



**PUBLIC MINUTES
OF THE
ORDINARY MEETING
OF COUNCIL
HELD ON
THURSDAY 21 March 2024**

**Council Chambers
Honour Avenue
Wyalkatchem**

**Commencement: 4:05pm
Closure: 7:09pm**

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 draft minutes were approved for distribution on 28 March 2024.



Sabine Taylor
Chief Executive Officer

Confirmed Minutes

These minutes were confirmed at the Ordinary Meeting of Council held 18 April 2024.



Signed:
Cr Garner, Shire President and Presiding Member
Shire of Wyalkatchem

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

DISCLAIMER

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

DISCLOSURE OF INTEREST

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

Financial Interest:

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

Proximity Interest:

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

Impartiality Interest:

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

Disclosing an Interest:

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

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

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1. DECLARATION OF OPENING

Shire President, Cr Garner, declared the meeting open at 4:05pm.

2. PUBLIC QUESTION TIME

2.1. Response to Public Questions Previously Taken on Notice

Eric Anderson:

1. What is the balance of the Medical Trust Fund?

A: \$1,147,279 – this information is found in Note 3 (page 10) and the Reserve account is called “Community Health”

2. How much money is in Plant Reserves?

A: Currently \$663,315 and it is budgeted to be \$691,754 at year end – the current balance is found in Note 3 (page 10) and the Budget Review figures, which will show actual year-end figures, will be updated as of the March Monthly Financial Report.

3. How much money is in Reserve?

A: \$3,308,471 - the current balance is found in Note 3 (page 10) and the Budget Review figures, which will show actual year-end figures, will be updated as of the March Monthly Financial Report.

4. How much money is owed by Debtors to Council?

A: \$37,239 – this information is found on Note 6 (page 14) under Trade receivables

5. How much does Council owe to Creditors?

A: This is a bit of a tricky question, it is obviously a moving target. Currently we have about \$122,000 waiting to be processed but invoices come in daily so it’s not an exact answer.

2.2. Declaration of Public Question Time opened

Public Question Time opened at 4:09pm.

Sheryll Wood

Q: Does the Council know who the Mable Co-ordinator is going to be?

A: The Shires understanding is that current co-ordination is in house with the existing CRC staff. As the project gets running, we understand they will be introducing an independent co-ordinator.

2.3. Declaration of Public Question Time closed

Public Question Time closed at 4:11pm.

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	
Cr. Tracy Dickson	
Cr. Justin Begley	

Staff:

Sabine Taylor	Chief Executive Officer
Claire Trenorden	Manager of Corporate Services – left the meeting at 4:50pm
Terry Delane	Manager of Works
Stephanie Elvidge	Governance Executive Officer

Visitors:

Eric Anderson – left the meeting at 5:41pm
Sheryll Wood – left the meeting at 5:41pm

3.2. Apologies

Cr. Rod Lawson Kerr

3.3. Approved Leave of Absence

Nil

3.4. Applications for Leave of Absence

Nil

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 – *This has been postponed.*

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 – 15 February 2024

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

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(20/2024) Moved: Cr Petchell Seconded: Cr Begley

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.

CARRIED 6/0

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/ COUNCIL RESOLUTION

(21/2024) Moved: Cr Begley Seconded: Cr Petchell

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

CARRIED 6/0

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/ COUNCIL RESOLUTION

(22/2024) Moved: Cr Dickson Seconded: Cr Begley

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

CARRIED 6/0

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/ COUNCIL RESOLUTION

(23/2024) Moved: Cr Begley Seconded: Cr Petchell

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

CARRIED 6/0

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/ COUNCIL RESOLUTION

(24/2024) Moved: Cr Dickson Seconded: Cr Loton

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.

CARRIED 6/0

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/ COUNCIL RESOLUTION

(25/2024) Moved: Cr Petchell Seconded: Cr Dickson

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

CARRIED 6/0

7.2.5. Audit and Risk Management Committee 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).

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(26/2024) Moved: Cr Petchell Seconded: Cr Begley

That the minutes of the Audit and Risk Management Committee Meeting held on Thursday 21 March (Attachment 7.2.4) be received by Council.

CARRIED 6/0

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.

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Late Item 13.1.3 - CarExpert

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

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

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(27/2024) Moved: Cr Begley Seconded: Cr Petchell

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.*

CARRIED 6/0

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

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.

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(29/2024) Moved: Cr Petchell

Seconded: Cr Loton

That Council accepts the Statements of Financial Activity for the month ending 29 February 2024 (refer attachment 10.1.3).

