



# AGENDA

## ORDINARY COUNCIL MEETING



BURNING IS NOW  
PROBIBITED-

KEEP  
WYALKATCHEM  
SAFE

**19 November 2020**

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 19 November 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)

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

**Stephen Tindale**

**ACTING CHIEF EXECUTIVE OFFICER**

**DISCLAIMER**

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

## **DISCLOSURE OF INTEREST**

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

### Financial Interest:

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

### Proximity Interest:

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

### Impartiality Interest:

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

### Disclosing an Interest:

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

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

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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 – 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.*

**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.*

**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.*

**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.*

**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.*

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

**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:	<a href="#">Attachment 10.1.1 – Accounts for payment – October 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 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.*

### 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:	<a href="#">Attachment 10.1.2 – Credit Cards – September 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 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.*

### 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:	<a href="#">Attachment 10.1.2.1 Monthly Financial Report – October 2020</a>

#### 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.*

#### 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.*



#### 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.*

## **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.*

### 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:	<a href="#">Attachment 10.2.2 - Draft Licence Agreement</a>

#### 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.*

### 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	

		7.4	Providing quality amenities & accessible public spaces for our community Conserve the Shire's natural environment
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**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	
		9.5	Preservation of significant heritage properties & precincts
			Manage the natural environment within available resources

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

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

**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**

**14.1. CEO CONTRACT OF EMPLOYMENT**

**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*

**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:	<a href="#">Attachment 14.1.1 CEO Contracts of Employment – Model</a> <a href="#">Attachment 14.1.2 CEO Contracts of Employment – Final separate cover</a> <a href="#">Attachment 14.1.3 CEO Standards and Guidelines</a>

**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> </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 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.*

#### 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

#### SUMMARY

Council is asked to consider the granting of rent relief and the continuance of the Wyalkatchem Allowance for a long term employees of the Shire, Robert (Rob) Hodges and his wife Julie Hodges.

#### STATUTORY ENVIRONMENT

Nil

#### POLICY IMPLICATIONS

Robert and Julie Hodges were employed without the provision of Shire housing and therefore the following Council policy applies.

##### ***Housing allowances***

*Staff who are permanent fulltime employees who do not reside in a shire residence, and reside within the Shire of Wyalkatchem, will be entitled to a housing allowance of \$5,000 per annum. The Shire's housing allowance is commonly referred to as the Wyalkatchem allowance. Only a single subsidy will apply per dwelling in the event that two or more Shire staff occupy the same residence.*

*Part-time employees who met the above requirements are entitled to a pro-rate Wyalkatchem Allowance.*

*In the event that a Shire employee enters into a tenancy agreement for a shire property, which is not included as part of their employment contract, the housing allowance will be allocated to the rental, with the tenant requiring to pay the difference in the form of a fortnightly payroll deduction.*

#### FINANCIAL IMPLICATIONS

Based on backdated financial assistance to 31st August, 2020 and the assistance expiring on 31st January, 2021 the loss of revenue to the Shire for the subsidised rental property at 45 Wilson St is \$1,184.59

The additional expense of payment of Wyalkatchem Allowance for the same period is \$2,115.41

#### 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><u>sense of community.</u></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.*

**OFFICER'S RECOMMENDATION**

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



**15. INFORMATION BULLETIN**

**15.1. Information Bulletin**

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

**15.2. Business Arising from the Information Bulletin**

**16. CLOSURE OF THE MEETING**



# SHIRE OF WYALKATCHEM



November 2020

## ATTACHMENTS

# ATTACHMENTS NOVEMBER 2020

1. 7.1.1 OMC Minutes 15 October 2020
2. 7.1.2 Special meeting of Council – Confidential – 19 October 2020 [Separate cover](#)
3. 7.2.1 NEWROC Council Meeting Minutes 27 October 2020
4. 7.2.2 NEWTRAVEL AGM Meeting Minutes – 29 October 2020
5. 7.2.3 NEWTRAVEL General Meeting Minutes – 29 October 2020
6. 10.1.1 Accounts for Payment – October 2020
7. 10.1.2 Credit Card Declaration and Statement – September 2020
8. 10.1.3 Monthly Financial Report – October 2020
9. 10.2.2 Airport Terminal User Agreement
10. 14.1.1 WALGA CEO Contract Template
11. 14.1.2 CEO Contract of Employment – Confidential
12. 14.1.3 Standards and Guidelines for LG CEO Recruitment
13. 15.1 Information Bulletin



**MINUTES**

**OF THE**

**ORDINARY MEETING OF**

**COUNCIL**

**HELD ON**

**THURSDAY, 15 October 2020**

**Council Chambers**  
**Honour Avenue**  
**Wyalkatchem**  
**Commencement: 4:07pm**  
**Closure: 6:48pm**

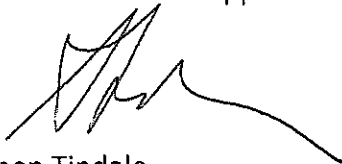
**Preface**

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 20 October 2020.



Stephen Tindale

**Acting Chief Executive Officer**

**Disclaimer**

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

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**1. DECLARATION OF OPENING**

The Chairperson, Shire President Cr Davies opened the meeting at 4:07pm

**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 4:14pm.

There were no questions.

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

Public question Time closed at 4:14pm.

**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	Joined the meeting at 4:09pm

Staff:

Stephen Tindale	Acting Chief Executive Officer
Ally Bryant	Manager of Corporate Services
Keith Mills	Manager of Works (10.3)
Stephanie Elvidge	Governance Executive Officer

Visitors:

Cliff Simpson – Road Safety advisor (Wheatbelt North) WALGA  
Sheryl Wemm – Wyalkatchem Community Care

**3.2. Apologies**

Nil

**3.3. Approved Leave of Absence**

Nil

**3.4. Applications for Leave of Absence**

Nil



#### **4. OBITUARIES**

Nil

#### **5. PETITIONS, DEPUTATIONS, PRESENTATIONS**

##### **5.1. Petitions**

Nil

##### **5.2. Deputations**

Nil

##### **5.3. Presentations**

###### **5.3.1. Cliff Simpson – Road Safety advisor (Wheatbelt North) WALGA**

Mr Simpson provided Council with an insight into road safety and statistics for local and State roads of Wyalkatchem.

*Mr Simpson left the meeting at 4:41pm.*

###### **5.3.2. Wyalkatchem Community Care Inc. – Lady Nova signage**

Sheryl Wemm attended on behalf of Wyalkatchem Community care and gave an update on progress for signage for Lady Nova.

Written approval was requested from the Shire permitting installation of signage of 1200 x 900 in order that they can liaise with the Heritage Department.

#### **6. DECLARATIONS OF INTEREST**

##### **6.1. Financial and Proximity Interest**

Nil

##### **6.2. Impartiality Interests**

Nil

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

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

###### **7.1.1. Ordinary Meeting of Council – 17 September 2020**

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 17 September 2020 (Attachment 7.1.1).

###### **OFFICER RECOMMENDATION:**

*That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 17 September 2020 (Attachment 7.1.1) be confirmed as a true and correct record.*

###### **COUNCIL RESOLUTION:**

*(149/2020) Moved: Cr Gamble*

*Seconded: Cr Stratford*

*That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 17 September (Attachment 7.1.1) be confirmed as a true and correct record.*

**CARRIED 6/0**

## **7.2. Receipt of Minutes**

### **7.2.1. NEWROC Council Minutes – 29 September 2020**

Minutes of the NEWROC Executive Meeting held on Tuesday 29 September 2020 (Attachment 7.2.1).

#### **OFFICER RECOMMENDATION:**

*That the minutes of the NEWROC Executive Meeting of Tuesday 29 September 2020 (Attachment 7.2.1) be received by Council.*

#### **COUNCIL RESOLUTION:**

**(150/2020) Moved: Cr Holdsworth                      Seconded: Cr Stratford**  
***That the minutes of the NEWROC Executive Meeting of Tuesday 29 September 2020 (Attachment 7.2.1) be received by Council.***

**CARRIED 6/0**

### **7.2.2. Northam District Operation's Advisory Committee Minutes – 8 September 2020**

Minutes of the Northam District Operation's Advisory Committee held on Tuesday 8 September 2020 (Attachment 7.2.2)

#### **OFFICER RECOMMENDATION:**

*That the minutes of the Northam District Operation's Advisory Committee held on Tuesday 8 September 2020 (Attachment 7.2.2) be received by Council.*

#### **COUNCIL RESOLUTION:**

**(151/2020) Moved: Cr Nightingale                      Seconded: Cr Stratford**  
***That the minutes of the Northam District Operation's Advisory Committee held on Tuesday 8 September 2020 (Attachment 7.2.2) be received by Council.***

**CARRIED 6/0**

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

Cr Davies thanked staff and Councillors for their efforts and commitment in the last weeks and few days attending meetings, training and recruitment. Cr Davies recognises how difficult this can be, especially at this time of year.

Thank you to Mr Tindale for his support, extra time and efforts.

Cr Davies reflected on Mr Gary Templeman who had been invited to attend today's meeting. Mr Templeman retired to Wyalkatchem 18 years ago, influenced by his holiday to Wyalkatchem experience of a calm, tidy and quiet space.

Mt Templeman contributed significantly to the Community- driving the school bus; joining Committees and groups; WDHS School mentor; serving on Council 2008-2009.

Mr Templeman is now moving on and Cr Davies formally acknowledges his contributions to the Shire and Community of Wyalkatchem.

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

**9.1. Item 14.1 Appointment of Manager of Works**

**10. REPORTS**

**10.1. CORPORATE AND COMMUNITY SERVICES**

**10.1.1.ACCOUNTS FOR PAYMENT – SEPTEMBER 2020**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	6 October 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 – September 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 September 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	16885	16887
Municipal & Trust	EFT	EFT694	EFT695
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 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 endorse the following payments for the month of August 2020:*

- 1. Cheque 16887 payments in the Municipal Fund totalling \$ 112.00;*
- 2. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$208,010.75;*
- 3. Direct Debit (DD) payments in the Municipal Fund totalling \$19,260.23;*
- 4. Payroll Journal (JNL) payments in the Municipal Fund totalling \$71,200.28;*
- 5. Total payments for the month of September 2020 being \$298,583.26.*

**COUNCIL RESOLUTION:**

***(152/2020) Moved: Cr Garner***

***Seconded: Cr Holdsworth***

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

- 1. Cheque 16887 payments in the Municipal Fund totalling \$ 112.00;***
- 2. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$208,010.75;***
- 3. Direct Debit (DD) payments in the Municipal Fund totalling \$19,260.23;***
- 4. Payroll Journal (JNL) payments in the Municipal Fund totalling \$71,200.28;***
- 5. Total payments for the month of September 2020 being \$298,583.26.***

**CARRIED 6/0**

### **10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – AUGUST 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 – August 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 July to 28 August 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 10.1.2.1 and 10.1.2.2, endorse credit card payments made for the period 29 July 2020 to 28 August 2020 totalling \$1,320.84.*

**COUNCIL RESOLUTION:**

***(153/2020) Moved: Cr Gamble***

***Seconded: Cr Stratford***

***That Council, in accordance with attachment 10.1.2.1 and 10.1.2.2, endorse credit card payments made for the period 29 July 2020 to 28 August 2020 totalling \$1,320.84.***

**CARRIED 6/0**



### 10.1.3 MONTHLY FINANCIAL REPORT – SEPTEMBER 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	15 October 2020
Reporting Officer:	Ally Bryant, Manager of Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.3 Monthly Financial Report – September 2020

#### SUMMARY

For Council to review and accept the monthly financial report for the period ending 30 September 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 and 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 30<sup>th</sup> September 2020, as included in attachment 10.1.3, as presented and notes any material variances.*

**COUNCIL RESOLUTION:**

***(154/2020) Moved: Cr Garner***

***Seconded: Cr Nightingale***

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

***CARRIED 6/0***

*Cr Holdsworth left the meeting at 5:22pm*

*Cr Holdsworth returned to the meeting at 5:25pm*

#### 10.1.4. WRITE OFF OF RATES AND CHARGES

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	30 September 2020
Reporting Officer:	Louise Sequerah
Disclosure of Interest:	No interest to disclose
File Number:	25.05.11
Attachment Reference:	Nil

#### SUMMARY

For Council to consider writing off the Rates and Charges incorrectly raised on Crown Land.

#### BACKGROUND

The Shire has raised Rates and Charges on Assessment A1015 - 93 STATION STREET KORRELOCKING WA 6485, for the 2019/2020 & 2020/2021 Financial Years.

The Department of Planning, Lands and Heritage, emailed on 17 September 2020 stating they are exempt from charges.

#### COMMENT

The Local Government Act 1995, Section 6.26 states

#### 6.26. Rateable land

- (2) The following land is not rateable land —
- (a) land which is the property of the Crown and —
    - (ii) is unoccupied, .....

Assessment A1015 - 93 STATION STREET KORRELOCKING WA 6485, which is rating Lot 93 on Plan 222722.

- is a vacant lot.
- owned by the State of Western Australia.

Based on this use and ownership it is exempt under the Local Government Act from Rates and Emergency Services Levy.

#### STATUTORY ENVIRONMENT

*Local Government (Financial Management) Regulations, S13.1*

#### POLICY IMPLICATIONS

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

#### FINANCIAL IMPLICATIONS

Reduction of Income of \$495.00 – Account 130301300.3000 - RATES - Rates Levied - Synergy (General Rates)

Reduction of Current Liability to DFES of \$84.00 – Account 193410010 - ESL Liability

Write off of 2019/2020 Rates and Charges of \$638.73, plus overdue interest, will be charged to Expense Account 2030118 – Rates Write Off.

No budget provision exists for this expense.

### 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
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>
		10.3	<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 approves for assessment A1015 the*

- *Reversal of 2020/2021 Rates and ESL charges totalling \$579.00*
- *Write off of 2019/2020 Rates, Overdue Interest and ESL totalling \$638.73 plus interest.*

### COUNCIL RESOLUTION:

***(155/2020) Moved: Cr Nightingale***

***Seconded: Cr Stratford***

***That Council approves for assessment A1015 the***

- ***Reversal of 2020/2021 Rates and ESL charges totalling \$579.00***
- ***Write off of 2019/2020 Rates, Overdue Interest and ESL totalling \$638.73 plus interest.***

**CARRIED 6/0**

**10.1.5. REQUEST FOR FEE REDUCTION**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	15 October 2020
Reporting Officer:	Ally Bryant
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 10.1.5 – Request for Fee Reduction

**SUMMARY**

For Council to consider granting a reduction in the fees for the hire of the Town Hall allowing the Wyalkatchem CRC to use the Town Hall for a Farm Safety information session. The CRC will only require the use of the Town Hall if the bookings are above the capacity of their facility.

**BACKGROUND**

The Shire has Fees and Charges set for the hire of its Town Hall and any request for reduction must be presented to Council for approval.

**COMMENT**

The Wyalkatchem CRC have organised a Farm Safety information session to be held on the 22<sup>nd</sup> October 2020. They request reduced fees for the Town Hall which they will only require in the event that they have over 35 online bookings.

The CRC is an important part of our community which provided events, workshops and other community functions for the community of Wyalkatchem.

**STATUTORY ENVIRONMENT**

*Local Government (Financial Management) Regulations, S13.1*

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

Revenue in accordance with Fees and Charges 2020

**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: Community and customer service focus**

Goal No.	Strategies		Actions
Goal 11	Community and customer service focus	11.1	<ul style="list-style-type: none"> <li>Effective communication and engagement with the community, including local groups and organisations</li> </ul>
		11.2	<ul style="list-style-type: none"> <li>Providing high quality customer and community focused services and programs across the organisation</li> </ul>

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council provide the use of the Town Hall free of charge to the Wyalkatchem Community Resource Centre on the 22<sup>nd</sup> October 2020.*

**COUNCIL RESOLUTION:**

***(156/2020) Moved: Cr Nightingale***

***Seconded: Cr Stratford***

***That Council provide the use of the Town Hall free of charge to the Wyalkatchem Community Resource Centre on the 22<sup>nd</sup> October 2020.***

***Amendment to the recommendation***

**OFFICER'S RECOMMENDATION**

*That Council provides the use of the Town Hall free of charge to the Wyalkatchem Community Resource Centre for the purpose of the Farm Safety Information session only.*

**COUNCIL RESOLUTION:**

***(157/2020) Moved: Cr Holdsworth***

***Seconded: Cr Garner***

***That Council provides the use of the Town Hall free of charge to the Wyalkatchem Community Resource Centre for the purpose of the Farm Safety Information Session.***

**CARRIED 6/0**

## GOVERNANCE AND COMPLIANCE

### 10.2.1 CHIEF EXECUTIVE OFFICER REPORT – SEPTEMBER 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 September 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 Council meeting the Acting CEO attended the following meetings and events.

- Market Creations – re IT & Marketing Services
- Tennis Courts Project Meeting – Community Club
- Outside Staff – Council Depot
- NEWROC Function - Burswood
- NEWROC Executive – Wyalkatchem
- CEO Farewell Function – Nungarin
- NEWHEALTH Meeting – Bencubbin (re EHO contract)
- WaterCorp Meeting – Upgrade to Wyalkatchem Water Treatment Plant
- Tom and Sue Nelson – Wyalkatchem Caravan Park closure and sale
- Dennis Pease – Men’s Shed Collection Depot
- Craig Grant - WALGA eQuotes – Wyalkatchem
- Integrated Planning and Reporting Pilot Project – Zoom meeting
- LEMC Meeting - Wyalkatchem

In the month of October the following meetings and events have been diarised.

- Regional Roads Group – Zoom meeting
- Emma Clements – WALGA Employee Relations Service
- CEO Recruitment Interviews
- Council Meeting
- Outside Staff – Council Depot
- NEWROC Council Meeting - Wyalkatchem

#### 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 September 2020.*

**COUNCIL RESOLUTION:**

***(158/2020) Moved: Cr Garner***

***Seconded: Cr Gamble***

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

**CARRIED 6/0**

Ms Elvidge left the meeting at 5:46pm

Ms Elvidge returned to the meeting at 5:49pm

#### **10.2.2 ADDITIONAL NOVEMBER COUNCIL MEETING**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	7 October 2020
Reporting Officer:	Stephen Tindale – Acting CEO
Disclosure of Interest:	No interest to disclose
File Number:	13.5.12
Attachment Reference:	NIL

#### **SUMMARY**

Council to consider and endorse the date for an Ordinary Council Meeting in November 2020.

#### **BACKGROUND**

At its December 2019 meeting, 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.*

6. *That workshop meetings to be closed to the public.*

At its July 2020 Ordinary Meeting of Council, Council decided to convene an Ordinary meeting Council on the 20th August 2020 based largely on advice from the Acting CEO that:

*in light of the uncertainty surrounding the current CEO's absence from the workplace, it would be appropriate for Council to convene an Ordinary Meeting of Council in August 2020 to conduct not only the normal business of a monthly Council meeting but also to adopt the 2020/21 Annual Budget.*

*The week (or weeks) preceding the Ordinary Meeting of Council can then be given over to budget workshops which will assist with the timely adoption of the budget.*

**COMMENT**

The process of selecting and appointing a new CEO is currently underway and it is felt that in the interests of continuity and clearing any outstanding Council business ahead of the new CEO's arrival, the conduct of an Ordinary Meeting of the Council in November 2020 would be appropriate.

The alternative is to bank any business up until the December meeting while noting that there is usually a January recess for Council.

**STATUTORY ENVIRONMENT**

Section 5.3 of the *Local Government Act 1995* requires, in part, that;

- (1) A council is to hold ordinary meetings and may hold special meetings.
- (2) Ordinary meetings are to be held not more than 3 months apart.

Clause 12 of the *Local Government (Administration) Regulations 1996* requires, in part, that;

- (1) At least once each year a local government is to give local public notice of the dates on which and the time and place at which —
  - (a) the ordinary council meetings; and
  - (b) the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public,are to be held in the next 12 months.
- (2) A local government is to give local public notice of any change to the date, time or place of a meeting referred to in sub regulation (1).

**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: Community and customer service focus**

Goal 10	Strategies	
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 an Ordinary Meeting of Council commencing at 4.00pm in the Council Chambers, 27 Flint Street, Wyalkatchem, on the 19<sup>th</sup> November 2020.*
- 2. In accordance with the Local Government (Administration) Regulations, gives local public notice of the meeting, time and place.*

**COUNCIL RESOLUTION:**

***(159/2020) Moved: Cr Gamble***

***Seconded: Cr Stratford***

***That Council***

- 1. Holds an Ordinary Meeting of Council commencing at 4.00pm in the Council Chambers, 27 Flint Street, Wyalkatchem, on the 19<sup>th</sup> November 2020.***
- 2. In accordance with the Local Government (Administration) Regulations, gives local public notice of the meeting, time and place.***

***CARRIED 6/0***

### 10.2.3 MARKET CREATIONS – BRAND & STYLE GUIDE

Applicant:	Market Creations
Location:	Shire of Wyalkatchem
Date:	7 Oct 2020
Reporting Officer:	Stephen Tindale – Acting CEO
Disclosure of Interest:	No interest to disclose
File Number:	2.10.01
Attachment Reference:	Attachment 10.2.3 – Shire of Wyalkatchem Logo Concepts

#### SUMMARY

Council to consider and endorse a new logo for the Shire of Wyalkatchem.

#### BACKGROUND

In February 2020 Market Creations was engaged to deconstruct the Shire of Wyalkatchem’s existing logo and then modernise the logo’s elements, colour, fonts and positioning of the words ‘Shire of Wyalkatchem’.

The new logo, once adopted by Council, will be the basis of a new *Shire of Wyalkatchem Brand Style Guide* which includes formats for letterheads, business cards and with compliments slips.

At its September 2020 meeting, Council considered several concept logo designs so that a proposed brand style guide could be finalised and work completed on the following options that have also been requested from Market Creations.

- Word letterhead template
- Signage template & style guide
- Facebook page set up
- Email template

None of the concepts presented met with any general support and as a consequence, Council resolved that it revisit the item at this month’s meeting pending a further request to Market Creations for more work on the logo noting that:

- a slogan was no longer required
- the logo was to be “decolourised”
- the logo was to take the general form of either a circle or a triangle

Since then Market Creations has developed two concepts for Council’s consideration (see Attachment 10.2.3).

#### COMMENT

The Acting CEO sought feedback on the two most recent concepts from all Councillors. Two Councillors responded and they both favoured Concept 1.

## STATUTORY ENVIRONMENT

Section 1.3 (3) of the *Local Government Act 1995* provides that:

*In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.*

## POLICY IMPLICATIONS

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

## FINANCIAL IMPLICATIONS

Payment of \$3,640 (ex GST) for the production of the Brand Style Guide was made in April this year. The cost of the optional work, which has been budgeted for this financial year, is \$1,690 (ex GST).

The above work is separate from work which yet to be undertaken by Market Creations for the upgrade of the Shire's website. This work was which was paid for in advance in April 2020 (\$13,976 ex GST).

## COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following goal expressed in the Shire of Wyalkatchem's Strategic Community Plan:

### Goal 11: Community and customer service focus

Goal No.	Strategies		Actions
Goal 11	Community and customer service focus	11.1	<ul style="list-style-type: none"><li>Effective communication and engagement with the community, including local groups and organisations</li></ul>
		11.2	<ul style="list-style-type: none"><li>Providing high quality customer and community focused services and programs across the organisation</li></ul>

## VOTING REQUIREMENT

Simple Majority

## OFFICER'S RECOMMENDATION

*That Council adopt Concept 1 from Market Creations as its new logo.*

## COUNCIL RESOLUTION:

***(160/2020) Moved: Cr Stratford***

***Seconded: Cr Holdsworth***

***That Council adopt Concept 1 from Market Creations as its new logo.***

***CARRIED 6/0***

#### 10.2.4 ST MARY'S ROMAN CATHOLIC CHURCH – CONSERVATION STRATEGY

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	8 October 2020
Reporting Officer:	Stephen Tindale, Acting CEO
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 10.2.4 – Wyalkatchem Catholic Church

#### SUMMARY

Council to consider a proposal to accept a Management Order over Reserve 19635 and with it, the management of St Mary's Church.

#### BACKGROUND

An email has been received from the Department of Planning Lands and Heritage advising the following.

*The Catholic Archdiocese of Perth has advised our Department that the abovementioned reserve is surplus to their needs and is no longer required.*

*Prior to our Department cancelling a reserve, the reserve must be cleared of improvements. However, the Catholic Archdiocese of Perth further advised that they are unable to demolish the building contained within the reserve as it is listed on the Local Municipal Inventory as a 'Category 2' classification.*

*Due to this high degree of local significance, is the Shire of Wyalkatchem willing to accept management over Reserve 19635? Please provide a response as soon as practicable.*

In 1999 the Shire of Wyalkatchem adopted a *Municipal Inventory of Heritage Places* as required under the *Heritage of Western Australia Act 1990*.

Of the 116 heritage places identified within the inventory, two places were considered to be of National and State significance.

- 1936 Wheat Bin
- Lady Novar Hostel

Another 9 places were considered to be of State significance.

- Derdebin House
- Wyalkatchem RSL Hall
- Wyalkatchem Town Hall
- Wyalkatchem Hotel
- Johnstons Shops
- National Bank Building
- Wyalkatchem Post Office
- Bank of NSW Building
- Benjabbering Well

All of the above Category 1 places were thought worthy of inclusion in the in the State Register of Heritage Places.

Category 2 places which were to be considered for National Trust listing (which provides less statutory protection) were as follows.

- Wyalkatchem Catholic Church
- Wyalkatchem Railway Station
- Wyalkatchem Masonic Lodge
- Wyalkatchem Methodist Church
- CWA Meeting Hall
- Paynes Rock Pool

To maintain control over the development or demolition of all of the above sites (at least within the Wyalkatchem Town site) consideration was to be given to including the places within the Wyalkatchem Town Planning Scheme.

In 2004 a review of the Municipal Inventory saw the status of St Mary's Catholic Church being elevated to that of a Category 1 place. In particular, it was considered to be;

*Of significant importance for inclusion in the (State) Register of Historic Places, recommend to Heritage Council of WA, HCWA, for listing and assessment. Advise owners of the significance and set up a conservation strategy.*

An extract of the listing for the church showing its Category 1 status on the State's inHerit database appears as Attachment 10.2.4. The database is searchable online.

#### **COMMENT**

Without being certain, it seems that with the 2004 review of the Municipal Inventory, two buildings within Wyalkatchem's Roman Catholic Precinct (namely the Church and the Presbytery) were reclassified as Category 1 places while the Church Precinct as a whole (which includes the School) was reclassified as Category 2 for the purposes of entry into the Shire's Municipal Inventory.

Unlike the Wyalkatchem Railway Station Precinct (which also consists of a collection of places) the Roman Catholic Precinct is not on the State's Register of Heritage Places which has far stronger statutory protection.

Given the above and the potential for a significant loss of Wyalkatchem's built heritage, it is recommended that the Shire engage with the Catholic Archdiocese of Perth and the State Heritage Council on a potential conservation strategy for Wyalkatchem's Roman Catholic Precinct.

#### **STATUTORY ENVIRONMENT**

While not under active consideration at the present time, the *Planning and Development (Local Planning Schemes) Regulations 2015* gives the Shire a fair degree of control in the event that a Development Application is lodged to demolish the buildings.



### **POLICY IMPLICATIONS**

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

### **FINANCIAL IMPLICATIONS**

There are no direct financial implications in relation to this item at the present time.

### **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 7 We have vibrant, active public open spaces and buildings with high levels of utilisation and functionality**

<b>Outcome No 7</b>	<b>Action No.</b>	<b>Actions</b>
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

### **VOTING REQUIREMENT**

Simple Majority

### **OFFICER'S RECOMMENDATION**

*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.*

### **COUNCIL RESOLUTION:**

***(161/2020) Moved: Cr Nightingale***

***Seconded: Cr Garner***

***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.***

***CARRIED 6/0***

### **10.3 WORKS AND SERVICES**

#### **10.3.1 OFFICERS ACTIVITY REPORT – MANAGER OF WORKS**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	8 October 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 August 2020.

#### **BACKGROUND**

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

#### **COMMENT**

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

Winter maintenance grading was completed on 18/09/2020.

Works on the Shire's Roads to Recovery program commenced on 29/09/2020, with back slope and drain clearing/cleaning completed on Elsegood Rd (SLK 17.26-20.56 = 3.3km). Similar work has now commenced on Davies Rd (SLK 4.52-11.19 = 6.67km).

Gravel pushing will commence for the roads re-sheeting program once all quotes have been received from suitable bulldozing contractors. 17,500m<sup>3</sup> of gravel is to be sourced from Trent Tyler's pit for Davies Rd. 4500m<sup>3</sup> gravel for the Cunderdin–Wyalkatchem Rd (SLK 17.85–26.16 = 8.31km) shoulder widening & reconditioning job will be sourced from Wayne Metcalf's pit for the Shire's Regional Road Group 20/21 project.

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

- Town street verge maintenance, brush cutting and weed spraying.
- Shire Admin garden maintenance.
- Admin Park mowing.
- Town Hall garden maintenance.
- Railway Barracks grounds maintenance.
- Road House gardens maintenance.

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

The annual servicing and repairs to evaporative, ducted and split system air conditioners for all the Shire's building assets has been awarded to KTY Electrical. They commenced work on 5/10/2020 and expect to have it completed by 16/10/2020 with minor repairs to some units and four split system replacements.

### **Waste Management**

- Weekly push up of deposited waste at Wyalkatchem's landfill.

With the school holiday period, children have been opening bags of rubbish to gather cans and bottles to claim the 10c recycling levy. Unfortunately this is leaving the wind to blow rubbish around the tip area which is currently being collected by the outside staff for an hour each morning and placed back into the tip and covered.

### **Plant – Servicing and Repairs**

- Amman multi tyre roller – 6000hr service completed by Petchell Mechanical.
- MOW work vehicle – windscreen replacement (Petchell) and tail gate renewal (Speciale Smash Repairs).
- Isuzu 6x4 tipper truck booked for service – 19/10/2020.

### **Vehicle/Plant – replacement quotations**

Trade-in vehicles for the 20/21 budgeted replacements were put out to tender as required by Council policy. The vehicles were made available for public inspection on Thursday 24/9/2020 with offers closing on Friday 2/10/2020.

With all offers being considered, the table below sets out the new vehicles, vehicle trade-in values and nett change-over pricing. Vehicle replacements will be carried out over the coming months.

**2020 Prado (CEO)** – Trade Corolla = \$13,000 inc – Change over = \$58,300 inc.

**2020 SR5 Hilux (MOW)** – Trade SR5 = \$47,000 inc – Change over = \$8,600 inc.

**2019 Kluger (Dr)** – Trade Mazda CX9 = \$38,000 inc - Change over = \$13,605 inc.

**2020 Hilux 4x2 (Gard)** – Trade Isuzu = \$13,000 inc - Change over = \$32,890 inc.

All the above-mentioned were won by Avon Valley Toyota in accordance with the Shire's local purchasing preference policy.

The Isuzu 300 series Crew Cab is to be sold to Smith Broughton for \$38,000 inc. It is to be replaced with a **2021 Isuzu NPR Crew Cab Truck** for \$79,970 inc from Major Motors for a change-over price of \$41,970 inc (delivery late Feb 21).

The New Holland Tractor will also go to Smith Broughton for \$50,270 inc. Its replacement is a **Kubota Tractor with turf tyres and bucket** for \$48,290 inc. from Boya Equipment.

**New 2.5t Kubota Excavator** has been purchased from Boya Equipment for \$58,300 inc and delivery is expected around 16/10/2020.

With the above and including the purchase of the mini-excavator, there will be budget savings of \$101,260 for the Shire.

### **Aerodrome**

Weekly aerodrome and lighting inspection carried out.

- One globe blown at the northern end of the main runway and one complete light missing at the southern end of the main runway which will require an electrician.

- Three white marker cones were smashed and have been replaced. It looks like people have been out there with their cars having some fun.
- Both runways are all clear of debris.
- Edges of the runways have been sprayed but may require slashing in the near future.

