



AGENDA

Public

ORDINARY COUNCIL MEETING



16 November 2023

Commencing at 4:00pm in the
Shire of Wyalkatchem Council Chambers
27 Flint Street, Wyalkatchem

NOTICE OF COUNCIL MEETING

The next Ordinary Meeting of the Wyalkatchem Shire Council will be held on Thursday 16 November 2023 in the Council Chambers, 27 Flint Street Wyalkatchem, commencing at 4:00pm.

An Agenda for this meeting will be made available from the Shire Administration Office and on our website www.wyalkatchem.wa.gov.au

ORDER OF EVENTS

Thursday, 16 November 2023

4:00pm

**Ordinary Meeting of Council
followed by workshop and refreshments.**

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

Claire Trenorden

MANAGER OF CORPORATE SERVICES

DISCLAIMER

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

DISCLOSURE OF INTEREST

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

Financial Interest:

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

Proximity Interest:

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

Impartiality Interest:

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

Disclosing an Interest:

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

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

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1. DECLARATION OF OPENING

2. PUBLIC QUESTION TIME

2.1. Response to Public Questions Previously Taken on Notice

2.2. Declaration of Public Question Time opened

2.3. Declaration of Public Question Time closed

3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

3.1. Attendance

3.2. Apologies

3.3. Approved Leave of Absence

3.4. Applications for Leave of Absence

4. OBITUARIES

5. PETITIONS, DEPUTATIONS, PRESENTATIONS

5.1. Petitions

5.2. Deputations

5.3. Presentations

6. DECLARATIONS OF INTEREST

6.1. Financial and Proximity Interest

6.2. Impartiality Interests

7. CONFIRMATION AND RECEIPT OF MINUTES

7.1. Confirmation of Minutes

7.1.1. Ordinary Meeting of Council – 19 October 2023

Minutes of the Shire of Wyalkatchem Ordinary Meeting of Council held on Thursday 19 October 2023 ([Attachment 7.1.1](#))

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 19 October 2023 (Attachment 7.1.1) be confirmed as a true and correct record.

7.1.2. Special Meeting of Council – 25 October 2023

Minutes of the Shire of Wyalkatchem Ordinary Meeting of Council held on Wednesday 25 October 2023 ([Attachment 7.1.2](#))

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem Special Meeting of Council of Wednesday 25 October 2023 (Attachment 7.1.2) be confirmed as a true and correct Record.

7.1.3. Audit and Risk Committee Meeting – 17 August 2023

Minutes of the Shire of Wyalkatchem’s Audit and Risk Committee Meeting held on the 17 August 2023 ([Attachment 7.1.3](#))

OFFICER RECOMMENDATION:

That the minutes of the Wyalkatchem Audit and Risk Committee Meeting held on the 17 August 2023 (Attachment 7.1.3) be received.

7.2. Receipt of Minutes

7.2.1. NEWROC Council Meeting – 31 October 2023

Minutes of the Shire of the NEWROC Council Meeting held on Tuesday 31 October 2023 ([Attachment 7.2.1](#)).

OFFICER RECOMMENDATION:

That the minutes of the NEWROC Council Meeting held on Tuesday 31 October 2023 (Attachment 7.2.1) be received.

7.2.2. NEWTRAVEL Annual General Meeting – 26 October 2023

Minutes of the NEWTRAVEL General Meeting held on Thursday 26 October 2023 ([Attachment 7.2.2](#)).

OFFICER RECOMMENDATION:

That the minutes of the NEWTRAVEL General Meeting held on Thursday 26 October 2023 (Attachment 7.2.2) be received.

7.2.3. NEWTRAVEL General Meeting – 31 October 2023

Minutes of the NEWTRAVEL General Meeting held on Thursday 31 October 2023 ([Attachment 7.2.3](#)).

OFFICER RECOMMENDATION:

That the minutes of the NEWTRAVEL General Meeting held on Thursday 31 October 2023 (Attachment 7.2.3) be received.

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

10. REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. ACCOUNTS FOR PAYMENT – OCTOBER 2023

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	07 November 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 – October 2023

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse the total payments for the month of October 2023 being \$203,844.70 which comprised of:

1. Electronic Funds Transfer (EFT) payments from the Municipal Fund totalling \$161,252.66;
2. Direct Debit (DD) payments from the Municipal Fund totalling \$42,592.04.

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 October 2023 is presented to Council for endorsement.

Bank Account	Payment Type	Last Number	First Number in the report
Municipal and Trust	EFT	EFT 3114	EFT 3068
DD	DD	DD 2883.11	DD 2863.1

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 2023/2024 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

10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARD – SEPTEMBER 2023

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	07 November 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 – September 2023

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council endorses credit card payments for the period 29 August 2023 to 28 September 2023 totalling \$4,396.54 (refer to attachment 10.1.2).

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.

10.1.3. MONTHLY FINANCIAL REPORT – OCTOBER 2023

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	08 November 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 October 2023

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Statements of Financial Activity for the month ending 31 October 2023 (refer attachment 10.1.3).

BACKGROUND

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

Council has adopted a material variance of 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 31 October 2023 is \$6,100,875;

- cash available is made up of unrestricted cash \$2,870,569 (47.05%) and
- restricted cash \$3,230,306 (52.95%).

Rates Debtors balance as at 31 October 2023 is \$320,449 and Rates Notices for 2022-23 were issued in July 2023. Rates collected as at end of October 2023 was \$1,193,927 - 79%.

October 2023: Operating Revenue – Operating revenue of \$1,807,559 is made up of Rates - 80%, Grants - 10%, Fees and Charges - 10%, Interest earnings – 0% and other – 0%.

Operating Expenses – Operating expenses of \$1,229,501 is made of Employee Costs – 38%, Materials and Contracts – 45%, Depreciation – 0%, Insurance – 14% and Utility – 3% and Other Charges – 0%.

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.

10.2. GOVERNANCE AND COMPLIANCE

10.2.1. CHIEF EXECUTIVE OFFICER'S REPORT – OCTOBER / NOVEMBER 2023

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	08 November 2023
Reporting Officer:	Peter Klein, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Chief Executive Officer's report.

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 scheduled to attend the following substantial meetings and events to progress community and Council's interests;

- NEWROC Council meeting, Mukinbudin
- NEWROC re Place Based Capital Program
- Paul Godfrey – Town & Country Asbestos Removal
- Josh Kirk, Greenfields Consulting re airport resurfacing
- Stephanie Brown – re family day care services
- Shauna Wells - re family day care services
- Craig Cooper re aged care services
- Nathan Gough – contract Building Inspector re 13 Piesse St
- Adam Watts – McLeods Lawyers re unpaid rates
- Doug Reynolds – Ampol re demolition of fuel depot
- Dr Emmanuel Awogun, Jannah Stratford & Quentin Davies re GP service

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

10.2.2. CHIEF EXECUTIVE OFFICER RECRUITMENT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	08 November 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 – CEO Recruitment Terms of Reference

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council approves the attached Terms of Reference for the CEO Selection Committee.

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

1. *That Council approves the establishment of a CEO Selection Committee, notes that standing orders will apply to the conduct of Committee meetings and appoints all Elected Members onto this Committee.*
2. *That Council delegate the following responsibilities to the CEO Selection Committee;*
 - a) *Appointment of a professional recruitment consultant;*
 - b) *Recruitment of an independent member to the committee;*
 - c) *Approval of the position description, selection criteria & remuneration package;*
 - d) *Establishment of contract terms for appointment of the CEO;*
 - e) *Conducting and reporting on interviews and for overseeing agreed due diligence processes;*
 - f) *Responsibility for recommending to Council the appointment of their preferred candidate and the terms and conditions of their appointment.*
 - g) *The Committee may recommend to Council that no candidate be appointed and if so, the position will be readvertised and the processes repeated.*

DISCUSSION

The Shire of Wyalkatchem has adopted the model standards, endorsed by Government, for the recruitment, selection, performance management and termination of a local government CEO.

The Shire of Wyalkatchem's CEO has resigned and will complete his notice period on 1 December 2023. Council is therefore required to undertake a recruitment process and this process is required to comply with the adopted model standards.

The *Local Government Act 1995* (the Act) provides the Council with the authority to form a committee that involves an independent person (s5.8 & s5.9(2)(d)) and s5.17(1)(c) enables the Council to delegate any of its powers or duties that are necessary or convenient for the proper management of an event, such as the selection of a CEO.

STATUTORY ENVIRONMENT

The *Local Government Act (1995)*, as referenced above provides the Council with the authority necessary to for the Committee and to delegate its responsibilities.

POLICY IMPLICATIONS

The draft Terms of Reference draw on the model standards, for the recruitment of a CEO that have been adopted by Council.

FINANCIAL IMPLICATIONS

CEO recruitment expenses are unbudgeted and will need to be addressed during the mid-year budget review.

COMMUNITY & STRATEGIC OBJECTIVES

This initiative promotes the following Strategic Community Plan objectives;

Goal No.	Action No.	Actions
10 – transparent accountable & effective governance	10.1	A well-informed Council makes decisions that benefit the community.

10.2.3. REGIONAL LANDFILL

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	08 November 2023
Reporting Officer:	Peter Klein, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 10.2.3 – Draft Letter of Council Endorsement

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse an application by NEWROC to the Federal Government's Regional Precincts and Partnership Program to;

- a) Investigate and determine a preferred regional landfill site;*
- b) Deliver a masterplan for the preferred site;*
- c) Undertake studies and obtain approval from relevant authorities for site operation as a landfill;*
- d) Design & cost transfer stations for each participating NEWROC shire;*
- e) Develop a detailed business case to underpin individual council decisions regarding their future commitments to this project and to support future grant applications for physical project delivery.*
- f) Design & implement a consultation and communications plan to satisfy the information needs of both community & potential funding partners;*

DISCUSSION

The North Eastern Wheatbelt Regional Organisation of Councils (the NEWROC) previously engaged ASK Waste Management (ASK) to assess their current facilities and regional situation and develop achievable concepts and strategies to improve waste management across the region.

Within the NEWROC region, there are nine operating landfills and while each of them is registered, only Dowerin's landfill is gated and manned.

Common challenges seen at these facilities include;

- commercial waste being dumped (sometimes illegally), non-residents depositing waste at the sites, and maintaining site compliance.
- The uncontrolled disposal of waste at all the NEWROC sites also means that there are no gate fees being recovered.
- Currently residential rates are subsidising commercial waste disposal from businesses, organisations and State departments located in the region.
- Without any monitoring, there is also no way to collect data or be sure of exactly what kinds of waste are being deposited.
- Potential environmental risks of unmonitored landfills include air pollution, groundwater contamination and public health issues, for example contact with hazardous substances or disease spread through live-in rodents and other animal vectors.
- It is also possible that waste generated in Shires close to the NEWROC are transported to the NEWROC landfills to avoid paying gate fees elsewhere.

As per DWER policy and in alignment with the NEWROC objective to solve problems as a collective, NEWROC has been exploring scenarios to aggregate landfills to create a regional solution that results in less but larger and more efficiently run landfills.

Progress in recent times has been hampered by competing priorities, our inability to agree on a regional landfill site and funding constraints.

This matter was discussed during the recent NEWROC meeting in Bencubbin and it was resolved to explore making a funding application to the Federal Government’s recently released Regional Precincts and Partnership Program. This project appears to meet the Program’s objectives which are to;

- facilitate place-based approaches to planning, characterised by collaborative partnerships,
- engaging in shared design, stewardship and accountability of planned outcomes,
- provide targeted benefits related to productivity, equity and resilience for the people of regional, rural or remote Australia,
- support community priorities for rural or remote centres and areas, and
- reflect the Government’s approach to regional investment as outlined under the Regional Investment Framework.

To be successful the submission to the funds needs to be endorsed by each of NEWROC’s member councils.

It is intended that the preparation of a funding application submission be approved during NEWROC’s next scheduled meeting on 28 November 2023.

STATUTORY ENVIRONMENT

DWER are the custodians of standards for the management of landfills in WA. A regional landfill will reduce the Council’s risk of failing a landfill compliance test.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

No matching contribution from applicants is necessary under the *Federal Government’s Regional Precincts and Partnership Program*.

COMMUNITY & STRATEGIC OBJECTIVES

This initiative promotes the following Strategic Community Plan objectives;

Goal No.	Action No.	Actions
Goal 9. Sustainable management of resources.	3.1.1.5	Providing effective & efficient waste management services; and Maintain built assets in a manner consistent with asset service expectations

10.2.4. NEWTRAVEL – ADDITIONAL FUNDING SUPPORT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	08 November 2023
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 10.2.4.1 – NEWTRAVEL Events Support Proposal Attachment 10.2.4.2 – 2023-2024 NEWTRAVEL Marketing

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council agree to support the NEWTRAVEL Events Support Proposal (see attachment 10.2.4.1 at an additional financial contribution of:

- 1) 2023-2024: \$470.00 per NEWTRAVEL Member Council*
- 2) 2024-2025: \$705.00 per NEWTRAVEL Member Council*

BACKGROUND

NEWTRAVEL has been working diligently to bring positive tourism initiatives and marketing of our region through various projects and activities. In May of this year, NEWTRAVEL shared financial commitments and plans for the 2023-2024 financial year with your Council.

COMMENT

NEWTRAVEL is pleased to inform you of the outcomes of the recent Annual General Meeting, during which the 2023-2024 Council Membership Fees and Financial Contributions were finalised and will remain the same as previously projected - the total Council contribution for the year would be \$7,900.00 (attachment 10.2.4.2)

NEWTRAVEL has secured external grant funding for an Events Support Project, an exciting endeavour that will greatly benefit our communities and events tourism in the region. The grant amounts to \$69,200.00, which is undoubtedly good news, however, it falls short by \$20,000 in comparison to the initial application to ensure the successful execution of this project.

Over the past few months, NEWTRAVEL has been exploring alternative avenues to bridge this financial gap. In the attached project proposal (attachment 10.2.4.1) you will find the comprehensive plan.

NEWTRAVEL kindly requests additional financial assistance from member Councils to cover the travel costs outlined in the project budget over the course of the 18-month project. This commitment would require each Council to allocate a total of \$1,175.00 to support NEWTRAVEL in achieving the project's goals by June 30, 2025.

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

By entering into the agreement, the Shire will be committing to a two-year contribution of \$1,175.00.

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: Transparent, accountable and effective governance and community and customer service focus

Outcome	Action No.	Actions
High quality corporate governance, accountability & compliance.	4.1.1.3	Workplace safety is proactively managed and demonstrates our care for each other & community
Community is engaged in the direction & decisions of Council.	4.2	Effective communication & engagement with the community, including local groups and organisations

10.2.5. APPOINTMENT OF MEMBERS TO COUNCIL COMMITTEES

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 November 2023
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 10.2.5 – ARC Terms of Reference

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

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

BACKGROUND

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

In accordance with sections 5.8, 5.9 and 5.10 of the *Local Government Act 1995* Council has formally established just one committee, the Audit and Risk Management Committee (ARC). The terms of reference for this committee are attached.

The tenure of members of Council Committees expired on the date of the Local Government Election.

Under the Committee's terms of reference, membership must comprise at least three members and the majority of them are to be Councillors. It is expected that legislative changes will be made in 2024 which will require an independent member to be appointed to this committee.

Previously, Council has appointed all elected members to the Audit and Risk Management Committee and it is recommended that this practice continue.

Purpose:	The objective of the ARC is to oversee the annual external audit and liaise with the Shire's auditor on their findings.
Meeting Frequency:	Quarterly
Next Meeting:	21 December 2023
Current Meeting Day:	Thursday
Current Representatives:	All Elected Members

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

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

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

10.2.6. APPOINTMENT OF MEMBERS TO ADVISORY COMMITTEES

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 November 2023
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 10.2.6 – LEMC Terms of Reference

VOTING REQUIREMENT

Absolute Majority

OFFICER’S RECOMMENDATION

That Council:

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

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

3. *Appoint representatives from emergency and community organisations as per the Terms of Reference, attachment 10.2.5*

BACKGROUND

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

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

COMMENT

Local Emergency Management Committee (LEMC):

Purpose	This committee is made up of Hazard Management Agencies (HMA’s), operational and combat agencies. While LEMC is a non-operational committee, if requested by the HMA members may become an Incident Support Group (ISG) to assist in an incident. This Committee is also to assist in the development of the local government’s emergency plans and procedures
Meeting Frequency	Minimum of twice/ year.
Next Meeting	6 March 2024
Current Meeting Day	Wednesday
Current Council Representatives:	Shire President Chief Executive Officer Governance and Emergency Officer

Term of Reference	As attached
Officers Comment	Term of reference developed 2021 – to revisit and update at the next meeting.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

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

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

10.2.7. DELEGATES TO EXTERNAL COMMITTEES

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 November 2023
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council appoint the following delegates:

- Northam District Operational Advisory Committee.
 - *Delegate 1: Chief Bush Fire Control Officer (primary)*
 - *Delegate 2: Fire Control Officer (primary)*
 - *Delegate 3 (Proxy): Cr _____ (alternate)*
 - *Delegate 4 (Proxy): Chief Executive Officer (alternate)*
- *Pioneers Pathway Advisory Committee*
 - *Delegate 1: Cr _____*
 - *Delegate 2 (Proxy): Governance Executive Officer*
- *NEWTravel*
 - *Delegate 1: Cr _____*
 - *Delegate 2 (Proxy): Governance Executive Officer*
- *Development Assessment Panel*
 - *Delegate 1: Shire President (primary)*
 - *Delegate 2: Cr _____ (primary)*
 - *Delegate 3 (Proxy): Cr _____ (alternate)*
 - *Delegate 4 (Proxy): Cr _____ (alternate)*

SUMMARY

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

BACKGROUND

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

These committees are independent of Council.

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

Committee Name:	Northam District Operational Advisory Committee. Previously known as: Great Eastern District Operations Advisory Committee (DOAC)
Purpose:	To represent and protect the interests of the Local Governments, Volunteer Advisory Bush Fire Brigade Committees and Volunteers within those Local Governments. As a representative committee, provide advice, direction and develop recommendations for fire management in the functional areas of Equipment, Training, Prevention, and Operational Preparation and Response.
Meeting Frequency:	At least two (2) meetings per year
Next Meeting:	To be confirmed
Current Meeting Day:	Non allocated
Meeting Location:	Generally, Northam.
Current Council Representatives:	Chief Bush Fire Control Officer or Deputy Chief Bush Fire Control Officer Chief Executive Officer
Comments	The committees term of reference states the following; The Chief Bush Fire Control Officer or Fire Control Officer and Shire CEO or delegate from each Local Government shall have voting rights.

Committee Name:	Pioneers Pathway Advisory Committee
Purpose:	Comprising of six local government authorities working collaboratively developing tourism in the region by promoting a self-drive trail from Perth reminiscing the path of Pioneers' during the gold rush in eastern goldfields.
Meeting Frequency:	Quarterly
Next Meeting:	December 2023
Current Meeting Day:	Thursday
Meeting Location:	Various locations rotated between Members Council.
Current Council Representatives:	Governance Executive Officer and Community Development Officer

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

Committee Name:	Development Assessment Panel
Purpose:	Council is required to nominated two primary and two alternate members to its Local Development Assessment Panel, however the likelihood of it meeting is remote (considers applications over \$2M).
Meeting Frequency:	N/A
Next Meeting:	N/A
Current Meeting Day:	N/A
Meeting Location:	Wyalkatchem
Current Council Representatives:	Nil

COMMENT

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

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

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

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

10.2.8. REPRESENTATIVES TO COMMUNITY BASED COMMITTEES OR GROUPS

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	18 October 2023
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

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

- *Friends of the Cemetery*
 - *Manager of Works*
 - *Works Administration Officer*

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

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

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

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

SUMMARY

To appoint Council representatives to various community-based committees and groups.

BACKGROUND

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

In the past Council has had representation to the community committees and groups:

Council representatives are not appointed as a delegate. Voting rights will be determined by the individual group or committee. The intent of attending these meetings is to act as a liaison between the community and the Shire.

COMMENT

The following is a list of community groups and representation

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

Previously the Senior Citizen Home Trust constitution included a Shire representative as a committee member. It is understood that the new constitution excludes this requirement.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

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

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

10.3. WORKS AND SERVICES

10.3.1. MANAGER OF WORKS OFFICER'S REPORT OCTOBER / NOVEMBER 2023

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	11 October 2023
Reporting Officer:	Terry Delane, Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

BACKGROUND

To inform Council of the activities of the works and services team during the period prior to the 9 November 2023.

COMMENT

BLACK SPOT PROJECTS

- A meeting has been requested with Gren Putland, Project Manager from MRWA for the next week or so to discuss operations strategy and Shire involvement in the project.

ROAD MAINTENANCE PROGRAM

- Sheeting is in progress on Benjaberring - Hindmarsh Rd.
- Gravel production completed on Ewen Dickson's and Graham Dickson's properties.
- Yorkrakine West Rd floodway works are scheduled for the week of 12th Nov.
- Short term look-ahead is to sheet sections of Tilbrook, Hammond Rd and Bookham Rd.

ROADS: REGIONAL ROAD GROUP

- RRG meeting 14th November. (Zoom)
- Culvert works have been completed Wylie North Rd on both Stage 1 and Stage 2.
- Cunderdin Rd is in poor condition and I will be discussing options with RRG.

ROAD 2 RECOVERY

- Some sheeting works and culvert / floodway upgrades are being funded by R2R. (Claire is collating)
- Cemetery Road options to be tabled.

PARKS & GARDENS - TOWN SERVICES

Ashelford Park

- Concrete works completed.
- Gazebo screens delayed.
- Ken fitting seating next week.
- Next stages are to install reticulation and soil products.

- Greenstock planting to be postponed to March 2024.

New Footpath

- The proposed footpath from the Hotel corner to the Town Hall is being revisited.
- Level problems with services may make concrete boxing out too risky, so an asphalt path is being priced.

Recreation Reserve

- Oval is looking good after the renovations.
- Cricket wicket preparation for the last game was done under Jen's supervision with outstanding results.
- West Yorkie Cricket Club investigating the cost of erecting a Club sign on outer side.
- I suggest removing the Dowerin / Wylie sign from the scoreboard. Replacement to be discussed.

Cemetery

- Maintenance on going with the Work Camp assisting when resources permit.
- Gabion seats being trialled this week. Thanks to Cardiff Pastoral for donating the rocks.

Swimming Pool

- Reticulation rewired.
- Mower repaired.
- Pump room roof fascia repaired.
- Now open.

Buildings

- Asbestos fence replacement program started (Wilson St).
- Modifications to the Town Hall in progress in preparation for the Arts event.

WYLIE WATERPROOFING - NATIONAL GRID CONNECTION PROJECT

- Pricing request from Dept of Water for clearing the catchment for the Railway Dam.

AIRSTRIPE RESEALING

- Project completed.
- Maintenance rolling scheduled monthly.
- RFDS Operations have now marked the cross strip as available for use.

RUBBISH TIP

- Weekly push ups continue.
- Interim design completed.
- Unauthorised asbestos dumping investigated with no result.
- Authorised contractor has removed visible asbestos to the designated area.
- Remnant asbestos amongst building rubble to be relocated to the pit and backfilled ASAP.
- Demolition waste has been received from the Ampol depot.
- Concrete tank footings have been repurposed as armour rock for Shire roadworks.

HUMAN RESOURCES

- All staff present at work apart from those on Annual Leave.

OH&S

- Compliance testing and tagging done by LGIS.
- Next toolbox meeting scheduled for Friday 17th November.

VEHICLE/PLANT

- Fire truck transmission repairs completed.
- Prime Mover available for use.
- Side tipper trailer available for use. Requires an air valve and hydraulic line.
- Skid steer disposal in progress.
- Water tankers being investigated.

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).

10.4. PLANNING AND BUILDING

Planning approvals issued as per council resolutions.

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

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

14. MATTERS BEHIND CLOSED DOORS

OFFICER'S RECOMMENDATION

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

- b) to deal with matters that relate to the personal affairs of a person;*
- c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;*
- e) (1) information that has a commercial value to a person; or
(11) to deal with a matter that if disclosed, would reveal information about the business, professional, commercial or financial affairs of a person.*

14.1. TEMPORARY CEO CONTRACT - CONFIDENTIAL

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 October 2023
Reporting Officer:	Peter Klein, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 14.1 – Draft Contract Nov'23 – Confidential

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council approves the attached draft contract of employment for the engagement of Stephen Tindale as Acting CEO for the period up until a new fixed-term CEO takes up office.

DISCUSSION

The Council has formally resolved to employ Stephen Tindale as Acting CEO until the recruitment process for a new CEO is complete and the successful candidate arrives in Wyalkatchem to take up their appointment.

Stephen is an experienced local government CEO. He was CEO with the City of Subiaco between 2008 and 2015, Town of Cottesloe from 2002 to 2008 and for the Town of Narrogin from 1993 to 2002.

In the period immediately prior to the arrival of Peter Klein, Stephen was the Acting CEO for the Shire of Wyalkatchem and his contribution during this period was very well regarded.

STATUTORY ENVIRONMENT

The *Local Government Act (1995)*, s5.39C deals with the temporary employment of a CEO and requires a Council to prepare and adopt a policy setting out the process to be followed by the local government in relation to the appointment of a CEO for a period that must not exceed one year.

POLICY IMPLICATIONS

Council's policy 5.17, deals with the appointment of an Acting Chief Executive Officer

FINANCIAL IMPLICATIONS

CEO's salary expenses are budgeted items and the Acting CEO has agreed to be employed on the same terms and conditions.

COMMUNITY & STRATEGIC OBJECTIVES

This initiative promotes the following Strategic Community Plan objectives;

Goal No.	Action No.	Actions
10 – transparent accountable & effective governance	10.1	A well-informed Council makes decisions that benefit the community.

15. DELEGATE REPORTS

15.1. CR PETCHELL

Date:	7 November 2023
Reporting Councillor:	Cr Petchell
Disclosure of Interest:	Nil
File Number:	13.05.01
Attachment Reference:	Nil

MEETINGS / FUNCTIONS ATTENDED

15.1.1. NEWTRAVEL AGM

- Kim Storer has stepped down from Chair. Stacy Geier was nominated and elected as Chair.
- Christy Petchell nominated and elected as Deputy Chair.

15.1.2. GENERAL MEETING 26 OCTOBER 2023

- Visitor numbers are up in lots of towns despite the lack of wildflowers.
- New marketing plan presented.
- Reels – if a community member makes a reel on the town they live in or surrounding towns and gets them to Linda and she is happy with them, you can make \$25. This might be a great school holiday activity.
- Success in receiving a grant from ‘Future Drought Fund’s Helping Regional Communities Prepare for Drought – Community Impact Program. This money will be spent on hopefully employing a Project Co-ordinator. As a result of the grant there are leadership courses that will be offered to our region. Would Wyalkatchem be interested in holding the course?

15.1.3. PLACE BASED CAPITAL INCONJUNCTION WITH NEWROC ECONOMIC DEVELOPMENT COMMITTEE (PBC)

- This is our first face to face meeting. We normally meet on online to complete the course. It was also our first-time meeting with the Economic Development Committee.
- PBC – We needed to agree on a project to work on for the next part of our course.
- We brainstormed our skills collectively and looked at what our challenges might be.
- Discussion regarding whether it would be beneficial to work independently on a project within our own towns or to work collectively on a project in our region. We agreed on the latter.
- Phase Two of PBC is ‘Discovery’. The focus is on learning where and how to find the capital.
- *(No formal minutes)*

FUTURE MEETINGS / EVENTS

NEWTRAVEL General Meeting – Thursday 29th of February 2024 in Trayning at 10am.

PBC - ongoing

16. INFORMATION BULLETIN

16.1. Information Bulletin

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

16.2. Business Arising from the Information Bulletin

17. CLOSURE OF THE MEETING



A massive thank you to Men's Shed Ross Crute for remaking the Korrelocking Cemeteries signs and to Rod, Johnathan and Ross for the installation of these signs and the new interpretive sign for Korrelocking Cemetery No 2.

further information to follow in the next Wylie Weekly

NOVEMBER 2023

ATTACHMENTS NOVEMBER 2023

- 1. 7.1.1 OMC Minutes – 19 October 2023**
- 2. 7.1.2 Special Meeting Minutes – 25 October 2023**
- 3. 7.1.3 Special Audit and Risk Committee Minutes – 17 August 2023**
- 4. 7.2.1 NEWROC Council Meeting Minutes – 31 October 2023**
- 5. 7.2.2 NEWTRAVEL AGM Minutes – 26 October 2023**
- 6. 7.2.3 NEWTRAVEL General Meeting Minutes – 26 October 2023**
- 7. 10.1.1 Accounts for Payment – October 2023**
- 8. 10.1.2 Credit Card Declaration – September 2023**
- 9. 10.1.3 Monthly Financial Reports – October 2023**
- 10. 10.2.2 CEO Selection Panel – terms of reference**
- 11. 10.2.3 Draft Letter of Approval re Regional Landfill**
- 12. 10.2.4.1 NEWTRAVEL Events support proposal**
- 13. 10.2.4.2 NEWTRAVEL Marketing**
- 14. 14.1.1.1 Bush Fire Infringement Notice 0152 – Confidential**
- 15. 14.1 Draft Contract November 2023**
- 16. 14.1.3 CEO Performance Review Binder – Confidential**
- 17. 14.1.4.1 CEO Position Description – Confidential**
- 18. 15.1 Status Report October 2023**



**PUBLIC MINUTES
OF THE
ORDINARY MEETING
OF COUNCIL
HELD ON
THURSDAY 19 OCTOBER 2023**

**Council Chambers
Honour Avenue
Wyalkatchem**

Commencement: 4:04pm

Closure: 7:28pm

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 25 October 2023.

Peter Klein
Chief Executive Officer

DISCLAIMER

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

DISCLOSURE OF INTEREST

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

Financial Interest:

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

Proximity Interest:

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

Impartiality Interest:

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

Disclosing an Interest:

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

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

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1. DECLARATION OF OPENING

Shire President, Cr Davies, declared the meeting open at 4:04pm.

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 4:04pm.

There were no questions.

Declaration of Public Question Time closed at 4:05pm

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 Steve Gamble	
	Cr Christopher Loton	
	Cr. Christy Petchell	

Staff:	Peter Klein	Chief Executive Officer
	Stephanie Elvidge	Governance Executive Officer

Visitors:	Nikki Hawser
	Rod Lawson Kerr
	Justin Begley
	Tracy Dickson

3.2. Apologies

Manager of Corporate Services – Claire Trenorden

3.3. Approved Leave of Absence

Manager of Works – Terry Delane

3.4. Applications for Leave of Absence

Nil

4. OBITUARIES

Nil

5. PETITIONS, DEPUTATIONS, PRESENTATIONS

5.1. Petitions

Nil

5.2. Deputations

Nil

5.3. Presentations

Nikki Towell thanked the Shire for the last 3 years support of the Arts Expo and presented the acquisition by Betty Mclean titled 'Back Home in the Bush'. Betty was born in Wyalkatchem.

