



AGENDA

ORDINARY COUNCIL MEETING

18 NOVEMBER 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 21 October 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

ORDER OF EVENTS

Thursday, 18 November 2021

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 – October 2021

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

OFFICER RECOMMENDATION:

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

Minutes of the NEWROC Council Meeting held on Tuesday 26 October 2021 ([Attachment 7.2.1](#))

OFFICER RECOMMENDATION:

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

Minutes of the NEWTRAVEL Annual General Meeting held on Thursday 28 October 2021
([Attachment 7.2.2](#))

OFFICER RECOMMENDATION:

*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

Minutes of the NEWTRAVEL General Meeting held on Thursday 28 October 2021
([Attachment 7.2.3](#))

OFFICER RECOMMENDATION:

*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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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;*

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
Goal 10	Transparent, accountable and effective governance	10.1	<ul style="list-style-type: none"> Ensuring a well-informed Council makes good decisions for the community
		10.2	<ul style="list-style-type: none"> Ensuring sound financial management and plans for the Shire’s long term financial sustainability
		10.3	<ul style="list-style-type: none"> High quality corporate governance, accountability and compliance
		10.4	<ul style="list-style-type: none"> Maintaining Integrated Strategic and Operational plans

10.1.2. ACCOUNTS FOR PAYMENT – CREDIT 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

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council endorse credit card payments for the period 29 September to 28 October 2021, totalling \$3,991.39 (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

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

10.1.3 MONTHLY FINANCIAL REPORT – 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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Statement of Financial Activity for the month ending 31 October 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
Goal 10	Transparent, accountable and effective governance	10.1	<ul style="list-style-type: none"> Ensuring a well-informed Council makes good decisions for the community
		10.2	<ul style="list-style-type: none"> Ensuring sound financial management and plans for the Shire’s long term financial sustainability
		10.3	<ul style="list-style-type: none"> High quality corporate governance, accountability and compliance
		10.4	<ul style="list-style-type: none"> Maintaining Integrated Strategic and Operational plans

10.2. 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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Chief Executive Officer's report for the month of October / November 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 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
10 Transparent, accountable and effective governance	10.1	Ensuring a well-informed Council makes good decisions for the community
	10.4	Maintaining Integrated Strategic and Operational plans
12 Form strategic partnerships and advocate for the community	12.1	Developing strategic partnerships with regional, State & Federal governments
	12.2	Ensuring that the Shire of Wyalkatchem is well positioned to meet future needs

10.2.2. 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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accept the attached PEHO Report for October 2021.

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
10 Transparent, accountable and effective governance	10.1	Ensuring a well-informed Council makes good decisions for the community
	10.4	Maintaining Integrated Strategic and Operational plans
12 Form strategic partnerships and advocate for the community	12.1	Developing strategic partnerships with regional, State & Federal governments
	12.2	Ensuring that the Shire of Wyalkatchem is well positioned to meet future needs

10.2.3. 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

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

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

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
10 Transparent, accountable and effective governance	10.1	Ensuring a well-informed Council makes good decisions for the community
	10.4	Maintaining Integrated Strategic and Operational plans
12 Form strategic partnerships and advocate for the community	12.1	Developing strategic partnerships with regional, State & Federal governments
	12.2	Ensuring that the Shire of Wyalkatchem is well positioned to meet future needs

10.2.4. 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

VOTING REQUIREMENT

Absolute Majority

OFFICER’S RECOMMENDATION

That Council:

1. *Appoints the following elected members to the Local Emergency Management Committee (LEMC);*
 - *Shire President*

2. *Appoint the following Shire employees to the LEMC;*
 - *Chief Executive Officer*
 - *Manager of Works*
 - *Governance Executive Officer*

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.
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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
10 Transparent, accountable and effective governance	10.1	Ensuring a well-informed Council makes good decisions for the community
	10.4	Maintaining Integrated Strategic and Operational plans
12 Form strategic partnerships and advocate for the community	12.1	Developing strategic partnerships with regional, State & Federal governments
	12.2	Ensuring that the Shire of Wyalkatchem is well positioned to meet future needs

10.2.5. 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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council appoint the following delegates:

- North Eastern Wheatbelt Regional Organisation of Councils (NEWROC)
 - Delegate 1: Shire President
 - Delegate 2 (Proxy): Any one Councillor
 - Delegate 3 (Proxy): Chief Executive Officer

- Central East Aged Care Alliance (CEACA)
 - Delegate 1: Cr Davies
 - Delegate 2: Chief Executive Officer

- Great Eastern Country Zone of WALGA
 - Delegate 1: Shire President
 - Delegate 2: Deputy Shire President
 - Delegate 3 (Proxy): Any one Councillor
 - Delegate 4 (Proxy): Chief Executive Officer

- Wheatbelt Regional Road Group North.
 - Delegate 1: Cr _____
 - Delegate 2 (Proxy): Cr _____

- Pioneers Pathway Advisory Committee
 - Delegate 1: Chief Executive Officer
 - Delegate 2 (Proxy): Governance Executive Officer

- NEWTRAVEL
 - Delegate 1: Chief Executive Officer
 - Delegate 2 (Proxy): Governance Executive Officer

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:	(North Eastern Wheatbelt Regional Organisation of Councils (NEWROC))
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:	Central East Aged Care Alliance (CEACA)
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:	Great Eastern Country Zone of WALGA
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:	Wheatbelt Regional Road Group North.
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:	Northam District Operational Advisory Committee.
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.

Committee Name:	Pioneers Pathway Advisory Committee
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:	NEWTRAVEL
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
10 Transparent, accountable and effective governance	10.1	Ensuring a well-informed Council makes good decisions for the community
	10.4	Maintaining Integrated Strategic and Operational plans
12 Form strategic partnerships and advocate for the community	12.1	Developing strategic partnerships with regional, State & Federal governments
	12.2	Ensuring that the Shire of Wyalkatchem is well positioned to meet future needs

10.2.6. 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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

- *CBH Museum*
 - *Cr* _____
 - *Cr* _____

- *Friends of the Cemetery*
 - *Chief Executive Officer*
 - *Manager of Works*

- *RSL*
 - *Cr* _____
 - *Cr* _____

- *Wheatbelt Agcare*
 - *Cr* _____
 - *Cr* _____

- *Local Health Advisory Group*
 - *Cr* _____
 - *Cr* _____

- *Senior Citizen Home Trust*
 - *Cr* _____
 - *Cr* _____

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
10 Transparent, accountable and effective governance	10.1	Ensuring a well-informed Council makes good decisions for the community
	10.4	Maintaining Integrated Strategic and Operational plans

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

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

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

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	Office of the 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. 10	Outcome	Action No.	Actions
	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

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 (Option1);*
- 2. Direct Office Furniture for supply of conference tables; and*
- 3. McLernons for the supply of new chairs for Council Chambers.*

BACKGROUND

The quote assessments underpinning the above recommendations are attached.

Although meetings attended by councillors & staff are increasingly being held electronically, mostly via Teams or Zoom, the Council is not adequately resourced to host these meetings. 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 entirely inadequate audio and poor visual capability. The system is inefficient and unreliable.

An effective audio visual system will also 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 (e.g. 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.

If Wyalkatchem was required to host a NEWROC Council meeting we'd currently be required to find an alternate location.

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
Business systems promote councillor and staff engagement and deliver responsive, transparent and cost effective services.	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

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

VOTING REQUIREMENT

Simple majority

OFFICER RECOMMENDATION

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

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 30th 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 29th 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 29th 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
Goal 8	Our built environment responds to the accessibility and connectivity needs of all	8.1	Improving safety on road, cycle and footpath networks
		8.2	Developing & 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

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

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

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

14. MATTERS BEHIND CLOSED DOORS

14.1. 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 Terminal Building License - Confidential

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council offers a one year license renewal to Emily Gray based on the existing terms & conditions except that a contribution of \$70/month is made towards the consumption of power and water.

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. Total Licence income at \$7,150 means the cost of holding the building is being under-recovered.

The extent of this under recovery (\$8,850) defines Council's subsidy to support the continuation of this service.

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
A healthy, safe, active and engaged community.	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.

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



Stay Safe

NOVEMBER 2021

ATTACHMENTS NOVEMBER 2021

- 1. 7.1.1 OMC Minutes 21 October 2021**
- 2. 7.2.1 NEWROC Council Meeting Minutes 26 October 2021**
- 3. 7.2.2 NEWTRAVEL AGM Minutes 28 October 2021**
- 4. 7.2.3 NEWTRAVEL General meeting Minutes 28 October 2021**
- 5. 10.1.1 Accounts for Payment – October 2021**
- 6. 10.1.2 Credit Card Declaration and Statement – September 2021**
- 7. 10.1.3 Monthly Financial Report – October 2021**
- 8. 10.2.3 ARC Terms of Reference**
- 9. 10.2.4 LEMC Terms of Reference**
- 10. 10.2.8.1 Chamber AV Matrix**
- 11. 10.2.8.2 Chamber Tables Matrix**
- 12. 10.2.8.3 Chamber Chairs matrix**
- 13. 14.1 Terminal Building Licence - Confidential**
- 14. 15.1 Information Bulletin – Status Report**



**PUBLIC MINUTES
OF THE
ORDINARY MEETING
OF COUNCIL
HELD ON
THURSDAY 21 OCTOBER 2021**

**Council Chambers
Honour Avenue
Wyalkatchem**

**Commencement: 4:01pm
Closure: 6:39pm**

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 28 October 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

In accordance with the provision of the *Local Government Act 1995*, and in the absence of an elected Shire President following the October 2021 Ordinary Election, the Chief Executive Officer assumed the Chair and opened the meeting at 4:01pm.

2. ELECTION OF SHIRE PRESIDENT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 October 2021
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.07.06
Attachment Reference:	Nil

SUMMARY

To elect the President of the Council for a two year term commencing immediately upon declaration into office.

BACKGROUND

Schedule 2.3 of the *Local Government Act 1995* provides the legislative framework for how the position of President is filled by the Council;

- The council is to elect a councillor to fill the office.
- The election is to be conducted by the CEO in accordance with the procedure prescribed.
- Nominations for the office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.
- Nominations close at the meeting at a time announced by the CEO, which is to be a sufficient time after the announcement by the CEO that nominations are about to close to allow for any nominations made to be dealt with.
- If a councillor is nominated by another councillor the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office.
- The councillors are to vote on the matter by secret ballot as if they were electors voting at an election.
- The votes cast under are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 (LG Act which deals with determining the result of an election) as if those votes were votes cast at an election.
- As soon as is practicable after the result of the election is known, the CEO is to declare and give notice of the result in accordance with regulations, if any.

COMMENT

On receiving nominations and undertaking the Election process the newly Elected Shire President will be required to be declared into office by the Chief Executive Officer, in accordance with the *Local Government Act 1995* and *Local Government (Constitutional) Regulations 1998* (Form 7).

At the conclusion of electing the Shire President, the President will 'assume the chair'.

STATUTORY ENVIRONMENT

Local Government Act 1995, Schedule 2.3.

Local Government (Constitutional) Regulations 1998 Form 7

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: A well-managed and effective Council organisation

Goal No.	Strategies		Actions
Goal 10	Transparent, accountable and effective governance	10.1	<ul style="list-style-type: none">Ensuring a well-informed Council makes good decisions for the community
		10.3	<ul style="list-style-type: none">High quality corporate governance, accountability and compliance

ELECTION PROCESS

The Local Government Act 1995 states that the nomination for President is to be made in writing before the meeting or at the meeting before close of nominations. The election is to be conducted by the Chief Executive Officer in accordance with the procedure prescribed.

The Chief Executive Officer advised that he has received one nomination for the position of President from Cr Davies.

The Chief Executive then called for any further nominations from Councillors for the position of President. No further nominations were forthcoming.

The Chief Executive Officer declared Cr Davies elected to the position of President.

Cr Davies made his declaration in accordance with Form 7 – Declaration by elected member of Council, and took the chair at 4:06pm.

3. ELECTION OF DEPUTY SHIRE PRESIDENT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 October 2021
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.07.06
Attachment Reference:	Nil

SUMMARY

To elect the Deputy President of the Council for a two year term commencing immediately upon declaration into office.

BACKGROUND

Schedule 2.3 of the *Local Government Act 1995* provides the legislative framework for how the position of Deputy President is filled by the Council;

- The council is to elect a councillor to fill the office.
- The election is to be conducted by the CEO in accordance with the procedure prescribed.
- Nominations for the office are to be given to the CEO in writing before the meeting or during the meeting before the close of nominations.
- Nominations close at the meeting at a time announced by the CEO, which is to be a sufficient time after the announcement by the CEO that nominations are about to close to allow for any nominations made to be dealt with.
- If a councillor is nominated by another councillor the CEO is not to accept the nomination unless the nominee has advised the CEO, orally or in writing, that he or she is willing to be nominated for the office.
- The councillors are to vote on the matter by secret ballot as if they were electors voting at an election.
- The votes cast under are to be counted, and the successful candidate determined, in accordance with Schedule 4.1 of the act (which deals with determining the result of an election) as if those votes were votes cast at an election.
- As soon as is practicable after the result of the election is known, the CEO is to declare and give notice of the result in accordance with regulations, if any.

COMMENT

On receiving nominations and undertaking the Election process the newly Elected Deputy Shire President will be required to be declared into office by the Chief Executive Officer, in accordance with the *Local Government Act 1995* and *Local Government (Constitutional) Regulations 1998 (Form 7)*.

At the conclusion of electing the Deputy Shire President, the Deputy President will 'assume their chair'.

STATUTORY ENVIRONMENT

Local Government Act 1995, Schedule 2.3

Local Government (Constitutional) Regulations 1998 Form 7.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

Goal No.	Strategies		Actions
Goal 10	Transparent, accountable and effective governance	10.1 10.3	<ul style="list-style-type: none">• Ensuring a well-informed Council makes good decisions for the community• High quality corporate governance, accountability and compliance

ELECTION PROCESS

The Local Government Act 1995 states that the nomination for Deputy President is to be made in writing before the meeting or at the meeting before close of nominations. The election is to be conducted by the Chief Executive Officer in accordance with the procedure prescribed.

The Chief Executive Officer advised that he has received one nomination for the position of Deputy President from Cr Garner.

The Chief Executive then called for any further nominations from Councillors for the position of Deputy President. No further nominations were forthcoming.

The President declared Cr Garner elected to the position of Deputy President.

Cr Garner made his declaration in accordance with Form 7 – Declaration by elected member of Council, and was seated at 4:10pm.

4. BALLOT FOR SEATING

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 October 2021
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.07.06
Attachment Reference:	Nil

SUMMARY

A Ballot will be conducted by the Chief Executive Officer for seating of Councillors in the Chambers.

BACKGROUND

The Shire of Wyalkatchem Standing Orders provides the framework on how to allocate Council seating arrangements;

Clause 8.2 Standing Orders - Members to Occupy Own Seats

At the first meeting held after each ordinary Election Day, the CEO is to allot by random draw, a position at meetings of the Council until such time as there is a call by a majority of Councillors for a re-allotment of positions

COMMENT

After the conclusion of the ballot, the Shire President will invite Councillors to take their seats.

STATUTORY ENVIRONMENT

Local Government Act 1995

Shire of Wyalkatchem Standing Orders 8.2 Members to Occupy Own Seats

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: A well-managed and effective Council organisation

Goal No.	Strategies		Actions
Goal 10	Transparent, accountable and effective governance	10.1	<ul style="list-style-type: none"> Ensuring a well-informed Council makes good decisions for the community
		10.3	<ul style="list-style-type: none"> High quality corporate governance, accountability and compliance

BALLOT PROCESS

Chief Executive Officer, Mr Peter Klein, conducted the ballot process with the names being drawn as follows.

- Cr Mischa Stratford
- Cr Owen Garner
- Cr Emma Holdsworth
- Cr Christy Petchell
- Cr Stephen Gamble
- Vacant

The following seating arrangements were not allocated by ballot, being the Shire President and Staff and are as follows

- Governance Executive Officer / Minute taker
- Shire President
- Chief Executive Officer
- Manager of Corporate services
- Manager of Works

At the conclusion of the ballot, the Shire President, Cr Davies invited Councillors to take their seats.

Ms Elvidge left the meeting at 4:14pm

Ms Elvidge returned to the meeting at 4:15pm

5. PUBLIC QUESTION TIME

5.1. Response to Public Questions Previously Taken on Notice

Nil

5.2. Declaration of Public Question Time opened

Public Question Time opened at 4:15pm

There were no members of the public.

5.3. Declaration of Public Question Time closed

Public Question Time closed at 4:15pm

6. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

6.1. 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

6.2. Apologies

Nil

6.3. Approved Leave of Absence

Nil

6.4. Applications for Leave of Absence

Nil

7. OBITUARIES

It was advised that long term resident and well known community member Merle Crute, wife of past Shire President Ross Crute, sadly passed on 9th October 2021.

8. PETITIONS, DEPUTATIONS, PRESENTATIONS

8.1. Petitions

Nil

8.2. Deputations

Nil

8.3. Presentations

Nil

9. DECLARATIONS OF INTEREST

9.1. Financial and Proximity Interest

Nil

9.2. Impartiality Interests

Nil

10. CONFIRMATION AND RECEIPT OF MINUTES

10.1. Confirmation of Minutes

10.1.1. Ordinary Meeting of Council – 16 September 2021

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 16 September 2021 (Attachment 10.1.1)

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION:

(355/2021) Moved: Cr Stratford

Seconded: Cr Gamble

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 16 September 2021 (Attachment 10.1.1) be confirmed as a true and correct record.

CARRIED 6/0

10.2. Receipt of Minutes

10.2.1. Northam District Operations Advisory Committee Minutes (DOAC) draft – 14 September 2021

Minutes of the DOAC meeting held on Tuesday 14 September 2021 (Attachment 10.2.1)

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION:

(356/2021) Moved: Cr Holdsworth

Seconded: Cr Garner

That the Minutes of the DOAC meeting held on Tuesday 14 September 2021 (Attachment 10.2.1) be received by Council.

CARRIED 6/0

10.2.2. Wyalkatchem Bush Fire Brigade AGM – 23 September 2021

Minutes of the Wyalkatchem Bush Fire Brigade Annual General Meeting held on Thursday 23 September 2021 (Attachment 10.2.2)

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION:

(357/2021) Moved: Cr Garner

Seconded: Cr Stratford

That the Minutes of the Wyalkatchem Bush Fire Brigade Annual General Meeting held on Thursday 23 September 2021 (Attachment 10.2.2) be received by Council.

CARRIED 6/0

11. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Cr Davies congratulated Cr's Garner, Holdsworth, Petchell and Stratford on their being elected/re-elected to Council. This will be Cr Petchells' first Term of Office and her nomination is very much appreciated.

Cr Davies congratulated Cr Garner on his re-election to Deputy President and thanked all of Council for his own re-election as president.

Cr Davies reflected on his first Term as President, the huge challenge it was initially and how progressively over the years Council had developed and continued to 'get things done'. He commented on the faith that the Community held that Council would make well considered decisions and get things right.

Cr Davies thanked Ally Bryant and Cr Stratford for organising the Wylie Fair and the Shire staff for their great contribution to the Fair's success. A record 550 + people attended the event.

12. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

12.1. ITEM 14.1 OVERDUE RATES AND CHARGES

12.2. ITEM 14.2 DEVELOPMENT APPROVAL – WILSON STREET

12.3. ITEM 14.3 NON-COMPLIANCE WITH HEALTH NOTICE

13.REPORTS

13.1. CORPORATE AND COMMUNITY SERVICES

13.1.1. ACCOUNTS FOR PAYMENT – SEPTEMBER 2021

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	06 October 2021
Reporting Officer:	Tegan Maitland, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 13.1.1 – Accounts for Payment – September 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	16889	16892
Municipal & Trust	EFT	EFT1412	EFT1413
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.

Cheques 16890 and 16891 both cancelled due to issue with split payment of invoice.

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
Goal 10	Transparent, accountable and effective governance	10.1	<ul style="list-style-type: none"> Ensuring a well-informed Council makes good decisions for the community
		10.2	<ul style="list-style-type: none"> Ensuring sound financial management and plans for the Shire's long term financial sustainability
		10.3	<ul style="list-style-type: none"> High quality corporate governance, accountability and compliance
		10.4	<ul style="list-style-type: none"> Maintaining Integrated Strategic and Operational plans

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION:

(358/2021) Moved: Cr Stratford

Seconded: Cr Garner

That Council endorse the following payments for the month of September 2021:

- 1. Cheque 16892 payment from the Municipal Fund totalling \$75.75;*
- 2. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$421,578.16;*
- 3. Direct Debit (DD) payments in the Municipal Fund totalling \$31,091.25;*
- 4. Payroll Journal (JNL) payments in the Municipal Fund totalling \$45,956.96;*
- 5. Total payments for the month of September 2021 being \$498,702.12.*

CARRIED 6/0

13.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – SEPTEMBER 2021

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	06 October 2021
Reporting Officer:	Tegan Maitland
Disclosure of Interest:	No interest to disclose
File Number:	File Ref: 12.10.02
Attachment Reference:	Attachment 13.1.2 – Credit Cards – September 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 No.	Strategies		Actions
Goal 10	Transparent, accountable and effective governance	10.1	<ul style="list-style-type: none"> Ensuring a well-informed Council makes good decisions for the community
		10.2	<ul style="list-style-type: none"> Ensuring sound financial management and plans for the Shire’s long term financial sustainability
		10.3	<ul style="list-style-type: none"> High quality corporate governance, accountability and compliance
		10.4	<ul style="list-style-type: none"> Maintaining Integrated Strategic and Operational plans

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION:

(359/2021) Moved: Cr Stratford

Seconded: Cr Gamble

That Council endorse credit card payments for the period 29 July to 27 August 2021, totalling \$1,881.44 (refer attachment 13.1.2).