CARRIED 6/0

PRESIDENTS RECOMMENDATION/ COUNCIL RESOLUTION

(30/2024) Moved: Cr Dickson Seconded: Cr Petchell

That Council suspends standing orders in order to discuss the Budget Review Document.

CARRIED 6/0

PRESIDENTS RECOMMENDATION/ COUNCIL RESOLUTION

(31/2024) Moved: Cr Dickson Seconded: Cr Petchell

That Council resumes standing orders.

CARRIED 6/0

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. – Provided

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	<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

(32/2024) Moved: Cr Petchell

Seconded: Cr Dickson

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.*

CARRIED 6/0

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

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

VOTING REQUIREMENT

Simple Majority

AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATION

(33/2024) Moved: Cr Begley Seconded: Cr Petchell

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.*

CARRIED 6/0

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 Programme

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 have 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).

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(34/2024) Moved: Cr Begley Seconded: Cr Stratford
That Council receives the Manager of Works Officer's report.

CARRIED 6/0

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(35/2024) Moved: Cr Stratford Seconded: Cr Begley
That Council direct the CEO to instruct the MOW to use funds from the footpath replacement program to assist with the building of the Post Office Ramp.

CARRIED 6/0

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(36/2024) Moved: Cr Stratford Seconded: Cr Begley
That Council accept the late item reports.

CARRIED 6/0

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(37/2024) Moved: Cr Dickson Seconded: Cr Petchell
That Council move to bring the Manager of Works late item reports 13.1 and 13.2 forward.

CARRIED 6/0

Cr Loton left the meeting at 5:18pm

Cr Loton returned to the meeting at 5:20pm

13.1. LATE ITEM ANNUAL RODEO – 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	21 March 2024
Reporting Officer:	Terry Delane, Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	10.3.24
Attachment Reference:	Attachment 13.1 – Appendix D Wylie Rodeo Budget

BACKGROUND

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

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

At the December 2023 Ordinary Meeting of Council, Council confirmed their support of the rodeo event to be held in Wyalkatchem on 24 August 2024.

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(161/2023) Moved: Cr Petchell

Seconded: Cr Lawson Kerr

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

CARRIED 7/0

COMMENT

There is a community appetite for hosting an annual rodeo event and the Wyalkatchem Rodeo is coming up to its 3rd year. The event itself has been a huge success 2 years running.

The 2024 Rodeo needs actions and tasks to begin immediately, some of which will entail expenses to Shire in this financial year (\$20,000). A spreadsheet is attached which outlined the costs to Council last year and projected costs for this year. (\$20,000 + 55,000, Totalling \$75,000.)

The original concept accorded by Council was that infrastructure requirements would lessen each year as some would remain on site from year to year. Specific items such as an unloading race have not yet eventuated.

As the only revenue stream is the camping fees, the budget is totally dependent on number of patrons.

Key to the budget costs is the labour cost which was significant last year, however is not expected to be anywhere near as much this year.

The event does require more input from the community which will also lessen the Shires involvement, and also cut down the labour hours currently absorbed by Shire.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Last year the event cost the Council a total of \$116,535 including labour, plant and not considering the income revenue of 29,338 from camping tickets.

A number of expenses incurred last year will not be repeated for the 2024 rodeo. In addition, staff labour will not be as intense next year as the camping grounds are established, signs produced and site layout has been optimised, for the time being – see attachment 13.1.

COMMUNITY & STRATEGIC OBJECTIVES

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

VOTING REQUIREMENT

Absolute Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(38/2024) Moved: Cr Dickson

Seconded: Cr Begley

That Council,

- 1. Endorse the support of the Wyalkatchem Rodeo to be held on Saturday 24 August, 2024 and,**
- 2. Approve a budget of \$20,000 to be allocated immediately from 2140361 – Engineering & Technical Support (\$15,000), 2040212 – Public Relations (\$2,500) and 2030114 – Debt Collection (\$2,500) to be used in the 23/24 FY for initial preparation materials as per the highlighted items in Attachment 13.1 Appendix D Wylie Rodeo Budget and,**
- 3. Consider the remainder of the estimated budget of \$19,300 to be allocated in FY 24/25 Budget for the remainder of the materials and contactors required to hold the rodeo, and**
- 4. Consider the total amount of staff time of 291 hrs (\$26,280) and plant use of 80hrs (\$9,720) is acceptable. (This has been included in the total cost estimate of \$75,000.)**

CARRIED 6/0

13.2. LATE ITEM: ASHELFORD PARK FURTHER BACKGROUND INFORMATION MARCH 2024

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	21 March 2024
Reporting Officer:	Terry Delane – Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	10.03.24
Attachment Reference:	13.2.1 – Appendix C.1 Ashelford Park Analysis 13.2.2 – Appendix C.2 Green Stock Report 13.2.3 – Planting Plan

SUMMARY

The Ashelford Park project is significantly over budget and I have been tasked to analyse the costs and make recommendation to complete.

