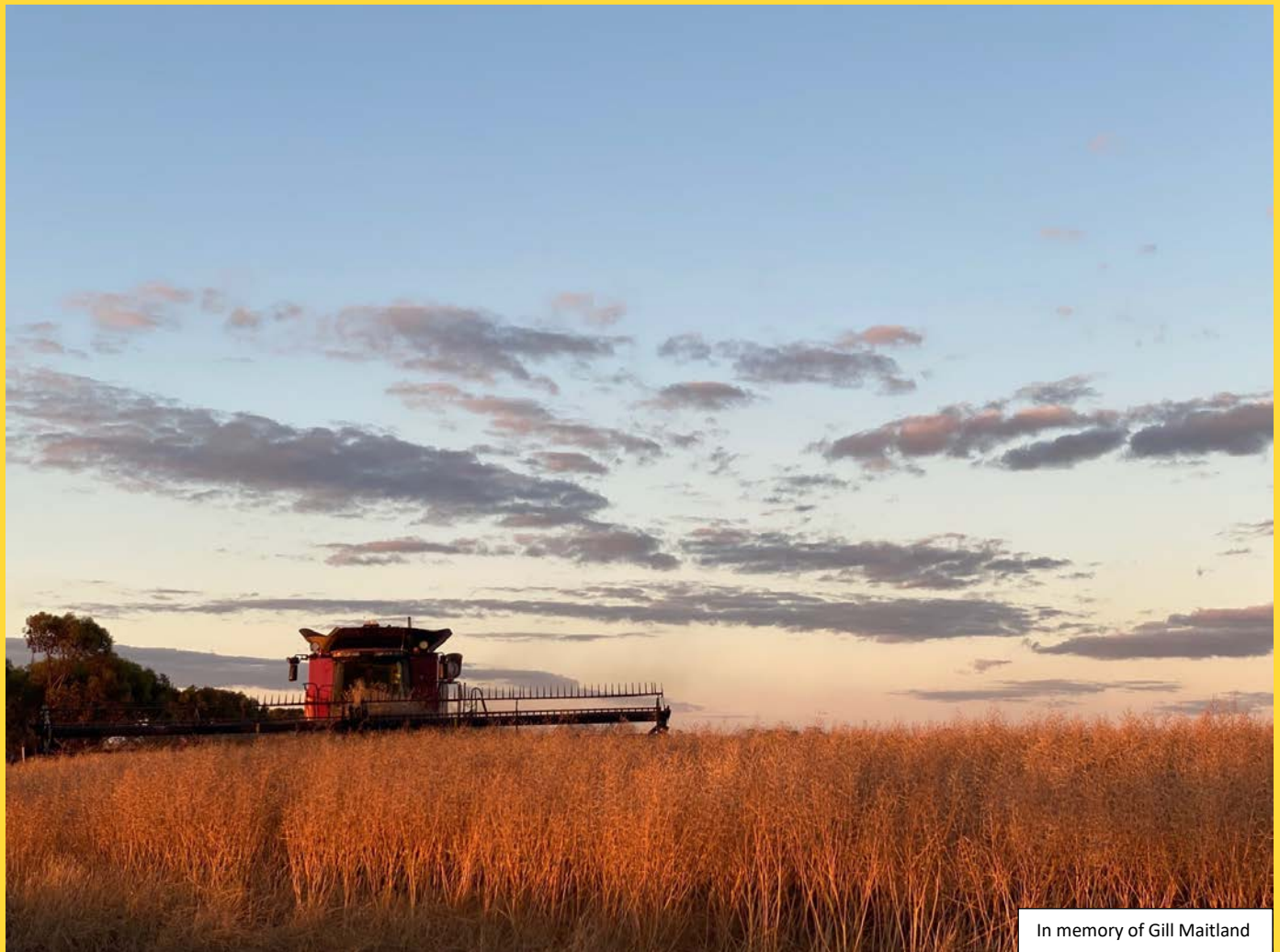




# **PUBLIC AGENDA**

**ORDINARY COUNCIL MEETING  
16 DECEMBER 2021**



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 16 December 2021 in the Council Chambers, 27 Flint Street Wyalkatchem, commencing at 4pm.

An Agenda for this meeting will be made available from the Shire Administration Office and on our website [www.wyalkatchem.wa.gov.au](http://www.wyalkatchem.wa.gov.au)

## **ORDER OF EVENTS**

**Thursday, 16 December 2021**

**3:00pm      Audit and Risk Management Committee Meeting**

**4:00pm      Ordinary Meeting of Council followed by Workshop and refreshments**

I have reviewed this agenda.

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

**Peter Klein**

**CHIEF EXECUTIVE OFFICER**

### **DISCLAIMER**

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

## **DISCLOSURE OF INTEREST**

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

### Financial Interest:

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

### Proximity Interest:

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

### Impartiality Interest:

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

### Disclosing an Interest:

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

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

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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 – November 2021**

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 18 November 2021 ([Attachment 7.1.1](#))

**OFFICER RECOMMENDATION:**

*That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 18 November 2021 (Attachment 7.1.1) be confirmed as a true and correct record.*

**7.2. Receipt of Minutes**

**7.2.1. Audit and Risk Committee Meeting Minutes – 16 December 2021**

Minutes of the Audit Committee Meeting of Thursday 16 December 2021 (Attachment to be provided).

**OFFICER RECOMMENDATION:**

*That the minutes of the Audit Committee Meeting of Thursday 16 December 2021 (Attachment to be provided) be received by Council.*

**MATTERS ARISING FROM THE AUDIT COMMITTEE MEETING**

**7.2.2. Local Emergency Management Committee Meeting (LEMC) – 24 November 2021**

Minutes of the Local Emergency Management Committee Meeting (LEMC) of Wednesday 24 November 2021 ([Attachment 7.2.2](#)).

**OFFICER RECOMMENDATION:**

*That the minutes of the Minutes of the Local Emergency Management Committee Meeting (LEMC) of Wednesday 24 November 2021 (Attachment 7.2.2.) be received by Council.*

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

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

- 9.1. Item 14.1 AIRPORT TERMINAL LICENCE AGREEMENT**
- 9.2. Item 14.2 DEVELOPMENT APPROVAL**

## **10.REPORTS**

### **10.1. CORPORATE AND COMMUNITY SERVICES**

#### **10.1.1. ACCOUNTS FOR PAYMENT – NOVEMBER 2021**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	09 December 2021
Reporting Officer:	Tegan Maitland, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	<a href="#">Attachment 10.1.1 – Accounts for Payment – November 2021</a>

### **VOTING REQUIREMENT**

Simple Majority

### **OFFICER'S RECOMMENDATION**

*That Council endorse the Total payments for the month of November, 2021 being \$468,237.55 which comprised of:*

- 1. Cheque 16894 payments in the Municipal Fund totalling \$50.00;*
- 2. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$389,020.73;*
- 3. Direct Debit (DD) payments in the Municipal Fund totalling \$18,854.63;*
- 4. Payroll Journal (JNL) payments in the Municipal Fund totalling \$60,312.19*

### **SUMMARY**

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

### **BACKGROUND**

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

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

### **COMMENT**

The November payment listing 2021 is presented for Council for their endorsement. After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be -\$74.25.

Bank Account	Payment Type	Last Number	First Number in report
Municipal	Cheque	16893	16894
Municipal & Trust	EFT	EFT1561	EFT1562
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 2021/2022 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
<b>Goal 10</b>	<b>Transparent, accountable and effective governance</b>	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>

**10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – NOVEMBER 2021**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	08 December 2021
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 – November 2021</a>

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*That Council endorse credit card payments for the period 29 September to 28 October 2021, totalling \$2,604.65 (refer attachment 10.1.2).*

**BACKGROUND**

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

**STATUTORY ENVIRONMENT**

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

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

Nil. Reported expenditure is assessed by management as being consistent with the FY21 Annual Budget.

**COMMUNITY & STRATEGIC OBJECTIVES**

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

**Goal - Transparent, accountable and effective governance**

*Agenda for the Ordinary Meeting of Council held in the Shire of Wyalkatchem Council Chambers on the 16 December 2021*

Goal No.	Strategies		Actions
<b>Goal 10</b>	<b>Transparent, accountable and effective governance</b>	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>

### 10.1.3 MONTHLY FINANCIAL REPORT – NOVEMBER 2021

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	08 December 2021
Reporting Officer:	Ally Bryant, Financial Consultant
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	<a href="#">Attachment 10.1.3 – Monthly Financial Report – November 2021</a>

#### VOTING REQUIREMENT

Simple Majority

#### OFFICER'S RECOMMENDATION

*That Council accepts the Statement of Financial Activity for the month ending 30 November 2021 (refer attachment 10.1.3).*

#### BACKGROUND

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

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

#### COMMENT

The attached 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 Shire's operations on an actual year to date basis.

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

The remaining notes are supporting documents to the Statements of Financial Activity for Councillors' information.

#### 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
<p><b>Goal 10</b></p>	<p><b>Transparent, accountable and effective governance</b></p>	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>

## **10.2. GOVERNANCE AND COMPLIANCE**

### **10.2.1. CHIEF EXECUTIVE OFFICER'S REPORT – NOVEMBER / DECEMBER 2021**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	6 December 2021
Reporting Officer:	Peter Klein, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

#### **VOTING REQUIREMENT**

Simple Majority

#### **OFFICER'S RECOMMENDATION**

*That Council accepts the Chief Executive Officer's report for the month of November/December 2021.*

#### **SUMMARY**

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

#### **COMMENT**

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

- NEWROC Executive – Nungarin
- Celia Jordaan – SBDC re streamlining NEWROC shire purchasing policies
- Jan Trenorden & James Gaunt (WA Police) re Youth Week activities
- Friends of the Cemetery re water/wind erosion mitigation
- Local Government Act reforms – Zoom meeting with Minister for LG
- NAB Building inspection
- David Blurton – CEO Shire of Narembeen re RoeROC regional landfill operation
- Ashley Fisher – Avon Waste re NEWROC regional landfill planning
- WALGA – Great Eastern Country Zone, Kellerberrin
- Health & Safety working group
- Local Emergency Management Committee – re emergency preparation
- Barb Garner – Senior Citizen Homes Trust re aged care services

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

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

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

**10.2.2. PRINCIPAL ENVIRONMENTAL HEALTH OFFICER'S REPORT – NOVEMBER 2021**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 December 2021
Reporting Officer:	Peter Toboss – Principal Environmental Health Officer (PEHO)
Disclosure of Interest:	NIL
File Number:	13.05.01
Attachment Reference:	NIL

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council accept the attached PEHO Report for November 2021.*

**COMMENT**

The PEHO attended the Shire office on 25 November 2021.

**HEALTH, BUILDING AND PLANNING ENQUIRIES**

The PEHO completed a total of six (6) health, building and planning enquiries in November 2021.

**FOOD PREMISES INSPECTION**

Nil

**CONTACT REGISTER INSPECTIONS**

The PEHO inspected four (4) businesses in town for compliance with COVID-19 Contact Register Directions. From 5 December 2020 it has been mandatory for specified businesses to implement and maintain a contact register of all persons who attend their business premises.

**RECYCLED WASTEWATER SAMPLING**

The PEHO undertook the monthly sampling of Wyalkatchem Wastewater Treatment Plant in accordance with the Department of Health Guidelines for the *Non-Potable Uses of Recycled Water in Western Australia (2011)*. The laboratory results of the water sample taken from the Shire storage dam outlet for November 2021 met the required standards.

**SWIMMING POOL WATER SAMPLING**

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

**HOUSE UNFIT FOR HABITATION INSPECTION**

The PEHO conducted inspection of a dwelling house on 13 Piesse Street, for compliance with section 135 of the *Health (Miscellaneous Provisions) Act 1911*. The inspection found the dwelling to be in poor condition but still habitable at the time of the inspection.

The property owner/occupier will be issued with a notice under section 3.25 of the *Local Government Act 1995* - Notices requiring certain things to be done by owner or occupier of land and an ongoing monitoring of this property will be undertaken by the PEHO.

#### **NOISE COMPLAINT- RICHES STREET, WYALKATCHEM**

In November, the Shire received a noise complaint from a resident regarding a loud stereo noise from Slocum Street. No further action has been required.

#### **STATUTORY ENVIRONMENT**

*Public Health Act 2016*

*Food Act 2008*

*Environmental Protection (Noise) Regulations 1997*

#### **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.**

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

**10.2.3. FORMER NATIONAL AUSTRALIA BANK BUILDING**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	6 December 2021
Reporting Officer:	Peter Klein – CEO
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01A
Attachment Reference:	<a href="#">Attachment 10.2.3.1 – Condition Report</a> Attachment 10.2.3.2 – Hazardous Materials Report Sept 2016 - separate

**VOTING REQUIREMENT**

Simple majority

**OFFICER'S RECOMMENDATION**

*The Council agrees in principle to being gifted the Wyalkatchem National Australia Bank (NAB) building and authorises the CEO to negotiate a Deed of Gift with NAB administration to facilitate this transfer.*

**BACKGROUND**

NAB has approached Council asking if it would be interested in having the bank building gifted to it. The NAB has proposed the negotiation of a Deed of Gift. The draft Deed has not yet been provided however, in respect to the terms likely to be included in the Deed NAB has advised as follows;

*In relation to NAB's conditions – they are really positive obligations to limit the possibility of Council, a Mortgagee who comes into possession, or a future owner should Council sell the or lease the premises within 5 years, – not honouring the intent of the gift.*

*NAB will lodge a Caveat to support the Deed and the Deed will contain an Option to re-acquire, should the Deed be breached within the 5 years.*

*The Deed will also cover items such as acceptance of the Property as is.*

*I've provided a couple of excerpts from the Deed we used in a recent gifting in NSW. I've also requested that our lawyers provide a draft for Shire of Wyalkatchem as soon as possible.*

*Naturally, NAB is happy to discuss reasonable amendments to the Deed.*

*Lloyd*

## Council Obligations

The Council agrees that:

- (a) it will not sell, agree to sell, assign, lease, license, part with possession of, transfer or otherwise dispose of the Land or any part thereof or any estate or interest in the Land to a bank or financial institution without obtaining the prior written consent of NAB, which consent may be withheld by NAB in its absolute discretion, for a period of 5 years from the Completion Date **provided that** NAB may not unreasonably withhold consent in relation a lease, licence or parting with possession to a bank or financial institution for a period not exceeding 5 years and **provided further that, for the avoidance of doubt**, no such consent shall be required to otherwise sell, assign, lease, licence, part with possession of, transfer or otherwise dispose of the Land or any part thereof or any estate or interest in the Land.

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### 7.1 Option

- (a) If at any time after the Completion Date the Council breaches any of the Council's Obligations and the breach is not remedied within thirty (30) days after written notice to the Council specifying the breach then NAB has the option upon giving to the Council thirty (30) days' notice in writing to re-acquire the Land for an estate in unencumbered fee simple in possession from the Council.
- (b) it will not mortgage, charge or encumber the Land or any part thereof or any estate or interest in the Land for a period of 5 years from the Completion Date unless:
  - (i) the person to whom any such right or interest is to be granted (**Mortgagee**) has first executed a deed of covenant in such form as NAB requires to be prepared by NAB's solicitors at the cost and expense in all respects of the Council or the Mortgagee (as the case may be) which deed contains (among other things) covenants by the Mortgagee in favour of NAB that (so long as the Mortgagee has any interest in the Land):

Council's Obligations:

- (c) it will not, and will not allow any third party, to do anything on the Land which is unlawful, immoral, noxious, offensive, hazardous or likely to cause nuisance, interference, injury or unreasonable disturbance to any neighbours or to the community at large for a period of 5 years from the Completion Date; and
- (d) it will, at its cost, publicly recognise NAB's contribution to the Council.

As there are no tax implications from the transfer, the only cost the Council will incur as a result of this gift will relate to the loss of council rates and the cost of any maintenance that the Council chooses to perform.

Control of this building provides the opportunity for Council to engage community to identify an alternate purpose and to seek grant funding to develop the building for this purpose. It is unlikely the Council would develop the building in the absence of grant funding.

Council's intention should be to use the building for the community's benefit and in a manner that enhances services and the general wellbeing of Shire residents.

Prior to hand-over, NAB will make the building safe which includes the removal or stabilisation of any hazardous building products.

LGIS advises that the transfer of this building into the Shire's asset register may result in an adjustment to our insurance premium. The premium adjustment won't be calculated until after the end of the current insurance period which expires 30 June 2022. We can expect that the premium will increase.

A copy of a 2018 condition assessment is attached but its key conclusions are as follows;

1. Replace timber to verandah posts on the western side of the building. Concrete will have to be cut, new posts and stirrups fitted and re concrete around stirrups. Estimated cost for the work:

Two carpenters two days' work to remove concrete around posts, fit new posts on stirrups and concrete around stirrups. \$4,064. Action required as soon as possible

2. Repairs to the cracks to the front elevation wall and re paint including the parapet wall on the roof side, gutters and downpipes and all timber. The box gutters can be treated with rust inhibitor and painted which should last for quite a few years. The estimated cost for the work:

Two painters seven days' work including the cost of mobile scaffold to completely repaint outside \$11,680. Action required after carpenters complete.

3. Remove rear timber wall and addition to the west side of the building and return to rear verandah. Noticed approx. 66 square meters of asbestos but may be more, needs to be checked when demolishing. The asbestos needs to be removed by a licenced contractor, wrapped in plastic and buried at a refuse site allocated for asbestos. This would need an inspection by the contractor and priced accordingly. Once asbestos removed then



carpenters can remove the rear wall and timber frame to the addition. An estimate for the carpenters to demolish timber (not asbestos) and rebuild verandah including rubbish tip fees for timber \$9,771. Action required as soon as possible.

4. Roof tiles need to be cleaned using a high-pressure cleaner and ridge, valley capping rebidder with cement where necessary. The estimated cost of the work:  
Roof restorer two days including materials \$1,630. Action required prior to painting.
5. Concrete to rear verandah section recommended. The estimated cost for the works:  
Two concreters one day to form and pour concrete \$844. Action required after carpenter complete work to rear.
6. Minor work required to patch step crack to brickwork, hole in brickwork to the western side of the building and to remove soil from vent area. Estimated cost of the works:  
One labourer 4 hours plus materials. \$380. Action required before painting.

Also attached is a hazardous materials report.

#### **STATUTORY ENVIRONMENT**

The Shire of Wyalkatchem has the authority to acquire land under the Local Government Act, section 3.59. A transaction is exempt for the purposes of Ministerial approval if the total transaction value is the less than \$2M or 10% of annual expenditure from the municipal fund.

The proposed transaction is an exempt transaction.

#### **POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Loss of rates, any minor maintenance undertaken and costs associated with community consultation and grant writing.

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

The recommendation before Council is generally in accordance with the following objective and actions outlined in the Shire of Wyalkatchem Strategic Community Plan.

Objective.	Action No.	Actions
<b>Council services support &amp; facilitate local business activity.</b>	2.1.2.4	Mobilise new or existing Council assets to support economic activity and job creation
	2.1.2.6	In collaboration with community identify opportunities to improve Government and commercial infrastructure and services and advocate for improvement.

#### **10.2.4. LOCAL GOVERNMENT REFORM**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	3 December 2021
Reporting Officer:	Peter Klein, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	<a href="#">Attachment 10.2.4 – LG Reform WALGA Recommendations</a>

#### **VOTING REQUIREMENT**

Simple Majority

#### **OFFICER'S RECOMMENDATION**

*That Council determines a position in respect to each of the proposed Local Government Act reforms and submits a response to the reform panel where its position differs from that proposed by WALGA.*

#### **BACKGROUND**

The Minister for Local Government has released a package of proposed reforms to the Local Government Act which, were developed from various reports including the Local Government Review Panel Final Report that was published in May 2020.

The proposed reforms are based on six themes:

1. Earlier intervention, effective regulation and stronger penalties
2. Reducing red tape, increasing consistency and simplicity
3. Greater transparency and accountability
4. Stronger local democracy and community engagement
5. Clear roles and responsibilities
6. Improved financial management and reporting.

Comments on the proposed reforms are to be submitted to [actreview@dlgsc.wa.gov.au](mailto:actreview@dlgsc.wa.gov.au) by 5pm 4 February 2022.

The proposed reforms and draft WALGA responses are attached for consideration.

#### **POLICY IMPLICATIONS**

There are various direct policy implications in relation to this item and current policies will be reviewed subject to the reforms ultimately adopted by the Minister for implementation.

### **FINANCIAL IMPLICATIONS**

There will be financial implications in relation to many reform proposals which will involve additional compliance & procedural obligations. The implications will not be fully understood until the Minister's endorsement is known.

### **COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally addresses the following objectives from the Shire's Strategic Community Plan.

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

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

**10.2.5. REPRESENTATIVES TO COMMUNITY BASED COMMITTEE**

Applicant:	Shire of Wyalkatchem
Date:	7 December 2021
Reporting Officer:	Peter Klein, CEO
Disclosure of Interest:	No interest to disclose
File Number:	13.05.08
Attachment Reference:	Nil

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council appoints a representative to the Senior Citizens Home Trust.*

**BACKGROUND**

During a meeting on 2 December with Barb Garner, Chair of the Senior Citizens Home Trust, an invitation was extended to the Shire to participate in future meetings of this group.

The provision of housing to our ageing community has been a long-term strategic priority for Council and the alignment of Council and the Homes Trust on this objective makes Council support for the objective of the Homes Trust a logical initiative.

In future, the Homes Trust could be a player in the provision of in-home care & support which is a potential extension of Council's strategic focus on coordinating aged care services and making the choice to age in place, in Wyalkatchem an easier decision.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

**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 delivers upon the following council objective and strategies;

<b>Objective.</b>	<b>Action</b>	<b>Strategy</b>
<b>Provision of services for all ages &amp; abilities</b>	1.1.3.3	Enhance availability of in-home aged care services.
	1.1.3.7	Ensure continued provision of sufficient retirement housing.

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

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	7 December 2021
Reporting Officer:	Stephanie Elvidge – Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.5.12
Attachment Reference:	NIL

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*That Council,*

- 1. Consider and endorse the dates for the Ordinary Council Meetings and Audit and Risk Committee meetings for the 2022 calendar year as recommended.*
- 2. In accordance with the Local Government (Administration) Regulations, gives public notice of the Ordinary Council Meeting dates, Audit and Risk Committee Meeting dates and time and place.*

**BACKGROUND**

Council had adopted policy number 6.1 Ordinary Council Meeting Dates which stipulates that the Ordinary Council Meetings be conducted on the Third Thursday of each month, except January, unless otherwise determined by a Council as a ‘Special Meeting’ and that Council meetings commence at 4pm, with Public notice to be given annually.

**COMMENT**

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

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

Ordinary Council Meetings

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

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

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

#### Committee Meetings

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

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

#### Review and Recommendation

On completion of its consideration of the effectiveness of the 12 month meeting structure for the 2021 calendar year, it is recommended that the November meeting is reinstated, and that the January month remains clear.

#### **Ordinary Council Meetings**

To be conducted on the Third Thursday on the month as follows;

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

17 February 2022

17 March 2022

21 April 2022

19 May 2022

16 June 2022

21 July 2022

18 August 2022

15 September 2022

22 October 2022

11 November 2022

15 December 2022,

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



**Audit and Risk Committee Meetings**

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

- 17 February 2022
- 19 May 2022
- 15 September 2022
- 15 December 2022

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

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

**STATUTORY ENVIRONMENT**

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

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

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

*Local Government Act 1995- Section 5.8*

*Local Government Act 1995- Section 5.23*

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

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

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

There are no direct 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

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

#### **10.3.1. MANAGER OF WORKS OFFICER'S REPORT - DECEMBER 2021**

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	8 December 2021
Reporting Officer:	Terry Delane – Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

#### **VOTING REQUIREMENT**

Simple majority

#### **OFFICER RECOMMENDATION**

*That Council accept the Manager of Work's December Report.*

#### **COMMENT**

##### **SAFETY**

1. Reported Incidents as follows;
  - a. Property damage at public toilets
  - b. Illegal dumping of an oil drum off the Trayning Rd
  - c. Unauthorised dumping at the Wylie tip by other Shire residents

##### **ROADS – MAJOR PROJECTS**

- Further inspection carried out with MRWA to discuss the scope for the Koorda Rd upgrade from SLK 0.00 to SLK 23.0. The estimate was completed in conjunction with MRWA and our road crew and then reviewed by MOW. Final estimate is \$6.98M with the Shire contribution of 7%. Program to be from 4 - 6 years.
- Traffic counters have now been deployed on both Elsegood Rd and Wylie Nth Rd.
- Clearing work has commenced on the Cunderdin Rd for the final stages of widening.
- Clearing work to complete sight lines on the Tammin - Divers - De Pierres Rd intersection.

##### **MAINTENANCE AND MINOR WORKS**

- Pothole repairs effected on Grace & Mitchell corner, Swan and Flint St X Rd, Wallambin & Lackman Rd.
- Culvert installed on the path over the rail line.
- Creek behind toilets completed with spoil used to fill in redundant creek west end.

##### **PRIVATE WORKS**

- Block levelling at the Men's Shed.
- Private road for Ballandeen Farms completed (stage 1 in August).

### **PARKS / TOWN SERVICES CREW**

- Slashing work carried out to verges and town blocks.
- Fire ready inspections completed. Most OK, some needed assistance or reminding.
- Rec Ground reticulation rewiring booked in for early January.

### **SWIMMING POOL RENOVATION**

- Contract Aquatics agreed to assist in running social activities.
- Pump-motor coupler replaced.

### **OTHER PROJECTS**

- **Grace St Depot.**
  - Clearing work completed, fencing completed to extend to both blocks, most plant and equipment shifted in to shed.
  - Electrical work contracted.
  - Plans drafted and being costed for an in-situ steel and fibro training/crib room. Expected to be major savings in both cost and time frame.
- **WWTP**
  - Contractors left site for extended break. Expected back after New Year.
- **Gamble St Upgrade**
  - Asphalt, footpath and kerb.
- **Recreation Ground**
  - Rec Centre main line installed.
  - Turf block coming along nicely.
  - South wicket grass surrounds installed.
  - New light pole secured. Long lead time on light heads holding up install.
- **Vehicle/Plant**
  - Hired prime mover used to cover for the Isuzu which needed tip body repairs.
  - 000WM panel repairs completed under insurance.

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

Outcome No.		Action No.	Actions
<b>Goal 8</b>	<b>Our built environment responds to the accessibility and connectivity needs of all</b>	8.1	Improving safety on road, cycle and footpath networks
		8.2	Developing & planning community infrastructure to improve use & social interaction
		8.3	Implement Aged Friendly Plan
		8.4	Implement the Disability Access and Inclusion Plan (DAIP)

**10.4. PLANNING AND BUILDING**

*See item 14.2 DEVELOPMENT APPROVAL (DA) APPLICATION*

**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**

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council moves behind closed doors in accordance with Section 5.23 (2)(b) and (e)(iii) of the Local Government Act 1995 which states, that a Council may move its meeting behind closed doors;*

- *to deal with matters that relate to the personal affairs of a person and*
- *to deal with a matter that if disclosed, would reveal Information about the business, professional, commercial or financial affairs of a person.*

**14.1. AIRPORT TERMINAL LICENCE AGREEMENT**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	6 December 2021
Reporting Officer:	Peter Klein, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	14.1

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That the amended Licence with Emily Gray for use of the Airport Terminal for the operation of her physiotherapy practice be approved for execution under the common seal.*

**STATUTORY ENVIRONMENT**

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

**POLICY IMPLICATIONS**

Council provides significant financial support to sustain services provided by doctor in Wyalkatchem. Physiotherapy is an important allied health service and the importance of this service and the precedent set by Council's support for the doctor, justifies Council providing the Airport Terminal to the physiotherapist at a subsidised rate.

**FINANCIAL IMPLICATIONS**

Budgeted Terminal Building expenses FY22 is approximately \$16,000 comprising \$8,390 of maintenance expense and the balance being depreciation.

**COMMUNITY & STRATEGIC OBJECTIVES**

The recommendation before Council is generally in accordance with the following objective and actions outlined in the Shire of Wyalkatchem Strategic Community Plan.

Objective.	Action No.	Actions
<b>A healthy, safe, active and engaged community.</b>	1.1.1.8	Explore opportunities to expand the range and availability of health services.
	1.1.1.11	Licence the aerodrome building, or part thereof, for provision of allied health services.



## 14.2. DEVELOPMENT APPROVAL (DA) APPLICATION

Applicant:	Shire of Wyalkatchem
Location:	Wilson Street, Wyalkatchem
Date:	23 November 2021
Author:	Paul Bashall, Planwest (WA) Pty Ltd
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01 and 7.10
Attachment Reference:	Attachment 14.2 – Confidential Planning Application Documents

### VOTING REQUIREMENT

Simple Majority

### OFFICER'S RECOMMENDATION

*That the Council approves the proposed as submitted, plus the addition of standard footnotes to address approval times, appeal rights and the need for a building permit.*

### Executive Summary

This report considers a proposal to build a new shed measuring 6m x 12m at the rear of a commercial property in Wilson Street, Wyalkatchem.

### Statutory Environment

- *Planning and Development Act 2005*
- Shire of Wyalkatchem Local Planning Scheme No 4

### Policy Implications

Under the provisions of Scheme 4, the Council has adopted various Local Planning Policies (LPPs) that deal with issues not necessarily relevant to the Scheme. These LPPs relate to the following topics;

1. Moveable Buildings
2. Homestead Lots
3. DA Delegation
4. Bed and Breakfast
5. Plantations
6. Rural Residential
7. Caretakers Residence and
8. Wylie Airstrip
- 9.

### Financial Implications

There are no financial implications applicable to this item.

**Strategic/Risk Implications**

There are no strategic or risk implications applicable to this item.

**Discussion**

The proposed shed is consistent with the objectives of the Commercial zone and not considered to impact the residential uses on the north side of Wilson Street.

