



**MINUTES  
OF THE PUBLIC  
ORDINARY MEETING  
OF COUNCIL  
HELD ON  
THURSDAY, 20 MAY 2021**

**Council Chambers  
Honour Avenue  
Wyalkatchem**

**Commencement: 4:07pm**

**Closure: 5:35pm**

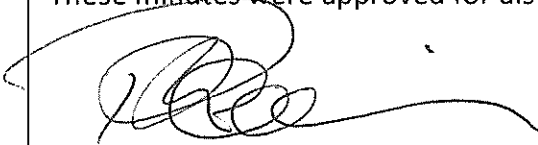
**Preface**

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 May 2021.



Peter Klein  
Chief Executive Officer

**Confirmed Minutes**

These minutes were confirmed at the Ordinary Meeting of Council held 16 June 2021.

Signed: .....  


Cr Quentin Davies, Shire President and Presiding Member  
Shire of Wyalkatchem

*Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above*

**DISCLAIMER**

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

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## 1. DECLARATION OF OPENING

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

## 2. PUBLIC QUESTION TIME

### 2.1. Response to Public Questions Previously Taken on Notice

Nil

### 2.2. Declaration of Public Question Time opened

Public Question Time opened at 4:07pm

### 2.3. Declaration of Public Question Time closed

Public question Time closed at 4:07pm

## 3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

### 3.1. Attendance

Members: Cr. Quentin Davies President (Presiding Member)

Cr. Owen Garner Deputy

Cr. Emma Holdsworth

Cr. Stephen Gamble

Cr. Mischa Stratford

Staff: Peter Klein Chief Executive Officer

Ally Bryant Manager of Corporate Services

Stephanie Elvidge Governance Executive Officer

Terence Delane Acting Manager of Works

Visitors: Nil

### 3.2. Apologies

Nil

### 3.3. Approved Leave of Absence

Nil

### 3.4. Applications for Leave of Absence

Cr Stratford requested leave of absence for the ordinary meeting of council to be held on 17 June 2021.

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

***(278/2021) Moved: Cr Garner***

***Seconded: Cr Holdsworth***

***That Cr Stratford be granted leave of absence for the ordinary meeting of council to be held on 17 June 2021.***

***CARRIED 5/0***

## 4. OBITUARIES

It was advised that a long term resident of Yorkrakine, Peter Olsen, passed away on the 4<sup>th</sup> May.

His funeral will be held on Saturday 29<sup>th</sup> May at 1:30pm, Cardiff Stud – 1843 Davies Road Korrelocking.

## 5. PETITIONS, DEPUTATIONS, PRESENTATIONS

### 5.1. Petitions

Nil

### 5.2. Deputations

Nil

### 5.3. Presentations

Nil

## 6. DECLARATIONS OF INTEREST

### 6.1. Financial and Proximity Interest

Nil

### 6.2. Impartiality Interests

Councillor Davies declared an Impartiality Interest in item 10.2.3. COMMUNITY GRANT – RECIPIENT.

Cr Davies declared the extent of his interest - “My wife is a co-organiser of the Ladies Long Table Lunch. As a consequence there may be a perception that my impartiality on this matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.”

Council agreed that he be allowed to participate and vote on the matter.

## 7. CONFIRMATION AND RECEIPT OF MINUTES

### 7.1. Confirmation of Minutes

#### 7.1.1. Ordinary Meeting of Council – 28 April 2021

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Wednesday 28 April 2021 (Attachment 7.1.1)

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

*(279/2021) Moved: Cr Gamble*

*Seconded: Cr Holdsworth*

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

**CARRIED 5/0**

### 7.2. Receipt of Minutes

#### 7.2.1. NEWROC Council Minutes – 19 April 2021

Minutes of the NEWROC Council Meeting held on Monday 19 April 2021 (Attachment 7.2.1).

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

*(280/2021) Moved: Cr Stratford*

*Seconded: Cr Garner*

*That the minutes of the NEWROC Executive Meeting of Monday 19 April 2021 (Attachment 7.2.1) be received by Council.*

**CARRIED 5/0**

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

Cr Davies received a bundle of letters from the year 2, 3, 4 Primary School students who visited the Council Chambers in April. They presented some fantastic ideas and showed a great sense of humour. Cr Davies is planning on responding to them all in due course.

