



AGENDA

ORDINARY COUNCIL MEETING

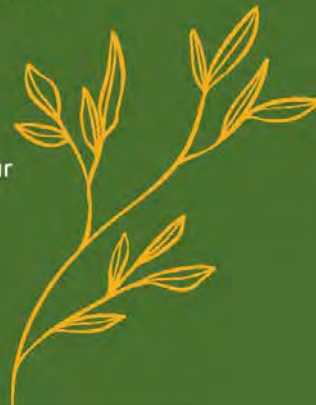


Invite you to share in the
celebration of

Ashelford Park Opening & Wyalkatchem's Tidy Towns 21st Anniversary

SATURDAY, 22ND JUNE 2024
AT 10AM

Corner Railway Terrace & Honour
Avenue, Wyalkatchem



25 June 2024

Commencing at 3:00pm in the
Shire of Wyalkatchem Council Chambers
27 Flint Street, Wyalkatchem

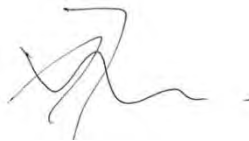
NOTICE OF COUNCIL MEETING

The next Ordinary Meeting of the Wyalkatchem Shire Council will be held on Tuesday 25 June 2024 in the Council Chambers, 27 Flint Street Wyalkatchem, commencing at 3:00pm.

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.

4PM ORDINARY MEETING OF COUNCIL



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

2.2. Response to Public Questions Previously Taken on Notice

2.3. Declaration of Public Question Time opened

2.4. Declaration of Public Question Time closed

3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

3.2. Attendance

3.3. Apologies

3.4. Approved Leave of Absence

3.5. Applications for Leave of Absence

4. OBITUARIES

5. PETITIONS, DEPUTATIONS, PRESENTATIONS

5.2. Petitions

Nil

5.3. Deputations

Nil

5.4. Presentations

Nil

6. DECLARATIONS OF INTEREST

6.2. Financial and Proximity Interest

6.3. Impartiality Interests

7. CONFIRMATION AND RECEIPT OF MINUTES

7.1. Confirmation of Minutes

7.1.1. Ordinary Meeting of Council – 16 May 2024

Minutes of the Shire of Wyalkatchem Ordinary Meeting of Council held on Thursday 16 May 2024 ([Attachment 7.1.1](#)).

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 16 May 2024 (Attachment 7.1.1) be confirmed as a true and correct record.

7.1.2. Special Meeting of Council – 27 May 2024

Minutes of the Shire of Wyalkatchem Special Meeting of Council held on Monday 27 May 2024 ([Attachment 7.1.2](#)).

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem Special Meeting of Council of Monday 27 May 2024 (Attachment 7.1.2) be confirmed as a true and correct record.

7.1.3. Special Meeting of Council – 6 June 2024

Minutes of the Shire of Wyalkatchem Ordinary Meeting of Council held on Thursday 6 June 2024 ([Attachment 7.1.3](#)).

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem Special Meeting of Council of Monday 6 June 2024 (Attachment 7.1.3) be confirmed as a true and correct record.

7.2. Receipt of Minutes

7.2.1. NEWROC – 28 May 2024

Minutes of the NEWROC Council Meeting held on Tuesday 28 May 2024 ([Attachment 7.2.1](#)).

OFFICER RECOMMENDATION:

That the minutes of the NEWROC Council Meeting held on Tuesday 28 May 2024 (Attachment 7.2.1) be received.

7.2.2. Pioneer’s Pathway Stakeholders Meeting – 12 June 2024

Minutes of the Pioneer’s Pathway Stakeholders Meeting held on Wednesday 12 June 2024 ([Attachment 7.2.2](#)).

OFFICER RECOMMENDATION:

That the minutes of the Pioneer’s Pathway Stakeholders Meeting held on Wednesday 12 June 2024 (Attachment 7.2.2) be received.

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

10.REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. ACCOUNTS FOR PAYMENT – MAY 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	25 June 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 – May 2024

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council endorse the total payments for the month of May 2024 being \$266,881.40 which comprised of:

1. *Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$228,804.98;*
2. *Direct Debit (DD) payments in the Municipal Fund totalling \$38,076.42.*

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 May 2024 is presented to Council for endorsement.

MARCH 2024

Bank Account	Payment Type	Last Number	First Number in the report
Municipal and Trust	EFT	EFT 3746	EFT 3667
DD	DD	DD 3290.1	DD 3229.1

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 – APRIL 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	25 June 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 – April 2024

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council endorses credit card payments for the period 29 March to 29 April 2024, totalling \$2,243.77 (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.

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 – MAY 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	25 June 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 May 2024

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council accepts the Statements of Financial Activity for the month ending 31 May 2024 (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 31 May 2024 is \$3,468,720;

- cash available is made up of unrestricted cash \$62,270 (1.80%) and
- restricted cash \$3,406,450(98.20%).

Rates Debtors balance as at 31 May 2024 is \$68,831 and Rates Notices for 2023-24 were issued in July 2023. Rates collected as at end of May 2024 was \$1,444,202 - 95%.