**Objective: A sustainable natural and built environment**

Outcome No.	Outcome	Action No.	Actions
3.1	A sustainable natural and built environment	3.1.1	Maintain an effective Local Planning Scheme

**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**

## Wylie Christmas Lights Competition



Get Inspired, win and shop at a business in town  
of your choosing.

1st prize - \$100

2nd prize - \$50

Shire CEO Peter Klein will be judging with the  
Wyalkatchem Councillors.

Judging 14-16 Dec, Winners notified on 17 Dec

*Stay Safe*

**DECEMBER 2021**

# **ATTACHMENTS DECEMBER 2021**

- 1. 7.1.1 OMC Minutes 18 November 2021**
- 2. 7.2.1 ARC Meeting Minutes 16 December 2021 – to be provided**
- 3. 7.2.2 LEMC Committee Meeting Minutes 24 November 2021**
- 4. 10.1.1 Accounts for Payment – November 2021**
- 5. 10.1.2 Credit Card Declaration and Statement – October 2021**
- 6. 10.1.3 Monthly Financial Report – November 2021**
- 7. 10.2.3.1 Condition Report**
- 8. 10.2.3.2 Hazardous Materials Report Sept 2016, separate attachment**
- 9. 10.2.4 LG Reform WALGA Recommendations**
- 10.14.1 Amended Licence – confidential, separate attachment**
- 11.14.2 Planning Application Documents – confidential, separate attachment**
- 12.15.1 Information Bulletin**



**PUBLIC MINUTES  
OF THE  
ORDINARY MEETING  
OF COUNCIL  
HELD ON  
THURSDAY 18 NOVEMBER 2021**

**Council Chambers  
Honour Avenue  
Wyalkatchem**

**Commencement: 4:05pm  
Closure: 7:57pm**

**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 26 November 2021

Peter Klein

**Chief Executive Officer**

**DISCLAIMER**

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

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**1. DECLARATION OF OPENING**

The Chairperson, Shire President Cr Davies, opened the meeting at 4:05pm.

**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 4:05pm

There were no members of the public.

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

Public Question Time closed at 4:05pm

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

**3.1. Attendance**

Members: Cr. Quentin Davies  
Cr. Owen Garner  
Cr. Emma Holdsworth  
Cr. Stephen Gamble  
Cr. Mischa Stratford  
Cr. Christy Petchell

Staff:	Peter Klein	Chief Executive Officer
	Stephanie Elvidge	Governance Executive Officer
	Terence Delane	Manager of Works

**3.2. Apologies**

Nil

**3.3. Approved Leave of Absence**

Nil

**3.4. Applications for Leave of Absence**

Nil

**4. OBITUARIES**

It was advised that long term resident and well known community member, Gill Maitland, passed on the 4<sup>th</sup> November 2021.

**5. PETITIONS, DEPUTATIONS, PRESENTATIONS**

**5.1. Petitions**

Nil

**5.2. Deputations**

Nil

**5.3. Presentations**

Nil

## 6. DECLARATIONS OF INTEREST

### 6.1. Financial and Proximity Interest

#### Item 14.1 Proposed Licence Agreement

- Cr Garner declared an Impartiality Interest in item 14.1 Airport Terminal Licence Agreement. Cr Garner is the prospective Licensee Emily Gray's Father in Law and therefor a relative.
- Cr Stratford declared a Financial Interest in item 14.1 Airport Terminal Licence Agreement. Cr Stratford is employed by the prospective Licensee Emily Gray. As a consequence, there may be a perception that her impartiality on the matter may be affected. Council determined that Cr Stratford would remain in the room but not be permitted to vote on the matter.

### 6.2. Impartiality Interests

Nil

## 7. CONFIRMATION AND RECEIPT OF MINUTES

### COUNCIL RESOLUTION:

*(373/2021) Moved: Cr Holdsworth*

*Seconded: Cr Gamble*

*That the minutes of the Meetings 7.1.1; 7.2.1; 7.2.2 and 7.2.3 be adopted en bloc.*

**CARRIED 6/0**

### 7.1. Confirmation of Minutes

#### 7.1.1. Ordinary Meeting of Council – October 2021

Minutes of the Shire of Wyalkatchem Ordinary Meeting of Council held on Thursday 21 October 2021 (Attachment 7.1.1)

#### OFFICER RECOMMENDATION / COUNCIL RESOLUTION

*That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 21 October 2021 (Attachment 7.1.1) be confirmed as a true and correct record.*

### 7.2. Receipt of Minutes

#### 7.2.1. NEWROC Council Meeting Minutes – 26 October 2021

#### OFFICER RECOMMENDATION / COUNCIL RESOLUTION

*That the minutes of the NEWROC Council Meeting of Tuesday 26 October 2021 (Attachment 7.2.1) be received by Council.*

#### 7.2.2. NEWTRAVEL Annual General Meeting Minutes – 28 October 2021

*That the minutes of the NEWTRAVEL Annual General Meeting of Thursday 28 October 2021 (Attachment 7.2.2) be received by Council.*

#### 7.2.3. NEWTRAVEL General Meeting Minutes – 28 October 2021

*That the minutes of the NEWTRAVEL General Meeting of Thursday 28 October 2021 (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 AIRPORT TERMINAL LICENCE AGREEMENT**

**10.REPORTS**

**10.1. CORPORATE AND COMMUNITY SERVICES**

**10.1.1. ACCOUNTS FOR PAYMENT – OCTOBER 2021**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	08 November 2021
Reporting Officer:	Tegan Maitland, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.1 – Accounts for Payment – October 2021

**SUMMARY**

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

**BACKGROUND**

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

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

**COMMENT**

The September payment listing 2021 is presented for Council for their endorsement. After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be -\$74.25.

Bank Account	Payment Type	Last Number	First Number in report
Municipal	Cheque	16892	16893
Municipal & Trust	EFT	EFT1488	EFT1489
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 2021/2022 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
<b>Goal 10</b>	<b>Transparent, accountable and effective governance</b>	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 / COUNCIL RESOLUTION**

*(374/2021) Moved: Cr Stratford*

*Seconded: Cr Garner*

***That Council endorse the total payments for the month of October, 2021 being \$498,702.12 which comprised of:***

- 1. Cheque 16893 payments from the Municipal Fund totalling \$1,000.00;***
- 2. Electronic Funds Transfer (EFT) payments from the Municipal Fund totalling \$241,988.53;***
- 3. Direct Debit (DD) payments from the Municipal Fund totalling \$17,681.62;***
- 4. Payroll Journal (JNL) payments from the Municipal Fund totalling \$71,112.43.***

**CARRIED 6/0**

**10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – OCTOBER 2021**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	08 November 2021
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 – October 2021

**BACKGROUND**

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

**STATUTORY ENVIRONMENT**

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

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

Nil. Reported expenditure is assessed by management as being consistent with the FY21 Annual Budget.

**COMMUNITY & STRATEGIC OBJECTIVES**

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

**Goal - Transparent, accountable and effective governance**

Goal No.	Strategies		Actions
<b>Goal 10</b>	<b>Transparent, accountable and effective governance</b>	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 / COUNCIL RESOLUTION**

*(375/2021) Moved: Cr Stratford*

*Seconded: Cr Holdsworth*

*That Council endorse credit card payments for the period 29 September to 28 October 2021, totalling \$3,991.39 (refer attachment 10.1.2).*

**CARRIED 6/0**

**COUNCIL RESOLUTION**

***(376/2021) Moved: Cr Garner***

***That Council adjourn the meeting at 4:43pm.***

***Seconded: Cr Holdsworth***

***CARRIED 6/0***

**COUNCIL RESOLUTION**

***(377/2021) Moved: Cr Stratford***

***That Council reconvene the meeting at 5:15pm.***

***Seconded: Cr Holdsworth***

***CARRIED 6/0***



**10.1.3 MONTHLY FINANCIAL REPORT – OCTOBER 2021**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	09 November 2021
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 – October 2021

**BACKGROUND**

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

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

**COMMENT**

The attached 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 Shire’s operations on an actual year to date basis.

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

The remaining notes are supporting documents to the Statements of Financial Activity for Councillors’ information.

**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
<b>Goal 10</b>	<b>Transparent, accountable and effective governance</b>	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 / COUNCIL RESOLUTION:**

*(378/2021) Moved: Cr Stratford*

*Seconded: Cr Petchell*

*That Council accepts the Statement of Financial Activity for the month ending 31 October 2021 (refer attachment 10.1.3).*

**CARRIED 6/0**

## **10.2. GOVERNANCE AND COMPLIANCE**

### **10.2.1. CHIEF EXECUTIVE OFFICER'S REPORT – OCTOBER / NOVEMBER 2021**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 November 2021
Reporting Officer:	Peter Klein, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

#### **SUMMARY**

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

#### **COMMENT**

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

- NEWROC Council – Mukinbudin
- Celia Jordaan – Small Business Development Commission
- Fabian Houbrechts – Works Manager, Tammin Shire
- Ray Griffiths & Mick Jones – Kellerberrin Shire
- Emily Gray – Wyalkatchem Physiotherapist
- Helen Morton & Lee Steel – Somerset Alliance, Pingelly
- Katrina Crute – Shire of Brookton
- David Holdsworth – D&D Transport re RAV Approvals
- Wyalkatchem Museum Committee
- CEACA Management Committee – Kellerberrin
- Glen Barndon & Michelle Stanley – ABC Radio Mid West
- James Gaunt – WA Police

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

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

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

*(379/2021) Moved: Cr Stratford*

*Seconded: Cr Gamble*

*That Council accepts the Chief Executive Officer's report for the month of October / November 2021.*

**CARRIED 6/0**

**10.2.2. PRINCIPAL ENVIRONMENTAL HEALTH OFFICER'S REPORT – OCTOBER 2021**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 November 2021
Reporting Officer:	Peter Toboss – Principal Environmental Health Officer (PEHO)
Disclosure of Interest:	NIL
File Number:	13.05.01
Attachment Reference:	NIL

**COMMENT**

The PEHO attended the Shire office on 28 October 2021.

**HEALTH, BUILDING AND PLANNING ENQUIRIES**

The PEHO completed a total of five (5) health, building and planning enquiries in October 2021.

**FOOD PREMISES INSPECTION**

The below food business was inspected for food safety standards in October:

- Wylie News & Lotteries

The inspection returned good results.

**CONTACT REGISTER INSPECTIONS**

The PEHO inspected five (5) businesses in town for compliance with COVID-19 Contact Register Directions. From 5 December 2020 it has been mandatory for specified businesses to implement and maintain a contact register of all persons who attend their business premises.

**RECYCLED WASTEWATER SAMPLING**

The PEHO undertook the monthly sampling of Wyalkatchem Wastewater Treatment Plant in accordance with the Department of Health Guidelines for the *Non-Potable Uses of Recycled Water in Western Australia (2011)*. The laboratory results of the water sample taken from the Shire storage dam outlet for October 2021 met the required standards.

**NOISE COMPLAINT- RICHES STREET, WYALKATCHEM**

In October, the Shire received a noise complaint from a resident regarding a loud stereo noise from Riches Street. The Environmental Protection (Noise) Regulations 1997 (the Regulations) operate as a prescribed standard under the Environmental Protection Act 1986 (the Act) and set limits on noise emissions. The PEHO will continue to investigate the source of the noise complaint and has the authority to issue a warning letter or infringement notice. Further action is subject to the receipt of additional complaints.

**STATUTORY ENVIRONMENT**

*Public Health Act 2016*

*Food Act 2008*

*Environmental Protection (Noise) Regulations 1997*

*Emergency Management Act 2005*

**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.

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

### VOTING REQUIREMENT

Simple Majority

### OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

*(380/2021) Moved: Cr Holdsworth*

*Seconded: Cr Petchell*

*That Council accept the attached PEHO Report for October 2021.*

**CARRIED 6/0**

### 10.2.3. APPOINTMENT OF MEMBERS TO COMMITTEES OF COUNCIL

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	09 November 2021
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.08
Attachment Reference:	Attachment 10.2.3 ARC Terms of Reference

#### BACKGROUND

Following the Ordinary Council Election, Council is required to appoint elected members to committees.

In accordance with section 5.8, 5.9 and 5.10 of the *Local Government Act 1995* Council has established one committee, the Audit and Risk Management Committee.

The Terms of Reference for this committee are attached.

In the past Council has appointed all elected members to the Audit and Risk Management Committee.

#### COMMENT

##### Audit & Risk Management Committee Details:

Purpose:	The objective of the Audit and Risk Management Committee is to liaise with the shire's auditor and make recommendations regarding the annual external audit.
Meeting Frequency:	Quarterly
Next Meeting:	16 December 2021
Current Meeting Day:	Thursday
Current Council Representatives:	All Elected Members
Term of Reference:	Attachment 10.2.3 ARC Terms of Reference
Officers Comment:	No Changes are proposed to the Term of Reference as these were recently adopted by the Council at its meeting held on 21 February 2019.

#### STATUTORY ENVIRONMENT

- *Local Government Act 1995, Part 5 Administration, Division 2 Council meetings, committees and their meetings and electors' meetings.*
- *Local Government Act 1995 Section 7.1a. Audit committee.*
- *Local Government Act 1995 Section 7.23A Duties of local government with respect to audits*

#### 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.**

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

**VOTING REQUIREMENT**

Absolute Majority

**OFFICER’S RECOMMENDATION**

*(381/2021) Moved: Cr Gamble*

*Seconded: Cr Garner*

*That Council appoint all elected members to the Audit and Risk Management Committee.*

**CARRIED 6/0**



**10.2.4. APPOINTMENT OF MEMBERS TO ADVISORY COMMITTEES**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	09 November 2021
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.08
Attachment Reference:	Attachment 10.2.4 LEMC Terms of Reference

**BACKGROUND**

Following the Ordinary Council Election Council is required to appoint elected members and where appropriate its staff to committees.

Council has established the Local Emergency Management Committee as an advisory committee.

**COMMENT**

**Local Emergency Management Committee (LEMC):**

Purpose	This committee is made up of Hazard Management Agencies (HMA's), operational and combat agencies. While LEMC is a non-operational committee, if requested by a HMA, members may become an Incident Support Group (ISG) to assist in an incident. This Committee is also to assist in the development of the local government's emergency plans and procedures.
Meeting Frequency	Quarterly
Next Meeting	24 November 2021
Current Meeting Day	Wednesday
Current Council Representatives:	Shire President Chief Executive Officer Governance Executive Officer
Term of Reference	Attachment 10.2.4 LEMC Terms of Reference
Officers Comment	The Term of Reference includes a list of committee appointments. Council is requested to endorse the Shire's representation only.

**STATUTORY ENVIRONMENT**

- *Local Government Act 1995, Part 5 Administration, Division 2 Council meetings, committees and their meetings and electors' meetings.*
- *Emergency Management Act 2005 Section 38 – Local Emergency Management Committees.*

**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: Transparent, accountable and effective governance and Form strategic partnerships and advocate for the Community.**

Goal No.	Action No.	Actions
<b>10</b> Transparent, accountable and effective governance	10.1	Ensuring a well-informed Council makes good decisions for the community
	10.4	Maintaining Integrated Strategic and Operational plans
<b>12</b> 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

**OFFICER’S RECOMMENDATION**

*(382/2021) Moved: Cr Garner*

*Seconded: Cr Stratford*

*That Council:*

- 1. Appoints the following elected members to the Local Emergency Management Committee (LEMC);*
  - Shire President*
  - Deputy President*
  - Proxy – any other Councillor*
  
- 2. Appoint the following Shire employees to the LEMC;*
  - Chief Executive Officer*
  - Manager of Works*
  - Governance Executive Officer*

**CARRIED 6/0**

**10.2.5. DELEGATES TO EXTERNAL COMMITTEES**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	20 October 2021
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.08
Attachment Reference:	Nil

**SUMMARY**

To appoint Council delegates to external committees to which the Shire of Wyalkatchem has voting rights.

**BACKGROUND**

The Shire of Wyalkatchem is a member at a number of external groups and organisations. These external groups and organisations provide a regional collaborative approach to the objectives of the individual groups.

These committees are independent of Council.

The following are details of external committees on which the Shire of Wyalkatchem participates. The Council is required to appoint delegates, with voting rights, to these committees.

Committee Name:	<b>(North Eastern Wheatbelt Regional Organisation of Councils (NEWROC))</b>
Purpose:	To work collaboratively with the Shires of Dowerin, Koorda, Mt Marshall, Mukinbudin, Nungarin and Trayning with a range of advocacy and project focuses.
Meeting Frequency:	Bi-Monthly
Next Meeting:	To be confirmed
Current Meeting Day:	Tuesday
Meeting Location:	Various locations rotated between member councils
Current Council Representatives:	Shire President (delegate with voting rights) Chief Executive Officer All Councillors - Proxies

Committee Name:	<b>Central East Aged Care Alliance (CEACA)</b>
Purpose:	This organisation was initiated by eleven local governments to progress housing and aged care services in order to transform our districts into age friendly communities.
Meeting Frequency:	Quarterly
Next Meeting:	To be confirmed
Current Meeting Day:	Wednesday
Meeting Location:	Typically Kellerberrin or Merredin
Current Council Representatives:	Shire President Chief Executive Officer All Councillors (Proxy delegates with voting rights)

Committee Name:	<b>Great Eastern Country Zone of WALGA</b>
Purpose:	Zones are groups of geographically aligned Member Councils who are responsible for direct elections of State Councillors, providing input into policy formulation and providing advice on various matters.
Meeting Frequency:	Quarterly
Next Meeting:	To be confirmed
Current Meeting Day:	Thursday
Meeting Location:	Typically Merredin and Kellerberrin
Current Council Representatives:	Shire President (Delegate with voting rights) Deputy President (Delegate with voting rights) All Councillors (Proxy delegates with voting rights) Chief Executive Officer (Proxy delegation with voting rights in the absence of Council representation.)

Committee Name:	<b>Wheatbelt Regional Road Group North.</b>
Purpose:	To make recommendations to State Advisory Committee (SAC) in relation to the Annual Local Government Roads Program for their region and any other relevant issues.
Meeting Frequency:	Quarterly
Next Meeting:	28 February 2022
Current Meeting Day:	Friday
Meeting Location:	Various locations rotated between Members Council. Meetings are also held via telephone conferences
Current Council Representatives:	Cr Gamble (Delegate with voting rights) Cr Holdsworth (Proxy delegates with voting rights)

Committee Name:	<b>Northam District Operational Advisory Committee.</b>
Purpose:	Previously known as: Great Eastern District Operations Advisory Committee (DOAC) To represent and protect the interests of the Local Governments, Volunteer Advisory Bush Fire Brigade Committees and Volunteers within those Local Governments. As a representative committee, provide advice, direction and develop recommendations for fire management in the functional areas of Equipment, Training, Prevention, and Operational Preparation and Response.
Meeting Frequency:	At least two (2) meetings per year
Next Meeting:	To be confirmed
Current Meeting Day:	Non allocated
Meeting Location:	Northam
Current Council Representatives:	Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer Governance Executive Officer

Comments	The committees term of reference states the following; The Chief Bush Fire Control Officer or Fire Control Officer and Shire CEO or delegate from each Local Government shall have voting rights.
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Committee Name:	<b>Pioneers Pathway Advisory Committee</b>
Purpose:	Comprising of six local government authorities working collaboratively developing tourism in the region by promoting a self-drive trail from Perth reminiscing the path of Pioneers’ during the gold rush in eastern goldfields.
Meeting Frequency:	Quarterly
Next Meeting:	To be confirmed
Current Meeting Day:	Thursday
Meeting Location:	Various locations rotated between Members Council.
Current Council Representatives:	Governance Executive Officer

Committee Name:	<b>NEWTRAVEL</b>
Purpose:	To market and promote the Wheatbelt Way self-drive route and the tourism assets in the NEWTRAVEL area.
Meeting Frequency:	Quarterly
Next Meeting:	To be confirmed
Current Meeting Day:	Thursday
Meeting Location:	Various locations rotated between Members Council.
Current Council Representatives:	Chief Executive Officer Governance Executive Officer (Proxy with voting rights)

**COMMENT**

Council is requested to consider the role of its Councillors as delegate’s external committees. Councillors need to be aware of the time commitment that can occur with attendance at meetings. Only appointed delegates have voting rights to these external committees, other members may attend as an observer only.

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

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

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION**

*(383/2021) Moved: Cr Stratford*

*Seconded: Cr Petchell*

***That Council appoint the following delegates:***

- **North Eastern Wheatbelt Regional Organisation of Councils (NEWROC)**
  - Delegate 1: Shire President
  - Delegate 2: Deputy President
  - Delegate 3 (Proxy): Any other Councillor
  
- **Central East Aged Care Alliance (CEACA)**
  - Delegate 1: Cr Davies
  - Delegate 2: Cr Stratford
  
- **Great Eastern Country Zone of WALGA**
  - Delegate 1: Shire President
  - Delegate 2: Deputy Shire President
  - Delegate 3 (Proxy): Any other Councillor
  - Delegate 4 (Proxy): Chief Executive Officer
  
- **Wheatbelt Regional Road Group North.**
  - Delegate 1: Cr Holdsworth
  - Delegate 2 (Proxy): Cr Gamble
  
- **DOAC**
  - Delegate 1: CBFCO
  - Delegate 2 DCBFCO

- **Pioneers Pathway Advisory Committee**
  - **Delegate 1: Governance Executive Officer**
  - **Delegate 2 (Proxy): Any other Councillor**
  
- **NEWTRAVEL**
  - **Delegate 1: Cr Christy Petchell**
  - **Delegate 2 (Proxy): Governance Executive Officer**
  - **Delegate 3 (proxy): Any other Councillor**

**CARRIED 6/0**

### 10.2.6. REPRESENTATIVES TO COMMUNITY BASED COMMITTEES OR GROUPS

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	09 November 2021
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.08
Attachment Reference:	Nil

#### BACKGROUND

Community based committees are an important part of the social structure of the wider community and give residents and ratepayers a voice in 'their' community. Council representation on these committees demonstrates Council interest and allows for feedback to Council of community concerns and ideas.

Voting rights are determined by the individual group or committee. The intent of attending these meetings is to act as a liaison between the community and the Shire.

#### COMMENT

The following is a list of community groups and representation

Organisation / Group	Representative
CBH Museum	Agenda and minutes only – Council representative to attend if required. Primary - Cr Owen Garner Secondary – Cr Holdsworth
Friends of the Cemetery	Chief Executive Officer, Manager of Works
RSL	Primary - Cr Gamble Secondary - Cr Garner
Wheatbelt Agcare	Primary – Cr Stratford Secondary – Vacant
Local Health Advisory Group	Primary – Cr Stratford Secondary – Cr Garner
Senior Citizen Homes Trust	Delegate 1 – Shire President Secondary – Cr Stratford

#### STATUTORY ENVIRONMENT

*Local Government Act 1995*

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

Goal No.	Action No.	Actions
<b>10</b> <b>Transparent, accountable and effective governance</b>	10.1	Ensuring a well-informed Council makes good decisions for the community
	10.4	Maintaining Integrated Strategic and Operational plans

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION**

***(384/2021) Moved: Cr Holdsworth***

***Seconded: Cr Petchell***

***That Council makes the following appointments to community committees or groups.***

- ***CBH Museum***
  - ***Cr Garner***
  
- ***Friends of the Cemetery***
  - ***Removed – Shire works informally with friends of the Cemetery on an ongoing basis.***
  
- ***RSL***
  - ***Cr Stephen Gamble***
  - ***Cr Owen Garner***
  
- ***Wheatbelt Agcare***
  - ***Cr Stratford***
  - ***Any other Councillor***
  
- ***Local Health Advisory Group***
  - ***Cr Stratford***
  
- ***Senior Citizen Home Trust***
  - ***Nil at this point pending CEO discussion with SCHAT***
  
- ***Community Resource Centre***
  - ***Nil at this point pending CEO discussion with CRC***
  
- ***WDHS School Council***
  - ***Nil at this point pending CEO discussion with WDHS School Council***

**CARRIED 6/0**

**10.2.7. POLICY AMENDMENT – CHRISTMAS / NEW YEAR CLOSURE OF COUNCIL FACILITIES**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	16 November 2021
Reporting Officer:	Peter Klein – CEO
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01A
Attachment Reference:	Nil

**BACKGROUND**

The current policy is too prescriptive and will not always deliver a desirable outcome.

**COMMENT**

Proposed amendments introduce flexibility and offers the prospect that the office closure will meet the expectations of both councillors and staff.

**POLICY 5.10 CHRISTMAS / NEW YEAR CLOSURE OF COUNCIL FACILITIES**

Responsible Department	Chief Executive Officer
Former policy Reference	Nil
Resolution Number	OMC 53 /2019
Resolution Date	18 April 2019
Last Amendment Date	18 April 2019 – New Policy; 22 October – 2 words removed
<u>This Amendment Date</u>	<u>16 November 2021</u>
Shire Related Documents	Nil
Related Legislation	Nil

**OBJECTIVE**

~~This policy is for the authorisation for the Council facilities, including administration office and depot, to close over the Christmas and New Year period.~~  
Authorising closure of administration office and depot over the Christmas and New Year period.

**POLICY**

~~The Shire Administration Office and Works Depot will be closed for a total of ten (10) business days, from the last Monday before Christmas and re-open on the first Monday following the New Year’s Day Public Holiday.~~

~~Shire staff will take leave entitlements during this closure period for those days that are not designated public holidays.~~

The Shire Administration Office and Works Depot will be closed for a total of ten (10) business days over the Christmas and New Year period with the date of closure and return to work to be determined by the CEO on an annual basis.

The Works Manager is authorised to exempt those Depot staff required to provide an essential service to the community during this period.

**POLICY IMPLICATIONS**

This amendment delivers a more flexible policy that enables the office closure and opening to change depending on Christmas dates each year.

**FINANCIAL IMPLICATIONS**

NIL

**COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with Goal 10 from the Community Strategic Plan.

**Goal: Transparent, accountable and effective governance**

Goal No.	Outcome	Action No.	Actions
10	Transparent, accountable and effective governance	10.1	Ensuring a well-informed Council makes good decisions for the community
		10.3	High quality corporate governance, accountability and compliance

**VOTING REQUIREMENT**

Simple majority

**OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

*(385/2021) Moved: Cr Stratford*

*Seconded: Cr Holdsworth*

*That Policy 5.10 amendments detailing conditions for Christmas / New Year Closure of Council facilities be approved.*

**CARRIED 6/0**

*Cr Petchell left the meeting at 6:23pm*

*Cr Garner left the meeting at 6:34pm*

*Cr Petchell returned to the meeting at 6:24pm*

*Cr Garner returned to the meeting at 6:24pm*

**10.2.8. COUNCIL CHAMBER UPGRADE**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 November 2021
Reporting Officer:	Peter Klein, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 10.2.8.1 Chamber AV Matrix Attachment 10.2.8.2 Chamber Tables Matrix Attachment 10.2.8.3 Chamber Chairs Matrix

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION**

*That Council accepts quotes from;*

- 1. Integrated ICT for supply of audio visual equipment (Option 1);*
- 2. Elite Office Furniture for supply of conference tables; and*
- 3. Elite Office Furniture for the supply of new chairs for Council Chambers.*

**OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION**

***(386/2021) Moved: Cr Holdsworth***

***Seconded: Cr Stratford***

***That Council suspends Standing Orders to discuss item 10.2.8 Council Chamber Upgrade***

**CARRIED 6/0**

**BACKGROUND**

The procurement assessments matrices underpinning the above recommendations are attached.

Although meetings & training attended by staff and councillors are increasingly being held electronically, mostly via Teams or Zoom, the IT and furniture within the Council Chamber doesn’t provide the flexibility or connectivity required to host these sessions.

Staff and Councillors are either relying on desk top computers which, do not support multiple party participation or the use of a laptop in Chambers connected to a projector with inadequate audio and poor visual capability. The system is inefficient and unreliable.

An effective audio visual system will encourage Wyalkatchem representatives to attend meetings remotely which is safer (less time on road), more time efficient (driving time is replaced with working time) and provides the opportunity for more councillors to participate in these meetings (eg CEACA, WALGA Zone, NEWROC Council meetings or WALGA information sessions).

In addition, staff and councillor training is increasingly delivered on-line and establishing an effective and comfortable training room will encourage participation and improve outcomes.

The council offices are identified as a potential control centre for responding to an emergency. An effective, fool-proof audio visual system will improve communications and response capability.

Furniture within the Chamber essentially excludes the room from being used for anything other than a council meeting. Visitors to the Shire are received either in the President's room or a working office.

Recently a LEMC meeting was held at the CRC to gain access to their audio visual system. The board room at the CRC is smaller but is set up better and able to more comfortably accommodate a larger meeting.

If Wyalkatchem was required to host a full NEWROC Council meeting (15 people + visitors), seating arrangements would be disjointed and those seated without a desk would have difficulty in participating in the meeting or viewing the screen. An alternate location would probably provide the most comfortable option.

The best space within the Council offices is the Chamber and the furniture proposal will enable this space to be used to comfortably host visitors and portray a progressive Council image.

The facility will be available to other community groups for the hosting of meetings or for training.

In the event of a COVID lockdown, the availability of a high quality technology hub in Chambers will facilitate more effective and efficient electronic meetings.

Although not forming part of the current recommendations, an efficient audio visual system will enable either the live streaming of council meetings or an audio visual record of meetings to be made available to the Wyalkatchem community which has the potential to improve transparency and accountability.

#### **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**

The capital budget for FY22 includes an allocation of \$35k for Chamber refurbishment.