6. DECLARATIONS OF INTEREST

6.1. Financial and Proximity Interest

Indirect Financial Interest – *Cr Petchell declared an interest in item 10.1.45 Fees and Charges Amendment. Cr Petchell would like to hire the fencing in the near future and she would be paying the price that is being determined today. Cr Petchell will remain in the meeting but not vote on the matter.*

Financial and Proximity Interest – *Cr Garner declared an interest in item 10.4.1 – Development approval, Lot 11641, Nembudding. The proposed development is on Cr Garners land and it will be for his son and daughter in law. Cr Garner will leave the meeting and not vote on the matter.*

6.2. Impartiality Interests

Nil

7. CONFIRMATION AND RECEIPT OF MINUTES

7.1. Confirmation of Minutes

7.1.1. Ordinary Meeting of Council – 21 September 2023

Minutes of the Shire of Wyalkatchem Ordinary Meeting of Council held on Thursday 21 September 2023 (Attachment 7.1.1)

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(107/2023) Moved: Cr Stratford

Seconded: Cr Garner

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 21 September 2023 (Attachment 7.1.1) be confirmed as a true and correct record.

CARRIED 7/0

7.2. Receipt of Minutes

Nil

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Cr Davies commented positively on the level of attendance from Councillors and community and thanked the CRC and Hotel making their premises available for the meetings regarding Aged Care and the MABLE system.

Cr Davies expressed his thanks to Peter Klein for his time in Wyalkatchem as Chief Executive Officer and his enthusiasm in promoting Wyalkatchem via the NEWROC and Zone meetings and his active participation in projects. Cr Davies wished Peter the best of luck in his new role as CEO with the Shire of Katanning.

Cr Davies welcomed the election candidates to the meeting of which there are 7 nominations for 4 seats. He commented that it is a big move to represent the Community on Council and that the successful candidates would be well supported by the Existing Council Members the management team and community.

To the retiring Councillors Cr Davies thanked Cr Gamble and Cr Holdsworth for their eight years of service to the community and their enthusiasm, support and decision making – they have done really well in contributing to making Wyalkatchem a better place.

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

- 9.1. 14.1.1. *BUSH FIRE ACT 1954 - INFRINGEMENT***
- 9.2. 14.1.2. **PROPERTY SUBLEASE – CAFÉ SITE – LOT 17 RAILWAY TERRACE****
- 9.3. 14.1.3. **CEO PERFORMANCE REVIEW AND KPI'S****
- 9.4. 14.1.4. **CEO RECRUITMENT AND OTHER RELEVANT CONSIDERATIONS****

10.REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. ACCOUNTS FOR PAYMENT – SEPTEMBER 2023

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	06 October 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 – September 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 August 2023 is presented to Council for endorsement.

Bank Account	Payment Type	Last Number	First Number in the report
Municipal and Trust	EFT	EFT 3114	EFT 3068
DD	DD	DD 2883.11	DD 2863.1

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 2023/2024 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

(107/2023) Moved: Cr Holdsworth

Seconded: Cr Loton

That Council endorse the total payments for the month of September 2023 being \$284,778.48 which comprised of:

- 1. Electronic Funds Transfer (EFT) payments from the Municipal Fund totalling \$259,224.20;*
- 2. Direct Debit (DD) payments from the Municipal Fund totalling \$25,554.28.*

CARRIED 7/0

10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARD – AUGUST 2023

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	06 October 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 – August 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

(108/2023) Moved: Cr Petchell

Seconded: Cr Gamble

That Council endorses credit card payments for the period 29th July to 28 August 2023 totalling \$1,228.65 (refer to attachment 10.1.2).

CARRIED 7/0

10.1.3. MONTHLY FINANCIAL REPORT – AUGUST AND SEPTEMBER 2023

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 October 2023
Reporting Officer:	Claire Trenorden, Manager of Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	25.08
Attachment Reference:	Attachment 10.1.3.1 – Monthly Financial Report August 2023 Attachment 10.1.3.2 – Monthly Financial Report September 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 September 2023 is \$6,342,579;

- cash available is made up of unrestricted cash \$3,112,273 (49.07%) and
- restricted cash \$3,230,306 (50.93%).

Rates Debtors balance as at 30 September 2023 is \$347,239 and Rates Notices for 2022-23 were issued in July 2023. Rates collected as at end of September 2023 was \$1,167,137- 77%.

September 2023: Operating Revenue – Operating revenue of \$1,813,549 is made up of Rates - 80%, Grants - 10%, Fees and Charges - 10%, Interest earnings – 0% and other – 0%.

Operating Expenses – Operating expenses of \$869,086 is made of Employee Costs – 39%, Materials and Contracts – 47%, Depreciation – 0%, Insurance – 10% and Utility – 3% 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

(109/2023) Moved: Cr Holdsworth

Seconded: Cr Petchell

That Council accepts the Statements of Financial Activity for the month ending 31 August 2023 (refer attachment 10.1.3.1) and for the month ending 30 September 2023 (refer attachment 10.1.3.2).

CARRIED 7/0

10.1.4. FEES AND CHARGES – AMENDMENT

Cr Petchell declared an indirect financial interest in this item and will not vote – see item 6.1

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 October 2023
Reporting Officer:	Claire Trenorden, Manager of Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.05.07
Attachment Reference:	Nil

SUMMARY

In accordance with the *Local Government Act 1995, section 6.16*, a local government may impose a fee or charge for any goods or services that it provides.

BACKGROUND

The Fees & Charges for 2023/24 were adopted with the annual budget in June 2023.

COMMENT

The Shire purchased temporary fencing for the Rodeo and now has the ability to hire this out. Currently a fee isn't included in the Fees and Charges for 2023/24 and so a fee needs to be adopted prior to any private hire occurring.

The Shire was quoted by a private company the rate of \$4.00 per metre for 7 days for fence hire for the rodeo and \$2.00 per metre per month for hire thereafter, and this is what we have based our recommended fee upon.

STATUTORY ENVIRONMENT

Local Government Act 1995, section 6.16.

6.16. *Imposition of fees and charges*

- (3) *Fees and charges are to be imposed when adopting the annual budget but may be –*
- (a) *imposed* during a financial year; and*
 - (b) *amended* from time to time during a financial year.*

** Absolute majority required.*

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Income derived from fees and charges in the 2023/24 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.

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

Absolute Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(110/2023) Moved: Cr Gamble

Seconded: Cr Stratford

That Council adopt the fees for temporary fencing hire of \$4.00 per metre for the first two weeks and a fee of \$2.00 per metre per month thereafter.

Note: Council reserves the right to terminate any short-term lease agreement when the fencing is required.

CARRIED 6/0

10.1.5. AUDIT COMMITTEE RECOMMENDATIONS JULY 2023

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 October 2023
Reporting Officer:	Claire Trenorden, Manager of Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	25.08
Attachment Reference:	Attachment 10.1.5. – ARC Minutes 20 July 2023, Letters and Reports included.

SUMMARY

Council is required to accept the Management Letter and reports prepared by the Office of the Auditor General at an Audit and Risk Management Committee Meeting.

BACKGROUND

Council is required to have an Interim Audit which is undertaken by an Auditor approved by the OAG.

This was then accepted by the Audit and Risk Management Committee resolution made on 20 July 2023:

COMMITTEE RECOMMENDATION / RESOLUTION

(03/2023) Moved: Cr Stratford

Seconded: Cr Petchell

- *That the Audit and Risk Management Committee:*
 1. *Accepts the 2022/2023 Management Letter prepared by Office of Auditor General (Attachment 10.1.1.1) and accepts management comments and actions in relation to the audit outcomes (attachment 10.1.1.2.)*
 2. *That, in accordance with the s7.12A (4)(b) accepts the Report on Significant Matters for the financial year 30 June 2023 (Attachment 10.1.1.3).*
 3. *Advises Council that it has met with the Auditor and discharged its obligations, in accordance with Section 7.12A (2)) of the Local Government Act.*

CARRIED 5/0

COMMENT

The Audit and Risk Committee have endorsed the reports and recommend the endorsement by Council.

STATUTORY ENVIRONMENT

Local Government Act 1995 section 7.12A – Duties of local government with respect to audits.

The requirements of this response are:

- a. Upon receipt of the auditor's report, the local government must prepare a report for its Audit Committee to address the significant matters raised and outline what action(s) the local government has taken or intends to take in respect of each of the matters raised.

- b. The Audit Committee minutes and the report to the Minister are referred to Council for proper review and endorsement of any proposed actions.
- c. Within 3 months of receipt of the auditor’s report, a copy of the Council-endorsed report must be provided to the Minister.
- d. Within 14 days of providing a copy of the report to the Minister, a copy must be published on the local government’s website.

A local government is not considered compliant with its statutory obligations until all of the above actions have been completed.

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

This matter promotes the following Strategic Community Plan goal.

GOAL 10

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

VOTING REQUIREMENT

Simple Majority

AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATION/ COUNCIL RESOLUTION

(111/2023) Moved: Cr Stratford

Seconded: Cr Gamble

The Audit and Risk Committee recommends that Council;

- 1. Accepts the 2022/2023 Management Letter prepared by Office of Auditor General and accepts management comments and actions in relation to the audit outcomes and recommendations.*
- 2. Accepts and endorse the Report on Significant Matters for the financial year ended 30 June 2023.*
- 3. Acknowledge that the Audit and Risk Management Committee has met with the Auditors and has discharges its obligations, in accordance with Section 7.12A (2)) of the Local Government Act.*

CARRIED 7/0

10.2. GOVERNANCE AND COMPLIANCE

10.2.1. CHIEF EXECUTIVE OFFICER'S REPORT – SEPTEMBER/ OCTOBER 2023

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 October 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;

- DLGSC reform Webinar #6
- DFES re familiarisation with the Volunteer Hub
- NEWROC Executive meeting – Mukinbudin
- Local Emergency Management Committee (LEMC) meeting
- Clozure (asset tracking software) demonstration
- Leanne Drewitt – Care Community support re local aged care services
- Rodeo organising committee
- Placed Based Capital Program – Discovery kick-off
- District Emergency Management Committee – pre-season forum (Northam)
- James Burton MTDData re remote worker safety
- WALGA Waste Advisory Committee meeting

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

(112/2023) Moved: Cr Garner

Seconded: Cr Loton

That Council accepts the Chief Executive Officer's report.

CARRIED 7/0

10.2.2. SHIRE OF WYALKATCHEM CATS LOCAL LAW 2023

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 October 2023
Reporting Officer:	Peter Klein, Chief Executive Officer via Consultant Chris Liversage
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 10.2.2 – CATS LL

SUMMARY

The Shire is in the process of updating its local laws. The majority have now been made. Re-making and further amendments were required to two, including the Cats local law.

COMMENT

Almost all of the Shire's local laws were amended or updated in 2022 and a number of outdated or redundant ones repealed.

Part of the process to make local laws requires local governments to submit a copy to the WA Parliamentary Joint Standing Committee on Delegated Legislation, which oversees the making of subsidiary legislation such as local laws. Amongst other things, the committee checks to ensure the process to make a local law has been correctly followed.

Council has previously given undertakings at the Committee's request to:

- Re-make the *Shire of Wyalkatchem Cats Local Law* (Council meeting 15 June 2023 Item 10.2.3 refers); and
- Include a clause in it to repealing the invalid *Shire of Wyalkatchem Cats Local Law 2022* incorrectly gazetted on 30 June 2023 (Council meeting 21 September 2023 item 10.2.3 refers).

In accordance with the process required under s3.12 of the Local Government Act 1995, the draft Shire of Wyalkatchem Cats local law was advertised for public comment and copies sent to the Minister for Local Government.

The advertising period closed on 6 September 2023. No comments were received from the public or the Minister.

The local law may now be 'made' subject to the minor amendments shown marked on the attached copy. Note that the index, page numbers and text boxes in it are to be deleted from the official version to be Gazetted as reflected in the recommendation to council.

STATUTORY ENVIRONMENT

Local Government Act 1995

Cat Act 2012

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

STATUTORY ENVIRONMENT

Local Government Act 1995

Cat Act 2012

Objective: Transparent, accountable and effective governance and community and customer service focus.

Outcome	Action No.	Actions
High quality corporate governance, accountability & compliance.	4.1.1.3	Workplace safety is proactively managed and demonstrates our care for each other & community
Community is engaged in the direction & decisions of Council.	4.2	Effective communication & engagement with the community, including local groups and organisations

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(113/2023) Moved: Cr Holdsworth

Seconded: Cr Petchell

That Council:

- 1. In accordance with section 3.12(4) of the Local Government Act 1995, adopts the Shire of Wyalkatchem Cats Local Law subject to:**
 - a. Various minor amendments as 'marked up' on the attachment to the report to Council; and**
 - b. Deletion of text boxes, page numbers in the index and notes in the version to be officially Gazetted.**
- 2. In accordance with s3.12(5) of the Local Government Act 1995 the local law be published in the Government Gazette and a copy sent to the Minister for Local Government;**
- 3. In accordance with s3.12(6) of the Local Government Act 1995, after Gazettal local public notice be given:**
 - a. Stating the title of the local law;**
 - b. Summarizing the purpose and effect of the local law and specifying the day on which it comes into operation; and**
 - c. Advising that copies of the local law may be inspected or obtained from the Shire offices.**
- 4. In accordance with the Local Laws Explanatory Memoranda Directions as issued by the Minister for Local Government on 12 November 2010, a copy of the local law and a duly completed explanatory memorandum signed by the Shire President and Chief Executive Officer be sent to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.**

CARRIED 7/0

10.2.3. SHIRE OF WYALKATCHEM PUBLIC PLACES AND LOCAL GOVERNMENT PROPERTY AMENDMENT LOCAL LAW 2023

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 October 2023
Reporting Officer:	Peter Klein, Chief Executive Officer via Consultant Chris Liversage
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 10.2.3 – LGPP Amended LL

SUMMARY

The Shire is in the process of updating its local laws. The majority have now been made. Re-making and further amendments were required to two, including the Public Places and Local Government Property local law.

COMMENT

Almost all of the Shire's local laws were amended or updated in 2022 and a number of outdated or redundant ones repealed.

Part of the process to make local laws requires local governments to submit a copy to the WA Parliamentary Joint Standing Committee on Delegated Legislation, which oversees the making of subsidiary legislation such as local laws. Amongst other things, the committee checks to ensure the process to make a local law has been correctly followed.

Council has previously given undertakings at the Committee's request to amend the *Shire of Wyalkatchem Public Places and Local Government Property Local Law* to amend clauses 5.10 (lost property) and 9.2 (animals - cat); (Council meeting 15 June 2023 Item 10.2.2 refers) and to include a clause revoking the amendment local law incorrectly gazetted on 30 June 2023 (Council meeting 21 September 2023 Item 10.2.3 refers).

In accordance with the process required under s3.12 of the Local Government Act 1995, the draft *Shire of Wyalkatchem Public Places and Local Government Property Amendment Local Law* was advertised for public comment and copies sent to the Minister for Local Government.

The advertising period closed on 6 September 2023. No comments were received from the public or the Minister.

The local law may now be 'made' subject to the minor amendments shown marked on the attached copy.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Outcome	Action No.	Actions
High quality corporate governance, accountability & compliance.	4.1.1.3	Workplace safety is proactively managed and demonstrates our care for each other & community
Community is engaged in the direction & decisions of Council.	4.2	Effective communication & engagement with the community, including local groups and organisations

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(114/2023) Moved: Cr Stratford

Seconded: Cr Loton

That Council:

- 1. In accordance with section 3.12(4) of the Local Government Act 1995, adopts the Shire of Wyalkatchem Public Places and Local Government Property Amendment Local Law 2023 subject to various minor amendments as 'marked up' on the attachment to the report to Council.*
- 2. In accordance with s3.12(5) of the Local Government Act 1995 the local law be published in the Government Gazette and a copy sent to the Minister for Local Government;*
- 3. In accordance with s3.12(6) of the Local Government Act 1995, after Gazettal local public notice be given:*
 - a. Stating the title of the local law;*
 - b. Summarizing the purpose and effect of the local law and specifying the day on which it comes into operation; and*
 - c. Advising that copies of the local law may be inspected or obtained from the Shire offices.*
- 4. In accordance with the Local Laws Explanatory Memoranda Directions as issued by the Minister for Local Government on 12 November 2010, a copy of the local law and a duly completed explanatory memorandum signed by the Shire President and Chief Executive Officer be sent to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.*

CARRIED 7/0

10.2.4. SHIRE OF WYALKATCHEM BUSH FIRE BRIGADES AMENDMENT LOCAL LAW 2023

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 October 2023
Reporting Officer:	Peter Klein, Chief Executive Officer via Consultant Chris Liversage
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 10.2.4 – Bush Fire Brigade Local Law Amendment

SUMMARY

The Shire is in the process of updating its local laws. The majority have now been made. Re-making one and further amendments were required to two, including the Bush Fire Brigades local law.

COMMENT

Almost all of the Shire's local laws were amended or updated in 2022 and a number of outdated or redundant ones repealed.

Part of the process to make local laws requires local governments to submit a copy to the WA Parliamentary Joint Standing Committee on Delegated Legislation (JSCDL), which oversees the making of subsidiary legislation such as local laws. Amongst other things, the committee checks to ensure the process to make a local law has been correctly followed or that it is within the power of a local government to make it.

Council has previously given undertakings at the Committee's request to amend the *Shire of Wyalkatchem Bush Fire Brigades Local Law* which was originally published in the Government Gazette on 13 March 2023. At its meeting held on 29 June 2023, council resolved:

That Council:

- 1. In accordance with sections 3.12(3)(a) and (3a) of the Local Government Act 1995, gives local public notice advising that the Shire of Wyalkatchem intends making under common seal:
 - A. A Bush Fire Brigades Amendment Local Law, and explaining its purpose and effect;*
 - B. Copies of the proposed local law may be inspected at the Shire offices;*
 - C. Submissions about the proposed local law may be made to the Shire within a period of not less than 6 weeks after the notice is given;**
- 2. In accordance with s3.12(3)(b) of the Act, as soon as the notice is given, provides a copy of the proposed local law to the Ministers for Local Government and Emergency Services;*
- 3. In accordance with s3.12(3)(c) of the Act, provides a copy of the proposed local law to any person requesting it; and*
- 4. Notes that the results of the public consultation be presented to Council for consideration of any submissions received.*

The local law was identical to ones made by the Shire of Carnarvon and the City of Greater Geraldton in 2021, supported by legal advice obtained by those local governments, which was supplied to the JSCDL with their concurrence.

The local law dealt only with those matters that a local government which establishes bush fire brigades must address by a local law under the Bush Fires Act 1954, although clause 7 is arguably not required as it simply stated that:

7. Appointment, employment, payment, dismissal and duties of bush fire control officers
The appointment, employment, payment, dismissal and duties of bush fire control officers is dealt with by the Act.

As such, the attached amendment local law deletes clause 7 of the principal local law. There is no need or reason to include 'Procedures' in a local law. It is not required by the Bush Fires Act nor does the Shire wish or need to regulate the activities of volunteers.

In accordance with the process required under s3.12 of the Local Government Act 1995, the draft *Shire of Wyalkatchem Bush Fire Brigades Amendment Local Law* was advertised for public comment and copies sent to the Ministers for Local Government and Emergency Services.

The advertising period closed on 6 September 2023. No comments were received from the public or the Minister for Emergency Services. The WA Department of Local Government, Sporting and Cultural Industries made a minor suggestion in relation to the citation clause in the Amendment Local Law, which is shown 'marked' on the attachment to this report.

In addition, the local law was published in the Gazette on 30 June 2023 before being 'made' by council under s3.12(5) of the *Local Government Act 1995*. As such in order to remove any potential future confusion the Amendment Local Law contains a further clause to revoke it. The changes to the Amendment Local Law as originally advertised for public comment are considered minor. It may now be 'made' under s3.12(5) of the *Local Government Act 1995* as attached.

STATUTORY ENVIRONMENT

Local Government Act 1995

Bush Fires Act 1954

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Outcome	Action No.	Actions
High quality corporate governance, accountability & compliance.	4.1.1.3	Workplace safety is proactively managed and demonstrates our care for each other & community
Community is engaged in the direction & decisions of Council.	4.2	Effective communication & engagement with the community, including local groups and organisations

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(115/2023) Moved: Cr Petchell

Seconded: Cr Garner

That Council:

- 1. *In accordance with section 3.12(4) of the Local Government Act 1995, adopts the Shire of Wyalkatchem Bush Fire Brigades Amendment Local Law 2023 as attached.***
- 2. *In accordance with s3.12(5) of the Local Government Act 1995 the local law be published in the Government Gazette and a copy sent to the Ministers for Local Government and Emergency Services;***
- 3. *In accordance with s3.12(6) of the Local Government Act 1995, after Gazettal local public notice be given:***
 - a. *Stating the title of the local law;***
 - b. *Summarizing the purpose and effect of the local law and specifying the day on which it comes into operation; and***
 - c. *Advising that copies of the local law may be inspected or obtained from the Shire offices.***
- 4. *In accordance with the Local Laws Explanatory Memoranda Directions as issued by the Minister for Local Government on 12 November 2010, a copy of the local law and a duly completed explanatory memorandum signed by the Shire President and Chief Executive Officer be sent to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.***

CARRIED 7/0

10.3. WORKS AND SERVICES

10.3.1. MANAGER OF WORKS OFFICER'S REPORT SEPTEMBER / OCTOBER 2023

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	11 October 2023
Reporting Officer:	Terry Delane, Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

BACKGROUND

To inform Council of the activities of the works and services team during the period prior to the 11 October 2023.

COMMENT

- **ROADS: BLACK SPOT PROJECTS (BSP)**
 - MRWA Proposal has been sent back with an in-principle agreement to go ahead.
 - The plan is to then meet with the MRWA in Northam to discuss a strategy, including the Shire performing works on the local road section as our input to the eventual project.
- **ROAD MAINTENANCE PROGRAM**
 - Sheeting work completed on Borgward.
 - Sheeting in progress on Wallambin and McNee Roads then move to Benjaberring - Hindmarsh Rd. The work at Yorkrakine will progress concurrent with this and repair work will begin afterwards.
 - Floodway subcontract works are pending.
- **ROADS: REGIONAL ROAD GROUP**
 - Programming for the Wyalkatchem North Rd is under way.
 - Culvert work on stage 1 to be completed and Stage 2 to commence.
- **ROAD 2 RECOVERY**
 - Suggested asphalt repairs and re-sheeting works to be funded by R2R.
 - Planning to wet mix 1.5 km of Cemetery Road this FY.
 - Sealing to reverse engineer to suit R2R budget, (Calculate \$ and then calculate sealing).
- **PARKS / TOWN SERVICES CREW**
 - Ashelford Park is being progressed.
 - Oval and parks being re-sprayed for black beetle as required.
 - Oval topdressing and fertilising complete.
 - Cricket season is underway – first wicket prepared for 14th October.
 - Cemetery maintenance on going when resources permit.
- **WYALKATCHEM WATERPROOFING - NATIONAL GRID CONNECTION PROJECT**
 - Issues with the irrigation pump with Water Corporation have been resolved. Water Corporation has no appetite to install a VSD as advised.
 - Commissioning is expected soon.
 - No further progress on the White or Railway Dam works.

- **RUBBISH TIP**
 - Weekly push ups are becoming more problematic.
 - Interim design has not yet completed and options require discussing. (Where, when, size, depth, cost, tipping method etc).
 - Tonnages have been received for the Ampol demolition.
 - Plan to re-use the concrete tank footings for armour rock.
- **HUMAN RESOURCES – information will be provided verbally.**
- **OH&S**
 - Accident / Incident close out seminar conducted (all external staff attended).
 - Compliance testing and tagging plus backfill testing on Standpipes complete.
- **VEHICLE/PLANT**
 - Liebherr required a major repair to the transmission drive shaft seal.
 - LV and plant windscreens bulk fitting session 10 October complete.
 - Slasher arm repaired.
 - The new Dolly arrived 10 October.
 - Truck and trailer purchase recommendation complete.

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

(116/2023) Moved: Cr Garner

Seconded: Cr Petchell

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

CARRIED 7/0

Cr Garner declared a financial and proximity interest in this item – see Item 6.1. Cr Garner will not remain in the room for discussion or the vote. Cr Garner left the meeting at 5:13pm.

10.4. PLANNING AND BUILDING

10.4.1. DEVELOPMENT APPROVAL LOT 11641 (#360) MCNEE RD, NEMBUDDING

Applicant:	Owner
Location:	Shire of Wyalkatchem
Date:	11 May 2023. Application received 14 September 2023
Reporting Officer:	HBP Services
Responsible Officer:	Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	7.10
Attachment Reference:	Nil

BACKGROUND

The council has received a planning application requesting approval for the establishment of an additional dwelling which would place its use as a 'group dwelling' on a single lot designated as 'rural' in accordance with the Shire of Wyalkatchem Local Planning Scheme No 4. A recent amendment to the scheme has reclassified the permissibility of this use to a 'D' category, meaning it is not allowed unless the local government grants planning approval.

The subject site encompasses a total land area of 1,106,091.403 square meters and currently includes existing dwellings and other structures used for farming operations. The addition of another dwelling does not have any adverse impacts on the objectives of the rural zone. Therefore, it is recommended to approve the proposed development with certain conditions.

SUMMARY

The applicant is seeking approval to construct an additional dwelling on **Lot 11641 (#360) McNee Road, Nembudding, WA 6485**. This property is situated approximately 2 kilometres north of the Nembudding town site. The proposed development consists of a 4-bedroom, 2-bathroom dwelling. Access to the new dwelling will be via the existing lot driveway with an additional internal driveway to the development. The dwelling will have a floor area of 193.50 square meters and a total area of 270.29 square meters.

It's important to note that this development falls within a BAL FZ (Bushfire Attack Level Flame Zone), necessitating the removal or maintenance of vegetation to establish a 25-meter Asset Protection Zone (APZ) and reduce its Bushfire Attack Level (BAL) rating to 29 under the **State Planning Policy 3.7 - Planning in bushfire prone areas**. Furthermore, should the removal of any Native trees be required a separate application for the clearing of native vegetation must be obtained by the Department of Environment and Regulations.

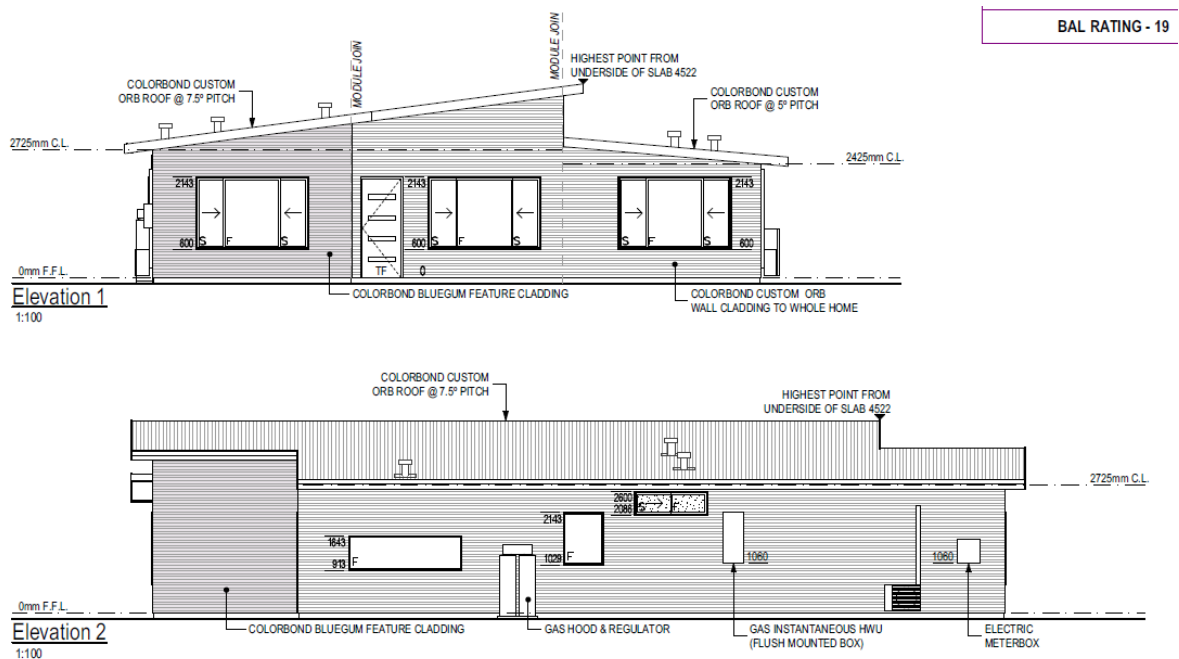
The development is located **Lot 11641 (#360) McNee Road Nembudding WA 6485** and is currently zoned 'Rural' under the Local Planning Scheme 'Shire of Wyalkatchem Scheme No 4'. The Rural Zone objectives are as follows:

The objectives are;

- To provide for a range of rural pursuits that are compatible with the capability of the land and retain the rural character and amenity of the locality.
- To protect land from urban uses that may jeopardise the future use of that land for other planned purposes that are compatible with the zoning.
- To protect the land from closer development that would detract from the rural character and amenity of the area.
- To prevent any development that may affect the viability of a holding.
- To encourage small scale, low impact tourist accommodation in rural locations.
- To encourage a diversification of rural activities that will reduce the dependency of the rural sector on traditional crops.
- To support mining activities where an environmental management plan has been prepared and is acceptable to the Council and EPA.
- To preclude the disposal of used tyres or any other material that may be detrimental to the quality of the land.

The proposed development has no adverse effects on the street appearance or the rural environment. Instead, it actively promotes rural life by accommodating additional family members on the farm, thereby facilitating efficient farming operations. Additionally, it's worth highlighting that the low-scale tourism accommodation aligns perfectly with the zoning objectives.