May 2024: Operating Revenue – Operating revenue of \$2,632,074 is made up of Rates - 54%, Grants - 17%, Fees and Charges - 11%, Interest earnings – 8%, profit on asset disposals – 10% and other – 0%.

Operating Expenses – Operating expenses of \$5,646,989 is made of Employee Costs – 24%, Materials and Contracts – 28%, Depreciation – 42%, Insurance – 3% 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.

10.2. WORKS AND SERVICES

10.2.1. WORKS OFFICER'S REPORT MAY 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	25 June 2024
Reporting Officer:	Jennie Gorham, Admin/Leading Hand & Eric Anderson, Leading Hand.
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receives the Works Officer's report.

BACKGROUND

To inform Council of the activities of the Works and Services team during the period May - June 2024.

OVERVIEW

The Manager of Works is currently on leave. In his absence Jennie Gorham, Admin/Leading Hand and Eric Anderson, Leading Hand are jointly the Acting Manager of Works.

On Monday 17 June, 2024 management engaged a consultant, Allister Butcher from Rural Infrastructure Services, to assist in identifying areas which will improve process and procedures on programs in relation to road construction, maintenance, footpaths, drainage, infrastructure, parks, gardens, waste management and property.

Rural Infrastructure Services will project manage programs which are sourced via grant funding and provide advice and / or guidance to the CEO as required in relation the Works business unit.

Upon his return to work, the Manager of Works will have a dotted reporting line into this consultant and the CEO.

COMMENT:

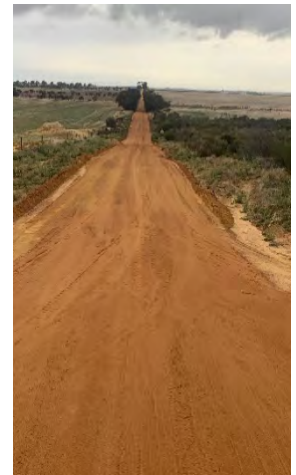
The month of May - June had a few interruptions with a 3-day Traffic Management training course for 5 staff, a public holiday, various leave 5 days, and a loss of work time injury (at this stage 2 weeks).

Roads 2 Recovery (R2R)

Project	Actual Expenditure 2023/24
Elsegood Road	\$59,344
Wallambin Road	\$61,279
Benjaberring Hindmarsh Road	\$17,822
Yorkrakine West Road	\$89,158
Davies South Road	\$57,397

Road Maintenance Program

- Repairs have started on the culvert on Cemetery Road and also on Tilbrook Road.
- Verge clearing was undertaken on parts of Boyle Road.
- Maintenance grading has progressed with the completion of Tilbrook Road and Ryan Road.



PARKS & GARDENS - TOWN SERVICES

- Tree pruning was undertaken this month to comply with the annual Western Power powerline checks. Street trees have been pruned and stumps ground out as dry rot was detected in the trees on corner of Thurstun Street and Railway Terrace requiring additional pruning.
- Green stock for Ashelford Park was planted on the 5th June under the guidance of Fiona Lawson-Kerr, with the assistance of Shire Staff and Wyalkatchem District High School students. The students were very enthusiastic to say the least.
- Footpath repairs have been completed in several streets along with the parking access ramp at the Shire office. The asphalt path between the Wyalkatchem Hotel and the Town Hall has commenced.
- The new Green Waste collection initiative for the town site began on 27th May and will continue until the 1st July.
- The Goods Shed steps had a makeover by Shire Maintenance Officer Gary, with wood donated by the Men's Shed.



Swimming Pool

The Contract has been signed for the imminent commencement of the Pool and Plant upgrades.

Cemetery

- Two trees have been planted in the original Protestant section – a Chinese Tallow and a Peppermint tree.
- A gabion seat has been placed in front of the cottonwood trees.



Rubbish Tip

- Under the Local Roads for Community Infrastructure funding, a fence is being erected at the Wyalkatchem rubbish tip between the Cemetery and the waste disposal site. The aim is to contain the rubbish to the waste site.

Post Office

- A contractor has been engaged to start the access ramp at the Post Office, this will be completed by the 30th June.
- A second contractor has been engaged to quote on railing for the ramp.

Human Resources

- The Leading hand of Parks & Garden (P&G) and another P&G team member have successfully completed the ChemCert Chemical Accreditation.
- The Wyalkatchem Shire held a Traffic Management course with AusQ Training for the Main Roads WA Basic Worksite Traffic Management & Traffic Controller (BWTM/TC) accreditation, which was a 3-day course.

Five Wyalkatchem Shire staff attended and staff from the surrounding Shires of Mt Marshall and Tammin shared the opportunity.



OH&S

Three incidents have occurred regarding a near miss or injury.

- One staff member hit their head whilst picking up branches after pruning the street trees. The correct PPE was being worn at the time (hard hat) and first aid was not required.
- One staff member hurt their elbow whilst pruning trees. There appears to be no ongoing injury.
- One staff member hurt their shoulder / arm whilst removing and erecting signage. The outcome is yet to be determined.

Due to the above incidents one of the main topics at pre-starts have been the importance of take 5's, SWMS and manual handling to prevent future incidents.