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

This proposal is consistent with the following objective & actions;

Objective.	Action No.	Actions
<b>Business systems promote councillor and staff engagement and deliver responsive, transparent and cost effective services.</b>	4.1.1.1	Fit for purpose workplaces and resources promote Council and staff productivity and well being
	4.1.1.2	Invest in training & professional development to promote engagement & efficiency.
	4.1.1.3	Workplace safety is proactively managed and demonstrates our care for each other and community

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

*(387/2021) Moved: Cr Gamble*

*Seconded: Cr Stratford*

*That Council resume Standing Orders to continue Item 10.2.8 Council Chamber Upgrade.*

**CARRIED 6/0**

**COUNCIL RESOLUTION**

*(388/2021) Moved: Cr Stratford*

*Seconded: Cr Petchell*

*That Council accept the quote from;*

- 1. Integrated ICT for supply of audio visual equipment (Option 1); and*
- 2. The purchase of 4 staff chairs for use in Council Chambers*

**CARRIED 6/0**

*The officer's recommendation was not accepted as it was considered possible to operate with the new AV system with the existing furniture.*

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

#### **10.3.1. MANAGER OF WORKS OFFICER'S REPORT OCTOBER / NOVEMBER 2021**

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	12 November 2021
Reporting Officer:	Terry Delane – Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

#### **BACKGROUND**

To inform Council of the activities of the works and services team during the month of October/ November 2021

#### **COMMENT**

##### **SAFETY**

Reported Incidents as follows;

1. Vandalism / Graffiti on hotel, public buildings and footpaths/kerbs
2. Power line brought down by freight truck
3. Theft from 1 Slocum St
4. Property damage at public toilets
5. Power cable unearthed at creek next to public toilets

##### **ROADS**

- Blackspot audits organised for Benji X roads (2)
- Clearing of vegetation to improve sight lines on Tammin / Divers / De Pierre's X road
- Koorda Road; Estimate drafted for work next FY. Final costing required by 30<sup>th</sup> Nov
- Cunderdin Road; Preliminary work to start now. Contract work in RFQ stage
- Tammin Road; Preliminary work to start now. Contract work in RFQ stage

##### **RECREATION GROUND**

- Main line replacement done.
- Retic wiring and solenoid replacement due end November-December
- Turf pitch in use
- Synthetic wicket completed
- NBN scheduled to install emergency communications equipment 29<sup>th</sup> November

##### **SWIMMING POOL**

- Pool open
- Main pump refurbished
- Scope of Work to be drafted for leak issue for commencement May 2022

##### **BUTLIN ST DEPOT**

- Block has been fenced
- Minor equipment and supplies have been shifted
- Further work and budget to be tabled in the workshop

#### **15 PIESSE STREET DEMOLITION**

- Demolition contractor expected on site 29<sup>th</sup> November

#### **WWTP**

- Concrete work this week
- Other components as per program.

#### **GAMBLE ST UPGRADE**

- Creek work completed
- All contracted work complete
- Footpath, kerb and sealing in RFQ stage

#### **POST OFFICE DISABLED ACCESS**

- Scope drafted
- RFQ's sent

#### **AIRSTRIP RESEALING WORK**

- RFQ's pending

#### **CEMETERY UPGRADES**

- Scope to be agreed with Friends of the Cemetery

#### **MISCELLANEOUS**

- Shire of Trayning contracted the Shire of Wyalkatchem to install a kitchen at Kununoppin Community Centre

#### **VEHICLE/PLANT**

- Hired prime mover being utilised while Isuzu body / chassis being repaired.

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



Outcome No.		Action No.	Actions
<b>Goal 8</b>	<b>Our built environment responds to the accessibility and connectivity needs of all</b>	8.1	Improving safety on road, cycle and footpath networks
		8.2	Developing & planning community infrastructure to improve use & social interaction
		8.3	Implement Aged Friendly Plan
		8.4	Implement the Disability Access and Inclusion Plan (DAIP)

**VOTING REQUIREMENT**

Simple majority

**OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

*(389/2021) Moved: Cr Holdsworth*

*Seconded: Cr Gamble*

*That Council consider and accept the Manager of Works report for the months of October/ November 2021.*

**CARRIED 6/0**

#### **10.4. PLANNING AND BUILDING – INFORMATION ONLY**

##### **10.4.1. DEMOLITION PERMIT**

- A demolition Permit BA6 was issued by Peter Klein on 2 November 2021 for 15 Piesse Street, as resolved in the October 2021 Ordinary Meeting of Council.

##### **OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION:**

**(371/2021) Moved: Cr Stratford**

**Seconded: Cr Garner**

**That Council approves the building at 15 Piesse St being demolished by the Shire of Wyalkatchem, with costs to be recovered from the property owner.**

**CARRIED BY ABSOLUTE MAJORITY 6/0**

##### Conditions

-Compliance with the Health (Treatment of Sewerage and disposal of Effluent and Liquid Waste) Regulations 1974 with regards to the decommissioning of any effluent disposal system. Effluent Treatment system must be emptied by a licensed effluent disposal contractor and the septic tank and leach drains removed.

-Removal of Asbestos is to be carried out in accordance with the Code of Practise on Safe Removal of Asbestos (NOHSC:2002) as stipulated by the Occupational Health and Safety Regulations 1996 and disposed of in Accordance with the Health (Asbestos) Regulations 1992 and the Environmental Protection (Controlled Waste) Regulations 2004.

-Copies of the disposal receipts from the controlled waste facility for the Asbestos are to be provided to the Shire of Wyalkatchem on completion.

-The site is to be baited for rodents prior to demolition. (This is to prevent rats inundating neighbours when it is demolished).

##### **10.4.2. DEVELOPMENT APPROVAL**

- Development approval was given to Mr R McDonald as resolved in the October 2021 Ordinary Meeting of Council.

##### **(370/2021) SUBSTANTIVE MOTION**

**The Presiding Person put the amended motion:**

**That Council approves the positioning of two containers within the footprint shown as a 'Proposed New Extended Shed' on the application sketch for a period of 12 months (i.e. to 31 October 2022).**

**CARRIED 6/0**

Cr Garner and Cr Holdsworth left the meeting at 7:13pm

Cr Garner returned to the meeting at 7:13pm

Cr Holdsworth returned to the meeting at 7:14pm

**11.MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

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

Nil

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

Nil

**14.MATTERS BEHIND CLOSED DOORS**

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION**

*(390/2021) Moved: Cr Stratford*

*Seconded: Cr Holdsworth*

*That Council moves behind closed doors in accordance with Section 5.23 (2)(b) and (e)(iii) of the Local Government Act 1995 which states,*

*(b) to deal with matters that relate to the personal affairs of a person;*

*(e) (iii) to deal with a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person.*

**CARRIED 6/0**

*Declaration of interests – Cr Garner declared a Proximity Interest – see item 6.1*

*Cr Stratford declared a Financial Interest – see item 6.1*

*Council agreed that Cr Stratford should remain in the room and be able to participate in the discussion but not vote.*

**14.1. AIRPORT TERMINAL LICENSE AGREEMENT**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 November 2021
Reporting Officer:	Peter Klein, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	14.1

**SUMMARY**

The airport terminal is currently licensed to physiotherapist, Emily Gray. The Agreement commenced on 8<sup>th</sup> December 2020 and ceases on 7<sup>th</sup> December 2021.

**STATUTORY ENVIRONMENT**

There are no direct statutory 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.

Objective.	Action No.	Actions
<b>A healthy, safe, active and engaged community.</b>	1.1.1.8	Explore opportunities to expand the range and availability of health services.
	1.1.1.11	Licence the aerodrome building, or part thereof, for provision of allied health services.

**VOTING REQUIREMENT**

Simple Majority

**AMENDMENT RESOLUTION**

*(392/2021) Moved: Cr Holdsworth*

*Seconded: Cr Petchell*

*That Council offers an amended licence for one year to Emily Gray based on:*

- *a flat rate of \$120/week, including power and water;*
- *use of the entire building.*

**THE SUBSTANTIVE MOTION AS AMENDED WAS PUT**

**(393/2021) COUNCIL RESOLUTION**

*That Council offers an amended licence for one year to Emily Gray based on:*

- *a flat rate of \$120/week, including power and water;*
- *use of the entire building.*

**CARRIED 5/0**

**OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION**

*(394/2021) Moved: Cr Gamble*

*Seconded: Cr Petchell*

*That Council move out from behind closed doors.*

**CARRIED 5/0**

**15. INFORMATION BULLETIN**

**15.1. Information Bulletin**

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

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

Council Christmas Party – Clarification of purpose.

**16. CLOSURE OF THE MEETING**

There being no further business to discuss, the Chairperson thanked everyone for their attendance and closed the meeting at 7:57pm.





## WYALKATCHEM LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) MINUTES

Wednesday 24 November 2021, commencing at 5.00pm in the Shire Chambers  
27 Flint Street, Wyalkatchem

The purpose of LEMC is to:

- 1.0 Foster effective communication between stakeholders to ensure that emergency management for Wyalkatchem is in place;
- 2.0 Assist the Shire of Wyalkatchem to deliver its obligations under the Emergency Management Act.

### 1. Opening of Meeting

The Chairperson, Quentin Davies, opened the meeting at 5:07pm

### 2. Attendance and Apologies

#### Attendance

Quentin Davies	Shire President
Peter Klein	Chief Executive Officer – Local Recovery Coordinator
Emma Holdsworth	Captain, Volunteer Fire & Rescue Service
Stephanie Elvidge	Governance Executive Officer
Terry Delane	Acting Manager of Works
Daniel Hendriksen	DFES
Jay Hammond	St John Ambulance Chairperson
Yvette Grigg	District Emergency Management Advisor
Glen Metcalfe	Water Corporation
Susan Bruse	WDHS

#### Apologies

Vacant	Local Welfare Officer
Subin Daniel	Wyalkatchem Koorda Health Services
Murray Coombs	Western Power
Owen Garner	Shire Deputy President
Jo Spadaccini	Department of Communities
Cliff Simpson	WALGA Roadwise
Stephen Petchell	St John Ambulance Vice Chairperson
Colin Ferguson	WDHS
Cathy Carter	Commonwealth Home Support Program
Trent Tyler	CBFCO, Bush Fire Brigade Wyalkatchem and Districts

#### Response not received:

Graeme Keals	DBCA
James Gaunt	WAPOL
Natalie Osmetti	Community Paramedic
Marcus O'Reilly	DBFCO Nalkain Bush Fire Brigade (Proxy for Trent Tyler– CBFCO)

3. Minutes of the LEMC Meeting, held on Tuesday 17<sup>th</sup> August 2021 (Attachment 3.1)

**COMMITTEE RECOMMENDATION**

*That the minutes of the Shire of Wyalkatchem LEMC Meeting, held on Tuesday 17<sup>th</sup> August 2021 (Attachment 3.1) be confirmed as a true and correct record.*

**LEMC COMMITTEE RESOLUTION**

**Moved – Jay Hammond**

**Seconded – Emma Holdsworth**

*That the minutes of the Shire of Wyalkatchem LEMC Meeting held on Tuesday 17<sup>th</sup> August 2021 be confirmed as a true and correct record.*

**CARRIED**

**4. Business arising from previous Minutes**

- Emergency Desktop Exercise Learning – see Status Report
- Outcomes of a structural assessment of identified evacuation centers & next steps. Refer attachment 4.1 Building Inspection Report.

*The LEMC Committee agrees that it would be in the Community's best interest to progress the capability of the Recreation Centre to withstand severe weather/ cyclonic activity. Ultimately this would be a Council decision regarding budgeting and approving the works. Ideally the majority of the works would be funded by a grant. Council to be presented with a proposal for progressing this project to the next stage.*

*Action – Peter Klein to discuss further with council at the next meeting workshop.*

**5. Stakeholder Reports**

Brief update from representatives on relevant emergency management preparedness efforts within their respective organisations.

**5.1. Bush Fire Brigades**

Nil

**5.2. Volunteer Fire & Rescue Service**

3 call outs in the last period, 1 was a false alarm.

Change in Officer's – Owen Garner has stepped down as Lieutenant and has been succeeded by Aiden Begley.

The service has approximately 9 steady volunteers and would welcome new volunteers.

**5.3. DFES**

Thank you to Nalkain Brigade for their assistance with the Trayning lightning strike fire.

There are now two aircraft water bombers based in Northam for the harvest period. They operate in daylight hrs only.

**5.4. St John Ambulance**

35 call outs in the last period.

Crew numbers have decreased and recruiting volunteers has been difficult. Kununoppin has been supporting Wyalkatchem.

The fleet replacement program is in progress, though there is a 12-18 month delay with vehicles due to the impact of COVID.

3 new defibrillators are due to arrive in February – thank you again to the Shire for their financial support in this matter.

**5.5. Wyalkatchem Koorda District Hospital**

Emergency Response plan has been updated.

No GP in town – non-urgent presentations requires a referral to ETS; non-urgent patients might still need to go to Northam if they need to be reviewed in person by a Medical Officer; lot of follow-ups required to obtain scripts and paperwork for aged care residents, even though Dr Emmanuel has been assisting a lot with the referrals.

Staff training in Emergency procedures is ongoing – 5 staff due, plan to complete by the end of this month.

Issue with fire panel not communicating to Perth monitoring center over the last weekend, issue resolved.

False fire alarm last month – contractor failing to isolate the work area.

#### **5.6. Shire of Wyalkatchem**

The Shire has been –

- actively supporting the recruitment of a replacement GP.
- researching the health and safety changes and impact on the Shire and LEMC and responsibilities regarding the VBFB – PPE, Resources, Training, COVID vaccination requirements and record keeping.
- Researching project information for the improvements required to upgrade a nominated welfare center.

#### **5.7. Department of Communities**

The new after-hours contact number for the Department's Emergency Services, 'On Call' Officer is **0418 943 835**

#### **5.8. District Emergency Management Committee**

Yvette Grigg had provided a report with the agenda. Yvette highlighted that the Preparing Australia Program Grant has opened with a focus on community resilience.

There was discussion around a Bush Fire Plan – there are 2 elements – One carried out by DFES and internal risk management. DFES is currently conducting the review of plans in the Wheatbelt.

Action: A risk management Plan to be developed by the Shire, Trent Tyler and Emma Holdsworth.

#### **5.9. Water Corporation**

Employee capacity has increased and training is in progress and ongoing.

#### **5.10. Main Roads**

Nil

#### **5.11. Roadwise**

Nil

#### **5.12. Wyalkatchem District High School**

Gutters have been cleaned and air-conditioning serviced.

Large trees out the front have been inspected by an arborist for safety as they are looking fragile and the impact could be they fall on the school admin building. There has been a change in the watering of the trees and this is the most likely reason for their change in appearance.

The Emergency evacuation Plan has been shared with the Shire.

#### **5.13. DBCA**

Nil

## 6. Matters for Discussion

### 6.2 New WHS Act and implications for volunteers (Bush Fire Brigades)

- Liability of individual farmers & their staff
- Implications for BFB Officers

*Peter Klein gave an overview of the changes and potential areas of responsibility and liability. Further legislation and templates will be available in 2022.*

### 6.3 Proposed LEMC Meeting Schedule 2022

The following dates are proposed;

- 2<sup>nd</sup> March 2022
- 3<sup>rd</sup> August 2022
- 26<sup>th</sup> October 2022

#### COMMITTEE RECOMMENDATION

*That the LEMC Meeting schedule for 2022 will be as follows;*

- 2<sup>nd</sup> March 2022*
- 3<sup>rd</sup> August 2022*
- 26<sup>th</sup> October 2022*

#### LEMC COMMITTEE RESOLUTION

**Moved – Emma Holdsworth                      Seconded – Jay Hammond**

***That the LEMC Meeting schedule for 2022 will be as follows;***

- 2<sup>nd</sup> March 2022***
- 3<sup>rd</sup> August 2022***
- 26<sup>th</sup> October 2022***

**CARRIED**

## 7. Emergency Response (Desktop) Exercise

An emergency scenario was presented and the community's response to this scenario was workshopped.

***Scenario – chemical spill – the school bus has pulled out in front of a tanker on Honour Avenue. The bus rolls and there are serious injuries. The tanker has swerved and rolled onto its side. Gas is escaping. A witness has called '000'. Their initial contact is with the ambulance service who are first on the scene, followed by VFBF, Police and DFES.***

#### Learning –

- There is a plate on chemical tankers called an EIP which will identify the load and how the scene is to be managed – PPE, safety distances, medical treatment etc. Call the phone number on the plate and the communication center will contact DEFES and Police.
- St John's Subcentre is able to set up a mass casualty triage area. The mass casualty kit can treat 20 people.
- Volunteer Fire and Rescue has HAZMAT suits and are trained to respond.
- DFES has a specialized HAZMAT team that would be dispatched to the scene.
- Police direct the evacuation of the school, hospital and community at risk unless HAZMAT team on site. If no Police, DFES direct.
- Do we have various muster sites depending on the distance required to be maintained from the chemical spill and how will we get there? Town Hall, Recreation Centre, Terminal Building. School buses could be called upon to help transport.
- Does the school bus and Shire bus have seatbelts? **Look into the bus replacement plan and action accordingly.**
- LEMC Contacts – **ensure up to date.** (These are regularly reviewed.)
- Do we have the capability to manage the incident prior to further assistance arriving – children will be trying to get off the bus and run, parents will be distraught and trying to get to their children.
- How will we as a community recover during and afterwards – catering, shock, grief, damage. **We need to put our focus on recovery for the next meeting.**



## 8.0 Status Report

Task No.	Detail	Responsible Person	Comment	Status	Last update
MAY 21 5.1	LGGS grant funding	GEO	SOW submitted an application for PPE and 2 x shed upgrades.	<b>Complete</b>	PPE funding received. <b>Shed funding not approved</b>
MAY 21 5.2	Breathing Apparatus training	VFRS - EH	Due August 2021 to upgrade SOW profile to compliant.	In progress – three people trained	Second date to be arranged
MAY 21 5.12	DFES Recruitment	DFES	Recruitment for Volunteers	In progress	
MAY 21 7.3	Stakeholders Business Continuity Plan sharing	CEO	GEO to contact hospital and school to request evacuation plans and BCP	Requested May <b>Re requested Oct 21</b>	<b>WDHS received.</b> <b>Hospital received.</b>
MAY 21 7.3	SOW Business Continuity Plan (BCP)	CEO	Use the outcomes of the Emergency Management Capability Survey to draft the BCP	Not commenced	

AUGUST 21 7.1	Emergency Desktop exercise Learning Actions		<ul style="list-style-type: none"> <li>✚ Significant challenge is to maintain communications - alternate power options identified.</li> <li>✚ Revisit a process for catering for the evacuees, fire fighters &amp; staff</li> <li>✚ Revisit fire breaks around the township – mulch is a better option than sand as it prevents weed growth and you can drive on it.</li> <li>✚ A list of people in town that would require assistance to evacuate should be developed by the hospital &amp; aged care providers.</li> <li>✚ Need to understand the school, hospital, Lodge, senior citizens evacuation plan.</li> <li>✚ Need to know the capacity of all buses/vehicles in town that could be used to assist in evacuation and fuel access details</li> <li>✚ Longer term options for evacuation include Kellerberrin, Dowerin or Northam – don't split people up if you can help it or you may not have the resources to manage the groups.</li> <li>✚ Identify building protection zones</li> <li>✚ Call for help EARLY</li> <li>✚ Prepare communications to be used for fight or flight information</li> <li>✚ Identify ISG groups for likely scenarios and ensure they are at the exercise</li> </ul>	Received	
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**AOB**

Concerns were raised about the consistency of responses across the Shires to implement a harvest ban.

As the bans are based on weather, it was felt advisable that the Shire of Wyalkatchem should re - invest in a weather station and implement a management plan that determines the base line for harvest ban conditions.

**8. Next Meeting**

Wednesday 2 March 2022

**9. Meeting Closure**

The LEMC Meeting closed at 6:42pm.





**LIST OF PAYMENTS MADE FOR THE MONTH OF NOVEMBER 2021  
PRESENTED AND ENDORSED AT THE ORDINARY MEETING OF COUNCIL - DECEMBER 2021**

Ref No.	Date	Name	Description	Amount	Bank	
EFT1562	05/11/2021	Sheridans Settlements	Purchase of Lot 418 Butlin St	187085.28	MUNI	EFT
EFT1563	12/11/2021	Blackwell Plumbing & Gas Pty Ltd	Plumbing Services - Rec Centre Supply and install new 63mm water line	17545.00	MUNI	EFT
EFT1564	12/11/2021	Soils Aint Soils	Soil conditioner	910.00	MUNI	EFT
EFT1565	12/11/2021	Wyalkatchem General Store	Refreshments 24/09/21 to 22/10/21	330.93	MUNI	EFT
EFT1566	12/11/2021	Gary Thorpe	Logbook Reimbursement - October 2021	364.00	MUNI	EFT
EFT1567	12/11/2021	Goomalling Farm Shed	Building materials - Town Hall, Pool, Public Toilets, and Depot	383.85	MUNI	EFT
EFT1568	12/11/2021	Goldfoam Investments trading as Midland Mowers	Quick cut saw blades	1140.00	MUNI	EFT
EFT1569	12/11/2021	Johathan Truman	Reimbursement - Glass for barracks	60.00	MUNI	EFT
EFT1570	12/11/2021	Chris Maher Architect	Lady Novar survey	2600.00	MUNI	EFT
EFT1571	12/11/2021	Bandicoot Express	Wylie fair advert	155.00	MUNI	EFT
EFT1572	12/11/2021	TOLL Australia	Freight 11/10/21, 12/10/21, and 13/10/21	300.68	MUNI	EFT
EFT1573	12/11/2021	DFES	ESL 2021/22 Shire properties	2582.93	MUNI	EFT
EFT1574	12/11/2021	Dowerin Community Resource Centre	Fair advert in Dowerin Dispatch	200.00	MUNI	EFT
EFT1575	12/11/2021	LGIS Liability	LGIS Workcare Insurance & LGIS Liability Insurance - 2021/2022	21192.14	MUNI	EFT
EFT1576	12/11/2021	Lock Stock & Farrell Locksmith	New lock barrels for Pool roller doors	339.30	MUNI	EFT
EFT1577	12/11/2021	Pet Tags Australia	Registration tags with an expiry 31/10/2024	329.40	MUNI	EFT
EFT1578	12/11/2021	Planwest	General Planning Advice - General, Post Office, Container, and Benjaberring	1996.50	MUNI	EFT
EFT1579	12/11/2021	St John Ambulance Australia	Donation for supervising rides at Wylie fair	500.00	MUNI	EFT
EFT1580	12/11/2021	T & E Services Pty Ltd	Medical Services - October 2021	14661.90	MUNI	EFT
EFT1581	12/11/2021	T.W. Bywaters	Hire of Prime Mover and Tanker	6831.00	MUNI	EFT
EFT1582	12/11/2021	Westrac	Diagnose and repair fault to Grader	2884.00	MUNI	EFT
EFT1583	12/11/2021	Wheatbelt Office & Business Machines	Printing black/white and colour 07/09/21 - 15/10/21	568.48	MUNI	EFT
EFT1584	12/11/2021	Wren Oil	Waste oil collection	16.50	MUNI	EFT
EFT1585	12/11/2021	Wyalkatchem Hotel	Refreshments for Council 22/10/21	324.00	MUNI	EFT

EFT1586	12/11/2021	Wyalkatchem Weekly	Wylie Weekly 09/07/21 - 01/10/21	518.00	MUNI	EFT
EFT1587	23/11/2021	Blackwell Plumbing & Gas Pty Ltd	Plumbing Services - 58 Flint St	845.90	MUNI	EFT
EFT1588	23/11/2021	Newground Water Services Pty Ltd	Irrigation parts for Main Oval	4229.50	MUNI	EFT
EFT1589	23/11/2021	Central Wheatbelt Plumbing	Plumbing Services - Public toilets and Daycare	1493.40	MUNI	EFT
EFT1590	23/11/2021	JM Haulage	Side tipper hire - sand cartage	1188.00	MUNI	EFT
EFT1591	23/11/2021	Goomalling Farm Shed	temporary fencing - Fair	1741.17	MUNI	EFT
EFT1592	23/11/2021	Terry Delane	Reimbursement of expenses - 19/09/21 to 03/11/21	405.32	MUNI	EFT
EFT1593	23/11/2021	Slater Gartrell Sports	Supply and install new synthetic turf wicket	5093.00	MUNI	EFT
EFT1594	23/11/2021	Greenacres Turf Group	New turf and fertilisers for Cricket Wicket	3945.20	MUNI	EFT
EFT1595	23/11/2021	ASB Marketing	Staff hats with logo and T.R.U.S.T	458.26	MUNI	EFT
EFT1596	23/11/2021	Australian Taxation Office	BAS - October 2021	24315.00	MUNI	EFT
EFT1597	23/11/2021	BOC Gases	Asphalt burner and accessories	466.16	MUNI	EFT
EFT1598	23/11/2021	D & D Transport	Transport soil conditioner from Postans to Wylie	1471.03	MUNI	EFT
EFT1599	23/11/2021	Wyalkatchem Electrical and Air conditioning Services	Electrical Services - Public Toilets	1727.00	MUNI	EFT
EFT1600	23/11/2021	Dunnings	Bulk Diesel	5348.98	MUNI	EFT
EFT1601	23/11/2021	Nutrien Ag Solutions Ltd	Spraying Chemicals - Paraquat 110L	962.94	MUNI	EFT
EFT1602	23/11/2021	LGIS Liability	LGIS Property Insurance 2021/2022	30071.51	MUNI	EFT
EFT1603	23/11/2021	Marty Grant Bulldozing	Hire of CAT Grader	5544.00	MUNI	EFT
EFT1604	23/11/2021	Petchell Mechanical	Mechanical Services - WM012, WM005, & WM027	8249.31	MUNI	EFT
EFT1605	23/11/2021	ATO Small Business Super Clearing House	Superannuation contributions	12155.43	MUNI	EFT
EFT1606	23/11/2021	T & E Services Pty Ltd	Medical Services - November 2021	14661.90	MUNI	EFT
EFT1607	23/11/2021	Nutrien Water	Irrigation fittings - 51 Flint St	117.83	MUNI	EFT
EFT1608	23/11/2021	Ward MA & CT	Supply of Bedding sand	525.00	MUNI	EFT
EFT1609	25/11/2021	Wyalkatchem Hotel	Accommodation for Wylie Fair Band members	186.00	MUNI	EFT
16894	23/11/2021	Gwenda Joy Kelly	Refund of over paid pensioner cat registration	50.00	MUNI	CHQ
DD1730.1	04/11/2021	Water Corporation.	Water Charges - 05/11/21 to 13/10/21	414.95	MUNI	DD
DD1732.1	03/11/2021	Water Corporation.	Water Charges - 06/08/21 to 12/10/21	2356.19	MUNI	DD
DD1734.1	02/11/2021	Synergy	Electricity Charges - 08/09/21 to 12/10/21	317.46	MUNI	DD
DD1736.1	01/11/2021	Crisp Wireless	Internet - October 2021	625.90	MUNI	DD
DD1736.2	01/11/2021	Water Corporation.	Water Charges - 1/09/21 to 21/10/21	1745.63	MUNI	DD
DD1737.1	05/11/2021	Water Corporation.	Water Charges - 09/08/21 to 13/10/21	6946.31	MUNI	DD

DD1744.1	08/11/2021	Water Corporation.	Water Charges - adjustment 55 Flint Street 25/10/21	3.72	MUNI	DD
DD1744.2	08/11/2021	Telstra	Phone Charges - Sep 21 to Oct 21	428.46	MUNI	DD
DD1750.1	22/11/2021	BP Australia Pty Ltd	Fuel Card Charges - October 2021	44.28	MUNI	DD
DD1750.2	22/11/2021	Telstra	Mobile Phone Charges - October 2021	116.60	MUNI	DD
DD1750.3	22/11/2021	Synergy	Electricity Charges - 25/09/21 to 24/10/2	2547.95	MUNI	DD
DD1752.1	17/11/2021	Foxtel	Foxtel - 57 Flint Street	154.00	MUNI	DD
DD1754.1	30/11/2021	Synergy	Electricity Charges - 13/10/21 to 10/11/21	231.51	MUNI	DD
DD1754.2	30/11/2021	Fuji Xerox	Photocopier Charges - Lease 23/12/21 to 22/01/22	317.02	MUNI	DD
DD1758.1	03/11/2021	NAB	Credit Card 29/09/21 to 28/10/21	2604.65	MUNI	DD
JNL	09/11/2021	Payroll	Payroll	28846.03	MUNI	JNL
JNL	23/11/2021	Payroll	Payroll	31466.16	MUNI	JNL

**\$468,237.55**

<b>MUNICIPAL ACCOUNT PAYMENTS</b>	<b>\$468,237.55</b>
<b>TRUST ACCOUNT PAYMENTS</b>	<b>\$</b>
	<b><u>\$468,237.55</u></b>





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

WYALKATCHEM SHIRE  
 27 FLINT STREET  
 WYALKATCHEM WA 6485

Statement Period 29 September 2021 to 28 October 2021  
 Company Account No: 4557 0498 0000 4281  
 Facility Limit: \$13,000

**Your Account Summary**

Balance from previous statement	\$3,991.39 DR
Payments and other credits	\$3,991.39 CR
Purchases, cash advances and other debits	\$2,595.65 DR
Interest and other charges	\$9.00 DR
<b>Closing Balance</b>	<b>\$2,604.65 DR</b>

**YOUR DIRECT DEBIT PAYMENT OF \$2,604.65 WILL BE  
 CHARGED TO ACCOUNT 000086977- 0000508383313 ON  
 03/11/2021 AS PER OUR AGREEMENT.**

301/21/01/M03926/S009887/1019773

see reverse for transaction details

## Transaction record for: Billing account

Date	Amount A\$	Details	Reference
4 Oct 2021	\$3,991.39 CR	DIRECT DEBIT PAYMENT	74557041274
<b>Total for this Period:</b>	<b>\$3,991.39 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



Billor 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)
4557-0455-3813-4705	MR PETER JAMES KLEIN	\$13,000	\$0.00	\$2,595.65	\$9.00	\$2,604.65
4557-0498-0000-4281	BILLING ACCOUNT	\$0	\$3,991.39 CR	\$0.00	\$0.00	\$3,991.39 CR
			\$3,991.39 CR	\$2,595.65 DR	\$9.00 DR	\$1,386.74 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: MR PETER JAMES KLEIN  
 Account No: 4557 0455 3813 4705  
 Statement Period: 29 September 2021 to 28 October 2021  
 Cardholder Limit: \$13,000

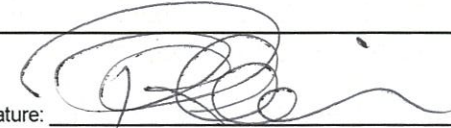
**Transaction record for: MR PETER JAMES KLEIN**

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 Oct 2021	\$114.50	NORTHAM COURT-DOJ NORTHAM	WydKatchem Fair Liquor Licence				74940521273
1 Oct 2021	\$108.00	RAC MEMBERSHIP WEST PERTH	Bus Road side assist				74564721273
4 Oct 2021	\$4.70	ALIMENT (WA) P/L WEST LEEDERVI	Refreshments for CEO Training				74564451277
11 Oct 2021	\$1,152.00	WA SHOWBAGS CLAREMONT	Showbags for Wydkatchem Fair				74564721281
11 Oct 2021	\$257.70	DEPARTMENT OF TRANSPOR PERTH	12 month registration for Mini Excavator				74940521282
18 Oct 2021	\$100.00	CONSTRUCTION TRAINING OSBORNE PARK	ICF Payment. to be recouped from Pease family				74229851288
19 Oct 2021	\$60.75	PAYPAL *JTAGZPTYLTD 4029357733	Ring clips for registration tags				74585701291
21 Oct 2021	\$600.00	Booking.com Australia Sydney	Accommodation for Payroll training				74773881294
21 Oct 2021	\$198.00	Booking.com Australia Sydney	Accommodation for Finance workshop				74773881294
28 Oct 2021	\$9.00	CARD FEE	Credit card Fee - Oct 2021				74557041301
<b>Total for this period</b>	<b>\$2,604.65</b>		<b>Totals</b>				

301/04/17/M15125/S026221/1052441

**Employee declaration**

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

Cardholder signature:  Date: 9/12/21

 checked.