Attached to this report is a detailed list of the costs to date, see Attachment 13.3.1 appendix C.1 Ashelford Park Analysis.

The initial overspends of \$54,187 been allocated to the budget review.
There are outstanding open Purchase Orders of \$9,800 yet to be processed.
Total Overspend of \$59,969.07

COMMENT

The project had an initial budget of \$ 65,000, which was a grant from Local Roads and Community Infrastructure.

Staff labour and plant is very hard to itemise as it is split across a number of items of scope.
The total amount is; Labour \$10K + \$15K of overheads and Plant \$3.3K

The preliminaries for the Job (costs incurred before the project started) are \$9.7K.
This consists of the design costs and land purchase costs. The hard landscaping amounted to \$58K

In October I was tasked to install the soft landscaping. I alerted Council at the October meeting that the project was a long way over budget then, but soft landscaping was essential to the park and recommended that it still go in.

However, a Green stock Report was not evident and I advised that I would produce one, but given that no planting would occur until March 24 it would not be done for some time.

The Green stock report has not been finalised but suggested varieties are in this revision – see attachment 13.3.2 Appendix C.2 Green Stock Report and Attachment 13.3.3 Planting Plan.

Planning is in progress for an Opening Event for the Ashelford and Tidy Town anniversary, estimated at \$5,600.

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 – unbudgeted expenditure.

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.	8.2	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

Absolute Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(39/2024) Moved: Cr Begley Seconded: Cr Petchell

That Council Receives the Manager of Works Officer’s background report, and direct the CEO to instruct the MOW that Council:

- 1. Approves the suggested Green Stock and Planting Plan, and*
- 2. Approves the additional expenditure of approximately \$5,000 for green stock which has been allocated in the Budget Review and,*
- 3. Approves the additional expenditure of approximately \$5,600 for the Plaque and Opening event which will incorporate the Tidy Town 21st anniversary from GL code 2040212 Public Relations (2,000) and GL code 2140285 Legal Expenses (2,400).*

CARRIED 6/0

Note: Natural order of business has resumed.

Note - Declaration of potential conflict of interest – all councillors apart from Cr Loton have land that potentially may have gravel or a spent gravel pit. None of these are active at this time.

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.

