



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

**Council Chambers
Honour Avenue
Wyalkatchem**

**Commencement: 4:09pm
Closure: 6:49pm**

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 22 September 2023.



Peter Klein
Chief Executive Officer

Confirmed Minutes

These minutes were confirmed at the Ordinary Meeting of Council held 19 October 2023.

Signed:


Cr Davies, Shire President and Presiding Member
Shire of Wyalkatchem

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

DISCLAIMER

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

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 4:09pm.

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 4:09pm.

There weren't any members of the public.

2.3. Declaration of Public Question Time closed

Public Question Time closed at 4:09pm.

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
	Terry Delane	Manager of Works
	Stephanie Elvidge	Governance Executive Officer

Visitors: Nil

3.2. Apologies

Claire Trenorden Manager of Corporate Services

3.3. Approved Leave of Absence

Nil

3.4. Applications for Leave of Absence

Nil

4. OBITUARIES

It was advised that Christopher John (Bush) McKay of Wyalkatchem recently passed.

5. PETITIONS, DEPUTATIONS, PRESENTATIONS

5.1. Petitions

Nil

5.2. Deputations

Nil

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Cr Davies provided comment on the NEWROC Subsidiary and invited all Councillors to attend the NEWROC November Christmas meeting (date to be confirmed).

Nominations for the October Council Elections have closed. Cr Davies congratulated the 7 candidates and encourages all residents, owners and occupiers to complete their postal vote as soon as possible. Votes can either be posted or dropped into the Shire ballot box. Late votes will not be accepted so ensure that you allow for postage time.

Cr Davies thanked all that attended the Local Government Convention and encouraged Councillors to complete the feedback survey form WALGA to ensure a successful programme for 2024.

Cr Davies thanked Shire staff and Community volunteers for ensuring the great organisation and success of the 2023 Rodeo.

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

9.1. 14.1.1 Café Site – Lot 17 Railway Terrace

9.2. 14.1.2 Bottom Depot Lease

10.REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. ACCOUNTS FOR PAYMENT – AUGUST 2023

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	07 September 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 – August 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 3067	EFT 3006
DD	DD	DD 2858.1	DD 2807.1

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

(95/2023) Moved: Cr Stratford

Seconded: Cr Holdsworth

That Council endorse the total payments for the month of August 2023 being \$371,866.87 which comprised of:

- 1. Electronic Funds Transfer (EFT) payments from the Municipal Fund totalling \$304,949.79;***
- 2. Direct Debit (DD) payments from the Municipal Fund totalling \$66,917.08.***

CARRIED 7/0

10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARD – JULY 2023

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	07 September 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 – July 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

(96/2023) Moved: Cr Holdsworth Seconded: Cr Gamble

That Council endorses credit card payments for the period 29th June to 28 July 2023 totalling \$7,915.91 (refer to attachment 10.1.2).

CARRIED 7/0

10.1.3. MONTHLY FINANCIAL REPORT – JULY 2023

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 September 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 July 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 31 July 2023 is \$5,797,007;

- cash available is made up of unrestricted cash \$2,566,701 (44.28%) and
- restricted cash \$3,230,306 (55.72%).

Rates Debtors balance as at 31 July 2023 is \$1,692,175 and Rates Notices for 2022-23 were issued in July 2023. Rates collected as at end of July 2023 was \$149,448- 10%.

July 2023: Operating Revenue – Operating revenue of \$1,766,327 is made up of Rates - 85%, Grants - 9%, Fees and Charges - 6%, Interest earnings – 0% and other – 0%.

Operating Expenses – Operating expenses of \$355,829 is made of Employee Costs – 22%, Materials and Contracts – 52%, Depreciation – 0%, Insurance – 25% and Utility – 1% 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

(97/2023) Moved: Cr Stratford

Seconded: Cr Loton

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

CARRIED 7/0

10.2. GOVERNANCE AND COMPLIANCE

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

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 September 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;

- WALGA Officers Waste Advisory Committee.
- Dell Pladdy re aged care services.
- CEACA Management Committee meeting – Merredin.
- Rodeo Organising Committee meeting.
- Doctors Awogun & Cudjoe, Jannah Stratford & Lana Foote and Quentin Davies re GP services.
- Lyn Stewart re aged care services.
- Sharon Palumbo & Gabrielle Quade re Family Day-care Services.
- Dennis Pease re aerodrome maintenance.
- Tim Roberts – CBH re workers accommodation.
- Sadiq Sheikh – re café building lease.
- Mark Kestel & Steve Hann re rodeo preparation

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

(98/2023) Moved: Cr Holdsworth

Seconded: Cr Loton

That Council accepts the Chief Executive Officer's report.

