



**MINUTES
OF THE
ORDINARY MEETING
OF COUNCIL
HELD ON
THURSDAY 15 FEBRUARY 2024**

**Council Chambers
Honour Avenue
Wyalkatchem**

Commencement: 4:02pm

Closure: 5:36pm

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 16 February 2024.



Stephen Tindale
Chief Executive Officer

Confirmed Minutes

These minutes were confirmed at the Ordinary Meeting of Council held 21 March 2024.

Signed: 

Cr Garner, 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.

1. TABLE OF CONTENTS

1.	DECLARATION OF OPENING.....	1
2.	PUBLIC QUESTION TIME	1
2.1.	Response to Public Questions Previously Taken on Notice.....	1
2.2.	Declaration of Public Question Time opened.....	1
2.3.	Declaration of Public Question Time closed.....	1
3.	ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE	1
3.1.	Attendance.....	1
3.2.	Apologies.....	1
3.3.	Approved Leave of Absence.....	1
3.4.	Applications for Leave of Absence.....	1
4.	OBITUARIES	1
5.	PETITIONS, DEPUTATIONS, PRESENTATIONS.....	2
5.1.	Petitions.....	2
5.2.	Deputations.....	2
5.3.	Presentations.....	2
6.	DECLARATIONS OF INTEREST	2
6.1.	Financial and Proximity Interest.....	2
6.2.	Impartiality Interests.....	2
7.	CONFIRMATION AND RECEIPT OF MINUTES.....	2
7.1.	Confirmation of Minutes.....	2
7.1.1.	Ordinary Meeting of Council – 21 December 2023.....	2
7.1.2.	Special Meeting of Council – 24 January 2024.....	2
7.2.	Receipt of Minutes.....	2
8.	ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION	2
9.	MATTERS FOR WHICH THE MEETING MAY BE CLOSED.....	2
10.	REPORTS	3
10.1.	WORKS AND SERVICES.....	3
10.1.1.	MANAGER OF WORKS OFFICER’S REPORT FEBRUARY 2024.....	3
10.2.	CORPORATE AND COMMUNITY SERVICES.....	9
10.2.1.	ACCOUNTS FOR PAYMENT – DECEMBER 2023 & JANUARY 2024.....	9
10.2.2.	ACCOUNTS FOR PAYMENT – CREDIT CARD – NOVEMBER AND DECEMBER 2023 ..	11

10.2.3.	MONTHLY FINANCIAL REPORT – DECEMBER 2023/ JANUARY 2024	12
10.2.4.	FEES AND CHARGES - AMENDMENT	14
10.3.	GOVERNANCE AND COMPLIANCE	16
10.3.1.	CHIEF EXECUTIVE OFFICER’S REPORT – FEBRUARY 2024	16
10.3.2.	DELEGATION AMENDMENT 1.2.1 – APPOINTMENT OF AUTHORISED PERSONS	18
10.3.3.	ATTENDANCE AT EVENTS POLICY – ELECTED MEMBERS AND CEO	20
10.3.4.	AMENDMENT TO AGREEMENT FOR PROVISION OF SERVICES WITH THE COMMUNITY RESOURCE CENTRE	22
10.3.5.	CEACA – DRAFT PROPOSED CHANGES TO CONSTITUTION	24
10.4.	PLANNING AND BUILDING	25
10.4.1.	DEVELOPMENT APPROVAL (DA) APPLICATION ON LOT 437 LINDSAY STREET, WYALKATCHEM	25
11.	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	31
12.	QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN	31
13.	URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION	31
13.1.	LATE ITEM - POOL UPGRADE TENDER	31
14.	MATTERS BEHIND CLOSED DOORS.....	33
15.	CLOSURE OF THE MEETING	33

1. DECLARATION OF OPENING

Shire President, Cr Garner, declared the meeting open at 4:02pm.

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 4:02pm.

There were no questions.

2.3. Declaration of Public Question Time closed

Public Question Time closed at 4:03pm.

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	Joined the meeting at 4:05pm
Cr. Tracy Dickson	
Cr. Justin Begley	
Cr. Rod Lawson Kerr	

Staff:

Stephen Tindale	Acting Chief Executive Officer
Stephanie Elvidge	Governance Executive Officer

Visitors: Nil

3.2. Apologies

Claire Trenorden	Manager of Corporate Services
Terry Delane	Manager of Works

3.3. Approved Leave of Absence

Nil

3.4. Applications for Leave of Absence

Nil

4. OBITUARIES

It was advised that a long-term resident of Wyalkatchem, Patricia Bending, had passed. Her funeral was held in Wyalkatchem on the 9th February 2024.

5. PETITIONS, DEPUTATIONS, PRESENTATIONS

5.1. Petitions

Nil

5.2. Deputations

Nil

5.3. Presentations

Nil

6. DECLARATIONS OF INTEREST

6.1. Financial and Proximity Interest

Nil

6.2. Impartiality Interests

Nil

7. CONFIRMATION AND RECEIPT OF MINUTES

7.1. Confirmation of Minutes

7.1.1. Ordinary Meeting of Council – 21 December 2023

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

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(05/2024) Moved: Cr Lawson Kerr Seconded: Cr Petchell

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

CARRIED 6/0

7.1.2. Special Meeting of Council – 24 January 2024

Minutes of the Shire of Wyalkatchem Special Meeting of Council held on Wednesday 24 January 2024 (Attachment 7.1.2)

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(06/2024) Moved: Cr Begley Seconded: Cr Dickson

That the minutes of the Shire of Wyalkatchem Special Meeting of Council of Wednesday 24 January 2024 (Attachment 7.1.2) be confirmed as a true and correct record.