The Shire received notification from the Local Roads and Community Infrastructure program (LRCI) that they have released phase 3. The program supports local councils to deliver priority infrastructure projects across Australia, supporting jobs and the resilience of local economies to help communities bounce back from the COVID-19 pandemic.

Wyalkatchem has been offered \$641,468.00 and a grant agreement and project nomination guidelines will be issued by the Federal Minister for Infrastructure, Transport & Regional Development in the near future. The funds are for project expenditure in the period from 1<sup>st</sup> January 2022 to 30<sup>th</sup> June 2023.

Cr Davies commented that the visit from the Grants Commission was very interesting and thanked those that attended.

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

### **9.1.1. Item 14.1 OBJECTIONS TO REFUSE SITE HEALTH LEVY**

## 10.REPORTS

### 10.1. CORPORATE AND COMMUNITY SERVICES

#### 10.1.1. ACCOUNTS FOR PAYMENT – APRIL 2021

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	7 May 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 – April 2021

### BACKGROUND

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

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

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

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

### COMMENT

A payment listing for the month of April 2021 is presented to Council for their endorsement and includes payments made via cheque, Electronic Funds Transfer (EFT) and Direct Debit.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be \$329.91

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

Bank Account	Payment Type	Last Number	First Number in report
Municipal	Cheque	16889	No Payment
Municipal & Trust	EFT	EFT1100	EFT1101
Trust	Cheque	Cheque	No Payments
Reserves	EFT	EFT	No Payments

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



## STATUTORY ENVIRONMENT

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

## POLICY IMPLICATIONS

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

## FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2020/2021 Annual Budget.

## COMMUNITY & STRATEGIC OBJECTIVES

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

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

## VOTING REQUIREMENT

Simple Majority

## OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION:

*(281/2021) Moved: Cr Stratford*

*Seconded: Cr Garner*

*That Council endorse the following payments for the month of April 2021:*

- 1. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$221,682.11;*
- 2. Direct Debit (DD) payments in the Municipal Fund totalling \$25,188.53;*
- 3. Payroll Journal (JNL) payments in the Municipal Fund totalling \$65,067.49;*
- 4. Total payments for the month of March 2021 being \$311,938.13.*

**CARRIED 5/0**

### 10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – MARCH 2021

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	5 May 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 – March 2021

#### BACKGROUND

Council governance procedures require that Council endorse credit card payments at each ordinary council meeting.

The attached credit card payment report has been reviewed by the Manager of Corporate Services and CEO, and anomalies or matters requiring further explanation have been identified.

#### 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	• Ensuring a well-informed Council makes good decisions for the community
		10.2	• Ensuring sound financial management and plans for the Shire's long term financial sustainability
		10.3	• High quality corporate governance, accountability and compliance
		10.4	• Maintaining Integrated Strategic and Operational plan

#### VOTING REQUIREMENT

Simple Majority

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

*(282/2021) Moved: Cr Gamble*

*Seconded: Holdsworth*

*That Council, endorse the credit card payments made for the period 27 February to 29 March 2021, totalling \$471.88 (refer attachment 10.1.2).*

### 10.1.3 MONTHLY FINANCIAL REPORT – APRIL 2021

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 May 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 – April 2021

#### BACKGROUND

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

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

#### COMMENT

In the attachment, financial activity reports have been prepared in accordance with the *Local Government (Financial Management) Regulations (34.1(a)-(e))*.

The report includes;

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

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

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

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

#### STATUTORY ENVIRONMENT

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

*Local Government (Financial Management) Regulations, R34*

#### POLICY IMPLICATIONS

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

#### FINANCIAL IMPLICATIONS

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

#### COMMUNITY & STRATEGIC OBJECTIVES

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

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

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION**

*(283/2021) Moved: Cr Stratford*

*Seconded: Cr Gamble*

***That Council accepts the Statements of Financial Activity for the month ending 30 April 2021, as included in attachment 10.1.3 as presented, and notes any material variances.***

***CARRIED 5/0***

## **10.2. GOVERNANCE AND COMPLIANCE**

### **10.2.1. CHIEF EXECUTIVE OFFICER'S REPORT – APRIL / MAY 2021**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 May 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 meetings and events to progress community and Council's interests;

- Sam Green – ASK Waste Management
- NEWROC Executive – Waste collection RFQ
- Nathan Garn – re coordination of contracting services
- NEWROC Council meeting – Mukinbudin
- WALGA – Great Eastern Zone meeting
- Cam Wilkie – Digga Civil
- Nicole Croudace – Ecoscape, main street upgrade
- Dowerin Do-Over – main street activation

#### **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**

These meetings and their actions delivers the Strategic Community Plan objective to be a responsive, ratepayer focussed organisation that demonstrates community inspired leadership.