CARRIED 7/0

Cr Holdsworth left the meeting at 5:01pm

Cr Holdsworth returned to the meeting at 5:02pm

Cr Stratford left the meeting at 5:09pm

Cr Stratford returned to the meeting at 5:11pm

10.2.2. AGED CARE SERVICES

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	09 September 2023
Reporting Officer:	Peter Klein, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 10.2.2.1 – Draft InCasa Contract Attachment 10.2.2.2 – Draft Terms of Reference Attachment 10.2.2.3 – Home Aged Care Job Description

DISCUSSION

It is generally recognised that aged care services across Australia need redesign as a result of a number of existing issues.

In Wyalkatchem these issues are all amplified due to our steadily aging population and our relative remoteness from providers who deliver aged care to Wheatbelt communities. ABS census records show that between 2016 and 2021 the median age of Wyalkatchem Shire residents increased from 52 to 55 whereas, over this same period, the median age of all Australians was unchanged at 38.

With an absence of new industry to attract a younger workforce, the Wyalkatchem community's age is expected to continue its trajectory and if so, by the next census in 2026 we can expect the median age of Wyalkatchem residents to increase to 58 and demand for aged care services to increase further.

The 2021 census data shows that 43% of Wyalkatchem residents are aged over 60.

It is therefore imperative, that as a community we explore all options to keep our existing residents in place and to achieve this the provision of effective and efficient support services to senior residents, although already important, will in-future become even more important.

Critical to the success of any services is that people receiving aged care want to be treated with care, dignity and respect. Individual needs and preferences vary, but compassionate care, dignity and respect are the building blocks of an aged care system worthy of our support.

In developing this proposal, we are also driven to make it easy for our older residents to access the aged care they need. Having easy access means a person can get the information, support or care they need, when they need it. It also includes getting aged care appropriate to a person's individual needs, including care that is culturally appropriate and safe.

The aged care system is difficult to access and navigate. People trying to get aged care have reported the experience as time-consuming, overwhelming, frightening and intimidating. The availability of helpful and comprehensive information is critical to ensuring older people get timely access to the care they need and to empowering them to make choices about their care.

This proposal, for the provision of aged care services has been developed to address a number of existing and growing issues, including:

- the ageing population and increasing cost of aged care for government

- the unsuitable and unsustainable nature of institutionalised care for aged and disabled people
- the inability for people in small rural towns, such as Pingelly, to access in-home aged care services
- the cost of loneliness and disconnection and the emotional pain experienced by regional people having to leave their family, friends and community toward the end of their lives
- the inability for service providers to find stable, suitable staff in order to provide services in smaller, regional areas
- the negative perception of ageing and the resultant discrimination faced by older people

Our Purpose

To ensure all Wyalkatchem residents can simply access the care they need to live an active, self-determined and meaningful life in a safe and caring environment that allows for dignified living in old age.

