



AGENDA

ORDINARY COUNCIL MEETING



21 March 2024

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

NOTICE OF COUNCIL MEETING

The next Ordinary Meeting of the Wyalkatchem Shire Council will be held on Thursday 21 March 2024 in the Council Chambers, 27 Flint Street Wyalkatchem, commencing at 4:00pm.

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

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

Sabine Taylor

CHIEF EXECUTIVE OFFICER

DISCLAIMER

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

DISCLOSURE OF INTEREST

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

Financial Interest:

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

Proximity Interest:

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

Impartiality Interest:

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

Disclosing an Interest:

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

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

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1. DECLARATION OF OPENING

2. PUBLIC QUESTION TIME

2.1. Response to Public Questions Previously Taken on Notice

2.2. Declaration of Public Question Time opened

2.3. Declaration of Public Question Time closed

3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

3.1. Attendance

3.2. Apologies

3.3. Approved Leave of Absence

3.4. Applications for Leave of Absence

4. OBITUARIES

It was advised that Max Ward, long term resident and Shire Councillor from 1983 – 2005 had passed.

5. PETITIONS, DEPUTATIONS, PRESENTATIONS

5.1. Petitions

Nil

5.2. Deputations

John Wu – Business Development Shuttle Service for the Community Case.

5.3. Presentations

Nil

6. DECLARATIONS OF INTEREST

6.1. Financial and Proximity Interest

6.2. Impartiality Interests

7. CONFIRMATION AND RECEIPT OF MINUTES

7.1. Confirmation of Minutes

7.1.1. Ordinary Meeting of Council – 15 February 2024

Minutes of the Shire of Wyalkatchem Ordinary Meeting of Council held on Thursday 15 February 2024 ([Attachment 7.1.1](#))

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 15 February 2024 (Attachment 7.1.1) be confirmed as a true and correct record.

7.2. Receipt of Minutes

7.2.1. Local Emergency Management Committee (LEMC) Minutes –4 October 2023

Minutes of the LEMC Meeting held on Wednesday 7 February 2024

[\(Attachment 7.2.1\).](#)

OFFICER’S RECOMMENDATION:

That the minutes of the LEMC Meeting held on Wednesday 4 October 2023 (Attachment 7.2.1) be received by Council.

BUSINESS ARISING

Nil

7.2.2. Local Emergency Management Committee (LEMC) Minutes – 7 February 2024

Minutes of the LEMC Meeting held on Wednesday 7 February 2024

[\(Attachment 7.2.2\).](#)

OFFICER’S RECOMMENDATION:

That the minutes of the LEMC Meeting held on Wednesday 7 February 2024 (Attachment 7.2.2) be received by Council.

BUSINESS ARISING

Nil

7.2.3. Local Emergency Management Committee (LEMC) Minutes – 6 March 2024

Minutes of the LEMC Meeting held on Wednesday 6 March 2024

[\(Attachment 7.2.3\).](#)

OFFICER’S RECOMMENDATION:

That the minutes of the LEMC Meeting held on Wednesday 6 March 2024 (Attachment 7.2.3) be received by Council.

BUSINESS ARISING

LEMC COMMITTEE RESOLUTION/ RECOMMENDATION

Moved – Cr Tracy Dickson Seconded – Emma Holdsworth

That the LEMC Terms of Reference be amended to reflect the change in Committee Membership to include the Community Resource Centre Committee Chair and Manager as voting delegates, and endorsed by Council.

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION:

That Council endorse the LEMC Terms of Reference be amended to reflect the change in Committee Membership to include the Community Resource Centre Committee Chair and Manager as voting delegates.

7.2.4. NEWTRAVEL Draft Minutes – 29 February 2024

*Minutes of the NEWTRAVEL Meeting held on Thursday 29 February 2024
(Attachment 7.2.4).*

OFFICER’S RECOMMENDATION:

*That the minutes of the NEWTRAVEL Meeting held on Thursday 29 February
(Attachment 7.2.4) be received by Council.*

7.2.5. Audit and Risk Management Committee Draft Minutes – 21 March 2024

*Minutes of the Audit and Risk Management Committee Meeting held on Thursday 21
March 2024 (Attachment 7.2.5 Minutes to be provided).*

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Note the change in order of Reports. Reports will now be re commencing with the Finance Sections and followed by the Manager of Works Report and the addition of Community Development Officer Reports.

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

10.REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. ACCOUNTS FOR PAYMENT – FEBRUARY 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	07 March 2024
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 – February 2024

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council endorse the total payments for the month of February 2024 being \$487,687.44 which comprised of:

1. *Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$433,638.28;*
2. *Direct Debit (DD) payments in the Municipal Fund totalling \$54,049.16.*

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.

FEBRUARY 2024

Bank Account	Payment Type	Last Number	First Number in the report
Municipal and Trust	EFT	EFT 3541	EFT 3447
DD	DD	DD 3132.2	DD 3087.1

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations, S13.1

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2023/2024 Annual Budget.

COMMUNITY and STRATEGIC OBJECTIVES

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

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

10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARD – JANUARY 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	07 March 2024
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 – January 2023

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council endorses credit card payments for the period 29 December 2023 to 29 January 2024 totalling \$3,376.49 (refer to attachment 10.1.2).

BACKGROUND

Council governance procedures require the endorsement of credit card payments at each OMC. The attached credit card payment report has been reviewed by the Manager of Corporate Services and the CEO.

STATUTORY ENVIRONMENT

*Local Government Act 1995, Part 6 – Financial Management s.6.4
Local Government (Financial Management) Regulations 1996, R34*

POLICY IMPLICATIONS

Policy Number 2.1 – Purchasing Policy.
Policy Number 2.3 – Credit Card Policy.

FINANCIAL IMPLICATIONS

Nil. Reported expenditure is assessed by management as being consistent with the FY22/23 Annual Budget.

COMMUNITY & STRATEGIC OBJECTIVES

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

Goal - Transparent, accountable and effective governance.

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

10.1.3. MONTHLY FINANCIAL REPORT – FEBRUARY 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 March 2024
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 February 2024

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Statements of Financial Activity for the month ending 29 February 2023 (refer attachment 10.1.3).

BACKGROUND

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

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

COMMENT

The attached report includes:

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

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

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

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

STATUTORY ENVIRONMENT

Local Government Act 1995, Part 6 – Financial Management S6.4
Local Government (Financial Management) Regulations, R34

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Total Cash Available as at 29 February 2024 is \$4,240,349;

- cash available is made up of unrestricted cash \$931,878 (21.98%) and
- restricted cash \$3,308,471 (78.02%).

Rates Debtors balance as at 29 February 2024 is \$149,227 and Rates Notices for 2022-23 were issued in July 2023. Rates collected as at end of February 2024 was \$1,364,056 - 90%.

February 2024: Operating Revenue – Operating revenue of \$2,431,209 is made up of Rates - 60%, Grants - 16%, Fees and Charges - 10%, Interest earnings – 4%, profit on asset disposals – 10% and other – 0%.

Operating Expenses – Operating expenses of \$4,283,399 is made of Employee Costs – 24%, Materials and Contracts – 29%, Depreciation – 40%, Insurance – 4% and Utility – 2% and Other Charges – 1%.

COMMUNITY AND STRATEGIC OBJECTIVES

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

Goal: Transparent, accountable and effective governance.

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

10.1.4. 2023/24 BUDGET REVIEW

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	14 March 2024
Reporting Officer:	Claire Trenorden, Manager of Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.05.06
Attachment Reference:	Attachment 10.1.4 – 2023/24 Budget Review, Statement of Budget Review by Program, notes on closing funds and budget amendments. – to be provided

VOTING REQUIREMENT

Absolute Majority

OFFICER’S RECOMMENDATION

- 1 That Council adopt by absolute majority the 2023/24 Budget Review as attached;
- 2 That Council adopt by absolute majority the following budget amendments to the 2023/24 adopted Annual Budget.

SUMMARY

To consider the Shire of Wyalkatchem financial position as at 29 February 2024 and performance for the period 1 July 2023 to 29 February 2024 in relation to the adopted budget and projections estimated for the remainder of the financial year.

BACKGROUND

The budget review has been prepared to include information required by the *Local Government Act 1995, Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. The report for the period 1 July 2023 to 29 February 2024 shown in the attachment has been prepared incorporating year to date budget variations and forecasts to 30 June 2024 and is presented for council’s consideration.

Consideration of the status of various projects and programs was undertaken to ensure any anticipated variances were captured within the review document where possible.

COMMENT

The budget review report includes Statement of budget review by Program, note on closing funds and budget amendments.

Features of the budget review include:

Opening Balance Adjustments	\$114,056
Revenue from Operating Activities – Increase	\$460,289
Expenditure from Operating Activities - Increase	(\$467,264)
Investing Activities – Decrease	\$507,857
Financing Activities – Borrowing etc - Decrease	(\$614,938)
Overall Change (surplus)	\$0

Consultation:

Chief Executive Officer
Manager of Work and Services

STATUTORY ENVIRONMENT

Regulation 33A of the *Local Government (Financial Management) Regulations 1996* requires:

- (1) Between 1 January and the last day of February in each financial year a local government is to carry out a review of its annual budget for that year.
- (2A) (a) Consideration and review is to be given to a local government's financial performance in the period beginning on 1 July and ending no earlier than 31 December in that financial year.
 - (b) Consideration and review is to be given to the local government's financial position as at the review date.
 - (c) Review of the outcomes for the end of the financial year that are forecast in the budget is to be undertaken.
- (2) Within 30 days after a review of the annual budget of a local government is carried out it is to be submitted to the council.
- (3) A council is to consider a review submitted to it and is to determine* whether or not to adopt the review, any parts of the review or any recommendations made in the review.

**Absolute majority required.*
- (4) Within 30 days after a council has made a determination, a copy of the review and determination is to be provided to the Department.

Section 6.8(1) (b) of the *Local Government Act 1995* provides that expenditure can be incurred when not included in the annual budget provided it is authorised in advance by resolution (absolute majority required).

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The budget will be amended to reflect the variances to estimated budget position.

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 10.2 10.3 10.4	<ul style="list-style-type: none"> • Ensuring a well-informed Council makes good decisions for the community • Ensuring sound financial management and plans for the Shire’s long-term financial sustainability • High quality corporate governance, accountability and compliance • Maintaining Integrated Strategic and Operational plans

10.1.5. COMPLIANCE AUDIT REPORT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	14 March 2024
Reporting Officer:	Claire Trenorden, Manager of Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.05.06
Attachment Reference:	Attachment 10.1.5.1 – 2023 Compliance Audit Return Attachment 10.1.5.2 – 2023 Compliance Audit Return Action Plan

VOTING REQUIREMENT

Simple Majority

AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATION (pending ARC Meeting Resolution)

That Council:

- 1. Adopts the 2023 Compliance Audit Return for the period 1 January 2023 to 31 December 2023.*
- 2. Notes the areas of non-compliance within the 2023 Compliance Audit Return and accepts the 2023 Compliance Audit return Management Action Plan.*
- 3. Submit a certified copy of the 2023 Compliance Audit Return to the Direction General of the Department of Local Government, Sport and Cultural Industries.*

BACKGROUND

Western Australian local governments are required to complete an annual Compliance Audit Return (CAR) in accordance with the provisions of the Local Government (Audit) Regulations 1996 (Regulations). The CAR must be submitted to the Department of Local Government, Sport and Cultural Industries (Department) by 31 March 2024. The period examined by this audit is 1 January to 31 December 2023.

The completed return is required to be:

- Reviewed by the Audit Risk Management Committee
- Considered and adopted by Council
- Certified by the President and CEO following Council adoption
- Submitted together with a copy of the Council Minutes to the Department.

The report assists the Shire of Wyalkatchem to monitor legislative compliance by examining a range of prescribed requirements under Regulation 13 of the Regulations in detail. The audit findings must be recorded in the supplied pro forma which has been completed and is provided as Attachment 10.1.5.1

COMMENT

The Compliance Audit Return has been carried out by the Manager of Corporate Services. The Compliance Audit Return comprises of questions in the following areas of activities.

- Commercial Enterprises by Local Governments
- Delegation of Power / Duty

- Disclosure of Interest
- Disposal of Property
- Elections
- Finance
- Integrated Planning and Reporting
- Local Government Employees
- Official Conduct
- Optional Questions
- Tenders for Providing Goods and Service

Items of non-compliance have been reviewed and an action plan has been developed to address the areas of non-compliance.

STATUTORY ENVIRONMENT

Local Government (Audit) Regulations 1996 section 14 – Compliance audits by local governments

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 10

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

10.2. WORKS AND SERVICES

10.2.1. MANAGER OF WORKS OFFICER'S REPORT FEBRUARY 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 March 2024
Reporting Officer:	Terry Delane, Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 10.2.1.1 – Attachment A – 5 Year Road Program Attachment 10.2.1.2 – Attachment B – Road Maintenance Program

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council use funds from the footpath replacement program to build the Post Office Ramp.

BACKGROUND

To inform Council of the activities of the works and services team during the period February to 13 March 2024.

OVERVIEW

SUMMARY - ROADS / TOWN/ BUILDINGS

Further clean up after the storms continued with a focus on the most dangerous or damaged areas. Tree clearing will continue later in the year.

Repairs to failed infrastructure were carried out, in particular a re-cored radiator installed in the Admin Office emergency generator to replace the original aluminium one.

After initially thinking we may have lost the recreation oval, we have now restored it to its previous condition.



REGIONAL ROAD GROUP – WYLIE NORTH ROAD

Stage 1 of the reconstruction work on Wylie North Rd have been completed. Gravel was resourced from a local pit. Some issues with the procurement of the gravel were encountered. (Please refer to the CEO's report.)

Wet mixing work has been pushed back to 19-21st March with the sealing work scheduled for the week after.

Some clearing works were undertaken by a subcontractor along a difficult section on the Garn pit crest and alongside the Water Corp pipeline on the Eastern side.

A Regional Rag Group Zone meeting was planned to take place on Monday 11th, however it was postponed due to uncertainty of a quorum attending. It is now scheduled for Monday the 18th March.

Job	Description of works	Total Budget \$	JTD Actual	Orders released/ costs expected	Total	Variance
RRG02	Road Reconstruction	\$ 616,605	\$ 257,748	\$ 257,348		
				\$ 99,612	\$ 614,708	\$ 1,897

FUTURE YEARS ROAD PROGRAMS

The Shire's 5-year road programs is as tabled at the Roads Audit Group road inspection trip. Appendix A (see attachment 10.2.1.1)

The estimated costs for the edge break repair and the potholes/ shoving issues on the Cunderdin Road are as follows:

- Full crew for potholes and seal failures per day \$ 8,000
- Edge breaks 300mm wide x 40mm deep \$25K per km (both sides included)
- Complete strip is approximately 4km
- Traffic Control not included.

BLACK SPOT PROJECTS

- A site visit was undertaken with council to better understand the issues.
- Work on the business case is to commence.

ROAD MAINTENANCE PROGRAM

The immediate road maintenance program is tabled at Appendix B (see attachment 10.2.1.2).

Job	Description of works	Total Budget \$	JTD Actual	Orders released/ Costs expected	Total	Variance
	Road Maintenance - Muni	\$ 785,916	\$ 693,984	\$ 0	\$ 693,984	
	R2R funding	\$ 285,000	\$269,402	\$0	\$269,402	
		\$1,070,916	\$963,386			\$ 107,530

GAMBLE ST DRAIN

Work has recommenced on the drain at the intersection of Railway and Gamble.



The price and availability of suitable barriers resulted in the installation of heavy-duty U bar barrier bollards and a heavy-duty barrier kerb to protect pedestrian traffic.

Also planned is to install one-way cats' eyes along the length of the kerb.

The realignment of the footpath to protect pedestrians is pending.



PARKS & GARDENS - TOWN SERVICES

ASHELFORD PARK

Work is completed apart from the planting of green stock. This is planned for the end of March, stock and budget agreement permitting.

A survey is being collated by Nikki Towell to ensure that we have captured the community's suggestions for our decision making.



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	\$ 103,589	\$ 22,476	\$126,335	-\$ 61,335
				?? TBC all inv posted		

SWIMMING POOL

The re-release of the Pool upgrade tender closed on the 4th March.

The Manager of Works has hosted site inspections from all suitors.

There were 6 submissions with one ruled non-compliant in the first round of acceptances.

The evaluation process has commenced with Procurement Associates as an independent Tender consultancy firm leading the process. This will be expenditure from the Pool Refurbishment budget.

RECREATION RESERVE

A discussion with the Western Power regional supervisor about whether it is possible to take the dam power off the existing spur line and connect it to the Town grid to gain a reconnection priority was not positive. Western Power said they would look at it, but it appears costs may preclude that happening.

There has still been no award of a contract to reconnect the Water Corp suction system. The system is still running off the jury-rigged set up using our original suction pipe and foot valve.

Recent storms did cause some run off in to the dam and we have undertaken regular pumping from the White Dam to supplement the Town Dam water. We still have a reasonably healthy stock of water in the dam, albeit the reef is showing approximately a metre of earth.

The Cricket Grand Final is a big focus for the P&G team this week.

CEMETERY

Minor maintenance only is being undertaken, pending the review of the budgets from Shire and Friends of the Cemetery (FOC).

Finance permitting stage 3 work will be scheduled for the 2024.25 FY budget.

Irrigation is ready for the Rosemary shrubs for the fence line which are currently being propagated by Rotary.

Job	Description of works	Total Budget \$	JTD Actual	Orders released / costs expected	Total	Variance
	Cemetery	\$ 26,002	\$ 22,577	\$ 0	\$ 22,577	\$ 3,428
	FOC	\$				

WYLIE WATERPROOFING - NATIONAL GRID CONNECTION PROJECT

There have been no further discussions with DEWR about possible funding to upgrade pumps and pipes to facilitate the school, town dam and club requirements.



RUBBISH TIP

The 2 trial CCTV towers have been installed and a number of inappropriate activities have been recorded.

Job	Description of works	Total Budget \$	JTD Actual	Orders released	Total	Variance
WO004	Rubbish Tip	\$ 49,613	\$ 31,695	\$ 0	\$ 31,695	\$17,918

FOOTPATH REPLACEMENT PROGRAM

A path and ramp audit has not been completed as yet. It is recommended that some funds from this account be used to cover the costs of repair work at Ashelford Park and Gamble St southbound.

The Post Office ramp could also be considered.

Job	Description of works	Total Budget \$	JTD Actual	Orders released / costs expected	Total	Variance
	Footpath Replacement Program	\$ 75,000	\$ 0	\$ 21,345	\$ 21,345	
	Post Office ramp	\$ 0	\$ 0	\$ 10,000	\$ 10,000	
				\$ 31,345	\$ 31,345	\$ 43,655

RODEO

A late item may be provided with approximate costings.

HUMAN RESOURCES

- Performance issues discussed with Employee.

OH&S

- A new procedure is being developed for the operation of box cutters.

VEHICLE/PLANT

Budget process to consider an additional works vehicle for the Works Administrator/ Leading Hand.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are some financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

The list before Council is generally in accordance with the desired outcome as expressed in the Shire of Wyalkatchem Strategic Community Plan.

Goal: Our built environment responds to the accessibility and connectivity needs of all.

Outcome No.	Action No.	Actions
Our built environment responds to the accessibility and connectivity needs of all.	8.1	Improving safety on road, cycle and footpath networks.
	8.2	Developing and planning community infrastructure to improve use and social interaction.
	8.3	Implement Aged Friendly Plan.
	8.4	Implement the Disability Access and Inclusion Plan (DAIP).

10.2.2. REVIEW OF GRAVEL FEES AND CHARGES

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 March 2024
Reporting Officer:	Terry Delane, Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 10.2.2 – Revised Policy with Mark Up.

VOTING REQUIREMENT

Absolute Majority

OFFICER’S RECOMMENDATION

That Council,

- 1. accepts the Manager of Works Officer’s recommendation to revise Council policy (see attachment 10.2.2) to align with Main Roads WA rates and for the CPI to apply,*
- 2. approve the amendment to the current Fees and Charges.*

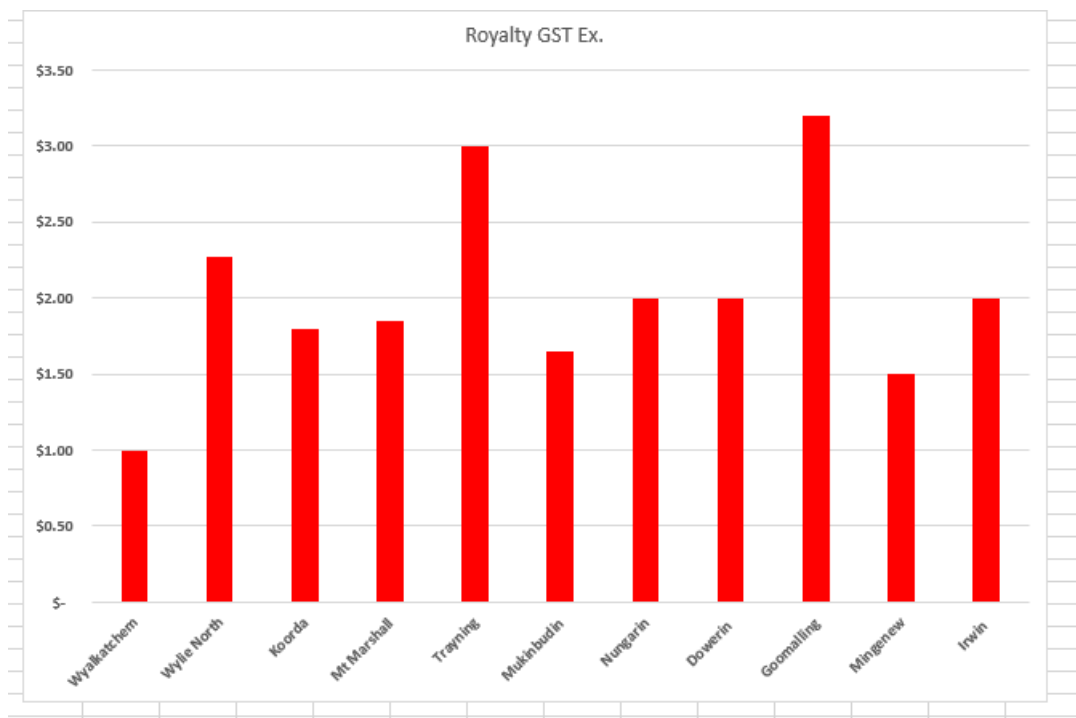
BACKGROUND

Gravel is becoming harder to gain access to. Agreements are increasingly being questioned, and compulsory acquisition is an option but not palatable to landowners.

COMMENT

A survey of gravel royalties from other Shires showed the following;

GRAVEL	Charge Rate			
	Shire	Royalty GST Ex.	Push Up	Locations
Wyalkatchem	\$ 1.00	\$ 2.60		All pits
Wylie North	\$ 2.27	\$ 2.60		Swann / Owens pit
Koorda	\$ 1.80			All pits
Mt Marshall	\$ 1.85			All pits
Trayning	\$ 3.00	\$ 2.00		All pits
Mukinbudin	\$ 1.65			All pits
Nungarin	\$ 2.00			All pits
Dowerin	\$ 2.00			All pits
Goomalling	\$ 3.20			All pits
Mingenew	\$ 1.50			Rate varies on a quality basis between \$1 & \$2
Irwin	\$ 2.00			By negotiation



APPENDIX 1 HISTORY OF MAIN ROADS COMPENSATION RATES

FINANCIAL YEAR	MAXIMUM RATE \$ per cubic metre	DETAILS
2001-2007	1.00	Determined by comparison with typical local government rates
2007/08	1.20	Increase based on CPI 2001 to 2007
2008/09	1.25	Increase based on CPI
2009/10	1.27	Increase based on CPI
2010/11	1.31	Increase based on CPI
2011/12	1.35	Increase based on CPI
2012/13	1.37	Increase based on CPI
2013/14	1.40	Increase based on CPI
2014/15	1.45	Increase based on CPI
2015/16	1.47	Increase based on CPI
2016/17	1.48	Increase based on CPI
2017/18	1.51	Increase based on 2016/17 CPI
2018/19	1.54	Increase based on 2017/18 CPI
2019/20	1.56	Increase based on 2018/19 CPI
2020/21	1.56	Increase based on 2019/20 CPI
2021/22	1.62	Increase based on 2020/21 CPI
2022/23	1.72	Increase based on 2021/22 CPI

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

A minor review of Policy 7.1 Road Making Materials will be required.

FINANCIAL IMPLICATIONS

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

COMMUNITY & STRATEGIC OBJECTIVES

The MOW’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 <i>Transparent, accountable and effective governance</i>	10.1	Ensuring a well-informed Council makes good decisions for the community
12 <i>Form strategic partnerships and advocate for the community</i>	12.2	Ensuring that the Shire of Wyalkatchem is well positioned to meet future needs

10.3. COMMUNITY DEVELOPMENT

10.3.1. COMMUNITY DEVELOPMENT OFFICER'S REPORT MARCH 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	14 March 2024
Reporting Officer:	Nikki Towell, Community Development Officer
Disclosure of Interest:	No interest to disclose
File Number:	38.44
Attachment Reference:	Attachment 10.3.1 – Clean Up Day Flyer

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Community Development Officers report.

PURPOSE

To provide Council with an update of Community Development initiatives and events for February and March 2024.

DISCUSSION

Clean-Up Wylie Day

Clean Up Wylie Day, held on Sunday, 10th March 2024, brought together 20 dedicated individuals who actively contributed towards the cleanliness and preservation of the Wylie area. The significant amount of rubbish collected (including 6 bags, and 1 bag of cans and bottles) showcases their determination to combat littering and promote recycling.