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

Outcome No.	Action No.	Actions
<b>10</b> <b>Transparent, accountable and effective governance</b>	10.1	Ensuring a well-informed Council makes good decisions for the community
	10.2	Ensuring sound financial management and plans for the Shire's long term financial sustainability
	10.3	High quality corporate governance, accountability and compliance
	10.4	Maintaining Integrated Strategic and Operational plans
<b>12</b> <b>Form strategic partnerships and advocate for the community</b>	12.1	Developing strategic partnerships with regional, State & Federal governments
	12.2	Ensuring that the Shire of Wyalkatchem is well positioned to meet future needs

**VOTING REQUIREMENT**

Simple Majority

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

*(284/2021) Moved: Cr Gamble*

*Seconded: Cr Holdsworth*

*That Council accepts the Chief Executives Officer report for the month of April / May 2021.*

**CARRIED 5/0**

## 10.2.2. PRINCIPAL ENVIRONMENTAL HEALTH OFFICER'S REPORT – APRIL 2021

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 May 2021
Reporting Officer:	Peter Toboss – Principal Environmental Health Officer
Disclosure of Interest:	NIL
File Number:	13.05.01
Attachment Reference:	NIL

### BACKGROUND

The report provides an insight into the key tasks undertaken by the Principal Environmental Health Officer (PEHO) on a Monthly basis.

### COMMENT

The Principal Environmental Health Officer attended the Wyalkatchem office 30 April 2021.

### HEALTH, BUILDING AND PLANNING ENQUIRIES

The PEHO completed a total of eight (8) health, building and planning enquiries in April 2021.

### FOOD PREMISES INSPECTION

The Wyalkatchem Roadhouse food business was inspected for food safety standards in April and returned good results.

### CONTACT REGISTER INSPECTIONS

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.

In April, the PEHO inspected six (6) businesses in town for compliance with COVID-19 Contact Register Directions.

### FIREBREAKS INSPECTIONS

In April, the PEHO re-inspected five (5) dwelling houses in town for compliance with the provisions of the *Bush Fires Act 1954*.

### HOUSE UNFIT FOR HABITATION

On 30 April 2021, the PEHO conducted inspection of a dwelling house on Piesse Street, for compliance with section 135 of the *Health (Miscellaneous Provisions) Act 1911*. The PEHO has provided more detailed guidance to the Shire administration on the matter.

### ASBESTOS COMPLAINT WILSON STREET, WYALKATCHEM

The PEHO investigated a complaint that was lodged with the Department of Consumer Protection by previous tenant regarding broken asbestos at property on Wilson St, Wyalkatchem. The property was inspected and the PEHO did not find any broken asbestos on the property. No further action will be undertaken at this point.

## STATUTORY ENVIRONMENT

Food Act 2008,  
Public Health Act 2016  
Health (Aquatic Facilities) Regulations 2007

## POLICY IMPLICATIONS

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

## FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

## COMMUNITY & STRATEGIC OBJECTIVES

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

### 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:

*(285/2021) Moved: Cr Stratford*

*Seconded: Cr Holdsworth*

*That Council accept the Principal Environmental Health Officer Report for April 2021 as presented.*

**CARRIED 5/0**



*Cr Davies declared an impartiality interest in item 10.2.3 COMMUNITY GRANT – RECIPIENT APPROVAL. See Impartiality Interests 6.2*

**10.2.3. COMMUNITY GRANT – RECIPIENT APPROVAL**

Applicant:	Rotary Club of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 May 2021
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	15.02.02
Attachment Reference:	Nil

**BACKGROUND**

Community Grant applications began in February 2020 under new guidelines which were developed aligned to Council Policy 9.3 – Community Assistant Grant Scheme.

The Community Grant Program is focussed on assisting groups by:

1. building the capacity of local clubs and organisations with small equipment purchases;
2. supporting programs and activities initiated by community groups;
3. supporting community development initiatives;
4. increasing the range of events, activities and services within the Shire;
5. provision of mentoring to strengthen community organisations; and
6. generating local economic activity, tourism, and development.