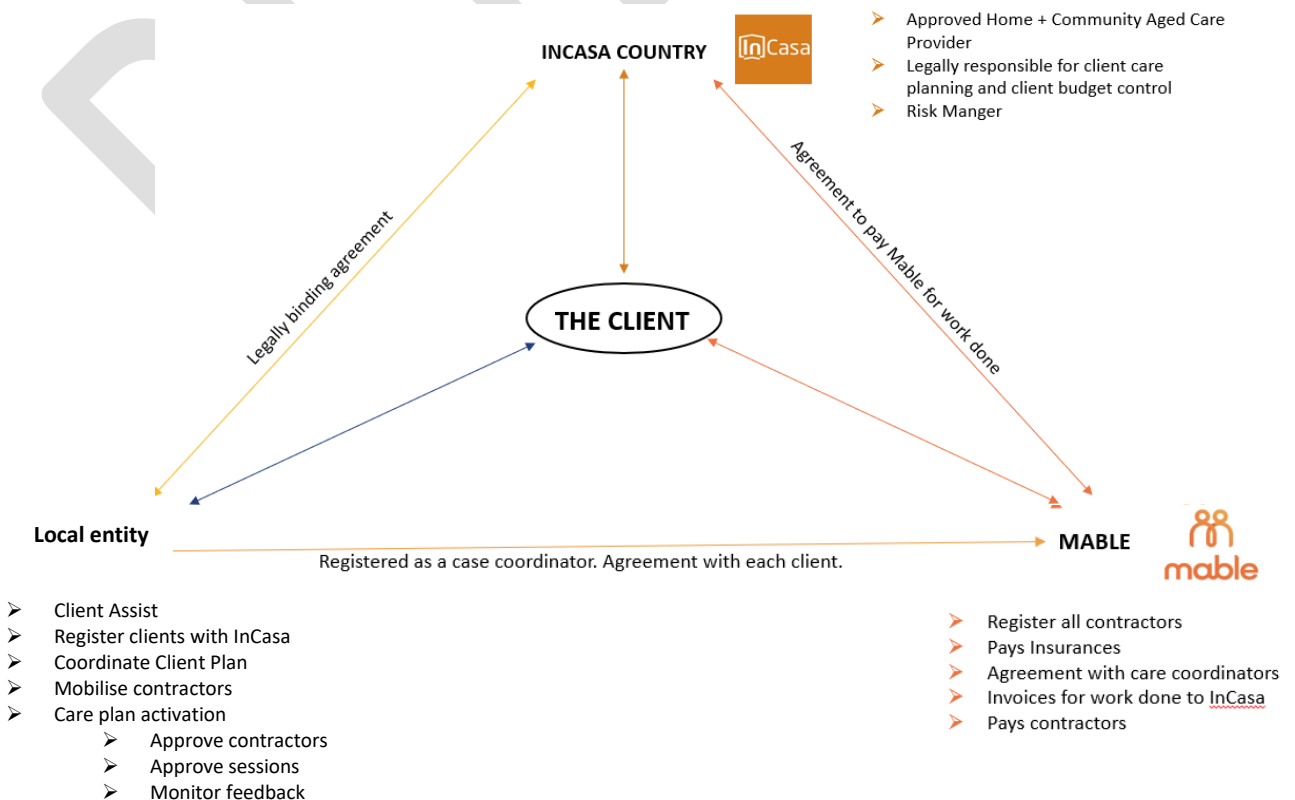
Delivery Method

Aged Care Services

There are currently a range of aged care funding services available through the Commonwealth and State governments. These services are available to the population of Wyalkatchem, though the uptake of the services is lower in regional areas like Wyalkatchem, due to a lack of awareness and the inability to find service providers.

Service Delivery Structure

The structure proposed for delivering services in Wyalkatchem is summarised by the following diagram;



Project Coordinator

The success of this project will rest heavily on the project coordinator whose role will initially incorporate the following activities;

1. Coordinate the local hub.
2. Deliver the Shire's obligations under its agreement with InCasa Country and obtain access to documents, policies and procedures. Host a visit from InCasa for induction.
3. Register as a coordinator with Mable and get access to Mable technology and online employment platform.
4. Place info in local newsletter and social media
 - a. Service to start.
 - b. Locals to become paid support workers.
 - c. Assist people to register on Mable.
5. Find first client.
 - a. Help to get ACAT if not already done.
 - b. Wait for HCP funding, then send code to InCasa.
 - c. Register client with InCasa and on Mable.
 - d. Complete InCasa on boarding process documentation. Scan and send to InCasa.
 - e. Review clinical care plan and service plan, individualised budget and discuss with client. Sign off by client.
 - f. Sign InCasa home care agreement and send copy of signed agreement to InCasa.
6. Have client agree on available contractors on Mabel for sessions / schedules of work.
7. Contractor sends invoice for approval when session done. Approve and send to InCasa.
8. Maintain contact with client and review as required.

Budget

An initial draft annual budget for the delivery of this services is outlined below;

Activity	Value	units	Value/yr
Revenue			
Level 1	\$9,180		
Level 2	\$16,417	0	\$0
Level 3	\$35,139	3	\$105,417
Level 4	\$53,268	2	\$106,536
Local entity admin fee			
Level 1 & 2 (11% of package)			\$0.00
Level 3 & 4 (13% of package)			\$27,045.20
			\$27,045.20

Activity	Cost	Unit	Cost/wk	Cost/yr
Expenses				
Coordinator's salary (casual 8hrs/week)	\$32.73	/hr	\$261.84	\$12,568.32
Employment on-costs	\$5.89	/hr	\$5.89	\$282.79
Shire Induction	2	day	\$11.29	\$587.05
Incasa induction	1	day	\$5.94	\$308.97
Mable induction	1	day	\$5.94	\$5.94
Admin o'heads (finance & reporting)	\$82.50	/hr	\$165.00	\$8,580
Computer & mobile phone purchase	\$2,800	1	\$54	\$2,800
Start-up costs (promotion & catering)	\$2,000		\$38.46	\$2,000
Total			\$548.21	\$27,133.07

The cost of this service in the first 12 months is estimated to be about \$27,045. Approximately \$18,000 is expected to be spent in the current financial year (FY24).

To recover the annual expense, the local entity would need to recruit at least 5 clients, for example three clients on a level 3 package and two on level 4 packages.

STATUTORY ENVIRONMENT

Commercial enterprise

Clause 3.59 of the *Local Government Act (1995)* deals with commercial enterprises by local governments. Under this clause, a trading activity is defined as an activity carried out by a local government with a view to producing a profit.

The Act would categorise the Council providing an aged care service as a trading undertaking but not a major trading undertaking because our expenditure on the undertaking is less than the prescribed amount of 10% of last year's operating expenditure from the municipal fund. In FY 23 total expenditure from this fund was \$4.5M.

