceability Markers

There were no markers available.

**CORRECTIVE ACTION:**

Purchase a 6.0m cross so the aerodrome can be closed if required.

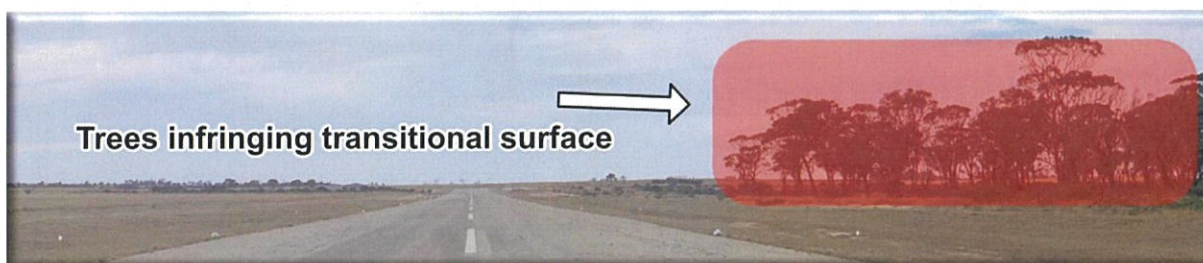
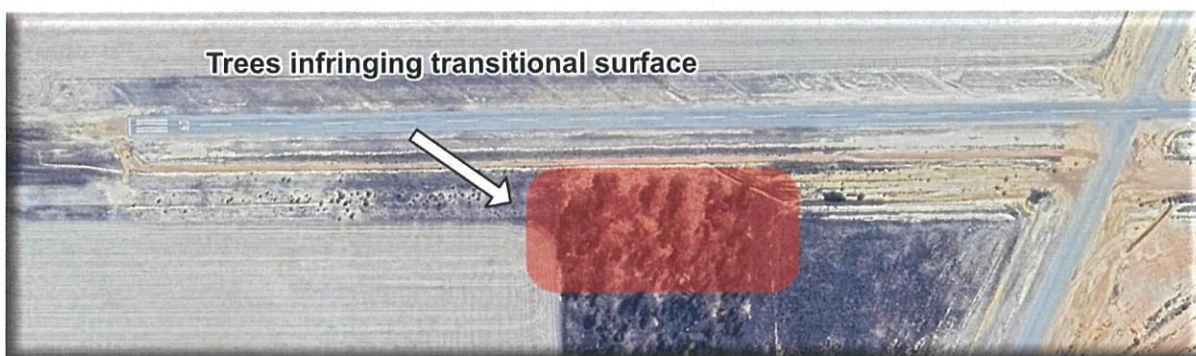
**4.5 Obstacle limitation surfaces applicable to the aerodrome**

The take off and approach survey results are later in this report. They identify there is a major infringement with transient obstacles as vehicles pass along the road.

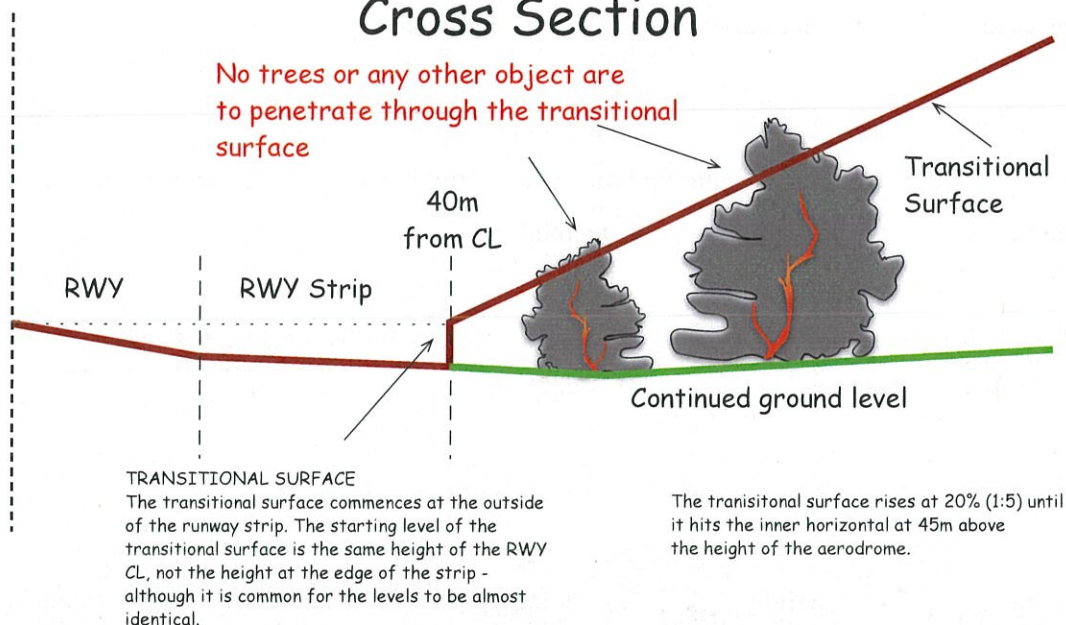
**CORRECTIVE ACTION:**

Advise RFDS and local pilots of the risks involved with moving traffic on the road causing issues to the approach and takeoff path.

Trees are severely infringing the transitional surface at S53 12 12 E117 22 40.



## Code 2, Non-Instrument Transitional SFC Cross Section



### Pans-op Approach

Not applicable at this aerodrome.

### 4.6 Two-way radios (whether hand-held or installed in vehicles) used by the aerodrome operator on the movement area

There were no radios available for inspection.

### 4.7 Equipment used for dispersing birds and animals

Vehicles and horns are available to disperse bird and animal hazards.

### 4.8 Aerodrome fencing

The fence is not complete around the aerodrome and there are open gates. Whilst there were no signs of animals entering airside it is a safe assumption that animals enter airside.

### **CORRECTIVE ACTION:**

Ensure that the aerodrome is checked for animals before any known night operations.



## Part B – Remedial Action

### 1. Remedial actions following previous inspections

There were no records of previous inspections.

### 2. Surveys

### Wyalkatchem - Aerodrome Survey

Date 13/03/2020

Position S31 12.2 E117 23.0 Elevation 994 FT

<b>Runway Details</b>	Dimensions	1100 m x 23 m	Slope	0.51% down to North	Surface	Sealed
	Levels TKOF 03	RWY END	297.08	TKOF 21	RWY END	303.3
		RWS END	297.08		RWS END	303.3

Declared Distances						
RWY	TORA	TODA	ASDA	LDA		
3	1100	1160 (3.7%)	1100	1100		
21	1100	1160 (1.2%)	1100	1100		
Supplementary Take-Off Distances						
RWY	1.6%	1.9%	2.2%	2.5%	3.3%	5.0%
3	NA	NA	NA	NA	1039	NA
21	NA	NA	NA	NA	NA	NA

Survey Specs			
Code 1 Non-Instrument			
Take-Off SFC		Approach SFC	
Inner Edge	60 m	Inner Edge	60 m
Dist FM THR	30 m	Dist FM THR	30 m
Divergence	10%	Divergence	10%
Final Width	380 m	1st Sect Slope	5%
Length	1600 m	1st Sect Length	1600 m

Obstacle Information										
TKOF RWY	Object No	Description	DIST OUT	HT ABV CWY	OBST GRAD	OBST RL	DIST FM SOT	OFFSET	Comment	
3	1	Tree	1144.19 m	42.33 m	3.7%	339.41 m	2304.19 m	64.3 mR	Critical Object	
3	2	Tree	547.78 m	27.84 m	5.08%	324.92 m	1707.78 m	187.54 mR	Outside TKOF SFC	
21	1	Tree	704.58 m	12.08 m	1.71%	315.38 m	1864.58 m	115.6 mL	Outside TKOF SFC	
21	2	Tree	688.1 m	5.18 m	0.75%	308.48 m	1848.1 m	35.06 mL	Critical Object	

### Wyalkatchem - Aerodrome Survey

Date 13/03/2020

Position S31 12.2 E117 23.0 Elevation 994 FT

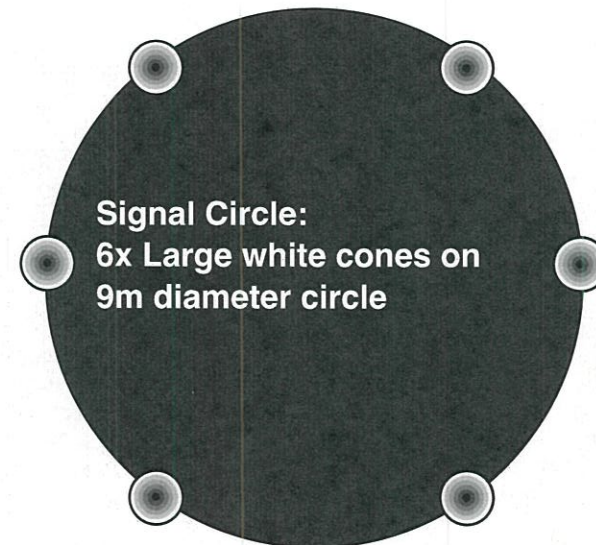
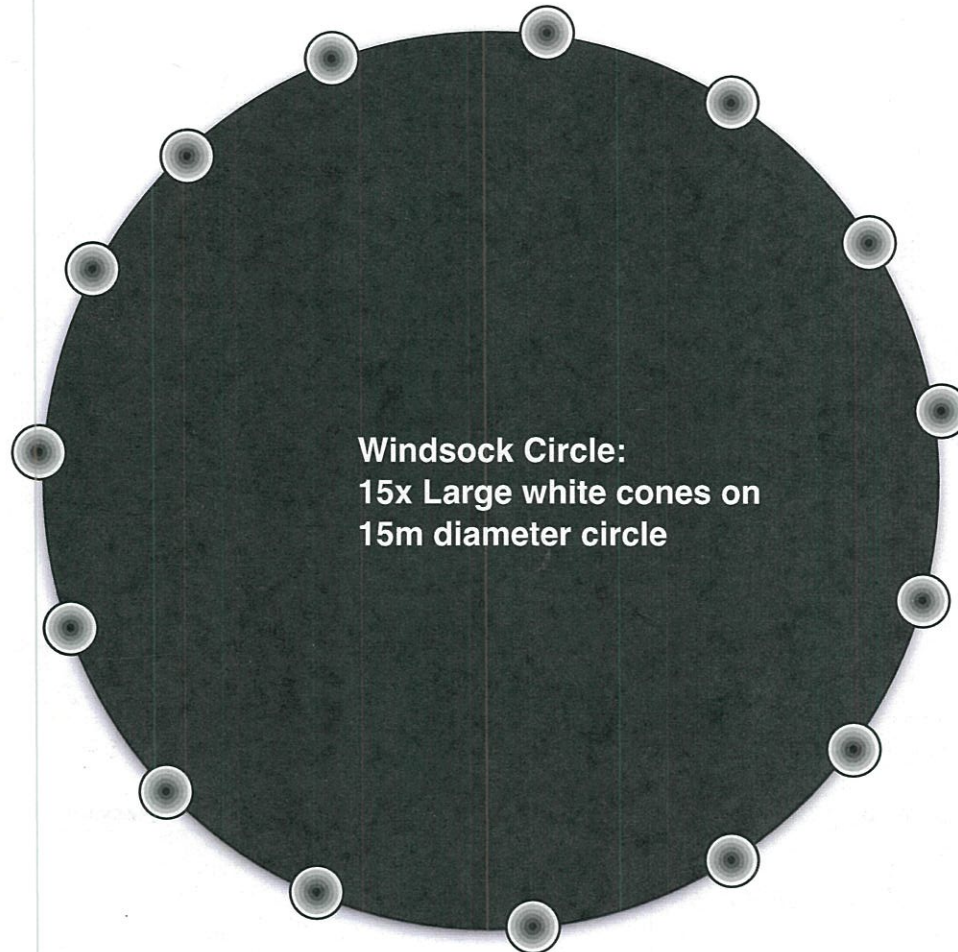
<b>Runway Details</b>	Dimensions	1440 m x 23 m	Slope	0.81% down to West	Surface	Sealed
	Levels TKOF 09	RWY END	302.931	TKOF 27	RWY END	291.328
		RWS END	303.495		RWS END	290.725

Declared Distances						
RWY	TORA	TODA	ASDA	LDA		
9	1440	1500 (16.28%)	1440	1440		
27	1440	1500 (1.2%)	1440	1440		
Supplementary Take-Off Distances						
RWY	1.6%	1.9%	2.2%	2.5%	3.3%	5.0%
9	NA	NA	NA	NA	1316	1429
27	NA	NA	NA	NA	NA	NA

Survey Specs			
Code 2 Non-Instrument			
Take-Off SFC		Approach SFC	
Inner Edge	80 m	Inner Edge	80 m
Dist FM THR	60 m	Dist FM THR	60 m
Divergence	10%	Divergence	10%
Final Width	580 m	1st Sect Slope	4%
Length	2500 m	1st Sect Length	2500 m

Obstacle Information									
TKOF RWY	Object No	Description	DIST OUT	HT ABV CWY	OBST GRAD	OBST RL	DIST FM SOT	OFFSET	Comment
09	1	Power Pole	1144.19 m	42.33 m	3.7%	345.83 m	2644.19 m	64.3 mR	
09	2	Power Pole	547.78 m	27.84 m	5.08%	331.34 m	2047.78 m	187.54 mR	Outside TKOF SFC
09	3	4m object on Road	26 m	4.23 m	16.28%	307.73 m	1526 m	0 mR	APP SFC Infringed Critical Object
27	1	Tree	1270.06 m	15.08 m	1.18%	306.41 m	2770.06 m	286.61 mL	Outside TKOF SFC
27	2	Dam	248.91 m	1.87 m	0.75%	293.2 m	1748.91 m	6.59 mR	Critical Object

# Wind Indicator and Signal Circle





# Agreement for Provision of Services

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Wyalkatchem Community Resource Centre Inc.

Shire of Wyalkatchem



McLeods

Barristers & Solicitors

Stirling Law Chambers | 220-222 Stirling Highway | CLAREMONT WA 6010

Tel: (08) 9383 3133 | Fax: (08) 9383 4935

Email: [mcleods@mcleods.com.au](mailto:mcleods@mcleods.com.au)

Ref: DFN:WYAL-32371

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# Details

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## Parties

### **Shire of Wyalkatchem**

of PO Box 224, Wyalkatchem, Western Australia  
(Shire)

### **Wyalkatchem Community Resource Centre Inc.**

of PO Box 156, Wyalkatchem, Western Australia  
(Contractor)

## Background

- A. The Public Transport Authority of Western Australia (**PTA**) is vested with care, control and management of the land described in **Item 1(a)** of Schedule 1 (**Land**).
- B. The PTA licensed the Land to the Shire pursuant to a licence commencing on 1 June 2012 for a term of 10 years (**Head Licence**).
- C. The Shire has granted a sub-licence of that portion of the Land described in **Item 1(b)** of Schedule 1 (**Premises**) to the Contractor for a term of 9 years and 2 months commencing on 1 April 2013 (**Sub-Licence**).
- D. The Shire intends to construct a new purpose built community resource centre facility (**CRC Facility**) on the Premises, which upon completion will be used by Wyalkatchem CRC for a range of community purposes pursuant to the Sub-Licence, including the delivery of certain agreed services by Wyalkatchem CRC on behalf of the Shire.
- E. The Contractor has agreed to carry out the services described in **Item 5** of Schedule 1 (**Agreed Services**) from the CRC Facility in exchange for the Shire paying the annual contract fee described in **Item 4** of Schedule 1 (**Contract Price**).
- F. The parties have entered into this contract to give effect to their agreement (**Contract**).

# Agreed Terms

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The Contractor and the Shire hereby AGREE AND COVENANT as follows:

## 1. Term

The Contract shall run for the term identified in **Item 2** of Schedule 1 (**Term**) commencing on the date identified in **Item 3** of Schedule 1 (**Commencement Date**).

## 2. Provision of services

The Contractor shall perform the Agreed Services in the manner specified in this Contract to the Shire's reasonable satisfaction, and the Shire shall pay the Contractor the Contract Price by equal monthly instalments in advance.

