



**PUBLIC MINUTES
OF THE
ORDINARY MEETING
OF COUNCIL
HELD ON
THURSDAY 21 December 2023**

**Council Chambers
Honour Avenue
Wyalkatchem**

Commencement: 4:15pm

Closure: 6:12pm

ORDER OF EVENTS

Thursday, 21 December 2023

3:30pm **Audit and Risk Management Committee Meeting**

4:00pm **Ordinary Meeting of Council**

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 4 January 2023.

Stephen Tindale

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 Garner, declared the meeting open at 4:15pm.

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 4:15pm.

There were no questions.

2.3. Declaration of Public Question Time closed

Public Question Time closed at 4:15pm.

3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

3.1. Attendance

Members:

Cr. Owen Garner	Shire President
Cr. Christy Petchell	Deputy resident
Cr. Mischa Stratford	
Cr Christopher Loton	Via TEAMS
Cr. Tracy Dickson	
Cr. Justin Begley	
Cr. Rod Lawson Kerr	

Staff:

Stephen Tindale	Acting Chief Executive Officer
Terry Delane	Manager of Works joined the meeting at 4:38PM
Stephanie Elvidge	Governance Executive Officer

Visitors: Nil

3.2. Apologies

Claire Trenorden	Manager of Corporate Services
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3.3. Approved Leave of Absence

Nil

3.4. Applications for Leave of Absence

Nil

4. OBITUARIES

It was advised that Mrs Anne Lawrence, long term resident of Wyalkatchem recently passed. Thank you to the Wyalkatchem Hospital Staff for their care of her for the last 17 years.

5. PETITIONS, DEPUTATIONS, PRESENTATIONS

5.1. Petitions

Nil

5.2. Deputations

Nil

5.3. Presentations

Nil

6. DECLARATIONS OF INTEREST

Cr Garner confirmed that Cr Loton had received permission to attend the meeting electronically via TEAMS.

Cr Loton confirmed that he was in a suitable, safe and confidential environment.

6.1. Financial and Proximity Interest

Nil

6.2. Impartiality Interests

Nil

7. CONFIRMATION AND RECEIPT OF MINUTES

7.1. Confirmation of Minutes

7.1.1. Ordinary Meeting of Council – 16 November 2023

Minutes of the Shire of Wyalkatchem Ordinary Meeting of Council held on Thursday 16 November 2023 (Attachment 7.1.1)

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(147/2023) Moved: Cr Petchell

Seconded: Cr Lawson Kerr

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 16 November 2023 (Attachment 7.1.1) be confirmed as a true and correct record.

CARRIED 7/0

7.1.2. Audit and Risk Management Committee Meeting – 21 December 2023

Minutes of the Shire of Wyalkatchem’s Audit and Risk Committee Management Meeting held on the 21 December 2023 (Attachment 7.1.2 to be provided).

Business Arising:

- VOTING REQUIREMENT
Absolute Majority

That on the recommendation of the Audit and Risk Management Committee 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.

- VOTING REQUIREMENT
Absolute Majority

That on the recommendation of the Audit and Risk Management Committee Council;

1. Accepts the Annual Report and Financial Statements for the year ended 30 June 2023 year.
2. Holds a General Meeting of Electors on the 8 February 2024 commencing at 5:30pm in the Shire of Wyalkatchem Council Chambers.

COMMITTEE RECOMMENDATION/ COUNCIL RESOLUTION

(148/2023) Moved: Cr Stratford

Seconded: Cr Petchell

That the minutes of the Wyalkatchem Audit and Risk Management Committee Meeting held on the 21 December 2023 (Attachment 7.1.2 to be provided) be received by Council and 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.***
- 4. Accepts the Annual Report and Financial Statements for the year ended 30 June 2023 year.***
- 5. Holds a General Meeting of Electors on the 8 February 2024 commencing at 5:30pm in the Shire of Wyalkatchem Council Chambers.***

CARRIED 7/0

7.2. Receipt of Minutes

7.2.1. NEWROC Council Meeting – 4 December 2023

Minutes of the Shire of the NEWROC Council Meeting held on Monday 4 December 2023 (Attachment 7.2.1).

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(149/2023) Moved: Cr Stratford

Seconded: Cr Begley

That the minutes of the NEWROC Council Meeting held on Monday 4 December 2023 (Attachment 7.2.1) be received.

CARRIED 7/0

7.2.2. Great Eastern Country Zone Meeting – 20 November 2023

Minutes of the WALGA Great Eastern Country Zone Meeting held on Monday 20 November 2023 (Attachment 7.2.2).

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(150/2023) Moved: Cr Stratford

Seconded: Cr Petchell

That the minutes of the WALGA Great Eastern Country Zone Meeting held on Monday 20 November 2023 (Attachment 7.2.2) be received.

CARRIED 7/0

7.2.3. Pioneer Pathway Meeting – 26 October 2023

Minutes of the Pioneer Pathway Stakeholders Meeting held on Monday 4 December 2023 (Attachment 7.2.3).

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(151/2023) Moved: Cr Begley

Seconded: Cr Lawson Kerr

That the minutes of the Pioneer Pathway Stakeholders Meeting held on Monday 4 December 2023 (Attachment 7.2.3) be received.

CARRIED 7/0

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Cr Garner thanked Council and staff for their work and contributions over the year and wished the community a safe and happy break.

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

9.1. Item 13.1 APPOINTMENT OF CHIEF EXECUTIVE OFFICER

10.REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. ACCOUNTS FOR PAYMENT – NOVEMBER 2023

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	07 December 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 – November 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 November 2023 is presented to Council for endorsement.

Bank Account	Payment Type	Last Number	First Number in the report
Municipal and Trust	EFT	EFT 3231	EFT 3164
DD	DD	DD 2976.12	DD 2936.1

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

(152/2023) Moved: Cr Petchell

Seconded: Cr Dickson

That Council endorse the total payments for the month of November 2023 being \$696,742.31 which comprised of:

- 1. Electronic Funds Transfer (EFT) payments from the Municipal Fund totalling \$664,112.13;*
- 2. Direct Debit (DD) payments from the Municipal Fund totalling \$32,630.18.*

CARRIED 7/0

10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARD – OCTOBER 2023

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	07 December 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 – October 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

(153/2023) Moved: Cr Petchell

Seconded: Cr Lawson Kerr

That Council endorses credit card payments for the period 29 September 2023 to 28 October 2023 totalling \$1,171.71 (refer to attachment 10.1.2).