Formation & Operation of a Committee

Clause 5.8 of the LG Act states that a local government is able to establish (by absolute majority) committees to assist the Council and to exercise the powers and discharge the duties that can be delegated to committees.

A committee may comprise Council members, employees and other persons but must be appointed by absolute majority by the Council. Other person is defined as a person who is not a Council member or an employee.

A local government is unable to delegate any of its powers or duties to a committee comprising other persons other than in respect to local government property or the management of an event (clause 5.17 (1)(c)).

The provision of an aged care service does not meet either of these criteria and therefore the committee will have no authority delegated to it and all its decisions will be formed as recommendations to the Council.

The members of a committee are to elect a presiding member from amongst themselves and may elect a deputy presiding member (refer Schedule 2.3, Division 1 & 2).
A quorum for a committee is at least 50% of its members.

Clause 5.20 – a decision of a committee must be made by a simple majority.

The person presiding at a committee meeting is to ensure that minutes are taken and these must be presented at the next committee meeting for confirmation. After the minutes are confirmed the presiding member is to sign the minutes.

If a matter is voted on at a meeting of a committee, the person presiding must cause the following information to be recorded in the minutes –

- (a) the total votes cast for;
- (b) the total votes cast against;
- (c) the individual vote of each member of the committee.

As there will be no powers delegated to the Committee, there is no requirement for the committee meetings to be open to the public (clause 5.23(1)(b)).

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

A budget amendment is required to account for expenditure of up to \$18,000 on this initiative during this current financial year.

COMMUNITY & STRATEGIC OBJECTIVES

This initiative promotes the Strategic Community Plan’s objective for the provision of services for the aged;

Goal No.	Action No.	Actions
3 – A community for all ages	1.3.3	Enhance the availability of in-home aged care services

VOTING REQUIREMENT

Absolute Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(99/2023) Moved: Cr Holdsworth

Seconded: Cr Garner

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.**

CARRIED 5/2

Terry Delane left the meeting at 5:45pm
Terry Delane returned to the meeting at 5:48pm

Cr Loton left the meeting at 5:53pm
Cr Loton returned to the meeting at 5:54pm

10.2.3. LOCAL LAW UNDERTAKINGS

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	09 September 2023
Reporting Officer:	Peter Klein, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	NIL

SUMMARY

The Shire is in the process of updating its local laws. The process is almost complete, with several amendment local laws are in the process of being 'made.' Two of these local laws in draft form were Gazetted and the WA Parliamentary Joint Standing Committee on Delegated Legislation (JSCDL) has requested that Council provide an undertaking to include in the new local laws a clause that makes it clear that the Gazettal has no effect.

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 JSCDL, which oversees the making of subsidiary legislation such as local laws. The JSCDL has noted the Gazettal in June 2023 and pointed out that while the process is incomplete, Gazettal may mean that they have legislative effect. It has requested that Council provide the further undertakings as reflected in the Officer Recommendation.

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
- Re-make the *Shire of Wyalkatchem Cats Local Law* to deal with the JSCDL view that a significant change to original LL should have been re-advertised (Council meeting 15 June 2023 Item 10.2.3 refers).

In accordance with the process required under s3.12 of the Local Government Act 1995, the draft local laws were advertised for public comment and copies sent to the Minister. The advertising period closed on 6 September and the results will be presented to council at its meeting to be held on 19 October 2023.

The Shire should amend the proposed new local laws as requested and provide the undertaking to the Committee. The requested changes can be added to the draft local laws when the results of the public consultation period are considered by council in October.

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.

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

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(100/2023) Moved: Cr Stratford

Seconded: Cr Garner

That the WA Joint Parliamentary Joint Standing Committee on Delegated Legislation be advised that:

- 1. The new cat's local law - that the Shire is in the process of making will contain a clause repealing the invalid Shire of Wyalkatchem Cats Local Law 2022 gazetted on 30 June 2023;***
- 2. The new public places and local government property amendment local law - that the Shire is in the process of making will contain a clause repealing the invalid Public Places and Local Government Property Amendment Local Law 2022 gazetted on 30 June 2023;***
- 3. On Gazettal, that the date of the making of the local laws in their preamble by council will be amended; and***
- 4. That the title of the local laws will be amended to 2023 from 2022.***

CARRIED 7/0

Cr Gamble left the meeting at 6:02pm

Cr Gamble returned to the meeting at 6:07pm

10.3. WORKS AND SERVICES

10.3.1. MANAGER OF WORKS OFFICER'S REPORT SEPTEMBER 2023

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	13 September 2023
Reporting Officer:	Terry Delane, Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Reports available on request

BACKGROUND

To inform Council of the activities of the works and services team during the period prior to the 13 September 2023.