CARRIED 6/0

7.2. Receipt of Minutes

Nil

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Note the change in order of Reports. Reports will now be commencing with the Manager of Works Report.

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

10. REPORTS

10.1. WORKS AND SERVICES

10.1.1. MANAGER OF WORKS OFFICER'S REPORT FEBRUARY 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 February 2024
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 January to February 2024.

BACKGROUND

To inform Council of the activities of the works and services team during the period January to February 2024.

OVERVIEW

Summary - ROADS / TOWN/ BUILDINGS

A large part of our resources has been taken up since the Christmas break on road repairs at various hotspots around the Shire, and emergency repairs caused by the storms.

The focus after the storms was getting and keeping roads open. There is a lot of clearing, stockpiling and burning work needed, particularly in the Korrelocking and West Yorkrakine areas. This will be recommenced later in the financial year, time permitting.

There was little damage to town infrastructure apart from a lot of litter and branches to clear up.



Regional Road Group – Wylie North Road

Work will recommence on Tuesday 13th February. Minor clearing works to be undertaken followed by gravel sheeting. Project completion is scheduled for the 15th March pending sealing contractor’s program.

Gravel will come from Geoff Swan’s pit and work on the access track and fence has been completed.

Job	Description of works	Total Budget \$	JTD Actual	Orders released/ costs expected	Total	Variance
RRG02	Reconstruction	\$ 593,061	\$ 216,733	\$ 235,000		
				\$ 158,000	\$ 610,140	\$ -17,000

N.B.

Two culverts were upgraded that were planned for in stage 3 work (approx. \$12K) and the sealing costs have increased by 19%.

Black Spot Projects

- Work will begin on the business case next week.
- A site meeting is proposed for Councillors (Roads Advisory Group) on 28 February 8am-12pm.

Road Maintenance Program

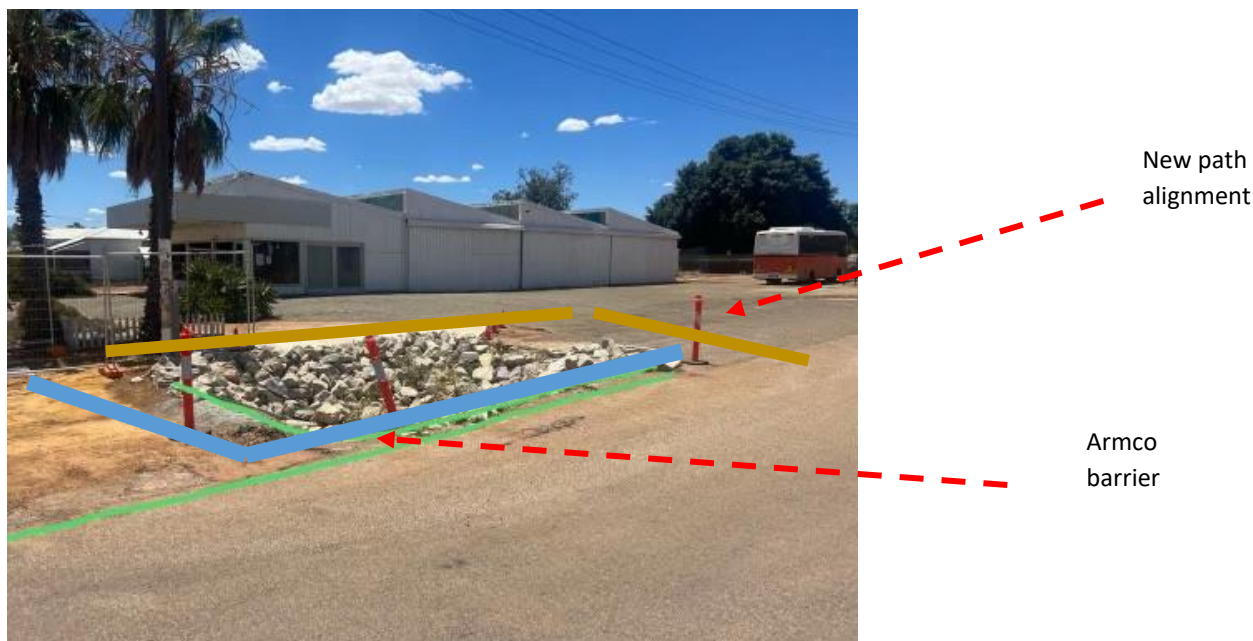
- Repairs and reconstruction work have been undertaken on the Diver/De Pierres/ Tammin Rd Cross Road. Drainage off the seal should be improved as well as reinstating the damaged seal and improving turning lines and visibility.
- Repairs and reconstruction works were undertaken on the major floodways on Davies Rd and Yorkrakine West Rds to reinstate washed out pavement and drains. Major subsidence of some of the pipes has occurred but hopefully the lifespan has now been extended significantly.
- A new culvert was installed on Farmer Rd.



Gamble St drain

Work will now recommence on the drain at the intersection.

Subject to cost, it is now planned to install an Armco barrier to be more aesthetically pleasing



PARKS & GARDENS - TOWN SERVICES

ASHELFORD PARK

Irrigation is expected to be installed on the 20th – 21st Feb with soil, products by EOM and Greenstock scheduled for mid to late March.

Greenstock report is expected to be finalised by EOM.

An additional row of block is planned on the northern boundary top protect the asset and the water meter.

