



**MINUTES
OF THE
ORDINARY MEETING
OF COUNCIL
HELD ON
THURSDAY 20 July 2023**

**Council Chambers
Honour Avenue
Wyalkatchem**

**Commencement: 3:30pm
Closure: 4:24pm**

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 21 July 2023.



Claire Trenorden

Acting Chief Executive Officer

DISCLAIMER

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

DISCLOSURE OF INTEREST

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

Financial Interest:

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

Proximity Interest:

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

Impartiality Interest:

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

Disclosing an Interest:

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

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

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1. DECLARATION OF OPENING

Shire President, Cr Davies, declared the meeting open at 3:30pm.

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 3:30pm.

There weren't any members of the public.

2.3. Declaration of Public Question Time closed

Public Question Time closed at 3:30pm.

3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

3.1. Attendance

Members:	Cr. Quentin Davies	Shire President
	Cr. Owen Garner	Deputy president
	Cr. Emma Holdsworth	
	Cr. Mischa Stratford	
	Cr. Christy Petchell	
	Cr Steve Gamble	

Staff:	Claire Trenorden	Manager of Corporate Services
	Stephanie Elvidge	Governance Executive Officer

Visitors: Nil

3.2. Apologies

Cr Christopher Loton

3.3. Approved Leave of Absence

Peter Klein, Chief Executive Officer

Terry Delane, Manager of Works

3.4. Applications for Leave of Absence

Nil

4. OBITUARIES

Nil Comment

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 – 15 June 2023

Minutes of the Shire of Wyalkatchem Ordinary Meeting of Council held on Thursday 15 June 2023 (Attachment 7.1.1)

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(72/2023) Moved: Cr Stratford Seconded: Cr Holdsworth

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 15 June 2023 (Attachment 7.1.1) be confirmed as a true and correct record.

CARRIED 6/0

7.1.2. Special Meeting of Council – 29 June 2023

Minutes of the Shire of Wyalkatchem Special Meeting of Council held on Thursday 29 June 2023 (Attachment 7.1.2)

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(73/2023) Moved: Cr Garner Seconded: Cr Stratford

That the minutes of the Shire of Wyalkatchem Special Meeting of Council of Thursday 29 June 2023 (Attachment 7.1.2) be confirmed as a true and correct record.

CARRIED 6/0

7.2. Receipt of Minutes

7.2.1. NEWROC Council Meeting – 27 June 2023

Minutes of the Shire of the NEWROC Council Meeting held on Tuesday 27 June 2023 (Attachment 7.2.1).

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(74/2023) Moved: Cr Petchell Seconded: Cr Stratford

That the minutes of the NEWROC Council Meeting held on Tuesday 27 June 2023 (Attachment 7.2.1) be received.

CARRIED 6/0

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Cr Davies shared that he, Peter (CEO), Shire of Koorda, Dr Emmanuel and Dr Michael had had several meetings to ensure the continuance of the Medical Centre with a resident Doctor.

Further meetings were held with WACHS to discuss the Hospital and the need for a Director of Nursing to be on site. Meetings will continue to address the issues and ensure the Medical Centre and Hospital operations continue.

Peter Klein held a budget overview meeting which was not very well attended. Those that did attend fed back that they learnt a lot and that it was really beneficial. Excerpts will be in the Wylie Weekly and you are welcome to request a copy of the presentation or to talk it through with Peter.

WALGA visited to discuss procurement processes and other business. The meeting was very informative and thank you to Cr Stratford and Cr Petchell for attending.

Road closures will be in place at the end of the month in order to clear the verge on the Tammin – Wyalkatchem Rd. Further information will be provided and diversions will be signposted.

Cr Davies will be attending a Regional Bank Public Hearing in Beverly on the 16 August. NEWROC have registered submissions re the closing of regional banking facilities.

Cr Davies will be in Tambar on 6 December to meet with the Minister and Livestock Sheep Collective to discuss the proposals to ban live export.

Cr Davies noted Cr Gambles decision to not re nominate for this years Council elections. Cr Davies congratulated and thanked Cr Gamble for serving 8 years on Council and his dedication to the Community.

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

10.REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. ACCOUNTS FOR PAYMENT – JUNE 2023

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	05 July 2023
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 2023

SUMMARY

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

BACKGROUND

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

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

COMMENT

The payment listing for June 2023 is presented to Council for endorsement.

Bank Account	Payment Type	Last Number	First Number in the report
Municipal and Trust	EFT	EFT 2893	EFT 2787
DD	DD	DD 2743	DD 2677.1

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 2022/2023 Annual Budget.