Figure 1: Proposed Dwelling



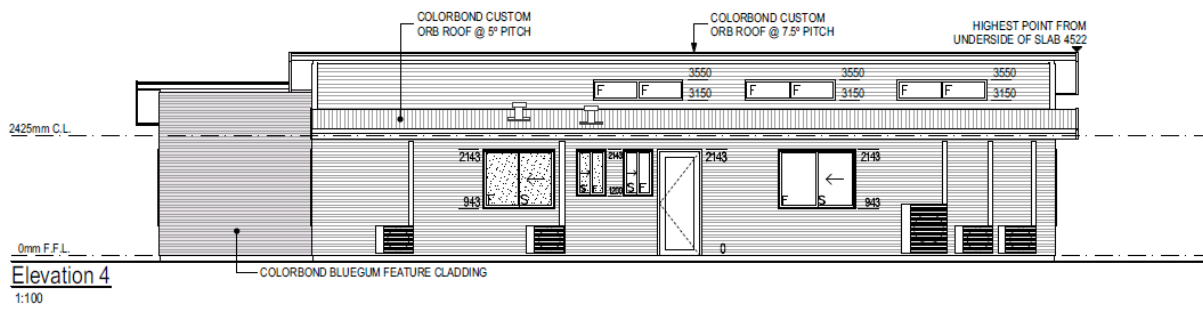
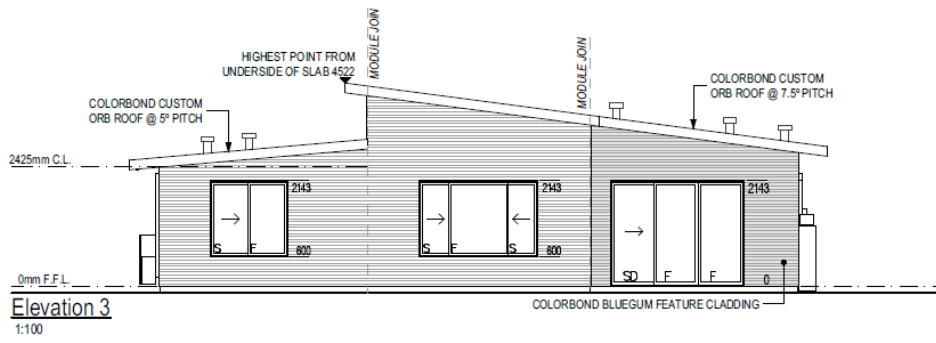


Figure 2: Site and Location

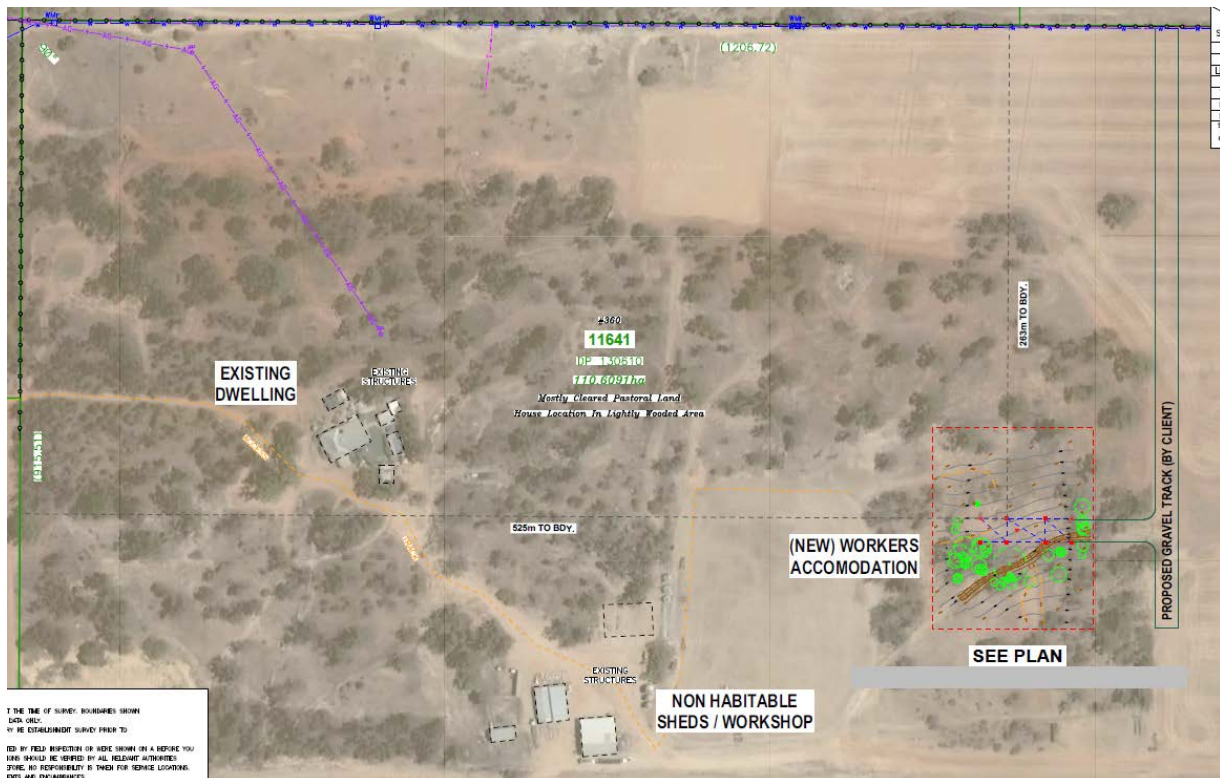


There are no specific setback distances prescribed in the Shire of Wyalkatchem Local Planning Scheme No 4 Scheme, however section 4.10 states the following:

RURAL ZONE Notwithstanding the right to develop a single house on an existing lot, residential development in the 'Rural' Zone shall comply with the specific requirements of the Local government, however these shall not be lesser than those specified for the Residential Design Code 'R2'.

- The minimum primary street setback required is 20m.
- Secondary & rear minimum 10 m

The closest boundary is approximately 525m from the proposed dwelling.



The lot spans nearly 1106091.403m² (110.6 Hectares), with most of the infrastructure situated on the eastern side of the property.

The lot spans nearly 1106091.403m² (110.6 Hectares), with most of the infrastructure situated on the eastern side of the property.

CONSULTATION

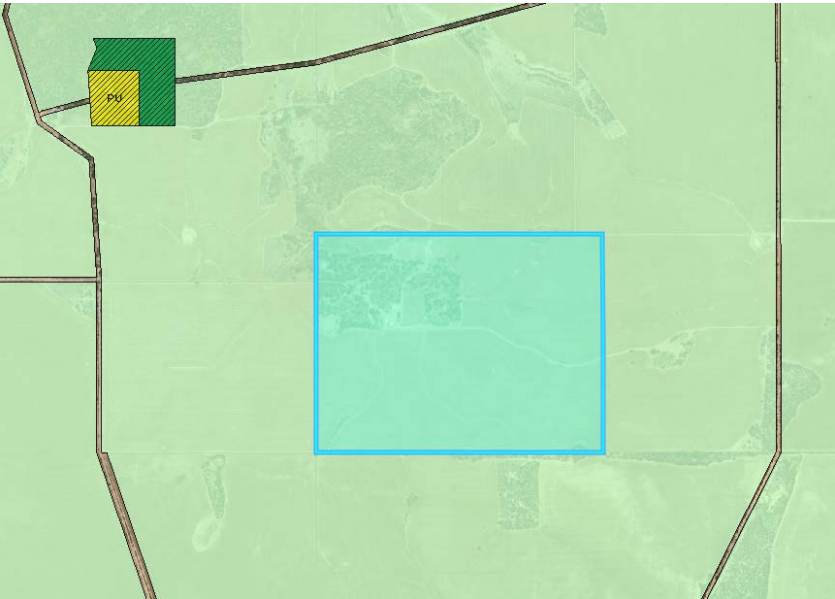
There has not been any formal consultation on this development proposal.

STATUTORY ENVIRONMENT

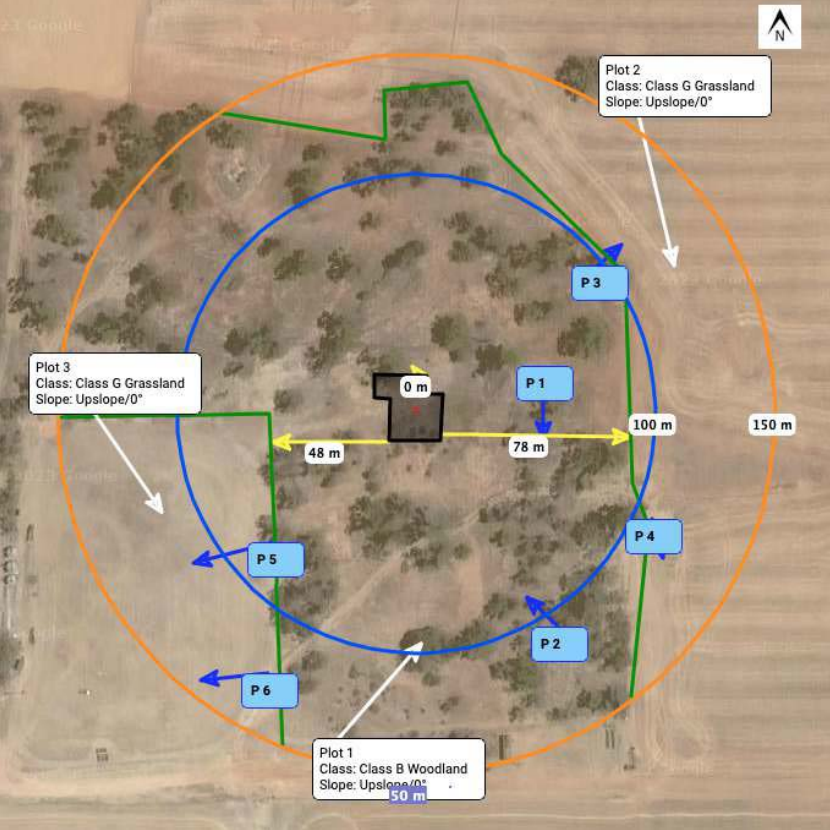
As to the planning framework an 'Ancillary dwelling' is assessed and determined under the provisions of the Shire of Wyalkatchem Local Planning Scheme No.4. Accordingly, the following table provides a summary of legal and other requirements in relation to this proposal:

Shire of Wyalkatchem Local Planning Scheme (LPS) No.4

(Statutory instrument)

<p>Current Zoning</p>	<p><i>Rural 'Rural' – See extract of Zoning Map below – green colour</i></p> 
<p>Permissibility (Table 1 – Zoning Table)</p>	<p><i>Table 1 – Zoning Table of LPS 4 The Shire of Wyalkatchem Local Planning Scheme No 4 'Group Dwelling'</i></p> <p><i>Wyalkatchem Local Planning Scheme No 4. A recent amendment to the scheme has reclassified the permissibility of this use to a 'D' category, meaning it is not allowed unless the local government grants planning approval.</i></p>
<p>Objectives</p>	<p><i>The Council's LPS 4 nominates the objectives of the Rural I Zone to:</i></p> <p><i>The objectives are;</i></p> <ul style="list-style-type: none"> • <i>To provide for a range of rural pursuits that are compatible with the capability of the land and retain the rural character and amenity of the locality.</i> • <i>To protect land from urban uses that may jeopardise the future use of that land for other planned purposes that are compatible with the zoning.</i> • <i>To protect the land from closer development that would detract from the rural character and amenity of the area.</i> • <i>To prevent any development that may affect the viability of a holding.</i> • <i>To encourage small scale, low impact tourist accommodation in rural locations.</i>

	<ul style="list-style-type: none"> • To encourage a diversification of rural activities that will reduce the dependency of the rural sector on traditional crops. • To support mining activities where an environmental management plan has been prepared and is acceptable to the Council and EPA. • To preclude the disposal of used tyres or any other material that may be detrimental to the quality of the land.
Development Standards	<p>LPS 4 section 5.3 stipulates the following standards for development in the Rural Zone:</p> <p>Notwithstanding the right to develop a single house on an existing lot, development setbacks for residential development in the 'Rural' Zone shall comply with the specific requirements of the Council, however these shall not be lesser than those specified for the Residential Design Code 'R2'.</p>
<p>Planning and Development (Local Planning Scheme) Regulations 2015 (Statutory instrument)</p>	
Schedule 2; Part 9; Clause 68(2)	<i>This clause empowers Council to determine Development Applications under the planning legislation having regard to the zoning and other Scheme provisions pertinent to the application under consideration.</i>
Schedule 2; Part 9; Clause 76 (1) and (2)	<i>This part of the Planning Regulations affords the applicant the right to apply to the State Administration Tribunal (SAT) for a review of the Council's decision in relation to the decision on the proposed use and or development of the land.</i>
<p>State Planning Policy 3.7 – Planning in Bushfire Prone Areas (Statutory instrument – tied to Planning Regulations)</p>	
Generally,	<i>State Planning Policy 3.7 Planning in Bushfire Prone Areas (SPP 3.7) directs how land use should address bushfire risk management across WA. It applies to all land which has been designated as bushfire prone by the Fire and Emergency Services (FES) Commissioner as highlighted on the Map of Bush Fire Prone Areas. SPP 3.7 is a guide to implementing effective risk-based land use planning to preserve life and reduce the impact of bushfire on property and infrastructure.</i>
6.2 Strategic planning proposals, subdivision and development applications	<p>Section 6.2 of SPP 3.7 a) states:</p> <p>a) <i>Strategic planning proposals, subdivision and <u>development applications</u> within designated bushfire prone areas relating to land that has or will have a Bushfire Hazard Level (BHL) above low and/or where a Bushfire Attack Level (BAL) rating above BAL-LOW apply, are to comply with policy measures.</i></p> <p>b) <i>Any strategic planning proposal, subdivision or <u>development application</u> in an area to which policy measure 6.2 a) applies, that has or will, on completion, have a moderate BHL and/or where BAL-12.5 to BAL-29 applies, may be considered for approval where it can be undertaken in accordance with policy measures 6.3, 6.4 or 6.5.</i></p>

	<p>c) This policy also applies where an area is not yet designated as a bushfire prone area but is proposed to be developed in a way that introduces a bushfire hazard, as outlined in the Guidelines.</p>
<p>Vegetation to be managed in accordance with Structure Consulting Engineers BAL 29 or below to be achieved</p>	

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

RISK ASSESSMENT

The risk assessment in relation to this development is low. It poses no significant environmental implications to the site or neighbouring properties. The development is minor.

COMMUNITY & STRATEGIC OBJECTIVES

Improvement and Priorities identified:

- Focus on attracting and retaining the population.
- Attraction and retention of the population (particularly families);
- Economic development (new business, support for existing businesses) and employment creation;

Goal No.	Action No.	Actions
5 Growth in business opportunity	5.5	Town planning strategies support industry growth
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 & advocate for the community	12.2	Ensuring that the Shire of Wyalkatchem is well positioned to meet future needs

ADVICE NOTES FOR DA APPROVAL

The following advice notes are offered in addition to the notes provided in Form 4 of Clause 86 of the Deemed Provisions on the approval granted in condition(s) above:

- a) This approval does not confer approval under other relevant legislation, including but not limited to, the Building Act 2011 and Health Act 2016. It is the responsibility of the Applicant to determine any necessary approvals required and obtain such approvals prior to the commencement of development and use. However, to assist in understanding the necessary requirements and approvals, further information can be obtained by contacting the Shire of Wyalkatchem.
- b) b. Nothing in the approval shall excuse compliance with all relevant written laws in the commencement and carrying out of the development.
- c) The applicant is advised a Building Permit is required prior to commencement of any building works. In this regard the applicant is advised that conditions relating to BAL assessment may result in conditions being imposed at the building permit stage to mitigate the risk for burning embers as part of a preventative approach to bushfire attack.
- d) The applicant is advised of a right of appeal to the State Administrative Tribunal (SAT) subject to Part 14 of the Planning and Development Act, 2005. Appeals must be lodged to SAT within 28 days. Further information can be obtained from the SAT website – www.sat.justice.wa.gov.au

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(117/2023) Moved: Cr Loton

Seconded: Cr Petchell

That Council grant Planning Approval for the placement of a single house and Ancillary dwelling on Lot 11641(#360) McNee Rd, Nembudding.

CARRIED 6/0

CONDITIONS

- Storm water to be contained within the lot.
- Information is to be provided to demonstrate that the measures contained in the bushfire management plan by Structure Consulting Engineers dated 24 February 2023 have been addressed. A Bushfire Attack Level Certificate to be submitted to the Shire of Wyalkatchem, indicating a determination of BAL 29 or lower before the application of a Building Permit
- All required permits must be applied for and granted by the relevant authority prior to any clearing, thinning and/or modification of native vegetation.

Cr Garner returned to the meeting at 5:15pm.

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

The meeting was suspended at 5:17pm

Visitors at the meeting departed at 5:17pm

The meeting resumed at 5:23pm

14.1. MOVE BEHIND CLOSED DOORS

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(118/2023) Moved: Cr Holdsworth

Seconded: Cr Garner

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

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

c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;

e) (1) information that has a commercial value to a person; or

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

CARRIED 7/0

14.1.1. BUSH FIRE ACT 1954 - INFRINGEMENT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 October 2023
Reporting Officer:	Peter Klein, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 14.1.1.1 – Infringement Notice No 0152 – Confidential Attachment 14.1.1.2 – Bush Fire Delegation 3.1.10

DISCUSSION

Under the Bush Fires Act 1954 and Regulation 15B a person is prohibited from setting fire to the bush anywhere within the shire boundary unless they have first obtained a burning permit and providing they comply with the conditions outlined on the back of the permit.

A person who burns bush during the restricted burning period, without first obtaining a permit or who fails to comply with the permit conditions is guilty of an offence. The penalty for a first offence is \$4,500 and for any subsequent offence \$10,000.

STATUTORY ENVIRONMENT

Clause 5(D)(6) of the Bush Fires Act 1954 – requires a burning permit before any burning can occur during the restricted burning period.

Clause 15(B) of the Bush Fires Regulations 1954 – prescribes the obligations of the permit holder.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

If approved James Thomson will be liable to pay the Council a penalty of \$4,500.

COMMUNITY & STRATEGIC OBJECTIVES

The recommended action is consistent with Council’s objective to create a safe and healthy community.

Objective.	Action No.	Actions
Local provision of sustainable health & emergency Services & Facilities.	1.1.1.4	Supply operational support to the Bush Fire Brigades

VOTING REQUIREMENT

Absolute Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(119/2023) Moved: Cr Stratford

Seconded: Cr Garner

That James Thomson be issued an infringement notice for breaching clause 5(D)(6) of the Bush Fires Act 1954 by burning Lot 420 Butlin St during the restricted burning period without a permit and be fined the prescribed amount of \$4,500.

CARRIED 7/0

14.1.2. PROPERTY SUBLEASE – CAFÉ SITE – LOT 17 RAILWAY TERRACE

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 October 2023
Reporting Officer:	Peter Klein, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 14.1.1 – Draft Café Site Lease Agreement and EOI

DISCUSSION

Council approved leasing the Wyalkatchem Café at Lot 17 Railway Terrace during its meeting on 21 September 2023.

An expression of interest was released to the Wyalkatchem and neighbouring communities to identify a potential Sub-lessee, willing to reopen and operate the café.

STATUTORY ENVIRONMENT

The *Local Government Act (1995)*, clause 3.58(3) outlines the process used by Council to dispose of property via a Sub-lessee.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Rental amount of \$2,200/year (\$42.31/week) has been negotiated.

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.

VOTING REQUIREMENT

Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(120/2023) Moved: Cr Gamble

Seconded: Cr Stratford

That Council approve the draft Sub-lease for execution by Common Seal in accordance with the Local Government Act 1995, subject to there being no material change.

NOT CARRIED

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION AMMENDMENT – SUBSTANTIVE MOTION

(121/2023) Moved: Cr Gamble

Seconded: Cr Holdsworth

That Council approve the draft Sub-lease for execution by Common Seal in accordance with the Local Government Act 1995, subject to the sublessee being responsible for all costs associated with obtaining a trade waste permit from Water Corporation and in return Council will provide up to 12 months' rent relief.

CARRIED 7/0

14.1.3. CEO PERFORMANCE REVIEW AND KPI'S

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 October 2023
Reporting Officer:	Peter Klein, Chief Executive Officer
Disclosure of Interest:	As the Chief Executive Officer I am personally invested in this matter
File Number:	13.05.01
Attachment Reference:	Attachment 14.1.3.1 – CEO Performance Review 2023 – Confidential Attachment 14.1.3.2 – CEO KPI's 2023/2024 – Confidential Attachment 14.1.3.3 – COURSE AND INVOICE – LBTT Course Overview and Invoice

SUMMARY

The performance of the CEO must be reviewed annually.

The local government and the CEO must agree on —

- (a) the process by which the CEO's performance will be reviewed; and
- (b) any performance criteria to be met by the CEO that are in addition to the contractual performance criteria.

A review of the performance of the CEO by the local government must be carried out in an impartial and transparent manner.

- (2) The local government must —
 - (a) collect evidence regarding the CEO's performance in respect of the contractual performance criteria and any additional performance criteria in a thorough and comprehensive manner; and
 - (b) review the CEO's performance against the contractual performance criteria and any additional performance criteria, based on that evidence.

STATUTORY ENVIRONMENT

The process for reviewing the CEO's performance is outlined in the *Local Government (Administration) Regulations 1996* – Division 3.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Subject to Council agreeing to reimburse the CEO for professional development expenses incurred.

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.

Goal No.	Action No.	Actions
10 Transparent, accountable and effective governance	10.1	Ensuring a well-informed Council makes good decisions for the community
	12.2	Ensuring that the Shire of Wyalkatchem is well positioned to meet future needs

VOTING REQUIREMENT

Absolute Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(122/2023) Moved: Cr Stratford

Seconded: Cr Loton

That Council endorse the; –

- ***FY23 CEO Performance Review report;***
- ***FY24 CEO KPI’s; and***
- ***Decline a salary increase but agree to reimburse the CEO an agreed sum for professional development expenses recently incurred.***

CARRIED 7/0

Cr Garner let thee meeting at 6:18pm

Cr Garner returned to the meeting at 6:20pm

14.1.4. CEO RECRUITMENT AND OTHER RELEVANT CONSIDERATIONS

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 October 2023
Reporting Officer:	Quentin Davies, Shire President
Disclosure of Interest:	Nil
File Number:	13.05.01
Attachment Reference:	Attachment 14.1.4.1 – CEO Position Description Attachment 14.1.4.2 – Adopted Standards

SUMMARY

A local government must select a CEO in accordance with the principles of merit, equity and transparency. A local government must not exercise nepotism, bias or patronage in exercising its powers. Additionally, a local government must not unlawfully discriminate against applicants. Section 5.40 of the Local Government Act 1995 (the Act) lists several general principles of employment that apply to local governments.

The minimum standard for recruitment and selection as outlined in in Schedule 2 of the Local Government (Administration) Regulations 1996, will be met if:

1. The council has identified and agreed to the qualifications and selection criteria necessary to effectively undertake the role and duties of the CEO within that particular local government context.
2. The council has approved, by absolute majority, the Position Description which clearly outlines the qualifications, selection criteria and responsibilities of the position.
3. The council has established a selection panel which, must include at least one independent person who is not a current elected member, human resources consultant or member of staff.
4. The council attracts applicants through a transparent, open and competitive process (this is not necessary for vacancies of less than one year). The council must advertise a vacancy for the position of CEO in the manner prescribed.
5. The council has assessed the knowledge, experience, qualifications and skills of all applicants against the selection criteria.
6. The local government has verified the recommended applicant's work history, qualifications, referees and claims made in their job application.
7. The appointment is merit-based, with the successful applicant assessed as clearly demonstrating how their knowledge, skills and experience meet the selection criteria.
8. The appointment is made impartially and free from nepotism, bias or unlawful discrimination.
9. The council has endorsed by absolute majority the final appointment.
10. The council has approved the employment contract by absolute majority.

STATUTORY ENVIRONMENT

Clause 5.36 of the *Local Government Act 1995* outlines the obligation of local governments to employ a CEO and various conditions relating to this function. Clause 5.39A of the *Act* enforces the application of the model standards for CEO recruitment which, are listed in Schedule 2 of the *Local Government (Administration) Regulations 1996*.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Unbudgeted expenses will be incurred as a result of employing a recruitment specialist and associated recruitment costs (e.g. payment to the independent selection panel member) and the appointment of an Acting CEO may also be more expensive than direct employment of a CEO although, this is yet to be confirmed.

COMMUNITY & STRATEGIC OBJECTIVES

The appointment of a CEO is consistent with Goal 10 which calls on transparent, accountable and effective governance.

Goal 10 Transparent, accountable and effective governance.

Goal No.	Action No.	Actions
10 Transparent, accountable and effective governance	10.1	High quality corporate governance, accountability and compliance
	12.2	Ensuring that the Shire of Wyalkatchem is well positioned to meet future needs

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(123/2023) Moved: Cr Holdsworth

Seconded: Cr Petchell

That Council suspend Standing Orders at 6:30pm

CARRIED 7/0

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION

(124/2023) Moved: Cr Holdsworth

Seconded: Cr Petchell

That Council resume Standing Orders at 7:15pm

CARRIED 7/0

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(125/2023) Moved: Cr Garner

Seconded: Cr Stratford

That Council

1. Approve to the following CEO selection criteria;

Qualifications:

- Tertiary qualifications relevant to the position (essential)

Leadership and People Management

- Demonstrated leadership managing a team with diverse skills and responsibilities across as number of technical disciplines – strategy, assets & finance;
- Leading, motivating and developing people through the creation of a high performing, responsible and accountable culture.

Collaboration and Communication

- Proven ability to build positive relationships and consult, communicate and engage across levels of management and employees, government agencies and the community – verbally and in writing.

Project Management

- Highly developed project management skills

Customer Service

- A commitment to internal and external customer service through timely, reliable an expert advice within area of responsibility.

Continuous Improvement and Innovation

- Proven ability to analyse operational systems and process to support continuous improvement and drive innovation.

Financial Skills and Business Acumen

- Strong fiscal management and commercial acumen to position the organisation to meet financial challenges.

Desirable:

- Post graduate qualifications in leadership, management or public or business administration Experience in policy formulation and strategic planning
- Highly developed political persuasion, communication and negotiation skills
- Strong leadership that unites all staff and leads them to a shared vision of the future where people are engaged because they feel valued and involved.
- Proven capacity to inspire teams and build and improve culture.

2. Approve the CEO position description (refer attached);

3. Defer appointing a selection panel until after the 2023 local government election;

4. Agree to offer Stephen Tindale the role of Acting CEO and his appointment is to be subject to future Council approval of contract terms, to be negotiated;

5. Agree to appoint Peter Casey from Mills based on his submitted quote to manage and guide the Council through the CEO recruitment process.

CARRIED 7/0

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(126/2023) Moved: Cr Holdsworth

Seconded: Cr Stratford

That Council move out from behind closed doors.

CARRIED 7/0

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

Nil

15.3. Final Speech – Shire President, Cr Quentin Davies.

Cr Davies reflected on his time in Council and how he had been supported by those before him, in particular Eddie Garner and Susan Bruce.

Cr Davies encourages the new Council to continually reflect on the Councils achievements over the years – the Doctor, hospital and Shire of Koorda's positive relationships and outcomes; how far we have come with the Aged Care Strategy and Councils contributions including the Senior Citizens and CEACA units, the Airport, dam and water retention efforts, Councils support of the Men's Shed, Caravan Park, Relocation of the Tennis Club, Lobbying for improvements on the Trayning Road, Paul De' piers event, the Shire Centenary and many more.

Cr Davies wished Peter the best of luck and thanked all of the Councillors he has been involved with – a great team with a united vision.

Cr Davies encourages the new Council to continue to use regional collaboration in order to forge ahead and to remember that positive thoughts lead to positive outcomes.

16. CLOSURE OF THE MEETING

There being no other business to attend to, Shire President Cr Davies closed the meeting at 7.28pm.





MINUTES
of the
SPECIAL COUNCIL MEETING
HELD
WEDNESDAY 25 OCTOBER 2023

Shire of Wyalkatchem Council Chambers
27 Flint Street, Wyalkatchem

Commencement: 4:00pm
Closure: 5:17pm

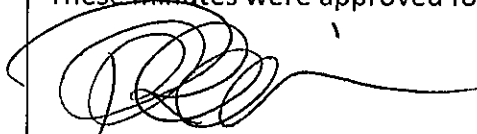
Preface

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 31 October 2023.



Peter Klein

Chief Executive Officer

DISCLAIMER

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

DISCLOSURE OF INTEREST

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

Financial Interest:

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

Proximity Interest:

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

Impartiality Interest:

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

Disclosing an Interest:

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

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

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1. DECLARATION OF OPENING – CHIEF EXECUTIVE OFFICER

In accordance with the provision of the *Local Government Act 1995*, and in the absence of an elected Shire President following the October 2023 Ordinary Election, the Chief Executive Officer assumed the Chair and opened the meeting at 4:00pm.

2. ELECTION OF SHIRE PRESIDENT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 October 2023
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

SUMMARY

To elect the President of the Council for the following two (2) year term commencing immediately upon declaration into office.

BACKGROUND

Schedule 2.3 provides the legislative framework for how the positions of President are filled by the Council;

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

COMMENT

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995, Division 1, Schedule 2.3

Local Government (Constitution) Regulations 1996 Regulation 13

Oaths, Affidavits and Statutory Declarations Act 2005 Schedule 2

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

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

ELECTION PROCESS

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

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

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

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

Cr Garner made his declaration in accordance with Form 7 – Declaration by elected member of Council, and took the chair at 4:03pm.

3. ELECTION OF DEPUTY SHIRE PRESIDENT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 October 2023
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.07.06
Attachment Reference:	Nil

SUMMARY

To elect the Deputy President of the Council for the following two (2) year term of office, commencing immediately upon declaration into office.

BACKGROUND

Schedule 2.3 provides the legislative framework for how the positions of Deputy President are filled by the Council;

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

COMMENT

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995, Division 1, Schedule 2.3
 Local Government (Constitution) Regulations 1996 Regulation 13
 Oaths, Affidavits and Statutory Declarations Act 2005 Schedule 2

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

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

ELECTION PROCESS

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

The Chief Executive Officer advised that he has received two nominations for the position of Deputy President from Cr Petchell and Cr Stratford.

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

Councillors were asked to cast their votes by secret ballot nominating first preference. The outcome was Cr Petchell 4 votes to Cr Stratford 3 votes.

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

Cr Petchell made her declaration in accordance with Form 7 – Declaration by elected member of Council, and was seated at 4:20pm.