### **Private works**

Nil

### **General**

The working party formed for the Town Beautification Project met onsite on 29/9/2020 to consider ideas for town improvements, namely:

- Law – extra area in front of the barbeque
- Kerbing – around the new lawn.
- Asphalt walkways - behind the native flora garden, in front of the gazebo to the bridge over the drain.
- Plants to be planted in vacant area near the museum and turned into a new garden bed.

Quotations are being sought for the required works.

### **OSH**

Chemical Training was scheduled for Tuesday 29/9/2020, but was postponed and has been re-scheduled for Thursday 8/10/2020, The Shire will have one member from the gardening staff attending this training in Kellerberrin.

### **Staff**

The new full-time handyman position has been filled by Gary Thorpe and he will be commencing duties within 3 weeks and will reside at 2A Slocum Street.

### **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
		Implement Aged Friendly Plan
	8.3	Implement the Disability Access and Inclusion Plan (DAIP
8.4		

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

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

**COUNCIL RESOLUTION:**

*(162/2020) Moved: Cr Holdsworth*

*Seconded: Cr Stratford*

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

**CARRIED 6/0**

*Mr Tindale left the meeting at 4:43pm*

*Mr Tindale re-joined the meeting at 4:44pm*

## 10.4 PLANNING AND BUILDING

### 10.4.1 PROPOSED LEASE OF A PORTION OF RESERVE 40516 TO TELSTRA

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	8 October 2020
Reporting Officer:	Stephen Tindale, Acting CEO
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 10.4.1 – Telstra Proposal

#### SUMMARY

Council to consider and endorse a new lease agreement with Telstra Corporation Limited (Telstra) for the Wyalkatchem Telstra mobile tower site situated on the Wyalkatchem North Road.

#### BACKGROUND

In 1988, part of Avon Location 28870 (Reserve 40516) was vested to the Shire of Wyalkatchem with the Shire having the power to lease the land. The purpose of the reserve is for a radio communications site.

In October 2001 Council agreed to lease Reserve 40516 to Telstra for a period of ten years commencing 1 November 2001 for the sum of \$1.00 per year. At the same meeting the Council also agreed to the raising of \$60,000 loan to be repaid over a period of six years as a “Contribution to the cost of a CDMA telephone tower. Balance from Networking the Nation.”

The lease contained an option to renew for a further period of ten years expiring 31 October 2021. The renewal of the lease was endorsed by Council at its February 2012 meeting.

The ‘Heads of Terms’ for a proposed new lease agreement is shown as Attachment 10.4.1 to this agenda.

#### COMMENT

The rent for the land has increased to \$1,000 per year which is believed to be more in line with commercial rates.

Point 5 of the Heads of Terms permits Telstra to undertake a number of uses of the land including “... access to and from and the **removal** of the Lessee’s Facility on the Land.... “

Given that the Shire raised a loan of \$60,000 for the CDMA telephone tower at an interest rate of 5.685%, the Shire has existing equity in the tower which should be recognised by Telstra.

In addition, the Heads of Terms refers to a lease **renewal** which is not the case. It is a new lease that entails a fresh disposal of land by the Shire. Both matters have been taken up with Telstra’s agents, Jones Lang La Salle, and subject to clarification, there is nothing else that prevents the Shire from entering into a new lease agreement.

**STATUTORY ENVIRONMENT**

Section 3.58 of the *Local Government Act 1995* sets out the requirements for the disposal of land and would ordinarily require that a valuation be obtained for the land and that public comment be sought on the proposed disposal.

However Regulation 30 of the *Local Government (Functions and General) Regulations 1996* exempts certain disposals of land from the requirements of the Act.

Specifically, the Shire is exempted from the requirements of Section 3.58 of the Act as Telstra is considered to be an “instrumentality of the ... Commonwealth”.

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

Unbudgeted income of \$1,000 for the 2020/21 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 6 Essential services and infrastructure are available to support the community and local economy**

No.6	Strategies	
Essential services and infrastructure are available to support the community and local economy	6.1	Advocate for improved access to telecommunication infrastructure
	6.2	Continue to improve internet infrastructure and connectivity
	6.3	Advocate for improved access to reliable power supply
	6.4	Develop, review & implement town centre and townscape revitalisation plans

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*That Council authorise the signing of the Heads of Terms document by the Shire President and Acting CEO and the execution of the resultant lease document subject to:*

- 1. clarification from Jones Lang La Salle that the proposed lease with Telstra is a new lease, and*
- 2. clarification of the Shire’s equity in the telecommunication mast.*

**COUNCIL RESOLUTION:**

***(163/2020) Moved: Cr Stratford***

***Seconded: Cr Garner***

***That Council authorise the signing of the Heads of Terms document by the Shire President and Acting CEO and the execution of the resultant lease document subject to:***

- 1. clarification from Jones Lang La Salle that the proposed lease with Telstra is a new lease, and***
- 2. clarification of the Shire's equity in the telecommunication mast.***

***Amendment to the resolution***

**COUNCIL RESOLUTION:**

***(163/2020) Moved: Cr Stratford***

***Seconded: Cr Garner***

***That Council authorise the signing of the Heads of Terms document by the Shire President and Acting CEO and the execution of the resultant lease document.***

***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**

The presiding member approved considering late item 13.1. AMENDMENT TO THE 2020/2021 ANNUAL BUDGET

**COUNCIL RESOLUTION:**

**164(/2020) Moved: Cr Garner**

**Seconded: Cr Holdsworth**

**That Council considers late item 13.1 AMENDMENT TO THE 2020/2021 ANNUAL BUDGET**

**CARRIED 6/0**

**13.1 AMENDMENT TO THE 2020/2021 ANNUAL BUDGET**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	15 <sup>th</sup> October 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**

This report relates to Council's consideration of an amendment to the Annual Budget for 2020/2021 for the purchase of a Hilux 4x2 2.8Lt Diesel SR Hi Rider and disposal of PWM012 Isuzu Dmax Town utility.

**BACKGROUND**

The current Isuzu Dmax town works utility is a 2015 model and was in the plant replacement program to be replaced in the 2020/2021 financial year but was missed at budget preparation time.

As it was in the program to be replaced, the Manager of Works commenced action to dispose of the vehicle. On discussions with the Manager of Corporate Services it was noted that the vehicle in question had not been included in the budget for the financial year.

**COMMENT**

The budgeted amount required to be added for the purchase of the new utility is \$53,000 and the expected disposal price for plant PWM012 is \$13,000.

This expense can be funded from the Plant Reserve Fund as we have already budgeted for a transfer of \$65,000 to the Plant Reserve Fund.

Budget Amendments:

Account Number	Description	CR	DB
151203500	Profit on disposal of Assets	13,000	
151203810	Transfer from Plant Reserve	40,000	
PC004	Toyota Hilux SR Hi Rider 4x2		53,000
		<b>53,000</b>	<b>53,000</b>

**STATUTORY ENVIRONMENT**

Local Government Act 1995 Section 6.8 Expenditure from Municipal Fund not included in the Annual Budget.

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

Increase in Capital Expenditure and decrease in Plant Reserve

**COMMUNITY & STRATEGIC OBJECTIVES**

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

**Objective: A well-managed and effective Council organisation**

Goal	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, by Absolute Majority, approve an amendment to the 2020/2021 Annual Budget, increasing capital expenditure by \$53,000 to fund the purchase of a Toyota Hilux 4x2 SR Hi Rider and disposing of Plant PWM012 2015 Isuzu Dmax Town Utility.

**COUNCIL RESOLUTION:**

**(165/2020) Moved: Cr Gamble**

**Seconded: Cr Holdsworth**

***That Council, by Absolute Majority, approve an amendment to the 2020/2021 Annual Budget, increasing capital expenditure by \$53,000 to fund the purchase of a Toyota Hilux 4x2 SR Hi Rider and disposing of Plant PWM012 2015 Isuzu Dmax Town Utility.***

**CARRIED 6/0**

*Sheryl Wemm left the meeting at 6:34pm*

**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:**

**(166/2020) Moved: Cr Gamble**

**Seconded: Cr Stratford**

***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*

**CARRIED 6/0**

**14.1 APPOINTMENT OF MANAGER OF WORKS**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	6 October 2020
Reporting Officer:	Stephen Tindale, Acting Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	22.23.09
Attachment Reference:	Nil

**REASON FOR CONFIDENTIALITY**

This item is confidential 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

## **STATUTORY ENVIRONMENT**

Sections 5.37 and 5.39 of the *Local Government Act 1995* provides the following in part.

### **5.37. Senior employees**

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

### **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.
- (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.

## **POLICY ENVIRONMENT**

Shire of Wyalkatchem policies provide the following.

### **Policy 5.16 - Senior Employees**

For the purposes of Section 5.37 of the Local Government Act 1995, the Shire of Wyalkatchem shall designate the following employee/s to be "senior employees":

1. Chief Executive Officer
2. Manager of Works

**Policy 5.2 – Recruitment and Selection Policy (in part)**

Recruitment and selection of positions which have been previously determined as ‘senior employees’ in accordance with section 5.37 of the Act, will accord with the requirements of this policy in addition to requirements for the CEO to inform Council of any decision to employ or dismiss a ‘senior employee’.

**FINANCIAL IMPLICATIONS**

Manager of Works costs of employment, as per budget provision.

**COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following goal as expressed in the revised Shire of Wyalkatchem Strategic Community Plan – Community and Customer Service Focus - to be achieved by providing high quality customer and community focussed services and programs across the organisation.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*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 Local Government Act 1995.*

**COUNCIL RESOLUTION:**

*(167/2019) Moved: Cr Holdsworth*

*Seconded: Cr Stratford*

*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 Local Government Act 1995.*

**CARRIED 6/0**

**OFFICER’S RECOMMENDATION**

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

**COUNCIL RESOLUTION:**

*(168/2019) Moved: Cr Garner*

*Seconded: Cr Stratford*

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

**CARRIED 6/0**

*Cr Nightingale left the meeting at 6:38pm*

*Cr Nightingale returned to the meeting at 6:39pm*

**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**

**15.2.1. Status Report**

Childcare- A Handy Man has now been recruited who should be able to prepare the old tennis club for childcare.

Rebranding was completed today.

**15.2.2. Housing**

Council discussed options for short and long term housing for Shire staff.

**15.2.3. Acknowledgement**

Cr Gamble would like to acknowledge International Rural Women's day.

*Cr Holdsworth left the room at 6:47pm*

**16 CLOSURE OF THE MEETING**

There being no further business to discuss, the Chairperson thanked everyone for their attendance and closed the meeting at 6:48pm



North Eastern Wheatbelt Regional Organisation of Councils

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

# Council Meeting

Tuesday 27 October 2020

Shire of Wyalkatchem Chambers

## MINUTES

2pm NEWROC COUNCIL Meeting

[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	🔥 NEWROC Budget Preparation	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 EA should attend</li> </ul>	Executive
June	🔥 NEWROC Budget Adopted	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	🔥 NEWROC CEO and President Handover	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	🔥 NEWROC Drinks	Council

### **ONGOING ACTIVITIES**

Compliance

Media Releases

### **NEWROC Chair and CEO 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 Council Meeting held at the Shire of Wyalkatchem Council Chambers on Tuesday 27 October 2020 commencing at 2pm

## AGENDA

### 1. OPENING AND ANNOUNCEMENTS

Cr Stratford welcomed everyone and opened the meeting at 2pm

### 2. RECORD OF ATTENDANCE AND APOLOGIES

#### 2.1. Attendance

Cr Jannah Stratford	NEWROC Chair, President Shire of Koorda
Cr Pippa De Lacy	President, Shire of Nungarin
Cr Quentin Davies	President, Shire of Wyalkatchem
Cr Tony Sachse	President, Shire of Mt Marshall
Cr Gary Shadbolt	President, Shire of Mukinbudin
Cr Darrel Hudson	President, Shire of Dowerin

Darren Simmons	NEWROC CEO, CEO, Shire of Koorda
Stephen Tindale	Acting CEO, Shire of Wyalkatchem
John Nuttall	CEO, Shire of Mt Marshall
Dirk Sellenger	CEO, Shire of Mukinbudin
Leanne Parola	CEO, Shire of Trayning
Rebecca McCall	CEO, Shire of Dowerin

NEWROC Officer

Caroline Robinson	Executive Officer, NEWROC
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Guests

Rob Cossart	CEO, Wheatbelt Development Commission
Kristen Twine	Wheatbelt Development Commission

#### 2.2. Apologies

Cr Melanie Brown	Shire of Trayning
Alex Richardson	Manager of Works, Shire of Nungarin

#### 2.3. 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 Oct 2019

NEWROC Website	CEO	NEWROC EO	Council June 2017
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#### 4. Presentations

Cr De Lacy announced that Lennard Long is the new Shire of Nungarin CEO. NEWROC welcomes Lennard to the group.

Rob Cossart, CEO of the Wheatbelt Development Commission was invited to present to the NEWROC. Key points of his presentation:

- 👉 Focus is looking towards the future of the region
- 👉 Recrafting their space into economic development
- 👉 Purpose of the Commission is to facilitate the long term development of the Wheatbelt by being responsive and forward thinking
- 👉 Enabling strategies – staff, optimism, advocacy, communicating success, “team Wheatbelt”, whilst also a statutory authority
- 👉 Strong focus on economic development – enabling infrastructure (power, water, digital etc), diversify economic base, sustainable landscapes, entrepreneurship and innovation, sustainable communities and landscapes
- 👉 Common regional development issues that will be addressed collaboratively with other commissions – new non renewables, alternative industries, aboriginal economic development, regional living
- 👉 Strategic Plan is due to be adopted in coming weeks and will be linked to an annual operations plan

Cr Stratford presented an outline of the NEWROC and the key strategic priorities.

Wheatbelt Development Commission and NEWROC actions:

- 👉 NEWROC to continually present priorities to the Wheatbelt Development Commission
- 👉 There is a common understanding of priorities
- 👉 Wheatbelt Development Commission can provide connections to decision makers
- 👉 Wheatbelt Development Commission is seeking to develop a pipeline of projects

#### 5. MINUTES OF MEETINGS

##### 5.1. Executive Meeting 29 September 2020

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

##### RESOLUTION

**That the Minutes of the Executive Meeting held on 29 September 2020 be received**

**Moved Cr Shadbolt**

**Seconded Cr Hudson**

**CARRIED 6/0**

##### 5.2. Business Arising

##### 5.3. Council Meeting 25 August 2020

Minutes of the Council Meeting held on 25 August 2020 have previously been circulated.

**RESOLUTION**

**That the Minutes of the Council Meeting held on 25 August 2020 be received as a true and correct record of proceedings**

**Moved Cr Sachse**

**Seconded Cr De Lacy**

**CARRIED 6/0**

**5.4. Business Arising**

Nil

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

<b>FILE REFERENCE:</b>	42-2 Finance Audit and Compliance
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	20 October 2020
<b>ATTACHMENT NUMBER:</b>	#1P and L
<b>CONSULTATION:</b>	
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

**COMMENTS**

Account transactions for the period 1 August 2020 to 30 September 2020

Date	Description	Credit	Debit	Running Balance
<b>BB NEWROC Funds-5557</b>				
<b>Opening Balance</b>		<b>157,812.62</b>	<b>0.00</b>	<b>157,812.62</b>
10 Aug 2020	Australian Taxation Office	4,706.00	0.00	162,468.22
01 Aug 2020	Bendigo Bank	0.00	0.40	157,812.22
04 Aug 2020	XERO Subscription	0.00	50.00	157,762.22
11 Aug 2020	Payment: Strike Point	0.00	110.00	162,358.22
11 Aug 2020	Payment: Constructive Visual	0.00	180.00	162,178.22
11 Aug 2020	Payment: Solum Wheatbelt Business Solutions	0.00	4,582.50	157,595.72
01 Sep 2020	Bendigo Bank	0.00	1.20	157,594.52
02 Sep 2020	XERO Subscription	0.00	50.00	157,544.52
07 Sep 2020	Payment: Solum Wheatbelt Business Solutions	0.00	3,187.00	154,357.52
07 Sep 2020	Payment: Earnshaw Lawyers	0.00	1,744.55	152,612.97
07 Sep 2020	Payment: Shire Of Kellerberrin	0.00	70.00	152,542.97
09 Sep 2020	Monitor Books	0.00	264.00	152,278.97
29 Sep 2020	Bank Transfer from BB NEWROC Funds-5557 to BB Term Deposit Account-1388	0.00	40,000.00	112,278.97
<b>Total BB NEWROC Funds-5557</b>		<b>0.00</b>	<b>50,239.65</b>	<b>112,278.97</b>
<b>Closing Balance</b>		<b>112,278.97</b>	<b>0.00</b>	<b>112,278.97</b>
<b>BB Term Deposit Account-1388</b>				
<b>Opening Balance</b>		<b>152,863.32</b>	<b>0.00</b>	<b>152,863.32</b>
26 Sep 2020	Bendigo Bank	1,378.90	0.00	154,242.22
29 Sep 2020	Bank Transfer from BB NEWROC Funds-5557 to BB Term Deposit Account-1388	40,000.00	0.00	194,242.22
<b>Total BB Term Deposit Account-1388</b>		<b>41,378.90</b>	<b>0.00</b>	<b>194,242.22</b>
<b>Closing Balance</b>		<b>194,242.22</b>	<b>0.00</b>	<b>194,242.22</b>
<b>Total</b>		<b>41,378.90</b>	<b>50,239.65</b>	<b>(8,860.75)</b>

# Balance Sheet

North Eastern Wheatbelt Regional Organisation of Councils

As at 30 September 2020

Cash Basis

30 SEP 2020

## Assets

### Bank

BB NEWROC Funds-5557	112,278.97
BB Term Deposit Account-1388	194,242.22
<b>Total Bank</b>	<b>306,521.19</b>

<b>Total Assets</b>	<b>306,521.19</b>
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## Liabilities

### Current Liabilities

GST	(1,191.29)
<b>Total Current Liabilities</b>	<b>(1,191.29)</b>

<b>Total Liabilities</b>	<b>(1,191.29)</b>
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<b>Net Assets</b>	<b>307,712.48</b>
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## Equity

Current Year Earnings	(11,017.12)
Retained Earnings	318,729.60
<b>Total Equity</b>	<b>307,712.48</b>

Additional information:

- 👉 Payment to Solum was higher this month due to a reimbursement for the NEWROC Dinner
- 👉 Payment to Monitor Books to assist with some XERO feeds and BAS
- 👉 Payment to Shire of Kellerberrin was for room hire Executive meeting
- 👉 Membership invoices have been sent
- 👉 Shire of Dowerin joining fee has been sent
- 👉 Audit has commenced with Middleton Accountants (Dowerin Accountant did not undertake audits)

## RESOLUTION

**That the income and expenditure from 1 August 2020 to 30 September 2020 and the P and L and balance sheet as at 30 September 2020 be received.**

**Moved Cr Davies**

**Seconded Cr Sachse**

**CARRIED 6/0**

**7. MATTERS FOR DECISION**

**7.1. GOVERNANCE**

**FILE REFERENCE:** 041-6 Delegation and Policy  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 20 October 2020  
**ATTACHMENT NUMBER:** #2 Updated Governance Policy  
**CONSULTATION:**  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**COMMENT**

A Governance Policy was adopted in May 2017. The policy has been reviewed by the EO and updated to reflect the adopted MoU.

**RESOLUTION**



**Updated Governance Policy is adopted**

**Moved Cr Sachse**

**Seconded Cr Hudson**

**CARRIED 6/0**

**Discussion:**

-  Edit Policy to say the group endeavours to develop the draft NEWROC Budget in May
-  Few minor formatting amendments

## 7.2. STRATEGIC PROJECTS – Energy

<b>FILE REFERENCE:</b>	035-1 Grants General
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	20 October 2020
<b>ATTACHMENT NUMBER:</b>	#3 Market led submission
<b>CONSULTATION:</b>	John Nuttall Cameron Edwards
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

### COMMENT

Update on activities:

- 👉 John Nuttall and the NEWROC EO attended a meeting with Western Power in Perth on Friday 4 September (Ben Stanton (Business Development) and Michael Chung (Engineer)). At this meeting the Bencubbin town site power was discussed as was other communities in the NEWROC.
- 👉 As a follow up Cameron Edwards sent correspondence to Western Power (attached) and their response is also included
- 👉 As time was of the essence, the NEWROC Executive agreed to in principle support for a market led application to the State Government and a compulsory pre submission meeting was held on Monday 12 October was held with the MLP Secretariat (no funding commitments required) – see resolution below
- 👉 The Australian Microgrid Centre of Excellence agreed to support the NEWROC's market led application as well (see attached submissions)

Discussion at the September Executive meeting:

- 👉 Discussion regarding the Western Power meeting and a strategic approach
- 👉 Western Power has done batteries before to town sites (Kalbarri and Perenjori) but they are cost prohibitive. This solution needs to address it.
- 👉 Intention is to submit a Market Led proposal to the State Government to signal our intentions to improve the reliability of power to the NEWROC towns (initially Bencubbin and Mukinbudin)

### RESOLUTION

Energy update received.

In principle support for a market led proposal to be submitted on behalf of the NEWROC by InfraNomics

Moved R McCall

Seconded L Parola

CARRIED 6/0

### RESOLUTION

**Energy update is received**

**NEWROC endorses the market led proposals to be submitted on behalf of the NEWROC by InfraNomics**

**Moved Cr Shadbolt**

**Seconded Cr De Lacy**

**CARRIED 6/0**



Rob Cossart and Kristen Twine left at 3.05pm

**Discussion:**

- 👉 Summary of meetings with the Secretariat
- 👉 NEWROC EO to follow up with Cameron as to whether all towns will be submitted for market led proposals
- 👉 Proposals are for a battery first, not off the grid (no removal of lines and towers)

**7.3. Waste**

<b>FILE REFERENCE:</b>	103-1 Waste Management
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	20 October 2020
<b>ATTACHMENT NUMBER:</b>	
<b>CONSULTATION:</b>	Giles Perryman
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

**COMMENT**

Member Councils took the Waste Report to their September Council meetings. Councils were asked to identify their preference for the options presented in the report. A summary of in principle support (for further investigation) is included below:

Shire of Dowerin	Option 4 weekly collection
Shire of Nungarin	Option 4 weekly collection
Shire of Trayning	Status Quo
Shire of Koorda	Option 4 weekly collection
Shire of Mt Marshall	Option 4 weekly collection
Shire of Wyalkatchem	Option 4 weekly collection

Members to note the Shire of Koorda resolution:

*In relation to item 7.7 (WASTE), advises the NEWROC Executive Officer that, subject to its consideration of the findings of its own Waste Management consultancy with ASK Waste Management, NEWROC Council's preference for Option 4 being All transfer stations (remote access) plus one staffed landfill - weekly collection, is supported in principle.*

Members are asked to provide input into the next steps for this project which may include additional modelling, analysis, assessment and discussion.

Discussion at the September Executive Meeting:

- 👉 The Shire of Mukinbudin also supports option 4
- 👉 Discussion regarding Shire of Coorow, Shire of Moora waste services
- 👉 Next stage to include a sensitivity analysis, costing for option 4, resources required.
- 👉 Next stage should be funding ready and include alignment to key waste forward strategies – reuse, reduce and recycle and possibly the three bin approach
- 👉 NEWROC EO to organise a tour to RoerOC's facilities

Action since the September Executive Meeting:

- 👉 NEWROC EO sought a quote from ASK Waste Management to progress to the next stage of analysis (this will be presented to the Council for consideration but it had not arrived by the time of the Agenda)

**RESOLUTION**

**Information is received**

**Moved Cr Hudson**

**Seconded Cr Sachse**

**CARRIED 6/0**

Discussion:

👉 A high level quote was presented from Ask Waste Management

**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**

**7.4. IPR**

**FILE REFERENCE:** 042-12 IPR  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 20 October 2020  
**ATTACHMENT NUMBER:**  
**CONSULTATION:** Stephen Grimmer  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**COMMENT**

As discussed at the August NEWROC Council meeting, Stephen Grimmer has been invited to run a Corporate Business Plan workshop for the NEWROC.

This will be held preceding the NEWROC Executive meeting on Tuesday 24 November in Trayning, commencing at 9.30am.

The IPR Masterclasses commenced with a webinar on 7 October with the majority of NEWROC Councils participating. The topic was on people strategy. The next webinar will be on Monday 2 November 10am – 11.30am on asset management.

CEOs are reminded to submit the Asset Management questionnaire to Stephen Grimmer.

Additionally, a proposal to conduct a culture survey with Catalyse was proposed at the webinar in October. CEOs have been discussing this informally over email.

**RESOLUTION**

**Members to invite senior staff to the Corporate Business Planning workshop and RSVP to the NEWROC Executive Officer**

**Moved Cr Hudson**

**Seconded Cr De Lacy**

**CARRIED 6/0**

## 7.5. TELECOMMUNICATIONS

<b>FILE REFERENCE:</b>	042-12 IPR
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	20 October 2020
<b>ATTACHMENT NUMBER:</b>	#4 Letter to Shires re. Data Access Agreement
<b>CONSULTATION:</b>	Darren Simmons Michael Stone (Valenti) Leigh Ballard
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

### COMMENT

An update on activities:

- 👉 Earnshaw Lawyers engagement has been terminated
- 👉 Valenti Lawyers have been engaged and have commenced writing the licence agreement and letter regarding the data access agreement breach
- 👉 Discussion with Leigh Ballard regarding the upcoming Digital Connectivity grant. No towers have been included for NEWROC, rather a backhaul connection from Narrogin and this will result in additional neighbouring Shires coming on board. NEWROC EO has reminded Crisp Wireless of the data access agreement and is waiting on Valenti Lawyers for some formal communication
- 👉 Mini tower has been erected near Mukinbudin and a map of where its reception can reach is below (note Dirk raised this new tower with the NEWROC EO). However connection to this tower will require point to point and is dependent on the location of residences



Discussion at the September Executive Meeting:

- 👉 Letter to Shires – duty of care to let them know that we have an interest in this matter, NEWROC Council will be determining access fees in October 2020

- 👉 Fee to possibly be consistent with Shire of Merredin
- 👉 This letter to dove tail with the legal advice from Valenti

Action since the September Executive Meeting:

- 👉 Letter to the Shires of Bruce Rock and Narembeen (attached). These letters were viewed by Michael Stone of Valenti Lawyers prior to sending and the NEWROC CEO and EO spoke about the approach, with a phone call prior to their distribution
- 👉 NEWROC EO conversation with Leigh Ballard regarding current subscription numbers, future additional towers in line with grant opportunities
- 👉 NEWROC EO multiple correspondence with Valenti Lawyers – Licence Agreement is close to completion and review, NEWROC EO had to finalise some financial figures for Michael Stone as background material

## RESOLUTION

**NEWROC Council set the Data Access Centre fee at \$30,000 plus GST per additional local government connection, as per the Data Access Centre Agreement and write to Crisp Wireless regarding this set fee.**

**Moved Cr Sachse**

**Seconded Cr Davies**

**CARRIED 6/0**

## Discussion:

- 👉 Map of current towers and proposed new locations presented
- 👉 Update on the letters sent to the Shire of Narembeen and Bruce Rock

## MOTION

**NEWROC write to Crisp Wireless indicating they should not apply for additional towers connected to the NEWROC owned network. Any grant applications should be made by the NEWROC.**

**Moved Cr Shadbolt**

**Seconded Cr Sachse**

**CARRIED 6/0**

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

<b>PORTFOLIO:</b>	Welfare
<b>FILE REFERENCE:</b>	085-2 Children
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	27 October 2020
<b>ATTACHMENT NUMBER:</b>	
<b>CONSULTATION:</b>	Stephen Tindale Philippa Gardener - REED
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

**COMMENT**

Childcare has been identified as a regional priority in the NEWROC Strategic Plan:

**COMMUNITY** - *Expand and improve access to childcare services.*

Currently there are childcare services in Bencubbin and Beacon (under the Shire of Mt Marshall), as well as in Mukinbudin (brand new building) and Dowerin (both under REED). REED is an overarching NFP organisation with multiple childcare centres in the Wheatbelt. They were funded by the State Government to consolidate childcare centres under one organisation (previously all incorporated associations with local committees). This funding has now been acquitted. Over the past 2-3yrs their focus has been on consolidating existing centres.

The following is a summary of activities undertaken by the NEWROC to meet the goal of *expanding and improving access to childcare services*:

- Childcare survey across all NEWROC communities (2018)
- Additional childcare survey in Wyalkatchem only – conducted by the Shire (2019 and 2020)
- Letter to REED Board identifying childcare as a priority (2019)
- Communication between NEWROC EO and REED Chair discussing NEWROC priorities and lack of progress by REED
- Meeting held with REED Manager, CEOs of Mt Marshall and Wyalkatchem, NEWROC EO (June 2019)
- Submission to REED with demographic information of NEWROC communities, proposed childcare numbers, sites etc (July 2019)
- Site visit by REED Manager to Wyalkatchem and Koorda proposed sites to determine infrastructure needs and upgrades to meet childcare standards (early 2020)
- Meeting between REED Manager and NEWROC EO in Narrogin to progress services (2020)
- Numerous emails between REED Manager and NEWROC EO to progress the priority
- Visit by NEWROC EO to Wyalkatchem proposed site to identify areas of infrastructure improvement aligned to childcare legislation – due to the delay of REED (2020)
- Shire of Wyalkatchem Local Roads and Community Infrastructure Program application to upgrade proposed Wyalkatchem site for childcare service (September / October 2020)

Challenges:

- Lack of communication between REED Board and senior management regarding the childcare priorities NEWROC has presented in the past 12 – 18 months
- REED's current focus on existing services

- Shire of Mt Marshall's family day care service is already 'under REED' (formally Greater Beginnings Narrogin) although the Shire of Mt Marshall administer the service, employ the staff etc
- REED communicating the apparent difficulties and inhibitors in childcare compliance
- Labour shortage in the childcare industry / access to skills

### **Going Forward**

Childcare has been a demonstrated demand in the NEWROC and specifically in Wyalkatchem and Koorda where there is no service. Nungarin families access Merredin and Mukinbudin, Trayning families access Kellerberrin, Bencubbin and in the future Wyalkatchem (if implemented).

The Shire of Mt Marshall has expressed interest in creating a pool of childcare workers within the NEWROC.

Wyalkatchem and Koorda realistically only require a family day care service not a long day care service. They could operate individually or a shared mobile service (3 days in Wyalkatchem, 2 days in Koorda)

Shire of Wyalkatchem has identified childcare as a priority. The Shire has submitted a grant application to upgrade the Wyalkatchem site by June 2021. Koorda site is relatively compliant with some minor improvements required. Beacon and Bencubbin sites are compliant and operational.

NEWROC EO has suggested to REEDs Business Development Manager that the NEWROC present a report to the REED Board regarding the benefits, challenges, risks and implications of services (family day care / occasional / long day care) in Koorda and Wyalkatchem that should be considered. Additionally consideration of the Mt Marshall service and existing Mukinbudin and Dowerin services – a cluster approach to childcare.

This was suggested as a way to formally progress the expansion and access to childcare services in the NEWROC in a manner that is consistent with the REED process.

REED indicated it was unlikely to look at this report until February 2021 and from there it would take at least 12 - 18 months to commence a service in Wyalkatchem and Koorda. They also indicated for a fee that they could do the report.

Some possible options going forward and NEWROC's role, if any:

- Status quo – no role by the NEWROC. Beacon and Bencubbin continue successful operation. Shire of Wyalkatchem upgrades building and pursues childcare service on their own behalf.
- Shire of Wyalkatchem and Shire of Koorda work together to establish a mobile service. This is up to the decision of individual Councils and there is no NEWROC role.
- NEWROC engage REED to undertake a report for the ideal services in Koorda, Wyalkatchem and a cluster approach to childcare delivery and workforce in the NEWROC including Mukinbudin and Dowerin (significant time delay however in getting this achieved)
- NEWROC undertake this above report itself and considers both the REED model or another model to support the childcare cluster approach.