The new guidelines have three (3) separate funding categories:

- Sponsorship – up to \$250 – open round
- Waiving of Fees – Up to \$1500 – open round
- Quick Response Grants – Up to \$2,000 – two rounds per annum.

**COMMENT**

Applications closed for the Quick Response grant on the 31 March 2021.

The Rotary Club of Wyalkatchem - Wyalkatchem Long Table Lunch.

The application states that the theme of the Wyalkatchem Ladies Long Table Lunch is 'Love Where You Live'.

The event aims to provide an opportunity for women from the Wheatbelt and beyond, to gather and connect with other like-minded ladies for an inspirational and memorable day. The day includes five diverse speakers, three from the Wheatbelt and two with ties to the Wheatbelt, all of whom will appeal to people of all ages. Our speakers promise to deliver personal stories of leadership, resilience and encouragement. A scrumptious lunch will be served with opportunity for fellowship and conversations.

The organisers aim to cover the majority of costs through ticket sales, however to showcase our part of the beautiful Wheatbelt to advantage, they are seeking support from the Shire of Wyalkatchem to help host this unique event at an outdoor location within the Shire.

The organisers propose that the Wyalkatchem Ladies Long Table Lunch will emanate positivity and will be the talk of the Wheatbelt.

The project is estimated to cost \$27,980. The amount of \$2,000 is being requested, with the balance being the financial contribution of the Rotary Club of Wyalkatchem and participants funding. An application to CBH's Grassroots Program was not successful.

The application to the Council has been assessed on the key selection criteria as follows

Ref	Key Selection Criteria	Meets Requirements	Comments
1	Alignment with the guidelines and eligibility criteria	✓	The application has demonstrated that the project meets the eligibility criteria and will provide a community benefit, in particular to encouraging volunteering, strengthening connections in and beyond our community, supporting business/tourism in our town, stimulating the marketability of our area/town and providing a platform for learning and motivating our community to be proud of where we live and work.
2	Demonstration of the community need for the project	✓	The application has demonstrated the community need for the project. The event is about appreciating women in farming communities-our teams, our families, the unique opportunities and challenges that make living in the Wheatbelt, our safe and picturesque part of WA that we live and work in, so special. In all communities, but particularly in small rural communities like ours, an excuse to gather socially provides opportunity to listen to and exchange ideas, mix with people of varied ages, opinions and outlooks on lives being lived in the Wheatbelt, so many of us share.
3	Benefit to the Wyalkatchem Community (i.e. contribution to community well-being)	✓	The project will have a direct benefit to those that attend, allowing the women to discuss their health and wellbeing and the wellbeing of the future of the Community.
4	Alignment to the Shire of Wyalkatchem Strategic Community Plan goals and strategies	✓	The project has demonstrated that it is aligned to SCP - <i>A social interactive and inclusive community that embraces our rural character and sense of community</i>
5	Capacity to make a significant financial or in-kind	✓	The estimated total cost of the project is \$27,980. The application is requesting a Council contribution of \$2,000.

	contribution to the project/event		
6	Past funding history and profile of organisation	✓	There are no known issues relating to past Council funding to the applicant.
7	Levels of volunteer participation and wider community participation	✓	Members will assist in the overall project and fosters volunteering and supporting young leaders through our (RYLA) Rotary Young Leaders Award program.

The applicant has also met the application general conditions and has demonstration good planning practices and has obtained required quotations for the project (not supplied).

Council's balance within the community grant budget allocation, will allow to provide the requested funding of \$2,000.

#### **STATUTORY ENVIRONMENT**

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

#### **POLICY IMPLICATIONS**

Council Policy 9.3 – Community Assistant Grant Scheme.

#### **FINANCIAL IMPLICATIONS**

Funding expenditure of \$2,000 within budget allocation

#### **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: Healthy, strong and connected communities**

Outcome No.	Outcome	Action No.	Actions
Goal 2	An active, engaged and social community	2.1	Support and engage agencies to enhance local services and activities for all members of the community.
		2.2	Facilitate, encourage and support community events

#### **VOTING REQUIREMENT**

Simple Majority

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

***(286/2021) Moved: Cr Gamble***

***Seconded: Cr Stratford***

***That Council approves a grant of \$2,000 to the Rotary Club of Wyalkatchem for the Ladies Long Table Lunch.***

***CARRIED 5/0***

**10.2.4. CORPORATE BUSINESS PLAN 2021 – 2025**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 May 2021
Reporting Officer:	Peter Klein, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	15.02.02
Attachment Reference:	Attachment 10.2.4 – Corporate Business Plan 2021 – 2025