The bottles and cans were given as a donation to the Men's shed for the assistance on the day. The half a Ute load of metals collected adds to the overall success of the event.

The post-event BBQ lunch, prepared by Gary Ashelford from the Men's Shed, provided a delightful conclusion to a productive day of community service. This event not only improved the aesthetics of the area, but it also stood as an exemplary demonstration of unity, environmental consciousness, and a commitment to maintaining a clean and sustainable community.

With the amount of positive feedback, the CDO is looking into the Adopt A Spot program and making this a possibility of bi monthly or monthly event in the community.

Total Cost \$411.45 Budget \$500

This includes the in-kind support of the Community Development officer.

Additional staffing costs - a works depot employee - of \$274.17

Final Total Cost \$685.62



Some participants from Clean – Up day with certificates and the rubbish collected.

Town Wide Bunny Hunt

The Easter event started on 11th March 2024, and will include two weeks of town wide bunny hunting (see below hidden bunnies) and then conclude with a four day after school trade-in for treasure.

The bunnies are traded for chocolate eggs and special bunnies get an extra prize or gift. The parents wishing to not have sugar items will exchange the bunnies for stamps featuring an Easter theme in place of the chocolate eggs.

So far, the event has received positive feedback and support from community members, local businesses, and community groups. Officers have worked diligently with the Manager of Works to ensure that all aspects of the event are well-organized, safe, and enjoyable for participants.

The report containing the participant numbers and budget will be presented in April at conclusion of activity.

Total cost \$654.05 Budget \$700



Citizens Awards

On Friday 15th March 2024, the annual Citizens Award's and Welcome to Wylie event will be held at the Community Club. This has been a jointly arranged event by the Governance Executive Officer, CDO and Auspire.

Heritage Site Register Work

Work continues weekly on Wednesday's updating the Heritage Inventory register with the help and guidance of Ross Crute and Kevin Jones. Officers and Heritage volunteers have visited a large portion of the sites that were accessible and taken photos and noted the current condition of the site. These areas such as the Dams, Town buildings and monuments have needed corrections or updating from 1999. We have identified two additional sites the community would like added to the register and I have been granted CEO permission to record and add them – Cowcoving compass from WW11 and a shop site towards Nalkain.

This is an ongoing project that will likely take until the end of this year to complete. The addition of not only the historical information and significant information that we are adding from the knowledge of both Ross and Kevin is priceless.

In addition to this officer's will also speak to the Aboriginal elders in the area to get the aboriginal significance of some of the sites, or the meaning it has to their people to preserve that portion of the heritage for future generations.

After project completion, a draft conservation plan with approximate costings to preserve these sites will be presented to Council.

Volunteer Week 2024 Grant

Officer's applied for a Thank the Volunteers grant for \$1,500 on 9th February 2024 to recognise the work of Friends of the Cemetery and Pioneer Park volunteers. If successful we will hold a high tea to thank the volunteers and provide a small gift.

Feedback from the board of National Volunteer Week on 28th February advised us to adjust some item costs. Adjustments were made and resubmitted.

Grant applied for \$1500

Welcome to Wylie Bags

Officers are working alongside the CRC in creating Welcome to Wylie bags to give to new residents in town. The bags are currently being printed. We are sharing the cost 50/50 with CRC they will have half of bags (50) and we hand out another half at Shire office.

In the bags will be a Shire information flyer (or a copy of the Central Wheatbelt Directory which has the information) Wheatbelt Way and Pioneer Pathway Booklets.

Cost to Shire \$250 for 50 printed bags

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are budgeted financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

Objective No.	Outcome (Business Plan)	Goal No.	Actions (Community Strategic Plan)
ED1.1.2.5	Co ordinate activities that recognise national events, our leaders, volunteers and new community members.	Goal 2	“An active, engaged and social community.” - Facilitate encourage and support community events.
S2.1.1.4	Collaborate with the CRC to update promotional material – What to see and do in Wyalkatchem and surrounds.	Goal 9	“Improve waste services.” -Encouraging recycling and support initiatives and programs.
E3.1.3.1	Develop a long-term plan for increasing recycling and/or a reduced dependence on renewable inputs.		

10.4. GOVERNANCE AND COMPLIANCE

10.4.1. CHIEF EXECUTIVE OFFICER'S REPORT – MARCH 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 March 2024
Reporting Officer:	Sabine Taylor, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Chief Executive Officer's report.

SUMMARY

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

COMMENT

I commenced as CEO for the Shire of Wyalkatchem on 19th February 2024. My first 4 weeks have been spent with casual meetings with Community, Staff and Business Owners.

Formalised meetings will commence the week beginning 18th March 2024 and familiarising myself with 'the business of Council'.

22 Feb 2024 GECZ, Merredin Regional Community and Leisure Centre
26 Feb 2024 NBN, Jennifer Thomas
26 Feb 2024 NEWROC CEO Network Dinner
27 Feb 2024 NEWROC Meeting
27 Feb 2024 Rural Health West, Georgie Nash
05 Mar 2024 LGIS, Chris Gilmore re Contract
06 Mar 2024 LEMC 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.

Goal 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



Sabine Taylor
Chief Executive Officer

10.4.2. DELEGATION REVIEW MARCH 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 March 2024
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 10.4.2 – Revised Delegation Register – (WALGA Template) – to be provided separately

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council adopts the fully revised Delegations Register (attachment 10.3.4.2) based on the WALGA Template.

SUMMARY

In accordance with the *Local Government Act 1995*, Council reviews its delegation register annually.

BACKGROUND

The original delegation register adopted in 21 February 2019 had been based on the WALGA template as is usual for LG Shires.

COMMENT

A major review was conducted in October 2021 resulting in the Delegations Register no longer aligning with the WALGA recommendations and so a complete review of the Delegations using the WALGA template has been conducted.

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

10.4.3. AUSTRROADS LG ROAD SAFETY AUDIT POLICY TEMPLATE

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	8 March 2024
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.04
Attachment Reference:	Attachment 10.4.3 – Draft Policy – Road Safety Audit

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council adopt the Road Safety Audit policy based on Austroads LG RSA Policy template.

SUMMARY

Austrroads Guide to Road Safety Part 6 Road Safety Audit indicates that it is desirable for Local Governments to conduct road safety audits on new roads or road upgrades, to be undertaken whenever practicable during the design and construction and pre-opening phases.

Road safety audits are a proactive process to prevent the occurrence of road crashes. The road safety audit process provides project managers with a powerful mechanism to identify potential crash risk in the delivery of infrastructure projects and aims to reduce the risk of trauma and crashes on the road network.

Resource and cost implications mean that, in practice, their conduct (number and phasing) nearly always needs to be commensurate with the complexity and circumstance of the particular project.

COMMENT

Austrroads also indicates that it is therefore important that the stages and number of road safety audits should be documented and defined by each Local Government by creating a local road safety audit policy.

To assist Local Governments in Western Australia to develop a local road safety audit policy, Austrroads has produced a road safety audit policy template, which is based on the policy of the City of Melville in Western Australia.

The policy template is endorsed by WALGA and is supported by the Road Safety Audit Panel and its adoption is encouraged for all Local Governments in Western Australia.

STATUTORY ENVIRONMENT

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

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: 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.

10.4.4. SHIRE OF WYALKATCHEM BUSH FIRE BRIGADES LOCAL LAW

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 March 2024
Reporting Officer:	Chris Liversage, Consultant via Stephanie Elvidge – Governance Executive Officer
Disclosure of Interest:	NIL
File Number:	19.08.02
Attachment Reference:	Attachment 10.4.4 – BFB Draft Local Law

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council,

1. *Advises the WA Parliamentary Joint Standing Committee on Delegated Legislation that it undertakes to:*
 - a. *Within 6 months, amend or replace the Shire of Wyalkatchem Bush Fire Brigades Local Law 2023 to ensure that the matters set out in section 62(1) of the Bush Fires Act 1954 are included, such as:*
 - i. *The appointment, employment, payment, dismissal and duties of bush fire control officers; and*
 - ii. *The organisation, establishment, maintenance, and equipment with appliances and apparatus of bush fire brigades to be established and maintained by the local government*
 - b. *Not to enforce the local law to the contrary before it is amended in accordance with undertaking 'a' above;*
 - c. *Ensure all consequential amendments arising from the undertaking will be made; and*
 - d. *Where the local law is made publicly available by the Shire, whether in hard copy or electronic form, ensure that it is accompanied by a copy of the undertaking.*
2. *In accordance with sections 3.12(3)(a) and (3a) of the Local Government Act 1995, gives local public notice be given stating that:*
 - a. *It is proposed to make a Shire of Wyalkatchem Volunteer Bush Fire Brigade Local Law, and a summary of its purpose and effect;*
 - b. *Copies of the proposed local law may be inspected at the Shire offices;*
 - c. *Submissions about the proposed local law may be made to the Shire within a period of not less than 6 weeks after the notice is given;*
3. *In accordance with s3.12(3)(b) of the Act, as soon as the notice is given, provides a copy of the proposed local law to the Ministers for Emergency Services and Local Government;*
4. *In accordance with s3.12(3)(c) of the Act, provides a copy of the proposed local law to any person requesting it; and*
5. *Notes that the results of the public consultation be presented to Council for consideration of any submissions received.*

SUMMARY

The Shire of Wyalkatchem has bush fire brigades but did not have a local law as required by s43 of the *Bush Fires Act 1954*. A local law was duly made and published in the Government Gazette on 13 March 2023 and came into effect 14 days later.

Local laws are subject to review by the WA Parliamentary Joint Standing Committee on Delegated Legislation (JSCDL) who scrutinise and review local laws and subsidiary legislation on behalf of Parliament. If a local law offends its terms of reference, is unlawful or it considers that the local law was not correctly made, the Committee can recommend to Parliament that the local law be disallowed. Prior to doing so, the Committee usually requests the responsible authority to amend the regulation or local law.

In June 2023, the Committee requested the Shire to amend its Bush Fire Brigades Local Law as it considered that it did not fully deal with the matters that it considered must be dealt with if a local government makes a bush fire brigades local law. While the Shire's original local law was the same as one made by the City of Greater Geraldton and the Shire of Carnarvon in 2022 and supported by legal advice obtained by those local governments, the JSCDL noted that it included a clause 7 which stated that:

7. Appointment, Employment, Payment, Dismissal and Duties of Bush Fire Control Officers

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

The *Shire of Wyalkatchem Bush Fire Brigades Amendment Local Law 2023* was published in the Government Gazette on 7 November 2023 and deleted the apparently offending clause.

In February 2024 the committee advised that the amendment still did not fulfil the undertaking previously requested and amongst other things advised that '*Such matters must be regulated by local law. The local law is inconsistent with and not authorised by the Bush Fires Act 1954.*'

COMMENT

The most efficient way to deal with the JSCDL requirements is to replace the local law. A draft new *Shire of Wyalkatchem Bush Fire Brigades Local Law 2024* is attached. It is identical to a template made by the WA Local Government Association.

STATUTORY ENVIRONMENT

Most matters relating to bush fires and the role of local governments are dealt with by the Bush Fires Act and its associated Regulations. Section 43 of the Bush Fires Act provides that a local government which establishes a bush fire brigade shall by its local laws:

... provide for the appointment or election of a captain, a first lieutenant, a second lieutenant, and such additional lieutenants as may be necessary as officers of the bush fire brigade, and prescribe their respective duties.

Other sections of the Bush Fires Act where a local government may make local laws are:

- Under s33(5a) to require land owners to make fire breaks. Section 33(1) though allows this to be done simply by publishing a notice in the Gazette or a newspaper circulating in the district; and where a local government does so the provisions of the notice override the local law.

- Under s41(1), to establish and maintain one or more bush fire brigades and equip them with appliances, equipment and apparatus; and
- Under s62, make local laws in relation to —
 - the appointment, employment, payment, dismissal and duties of bush fire control officers; and
 - the organisation, establishment, maintenance and equipment with appliances and apparatus of bush fire brigades to be established and maintained by the local government; and
 - any other matters affecting the exercise of any powers or authorities conferred and the performance of any duties imposed upon the local government by this Act.

Section 3.12 of the *Local Government Act 1995* sets out how local governments are to make local laws. Amongst other things this requires a local government to give state-wide and local public notice stating that it proposes to make a local law, the purpose and effect of which is summarized in the notice for a period of 6 weeks after it first appears.

The purpose and effect of the proposed Shire of Wyalkatchem Volunteer Bush Fire Brigades Local Law is:

Purpose

To regulate the appointment, employment, payment, dismissal and duties of bush fire control officers; the organisation, establishment, maintenance and equipment with appliances and apparatus of bush fire brigades to be established and maintained by the local government; and any other matters affecting the exercise of any powers or authorities conferred and the performance of any duties imposed upon the local government by the *Bush Fires Act 1954* that are to be dealt with by a local law;

Effect

The matters that the *Bush Fires Act 1954* requires to be regulated by local law are dealt with by a local law.

As part of the process, local governments are also required to send a copy of the proposed local law to the Ministers for Local Government and Emergency Services.

The results of the community consultation and feedback from the Minister(s) are to be considered by Council before it makes the local law.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are financial implications associated with the drafting, advertising, notices required and Gazettal of the proposed new local law.

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: Healthy, Strong and connected communities

Outcome No.	Outcome	Action No.	Actions
1.1	Enhance community well-being and participation in community life	1.1.2	Promote regional health solutions that are integrated with other governments and entities

10.5. PLANNING AND BUILDING

Nil. Governance Executive Officer to give an update on Lot 420 Butlin Street.

11.MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

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

14.MATTERS BEHIND CLOSED DOORS

15.CLOSURE OF THE MEETING



ATTACHMENTS

Shire of Wyalkatchem Business Support Grants Process

Step 1

Contact the Community Development Officer to discuss your project idea and confirm it is eligible for the Business Support Grants and request an application package 9681 1166 or cdo@wyalkatchem.wa.gov.au



Step 2

Complete the Application Form between 9 February and 12 March 2024



Step 3

Submit the application form to the Shire of Wyalkatchem



Step 4

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



Step 5

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



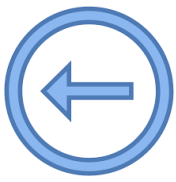
Step 6

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

MARCH 2024

ATTACHMENTS MARCH 2024

1. 7.1.1 OMC Minutes – 15 February 2024
2. 7.2.1 LEMC Minutes – 4 October 2023
3. 7.2.2 LEMC Minutes – 7 February 2024
4. 7.2.3 LEMC Minutes + Terms of Reference – 6 March 2024
5. 7.2.4 Newtravel Draft Minutes – 29 February 2024
6. 10.1.1 Accounts for Payment – February 2024
7. 10.1.2 Credit Card Declaration – January 2024
8. 10.1.3 Monthly Financial Report – February 2024
9. 10.1.4 Budget Review – **to be provided**
10. 10.1.5.1 Compliance Audit Return
11. 10.1.5.2 CAR Action Plan
12. 10.2.1.1 Appendix a – 5 year Road Plan
13. 10.2.1.2 Appendix b – Road Maintenance Schedule
14. 10.2.2 Revised Gravel Policy
15. 10.3.1 Clean up Wylie Day Poster
16. 10.4.2 Delegation Review – **to be provided**
17. 10.4.3 Road Safety Audit Policy



**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

DISCLAIMER

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

DISCLOSURE OF INTEREST

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

Financial Interest:

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

Proximity Interest:

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

Impartiality Interest:

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

Disclosing an Interest:

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

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

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1. DECLARATION OF OPENING

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

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 Korrellocking 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

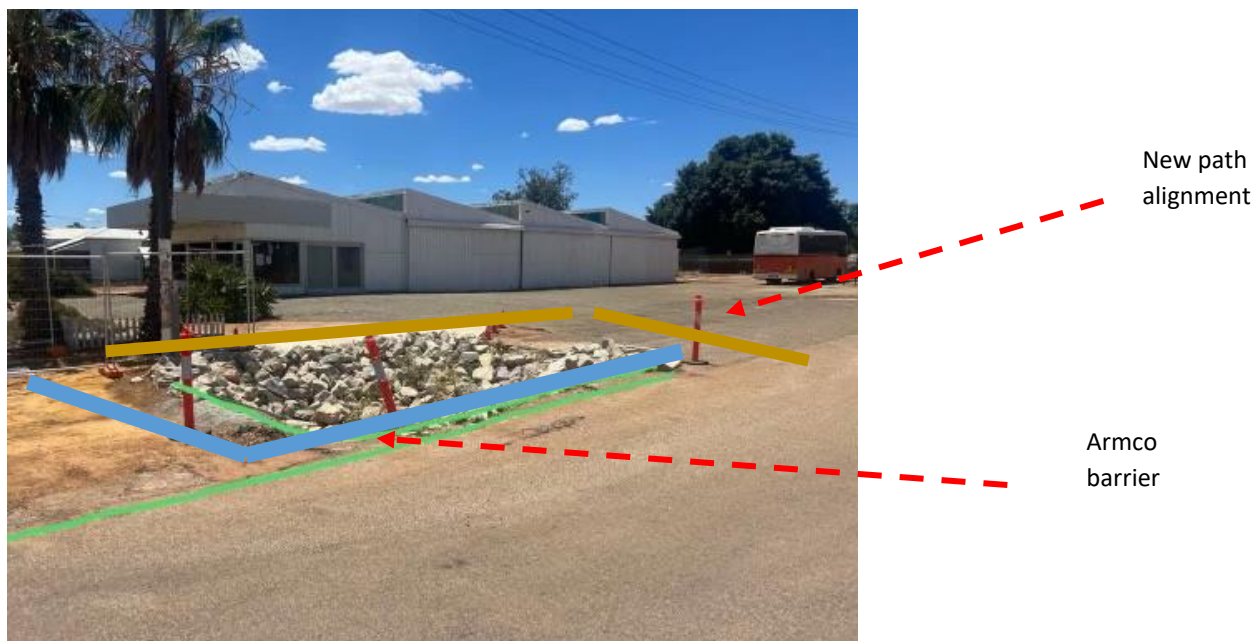
- Repairs and reconstruction work have been undertaken on the Diver/De Pierres/ Tammin Rd Cross Road. Drainage off the seal should be improved as well as reinstating the damaged seal and improving turning lines and visibility.
- Repairs and reconstruction works were undertaken on the major floodways 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



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.

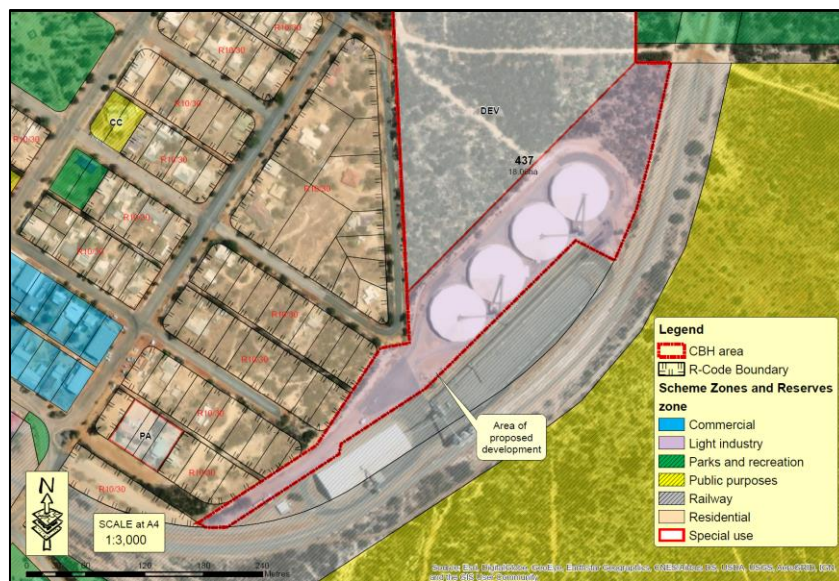
The uses proposed are considered to be components of grain handling services and would be permissible under the provisions of the Scheme.

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

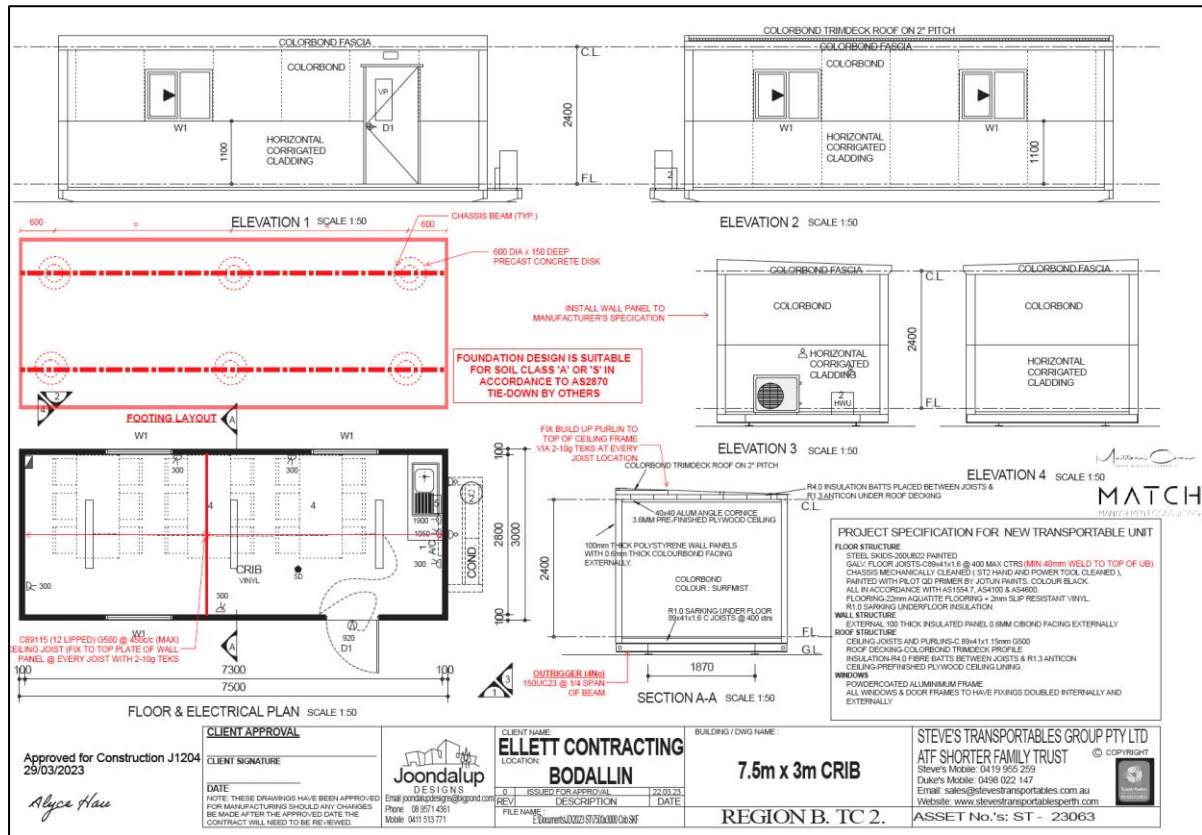
The proposed development, from a planning viewpoint, does not raise any issues. The CBH operations are part of the town's economy and workforce source, and the proposal is in a location that is unlikely to disturb any sensitive uses.

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.





Wyalkatchem Local Emergency Management Committee

MINUTES

Date 4 October 2023
Location Shire Chambers
Time 5.00pm
Videoconference link: N/A

39. *Functions of local emergency management committees*

- (a) *to advise and assist the local government in ensuring that local emergency management arrangements are established for its district.*
- (b) *to liaise with public authorities and persons in the development, review and testing of local emergency management arrangements; and*
- (c) *to carry out other emergency management activities as direct by the SEMC or prescribed by the regulations.*

1. **Opening and Welcome**

Peter Klein, Chief Executive Officer, opened the meeting at 5.05pm.

2. **Attendance and Apologies**

Attendance

Peter Klein	Chief Executive Officer – Local Recovery Coordinator
Yvette Grigg	District Emergency Management Advisor
Jay Hammond	St John Ambulance Chairperson
Jason King	St John relief paramedic
Cliff Simpson	WALGA Roadwise
Emma Holdsworth	Captain, Volunteer Fire & Rescue Service
Owen Garner	Deputy Shire President and Deputy LEMC Chairperson
Dennis Reid	DBFCO Yorkrakine Bush Fire Brigade (Proxy for Trent Tyler– CBFCO)
Deb Andrews	Wyalkatchem Police Department

Apologies

Stephanie Elvidge	Governance Executive Officer
Jo Spadaccini	Department of Communities
Tracey Dickson	St John Ambulance Vice Chairperson
Colin Ferguson	WDHS Representative
Laurent Marsol	Department of Biodiversity Conservation and Attractions
Cathy Carter	Commonwealth Home Support Program
Maxi McDonald	Community Paramedic
Trent Tyler	CBFCO, Bush Fire Brigade Wyalkatchem and Districts
Nikki Hauser	Community Resource Centre

Karen Anstey
Murray Coombs
Marcus O'Reilly

Wyalkatchem Koorda Health Services
Western Power
DBFCO Nalkain Bush Fire Brigade (Proxy for Trent Tyler–
CBFCO)

3. Disclosure of Interests

Nil

4. Guest Presentations

Nil

5. Confirmation of the minutes of the LEMC meeting held on 1 March 2023

Moved - Jay Hammond

Seconded - Owen Garner

That the minutes of the Shire of Wyalkatchem LEMC Meeting held on Wednesday 1 March 2023 be confirmed as a true and correct record.