## 3. Financial requirements

Where the Contractor receives, collects, receipts, holds, disburses, or makes payment of any moneys on behalf, or under the authorisation, of the Shire under this Contract, it shall do so in accordance with the requirements of Schedule 2 of this Contract (**Financial Requirements**).

## 4. Library

The Contractor shall, to the Shire's reasonable satisfaction and for the duration of the Term, shall provide the following library services:

- (a) create and maintain records, details and information for library members on AmLIB Library Management System (**AMLIB**);
- (b) effect the issue and return of loaned items through AMLIB;
- (c) carry out inspection of returned items for damage;
- (d) regularly return items to shelves in correct order, having due regard to sorting standards such as the Dewey Decimal System;
- (e) carry out full library exchange within one week of exchange being received;
- (f) arrange and administer inter-library loans through a Virtual Document Exchange System (**VDX**) and ensure compliance with all relevant loan terms;
- (g) effect stock takes annually, or at such other frequency or times required by Library Information Service of Australia (**LISWA**);
- (h) register of donated items through AMLIB;
- (i) report damaged items as required, inclusive of details of the cause and extent of damage and identity of the person responsible for damage;
- (j) provide a "Better Beginnings Family Literacy Program";
- (k) carry out any other function as is required by LISWA from time to time; and

- (l) carry out any other functions consistent with these services.

## 5. Visitor information

The Contractor shall, to the Shire's reasonable satisfaction and for the duration of the Term, provide services in relation to visitor information services:

- (a) make arrangements, in a location approved by the Shire, for a notice board to be provided inside the Premises for the display of public notices, which shall include sufficient space for any notices, information and documents that the Shire requires the Contractor to display;
- (b) provide information services at the Premises for visitors and tourists for the purpose of promoting the Shire of Wyalkatchem and its surrounding regions;
- (c) encourage sale, and provide for sale, of local maps, information, publications and products;
- (d) make endeavours to source, locate and procure visitor and tourist information publications and products to be provided to the general public;
- (e) take measures to integrate with other tourism networks, agencies and entities within the Shire and its surrounding regions to encourage tourism cross-promotion between Shire and other regions; and
- (f) at the Shire's request, carry out any other functions reasonably consistent with these services.

## 6. Banking

The Contractor shall, to the Shire's reasonable satisfaction and for the duration of the Term, provide the following banking services in accordance with the Financial Requirements in respect of any payments received by the Contractor as part of the provision of the Agreed Services:

- (a) prior to the end of each business day, send to the Shire's Administration office by means approved by the Shire a copy of a spreadsheet recording all money collected or received by the Contractor on that day, to enable the Shire to reconcile the payments receipted by the Contractor against the payments actually received by the Contractor and send those details back to the Contractor on that same day (**Reconciliation Report**);
- (b) upon receiving a Reconciliation Report from the Shire for that day, the Contractor will complete a Shire municipal fund deposit book in accordance with the Shire's instructions, and place any cash or other payments in its safe; and
- (c) deposit banking at National Australia Bank, Wyalkatchem on a weekly (or more frequent) basis.

## 7. Supplementary services

- 7.1 The Contractor shall, upon being requested by the Shire to do so, provide any additional or supplementary services which are consistent with or reasonably incidental or ancillary to the Agreed Services, but are not otherwise specified in this Contract (**Supplementary Services**).

- 7.2 The Supplementary Services shall be:
- (a) performed by the Contractor in accordance with the requirements nominated by the Shire from time to time and to the Shire's reasonable satisfaction;
  - (b) deemed to form part of the Agreed Services for the purposes of this Contract; and
  - (c) limited to a maximum of ten hours of employee labour per week.

## **8. General obligations**

- 8.1 The Contractor, in providing the Agreed Services, shall comply with all relevant statutory requirements.
- 8.2 The Contractor shall ensure at all times all work is carried out under the supervision of properly trained and experienced supervisors and that at all times the Contractor has effective control of all its employees, servants, agents and subcontractors. The Contractor shall retain all responsibility for the safety and security of all its employees, servants, agents and subcontractors during the Term.
- 8.3 The Contractor shall make good any damage caused by the Contractor or any of its employees, servants agents or subcontractors to property of the Shire or property of any other person or persons.
- 8.4 The Contractor shall promptly comply with and carry out the reasonable demands, orders and directives given by the Shire or its officers in relation to the Agreed Services.
- 8.5 The Contractor shall promptly report to the Shire:
- (a) any breach of any written law which comes to the notice of the Contractor and render reasonable assistance to the Shire in any subsequent prosecution or legal proceeding; and
  - (b) any obstacle or difficulty which interferes with the proper performance of the Contract or delivery of the Agreed Services by the Contractor.
- 8.6 The Contractor shall take all reasonable precautions in the performance of the Agreed Services to protect the health and safety of its employees and members of the public. The Contractor shall comply with all national, state and local health, safety, and fire protection laws and regulations.
- 8.7 In the event the Contractor fails to comply with the regulations or requirements of the Shire, the Shire may, without prejudice to any other statutory, legal or contractual right of the Shire, issue an order stopping all or any part of the Services.

## **9. Insurance**

- 9.1 The Contractor shall take out and keep in force with a reputable insurance company, at its own expense, public risk insurance of an amount not less than FIFTEEN MILLION DOLLARS (\$15,000,000) for personal injury or property damage (including of the Shire or its employees) arising from or occurring as a result of the Agreed Services performed under this Contract.
- 9.2 The Contractor shall produce all insurance policies required under the provisions of the Contract, together with the receipts for payment of the premiums and the certificates of

insurance to the Shire upon request and advise the Shire of each renewal of each insurance policy.

## **10. Default**

If the Contractor:

- (a) fails or neglects to comply with any provision of the Contract;
- (b) in the reasonable opinion of the Shire is dilatory or tardy in the performance of the Agreed Services; or
- (c) fails or neglects to comply with any direction or order given by the Shire pursuant to the provisions of the Contract;

the Shire may employ or engage the necessary labour and hire the necessary equipment to remedy the defect and recover all costs and expenses of doing so (including the Shire's administrative costs) from the Contractor or deduct those costs and expenses from any moneys due or which becomes due to the Contractor.

## **11. Termination of contract**

If the Contractor:

- (a) is unable to pay its debts or is wound up in accordance with section 30 or section 31 of the *Associations Incorporation Act 1987*;
- (b) has a receiver, receiver and manager, or administrator appointed in respect of it or any of its assets;
- (c) defaults in the due and punctual performance or observance of any of the terms of the Contract; or
- (d) in the reasonable opinion of the Shire has not performed the Contractor's obligations under the Contract in a satisfactory manner,

the Shire may:

- (e) without terminating the Contract, remove from the Contractor the responsibility either wholly or partially, for providing and performing the Agreed Services for the unexpired balance of the Term or any other period the Shire thinks fit and may:
  - (i) withhold and remove any or all authorisations, information, records and documents provided by the Shire pursuant to this Contract;
  - (ii) employ or engage any necessary labour or assistance; or
  - (iii) do any act, matter or thing necessary to remedy the acts of default,and recover from the Contractor all costs and expenses incurred by it; or
- (f) without prejudice to any right of action in respect of any antecedent liability of the Contractor, by 7 days written notice to the Contractor determine the Contract and in that event the Contractor is not entitled to compensation.

## **12. Assignment and sub-contracting**

The Contractor shall not assign or sub-contract the works or services without the written approval of the Shire, which may be withheld in its absolute discretion.

## **13. Shire's obligations**

The Shire shall, at its cost, provide the Contractor with such training, authorisations, information, guidance, records and documents as are reasonably necessary to enable the Contractor to carry out the Agreed Services.

## **14. Costs**

The Shire shall pay the costs of and incidental to the preparation, execution and stamping of the Contract.

## **15. Service of notices**

15.1 Any notice to be given by the Contractor to the Shire may be served by facsimile transmission or post addressed to the Shire, or delivered personally to the Shire, at the address identified in this Contract, or such other address for service notified by the Shire to the Contractor in writing from time to time.

15.2 Any notice to be given by the Shire to the Contractor may be served by facsimile transmission or post addressed to the Contractor, or delivered personally to the Contractor, at the address identified in this Contract, or such other address for service notified by the Contractor to the Shire in writing from time to time.

## **16. Employment costs and outgoings**

16.1 The Contractor shall be responsible for employing such staff or personnel as are necessary to perform the Agreed Services to the standard required by this Contract and shall be responsible for any costs, wages, salaries or other amounts incurred in relation to the employment of those staff.

16.2 The Contractor shall, unless this Contract expressly provides otherwise, be responsible for paying all outgoings, disbursements and utilities arising from the provision of the Agreed Services, which outgoings include but are not limited to:

- (a) telephone connection, usage and service fees;
- (b) electricity connection, usage and service fees;
- (c) water connection, usage and service fees;
- (d) cleaning of the Premises;
- (e) stationary costs; and
- (f) any other costs payable by the Contractor in relation to the Premises pursuant to the Contractor's sublicence of the Premises.

## 17. Indemnity

The Contractor agrees to indemnify and keep indemnified the Shire and all officers, employees and agents of the Shire:

- (a) from and against the destruction of or damage to any property of the Shire or any person; and
- (b) from and against all actions, claims, costs and demands in respect of loss or damage to property or death or injury of any nature and however and wherever sustained,

caused by or arising out of or in relation to or incidental to:

- (c) the delivery of the Agreed Services by the Contractor or any agent, employee or sub-licensee of the Contractor; or
- (d) resulting from an act or omission of the Contractor or any agent, employee or sub-licensee of the Contractor,

save that the Contractor shall not be responsible for any loss or damage which is caused by the negligence of the Shire.

## 18. Confidentiality

The Contractor shall take all reasonable measures and precautions to ensure that:

- (a) any information used, received or obtained by the Contractor and its agents and employees in carrying out the Agreed Services (**Confidential Information**) remains confidential at all times and is not disclosed or disseminated or made available for disclosure or dissemination by any means, whether directly or indirectly, to any other person or entity without the express permission or authorisation of the Shire; and
- (b) in the event that the Contractor becomes aware of any Confidential Information being disclosed or disseminated otherwise than in accordance with **clause 18(a)**, the Contractor shall notify the Shire of that occurrence as soon as possible thereafter and take such action as the Shire may require to rectify the unauthorised disclosure of the Confidential Information.

## 19. Liability for loss

The Contractor shall be liable for:

- (a) the loss of any amounts collected or received by it which are, for any reason, not banked with the Shire in accordance with the Financial Requirements; and
- (b) any loss incurred by the Shire arising from the Contractor's failure to perform the Agreed Services in accordance with this Contract, including, but not limited to, the failure to collect in full any amount due or owing to the Shire which, under this Contract, the Contractor is required to collect.

## 20. Relationship

20.1 Nothing in the Contract shall be deemed to constitute a relationship between the Shire and

the Contractor, or any employee of the Contractor, other than the relationship of principal and independent contractor.

20.2 Without limiting the generality of **clause 20.1**, the Contract shall not be construed as creating between the Shire and the Contractor, or between the Shire and any employee of the Contractor, a relationship of:

- (a) partnership;
- (b) master and servant;
- (c) principal and agent; or
- (d) employment or trust.

20.3 The Contractor must not hold itself, or its employees or agents, out to be employees or agents of the Shire, and the Contractor indemnifies the Shire, and must keep the Shire indemnified against any Claim incurred as a result of it doing so.

20.4 For the purposes of **clause 20.3**, the provisions of Part 1F of the *Civil Liability Act 2002* are excluded.

## **21. GST**

21.1 In this clause

**GST Law** means *A New Tax System (Goods and Services Tax) Act 1999* (Cth) (GST Act) and any associated legislation including without limitation delegated legislation.

**GST, Registered, supply**, and any other expression used that is defined in the GST Law has the same meaning as given to it in the GST Law.

21.2 Unless specifically described in the Contract as 'GST-inclusive', any consideration to be paid or provided for a supply made under or in connection with the Contract does not include an amount on account of GST and is 'GST-exclusive'.

21.3 Where, under the GST Law, any supply to be made by a party (**Supplier**) to another party (**Recipient**) under or in connection with the Contract is subject to GST (other than a supply the consideration for which is specifically described in the Contract as GST-inclusive), then -

- (a) the consideration payable or to be provided for that supply under the Contract will be increased by, and the Recipient will pay to the Supplier, an amount equal to the GST calculated according to the GST Law;
- (b) the Recipient shall pay that additional GST amount at the same time and in the same manner as the GST-exclusive consideration is paid or provided; and
- (c) a reference to the consideration payable for a supply includes the value of any non-monetary consideration for the provision.

21.4 If the Supplier is Registered or required to be Registered, the Supplier must provide a GST compliant tax invoice in connection with any supply made by it under the Contract, failing which the Recipient will not be obliged to make any payment for that supply until the invoice is provided.



## **22. Entire agreement - no warranty**

- 22.1 The Contractor acknowledges that it has entered into the Contract in full reliance on his own enquiries, investigations, examinations and advice and not in reliance on or as a result of any statement, claim, representation or warranty (expressed or implied) made or given by the Shire or any employee, agent or other person on behalf of the Shire in respect of any matter whatsoever affecting the Contract.
- 22.2 The parties agree that the Contract constitutes the whole and entire agreement between them and supersedes all previous negotiations and agreements written or oral.

## **23. Force Majeure Event**

- 23.1 For the purposes of this clause 23, a "Force Majeure Event" means any occurrence or omission as a direct or indirect result of which the party relying on it is prevented from, or delayed in, performing any of its obligations (other than a payment obligation) under this Contract and that is beyond the reasonable control of that party, including an act of war (whether declared or not) or terrorism, the mobilisation of armed forces, civil commotion or riot, natural disaster, industrial action or labour disturbance or restraint, currency restriction, embargo, action or inaction by a governmental agency, (but not those of the Shire's under this Contract) a failure of a supplier, public utility or common carrier, unavailability or delays in the supply of materials, reasonable failure to secure contractors, delays of contractors or inclement weather.

- 23.2 If a party becomes unable wholly or in part by a Force Majeure Event to carry out any of its duties or obligations under this Contract -

- (a) that party must give to the other party prompt notice of -
  - (i) detailed particulars of the Force Majeure Event;
  - (ii) so far as is known, the probable extent to which the party will be unable to perform or will be delayed in performing the duty or obligation; and
- (b) the relevant duty or obligation, so far as it is affected by the Force Majeure Event, will be suspended during the continuance of the Force Majeure Event; and
- (c) the party must use all reasonable efforts to overcome or remove the Force Majeure Event as quickly as possible.

- 23.3 Under clause 23.2 the affected party is not required to settle any labour or other dispute on terms contrary to its wishes or to contest the validity or enforceability of any law, regulation or decree by way of legal proceedings.

## **24. Additional terms and conditions**

Each of the terms and conditions (if any) specified in **Item 6** of the Schedule are part of this Contract and are binding on the parties as if incorporated into the body of this Contract.

## **25. Severability**

If any provision of this Contract is void or unenforceable, that provision is void and unenforceable only to the extent of that voidness or unenforceability, without invalidating the remaining provisions which will remain in full force and effect.

## **26. Amendments**

This Contract can be modified, amended or varied only by a document in writing signed by or on behalf of each of the parties.

## **27. Waiver**

A waiver of a breach of any term or condition of this Contract is not to operate as a waiver of any breach of the same or any other term or condition of this Contract.

## **28. Laws of Western Australia apply**

This Agreement is to be construed and interpreted in accordance with the laws of the State of Western Australia and the parties agree to submit to the jurisdiction of the courts of that State and of courts competent to hear appeals from those courts.