SHIRE OF WYALKATCHEM  
NAB BUSINESS VISA  
PAYMENTS OF ACCOUNTS BY CREDIT CARD  
FOR THE STATEMENT PERIOD: 29 SEPTEMBER TO 28 OCTOBER 2021

DATE	PAYEE	DESCRIPTION	AMOUNT
CARD NUMBER 4557-XXXX-XXXX-4705			
1/10/2021	Northam Court	Wyalkatchem Fair liquor license	\$ 114.50
1/10/2021	RAC Membership	Community Bus Roadside Assist	\$ 108.00
4/10/2021	Aliment	Refreshment for CEO training	\$ 4.70
11/10/2021	WA Showbags	Showbags for Wyalkatchem Fair	\$ 1,152.00
11/10/2021	Dept. of Transport	12 Month registration of mini excavator	\$ 257.70
18/10/2021	Construction Training	ICF Payment (to be recouped from Pease family)	\$ 100.00
19/10/2021	Paypal (Jtagz Pty Ltd)	Ring clips for pet registration tags	\$ 60.75
21/10/2021	Booking.com	Accommodation for payroll training	\$ 600.00
21/10/2021	Booking.com	Accommodation for finance workshop	\$ 198.00
28/09/2021	NAB	Credit Card fee Oct 2021	\$ 9.00
<b>TOTAL CREDIT CARD PAYMENTS</b>			<b>\$ 2,604.65</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

9/12/2021





## SHIRE OF WYALKATCHEM

### MONTHLY FINANCIAL REPORT (Containing the Statement of Financial Activity) FOR THE PERIOD ENDED 30 NOVEMBER 2021

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

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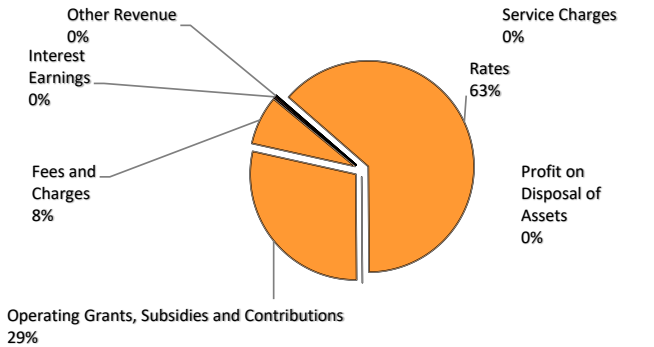
Summary Graphs	2
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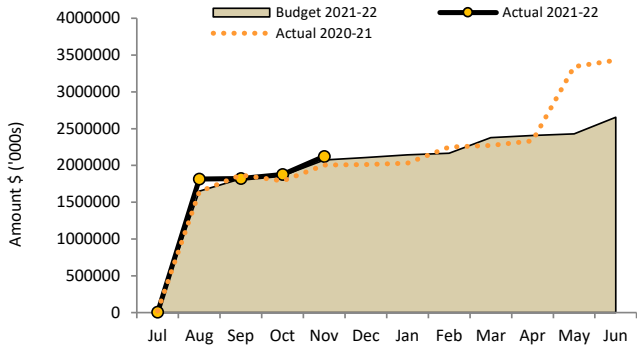
Shire of  
**Wyalkatchem**

OPERATING ACTIVITIES

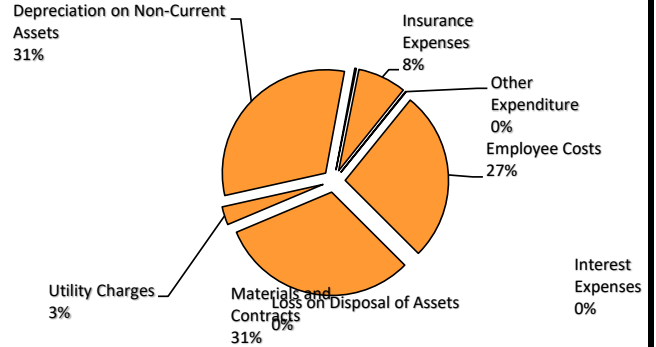
OPERATING REVENUE



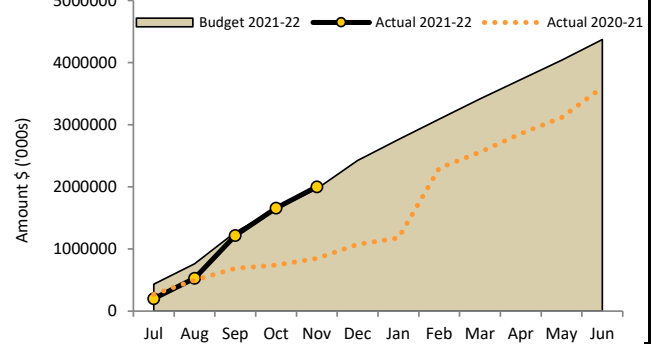
Budget Operating Revenues -v- Actual



OPERATING EXPENSES

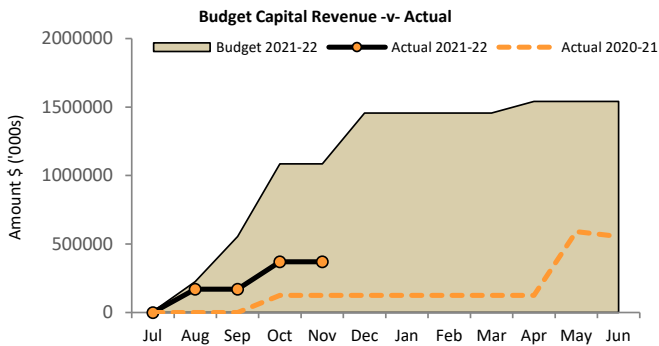


Budget Operating Expenses -v-YTD Actual

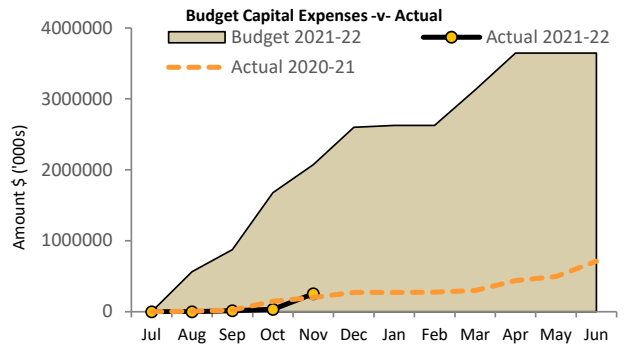


INVESTING ACTIVITIES

CAPITAL REVENUE



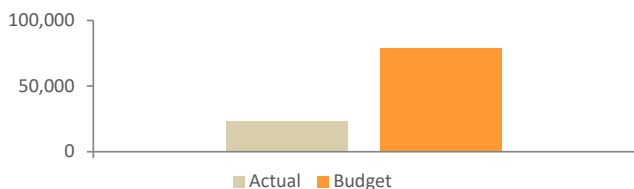
CAPITAL EXPENSES



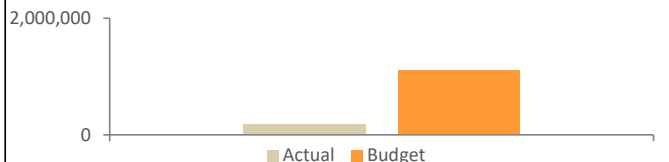
FINANCING ACTIVITIES

BORROWINGS

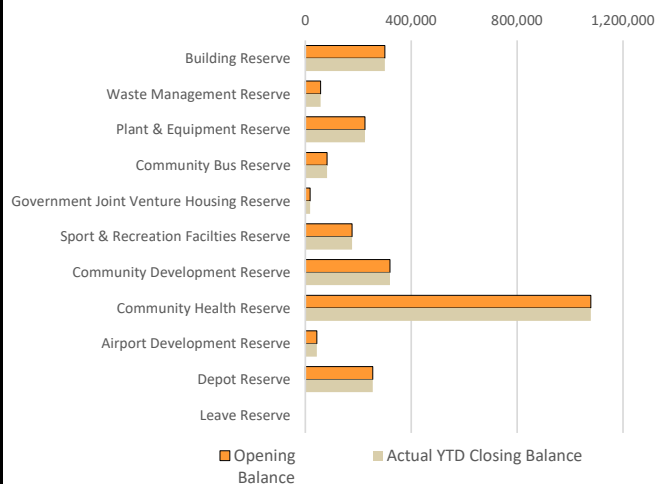
Principal Repayments



Principal Outstanding



RESERVES



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

**STATEMENT OF FINANCIAL ACTIVITY**

**BY PROGRAM**

**FOR THE PERIOD ENDED 30 NOVEMBER 2021**

Ref Note	REG 34(1)(a)	REG 34(1)(b)	REG 34(1)(c)	0	REG 34(1)(d)	REG 34(1)(d)	Var.
	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	
	\$	\$	\$	\$	\$	%	
<b>Opening funding surplus / (deficit)</b>	1	1,793,011	1,793,011	1,793,011	<b>2,035,113</b>	242,102	13.50% ▲
<b>Revenue from operating activities</b>							
Governance		0	0	0	<b>0</b>	0	0.00%
General purpose funding - general rates	9	1,345,529	1,345,529	1,353,953	<b>1,348,079</b>	(5,874)	(0.43%) ▲
General purpose funding - other		773,765	773,765	375,071	<b>444,859</b>	69,788	18.61%
Law, order and public safety		52,729	52,729	22,105	<b>17,849</b>	(4,256)	(19.25%) ▼
Health		77,936	77,936	30,175	<b>14,052</b>	(16,123)	(53.43%) ▼
Housing		51,638	51,638	21,520	<b>22,339</b>	819	3.81%
Community amenities		109,120	109,120	104,755	<b>112,892</b>	8,137	7.77%
Recreation and culture		14,420	14,420	1,840	<b>0</b>	(1,840)	(100.00%) ▼
Transport		124,622	124,622	118,700	<b>119,930</b>	1,230	1.04%
Economic services		47,150	47,150	19,645	<b>29,337</b>	9,692	49.34%
Other property and services		57,773	57,773	25,447	<b>13,772</b>	(11,675)	(45.88%) ▼
		<b>2,654,682</b>	<b>2,654,682</b>	<b>2,073,211</b>	<b>2,123,110</b>	49,899	
<b>Expenditure from operating activities</b>							
Governance		(569,900)	(569,900)	(201,512)	<b>(181,254)</b>	20,258	10.05% ▲
General purpose funding		(86,533)	(86,533)	(36,055)	<b>(32,071)</b>	3,984	11.05%
Law, order and public safety		(114,846)	(114,846)	(57,172)	<b>(61,803)</b>	(4,631)	(8.10%) ▼
Health		(304,977)	(304,977)	(114,902)	<b>(102,472)</b>	12,430	10.82% ▲
Education and welfare		(38,256)	(38,256)	(27,605)	<b>(33,606)</b>	(6,001)	(21.74%) ▼
Housing		(152,700)	(152,700)	(66,922)	<b>(67,135)</b>	(213)	(0.32%) ▼
Community amenities		(181,517)	(181,517)	(76,172)	<b>(76,969)</b>	(797)	(1.05%) ▼
Recreation and culture		(1,048,752)	(1,048,752)	(530,840)	<b>(552,575)</b>	(21,735)	(4.09%) ▼
Transport		(1,520,572)	(1,520,572)	(637,098)	<b>(699,964)</b>	(62,866)	(9.87%) ▼
Economic services		(273,250)	(273,250)	(117,826)	<b>(135,794)</b>	(17,968)	(15.25%) ▼
Other property and services		(80,112)	(80,112)	(104,806)	<b>(57,973)</b>	46,833	44.69% ▲
		<b>(4,371,415)</b>	<b>(4,371,415)</b>	<b>(1,970,910)</b>	<b>(2,001,616)</b>	(30,706)	
<b>Non-cash amounts excluded from operating activities</b>							
Less: Profit on asset disposals	6	(37,273)	(37,273)	(17,987)	<b>0</b>	17,987	(100.00%) ▼
Add: Loss on disposal of assets	6	0	0	0	<b>0</b>	0	0.00%
Adust: Movement In Deferred Rates (Non- Current)	0	0	0	0	<b>0</b>	0	0.00%
Adust: Movement In Accrued Expenses	0	0	0	0	<b>0</b>	0	0.00%
Add: Depreciation on assets		1,399,341	1,399,341	583,055	<b>628,704</b>	45,649	7.83%
<b>Amount attributable to operating activities</b>		<b>(354,665)</b>	<b>(354,665)</b>	<b>667,369</b>	<b>750,198</b>	<b>82,829</b>	
<b>Investing Activities</b>							
Proceeds from non-operating grants, subsidies and contributions	7	1,541,006	1,541,006	1,084,675	<b>370,297</b>	(714,378)	(65.86%) ▼
Less UnSpent Non-Operating Grants (Contract Liabilities)	7	0	0	0	<b>(330,297)</b>	(330,297)	0.00%
<b>Net Non-Operating Grants</b>	7	<b>1,541,006</b>	<b>1,541,006</b>	<b>1,084,675</b>	<b>40,000</b>	(1,044,675)	(96.31%) ▼
Proceeds from disposal of assets	6	135,000	135,000	0	<b>0</b>	0	0.00%
Payments for property, plant and equipment and infrastructure	5	(3,341,840)	(3,646,283)	(2,071,923)	<b>(556,035)</b>	1,515,888	73.16% ▲
<b>Amount attributable to investing activities</b>		<b>(1,665,834)</b>	<b>(1,970,277)</b>	<b>(987,248)</b>	<b>(516,035)</b>	471,213	
<b>Financing Activities</b>							
Proceeds from new debentures	12	1,000,000	1,000,000	0	<b>0</b>	0	0.00%
Transfer from reserves	4	332,716	332,716	0	<b>0</b>	0	0.00%
Payments for principal portion of lease liabilities		(3,412)	(3,412)	(288)	<b>(288)</b>	0	0.00%
Repayment of debentures	12	(79,205)	(79,205)	(23,378)	<b>(23,378)</b>	0	0.00%
Transfer to reserves	4	(728,168)	(718,168)	(20)	<b>(20)</b>	0	0.00%
<b>Amount attributable to financing activities</b>		<b>521,931</b>	<b>531,931</b>	<b>(23,686)</b>	<b>(23,686)</b>	0	
<b>Closing funding surplus / (deficit)</b>	1	<b>294,443</b>	<b>0</b>	<b>1,449,446</b>	<b>2,245,590</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 2021-22 year is \$10,000 or 10.00% whichever is the greater. This is indicated

This statement is to be read in conjunction with the accompanying Financial Statements and notes.

**STATUTORY STATEMENT Local Government (Financial Management) Regulations 34**
**STATEMENT OF FINANCIAL ACTIVITY**
**BY NATURE OR TYPE**
**FOR THE PERIOD ENDED 30 NOVEMBER 2021**

Ref	REG 34(1)(a)	Amended Budget	REG 34(1)(b)	REG 34(1)(c)	REG 34(1)(d)	REG 34(1)(d)	Var.	
	Adopted Budget		YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)		
Note	\$	\$	\$	\$	\$	%		
<b>Opening funding surplus / (deficit)</b>	1	1,793,011	1,793,011	1,793,011	<b>2,035,113</b>	242,102	13.50%	▲
<b>Revenue from operating activities</b>								
Rates	9	1,353,953	1,353,953	1,353,953	<b>1,348,079</b>	(5,874)	(0.43%)	
Specified area rates	9	0	0	0	<b>0</b>	0	0.00%	
Operating grants, subsidies and contributions	8	1,014,703	1,014,703	543,401	<b>607,165</b>	63,764	11.73%	▲
Fees and charges		221,653	221,653	151,785	<b>159,732</b>	7,947	5.24%	
Interest earnings		22,500	22,500	4,170	<b>5,188</b>	1,018	24.41%	
Other revenue		4,600	4,600	1,915	<b>2,945</b>	1,030	53.79%	
Profit on disposal of assets	6	37,273	37,273	17,987	<b>0</b>	(17,987)	(100.00%)	▼
		<b>2,654,682</b>	<b>2,654,682</b>	<b>2,073,211</b>	<b>2,123,110</b>	49,899		
<b>Expenditure from operating activities</b>								
Employee costs		(1,377,749)	(1,377,749)	(574,070)	<b>(533,466)</b>	40,604	7.07%	
Materials and contracts		(1,170,764)	(1,170,764)	(571,068)	<b>(623,943)</b>	(52,875)	(9.26%)	
Utility charges		(210,004)	(210,004)	(87,515)	<b>(57,124)</b>	30,391	34.73%	▲
Depreciation on non-current assets		(1,399,341)	(1,399,341)	(583,055)	<b>(628,704)</b>	(45,649)	(7.83%)	
Interest expenses		(19,114)	(19,114)	(4,360)	<b>(4,720)</b>	(360)	(8.25%)	
Insurance expenses		(148,308)	(148,308)	(148,142)	<b>(152,114)</b>	(3,972)	(2.68%)	
Other expenditure		(46,135)	(46,135)	(2,700)	<b>(1,546)</b>	1,154	42.76%	
Loss on disposal of assets	6	0	0	0	<b>0</b>	0	0.00%	
		<b>(4,371,415)</b>	<b>(4,371,415)</b>	<b>(1,970,910)</b>	<b>(2,001,616)</b>	(30,706)		
<b>Non-cash amounts excluded from operating activities</b>								
Less: Profit on asset disposals	6	(37,273)	(37,273)	(17,987)	<b>0</b>	17,987	(100.00%)	
Add: Loss on disposal of assets	6	0	0	0	<b>0</b>	0	0.00%	
Adjust: Movement In Deferred Rates (Non- Current)		0	0	0	<b>0</b>			
Adjust: Movement In Accrued Expenses					<b>0</b>			
Add: Depreciation on assets		1,399,341	1,399,341	583,055	<b>628,704</b>	45,649	7.83%	
<b>Amount attributable to operating activities</b>		<b>(354,665)</b>	<b>(354,665)</b>	<b>667,369</b>	<b>750,198</b>	82,829		
<b>Investing activities</b>								
Proceeds from non-operating grants, subsidies and contributions	7	1,541,006	1,541,006	1,084,675	<b>370,297</b>	(714,378)	(65.86%)	▼
Less UnSpent Non-Operating Grants (Contract Liabilities)	7	0		0	<b>(330,297)</b>			
<b>Net Non-Operating Grants</b>	7	<b>1,541,006</b>	<b>1,541,006</b>	<b>1,084,675</b>	<b>40,000</b>			
Proceeds from disposal of assets	6	135,000	135,000	0	<b>0</b>	0	0.00%	
Payments for property, plant and equipment and infrastructure	5	(3,341,840)	(3,646,283)	(2,071,923)	<b>(556,035)</b>	1,515,888	73.16%	▲
<b>Amount attributable to investing activities</b>		<b>(1,665,834)</b>	<b>(1,970,277)</b>	<b>(987,248)</b>	<b>(516,035)</b>	471,213		
<b>Financing Activities</b>								
Proceeds from new debentures	12	1,000,000	1,000,000	0	<b>0</b>	0	0.00%	
Transfer from reserves	4	332,716	332,716	0	<b>0</b>	0	0.00%	
Payments for principal portion of lease liabilities		(3,412)	(3,412)	(288)	<b>(288)</b>	0	0.00%	
Repayment of debentures	12	(79,205)	(79,205)	(23,378)	<b>(23,378)</b>	0	0.00%	
Transfer to reserves	4	(728,168)	(718,168)	(20)	<b>(20)</b>	0	0.00%	
<b>Amount attributable to financing activities</b>		<b>521,931</b>	<b>531,931</b>	<b>(23,686)</b>	<b>(23,686)</b>	0		
<b>Closing funding surplus /(deficit)</b> REG 34(1)(e)	1	<b>294,443</b>	<b>0</b>	<b>1,449,446</b>	<b>2,245,590</b>	796,144		

**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.

**Statutory document REG 34(2)(a)**
**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2021**
**Note 1**
**Explanation of the composition of net current assets**

	Notes	Last Years Actual Closing 30/6/2021	Adopted Budget	This time 2 months ago 30/09/2021	This time last month 31/10/2021	YTD Actual (b) 30/11/2021
		\$	\$	\$	\$	\$
<b>Net current assets used in the Statement of Financial Activity</b>						
<b>Current assets</b>						
Cash and cash equivalents	3	2,213,429	1,995,415	2,430,930	2,594,296	2,415,385
Cash backed Reserves		2,558,033	2,776,122	2,558,055	2,558,055	2,558,055
Rates receivables	10	40,165	118,102	320,697	283,417	231,168
Receivables	10	91,686	0	218,301	29,223	35,813
Inventories		7,874	7,874	8,174	8,841	8,806
Other current assets		1,896	0	0	0	0
<b>Total Current assets</b>		<b>4,913,083</b>	<b>4,897,513</b>	<b>5,536,156</b>	<b>5,473,831</b>	<b>5,249,227</b>
<b>Less: Current liabilities</b>						
Payables		(247,364)	(213,550)	(43,685)	(64,981)	(42,712)
Contract liabilities	7	(218,089)	(218,089)	(218,089)	(218,089)	(218,089)
Borrowings	12	(47,440)	(50,274)	(24,062)	(24,062)	(24,062)
Lease liabilities	13	(3,412)	(3,412)	(3,124)	(3,124)	(3,124)
Employee Provisions		(72,573)	(114,830)	(72,573)	(72,573)	(72,573)
<b>Total Current liabilities</b>		<b>(588,878)</b>	<b>(600,155)</b>	<b>(361,533)</b>	<b>(382,828)</b>	<b>(360,560)</b>
<b>Net Currents Assets</b>		<b>4,324,205</b>	<b>4,297,358</b>	<b>5,174,623</b>	<b>5,091,003</b>	<b>4,888,667</b>
<b>Less: Adjustments to net current assets</b>						
Less: Reserves - restricted cash	4	(2,558,033)	(2,776,122)	(2,558,055)	(2,776,122)	(2,558,055)
Add: Contract liabilities (Grants received but not spent)	7	218,089	218,089	218,089	218,089	218,089
Less: Current year unspent grants		0	0	0	0	(330,297)
Add: Borrowings included in Budget	12	47,440	50,274	24,062	24,062	24,062
Add: Lease liabilities included in Budget	13	3,412	3,412	3,124	3,124	3,124
<b>Total adjustments to net current assets</b>		<b>(2,289,092)</b>	<b>(2,504,347)</b>	<b>(2,312,780)</b>	<b>(2,530,848)</b>	<b>(2,643,077)</b>
<b>Closing funding surplus / (deficit) (NET CURRENT ASSETS)</b>		<b>2,035,113</b>	<b>1,793,011</b>	<b>2,861,844</b>	<b>2,560,155</b>	<b>2,245,590</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 2021-22 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>				
General purpose funding - other	69,788	18.61%	▲ Permanent	Fags installment above budget
Health	(16,123)	(53.43%)	▼ Timing	Medical centre contibution
Other property and services	(11,675)	(45.88%)	▼	
<b>Expenditure from operating activities</b>				
Governance	20,258	10.05%	▲ Timing	various members accounts under budget
Health	12,430	10.82%	▲ Timing	Medical centre account
Economic services	(17,968)	(15.25%)	▼ Timing	Railway barracks over 10K due to timing
Other property and services	46,833	44.69%	▲ Timing	overheads under budget due to timing
<b>Non-cash amounts excluded from operating activities</b>				
<b>Investing activities</b>				
Proceeds from non-operating grants, subsidies and contributions	(714,378)	(65.86%)	▼ Permanent	Bugeted to have received phase 2 LGCRI and storm water & R2R
Payments for property, plant and equipment and infrastructure	1,515,888	73.16%	▲ Permanent	Refer to Capital expenditure Note 5 for Details

# SHIRE OF WYALKATCHEM

## SUPPORTING INFORMATION THE MONTHLY STATEMENTS PROVIDED FOR COUNCILLORS INFORMATION REG 34(2)(c) FOR THE PERIOD ENDED 30 NOVEMBER 2021

The Local Government (Financial Management) Regulations provide at 34.(2) that:  
(2) Each Statement of financial activity is to be accompanied by documents containing —  
(c) such other supporting information as is considered relevant by the local government;  
as such the following supporting information is provided.

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Description	Classification	Unrestricted	Restricted	Total	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	Cash \$				
<b>Cash on hand</b>								
Municipal Bank Account	Cash and cash equivalents	2,414,908		2,414,908	0	NAB		
Municipal Investment	Cash and cash equivalents	0		0	0	NAB		
Trust Bank Account	Cash and cash equivalents	0		0	0	NAB		
Reserve Investment Account	Cash and cash equivalents		2,558,055	2,558,055	0	NAB		
<b>Total</b>		<b>2,414,908</b>	<b>2,558,055</b>	<b>4,972,962</b>	<b>0</b>			
<b>Comprising</b>								
Cash and cash equivalents		2,414,908	2,558,055	4,972,962	0			
		<b>2,414,908</b>	<b>2,558,055</b>	<b>4,972,962</b>	<b>0</b>			

**KEY INFORMATION**

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other assets.