VEHICLE/PLANT

- Both the Yorkrakine and Nalkain Fire unit vehicles had their six-monthly service. Some repairs and tyres were required.
 - 3 batteries have been purchased this month for utes and the Shire generator.
-

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 budgeted 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).

10.3. COMMUNITY DEVELOPMENT

10.3.1. COMMUNITY DEVELOPMENT OFFICER'S REPORT MAY/ JUNE 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	25 June 2024
Reporting Officer:	Nikki Towell, Community Development Officer + Stephanie Elvidge, GEO
Disclosure of Interest:	No interest to disclose
File Number:	38.44.04
Attachment Reference:	Nil

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receives the Community Development Officer's report.

SUMMARY

To provide Council with an update of Community Development initiatives and events for May/ June 2024.

COMMENT

Ashelford Park Opening Ceremony

The opening ceremony for Ashelford Park and the 21st Anniversary of Wyalkatchem's Tidy Towns Win are progressing. The event date has been scheduled for Saturday, June 22nd, 2024. The plaque has arrived and is now fitted to the rock in the park. It is covered by a tarp and rope until the opening ceremony held on 22nd of June, at 10 am.

Advertising for the opening commenced on Thursday, May 23rd, 2024, via printed flyers around town and on the Shire's website and social media pages.

Resolution from OMC on 21/03/2024

That Council;

"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)."

Lexus Melbourne Cup Tour 2024

On 15th May 2024, the Shire received the fantastic news that we will host the Lexus Melbourne Cup Tour on 14 August 2024.

Planning is underway for the event to celebrate the once-in-a-lifetime cup visit to Wyalkatchem.

The information below is taken from the Victorian Racing Club website.

“Now in its 22nd year, the tour has travelled over one million kilometres, visiting more than 640 destinations to unite communities and provide the once-in-life-time opportunity to get up close and experience the magic of the People’s Cup. This includes visiting 482 schools, 401 hospitals and aged care facilities, participating in over 2100 community events and raising hundreds of thousands of dollars for local fundraising initiatives.

The Lexus Melbourne Cup Tour National Sweep is an important VRC (Victorian Racing Club) charity initiative. It will return as part of this year’s program to allow 24 rural and regional Cup Tour destinations across Australia to be allocated a barrier for the 2024 Lexus Melbourne up.

Representatives from each 24 destinations will be flown to Melbourne to watch the Lexus Melbourne Cup live on track at Flemington. The town that draws the barrier of the winning horse will be presented with a cash prize of \$50,000 to put towards a charity of their choice.”

Ashelford Park Environmental Day Planting

On Wednesday, June 5th, 2024, the (WDSHS) Wyalkatchem District Senior High School, grades 3-6 and 7-8, were brought by bus to Ashelford Park.

Under the supervision of the Shire Garden employees and the manager of Parks and Gardens, the children eagerly assisted in planting the native shrubs.

Special guest botanist, Fiona Lawson–Kerr, taught the children facts about the plants, fungi’s role in growing plants, biomes that the plants need, and the correct planting techniques.



Approximately 15 children attended and planted a total of 300 plants.



Aged Care Capital Assistance Program Grant GO6332

Due to the amount of legal and financial work involved in this grant, the Shire approached two grant writing companies on 1st May 2023 to explore the possibility of them applying for this grant on the Shire's behalf. The following reply is the email received from the grant writer:

*“Has the Shire been invited to apply by the department from grant.atm@health.gov.au?
If not, the Shire is not eligible to apply for this particular grant.*

Kind regards “

The Shire has then emailed the Department of Health and Aged Care on 12 June 2024 to ask if there is a reason we were not invited, if there are future grants we will be eligible for, and if there are any upcoming rounds we can apply for.

The department's response was;

“Good afternoon,

For probity and fairness reasons we cannot advise the what Organisations may be invited in the future.

Regards,

RODEO

Rodeo meetings have continued on an ongoing fortnightly basis and are well attended by the community.

The Wyalkatchem Rodeo Community Group (WRCG) is led by Owen Garner and Rod Lawson Kerr, members of the WRCG.

A re - costed, more accurate detailed budget projection has been prepared pending shared cost quotes from Double Barrel – yet to be received. The re - costed budget is higher than originally anticipated and the WRCG are working on ways to mitigate this.

The draft camping site plan has been further developed by the sub group identifying emergency access and potential sponsorship areas. Camping gate opening times have been agreed to commence at 10am – 10pm.

The WRCG will be actively seeking sponsorship both of a monetary value and ‘in kind’ in order to assist with the 2024 budget and ongoing infrastructure for the rodeo in accordance of the long term aim for the Rodeo to become community driven, independent of Shire contributions/ lower Shire contributions.

Sponsorship will also enable the development of volunteer appreciation packages of a monetary value to be donated to a charity/ non-for-profit group of their choice within the local community.

Ticket sales for camping are slowly climbing – current total 596/2500, equating to \$17,880. This income will also offset Shire costs.

Quotes and negotiations are in play regarding the wi-fi boosting.