CARRIED

6. Review of Action list and business arising – ask for updates

Item	Owner	Status
6.2 Transferring the management of the Brigades from the Shire to DFES	Peter Klein/ Daniel Hendrickson	No further progress – once the combined Emergency Act comes into play, DFES will be responsible.
Section 8 contact list updates	S Elvidge	None provided by members Shire updated it's Plant
Airport Lighting Maintenance - contract Dennis Pease	P Klein	Complete
WDHS – EH to discuss training/ cadets re a live fire drill	Emma Holdsworth	To be followed up when AO is in town
Contact CBH re borrowing a water truck for out on the roadworks	T Delane	
Thermal Camera Training	T Tyler	Emma Holdsworth to train – AO
Town Teams Grant	C Simpson/ Rotary	Unsuccessful
Road Safety Capacity in Wylie	C Simpson	Progressed 14/09/2023. Wylie a Roadwise LG (only 10 in Wheatbelt North) 5 days of Cliff Simpson's time each quarter.
Reserves	T Tyler / DBCA	Identify if fire breaks required
WDHS Live Fire Drill Request	Christine	To be arranged with VBFB + VFRS
LEMA Updating	P Klein	Postponed until next meeting

Business arising;

Kellerberrin shooting – agency debrief is being held on 19 Oct & feedback/lessons learnt should be made available for consideration at a future LEMC meeting.

Debrief of Shackelton fire will also be made available for consideration at a future LEMC meeting.

BFB volunteer training was discussed noting that Wylie Fire & Rescue has a program scheduled.

The meeting was advised that Kelsey Wells has been appointed as the DFES Area Manager.

5. Agency/Member Reports

DEMC – Yvette

Funding available via the Disaster Ready Fund – reduce the risk of future hazards. SEMP business unit have a resource to help with applications. Eg improve rec centre – fire retardant gardens, generators etc. See Sept/Oct report.

ST JOHN – Jay Hammond

Office holders;

- Jay Hammond chair,
- Tracy Dickson Deputy Chair,
- Annette Petchell secretary and
- treasurer Casey Macpherson.

Hospital closure = communication failure.

Doctor availability.

Redesigning parking area at the hospital.

78 Jobs since January 1.

New volunteer – Emily Duncan.

Phone reception is an issue for emergency notifications.

POLICE – Deb Andrews

Second police officer likely to be available within 3 months.

ROADWISE – Cliff Simpson

Reported benefits to shire from their acceptance as a Road Wise Shire.

Blackspot investigations ongoing regarding the Benjaberring South and Davies South Roads

- DFES

Reminder to be prepared for upcoming fire season.

- VFRS – Emma

Office Bearers

Emma Holdsworth - Captain,

Owen Garner - Lieutenant,

Craig Ward - Appliance Officer and

Craig Phillips - Secretary.

One new volunteer = Jay Hammond

Three local incidents since March 2023.

- VBFB – Dennis

AGM yet to be held so office bearers unchanged.

6. Next Meetings

LEMC

Date	Activity	Venue	Comment
6 March 2024		Shire Offices	
25 September 2024		Shire Offices	

7. Any other Business

8. Meeting Closure

There being no further business, the Chair closed the LEMC meeting at 6.18pm





Wyalkatchem Local Emergency Management Committee

MINUTES

Date 7 February 2024

Location Shire Chambers

Time 5.00pm

Videoconference link: Meeting ID: 439 481 732 769

Passcode: s7Y8CC

https://teams.microsoft.com/l/meetup-join/19%3ameeting_YjA5NDM4YzYtMTk3MCM0MzBhLTg3NGYtMjAxOGExMzY2OTgz%40thead.v2/0?context=%7b%22Tid%22%3a%229329a97b-dc61-4cb4-965a-1dc43e16c07b%22%2c%22Oid%22%3a%22ec463dd7-1db6-43a5-a1bf-77097a185d7c%22%7d

39. *Functions of local emergency management committees*
- (a) *to advise and assist the local government in ensuring that local emergency management arrangements are established for its district.*
 - (b) *to liaise with public authorities and persons in the development, review and testing of local emergency management arrangements; and*
 - (c) *to carry out other emergency management activities as direct by the SEMC or prescribed by the regulations.*

1. **Opening and Welcome**

Shire President Owen Garner, opened the meeting at 5.03pm.

2. **Attendance and Apologies**

Attendance

Owen Garner	LEMC Chairperson and Shire President
Stephen Tindale	Chief Executive Officer
Stephanie Elvidge	Governance Executive Officer
Terry Delane	Manager of Works
Mark Shover	Department of Communities – TEAMS
Michael Phillips	Department of Communities – TEAMS
Tracey Dickson	St John Ambulance Vice Chairperson and Shire Councillor
Pauline Wray	WDHS Principle
Yvette Grigg	District Emergency Management Advisor
Jay Hammond	St John Ambulance Chairperson
Trent Tyler	CBFCO, Bush Fire Brigade Wyalkatchem and Districts

Emma Holdsworth	Captain, Volunteer Fire & Rescue Service
Cathy Carter	Commonwealth Home Support Program
Deb Andrews	Wyalkatchem Police Department
Kelsi Wells	DFES – Area Officer Upper Wheatbelt
Fiona Williams	Wyalkatchem Koorda Health Services
Chad Rose	Western Power - TEAMS

Visitors

Cr Mischa Stratford	
Cr Justin Begley	
Cr Rod Lawson Kerr	
Cr Christopher Loton	
Cr Christy Petchell	Shire Deputy President
Dennis Pease	Shire Airport Maintenance
Craig Cooper	

Apologies

Yvette Grigg	District Emergency Management Advisor – Retired
Cliff Simpson	WALGA Roadwise – Retired
Dennis Reid	DBFCO Yorkrakine Bush Fire Brigade (Proxy for Trent Tyler– CBFCO)- No response
Laurent Marsol	Department of Biodiversity Conservation and Attractions
Maxi McDonald	Community Paramedic
Nikki Hauser	Community Resource Centre
Paul Casey	Western Power
Marcus O'Reilly	DBFCO Nalkain Bush Fire Brigade (Proxy for Trent Tyler– CBFCO)
Jo Spadaccini	Department of Communities – TEAMS
Erin Holdsworth	Wyalkatchem Medical Centre

4. Discussion of recent events and how we can be better prepared into the future.

Members to consider:

- *log of issues faced*
- *what worked/ didn't work*
- *how can we mitigate*
- *Positives*

Kelsi – DFES

Thank you to the Community, Services and Western Power on managing the outage so well.

Northam had power though DFES servers are located in Kalgoorlie which was problematic. Communications had back up and so were ok.

Water corporation were very responsive re water issues. DFES also ran satellite phones which were provided to the Wyalkatchem VFRS. There were some issues with those stations that had electric doors and fuel supply.

Emma – Wyalkatchem VFRS Captain

Communications were a huge issue. There was support from DFES and received a satellite phone on the Wednesday. Although vehicles were on triple charges, there were still issues with batteries going flat.

The Wyalkatchem Fire Station has manual back up to the electric roller door, it was just very slow.

Jay – St John

There was an incident in Koorda and they were unable to contact 000 and so had to drive themselves to the Wyalkatchem Hospital where they were then transported to Perth.

When the town network is down, St John doesn't have any communications at all. Jay was able to speak to their manager everyday when he found a place with reception out at Cowcoving Bin. Volunteers door knocked and checked in with members of the community. Jay has since sent an email to St John Regional Manager regarding sourcing generators, accommodation and Starlink internet. The Ambulance doors were an issue as they didn't have a manual override.

Jay was in regular contact with Sgt Deb.

Thank you to Dawn for all her meal making and home deliveries and to all the other volunteers in the community and Dennis for checking in on the airport.

Jay would like a new or revised vulnerable people list to be created and shared with all heads of departments.

Cathy – CHSP

Communications were an issue as they deliver meals, social support, transport support etc. to 25 clients. They also door knocked from Wyalkatchem to Koorda.

Deb – Police

No phones, Radios were ok. Didn't have a generator – they do now. Deb was in constant contact with Northam, Western Power etc. for updates.

A caravan was delivered to the station which had a generator, communications and access to information and air-conditioning. Deb will follow up in future within 48hrs to get the Caravan in place.

Deb used the Shires list of vulnerable people that was developed during COVID and knocked on all doors with cold water, reassurance etc. Some further people have been added to the list

Western Power worked incredibly hard to resolve the situation.

Glen - Water corporation

Water Corp used Sat phones so their communications weren't impacted. He travels from Kalannie to Hyden and so Communications and no power is still difficult. Most of the Water plants are gravity fed but there are those that require power.

Water corp will be meeting for a debrief and discussing key locations for equipment.

Pauline – Wylie School Principle

As it was school holidays all was ok. Air-conditioning could be an issue and when the phones are out, there are no alternative communication sources. The school will be lobbying for Sat phones.

Fiona – Hospital

The generator activates automatically as soon as they go into emergency mode and they were able to get by with walkie talkies and Sat phones.

Starlink was supplied to enable internet access

The hospital hadn't been advised of the GP leaving town and so there were delays in setting up alternatives. Telehealth was difficult as the communications were affected.

Admissions were made – mostly dehydration and oxygen related and Health support was brought in from Northam to support the hospital.

The hospital is conducting an internal review of their emergency response management – the wellbeing of staff was noted to have been overlooked – 3 houses are off site without generators, food and water.

Welfare checks on families and friends of staff flagged additional people further out of town. There was an increase on meals on wheels and 3-4 trips made/ day. Menus were adjusted to not require heating or refrigerating.

The hospital welcomed the public to come and charge their phones. The generator ran out of fuel for about 3 hrs (it ran out earlier than 36hrs, possibly due to some neighbours plugging extension cords into it) and it was realized that there was no back up fuel on site and Dunning's was not on time. The hospital now has 3 drums on site and a manual pump.

The emergency phone worked on 3g at the school.

In summary there was great morale, team work, and meeting up with Community members. It was fortunate that there were no emergencies requiring transport.

Trent – VBFB Captain

There were several lightning strikes and trees on the roads requiring loaders to push up the branches.

Telstra had dropped out immediately. Trent had Starlink and could contact Northam but was unable to get reception to a near neighbour.

Trent is looking into the funding available for Generator Sets to provide relief for the Community.

The Community Club hooked up a Generator and invited members of the community to come to a cool place with refreshments.

Terry – Shire Manager of Works

Feels we underestimated the ferocity and spread of the storm which resulted in being stretched too thin attempting to clear and reopen the roads.

West Yorkrookine was very bad but retained communications. Lack of Wyalkatchem communications were the most impactful.

Western Powers regular alerts providing positive power updates created a slower response than would otherwise have been taken EG welfare checks began 4 days after the event. Terry and his crew checked on the Senior Cits and CEACA units' residents.

There was no fuel in Wyalkatchem – staff having to drive to Goomalling and Cunderdin to keep vehicles, generators and pumps working. An enormous amount of staff time and energy was also spent keeping the oval alive.

The Shire generator was also out of action for 3 days creating major disruption.

Recommends planning for similar power and communication outages – some people were affected for 9 days.

Chad Rose – Western Power

There was wide spread damage to the Power network, Wyalkatchem was the worst. Staff had to patrol every power line to ensure they were safe prior to gaining permission from head office to re activate. This contributed to the delays.

Staff are only permitted to work 14hr days and manpower was also affected by 45 people and infrastructure being redirected to Wongan - Ballidu and Koorda fires.

Western Power also had communication issues, especially in Koorda where they could only use 2-ways to 1 person at a time and each conversation had to then be relayed to HQ.

It was not an easy time for the crews and they worked incredibly hard.

Michael Shover – Department of Communities

Michael introduced himself as he has only been in the role for 3 days. He commented that the issues brought up at the meeting were very similar to other Shires.

Michael will approach his senior manager a request for sat phones for all departments to be provided.

Dennis Pease – Shire of Wyalkatchem and ex communications

Dennis advised that the Telstra Tower is the key and supports the need for a backup generator. The tower connects to the exchange in town by optic fiber cables. When the exchange generator ran out of fuel, it affected the tower. The generator lasts for 2 days and so Telstra should have known it would need refueling. Eventually a battery was supplied by Telstra that came from Albany.

Dennis passed on his compliments to Western Power for all of their support and hard work rectifying the power.

Stephen Tindale, Acting CEO

CEO advised that NBN is due to visit Wyalkatchem in the near future. NBN is also power driven.

The reason that the dam and oval water corp pump didn't work was because it was on a spur line which are left until last to be addressed.

Sargent Deb was commended for her welfare checks and proactive thinking.

Thank you to others that supplied goods and services such as Glen at the Pharmacy.

Craig Cooper – CRC

The CRC could have solar power on installation of batteries.

Cr Stratford – Senior Citizens delegate

The Senior Citizens Trust will be investigating the possibility of linking each unit to a 15amp generator to run the essentials.

Sid – General Store

Sid is disappointed that he has not been repaid for the credit he gave community members for their purchases.

Sid also had issues with the shop generator and lost several fridges and other appliances.

5. Action Planning

- Revise Vulnerable People list – merge Shire and Police and other stakeholders’ knowledge.
- Sat phones for each Stakeholder to be procured
- Manual overrides for all electric doors
- Generators – Rec Centre and other +15amp – Trent Tyler to give Stephanie the information.
- Response times to be 48hrs regardless of Text updates.

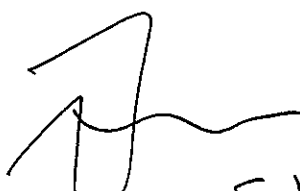
- CEO will follow up with Western Power if they would consider a local electrical as a competent person to access the compound and if they would permit a Generator to be placed outside of the compound that also connects to the tower in order for the Shire to act.
- Increase the coordinating of agencies in order to share the load and support the community more effectively
- Update section 8 of the LEMA including plant and communications
- Develop a protocol for a Major storm event and supply interruption within the LEMA
- Investigate a connection from the main power line for the oval and Dam rather than a spur.
- Ensure all vehicles have access to switch over fuel pumps – e.g. the VFES has a 25,000 L emergency switch over pump.
- NEWROC to address issues with Telstra
- People to be encouraged to have emergency cash at home for accessing fuel from the roadhouse and food from the General Store.
- General Store to assess their generator as being adequate to run the shop.

6. Next Meetings

Date	Activity	Venue	Comment
6 March	Updates + planning	Chambers	5pm
	Impact Statement		

7. Meeting Closure

There being no further business, the Chair thanked everyone for attending and having such a productive meeting and closed the LEMC meeting at 6.33pm.


23 Feb '24.





Wyalkatchem Local Emergency Management Committee

MINUTES

Date 6 March 2024
Location Shire Chambers
Time 5.00pm

Teams Videoconference link: [Click here to join the meeting](#)

Meeting ID: 479 229 618 041

Passcode: RcWJZ4

39. *Functions of local emergency management committees*
- (a) *to advise and assist the local government in ensuring that local emergency management arrangements are established for its district.*
 - (b) *to liaise with public authorities and persons in the development, review and testing of local emergency management arrangements; and*
 - (c) *to carry out other emergency management activities as direct by the SEMC or prescribed by the regulations.*

1. **Opening and Welcome**

Shire CEO Sabine Taylor, opened the meeting at 5.03pm.

2. **Attendance and Apologies**

Attendance

Sabine Taylor	Chief Executive Officer
Stephanie Elvidge	Governance Executive Officer
Terry Delane	Manager of Works
Tracey Dickson	St John Ambulance Vice Chairperson and Shire Councillor
Trent Tyler	CBFCO, Bush Fire Brigade Wyalkatchem and Districts
Emma Holdsworth	Captain, Volunteer Fire & Rescue Service
Kelsi Wells	DFES – Area Officer Upper Wheatbelt
Paul Casey	Western Power
Chad Rose	Western Power

Visitors

Craig Cooper	Community Resource Centre Manager
Nikki Hauser	Community Resource Centre Committee Chair

Apologies

Owen Garner	LEMC Chairperson and Shire President
Dennis Reid	DBFCO Yorkrakine Bush Fire Brigade (Proxy for Trent Tyler–CBFCO)
Laurent Marsol	Department of Biodiversity Conservation and Attractions
Maxi McDonald	Community Paramedic
Marcus O'Reilly	DBFCO Nalkain Bush Fire Brigade (Proxy for Trent Tyler–CBFCO)
Jo Spadaccini	Department of Communities – TEAMS – link not working
Erin Holdsworth	Wyalkatchem Medical Centre
Mark Shover	Department of Communities
Michael Phillips	Department of Communities
Pauline Wray	WDHS Principle
Jay Hammond	St John Ambulance Chairperson
Cathy Carter	Commonwealth Home Support Program
Deb Andrews	Wyalkatchem Police Department
Fiona Williams	Wyalkatchem Koorda Health Services

3. Confirmation of the minutes of the LEMC meeting held on 4 October 2023

Moved: Emma Holdsworth

Seconded: Tracy Dickson

CONFIRMED

4. Confirmation of the minutes of the LEMC meeting held on 7 February 2024

Moved: Tracy Dickson

Seconded: Kelsi Wells

CONFIRMED

5. Members

The Community Resource Centre has advised they would like to rejoin as official members with voting rights – Committee Member Nikki Hawser as delegate and Craig Cooper as Proxy.

If agreed, that matter will be put before Council on 21 March 2024.

Moved: Tracy Dickson

Seconded: Emma Holdsworth

AGREED

6. Action Planning

- Revise Vulnerable People list – merge Shire and Police and other stakeholders' knowledge.
- Sat phones for each Stakeholder to be procured
- Manual overrides for all electric doors
- Generators – Rec Centre and other +15amp – Trent Tyler to give Stephanie the information.
- Response times to be 48hrs regardless of Text updates.
- CEO will follow up with Western Power if they would consider a local electrical as a competent person to access the compound and if they would permit a Generator to be placed outside of the compound that also connects to the tower in order for the Shire to act.

- Increase the coordinating of agencies in order to share the load and support the community more effectively
- Update section 8 of the LEMA including plant and communications
- Develop a protocol for a Major storm event and supply interruption within the LEMA
- Investigate a connection from the main power line for the oval and Dam rather than a spur.
- Ensure all vehicles have access to switch over fuel pumps – e.g. the VFES has a 25,000 L emergency switch over pump.
- NEWROC to address issues with Telstra
- People to be encourages to have emergency cash at home for accessing fuel from the roadhouse and food from the General Store.
- General Store to assess their generator as being adequate to run the shop.

7. Update on actions re recent events and further planning

- *Update on actions identified last meeting (point 6)*

LEAD	ACTION	RECCOMENDATION	UPDATE
Shire of Wyalkatchem Nikki Towell	Revise Vulnerable People list – merge Shire and Police and other stakeholders' knowledge.	N/A	Work has commenced. Next step – liaise with hospital and police
Department of Communities Mark Shover	Sat phones for each Stakeholder to be procured – speak to senior manager	N/A	tbc
All departments that have electric doors for their emergency vehicles.	N/A	Manual overrides for all electric doors	N/A
VBFB Trent Tyler Shire of Wyalkatchem Stephanie and Nikki	Generators – Rec Centre and other +15amp – Trent Tyler to give Stephanie the information.	N/A	No info received to date from TT. NH is working on a grant application for a generator for the Rec Centre.
All Shire of Wyalkatchem Stephanie	All stakeholders to note the timeframe. LEMA to be updated to reflect change.	Response times to be 48hrs regardless of Text updates.	LEMA pending updated version to be made available.
Shire of Wyalkatchem CEO	CEO to follow up with Telstra if they would consider a local electrical as a competent person to access the compound and if they would	N/A	New CEO – Action pending

	<p>permit a Generator to be placed outside of the compound that also connects to the tower in order for the Shire to act. Also access to the exchange to refill the generator.</p>		
<p>Shire of Wyalkatchem Terry, Stephanie, Nikki – initial mapping</p>	<p>Increase the coordinating of agencies in order to share the load and support the community more effectively (who does what)</p>	N/A	<i>Pending</i>
<p>Shire of Wyalkatchem Stephanie</p>	<p>Update section 8 of the LEMA including plant and communications – letter to farmers</p>	N/A	<p><i>LEMA pending updated version to be made available.</i></p> <p><i>Plant update letter to be distributed and advertised in Wylie Weekly.</i></p>
<p>Jo Spadaccini and DEMA.Goldfieldsmidlands@dfes.wa.gov.au</p>	<p>Develop a protocol for a Major storm event and supply interruption within the LEMA</p>	N/A	<i>Discuss and draft with CEO</i>
<p>Western Power Paul Casey</p> <p>Shire of Wyalkatchem Terry Delane</p>	<p>Investigate a connection from the main power line for the oval and Dam rather than a spur.</p>	N/A	
		<p>Ensure all vehicles have access to switch over fuel pumps – e.g. the VFES has a 25,000 L emergency switch over pump.</p>	<i>N/A</i>
NEWROC	NEWROC to address issues with Telstra		<i>Investigation complete and report available.</i>

General Store		General Store to assess their generator as being adequate to run the shop.	<i>Discuss with Sid</i>
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8. Stakeholder Updates

- St John – Tracy explained that Satellite phones aren't the answer for St John telecommunications. A new community paramedic will be joining the team and advertising is in process for full time.
- VFRS – Emma spoke about the recent Arson event in Wyalkatchem. The person is currently in custody.
- Western Power – Paul advised that there was recruitment in progress both externally and internationally due to the lack of personnel resources. Paul also asked that all be mindful of sharing the message via burning permits to keep any power poles protected by ensuring they are clear from the fires path and wet down for protection. Western Power have just completed their 24/25 Works Plan of which Wyalkatchem has a large portion of hours allocated for further upgrades. Chad advised that the risk of pole fires has been and is extremely high due to the lack of rain and build up of pollution on the poles. Paul is attending the Nutrien client event in Wyalkatchem and will raise the issues with pole damage/ fire and ensure they are clear on the locations of the poles prior to seeding/ harvest.
- Shire – Terry advised that he attended the arson incident to assist with access. Terry to discuss with Emma what tracks may need reestablishing in the area and whether a controlled burn was required. Stephanie reminded all to spread the word that there was a 1-day DFES training course being held at the Wyalkatchem Rec Centre on the 20 March 2024 – all welcome.
- All agreed that 2 meetings aren't enough and would like to revert to 4/year. Steph will update the terms of reference for presentation to Council.

9. Next Meetings

Date	Activity	Venue	Comment
25 September	Major Storm Event Protocol	Chambers	5pm

10. Meeting Closure

There being no further business, the Chair thanked everyone for attending and having such a productive meeting and closed the LEMC meeting at 5.51pm.

Approved Sabine Taylor; date 13/03/2024



LOCAL EMERGENCY MANAGEMENT COMMITTEE

TERMS OF REFERENCE

2024~~2~~

Contact Us - Please contact The Shire of Wyalkatchem for further details.

P (08) 9681 1166

E admin2@wyalkatchem.wa.gov.au

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DOCUMENT MANAGEMENT

AMENDMENTS					
Version	Date of Amendment	Type	Author (name / position)	Reviewer (Name & Position)	Amendment Details
1	26/02/2021	New	Stephanie Elvidge GEO		Creation
2	15/10/2022	amendment	Stephanie Elvidge GEO	Stephanie Elvidge GEO	6.5 Schedule for meetings
<u>3</u>	<u>11/03/2024</u>	<u>amendment</u>	<u>Stephanie Elvidge GEO</u>	<u>Stephanie Elvidge GEO</u>	<u>6 Schedule 1 Membership</u>

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5.	Membership	5
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LOCAL EMERGENCY MANAGEMENT COMMITTEE - TERMS OF REFERENCE

1. Name

Shire of Wyalkatchem Local Emergency Management Committee (LEMC)

2. Aim

The aim of LEMC is to encourage collaboration between local support organisations, hazard management agencies and industry representatives and to collectively build a team that is ready and practiced in responding to an emergency or disaster.

3. Objectives

3.1	Develop local emergency management responses that are practical to all stakeholders and service agencies.
3.2	Ensure that arrangements are contemporary and relevant to the community and address all possible risks and scenarios.
3.3	Participate in opportunities to develop our emergency management capability by cooperating with neighboring Shires.
3.4	Engage the community through safety and awareness campaigns, and by disseminating information through social media, media outlets, and public events.
3.5	Participate in interagency training exercises that improve the capabilities and knowledge of the committee, local stakeholders and hazard management agencies.
3.6	Exercise the emergency management arrangements to test their effectiveness in practical applications, and actively strive for continuous improvement.
3.7	Share meeting minutes, committee member experiences and proposed actions with local government elected members, State agencies and the local community.
3.8	Develop ways to mitigate potential emergencies and to improve recovery arrangements.

4. Duties and Responsibilities

4.1	Advise and assist the Shire of Wyalkatchem in ensuring that effective local emergency management arrangements are established for its district.
4.2	Liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
4.3	Carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.
4.4	Perform at least one emergency training exercise a year to test the effectiveness of the emergency arrangements.
4.5	After the end of each financial year prepare and submit to the district emergency management committee an annual report on activities undertaken by it during the financial year.

5. Membership

The LEMC membership consists of local organisations, hazard management agencies and industry representatives. The committee membership is tabled in Schedule 1.

Membership notes:-

- Guests may be invited to attend committee meetings as determined by the LEMC;
- Each voting member may nominate a proxy within their agency or organisation to attend if the appointed member is absent;
- Members representing agencies and organisations that can no longer participate in the committee shall advise the Governance Executive Officer of their resignation and nominate an alternative representative for membership;
- Committee membership will be reviewed annually to ensure that it is representative of the community and the potential risks and scenarios;
- New members may join the LEMC via resolution of the committee;

6. Meeting Management

6.1 Chairperson
The Chairperson shall be an elected member of Council. Council is to appoint the Chairperson, an elected member and the Chief Executive Officer as the Chairpersons proxy. In the absence of the Chair, the relevant proxy will act as the Chairperson.
6.2 Quorum
Quorum will consist of the Chairperson, or Deputy Chairperson, or CEO and three committee members (total 4).
6.3 Executive Officer
The LEMC Executive Officer is the Shire of Wyalkatchem Governance Executive Officer
6.4 Minutes/Agendas
The Governance Executive Officer shall be responsible for preparing agendas and minutes of all business transacted at each meeting.
A draft agenda will be emailed to members two weeks prior to the meeting. Members may nominate additional agenda items by advising the Executive Officer. The final agenda will be issued to members one week prior to the scheduled meeting.
Copies of the meeting minutes will be made available to Council, for information. Meeting minutes will be forward to Committee members within the week following the meeting.