CARRIED 7/0

10.1.3. MONTHLY FINANCIAL REPORT – NOVEMBER 2023

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 December 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 November 2023

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(154/2023) Moved: Cr Stratford

Seconded: Cr Dickson

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

CARRIED 7/0

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 30 November 2023 is \$5,559,110;

- cash available is made up of unrestricted cash \$2,250,639 (40.49%) and
- restricted cash \$3,308,471 (59.51%).

Rates Debtors balance as at 30 November 2023 is \$235,773 and Rates Notices for 2022-23 were issued in July 2023. Rates collected as at end of November 2023 was \$1,278,603 - 84%.

November 2023: Operating Revenue – Operating revenue of \$1,956,436 is made up of Rates - 74%, Grants - 11%, Fees and Charges - 10%, Interest earnings – 5% and other – 0%.

Operating Expenses – Operating expenses of \$1,483,012 is made of Employee Costs – 40%, Materials and Contracts – 45%, Depreciation – 0%, Insurance – 12% 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.

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(154/2023) Moved: Cr Stratford

Seconded: Cr Dickson

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

CARRIED 7/0

10.1.4. RECOVERY OF RATES AND SERVICE CHARGES

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	14 December 2023
Reporting Officer:	Stephen Tindale, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	25/ 2023-24 Debt Collection
Attachment Reference:	Nil

BACKGROUND

Rates on Lots 167 (no 13) and 166 (no 15) in Piesse St, Wyalkatchem have been outstanding for more than 3 years. It is proposed that Council take possession of both sites and as required by legislation, offer the sites for sale by public auction.

COMMENT

Council has a right to set terms and conditions on the sale and if a contract of sale has not been entered into, within 12 months from the date of auction, the land may be transferred in fee simple to the Shire.

STATUTORY ENVIRONMENT

The legislative requirements for acting where rates or service charges are unpaid, are contained in Part 6, Division 6, sections 6.63 to 6.75 and Schedules 6.2 and 6.3 of the *Local Government Act 1995* and Part 5 of the *Local Government (Financial Management) Regulations 1996* - regulations 72 to 78 and Forms 2 to 7.

The Department of Local Government and Communities has also issued *Operational Guidelines for the Possession of Land for Recovery of Rates*.

In addition, management has sought legal advice from Adam Watts, MacLeod Lawyers and will continue to do so to ensure the legislative obligations are met.

Once Council has resolved to take possession and to sell the properties the following steps will be taken;

- 1) A notice will be issued to the property owner or their representative, advising that Council is taking possession of the properties under section 6.64 of the *Local Government Act 1995*;
- 2) A statutory notice will be affixed to the property advising that the Council has taken possession of the property;
- 3) A second notice will be concurrently issued on the owners advising that unless payment is made of all outstanding amounts within 3 months of the date of the notice, the property will be offered for sale in accordance with section 6.64 of the *Local Government Act 1995*;
- 4) Council is to appoint a date & time for the auction to occur.

POLICY IMPLICATIONS

Council Policy 2.10 Revenue Collection contains the following provision:

3. Rates and Charges that Remain Unpaid for three years or more

3.1. *If all reasonable attempts outlined in Section 2 results in no successful recovery and the rates and charges remain unpaid for three years or more the Chief Executive Officer is authorised to take possession of the land in accordance with Section 6.64(1) of the Local Government Act 1995.*

3.2. *A report is to be presented to Council detailing the amount of rates and charges outstanding, the attempts to recover the debt and the recommended action.*

3.3. *The Chief Executive Officer be authorised to engage a debt collection agency to assist in the administering the process and the Council approved action.*

FINANCIAL IMPLICATIONS

The cost of engaging a debt collection agency has yet to be ascertained but is expected to be significantly less than the amounts owing on the land and the value of the land at sale.

The amount of rates and service charges outstanding for a full three years on Lots 167 (no 13) and 166 (no 15) is \$1,818.49 and \$7,438.37 respectively. The full amount outstanding on each is \$4,864.67 for 13 Piesse St and \$24,751.37 on 15 Piesse St.

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(155/2023) Moved: Cr Dickson

Seconded: Cr Petchell

That Council;

- 1. Authorise the Chief Executive officer to engage a debt collection agency to assist in the process of taking possession of Wyalkatchem Townsite Lots 167 and 166 under the provisions of Section 6.64 of the Local Government Act 1995;*
- 2. Offer lots 167 and/or 166 for sale by public tender should the outstanding rates and service charges remain unpaid 3 months after due notice is issued.*

CARRIED 7/0

Mr Terry Delane joined the meeting at 4:38pm

10.2. GOVERNANCE AND COMPLIANCE

10.2.1. CHIEF EXECUTIVE OFFICER’S REPORT – DECEMBER 2023

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	8 December 2023
Reporting Officer:	Stephen Tindale, Acting 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 scheduled to attended the following substantial meetings and events to progress community and Council’s interests;

- NEWROC Council meeting, Nungarin
- Michelle & Stephen Crute – Disability Access Ramp
- Craig Cooper – CRC agreements

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	12.1	Developing strategic partnerships with regional, State & Federal governments

Form strategic partnerships and advocate for the community	12.2	Ensuring that the Shire of Wyalkatchem is well positioned to meet future needs
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VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(156/2023) Moved: Cr Stratford

Seconded: Cr Petchell

That Council accepts the Chief Executive Officer's report.

CARRIED 7/0

10.2.2. PROPOSED HOSPITAL STAFF ACCOMODATION

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 December 2023
Reporting Officer:	Stephen Tindale, Acting Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

SUMMARY

The Growing Regions Fund was launched by the Federal Government earlier this year and was identified as a potential source of funding to support the Shire’s construction of four, two-bedroom, two-bathroom units to accommodate hospital staff and to assist the WA Country Health Service to recruit and retain staff.

The Shire’s expression of interest has been successful and we have now been invited to participate in Stage 2 which requires more detailed evidence to support claims and a business case to demonstrate ‘value for money’.

The Stage 2 application is due for submission by 15 January 2024.