## **29. Interpretation**

In this Contract, unless expressed to the contrary:

- (a) Words using:
  - (i) the singular include the plural;
  - (ii) the plural include the singular; and
  - (iii) any gender includes each gender;
- (b) A reference to:
  - (i) a natural person includes a body corporate or local government; and
  - (ii) a body corporate or local government includes a natural person;
- (c) A reference to a professional body includes a successor to or substitute for that body;
- (d) A reference to a Party includes its legal personal representatives, successors and assigns and if a Party comprises two or more persons, the legal personal representatives, successors and assigns of each of those persons;
- (e) A reference to a statute, ordinance, code, regulation, award, town planning scheme or other law includes a regulation, local law, by-law, requisition, order or other statutory instruments under it and any amendments to re-enactments of or replacements of any of them from time to time in force;
- (f) A reference to a right includes a benefit, remedy, discretion, authority or power;
- (g) A reference to an obligation includes a warranty or representation and a reference to a failure to observe or perform an obligation includes a breach of warranty or representation;
- (h) A reference to this Contract or provisions or terms of this Contract or any other deed, agreement, instrument or contract include a reference to:

- (i) both express and implied provisions and terms; and
  - (ii) that other deed, agreement, instrument or contract as varied, supplemented, replaced or amended;
- (i) A reference to writing includes any mode of representing or reproducing words in tangible and permanently visible form and includes facsimile transmissions;
  - (j) Any thing (including, without limitation, any amount) is a reference to the whole or any part of it and a reference to a group of things or persons is a reference to any one or more of them;
  - (k) If a Party comprises two or more persons the obligations and agreements on their part bind and must be observed and performed by them jointly and each of them severally and may be enforced against any one or more of them;
  - (l) The agreements and obligations on the part of a party not to do or omit to do any act or thing include:
    - (i) an agreement not to permit that act or thing to be done or omitted to be done by a person authorised by that party; and
    - (ii) an agreement to do everything necessary to ensure that that act or thing is not done or omitted to be done;
  - (m) Except in the Schedule headings do not affect the interpretation of this Contract.

# Schedule 1

---

## Item 1: Land and premises

(a) **Land**

The land described as the "Licensed Area" in the Head Licence being:

All that rail reserve at Wyalkatchem highlighted in blue on the copy of Plan 3700 attached to the Head Licence totalling approximately 3.1ha

(b) **Premises**

That portion of the Land described as the "Premises" in the Sub-Licence being:

That portion of the Building (on the Land) shown hachured on the plan annexed to the Sub-Licence as Annexure A and comprising an approximate area of 400m<sup>2</sup>

## Item 2: Term

9 years and 2 months

## Item 3: Commencement date

1 April 2013

## Item 4: Contract price

Twenty five thousand dollars (\$25,000.00) per annum, exclusive of GST.

## Item 5: Agreed Services

The Contractor shall provide the following services, in accordance with the terms and conditions of this Contract:

- (a) the library services identified in **clause 4** of this Contract;
- (b) the visitor information services identified in **clause 5** of this Contract;
- (c) the banking services identified in **clause 6** of this Contract; and
- (d) the supplementary services identified in **clause 7** of this Contract.

Item 6: Additional terms and conditions

**(1) Payment by Shire into building reserve fund**

In addition to the payment of the Contract Price, the Shire shall pay an amount of five thousand dollars per annum (\$5,000) into a building reserve fund to be held and applied from time to time by the Shire for the future maintenance, repair and renewal of the CRC Facility.

**(2) Driver and vehicle licensing services**

The Contractor agrees to use its best endeavours to secure an agreement with the Department of Transport (**Department**) to authorise the Contractor to provide driver and vehicle licensing services on behalf of the Department from the CRC Facility. For any portion of the Term in which the Contractor does not provide driver and vehicle licensing services on behalf of the Department from the CRC Facility, the Contract Price shall be reduced by an amount of five thousand dollars per annum (\$5,000), calculated on a pro rata basis where such services are only provided for portion of a year during the Term.

**(3) Review of Agreed Services and Contract Price**

The parties, acting in good faith, agree to conduct a review of the scope of the Agreed Services, performance of the Contractor and amount of the Contract Price every 2 years during the Term (**Review**). At each Review, the parties may agree to amend the scope of the Agreed Services or amount of the Contract Price for the remainder of the Term, but are not bound to do so.

## Schedule 2 – Financial requirements

---

### 1. Collection and Receipt

The Contractor must, when collecting or receiving any money or payments in the performance of the Agreed Services:

- (a) record the name and contact details of the payer;
- (b) record details as to the payment type, payment amount and description of what is being paid;
- (c) record, if applicable, cheque number, money order number and drawer of cheque;
- (d) complete a receipt of that payment, and provide an original copy of that receipt to the payer and retain a copy of that receipt for the Shire's records; and
- (e) record any other details that the Shire may, from time to time, instruct the Contractor to record; and
- (f) record all monies or payments collected or received.

### 2. Records and Receipts

The Contractor must keep records and receipts of any payments invoiced, collected, received, disbursed, banked or otherwise handled by it, in a manner that complies with the Shire's policies and procedures (as advised by the Shire to the Contractor from time to time) and provide copies of those records and receipts to the Shire on a daily basis or within 3 days of being requested to do so by the Shire.

### 3. Disbursements

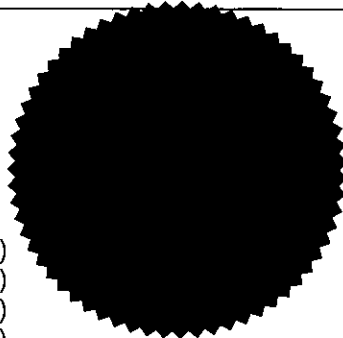
The Contractor must not disburse any funds which belong to the Shire, or the Shire is entitled to, without the prior approval of the Shire.

# Signing page

EXECUTED by the parties as a Deed on

2012.

The **COMMON SEAL** of the **SHIRE OF WYALKATCHEM** was hereunto affixed by authority of a resolution of the Shire in the presence of:



Chief Executive Officer

(Print full name)

President

SUSAN BRUSE  
(Print full name)

The **COMMON SEAL** of **WYALKATCHEM COMMUNITY RESOURCE CENTRE INC.** ("Association") was hereunto affixed pursuant to the constitution of the Association in the presence of each of the undersigned each of who hereby declares by the execution of this document that he or she holds the office in the Association indicated under his or her name:



OFFICE HOLDER SIGN

Office Held: *PRESIDENT*  
Full Name: *MARLUS KELLY*  
Address: *P.O. BOX 69*  
*WYALKATCHEM 6485.*

OFFICE HOLDER SIGN

Office Held: *Vice-President*  
Full Name: *Rachel Nightingale*  
Address: *P.O. BOX 46*  
*Wyalkatchem*  
*6485. WA*

Addendum to the 2012 agreement between the Shire of Wyalkatchem (principal) and the management committee of the Community Resource Centre Inc. (contractor); together referred to as 'the parties.'

## 1. Purpose

This document formalises agreed amendments to the 2012 agreement between the parties. These amendments are made in accordance with clause 26 of that agreement that amendments be made in writing by both parties.

The agreed amendments were arrived at in the review of the agreement as required under item 6 of schedule 1.

## 2. Amendments

2.1. Clause 6 Banking Services – remove this clause – there is no need for the CRC to do banking on the Shire's behalf;

2.2 Clause 7 Supplementary Services – amend this clause – remove requirement for the CRC to provide up to ten hours per week in (unidentified) services – replace with unfettered access to facilities by the Shire for up to ten hours per week for agreed purposes;

2.3. Item 4, schedule 1 – Contract Price – amend this to provide certainty – the proposal is to continue current payments (\$25,000 in 2014/15) and then increase by 2.24% in the next financial year to \$25,560 and then annually increase by the Perth March CPI or 2.5% whichever is the lesser – the exception is that by February 2016, the Shire and the CRC is to agree on community objectives and if we reach that agreement, the payment will be increased in 2016/17 by 5.0%;

2.4. Item 6, schedule 1 – building reserve – amend – the amount the Shire budgets for maintenance is for the Shire's annual budget. This amount may vary from year to year, according to need and priority. Currently, the agreement commits the Shire to placing \$5,000 per year in a reserve for the CRC, but refers to the community building The Bushel (but does not commit the Shire to any spend). This clause is amended to mean that the Shire will contribute funds to a building reserve for the purpose of acquisition, disposal, maintenance and funding of Shire properties and that the Shire will prepare an asset management plan for The Bushel.

These amendments were approved by a resolution of the Council, decision number 3090 at the ordinary meeting of Council 21 May 2015.

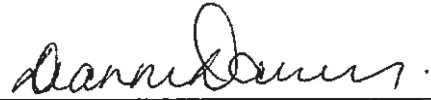
Signature page follows:



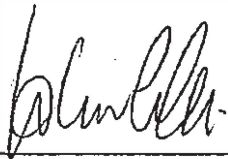
Signed on behalf of the parties this day, 5<sup>th</sup> of June 2015:



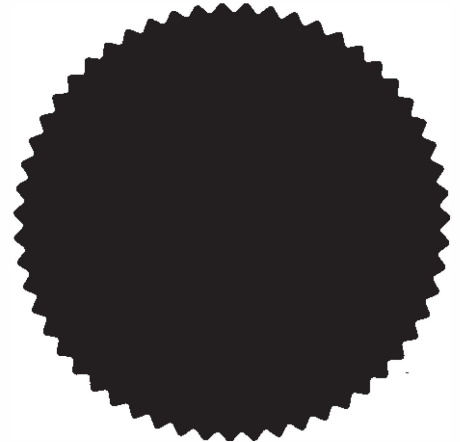
Cr Q Davies  
President, Shire of Wyalkatchem

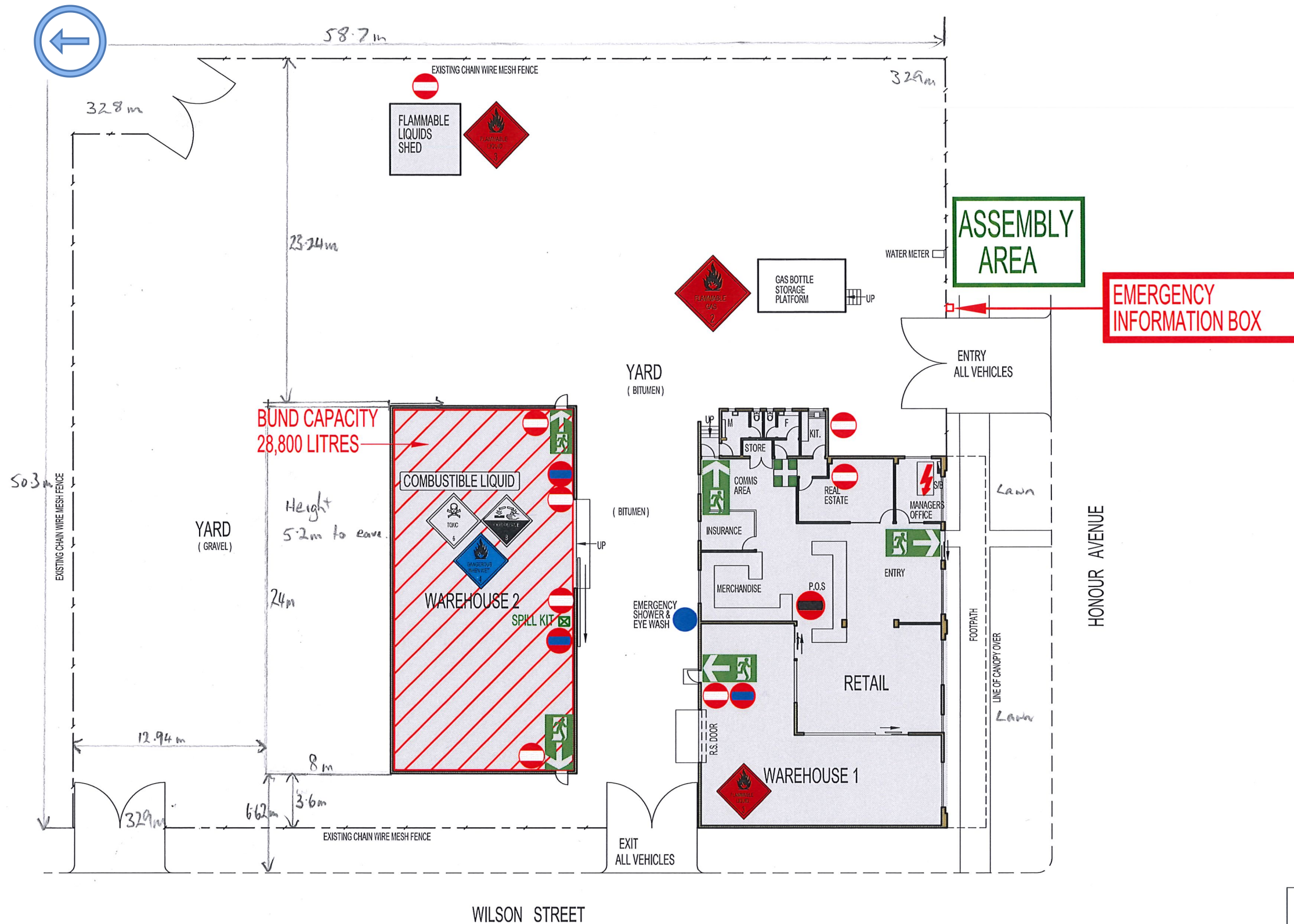


D Davies  
Chair, Management Committee  
Wyalkatchem Community Resource  
Centre Inc.



Ian McCabe  
CEO, Shire of Wyalkatchem





SYMBOLS LEGEND			
	EXIT DOOR		FIRE HOSE REEL
	FIRST AID		WATER TYPE FIRE EXTINGUISHER
	HYDRANT		DRY CHEMICAL POWDER FIRE EXTINGUISHER
	FIRE BLANKET		CARBON DIOXIDE TYPE FIRE EXTINGUISHER
	SWITCHBOARD		FOAM TYPE FIRE EXTINGUISHER
	STORMWATER DRAIN		SAFETY SHOWER & EYE WASH
	EMERGENCY INFORMATION BOX		
	SPILL KIT		

**IN CASE OF FIRE**

**R** REMOVE PEOPLE FROM DANGER  
DO NOT OBSTRUCT EXITS AND EXIT ROUTES

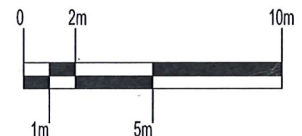
**A** ALERT OTHERS AND RAISE AN ALARM  
DIAL 000 AND ASK FOR THE FIRE BRIGADE

**C** CLOSE DOORS AND WINDOWS  
CLOSE DOORS BEHIND YOU AND, WHERE PRACTICABLE, WINDOWS

**E** EVACUATE THE BUILDING  
IF TRAINED AND IF SAFE, ATTEMPT TO EXTINGUISH THE FIRE

**IN AN EMERGENCY CALL 000**

ALL GATES TO REMAIN UNLOCKED AT ALL TIMES WHEN BUILDING IS OCCUPIED.



REV	DATE	DESCRIPTION

**Nutrien**  
Ag Solutions

Nutrien Ag Solutions  
737 Bourke Street,  
Docklands, Victoria, Australia.  
03 9209 2223.