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2021

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	300,659	1,559	3	18,508	0	0	0	320,726	300,662
Waste Management Reserve	57,555	281	0	50,000	0	0	0	107,836	57,555
Plant & Equipment Reserve	225,425	1,102	1	286,300	0	(58,000)	0	454,827	225,426
Community Bus Reserve	82,611	404	0	0	0	0	0	83,015	82,611
Government Joint Venture Housing Reserve	18,508	0	0	0	0	(18,508)	0	0	18,508
Sport & Recreation Facilities Reserve	176,686	863	2	150,000	0	0	0	327,549	176,688
Community Development Reserve	320,272	1,565	3	180,860	0	0	0	502,697	320,275
Community Health Reserve	1,078,205	5,269	9	0	0	0	0	1,083,474	1,078,214
Airport Development Reserve	43,150	211	0	0	0	0	0	43,361	43,150
Depot Reserve	254,962	1,246	2	0	0	(256,208)	0	0	254,964
Leave Reserve	0	0		20,000	0	0	0	20,000	0
	<b>2,558,034</b>	<b>12,500</b>	<b>20</b>	<b>705,668</b>	<b>0</b>	<b>(332,716)</b>	<b>0</b>	<b>2,943,485</b>	<b>2,558,055</b>

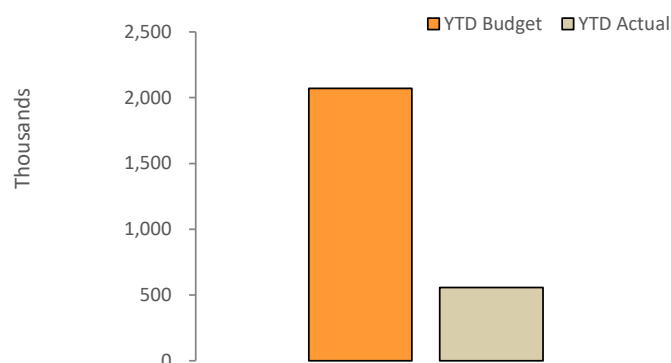
KEY INFORMATION

CAPITAL ACQUISITIONS SUMMARY

Capital acquisitions	Adopted			YTD Actual Variance
	Adopted Budget	YTD Budget	YTD Actual	
	\$	\$	\$	\$
Land & Buildings	1,341,000	320,000	217,468	(102,532)
Plant & Equipment	284,000	244,000	0	(244,000)
Roads	845,083	636,166	0	(636,166)
Drainage	555,083	555,083	302,857	(252,226)
Other Infrastructure	621,117	316,674	35,710	(280,964)
<b>Payments for Capital Acquisitions</b>	<b>3,646,283</b>	<b>2,071,923</b>	<b>556,035</b>	<b>(1,515,888)</b>
<b>Total Capital Acquisitions</b>	<b>3,646,283</b>	<b>2,071,923</b>	<b>556,035</b>	<b>(1,515,888)</b>
<b>Capital Acquisitions Funded By:</b>				
	\$	\$	\$	\$
Capital grants and contributions	1,541,006	1,084,675	370,297	(714,378)
Other (disposals & C/Fwd)	135,000	0	0	0
Cash backed reserves				
Plant & Equipment Reserve	58,000	58,000	0	(58,000)
Government Joint Venture Housing Reserve	18,508	18,508	0	(18,508)
Depot Reserve	256,208	256,208	0	(256,208)
Contribution - operations	637,561	654,532	185,738	(468,794)
<b>Capital funding total</b>	<b>3,646,283</b>	<b>2,071,923</b>	<b>556,035</b>	<b>(1,515,888)</b>

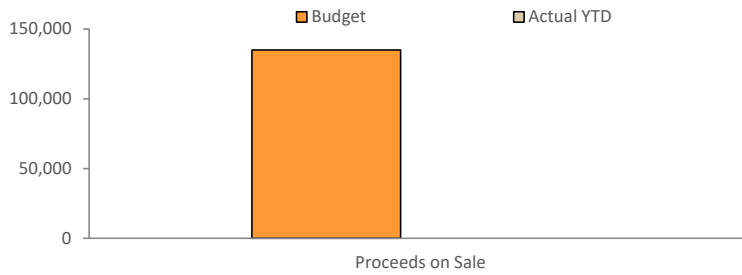
**SIGNIFICANT ACCOUNTING POLICIES**

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	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
<b>Land &amp; Buildings</b>								
4040110	BC001	Chambers Refurbish	35,000	35,000	35,000	0	(35,000)	
4090110	BC0006	2a Slocum Street	5,000	5,000	5,000	1,068	(3,932)	
4090110	BC007	22a Flint St Fence	15,000	15,000	0	0	0	
4090310	BC018	59 Flint St Renovations	6,000	6,000	0	0	0	
4090310	BC041	Nurses Accommodation	1,000,000	1,000,000	0	0	0	
4140310	BC040	New Depot Butlin St	280,000	280,000	280,000	216,400	(63,600)	
			<b>1,341,000</b>	<b>1,341,000</b>	<b>320,000</b>	<b>217,468</b>	<b>(102,532)</b>	
<b>Furniture &amp; Equipment</b>								
			0	0	0	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>0</b>	
<b>Plant &amp; Equipment</b>								
4140230	PC002	Manager Coporate Services Vehicle Replacement	41,000	41,000	41,000	0	(41,000)	
4120330	PC0001	Works Manager Vehicle Replacement	55,000	55,000	55,000	0	(55,000)	
4140230	PC001	CEO Vehicle Capital	65,000	65,000	65,000	0	(65,000)	
4120330	PC004	Minor Plant Purchases	60,000	60,000	20,000	0	(20,000)	
4120330	PC0101	Dolly TDM	30,000	30,000	30,000	0	(30,000)	
4140330	PC0102	Fuel Storage	33,000	33,000	33,000	0	(33,000)	
	PC0006	New Mini Excavator	0	0	0	0	0	
			<b>284,000</b>	<b>284,000</b>	<b>244,000</b>	<b>0</b>	<b>(244,000)</b>	
<b>Roads</b>								
4120140	R2R09	McNee Road	208,917	208,917	0	0	0	
4120140	RRG131	RRG Cunderdin - Wyalkatchem Road	322,030	322,030	322,030	0	(322,030)	
4120140	RRG132	RRG Tammin - Wyalkatchem Road	314,136	314,136	314,136	0	(314,136)	
			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>845,083</b>	<b>845,083</b>	<b>636,166</b>	<b>0</b>	<b>(636,166)</b>	
<b>Drainage</b>								
4120190	CIO006	Flint and Gamble Intersection-Stormwater redirection to town dam	119,638	119,638	119,638	67,103	(52,535)	
4130890	CIO005	Railway Terrace Stormwater	435,445	435,445	435,445	235,755	(199,690)	
			<b>555,083</b>	<b>555,083</b>	<b>555,083</b>	<b>302,857</b>	<b>(252,226)</b>	
<b>Other Infrastructure</b>								
4100790	CIO007	Cemetery Improvements	7,000	7,000	7,000	9,123	2,123	
4100180	CIO011	Wyalkatchem Tip New Cell	50,000	50,000	50,000	0	(50,000)	
4100180	CIO012	Land Redevelopment Plan Wyalkatchem Tip	20,000	20,000	20,000	0	(20,000)	
4110390	CIO009	Water tank for Rec Centre	10,000	10,000	0	0	0	
4110290	CIO013	Swimming Pool Repairs	30,000	30,000	30,000	0	(30,000)	
4130890	CIO004	Town Beautification/Upgrades (LGRIC funded)	199,674	199,674	199,674	12,574	(187,100)	
4110390	CIO011	Replacement of South Cricket Wicket	0	10,000	10,000	14,013	4,013	
4120690	CIO013	Airport Runway Reseal	0	294,443	0	0	0	
			<b>316,674</b>	<b>621,117</b>	<b>316,674</b>	<b>35,710</b>	<b>(280,964)</b>	
			<b>3,341,840</b>	<b>3,646,283</b>	<b>2,071,923</b>	<b>556,035</b>	<b>(1,515,888)</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>Transport</b>									
	10141 Dolly	0	5,000	5,000	0	0		0	0
<b>Other property and services</b>									
	10165 CEO Vehicle	50,958	58,000	7,042	0	0	0	0	0
	10135 MCS Vehicle	5,756	18,000	12,244	0	0	0	0	0
	10163 Manager Works Vehicle	41,013	54,000	12,987	0	0	0	0	0
		<b>97,727</b>	<b>135,000</b>	<b>37,273</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2021

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	434,802	366,776	0	12,574	0
<b>Community amenities</b>							
STORM - Grants	Tied	State	171,439	171,439	40,000	302,857	0
<b>Transport</b>							
ROADC - Regional Road Group Grants (MRWA)	Tied	Main Roads WA	431,405	176,938	169,693	0	169,693
ROADC - Roads to Recovery Grant	Tied	DIAP - Commonwealth	208,917	208,917	0	0	0
AERO - Grants	Tied	DISER - Commonwealth	294,443	160,605	160,605	0	160,605
			<b>1,541,006</b>	<b>1,084,675</b>	<b>370,297</b>	<b>315,431</b>	<b>330,297</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 - General	Untied	532,650	532,650	266,325	318,434	n/a	n/a
GEN PUR - Financial Assistance Grant - Roads	Untied	203,881	203,881	101,941	118,062	n/a	n/a
<b>Law, order, public safety</b>							
ESL BFB - Operating Grant		46,799	46,799	19,500	13,069	n/a	n/a
ESL BFB - Admin Fee/Commission		0	0	0	4,000	n/a	n/a
<b>Community amenities</b>							
COM AMEN - Other Cemetery Income		0	0	0	4,000	n/a	n/a
<b>Recreation and culture</b>							
OTH CUL - Grants - Other Culture		10,000	10,000	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	117,668	n/a	n/a
		<b>905,540</b>	<b>905,540</b>	<b>498,376</b>	<b>575,233</b>	<b>0</b>	<b>0</b>
<b>Reimbursement Contribution</b>							
<b>Governance</b>							
RATES - Reimbursement of Debt Collection Costs	Untied	3,500	3,500	1,460	0	n/a	n/a
<b>Health</b>							
OTH HEALTH - Contributions, Donations & Reimbursement	Untied	77,700	77,700	30,075	13,715	n/a	n/a
<b>Housing</b>							
STF HOUSE - Staff Rental Reimbursements - 2 Slocum St		2,000	2,000	835	2,519	n/a	n/a
STF HOUSE - Staff Rental Reimbursements - 22a Flint St	Untied	0	0	0	1,185	n/a	n/a
STF HOUSE - Staff Rental Reimbursements - 45 Wilson St	Untied	1,170	1,170	490	1,709	n/a	n/a
OTH HOUSE - Rental Reimbursements	Untied	1,593	1,593	665	0	n/a	n/a
OTH HOUSE - Rental Reimbursements - Joint Venture	Untied	700	700	290	256	n/a	n/a
<b>Economic services</b>							
ECONOM - Other Fees & Charges	Untied	0	0	0	5,064	n/a	n/a
<b>Other property and services</b>							
PWO - Other Reimbursements	Untied	500	500	210	0	n/a	n/a
POC - Fuel Tax Credits Grant Scheme	Untied	22,000	22,000	11,000	7,467	n/a	n/a
		<b>109,163</b>	<b>109,163</b>	<b>45,025</b>	<b>31,932</b>	<b>0</b>	<b>0</b>
<b>TOTALS</b>		<b>1,014,703</b>	<b>1,014,703</b>	<b>543,401</b>	<b>607,165</b>	<b>0</b>	<b>0</b>

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2021

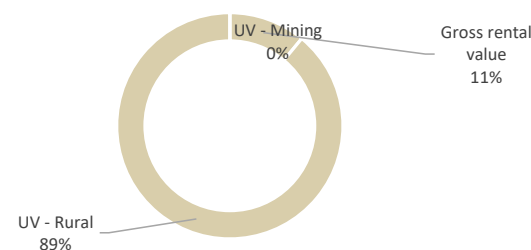
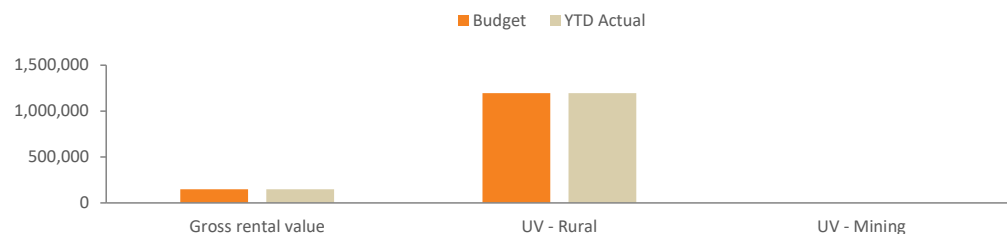
OPERATING ACTIVITIES  
Note9  
RATE REVENUE

General rate revenue	Budget							YTD Actual			Total Revenue
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	
<b>RATE TYPE</b>				\$	\$	\$	\$	\$	\$	\$	\$
<b>Gross rental value</b>											
Gross rental value	0.10877	197	1,361,837	148,132	0	0	148,132	148,132	(894)	0	147,239
<b>Unimproved value</b>											
UV - Rural	0.01474	210	81,049,000	1,194,662	0	0	1,194,662	1,194,662	276	(347)	1,194,591
UV - Mining	0.01474	0	0	0	0	0	0	0	0	0	0
<b>Sub-Total</b>		<b>407</b>	<b>82,410,837</b>	<b>1,342,794</b>	<b>0</b>	<b>0</b>	<b>1,342,794</b>	<b>1,342,795</b>	<b>(618)</b>	<b>(347)</b>	<b>1,341,830</b>
<b>Minimum payment</b>	<b>Minimum \$</b>										
<b>Gross rental value</b>											
GRV - Wyalkatchem	495	53	68,317	26,235	0	0	26,235	26,235	0	0	26,235
<b>Unimproved value</b>											
UV - Rural	550	18	357,600	9,900	0	0	9,900	9,900	0	0	9,900
UV - Mining	550	12	35,329	6,600	0	0	6,600	6,600	0	0	6,600
<b>Sub-total</b>		<b>83</b>	<b>461,246</b>	<b>42,735</b>	<b>0</b>	<b>0</b>	<b>42,735</b>	<b>42,735</b>	<b>0</b>	<b>0</b>	<b>42,735</b>
Discount							(40,000)				(44,910)
<b>Amount from general rates</b>							<b>1,345,529</b>				<b>1,339,655</b>
Ex-gratia rates							8,424				8,424
<b>Total general rates</b>							<b>1,353,953</b>				<b>1,348,079</b>

KEY INFORMATION

Prepaid rates are, until the taxable event for the rates has occurred, refundable at the request of the ratepayer. Rates received in advance give rise to a financial liability. On 1 July 2020 the prepaid rates were recognised as a financial asset and a related amount was recognised as a financial liability and no income was recognised. When the taxable event occurs the financial liability is extinguished and income recognised for the prepaid rates that have not been refunded.

Rate Revenue by Rate Type





**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**OPERATING ACTIVITIES  
Note 10  
RECEIVABLES**

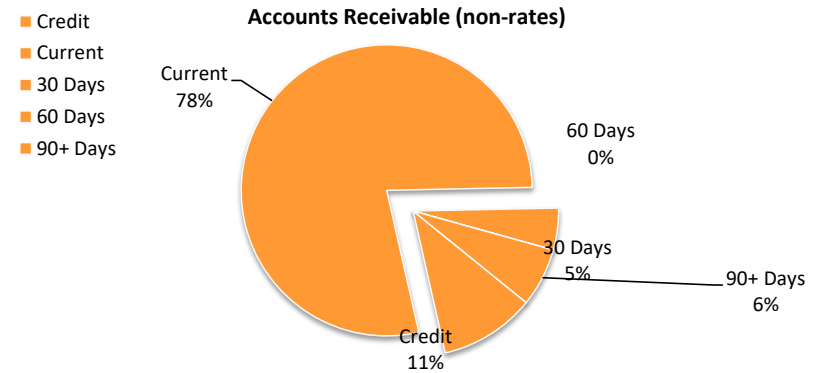
Rates receivable	30 Jun 2021	30 Nov 2021
	\$	\$
Opening arrears previous years	18,796	40,165
Levied this year	1,304,516	1,348,079
Less - collections to date	(1,276,453)	(1,157,076)
Equals current outstanding	<b>40,165</b>	<b>231,168</b>
<b>Net rates collectable</b>	<b>40,165</b>	<b>231,168</b>
% Collected	96.5%	83.3%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	2,881	21,219	1,261	0	1,765	27,126
Percentage	10.6%	78.2%	4.7%	0%	6.5%	
<b>Balance per trial balance</b>						
Sundry receivable	2,881	21,219	1,261	0	1,765	27,126
GST receivable	0	14,449	0	0	0	14,449
Pensioner rebate	0	(5,762)	0	0	0	(5,762)
<b>Total receivables general outstanding</b>	<b>2,881</b>	<b>29,906</b>	<b>1,261</b>	<b>0</b>	<b>1,765</b>	<b>35,813</b>

Amounts shown above include GST (where applicable)

**KEY INFORMATION**

Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods sold and services performed in the ordinary course of business. Receivables expected to be collected within 12 months of the end of the reporting period are classified as current assets. All other receivables are classified as non-current assets. Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for impairment of receivables is raised when there is objective evidence that they will not be collectible.

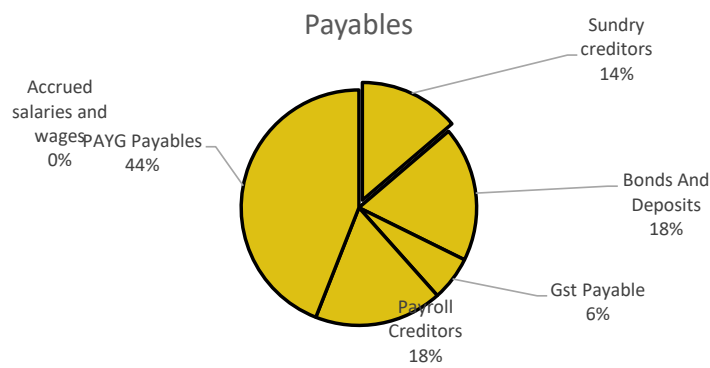


Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	0	0	0	74	74
Percentage	0%	0%	0%	0%	100%	
<b>Balance per trial balance</b>						
Sundry creditors	0	0	0	0	74	5,203
Accrued salaries and wages	0	0	0	0	0	0
Bonds And Deposits	0	7,007	0	0	0	7,007
Gst Payable	0	2,310	0	0	0	2,310
Payroll Creditors	0	6,640	6,640	0	0	6,640
PAYG Payables	0	16,648	0	0	0	16,648
Other Payables	0	(290)	0	0	0	(290)
<b>Total payables general outstanding</b>						<b>37,518</b>

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition.



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2021

**FINANCING ACTIVITIES**  
**Note 12**  
**BORROWINGS**

Repayments - borrowings

Information on borrowings Particulars	Loan No.	1 July 2021	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	12,430	25,288	92,509	79,651	(2,802)	5,176
Nurses Accomodation	79	0	0	1,000,000	0	28,943	0	971,057	0	11,057
<b>Economic Services</b>										
Loan 73 - CRC Building	78	90,628	0	0	10,949	24,974	79,679	65,654	(765)	2,834
<b>B/Fwd Balance</b>		<b>195,567</b>	<b>0</b>	<b>1,000,000</b>	<b>23,378</b>	<b>79,205</b>	<b>172,189</b>	<b>1,116,362</b>	<b>-3,567</b>	<b>19,067</b>
<b>C/Fwd Balance</b>		<b>195,567</b>	<b>0</b>	<b>1,000,000</b>	<b>23,378</b>	<b>79,205</b>	<b>172,189</b>	<b>1,116,362</b>	<b>-3,567</b>	<b>19,067</b>
<b>Self supporting loans</b>										
		0	0	0	0	0	0	0	0	0
<b>Total</b>		<b>195,567</b>	<b>0</b>	<b>1,000,000</b>	<b>23,378</b>	<b>79,205</b>	<b>172,189</b>	<b>1,116,362</b>	<b>(3,567)</b>	<b>19,067</b>
Current borrowings		79,205					24,062			
Non-current borrowings		116,362					148,127			
		<b>195,567</b>					<b>172,189</b>			

All debenture repayments were financed by general purpose revenue.

Self supporting loans are financed by repayments from third parties.

**New borrowings 2021-22**

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 2021, nor is it expected to have unspent funds as at 30th June 2022.

**KEY INFORMATION**

All loans and borrowings are initially recognised at the fair value of the consideration received less directly attributable transaction costs. After initial recognition, interest-bearing loans and borrowings are subsequently measured at amortised cost using the effective interest method. Fees paid on the establishment of loan facilities that are yield related are included as part of the carrying amount of the loans and borrowings.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**FINANCING ACTIVITIES  
NOTE 13  
LEASE LIABILITIES**

**Movement in carrying amounts**

Information on leases Particulars	Lease No.	1 July 2021	New Leases		Principal Repayments		Principal Outstanding		Interest Repayments	
			Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
		\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Other property and services</b>										
Photocopier		5,135	0		288	3,412	4,847	1,723	65	91
Current lease liabilities		3,412								
Non-current lease liabilities		1,723								
		<u>5,135</u>								

All lease repayments were financed by general purpose revenue.

**KEY INFORMATION**

At inception of a contract, the Shire assesses if the contract contains or is a lease. A contract is, or contains, a lease if the contract conveys the right to control the use of an identified asset for a period of time in exchange for consideration. At the commencement date, a right of use asset is recognised at cost and lease liability at the present value of the lease payments that are not paid at that date. The lease payments are discounted using that date. The lease payments are discounted using the interest rate implicit in the lease, if that rate can be readily determined. If that rate cannot be readily determined, the Shire uses its incremental borrowing rate.

All contracts classified as short-term leases (i.e. a lease with a remaining term of 12 months or less) and leases of low value assets are recognised as an operating expense on a straight-line basis over the term of the lease.

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY  
FOR THE PERIOD ENDED 30 NOVEMBER 2021**

**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		0
CIO011	Replace South Cricket Wicket		Capital Expenses			(10,000)	(10,000)
5110381	Transfer from Community Development Reserve		Capital Revenue		10,000		0
3120610	AERO - Grant		Capital Revenue		294,443		294,443
CIO013	Airport Runway Reseal		Capital Expenses			(294,443)	0
					<b>0</b>	<b>(304,443)</b>	<b>0</b>

**BASIS OF PREPARATION**

**REPORT PURPOSE**

This report is prepared to meet the requirements of *Local Government (Financial Management) Regulations 1996, Regulation 34*. Note: The statements and accompanying notes are prepared based on all transactions recorded at the time of preparation and may vary due to transactions being processed for the reporting period after the date of preparation.

**BASIS OF ACCOUNTING**

This statement comprises a special purpose financial report which has been prepared in accordance with Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board, and the *Local Government Act 1995* and accompanying regulations.

The *Local Government (Financial Management) Regulations 1996* take precedence over Australian Accounting Standards. Regulation 16 prohibits a local government from recognising as assets Crown land that is a public thoroughfare, such as land under roads, and land not owned by but under the control or management of the local government, unless it is a golf course, showground, racecourse or recreational facility of State or regional significance. Consequently, some assets, including land under roads acquired on or after 1 July 2008, have not been recognised in this financial report. This is not in accordance with the requirements of *AASB 1051 Land Under Roads paragraph 15* and *AASB 116 Property, Plant and Equipment paragraph 7*.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

**PREPARATION TIMING AND REVIEW**

Date prepared: All known transactions up to 08 December 2021

**SIGNIFICANT ACCOUNTING POLICES**

**CRITICAL ACCOUNTING ESTIMATES**

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

**THE LOCAL GOVERNMENT REPORTING ENTITY**

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

In the process of reporting on the local government as a single unit, all transactions and balances between those funds (for example, loans and transfers between funds) have been eliminated.

All monies held in the Trust Fund are excluded from the financial statements. A separate statement of those monies

**GOODS AND SERVICES TAX**

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). Receivables and payables are stated inclusive of GST receivable or payable. The net amount of GST recoverable from, or payable to, the ATO is included with receivables or payables in the statement of financial position. Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

**ROUNDING OFF FIGURES**

All figures shown in this statement are rounded to the nearest dollar.

**KEY TERMS AND DESCRIPTIONS**

FOR THE PERIOD ENDED 30 NOVEMBER 2021

**STATUTORY REPORTING PROGRAMS**

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 30 NOVEMBER 2021

### 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.







CONDITION ASSESSMENT OF NAB BUILDING  
LOCATED AT  
25 RAILWAY TEERACE  
WYALKATCHEM



An inspection was carried out at the above address on the 12 April 2018 for Modus Projects and the following is testament to the inspection.

The scope was to complete a review of building structurally (externally) to ensure there are no potential issues with parts of the structure/face falling off and potentially causing damage. The interior only required a quick walk through to check of any signs of structural damage (cracked walls) but the main focus was the exterior.

The front elevation of the building faces south and is single story constructed from cavity brickwork externally, internal masonry walls and timber floor. Clay tiles were used for the roof cover.

The front part of the building (offices, customer section) is in sound condition for its age but the rear part (residence section) is in need of maintenance and painting to restore to original condition. The work required is mainly painting to timber, gutter and downpipes. The timber wall to the rear of the building needs to be demolished and re built with new timber frame and timber lining boards to the walls.

The rear section contains asbestos and it looks like it may be on the asbestos register because of the stickers on the wall. The asbestos to the ceiling of the rear part needs to be removed and replaced with fibro as it is loose and hanging down.

The ceiling in the rear section (residence) is plasterglass which is sagging in sections. Some of the ceilings have already collapsed and have been replaced with gyprock but the remainder will need to be checked and repaired if necessary. Once again with this section it is only used for storage with no one living in the rear.

Observations made during the course of my inspection on the 12 April 2018 are as follows:

## **EXTERNAL**

### **1-Walls**

Face brickwork to the external walls overall was in good condition with the front elevation painted. The front elevation has some minor cracking but mostly in good condition and just needs a clean, patch and paint to some sections. The wall to the toilet at the rear was cracked but only considered to be minor and could be repaired easily. The brickwork to the rest of the building was in good condition with only some minor repairs required.

The timber walls to the rear of the building are in poor condition and a recommendation would be to remove and return to a verandah.

The walls to the western side of the building are asbestos. This section looks like it was an addition to the rear but is in poor condition and removal is recommended. This section also looks like it lets quite a bit of water in when it rains that appears to be coming in from the gap under the external door. A recommendation would be to remove this section but not replace it. If this section is removed it would have to have the asbestos removed and wrapped in plastic and buried at a site designated for asbestos.

Vents to the western side wall are covered with soil and there was a hole where a half brick was removed in the same area. This would allow vermin to enter the sub floor and could cause problems.

The parapet walls to the front elevation has some cracking to the top that will need to be patched and the wall painted. The east and west side of the parapet wall needs the paintwork scraped back and repainted. The roof side of the parapet wall needs to be painted.

### **2-Roof Cover**

The roof has been covered with clay roof tiles that appear to be in good condition but need a clean to remove the moss. Clay tiles can be quite brittle when they age so caution is needed when accessing the roof top. The capping at the parapet walls needs to be re bedded with cement so no water can penetrate.

### **3. Gutters**

The guttering to the building is in fairly good condition but needs to be sanded and repainted. The box gutter has some surface rust but could be treated and painted.

### **4-Downpipes**

The downpipes are in good condition in poor condition and need to be replaced when the gutters are replaced. Downpipes to the western side are the worst being rusted through and falling off.

### **5-Timber**

The timber posts to the verandah on the western side of the building need to be replaced. The posts are rotten at the bottom and need to be on stirrups and not into the concrete. The timber to the fascia, barge board and beams also needs to be sanded and painted to both sides of building.

The timber walls to the rear of the building need to be removed. The rear of the building seems to be an enclosed verandah that has deteriorated badly. A recommendation would be to turn it back to a verandah and remove all the timber. This would probably be the cheapest option with a concrete floor to the back verandah section.

### **6-Windows**

The windows were in good condition and not painted shut. The sills of the windows to the front elevation needs some patching and painting.

### **7-Doors**

The doors to the rear section of the building need to be sanded and painted to bring back to good condition. The door that leads to the back enclosed verandah needs to be replaced with a solid door and painted if the enclosure is removed. Doors to the front of the building are aluminium in good condition.

## **INTERNAL**

### **8-Front Section**

The front section of the building (customer service and offices) is in good condition. All furniture and fittings are in good condition.

### **9-Rear Section**

The rear section of the building is only used for storage and is not habitable. If it was intended to reuse it as a residence it would need a complete re fit with new kitchen cabinets bathroom fittings, ceilings and floor coverings as well as re paint right through.

### **10-Internal Walls**

The internal walls to the front section are in good condition. The walls to the rear were also in fairly good condition.

### **11-Roof Frame**

The roof frame is in good condition. There was no evidence noticed at the time of inspection of any storm water entering the roof space to the main building.

## **SERVICES**

### **5-Electrical**

The electricals to the building would need to be checked by a licensed electrician to make sure all safe.

### **6-Plumbing**

Plumbing to the building appeared to be in fairly good condition but needs to be checked by a licensed plumber.

## SUMMARY

The building is 93 years old. Apart from the items listed below in the Repairs and Costing section, the building is in good condition.

As per the scope a walk through of the inside to check for structural defects revealed the internal walls to the rear of the building have cracks but not considered a major structural problem and could be repaired fairly easy.

The rear part of the building is used for storage only and no offices or accommodation to this section.

The structural condition of the building is in fairly good condition for its age apart from the rear timber walls and addition to the west side that should be removed.

THIS REPORT REFERS TO THE CONDITIONS OBSERVED AT THE TIME OF INSPECTION BASED ON VISUAL OBSERVATION AND **DOES NOT INCLUDE:**

- 1) ANY ADDITIONAL ADVICE IN RESPECTS TO PEST CONTROL.
- 2) ANY ADDITIONAL ADVICE IN RESPECTS TO ELECTRICAL WIRING & PLUMBING SERVICES.
- 3) ANY ADDITIONAL ADVICE IN RESPECTS TO A STRUCTURAL ENGINEER, SURVEYOR OR SOLICITOR.
- 4) REFERENCE TO PARTS OF THE BUILDING NOT ACCESSIBLE OR COVERED WITH MATERIALS.
- 5) ANY REFERENCE AS TO WHETHER THE SITE IS CONTAMINATED IN ANY WAY OR ANY HAZARDOUS MATERIALS.

## **ASBESTOS**

**Asbestos has been noticed to the rear of the building and looks like it has been identified and placed on the asbestos register.** Buildings built prior to 1982 may have wall and/or ceiling sheeting and other products including roof sheeting that contain asbestos. Even buildings built after this date up until the early 90s may contain asbestos. Sheeting should be fully sealed. If concerned or if the building was built prior to 1990 then you should seek advice from a qualified asbestos removal expert as to the amount and importance of the asbestos present and the cost of sealing the asbestos or removing the asbestos.

## **DEFINITIONS (used in the) REPORTS**

**Sub-standard 0-3**: A category less than “below average”. Usually implying inadequate/inappropriate workmanship, &/or materials &/or significant deterioration evident. Parts of the building works may not be structurally adequate/appropriate &/or may be unsuitable for service &/or for intended use including items such as : weather tightness, Council compliance or safety issues. Immediate/extensive rectifications or action can be anticipated, usually work of a significant/expensive nature that may include partial demolition or reconstruction Further investigation may be warranted. The client should obtain written quotes for rectifications/repairs.

**Below Average (Poor) 4-5**: A standard less than the definition noted in “fair/average”. Usually implying that there may be some areas constructed not to trade standard or using inappropriate materials &/or failing, in parts, in the aspect of serviceability/adequacy for intended use. There may be less than a reasonable amount of prior maintenance, repairs & renovations. Generally this definition/classification will imply that rectifications should be carried out in the immediate short term & usually implies above average costs for rectifications/ maintenance.

**Fair Average (good order) 6-8**: This definition may imply terms such as: satisfactory, reasonable, serviceable, adequate. A standard no more than can be reasonably expected for the age/type/standard of building, bearing in mind the acceptable building methods/materials at the time of the original building works. Implicit in this description can be a reasonable amount of prior maintenance/renovations/repairs, some of which may have been done by numerous previous owners & not always to a trade standard. There may also be some general wear, neglect, weathering, decay, corrosion, irregularities but no major/significant deterioration or structural defects. Rectifications/repairs would normally be scheduled as per the maintenance program.