Job	Description of works	Total Budget \$	JTD Actual	Orders released/Costs expected	Total	Variance
LRC004	Landscaping to block cnr Honour and Railway Tce	\$ 65,000	\$ 90,061	\$ 30,000	\$ 114,000	\$ -49,000

SWIMMING POOL

Tenders closed on the 9th February. Evaluation TBA.

The Manager of Works has fielded numerous enquiries from two contractors only.

RECREATION RESERVE

A major flaw in the Water Corp design of the suction system caused urgent emergency modifications to be done to alter the system. This work was done by an on-site contractor and will be back charged to Water Corp.

The storm and the subsequent extended power outage caused enormous angst to the crews and a huge amount of work was done with hand water, jury rigged sprinklers and truck water being deployed to keep the oval alive.

An outage of 8 days damaged the turf badly, however, we have been able to rejuvenate the oval and wickets very well.

The Cricket Grand Final will now be a big focus for the team.



FOOTPATH REPLACEMENT PROGRAM

An order has been placed with Stirling Asphalt to install an asphalt path from the pub to the Town Hall.

A path and ramp audit has also been conducted with a works order expected to be issued shortly for these upgrades.

Job	Description of works	Total Budget \$	JTD Actual	Orders released / costs expected	Total	Variance
	Footpath Replacement Program	\$ 75,000	\$ 0.00	\$ 23,500	\$ 23,500	
				\$ 14,000	\$ 37,500	\$ 41,500

CEMETERY

Maintenance is ongoing. The results are fantastic.

Some further upgrades to be done with stage 3 schedule for the 2024/25 FY budget permitting. Rosemary shrubs with trickle retic being installed along the fence line this month.

Job	Description of works	Total Budget \$	JTD Actual	Orders released	Total	Variance

WYLIE WATERPROOFING - NATIONAL GRID CONNECTION PROJECT

The clearing of the catchment drains to Railway Dam has been completed and an invoice submitted to DEWR.

Further discussions are now taking place with DEWR about possible funding to upgrade pumps and pipes to facilitate the school, town dam and club requirements.

Job	Description of works	Total Budget \$	JTD Actual	Orders released	Total	Variance
	Clearing of fire access tracks, and drains and culverts	\$ 69,740	\$ 63,260	\$	\$ 63,260	\$ 6,480



RUBBISH TIP

Nikki has ordered 2 x CCTV towers which are expected to be installed by EOM.

Preliminary road works and earthworks has been done to construct an access road around the tip cell, with a move to top tipping imminent.

HUMAN RESOURCES

- Maintenance Person, Gary has tendered his resignation – effective end of June. He intends to put a proposal to NEWROC shires to fill this role as a subcontractor. This will be evaluated separately.
- A trial of an 8-day fortnight was put in place as authorised by Peter Klein. This was trialed the first pay period in February. The system appeared to work very well, although productivity and costs have not been evaluated. Council Policy would need to be amended if the 8-day fortnight were to be implemented.

OH&S

- An MTI occurred with a staff member cutting his finger with a box cutter. This required gluing.
- An LTI occurred with a staff member incurring a slight back strain.
- There have been numerous calls for snake capture and relocate. We have been relying heavily on the assistance of Wade Bloomfield. More staff are being enrolled in the course and another snake kit purchased.

VEHICLE/PLANT

- Skid steer and Isuzu Giga were sold and picked up.
- Mitsubishi 2WD delivered, and deployed to Parks and Gardens crew.
- Some errors / omissions with the ordering specification such as 2-way radios, protection rack etc are 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

(07/2024) Moved: Cr Petchell

Seconded: Cr Dickson

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

CARRIED 7/0

10.2. CORPORATE AND COMMUNITY SERVICES

10.2.1. ACCOUNTS FOR PAYMENT – DECEMBER 2023 & JANUARY 2024

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 10.2.1.1 – Accounts for Payment – December 2023 Attachment 10.2.1.2 – Accounts for Payment – January 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 December 2023 and January 2024 is presented to Council for endorsement.

DECEMBER 2023

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

JANUARY 2024

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

(08/2024) Moved: Cr Petchell

Seconded: Cr Dickson

That Council endorse the total payments for the month of December 2023 being \$806,708.85 which comprised of:

- 1. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$774,693.95;*
- 2. Direct Debit (DD) payments in the Municipal Fund totalling \$32,014.90;*

And

January 2024 being \$362,322.90 which comprised of:

- 1. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$325,316.37;*
- 2. Direct Debit (DD) payments in the Municipal Fund totalling \$3,7006.53.*

CARRIED 7/0

10.2.2. ACCOUNTS FOR PAYMENT – CREDIT CARD – NOVEMBER AND DECEMBER 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 10.2.2.1 – Credit Card – November 2023 Attachment 10.2.2.2 – Credit Card – December 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

(09/2024) Moved: Cr Stratford *Seconded: Cr Petchell*
That Council endorses credit card payments for the period 29 October 2023 to 28 November 2023 totalling \$1601.15 (refer to attachment 10.2.2.1) and 29 November to 28 December 2023 totalling \$1,171.28 (refer to attachment 10.2.2.2)

CARRIED 7/0

10.2.3. MONTHLY FINANCIAL REPORT – DECEMBER 2023/ JANUARY 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	8 February 2024
Reporting Officer:	Claire Trenorden, Manager of Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	25.08
Attachment Reference:	Attachment 10.2.3.1 – Monthly Financial Report December 2023 Attachment 10.2.3.2 – Monthly Financial Report January 2024

BACKGROUND

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

Council has adopted a material variance of 10% or \$10,000 whichever is the greater.

COMMENT

The attached report includes:

- Statement of Financial Activity by Program (p.3)
- Statement of Financial Activity by Nature and Type (p.4)

The statements provide details of the Shire's operations on an actual year to date basis.

