

## Wyalkatchem Rodeo & Country Music Sundowner

It's time to put on your cowboy boots and hat, stock up on supplies and load up the family for the best weekend of Rodeo & Music for all ages.

**Saturday 27th August 2022 at the recreation center**

**8am Rodeo grounds open, including food stalls**

**1pm Bar opens**

**2pm GRAND ENTRY**

**MAIN RODEO STARTS**

**6pm Live Bands**

**11:55pm Bar Closes**

**Free entry for kids 12 and under.**

**For information about tickets sales only,  
contact Peta on 0430 929 920**

**Get a Camping Pass for Wyalkatchem so you can stay for a few nights -  
(\$15per head per night – children under 12yrs are free).**



**0429 031 778**

**[info@doublebarreleentertainment.com.au](mailto:info@doublebarreleentertainment.com.au)**

## AUGUST 2021

# **ATTACHMENTS AUGUST 2022**

- 1. 7.1.1 OMC Minutes 28 July 2022**
- 2. 7.2.2 NEWROC Council Meeting Minutes 26 July 2022**
- 3. 10.1.1 Accounts for Payment – July 2022**
- 4. 10.1.2 Credit Card Declaration and Statement – June 2022**
- 5. 10.2.3.1 Policy Final 9 August 2022**
- 6. 10.2.3.2 Manual Final Draft 4 August 2022**
- 7. 15.1 Information Bulletin**



**PUBLIC MINUTES  
OF THE  
ORDINARY MEETING  
OF COUNCIL  
HELD ON  
THURSDAY 28 July 2022**

**Council Chambers  
Honour Avenue  
Wyalkatchem**

**Commencement: 4:23pm  
Closure: 7:35pm**

## **DISCLOSURE OF INTEREST**

Councillors and staff have an obligation under 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. The integrity to be declared are as follows:

### 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.

**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 3 August 2022.

Peter Klein

**Chief Executive Officer**

**DISCLAIMER**

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

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**1. DECLARATION OF OPENING**

The Chairperson, Shire President Cr Davies, opened the meeting at 4:23pm.

**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 4:23pm.

There were no members of the public.

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

Public Question Time closed at 4:23pm.

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

**3.1. Attendance**

Members: Cr. Quentin Davies President  
Cr. Emma Holdsworth  
Cr. Stephen Gamble  
Cr. Christy Petchell  
Cr. Christopher Loton

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

**3.2. Apologies**

Nil

**3.3. Approved Leave of Absence**

Cr Owen Garner Deputy president

**3.4. Applications for Leave of Absence**

Nil

**4. OBITUARIES**

It was advised that long term Wyalkatchem resident Pauline Dunlop, beloved wife of Danny Dunlop and grandmother of Cr Christopher Loton has passed. The Shires thoughts and condolences are with family and friends.



**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**

Nil

**7. CONFIRMATION AND RECEIPT OF MINUTES**

**7.1. Confirmation of Minutes**

**7.1.1. Ordinary Meeting of Council – 19 May 2022**

Minutes of the Shire of Wyalkatchem Ordinary Meeting of Council held on Thursday 16 June 2022 (Attachment 7.1.1)

**OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

***(67/2022) Moved: Cr Petchell***

***Seconded: Cr Loton***

***That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 16 June 2022 (Attachment 7.1.1) be confirmed as a true and correct record.***

***CARRIED 6/0***

**7.2. Receipt of Minutes**

Nil

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

Cr Davies thanked Cr Gamble for substituting for the interviews with Storytowns – a NEWTRAVEL/Wheatbelt Way/Pioneer Pathway Regional Arts WA grant project for a Wyalkatchem podcast tour.

Cr Davies commented on the success of the Wyalkatchem Hoedown fundraiser and thanked everyone involved. Cr Davies attended for a short time and observed the fun with the dancing and raffle.

The Ballardong Aboriginal Planisphere Launch was held on the 22 July at the Yorkrakine Hall. The event was part of the Ballardong Aboriginal Astronomy Project through Regional Development Australia and funded by the Shire of Wyalkatchem, in partnership with the Shire of Tammin, and the department of Social Services. Cr Davies represented the Shire at the event and looks forward to the completed artwork being on display in Wyalkatchem.

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

**9.1. Item 14.1 Recalcitrant Rates as at 30 June 2022**

## **10. REPORTS**

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

#### **10.1.1. ACCOUNTS FOR PAYMENT – JUNE 2022**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	15 July 2022
Reporting Officer:	Parul Begum
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.1 – Accounts for Payment – June 2022

### **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.

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. *See attachment 10.1.1.*

### **COMMUNITY & STRATEGIC OBJECTIVES**

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

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER RECOMMENDATION / COUNCIL RESOLUTION**

*(68/2022) Moved: Cr Stratford*

*Seconded: Cr Holdsworth*

***That Council endorse the total payments for the month of June 2022 being \$434,671.39, which comprised of:***

- 1. Cheque payments in the Municipal Fund totalling \$0.00***
- 2. Electronic Funds Transfer (EFT) payments 2005 - 2085 in the Municipal Fund totalling \$404,243.16;***
- 3. Direct Debit (DD) payments 2081 - 2141 in the Municipal Fund totalling \$30,428.23.***

**CARRIED 6/0**

**10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – MAY 2022**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	15 July 2022
Reporting Officer:	Parul Begum – Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	File Ref: 12.10.02
Attachment Reference:	Attachment 10.1.2 – Credit Cards – May 2022

**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 FY21/22 Annual Budget.

**COMMUNITY & STRATEGIC OBJECTIVES**

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

**Goal 10 - 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**

***(69/2022) Moved: Cr Gamble***

***Seconded: Cr Stratford***

***That Council endorse credit card payments for the period 29 April 2022 to 27 May 2022, totalling \$433.62 (refer attachment 10.1.2).***

***CARRIED 6/0***

### 10.1.3. MONTHLY FINANCIAL REPORT – JUNE 2022

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	21 July 2022
Reporting Officer:	Megan Shirt – Financial Consultant
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.3 – Monthly Financial Report June 2022

#### 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 all relate to the Statements of Financial Activity.

#### 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

Total Cash Available as at 30 June 2022 is \$5,662,237;

- cash available is made up of unrestricted cash \$2,704,081 (47.75%) and
- restricted cash \$2,958,156 (52.25%).

Unrestricted cash includes an advance payment of FAGS for 2022-23 of \$1,409,588.

Rates Debtors balance as at 30 June 2022 is \$43,904 and Rates Notices for 2021-22 were issued in August 2021. Rates collected as at end of June 2022 was \$1,344,386 96.8%.

**June 2022:** Operating Revenue – Operating revenue of \$4,211,257 is made up of Rates - 32%, Grants - 61%, Fees and Charges - 6% and other – 1%.

Operating Expenses – Operating expenses of \$4,537,784 is made of Depreciation - 33%, Employee Costs – 28%, Materials and Contracts – 31%, Insurance –3% and Utility – 4% and Other Charges – 1%.

**COMMUNITY & STRATEGIC OBJECTIVES**

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

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

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION**

*(70/2022) Moved: Cr Petchell*

*Seconded: Cr Holdsworth*

*That Council accepts the Statement of Financial Activity for the month ending 30 June 2022 (refer attachment 10.1.3).*

**CARRIED 6/0**



#### 10.1.4. ADOPTION OF ANNUAL BUDGET 2022/2023

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	22 July 2022
Reporting Officer:	Peter Klein
Disclosure of Interest:	No interest to disclose
File Number:	12.05.07
Attachment Reference:	Attachment 10.1.4.1 – FY23 Annual Budget - Draft Attachment 10.1.4.2 – FY23 Fees & Charges - Draft

#### SUMMARY

The *Local Government Act 1995*, section 6.2 requires a local government to prepare and adopt a budget before 31 August. Council is recommended to adopt the attached draft FY23 Annual Budget.

#### BACKGROUND

The draft 2022/23 Budget has been compiled based on the principles contained in the Strategic Community Plan and in accordance with presentations made to Council at budget workshops.

#### COMMENT

The main features of the draft 2022/23 Annual Budget are as follows;

Major Items of Income;

- Rates \$1,403,239
- Operating Grants \$ 701,555
- Non-operating Grants \$1,964,480
- Fees & Charges \$ 225,234

Proposed capital expenditure of \$3,041,529 funded as follows;

- Reserve funded \$ 195,000
- Non-operating grants \$1,964,480
- Proceeds from sales \$ 176,500
- New borrowings (plant) \$ 301,000
- Own source (Municipal fund) \$ 395,549

The capital works include;

- a. roads program totalling \$919,529, comprising;
  - Roads to Recovery \$ 284,259; &
  - Regional Road Group \$ 635,070

These works are principally funded via federal and state government grants. Delivery of this work will require just \$211,694 to be drawn from the Municipal Fund.

b. plant replacement of \$709,300 and the major components are as follows;

- skid steer \$ 140,000
- truck replacement \$ 390,000
- vehicle replacements \$ 100,000
- trailers \$ 10,000
- forklift \$ 20,000
- drop in water tank \$ 21,000

During the year there will be a deposit of \$200,000 into the plant reserve and the withdrawal of \$195,000 from this reserve.

c. other infrastructure projects totalling \$1,121,645 and include the following projects;

- Recreation Reserve reticulation upgrade \$200,000
- Lady Novar refurbishment \$120,000
- Space activation (Waterwise Garden) \$ 65,000
- Railway Tce (NAB) building refurbishment \$ 80,000

These projects are being directly funded from grant funding provided by the Federal Governments LRCI Program on a use it or lose it basis.

d. Footpath upgrade \$ 75,000

The budget also includes two new positions being;

1. a community development officer - to assist with community engagement, communications & research and the writing of grant funding applications; and
2. a works administrator to principally support the Works Manager in meeting compliance obligations in respect to the Council's safety management system, procurement and project management.

The estimated brought forward balance is \$1,520,037 however, it must be noted that this figure is unaudited and may change once the annual accounts are finalised. The major contributor to this carried forward amount is the advance payment of the Commonwealth Financial Assistance Grants for FY23 which was received in June 2022.

## **STATUTORY ENVIRONMENT**

*Local Government Act 1995*

*"6.2. Local government to prepare annual budget*

- (1) During the period from 1 June in a financial year to 31 August in the next financial year, or such extended time as the Minister allows, each local government is to prepare and adopt\*, in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the 30 June next following that 31 August.*

*\* Absolute majority required.*

- (2) *In the preparation of the annual budget the local government is to have regard to the contents of the plan for the future of the district made in accordance with section 5.56 and to prepare a detailed estimate for the current year of —*
  - (a) *the expenditure by the local government; and*
  - (b) *the revenue and income, independent of general rates, of the local government; and*
  - (c) *the amount required to make up the deficiency, if any, shown by comparing the estimated expenditure with the estimated revenue and income.*
  
- (3) *For the purposes of subsections (2)(a) and (b) all expenditure, revenue and income of the local government is to be taken into account unless otherwise prescribed.*
  
- (4) *The annual budget is to incorporate —*
  - (a) *particulars of the estimated expenditure proposed to be incurred by the local government; and*
  - (b) *detailed information relating to the rates and service charges which will apply to land within the district including —*
    - (i) *the amount it is estimated will be yielded by the general rate; and*
    - (ii) *the rate of interest (if any) to be charged by the local government on unpaid rates and service charges;**and*
  - (c) *the fees and charges proposed to be imposed by the local government; and*
  - (d) *the particulars of borrowings and other financial accommodation proposed to be entered into by the local government; and*
  - (e) *details of the amounts to be set aside in, or used from, reserve accounts and of the purpose for which they are to be set aside or used; and*
  - (f) *particulars of proposed land transactions and trading undertakings (as those terms are defined in and for the purpose of section 3.59) of the local government; and*
  - (g) *such other matters as are prescribed.*
  
- (5) *Regulations may provide for —*
  - (a) *the form of the annual budget; and*
  - (b) *the contents of the annual budget; and*
  - (c) *the information to be contained in or to accompany the annual budget.”*

## **POLICY IMPLICATIONS**

Policy 2.4. Budget preparation

## **FINANCIAL IMPLICATIONS**

Budget of estimated income and expenditure for the 2021/22 financial year.

## COMMUNITY & STRATEGIC OBJECTIVES

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

### Objective: Goal 10 Transparent, accountable and effective governance

Outcome No.	Outcome	Action No.	Measure
1	Ensuring a well informed Council makes good decisions for the community	1	Community Satisfaction

## VOTING REQUIREMENT

Absolute Majority

## OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION

**(71/2022) Moved: Cr Petchell**

**Seconded: Cr Stratford**

1. ***That, in accordance with Section 6.2 of the Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996, Council adopts the Shire of Wyalkatchem 2022/2023 Budget, as presented in Attachment 10.1.4.1.***
2. ***That, in accordance with Sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995, Council for the purpose of yielding the deficiency disclosed by the 2022/23 Budget adopted at Part 1 above, imposes the following general rates and minimum payments on Gross Rental and Unimproved Values (as shown at Note 1 of the 2022/23 Budget).***

Unimproved Value	Rate in \$	Minimum Rate
Residential (GRV)	0.11334	\$515.00
Rural (UV)	0.01295	\$573.00
Mining (UV)	0.01295	\$573.00

3. ***That, in accordance with Section 6.45 of the Local Government Act 1995 and Regulation 64(2) of the Local Government (Financial Management) Regulations 1996, Council nominates the following due dates for the payment in full by instalments:***

### **One Installment Option:**

Full payment with 5% discount	30/08/2022
Full payment	13/09/2022

### **Four Installments Option:**

1 <sup>st</sup> Instalment due date	13/09/2022
2 <sup>nd</sup> Instalment due date	15/11/2022
3 <sup>rd</sup> Instalment due date	17/01/2023
4 <sup>th</sup> Instalment due date	17/03/2023

4. ***That, in accordance with Section 6.45 of the Local Government Act 1995 and Regulation 67 of the Local Government (Financial Management) Regulations 1996, Council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$5.00 for each instalment after the initial instalment is paid.***
5. ***That, in accordance with Section 6.45 of the Local Government Act 1995 and Regulation 68 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.***
6. ***That, in accordance with Section 6.45 of the Local Government Act 1995 and Regulation 70 of the Local Government (Financial Management) Regulations 1996, Council adopts an interest rate of 7% for rates and other charges and costs of proceedings to recover such charges that remain unpaid after becoming due and payable.***
7. ***That, in accordance with Section 67 of the Waste Avoidance and Resources Recovery Act 2007, Council adopts the following charges for the removal and deposit of domestic and commercial waste:***

Residential and Commercial Premises 240ltr Waste Bin Weekly Collection; and	\$ 328.00
Additional Refuse Service 240ltr Waste Bin Weekly Collection.	\$ 328.00

8. ***That, in accordance with Section 5.99 of the Local Government Act 1995 and Regulation 34 of the Local Government (Administration) Regulations 1996, Council adopts the following annual fees and allowances for elected members:***

Council Annual Meeting Fees; Councilors	\$ 4961.00 per annum
Council Annual Meetings Fees; President	\$ 4961.00 per annum
Allowance; Shire President	\$ 6303.00 per annum
Allowance; Deputy Shire President	\$ 1576.00 per annum

9. ***That, in accordance with Regulation 34(5) of the Local Government (Financial Management) Regulations 1996 and AASB 1031 Materiality, Council adopts the level to be used in the Statement of Financial Activity in 2022/23 for the reporting of material variance as 10% or \$10,000, whichever is the greater.***
10. ***That, in accordance with Section 6.11 of the Local Government Act 1995, Council adopts to transfer \$200,000 to the Plant Reserve and utilise \$195,000 to fund plant purchases.***
11. ***That, in accordance with Section 6.16 of the Local Government Act 1995, Council adopts the Fees and Charges 2022/2023 included as attachment 10.1.4.2.***

**CARRIED 6/0**

*Cr Loton left the meeting at 5:26pm*

*Cr Loton returned to the meeting at 5:27pm*

## **10.2. GOVERNANCE AND COMPLIANCE**

### **10.2.1. CHIEF EXECUTIVE OFFICER'S REPORT – JUNE/JULY 2022**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	09 July 2022
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;

- Laura Pikoss – HBP Services re tip closure plan;
- Shirley Maitland re Pioneer Park upgrade;
- Michael Hughes – resident re town planning scheme compliance;
- NEWROC Executive meeting;
- Natalie Abend – employee relations consultant, WALGA;
- Chris Gilmour – LGIS safety consultant
- Dr Emmanuel Awogun & Koorda Shire representatives re GP services;
- Peter Hall – Wheatbelt Secondary Freight Network & Koorda Rd maintenance;
- Sam Green – ASK Waste Management re capacity of Wyalkatchem landfill;
- Sean & Mischa Stratford, Bernie Quade, Quentin Davies & Mia Davies – re school;
- Tony Brown & Craig Grant – WALGA re various advocacy positions;
- Kimberley Beasley – re streetscape design (Honour Ave & Railway Tce corner)

#### **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 direct financial implications in relation to this item.

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

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

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

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

***(72/2022) Moved: Cr Stratford***

***Seconded: Cr Holdsworth***

***That Council accepts the Chief Executive Officer's report.***

***CARRIED 6/0***

**10.2.2. LOCAL PLANNING POLICY No 9**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	15 July 2022
Reporting Officer:	Peter Klein, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 10.2.2 – Development Approval Exemptions

**SUMMARY**

The Council is seeking to introduce an efficiency by excluding the requirement for owners of agricultural land to obtain Development Approval from the Shire under the terms of its Town Planning Scheme.

**BACKGROUND**

Under the current Local Planning Scheme owners of agricultural land must obtain Development Approval for any development on their land including, the construction of sheds to support the operation of their approved agricultural businesses.

This requirement is causing landowner frustration & cost and the consumption of scarce staff resource for little, if any benefit.

A new Local Planning Policy is proposed to remove the requirement for Development Approval for any development required to support an approved operating agricultural business or activity, subject to the following conditions;

- a) The development or works are not located with a setback area of 20 metres from a street boundary and 10 metres from any other boundary.
- b) The development or works are not within a heritage area or have any heritage status.
- c) The development or works are not new activities, or use classes, that have not received Council’s prior approval.
- d) The development or works are not within a Bushfire Prone mapping area as determined by Department of Fire and Emergency Services.
- e) The development or works do not create excessive increase in road traffic.
- f) The development or works do not require a new or reconfigured crossover to a public road, and
- g) The development or works include adequate provision for any altered drainage that may be created by the proposal.

**COMMENT**

The local government may prepare a local planning policy in respect of any matter related to the planning and development of any area covered by its Town Planning Scheme.



A local planning policy must be based on sound town planning principles and address either strategic or operational considerations.

Local Planning Policies are guidelines and although they are not part of the Town Scheme they must be consistent with, and cannot vary, the intent of the Scheme provisions.

If a local government decides to prepare a Local Planning Policy, the local government

- a) is to publish a notice of the proposed Policy once a week for 2 consecutive weeks in a newspaper circulating in the Scheme area, giving details of
  - (i) where the draft Policy may be inspected;
  - (ii) the subject and nature of the draft Policy; and
  - (iii) in what form and during what period (being not less than 21 days from the day the notice is published) submissions may be made;
- b) may publish a notice of the proposed Policy in such other manner and carry out such other consultation as the local government considers appropriate.

After the expiry of the period within which submissions may be made, the local government is to

- a) review the proposed Policy in the light of any submissions made; and
- b) resolve to adopt the Policy with or without modification, or not to proceed with the Policy.

If the local government resolves to adopt the Policy, the local government is to-

- a) publish notice of the Policy once in a newspaper circulating in the Scheme area; and
- b) if, in the opinion of the local government, the Policy affects the interests of the Commission, forward a copy of the Policy to the Commission.

A copy of each Local Planning Policy, as amended from time to time, is to be kept and made available for public inspection during business hours at the offices of the local government.

### **STATUTORY ENVIRONMENT**

Planning and Development (Local Planning Schemes) Regulations 2015 outline the local government's obligations in respect to the creation of new Local Planning Policies.

### **POLICY IMPLICATIONS**

There are no direct policy implications in relation to this item subject to compliance with the abovementioned regulations.

### **FINANCIAL IMPLICATIONS**

There are no financial implications in relation to this item.

**COMMUNITY & STRATEGIC OBJECTIVES**

This matter is consistent with the Council’s objective to ensure its services support & facilitate local business activity.

Objective No.	Actions
S 2.1.2.6	Collaborate with community to identify opportunities to improve government services and advocate for improved delivery.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION**

*(73/2022) Moved: Cr Gamble*

*Seconded: Cr Stratford*

*That Council approves the Local Planning Policy No9.*

**CARRIED 6/0**

### 10.2.3. LOCAL ROADS & COMMUNITY INFRASTRUCTURE PHASE 3 PROJECTS

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	20 July 2022
Reporting Officer:	Peter Klein, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 10.2.3 – LRCI P3 Work Schedule July 2022

#### SUMMARY

The LRCI Program Phase 3 aims to continue to assist a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement. It's expected that councils will use local businesses and workforces to deliver projects under the LRCI Program where possible to ensure stimulus funding flows into local communities.

The scope of LRCI Program Phase 3 supports a broad range of Eligible Projects so communities can fund the infrastructure that they need, support businesses and create employment opportunities across their communities.

The objective of the LRCI Program Phase 3 is to stimulate additional infrastructure construction activity in local communities across Australia to assist communities to manage the economic impacts of COVID-19.

The intended outcomes of the LRCI Program Phase 3 are to:

- provide stimulus to protect and create local short-term employment opportunities through funded projects following the impacts of the COVID-19; and
- deliver benefits to communities, such as improved road safety, accessibility and visual amenity.

#### COMMENT

A community workshop has helped to inform the projects selected for delivery under Phase 3.

Please note, the Shire is also the recipient of an additional \$320,734 under the Federal Government's extension to the Phase 3 project. Under this extension, the total pool of funds made available to local governments across the country totals \$1.5B.

At this stage local governments have not been asked to nominate a work program for delivery utilising the extension funding.

#### 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 direct financial implications in relation to this item as projects nominated are intended to be fully funded by grant monies on a use it or lose it basis.

**COMMUNITY & STRATEGIC OBJECTIVES**

Delivery of the draft work program will improve local infrastructure and will make a strong contribution to improving community amenity.