6.5 Schedule

Meetings will be held at a minimum of twice/ year and scheduled by the Chairperson. Additional meetings can be convened at the discretion of the Chairperson.

6.6 Authority

The LEMC shall not have the authority or power to commit the Shire of Wyalkatchem, or any association, organisation, group or individual to expenditure without the Council's endorsement.

The LEMC shall be required to gain Council approval if the Committee wishes to alter these Terms of Reference.

6.7 Reporting

As per State EM Policy at section 7.1, the annual report of the LEMC will be completed and submitted to the Wheatbelt DEMC at the end of each financial year capturing a description of activities undertaken during that year."

Schedule 1 - Membership

City

Community/Agency LEMC Members (Voting)	
Western Australian Police	Fire and Rescue
DFES Fire and Rescue Service	Department of Transport
DFES State Emergency Service	Roadwise
Volunteer Bush Fire Brigades	Main Roads
Wyalkatchem District High school	Water Corporation
Wyalkatchem St John Ambulance	Western Power
Department of Communities	OEM
Wyalkatchem Hospital	<u>Community Resource Centre – Chair + manager</u>
LEMC Members (Voting)	
As above	
Invited Guests (Non-Voting)	
Community Resource Centre	Other invited guests





Minutes – GENERAL MEETING

General Meeting held on Thursday 29th February 2024, at Trayning Don Mason Community Centre.

Opening 10.22am

Invited Attendees:

NEWTRAVEL MEMBER

Shire of Westonia

Mukinbudin CRC

Shire of Mukinbudin

Shire of Mt Marshall

Shire of Trayning

Shire of Wyalkatchem

MEMBER VOTING DELEGATE

Stacey Geier (NEWTRAVEL Chair)
Cr. Bill Huxtable

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

ASSOCIATE MEMBERS & OTHERS

Linda Vernon (NEWTRAVEL TO)

Jessica McCartney
Karla Spark

Phoebe Sachse
Cr Mark Leslie
Cr Christy Petchell

Apologies:

Shire of Westonia

Shire of Dowerin

Nungarin CRC

Shire of Mt Marshall

Bencubbin CRC

Shire of Nungarin

Koorda CRC

Shire of Mukinbudin

Beacon CRC

Shire of Koorda

Linley Dreghorn

Cr Megan Beagly

Cr Kerry Dayman

Kim Storer

Cr Sandie Ventris

Nancy Dease

Lana Foote

Lani Hale

Tanya Stobie
Georgina McKay
Sharon Kett

Charli West

1. Previous Minutes

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

RESOLUTION:

That the Minutes of the NEWTRAVEL Meeting held in Wyalkatchem on 26 October 2023 be confirmed as a true and correct record of proceedings.

Moved: Cr Tanya Gibson Seconded: Cr Christy Petchell CARRIED

1.2 Business arising from previous minutes – NIL

ACTIONS	UPDATE
•	
•	

2. Correspondence

2.1 Correspondence In

2.1.1 Various Emails inward.

2.2 Correspondence Out

2.2.1 Various Emails outward.

RESOLUTION:

That the NEWTRAVEL inward correspondence is accepted, and the outward correspondence be endorsed.

Moved: Stephanie Elvidge Seconded: Jess McCartney CARRIED

2.3 Business arising from Correspondence

Nil

3. Financial Report

Cheque Acc Opening Balance 1 October 2023		\$48,670.63
INCOME		
Other Income	Australias Golden Outback – 23/24 Destination Development	\$12,000.00
Memberships	Shire of Nungarin – 23/24 Membership	\$7,900.00
	Shire of Westonia – 23/24 Membership	\$6,400.00
	Shire of Mt Marshall – 23/24 Membership	\$7,900.00
	Shire of Trayning – 23/24 Membership	\$7,900.00
	Shire of Wyalkatchem – 23/24 Membership	\$7,900.00
	Bencubbin CRC – 23/24 Membership	\$50.00
	Total Income	\$50,050.00
EXPENSES		
Marketing	Baxter Backpacks, Social Media Content September 2023	\$1,500.00
	Baxter Backpacks, purchase additional 10 images	\$500.00
	Lex Porebski – Winner 2023 Photo Comp	\$500.00
	Premium Publishers – AGO Annual Planner advertising	\$2,524.50
Tourism Officer	Vernon Contracting – Tourism Officer, September 2023	\$4,196.31
	Alyce Ventris – Social Media July/August/September	\$825.00
	Vernon Contracting – Tourism Officer, October 2023	\$4,208.17
	Vernon Contracting – Tourism Officer, November 2023	\$4,280.96
	Vernon Contracting – Tourism Officer, December 2023	\$3,960.00
Postage	Shire of Merredin – Annual Postage	156.20
Signage	Justin Braddon – Banner Flag replacement, Trayning	\$264.00
	Total Expenditure	\$22,915.14
Cheque Acc Closing Balance 31 January 2024		\$75,705.49
<i>Other Income</i>	<i>Koorda CRC – 23/24 Membership</i>	<i>\$500.00</i>
<i>Outstanding Payments</i>	<i>Premium Publishers – AGO Map advertising</i>	<i>\$781.00</i>
	<i>Vernon Contracting – Tourism Officer, January 2023</i>	<i>\$3,960.00</i>
	<i>Australia's Golden Outback – 2024 Wheatbelt Weekends Campaign</i>	<i>\$3,300.00</i>
Ending Financial Position on 23 February 2024		\$68,264.49

Signage Funds Remaining

Turbo Signs – Banner Flag Trayning	\$264.00
Total Signage Funds Remaining	\$1,113.10

RESOLUTION:

That the NEWTRAVEL financial report is accepted as presented.

Moved: Cr Tanya Gibson

Seconded: Kerry Walker

CARRIED

Discussion was held around memberships, the Shires of Mukinbudin, Nungarin & Dowerin had still not paid their 2023/24 memberships – Linda will chase up.

CrBill Huxtable queried why the Shire of Westonia membership was less than the other Shires. Linda explained that the Shire of Westonia paid their \$1,500 Regional Marketing Contribution component direct through WEROC so that was why it was less.

4.0 NEWTRAVEL Tourism Officer (0.4FTE) January 2024 Report

Main Activities	Description	Progress/Update
1. NewTravel Administration		
a. Organise, attend and minute NEWTRAVEL meetings. Attending to any correspondence or motions at these meetings.	Organise and attend NEWTRAVEL Meetings	<ul style="list-style-type: none"> Attended October NEWTRAVEL meeting
b. Undertake governance and financial reporting activities.	Prepare Agendas and Minutes; attend to correspondence and motions as directed.	<ul style="list-style-type: none"> October Meeting Minutes prepared and circulated.
	Undertake financial responsibility for NEWTRAVEL including invoicing, paying accounts, preparing and presenting financial reports.	<ul style="list-style-type: none"> Monthly financials completed and accounts paid.
2. Marketing		
a. Implement the Wheatbelt Way Marketing Plan	Develop, adopt and implement annual marketing plan.	<ul style="list-style-type: none"> Commenced implementation of 2023-24 Marketing Plan
b. Support NEWTravel to undertake tourism marketing activities to the benefit of the members.	Promote the Wheatbelt Way through press advertising and any other opportunities as they arise.	<ul style="list-style-type: none"> Implemented Summer in the Wheatbelt Way Marketing Campaign Supported the Central Wheatbelt Bowls League in hosting the Inter-league Championships in Feb 2024, with Wheatbelt Way Marketing material for their livestream feed.
	Update and distribute Wheatbelt Way Brochures and Booklets.	<ul style="list-style-type: none"> Distributed as required.
	Arrange for the preparation of promotional packages for individuals, groups, companies and arrange appropriate distribution	
3. Website and Social Media		
a. Develop and maintain a presence for the Wheatbelt Way on internet and social media.	Maintain the Wheatbelt Way website	<ul style="list-style-type: none"> Updated weekly as required.
	Answer all Wheatbelt Way enquiries via the website and respond to requests for merchandise as required.	<ul style="list-style-type: none"> Wheatbelt Way enquiries (website, email, socials, chat and phone).
	Create a Wheatbelt Way Facebook Page and maintain it regularly.	<ul style="list-style-type: none"> Posting and sharing of Wheatbelt Way content daily on Facebook and Instagram weekly.
4. Stakeholder Communications		
a. Maintain relationships with Central Wheatbelt Visitors Centre and Australia's Golden Outback	Attend Regional Working Group Meetings	<ul style="list-style-type: none"> Continued support of the Wheatbelt Tourism Group Meeting with WDC to further conversations of tourism & WDC.
b. Communicate with members.	Quarterly Newsletter to Stakeholders	<ul style="list-style-type: none"> Bi-Monthly E-news to NEWTRAVEL stakeholders sent. Quarterly newsletter subscribers sent.
	Provide information and updates as identified.	<ul style="list-style-type: none">
5. Maintenance and Monitoring		
	Coordinate and collate tourism data for the region.	<ul style="list-style-type: none"> Compiled the Visitor Statistics to October 2023.

a. <i>Assist in the maintenance of the Wheatbelt Way Infrastructure and monitoring of Tourism across NEWROC</i>		<ul style="list-style-type: none"> Quarterly Marketing Report produced
	Coordinate annual auditing of Wheatbelt Way sites with individual shires and reporting of recommendations back to shires.	<ul style="list-style-type: none">
6. Supporting additional activities		
a. <i>Any other duties within the Contractors range of abilities as directed by the Director of Economic Services if time and resources allow.</i>	Assist with planning and conducting tourism initiatives as required (incl. local famils and trade shows).	-
	Carry out research and manage projects as required	<ul style="list-style-type: none">
	Other	<ul style="list-style-type: none"> Continued NEWTRAVEL Events Support project proposal and commenced engagement with NEWROC and Dowerin Events Management as potential project partners to deliver. Undertook Expression of Interest for Project Officer role for Events Support project.

5.1 Wheatbelt Way Visitor Statistics

A reminder that the reporting periods are:

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

If Shires could please submit their complete Excel spreadsheets for the period November 2023 – February 2024 and email them in by the 14th March it would be greatly appreciated.

The October 2023 Snapsnot Report can be viewed [here](#).

5.2 Social Media and Marketing Report

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

A full report on NEWTRAVEL's Social Media analytics and marketing activities was provided at the meeting and can be [viewed here](#).

General discussion was held on the future of NEWTRAVEL's marketing activities for 2024.

Perth Caravan & Camping Show

Seeking volunteers from Thursday 21st March to Sunday 24th March 2024 at the Claremont Showgrounds. Gate entry costs will be covered by NEWTRAVEL for volunteers. It is ideal to have 2 people on the stand at one time. Shift 2 can be an 8hrs shift and then there is not need for Shift 3 to be filled. This is completely at the discretion of the volunteer and what time they have available to commit.

2024 Perth C & C Show Thursday 2 – Sunday 24 March - Claremont Showgrounds, Perth.								
Wheatbelt Stand - Jim Webster Tourism Pavilion								
Date/Day	Total Hours Required	Start time	Finish Time	Name	Region	Contact Mobile	Email	Notes
21-Mar Thursday	Shift 1 - 8hrs	9:00am	5:00pm	Linda Vernon	NEWTRAVEL	0428 831 074	linda@wheatbeltway.com.au	
	Shift 2 - 4hrs	9.00am	1.00pm					
	Shift 3 - 4hrs	1.00pm	5.00pm					
22-Mar Friday	Shift 1 - 8hrs	9:00am	5:00pm	Linda Vernon	NEWTRAVEL	0428831074	linda@wheatbeltway.com.au	
	Shift 2 - 4hrs	9.00am	1.00pm					
	Shift 3 - 4hrs	1.00pm	5.00pm	Peter Hares	CWVC		visitor2@meredin.wa.gov.au	
23-Mar Saturday	Shift 1 - 8hrs	9:00am	5:00pm	Peter Hares	CWVC		visitor2@meredin.wa.gov.au	
	Shift 2 - 4hrs	9.00am	1.00pm					
	Shift 3 - 4hrs	1.00pm	5.00pm					
24-Mar Sunday	Shift 1 - 8hrs	9:00am	5:00pm	Peter Hares	CWVC		visitor2@meredin.wa.gov.au	
	Shift 2 - 4hrs	9.00am	1.00pm					
	Shift 3 - 4hrs	1.00pm	5.00pm					
	Show bumpout from 5:00pm							
Contacts								
NEWTRAVEL	Linda Vernon	Mob:	0428 831 074					
<i>If you cannot get hold of Linda, please then try the following contacts:</i>								
AGO	Kelly Leonard	Mob:	0422 944 382					

6.0 General Business

6.1 NEWTRAVEL/NEWROC Events Support Project

BACKGROUND:

NEWTRAVEL endorsed the Events Support Project proposal as presented to the October 2023 meeting, and directed that if NEWROC did not endorse and agree to contribute the unconfirmed funds that NEWTRAVEL to approach the member Councils individually.

COMMENT:

NEWROC were approached and did not endorse contributing the additional funds for the project. Each member Council was then approached and all agreed to provide additional funding for the project by:

Council Contribution Request:

- 2023-2024: \$470.00 per NEWTRAVEL Member Council
- 2024-2025: \$705.00 per NEWTRAVEL Member Council

Unfortunately, after extensive consultation with Danielle Green from Dowerin Events Management we were unable to make arrangements for the position to be hosted with their organisation at this time due to the staffing constraints that they have been facing. Danielle has been very supportive of the project and the door is open to engage throughout the duration or beyond 30 June 2025.

Consequently, in mid-December it was decided to advertise an Expression of Interest for a [Project Officer position](#) closing the end of January 2024. Two expressions of interest were received. In person meetings were held with both applicants to discuss the opportunity.

RECOMMENDATION:

That NEWTRAVEL offer a contract by an Independent Contractor Agreement to Lily Haeusler as 0.4FTE Events Project Officer to deliver the identified outputs of the Events Support project.

Duration:

1 March 2024 to 30 June 2024: 0.4FTE, 40 days, 8 hours/day, \$40/hour – flexible.

1 July 2024 to 30 June 2025: 0.4FTE, 96 days, 8 hours/day, \$40/hour – flexible.

Location:

Remote (work from home).

Equipment:

Contractor to provide own office, office equipment and vehicle.

Compensation:

\$40/hour

Travel reimbursement allowance at \$0.77/km, up to a maximum of 5,000km (1 Mar 2024 - 30 Jun 2024) and 7,500km (1 Jul 2024 - 30 Jun 2025). Travel is only as required to achieve outputs.

Payment Terms:

Monthly payments upon receipt of invoice.

Reporting Structure:

Monthly reports to NEWTRAVEL Tourism Officer and/or NEWTRAVEL Chairperson against progress on achieving outputs.

Support:

Initial support provided through fortnightly check-ins/meetings for the first 3 months.

RESOLUTION:

That NEWTRAVEL offer a contract by an Independent Contractor Agreement to Lily Haeusler as 0.4FTE Events Project Officer to deliver the identified outputs of the Events Support project.

Duration:

1 March 2024 to 30 June 2024: 0.4FTE, 40 days, 8 hours/day, \$40/hour – flexible.

1 July 2024 to 30 June 2025: 0.4FTE, 96 days, 8 hours/day, \$40/hour – flexible.

Location:

Remote (work from home).

Equipment:

Contractor to provide own office, office equipment and vehicle.

Compensation:

\$40/hour

Travel reimbursement allowance at \$0.77/km, up to a maximum of 5,000km (1 Mar 2024 - 30 Jun 2024) and 7,500km (1 Jul 2024 - 30 Jun 2025). Travel is only as required to achieve outputs.

Payment Terms:

Monthly payments upon receipt of invoice.

Reporting Structure:

Monthly reports to NEWTRAVEL Tourism Officer and/or NEWTRAVEL Chairperson against progress on achieving outputs.

Support:

Initial support provided through fortnightly check-ins/meetings for the first 3 months.

Moved: Leanna Parola

Seconded: Cr Bill Huxtable

CARRIED

6.2 2023-2024 Community Trail Planning Grants

BACKGROUND:

A Trail Master plan is the first step in improving and increasing trails as destination development activity for the Wheatbelt Way. NEWTRAVEL applied for this funding in 2023 through DLGSC and was unsuccessful, engagement continued with DLGSC Northam Office through out 2023 and we have been encouraged to apply again.

COMMENT:

The outcome of this funding application is - The Wheatbelt Way Walks – A bushwalking masterplan for the Wheatbelt Way will be developed to guide future strategic investment into bushwalking trails for recreation, tourism and event development across the Wheatbelt Way, in Western Australia. The Master Plan will identify and reflect the aspirations of stakeholders in the region to have safe, accessible, environmentally and socially sustainable bushwalking trails in our destination.

A consultant would be engaged to undertake the trail planning and support for the project is again currently being sought from Curtin University. The draft project budget is anticipated to be similar to the 2023 application and can be viewed [here](#). Funding can only be for 50% of project costs and it is likely that we may need to approach member Councils for contributions if the support from Curtin University is not forthcoming.

Applications close on 11th March 2024.

RECOMMENDATION:

For NEWTRAVEL support submitting a funding application to the 2023-24 Community Trail Planning Grants.

Discussion was held.

RESOLUTION:

That NEWTRAVEL submit a funding application to the 2023-24 Community Trail Planning Grants and that if Curtin University are unable to commit the identified \$15,000 to the project, then member Councils be approached to be asked to underwrite this at \$1,875.00 per member Council for the 2024-25 financial year.

6.3 Wheatbelt Way Rail Trail

BACKGROUND:

The Shires of Nungarin, Trayning and Wyalkatchem have been working with ARHJAY Consultancy to develop a feasibility on the development of a dual use trail between Wyalkatchem and Nungarin using the railway corridor.

COMMENT:

They are need seeking feedback on the plan and encourage individuals, businesses and community groups to let them know what you think. You can view the Rail Trail plan [here](#).

RECOMMENDATION:

Leanne Parola provided a presentation and sort feedback from NEWTRAVEL members.

The Rail Trail Plan was funded through the Department of Transport.

Clarification that the Rail Trail project was complimentary to the Wheatbelt Way Walks – A bushwalking masterplan for the Wheatbelt Way.

There have been difficulties with Arc Infrastructure. The project will be implemented in stages with Stage 1 being:

- Wyalkatchem to Korrelocking
- Trayning to Kununoppin

There is a survey out for community feedback which closes on the 7th March 2024.

ACTION – NEWTRAVEL to provide a letter of support for the Rail Trail project.

6.4 Tourism Planning/Opportunity

BACKGROUND:

Linda has been re-engaging with the Wheatbelt Development Commission (WDC) on all things tourism.

COMMENT:

The WDC has asked for NEWTRAVEL input into potential Wheatbelt tourism related concepts ready for investment and progression following a request from Tourism WA.:

Please see the details below for further information, could you please pass this along to those you feel would benefit and can provide input.

Tourism WA has commenced the establishment of a database aimed at cataloguing and analysing tourism investment and development opportunities around the state. This database will provide a resource of opportunities that will be used as an investment attraction tool for potential tourism investors, developers, and operators.

As you may be aware, the [World Travel and Tourism Council \(WTTC\) Summit](#) is scheduled to take place in Perth on 8-10 October 2024. The WTTC is the global authority on the economic and social contribution of Travel & Tourism. It promotes sustainable growth for the Travel & Tourism sector, working with governments and international institutions to create jobs, tourism investment, drive exports and generate prosperity.

The Summit is the world's premier travel and tourism event and this the first time it will be held in Australia. It will bring together key players and thought leaders in the travel and tourism sector, providing a platform for networking, collaboration, and business/investment opportunities. There is a particular focus on investment and aviation at the Summit, and Tourism WA is looking to leverage this event to showcase Western Australia's unique tourism investment and development opportunities to international operators/investors.

I am reaching out to regional stakeholders to seek tourism investment opportunities to include into this database, both private and public land. I kindly request your agency's valuable input to include any opportunities you are aware of.

It is important to note that this database is designed to serve as an evolving compilation of prospects, and some prospects may be considered of more interest to WA's visitor markets and investors than others. In this regard, it would be appreciated if you could prioritise opportunities, sites or locations which are likely to have substantial tourism appeal and ideally highlight if there are any (known) constraints particularly from an environmental, land tenure, planning or cultural heritage perspective.

*Please include as much information that you have on the sites with location details being of most importance; further due diligence can be done by Tourism WA. Victoria King is collating this database, and I encourage you to direct any enquiries to her at Victoria.king@westernaustralia.com or **92621643**.*

We are keen to secure your regional opportunities by the end of February to help shape the first wave of messaging that will be used to attract international/interstate operators (particularly the

invite-only delegates) to the WTTC Summit. Beyond the Summit, Tourism WA is keen to continue with a level of investment attraction work where it aligns with its priorities and project focuses. Thank you for your collaboration and we look forward to working with you over the course of the year in the lead up to this incredibly important tourism summit.

RECOMMENDATION:

NEWTRAVEL reviewed the [provided spreadsheet](#) and held discussion on any potential sites or ideas to contribute to this request.

Possible ideas included:

- Trayning Hotel Motel
- The Woolshed Hotel Nungarin
- Eco-camping sites
- Astro-Tourism sites
- Wyalkatchem Café
- Dandanning Brewery
- Bencubbin Beer

7. Reports

7.1 Member Reports

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

Westonia

- The Warralakin to Wessy Walk had 30 teams enter and 186 people participated. The event raises ~\$25,000.00
- Wessy Christmas Markets were successfully held in the mainstreet with ~ 190 people visiting the Westonia Museum on that day.
- Will be holding a Masquerade Ball on Friday 21st June – Yester Year with modern twist.
- The 24/7 Fuel depot is now fully operational.
- Carabin Roadhouse is back open, check opening hours.
- Elachbutting & Baladjie Rock continue to be well visited, but on-going impact of wood collecting and encroaching campsites into the surrounding bushland remains an issue.
- Ramelius has advised that they will be closing the Westonia Mine in September 2024, positives that the Shire of Westonia will gain back some infrastructure including housing and some of the camp which can be utilized with the Caravan Park.
- Westonia Community Services established through the Westonia CRC to deliver aged care services to the community.

ACTION – create a EV page on the Wheatbelt Way website. Only Westonia and Wyalkatchem have EV charging stations at present.

Mt Marshall

- Beacon Historic Walk event was successful in trying to engage and increase locals knowledge of the local history to help promote this to visitors.
- Have held strategic planning workshops in the communities and tourism was a focus.
- Ninghan Services sell bags of firewood.
- No manager again at the Beacon Country Club, but the local committee and backpackers are keeping it operating and providing meals.
- Held Australia Day events in both communities.
- Annual Night Swim and thank a volunteer event was successful.
- Mt Marshall Show is on the 9th March, 2024
- Annual Fox Shoot is on the 15th March 2024
- 2 new cabins have arrived and been installed at the Beacon and Bencubbin Caravan Parks.

Wyalkatchem

- New CDO Nikki has been focusing on delivering community events and increasing children's activities.
- Aladdin production in the Town Hall was successful.

- The Wylie Travellers Park held a community Christmas lunch and had ~30 people in attendance.
- The airstrip has been re-sealed at the Airport.
- The pool upgrades are out for tender.
- Welcome to Wylie event ins on the 15th March 2024.
- - EOI to lease or buy the Wylie Café (\$200/year lease with Shire of Wyalkatchem)
- 24th August 2024 Wyalkatchem Rodeo
- Currently re-invigorating a Picnic space opposite the Wylie Pub.

Trayning

- Australia Day event at the pool was poorly attended.
- Pool Party on the 5th March
- The Trayning Hotel Motel will close as of this March long weekend, with only a caretaker in attendance for accommodation bookings in motel units. No bar or meals. It is currently up for sale or lease.
- 26th May – Trayning Twilight Markets, Sip and Shop event.
- 9th September – Smoke n’ Dirt Event, planning underway.
- Vandalism/shooting of the Wheatbelt Way signs (and others) at Yarragin Rock, very disappointing.

Mukinbudin

- Pre-harvest sundowner, ~300 people in attendance.
- End of School Pool Party event.
- Muka CRC has order new tourist products and souvenirs.
- Shire of Mukinbudin has a grant application pending for a new café/CRC/bookshop which could be the tourist precinct if successful.
- The Mukinbudin Caravan Park is now able to take online bookings. They are using RoomManager.

7.0 Other Business

Nil

8.0 Next Meeting

A General Meeting on Thursday 25th July 2024 in Nungarin.

The NEWTRAVEL AGM and General Meeting will be held on 31 October 2024 in Westonia.