<b>RESOLUTION</b>		
<b>Submitted for discussion</b>		
<b>Moved Cr Davies</b>	<b>Seconded Cr Hudson</b>	<b>CARRIED 6/0</b>



**Discussion:**

- 👉 Shire of Mt Marshall shared their feedback on operating a childcare service – recruiting and attracting staff is an issue and it costs approx. \$100K annually to operate the service but with great benefit to the community
- 👉 Discussion regarding NEWROC being a cluster – work collectively, recruit and attract staff, staff pool
- 👉 NEWROC EO to invite REED to the next meeting and engage with a few REED Board members

**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**

**Other Business – to be noted**

**8.2 Wheatbelt Civic Leadership Conference**

The NEWROC EO has been supporting Town Teams Movement in the forward planning of a Wheatbelt Civic Leadership Conference in Dowerin 2021.

Dowerin Field Days is holding an event in March – the conference would be held in April

**8.3 Tourism**

- 👉 NEWROC communities have experienced an increase in tourism / visitors
- 👉 Shire of Mukinbudin sought feedback on tourism – debrief on tourism, plans going forward to serve visitors, impact on businesses and communities, tourist attractions and impact on vegetation
- 👉 NEWROC EO to follow up with Lind Vernon on a possible BBRF application and a presentation to the NEWROC

**8.4 Workers Housing**

- 👉 General discussion regarding worker accommodation

**9. 2020 MEETING SCHEDULE**

24 November	Executive	Shire of Trayning – 9.30am CBP Workshop
8 December	Council	Shire of Koorda – proposed 3pm START

**10. CLOSURE**

Cr Stratford thanked everyone and the host, the Shire of Wyalkatchem and closed the meeting at 4.15pm





## Annual General Meeting Minutes

Meeting held on Thursday 29th October 2019, at the Dowerin Community Club.

**Opening 10.32am**

### Attendees:

#### NEWTRAVEL MEMBER

Koorda CRC  
Mukinbudin CRC  
Nungarin CRC  
Shire of Dowerin  
Shire of Koorda  
Shire of Mt Marshall  
Shire of Mukinbudin  
Shire of Nungarin  
Shire of Trayning  
Shire of Westonia  
Dowerin CRC

#### Apologies:

Beacon CRC  
Bencubbin CRC  
Dukin Short-Term Stay  
Shire of Wyalkatchem  
Shire of Wyalkatchem  
Shire of Mukinbudin  
Shire of Mt Marshall  
  
Shire of Koorda

#### MEMBER VOTING DELEGATE

Kim Storer (NEWTRAVEL Chair)  
  
Emily Alberti  
Rebecca McCall (CEO)  
Lana Foote (DCEO)  
  
Cr Ray Mizia  
Cr Freda Tarr  
Jamie Criddle (CEO)

Stephanie Elvidge

Cr Sandra Ventris  
Cr Nick Gillett  
Cr Tanya Gibson (Deputy Delegate)  
Cr Jannah Ovens

#### ASSOCIATE MEMBERS (& OTHERS)

Linda Vernon (NEWTRAVEL TO)

Alyce Ventris  
Janae DeLacey  
Ashlee Banks (CDO)  
Charli West  
Rebecca Watson (CDO)  
Nola Comerford-Smith

Leanne Parola (CEO)  
Stacey Geier  
Dianne Hatwell  
Rex Adams

Nancy Dease  
Sharon Kett (Bencubbin CRC)  
Madeline Hayles  
Stephen Tindale  
Cr Bill Huxtable  
Dirk Sellenger (CEO)  
John Nuttall (CEO)  
Cr Tony Sachse

### 1. Declarations of Interest

Nil

## 2. Membership Applications

That the following Membership applications be accepted:  
Wyalkatchem CRC Membership Application

**RESOLUTION:**

**That the Wyalkatchem CRC Membership be accepted.**

**Moved Lana Foote**

**Seconded Cr Freda Tarr**

**CARRIED**

## 3. Previous Minutes

1.1 Confirmation (Previous Meeting Minutes click [Here](#))

**RESOLUTION:**

**That the Minutes of the NEWTRAVEL Annual General Meeting held in Mukinbudin on 24<sup>th</sup> October 2019 be confirmed as a true and correct record of proceedings.**

**Moved: Rebecca McCall**

**Seconded: Cr Ray Mizia**

**CARRIED**

1.2 Business arising from previous minutes – Nil.

## 4. Chairman's Report

Kim Storer verbally presented her Chairperson's Report to the meeting as follows:

2020 has certainly not turned out the way any of us expected especially in the tourism space. With State and regional border closures and the effect this had on travelling and holidays, we all witnessed a sudden drop in the number of visitors to our region. Thankfully, the regional borders were reopened and with the State borders still closed, the visitor numbers throughout our region increased as travelers were enticed to "Wonder out Yonder".

The cancellation of events like the Dowerin Field Days, the Koorda show and all winter sports fixtures left large gaps in our community events. However, this has encouraged locals to explore their own backyard and most have been pleasantly surprised with what they have discovered.

Windows of opportunity to promote the Wheatbelt Way such as the Caravan and Camping show and the Dowerin Field Days, were also victims of the COVID lockdown, however Linda was quick to ensure the Wheatbelt Way message got out through a television advertising campaign, Facebook and the Website encouraging visitors to make the Wheatbelt Way part of their travel plans.

Students from Curtin University have been gathering information about ways to improve the accommodation, free camping sites and Astro tourism throughout the Wheatbelt Way, which will provide some guidelines to help us move forward in this area.

Getting businesses on board has always been a difficult area, but thanks to COVID, the proof of visitor value is in the pudding. Lots of businesses have been at the receiving end of the economy boost that tourism can bring to small communities and hopefully will be more willing to participate in future planning.

The in house promotion of each other within the Wheatbelt Way has also been working well, with visitors dropping in and saying they were told to come and have a look at a museum or a granite rock formation, or something that is unique at one of the stops in our area.

I must congratulate all the Shires and privately owned caravan parks for the cleanliness and maintenance of all the caravan parks. It has probably been their busiest year on record.

Linda has been steering this ship through what has been some stormy seas but has always brought us into calmer harbors safely. With her professional and warm nature Linda has quietly gone about ensuring that any visitor enquiry has been answered and quietly reminded us all of what and when things need to be done. I look forward to going through all the information that Linda has collated from visitors on what we are doing well and what we need to be or could be doing better.

Thanks to all the Shires and Members who have contributed throughout the year, your support both financially and professionally has given us the ability to build this project even through the pandemic and ensure that all members get great value for money.

2020 has certainly been a year that will go down in history, but on the positive side, it has brought many opportunities to us inside the Wheatbelt Way. 2021 could see travel restrictions eased with State borders opened, and by all accounts it may be some time before international travel is allowed. Now is the time to adapt to the results that Linda has received from visitors and start to bring about changes to ensure the visitors experience is better for the traveler and our communities.

Kim Storer  
Chair

## 5. Financial Report

### North Eastern Wheatbelt Travel Association General Cheque Account

Financial Report 1 October 2019 to 30 September 2020

**Bendigo Bank Cheque Account Opening Balance 1 October 2019** **\$94,861.01**

#### Income

Memberships	\$7,450.00
Other Income	330.00
<b>Total Income</b>	<b>\$7,780.00</b>

#### Expenses

App	\$0.00
Brochure and Guidebook Reprints	\$6,677.00
Consumer Shows	\$0.00
Content - Images	\$1,400.00
Internet Marketing	\$3,214.59
NEWTRAVEL Shirts	254.10
Postage	\$432.37
Press Advertising	\$21,117.25
Printing	\$126.50
Strategic Planning	\$1,320.00
Survey	\$1,390.50
Tourism Association Memberships	\$187.00
Tourism Officer & Support Services	\$16,606.86
Training	\$330.00
Website	\$4,300.76
<b>Total Expenses</b>	<b>\$57,356.93</b>

***Bendigo Bank Cheque Account Closing Balance 30 September 2020***

**\$45,284.08**

**Ending Financial Position at 30 September 2020**

**\$45,284.08**

#### **RESOLUTION:**

**That the Annual Financial Report as presented from 1 October 2019 – 30 September 2020 be accepted.**

**Moved: Rebecca McCall**

**Seconded: Jamie Criddle**

**CARRIED**

## 6. Election of Office Bearers

Kim Storer declared all positions vacant and asked Linda Vernon to be returning officer for the process of election of Office Bearers.

- **Chairman**  
Lana Foote nominated Kim Storer, seconded Rebecca McCall, Accepted. Elected unopposed. NB: Kim Storer informed the meeting that this would be her last year as Chairperson and that someone else would be required at the next AGM.
- **Deputy Chairman**  
Freda Tarr nominated, seconded Kim Storer. Elected unopposed.
- **Administrator/Treasurer**  
NEWTRAVEL appointed Linda Vernon in her role as Tourism Officer as the Administrator/Treasurer.

### RESOLUTION:

**That Freda Tarr be added with full access and Tanika McLennan and Tony Clarke be removed to the Bendigo Bank NEWTRAVEL (633-00 119287845) Bank account.**

**Moved: Lana Foote      Seconded: Rebecca McCall      CARRIED**

## 7. General Business

### a. Review Membership Fees 2020-2021

Ordinary Membership – Council	\$2,000.00
Ordinary Membership – Business	\$500.00
Associate Membership – Business	100.00
Associate Membership – Not-For-Profit	\$50.00

### RESOLUTION:

**That the NEWTRAVEL Memberships for 2020-2021 remain the same at \$2,000 For Ordinary Membership – Council, \$500 Ordinary Membership – Business, \$100 Association Membership-Business, \$50 Associate Membership – Not-for-Profit and that membership packs be sent out to existing and potential new members between now and February 2021.**

**Moved: Cr Freda Tarr      Seconded: Rebecca McCall      CARRIED**

### b. 2021-2022 Additional Council Support

That NEWTRAVEL write to member Councils and ask for additional financial support for the 2021-2022 financial year of:

\$2,500.00 towards the Tourism Officer & Support Services

\$500.00 towards specific Wheatbelt Way marketing activities

\$1,500.00 towards the Regional Marketing Initiatives with WEROC and RoeTourism

NB: this is no change to the previous Council Contributions to NEWTRAVEL.

**ACTION – That a working group of Rebecca McCall, Leanne Parola, Jamie Criddle and Linda Vernon review the scope of the Tourism Officer Position and the additional Council Support Funding and provide some recommendations to the February 2021 NEWTRAVEL meeting with the intent this is then take to Member Councils March 2021 Meeting if required.**

**8. Other Business**

Nil

**9. Next Annual General Meeting: 28<sup>th</sup> October 2021 in Nungarin**

**10. AGM Close. 10.56am**

***General Meeting to Follow.***





**Minutes – GENERAL MEETING**  
General Meeting held on Thursday 29<sup>th</sup> October 2020,  
at Dowerin Community Club.

**Opening 10.57am**

**Attendees:**

**NEWTRAVEL MEMBER**

*Koorda CRC  
Mukinbudin CRC  
Nungarin CRC  
Shire of Dowerin  
Shire of Koorda  
Shire of Mt Marshall  
Shire of Mukinbudin  
Shire of Nungarin  
Shire of Trayning  
Shire of Westonia  
Dowerin CRC*

**MEMBER VOTING DELEGATE**

*Kim Storer (NEWTRAVEL Chair)  
  
Emily Alberti  
Rebecca McCall (CEO)  
Lana Foote (DCEO)  
  
Cr Ray Mizia  
Cr Freda Tarr  
Jamie Criddle (CEO)*

**ASSOCIATE MEMBERS (& OTHERS)**

*Linda Vernon (NEWTRAVEL TO)  
  
Alyce Ventris  
Janae DeLacey  
Ashlee Banks (CDO)  
Charli West  
Rebecca Watson (CDO)  
Nola Comerford-Smith  
  
Leanne Parola (CEO)  
Stacey Geier  
Dianne Hatwell  
Rex Adams*

**Apologies:**

*Beacon CRC  
Bencubbin CRC  
Dukin Short-Term Stay  
Shire of Wyalkatchem  
Shire of Wyalkatchem  
Shire of Mukinbudin  
Shire of Mt Marshall  
  
Shire of Koorda*

*Stephanie Elvidge*

*Cr Sandra Ventris  
Cr Nick Gillett  
Cr Tanya Gibson (Deputy Delegate)  
Cr Jannah Ovens*

*Nancy Dease  
Sharon Kett (Bencubbin CRC)  
Madeline Hayles  
Stephen Tindale  
Cr Bill Huxtable  
Dirk Sellenger (CEO)  
John Nuttall (CEO)  
Cr Tony Sachse*

**1. Previous Minutes**

1.1 Confirmation (Previous Meeting Minutes click [Here](#))

**RESOLUTION:**

**That the Minutes of the NEWTRAVEL Meeting held in Koorda on 23<sup>rd</sup> July 2020 be confirmed as a true and correct record of proceedings.**

**Moved: Cr Ray Mizia**

**Seconded: Lana Foote**

**CARRIED**



## 1.2 Business arising from previous minutes

ACTIONS	UPDATE
<ul style="list-style-type: none"> <li>• <b>ACTION - Council Caravan Park Financial Data</b></li> </ul>	Completed and provided to Curtin University. Thank you to those Councils that provided.
<ul style="list-style-type: none"> <li>• <b>ACTION – Visitor Surveys</b></li> </ul>	136 survey responses have been entered to date; can the survey keep being collected to 31 December 2020. Thank you for your assistance!
<ul style="list-style-type: none"> <li>• <b>ACTION – Wheatbelt Way Tagging on Social Media.</b> That information be circulated to members on how to tag Wheatbelt Way in Social Media</li> </ul>	Completed
<ul style="list-style-type: none"> <li>• <b>ACTION – Marketing.</b> That Linda contact Marcus Falconer to explore other Marketing options for the unallocated funds in the 2020-2021 Marketing Plan and look into the upcoming RAC Magazine opportunity.</li> </ul>	Completed. Phone meeting on 5 <sup>th</sup> August with Marcus. Ideas discussed. Focus on more TV advertising and sourcing content. Unfortunately, the RAC opportunity did not fit for NEWTRAVEL.
<ul style="list-style-type: none"> <li>• <b>ACTION – Curtin.</b> Suggestion for Linda to include Camp School/Group Accommodation, AstroTourism and how to better utilise travellers who Free Camp as ideas for Curtin University.</li> </ul>	Completed 1hr Presentation to Curtin Uni students on 12 <sup>th</sup> August. They will be presenting their Project to a panel on Wednesday 4 <sup>th</sup> November 2020. <i>At short notice NEWTRAVEL have been asked to provide a Wheatbelt Winners Prize. Shire of Dowerin, Shire of Koorda and Shire of Mt Marshall all offered to provide vouchers for Dowerin Short-Stay accommodation, Koorda Drive In and the Mt Marshall Voucher Offer.</i>
<ul style="list-style-type: none"> <li>• <b>ACTION – Community Event Marketing</b> Linda to develop a guide on how communities/Community Groups can work with/utilise NEWTRAVEL/Wheatbelt Way marketing.</li> </ul>	Not completed due to time constraints. Planned for next quarter.
<ul style="list-style-type: none"> <li>• <b>ACTION – Business Community Webinar</b> Linda to look into organising a Webinar for the local business community that offers the following information: <ul style="list-style-type: none"> <li>- NEWTRAVEL Visitor Statistics</li> <li>- Business Being open</li> <li>- Good Customer Service principals</li> <li>- Where to get Wheatbelt Way information and hand out to customers.</li> </ul> </li> </ul>	Spoke with WBN. Meeting with Caroline and Rachael in November to plan with time frame of holding first one in February in partnership with them. Will be live and recording available to Businesses.

## 2. Correspondence

### 2.1 Correspondence In

- 2.1.1 Various Emails inward.
- 2.1.2 Lake McDermott Catchment Group Support and Information on recreation infrastructure at Lake McDermott.
- 2.1.3 Tourism WA Deep Dive Wheatbelt Workshop
- 2.1.4 Shire of Westonia, concern around promotion of Elachbutting
- 2.1.5 John Dunne, Billiburning Rock Promotion Video
- 2.1.6 Tony Clarke, resignation from NEWTRAVEL

### 2.2 Correspondence Out

- 2.2.1 Various Emails outward.

**RESOLUTION:**

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

**Moved: Jamie Criddle**

**Seconded: Cr Ray Mizia**

**CARRIED**

### 2.3 Business arising from Correspondence

## 3. Financial Report

**RESOLUTION:**

**That the NEWTRAVEL Financial Report for 1 July 2020 – 30 September 2020 is accepted.**

**Moved: Rebecca McCall**

**Seconded: Cr Freda Tarr**

**CARRIED**

## Financial Report

<b>Cheque Acc Opening Balance 1 July 2020</b>			<b>\$68,179.61</b>
<b>INCOME</b>			
<b>Memberships</b>	Benny Truck Pty Ltd	\$100.00	\$100.00
		<b>Total Income</b>	<b>\$100.00</b>
<b>EXPENSES</b>			
<b>Press Advertising</b>	Australia's Golden Outback – cont. to Aug 2019 The West Ad	\$500.00	
	Australia's Golden Outback – cont. to June 2020 digital campaign	\$1,100.00	
	WIN Victoria – TV Advertising ad creation and TV standards approval.	\$1,067.00	
	Ten Network – TV adverts July	\$3,300.00	
	Sky-WIN – TV adverts July	\$275.00	
	WIN Western Australia – TV adverts July	\$3,355.00	
	Sky-WIN – TV adverts August	\$275.00	
	WIN Western Australia – TV adverts August	\$3,355.00	\$13,227.00
<b>Tourism Association Membership</b>			\$0.00
<b>Printing</b>			\$0.00
<b>Postage &amp; Freight</b>	Mukinbudin Trading Post – Mar-Jun Postage	\$16.85	
	Mukinbudin Trading Post – July Postage	\$16.85	
	Mukinbudin Trading Post – August Postage	\$73.25	\$106.95
<b>Internet Marketing</b>	Vernon Contracting – Reimbursements Tourism Tribe Content Calendar	\$75.90	
	Vernon Contracting – Reimbursements Facebook Advertising July	\$143.00	
	Vernon Contracting – Reimbursements Facebook Advertising August	\$285.52	
	Vernon Contracting – Reimbursements Tourism Tribe Membership (internet marketing support)	\$484.00	\$988.42
<b>Tourism Officer Services &amp; Support</b>	Vernon Contracting - June Tourism Officer Services	\$1,489.39	
	Vernon Contracting - July Tourism Officer Services	\$1,210.00	
	Mukinbudin CRC – June & July Social Media Support	\$500.00	
	Vernon Contracting - August Tourism Officer Services	\$1,284.54	
	Mukinbudin CRC – August Social Media Support	\$250.00	\$4,733.93
<b>Website</b>	Vernon Contracting – Reimbursements Elementor Word Press Plugin	\$74.73	
	Network 24 – website domain annual subscription	\$198.00	
	Tangelo Creative – website updates	\$2,282.50	\$2,555.23
<b>Brochures &amp; Guidebook</b>			\$0.00
<b>Other</b>	Vernon Contracting – Reimbursements Survey Monkey Subscription	\$384.00	
	Alex Baxter – Purchase Images	\$1,000.00	\$1,384.00
	<b>Total Expenditure</b>		<b>\$22,995.52</b>
<b>Cheque Acc Closing Balance 30 September 2020</b>			<b>\$45,284.08</b>
<b>Other Income</b>	Australia's Golden Outback – cont. to Perth TV Advertising	\$1,500.00	\$1,500.00
<b>Outstanding Payments</b>	Vernon Contracting - September Tourism Officer Services	\$1,263.36	
	Mukinbudin Trading Post – September Postage	\$40.70	
	Australia's Golden Outback – cont. to August 2020 The West Ad and September 2020 Have a Go News Ad.	\$750.00	
	Amanda Sanders – Purchase Images	\$480.00	
	U M Gringer – Purchase Images	\$800.00	
	WIN New South Wales – Ten Play Ads – Our Country Campaign	\$187.00	\$3,521.06
<b>Ending Financial Position at 20 October 2020</b>			<b>\$43,263.02</b>

### Signage Funds Remaining

<b>Total Signage Funds Remaining</b>	<b>\$4,279.56</b>
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#### 4.0 NEWTRAVEL Tourism Officer (0.2FTE) July 2020 – October 2020 Report

Main Activities	Description	Progress/Update
<b>1. NewTravel Administration</b>		
a. Organise, attend and minute NEWTRAVEL meetings. Attending to any correspondence or motions at these meetings.	Organise and attend NEWTRAVEL Meetings	<ul style="list-style-type: none"> <li>Attended July NEWTRAVEL meeting</li> </ul>
b. Undertake governance and financial reporting activities.	Prepare Agendas and Minutes; attend to correspondence and motions as directed.	<ul style="list-style-type: none"> <li>July Meeting Minutes prepared and circulated.</li> <li>October Meeting Agenda prepared and circulated</li> </ul>
	Undertake financial responsibility for NEWTRAVEL including invoicing, paying accounts, preparing and presenting financial reports.	<ul style="list-style-type: none"> <li>Monthly financials completed and accounts paid.</li> </ul>
<b>2. Marketing</b>		
a. Implement the Wheatbelt Way Marketing Plan	Develop, adopt and implement annual marketing plan.	<ul style="list-style-type: none"> <li>Implemented 2020 Marketing Plan Activities.</li> </ul>
b. Support NEWTravel to undertake tourism marketing activities to the benefit of the members.	Promote the Wheatbelt Way through press advertising and any other opportunities as they arise.	<ul style="list-style-type: none"> <li>Wildflower campaign for July - September 2020.</li> <li>Submissions to the "ABC of WA" on ABC radio campaign!</li> <li>Radio Interviews with ABC and Avon Community Interview.</li> <li>TV Interviews with ABC for news and landline segments.</li> </ul>
	Update and distribute Wheatbelt Way Brochures and Booklets.	<ul style="list-style-type: none"> <li>Distributed as required.</li> </ul>
	Arrange for the preparation of promotional packages for individuals, groups, companies and arrange appropriate distribution	<ul style="list-style-type: none"> <li>Numerous assistance provided!</li> </ul>
<b>3. Website and Social Media</b>		
a. Develop and maintain a presence for the Wheatbelt Way on internet and social media.	Maintain the Wheatbelt Way website	<ul style="list-style-type: none"> <li>Website updated continually!</li> <li>Wheatbelt Way Wildflower Guide</li> <li>Wheatbelt Weekends, updated – all towns now completed.</li> </ul>
	Answer all Wheatbelt Way enquiries via the website and respond to requests for merchandise as required.	<ul style="list-style-type: none"> <li><b>1,203</b> Wheatbelt Way enquiries (website, email, socials, chat and phone).</li> </ul>
	Create a Wheatbelt Way Facebook Page and maintain it regularly.	<ul style="list-style-type: none"> <li>Posting and sharing of Wheatbelt Way content as required on Facebook and Instagram during this period.</li> <li>2020 Social Media Content Planner completed and being implemented.</li> <li>Mukinbudin CRC Digital Support Trial organized and implemented.</li> </ul>
<b>4. Stakeholder Communications</b>		
a. Maintain relationships with Central Wheatbelt Visitors Centre and Australia's Golden Outback	Attend Regional Working Group Meetings	<ul style="list-style-type: none"> <li>AGO Whole Region, monthly Zoom meetings.</li> </ul>

b. <i>Communicate with members.</i>	Quarterly Newsletter to Stakeholders	<ul style="list-style-type: none"> <li>Monthly E-news to stakeholders and newsletter subscribers.</li> </ul>
	Provide information and updates as identified.	<ul style="list-style-type: none"> <li>September Long-weekend E-news!</li> <li>Meeting with Leanne Parola as new Shire of Trayning CEO.</li> </ul>
<b>5. Maintenance and Monitoring</b>		
a. <i>Assist in the maintenance of the Wheatbelt Way Infrastructure and monitoring of Tourism across NEWROC</i>	Coordinate and collate tourism data for the region.	<ul style="list-style-type: none"> <li>Nil this quarter as it ends 31 October 2020.</li> </ul>
	Coordinate annual auditing of Wheatbelt Way sites with individual shires and reporting of recommendations back to shires.	<ul style="list-style-type: none"> <li>Liaising with the Shire of Nungarin and DBCA about Eaglestone Rock infrastructure.</li> </ul>
<b>6. Supporting additional activities</b>		
a. <i>Any other duties within the Contractors range of abilities as directed by the Director of Economic Services if time and resources allow.</i>	Assist with planning and conducting tourism initiatives as required (incl. local famils and trade shows).	- Nil
	Carry out research and manage projects as required	<ul style="list-style-type: none"> <li>Curtin University Presentation 12 August.</li> <li>Spoke at the launch of the WA Hiking Strategy in Wongan Hills on 16<sup>th</sup> October 2020.</li> <li>Attended the Tourism WA Deep Dive Wheatbelt Workshop on 21<sup>st</sup> October 2020.</li> </ul>

## 5.1 Wheatbelt Way Visitor Statistics

A reminder that the reporting periods are:

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

If Shires could please submit their complete Excel spreadsheets within the fortnight of the end of each period it would be greatly appreciated.

### Snapshot Report:

The Wheatbelt Way Visitor Statistics Report to 31 October 2020 will be sent out at the end of November.

### Peak Period Review

Before everybody enjoys this next quieter period and as the statistics for this period are not available in time for this NEWTRAVEL Meeting I would like to take the opportunity to have a review discussion from members of how this years peak period went. What were the hits and misses?

Hits (things that worked)	Misses (things that could be improved)
Marketing! Border being closed.	Customer Service Businesses Open

Below are some examples of feedback themes received direct from Visitors for members to consider:

1. Visitor Survey Feedback – Q6 responses to date can be viewed [here](#).
2. Food experiences in the Wheatbelt – can be viewed [here](#).
3. Better Promotion – can be viewed [here](#).
4. Businesses Open – can be viewed [here](#).
5. Nothing Open – can be viewed [here](#).
6. Signage complaint – can be viewed [here](#).

Discussion was held on the feedback and members experiences so far this year. Overall everyone was pleased with the increase in Visitor numbers and are looking forward to improving visitor experiences in 2021. Key points to note were:

- Different type of tourist coming out to the Wheatbelt Way and they were looking for a different experience/expectations than our previous visitors to the region.
- NEWTRAVELs relationship with the Wheatbelt Business Network is really important and can hopefully assist NEWTRAVEL to reinforce the messaging and tourism opportunities .
- The opportunities and challenges our Wheatbelt Way towns face when larger groups visit the region. We are good a being hosts to large groups of visitors (ie On Ya Bike Group) when we have notice, but towns and services cannot cope when unexpected large groups (even informal camping groups of 3-4 families/20 people) just turn up – particularly during peak season.

## 5.2 Social Media and Marketing Report

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

For the period July – October 2020 due to COVID-19 and its impacts and with interstate and international travel restrictions remaining, the NEWTRAVEL region implemented its biggest marketing campaign period to date.

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

Linda and Alyce advised that the biggest barrier to implementing Social Media marketing has been the lack of photography and was disappointed that they were unable to secure a local photographer in 2020 to take photos. Work will begin now to source a local photographer for 2021 and are looking also to collaborate with CWVA and RoeTourism if no suitable NEWTRAVEL local is found.

Many members noted their overall disappointment of the recent AGO photographer visit to the region with the timing being too late to capture the region at its best as well as the subject matter for some of the photos not being overall great (for example day time shots of the Koorda Drive-In).

Leanne Parola shared the success in Coorow of a Photo Competition and how that lead to increasing the amount of content available for social media marketing.

**ACTION – Linda to investigate running a Photo Competition for 2021.**

*Note: To address the lack of suitable images for social media Linda has been offering locals the opportunity for their great shots to be purchased at a price of \$20 per image or \$40 per image for exclusive use of/copyright of the image. If any NEWTRAVEL members are interested or know of any locals that may have some great images please let them know of this opportunity.*

**ACTION – Linda will be sending out an E-newsletter to the subscriber list in late November and is a great opportunity to promote any accommodation package deals that members may have for the summer months (i.e. caravan park and pool deals).**

6.0 General Business

6.1 Signage

BACKGROUND:

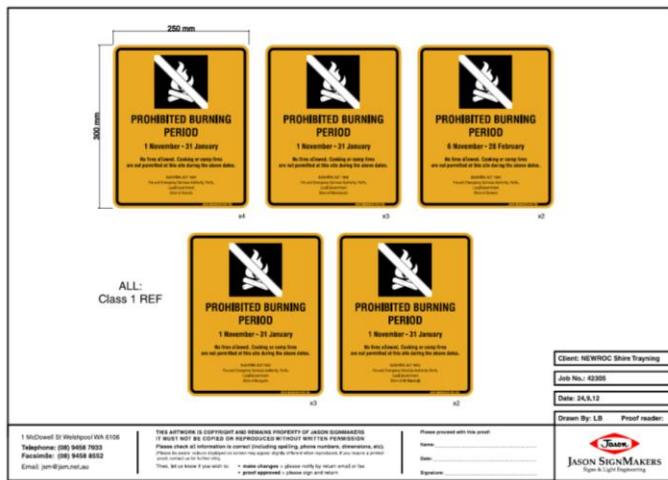
NEWTRAVEL has \$4,279.56 of funds remaining from the signage allocation from the original R4R project investment funds.

COMMENT:

The following signage requests have been received for consideration by members:

1. 5 x CRCs - \$1,125
  - Replacement of Wheatbelt Way Visitor Information Banner Flags @\$225 each
2. Shire of Mt Marshall - \$600 + Campfire and cooking fires prohibited signs  
 Information below provided by Rebecca Watson:
  - *Waddouring Wheatbelt Way Promotional Signage – although Waddouring is not on the Wheatbelt Way Trail at this point, we would still like to promote the wheatbelt way drive trail at the site and in the future work towards including it in the trail as promotional material us updated. We are requesting that NEWTravel provide the two 900mm x 1200mm wheatbelt way promotional signs that are erected at the other WW sites that will promote the trail to anyone visiting the Waddouring site. These signs are around \$300 each so we are asking that WW/NEWTravel cover the cost of approx. \$600. No artwork is required so this is simply to print the signs. As a Shire, we are happy to cover the cost of erecting these signs. The Shire of MM will also be getting two other 900mm x 1200mm signs designed and printed with the history and significance of the Waddouring Dam to be displayed on the rear side of the WW signs.*
  - *Campfire and cooking fires prohibited signs 900 x 600 to be erected at Marshall Rock, Billiburning, Datjoin and Waddouring. I would be keen to have a discussion with the members about what options there are to have something generic across the drive trail, this could potentially be a NEWtravel project to all work together in coming up with a system that allows consistent information being displayed across the region.*

Below is an example of the previous signs NEWTRAVEL has funded and for price indication only a 300x400 sign costs \$51.80 each + GST





3. Shire of Wyalkatchem - \$955.90



- 2 x Welcome to the Wheatbelt Way Signs **\$434.50 each + GST**

**RECOMMENDATION:**

- Direction and approval from members on signage assistance requests.

**ACTION** – Linda to investigate with each CRC as to their preferred Visitor Information Point Signage (Banner or an alternative – perhaps more permanent?).

**ACTION** - Resolved to include Waddouring Dam in the Shire of Mt Marshall on the next re-print of the Wheatbelt Way Map Brochure as a Site of Interest and provide a set of 900mm x 1200mm Wheatbelt Way Drive Trail signs.

The meeting decided that appropriate fire/campfire warning to be the responsibility of member Local Governments and not NEWTRAVEL.

**ACTION** – Jamie Criddle to share the update fire signage for Elachbutting to other members for consider to using at their Rock and Campground sites.

**ACTION** - for NEWTRAVEL to provide 1 x Welcome Sign for the Shire of Wyalkatchem to be erected on the Cunderdin-Wyalkatchem Road.

## 6.2 NEWTRAVEL Reserves, Environment, Firewood Concerns

### **BACKGROUND:**

Over the last few months continue concerns have been raised by various stakeholders around the impact of tourism on the environment in the Wheatbelt Way.

### **COMMENT:**

Specific concerns have been raised in the following areas about the impact of tourism on the Wheatbelt Way environment including:

- Firewood
- Large numbers of free campers and visitors at the many granite rocks
- Impact on wildflowers and wildlife
- Particular sites of that have been noted include Elachbutting Rock, Eaglestone Rock, Baladjie Rock, Beringbooding Rock

I have had initial discussions with DBCA Wheatbelt Regional Operations Manager about this and it is also a concern that they have (not just limited to the NEWTRAVEL region, but Wheatbelt wide) and have been receiving feedback about. We have thought that perhaps there may be a need (or opportunity) to have a DBCA, Tourism, Wheatbelt NRM, Local Government and Community taskforce concept around this and would like to begin initial scoping work on what this may look like and what would it achieve.