4. BALLOT FOR SEATING

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 October 2023
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.07.06
Attachment Reference:	Nil

SUMMARY

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

BACKGROUND

The Shire of Wyalkatchem Standing orders provides the framework on how the allocation of Council seating arrangements;

Clause 8.2 Members to Occupy Own Seats

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

COMMENT

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

STATUTORY ENVIRONMENT

Local Government Act 1995

Shire of Wyalkatchem Standing Orders 8.2 Members to Occupy Own Seats

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

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

BALLOT PROCESS

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

- Cr Petchell
- Cr Stratford
- Cr Begley
- Cr Dickson
- Cr Lawson Kerr
- Cr Loton

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

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

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

5. DECLARATIONS OF INTEREST

5.1. Financial and Proximity Interest

Nil

5.2. Impartiality Interests

Nil

6. REPORTS

6.1. CORPORATE AND COMMUNITY SERVICES

6.1.1. DELEGATES TO EXTERNAL COMMITTEES

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	18 October 2023
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

SUMMARY

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

BACKGROUND

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

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

Committee Name:	(North Eastern Wheatbelt Regional Organisation of Councils (NEWROC)
Purpose:	To work collaboratively with the Shire’s of Koorda, Mt Marshall, Mukinbudin, Nungarin, Dowerin and Trayning with a range of advocacy and project focuses.
Meeting Frequency:	Bi-Monthly
Next Meeting:	Tuesday 31 October 2023, 1:30pm
Current Meeting Day:	Tuesday
Meeting Location:	Various locations rotated between member councils
Current Council Representatives:	Shire President (delegate with voting rights) Chief Executive Officer All Councillors - Proxies

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

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

Committee Name:	Wheatbelt Regional Road Group North
Purpose:	To make recommendations to State Advisory Committee (SAC) in relation to the Annual Local Government Roads Program for their region and any other relevant issues.
Meeting Frequency:	Quarterly
Next Meeting:	To be confirmed
Current Meeting Day:	Non Allocated
Meeting Location:	Various
Current Council Representatives:	Cr Holdsworth (Delegate with voting rights) Manager of Works (without voting rights)

COMMENT

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

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

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

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

VOTING REQUIREMENT

Absolute Majority

OFFICER’S RECOMMENDATION / COUNCIL RESOLUTION

(127/2023) Moved: Cr Stratford

Seconded: Cr Loton

That Council appoint the following delegates to the following external committees:

- **North Eastern Wheatbelt Regional Organisation of Councils (NEWROC)**
 - Delegate 1: Shire President, Cr Garner
 - Delegate 2 (Proxy): Cr Loton
 - Delegate 3 (Proxy): Cr Dickson

- **Central East Accommodation and Care Alliance (CEACA)**
 - Delegate 1: Cr Stratford
 - Delegate 2 (Proxy): To be confirmed if required

- **Great Eastern Country Zone of WALGA**
 - Delegate 1: Shire President, Cr Garner
 - Delegate 2: Deputy President, Cr Petchell
 - Delegate 3 (Proxy): Cr Lawson Kerr

- **Wheatbelt Regional Road Group North**
 - Delegate 1: Cr Begley
 - Technical support – Manager of Works

CARRIED 7/0

7. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

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

Nil

10. MATTERS BEHIND CLOSED DOORS

Nil

11. ANY OTHER BUSINESS

11.1. Community Citizens Awards Event – Date and Venue

Event to be held separately from Australia Day

11.2. Elected Members Retirement Event – Date and Venue

Postpone to 2024 discussions.

11.3. Council Christmas Party – Clarification of purpose, date and venue –

Friday 8th or 15th December? To be discussed further.

11.4. Mable Coordinator Appointment

EOI to nominate for the Aged Care Committee overseeing Mable.

Discuss further next workshop and have as an item for the November Council meeting

12. CLOSURE OF THE MEETING

There being no further business to discuss, the Chairperson thanked everyone for their attendance and closed the meeting at 5:17pm.





Shire of Wyalkatchem Audit and Risk Committee (ARC)
Special Meeting Minutes –
Thursday 17 August 2023,
commencing at 3:54pm in the Council Chambers,
Honour Avenue, Wyalkatchem

Regulation 16 of the Local Government (Audit) Regulations 1996 states that:

“An audit committee —

- a)** is to provide guidance and assistance to the local government —
 - i.** as to the carrying out of its functions in relation to audits carried out under Part 7 of the Act; and*
 - ii.** as to the development of a process to be used to select and appoint a person to be an auditor; and**

- b)** may provide guidance and assistance to the local government as to —
 - i.** matters to be audited; and*
 - ii.** the scope of audits; and*
 - iii.** its functions under Part 6 of the Act; and*
 - iv.** the carrying out of its functions relating to other audits and other matters related to financial management; and**

- c)** is to review a report given to it by the CEO under regulation 17(3) (the CEO’s report) and is to —
 - i.** report to the council the results of that review; and*
 - ii.** give a copy of the CEO’s report to the council.”**

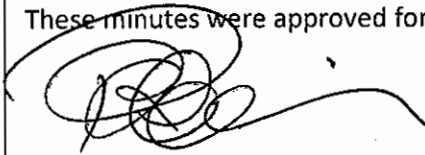
Preface

When the Chief Executive Officer approved these Minutes for distribution they are in essence "Unconfirmed" until the following Audit and Risk Management Meeting 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 18 August 2023.



Peter Klein
Acting Chief Executive Officer
Shire of Wyalkatchem

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

Cr Holdsworth, Acting Chairperson, declared the meeting open at 3:52pm

2. PUBLIC QUESTION TIME

Public question time opened at 3:52pm

There weren't any members of the public.

Public question time closed at 3:52pm

3. ATTENDANCE /APOLOGIES/LEAVE OF ABSENCE

Members:	Cr. Quentin Davies Cr. Garner	Shire President Chairperson and Deputy President, <i>arrived at 4:03pm</i>
	Cr. Mischa Stratford Cr. Christopher Loton Cr. Emma Holdsworth Cr. Stephen Gamble	Deputy Chair and Acting Chair <i>arrived at 4:03pm</i>
Staff:	Peter Klein Stephanie Elvidge	Chief Executive Officer Governance Executive Officer
Apologies:	Nil	
Visitors:	Nil	

Leave of Absence: Cr. Christy Petchell

4. PETITIONS, DEPUTATIONS, PRESENTATIONS

Nil

5. DECLARATIONS OF INTEREST

Nil

6. CONFIRMATION AND RECEIPT OF MINUTES

6.1. AUDIT AND RISK COMMITTEE MEETING – 20 July 2023

Minutes of the Shire of Wyalkatchem's Audit and Risk Committee Meeting held on the 20 July 2023 (Attachment 6.1)

RECOMMENDATION / COMMITTEE RESOLUTION

(02/2022) Moved: Cr Stratford

Seconded: Cr Davies

That the minutes of the Wyalkatchem Audit and Risk Committee Meeting held on the 20 July 2023 (Attachment 6.1) be confirmed as a true and correct record.

CARRIED 4/0

7. MATTERS ARISING FROM THE MINUTES

Nil

8. ANNOUNCEMENT BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

10. MATTERS REQUIRING A COMMITTEE DECISION

10.1. CORPORATE SERVICES REPORTS

10.1.1. DRAFT FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2023

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	16 August 2023
Reporting Officer:	Claire Trenorden, Manager Corporate Services
Disclosure of Interest:	No interests to disclose
File Number:	12.10.01
Attachment Reference:	Attachment 10.1.1 – Draft Financial Report for the year ended 30 June 2023

SUMMARY

Council is required to note the draft Financial Report prior to the report being provided to the Auditors.

BACKGROUND

As per Section 5.53(1) of the *Local Government Act 1995* the Local Government is required to prepare an Annual Report for each financial year and as per section 5.53(2)(f). This is to contain the Financial Report for the financial year.

The draft Financial Report is required to be sent to the Auditors, who have been appointed by the Office of the Auditor General, at least two weeks prior to the date of the Annual Audit. The Office of the Auditor General have requested that the Audit Committee note the draft Financial Report prior to it being provided to the Auditors.

COMMENT

The Shire's annual audit for year ended 30 June 2023 is scheduled for the 4-5 September 2023. The Office of the Auditor General have requested that the Audit Committee note the draft Financial Report prior to it being provided to the Auditors.

It is noted that the Shire is yet to receive its infrastructure revaluations for year ended 30 June 2023, so these haven't been incorporated into the report. It is expected that the revaluation report will be received around the end of August 2023.

STATUTORY ENVIRONMENT

Local Government Act 1995, s.5.53 to 5.56; *Local Government (Financial Management) Regulations 1996*, s.36; Australian Accounting Standards.

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

This matter promotes the following Strategic Community Plan goal.

GOAL 10

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

VOTING REQUIREMENT

Simple Majority

RECOMMENDATION / COMMITTEE RESOLUTION

(03/2022) Moved: Cr Stratford

Seconded: Cr Loton

That the Audit and Risk Management Committee:

- 1. Notes the draft Financial Report for year ended 30 June 2023;*
- 2. Notes that the CEO will issue the report to the auditor (Macri Partners) stating:*
 - a) he is satisfied that the draft report has been through appropriate internal due diligence and*
 - b) he is satisfied the draft report has been prepared with all due care.*

CARRIED 4/0

10.2. RISK MANAGEMENT

Nil

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

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

Nil

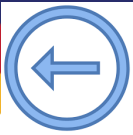
14. MATTERS BEHIND CLOSED DOORS

Nil

15. CLOSURE OF THE MEETING

There being nothing further to discuss, the meeting closed at 4:03pm.





North Eastern Wheatbelt Regional Organisation of Councils

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

Council Meeting

Tuesday 31 October 2023

Shire of Mt Marshall – Bencubbin CRC

MINUTES

1.30pm
2pm

Light Lunch
Meeting

www.newroc.com.au

@northeast_roc

E caroline@newroc.com.au

ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	<ul style="list-style-type: none"> 👉 Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year) 👉 Council reviews NEWROC project priorities / strategic plan 	Council
March	<ul style="list-style-type: none"> 👉 WDC attendance to respond to NEWROC project priorities 👉 Submit priority projects to WDC, Regional Development and WA Planning 	Executive
April	👉 NEWROC Budget Preparation	Council
May	<ul style="list-style-type: none"> 👉 NEWROC Draft Budget Presented 👉 NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2027) 👉 Local Government Week agenda to be discussed at Executive meeting to determine if EA should attend 	Executive
June	👉 NEWROC Budget Adopted	Council
July		Executive
August	<ul style="list-style-type: none"> 👉 Information for Councillors pre-election 👉 NEWROC Audit 	Council
September		Executive
October	<ul style="list-style-type: none"> 👉 NEWROC CEO and President Handover (every 2yrs) 👉 NEWROC Dinner 	Council
November	<ul style="list-style-type: none"> 👉 NEWROC Induction of new Council representatives (every other year) 👉 Review NEWROC MoU (every other year) 	Executive
December	👉 NEWROC Christmas / End of Year Drinks	Council

ONGOING ACTIVITIES

Compliance

Media Releases

NEWROC 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 Bencubbin Community Resource Centre, commencing at 2.03pm on 31 October 2023.

MINUTES

1. OPENING AND ANNOUNCEMENTS

Cr Shadbolt welcomed everyone and passed the role of Chair to Cr Brown.

Cr Brown thanked Cr Shadbolt and Dirk Sellenger for leading the NEWROC.

Cr Brown opened the meeting 2.03pm.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1. Attendance

Cr Gary Shadbolt	President, Shire of Mukinbudin
Cr Jannah Stratford	President Shire of Koorda
Cr Pippa De Lacy	President, Shire of Nungarin
Cr Melanie Brown	President, Shire of Trayning, NEWROC Chair
Cr Tony Sachse	President, Shire of Mt Marshall
Cr Robert Trepp	President, Shire of Dowerin
Cr Owen Garner	President, Shire of Wyalkatchem

Dirk Sellenger	CEO Shire of Mukinbudin
Lana Foote	A/CEO Shire of Koorda
John Merrick	A/CEO, Shire of Nungarin
David Singe	CEO, Shire of Dowerin
Leanne Parola	CEO, Shire of Trayning
Peter Klein	CEO, Shire of Wyalkatchem

NEWROC Officer

Caroline Robinson	Executive Officer, NEWROC
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Guests

Cr Christy Petchell	Deputy President, Shire of Wyalkatchem
Cr Mischa Stratford	Councillor, Shire of Wyalkatchem
Cr Tracy Dickson	Councillor, Shire of Wyalkatchem

2.2. Apologies

Ben McKay	CEO, Shire of Mt Marshall
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2.3. Guests

Nil

2.4. Leave of Absence Approvals / Approved

Nil

3. Declarations of Interest and Delegations Register

Nil

3.1. Delegation Register

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

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

RESOLUTION

Dirk Sellenger be removed as a signatory to the NEWROC Bendigo bank accounts (in Mukinbudin) and Leanne Parola be added as a signatory to the NEWROC bank accounts (Account No's 166001388 and 153435557) – Bendigo Bank, Mukinbudin

Moved Cr De Lacy

Seconded Cr Stratford

CARRIED 7/0

4. Presentations

Nil

5. MINUTES OF MEETINGS

Minutes of the Executive Meeting held on 3rd October 2023 have previously been circulated.

RESOLUTION

That the Minutes of the Executive Meeting held on 3rd October 2023 be received.

Moved Cr Trepp

Seconded Cr Sachse

CARRIED 7/0

Minutes of the Council Meeting held on 21st August 2023 have previously been circulated.

Amendments:

Brian Jones – Shire of Dowerin (not Wyalkatchem)
Wyalkatchem Waste Sub Committee - delete

RESOLUTION

That the minutes of the Council Meeting held on 21 August 2023, with amendments be received as a true and correct record of proceedings.

Moved Cr Sachse

Seconded Cr Trepp

CARRIED 7/0

5.1. Business Arising

Live Sheep by Trade draft report and engagement schedule was presented.

- Shire of Mt Marshall (CEO and President) requested to be part of the delegation due to the high number of sheep in their LGA.
- Amendment to the report: pg 6 start at zero (plot), Peter Klein has emailed through amendments.
- Discussion regarding the key messages on the economic impact and further discussion was had on the policy.
- Report to be embargoed until meetings and officially sent to media. Media release, Executive Summary and Infographic to be developed.

RESOLUTION

Economic Impact Report on the Live Sheep by Sea Trade Policy is accepted.

Delegation for meetings to include: Cr Sachse, Ben McKay, Cr Stratford, Cr Brown and Quentin Davies.

Moved Cr Stratford

Seconded Cr Trepp

CARRIED 7/0

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: 24 October 2023
ATTACHMENT NUMBER: #1P and L
CONSULTATION:
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

Account transactions from 1 August to 30 September 2023.

Date	Description	Credit	Debit	Running Balance
BB NEWROC Funds-5557				
Opening Balance		140,451.59	0.00	140,451.59
01 Aug 2023	Xero Australia	0.00	56.05	140,395.54
01 Aug 2023	Bendigo Bank	0.00	1.60	140,393.94
05 Aug 2023	Payment: 150Square	0.00	3,715.63	136,678.31
05 Aug 2023	Payment: Constructive Visual	0.00	222.00	136,456.31
20 Aug 2023	Payment: Dowerin Machinery Field Days	0.00	2,200.00	134,256.31
28 Aug 2023	Bank Transfer from BB NEWROC Funds-5557 to ATO Integrated Client Account	0.00	2,752.00	131,504.31
28 Aug 2023	Payment: Econisis	0.00	4,262.50	127,241.81
28 Aug 2023	Payment: Merredin CRC	0.00	80.00	127,161.81
01 Sep 2023	Xero Australia	0.00	56.05	127,105.76
01 Sep 2023	Bendigo Bank	0.00	2.40	127,103.36
08 Sep 2023	Payment: 150Square	0.00	5,235.63	121,867.73
08 Sep 2023	Payment: BWS	0.00	105.00	121,762.73
08 Sep 2023	Payment: Merre Granola	0.00	160.00	121,602.73
08 Sep 2023	Payment: Nextra Merredin News & Stationery	0.00	59.94	121,542.79
12 Sep 2023	Payment: Shire of Mukinbudin	14,300.00	0.00	135,842.79
14 Sep 2023	Bendigo Bank	0.00	30.00	135,812.79
15 Sep 2023	Payment: Shire of Trayning	14,300.00	0.00	150,112.79
15 Sep 2023	Payment: Shire of Koorda	14,300.00	0.00	164,412.79
15 Sep 2023	Payment: Shire of Mount Marshall	14,300.00	0.00	178,712.79
19 Sep 2023	Payment: Shire of Dowerin	14,300.00	0.00	193,012.79
22 Sep 2023	Payment: Shire of Wyalkatchem	14,300.00	0.00	207,312.79
22 Sep 2023	Payment: Shire Of Nungarin	14,300.00	0.00	221,612.79
25 Sep 2023	Pippa De Lacy	0.00	159.79	221,453.00
Total BB NEWROC Funds-5557		100,100.00	19,098.59	221,453.00
Closing Balance		221,453.00	0.00	221,453.00
Total		100,100.00	19,098.59	81,001.41

Balance Sheet

North Eastern Wheatbelt Regional Organisation of Councils As at 30 September 2023

30 SEP 2023

Assets

Bank

BB NEWROC Funds-5557	221,453.00
BB Term Deposit Account-1388	299,025.69
Total Bank	520,478.69

Total Assets **520,478.69**

Liabilities

Current Liabilities

GST	6,393.69
Rounding	0.05
Total Current Liabilities	6,393.74

Total Liabilities **6,393.74**

Net Assets **514,084.95**

Equity

Current Year Earnings	44,483.25
Retained Earnings	469,601.70
Total Equity	514,084.95

RESOLUTION

That the income and expenditure from 1 August 2023 – 30 September, P and L and balance sheet be received.

Moved Cr De Lacy

Seconded Cr Garner

CARRIED 7/0

6.2. Audit 2022/23

FILE REFERENCE: 42-2 Finance Audit and Compliance
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 24 October 2023
ATTACHMENT NUMBER: #2 Audit Report
#3 Representation Letter
CONSULTATION: Dirk Sellenger
Audit Partners
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

NEWROC audit completed with no outstanding items or recommendations from the auditor.

RESOLUTION

NEWROC receives and accepts the 2022/23 Audit.

Moved Cr Sachse

Seconded Cr De Lacy

CARRIED 7/0

7. MATTERS FOR DECISION

7.1. WASTE MANAGEMENT

FILE REFERENCE:	103-1 Waste Management
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	24 October 2023
ATTACHMENT NUMBER:	
CONSULTATION:	Peter Klein Ask Waste Management
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

The Executive has received a copy of the Ask Waste Management Landfill Site Identification report for discussion.

Discussion at the Executive meeting:

- The Shire of Wyalkatchem has identified two sites (in addition to the sites in the Ask Waste Management Landfill Site Identification Report).
- The Shires of Trayning and Koorda have identified the landowners of the sites in the Report.
- All members are asked – If we were going to put a regional site in our district, where would we do it? (do not consider the current movement of rubbish).
- NEWROC EO to enquire about the Regional Precincts grant program.

ACTION: Members to identify at least one site within their Shire boundary for a potential regional landfill and provide this information to the NEWROC EO prior to the October 31 Council meeting.

OFFICER RECOMMENDATION

NEWROC establishes a subcommittee for the purpose of reviewing the submitted sites against the DEWR criteria.

NEWROC members to receive notice of the preferred regional waste site.

Discussion:

- Members discussed how to communicate the project to Councils and the community.
- Discussion that we are unclear on the financials and sites and hence unable to present to each Council at this stage.
- Project ideally should create employment opportunities or include circular economy principles.
- Potential to offer internal waste management service.

ACTION: EO to coordinate a visit to regional site with elected members from each Council. Video the site using a drone so it can be shared afterwards.

ACTION: Include information on the project in the NEWROC newsletter (investigation stage).

RESOLUTION

NEWROC establishes a subcommittee to progress the project and bring back recommendations to the NEWROC and a preferred regional waste site.

Members of the subcommittee include: Cr De Lacy, Leanne Parola, Cr Brown, Cr Stratford and Ben McKay.

Moved Cr Garner

Seconded Cr Stratford

CARRIED 7/0

Regional Precincts and Partnership Program

- Funding opened in August 2023. Noncompetitive process, can apply at any time.
- Objectives:
 - facilitate place-based approaches to planning, characterised by collaborative partnerships,
 - engaging in shared design, stewardship and accountability of planned outcomes,
 - provide targeted benefits related to productivity, equity and resilience for the people of regional, rural or remote Australia,
 - support community priorities for regional cities, rural or remote centres and areas, and
 - reflect the Government’s approach to regional investment as outlined under the Regional Investment Framework.
- Outcomes (including but not limited to):
 - demonstrate the value of partnerships between governments, communities and businesses for effective planning, coordination and delivery of regional infrastructure,
 - develop and deliver regional precincts comprised of multiple infrastructure components, which provide benefits related to productivity, equity and resilience, and
 - contribute to the Australian Government’s current policy priorities, including but not limited to Closing the Gap, transition to a net zero economy, Australia’s emission reduction goals, social and affordable housing, and National Cultural Policy.
- *What are Precincts?* User defined, geographic area with specific shared need or theme. They will be located in renewal and growth areas in regional centres, regional corridors, regional cities etc
- Needs to be based on community need and demonstrated partnerships

Intend to apply for Stream One: Precinct development and planning. Grants of between \$500,000 to \$5 million will be available for master planning, consultation, design, business cases and partnership establishment (\$500,000 - \$5million). This can then lead into Stream Two: Precinct Delivery.

Grant Section	Grant Guidelines	Details and Comments
Eligibility	Local Government ABN Eligible locations (all NEWROC LGs)	✓ We meet the eligibility. Authority to use land or close to approval (we require a letter by the land owner).

NEWROC Council Meeting 31 October 2023 - MINUTES

Completion Date	31 March 2026	<ul style="list-style-type: none"> ✓ We can complete in 2024 ✓ We could potentially complete stream one and then apply for stream two (2025) subject to individual Council support
Co Contribution	Cash or in kind, % not defined, applicants need to demonstrate co-contribution	<p>Suggest \$50K cash to contribute towards purchase of regional site.</p> <p>Suggest In Kind:</p> <ul style="list-style-type: none"> • NEWROC EO time • Individual tip closure plans completed by Shires
Partnerships	<p>Bringing together LGs</p> <p>Tailored to local needs</p> <p>Shared vision</p> <p>Requires joint investment</p>	<ul style="list-style-type: none"> ✓ NEWROC LGs ✓ RDA Wheatbelt <p>We need to engage with community and businesses.</p> <p>We need to provide evidence that State Govt and traditional owners have been invited to participate. Potentially invite WDC or DEWR.</p> <p>Suggest we also need individual Council endorsement to proceed with this project.</p>
	Governance document describes the current and future partnerships.	<ul style="list-style-type: none"> ✓ We have an MoU. <p>In the grant application we can seek funding for a governance arrangement for the Waste infrastructure and services</p>
	<p>Assessment Criteria 1 (need to score at least 50% against each to be considered for funding)</p> <ul style="list-style-type: none"> ✓ Align with regional plans and strategies ✓ Support place based approach ✓ Provide economic opportunities ✓ Enhance productivity, equity and resilience ✓ Consider/measure climate and or energy impacts ✓ Contribute to Australian government priorities e.g. net zero, energy efficiency, disaster preparedness, closing the gap 	<p>Suggest to include:</p> <ul style="list-style-type: none"> ✓ Circular economy principles in the project ✓ Value adding on waste collection, use and reuse
	<p>Assessment Criteria 2</p> <ul style="list-style-type: none"> ✓ Address public infrastructure gap 	

NEWROC Council Meeting 31 October 2023 - MINUTES

	<ul style="list-style-type: none"> ✓ Deliver improved public benefits / services for region ✓ Identify need for project investment ✓ How it connects place with purpose 	
	<p>Assessment 3</p> <ul style="list-style-type: none"> ✓ Demonstrated community engagement to date ✓ Drawing on local knowledge ✓ Leveraging opportunities and addressing challenges ✓ First Nations engagement ✓ Governance arrangements 	<p>To submit an application we will require the development of a:</p> <ul style="list-style-type: none"> • consultation plan in the funding application • project plan • project budget (including ineligible and eligible items) • evidence of confirmed partnership (RDA Wheatbelt letter of support, LG member letters of support) • evidence of traditional owner invitation and state government invitation
	<p>Deliverables</p>	<p>The grant application would request the following outputs:</p> <ol style="list-style-type: none"> 1. Update Business Case 2. Business Case for internal waste service (bin pick up and transfer by NEWROC) 3. Community consultation 4. Master Plan for Regional Waste Site 5. Master Plan for Waste Transfer Stations 6. Governance Arrangements 7. Planning approvals <p>Quotes are currently being sought for these outputs to help Council make an informed decision on whether to proceed.</p>

Proposed Timeline:

October NEWROC Meeting	Identification of potential regional waste sites.
Early November	NEWROC sub committee assessment of sites against criteria (preferred site identified, possibly an initial approach to land owner to assess support/opposition).
November Council Meetings	Discuss regional waste site and transfer stations **Endorse project and funding application submission
November NEWROC Meeting	**Instruction to NEWROC EO to prepare application
December	**Review by Whitney Consulting (\$2980 plus GST)
January 2025	**Funding submission

This funding suggestion is being put forward to Council to consider due to the limited funding opportunities available for waste infrastructure. This funding, if successful, could help the group prepare the plans and approvals necessary to proceed to the next stage.

OFFICER RECOMMENDATION

Member Councils discuss the project and funding application at their November meeting (specific motion to be supplied) for approval.

RESOLUTION

NEWROC distribute information relating to the Regional Precincts Funding (for waste management planning purposes) for consideration at each members next Council meeting.

Moved Cr Sachse

Seconded Cr Shadbolt

CARRIED 7/0

Discussion:

- Members discussed the challenges of progressing with identified sites. Some members have provided details of potential locations. The criteria for sites is extensive and consideration needs to be given to planning regulations, acts etc.
- Cr M Stratford declared a conflict of interest as a guest at the meeting that both sites identified in the Ask Waste Mgt Landfill identification report were on land owned by her family.
- Community consultation is still required.

7.2. REGIONAL SUBSIDIARY

FILE REFERENCE: 041-11 Regional Subsidiary
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 24 October 2023
ATTACHMENT NUMBER: #4 Charter
 #5 Business Plan (to be supplied)
CONSULTATION: DLGSC
 Tony Brown, WALGA
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

The NEWROC Executive Officer has prepared a NEWROC Regional Subsidiary Charter using the WALGA template.

There are no significant changes to our original Charter, with WALGA adopting some of our suggestions.

The Executive has reviewed the Charter. The Charter has also been provided to WALGA for their review with their only comment being to review the purpose.

Discussion at the Executive meeting:

- Much discussion on specifics of the words used in our purpose.
- Expand on the word community development, economic development.
- Consider where the Place Based Capital Program sits in the regional subsidiary.
- We don't want to run a VROC and a Regional Subsidiary at the same time.

The NEWROC EO has provided an updated purpose to DLGSC to review.

Business Plan has been updated.

OFFICER RECOMMENDATION

The Charter be recommended to Council for their adoption and advertising, subject to the Department providing clarification on the regional subsidiary purpose.

Discussion:

- Item was requested by the Shire of Mukinbudin to lay on the table previously (not a resolution). Shire of Mukinbudin requested NEWROC not proceed further with the item.
- Updated charter is not fit for purpose and too broad objectives.

RESOLUTION

NEWROC wait for a response from the Department of LGSC regarding our updated Charter.

Moved Cr Sachse

Seconded Cr Trepp

CARRIED 7/0

7.3. EVENTS SUPPORT OFFICER

FILE REFERENCE:	132-1 NEWTravel
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	
DATE:	24 October 2023
ATTACHMENT NUMBER:	#6 Events Support Officer (to be supplied)
CONSULTATION:	Linda Vernon Danielle Green (DEM)
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

NEWTravel has been successful in securing approx. \$63K from FRRR's Future Drought Fund's Helping Regional Communities Prepare for Drought Program for an Events Support Officer.

There is an opportunity to see this position work closely with Dowerin Events Management.

The following officer recommendation is on the table, from the August meeting.

OFFICER RECOMMENDATION

NEWROC contribute \$10,000 towards the position in the 23/24 financial year and review the support when preparing the 24/25 budget.

The NEWROC EO, NEWTRAVEL EO and General Manager of Dowerin Events Management met online on 17 October 2023.

Together with the NEWTRAVEL EO, we have developed a proposal for consideration by the NEWROC Council. Subject to this approval, submission to Dowerin Events Management.

RESOLUTION

NEWROC removes the item from the table.

NEWROC endorses the new proposal, with no financial contribution, and for NEWTRAVEL to present it to the board of Dowerin Events Management for their consideration.

Moved Cr Sachse

Seconded Cr De Lacy

CARRIED 7/0

Discussion:

- Updated Events Position proposal to be re-emailed.
- Cr Dickson declared a conflict of interest as a guest, she is a member of the DEM Board.

8. MATTERS FOR INFORMATION**8.1. LOCAL GOVERNMENT HONOURS 2023**

FILE REFERENCE:
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 24 October 2023
ATTACHMENT NUMBER:
CONSULTATION:
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

Congratulations to the following members who received an honour in this year's Local Government Awards:

Eminent Service Award – Cr Quentin Davies, Cr Gary Shadbolt
Merit Award – Belinda Taylor
Local Government Distinguished Officer – Dirk Sellenger

RESOLUTION

All award recipients be invited and acknowledged at the End of Year drinks on 28 November 2023.

Moved Cr De Lacy**Seconded Cr Stratford****CARRIED 7/0**

8.2. NEWROC TOWN TEAM BUILDER

FILE REFERENCE: 130-1 Economic Services General
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 24 October 2023
ATTACHMENT NUMBER: #7 Wheatbelt Placemaking Report
CONSULTATION: Alyce Ventris
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

The contract for the NEWROC Town Team Builder will cease on 31 October 2023.

Alyce Ventris will continue in her role with Town Team Movement and will still be available to teams in the district, however will not be dedicating 2 days a week to the NEWROC.

A report from the Wheatbelt Placemaking Road Trip in Bencubbin is attached.

A summary of the external funding attracted to the NEWROC communities in 2022/23 is as follows:

Town	Amount	Funding Body	Description
Dowerin	\$5,000	RAC	Dowerin Tin Dog General Store Mural and shop front uplift
Trayning	\$53,000	RAC	Youth Centre and Don Mason Alfresco Area - KTY Do Over Projects
Mukinbudin	\$2,000	CBH	Town Hall Carpet Replacement
Wyalkatchem	\$1,000	CBH	Wylie Street Party - for Do Over
Koorda	\$13,000	RAC	RAC Development Funding - Koorda Skate Park
NEWROC	\$63,500	FRRR	Drought Resilience Preparedness through Town Team placemaking activations, and resilience workshops
	\$137,500		

More recently, Alyce attended the Nungarin community meeting regarding the future of the pub and has offered assistance to the community with whatever the next steps will be.

Alyce will attend the November meeting to give a verbal update to Council.

NEWROC will discuss new contract arrangements at the November meeting.

RESOLUTION

NEWROC receives the NEWROC Town Team Builder report.

Moved Cr Stratford

Seconded Cr Trepp

CARRIED 7/0

9. GENERAL UPDATES

9.1. SAM Trailer

RESOLUTION

NEWROC transfers ownership of the SAM Trailer to the Shire of Mukinbudin. NEWROC reimburse the Shire of Mukinbudin for its travel costs in its trip to Perth for maintenance and repairs.