CARRIED 6/0

13.1.3. MONTHLY FINANCIAL REPORT – SEPTEMBER 2021

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	08 October 2021
Reporting Officer:	Ally Bryant, Manager of Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 13.1.3 – Monthly Financial Report – September 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
Goal 10	Transparent, accountable and effective governance	10.1	<ul style="list-style-type: none"> Ensuring a well-informed Council makes good decisions for the community
		10.2	<ul style="list-style-type: none"> Ensuring sound financial management and plans for the Shire's long term financial sustainability
		10.3	<ul style="list-style-type: none"> High quality corporate governance, accountability and compliance
		10.4	<ul style="list-style-type: none"> Maintaining Integrated Strategic and Operational plans

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION:

(360/2021) Moved: Cr Holdsworth

Seconded: Cr Stratford

That Council accepts the Statement of Financial Activity for the month ending 30 September 2021 (refer attachment 13.1.3).

CARRIED 6/0

13.2. GOVERNANCE AND COMPLIANCE

13.2.1. CHIEF EXECUTIVE OFFICER'S REPORT – SEPTEMBER / OCTOBER 2021

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 October 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;

- Joanne Eggleston, LGIS re front line leadership training
- Neil Chivers & Paul Gardiner – Western Power re Community Power Banks Trial
- NEWROC Executive – Trayning
- Darren Kavanagh – Worksafe Commissioner (via Zoom) re WHS Act amendments
- Rob Cossart – WDC (via Zoom) re Regional Economic Development Grants Round 4
- Paul de Pierres & Daniel Hendriksen re 50 year service medal
- Amit Singh – Concept AV re video conferencing system
- Shaun Edwy-Smith – Market Creations re video conferencing system
- Annual WALGA Conference - Perth

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
10 Transparent, accountable and effective governance	10.1	Ensuring a well-informed Council makes good decisions for the community
	10.4	Maintaining Integrated Strategic and Operational plans
12 Form strategic partnerships and advocate for the community	12.1	Developing strategic partnerships with regional, State & Federal governments
	12.2	Ensuring that the Shire of Wyalkatchem is well positioned to meet future needs

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION:

(361/2021) Moved: Cr Garner

Seconded: Cr Stratford

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

CARRIED 6/0

13.2.2. PRINCIPAL ENVIRONMENTAL HEALTH OFFICER'S REPORT – SEPTEMBER 2021

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 October 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 September 2021.

HEALTH, BUILDING AND PLANNING ENQUIRIES

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

FOOD PREMISES INSPECTION

Nil

NOISE COMPLAINT- JOHNSTON STREET, WYALKATCHEM

In September, the Shire received a noise complaint from a resident regarding a loud stereo noise from Johnston Street. The PEHO investigated the source of the noise complaint and issued an Environmental Protection (Noise) Regulations 1997 warning letter to alleged offender. 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. No further action at this stage unless further complaint received.

CONTACT REGISTER INSPECTIONS

The PEHO inspected four (4) businesses in town for compliance with COVID-19 Contact Register Directions. From 5 December 2020, mandatory requirements specified in directions issued under the *Emergency Management Act 2005*, for specified businesses to implement and maintain a contact register of all persons who attend their business premises.

2020-2021 WASTE DATA ONLINE LOCAL GOVERNMENT REPORT

The 2020-21 annual return under regulation 18C of the Waste Avoidance and Resource Recovery Regulations 2008 (WARR Regulations) for the Department of Water and Environmental Regulation was completed online and submitted. This waste data reporting is conducted annually and completion is in accordance with regulation 18C of the WARR Regulations which required a liable person to lodge an annual return in Waste Data Online format. Failing to comply with this requirement is an offence under regulation 18E (2) of the WARR Regulations and carries a maximum penalty of \$10 000.

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 September 2021 met the required standards.

STATUTORY ENVIRONMENT

Public Health Act 2016

Food Act 2008,

Building Regulations 2012

Health (Public Buildings) Regulations 1992

Waste Avoidance and Resource Recovery Regulations 2008

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: Healthy, Strong and connected communities

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

Objective: A prosperous and dynamic district

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION:

(362/2021) Moved: Cr Stratford

Seconded: Cr Gamble

That Council accept the attached PEHO Report for September 2021.

CARRIED 6/0

13.2.3. DELEGATIONS REGISTER REVIEW – SEPTEMBER 2021

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 October 2021
Reporting Officer:	Peter Klein, CEO, & Stephanie Elvidge, GEO
Disclosure of Interest:	No interest to disclose
File Number:	22.02.02
Attachment Reference:	Attachment 13.2.3 Delegations Matrix

BACKGROUND

In accordance with the *Local Government Act 1995*, Council reviews its delegation register annually. The last review was conducted on 21 February 2020.

COMMENT

Delegations are required to be reviewed on an annual basis.

This review has been conducted by the CEO and recommended amendments are included in the following matrix.

STATUTORY ENVIRONMENT

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

Local Government act 1995 s 5.44 – CEO may delegate some powers and duties to other employees.

POLICY IMPLICATIONS

Nil

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

Outcome No. 10	Outcome	Action No.	Actions
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

Absolute Majority

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION:

(363/2021) Moved: Cr Gamble

Seconded: Cr Garner

That Council approves the amended Delegations Register.

CARRIED BY ABSOLUTE MAJORITY 6/0

Cr Stratford left the meeting at 5:15pm

Cr Stratford returned to the meeting at 5:17pm

13.3. WORKS AND SERVICES

13.3.1. MANAGER OF WORKS OFFICER'S REPORT SEPTEMBER / OCTOBER 2021

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	12 October 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 September / October 2021.

COMMENT

SAFETY

1. Reported Incidents as follows;
 - a. Vandalism / Graffiti on hotel, public buildings and footpaths/kerbs
 - b. Property damage at public toilets
2. Jon and Lesley representing the Safety committee attended training in Kellerberrin during the month.

ROADS – MAJOR PROJECTS

- Inspections carried out with both MRWA and RRG reps to discuss strategies for the Koorda Rd and the Wylie Nth Road.
- Traffic counters have been deployed on both.

MAINTENANCE GRADING

- Shoulder reconstruction work completed on Elsegood, Koorda and Wylie North Roads.
- Road repairs commenced.

PARKS / TOWN SERVICES CREW

- Major focus on major issues with Rec Ground reticulation.
- Wylie Fair completed
- Workers Camp repainted some machinery in Pioneer Park and repointed some masonry in the stone walls.

SWIMMING POOL RENOVATION

- Met with Contract Aquatics to discuss the upcoming season.
- Fencing repairs completed. Workers camp assisted.
- Main pump / motor US. Replacements being sourced.

OTHER PROJECTS

- **Butlin St depot.**
 - Vacant possession not yet achieved.
 - Crews assisting with clean up and preparing to move.

- **WWTP**
 - Contractors progressing well.
 - Pad construction to commence soon.

- **Gamble St Upgrade**
 - Creek work to be completed.
 - Footpath and kerb work to be installed asap.
 - Sealing to follow asap.
 - Signage and line marking to follow that.

- **Recreation Ground**
 - Rec Centre main line contracted to Blackwell Plumbing.
 - Reticulation repairs still ongoing.
 - South wicket pitch installed. Artificial turf in 2 weeks' time.
 - Insurance claim for light pole lodged. A Tyler completed strengthening of light poles.

- **Vehicle/Plant**
 - Hired water truck use for shoulder work. Now returned.

- **Aerodrome**
 - Runway overlay to go to RFQ stage soon.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Goal 8: Our built environment responds to the accessibility and connectivity needs of all.

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

			Implement the Disability Access and Inclusion Plan (DAIP)
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VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION:

(364/2021) Moved: Cr Stratford

Seconded: Cr Gamble

That Council consider and accept the Manager of Works report for the month of September/October 2021.

CARRIED 6/0

13.4. PLANNING AND BUILDING

See matters behind closed doors, Item 17.2 AND 17.3

14. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

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

16.1. RECREATION CENTRE OVAL RETICULATION – EMERGENCY REPAIRS BUDGET AMENDMENT

The President advised the meeting that the Manager of Works and Chief Executive Officer have sought leave to introduce an urgent item of business. The reason for the urgency was the need for an urgent repair of the reticulation system at the Oval.

The current system has had continuous issues with the solenoids' and electrical wiring that has become unmanageable.

It is recommended that a budget amendment be made to enable urgent replacement of the components of the reticulation. If this were not to happen, it is certain that the Oval will continue to deteriorate due to the faulty nature of the current system and lack of water.

Voting Requirement

Absolute Majority

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION:

(365/2021) Moved: Cr Garner

Seconded: Cr Gamble

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.

CARRIED BY ABSOLUTE MAJORITY 6/0

17. MATTERS BEHIND CLOSED DOORS

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION:

(366/2021) Moved: Cr Holdsworth

Seconded: Cr Stratford

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

(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

17.1. OVERDUE RATES AND CHARGES – 30 SEPTEMBER 2021

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	30 September 2021
Reporting Officer:	Louise Sequerah
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 17.1 - Recalcitrant Rates Debtors - confidential

SUMMARY

The Shire of Wyalkatchem recalcitrant rates debtors report as at 30 September 2021 details

- non-pensioner assessments
- not paying on an arrangement,
- not paying by instalments,
- with a previous year's balance
- with a total amount outstanding of more than \$100.

STATUTORY ENVIRONMENT

It is an offence for Council not to recovery outstanding rates and charges.

Local Government Act 1995.

6.57. *Non-compliance with procedure in Act not to prevent recovery of rate or service charge*

In proceedings by or on behalf of a local government for the recovery of an amount due in respect of a rate or service charge, failure by the local government to comply in respect of the rate or service charge with the provisions of this Act, is not a defence, if it appears that it had the power to impose, and did in fact assent to the imposition of, the rate or service charge.

POLICY IMPLICATIONS

Policy 2.10 Revenue Collection.

CEO Delegated Authority 1.2.23 – Recovery of Rates or Service Charges.

FINANCIAL IMPLICATIONS

In 2021/2022, a budget of \$3,500 exists for Rates Debt Collection Expenses. Debt Recovery is an expensive exercise, with a Property Sale & Seizure Order costing \$5,000 per assessment. If active Debt Recovery is commenced, this budget may be exceeded. All expenses for debt recovery is on-charged to the ratepayer and held as an additional debt on the property.

COMMUNITY & STRATEGIC OBJECTIVES

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

Goal: Transparent, accountable and effective governance.

Goal No.	Strategies		Actions
10	Transparent, accountable and effective governance	10.1	<ul style="list-style-type: none"> Ensuring a well-informed Council makes good decisions for the community
		10.3	<ul style="list-style-type: none"> High quality corporate governance, accountability and compliance

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION:

(367/2021) Moved: Cr Stratford

Seconded: Cr Gamble

That Council receives the report of Recalcitrant Rates Debtors as presented in the confidential attachment "17.1 - Recalcitrant Rates Debtors - as at 2021-09-30.pdf"

CARRIED 6/0

17.2. DEVELOPMENT APPROVAL – WILSON STREET, WYALKATCHEM

Applicant:	R McDonald
Location:	Wilson Street, Wyalkatchem
Date:	22 September 2021
Responsible Officer:	Peter Klein, Chief Executive Officer
Reporting Officer:	Paul Bashall, Planwest (WA) Pty Ltd
Disclosure of Interest:	No interest to disclose
File Number:	18.13 Subdivisions
Attachment Reference:	Attachment 17.2 – SOW Policy 11.1 Moveable Buildings

Executive Summary

This report considers a proposal to temporarily locate two 6m x 2.4m containers at the rear of a commercial property in Wilson Street, Wyalkatchem.

1.5 Consultation

- Council Governance Executive Officer
- Paul Bashall – Planwest, Town Planning Consultant

1.6 Statutory Environment

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

1.7 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

The first LPP relates to Moveable Buildings that includes containers. The LPP defines containers as follows;

'Containers'. These structures, although considered 'buildings' by definition under the Building Code of Australia, are solely constructed to transport other goods. They are not in themselves designed, nor suitable, for storage of goods in an urban environment. A container includes 'seainers' and other large vessels designed to carry, and be carried on specially designed vehicles or transporters.

The LPP outlines the Council policy on the location and use of containers as follows;

The Council will not permit the storing or use of a 'container', as defined above, within a town site area, other than in the areas zoned 'Industrial'. The Council considers the appearance, scale, and materials of these structures to be inappropriate for use in an urban environment, and are therefore in conflict with the objectives of the Scheme.

1.8 Financial Implications

There are no financial implications applicable to this item.

1.9 Strategic/Risk Implications

There is a minor risk that this approval may encourage further of the same requests and that unfavourable outcomes may appear biased.

A footnote will be added to emphasise that the containers will not be an approved development following the 24-month approval period, and that the approval does not relate to any other development – for which a fresh DA will be required.

Following 24 months the development will be considered illegal and may incur a penalty under the provisions of the Planning and Development Act 2005.

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION:

(368/2021) Moved: Cr Stratford

Seconded: Cr Petchell

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 24 months only.

(369/2021) Amendment moved by Cr Garner

Seconded by Cr Petchell

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

(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

The reason for the change is that 12 months encourages the completion of the 'Proposed New Extended Shed' and the removal or concealment of the two sea containers.

Cr Garner left the meeting at 6:27pm

Cr Garner returned to the meeting at 6:28pm

18. INFORMATION BULLETIN

18.1. Information Bulletin

The information bulletin has been provided as an attachment (Attachment 18.1)

18.2. Business Arising from the Information Bulletin

Nil

19. CLOSURE OF THE MEETING

There being no further business to discuss, the Chairperson thanked everyone for their attendance and closed the meeting at 6:39pm.





North Eastern Wheatbelt Regional Organisation of Councils

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

Council Meeting

Tuesday 26 October 2021

Mukinbudin Sporting Complex

MINUTES

2pm Council Meeting

www.newroc.com.au

ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	<ul style="list-style-type: none"> 👉 Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year) 👉 Council reviews NEWROC project priorities 	Council
March	<ul style="list-style-type: none"> 👉 WDC attendance to respond to NEWROC project priorities 👉 Submit priority projects to WDC, Regional Development and WA Planning 👉 Discussion regarding portfolios vs projects, current governance structure 	Executive
April	👉 NEWROC Budget Preparation	Council
May	<ul style="list-style-type: none"> 👉 NEWROC Draft Budget Presented 👉 NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2022) 👉 Local Government Week agenda to be discussed at Executive meeting to determine if EA should attend 	Executive
June	👉 NEWROC Budget Adopted	Council
July		Executive
August	<ul style="list-style-type: none"> 👉 Information for Councillors pre-election 👉 NEWROC Audit 	Council
September		Executive
October	👉 NEWROC CEO and President Handover	Council
November	<ul style="list-style-type: none"> 👉 NEWROC Induction of new Council representatives (every other year) 👉 Review NEWROC MoU (every other year) 	Executive
December	👉 NEWROC Drinks	Council

ONGOING ACTIVITIES

Compliance

Media Releases

Newsletter

NEWROC Chair and CEO Rotation

Shire of Mt Marshall

Shire of Nungarin

Shire of Wyalkatchem

Shire of Koorda

Shire of Mukinbudin (Oct 2021 – Oct 2023)

Shire of Trayning

Shire of Dowerin

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NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Minutes for the Council Meeting held at the Mukinbudin Sporting Complex on Tuesday 26 October 2021 commencing at 2.06pm

MINUTES

1. OPENING AND ANNOUNCEMENTS

Cr Shadbolt welcomed everyone and thanked the Shire of Koorda for their leadership and coordination of the NEWROC for the past two years

Cr Shadbolt, NEWROC Chair opened the meeting at 2.06pm

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1. Attendance

Cr Gary Shadbolt	NEWROC Chair, Shire of Mukinbudin
Cr Jannah Stratford	President Shire of Koorda
Cr Quentin Davies	President, Shire of Wyalkatchem
Cr Owen Garner	Councillor, Shire of Wyalkatchem
Cr Pippa De Lacy	President, Shire of Nungarin
Cr Melanie Brown	President, Shire of Trayning
Cr Robert Trepp	President, Shire of Dowerin
Cr Darrel Hudson	Councillor, Shire of Dowerin
Cr Tony Sachse	President, Shire of Mt Marshall
Dirk Sellenger	NEWROC CEO, CEO Shire of Mukinbudin
Darren Simmons	CEO, Shire of Koorda
Peter Klein	CEO, Shire of Wyalkatchem
John Nuttall	CEO, Shire of Mt Marshall
Leanne Parola	CEO, Shire of Trayning
Leonard Long	CEO, Shire of Nungarin

NEWROC Officer

Caroline Robinson	Executive Officer, NEWROC
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2.2. Apologies

Rebecca McCall	CEO, Shire of Dowerin
John Nuttall	CEO, Shire of Mt Marshall
Cr Nick Gillett	Councillor, Shire of Mt Marshall

2.3. NEWROC Delegates

Members are asked to nominate their delegates to NEWROC, in light of recent Council elections.

	Delegate	
Shire of Mukinbudin	Cr Shadbolt	Cr Nicoletti
Shire of Mt Marshall	Cr Sachse	Cr Gillett
Shire of Dowerin	Cr Trepp	Cr Ward
Shire of Wyalkatchem	Cr Davies	Any other Councillor

Shire of Nungarin	Cr de Lacy	
Shire of Koorda	Cr Stratford	Cr Cooper
Shire of Trayning	Cr Brown	Cr Marchant

2.4. Leave of Absence Approvals / Approved

Nil

3. Declarations of Interest and Delegations Register

Nil

3.1. Delegation Register

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

Description of Delegations	Delegatee	Delegated to	Approval
Records Management	CEO	NEWROC EO	Council
NEWROC Financial Management	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (NEWROC)	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (Shire of Koorda)	Council	CEO	Council Oct 2019
NEWROC Website	CEO	NEWROC EO	Council June 2017

The above delegations are required to be updated as below and endorsed by Council.

RESOLUTION

The NEWROC removes Darren Simmons as one of the bank signatories and is replaced by Dirk Sellenger

Moved Cr Stratford

Seconded Cr De Lacy

CARRIED 7/0

4. Presentations

4.1. SBDC Procurement Pilot Project

Celia Jordaan presented the findings from the SBDC and NEWROC Procurement Pilot Project.

The Executive will workshop the findings in November.

5. MINUTES OF MEETINGS

5.1. Council Meeting 31 August 2021

Minutes of the Council Meeting held 31 August 2021 have previously been circulated.

RESOLUTION

That the Minutes of the Council Meeting held on 31 August 2021 be received as a true and correct record of proceedings.

Moved Cr Brown

Seconded Cr Sachse

CARRIED 7/0

5.2. Executive Meeting 5 October 2021

Minutes of the Executive Meeting held on Tuesday 5 October 2021 have previously been circulated.

RESOLUTION

That the Minutes of the Executive Meeting held on 5 October 2021 be received.