### **RECOMMENDATION:**

- Feedback sought from NEWTRAVEL Members.

Discussion held by members present of the concerns:

- That most of the Wheatbelt Way Campgrounds require a further upgrade in infrastructure to address the increase in visitation and better manage the impacts on the environment.
- It has been a chicken and egg situation and the now increased pressure from COVID-19 and Wonder Out Yonder State Marketing campaign has really highlighted the need for Local Government to have more resources available to make these site more accessible and better management processes and arrangements in place.
- Local Governments and communities really need to develop opportunities for firewood to be available for sale in towns for visitors to buy (before the 2021 camping season) and NEWTRAVEL can support with the messaging to visitors about not collecting and burning the firewood at the campgrounds.

## 6.3 NEWTRAVEL Forward Plan – Develop a Visiting Friends and Relatives Program – **October Review**

### **BACKGROUND:**

In July 2019 NEWTRAVEL endorsed the [Forward Plan document](#). The October 2019 actioned a sub-committee meet to brainstorm on ideas for “Develop a ‘visit friends and relatives and local community program as a community pride, buy local and value of tourism campaign”. (#MYWHEATBELT, Deals and Promos). The purpose of this is to activate local groups and residents to be tourism ambassadors for our region. It has been identified that no-one’s budgets or resources are getting bigger anytime soon and that by activating locals, we can make them an extension of our marketing team.

### **COMMENT:**

The sub-committee consisting of Tony Clarke, Nola Comerford-Smith and Rebecca Watson met to brainstorm possible ideas. The following concepts were formulated with the concept of how to better tell our brand story:

#### **1. Develop and promote the hashtag #MYWHEATBELT**

Aim – to increase awareness of the Wheatbelt Way and Wheatbelt as a tourism destination.

Activity – use the #mywheatbelt hashtag on social media to increase users and followers by locals and give them a better way to connect and interact with the Wheatbelt Way brand.

Cost – low cost.

**Update – started October 2020, require each member to provide three key images to Linda and Alyce to use in this campaign to [linda@wheatbeltway.com.au](mailto:linda@wheatbeltway.com.au)**

#### **2. NEWTRAVEL Community Event Marketing**

Aim – increase community buy in to assist in marketing the region as well as increase attendance at local events.

Activity - Develop a stakeholder marketing checklist/Cheat-Sheet for community groups to assisting them to better market their events in exchange for including the Wheatbelt Way branding being included and utilising NEWTRAVEL marketing channels to assist in promoting the event.

Cost – low cost, could consider allocating \$100-\$500 per event towards assisting the specific event marketing (i.e. paid marketing through Wheatbelt Way Facebook advertising or other arrangements).

**Update – 2020-2021 Budget consideration, no action taken this period.**

#### **3. Wheatbelt Way Local Tourism Ambassadors**

Aim – leverage locals as they are trusted local voices to promote the Wheatbelt Way through short videos on Social Media saying what they love about the region.

Activity – identify trusted locals (or an ex-local who now has a high profile) and film short 15-30 second videos. Use these in future social media marketing. Discussed possibility of one overarching video and then 9 local videos, idea of partnering with WAM for local music support.

Cost - \$5000 - \$10,000 for video production services.

**Update – no action taken on this activity. Was interesting to note that at the Tourism WA Deep Dive Workshop that they were also asking about this.**

#### **4. Wheatbelt Way Mascot**

Aim- easily recognisable, colourful, and usually cute person/animal that can be used to promote the Wheatbelt Way region and be a talking point.

Activity – identify an appropriate mascot (echidna?) and use in most marketing. Can pop up on Social Media (Social Media Frame Filters?), can make a costume so that the mascot attends events in the Wheatbelt Way?

Cost – graphic design and costume purchase?

**Update – 2020-2021 Budget consideration, no action on this in this period.**

#### **5. Wheatbelt Way Attraction and Museum Support**

Aim – to increase visitation to Wheatbelt Way Attractions and Museums by locals when hosting visiting friends and family.

Activity – locals (address on Driver’s license and local defined as from a residential address in the Wheatbelt Way) get free entry to Wheatbelt Way attractions and museums if they bring along visiting friends and family. Could eventuate into a passbook type initiative later and expand. Seek support of business-like Bendigo Bank with this type of initiative (whereby they would pick up the entry cost for locals to those museums). NEWTRAVEL to undertake marketing of this initiative. Attractions/Museums to collect better data of visitors.

Cost- \$500-\$2000 for purchase of Pull up Banners at Attractions/Museums promoting the program and potential to seek sponsorship to cover local entry fees.

**Update – no action taken on this activity again this period.**

#### **Other ideas:**

- **Mt Marshall \$10 Voucher Accommodation Program**

Document this as a case study and promote/encourage other Local Governments to consider trialing this type of initiative for July – October 2020 to increase business support and economic development in their communities.

- **Accommodation Bookings**

Provide more information about the Wheatbelt Way and region when visitors make accommodation bookings. For example, when visitors make an online booking can a link then be sent when sending the confirmation booking with details about the Wheatbelt Way and other local attractions or offers.

- **Engaging Better with the Business Community**

NEWTRAVEL needs our local businesses to be better local tourism ambassadors. Opportunity for NEWTRAVEL member delegates to hold local briefings back in their communities.

**Update - Addressed in Business Arising, will develop in next quarter.**

#### **RECOMMENDATION:**

For members information and any feedback.

## 7. Reports

### 7.1 Member Reports

*Opportunity for members to provide meeting with an update or exchange on key tourism related activities and initiatives. A quick verbal report was presented by member delegates. Please get in touch with Linda or the member if you would like further information.*

#### Nungarin

- The Nungarin Harvest Festival weekend was successful with the Mangowine Concert having just under 1000 people in attendance (a record for this event).
- The CRC held a 1-day Wildflower Tour in September which was well supported by locals and a few visitors.
- David Carlson was contracted to produce a short Nungarin Marketing video which uses mainly drone imagery and has been well received.

#### Trayning

- A stand-alone toilet block will be built at the Trayning Caravan Park.
- The Trayning Hotel will soon be opening a section of the Hotel as a café to operate during the day and address this need for both locals and visitors in the community.
- Looking into short-term accommodation options for the town to be either located at the Caravan Park or the Trayning Hotel.

#### Dowerin

- 337 Guests stayed at the Short Stay Accommodation September and approximately 114 visitors at the Minnivale Campground.
- Shire of Dowerin are focusing on the Main Street improvements including the installation of Rosey the “new” Tin Dog as a part of the Pioneers’ Pathway Project
- Looking to develop more Drive-Thru Caravan Bay sites and a Caretakers Cottage at the Dowerin Short-Stay Accommodation.
- Planning underway for a ‘Bring the Rain’ event in March and have a Caravan Club Rally coming for the March long-weekend.

#### Koorda

- New entry signs and new tag line “Drive-In, Stay A While”
- New owners at the Koorda Hotel
- Will be focusing upgrades at the Koorda Caravan Park with a new Ablution Block and the Yalabee Units (Short-Stay Accommodation) will be demolished and replaced with new units over the next 12 months.
- The Shire of Koorda and CBH partnership for developing accommodation for both CBH and visitors at the Koorda Caravan Park for a 20-bed accommodation development.

#### Westonia

- The Caravan Park has had a 17% increase in income over this last period.
- Will be installing new caravan bays.

- Over 100% increase in visitors to the Hood-Penn Museum July – October 2020.
- Shire of Westonia implemented a Wessy COVID \$\$ promotion whereby ratepayers received 5 x \$10 vouchers that could only be spent at local businesses. Had a 76% uptake in vouchers and the promotion cost \$15,000 and every business received a WBN membership for 12 months.
- The composting toilet upgraded to a flushing toilet in September at Elachbutting Rock, but disappointingly it was block within 12hrs of commissioning due to a cassette being emptied into it.

### **Mukinbudin**

- The management of the Mukinbudin Hotel is changing hands
- Set up additional/overflow camping areas to address the increase in visitors
- On Ya Bike Tiny Towns Tour was a success in Mukinbudin with it being a two day stop, Bus Tours to the rocks were arranged on the rest day.
- Live Music events were organized on a Friday night at the Mukinbudin Caravan Park during September and were being well received by visitors.
- The Mukinbudin Art Exhibition was held over a week in the School holidays and was well attended.
- The Mukinbudin Caravan Park now has three 3x1 houses available for short-term stays.

### **Mt Marshall**

- The Beacon Wildflower Tours were a huge success with the majority fully booked out.
- Lake McDermott has now a shade structure and fire pits
- Bencubbin Sports Club is now providing evening meals every day of the week.
- The On Ya Bike Tour was very successful and a great boost of funds to many clubs and community groups.
- Waddouring Reserve development towards a tourist site is continuing to progress.
- This year has been the first time that the number of powered sites available has become an issue for the Bencubbin Caravan Park – looking into addressing this issue.
- Exploring how to better document the economic benefit of the Mt Marshall \$10 voucher program.

## **7.0 Other Business**

- **Tourism WA and Local Government** – November Workshop – invite only been sent to Shire Presidents and CEOs. **Wednesday 18 November 2020 from 9am - 4pm in Perth**, we'd love for you to considering attending in person, **or via live stream**. See further information sent out with the minutes.
- **Regional Events Funding** - is now open and NEWTRAVEL is happy to provide members letters of support or any assistance if required.





**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		Bank	Type
EFT754	13/10/2020	Boya Equipment	Purchase of New 2.5T Mini Excavator	58300.00	MUNI	EFT	1	CSH
EFT755	13/10/2020	ATO Small Business Super Clearing House	Superannuation contributions	13360.15	MUNI	EFT	1	CSH
EFT756	15/10/2020	Perfect Computer Solutions Pty Ltd	IT Services	170.00	MUNI	EFT	1	CSH
EFT757	15/10/2020	Garn Nominees Pty Ltd	Hire of Grader for Road Maintenance	32392.80	MUNI	EFT	1	CSH
EFT758	15/10/2020	Urban & Rural Valuations	Ground lease hanger valuation	1200.00	MUNI	EFT	1	CSH
EFT759	15/10/2020	Ancor Electrical	Electrical Services - Rec Centre additional power points	776.60	MUNI	EFT	1	CSH
EFT760	15/10/2020	R & A Lovegrove	Verti Cut Oval	5390.00	MUNI	EFT	1	CSH
EFT761	15/10/2020	Australia Post	Postage September 2020	433.38	MUNI	EFT	1	CSH
EFT762	15/10/2020	Avon Waste	Rubbish and Recycling Services - September 2020	4372.84	MUNI	EFT	1	CSH
EFT763	15/10/2020	Cannon Hygiene Australia Pty Ltd	New saintary waste bin collection - Terminal Building	47.82	MUNI	EFT	1	CSH
EFT764	15/10/2020	Central Second Hand	Supply 2 x New double beds & Mattresses for the Railway Barracks	1500.00	MUNI	EFT	1	CSH
EFT765	15/10/2020	TOLL Australia	Freight from Creative Spaces	24.36	MUNI	EFT	1	CSH
EFT766	15/10/2020	D & D Transport	Freight from Cutting Edges	85.11	MUNI	EFT	1	CSH
EFT767	15/10/2020	DFES	Shire Property - ESL 2020/21	2241.84	MUNI	EFT	1	CSH
EFT768	15/10/2020	Dowerin Community Resource Centre	Advertising of Customer Service & Records Officer and Tender	60.00	MUNI	EFT	1	CSH
EFT769	15/10/2020	Dunnings	6000L diesel	8728.16	MUNI	EFT	1	CSH
EFT770	15/10/2020	Integral Fire Protection	6 Monthly fire equipment service	2786.84	MUNI	EFT	1	CSH
EFT771	15/10/2020	ITVISION	SAAS Monthly Fee - September 2020	5316.66	MUNI	EFT	1	CSH
EFT772	15/10/2020	Kleenheat Gas	Yearly facility fees 210kg & 190kg gas cylinders	598.40	MUNI	EFT	1	CSH
EFT773	15/10/2020	Landgate	SLIP Subscription Services	2505.90	MUNI	EFT	1	CSH
EFT774	15/10/2020	Lock Stock & Farrell Locksmith	1 door handle set for recreation centre	162.30	MUNI	EFT	1	CSH
EFT775	15/10/2020	Marketforce	Adverisement for CEO position in West Australian Sat 5 September 2020	5507.35	MUNI	EFT	1	CSH
EFT776	15/10/2020	NEWROC	NEWROC membership and Business cases	14300.00	MUNI	EFT	1	CSH
EFT777	15/10/2020	Sussan Ogle	Acting CEO accommodation - 14/09/20 to 18/09/20 and 21/09/20 to 25/09/20	800.00	MUNI	EFT	1	CSH
EFT778	15/10/2020	Pet Tags Australia	Registration tags with an expiry 31/10/2023	298.95	MUNI	EFT	1	CSH
EFT779	15/10/2020	Petchell Mechanical	Service of Ammann Roller	2372.67	MUNI	EFT	1	CSH
EFT780	15/10/2020	Shire of Trayning	Advertising Customer Service and Records Officer	20.00	MUNI	EFT	1	CSH
EFT781	15/10/2020	T & E Services Pty Ltd	Medical Services - October 2020	14259.70	MUNI	EFT	1	CSH
EFT782	15/10/2020	Wheatbelt Office & Business Machines	Black/White and Colour Copies - 04/09/20 to 02/10/20	376.25	MUNI	EFT	1	CSH
EFT783	15/10/2020	Winc Australia Pty Ltd	Stationery	127.12	MUNI	EFT	1	CSH
EFT784	15/10/2020	Wyalkatchem Tyre Service	Air Pressure Gauge	200.00	MUNI	EFT	1	CSH



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Ref No.	Date	Name	Description	Amount	Bank		Bank	Type
EFT785	15/10/2020	Wyalkatchem Weekly	Wylie Weekly 10/07/20, 24/07/20, 4/09/20, and 18/09/20	386.00	MUNI	EFT	1	CSH
EFT786	19/10/2020	Wyalkatchem General Store	Refreshments and general items	975.04	MUNI	EFT	1	CSH
EFT787	22/10/2020	Department Of Biodiversity, Conservation and Attractions	50% of cost for pumping out enviro loo at Korrelocking Reserve	254.38	MUNI	EFT	1	CSH
EFT788	22/10/2020	KTY Electrical Services	Service, Supply & Replace Split System/Evaporative/Ducted air conditioners	11000.00	MUNI	EFT	1	CSH
EFT789	22/10/2020	Australian Taxation Office	BAS Payment - September 2020	10312.00	MUNI	EFT	1	CSH
EFT790	22/10/2020	BOC Gases	Container Service Charges 29/08/20 to 27/09/20	60.75	MUNI	EFT	1	CSH
EFT791	22/10/2020	Burgess Rawson	Water usage 07/08/20 to 07/10/20 - CBH Museum and Public Toilets	254.75	MUNI	EFT	1	CSH
EFT792	22/10/2020	Cannon Hygiene Australia Pty Ltd	Sanitary, Nappy, and Sharps disposal bin monthly/bimonthly service 2020/21	2181.72	MUNI	EFT	1	CSH
EFT793	22/10/2020	TOLL Australia	Freight of Breathalyser for recalibration	21.68	MUNI	EFT	1	CSH
EFT794	22/10/2020	Wyalkatchem Electrical and Air conditioning Services	Progress Payment 3 - Supply and installation of Courts and Bowling rink lighting	37907.10	MUNI	EFT	1	CSH
EFT795	22/10/2020	ITVISION	SAAS Monthly Fee - October 2020	5316.66	MUNI	EFT	1	CSH
EFT796	22/10/2020	Koorda Community Resource Centre	Narkal Notes Advertising - Customer Service & Records Officer and Vehicle Sale Tender	50.00	MUNI	EFT	1	CSH
EFT797	22/10/2020	Nutrien Ag Solutions Ltd	Ultramax 20L	300.52	MUNI	EFT	1	CSH
EFT798	22/10/2020	LGIS Liability	LGIS Property Insurance 2020/2021	41662.80	MUNI	EFT	1	CSH
EFT799	22/10/2020	Sussan Ogle	Acting CEO accommodation - 29/09/20 to 02/10/20 and 05/10/20 to 09/10/20	700.00	MUNI	EFT	1	CSH
EFT800	22/10/2020	Winc Australia Pty Ltd	Stationery and IT equipment	581.42	MUNI	EFT	1	CSH
EFT801	22/10/2020	Wyalkatchem Hotel	Refreshments for Council meeting.	165.00	MUNI	EFT	1	CSH
EFT802	22/10/2020	Wyalkatchem Spraying Service	Spraying White Dam Catchment Area	640.00	MUNI	EFT	1	CSH
EFT803	22/10/2020	Wyalkatchem Tyre Service	Supply and fit Bridgestone VKT17.5R25, 25 O ring	2075.00	MUNI	EFT	1	CSH
EFT804	29/10/2020	Landmark - Quade Agriservices	Shuttle for water storage at Korrelocking Reserve toilets	22.00	MUNI	EFT	1	CSH
EFT805	29/10/2020	K. E. Myers	Supply & Install Super 66 fence for 53 Piesse Street.	3698.00	MUNI	EFT	1	CSH
EFT806	29/10/2020	Navsdron Pty Ltd	Financial Consultant - Interim Progress Payment	24200.00	MUNI	EFT	1	CSH
EFT807	29/10/2020	Keith Mills	Reimbursement for chainsaw tools and oils	93.92	MUNI	EFT	1	CSH
EFT808	29/10/2020	Department of Mines, Industry Regulation and Safety	BSL October 2020	56.65	MUNI	EFT	1	CSH
EFT809	29/10/2020	Glen John Metcalfe	Bond refund	215.00	MUNI	EFT	1	CSH
EFT810	29/10/2020	Tania Eileen Ratima	Refund of hall hire fees	137.50	MUNI	EFT	1	CSH
EFT811	29/10/2020	Avon Waste	Weekly rubbish collection and Recycling collection - August 2020	5202.28	MUNI	EFT	1	CSH

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EFT812	29/10/2020	D & D Transport	Freight from Sunny Signs	51.15	MUNI	EFT	1	CSH
EFT813	29/10/2020	Wyalkatchem Electrical and Air conditioning Services	Relocate Security Door, Push Button & Locking Mechanism @ Medical Centre.	594.00	MUNI	EFT	1	CSH
EFT814	29/10/2020	Envirapest Pty Ltd	Repairs to valdalised pest control for termites.	1750.00	MUNI	EFT	1	CSH
EFT815	29/10/2020	Local Government Professionals WA	LG Professionals Annual Conference Nov 5th & 6th 2020	1005.00	MUNI	EFT	1	CSH
EFT816	29/10/2020	WA Contract Ranger Services	Ranger Services 30/09/20, 08/10/20, and 15/10/20	981.75	MUNI	EFT	1	CSH
EFT817	29/10/2020	WCS Concrete Pty Ltd	Supply and delivery of concrete for new courts	3853.52	MUNI	EFT	1	CSH
EFT818	29/10/2020	Webarena	Website hosting 16/11/20 - 15/02/21	132.00	MUNI	EFT	1	CSH
EFT819	29/10/2020	Winc Australia Pty Ltd	Stationery for filling and Cleaning products	1068.10	MUNI	EFT	1	CSH
DD1228.1	01/10/2020	Westnet	Email Hosting 19/07/20 to 19/08/20	98.97	MUNI	DD	1	CSH
DD1228.2	01/10/2020	Crisp Wireless	Internet	625.90	MUNI	DD	1	CSH
DD1231.1	05/10/2020	Synergy	Electricity Charge - Town Hall	5696.54	MUNI	DD	1	CSH
DD1233.1	05/10/2020	NAB	Credit Card fees - September 2020	580.20	MUNI	DD	1	CSH
DD1235.1	06/10/2020	Synergy	Electricity Charges - Rec Centre	580.28	MUNI	DD	1	CSH
DD1250.1	12/10/2020	Water Corporation.	Water Charges - Farm at Goldfields Rd	106.51	MUNI	DD	1	CSH
DD1250.2	12/10/2020	Telstra	Phone Charges	422.10	MUNI	DD	1	CSH
DD1250.3	12/10/2020	Synergy	Electricity Charges - Barracks	521.30	MUNI	DD	1	CSH
DD1252.1	13/10/2020	Water Corporation.	Water Charges - Terminal Building	68.43	MUNI	DD	1	CSH
DD1254.1	19/10/2020	Foxtel	Foxtel - 57 Flint St	154.00	MUNI	DD	1	CSH
DD1258.1	21/10/2020	BP Australia Pty Ltd	Fuel Cards - September 2020	141.78	MUNI	DD	1	CSH
DD1258.2	21/10/2020	Telstra	Phone Charges - Mobile	116.60	MUNI	DD	1	CSH
DD1262.1	22/10/2020	Synergy	Electricity Charge - Top Depot	107.28	MUNI	DD	1	CSH
DD1264.1	23/10/2020	Synergy	Electricity charges - Street Lights	2562.86	MUNI	DD	1	CSH

**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	
DD1267.1	26/10/2020	Water Corporation.	Water Charges - 43 Wilson St	3755.56	MUNI	DD
DD1271.1	29/10/2020	Water Corporation.	Water Charges - Bottom Depot	2052.10	MUNI	DD
DD1273.1	30/10/2020	Fuji Xerox	Photocopier Lease - 23/10/20 to 22/11/20	317.02	MUNI	DD
DD1273.2	30/10/2020	Water Corporation.	Water Charges - Swimming Pool	7991.93	MUNI	DD
JNL	13/10/2020	Payroll	Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	26960.17	MUNI	JNL
JNL	27/10/2020	Payroll	Payroll Direct Debit Of Net Pays Payroll Direct Debit Of Net Pays	27352.65	MUNI	JNL

Bank	Type
1	CSH
1	CSH
1	CSH
1	CSH
1	CSH
1	CSH

**\$416,833.07**

<b>MUNICIPAL ACCOUNT PAYMENTS</b>	<b>\$416,833.07</b>
<b>TRUST ACCOUNT PAYMENTS</b>	<b>\$ -</b>
	<b><u>\$416,833.07</u></b>



Statement for

**NAB Business Visa**

NAB Commercial Cards Centre - GPO Box 9992 Melbourne Victoria 3001

Tel 1300 498 594 8am - 8pm AEST &amp; AEDT Monday to Friday, 9am - 6pm AEST &amp; AEDT Saturday and Sunday

Fax 1300 363 658

Lost &amp; Stolen cards: 1800 033 103 (24 hours within Australia only)



WYALKATCHEM SHIRE  
27 FLINT STREET  
WYALKATCHEM WA 6485

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

**Your Account Summary**

Balance from previous statement	\$1,320.84 DR
Payments and other credits	\$1,320.84 CR
Purchases, cash advances and other debits	\$562.20 DR
Interest and other charges	\$18.00 DR
<b>Closing Balance</b>	<b>\$580.20 DR</b>

**YOUR DIRECT DEBIT PAYMENT OF \$580.20 WILL BE  
CHARGED TO ACCOUNT 000086977- 000050838313 ON  
05/10/2020 AS PER OUR AGREEMENT.**

272/21/01/M03395/S009978/0119955

see reverse for transaction details

## Transaction record for: Billing account

Date	Amount A\$	Details	Reference
3 Sep 2020	\$1,320.84 CR	DIRECT DEBIT PAYMENT	74557040246
<b>Total for this Period:</b>	<b>\$1,320.84 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



Billers 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	\$562.20	\$9.00	\$571.20
4557-0498-0000-4281	BILLING ACCOUNT	\$0	\$1,320.84 CR	\$0.00	\$0.00	\$1,320.84 CR
			\$1,320.84 CR	\$562.20 DR	\$18.00 DR	\$740.64 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 August 2020 to 28 September 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 Sep 2020	\$9.00	CARD FEE					74557040272
<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: \_\_\_\_\_

3/11/2020

272/21/01/M03395/S009979/1019957



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 August 2020 to 28 September 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
1 Sep 2020	\$88.97	DOWERIN ROADHOUSE DOWERIN	Fuel for Wylce				74564720244
8 Sep 2020	\$106.00	RAC MEMBERSHIP WEST PERTH	bus breakdown cover.				74564720251
23 Sep 2020	\$83.00	PAYPAL *ALCOLIMITBR 4029357733	Breathalyser				74245370266
23 Sep 2020	\$182.00	INTERFLORA FLOWERS W PRAHRAN	Julie Hodges				74940520266
25 Sep 2020	\$39.38	GM CABS PTY LTD MASCOT	Burswood Convention Centre				74564500268
28 Sep 2020	\$38.85	GM CABS PTY LTD MASCOT	" "				74564500269
28 Sep 2020	\$24.00	CROWN PERTH LOBBY LOUN BURSWOOD	" "				74940520269
28 Sep 2020	\$9.00	CARD FEE					74557040272
<b>Total for this period</b>	<b>\$571.20</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: \_\_\_\_\_

3/11/2020



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

DATE	PAYEE	DESCRIPTION	AMOUNT
CARD NUMBER 4557-XXXX-XXXX-1662			
1/09/2020	Dowerin Roadhouse	Fuel 28/08/2020 - CEO Vehicle	\$ 88.97
8/09/2020	RAC Membership	Community Bus BusinessWise - Roadside Assistance 2020/21	\$ 106.00
23/09/2020	Paypal - Alcolimit breathalyser	Recalibration of Breathalyser	\$ 83.00
23/09/2020	Interflora Flowers	Get well soon gift for Julie Hodges	\$ 182.00
25/09/2020	GM Cabs Pty Ltd	Taxi to NEWROC Dinner	\$ 39.38
28/09/2020	GM Cabs Pty Ltd	Taxi from NEWROC Dinner	\$ 38.85
28/09/2020	Crown Perth Lobby Lounge	Refreshments at NEWROC Dinner	\$ 24.00
28/09/2020	NAB	Card fee	\$ 9.00
<b>TOTAL CREDIT CARD PAYMENTS</b>			<b>\$ 571.20</b>

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

- 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  
NAB BUSINESS VISA  
PAYMENTS OF ACCOUNTS BY CREDIT CARD  
FOR THE STATEMENT PERIOD: 29 AUGUST TO 28 SEPTEMBER 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

3/11/2020





**SHIRE OF WYALKATCHEM**

**MONTHLY FINANCIAL REPORT  
(Containing the Statement of Financial Activity)  
FOR THE PERIOD ENDED 31 OCTOBER 2020**

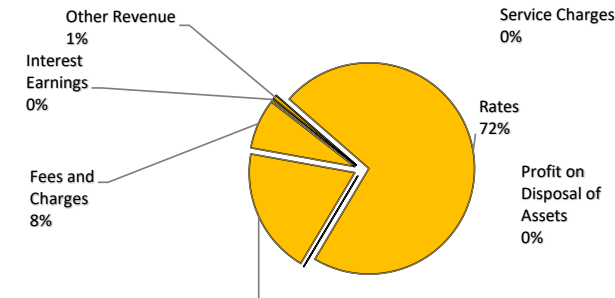
**LOCAL GOVERNMENT ACT 1995  
LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996**

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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
Note 2 Explanation of Material Variances	6
Index to Notes for Information	7