WHEATBELT WAY RAIL TRAIL (WWRT)

On 10 May '24 the Shires of Trayning and Wyalkatchem submitted their applications to lease or acquire a user agreement/ management order for the use of the Railway Reserve Access Rd from Wyalkatchem White Dam to the Korrelocking Border to ARC Infrastructure, who operate a Rail Freight Network that stretches more than five thousand Kilometres across WA as per the

Implementation Plan in the Wheatbelt Way Rail Trail Report. The Report was shared to all councillors along with the survey by email on 29 February 2024.



Have your say!

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.

We encourage individuals, local businesses and community groups to let us know what you think of the plan.

Please contact the Shire of Nungarin, Trayning or Wyalkatchem for a copy of the plan and provide your feedback.



The Shire's of Wyalkatchem, Trayning and Nungarin conducted a survey from the end of February to 7 March 2023 and received extremely positive feedback and suggestions of further development ideas/ infrastructure etc. The Consultation Report was shared with Council 15 March 2024.

The Wheatbelt Way and Pioneer's Pathway groups are also supportive of this trail as is the Western Australian representative of the Rail Trails Australia.



Rail Trails Australia is a volunteer-driven, not-for-profit, organisation that strives for the creation and promotion of a rail trail network across the country.

- Advocating for new rail trails and improvements to them
- Promoting rail trails and their use
- Supporting and connects stakeholders in current and potential rail trails
- Maintaining a sustainable organisation with minimal paid staff, no federal or state financial backing.

Stage one of the projects will include the two sections of railway corridor from Wyalkatchem town-site through to Korrelocking Reserve and from the Trayning town-site through to Kununoppin. Both of these sections are approximately 10 kilometers in length.

The trail incorporates existing infrastructure at various sites such as shelters, toilets and interpretive signage. Several sites along the trail have been identified that require shelter (picnics or camping) and enviro toilets (Waterless toilets) to ensure people have the adequate facilities that will protect the environment.

Interpretive signage has been allocated for each of the 10-kilometre sections. In total an allocation has been made for a total of 21 interpretive A3 signs to be designed and printed. The focus of the signs has been identified as rail history, industry (CBH, Agriculture, Sandal wooding), indigenous heritage, military/army, local communities and local people.

The initial track work has been provided within the costings as a Local Government contribution. These costings would need to be committed by each of the local governments within their annual budget. Alternatively, they may want to engage in contractors to complete the work, this would have to be budgeted accordingly.

In regard to the project management, this is also a contribution of the Local Governments and I would expect that this would be done by an existing staff member or several staff members across the three local governments. Alternatively, the Shires may engage in the services of a project manager to implement the project on their behalf, in which case the funds will need to be budgeted accordingly.

The steering committee will need to identify the specifics of the signs and potentially work with local community groups (museums) to compile the information for the signs.

Maintenance is budgeted as approximately 8,000/ year for each Shire.
This is an estimate and likely to be less.

Its worth noting that if Council feels the estimates are untenable in the 2-year period, elements of the project may be separated out to spread the costs over three years.

FY 24.25 – SHIRE OF WYALKATCHEM ONLY

wheatbelt way rail trail phase 1								
ITEM	DESCRIPTION	COST	QUANTITY	TOTAL QUANTITY	TOTAL	SOW BUDGET	FUNDING	
Shelter Korrelocking Oval	materials	\$ 12,000.00	1	1	\$ 12,000.00			
Contractor	installation labour	\$ 6,500.00	1	1	\$ 6,500.00			
Contractor	concrete	\$ 3,500.00	1	1	\$ 3,500.00			
					\$ 22,000.00		\$22,000.00	
Enviro Loo	shelter	\$ 20,000.00	1	1	\$ 20,000.00			
Korrelocking Oval	toilet	\$ 5,000.00	1	1	\$ 5,000.00			
Contractor	installation	\$ 15,000.00	1	1	\$ 15,000.00			
					\$ 40,000.00		\$40,000.00	
Track Work	gravel + push up	\$ 3.70	/M3	450	\$ 1,665.00			
(in kind)	truck incl labour	\$ 200.00	/hour	40	\$ 8,000.00			
	grader incl labour	\$ 250.00	/hour	40	\$ 10,000.00			
	roller incl labour	\$ 240.00	/hour	25	\$ 6,000.00			
	loader incl labour	\$ 220.00	/hour	25	\$ 5,500.00			
					\$ 31,165.00	\$ 31,165.00		
Signage	Trail Markers (Directional)	\$ 100.00	ea	15	\$ 1,500.00		\$ 1,500.00	
	Interprtative	\$ 170.00	ea	3	\$ 510.00		\$ 510.00	
	artwork	\$ 1,500.00		18	\$ 1,500.00		\$ 1,500.00	
(in kind)	Installation	\$ 200.00	/hour	10	\$ 2,000.00	\$ 2,000.00		
	Frames	\$ 200.00	ea	3	\$ 600.00		\$ 600.00	
	pedestrian warning signs	\$ 150.00	ea	8	\$ 1,200.00		\$ 1,200.00	
					\$ 7,310.00			
Project Management		\$ 90.00	/hour	9,000	\$ 9,000.00	\$ 9,000.00		
(in kind)						\$ 42,165.00	\$67,310.00	