Moved Cr De Lacy

Seconded Cr Trepp

CARRIED 7/0

9.2. Place Based Capital

The first face to face meeting of the NEWROC group will be at 4.30pm on Tuesday 31 October in Bencubbin.

9.3. Nungarin to Wyalkatchem Rail Trail Update

Access and use of the ARC Infrastructure land is proving difficult for the project to proceed.

9.4. NEWROC October Newsletter

9.5. Telecommunications

Shire of Mukinbudin informed the group that 3G will be turned off on 30 June 2024. Item will be raised at Great Eastern Zone.

EO to look into sharing information with RDA Australia and the Regional Comms advocacy group.

10. 2023 MEETING SCHEDULE

28 November

Council

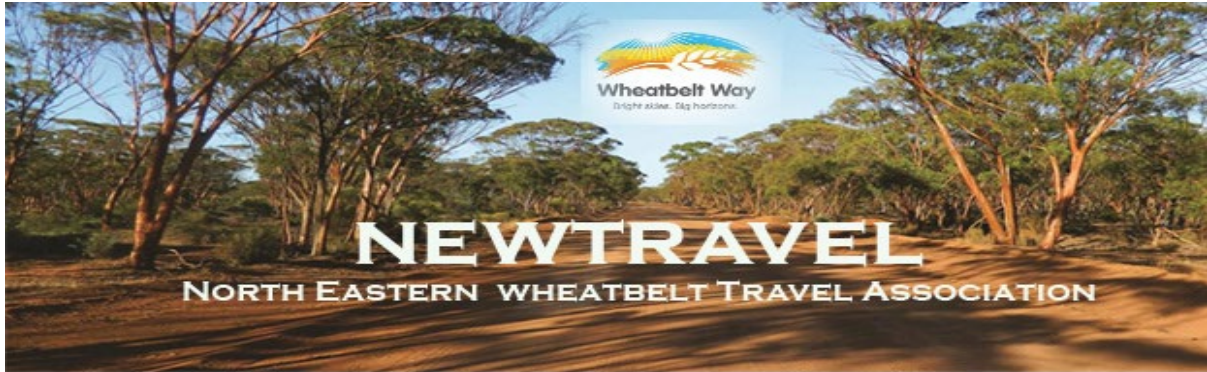
Shire of Nungarin

3pm with end of year drinks to follow

11. CLOSURE

Cr Brown thanked everyone for their attendance and closed the meeting at 4pm.





Annual General Meeting Minutes

Meeting to be held on Thursday 26th October 2023, at the Wyalkatchem Shire Council Chambers.

Opening **10.31am**

Attendees:

NEWTRAVEL MEMBER

Koorda CRC

Mukinbudin CRC
Shire of Mukinbudin
Shire of Dowerin
Shire of Mt Marshall
Shire of Nungarin
Shire of Trayning
Shire of Wyalkatchem

Apologies:

Shire of Westonia

Nungarin CRC
AGO
Shire of Mt Marshall

MEMBER VOTING DELEGATE

Kim Storer (NEWTRAVEL Chair)

Kerry Walker
Linley Dreghorn
Cr Tanya Gibson (Deputy Delegate)
Cr Kerry Dayman
Leanne Parola (CEO)
Stephanie Elvidge

Cr. Bill Huxtable

Marcus Falconer
Cr Megan Beagly

ASSOCIATE MEMBERS & OTHERS

Linda Vernon (NEWTRAVEL TO)

Jessica McCartney

Phoebe Sachse
Georgina McKay

Cr Christy Petchell

Stacey Geier

Lani Hale

Tanya Stobie

1. Declarations of Interest

Nil

2. Membership Applications

Nil

3. Previous Minutes

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

RESOLUTION:

That the Minutes of the NEWTRAVEL Annual General Meeting held in Bencubbin on 27th October 2022 be confirmed as a true and correct record of proceedings.

Moved: Cr Tanya Gibson

Seconded: Stephanie Elvidge

CARRIED

1.2 Business arising from previous minutes

Nil

4. Chairperson's Report

Kim Storer verbally presented the following:

After six years I have decided to step down from my position as the chair. However, I will remain part of the working group that has made the Wheatbelt Way project the success it is.

First and foremost, I would like to thank Linda, your collective expertise, strategic vision, and passion for tourism, have been instrumental in shaping the direction of the Wheatbelt Way. Through your guidance we have been able to navigate the complexities of travel and tourism, adapt to evolving trends, and deliver exceptional experiences to our visitors. Your insightful advice and professional decision making have not only help us sustain the Wheatbelt Way but also propelled it and us towards new heights of growth and success.

As we have all witnessed over the past three years, tourism trends can change rapidly and can also be influenced by a wide range of factors, including economic conditions and environmental changes. Through attending these meetings and staying informed about the latest attractions, events and initiatives throughout the greater region keeps us all up-to-date and provides insights on tourism trends, developments, and opportunities.

The building of a strong collaboration is essential for achieving the common goal and fostering productive relationships. Together we have built a working group that has clear objectives, effective communication, trust and respect, diversity and inclusion and shared resources. We have all been recipients of the rewards the Wheatbelt Way project has brought and have a lot to celebrate and be proud of.

My thanks to all the Shires, CRC's, Visitors centres, Tourism operators, individuals, groups, and organisations that have been, and continue to be an integral part of the Wheatbelt Way Self-Drive Trail.

In closing I thank you all for your continued support and once again would like to express my thanks to Linda, the tremendous amount of work and dedication you have put into your role, your tireless efforts, strategic insight, and unwavering commitment have not only transformed the Wheatbelt Way but has also set a standard of excellence for all of us to aspire to.

Thank you

5. Financial Report

North Eastern Wheatbelt Travel Association General Cheque Account

Financial Report 1 October 2022 to 30 September 2023

Bendigo Bank Cheque Account Opening Balance 1 October 2022 **\$16,382.76**

Income

Memberships	\$68,364.00
Grant Funding	\$31,777.00
Other Income	\$26,739.00
Total Income	\$126,880.00

Expenses

App	\$480.00
Brochure and Guidebook Reprints	\$6,990.50
Consumer Shows	\$1,610.20
Content - Images	\$60.00
Insurance	\$539.04
Internet Marketing	\$5,485.00
Meeting Expenses	\$90.00
Postage	\$521.09
Press Advertising	\$8,319.50
Promotional Material	-
Signs	\$264.00
Storytowns Podcast	\$16,500.00
Tourism Association Memberships	\$350.00
Tourism Officer & Support Services	\$52,685.59
Training & Workshops	-
Website	\$697.21
Total Expenses	\$94,592.13

Bendigo Bank Cheque Account Closing Balance 30 September 2023 **\$48,670.63**

Ending Financial Position on 30 September 2023 **\$48,670.63**

RESOLUTION:

That the Annual Financial Report as presented from 1 October 2022 – 30 September 2023 be accepted.

Moved: Leanne Parola Seconded: Cr Christy Petchell

CARRIED

6. Election of Office Bearers

- **Chairman**

Discussion held. Stacey Geier is the current Deputy Chairman, unfortunately she was unable to make the AGM but is willing to step up as Chairperson for NEWTRAVEL. With no other nominations forthcoming, Stacey Geier was nominated and elected unopposed.

- **Deputy Chairman**

Cr Christy Petchell was nominated as Deputy Chairperson. Accepted and elected unopposed.

- **Administrator/Treasurer**

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

Cr Christy Petchell to be added as a signatory to the NEWTRAVEL bank accounts.

7. General Business

Discussion was held around the membership fees. Concerns raised around the Business membership being set at \$500 (perceived high cost) and including voting rights. The following was resolved:

a. Review Membership Fees for 2023-2024

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

b. 2023-2024 Additional Council Support

Request for additional financial support for the 2023-2024 financial year from Local Government members of:

\$3,900.00 towards the Tourism Officer & Support Services

\$500.00 towards specific Wheatbelt Way marketing activities

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

The above is no change from the 2022-2023 additional Council Support request.

Depending on the outcome of the upcoming NEWROC meeting, consideration to be given towards additional funding request for the [Events Support Project](#) – of up to \$1000.00 contribution per Council member towards the Event Support Project.

ACTIONS:

- Linda to create a membership flyer to provide to Council members to assist with circulating in their local business community.
- That at the February 2024 NEWTAVEL Meeting review of the budget 2024-2025 and memberships.

8. Other Business – Nil

9. Next Annual General Meeting: 31st October 2024 in Westonia

10. AGM Close: 10.56am





Minutes – GENERAL MEETING

General Meeting held on Thursday 26th October 2023, at Wyalkatchem Shire Council Chambers

Opening 10.57am

Invited Attendees:

NEWTRAVEL MEMBER

Koorda CRC

Mukinbudin CRC
Shire of Mukinbudin
Shire of Dowerin
Shire of Mt Marshall
Shire of Nungarin
Shire of Trayning
Shire of Wyalkatchem

MEMBER VOTING DELEGATE

Kim Storer (NEWTRAVEL Chair)

Kerry Walker
Linley Dreghorn
Cr Tanya Gibson (Deputy Delegate)
Cr Kerry Dayman
Leanne Parola (CEO)
Stephanie Elvidge

ASSOCIATE MEMBERS & OTHERS

Linda Vernon (NEWTRAVEL TO)

Jessica McCartney

Phoebe Sachse
Georgina McKay

Cr Christy Petchell

Apologies:

Shire of Westonia

Nungarin CRC
AGO
Shire of Mt Marshall

Cr. Bill Huxtable

Marcus Falconer
Cr Megan Beagly

Stacey Geier

Lani Hale
Tanya Stobie

1. Previous Minutes

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

RESOLUTION:

That the Minutes of the NEWTRAVEL Meeting held in Dowerin on 27 July 2023 be confirmed as a true and correct record of proceedings.

Moved: Cr Kerry Dayman

Seconded: Linley Dreghorn

CARRIED

1.2 Business arising from previous minutes –
 Jessica raised that the next CRC Cluster meeting will be held in Merredin in November and may be an opportunity to re-visit content creation through CRC support. Linda to speak with Rik Soderlund.

ACTIONS	UPDATE
<ul style="list-style-type: none"> ACTION – Linda to keep all members informed on this projects (Event Support Project) progress via email updates. 	Linda apologised for lack of information forthcoming, but very little had occurred in this area until the last 10 days due to Dowerin Events Management wanting to defer discussions until after the Dowerin Field Days.
<ul style="list-style-type: none"> ACTION – Megan suggested that Linda contact the Beacon CRC and have a chat about this (Content Creation). 	Linda has reached out to Beacon and other CRCs but no clear path has shown itself on how to progress content creation from the Wheatbelt region.

2. Correspondence

2.1 Correspondence In

- 2.1.1 Various Emails inward.
- 2.1.2 FRRR - Project “17 WA Events Officer” in the Helping Regional Communities Prepare for Drought Initiatives’ Community Impact Program, Application No: 38682 – signed agreement.
- 2.1.3 Caroline Robinson – NEWROC, request to take NEWTRAVEL motions to next NEWROC Meeting.
- 2.1.4 AGO AGM and Board Nominations

2.2 Correspondence Out

- 2.2.1 Various Emails outward.

RESOLUTION:
 That the NEWTRAVEL inward correspondence is accepted, and the outward correspondence be endorsed.
 Moved: Cr Tanya Gibson Seconded: Cr Christy Petchell CARRIED

2.3 Business arising from Correspondence

3. Financial Report

Cheque Acc Opening Balance 1 July 2023		<u>\$35,164.78</u>
INCOME		
Other Income	Shire of Goomalling – Storytowns Marketing contribution	\$2,090.00
	FRRR Drought Funding Grant – Payment 1	\$31,777.00
	Total Income	\$33,867.00
EXPENSES		
Brochures	Vanguard Press – Printing of 5000 Maps & 3000 Guidebook	\$6,990.50
Marketing	Meta Advertising	\$100.00
Tourism Officer	Vernon Contracting – Tourism Officer, June 2023	\$3,967.73
	Vernon Contracting – Tourism Officer, July 2023	\$4,161.59
	Vernon Contracting – Tourism Officer, August 2023	\$4,533.26
Website	Annual Website Hosting	\$77.32
	Domain Central – Annual renewal	\$25.95
Postage	Muka Mail & Merchandise - July	\$26.85
	Shire of Merredin – Annual Postage contribution	\$197.00
	Muka Mail & Merchandise – Aug-Sept	\$16.95
Signage	Turbo Signs - Banner Flag Nungarin CRC	\$264.00
	Total Expenditure	\$20,361.15
Cheque Acc Closing Balance 30 September 2023		<u>\$48,670.63</u>
<i>Other Income</i>		
<i>Outstanding Payments</i>	<i>Vernon Contracting – Tourism Officer, September 2023</i>	<i>\$4,196.31</i>
	<i>Baxter Backpacks, Social Media Content September 2023</i>	<i>\$1,500.00</i>
	<i>Baxter Backpacks, purchase additional 10 images</i>	<i>\$500.00</i>
	<i>Alyce Ventris – Social Media July/August/September</i>	<i>\$825.00</i>
Ending Financial Position on 19 October 2023		<u>\$41,679.32</u>

Signage Funds Remaining

Turbo Signs – Banner Flag Nungarin CRC	\$264.00
Total Signage Funds Remaining	\$1,377.10

RESOLUTION:

That the NEWTRAVEL financial report is accepted as presented.

Moved: Leanne Parola

Seconded: Linley Dreghorn

CARRIED

4.0 NEWTRAVEL Tourism Officer (0.4FTE) August 2023 – October 2023 Report

Main Activities	Description	Progress/Update
1. NewTravel Administration		
a. Organise, attend and minute NEWTRAVEL meetings. Attending to any correspondence or motions at these meetings.	Organise and attend NEWTRAVEL Meetings	<ul style="list-style-type: none"> • Attended July NEWTRAVEL meeting •
b. Undertake governance and financial reporting activities.	Prepare Agendas and Minutes; attend to correspondence and motions as directed.	<ul style="list-style-type: none"> • July Meeting Minutes prepared and circulated.
	Undertake financial responsibility for NEWTRAVEL including invoicing, paying accounts, preparing and presenting financial reports.	<ul style="list-style-type: none"> • Monthly financials completed and accounts paid.
2. Marketing		
a. Implement the Wheatbelt Way Marketing Plan	Develop, adopt and implement annual marketing plan.	<ul style="list-style-type: none"> • Continued implementation of 2022-23 Marketing Plan
b. Support NEWTravel to undertake tourism marketing activities to the benefit of the members.	Promote the Wheatbelt Way through press advertising and any other opportunities as they arise.	<ul style="list-style-type: none"> • 2023 Wheatbelt Way Wildflowers Campaign prepared and implemented. • Attended 2023 Dowerin Machinery Field Days. • Spring Wheatbelt Cooperative Wildflower Campaign
	Update and distribute Wheatbelt Way Brochures and Booklets.	<ul style="list-style-type: none"> • Distributed as required. • 2023 Guidebook and Map re-print.
	Arrange for the preparation of promotional packages for individuals, groups, companies and arrange appropriate distribution	
3. Website and Social Media		
a. Develop and maintain a presence for the Wheatbelt Way on internet and social media.	Maintain the Wheatbelt Way website	<ul style="list-style-type: none"> • Updated weekly as required.
	Answer all Wheatbelt Way enquiries via the website and respond to requests for merchandise as required.	<ul style="list-style-type: none"> • Wheatbelt Way enquiries (website, email, socials, chat and phone).
	Create a Wheatbelt Way Facebook Page and maintain it regularly.	<ul style="list-style-type: none"> • Posting and sharing of Wheatbelt Way content daily on Facebook and Instagram weekly.
4. Stakeholder Communications		
a. Maintain relationships with Central Wheatbelt Visitors Centre and Australia's Golden Outback	Attend Regional Working Group Meetings	<ul style="list-style-type: none"> • Attended and participated in monthly Wheatbelt Tourism team meetings developing a Destination Development direction/plan with stakeholders. • Presented to Wheatbelt CRC Tourism Cluster in Corrigin – 9th August • Participated in monthly AGO zoom meetings. • Member of AGO Agri-tourism Working Group – attended first online meeting 21 September
b. Communicate with members.	Quarterly Newsletter to Stakeholders	<ul style="list-style-type: none"> • Bi-Monthly E-news to NEWTRAVEL stakeholders sent. • Quarterly newsletter subscribers sent.

	Provide information and updates as identified.	•
5. Maintenance and Monitoring		
a. <i>Assist in the maintenance of the Wheatbelt Way Infrastructure and monitoring of Tourism across NEWROC</i>	Coordinate and collate tourism data for the region.	<ul style="list-style-type: none"> • Compiled the March 2023 – July 2023 Visitor Statistics • Quarterly Marketing Report produced
	Coordinate annual auditing of Wheatbelt Way sites with individual shires and reporting of recommendations back to shires.	•
6. Supporting additional activities		
a. <i>Any other duties within the Contractors range of abilities as directed by the Director of Economic Services if time and resources allow.</i>	Assist with planning and conducting tourism initiatives as required (incl. local famils and trade shows).	-
	Carry out research and manage projects as required	<ul style="list-style-type: none"> • Follow up meetings with DRS and Trails WA about the unsuccessful NEWTRAVEL Trails grant held and feedback sort. • Successful FRRR funding agreement executed, attended ARLF Change Makers Workshop in Merredin 18 September as a part of this.
	Other	<ul style="list-style-type: none"> • Developed NEWTRAVEL Events Support project proposal and commenced engagement with NEWROC and Dowerin Events Management as potential project partners to deliver.

Linda provided an update on the newly formed AGO Wheatbelt Agri-tourism Working Groups. Discussion was held. Tanya Gibson raised concerns and suggestions around:

- Liability
- Assistance with the planning, coordinating and organising of local agritourism initiatives.
- The need for some guidance/guidelines.

5.1 Wheatbelt Way Visitor Statistics

A reminder that the reporting periods are:

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

*If Shires could please submit their complete Excel spreadsheets for the period July – October 2023 and email them in by the **14th November** it would be greatly appreciated.*

Linda presented the March 2023 – June 2023 Visitor Snapshot Report and it can be viewed [here](#). It was noted that again the Wheatbelt Way region had the most number of visitors for this period.

5.2 Social Media and Marketing Report

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

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

General discussion was held on the future of NEWTRAVEL's marketing activities for the next 12 months which included reviewing the draft 2023-2024 Marketing Overview, can be viewed [here](#).

Linda was pleased with the work of Influencer Alex Baxter on how it was created and received. Alex's work was viewed by the meeting as not all had seen it. Linda felt that we had pivoted our marketing well to reduce the focus on Wildflowers this spring as they were not so spectacular this year due to the lack of rains. The Salt Lake drone footage that Alex created as a "Art of the Wheatbelt" theme was really well received.

Linda raised her concerns that the quality of content that Alex Baxter created is what is needed to elevate the Wheatbelt Way social media marketing in the future, but she does not have the skills required to do this, nor do we have a budget to purchase this type of content on a regular basis.

The strength of the Wheatbelt Way social media was that it was authentic and genuine of what is happening in the region right now. Concerned about the lack of Wheatbelt content on social media. This year Linda had poor/no uptake from any locals to be paid to create local Wheatbelt Way content. View the Working With Wheatbelt Way proposal [here](#).

Jessica McCartney offered her knowledge of using Instagram and reels and discussion was held about the Tik Tok platform.

6.0 General Business

6.1 NEWTRAVEL 2023 – 2024 Marketing Plan

BACKGROUND:

NEWTRAVEL annual develop and endorse a marketing plan for promoting the Wheatbelt Way region and its members.

COMMENT:

The NEWTRAVEL marketing year is from 1 October – 30 September.

The draft 2023-2024 Marketing Plan is [here](#).

Discussion was held about the planned activities and the limited ability to move or change funding allocations as the budget was very tight.

RECOMMENDATION:

The 2023-2024 Marketing Plan was endorsed as presented.

6.2 NEWTRAVEL/NEWROC Events Support Project

BACKGROUND:

NEWTRAVEL has been successful in receiving \$63,554.00 from [Future Drought Fund's Helping Regional Communities Prepare for Drought – Community Impact Program](#). This project is to be delivered by 30 June 2025.

COMMENT:

Linda has been in discussions with NEWROC and Dowerin Events Management and will provide an update to the meeting.

The Project Proposal can be viewed [here](#).

Discussion was held including:

- Tier 2 Events to be added are: Wylie Arts Expo, Koorda and Districts Agricultural Show (instead of Koorda Community Show), WAORRA Car Rally, Bencubbin.
- Leanne raised concerns about the unconfirmed Travel Budget Line (approx. \$10,000 over two financial years) being requested from NEWROC as it does not include the Shire of Westonia contributing. Felt that perhaps it would be fairer for NEWTRAVEL to ask all the individual NEWTRAVEL member Councils to contribute to the Travel Budget item.
- Georgina raised that Mt Marshall was supportive of the project but perhaps would not get as much value out of it as other member Councils as they employed Phoebe in the Community Development role that already provides some of the identified project outcomes for their community.
- Concerns around the perceived heavy reliance on and potential benefits to Dowerin Events Management if they agree to come on board as project partners.
- Linda expressed her concerns that she felt the project could not be delivered for any less funds than outlined in the proposal.

RECOMMENDATION:

NEWTRAVEL endorsed the Events Support Project proposal as presented, and directed that if NEWROC did not endorse and agree to contribute the unconfirmed funds that NEWTRAVEL to approach the member Councils individually.

6.3 Destination Development Plan

BACKGROUND:

Goal 2.1 of the NEWTRAVEL Strategic Plan is to work with AGO to encourage dispersal around our region. It has an action of developing a destination development plan for the Wheatbelt Way road trip.

COMMENT:

A Wheatbelt Tourism Destination Development group have been meeting monthly to progress this concept.

Linda will provide verbal update to the meeting, including on the [Visitor Information Centre Project Proposal](#).

RECOMMENDATION:

Linda advised that the Wheatbelt Tourism Working Group had not met recently due to members availability, there was meeting set for November. The Visitor Information Centre Project Proposal had been seeking information from CRCs and Visitor Information points to further bolster any proposals.

7. Reports

7.1 Member Reports

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

Mt Marshall

- Anecdotally Beacon visitor numbers are up.
- The two new cabins for the Caravan Parks are nearly installed (has been a long process)!
- The Mt Marshall Centenary celebrations was very successful.
- Mrs Medlin (wax mannequin) has finally arrived for the Beacon Museum.
- Mt Marshall and Districts Show will be held on the 9th March 2024.

Trayning

- The Caravan Park has been closed for a large amount of this last period to allow for the new ablutions to be installed.
- The Smoke n' Dirt Motor Sport Event was successfully held in September. Date set for 2024 as the 7th September.

Nungarin

- Anecdotally there was a steady flow of visitors at the Caravan Park.
- Held one Wildflower Bus tour which was successful.
- The Mangowine Concert and Harvest Festival Weekend activities were all held and well received.
- Auntie Jim (wax mannequin) has also arrived and is now on display at the Nungarin Army and Heritage Machinery Museum.
- Held a Community meeting with Peter Kenyon from Community Builders to seek interest and discuss the possibility of co-operative purchase and ownership of the Woolshed Hotel (currently closed and for sale). This business not being open is having a large negative impact on the community and it is hoped that this could be a possible solution.

Mukinbudin

- The Caravan Park is busy as usual and new shelving has been installed in the Camp Kitchen.
- New signs and banners have been installed around the town.
- New public bins are soon to be installed around town.
- The public toilets on the main street have been upgraded and are now open to the public again.

Dowerin

- The new CEO David Singe has started.
- Dowerin Hotel is now open but days/hours are ad hoc.
- Community Art Workshops currently being held and well received.
- Current decline in visitors at the Dowerin Short Stay at present, not sure why.
- Holding an Intergenerational bowls event in November (received grant funding to do this).

- Community Harvest Festival event – 15th December
- Movember Ball being held by the Dowerin Community Club
- Community is also working on plans to improve the playground in town.

Wyalkatchem

- The Pub sold and is now re-opened under new management serving lunch and dinner 7 days a week.
- Shire is working with stakeholders to look at options to get the Café back open.
- The Wyalkatchem rodeo had approx. 3,500 people in attendance. 90% of the people stayed the night in Wyalkatchem.
- Wyalkatchem Cemetery improvements completed.
- New town signage has arrived, just waiting to be installed.
- The Wylie Art Expo was popular.
- Currently investigating an aged-care support system called Mabel.

Koorda

- The Recreation Ground renovations have finally commenced, which will include a new bowling green.
- The Koorda Drive In has been going okay, monthly numbers are inconsistent.
- Had a variety of Caravan Groups visit the community.
- The Youth Group continues to provide activities for kids in the community.
- CBH new accommodation is complete, and staff are utilizing.
- This year, a small community event was held at the Drive In instead of the Koorda Show this year.

7.0 Other Business

Mainstreet Gallery, Mukinbudin

Linda gave an update on the Mainstreet Gallery in Mukinbudin in her voluntary work she does with this group, they had 1,143 visitors for the 88 days that they were open in 2023.

Destination WA

Georgina let everyone know that the Shire of Mt Marshall has made the decision to participate (at a cost of \$5,500 for 3-minute segment, plus socials and raw data) in the new season of Destination WA filming to be released in early 2024. Unfortunately, they have now been advised by Guru productions that they will not come out to the Shire of Mt Marshall unless they have three other Wheatbelt stories. Are any other Shires interested?

Linda thanked Kim Storer for her commitment to NEWTRAVEL over the last six years as Chairperson and presented her with a small flower arrangement as a token of appreciation. ‘

8.0 Next Meeting

A General Meeting on Thursday 29th February 2024 in Trayning, 10am.

9.0 Meeting Close 1.07pm



Shire of Wyalkatchem
List of Accounts - October 2023

Chq/EFT	Date	Name	Payment Amount
EFT3115	05/10/2023	Officeworks	-\$ 255.64
EFT3116	05/10/2023	Wormald Australia Pty Ltd	-\$ 423.23
EFT3117	05/10/2023	D & GJ Pease(Airport Maintenance)	-\$ 2,292.35
EFT3118	05/10/2023	Eatover Pty Ltd ATF The Eatover Trust Trading as Littlefoot Agricultural Services""	-\$ 1,232.56
EFT3119	05/10/2023	Australian Taxation Office	-\$ 20,409.00
EFT3120	05/10/2023	Bunnings Midland	-\$ 477.69
EFT3121	05/10/2023	Wyalkatchem Electrical and Air conditioning Services	-\$ 1,870.00
EFT3122	05/10/2023	Nutrien Ag Solutions Ltd	-\$ 367.26
EFT3123	05/10/2023	Petchell Mechanical	-\$ 1,648.79
EFT3124	05/10/2023	T & E Services Pty Ltd	-\$ 7,150.00
EFT3125	05/10/2023	WA Contract Ranger Services	-\$ 627.00
EFT3126	05/10/2023	Wheatbelt Office & Business Machines	-\$ 424.19
EFT3127	05/10/2023	Wyalkatchem Community Resource Centre	-\$ 4,929.36
EFT3128	05/10/2023	Wyalkatchem Spraying Service	-\$ 2,080.00
EFT3129	12/10/2023	Wyalkatchem General Store	-\$ 1,003.73
EFT3130	12/10/2023	Seton Australia	-\$ 507.65
EFT3131	12/10/2023	Department of Mines, Industry Regulation and Safety	-\$ 56.55
EFT3132	12/10/2023	Gary Thorpe {Personal}	-\$ 264.10
EFT3133	12/10/2023	LG Best Practices	-\$ 2,475.00
EFT3134	12/10/2023	Northam Districts Glass Pty Ltd	-\$ 440.00
EFT3135	12/10/2023	Novum Networks (Operations) Pty Ltd	-\$ 359.36
EFT3136	12/10/2023	Jennie A Gorham	-\$ 163.40
EFT3137	12/10/2023	Michelle Lea Eaton	-\$ 93.10
EFT3138	12/10/2023	Twinkarri/intelife Group	-\$ 21,917.50
EFT3139	12/10/2023	Tool Kit Depot (Bunnings Group Ltd)	-\$ 664.05
EFT3140	12/10/2023	Bobcat Plus Pty Ltd	-\$ 11,677.50
EFT3141	12/10/2023	Australia Post	-\$ 273.90
EFT3142	12/10/2023	Bandicoot Express (Cunderdin Community Resource Centre)	-\$ 60.00

Shire of Wyalkatchem
List of Accounts - October 2023

Chq/EFT	Date	Name	Payment Amount
EFT3143	12/10/2023	Bunnings Midland	-\$ 117.90
EFT3144	12/10/2023	TOLL Australia	-\$ 100.03
EFT3145	12/10/2023	Dunnings	-\$ 16,655.28
EFT3146	12/10/2023	Koorda Community Resource Centre	-\$ 25.00
EFT3147	12/10/2023	Petchell Mechanical	-\$ 296.75
EFT3148	12/10/2023	Wheatbelt Office & Business Machines	-\$ 364.24
EFT3149	12/10/2023	Wyalkatchem Community Resource Centre	-\$ 19.50
EFT3150	18/10/2023	G&C Glass	-\$ 2,860.00
EFT3151	20/10/2023	Double Barrel Entertainment	-\$ 6,988.82
EFT3152	20/10/2023	Virginia Komau	-\$ 100.00
EFT3153	20/10/2023	Landgate	-\$ 2,533.00
EFT3154	20/10/2023	R Munns Engineering Consulting	-\$ 29,106.00
EFT3155	20/10/2023	T & E Services Pty Ltd	-\$ 6,435.00
EFT3156	20/10/2023	WA Local Government Association	-\$ 1,650.00
EFT3157	27/10/2023	Peter Klein	-\$ 2,116.00
EFT3158	27/10/2023	LG Best Practices	-\$ 2,186.25
EFT3159	27/10/2023	B & K Auto Electric Seervices	-\$ 530.20
EFT3160	27/10/2023	Nicole Lauren Towell	-\$ 100.75
EFT3161	27/10/2023	Burgess Rawson (wa) Pty Ltd	-\$ 154.53
EFT3162	27/10/2023	Dave's Tree Services	-\$ 4,180.00
EFT3163	27/10/2023	Integral Fire Protection	-\$ 590.50
Total EFT			-\$ 161,252.66
DD2893.1	10/10/2023	HESTA Superannuation	-\$ 1,013.31
DD2893.2	10/10/2023	Macquarie Super Consolidator II	-\$ 256.33
DD2893.3	10/10/2023	MTAA Superannuation Fund	-\$ 143.35
DD2893.4	10/10/2023	The Pease Family Superannuation Fund	-\$ 39.60
DD2893.5	10/10/2023	CBUS Superannuation	-\$ 878.65
DD2893.6	10/10/2023	Aware Superannuation Fund	-\$ 2,493.78
DD2893.7	10/10/2023	BT Panorama Superannuation	-\$ 961.35