Moved Cr Sachse

Seconded Cr Stratford

CARRIED 7/0

5.3. Business Arising

Nil

6. FINANCIAL MATTERS

6.1. Income, Expenditure and Profit and Loss

FILE REFERENCE: 42-2 Finance Audit and Compliance
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 20 October 2021
ATTACHMENT NUMBER: #1P and L
CONSULTATION:
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENTS

Account transactions for the period 1 August 2021 to 30 September 2021:

Date	Description	Reference	Credit	Debit	Running Balance
BB NEWROC Funds-5557					
Opening Balance			117,407.89	0.00	117,407.89
01 Aug 2021	Bendigo Bank		0.00	0.80	117,407.09
03 Aug 2021	Payment: Monitor Bookkeeping Services XERO subs	INV-3904	0.00	50.00	117,357.09
11 Aug 2021	Payment: Solum Wheatbelt Business Solutions	INV-0106	0.00	5,025.00	112,332.09
11 Aug 2021	Payment: Bencubbin Community Resource Centre	INV-1361	0.00	100.00	112,232.09
11 Aug 2021	Payment: Valenti Commercial Lawyers	030875	0.00	7,238.00	104,994.09
11 Aug 2021	Payment: EO Travel	RB9569006205	0.00	131.00	104,863.09
01 Sep 2021	Bendigo Bank		0.00	1.60	104,861.49
02 Sep 2021	Payment: Monitor Bookkeeping Services XERO subs	INV-3955	0.00	50.00	104,811.49
09 Sep 2021	Constructive Visual		180.00	0.00	104,991.49
09 Sep 2021	Payment: Constructive Visual	219	0.00	180.00	104,811.49
09 Sep 2021	Payment: Valenti Commercial Lawyers	031012	0.00	156.75	104,654.74
09 Sep 2021	Constructive Visual		0.00	180.00	104,474.74
09 Sep 2021	Constructive Visual		180.00	0.00	104,654.74
09 Sep 2021	Payment: Solum Wheatbelt Business Solutions	INV-0107	0.00	3,832.00	100,822.74
22 Sep 2021	Bendigo Bank – Fees		0.00	30.00	100,792.74
23 Sep 2021	Payment: Shire of Dowerin	INV-0080	14,300.00	0.00	115,092.74
23 Sep 2021	Payment: Shire of Dowerin	INV-0081	27,000.00	0.00	142,092.74
24 Sep 2021	Payment: Shire of Mukinbudin	INV-0074	14,300.00	0.00	156,392.74
24 Sep 2021	Payment: Shire of Mt Marshall	INV-0072	14,300.00	0.00	170,692.74
27 Sep 2021	Payment: Shire of Koorda	INV-0073	14,300.00	0.00	184,992.74
29 Sep 2021	Constructive Visual		0.00	180.00	184,812.74
29 Sep 2021	Payment: Bistro Guillaume Perth	RB9594580300	0.00	354.20	184,458.54
29 Sep 2021	Payment: Bistro Guillaume Perth	RB9594579329	0.00	3,956.92	180,501.62
30 Sep 2021	Payment: Shire of Trayning	INV-0076	14,300.00	0.00	194,801.62
Total BB NEWROC Funds-5557			98,860.00	21,466.27	194,801.62
Closing Balance			194,801.62	0.00	194,801.62
Total			98,860.00	21,466.27	77,393.73

Balance Sheet as at 30 September

Balance Sheet

North Eastern Wheatbelt Regional Organisation of Councils

As at 30 September 2021

Cash Basis

	30 SEP 2021
Assets	
Bank	
BB NEWROC Funds-5557	194,801.62
BB Term Deposit Account-1388	195,028.68
Total Bank	389,830.30
Total Assets	389,830.30
Liabilities	
Current Liabilities	
Accounts Payable	31,240.00
GST	5,595.37
Total Current Liabilities	36,835.37
Total Liabilities	36,835.37
Net Assets	352,994.93
Equity	
Current Year Earnings	36,401.45
Retained Earnings	316,593.48
Total Equity	352,994.93

RESOLUTION

That the income and expenditure from 1 August to 30 September 2021 and the P and L and balance sheet as at 30 September 2021 be received.

Moved Cr De Lacy

Seconded Cr Davies

CARRIED 7/0

6.2. NEWROC 2020/21 Audit

FILE REFERENCE:	42-2 Finance Audit and Compliance
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	20 October 2021
ATTACHMENT NUMBER:	#2 Audit
CONSULTATION:	Audit Partners Darren Simmons
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENTS

The NEWROC 20/21 audit has been completed.

No governance issues or inconsistencies were identified.

RESOLUTION

That the 2020/21 NEWROC Audit be received and accepted

Moved Cr Brown

Seconded Cr Sachse

CARRIED 7/0

7. MATTERS FOR DECISION

7.1. Town Team Project

FILE REFERENCE: 042-6 NEWROC Promotion
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 27 September 2021
ATTACHMENT NUMBER: #3 Job Description
CONSULTATION: Jimmy Murphy Town Teams
Darren Simmons
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

At the NEWROC August Council meeting the following resolution was made:

RESOLUTION

NEWROC Council to support the position, a funding contribution (\$10,000) and enter into further discussions on the role to initially support the position for 12 months

Moved Cr Hudson Seconded Cr de Lacy CARRIED 5/0

The NEWROC EO has liaised with Town Teams to develop a job description for the position which was reviewed at the September Executive Meeting.

Additionally, a contractor agreement has been developed by the NEWROC EO to accompany the position – this is still being finalized.

RESOLUTION

The reviewed job description is adopted and that the NEWROC enters into a MoU with Town Team Movement for the role

Moved Cr De Lacy Seconded Cr Stratford CARRIED 7/0

MOTION

NEWROC Chief Executive Officer be approved to appoint the Wheatbelt Town Team Builder

Moved Cr Sachse Seconded Cr Davies CARRIED 7/0

7.2. WASTE

FILE REFERENCE: 103-1 Waste Management
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 20 October 2021
ATTACHMENT NUMBER:
CONSULTATION: Mandy Walker, RDA Wheatbelt
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

The following motion was carried at the NEWROC August Council meeting.

MOTION

NEWROC Executive to review the Regional Landfill Report and work through options, to be presented to Council for further discussion

Moved Cr de Lacy

Seconded Cr Hudson

CARRIED 5/0

CEOs discussed the following at the September Executive meeting:

- 5 members require Tip Closure Plans, NEWROC EO to ask the Shire of Mukinbudin if they also require one. In requesting the services, it helps achieve recommendations in the Waste Report as well as potentially savings (L Parola to coordinate)
- NEWROC EO to seek a copy of the RoeROC Waste Agreement for review by CEOs
- The Executive to reconvene via ZOOM to discuss RoeROC Waste Agreement and next steps before the November Executive meeting
- The Executive to workshop commercial principles of the project in order to gain commitment from member Councils

The Executive is meeting via ZOOM on Thursday 20 October to further discuss the project.

The following funding has also recently been announced and the NEWROC EO is speaking with RDA Wheatbelt regarding it - <https://www.awe.gov.au/environment/protection/waste/how-we-manage-waste/recycling-modernisation-fund/supporting-waste-infrastructure-regional-remote>

RESOLUTION

The NEWROC members develop a collective request for services for tip closure plans

Moved Cr Stratford

Seconded Cr Sachse

CARRIED 7/0

7.3. ENERGY

FILE REFERENCE:	107-1 Power
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	20 October 2021
ATTACHMENT NUMBER:	#4 Letter from Martin Aldridge #5 Letter from Steve Martin
CONSULTATION:	Cameron Edwards Peter Klein
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

Recent activities:

- Peter Klein and NEWROC EO met with Western Power. Peter has requested some information on PowerBanks as well as reliability data in the NEWROC communities
- Brief presentation on the energy project to Minister Carey
- In person presentation by NEWROC EO on the energy project to Hon Steve Martin (Narembeen 29 September)
- Request to meet with Hon Rick Wilson
- ARENA Regional Australia Microgrid Pilot Program will be open in October 2021. NEWROC EO and Cameron Edwards will participate in the grant briefing
- Letter of support received from Hon Martin Aldridge (attached) and Steve Martin
- Clear Energy metres proposed to be installed in Wyalkatchem and one other NEWROC community to determine base load data
- NEWROC EO to speak to Clear Energy regarding expectations, requirements etc
- NEWROC EO to convene a meeting with Synergy and Horizon

The following announcement has been made and the NEWROC EO is enquiring further into possible partnerships and expression of interests:

<https://www.westernpower.com.au/suppliers/tenders-and-registrations-of-interest/ws314946691-provision-of-services-for-disconnected-microgrid/>

RESOLUTION

The information is received

Moved Cr De Lacy

Seconded Cr Stratford

CARRIED 7/0

7.4. REGIONAL SUBSIDIARY

FILE REFERENCE:	
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	20 October 2021
ATTACHMENT NUMBER:	#6 Draft Charter #7 Briefing Note
CONSULTATION:	Darren Simmons Peter Klein Tony Brown (WALGA)
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

Delegates of the NEWROC met with the Minister for Local Government on Thursday 2 September 2021 at Dumas House. Delegates included Darren Simmons, Peter Klein and the NEWROC EO. Apologies were received from Cr Stratford due to illness.

The principal task was to flag that NEWROC would be interested in submitting a proposal that it pilot the regional subsidiary model, subject to amendments or discussions regarding the regulations. Currently NEWROC is not a legal entity and cannot apply for grants, own property, borrow money etc. NEWROC acts through the lead local government and that local government takes full liability for the activities of NEWROC.

Establishing NEWROC as a regional subsidiary, which is permitted under the Act would give NEWROC a legal identity and allow it to apply for grants, own property, lease and/or sell property and borrow money in its own right.

The regional subsidiary could be a model for NEWROC to pursue the regional landfill strategy, energy reliability solutions and more.

Following Darren's presentation the Minister was engaged in the discussion expressing some concern about the subsidiary model imposing further compliance obligations on already stretched local governments, being used to outsource, consolidate or reduce local government workforces and complications should a member wish to withdraw or if the subsidiary is to be wound up.

The Minister advised that he is preparing a package of local government reforms that he would release at some point in the future. Additionally, at the meeting the delegates raised concerns with housing quality and availability in the NEWROC.

At the September Executive Meeting, CEOs reviewed the draft Charter and provided feedback to the NEWROC EO.

Since this feedback, the NEWROC EO has spoken with Tony Brown and aligned the NEWROC Draft Charter to the most recent Charter developed by WALGA. WALGA has continued to advocate for the removal of regulations or to enable a regional subsidiary under the existing legislation. It is recommended NEWROC support this approach.

Don't include Martin Aldridge comments

Risks – job rationalisation

Since our meeting with the Minister, WALGA has met with the Minister numerous times
Regulations (anchor to local governments) vs Local Government Act (we can get on if regulations are repealed, Minister can knock it back)

RESOLUTION

Council endorse the Charter as presented and write to the Minister for Local Government indicating the Charter is ready to proceed when the regulations are addressed as per the Department's discussions with WALGA

Moved Cr Sachse

Seconded Cr De Lacy

CARRIED 7/0

7.5. TELECOMMUNICATIONS – FARM DIGITAL GRANT

FILE REFERENCE:	035-6 Federal Grants
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	4 October 2021
ATTACHMENT NUMBER:	
CONSULTATION:	Darren Simmons Valenti Lawyers
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

The Shire of Koorda was successful in securing Digital Farm funding for the erection of three towers with Crisp Wireless – North Koorda, Gabbin and Yorkrakine. The FAA will be issued between DPIRD and Crisp Wireless, in line with the grant guidelines. The NEWROC EO has made contact with Valenti Lawyers who can assist in the drafting of an agreement between the Shire of Koorda and Crisp Wireless which will mirror the FAA.

RESOLUTION

NEWROC cover the fees associated with drafting and executing an agreement between the Shire of Koorda and Crisp Wireless for funding of three towers (in line with the DPIRD Farm Digital Grant)

Moved Cr De Lacy

Seconded Cr Sachse

CARRIED 7/0

7.6. TELECOMMUNICATIONS

FILE REFERENCE:	035-6 Federal Grants
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	20 October 2021
ATTACHMENT NUMBER:	
CONSULTATION:	Leigh Ballard
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

It is the intention of the NEWROC to continue to expand coverage of the Crisp Wireless network across the NEWROC communities in line with the NEWROC Strategic Plan.

The Shire of Mukinbudin has expressed concern regarding coverage across their residents and businesses. Currently the Shaddy and Atkens towers serve residents as well as the pop up tower near the Cronje farm and a school pop up tower. The proposed Talgomine tower will also serve the residents and businesses in the Shire of Mukinbudin however to the north still requires coverage.

The Shire of Dowerin has requested that the network be expanded into their community. The Shire of Dowerin has done some preliminary investigation into the demand for the service. The NEWROC EO is liaising with Crisp Wireless on what would be required and will bring this back to the NEWROC for consideration.

Following the erection of the three towers under the DPIRD Farm Digital Grant, the next tower to be constructed is at Talgomine.

Crisp Wireless has indicated the best place for the tower is on a rock at the intersection of Cornish Rd, Jolly Rd and Master Rd. This will require a different anchorage system. The cost is \$29,000 plus GST.

Previously, the NEWROC has covered the cost of additional towers for member Councils.

Following the September Executive meeting the NEWROC EO wrote to Crisp Wireless requesting their advice to improve the coverage in the Shire of Mukinbudin and they have indicated a pop tower in the townsite would suffice and then enable additional connections.

RESOLUTION

NEWROC requests Crisp Wireless to work closely with the Shire of Nungarin and Shire of Mukinbudin to identify customers in the 'coverage area' and that NEWROC constructs the Talgomine Tower for \$29,000 plus GST following development approval by the Shire of Nungarin.

Moved Cr De Lacy

Seconded Cr Davies

Discussion:

- NEWROC EO to follow up with Crisp Wireless on the disused telecommunications tower in the Shire of Mukinbudin
- New technology South Link

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

POLICE

NEWROC to extend an invitation to the Regional Manager for policing

MANDATORY COVID VACCINATIONS

ACTION: NEWROC EO to write to the Premier and request a response to the following questions:

- a. **What categories of the local government workforce are picked up by the requirement for mandatory vaccinations (31st December)?**
 - b. **In the event that a local government employee is stood down what are the industrial relations implications on Council?**
- L Parola to follow up with WALGA on mandatory COVID vaccinations
 - If required, NEWROC to seek legal advice on the issue

DOWERIN – CBH AND RAIL

Group of growers in Dowerin seeking support for grain to be outloaded by rail at the two CBH sites within the townsite

ACTION: NEWROC EO to draft a letter in support of grain going on rail as much as possible

ACTION: NEWROC to invite CBH Operations Manager to a future meeting

9. GENERAL UPDATES

- NEWROC EO has offered to present in person to member Councils
- NEWROC Chair and CEO handover from the Shire of Koorda to Shire of Mukinbudin has occurred

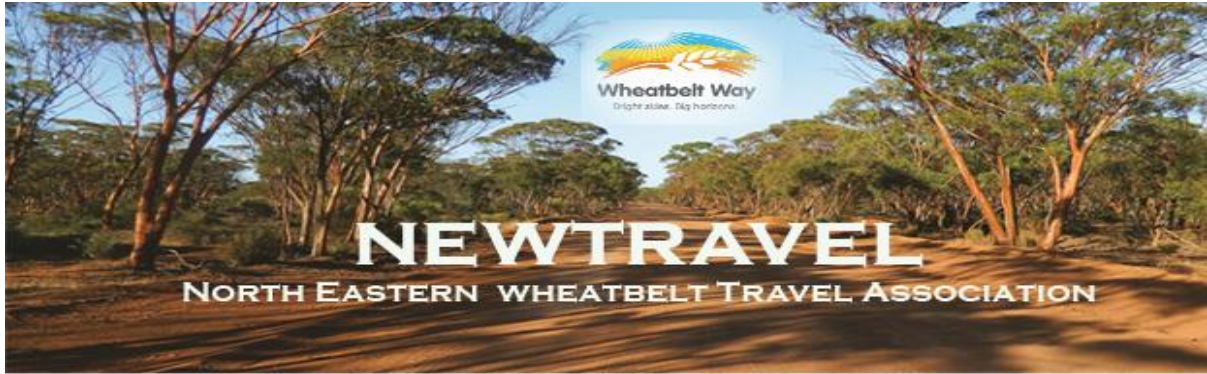
10. 2021 MEETING SCHEDULE

30 November	Executive	Shire of Nungarin
14 December (3pm)	Council	Shire of Mt Marshall

11. CLOSURE

Cr Shadbolt thanked everyone for their attendance and closed the meeting at 4.15pm





Annual General Meeting Minutes

Meeting to be held on Thursday 28th October 2021, at the Nungarin Recreation Centre.
10.00am

Opening 10.20am

Attendees:

NEWTRAVEL MEMBER

Koorda CRC
Nungarin CRC
Shire of Dowerin
Shire of Koorda
Shire of Mt Marshall
Shire of Mukinbudin
Shire of Nungarin
Shire of Trayning
Shire of Westonia
Shire of Wyalkatchem
Beacon Tourism Group
Westonia CRC

MEMBER VOTING DELEGATE

Kim Storer (NEWTRAVEL Chair)

Rebecca McCall (CEO)
Lana Foote (DCEO)
Cr Megan Beagley
Cr Sandra Ventris
Cr Kerry Dayman
Leanne Parola (CEO)
Stacey Geier
Stephanie Elvidge
Sue Munns
Jill Glass

ASSOCIATE MEMBERS (& OTHERS)

Linda Vernon (NEWTRAVEL TO)
Enza Beetles
Janae DeLacey
Ashlee Banks (CDO)

John Nuttall (CEO)
Louise Sellenger
Leonard Long

Lani Hale

Please can you advise of your attendance – all most welcome. Please be advised that only members can vote as per the constitution. Associate members and observers are still welcome.

Apologies:

Dukin Short-Term Stay
Mukinbudin CRC
Shire of Westonia
Shire of Trayning

Shire of Mt Marshall
Shire of Koorda

Renee Jenkin
Jamie Criddle (CEO)
Cr Freda Tarr – advised no longer delegate for the
Shire of Trayning
Cr Tanya Gibson
Cr Jannah Stratford

Madeline Hayles

Cr Bill Huxtable

1. Declarations of Interest

2. Membership Applications

3. Previous Minutes

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

RESOLUTION:

That the Minutes of the NEWTRAVEL Annual General Meeting held in Mukinbudin on 29th October 2020 be confirmed as a true and correct record of proceedings.

Moved: Leanne Parola

Seconded: Lana Foote

CARRIED

1.2 Business arising from previous minutes

Nil

4. Chairman's Report

Kim Storer tabled and verbally presented her Chairpersons report.

Although COVID caused international visitor numbers to plummet, it brought a steady increase of domestic visitors to our region. Although towns along the Wheatbelt Way are not economically dependent on tourism, the increase in visitors has had a positive impact, as local businesses are more aware of the benefits and value of visitors. There was a definite increase in visitors who chose to make the Wheatbelt Way the destination and not just part of the journey. Through social media, television advertising and printed information, even the travellers that usually followed the sun and made their way north, made the choice to come through this region either on the way there or on the way back.

With the right mix of attractions, camping areas, nature walks and icons, every town has something different to offer the visitor. The wildflower season was one of the best we have had for many years and where to find the flowers was a hot topic of discussion as visitors made their way through this part of WA. It was great to see towns take the opportunity to offer wildflower tours as well as having plenty of information on hand about what is growing in our local areas.

Museums were also a big attraction and each one holds a collection of diverse, unique, and unusual items in their display. A great attraction, and one that takes visitors on a journey through our history.

Accommodation providers and caravan parks had a steady increase in trade. Private accommodation providers and local businesses owners have been more open to suggestions and ideas that will encourage the visitor to stay longer.

Comments about the friendly and helpful nature of businesses and residents, and the interaction between visitors and locals held us all in good stead, and it is great to see a revival of the connection between city and country once again.

As the tourism window starts to close for 2021, we can reflect on what went right, what went wrong, what we can learn from each other and start to work on to make the 2022 tourism season better for both the visitors and ourselves.

In closing I would like to thank the shires, stakeholders, AGO, and all the CRC's and visitors centres who have promoted each other and ensured that we all got a bit of the pie, but most of all I would like to acknowledge and thank Linda for the professional and supportive role she has provided to us all.

Linda's focus, vision, innovation, strategic planning and actions on developing the Wheatbelt Way, have been the backbone of its success and we are the fortunate ones who reap the rewards through the social and economic growth, and the positive impact it has brought to our communities through being part of the Wheatbelt Way.

5. Financial Report

North Eastern Wheatbelt Travel Association General Cheque Account

Financial Report 1 October 2020 to 30 September 2021

Bendigo Bank Cheque Account Opening Balance 1 October 2020 **\$45,284.08**

Income

Memberships	\$51,350.00
Other Income	\$1,500.00
Total Income	\$52,850.00

Expenses

Accountant	\$365.00
App	\$1,320.00
Brochure and Guidebook Reprints	\$2,150.50
Consumer Shows	\$1,721.50
Content - Images	\$2,857.40
Insurance	\$485.79
Internet Marketing	\$4,942.07
Postage	\$636.95
Press Advertising	\$9,272.50
Promotional Material	\$1,169.30
Signs	\$927.94
Tourism Association Memberships	\$330.00
Tourism Officer & Support Services	\$25,131.87
Training & Workshops	\$2,359.60
Website	\$968.00
Total Expenses	\$54,638.42

Bendigo Bank Cheque Account Closing Balance 30 September 2021

\$43,495.66

Ending Financial Position at 30 September 2021

\$43,495.66

RESOLUTION:

That the Annual Financial Report as presented from 1 October 2020 – 30 September 2021 be accepted.

Moved: Cr Sandie Ventris

Seconded: Rebecca McCall

CARRIED

6. Election of Office Bearers

Kim Storer asked Linda Vernon to be returning officer for this process.

- **Chairman**

Cr Sandie Ventris nominated Kim Storer. Accepted. Elected unopposed.

- **Deputy Chairman**

Kim Storer nominated Stacey Geier. Accepted. Elected unopposed.

- **Administrator/Treasurer**

NEWTRAVEL appointed Linda Vernon in her role as Tourism Officer as the Administrator/Treasurer.

RESOLUTION:

That Stacey Geier be added with full access and Freda Tarr be removed to the Bendigo Bank NEWTRAVEL (633-00 119287845) Bank account.

Moved: Lana Foote Seconded: Cr Kerry Dayman CARRIED

7. General Business

a. Review Membership Fees 2021-2022

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

RESOLUTION:

That the NEWTRAVEL Memberships for 2021-2022 remain the same at \$2,000 For Ordinary Membership – Council, \$500 Ordinary Membership – Business, \$100 Association Membership-Business, \$50 Associate Membership – Not-for-Profit.