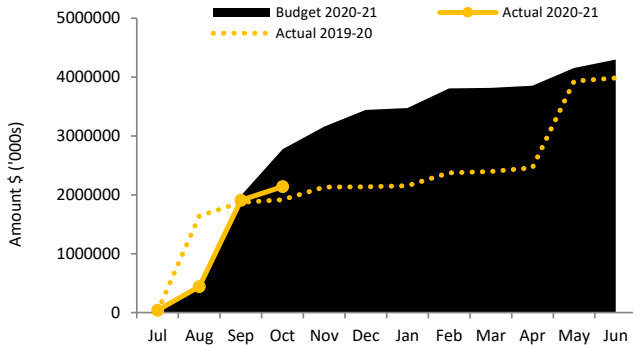
OPERATING ACTIVITIES

OPERATING REVENUE

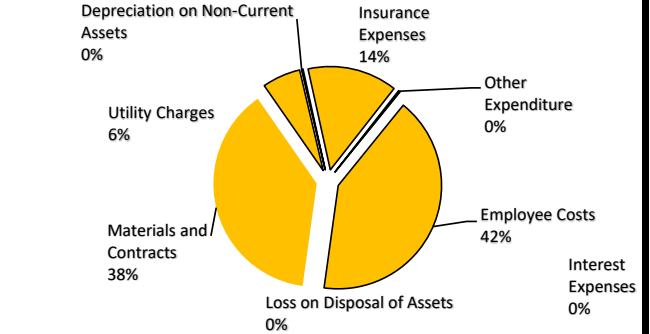


Operating Grants, Subsidies and Contributions  
19%

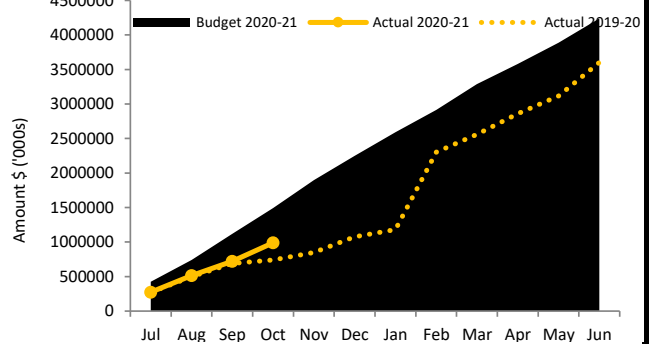
Budget Operating Revenues -v- Actual



OPERATING EXPENSES

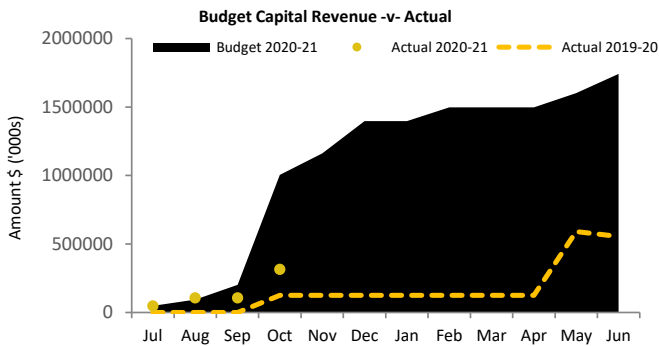


Budget Operating Expenses -v-YTD Actual

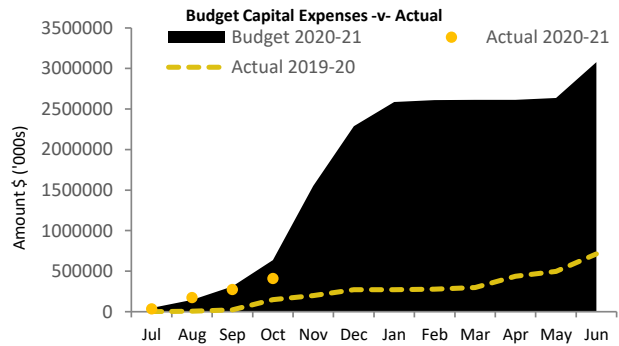


INVESTING ACTIVITIES

CAPITAL REVENUE



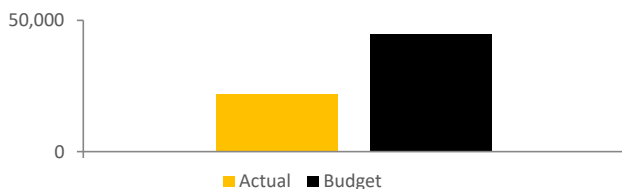
CAPITAL EXPENSES



FINANCING ACTIVITIES

BORROWINGS

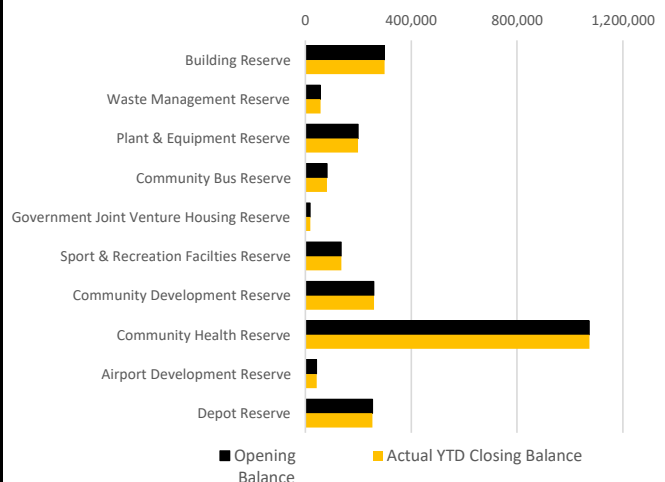
Principal Repayments



Principal Outstanding



RESERVES



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

**STATEMENT OF FINANCIAL ACTIVITY**

**BY PROGRAM**

**FOR THE PERIOD ENDED 31 OCTOBER 2020**

		REG 34(1)(a)		REG 34(1)(b)	REG 34(1)(c)	REG 34(1)(d)	REG 34(1)(d)	
	Ref Note	Adopted Budget	Revised Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
		\$	\$	\$	\$	\$	%	
<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	1,310,147	<b>1,316,033</b>	5,886	0.45%	
General purpose funding - other		757,891	757,891	187,123	<b>192,258</b>	5,135	2.74%	
Law, order and public safety		25,681	25,681	15,590	<b>7,866</b>	(7,725)	(49.55%)	
Health		62,146	62,146	0	<b>18,358</b>	18,358	0.00%	▲
Housing		67,400	67,400	22,464	<b>26,612</b>	4,148	18.46%	
Community amenities		111,829	111,829	105,604	<b>103,801</b>	(1,803)	(1.71%)	
Recreation and culture		15,100	15,100	318	<b>130</b>	(188)	(59.05%)	
Transport		129,210	129,210	112,610	<b>110,610</b>	(2,000)	(1.78%)	
Economic services		21,800	21,800	7,260	<b>15,091</b>	7,831	107.87%	
Other property and services		45,225	55,025	12,332	<b>32,946</b>	20,614	167.16%	▲
		<b>2,546,484</b>	<b>2,556,284</b>	<b>1,773,448</b>	<b>1,823,704</b>	50,256		
<b>Expenditure from operating activities</b>								
Governance		(597,829)	(597,829)	(171,387)	<b>(159,337)</b>	12,050	7.03%	
General purpose funding		(91,511)	(91,511)	(27,252)	<b>(30,182)</b>	(2,930)	(10.75%)	
Law, order and public safety		(94,735)	(94,735)	(44,067)	<b>(38,931)</b>	5,136	11.65%	
Health		(266,822)	(266,822)	(84,202)	<b>(75,681)</b>	8,521	10.12%	
Education and welfare		(54,910)	(54,910)	(31,628)	<b>(24,120)</b>	7,508	23.74%	
Housing		(188,415)	(188,415)	(70,407)	<b>(44,377)</b>	26,030	36.97%	▲
Community amenities		(190,509)	(190,509)	(61,990)	<b>(55,517)</b>	6,473	10.44%	
Recreation and culture		(941,238)	(941,238)	(307,510)	<b>(164,173)</b>	143,337	46.61%	▲
Transport		(1,510,650)	(1,510,650)	(515,674)	<b>(308,060)</b>	207,614	40.26%	▲
Economic services		(255,335)	(255,335)	(95,393)	<b>(83,483)</b>	11,910	12.49%	▲
Other property and services		(47,155)	(47,155)	(83,492)	<b>(5,291)</b>	78,201	93.66%	▲
		<b>(4,239,109)</b>	<b>(4,239,109)</b>	<b>(1,493,002)</b>	<b>(989,151)</b>	503,851		
Less: Profit on asset disposals	6	(25,225)	(35,025)	(2,000)	<b>0</b>	2,000	(100.00%)	
Add: Loss on disposal of assets	6	9,883	9,883	0	<b>0</b>	0	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	459,516	<b>0</b>	(459,516)	(100.00%)	▼
<b>Amount attributable to operating activities</b>		<b>(329,289)</b>	<b>(329,289)</b>	<b>737,962</b>	<b>833,946</b>	<b>96,591</b>		
<b>Investing Activities</b>								
Proceeds from non-operating grants, subsidies and contributions	7	1,741,818	1,741,818	1,004,487	<b>315,578</b>	(688,909)	(68.58%)	▼
Less UnSpent Non-Operating Grants (Contract Liabilities)	7	0	0	0	<b>(156,295)</b>	(156,295)	0.00%	
<b>Net Non-Operating Grants</b>	7	<b>1,741,818</b>	<b>1,741,818</b>	<b>1,004,487</b>	<b>159,283</b>	(845,204)	(84.14%)	
Proceeds from disposal of assets	6	107,000	107,000	0	<b>0</b>	0	0.00%	
Payments for property, plant and equipment and infrastructure	5	(3,078,451)	(3,078,451)	(635,733)	<b>(410,759)</b>	224,974	35.39%	▲
<b>Amount attributable to investing activities</b>		<b>(1,229,633)</b>	<b>(1,229,633)</b>	<b>368,754</b>	<b>(251,476)</b>	(620,230)		
<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>2,825,829</b>	<b>2,354,418</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 31 OCTOBER 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	1,310,147	<b>1,316,033</b>	5,886	0.45%		
Operating grants, subsidies and contributions	8	1,005,669	1,005,669	325,279	<b>351,748</b>	26,469	8.14%		
Fees and charges		172,479	172,479	127,466	<b>139,455</b>	11,989	9.41%		
Interest earnings		20,490	20,490	4,540	<b>5,944</b>	1,404	30.93%		
Other revenue		4,050	4,050	4,016	<b>10,525</b>	6,509	162.07%		
Profit on disposal of assets	6	25,225	35,025	2,000	<b>0</b>	(2,000)	(100.00%)		
		<b>2,546,484</b>	<b>2,556,284</b>	<b>1,773,448</b>	<b>1,823,704</b>	50,256			
<b>Expenditure from operating activities</b>									
Employee costs		(1,152,935)	(1,152,935)	(388,715)	<b>(409,104)</b>	(20,389)	(5.25%)		
Materials and contracts		(1,315,236)	(1,315,236)	(423,555)	<b>(377,304)</b>	46,251	10.92%	▲	
Utility charges		(184,590)	(184,590)	(60,074)	<b>(59,306)</b>	768	1.28%		
Depreciation on non-current assets		(1,378,678)	(1,378,678)	(459,516)	<b>0</b>	459,516	100.00%	▲	
Interest expenses		(10,707)	(10,707)	(5,656)	<b>(2,068)</b>	3,588	63.44%		
Insurance expenses		(142,702)	(142,702)	(142,702)	<b>(138,798)</b>	3,904	2.74%		
Other expenditure		(44,378)	(44,378)	(12,784)	<b>(2,572)</b>	10,212	79.88%	▲	
Loss on disposal of assets	6	(9,883)	(9,883)	0	<b>0</b>	0	0.00%		
		<b>(4,239,109)</b>	<b>(4,239,109)</b>	<b>(1,493,002)</b>	<b>(989,151)</b>	503,851			
<b>Non-cash amounts excluded from operating activities</b>									
Less: Profit on asset disposals	6	(25,225)	(35,025)	(2,000)	<b>0</b>	2,000	(100.00%)		
Add: Loss on disposal of assets	6	9,883	9,883	0	<b>0</b>	0	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	459,516	<b>0</b>	(459,516)	(100.00%)	▼	
<b>Amount attributable to operating activities</b>		<b>(329,289)</b>	<b>(329,289)</b>	<b>737,962</b>	<b>833,946</b>	96,591			
<b>Investing activities</b>									
Proceeds from non-operating grants, subsidies and contributions	7	1,741,818	1,741,818	1,004,487	<b>315,578</b>	(688,909)	(68.58%)	▼	
Less UnSpent Non-Operating Grants (Contract Liabilities)	7	0	0	0	<b>(156,295)</b>				
<b>Net Non-Operating Grants</b>	7	<b>1,741,818</b>	<b>1,741,818</b>	<b>1,004,487</b>	<b>159,283</b>				
Proceeds from disposal of assets	6	107,000	107,000	0	<b>0</b>	0	0.00%		
Payments for property, plant and equipment and infrastructure	5	(3,078,451)	(3,078,451)	(635,733)	<b>(410,759)</b>	224,974	35.39%	▲	
<b>Amount attributable to investing activities</b>		<b>(1,229,633)</b>	<b>(1,229,633)</b>	<b>368,754</b>	<b>(251,476)</b>	(620,230)			
<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>2,825,829</b>	<b>2,354,418</b>	(471,411)			

**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 30/09/2020	YTD Actual (b) 31/10/2020
		\$	\$	\$	\$	\$
<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	1,432,173	1,882,400
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	1,302,507	439,666
Receivables	10	88,284	101,995	88,284	56,327	311,266
Inventories		3,626	3,626	3,626	5,504	181
<b>Total Current assets</b>		<b>4,471,519</b>	<b>4,460,000</b>	<b>4,454,775</b>	<b>5,218,921</b>	<b>5,055,923</b>
<b>Less: Current liabilities</b>						
Payables		(140,232)	(134,821)	(140,232)	(46,261)	(56,558)
Contract liabilities	7	(48,587)	(48,587)	(48,587)	0	(156,295)
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>(187,181)</b>	<b>(353,775)</b>
<b>Net Currents Assets</b>		<b>4,119,680</b>	<b>4,113,572</b>	<b>4,102,937</b>	<b>5,031,740</b>	<b>4,702,148</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	156,295
Add: Movement in Contract Liabilities		0	0	0	0	(107,708)
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>2,639,071</b>	<b>2,354,418</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>				
Health	18,358	0.00%	▲ Timing	Budget timing for recoup of medical expenses from Shire Koorda
Other property and services	20,614	167.16%	▲ Permanent	Insurance credits up by 4K, Workers Comp Reimbursement over budget by 16K
<b>Expenditure from operating activities</b>				
Housing	26,030	36.97%	▲ Timing	Depreciation down 14K & other properties under and over budget to date.
Recreation and culture	143,337	46.61%	▲ Timing	\$90K relating to the variance is depreciation and swimming pool expenses down 24k and 19k under budget in Other rec and sports
Transport	207,614	40.26%	▲ Timing	\$226k relating to the variance is depreciation
Economic services	11,910	12.49%	▲	\$14k depreciation variance
Other property and services	78,201	93.66%	▲ Timing	Depreciation down 100k several other accounts over budget.
<b>Non-cash amounts excluded from operating activities</b>				
Add: Depreciation on assets	(459,516)	(100.00%)	▼ Timing	Depreciation has not been expensed via the Asset register for FY 21 pending finalisation of the FY20 Audit.
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	(688,909)	(68.58%)	▼ Timing	refer to note 7. Budget timing on grant income
Payments for property, plant and equipment and infrastructure	224,974	35.39%	▲ 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 31 OCTOBER 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	1,882,228		1,882,228	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>1,882,228</b>	<b>2,422,410</b>	<b>4,304,638</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		1,882,228	2,422,410	4,304,638	0			
		<b>1,882,228</b>	<b>2,422,410</b>	<b>4,304,638</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 31 OCTOBER 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

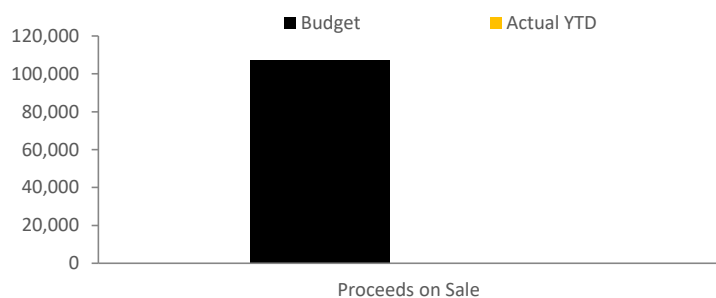
Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Land & Buildings	245,283	25,000	0	(25,000)
Plant & Equipment	463,250	55,000	53,000	(2,000)
Roads	1,246,223	0	44,451	44,451
Other Infrastructure	1,123,695	555,733	313,308	(242,425)
<b>Total Capital Acquisitions</b>	<b>3,078,451</b>	<b>635,733</b>	<b>410,759</b>	<b>(224,974)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,741,818	1,004,487	315,578	(688,909)
Other (disposals & C/Fwd)	107,000	0	0	0
Contribution - operations	1,229,633	(368,754)	95,182	463,936
<b>Capital funding total</b>	<b>3,078,451</b>	<b>635,733</b>	<b>410,759</b>	<b>(224,974)</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	Comments
		<b>Land &amp; Buildings</b>					
4080310	BC0002	Child Care Centre (LGRIC funded)	100,000	25,000	0	(25,000)	
4090110	BC0005	2 Slocum Street	20,000	0	0	0	
4090110	BC0006	2a Slocum Street	15,000	0	0	0	
4110310	BC0001	P&G Storage	20,283	0	0	0	
4110610	BC0007	Museum - Storage and Display Shed (LGRIC funded)	80,000	0	0	0	
4130210	CB029	Barracks Building Capital Expense	10,000	0	0	0	
			<b>245,283</b>	<b>25,000</b>	<b>0</b>	<b>(25,000)</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	0	0	0	
4120330	PC0100	Crew Cab Tipper Truck Replacement	120,000	0	0	0	
4140230	PC001	CEO Vehicle Capital	65,000	0	0	0	
4140330	PC0001	Works Manager Vehicle Replacement	55,000	0	0	0	
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	0	0	0	
			<b>463,250</b>	<b>55,000</b>	<b>53,000</b>	<b>(2,000)</b>	
		<b>Roads</b>					
4120140	R2R011	R2R - Davies Road	180,000	0	22,065	22,065	
4120140	R2R03	R2R - Elsegood Rd	105,000	0	22,386	22,386	
4120140	R2R116	R2R - Lindsay Street	140,000	0	0	0	
4120140	RRG131	RRG Cunderdin - Wyalkatchem Road	413,190	0	0	0	
4120140	RRG132	RRG Tammin - Wyalkatchem Road	172,921	0	0	0	
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	
			0	0	0	0	
			<b>1,246,223</b>	<b>0</b>	<b>44,451</b>	<b>44,451</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	437,733	306,639	(131,094)	
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	0	629	629	
			<b>1,123,695</b>	<b>555,733</b>	<b>313,308</b>	<b>(242,425)</b>	
			<b>3,078,451</b>	<b>635,733</b>	<b>410,759</b>	<b>(224,974)</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>Health</b>									
	Doctors Mazda	25,153	20,000	0	(5,153)			0	0
<b>Other property and services</b>									
	WM00 Toyota Corolla 2015	5,775	14,000	8,225	0			0	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>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 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	0	0
<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
REC - Grants	Tied	Tennis Aust/CSRFF	294,347	194,347	145,761	306,639
<b>Transport</b>						
ROADC - Regional Road Group Grants (MRWA)	Tied	Main Roads WA	390,737	202,406	156,295	0
ROADC - Roads to Recovery Grant	Tied	DIAP - Commonwealth	425,000	180,000	13,522	13,522
			<b>1,741,818</b>	<b>1,004,487</b>	<b>315,578</b>	<b>320,161</b>
						<b>156,295</b>

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	131,351	133,163	n/a	n/a
GEN PUR - Financial Assistance Grant - Roa	Untied	198,128	198,128	49,532	50,970	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>301,583</b>	<b>297,736</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 &	Untied	62,146	62,146	0	18,358	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	969	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	969	n/a	n/a
OTH HOUSE - Rental Reimbursements	Untied	34,000	34,000	11,332	709	n/a	n/a
OTH HOUSE - Rental Reimbursements - Joi	Untied	10,000	10,000	3,332	229	n/a	n/a
<b>Economic services</b>							
ECONOM - Other Fees & Charges	Untied	100	100	32	0	n/a	n/a
TOUR - Barracks Fees and Charges	<b>Untied</b>	0	0	0	7,625	n/a	n/a
<b>Other property and services</b>							
ADMIN - Fees & Charges	Untied	2,000	2,000	668	4,777	n/a	n/a
POC - Fuel Tax Credits Grant Scheme	Untied	15,000	15,000	5,000	7,231	n/a	n/a
SAL - Reimbursement - Workers Compensa	Untied	10,000	10,000	3,332	12,994	n/a	n/a
		<b>136,746</b>	<b>136,746</b>	<b>23,696</b>	<b>54,012</b>	<b>0</b>	<b>0</b>
<b>TOTALS</b>		<b>1,005,669</b>	<b>1,005,669</b>	<b>325,279</b>	<b>351,748</b>	<b>0</b>	<b>2,993</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2020

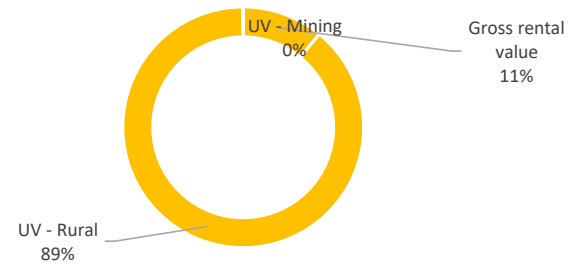
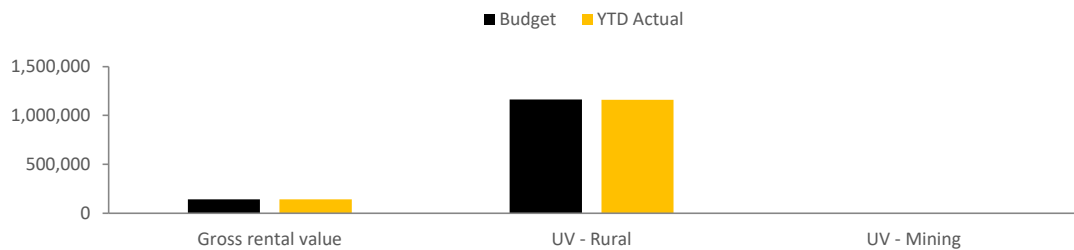
**OPERATING ACTIVITIES**  
**Note9**  
**RATE REVENUE**

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)				(38,226)
<b>Amount from general rates</b>							<b>1,310,202</b>				<b>1,307,609</b>
Ex-gratia rates							8,424				8,424
<b>Total general rates</b>							<b>1,318,626</b>				<b>1,316,033</b>

KEY INFORMATION

Rate Revenue by Rate Type





NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 31 OCTOBER 2020

**OPERATING ACTIVITIES**  
**Note 10**  
**RECEIVABLES**

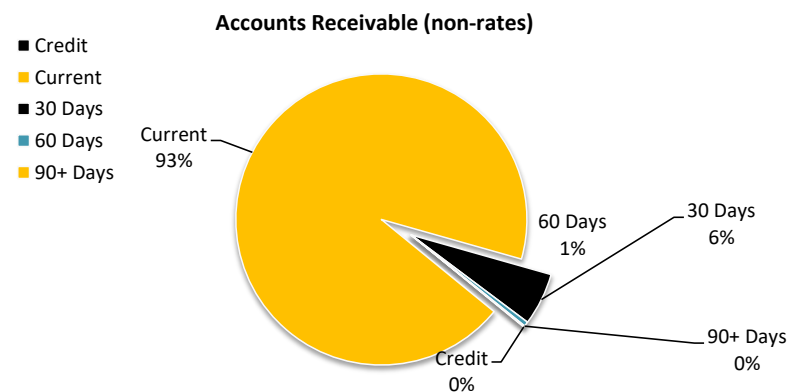
Rates receivable	30 Jun 2020	31 Oct 2020
	\$	\$
Opening arrears previous years	439,666	46,860
Levied this year	1,316,033	1,316,033
Less - collections to date	(1,708,839)	(923,227)
Equals current outstanding	<b>46,860</b>	<b>439,666</b>
<b>Net rates collectable</b>	<b>46,860</b>	<b>439,666</b>
% Collected	97.3%	67.7%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(207)	259,434	16,231	1,435	214	277,108
Percentage	(0.1%)	93.6%	5.9%	0.5%	0.1%	
<b>Balance per trial balance</b>						
Sundry receivable	(207)	259,434	16,231	1,435	214	277,108
GST receivable	0	28,370	0	0	0	28,370
Pensioner rebate	0	5,788	0	0	0	5,788
<b>Total receivables general outstandi</b>	<b>(207)</b>	<b>293,592</b>	<b>16,231</b>	<b>1,435</b>	<b>214</b>	<b>311,266</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.

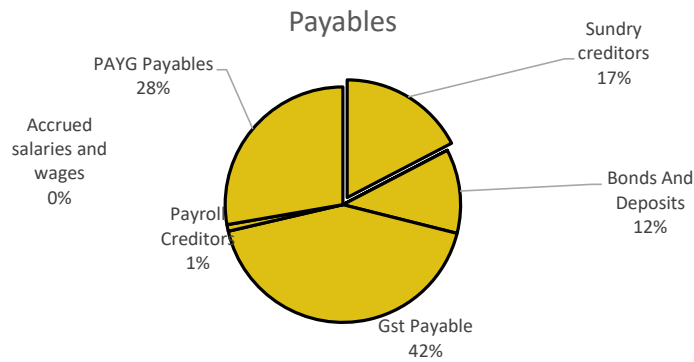


Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	9,520	0	0	26	9,545
Percentage	0%	99.7%	0%	0%	0.3%	
<b>Balance per trial balance</b>						
Sundry creditors	0	9,520	0	0	26	9,790
Accrued salaries and wages	0	0	0	0	0	0
Bonds And Deposits	0	6,518	0	0	0	6,518
Gst Payable	0	23,936	0	0	0	23,936
Payroll Creditors	0	510	510	0	0	510
PAYG Payables	0	15,636	0	0	0	15,636
Other Payables	0	168	0	0	0	168
<b>Total payables general outstanding</b>						<b>56,558</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 31 OCTOBER 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 31 OCTOBER 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 31 OCTOBER 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>	

# MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDED 31 OCTOBER 2020

## BASIS OF PREPARATION

### 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 01 November 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.

Shire operations as disclosed in these financial statements encompass the following service orientated activities/programs.

**PROGRAM NAME AND OBJECTIVES**

**ACTIVITIES**

**GOVERNANCE**

To provide a decision making process for the efficient allocation of scarce resources.

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 31 OCTOBER 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.







**AGREEMENT**

between

**Shire of Wyalkatchem**

and

**Emily Gray  
Physiotherapy**

## **BACKGROUND**

The Shire of Wyalkatchem (“Licensor”) of 27 Flint St, Wyalkatchem is the owner of the Wyalkatchem Airport located on Lot 500, Wyalkatchem-Tammin Road, Wyalkatchem.

Emily Gray Physiotherapy (“Licensee”) is the operator of the physiotherapy practice (“Practice”).

The Licensor and Licensee enter into this Deed to set the terms and conditions of this licence agreement.

## **AGREEMENT**

1. The “Terminal” means the Wyalkatchem Airport Terminal facilities located on Lot 500, Wyalkatchem - Tammin Road, Wyalkatchem.
2. The Licensor has set aside a Designated Room within the Terminal for the use of the Practice as shown coloured yellow in Annexure A.
3. Subject to the conditions set out hereafter, the Licensor agrees to grant the Licensee the right to enter the Terminal Building for the purposes of operating the Practice.
4. The terms of this License agreement (“the License”) shall commence on 8th December 2020 and cease on 7th December 2021.
5. Aside from the Designated Room, the Licensee agrees that this is a non-exclusive licence and that the remainder of the Terminal is available for hire by others subject to the Licensor providing the Licensee a minimum of 48 hours’ notice of any other hire.
6. The agreement is conditional upon the following:
  - a. The Licensee shall be responsible to keep and maintain the Designated Room as referenced in Annexure A in good and substantial repair, order and condition and in a clean and tidy state free from refuse, rubbish, garbage and litter.
  - b. The Licensee shall not make any building alterations or affix fittings/fixtures to the Terminal without receiving prior approval in writing from the Licensor.
  - c. The Licensee is responsible for the costs of repairing any minor damage below \$1,000 to the Terminal that is associated with the Practice during the term of the licence agreement.
  - d. The Licensee is responsible for costs of any single-event major damage to the Terminal up to a maximum of \$1,000 (insurance excess) that is associated with the Practice during the term of the agreement.
  - e. The Licensee will be allocated one key for the Designated Room, one key for the front door and one key to the kitchen door. These keys are to remain in the Licensee’s possession at all times and on the expiration of the License they are to be returned to the Licensor.
  - f. On exiting the Terminal each day, the Licensee shall ensure that the Terminal is locked and all lights switched off.
7. The Licensee agrees that the Licensee will at all times remain responsible for the health, safety and welfare of all employees and clients and further acknowledges that the Licensor

does not have any responsibility to the Licensee in this regard whatsoever.

8. The Licensee agrees to indemnify the Licensor against any loss or damage that the Licensor may suffer as a result of any act or omission by the Licensee regardless of whether or not that act or omission is negligent or careless and in particular:
  - a. The Licensee is required to obtain public liability insurance (\$10,000,000) for the period of the Licence and agrees to indemnify the Licensor against all actions, claims, demands and costs arising out of or in connection with the Practice. Copies of certificates of currency are required to be submitted to the Licensor upon demand.
  - b. The Licensee is required to obtain Property Insurance for all equipment held in the Terminal in the Licensee's possession. Copies of certificates of currency are required to be submitted to the Licensor upon demand.
9. The Licensee will pay \$55 per day inclusive of GST to the Licensor for thirteen days of use of the Designated Room quarterly in arrears.
10. Additional days of use in any quarter are to be advised by the Licensee to the Licensor and paid for at the reduced rate of \$27.50 per day inclusive of GST in return for keeping the whole of the Terminal clean during the term of the License except in those instances where the Terminal is hired by others.

#### **BREACH OF LICENSE CONDITIONS**

If any breach of license conditions is not remedied within 14 days from date of notice, the Licensor may withdraw permission to use the Designated Room and cancel this license agreement without further notice.

#### **PAYMENT OF MONEY**

The Licensee is responsible for the payment electricity usage in excess of \$100 per billing period.

The Licensor of Wyalkatchem is responsible for the water use costs up to an amount of \$500 per annum.

Any amounts payable to the Licensor under this agreement must be paid to the Licensor at the address of the Licensor referred to in the agreement.

#### **RESTRICTIONS ON USE**

##### **Generally**

The Licensee must not and must not suffer or permit a person to –

1. Use the Terminal or any part of it for any purpose other than that related to the Practice.
2. Use the Terminal for habitation purposes or as a permanent or temporary residence.

##### **No offensive or illegal acts**

The Licensee must not and must not suffer or permit a person to do or carry out within the Terminal any harmful, offensive or illegal act, matter or thing.

##### **No nuisance**

The Licensee must not and must not suffer or permit a person to do or carry out within the Terminal

anything which causes a nuisance, damage or disturbance to the Licensor or to owners or occupiers of neighbouring properties.

### **No dangerous substances**

The Licensee must not and must not suffer or permit a person to place any explosive or highly flammable material within the Terminal without appropriate precautions and without having first obtained the written approval of the Licensor.

### **NO ASSIGNMENT, SUBLETTING AND CHARGING**

The rights in this agreement are personal to the Licensee, and the Licensee may not transfer, assign, sublet, assign or otherwise part with possession or in any way dispose of any of its rights or obligations.

### **OBLIGATIONS ON EXPIRY OR TERMINATION OF LICENCE**

#### **Peacefully Surrender**

On Termination the Licensee must peacefully surrender and return to the Licensor the Designated Room in a condition consistent with the performance of the Licensee's obligations under this Licence.

#### **Restoration of Licensed Area**

If directed to do so by the Licensor, the Licensee must at own cost and expense and to the Licensor's satisfaction restore the Terminal to the same or substantially the same condition as it was immediately prior to the Commencement Date.

#### **Removal and Sale of Improvements**

Unless otherwise agreed by the Licensor in writing in the event this Licence is terminated or otherwise determined the Licensee must at its own cost and to the Licensor's satisfaction remove all fixtures, buildings, improvements and structures erected within the Terminal by the Licensee.

#### **Obligation to continue**

The Licensee obligations under this clause will continue, notwithstanding the end or Termination of this Licence.

### **DISPUTES**

#### **Appointment of Arbitrator**

Any dispute or difference arising between the parties to this Licence touching any aspect of this Licence or the operation or construction hereof shall be referred to a single arbitrator in accordance with and subject to the provisions of the *Commercial Arbitration Act 1987* and in any such proceedings the parties shall be entitled to be represented by a legal practitioner.

## **NOTICE**

### **Form of Delivery**

A Notice to a person must be in writing and may be given or made:

- a. By a delivery to the person personally; or
- b. By addressing it to the person and leaving it, e-mailing or posting it by registered post to the address of the Party appearing in this Licence or any other address nominated by a Party by notice to the other.

### **Service of Notice**

A Notice to a person is deemed to be given or made:

- a. If by personal delivery, when delivered;
- b. If by leaving the Notice at the Licensor of Wyalkatchem, 27 Flint Street, Wyalkatchem during business hours or by e-mailing [ceo@wyalkatchem.wa.gov.au](mailto:ceo@wyalkatchem.wa.gov.au)

## **AMENDMENTS TO LICENCE**

Subject to such consents as are required by this Licence or at law, this Licence may be varied by the agreement of the parties in writing.

## **ACTS BY AGENTS**

All acts and things which the Licensor is required to do under this Licence may be done by the Licensor, the CEO, an officer or the agent, solicitor, contractor or employee of the Licensor.

## **FURTHER ASSISTANCE**

The Parties must execute and do all acts and things necessary or desirable to implement and give full effect to the terms of this Licence.

## **SEVERANCE**

If any part of this Licence is or becomes void or unenforceable, that part is or will be severed from this Licence to the intent that all parts that are not or do not become void or unenforceable remain in full force and effect and are unaffected by that severance.