**BACKGROUND**

Under the *Local Government Act 1995 (section 5.56)* the Council must plan for the future by establishing a strategic community plan and a corporate business plan (Regulation 19c)

A Shire of Wyalkatchem Strategic Community Plan was endorsed during the March 2021 OMC, and this plan has been used to guide the development of the attached corporate business plan 2021 to 2025. The Local Government (Administration) Regulations 1996 specifies that a corporate business plan must;

- a) set out priorities for dealing with community objectives and aspirations;
- b) express a local government’s priorities;
- c) integrate matters relating to asset management, workforce planning and long term financial planning

**COMMENT**

This plan is a required component of the strategic planning of the local government. In addition, adoption of a corporate business plan is a legislative requirement and will ensure compliance with the Act and regulations.

The corporate business plan addresses these requirements by identifying themes & objectives under four key result areas which are summarised as follows;

Key Result Area	Theme	Objective
Social	A healthy, safe, active and engaged community	Local provision of sustainable health & emergency services and facilities
		Active and supported sporting, cultural and social clubs & groups
		Provision of services for all ages and abilities
Economic	Supporting business and facilitating economic diversification	Increase visitors to our region by addressing gaps in visitor services
		Council services support & facilitate local business activity
Environment & Infrastructure	Our natural and built environment sustains and connects our community	Public spaces encourage & facilitate community activities
		Council provides reliable, fit for purpose Infrastructure services
		Take action to preserve our natural environment
Civic Leadership	An engaged & accountable Council working with others to advance our community	Business systems promote councillor & staff engagement and deliver responsive, transparent & cost effective services
		Community is engaged in the direction & decisions of Council
		Strategic partnerships deliver positive community outcomes

**STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*Local Government (Administration) Regulations 1996*

### **POLICY IMPLICATIONS**

This plan has implications for planning, activity and reporting across the organisation.

### **FINANCIAL IMPLICATIONS**

This plan will contribute to improved financial performance and assist in making plans for the future.

### **COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council accords with the overall Shire desired outcomes as expressed in the revised Shire of Wyalkatchem Strategic Community Plan.

<b>Outcome No.</b>	<b>Outcome</b>	<b>Action No.</b>	<b>Actions</b>
<b>Goal – All</b>	All	All	All

### **VOTING REQUIREMENT**

Absolute Majority

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

*(287/2021) Moved: Cr Gamble*

*Seconded: Cr Stratford*

*That Council,*

- 1. Approve the Wyalkatchem Corporate Business Plan 2021-25.*
- 2. Authorise the Chief Executive Officer to advise the Wyalkatchem Community of the plan's adoption and*
- 3. Submit a copy of the plan to the Department of Local Government.*

**CARRIED 5/0**

### 10.3. WORKS AND SERVICES

#### 10.3.1. MANAGER OF WORKS REPORT – APRIL 2021.

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	20 <sup>th</sup> May 2021
Reporting Officer:	Terry Delane – Acting Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

#### COMMENT

##### Road Crew

- Regional Road Group - Cunderdin/Wyalkatchem Rd progress;
  - Road trimming progressing as planned.
  - Some minor fence damage from felled trees resulted in a rate payer complaint. A meeting to discuss improved methodology has been scheduled.
  - A number of signs and guide posts identified as either missing or requiring replacement. A new batch being ordered.
- Regional Road Group - Tammin/Wyalkatchem Rd;
  - No new work as yet. Anticipated start date 17<sup>th</sup> May.
- Maintenance Grading
  - Plan to commence grading some roads to take advantage of the moisture from the rains.

##### Parks / Town Services Crew

- Rec Ground; increased mowing due to increase in growth from rain and sunshine.
- Pioneer Park, nearly finished maintenance and tidy up.
- Town streets – ongoing maintenance. Broken kerbs will be marked for removal next month and scheduled for replacement the month or two after.
- Shire Office garden - general maintenance completed. Roses require attention and lupin mulch. Hopefully this will be sourced locally.
- Town Hall garden - general maintenance.
- Railway Barracks – general and grounds maintenance ongoing.
- Repairs continuing with Oval reticulation. Some solenoids not opening. Main scheme pipe not repaired as yet.
- Town Dam – some good run off into the dam, but a large loss of harvested weather due to ineffective drainage and water run off soaking into the ground.