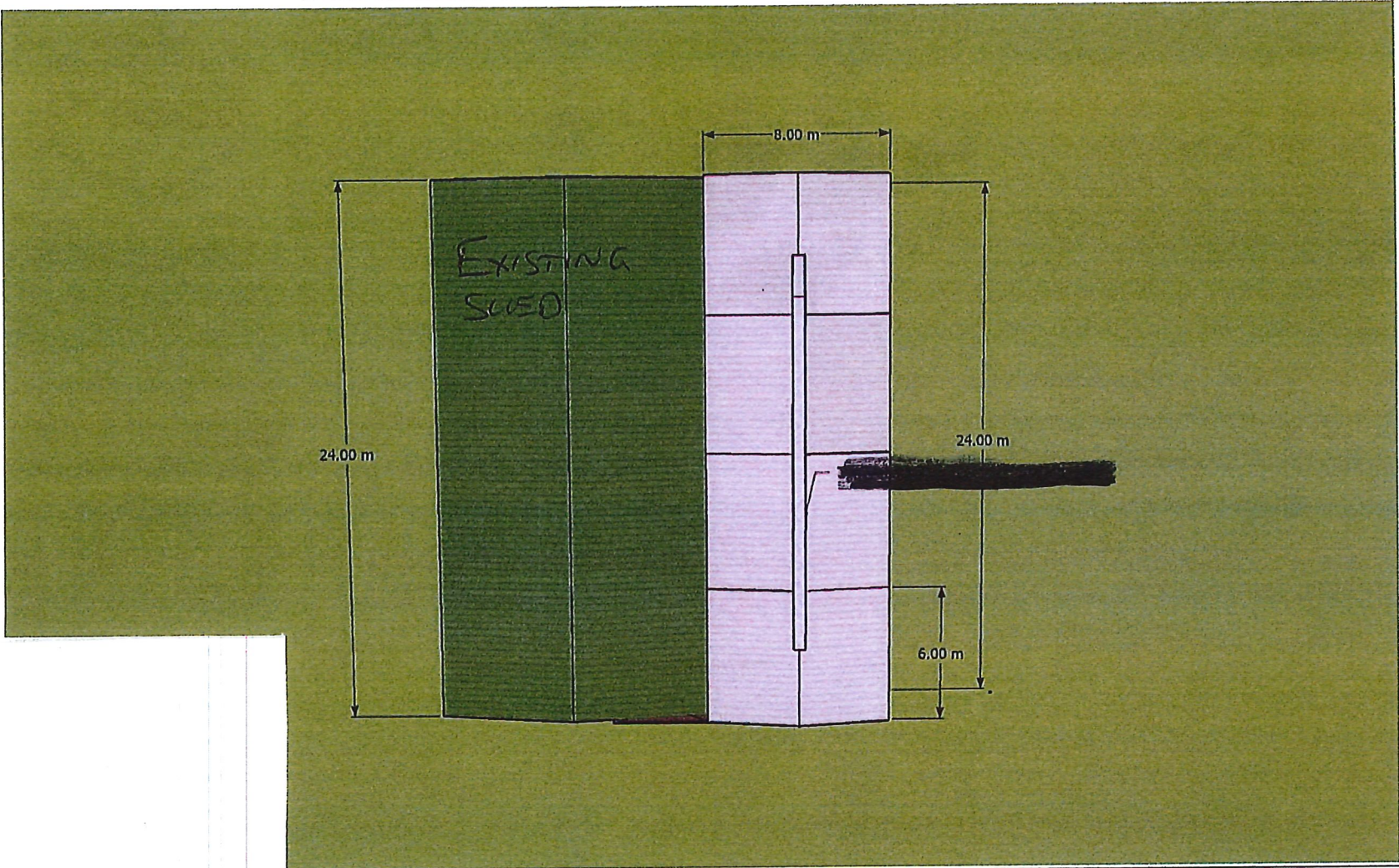
Existing Nutrien Ag. Solutions Store & Offices  
At:- 1 Honour Avenue  
Wyalkatchem, WA.

Site Plan 29.09.2020  
  
PRELIMINARY PLAN ONLY

**NEXT**

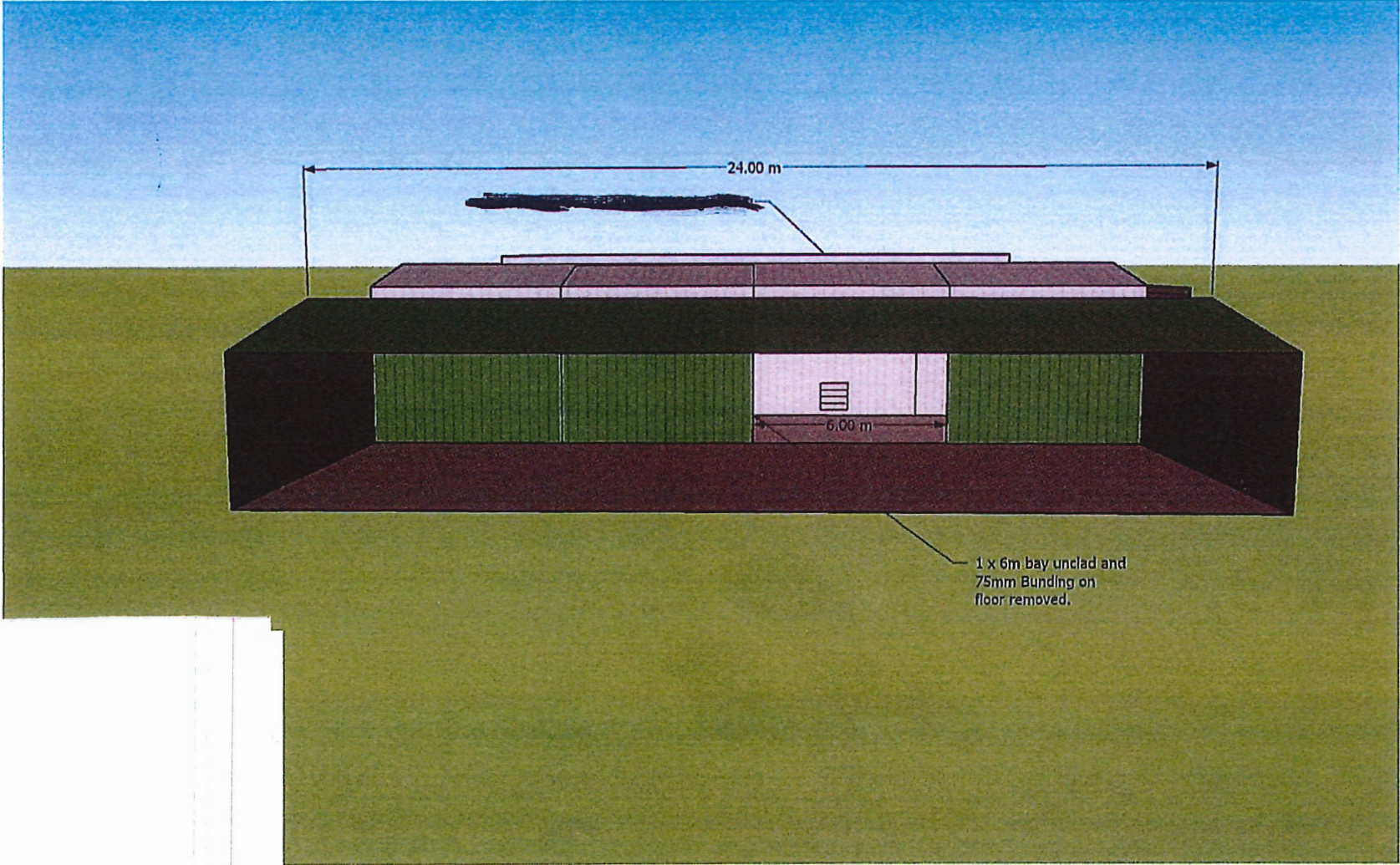


Nutrien—Wyalkatchem Chemical Shed



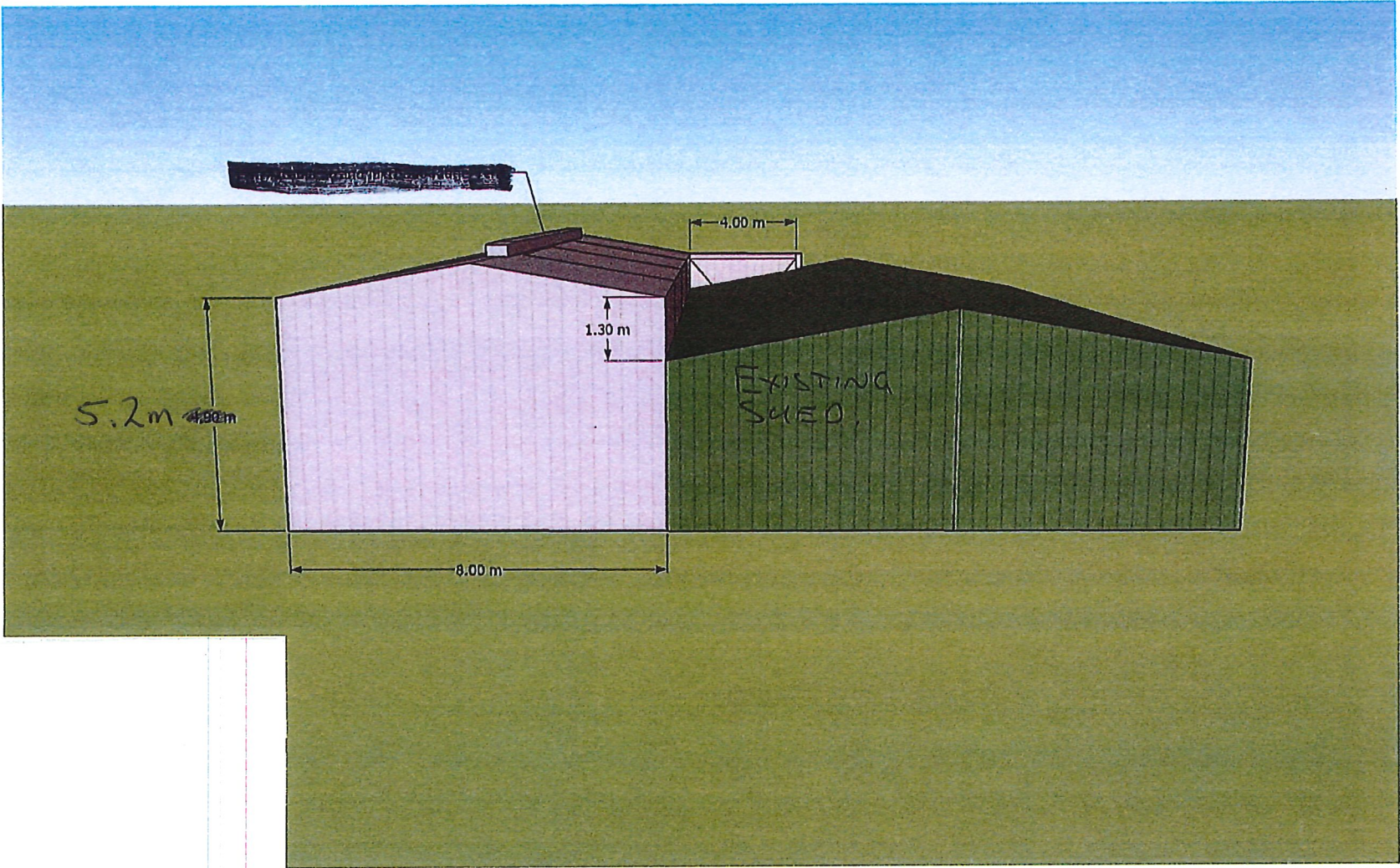
Client: Bernie Quade	Quote No: 7425.2	View: Plan	Drawn: 7/9/2020
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Nutrien—Wyalkatchem Chemical Shed



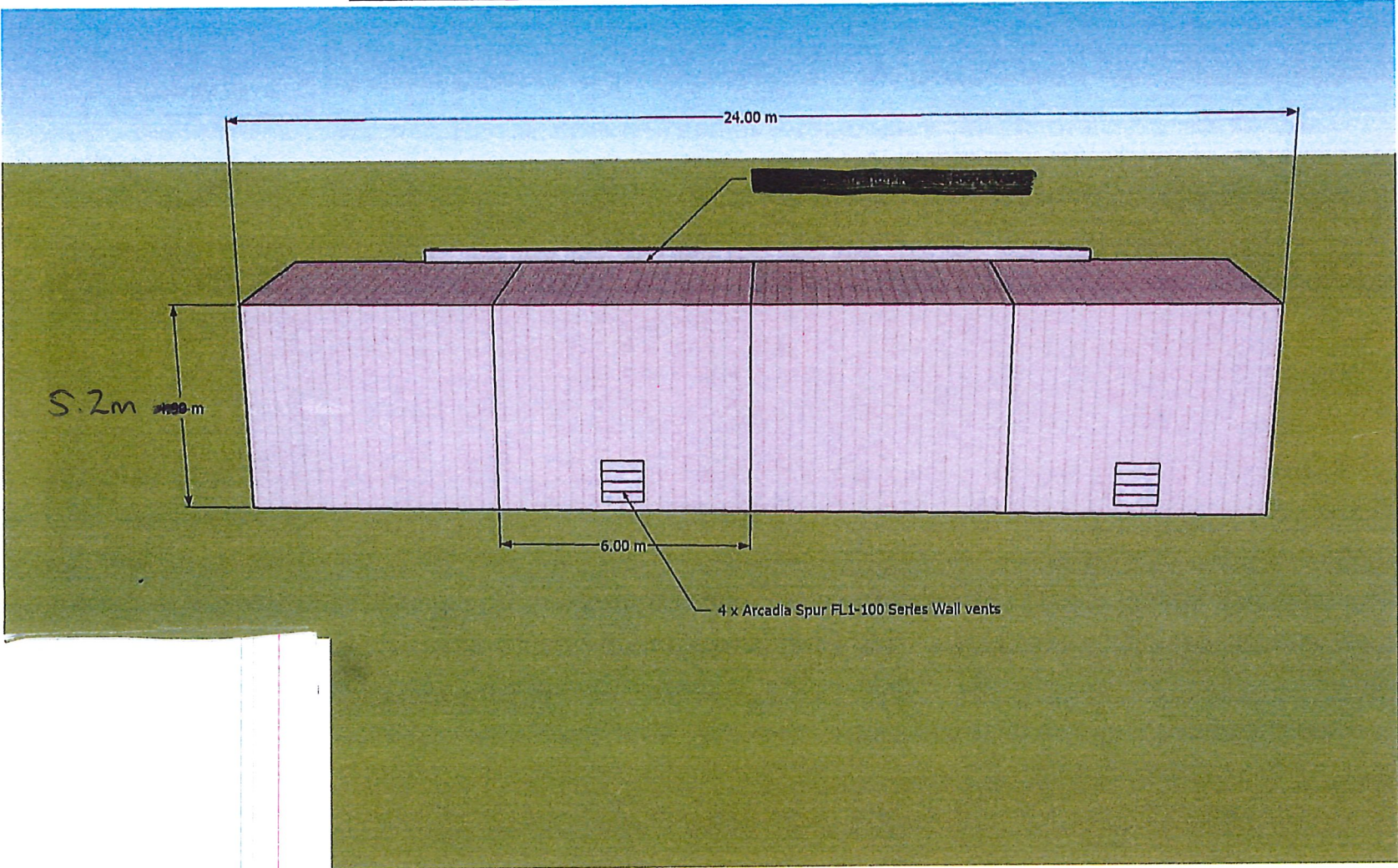
Client: Bernie Quade	Quote No: 7425.2	View: Left Side	Drawn: 7/9/2020
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Nutrien—Wyalkatchem Chemical Shed