9.0 Meeting Close 12.33pm





Shire of Wyalkatchem
List Of Accounts - February 2024

Trq/EFT	Date	Name	Payment Amount	Bank
EFT3447	07/02/2024	HARCHER WHEATBELT (WA DISTRIBUTORS) PTY LTD	-946.70	1
EFT3448	07/02/2024	Department of Premier & Cabinet	-2296.80	1
EFT3449	07/02/2024	GPW Group Pty Ltd	-19846.20	1
EFT3450	07/02/2024	Signet Pty Ltd	-261.06	1
EFT3451	07/02/2024	Digga Civil	-191476.04	1
EFT3452	07/02/2024	Dunnings	-15690.52	1
EFT3453	08/02/2024	Bobcat Plus Pty Ltd	-49500.00	1
EFT3454	16/02/2024	Perfect Computer Solutions Pty Ltd	-382.50	1
EFT3455	16/02/2024	Wyalkatchem General Store	-782.81	1
EFT3456	16/02/2024	Stephanie Elaine Elvidge	-64.00	1
EFT3457	16/02/2024	Officeworks	-402.38	1
EFT3458	16/02/2024	Gary Thorpe {Personal}	-238.45	1
EFT3459	16/02/2024	Five Rivers Plumbing and Gas	-545.32	1
EFT3460	16/02/2024	Newground Water Services Pty Ltd	-7905.00	1
EFT3461	16/02/2024	Pestex Co	-533.50	1
EFT3462	16/02/2024	Digga Civil	-6490.00	1
EFT3463	16/02/2024	HARCHER WHEATBELT (WA DISTRIBUTORS) PTY LTD	-146.60	1
EFT3464	16/02/2024	Infinitum Technologies Pty LTD	-362.84	1
EFT3465	16/02/2024	LG Best Practices	-1031.25	1
EFT3466	16/02/2024	SHERRIN RENTALS PTY LTD	-8500.80	1
EFT3467	16/02/2024	Jennie A Gorham	-271.70	1
EFT3468	16/02/2024	Michelle Lea Eaton	-171.00	1
EFT3469	16/02/2024	Snap Midland	-410.00	1
EFT3470	16/02/2024	PJ & DE Robinson	-8734.00	1
EFT3471	16/02/2024	Tool Kit Depot (Bunnings Group Ltd)	-235.30	1
EFT3472	16/02/2024	Nicole Lauren Towell	-122.37	1
EFT3473	16/02/2024	Wyalkatchem Hotel (SL Tyler and TJ Tyler)	-2154.50	1
EFT3474	16/02/2024	Eleoner Lee	-52.31	1

Shire of Wyalkatchem
List Of Accounts - February 2024

Chq/EFT	Date	Name	Payment Amount	Bank
EFT3475	16/02/2024	Murray Patrick Leahy	-41.99	1
EFT3476	16/02/2024	Australia Post	-165.97	1
EFT3477	16/02/2024	BOC Gases	-126.79	1
EFT3478	16/02/2024	Bunnings Midland	-471.30	1
EFT3479	16/02/2024	TOLL Australia	-309.86	1
EFT3480	16/02/2024	D & D Transport	-27.50	1
EFT3481	16/02/2024	Eastern Hills Saws & Mowers	-171.00	1
EFT3482	16/02/2024	Elders	-929.54	1
EFT3483	16/02/2024	Jason Signmakers	-417.29	1
EFT3484	16/02/2024	Nutrien Ag Solutions Ltd	-81.00	1
EFT3485	16/02/2024	Marketforce	-2340.93	1
EFT3486	16/02/2024	Midalia Steel	-1262.14	1
EFT3487	16/02/2024	Petchell Mechanical	-1625.75	1
EFT3488	16/02/2024	T & E Services Pty Ltd	-7150.00	1
EFT3489	16/02/2024	WCS Concrete Pty Ltd	-724.90	1
EFT3490	16/02/2024	Wyalkatchem Tyre Service	-1060.00	1
EFT3491	16/02/2024	Five Rivers Plumbing and Gas	-1499.99	1
EFT3492	16/02/2024	Northam Carpet Court	-8775.00	1
EFT3493	16/02/2024	Michelle Lea Eaton	-57.00	1
EFT3494	16/02/2024	Department of Premier & Cabinet	-78.00	1
EFT3495	16/02/2024	Wyalkatchem Licensed Post Office(RJ+ME Crute_	-29.10	1
EFT3496	16/02/2024	Bunnings Midland	-142.56	1
EFT3497	16/02/2024	Contract Aquatic Services - EFT	-15400.00	1
EFT3498	16/02/2024	TOLL Australia	-36.05	1
EFT3499	16/02/2024	D & D Transport	-400.00	1
EFT3500	16/02/2024	Petchell Mechanical	-9338.91	1
EFT3501	16/02/2024	Tool Mart	-1234.00	1
EFT3502	16/02/2024	Wyalkatchem Community Resource Centre	-3064.68	1

Shire of Wyalkatchem
List Of Accounts - February 2024

Chq/EFT	Date	Name	Payment Amount	Bank
EFT3503	23/02/2024	Landmark - Quade Agriservices	-7.90	1
EFT3504	23/02/2024	Mischa Stratford	-2859.00	1
EFT3505	23/02/2024	Geraldton Totally Workwear	-781.70	1
EFT3506	23/02/2024	Terence W Delane	-127.80	1
EFT3507	23/02/2024	Finishing WA	-308.00	1
EFT3508	23/02/2024	Christy Petchell	-3130.83	1
EFT3509	23/02/2024	HARCHER WHEATBELT (WA DISTRIBUTORS) PTY LTD	-546.90	1
EFT3510	23/02/2024	LG Best Practices	-1980.00	1
EFT3511	23/02/2024	Chistopher John Loton	-2859.00	1
EFT3512	23/02/2024	Wormald Australia Pty Ltd	-846.46	1
EFT3513	23/02/2024	Wattleup Tractors	-2061.68	1
EFT3514	23/02/2024	Michelle Lea Eaton	-47.50	1
EFT3515	23/02/2024	Avon Valley Mitsubishi(AVM Northam PTY Ltd	-365.94	1
EFT3516	23/02/2024	Eatover Pty Ltd ATF The Eatover Trust Trading as Littlefoot Agricultural Services""	-1795.34	1
EFT3517	23/02/2024	Wyalkatchem Hotel (SL Tyler and TJ Tyler)	-333.00	1
EFT3518	23/02/2024	Tracy L Dickson	-1429.50	1
EFT3519	23/02/2024	WG Celling & Walls	-4356.00	1
EFT3520	23/02/2024	Western Australian Electoral Commission	-13848.97	1
EFT3521	23/02/2024	Justin G Begley	-1429.50	1
EFT3522	23/02/2024	Roderick C Lawson Kerr	-1429.50	1
EFT3523	23/02/2024	Bunnings Midland	-521.03	1
EFT3524	23/02/2024	Burgess Rawson (wa) Pty Ltd	-826.90	1
EFT3525	23/02/2024	Emma Caris Holdsworth	-1429.50	1
EFT3526	23/02/2024	Owen Garner	-4490.00	1
EFT3527	23/02/2024	Quentin Ross Davies	-3060.50	1
EFT3528	23/02/2024	Stephen John Gamble	-1429.50	1
EFT3529	23/02/2024	Marketforce	-764.01	1

Shire of Wyalkatchem
List Of Accounts - February 2024

Chq/EFT	Date	Name	Payment Amount	Bank
EFT3530	23/02/2024	Planwest	-1754.50	1
EFT3531	23/02/2024	WA Contract Ranger Services	-783.75	1
EFT3532	23/02/2024	Wheatbelt Office & Business Machines	-538.87	1
EFT3533	23/02/2024	Mischa Stratford	-180.00	1
EFT3534	23/02/2024	Christy Petchell	-80.00	1
EFT3535	23/02/2024	Chistopher John Loton	-80.00	1
EFT3536	23/02/2024	Tracy L Dickson	-100.00	1
EFT3537	23/02/2024	Nicole Theresa Hawser	-100.00	1
EFT3538	23/02/2024	Justin G Begley	-100.00	1
EFT3539	23/02/2024	Roderick C Lawson Kerr	-180.00	1
EFT3540	23/02/2024	Emma Caris Holdsworth	-80.00	1
EFT3541	23/02/2024	Owen Garner	-80.00	1
Total EFT			-433638.28	
DD3087.1	13/02/2024	HESTA Superannuation	-1071.21	1
DD3087.2	13/02/2024	Macquarie Super Consolidator II	-264.53	1
DD3087.3	13/02/2024	MTAA Superannuation Fund	-246.05	1
DD3087.4	13/02/2024	The Pease Family Superannuation Fund	-66.00	1
DD3087.5	13/02/2024	The Trustee for Provence Dreaming Superannuation Fund	-640.97	1
DD3087.6	13/02/2024	CBUS Superannuation	-1280.35	1
DD3087.7	13/02/2024	Aware Superannuation Fund	-2558.79	1
DD3087.8	13/02/2024	BT Panorama Superannuation	-995.01	1
DD3087.9	13/02/2024	Colonial Superannuation	-628.95	1
DD3104.1	21/02/2024	BP Australia Pty Ltd	-83.04	1
DD3104.2	21/02/2024	Telstra	-273.60	1
DD3108.1	22/02/2024	Water Corporation.	-238.94	1
DD3111.1	27/02/2024	HESTA Superannuation	-1036.10	1

Shire of Wyalkatchem
List Of Accounts - February 2024

Chq/EFT	Date	Name	Payment Amount	Bank
DD3111.2	27/02/2024	MTAA Superannuation Fund	-234.42	1
DD3111.3	27/02/2024	The Trustee for Provence Dreaming Superannuation Fund	-721.26	1
DD3111.4	27/02/2024	Aware Superannuation Fund	-2153.87	1
DD3111.5	27/02/2024	BT Panorama Superannuation	-995.01	1
DD3111.6	27/02/2024	Colonial Superannuation	-628.95	1
DD3111.7	27/02/2024	Suncorp Superannuation	-180.73	1
DD3111.8	27/02/2024	Jonas Superannuation Fund	-130.17	1
DD3111.9	27/02/2024	Rest Super	-229.21	1
DD3113.1	20/02/2024	Synergy	-170.65	1
DD3115.1	19/02/2024	Foxtel	-140.00	1
DD3117.1	15/02/2024	Synergy	-215.44	1
DD3119.1	14/02/2024	Synergy	-708.23	1
DD3121.1	13/02/2024	Synergy	-1653.04	1
DD3122.1	12/02/2024	Synergy	-8367.34	1
DD3125.1	29/02/2024	Water Corporation.	-635.17	1
DD3127.1	29/02/2024	Synergy	-5946.54	1
DD3129.1	23/02/2024	NAB	-15232.13	1
DD3130.1	05/02/2024	NAB	-3377.59	1
DD3132.1	02/02/2024	Synergy	-523.53	1
DD3132.2	02/02/2024	Crisp Wireless	-625.90	1
DD3087.10	13/02/2024	Suncorp Superannuation	-186.67	1
DD3087.11	13/02/2024	Jonas Superannuation Fund	-159.82	1
DD3087.12	13/02/2024	Rest Super	-229.21	1
DD3087.13	13/02/2024	Australian Retirement	-278.20	1
DD3111.10	27/02/2024	Australian Retirement	-678.01	1
DD3111.11	27/02/2024	Macquarie Super Consolidator II	-264.53	1
Total DD			-54049.16	

Shire of Wyalkatchem
List Of Accounts - February 2024

Chq/EFT	Date	Name	Payment Amount	Bank
Total EFT & DD			-487687.44	
Payroll Dated			44011.70	
14/02/2024				
Payroll Dated			40011.25	
28/02/2024				





SHIRE OF WYALKATCHEM
NAB BUSINESS VISA
PAYMENTS OF ACCOUNTS BY CREDIT CARD
FOR THE STATEMENT PERIOD: 29 December 2023 to 29 January 2024

DATE	PAYEE	DESCRIPTION	AMOUNT
CARD NUMBER 4557-XXXX-XXXX-4705			
11-Jan-24	SP Henry	Replacement castor wheel for Henry Vacuum cleaner	\$ 35.00
15-Jan-24	The Good Guys Web Store	Dyson Stick Vac for use in admin Office Building	\$ 721.00
15-Jan-24	Red Dot Stores	Table Cloths, Balloons and napkins purchase for Australian Day	\$ 165.78
17-Jan-24	Wyalkatchem Community Centre	Plates from WM027 to WM 216	\$ 18.90
17-Jan-24	Telstra	Oval Reticulation - recharge data for Sim Card	\$ 160.00
22-Jan-24	JAMF Software	Subscription for Software	\$ 36.59
23-Jan-24	Richmond Castors	Cabinet for Depot	\$ 1,900.00
23-Jan-24	The Good Guys Web Store	Air Fryer for Railway Barracks	\$ 303.00
24-Jan-24	Bureau Meteorology	2024 Calender for MOW	\$ 27.22
29-Jan-24	NAB Bank	Card fee and other Bank Charges	\$9.00
TOTAL CREDIT CARD PAYMENTS			<u>\$ 3,376.49</u>

I, Parul Begum, Finance Officer have reviewed the credit card payments and confirm that from the descriptions on the documentation provide that;

- all transactions are expenses incurred by the Shire of Wyalkatchem;
- all purchases have been made in accordance with the Shire of Wyalkatchem policies and procedures;
- all purchases are in accordance with the Local Government Act 1995 and associated regulations;
- no misuse of the corporate credit card is evident

Parul Begum 





SHIRE OF WYALKATCHEM

MONTHLY FINANCIAL REPORT

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

For the period ended 29 February 2024

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF WYALKATCHEM
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024

	Supplementary Information	Adopted Budget Estimates (a) \$	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	9	1,458,642	1,458,642	1,449,062	(9,580)	(0.66%)	
Grants, subsidies and contributions	12	274,645	218,526	384,173	165,647	75.80%	▲
Fees and charges		211,683	178,931	239,334	60,403	33.76%	▲
Interest revenue		14,450	9,616	103,607	93,991	977.44%	▲
Other revenue		1,050	696	33	(663)	(95.26%)	▼
Profit on asset disposals	5	142,867	44,260	255,000	210,740	476.14%	▲
		2,103,337	1,910,671	2,431,209	520,538	27.24%	
Expenditure from operating activities							
Employee costs		(1,505,318)	(1,003,584)	(1,016,998)	(13,414)	(1.34%)	▼
Materials and contracts		(1,584,764)	(1,016,768)	(1,247,331)	(230,563)	(22.68%)	▼
Utility charges		(195,123)	(129,816)	(91,437)	38,379	29.56%	▲
Depreciation		(1,484,522)	(989,584)	(1,722,241)	(732,657)	(74.04%)	▼
Finance costs		(2,312)	(1,536)	(1,370)	166	10.81%	▲
Insurance		(170,847)	(213,688)	(176,565)	37,123	17.37%	▲
Other expenditure		(51,681)	(27,758)	(27,457)	301	1.08%	
		(4,994,567)	(3,382,734)	(4,283,399)	(900,665)	(26.63%)	
Non-cash amounts excluded from operating activities	Note 2(b)	1,341,655	945,324	1,467,241	521,917	55.21%	▲
Amount attributable to operating activities		(1,549,575)	(526,739)	(384,949)	141,790	26.92%	
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	13	1,570,316	955,328	283,049	(672,279)	(70.37%)	▼
Proceeds from disposal of assets	5	244,544	244,544	255,000	10,456	4.28%	▲
		1,814,860	1,199,872	538,049	(661,823)	(55.16%)	
Outflows from investing activities							
Payments for property, plant and equipment	4	(835,499)	(503,683)	(463,637)	40,046	7.95%	▲
Payments for construction of infrastructure	4	(1,908,646)	(853,235)	(942,929)	(89,695)	(10.51%)	▼
		(2,744,145)	(1,356,918)	(1,406,567)	(49,649)	(3.66%)	
Amount attributable to investing activities		(929,285)	(157,046)	(868,518)	(711,472)	(453.04%)	
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new debentures	10	165,000	0	0	0	0.00%	
Transfer from reserves	3	472,408	0	0	0	0.00%	
		637,408	0	0	0	0.00%	
Outflows from financing activities							
Repayment of borrowings	10	(62,897)	(40,910)	(40,910)	0	0.00%	
Transfer to reserves	3	(184,291)	0	(78,165)	(78,165)	0.00%	▼
		(247,188)	(40,910)	(119,075)	(78,165)	(191.06%)	
Amount attributable to financing activities		390,220	(40,910)	(119,075)	(78,165)	(191.06%)	
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year		2,088,640	2,088,640	2,202,696	114,056	5.46%	▲
Amount attributable to operating activities		(1,549,575)	(526,739)	(384,949)	141,790	26.92%	▲
Amount attributable to investing activities		(929,285)	(157,046)	(868,518)	(711,472)	(453.04%)	▼
Amount attributable to financing activities		390,220	(40,910)	(119,075)	(78,165)	(191.06%)	▼
Surplus or deficit after imposition of general rates		0	1,363,946	830,155	(533,791)	(39.14%)	▼

KEY INFORMATION

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

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

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

SHIRE OF WYALKATCHEM
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 29 FEBRUARY 2024

	Supplementary Information	30 June 2024	29 February 2024
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	2	2,581,555	928,617
Trade and other receivables		322,842	218,270
Other financial assets		3,230,306	3,308,471
Inventories	7	5,168	34,720
TOTAL CURRENT ASSETS		6,139,871	4,490,078
NON-CURRENT ASSETS			
Trade and other receivables		29,740	29,740
Other financial assets		61,117	61,117
Property, plant and equipment		13,446,168	13,550,593
Infrastructure		56,079,905	55,659,807
TOTAL NON-CURRENT ASSETS		69,616,930	69,301,257
TOTAL ASSETS		75,756,801	73,791,335
CURRENT LIABILITIES			
Trade and other payables	8	402,857	47,940
Other liabilities	11	236,238	236,238
Borrowings	10	53,126	12,216
Employee related provisions	11	88,414	88,414
TOTAL CURRENT LIABILITIES		780,635	384,808
NON-CURRENT LIABILITIES			
Employee related provisions		40,032	40,032
TOTAL NON-CURRENT LIABILITIES		40,032	40,032
TOTAL LIABILITIES		820,667	424,840
NET ASSETS		74,936,134	73,366,495
EQUITY			
Retained surplus		26,351,153	24,703,349
Reserve accounts	3	3,230,306	3,308,471
Revaluation surplus		45,354,675	45,354,675
TOTAL EQUITY		74,936,134	73,366,495

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 29 FEBRUARY 2024

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

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

Local Government Act 1995 requirements

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

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

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

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

THE LOCAL GOVERNMENT REPORTING ENTITY

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

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

Judgements and estimates

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

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

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

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

SIGNIFICANT ACCOUNTING POLICES

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

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 07 March 2024

SHIRE OF WYALKATCHEM
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

(a) Net current assets used in the Statement of Financial Activity	Supplementary Information	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 29 February 2024
		\$	\$	\$
Current assets				
Cash and cash equivalents	2	2,384,124	2,581,555	928,617
Trade and other receivables		377,104	322,842	218,270
Other financial assets		3,230,306	3,230,306	3,308,471
Inventories	7	45,768	5,168	34,720
		6,037,302	6,139,871	4,490,078
Less: current liabilities				
Trade and other payables	8	(476,699)	(402,857)	(47,940)
Other liabilities	11	(176,665)	(236,238)	(236,238)
Borrowings	10	(53,126)	(53,126)	(12,216)
Employee related provisions	11	(64,992)	(88,414)	(88,414)
		(771,482)	(780,635)	(384,808)
Net current assets		5,265,820	5,359,236	4,105,270
Less: Total adjustments to net current assets	Note 2(c)	(3,177,180)	(3,156,540)	(3,275,115)
Closing funding surplus / (deficit)		2,088,640	2,202,696	830,155

(b) Non-cash amounts excluded from operating activities

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

Non-cash amounts excluded from operating activities	Adopted Budget	YTD Budget (a)	YTD Actual (b)
	\$	\$	\$
Adjustments to operating activities			
Less: Profit on asset disposals	5	(142,867)	(44,260)
Add: Depreciation		1,484,522	989,584
Total non-cash amounts excluded from operating activities		1,341,655	945,324

(c) Current assets and liabilities excluded from budgeted deficiency

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

Adjustments to net current assets	Adopted Budget Opening 30 June 2023	Last Year Closing 30 June 2023	Year to Date 29 February 2024
	\$	\$	\$
Less: Reserve accounts	3	(3,230,306)	(3,230,306)
Add: Current liabilities not expected to be cleared at the end of the year:			
- Current portion of borrowings	10	53,126	53,126
- Current portion of employee benefit provisions held in reserve	3	0	20,640
Total adjustments to net current assets	Note 2(a)	(3,177,180)	(3,156,540)

CURRENT AND NON-CURRENT CLASSIFICATION

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

SHIRE OF WYALKATCHEM
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 29 FEBRUARY 2024

3 EXPLANATION OF MATERIAL VARIANCES

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

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Grants, subsidies and contributions	165,647	75.80%	▲
Budget for FAGS was \$0 as 100% of grant was prepaid in 2022/23 but we have received a further allocation of \$91,903, of which the 1st, 2nd and 3rd instalments have been paid (\$68,927). This will be amended in the Budget Review.		Permanent	
A grant was received from the Department of Water to clean out dams, this is 100% offset by expenditure (\$63,260).		Permanent	
Fees and charges	60,403	33.76%	▲
Income for the Rodeo was not budgeted for (\$32,139) and rental income for 10 Honour Ave was not budgeted as it was unknown when/if it would be rented (\$10,538). Private works have also been charged for the amount of \$8,948. These will be amended in the Budget Review.		Permanent	
Interest revenue	93,991	977.44%	▲
Interest on both the Reserve Term Deposit and surplus Municipal funds is budgeted to be a nominal figure as it is always unknown what actual interest will be. To date Reserve interest is \$52,074 higher than budget and Municipal interest is \$39,512 higher.		Permanent	
Other revenue	(663)	(95.26%)	▼
No material variance			
Profit on asset disposals	210,740	476.14%	▲
Journals need to be completed to dispose of the assets and these will be completed in March.		Timing	
Expenditure from operating activities			
Employee costs	(13,414)	(1.34%)	▼
No material variance			
Materials and contracts	(230,563)	(22.68%)	▼
Due to timing of maintenance grading and road maintenance works - the bulk of these works occur through the first half of the year (-\$100,000).		Timing	
Utility charges	38,379	29.56%	▲
Timing due to receipt of bills		Timing	
Depreciation	(732,657)	(74.04%)	▼
As infrastructure was revalued in 2022/23 and there was a significant increase in value depreciation has gone up. Depreciation is a non-cash item so it has no impact on the budget but it will be amended in the Budget Review.		Permanent	
Finance costs	166	10.81%	▲
No material variance			
Insurance	37,123	17.37%	▲
We budgeted a 10% increase in insurance for 2023/24 to be safe and the actual increase was slightly smaller.			
Non-cash amounts excluded from operating activities	521,917	55.21%	▲
As infrastructure was revalued in 2022/23 and there was a significant increase in value depreciation has gone up. Depreciation is a non-cash item so it has no impact on the budget but it will be amended in the Budget Review.		Permanent	
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(672,279)	(70.37%)	▼
Due to the timing of grants being received.		Timing	
Proceeds from disposal of assets	10,456	4.28%	▲
Outflows from investing activities			
Payments for property, plant and equipment	40,046	7.95%	▲
Variance due to timing of the museum refurbishment, the new dolly being purchased and also the new photocopier - these were both expected to be in 2022/23 and weren't carried over to this year's budget. This is offset by a higher opening surplus and it will be amended in the budget review.		Permanent	
Payments for construction of infrastructure	(89,695)	(10.51%)	▼
Ashelford Park budget was not carried over - this is offset by a higher opening surplus and will be amended in the Budget Review.		Permanent	
Outflows from financing activities			
Transfer to reserves	(78,165)	0.00%	▼
Interest on the Reserve Term Deposit is budgeted to be a nominal figure as it is always unknown what actual interest will be. To date Reserve interest received is \$78,165.			
Surplus or deficit at the start of the financial year	114,056	5.46%	▲
Pre-paid FAGS were \$130,000 higher than anticipated.			
Surplus or deficit after imposition of general rates	(533,791)	(39.14%)	▼
Due to variances described above			

SHIRE OF WYALKATCHEM
SUPPLEMENTARY INFORMATION
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SHIRE OF WYALKATCHEM
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)				
	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.09 M	\$2.09 M	\$2.20 M	\$0.11 M
Closing	\$0.00 M	\$1.36 M	\$0.83 M	(\$0.53 M)

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$4.24 M	% of total
Unrestricted Cash	\$0.93 M	22.0%
Restricted Cash	\$3.31 M	78.0%

Refer to 2 - Cash and Financial Assets

Payables	
	\$0.05 M % Outstanding
Trade Payables	(\$0.05 M)
0 to 30 Days	100.0%
Over 30 Days	0.0%
Over 90 Days	0.0%

Refer to 8 - Payables

Receivables		
	\$0.07 M	% Collected
Rates Receivable	\$0.15 M	90.1%
Trade Receivable	\$0.07 M	% Outstanding
Over 30 Days		(85.4%)
Over 90 Days		(85.4%)

Refer to 6 - Receivables

Key Operating Activities

Amount attributable to operating activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.55 M)	(\$0.53 M)	(\$0.38 M)	\$0.14 M

Refer to Statement of Financial Activity

Rates Revenue		
	YTD Actual	% Variance
	\$1.45 M	
	YTD Budget	\$1.46 M (0.7%)

Refer to 9 - Rate Revenue

Grants and Contributions		
	YTD Actual	% Variance
	\$0.38 M	
	YTD Budget	\$0.22 M 75.8%

Refer to 12 - Grants and Contributions

Fees and Charges		
	YTD Actual	% Variance
	\$0.24 M	
	YTD Budget	\$0.18 M 33.8%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$0.93 M)	(\$0.16 M)	(\$0.87 M)	(\$0.71 M)

Refer to Statement of Financial Activity

Proceeds on sale		
	YTD Actual	%
	\$0.26 M	
	Adopted Budget	\$0.24 M 4.3%

Refer to 5 - Disposal of Assets

Asset Acquisition		
	YTD Actual	% Spent
	\$0.94 M	
	Adopted Budget	\$1.91 M (50.6%)