Objective No.	Actions
S 2.1.2.6	Collaborate with community to identify opportunities to improve government services and advocate for improved delivery.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION**

*(74/2022) Moved: Cr Stratford*

*Seconded: Cr Holdsworth*

*That Council approves the draft work schedule proposed for delivery with the Federal Government’s \$641,468 LRCI Phase 3 grant allocation to the Shire of Wyalkatchem.*

**CARRIED 6/0**

**10.2.4. SPONSORSHIP - WYALKATCHEM ARTS & CRAFTS EXPO**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	20 July 2022
Reporting Officer:	Peter Klein
Disclosure of Interest:	No interest to disclose
File Number:	6.09.04
Attachment Reference:	Attachment 10.2.4 – Letter Request for Sponsorship

**BACKGROUND**

The CRC has written to the Council outlining the main features of this year’s event and inviting Council to sponsor an art award, in addition to waiving the Town Hall hire fee. A copy of a letter received 23<sup>rd</sup> March 2022 outlining elements of this event is attached.

The Expo creates welcome activity within the town and is the type of inclusive community event that promotes Council’s objective for an active and engaged community.

**STATUTORY ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

The total value of the proposal from CRC is \$400.

**COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally supports the Council’s objective to foster an engaged and active community.

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

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

*(75/2022) Moved: Cr Loton*

*Seconded: Cr Stratford*

*In respect to Wyalkatchem's Arts & Craft Expo, which the CRC in conjunction with the Sunday Arts Group is hosting over the weekend of September 16 to 19<sup>th</sup> 2022, that Council approves;*

- *Waiving the Town Hall Hire fee of \$200 and*
- *Sponsoring a \$200 best in category ART award if the opportunity still exists.*

**CARRIED 6/0**

**10.2.5. FY23 CAPITAL ROADWORKS PROGRAM**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	20 July 2022
Reporting Officer:	Peter Klein
Disclosure of Interest:	No interest to disclose
File Number:	25.08
Attachment Reference:	Nil

**BACKGROUND**

The Shire is required to maintain its roads in a safe operating condition and receives funding support for the delivery of this objective by the state and federal governments.

Funds provided by the state government through the Regional Roads Group are granted subject to the local government contributing 33% towards the total cost of the works.

In FY23, the total cost of Council’s RRG program is \$635,070 with the local government contribution totalling \$211,694.

The Roads to Recovery program is 100% funded by the Federal Government and for FY23 the Council will upgrade sections of the Koorda Rd (\$50,200) and the balance of available funds (\$234,259) to be spent on priority roadworks.

Council is undertaking an assessment of the condition of other roads within the Shire particularly, its gravel roads and will determine priorities for delivery utilising the balance of FY23 Roads to Recovery funding prior to 30 September 2022.

Of note, the Koorda Rd has been earmarked for a major upgrade via the Wheatbelt Secondary Freight Network initiative and consequently the Council is reluctant to spend any more in the short term than is absolutely necessary to maintain the road in a safe condition. It is expected that this initiative will receive more funding as part of the Federal Government’s budget announcements next year, paving the way for major works on the Koorda Rd to commence in 2024/25.

The following capital Roadworks are proposed for delivery during FY ’23.

**REGIONAL ROAD GROUP PROGRAM FY23**

Road	SLK’s	Total (\$)	Shire	RRG
Wylie North	1.45 – 4.75 (3.30)	\$564,345	\$188,119	\$376,226
Description	Reconstruct the 3.30km section between SLK 1.45 & 4.75 to upgrade it from the existing Type 4 standard to a Type 6 standard road. Clear vegetation to maintenance zone and shoulder recondition to widen pavement from 8m to 10m width. Import a new base-course pavement layer and wetmix, balance, compact & trim.			

	Apply a two coat 14/10 primerseal to achieve a new Type 6 standard road with a 7.6m seal width. As part of the works, extend 3 RCP culverts and install new guideposts & signage.			
Cunderdin Rd	24.18-26.16 (1.98)	\$ 70,725	\$ 23,575	\$ 47,150
Description	Reseal the final 1.98km section between SLK 24.18 & 26.16, with a single 10mm coat of cutback bitumen seal. The shoulders in this section were widened and primer-sealed during the FY21 RRG program.			
<b>Total</b>		<b>\$635,070</b>	<b>\$211,694</b>	<b>\$423,376</b>

### Roads to Recovery FY23

Road	SLK's	Total (\$)	Shire Contribution	R2R Contribution
Koorda Rd	Various – refer below	\$50,200	\$0	\$50,200

	Where	Work Required	Delivered by
1	Gnuca Corner (SLK 8.12) – About 200m x 2m.	Profile, chip seal & asphalt east side.	Contractor (eg Stirling Asphalt).
2	Campbell's chicane (SLK 19.25) About 100m x 8m	Reseal with an emulsion & 10mm aggregate.	Contractor contracted to reseal the Wylie N Rd.
3	Campbell's Rise (SLK 18.38) – About 20m x 1m (base course failure)	Reseal with emulsion & 7mm aggregate	Shire staff equipped with a hand sprayer & 7mm aggregate.
4	Nalkain Flats (SLK13.25) – About 30m x 3m	Reseal with emulsion & 10 aggregate.	Contractor contracted to reseal the Wylie N Rd (or using Shire staff equipped with a hand sprayer & 7mm aggregate).
5	Jackson Rd South (SLK 6.80) – About 50m x 1m	Reseal with emulsion & 7mm aggregate.	Shire staff equipped with a hand sprayer & 7mm aggregate.
6	Various pot holes	Repair pot holes by the application of a cold mix to affected areas.	Shire staff equipped with cold mix, compactor etc.

Road	SLK's	Total (\$)	Shire Contribution	R2R Contribution
TBC	TBC	\$234,259	\$0	\$234,259

### STATUTORY ENVIRONMENT

Nil



**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

The gross cost of the capital road works program for FY23 is \$819,529 and this sum is fully accommodated within the draft FY23 draft budget.

**COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally supports the Council’s objective to maintain fit for purpose infrastructure and the promotion of community safety.

Objective No.	Actions
<b>S 2.1.2.6</b>	Collaborate with community to identify opportunities to improve government services and advocate for improved delivery.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION**

***(76/2022) Moved: Cr Holdsworth***

***Seconded: Cr Stratford***

***The following capital road projects be approved for delivery during FY23.***

**CARRIED 6/0**

### 10.2.6. WHEATBELT SECONDARY FREIGHT NETWORK – GOVERNANCE REVIEW

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	20 July 2022
Reporting Officer:	Peter Klein
Disclosure of Interest:	No interest to disclose
File Number:	25.08
Attachment Reference:	Attachment 10.2.6 – WSNF Governance Plan (Draft)

#### BACKGROUND

The Wheatbelt Secondary Freight Network is a collaboration between 42 local governments focussed on lobbying for & managing the allocation & expenditure of funds on more significant local roads identified as performing a broader regional services.

The Commonwealth, State & local governments have committed funding to develop and deliver the WSNF priorities. The funding split is 80/13.4/6.6 respectively. Local governments are only required to contribute their 6.6% on roads that exist within their shire.

The Minister for Transport is the overall funding approving authority for the WSNF. However, in a practical sense, the determination of projects and distribution of funding to those projects is determined by the WSNF structure and its recommendations to the Minister (delivered by MRWA) are approved through the workings of the steering committee.

Local Government provide representation on the RRG's, the Steering Committee and/or the Technical Committee. Local Governments provide submissions for funding under the WSNF and take part in the priority and determination process of those submissions through the above groups.

The RRG's approve endorsements from the Steering Committee and monitor the implementation of the projects from the program within their own region.

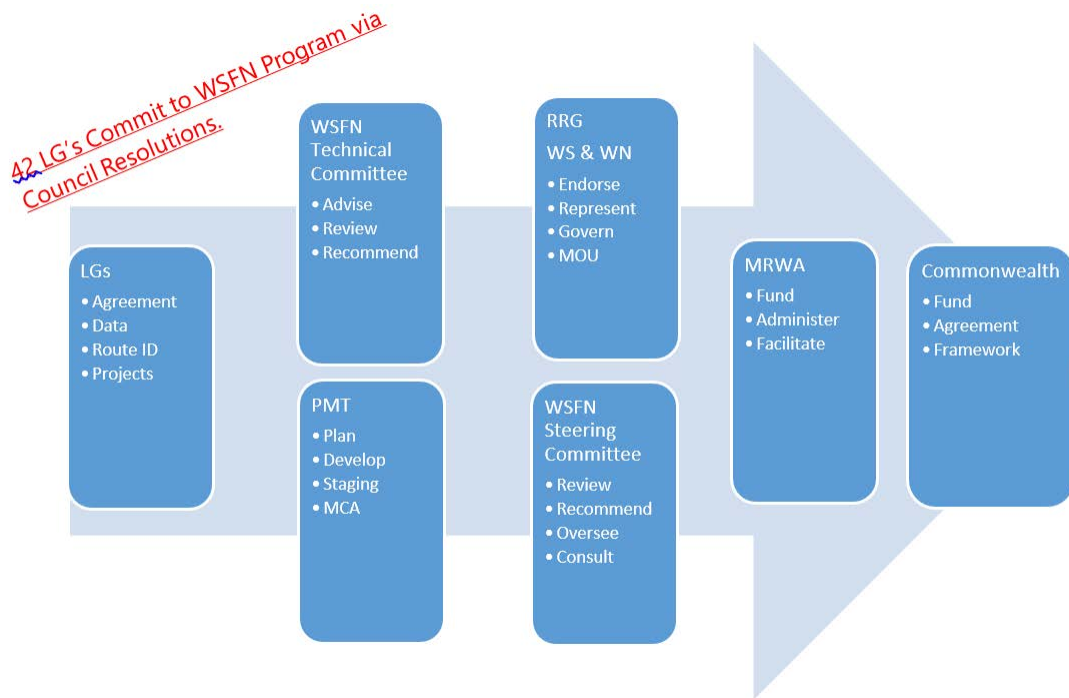
The Wheatbelt Secondary Freight Network Steering Committee (SC) comprises equal representation from the Wheatbelt North Regional Road Group (WNRRG) and the Wheatbelt South Regional Road Group (WSRRG) and has primary responsibility for prioritising road projects for funding under the program and for overseeing and monitoring the program delivery.

#### COMMENT

Earlier this year, the Wheatbelt North and South Regional Road Groups requested an independent review of the Wheatbelt Secondary Freight Network Governance Plan.

Nova Corvus Consulting Pty Ltd has recently completed this review and a draft copy is attached for your consideration. Comments on this draft are invited.

The governance structure is summarised by the following diagram;



In the following comments, reference to an ***elected member*** is a reference to a person who has been elected to represent a shire at a Council election.

The role of the Technical Committee is to provide technical support, input and advice to key delivery components of the program.

The Chairperson of the Technical Committee is the WSFN Program Director and otherwise membership is made up of the following;

- 8 nominated members from the Sub Regional Road Groups (SRRG's) within the Wheatbelt Region.
- WSFN Program Director.
- WSFN Program Manager.

The SRRG representatives are nominated to the Technical Committee for a two-year term at the first RRG meeting following the LG elections.

Our SRRG has nominated Eileen O'Connell (Nungarin) and Rod Munns (consulting road engineer) as its representatives on the Technical Committee. Eileen O'Connell also represents our group on the Steering Committee.

Decisions of the Technical Committee are to be by consensus however, where voting is necessary, only SRRG nominated members will be voting representatives. The Program Manager never gets a vote and the Director, as the Chairperson shall have a casting vote.

We are specifically being asked if we support SRRG representatives to the Technical Committee who are not elected members (ie Rod Munns) having a vote on the Technical Committee.

Based on the technical knowledge of consultants like Rod Munns, his relative independence and because the Technical Committee's decisions do not bind the WSN, on balance it seems appropriate for representatives to the Technical Committee who are not elected members to have a voting right.

**STATUTORY ENVIRONMENT**

Nil

**POLICY IMPLICATIONS**

Nil

**FINANCIAL IMPLICATIONS**

Nil

**COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally supports the Council's objective to provide fit for purpose community infrastructure that promotes community safety.

Objective No.	Actions
S 2.1.2.6	Collaborate with community to identify opportunities to improve government services and advocate for improved delivery.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

***(77/2022) Moved: Cr Gamble***

***Seconded: Cr Holdsworth***

***That consultants invited to participate on the WSN Technical Committee be entitled to vote in respect to recommendations it is responsible for making to the Regional Road Groups (Wheatbelt North & South) and Steering Committee.***

***CARRIED 5/1***

*Cr Christopher Loton noted that he voted against this recommendation.*

### 10.3. WORKS AND SERVICES

#### 10.3.1. MANAGER OF WORKS OFFICER'S REPORT – JULY 2022

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	20 July 2022
Reporting Officer:	Terry Delane – Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 10.3.1 – <i>Graded Roads map to be provided</i>

#### BACKGROUND

To inform Council of the activities of the works and services team during the months prior 20<sup>th</sup> July 2022.

#### SAFETY

1. Reported Incidents as follows;
  - a. Gas bottles stolen from Town Hall and Rec Centre.

#### ROADS – MAJOR PROJECTS

- **Regional Road Group. (RRG)**
  - Tammin Road Final Claim and Certificate of Completion lodged.
    - Project \$5K over budget, despite an extra 100m of length and extra \$38K of bitumen binder.
  - Cunderdin Road Final Claim and Certificate of Completion lodged.
    - Project \$5K over budget with \$89K of extra bitumen binder.
- **Wheatbelt Secondary Freight Network (WSFN)**
  - Koorda Road inspection with MRWA undertaken.
  - Advice is to patch works that require emergency attention and resubmit for funding to reconstruct in subsequent years.
- **Roads 2 Recovery. (R2R)**
  - McNee Rd North section completed. Gravel sheeting at north end and clearing from Wallambin to Turner Roads.
- **Roads Advisory Group (RAG)**
  - Maintenance grading in full swing.
  - Colour coded map marked up of roads graded (*attachment to be provided*).
- **Black Spot Projects (BSP)**
  - Road Safety Audits booked with Shawmac Traffic to be done in the next 4 – 6 weeks.

## **ROADS – GENERAL**

1. Manager of Works attended 2 MRWA meetings –
  - Presentation on the delivery strategy of bringing road works back in house.
  - Workshop with MRWA to discuss Local Government Road Safety Plan Workshop.
  - New software platforms (Crash Map and AusRoads) to map black spot areas and other road issues. Dash Cams to map road network is a key tool.

## **AERODROME**

- Sealing crew booked for the 1<sup>st</sup> October.

## **PRIVATE WORKS**

- All private works for the FY 2022 completed.
- Request from the school to assist in tidying up the Honour Ave corner (gratis) expected to be scheduled very soon.

## **PARKS / TOWN SERVICES CREW**

- Railway Tce car park kerbing completed. Still waiting for concrete works.
- General maintenance going well with extra staff on board.

## **SWIMMING POOL RENOVATION**

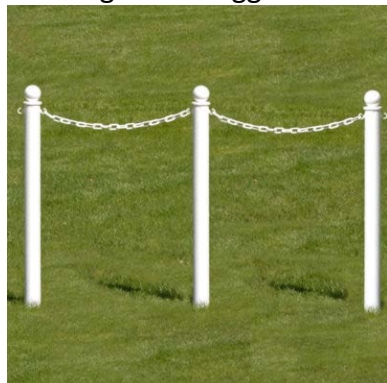
- Works postponed until 2023
- Further quotes being sourced.

## **GRACE ST DEPOT.**

- Door replacement works postponed again. Intention to cancel the contractors' order.
- Western Power work completed.

## **GAMBLE ST UPGRADE**

- Thurston St variation program stalled due to Covid issues. Culvert across Thurston St installed. Work expected to restart in a couple of weeks.
- Handrails design now suggested to be simple post and chain system.



#### **WYLIE WATERPROOFING - NATIONAL GRID CONNECTION PROJECT**

- Project ongoing with DWER support.
- Poly welders stalled due to Covid, expected on site in 3 weeks.

#### **RUBBISH TIP**

- Issues with new cell with residents tipping at top of ramp.
- Trial of top tipping being considered.
- Hydrocarbon dump issue still being assessed.

#### **HUMAN RESOURCES**

- New starters
  - Eric Anderson – officially appointed as Leading Hand Roads
  - Steve Venables – grader / machine operator
  - Eric Coulthard – offered machine operator position
  - Shannon Gibbs – Cleaning and Gardens crew – casual
  - Simon Ozanne – Parks and Gardens crew – full time
  - Shauna Wells – Parks and Gardens crew – permanent part time
- Return to Work
  - Cris Pavisik – Leading Hand Parks & Gardens has returned to work
  - Jon Truman – light duties – receiving physio for work related injury

#### **VEHICLE/PLANT**

- New vehicles warranty servicing being done
- New windscreen for bus.
- New windscreen for Manager of Works Hilux
- Garn Grader back on hire

#### **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 some financial implications in relation to this item.

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

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

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

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

**VOTING REQUIREMENT**

Simple majority

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

***(78/2022) Moved: Cr Petchell***

***Seconded: Cr Loton***

***That Council accept the Manager of Work's (MOW) Report July 2022.***

***CARRIED 6/0***

*Cr Stratford left the meeting at 6:46pm*

*Cr Stratford returned to the meeting at 6:48pm*



**10.4. PLANNING AND BUILDING**

Development Approval and Building Permit issued for Lot 16603 (HN 1426)  
Wallambin Rd, Korrelocking.

Building Permit application for a swimming pool received.

**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**

**13.1. WYALKATCHEM RODEO DISCUSSION AND AGREEMENTS DISCUSSION – Cr Gamble**

A discussion was held about the Rodeo preparations and Shire support.

It was agreed that Cr Gamble would meet with Sergeant James Gaunt to ensure that preparations and support is adequate.

The matter and updates will then be presented at the August Workshop and August Ordinary Meeting of Council.

*Cr Holdsworth let the meeting at 7:03pm*

*Cr Holdsworth returned to the meeting at 7:07pm*

**14. MATTERS BEHIND CLOSED DOORS**

Recalcitrant Rates to 30 June 2022.

**OFFICER'S RECOMMENDATION / COUNCIL RESOLUTION**

***(79/2022) Moved: Cr Holdsworth***

***Seconded: Cr Gamble***

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

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

***CARRIED 6/0***

#### 14.1. OVERDUE RATES AND CHARGES AS AT 30 JUNE 2022

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	06 July 2022
Reporting Officer:	Louise Sequerah
Disclosure of Interest:	No interest to disclose
File Number:	25.08.01
Attachment Reference:	Attachment 14.1 - Recalcitrant Rates Debtors as at 30 June 2022.

#### SUMMARY

The Shire of Wyalkatchem recalcitrant rates debtors report as at 30 June 2022 details

- with outstanding rates and charges in a prior year
- non-pensioner assessments
- not paying on an arrangement,
- not paying by instalments,
- with a total amount outstanding of more than \$100.

#### BACKGROUND

It is considered best practice for Council to have less than 4% of the rates levied outstanding at the end of the financial year. Whilst no active debt recovery appears to have occurred in prior years, the Shire does not have a significant outstanding debt for prior years on rates.

#### 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.

#### FINANCIAL IMPLICATIONS

In 2021/2022, a budget of \$3,500 exists for Rates Debt Collection Expenses.

**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**

*(80/2022) Moved: Cr Stratford*

*Seconded: Cr Holdsworth*

*That the Council receives the report of Recalcitrant Rates Debtors as presented in the attachment 14.1 - Recalcitrant Rates Debtors - as at 30 June 2022.*

**CARRIED 6/0**

**OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION**

*(81/2022) Moved: Cr Stratford*

*Seconded: Cr Gamble*

*That Council move out from behind closed doors.*

**CARRIED 6/0**

**15. INFORMATION BULLETIN**

**15.1. Information Bulletin**

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

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

**15.2.1. Status report**

2021 Citizen Awards Event Date was agreed for Friday 9<sup>th</sup> September 2022.

**16. CLOSURE OF THE MEETING**

There being no further business to discuss, the Chairperson thanked everyone for their attendance and closed the meeting at 7:35pm.





North Eastern Wheatbelt Regional Organisation of Councils

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

# Council Meeting

Tuesday 26 July 2022

Shire of Mukinbudin Council Chambers

## MINUTES

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

## ANNUAL CALENDAR OF ACTIVITIES

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

### ONGOING ACTIVITIES

Compliance

Media Releases

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 of the Council Meeting held at the Shire of Mukinbudin Council Chambers on Tuesday 26 July 2022 commencing at 1.58pm

### MINUTES

#### 1. OPENING AND ANNOUNCEMENTS

NEWROC Interim Chair, Cr Nicoletti welcomed everyone and opened the meeting at 1.58pm

#### 2. RECORD OF ATTENDANCE AND APOLOGIES

##### 2.1. Attendance

Cr Romina Nicoletti	Interim NEWROC Chair, Shire of Mukinbudin
Cr Jannah Stratford	President Shire of Koorda
Cr Quentin Davies	President, Shire of Wyalkatchem (online)
Cr Pippa De Lacy	President, Shire of Nungarin
Cr Melanie Brown	President, Shire of Trayning
Cr Tony Sachse	President, Shire of Mt Marshall (online 1.58pm – 2.14pm)
Cr Robert Trepp	President, Shire of Dowerin

Dirk Sellenger	NEWROC CEO, CEO Shire of Mukinbudin
Darren Simmons	CEO, Shire of Koorda
Peter Klein	CEO, Shire of Wyalkatchem (online)
John Nuttall	CEO, Shire of Mt Marshall (online 1.58pm – 2.14pm)
Leanne Parola	CEO, Shire of Trayning
Leonard Long	CEO, Shire of Nungarin
Rebecca McCall	CEO, Shire of Dowerin

##### NEWROC Officer

Caroline Robinson	Executive Officer, NEWROC
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##### Guests

Karl O'Callaghan	Wheatbelt NRM (1.58pm - 2.30pm)
Alyce Ventris	Wheatbelt Town Team Builder (1.58pm - 2.58pm)

##### 2.2. Apologies

Cr Darrel Hudson	Councillor, Shire of Dowerin
Rebecca McCall	CEO, Shire of Dowerin
Cr Gary Shadbolt	NEWROC Chair, Shire of Mukinbudin

##### 2.3. Leave of Absence Approvals / Approved

NEWROC EO requests a leave of absence from the Executive Meeting on August 30<sup>th</sup> (or the meeting can occur the week prior or on the 29<sup>th</sup> August)

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

Agenda Item 7.3 Caroline Robinson may be completing the business case for the DAMA

##### 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 Mukinbudin)	Council	CEO	Council Oct 2019
NEWROC Website	CEO	NEWROC EO	Council June 2017

#### 4. Presentations

Karl O'Callaghan, CEO Wheatbelt NRM – Corella Program (proposal provided to members)

Alyce Ventris, Wheatbelt Town Team Builder spoke to the agenda item 7.5

#### 5. MINUTES OF MEETINGS

##### 5.1. Council Meeting

Minutes of the Council Meeting held 31 May 2022 have previously been circulated.