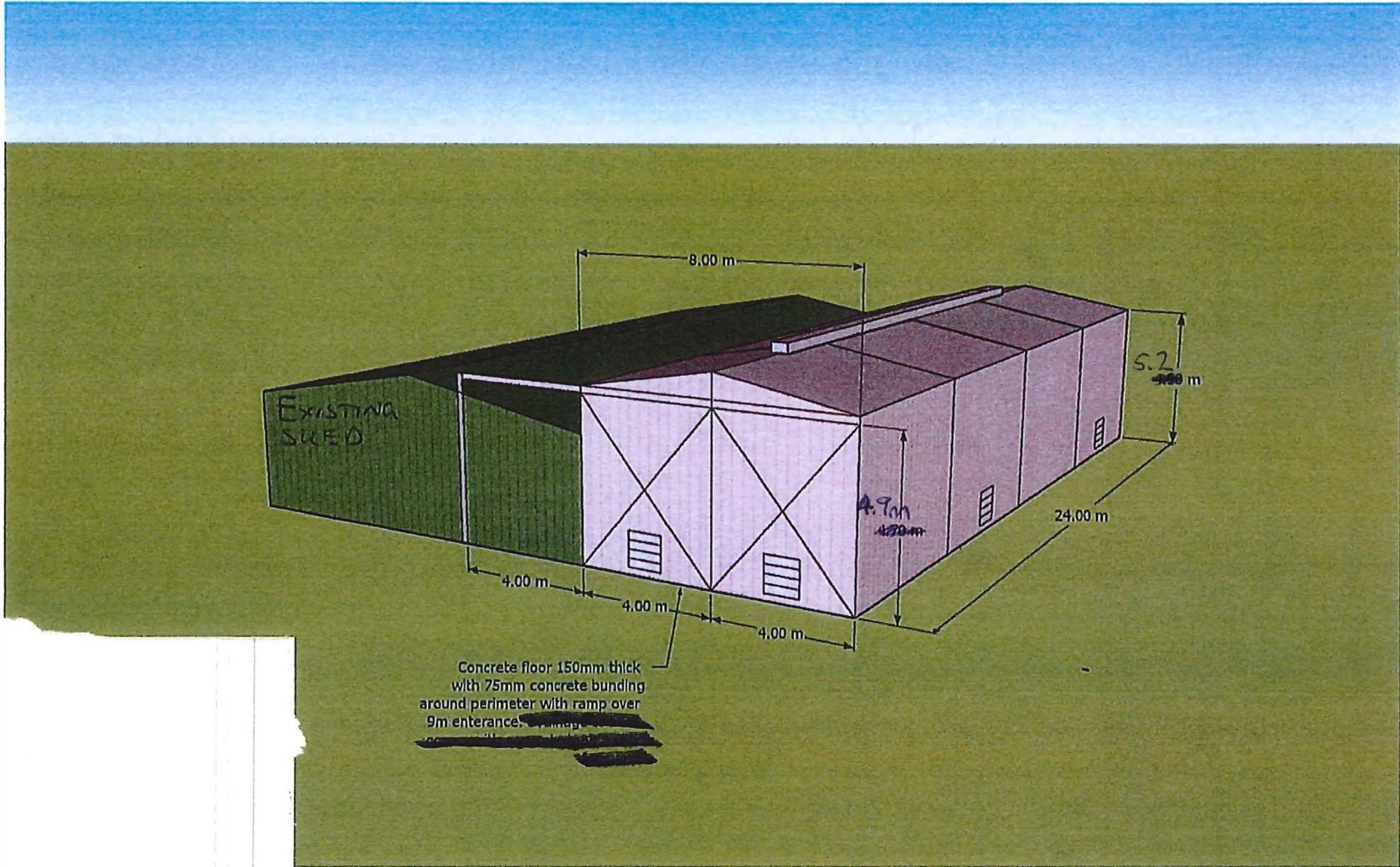
Client: Bernie Quade	Quote No: 7425.2	View: Back	Drawn: 7/9/2020
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Nutrien—Wyalkatchem Chemical Shed



Client: Bernie Quade	Quote No: 7425.2	View: Right Side	Drawn: 7/9/2020
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Nutrien—Wyalkatchem Chemical Shed



Client: Bernie Quade	Quote No: 7425.2	View: Overview—Doors Closed	Drawn: 7/9/2020
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## COVID-19 Contact register

### Do your part in keeping WA safe

To help keep WA safe, it will be mandatory for some businesses and venues to record your contact details each time you visit.



### Download SafeWA and check-in

SafeWA is the WA Government's check-in app that provides a secure and convenient way for you to register your attendance at businesses and venues.



- Contact details are safe and secure
- Easy to set-up
- Quick on the go
- Free

Download the app







## **LIST OF ITEMS**

- 1. Status Report as at December 2020**
- 2. NEWROC Presentation - NewTravel**
- 3. WA Country Health Services Wheatbelt (WACHSW)**
- 4. DFES - LGGS Application - Equipment Upgrade and Sheds**
- 5. Health and Safety - Core changes**
- 6. National Asbestos Plan**
- 7. Bushfire Operations Committee**
- 8. Ministerial Youth Advisory Council**

Council makes a number of decisions at its monthly ordinary meeting of Council.

In accordance with the *Local Government Act 1995 5.41(c)* the function of the CEO is to; Cause council decisions to be implemented.

The purpose of this report is to provide an update on the status and anticipated completion dates for past Council decisions. Actions and status updates since the last status report are indicated in bold. Items that have been reported as completed will be removed in future reports.

**SHIRE OF WYALKATCHEM COUNCIL MEETING STATUS REPORT AS AT 4 November 2020**

<b>MINUTE REFERENCE</b>	<b>DETAIL</b>	<b>RESPONSIBLE OFFICER</b>	<b>STATUS / COMMENTS</b>	<b>ANTICIPATED COMPLETION DATE</b>
OMC – 19/12/2019 175/2019	The Chief Executive Officer to provide a report to Council on the effectiveness of the 12 month meeting structure trial at the December 2020 meeting.	CEO	Nil	<b>COMPLETE</b>
OMC – 15/10/2020 10.2.4 161/2020	That Council direct the CEO to engage with the Catholic Archdiocese of Perth and the State Heritage Council on a potential conservation strategy for Wyalkatchem’s Roman Catholic Precinct.	CEO	Meeting arranged with Theresa Carroll (Archdiocese) for Monday 9 November 2020	<b>PENDING</b>
OMC – 15/10/2020 14.1 167/2020	That subject to the satisfactory completion of the probationary period, Council accept the appointment of Keith Mills to the position of Manager of Works, in accordance with section 5.37(2) of the <i>Local Government Act 1995</i> .	CEO		<b>PENDING</b>

<p><b>OMC 20/11/2020 10.2.2 186/2020</b></p>	<p><b>That Council:</b></p> <ol style="list-style-type: none"> <li><b>1. That Council determine that it does not consider that the ownership (possession) of the land (Lounge room) would be of significant benefit to anyone other than the transferee (Emily Gray Physiotherapy).</b></li> <li><b>2. Authorises the signing of the licence agreement by the Shire President and the CEO and its execution by affixing the Common Seal of the Shire of Wyalkatchem to the agreement.</b></li> </ol>	<p><b>CEO</b></p>	<p><b>Nil</b></p>	<p><b>COMPLETED</b></p>
<p><b>OMC 20/11/2020 14.1 189/2020</b></p>	<p><b>That Council ratify the final negotiated Employment Contract between the Shire of Wyalkatchem and Peter James Klein and authorise the signing of the contract by the Shire President and Acting CEO and its execution by the affixing of the Common Seal of the Shire of Wyalkatchem to</b></p>	<p><b>CEO</b></p>	<p><b>Nil</b></p>	<p><b>COMPLETED</b></p>
<p><b>OMC 20/11/2020 14.2 190/2020</b></p>	<p><b>That Council grant rent relief and the continuance of the Wyalkatchem Allowance for Robert and Julie Hodges for the Shire housing at 45 Wilson St, Wyalkatchem for the period 31<sup>st</sup> August 2020 to 31<sup>st</sup> January 2021.</b></p>	<p><b>MCS</b></p>	<p><b>Nil</b></p>	<p><b>COMPLETED</b></p>

## INFORMATION BULLETIN UPDATES

### November 2019

- **Standpipes**

CEO to explore the configurations of the locked Standpipes further in order to find a way to resolve the issue. Discussions highlighted a need to assess the out of town standpipe locks and solutions to access. Comment: Standpipes have been inspected and all have a 50mm male cam-lock and are locked. Manager of Works to investigate swipe card system for Town Hall standpipe.

### July 2020

- **Early Childhood Care Centre**

Caroline Robinson has provided a list of works required at the tennis club prior to make it acceptable for use as an early childhood care centre. Comment: With the recent approval of the Commonwealth's LR&CI grant, these works will be undertaken by the Shire's newly appointed handyman once the renovation of Shire housing at 2 Slocum Street is completed. **Renovations anticipated to be completed 15 Dec 2020. CEO and MOW to brief Mr Thorpe on works required at Tennis Club.**

### August 2020

- **Airport Drag Racing**

Council has agreed that more information is required on the proposal.

Comment: ANDRA needs to agree on and sanction proposed works prior to any further commitment to the organisers by the Shire. Standing and running starts will require different safety treatments and track lengths for different classes. Tegan McCarthy is the Shire's nominated contact for the organisers. **Pending contact from the applicant for the event. Tegan will follow up in January 2021.**

- **Proposed Fly in**

Council supports a fly-in.

Comment: The CEO has spoken with David Holdsworth. The interest of the flying club appears to have fallen away since COVID became an issue.

### September 2020

- **White Dam Cropping Lease**

Comment: A draft lease agreement is to be dispatched to Landgate for an approval that waives the annual \$10,000 lease fee charged to the Shire. **To be updated.**

- **Korrelocking Reserve**

Comment: DBCA have agreed that the Shire can erect shelter. This needs to be discussed further. **The DBCA are about to install refreshed signage. Water facilities provided by the Shire are now on site to assist with the workings of the enviro loo and handwashing.**

**October 2020**

- **Shire Housing**

Comment: Council acknowledges there is a need for more shire Housing, especially to enable successful recruitment of staff. To be discussed further.



Wheatbelt Way

Bright skies. Big horizons.

**NEWTRAVEL**

---

2020

# NEWTRAVEL

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## Long-term Objectives

- Marketing and promotion of the Wheatbelt Way drive trail route and the associated tourism assets of each of the NEWTRAVEL communities locally, statewide, nationally and internationally.
- Capacity building of our members and tourism operators.



## Strategic Objectives

- Consistent branding and messaging about our tourism assets.
- Data collection for decision making and marketing.
- Partnerships.



# Marketing

**2020 - \$57,356.93 SPENT**

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# Key Marketing Activities



Q1: NOV-FEB

Q2: MAR-JUN

Q3: JUL-OCT

## Camping in the Wheatbelt Way

- Press adverts in annual camping/caravan publications
- AGO Annual Planner

- Wheatbelt Way Guidebook reprint
- Eastern Wheatbelt Visitor Guide
- WDC REDS Grants for Marketing Support?

## Road Trip Country – Come Now!

- #awindowinthewheatbelt – COVID pivot
- Digital Campaign
- Tourism WA Feature

- Website updates incl. Live Chat
- Assistance with Social Media

## Wheatbelt Way Wildflowers

- TV Advertising
- Digital Campaign
- Wheatbelt Way Wildflower Guide
- E-newsletter marketing campaign
- October & School Holiday Activity Guide

- ABC News and Landline feature
- Visitor Survey



Wheatbelt Way

Bright skies. Big horizons.

Visitor  
Snapshot  
Report

October 2020

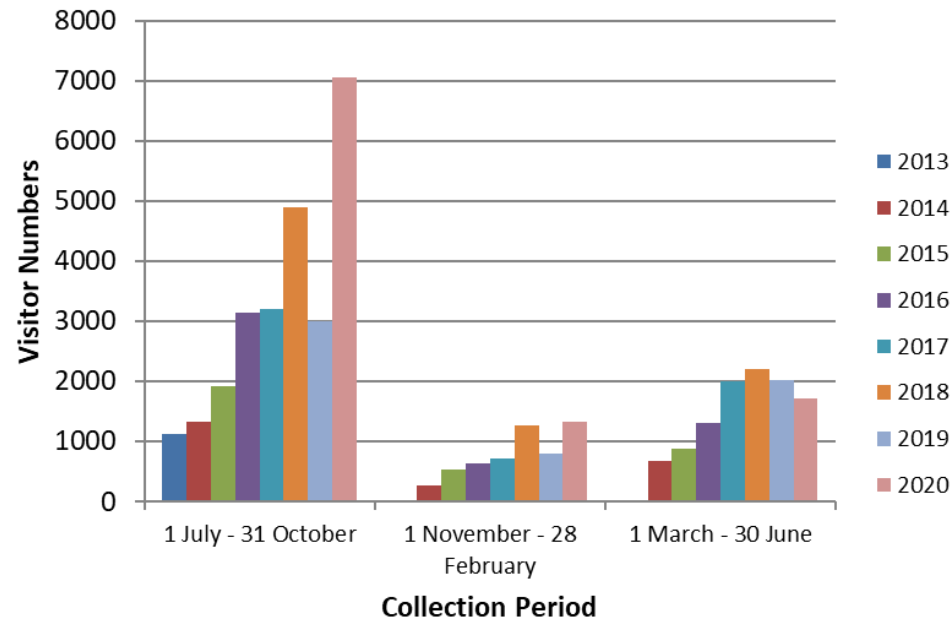


# Statistics

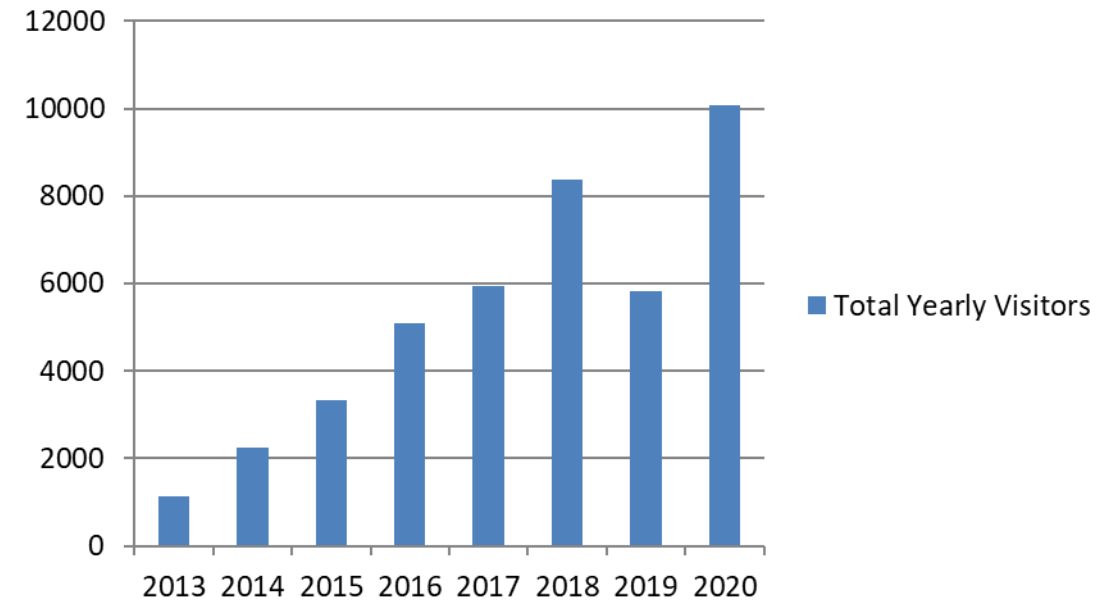
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# Most Visitors Ever