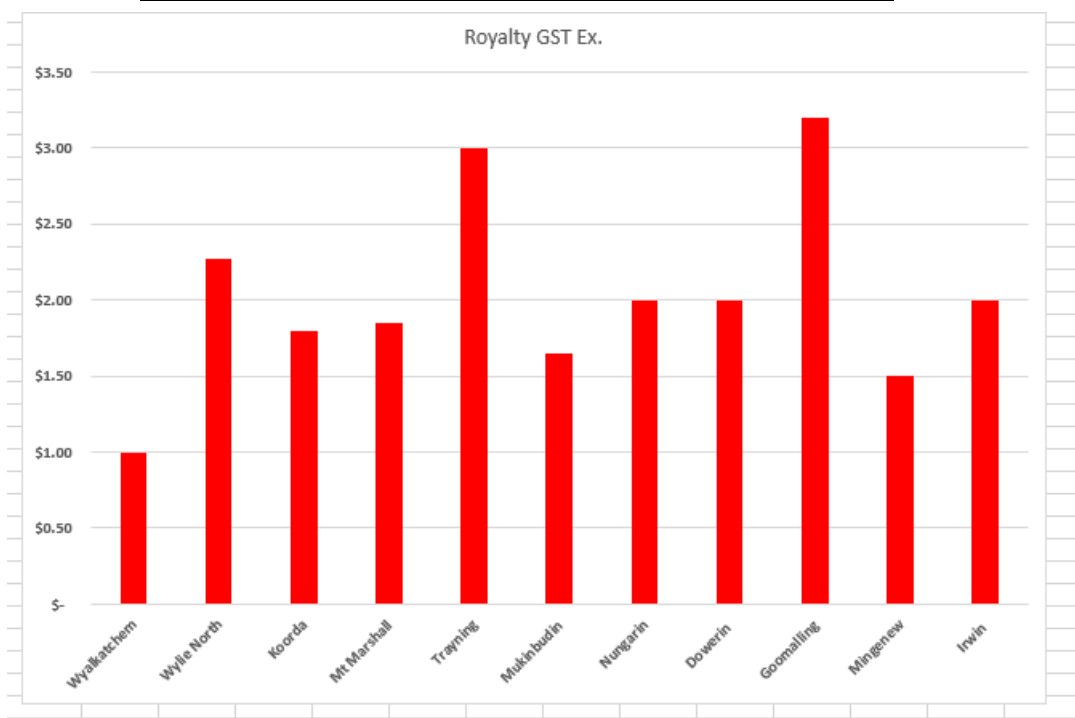
BACKGROUND

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

VOTING REQUIREMENT

Absolute Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(40/2024) Moved: Cr Stratford

Seconded: Cr Loton

That Council,

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

CARRIED 6/0

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

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 – Cowcowing 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	Coordinate 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.		
E3.1.3.1	Develop a long-term plan for increasing recycling and/or a reduced dependence on renewable inputs.	Goal 9	"Improve waste services." -Encouraging recycling and support initiatives and programs.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(41/2024) Moved: Cr Begley

Seconded: Cr Petchell

That Council receives the Community Development Officers report.

CARRIED 6/0

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

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(42/2024) Moved: Cr Dickson

Seconded: Cr Stratford

That Council accepts the Chief Executive Officer's report.

CARRIED 6/0

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) provided separately

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

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(43/2024) Moved: Cr Stratford

Seconded: Cr Dickson

That Council adopts the fully revised Delegations Register (attachment 10.4.2) based on the WALGA Template.

CARRIED 6/0

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

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.

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(44/2024) Moved: Cr Stratford

Seconded: Cr Begley

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

CARRIED 6/0

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

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

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(45/2024) Moved: Cr Petchell

Seconded: Cr Begley

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.***

CARRIED 6/0

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

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

(as per 36/2024) Moved: Cr Stratford Seconded: Cr Begley

That Council approves the admission of late items.

CARRIED 6/0

14 MATTERS BEHIND CLOSED DOORS

13.3 LATE ITEM WYALKATCHEM AIRSTRIP EVENT REQUEST – CarExpert.com.au

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	21 March 2024
Reporting Officer:	Stephanie Elvidge – Governance Executive Officer
Disclosure of Interest:	NIL
File Number:	13.05.01
Attachment Reference:	Attachment 13.3.1 – Shire Proposal Attachment 13.3.2 – Wyalkatchem Airport Filming Risk Ass. Attachment 13.3.3 – Cover force insurance Attachment 13.3.4 – Certificate of Currency Attachment 13.3.5 – Waiver and Hire Fees Permit/ Stat Dec

SUMMARY

In October last year, a request came through our administration email regarding use of our airstrip.

STATUTORY ENVIRONMENT

Fees and Charges are to be imposed in accordance with Part 6, Division 5, Subdivision 2 of the *Local Government Act 1995* and section 5.23 Meetings generally open to the public.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The recommended fees and charges will ensure that the event is cost positive for the Shire.

A large team of people relying on local goods and services would have a major financial benefit to local business.

COMMUNITY & STRATEGIC OBJECTIVES

Community events provide a much-needed economic stimulus and also an opportunity to showcase the Shire which may result in ongoing inward migration.

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(46/2024) Moved: Cr Petchell

Seconded: Cr Stratford

That Council close the meeting to members of the public under Sec. 5.23 of the Local Government Act 1995 as the meeting will be dealing with:

- a. a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and***
- b. a matter that if disclosed, would reveal — information that has a commercial value to a person; or(ii) information about the business, professional, commercial or financial affairs of a person, where the information is held by, or is about, a person other than the local government.***
- f. (ii) a matter that if disclosed, could be reasonably expected to endanger the security of the local government's property;***

CARRIED 6/0

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(47/2024) Moved: Cr Begley

Seconded: Cr Dickson

That Council

- 1. Approves the CEO to give permission to CarExpert.com to use the Wyalkatchem Airstrip for the purpose of filming a YouTube video series demonstrating high – end vehicles on the 2 April – 6 April 2024 and,***
- 2. Delegates authority to the CEO to work with CarExpert.com to ensure conditions noted in the report are met and,***
- 3. That Council gives the CEO authority to enter into discussions with CarExpert.***

CARRIED 6/0

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(48/2024) Moved: Cr Petchell

Seconded: Cr Stratford

That Council move out from behind closed doors.

CARRIED 6/0

14 CLOSURE OF THE MEETING

There being no other business to attend to, Shire President Cr Garner closed the meeting at 7:09pm.