BACKGROUND

In making an application to the Growing Regions Fund, the Shire of Wyalkatchem joined with the shires of Tammin, Dowerin, Bruce Rock, Trayning, Kellerberrin & Cunderdin to make a joint Stage 1 application. The application involved the submission of an expression of interest that required us to demonstrate high level evidence of need for hospital staff accommodation and evidence of alignment with regional priorities and objectives. The application in total, sought funding for the construction of 35 dwellings across the 7 shires.

COMMENT

The specific criteria to be addressed in Stage 2 are:

- Project’s contribution to economic opportunity, social and community inclusion (40 points)
- Project Alignment with broader Government and regional strategic priorities (20 points)
- Demonstrated capacity, capability and resources to deliver and sustain the project (40 points).

STATUTORY ENVIRONMENT

Clause 6.11 of the *Local Government Act 1995* provides the following:

- (1) *Subject to subsection (5), where a local government wishes to set aside money for use for a purpose in a future financial year, it is to establish and maintain a reserve account for each such purpose.*
- (2) *Subject to subsection (3), before a local government —*
 - (a) *changes* the purpose of a reserve account; or*
 - (b) *uses* the money in a reserve account for another purpose,*

it must give one month’s local public notice of the proposed change of purpose or proposed use.

*** Absolute majority required.**

- (3) *A local government is not required to give local public notice under subsection (2) —*
 - (a) *where the change of purpose or of proposed use of money has been disclosed in the annual budget of the local government for that financial year; or*
 - (b) *in such other circumstances as are prescribed.*
- (4) *A change of purpose of, or use of money in, a reserve account is to be disclosed in the annual financial report for the year in which the change occurs.*
- (5) *Regulations may prescribe the circumstances and the manner in which a local government may set aside money for use for a purpose in a future financial year without the requirement to establish and maintain a reserve account.*

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Whitney Consulting has been contracted to assist in drafting the joint Stage 2 application and a purchase order for \$3,500 has been issued, representing our share of the \$24,000 cost to draft this application.

If successful, the grant will contribute 70% of the estimated total cost of construction which, Evoke Homes has estimated to be \$1.61M. This is comprised of the following;

Wyalkatchem Hospital Staff Accommodation Village

Item	Qty	Unit Price	GST Inc.
Planning & design	1	\$80,000	\$80,000
The Ocean Retreat design	4	\$198,000	\$792,000
ADD Carport 3x6m	4	\$10,000	\$40,000
ADD Vinyl flooring to Ocean Retreat design	4	\$6,000	\$24,000
ADD two 2.5kW air-con split systems to each unit	4	\$5,800	\$23,200
PROVISIONAL SUM for Fencing and low maintenance landscaping	1	\$ 150,000	\$150,000
PROVISIONAL SUM for Service connections (power, water, sewer) within 10m	1	\$ 120,000	\$120,000
PROVISIONAL SUM for Clearing and earthworks	1	\$ 110,000	\$110,000
PROVISIONAL SUM - Shared outdoor area (shade shelter & table setting).	1	\$55,000	\$55,000
PROVISIONAL SUM for lockable linen cupboard	4	\$1,200	\$4,800
Contingency (15%)			\$209,850
TOTAL BUDGET ESTIMATE			\$1,608,850

Therefore, if the grant contributes \$1.126M (70%), the balance of \$483k (30%) would be drawn from Council’s ‘Community Health Reserve’ which, has a current balance of \$1.12M. The Council’s

business case will require the recovery of this investment via rent charged to the WA Country Health Service.

The recovery of a \$483k investment over a 10-year period, assuming a discount rate of 4.83%, plus the recovery of annual operating costs, requires a weekly rental of \$567/unit.

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Capex Recovery Charge	\$62,050	\$62,050	\$62,050	\$62,050	\$62,050	\$62,050	\$62,050	\$62,050	\$62,050	\$62,050
Opex charge	\$46,833	\$48,706	\$50,654	\$52,680	\$54,788	\$56,979	\$59,258	\$61,629	\$64,094	\$66,658
Annual Rent	\$108,883	\$110,756	\$112,704	\$114,730	\$116,838	\$119,029	\$121,308	\$123,679	\$126,144	\$128,708
Monthly Rent	\$9,074	\$9,230	\$9,392	\$9,561	\$9,736	\$9,919	\$10,109	\$10,307	\$10,512	\$10,726
Weekly Rent/unit	\$567	\$577	\$587	\$598	\$609	\$620	\$632	\$644	\$657	\$670

NPV	
NPV (10-year repayment)	\$483,566

COMMUNITY AND STRATEGIC OBJECTIVES

Goal No.	Action No.	Actions
Goal 1		
A safe and healthy community	1.3	Support and advocate for appropriate & accessible health services.
Goal 12	12.1	Developing strategic partnerships with regional, State & Federal governments
Form strategic partnerships and advocate 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

(157/2023) Moved: Cr Stratford

Seconded: Cr Dickson

That Council

- a) Endorse the application to the Growing Regions Fund for a proposed hospital staff accommodation project in Wyalkatchem;*
- b) Note that Council's 30% share of the project cost is to be met with reserve funds and is subject to the adoption of the 2024/25 budget.*

CARRIED 7/0

10.2.3. STRATEGIC COMMUNITY PLAN

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 December 2023
Reporting Officer:	Stephen Tindale, Acting Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.04
Attachment Reference:	Nil

SUMMARY

Regulations under the *Local Government Act 1995* require the Council to have a strategic community plan that covers a 10-year period.

The plan is to be reviewed every 4 years and our plan is due for review in 2024. This review could be a cursory desktop review, just enough to comply with this obligation or it could be a thorough rewrite.

Management is advocating a total rewrite with an external facilitator because much has changed since the current plan was compiled.

BACKGROUND

Significant changes within the community include:

- an ongoing population decline,
- a steady increase in our median age,
- reduced numbers at school,
- the escalating cost of GP services,
- the loss of retail businesses (bank, butcher, café & football club all lost in the last 18 months), and
- the tightening housing market and an outlook that is just not as bright as it was pre-COVID.

There is also an emerging view that the community is seeking engagement on its future, on what's practical and who's going to do what.

COMMENT

A copy of the current Community Strategic Plan, is attached.

The existing strategic community plan is silent on specific subjects such as housing and sporting facilities.

This has the potential to let us down when seeking grant funds for related projects.