Shire of Wyalkatchem
List of Accounts - October 2023

Chq/EFT	Date	Name	Payment Amount
DD2893.8	10/10/2023	Colonial Superannuation	-\$ 609.20
DD2893.9	10/10/2023	Suncorp Superannuation	-\$ 138.93
DD2896.1	02/10/2023	Crisp Wireless	-\$ 526.90
DD2898.1	03/10/2023	Synergy	-\$ 559.72
DD2900.1	04/10/2023	Synergy	-\$ 148.34
DD2907.1	24/10/2023	HESTA Superannuation	-\$ 1,004.79
DD2907.2	24/10/2023	Australian Retirement	-\$ 340.72
DD2907.3	24/10/2023	Macquarie Super Consolidator II	-\$ 319.18
DD2907.4	24/10/2023	MTAA Superannuation Fund	-\$ 116.23
DD2907.5	24/10/2023	The Pease Family Superannuation Fund	-\$ 52.80
DD2907.6	24/10/2023	CBUS Superannuation	-\$ 986.95
DD2907.7	24/10/2023	Aware Superannuation Fund	-\$ 2,952.64
DD2907.8	24/10/2023	BT Panorama Superannuation	-\$ 961.35
DD2907.9	24/10/2023	Colonial Superannuation	-\$ 2,394.09
DD2910.1	09/10/2023	Synergy	-\$ 3,364.84
DD2913.1	11/10/2023	Synergy	-\$ 1,834.77
DD2915.1	12/10/2023	Synergy	-\$ 831.23
DD2918.1	17/10/2023	Foxtel	-\$ 140.00
DD2920.1	20/10/2023	Synergy	-\$ 126.40
DD2922.1	23/10/2023	Telstra	-\$ 249.60
DD2924.1	25/10/2023	Water Corporation.	-\$ 183.24
DD2929.1	30/10/2023	Water Corporation.	-\$ 5.73
DD2930.1	04/10/2023	NAB	-\$ 4,396.54
DD2933.1	03/10/2023	Treasury Corp	-\$ 12,486.59
DD2893.10	10/10/2023	AMP Superannuation	-\$ 640.97
DD2893.11	10/10/2023	Jonas Superannuation Fund	-\$ 102.19
DD2893.12	10/10/2023	Australian Retirement	-\$ 269.55
DD2907.10	24/10/2023	Suncorp Superannuation	-\$ 144.54
DD2907.11	24/10/2023	AMP Superannuation	-\$ 640.97

Shire of Wyalkatchem
List of Accounts - October 2023

Chq/EFT	Date	Name	Payment Amount	
DD2907.12	24/10/2023	Jonas Superannuation Fund	-\$	148.49
DD2907.13	24/10/2023	Rest Super	-\$	128.18
Total DD			-\$	42,592.04
Total EFT and DD			-\$	203,844.70
Payroll dated on	11-10-2023		\$	37,310.49
payroll dated on	25-10-2023		\$	48,918.68





SHIRE OF WYALKATCHEM
NAB BUSINESS VISA
PAYMENTS OF ACCOUNTS BY CREDIT CARD
FOR THE STATEMENT PERIOD: 30 August 2023 to 28 September 2023

DATE	PAYEE	DESCRIPTION	AMOUNT
CARD NUMBER: 4557-XXXX-XXXX-4705			
01-Sep-23	Australia Post	Postage for Rodeo Merchandise	\$ 14.40
06-Sep-23	Kellerberrin Farmers	CEACA - Refreshment for member	\$ 14.00
07-Sep-23	SQ Wyalkatchem Community Centre	Refreshment for Rodeo	\$ 43.00
11-Sep-23	Dunnings	Refreshment for member	\$ 29.45
11-Sep-23	Crown Metropol Perth	Accommodation for member	\$ 2,136.90
11-Sep-23	Crown Metropol Perth	Credit for accommodation for member	-\$ 322.15
14-Sep-23	SMS Broadcast PTY Ltd	Prepaid Top Up September 2023	\$ 361.08
14-Sep-23	Wyalkatchem Hotel	Refreshment for member	\$ 170.00
19-Sep-23	Crown Perth	Refreshment for member at crown Perth	\$ 5.50
19-Sep-23	Live Payments	Refreshment for member	\$ 38.85
19-Sep-23	Crown Perth	Refreshment for member at crown Perth	\$ 22.00
19-Sep-23	Crown Perth	Refreshment for member at crown Perth	\$ 80.00
20-Sep-23	JAMF Software	Subscription for JAMF Software	\$ 18.68
20-Sep-23	Crown Perth	Refreshment for member at crown Perth	\$ 10.07
20-Sep-23	Tony Romas	Refreshment for member at WALGA	\$ 500.00
20-Sep-23	Crown Perth	Refreshment for member at crown Perth	\$ 140.49
20-Sep-23	Crown Perth	Refreshment for member at crown Perth	\$ 136.14
21-Sep-23	Crown Perth	Refreshment for member at crown Perth	\$ 136.14
21-Sep-23	Crown Perth	Refreshment for member at crown Perth	\$ 65.55
21-Sep-23	Crown Perth	Refreshment/Accommodation for member at crown Perth	\$ 223.88
22-Sep-23	Dunnings	Refreshment for member for Council Meeting	\$ 52.00
22-Sep-23	Wyalkatchem Hotel	Refreshment for member for Council Meeting	\$ 314.00
22-Sep-23	Whitney Consulting	Training for grant Writing Course	\$ 197.00
28-Sep-23	Card fee and other Bank Charges	Card fee and other Bank Charges	\$9.56

TOTAL CREDIT CARD PAYMENTS \$ 4,396.54

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 





SHIRE OF WYALKATCHEM

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 October 2023

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF WYALKATCHEM
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2023

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	9	1,458,642	1,458,642	1,450,155	(8,487)	(0.58%)	
Grants, subsidies and contributions	12	274,645	162,442	177,313	14,871	9.15%	▲
Fees and charges		211,683	146,295	189,567	43,272	29.58%	▲
Interest revenue		14,450	4,808	(9,500)	(14,308)	(297.59%)	▼
Other revenue		1,050	348	24	(324)	(93.10%)	▼
Profit on asset disposals	5	142,867	44,260	0	(44,260)	(100.00%)	▼
		2,103,337	1,816,795	1,807,559	(9,236)	(0.51%)	
Expenditure from operating activities							
Employee costs		(1,505,318)	(501,792)	(464,566)	37,226	7.42%	▲
Materials and contracts		(1,584,764)	(516,716)	(550,382)	(33,666)	(6.52%)	▼
Utility charges		(195,123)	(64,908)	(33,727)	31,181	48.04%	▲
Depreciation		(1,484,522)	(494,792)	0	494,792	100.00%	▲
Finance costs		(2,312)	(768)	(863)	(95)	(12.37%)	▼
Insurance		(170,847)	(156,844)	(176,565)	(19,721)	(12.57%)	▼
Other expenditure		(51,681)	(3,872)	(3,398)	474	12.24%	▲
		(4,994,567)	(1,739,692)	(1,229,501)	510,191	29.33%	
Non-cash amounts excluded from operating activities	Note 2(b)	1,341,655	450,532	0	(450,532)	(100.00%)	▼
Amount attributable to operating activities		(1,549,575)	527,635	578,058	50,423	9.56%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	13	1,570,316	199,055	158,150	(40,905)	(20.55%)	▼
Proceeds from disposal of assets	5	244,544	0	0	0	0.00%	
		1,814,860	199,055	158,150	(40,905)	(20.55%)	
Outflows from investing activities							
Payments for property, plant and equipment	4	(835,499)	(24,544)	(70,467)	(45,923)	(187.10%)	▼
Payments for construction of infrastructure	4	(1,908,646)	(45,211)	(130,045)	(84,834)	(187.64%)	▼
		(2,744,145)	(69,755)	(200,512)	(130,756)	(187.45%)	
Amount attributable to investing activities		(929,285)	129,300	(42,362)	(171,661)	(132.76%)	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new debentures	10	165,000	0	0	0	0.00%	
Transfer from reserves	3	472,408	0	0	0	0.00%	
		637,408	0	0	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	10	(62,897)	(26,185)	(26,185)	0	0.00%	
Transfer to reserves	3	(184,291)	0	0	0	0.00%	
		(247,188)	(26,185)	(26,185)	0	0.00%	
Amount attributable to financing activities		390,220	(26,185)	(26,185)	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		2,088,640	2,088,640	2,202,696	114,056	5.46%	▲
Amount attributable to operating activities		(1,549,575)	527,635	578,058	50,423	9.56%	▲
Amount attributable to investing activities		(929,285)	129,300	(42,362)	(171,661)	(132.76%)	▼
Amount attributable to financing activities		390,220	(26,185)	(26,185)	0	0.00%	
Surplus or deficit after imposition of general rates		0	2,719,390	2,712,207	(7,182)	(0.26%)	

KEY INFORMATION

▲ ▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

* Refer to Note 3 for an explanation of the reasons for the variance.

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

SHIRE OF WYALKATCHEM
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 OCTOBER 2023

	Supplementary Information	30 June 2023	31 October 2023
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	2	2,581,555	2,870,569
Trade and other receivables		322,842	365,142
Other financial assets		3,230,306	3,230,306
Inventories	7	5,168	43,350
TOTAL CURRENT ASSETS		6,139,871	6,509,367
NON-CURRENT ASSETS			
Trade and other receivables		29,740	29,740
Other financial assets		61,117	61,117
Property, plant and equipment		13,446,168	13,516,636
Infrastructure		56,436,833	56,566,876
TOTAL NON-CURRENT ASSETS		69,973,858	70,174,369
TOTAL ASSETS		76,113,729	76,683,736
CURRENT LIABILITIES			
Trade and other payables	8	402,857	262,842
Other liabilities	11	236,238	236,238
Borrowings	10	53,126	26,941
Employee related provisions	11	88,414	88,414
TOTAL CURRENT LIABILITIES		780,635	614,435
NON-CURRENT LIABILITIES			
Employee related provisions		40,032	40,032
TOTAL NON-CURRENT LIABILITIES		40,032	40,032
TOTAL LIABILITIES		820,667	654,467
NET ASSETS		75,293,062	76,029,269
EQUITY			
Retained surplus		26,351,153	27,087,360
Reserve accounts	3	3,230,306	3,230,306
Revaluation surplus		45,711,603	45,711,603
TOTAL EQUITY		75,293,062	76,029,269

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 OCTOBER 2023

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

All monies held in the Trust Fund are excluded from the financial statements.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 08 November 2023

SHIRE OF WYALKATCHEM
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2023

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 October 2023
		\$	\$	\$
Current assets				
Cash and cash equivalents	2	2,384,124	2,581,555	2,870,569
Trade and other receivables		377,104	322,842	365,142
Other financial assets		3,230,306	3,230,306	3,230,306
Inventories	7	45,768	5,168	43,350
		6,037,302	6,139,871	6,509,367
Less: current liabilities				
Trade and other payables	8	(476,699)	(402,857)	(262,842)
Other liabilities	11	(176,665)	(236,238)	(236,238)
Borrowings	10	(53,126)	(53,126)	(26,941)
Employee related provisions	11	(64,992)	(88,414)	(88,414)
		(771,482)	(780,635)	(614,435)
Net current assets		5,265,820	5,359,236	5,894,932
Less: Total adjustments to net current assets	Note 2(c)	(3,177,180)	(3,156,540)	(3,182,725)
Closing funding surplus / (deficit)		2,088,640	2,202,696	2,712,207

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

Non-cash amounts excluded from operating activities		Adopted Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
Adjustments to operating activities				
Less: Profit on asset disposals	5	(142,867)	(44,260)	0
Add: Depreciation		1,484,522	494,792	0
Total non-cash amounts excluded from operating activities		1,341,655	450,532	0

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

Adjustments to net current assets		Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 31 October 2023
		\$	\$	\$
Less: Reserve accounts	3	(3,230,306)	(3,230,306)	(3,230,306)
Add: Current liabilities not expected to be cleared at the end of the year:				
- Current portion of borrowings	10	53,126	53,126	26,941
- Current portion of employee benefit provisions held in reserve	3	0	20,640	20,640
Total adjustments to net current assets	Note 2(a)	(3,177,180)	(3,156,540)	(3,182,725)

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

SHIRE OF WYALKATCHEM
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 OCTOBER 2023

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.
The material variance adopted by Council for the 2023-24 year is \$10,000 or 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Grants, subsidies and contributions	14,871	9.15%	▲
Budget for FAGS was \$0 as 100% of grant was prepaid in 2022/23 but we have received a further allocation of \$91,903, of which the 1st instalment has been paid (\$22,976).		Permanent	
The second instalment of the DFES Operating Grant has been received but not receipted as at October (\$11,750). This will be entered in November 2023.		Timing	
Fees and charges	43,272	29.58%	▲
Income for the Rodeo was not budgeted for (\$31,770).		Permanent	
Interest revenue	(14,308)	(297.59%)	▼
Interest on reserve funds was accrued into the 2022/23 financial year, meaning until the Reserve Term Deposit matures in November 2023 interest will be lower than anticipated (\$22,000).		Timing	
Other revenue	(324)	(93.10%)	▼
No material variance			
Profit on asset disposals	(44,260)	(100.00%)	▼
Izuzu ute will be traded when the new ute arrives.		Timing	
Expenditure from operating activities			
Employee costs	37,226	7.42%	▲
There has been 2-3 unfilled positions through the start of the year.			
Materials and contracts	(33,666)	(6.52%)	▼
No material variance			
Utility charges	31,181	48.04%	▲
Timing due to receipt of bills		Timing	
Depreciation	494,792	100.00%	▲
Depreciation won't be run until after the Annual Report is finalised and assets for 2022/23 are capitalised		Timing	
Finance costs	(95)	(12.37%)	▼
No material variance			
Insurance	(19,721)	(12.57%)	▼
This is due to timing as insurance invoices are paid in full at the beginning of the financial year for the full year.		Timing	
Other expenditure	474	12.24%	▲
No material variance			
Non-cash amounts excluded from operating activities	(450,532)	(100.00%)	▼
Depreciation won't be run until after the Annual Report is finalised and assets for 2022/23 are capitalised			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(40,905)	(20.55%)	▼
Due to the timing of grants being received.		Timing	
Outflows from investing activities			
Payments for property, plant and equipment	(45,923)	(187.10%)	▼
Due to timing of the new dolly being purchased and also the new photocopier - these were both expected to be in 2022/23 and weren't carried over to this year's budget. This is offset by a higher opening surplus and it will be amended in the budget review.		Permanent	
Payments for construction of infrastructure	(84,834)	(187.64%)	▼
Ashelford Park budget was not carried over - this is offset by a higher opening surplus and will be amended in the Budget Review.		Permanent	
Surplus or deficit at the start of the financial year	114,056	5.46%	▲
Pre-paid FAGS were \$130,000 higher than anticipated.			

SHIRE OF WYALKATCHEM
SUPPLEMENTARY INFORMATION
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SHIRE OF WYALKATCHEM
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 31 OCTOBER 2023

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.09 M	\$2.09 M	\$2.20 M	\$0.11 M
Closing	\$0.00 M	\$2.72 M	\$2.71 M	(\$0.01 M)

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$	% of total
Unrestricted Cash	\$2.90 M	47.3%
Restricted Cash	\$3.23 M	52.7%

Refer to 2 - Cash and Financial Assets

Payables		
	\$	% Outstanding
Trade Payables	\$0.21 M	
0 to 30 Days		100.0%
Over 30 Days		0.0%
Over 90 Days		0.0%

Refer to 8 - Payables

Receivables		
	\$	%
Rates Receivable	\$0.32 M	78.8%
Trade Receivable	\$0.04 M	% Outstanding
Over 30 Days		(38.7%)
Over 90 Days		(38.7%)

Refer to 6 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.55 M)	\$0.53 M	\$0.58 M	\$0.05 M

Refer to Statement of Financial Activity

Rates Revenue		
	\$	% Variance
YTD Actual	\$1.45 M	
YTD Budget	\$1.46 M	(0.6%)

Refer to 9 - Rate Revenue

Grants and Contributions		
	\$	% Variance
YTD Actual	\$0.18 M	
YTD Budget	\$0.16 M	9.2%

Refer to 12 - Grants and Contributions

Fees and Charges		
	\$	% Variance
YTD Actual	\$0.19 M	
YTD Budget	\$0.15 M	29.6%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.93 M)	\$0.13 M	(\$0.04 M)	(\$0.17 M)

Refer to Statement of Financial Activity

Proceeds on sale		
	\$	%
YTD Actual	\$0.00 M	
Adopted Budget	\$0.24 M	(100.0%)

Refer to 5 - Disposal of Assets

Asset Acquisition		
	\$	% Spent
YTD Actual	\$0.13 M	
Adopted Budget	\$1.91 M	(93.2%)

Refer to 4 - Capital Acquisitions

Capital Grants		
	\$	% Received
YTD Actual	\$0.16 M	
Adopted Budget	\$1.57 M	(89.9%)

Refer to 4 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.39 M	(\$0.03 M)	(\$0.03 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	(\$0.03 M)
Interest expense	(\$0.00 M)
Principal due	\$0.03 M

Refer to 10 - Borrowings

Reserves	
Reserves balance	\$3.23 M
Interest earned	\$0.00 M

Refer to 3 - Cash Reserves

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

**SHIRE OF WYALKATCHEM
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 OCTOBER 2023**

2 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Municipal Bank Account	Cash and cash equivalents	1,391,129		1,391,129		NAB		
Municipal Investment	Cash and cash equivalents	1,512,400		1,512,400		BOQ	4.65%	Dec-23
Reserve Investment Account	Financial assets at amortised cost	0	3,230,306	3,230,306		BOQ	4.80%	Nov-23
Total		2,903,529	3,230,306	6,133,835	0			
Comprising								
Cash and cash equivalents		2,903,529	0	2,903,529	0			
Financial assets at amortised cost		0	3,230,306	3,230,306	0			
		2,903,529	3,230,306	6,133,835	0			

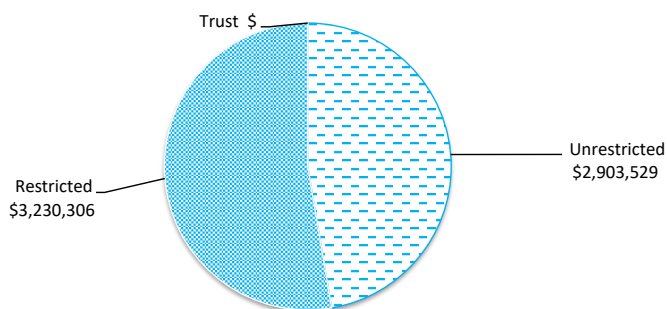
KEY INFORMATION

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

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

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

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



SHIRE OF WYALKATCHEM
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 31 OCTOBER 2023

3 RESERVE ACCOUNTS

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual YTD
	Opening	Interest	Transfer	Transfers	Closing	Opening	Interest	Transfers	Transfer	Closing
	Balance	Earned	s In (+)	Out (-)	Balance	Balance	Earned	In (+)	s Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
Reserve account - by council - Building	331,555	616			332,171	331,555	0	0	0	331,555
Reserve account - by council - Waste Management	111,395	207			111,602	111,395	0	0	0	111,395
Reserve account - by council - Plant & Equipment	647,644	1,203	178,291	(312,273)	514,865	647,644	0	0	0	647,644
Reserve account - by council - Community Bus	85,826	159			85,985	85,826	0	0	0	85,826
Reserve account - by council - Government Joint Venture Housing	11	0			11	11	0	0	0	11
Reserve account - by council - Sport & Recreation Facilities	338,363	628		(160,135)	178,856	338,363	0	0	0	338,363
Reserve account - by council - Community Development	529,706	984			530,690	529,706	0	0	0	529,706
Reserve account - by council - Community Health	1,120,174	2,082			1,122,256	1,120,174	0	0	0	1,120,174
Reserve account - by council - Airport Development	44,830	83			44,913	44,830	0	0	0	44,830
Reserve account - by council - Depot	162	0			162	162	0	0	0	162
Reserve account - by council - Leave	20,640	38			20,678	20,640	0	0	0	20,640
	3,230,306	6,000	178,291	(472,408)	2,942,189	3,230,306	0	0	0	3,230,306

4 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - non-specialised	128,632	24,544	26,499	1,955
Furniture and equipment	0	0	8,168	8,168
Plant and equipment	706,867	0	35,800	35,800
Acquisition of property, plant and equipment	835,499	24,544	70,467	45,923
Infrastructure - roads	827,535	45,211	99,708	54,496
Infrastructure - footpaths	75,000	0	0	0
Infrastructure - other	1,006,111	0	30,337	30,337
Acquisition of infrastructure	1,908,646	45,211	130,045	176,679
Total capital acquisitions	2,744,145	69,755	200,512	222,602
Capital Acquisitions Funded By:				
Capital grants and contributions	1,570,316	199,055	158,150	(40,905)
Borrowings	165,000	0	0	0
Other (disposals & C/Fwd)	244,544	0	0	0
Reserve accounts				
Reserve account - by council - Plant & Equipment	312,273		0	0
Reserve account - by council - Sport & Recreation Facilities	160,135		0	0
Contribution - operations	291,877	(129,300)	42,362	171,662
Capital funding total	2,744,145	69,755	200,512	130,756

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

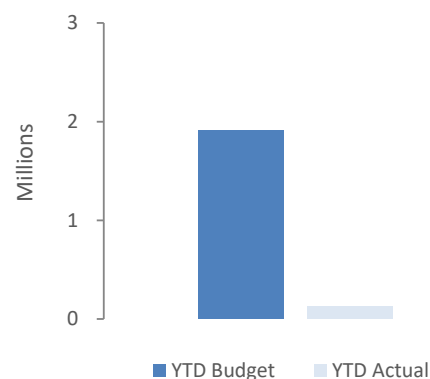
Initial recognition and measurement for assets held at cost

Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognised at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

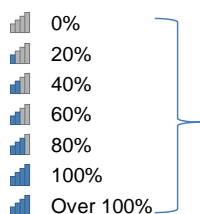
Payments for Capital Acquisitions



4 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



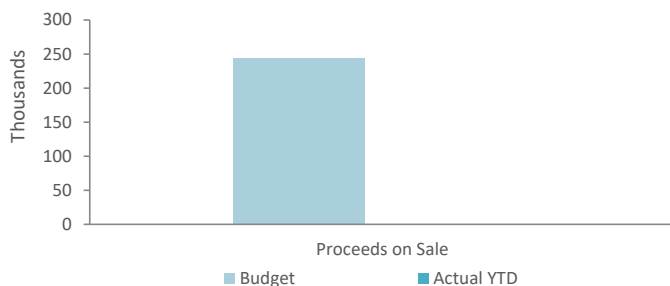
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

Level of completion indicator, please see table at the end of this note for further detail.

Account Description	Adopted		YTD Actual	Variance (Under)/Over
	Budget	YTD Budget		
	\$	\$	\$	\$
Land & Buildings				\$0
LRC001 Railway Tce (NAB) Building Improvement	47,632	15,877	16,400	(\$523)
BC045 Asbestos remediation program	45,000	0	0	\$0
BC040 Depot	26,000	8,667	1,306	\$7,360
BC043 Carport for light vehicles at Grace St Depot	10,000	0	0	\$0
BC046 Museum Building Refurbishment	0	0	8,792	(\$8,792)
Plant & Equipment				\$0
WM000 WM000 Toyota Hilux	53,475	0	0	\$0
WM216 Mitsubishi Triton 4x2	30,674	0	0	\$0
Prime Prime Mover	220,000	0	0	\$0
Side Tipper Side Tipper Trailer	80,000	0	0	\$0
Grader Second grader (second hand)	250,000	0	0	\$0
PC0101 Dolly	0	0	35,800	(\$35,800)
WM00 WM00 Toyota Prado	72,718	0	0	\$0
Furniture and Equipment				\$0
PEC002 Photocopier	0	0	8,168	(\$8,168)
Roads				\$0
RRG02 Wyalkatchem North Rd	542,535	45,211	40,364	\$4,848
R2R Roads 2 Recovery program 2023/24	285,000	0	59,344	(\$59,344)
Footpaths				\$0
LRCI Footpath & kerbing upgrade project	75,000	0	0	\$0
Infrastructure - Other				\$0
LRCI Wyalkatchem Pool Refurbishment program	463,650	0	0	\$0
CSRFF Practice Cricket Wicket	51,657	0	0	\$0
CSRFF Gymnasium	54,106	0	0	\$0
LRC010 Korrelocking Cemetery	15,096	0	632	(\$632)
LRC009 Flag poles at Admin Building	2,084	0	0	\$0
LRC006 Town entry statement improvements	8,825	0	0	\$0
LRCI/Shire Rubbish Tip	45,000	0	0	\$0
Shire Rubbish Bin - CRC	3,500	0	0	\$0
Shire Asset Security/Protection - CCTV	40,000	0	0	\$0
Shire Shire Asset Signage	2,750	0	0	\$0
Shire Family Day Care Centre upgrade	10,000	0	0	\$0
CIO007 Cemetery	15,000	0	0	\$0
CIO013 Airport Runway Reseal	294,443	0	0	\$0
LRC004 Waterwise garden	0	0	29,705	(\$29,705)
	2,744,145	69,755	200,512	(\$130,756)

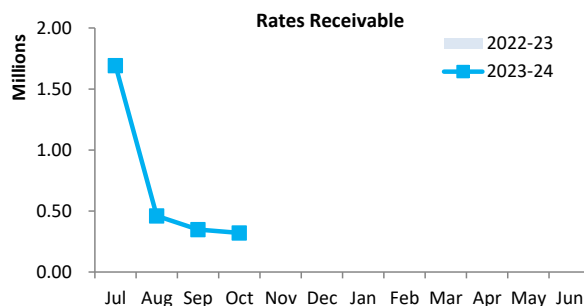
5 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book		Profit	(Loss)	Net Book		Profit	(Loss)
		Value	Proceeds			Value	Proceeds		
		\$	\$	\$	\$	\$	\$	\$	
	Plant and equipment								
	WM000 Toyota Hilux	49,842	50,909	1,067	0	0	0	0	0
	Isuzu Dmax	1,136	18,181	17,045	0	0	0	0	0
	Isuzu 6 wheeler	0	72,727	72,727	0	0	0	0	0
	WM00 Toyota Prado	47,914	72,727	24,813	0	0	0	0	0
	Skid steer	2,785	30,000	27,215	0	0	0	0	0
		101,677	244,544	142,867	0	0	0	0	0



6 RECEIVABLES

Rates receivable	30 Jun 2023	31 Oct 2023
	\$	\$
Opening arrears previous years	54,644	64,221
Levied this year	0	1,450,155
Less - collections to date	9,577	(1,193,927)
Gross rates collectable	64,221	320,449
Net rates collectable	64,221	320,449
% Collected	(17.5%)	78.8%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(36,668)	81,361	0	0	(12,481)	32,212
Percentage	(113.8%)	252.6%	0.0%	0.0%	(38.7%)	
Balance per trial balance						
Trade receivables	0	32,212	0	0	0	32,212
GST receivable	0	49,149	0	0	0	49,149
Allowance for credit losses of other	(36,668)	0	0	0	0	(36,668)
Total receivables general outstanding						44,693

Amounts shown above include GST (where applicable)

KEY INFORMATION

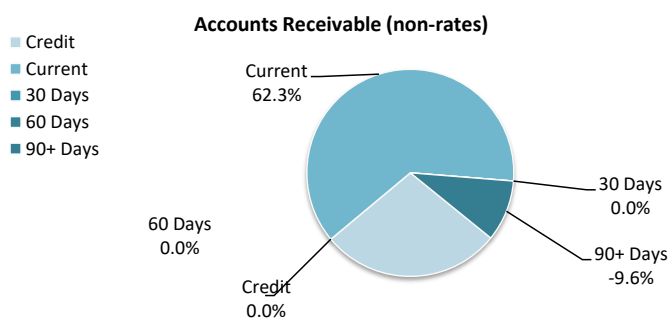
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



7 OTHER CURRENT ASSETS

	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 31 October 2023
	\$	\$	\$	\$
Other current assets				
Inventory				
Diesel	5,168	38,182	0	43,350
Total other current assets	5,168	38,182	0	43,350

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

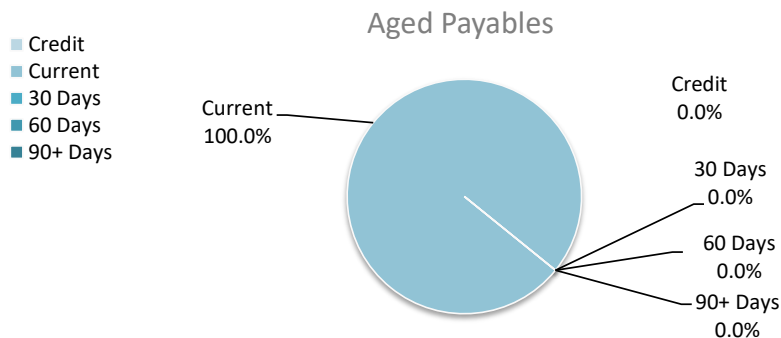
8 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	262,842	0	0	0	262,842
Percentage	0.0%	100.0%	0.0%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors	0	210,709	0	0	0	210,709
Other payables	0	(505)	0	0	0	(505)
Bonds and deposits held	0	10,811	0	0	0	10,811
GST Payable	0	812	0	0	0	812
PAYG Payable	0	41,015	0	0	0	41,015
Total payables general outstanding						262,842

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.



9 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	YTD Actual	Total
	\$ (cents)	Properties	Value	Revenue	Interim	Revenue	Revenue	Interim	Revenue
				\$	\$	\$	\$	\$	\$
Gross rental value									
Gross Rental Value - Town	0.1173	194	1,340,466	157,272	0	157,272	157,271		157,271
Unimproved value									
Unimproved Value - Rural	0.0108	209	119,273,500	1,287,438	0	1,287,438	1,287,438		1,287,438
Unimproved Value - Mining	0.0108	0	0	0	0	0			0
Sub-Total		403	120,613,966	1,444,710	0	1,444,710	1,444,709	0	1,444,709
Minimum payment									
			Minimum Payment \$						
Gross rental value									
Gross Rental Value - Town	533	53	71,787	28,249	0	28,249	28,249		28,249
Unimproved value									
Unimproved Value - Rural	593	18	521,600	10,674	0	10,674	10,674		10,674
Unimproved Value - Mining	593	17	57,595	10,081	0	10,081	10,081		10,081
Sub-total		88	650,982	49,004	0	49,004	49,004	0	49,004
Discount						(45,824)			(43,558)
Amount from general rates						1,447,890			1,450,155
Ex-gratia rates						10,752			0
Total general rates						1,458,642			1,450,155

10 BORROWINGS

Repayments - borrowings

Information on borrowings	Particulars	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
			1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$	
	43 & 45 Wilson St Grader	68	28,959	0	0	(14,234)	(28,959)	14,725	0	(998)	(1,506)
	CRC Building	73	24,167	0	0	(11,951)	(24,167)	12,216	0	(535)	(806)
	Total		53,126	0	165,000	(26,185)	(62,897)	26,941	155,229	(1,533)	(2,312)
	Current borrowings		53,126					26,941			
			53,126					26,941			

All debenture repayments were financed by general purpose revenue.