**Executed** by the parties as a deed

**Shire of Wyalkatchem:**

\_\_\_\_\_  
Signature of Chief Executive Officer

\_\_\_\_\_  
Name of Chief Executive Officer in full

Date: \_\_\_\_\_

**Emily Gray Physiotherapy:**

\_\_\_\_\_  
Signature of Licensee

\_\_\_\_\_  
Name of Licensee in full

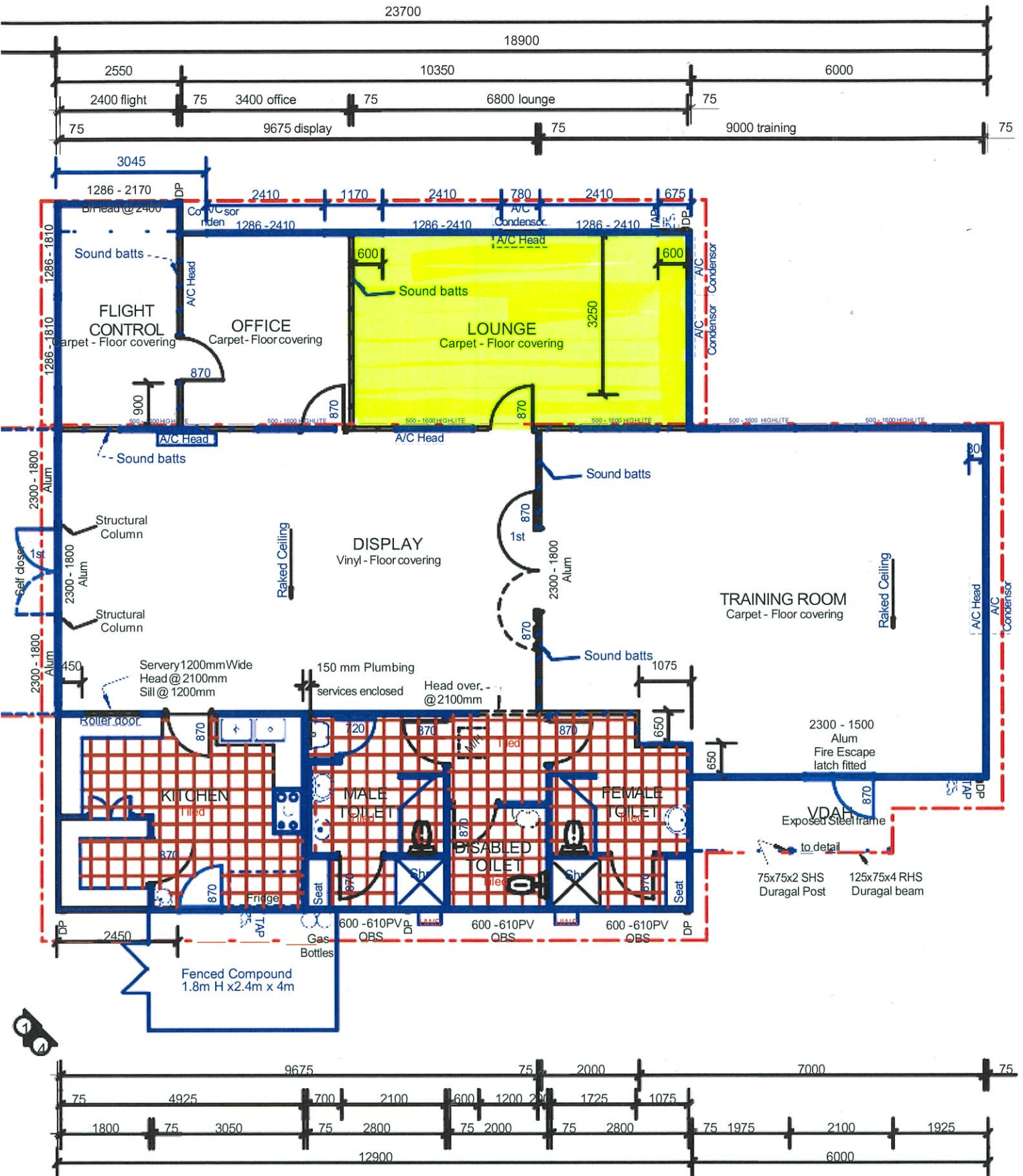
Date: \_\_\_\_\_

In the presence of:

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name of Witness in full

# Annexure A



**FLOORPLAN**  
SCALE 1 : 100





LG PROFESSIONALS WAWALGA: APRIL 2016

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## EMPLOYMENT CONTRACT

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BETWEEN

***[Insert name of Local Government]***

AND

***[Insert full name of CEO]***



<b>1.</b>	<b>Definitions and interpretation .....</b>	<b>1</b>
1.1	Definitions.....	1
1.2	Interpretation .....	3
1.3	Headings .....	5
1.4	Schedules etc. ....	5
<b>2.</b>	<b>Employment .....</b>	<b>5</b>
2.1	Position and Commencement Date .....	5
2.2	Enterprise Agreement.....	5
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<b>3.</b>	<b>Your obligations .....</b>	<b>6</b>
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3.3	Duty of confidentiality.....	7
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## Information table

Date See item 1 of Schedule 2.

## Parties

Name **[Insert name of Local Government]**  
Short form name **Local Government**  
Address **[Insert address of Local Government]**

Name See item 2 of Schedule 2.  
Short form name **You or Your**, as the case requires  
Address See item 3 of Schedule 2.

## Background

The parties have agreed that the Local Government will employ You as the CEO of the Local Government on the terms and conditions set out in this Contract.

Agreed terms

## 1. DEFINITIONS AND INTERPRETATION

### 1.1 Definitions

In this Contract, unless inconsistent with the context -

**Act** means the *Local Government Act 1995*;

**Additional Remuneration Benefits** means the remuneration benefits, in addition to the Remuneration Package, specified in clause 6.1 and in item 12 of Schedule 2;

**[Delete if there are to be no additional remuneration benefits in addition to the Remuneration Package. Note that the type of benefits, recommended by the Salaries and Allowances Tribunal, that should be included, and those that should be excluded, from a CEO's remuneration package are set out in the notes to items 9 and 12 of Schedule 2]**

**amend** means replace, substitute, in whole or in part, add to or vary, and the doing of any 2 or more of such things simultaneously or by the same instrument;

**CEO** means the chief executive officer of the Local Government;

**Code of Conduct** means the Local Government's Code of Conduct;

**Commencement Date** means the date of commencement of employment as specified in item 6 of Schedule 2;

**Confidential Information** means any and all confidential information, data, reports, operations, know-how, accounts, dealings, records, materials, plans,

statistics, finances or other documents and things (other than a document or thing which is already in the public domain), whether written or oral and of whatever type or nature relating to property, assets, liabilities, finances, dealings or functions of the Local Government;

**Contract Details** means the details specified in Schedule 2;

**Council** means the council of the Local Government;

**Enterprise Agreement** means the [add title and date of enterprise agreement, or similar];

[Delete if employing Local Government does not have an enterprise agreement that covers the employment of the CEO]

**Expiry Date** means the date of expiry of employment as specified in item 8 of Schedule 2;

**Functions** include the powers, duties, responsibilities and authorities that apply to the Position under clause 3.2;

**Industrial Relations Law** means – [Delete either (a) or (b) below depending upon which is the relevant legislation]

(a) the *Fair Work Act 2009 (Cth)*;

(b) the *Industrial Relations Act 1979 (WA)*; and

(c) any other law of the State or Commonwealth which affects the subject matter of this Contract;

**Initial Work Location** means Your initial work location as specified in item 15 of Schedule 2;

**Intellectual Property** means any and all intellectual property belonging to the Local Government including -

(a) patents, copyright (including all copyright in software), registered designs, registered and unregistered trademarks, domain and business names, rights to have information kept confidential, processes, inventions, improvements, innovations, modifications and discoveries, whether or not capable of being secured, registered or protected by any means; and

(b) any application or right to apply for registration of any of the rights referred to in paragraph (a);

**Local Government** means the [City/Town/Shire] of [Insert name]

**Performance Criteria** means the criteria referred to in clause 4, as amended under clause 4.1(4);

[If the CEO's Performance Criteria have already been determined by the Council, these may be included in a separate Schedule to this Contract]

**Policies** means the written policies and procedures of the [Local Government];

**Position** means the position specified in item 4 of Schedule 2;

**Position Description** means the position description as set out in Schedule 1, as amended under clause 3.5;

**Remuneration Package** means the greater of –

- (a) the aggregate of the components of remuneration specified in item 9 of Schedule 2; and
- (b) any increased amounts payable under clause 7;

**Review Notice** means a written notice requesting a performance review under clause 4.2(c);

**Reviewer** means the Council, or a committee or other person or body determined by the Council under clause 4.3;

**Salary** means the greater of the cash component referred to in item 9 of Schedule 2 and any increased cash component under clause 7;

**Special Conditions** means the conditions, if any, specified in item 16 of Schedule 2;

**State** means the State of Western Australia;

**Term** means the term specified in item 7 of Schedule 2;

**Written Law** means all State and Commonwealth Acts, and all subsidiary legislation, for the time being in force;

**You** and **Your** means the employee of the Local Government specified in item 2 of Schedule 2; and

**Your Intellectual Property** means any and all intellectual property created by You, whether alone or with others, in the course of Your employment under this Contract including -

- (a) patents, copyright (including all copyright in software), registered designs, registered and unregistered trademarks, domain and business names, rights to have information kept confidential, processes, inventions, improvements, innovations, modifications and discoveries, whether or not capable of being secured, registered or protected by any means; and
- (b) any application or right to apply for registration of any of the rights referred to in paragraph (a).

## 1.2 Interpretation

In this Contract, unless inconsistent with the context -

- (a) words denoting -
  - (i) the singular includes the plural and vice versa; and

- (ii) a gender or genders include each other gender;
- (b) if a word or phrase is assigned a particular meaning, other grammatical forms of that word or phrase have a corresponding meaning;
- (c) a reference to -
  - (i) a person includes a firm, an unincorporated association, an incorporated association, a corporation and a government or statutory body or authority;
  - (ii) a person includes their legal personal representatives, successors and assigns;
  - (iii) any Written Law includes all Written Laws amending that Written Law;
  - (iv) a right includes a benefit, remedy, discretion, authority or power;
  - (v) 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;
  - (vi) provisions or terms of this Contract, or another document, agreement, understanding or arrangement, include a reference to both express and implied provisions and terms;
  - (vii) time is to local time in Perth, Western Australia;
  - (viii) \$ or dollars is a reference to the lawful currency of Australia;
  - (ix) this Contract or any other document includes this Contract or other document as amended or replaced and despite any change in the identity of the parties;
  - (x) writing includes any mode of representing or reproducing words in tangible and permanently visible form, and includes facsimile transmissions or other electronic mail or transmissions;
  - (xi) any thing (including 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;
  - (xii) a clause, paragraph or Schedule is a reference to a clause or paragraph of or Schedule to this Contract; and
- (d) the meaning of general words or phrases is not limited by specific examples introduced by 'including, for example' or similar expressions.

### 1.3 Headings

Headings do not affect the interpretation of this Contract.

### 1.4 Schedules etc.

- (1) Each Schedule (and an annexure or document incorporated by reference, if any) forms part of this Contract.
- (2) In the event of any conflict or inconsistency between any part of –
  - (a) the terms and conditions contained in the clauses of this Contract;
  - (b) a Schedule;
  - (c) an annexure, if any; and
  - (d) a document incorporated by reference, if any,

The material mentioned in any one of paragraph (a)-(d) of this clause 1.4(2) has precedence over material mentioned in a subsequent paragraph, to the extent of any conflict or inconsistency.

## 2. EMPLOYMENT

### 2.1 Position and Commencement Date

- (1) Subject to the terms and conditions of this Contract, the Local Government will employ You in the Position commencing on the Commencement Date and ending on the Expiry Date.
- (2) To avoid any doubt, the terms and conditions of this Contract include the Contract Details in Schedule 2.

### 2.2 Enterprise Agreement

The provisions of the Enterprise Agreement apply to Your employment as if those provisions were incorporated into this Contract.

***[Delete if employing Local Government does not have an enterprise agreement that covers the employment of the CEO]***

### 2.3 Extension of Term

- (1) In accordance with section 5.39(4) of the Act, this Contract is renewable, and the Term may be extended, by agreement between the parties.
- (2) Neither the Local Government nor You has any obligation to agree to this Contract being renewed or to the Term being extended.
- (3) You must, not later than 9 months before the expiry of the Term, notify the Council in writing whether or not You seek a renewal of this Contract and, if so, for what term.

- (4) Within 2 months of the Council receiving that notification, the Council must advise You in writing of the Local Government's intention to either advertise the Position or to offer You a renewal of this Contract and, if so, on what terms.
- (5) If the Council and You agree to an extension of the Term, then, subject to that agreement -
- (a) this Contract will continue to apply unless amended in writing by the parties; and
  - (b) clause 2.1 is to be read as though it refers to the extended Term.

***[In considering, for the purposes of a particular local government, whether the notice period under clause 2.3(3) should be 9 months, or a longer or shorter period, it would be advisable for the local government to consider –***

***(a) the time reasonably required for the Council to determine whether it wishes the contract to be renewed;***

***(b) if the contract is not to be renewed, the time reasonably necessary to recruit a replacement, including the time to engage a recruitment consultant, advertise the position, select a preferred candidate, negotiate the agreed terms and conditions with the preferred candidate, wait for the preferred candidate to serve out his or her own notice period, as well as the merits of any handover period between the former and new CEOs; and***

***(c) the undesirability of having an inordinately long notice period in circumstances where there may be a CEO who, either by choice or decision of the Council, is not to continue as CEO and who simply serves his or her remaining time.]***

### **3. YOUR OBLIGATIONS**

#### **3.1 General obligations**

You must carry out the Functions that are set out in –

- (a) Your Position Description;
- (b) the Local Government's Policies;
- (c) the Act or any other Written Law.

#### **3.2 Specific obligations**

(1) You must –

- (a) perform the functions of a CEO as stated in section 5.41 of the Act;
- (b) comply with the terms of this Contract and the Enterprise Agreement;

***[Delete if employing Local Government does not have an enterprise agreement that covers the employment of the CEO]***



- (c) carry out all lawful directions given by the Council in relation to the performance of Your Functions;
- (d) comply with the Local Government's Code of Conduct, the Policies, the Act and, insofar as it relates to the performance of Your Functions, any other Written Law;
- (e) unless absent on leave as provided in this Contract or through illness or injury -
  - (i) work such hours as may reasonably be necessary to perform Your Functions; and

***[Specifying a maximum or a minimum number of hours of work would not generally be consistent with the employment of a CEO. Unlike other employees, the CEO has a larger measure of autonomy, his or her powers and duties are largely determined by legislation (rather than by another employee or by the Council) and there is significantly more scope for delegation of powers and duties.]***

- (ii) during those hours, devote the whole of Your time, attention and skill to performing the Functions;
  - (f) not hold any position for monetary or other reward which may in any way be seen to conflict with Your Functions; and
  - (g) not, except with the prior written approval of the Council, be employed or engaged in any business or activity for profit or reward.
- (2) The Council's approval under clause 3.2(1)(g) must not be unreasonably withheld and, if it is withheld, written reasons must be given to You.

### **3.3 Duty of confidentiality**

- (1) You must not at any time, during or after the expiration or sooner termination of the Term, divulge or reveal to any person any Confidential Information except insofar as -
  - (a) it is consistent with the proper performance of Your Functions;
  - (b) the Council may, from time to time, direct or authorise You to divulge or reveal; or
  - (c) it is necessary or required by law.
- (2) You must take all reasonable precautions, including physical security, to maintain the confidentiality of any Confidential Information.
- (3) You acknowledge and agree that -
  - (a) all Confidential Information acquired by You in the performance of Your Functions is acquired in confidence and any disclosure of it would be harmful to the Local Government;

- (b) damages would not be an adequate remedy for a breach by You of this clause; and
- (c) the Local Government may seek injunctive relief to enforce its rights under this clause.

### **3.4 Duty of fidelity**

You undertake to be a capable and loyal employee acting at all times in the best interests of the Local Government, and to use Your best endeavours to ensure that Your actions do not bring the Local Government into disrepute or cause the Local Government damage.

### **3.5 Amendment of Position Description**

The Position Description may be amended by agreement in writing between the Council and You.

<b>4. PERFORMANCE CRITERIA AND REVIEW</b>
---

#### **4.1 Performance Criteria**

- (1) Within 3 months of the Commencement Date, the Council and You must negotiate and determine the Performance Criteria.

***[This will need to be amended if the Council has determined the Performance Criteria before the CEO is employed, and for the purposes of the CEO's employment.]***

- (2) The Performance Criteria must be reasonably achievable by You.
- (3) You must use every reasonable endeavour to comply with the Performance Criteria.
- (4) The Performance Criteria –
  - (a) must be reviewed annually by the parties; and
  - (b) may be amended, from time to time, by agreement in writing between the parties.

#### **4.2 Performance Criteria and performance review**

Your performance under this Contract, must be reviewed and determined by the Reviewer –

- (a) by reference to the Performance Criteria;
- (b) at least annually; and
- (c) more frequently if the Council or You perceives there is a need to do so and, in that case, gives to the other party a Review Notice.

**[Note that, under section 5.38 of the Local Government Act 1995, the CEO's performance must be reviewed 'at least once in relation to every year of the employment'.]**

#### **4.3 Selection of Reviewer**

- (1) The Council, in consultation with You, is to determine, in respect of each review under clause 4.2 -
  - (a) who the Reviewer is to be; and
  - (b) whether the Reviewer is to be accompanied or assisted by any other person and, if so, the identity of that person.
- (2) For example, the Reviewer may be –
  - (a) the Council;
  - (b) a committee to which the conduct of the performance review has been delegated by the Council under section 5.16 of the Act; or
  - (c) a person or body who has been authorised by the Council to conduct the performance review.
- (3) For the avoidance of doubt, if the Council and You are unable to agree on any of the matters set out in subclauses 4.3(1)(a), the Council is to make the relevant determination.

### **5. REMUNERATION PACKAGE**

#### **5.1 Remuneration Package – general provisions**

- (1) The Local Government must pay to You each year a Remuneration Package of the amount specified in item 9 of Schedule 2.
- (2) The Remuneration Package takes into account -
  - (a) the requirement to attend Local Government meetings and perform other Functions that require work outside standard working hours;
  - (b) any additional annual leave to which You are entitled under clause 9; and
  - (c) that You are not entitled to any annual leave loading, penalty rates or payment for additional hours or overtime.
- (3) In accordance with either –
  - (a) the terms of a Policy; and
  - (b) the approval of the Council,

You may vary the individual component amounts of the Remuneration Package provided that the total value of the Remuneration Package remains the same.

(4) Subclause (3) does not affect the rights of the parties to amend, by agreement, the total value of the Remuneration Package.

(5) In accordance with either –

(a) the terms of a Policy; and

(b) the approval of the Council,

You may salary sacrifice any part of the Salary if-

(c) it complies with the relevant taxation legislation and Australian Taxation Office rulings; and

(d) there is no additional cost to the Local Government.

## **5.2 Salary**

The Salary is payable fortnightly, in arrears, by electronic funds transfer to an account nominated by You.

## **5.3 Motor vehicle**

(1) The Local Government must provide to You the motor vehicle described in item 10 of Schedule 2, or an equivalent motor vehicle.

(2) The motor vehicle –

(a) is for unlimited business use by You;

(b) is for unlimited private use by You within Western Australia (except during any period of unpaid leave) and, with the prior written approval of the Council (or if the Council so resolves, with the prior written approval of the **[Mayor or President]**), outside Western Australia; and

(c) may be driven by Your partner or another nominated person or persons approved by Council.

**[Note – a motor vehicle cannot be driven outside Western Australia by a CEO's partner or other nominated person unless the CEO has been given prior written approval under clause 5.3(2)(b).]**

(3) The use of the motor vehicle is subject to the terms and conditions of –

(a) any relevant Policies; and

(b) the Local Government's insurance policy, in respect of the motor vehicle, that is in place from time to time, with which You agree to comply.

(4) The Local Government is responsible for all running costs of the motor vehicle including all registration, insurance, fuel, maintenance (including servicing) and repair costs.

- (5) You are responsible for arranging for the motor vehicle to be maintained and serviced (at the cost of the Local Government and for it to be cleaned in an appropriate manner.

#### **5.4 Superannuation**

- (1) The Local Government must pay, in respect of Your employment, a sum for superannuation that is –
- (a) specified in item 9 of Schedule 2; and
  - (b) includes any superannuation guarantee charge (currently payable by the Local Government under the *Superannuation Guarantee Administration Act 1992* and the *Superannuation Guarantee Charge Act 1992*).
- (2) All superannuation contributions must be paid by the Local Government in accordance with the Act and any other Written Law but, where lawful and, in particular, to the extent that it is permitted under the WA Local Government Superannuation Plan, You may elect to have superannuation contributions paid by the Local Government into a superannuation fund of Your choice.
- (3) You may elect to pay additional superannuation contributions as part of a salary sacrifice arrangement with the Local Government - acknowledging that such an arrangement will result in a lower Salary being paid to You.

#### **5.5 Fringe benefits tax**

The Local Government must pay any liability with respect to fringe benefits tax incurred as a result of –

- (a) a payment of any component of the Remuneration Package;
- (b) a payment of any Additional Remuneration Benefits; or
- (c) a payment or reimbursement of expenses incurred by You in performing the Functions.

#### **5.6 Valuation**

The value of each component of Your Remuneration Package is to be determined by the Local Government in accordance with the valuation principles that it may adopt from time to time to value benefits provided to its employees.

### **6. OTHER REMUNERATION BENEFITS**

#### **6.1 Additional Remuneration Benefits**

The Local Government –

- (a) must provide You with, or pay to You (as the case may be), the benefits specified in item 12 of Schedule 2; and

(b) may provide You with, or pay to You (as the case may be), the benefits payable to other employees of the Local Government under the Local Government's Policies.

## 6.2 Out-of-office communication facilities

- (1) The Local Government must provide to You, at the Local Government's cost, the out-of-office communication facilities specified in item 13 of Schedule 2 which –
  - (a) are to enable You to perform the Functions while absent from the Local Government's offices; and
  - (b) may be used by You for incidental personal use.
- (2) The Local Government may provide to You other means of electronic communications.

## 6.3 Professional development

- (1) In this clause, 'conference' includes workshop, forum or similar event.
- (2)
  - (a) The Local Government supports, as part of Your performance of the Functions, the membership of professional bodies and attendance at conferences.
  - (b) The Local Government must pay the costs associated with Your membership of professional bodies and attendance at conferences, relevant to Your performance of the Functions, up to a maximum of \$..... per annum.
- (3) In addition, where the Council (or, if the Council so resolves, the [Mayor or President]) believes that it is in the interests of the Local Government, the Local Government may also pay the costs of other conference attendances by You for professional development purposes relevant to the Functions.

**[Note – Examples of Professional Development could be LG PROFESSIONALS WA and WALGA conferences. An example of Professional Membership could be Full Membership of LG PROFESSIONALS WA.]**

**Contribution to professional development is normally negotiated between \$3,000 to \$5,000.]**

## 6.4 Relocation expenses

- (1) On receipt of supporting documentary evidence from You, the Local Government must reimburse You for the reasonable costs associated with –
  - (a) the relocation, to an address within the district of the Local Government, of furniture, household goods and personal effects; and
  - (b) Your travel costs, and those of Your partner and members of Your immediate family; and

- (c) the transport of personal vehicles.
- (2) The value of the reimbursement under this clause is not to exceed \$[**to be added**] [or in the amount prescribed in Item 12 of Schedule 2].

### **6.5 Regional/isolation allowance**

The Local Government must pay You an annual regional/isolation allowance in the sum of \$[**to be added**] [or in the amount prescribed in Item 12 of Schedule 2].

### **6.6 Housing allowance**

[**Option 1 – where the Local Government owns or leases the accommodation and provides it to the CEO**]

- (1) The Local Government must provide, for Your accommodation, the property at [**insert address**] or an alternative property to be determined by the Local Government.
- (2) The benefit value of the provision of this property to You is \$[**to be inserted**] [or the amount prescribed in item 12 of Schedule 2].
- (3) The Local Government must undertake periodic maintenance and upgrades to the property to ensure that it remains in a suitable living condition.
- (4) You must -
  - (a) maintain the property at an appropriate level, including regular garden maintenance and upkeep of the tidiness and cleanliness of the property; and
  - (b) obtain the approval of the Council before making any alterations to the property, including any painting or garden modifications.

### **6.7 Housing allowance**

[**Option 2 – where the Local Government provides a subsidy to the CEO for a property owned or leased by the CEO**]

- (1) The Local Government must pay You a subsidy in respect of the costs of accommodation that You own or lease.
- (2) The benefit value of this subsidy is \$[**to be inserted**] [or the amount prescribed in Item 9 Schedule 2].

<b>7. ANNUAL REVIEW OF REMUNERATION PACKAGE</b>
---

- (1) Your Remuneration Package must be reviewed by the Reviewer annually –
  - (a) at a time that is no later than 3 months after the anniversary of the Commencement Date; or

- (b) if otherwise determined by the Council, at a time that enables the review to coincide with other remuneration reviews conducted by the Local Government.
- (2) The Council is to determine and notify You, in respect of each Remuneration Package review under this clause –
- (a) who the Reviewer is to be; and
  - (b) whether the Reviewer is to be accompanied or assisted by any other person and, if so, the identity of that person.
- (3) In reviewing Your Remuneration Package, the Reviewer must have regard to –
- (a) Your performance;
  - (b) any changes to the work value or responsibilities of the Position;
  - (c) the hours worked by You, including hours in addition to normal working hours;
  - (d) the condition of the market and the economy generally; and
  - (e) the capacity of the [City/Town/Shire] to pay an increase.
- (4) As a result of a review of Your Remuneration Package under this clause, the Local Government -
- (a) is not obliged to increase the amount of the Remuneration Package; and
  - (b) may increase, but must not reduce, the amount of the Remuneration Package.

<b>8. EXPENSES</b>
--------------------

- (1) If You –
- (a) incur reasonable expenses in performing the Functions; and
  - (b) provide the Council (or, if the Council so resolves, the [Mayor or President]) with documentary evidence of the expenses,
- the Local Government must reimburse You for those expenses.
- (2) The Local Government may provide You with a corporate credit card and, if the Local Government does so, You agree-
- (a) to use the credit card only for the payment of reasonable expenses properly incurred in performing the Functions;
  - (b) to give the Council (or, if the Council so resolves, the [Mayor or President]), at least on a quarterly basis, documentary evidence of any charged expenses; and



- (c) to reimburse the [Local Government] for any charged expenses that were not properly incurred in performing the Functions.

## **9. LEAVE**

### **9.1 Approval for leave**

Leave by You is to be taken at a time, or during periods that are approved by the Council (or, if the Council so resolves, by the [Mayor or President]).

### **9.2 Annual leave**

- (1) You are entitled to 5 weeks' paid annual leave each year.
- (2) Annual leave may be taken on a pro rata basis.
- (3) The Council may direct You to take any annual leave that You have accrued in excess of 30 days' entitlement.

### **9.3 Long service leave**

You are entitled to long service leave in accordance with the *Local Government (Long Service Leave) Regulations*.

### **9.4 Personal/carer's leave**

- (1) You are entitled to 10 days' paid personal/carer's leave each year, to be accrued on a pro rata basis.
- (2) In particular, You may take paid personal/carer's leave if the leave is taken –
  - (a) because You are not fit for work because of a personal illness, or personal injury, affecting You; or
  - (b) to provide care or support to a member of Your immediate family, or a member of Your household, who provides care or support because of –
    - (i) a personal illness, or personal injury, affecting the member; or
    - (ii) an unexpected emergency affecting the member.

### **9.5 Compassionate leave**

- (1) You are entitled to 2 days of paid compassionate leave per occasion when a member of Your immediate family, or a member of Your household –
  - (a) contracts or develops a personal illness that poses a serious threat to his or her life;
  - (b) sustains a personal injury that poses a serious threat to his or her life; or
  - (c) dies.

## **9.6 Parental leave**

- (1) You are entitled to 12 months of unpaid parental leave in accordance with Subdivision B, Division 5, Part 2-2, Chapter 2 of the *Fair Work Act 2009*.
- (2) In particular, You are entitled to unpaid parental leave if –
  - (a) the leave is associated with –
    - (i) the birth of Your child or a child of Your spouse or de facto partner; or
    - (ii) the placement of a child with You for adoption; and
  - (b) You have or will have a responsibility for the care of the child.

## **9.7 Study leave**

The Council (or, if the Council so resolves, the [Mayor or President]) may, on an application from You, approve study leave for You.

## **9.8 Other leave**

You are entitled to the leave and other employment arrangements –

- (a) prescribed by the relevant 'Industrial Relations Law'; and
- (b) that may be agreed with the Council, such as executive leave and community service leave.

## **9.9 Public holidays**

You are entitled to Western Australian public holidays, as notified in the *Government Gazette*.

# **10. INVESTIGATION AND SUSPENSION**

## **10.1 Power to suspend and investigate**

- (1) If You are charged with a criminal offence, the Council may suspend You with pay under this clause.
- (2) If it is alleged that You have engaged in conduct of a type that would give the Local Government reason to terminate Your employment or if, in the reasonable opinion of the Council, the circumstances warrant, the Council may –
  - (a) initiate an investigation under this clause; and/or
  - (b) suspend You with pay under this clause.

## **10.2 Conduct of investigation**

- (1) If the Council initiates an investigation –

- (a) the Council may appoint a person to conduct an investigation into the allegation or the relevant conduct or circumstances;
  - (b) You must attend the offices of the Local Government or elsewhere and give information, explanation or other assistance to the person conducting the investigation, as directed by the Council; and
  - (c) during the investigation, You must not attempt to contact an elected member, employee, customer, business partner or supplier of the Local Government, unless authorised or directed to do so by the Council.
- (2) Until the charge referred to in clause 10.1(1) has been determined, or during the whole or part of the investigation referred to in clause 10.2(1), the Council may suspend You with pay for a period –
- (a) that is in the sole discretion of the Council; and
  - (b) during which the Local Government is not obliged to provide You with work.

<b>11. TERMINATION</b>
------------------------

**11.1 Automatic termination at end of Term**

Unless the Term is extended or terminated earlier in accordance with this Contract, Your employment must conclude on the Expiry Date, without the requirement for either party to give notice.

**11.2 Termination by the Local Government at will**

- (1) This clause does not apply to a termination of Your employment under clause 11.3.
- (2) The Council may terminate Your employment at any time for any reason.
- (3) If the Council terminates Your employment under this clause, the Local Government must pay to You the lesser of –
  - (a) an amount equal to 100% of the Remuneration Package; or
  - (b) the balance of the Remuneration Package payable for the Term.

***[The maximum amount that may be paid on termination to a CEO in these circumstances is 12 months' remuneration. The employing local government will need to determine whether this is consistent with its practices and what it wishes to be applied in a particular case.]***

- (4) If the Council terminates Your employment under this clause as a result (wholly or partially) of an order made under section 2.1 of the Act, the Local Government must pay to You the lesser of –
  - (a) an amount equal to 100% of the annual Remuneration Package; or
  - (b) the balance of the Remuneration Package payable for the Term.

**[Similar points apply to this subclause which has been drafted to deal with the situation involving any future amalgamation of or by the employing local government.]**

- (5) A payment under this clause –
- (a) includes any and all other entitlements You may have in respect of termination of employment; and
  - (b) does not include payment for leave accrued but not taken at the date of termination.

### **11.3 Termination by the Local Government – Your default**

#### **(1) Summary termination**

The Council may summarily terminate Your employment at any time by notice in writing if You –

- (a) are guilty of any serious misconduct or wilful neglect in the performance of the Functions;
- (b) wilfully disobey any lawful direction by the Council;
- (c) commit a serious breach of any of the provisions of this Contract;
- (d) are convicted of a serious offence, or have been convicted of a 'serious local government offence' within the meaning of that term in section 2.22 of the Act; or
- (e) do anything else which would lawfully enable the Local Government to terminate Your employment without notice.

#### **(2) Termination with notice**

The Council may terminate Your employment at any time by giving You 4 weeks' notice in writing, or payment in lieu of notice, if –

- (a) You commit a persistent breach of any of the provisions of this Contract and again breach the provision after being given notice of the breach by the Council;
- (b) You become incapacitated by injury or illness from performing in full the Functions for an aggregate period of more than 90 days in any period of 12 consecutive months (but that period is not to include any accumulated paid leave taken);
- (c) the Guardianship and Administration Board makes a guardianship order in relation to You under section 43 or section 64 of the *Guardianship and Administration Act 1990*; or
- (d) You fail to substantially measure up to and achieve the Performance Criteria and continue to do so for a period of 4 weeks after the Council gives You written notice of that failure and of the course of

action which the Council wishes You to follow in order to address and correct that failure.

#### **11.4 Termination by You at will**

- (1) You may, for any reason, terminate Your employment on a date specified by You at any time by giving 3 months' notice in writing to the [Mayor or President].
- (2) The period of notice may be varied by mutual agreement between the Council and You.

#### **11.5 Deductions and set-off**

On the termination of Your employment, or expiry of the Term, the Local Government may set-off any amounts that You owe the Local Government against any amount the Local Government owes You at the date of termination or expiry.

### **12. CONFIDENTIAL INFORMATION AND RETURN OF PROPERTY**

On the termination of Your employment, or expiry of the Term, whichever occurs first, You must deliver up to the Local Government –

- (a) all Confidential Information (including copies) which may be in Your custody, possession or control and You must not keep or retain or make any copies (whether electronic or otherwise);
- (b) all property of the Local Government including equipment, credit cards, keys, motor vehicles; and
- (c) all documentation of the Local Government, and any copies of documentation, that are in Your custody, possession or control.

### **13. RELIANCE ON QUALIFICATIONS**

You –

- (a) acknowledge that in appointing You to the Position, the Local Government has relied on the qualifications and experience set out in Your application for employment and related documents; and
- (b) warrant the correctness of all information contained in that application and those documents.