Funding bodies want to know that grant applications are consistent with the Council's plan and that expenditure proposals have community support. If we can't point to this support in our strategic plan, our case is significantly weakened.

Reviewing the plan will require consultation with the community via either a survey and/or consultative meetings.

To avoid potential conflicts of interest and minimise disruption to staff in providing ongoing services, a consultant should be appointed to help plan and guide Council through the process.

Caroline Robinson has been approached and has offered to provide this service for an estimated cost of \$8,000 and an allocation of this amount has been included in the FY23 budget.

STATUTORY ENVIRONMENT

Regulation 19C of the *Local Government (Administration) Regulations 1996* provides the following:

- (1) *A local government is to ensure that a strategic community plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.*
- (2) *A strategic community plan for a district is to cover the period specified in the plan, which is to be at least 10 financial years.*
- (3) *A strategic community plan for a district is to set out the vision, aspirations and objectives of the community in the district.*
- (4) *A local government is to review the current strategic community plan for its district at least once every 4 years.*
- (5) *In making or reviewing a strategic community plan, a local government is to have regard to —*
 - (a) the capacity of its current resources and the anticipated capacity of its future resources; and*
 - (b) strategic performance indicators and the ways of measuring its strategic performance by the application of those indicators; and*
 - (c) demographic trends.*
- (6) *Subject to sub regulation (9), a local government may modify its strategic community plan, including extending the period the plan is made in respect of.*
- (7) *A council is to consider a strategic community plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.*
**Absolute majority required.*
- (8) *If a strategic community plan is, or modifications of a strategic community plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.*
- (9) *A local government is to ensure that the electors and ratepayers of its district are consulted during the development of a strategic community plan and when preparing modifications of a strategic community plan.*
- (10) *A strategic community plan for a district is to contain a description of the involvement of the electors and ratepayers of the district in the development of the plan or the preparation of modifications of the plan.*

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Funding of \$8,000 for the review has been set aside in the current financial year.

COMMUNITY AND STRATEGIC OBJECTIVES

To be reviewed in their entirety.

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

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(158/2023) Moved: Cr Dickson

Seconded: Cr Lawson Kerr

That Council support a comprehensive review of its Strategic Community Plan and that Caroline Robinson be engaged to facilitate the review for an estimated cost of \$8,000.

CARRIED 7/0

10.2.4. LOCAL ROADS & COMMUNITY INFRASTRUCTURE PROGRAM

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 December 2023
Reporting Officer:	Stephen Tindale, Acting Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	15.14
Attachment Reference:	Nil

SUMMARY

Council approval is requested for the allocation of Phase 4 of the Local Road and Community Infrastructure (LRCI) grant.

BACKGROUND

Phase 4 of the LRCI Program is a temporary measure of direct funding to local councils to deliver priority local road and community infrastructure projects, supporting local jobs, firms and procurement.

The objective of the LRCI Program is to support additional infrastructure construction activity in local communities across Australia.

The intended outcome of the LRCI Program is to deliver benefits to communities, such as improved road safety, accessibility and visual amenity.

The LRCI Program is administered by the Federal Government's Department of Infrastructure, Transport, Regional Development and Communications.

The Phase 4 grant agreement was executed by the Shire of Wyalkatchem on 25 October 2023.

There are two parts to the grant received by the Shire of Wyalkatchem under Phase 4 and these are as follows;

Part A: \$320,734 for approved local road and community infrastructure projects; and

Part B: \$185,006 for approved road projects.

COMMENT

Management has recommended that the above funds be allocated as follows.

Part A: for delivery of the pool upgrade. The total estimated cost of the pool upgrade is \$465,000 and Council has agreed, under its approved FY24 budget to fund the pool upgrade, as follows;

- \$200,000 from a successful grant application to the Community Sport and Recreation Facilities Fund; and
- \$265,000 from the Council's own funds (LRCI phase 4).

Note: the upgrade cost is an estimate only and putting the job to tender would have invalidated our grant application. This means the project cost could be more (or less) than the estimated amount and consequently more (or less) than the estimated \$265k of own source funds might be required to complete the project.

It is proposed that any unused Part A funds be allocated to the Part B project described below.

Part B: for repairing Cemetery Road, to the extent that available funds allow together with any carryover from Part A, by stabilising and laying a single 4m bitumen seal.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The pool upgrade cost is an estimate only as putting the job to tender would have invalidated our grant application.

This means the project cost could be more (or less) than the estimated amount and consequently more (or less) than the estimated \$265,000 of own source funds that might be required to complete the project.

COMMUNITY AND STRATEGIC OBJECTIVES

Goal No. 2 and 12	Action No.	Actions
Goal 2 An active, engaged and social community 12	2.3	Provide community venues, & open spaces that facilitate opportunities for the community to connect
Goal 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

(159/2023) Moved: Cr Petchell

Seconded: Cr Stratford

That Council:

- (1) Note that there are two parts to the grant received by the Shire of Wyalkatchem under Phase 4 of the Local Road and Community Infrastructure Grant and that they are as follows;*
 - a) \$320,734 for approved local road and community infrastructure projects; and*
 - b) \$185,006 for approved road projects.*

- (2) Approve the allocation of the above funds as follows;*
 - a) the delivery of the pool upgrade; and*
 - b) the repair of Cemetery Road together with any carryover from part a).*

CARRIED 7/0

10.2.5. REVIEW OF COUNCIL MEETING AND AUDIT COMMITTEE MEETING DATES

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 December 2023
Reporting Officer:	Stephanie Elvidge – Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.5.12
Attachment Reference:	Nil

BACKGROUND

Council had adopted policy number 6.1 Ordinary Council Meeting Dates which stipulates that the Ordinary Council Meetings be conducted on the Third Thursday of each month, except January, unless otherwise determined by a Council as a ‘Special Meeting’ and that Council meetings commence at 4pm, with Public notice to be given annually.

COMMENT

Elected members attend council meetings to ensure that the district’s electors are adequately represented. The number of council and committee meetings that elected members will be required to attend will vary according to the frequency of their local government’s scheduled ordinary and committee meetings.

Ordinary Council Meetings

Ordinary council meetings are formal meetings of the elected council members and are required to be open to the public (although under certain conditions, council meetings can be closed under provisions of the *Local Government Act 1995*, (the Act). In order to promote the transparency and accountability required for good governance the closed meeting provisions should be applied as infrequently as possible.