These statements and Notes 1 (p.5) and 2 (p.6) are statutory requirements and must be presented to Council.

The remaining notes all relate to the Statements of Financial Activity.

STATUTORY ENVIRONMENT

Local Government Act 1995, Part 6 – Financial Management S6.4

Local Government (Financial Management) Regulations, R34

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Total Cash Available as at 31 January is \$4,481,306;

- cash available is made up of unrestricted cash \$1,172,835 (26.17%) and
- restricted cash \$3,308,471 (73.83%).

Rates Debtors balance as at 31 January 2024 is \$166,128 and Rates Notices for 2022-23 were issued in July 2023. Rates collected as at end of January 2024 was \$1,347,424- 89%.

January 2024: Operating Revenue – Operating revenue of \$2,205,373 is made up of Rates - 66%, Grants - 13%, Fees and Charges - 10%, Interest earnings – 5%, profit on asset disposals – 6% and other – 0%.

Operating Expenses – Operating expenses of \$2,187,717 is made of Employee Costs – 41%, Materials and Contracts – 48%, Depreciation – 0%, Insurance – 8% 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

(10/2024) Moved: Cr Lawson Kerr

Seconded: Cr Loton

That Council accepts the Statements of Financial Activity for the month ending 31 December 2023 (refer attachment 10.2.3.1) and for the month ending 31 January 2024 (refer attachment 10.2.3.2).

CARRIED 7/0

10.2.4. FEES AND CHARGES - AMENDMENT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	8 February 2024
Reporting Officer:	Claire Trenorden, Manager of Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	25.08
Attachment Reference:	Nil

SUMMARY

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

BACKGROUND

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

COMMENT

The Shire has been approached regarding using the airstrip for filming purposes. There is currently no charge in our Fees & Charges for this so one needs to be adopted.

We have researched other local governments in regards to permits for filming in a public place for commercial productions and many require a permit to be issued. The City of Bayswater has a charge of \$52.00, the City of Vincent has a fee of \$110.00 whereas the City of Busselton doesn't charge a fee.

In regards to airstrip hire – in 2014 the Shire had an agreement with Racewars that had a hire fee of \$2,000 for six days, this equates to \$333 per day. The average CPI increase over the last 10 years is 2.62%, so assuming CPI increases per year this hire fee would now equate to \$430 per day. The agreement with Racewars also had a bond of \$2,000 – making the same assumption with CPI – this would now be \$2,590.

STATUTORY ENVIRONMENT

Local Government Act 1995, section 6.16.

6.16. *Imposition of fees and charges*

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

** Absolute majority required.*

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

COMMUNITY & STRATEGIC OBJECTIVES

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

Goal 10: Transparent, accountable and effective governance.

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

VOTING REQUIREMENT

Absolute Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(11/2024) Moved: Cr Petchell

Seconded: Cr Begley

That Council adopt the following fees:

- 1. Airstrip hire per day \$430.00 inclusive of GST*
- 2. Airstrip hire per hour \$60.00 inclusive of GST*
- 3. Filming permit application fee \$50.00 inclusive of GST*
- 4. Airstrip bond \$2,600.00*

CARRIED 7/0

10.3. GOVERNANCE AND COMPLIANCE

10.3.1. CHIEF EXECUTIVE OFFICER'S REPORT – FEBRUARY 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 February 2024
Reporting Officer:	Stephen Tindale, 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 attend the following substantial meetings and events to progress community and Council's interests;

- Craig Cooper, Wyalkatchem Community Resource Centre re agreements
- Dr Emmanuel Awogun re cessation of medical services agreement
- Beth McEwan – Rural Health West re GP services
- President Cr Jannah Stratford & A/CEO Lana Foote re GP services
- Gail Owen & Robert Holdsworth re gravel
- Special Council Meeting re continuation of medical services
- Quentin Davies re civic reception prior to seeding
- WALGA President re Western Power and Telstra outages
- Dr Michael Cudjoe re continuation of medical services
- Local Emergency Management Committee
- Annual Electors meeting

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

COMMUNITY & STRATEGIC OBJECTIVES

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

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

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(12/2024) Moved: Cr Lawson Kerr

Seconded: Cr Dickson

That Council accepts the Chief Executive Officer's report.

CARRIED 7/0

10.3.2. DELEGATION AMENDMENT 1.2.1 – APPOINTMENT OF AUTHORISED PERSONS

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 February 2024
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 10.3.2.1 – Original Delegation 1.2.1 Attachment 10.3.2.2 – <i>S9.10 Local Government Act 1995</i>

SUMMARY

Management requires the CEO to be able to appoint his team to the adopted and approved sub-delegations, such as animal registrations, persons to approve payments etc as per the *Local Government Act 1995* (see attachment 10.3.2.2).

BACKGROUND

In accordance with the *Local Government Act 1995*, Council reviews its delegation register annually. The last formal review was adopted on the 21 October 2021. Regular updates have taken place in 2022 and 2023 and a full review will take place in 2024 with the new CEO Sabine Taylor.

COMMENT

The former CEO, Peter Klein, revoked his right to appoint authorised persons as per his original delegation 1.2.1 (Council to CEO – Appoint Authorised Persons, Attachment 10.3.2.1.)

This has resulted in any new staff being unable to be appointed as sub-delegates, which is detrimental to the smooth running and shared workloads of the CEO.

In order to address this, the delegation needs to be reinstated.

STATUTORY ENVIRONMENT

Local Government Act 1995 s 5.42 – Delegation of some powers and duties to CEO.