##### RESOLUTION

**That the Minutes of the Council Meeting held on 31 May 2022 be received as a true and correct record of proceedings.**

**Moved Cr De Lacy**

**Seconded Cr Stratford**

**CARRIED 6/0**

##### 5.2. Executive Meeting 28 June 2022

Minutes of the Executive Meeting held on 28 June 2022 have previously been circulated.

##### RESOLUTION

**That the Minutes of the Executive Meeting held on 28 June 2022 be received.**

**Moved Cr Brown**

**Seconded Cr Trepp**

**CARRIED 6/0**

##### 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 July 2022  
**ATTACHMENT NUMBER:** #1P and L  
**CONSULTATION:**  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**COMMENTS**

Account transactions for the period 1 May 2022 to 30 June 2022

Date	Description	Reference	Credit	Debit	Running Balance
<b>BB NEWROC Funds-5557</b>					
<b>Opening Balance</b>			<b>200,238.86</b>	<b>0.00</b>	<b>200,238.86</b>
01 May 2022	Bendigo Bank		0.00	1.60	200,237.26
02 May 2022	Xero Australia	XEROAUSTRALIAPTY 0131231368 XeroAUIINV_LbaiKzwV	0.00	25.65	200,211.61
04 May 2022	Payment: Alyce Ventris	2011	0.00	2,364.45	197,847.16
04 May 2022	Payment: Constructive Visual	INV-0062	0.00	100.00	197,747.16
04 May 2022	Payment: 150Square	INV-0142	0.00	3,422.50	194,324.66
06 May 2022	Payment: Shire Of Nungarin	1795	0.00	30,000.00	164,324.66
09 May 2022	Payment: Shire Of Nungarin	1795	0.00	8,500.00	155,824.66
20 May 2022	Bank Transfer from ATO Integrated Client Account to BB NEWROC Funds-5557		3,539.00	0.00	159,363.66
01 Jun 2022	Xero Australia	XEROAUSTRALIAPTY 0138412064 XeroAUIINV_LnFzetCT	0.00	25.65	159,338.01
01 Jun 2022	Bendigo Bank		0.00	2.00	159,336.01
04 Jun 2022	Payment: Alyce Ventris	2017	0.00	2,376.00	156,960.01
04 Jun 2022	Payment: Alyce Ventris	2016	0.00	2,376.00	154,584.01
04 Jun 2022	Payment: 150Square	INV-0147	0.00	3,171.25	151,412.76
04 Jun 2022	Payment: Alyce Ventris	2012	0.00	2,946.90	148,465.86
04 Jun 2022	Payment: Alyce Ventris	2013	0.00	2,500.58	145,965.28
25 Jun 2022	Payment: Town Team Movement	INV-0089	5,000.00	0.00	150,965.28
26 Jun 2022	Payment: Town Team Movement	INV-0089	5,000.00	0.00	155,965.28
27 Jun 2022	Bank Transfer from BB NEWROC Funds-5557 to BB Term Deposit Account-1388		0.00	100,000.00	55,965.28
27 Jun 2022	Payment: Town Team Movement	INV-0089	5,000.00	0.00	60,965.28
28 Jun 2022	Payment: Town Team Movement	INV-0089	344.00	0.00	61,309.28
30 Jun 2022	Payment: Valenti Commercial Lawyers	032236	0.00	1,804.00	59,505.28
30 Jun 2022	Payment: Constructive Visual	293	0.00	222.00	59,283.28
30 Jun 2022	Payment: 150Square	INV-0152	0.00	2,972.50	56,310.78
<b>Total BB NEWROC Funds-5557</b>			<b>18,883.00</b>	<b>162,811.08</b>	<b>56,310.78</b>
<b>Closing Balance</b>			<b>56,310.78</b>	<b>0.00</b>	<b>56,310.78</b>
<b>Total</b>			<b>18,883.00</b>	<b>162,811.08</b>	<b>(143,928.08)</b>

# Balance Sheet

North Eastern Wheatbelt Regional Organisation of Councils

As at 30 June 2022

Cash Basis

30 JUN 2022

## Assets

### Bank

BB NEWROC Funds-5557	56,310.78
BB Term Deposit Account-1388	295,712.15
<b>Total Bank</b>	<b>352,022.93</b>

**Total Assets** 352,022.93

## Liabilities

### Current Liabilities

Accounts Payable	31,240.00
GST	(5,071.10)
<b>Total Current Liabilities</b>	<b>26,168.90</b>

**Total Liabilities** 26,168.90

**Net Assets** 325,854.03

## Equity

Current Year Earnings	9,260.55
Retained Earnings	316,593.48
<b>Total Equity</b>	<b>325,854.03</b>

## RESOLUTION

That the income and expenditure from 1 May 2022 to 30 June 2022 and the P and L and balance sheet as at 30 June 2022 be received.

Moved Cr Trepp

Seconded Cr De Lacy

CARRIED 6/0

**7. MATTERS FOR DECISION**

**7.1. ENERGY**

**FILE REFERENCE:** 107-1 Power  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 20 July 2022  
**ATTACHMENT NUMBER:** #2 POS Scope of Works (Quote to be supplied)  
**CONSULTATION:** Andy Fleming, Damien - POS  
Cr Tony Sachse  
CBH  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**COMMENT**

This motion is currently on the table:

**MOTION – LAY ON THE TABLE**

NEWROC endorses the outcome statement to be included in the Positive Offgrid Solutions Scope of Work.

Project Steering Group include a Shire of Mt Marshall representative and the NEWROC EO

Moved Cr De Lacy                      Seconded Cr Brown

Following on from the NEWROC Council meeting the NEWROC EO has requested a meeting with Renee Manning (Wheatbelt Development Commission) regarding the REDS grant.

Cr Sachse and the NEWROC EO met with Positive Offgrid Solutions to discuss the project and a new scope of works is submitted and will be discussed at the meeting.

The NEWROC EO received a phone call from CBH following the meeting with Positive Offgrid Solutions and is keen to discuss the new scope of works and desired outcomes. Their needs are focused on power reliability and ESG return.

**OFFICER RECOMMENDATION**

Remove the motion that lays on the table

**RESOLUTION**

**NEWROC approves the new POS scope of works including consideration towards mobile facilities.**

**NEWROC EO meets with the WDC to discuss the RED grant and scope of works.**

**NEWROC presents the scope of work to the Shire of Koorda, as the grant recipient**

**NEWROC presents the scope of work to CBH to seek financial contribution to the work**

**After meeting with CBH, NEWROC EO to bring the item back to the NEWROC for further discussion**

**Moved Cr Trepp**

**Seconded Cr De Lacy**

**CARRIED 7/0**

**Discussion:**

- Cr Sachse spoke to the item and updated members on the POS meeting
- NEWROC requests the scope to also include a mobile power system
- Consideration towards Nungarin and how they can be involved in the project as CBH is not using the CBH wheatbin
- NEWROC EO to seek information on how many outages are a result of CBH using the power for out loading
- Beacon CBH wheatbin to be added to the scope

## 7.2. REGIONAL SUBSIDIARY

<b>FILE REFERENCE:</b>	041-5 Strategic and Future Planning
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	20 July 2022
<b>ATTACHMENT NUMBER:</b>	
<b>CONSULTATION:</b>	Sam McCleod
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

### DISCUSSION

At the NEWROC Council meeting in May the following resolution was passed:

#### RESOLUTION

NEWROC Council recommends the Business Plan, Communications Plan and Charter to member Councils for endorsement following the communication and consultation process in June and July.

NEWROC Council distributes the information sheet and video to member Councils

Moved Cr Brown                      Seconded Cr De Lacy                      CARRIED 6/0

Since the meeting members have received a Charter, Business Plan and Communications Plan, as well as a social media tile to promote the public consultation period.

Most members have presented the item at their June meetings and will conduct public information sessions in July.

The NEWROC EO attended the Shire of Mukinbudin Council meeting to discuss the Regional Subsidiary and also did a radio interview on ABC Mid-West and Wheatbelt. The NEWROC EO has provided a written and verbal update to Sam McCleod at the Ministers Office. The NEWROC EO attended the Shire of Trayning Council meeting online.

NEWROC website is updated with Regional Subsidiary media release and documents.

### Discussion at Executive Meeting

- Dowerin Community Forum will be held on 5<sup>th</sup> July at 6pm
- Shire of Mt Marshall will hold consultation at the end of July
- Shire of Koorda consultation is in progress
- Shire of Mukinbudin passed the Charter

#### RESOLUTION

**NEWROC President and EO meet with the DLGSC to present the NEWROC Regional Subsidiary Charter and Business Plan to the Minister for Local Government, subject to the proposal to become a regional subsidiary is approved by the absolute majority of each member Council**

Moved Cr Stratford                      Seconded Cr Trepp                      CARRIED 6/0

### 7.3. WORKFORCE PLANNING

<b>FILE REFERENCE:</b>	035-6 Federal Grants
<b>REPORTING OFFICER:</b>	Caroline Robinson
<b>DISCLOSURE OF INTEREST:</b>	Nil
<b>DATE:</b>	20 July 2022
<b>ATTACHMENT NUMBER:</b>	#3 DAMA Survey Results
<b>CONSULTATION:</b>	WEROC, RDA Wheatbelt, WBN, Beacon CRC, CBH, Dept of Home Affairs
<b>STATUTORY ENVIRONMENT:</b>	Nil
<b>VOTING REQUIREMENT:</b>	Simple Majority

#### BACKGROUND

On Wednesday 20 July the working group met to discuss the DAMA survey results (attached).

A Designated Area Migration Agreement (DAMA) is a formal agreement between the Australian Government and a Designated Area Representative (DAR) to fill recognised labour shortages in a specified area. DAMAs enable regions to respond to their unique economic and labour market conditions by gaining access to experienced skilled or semi-skilled overseas workers under the terms of their individually negotiated agreement.

A designated area may be a state, territory or regional area, and a DAR may be a state or territory authority, regional authority or local government. The Wheatbelt Business Network is an ideal DAR candidate and have offered to provide this administrative role if it is funded and resourced.

RDA Wheatbelt is providing a facilitation role to bring business, industry and local government together to prepare and make a DAMA application. The first step in this process is to determine the geographic extent of the DAMA region. This requires an understanding of which Wheatbelt local governments are motivated to contribute to and participate in the agreement.

DAMAs are just one tool available to address gaps in regionally based skilled workers. They are not always the most suitable tool to all organisations to adopt. Benefits of participating in the DAMA include:

- Addressing skilled workforce issues that other visa tools cannot address such as access to occupations not included in skilled occupation lists
- Increased productivity of regional businesses
- Opening a pathway for permanent residency in Australia for visa holders
- Creating an opportunity for economic and community development through an increased regional workforce size (eg. Increased home ownership, school enrolments, population growth)
- Providing regional businesses with workforce security and confidence to expand operations
- Creating opportunities for supply chains to regional businesses to enter contracts for goods and services delivery

If approved, the DAMA is delivered by the DAR who will enter a 5-year agreement with the Australian Government. These agreements are only able to be varied on the 12-month anniversary of the agreement being signed. This means those local governments that opt out of this expression of interest will not have the ability to use the DAMA. Businesses within the shires that opt out will not have the ability to pay the DAR to secure visa holder skilled workers.

A cap of approximately 200 workers per year is the general guide for DAMAs however this is negotiable during the application and agreement signing phase.

Indications from DARs in other regions suggest the minimum resource requirement is a part time DAMA Coordinator and a vehicle.



Businesses that utilise the DAMA service will pay registration and processing fees to the DAR which is how end user benefit is realised over the duration of the agreement. RDA Wheatbelt and some industry partners are considering a contribution to the business case preparation and application submission.

Estimates of the business case are currently being received but the intention is to do it in house amongst the working group. CBH has indicated it will contribute. A letter to Wheatbelt local governments will go out this week as an EOI.

Work in this space aligns with the NEWROC Workforce Plan and the NEWROC Strategic Plan.

**RESOLUTION**

**NEWROC commit in principle \$5000 towards the business case, subject to the number and geographical location of the EOIs received from other local governments.**

**Moved Cr Stratford**

**Seconded Cr Brown**

**CARRIED 6/0**

**The NEWROC EO request members review the DAMA survey results and how we might use these survey results for future bodies or projects of work / advocacy.**

Additionally, the McGowan Government has launched a new [Skilled Migrant Employment Register](#) to attract workers to key industries.

The free register, now available, can be accessed through the Migration WA portal and has been designed to support skilled migrants to settle in WA while giving employers visibility of new talent.

The register will also support regional employers by linking migrants who indicate preferred employment in regional areas to employment opportunities in country WA.

**Discussion:**

- NEWROC EO to make contact with Kate Hayes Thompson in Bruce Rock regarding this work
- Discussion regarding the geographical scope of the DAMA, benefits and challenges
- NEWROC EO will be attending the working group meeting on 11 August and will bring back information to the members to consider further

**7.4. NEWROC ANNUAL DINNER**

**FILE REFERENCE:** 042-27 NEWROC Dinner and Functions  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 20 July 2022  
**ATTACHMENT NUMBER:**  
**CONSULTATION:**  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**COMMENT**

The following guidelines are presented to Council for their consideration in the planning of the annual NEWROC dinner at Local Government Week:

*NEWROC Council selects a venue for the annual NEWROC Dinner, to be held at a time convenient to the majority of members, during Local Government Week.*

*Member Shires to RSVP the number of staff and Councilors who will attend the dinner, to the NEWROC EO at least 3 days prior. Staff and Councilors who are not attending Local Government Week are also encouraged to attend the NEWROC dinner.*

*Dinner price per head (excluding drinks) may range between \$40 - \$70 depending on the venue.*

*Member Shires will be invoiced by the NEWROC for their food.*

*Where separate billing at the venue can not occur, beverages will be equally divided amongst the number of RSVPs at the dinner and the NEWROC will invoice the member Shires, together with their food following the event (ref: NEWROC dinner ticket).*

*If a member of NEWROC is unable to attend the dinner they are encouraged to let the NEWROC EO know as soon as possible so that the NEWROC does not incur cancellation fees.*

**RESOLUTION**

**NEWROC adopts the annual dinner guidelines.**

**2022 NEWROC annual dinner to be held on Sunday 2 October, 7.30pm at Boston Brewery Victoria Park**

**Moved Cr Trepp**

**Seconded Cr De Lacy**

**CARRIED 6/0**

**7.5. TOWN TEAMS**

**FILE REFERENCE:** 130-1 Economic Services General  
**REPORTING OFFICER:** Caroline Robinson  
**DISCLOSURE OF INTEREST:** Nil  
**DATE:** 20 July 2022  
**ATTACHMENT NUMBER:** #4 TT Report  
**CONSULTATION:** Jimmy Murphy  
Alyce Ventris  
**STATUTORY ENVIRONMENT:** Nil  
**VOTING REQUIREMENT:** Simple Majority

**COMMENT**

A report from the Wheatbelt Town Team Builder is included in the agenda and Alyce will be at the meeting to present.

The NEWROC has invoiced Town Teams for their financial contribution for the 21/22 year. This has been paid (\$15,344).

**RESOLUTION**

**Wheatbelt Town Team Builder report is received**

**Moved Cr Brown**

**Seconded Cr Stratford**

**CARRIED 6/0**

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

8.1. **Literary Luncheon**

NEWROC Literary Luncheon sponsorship letter (\$500) has been received from the KTY Book Club

**NEWROC supports the KTY Bookclub with sponsorship to the amount of \$500 for the Literary Luncheon**

**Moved Cr De Lacy**

**Seconded Cr Stratford**

**CARRIED 6/0**

8.2. **Drug Testing Policy**

Brief discussion on drug testing processes within member local governments. This item will be discussed at the next Executive meeting

**9. GENERAL UPDATES**

9.1. **Waste Management Project**

Wyalkatchem landfill has been tested by Ask Waste Management – results will be shared with the group.

DEWER clearing information has been sent to member local governments.

The Shire of Trayning has allocated \$100K for its new transfer station and will speak with Avon Waste regarding transfer of waste to landfill. Further updates to come

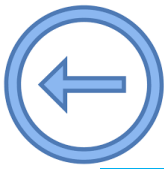
**10. 2022 MEETING SCHEDULE**

<b>**29 August</b>	<b>Executive</b>	<b>Following GECZ meeting in Kellerberrin</b>
27 September	Council	Shire of Wyalkatchem
25 October	Executive	Shire of Dowerin
29 November	Council	Shire of Trayning (or Nungarin if no Dec meeting)
<b>13 December</b>	<b>Council (tbc)</b>	Shire of Nungarin

**11. CLOSURE**

Cr Nicoletti thanked everyone for their attendance and closed the meeting at 3.30pm





Shire of Wyalkatchem  
List of Accounts -July 2022

ATTACHMENT 10.1.1 PAYMENT LISTING

	Date	Name	Description	Invoice Amount	Payment Amount	Bank	Type
	01/07/2022		MERCHANT FEES (INCL GST)	-\$	87.32	1	FEE
	28/07/2022		NAB CONNECT FEE (INCL GST)	-\$	24.49	1	FEE
	29/07/2022		MERCHANT FEES (INCL GST)	-\$	54.42	1	FEE
	<b>Total FEE</b>			<b>-\$</b>	<b>166.23</b>		
EFT2086	07/07/2022	Central Wheatbelt Plumbing and Contracting	Connect HWU, and new bathroom block.		-\$	3,104.68	1 CSH
	13/06/2022		Connect HWU, and new bathroom block., Materials	\$	3,104.68	1	INV
EFT2087	07/07/2022	Ligna Construction	1.Prune trees in garden areas to a neat & tidy condition 2.Remove leaves & bark from path 3.Reinstate reticulation 4.In-fill planting of local Wheatbelt natives once garden is pruned & cleaned-up and the reticulation is installed. 5.Mulch the entire garden area. 6.Replace play equipment with modern alternative. 7.Install a natural softfall under new play equipment.		-\$	62,359.37	1 CSH
	23/06/2022		1.Prune trees in garden areas to a neat & tidy condition, 2.Remove leaves & bark from path, 3.Reinstate reticulation, 4.In-fill planting of local Wheatbelt natives once garden is pruned & cleaned-up and the reticulation is installed., 5.Mulch the entire garden area., 6.Replace play equipment with modern alternative., 7.Install a natural softfall under new play equipment.	\$	62,359.37	1	INV
EFT2088	07/07/2022	Doreen Davis	Refund the Booking of Barracks		-\$	60.00	1 CSH
	30/06/2022		Refund the Booking of Barracks	\$	60.00	1	INV
EFT2089	08/07/2022	Gary Thorpe (Personal)	Reimbursement for Fuel		-\$	380.80	1 CSH
	30/06/2022		Reimbursement for Fuel	\$	380.80	1	INV
EFT2090	08/07/2022	HG's Builders	Supply of building labour to reonvate abluion block		-\$	1,600.50	1 CSH
	27/06/2022		Supply of building labour to reonvate abluion block	\$	1,600.50	1	INV
EFT2091	08/07/2022	Blue Diamond Machinery pty Ltd	1500 litre fuel trailer with electric brakes, pumps, meters and hoes		-\$	26,290.00	1 CSH
	12/05/2022		1500 litre fuel trailer with electric brakes, pumps, meters and hoes and ancillaries, all as per quote - all as per quote - Mark Davis	\$	26,290.00	1	INV
EFT2092	08/07/2022	Bunnings Midland	Building materials abluion block and sewerage system		-\$	874.21	1 CSH
	04/03/2022		Building materials abluion block and sewerage system	\$	319.97	1	INV
	10/06/2022		Building materials abluion block and sewerage system	\$	554.24	1	INV
EFT2093	08/07/2022	TOLL Australia	Freight for BP Medical		-\$	32.16	1 CSH
	05/06/2022		Freight for IPaid	\$	11.07	1	INV
	19/06/2022		Freight for BP Medical	\$	21.09	1	INV
EFT2094	08/07/2022	Dunnings	Gadus S3 V220C 2 MP Grease cartridges - 4 cartons of 12		-\$	804.21	1 CSH
	24/06/2022		Gadus S3 V220C 2 MP Grease cartridges - 4 cartons of 12	\$	507.56	1	INV
	24/06/2022		Coolant; 20 litre drum	\$	296.65	1	INV
EFT2095	08/07/2022	Elders	Blue Wash Liquid (Laundry) -12.5L		-\$	76.20	1 CSH
	22/06/2022		Blue Wash Liquid (Laundry) -12.5L	\$	76.20	1	INV
EFT2096	08/07/2022	Lock Stock & Farrell Locksmith	1 master key for old tennis court building for child care centre operator		-\$	38.00	1 CSH