Moved: Rebecca McCall Seconded: Lana Foote CARRIED

b. 2022-2023 Additional Council Support

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

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

\$500.00 towards specific Wheatbelt Way marketing activities

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

Linda raised that is no change to the previous Council Contributions to NEWTRAVEL, but may need to have a change in the Tourism Officer & Support services amount dependant on what Councils have discussed in regards to increasing Tourism Officer time in 2022-2023.

RESOLUTION:

That NEWTRAVEL write to member Councils and ask for additional financial support for 2021-2022 financial year of, \$3,900.00 towards the Tourism Officer & Support Services, \$500 towards specific Wheatbelt Way Marketing Initiatives and \$1,500 towards Regional Marketing initiatives with WEROC and RoeTourism.

Moved: Rebecca McCall Seconded: Kim Storer CARRIED

It was noted that some Councils may need to be reminded to raise invoices for these payments before issuing of invoices for payment.

8. Other Business

9. Next Annual General Meeting: 27th October 2022

10. AGM Close 10.37am

General Meeting to Follow.





Minutes – GENERAL MEETING

General Meeting to be held on Thursday 28th October 2021, 10am
at Nungarin Recreation Centre.

Opening 10.38am

Invited Attendees:

NEWTRAVEL MEMBER

*Koorda CRC
Nungarin CRC
Shire of Dowerin
Shire of Koorda
Shire of Mt Marshall
Shire of Mukinbudin
Shire of Nungarin
Shire of Trayning
Shire of Westonia
Shire of Wyalkatchem
Beacon Tourism Group
Westonia CRC*

MEMBER VOTING DELEGATE

*Kim Storer (NEWTRAVEL Chair)
Rebecca McCall (CEO)
Lana Foote (DCEO)
Cr Megan Beagley
Cr Sandra Ventris
Cr Kerry Dayman
Leanne Parola (CEO)
Stacey Geier
Stephanie Elvidge
Sue Munns
Jill Glass*

ASSOCIATE MEMBERS & OTHERS

*Linda Vernon (NEWTRAVEL TO)
Enza Beetles
Janae DeLacey
Ashlee Banks (CDO)

Louise Sellenger
Leonard Long

Lani Hale

Jodie Adams*

** please can you advise of your attendance – others not listed above most welcome. Please be advised that only members delegate can vote as per the constitution. Associate members and observers are still welcome.*

Apologies:

*Dukin Short-Term Stay
Mukinbudin CRC
Shire of Westonia
Shire of Trayning

Shire of Mt Marshall
Shire of Koorda*

*Renee Jenkin
Jamie Criddle (CEO)
Cr Freda Tarr – advised no longer delegate for the Shire of Trayning
Cr Tanya Gibson
Cr Jannah Stratford*

*Madeline Hayles

Cr Bill Huxtable

John Nuttall (CEO)*

1. Previous Minutes

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

RESOLUTION:

That the Minutes of the NEWTRAVEL Meeting held in Trayning on 29th July 2021 be confirmed as a true and correct record of proceedings.

Moved: Leanne Parola

Seconded: Lana Foote

CARRIED

1.2 Business arising from previous minutes

ACTIONS	UPDATE
<ul style="list-style-type: none"> ACTION – A financial policy and procedure be developed for the use of the debit card by NEWTRAVEL. 	Completed. View here . To be endorsed by NEWTRAVEL.
<ul style="list-style-type: none"> ACTION – Leanne Parola and Rebecca McCall to organise a Zoom Meeting with Linda Vernon to discuss contract 	Completed. A contract offer presented. Linda asked if this could just wait to see what may eventuate with the AGO opportunity.
<ul style="list-style-type: none"> ACTION – Marcus will ask if Tourism WA research can curate a set of statistics for the last 12 months specifically for the Wheatbelt region. 	To follow up.
<ul style="list-style-type: none"> ACTION – Linda to add question to Visitor Survey about how they may have heard about the Wheatbelt Way 	Completed. But note that Visitor Surveys have been in much lower numbers this year.
<ul style="list-style-type: none"> ACTION - to form a Working Group to further look at the AGO opportunity over the next 6-9 months. 	Completed. Rebecca McCall, Leanne Parola, Rebecca Watson and Dirk Sellenger formed the working group and initial meeting was held.

Discussion held on the presented draft Financial Policy and Procedure for NEWTRAVEL. Some errors noted to be fixed. The document was endorsed as presented and to be reviewed in 12 months' time.

2. Correspondence

2.1 Correspondence In

2.1.1 Various Emails inward.

2.2 Correspondence Out

2.2.1 Various Emails outward.

2.2.2 NEWTRAVEL AGO Board Nomination, Rebecca McCall

RESOLUTION:

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

Moved: Lana Foote

Seconded: Cr Megan Beagley

CARRIED

2.3 Business arising from Correspondence

Nil

3. Financial Report

Cheque Acc Opening Balance 1 July 2021			\$54,893.72\$
INCOME			
		Total Income	\$0.00
EXPENSES			
Press Advertising	WIN Sky News TV Advertising July SA & VIC Campaign	\$1,210.00	
	Nine July TV Advertising Campaign WA	\$467.50	
	The West – August Travel Feature	\$660.00	\$2,337.50
Trade Show Stands	Mukinbudin CRC x 14 x A3 Posters for Dowerin Field Days	\$32.00	\$32.00
Tourism Association Memberships	Australia’s Golden Outback Gold Membership 2021-2022	\$330.00	\$330.00
Postage & Freight	Mukinbudin Trading Post - August	\$101.29	\$101.29
Internet Marketing	Vernon Contracting Facebook Marketing reimbursement –June	\$425.21	
	Vernon Contracting Facebook Marketing reimbursement –July	\$58.45	
	Vernon Contracting Facebook Marketing reimbursement – August	\$154.18	\$637.84
Tourism Officer Services & Support	Vernon Contracting June Tourism Officer Services	\$1,100.00	
	Vernon Contracting July Tourism Officer Services	\$1,345.52	
	Vernon Contracting August Tourism Officer Services	\$1,985.01	\$4,430.53
Other	Mukinbudin CRC – 9 x WBW Heat Pressed Mugs – Curtin Uni	\$135.00	
	Wild Poppy Catering – Agritourism Workshop	\$1,485.00	
	Cubic Promote – 1000 Jelly Beans	\$1,169.30	
	Mukinbudin CRC – 10 x WBW Heat Pressed Mugs – Agritourism	\$150.00	
	MJ & ME Nenke – Agritourism Speaker	\$330.00	
	Vernon Contracting Facebook reimbursement –Agritourism Speaker Gifts	\$259.60	\$3,528.90
		Total Expenditure	\$11,398.06
Cheque Acc Closing Balance 30 September 2021			\$43,495.66
Other Income			
Outstanding Payments			
	Winning Prize – Lex Porebski	\$500.00	
	Creative Spaces – Aaron Brown Photographer	\$4,732.20	
	Vernon Contracting September Tourism Officer Services	\$1,210.00	
	Mukinbudin CRC – Social Media Assistance, Jul- Sep 2021	\$750.00	
	Mukinbudin Trading Post - September	\$107.40	
	Park Cedar Pty Ltd – Fix App crash	\$480.00	\$7,779.60
Ending Financial Position at 14 October 2021			\$35,716.06

Signage Funds Remaining

Total Signage Funds Remaining	\$2,642.18
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Discussion held about the remaining signage funds and any further signage needs. Westonia had installed recently “Uncle Sam” signs on the Toilets at free camp sites and feel that it has improved visitors not misusing/abusing the toilets.

RESOLUTION:

That the NEWTRAVEL financial report is accepted as presented.

Moved: Rebecca McCall

Seconded: Leanne Parola

CARRIED

4.0 NEWTRAVEL Tourism Officer (0.2FTE) August - October 2021 Report

Main Activities	Description	Progress/Update
1. NewTravel Administration		
a. Organise, attend and minute NEWTRAVEL meetings. Attending to any correspondence or motions at these meetings.	Organise and attend NEWTRAVEL Meetings	<ul style="list-style-type: none"> Attended July NEWTRAVEL meeting 13 August – Working Group Zoom
b. Undertake governance and financial reporting activities.	Prepare Agendas and Minutes; attend to correspondence and motions as directed.	<ul style="list-style-type: none"> July Meeting Minutes prepared and circulated. October Meeting Agenda prepared and circulated
	Undertake financial responsibility for NEWTRAVEL including invoicing, paying accounts, preparing and presenting financial reports.	<ul style="list-style-type: none"> Monthly financials completed and accounts paid.
2. Marketing		
a. Implement the Wheatbelt Way Marketing Plan	Develop, adopt and implement annual marketing plan.	<ul style="list-style-type: none"> Implemented 2021-2022 Marketing Plan Activities.
b. Support NEWTravel to undertake tourism marketing activities to the benefit of the members.	Promote the Wheatbelt Way through press advertising and any other opportunities as they arise.	<ul style="list-style-type: none"> Wheatbelt Way Wildflower campaign for July – October 2021 Attended Dowerin Field Days 25th – 26st August 2021
	Update and distribute Wheatbelt Way Brochures and Booklets.	<ul style="list-style-type: none"> Distributed as required.
	Arrange for the preparation of promotional packages for individuals, groups, companies and arrange appropriate distribution	Radio Interviews with Curtin FM 13 th August.
3. Website and Social Media		
a. Develop and maintain a presence for the Wheatbelt Way on internet and social media.	Maintain the Wheatbelt Way website	<ul style="list-style-type: none"> Website updated continually! Implemented and ran 2021 Photo Competition received 108 entries and 181 photos received. Of which about 60% of them were from the Wheatbelt Way region.
	Answer all Wheatbelt Way enquiries via the website and respond to requests for merchandise as required.	<ul style="list-style-type: none"> 232 Wheatbelt Way enquiries (website, email, socials, chat and phone).
	Create a Wheatbelt Way Facebook Page and maintain it regularly.	<ul style="list-style-type: none"> Posting and sharing of Wheatbelt Way content daily on Facebook and Instagram.
4. Stakeholder Communications		
a. Maintain relationships with Central Wheatbelt Visitors Centre and Australia's Golden Outback	Attend Regional Working Group Meetings	<ul style="list-style-type: none"> AGO Whole Region, monthly Zoom meetings. 31 August – AGO Stakeholder Forum in Merredin. 15 August – meeting with Marcus AGO CEO.
b. Communicate with members.	Quarterly Newsletter to Stakeholders	<ul style="list-style-type: none"> Monthly E-news to NEWTRAVEL stakeholders Quarterly newsletter subscribers.
	Provide information and updates as identified.	<ul style="list-style-type: none">

5. Maintenance and Monitoring		
a. <i>Assist in the maintenance of the Wheatbelt Way Infrastructure and monitoring of Tourism across NEWROC</i>	Coordinate and collate tourism data for the region.	<ul style="list-style-type: none"> • Compiled the Mar-Jun 21 Visitor Statistics • Quarterly Marketing Report produced
	Coordinate annual auditing of Wheatbelt Way sites with individual shires and reporting of recommendations back to shires.	<ul style="list-style-type: none"> • Not completed
6. Supporting additional activities		
a. <i>Any other duties within the Contractors range of abilities as directed by the Director of Economic Services if time and resources allow.</i>	Assist with planning and conducting tourism initiatives as required (incl. local famils and trade shows).	- 28 th July Wheatbelt Agritourism Workshop.
	Carry out research and manage projects as required	<ul style="list-style-type: none"> •
	Other	<ul style="list-style-type: none"> • Organised Spring Photographer – Aaron Brown visit. • Melanie from Northam Chamber of Commerce seeking information and any opportunities.

5.1 Wheatbelt Way Visitor Statistics

A reminder that the reporting periods are:

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

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

Snapshot Report:

Please can all participating Shires send in Visitor Statistics Data for your accommodation for the period 1 July to 31 October 2021 by no later than the 14th of November.

This report will be then circulated at the end of November.

5.2 Social Media and Marketing Report

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

The 2021 -2022 Marketing Overview for NEWTRAVEL can be viewed [here](#).

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

6.0 General Business

6.1 Review of 2021 Peak Tourist Season

BACKGROUND:

While each year is different, considering last year's learnings will mean we will better prepare for what's to come. Having a solid understanding of how your businesses and communities operates during the peak season will allow NEWTRAVEL and its members to make informed decisions about purchasing, resourcing, marketing and more to prepare for tourism in 2022.

COMMENT:

I would like to hold an open session to document anecdotal observations and undertake a SWOT with members to recap how the 2021 peak tourist season went in the Wheatbelt Way.

1. Re-evaluate 2021 – how do members feel the 2021 Tourist Season when overall?
2. Re-position – how do members feel about the Wheatbelt Way Marketing and branding position?
3. Re-engage for 2022 – how do members want to engage with visitors in 2022?

RECOMMENDATION:

For members information and discussion.

OUTCOME:

Discussion was held by members and some key points were:

- a) Workforce challenges – heavy reliance on volunteers also specific discussions around challenges on sourcing cleaners (Dowerin even had the CEO and Shire administration staff taking on cleaning and laundry duties) and Shire administration staff and Community Resource Centre staff servicing visitors with information.
- b) Economic impact, how do we better communicate the positive it brings to the community.
- c) Specific survey data per town to get a clearer idea on the actual local spend of the visitor dollar.
- d) Lana from the Shire of Koorda expressed that they did not feel as crazy as last year – only a little bit more, maybe because they were better prepared. Visitors were more understanding and they had to increase the number of cleaning staff to keep on top of the requirements.
- e) Shire of Mt Marshall definitely experienced a period of increase pressure from servicing visitors for about an 8-week period. Phones were crazy with people wanting to make bookings (95% of phone bookings even though they have online booking platform for accommodation, as they found that even if people had booked online, they then also followed up with a phone call to confirm booking and ask questions – perhaps lack of confidence with the booking system).
- f) Reliability of local services being open continues to be an issue.
- g) Dowerin had observed that their visitor trends to be return clients, weekend escapes and then unplanned last-minute bookings.
- h) There is still a product gap in the region to get people to stay longer.

- i) Managing visitors expectations before they come! High spec accommodation, shops open all day on a Sunday and meals not available every night, capacity of local people to provide visitor servicing were common themes in visitor expectations.

11.25am Leonard Long left the meeting.

- How do we foster local tourism champions?
- How do we engage with the 9 communities to check in with how they are feeling and what they would like to achieve with tourism?
- How effective would combine WBD/AGO/NEWTRAVEL workshops be in your towns?
Feedback was that for some communities it is likely that attendance would be poor.
- Would a 1 on 1 approach be more effective – with consistent questions? Linda noted that she would not have the capacity to do this and would need member's support.
- Free Campsite data was still much needed – could we not look to capture by paper or even QR Code?
- Discussion was held around packages for Free Campground Hosts and Caravan Park Caretakers. Stacy offered to share some information that the Shire of Westonia has, they have a Caravan Park Caretaker, but so far there has still been too many challenges to get a Campground Host program up so far.

6.2 AGO Partnership Opportunity

BACKGROUND:

Australia's Golden Outback Chair and CEO attended the July NEWTRAVEL meeting and made an approach to NEWTRAVEL to look at future opportunities to work together.

COMMENT:

Linda has had follow up communications and a meeting with Marcus Falconer from AGO on the 15th September to further discuss the proposed opportunity that AGO was offering to NEWTRAVEL. In principle AGO agree to presenting a partnership proposal to the October NEWTRAVEL meeting to consider. Details are not available to send out with the Agenda but will be made available as soon as received from AGO for consideration by members.

[AGO Proposal](#) - \$12,000 +GST

RECOMMENDATION:

For members information and discussion

OUTCOME:

NEWTRAVEL were excited about the opportunity to partner with AGO. Instructed the Working Group to work with Linda and AGO finalise an arrangement that has flexibility, a 6 monthly review period, preference for 1 of the days to be spent on destination development activities not the 2.

6.3 NEWTRAVEL 2021 – 2022 Marketing Plan – Website Quotes

BACKGROUND:

NEWTRAVEL identified in it's [2021-2022 Marketing Plan](#) to upgrade the Wheatbelt Way website. \$5,000.00 was allocated for a website upgrade.

COMMENT:

Three Quotes have been sought from likely companies that expressed an interest through reaching and subsequent Zoom meetings to get the understanding of the project brief for the Website Upgrade project in providing the services to update the Wheatbelt Way website. The intent is to get this underway immediately and then the new website to be live for the end of February 2022.

Quote 1: [The Digital Broker](#) - \$10,500.00

Also has pitched building a trip builder feature which would increase engagement from end users at a cost of \$2,585.00

Quote 2: [Studio 22](#) - \$9,500.00

Quote 3: Bloom Digital – quote price not received.

RECOMMENDATION:

For members information and decision.

OUTCOME:

Discussion held about the website and the App. Concern continues on the spend required annually to keep the App updated - mainly due to Apple and Android platform updates. Decision made to pause the App for the next 12 months and focus on a website re-build to take forward for the next few years.

Discussion around the Trip Builder Feature on the quote provided by The Digital Broker and about whether we want to lead or be a follower in this space. Tourism WA has identified earlier this year that this was a direction that they were looking to head in this space on their digital platforms.

RESOLUTION:

That NEWTRAVEL accept the proposal and quote provided by The Digital Broker and approve expenditure of up to \$14,000 to be spent on a new website.

Moved: Rebecca McCall

Seconded: Leanne Parola

CARRIED

6.4 NEWTRAVEL 2021 – 2022 Marketing Plan – App Updates

BACKGROUND:

NEWTRAVEL identified in its [2021-2022 Marketing Plan](#) to update the Wheatbelt Way App. \$6,000.00 was allocated for a App upgrade.

COMMENT:

I have had difficulty is seeking expertise (particularly Australian based) to work with me on the App. I have recently come across Park Cedar Pty Ltd and they have provided a [quote](#) to undertake the require App Updates and also built in a maintenance plan. Lachlan Russell from Park Cedar has advised with the quoted price:

"I have attached the proposal for maintenance below. The price for onboarding might seem high, but there is quite a bit of work involved to rejuvenate the app. This is just a consequence of it being so long since it has had a significant update. All of the third-party libraries used by the app are now out-of-date. There seems to be other bugs that need fixing too—eg. the Trail log didn't seem to work for me. I have done my best to reduce this price as much as possible to keep it affordable."

Quote Price: \$8,160.00

Annual Maintenance Quote: \$6,720.00

RECOMMENDATION:

For members information and decision.

RESOLUTION:

That NEWTRAVEL pause the promotion and distribution of the Wheatbelt Way App for the time being and purchase the App code to then look at this into the future.

Moved: Cr Sandy Ventris

Seconded: Kim Storer CARRIED

6.5 NEWTRAVEL Tourism Officer Contract

BACKGROUND:

Linda Vernon has been working for NEWTRAVEL since 2012. No formal contract agreement has been in place to date. The existing arrangement has been that Linda is to provide support services to NEWTRAVEL at approximately 8hrs/week - 400hrs per year at a price of \$1,100.00 per month.

COMMENT:

Leanne Parola and Rebecca McCall have developed a [draft contract](#) and presented to Linda Vernon. Linda Vernon has verbally accepted the contract offer of increasing the position to \$40/hr at an average of 65/hrs per month.

Consultation has been undertaken with NEWTRAVEL CEO's whose support have been provided to increase Council contributions to fund the provision of this service.

Opportunity to amend contract if required.

RECOMMENDATION:

NEWTRAVEL endorse the draft contract for Linda Vernon.

OUTCOME:

Will increase the position from 400 to 780 hours a year. Variation of contract possible is partnerships with AGO come to fruition.

RESOLUTION:

Performance Review Panel to complete an annual review process for the NEWTRAVEL Tourism Officer position and to consist of 2 Local Government CEOs and the NEWTRAVEL Chair (Rebecca McCall, Leanne Parola and Kim Storer).

Moved: Cr Sandy Ventris

Seconded: Lana Foote

CARRIED

RESOLUTION:

NEWTRAVEL endorse the Tourism Officer Contract as presented.

Moved: Rebecca McCall

Seconded: Leanne Parola

CARRIED

6.6 AGO Board Voting

BACKGROUND:

The Gold Region Tourism Organisation Inc (GRTO) trading as Australia's Golden Outback (AGO) was established in early 2004 following the development of the "New Concept for State Tourism" by the Western Australian Tourism Commission.

The Region comprises of four tourism precincts – Goldfields, Gascoyne/Murchison, Wheatbelt and Coastal sub-regions. It is the recognised marketing organisation under the umbrella of Tourism Western Australia (TWA) and has the specific task of marketing and undertaking promotional activities that will establish the region as a highly desirable tourism destination for intrastate, interstate and international visitors. Their mission is to increase visitor numbers to the region, extend the average length of stay and encourage visitor spending.

It is the intention of the organisation to provide regional stakeholders with a clear understanding of the promotional direction and key marketing activities of "Australia's Golden Outback" that they can work cooperatively with when considering marketing opportunities for their own tourism businesses.

The organisation will also work closely with the industry by taking a positive, proactive and integrated approach to developing defined marketing strategies, that will create a broader understanding of the importance of collaboration across the four tourism precincts within the region thereby encouraging tourism development and growing visitor numbers.

The objectives of the organisation are as follows:

- To establish Australia's Golden Outback region as a recognised and highly desirable visitor destination.
- To increase visitor numbers, length of stay and visitor spending in the region.
- To manage stakeholder contributions to achieve the maximum and most efficient marketing outcomes for Australia's Golden Outback region.
- To work with all industry partners and stakeholders to ensure that all issues of infrastructure and development, tourism-related communication and business opportunities of the region are best achieved.