New borrowings 2023-24

Particulars	Amount Borrowed		Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$				%	\$	\$	\$	
Grader	0	165,000	WATC				0	165,000	0	
	0	165,000					0	165,000	0	

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

11 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 31 October 2023
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Capital grant/contributions liabilities		236,238	0	0	0	236,238
Total other liabilities		236,238	0	0	0	236,238
Employee Related Provisions						
Provision for annual leave		88,414	0	0	0	88,414
Total Provisions		88,414	0	0	0	88,414
Total other current liabilities		324,652	0	0	0	324,652

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note 13

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured. Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

Contract liabilities

An entity's obligation to transfer goods or services to a customer for which the entity has received consideration (or the amount is due) from the customer.

Capital grant/contribution liabilities

Grants to acquire or construct recognisable non-financial assets to identified specifications be constructed to be controlled by the Shire are recognised as a liability until such time as the Shire satisfies its obligations under the agreement.

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	YTD
	1 July 2023		(As revenue)	31 Oct 2023	31 Oct 2023	Revenue	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
GEN PUR - Financial Assistance Grant - Roads	0	0	0	0	0	0	0	22,976
GEN PUR - Other Grants	0	0	0	0	0	0	0	300
ESL BFB - Operating Grant	0	0	0	0	0	36,410	18,206	9,670
ESL BFB - Admin Fee/Commission	0	0	0	0	0	4,000	4,000	0
ROADM - Direct Road Grant (MRWA)	0	0	0	0	0	135,748	135,748	137,977
	0	0	0	0	0	176,158	157,954	170,923
Contributions								
OTH HEALTH - Contributions, Donations & Reimbursements	0	0	0	0	0	84,987	0	0
STF HOUSE - Staff Rental Reimbursements - 2 Slocum St	0	0	0	0	0	2,000	664	671
STF HOUSE - Staff Rental Reimbursements - 22a Flint St	0	0	0	0	0	2,800	932	969
STF HOUSE - Staff Rental Reimbursements - 43 Wilson St	0	0	0	0	0	2,800	932	0
STF HOUSE - Staff Rental Reimbursements - 45 Wilson St	0	0	0	0	0	2,800	932	969
STF HOUSE - Staff Rental Reimbursements - 45 Wilson St	0	0	0	0	0	2,800	932	969
OTH HOUSE - Rental Reimbursements	0	0	0	0	0	100	32	2,811
OTH HOUSE - Rental Reimbursements - Joint Venture	0	0	0	0	0	200	64	0
	0	0	0	0	0	98,487	4,488	6,390
TOTALS	0	0	0	0	0	274,645	162,442	177,313

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 31 Oct 2023	Current Liability 31 Oct 2023	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
GEN PUR - Other Grants	59,573	0	0	59,573	59,573	501,101	6,668	0
Recreation and Culture								
REC - Grants	0	0	0	0	0	35,615	11,872	0
ROADC - Regional Road Group Grants (MRWA)	0	0	0	0	0	436,938	174,775	158,150
ROADC - Roads to Recovery Grant	0	0	0	0	0	285,000	0	0
AERO - Grants	176,665	0	0	176,665	176,665	294,443	0	0
	236,238	0	0	236,238	236,238	1,553,097	193,315	158,150
Capital contributions								
REC - Non- Operating Contributions	0	0	0	0	0	17,219	5,740	0
	0	0	0	0	0	17,219	5,740	0
TOTALS	236,238	0	0	236,238	236,238	1,570,316	199,055	158,150





CEO Selection Committee - Terms of Reference

Purpose

The purpose of the Chief Executive Officer Selection Committee is to conduct the recruitment and selection process for a new Chief Executive Officer in accordance with the principles of merit, equity and transparency and consistent with Council's adopted Model Standards for CEO Recruitment, Performance and Termination

Committee Composition

The Committee shall comprise of all elected members

Chairperson of Committee

The CEO Selection Committee shall be chaired by the Shire President.

Delegated Authority

Under *s5.17(1)(c) of the Local Government Act 1995 (the Act)* the Shire of Wyalkatchem can delegate any of its powers or duties that are necessary or convenient for the proper management of an event, such as the selection of a CEO.

Each time the CEO Selection Committee is formed, consideration should be given to delegating the following authorities to the CEO Selection Committee;

- a) Appointment of a professional recruitment consultant;
- b) Recruitment of an independent member to the committee;
- c) Approval of the position description, selection criteria & remuneration package;
- d) Establishment of contract terms for appointment of the CEO;
- e) Conducting and reporting on interviews and for overseeing agreed due diligence processes;
- f) Responsibility for recommending to Council the appointment of a long-term CEO, subject to compliance with the terms of this CEO Selection Committee Terms of Reference.

Appointment of a Recruitment Consultant

Council management will source sufficient written quotes from recruitment specialists to comply with the Council's procurement Policy and present these to the Selection Committee

The Selection Committee shall either appoint the Consultant that it deems offers the best value for money proposal or it may elect to run the process internally, in which case, no consultant will be contracted.

Independent CEO Selection Committee Member

Section *5.39A(1) of the Act* requires that the Selection Committee comprise at least 1 independent person (cl 8, Division 2 of the Regulations).

The essence of the role of the independent member is to bring an impartial perspective to the process, to call-out any biases or prejudices that may emerge and to ensure compliance with the Council's agreed selection processes. The successful candidate will have the ability to participate in the debate, constructively contribute to the process and holds voting rights.

Examples of who the independent person could be include:

- Former elected members or staff members of the local government;
- Former or current elected members (such as a Mayor or Shire President) or staff members of another local government;
- A prominent or highly regarded member of the community; or

Clause 8, Division 2 of the Regulations, as well as Council's adopted Model Standards for CEO Recruitment, Performance and Termination provides that the independent member cannot be:

- a) A Council Member;
- b) An employee of the local government; or
- c) A human resources consultant engaged by the local government.

The selection criteria for the independent member of the CEO Selection Committee are as follows;

1. Impartial and free from conflicts of interest, on appointment;
2. Experience in CEO and/or senior executive management & recruitment;
3. Proven ability to comply with governance processes; and
4. Personal values are consistent with the values set by the Shire of Wyalkatchem.

The CEO or Acting CEO shall present potential candidates that meet the above criteria, for consideration by the CEO Selection Committee for appointment as the independent member.

CEO Selection Committee members may submit nominations for the independent CEO Selection Committee member, to the CEO or Acting CEO and these nominations will be accepted for consideration by the Committee providing the nominee/s meets the above selection criteria.

The Selection Committee is to appoint the preferred independent Committee member by a simple majority vote.

Sitting Fee – Independent Member

In accordance with *section 5.100 of the Local Government Act (1995)*, the independent CEO Selection Committee member is not to be paid a fee for attending any committee meeting.

However, reasonable expenses incurred by the independent member in attending committee meetings, may be reimbursed in accordance with *section 5.98*, subject to the submission of a valid tax receipt.

Advertising Period and Methods

It is a statutory requirement that a Local Government must give State-wide public notice for the position of CEO – Local Government (Administration) Regulation 18A. State-wide public notice must contain:

- a) details of the remuneration and benefits offered
- b) details of the place where applications are to be submitted
- c) the date and time applications close
- d) the duration of the proposed contract
- e) a web address where the JDF can be accessed
- f) contact details for a person who can provide further information
- g) any other relevant information

To attract the best possible pool of applicants, in addition to the statutory advert, the Committee should use a diverse range of advertising methods, mediums, and platforms (in addition to the advertising requirement under section 5.36(4) of the Act).

For example:

- a) advertising on the Local Government's website
- b) posting on online jobs boards (e.g., SEEK)
- c) sharing the advertisement via professional publications and networks
- d) undertaking an executive search.

Assessment of Applicants

The Selection Committee, in consultation with the recruitment consultant (if appointed), is to undertake the first assessment of each applicant against the selection criteria and approve shortlist of candidates for interview.

In shortlisting applicants for the interview phase, the Selection Committee should consider the transferable skills of applicants and how these would be of value in the role of CEO. The Selection Committee should not overlook applicants who do not have experience working in the Local Government sector.

Selection Committee members should declare any previous association with an applicant or any potential conflict of interest at the time of shortlisting.

Interviews

It is important that the assessment process is consistent for all applicants. It is essential to ensure that each applicant is asked the same interview questions which are related to the selection criteria, and each are provided with the same information and undertake the same assessments.

Due Diligence on Preferred Candidate

Before the Selection Committee makes a recommendation for a preferred candidate/s, they are required to undertake due diligence to verify the candidate's qualifications, experience

and demonstrated performance in previous employment - Model Standards Cl 9(5). Evidence should be obtained (facilitated by the recruitment consultant – if used) for the following:

- a) Verify qualifications, with the issuing education provider i.e. universities, TAFE, AICD, etc.
- b) Verify experience and performance, by contacting the candidate's nominated referees and seeking written referee reports.
- c) Candidate to provide a National Police Clearance;
- d) Obtain from the candidate information about their outside interests i.e., board membership and secondary employment, to determine if any conflicts of interest arise; and
- e) Search on-line media (including social media) to identify any potential issues i.e., views expressed on-line which conflict with the Local Government's values.

If the Selection Committee wishes to obtain further information from a person or organisation that the candidate has not included as one of their referees, then the candidate should be advised of the proposal and offered the opportunity to provide any relevant written comments.

Individual Selection Committee members cannot independently decide to undertake any due diligence and doing so may repudiate the undertaking Council and/or the Selection Committee has provided candidates regarding due process.

Determine Preferred Candidate; Make Recommendation to Council.

Following the interview process, the Selection Committee should meet to:

- a) assess interview performance of shortlisted applicants against the selection criteria,
- b) provide a summary assessment of each applicant.
- c) Verify qualifications, character, work history, skills, performance, and other claims - undertaken by the Recruitment Consultant (if used) and provided to Selection Committee.
- d) Pass a formal resolution to offer the preferred candidate the position of CEO, on the agreed terms and conditions.

If the Selection Committee Completes the process and concludes that no applicants are suitable, then it may initiate a new recruitment and selection process - Model Standards Cl 9(3).

Contract Negotiation

A preferred candidate may wish to negotiate contract terms. In such cases, the Committee Chairperson will represent the Committee in the negotiation and will be responsible for seeking Committee approval for any material change to the agreed terms and conditions that are negotiated.

The following draft recommendation meets the requirements of the s.5.36(2) of the Local Government Act and CL11 of the Model Standards:

That Council:

- a) *Appoints the candidate named in Confidential Attachment # to the position of CEO at the insert LG name, being the candidate that the Council determines as being the person most suitably qualified and experienced for the position; and*
- b) *Approves the finalised terms of the CEO employment contract detailed in Confidential Attachment #, being for a period of insert contract term - maximum 5 years inclusive of a Total Reward Package valued at \$XXX,XXX calculated in accordance with the insert YYYY Salaries and Allowances Tribunal Local Government Determination Band # range.*

ABSOLUTE MAJORITY REQUIRED

2. That Council:

Authorises the President to execute the CEO employment contract and apply the common seal in accordance with section 9.49A(1)(a) of the Local Government Act 1995.

SIMPLE MAJORITY REQUIRED

Announcing the Appointment of the new CEO

The President, will make a public announcement only once the successful candidate has confirmed that they have formally resigned their current employment and have executed and returned the employment contract.

Confidentiality

At all times the members of the CEO Selection Committee must keep confidential all information received by virtue of their membership of the committee.

At the completion of the selection process any printed material must be returned to the CEO or Acting CEO, within 7 days of deliberations being completed, for secure destruction. All electronic records must be deleted within 7 days of the deliberation being complete.

7 November 2023





16 November 2023

Ms Caroline Robinson
Executive Officer
NE Wheatbelt Regional Organisation of Councils



Dear Caroline

During its meeting on 16 November 2023, the Shire of Wyalkatchem considered the potential establishment of a regional landfill to meet the waste management needs of participating NEWROC shires.

The Shire of Wyalkatchem believes the region as a whole, would benefit from the economies of scale that a centralised landfill & waste collection precinct can deliver. These benefits include, improved landfill management through sustainable access to plant and equipment and through cooperation to improve opportunities for waste recycling.

The Shire of Wyalkatchem supports NEWROC preparing and submitting an application to the Regional Precincts and Partnership Program and this is confirmed by the following resolution passed by the Council during its 16 November 2023 meeting.

That Council endorse an application by NEWROC to the Federal Government's Regional Precincts and Partnership Program to;

- a) Investigate and determine a preferred regional landfill site;*
- b) Deliver a masterplan for the preferred site;*
- c) Undertake studies and obtain approval from relevant authorities for site operation as a landfill;*
- d) Design & cost transfer stations for each participating NEWROC shire;*
- e) Assess options and make recommendations for sustainable & cost-effective waste recycling for participating shires, to minimise waste to landfill;*
- f) Develop a detailed business case to underpin individual council decisions regarding their future commitments to this project and to support future grant applications for physical project delivery.*
- g) Design & implement a consultation and communications plan to satisfy the information needs of both community & potential funding partners.*

Please let me know when there is additional support required in compiling this submission.

Kind regards

Peter Klein
Chief Executive Officer



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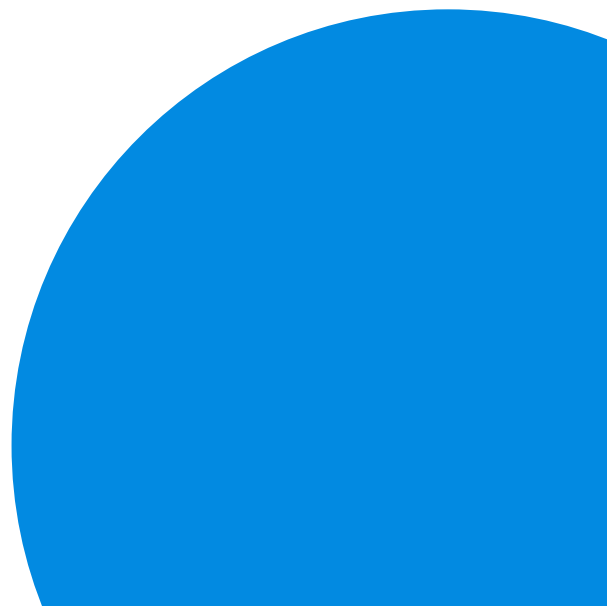
wyalkatchem.wa.gov.au



EVENTS OFFICER **PROPOSAL**

Prepared by NEWTRAVEL for
NEWROC
Board of Dowerin Events Management

October 2023_update 3 Nov 2023



Background

NEWTRAVEL was successful in securing \$63,554 from the **FRRR Helping Regional Communities Prepare for Drought Program**. The objectives of the FRRR funding are to assist:

1. Communities identify and adopt innovative and transformative ways to build drought resilience;
2. A change in awareness of and attitudes to drought preparedness at the community level;
3. Communities learn and share innovative ways to build drought resilience;
4. An increase in the reach and activities of community leaders, mentors, networks, and organisations driving action on drought resilience;
5. Improved access to and greater utilisation of community infrastructure;
6. Communities build their local leadership, networks, and social support; and
7. Community leaders, networks and organisations have stronger capability to undertake strategic drought resilience planning.

The NEWTRAVEL Events Officer will address objectives 1,3,4 and 6.

NEWTRAVEL Intent

The intent of the NEWTRAVEL Events Officer role is to:

- Build the profile and attendance of events in the district,
- Provide comprehensive events management support to not-for-profit organisations in the Wheatbelt Way,
- Help reduce volunteer fatigue,
- Enhance planning, execution and promotion of events, and
- Share and centralise contacts, resources and tools to assist event organisers.

Strategic Alignment

The position aligns with the NEWTRAVEL Strategic Plan.

The position aligns with the NEWROC Strategic Plan.



Position Overview

NEWTRAVEL is a not-for-profit incorporation association that acts as the representative body for collective marketing and tourism development in the Shires of Dowerin, Wyalkatchem, Trayning, Nungarin, Mukinbudin, Koorda, Mt Marshall and Westonia.

NEWTRAVEL has identified the development and marketing of events as tourist attractions or catalysts for visitors to choose to visit the region or stay longer as an important destination development activity. Along the Wheatbelt Way, each community holds annual and regular public events that are coordinated by not-for-profit sport and recreation clubs, agricultural societies, Community Resource Centres, progress associations and community groups. These events foster a positive destination image for the Wheatbelt Way which contributes to our place marketing.

Whilst the primary function of many events is to provide a social event for the local community, many of our region's events are either through the necessity of economic pressures or through natural evolution, are attracting visitors from further afield. Tourism is not a part of event management. It's a set of activities related to traveling and learning new places, food, traditions, experiences, and people, of course. But you cannot underestimate the importance of events for tourism. The role of events in the Wheatbelt Way tourism destination development is of huge value in promoting, positioning, and branding our communities and the region.

Most of our events along the Wheatbelt Way are managed by volunteers (a small and declining group). Local governments in NEWTRAVEL support events in the district by waiving venue hire fees, assisting with set up and pack down, promotion, equipment, and more. This support is essential in maintaining the current calendar of events in the district.

A human resource is now required to assist volunteers and local governments with:

- Meeting governance and compliance (organizational capacity and capability),
- Event development (ideas and strategies to develop, expand, or secure events),
- Event planning (research, risk management, designing, and coordinating),
- Event marketing (branding, advertising, and promoting), and
- Event management (set up, execution, and evaluating).

The events held in the Wheatbelt Way can be categorised accordingly:

Tier 1 Events (Premier Event, State Significance):

Dowerin Machinery Field Days

Tier 2 Events (Annual Events):

Mt Marshall & Districts Agricultural Show | Koorda & Districts Agricultural Show | Wyalkatchem Rodeo | Trayning Rock Solid Smoke n' Dirt | Mangowine Concert, Nungarin | Wessy on the Green, Westonia | Home Grown Concert, Nungarin | Nungarin Army and Heritage Museum Vintage Car Rally & Search Light Party | Wylie Arts Expo | WAORRA Rally, Bencubbin

Tier 3 Events (Monthly Events and Markets):

Koorda Drive-In | Nungarin Wheatbelt Markets | Westonia Xmas Markets

All of the communities also hold a range of small-scale events which are ad hoc, date specific etc.

Position Details

0.4FTE PART-TIME - 18MONTH CONTRACT

Position Objective:

- Provide events management support and promotion to Tier 1, 2 and 3 events in the local governments of Dowerin, Wyalkatchem, Trayning, Koorda, Mt Marshall, Mukinbudin, Nungarin, and Westonia.
- Provide administration support to Dowerin Events Management.

Reporting Relationship: Reporting to Dowerin Events Management General Manager

Responsibilities:

1. Support Governance and Compliance

KEY RESPONSIBILITIES	OUTPUTS
Provide guidance and training to NFP organisations on organisational capacity, governance, and compliance in line with events that they are delivering.	Attend at least one Tier 2 & Tier 3 Board/Committee meeting per year.
Assist in simplifying event approval application processes and creating online templates.	Standardised event application and approval processes including templates for NEWTRAVEL member local governments.
Offer information on Workplace Health and Safety (WHS) legislation obligations.	Provide current best practice information in a central online portal.

2. Build Event Organiser Skills

KEY RESPONSIBILITIES	OUTPUTS
Identify training needs through consultation with local event organisers.	Training needs survey conducted.
Develop and deliver training programs on event promotion, management, and planning.	Partner with key stakeholders to offer at least two training opportunities (either face to face or online) to NFPs.
Facilitate networking events and encourage knowledge sharing among event organisers.	Annual networking event between identified Tier 1, 2 & 3 events.
Create a practical toolkit for event support, including event management templates.	Standardised template kit for event management.

3. Event Management Support

KEY RESPONSIBILITIES	OUTPUTS
Assist in breaking down tasks to attract volunteers who prefer non-committee roles.	Sub Committee Terms of Reference / Job Descriptions and Task Sheets developed for NFPs as required.
Develop a user-created portal of supplier and food vendor contacts with required documentation.	Online directory of event resources within the region and identify an gaps/needs (hosted by DEM)
Create a directory of shared venue infrastructure, assets, and equipment. Identify equipment gaps/needs.	Online portal created (hosted by DEM).
Help event organisers set measurable targets and KPIs.	Standardised event metrics and KPIs developed.
Identify and support events with substantial growth potential.	Mentor event organisers and one Tier 2 event is identified and grown (event attendance, marketing, impact)

4. Funding Support

KEY RESPONSIBILITIES	OUTPUTS
Identify suitable grant opportunities and sponsorship for events delivered by NFPs.	Tier 2 and Tier 3 events apply for new funding opportunities.
Assist event organisers by reviewing draft applications, providing letters of support and aligning with strategic plans.	Guidance provided to NFP event organisers.
Assist in data analysis and interpretation.	Impact assessment conducted on at least 1 Tier 2 and Tier 3 event.

5. Marketing and Promotion

KEY RESPONSIBILITIES	OUTPUTS
Collaborate with event organisers and destination marketing organisations on marketing efforts.	Tier 1 & 2 Events leverage destination marketing activities through Australia's Golden Outback and NEWTRAVEL.
Assist in the development of event-focused marketing campaigns.	Event Marketing tool kit and templates created.
Assist in creating content relevant to event target audiences for websites and social media.	Event calendar developed and social media tiles for NFPs, image gallery for promotion.

23/24 Budget

ITEM (1 FEB 2024 - 30 JUNE 2024)	AMOUNT	PARTNER
0.4FTE Events Officer (40 days, 8hrs, \$40hr) located at DEM	12,800	FRRR
Superannuation	1,408	FRRR
Office and Equipment, Printing, Consumables	2,000	Dowerin Events Management
Travel (up to 5,000km)	3,750	unconfirmed
Online events portal	5,000	Dowerin Events Management
Training	2,000	FRRR
Event Marketing	5,000	FRRR, NEWTRAVEL and Event Organisers
TOTAL	31,958	

24/25 Budget

ITEM (1 JULY 2024 - 30 JUNE 2025)	AMOUNT	PARTNER
0.4FTE Events Officer (96 days, 8hrs, \$40hr) located at DEM	30,720	FRRR
Superannuation	3,532	FRRR
Office and Equipment, Printing and Consumables	3,500	Dowerin Events Management
Travel (up to 7,500km)	5,625	unconfirmed
Training	3,000	FRRR
Event Marketing	5,000	FRRR, NEWTRAVEL and Event Organisers
Event Equipment	10,000	Sponsorship Request Bendigo Bank
TOTAL	61,377	

Dowerin Events Management

This project has grant funding tied to it from the Future Drought Funds; Helping Regional Community Prepare for Drought - Community Impact Program that requires outputs to be completed by 30 June 2025.

NEWTRAVEL requests that Dowerin Events Management host the position on behalf of NEWTRAVEL and NEWROC. This partnership will enable the transfer of knowledge and resources from Dowerin Events Management into the NFPs delivering events across Wheatbelt Way. The position is proposed as an employee of Dowerin Events Management.

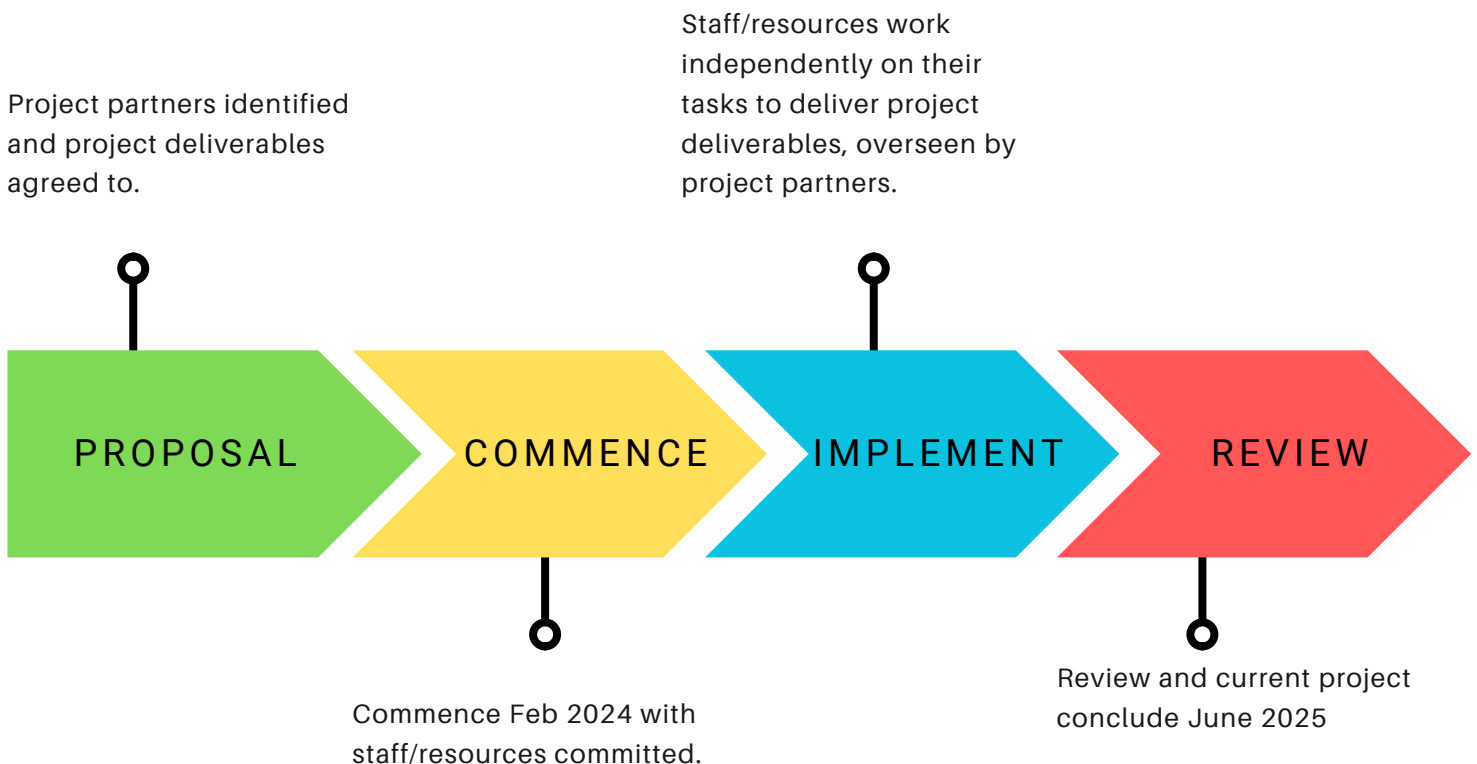
Upon completion of the contract:

- Online events portal available on DEM website
- Marketing collateral is available for all local governments and NEWTRAVEL.
- Position could continue with DEM (wider support role ceases)

In kind contributions will likely include:

- Support from the NEWTRAVEL Executive Officer
- Performance management by Dowerin Events Management (supported by NEWTRAVEL EO)
- Payroll by Dowerin Events Management
- Tools, resources and information from DEM

Timeline



BENEFITS

DEM

- Increased human resource/s for DEM.
- Building the capacity of NFPs and event organisers in Dowerin and surrounding communities.
- Raises the profile of DEM as a valuable hub for event-related information, training, and coordination.
- Sharing contacts, building networks, and wider volunteer base for Field Days.
- Training opportunities for DEM staff and volunteers.
- #teamwheatbelt - builds local partnerships and optimises resources strengthening DEMs position as a central figure in the broader Wheatbelt community.

NEWROC/ Local Government

- Building capacity of volunteers in local governments.
- Supporting volunteers to improve events, governance, manage risk, and meeting compliance.
- Improving profile and promotion of events in the region.
- Increasing attendance at local events.
- Tools, resources, and contacts for NFPs running events.
- Impact assessment and data regarding the value of events.

NEWTRAVEL

- Improved events attract positive attention and build the Wheatbelt Ways destination reputation as an exciting and vibrant place to visit.
- Well-planned events and event tourism can help extend the traditional tourism season by offering attractions throughout the year in the Wheatbelt Way.

Community

- Successful events bring people together to share experiences and interact, strengthening bonds this helps create a sense of unity and belonging within our communities.
- Successful events create opportunities for local businesses and vendors boosting the local economy and this may in turn lead to job creation and increased prosperity within our communities.