Committee Meetings

Section 5.8 of the Act enables councils to form committees to assist it with its functions. Committee members can include elected members, employees and members of the public in a variety of combinations. Committees can operate with council delegated decision-making powers or solely on an advisory basis. Advisory committees where members are drawn from both council and the community give the community a significant opportunity to provide input into the council’s decision-making meeting process.

Council operates an Audit Committee, being the Audit and Risk Management Committee. This is the only committee that currently exists under section 5.8 of the Act.

Review and Recommendation

It is recommended that no council meeting be held during January 2024.

Ordinary Council Meetings

To be conducted on the third Thursday on the month as follows unless otherwise determined by the Shire President as a ‘Special Meeting’ and that Council meetings commence at 4pm, unless otherwise determined by the Shire President.

No January Meeting

15 February 2024
21 March 2024
18 April 2024
16 May 2024
20 June 2024
18 July 2024
15 August 2024
19 September 2024
17 October 2024
21 November 2024
19 December 2024

Audit and Risk Committee Meetings

That the Audit and Risk Committee Management Meetings be conducted on the Third Thursday on the month as follows;

15 February 2024
16 May 2024
19 September 2024
19 December 2024

That Audit and Risk Management Committee meetings commence at 3:30pm, unless otherwise determined by the Shire President.

In accordance with the Act, both meetings will be open to the public, with the exception of confidential matters as defined under section 5.23(2) of the Act, where the meeting or part of the meeting is closed to the public.

STATUTORY ENVIRONMENT

The matter of the role of Council and conducting of Council and Committee meetings are prescribed within the *Local Government Act 1995*, *Local Government (Administration) Regulations 1996*, and *Local Government (Rules of Conduct) Regulations 2007*.

In particular, the following statutory environment is referenced in relation to this item;

Local Government Act 1995- Section 5.3(2)

Local Government Act 1995- Section 5.8

Local Government Act 1995- Section 5.23

Local Government (Administration) Regulations 1996 – Regulation 12(1)

Local Government (Financial Management) Regulations 1996 section 34(1)(a)

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

COMMUNITY & STRATEGIC OBJECTIVES

Goal 10: Community and customer service focus

Goal 10	Strategies	
Transparent, accountable and effective governance	10.1	Ensuring a well-informed Council makes good decisions for the community
	10.2	Ensuring sound financial management and plans for the Shire’s long-term financial sustainability
	10.3	High quality corporate governance, accountability and compliance
	10.4	Maintaining integrated strategic and operational plans

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(160/2023) Moved: Cr Stratford

Seconded: Cr Petchell

That Council,

- 1. Consider and endorse the dates for the Ordinary Council Meetings and the Audit and Risk Committee Meetings for the 2024 calendar year as recommended.*
- 2. In accordance with the Local Government (Administration) Regulations, gives public notice of the Ordinary Council Meeting dates, Audit and Risk Management Committee Meeting dates and time and place.*

CARRIED 7/0

10.2.6. ANNUAL RODEO – 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 December 2023
Reporting Officer:	Stephen Tindale, Acting Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

BACKGROUND

The second annual Wyalkatchem Rodeo was hosted at the Recreation Centre by the Shire of Wyalkatchem and Double Barrel Entertainment on Saturday 26 August 2023.

The event was very well attended, attracting almost 3,000 people, with attendance no doubt boosted by the warm spring-like weather which, was in stark contrast to the previous year’s event.

The date for next year’s event is proposed to be Saturday 24 August 2024. This date fits in with the rodeo calendar but unfortunately, will clash with the Central Wheatbelt Football League’s Preliminary Final. The date does however, coordinate well with the following events;

- Dowerin Field Days - 28 & 29 August 2024;
- Central Wheatbelt football League Grand Final – 31 August 2024;
- Koorda Show – tbc, either 7 or 14 September 2024;
- TTPA Rock Solid Smoke 'N' Dirt – 14 September 2024.

COMMENT

There is a community appetite for hosting an annual rodeo event and subject to costs to the Shire being contained and continued volunteer support, there is nothing of any note that would prevent the event from continuing.

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

Last year the event cost the Council a total of \$30,591, as shown below. A number of expenses incurred last year will not be repeated for the 2024 rodeo and these are shown in red font colour below. In addition, staff labour will not be as intense next year as the camping grounds are established, signs produced and site layout has been optimised, for the time being.

Income	
Campers (pre-booked)	1378
Campers (cash receipts)	88,875
Camping fee per person	\$20
Camping fees	\$29,338

Minutes of the Ordinary Meeting of Council held in the Shire of Wyalkatchem Council Chambers on the 21 December 2023

Expenses	Lab Cost	Lab O/H	Plant Cost	Materials	Other Costs	Total
Traffic Control						
- Traffic Control Plan					\$715	\$715
- Signs (source & paint)				\$1,410		\$1,410
- Labour	\$1,000					\$1,000
Toilets						
Toilet Hire - Instant Toilets					\$10,936	\$5,468
Toilet Hire - Northam Shire's bank of 6					\$757	\$757
Toilet Cleaning (labour)					\$4,950	\$2,475
Cleaning Products / Materials				\$700		\$350
Waste water (Wheatbelt Liq Waste)					\$2,090	\$1,045
Arena						
- Sand royalty				\$288		\$288
- Carting sand						\$0
- Sand spreading						\$0
Site Set-up						
- fencing purchase				\$5,479		\$5,479
- fencing transport				\$700		\$700
- Recovery from DB						-\$1,188
- fencing (3 rolls of ringlock)				\$1,100		\$1,100
- fence licenced area: set up	\$720		\$800			\$1,520
- general set up						\$0
- mark out camping sites						\$0
- plan & draw site layout						\$0
- arena construction						\$0
Mens Shed						
- source & deliver shuttles						\$0
- source & deliver fire wood						\$0
Waste Management						
Avon Skip - (18 wheelie & 2x6m ³ skips bins)				\$1,400		\$700
Avon Waste - rubbish collection					\$0	
EHO						
- food vendor permitting					\$720	\$720
General						
- High viz vests				\$300		\$300
- stationary				\$100		\$100
- Pre-paid data (ticket scanning)				\$100		\$100
- camping wrist bands & yellow/red dots				\$200		\$200
- security						\$0
Site Clean-up						\$0
Total Cost (pre Double Barrel share)	\$1,720	\$0	\$800	\$11,777	\$20,168	\$34,464
Total Cost (post Double Barrel share)						\$23,238
Net profit/loss (ex labour)						\$6,099
Less labour & plant						\$36,690
Net Profit/loss (inc labour)						\$30,591