Refer to 4 - Capital Acquisitions

Capital Grants		
	YTD Actual	% Received
	\$0.28 M	
	Adopted Budget	\$1.57 M (82.0%)

Refer to 4 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities			
Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.39 M	(\$0.04 M)	(\$0.12 M)	(\$0.08 M)

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	(\$0.04 M)
Interest expense	(\$0.00 M)
Principal due	\$0.01 M

Refer to 10 - Borrowings

Reserves	
Reserves balance	\$3.31 M
Interest earned	\$0.08 M

Refer to 3 - Cash Reserves

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

**SHIRE OF WYALKATCHEM
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 29 FEBRUARY 2024**

2 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted \$	Restricted \$	Total Cash \$	Trust \$	Institution	Interest Rate	Maturity Date
Municipal Bank Account	Cash and cash equivalents	295,798		295,798		NAB		
Municipal Investment	Cash and cash equivalents	636,080		636,080		BOQ	4.35%	Mar-24
Reserve Investment Account	Financial assets at amortised cost	0	3,308,471	3,308,471		BOQ	5.20%	May-24
Total		931,878	3,308,471	4,240,349	0			
Comprising								
Cash and cash equivalents		931,878	0	931,878	0			
Financial assets at amortised cost		0	3,308,471	3,308,471	0			
		931,878	3,308,471	4,240,349	0			

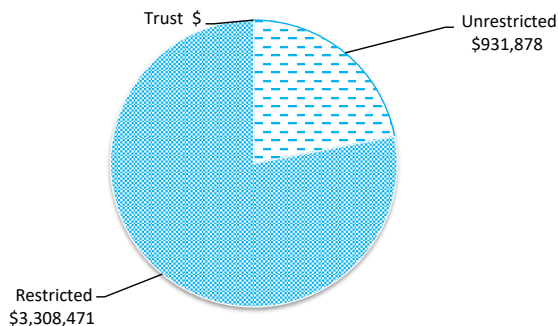
KEY INFORMATION

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

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

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

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



SHIRE OF WYALKATCHEM
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 29 FEBRUARY 2024

3 RESERVE ACCOUNTS

Reserve name	Budget	Budget	Budget	Budget	Budget	Actual	Actual	Actual	Actual	Actual YTD
	Opening	Interest	Transfer	Transfers	Closing	Opening	Interest	Transfers	Transfer	Closing
	Balance	Earned	s In (+)	Out (-)	Balance	Balance	Earned	In (+)	s Out (-)	Balance
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council										
Reserve account - by council - Building	331,555	616			332,171	331,555	8,023	0	0	339,578
Reserve account - by council - Waste Management	111,395	207			111,602	111,395	2,695	0	0	114,090
Reserve account - by council - Plant & Equipment	647,644	1,203	178,291	(312,273)	514,865	647,644	15,671	0	0	663,315
Reserve account - by council - Community Bus	85,826	159			85,985	85,826	2,077	0	0	87,903
Reserve account - by council - Government Joint Venture Housing	11	0			11	11	0	0	0	11
Reserve account - by council - Sport & Recreation Facilities	338,363	628		(160,135)	178,856	338,363	8,187	0	0	346,550
Reserve account - by council - Community Development	529,706	984			530,690	529,706	12,817	0	0	542,523
Reserve account - by council - Community Health	1,120,174	2,082			1,122,256	1,120,174	27,105	0	0	1,147,279
Reserve account - by council - Airport Development	44,830	83			44,913	44,830	1,085	0	0	45,915
Reserve account - by council - Depot	162	0			162	162	4	0	0	166
Reserve account - by council - Leave	20,640	38			20,678	20,640	499	0	0	21,139
	3,230,306	6,000	178,291	(472,408)	2,942,189	3,230,306	78,165	0	0	3,308,471

4 CAPITAL ACQUISITIONS

Capital acquisitions	Adopted		YTD Actual	YTD Actual Variance
	Budget	YTD Budget		
	\$	\$	\$	\$
Buildings - non-specialised	128,632	46,816	61,907	15,091
Furniture and equipment	0	0	8,168	8,168
Plant and equipment	706,867	456,867	393,563	(63,304)
Acquisition of property, plant and equipment	835,499	503,683	463,637	(40,046)
Infrastructure - roads	827,535	532,518	527,150	(5,367)
Infrastructure - footpaths	75,000	0	0	0
Infrastructure - other	1,006,111	320,717	415,779	95,062
Acquisition of infrastructure	1,908,646	853,235	942,929	9,604
Total capital acquisitions	2,744,145	1,356,918	1,406,567	(30,442)
Capital Acquisitions Funded By:				
Capital grants and contributions	1,570,316	955,328	283,049	(672,279)
Borrowings	165,000	0	0	0
Other (disposals & C/Fwd)	244,544	244,544	255,000	10,456
Reserve accounts				
Reserve account - by council - Plant & Equipment	312,273		0	0
Reserve account - by council - Sport & Recreation Facilities	160,135		0	0
Contribution - operations	291,877	157,046	868,517	711,472
Capital funding total	2,744,145	1,356,918	1,406,567	49,649

SIGNIFICANT ACCOUNTING POLICIES

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

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

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

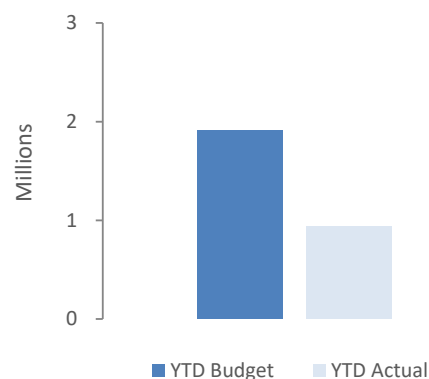
Initial recognition and measurement for assets held at cost

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

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

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

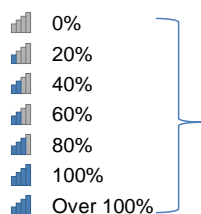
Payments for Capital Acquisitions



4 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



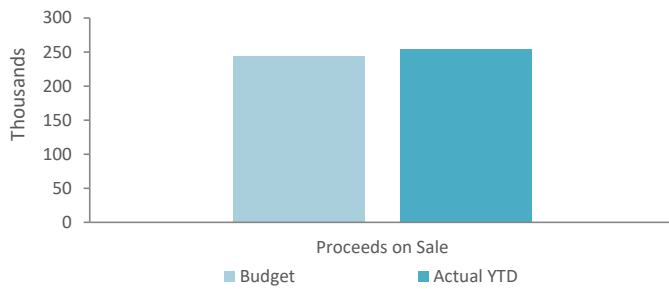
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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

Account Description		Adopted		YTD Actual	Variance (Under)/Over	
		Budget	YTD Budget			
		\$	\$	\$	\$	
Land & Buildings						
	LRC001	Railway Tce (NAB) Building Improvement	47,632	23,816	28,393	(\$4,577)
	BC045	Asbestos remediation program	45,000	20,000	17,397	\$2,603
	BC040	Depot	26,000	3,000	3,616	(\$616)
	BC043	Carport for light vehicles at Grace St Depot	10,000	0	0	\$0
	BC046	Museum Building Refurbishment	0	0	12,500	(\$12,500)
Plant & Equipment						
	WM000	WM000 Toyota Hilux	53,475	53,475	57,400	(\$3,925)
	WM216	Mitsubishi Triton 4x2	30,674	30,674	33,635	(\$2,961)
	PC0104	Prime Mover	220,000	220,000	113,092	\$106,908
	Side Tipper	Side Tipper Trailer	80,000	80,000	80,000	\$0
	Grader	Second grader (second hand)	250,000	0	0	\$0
	PC0101	Dolly	0	0	35,800	(\$35,800)
	WM00	WM00 Toyota Prado	72,718	72,718	73,636	(\$918)
Furniture and Equipment						
	PEC002	Photocopier	0	0	8,168	(\$8,168)
Roads						
	RRG02	Wyalkatchem North Rd	542,535	271,268	257,748	\$13,519
	R2R	Roads 2 Recovery program 2023/24	285,000	261,250	269,402	(\$8,152)
Footpaths						
	LRCI	Footpath & kerbing upgrade project	75,000	0	0	\$0
Infrastructure - Other						
	LRCI	Wyalkatchem Pool Refurbishment program	463,650	0	0	\$0
	CSRFF	Practice Cricket Wicket	51,657	0	0	\$0
	CSRFF	Gymnasium	54,106	0	0	\$0
	LRC010	Korrelocking Cemetery	15,096	3,774	4,079	(\$305)
	LRC009	Flag poles at Admin Building	2,084	0	0	\$0
	LRC006	Town entry statement improvements	8,825	0	38	(\$38)
	LRCI/Shire	Rubbish Tip	45,000	0	0	\$0
	Shire	Rubbish Bin - CRC	3,500	0	0	\$0
	CIO015	Asset Security/Protection - CCTV	40,000	20,000	18,042	\$1,958
	Shire	Shire Asset Signage	2,750	0	0	\$0
	BC036	Family Day Care Centre upgrade	10,000	2,500	2,000	\$500
	CIO007	Cemetery	15,000	0	0	\$0
	CIO013	Airport Runway Reseal	294,443	294,443	306,085	(\$11,642)
	LRC004	Waterwise garden	0	0	85,535	(\$85,535)
			2,744,145	1,356,918	1,406,567	(\$49,649)

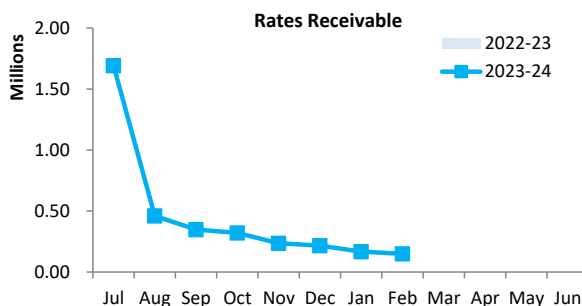
5 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book		Profit	(Loss)	Net Book		Profit	(Loss)
		Value	Proceeds			Value	Proceeds		
\$	\$	\$	\$	\$	\$	\$	\$		
Plant and equipment									
	WM000 Toyota Hilux	49,842	50,909	1,067	0	0	45,455	45,455	0
	Isuzu Dmax	1,136	18,181	17,045	0	0	20,636	20,636	0
	Isuzu 6 wheeler	0	72,727	72,727	0	0	110,909	110,909	0
	WM00 Toyota Prado	47,914	72,727	24,813	0	0	66,364	66,364	0
	Skid steer	2,785	30,000	27,215	0	0	11,636	11,636	0
		101,677	244,544	142,867	0	0	255,000	255,000	0



6 RECEIVABLES

Rates receivable	30 June 2023	29 Feb 2024
	\$	\$
Opening arrears previous years	54,644	64,221
Levied this year	0	1,449,062
Less - collections to date	9,577	(1,364,056)
Gross rates collectable	64,221	149,227
Net rates collectable	64,221	149,227
% Collected	(17.5%)	90.1%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(36,668)	105,711	0	0	(31,804)	37,239
Percentage	(98.5%)	283.9%	0.0%	0.0%	(85.4%)	
Balance per trial balance						
Trade receivables	0	37,239	0	0	0	37,239
GST receivable	0	68,472	0	0	0	68,472
Allowance for credit losses of other	(36,668)	0	0	0	0	(36,668)
Total receivables general outstanding						69,043

Amounts shown above include GST (where applicable)

KEY INFORMATION

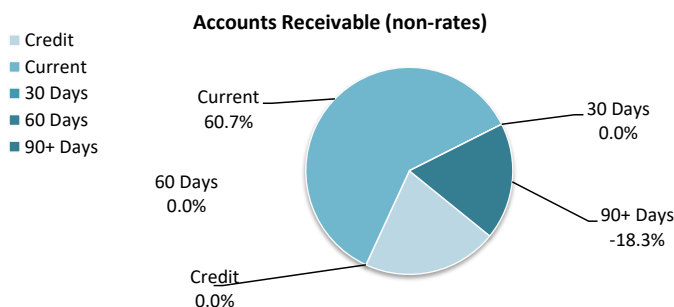
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods and services performed in the ordinary course of business.

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

Classification and subsequent measurement

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

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



7 OTHER CURRENT ASSETS

	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 29 February 2024
	\$	\$	\$	\$
Other current assets				
Inventory				
Diesel	5,168	29,552	0	34,720
Total other current assets	5,168	29,552	0	34,720

Amounts shown above include GST (where applicable)

KEY INFORMATION

Inventory

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

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

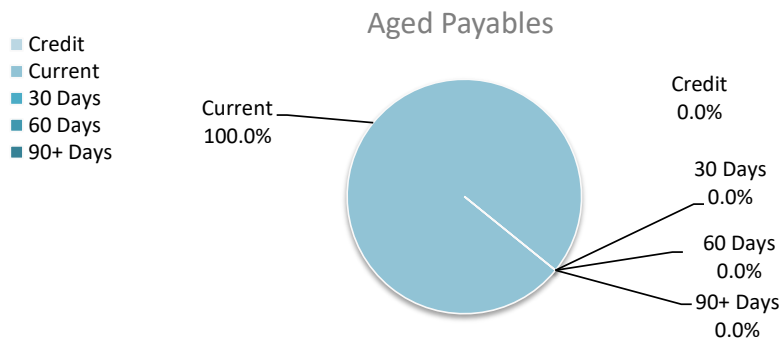
8 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	47,940	0	0	0	47,940
Percentage	0.0%	100.0%	0.0%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors	0	(47,700)	0	0	0	(47,700)
Other payables	0	(1,534)	0	0	0	(1,534)
Bonds and deposits held	0	10,202	0	0	0	10,202
GST Payable	0	33,513	0	0	0	33,513
PAYG Payable	0	53,459	0	0	0	53,459
Total payables general outstanding						47,940

Amounts shown above include GST (where applicable)

KEY INFORMATION

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



9 RATE REVENUE

General rate revenue

RATE TYPE	Rate in	Number of	Rateable	Rate	Budget	Total	Rate	YTD Actual	Total
	\$ (cents)	Properties	Value	Revenue	Interim	Revenue	Revenue	Interim	Revenue
				\$	\$	\$	\$	\$	\$
Gross rental value									
Gross Rental Value - Town	0.1173	194	1,340,466	157,272	0	157,272	157,271		157,271
Unimproved value									
Unimproved Value - Rural	0.0108	209	119,273,500	1,287,438	0	1,287,438	1,287,438		1,287,438
Unimproved Value - Mining	0.0108	0	0	0	0	0			0
Sub-Total		403	120,613,966	1,444,710	0	1,444,710	1,444,709	0	1,444,709
Minimum payment									
			Minimum Payment \$						
Gross rental value									
Gross Rental Value - Town	533	53	71,787	28,249	0	28,249	28,249		28,249
Unimproved value									
Unimproved Value - Rural	593	18	521,600	10,674	0	10,674	10,674		10,674
Unimproved Value - Mining	593	17	57,595	10,081	0	10,081	10,081	(1,093)	8,988
Sub-total		88	650,982	49,004	0	49,004	49,004	(1,093)	47,911
Discount						(45,824)			(43,558)
Amount from general rates						1,447,890			1,449,062
Ex-gratia rates						10,752			0
Total general rates						1,458,642			1,449,062

10 BORROWINGS

Repayments - borrowings

Information on borrowings	Particulars	Loan No.	New Loans			Principal Repayments		Principal Outstanding		Interest Repayments	
			1 July 2023	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget
			\$	\$	\$	\$	\$	\$	\$	\$	
	43 & 45 Wilson St Grader	68	28,959	0	0	(28,959)	(28,959)	0	0	(1,506)	(1,506)
	CRC Building	73	24,167	0	0	(11,951)	(24,167)	12,216	0	(535)	(806)
	Total		53,126	0	165,000	(40,910)	(62,897)	12,216	155,229	(2,041)	(2,312)
	Current borrowings		53,126					12,216			
			53,126					12,216			

All debenture repayments were financed by general purpose revenue.

New borrowings 2023-24

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

KEY INFORMATION

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

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

11 OTHER CURRENT LIABILITIES

	Note	Opening Balance 1 July 2023	Liability transferred from/(to) non current	Liability Increase	Liability Reduction	Closing Balance 29 February 2024
		\$	\$	\$	\$	\$
Other current liabilities						
Other liabilities						
Capital grant/contributions liabilities		236,238	0	0	0	236,238
Total other liabilities		236,238	0	0	0	236,238
Employee Related Provisions						
Provision for annual leave		88,414	0	0	0	88,414
Total Provisions		88,414	0	0	0	88,414
Total other current liabilities		324,652	0	0	0	324,652

Amounts shown above include GST (where applicable)

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

KEY INFORMATION

Provisions

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

Employee Related Provisions

Short-term employee benefits

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

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

Other long-term employee benefits

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

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

Contract liabilities

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

Capital grant/contribution liabilities

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

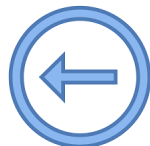
12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue		
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	YTD
	1 July 2023		(As revenue)	29 Feb 2024	29 Feb 2024	Revenue	Budget	Revenue
	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies								
GEN PUR - Financial Assistance Grant - General	0	0	0	0	0	0	0	31,958
GEN PUR - Financial Assistance Grant - Roads	0	0	0	0	0	0	0	36,970
GEN PUR - Other Grants	0	0	0	0	0	0	0	5,100
ESL BFB - Operating Grant	0	0	0	0	0	36,410	27,308	33,170
ESL BFB - Admin Fee/Commission	0	0	0	0	0	4,000	4,000	4,000
REC - Other Income	0	0	0	0	0	0	0	63,260
ROADM - Direct Road Grant (MRWA)	0	0	0	0	0	135,748	135,748	137,977
	0	0	0	0	0	176,158	167,056	312,434
Contributions								
OTH HEALTH - Contributions, Donations & Reimbursements	0	0	0	0	0	84,987	42,494	59,890
STF HOUSE - Staff Rental Reimbursements - 2 Slocum St	0	0	0	0	0	2,000	1,328	2,437
STF HOUSE - Staff Rental Reimbursements - 22a Flint St	0	0	0	0	0	2,800	1,864	1,938
STF HOUSE - Staff Rental Reimbursements - 43 Wilson St	0	0	0	0	0	2,800	1,864	0
STF HOUSE - Staff Rental Reimbursements - 45 Wilson St	0	0	0	0	0	2,800	1,864	1,938
STF HOUSE - Staff Rental Reimbursements - 45 Wilson St	0	0	0	0	0	2,800	1,864	1,938
OTH HOUSE - Rental Reimbursements	0	0	0	0	0	100	64	2,811
OTH HOUSE - Rental Reimbursements - Joint Venture	0	0	0	0	0	200	128	0
ADMIN - Fees & Charges	0	0	0	0	0	0		786
	0	0	0	0	0	98,487	51,470	71,739
TOTALS	0	0	0	0	0	274,645	218,526	384,173

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue		
	Liability 1 July 2023	Increase in Liability	Decrease in Liability (As revenue)	Liability 29 Feb 2024	Current Liability 29 Feb 2024	Adopted Budget Revenue	YTD Budget	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies								
GEN PUR - Other Grants	59,573	0	0	59,573	59,573	501,101	133,611	7,122
Recreation and Culture								
REC - Grants	0	0	0	0	0	35,615	23,744	0
ROADC - Regional Road Group Grants (MRWA)	0	0	0	0	0	436,938	349,550	158,150
ROADC - Roads to Recovery Grant	0	0	0	0	0	285,000	142,500	0
AERO - Grants	176,665	0	0	176,665	176,665	294,443	294,443	117,778
	236,238	0	0	236,238	236,238	1,553,097	943,848	283,049
Capital contributions								
REC - Non- Operating Contributions	0	0	0	0	0	17,219	11,480	0
	0	0	0	0	0	17,219	11,480	0
TOTALS	236,238	0	0	236,238	236,238	1,570,316	955,328	283,049





Wyalkatchem – Compliance Audit Return

Commercial Enterprises by Local Governments				
No	Reference	Question	Response	Comments
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2023?	N/A	
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2023?	N/A	
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2023?	N/A	
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2023?	N/A	
5	s3.59(5)	During 2023, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	

Delegation of Power/Duty				
No	Reference	Question	Response	Comments
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	Yes	
2	s5.16 (2)	Were all delegations to committees in writing?	Yes	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	Yes	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Yes	
5	s5.18	Has council reviewed delegations to its committees in the 2022/2023 financial year?	Yes	
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Yes	



7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Yes	
8	s5.42(2)	Were all delegations to the CEO in writing?	Yes	
9	s5.44(2)	Were all delegations by the CEO to any employee in writing?	Yes	
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the Council to amend or revoke a delegation made by absolute majority?	Yes	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Yes	
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2022/2023 financial year?	No	Some were but not all - a full review will take place in February 2024
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	No	Not all but there has been improvement since the last review. Training to be conducted by June 2024.

Disclosure of Interest				
No	Reference	Question	Response	Comments
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Yes	
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	Yes	
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Yes	
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Yes	
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2023?	Yes	



6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Yes	
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Yes	
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Yes	
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	Yes	
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Yes	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Yes	
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Yes	
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Yes	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Yes	
15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Yes	



16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under section 5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under section 5.71B(6) of the Local Government Act 1995, recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members candidates that incorporates the model code of conduct?	Yes	
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	N/A	
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Yes	
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Yes	

Disposal of Property

No	Reference	Question	Response	Comments
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	Yes	
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4), in the required local public notice for each disposal of property?	Yes	



Elections				
No	Reference	Question	Response	Comments
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	Yes	
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	N/A	
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	Yes	

Finance				
No	Reference	Question	Response	Comments
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Yes	
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	Yes	
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2023 received by the local government by 31 December 2023?	Yes	



4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	Yes	
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	Yes	
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	Yes	
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2023 received by the local government within 30 days of completion of the audit?	Yes	

Local Government Employees

No	Reference	Question	Response	Comments
1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	Yes	
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	Yes	
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	Yes	
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	Yes	
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	



Official Conduct				
No	Reference	Question	Response	Comments
1	s5.120	Has the local government designated an employee to be its complaints officer?	Yes	
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Yes	
3	S5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	Yes	
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Yes	

Tenders for Providing Goods and Services				
No	Reference	Question	Response	Comments
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	No	The Shire purchased from one supplier \$224,000 (ex GST) and proof that the required amount of quotes were sought couldn't be provided. A warning was issued to the relevant staff member for not complying with the purchasing policy
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	No	The Shire had a contract with one supplier for \$325,000 (ex GST) and tenders weren't invited. The CEO is dealing with this issue.
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	No	As above



4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	Yes	
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents, or each acceptable tenderer notice of the variation?	N/A	
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	N/A	
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	N/A	
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A	
9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	N/A	
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	N/A	
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	N/A	
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	



14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	N/A	
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions & General) Regulations 1996 regulations 24AD(4) and 24AE?	N/A	
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	N/A	
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	N/A	



Integrated Planning and Reporting				
No	Reference	Question	Response	Comments
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	21/05/2020 Full review to commence 8 February 2024
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Yes	26/05/2021 Review to commence upon completion of Strategic Community Plan review
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Yes	

Optional Questions				
No	Reference	Question	Response	Comments
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2023? If yes, please provide the date of council's resolution to accept the report.	Yes	19/05/2022
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2023? If yes, please provide date of council's resolution to accept the report.	Yes	19/05/2022
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt	Yes	



		of the gift? Did the disclosure include the information required by section 5.87C of the Act?		
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government’s website, a policy dealing with the attendance of council members and the CEO at events?	No	The policy is currently in draft form pending discussion and adoption. A copy of the draft policy is on the website and Council aims to adopt at the March OMC 2024
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government’s website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Yes	
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Yes	
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government’s official website by 31 July 2023?	Yes	
8	s6.4(3)	By 30 September 2023, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2023?	Yes	
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Yes	

Chief Executive Officer

Date

Mayor/President

Date





Department of
**Local Government, Sport
and Cultural Industries**



Question	Response	Action Plan
Delegation of Power		
Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2022/2023 financial year?	No	Some were but not all – a full review is to take place in March 2024.
Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Admin Reg 19	No	Training is to be conducted with all staff by June 2024.
Tenders for Providing Goods and Services		
Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	No	The Shire purchased from one supplier \$224,000 (ex GST) and proof that the required number of quotes were sought couldn't be provided. A warning was issued to the relevant staff member for not complying with the purchasing policy
Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	No	The whole process is to be reviewed. Additional training will be provided to all staff on both the purchasing policy and the Regulations. The matter will also be highlighted with the auditors.
When regulations 11(1), 12(2) or 13 of the Local Government Functions and General) Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	No	Advertising as per the requirements did take place when tenders were invited but as per the item above, we didn't invite tenders in one case when we should have done so, so it wasn't advertised.