Local Government act 1995 s 5.44 – CEO may delegate some powers and duties to other employees.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Nil

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 10 Transparent, accountable and effective governance

Outcome No. 10	Outcome	Action No.	Actions
Transparent, accountable and effective governance		10.1	Ensuring a well-informed Council makes good decisions for the community.
		10.3	High quality corporate governance, accountability and compliance

VOTING REQUIREMENT

Absolute Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(13/2024) Moved: Cr Stratford

Seconded: Cr Begley

That Council approves the reappointment of the CEO as an authorised person with the power of sub-delegation as per the original delegation 1.2.1 (attachment 10.3.2.1).

CARRIED 7/0

10.3.3. ATTENDANCE AT EVENTS POLICY – ELECTED MEMBERS AND CEO

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 December 2023
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.04
Attachment Reference:	Attachment 10.3.3 – Draft Policy – Attendance at Events

SUMMARY

Regulations under the S5.90(a) *Local Government Act 1995* require the Council to have a policy regarding the guidance of Elected Members and CEO's attendance at events.

COMMENT

This Policy has been created using the approved WALGA Template and addresses attendance at any events, including concerts, conferences, functions or sporting events, whether free of charge, part of a sponsorship agreement, or paid by the local government. The purpose of the policy is to provide transparency about the attendance at events of council members and the chief executive officer (CEO).

Attendance at an event in accordance with this policy will exclude the gift holder from the requirement to disclose an interest if the ticket is above \$300 and the donor has a matter before council. Any gift received that is less than \$300 (either one gift or cumulative over 12 months from the same donor) also does not need to be disclosed as an interest. Receipt of the gift will still be required under the gift register provisions.

STATUTORY ENVIRONMENT

5.90A. *Local Government Act 1995* Policy for attendance at events.

(1) In this section —
event includes the following —

- (a) a concert;
- (b) a conference;
- (c) a function;
- (d) a sporting event;
- (e) an occasion of a kind prescribed for the purposes of this definition.

(2) A local government must prepare and adopt* a policy that deals with matters relating to the attendance of council members and the CEO at events, including —

- (a) the provision of tickets to events; and
- (b) payments in respect of attendance; and
- (c) approval of attendance by the local government and criteria for approval; and
- (d) any prescribed matter.

* Absolute majority required.

(3) A local government may amend* the policy.

* Absolute majority required.

(4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.

(5) The CEO must publish an up-to-date version of the policy on the local government’s official website.

POLICY IMPLICATIONS

New Policy

FINANCIAL IMPLICATIONS

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

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 10 Transparent, accountable and effective governance

Outcome No. 10	Outcome	Action No.	Actions
Transparent, accountable and effective governance		10.1	Ensuring a well-informed Council makes good decisions for the community.
		10.3	High quality corporate governance, accountability and compliance

VOTING REQUIREMENT

Absolute Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(14/2024) Moved: Cr Petchell

Seconded: Cr Stratford

That Council,

- 1. Adopt the Mandatory Draft WALGA Policy Attendance at Events and*
- 2. If the council is proposing to provide authorisation to the CEO to determine matters in accordance with this policy, note that Council will need to determine specific principles / criteria by which the CEO may make such determinations.*

CARRIED 7/0

10.3.4. AMENDMENT TO AGREEMENT FOR PROVISION OF SERVICES WITH THE COMMUNITY RESOURCE CENTRE

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 February 2024
Reporting Officer:	Stephen Tindale, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	8.14.06
Attachment Reference:	Attachment 10.3.4.1 CRC Sub-licence Agreement Attachment 10.3.4.2 Agreement for Provision of Services

SUMMARY

The Shire of Wyalkatchem has a licence agreement with the Public Transport Authority to occupy land adjacent to the railway line. The licensed area includes the railway station, platform signalling equipment, goods shed, loading platform, heritage museum and the Community Resource Centre (CRC). The 10-year license is due to expire on 31st January 2026.

In turn, the Shire has a sub-licence agreement with the CRC which allows the CRC to occupy the land on which the CRC building sits. The sub-licence agreement expired on 30 May 2022.

The sub-licence agreement needs to be renewed.

The Shire also has an *Agreement for Provision of Services* with the CRC. The agreement covers the provision of library services, visitor information services and supplementary services as agreed between the parties from time to time.

The agreement expires on 30th January 2026 - one day before the expiry of the Shire's licence with the Public Transport Authority.

This report seeks Council's endorsement of;

1. The renewal of the sub-licence agreement with an expiry date of 30 January 2026;
2. The update of the *Agreement for Provision of Services* with a clean copy that incorporates changes agreed to date.

BACKGROUND

In April 2013, the Shire of Wyalkatchem and the CRC entered into an agreement for the provision of library services, visitor information services and any other service that might reasonably be requested by the Council in return for the Council paying the agreed annual contract price. A few years later the CRC agreed to undertake vehicle and licencing services in place of the Shire and on behalf of the Department of Transport.

The agreement requires that every 2 years during the term of the agreement, the range of services, the CRC's performance and the contract price is to be reviewed.

The last major review was undertaken in 2020 by the Acting CEO and former Manager of Corporate Services with the assistance of the CRC's Craig Cooper. More recently, the Acting CEO met with Craig Cooper and reaffirmed further minor amendments to the 2020 draft agreement.

COMMENT

Notated changes to the *Agreement for Provision of Services* every few years have made it a very difficult document to read and understand.

The proposed renewal of the sub-licence agreement with an expiry date of 30 January 2026 and the update of the *Agreement for Provision of Services* of agreement with a clean copy is considered to be critical.

Without them, there is an increased potential for disagreement, reputational harm and poor decision making.