**Visitors Numbers to the Wheatbelt Way Local Government Caravan Parks & Accommodation 2013-2020**



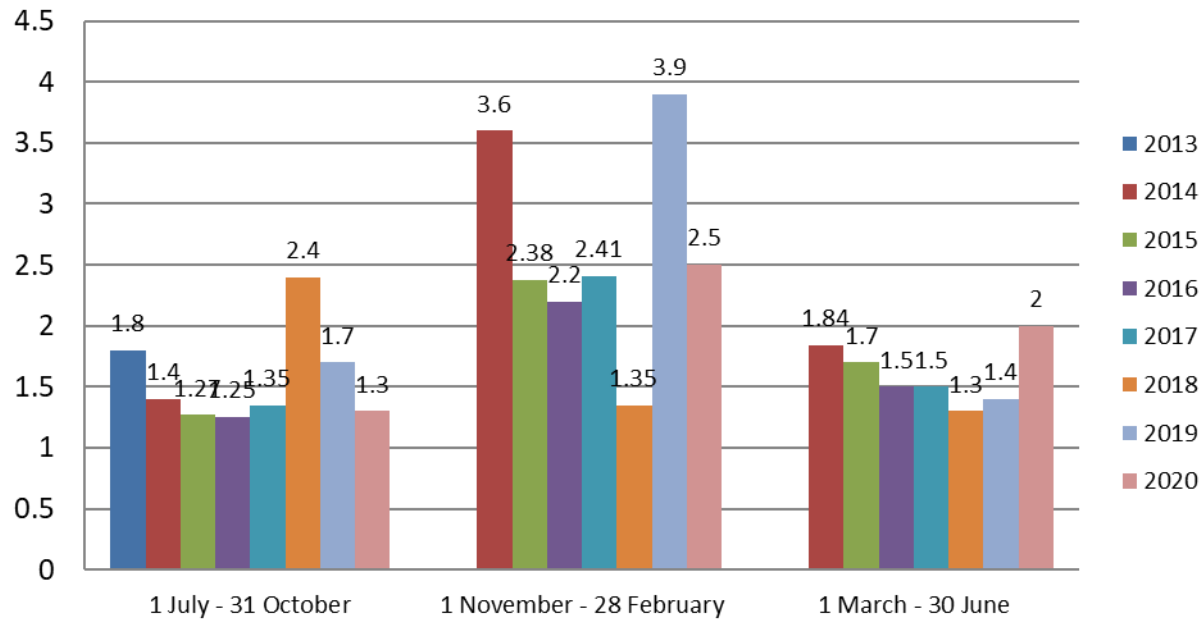
**Total Yearly Visitors**



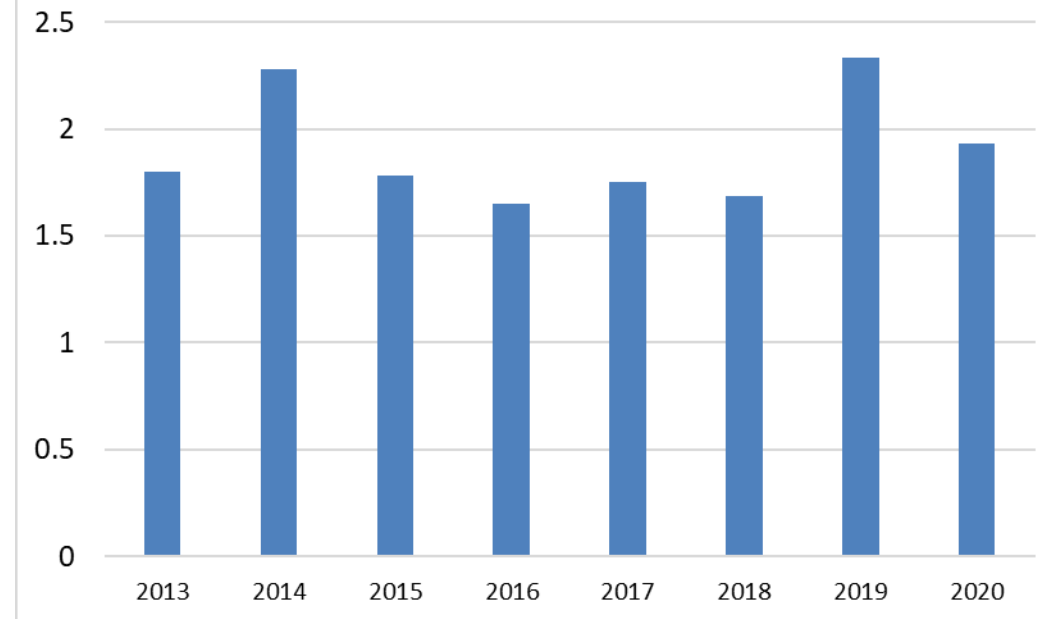
In **2020** at least **10,089** people stayed an average of **1.9 nights** in local government caravan parks across the Wheatbelt Way spending an average \$94/night in those communities.

# Length of Stay Down

**Estimated Length of Stay by Visitors in the Wheatbelt Way**



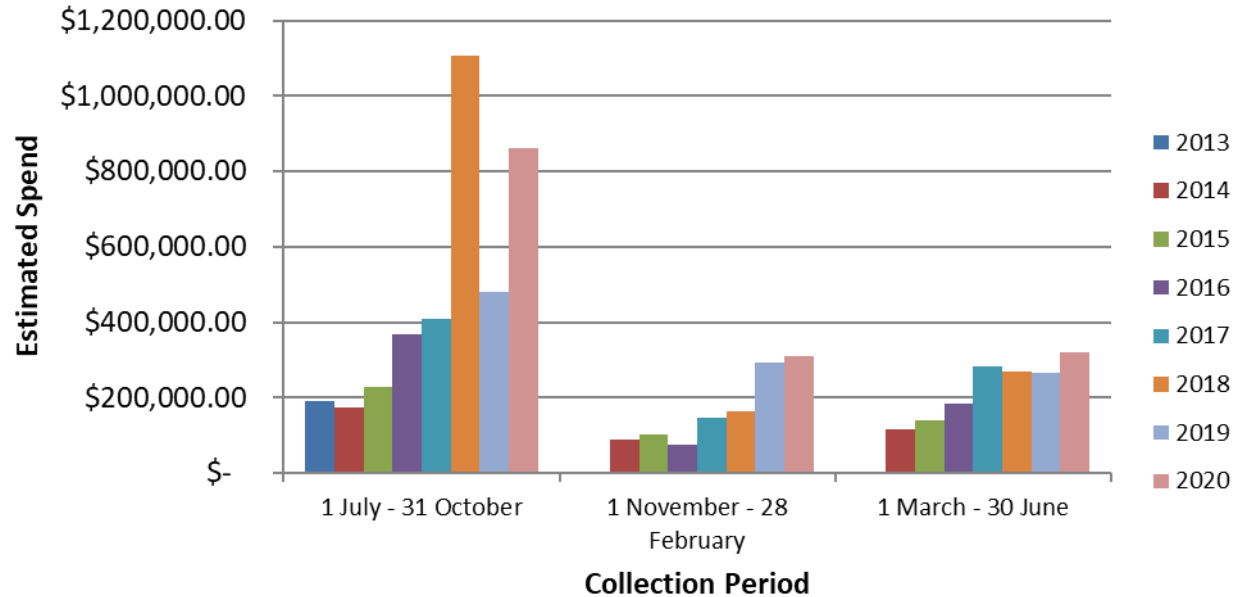
**Average Length of Stay**



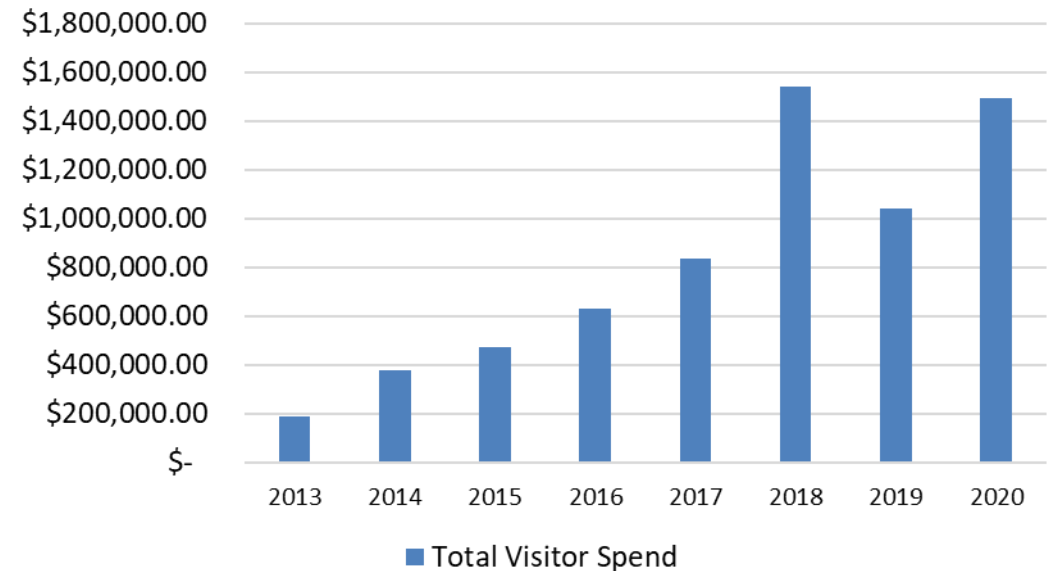


# Tourist \$\$\$ Valued

**Average Estimated Spend by Visitors in the Wheatbelt Way**



**Total Visitor Spend**



An estimated **\$1,494,130.00** of direct “new” money generated by tourist spending in Wheatbelt Way communities and an indirect multiplier effect of **\$4,482,390.00 in 2020.**

# Other Activities

- Curtin University Partnership and MOU
- Joint Marketing and Collaboration with AGO, RoeTourism and Shire of Merredin/Central Wheatbelt Visitor Centre
- Tourism WA – Our Story, The Spirit of Adventure
- NEWTRAVEL Memberships



Ordinary Member – Council (\$2000)	Ordinary Member – Business (\$500)	Assoc. Member – Business (\$100)	Assoc. Member – Not-for-Profit (\$50)
8	1	3	4

# Total Council Contributions

---

Funding Area	Activity Total	Individual Council
NEWTRAVEL Membership	<ul style="list-style-type: none"> <li>Council Ordinary Membership of NEWTRAVEL.</li> <li><b>Total: \$ 16,000</b></li> </ul>	<b>\$2,000.00</b>
Tourism Officer	<ul style="list-style-type: none"> <li>0.2 FTE ~ 8hrs/week</li> <li><b>Total: \$20,000</b></li> </ul>	<b>\$2,500.00</b>
Wheatbelt Way Advertising	<ul style="list-style-type: none"> <li>Specific Wheatbelt Way Advertising.</li> <li><b>Total: \$4,000</b></li> </ul>	<b>\$500.00</b>
Regional Cooperative Marketing	<ul style="list-style-type: none"> <li>NEWTRAVEL MOU with Shire of Merredin ended June 30 2015.</li> <li>Declined to continue in current format of MoU.</li> <li>Retained for regional tourism initiatives.</li> <li><b>Total \$10,500</b></li> </ul>	<b>\$1,500.00</b>
<b>TOTAL - \$50,500.00</b>		<b>\$6,500.00</b>

# Pain Points

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1. Increase in visitors!
2. Environmental impact of increased visitation to natural attractions
3. Businesses being open and welcome
4. Signage
5. Product Development – Accommodation, Food & Beverage and Experiences
6. NEWTRAVEL Resources and Capacity



Kimmi Ricetti  doesn't recommend Mukinbudin Cafe.

4 months ago · 

The lady here is rude. She swore and got angry because she had to cook for me. HER JOB! Apparently she talks to most of her customers like this even my nieces and nephews. I never leave reviews ever but this was the worst service I've ever dealt with. Do not work if you cannot be kind. Absolute shocking!





# 2021 NEWTRAVEL Direction

## Q1: NOV-FEB

### Plan Your 2021 Road Trip Now! - Summer in the Wheatbelt Way

- Press adverts in annual camping/caravan publications
- AGO Annual Planner
- Small TV Ad campaign – Easter
- Digital Campaign

## Q2: MAR-JUN

### Road Trip Country – Come Now!

- Digital Campaign
- Radio advertising
- 2021 Perth Caravan and Camping Show

## Q3: JUL-OCT

### Wheatbelt Way Wildflowers

- Digital Campaign
- Wheatbelt Way Wildflower Guide
- E-newsletter marketing campaign
- Dowerin Field Days

- Map Brochure Re-print
- App Update
- Tourism Webinar targeting Wheatbelt Way Businesses



Government of Western Australia  
WA Country Health Service

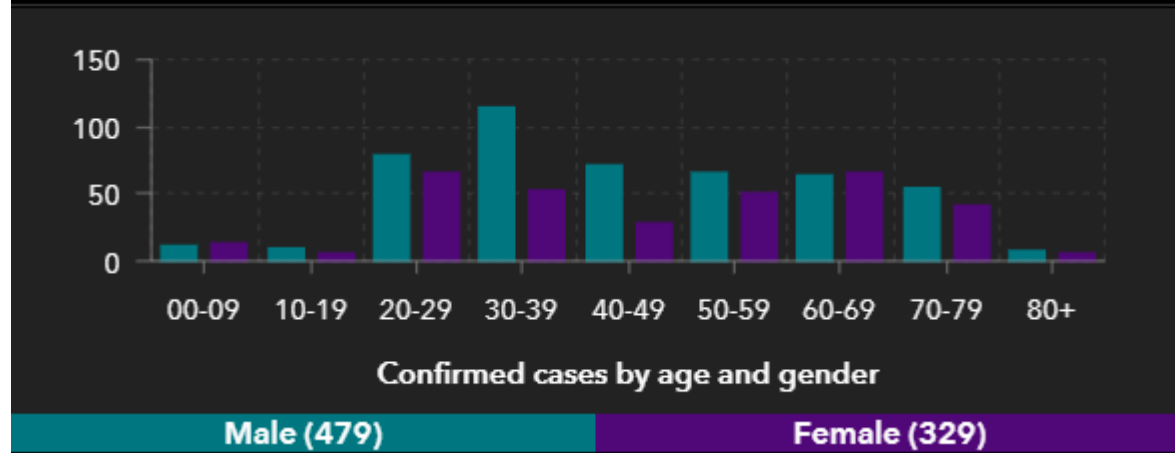


# WACHS Wheatbelt COVID-19

Rachele Ferrari  
A/ Regional Director  
November 2020

**I acknowledge the traditional owners on  
whose land we are meeting and pay  
respect to the wisdom of their Elders,  
past, present and emerging.**

# SNAPSHOT WA 25/11/2020

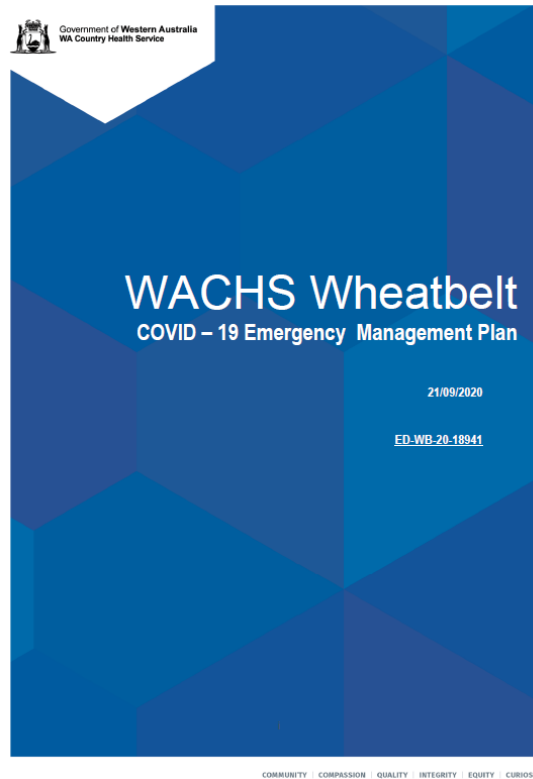


- 27,847 confirmed in Australia
- 539,122 tests in WA
- 808 positive in WA (0.15%)
- 774 recovered
- No cases in Wheatbelt since late March
- Over 2,300 people in hotel quarantine

# WACHS - WHEATBELT COVID-19 PLANS

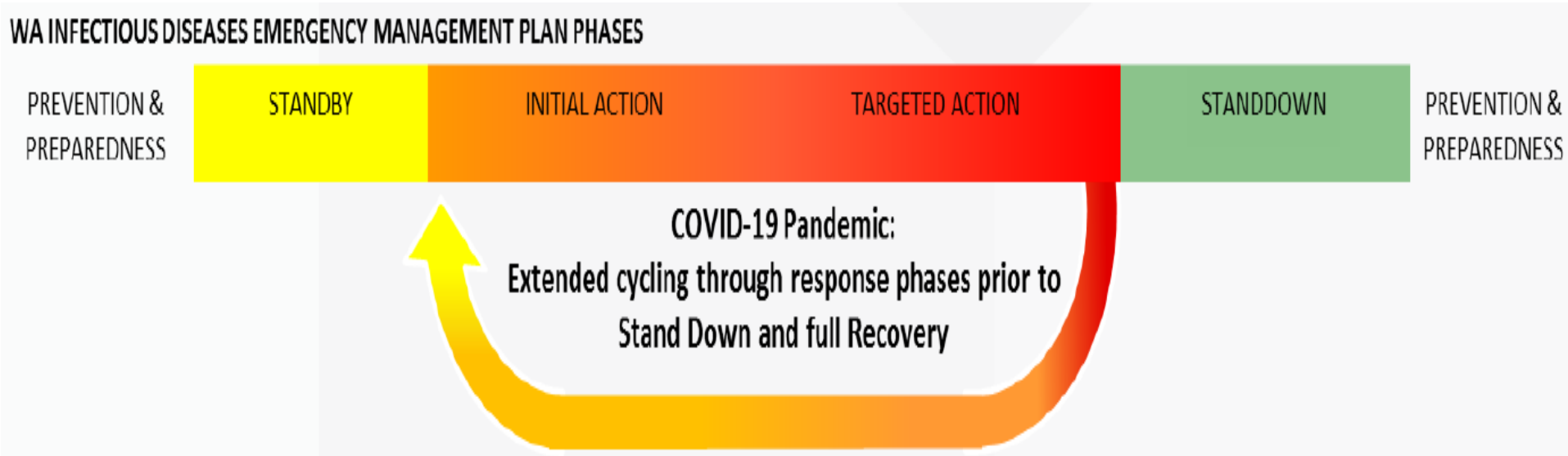
## Overarching COVID-19 Emergency Management Plan