Funding Stream	Road Name	Start SLK	End SLK	Length (Km)	Width	Sq m	Rate sq m	Work Description	Funding Split			
									SRFTLGA	Matching Shire \$	Total Funding	
2023/2024 Financial Year												
RRG	Wyalkatchem North Rd	1.61	4.11	2.50	8.00	20,000	\$ 30	Reconstruction to Type 6 pavement with a two coat seal 14mm / 10mm	395,374	197,687	593,061	
SHIRE	Cunderdin / Wyalkatchem Rd	1.30	6.80	5.50	2.40	13,200	\$ 4	Shoulder reconstruction and repairs	0	52,800	52,800	
TOTAL FOR FINANCIAL YEAR									395,374	250,487	645,861	
2024/2025 Financial Year												
RRG	Wyalkatchem North Rd	0.00	1.61	1.61	8.00	12,880	\$ 34	Reconstruction to Type 6 pavement with a two coat seal 14mm / 10mm	291,947	145,973	437,920	
RRG	Wyalkatchem North Rd	6.91	7.90	0.99	8.00	7,920	\$ 34	Reconstruction to Type 6 pavement with a two coat seal 14mm / 10mm	179,520	89,760	269,280	
RRG	Cunderdin / Wyalkatchem Rd	0.00	6.80	6.80	8.00	54,400	\$ 8	Reseal 10mm full width	290,133	145,067	435,200	
TOTAL FOR FINANCIAL YEAR									761,600	380,800	1,142,400	
2025/2026 Financial Year												
RRG	Wyalkatchem North Rd	7.90	10.50	2.60	8.00	20,800	\$ 36	Reconstruction to Type 6 pavement with a two coat seal 14mm / 10mm	499,200	249,600	748,800	
RRG	Cunderdin / Wyalkatchem Rd	6.80	11.40	4.60	8.00	36,800	\$ 10	Reseal 10mm full width	245,333	122,667	368,000	
WSFN	Wyalkatchem / Koorda Rd	10.8	17.6	6.80	8.00	54,400	\$ 2	Reconstruction to Type 6 pavement with a two coat seal 14mm / 10mm	92,998	7,000	99,998	
TOTAL FOR FINANCIAL YEAR									744,533	372,267	1,116,800	
2026/2027 Financial Year												
RRG	Cunderdin / Wyalkatchem Rd	11.40	18.20	6.80	8.00	54,400	\$ 12	Reseal 10mm full width	435,200	217,600	652,800	
WSFN	Wyalkatchem / Koorda Rd	10.8	17.6	6.80	8.00	54,400	\$ 2	Reconstruction to Type 6 pavement with a two coat seal 14mm / 10mm	92,998	7,000	99,998	
TOTAL FOR FINANCIAL YEAR									528,198	224,600	752,798	
2027/2028 Financial Year												
RRG	Nembudding South Rd	0.00	2.30	2.30	3.00	6,900	\$ 22	Shoulder reconstruction and widening; 2 coat seal	101,200	50,600	151,800	
WSFN	Wyalkatchem / Koorda Rd	10.8	17.6	6.80	8.00	54,400	\$ 29	Reconstruction to Type 6 pavement with a two coat seal 14mm / 10mm	1,488,000	112,000	1,600,000	
TOTAL FOR FINANCIAL YEAR									1,589,200	162,600	1,751,800	
2028/2029 Financial Year												
WSFN	Wyalkatchem / Koorda Rd	10.8	17.6	6.80	8.00	54,400	\$ 29	Reconstruction to Type 6 pavement with a two coat seal 14mm / 10mm	1,488,000	112,000	1,600,000	
RRG	Nembudding South Rd	2.30	5.00	2.70	3.00	8,100	\$ 22	Shoulder reconstruction and widening; 2 coat seal	118,800	59,400	178,200	
TOTAL FOR FINANCIAL YEAR									1,606,800	171,400	1,778,200	





Shire of **Wyalkatchem**

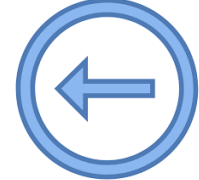
Current as at

Monday, 11 March 2024

Supplier	Road/Site/Project	Scope	Date Start	Days Duration	Date End
Shire	Garn Rd	Maintenance Grading	11/03/2024	2	12/03/2024
Shire	Koorda Rd - full length	Shoulder clearing, reconstruction, grade and roll	12/03/2024	4	15/03/2024
Shire	Wallambin Rd	Maintenance Grading	15/03/2024	3	17/03/2024
MACA	Wylie North Rd	Wetmixing	18/03/2024	3	20/03/2024
Shire	Wylie North Rd	Grade, roll, compact & trim	20/03/2024	6	25/03/2024
Colas	Wylie North Rd	Seal - 24/10mm	25/03/2024	3	27/03/2024
All Crews	Easter Holidays		28/03/2024	6	2/04/2024
Shire	Cunderdin Rd - Fisher to Byrne Rd	Shoulder clearing, reconstruction, grade and roll	2/04/2024	5	6/04/2024
Shire	DePierres Rd	Maintenance Grading	7/04/2024	4	10/04/2024
Shire	Davies Rd	Maintenance Grading	11/04/2024	4	14/04/2024
Shire	Yorkrakine East n West Rd	Maintenance Grading	15/04/2024	6	20/04/2024
Shire	Tilbrook Rd	Sheeting, repair work and Maintenance Grading	21/04/2024	6	26/04/2024
All Crews	ANZAC Day		25/04/2024	4	28/04/2024
Shire	Hammond Rd	Sheeting, repair work and Maintenance Grading	29/04/2024	5	3/05/2024
Shire	Jarvis Rd	Maintenance Grading	4/05/2024	4	7/05/2024
Shire	McNee Rd	Maintenance Grading	8/05/2024	4	11/05/2024
Shire	Goldfields Rd	Maintenance Grading	12/05/2024	4	15/05/2024
Shire	Elsegood Rd	Maintenance Grading	16/05/2024	4	19/05/2024
Shire	Bookham Rd	Maintenance Grading	20/05/2024	2	21/05/2024
Shire	Davies South Rd	Maintenance Grading	22/05/2024	4	25/05/2024
Shire	Benjaberring South Road	Maintenance Grading	26/05/2024	4	29/05/2024
Shire	Lewis Rd	Repair section past Sauces's	30/05/2024	2	31/05/2024
Shire	Minnivale North East Road	Maintenance Grading	1/06/2024	3	3/06/2024
Shire	Old Nalkain Road	Maintenance Grading	4/06/2024	4	7/06/2024
Shire	Float	Maintenance Grading	8/06/2024	9	16/06/2024

T Brennan	Tammin Rd - full length	Shoulder clearing, reconstruction, grade and roll	2/04/2024	6	7/04/2024
T Brennan	Nembudding Sth Rd	Shoulder clearing, reconstruction, grade and roll	8/04/2024	5	12/04/2024
T Brennan	Elasghin East West Rd	Maintenance Grading	13/04/2024	3	15/04/2024
T Brennan	Tilbrook Rd	Sheeting, repair work and Maintenance Grading	16/04/2024	2	17/04/2024
T Brennan	Hammond Rd	Maintenance Grading	18/04/2024	2	19/04/2024
T Brennan	TBA	Maintenance Grading	20/04/2024	5	24/04/2024
SafeRoads WA	Cunderdin Rd	Jet patch, potholes and edge break	1/04/2024	6	6/04/2024





7.1.ROAD MAKING MATERIALS

Responsible Department	Works and services
Former policy Reference	EP5 – Gravel Pit Rehabilitation Policy First adopted 19 February 2015
Resolution Number	OMC 53 /2019
Resolution Date	18 April 2019
Last Amendment Date	18 April 2019 – Major Review and re-write
Shire Related Documents	Gravel and other Material acquisition agreement*
Related Legislation	<i>Local Government Act 1995</i> <i>Land Administration Act 1997</i>

*To be developed

OBJECTIVE

To provide guidance on the sourcing of suitable gravel for road construction as well as the rehabilitation of disused gravel pits.

POLICY

It is Council policy that where possible road making materials for road building not be obtained from road reserves.

Where gravel supplies are required for roadworks, the Manager of Works is to source gravel from landowners close to the road requiring maintenance. The Manager of Works should approach the landowner concerned at least two months prior to the time when works are due to commence and request the landowner’s permission to remove gravel, enable the landowner to make any domestic arrangements in relation to stock.

An agreement must also be signed by the Shire of Wyalkatchem and the landowner.

The agreement to have consideration of the following;

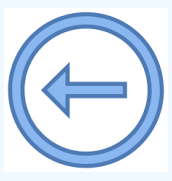
- Payment of Royalties
- Timeframe and duration
- Access Routes
- If applicable, compensation
- Rehabilitation requirements and timeframes.

If the landowner is unwilling to allow Council access for the gravel reserves on their land, that it be Council policy to arrange a meeting with the Shire President and/or local Councillor, Chief Executive Officer and Manager of Works to continue with negotiations.

If the landowner is still unwilling to allow Council access for gravel reserves, compulsory resumption of the land for Council purposes to take place.

All royalties are to be based on the Main Roads WA rates and the CPI will apply.





CLEAN UP WYLLIE DAY

**SUNDAY 10TH MARCH 2024
10 AM - 12 NOON**

**THE TOWN ENTRY REST STOP
(ACROSS FROM THE ROADHOUSE)**

**BBQ LUNCH PROVIDED FOR VOLUNTEERS AFTER CLEAN UP
COOKED BY THE WYALKATCHEM MEN'S SHED**

**TO REGISTER YOUR INTEREST
PLEASE CALL NIKKI TOWELL ON
9681 1166 OR POP INTO THE SHIRE
AND REGISTER AT COUNTER**





ROAD SAFETY AUDIT POLICY

Policy Type: WORKS

Policy Owner: SHIRE OF WYALKATCHEM

Policy No. [insert here]

Last Review Date: [insert here]

POLICY OBJECTIVES

To set out the requirements for conducting Road Safety Audits in the Shire of Wyalkatchem.

To improve the safety of the road network and developments in the Shire of Wyalkatchem and ensure measures to eliminate or reduce road environment risks for all road users are fully considered with emphasis placed on fatal and serious crash risk.

To promote the development, design and implementation of a safe road system through the adoption of formal road safety auditing principles and practices.

POLICY SCOPE

This Policy applies to the Shire of Wyalkatchem road infrastructure projects and to qualifying projects that are subject to the Development Application processes.

The Policy applies to all District Distributor, Local distributor and Local Access Roads within the Shire of Wyalkatchem.

DEFINITIONS / ABBREVIATIONS USED IN POLICY

Audit Team means a team that shall comprise of at least two people, independent of the design team, including members appropriately experienced and trained in road safety engineering or crash investigation with knowledge of current practice in road design or traffic engineering principles who undertake the road safety audit.

Audit Team Leader means the person with appropriate training and experience with overall responsibility for carrying out the audit and certifying the report. An Audit Team Leader practising in Western Australia must be an IPWEA/Main Roads Accredited Senior Road Safety Auditor.

Audit Team Member means an appropriately experienced and trained person who is appointed to the Audit Team and who reports to the Audit Team Leader. An Audit Team Member practising in Western Australia must be an IPWEA/Main Roads Accredited Road Safety Auditor.

Corrective Action Report (CAR) means a tabular summary report prepared by the Audit Team to be completed by the Asset Owner, Project Owner, Project Coordinator or delegated representative to respond to identified findings and recommendations detailed in the audit report.

Crash investigation means an examination of crashes to identify patterns and common trends that may have contributed to crash causation or crash severity. This can include the detailed investigation of a single crash.

IPWEA refers to Institute of Public Works Engineering Australasia.

Main Roads means Main Roads Western Australia.

Permanent change means any permanent change to the road network, excluding like for like maintenance replacement works and temporary works.

Public road means a road either under the control of Main Roads, Local Government, or any other road accessible by the public (excludes private roads).

Road Safety Audit means a formal, systematic, assessment of the potential road safety risks associated with a new road project or road improvement project conducted by an independent qualified audit team. The assessment considers all road users and suggests measures to eliminate or mitigate those risks.

Road safety engineering means the design and implementation of physical changes to the road network intended to reduce the number and severity of crashes involving road users, drawing on the results of crash investigations.

Road Safety Inspection means a formal examination of an existing road or road related area in which a qualified team report on the crash potential and likely safety performance of the location, (formerly known as an 'Existing Road Safety Audit').

Safe System means a road safety approach adopted by National and State Government to generate improvements in road safety. The Safe System approach is underpinned by three guiding principles: people will always make mistakes on our roads but should not be killed or seriously injured as a consequence; there are known limits to the forces the human body can tolerate without being seriously injured; and the road transport system should be designed and maintained so that people are not exposed to crash forces beyond the limits of their physical tolerance.

Specialist Advisor means a person approved by the client who provides independent specialist advice to the audit team, such as, road maintenance advisors, traffic signal specialists, police advisors and individuals with specialist local knowledge.

POLICY STATEMENT

This policy requires that the following commitments be adopted as part of a strategic framework for the implementation of road safety audit principles and practices in the planning and development of infrastructure within the Shire of Wyalkatchem.

Include road safety audit goals and objectives in our Corporate Plan and Business Management Systems (BMS).

Background

In accordance with the Australian National and the Western Australia State Road Safety Strategies this policy adopts a Safe System approach to the delivery of a road safety audit service by placing emphasis on fatal and serious crash risk.

The road safety audit process is an assessment of road engineering projects and as such the Safe System sphere of influence is limited to two of the four cornerstones of the Safe System approach, namely, Safe Roads and Roadsides, and Safe Speeds.

This is to be achieved by focusing the audit process on considering safe speeds and by providing forgiving roads and roadsides. This is to be delivered through the Road Safety Audit process by accepting that people will always make mistakes and by considering the known limits to crash forces the human body can tolerate with the aim to reduce the risk of fatal and serious injury crashes.

A road safety audit is a formal examination of a future road or traffic project in which an independent qualified team reports on potential crash occurrence and severity which may result from the introduction of the project.

Road safety audits are a proactive process to prevent the occurrence of road crashes. The road safety audit process provides project managers with a powerful mechanism to identify potential crash risk in the delivery of infrastructure projects and aims to reduce the risk of trauma and crashes on the road network.

In the implementation of this policy the road safety audit approach to be taken is: that it is not acceptable that any human should die or be seriously injured on the Western Australia road network, and specific road safety audit findings shall be highlighted in this regard.

Application

Road safety audits and road safety inspections must be conducted in accordance with the Austroads Guide to Road Safety Part 6: Road Safety Audit, and Main Roads Western Australia and Institute Public Works Engineering Australasia (WA division) complimentary checklists and procedures.

The road safety audit process must be completed using the Main Roads / IPWEA-WA road safety audit report template provided on the [Road Safety Audit Portal](#) website.

All road safety audits must be repeated if the project design materially changes, if there are many minor changes which together could impact on road user safety, or if the previous road safety audit for the relevant stage is more than 3 years old. Should a project not begin the next stage in its development within 3 years of the completion of the previous audit, the project must be re-audited. This is to ensure that due consideration is given to the project's interface with the existing road network.

Relevant staff shall be trained in order to fulfil the training and experience requirements to achieve and maintain road safety auditor accreditation.

Where appropriate a reciprocal partnership agreement will be arranged with other local governments to create opportunities for road safety audit teams to include qualified independent team members from partnering local governments.

Road Safety Audit Team

- All road safety audit teams must comprise a minimum of two members.
- All audit teams must be led by a suitably qualified and experienced Western Australia IPWEA/Main Roads Accredited Senior Road Safety Auditor and shall be listed on the Road Safety Audit Portal so that the maximum emphasis is placed on road safety engineering and Safe System principles,
- All audit team members must be Western Australia IPWEA/Main Roads Accredited Road Safety Auditors and shall be listed on the Road Safety Audit Portal.
- Specialist advisors, such as, Police advisors or technical experts can assist the audit team by providing independent specialist advice on particular aspects of a project. There is no requirement for a specialist advisor to be an Accredited Road Safety Auditor. Specialist advisors shall be listed as an “Advisor” in the audit report and shall not be listed as a team member.
- The audit team shall include a Local Government officer, (they can be a specialist advisor).
- Team Leaders/Members shall excuse themselves from participation in the audit if:
 - They have had any involvement in planning, design, construction or maintenance activities for road infrastructure for the project.
 - They perceive any possibility of duress or coercion by their employer or employer’s staff in relation to the audit.
- Persons not accredited as a Road Safety Auditor or do not have relevant specialist skills may still participate as an observer if invited to do so by the Team Leader.

When to Audit

Black Spot Projects

Road Safety Audits shall be conducted on all Black Spot funded projects as per State Black Spot Program Development and Management Guidelines.

Road projects with a project value \geq \$500,000

All road infrastructure projects that involve a permanent change to the Shire of Wyalkatchem road network with an estimated project value $>$ \$500,000 shall have a road safety audit undertaken at the following 3 stages as a minimum:

- Stage 2 - Preliminary design
- Stage 3 - Detailed design
- Stage 4 - Pre-opening (when the project is substantially complete and prior to opening to the public)

Road projects with a project value \geq \$75,000 and $<$ \$500,000

All road infrastructure projects that involve a permanent change to the Shire of Wyalkatchem road network with an estimated project value \$75,000 and $<$ \$500,000 shall have a road safety audit undertaken at the following 2 stages as a minimum:

- Stage 3 - Detailed design
- Stage 4 - Pre-opening (when the project is substantially complete and prior to opening to the public)

A detailed design road safety audit shall be carried out on a road project that involves a permanent change to the Shire of Wyalkatchem road network with a project value $<$ \$150,000 if it is considered complex and/or high risk at the discretion of the Shire of Wyalkatchem.

Land Developments

Road safety audits shall be conducted on land use developments that intersect the Shire of Wyalkatchem road network in accordance with the requirements of this policy. The road project value warrants above shall be used to determine audit requirements, with the exception of projects with an estimated project value less than \$75,000 that meet any of the following warrants:

- Subdivisions of more than 20 lots;
- Car parks providing access for more than 50 vehicles;
- Developments that are likely to generate traffic movements in excess of 100 movements per day;
- Projects that are likely to generate increased pedestrian or cycle movements, or where significant numbers of pedestrians or cyclists are nearby; or
- Project locations where potential road safety risks are identified by the Shire of Wyalkatchem.

Land use developments that involve a permanent change to the public road network with an estimated project value less than \$75,000 that meet any of the above warrants shall have a road safety audit undertaken at the following 2 stages as a minimum:

- Stage 3 - Detailed design
- Stage 4 - Pre-opening (when the project is substantially complete and prior to opening to the public)

The road safety audit shall include the internal road network and parking area within the development.

Existing Roads

Road safety inspections shall be undertaken for existing intersections or road sections where there is a traffic management or road safety concern, at the discretion of the Shire of Wyalkatchem.

Close out

The Asset Owner, Project Owner, Project Coordinator, or the delegated representative shall complete the Corrective Action Report within one calendar month and arrange for the completed and signed report to be recorded on the Shire of Wyalkatchem records system and a copy forwarded to the audit team leader.

The Asset Owner, Project Owner, Project Coordinator, or the delegated representative shall be responsible for the proposed actions and comments resulting from the Corrective Action Report.





BUSH FIRE BRIGADES LOCAL LAW

BUSH FIRES ACT 1954

LOCAL GOVERNMENT ACT 1995

DRAFT

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PART 3 – FUNCTIONS OF BRIGADE OFFICERS

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BUSH FIRES ACT 1954
LOCAL GOVERNMENT ACT 1995

Shire of Wyalkatchem

BUSH FIRE BRIGADES LOCAL LAW

Under the powers conferred by the *Bush Fires Act 1954* and under all other powers enabling it, the Council of the Shire of Wyalkatchem resolved on [insert date] to make the following local law.

PART 1 - PRELIMINARY

1.1 Citation

This local law may be cited as the *Shire of Wyalkatchem Bush Fire Brigades Local Law*.

1.2 Definitions

(1) In this local law unless the context otherwise requires –

Act means the *Bush Fires Act 1954*;

brigade area is defined in clause 2.2(1)(b);

brigade member means a fire fighting member, associate member or a cadet member of a bush fire brigade;

brigade officer means a person holding a position referred to in clause 2.2 (1)(c), whether or not he or she was appointed by the local government or elected at an annual general meeting of a bush fire brigade or otherwise appointed to the position;

bush fire brigade is defined in section 7 of the Act;

Bush Fire Operating Procedures means the Bush Fire Operating Procedures adopted by the local government as amended from time to time;

CEO means the chief executive officer of the Shire of Wyalkatchem;

Council means the Council of the local government;

Department means the Department of Fire and Emergency Services of Western Australia;

district means the district of the local government;

fire fighting member is defined in clause 4.2;

local government means the Shire of Wyalkatchem;

Regulations means Regulations made under the Act; and

Rules means the Rules Governing the Operation of Bush Fire Brigades set out in the First Schedule.

- (2) In this local law, unless the context otherwise requires, a reference to –
- (a) a Captain;
 - (b) a First Lieutenant;
 - (c) a Second Lieutenant;
 - (d) any additional Lieutenants;
 - (e) an Equipment Officer;
 - (f) a Secretary.
 - (g) a Treasurer; or
 - (h) a Secretary / Treasurer combined,

means a person holding that position in a bush fire brigade.

1.3 Repeal

The *Shire of Wyalkatchem Bush Fire Brigades Local Law 2023* published in the *Government Gazette* on 13 March 2023 is repealed.

1.4 Application

This local law applies throughout the district.

PART 2 – ESTABLISHMENT OF BUSH FIRE BRIGADES

Division 1 – Establishment of a bush fire brigade

2.1 Establishment of a bush fire brigade

- (1) The local government may establish a bush fire brigade for the purpose of carrying out normal brigade activities.
- (2) A bush fire brigade is established on the date of the local government’s decision under subclause (1).

2.2 Name and officers of bush fire brigade

- (1) On establishing a bush fire brigade under clause 2.1(1) the local government is to –
 - (a) give a name to the bush fire brigade;
 - (b) specify the area in which the bush fire brigade is primarily responsible for carrying out the normal brigade activities (the “**brigade area**”); and
 - (c) appoint –
 - (i) a Captain;
 - (ii) a First Lieutenant;
 - (iii) a Second Lieutenant;
 - (iv) additional Lieutenants if the local government considers it necessary;
 - (v) an Equipment Officer;
 - (vi) a Secretary; and
 - (vii) a Treasurer; or

- (viii) a Secretary/Treasurer combined.
- (2) When considering the appointment of persons to the positions in subclause (1)(c), the local government is to have regard to the qualifications and experience which may be required to fill each position.
 - (3) A person appointed to a position in subclause (1)(c) is to be taken to be a brigade member.
 - (4) The appointments referred to in subclause (1)(c) expire at the completion of the first annual general meeting of the bush fire brigade.
 - (5) If a position referred to in subclause (1)(c) becomes vacant prior to the completion of the first annual general meeting, then the local government is to appoint a person to fill the vacancy in accordance with subclause (2)

Division 2 – Command at a fire

2.3 Ranks within the bush fire brigade

- (1) Where under the Act and Bush Fire Operating Procedures members of the bush fire brigade have command of a fire, unless a bushfire control officer is in attendance at the fire, the Captain has full control over other persons fighting the fire, and is to issue instructions as to the methods to be adopted by the firefighters.
- (2) In the absence of the Captain, the first Lieutenant, and in the absence of the first, the second Lieutenant and so on, in the order of seniority determined, is to exercise all the powers and duties of the Captain.
- (3) Where a bushfire control officer is in attendance at a fire which the members of the bush fire brigade have command of under the Act and the Bush Fire Operating Procedures, the most senior bushfire control officer has full control over other persons fighting the fire and is to issue instructions as to the methods to be adopted by the fire fighters.

Division 3 – Application of Rules to a bush fire brigade

2.4 Rules

- (1) The Rules govern the operation of a bush fire brigade.
- (2) A bush fire brigade and each brigade member is to comply with the Rules as set out in the First Schedule.

Division 4 – Transitional

2.5 Existing Bush Fire Brigades

- (1) Where a local government has established a bush fire brigade prior to the commencement date, then on and from the commencement day –
 - (a) the bush fire brigade is to be taken to be a bush fire brigade established under and in accordance with this local law;
 - (b) the provisions of this local law apply to the bush fire brigade save for clause 2.2; and
 - (c) any rules governing the operation of the bush fire brigade are to be taken to have been repealed and substituted with the Rules.
- (2) In this clause –

“commencement day” means the day on which this local law comes into operation.

Division 5 – Dissolution of bush fire brigade

2.6 Dissolution of bush fire brigade

In accordance with section 41(3) of the Act, the local government may cancel the registration of a bush fire brigade if it is of the opinion that the bush fire brigade is not complying with the Act, this local law, the Bush Fire Operating Procedures or the Rules, or is not achieving the objectives for which it was established.

2.7 New arrangement after dissolution

If the local government cancels the registration of a bush fire brigade, alternative fire control arrangements are to be made in respect of the brigade area.

PART 3 - ORGANISATION AND MAINTENANCE OF BUSH FIRE BRIGADES

Division 1 – Local government responsibility

3.1 Local government responsible for structure

The local government is to ensure that there is an appropriate structure through which the organisation of bush fire brigades is maintained.

3.2 Officers to be supplied with Act

The local government is to supply each brigade officer with a copy of the Act, the Regulations, the Bush Fire Operating Procedures, this local law and any other written laws which may be relevant to the performance of the brigade officers’ functions, and any amendments which are made from time to time.

Division 2 – Chief Bush Fire Control Officer

3.3 Managerial role of Chief Bush Fire Control Officer

Subject to any directions by the local government the Chief Bush Fire Control Officer has primary managerial responsibility for the organisation and maintenance of bush fire brigades.

3.4 Chief Bush Fire Control Officer may attend meetings

The Chief Bush Fire Control Officer or her or his nominee (who is to be a bush fire control officer) may attend as a non-voting representative of the local government at any meeting of a bush fire brigade.

3.5 Duties of Chief Bush Fire Control Officer

The duties of the Chief Bush Fire Control Officer include –

- (a) provide leadership to volunteer bush fire brigades;
- (b) monitor bush fire brigades' resourcing, equipment (including protective clothing) and training levels and report thereon with recommendations at least once a year to the local government;
- (c) liaise with the local government concerning fire prevention / suppression matters generally and directions to be issued by the local government to bush fire control officers (including those who issue permits to burn) bush fire brigades or brigade officers;
- (d) ensure that bush fire brigades are registered with the local government and that lists of brigade members are maintained.