COMMUNITY and STRATEGIC OBJECTIVES

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

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

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(75/2023) Moved: Cr Petchell

Seconded: Cr Gamble

That Council endorse the total payments for the month of June 2023 being \$588,169.76 which comprised of:

- 1. Electronic Funds Transfer (EFT) payments from the Municipal Fund totalling \$546,317.53;*
- 2. Direct Debit (DD) payments from the Municipal Fund totalling \$41,852.23.*

CARRIED 6/0

10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARD – MAY 2023

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	05 July 2023
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 Card – May 2023

BACKGROUND

Council governance procedures require 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 the 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 FY22/23 Annual Budget.

COMMUNITY & STRATEGIC OBJECTIVES

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

Goal - Transparent, accountable and effective governance.

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(76/2023) Moved: Cr Gamble

Seconded: Cr Garner

That Council endorses credit card payments for the period 29th April to 29 May 2023 totalling \$239.72 (refer to attachment 10.1.2).

CARRIED 6/0

10.1.3. MONTHLY FINANCIAL REPORT – JUNE 2023

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 June 2023
Reporting Officer:	Claire Trenorden, Manager of Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	25.08
Attachment Reference:	Attachment 10.1.3 – Monthly Financial Report June 2023

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 of 10% or \$10,000 whichever is the greater.

COMMENT

The attached reports include:

- 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 2023 is \$5,828,134;

- cash available is made up of unrestricted cash \$2,597,828 (44.57%) and
- restricted cash \$3,230,306 (55.43%).

Rates Debtors balance as at 30 June 2023 is \$54,449 and Rates Notices for 2022-23 were issued in August 2022. Rates collected as at end of June 2023 was \$1,392,604 - 96%.

June 2023: Operating Revenue – Operating revenue of \$4,760,614 is made up of Rates - 30%, Grants - 62%, Fees and Charges - 5%, Interest earnings – 3% and other – 0%.

Operating Expenses – Operating expenses of \$4,450,926 is made of Employee Costs – 31%, Materials and Contracts – 28%, Depreciation – 32%, Insurance – 4% and Utility – 4% and Other Charges – 1%.

COMMUNITY and STRATEGIC OBJECTIVES

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

Goal: Transparent, accountable and effective governance.

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

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(77/2023) Moved: Cr Holdsworth

Seconded: Cr Garner

That Council accepts the Statements of Financial Activity for the month ending 30 June 2023 (refer attachment 10.1.3.)

CARRIED 6/0

10.2. GOVERNANCE AND COMPLIANCE

10.2.1. CHIEF EXECUTIVE OFFICER'S REPORT – JUNE/JULY 2023

Applicant:	Shire of Wyalkatchem
Date:	12 July 2023
Reporting Officer:	Peter Klein, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

SUMMARY

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

COMMENT

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

- NEWROC Council meeting, Koorda
- Geoff Swann re gravel supply
- Nikki Hawser & Craig Cooper re aged care services
- WALGA Waste Officers Advisory Group meeting
- Lisa Lough – Markyt Community Scorecard
- Rodeo Organising Committee meeting
- Chris Gilmour – LGIS
- Dr Emmanuel Awogun re sustaining GP services
- Michelle & Stephen Crute
- Tony Brown & Sara Monteleone (WALGA)
- Jacinta Herbert Regional Operations Manager WACHS re hospital management

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

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(78/2023) Moved: Cr Stratford

Seconded: Cr Holdsworth

That Council accepts the Chief Executive Officer’s report.

CARRIED 6/0

10.2.2. PROPERTY LEASE – BOTTOM DEPOT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 July 2023
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 – Valuation of Expressions of Interest - Confidential

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(79/2023) Moved: Cr Holdsworth

Seconded: Cr Gamble

That Council offer Lot 210 Wilson St (the ‘Bottom Depot’) for lease to Elders Rural Services Australia Limited, for a term of two years, a rental of \$6,000/annum and subject to them maintaining property and public liability insurances, paying for all utilities and committing to using their best endeavours to contain all used chemical containers within the shed confines.

CARRIED 6/0

DISCUSSION

The Bottom Depot is located at 73 Wilson St and was valued by Urban & Rural Valuations in February 2022.

For the purpose of this valuation the property was deemed to comprise a site area of 1,657m² and Improvements of:

- Shed - Steel frame and iron clad circa 350 sqm
- Detached toilet (inclusive of wash basin)
- Hardstand
- Security mesh fence (3 sides)
- Corrugated iron fence (1 side)

The dongar which is attached to power & water was excluded from this valuation as it was to be relocated to establish an office at the new depot. This dongar was ultimately, not relocated and consequently the value of this property will today be \$3,000 to \$5,000 higher than that specified in the valuation report due to the combined effect of changes to land valuations and the additional value of the dongar.

For the purpose of determining a rental valuation it is therefore assumed the property has a sale value as \$40,000 and a rental value of approximately \$6,000/annum (exclusive of GST) as of 10 May 2023.

The site has been assessed internally for environmental damage and no suspicion of damage was found to exist.