NEWTRAVEL Income 2023-2024

Memberships	Description	NEWTRAVEL (Marketing)	NEWTRAVEL (Tourism Officer)	Events Support Project	Total Cost
Shire of Dowerin	NEWTRAVEL Membership	\$ 2,000.00			\$ 8,370.00
	Tourism Officer Contribution		\$ 3,900.00		
	Wheatbelt Way specific marketing	\$ 500.00			
	Regional Marketing Contribution	\$ 1,500.00			
	Events Support Project - Travel contribution			\$ 470.00	
Shire of Koorda	NEWTRAVEL Membership	\$ 2,000.00			\$ 8,370.00
	Tourism Officer Contribution		\$ 3,900.00		
	Wheatbelt Way specific marketing	\$ 500.00			
	Regional Marketing Contribution	\$ 1,500.00			
	Events Support Project - Travel contribution			\$ 470.00	
Shire of Mt Marshall	NEWTRAVEL Membership	\$ 2,000.00			\$ 8,370.00
	Tourism Officer Contribution		\$ 3,900.00		
	Wheatbelt Way specific marketing	\$ 500.00			
	Regional Marketing Contribution	\$ 1,500.00			
	Events Support Project - Travel contribution			\$ 470.00	
Shire of Mukinbudin	NEWTRAVEL Membership	\$ 2,000.00			\$ 8,370.00
	Tourism Officer Contribution		\$ 3,900.00		
	Wheatbelt Way specific marketing	\$ 500.00			
	Regional Marketing Contribution	\$ 1,500.00			
	Events Support Project - Travel contribution			\$ 470.00	
Shire of Nungarin	NEWTRAVEL Membership	\$ 2,000.00			\$ 8,370.00
	Tourism Officer Contribution		\$ 3,900.00		
	Wheatbelt Way – specific marketing	\$ 500.00			
	Regional Marketing Contribution	\$ 1,500.00			
	Events Support Project - Travel contribution			\$ 470.00	
Shire of Trayning	NEWTRAVEL Membership	\$ 2,000.00			\$ 8,370.00
	Tourism Officer Contribution		\$ 3,900.00		
	Wheatbelt Way – specific marketing	\$ 500.00			
	Regional Marketing Contribution	\$ 1,500.00			
	Events Support Project - Travel contribution			\$ 470.00	

Shire of Westonia	NEWTRAVEL Membership	\$ 2,000.00			\$ 6,870.00
	Wheatbelt Way – specific marketing	\$ 500.00			
	Tourism Officer Contribution		\$ 3,900.00		
	Events Support Project - Travel contribution			\$ 470.00	
Shire of Wyalkatchem	NEWTRAVEL Membership	\$ 2,000.00			\$ 8,370.00
	Tourism Officer Contribution		\$ 3,900.00		
	Wheatbelt Way – specific marketing	\$ 500.00			
	Regional Marketing Contribution	\$ 1,500.00			
	Events Support Project - Travel contribution			\$ 470.00	
Sub-Total		\$ 30,500.00	\$ 31,200.00	\$ 3,760.00	\$ 65,460.00
Australias Golden Outback	1 day per week Tourism Officer time for Destination Development activities		\$ 12,000.00		\$ 12,000.00
					\$ 77,460.00
<i>Unconfirmed Income</i>					
Ordinary Member Business	2 x memberships @ \$500 each	\$ 1,000.00			\$ 1,000.00
Associate Membership – Business	5 x memberships @\$100 each	\$ 500.00			\$ 500.00
Associate Membership – Not-for-Profit	5 x memberships @\$50 each	\$ 250.00			\$ 250.00
TOTAL INCOME		\$ 32,250.00	\$ 43,200.00	\$ 3,760.00	\$ 79,210.00

<i>NEWTRAVEL Membership</i>	<i>General Marketing Activities Allocation</i>	<i>\$ 16,000.00</i>
<i>Wheatbelt Way</i>	<i>Specific Wheatbelt Way Marketing Allocation</i>	<i>\$ 4,000.00</i>
<i>Regional</i>	<i>Cooperative Regional Marketing Allocation (WEROC, RoeTourism, Shire of Merredin & AGO)</i>	<i>\$ 10,500.00</i>
<i>Contingency</i>	<i>Unallocated Marketing Funds for contingency</i>	<i>\$ 1,750.00</i>
		<i>\$ 32,250.00</i>

NEWTRAVEL Expenditure 2023-2024

Activity	Description	NEWTRAVEL Expense	Total Activity Cost
1. Annual Tourism Association Memberships	Australia's Golden Outback	\$ 350.00	\$ 550.00
	Central Wheatbelt Visitor Centre Membership	\$ 200.00	
2. Advertising	AGO Cooperative Wheatbelt Advertising	\$ 3,000.00	\$ 14,000.00
	Caravanning Australia – Winter Magazine 2024	\$ 1,000.00	
	AGO 2024 Annual Planner - advertorial	\$ 2,000.00	
	AGO 2024 Annual Planner - advertising	\$ 1,000.00	
	Cold Lead Advertising Opportunity (Community Newspaper or Radio)	\$ 500.00	
	Facebook advertising – June/July Open Road Adventure Campaign	\$ 500.00	
	Facebook advertising – August/September – Wheatbelt Way Wildflower Guide	\$ 500.00	
	Facebook advertising – March/April/May – Open Road Adventure	\$ 500.00	
	Facebook Boost Posts – annual budget to promote identified posts	\$ 1,000.00	
	Instagram advertising – July	\$ 250.00	
	Instagram advertising – September/October	\$ 250.00	
	Regional Tourism Association Initiatives (joint co-op advertising opportunities and Eastern Wheatbelt Visitor Guide re-print)	\$ 3,500.00	
3. Content	Video/Image Content Creation	\$ 2,000.00	\$ 2,000.00
4. Brochure Re-prints	Brochure or Guidebook re-print as required	\$ 4,000.00	\$ 4,000.00
5. Consumer Shows	Perth Caravan & Camping Show 2024, Claremont Showgrounds	\$ 400.00	\$ 1,400.00
	Dowerin Field Days 2024	\$ 1,000.00	
6. Website	Website Maintenance	\$ 1,000.00	\$ 1,550.00
	Annual Website Hosting Fee	\$ 400.00	
	Domain Name Renewal/Annual Security	\$ 150.00	
7. NEWTRAVEL Support	Insurance/Meetings/Bus Hire etc	\$ 1,000.00	\$ 1,000.00
8. Event	Co-operative Advertising of Local Events in the Wheatbelt Way	\$ 1,000.00	\$ 1,000.00
9. Photo Competition	Annual Photo Competition	\$ 500.00	\$ 500.00
10 External Support	Content Creation and Marketing Support	\$ 3,000.00	\$ 3,000.00
11. Other Projects	Events Support Project - Travel Contribution	\$ 3,760.00	\$ 3,760.00
12. Tourism Officer	Tourism Officer Services @\$2600/month plus travel and any other expenses.	\$ 31,200.00	\$ 31,200.00
13. Destination Development	AGO Destination Development Support @ \$1000/month	\$ 12,000.00	\$ 12,000.00
		Total Expenditure	\$ 75,960.00

Unallocated

\$ 1,500.00





Audit and Risk Management Committee Charter and Terms of Reference

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

1. NAME

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

2. ESTABLISHMENT

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

3. DISTRICT

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

4. GUIDING PRINCIPLES

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

5. OBJECTIVES

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

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

The Committee is to facilitate:

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

6. DUTIES AND RESPONSIBILITIES

The duties and responsibilities of the Committee will be –

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

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

7. MEMBERSHIP

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

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

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

8. MEETINGS

8.1. Annual General Meeting

Nil

8.2. Committee Meetings

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

8.3. Quorum

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

8.4. Voting

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

8.5. Minutes

Shall be in accordance with the Act, Section 5.22.

8.6. Presiding Person

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

8.7. Who acts if no presiding member?

Shall be in accordance with the Act, Section 5.14

8.8. Meetings

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

8.9. Public Question Time

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

8.10. Members Conduct

Members of the Committee are bound by the:

- Provision of Section 5.65 of the Local Government Act 1995;
- Shire of Wyalkatchem Standing Orders Local Laws 1999;
- Shire of Wyalkatchem Code of Conduct (amended from time to time);
- Local Government (Rules of Conduct) Regulations 2007 (Elected Members only): and Clause 34C of the Local Government (Administration) Regulations 1996;

•

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

8.11. Secretary

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

8.12. Meeting Attendance Fees

Nil.

8.13. Reporting

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

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

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

9. DELEGATED AUTHORITY TO THE COMMITTEE

Delegation No 1.1.1

FUNCTION

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

CONDITIONS

Nil

RECORD KEEPING

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

10. STRATEGIC ALIGNMENT

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

Objective: A well-managed and effective Council organisation

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





LOCAL EMERGENCY MANAGEMENT COMMITTEE

TERMS OF REFERENCE

2022

Contact Us - Please contact The Shire of Wyalkatchem for further details.

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DOCUMENT MANAGEMENT

<i>AMENDMENTS</i>					
<i>Version</i>	<i>Date of Amendment</i>	<i>Type</i>	<i>Author (name / position)</i>	<i>Reviewer (Name & Position)</i>	<i>Amendment Details</i>
1	26/02/2021	New	Stephanie Elvidge GEO		Creation
2	15/10/2022	amendment	Stephanie Elvidge GEO	Stephanie Elvidge GEO	6.5 Schedule for meetings

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LOCAL EMERGENCY MANAGEMENT COMMITTEE - TERMS OF REFERENCE

1. Name

Shire of Wyalkatchem Local Emergency Management Committee (LEMC)

2. Aim

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

3. Objectives

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

4. Duties and Responsibilities

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

5. Membership

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

Membership notes:-

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

6. Meeting Management

6.1 Chairperson

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

6.2 Quorum

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

6.3 Executive Officer

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

6.4 Minutes/Agendas

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

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

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

6.5 Schedule

Meetings will be held at a minimum of twice/ year and scheduled by the Chairperson. Additional meetings can be convened at the discretion of the Chairperson.

6.6 Authority

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

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

6.7 Reporting

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

Schedule 1 - Membership

City

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





SHIRE OF WYALKATCHEM



NOVEMBER 2023

INFORMATION BULLETIN



SHIRE OF WYALKATCHEM COUNCIL MEETING ACTIONS STATUS REPORT AS AT 9 NOVEMBER 2023

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

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

MINUTE REFERENCE	DETAIL	RESPONSIBLE OFFICER	STATUS / COMMENTS	TARGET COMPLETION DATE
OMC 20 Oct 2022 10.2.4 117/2022	That Council approves the execution of the White Dam site lease with the sole applicant to the EOI, under Common Seal in accordance with the Local Government Act, section 9.49A subject to the White Dam site being transferred to the Shire under a Management Order, there being no material amendment to the terms of the attached agreement and the receipt of Ministerial approval.	CEO	Lease was forwarded to the Minister for approval on 24 February 2023.	Notice of Minister's approval has not yet been received. A follow-up has been made to the Department. Notice of Minister's approval has not yet been received.
OMC 20 Oct 2022 10.2.5 118/2022	That Council approves the execution of the Airport Block Cropping Lease, under common seal in accordance with the Local Government Act, section 9.49A subject to there being no material amendment and the receipt of Ministerial approval, and the CEO be delegated authority to amend the lease drawing to illustrate the cropping area only.	CEO	Lease was forwarded to the Minister for approval on 24 February 2023.	
OMC 15 Dec 2022 14.2 153/2022	That Council extends its approval for the positioning of two containers within the footprint shown as a 'Proposed New Extended Shed' on the previous application sketch for an additional period of 4 months, to 28 February 2023.	CEO	Substantial works have commenced and propose that a further month is granted for completion of cladding and relocation of containers.	Shed 90% complete and containers to be relocated by 31 October 2023.
OMC 20 April 2023 10.2.4 37/2023	That Council resolves to execute the 'Deed in Relation to Management Order for Lot 3001 on Deposited Plan 45085' and the 'Management Order Plan' in compliance with section 9.49A of the Local Government Act 1995. (see attachments 10.2.4.1 and 10.2.4.2).	CEO	Management Order & Plan issued to Department of Lands on 21 April 2023 requesting advice on process to complete this change.	Advised during September 2023 by the Department that the matter is being progressed.

MINUTE REFERENCE	DETAIL	RESPONSIBLE OFFICER	STATUS / COMMENTS	TARGET COMPLETION DATE
OMC 20 April 2023 10.2.5 38/2023	That Council resolves to conduct a tender process to identify a preferred contractor to deliver the Wyalkatchem Swimming Pool Plantroom Upgrade & Structural Works and endorses use of the presented Request for Tender document.	CEO/ GEO	Process suspended as to proceed would disqualify project from CSRFF grant funding.	On-hold until after CSRFF grant recipients are announced in December 2023.
OMC 18 May 2023 10.2.2 50/2023	That Council approves the ordering of replacements for the Council's Prado & Hilux 4x4 for a total changeover cost of \$2,565, subject to FY 24 delivery and therefore the expense being incurred against the FY24 budget.	CEO/MOW	ordered	Hilux picked up 13 Oct. Change-over value \$12,590 & advised that higher change over price due to a combination of a dip in the used car market & additional KM travelled.
OMC 18 May 2023 10.2.3 51/2023	That Council approves a FY23 budget amendment for the withdrawal of up to \$300,000 from the Plant Reserve to purchase a second-hand prime mover and side tipping trailer, both with a complete service history and assessed by a third-party as having no obvious defects.	CEO/MOW/MCS	Not executed prior to 30 June 2023 & expense transferred to FY24 budget. Amounts of \$220k (ex GST) for truck & \$80k (ex GST) for side tipping trailer included in FY24 budget with purchase to be funded from sale of 6 wheel Isuzu & the balance from reserves.	Purchase of truck & trailer subject to an acceptable independent party inspection report.
OMC 18 May 2023 10.2.5 53/2023	That Council approves the sale of the current 6-wheel Isuzu truck with proceeds, estimated at \$80,000, to be allocated to plant reserve and that management prepare to hire water carts for completion of Council's planned FY24 capital roadworks.	CEO/MOW		Subject to purchase of 2 nd hand prime mover

MINUTE REFERENCE	DETAIL	RESPONSIBLE OFFICER	STATUS / COMMENTS	TARGET COMPLETION DATE
SPECIAL 29 JUNE 2023 68/2023	That Council: C. Submissions about the proposed local law may be made to the Shire within a period of not less than 6 weeks after the notice is given; 2. 4. Notes that the results of the public consultation be presented to Council for consideration of any submissions received.		Feedback received 11/10/2023 Agenda item October 23 OMC	Complete – Next Steps – Ministers to be advised, Local Public Notice and resubmit to JSCDL
OMC 17 AUGUST 2023 89/2023	That Council approves the allocation of \$265,000 of its own funds towards delivering the FY24 Pool Refurbishment Project and endorses submission of the grant application to the Community Sport and Recreation Facilities Fund seeking a further contribution of \$200,000.	CEO	Grant application submitted to CSRFF prior to the 31 August cut-off date and successful applicants expected to be announced in December 2023.	December 2023

MINUTE REFERENCE	DETAIL	RESPONSIBLE OFFICER	STATUS / COMMENTS	TARGET COMPLETION DATE
<p>OMC 17 AUGUST 2023 90/2023</p>	<p>That Council commit to achieving the following 5 objectives to either reduce the Council’s carbon footprint or improve our community’s resilience to climate change:</p> <ol style="list-style-type: none"> 1. Explore the installation of solar panels & a battery at the Wyalkatchem Swimming Pool to reduce our carbon footprint and expenditure on power consumption. 2. Partner with the Wyalkatchem DHS to develop a tree planting plan to improve the townsite’s green canopy and our community’s hot weather resilience. 3. Link Railway Dam to Town Dam by pipe & pump to maintain green spaces at our Recreation Reserve, even during drought conditions. 4. Reticulate Railway Terrace gardens from rainwater captured in Museum water-tanks to improve our water sustainability and reduce water consumption charges. 5. Investigate if it is appropriate for Council to commit to WALGA’s Climate Change Declaration to demonstrate community leadership in addressing the cause and effect of climate change. 	<p>CEO</p>	<p>Council pledges submitted to Cities Power Partnerships.</p> <p>Delivery of projects to be scheduled.</p>	<p>30 June 2024</p>

MINUTE REFERENCE	DETAIL	RESPONSIBLE OFFICER	STATUS / COMMENTS	TARGET COMPLETION DATE
OMC 21 SEPTEMBER 2023 99/2023	That Council, 1. Approve the In-Home Aged Care Management Agreement with InCasa Country for execution under Common Seal in accordance with Section 9.49A of the Local Government Act (1995). 2. Approves the formation of the In-Home Aged Care Management Committee and endorses its Terms of Reference. 3. Notes the job description for the position titled, In Home Aged Care Service Coordinator. 4. Approves a budget amendment for expenditure of up to \$20,000 to launch the service and for this sum to be drawn from the higher than anticipated opening surplus.	CEO		1 December 2023
OMC 21 SEPTEMBER 2023 104/2023	That Council approve the lease agreement negotiated with Sadiq Sheikh for the café building and equipment for execution under Common Seal.	CEO	TO BE SIGNED AND DISTRIBUTED	Execution subject to confirmation of a sub-lease agreement
OMC 21 SEPTEMBER 2023 105/2023	That Council approve the lease agreement negotiated with Elders Rural Services Australia Limited for execution under Common Seal.	CEO	TO BE SIGNED AND DISTRIBUTED	Execution subject to approval from Elders HQ
OMC 19 OCTOBER 2023 110/2023	That Council adopt the fees for temporary fencing hire of \$4.00 per metre for the first two weeks and a fee of \$2.00 per metre per month thereafter. Note: Council reserves the right to terminate any short-term lease	CEO/MCS	In progress	

MINUTE REFERENCE	DETAIL	RESPONSIBLE OFFICER	STATUS / COMMENTS	TARGET COMPLETION DATE
<p>OMC 19 OCTOBER 2023 113/2023</p>	<p>That Council:</p> <p>1. In accordance with section 3.12(4) of the Local Government Act 1995, adopts the Shire of Wyalkatchem Cats Local Law subject to:</p> <p>a. Various minor amendments as ‘marked up’ on the attachment to the report to Council; and</p> <p>b. Deletion of text boxes, page numbers in the index and notes in the version to be officially Gazetted.</p> <p>2. In accordance with s3.12(5) of the Local Government Act 1995 the local law be published in the Government Gazette and a copy sent to the Minister for Local Government;</p> <p>3. In accordance with s3.12(6) of the Local Government Act 1995, after Gazettal local public notice be given:</p> <p>a. Stating the title of the local law;</p> <p>b. Summarizing the purpose and effect of the local law and specifying the day on which it comes into operation; and</p> <p>c. Advising that copies of the local law may be inspected or obtained from the Shire offices.</p> <p>4. In accordance with the Local Laws Explanatory Memoranda Directions as issued by the Minister for Local Government on 12 November 2010, a copy of the local law and a duly completed explanatory memorandum signed by the Shire President and Chief Executive Officer be sent to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.</p>	<p>GEO</p>	<p>COMPLETE</p> <p>COMPLETE</p> <p>IN PROGRESS</p>	<p>N/A</p> <p>N/A</p> <p>10/11/2023</p> <p>10/11/2023</p> <p>17/11/2023</p>

MINUTE REFERENCE	DETAIL	RESPONSIBLE OFFICER	STATUS / COMMENTS	TARGET COMPLETION DATE
<p>OMC 19 OCTOBER 2023 114/2023</p>	<p>That Council:</p> <ol style="list-style-type: none"> 1. In accordance with section 3.12(4) of the Local Government Act 1995, adopts the Shire of Wyalkatchem Public Places and Local Government Property Amendment Local Law 2023 subject to various minor amendments as ‘marked up’ on the attachment to the report to Council. 2. In accordance with s3.12(5) of the Local Government Act 1995 the local law be published in the Government Gazette and a copy sent to the Minister for Local Government; 3. In accordance with s3.12(6) of the Local Government Act 1995, after Gazettal local public notice be given: <ol style="list-style-type: none"> a. Stating the title of the local law; b. Summarizing the purpose and effect of the local law and specifying the day on which it comes into operation; and c. Advising that copies of the local law may be inspected or obtained from the Shire offices. 4. In accordance with the Local Laws Explanatory Memoranda Directions as issued by the Minister for Local Government on 12 November 2010, a copy of the local law and a duly completed explanatory memorandum signed by the Shire President and Chief Executive Officer be sent to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation. 	<p>GEO</p>	<p>COMPLETE</p> <p>IN PROGRESS</p>	<p>N/A</p> <p>10/11/2023</p> <p>10/11/2023</p> <p>17/11/2023</p>

MINUTE REFERENCE	DETAIL	RESPONSIBLE OFFICER	STATUS / COMMENTS	TARGET COMPLETION DATE
OMC 19 OCTOBER 2023 115/2023	That Council: 1. In accordance with section 3.12(4) of the Local Government Act 1995, adopts the Shire of Wyalkatchem Bush Fire Brigades Amendment Local Law 2023 as attached. 2. In accordance with s3.12(5) of the Local Government Act 1995 the local law be published in the Government Gazette and a copy sent to the Ministers for Local Government and Emergency Services; 3. In accordance with s3.12(6) of the Local Government Act 1995, after Gazettal local public notice be given: a. Stating the title of the local law; b. Summarizing the purpose and effect of the local law and specifying the day on which it comes into operation; and c. Advising that copies of the local law may be inspected or obtained from the Shire offices. 4. In accordance with the Local Laws Explanatory Memoranda Directions as issued by the Minister for Local Government on 12 November 2010, a copy of the local law and a duly completed explanatory memorandum signed by the Shire President and Chief Executive Officer be sent to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.	GEO	COMPLETE	
			IN PROGRESS	10/11/2023
				10/11/2023
				17/11/2023

MINUTE REFERENCE	DETAIL	RESPONSIBLE OFFICER	STATUS / COMMENTS	TARGET COMPLETION DATE
OMC 19 OCTOBER 2023 117/2023	That Council grant Planning Approval for the placement of a single house and Ancillary dwelling on Lot 11641(#360) McNee Rd, Nembudding.	GEO	COMPLETE	N/A
OMC 19 OCTOBER 2023 119/2023	That James Thomson be issued an infringement notice for breaching clause 5(D)(6) of the Bush Fires Act 1954 by burning Lot 420 Butlin St during the restricted burning period without a permit and be fined the prescribed amount of \$4,500.	GEO	NOTICE ISSUED 30/10/2023 DEADLINE TO PAY IS 21/11/23	21/11/2023
OMC 19 OCTOBER 2023 121/2023	That Council approve the draft Sub-lease with John Wu of 13 Greenham St, Koorda, for execution by Common Seal in accordance with the Local Government Act 1995, subject to the sublessee being responsible for all costs associated with obtaining a trade waste permit from Water Corporation and in return Council will provide up to 12 months' rent relief.	CEO	IN PROGRESS – FURTHER NEGOTIATIONS HAVE BEEN MADE, WE HAVE BEEN UNABLE TO PROGRESS THE MATTER FURTHER AT THIS STAGE.	ASAP
OMC 19 OCTOBER 2023 122/2023	That Council endorse the; – <ul style="list-style-type: none"> • FY23 CEO Performance Review report; • FY24 CEO KPI's; and • Decline a salary increase but agree to reimburse the CEO an agreed sum for professional development expenses recently incurred. 	CEO		

MINUTE REFERENCE	DETAIL	RESPONSIBLE OFFICER	STATUS / COMMENTS	TARGET COMPLETION DATE
<p>OMC 19 OCTOBER 2023 125/2023</p>	<p>That Council</p> <p>1. Approve to the following CEO selection criteria; Qualifications:</p> <ul style="list-style-type: none"> • Tertiary qualifications relevant to the position (essential) <p>Leadership and People Management</p> <ul style="list-style-type: none"> • Demonstrated leadership managing a team with diverse skills and responsibilities across as number of technical disciplines – strategy, assets & finance; • Leading, motivating and developing people through the creation of a high performing, responsible and accountable culture. <p>Collaboration and Communication</p> <ul style="list-style-type: none"> • Proven ability to build positive relationships and consult, communicate and engage across levels of management and employees, government agencies and the community – verbally and in writing. <p>Project Management</p> <ul style="list-style-type: none"> • Highly developed project management skills <p>Customer Service</p> <ul style="list-style-type: none"> • A commitment to internal and external customer service through timely, reliable an expert advice within area of responsibility. <p>Continuous Improvement and Innovation</p> <ul style="list-style-type: none"> • Proven ability to analyse operational systems and process to support continuous improvement and drive innovation. <p>Financial Skills and Business Acumen</p> <ul style="list-style-type: none"> • Strong fiscal management and commercial acumen to position the organisation to meet financial challenges. 	<p>COUNCIL</p>	<p>COMPLETE</p>	<p>N/A</p>

MINUTE REFERENCE	DETAIL	RESPONSIBLE OFFICER	STATUS / COMMENTS	TARGET COMPLETION DATE
<p>OMC 19 OCTOBER 2023 125/2023 CONTINUED</p>	<ul style="list-style-type: none"> • Post graduate qualifications in leadership, management or public or business administration • Experience in policy formulation and strategic planning • Highly developed political persuasion, communication and negotiation skills • Strong leadership that unites all staff and leads them to a shared vision of the future where people are engaged because they feel valued and involved. • Proven capacity to inspire teams and build and improve culture. <p>2. Approve the CEO position description (refer attached);</p> <p>3. Defer appointing a selection panel until after the 2023 local government election;</p> <p>4. Agree to offer Stephen Tindale the role of Acting CEO and his appointment is to be subject to future Council approval of contract terms, to be negotiated;</p> <p>5. Agree to appoint Peter Casey from Mills based on his submitted quote to manage and guide the Council through the CEO recruitment process.</p>	<p>COUNCIL</p>	<p>COMPLETE</p>	<p>N/A</p>



The North Eastern Wheatbelt Regional Organisation of Councils is a voluntary organisation of seven local governments, established for over 25yrs. The purpose of NEWROC is to **work together for successful communities**. NEWROC achieves this through **regional collaboration to champion opportunities for the communities**.

New NEWROC Chair and CEO

At the first NEWROC Council meeting since the local government elections, Cr Melanie Brown and CEO Leanne Parola from the Shire of Trayning were endorsed as the new Chair and CEO of NEWROC. Thank you to Cr Gary Shadbolt and CEO Dirk Sellenger from the Shire of Mukinbudin for holding the roles for the past 2yrs.

NEWROC welcomes Cr Owen Garner, Shire of Wyalkatchem President and new Dowerin CEO David Singe to the group.



Community Wealth Building

Members of the NEWROC have partnered with local community and business leaders to participate in a Place Based Capital Program with Ethical Fields. The program is being run across Australia and focuses on community wealth building as a means of local economic development.

The NEWROC place based capital group met for the first time face to face on Tuesday 31 October in Bencubbin. Members of the NEWROC Economic Development sub committee were also in attendance.



Over the coming months we will be sharing information on what we have learnt. So what are the basics of place based capital also known as community wealth building.....

The wealth created from the local economy, stays local and is reinvested locally.



Place Based Capital Program

COMMUNITY WEALTH BUILDING AIMS TO:

ECONOMICALLY EMPOWER LOCAL PEOPLE & PLACES

CREATE, RETAIN AND CAPTURE LOCAL WEALTH

CREATE REGENERATIVE ECONOMIES, INDUSTRIES & JOBS THAT ARE ANCHORED TO PLACE

INCREASE LOCAL AND BROAD OWNERSHIP

REDUCE INEQUITY AND IMPROVE RESILIENCE

MAKE FINANCIAL POWER WORK FOR LOCAL PLACES

STRENGTHEN WHOLE REGIONS

Creating Thriving Wheatbelt Communities

On October 5th, Bencubbin played host to Town Team Movements "Creating Thriving Wheatbelt Communities," sponsored by FRRR. The event covered topics around; the vision of a thriving Wheatbelt community, the concept of "quick wins," highlighting the power of taking swift, tangible actions to enhance local areas, placemaking freedom and encouraging attendees to transform public spaces without always seeking formal permissions, insights were shared on creating and managing Town Teams which drive community-driven change, and drought resilience and its impact on Wheatbelt communities were discussed, emphasising the need for collective support during tough times. These included: mindful meditation sessions, block parties, rain fall tracking display, green gardens, watering the lawn and keeping it green, street BBQ's, places people can hang out, places people can connect and interact, utilising pubs/cafes as a place to gather. These ideas will be further explored at community level and actions to be implemented in the NEWROC 2024/25 through the FRRR funding. Attendees didn't just talk; they acted. Quick wins came to life through activities like painting surfaces, adding solar lights to trees, guerrilla gardening, and creative chalk art.



Local Government Honours Program 2023

Eminent Service Award: Cr Quentin Davies



Elected to the Shire of Wyalkatchem in 2005 and appointed President in 2013, Quentin Davies is a highly respected leader across the wheatbelt region for his thoughtful guidance on a range of critical issues. An active and willing mentor, Quentin has worked to encourage the election of young and diverse Councillors, positioning the Shire for a successful transition into the future. Quentin has been a staunch supporter and promoter of buying local, and established Wylie Community Meats to ensure the community could complete its weekly shop within the town boundary. He has also worked tirelessly to maintain the local doctor, the hospital, and childcare services, and has spearheaded the upgrade of sporting facilities and the consolidation of sporting clubs. Over his long and

dedicated Local Government career he has actively agitated against bank closures; he continues to publicly and privately lobby Western Power and Telstra for improved service reliability and is constantly calling on the State Government to retain the live sheep export industry. Quentin served as President of the North East Wheatbelt Regional Organisations of Councils (NEWROC) from 2017 to 2019 and is the current serving deputy chair of the Great Eastern Country Zone. Throughout his time on NEWROC he has been a strong advocate for regional collaboration to drive outcomes that could not be achieved by councils working in isolation. Quentin is a founding member of the Central East Accommodation and Care Alliance and is currently the Alliance's Secretary and a member of its Executive Management team.

Eminent Service Award: Cr Gary Shadbolt



Serving the community of Mukinbudin for 20 years as an elected member, Gary Shadbolt continues to be an outstanding community leader who is held in high regard amongst his fellow community members. Elected to Council in 2003, Gary was then elected Shire President in 2007, and has led the community through numerous major infrastructure projects and exciting community initiatives over the past 16 years. Under Gary's outstanding leadership, the Mukinbudin Aquatic Centre received a major capital upgrade, which saw the 1960s pool transformed into a modern, clean, and attractive new facility. Gary was a major contributor to the development of the 24-child capacity Mukinbudin Early Learning Facility which was opened in 2011 and was the instigator of the new \$5 million health

centre in Mukinbudin. Most notably, as chair of the Central Eastern Accommodation and Care Alliance, Gary drove the \$20 million project to build 71 independent living units within the 11 member Shires. Since its completion in 2019, the accommodation has enjoyed a 100 per cent occupation rate. The group is currently looking to build Stage Two of the project to increase accommodation availability across the Wheatbelt. Gary also spearheaded the construction of four executive Government Regional Officer Houses, was personally involved in opening a local café to serve the community and was instrumental in the establishment of a Bendigo Bank in the town. Gary is chair of the Council's Audit Committee, chair of the North East Wheatbelt Regional Organisations of Councils, was executive chair of the Centenary Celebration Committee, was Council's representative on the Regional Road Group, and is a Delegate on the Great Eastern Country Zone.

Merit Award: Belinda Taylor



Manager of Corporate Services with the Shire of Trayning, Belinda Taylor has been a dedicated employee for over 20 years. Beginning with the gardening team in 2003, Belinda worked her way into a managerial position and regularly works outside of hours, to ensure projects and services are delivered on time. Belinda is passionate about the future of the Trayning community and is a key driver of community events and initiatives, working quietly behind the scenes and letting others take the credit. She personally purchases prizes for community competitions and gifts, and she often prepares and donates food for community events and Shire meetings. During the COVID lockdowns, Belinda ensured residents in the Shire who lived alone, the elderly or those who had no

family close by, were checked on regularly.

Local Government Distinguished Officers Award: Dirk Sellenger



Chief Executive Officer with the Shire of Mukinbudin since 2016, Dirk Sellenger's career with Local Governments across regional Western Australia has spanned 28 years. Beginning with the Shire of Shark Bay in 1994, Dirk has since held senior management positions with the Shires of Lake Grace, Trayning, and Murchison and was appointed CEO of the Shires of Murchison, Chapman Valley, Upper Gascoyne, and Mt Marshall, before he began as CEO with the Shire of Mukinbudin. Dirk has spearheaded innovative projects in Mukinbudin such as relocation and construction of both a childcare facility and a medical centre, the construction of a large nature playground and park, and the installation of a major

street art project to brighten the street appeal of the townsite. He has strong financial vision and through his leadership, Mukinbudin Shire is now in a strong and robust financial position as a result of strategies that have focused on reducing shire debt, streamlining the rates process, and firming up cash reserves. A committed community member, Dirk can also be found participating in fundraising for the local school, doing gate duty at winter sport, or cooking the barbeque at local events.