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Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount	Bank	Type
	15/06/2022		1 master key for old tennis court building for child care centre operator	\$ 38.00		1	INV
EFT2097	08/07/2022	R Munns Engineering Consulting	RRG Representation and Engineering Support 2021/2022		-\$ 2,291.39	1	CSH
	12/06/2022		RRG Representation and Engineering Support 2021/2022	\$ 2,291.39		1	INV
EFT2098	08/07/2022	St John Ambulance WA	Replacement workplkace first aid kit - medium		-\$ 220.00	1	CSH
	13/06/2022		replacement workplkace first aid kit - medium	\$ 220.00		1	INV
EFT2099	08/07/2022	Wyalkatchem Community Resource Centre	2 keys for 22a Flint street		-\$ 12.00	1	CSH
	15/06/2022		2 keys for 22a Flint street	\$ 12.00		1	INV
EFT2100	08/07/2022	Wyalkatchem Hotel	1 carton 50 lashes 6 x Jim Beam cans 6 x Jim beam cans 4 x somesby cider - 2 apple, 2 pear 2 savignion blanc 2 shiraz at Member Refreshment		-\$ 240.00	1	CSH
	21/06/2022		1 carton 50 lashes, 6 x Jim Beam cans, 6 x Jim beam cans, 4 x somesby cider - 2 apple, 2 pear, 2 savignion blanc, 2 shiraz at Member Refreshment	\$ 240.00		1	INV
EFT2101	08/07/2022	Wyalkatchem Spraying Service	Weed spraying		-\$ 1,240.00	1	CSH
	15/06/2022		Weed spraying	\$ 1,240.00		1	INV
EFT2102	08/07/2022	Wylie Community Meats Pty Ltd	20 x steaks and 20 x Saussages for ASH Farewell		-\$ 123.40	1	CSH
	23/06/2022		20 x steaks and 20 x Saussages for ASH Farewell	\$ 123.40		1	INV
EFT2103	13/07/2022	Gutter Gobbler Perth	Gutter cleaning		-\$ 5,302.00	1	CSH
	08/07/2022		Gutter cleaning	\$ 5,302.00		1	INV
EFT2104	13/07/2022	Onemusic Austraila	Music licence from 01/07/2022 to 30/06/2023		-\$ 350.00	1	CSH
	02/07/2022		Music licence from 01/07/2022 to 30/06/2023	\$ 350.00		1	INV
EFT2105	13/07/2022	Blackwoods	Flagging tape fluoro-pink 25mm x 100m 40 rolls @ \$4.54/roll Barrier tape red/white Danger 75mm x 50m 10 rolls @ \$4.80/roll		-\$ 229.68	1	CSH
	01/07/2022		Flagging tape fluoro-pink 25mm x 100m 40 rolls @ \$4.54/roll, Barrier tape red/white Danger 75mm x 50m 10 rolls @ \$4.80/roll	\$ 229.68		1	INV
EFT2106	13/07/2022	Central East Aged Care Alliance Inc	Annual Contribution for 2022/23		-\$ 16,500.00	1	CSH
	04/07/2022		Annual Contribution for Membership 2022/23	\$ 16,500.00		1	INV
EFT2107	13/07/2022	TOLL Australia	Freight for lot signs		-\$ 28.89	1	CSH
	03/07/2022		Freight for lot signs	\$ 28.89		1	INV
EFT2108	13/07/2022	Cutting Edges	Cutting edge - 880x304x32x3H DBF(1') bolt on edge - Q&T450 - Item Code CE6607		-\$ 2,336.75	1	CSH
	07/07/2022		Cutting edge - 880x304x32x3H DBF(1') bolt on edge - Q&T450 - Item Code CE6607, Cutting edge - 460x304x32x2H DBF(1') bolt on edge - Q&T450 - Item Code CE6608, Cutting edge Bolts - Plowbolt (Cat#4J9208) 31/2 x 1" - Item Code PB3121	2336.75		1	INV
EFT2109	13/07/2022	Elders	Weeding Spraying - Paraken 250 20L Kenso		-\$ 137.50	1	CSH
	07/07/2022		Weeding Spraying	\$ 137.50		1	INV
EFT2110	13/07/2022	ITVISION	Annual Licence fee 2022/223		-\$ 47,700.27	1	CSH
	23/06/2022		Annual Licence fee 2022/223	\$ 47,700.27		1	INV
EFT2111	13/07/2022	LGIS Insurance Broking	Salary Continuance Insurance 2022/23		-\$ 4,315.39	1	CSH
	30/06/2022		Salary Continuance Insurance 2022/23	\$ 4,040.39		1	INV
	30/06/2022		Marin Cargo Insurance 2022/2023	\$ 275.00		1	INV
EFT2112	13/07/2022	Wheatbelt Office & Business Machines	Printing Black and White and Colour from 06/06/2022 to 04/07/2022		-\$ 275.54	1	CSH
	04/07/2022		Printing Black and White and Colour 2021-22	\$ 275.54		1	INV

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EFT2113	13/07/2022	Wyalkatchem Hotel	carton 50 lashes beer ; 2 x bottles shiraz; 2 apple cider; 2 pear cider		-\$	130.00	1 CSH
	09/07/2022		carton 50 lashes beer ; 2 x bottles shiraz; 2 apple cider; 2 pear cider	\$	130.00		1 INV
EFT2114	15/07/2022	Garn Nominees Pty Ltd	Dry Hire CAT 140 Grader		-\$	8,373.75	1 CSH
	30/06/2022		Dry hire of CAT140H grader KBC209H, Dry hire of CAT140H grader KBC209H	\$	8,373.75		1 INV
EFT2115	15/07/2022	JM Haulage	Haulage of gravel from Ripper's pit to McNee Rd		-\$	37,125.00	1 CSH
	25/06/2022		Haulage of gravel from Metcalfe's Pit to Tammin Rd - SLK 17.45 - SLK 17.85	\$	6,380.00		1 INV
	25/06/2022		Haulage of gravel from Metcalfe's Pit to Cunderdin Rd - SLK 29.05- SLK 31.05	\$	11,715.00		1 INV
	25/06/2022		Haulage of gravel from Ripper's pit to McNee Rd	\$	14,135.00		1 INV
	30/06/2022		Haulage of gravel from Ripper's pit to McNee Rd	\$	4,895.00		1 INV
EFT2116	15/07/2022	Goomalling Farm Shed	Plants,fertilisers and secateurs		-\$	554.65	1 CSH
	30/06/2022		Plants,fertilisers and secateurs	\$	554.65		1 INV
EFT2117	15/07/2022	KEE SURFACING PTY LTD	Reseal section to Type 6 standard SLK10.6 - SLK 17.45. as per RFQ 31.01.22 / Procurement Form No. 2022-005		-\$	511,475.27	1 CSH
	30/05/2022		Supply and spray two coat seal, 14mm/10mm aggregate with S35E binder, full width to Type 6 sealed pavement SLK 17.45 - SLK 17.78; as per RFQ 31.01.22 / Procurement Form No. 2022-005	\$	46,464.00		1 INV
	30/05/2022		Reseal section to Type 6 standard SLK10.6 - SLK 17.45. as per RFQ 31.01.22 / Procurement Form No. 2022-005	\$	258,042.97		1 INV
	30/05/2022		Supply and spray two coat seal, 14mm/10mm aggregate with S35E binder,as per RFQ 31.01.22 / Procurement Form No. 2022-005	\$	206,968.30		1 INV
EFT2118	15/07/2022	Market Creations Agency Pty Ltd	5 compliance registers for the Website		-\$	2,063.00	1 CSH
	23/06/2022		6 compliance registers for the Website	\$	2,063.00		1 INV
EFT2120	15/07/2022	Novum Networks (Operations) Pty Ltd	Phone Charge for the month of May 2022		-\$	866.63	1 CSH
	01/06/2022		Phone Charge for the month of May 2022	\$	527.99		1 INV
	30/06/2022		Phone Usage for the month of June	\$	338.64		1 INV
EFT2121	15/07/2022	Shauna Lynette Wells	Reimbursement for Protective clothing		-\$	194.95	1 CSH
	30/06/2022		Reimbursement for Protective clothing	\$	194.95		1 INV
EFT2122	15/07/2022	AMPAC Debt Recovery	Debt Recovery for the month of June 2022		-\$	506.00	1 CSH
	30/06/2022		Debt Recovery for the month of June 2022	\$	506.00		1 INV
EFT2123	15/07/2022	Australia Post	Postage Charge for the month of June 2022		-\$	41.18	1 CSH
	30/06/2022		Postage Charge for the month of June 2022	\$	41.18		1 INV
EFT2124	15/07/2022	BOC Gases	Container Service Charges from 29/05/2022 to 27/06/2022		-\$	53.54	1 CSH
	28/06/2022		Container Service Charges 2021-22, Container Service Charges 2021-22	\$	53.54		1 INV
EFT2125	15/07/2022	Bunnings Midland	Misc building materials, abluion block etc		-\$	1,060.71	1 CSH
	29/05/2022		Plumbing materials, wall and ceiling materials for ablutions	\$	45.40		1 INV
	10/06/2022		Plumbing materials, wall and ceiling materials for ablutions	\$	248.55		1 INV
	21/06/2022		Misc building materials, abluion block etc	\$	377.28		1 INV
	23/06/2022		Misc building materials, abluion block etc	\$	14.26		1 INV
	28/06/2022		Plumbing materials, wall and ceiling materials for ablutions, Plumbing materials, wall and ceiling materials for ablutions	\$	119.54		1 INV

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Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount	Bank	Type
	29/06/2022		Plumbing materials, wall and ceiling materials for ablutions	\$ 255.68		1	INV
EFT2126	15/07/2022	TOLL Australia	Freight for Uniform and Biodegradable dog waste bags		-\$ 46.21	1	CSH
	26/06/2022		Freight for Uniform, Freight for Uniform, Freight for Biodegradable dog waste bags, Freight for Biodegradable dog waste bags	\$ 46.21		1	INV
EFT2127	15/07/2022	Dunnings	Fuel usages for the month of June		-\$ 16,143.38	1	CSH
	30/06/2022		CEO Vehicle, Kubota Cabin Tractor, Yorkrakine Bush Fire Brigade Fast Attack, 3 Tonne Dual Cab truck (), Caterpillar Skid Steer (), 2018 Trailer (Description to be updated), Liebherr Front End Loader (), Works Manager ute WM000 (), Ford PX3 Ranger XL Dual Cab (Town Leading Hand) (), Isuzu 2.4 Fire Tanker, Bomag Rubber Wheel Roller (), Amman Roller, unallocated plant (Hire Plant), MCS Vehicle, Isuzu Prime Mover, MCS Vehcile, Isuzu D-Max Dual Cab (Roads Leading Hand), Fuel Trailer, Doctors Vehicle, WM012 Toyota Hilux Cab Ute 4x2 2020, unallocated plant (Hire Plant), unallocated plant (Hire Plant), Isuzu Prime Mover, Community Bus, Nalkain Bush Fire Brigade Fast Attack, Caterpillar Grader	\$ 16,143.38		1	INV
EFT2128	15/07/2022	Kidsafe WA	playground inspection training - Cris Wilkes Pavisic		-\$ 300.00	1	CSH
	27/06/2022		playground inspection training x 1 15/06/2022	\$ 300.00		1	INV
EFT2129	15/07/2022	Landgate	Rural UV Interim Valuation Shared		-\$ 130.41	1	CSH
	24/06/2022		Rural UV Interim Valuation Shared	\$ 130.41		1	INV
EFT2130	15/07/2022	Nutrien Ag Solutions Ltd	Roundup - Rubber		-\$ 1,815.00	1	CSH
	26/05/2022		Roundup - Rubber	\$ 1,815.00		1	INV
EFT2131	15/07/2022	LGIS Risk Management	Regional Risk Co - Ordinator Fee 2021-2022 2nd installment		-\$ 3,567.97	1	CSH
	21/06/2022		Regional Risk Co - Ordinator Fee 2021-2022 2nd installment	\$ 3,567.97		1	INV
EFT2132	15/07/2022	Mayday Earthmoving	Hire of roller		-\$ 5,962.00	1	CSH
	26/05/2022		Hire of roller as per quote, Delivery	\$ 5,962.00		1	INV
EFT2133	15/07/2022	*Northam & Districts Glass Service*	Replacement windscreen for Community Bus		-\$ 450.00	1	CSH
	23/06/2022		Replacement windscreen for Community Bus	\$ 450.00		1	INV
EFT2134	15/07/2022	Petchell Mechanical	Airbags and booster repairs		-\$ 3,572.89	1	CSH
	03/06/2022		Minor parts	\$ 90.12		1	INV
	13/06/2022		New fuel cap	\$ 62.32		1	INV
	15/06/2022		Fit new falnbelt and test systems	\$ 295.66		1	INV
	20/06/2022		Airbags and booster repairs	\$ 884.16		1	INV
	23/06/2022		Airbags and booster repairs	\$ 1,735.32		1	INV
	30/06/2022		Height control valve	\$ 505.31		1	INV
EFT2135	15/07/2022	Westrac	Repairs to injector		-\$ 2,072.97	1	CSH
	30/06/2022		Repairs to injector	\$ 2,072.97		1	INV
EFT2136	15/07/2022	Wyalkatchem Community Resource Centre	Monthly contribution for the month of June 2022		-\$ 2,464.68	1	CSH
	29/06/2022		Monthly contribution for the month of June 2022	\$ 2,464.68		1	INV
EFT2137	15/07/2022	Wyalkatchem Tyre Service	Supply, fit and balance 2 x tyres		-\$ 2,288.00	1	CSH
	30/06/2022		Tyre and rim for tripping trailer,	\$ 666.00		1	INV
	30/06/2022		Supply, fit and balance tyre	\$ 511.00		1	INV
	30/06/2022		Supply, fit and balance 2 x tyres	\$ 690.00		1	INV
	30/06/2022		Supply and fit new tyre to tipping trailer 1TRX200	\$ 421.00		1	INV



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Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount	Bank	Type
EFT2138	15/07/2022	Wyalkatchem Weekly	12 editions of Council Newsletter and 4 copies of W/Weekly Feb - June 2022		-\$ 374.00	1	CSH
	30/06/2022		12 editions of Council Newsletter and 4 copies of W/Weekly Feb - June 2022	\$ 374.00		1	INV
EFT2139	22/07/2022	Digga Civil	Railway Tce/Thurston St drains & culvert		-\$ 110,872.00	1	CSH
	28/06/2022		Railway Tce/Thurston St drains & culvert	\$ 110,872.00		1	INV
EFT2140	28/07/2022	Sally J Design (Putt, Sally Jane)	Project Title - Shire Signage Design		-\$ 165.00	1	CSH
	22/06/2022		Project Title - Shire Signage Design	\$ 165.00		1	INV
EFT2141	28/07/2022	CARR'S MECHANICAL REPAIRS	Bus Inspection		-\$ 195.40	1	CSH
	28/06/2022		Bus Inspection	\$ 195.40		1	INV
EFT2142	29/07/2022	MACA Infrastructure Pty Ltd	Supply of plant equipment and labour to reconstruct road, SLK 28.85 to SLK 31.05		-\$ 122,222.00	1	CSH
	30/06/2022		Supply of plant equipment and labour to reconstruct road, SLK 28.85 to SLK 31.05, Traffic Management	\$ 103,037.00		1	INV
	30/06/2022		Supply of plant, equipment and labour to reconstruct road SLK 17.45 to SLK 17.88	\$ 19,185.00		1	INV
<b>Total EFT</b>				<b>\$ 1,012,009.53</b>	<b>-\$ 1,012,009.53</b>		
DD2154.1	05/07/2022	HESTA Superannuation	Payroll deductions		-\$ 951.27	1	CSH
	05/07/2022		Superannuation contributions	\$ 719.25		1	INV
	05/07/2022		Payroll Deduction	\$ 232.02		1	INV
DD2154.2	05/07/2022	Colonial Superannuation	Payroll deductions		-\$ 576.05	1	CSH
	05/07/2022		Superannuation contributions	\$ 435.55		1	INV
	05/07/2022		Payroll Deduction	\$ 140.50		1	INV
DD2154.3	05/07/2022	Jonas Superannuation Fund	Superannuation contributions		-\$ 151.42	1	CSH
	05/07/2022		Superannuation contributions	\$ 151.42		1	INV
DD2154.4	05/07/2022	CBUS Superannuation	Superannuation contributions		-\$ 1,116.43	1	CSH
	05/07/2022		Payroll Deduction	\$ 500.00		1	INV
	05/07/2022		Superannuation contributions	\$ 616.43		1	INV
DD2154.5	05/07/2022	AMP Superannuation	Superannuation contributions		-\$ 1,154.15	1	CSH
	05/07/2022		Payroll Deduction	\$ 281.50		1	INV
	05/07/2022		Superannuation contributions	\$ 872.65		1	INV
DD2154.6	05/07/2022	Aware Superannuation Fund	Superannuation contributions		-\$ 1,003.95	1	CSH
	05/07/2022		Payroll Deduction	\$ 109.10		1	INV
	05/07/2022		Superannuation contributions	\$ 894.85		1	INV
DD2154.7	05/07/2022	MTAA Superannuation Fund	Superannuation contributions		-\$ 122.80	1	CSH
	05/07/2022		Superannuation contributions	\$ 122.80		1	INV
DD2154.8	05/07/2022	Clearview Superannuation	Superannuation contributions		-\$ 178.24	1	CSH
	05/07/2022		Superannuation contributions	\$ 178.24		1	INV
DD2154.9	05/07/2022	Suncorp Superannuation	Superannuation contributions		-\$ 96.47	1	CSH
	05/07/2022		Superannuation contributions	\$ 96.47		1	INV
DD2164.1	19/07/2022	HESTA Superannuation	Payroll deductions		-\$ 966.86	1	CSH
	19/07/2022		Superannuation contributions	\$ 731.04		1	INV
	19/07/2022		Payroll Deduction	\$ 235.82		1	INV
DD2164.2	19/07/2022	GESB Superannuation	Superannuation contributions		-\$ 230.14	1	CSH
	19/07/2022		Superannuation contributions	\$ 230.14		1	INV
DD2164.3	19/07/2022	Colonial Superannuation	Payroll deductions		-\$ 576.05	1	CSH
	19/07/2022		Superannuation contributions	\$ 435.55		1	INV
	19/07/2022		Payroll Deduction	\$ 140.50		1	INV
DD2164.4	19/07/2022	Jonas Superannuation Fund	Superannuation contributions		-\$ 63.85	1	CSH
	19/07/2022		Superannuation contributions	\$ 63.85		1	INV
DD2164.5	19/07/2022	Rest Super	Superannuation contributions		-\$ 212.44	1	CSH

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	19/07/2022		Superannuation contributions	\$ 212.44		1	INV
DD2164.6	19/07/2022	CBUS Superannuation	Superannuation contributions		-\$ 1,475.83	1	CSH
	19/07/2022		Payroll Deduction	\$ 500.00		1	INV
	19/07/2022		Payroll Deduction	\$ 87.66		1	INV
	19/07/2022		Superannuation contributions	\$ 888.17		1	INV
DD2164.7	19/07/2022	AMP Superannuation	Superannuation contributions		-\$ 1,154.15	1	CSH
	19/07/2022		Payroll Deduction	\$ 281.50		1	INV
	19/07/2022		Superannuation contributions	\$ 872.65		1	INV
DD2164.8	19/07/2022	Aware Superannuation Fund	Superannuation contributions		-\$ 808.02	1	CSH
	19/07/2022		Payroll Deduction	\$ 109.10		1	INV
	19/07/2022		Superannuation contributions	\$ 698.92		1	INV
DD2164.9	19/07/2022	MTAA Superannuation Fund	Superannuation contributions		-\$ 226.41	1	CSH
	19/07/2022		Superannuation contributions	\$ 226.41		1	INV
DD2169.1	01/07/2022	Water Corporation.	Water Bill from 07/04/2022 to 09/06/2022 at Pioneer Park		-\$ 6,552.39	1	CSH
	01/07/2022		Water Bill from 07/04/2022 to 09/06/2022 at Tennis Court	\$ 8.19		1	INV
	01/07/2022		Water Charge from 07/04/2022 to 09/06/2022 at Swimming pool	\$ 5,108.69		1	INV
	01/07/2022		Water Bill from 07/04/2022 to 09/06/2022 at Top Depo	\$ 47.77		1	INV
	01/07/2022		Water Bill from 07/04/2022 to 09/06/2022 at Depo Bottom	\$ 48.17		1	INV
	01/07/2022		Water Bill from 07/04/2022 to 09/06/2022 at Raiway Barracks	\$ 112.57		1	INV
	01/07/2022		Water Bill from 07/04/2022 to 09/06/2022 at New Depot	\$ 146.72		1	INV
	01/07/2022		Water Bill from 07/04/2022 to 09/06/2022 at Oval	\$ 247.11		1	INV
	01/07/2022		Water Bill from 07/04/2022 to 09/06/2022 at Oval, Water Bill from 07/04/2022 to 09/06/2022 at Oval	\$ 274.68		1	INV
	01/07/2022		Water Bill from 07/04/2022 to 09/06/2022 at Pioneer Park	\$ 558.49		1	INV
DD2169.2	01/07/2022	Crisp Wireless	Internate Charge - June 2022		-\$ 625.90	1	CSH
	01/07/2022		Internet Charge at 57 Flint Stree, Internet Charge at Shire ffile, Internet Charge at 1 Slocum Street, Internet Charge at 51Flint Street, Internet Charge at 43 Wilson Street	\$ 625.90		1	INV
DD2181.1	04/07/2022	NAB	ACMA - Land Mobile Tank Site off Korda Road		-\$ 2,687.93	1	CSH
	04/07/2022		Kmart online - PWO kitchen parphanalia; Corelle Brands heavy duty dinner sets and containers.,	\$ 235.86		1	INV
	04/07/2022		knives and forlks etc for depot and drinking glasses for depot	\$ 22.15		1	INV
	04/07/2022		NAB Card Fee	\$ 9.00		1	INV
	04/07/2022		Kmart online - PWO kitchen parphanalia; Corelle Brands heavy duty dinner sets and containers.,	\$ 76.00		1	INV
	04/07/2022		Standard Annual Subscription	\$ 828.00		1	INV
	04/07/2022		Leaving gift voucher for Ben McMiles from BCF	\$ 250.00		1	INV
	04/07/2022		workplace modular wall mounted first aid kit, workplace modular wall mounted first aid kit	\$ 409.92		1	INV
	04/07/2022		Leaving gift voucher for Geoff and Dianne McDonald as per policy	\$ 100.00		1	INV
	04/07/2022		Gift Card for ASH	\$ 400.00		1	INV

**Shire of Wyalkatchem  
List of Accounts - July 2022**

Chq/EFT	Date	Name	Description	Invoice Amount	Payment Amount	Bank	Type
	04/07/2022		1 x 10 module course from Road safety - credit card payment	\$ 198.00		1	INV
	04/07/2022		ACMA - Land Mobile Tank Site off Korda Road	\$ 159.00		1	INV
DD2183.1	18/07/2022	Foxtel	Foxtel at 57 Flint Street		-\$ 155.00	1	CSH
	18/07/2022		Foxtel at 57 Flint Street	\$ 155.00		1	INV
DD2187.1	27/07/2022	Synergy	Electricity Bill from 18 May 2022 to 05 July 2022		-\$ 127.52	1	CSH
	27/07/2022		Electricity Bill from 18 May 2022 to 05 July 2022 at 43 Wllson Street	\$ 127.52		1	INV
DD2189.1	25/07/2022	Synergy	Electricity bill for Street Light		-\$ 2,632.87	1	CSH
	25/07/2022		Electricity bill for Street Light	\$ 2,632.87		1	INV
DD2191.1	11/07/2022	Telstra	Mobile Phone Charges - June 2022		-\$ 354.04	1	CSH
	11/07/2022		Mobile Phone Charges - June 2022	\$ 354.04		1	INV
DD2193.1	21/07/2022	Telstra	Mobile Phone Charges - June 2022		-\$ 258.27	1	CSH
	21/07/2022		Mobile Phone Charges - June 2022	\$ 258.27		1	INV
DD2195.1	29/07/2022	Fuji Xerox	Photocopier Lease Charges		-\$ 317.02	1	CSH
	29/07/2022		Photocopier Lease Charges	\$ 317.02		1	INV
DD2197.1	25/07/2022	Treasury Corp	Guarantee Fee - Annuity Lending to 30/6/22		-\$ 212.69	1	CSH
	25/07/2022		Guarantee Fee - Annuity Lending to 30/6/22	\$ 212.69		1	INV
DD2154.10	05/07/2022	Australian Superannuation	Superannuation contributions		-\$ 98.08	1	CSH
	05/07/2022		Superannuation contributions	\$ 98.08		1	INV
DD2154.11	05/07/2022	BT Panorama Superannuation	Superannuation contributions		-\$ 464.42	1	CSH
	05/07/2022		Superannuation contributions	\$ 464.42		1	INV
DD2164.10	19/07/2022	Clearview Superannuation	Superannuation contributions		-\$ 187.43	1	CSH
	19/07/2022		Superannuation contributions	\$ 187.43		1	INV
DD2164.11	19/07/2022	Suncorp Superannuation	Superannuation contributions		-\$ 59.49	1	CSH
	19/07/2022		Superannuation contributions	\$ 59.49		1	INV
DD2164.12	19/07/2022	Australian Superannuation	Superannuation contributions		-\$ 85.22	1	CSH
	19/07/2022		Superannuation contributions	\$ 85.22		1	INV
DD2164.13	19/07/2022	BT Panorama Superannuation	Superannuation contributions		-\$ 464.42	1	CSH
	19/07/2022		Superannuation contributions	\$ 464.42		1	INV
<b>Total DD</b>				<b>\$ 26,347.22</b>	<b>-\$ 26,347.22</b>		
<b>Total EFT+DD</b>				<b>\$ 1,038,356.75</b>	<b>-\$ 1,038,356.75</b>		





SHIRE OF WYALKATCHEM  
NAB BUSINESS VISA  
PAYMENTS OF ACCOUNTS BY CREDIT CARD  
FOR THE STATEMENT PERIOD: 28 May 2022 To 28 June 2022

DATE	PAYEE	DESCRIPTION	AMOUNT
CARD NUMBER 4557-XXXX-XXXX-4705			
03-Jun-22	SP Correle Brands AU Kingsgrove	Kitchen item for Depot - Plate, Toster, Tea Towel	\$ 235.86
06-Jun-22	KAMART	Kitchen item for Depot - Plate, Toster, Tea Towel	\$ 76.00
14-Jun-22	Survey Monkey	Annual Subscription	\$ 828.00
15-Jun-22	PREZZEE	Gift Card for Ben	\$ 250.00
17-Jun-22	St John Ambulance	First Aid Kit	\$ 409.92
20-Jun-22	Bunning Group Limited	Gift for Geoff and Diane	\$ 100.00
20-Jun-22	BCF Australia Stores	Gift for Ash	\$ 400.00
20-Jun-22	Main Roads WA	Course for Road Safety	\$ 198.00
20-Jun-22	ACMA	Land Mobile System	\$ 159.00
27-Jun-22	KAMART	Knives and forks for Depot	\$ 22.15
28-Jun-22	Card Fee	Card Fee	\$ 9.00
<b>TOTAL CREDIT CARD PAYMENTS</b>			<b>\$ 2,687.93</b>

I, Parul Begum, 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

Parul Begum 





## 2.1 PURCHASING POLICY

### 1.0 Preamble

The Shire of Wyalkatchem (the “Shire”) is committed to purchasing Goods and/or Services, and/or Works in compliance with this Policy.