##### Buildings

- Fencing at the former Tennis Club (now Family Day Care Centre) around the playground is almost complete. Floor has been re-laid and windows have had a clear seal attached.
- Barracks – maintenance is ongoing. BBQ returned to the depot. Suggested plan is to purchase and install simple BBQ arrangement for outdoor cooking in or near the undercroft.

##### Waste Management

- Weekly push up of April deposited waste.

**Vehicle/Plant**

- New Isuzu Crew Cab Truck has arrived. Need flashing lights installed prior to using.

**Plant – Servicing and Repairs**

- Liebherr 550 loader – Hydraulic Hoist Ram is to be replaced.

**Aerodrome**

Weekly aerodrome and lighting inspection carried out.

**Private works**

- Nil

**OSH****Incident Reports**

- Nil

**Staff**

- Nil to report

**STATUTORY ENVIRONMENT**

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

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

**COMMUNITY & STRATEGIC OBJECTIVES**

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

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

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



**VOTING REQUIREMENT**

Simple Majority

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

*(288 /2021) Moved: Cr Stratford*

*Seconded: Cr Garner*

*That Council accept the Manager of Work's report for the month of April 2021.*

**CARRIED 5/0**

*Cr Stratford left the meeting at 5:12pm*  
*Cr Stratford returned to the meeting at 5:13pm*  
*Cr Holdsworth left the meeting at 5:17pm*  
*Cr Holdsworth returned to the meeting at 5:20pm*  
*Cr Garner left the meeting at 5:22pm*  
*Cr Garner returned to the meeting at 5:23pm*

### **10.3.2. CAPITAL PROJECTS REPORT – MAY 2021**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 May 2021
Reporting Officer:	Ally Bryant, (MCS) & Peter Klein (CEO).
Disclosure of Interest:	No interest to disclose
File Number:	12.05.02
Attachment Reference:	Nil

#### **BACKGROUND**

During the budget process each year the council decides on capital projects that will be included in the scope of works for the next financial year.

The financial statements provide a monthly update on the expenditure of the budgeted capital works and this report is designed to give council a more detailed update of the expenditure and progress of the current projects.

#### **LGRIC Funded Projects**

**Child Care Centre** – The Family Day Care service will be provided in Wyalkatchem on Wednesday & Thursday each week. A total of 4 children under 4 can be cared for at any one time. Our educator Stephanie Brown, advises that both days are currently full.

Target commencement date is 31 May but this is subject to a facility inspection by the Department of Community's Education & Care Regulatory Unit.

The cost to establish this service is being finalised but will be considerably less than the \$100,000 we had allocated from the LRCI grant we received from the Federal Government

**Museum Storage and Display Shed** – NM Trailers Kellerberrin has been selected to supply and construct the new storage & display shed. Building approval is outstanding and is subject to the designer providing some additional fire service information. In accordance with our licence, PTA approval is required and this is also pending.

A construction duration of 2-3 weeks is expected and project completion by 30 June is still expected.

**Town Beautification/Upgrades** – Landscape architect Ecoscape has been contracted to design, cost and assist in prioritising the improvements identified through community consultation.

A site visit is planned for 14 May.

The consultancy will result in a Railway Terrace masterplan and documentation of prioritised improvements to underpin the selection of a contractor to deliver the works.

This project has been allocated \$140,000 from the LRCI Phase 1 grant and is at risk of not being delivered by the (soft) 30 June 2021 deadline. An extension has been sought for delivery of this project during FY22 alongside the redirection of the approximate \$80,000 savings in preparation for the commencement of childcare services.

#### Stormwater upgrades;

- (a) Flint / Gamble Street and Railway Tce / Gamble St – the RFQ has been extended until 14 May to accommodate a submission from Cam Wilke’s Digga Civil. Digga Civil was to be added to the WALGA Roads Panel on 12 May 2021.

Once the RFQ closes, a successful bidder will be identified and a further discussion on the project scope will be held before formal contractor appointment.

The site will need to be surveyed prior to the commencement of works and quotes for the delivery of a survey have been requested.

- (b) Eastern Channel Reconstruction – this project has been scrapped and the State Department of Water has given in-principle approval to redirect the funds it had approved to realign the channel towards alternate drainage works at the SW corner of the Wyalkatchem town site.

#### Roads

R2R Davies Road – Davies Rd works are completed and sits \$13,000 over budget. An invoice for the supply of gravel for this project is outstanding and is expected to total an additional \$30,000.