Stage 2 FY 25/26 ALL SHIRES ESTIMATED EXPENDITURE

EXPENDITURE (STAGE TWO)						INCOME (STAGE TWO)				
Item	Description	Cost		Qty	Total	Group Total	SOT	SOW	SON	FUNDING
Shelter	Shelter - Materials	12000	Each	2	\$24,000.00					
(Nembudding & Kweikan)	Installation - Labour	5500	Each	2	\$6,500.00	\$37,500.00	\$0.00	\$0.00	\$0.00	\$37,500.00
	Concrete	3500	Each	2	\$7,000.00					
Enviro Loo	Shelter	20000	Each	2	\$40,000.00					
(Nembudding & Kweikan)	Toilet	5000	Each	2	\$10,000.00	\$80,000.00	\$0.00	\$0.00	\$0.00	\$80,000.00
	Installation	15000	Each	2	\$30,000.00					
Track Work	Gravel & pushing up	70 per cubic Met	/ m3	2250	\$8,325.00					
	Truck inc Labour	200	/ Hr	200	\$40,000.00					
	grader inc Labour	250	/ Hr	200	\$50,000.00	\$155,825.00	\$51,942.00	\$51,942.00	\$51,942.00	0
	Roller Inc Labour	240	/ Hr	125	\$30,000.00					
	Loader inc Labour	220	/ Hr	125	\$27,500.00					
Signage	Trail Markers (Directional Signage) x 15	100	Each	75	\$7,500.00		\$0.00	\$0.00	\$0.00	\$7,500.00
	Interpretive Signage x 15	170	Each	15	\$2,550.00		\$0.00	\$0.00	\$0.00	\$2,550.00
	Sign Artwork	5000	Each		\$5,000.00	\$33,600.00	\$0.00	\$0.00	\$0.00	\$5,000.00
	Installation of Signs & Markers	200	/ Hr	50	\$10,000.00		\$3,333.00	\$3,333.00	\$3,333.00	0
	Frames for signs	200	Each	15	\$3,000.00		\$0.00	\$0.00	\$0.00	\$3,000.00
	Pedestrian Warning Signs on Roads	150	Each	37	\$5,550.00		\$0.00	\$0.00	\$0.00	\$5,550.00
Project Management		90	/ hr	300	\$27,000.00	\$27,000.00	\$9,000.00	\$9,000.00	\$9,000.00	0
TOTAL						\$333,925.00	\$64,275.00	\$64,275.00	\$64,275.00	\$141,100.00

POLICY IMPLICATIONS

- 2.1. Purchasing Policy
- 2.3. Transaction Card Policy
- 9.2. Community Bus Hire

FINANCIAL IMPLICATIONS

There are budgeted financial implications concerning this item.

COMMUNITY & STRATEGIC OBJECTIVES

Objective No.	Outcome (Business Plan)	Goal No.	Actions (Community Strategic Plan)
ED1.1.2.5	<p>Coordinate activities that recognise national events, our leaders, volunteers and new community members.</p> <p>Increase visitors to our region.</p> <p>Our built environment responds to the accessibility and connectivity needs of all.</p>	<p>Goal 2.2</p> <p>2.3</p> <p>4.1</p> <p>4.2</p> <p>4.3</p> <p>8.1</p> <p>8.2</p>	<p><i>“An active, engaged and social community.”</i></p> <p><i>Facilitate, encourage, and support community events.</i></p> <p><i>Partner with key stakeholders to achieve an increase in active participation for all ages.</i></p> <p><i>Promote, develop tourism & maintain/enhance local attractions.</i></p> <p><i>Collaborate with our partners to promote local and regional tourism initiatives.</i></p> <p><i>Provide facilities to encourage tourist and resident visitation.</i></p> <p><i>Improving safety on road, cycle and footpath networks.</i></p> <p><i>Developing & planning community infrastructure to improve use & social interaction.</i></p>

10.4. GOVERNANCE AND COMPLIANCE

10.4.1. CHIEF EXECUTIVE OFFICER'S REPORT – MAY 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	25 June 2024
Reporting Officer:	Sabine Taylor, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	10.4.1 – Correspondence as listed in CEO Report - Separate Binder

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receives the Chief Executive Officer's report.

SUMMARY

This report is prepared by the CEO to provide Council and the Wyalkatchem community with some insight into CEO activities and Council operations.

COMMENT

Organisationally the CEO focus has included progressing the Community Strategic Plan, continued review of the procurement process and the delivery of the Financial Year 2024 /2025 Shire of Wyalkatchem Budget. Staff performance reviews have commenced and include a review and update of all position descriptions.