COMMENT

ROADS – MAJOR PROJECTS

- **Black Spot Projects (BSP)**
 - i. Cliff Robinson (MRWA) scheduled 2nd week September to assist with the process of report to completion.
 - ii. Roadwise program onboarding.
- **ROAD MAINTENANCE PROGRAM**
 1. Grading nearly complete.
 2. Re-sheeting work in progress on Borgward, Davies Sth, and Benjaberring -Hindmarsh Roads.
 3. Box out of sink hole section completed on Elsegood Rd.
 4. Verge clearing concluded. Costs will be tabled at OMC.
 5. Asphalt repairs scheduled for Koorda Rd and Elsegood Rd in 2 – 3 weeks.
 6. Major clean up required after storms 13th September.
- **REGIONAL ROAD GROUP**
 1. Programming for Wyalkatchem North Rd is under way. Advice was sought on splitting the program either side of harvest.
MRWA advised to leave it and complete the works in the period after Xmas in one program to avoid waves in the seal. I concur.
- **ROAD 2 RECOVERY**

I have suggested asphalt repairs and re-sheeting works to be funded by R2R.
- **PARKS / TOWN SERVICES CREW**
 1. Tidy Towns focus to catch-up on outstanding weeding and general tidiness of the town.
 2. Oval and parks sprayed for black beetle.
 3. Oval topdressing and fertilising completed.
 4. Wickets scarified.

- **WYLIE WATERPROOFING - NATIONAL GRID CONNECTION PROJECT**
 1. Commissioning and testing of the Super Chlorinator at the Town Dam is complete.
 2. Issues with the irrigation pump have delayed handover to the Shire.

- **RUBBISH TIP**
Weekly push ups continuing in the short term.

- **VEHICLE/PLANT**
 1. LV and plant windscreens bulk fitting session
 2. Major fail of slasher arm
 3. Dolly ready for pick up
 4. Truck purchase ongoing

- **HUMAN RESOURCES**
Nil

- **OH&S**
Toolbox meeting undertaken on the 13th September.
Topics covered
 - Plant health and maintenance
 - Accidents in the workplace
 - FFW Policy

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

(/2023) Moved: Cr Garner

Seconded: Cr Petchell

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

CARRIED 7/0

PUBLIC

Cr Garner left the meeting at 6:23pm

Cr Garner returned to the meeting at 6:24pm

10.4. PLANNING AND BUILDING

Cr Stratford declared a Proximity Interest in this item – see Item 6.1

10.4.1. DEVELOPMENT APPROVAL LOT 9984 TAMMIN-WYALKATCHEM RD

Applicant:	Owner
Location:	Shire of Wyalkatchem
Date:	11 May 2023. Application received 14 September 2023
Reporting Officer:	Peter Klein, CEO via Consultant
Disclosure of Interest:	No interest to disclose
File Number:	7.10
Attachment Reference:	Nil

EXECUTIVE SUMMARY

The council is in receipt of a planning application, seeking council approval to establish an ancillary dwelling, to provide accommodation for the manager and family members on single lot zoned rural. The zone is permissible for a single house only.

It should be noted that the 'R codes' do not apply to rural zoning and have provisions for an ancillary dwelling on residential zoned lots. Therefore a planning development application is required to assess the impact permissibility of two single level dwellings on the same lot, under a use not listed within the Planning Scheme.

The lot size is 21,124m² and both dwellings can achieve the setback requirements as stipulated in the scheme. The Shire of Wyalkatchem Local Planning Scheme No 4 (LPS) does not have any provisions for an ancillary dwelling as most neighbouring shires and it has been assessed that the two dwellings do not create any impact on the surrounding neighbours or impact the zone objectives. The development also supports the current strategic community plan.

It is recommended that Council grant Planning Approval for the placement of an ancillary dwelling to assist with the daily operation of farming pursuits, by allowing the manager and his family members to reside on the farm.

BACKGROUND

The applicant is seeking approval for an ancillary dwelling on **Lot 9984 Tammin-Wyalkatchem Rd, Wyalkatchem**. The subject site is located approximately 8 kilometres south of Wyalkatchem townsite. The development application is for a 4-bedroom 2-bathroom dwelling, using the same lot driveway with a floor area of 227m² and a total area of 371m².

The definition of the ancillary dwelling as defined in the R-codes states the following: *Self-contained on the same lot as a single house which may be attached to, integrated with or detached from the single house.*

The Shire of Wyalkatchem Local Planning Scheme No 4 section 4.4 Interpretation of the Zoning Table 4.4.1 - *Where a specific use is mentioned in the Zoning Table, it is deemed to be excluded from the general terms used to describe any other use.*

4.4.2 *If a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category the local government may –*

(a) determine that the use is consistent with the objectives of the particular zone and is therefore permitted;

(b) determine that the use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of clause 9.4 in considering an application for planning approval; or

(c) determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted.

Lot 9984 Tammin-Wyalkatchem Rd is currently zoned 'Rural' under the Local Planning Scheme.