Division 3 – Annual general meetings of bush fire brigades

3.6 Holding of annual general meeting

A bush fire brigade is to hold its annual general meeting during the month of March each year.

3.7 Nomination of bush fire control officers to Bush Fire Advisory Committee

At the annual general meeting of a bush fire brigade, one brigade member is to be nominated to the Bush Fire Advisory Committee to serve as the bush fire control officer for the brigade area until the next general meeting.

3.8 Nomination of bush fire control officer to the local government

If the local government has not established a Bush Fire Advisory Committee, then at the annual general meeting of a bush fire brigade, the bush fire brigade is to nominate one brigade member to the local government to serve as the bush fire control officer for the brigade area until the next annual general meeting.

3.9 Minutes to be tabled before the Bush Fire Advisory Committee

- (1) The Secretary is to forward a copy of the minutes of the annual general meeting of a bush fire brigade to the Chief Bush Fire Control Officer within one month after the meeting.
- (2) The Chief Bush Fire Control Officer is to table the minutes of a bush fire brigade's annual general meeting at the next meeting of the –
 - (a) Bush Fire Advisory Committee; or
 - (b) Council, if there is no Bush Fire Advisory Committee, following their receipt under subclause (1).

Division 4 – Bush Fire Advisory Committee

3.10 Functions of Advisory Committee

The Bush Fire Advisory Committee is to have the functions set out in section 67 of the Act and is to include such number of nominees of the bush fire brigades as is determined by the local government.

3.11 Advisory Committee to nominate bush fire control officers

As soon as practicable after the annual general meeting of each bush fire brigade in the district, the Bush Fire Advisory Committee is to nominate to the local government from the persons nominated by each bush fire brigade a person for the position of a bush fire control officer for the brigade area.

3.12 Local government to have regard to nominees

When considering persons for the position of a bush fire control officer, the local government is to have regard to those persons nominated by the Bush Fire Advisory Committee, but is not bound to appoint the persons nominated.

3.13 Advisory Committee to consider bush fire brigade motions

The Bush Fire Advisory Committee is to make recommendations to the local government on all motions received by the Bush Fire Advisory Committee from bush fire brigades.

PART 4 – TYPES OF BUSH FIRE BRIGADE MEMBERSHIP

4.1 Types of membership of bush fire brigade

The membership of a bush fire brigade consists of the following –

- (a) fire fighting members;
- (b) associate members;
- (c) cadet members; and
- (d) honorary life members.

4.2 Fire fighting members

Fire fighting members are those persons being at least 16 years of age who undertake all normal bush fire brigade activities.

4.3 Associate members

Associate members are those persons who are willing to supply free vehicular transport for fire fighting members or fire fighting equipment, or who are prepared to render other assistance required by the bush fire brigade.

4.4 Cadet members

Cadet members are –

- (a) to be aged 11 to 15 years;
- (b) to be admitted to membership only with the consent of their parent or guardian;
- (c) admitted for the purpose of training and are not to attend or be in attendance at an uncontrolled fire or other emergency incident;
- (d) to be supervised by a fire fighting member when undertaking normal brigade activities as defined by paragraphs (c), (d), (e), (f) and (g) of section 35A of the Act;
- (e) ineligible to vote at bush fire brigade meetings;
- (f) not to be assigned ranks under the Department's rank structure.

4.5 Honorary life member

- (1) The bush fire brigade may by a simple majority resolution appoint a person as an honorary life member in recognition of services by that person to the bush fire brigade.
- (2) No membership fees are to be payable by an honorary life member.

4.6 Notification of membership

No later than 31 May in each year, the bush fire brigade is to report to the Chief Fire Control Officer the name, contact details and type of membership of each brigade member.

PART 5 – APPOINTMENT DISMISSAL AND MANAGEMENT OF MEMBERS

5.1 Rules to govern

The appointment, dismissal and management of brigade members by the bush fire brigade are governed by the Rules.

PART 6 – EQUIPMENT OF BUSH FIRES BRIGADES

6.1 Policies of local government

The local government may make policies under which it –

- (a) provides funding to bush fire brigades for the purchase of protective clothing, equipment and appliances; and
- (b) keeps bush fire brigades informed of opportunities for funding from other bodies.

6.2 Equipment in brigade area

Not later than 31 May in each year, the bush fire brigade is to report to the local government the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the brigade area (or at a station of the bush fire brigade).

6.3 Funding from local government budget

A request to the local government from the bush fire brigade for funding of protective clothing, equipment or appliance needs is to be received by the local government by 31 March in order to be considered in the next following local government budget, and is to be accompanied by the last audited financial statement and a current statement of assets and liabilities of the bush fire brigade.

6.4 Consideration in the local government budget

The local government may approve or refuse an application for funding depending upon the assessment of budget priorities for the year in question.

FIRST SCHEDULE

RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

PART 1 - PRELIMINARY

1.1 Interpretation

- (1) In these Rules, unless the context otherwise requires, where a term is used in these Rules and is defined in the local law, the Act or the Regulations, then the term is to be taken to have the meaning assigned to it in the local law, the Act or the Regulations, as the case may be.
- (2) In these Rules, unless the context otherwise requires –
“**absolute majority**” means a majority of more than 50% of the number of:
 - (a) brigade members of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the bush fire brigade; or
 - (b) brigade officers of the bush fire brigade, whether in attendance at the meeting or not, if the majority is required at a meeting of the Committee.“**Committee**” means the Committee of the bush fire brigade;
“**local law**” means the *[insert name of local government]* Bush Fire Brigades Local Law; and
“**normal brigade activities**” is defined by section 35A of the Act
- (3) Subject to these Rules, where a decision is to be made by the bush fire brigade, then the decision may be made by a resolution passed by a simple majority of the brigade members who are present in person or by proxy at the meeting.
- (4) Subject to these Rules, where a decision is to be made by the Committee, then the decision may be made by a resolution passed by a simple majority of the brigade officers who are present in person or by proxy at the meeting.

PART 2 – OBJECTS AND MEMBERSHIP OF BUSH FIRE BRIGADE

2.1 Objects of bush fire brigade

The objects of the bush fire brigade are to carry out –

- (a) the normal brigade activities; and
- (b) the functions of the bush fire brigade which are specified in the Act, the Regulations and the local law.

2.2 Committee to determine applications

Applications for membership are to be determined by the Committee.

2.3 Conditions of membership

In relation to any type of membership, as described in Part 4 of the local law, the bush fire brigade may establish policies pertaining to –

- (a) the qualifications required;
- (b) fees payable, if any;
- (c) a requirement to serve a probationary period;

- (d) procedures to be employed by the Committee prior to approval of an application for membership,
and the Committee is to act within the parameters of any such policy in determining applications for membership.

2.4 Applications for membership

An application for membership is to be in writing and is to be submitted to the Secretary and in the case of –

- (a) an application for firefighting membership is to be accompanied by a completed form in the form of that in Appendix I.
- (b) an application for associate membership is to be accompanied by a completed form in the form of that in Appendix II.
- (c) an application for cadet membership is to be accompanied by a completed form in the form of that in Appendix III.

2.5 Decision on application for membership

- (1) The Committee may –
 - (a) approve an application for membership unconditionally or subject to any conditions; or
 - (b) refuse to approve an application for membership.
- (2) If the Committee refuses to approve an application for membership, it is to give written reasons for the refusal, as soon as practicable after the decision is made, to the applicant and the advice that the applicant has the right to object to the local government.

2.6 DFES to be notified of registrations

If any application for membership is approved, the Secretary of the bush fire brigade is to supply registration details to the Department within 14 days of a person being admitted to membership in the form required by the Department from time to time.

2.7 Termination of membership

- (1) Membership of the bush fire brigade terminates if the member –
 - (a) dies;
 - (b) gives written notice of resignation to the Secretary;
 - (c) is, in the opinion of the Committee, permanently incapacitated by mental or physical ill-health;
 - (d) is dismissed by the Committee; or
 - (e) ceases to be a member or is taken to have resigned under subclause (2)
- (2) A brigade member whose membership fees are more than one year in arrears is to be taken to have resigned from the bush fire brigade.

2.8 Suspension of membership

- (1) Membership of the bush fire brigade may be suspended at any time if, in the opinion of the Committee, circumstances warrant suspending the member.
- (2) The period of suspension shall be at the discretion of the Committee.
- (3) Upon the expiry of the period of suspension the Committee may:
 - (a) extend the period of suspension;

- (b) terminate the membership; or
- (c) reinstate the membership.

2.9 Existing liabilities to continue

- (1) The resignation, or dismissal of a member under clause 2.7 does not affect any liability of the brigade member arising prior to the date of resignation or dismissal.

2.10 Member has right of defence

A brigade member is not to be dismissed under clause 2.7(1)(d) without being given the opportunity to meet with the Committee and answer any charges which might give grounds for dismissal.

2.11 Objection Rights

A person whose -

- (a) application for membership is refused under clause 2.5(1)(b);
- (b) membership is terminated under clause 2.7(1)(c), clause 2.7(1)(d) or clause 2.8(3)(b); or
- (c) membership is suspended under clause 2.8(1) or clause 2.8(3)(a),

has the right of objection to the local government which may dispose of the objection by –

- (a) dismissing the objection;
- (b) varying the decision objected to; or
- (c) revoking the decision objected to, with or without –
 - (i) substituting for it another decision; or
 - (ii) referring the matter, with or without directions, for another decision by the Committee.

PART 3 – FUNCTIONS OF BRIGADE OFFICERS

3.1 Chain of command during fire fighting activities

Subject to the Act and the local law, the command procedures to apply during fire fighting activities are as detailed in the local government's Bush Fire Operating Procedures.

3.2 Duties Of Captain

- (1) Subject to subclause (2) below, the Captain is to preside at all meetings.
- (2) In the absence of the Captain, the meeting may elect another person to preside at the meeting.

3.3 Secretary

- (1) The Secretary is to –
 - (a) be in attendance at all meetings and keep a correct minute and account of the proceedings of the bush fire brigade in a book which shall be open for inspection by brigade members at any reasonable time;
 - (b) answer all correspondence or direct it appropriately, and keep a record of the same;
 - (c) prepare and send out all necessary notices of meetings;
 - (d) receive membership fees, donations and other monies on behalf of the bush fire brigade, and remit them to the Treasurer upon receipt;

- (e) complete and forward an incident report form in the form required by the Department to the Chief Bush Fire Control Officer and the Department within 14 days after attendance by the bush fire brigade at an incident.
 - (f) maintain a register of all current brigade members which includes each brigade member's contact details and type of membership.
 - (g) provide no later than 31 May in each year, a report to the Chief Bush Fire Control Officer detailing the name, contact details and type of membership of each brigade member.
- (2) Where a bush fire brigade attends an incident on more than one day, the incident report form is to be completed and forwarded under subclause (1)(e) within 14 days after the last day of attendance.

3.4 Treasurer

The Treasurer is to –

- (a) receive donations and deposits from the Secretary, and deposit all monies to the credit of the bush fire brigade's bank account;
- (b) pay accounts as authorized by the Committee;
- (c) keep a record of all monies received and payments made, maintain the accounts and prepare the balance sheet for each financial year;
- (d) be the custodian of all monies of the bush fire brigade; and
- (e) regularly inform the Secretary of the names of those brigade members who have paid their membership fees.
- (f) report on the financial position at meetings of the bush fire brigade or Committee.

3.5 Equipment Officer

The Equipment Officer is responsible for the custody and maintenance in good order and condition of all protective clothing, equipment and appliances provided by the local government to the bush fire brigade (or of the bush fire brigade).

3.6 Storage of equipment

- (1) The Equipment Officer may store all of the equipment of the bush fire brigade at a place approved by the Captain (the "station").
- (2) If there is to be more than one station in the brigade area, the Equipment Officer is to appoint in respect of each station a person who is responsible for the custody and maintenance in good order and condition of all equipment and appliances at the station, subject to any direction of the Equipment Officer.

3.7 Equipment Officer to report

The Equipment Officer is to provide, no later than 31 May of each year, a report to the local government and bush fire brigade captain describing the nature, quantity and quality of all protective clothing, equipment and appliances of the bush fire brigade which are generally available within the bush fire brigade area (or at a station of the bush fire brigade).

PART 4 – COMMITTEE

4.1 Management of bush fire brigade

- (1) Subject to the provisions of these Rules, the administration and management of the affairs of the bush fire brigade are vested in the Committee.
- (2) Without limiting the generality of subclause (1), the Committee is to have the following functions –
 - (a) to recommend to the local government amendments to these Rules;
 - (b) to draft the annual budget for the bush fire brigade and present it at the annual general meeting of the bush fire brigade;
 - (c) to propose a motion for consideration at any meeting of the bush fire brigade;
 - (d) to recommend to the local government equipment which needs to be supplied by the local government to the bush fire brigade;
 - (e) to invest or place on deposit any of the funds of the bush fire brigade not immediately required to perform the normal brigade activities;
 - (f) to delegate to a person, as from time to time thought fit, any functions (being less than the total functions of the Committee) on any conditions it thinks fit;
 - (g) to do all things necessary or convenient in order to perform any of its functions and to secure the performance of the normal brigade activities by the bush fire brigade; and
 - (h) deal with membership applications, grievances, disputes and disciplinary matters.

4.2 Constitution of Committee

- (1) The Committee of the bush fire brigade is to consist of the brigade officers being the Captain, Secretary, Treasurer, Equipment Officer and the Lieutenants of the bush fire brigade.
- (2) The brigade officers are to -
 - (a) be elected at the annual general meeting of the bush fire brigade;
 - (b) hold office until the next annual general meeting; and
 - (c) be eligible for re-election at the next annual general meeting.
- (3) Any brigade officer may be removed from office by an absolute majority decision of the brigade members present in person or by proxy at a special meeting called for such a purpose.
- (4) The Committee may appoint a brigade member to fill a vacancy in any office arising from a resolution under subclause (3) or which has arisen for any other reason.

PART 5 – MEETINGS OF BUSH FIRE BRIGADE

5.1 Ordinary meetings

- (1) Ordinary meetings may be called at any time by the Secretary by giving at least 7 days notice to all brigade members and to the Chief Fire Control Officer, for the purpose of –
 - (a) organising and checking equipment;
 - (b) requisitioning new or replacement equipment;
 - (c) organising field excursions, training sessions, hazard reduction programs, and the preparation of fire-breaks;
 - (d) establishing new procedures in respect of any of the normal brigade activities; and
 - (e) dealing with any general business.

- (2) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (3) Business may be conducted at an ordinary meeting of the bush fire brigade notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.2 Special meetings

- (1) The Secretary is to call a special meeting when 5 or more brigade members request one in writing.
- (2) At least 2 days notice of a special meeting is to be given by the Secretary, to all brigade members and to the Chief Bush Fire Control Officer.
- (3) In a notice given under subclause (2) the Secretary is to specify the business which is to be conducted at the meeting.
- (4) No business is to be conducted at a special meeting beyond that specified in a notice given under subclause (2) in relation to that meeting.

5.3 Annual general meeting

- (1) At least 7 days notice of the annual general meeting is to be given by the Secretary to all brigade members and to the Chief Bush Fire Control Officer.
- (2) At the annual general meeting the bush fire brigade is to –
 - (a) elect the brigade officers from among the brigade members;
 - (b) consider the Captain's report on the year's activities;
 - (c) adopt the annual financial statements;
 - (d) appoint an Auditor for the ensuing financial year in accordance with clause 5.6; and
 - (e) deal with any general business.
- (3) In a notice given under subclause (1), the Secretary is to specify the business which is to be conducted at the meeting.
- (4) Business may be conducted at an annual general meeting notwithstanding that it was not specified in a notice given under subclause (1) in relation to that meeting.

5.4 Quorum

- (1) The quorum for a meeting of the bush fire brigade is at least 50% of the number of offices (whether vacant or not) of member of the bush fire brigade.
- (2) No business is to be transacted at a meeting of the bush fire brigade unless a quorum of brigade members is present in person or by proxy.

5.5 Voting

Each brigade member is to have one vote, however in the event of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

5.6 Auditor

- (1) At the annual general meeting a person, not being a brigade member, is to be appointed as the Auditor of the bush fire brigade for the ensuing financial year.
- (2) The Auditor is to audit the accounts of the bush fire brigade not less than 7 days before the annual general meeting and is to certify to their correctness or otherwise and present a report at the annual general meeting.

PART 6 – MEETINGS OF COMMITTEE

6.1 Meetings Of Committee

- (1) The Committee is to meet for the despatch of business, adjourn and otherwise regulate its meeting as it thinks fit.
- (2) The Captain or Secretary may convene a meeting of the Committee at any time.

6.2 Quorum

No business is to be transacted at a meeting of the Committee unless a quorum of 3 brigade officers are present in person.

6.3 Voting

Each brigade officer is to have one vote, however in the case of an equality of votes, the Captain (or person presiding) may exercise a casting vote.

PART 7 – GENERAL ADMINISTRATION MATTERS

7.1 Fees

- (1) The membership fees, if any, for each type of member for the ensuing 12 months are to be determined by the bush fire brigade at the annual general meeting.
- (2) Subject to subclause (3), a member is to pay the membership fees for her or his type of membership on or before 1 May.
- (3) The bush fire brigade may exempt a brigade member, or a class of membership, from the payment of membership fees, for such period and on such conditions as the bush fire brigade may determine.

7.2 Funds

The funds of the bush fire brigade are to be used solely for the purpose of promoting the objects of the bush fire brigade.

7.3 Financial year

The financial year of the bush fire brigade is to commence on 1 July and is to end on 30 June of the following year.

7.4 Banking

- (1) The funds of the bush fire brigade are to be placed in a bank account and are to be drawn on only by cheques signed jointly by any 2 of the Captain, Secretary or Treasurer.
- (2) If the Secretary/Treasurer is a combined position, the Captain and Secretary/Treasurer are to sign the cheques referred to in subclause (1).

7.5 Disclosure of interests

- (1) A brigade member shall disclose to the bush fire brigade or Committee any financial interest (whether direct or indirect) he or she may have in any matter being considered by the bush fire brigade or Committee, as appropriate.
- (2) If a financial interest has been disclosed under subclause (1), then the bush fire brigade or Committee, as appropriate, is to decide, in the absence of the brigade member who disclosed that interest, whether or not the brigade member is to be permitted to vote on that matter.
- (3) Where the bush fire brigade or Committee, as appropriate, decides under subclause (2), that a brigade member is not to be permitted to vote on a matter, and the brigade member votes on the matter, then her or his vote is to be taken to have no effect and is not to be counted.

7.6 Disagreements

- (1) Any disagreement between brigade members may be referred to either the Captain or to the Committee.
- (2) Where a disagreement in subclause (1) is considered by the Captain or the Committee to be of importance to the interests of the bush fire brigade, then the Captain or the Committee, as the case may be, is to refer the disagreement to the annual general meeting, an ordinary meeting or a special meeting of the bush fire brigade.
- (3) The local government is the final authority on matters affecting the bush fire brigade, and may resolve any disagreement which is not resolved under subclause (1) or (2).

PART 8 – NOTICES AND PROXIES

8.1 Notices

- (1) Notices of meetings of the bush fire brigade are to be in writing and sent by ordinary post to the registered address of each brigade member.
- (2) Notices of meetings of the Committee may be given in writing in accordance with subclause (1) or by such other means as the Committee may decide (by an absolute majority) at a meeting of the Committee.
- (3) Any accidental omission to give notice of a meeting to, or non-receipt by a person entitled to receive such notice, is not to invalidate the meeting the subject of the notice or any resolutions passed at the meeting.
- (4) Where any notice other than a notice of meeting is to be given under these Rules, the notice is to be –
 - (a) in writing;
 - (b) unless otherwise specified, given to or by the Secretary;
 - (c) given by –
 - (i) personal delivery;
 - (ii) post; or
 - (iii) facsimile transmission;
 - (d) taken to have been received, as the case may be –
 - (i) at the time of personal delivery;
 - (ii) 2 business days after posting; or
 - (iii) on the printing of the sender's transmission report.

8.2 Proxies

- (1) Where under these Rules a brigade member may vote by proxy, in order for the proxy to so vote, the brigade member or the proxy shall give a notice in the form of that appearing in this clause, to the Secretary or the person presiding at the meeting before the start of the meeting at which the proxy is to be used.
- (2) A proxy is to be valid for the meeting for which it is given and for any adjournments of that meeting.
- (3) A proxy shall be valid for the number of votes to which the brigade member is entitled.
- (4) If the donor of the proxy does not give any indication of the manner in which the proxy is to vote, the proxy shall be entitled to vote or not vote as he or she thinks fit.
- (5) A proxy shall be entitled to speak on behalf of the donor of the proxy.
- (6) All forms appointing proxies deposited under subclause (1) are to be retained by the Secretary for not less than 28 days after the conclusion of the meeting to which they relate but if there is any objection to the validity of any vote at the meeting, they are to be retained until the determination of that objection.
- (7) The form appointing a proxy shall be in writing and signed by the brigade member appointing the proxy and shall be in or substantially in the form set out below -

“PROXY

SHIRE OF WYALKATCHEM BUSH FIRE BRIGADE

**[ANNUAL] [EXTRAORDINARY] GENERAL MEETING
TO BE HELD ON [DATE]**

I, _____,
Being a brigade member appoint _____
to be my proxy and vote on my behalf at the meeting of
the bush fire brigade to be held on [insert date] and at any
adjournment of it. The proxy shall vote as follows:

MOTION FOR AGAINST ABSTAIN

1.
2.

If there is no instruction to the proxy as to the way to vote,
the proxy shall exercise her or his discretion as to how to
vote or whether to vote at all. In respect of any vote taken
at the meeting on a matter which does not appear on the
agenda, the proxy shall exercise her or his discretion as to
the way he or she casts the vote or whether it is cast at all.

Date: _____

Signed: _____

NOTE: To be valid this proxy must be completed and
returned to the Secretary of the bush fire brigade (or the
presiding member) prior to the commencement of the
meeting for which the proxy is valid.

Dated this day of 20

APPENDIX I

APPLICATION FOR MEMBERSHIP - FIRE FIGHTING MEMBER

I make application to be a fire fighting member of the Shire of Wyalkatchem Bush Fire Brigade.

Applicant's Name

My private address is.....

My business address is

Usual Occupation

I can be contacted on:

Telephone No: (Home)..... (Work)..... Mobile.....

Fax No: (Home)..... (Work).....

CB Radio..... Channel..... Call Sign.....

If needed, I can provide my own transport to the scene of any outbreak. (This line to be struck out if not applicable)

I hold a current driver's licence No Classes

I declare that I am at least 16 years of age and in good health with no known medical conditions which might limit my capacity to fight fires.

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
- (2) to be governed by the provisions of the *Bush Fires Act 1954* and the Regulations made under that Act, and the local law and policies of the Shire of Wyalkatchem relevant to fire control and bush fire brigades;
- (3) to use my best endeavours to give assistance in fire fighting measures when called upon and on such occasions to obey all orders and instructions issued by duly authorized officers of the bush fire brigade or the local government;
- (4) to comply with the Rules of the bush fire brigade.

Date

Applicant's signature

Please list here any fire fighting equipment owned by you.

- 1.
- 2.
- 3.

BUSH FIRE BRIGADE USE ONLY:

APPROVED / DECLINED

Signed:

Brigade Captain

**APPENDIX II
APPLICATION FOR MEMBERSHIP - ASSOCIATE MEMBER**

I make application to be an associate member of the Shire of Wyalkatchem Bush Fire Brigade.

- (a) I am prepared to offer to transport fire fighting members and/or equipment to the scene of any outbreak when called upon. I have a motor vehicle of the following type available for such purpose.

MDL No: Classes:

- (b) I am prepared to offer my services in the following capacity:-

.....
.....
(paragraph (a) or (b) above may be struck out if not applicable)

Applicant's Name

My private address is

My business address is

I can be contacted on:

Telephone No: (Home) (Work)..... Mobile

Fax No: (Home) (Work)

CB Radio: Channel Call Sign

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
- (2) to be governed by the provisions of the *Bush Fires Act 1954* and any Regulations made under the Act and the local law and policies of the Shire of Wyalkatchem relevant to fire control and bush fire brigades;
- (3) to use my best endeavours to assist in normal bush fire brigade activities as an associate member when called upon;
- (4) to comply with the Rules of the bush fire brigade.

Date

.....

Applicant's signature

BUSH FIRE BRIGADE USE ONLY:

APPROVED / DECLINED

Signed:

APPENDIX III
APPLICATION FOR MEMBERSHIP - CADET MEMBER

I make application to be a cadet member of the Wyalkatchem Bush Fire Brigade.

Applicant's Name

My private address is

.....

I can be contacted on:

Telephone No: (Home).....(Work)

Fax No:(Home)

CB Radio: Channel Call Sign

I declare that I am years of age and in good health.

Date of Birth:

I give these undertakings –

- (1) to promote the objects of the bush fire brigade as far as is in my power;
- (2) to be governed by the provisions of the *Bush Fires Act 1954* and the Regulations made under that Act, and the local law and policies of the Shire of Wyalkatchem relevant to the activities of cadet members;
- (3) to obey all orders and instructions issued by duly authorized officers of the bush fire brigade or the local government;
- (4) to comply with the Rules of the bush fire brigade.

Date

Applicant's signature

PARENT / GUARDIAN CONSENT:

I being the parent/guardian of the above applicant, consent to him/her being a cadet member of the Wyalkatchem Bush Fire Brigade, in accordance with the rules applicable to cadet membership.

Signed

BUSH FIRE BRIGADE USE ONLY:

APPROVED / DECLINED

Signed:

Brigade Captain