Since the last report, the CEO has attended the following substantial meetings and events to progress community and Council's interests:

- 01 May 2024 Recovery Basics for Local Government and Community Leaders Workshop.
- 03 May 2024 Meeting with Community Member – Quentin Davies
- 08 May 2024 Wheatbelt Business Network AGM
- 08 May 2024 Town Team Movement Meeting
- 09 May 2024 Celebration of Women Morning Tea at the Wylie CRC
- 13 May 2024 CEACA Management Committee Meeting
- 13 May 2024 Meeting re Medical Centre
- 14 May 2024 WSNF Catch Up
- 15 May 2024 NAB Federal Budget Update
- 16 May 2024 Dowerin Work Camp
- 23 May 2024 Meeting re Medical Centre
- 28 May 2024 NEWROC, Dowerin
- 30 May 2024 Meeting with Community Member – Stephen Gamble
- 30 May 2024 Attend Quiz night at CRC
- 07 June 2024 NBN Emergency Round Table
- 11 June 2024 Business Grant Cheque Presentation, Wyalkatchem Post Office

KEY CORRESPONDENCE RECEIVED

- Attachment A: Wheatbelt Business Network AGM
Chair Report, Audited Financials and WBN Annual Report (compressed)
- Attachment B: Wheatbelt Secondary Freight Network Governance Plan
- Attachment C: Red cross Recovery Basics – email dated 10 May 2024
- Attachment D: Wyalkatchem District High School Newsletter
- Attachment E: WALGA Federal Inquiry into Local Government Sustainability
- Attachment F: April and May Crime Statistics
- Attachment G: Wheatbelt Health making smoking and vaping history (10 Attachments)
- Attachment H: Integrity in Local Government Training
- Attachment I: WSFN Funding

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 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. PIONEER PATHWAY MoU JULY 2024 – 30 JUNE 2027

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	25 June 2024
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	NIL
File Number:	13.05.01
Attachment Reference:	Attachment 10.4.2 – Pioneer Pathway MOU exp June 30 2027

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council;

- a) Endorse the CEO to sign the Pioneers Pathway MoU 2024-2027 (attachment 10.4.2) and*
- b) Commit to approve a staged financial commitment of \$12,000.00 over three years.*

BACKGROUND

The Pioneers Pathway is a Self-Drive Trail that runs from Toodyay to Merredin, a distance of 226 kilometres. The trail passes through the following Shires:

- Toodyay
- Goomalling
- Dowerin
- Wyalkatchem
- Nungarin
- Merredin

The Pioneers Pathway (PP) has had a MoU between member Councils since 2017.

The purpose of the funding is to continue to collaboratively develop historical tourism in the region through the development, promotion and marketing of the Pioneers’ Pathway Self Drive Trail from Perth to Merredin reminiscing the path of the Pioneers’ during the gold rush in the eastern goldfields and the development of agriculture and communities in the region.

The Council’s Governance Executive Officer regularly attends the Pioneers Pathway as Council’s proxy delegate and ensures that the Shire of Wyalkatchem contributes and progresses initiatives and projects.

COMMENT

The current Memorandum of Understanding (MoU) is set to expire on 30 June 2024.

The PP Advisory Group recommends that this MoU be renewed for another three-year period, extending its validity to 30 June 2027.

The intent and objectives of the MoU will remain unchanged, focusing on continued collaboration and support between the parties involved.

In alignment with the objectives of the MoU, it has been proposed to incrementally increase the Council’s financial commitment over the next three years. Specifically, the recommended financial contribution is as follows:

- \$3,500 for the year 2024-2025
- \$4,000 for the year 2025-2026
- \$4,500 for the year 2026-2027

The recommended increase in financial commitment is driven by the importance and benefits of continuing this partnership, noting that there has not been an increase in Council contributions since 2017.

This is a strategic decision addressing the current environment of inflation and rising costs aimed at sustaining and enhancing the partnership, ensuring that the objectives of the MoU are met effectively and efficiently over the next three years.

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

By entering into the MoU, the Shire will be committing to a 3-year staged contribution of \$12,000 as well as potentially other miscellaneous in-kind expenditure.

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 and 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
12 Form strategic partnerships	12.1	Ensuring that the Shire of Wyalkatchem is well positioned to meet future needs

10.4.3. ELECTRONIC MEETINGS AND ATTENDANCE AT COUNCIL MEETINGS AND COMMITTEE MEETINGS VIA ELECTRONIC MEANS and RECORDING OF MEETINGS

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	25 June 2024
Reporting Officer:	Stephanie Elvidge – Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	22.02.01
Attachment Reference:	Attachment 10.4.3 – New Policy

VOTING REQUIREMENT

Absolute Majority

OFFICER’S RECOMMENDATION

That Council,

- 1. Resolves to adopt a new policy for electronic meetings and attendance at council meetings and committee meetings via electronic means and recording of meetings as presented in Attachment 10.4.3 – New Policy and*
- 2. Authorises the Chief Executive Officer to make any minor formatting and error changes to the policy prior to publication.*

SUMMARY

This report presents a proposed new policy relating to the conduct of electronic meetings and attendance at Council and Committee Meetings via electronic means and relating to the recording and publication of recordings of Council and Committee Meetings – see attachment 10.4.3.

BACKGROUND

Temporary provisions to enable local governments to hold meetings electronically and to enable Councillors to attend via electronic means were introduced in 2020 as part of the immediate response to the COVID-19 pandemic.

These electronic meeting provisions enabled Councils to continue making critical decisions during the pandemic. The use of videoconferencing and the adoption of livestreaming has since shown the benefits of providing different forms of public access and participation in the business of local government, as well as allowing attendance by Councillors where they cannot attend meetings in person.

As a result, and as part of the State Government’s package of local government reforms, changes to the *Local Government (Administration) Regulations 1996* were implemented to enable local governments to continue conducting meetings and allow attendance via electronic means.