### 2.0 Objectives

In carrying out its purchasing activities, the Shire will:

- i. ensure compliance with the [Local Government Act 1995](#) (the “Act”);
- ii. deliver best Value for Money outcomes;
- iii. ensure sustainable benefits, such as environmental, social and local economic factors (including maximising participation of local businesses) are considered in the overall Value for Money assessment;
- iv. ensure the use of equitable competitive processes and the engagement of potential suppliers impartially, honestly and consistently;
- v. ensure probity and integrity, including the avoidance of bias and of perceived and actual conflicts of interest;
- vi. ensure that risks are identified and managed as outlined in the Shire’s Risk Management Policy and related documents;
- vii. ensure that records are created and maintained to evidence purchasing activities in accordance with the State Records Act and the Shire’s internal Record Keeping Policy; and
- viii. ensure that confidentiality protocols are established and adhered to so as to protect commercial-in-confidence information with release of information where appropriately approved.

### 3.0 Policy Statement

The Shire is committed to establishing efficient, effective, economical and sustainable procedures in all purchasing activities. This Policy must be read/adopted in accordance with the requirements of the Procurement Procedures Manual, which will cover further and comprehensive details, practices and the operational requirements for the relevant Policy item.

### 4.0 Ethics and Integrity

The Shire’s Code of Conduct applies when undertaking purchasing activities and decision making.

## 5.0 Purchasing Policy Non-Compliance

The Purchasing Policy is mandated under the Act & Regulations and non-compliance therefore represents a breach of the Act & Regulations.

## 6.0 Threshold Levels and Requirements

The adoption of these threshold levels shall be carried out in conjunction with the supply order of priority requirements outlined in the Procurement Procedures Manual.

Where the value of procurement (excluding GST) for the Contract over the full contract period\* (including options to extend) is, or is expected to be:

Threshold Level (ex GST)	Requirements
<b>Up to \$10,000</b> (Works/Corporate Services Manager or CEO approval)	Seek at least one verbal or written quotation from a suitable supplier.
<b>\$10,001 to \$25,000</b> (Works/Corporate Services Manager or CEO approval)	Seek at least two written quotation from a suitable supplier.
<b>\$25,001 to \$250,000</b> (Corporate Services Manager or CEO approval)	Seek at least three written quotations from suitable suppliers.
<b>More than \$250,000</b> (CEO approval)	Conduct a public tender or other public procurement process; or Seek at least three (3) quotations from an appropriate exempt arrangement.

\* The “contract period” can mean “a one-off purchase” or “a pre-defined period”.

A similar process must be followed for other public procurement processes such as Expressions of Interests or Request for Proposal.

### 6.1 Exempt Provisions

The most common exempt provision from a public procurement process are:

1. WALGA Preferred Supply Arrangements;
2. Goods and services or works obtained through State, Commonwealth or other Local Government arrangement;
3. Goods and services or works as a result of an emergency provision;
4. Where there is a genuine sole source of supply;
5. Where the goods to be supplied are petrol or oil (lubricant); or any other liquid, or gas, used for internal combustion engines;
6. Goods, services or works supplied through an Australian Disability Enterprise;
7. The contract is for a renewal or extension of an existing contract; or
8. For LGIS services.

### 6.2 Sole Source Supply

The procurement of Goods and/or Services, and/or Works available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted

without the need to call competitive quotations provided that there must genuinely be only one source of supply.

### **6.3 Emergency Provision**

An emergency purchase is defined as an unanticipated purchase which is required in response to an emergency situation as provided for in the Act. In such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken.

Time constraints are not a justification for an emergency purchase. Every effort must be made to anticipate purchases in advance and to allow sufficient time to obtain quotes and tenders, whichever may apply.

### **6.4 Obtaining Quotations**

Written quotations will be obtained in accordance with the steps outlined in the Procurement Procedures Manual.

### **6.5 Selection Criteria and Weightings**

Sustainability (as defined in Section 9.0 of this policy) will be included as a qualitative assessment element for all purchases above \$25,000 (ex GST).

Price consideration will not be weighted as part of the evaluation process. Price will be considered separate to non-price selection criteria and a Value for Money assessment will take a balanced view between price and non-price considerations.

### **6.6 Anti-Avoidance**

The Shire will not conduct multiple purchasing activities with the intent (inadvertent or otherwise) of "splitting" the purchase value or the contract value, avoiding a particular purchasing threshold or the need to call a public tender.

### **6.7 Probity Experts**

Probity experts ensure a transparent and fair procurement process and to achieve best Value for Money. An independent person may be appointed to act as a probity expert as outlined in the Procurement Procedures Manual.

The decision to appoint a probity expert will be at the complete discretion of the Chief Executive Officer.

### **6.8 Contract Management**

All Shire Contracts will be managed during their lifecycle by the responsible officer in accordance with good contract management practices and consistent with the procedures outlined in the Procurement Procedures Manual.

### **6.9 Notification of Outcome**

Each tenderer or respondent to a public procurement process shall be notified in accordance with the procedures outlined in the Procurement Procedures Manual.

Each unsuccessful respondent shall be offered a debrief on their response to the procurement process.

### **6.10 Engaging Contracted Suppliers**

A properly completed “Purchase Order” must be issued to the contracted supplier as part of the engagement process.

### **6.11 Sponsorship and Trials**

Sponsorship for events and trials by current and prospective suppliers must undergo a similar process to that required for sourcing of goods and services, and/or works. Threshold levels as outlined in Section 6.0 would apply as would other elements of this Policy.

## **7.0 Other Procurement Processes**

Other procurement processes include Expressions of Interest and Request for Proposal. In both cases, similar rules to a Request for Tender apply and they should be conducted in accordance with the requirements outlined in the Procurement Procedures Manual.

## **8.0 Value for Money Consideration**

The Shire will apply Value for Money principles when assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous. The Value for Money consideration will be applied for all threshold levels of purchase.

## **9.0 Sustainable Procurement**

Sustainable procurement is defined as the procurement of goods and services, and/or works that has the most positive environmental, social and local economic impacts possible over the entire life cycle of a product or services.

The Shire is committed to implementing sustainable procurement where appropriate, by providing a preference to suppliers that demonstrate sustainable business practices (social advancement, environmental protection, local economic benefits and good governance).

### **9.1 Regional Price Preference**

The Shire encourages the development of competitive local businesses within its boundary first and second within its broader region i.e. adjoining Shires.

The Shire has adopted the following Regional Price Preference Policy which, will be applied when undertaking all purchasing activities.

A price preference will apply to suppliers who are based in, operate from or source goods or services from within the Shire.



A supplier of goods or services who submits a quotation/tender is regarded as being a local tenderer if:

- i. The supplier has a physical business premises (in the form of an office, depot, shop, outlet, headquarters or other premises where goods or services are being supplied from), located within the Shire. This does not exclude suppliers whose registered business is located outside the Shire but undertake the business from premises located in the Shire / region;
- ii. A business having permanent staff that are based at the business premises located within the Shire / region;
- iii. Management or delivery of the majority of the outcomes will be carried out from the business premises located in the shire / region; and

In order for the policy to apply, the supplier is required to provide to the Shire sufficient evidence which demonstrates compliance with the above criteria.

#### Regional Price Preference Value – Local Supplier – Wyalkatchem Shire

The following levels of preference will be applied under this policy:

- a) 10% - where the contract is for goods or services, up to a maximum price reduction of \$50,000 excluding GST;
- b) 5% - where the contract is for construction (building) services, up to a maximum price reduction of \$50,000 excluding GST; or
- c) 10% - where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500,000 excluding GST, if the local government is seeking tenders for the provision of those goods and services for the first time, due to those goods or services having been, until then, undertaken by the local government.

#### Regional Price Preference Value – Local Supplier - Region

The following levels of preference will be applied under this policy:

- a) 5% - where the contract is for goods or services, up to a maximum price reduction of \$50,000 excluding GST;
- b) 2.5% - where the contract is for construction (building) services, up to a maximum price reduction of \$50,000 excluding GST; or
- c) 5% - where the contract is for goods or services (including construction (building) services), up to a maximum price reduction of \$500,000 excluding GST, if the local government is seeking tenders for the provision of those goods and services for the first time, due to those goods or services having been, until then, undertaken by the local government.

For the purpose of this policy the Region is specified as the entire geographical area of a shire which shares a boundary with the Shire of Wyalkatchem.

Only those goods and services identified in the tender as being supplied locally will be included in the discounted calculation that forms a part of the assessment of a tender.

A regional price preference applies whenever tenders are called, unless the local government, or the Chief Executive Officer by delegated authority, resolves otherwise in reference to a particular tender.

It should be noted that price is only one criteria when considering tenders. Value for money principals will be used to achieve the best possible outcome for the tender.

## **9.2 Purchasing from Aboriginal Businesses**

The Shire will support the purchasing of requirements from Aboriginal businesses. This will be in accordance with the requirements outlined in the Procurement Procedures Manual.

## **9.3 Purchasing from Australian Disability Enterprises**

The Shire will support the purchasing of requirements from Australian Disability Enterprises. This will be in accordance with the requirements outlined in the Procurement Procedures Manual.

## **9.4 Environmental Sustainability**

The Shire will adopt an approach to procurement that supports sound environmental considerations in its purchasing activities.

## **10.0 Panels of Pre-Qualified Suppliers**

The Shire will consider creating a Panel of Pre-qualified Suppliers (“Panel”) when a range of similar goods and services are required to be purchased on a continuing and regular basis.

The Panel will be established in accordance with the Regulations and requirements outlined in the Procurement Procedures Manual.

## **11.0 Records Management**

All purchasing activity including for competitive procurement and direct purchase processes, communications and transactions must be evidenced and retained as Shire records in accordance with the State Records Act 2000 and the Shire’s internal Records Management Policy.

## **12.0 Review**

This policy is to be reviewed every two years, review by date June 2024.



# Procurement Procedures Manual

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## **1.0 Executive Statement**

The Shire's Purchasing Policy, Procurement Procedures Manual and associated documents are designed to promote full and open competition in all Procurement Activities to maximise the benefits of Value for Money, quality, integrity, risk and compliance.

The Corporate Services Manager is responsible for the development of the Shire's Purchasing Policy and Procurement Procedures Manual. Managers with purchasing authority are individually responsible for compliance with this Policy and procedures, outlined in the Procedures Manual.

## **2.0 Purpose**

The purpose of this document is to set out the requirements for Personnel conducting procurement on behalf of the Shire. It is to be read and applied in conjunction with the Shire's Purchasing Policy.

## **3.0 Scope**

The Procurement Procedures applies to all Personnel who procure Goods, Services (including Consultancy) or Works and/or manage Contracts on behalf of the Shire from simple, low value and low risk one off purchases to high value/high risk, complex and strategic projects.

The Shire's Purchasing Policy, Procurement Procedure Manual are designed to provide Personnel with the processes and tools required to undertake procurement on behalf of the organisation.

## **4.0 Procurement Method**

Unless available under the specific scope of an existing Panel Contract, the procurement method will be dictated by the Estimated Contract Value (ECV) of the purchase.

Purchasing under a Panel Contract will be in accordance with the Contract Buying Rules.

#### 4.1 Threshold Levels

The following requirements will apply where the value of procurement (excluding GST) for the Contract over the full contract period\* (including options to extend) is, or is expected to be:

Threshold Level (ex GST)	Requirements
<b>Up to \$10,000</b> (Works/Corporate Services Manager or CEO approval)	Seek at least one verbal or written quotation from a suitable supplier.
<b>\$5,001 to \$25,000</b> (Works/Corporate Services Manager or CEO approval)	Seek at least two written quotation from a suitable supplier.
<b>\$25,001 to \$250,000</b> (Corporate Services Manager or CEO approval)	Seek at least three written quotations from suitable suppliers.
<b>More than \$250,000</b> (CEO approval)	Conduct a public tender or other public procurement process; or Seek at least three (3) quotations from an appropriate exempt arrangement.

\* The "contract period" can mean "a one-off purchase" or "a pre-defined period".

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases at, or under the \$250,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of \$250,000 or less, a Request for Tender process that entails all the procedures for tendering outlined in the Purchasing Policy and this Manual must be followed.

Notwithstanding the minimum requirements, it should be noted that these are minimum requirements only, and that there may be situations where it is appropriate to seek more than a single quote (either verbal or written) e.g. where there are multiple local suppliers that can carry out the work. This should be considered by the officer undertaking the procurement process at the procurement planning stage.

#### 4.2 Supplier Order of Priority

The Shire will consider and apply, where applicable, the following Supplier Order of Priority:

<b>Priority 1</b>	<b>Existing Prequalified Supplier Panel or other Contract</b> Current Shire Contracts, including an existing panel of Pre-qualified Suppliers or contracted supplier, must be used where the Shire's supply requirements can be met through the existing Contract.
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<p><b>Priority 2</b></p>	<p><b>Local Suppliers</b></p> <p>The Shire will ensure that wherever possible quotations are obtained from relevant local suppliers as a first priority and those permanently located within surrounding Shires as the second priority.</p>
<p><b>Priority 3</b></p>	<p><b>Tender Exempt Provision (A)</b></p> <p>In the event that:</p> <ul style="list-style-type: none"> <li>a) an existing Shire Contract is not suitable (Priority 1); or</li> <li>b) there are no suitable local suppliers that meet the requirements (Priority 2); then</li> <li>c) the Shire may use a suitable and relevant – <ul style="list-style-type: none"> <li>a. WALGA Preferred Supply Arrangement,</li> <li>b. State Government Contract,</li> <li>c. Commonwealth Government Contract, or</li> <li>d. Other Regional or Local Government Contract regardless of whether or not the ECV will exceed the tender threshold.</li> </ul> </li> </ul>
<p><b>Priority 4</b></p>	<p><b>Other Tender Exempt Arrangement</b></p> <p>Subject to Priorities 1,2 or 3, and regardless of whether the ECV will exceed the tender threshold, the Shire will investigate and seek quotations from suppliers in accordance with other tender exempt provisions such as sole supply provision, fuel used for internal combustion engines, and arrangement beyond contract term. Such arrangements will need to be in accordance with the threshold level requirements outlined in Section 4.1 of this document.</p>
<p><b>Priority 5</b></p>	<p><b>Other Suppliers</b></p> <p>Where there is no relevant existing Contract or tender exempt arrangement available, purchasing activity from any other supplier is to be in accordance with relevant tender threshold and purchasing practice specified in the table above under Section 4.1 of this document.</p>

Regardless of which Supply Order of Priority is used, all approaches to market should ensure that wherever possible quotations are sought from a local or regional supplier or a WA Disability Enterprise and / or an Aboriginal Owned Business that is capable of providing the required supply.

Emergency provisions will be treated in accordance with the requirements of the Act and in such instances, quotes and tenders are not required to be obtained prior to the purchase being undertaken. It overrides any Priority requirements.

However, it must be noted that emergency provisions are only intended to procure up to and including a 'make good standard'. It is not intended that purchases under emergency provisions are ongoing beyond the point of 'making good' i.e. they must not be long term arrangements.



### **4.3 Anti-Avoidance**

This includes the creation of two or more Contracts or creating multiple purchase order transactions of a similar nature.

Utilising rolling contract extensions at the end of a contract term without properly testing the market or using a tender exempt arrangement, should not be adopted as this would place the Shire in breach of the Regulations (Regulation 12).

## **5.0 Procurement Practices**

The Shire shall, before quotations are sought or tenders publicly advertised/invited, determine in writing the criteria for deciding which quote or tender should be accepted.

An evaluation panel will be established to assess all procurement processes to ensure that the Shire is obtaining Value for Money and to satisfy probity and due process requirements.

The evaluation panel will be established prior to the invitation of a quotation, advertising of a tender, or invitation to respond to the establishment of a Panel Contract and include a mix of skills and experience relevant to the nature of the purchase.

For Requests with a total estimated (ex GST) value of:

- up to \$25,000, a single evaluator may determine the recommendation which will still require approval consistent with the formal authorisations process;
- more than \$25,000, the evaluation panel must contain a minimum of 2 members;
- all tenders and invitations to establish Pre-qualified Panel Contracts must contain a minimum of 3 evaluation panel members.

A Recommendation Report will be prepared that captures the justification for the recommendation and outlines clearly the process that was undertaken and how the recommendation was arrived at. The level of detail in the recommendation report should be commensurate with the value, risk and complexity of the procurement process.

### **5.1 Confidentiality (with Respect to Procurement Activity)**

In the undertaking of, and participation in a procurement process or activity, confidential Information may only be disclosed to:

- a) Shire staff involved in the procurement process or its investigation;
- b) Contractors engaged by the Shire who are involved with the procurement process and hold no Conflict of Interest; and

- c) third parties invited by the Shire to assist with, investigate or respond to a Shire procurement process (e.g. external auditors, potential suppliers, probity experts and external consultants) that have signed the Shire's Declaration of Confidentiality and Interest Form.

All physical and electronic Confidential Information must be kept secure at all times. This includes the control of access to such information and their reproductions.

All persons provided with access to Confidential Information through the Shire's procurement process must adhere to the Shire's requirements on information security as outlined in the Shire's ICT Use Policy.

Specifically, the Shire must seek to protect the commercial interests of existing and potential suppliers by refusing to release or discuss the following:

- a) information disclosed by organisations in tenders, quotations or during tender negotiations;
- b) all information that is agreed to or marked Commercial-in-Confidence; and
- c) references to current or proposed Contract prices and conditions.

Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt or clarify what is being offered by that Supplier.

The Shire's record keeping system shall be used for the creation of quotation, tender and contract files and for controlling electronic and physical access to these files.

Confidential Information must only be used for the following purposes:

- a) as stated in the Shire's Procurement Procedure and its associated processes;
- b) as explicitly allowed for in a specific request document (e.g. Request for Quotation, Request for Tender, Expression of Interest or Request for Proposal);
- c) in accordance with the Shire's Audit requirements and internal investigations;  
or
- d) in accordance with the legal requirements of a criminal investigation.

The appropriate Manager within the Shire or the CEO must be notified immediately of any potential, suspected or actual unauthorised use, copying or disclosure of Confidential Information.

In the first instance, the Manager from the business area conducting the procurement must be informed of the details. Where this is not possible due to unavailability, or that person is the subject of the suspected breach, the CEO must be informed.

Depending on the evidence and nature of the suspected breach, the Manager may discuss the issue with all persons involved directly and/or escalate the issue to the CEO who may in turn consider the need for further investigation and action. Confirmed breaches will be dealt with in accordance with Section 5.4.



## **5.2 Conflict of Interest (with Respect to Procurement Activity)**

In the undertaking of, and participation in a procurement process or activity, where Personnel believe they have a Conflict of Interest, they must immediately disclose its nature to an appropriate evaluation panel chairperson or relevant Shire manager.

All persons involved in the Shire's procurement processes must seek to avoid situations in which their private interests might reasonably be perceived to have the potential to conflict, with their duties.

In the first instance, every effort should be made to fully remove such persons from any involvement within the procurement process however, it will be dependent on the nature and extent of the conflict.

Where this is not possible (such as where it would exclude necessary expertise or the conflict is too widespread to avoid completely), a Conflict of Interest management plan must be devised and approved by the CEO before continuation of the procurement, including a process for managing and resolving actual, perceived and potential Conflicts of Interest. Strategies may include:

- a) the scope/specification written by a person(s) with a potential conflict being assessed by Shire staff or a Probity Advisor before being issued;
- b) person(s) with potential conflict providing evaluation panel members with non-rated generic advice without direct access to quote/tender submissions; or
- c) rather than seeking a single response, broadening the coverage of the procurement process via public advertisements, or not limiting the number of invited responses in the case of a Panel Contract.