The Rural Zone objectives are as follows:

- 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 working 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, including the Department of Planning Lands and Heritage Position Statement 'Workforce Accommodation' stating the following: Where practicable, workforce accommodation should be provided in established towns and in locations suitable to its context, to facilitate their ongoing sustainability. Planning and development of workforce accommodation should be consistent with local planning strategies and schemes, except where the Mining Act 1978 and State Agreement Acts prevail.

Figure 1: Proposed Dwelling

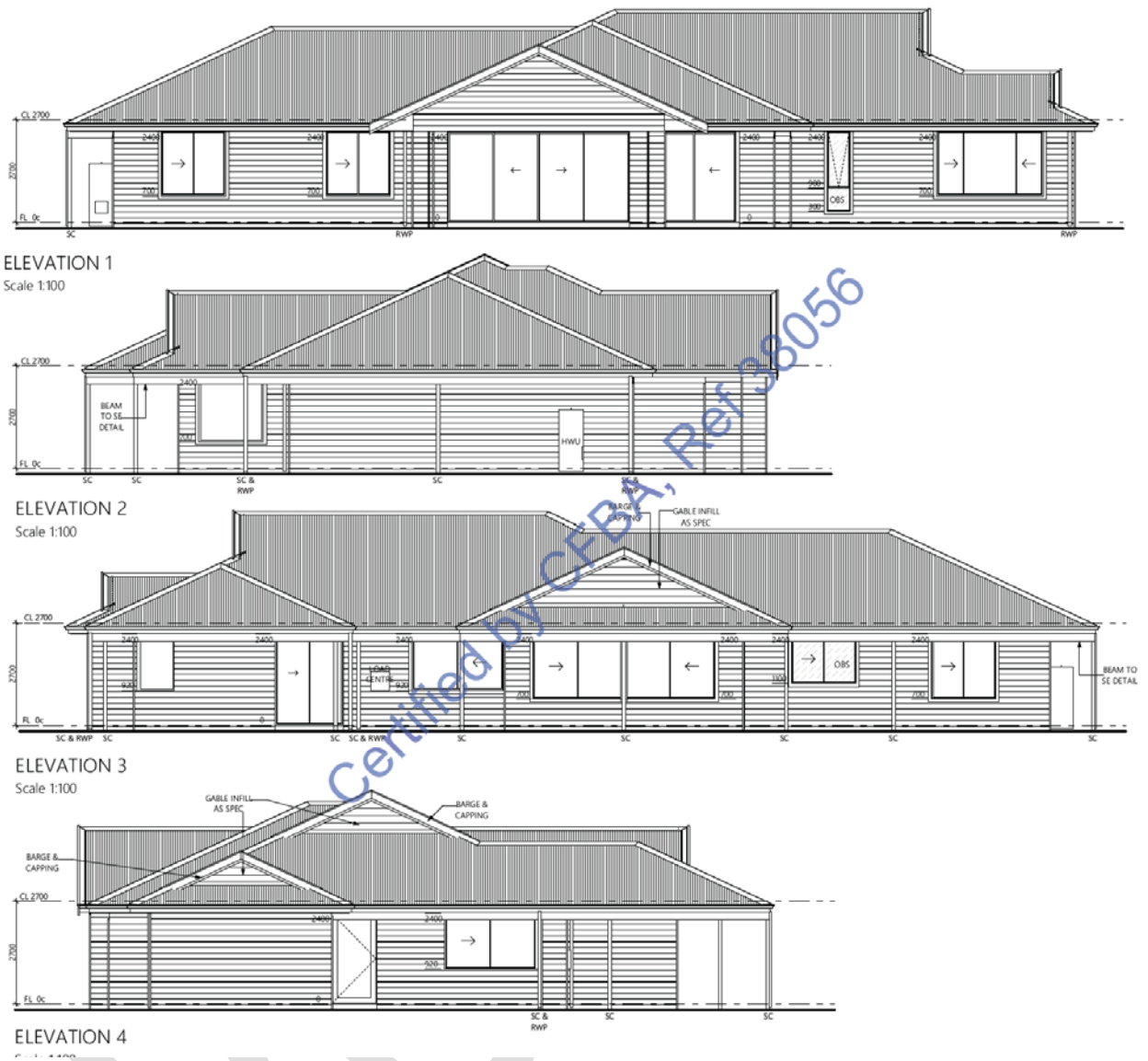


Figure 2: Site and Location

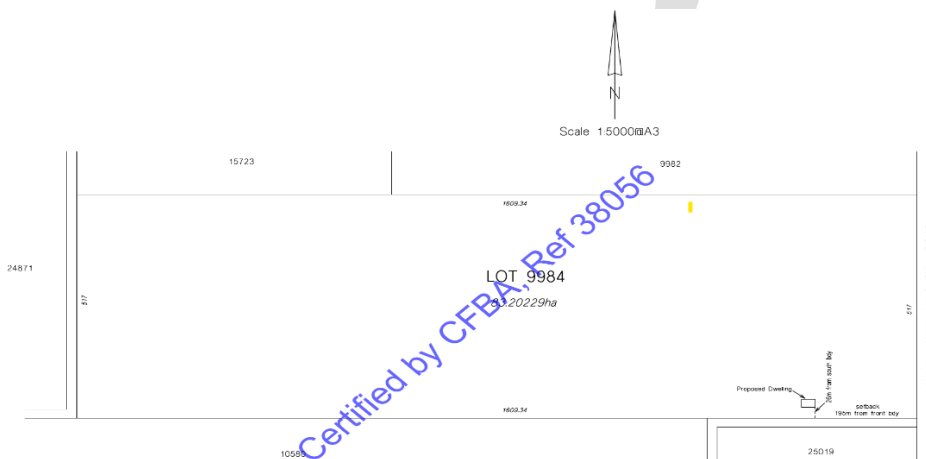