- 24 site plans for COVID testing
- Outbreak Mgt Plans



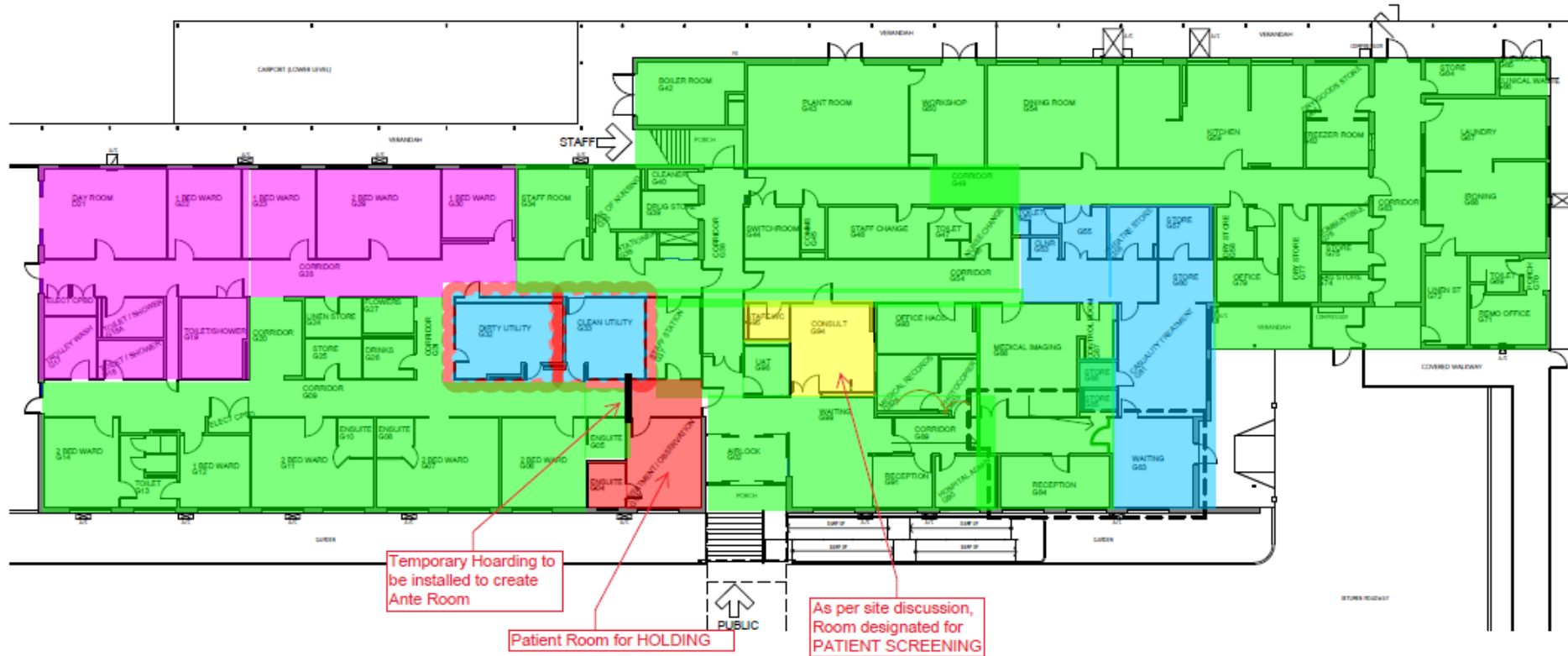
- Aged Care
- Aboriginal Health
- Maternity
- Mental Health
- Sub-acute
- Palliative Care
- Mortuary
- Staff Accommodation
- Renal (TBD)

# RESPONSE FRAMEWORK IN ALL WHEATBELT COVID-19 PLANS



# COVID-19 PATIENT JOURNEYS & SITE PLANS

## WONGAN HILLS HS COVID LOGISTICS - INITIAL ACTION



Red	Cohort 1	Positive COVID Patient Holding Room
Yellow	Cohort 2	COVID Screening Room
Green	Cohort 3	Clean Areas/Business As Usual
Blue		Emergency Department
Blue with Border		Clean Utility & Dirty Utility
Pink		Aged Care

# WHEATBELT SERVICES TESTED TO DATE

## Completed

- 24 ED sites + 13 low care Res Care
- Northam ED/Inpatient
- Narrogin maternity x 2 (natural birth and emergency caesarean)
- 3 private Aged Care facilities – Narrogin x 2, Dryandra (Kellerberrin)
- Mental Health & Aboriginal Health
- Interagency scenarios x 3 community and school outbreaks
- Elective surgery management

## Planned

- More Res Care – can include shire community aged care?
- Prison (Wooraloo/Dowerin)
- Renal (Northam)
- Chemo (N'ham & Ngn)
- DoCs clients
- Palliative care



# KEY LEARNINGS

- Infection prevention & control training – regularly for all staff
- Communication, Communication, Communication
  - Daily if an outbreak – short and sharp – coordinated by REOC – include all key stakeholders
  - Community and family – tailored to audience – identifying & including Elders if Aboriginal community
- Need for patient journey and outbreak plans for all sites
- Identifying resourcing risks – staff, IP&C expertise, oxygen, equipment. Working with WACHS EOC to address
- Need for suitable accommodation & transport to accommodation for those self isolating – role of SWICC and State Emergency Welfare Plan
- Cultural protocols – e.g. man may not be comfortable to disclose symptoms to a woman

# RECOVERY

- State of Emergency Declaration until - 26/11/2020
- Sharyn O'Neill, State Recovery Controller
- WA Recovery Plan - \$5.5 billion
  - Economic Recovery
    - Investing in schools, infrastructure, TAFE, community facilities
    - Tourism, local manufacturing, construction, renewable technologies
  - Social Recovery:
    - Children in care, Seniors, F&DV, Financial Counselling

THANK YOU & ANY QUESTIONS?



## Stephanie Elvidge

---

**From:** HENDRIKSEN Daniel <Daniel.Hendriksen@dfes.wa.gov.au>  
**Sent:** Friday, 27 November 2020 10:46 AM  
**To:** Stephanie Elvidge  
**Subject:** FW: LGGS Application Due end of March

Please find below email

## Daniel Hendriksen

### Area Officer Upper Wheatbelt

Northam District Office | Goldfields/Midlands Region | Country Operations

Department of Fire & Emergency Services | 79 Newcastle Street, Northam Western Australia 6401

**Tel:** (08)9690 2300 | **Mob:** 0437 828 473 | **Fax:** (08)9622 5178 | **Email:** [Daniel.Hendriksen@dfes.wa.gov.au](mailto:Daniel.Hendriksen@dfes.wa.gov.au)



Government of Western Australia  
Department of Fire & Emergency Services



DFES  
Department of Fire & Emergency Services



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**From:** HENDRIKSEN Daniel  
**Sent:** Friday, 20 March 2020 10:32 AM  
**To:** Taryn Dayman (ceo@wyalkatchem.wa.gov.au) <ceo@wyalkatchem.wa.gov.au>  
**Subject:** LGGS Application Due end of March

Hi Taryn,

Please discuss with brigades and CBFCO, I would like to see in form 3A of your LGGS application for appliances select No that you are not happy with the allocation of vehicles. I think I have already put forward the change in previous applications. The only difference would be the 3.4U.

Looking to the future for Wyali I think the Shire should look at a Strategic Plan for Appliance and building replacement.

### Vehicles

Yorkrakine BFB LT – When due for replacement request a 3.4U appliance.

Rename and relocate Wyalkatchem BFB 2.4B to Yorkrakine BFB 2.4 and the new 3.4U become Wyalkatchem 3.4U to deal with structure fires out of town and assist with FRS response and a higher water capacity for Bushfire

Nalkain BFB LT – When due for replacement request a 4.4B Crew Cab appliance

Most farms have light units but water is always an issue the 4.4 will greatly increase water capacity to 4000lts

Wyalkatchem BFB 2.4B – (Now Yorkrakine 2.4B) When due for replacement request a 4.4B Crew Cab  
Most farms have light units but water is always an issue the 4.4 will greatly increase water capacity to 4000lts

In the next couple of years we need to source two blocks of land owned by the LG (a farmer may want to gift a corner of land to the LG for the purpose of a BFB building or a piece of road reserve) to build two sheds for Yorkrakine and Nalkain. These will be funded out of the LGGs for the brigades. We are working on a country building design for Kelleberrin Shire which Wyalkatchem could use the same!

In your cover letter for the LGGs application give a rational on why you think these changes are necessary moving forward. (could copy and paste the above) that water is always the issue in Wyalkatchem and the current appliances do not meet the risks in the area.

Even though the appliances may not be up for replacement yet it is worth putting it in as a Strategic Plan and allows DFES to budget for them into the future.

Let me know if you need a further help with this year's application.

Thanks Daniel

## Daniel Hendriksen

### Area Officer Upper Wheatbelt

Northam District Office | Goldfields/Midlands Region | Country Operations

Department of Fire & Emergency Services | 79 Newcastle Street, Northam Western Australia 6401

Tel: (08)9690 2300 | Mob: 0437 828 473 | Fax: (08)9622 5178 | Email: [Daniel.Hendriksen@dfes.wa.gov.au](mailto:Daniel.Hendriksen@dfes.wa.gov.au)



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# Core Changes, How to achieve Due Diligence

WHS Legislation

Prepared by Emma Horsefield  
November 2020

## What's Changed from a Safety Perspective?

- Whilst there are changes associated with the provision of the Act including, Industrial Manslaughter, Due Diligence, the relationships between a person conducting a business or undertaking (PCBU) and workers, it could be considered that there are no changes to the general duty of care provisions as there are now in the OSH Act, that is, the obligations for a PCBU to take all reasonably practical measures to ensure the safety of its workers and others at the workplace.
- The obligation for employees (or workers) to take reasonable care for their own safety and to avoid adversely affecting the health and safety of others is unchanged.
- Whilst the role of an Officer includes the new positive duty of due diligence, the content of that duty is not different from the obligations that managers and officers have under the current OSH Act.

## What do Local Governments need to do?

Broadly, you do not need to manage health and safety any differently under the WHS Act, because the core duties to provide a safe work environment as far as reasonable practicable have not substantially changed. **However, policies, procedures and systems will need to be updated to reflect changes.**

At an executive level, there should be an exercise to ensure that there are **robust systems in place, with consistent reporting, and that management are informed and across health and safety issues.** Demonstrating leadership and commitment to ensuring a safe workplace.

Executive management should be able to demonstrate that the local government has safety processes that are **fit for purpose, identify and actively manage hazards, that controls are implemented and reviewed for effectiveness.**

Local governments need to **invest sufficient time and resources,** to ensure they have effective systems and processes in place to manage workplace health and safety. However, most importantly that they are effectively implemented with the workforce.





# What is meant by Due Diligence with relation to safety

*Applied to WHS, due diligence means that employers (PCBU's) shall:*

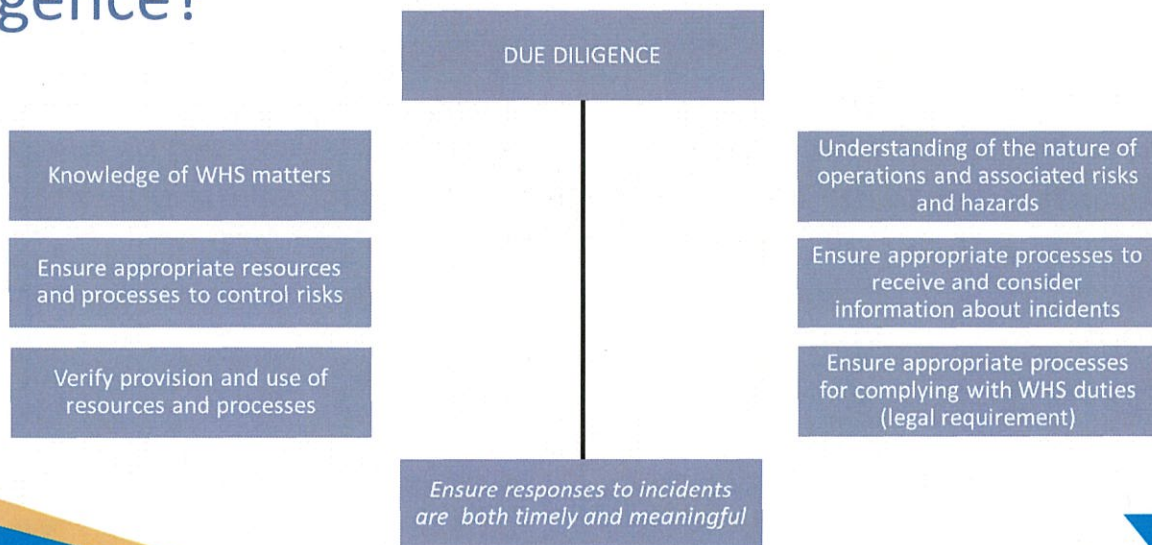
*Take all reasonable precautions to prevent injuries or accidents in the workplace.*



## Who is an Officer under the WHS Act?

*An officer is a Senior Executive who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business or undertaking*

# What must an Officer do to exercise Due Diligence?



## Practical Steps to keep up to date WHS Knowledge

Suggestions for compliance	Description
Understand WHS legislation	<i>Participate in WHS Legislation training, attend legal briefing sessions</i>
Read relevant WHS information	<i>Subscribe to publications and updates, check the media for related WHS info</i>
Consult with workers	<i>Discuss how you can improve health and safety at the workplace with workers, after all they are the ones performing the activities</i>
WHS reporting	<i>Ensure adequate reporting on WHS performance, incidents, compliance and progress of actions is in place.</i>

## Practical Steps to ensure understanding of Hazards & Risks for Operations

Suggestions for compliance	Description
What are the risks facing Operations of your Local Government?	<i>Develop a hazard and risk register for your Local Government, and identify controls to reduce those risks</i>
Consult with workers	<i>Discuss with workers how they could get injured at work and how we can help prevent an injury. Their expertise will assist you with informed decisions</i>
Proactively identify risks	<i>Conduct risk assessments for new equipment, processes or if things change</i>
Understand the risks	<i>Spend time observing activities, to identify how someone may get hurt? What controls can we put in place to prevent?</i>

## Practical Steps to ensure adequate processes, resources in place to minimise risks

Suggestions for compliance	Description
Trained/qualified personnel to assist in management of safety	<i>Sufficient resourcing relevant to size of LG, ensure that there is a holistic approach for actioning safety, with clear roles and responsibilities, as well as accountability.</i>
WHS Plan – “Planning is key”	<i>Set targets, initiatives and actions for improving safety performance – In collaboration with workers.</i>
Budget/plan for safety	<i>Ensure you plan for sufficient budget to address hazards, and provide training for workers where identified.</i>
WHS Management System in place	<i>Policies and procedures that define how your Local Government will manage safety are in place, implemented &amp; understood</i>
Contractor management	<i>Ensure you have tools in place to ensure contractors are inducted, appropriately skilled, informed of LG’s processes, procedures &amp; expectations. They should be evaluated regularly from a safety perspective</i>



## Practical Steps to ensure information for incidents, hazards & risks are responded to in timely manner

Suggestions for compliance	Description
Hazard and incident reporting procedures	<i>Procedures and forms for reporting hazards and incidents are in place easy to follow, and understood by workers.</i>
Near miss reporting	<i>Workers are educated, advised &amp; encouraged on the importance of reporting near misses.</i>
Escalation processes	<i>Processes are in place to ensure identified stakeholders are notified for serious incidents</i>
Action items tracked to completion	<i>Actions to prevent reoccurrence are planned and senior management ensure that they are completed</i>

## Practical Steps to ensure that processes are implemented & compliance achieved

Suggestions for compliance	Description
ALL Notifiable incidents are reported	<i>Ensure procedures for notifiable incidents are in place, understood &amp; followed</i>
Stakeholder Consultation	<i>Consultation mechanisms are in place and reviewed for effectiveness</i>
Hazards and risks are controlled	<i>Controls are implemented for identified risks and hazards &amp; are assessed for effectiveness.</i>
Information, training, instruction and supervision	<i>Ensure that all relevant information, identified training is provided to all workers, including appropriate supervision.</i>
Emergency planning	<i>Adequate Emergency planning processes occur. Sufficient equipment is in place, supported by training for identified stakeholders. E.g. Wardens, EPC.</i>



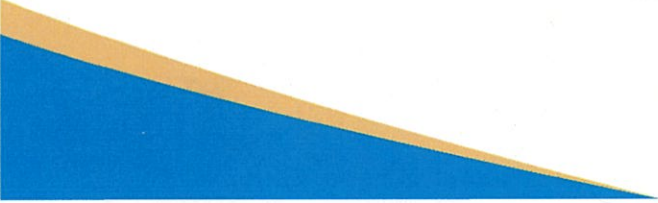
## Practical Steps to ensure provisions in place for resources

Suggestions for compliance	Description
Management reporting	<i>Incident and injury performance, monitoring of objectives and targets.</i>
Internal Audit Program	<i>Conduct internal audits to assess compliance, Reviewing audit reports and act on recommendations</i>
Workplace Inspections	<i>Undertake regular inspections to verify hazards are controlled</i>
Discussions with management and workers	<i>General consultation to test systems and processes for health and safety are understood &amp; followed.</i>
WHS management system/program review	<i>Review of WHS management system implementation, check to ensure the program is implemented and effective</i>

## Summary

- Identify who within your LG would be classed as an officer
- Provide education and awareness to officers - Roles, Responsibilities and expectations
- Ensure sufficient access to WHS related resources
- Update any relevant processes and procedures
- Review current reporting mechanisms to ensure they are adequate
- Ensure that provision of adequate resources both psychical and financially are in place to ensure you are providing a safe workplace for all.