COMMUNITY & STRATEGIC OBJECTIVES

Goal No.	Action No.	Actions
Goal 2 An active, engaged and social community	2.1	Support and engage agencies to enhance local services and activities for all members of the community
	2.2	Facilitate, encourage and support community events
	2.3	Provide community venues, & open spaces that facilitate opportunities for the community to connect
	2.4	Partner with key stakeholders to achieve an increase in active participation for all ages
Goal 4 Increase visitors to our region	4.1	Promote, develop tourism & maintain/enhance local attractions
	4.2	Collaborate with our partners to promote local and regional tourism initiatives
	4.3	Provide facilities to encourage tourist and resident visitation
	4.4	Work with the community to develop & promote tourism initiatives
	4.5	Encouraging visitors into the town centre

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(161/2023) Moved: Cr Petchell

Seconded: Cr Lawson Kerr

That Council confirm its support for a rodeo event to be held in Wyalkatchem on 24 August 2024.

CARRIED 7/0

10.2.7. BUSINESS SUPPORT GRANTS POLICY

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 December 2023
Reporting Officer:	Stephen Tindale, Acting Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	04.14.01
Attachment Reference:	Nil

SUMMARY

This report proposes the adoption of a *Business Support Grants Policy*.

COMMENT

A number of other local governments have business support grants in place e.g. City of Karratha, City of Cockburn, Town of Victoria Park, City of Kwinana and the City of Perth.

Grant arrangements for these local governments generally require matching funding from the grant applicant but in some instances are fixed amounts. Local government grants to individual businesses appear to range in size from \$1,000 to \$25,000. In relation to the local governments identified above, a maximum grant limit of \$5,000 is not untypical.

STATUTORY ENVIRONMENT

Section 2.7 of the *Local Government Act 1995* provides the following

- (1) *The council —*
 - (a) *governs the local government’s affairs; and*
 - (b) *is responsible for the performance of the local government’s functions.*
- (2) *Without limiting subsection (1), the council is to —*
 - (a) *oversee the allocation of the local government’s finances and resources; and*
 - (b) *determine the local government’s policies.*

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item - other than the creation of a new policy.

FINANCIAL IMPLICATIONS

An amount of \$5,000 has been set aside in the Shire’s current 2023/24 budget which is in addition to the \$5,000 community grant.

When considering the adoption of the 2023/24 budget in May 2023, Council was provided with a copy of the draft policy and informed that:

The intent of the business grant is to demonstrate Council’s commitment to supporting our local business community which is consistent with our strategic plan because a vibrant retail/business sector supports a vibrant and engaged community. It’s primarily intended that the grant will be invested to improve the streetscape and/or business sustainability.

COMMUNITY & STRATEGIC OBJECTIVES

The proposed policy promotes the Strategic Community Plan objectives, particularly a number of those outlined in Goal 5 which calls for growth in business opportunity.

Goal No.	Action No.	Actions
5 Growth in business opportunity	5.1	Engage with & support local business community
	5.2	Support new industry, business, investment & diversity while encouraging growth of local businesses
	5.3	Encourage community to support local business
	5.4	Support traineeships & workplace training opportunities
	5.5	Town planning strategies support industry growth

The policy itself has the following objectives.

- a. Enhance local business capacity to invest to improve their streetscape presence.
- b. Encourage individual businesses to invest in online and e-commerce activities.
- c. Encourage local enterprises to invest in professional development and training.
- d. Assist local business in their ability to increase business opportunity and sustainability.
- e. Provide businesses with support for capital works projects to adapt to changes in business structure and/or conditions.
- f. Assist new enterprises that are establishing in Wyalkatchem.

BUSINESS SUPPORT GRANTS POLICY

PURPOSE

Council’s Annual Business Support Grants Program aims to support and encourage the sustainability of local small business and the adoption of business innovation.

The program will recognise the important role commercial enterprises play in achieving the Shire’s vision – “to be a socially interactive and inclusive community that embraces our rural character and sense of community”.

OBJECTIVE

- a. Enhance local business capacity to invest to improve their streetscape presence.
- b. Encourage individual businesses to invest in online and e-commerce activities.
- c. Encourage local enterprises to invest in professional development and training.
- d. Assist local business in their ability to increase business opportunity and sustainability.
- e. Provide businesses with support for capital works projects to adapt to changes in business structure and/or conditions.
- f. Assist new enterprises that are establishing in Wyalkatchem.

POLICY

Total funding of \$5000 is available to assist one or a number of local businesses to sustain their enterprise which in turn will improve local employment opportunities for residents and help achieve an interactive and inclusive community.

1. Allocation of Resources

- a. Council will review and confirm allocation of resources annually as part of their Annual Budget processes.
- b. Resources will be allocated to a specific General Ledger Account.
- c. A single tranche will be allocated and available to Local Businesses upon the adoption of the Annual Budget.
- d. Applications will be open between 1 September to 31 October. Businesses will be allowed to apply once per year. Organisations may not apply for funding under the Business Support Grants Program if they have also received funding under the Shire Community Grants Program in the same year. There is a requirement to provide an Acquittal Report back to the Shire to show where funds have been spent at the end of each financial year.

2. Eligibility Conditions

- a. Applicant must be based within the Shire of Wyalkatchem and hold an Australia Business Number.
- b. All successful projects are to be completed within 12 months of the funding being awarded.
- c. Verification by applicant that project request is not covered by Insurance.
- d. The program will not support organisations that are political or that have a political purpose, government departments or agencies, grant making bodies or which have a primary focus on fundraising.
- e. Requests for funding or support cannot be for a project / activity that has already occurred.
- f. The Grant will not fund operational costs such as marketing and wages or maintenance costs.
- g. The Grant will not fund the start-up of a business or service that will likely cause an adverse effect on an existing local business.
- h. The Applicant must have all insurances, permits and licences for business operation.