There are no specific setback distances prescribed in the Shire of Wyalkatchem Local Planning Scheme No 4 Scheme, however section 4.10 states the following:

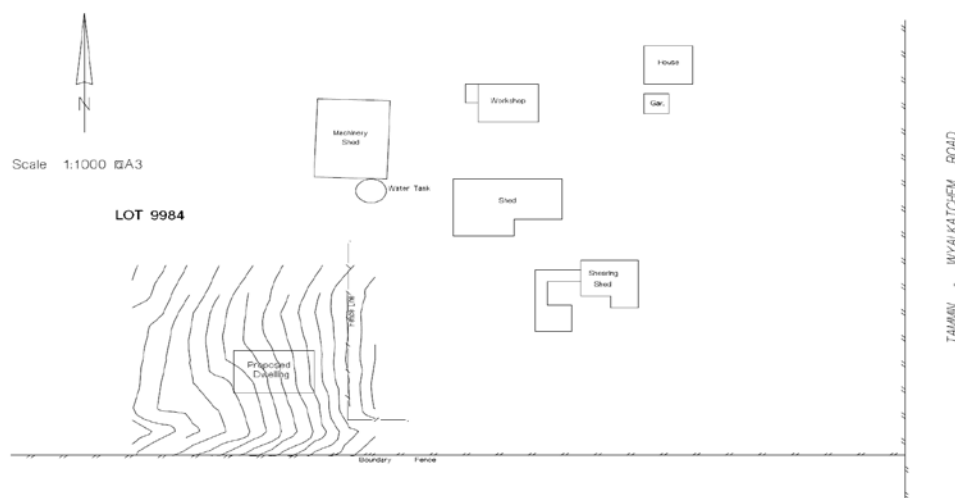
RURAL ZONE: Notwithstanding the right to develop a single house on an existing lot, residential development in the 'Rural' Zone shall comply with the specific requirements of the Local government, however these shall not be lesser than those specified for the Residential Design Code 'R2'.

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

The Ancillary is proposed to be setback 26m form the side boundary and 195m from the front boundary.



The lot spans nearly 83 hectares, with most of the infrastructure situated on the eastern side of the property, ensuring convenient access to Tammin-Wyalkatchem Road. The image below shows the current infrastructure on the site used for farming operations and existing dwelling.