# Questions



# The impact on insurance for fines and penalties

An offence to:

- Enter into or offer to enter to, a contract of insurance or other arrangement under which a person is covered for liability for a monetary penalty
- Indemnify or offer to indemnify a person's liability to pay a fine for an offence
- Take the benefit of:
  - A contract or insurance or other arrangement under which a person is covered for liability for a monetary penalty
  - a grant of indemnity for liability for a monetary penalty
- Should not impact cover for defence costs or inquiry costs in relation to a WHS prosecution or inquiry



# McGowan Government endorses national asbestos plan



Hon Bill Johnston MLA  
Minister for Mines and  
Petroleum; Energy; Industrial  
Relations

Wednesday, 2 December 2020

- Government buildings will be required to identify, assess and consider whether the asbestos needs to be removed
- The McGowan Government has endorsed a national plan to identify, assess and manage all asbestos in government buildings

The McGowan Government has endorsed a national plan to identify and safely remove asbestos from publicly-owned buildings if required.

The Plan will ensure government departments, agencies, local government and government enterprises identify and assess the risks associated with asbestos-containing materials within government-controlled buildings, land and infrastructure.

Government agencies will be required to report on their progress to the Department of Mines, Industry Regulation and Safety, which will then report to the Asbestos Safety and Eradication Agency on the progress of the Plan.

## Comments attributed to Industrial Relations Minister Bill Johnston:

"The McGowan Government is acutely aware of the health risks from exposure to asbestos, which is why we're supporting this national initiative.

"This Plan illustrates the importance this Government places on Western Australian's health and safety, particularly our public sector workers who provide critical services in our State.

"It will also improve asbestos awareness and ensure registers are in place to identify asbestos, and determine if asbestos needs to be removed."

Minister's office - 6552 6700

# Bushfire Operations Committee

## Communique



**Meeting date** : 5 November 2020  
**Location**: WAFES Academy, Forrestfield

### COLLIE FACILITY PROJECT – EMERGENCY DRIVING TRAINING DEVELOPMENT

*Presentation by DFES Assistant Commissioner Brad Delavale and Collie Facility Project, Change and Communications Manager Kirstin Smith*

DFES is establishing a multipurpose facility in Collie, called the Koolinup Emergency Services Centre. It will provide Emergency Driving Training (EDT), State and regional fleet management, ICT and Radio Communications support and will convert to a Level 3 Incident Control Centre when required. Fleet management functions and emergency driving training are due to commence mid-2021, with the centre being fully operational in August 2021.

EDT is being introduced to address a significant operational risk regarding driving under emergency conditions. It will consist of a pre course online assessment through eAcademy and two day practical emergency driving training at Collie. This course will be available to Local Government Bush Fire Service volunteers.

As part of EDT development wide consultation is being undertaken across a broad group of stakeholders, including volunteer associations, WALGA and Local Government. Draft recommendations from stakeholder feedback were tabled at the recent Bushfire Operations Committee meeting. It was agreed that DFES develops a training and delivery model that addresses the needs of volunteers. It was also agreed that an alternative training model be developed that addresses the current deficit in the delivery of On Road Driving Training and recognises volunteers' prior learning and current experience in a more manageable way.

Key draft recommendations include:

- Recognition of PUAVEH001 – Drive Vehicles Under Operational Conditions (PUAV) as equivalent to DFES On Road Driving, with the inclusion of gap training regarding the 'DFES context' (On Road Driving is a prerequisite to undertaking EDT)
- Introduction of a Recognition of Current Competencies program to recognise volunteers' operational driving experience.

Upon completion of some further investigation, the aim is to finalise these recommendations for approval by the end of 2020. For further information or enquiries please email [koolinupesc@dfes.wa.gov.au](mailto:koolinupesc@dfes.wa.gov.au)

### WA RECOVERY PLAN – WATER TANKS ALLOCATION

The State Government has allocated 2 million dollars for additional water tanks over two years. There were 57 requests from Local Governments that were recommended to go to BOC for endorsing. Once endorsed these will then progress to the BFS Capital Grants Committee (CGC). It was acknowledged that some Local Governments circumstances didn't meet the first round criteria, however there will be a second round with broader criteria for strategic locations which should pick those up. The second round process will begin in February next year. Members commented that having reviewed the papers the process appeared fair and also noted the allowance for the initial filling. The proposed allocation was endorsed by the BOC members.

### CONTACTS

## AUSTRALIAN FIRE DANGER RATING SYSTEM (AFDRS) WA IMPLEMENTATION PROJECT

*Presentation by DFES Senior Environmental Officer - Bushfire Technical Services Rachael Parkes*

In July 2014, senior officers and ministers of all Australian States, Territories and Federal government agreed that the development of a new national fire danger ratings system was a national priority. The new system will be based upon current science that greatly improves the ability to predict fire behaviour and potential consequence, and outcomes from extensive social research recommending a simplified system that incorporates clear action-orientated messaging. A Program Board was established in 2016 to oversee the collaborative development of a nationally consistent Australian Fire Danger Rating System (AFDRS) scheduled for release in June 2022.

DFES has developed a jurisdictional plan for implementation of the AFDRS Program including a detailed stakeholder analysis and the development of a State-wide change management plan. An Interagency Bushfire Operating Committee (IBOC) subcommittee for the AFDRS has been established to provide support, guidance and oversight of the project at a senior level across DFES, DBCA and Local Government. A number of project teams have been formed to identify change management requirements relating to systems and data, community messaging, legislation, doctrine and training and operational response procedures. In September 2020 66 WA Local Governments participated in an online survey to help inform on the impacts that the new AFDRS may have on Local Government. The report can be accessed from the DFES Intranet and the WALGA website.

The national project is finalising work around the community facing products and defining appropriate thresholds between the fire danger ratings and the fire behaviour index to inform triggers for fire restrictions, legislative change requirements and operational response procedures. Further information about the AFDRS project can be accessed from the AFAC website at <https://www.afac.com.au/initiative/afdrs/afdrs-program-overview> or by contacting Rachael Parkes, WA AFDRS Implementation representative at [rachael.parkes@dfes.wa.gov.au](mailto:rachael.parkes@dfes.wa.gov.au) or on 6551 4079.

## BIODIVERSITY LEGISLATION UPDATE

*Presentation by DBCA Regional and Fire Management Executive Director Jason Foster and Fire Management Services Manager Stefan de Haan*

DBCA attendance provided an opportunity for any general questions or queries from the regions as well as a chance to reiterate the current position on current Biodiversity Conservation Act impacts. A letter has been sent through WALGA to Local Governments (LGs) confirming the approach for this season and leading into autumn advising business as usual. This is intended to give assurance to Local Governments and private land owners to continue with prescribed burning programs and that DBCA will not take a heavy handed approach around the uncertainty with the new legislation. The position hasn't changed since DBCA last attended the BOC, and the same precautions and advice when proceeding with mitigation activities apply. If you have known rare flora on your property or have received notice from DBCA of rare flora, then you are obliged to make contact with DBCA and go through the process, otherwise you should continue as per normal process.

## LEGISLATION REVIEW

*Presentation by DFES Project Manager- Review of the Emergency Services Acts, Lauren Townsend*

There have not been any further developments since the last BOC meeting. Work is currently focussing on the Royal Commission report and recommendations as there may be some potential crossover with the new legislation.

Members commented that from the BOC briefings and answers to queries to date, they are generally comfortable with how the new legislation is progressing.

## CONTACTS



Concern was raised regarding any proposed changes to the provisions for spontaneous volunteers and insurance. Members were assured that these concerns would be accounted for.

Recent changes to the workplace health and safety legislation clearly defines what a worker and workplace is, with regard to volunteers, this may impact on minimum training standards and duty of care.

## VOLUNTEER BUSH FIRE SERVICE TRAINING ADVISORY GROUP ENDORSEMENT

DFES Bushfire Centre of Excellence (BCoE), has established a new Volunteer Bush Fire Service Training Advisory Group (VBFSTAG), providing a forum to discuss and resolve training matters for the bush fire service.

The BOC members were asked to review and endorse the list of nominations for the VBFSTAG noting that not all regions nominations had been received. Nominations received after this meeting will be circulated to the membership out of session for their endorsement.

The proposed membership was endorsed by the BOC members.

The first meeting of the VBFSTAG is being scheduled for early in the new year.

## APPOINTMENT OF NEW BOC CHAIR

The members approved the updated Terms of Reference which reflected the change to the appointment of the BOC Chair from a DFES independent Chair to a voting committee member.

Greg Day representing the Upper Great Southern ROAC was nominated and appointed BOC Chair and Terry Hunter representing the South West ROAC was nominated and appointed Deputy Chair.

## UPDATES FROM PREVIOUS KEY MEETING ACTIONS AND OTHER BUSINESS

- **Western Power internal processes** Western Power attended ROAC meetings in both the Great Southern and Mid-West Gascoyne. The issues table included Pole top fires, re-energising lines during Total Fire Bans (TFBs) and power supply to Telstra towers. Discussions were productive however it was agreed that these issues including clarity on Fire Danger Index (FDI) Readings and Western Power internal processes would need to be raised at a State level. State Operations has organised a meeting to discuss these issues as part of the preseason discussions. A report will be provided to the BOC following this meeting.
- **Availability of mobile devices through LGGS** The supply of mobile phones to CBFCOs and Deputy DBFCOs is already possible. The supply of tablets and Cel-Fi mobile range extenders has been supported for potential funding through LGGS. Note, Telstra advises that interference may occur when using mobile phone range extenders when vehicles park up together with phones in use (such as at an incident), resulting in temporary signal loss. Availability of hand held radios through the LGGS will be investigated.
- **4.4 Broadacre Tanker (BT)** Short timeframe for Local Governments to choose chassis. From the communication that went out earlier in the year regarding the 4.4 BT chassis options, Local Governments were able to go ahead with the Isuzu or elect to wait and look at the other options, noting that there have been significant delays in supply due to COVID19. There are currently twenty one 4.4BT under build of all the varieties for Local Governments to look at and evaluate. There is some flexibility in terms of loan vehicles as an option to assist Local Governments to make a decision and the changing of vehicles should the allocated 4.4BT not be suitable.

## CONTACTS

- **Out of tender vehicles**
  - Disposal of old fleet is undertaken when the cost of repairs or upgrades is deemed uneconomical
  - The decommissioning and disposal of fleet is governed by the State Supply Commission - Supply Policy
  - Proceeds from the disposal ensures the long-term sustainability of funding required to replace old fleet
  - The Bushfire Operations Committee (BOC) has been offered membership on the DFES Fleet Planning Group to enhance transparency of process integrity, decisions and community risk management outcomes
  - The BOC was advised that the fleet disposals auctioneer (Pickles – Permanent Buyer) can pre-record specific interests of Local Governments and others who wish to receive prior advice of fleet to be auctioned
  - DFES currently provides additional High Fire Fleet (utilising old fleet) to Local Governments during high threat periods
  - DFES has developed a strategy to replace the current HFF model – State Operational Support Fleet
- **Base Stations** The STAND project team in Canberra has now determined that it believes base stations should be upgraded to 12 hours battery life and will determine the funding allocation to States for the work to improve battery life for Round 1 and 2 mobile base stations. There were 206 base stations delivered as part of round 1 and 2 of the program. Details of which base stations are to be upgraded has been requested from the STAND Project team.
- **Satellite fail-over service** A quick update was provided on the Federal Government's STAND project to improve the resilience of telecommunications capabilities in high bushfire-risk communities. Should local voice and data communications fail, evacuation centres and Local Government office buildings installed with the NBN Co satellite service will have capability for emergency communications. Details of how the satellite fail-over service will be activated during an emergency are being developed by NBN Co. There is an initial pilot of 21 locations throughout the State and NBN will be working with the LGs to organise installation. It is intended that this will be completed by the end of the year and a further 50 sites will be installed by the middle of 2021.
- **Notification of HVMBs** There is currently a DFES Communications project developing a consolidated source of notifications for Harvest & Vehicle Movement Bans (HVMB's). The BOC will review this document and provide feedback to the project.
- **Attendance at ROAC/DOAC meetings** Conversation around attendance at ROAC/DOAC meetings, reiterating the importance and strategies for reengaging regional members.
- Instances of **AVL ghosting** were mentioned, where vehicles that are no longer in service still show at their last known location on the system indefinitely. AVL administration has advised that it is important BGUs report damaged or deactivated AVL units to their regional office, who can organise through the AVL administration team the decommissioning of the device.

The next BOC meeting is scheduled for Thursday 4<sup>th</sup> February 2021.

## CONTACTS

**From:** [Department of Communities - Youth](#)  
**To:** [Stephanie Elvidge](#)  
**Subject:** Ministerial Youth Advisory Council - nominations are now open  
**Date:** Friday, 27 November 2020 11:37:43 AM

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## Ministerial Youth Advisory Council

- Nominations for membership of WA Ministerial Youth Council now open
- McGowan Government introducing remuneration for Council members
- Nominations for council close January 15, 2021

The Ministerial Youth Advisory Council (MYAC) was established in 2017 by the McGowan Government to provide direct advice to the Youth Minister on important matters relating to young people in Western Australia.

Since its establishment, the MYAC has provided important input and valuable, experience-based advice to the Minister on youth focused issues including homelessness, mental health and unemployment.

The MYAC has been an active participant in the State Government's response to the COVID-19 pandemic, providing important advice and input, participating in both the COVID-19 Ministerial Youth Roundtable and the COVID-19 Youth Taskforce, and contributing to solutions that will assist young people on the road to recovery.

Members of the MYAC have previously undertaken their role in a voluntary capacity. However, in recognition of the important principle of valuing young people's contributions, the McGowan Government has now introduced remuneration for Council members.

Nominations are now open for membership of the MYAC, commencing in the role mid-2021.

Membership of the MYAC is for an initial two-year term, with a possible one-year extension.

Nominations can be made in writing or through video format, and close on January 15, 2021.

Information on the MYAC, including how to apply can be found at <https://www.communities.wa.gov.au/projects/ministerial-youth-advisory-council>

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