COMMENT:

AGO vacant Board positions were advertised, and nominations received for both [whole of region](#) and [Wheatbelt Board](#) Positions.

NEWTRAVEL nominated Rebecca McCall for the Wheatbelt Board position.

As an AGO member, NEWTRAVEL now have the opportunity to vote.

RECOMMENDATION:

NEWTRAVEL vote for Rebecca McCall for the Wheatbelt Board position.

NEWTRAVEL vote for Michael Collins for the Whole of Region position.

OUTCOME:

Rebecca McCall noted that the Wheatbelt had had the luxury of the past few years of Robin McCarthy from the Central Wheatbelt Visitor Centre to be the Wheatbelt AGO Board Member.

Members present endorsed the recommendation to vote for Rebecca McCall and Michael Collins.

7. Reports

7.1 Member Reports

Opportunity for members to provide meeting with an update or exchange on key tourism related activities and initiatives. A quick verbal report to be presented by member delegates. Full written reports or information can be found if link is indicated on name below.

Mukinbudin

- The Caravan Park has been extremely busy for the peak period with gross takings at \$44K for the period, which is up from \$39K in 2020.
- Mangowine Weekend saw accommodation at full capacity. Fevor also held an event this same weekend and the Shire set up Bell Tents to trial and address the accommodation shortage.
- Had 5 Caravan Clubs visit.
- Gunaway Tours came with 25 people (elderly), local community groups supported by providing catering.
- Developing new caravan park logo and a stand alone website.
- [Tom Curtin](#) event will be held on 20th November 2021.

Westonia

- Caravan Park has been busy, but not as noticeable as seems to be a new normal.
- Positive feedback has been received by visitors to the Caravan Park about the new renovations.
- The Hood-Penn Museum continues to be popular.
- Elachbutting Toilet held up well overall for the season.
- Wildflower Tours by the Westonia CRC were well received and there was a demand for them to be held on weekends.

Wyalkatchem

- The Caravan Park is still closed and is now up for sale by the owners.
- The Golf Course Club House and Recreation Ground were made available again for visitors with self-contained vehicles.
- Investigating installing a RV dump point at the Recreation Ground.
- The Wylie Barracks were upgraded with all rooms now having air conditioning and bar fridges.
- The Wylie Café has new owners (purchased by the General Store owners)
- Wylie Fair was a success with approx. 500 people in attendance (last Fair only had 150 people attend).
- The Wyalkatchem Museum continues to be popular and will hold a celebration of 40 years of operation on the 9th of November.

Dowerin:

- The Dowerin GWN Machinery Field Days was a success with approx. 25,000 attendees.
- Accommodation from July to September was fully booked out.
- Continuing to re-vamped the Dowerin Tin Dog Creek Walk Trail.
- Installing a “Faces of the Field Days” Project in the main street.
- Updated RV Friendly status with inclusion of the Information Bay and the Dowerin Field Days Caravan Park site as 24hr RV Friendly locations.
- Updating the Shire of Dowerin brochure.
- NEWROC has partnered with Town Team to have a 2 day per week Town Team Builder position.

Koorda:

- The landscaping of the Caravan Park and Yalabee Units held up due to inability to get labour/trades.
- Approx 1300 people attended the Koorda Show.
- Accommodation continues to be booked at a steady rate.
- CRC developed ready-to-go information packs for visitors to hand out and found these useful so that not as much time was required to spend with some visitors.
- [Mitsubishi Car Club](#) visited for the weekend – well supported by locals.
- Ghost Tours have proven successful with the package of meal, tour and accommodation being most popular.
- [Mad Dog Adventures](#) visited
- Twilight Markets will be on the 27th November and last Drive-In for the year of the 4th December.

Trayning:

- The TTPA event attract approx. 400 people, working on attracting a wider audience for 2022 event. Could not attract food vans to attend the 2021 event – which was an issue. Discussion on perhaps this to be an issue that NEWROC could perhaps look at to better share volunteers between towns to support each other’s events and pool resources. Also, then to enable locals to not have to volunteer at their own event.
- Trayning museum is progressing with building upgrades and is being driven by locals who are supporting funding this through a community emporium.
- Accommodation has been busy with both visitors and workers.
- Mixed response from the community about installing cabins/chalets at the Caravan Park so are currently trialing short stay existing accommodation of two furnished 2-bedroom units.

Mt Marshall:

- Beacon Wildflower Tours conduct 9 tours across the season with 182 tickets sold. Positive feedback received, the volunteer pool was increased and they value added by setting up a local Wildflower display in the Church.
- Managing the Beacon and Bencubbin Caravan Parks tested staffing resources and was challenging to manage the demand.
- GLO event in Bencubbin was attended by 64 women.
- Beacon Theatre Arts Group Footrot Flats performance was sold out and a great night.
- Shelters are being installed at Billiburning and Waddouring.
- Waddouring will hopefully be opened to the public by Christmas.
- Council have committed to upgrades at Beacon Caravan Park including power upgrade and camp kitchen improvements.
- The Beacon Museum is located in the Beacon Central CRC building.
- Looking into self-guided walking and bike trail possibilities.
- Noted that visitors really appreciated the effort of the communities once they realized that most of the services were provided by local volunteers.

Nungarin

- Annual Harvest Festival weekend was well supported. The addition of the Bogan Bingo on the Friday night was well received.
- Home Grown Festival had approx. 400 people in attendance and positive feedback. Will look to hold again in 2022.
- 2021 History and Wildflower Tour was fully booked out.

7.0 Other Business

- Wheatbelt Way Community Garden Open Week

Update from Donna Putt - From our meeting several things were discussed. We have decided to go again next year but later in the year so that people with roses will have a display. So we have chosen the month of October and we are going to have a shorter time of 4 days from Thursday the 13th of October until Sunday 16th of October. So there will be 2 week days and 2 weekend days. People can have their gardens open for all 4 days, or just the 2 days of the weekend, or just the 2 days of the week. It will be up to the participants. We had some great feedback from the visitors this year and from that we will be making some changes to the booklet.

We had good numbers through the gardens this year, Ade had 54 people through her garden, I had 42 people through, Michael had 82 people and Lesley had approx 18. All the visitors made positive comments and liked the idea of the Open Garden scheme.

We have some new names of people who have expressed an interest in having their gardens open next year which is wonderful. They are in different shires so we will be able to expand into Trayning and Dowerin.

- **Events**

Linda asked that members forward event dates for 2022 at earliest convenience and to please use the [Wheatbelt Way Events](#) page as a reference to identify what events are occurring when across the region and assist if setting of event dates.

8.0 Next Meeting

The General Meeting will be held on Thursday 24th February 2022 in Westonia.

9.0 Meeting Close 1.04pm





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

Ref No.	Date	Name	Description	Amount	Bank	
EFT1489	05/10/2021	Wyalkatchem General Store	Refreshments 23/08/21 to 20/09/21	328.07	MUNI	EFT
EFT1490	05/10/2021	Briskleen Supplies and Hygiene Service	Disinfectant 5L x 12	301.75	MUNI	EFT
EFT1491	05/10/2021	Newground Water Services Pty Ltd	Locate reticulation solenoids at oval	1870.00	MUNI	EFT
EFT1492	05/10/2021	Zone 50 Engineering Surveys Pty Ltd	Survey work to Railway Tce Streetscape	10972.50	MUNI	EFT
EFT1493	05/10/2021	Central Wheatbelt Plumbing	Plumbing Services - Rec Centre	366.21	MUNI	EFT
EFT1494	05/10/2021	Goomalling Farm Shed	Honda lawn mower blade kit	132.45	MUNI	EFT
EFT1495	05/10/2021	Johathan Truman	Reimbursement for use of private vehicle	137.60	MUNI	EFT
EFT1496	05/10/2021	Diane & Geoff Mcdonald	Reimbursement for WACA training expenses	357.00	MUNI	EFT
EFT1497	05/10/2021	Champion Music Pty Ltd	Chris Gibbs Band for Fair 9/10/2021	3025.00	MUNI	EFT
EFT1498	05/10/2021	Blackwoods	Lens cleaning wipes	5.75	MUNI	EFT
EFT1499	05/10/2021	Bunnings Midland	Paint and brushes Pioneer Park	811.75	MUNI	EFT
EFT1500	05/10/2021	TOLL Australia	Freight Services - 20/09/21 to 22/09/21	96.84	MUNI	EFT
EFT1501	05/10/2021	WA Contract Ranger Services	Contract ranger services - 31/08/21 & 14/09/21	888.25	MUNI	EFT
EFT1502	05/10/2021	Wyalkatchem Community Resource Centre	Monthly contribution - September 2021	2464.68	MUNI	EFT
EFT1503	05/10/2021	Wyalkatchem Hotel	Refreshments for Council	242.00	MUNI	EFT
EFT1504	05/10/2021	Wyalkatchem Spraying Service	Spraying services	2120.00	MUNI	EFT
EFT1505	08/10/2021	Garn Nominees Pty Ltd	Dry hire of 140H Grader - Maintenance Grading	39369.00	MUNI	EFT
EFT1506	08/10/2021	Sunny Sign Company	Sign Brackets	654.50	MUNI	EFT
EFT1507	08/10/2021	BossHealth Group Pty Ltd	Contract EHO - October 2021	2475.00	MUNI	EFT
EFT1508	08/10/2021	Peter Klein	Reimbursement for Barracks Items	860.00	MUNI	EFT
EFT1509	08/10/2021	Geraldton Totally Workwear	Setup of Shire Logo (missed off original invoice)	5.00	MUNI	EFT
EFT1510	08/10/2021	Central Wheatbelt Plumbing	Plumbing Services - Day Care	6057.80	MUNI	EFT
EFT1511	08/10/2021	Landmark Engineering & Design/Exteria street & Park Outfitters	Wyalkatchem Cemetery - Information Shelter	10035.30	MUNI	EFT
EFT1512	08/10/2021	Green Emu Nursery	Supply of plants	640.00	MUNI	EFT
EFT1513	08/10/2021	Australia Post	Postage - September 2021	158.94	MUNI	EFT
EFT1514	08/10/2021	Blackwoods	Safety glasses	124.74	MUNI	EFT
EFT1515	08/10/2021	TOLL Australia	Freight Services	81.37	MUNI	EFT

EFT1516	08/10/2021	D & D Transport	Frieght of grader blades; Perth to Wylie	144.45	MUNI	EFT
EFT1517	08/10/2021	Dunnings	Diesel 3500L	9197.97	MUNI	EFT
EFT1518	08/10/2021	Kleenheat Gas	Yearly facility fees 210kg & 190kg gas cylinders	598.40	MUNI	EFT
EFT1519	08/10/2021	Koorda Community Resource Centre	Fair advert Narkal Notes 20/07/21 - 04/10/2021	290.00	MUNI	EFT
EFT1520	08/10/2021	WA Contract Ranger Services	Contract ranger services - 16/09/21 and 30/09/21	654.50	MUNI	EFT
EFT1521	08/10/2021	Ward MA & CT	Supply of bedding sand for wickets	2002.00	MUNI	EFT
EFT1522	08/10/2021	Winc Australia Pty Ltd	Hand Sanitiser and Bin liners	782.58	MUNI	EFT
EFT1523	08/10/2021	Wyalkatchem Tyre Service	Lawn Edger - tyre, tube & fitting	135.00	MUNI	EFT
EFT1524	15/10/2021	Sunny Sign Company	Guide post delineators	6363.50	MUNI	EFT
EFT1525	15/10/2021	Gary Thorpe	Logbook Reimbursement - September 2021	262.40	MUNI	EFT
EFT1526	15/10/2021	Hardwired	Freestyle Motocross Demo - Wyalkatchem Fair 2021	4312.00	MUNI	EFT
EFT1527	15/10/2021	Andrew Edward Tyler	Welding services - Rec Centre	2100.00	MUNI	EFT
EFT1528	15/10/2021	Pumps Australia Pty Ltd	Honda pump and fittings	3178.12	MUNI	EFT
EFT1529	15/10/2021	Monster Truck Masters	Monster Trucks for Fair 9th Oct 2021	7700.00	MUNI	EFT
EFT1530	15/10/2021	Cardile International Fireworks Pty Ltd	Fireworks for Wyalkatchem Fair 2021	5813.00	MUNI	EFT
EFT1531	15/10/2021	A P Concrete Pty Ltd	Supply and install concrete cricket pitch	7543.80	MUNI	EFT
EFT1532	15/10/2021	Avon Waste	Waste and Recycling collection - September 2021	4058.17	MUNI	EFT
EFT1533	15/10/2021	BOC Gases	Container Service Charges Sept 21	61.54	MUNI	EFT
EFT1534	15/10/2021	Cutting Edges	Grader blades for CAT Grader	1971.97	MUNI	EFT
EFT1535	15/10/2021	Landgate	SLIP Landgate Subscription 2021-2022	2405.00	MUNI	EFT
EFT1536	15/10/2021	Nutrien Ag Solutions Ltd	Chemicals for Oval Spraying	384.61	MUNI	EFT
EFT1537	15/10/2021	Metal Artwork Creations	Desk name plaques for Councillors	36.30	MUNI	EFT
EFT1538	15/10/2021	Moore Australia (WA) Pty Ltd	Nuts and Bolts Financial Training	990.00	MUNI	EFT
EFT1539	15/10/2021	NEWROC	Annual Membership 2021-22	14300.00	MUNI	EFT
EFT1540	15/10/2021	Petchell Mechanical	Service to Bomag roller	1263.20	MUNI	EFT
EFT1541	15/10/2021	WA Local Government Association	WALGA full membership and subscriptions 2021-2022	31037.00	MUNI	EFT
EFT1542	29/10/2021	Blackwell Plumbing & Gas Pty Ltd	Plumbing Services - unblock drains and inspect sewer drains	786.50	MUNI	EFT
EFT1543	29/10/2021	Major Motors PTY LTD	Cooling Belt for Isuzu Truck	33.52	MUNI	EFT
EFT1544	29/10/2021	Central Wheatbelt Plumbing	Replace 2 faulty RPZD to standpipes	2428.00	MUNI	EFT
EFT1545	29/10/2021	ACCWEST Pty Ltd	Production of Annual Financial Statements and assistance with Auditors Requests	7106.00	MUNI	EFT

EFT1546	29/10/2021	Old Macdonalds Travelling Farms WA North	Old Macdonald Farm Animals Fair	1100.00	MUNI	EFT
EFT1547	29/10/2021	Wanneroo Cabinets	22b Flint St - Fabricate vanity basin	825.00	MUNI	EFT
EFT1548	29/10/2021	Rosswell John Crute	Refund of hire Bond	115.00	MUNI	EFT
EFT1549	29/10/2021	Bunnings Midland	Various building materials	492.78	MUNI	EFT
EFT1550	29/10/2021	Burgess Rawson (wa) Pty Ltd	CBH Museum Water Usage 09/08/21 - 13/10/21	192.13	MUNI	EFT
EFT1551	29/10/2021	Cannon Hygiene Australia Pty Ltd	Sharps, Sanitary, and Nappy disposal monthly service 2021/22	2273.35	MUNI	EFT
EFT1552	29/10/2021	TOLL Australia	Freight Services	360.18	MUNI	EFT
EFT1553	29/10/2021	Wyalkatchem Electrical and Air conditioning Services	Electrical Services - 22a Flint, Barracks, and Rec Centre	976.80	MUNI	EFT
EFT1554	29/10/2021	Integral Fire Protection	fire panel repairs CRC	1474.33	MUNI	EFT
EFT1555	29/10/2021	Jason Signmakers	Pioneer Pathway Signs	1477.52	MUNI	EFT
EFT1556	29/10/2021	Lock Stock & Farrell Locksmith	New lock barrels for pool kiosk	274.00	MUNI	EFT
EFT1557	29/10/2021	Oxter Services	Niche Wall Plaque - William & Edna Adam	1019.81	MUNI	EFT
EFT1558	29/10/2021	Petchell Mechanical	Repairs to 3PL Nugget Slasher	2264.28	MUNI	EFT
EFT1559	29/10/2021	ATO Small Business Super Clearing House	Superannuation contributions	25450.31	MUNI	EFT
EFT1560	29/10/2021	Trophy Specialists	Updated plaques for the Members board	72.01	MUNI	EFT
EFT1561	29/10/2021	Wyalkatchem Spraying Service	Airport and Oval Spraying	1100.00	MUNI	EFT
16893	05/10/2021	Shire of Wyalkatchem - Petty Cash	Float for Fair 9/10/21	1000.00	MUNI	CHQ
DD1697.1	01/10/2021	Crisp Wireless	Internet Charges - September 2021	625.90	MUNI	DD
DD1700.1	06/10/2021	Synergy	Electricity Charges - 19/07/21 to 15/09/21	5807.78	MUNI	DD
DD1703.1	07/10/2021	Synergy	Electricity Charges - 05/08/21 to 16/09/21	1252.90	MUNI	DD
DD1705.1	11/10/2021	Telstra	Phone Charges - Aug to Sep 2021	434.07	MUNI	DD
DD1710.1	14/10/2021	Water Corporation.	Water Charges - 27/07/21 to 22/09/21	131.01	MUNI	DD
DD1712.1	18/10/2021	Foxtel	Foxtel - 57 flint Street	154.00	MUNI	DD
DD1718.1	21/10/2021	BP Australia Pty Ltd	Fuel Card - September 2021	25.36	MUNI	DD
DD1718.2	21/10/2021	Telstra	Mobile Phone Charges - September 2021	116.60	MUNI	DD
DD1720.1	25/10/2021	Water Corporation.	Water Charges - Standpipe 27/07/21 to 01/10/21	5.39	MUNI	DD
DD1720.2	25/10/2021	Synergy	Electricity Charges - 01/09/21 to 04/10/21	2632.87	MUNI	DD
DD1722.1	29/10/2021	Water Corporation.	Water Charges - 06/08/21 to 12/10/21	2187.33	MUNI	DD
DD1722.2	29/10/2021	Fuji Xerox	Printer Lease - 23/10/21 to 22/11/21	317.02	MUNI	DD

DD1725.1	04/10/2021	NAB	Credit Card Sept 2021	3991.39	MUNI	DD
JNL	12/10/2021	Payroll	Payroll	38079.81	MUNI	JNL
JNL	26/10/2021	Payroll	Payroll	36032.62	MUNI	JNL

\$334,782.58

MUNICIPAL ACCOUNT PAYMENTS	\$334,782.58
TRUST ACCOUNT PAYMENTS	\$

\$334,782.58





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 28 August 2021 to 28 September 2021
Company Account No: 4557 0498 0000 4281
Facility Limit: \$13,000

Your Account Summary

Balance from previous statement	\$1,881.44 DR
Payments and other credits	\$1,881.44 CR
Purchases, cash advances and other debits	\$3,982.39 DR
Interest and other charges	\$9.00 DR
Closing Balance	\$3,991.39 DR

**YOUR DIRECT DEBIT PAYMENT OF \$3,991.39 WILL BE
CHARGED TO ACCOUNT 000086977- 0000508383313 ON
04/10/2021 AS PER OUR AGREEMENT.**

27/12/01/M03326/S009861/1019721

see reverse for transaction details

Transaction record for: Billing account

Date	Amount A\$	Details	Reference
2 Sep 2021	\$1,881.44 CR	DIRECT DEBIT PAYMENT	74557041244
Total for this Period:	\$1,881.44 CR		



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	\$3,982.39	\$9.00	\$3,991.39
4557-0498-0000-4281	BILLING ACCOUNT	\$0	\$1,881.44 CR	\$0.00	\$0.00	\$1,881.44 CR
			\$1,881.44 CR	\$3,982.39 DR	\$9.00 DR	\$2,109.95 DR

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: 28 August 2021 to 28 September 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
2 Sep 2021	\$11.60	ELIZAS CAFE WEST PERTH	stat dec - Refreshments before visit to WPC Perth office				04122536874
3 Sep 2021	\$14.91	GM CABS PTY LTD MASCOT	Transport TO WPC Perth office.				74564501245
13 Sep 2021	\$94.95	BUNNINGS 309000 WEMBLEY	Tubs for Linen Storage at Barracks				74940521255
13 Sep 2021	\$390.00	SPOTLIGHT INNALOO INNALOO	Linen for Barracks				06134211671
13 Sep 2021	\$117.80	WYALKATCHEM COMMUNIT WYALKATCHEM	Payment under investigation.				74940521253
15 Sep 2021	\$42.40	WYALKATCHEM COMMUNIT WYALKATCHEM	Remake of Plate 1TDB974				74940521257
15 Sep 2021	\$198.00	Mediband 1300796401	wrist bands for Fair				02193882000
20 Sep 2021	\$2,266.88	Crown Metropol Perth Burswood	Accommodation for WALGA Conference. x4				74773881262
21 Sep 2021	\$268.20	Booking.com Australia Sydney	Accommodation for WALGA Training. x2				74773881263
22 Sep 2021	\$375.45	Crown Metropol Perth Burswood	Breakfast for WALGA Conference x4				74773881264
23 Sep 2021	\$32.00	CROWN PERTH LOBBY LOUN BURSWOOD	Refreshments at WALGA conference. x4				74940521265