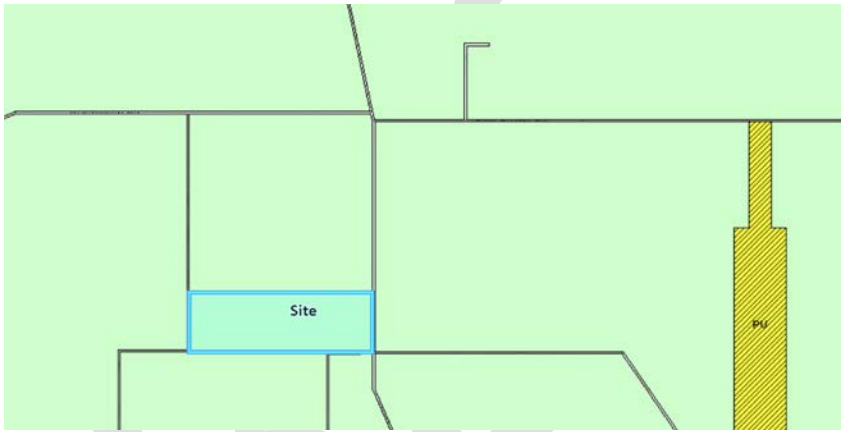


CONSULTATION

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

STATUTORY ENVIRONMENT

As to the planning framework a '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 <i>(Statutory instrument)</i>	
Current Zoning	<p>Rural 'Rural' – See extract of Zoning Map below – green colour</p>  <p>The image is a zoning map extract showing a grid of land parcels. A central parcel is highlighted with a light blue border and labeled 'Site'. To the right of this parcel, there is a vertical strip of land highlighted with yellow diagonal hatching and labeled 'PU'. The background of the map is light green, representing the 'Rural' zoning. A road or boundary line runs horizontally across the middle of the map, and another runs vertically through the 'Site' parcel.</p>
Permissibility (Table 1 – Zoning Table)	<p>Table 1 – Zoning Table of LPS 4 The Shire of Wyalkatchem Local Planning Scheme No 4 section 4.4 Interpretation of the Zoning Table 4.4.1 Where a specific use is mentioned in the Zoning Table, it is deemed to be excluded from the general terms used to describe any other use.</p> <p>4.4.2 If a person proposes to carry out on land any use that is not specifically mentioned in the Zoning Table and cannot reasonably be determined as falling within the type, class or genus of activity of any other use category the local government may –</p> <p>(a) determine that the use is consistent with the objectives of the particular zone and is therefore permitted;</p> <p>(b) determine that the use may be consistent with the objectives of the particular zone and thereafter follow the advertising procedures of clause 9.4 in considering an application for planning approval; or</p> <p>(c) determine that the use is not consistent with the objectives of the particular zone and is therefore not permitted.</p>
Objectives	<p>The Council's LPS 4 nominates the objectives of the Rural I Zone to:</p> <ul style="list-style-type: none"> • 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.

	<ul style="list-style-type: none"> • 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.
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>
Planning and Development (Local Planning Scheme) Regulations 2015 <i>(Statutory instrument)</i>	
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>
State Planning Policy 3.7 – Planning in Bushfire Prone Areas <i>(Statutory instrument – tied to Planning Regulations)</i>	
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,	<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</i></p>

subdivision and development applications	<p>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.</p> <p>b) 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.</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>Planning Bulletin 111/2016 - Planning in Bushfire Prone Areas (Guidance document – tied to SPP 3.7)</p>	
5. Exemptions	<p>Planning Bulletin 111/2016 states exemptions from the requirements of SPP 3.7 includes renovations, alterations, extensions, improvements, or repair of a building, and incidental uses (including outbuildings, verandas, unenclosed swimming pools, carports, patios, and storage sheds for example). SPP 3.7 does not specify these exemptions, however where the proposal is exempt under the deemed provisions or local planning scheme and does not:</p> <ul style="list-style-type: none"> • result in the intensification of development (or land use); • result in an increase of residents or employees; • involve the occupation of employees on site for any considerable amount of time; or • result in an increase to the bushfire threat; the proposal may also be exempt from the provisions of SPP 3.7.

POLICY IMPLICATIONS

There are no 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 in the CSP –

- 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. 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

(102/2023) Moved: Cr Gamble

Seconded: Cr Holdsworth

That Council grant Planning Approval for the placement of a single house and Ancillary dwelling on Lot 9984 Tammin-Wyalkatchem Rd, Wyalkatchem.

CARRIED 7/0

CONDITIONS

- Storm water to be contained within the lot.

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

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

Nil

14. MATTERS BEHIND CLOSED DOORS

14.1. OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(103/2023) Moved: Cr Loton

Seconded: Cr Gamble

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. CAFÉ SITE – LOT 17 RAILWAY TERRACE

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	08 September 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

DISCUSSION

In early 2023, the café stopped trading.

Council's approach to lease the premises has been agreed.

This being the case and in anticipation of Council approval for the lease agreement, an expression of interest has been released 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 identify its sublessee.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

A rental amount 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

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(104/2023) Moved: Cr Stratford

Seconded: Cr Loton

That Council approve the lease agreement negotiated with Sadiq Sheikh for the café building and equipment for execution under Common Seal.

CARRIED 7/0

Cr Holdsworth left the meeting at 6:36pm

Cr Holdsworth returned to the meeting at 6:37pm

14.1.2. BOTTOM DEPOT LEASE

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	08 September 2023
Reporting Officer:	Peter Klein, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 14.1.2 – Draft Lease

DISCUSSION

An invitation to submit an Expression of Interest in leasing the Council's former Bottom Depot site at 73 Wilson St Wyalkatchem, was released to the public on 6 June 2023.

Management has subsequently negotiated the lease terms and a copy of these terms is attached for approval.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

A rental amount 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

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(105/2023) Moved: Cr Loton

Seconded: Cr Garner

That Council approve the lease agreement negotiated with Elders Rural Services Australia Limited for execution under Common Seal.

CARRIED 7/0

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(106/2023) Moved: Cr Gamble

Seconded: Cr Petchell

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

15.2.1. Status Report

Nil

16. CLOSURE OF THE MEETING

There being no further business to discuss, the Presiding Member thanked everyone for their attendance and closed the meeting at 6:49pm.

PUBLIC