3. General Conditions

- a. Projects that will be considered, but not limited to, include:
 - I. Capital works projects including streetscape and aesthetic/amenity improvements.
 - II. Training and professional development.
 - III. Investing in e-commerce activities.
 - IV. Projects that increase business opportunity and sustainability.
- b. Budget allocation for the Business Support Program will be determined during the Council's Annual Budgeting Process.
- c. Allocation of grant funding, partial or entire, will be at the sole discretion of the Council.

- d. Council’s position is to fund to a maximum of one half of the total project cost and applicants are encouraged to contribute their own funding and/or obtain grant or loan funding for the remaining project costs.
- e. In-kind labour and equipment may be included in the applicant's contribution but may not exceed one third of the completed value of the project.
- f. Council may opt to use their employees or equipment in lieu of a cash contribution.
- g. Council reserves the right to carry out a Progress Inspection or request a Progress Report at any stage of the project.
- h. The Chief Executive Officer is given delegated authority to approve or reject minor variations to the Applicant’s Project Budget following approval of the grant from Council.

4. Acquittal

All Businesses that receive funding will have to provide the following after their project’s completion within 12 months of the funding being awarded:

- a. Completed Acquittal Form (to be provided);
- b. Proof the project, activity or event took place (e.g. photographs etc.);
- c. Proof of expenditure (e.g. copy of financial records and invoices paid); and
- d. Evaluation of project, activity or event (e.g. copy of participant feedback, surveys etc.).

5. Assessment Process

- a. Applications will be assessed by the Grants Team based on Grant Criteria and a recommendation made to Council.
- b. Applications will be presented to Council and assessed based on eligibility and merit.
- c. Allocation of grant funding is at the discretion of the Council.
- d. All applicants will be contacted in writing regarding the outcome of their application.
- e. Applicants are encouraged to seek feedback on the outcome of their application

6. Submission Information

Applications can be received via mail, email or printed copies dropped into the Front Counter at Shire Administration Office.

GUIDELINES

- Annexure A** - Assessment Criteria
- Annexure B** – Shire of Wyalkatchem Business Support Grants Process
- Application Form** - (Separate Document)

STATUTORY ENVIRONMENT

Local Government Act (1995)

Record of Policy Review					
Version	Author	Council Adoption	Resolution	Reason for Review	Review Date
1.	P Klein	21/12/2023	162/2023		

ANNEXURE A

1. Assessment Criteria

Each grant submission will be assessed based on the following criteria

Criteria 1 –Benefit:

- a. Is the project part of an overall Business Strategy?
- b. Is there identified and demonstrated business need?
- c. What are the benefits (value adding) to the business and the Community?
- d. Does the project align with outcomes in the Strategic Community Plan?

Criteria 2 – Organisation:

- a. ABN? Y/N
- b. Business type and purpose

Criteria 3 – Project Cycle:

- a. Planning and design of project
- b. Management and delivery of project (incl. milestones and works schedule)
- c. Project Budget
- d. Financial contribution - \$; In-Kind, External
- e. Evaluation of project
- f. Sustainability of project
- g. Use of local suppliers for capital works

2. Score

Each Grant Application will be assessed based on these criteria

Each criterion will be evaluated and given a score between 1 (Poor) and 5 (Excellent).

Weighting

Weighting for each criterion to be determined by the Council.

Proposed weighting is: -	
Community Benefit -	40%
Organisation -	20%
Project Planning -	40%

ANNEXURE B

Shire of Wyalkatchem Business Support Grants Process

Step 1

Contact the Community Development Officer to discuss your project idea and confirm it is eligible for the Business Support Grants and request an application package 9681 1166 or

cdo@wyalkatchem.wa.gov.au



Step 2

Complete the Application Form between 1 September & 31 October



Step 3

Submit the application form to the Shire of Wyalkatchem



Step 4

Grants Team to evaluate and score applications with recommendations forwarded to Council for consideration at the next Council Meeting



Step 5

Successful applicants will be notified in writing of their success. Unsuccessful applications will also be notified and encouraged to seek feedback



Step 6

Successful applicants must ensure they have acquitted their funds by way of completing the Business Support Grants Scheme Acquittal form and return it to the Shire of Wyalkatchem within 12 months of the funding being awarded.

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(162/2023) Moved: Cr Petchell

Seconded: Cr Begley

- 1. That Council adopt the proposed Business Support Grants Policy as published below.*
- 2. That for the purposes of considering applications for grant funding in the current financial year, applications be opened between 1 February to 31 March 2024.*

CARRIED 7/0

10.3. WORKS AND SERVICES

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

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	13 December 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 13 December 2023.

COMMENT

ROADS:

BLACK SPOT PROJECTS

- Meeting held with Gren Putland, Project Manager and Allison Hunt, Interface Manager from MRWA where we reviewed the historical data results from previous submissions, and a strategy discussion took place for the coming submission.
- MRWA are very willing to assist and we intend starting to put the business case together early in the new year for submission before EOFY.

ROAD MAINTENANCE PROGRAM

- Sheeting works halted for the time being.
- Hammond and Tilbrook Road to be started in the New Year.
- Small section of Bookham Road to be done after that.
- Cox Rd floodway and Yorkrakine West Rd floodway completed.

ROADS: REGIONAL ROAD GROUP

- Wylie North contracts awarded to MACA – Wet mixing \$22K & COLAS – Sealing \$204K.
- Next RRG meeting 11th March 2024 in Northam.
- Agenda item being requested to discuss bitumen composition and seal failings.

ROAD 2 RECOVERY

- Cemetery Road options to be tabled once funding balance confirmed.
- Preferred option to wet mix the outer 1.2m and trim, compact and roll.
- Reseal middle section as required.

PARKS & GARDENS - TOWN SERVICES

Ashelford Park

- Irrigation in progress
- soil products end January 24
- green stock March '24

Recreation Reserve

- Still having issues with Water Corp. Further correspondence being sent about the pump and installation of a VSD.
- Cricket wickets are going very well. Preparation for games has been excellent with the centre strip being rejuvenated coming along well. May even be able to play on it this season.
- Corellas causing massive problems.
- West Yorkie Cricket Club sign has been installed.

Cemetery

- Maintenance is ongoing. The results are fantastic.
- Rosemary shrubs with trickle retic being installed along the fence line this month.

WYLIE WATERPROOFING - NATIONAL GRID CONNECTION PROJECT

- Clearing of catchment drains to Railway Dam in progress.