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

There are no policy implications in relation to this item.

FINANCIAL IMPLICATIONS

The Contract Price payable by the Council to the CRC for the provision of agreed services will increase by March CPI.

COMMUNITY & STRATEGIC OBJECTIVES

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

Goal No.	Strategies		Actions
2	An active, engaged and social community	2.5	Provision of Library services
4	Increase visitors to the region.	4.3	Provide facilities to encourage tourist and resident visitation
		4.5	Encouraging visitors into the town centre

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(15/2024) Moved: Cr Lawson Kerr

Seconded: Cr Loton

That Council endorse:

- 1. The renewal of the sub-licence agreement with a new expiry date of 30 January 2026;*
- 2. The update of the Agreement for Provision of Services with a clean copy that incorporates changes agreed to date.*

CARRIED 7/0

10.3.5. CEACA – DRAFT PROPOSED CHANGES TO CONSTITUTION

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:	Attachment 10.3.5.1 – Explanatory Memorandum of proposed Changes and Tracked Draft Constitution. Attachment 10.3.5.2 – CEACA AGM Minutes - draft

SUMMARY

Council to remain informed and note the information provided in the attachments 10.3.5.1 and 10.3.5.2.

STATUTORY ENVIRONMENT

Nil

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 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 10.3	<ul style="list-style-type: none"> Ensuring a well-informed Council makes good decisions for the community High quality corporate governance, accountability and compliance

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(16/2024) Moved: Cr Stratford

Seconded: Cr Loton

That Council notes the information provided in attachment 10.3.5.1 and receives the draft minutes of the CEACA Annual General Meeting, Monday 6 November 2023 (attachment 10.3.5.2).

CARRIED 7/0

10.4. PLANNING AND BUILDING

10.4.1. DEVELOPMENT APPROVAL (DA) APPLICATION ON LOT 437 LINDSAY STREET, WYALKATCHEM

Applicant:	CBH
Location:	Cnr Flint and Lindsay Streets, Wyalkatchem
Date:	Application date – 18 January 2024
Reporting Officer:	Stephen Tindale, Acting Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	04.14.01
Attachment Reference:	Nil

EXECUTIVE SUMMARY

This report considers a CBH proposal to install a new 7.5x3 m transportable crib room, relocate an existing toilet block, and connect these facilities to services including new septics.

BACKGROUND

On 18th January 2024 a Development Approval (DA) application was submitted by Ellett Construction Services on behalf of CBH (the owner of Lot 437 Lindsay Street, Wyalkatchem).

The DA was accompanied by;

- A covering letter from the applicant.
- A DA application form.
- An authority to sign from the owners.
- A site plan with no dimensions or setbacks (see Figure 2).
- A circulation map of the CBH facility.
- Construction details.
- A map of the Bushfire prone areas.
- A certificate of title.

LOCATION

The property is located on the east side of Wyalkatchem townsite and, in total, measures about 18 hectares. Figure 1 provides a location plan of the site and Figure 2 shows an enlargement of the area of the proposed development immediately south of the existing silos (provided by the applicant).

The plan of the proposed siting shows no detail of setbacks from the southern boundary of Lot 437. This boundary is shared with Crown Reserve 31081 which is a Crown Reserve vested in the Public Transport Authority of WA (PTA).

This reserve is a 2-hectare C-Class Reserve with a listed use of 'Railway Purposes'. Aerial photographs clearly show that much of the land is used for bulk handling of grain; however, the approval of PTA should be obtained as part of the approval of the proposed development.

It also appears that the existing toilet block may be currently located on the PTA property.

Discussion

The proposed development will barely be visible from any surrounding public areas and is considered an integral component of the grain handling operations. Rather than delay the assessment of the DA, it is considered preferable to impose a condition relating to the PTA clearance.

FIGURE 1 – LOCATION PLAN



FIGURE 2 – EXTRACT FROM DA SITE PLAN



Source: DA, Landgate, Planwest

Local Planning Scheme

Local Planning Scheme No 4 (the Scheme) zones the subject property in two parts. The northern portion (about 14 hectares) is zoned 'Special use - Development'. The southern portion, where the proposed development is located, is zoned 'Light industry' and is about 4 hectares. This latter zoning was designed to encompass the majority of the CBH operations leaving the northern portion for other development options.

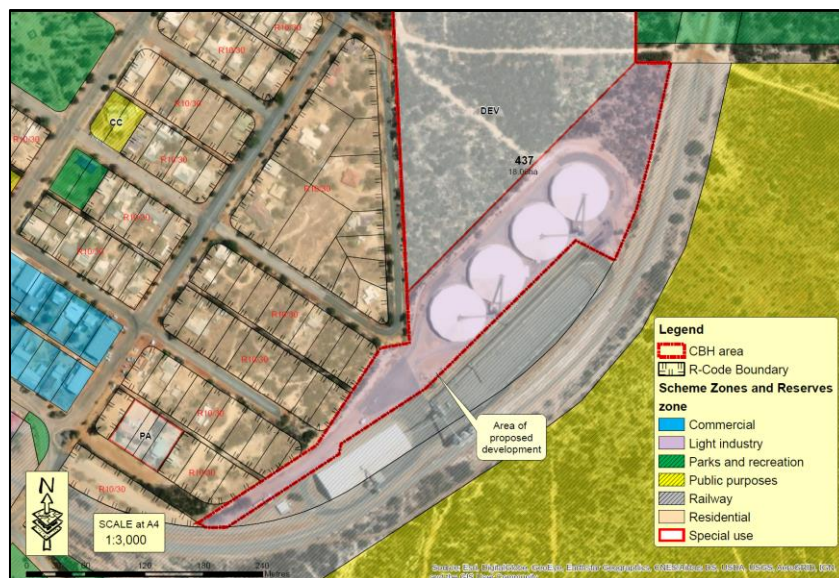
The uses proposed are considered to be components of grain handling services and would be permissible under the provisions of the Scheme.