No person shall participate in any action or matter associated with the arrangement of a Contract (i.e. evaluation, negotiation, recommendation or approval), where that person or any member of their immediate family holds a position of influence or power in a business quoting or tendering for the work.

Personal gain from any procurement process, outside of the explicit intended outcomes of the procurement, must not be sought or received.

No personnel involved in a procurement process should actually or perceivably seek or receive any material, financial or other form of direct personal gain from their involvement within such a process. This excludes any indirect gain that is, without interference, a natural outcome of the intention of the procurement requirement itself.

Specifications, designs and plans must not be written or formulated with an intent that provides a clear advantage to a Supplier or precludes others from competitively bidding on work.

Consideration must be given to situations where a Contract for the design or planning stages of a project necessitates the preclusion of that Contractor from tendering for



future Works or Services as part of a project. Where there is the potential for a perception of a Conflict of Interest within the development of specifications, designs or plans, the matter must be discussed with the business area Manager or escalated to the CEO.

Whilst undertaking of, and participating in a procurement process or activity, all gifts or gratuities associated with the process must be declined.

Any gifts or benefits offered outside of a procurement process or activity must be handled in accordance with the Shire's Code of Conduct (treatment of gifts).

Any gifts or benefits offered during a procurement process may be seen to influence work related decisions and must therefore be declined without exception.

An appropriate evaluation panel chairperson or relevant Manager and/or CEO must be notified immediately of any other potential, suspected or actual unreported Conflict of Interest.

In the first instance, the evaluation panel chairperson (where available) or Manager from within the business area conducting the procurement must be informed of the details. Where this is not possible due to unavailability, or that person is the subject of the suspected Conflict of Interest, the CEO must be informed.

Depending on the evidence and nature of the suspected Conflict of Interest, the Manager may discuss the issue with all persons directly involved and/or escalate the issue to the CEO who may in turn consider the need for further investigation and action. Confirmed Conflict of Interest will be dealt with in accordance with Section 5.3.

### **5.3 Breaches of Confidentiality and/or Conflict of Interest**

Subject to the circumstances and the nature of the interest and conflict, disciplinary action in accordance with the Shire's Code of Conduct (Handling of Suspected Breaches) and Disciplinary Policy may result. An actual or known breach of Confidentiality and/or Conflict of Interest must be reported to the business area Manager and depending on the nature and seriousness of the breach, may also be reported to the CEO and the Corruption and Crime Commission.

Breaches of this procedure may be classified as corruption and in some cases may result in criminal charges.

### **5.4 Probity Experts**

Shire staff must consider the appointment of a Probity Advisor or Probity Auditor for a procurement process based on the nature, sensitivity and complexity of the requirement.



External probity experts may be engaged where the procurement is high value, high risk or of a political or publicly sensitive or contentious nature and the Conflict of Interest cannot be totally removed.

Circumstances by which a probity expert may be engaged include:

- a) a procurement with an expected value of more than \$250,000; or
- b) a procurement that is complex or unusual in nature; or
- c) a procurement considered politically sensitive or subject to a high degree of public scrutiny.

A probity expert may include:

- A Probity Advisor – would typically advise on probity issues as they arise during the procurement process and will offer guidance and endorsement on a process; or
- A Probity Auditor – would typically seek to provide an objective opinion on probity issues after a process has been completed.

The decision to appoint a probity expert will be at the complete discretion of the CEO.

## **5.5 Direct Purchases and Quotations less than \$250,000**

Quotations should be sought in accordance with the threshold levels and requirements outlined in Section 4.1 and the Supplier Order of Priority outlined in Section 4.2 of this document.

Request for Quotations will in principle follow similar steps and requirements as for other procurement processes such as Request for Tender. However, the degree of detail required will be commensurate with the risk, complexity and ECV of the procurement process and Contract.

Whilst verbal quotations are treated as being less onerous, relevant information is still required and the rationale for selecting a particular supplier must be documented.

Assessment of offers must be:

- a) undertaken in a manner appropriate to the value, risk and complexity of the procurement process; and
- b) conducted in accordance with the evaluation criteria and process documented in the Request.

Similarly, the level of detail contained in the Recommendation Report should be commensurate with the value, risk and complexity of the procurement process.

When estimating a pre-quotation cost the Officer undertaking the procurement process must use their best efforts to determine the ECV and be able to provide evidence of



the research undertaken or rationale if requested by an auditor or other form of independent scrutiny or review.

Where a quotation received exceeds the thresholds as described in Section 4.1, further endorsement and approval is required if that quotation is to proceed to Contract. The CEO must be consulted for a decision as to whether the quotation proceeds or whether the next threshold level will apply.

Consideration by the CEO should include a reasonableness test and actions taken in good faith based on the evidence of the research undertaken to determine the ECV i.e. does the research support the view that was taken to seek an approach to market within the specified threshold level.

The overall responsibility for ensuring that purchasing activity is undertaken in accordance with the relevant Shire policies, and procedures rests with each Manager with purchasing authority.

Managers are responsible for ensuring that staff under their control undertaking procurement are:

- a) appropriately aware of the requirements of their delegated level of authority;
- b) appropriately trained to conduct procurement on behalf of the Shire;
- c) aware of and comply with all relevant requirements of the Act and Regulations, the Shire Purchasing Policy and Procurement Procedures and associated supporting materials;
- d) aware of and comply with all other relevant legislative and regulatory requirements; and
- e) aware of and address the relevant requirements of the Shire's key management systems relating to occupational safety and health, human resources and environmental management.

Where written quotations have been called, the relevant Officer undertaking the procurement activity, is responsible for providing notification of successful and unsuccessful bids and to provide debriefings (if requested), to all suppliers submitting a quotation.

Record keeping requirements must be maintained in accordance with the State Records Act and the Shire's internal Records Management Policy.

## **5.6 Public Tendering (Processes Greater than \$250,000)**

The tendering processes at the Shire are carried out by the relevant Manager.

Procurement Planning should be undertaken for all publicly advertised procurement processes with an ECV of \$250,000 or more.

In preparing the Procurement Plan, consideration should be given to the following:

- a) clear identification of project requirements;
- b) risk management;
- c) contracting strategy (procurement planning and contract packaging);
- d) contractor remuneration and performance incentives;
- e) Regulatory and Purchasing Policy implications;
- f) appropriate procurement methods;
- g) appropriate form of Contract/agreement; and
- h) evaluation models and method of assessment.

Where a public procurement process has been called, the relevant Officer undertaking the procurement activity, is responsible for providing notification of successful and unsuccessful bids and to provide debriefings (if requested), to all suppliers submitting a response to the Request for Tender.

## **5.7 Expressions of Interest**

An Expression of Interest (EOI) is generally considered as the first part of a two stage procurement process. It is typically considered in situations where the project is of a significant value or contains significant complexity of project delivery that may solicit responses from a considerable range of industry providers.

An EOI may be considered where the required supply evidences one or more of the following criteria:

- (a) unable to sufficiently scope or specify the requirement;
- (b) there is significant variability for how the requirement may be met;
- (c) there is potential for suppliers to offer unique solutions and / or multiple options for how the purchasing requirement may be obtained, specified, created or delivered;
- (d) subject to a creative element; or
- (e) provides a procurement methodology that allows for the assessment of a significant number of potential tenderers leading to a shortlisting process based on non-price assessment.

The second stage of the process follows either an invited Request for Tender or a Request for Proposal process depending on whether the Request is driven by prescriptive or outcomes based requirements.

The EOI is to be treated in the same way as for Requests for Tender, with similar rules that includes the following attributes:

- the time for responding;
- the manner in which the EOI is advertised;

- the process for evaluation;
- acceptance and rejection of submissions; and
- requirement to notify the Respondents of the outcome of the EOI.

All EOI processes will be based upon qualitative and other non-price information only.

### **5.8 Request for Proposal**

As an alternative to a Request for Tender, the Shire may consider conducting a Request for Proposal (RFP) where the requirements are less known, or less prescriptive and detailed. It is generally used where the Shire wishes to solicit solutions and the process is outcomes based.

However, the RFP is to be treated in the same way as a Request for Tender, with similar rules applied that includes the following attributes:

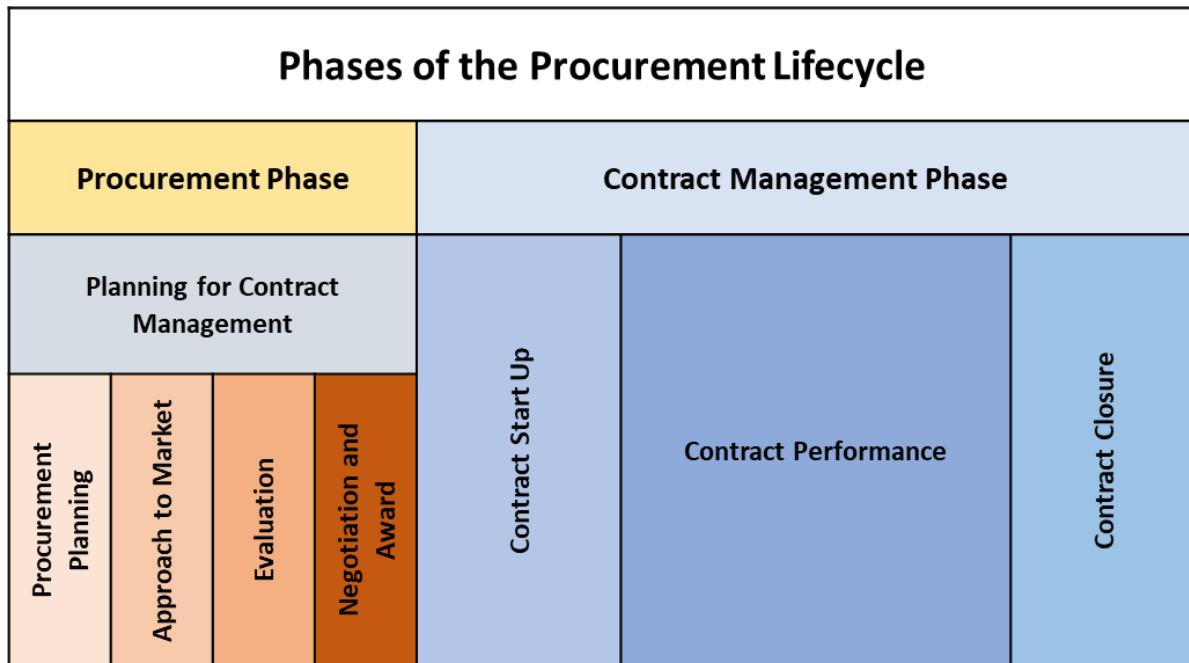
- the time for responding;
- the manner in which the RFP is advertised;
- the process for evaluation;
- acceptance and rejection of submissions; and
- requirement to notify the Respondents of the outcome of the RFP.

An RFP is often used as the second stage of an EOI process.

### **5.9 Value for Money**

The Shire will apply Value for Money principles when assessing purchasing decisions and acknowledges that the lowest price may not always be the most advantageous.

Value for Money must be considered at all stages of the procurement lifecycle, particularly during planning and decision making.



Value for Money is a value judgement based on the Shire’s consideration of cost and non-cost factors which include qualitative requirements, compliance and disclosure, risk, financial due diligence, as well as economic, environmental and social benefits.

Value for Money will consider:

- (a) all relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, and other costs such as but not limited to holding costs, consumables, deployment, training, transitioning (in and out) costs, maintenance and disposal;
- (b) the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality. This includes but is not limited to an assessment of compliances, the supplier’s resources available, capacity and capability, value-adds offered, warranties, guarantees, repair and replacement policies, ease of inspection and maintenance, ease of after sales service, ease of communications etc.
- (c) the Supplier’s financial viability and capacity to supply without the risk of default, including the competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history;
- (d) a strong element of competition by obtaining a sufficient number of competitive quotations consistent with the requirements outlined in Section 4.1 of this document;

- (e) the safety requirements and standards associated with both the product design and the specification offered by suppliers and the evaluation of risk arising from the supply, operation and maintenance;
- (f) the environmental, economic and social benefits arising from the goods, services or works required, including consideration of these benefits in regard to the supplier's operations, in accordance with this Policy and any other relevant Shire Policy including Local Economic Benefit; and
- (g) analysis and management of risks and opportunities that may be associated with the purchasing activity, potential supplier/s and the goods or services required.

To ensure that a true Value for Money consideration is applied, price consideration will not be given a weighting as part of the evaluation process.

Price will be considered separate to non-price selection criteria and a Value for Money assessment will take a balanced view between price and non-price considerations.

### **5.10 Sponsorship and Trials**

Sponsorship for events by current and prospective suppliers must undergo a similar process to that required for sourcing of goods and services, and/or works and in accordance with the threshold levels outlined in Section 4.1 of this Manual.

Trials by current or prospective suppliers or third parties (such as tertiary institutions or private businesses) must undergo a similar process to that required for the sourcing of goods and services, and/or works. Threshold levels as outlined in Section 6.0 would apply as would other elements of this policy. The risks and benefits to the Shire in relation to undertaking the trial must be considered as part of the engagement process. Proof of concept and pilot projects should be treated in the same way as for trials.

If a trial, proof of concept or pilot project is deemed by the Shire to be successful and to be continued or implemented operationally, continuation must be subject to the Regulations and all applicable elements of this Policy, including threshold levels and exemption provisions.

### **5.11 Engaging Contracted Suppliers**

All suppliers must be engaged through a "Purchase Order". All "Purchase Orders" must be linked to a Contract that has been established consistent with the requirements of the Purchasing Policy and these Procedures. A "Purchase Order" can only be created if there is a compliant Contract established for the work.

### **5.12 Contract Management**

All Contracts entered into by the Shire, regardless of value or timescale, require some level of Contract management.



Effective Contract management requires a Contract Manager to ensure that the obligations of both parties are met during the Contract period and that the Goods, Services or Works conform to the required standards of quality and quantity as intended by the Contract. Effective Contract management is achieved through:

- a) establishing a system or process which reinforces the performance of all parties' responsibilities and obligations under the Contract;
- b) ensuring adherence with the Shire's Purchasing Policy and Procedures Manual, standards and specifications and compliance with applicable Regulations and legislation; and
- c) providing a means for the early recognition of issues and performance problems and the identification of solutions.

Contracts are to be proactively managed by the relevant Shire Manager who is responsible for the delivery of the Goods, Services or Works to ensure the Shire receives on-going Value for Money and ensures risk is adequately identified and managed.

Upon expiry of the original Contract, and after any options for renewal or extension included in the original Contract have been exercised, the Shire is required to review the purchasing requirements and commence if required a new competitive purchasing process.

### 5.13 Exemptions

The following arrangements are considered to be exempt provisions for the purpose of complying with the procurement requirements outlined in the Regulations. This means that unless otherwise stated, in meeting the Shire's purchasing requirements, the practices to follow regarding exemptions are as listed in the table below:

Exempt Provision	Action and Practice to be adopted
WALGA Preferred Supply Arrangements	<ul style="list-style-type: none"> <li>• direct sourcing of a suitable supplier where the contract value is up to \$25,000 (ex GST); or</li> <li>• seek a minimum of three (3) quotes from suitable suppliers where the contract value is above \$25,000 (ex GST).</li> </ul>
Goods and services or works supplied by or obtained through: <ul style="list-style-type: none"> <li>• the State Government Common Use Arrangement or arrangement established by a State Government agency; or</li> <li>• the Commonwealth or any of its agencies; or</li> </ul>	<ul style="list-style-type: none"> <li>• direct sourcing of a suitable supplier where the contract value is up to \$25,000 (ex GST); or</li> <li>• seek a minimum of three (3) quotes from suitable suppliers where the contract value is above \$25,000 (ex GST).</li> </ul>

<ul style="list-style-type: none"> <li>through an arrangement established by another local government or a regional local government.</li> </ul>	
<p>Where the Shire has within the previous six (6) months:</p> <ul style="list-style-type: none"> <li>publicly invited tenders for the supply of the goods and services or works but no tender was submitted that met the tender specifications or satisfied the value for money assessment; or</li> <li>under Regulation 21(1), sought expressions of interest with respect to the supply of the goods and services or works but no person was, as a result, listed as an acceptable tenderer.</li> </ul>	<ul style="list-style-type: none"> <li>direct sourcing from a suitable supplier.</li> <li>documented evidence of the actions taken and the rationale for selecting a suitable supplier is required.</li> </ul>
<p>Goods and services or works obtained from expenditure authorised in an emergency under section 6.8(1)(c) of the Act; or the supply of the goods or services is associated with a state of emergency.</p>	<ul style="list-style-type: none"> <li>direct sourcing of a suitable supplier for the purpose of meeting the requirements under a state of emergency as outlined under Section 6.3 of the Purchasing Policy.</li> </ul>
<p>The Shire has good reason to believe that, because of the unique nature of the goods and services or works required (<b>sole supply provision</b>) or for any other reason, it is unlikely that there is more than one potential supplier</p>	<ul style="list-style-type: none"> <li>direct sourcing of a suitable supplier subject to approval by the Shire CEO.</li> </ul>
<p>The goods to be supplied under the Contract are petrol or oil (lubricant); or any other liquid, or gas, used for internal combustion engines.</p>	<ul style="list-style-type: none"> <li>direct sourcing of suitable supplier where the contract value is up to \$25,000 (ex GST); or</li> <li>seek a minimum of three (3) quotes from suitable suppliers where the contract value is above \$25,000 (ex GST).</li> </ul>
<p>The goods and services or works are to be supplied by:</p> <ul style="list-style-type: none"> <li>business registered on the Aboriginal Business Directory WA published by the Chamber of Commerce and Industry of Western Australia Limited ABN 96 929 977 985; or</li> <li>business registered with the Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation) ABN 50 134 720 362.</li> </ul>	<ul style="list-style-type: none"> <li>in accordance with the process outlined under Section 7.0 of this Manual.</li> </ul>
<p>The goods and services or works are to be supplied by an Australian Disability Enterprise.</p>	<ul style="list-style-type: none"> <li>in accordance with the process outlined under Section 8.0 of this Manual.</li> </ul>

<p>The Contract is a renewal or extension of the term of the original Contract where this was specified and there was provision for the renewal or extension in the original procurement process.</p>	<ul style="list-style-type: none"> <li>• extend supplier in accordance with extension term of the Contract.</li> </ul>
<p>The original Contract is to expire within 3 months and the renewal or extension is for a term of not more than 12 months from the expiry of the original Contract; and</p> <p>the extension is entered into at a time when there is in force a state of emergency declaration applying to the district, or part of the district, of the Shire.</p>	<ul style="list-style-type: none"> <li>• extend existing contract arrangements (subject to mutual acceptance by the supplier) beyond contract term for no more than 12 months.</li> </ul>
<p>LGIS Services</p>	<p>The suite of LGIS insurances are established in accordance with s.9.58(6)(b) of the <i>Local Government Act 1995</i> and are provided as part of a mutual, where WALGA Member Local Governments are the owners of LGIS. Therefore, obtaining LGIS insurance services is available as a member-base service and is not defined as a purchasing activity subject to this Policy.</p> <p>Should Council resolve to seek quotations from alternative insurance suppliers, compliance with this Policy and the Regulations is required.</p>

In the case of sole source supply, emergency or state of emergency provision, and /or the renewal or extension of the original Contract, approval from the Shire CEO is required before proceeding with that exemption.

For all other exempt provisions listed above, authorisation is required as outlined in the threshold levels at Section 4.1 of this Manual and the relevant delegations schedule.

#### **5.14 Notification of Outcome**

For all procurement processes which includes a Request for Tender, an EOI or Request for Proposal, or respondent to a Request for Quotation process shall be notified of the outcome of the process and will include:

- the name of the successful tenderer or respondent;
- the total value of consideration of the winning offer; and
- the details and total value of consideration for the winning offer of a public procurement process must also be entered into the Tenders Register at the conclusion of the tender process.

## 5.15 Supplier Grievances

Where the Shire receives complaints regarding its procurement processes, or the decisions made from such processes, those complaints must be dealt with promptly and in a courteous manner. Complaints must be treated confidentially to ensure that the commercial interests of suppliers and/or integrity of Shire Officers involved in the process are not compromised.

Contractual disputes, (i.e. issues or disputes following the award of a Contract and in relation to the Contract) must follow the issue/dispute resolution requirements in accordance with the relevant Conditions of Contract.

Shire Personnel are responsible for receiving and documenting complaints regarding Shire procurement processes and providing the details of the complaint to the relevant business area Manager or CEO.

The Contract Manager is responsible for documenting and arranging resolutions to Supplier Grievances.

## 6.0 Panels of Pre-Qualified Suppliers

The Shire will consider creating a Panel of Pre-qualified Suppliers (“Panel”) when a range of similar goods and services are required to be purchased on a continuing and regular basis.

Part of the consideration of establishing a Panel includes:

- there are numerous potential suppliers in the local and regional procurement related market sector(s) that satisfy the test of ‘Value for Money’;
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the Shire has the capability to establish a Panel and manage the risks and achieve the benefits expected of the proposed Panel through a Contract Management Plan.

### 6.1 Establishing and Managing a Panel

In accordance with the Regulations, Panels will be established for one supply requirement, or a number of similar supply requirements under defined categories. This will be undertaken through an invitation procurement process advertised via a state-wide notice.

The establishment of a Panel is to be treated in the same way as for Requests for Tender, with similar rules that includes the following attributes:

- the time for responding;

- the manner in which the Panel is invited;
- the process for evaluation;
- acceptance and rejection of submissions; and
- a requirement to notify the Respondents of the outcome of the Panel invitation.

Panels may be established for a maximum of three (3) years. The CEO must approve the length of time of a Panel.

Evaluation criteria will be determined and communicated to prospective Panel member in the invitation application process. Applications must be assessed in accordance with the prescribed evaluation criteria.

In each invitation to apply to become a pre-qualified supplier, the Shire will state the expected number of suppliers it intends to put on the panel.

If a Panel member leaves the Panel, the Shire will consider replacing that organisation with the next ranked supplier that meets or exceeds the requirements in the Value for Money assessment – subject to that supplier agreeing. The Shire will disclose this approach in the detailed information when establishing the Panel.

A Panel needs to be managed to ensure that the performance of the Panel Contract and the Panel members under the Contract are monitored and managed. This will ensure that risks are managed and expected benefits are achieved.

A Contract Management Plan should be established that outlines the requirements for the Panel Contract and how it will be managed which includes establishing a comprehensive Panel register.