Continued next page

271/21/01/M03326/S009862/0119723

Transaction record for: MR PETER JAMES KLEIN (continued)

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
23 Sep 2021	\$20.00	CROWN PERTH LOBBY LOUN BURSWOOD	Lunch at WALGA conference			drinks	74940521265
23 Sep 2021	\$101.20	Crown Metropol Perth Burswood	Parking at WALGA conference				74773881265
28 Sep 2021	\$49.00	POST WEMBLEY LPO WE WEMBLEY	Butlin St Shed client Authorisation form				74813841270
28 Sep 2021	\$9.00	CARD FEE	Credit card Sept 2021				74557041271
Total for this period	\$3,991.39		Totals				

Employee declaration

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

Cardholder signature: _____ Date: _____



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

DATE	PAYEE	DESCRIPTION	AMOUNT
CARD NUMBER 4557-XXXX-XXXX-4705			
2/09/2021	Elizas Café	Refreshments before visit to WPC Perth office	\$ 11.60
3/09/2021	GM Cabs Pty Ltd	Transport to WPC Perth office	\$ 14.91
13/09/2021	Bunnings	Tubs for linen storage at Barracks	\$ 94.95
13/09/2021	Spotlight Innaloo	Linen for Barracks	\$ 390.00
19/09/2021	Wyalkatchem CRC	Payment under investigation - 121407600.2100	\$ 117.80
15/09/2021	Wyalkatchem CRC	Remake of plate 1TDB974	\$ 42.40
15/09/2021	Mediband	Wrist bands for Wylie Fair	\$ 198.00
20/09/2021	Crown Metropol Perth	Accommodation for WALGA conference 2021 x 4	\$ 2,266.88
21/09/2021	Booking.com	Accommodation for WACA training	\$ 268.20
22/09/2021	Crown Metropol Perth	Breakfast for WALGA conference 2021 x 4	\$ 375.45
23/09/2021	Crown Perth Lobby Lounge	Refreshments for WALGA conference 2021 x 4	\$ 32.00
23/09/2021	Crown Perth Lobby Lounge	Lunch for WALGA conference 2021	\$ 20.00
23/09/2021	Crown Metropol Perth	Parking at WALGA conference 2021	\$ 101.20
28/09/2021	Post Wembley LPO	Butlin Street Shed Settlement- Clients Authorisation form	\$ 49.00
28/09/2021	NAB	Credit Card fee Sept 2021	\$ 9.00
TOTAL CREDIT CARD PAYMENTS			\$ 3,991.39

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

1/11/2021





SHIRE OF WYALKATCHEM

**MONTHLY FINANCIAL REPORT
(Containing the Statement of Financial Activity)
FOR THE PERIOD ENDED 31 OCTOBER 2021**

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

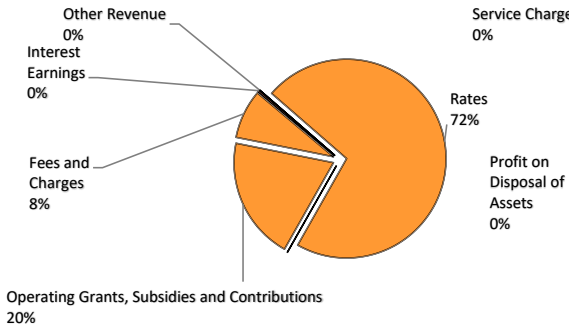
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Note 1 Explanation of Composition of Net Current Assets	5
Note 2 Explanation of Material Variances	6
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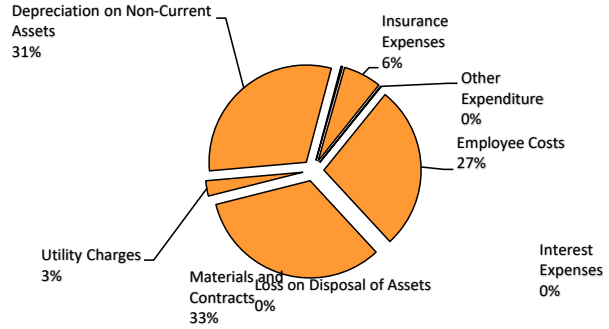


OPERATING ACTIVITIES

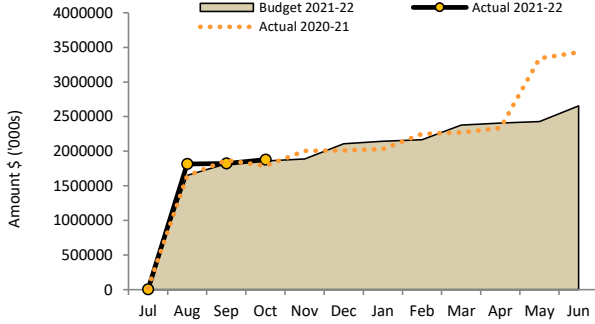
OPERATING REVENUE



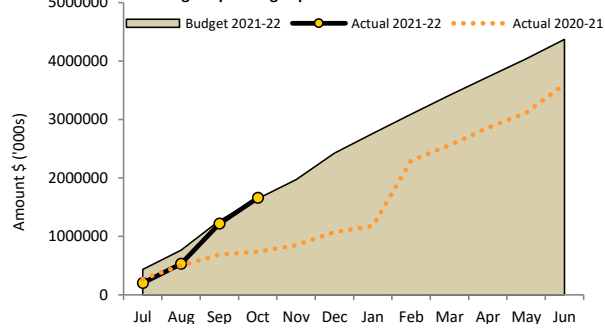
OPERATING EXPENSES



Budget Operating Revenues -v- Actual

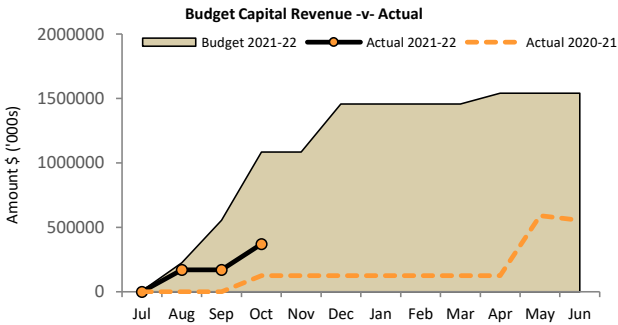


Budget Operating Expenses -v- YTD Actual

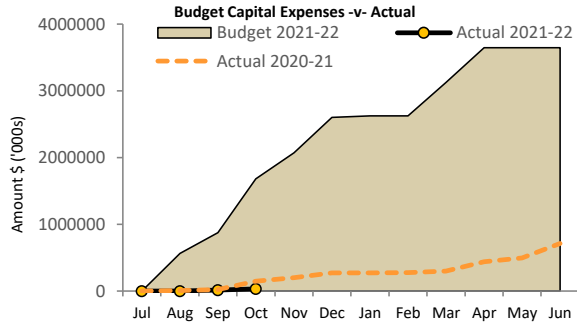


INVESTING ACTIVITIES

CAPITAL REVENUE



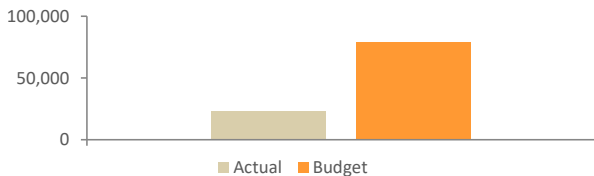
CAPITAL EXPENSES



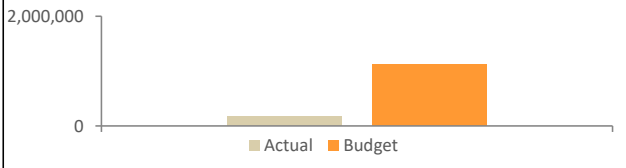
FINANCING ACTIVITIES

BORROWINGS

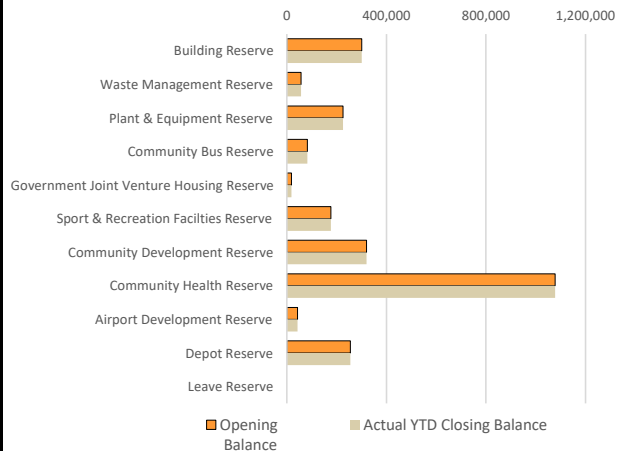
Principal Repayments



Principal Outstanding



RESERVES



STATUTORY STATEMENT Local Government (Financial Management) Regulations 34
**STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2021**
BY PROGRAM

	Ref Note	REG 34(1)(a)		REG 34(1)(b)	REG 34(1)(c)	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)	
Opening funding surplus / (deficit)	1	\$ 1,793,011	\$ 1,793,011	\$ 1,793,011	\$ 2,035,113	\$ 242,102	% 13.50%	▲
Revenue from operating activities								
Governance		0	0	0	0	0	0.00%	
General purpose funding - general rates	9	1,345,529	1,345,529	1,353,953	1,348,421	(5,532)	(0.41%)	
General purpose funding - other		773,765	773,765	189,577	226,377	36,800	19.41%	▲
Law, order and public safety		52,729	52,729	17,730	17,762	32	0.18%	
Health		77,936	77,936	14,280	1,061	(13,219)	(92.57%)	▼
Housing		51,638	51,638	17,216	18,901	1,685	9.79%	
Community amenities		109,120	109,120	104,130	109,880	5,750	5.52%	
Recreation and culture		14,420	14,420	1,472	0	(1,472)	(100.00%)	
Transport		124,622	124,622	118,082	119,930	1,848	1.56%	
Economic services		47,150	47,150	15,716	23,733	8,017	51.01%	
Other property and services		57,773	57,773	25,155	11,688	(13,468)	(53.54%)	▼
		2,654,682	2,654,682	1,857,311	1,877,753	20,442		
Expenditure from operating activities								
Governance		(569,900)	(569,900)	(165,831)	(156,595)	9,236	5.57%	
General purpose funding		(86,533)	(86,533)	(28,844)	(28,204)	640	2.22%	
Law, order and public safety		(114,846)	(114,846)	(48,932)	(56,123)	(7,191)	(14.70%)	
Health		(304,977)	(304,977)	(92,178)	(70,978)	21,200	23.00%	▲
Education and welfare		(38,256)	(38,256)	(26,084)	(31,246)	(5,162)	(19.79%)	
Housing		(152,700)	(152,700)	(56,590)	(51,978)	4,612	8.15%	
Community amenities		(181,517)	(181,517)	(61,115)	(66,536)	(5,421)	(8.87%)	
Recreation and culture		(1,048,752)	(1,048,752)	(451,511)	(435,374)	16,137	3.57%	
Transport		(1,520,572)	(1,520,572)	(510,881)	(599,472)	(88,591)	(17.34%)	▼
Economic services		(273,250)	(273,250)	(95,809)	(113,246)	(17,437)	(18.20%)	▼
Other property and services		(80,112)	(80,112)	(108,332)	(48,041)	60,291	55.65%	▲
		(4,371,415)	(4,371,415)	(1,646,107)	(1,657,793)	(11,686)		
Non-cash amounts excluded from operating activities								
Less: Profit on asset disposals	6	(37,273)	(37,273)	(17,987)	0	17,987	(100.00%)	
Add: Loss on disposal of assets	6	0	0	0	0	0	0.00%	
Adjust: Movement In Deferred Rates (Non- Current)	0	0	0	0	0	0	0.00%	
Adjust: Movement In Accrued Expenses	0	0	0	0	0	0	0.00%	
Add: Depreciation on assets		1,399,341	1,399,341	466,444	506,363	39,919	8.56%	
Amount attributable to operating activities		(354,665)	(354,665)	659,661	726,323	66,662		
Investing Activities								
Proceeds from non-operating grants, subsidies and contributions	7	1,541,006	1,541,006	1,084,675	370,297	(714,378)	(65.86%)	▼
Less UnSpent Non-Operating Grants (Contract Liabilities)	7	0	0	0	(330,297)	(330,297)	0.00%	
Net Non-Operating Grants	7	1,541,006	1,541,006	1,084,675	40,000	(1,044,675)	(96.31%)	
Proceeds from disposal of assets	6	135,000	135,000	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	5	(3,341,840)	(3,646,283)	(1,679,893)	(329,822)	1,350,071	80.37%	▲
Amount attributable to investing activities		(1,665,834)	(1,970,277)	(595,218)	(289,822)	305,396		
Financing Activities								
Proceeds from new debentures	12	1,000,000	1,000,000	0	0	0	0.00%	
Transfer from reserves	4	332,716	332,716	0	0	0	0.00%	
Payments for principal portion of lease liabilities		(3,412)	(3,412)	(288)	(288)	0	0.00%	
Repayment of debentures	12	(79,205)	(79,205)	(23,378)	(23,378)	0	0.00%	
Transfer to reserves	4	(728,168)	(718,168)	(20)	(20)	0	0.00%	
Amount attributable to financing activities		521,931	531,931	(23,686)	(23,686)	0		
Closing funding surplus / (deficit)	1	294,443	0	1,833,768	2,447,929			

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 31 OCTOBER 2021

		REG 34(1)(a)		REG 34(1)(b)	REG 34(1)(c)	REG 34(1)(d)	REG 34(1)(d)	
	Ref	Adopted Budget	Amended Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)	Var. % (b)-(a)/(a)	Var.
	Note	\$	\$	\$	\$	\$	%	
Opening funding surplus / (deficit)	1	1,793,011	1,793,011	1,793,011	2,035,113	242,102	13.50%	▲
Revenue from operating activities								
Rates	9	1,353,953	1,353,953	1,353,953	1,348,421	(5,532)	(0.41%)	
Specified area rates	9	0	0	0	0	0	0.00%	
Operating grants, subsidies and contributions	8	1,014,703	1,014,703	338,703	374,398	35,695	10.54%	▲
Fees and charges		221,653	221,653	141,800	149,651	7,851	5.54%	
Interest earnings		22,500	22,500	3,336	5,228	1,892	56.70%	
Other revenue		4,600	4,600	1,532	55	(1,477)	(96.38%)	
Profit on disposal of assets	6	37,273	37,273	17,987	0	(17,987)	(100.00%)	▼
		2,654,682	2,654,682	1,857,311	1,877,752	20,441		
Expenditure from operating activities								
Employee costs		(1,377,749)	(1,377,749)	(459,256)	(452,499)	6,757	1.47%	
Materials and contracts		(1,170,764)	(1,170,764)	(495,760)	(545,952)	(50,192)	(10.12%)	▼
Utility charges		(210,004)	(210,004)	(70,012)	(42,046)	27,966	39.94%	▲
Depreciation on non-current assets		(1,399,341)	(1,399,341)	(466,444)	(506,363)	(39,919)	(8.56%)	
Interest expenses		(19,114)	(19,114)	(4,356)	(4,432)	(76)	(1.74%)	
Insurance expenses		(148,308)	(148,308)	(148,119)	(104,956)	43,163	29.14%	▲
Other expenditure		(46,135)	(46,135)	(2,160)	(1,546)	614	28.44%	
Loss on disposal of assets	6	0	0	0	0	0	0.00%	
		(4,371,415)	(4,371,415)	(1,646,107)	(1,657,793)	(11,686)		
Non-cash amounts excluded from operating activities								
Less: Profit on asset disposals	6	(37,273)	(37,273)	(17,987)	0	17,987	(100.00%)	
Add: Loss on disposal of assets	6	0	0	0	0	0	0.00%	
Adjust: Movement In Deferred Rates (Non- Current)		0	0	0	0			
Adjust: Movement In Accrued Expenses					0			
Add: Depreciation on assets		1,399,341	1,399,341	466,444	506,363	39,919	8.56%	
Amount attributable to operating activities		(354,665)	(354,665)	659,661	726,322	66,661		
Investing activities								
Proceeds from non-operating grants, subsidies and contributions	7	1,541,006	1,541,006	1,084,675	370,297	(714,378)	(65.86%)	▼
Less UnSpent Non-Operating Grants (Contract Liabilities)	7	0		0	(330,297)			
Net Non-Operating Grants	7	1,541,006	1,541,006	1,084,675	40,000			
Proceeds from disposal of assets	6	135,000	135,000	0	0	0	0.00%	
Payments for property, plant and equipment and infrastructure	5	(3,341,840)	(3,646,283)	(1,679,893)	(329,822)	1,350,071	80.37%	▲
Amount attributable to investing activities		(1,665,834)	(1,970,277)	(595,218)	(289,822)	305,396		
Financing Activities								
Proceeds from new debentures	12	1,000,000	1,000,000	0	0	0	0.00%	
Transfer from reserves	4	332,716	332,716	0	0	0	0.00%	
Payments for principal portion of lease liabilities		(3,412)	(3,412)	(288)	(288)	0	0.00%	
Repayment of debentures	12	(79,205)	(79,205)	(23,378)	(23,378)	0	0.00%	
Transfer to reserves	4	(728,168)	(718,168)	(20)	(20)	0	0.00%	
Amount attributable to financing activities		521,931	531,931	(23,686)	(23,686)	0		
Closing funding surplus /(deficit) REG 34(1)(e)	1	294,443	0	1,833,768	2,447,929	614,161		

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 31 OCTOBER 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 31/08/2021	This time last month 30/09/2021	YTD Actual (b) 31/10/2021
		\$	\$	\$	\$	\$
Net current assets used in the Statement of Financial Activity						
Current assets						
Cash and cash equivalents	3	2,213,429	1,995,415	2,626,723	2,430,930	2,594,296
Cash backed Reserves		2,558,033	2,776,122	2,558,033	2,558,055	2,558,055
Rates receivables	10	40,165	118,102	596,581	320,697	283,417
Receivables	10	91,686	0	259,616	218,301	29,223
Inventories		7,874	7,874	4,964	8,174	8,841
Other current assets		1,896	0	0	0	0
Total Current assets		4,913,083	4,897,513	6,045,916	5,536,156	5,473,832
Less: Current liabilities						
Payables		(247,364)	(213,550)	(131,840)	(48,608)	(64,981)
Contract liabilities	7	(218,089)	(218,089)	(218,089)	(218,089)	(218,089)
Borrowings	12	(47,440)	(50,274)	(35,010)	(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)
Total Current liabilities		(588,878)	(600,155)	(460,636)	(366,456)	(382,829)
Net Currents Assets		4,324,205	4,297,358	5,585,280	5,169,700	5,091,003
Less: Adjustments to net current assets						
Less: Reserves - restricted cash	4	(2,558,033)	(2,776,122)	(2,558,033)	(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	35,010	24,062	24,062
Add: Lease liabilities included in Budget	13	3,412	3,412	3,124	3,124	3,124
Total adjustments to net current assets		(2,289,092)	(2,504,347)	(2,301,810)	(2,530,848)	(2,643,077)
Closing funding surplus / (deficit) (NET CURRENT ASSETS)		2,035,113	1,793,011	3,283,470	2,638,852	2,447,929

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
	\$	%		
Revenue from operating activities				
General purpose funding - other	36,800	19.41%	▲ Permanent	Fags installment above budget
Health	(13,219)	(92.57%)	▼ Timing	Medical centre contibution
Other property and services	(13,468)	(53.54%)	▼	
Expenditure from operating activities				
Health	21,200	23.00%	▲ Timing	Medical account not yet received for Oct
Transport	(88,591)	(17.34%)	▼ Timing	Road Maintenance over budget due to timing
Economic services	(17,437)	(18.20%)	▼ Timing	Railway barracks over 8K due to timing
Other property and services	60,291	55.65%	▲ Timing	overheads under budget due to timing
Non-cash amounts excluded from operating activities				
Investing activities				
Proceeds from non-operating grants, subsidies and contributions	(714,378)	(65.86%)	▼ Permanent	Bugeted to have received phase 2 LGCRI and storm water
Payments for property, plant and equipment and infrastructure	1,350,071	80.37%	▲ 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 31 OCTOBER 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.