Boundary setbacks for 'industrial – light' development (in Table 2 of the Scheme) require a front and rear setback of 7.5m. The side setback is *'to be determined by the Council' in each particular case*.

Whilst it is debatable which boundary the southern boundary is determined to be, it is not the front boundary, and therefore less critical (for amenity reasons) for determining a setback requirement.

Figure 3 shows the zoning of the southern part of the property and surrounding land with aerial photographs to locate the main site features.

FIGURE 3 – SCHEME MAP EXTRACT



Source: DPLH,
ESRI, Landgate,
Planwest

PROPOSED DEVELOPMENT

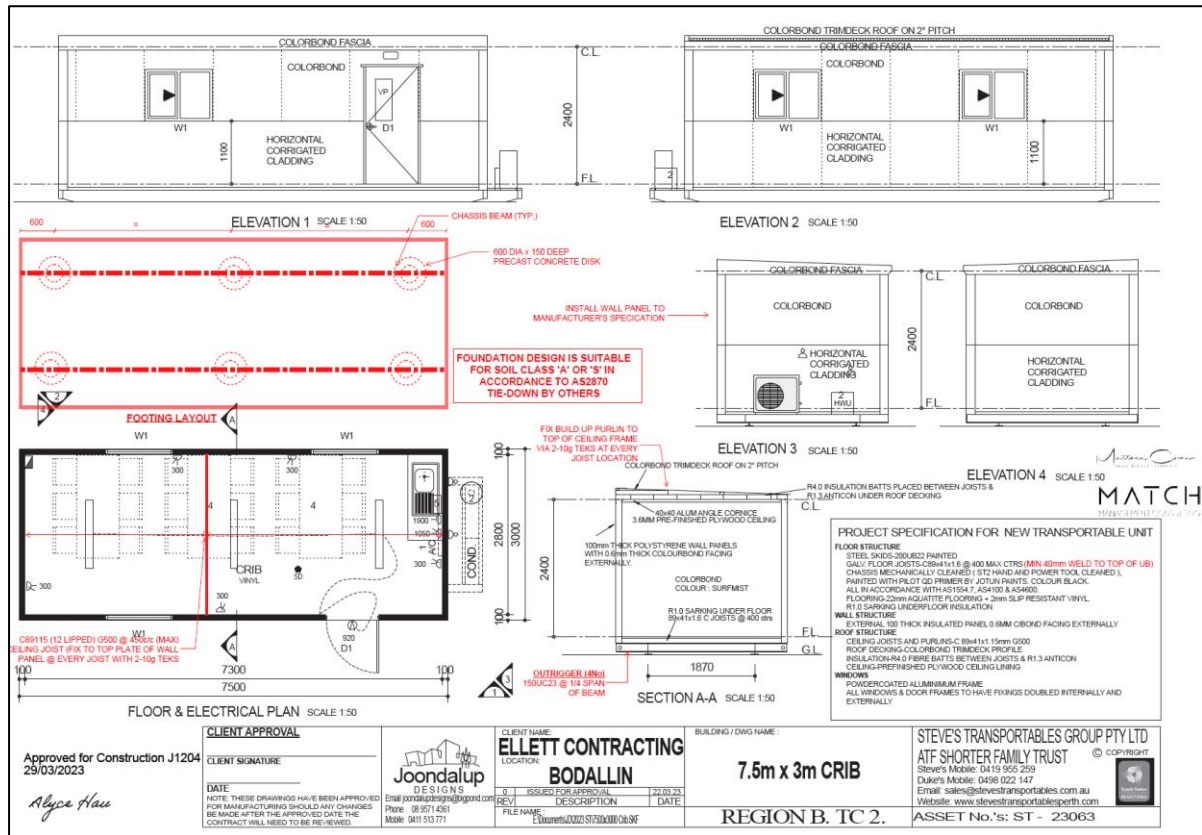
The proposed development, from a planning viewpoint, does not raise any issues. The CBH operations are part of the town's economy and workforce source, and the proposal is in a location that is unlikely to disturb any sensitive uses.

However, the proximity to the PTA land and the absence of marked setbacks from the common boundary, gives rise to the need to consult with the PTA.

As mentioned, much of the PTA land is currently used for grain handling purposes, so it is unlikely that the PTA will object to the proposed development.

Figure 4 shows an extract from the DA information (more details are shown in the DA attached to this item). This figure shows that the ‘crib’ room is a transportable unit without any modifications to make it look less like a ‘donga’.

FIGURE 4 – PROPOSED DEVELOPMENT



Source: DA, Planwest

The circulation plan attached to the DA indicates that the proposed development is well separated from any internal traffic.

Although the area is included in the Bushfire Prone mapping, there are no residential or sensitive uses that would require a bushfire, or BAL (Bushfire Attack Level), assessment.

The Council has adopted a Local Planning Policy (LPP) under the provisions of the Scheme that generally precludes the use of donga type structures in townsites.

The LPP provides for exceptions for uses - other than residential uses - where it considers the use or establishment of the structure will not conflict with the objectives of the policy.

The LPP is designed to protect the amenity of streetscapes in townsites from the indiscriminate use of certain moveable buildings, like dongas. In this case it is considered that the proposal is acceptable as the land is far enough away from a residential street, and the land is zoned for light industrial uses.