## **6.2 Distributing Work Amongst Panel Members**

When establishing a Panel of pre-qualified suppliers, the detailed information associated with each invitation to apply to join the Panel will prescribe the Shire's intentions related to the Panel arrangement. This includes how quotations will be sought from each pre-qualified supplier on the Panel with respect to all discreet purchases.

This will be in accordance with the Buying Rules of each Panel and requirements contained for the threshold levels outlined under Section 4.1 of this document. Subject to the Buying Rules for each Panel, direct sourcing from the Panel for purchases up to and including a contract value of \$25,000 (ex GST) is permitted.

Where a conflict arises between the Buying Rules and the requirements contained for the threshold levels at Section 4.1 of this document, the Buying Rules will have precedence.

Contracts under the Panel will be awarded on the basis of Value for Money in every instance.



In every instance, a Contract must not be formed with a pre-qualified supplier for an item of work beyond 12 months, which includes options to extend the Contract.

If the requirement for an item of work needs to exceed 12 months, a new Contract is required and all suppliers on the Panel are to be invited to quote for the work i.e. direct sourcing of a supplier from the Panel is only permitted for a contract period not exceeding 12 months (including options to extend the Contract).

### **6.3 Purchasing from the Panel**

Purchasing from the Panel must be conducted in accordance with the Supplier Order of Priority outlined in Section 4.2 of this document.

In the event that the Panel is unable to meet the Shire's requirement due to lack of availability, product is not fit for purpose or other reason as approved by the Chief Executive Officer, the Shire may undertake another procurement process consistent with the requirements of this Policy to source the goods and/or services, and/or works.

Each quotation process, including the invitation to quote, communications with Panel members, quotations received, evaluation of quotes and notification of award communications must all be captured on the Shire's Records Management System.

A separate file is to be maintained for each quotation process made under each Panel that captures all communications between the Shire and Panel members.

## **7.0 Purchasing from Aboriginal Businesses**

Where practical, the Shire will provide opportunity to Aboriginal businesses to provide Goods and Services and/or Works requirements and all Requests should consider ways to encourage Aboriginal businesses to respond. For example, a sustainable procurement criterion will be included, and appropriate qualitative weighting will be used in the evaluation of quotes and tenders to provide advantages to Aboriginal businesses in instances where they are not directly contracted.

Regulation 11(2)(h) of the Regulations provides a tender exemption if the goods or services are supplied by a person on the Aboriginal Business Directory WA, published by the Chamber of Commerce and Industry of Western Australia, or Australian Indigenous Minority Supplier Office Limited (trading as Supply Nation), where the consideration under Contract is \$250,000 or less, or worth \$250,000 or less.

Where the Shire makes a determination to contract directly with an Aboriginal business for any amount up to and including \$250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents Value for Money. For example, this may be through a recent but similar procurement process undertaken by the Shire or another similar sized Shire or organisation.

A formal Request for Quotation must be issued to the relevant Aboriginal business. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

## **8.0 Purchasing from Australian Disability Enterprises**

Where practical, the Shire will provide opportunity to Australian Disability Enterprises to provide goods and services or works requirements and all Requests should consider ways to encourage Australian Disability Enterprises to respond. For example, a sustainable procurement criterion will be included, and appropriate qualitative weighting will be used in the evaluation of quotes and tenders to provide advantages to Australian Disability Enterprises, in instances where not directly contracted.

An Australian Disability Enterprise may be contracted directly without the need to comply with the requirements pertaining to the threshold levels outlined in Section 4.1 of this Manual.

Where the Shire makes a determination to contract directly with an Australian Disability Enterprise for any amount, including an amount over the tender threshold of \$250,000 (ex GST), it must be satisfied through alternative means that the offer truly represents Value for Money. For example, this may be through a recent but similar procurement process undertaken by the Shire or another similar sized Shire or organisation.

A formal Request for Quotation must be issued to the relevant Australian Disability Enterprise. The rationale for making the purchasing decision must be recorded in accordance with the Shire's Record Keeping Plan.

## **9.0 Environmental Sustainability**

Environmental sustainability includes:

- the purchasing of recycled and environmentally sustainable products whenever a Value for Money assessment demonstrates benefit toward achieving the Shire's strategic and operational objectives;
- the use of qualitative weighted selection criteria in the evaluation of Requests for Quote and Tenders to provide advantages to suppliers which:
  - (a) demonstrate policies and practices that have been implemented by the business as part of its operations;
  - (b) generate less waste material by reviewing how supplies, materials and equipment are manufactured, purchased, packaged, delivered, used, and disposed; and

- (c) encourage waste prevention, recycling, market development and use of recycled/recyclable materials.

## 10.0 Treatment of Non-Compliance

Purchasing activities are subject to internal and external financial and performance audits, which examine compliance with legislative requirements and the Shire's policies and procedures.

If non-compliance with the:

- legislation,
- Purchasing Policy,
- Procurement Procedures Manual,
- Code of Conduct, or
- other related policies and procedures,

is identified it must be reported to the Chief Executive officer or the Deputy CEO / Corporate Services Manager.

A failure to comply with these requirements when undertaking purchasing activities, may be subject to investigation, with findings to be considered in context of the responsible person's training, experience, seniority and reasonable expectations for performance of their role.

Where a breach is substantiated it may be treated as:

- a) an opportunity for additional training to be provided;
- b) a disciplinary matter, which may or may not be subject to reporting requirements under the *Public Sector Management Act 1994*; or
- c) where the breach is also identified as potentially serious misconduct, the matter will be reported in accordance with the *Corruption, Crime and Misconduct Act 2003*.



# Delegation Register

Shire of Wyalkatchem



## 1. Local Government Act 1995 Delegations

### 1.1.16 Disposal & Acquisition of Property

<b>Delegator:</b> <i>Power / Duty assigned in legislation to:</i>	Local Government
<b>Express Power to Delegate:</b> <i>Power that enables a delegation to be made</i>	Local Government Act 1995: s.5.42 Delegation of some powers or duties to the CEO s.5.43 Limitations on delegations to the CEO
<b>Express Power or Duty Delegated:</b>	Local Government Act 1995: s.3.58(2) & (3) Disposing of Property Local Government (Functions and General) Regulations 1996 s.30(3)
<b>Delegate:</b>	<b>Chief Executive Officer</b>
<b>Function:</b> <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	1. Authority to dispose of property to: <ol style="list-style-type: none"> <li>a) to the highest bidder at public auction [s.3.58(2)(a)].</li> <li>b) to the person who at public tender called by the local government makes what is considered by the delegate to be, the most acceptable tender, whether or not it is the highest tenders [s.3.58(2)(b)]</li> </ol> 2. Authority to dispose of property by private treaty only in accordance with section 3.58(3) and prior to the disposal, to consider any submissions received following the giving of public notice [s.3.58(3)]. 3. Authority to dispose of property under regulation 30(3) of the Local Government (Function and General) Regulations 1996. 3-4. <u>Authority to acquire property for an amount not exceeding \$250,000 provided that appropriate provision is made in Council's budget.</u>
<b>Council Conditions on this Delegation:</b>	<ol style="list-style-type: none"> <li>a. Disposal of land or building assets <u>or the acquisition of property</u> is limited to matters specified in the Annual Budget and in any other case, a Council resolution is required.</li> <li>b. In accordance with s.5.43, disposal of property, for any single project or where not part of a project but part of a single transaction, is limited to a maximum value of \$150,000 or less.</li> <li>c. When determining the method of disposal:</li> </ol>

## 1. Local Government Act 1995 Delegations

	<ul style="list-style-type: none"> <li>• Where a public auction is determined as the method of disposal:             <ul style="list-style-type: none"> <li>○ Reserve price has been set by independent valuation.</li> <li>○ Where the reserve price is not achieved at auction, negotiation may be undertaken to achieve the sale at up to a -10% variation on the set reserve price.</li> </ul> </li> <li>• Where a public tender is determined as the method of disposal and the tender does not achieve a reasonable price for the disposal of the property, then the CEO is to determine if better value could be achieved through another disposal method and if so, must determine not to accept any tender and use an alternative disposal method.</li> <li>• Where a private treaty is determined [s.3.58(3)] as the method of disposal, authority to:             <ul style="list-style-type: none"> <li>○ Negotiate the sale of the property up to a -10% variance on the valuation; and</li> <li>○ Consider any public submissions received and determine if to proceed with the disposal, ensuring that the reasons for such a decision are recorded.</li> </ul> </li> </ul> <p>d. Where the market value of the property is determined as being less than \$20,000 (F&amp;G r.30(3) excluded disposal) may be undertaken:</p> <ul style="list-style-type: none"> <li>• Without reference to Council for resolution; and</li> <li>• In any case, be undertaken to ensure that the best value return is achieved however, where the property is determined as having a nil market value, then the disposal must ensure environmentally responsible disposal.</li> </ul> <p>e. Exercising of delegation to be in accordance with any policies or strategies formally adopted by Council.</p>
<p><b>Express Power to Sub-Delegate:</b></p>	<p><i>Local Government Act 1995:</i> s.5.44 CEO may delegate some powers and duties to other employees</p>

# Delegation Register

Shire of Wyalkatchem



## 1. Local Government Act 1995 Delegations

<b>Sub-Delegate/s:</b> <i>Appointed by CEO</i>	The CEO has exercised the right not to sub-delegate this delegation
<b>CEO Conditions on this Sub-Delegation:</b> <i>Conditions on the original delegation also apply to the sub-delegations.</i>	<p>a. Value of property that may be disposed under this delegation shall not exceed \$50,000 including plant and assets with a depreciated value not exceeding \$50,000, in accordance with the provisions of section 5.43(d) of the <i>Local Government Act 1995</i>.</p> <p>b. <i>Section 3.58(4) – where the market value of the lease is less than \$15,000 pa</i></p>

Compliance Links:	<p><a href="#">Local Government Act 1995</a> – s.3.58 Disposal of Property</p> <p><a href="#">Local Government (Functions and General) Regulations 1995</a> – r.30 Dispositions of property excluded from Act s. 3.58</p> <p>Council Policy No. 2.1 – Purchasing Policy</p>
Record Keeping:	<p>Local Government Act 1995 – Section 5.46(3)</p> <p>Local Government (Administration) Regulations 1996 – Regulation 19</p> <p>Maintain records of decisions that are in accordance with the Shire's Record Keeping Plan</p>

### Version Control:

1	OMC 21 February 2019 (22/2019)
2	CEO 21 February 2019 – Sub Delegation approved
3	GEO 15 May 2019 – Policy References Inserted – CEO Approved
4	OMC 21 October 2021 – revoked authority to MOW and MCS
<u>5</u>	<u>OMC 18 August 2022 – delegated right to acquire property</u>



# SHIRE OF WYALKATCHEM

Shire of  
Wyalkatchem  
Community Event  
9th September

*Celebration Time*

WYALKATCHEM

An evening for finally  
**recognizing** our 2021 award  
nominees.

COME ENJOY!

The announcement of Citizen  
of the Year 2021 Awards.

9th September 2022 | 5:30pm  
Wyalkatchem District Club.

Yvette's  
aspire  
Trapping  
Australians  
Wyalkatchem

**AUGUST 2022**

# INFORMATION BULLETIN

# **LIST OF ITEMS**

- 1. Status Report as at June 2022**
- 2. Regional Subsidiary Invitation**
- 3. DAMA Survey**
- 4. Town Teams Update**



North Eastern Wheatbelt Regional Organisation of Councils

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

## Regional Subsidiary

### BUSINESS PLAN

**2022 - 2023**

**OPEN FOR PUBLIC COMMENT**

Member Local Governments:

*Shire of Dowerin*  
*Shire of Wyalkatchem*  
*Shire of Koorda*  
*Shire of Mt Marshall*  
*Shire of Trayning*  
*Shire of Mukinbudin*  
*Shire of Nungarin*

[www.newroc.com.au](http://www.newroc.com.au)  
E [caroline@newroc.com.au](mailto:caroline@newroc.com.au)  
M 0403 225 900

## 1. Forward

The NEWROC Regional Subsidiary will be formed under XX of the Local Government Act.

The current members of the NEWROC have been working together for over 25yrs as a voluntary organisation of Councils. Currently under the voluntary organisation of Council structure, one member is the lead for grant applications and regional services, with a rotating 'host' Council. This presents a number of challenges. The regional subsidiary will provide a formal governance structure for member local governments to help them achieve their strategic priorities and progress large scale projects that will benefits communities within the region.

The proposed Regional Subsidiary is required to have a Business Plan and Budget each financial year. The Business Plan continues in force for the period specified in the plan or until a new Plan is adopted. It must be reviewed annually.

The Business Plan of a Regional Subsidiary may be seen as similar in role to a Council's Strategic Plan and Corporate Business Plan combined.

The value of the NEWROC is in regional collaboration on services, events and infrastructure projects that benefit NEWROC communities, a united voice for member local governments keen to advocate and sharing of resources. There currently are a number of initiatives where member local governments are considering what type of governance and planning is required to assist them in meeting the priorities of their communities and this is where the NEWROC Regional Subsidiary can provide an entity to progress them.

### **NEWROC President**

*Cr Gary Shadbolt*

#### **Our Vision**

Enabling and creating progressive, healthy and prosperous communities.

#### **Our Mission**

Through regional collaboration to champion opportunities for our communities.

### **NEWROC Commitments**

- **Regional Commitment:** We will make decisions and deliver services that achieve regional goals that couldn't be achieved individually.
- **Community Focus:** We will ensure that everything we do benefits the people that live and work in our region.
- **Accountability:** We will be open and accountable in everything we do, by involving stakeholders in decisions that affect them and by using effective engagement and communication techniques.
- **Innovation:** We are committed to continually working together to improve the local government services we provide and projects we deliver by being prepared to share, listen, learn and use technology where this delivers positive outcomes for our communities.
- **Collaboration:** Councils will work together for the good of the region and encourage business and community groups to also work together to provide a supportive environment where our people prosper.

## Member Local Government Information:

Criteria	Dowerin	Koorda	Mt Marshall	Mukinbudin	Nungarin	Trayning	Wyalkatchem
Area (Sq km's)	1867	2662	10,134	3414	1145	1632	1743
Sealed Roads (km)	196	245	307	204	249	181	175
Unsealed Roads (km)	773	840	1440	732	390	594	508
Population	697	414	550	555	240	423	523
No of Dwellings	410	298	350	315	134	255	332
No of Employees	34	19	27	27	10	14	14

## Our History

Established in the early 90s, the NEWROC members have worked together on a number of initiatives. Some examples of the types of projects that have benefited member local governments are as follows:

- Shared resources in **natural resource management and tourism**
- Construction and marketing of the **\$1.9m Wheatbelt Way self-drive route**
- Construction of a **\$1m telecommunications service (internet)** across member communities
- Delivery of the **Kununoppin Bonded Medical Scholarship** to attract and retain 3 GPs in the member communities
- **Collective advocacy** on priority areas including health, agriculture, transport and education
- **Sharing** of templates, information and equipment
- **Mentoring** amongst the group members and member local government staff

The NEWROC currently meets every month, once as a group of CEOs and the following month as Presidents of the member local governments. As a Regional Subsidiary the NEWROC will continue to meet monthly but as a Board. Our longest serving NEWROC delegate was Cr Eileen O'Connell (Shire of Nungarin).

## **2. Regional Subsidiary Governance**

A regional subsidiary is designed to be a convenient way for local governments to pool their resources and cooperate more closely.

A regional subsidiary is:

- similar to a Voluntary Regional Association of Councils (VROC), but is more binding on the participants
- similar to a regional council but has more flexibility and fewer reporting requirements.

The regional subsidiary is predominantly governed by its Charter. Under its current voluntary organisation of Councils structure, the NEWROC experiences the following challenges:



- A lead local government is required for projects, shared resources and grant applications which is additional administration for the lead local government as well as compliance and financial management
- MoU guides the voluntary ROC but requires good faith as its underlying principle
- No legal entity to apply for grants
- Chair and CEO positions rotate every two years with a 'host' Council
- Regional shared equipment requires a 'host' Council to purchase the asset and for it to be shown on their asset management register
- NEWROC initiatives and projects are limited by the MoU and 'host' Council commitments

## 2.1 Our Purpose for forming a Regional Subsidiary

1. Provide a means for the member local governments, to assess the possibilities and methodology of facilitating a range of projects, services and facilities on a regional basis under the themes of advocacy, community, economy, environment and governance, without the rationalisation of jobs
2. Promote, initiate, undertake, manage and facilitate under the themes of advocacy, community, economic, environment and governance
3. Provide a means for the member local governments to attract specialist skills and create employment opportunities across the members
4. To take an active interest in all matters affecting the communities of the member local governments with the view to improving, promoting and protecting them
5. To develop, encourage, promote, foster and maintain consultation and cooperation and to strengthen the representation and status of local government when dealing with other governments, private enterprise and the community.

## 2.2 Membership and Fees

The Regional Subsidiary will include:

<b>Member local government</b>	<b>Annual membership fee (ex GST)</b>
Shire of Nungarin	\$11,000
Shire of Mukinbudin	\$11,000
Shire of Trayning	\$11,000
Shire of Koorda	\$11,000
Shire of Mt Marshall	\$11,000
Shire of Wyalkatchem	\$11,000
Shire of Dowerin	\$11,000

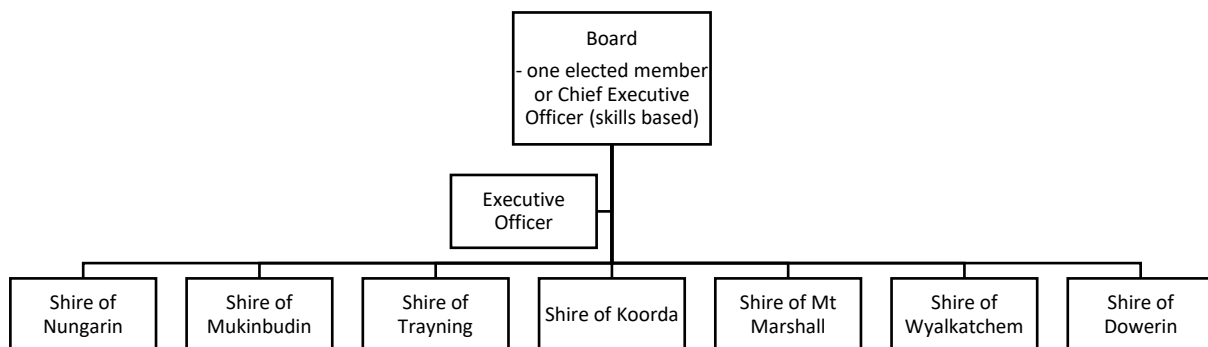
## 2.3 Proposed Function

The Regional Subsidiary shall have powers, functions and duties assigned to it under the Charter by the member local governments. They shall include:

- becoming a member of or co-operating with any other association or organisation whether or outside the area of the member local governments which have similar objects and purposes
- entering into contracts or arrangements with any Government agency or authority which are incidental or conducive to the attainment of the objects and exercise of the powers of the Regional Subsidiary

- appointing, employing, remunerating, removing or suspending officers, managers, employees and agents of the Regional Subsidiary
- entering into contracts for the acquisition of goods and services
- raising revenue through subscriptions and fees
- printing and publishing information
- establishing such committees as it deems necessary and to define the terms of reference of such committees which may include to steer projects or to pursue geographic or functional interests of the Regional Subsidiary
- acquiring goods and services relevant to the purpose for which the Regional Subsidiary is established
- opening and operating bank accounts
- establishing reserve accounts for future purposes
- doing all other things that are necessary or incidental or conducive to the attainment of the objects and purposes, the furtherance of the interests and the exercise, performance or discharge of the powers of the Regional Subsidiary.

## 2.4 Regional Subsidiary Organisation Structure

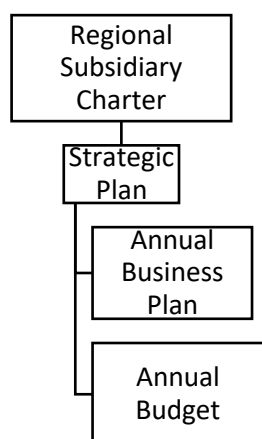


## 2.5 Business Plan Term

1 July 2022 – 30 June 2023.

A rolling business plan will be required on 1 July 2023 as per the Regional Subsidiary Charter. This Business Plan has been prepared in line with the Regional Subsidiary regulations.

## 2.6 Regional Subsidiary Hierarchy of Documents



## 2.7 Reporting

A report of actual achievements against the annual key actions will be presented at each Board meeting providing a progress report on the Regional Subsidiary's Strategic Plan.

The Board shall compare the Annual Business Plan against performance targets at least twice every operating year and in consultation with the member local governments review the contents of the Annual Business Plan. The Regional Subsidiary will also consult with the member local governments prior to amending the Annual Business Plan.

At least once in each operating year and prior to 31 August of the subsequent financial year, a report on the work and operations of the Regional Subsidiary shall be prepared, detailing achievement of the aims and objectives of its Strategic Plan, Business Plan and incorporating the audited Financial Statements of the Subsidiary and any other information or report as required by the member local governments.