**Above Average 9-10**: A standard higher than the definitions noted in “fair/average”. Usually implying good workmanship & materials, close attention to appropriate maintenance/renovations/repairs. Generally this category would imply no immediate/urgent requirements for rectifications/repairs.

## GENERAL APPRAISAL OVERVIEW

### ADDRESS :

**NAB Bank**  
25 Railway Terrace, Wyalcatchem

Scale 1 to 10 { 1 = poor, graded to 10 = excellent }

### STRUCTURAL CONDITION

Floor Frame	7
Wall Frame	7
Rear Wall Frame	2
Roof Frame	6

### COSMETIC CONDITION

Internal Front	7
Internal Rear	5
External Front	7
External Rear	6

### MAINTENANCE

External	2
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### SERVICE

Gutters Downpipes	6
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### PROPERTY

Slope of Site	9
Vehicle Access	9

### FACILITIES

Internal	6
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## REPAIRS AND COSTING

The following items were noticed at the time of inspection and need attention. The costing is an estimate that was calculated using Rawlinson's Construction Handbook and should not be taken as the final cost to complete the works.

1. Replace timber to verandah posts on the western side of the building. Concrete will have to be cut, new posts and stirrups fitted and re concrete around stirrups. Estimated cost for the work:  
Two carpenters two days work to remove concrete around posts, fit new posts on stirrups and concrete around stirrups. \$4,064. Action required as soon as possible
2. Repairs to the cracks to the front elevation wall and re paint including the parapet wall on the roof side, gutters and downpipes and all timber. The box gutters can be treated with rust inhibitor and painted which should last for quite a few years. The estimated cost for the work:  
Two painters seven days work including the cost of mobile scaffold to completely repaint outside \$11,680. Action required after carpenters complete.
3. Remove rear timber wall and addition to the west side of the building and return to rear verandah. Noticed approx. 66 square meters of asbestos but may be more, needs to be checked when demolishing. The asbestos needs to be removed by a licenced contractor, wrapped in plastic and buried at a refuse site allocated for asbestos. This would need an inspection by the contractor and priced accordingly. Once asbestos removed then carpenters can remove the rear wall and timber frame to the addition. An estimate for the carpenters to demolish timber (not asbestos) and rebuild verandah including rubbish tip fees for timber \$9,771. Action required as soon as possible.
4. Roof tiles need to be cleaned using a high pressure cleaner and ridge, valley capping rebidged with cement where necessary. The estimated cost of the work:  
Roof restorer two days including materials \$1,630. Action required prior to painting.
5. Concrete to rear verandah section recommended. The estimated cost for the works:  
Two concreters one day to form and pour concrete \$844. Action required after carpenters complete work to rear.
6. Minor work required to patch step crack to brickwork, hole in brickwork to the western side of the building and to remove soil from vent area. Estimated cost of the works:  
One labourer 4 hours plus materials. \$380. Action required before painting.





**Cracking to front wall needs repair**



**Cracking to front wall needs repair**



**Cracking to parapet needs repair**



**Damage to timber needs repair**



**Cracking to paint front window**



**Cracking to paint front window**



**Minor step crack to brickwork**



**Vent covered with soil**





**Hole to brickwork needs repair**



**Wood rot to timber posts need replacing**



**Wood rot to timber posts need replacing**



**Wood rot to timber fascia needs repair**



**Barge board needs painting**



**Barge board needs painting**





**Asbestos addition needs removing**



**Western elevation needs painting**

**Rear wall needs removing**





**Rear wall needs removing**



**Rear gutter needs painting**



**Timber to rear gutter needs repair**



**Eastern elevation needs painting**



**Eastern side wall needs patch and paint**



**Floor to rear addition water damaged**





**Ceiling to rear addition needs removing**



**Ceiling to rear addition needs removing**



**Asbestos sign to rear of building**



**Plaster glass ceiling sagging**



**Asbestos trim loose**



**Inside of parapet needs painting**



**Box gutter needs clean and paint**



**Capping needs to be repaired**





**Clay tiles need pressure clean**



**Capping needs repair**





**Rear timber wall needs removing**



**Rear timber wall needs removing**





# Local Government Reform - Summary of Proposed Reforms

## **WALGA Advocacy Positions and Recommendations**

**November 2021**

## About WALGA

The WA Local Government Association (WALGA) is working for Local Government in Western Australia. As the peak industry body, WALGA advocates on behalf of 139 Western Australian Local Governments. As the united voice of Local Government in Western Australia, WALGA is an independent, membership-based organization representing and supporting the work and interests of Local Governments in Western Australia. WALGA provides an essential voice for 1,220 Elected Members, approximately 22,000 Local Government employees (16,500 Full Time Equivalent's) as well as over 2.5 million constituents of Local Governments in Western Australia.

## Contacts

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## Local Government Act Review Process

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WALGA through consultation with the Local Government Sector endorsed sector advocacy positions relating to Local Government Act amendments in March 2019 and December 2020. These advocacy positions were developed considering (but not limited to);

- The Department of Local Government, Sport and Cultural Industries (DLGSC) consultation on Act Reform (2017-2020)
- The City of Perth Inquiry Report (mid 2020)
- The State Parliament's Select Committee Report into Local Government (late 2020)

In December 2020, WALGA endorsed the following principles for any review of the Local Government Act.

## Local Government Reform – WALGA Principles

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That the following key principles be embodied in the Local Government Act:

1. Uphold the general competence principle currently embodied in the Local Government Act
2. Provide for a flexible, principles-based legislative framework
3. Promote a size and scale compliance regime
4. Promote enabling legislation that empowers Local Government to carry out activities beneficial to its community taking into consideration Local Governments' role in creating a sustainable and resilient community through:
  - i. Economic development
  - ii. Environmental protection, and
  - iii. Social advancement
5. Avoid red tape and 'de-clutter' the extensive regulatory regime that underpins the Local Government Act, and
6. The State Government must not assign legislative responsibilities to Local Governments unless there is provision for resources required to fulfil the responsibilities.

It is worth noting that of the above principles, items 1, 2, and 3 are addressed in these legislative reform proposals and principles 4 and 5 are partially addressed.

**Theme 1: Early Intervention, Effective Regulation and Stronger Penalties**

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
<b>1.1 Early Intervention Powers</b>		
<ul style="list-style-type: none"> <li>• The Act provides the means to regulate the conduct of local government staff and council members and sets out powers to scrutinise the affairs of local government. The Act provides certain limited powers to:                             <ul style="list-style-type: none"> <li>○ Suspend or dismiss councils</li> <li>○ Appoint Commissioners</li> <li>○ Suspend or, order remedial action (such as training) for individual councillors.</li> </ul> </li> <li>• The Act also provides the Director General with the power to:                             <ul style="list-style-type: none"> <li>○ Conduct Authorised Inquiries</li> <li>○ Refer allegations of serious or recurrent breaches to the State Administrative Tribunal</li> <li>○ Commence prosecution for an offence under the Act.</li> </ul> </li> <li>• Authorised Inquiries are a costly and a relatively slow response to significant issues. Authorised Inquiries are currently the only significant tool for addressing significant issues within a local government.</li> <li>• The Panel Report, City of Perth Inquiry, and the Select Committee Report made various recommendations related to the establishment of a specific office for local government oversight.</li> </ul>	<ul style="list-style-type: none"> <li>• It is proposed to establish a Chief Inspector of Local Government (the <b>Inspector</b>), supported by an Office of the Local Government Inspector (the <b>Inspectorate</b>).</li> <li>• The Inspector would receive minor and serious complaints about elected members.</li> <li>• The Inspector would oversee complaints relating to local government CEOs.</li> <li>• Local Governments would still be responsible for dealing with minor behavioural complaints.</li> <li>• The Inspector would have powers of a standing inquiry, able to investigate and intervene in any local government where potential issues are identified.</li> <li>• The Inspector would have the authority to assess, triage, refer, investigate, or close complaints, having regard to various public interest criteria – considering laws such as the <i>Corruption, Crime and Misconduct Act 2003</i>, the <i>Occupational Safety and Health Act 1984</i>, the <i>Building Act 2011</i>, and other legislation.</li> <li>• The Inspector would have powers to implement minor penalties for less serious breaches of the Act, with an appeal mechanism.</li> <li>• The Inspector would also have the power to order a local government to address non-compliance with the Act or Regulations.</li> <li>• The Inspector would be supported by a panel of <b>Local Government Monitors</b> (see item</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Items 1.1, 1.2 and 1.3 <b>generally align</b> with WALGA Advocacy Position 2.6.8 - ‘Establish Office of Independent Assessor’</p> <p><i>The Local Government sector supports:</i></p> <ol style="list-style-type: none"> <li>1. <i>Establishing an Office of the Independent Assessor to replace the Standards Panel to provide an independent body to receive, investigate and assess complaints against Elected Members and undertake inquiries.</i></li> <li>2. <i>Remove the CEO from being involved in processing complaints.</i></li> <li>3. <i>That an early intervention framework of monitoring to support Local Governments be provided with any associated costs to be the responsibility of the State Government.</i></li> <li>4. <i>An external oversight model for local level behavioural complaints made under Council Member, Committee Member and Candidate Codes of Conduct, that is closely aligned to the Victorian Councillor Complaints Framework.</i></li> </ol> <p><b>Comment</b></p> <p>The Local Government sector is in favour of early intervention and a swift response to potentially disruptive or dysfunctional behaviours. The Proposed Reforms state ‘Local Governments would still be responsible for dealing with minor behavioural complaints’ and therefore do not go as far as the Sector’s recent request for an external</p>

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	<p>1.2).</p> <ul style="list-style-type: none"> <li>The existing Local Government Standards Panel would be replaced with a new <b>Conduct Panel</b> (see item 1.3).</li> <li><b>Penalties</b> for breaches to the Local Government Act and Regulations will be reviewed and are proposed to be generally strengthened (see item 1.4).</li> <li>These reforms would be supported by new powers to more quickly resolve issues within local government (see items 1.5 and 1.6).</li> </ul>	<p>oversight model for the independent assessment of local level complaints (State Council Res: 264.5/2021 – September 2021). However, this will be mitigated with the Inspector able to respond to a Local Government having unresolved matters by appointing a monitor to assist the Local Government.</p> <p>It is expected the Local Government Inspector would be funded by the State Government, however it is noted that the cost of the Local Government Monitors and the Conduct Panel would be borne by the Local Government concerned.</p> <p><b>Recommendation</b></p> <ol style="list-style-type: none"> <li><b>Support the proposed reforms as they align with the sectors position on external oversight and support.</b></li> <li><b>Request the Minister to explore alternate mechanisms for resolving local level complaints.</b></li> </ol>
<p><b>1.2 Local Government Monitors</b></p>		
<ul style="list-style-type: none"> <li>There are currently no legislative powers for the provision of monitors/ temporary advisors.</li> <li>The DLGSC provides support and advice to local governments, however there is no existing mechanism for pre-qualified, specialised assistance to manage complex cases.</li> </ul>	<ul style="list-style-type: none"> <li>A panel of <b>Local Government Monitors</b> would be established.</li> <li>Monitors could be appointed by the Inspector to go into a local government and try to resolve problems.</li> <li>The purpose of Monitors would be to proactively fix problems, rather than to identify blame or collect evidence.</li> <li>Monitors would be qualified specialists, such</li> </ul>	<p>As above</p>

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	<p>as:</p> <ul style="list-style-type: none"> <li>○ Experienced and respected former Mayors, Presidents, and CEOs - to act as mentors and facilitators</li> <li>○ Dispute resolution experts - to address the breakdown of professional working relationships</li> <li>○ Certified Practising Accountants and other financial specialists - to assist with financial management and reporting issues</li> <li>○ Governance specialists and lawyers - to assist councils resolve legal issues</li> <li>○ HR and procurement experts - to help with processes like recruiting a CEO or undertaking a major land transaction.</li> </ul> <ul style="list-style-type: none"> <li>● Only the Inspector would have the power to appoint Monitors.</li> <li>● Local governments would be able to make requests to the Inspector to appoint Monitors for a specific purpose.</li> </ul> <p><b>Monitor Case Study 1 – Financial Management</b></p> <p>The Inspector receives information that a local government is not collecting rates correctly under the <i>Local Government Act 1995</i>. Upon initial review, the Inspector identifies that there may be a problem. The Inspector appoints a Monitor who specialises in financial management in local government. The Monitor visits the local government and identifies that the system used to manage rates is not correctly issuing rates notices. The Monitor works with the local government to rectify the error, and issue corrections to impacted ratepayers.</p>	



CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	<p><b>Monitor Case Study 2 – Dispute Resolution</b></p> <p>The Inspector receives a complaint from one councillor that another councillor is repeatedly publishing derogatory personal attacks against another councillor on social media, and that the issue has not been able to be resolved at the local government level. The Inspector identifies that there has been a relationship breakdown between the two councillors due to a disagreement on council.</p> <p>The Inspector appoints a Monitor to host mediation sessions between the councillors. The Monitor works with the councillors to address the dispute. Through regular meetings, the councillors agree to a working relationship based on the council’s code of conduct. After the mediation, the Monitor occasionally makes contact with both councillors to ensure there is a cordial working relationship between the councillors.</p>	
<b>1.3 Conduct Panel</b>		
<ul style="list-style-type: none"> <li>• The Local Government Standards Panel was established in 2007 to resolve minor breach complaints relatively quickly and provide the sector with guidance and benchmarks about acceptable standards of behaviour.</li> <li>• Currently, the Panel makes findings about alleged breaches based on written submissions.</li> <li>• The City of Perth Inquiry report made various recommendations that functions of the Local Government Standards Panel be reformed.</li> </ul>	<ul style="list-style-type: none"> <li>• The Standards Panel is proposed to be replaced with a new Local Government <b>Conduct Panel</b>.</li> <li>• The Conduct Panel would be comprised of suitably qualified and experienced professionals. Sitting councillors will not be eligible to serve on the Conduct Panel.</li> <li>• The Inspector would provide evidence to the Conduct Panel for adjudication.</li> <li>• The Conduct Panel would have powers to impose stronger penalties – potentially including being able to suspend councillors for</li> </ul>	<p>As above</p>



CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	<p>up to three months, with an appeal mechanism.</p> <ul style="list-style-type: none"> <li>For very serious or repeated breaches of the Local Government Act, the Conduct Panel would have the power to recommend prosecution through the courts.</li> <li>Any person who is subject to a complaint before the Conduct Panel would have the right to address the Conduct Panel before the Panel makes a decision.</li> </ul>	
<b>1.4 Review of Penalties</b>		
<ul style="list-style-type: none"> <li>There are currently limited penalties in the Act for certain types of non-compliance with the Local Government Act.</li> </ul>	<ul style="list-style-type: none"> <li>Penalties for breaching the Local Government Act are proposed to be strengthened.</li> <li>It is proposed that the suspension of councillors (for up to three months) is established as the main penalty where a councillor breaches the Local Government Act or Regulations on more than one occasion.</li> <li>Councillors who are disqualified would not be eligible for sitting fees or allowances. They will also not be able to attend meetings, or use their official office (such as their title or council email address).</li> <li>It is proposed that a councillor who is suspended multiple times may become disqualified from office.</li> <li>Councillors who do not complete mandatory training within a certain timeframe will also not be able to receive sitting fees or allowances.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Items 1.4 and 1.5 <b><u>expand upon</u></b> Advocacy Position 2.6.9 - 'Stand Down Proposal'</p> <p><i>WALGA supports, in principle, a proposal for an individual elected member to be 'stood down' from their duties when they are under investigation, have been charged, or when their continued presence prevents Council from properly discharging its functions or affects the Council's reputation, subject to further policy development work being undertaken. Further policy development of the Stand Down Provisions must involve active consultation with WALGA and specific consideration of the following issues of concern to the Sector:</i></p> <ol style="list-style-type: none"> <li><i>That the Department of Local Government endeavour to ensure established principles of natural justice and procedural fairness are embodied in all aspects of the proposed Stand Down Provisions; and</i></li> <li><i>That activities associated with the term 'disruptive behaviour', presented as reason to</i></li> </ol>

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
		<p><i>stand down a defined Elected Member on the basis their continued presence may make a Council unworkable, are thoroughly examined and clearly identified to ensure there is awareness, consistency and opportunity for avoidance.</i></p> <p><b>Comment</b> The Local Government sector has long-standing advocacy positions supporting stronger penalties as a deterrent to disruptive Council Member behaviours. Clear guidance will be required to ensure there is consistent application of the power given to Presiding Members.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>
<p><b>1.5 Rapid Red Card Resolutions</b></p>		
<ul style="list-style-type: none"> <li>• Currently, local governments have different local laws and standing orders that govern the way meetings run. Presiding members (Mayors and Presidents) are reliant on the powers provided in the local government standing orders local laws.</li> <li>• Differences between local governments is a source of confusion about the powers that presiding members have to deal with disruptive behaviours at council meetings.</li> <li>• Disruptive behaviour at council meetings is a very common cause of complaints. Having the Presiding Member be able to deal with these problems should more quickly resolve problems that occur at council meetings.</li> </ul>	<ul style="list-style-type: none"> <li>• It is proposed that Standing Orders are made consistent across Western Australia (see item 2.6). Published recordings of all meetings would also become standard (item 3.1).</li> <li>• It is proposed that Presiding Members have the power to “red card” any attendee (including councillors) who unreasonably and repeatedly interrupt council meetings. This power would: <ul style="list-style-type: none"> <li>○ Require the Presiding Member to issue a clear first warning</li> <li>○ If the disruptions continue, the Presiding Member will have the power to “red card” that person, who must be silent for the rest of the meeting. A councillor issued with a red card will still vote, but must not speak or move motions</li> <li>○ If the person continues to be disruptive, the</li> </ul> </li> </ul>	<p>As above</p>

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
	<p>Presiding Member can instruct that they leave the meeting.</p> <ul style="list-style-type: none"> <li>Any Presiding Member who uses the “red card” or ejection power will be required to notify the Inspector.</li> <li>Where an elected member refuses to comply with an instruction to be silent or leave, or where it can be demonstrated that the presiding member has not followed the law in using these powers, penalties can be imposed through a review by the Inspector.</li> </ul>	
<b>1.6 Vexatious Complaint Referrals</b>		
<ul style="list-style-type: none"> <li>No current provisions.</li> <li>The Act already provides a requirement for Public Question Time at council meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Local governments already have a general responsibility to provide ratepayers and members of the public with assistance in responding to queries about the local government’s operations. Local governments should resolve queries and complaints in a respectful, transparent and equitable manner.</li> <li>Unfortunately, local government resources can become unreasonably diverted when a person makes repeated vexatious queries, especially after a local government has already provided a substantial response to the person’s query.</li> <li>It is proposed that if a person makes repeated complaints to a local government CEO that are vexatious, the CEO will have the power to refer that person’s complaints to the Inspectorate, which after assessment of the facts may then rule the complaint vexatious.</li> </ul>	<p><b><u>Current Local Government Position</u></b>  Item 1.6 <b><u>expands upon</u></b> Advocacy Position 2.6.11 – ‘Vexatious complainants in relation to FOI applications’  <i>WALGA advocates for the Freedom of Information Act 1992 (WA) to be reviewed, including consideration of:</i></p> <ol style="list-style-type: none"> <li><i>Enabling the Information Commissioner to declare vexatious applicants similar to the provisions of section 114 of the Right to Information Act 2009 (QLD);</i></li> <li><i>Enabling an agency to recover reasonable costs incurred through the processing of a Freedom of Information access application where the application is subsequently withdrawn; and</i></li> <li><i>Modernisation to address the use of electronic communications and information.</i></li> </ol> <p><b>Comment</b>  The Act has been expanded significantly in recent</p>

Local Government Reform – Consultation on Proposed Reforms

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
		<p>years to permit an increased level of public involvement, scrutiny and access to information relating to the decisions, operations and affairs of Local Government in WA. Introducing a means to limit capacity for unreasonable complainants to negatively impact Local Governments will provide a necessary balance between the openness and transparency of the sector and the reasonable entitlement of citizens to interact with their Local Government.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>
<p><b>1.7 Minor Other Reforms</b></p>		

CURRENT PROVISIONS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> <li>• Other minor reforms are being considered to enhance the oversight of local government.</li> <li>• Ministerial Circulars have traditionally been used to provide guidance to the local government sector.</li> </ul>	<ul style="list-style-type: none"> <li>• Potential other reforms to strengthen guidance for local governments are being considered.</li> <li>• For example, one option being considered is the potential use of sector-wide guidance notices. Guidance notices could be published by the Minister or Inspector, to give specific direction for how local governments should meet the requirements of the Local Government Act and Regulations. For instance, the Minister could publish guidance notices to clarify the process for how potential conflicts of interests should be managed.</li> <li>• It is also proposed (see item 1.1) that the Inspector has the power to issue notices to individual local governments to require them to rectify non-compliance with the Act or Regulations.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 1.7 <b>aligns</b> with Advocacy Position 2.6 - ‘Support DLGSC as service provider / capacity builder’</p> <p><i>WALGA supports the continuance of the Department of Local Government, Sport and Cultural Industries as a direct service provider of compliance and recommend the Department fund its capacity building role through the utilisation of third party service providers. In addition, WALGA calls on the State Government to ensure there is proper resourcing of the Department of Local Government, Sport and Cultural Industries to conduct timely inquiries and interventions when instigated under the provisions of the Local Government Act 1995.</i></p> <p><b>Comment</b></p> <p>Operational guidance from the Department of Local Government, Sport and Cultural Industries leads to consistent understanding and application of statutory provisions by Local Government. The proposed reform that the Inspector issue non-compliance notices appears to replicate the Minister’s powers under Section 9.14A – ‘Notice to prevent continuing contravention’</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>

**Theme 2: Reducing Red Tape, Increasing Consistency and Simplicity**

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>2.1 Resource Sharing</b>		
<ul style="list-style-type: none"> <li>The Act does not currently include specific provisions to allow for certain types of resource sharing – especially for sharing CEOs.</li> <li>Regional local governments would benefit from having clearer mechanisms for voluntary resource-sharing.</li> </ul>	<ul style="list-style-type: none"> <li>Amendments are proposed to encourage and enable local governments, especially smaller regional local governments, to share resources, including Chief Executive Officers and senior employees.</li> <li>Local governments in bands 2, 3 or 4 would be able to appoint a shared CEO at up to two salary bands above the highest band. For example, a band 3 and a band 4 council sharing a CEO could remunerate to the level of band 1.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 2.1 <b>aligns</b> with Advocacy Position 2.6 – Local Government Legislation – ‘Avoid red tape and ‘de-clutter’ the extensive regulatory regime that underpins the Local Government Act’ and Advocacy Position 2.3.1 - ‘Regional Collaboration’.</p> <p><i>Local Governments should be empowered to form single and joint subsidiaries, and beneficial enterprises. In addition, compliance requirements of Regional Councils should be reviewed and reduced.</i></p> <p><b>Comment</b></p> <p>The proposed reforms will rely upon statutory provisions that enable and enhance regional collaboration. Recent over-regulation of Regional Subsidiaries in 2016 resulted in no subsidiaries being formed since that time.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>
<b>2.2 Standardisation of Crossovers</b>		
<ul style="list-style-type: none"> <li>Approvals and standards for crossovers (the section of driveways that run between the kerb and private property) are inconsistent between local government areas, often with very minor differences.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed to amend the <i>Local Government (Uniform Local Provisions) Regulations 1996</i> to standardise the process for approving crossovers for residential properties and residential developments on</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p><b>Comment</b></p> <p>WALGA developed the Template Crossover Guideline and Specification resource in 2017 and have been part of the Minister’s working group on</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> <li>This can create confusion and complexity for homeowners and small businesses in the construction sector.</li> </ul>	<p>local roads.</p> <ul style="list-style-type: none"> <li>A Crossover Working Group has provided preliminary advice to the Minister and DLGSC to inform this.</li> <li>The DLGSC will work with the sector to develop standardised design and construction standards.</li> </ul>	<p>red tape reduction that has been looking at standardisation of crossovers.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>
<p><b>2.3 Introduce Innovation Provisions</b></p>		
<ul style="list-style-type: none"> <li>The <i>Local Government Act 1995</i> currently has very limited provisions to allow for innovations and responses to emergencies to (such as the Shire of Bruce Rock Supermarket).</li> </ul>	<ul style="list-style-type: none"> <li>New provisions are proposed to allow exemptions from certain requirements of the <i>Local Government Act 1995</i>, for:                             <ul style="list-style-type: none"> <li>Short-term trials and pilot projects</li> <li>Urgent responses to emergencies.</li> </ul> </li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>There is currently no advocacy position in relation to Item 2.3.</p> <p><b>Comment</b></p> <p>It is arguable communities expect all levels of Government will apply innovative solutions to complex and emerging issues difficult to resolve by traditional means. Exemptions constructed with appropriate checks and balances, particularly where expenditure of public funds are concerned, has potential to facilitate efficient and effective outcomes.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>
<p><b>2.4 Streamline Local Laws</b></p>		
<ul style="list-style-type: none"> <li>Local laws are required to be reviewed every eight years.</li> <li>The review of local laws (especially when they are standard) has been identified as a burden for the sector.</li> <li>Inconsistency between local laws is</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed that local laws would only need to be reviewed by the local government every 15 years.</li> <li>Local laws not reviewed in the timeframe would lapse, meaning that old laws will be automatically removed and no longer</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Items 2.4, 2.5 and 2.6 <b>expand upon</b> Advocacy Position 2.6.35 - 'Local law-making process should be simplified'.</p> <p><i>The Local Law making process should be simplified as follows:</i></p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<p>frustrating for residents and business stakeholders.</p>	<p>applicable.</p> <ul style="list-style-type: none"> <li>Local governments adopting Model Local Laws will have reduced advertising requirements.</li> </ul>	<ul style="list-style-type: none"> <li><i>The requirement to give state-wide notice should be reviewed, with consideration given to Local Governments only being required to provide local public notice;</i></li> <li><i>Eliminate the requirement to consult on local laws when a model is used;</i></li> <li><i>Consider deleting the requirement to review local laws periodically. Local Governments, by administering local laws, will determine when it is necessary to amend or revoke a local law; and</i></li> <li><i>Introduce certification of local laws by a legal practitioner in place of scrutiny by Parliament’s Delegated Legislation Committee.</i></li> </ul> <p><b>Comment</b></p> <p>Proposed reforms meet the Sector’s preference for simplified local law-making processes. Model local laws are supported, whilst recognising the models themselves will require review by State Government departments with the relevant head of power. For example, the Model Local Law (Standing Orders) 1998 formed the basis of many Local Government meeting procedures local laws but no review was completed. This model was superseded by individual local laws with added contemporary provisions. This pattern will repeat itself if model local laws are not reviewed to remain contemporary to the Sector’s requirements.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>



CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>2.5 Simplifying Approvals for Small Business and Community Events</b>		
<ul style="list-style-type: none"> <li>Inconsistency between local laws and approvals processes for events, street activation, and initiatives by local businesses is frustrating for business and local communities.</li> </ul>	<ul style="list-style-type: none"> <li>Proposed reforms would introduce greater consistency for approvals for:                             <ul style="list-style-type: none"> <li>alfresco and outdoor dining</li> <li>minor small business signage rules</li> <li>running community events.</li> </ul> </li> </ul>	As above
<b>2.6 Standardised Meeting Procedures, Including Public Question Time</b>		
<ul style="list-style-type: none"> <li>Local governments currently prepare individual standing order local laws.</li> <li>The <i>Local Government Act 1995</i> and regulations require local governments to allocate time at meetings for questions from the public.</li> <li>Inconsistency among the meeting procedures between local governments is a common source of complaints.</li> </ul>	<ul style="list-style-type: none"> <li>To provide greater clarity for ratepayers and applicants for decisions made by council, it is proposed that the meeting procedures and standing orders for all local government meetings, including for public question time, are standardised across the State.</li> <li>Regulations would introduce standard requirements for public question time, and the procedures for meetings generally.</li> <li>Members of the public across all local governments would have the same opportunities to address council and ask questions.</li> </ul>	As above
<b>2.7 Regional Subsidiaries</b>		
<ul style="list-style-type: none"> <li>Initiatives by multiple local governments may be managed through formal Regional Councils, or through less formal “organisations of councils”, such as NEWROC and WESROC.</li> <li>These initiatives typically have to be managed by a lead local government.</li> <li>In 2016-17, provisions were introduced to allow for the formation of Regional</li> </ul>	<ul style="list-style-type: none"> <li>Work is continuing to consider how Regional Subsidiaries can be best established to:                             <ul style="list-style-type: none"> <li>Enable Regional Subsidiaries to provide a clear and defined public benefit for people within member local governments</li> <li>Provide for flexibility and innovation while ensuring appropriate transparency and accountability of ratepayer funds</li> <li>Where appropriate, facilitate financing of</li> </ul> </li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 2.7 <b><u>aligns</u></b> with Advocacy Position 2.3.1 - ‘Regional Collaboration’</p> <p>The NEWROC is a regional voluntary organisation of Councils that has been working together for over 22yrs. Our members include the Shire of Dowerin, Wyalkatchem, Koorda, Mt Marshall, Mukinbudin, Trayning and Nungarin. Our purpose is to work together for successful</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<p>Subsidiaries. Regional Subsidiaries can be formed in line with the <i>Local Government (Regional Subsidiaries) Regulations 2017</i>.</p> <ul style="list-style-type: none"> <li>• So far, no Regional Subsidiary has been formed.</li> </ul>	<p>initiatives by Regional Subsidiaries within a reasonable and defined limit of risk</p> <ul style="list-style-type: none"> <li>○ Ensure all employees of a Regional Subsidiary have the same employment conditions as those directly employed by member local governments.</li> </ul>	<p>communities and by doing so we aim to create progressive, healthy and prosperous communities. Our values centre on regional collaboration and commitment.</p> <p>Over recent years, the NEWROC has expressed a keen interest in forming a regional subsidiary, subject to changes in the regulations.</p> <p>A regional subsidiary would allow the NEWROC to pursue key projects including an electricity microgrid, regional waste management facilities and employment of an inaugural Wheatbelt Town Team Builder, all of which require a governance structure that is sustainable and reduces risk for its local government members. These projects meet the needs of the communities we serve and are all centred on economic development and prosperity.</p> <p>The NEWROC is supportive of a regional subsidiary that:</p> <ul style="list-style-type: none"> <li>• has a clear public benefit for the people within its communities;</li> <li>• does not rationalise the number of local government employees or alter conditions but rather develops the capacity and capabilities of its workforce;</li> <li>• is transparent and accountable to ratepayers;</li> <li>• has a charter which defines the governance of the subsidiary including a framework for the sound financial</li> </ul>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>management and reporting of the organisation; and</p> <ul style="list-style-type: none"> <li>• consults with the communities on the establishment of the subsidiary so that it best represents their needs.</li> </ul> <p>The NEWROC places significant priority on the following governance mechanisms and intends to ensure they are established and adhered to during the subsidiary's operation:</p> <ul style="list-style-type: none"> <li>• use of a charter as the primary governance and regulatory instrument (approved by the Minister)</li> <li>• regular assessment of performance so that elected representatives on the Board have the necessary skills and qualifications to deliver upon the charter and strategic priorities of the regional subsidiary</li> <li>• policies and procedures within the regional subsidiary to reduce risk and improve oversight</li> <li>• regular financial reporting and annual audits to members and communities.</li> </ul> <p>The NEWROC submitted a proposed Charter to the Minister for his consideration on November 2nd 2021.</p>