CONSULTATION

Council Governance Executive Officer
Paul Bashall – Planwest, Town Planning Consultant

STATUTORY ENVIRONMENT

Planning and Development Act 2005

Shire of Wyalkatchem Local Planning Scheme No 4

POLICY IMPLICATIONS (OTHER THAN LPPS)

There are no policy implications applicable to this item.

FINANCIAL IMPLICATIONS

There are no financial implications applicable to this item.

The applicant has yet to pay the DA fee.

STRATEGIC/RISK IMPLICATIONS

There are no strategic or risk implications applicable to this item.

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
	5.5	Town planning strategies support industry growth

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(17/2024) Moved: Cr Dickson

Seconded: Cr Begley

That Council approves the proposed development as submitted, with a condition that the Council requires evidence that the PTA has no objections to the proposal - to the satisfaction of the Chief Executive Officer. Additional standard footnotes are recommended regarding approval times, appeal rights and the need for a building permit.

Conditions

1. That the applicant provide evidence, to the satisfaction of the Chief Executive Officer, from the Public Transport Authority that it has no objection to the proposed development.

Footnotes

1. If the development, the subject of this approval, is not substantially commenced within a period of 24 months from the date of the approval, the approval will lapse and be of no further effect. For the purposes of this condition, the term “substantially commenced” has the meaning given to it in the *Planning and Development (Local Planning Schemes) Regulations 2015* as amended from time to time.
2. If an applicant or owner is aggrieved by this determination, there is a right of review by the State Administrative Tribunal in accordance with the *Planning and Development Act 2005* Part 14. An application must be made within 28 days of the determination.
3. The applicant is advised that granting of development approval does not constitute a building permit and that an application for relevant building permits must be submitted to the local government and be approved before any work requiring a building permit can commence on site.

CARRIED 7/0

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(18/2024) Moved: Cr Lawson Kerr

Seconded: Cr Petchell

That Council receives Late Item 13.1 POOL TENDER REPORT

CARRIED 7/0

13.1. LATE ITEM - POOL UPGRADE TENDER

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	14 February 2024
Reporting Officer:	Stephen Tindale, Acting Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	26.14/Swimming Pool/Tender 2003
Attachment Reference:	Attachment 13.1.1 – Wyalkatchem RFT Document Attachment 13.1.2 – Policy

SUMMARY

Council's approval is sought to readvertise the tender for the upgrade of the Wyalkatchem Swimming Pool's plantroom and associated structural works.

BACKGROUND

In April 2023 Council resolved *"...to conduct a tender process to identify a preferred contractor to deliver the Wyalkatchem Swimming Pool Plantroom Upgrade & Structural Works and endorses use of the presented Request for Tender document."*

The implementation of the tender process was commenced and then delayed pending the outcome of the Shire's application to the State Government's Community Sporting and Recreation Facilities Fund for a grant of \$200,000.

The application for the grant was successful with the Minister for Sport and Recreation advising on 15 December that *"...I have approved a grant of up to \$200,000 to assist with this project to be claimed in the 2023/24 financial year."*

The tender was then advertised in the West Australian newspaper on 20 December 2023 with a closing time and date of 4.00pm on 9 February 2024. On the same day, specific advice of the new deadline for tenders was emailed out to all potential tenderers with a known interest in the project.

The delayed closing date was chosen in recognition of industry shut downs over the Christmas/New Year period while still enabling Council’s consideration at its February 2024 meeting and a desire to complete works by 30th June 2024.

At the date and time of closing, no tenders had been received.

COMMENT

Since the deadline, two potential tenderers have submitted tender documentation - one an alternative tender and the other a conforming tender.

In the case of the alternative tender, the Shire’s Request for Tender document has mandatory compliance criteria that have not been addressed by the tenderer including the requirement to submit a conforming tender.

In the case of the conforming tender, the Shire’s Request for Tender document requires that it not be considered for evaluation after the closing deadline.

As a consequence, the Shire has little choice but to start afresh with a new tender process - if only to ensure compliance with the *Local Government Act 1995*.

STATUTORY ENVIRONMENT

This is a significant investment and will require the council to comply with purchasing provisions outlined by the *Local Government Act 1995* and *Local Government (Function and General) Regulations 1996, s11A and 24A*

POLICY IMPLICATIONS

The Council’s Purchasing Policy outlines process relevant to the conducting of a tender.

FINANCIAL IMPLICATIONS

This project will likely absorb the Council’s Local Roads & Community Infrastructure Phase 4 grant allocation and require either some draw-down on reserves or a successful grant application to CSRFF and/or Lotterywest.

COMMUNITY & STRATEGIC OBJECTIVES

This initiative promotes the Strategic Community Plan objectives particularly, those outlined in Goal 2 which aims to achieve “**A healthy, safe, active and engaged community**”.

Goal	Action No.	Actions
Local provision of sustainable health services & facilities	1.1.9	Provide a well maintained and resourced community pool with subsidised access charges.
	1.2.2	Work in collaboration with community groups to facilitate, encourage and support community services.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(19/2024) Moved: Cr Stratford

Seconded: Cr Petchell

That Council resolves to conduct a new tender process to identify a preferred contractor to deliver the Wyalkatchem Swimming Pool Plantroom Upgrade & Structural Works and reaffirm the use of the Request for Tender document adopted by Council in April 2023.

CARRIED 7/0

14.MATTERS BEHIND CLOSED DOORS

Nil

15.CLOSURE OF THE MEETING

There being no other business to attend to, Shire President Cr Garner closed the meeting at 5:36pm.