INDEX TO NOTES

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Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Cash on hand								
Municipal Bank Account	Cash and cash equivalents	2,644,042		2,644,042	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		
Total		2,644,042	2,558,055	5,202,096	0			
Comprising								
Cash and cash equivalents		2,644,042	2,558,055	5,202,096	0			
		2,644,042	2,558,055	5,202,096	0			

KEY INFORMATION

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

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

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

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 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
	2,558,034	12,500	20	705,668	0	(332,716)	0	2,943,485	2,558,055

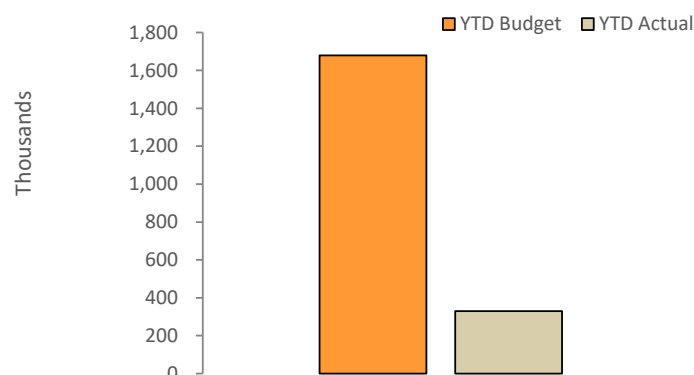
KEY INFORMATION

CAPITAL ACQUISITIONS SUMMARY

Capital acquisitions	Adopted			YTD Actual Variance
	Adopted Budget	YTD Budget	YTD Actual	
	\$	\$	\$	\$
Land & Buildings	1,341,000	320,000	1,113	(318,887)
Plant & Equipment	284,000	181,000	0	(181,000)
Roads	845,083	314,136	0	(314,136)
Drainage	555,083	555,083	297,629	(257,454)
Other Infrastructure	621,117	309,674	31,080	(278,594)
Payments for Capital Acquisitions	3,646,283	1,679,893	329,822	(1,350,071)
Total Capital Acquisitions	3,646,283	1,679,893	329,822	(1,350,071)
Capital Acquisitions Funded By:				
	\$	\$	\$	\$
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	262,502	(40,476)	(302,978)
Capital funding total	3,646,283	1,679,893	329,822	(1,350,071)

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.

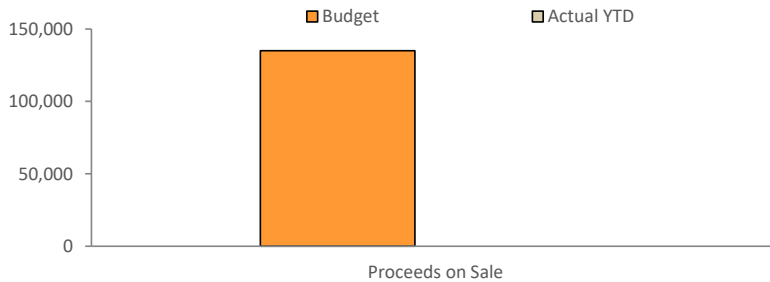


		Adopted						
Account	Job	Account Description	Original Budget	Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over	Comments
		Land & Buildings						
4040110	BC001	Chambers Refurbish	35,000	35,000	35,000	0	(35,000)	
4090110	BC0006	2a Slocum Street	5,000	5,000	5,000	1,068	(3,932)	
4090110	BC007	22a 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	45	(279,955)	
			1,341,000	1,341,000	320,000	1,113	(318,887)	
		Furniture & Equipment						
			0		0	0	0	
			0		0	0	0	
			0		0	0	0	
			0	0	0	0	0	
		Plant & Equipment						
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	0	0	0	
4140330	PC0102	Fuel Storage	33,000	33,000	0	0	0	
	PC0006	New Mini Excavator	0	0	0	0	0	
			284,000	284,000	181,000	0	(181,000)	
		Roads						
4120140	R2R09	McNee Road	208,917	208,917	0	0	0	
4120140	RRG131	RRG Cunderdin - Wyalkatchem Road	322,030	322,030	0	0	0	
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	0	
			845,083	845,083	314,136	0	(314,136)	
		Drainage						
4120190	CIO006	Flint and Gamble Intersection-Stormwater redirection to town dam	119,638	119,638	119,638	66,915	(52,723)	
4130890	CIO005	Railway Terrace Stormwater	435,445	435,445	435,445	230,715	(204,730)	
			555,083	555,083	555,083	297,629	(257,454)	
		Other Infrastructure						
4100790	CIO007	Cemetery Improvements	7,000	7,000	0	9,123	9,123	
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	9,383	(617)	
4120690	CIO013	Airport Runway Reseal	0	294,443	0	0	0	
			316,674	621,117	309,674	31,080	(278,594)	
			3,341,840	3,646,283	1,679,893	329,822	(1,350,071)	

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2021

OPERATING ACTIVITIES
Note 6
DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	Plant and equipment								
	Transport								
	10141 Dolly	0	5,000	5,000	0	0		0	0
	Other property and services								
	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
		97,727	135,000	37,273	0	0	0	0	0



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	
		\$	\$	\$	\$	\$	
Non-operating grants and subsidies							
Governance							
GEN PUR - Other Grants	Tied	LGRIC	434,802	366,776	0	12,574	0
Community amenities							
STORM - Grants	Tied	State	171,439	171,439	40,000	297,629	0
Transport							
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
			1,541,006	1,084,675	370,297	310,203	330,297

Operating grants, subsidies and contributions revenue							
Provider	Type	Adopted Budget Revenue	Revised Budget	YTD Budget	YTD Revenue Actual	YTD Expense Actual	Contract Liability Actual
		\$	\$	\$	\$	\$	\$
Operating grants and subsidies							
General purpose funding							
GEN PUR - Financial Assistance Grant - General	Untied	532,650	532,650	133,163	159,217	n/a	n/a
GEN PUR - Financial Assistance Grant - Roads	Untied	203,881	203,881	50,970	59,031	n/a	n/a
Law, order, public safety							
ESL BFB - Operating Grant		46,799	46,799	15,600	13,069	n/a	n/a
ESL BFB - Admin Fee/Commission		0	0	0	4,000	n/a	n/a
Community amenities							
COM AMEN - Other Cemetery Income		0	0	0	4,000	n/a	n/a
Recreation and culture							
OTH CUL - Grants - Other Culture		10,000	10,000	0	0	0	0
Transport							
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
		905,540	905,540	310,343	356,985	0	0
Reimbursement Contribution							
Governance							
RATES - Reimbursement of Debt Collection Costs	Untied	3,500	3,500	1,168	0	n/a	n/a
Health							
OTH HEALTH - Contributions, Donations & Reimbursemen	Untied	77,700	77,700	14,200	725	n/a	n/a
Housing							
STF HOUSE - Staff Rental Reimbursements - 2 Slocum St		2,000	2,000	668	2,303	n/a	n/a
STF HOUSE - Staff Rental Reimbursements - 22a Flint St	Untied	0	0	0	969	n/a	n/a
STF HOUSE - Staff Rental Reimbursements - 45 Wilson St	Untied	1,170	1,170	392	1,494	n/a	n/a
OTH HOUSE - Rental Reimbursements	Untied	1,593	1,593	532	0	n/a	n/a
OTH HOUSE - Rental Reimbursements - Joint Venture	Untied	700	700	232	256	n/a	n/a
Economic services							
ECONOM - Other Fees & Charges	Untied	0	0	0	5,064	n/a	n/a
Other property and services							
PWO - Other Reimbursements	Untied	500	500	168	0	n/a	n/a
POC - Fuel Tax Credits Grant Scheme	Untied	22,000	22,000	11,000	6,603	n/a	n/a
		109,163	109,163	28,360	17,413	0	0
TOTALS		1,014,703	1,014,703	338,703	374,398	0	0

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2021

OPERATING ACTIVITIES
Note 9
RATE REVENUE

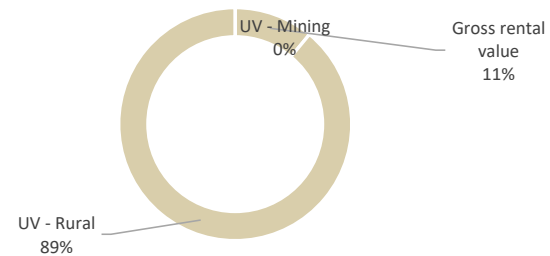
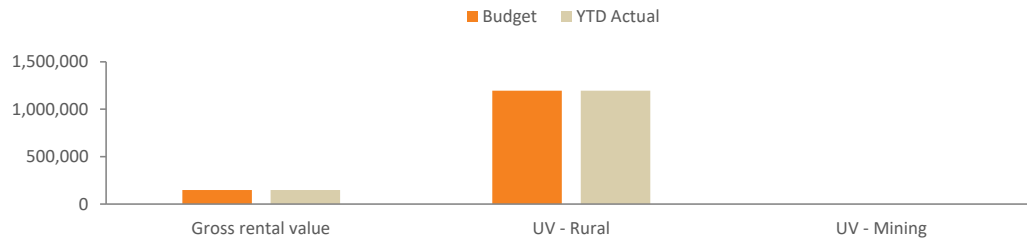
General rate revenue

RATE TYPE	Budget						YTD Actual				
	Rate in \$ (cents)	Number of Properties	Rateable Value	Rate Revenue	Interim Rate	Back Rate	Total Revenue	Rate Revenue	Interim Rates	Back Rates	Total Revenue
				\$	\$	\$	\$	\$	\$	\$	\$
Gross rental value											
Gross rental value	0.10877	197	1,361,837	148,132	0	0	148,132	148,132	(495)	0	147,637
Unimproved value											
UV - Rural	0.01474	210	81,049,000	1,194,662	0	0	1,194,662	1,194,662	0	0	1,194,662
UV - Mining	0.01474	0	0	0	0	0	0	0	0	0	0
Sub-Total		407	82,410,837	1,342,794	0	0	1,342,794	1,342,795	(495)	0	1,342,299
Minimum payment	Minimum \$										
Gross rental value											
GRV - Wyalkatchem	495	53	68,317	26,235	0	0	26,235	26,235	0	0	26,235
Unimproved value											
UV - Rural	550	18	357,600	9,900	0	0	9,900	9,900	527	(124)	10,303
UV - Mining	550	12	35,329	6,600	0	0	6,600	6,600	0	0	6,600
Sub-total		83	461,246	42,735	0	0	42,735	42,735	527	(124)	43,138
Discount							(40,000)				(45,441)
Amount from general rates							1,345,529				1,339,996
Ex-gratia rates							8,424				8,424
Total general rates							1,353,953				1,348,420

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 31 OCTOBER 2021**

**OPERATING ACTIVITIES
Note 10
RECEIVABLES**

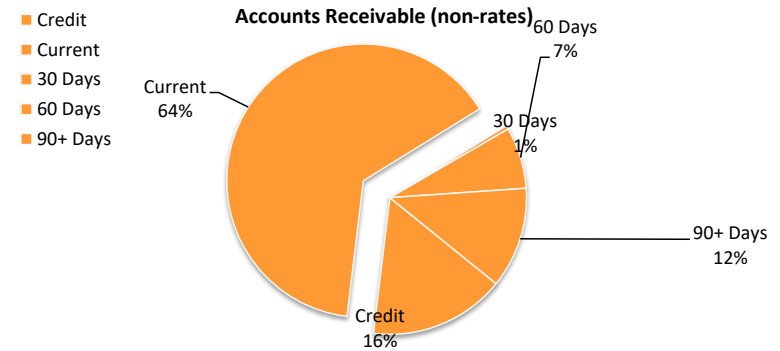
Rates receivable	30 Jun 2021	31 Oct 2021
	\$	\$
Opening arrears previous years	18,796	40,165
Levied this year	1,304,516	1,348,420
Less - collections to date	(1,276,453)	(1,105,168)
Equals current outstanding	40,165	283,417
Net rates collectable	40,165	283,417
% Collected	96.5%	79.6%

Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	2,056	8,213	55	930	1,525	12,778
Percentage	16.1%	64.3%	0.4%	7.3%	11.9%	
Balance per trial balance						
Sundry receivable	2,056	8,213	55	930	1,525	12,778
GST receivable	0	20,093	0	0	0	20,093
Pensioner rebate	0	(3,648)	0	0	0	(3,648)
Total receivables general outstand	2,056	24,658	55	930	1,525	29,223

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.

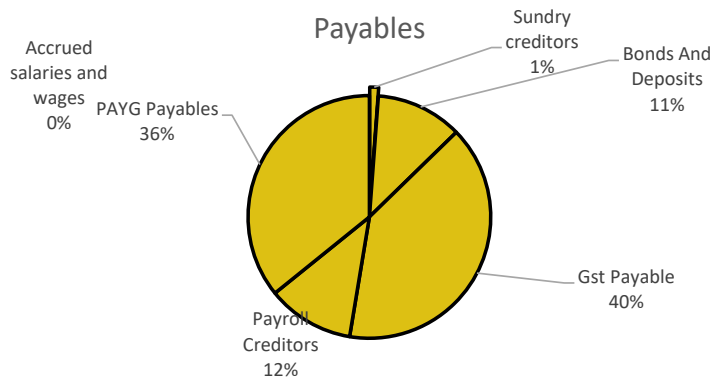


Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	0	0	(74)	0	(74)
Percentage	0%	0%	0%	100%	0%	
Balance per trial balance						
Sundry creditors	0	0	0	(74)	0	708
Accrued salaries and wages	0	0	0	0	0	0
Bonds And Deposits	0	6,892	0	0	0	6,892
Gst Payable	0	23,864	0	0	0	23,864
Payroll Creditors	0	6,924	6,924	0	0	6,924
PAYG Payables	0	21,413	0	0	0	21,413
Other Payables	0	(14)	0	0	0	(14)
Total payables general outstanding						59,787

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 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
		\$	\$	\$	\$	\$	\$	\$	\$	
Housing										
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
Economic Services										
Loan 73 - CRC Building	78	90,628	0	0	10,949	24,974	79,679	65,654	(765)	2,834
B/Fwd Balance		195,567	0	1,000,000	23,378	79,205	172,189	1,116,362	-3,567	19,067
C/Fwd Balance		195,567	0	1,000,000	23,378	79,205	172,189	1,116,362	-3,567	19,067
Self supporting loans		0	0	0	0	0	0	0	0	0
Total		195,567	0	1,000,000	23,378	79,205	172,189	1,116,362	(3,567)	19,067
Current borrowings		79,205					24,062			
Non-current borrowings		116,362					148,127			
		195,567					172,189			

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 31 OCTOBER 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
		\$	\$	\$	\$	\$	\$	\$	\$	
Other property and services										
Photocopier		5,135	0		288	3,412	4,847	1,723	65	91
Current lease liabilities		3,412								
Non-current lease liabilities		<u>1,723</u>								
		5,135								

All lease repayments were financed by general purpose revenue.

KEY INFORMATION

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

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

**NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 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
				\$	\$	\$	\$
	Budget adoption		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
				0	304,443	(304,443)	0

**MONTHLY FINANCIAL REPORT
FOR THE PERIOD ENDED 31 OCTOBER 2021**

BASIS OF PREPARATION

BASIS OF PREPARATION

REPORT PURPOSE

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

BASIS OF ACCOUNTING

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

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

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 08 September 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 31 OCTOBER 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 31 OCTOBER 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.





Audit and Risk Management Committee Charter and Terms of Reference

This charter document defines the membership, authority, purpose, operational guidelines, responsibilities and resources of the Shire of Wyalkatchem Audit and Risk Management Committee, established by Council pursuant to Division A1, Section 7.1A of the *Local Government Act 1995* (the Act) and the *Local Government (Audit) Regulations 1996* and *Local Government Amendment (Auditing) Act 2017* (the Regulations)

1. NAME

The name of the Committee shall be the Shire of Wyalkatchem Audit and Risk Management Committee, hereinafter referred to in its abbreviated form as the Committee.

2. ESTABLISHMENT

The Committee is established pursuant to Section 7.1(A) of the Act.

3. DISTRICT

The Committee shall operate with the local government boundaries of the Shire of Wyalkatchem.

4. GUIDING PRINCIPLES

This Committee is established with the guiding principles in accordance with Division 1, Section 7.1A of the *Local Government Act 1995*, the *Local Government (Audit) Regulations 1996* the *Local Government (Financial Management) Regulations 1996* and the *Local Government Amendment (Auditing) Act 2017*.

5. OBJECTIVES

The primary objective of the Audit and Risk Management Committee is to accept responsibilities for the annual external audit and liaise with the Shire's auditor so that Council can be satisfied with the performance of the Shire of Wyalkatchem (the Shire) in managing its financial affairs.

Reports from the Committee will assist Council in discharging its legislative responsibilities of controlling the Shire's affairs, determining the Shire's policies and overseeing the allocation of its finance and resources. The Committee will ensure openness in the Shire's financial reporting and will liaise with the CEO to ensure the effective and efficient management of the Shire's financial accounting systems and compliance with legislation.

The Committee is to facilitate:

- the enhancement of the credibility and objectivity of internal and external financial reporting;
- effective management of financial and other risks and the protection of Council assets;
- compliance with laws and regulations as well as use of best practice guidelines relative to audit, risk management, internal control and legislative compliance;
- the coordination of the internal audit function with the external audit; and
- the provision of an effective means of communication between the external auditor, internal auditor, the CEO and the Council.

6. DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Committee will be –

- a) Provide guidance and assistance to Council as to carrying out the functions of the local government in relation to auditors;
- b) Meet with the auditor once in a year to provide a report to Council on the matters discussed and outcome of these discussions;
- c) Liaise with the CEO to ensure that the local government does everything in its power to –
 - Assist the auditor to conduct the audit and carry out his or her other duties under the act; and
 - Ensure that audits are conducted successfully and expeditiously;
- d) Examine the reports of the auditor after receiving a report from the CEO on the matters to –
 - Determine if any matters raised require action to be taken by the Shire; and
 - Ensure that appropriate action is taken in respect of those matters;
- e) Review the report prepared by the CEO on any actions taken in respect of any matters raised in the report of the Auditor and presenting the report to Council for adoption prior to the end of the next financial year or 6 months after the last report prepared by the auditor is received, whichever is the latest in time;
- f) Review the scope of the audit plan and program and its effectiveness;
- g) Review the appropriateness of special internal audit assignments undertaken by internal audit at the request of Council or CEO;
- h) Review the level of resources allocated to internal audit and the scope of its authority;
- i) Review reports of internal audits and by monitoring the implementation of recommendations made by the audit and reviewing the extent to which Council and management reacts to matters raised;
- j) Facilitate liaison between the internal and external auditor to promote compatibility, to the extent appropriate, between their audit programs;

- a) Monitor the risk exposure of the Shire by determining if management has appropriate risk management processes and adequate management information systems.
- b) Review the CEO's report on the appropriateness and effectiveness of the local government's systems and procedures in regard to risk management, internal control and legislative compliance, required to be provided to the committee, and report the results or their consideration of that review to Council;
- c) Monitor the progress of any major lawsuits facing the Council/Shire;
- d) Monitor ethical standards and related party transactions by determining whether the systems of control are adequate and appropriate;
- e) Review issues relating to national competition policy, financial report by Shire business units and comparative performance indicators;
- f) Review the Shire's draft annual financial report, focusing on –
 - Accounting policies and practices
 - Changes to accounting policies and practices
 - The process used in making significant accounting estimates;
 - Significant adjustments to the finance report (if any) arising from the audit process;
 - Compliance with accounting standards and other reporting requirements; and
 - Significant variance from prior years.
- g) Consider and recommend adoption of the annual financial report to Council. Review any significant changes that may arise subsequent to any such recommendation but before the annual report is signed;
- h) Address issues brought to the attention of the committee, including responding to requests from Council for advice that are within the parameters of the committee's term of reference;
- i) Seek information or obtain expert advice through the CEO on matters of concern within the scope of the committee's term of reference following authorisation from Council;
- j) Review the annual Compliance Audit Return and report to the Council the results of that review

7. MEMBERSHIP

Membership of the Committee will be appointed by absolute majority decision of Council and can include non-elected members, must include at least 3 Councillors and Councillors must comprise the majority of the Committee.

Neither the Chief Executive Officer nor any other employee of the Local Government can be a member of the Committee.

Membership of the Committee will comprise a total of 7 members consisting of;
7 x Councillors

8. MEETINGS

8.1. Annual General Meeting

Nil

8.2. Committee Meetings

The Audit and Risk Committee shall meet at least once every three months. A schedule of meetings will be developed and agreed to by the members. As a guide, meetings will be arranged to coincide with Council reporting deadlines, for example, in February / March to discuss the Statutory Compliance Return and in October to receive and authorise the draft annual report including the financial statements prior to its submission to the Minister. Additional meetings will be scheduled on an as needed basis.

8.3. Quorum

The Quorum for any meeting of the Committee is at least 50% of the number of member positions prescribed on the Committee, whether vacant or not, which equates to four (4) members being present to constitute a quorum.

8.4. Voting

Shall be in accordance with Sections 5.201 and 7.1C of the Act, with all members of the Committee entitled and required to vote (subject to financial and proximity interest provisions of the Act).

8.5. Minutes

Shall be in accordance with the Act, Section 5.22.

8.6. Presiding Person

The members will elect the Presiding Person and if required, Deputy of the Committee pursuant to the Act, Section 5.12.

8.7. Who acts if no presiding member?

Shall be in accordance with the Act, Section 5.14

8.8. Meetings

Meetings are open to the public pursuant to section 5.23 of the Act as the Committee has delegated power or duty.

8.9. Public Question Time

Public Question Time shall be held in accordance with the section 5.24 of the Act and Regulations 5, 6 and 7 of the Local Government (Administration) Regulations 1996.

8.10. Members Conduct

Members of the Committee are bound by the:

- Provision of Section 5.65 of the Local Government Act 1995;
 - Shire of Wyalkatchem Standing Orders Local Laws 1999;
 - Shire of Wyalkatchem Code of Conduct (amended from time to time);
 - Local Government (Rules of Conduct) Regulations 2007 (Elected Members only);
- and

- Clause 34C of the Local Government (Administration) Regulations 1996;

With respect to their conduct and duty of disclosures of financial, proximity or impartiality interests, to the extent stated, dependent upon whether they are a Councillor, Employee or Local Government or a Community Member (community members are not bound to declare impartiality interest, unlike Councillors and Employees of Local Government nor are they bound by the Rules of Conduct Legislation).