## **3. Business Plan**

The major challenges for the region are identified as:

- Attracting and retaining transient and permanent populations
- Restricted Mobile Communications due to geography and the very slow rollout of new towers into the region
- Reliable energy supply and the drive to clean/alternative energy
- The growing impact of Climate change on communities and agribusinesses
- Health facilities and service provision in an aging population base
- Volunteer fatigue particularly for emergency services and local sports and service clubs
- Member local government reliance on Rates as the primary source of revenue

Key focus areas of the Regional Subsidiary in this Business Plan:

- i. Reliable power supply to NEWROC communities
- ii. Improved waste infrastructure and management
- iii. Activating town centres
- iv. Supporting local businesses
- v. Improving telecommunications

### 3.1 Annual Action Plan and Targets

Strategic Priority	Business Plan Actions	Target 1 July 2022 to 30 June 2023	To Be Measured By
Partner with NEWTRAVEL to promote the region as a great place to visit through effective planning and marketing of attractions and events	Regular engagement with NEWTravel	NEWTravel presentation to NEWROC	NEWROC is aware of NEWTravel priorities and projects
Identify opportunities and strategies for attracting new businesses and expanding existing businesses by promoting the availability of accessible land, the community spirit and high-speed communications network available within the region.	Implement the NEWROC Workforce Plan	BRRR Funding secured	Increased awareness of lifestyle and job / business opportunities in the district
	Efficiencies explored in local government procurement	Preferred suppliers list through the Wheatbelt Business Network Business Directory	Number of small business workshops delivered and attendance Adoption of NEWROC Procurement Policy
	Wheatbelt Town Team Builder	Trayning Do Over delivered One initiative delivered in each NEWROC community	Number of Town Teams and initiatives in each NEWROC community
	Investigation into a DAMA	Participation in a DAMA if it proceeds	NEWROC members, communities and businesses support the DAMA
Advocate for solutions to mobile blackspots and expansion of the NEWROC telecommunications network	Collaboration with key stakeholders for solutions to mobile blackspots, power to mobile towers and internet services	Additional internet towers erected in Yorkrakine, North Gabbin, North Koorda, Talgomine	Improved internet services in NEWROC communities  Key stakeholders aware of black spots in the NEWROC communities
Attract and retain health professionals and aged care providers in a co-ordinated manner within the region.	Identify strategies in the NEWROC Health Plan	TBC	Retention of health services in the NEWROC communities
Advocate and seek funding for a renewable power / emergency power / micro-grid that will compliment current power supplies and improve sustainability within the region.	Solution identified for a NEWROC community	Successful acquittal of REDS grant	Solution pitched for further funding
Determine the best location and design for a regional waste facility or improved	Identify waste management infrastructure required across communities	External funding attracted to upgrade local waste facilities	Improved user experience

waste management services and local infrastructure.			
Work together to advocate on issues and opportunities that have an impact on our communities	Advocate and present the views of member local governments		The number of representations made on behalf of Member local governments
Review the delivery of Local Government services and projects across the region to identify opportunities to resource share, and attract and retain LG professionals	Member local governments support each other to deliver services and projects as required	Member local governments work together as required	Positive member to member relationships
Continue to review regional subsidiary legislation and prepare for the opportunity	Member Councillors are informed about Regional Subsidiary governance	Charter and Business Plan submitted to Minister	Regional Subsidiary instated

### 3.2 Calendar of Key Events

Every 2yrs, the Board will undertake a:

- i. Strategic Plan review
- ii. Regional Subsidiary Charter review

	ANNUAL
<i>July</i>	Committee Meeting Financials Presented Audit process commences Nominations for the Board called
<i>August</i>	Annual General Meeting Board Elections Chair Election Audit Presentation Annual Report Annual Financial Report
<i>September</i>	Committee Meeting Financials Presented Insurance renewals
<i>October</i>	Board Meeting Financials Presented Business Plan review against targets
<i>November</i>	Committee Meeting Financials Presented
<i>December</i>	Board Meeting Financials Presented
<i>January</i>	Committee Meeting Financials Presented
<i>February</i>	Board Meeting Financials Presented
<i>March</i>	Committee Meeting Financials Presented Business Plan review against targets and update, communication to members Budget Preparation and submission to members
<i>April</i>	Board Meeting Financials Presented EO Performance Review Business Plan adopted Budget adopted
<i>May</i>	Committee Meeting Financials Presented
<i>June</i>	Board Meeting Financials Presented

## 4. Finances

### 4.1 Annual Budget

The following budget is prepared using the framework of the current annual budget of NEWROC. The only amendment in the Regional Subsidiary budget below is the subsidiary establishment costs.

<b>NEWROC Budget</b>	
<b>North Eastern Wheatbelt Regional Organisation of Councils</b>	
<b>1 July 2022 - 30 June 2023</b>	
<b>Estimated Opening Balance (operations account) 1 July 2022</b>	<b>\$170,000.00</b>
<b>Opening Balance (TD)</b>	<b>\$195,371.00</b>
<b>Account</b>	<b>Total</b>
<b><i>Income</i></b>	
Grants received (057) - BBRF	\$20,000.00
Interest Received (076)	\$500.00
NEWROC Business Case / Project Work Subs (055)	\$14,000.00
NEWROC Subscriptions Received (054)	\$77,000.00
Special Projects Subscriptions Rec. (056)	\$0.00
Town Team Movement	\$30,000.00
Telecommunications	\$30,000.00
Sundry Income (067)	
<b>Total Income</b>	<b>\$171,500.00</b>
<b><i>Less Operating Expenses</i></b>	
Accounting/Audit fees (200)	\$2,200.00
Advertising (201)	\$10,000.00
Bank charges (203)	\$24.00
Catering (204)	\$200.00
Computer Software/Support (205)	\$0.00
Consultancy Fees (206)	
	Waste Project \$41,000.00
	Workforce \$10,000.00
Event / Ceremony Expenses (207)	\$500.00
Gifts (208)	\$400.00
Legal expenses (209)	\$5,000.00
Printing and Stationery (213a)	\$120.00
Regional Subsidiary Establishment	\$5,000.00
Records Storage (215)	\$70.00
Executive Officer Business Case/Project Work (105)	\$0.00
Executive Officer Contract Services (100)	\$40,000.00
Executive Officer Office Expenses (103)	\$3,000.00
Executive Officer Seminars/Conferences (101)	\$1,000.00
Executive Officer Travel (102)	\$6,000.00
Executive Officer Travelling Expenses (Accom) (104)	\$1,000.00
Grants distributed (300)	
Literary Luncheon (600)	\$600.00
Telecommunications Contractor/Services (400)	
Contract	\$45,000.00

Website and Database (700)

\$386.00

<b>Total Expenses</b>	<b>\$171,500.00</b>
<b>Net Profit</b>	<b>\$0.00</b>

### 4.3 Financial Reporting

The Regional Subsidiary must at each Board meeting have a statement of comprehensive income; Statement of financial position; A Cashflow statement; A Budget v Actuals; Statement of Changes in Equity

A proposed annual business plan and annual budget detailing the estimated revenues, costs and levies for the ensuing financial year shall be submitted by the Executive Officer to the Board by 30 June in each financial year and must comply with AAS

### 4.4 Income

*Membership fee* - local governments will contribute \$11,000 annually towards the Regional Subsidiary to achieve its objectives.

*Additional charges* - The Regional Subsidiary can pursue specific projects, programs or services which will be levied according to the number of members participating, financial projections etc. Additionally levies must be agreed upon my all member local governments.

## 5. Impact Assessment

### 5.1 Impact on Members

Member local governments of the NEWROC voluntary regional organisation of Councils currently contribute \$11,000 for membership and \$2,000 for business cases on an annual basis. This is unlikely to change moving into a Regional Subsidiary.

Participation in the Regional Subsidiary may deliver enhanced services to member local governments, achieved through collaboration and sharing of resources to attract skilled professionals e.g. ranger services, environmental health.

Participation in the Regional Subsidiary may assist members to attract external funding for services and facilities that they could otherwise not achieve individually.

It is unlikely that the establishment of the Regional Subsidiary and its ongoing operations will have a negative impact on member local governments. If additional fees or levies are imposed on member local governments by the Regional Subsidiary this must be by absolute majority and members can elect to participate or abstain.

<b>Member local government</b>	<b>Helps achieve our Strategic Plan goals.....</b>
Shire of Dowerin	3.1 Work with regional partners to advocate for improved services, energy reliability and telecommunications coverage 4.1 Deliver a sustainable and progressive approach to natural resource and waste management 5.4 Advocate and lobby effectively on behalf of our community
Shire of Mt Marshall	Work with local business and other stakeholders to attract investment; create jobs and support business growth Encourage, promote, and deliver activities and events that promote our region and have a positive economic and social benefit Continue to work with regional partners to advocate for improved energy reliability and telecommunications coverage



	Deliver a sustainable and progressive approach to waste management including continued collaboration with neighbouring local governments
Shire of Wyalkatchem	4. Increase visitors to our region 5. Growth in business opportunity 6. Essential services and infrastructure are available to support the community and local economy 7. We have vibrant, active public open spaces and buildings with high levels of utilisation and functionality 12. Form strategic partnerships and advocate for the community
Shire of Koorda	1.2 Create an environment that provides for a caring and healthy community 2.1 Actively support and develop local and new business 2.2 Facilitate the development of local and regional tourism 3.1 Enhance the health and integrity of the natural environment 3.2 Build a sense of place through public infrastructure and facilities
Shire of Trayning	1. Our local economy continues to grow 2. Our community is connected, safe and healthy 4. Our natural environment is preserved
Shire of Nungarin	SCP in progress
Shire of Mukinbudin	1.2 - Health services which are accessible and meet the needs of the community 1.4 - A quality lifestyle 2.1 - A innovative, vibrant and entrepreneurial local economy 2.2 - Encourage greater levels of tourism activity 3.2 - Integrate resource management and sustainability

## 5.2 Risk Assessment

<b>Risk</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Response / Mitigation</b>
Regional Subsidiary and amalgamation are misunderstood	Medium	Medium	Regional Subsidiary strengthens the collaboration between member local governments Charter will not allow for employee rationalisation Regional Subsidiary is seen as a way to protect individual local governments but achieve large scale projects and priorities
Decisions and actions of the Regional Subsidiary - liability on member local governments	Low	Medium	The Regional Subsidiary is directed, supervised and is accountable to its member local governments and they are ultimately liable. The Charter guides decision making and particularly the financial commitments of the Subsidiary Some specific items require member Council support rather than just the Regional Subsidiary Board To borrow money requires absolute majority support
The Regional Subsidiary borrows beyond its ability to repay	Low	Medium	Similar guidelines and constraints currently in place for local governments will be placed on the Regional Subsidiary if it is to borrow money Regional Subsidiary will be required to prepare a Business Case to borrow as well as supporting plans

			To borrow money requires absolute majority support and a presentation to each member Council
Lack of direction	Low	Medium	Charter requires the Regional Subsidiary to have a strategic plan, annual business plan and annual budget, regular reporting to member local governments
Annual membership fees increase beyond member capacity	Low	Medium	Setting fees requires simple majority Unlikely in short term that annual membership fees will rise
Levies beyond member capacity	Low	Low	A levy for a specific project, activities or activities must be agreed upon by an absolute majority of the member local governments Executive Officer is required to notify the member local governments individually before a levy is set
Member local government withdraws	Low	Medium	Charter contains a dispute resolution process Long lead time for the notification period to withdraw Any liabilities will need to be paid until the end of the program / project, not the end of the Regional Subsidiary
NEWROC would be the first regional subsidiary in WA and may encounter challenges	Medium	Medium	NEWROC has engaged with WALGA, the Minister and Department regarding forming a Regional Subsidiary for a number of years NEWROC has explored various other governance structures WALGA, the Department and Minister has provided advice and guidance to NEWROC in formulating the Charter

# Bushfire Protection Assessment Project



Bushfire has long been part of the Australian natural environment. Due to climate change, however, the frequency, severity and unpredictability of bushfire has reached unprecedented levels across Australia.

On behalf of the Property Services Industry Reference Committee, a Diploma of Bushfire Protection Assessment has been developed. It has nine new units of competency, which provide vocational skills and knowledge in the application of regulatory and compliance requirements to improve bushfire resilience and safety of property in bushfire prone areas.

The drafts are open to public feedback and validation. We invite you to have your say! You can find the links to the right, or visit the [Bushfire Protection Assessment project page](#).

We look forward to hearing from you.

Feedback open  
until

**31/05/22**

[Bushfire  
Project Page](#)

[Bushfire  
Validation  
Survey](#)



Twitter

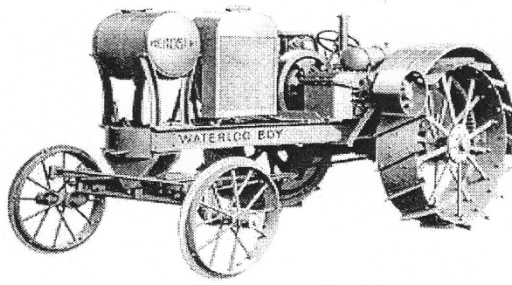


Project Page



LinkedIn





# Wyalkatchem CBH Agricultural Museum Association Inc.

ABN: 85-860-267-711

*Established 1981  
Officially Opened 9<sup>th</sup> November 1981*

The CEO  
Shire of Wyalkatchem

Dear Peter,

The Museum Committee have asked me to thank the Council and staff for the support given to our 40<sup>th</sup> Birthday party in 2021.

Your contact with the ABC made the event able to be shared by those near and far who could not attend.

Staff also brought in chairs, the Dais then removed them after the event, this helped greatly towards a memorable day.

So please pass on our thanks to all involved.

I do apologize for the lateness of this letter it was requested I write some time ago.

Regards  
David Holdsworth  
President.



1 August 2022

Shire of Wyalkatchem  
PO Box 224  
WYALKATCHEM WA 6485

Dear Cr Quentin Davies and Shire of Wyalkatchem Councillors  
CC Mr Peter Klein

I write today to warmly invite Council to join the increasing number of local councils around Australia who have become supporters of EveryAGE Counts which is Australia's national coalition and grassroots movement to end ageism.

Ageism is stereotyping, discrimination and mistreatment based solely on age. All Australian Governments have recognised that ageism is widespread, highly tolerated and has devastating impacts – on individuals, our communities and economy.

We ask that you formally draw our letter to the attention of Council for its consideration and invite any interested councillor to be in contact if they require further information or if you require a briefing for the entire Council.

We can assure you that we are strictly non-party political and indeed enjoy cross party support. Our national coalition is comprised of many members including Council on the Ageing Australia, National Seniors. You can read further information on our work and our support in local communities on our website [everyagecounts.com.au](http://everyagecounts.com.au)

We have already received strong support from numerous local government authorities for our work including the full backing of the Municipal Association of Victoria and have engaged with many local councils at the Australian Local Government Association Conferences. We seek the backing of your Council for our work because it will send a strong message of support and inclusion from Council to your local communities that all people living within your local government area are valued and respected.

We have been especially delighted by the creative ways other local councils have used our resources and developed their own initiatives to end ageism.

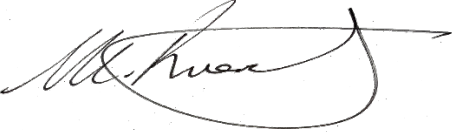
You will note on our website at <https://www.everyagecounts.org.au/councils> that we have a dedicated place to highlight the work of local councils. We would love to include you on that list and showcase your activities to the wider Australian community. You will also see on the website a draft motion of support that we ask that Council consider.

Councillors may also be interested to know that Ageism Awareness Day is coming up on 7 October. More information can be found at [https://www.everyagecounts.org.au/aad\\_2022](https://www.everyagecounts.org.au/aad_2022). We are developing some exciting new resources and it will be a great opportunity to bring people together to challenge ageism.

Attached you will find all the relevant information regarding our campaign and a membership agreement form. I have copied in Monica Rutte who will be able to assist Councils with their membership application

I would of course be more than happy to discuss any questions you may have. Thank you and I look forward to hearing from you!

Yours in building an Australia without ageism,

A handwritten signature in black ink, appearing to read 'M. Krasovitsky', with a large, sweeping flourish extending to the right.

Dr Marlene Krasovitsky  
Co-chair and Director  
EveryAGE Counts



## About the EveryAGE Counts Campaign

EveryAGE Counts is a national coalition and grassroots advocacy campaign aimed at tackling *ageism*. It's an ambitious campaign spearheading a social movement with a challenging goal: to shift social norms (those unwritten rules of common thinking and behaviour) and positively influence the way Australia thinks about ageing and older people.

### What is ageism?

Ageism can be defined as prejudice expressed toward a person because of their age. It includes stereotyping, discrimination and mistreatment. While ageism can affect anyone of any age, the EveryAGE Counts campaign is focusing on addressing ageism relating to older people. In this context, ageism comes from negative attitudes and beliefs about what it means to be an older person.

Ageism has three key aspects:

- Prejudicial attitudes towards older people, including some attitudes held by older people themselves
- Discriminatory practices against older people, for instance in employment, insurance or health care
- Institutional practices, policies and behaviours that perpetuate negative stereotypes and undermine dignity – including language and representation in the media and cultural settings.

### Why do we need a campaign to tackle ageism?

Ageism is not benign or harmless. It is a big problem because it impacts on our confidence, quality of life, job prospects, health, and control over life decisions.

It is pervasive but often hidden. It can distort our attitudes to older people and ageing and have profound negative impacts on our personal experience of growing older. The impacts of ageism can prevent or limit us from contributing and participating in our communities – socially, economically and as full citizens – and even impact our physical health and longevity.

As well as its individual impacts, ageism can also deny society the enormous range of benefits that can flow, economically and socially, from the full participation of older people.

### What is the campaign's long term vision?

The EveryAGE Counts campaign vision is a society where every person is valued, connected, and respected regardless of age.

### What does the campaign want to achieve?

The overall goal of EveryAGE Counts is to set strong, new foundations for current and future generations to age well. Toward this goal, the campaign seeks to:

- shift those deeply entrenched negative social norms about ageing and older people
- reimagine what it means to grow older and be an older person; and reframe our older years as a valid, positive and meaningful part of life
- drive a political and societal response to the *opportunities* presented by our ageing population.

### How will the EveryAGE Counts campaign achieve its goal?

The campaign has to work at a number of levels over time to achieve its goal. EveryAGE Counts is built on a variety of social change activities, including:

- Advocacy, political engagement and public campaigning for policy changes and new policy initiatives [[see Policy Directions to Challenge Ageism](#)]

- Addressing specific structural barriers to participation for older people, for example, in particular settings where ageist policies or entrenched practices prevent access or equal participation (eg in workplaces, healthcare settings)
- Increasing the diversity and accuracy of representations of older people in aged care, the media, the arts and public discussion
- Building a grassroots social movement so all Australians can be involved in the change they want to see
- Further research and policy development to ensure an evidence based approach in our campaign and our broader influence.

### **What is the background history to the EveryAGE Counts campaign?**

The EveryAGE Counts campaign was initially conceived by The Benevolent Society as part of its important campaigning and advocacy work. In March 2017, The Benevolent Society (TBS) undertook a research project focusing on understanding 'the drivers of ageism'. Via a literature review, qualitative and quantitative studies, this research provided a foundation of evidence to inform a campaign strategy and give the campaign the best chance of success.

The research can be downloaded from the EveryAGE Counts website at: A video about the research can be viewed at: <https://www.everyagecounts.org.au/research>

### **About the Coalition**

The campaign is led by an independent coalition of diverse organisations and individuals committed to achieving this important shift in the way we understand and experience growing older. [[see Coalition members](#)] The coalition will continue to grow beyond launch.

### **Who is funding the Campaign?**

Funding for the establishment of the campaign has come largely from The Benevolent Society under a separate historical endowment expressly intended for advocacy and campaigning work, as part of meeting the organisation's social justice goals and strategic plan.

The Benevolent Society was successful in winning a substantial grant of \$1.5 million over five years from the [JO and JR Wicking Trust](#). The campaign is extremely grateful for the support shown by the trustees and acknowledges that substantial elements of this campaign would not have been possible without this support.

The EveryAGE Counts campaign was formally launched on 11 October 2018.

[www.everyagecounts.org.au](http://www.everyagecounts.org.au)





*I stand for a world without ageism where all people of all ages are valued and respected and their contributions are acknowledged.*

*I commit to speak out and take action to ensure older people can participate on equal terms with others in all aspects of life.*

EveryAGE Counts Pledge <https://www.everyagecounts.org.au/>

Thank you for your interest in joining the EveryAGE Counts coalition.

It gives us great pleasure to invite you to take a small but important step in ensuring all of us can live good, purposeful lives as we get older...if only we could end ageism.

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### **A campaign to end ageism**

EveryAGE Counts is changing that. We are bringing together thoughtful organisations and individuals – from right across Australian society - who are committing to tackling ageism and creating a new, more accurate narrative about ageing and older people. And we would love you to join us.

The EveryAGE Counts Coalition is the formal alliance of organisations and individuals who have agreed to actively support and participate in the EveryAGE Counts Campaign. We began in October



2018 with a strong [foundation of 20 members](#) including The Benevolent Society, the Australian Human Rights Commission, COTA Australia, National Seniors, Federation of Ethnic Communities Councils of Australia; Regional Australia Institute; the Australian Association of Gerontology and Aged and Community Services Australia. It has since grown to include many diverse organisational members and individuals.

We have all accepted and agreed to act upon the campaign pledge at the top of this page.

### **Working together**

It is no mean feat to achieve a profound shift in social attitudes; and changing ageism is arguably one of the toughest challenges there is. That's why we need the support and strength of many organisations and individuals, working effectively together. As a critically important player in your sector, the commitment and participation of your organisation would be a powerful addition to the body of voices that are so crucial to challenging ageism.

Australia's inaugural Ageism Awareness Day held on 1 October 2021 is an example of the power of this coalition. Working with and through our members and supporters, we came together to highlight ageism and its impacts in many different and effective ways across Australia. Ageism Awareness Day created a significant spike in action and public discourse on ageism.

### **How to join**

We warmly welcome you to join our coalition. For further information please go to [https://www.everyagecounts.org.au/join\\_us](https://www.everyagecounts.org.au/join_us)

We would love the opportunity to make a time to meet or talk to discuss the campaign in more detail, what is involved in joining the coalition and how we might connect and support each other in the future. Please feel free to contact me at [marlene.krasovitsky@benevolent.org.au](mailto:marlene.krasovitsky@benevolent.org.au)

In the meantime, we have attached an information sheet about the campaign and what it means to become a coalition member. We also encourage you to explore our website: [www.everyagecounts.org.au](http://www.everyagecounts.org.au)

We look forward to your participation in this growing movement to change the way we think about older people and getting older.

Warmly yours in building an Australia without ageism,

A handwritten signature in black ink, appearing to read 'M. Krasovitsky', written over a light blue circular stamp.

Marlene Krasovitsky  
Campaign Director and co-Chair, EveryAGE Counts

[@EveryAGECounts](#)

[@everyagecounts](#)

[everyagecounts](#)

[everyagecounts](#)



## Membership Agreement – EveryAGE Counts Coalition

The EveryAGE Counts Coalition [the Coalition] is the formal alliance of organisations and individuals who have agreed to actively support and participate in the EveryAGE Counts Campaign.

As a member of the Coalition, you understand the goals and values of the campaign and accept, and agree to act upon, the campaign pledge:

*"I/we stand for a world without ageism where all people of all ages are valued and respected and their contributions are acknowledged. I/we commit to speak out and take action to ensure older people can participate on equal terms with others in all aspects of life."*

Please complete the details below and return by email to [info@everyagecounts.org.au](mailto:info@everyagecounts.org.au)

<b>Name of organisation</b>	
<b>Registered postal address</b>	
<b>Senior Signatory</b>  <b>Name:</b> <b>Title/role:</b> <b>Phone:</b> <b>Email:</b>	
<b>Main contact person in your organisation for EveryAGE Counts</b>  <b>Name:</b> <b>Title/role:</b> <b>Phone:</b> <b>Email:</b>	
<b>Communications Representative</b>  <b>Name:</b> <b>Title/role:</b> <b>Phone:</b> <b>Email:</b>	

**Signed by [name]:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_