### **14. INTELLECTUAL PROPERTY**

You -

- (a) acknowledge and agree that all Intellectual Property is the exclusive property of the Local Government
- (b) assign to the Local Government all future rights which may be acquired by You in relation to Your Intellectual Property so as to vest title in Your Intellectual Property in the Local Government absolutely;

- (c) must immediately deliver to the Local Government full particulars concerning the realisation or creation arising from the development of Your Intellectual Property;
- (d) must (whether during or after the Term and at the expense of the Local Government), execute all documents and undertake all such acts, matters and things as may be reasonably necessary to obtain registration or other legal protection of Your Intellectual Property on behalf of the Local Government and to give effect to the assignment in paragraph (b);
- (e) must, during the Term, maintain dated, legible records of all work performed in the study, assessment or development of Your Intellectual Property.
- (f) acknowledges that all the records referred to in paragraph (e) are the property of the Local Government; and
- (g) must, without limiting paragraphs (e) and (f), surrender and deliver up to the Local Government all passwords necessary to access the records where the records are in electronic form and all documentation necessary to understand software source code including –
  - (i) the names and versions of development tools;
  - (ii) documentation describing the procedures for building/compiling, executing/using the software (technical notes, user guides);
  - (iii) hard copy directory listings of the contents of any media containing the software;
  - (iv) a list of retrieval commands; and
  - (v) archive hardware and operating system details.

<b>15. INCONSISTENCY AND SEVERANCE</b>
--

**15.1 Inconsistency: Industrial Relations Law**

If there is any inconsistency between this Contract and any Industrial Relations Law, the Industrial Relations Law prevails but only to the extent of the inconsistency.

**15.2 Inconsistency: Act**

If there is any inconsistency between this Contract and the Act, the Act prevails but only to the extent of the inconsistency.

**15.3 Inconsistency: Policies**

If there is any inconsistency between this Contract and the Policies, this Contract prevails but only to the extent of the inconsistency. For the avoidance of doubt, the Policies are not intended to be contractual in nature.

#### **15.4 Severance**

- (1) Each provision of this Contract is to be read and construed independently of the other provisions of this Contract so that if one or more are held to be invalid for any reason whatsoever, then the remaining provisions are to be valid to the extent that they are not held to be so invalid.
- (2) If a provision of this Contract is found to be void or unenforceable but would be valid if some part of it were deleted or the period of application reduced, such provision is to apply with such modification as may be necessary to make it valid and effective.

<b>16. DISPUTE RESOLUTION</b>
-------------------------------

#### **16.1 Dispute Resolution**

- (1) In relation to any matter arising under this Contract that may be in dispute between You and the Council, the parties shall initially attempt to resolve the matter at a workplace level.
- (2) If either party seeks to appoint another person to represent them in dispute resolution, they must give written notice to the other party of that appointment.

#### **16.2 Mediation**

- (1) If the dispute cannot be resolved at the workplace level the parties agree to allow either party to refer the dispute to mediation. The parties agree that if either party refers the matter to mediation, both parties will participate in the mediation process in good faith.
- (2) In agreeing for the dispute to be referred to mediation, the parties may seek to agree on the following:
  - (a) Whether the parties should seek the assistance of a dispute resolution organisation; and
  - (b) A procedure for selection and compensation of any neutral person who may be engaged by the parties.

<b>17. MISCELLANEOUS</b>
--------------------------

#### **17.1 Legal costs**

Subject to any express provision in this Contract to the contrary, each party is to bear its own legal and other costs and expenses relating directly or indirectly to the preparation of this document.

#### **17.2 Amendment**

This Contract may be amended only by a document in writing duly executed by the parties.

### **17.3 Waiver and exercise of rights**

- (1) A single or partial exercise or waiver of a right relating to this Contract is not to prevent any other exercise of that right or the exercise of any other right.
- (2) A party is not to be liable for any loss, cost or expense of any other party caused or contributed to by the waiver, exercise, attempted exercise, failure to exercise or delay in the exercise of a right.
- (3) Failure or omission by the Local Government at any time to enforce or require strict or timely compliance with a provision of this Contract is not to affect or impair that provision in any way or the right of the Local Government to avail itself of the remedies it may have in respect of any breach of a provision.

### **17.4 Rights cumulative**

Subject to any express provision in this Contract to the contrary, the rights of a party under this document are cumulative and are in addition to any other rights of that party.

### **17.5 Governing law and jurisdiction**

- (1) This Contract is governed by and is to be construed in accordance with the laws in force in Western Australia.
- (2) Each party irrevocably and unconditionally submits to the non-exclusive jurisdiction of the courts of Western Australia and any courts which have jurisdiction to hear appeals from any of those courts and waives any right to object to any proceedings being brought in those courts.

### **17.6 Contract personal and not to be assigned**

This Contract is personal to the parties and is not capable of being assigned.

### **17.7 Entire understanding**

- (1) This Contract embodies the entire understanding and agreement between the parties as to the subject matter of this Contract.
- (2) Except as referred to in clause 13, all previous negotiations, understandings, representations, warranties, memoranda or commitments in relation to, or in any way affecting, the subject matter of this Contract, are merged in and superseded by this Contract and are to be of no force or effect and no party is to be liable to any other party in respect of those matters.
- (3) No oral explanation or information provided by any party to another is –
  - (a) to affect the meaning or interpretation of this Contract; or
  - (b) to constitute any collateral agreement, warranty or understanding between any of the parties.



## **17.8 Notices**

A notice or other document required or permitted to be given under this Contract may be given in any of the ways provided by sections 9.50 and 9.51 of the Act.

# Schedule 1– Position Description

---

[Either –

1. include content of Position Description in this Schedule; or
2. copy the Position Description, mark it as ‘Annexure 1’ to this Contract, ensure that it is signed by each of the parties listed in the Signing Page below and add to this Schedule the words ‘See Annexure 1’.]

## Schedule 2– Contract Details

Item	Subject	Details
1.	Date	[add day, month and year that this Contract is signed]
2.	Your name	[add full name of employee]
3.	Your address	[add residential address of employee]
4.	Position	CEO
5.	Nature of employment	[add full-time or part-time]
6.	Commencement Date	[add date of commencement of employment under this Contract]
7.	Term	[add the term of employment in years – cannot exceed 5 years]
8.	Expiry Date	[add the date that this Contract expires – day, month and year]
9.	Remuneration Package (clauses 1.1 and 5.1)	<p>Salary (cash \$[add] each year component)</p> <p>Motor vehicle (private use component) \$[add] each year</p> <p>Superannuation [add]% \$[add] each year</p> <hr/> <p>\$[add]</p> <p>[The benefits recommended by the Salaries and Allowances Tribunal to be included as components of a CEO’s remuneration package are –</p> <ol style="list-style-type: none"> <li>1. base salary;</li> <li>2. annual leave loading;</li> <li>3. associated FBT accrued;* </li> <li>4. association membership fees;*</li> <li>5. attraction/retention allowance;</li> <li>6. benefit value of provision of motor vehicle for private use;</li> <li>7. cash bonus and performance incentives;</li> <li>8. cash-in-lieu of vehicle;</li> <li>9. fitness club fees;</li> </ol>

- 10. grooming/clothing allowance;
  - 11. health insurance subsidy;
  - 12. private phone;\*
  - 13. recognition program benefits;
  - 14. school fees and child's uniforms;
  - 15. superannuation;
  - 16. travel or other benefit taken in lieu of salary; and
  - 17. unrestricted entertainment allowance.
- \* See notes below relating to these items]

- 10. Motor vehicle [add description of motor vehicle]
- 11. Professional development [add maximum amount, if any, payable under clause 6.3(2)]
- 12. Additional Remuneration Benefits [add details and see clauses 6.4-6.7]  
 [The additional remuneration benefits that the Salaries and Allowances Tribunal has recommended to be excluded from a CEO's Remuneration Package are –
  - 1. airfare to home base;
  - 2. appointment/relocation expenses;
  - 3. computer provision;
  - 4. entertainment allowance (business restricted);
  - 5. expense of office (business restricted);
  - 6. isolation/location allowance;
  - 7. mobile phone;
  - 8. professional development and library allowance;
  - 9. rental subsidy (where appropriate, such as in remote locations in the State);
  - 10. travel on business; and
  - 11. water/power subsidies (where appropriate, such as in remote locations in the State)]
- 13. Out-of-office communication facilities [add details]

(clause 6.2)

14. Performance Bonus **[add amount or maximum amount]**
15. Initial Work Location **[add details]**
16. Special Conditions **[add details]**

Signing page  
**EXECUTED** by the parties

THE **COMMON SEAL** of the Local Government )  
was affixed by authority of a resolution of the )  
Council in the presence of - )

\_\_\_\_\_  
Mayor/President

\_\_\_\_\_  
CEO or Acting CEO

\_\_\_\_\_  
Name of Mayor/President  
(print)

\_\_\_\_\_  
Name of CEO or Acting CEO  
(print)

**Signed** by You  
in the presence of -

\_\_\_\_\_

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Name of Witness  
(print)

# Optional Clauses

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## 1. Probationary period

If the Local Government wishes a probationary period to apply to the CEO's employment, it will be necessary to amend the employment contract –

- (1) to include in clause 1.1 new definitions of 'Initial Probationary Period' and 'Probationary Period';
- (2) to include a new subclause 2.3 enabling the Local Government to extend the Initial Probationary Period;
- (3) to include a new subclause in clause 11 enabling the Local Government to terminate the CEO's employment before the end of the Probationary Period, and specifying the amount of the termination payment that must be made to the CEO in those circumstances; and
- (4) include a new item in Schedule 2 specifying the length of the Initial Probationary Period.

## 2. Performance review procedure

If the Local Government does not have a formalised performance review procedure for its CEO, or wishes to amend or replace its existing performance review procedure, it may add a new clause 4.4 as follows –

### 4.4 Performance review procedure

- (1) Subject to any alternative procedure agreed between the Council and You, a performance review under this clause must include the following procedures -
  - (a) You must give the Council at least one month's written notice of when Your performance review is required;
  - (b) the Council must decide, under clause 4.3, who is to conduct the performance review and must give You at least 10 working days' notice in writing of when the performance review is to be conducted and who is to conduct it;
  - (c) within 14 days after being given notice under paragraph (b), You must prepare a report assessing Your performance against the Performance Criteria, and give that report to the Reviewer;
  - (d) You and the Reviewer will discuss the process and timing of the performance review, which must include at least one interview session that provides for mutual discussion and feedback;

- (e) You must ensure that You are available for the performance review as reasonably required by the Reviewer;
  - (f) You may be accompanied at an interview session by any other person nominated by You;
  - (g) within one month of the conclusion of the performance review, the Reviewer must prepare a report, in consultation with You, to be signed by both the Reviewer and You, that includes -
    - (i) conclusions about Your performance during the period covered by the performance review;
    - (ii) any proposal by either party to amend the Performance Criteria as a consequence of the performance review;
    - (iii) any directions or recommendations made to You in relation to the future performance by You; and
    - (iv) details of the extent, if any, to which You disagree with any statement in the report;
  - (h) if the Reviewer is not the Council, that report must then be submitted to the Council for consideration; and
  - (i) under regulation 18D of the *Local Government (Administration) Regulations 1996*, the Council is to accept the report with or without modifications, or is to reject the report.
- (2) Reports and other documentation prepared under, or for the purposes of, this clause are to be treated by the parties as confidential.

### **3. Performance bonus**

If the Local Government wishes to have performance bonus provisions for its CEO, the employment contract should be amended –

- (1) to include a new definition of 'Performance Bonus' in clause 1.1;
- (2) to amend the Remuneration Package provisions of clause 5 and item 9 of Schedule 2; and
- (3) to add a new subclause in clause 4 dealing with the Performance Bonus, including the maximum amount payable, when and on what basis the Performance Bonus for a particular year is determined, and whether it is to be reviewed by the Council itself or a 'Reviewer' (similar to the performance review provisions of clauses 4.2 and 4.3).



#### 4. Purchase of property

If the Local Government wishes to have purchase of property provisions for its CEO, it may include the following wording in the existing termination clause (Clause 11) -

On the termination of Your employment, or expiry of the Term, at Your request the Council (or, if the Council so resolves, the **Mayor or President**) may agree to You purchasing from the Local Government, at its depreciated value –

- (a) any of the out of office communication facilities used by You immediately before the termination or expiry; and/or
- (b) the motor vehicle used by You immediately before the termination or expiry.

***[Property that is valued at less than \$20,000 is an 'exempt disposition' (under regulation 30(3)(a) of the Local Government (Functions and General) Regulations 1996) and is not subject to the disposition of property requirements of section 3.58 of the Act. Other property may be subject to those disposition requirements. ]***

#### 5. Alternative Dispute Resolution clause

The Local Government may elect to include an alternative clause related to dispute resolution. This would involve replacing the existing clause 16.2 with the alternative clause 16.2 outlined below:

##### 16.2 Alternative Dispute Resolution

- 1) If the dispute cannot be resolved at the workplace level within 14 days of the dispute being raised, the parties agree to allow either party to refer the dispute to alternative dispute resolution. The parties agree that if either party refers the matter to alternative dispute resolution, both parties will participate in the alternative dispute resolution process in good faith.
- 2) In agreeing for the dispute to be referred to alternative dispute resolution, the parties must within a further 14 days (or within such further period as the parties may agree is appropriate) seek to agree on the following:
  - a. whether the parties should seek the assistance of a dispute resolution organisation;
  - b. a procedure for selection and compensation of any neutral person who may be engaged by the parties;
  - c. a process for resolving the whole or part of the dispute through means such as further negotiations, mediation, conciliation or independent expert determination;

- d. the procedure and timetable for any exchange of documents and other information relating to the dispute; and
- e. procedure rules and a timetable for the conduct of the selected mode of proceeding.





Department of  
Local Government, Sport  
and Cultural Industries

Attachment 14.1.3



Local Government  
Act 1995 Review  
agile • smart • inclusive



LOCAL GOVERNMENT ACT REVIEW >>> DELIVERING FOR THE COMMUNITY

# Standards and Guidelines For Local Government CEO Recruitment and Selection, Performance Review and Termination

Draft for Consultation

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# Preface

As part of the McGowan Government's commitment to transforming local government in WA, the *Local Government Legislation Amendment Act 2019* includes a requirement for model standards covering the recruitment and selection, performance review and early termination of local government Chief Executive Officers (CEOs). These reforms are intended to ensure best practice and greater consistency in these processes among local governments.

This document outlines proposed mandatory minimum standards, shown in boxes. These standards will inform the drafting of regulations.

The accompanying guidelines outline the recommended practice for local governments in undertaking these processes. The guidelines will assist local governments in meeting the proposed standards and will not form part of the legislative framework.

The standards and guidelines have been developed by the Department of Local Government, Sport and Cultural Industries (Department) in consultation with representatives from the Public Sector Commission, the Ombudsman, the Western Australian Local Government Association (WALGA) and Local Government Professionals WA (LGPro). The Department gratefully acknowledges the participation and contribution of these representatives.

The Department notes that the content of these does not necessarily reflect the views or policies of the organisations or individuals that have been consulted.

Feedback is sought on the proposed standards and guidelines. A survey is available at [www.dlgsc.wa.gov.au/lgareview](http://www.dlgsc.wa.gov.au/lgareview) or you can provide your feedback to [actreview@dlgsc.wa.gov.au](mailto:actreview@dlgsc.wa.gov.au) by **6 December 2019**.

# Part 1 – Recruitment and Selection

One of the fundamental roles of the council is the employment of the local government's CEO. The CEO is responsible for implementing the council's strategic vision and leading the local government administration.

## Principles

A local government must select a CEO in accordance with the principles of merit, equity and transparency. A local government must not exercise nepotism, bias or patronage in exercising its powers. Additionally, a local government must not unlawfully discriminate against applicants. Section 5.40 of the *Local Government Act 1995* (Act) lists a number of general principles of employment that apply to local governments.

### Recruitment and Selection Standard

The minimum standard for recruitment and selection will be met if:

- S1.1** The council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within that particular local government context.
- S1.2** The council has approved, by absolute majority, the Job Description Form which clearly outlines the qualifications, selection criteria and responsibilities of the position, and which is made available to all applicants.
- S1.3** The local government has established a selection panel to conduct the recruitment and selection process. The panel must include at least one independent person who is not a current elected member or staff member of the local government.
- S1.4** The local government attracts applicants through a transparent, open and competitive process (this is not necessary for vacancies of less than one year).
- S1.5** The local government has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.
- S1.6** The local government has thoroughly verified the recommended applicant's work history, qualifications, referees and claims made in his or her job application.
- S1.7** The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how his or her knowledge, skills and experience meet the selection criteria.

## Recruitment and Selection Standard cont.

- S1.8** The appointment is made impartially and free from nepotism, bias or unlawful discrimination.
- S1.9** The council has endorsed by absolute majority the final appointment.
- S1.10** The council has approved the employment contract by absolute majority.
- S1.11** The local government must re-advertise the CEO position after each instance where a person has occupied the CEO position for ten (10) consecutive years.

## Guidelines

### Recruitment and selection process

Regulation 18C of the *Local Government (Administration) Regulations 1996* (Administration Regulations) requires a local government to approve a process to be used for the selection and appointment of a CEO for the local government before the position of CEO of the local government is advertised.

The council of the local government should act collectively throughout the recruitment and selection process. To uphold the integrity of the process, the council must resist any attempt to influence the outcome through canvassing or lobbying.

The local government should carefully consider the role of the CEO. This includes the CEO's legislated powers and functions and their role as the head of the administrative arm of the local government. In determining the selection criteria for the position of CEO, it will be important for a local government to consider the needs of the district and the specific skills and experience that will be required of the CEO in that particular local government. The competencies the council looks for in its CEO should reflect the council's strategic community plan.

Once the essential skills and experience which form the selection criteria for the position have been identified, the local government must set out the selection criteria (essential and desirable) and the responsibilities of the position in a Job Description Form (JDF). If emphasis is placed on certain selection criteria, this should be highlighted in the JDF so that applicants are aware of this. For example, some level of project management experience will usually be an important criterion, but if the local government is undertaking a major development such as a new recreation centre, added emphasis may need to be given to this criterion.

The JDF must be approved by an absolute majority of the council.



## Advertising

The local government should ensure that applicants are clearly informed about the application process, such as the application requirements, the closing date for applications and how applications are to be submitted. It is essential that this process is transparent and that each step in the process is documented and the records kept in a manner consistent with the *State Records Act 2000 (WA)*.

In order to attract the best possible pool of applicants for the CEO position, it is recommended that local governments use a diverse range of advertising methods, mediums and platforms (in addition to the advertising requirement under section 5.36(4) of the Act). For example:

- advertising on the local government's website;
- posting on online jobs boards (e.g. SEEK);
- sharing the advertisement via professional networks; and
- undertaking an executive search (also known as headhunting).

A local government must publicly advertise the CEO position if one person has remained in the job for 10 consecutive years. This does not prevent the incumbent individual from being employed as CEO for another term, provided they are selected following a transparent selection and recruitment process.

## Selection panel and independent person

Local governments are to appoint a selection panel to conduct and facilitate the recruitment and selection process. The selection panel should be made up of elected members (the number to be determined by the council) and must include at least one independent person. The independent person cannot be a current elected member or staff member of the local government. Examples of who the independent person could be include:

- former elected members or staff members of the local government;
- former or current elected members (such as a Mayor or Shire President) or staff members of *another* local government;
- a prominent or highly regarded member of the community; or
- a person with experience in the recruitment and selection of CEOs and senior executives.

The independent person would be on the committee on an unpaid basis (except for reasonable travel and accommodation costs which should be covered by the local government) to provide objectivity to the selection and recruitment process.

The independent person and elected members on the panel are responsible for assessing applicants and making a recommendation to council regarding the most suitable applicant.

## Independent human resources consultant

A local government should seek independent advice from a human resources consultant where the council lacks the capacity or expertise to facilitate the recruitment

and selection process (or any aspect of it). A member of the human resources team within a local government should not be involved in the recruitment of a new CEO because if the CEO is employed, he or she would be their employer.

The consultant should not be associated with the local government or any of its council members and can be an independent human resources professional, recruitment consultant, or recruitment agency.

An independent human resources consultant can provide advice to the selection panel on how to conduct the recruitment process or a local government may engage a consultant to support it in undertaking certain aspects of the recruitment process, such as one or more of the following:

- development or review of the JDF;
- development of selection criteria;
- sourcing and development of assessment methods in relation to the selection criteria;
- drafting of the advertisement;
- executive search;
- preliminary assessment of the applications;
- final shortlisting;
- drafting of the questions for interview;
- coordinating interviews;
- writing the selection report;
- arranging for an integrity check and/or police clearance; and
- assisting the council in preparing the employment contract.

The consultant is not to be directly involved in determining which applicant should be recommended for the position.

It is recommended that rigorous checks be conducted on any independent consultants before they are engaged to ensure they have the necessary skills and experience to effectively assist the council. Local government recruitment experience may be beneficial but is not necessary.

The independent human resources consultant must be able to validate their experience in senior executive recruitment and appointments. It is important to note that if the local government uses a consultant or agency to assist in finding applicants, that consultant or agency will require an employment agent licence under the *Employment Agents Act 1976* (WA).

A good independent human resources consultant will bring expertise, an objective perspective and additional human resources to what is a complex and time-consuming process. Given the time and effort involved in finding a competent CEO, and the cost of recruiting an unsuitable CEO, there can be a good business case for spending money on an independent consultant.

There is no requirement for local governments to engage an independent human resources consultant to assist with the recruitment of a CEO. If a decision is made to outsource the recruitment process, it is imperative that the council maintains a high

level of involvement in the process and enters into a formal agreement (contract) with the consultant. In order to manage the contract efficiently, and ensure an effective outcome, regular contact with the consultant is required during the recruitment process. As with any contractor engagement, the local government must ensure their procurement and tender processes comply with the Act and the procurement policy of the local government.

### Council's responsibilities

A human resources consultant cannot undertake the tasks for which the council is solely responsible. An independent consultant cannot and should not be asked to:

- Conduct interviews with short-listed applicants: This should be done by the council (this may involve the establishment of a committee consisting of only council members under section 5.8 of the Act). A council may decide that a human resources consultant undertakes the initial shortlisting of candidates, for example, conducting initial interviews and compiling a short-list of applicants for the council to review. Following shortlisting, a consultant can participate by sitting in on the interviews, providing advice on the recruitment and selection process and writing up the recommendations. The consultant may also arrange the written referee reports of applicants.
- Make the decision about who to recruit: Only the council can make this decision, drawing upon advice from the selection panel.
- Negotiate the terms and conditions of employment: The council should conduct the final negotiations (noting that the consultant should be able to provide advice on remuneration constraints and other terms and conditions).

### Creating Diversity

In order to ensure all applicants are given an equal opportunity for success, selection methods need to be consistent and objective. In a structured interview, each applicant should have the opportunity to answer the same primary questions with follow-up questions used to illicit further detail or clarification. Behavioural-based interview questions are objective and gauge the applicants' hard and soft skills, reducing biases in assessment (see examples below).

Basing a selection decision on the results of a number of selection methods can help to reduce procedural shortcomings and ensure the best applicant is chosen. Psychometric, ability and aptitude testing are considered to be valid, reliable and objective. While applicants with extensive experience and reputable education may appear to be more qualified, an objective assessment of each person's ability and personal traits can provide a clearer picture of the applicant.

Where possible, it is recommended that local governments ensure diversity on the selection panel. This may be achieved by ensuring gender, ethnic, age and experiential diversity on the panel. Diversity is also a consideration when selecting an independent person for the selection panel, particularly where there is a lack of diversity on the council. A diverse selection panel will aid in making quality decisions regarding suitable applicants.

Individuals are often unaware of biases they may have. For this reason, it is helpful for the selection panel to undertake training about unconscious biases. Awareness of unconscious biases assists individuals in preventing those biases from interfering in their decision making. For example, if there are considerable discrepancies in the assessment scores between two panel members, discussion will be required to ensure bias has not influenced these scores. Allowing team members to acknowledge and recognise prejudices is essential to managing those biases. The following biases should be addressed:

- “Similar-to-me” effect - if interviewers share the same characteristics with the applicants or view those characteristics positively, they are more likely to score them highly;
- “Halo” effect – interviewers may let one quality (such as race, gender, looks, accent, experience, etc.) positively or negatively affect the assessment of the applicant’s other characteristics.

### Due Diligence

It is essential that the local government ensures that the necessary due diligence is undertaken to verify an applicant’s qualifications, experience and demonstrated performance. This includes:

- verifying an applicant’s qualifications such as university degrees and training courses;
- verifying the applicant’s claims (in relation to the applicant’s character, details of work experience, skills and performance) by contacting the applicant’s referees. Referee reports should be in writing in the form of a written report or recorded and verified by the referee;
- requesting that an applicant obtains a national police clearance as part of the application process; and
- ensuring no conflicts of interests arise by looking to outside interests such as board membership and secondary employment.

A council may wish to contact a person who is not listed as an applicant’s referee, such as a previous employer. This may be useful in obtaining further information regarding an applicant’s character and work experience, and verifying related claims. The applicant should be advised of this and be able to provide written comments to the council.

A search of a media material and whether an applicant has an online presence may also assist in identifying potential issues. For example, an applicant may have expressed views which are in conflict with the local government’s values. This should be made clear in the application information.

To ensure the integrity of the recruitment process, a council must act collectively when performing due diligence.

## Selection

Once the application period closes, the council, selection panel or consultant assesses each application and identifies a shortlist of applicants to be interviewed.

In shortlisting applicants for the interview phase, the selection panel should consider the transferable skills of applicants and how these would be of value in the role of CEO. The selection panel should not overlook applicants who do not have experience working in the local government sector.

It is important that the assessment process is consistent for all applicants. For example, each applicant being asked the same interview questions which are related to the selection criteria and being provided with the same information and completing the same assessments.

Elected members should declare any previous association with an applicant or any potential conflict of interest at the time of shortlisting if they are part of the selection panel. Similarly, if the interviews involve the full council, the elected member should make an appropriate declaration before the interviews commence. If the potential conflict of interest is significant or a member's relationship with an applicant may result in claims of nepotism, patronage or bias, the council may need to consider whether to exclude the elected member from the process. The decision should be documented and recorded for future reference.

Selecting an applicant should be based on merit; that is, choosing an applicant that is best suited to the requirements of the position and the needs of the local government. This involves the consideration and assessment of applicants' skills, knowledge, qualifications and experience against the selection criteria required for the role. As part of the selection process, a council may consider it appropriate for each of the preferred candidates to do a presentation to council.

The appointment decision by the council should be based on the assessment of all measures used, including:

- assessment technique(s) used (e.g. interview performance);
- quality of application;
- referee reports;
- verification and sighting of formal qualifications and other claims provided by the applicant; and
- other vetting assessments used (e.g. police checks, integrity checks, etc.).

## Employment contract

In preparing the CEO's employment contract, the council must ensure the contract includes the necessary provisions required under section 5.39 of the Act and associated regulations, that it meets the requirements set out in relevant employment law and that it is legally binding and valid.

Section 5.39 of the Act provides that a CEO's employment contract must not be for a term exceeding five years. The term of a contract for an acting or temporary position cannot exceed one year.

Further, the employment contract is of no effect unless it contains:

- the expiry date of the contract;
- the performance review criteria; and
- as prescribed under regulation 18B of the Administration Regulations, the maximum amount of money (or a method of calculating such an amount) to which the CEO is to be entitled if the contract is terminated before the expiry date, which amount is not to exceed whichever is the lesser of:
  - the value of one year's remuneration under the contract; or
  - the value of the remuneration that the CEO would have been entitled to had the contract not been terminated.

It is recommended that the council seeks independent legal advice to ensure that the contract is lawful and able to be enforced. In particular, advice should be sought if there is any (even slight) doubt as to the meaning of the provisions of the contract.

Councils should be aware that CEO remuneration is determined by the Salaries and Allowances Tribunal and the remuneration package may not fall outside the band applicable to the particular local government.

The CEO's employment contract should clearly outline grounds for termination and the termination process (refer to the termination guidelines in this document for information on the process of termination). The notice periods outlined in the employment contract should be consistent with Australian employment law.

The council of the local government must approve, by absolute majority, the employment contract and the person they appoint as CEO.

## Appointment

Following the decision of council to approve an offer to appoint, with the contract negotiations finalised and the preferred applicant accepting the offer of appointment, council is required to make the formal and final appointment of the CEO. The council is required to endorse the appointment and approve the CEO's employment contract by absolute majority. The employment contract must be signed by both parties.

The council should notify both the successful individual and the remaining unsuccessful applicants as soon as possible before publicly announcing the CEO appointment.

The successful applicant should not commence duties with the local government as CEO until the employment contract has been signed.

The unsuccessful applicants (including those not interviewed) should be notified of the outcome of their application. It is recommended that the local government creates a template letter for unsuccessful applicants that can be easily personalised with the applicants' details and sent out quickly.

The council should keep a record of their assessment of the unsuccessful applicant(s) and provide the unsuccessful applicant(s) with the opportunity to receive feedback on their application, or interview performance if they were granted an interview. Should

an unsuccessful applicant request feedback, it is recommended that a member of the selection panel provides this. If a recruitment consultant is used, they may undertake this task.

### Confidentiality

The local government should ensure that all information produced or obtained during the recruitment and selection process is kept confidential. This includes applicants and their personal details, assessment, the selection report and outcome of the process. This ensures privacy requirements are met and maintains the integrity of the process.

### CEO induction

Local governments should ensure that they provide the CEO with all of the necessary information on the local government's processes, policies, procedures and systems at the commencement of the CEO's employment.

New CEOs are eligible to participate in the Local Government CEO Support Program which is a joint initiative of the Department and LGPro to provide mentoring and general support to those appointed to the position of CEO in a local government for the first time. The program runs for six to nine months from the time a CEO is appointed and involves the CEO being matched with a mentor that best meets the needs of the CEO.

The program provides the CEO with an opportunity (through meetings and on-going regular communications) to discuss a wide range of issues with their appointed mentor in the strictest confidence. The program is aimed at addressing the individual needs of the CEO. Examples of issues that may be covered include the following:

- Role of the CEO
- Governance
- Strategic and long-term planning
- Legislative framework
- Relationships and dealing with council members
- Risk management
- Resource management
- Managing the business of Council
- Family considerations

## Part 2 – Performance Review

### Principles

The standards regarding CEO performance review are based on the principles of fairness, integrity and impartiality.

#### Performance Review Standard

The minimum standard for performance review will be met if:

- S2.1** Key result areas are specific, relevant, measurable, achievable and time-based.
- S2.2** The key result areas and the performance process are recorded in a written document, negotiated with and agreed upon by the CEO and council.
- S2.3** The CEO is informed about how their performance will be managed and the results of their performance assessment.
- S2.4** The collection of evidence regarding key result areas is thorough and comprehensive.
- S2.5** Assessment is made free from bias and based on the CEO's achievement against key result areas and decisions and actions are impartial, transparent and capable of review.
- S2.6** The council has endorsed the performance review assessment by absolute majority.

### Guidelines

Section 5.38 of the Act provides that, for a CEO who is employed for a term of more than one year, the performance of a CEO is to be reviewed formally at least once in every year of their employment.

In addition to this minimum requirement, it is recommended that the council engages in regular discussions with the CEO regarding their performance about key result areas, progress and ways that the CEO can be supported. Any changes to the CEO's performance agreement such as changes to key result areas should also be discussed, and agreed to, between the council and the CEO, as the matter arises.

#### Employment contract and performance agreement

Section 5.39, of the Act requires the employment contract to specify the performance criteria for the purpose of reviewing the CEO's performance. This will include ongoing permanent performance criteria. A local government may wish to have a separate additional document called a "performance agreement" which includes the



performance review criteria in the employment contract, additional criteria (e.g. the performance indicators in relation to specific projects) and how the criteria will be assessed. The performance agreement should be negotiated and agreed upon by the CEO and the council. The performance agreement may also set out the CEO's professional development goals and outline a plan to achieve these goals.

### Key result areas, performance indicators and goals

Setting the performance criteria is an important step. As one of the CEO's key responsibilities is to oversee the implementation of council's strategic direction, it is important to align the CEO's performance criteria to the goals contained in the council's Strategic Community Plan and Corporate Business Plan. Accordingly, as these plans are updated, the CEO's performance criteria should be updated to reflect the changes.