Cr Dickson left the meeting at 5:23pm

Cr Dickson returned to the meeting at 5:26pm

Cr Petchell left the meeting at 5:29pm

Cr Petchell returned to the meeting at 5:29pm

AIRSTRIP

- Some maintenance rolling undertaken.
- Advice received to erect a surround to protect the lights being assessed.

RUBBISH TIP

- TBA

HUMAN RESOURCES

- A couple of staff tested positive to COVID.
- Christmas shutdown at 1 pm Friday 22nd
- All staff back at work on Monday 8th and Tuesday the 9th.
- Skeleton crew to manage watering over the break.

OH&S

- Quite a few snake sightings during the month, several relocated.
- More snake handling training being scheduled.

VEHICLE/PLANT

- Mitsubishi 2WD delivery to be deployed to Parks and Gardens crew.
- Some errors / omissions with the ordering specification being rectified.
- Leading Hand Roads has taken over the Ford Ranger.

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

(163/2023) Moved: Cr Stratford

Seconded: Cr Lawson Kerr

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

CARRIED 7/0

10.4. PLANNING AND BUILDING

Nil

11.MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

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

13.1. APPOINTMENT OF CHIEF EXECUTIVE OFFICER

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(164/2023) Moved: Cr Petchell

Seconded: Cr Begley

That Council approves a late Item 13.1 APPOINTMENT OF CHIEF EXECUTIVE OFFICER for consideration behind closed doors.

CARRIED 7/0

14.MATTERS BEHIND CLOSED DOORS

14.1. LATE ITEM 13.1 APPOINTMENT OF CHIEF EXECUTIVE OFFICER

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	20 October 2023
Reporting Officer:	Stephen Tindale Acting Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 13.1 – CEO Recruitment Binder – Confidential

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(165/2023) Moved: Cr Lawson Kerr

Seconded: Petchell

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

Ms Stephanie Elvidge and Mr Terry Delane left the meeting at 5:41pm

SUMMARY

The CEO Selection Panel appointed by Council and aided by an independent human resources consultant has prepared a confidential CEO Selection Report for the consideration of Council.

COMMENT

A decision to make an offer of employment to a preferred applicant must be made by an absolute majority. If the preferred applicant accepts the offer and the proposed terms of the contract without negotiation, there is no further requirement for the Council to approve the appointment.

However, if there is a process of further negotiation to finalise the terms and conditions of the contract, the Council will need to meet again to approve the appointment.

The CEO Selection Panel has met on several occasions to progress the recruitment of the CEO.

With the aid of an independent observer and an independent consultant, a Selection Report has been prepared for Council's consideration (Attachment 13.1 CEO Recruitment Binder). The report recommends the appointment of a candidate to Council.

Support candidate referee reports are also attached (Attachment 13.1 CEO Recruitment Binder).

STATUTORY ENVIRONMENT

Sections 5.36 and 5.39 of the *Local Government Act 1995* set out the requirement of Council to;

1. employ a CEO
2. appoint a suitably qualified person to the position,
3. be satisfied with the proposed arrangements relating to the person's employment, and
4. ensure a written employment contract is in place.

The employment contract cannot exceed a term of five years and is to be renewable. Any contract extension may vary an existing contract where mutually agreed.

Regulations 18A and 18F of the *Local Government (Administration) Regulations 1996* set out the advertising requirements for a CEO vacancy. Regulation 18B sets out the requirement for a maximum amount of money to be paid out with any early termination of a contract.

In February 2021, the *Local Government (Administration) Amendment Regulations 2021 (CEO Standards)* introduced mandatory minimum standards for the recruitment, selection, performance review and termination of employment in relation to local government CEOs.

These standards have been adopted and implemented by the Shire of Wyalkatchem for the recruitment and selection of a CEO.

The standards for ongoing performance reviews and the termination of employment have also been included in the proposed contract of employment for the CEO.

The contract itself has been prepared by the Acting CEO and is based on a model contract of employment prepared by WALGA and LGPro.

Under the contract, the CEO is to be paid or provided with such remuneration as is determined by the Salaries and Allowances Tribunal (SAT).

Section 18FB of the *Local Government Act 1995* requires that as soon as practicable after the person is employed in the position of CEO, the Shire must certify that the person was employed in accordance with the Shire’s adopted standards in relation to the recruitment of CEOs.

A copy of the resolution is to be given to the Departmental CEO within 14 days after the resolution is passed by an absolute majority.

POLICY IMPLICATIONS

Existing Shire policy has been incorporated into the proposed CEO employment contract in relation to:

- Policy 5.3 Relocation Expense
- Policy 5.4 Probationary Period of Employment
- Policy 5.6 Training and Development
- Policy 5.8 Staff Superannuation
- Policy 5.18 Staff Housing
- Policy 5.19 Shire Mobile Phone and Other Electronic Communication
- Policy 5.21 Council Vehicles Issued to Staff
- Policy 5.24 Model Standards for CEO Recruitment, Performance and Termination

FINANCIAL IMPLICATIONS

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

COMMUNITY & STRATEGIC OBJECTIVES

The CEO’s recruitment 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
	10.2	Ensuring sound financial management and plans for the Shire’s long-term financial sustainability
	10.3	High quality corporate governance, accountability and compliance
	10.4	Maintaining Integrated Strategic and Operational plans

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(166/2023) Moved: Cr Stratford

Seconded: Cr Lawson Kerr

1. That Council

- a) *Appoints the candidate named in Confidential Attachment 13.1 CEO Recruitment Binder to the position of CEO at the Shire of Wyalkatchem, 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 13.1 CEO Recruitment Binder, being for a period of 5 years inclusive of a Total Reward Package calculated in accordance with the 2023 Salaries and Allowances Tribunal Local Government Determination Band 4 range.*

ABSOLUTE MAJORITY REQUIRED

2. That Council:

Authorises the President and Acting CEO 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

CARRIED 7/0

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(167/2023) Moved: Cr Begley

Seconded: Cr Dickson

That Council move out from behind doors.

CARRIED 7/0

Cr Stratford left the meeting at 6:09pm and re-joined at 6:11pm

Ms Elvidge and Mr Delane re-joined the meeting at 6:11pm

15. CLOSURE OF THE MEETING

There being no other business to attend to, Shire President Cr Garner closed the meeting at 6:12pm.