**RRG Cunderdin-Wyalkatchem Road** – status is summarised in the following table;

SLK	Kms	Planned treatment	Budget	Status
26.16 – 24.18	1.98	Widen to 8m & stabilise new shoulders, apply 14mm shoulder seal, then 10mm finishing seal on shoulders only.	\$161,340	MACA contracted to stabilise shoulder (PO \$20,715) & Boral appointed for sealing (PO \$32,076). MACA mobilised to site 11 May. Project on track.
17.85-24.18	6.33	Recondition shoulders to achieve a minimum 10m carriageway in preparation for a future shoulder primerseal.	\$251,850	To be delivered with internal labour but start subject to clearing approvals (11 trees to be removed). On 12 May the Permit was granted but is subject to an appeals period that expires 4 June 2021.

**RRG Tammin-Wyalkatchem Road** – status summarised in the following table (all \$ quoted ex GST);

SLK	Kms	Planned Treatment	Budget	Status
22.59 - 22.07	0.52	Widen to 8m & stabilise shoulders,	\$172,921	MACA contracted to stabilise shoulder (PO \$21,256) & Boral

		apply 14mm shoulder seal and 10mm finishing seal over entire road.		appointed for sealing (PO \$97,254). Being delivered concurrently with Cunderdin Road works described above. Project on-track.
19.86 17.79	-	2.07	As above	

**Council Funded Road Works** – After budget review, available funding for this project has been lowered to \$104,000. No work commenced

#### STATUTORY ENVIRONMENT

Nil

#### POLICY IMPLICATIONS

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

#### FINANCIAL IMPLICATIONS

Nil

#### COMMUNITY & STRATEGIC OBJECTIVES

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

#### Goal: Community and customer service focus

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

#### VOTING REQUIREMENT

Simple Majority

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

*(289/2021) Moved: Cr Gamble*

*Seconded: Cr Stratford*

*That Council accept the Capital Projects report.*

**CARRIED 4/0**

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

No comment at this time other than as written in CEO Officer's report, Item 10.2.1

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

Nil

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

Nil

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

Nil

**14.MATTERS BEHIND CLOSED DOORS**

**14.1. OBJECTIONS TO REFUSE SITE HEALTH LEVY**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 May 2021
Reporting Officer:	Louise Sequerah
Disclosure of Interest:	No interest to disclose
File Number:	25.11.01 Interim Valuations\2020-2021 Interims\Refuse Site Health Levy
Attachment Reference:	Confidential – under separate cover

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION:**

*(290/2021) Moved: Cr Stratford                      Seconded: Cr Holdsworth*

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

- *the personal affairs of a person*

**CARRIED 5/0**

**SUMMARY**

To determine if grounds exist for the ratepayers to object to the imposing of the Refuse Site Health Levy on their assessments.

**STATUTORY ENVIRONMENT**

*Health Act 1911, S40*

**POLICY IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

An increase in revenue will result in Council more effectively recovering the cost of Waste Management.

**COMMUNITY & STRATEGIC OBJECTIVES**

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

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

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION:**

*(291/2021) Moved: Cr Holdsworth                      Seconded: Cr Garner*

*That the Council re commits to its decision of Item 10.1.10 in the ordinary Meeting of Council 18 February 2021:*

**COUNCIL RESOLUTION:**

*(228/2021) Moved: Cr Garner Seconded: Cr Gamble*

*That Council approves*

- With effect from 1 July 2021 the Refuse Health Site Levy is charged to any assessment that is not being charged a Council Rubbish Removal Service.*
- Mining Tenements with a type other than “M Mining” are exempt from the Refuse Health Site Levy.*

**CARRIED 5/0**

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION**

*(292/2021) Moved: Cr Stratford                      Seconded: Cr Garner*

*That Council move out from behind closed doors.*

**CARRIED 5/0**

## **15. INFORMATION BULLETIN**

### **15.1. Information Bulletin**

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

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

#### **15.2.1. Auditors Report**

Cr Garner would like to explore the possibility of the report being delivered in person. Mrs Bryant commented that the Auditor will be attending the Shire 27<sup>th</sup> May, in person, for an entry meeting.

## **16. CLOSURE OF THE MEETING**

There being no further business to discuss, the Chairperson thanked everyone for their attendance and closed the meeting at 5:35pm.