The site is zoned residential but as its current use is non-conforming it may continue to be used for the storage of equipment subject to its future use not detracting from the amenity of the area.

The permitted purpose, to be stated in the lease document, will be – The site may be used for the incidental storage of plant and equipment subject to there being no adverse impact on the quiet enjoyment and wellbeing of residents living in the vicinity of the site. The Tenant or its associates must not over-night in the dongar at any time.

The sale of the site has not been recommended as serviced residential blocks are in short supply and might one day provide a greater service to the Council and community by being deployed for residential development.

STATUTORY ENVIRONMENT

The *Local Government Act (1995)*, clause 3.58 makes prescription regarding the methods to determine the valuation of property leased by a local government. In presenting a valuation for this property the Council has relied on Clause 3.58(4)(c)(ii).

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Subject to the EOI outcome, some lease revenue may need to be reported.

COMMUNITY & STRATEGIC OBJECTIVES

This initiative promotes the following Strategic Community Plan objectives;

Goal No.	Action No.	Actions
5 - Growth in business opportunity	5.2	Support new industry while encouraging the growth in local businesses.
10 – transparent accountable & effective governance	10.1	A well-informed Council makes decisions that benefit the community.

10.3. WORKS AND SERVICES

10.3.1. MANAGER OF WORKS OFFICER'S REPORT 8 JUNE – 1 JULY 2023

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	01 June 2023
Reporting Officer:	Terry Delane – Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Reports available on request

BACKGROUND

To inform Council of the activities of the works and services team during the period prior to the 1 July 2023.

COMMENT

INCIDENTS

1. Grader clipped trailer in Petchell's holding yard. Minor damage
2. Vandalism at public toilets.

ROADS – MAJOR PROJECTS

- **Black Spot Projects (BSP)**
- MRWA Safety Audit attached. Most of the commentary is around removing vegetation to improve sight lines, shifting or installing the give way lines, some culvert work, improved signage and shifting the intersection of Benji Hindmarsh North westwards.
- The Shire roads crew is identifying a number of "mini black spots" around the Shire that cannot attract stand-alone funding, but will be recommended for work either out of the existing budget or using R2R funding.

ROAD MAINTENANCE PROGRAM

1. Grading ongoing. Effectively finished in the southern sections and are currently working in the East Nalkain and West Cowcoving areas.
2. Re-sheeting, wash outs and culvert / floodway repairs have commenced and going forward will be done as the grading is done.
3. Verge widening has been extremely successful in some parts and problematic in others. Some narrower roads have ended up with some vegetation spill over onto fence lines and some minor damage to plant.
4. Subcontracted verge work has worked well – The total costs per km will be determined once the final work is completed and costs are known. Roads treated include Davies Sth, Benji Hindmarsh, Macpherson, Ross, Thiel, and currently Tammin and Nembudding Sth Roads.

PARKS / TOWN SERVICES CREW

- Focus on rodeo preparation and camping grounds, making fire pits and fire wood manufacture.
- Light pole has been removed.

- Irrigation controller relocated to store room.
- Arena pegged out.
- Weed control and storm clean up to resume mid-July.

GRACE ST DEPOT

- Storage upgraded.
- Last pallet rack installed.
- Lean too in progress.

ASHELFORD PARK

- Some earthworks done to rip, level and import soil to the area.
- Irrigation conduits to be installed 2nd week July.

WYLIE WATERPROOFING - NATIONAL GRID CONNECTION PROJECT

- Power now connected, however unable to commission the system due to 3-way conflicts and requirements between Water Corp, Western Power and the Health Dept.
- I have suggested cordoning off the entire rec reserve precinct to all persons to enable commissioning and testing during daylight hours.

RUBBISH TIP

- Some new fencing and signage planned for coming weeks.

VEHICLE/PLANT

1. Further trouble with the 6-wheeler tipper with the emissions burn off mechanism not working properly; recommended by MM to go to their workshop to fix.
2. Problem with the information / alerts screen in the Liebherr. The screen is blank and needs replacing. Liebherr are booked in to replace.
3. Skid Steer has been delivered and predelivery / induction conducted by Westrac. Machine looks great and purrs like a CAT.

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
Our built environment responds to the accessibility and connectivity needs of all.	8.1	Improving safety on road, cycle and footpath networks
	8.2	Developing and planning community infrastructure to improve use and 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

(80/2023) Moved: Cr Stratford

Seconded: Cr Petchell

That Council accepts the Manager of Works Officer’s report.

CARRIED 6/0

10.4. PLANNING AND BUILDING

No update required.

11.MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

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

Nil

14.MATTERS BEHIND CLOSED DOORS

Nil

15.INFORMATION BULLETIN

15.1. Information Bulletin

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

15.2. Business Arising from the Information Bulletin

16.CLOSURE OF THE MEETING

There being no further business to discuss, the Chairperson thanked everyone for their attendance and closed the meeting at 4:24pm.