As Council would be aware, the Local Government Amendment Bill 2023 has passed through Parliament delivering significant changes to the local government sector in WA in more than twenty-five (25) years.

The changes included No 6. Mandating live streaming and recording of Council meetings.

COMMENT

For consistency and transparency, the Department of Local Government, Sport & Cultural Industries (DLGSC) recommends that local governments adopt a policy in relation to dealing with requests for electronic attendance at meetings and the expectations in relation to equipment, location and confidentiality.

In accordance with the DLGSC's direction, a policy has been developed to provide guidance on the attendance and conduct of Council and Committee Meetings held via electronic means.

It should be noted that a Councillor may only attend a meeting remotely by electronic means provided they have not attended more than half of all Council Meetings in the previous twelve (12) months by this method. The 50% attendance cap ensures that Councillors and Committee Members attend at least half of all meetings conducted over a twelve (12) month period, in person.

In reference to point 6 of the Local Government Amendment Bill 2023, based upon a local government's banding by the Salaries and Allowances Tribunal, the Band 1 and 2 local governments will need to live stream meetings of Council. Band 3 and 4 local governments will need to record their meetings and publish that recording on the local government's website. The Shire of Wyalkatchem is a Band 4 local government.

The change is intended to make local government meetings more transparent and to improve the accountability of Council and Committee members by ensuring records are available of what was said at meetings on items for debate.

With Council Chambers designated as the 'usual meeting place', Council will need to consider the layout of the room to ensure that all members can view each other if attending electronically.

STATUTORY ENVIRONMENT

Local Government Act 1995 S 2.7 Role of Council (2)(b) - determine the local government's policies. Regulations 14C to 14E of the Local Government (Administration) Regulation 1996.

POLICY IMPLICATIONS

Code of Conduct: Council Members, Committee Members & Candidates

FINANCIAL IMPLICATIONS

There may be minor costs associated with procuring sound/video editing software to enable the portion of meetings closed to the public (Behind Closed Doors) to be edited from the publicly available copy. This can be managed within current budget allocations.

The Shire may be required to alter the layout of the Council Chambers which could incur unknown expenses.

COMMUNITY & STRATEGIC OBJECTIVES

Goal 10 Transparent, accountable and effective governance.

Goal No.	Action No.	Actions
10 Transparent, accountable and effective governance	10.1	Ensuring a well-informed Council makes good decisions for the community
	10.4	Maintaining Integrated Strategic and Operational plans

10.4.4. MINOR REVIEW – SOCIAL MEDIA AND COMMUNICATIONS POLICY 1.7

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	25 June 2024
Reporting Officer:	Stephanie Elvidge – Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	4.14.2024
Attachment Reference:	Attachment 10.4.4 – Revised Policy 1.7

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council adopt the revised Social Media and Communications Policy 1.7 as provided for in Attachment 10.4.4 Original Policy 1.7 with mark up.

SUMMARY

For Council to consider and adopt the revised and updated Social Media and Communications Policy 1.7.

BACKGROUND

The Statutory Environment Review of Council Policies, Section 2.7 of the *Local Government Act 1995*, provides that the role of Council is to “determine the local government’s policies”.

The amendment, adoption or rescindment of any Council Policy must therefore be resolved by Council as per sections – 2.8, 2.9, 5.34 and 5.41 of the *Local Government Act 1995* (the Act), which require Local Governments to prepare and adopt a policy in relation to the official communications with the community.

COMMENT

Council’s Social Media and Communications Policy 1.7 (refer attachment 10.4.4) has now been reviewed in line with the WALGA policy template.

The revised Council Policy incorporating the amendments is provided for Council’s consideration.

The adoption of the revised Policy is an important step towards establishing clarity for all Elected Members communications.

STATUTORY ENVIRONMENT

Local Government Act 1995 s2.7(2)(b) – Determine the Local Government’s policies

Local Government Act 1995, s – 2.8, 2.9, 5.34 and 5.41

Local Government (Rules of Conduct) Regulations 2007

State Records Act 2000

Freedom of Information Act 1992

POLICY IMPLICATIONS

Revised Social Media and Communications Policy 1.7.

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-managed and effective Council organisation	5.1.1	Implement effective governance structures
		5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk
		5.1.4	Implement systems and processes to enhance organisational capability

10.4.5. MAJOR REVIEW – ELECTED MEMBER TRAINING AND DEVELOPMENT POLICY 6.4

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	25 June 2024
Reporting Officer:	Stephanie Elvidge – Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	4.14.2024
Attachment Reference:	Attachment 10.4.5 – Revised Policy 6.4

VOTING REQUIREMENT

Absolute Majority

OFFICER’S RECOMMENDATION

That Council adopt the revised Elected Member Training and Development Policy 6.4 as provided for in Attachment 10.4.5.2.

SUMMARY

For Council to consider and adopt the revised and updated Elected Member Training and Development Policy 6.4.

BACKGROUND

The Statutory Environment Review of Council Policies, Section 2.7 of the *Local Government Act 1995*, provides that the role of Council is to “determine the local government’s policies”.