8.11. Secretary

The Governance Executive Officer or that Officer's nominee will fulfil the role of non-voting secretary who will be responsible for preparation and distribution of agendas and minutes.

8.12. Meeting Attendance Fees

Nil.

8.13. Reporting

The Committee is to report to Council and provide appropriate advice and recommendations on matters relevant to its term of reference. This is in order to facilitate informed decision making by Council in relation to the legislative functions and duties of local government that have not been delegated to the CEO.

Decisions of the Committee are to be made by simple majority.

Reports and recommendations of each Committee meeting requiring a resolution of Council shall be presented to the next ordinary meeting of Council or the first ordinary meeting of Council practicable.

9. DELEGATED AUTHORITY TO THE COMMITTEE

Delegation No 1.1.1

FUNCTION

1. Authority to meet with the Shire's Auditor at least once every year on behalf of Council [s7.12A(2)].
2. Authority to:
 - a. Examine the report of the Auditor and determine matters that require action to be taken by the Shire of Wyalkatchem; and
 - b. Ensure that appropriate action is taken in respect to these matters [s.7.12A(3)].
3. Authority to prepare a report on any actions under s7.12A (3) in respect of an audit conducted in respect of a financial year for Council's endorsement, prior to sending the report to the Minister [s.7.12A(4)].

CONDITIONS

Nil

RECORD KEEPING

Audit and Risk Management Committee Minutes shall record and identify each decision made under this delegation in accordance with the requirements of Administration Regulation 19.

10. STRATEGIC ALIGNMENT

The specific tasks and actions undertaken by this committee will assist the Shire of Wyalkatchem in achieving the following aspirations and objectives as contained within the Strategic Community Plan.

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-governed, efficient and responsive organisation	5.1.1	Implement effective governance structures
		5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk
		5.1.3	Deliver open and transparent Council decision-making and reporting
		5.1.4	Implement systems and processes to enhance organisational capability



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LOCAL EMERGENCY MANAGEMENT COMMITTEE - TERMS OF REFERENCE

1. Name

Shire of Wyalkatchem Local Emergency Management Committee (LEMC)

2. Aim

The aim of LEMC is to encourage collaboration between local support organisations, hazard management agencies and industry representatives and to collectively build a team that is ready and practiced in responding to an emergency or disaster.

3. Objectives

3.1	Develop local emergency management responses that are practical to all stakeholders and service agencies.
3.2	Ensure that arrangements are contemporary and relevant to the community and address all possible risks and scenarios.
3.3	Participate in opportunities to develop our emergency management capability by cooperating with neighboring Shires.
3.4	Engage the community through safety and awareness campaigns, and by disseminating information through social media, media outlets, and public events.
3.5	Participate in interagency training exercises that improve the capabilities and knowledge of the committee, local stakeholders and hazard management agencies.
3.6	Exercise the emergency management arrangements to test their effectiveness in practical applications, and actively strive for continuous improvement.
3.7	Share meeting minutes, committee member experiences and proposed actions with local government elected members, State agencies and the local community.
3.8	Develop ways to mitigate potential emergencies and to improve recovery arrangements.

4. Duties and Responsibilities

4.1	Advise and assist the Shire of Wyalkatchem in ensuring that effective local emergency management arrangements are established for its district.
4.2	Liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
4.3	Carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.
4.4	Perform at least one emergency training exercise a year to test the effectiveness of the emergency arrangements.
4.5	After the end of each financial year prepare and submit to the district emergency management committee an annual report on activities undertaken by it during the financial year.

5. Membership

The LEMC membership consists of local organisations, hazard management agencies and industry representatives. The committee membership is tabled in Schedule 1.

Membership notes:-

- Guests may be invited to attend committee meetings as determined by the LEMC;
- Each voting member may nominate a proxy within their agency or organisation to attend if the appointed member is absent;
- Members representing agencies and organisations that can no longer participate in the committee shall advise the Governance Executive Officer of their resignation and nominate an alternative representative for membership;
- Committee membership will be reviewed annually to ensure that it is representative of the community and the potential risks and scenarios;
- New members may join the LEMC via resolution of the committee;

6. Meeting Management

6.1 Chairperson

The Chairperson shall be an elected member of Council. Council is to appoint the Chairperson, an elected member and the Chief Executive Officer as the Chairpersons proxy. In the absence of the Chair, the relevant proxy will act as the Chairperson.

6.2 Quorum

Quorum will consist of the Chairperson, or Deputy Chairperson, or CEO and three committee members (total 4).

6.3 Executive Officer

The LEMC Executive Officer is the Shire of Wyalkatchem Governance Executive Officer

6.4 Minutes/Agendas

The Governance Executive Officer shall be responsible for preparing agendas and minutes of all business transacted at each meeting.

A draft agenda will be emailed to members two weeks prior to the meeting. Members may nominate additional agenda items by advising the Executive Officer. The final agenda will be issued to members one week prior to the scheduled meeting.

Copies of the meeting minutes will be made available to Council, for information. Meeting minutes will be forward to Committee members within the week following the meeting.

6.5 Schedule

Meetings will be held quarterly and scheduled by the Chairperson. Additional meetings can be convened at the discretion of the Chairperson.

6.6 Authority

The LEMC shall not have the authority or power to commit the Shire of Wyalkatchem, or any association, organisation, group or individual to expenditure without the Council's endorsement.

The LEMC shall be required to gain Council approval if the Committee wishes to alter these Terms of Reference.

6.7 Reporting

As per State EM Policy at section 7.1, the annual report of the LEMC will be completed and submitted to the Wheatbelt DEMC at the end of each financial year capturing a description of activities undertaken during that year."

Schedule 1 - Membership

City

Community/Agency LEMC Members (Voting)	
Western Australian Police	Fire and Rescue
DFES Fire and Rescue Service	Department of Transport
DFES State Emergency Service	Roadwise
Volunteer Bush Fire Brigades	Main Roads
Wyalkatchem District High school	Water Corporation
Wyalkatchem St John Ambulance	Western Power
Department of Communities	OEM
Wyalkatchem Hospital	
LEMC Members (Voting)	
As above	
Invited Guests (Non-Voting)	
Community Resource Centre	Other invited guests





Procurement Assessment Form 1(a)

This form is to be used to document justification for supplier selection in the following circumstance;

- (a) For purchases between \$3,001 & \$10,000 two written quotes are required.
- (b) For purchases between \$10,001 & \$50,000 at least 3 written quotes are to be sought.
- (c) For purchases between \$50,001 & \$250,000 at least 3 written quotes are to be sought by RFQ.
- (d) RFQ responses for purchases over \$250,000 if WALGA PSA panel or CUA is used.

1. Description of goods or services being purchased

Purchase of audio visual system for the council chamber

2. Value for Money

All purchases are to be made based on a value for money assessment.

Please select from the following criteria;

- 1 Scope understanding
- 2 Price
- 3 Availability
- 4 Task suitability
- 5 Warranties
- 6 Environmental sustainability

Please note, the Shire applies a regional price preference which is summarised as follows;

(a) Local Suppliers

10% price discount is applied for evaluation purposes for goods and services up to a maximum price reduction of \$50,0000 (ex GST)

5% price discount is applied for evaluation purposes up to a maximum price reduction of \$50,0000 (ex GST)

(b) Regional Suppliers

5% price discount is applied for evaluation purposes for goods and services up to a maximum price reduction of \$50,0000 (ex GST)

2.5% price discount is applied for evaluation purposes up to a maximum price reduction of \$50,0000 (ex GST)

3. Value for Money Assessment Matrix

Select Criteria, Weighting and discuss quality of response.

Criteria	Weighting	Integrated ICT		Pro AV Solutions		Concept AV (option 1)				
		Discussion	Score	Weighted Score	Discussion	Score	Weighted Score	Discussion	Score	Weighted Score
Scope understanding	0.1		7	0.7		7	0.7		5	0.5
Availability	0.15		8	1.2		8	1.2		8	1.2
Task suitability	0.3	Option 1: Screen - Commbox (CBD86A8) 86" Smart 4k display, HDMI & wall bracket. Audio: Touch screen , Logitech Rally Plus, 3 table mics with mounts Option 2: Screen - Same as Option 1. Audio - bring your own device (BYOD) system, Logitech Rally Plus and table mics with mounts. BYOD systems have more set-up steps and points of failure and lacks the simplicity of the touch screen option.	8	2.4	Screen - BYOD system, non interactive - Sony Commercial 85", HDMI & 900mm wall bracket. Audio - Logitech Rally Plus and table mics	9	2.7	Screen - BYOD system, non interactive - Newline RS Interactive, 4K Ultra-High-Definition 86" & wall bracket. Audio Logitech Rally Bar Mini with 1 table mic. Note: the Rally Bar Mini is not recommended by Logitech for a room as large as Chambers.	6	1.8
Warranty	0.2	5 year warranty on screen & 2 to 3 years on various audio visual components	8	1.6	3 year warranty on screen & 2 to 3 years on AV components.	7	1.4	5 year warranty	8	1.6
Price	0.25	Option 1: Screen - \$3,159. Audio: Logitech Rally Plus with touch screen and 3 table mics, \$9,248. Installation services (inc travel) est = \$3,080, staff training \$175. Total AV system cost (ex GST) \$15,662. Option 2: Screen - \$3,159. Audio: Logitech Rally Plus with BYOD and 3 table mics, \$7,601. Installation services (inc travel) est = \$3,080, staff training \$175. Total AV system cost (ex GST) \$14,015. Note: reconfigured or upgraded lap top computers required for any BYOD system. Not all staff have lap tops and sharing lap tops to attend meetings/training could be problematic. New lap tops would result in Option 2 ultimately being more expensive than Option 1.	8	2	Screen \$4,845, Logitech Rally Plus with 4 table mics \$5,920, cables, hardware & labour \$4,701. Total cost (ex GST) \$16,885.	7	1.75	Screen \$4,995, Logitech Rally Bar Mini \$5,333, Hardware & misc \$1,410, installation \$2,630. Total cost (ex GST) \$14,368.	8	2
Total	1			7.9			7.75			7.1

4. Supplier Recommendation

It is recommended that the quote from Integrated ICT (Option 1) be accepted with a supply & installation cost of \$15,662 (ex GST)

Peter Klein
Officer's name

10 November 2021
Date





Procurement Assessment Form 1(a)

This form is to be used to document justification for supplier selection in the following circumstance;

- (a) For purchases between \$3,001 & \$10,000 two written quotes are required.
- (b) For purchases between \$10,001 & \$50,000 at least 3 written quotes are to be sought.
- (c) For purchases between \$50,001 & \$250,000 at least 3 written quotes are to be sought by RFQ.
- (d) RFQ responses for purchases over \$250,000 if WALGA PSA panel or CUA is used.

1. Description of goods or services being purchased

Conference Tables for Council Chambers

2. Value for Money

All purchases are to be made based on a value for money assessment.

Please select from the following criteria;

- 1 Scope understanding
- 2 Price
- 3 Availability
- 4 Performance history
- 5 Whole of life costs
- 6 Environmental sustainability

Please note, the Shire applies a regional price preference which is summarised as follows;

(a) Local Suppliers

10% price discount is applied for evaluation purposes for goods and services up to a maximum price reduction of \$50,0000 (ex GST)

5% price discount is applied for evaluation purposes up to a maximum price reduction of \$50,0000 (ex GST)

(b) Regional Suppliers

5% price discount is applied for evaluation purposes for goods and services up to a maximum price reduction of \$50,0000 (ex GST)

2.5% price discount is applied for evaluation purposes up to a maximum price reduction of \$50,0000 (ex GST)

3. Value for Money Assessment Matrix

Select Criteria, Weighting and discuss quality of response.

Criteria	Weighting	Direct Officer Furniture		McLernons		Elite Office Furniture				
		Discussion	Score	Weighted Score	Discussion	Score	Weighted Score	Discussion	Score	Weighted Score
Scope understanding	0.05		8	0.4		8	0.4		8	0.4
Availability	0.15	5 - 10 working days	8	1.2	10 working days	7	1.05	Immediate	8	1.2
Solution functionality	0.5	Calais flip top tables, cherry colour, interlockable, 1.8x0.9x0.72m.	7	3.5	Zeta flip top tables, linewood colour, interlockable, 1.8x0.8x0.72m	7	3.5	Rapidline steel framed desk, 1.8x900x0.73m	7	3.5
Warranties	0.05	5 years	8	0.4	3 year warranty	7	0.35	3 years	7	0.35
Price	0.25	Calais tables (x7) \$3,745, Freight \$750. Total table cost (ex GST) \$4,495	7	1.75	Zeta tables (x7) \$3,388. Freight \$750 (est). Total table cost (ex GST) \$4,138.	8	2	Rapidline desks (x7) \$1,839. Freight \$750 (est). Total table cost (ex GST) \$2,589	9	2.25
Total	1			7.25			7.3			7.7

4. Supplier Recommendation

It is recommended that the quote from Elite Office Furniture for the supply of 7 tables (1.8x0.9x0.73m) be accepted. **Total cost (ex GST) is \$2,589.**

Peter Klein
Officer's name

10 November 2021
Date





Procurement Assessment Form 1(a)

This form is to be used to document justification for supplier selection in the following circumstance;

- (a) For purchases between \$3,001 & \$10,000 two written quotes are required.
- (b) For purchases between \$10,001 & \$50,000 at least 3 written quotes are to be sought.
- (c) For purchases between \$50,001 & \$250,000 at least 3 written quotes are to be sought by RFQ.
- (d) RFQ responses for purchases over \$250,000 if WALGA PSA panel or CUA is used.

1. Description of goods or services being purchased

New Chairs for Council Chambers (x15)

2. Value for Money

All purchases are to be made based on a value for money assessment.

Please select from the following criteria;

- 1 Scope understanding
- 2 Price
- 3 Availability
- 4 Performance history
- 5 Whole of life costs
- 6 Environmental sustainability

Please note, the Shire applies a regional price preference which is summarised as follows;

(a) Local Suppliers

10% price discount is applied for evaluation purposes for goods and services up to a maximum price reduction of \$50,0000 (ex GST)

5% price discount is applied for evaluation purposes up to a maximum price reduction of \$50,0000 (ex GST)

(b) Regional Suppliers

5% price discount is applied for evaluation purposes for goods and services up to a maximum price reduction of \$50,0000 (ex GST)

2.5% price discount is applied for evaluation purposes up to a maximum price reduction of \$50,0000 (ex GST)

3. Value for Money Assessment Matrix

Select Criteria, Weighting and discuss quality of response.

Criteria	Weighting	Direct Officer Furniture		McLernons		Elite Office Furniture				
		Discussion	Score	Weighted Score	Discussion	Score	Weighted Score	Discussion	Score	Weighted Score
Scope understanding	0.05		8	0.4		8	0.4		8	0.4
Availability	0.15	5 - 10 working days	8	1.2	Immediate	8	1.2		8	1.2
Solution functionality	0.5	Wheeled (locable), black, medium comfort.	6	3	Wheeled (locable), black/dark grey, high comfort	8	4	Wheeled (locable), all black, high comfort	9	4.5
Warranties	0.05	5 years	7	0.35	3 year warranty	6	0.3	10 years	9	0.45
Price	0.25	Denver Boardroom chairs (x15) \$3,390, Freight \$750. Total chairs cost (ex GST) \$4,140	8	2	Mode executive chair (x15) \$4,350, Freight \$750 (est). Total chairs cost (ex GST) \$5,100.	7	1.75	Ergo Task Chair (x15) \$5,141, Freight \$750 (est). Total chairs cost \$5,891(ex GST)	6	1.5
Total	1			6.95			7.65			8.05

4. Supplier Recommendation

It is recommended that the quote from Elite Office Furniture be accepted for the supply of 15 chairs. **Total cost (ex GST) \$5,891.**

Peter Klein
Officer's name

10 November 2021
Date





SHIRE OF WYALKATCHEM



NOVEMBER 2021

INFORMATION BULLETIN

www.wyalkatchem.wa.gov.au

SHIRE OF WYALKATCHEM COUNCIL MEETING STATUS REPORT AS AT 11 NOVEMBER 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 DATE OF 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	Vacant possession was not achieved by the initial target settlement date of 28/09/21. Settlement achieved 5 November. Fit-out to be delivered.	In progress
OMC 19/08/2021 334/2021	Subject to the West Yorkrakine Cricket Club's support, Council commits to; 1) replace the South (turf) Wicket with an all-weather pitch (concrete block with synthetic wicket); and 2) amend the FY 21-22 budget by; i. by transferring \$18,000 from the Sport and Recreation Facilities Reserve; ii. increasing capital expenditure under the Infrastructure Other item by \$18,000.	CEO	Concrete laid and synthetic upper installed.	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 paid with final instalment due on complete of the works.	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	Quote received from New Ground Water for \$26,810 + GST for new wiring, controller and valves for the entire oval. Other quotes being sourced (3 required). Expect contract to be awarded in November and ideally, for works to be completed pre-Christmas.	In progress
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.	Compete/ 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	PO issued to WA demolition for \$13,000. Work scheduled to start on the 29 th November.	In progress
workshop	Christmas Party Australia Day Event Welcome to Wylie and Citizen Awards Citizenship Panel for Judging – Nov 21		Date set for 17 th December – invite list tbc. Rec Centre bacon + egg + treats? Date to be determined To be agreed asap	In progress For discussion Pending Pending

Media Release from LG professionals - 10 November 2021

Reforms Will Improve the Sector

“The reforms echo some key themes that we support – things like simplification, standardisation, transparency, respect and good behaviour, as well as a recognition of the varying capacity across the sector.” said Local Government Professionals

Australia WA President Ms Annie Riordan, as she acknowledged the release of Minister John Carey’s reform package for the Local Government Sector earlier today.

There has been an ongoing conversation about the need for the government to develop an early intervention strategy to support and strengthen good governance in local governments and avoid the need for lengthy, expensive, Inquiries.

The Minister is proposing the introduction of a new “Local Government Inspector” who will operate with the power and standing authority of an official Inquiry along with a Conduct Panel to replace the current Standards Panel and provide a more efficient and effective resolution process.

Alongside the Inspector will be a team of Monitors - experienced subject matter experts available to guide and support Councils in their conduct, process and compliance - who can work either at the insistence of the Inspector or the request of a Council (or CEO) to engage at an early stage of behavioural and process issues.

“We welcome the move to establish the independent Local Government Inspector function to investigate and adjudicate conduct” stressed Ms Riordan. **“At the same time, having access to the proposed Monitors program provides the opportunity for early corrective action before issues escalate beyond reason.”**

Presiding Members (Mayors and Presidents) will also have the capacity to “Red Card” people for poor behaviour in meetings and CEOs will be given the capacity to refer vexatious complaints to the Inspectorate for investigation and action.

Alongside these new investigation, behavioural and support mechanisms will be the establishment of consequences for failing to undertake the government’s previously mandated elected member training initiative. Elected members who don’t undertake and complete the training will be denied the ability to claim remuneration for their elected

member role.

The strong emphasis on improved behaviour and process will be accompanied by enhanced transparency requirements including the mandatory live video streaming of all Council meetings and the subsequent availability of the video archive on their website by tier one and two local governments, and the publishing of audio recordings of meetings of tier 3 & 4 Councils on the local government's website.

LG Professionals WA advocated to the State Government that compliance should be applied to the sector in a way that recognises the diverse capacity of WA's local governments, and a number of reform initiatives differentiate between the requirements placed on higher capacity tier 1 & 2 local governments, compared to those expected of tier 3 & 4 local governments, which may experience less resource flexibility. **“This shows that the Minister is listening and respects our advocacy”**, emphasised Ms Riordan.

Significant among the reforms is a move to preferential voting for local government elections. This will align WA local governments more closely with voting systems in other States as well as the other spheres of government. However, the Minister has not used the same logic in considering compulsory voting, choosing not to move away from voluntary voting for WA local governments.

Other reforms in the Minister's package include

- Red tape reduction measures around common application processes for things like alfresco dining and vehicle crossovers,
- Standardisation of meeting procedures across local government,
- Transparency of CEO KPIs
- A designated panel of independent persons for the purpose of CEO recruitment
- Abolishing wards for tier 3 & 4 local governments
- Popularly elected Mayors for tier 1 & 2 local governments
- Ratepayer satisfaction surveys for tier 1 & 2 local governments
- Adoption of a Community and Stakeholder Engagement Charter
- Communications Agreements between the Council and the CEO
- Standard pre-election Caretaker provision
- Establishment of a panel of independent people to participate in CEO recruitment
- Role clarification between Council, Mayor/President, Elected Member and CEO
- Other minor finance, election and administrative process changes

Ms Riordan noted that the success of the reform package will very much depend on the legislative and regulatory details, as well as the calibre of people who are placed in the important roles of Inspector and monitors.

We look forward to working closely with the government to navigate the details of the reform package to achieve positive outcomes for the sector and for the WA community.

Contacts;

Commentary - President Annie Riordan, annier@harvey.wa.gov.au

Background - CEO Candy Choo, candy@lgprofessionalswa.org.au