In leading the administrative arm of a local government, the CEO is responsible for undertaking core tasks, the achievement of which will contribute to the effectiveness of the council. These tasks are called key result areas. Key result areas should be set for each critical aspect of the CEO's role. It is important that each key result area is measurable and clearly defined. These could be in relation to:

- service delivery targets from the council's Strategic Community Plan;
- budget compliance;
- organisational capability;
- operational and project management;
- financial performance and asset management;
- timeliness and accuracy of information and advice to councillors;
- implementation of council resolutions;
- management of organisational risks;
- leadership (including conduct and behaviour) and human resource management; and
- stakeholder management and satisfaction.

Key result areas should focus on the priorities of the council and, if appropriate, could be assigned priority weighting in percentages. The council and CEO should set goals as to the target outcome for future achievement in the key result areas. Goals should be specific, measurable, achievable, relevant and time-based.

Following the determination of the key result areas and goals, the council will need to determine how to measure the outcomes in each key result area. Key performance indicators measure the achievement of the key result areas. It is important to relate performance indicators to the selection criteria used in selecting the CEO. For example, if the CEO has been selected due to their financial experience and ability to improve the local government's finances, indicators regarding improved revenue and reduced expenses are obvious starting points.

Considering the context within which the local government is operating is important. For example, if a significant financial event occurs, such a downturn in the economy, financial performance indicators will likely need to be adjusted. It is important that

such contextual factors are given weight and that goals are flexible to allow regular adjustment. Adjustments may be initiated by either the CEO or the council.

Councils need to be realistic in terms of their expectations of a CEO's performance and provide appropriate resources and support to facilitate the achievement of performance criteria.

#### Performance review panel

It is recommended that the council delegates the CEO performance review to a panel (e.g. comprising certain council members and an independent observer). The panel has a duty to gather as much evidence as possible upon which to base their assessments. The role of the review panel includes developing the performance agreement in the first instance, conducting the performance review and reporting on the findings and recommendations of the review to council.

#### Independent consultant

If a council lacks the resources and expertise to meet the expected standard of performance review, the council should engage an external facilitator to assist with the process of performance appraisal and the development of the performance agreement. The local government should ensure that the consultant has experience in performance management and, if possible, experience in local government or dealing with the performance management of senior executives. The consultant should not have any interest in, or relationship with, the council or the CEO.

With guidance from the performance review panel, a consultant can facilitate the following tasks:

- setting performance goals;
- setting key result areas;
- preparing the performance agreement;
- collecting performance evidence;
- writing the performance appraisal report;
- facilitating meetings between the performance review panel;
- assisting with the provision of feedback to the CEO;
- formulating plans to support improvement (if necessary); and
- providing an objective view regarding any performance management-related matters between the concerned parties.

#### Assessing performance

The process of assessing performance should be agreed to by both parties and documented in the employment contract or performance agreement.

It is essential that CEO performance is measured in an objective manner against the performance criteria alone. It is important that reviews are impartial and not skewed by personal relationships between the review panel and the CEO. Close personal relationships between the panel members and the CEO can be just as problematic as extremely poor relationships.

The council should consider any evidence of CEO performance from two perspectives, namely, current CEO performance and future performance if the CEO's current behaviours continue. Evidence of CEO performance may come from an array of sources, many of which the CEO themselves can and should provide to the council as part of regular reporting. These sources include:

- achievement of key business outcomes;
- interactions with the council and progress that has been made towards implementing the council's strategic vision;
- audit and risk committee reports;
- workforce metrics (e.g. the average time to fill vacancies, retention rate, information about why people leave the organisation and staff absence rate);
- incident reports (e.g. results of occupational health and safety assessments, the number and nature of occupational health and safety incident reports, and the number and nature of staff grievances);
- organisational survey results;
- relationships (e.g. with relevant organisations, stakeholder groups, professional networks and the relevant unions); and
- insights from key stakeholders (this could be done by way of a survey to obtain stakeholder input).

It is important that, in addition to looking at the achievement of KPIs, the council considers the following:

- How the CEO has achieved the outcomes. In particular, whether or not their methods are acceptable and sustainable.
- The extent to which current performance is contingent upon current circumstances. Has the CEO demonstrated skills and behaviours to address and manage changes in circumstances which have affected his or her performance?
- What the CEO has done to ensure the wellbeing of staff and to maintain trust in the local government.

The council should consider the attention the CEO has given to ensuring equal employment opportunity, occupational health and safety, privacy, managing potential conflicts of interest, and complying with procurement process requirements.

#### Addressing performance issues

Once the CEO's performance has been assessed, it is essential that any areas requiring attention or improvement are identified, discussed with the CEO and a plan is agreed and put in place to address these. The plan should outline the actions to be taken, who is responsible for the actions and an agreed timeframe.

The performance review panel must decide on an appropriate course of action that will address the performance issue. This may include professional development courses, training, counselling, mediation, mentoring or developing new work routines to ensure specific areas are not neglected. The performance review panel should then arrange for regular discussion and ongoing feedback on the identified performance issues, ensuring improvements are being made.

It is important to keep in mind that a local government falling short of its goals is not always attributable to the CEO. External factors may have resulted in initial performance expectations becoming unrealistic. Failure to meet key result areas does not necessarily mean the CEO has performed poorly and, for this reason, performance and outcome should be considered separately. Where ongoing issues have been identified, the council will need to take a constructive approach and seek to develop the CEO's competency in that area (for example, through an agreed improvement plan).

### Confidentiality

The council should ensure that accurate and comprehensive records of the performance management process are created. Any information produced should be kept confidential.

# Part 3 – Termination

## Principles

The standards for the termination of a local government CEO (other than for reasons such as voluntary resignation or retirement) are based on the principles of fairness and clarity. Procedural fairness is a principle of common law regarding the proper and fair procedure that should apply when a decision is made that may adversely impact upon a person's rights or interests.

### Termination Standard

The minimum standard for the early termination of a CEO's contract will be met if:

- S3.1** Decisions are based on the assessment of the local government's requirements (such as the documented key result areas) and the CEO's performance is measured against these.
- S3.2** Performance issues have been identified and the CEO informed. The council has given the CEO a reasonable opportunity to improve and implement a plan to remedy the performance issues, but the CEO has not subsequently remedied these issues.
- S3.3** Procedural fairness and the principles of natural justice are applied. The CEO is informed of their rights, entitlements and responsibilities in the termination process. This includes the CEO being provided with notice of any allegations against them, given a reasonable opportunity to respond to those allegations or decision affecting them, and their response is genuinely considered.
- S3.4** Decisions are impartial, transparent and capable of review.
- S3.5** The council of the local government has endorsed the termination by absolute majority.
- S3.6** The required notice of termination (which outlines the reason for termination) is provided in writing.

## Guidelines

### Reason for termination

The early termination of a CEO's employment may end due to:

- poor performance;
- misconduct; or
- non-performance or repudiation of contract terms.

There is a difference between poor performance and serious misconduct. Poor performance is defined as an employee not meeting the required performance criteria or demonstrating unacceptable conduct and behaviour at work. It includes:

- not carrying out their work to the required standard or not doing their job at all;
- not following workplace policies, rules or procedures;
- unacceptable conduct and behaviour at work, e.g. speaking to people in a disrespectful manner, not attending required work meetings and telling inappropriate jokes;
- disruptive or negative behaviour at work, e.g. constantly speaking negatively about the organisation;
- not meeting the performance criteria set in the employment contract and/or performance agreement unless these are outside the CEO's control;
- not complying with an agreed plan to address performance issues (a plan for improvement);
- failing to comply with the provisions of the *Local Government Act 1995* and other relevant legislation;
- failing to follow council endorsed policies.

Serious misconduct can include when an employee:

- causes serious and imminent risk to the health and safety of another person or to the reputation or revenue of the local government; or
- behaving unlawfully or corruptly; or
- deliberately behaves in a way that's inconsistent with continuing their employment.

Examples of serious misconduct can include:

- matters arising under section 4(a), (b) and (c) of the *Corruption, Crime and Misconduct Act 2003*;
- theft;
- fraud;
- assault;
- falsification of records;
- being under the influence of drugs or alcohol at work; or
- refusing to carry out appropriate and lawful resolutions of council.

Misconduct is also defined in section 4 of the *Corruption, Crime and Misconduct Act 2003* (WA). Under this Act, misconduct can be either serious or minor and the obligation to notify the Public Sector Commission or the Corruption and Crime Commission is paramount.

Termination on the basis of misconduct is covered by employment law. A local government should take all reasonable steps to consider misconduct allegations including ensuring procedural fairness is applied. It should also seek independent legal, employment or industrial relations advice prior to a termination. A council should seek independent advice generally during the termination process including the relevant employment legislation affecting CEO employment and the application of that legislation in the circumstances. This will ensure that a council complies with employment law during the entire termination process.

To meet the termination standard, the local government is required to endorse the decision to terminate the CEO's employment by way of an absolute majority resolution.

## Opportunity to improve and mediation

If a CEO is deemed to have been performing poorly, the council must be transparent and inform the CEO of this. It is important that the CEO is given an opportunity to remedy the issues within a reasonable timeframe as agreed between the CEO and the council. The council should clearly outline the areas in need of improvement, and with the CEO's input, determine a plan to help the CEO improve. If a plan for improvement is put in place and the CEO's performance remains poor, then termination may be necessary.

Where the concerns or issues relate to problematic working relationships or dysfunctional behaviour, it is recommended that a council engages an independent accredited mediator to conduct a mediation between the parties. A mediation session may be useful in assisting parties to understand and address issues before the situation escalates to a breakdown in the working relationship (which affects the ability of the CEO to effectively perform his or her duties) and the subsequent termination of the CEO's employment.

## Independent review of termination report

The council should prepare a termination report which outlines the reasons for termination, the opportunities and assistance provided to the CEO to remedy the issues, and an explanation of the CEO's failure to remedy the issues. It is recommended that the council arranges for the termination report to be reviewed by an independent person (e.g. a person with legal expertise, local government experience or a human resources consultant) to ensure the council has complied with procedural fairness, and provided adequate opportunities and support to the CEO to assist him or her in remedying the issues which form the basis of the termination. In the interests of fairness, the review should take place promptly and before the termination of the CEO's employment.

## Confidentiality

Local governments should ensure that the termination process is kept confidential. The CEO is to be informed of the grounds for termination and avenues for review of the decision. Notice of termination of employment is required to be given in writing. In addition, where possible, the news of termination of employment should be delivered in person. The CEO should be provided with a letter outlining the reasons for, and date of, the termination of the employment.

Before making any public announcements on the termination of the CEO, a council should ensure that the entire termination process is complete, including that the CEO has been informed in person of the termination.

## Disclaimer

It is outside the scope of these guidelines to provide legal advice, and local governments should seek their own legal advice where necessary. Guidance as to legal requirements and compliance in relation to the termination of employment is provided by the Fair Work Commission at [www.fwc.gov.au](http://www.fwc.gov.au), the Fair Work

Ombudsman at [www.fairwork.gov.au](http://www.fairwork.gov.au) and the Western Australian Industrial Relations Commission at [www.wairc.wa.gov.au](http://www.wairc.wa.gov.au).



## Part 4 – Monitoring and enforcement

To ensure that councils are complying with the standards and to address any alleged non-compliance, a process will need to be established to monitor and enforce the standards.

Feedback is sought on potential models and processes for monitoring and enforcement.

One potential model is for the establishment of an independent Local Government Commissioner. This position would provide a quality assurance role over CEO recruitment and selection, performance review and terminations by ensuring that the minimum standards were met.

In relation to performance review, either the CEO or council could approach the Local Government Commissioner who would have the power to order that a third party be involved in the performance management process if the Commissioner deemed it necessary.

## CEO standards consultation survey

As part of the McGowan Government's commitment to transforming local government in WA, the *Local Government Legislation Amendment Act 2019* introduces model standards covering the recruitment and selection, performance review and early termination of local government Chief Executive Officers (CEOs). These reforms are intended to ensure best practice and greater consistency in these processes among local governments.

It is intended that the standards will be mandatory and inform the drafting of regulations. These will be accompanied by guidelines outlining the recommended practice for local governments undertaking these processes.

This survey is intended to provide the Government with feedback regarding the proposed content of the standards and the guidelines.

Thank you for taking the time to complete this survey.

1. Who are you completing this survey on behalf of?
  - a. Yourself
  - b. An organisation, including a local government, peak body, community organisation or a business
2. What is the name of that organisation?
3. What is your name?
4. What best describes your relationship to local government?
  - a. Resident or ratepayer
  - b. Staff member
  - c. Council member (includes Mayor or President)
  - d. Survey responses are provided on behalf of a local government (council endorsed)
  - e. Peak body
  - f. State Government agency
  - g. Community body
  - h. Other (please specify)
5. What best describes your gender?
  - a. Male
  - b. Female
  - c. Other
  - d. Not applicable/the survey responses are provided on behalf of an organisation
6. What is your age?
  - a. Under 18
  - b. 18-24
  - c. 25-34
  - d. 35-44
  - e. 45-54

- f. 55-64
  - g. 65+
  - h. Not applicable/the survey responses are provided on behalf of an organisation
7. Which local government do you interact with most?
  8. Do you wish for your response to this survey to be confidential?
    - a. Yes
    - b. No
  9. What is your email address?
  10. Have you previously completed a survey or provided a submission regarding the review of the *Local Government Act 1995*?
    - a. Yes
    - b. No
    - c. Unsure
  11. If no, what were your reasons for not previously providing your views to inform the Local Government Act review?
    - a. I was not aware of the Local Government Act review
    - b. I was not interested in providing my views
    - c. I did not have time to provide my views
    - d. Other (please specify)

**Recruitment and selection**

12. How frequently should a council be required to re-advertise the CEO position?
  - a. At the conclusion of the term of the CEO's contract
  - b. Where a person has occupied the CEO position for two (2) consecutive terms
  - c. Where a person has occupied the CEO position for ten (10) consecutive years
  - d. When council determines
  - e. Unsure
  - f. Other (please specify)

13. To what extent do you support the following statement?

“A local government should be required to undertake ‘blind CV recruitment’ (i.e. redacting personal details and any diversity specific information from curriculum vitae) to avoid bias in the early stages of the recruitment process.”

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

It is proposed that a council will be required to appoint a selection panel made up of council members to conduct and facilitate the CEO recruitment and selection process.

The selection panel would be responsible for assessing applicants and making a recommendation to council regarding the most suitable applicant.

14. To what extent do you support the following statement?

“The selection panel must include at least one person who is independent of the council to assist the council in selecting the CEO”

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

15. If a council is required to have an independent person on the selection panel to assist them in selecting a CEO, who should the independent person be? (please choose one or more of the following options)

<input type="checkbox"/>	A recruitment/human resources consultant
<input type="checkbox"/>	A community member
<input type="checkbox"/>	A person with experience in local government
<input type="checkbox"/>	A person with experience in appointing senior executives
<input type="checkbox"/>	Unsure
<input type="checkbox"/>	Other (please specify)

16. To what extent do you support the following statement?

“If a council is required to have an independent person on the selection panel to assist them in selecting a CEO, the independent person must not be a current council member or staff member of any local government”

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

17. Should there be any other restrictions on who the independent person on a selection panel should be?

- a. Yes
- b. No
- c. If yes, please specify

### Performance review

The *Local Government Act 1995* currently requires a council to review the performance of the CEO annually.

18. How frequently should a council review the performance of the CEO?

- a. Annually
- b. Twice annually

- c. Quarterly
- d. Every two years
- e. When council determines a performance review is required

19. To what extent do you support the following statement?

“A local government should be required to establish a performance review panel, which must include at least one person who is independent of the council, to assist the council in assessing the performance of a CEO”

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

20. If a council is required to have an independent person assist them in assessing the performance of a CEO as part of a performance review panel, who should the independent person be? (please choose one or more of the following options)

<input type="checkbox"/>	A recruitment/human resources consultant
<input type="checkbox"/>	A community member
<input type="checkbox"/>	A person with experience in local government
<input type="checkbox"/>	A person with experience in appointing senior executives
<input type="checkbox"/>	Unsure
<input type="checkbox"/>	Other (please specify)

21. Should there be any restrictions on who the independent person should be?

- a. Yes
- b. No
- c. If yes, please specify

### Termination

22. To what extent do you support the following statement:

“The legislation should provide a minimum notice period that the council provides to the CEO if the council terminates the CEO’s employment before the expiry date of the employment contact”

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

23. If the legislation required council to provide the CEO with a minimum notice period of the early termination of the CEO’s employment, what should the minimum notice period be?

- a. Two (2) weeks
- b. Four (4) weeks
- c. Other (please specify)

## Monitoring and enforcement

To ensure that councils are complying with the standards and to address any alleged non-compliance, a process will need to be established to monitor and enforce the standards.

Feedback is sought on potential models and processes for monitoring and enforcement.

24. Who should be responsible for monitoring and enforcing the CEO standards?

- a. Public Sector Commission or other integrity agency
- b. Department of Local Government, Sport and Cultural Industries
- c. Independent office of Local Government Commissioner
- d. Joint Panel consisting of nominees from the WA Local Government Association (WALGA) and the Local Government Professionals WA (LGPro WA)
- e. Local Government Standards Panel (expanded role)
- f. Other (please specify)

25. To what extent do you support the following statement?

“If a Local Government Commissioner were to be established, local governments should be required to pay a levy to fund its establishment and operation”

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

26. What powers should the body responsible for monitoring and enforcing the standards have? (please choose one or more of the following options)

<input type="checkbox"/>	To order a local government to restart a process (recruitment, selection, performance review or termination) or remedy a defect
<input type="checkbox"/>	To order that a third party be involved in the performance review process
<input type="checkbox"/>	To order that a local government engages in mediation or arbitration to resolve a dispute (this could be disputes between council members or between council members and the CEO)
<input type="checkbox"/>	To arbitrate or make a ruling on a matter
<input type="checkbox"/>	To prepare a report on contract termination (for potential referral for industrial relations action)
<input type="checkbox"/>	To provide a report to the Minister for Local Government or the Director General of the Department of Local Government, Sport and Cultural Industries for consideration in relation to powers to suspend, dismiss or order remedial action whether in regards to the entire council or individual council members

<input type="checkbox"/>	To order that a local government seeks professional advice or assistance from an independent person
<input type="checkbox"/>	Unsure
<input type="checkbox"/>	Other (please specify)

27. To what extent do you support the following statement?

“If the body responsible for monitoring and enforcing the CEO standards directed a local government to undertake mediation or arbitration to resolve a dispute, the costs of the dispute resolution should be borne by the local government.”

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

28. To what extent do you support the following statement?

“If a council has not complied with the standard for a particular process, they should be required to recommence the process”

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

29. To what extent do you support the following statement?

“Local governments should be subject to penalties if they do not comply with the CEO standards”

Very unsupportive	Unsupportive	Neutral	Supportive	Very supportive

30. Do you have any additional comments in relation to the CEO standards?

### **Guidelines accompanying the CEO standards**

The mandatory CEO standards will be accompanied by guidelines outlining the recommended practice for local governments undertaking the processes of recruitment and selection, performance review and early termination of CEOs.

31. How useful are the proposed guidelines?

Extremely useful	Very useful	Moderately useful	Slightly useful	Not at all useful

Please specify why:

32. Do you have any suggestions regarding any changes that need to be made to the proposed guidelines or is there anything else you think should be included in the guidelines? (please specify)
33. Do you have any additional comments in relation to the guidelines?







# SHIRE OF WYALKATCHEM



November 2020

## INFORMATION BULLETIN

# **LIST OF ITEMS**

- 1. Status Report as at November 2020**
- 2. Local Government Act Reform**
- 3. NEWTRAVEL Newsletter**

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	December 2020
OMC – 27/08/2020 10.2.3 124/2020	1. That Council authorises the Shire President and CEO to execute the proposed lease agreement as detailed in Attachment No. 10.2.3.1 by affixing the Common Seal of the Shire of Wyalkatchem, subject to no public submissions having been received at the close of the public notice period in accordance with s.3.58(3) of the Local Government Act 1995.	CEO	<b>Nil</b>	<b>COMPLETED</b>

<p>OMC – 27/08/2020 14.1 132/2020</p>	<p>That Council conduct the recruitment of a CEO in-house and approve the following process for the selection and appointment of a CEO:</p> <ul style="list-style-type: none"> <li>• Full Council to assess all applications and determine a short list of candidates for interview</li> <li>• Interviews arranged by Shire President with</li> </ul>			
<p>OMC – 17/09/2020 10.2.3 141/2020</p>	<p>That Council</p> <ol style="list-style-type: none"> <li>1. adopt the proposed NEWROC Memorandum of Understanding;</li> <li>2. enter into an agreement with other member local governments for the North Eastern Wheatbelt Regional Organisation of Councils for a term ending on 30th June 2023; and</li> <li>3. authorise the President and Chief Executive Officer to sign and affix the Common Seal of the Shire of Wyalkatchem to the agreement.</li> </ol>	<p>CEO</p>	<p>Nil</p>	<p><b>COMPLETED</b></p>
<p>OMC – 17/09/2020 10.2.4 143/2020</p>	<p><b>REBRANDING – MARKET CREATIONS</b></p> <p>That Council revisit this item at the next ordinary Meeting of Council, 15 October 2020.</p>	<p>CEO</p>	<p>Nil</p>	<p><b>COMPLETED</b></p>

OMC – 15/10/2020 10.1.4 155/2020	That Council approves for assessment A1015 the <ul style="list-style-type: none"> <li>Reversal of 2020/2021 Rates and ESL charges totalling \$579.00</li> </ul>	MCS	Nil	COMPLETED
OMC – 15/10/2020 10.2.2 159/2020	That Council <ol style="list-style-type: none"> <li>Holds an Ordinary Meeting of Council commencing at 4.00pm in the Council Chambers, 27 Flint Street, Wyalkatchem, on the 19<sup>th</sup> November 2020.</li> <li>In accordance with the Local Government (Administration) Regulations, gives local public notice of the meeting, time and place.</li> </ol>	CEO  GEO	Nil  Nil	19 November 2020  COMPLETED
OMC – 15/10/2020 10.2.3 160/2020	That Council adopt Concept 1 from Market Creations as its new logo.	CEO	Nil	COMPLETED
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	PENDING

<p><b>OMC – 15/10/2020 10.4.1 164/2020</b></p>	<p><b>That Council authorise the signing of the Heads of Terms document by the Shire President and Acting CEO and the execution of the resultant lease document.</b></p>	<p><b>CEO</b></p>	<p><b>Nil</b></p>	<p><b>COMPLETED</b></p>
<p><b>OMC – 15/10/2020 13.1 165/2020</b></p>	<p><b>That Council, by Absolute Majority, approve an amendment to the 2020/2021 Annual Budget, increasing capital expenditure by \$53,000 to fund the purchase of a Toyota Hilux 4x2 SR Hi Rider and disposing of Plant PWM012 2015 Isuzu Dmax Town Utility.</b></p>	<p><b>MCS</b></p>	<p><b>Nil</b></p>	<p><b>COMPLETED</b></p>
<p><b>OMC – 15/10/2020 14.1 167/2020</b></p>	<p><b>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>.</b></p>	<p><b>CEO</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.**

### 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.**

- **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.**

- **Bowling Club Lease**

**Comment:** The Bowling Club is investigating outright purchase of the reserve land that it currently occupies. The original proposal that would have seen the Shire accepting the vesting order for the reserve (taking the place of the Bowling Club) and leasing it back to the Bowling Club is off the table.

- **Korrelocking Reserve**

**Comment:** DBCA have agreed that the Shire can erect shelter. This needs to be discussed further.



MinterEllison <sup>(/)</sup>

INSIGHT

# Reforms to Local Government Act for WA Council Governance

🕒 5 minute read 08.11.2020 | Lee Rossetto, Sandra Eckert

**After significant community and sector consultation, the Local Government Review Panel released its Final Report which contains 65 recommendations for a new Local Government Act in Western Australia.**

## Key takeouts

- The expert review panel has recommended substantial reform of the Local Government Act WA 1995 , although the timeframe for reform remains unclear.
- The 65 recommendations include changes to the electoral cycle, the introduction of optional preferential voting and community boards, and the expansion of mandatory training requirements.
- The Panel recommends strengthening and reframing the provisions for integrated planning and reporting, and the expansion of the role of audit committees.

The Local Government Review Panel (**Panel**) was formed to undertake a comprehensive review of the *Local Government Act 1995* (WA) (**LG Act**), with a vision that local government be **agile, smart** and **inclusive**.

The Panel, chaired by David Michael MLA, provided its final report to the State Government in May 2020, which outlines 65 recommendations for a new Act. The State Government released the report publicly in August 2020.

The Panel considered the themes of ***clear legislative intent, an agile system, inclusive local democracy, smart planning and efficient service delivery, and enhanced accountability, self-regulation and integrity.***

In a two part series we summarise the recommended high-level reforms relating to Council governance and local government operations.

## Part 1 – Council Governance

### 1. Electoral cycle

**Current:** Local government elections are staggered. They are held every 2 years with Councillors serving a term of 4 years.

**Proposed:** Local government elections are held once every 4 years, midway between the State Government elections.

Possible consequences include:

- Increased potential for loss of corporate knowledge if no existing Councillors are re-elected.
- Reduction in administrative costs for local governments.
- Potential increase in voter participation resulting from greater emphasis on larger, less frequent elections.
- Completely 'new' or refreshed Councils may have a stronger mandate to develop and implement renewed or refreshed plans and strategies, rather than those of the previous Council.

### 2. Preferential voting

**Current:** First-past-the-post voting system, under which a voter casts a single vote for their candidate of choice and the candidate with the most votes gets elected. Most jurisdictions in Australia have adopted a form of preferential voting in local government elections.

**Proposed:** Optional preferential voting be adopted, so voters have the choice whether to vote for one, some or all candidates on a ballot paper.

The consequence is a result that it, arguably, more representative of the community's views. Successful candidates are those who have a majority of votes.

### 3. Community boards

**Current:** The size of the 137 local governments in Western Australia vary, from less than 200 to over 200,000. It is suggested that some local governments are too small to sufficiently meet their responsibilities and that others are too big to properly represent and respond to the needs and interests of all sectors of the community.

**Proposed:** Optional for local governments to establish community boards. A community board is a separate body which represents and advocates on particular community interests, such as a suburb, town within a large Shire or remote Aboriginal community, or based on an issue. The board may only make decisions if the Council has delegated decision making powers to it.

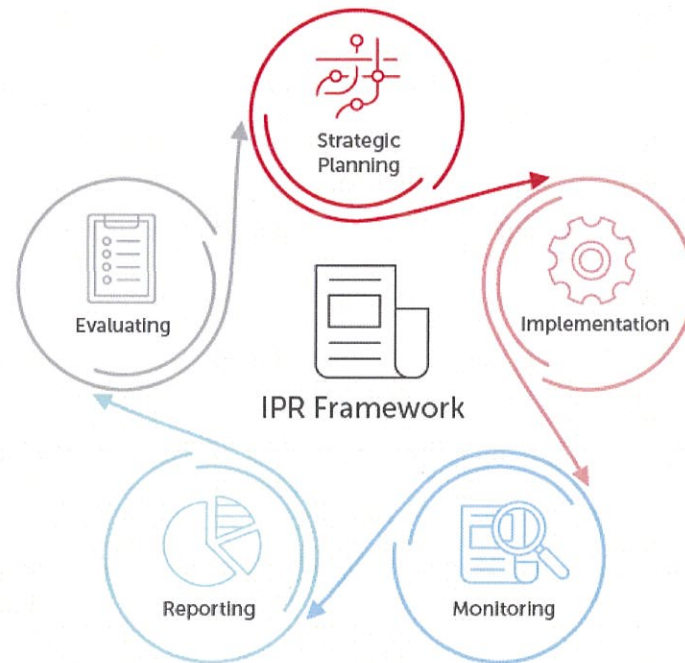
It is proposed that the community boards will be similar to those currently operating in New Zealand. There are approximately 110 community boards in existence in New Zealand, all of which possess varying powers and responsibilities. Community boards are not used elsewhere in Australia.

Local governments could flexibly tailor the structure and operation of their community boards.

### 4. Integrated Planning and Reporting (IPR)

**Current:** According to the review panel, Integrated planning and reporting, or IPR framework is not currently well understood across the local government sector and its implementation is irregular.

**Proposed:** IPR to be given greater prominence as a centrepiece of 'smart' planning and service delivery by requiring local governments to use an IPR framework. An IPR framework is intended to promote and link more effective strategic planning, regional cooperation, community engagement, financial management, service delivery and monitoring, and reporting of outcomes.



### Other features:

- IPR principles are to be included in a new LG Act, requiring strategic planning to consider service delivery to meet community needs, community development and vision, implementation resource requirements and risks, and monitoring and reviews.
- Strategic Community Plans are to be replaced with Community Strategies, and Corporate Business Plans are to be replaced with Council Plans, which are prepared by the incoming Council.
- Baseline reporting system, requiring local governments to report against a range of performance measures covering financial management, service delivery, governance and community wellbeing.

## 5. Audit committee

**Current:** Local government audit committee members are appointed by the local government. The majority are to be Council members.

**Proposed:** The role of the committee is to be an Internal Audit, Risk and Improvement Committee (ARI Committee). The majority of the ARI Committee members including the Chair, are to be independent of the local government and drawn from a panel of suitably qualified persons.

### Other Features:

- The ARI Committee is to monitor the local government's performance in implementing its IPR framework.
- The Chair of the ARI Committee is to have a public facing role. It will address Council on relevant matters and report at the Annual Community Meeting.
- The ARI Committee will develop an audit plan focusing on compliance, risk, financial management, fraud control, governance and delivery of the Council Plans; identifying continuous improvement opportunities and monitoring projects/programs. It will also conduct mandatory internal audits.

## 6. Elected member and CEO training

**Current:** The Local Government Legislation Amendment Act 2019 (WA), as part of the phase 1 priority reforms, provided for mandatory universal training for election candidates and Council members.

**Proposed:** Further training requirements and ongoing professional development for new CEOs; compulsory induction training and ongoing professional development for all councillors; training modules for councillors to include in depth material on IPR and land use planning; and expanded use of peer review and support to be encouraged within local governments.

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## Contact



(/people/lee-rossetto)

### Lee Rossetto

(/people/lee-rossetto)

Lee Rossetto has a diverse property and government law practice with a focus on major projects and development.

## NEWSLETTER

November 2020

The North Eastern Wheatbelt Regional Organisation of Councils is a voluntary organisation of seven local governments, established for over 20yrs. The purpose of NEWROC is to ***work together for successful communities***. NEWROC achieves this with ***regional collaboration to champion opportunities for the communities***.



### NEWROC Signs New Memorandum

The NEWROC members signed the new Memorandum of Understanding at its recent October Council meeting. The purpose of the MoU is to affirm the partnership and collaboration of the seven local governments and to further the shared purpose of the group - *working together for successful communities*. This the tenth occasion that the group has reviewed and renewed the MoU.

### Presentation to the WDC

NEWROC Chair Cr Jannah Stratford presented the organisations priorities to the new Wheatbelt Development Commission CEO at the October Council meeting.

Cr Stratford outlined the key strategies of the organisation including:

- Working together to advocate
- Renewable power / emergency power / micro-grid
- Telecommunications – landline, mobile and internet
- Attraction and retention of businesses
- Regional waste facility / improved waste management services
- Attraction and retention of healthcare workers
- Childcare services
- Resource sharing and attracting and retaining local government professionals
- Supporting volunteers
- Investigating a regional subsidiary

### Reliable Energy

The provision of reliable energy to residents and businesses in the district is a strategic priority for the NEWROC and was identified at the group's strategy day.

Recently the NEWROC submitted two market led proposals to the State Government alongside

Magellan Power, UWA and Telstra to work together to resolve power reliability issues.

### NEWROC in Perth

Shire Councillors and CEO's of the NEWROC recently caught up at the WALGA AGM in Perth to network and attend professional development.



### New CEOs

The NEWROC welcomes Peter Klein to the Shire of Wyalkatchem as CEO and thanks Stephen Tindale for his acting role. The Shire of Nungarin also has a new CEO, Lennard Long and thanks Adam Majid for his time in the group.

NEXT