**Theme 3: Greater Transparency & Accountability**

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>3.1 Recordings and Live-Streaming of All Council Meetings</b>		
<ul style="list-style-type: none"> <li>• Currently, local governments are only required to make written minutes of meetings.</li> <li>• While there is no legal requirement for livestreaming or video or audio recording of council meetings, many local governments now stream and record their meetings.</li> <li>• Complaints relating to behaviours and decisions at meetings constitute a large proportion of complaints about local governments.</li> <li>• Local governments are divided into bands with the largest falling in bands 1 and 2, and smaller local governments falling bands 3 and 4. The allocation of local governments into bands is determined by The Salaries and Allowances Tribunal based on factors<sup>1</sup> such as:             <ul style="list-style-type: none"> <li>○ Growth and development</li> <li>○ Strategic planning issues</li> <li>○ Demands and diversity of services provided to the community</li> <li>○ Total expenditure</li> <li>○ Population</li> <li>○ Staffing levels.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• It is proposed that all local governments will be required to record meetings.</li> <li>• Band 1 and 2 local governments would be required to livestream meetings, and make video recordings available as public archives.</li> <li>• Band 1 and 2 are larger local governments are generally located in larger urban areas, with generally very good telecommunications infrastructure, and many already have audio-visual equipment.</li> <li>• Band 1 and 2 local governments would be required to livestream meetings, and make video recordings available as public archives.</li> <li>• Several local governments already use platforms such as YouTube, Microsoft Teams, and Vimeo to stream and publish meeting recordings.</li> <li>• Limited exceptions would be made for meetings held outside the ordinary council chambers, where audio recordings may be used.</li> <li>• Recognising their generally smaller scale, typically smaller operating budget, and potential to be in more remote locations, band 3 and 4 local governments would be required to record and publish audio recordings, at a minimum. These local governments would still be encouraged to</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 3.1 <b><u>expands upon</u></b> Advocacy Position 2.6 – ‘Promote a size and scale compliance regime’ and Advocacy Position 2.6.31 - ‘Attendance at Council Meetings by Technology’</p> <p><i>A review of the ability of Elected Members to log into Council meetings should be undertaken.</i></p> <p><b>Comment</b></p> <p>Local Governments introducing electronic meeting procedures and the means for remote public attendance in response to the COVID-19 pandemic led to a swift uptake of streaming Council meetings. The proposed reform that Band 1 and 2 Local Governments will only be problematic where technical capability such as reliable bandwidth impact the district.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>

<sup>1</sup> See page 3 of the [2018 Salaries and Allowance Tribunal Determination](#)

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>livestream or video record meetings.</p> <ul style="list-style-type: none"> <li>All council meeting recordings would need to be published at the same time as the meeting minutes. Recordings of all confidential items would also need to be submitted to the DLGSC for archiving.</li> </ul>	
<p><b>3.2 Recording All Votes in Council Minutes</b></p>		
<ul style="list-style-type: none"> <li>A local government is only required to record which councillor voted for or against a motion in the minutes of that meeting if a request is made by an elected member at the time of the resolution during the meeting.</li> <li>The existing provision does not mandate transparency.</li> </ul>	<ul style="list-style-type: none"> <li>To support the transparency of decision-making by councillors, it is proposed that the individual votes cast by all councillors for all council resolutions would be required to be published in the council minutes, and identify those for, against, on leave, absent or who left the chamber.</li> <li>Regulations would prescribe how votes are to be consistently minuted.</li> </ul>	<p><b><u>Current Local Government Position</u></b> There is currently no advocacy position in relation to Item 3.2.</p> <p><b>Comment</b> There is an evolving common practice that Council Minutes record the vote of each Council Member present at a meeting.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>
<p><b>3.3 Clearer Guidance for Meeting Items that may be Confidential</b></p>		

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> <li>The Act currently provides broad definitions of what type of matters may be discussed as a confidential item.</li> <li>There is limited potential for review of issues managed as confidential items under the current legislation.</li> </ul>	<ul style="list-style-type: none"> <li>Recognising the importance of open and transparent decision-making, it is considered that confidential meetings and confidential meeting items should only be used in limited, specific circumstances.</li> <li>It is proposed to make the Act more specific in prescribing items that may be confidential, and items that should remain open to the public.</li> <li>Items not prescribed as being confidential could still be held as confidential items only with the prior written consent of the Inspector.</li> <li>All confidential items would be required to be audio recorded, with those recordings submitted to the DLGSC.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>There is currently no advocacy position in relation to Item 3.3.</p> <p><b>Comment</b></p> <p>Clarifying the provisions of the Act has broad support within the sector. New reforms requiring Local Governments to video or audio record Council meetings (Item 3.1) will add to the formal record of proceedings that includes written Minutes. While being supported, the requirement to provide audio recordings of confidential matters to the DLGSC is queried on the basis that written and audio records can be readily accessed from a Local Government if required.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>
<p><b>3.4 Additional Online Registers</b></p>		
<ul style="list-style-type: none"> <li>Local governments are required to provide information to the community through annual reports, council minutes and the publication of information online.</li> <li>Consistent online publication of information can substitute for certain material in annual reports.</li> <li>Consistency in online reporting across the sector will provide ratepayers with better information.</li> <li>These registers supplement the simplification of financial statements in Theme 6.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed to require local governments to report specific information in online registers on the local government’s website. Regulations would prescribe the information to be included.</li> </ul> <p>The following new registers, each updated quarterly, are proposed:</p> <ul style="list-style-type: none"> <li><b>Lease Register</b> to capture information about the leases the local government is party to (either as lessor or lessee)</li> <li><b>Community Grants Register</b> to outline all grants and funding provided by the local government</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>There is currently no advocacy position in relation to Item 3.4.</p> <p><b>Comment</b></p> <p>This proposal follows recent Act amendments that ensure a range of information is published on Local Government websites. WALGA has sought clarity that the contracts register excludes contracts of employment.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<ul style="list-style-type: none"> <li>○ <b>Interests Disclosure Register</b> which collates all disclosures made by elected members about their interests related to matters considered by council</li> <li>○ <b>Applicant Contribution Register</b> accounting for funds collected from applicant contributions, such as cash-in-lieu for public open space and car parking</li> <li>○ <b>Contracts Register</b> that discloses all contracts above \$100,000.</li> </ul>	
<b>3.5 Chief Executive Officer Key Performance Indicators (KPIs) be Published</b>		
<ul style="list-style-type: none"> <li>• It is a requirement of the <i>Local Government Act 1995</i> that CEO performance reviews are conducted annually.</li> <li>• The Model Standards for CEO recruitment and selection, performance review and termination require that a local government must review the performance of the CEO against contractual performance criteria.</li> <li>• Additional performance criteria can be used for performance review by agreement between both parties.</li> </ul>	<ul style="list-style-type: none"> <li>• To provide for minimum transparency, it is proposed to mandate that the KPIs agreed as performance metrics for CEOs:                             <ul style="list-style-type: none"> <li>○ Be published in council meeting minutes as soon as they are agreed prior to (before the start of the annual period)</li> <li>○ The KPIs and the results be published in the minutes of the performance review meeting (at the end of the period)</li> <li>○ The CEO has a right to provide written comments to be published alongside the KPIs and results to provide context as may be appropriate (for instance, the impact of events in that year that may have influenced the results against KPIs).</li> </ul> </li> </ul>	<p><b><u>Current Local Government Position</u></b> There is currently no advocacy position in relation to Item 3.5.</p> <p><b>Comment</b> In principle, this proposal has some merit and would be particularly effective if all CEO KPIs consistently reflect Strategic Community Plans and Corporate Business Plans of Local Governments, together with KPIs reflective of the CEO’s statutory functions under Section 5.41 of the Act. This approach would inform the community of the CEO’s performance related to the strategic direction and operational function of the Local Government.</p> <p>In practice, the drafting of statutory provisions will require sensitive consideration of certain KPIs i.e. those relating to issues affecting the workplace or identified risk-based concerns, to reflect the way Audit Committees currently deal with some internal control, risk and legislative compliance issues confidentially. This approach will protect the interests of Local Governments</p>



CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>and other parties associated with such KPIs. It would be prudent for exemptions to be provided, based on matters of confidentiality.</p> <p>The proposed reforms and recent Act amendments signal a clear intent to permit closer community involvement and scrutiny of Local Government. However, negative consequences are likely if Local Government Council's responsibility as the employing authority of the CEO became blurred due to perceived community entitlement to comment, question and influence KPIs and the performance review process.</p> <p>Additionally, the publication of CEO KPI's will elevate this employment position to a high degree of public scrutiny seldom evident in the public or private sector, if at all. It is worth investigating whether the proposed reforms considered whether this factor could impact on the recruitment of CEO's, particularly from outside the Local Government sector.</p> <p>The results of performance reviews should be confidential information between the employer and employee and should not be published and should remain within the confidential human resource records of the organisation.</p> <p><b>Recommendation</b></p> <p><b>1. Conditionally Support the reporting of CEO KPIs that are consistent with the strategic direction and operational function of the Local Government, subject to exemptions for publishing KPI's of a confidential</b></p>



CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		nature; 2. <b>Do not support the results of performance reviews being published.</b>

#### Theme 4: Stronger Local Democracy and Community Engagement

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>4.1 Community and Stakeholder Engagement Charters</b>		
<ul style="list-style-type: none"> <li>There is currently no requirement for local governments to have a specific engagement charter or policy.</li> <li>Many local governments have introduced charters or policies for how they will engage with their community.</li> <li>Other States have introduced a specific requirement for engagement charters.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed to introduce a requirement for local governments to prepare a community and stakeholder engagement charter which sets out how local government will communicate processes and decisions with their community.</li> <li>A model Charter would be published to assist local governments who wish to adopt a standard form.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Items 4.1 and 4.2 <b>generally align</b> with Advocacy Position 2.6.34 - ‘Support responsive, aspirational and innovative community engagement principles’</p> <p><i>The Local Government sector supports:</i></p> <ol style="list-style-type: none"> <li><i>Responsive, aspirational and innovative community engagement principles</i></li> <li><i>Encapsulation of aims and principles in a community engagement policy, and</i></li> <li><i>The option of hosting an Annual Community Meeting to present on past performance and outline future prospects and plans.</i></li> </ol> <p><b>Comment</b></p> <p>As indicated in Item 4.1 commentary, many Local Governments have already developed stakeholder engagement charters, or similar engagement strategies, that reflect their unique communities of interest. The development of guidance by the DLGSC, based on standards such as the International Standard for Public Participation practice, is supported in favour of</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>taking a prescriptive approach or conducting a survey for the sake of a survey.</p> <p>Item 4.2 has potential to provide benchmarking of community satisfaction levels across Band 1 and 2 Local Governments.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>
<p><b>4.2 Ratepayer Satisfaction Surveys (Band 1 and 2 local governments only)</b></p>		
<ul style="list-style-type: none"> <li>• Many local governments already commission independent surveying consultants to hold a satisfaction survey of residents/ratepayers.</li> <li>• These surveys provide valuable data on the performance of local governments.</li> </ul>	<ul style="list-style-type: none"> <li>• It is proposed to introduce a requirement that every four years, all local governments in bands 1 and 2 hold an independently-managed ratepayer satisfaction survey.</li> <li>• Results would be required to be reported publicly at a council meeting and published on the local government’s website.</li> <li>• All local governments would be required to publish a response to the results.</li> </ul>	<p>As above</p>
<p><b>4.3 Introduction of Preferential Voting</b></p>		
<ul style="list-style-type: none"> <li>• The current voting method for local government elections is first past the post.</li> <li>• The existing first-past-the-post does not allow for electors to express more than one preference.</li> <li>• The candidate with the most votes wins, even if that candidate does not have a majority.</li> <li>• Preferential voting better captures the precise intentions of voters and as a result</li> </ul>	<ul style="list-style-type: none"> <li>• Preferential voting is proposed be adopted as the method to replace the current first past the post system in local government elections.</li> <li>• In preferential voting, voters number candidates in order of their preferences.</li> <li>• Preferential voting is used in State and Federal elections in Western Australia (and in other states). This provides voters with more choice and control over who they elect.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 4.3 <b>does not align</b> with Advocacy Position 2.5.1 – ‘First Past the Post voting system’</p> <p><i>The Local Government sector supports:</i></p> <ol style="list-style-type: none"> <li>1. <i>Four year terms with a two year spill</i></li> <li>2. <i>Greater participation in Local Government elections</i></li> <li>3. <i>The option to hold elections through:</i> <ul style="list-style-type: none"> <li>• <i>Online voting</i></li> <li>• <i>Postal voting, and</i></li> </ul> </li> </ol>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<p>may be regarded as a fairer and more representative system. Voters have more specific choice.</p>	<ul style="list-style-type: none"> <li>All other states use a form of preferential voting for local government.</li> </ul>	<ul style="list-style-type: none"> <li><i>In-person voting</i></li> <li><i>4. Voting at Local Government elections to be voluntary</i></li> <li><i>5. The first past the post method of counting votes</i></li> </ul> <p><b>Comment</b></p> <p>It should be noted that the sector’s advocacy against compulsory voting and “All in All out” 4 year terms has been successful and these items are not included in the reform proposals.</p> <p>The introduction of preferential voting will be a return to the system of voting prior to the <i>Local Government Act 1995</i>. The Local Government Advisory Board reported on voting systems in 2006 (<i>Local Government Structural Reform in Western Australia: Ensuring the Future Sustainability of Communities</i>) and provided the following comments in support of both first past the post voting and preferential voting:  <i>‘Comments in support of retaining first past the post include:</i></p> <ul style="list-style-type: none"> <li><i>• Quick to count. Preferential voting is time consuming to count.</i></li> <li><i>• Easily understood.</i></li> <li><i>• Removes politics out of campaigning. Preferential will encourage alliances formed for the distribution of preferences and party politics into local government.</i></li> <li><i>• Preferential voting allows election rigging through alliances or ‘dummy’ candidates.</i></li> <li><i>• In a preferential system, the person that receives the highest number of first preference votes does not necessarily get elected.’</i></li> </ul>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p><i>‘Comments in support of replacing first past the post include:</i></p> <ul style="list-style-type: none"> <li><i>• Preferential voting is more democratic and removes an area of confusion.</i></li> <li><i>• Preferential voting ensures that the most popular candidates are elected who best reflect the will of the voters.</i></li> <li><i>• Preferential system should be introduced. In FPP elections, candidates work together to get votes for each other. Preferential would make it more difficult for this practice to take place.</i></li> <li><i>• FPP does not adequately reflect the wishes of electors when there are three candidates or more.</i></li> <li><i>• FPP is unsuitable when there is more than one vacancy.</i></li> <li><i>• Allows for a greater representation from a range of interest groups and prevents domination of elections by mainstream party politics.’</i></li> </ul> <p>The Sector supports first past the post voting for its simplicity and fundamental apolitical nature, therefore the proposed reforms are not supported. Feedback is sought to ensure the advocacy position for first past the post elections remains the preferred option.</p> <p><b>Recommendation</b>  <b>Not currently supported - Local Government feedback requested</b></p>
<p><b>4.4 Public Vote to Elect the Mayor and President</b></p>		
<ul style="list-style-type: none"> <li>• The Act currently allows local governments to have the Presiding Member (the Mayor or</li> </ul>	<ul style="list-style-type: none"> <li>• Mayors and Presidents of all local governments perform an important public</li> </ul>	<p><b><u>Current Local Government Position</u></b>  Item 4.4 <b><u>does not align</u></b> with Advocacy Position</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<p>President) elected either:</p> <ul style="list-style-type: none"> <li>○ by the electors of the district through a public vote; or</li> <li>○ by the council as a resolution at a council meeting.</li> </ul>	<p>leadership role within their local communities.</p> <ul style="list-style-type: none"> <li>• Band 1 and 2 local governments generally have larger councils than those in bands 3 and 4.</li> <li>• Accordingly, it is proposed that the Mayor or President for all band 1 and 2 councils is to be elected through a vote of the electors of the district. Councils in bands 3 and 4 would retain the current system.</li> <li>• A number of Band 1 and Band 2 councils have already moved towards Public Vote to Elect the Mayor and President in recent years, including City of Stirling and City of Rockingham.</li> </ul>	<p>2.5.2 - 'Election of Mayors and Presidents be at the discretion of Local Government.'</p> <p><i>Local Governments should determine whether their Mayor or President will be elected by the Council or elected by the community.</i></p> <p><b>Comment</b> There are 43 Band 1 and 2 Local Governments with 22 popularly electing the Mayor or President: Band 1 - 15 Band 2 - 7</p> <p>The remaining 21 Local Governments have a Council-elected Mayor or President. The cited examples of the City of Rockingham and City of Stirling electors determining by referendum to change the process for electing the Mayor are examples of the current system working as intended. There is no evidence of elector support for uniform direct election of Mayors.</p> <p><b>Recommendation</b></p> <p><b>Not currently supported - Local Government feedback requested</b></p>
<p><b>4.5 Tiered Limits on the Number of Councillors</b></p>		
<ul style="list-style-type: none"> <li>• The number of councillors (between 5-15 councillors) is decided by each local government, reviewed by the Local Government Advisory Board, and if approved by the Minister.</li> <li>• The Panel Report recommended electoral</li> </ul>	<ul style="list-style-type: none"> <li>• It is proposed to limit the number of councillors based on the population of the entire local government.</li> <li>• Some smaller local governments have already been moving to having smaller councils to reduce costs for ratepayers.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 4.5 <b>does not align</b> with Advocacy Position 2.5.1 – 'Councils consist of between six and 15 (including the Mayor/President)'</p> <p><i>Local Governments being enabled to determine the number of Elected Members required on the</i></p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<p>reforms to improve representativeness.</p>	<ul style="list-style-type: none"> <li>• The <a href="#">Local Government Panel Report</a> proposed:                             <ul style="list-style-type: none"> <li>○ For a population of up to 5,000 – five councillors (including the President)</li> <li>○ population of between 5,000 and 75,000 – five to nine councillors (including the Mayor/President)</li> <li>○ population of above 75,000 – nine to fifteen councillors (including Mayor).</li> </ul> </li> </ul>	<p><i>Council between six and 15 (including the Mayor/President)</i></p> <p><b>Comment</b></p> <p>The proposed reform to restrict Local Governments with populations under 5,000 to 5 Council Members does not reflect the varied communities of interest within this grouping. Some Local Governments are essentially regional centres such as the Shires of Katanning (9), Dandaragan (9), Merredin (9), Moora (9) and Northampton (9) (current Councillor numbers bracketed). Local Governments such as the Shire of Ngaanyatjarraku (9) manage substantial land areas, manage isolated communities such as the Shire of Meekatharra (7) and culturally diverse communities such as the Shire of Christmas Island (9). Some Local Governments with populations up to 5,000 warrant a greater number of Councillors to effectively share the representative role that Council Members play within their communities.</p> <p>The additional proposed reforms in population categories over 5,000 generally reflect the current Councillor numbers.</p> <p><b>Recommendation</b></p> <p><b>Recommend 5 to 7 Council Members for populations up to 5,000 and support the remaining proposed reforms.</b></p>
<p><b>4.6 No Wards for Small Councils (Band 3 and 4 Councils only)</b></p>		

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> <li>A local government can make an application to be divided into wards, with councillors elected to those wards.</li> <li>Only about 10% of band 3 and 4 local governments currently have wards.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed that the use of wards for councils in bands 3 and 4 is abolished.</li> <li>Wards increase the complexity of elections, as this requires multiple versions of ballot papers to be prepared for a local government's election.</li> <li>In smaller local governments, the population of wards can be very small.</li> <li>These wards often have councillors elected unopposed, or elect a councillor with a very small number of votes. Some local governments have ward councillors elected with less than 50 votes.</li> <li>There has been a trend in smaller local governments looking to reduce the use of wards, with only 10 councils in bands 3 and 4 still having wards.</li> </ul>	<p><b><u>Current Local Government Position</u></b> There are no advocacy positions in relation to Items 4.6, 4.7, 4.8 or 4.9.</p> <p><b>Comment</b> The proposed reform to discontinue wards in Band 3 and 4 Local Governments brings alignment with the majority and provides that affected Local Governments will no longer have to conduct 8 year ward reviews or make representation to the Local Government Advisory Board to revert to a no wards system.</p> <p>Remaining proposed reforms will improve and clarify election processes.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>

#### 4.7 Electoral Reform – Clear Lease Requirements for Candidate and Voter Eligibility

<ul style="list-style-type: none"> <li>A person with a lease in a local government district is eligible to nominate as a candidate in that district.</li> <li>A person with a lease in a local government district is eligible to apply to vote in that district.</li> <li>The City of Perth Inquiry Report identified a number of instances where dubious lease arrangements put to question the validity of candidates in local government elections, and subsequently their legitimacy as councillors.</li> </ul>	<ul style="list-style-type: none"> <li>Reforms are proposed to prevent the use of “sham leases” in council elections. Sham leases are where a person creates a lease only to be able to vote or run as a candidate for council.</li> <li>The City of Perth Inquiry Report identified sham leases as an issue.</li> <li>Electoral rules are proposed to be strengthened: <ul style="list-style-type: none"> <li>A minimum lease period of 12 months will be required for anyone to register a person to vote or run for council.</li> <li>Home based businesses will not be</li> </ul> </li> </ul>	<p>As above</p>
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	<p>eligible to register a person to vote or run for council, because any residents are already the eligible voter(s) for that address.</p> <ul style="list-style-type: none"> <li>○ Clarifying the minimum criteria for leases eligible to register a person to vote or run for council.</li> <li>● The reforms would include minimum lease periods to qualify as a registered business (minimum of 12 months), and the exclusion of home based businesses (where the resident is already eligible) and very small sub-leases.</li> <li>● The basis of eligibility for each candidate (e.g. type of property and suburb of property) is proposed to be published, including in the candidate pack for electors.</li> </ul>	
<p><b>4.8 Reform of Candidate Profiles</b></p>		
<ul style="list-style-type: none"> <li>● Candidate profiles can only be 800 characters, including spaces. This is equivalent to approximately 150 words.</li> </ul>	<ul style="list-style-type: none"> <li>● Further work will be undertaken to evaluate how longer candidate profiles could be accommodated.</li> <li>● Longer candidate profiles would provide more information to electors, potentially through publishing profiles online.</li> <li>● It is important to have sufficient information available to assist electors make informed decisions when casting their vote.</li> </ul>	<p>As above</p>
<p><b>4.9 Minor Other Electoral Reforms</b></p>		
<ul style="list-style-type: none"> <li>● Other minor reforms are proposed to improve local government elections.</li> </ul>	<ul style="list-style-type: none"> <li>● Minor other electoral reforms are proposed to include: <ul style="list-style-type: none"> <li>○ The introduction of standard processes for vote re-counts if there is a very small margin between candidates (e.g. where there is a margin of less than 10 votes a</li> </ul> </li> </ul>	<p>As above</p>



	<p>recount will always be required)</p> <ul style="list-style-type: none"> <li>○ The introduction of more specific rules concerning local government council candidates' use of electoral rolls.</li> </ul>	
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## Theme 5: Clear Roles and Responsibilities

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>5.1 Introduce Principles in the Act</b>		
<ul style="list-style-type: none"> <li>• The Act does not currently outline specific principles.</li> <li>• The Act contains a short “Content and Intent” section only.</li> <li>• The Panel Report recommended greater articulation of principles</li> </ul>	<ul style="list-style-type: none"> <li>• It is proposed to include new principles in the Act, including:                             <ul style="list-style-type: none"> <li>○ The recognition of Aboriginal Western Australians</li> <li>○ Tiering of local governments (with bands being as assigned by the Salaries and Allowances Tribunal)</li> <li>○ Community Engagement</li> <li>○ Financial Management.</li> </ul> </li> </ul>	<p><b><u>Current Local Government Position</u></b> Item 5.1 <b>generally aligns</b> with Advocacy Position 2.6 - Legislative Intent <i>Provide flexible, principles-based legislative framework.</i> <b>Recommendation</b>  <b>Supported</b></p>
<b>5.2 Greater Role Clarity</b>		
<ul style="list-style-type: none"> <li>• The Act provides for the role of council, councillor, mayor or president and CEO.</li> <li>• The role of the council is to:                             <ul style="list-style-type: none"> <li>○ govern the local government’s affairs</li> <li>○ be responsible for the performance of the local government’s functions.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The <a href="#">Local Government Act Review Panel</a> recommended that roles and responsibilities of elected members and senior staff be better defined in law.</li> <li>• It is proposed that these roles and responsibilities are further defined in the legislation.</li> <li>• These proposed roles will be open to further consultation and input.</li> <li>• These roles would be further strengthened through <b>Council Communications Agreements</b> (see item 5.3).</li> </ul>	<p><b><u>Current Local Government Position</u></b> Item 5.2 <b>aligns</b> with Advocacy Position 2.6.36 - ‘Roles and Responsibilities’ <i>That clarification of roles and responsibilities for Mayors/ Presidents, Councillors and CEOs be reviewed to ensure that there is no ambiguity.</i> <b>Recommendation</b>  <b>Supported</b></p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p><b>5.2.1 - Mayor or President Role</b></p> <ul style="list-style-type: none"> <li>• It is proposed to amend the Act to specify the roles and responsibilities of the Mayor or President.</li> <li>• While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the Mayor or President is responsible for:                             <ul style="list-style-type: none"> <li>○ Representing and speaking on behalf of the whole council and the local government, at all times being consistent with the resolutions of council</li> <li>○ Facilitating the democratic decision-making of council by presiding at council meetings in accordance with the Act</li> <li>○ Developing and maintaining professional working relationships between councillors and the CEO</li> <li>○ Performing civic and ceremonial duties on behalf of the local government</li> <li>○ Working effectively with the CEO and councillors in overseeing the delivery of the services, operations, initiatives and functions of the local government.</li> </ul> </li> </ul>	<p>As above</p>
	<p><b>5.2.2 - Council Role</b></p> <ul style="list-style-type: none"> <li>• It is proposed to amend the Act to specify the roles and responsibilities of the Council, which is the entity consisting of all of the councillors and led by the Mayor or President.</li> <li>• While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that the Council</li> </ul>	<p>As above</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>is responsible for:</p> <ul style="list-style-type: none"> <li>○ Making significant decisions and determining policies through democratic deliberation at council meetings</li> <li>○ Ensuring the local government is adequately resourced to deliver the local governments operations, services and functions - including all functions that support informed decision-making by council</li> <li>○ Providing a safe working environment for the CEO;</li> <li>○ Providing strategic direction to the CEO;</li> <li>○ Monitoring and reviewing the performance of the local government.</li> </ul>	
	<p><b>5.2.3 - Elected Member (Councillor) Role</b></p> <ul style="list-style-type: none"> <li>• It is proposed to amend the Act to specify the roles and responsibilities of all elected councillors.</li> <li>• While input and consultation will inform precise wording, it is proposed that the Act is amended to generally outline that every elected councillor is responsible for: <ul style="list-style-type: none"> <li>○ Considering and representing, fairly and without bias, the current and future interests of all people who live, work and visit the district (including for councillors elected for a particular ward)</li> <li>○ Positively and fairly contribute and apply their knowledge, skill, and judgement to the democratic decision-making process of council</li> <li>○ Applying relevant law and policy in</li> </ul> </li> </ul>	<p>As above</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>contributing to the decision-making of the council</p> <ul style="list-style-type: none"> <li>○ Engaging in the effective forward planning and review of the local governments' resources, and the performance of its operations, services, and functions</li> <li>○ Communicating the decisions and resolutions of council to stakeholders and the public</li> <li>○ Developing and maintaining professional working relationships with all other councillors and the CEO</li> <li>○ Maintaining and developing their knowledge and skills relevant to local government</li> <li>○ Facilitating public engagement with local government.</li> </ul> <ul style="list-style-type: none"> <li>● It is proposed that elected members should not be able to use their title (e.g. "Councillor", "Mayor", or "President") and associated resources of their office (such as email address) unless they are performing their role in their official capacity.</li> </ul>	
	<p><b>5.2.4 - CEO Role</b></p> <ul style="list-style-type: none"> <li>● The <i>Local Government Act 1995</i> requires local governments to employ a CEO to run the local government administration and implement the decisions of council.</li> <li>● To provide greater clarity, it is proposed to amend the Act to specify the roles and responsibilities of all local government CEOs.</li> <li>● While input and consultation will inform precise wording, it is proposed that the Act is</li> </ul>	<p>As above</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>amended to generally outline that the CEO of a local government is responsible for:</p> <ul style="list-style-type: none"> <li>○ Coordinating the professional advice and assistance necessary for all elected members to enable the council to perform its decision-making functions</li> <li>○ Facilitating the implementation of council decisions</li> <li>○ Ensuring functions and decisions lawfully delegated by council are managed prudently on behalf of the council</li> <li>○ Managing the effective delivery of the services, operations, initiatives and functions of the local government determined by the council</li> <li>○ Providing timely and accurate information and advice to all councillors in line with the Council Communications Agreement (see item 5.3)</li> <li>○ Overseeing the compliance of the operations of the local government with State and Federal legislation on behalf of the council</li> <li>○ Implementing and maintaining systems to enable effective planning, management, and reporting on behalf of the council.</li> </ul>	

<b>5.3 Council Communication Agreements</b>		
<ul style="list-style-type: none"> <li>• The Act provides that council and committee members can have access to any information held by the local government that is relevant to the performance of the</li> </ul>	<ul style="list-style-type: none"> <li>• In State Government, there are written Communication Agreements between Ministers and agencies that set standards for how information and advice will be provided.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>There is no advocacy position in relation to Item 5.3.</p>

<p>member in their functions.</p> <ul style="list-style-type: none"> <li>The availability of information is sometimes a source of conflict within local governments.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed that local governments will need to have Council Communications Agreements between the council and the CEO.</li> <li>These Council Communication Agreements would clearly specify the information that is to be provided to councillors, how it will be provided, and the timeframes for when it will be provided.</li> <li>A template would be published by DLGSC. This default template will come into force if a council and CEO do not make a specific other agreement within a certain timeframe following any election.</li> </ul>	<p><b>Comment</b></p> <p>The availability of information not already in the public domain to Councillors under Section 5.92 of the Act can become contentious in the absence of a clear statement in support of the function the Council Member is performing. This can place CEO's in the invidious position of ruling on the availability of a record of the Local Government, when it is also their function under Section 5.41(h) of the Act to <i>'ensure that records and documents of the local government are properly kept for the purposes of this Act and any other written law'</i>.</p> <p>Consistent availability of information motivates this proposed reform and it does not appear that individual Council Communication Agreements will be a means to that end. There is a better case for a uniform approach in the form of a regulated Agreement, in much the same way that the Communication Agreements between Ministers and agencies are based on provisions of the <i>Public Sector Management Act 1994</i>.</p> <p><b>Recommendation</b></p> <p><b>Support a consistent, regulated Communications Agreement.</b></p>
<p><b>5.4 Local Governments May Pay Superannuation Contributions for Elected Members</b></p>		
<ul style="list-style-type: none"> <li>Elected members are eligible to receive sitting fees or an annual allowance.</li> <li>Superannuation is not paid to elected members. However, councillors can currently divert part of their allowances to a superannuation fund.</li> <li>Councils should be reflective and representative of the people living within the</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed that local governments should be able to decide, through a vote of council, to pay superannuation contributions for elected members. These contributions would be additional to existing allowances.</li> <li>Superannuation is widely recognised as an important entitlement to provide long term financial security.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>There is no advocacy position in relation to Item 5.4.</p> <p><b>Comment</b></p> <p>WALGA was in the process of consulting with the sector when this reform was announced. The feedback to date from Local Governments varied. The proposed discretionary approach will permit</p>

<p>district. Local governments should be empowered to remove any barriers to the participation of gender and age diverse people on councils.</p>	<ul style="list-style-type: none"> <li>• Other states have already moved to allow councils to make superannuation contributions for councillors.</li> <li>• Allowing council to provide superannuation is important part of encouraging equality for people represented on council – particularly for women and younger people.</li> <li>• Providing superannuation to councillors recognises that the commitment to elected office can reduce a person’s opportunity to undertake employment and earn superannuation contributions.</li> </ul>	<p>Local Governments to exercise general competence powers to make their own determination on paying superannuation to Council Members.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>
<p><b>5.5 Local Governments May Establish Education Allowances</b></p>		
<ul style="list-style-type: none"> <li>• Local government elected members must complete mandatory training.</li> <li>• There is no specific allowance for undertaking further education.</li> </ul>	<ul style="list-style-type: none"> <li>• Local governments will have the option of contributing to the education expenses for councillors, up to a defined maximum value, for tuition costs for further education that is directly related to their role on council.</li> <li>• Councils will be able to decide on a policy for education expenses, up to a maximum yearly value for each councillor. Councils may also decide not to make this entitlement available to elected members.</li> <li>• Any allowance would only be able to be used for tuition fees for courses, such as training programs, diplomas, and university studies, which relate to local government.</li> <li>• Where it is made available, this allowance will help councillors further develop skills to assist with making informed decisions on important questions before council, and also provide professional development opportunities for councillors.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 5.5 <b>generally aligns</b> with Advocacy Position 2.8 - Elected Member Training</p> <p><i>Support Local Governments being required to establish an Elected Member Training Policy to encourage training and include budgetary provision of funding for Elected Members;</i></p> <p><b>Comment</b></p> <p>The proposal augments recent Act amendments that require Local Governments to adopt a professional development policy for Council Members. Many Local Governments now budget for training requirements that align with the policy statement.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>

<b>5.6 Standardised Election Caretaker period</b>		
<ul style="list-style-type: none"> <li>• There is currently no requirement for a formal caretaker period, with individual councils operating under their own policies and procedures.</li> <li>• This is commonly a point of public confusion.</li> </ul>	<ul style="list-style-type: none"> <li>• A statewide caretaker period for local governments is proposed.</li> <li>• All local governments across the State would have the same clearly defined election period, during which:                             <ul style="list-style-type: none"> <li>○ Councils do not make major decisions with criteria to be developed defining 'major'</li> <li>○ Incumbent councillors who nominate for re-election are not to represent the local government, act on behalf of the council, or use local government resources to support campaigning activities.</li> <li>○ There are consistent election conduct rules for all candidates.</li> </ul> </li> </ul>	<p><b><u>Current Local Government Position</u></b>                      There is no advocacy position in relation to Item 5.6</p> <p><b>Comment</b>                      WALGA developed a template Caretaker Policy in 2017 on request for a consistent approach. There are no know instances where Caretaker Policy have led to unforeseen or unmanageable consequences impacting on decision-making functions.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>



5.7 Remove WALGA from the Act		
<ul style="list-style-type: none"> <li>• The Western Australian Local Government Association (WALGA) is constituted under the <i>Local Government Act 1995</i>.</li> <li>• The Local Government Panel Report and the Select Committee Report included this recommendation.</li> </ul>	<ul style="list-style-type: none"> <li>• The <a href="#">Local Government Panel Report</a> recommended that WALGA not be constituted under the <i>Local Government Act 1995</i>.</li> <li>• Separating WALGA out of the Act will provide clarity that WALGA is not a State Government entity.</li> </ul>	<p><b><u>Current Local Government Position</u></b> There is no advocacy position in relation to Item 5.7.</p> <p><b>Comment</b> WALGA is conducting its own due diligence on this proposal, previously identified in the Local Government Review Panel Report. The outcome of this reform would require a transition of WALGA from a body constituted under the Act to an incorporated association. It is important to the Local Government sector that the provisions relating to the mutual self-insurance scheme and tender exempt prequalified supply panels remain in the Act and are not affected by this proposal. Further work is being carried out by WALGA to fully understand the effect this proposal will have on WALGA and the sector.</p> <p><b>Recommendation</b> <b>WALGA to undertake its due diligence on this proposal and advise the sector accordingly.</b></p>

5.8 CEO Recruitment		
<ul style="list-style-type: none"> <li>Recent amendments introduced provisions to standardise CEO recruitment.</li> <li>The recruitment of a CEO is a very important decision by a local government.</li> </ul>	<ul style="list-style-type: none"> <li>It is proposed that DLGSC establishes a panel of approved panel members to perform the role of the independent person on CEO recruitment panels.</li> <li>Councils will be able to select an independent person from the approved list.</li> <li>Councils will still be able to appoint people outside of the panel with the approval of the Inspector.</li> </ul>	<p><b><u>Current Local Government Position</u></b> There is no advocacy position in relation to Item 5.8.</p> <p><b>Comment</b> The proposed reform augments the CEO Standards in relation to recruitment introduced in February 2021.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>

## Theme 6: Improved Financial Management and Reporting

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
6.1 Model Financial Statements and Tiered Financial Reporting		
<ul style="list-style-type: none"> <li>The financial statements published in the Annual Report is the main financial reporting currently published by local governments.</li> <li>Reporting obligations are the same for large (Stirling, Perth, Fremantle) and small (Sandstone, Wiluna, Dalwallinu) local governments, even though they vary significantly in complexity.</li> <li>The Office of the Auditor General has said that some existing reporting requirements are unnecessary or onerous - for instance, information that is not relevant to certain local governments, or that is a duplicate of other published information.</li> </ul>	<ul style="list-style-type: none"> <li>The Minister strongly believes in transparency and accountability in local government. The public rightly expects the highest standards of integrity, good governance, and prudent financial management in local government.</li> <li>It is critically important that clear information about the financial position of local governments is openly available to ratepayers. Financial information also supports community decision-making about local government services and projects.</li> <li>Local governments differ significantly in the complexity of their operations. Smaller local governments generally have much less operating complexity than larger local governments.</li> <li>The Office of the Auditor General has identified opportunities to improve financial</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Items 6.1 and 6.2 <b>generally align</b> with Advocacy Position 2.6 – Support a size and scale compliance regime and Advocacy Position 2.6.24 – Financial Management and Procurement.</p> <p><i>The Local Government sector:</i></p> <ol style="list-style-type: none"> <li>1. Requests the Minister for Local Government to direct the Department of Local Government to prepare a Model set of Financial Statements and Annual Budget Statements for the Local Government sector, in consultation with the Office of the Auditor General.</li> <li>2. Requests the Department of Local Government to re-assess the amount of detail required to be included in annual financial reports, in particular for small and medium sized entities as suggested by the Office of Auditor General.</li> </ol>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>reporting, to make statements clearer, and reduce unnecessary complexity.</p> <ul style="list-style-type: none"> <li>Recognising the difference in the complexity of smaller and larger local governments, it is proposed that financial reporting requirements should be tiered – meaning that larger local governments will have greater financial reporting requirements than smaller local governments.</li> <li>It is proposed to establish standard templates for <b>Annual Financial Statements</b> for band 1 and 2 councils, and simpler, clearer financial statements for band 3 and 4.</li> <li><b>Online Registers</b>, updated quarterly (see item 3.4), would provide faster and greater transparency than current annual reports. Standard templates will be published for use by local governments.</li> <li><b>Simpler Strategic and Financial Planning</b> (item 6.2) would also improve the budgeting process.</li> </ul>	<p><b>Comment</b></p> <p>The Sector has a long-standing position for a broad review of the financial management and reporting provisions of the Act, which remain largely unchanged since commencing in 1996.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>
<b>6.2 Simplify Strategic and Financial Planning</b>		
<ul style="list-style-type: none"> <li>Requirements for plans are outlined in the Local Government Financial Management and Administration Regulations.</li> <li>There is also the Integrated Planning and Reporting (IPR) framework.</li> <li>While many councils successfully apply IPR to their budgeting and reporting, IPR may seem complicated or difficult, especially for smaller local governments.</li> </ul>	<ul style="list-style-type: none"> <li>Having clear information about the finances of local government is an important part of enabling informed public and ratepayer engagement and input to decision-making.</li> <li>The framework for financial planning should be based around information being clear, transparent, and easy to understand for all ratepayers and members of the public.</li> <li>In order to provide more consistency and clarity across the State, it is proposed that greater use of templates is introduced to make planning</li> </ul>	<p>As above</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>and reporting clearer and simpler, providing greater transparency for ratepayers.</p> <ul style="list-style-type: none"> <li>• Local governments would be required to adopt a standard set of plans, and there will be templates published by the DLGSC for use or adaption by local governments.</li> <li>• It is proposed that the plans that are required are: <ul style="list-style-type: none"> <li>○ Simplified <b>Council Plans</b> that replace existing Strategic Community Plans and set high-level objectives, with a new plan required at least every eight years. These will be short-form plans, with a template available from the DLGSC</li> <li>○ Simplified <b>Asset Management Plans</b> to consistently forecast costs of maintaining the local government’s assets. A new plan will be required at least every ten years, though local governments should update the plan regularly if the local government gains or disposes of major assets (e.g. land, buildings, or roads). A template will be provided, and methods of valuations will be simplified to reduce red tape</li> <li>○ Simplified <b>Long Term Financial Plans</b> will outline any long term financial management and sustainability issues, and any investments and debts. A template will be provided, and these plans will be required to be reviewed in detail at least every four years</li> <li>○ A new <b>Rates and Revenue Policy</b> (see item 6.3) that identifies the approximate value of rates that will need to be collected</li> </ul> </li> </ul>	

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
	<p>in future years (referencing the Asset Management Plan and Long Term Financial Plan) – providing a forecast to ratepayers (updated at least every four years)</p> <ul style="list-style-type: none"> <li>○ The use of simple, one-page <b>Service Proposals</b> and <b>Project Proposals</b> that outline what proposed services or initiatives will cost, to be made available through council meetings. These will become <b>Service Plans</b> and <b>Project Plans</b> added to the yearly budget if approved by council. This provides clear transparency for what the functions and initiatives of the local government cost to deliver. Templates will be available for use by local governments.</li> </ul>	
<b>6.3 Rates and Revenue Policy</b>		
<ul style="list-style-type: none"> <li>• Local governments are not required to have a rates and revenue policy.</li> <li>• Some councils defer rate rises, resulting in the eventual need to drastically raise rates to cover unavoidable costs – especially for the repair of infrastructure.</li> </ul>	<ul style="list-style-type: none"> <li>• The Rates and Revenue Policy is proposed to increase transparency for ratepayers by linking rates to basic operating costs and the minimum costs for maintaining essential infrastructure.</li> <li>• A Rates and Revenue Policy would be required to provide ratepayers with a forecast of future costs of providing local government services.</li> <li>• The Policy would need to reflect the Asset Management Plan and the Long Term Financial Plan (see item 6.2), providing a forecast of what rates would need to be, to cover unavoidable costs.</li> <li>• A template would be published for use or adaption by all local governments.</li> <li>• The <a href="#">Local Government Panel Report</a> included this recommendation.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 6.3 <b>generally aligns</b> with Advocacy Position 2.1.6 - Rate Setting and WALGA's <a href="#">Rate Setting Policy Statement</a>.</p> <p><i>Councils' deliberative rate setting processes reference their Integrated Planning Framework – a thorough strategic, financial and asset management planning process – and draw upon the community's willingness and capacity to pay.</i></p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<b>6.4 Monthly Reporting of Credit Card Statements</b>		
<ul style="list-style-type: none"> <li>No legislative requirement.</li> <li>Disclosure requirements brought in by individual councils have shown significant reduction of expenditure of funds.</li> </ul>	<ul style="list-style-type: none"> <li>The statements of a local government’s credit cards used by local government employees will be required to be tabled at council at meetings on a monthly basis.</li> <li>This provides oversight of incidental local government spending.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>There is no advocacy position in relation to Item 6.4.</p> <p><b>Comment</b> This proposed reform reflects widespread common practice for credit card transactions to be included in monthly financial reports and lists of accounts paid.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>
<b>6.5 Amended Financial Ratios</b>		
<ul style="list-style-type: none"> <li>Local governments are required to report seven ratios in their annual financial statements.</li> <li>These are reported on the MyCouncil website.</li> <li>These ratios are intended to provide an indication of the financial health of every local government.</li> </ul>	<ul style="list-style-type: none"> <li>Financial ratios will be reviewed in detail, building on work already underway by the DLGSC.</li> <li>The methods of calculating ratios and indicators will be reviewed to ensure that the results are accurate and useful.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 6.5 <u>aligns</u> with Advocacy Position 2.6.25 - Review and reduce financial ratios.</p> <p><i>Advocate to the Minister for Local Government to amend the Local Government (Financial Management) Regulations 1996 to prescribe the following ratios:</i></p> <ol style="list-style-type: none"> <li>Operating Surplus Ratio,</li> <li>Net Financial Liabilities Ratio,</li> <li>Debt Service Coverage Ratio, and</li> <li>Current Ratio.</li> </ol> <p><b>Recommendation</b></p> <p><b>Supported</b></p>
<b>6.6 Audit Committees</b>		

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
<ul style="list-style-type: none"> <li>Local governments must establish an Audit Committee that has three or more persons, with the majority to be council members.</li> <li>The Audit Committee is to guide and assist the local government in carrying out the local government’s functions in relation to audits conducted under the Act.</li> <li>The Panel Report identified that Audit Committees should be expanded, including to provide improved risk management.</li> </ul>	<ul style="list-style-type: none"> <li>To ensure independent oversight, it is proposed the Chair of any Audit Committee be required to be an independent person who is not on council or an employee of the local government.</li> <li>Audit Committees would also need to consider proactive risk management.</li> <li>To reduce costs, it is proposed that local governments should be able to establish shared Regional Audit Committees.</li> <li>The Committees would be able to include council members but would be required to include a majority of independent members and an independent chairperson.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 6.6 <b><u>does not align</u></b> with Advocacy Position 2.2.4 – Accountability and Audit  <i>That audit committees of Local Government, led and overseen by the Council, have a clearly defined role with an Elected Member majority and chair.</i></p> <p><b>Comment</b>  The Sector’s view is well established, that the Council must maintain, and be seen by the community to have, majority involvement and investment in the purpose of an Audit Committee. There is sector support for some independent members on the Audit Committee, however not a majority.</p> <p>The dual effect of the proposed reform is to guarantee a place for a majority of independent persons on Audit Committees, with the additional requirement that an independent person Chair this Committee. Presently, not all Local Government Audit Committees are able to include an independent person. This may be for a variety of reasons not least of which is a lack of suitable, available candidates with the required qualification, skill and experience.</p> <p>It would be counter-productive if the proposed reforms led to the appointment of unsuitable independent persons to a skills-based role. The concept of Regional Audit Committees has apparent merit in this case but there is no detail regarding practicalities; for example, is the Regional Audit Committee intended to include the same independent persons who will meet</p>

CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>separately with each Local Government within the region?</p> <p>There is too little certainty that the imperative question of appropriate representation will be managed as a consequence of the proposed reforms for it to be supported.</p> <p>The proposal for the Audit Committees to also consider proactive risk management is supported.</p> <p><b>Recommendation</b></p> <ol style="list-style-type: none"> <li><b>1. Do not support majority independent members of the Audit Committee</b></li> <li><b>2. Support Audit Committees of Local Government with an Elected Member majority including independent members, and to consider proactive risk management issues.</b></li> </ol>
<p><b>6.7 Building Upgrade Finance</b></p>		
<ul style="list-style-type: none"> <li>• The local government sector has sought reforms that would enable local governments to provide loans to property owners to finance for building improvements.</li> <li>• This is not currently provided for under the Act.</li> <li>• The Local Government Panel Report included this recommendation.</li> </ul>	<ul style="list-style-type: none"> <li>• Reforms would allow local governments to provide loans to third parties for specific building improvements - such as cladding, heritage and green energy fixtures.</li> <li>• This would allow local governments to lend funds to improve buildings within their district.</li> <li>• Limits and checks and balances would be established to ensure that financial risks are proactively managed.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>Item 6.7 <b>aligns</b> with Advocacy Position 2.6.26 - Building Upgrade Finance.</p> <p><i>The Local Government Act 1995 should be amended to enable a Building Upgrade Finance mechanism in Western Australia.</i></p> <p><b>Comment</b></p> <p>Building Upgrade Finance would enable Local Governments to guarantee finance for building upgrades for non-residential property owners. In addition to building upgrades to achieve environmental outcomes, Local Governments have identified an opportunity to use this approach</p>



CURRENT REQUIREMENTS	PROPOSED REFORMS	COMMENTS
		<p>to finance general upgrades to increase the commercial appeal of buildings for potential tenants. In this way, BUF is viewed as means to encourage economic investment to meet the challenges of a soft commercial lease market and achieve economic growth.</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>
<p><b>6.8 Cost of Waste Service to be Specified on Rates Notices</b></p>		
<ul style="list-style-type: none"> <li>• No requirement for separation of waste changes on rates notice.</li> <li>• Disclosure will increase ratepayer awareness of waste costs.</li> <li>• The Review Panel Report included this recommendation.</li> </ul>	<ul style="list-style-type: none"> <li>• It is proposed that waste charges are required to be separately shown on rate notices (for all properties which receive a waste service).</li> <li>• This would provide transparency and awareness of costs for ratepayers.</li> </ul>	<p><b><u>Current Local Government Position</u></b></p> <p>There is no advocacy position in relation to Item 6.8.</p> <p><b>Comment</b></p> <p>This proposed reform will require a relatively simple calculation,</p> <p><b>Recommendation</b></p> <p><b>Supported</b></p>





# INFORMATION BULLETIN DECEMBER 2021



*Stay Safe*

## SHIRE OF WYALKATCHEM COUNCIL MEETING STATUS REPORT AS AT 9 DECEMBER 2021

The purpose of this report is to provide an update on the implementation of Council resolutions.

Items that have been reported as completed will be removed in future reports.

MINUTE REFERENCE	DETAIL	RESPONSIBLE OFFICER	STATUS / COMMENTS	TARGET COMPLETION DATE
OMC 15/07/2021 318/2021	That the property be purchased by the Council for the agreed sum, and a further \$100,000 expenditure in FY22 be approved for settlement, property improvements and fit-out.	CEO	Settlement achieved 5 November 2021	Complete
OMC 19/08/2021 339/2021	In recognition of Council's commitment to the relocation of the Tennis Club and in partnership with the Community Club; Bowling Club and Tennis Club, Council agrees to support the delivery of a shaded viewing platform at the Community Club by contributing \$60,000.	CEO	Construction progressing. First instalment of \$33,000 (GST inc.) was paid on 21 September '21 with final instalment due on completion and subject to invoicing.	In progress
OMC 21/10/2021 363/2021	That Council approves the amended Delegations Register	GEO	Official register to be amended and linked to the Website	In progress

OMC 21/10/2021 365/2021	That council support the urgent replacement of components of the reticulation system at the Recreation Reserve to rectify current failure of the system, and that Council amend the FY 22 budget as follows - \$20,000 be transferred from the Sports and Recreation Facility Reserve to this project, and that the \$10,000 previously allocated to the water tank for the Recreation Centre be reallocated to this project.	CEO	New Ground Water contracted to deliver new wiring, controller and valves to upgrade the reticulation system for the entire oval.  Quote value is \$26,8107 (ex GST).	Contractor to mobilise to site early Jan'21.
OMC 21/10/2021 370/2021	That Council approves the positioning of two containers within the footprint shown as a 'Proposed New Extended Shed' on the application sketch for a period of 12 months (i.e. to 31 October 2022).	CEO	Advice issued to applicant.	Completed/ Monitor
OMC 21/10/2021 371/2021	That Council approves the building at 15 Piesse St being demolished by the Shire of Wyalkatchem, with costs to be recovered from the property owner.	CEO/ MOW	Work completed by WA Demolition on 26 <sup>th</sup> November. Demolition cost \$12,970 (ex GST).	Completed
OMC 18/11/2021 381/2021 – 384/2021	Appointment of representatives to Committee and Groups.	GEO	Appointment sheet to be updated	Completed
OMC 18/11/2021 385/2021	That Policy 5.10 amendments detailing conditions for Christmas / New Year Closure of Council facilities be approved.	GEO	Policy amendments approved during the November Council meeting. Policy register to be amended and replaced on website.	In progress

<p><b>OMC 18/11/2021 388/2021</b></p>	<p><b>That Council accept the quote from;</b>  <b>1. Integrated ICT for supply of audio visual equipment (Option 1); and</b>  <b>2. The purchase of 4 staff chairs for use in Council Chambers</b></p>	<p><b>CEO</b></p>	<p><b>Purchase orders issued.</b></p>	<p><b>Delivery expected early 2022</b></p>
<p><b>OMC 18/11/2021 38/2021</b></p>	<p><b>That Council offers an amended licence for one year to Emily Gray based on:</b>  <ul style="list-style-type: none"> <li>· a flat rate of \$120/week, including power and water;</li> <li>· use of the entire building.</li> </ul> </p>	<p><b>CEO</b></p>	<p><b>Revised licence drafted, consultation with Emily complete and draft agreement presented to December Council meeting for approval.</b></p>	<p><b>December 2021</b></p>
<p>Workshop</p>	<p>Christmas Party</p> <p>Australia Day Event</p> <p>Welcome to Wylie and Citizen Awards</p> <p>Citizenship Panel for Judging – Nov 21</p>		<p>Community Club 6pm 17<sup>th</sup> December</p> <p>TBC</p> <p>TBC</p> <p>TBC</p>	



**Media Release | 8 December 2021**

**Hon Martin Aldridge MLC**  
Shadow Emergency Services Minister

### **Aldridge obtains clarification on emergency service vaccination directions**

Farmers and landowners responding to fires and emergencies on their properties will not be captured by the State Government's vaccination mandate for fire and emergency service volunteers.

Shadow Minister for Emergency Services, Hon Martin Aldridge, raised the point of concern directly with Chief Health Officer Dr Andy Robertson last week, following weeks of muddled messages from the State Government.

Mr Aldridge said he was pleased the Chief Health Officer had applied a "common-sense approach" to the directions.

"When an emergency unfolds in regional communities, private citizens are often the first to respond, helping contain fires on their own properties or helping their neighbours out until firefighting crews arrive," Mr Aldridge said.

"The *Fire and Emergency Services Worker Directions* did not make it clear whether unvaccinated private citizens would be permitted to respond or if doing so would put them in breach of the directions and facing hefty fines."

"The Chief Health Officer has confirmed that private citizens may continue to respond to emergency situations, regardless of vaccination status."

Mr Aldridge also raised concerns with the Chief Health Officer around paragraph 8 of the directions, which provide an exemption for unvaccinated fire and emergency service volunteers to respond if there is a shortage of fully vaccinated personnel.

"While the directions provide an exemption for unvaccinated volunteers to respond in certain circumstances, the Minister for Emergency Services has repeatedly told Parliament that no such exemption exists, causing greater confusion for volunteers," Mr Aldridge said.

"As such, I have asked the Chief Health Officer to provide practical guidance on how local governments and brigade captains might ensure they are adhering to the directions if they require the use of unvaccinated volunteers during a genuine emergency.

"The Chief Health Officer has agreed to this suggestion and has asked the Department of Fire and Emergency Services to consider providing this information in the form of further advice alongside the directions."

Mr Aldridge said he appreciated the opportunity to speak with the Chief Health Officer and better understand the mandatory vaccination directions.

"Given that fire and emergency service volunteers were specifically excluded from the vaccine mandate until very recently, it was important to understand the public health decision and obtain clarity around issues which volunteers and Local Governments were raising with my office."

Mr Aldridge said it was important for all West Australians to become vaccinated as soon as possible.

"Vaccination is key to protecting WA families and communities from the threat of COVID-19 and will help ensure our State re-opens safely in the coming months."

**Media contact:** Martin Aldridge 0427 972 028



# INTRODUCING RECYCLE MATE

*Australia's first artificial intelligence recycling app*

**REMOVING THE CONFUSION - MAKING RECYCLING SIMPLER FOR ALL AUSTRALIANS**

## *About*

The Australian Council of Recycling (ACOR) is leading the development of a national recycling education program to take the guesswork out of recycling for the community.

Australians have a proven desire to recycle correctly and reduce what goes to landfill, but often feel unsure if they are always getting it right, whether at home, at a friend's house or on holiday. Many councils across Australia have different recycling systems and the away-from-home recycling options are increasing, particularly as new product stewardship schemes are rolled out.

This is where the new Recycle Mate mobile phone app and supporting education program is working to help remove the confusion about kerbside recycling and help promote more of the away from home recovery options.

The Recycle Mate app give users the ability to photograph an item or do a word search of an extensive item catalogue to find out where to recycle or dispose of that item either in their local council kerbside bin system or elsewhere. Utilising modern image recognition technology, the app is continually learning as community use provides feedback about what they want to know is recyclable.

Because our recycling industry is not static, Recycle Mate offers a more dynamic way to communicate the latest news and opportunities to the public. Furthermore, with more diverse opportunities continually being rolled out to divert different items and materials from landfill, it makes sense to have one supporting program to help communicate the local opportunities to the public.

Recycle Mate provides a national platform that is live and allows our governments, recyclers, product stewardship schemes and the whole community to all work together to gather, share and update recycling information as our industry evolves.

With over 500 local councils (many with different recycling systems), hundreds of industry recyclers and thousands of away from home recycling opportunities, Recycle Mate is a game-changer. The program has comprehensively catalogued every council's recycling system and over 20,000 away from home recycling options to provide quick access to localised information to help people recycle whether at home, at a friend's house or when on holiday.

Here is a quick one-minute demonstration -

<https://drive.google.com/file/d/122VW61xZQPQ9LIMkbody4tXyZEQibZfG2/view?usp=sharing>

Recycle Mate avoids the duplication of every council having to do the same thing and provides a one-stop promotional opportunity, free for all product stewardship schemes and recycling programs. Everyone can now benefit from the one program and contribute to a national recycling conversation.

*Recycle Mate is an initiative of the Australian Council of Recycling (ACOR) with funding support from the Australian Government's Environment Restoration Fund program and the NSW Government's Environment Protection Authority (EPA) Waste Less Recycle More initiative. Adaptation Environmental Support is the program delivery partner.*



Australian Government