The amendment, adoption or rescindment of any Council Policy must therefore be resolved by Council as per sections 5.127 and 5.128 of the *Local Government Act 1995* (the Act), which require Local Governments to prepare and adopt a policy in relation to the continuing professional development of Council Members, and to provide annual reports on training.

COMMENT

Council’s Elected Member Training and Development Policy 6.4 (refer attachment 10.4.5.1) has now been reviewed in line with the WALGA policy template. It has been determined that the training and development budget allocated to Councillors and the President will remain unchanged.

It should be noted that attendance at the WALGA conference will be treated separately under Budget allocations part b. of the Policy. (\$2,000/ member and \$3,000 for the president.)

The revised Council Policy incorporating the amendments is provided for Council’s consideration (attachment 10.4.5.2 Revised Policy 6.4).

The adoption of the revised Policy is an important step towards establishing clarity for all Elected Members and their developmental needs.

STATUTORY ENVIRONMENT

Local Government Act 1995 s2.7(2)(b) – Determine the Local Government’s policies

POLICY IMPLICATIONS

Revised Elected Member Training and Development Policy 6.4.

FINANCIAL IMPLICATIONS

There are budgeted financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-managed and effective Council organisation	5.1.1	Implement effective governance structures
		5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk
		5.1.4	Implement systems and processes to enhance organisational capability

10.4.6. SHIRE OF WYALKATCHEM BUSH FIRE BRIGADES LOCAL LAW

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	25 June 2024
Reporting Officer:	Stephanie Elvidge, via Consultant Chris Liversage
Disclosure of Interest:	NIL
File Number:	19.08.02
Attachment Reference:	Attachment 10.4.6 – Draft BFLL

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

1. *In accordance with section 3.12(4) of the Local Government Act 1995, adopts the Shire of Wyalkatchem Bush Fire Brigades Local Law as attachment 10.4.6;*
2. *In accordance with s3.12(5) of the Local Government Act 1995 the local law be published in the Government Gazette and a copy sent to the Ministers for Local Government and Emergency Services;*
3. *In accordance with s3.12(6) of the Local Government Act 1995, after Gazettal local public notice be given:*
 - a. *Stating the title of the local law;*
 - b. *Summarizing the purpose and effect of the local law and specifying the day on which it comes into operation; and*
 - c. *Advising that copies of the local law may be inspected or obtained from the Shire offices.*
4. *In accordance with the Local Laws Explanatory Memoranda Directions as issued by the Minister for Local Government on 12 November 2010, a copy of the local law and a duly completed explanatory memorandum signed by the Shire President and Chief Executive Officer be sent to the Western Australian Parliamentary Joint Standing Committee on Delegated Legislation.*

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 scrutinize 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.'*

At its meeting held on 21 March 2024 council resolved to adopt a new local law which is a template made by the WA Local Government Association. The draft was advertised for comment and copies sent to the relevant Ministers as required by the Act. No comments were received other than a suggested minor date correction by the WA Department of Local Government and Regional Development.

Subject to that amendment it can now be 'made' and will come into effect 14 days after publication in the Government Gazette.

COMMENT

As advised to council on 21 March, the most efficient way to deal with the JSCDL requirements was to replace the local law. A new *Shire of Wyalkatchem Bush Fire Brigades Local Law 2024* is attached; as noted above it is identical to a template made by the WA Local Government Association (WALGA).

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 was included in the agenda of the council meeting of 21 March 2024. A copy of the proposed local law was sent to the Ministers for Local Government and Emergency Services.

Public notice as required was given for a 7-week period ending on 21 May 2024. No comments were received from the public or the Minister for Emergency Services. The WA Department of Local Government responded on behalf of the Minister for Local Government suggesting a minor correction to a date in the proposed local law, which is shown ‘marked’ on the attachment to this report.

Subject to adoption by council, this amendment the local law may now be Gazetted, and will come into effect 14 days after publication. Other procedural matters required are listed in the recommendation to council.

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.

Goal: Transparent, accountable and effective governance.

Goal No.	Action No.	Actions
10 Transparent, accountable and effective governance	10.1	Ensuring a well-informed Council makes good decisions for the community
	10.4	Maintaining Integrated Strategic and Operational plans

10.4.7. TEMPORARY WAIVER OF HIRE FEES FOR THE AIR STRIP AND TERMINAL

Applicant:	Wyalkatchem CBH & Agricultural Museum Ass Inc.
Location:	Shire of Wyalkatchem
Date:	25 June 2024
Reporting Officer:	Stephanie Elvidge – Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	22.02.01
Attachment Reference:	Attachment 10.4.7 - Request for Waiver of Fees - Aerodrome Fly – In Event 13th July 2024

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

1. That Council support the Wyalkatchem CBH & Agricultural Museum Ass Inc, Fly – In Event.
2. That Council approve the CEO to waive bonds and fees and charges for the hire of the Wyalkatchem Airstrip and Wyalkatchem Terminal Building for Saturday 13 July 2024.

SUMMARY

Council has been asked to grant approval to the CEO to waive various bonds, fees and charges for the Wyalkatchem tourist motivated Fly -In Event on 13th July 2024.

BACKGROUND

The Museum is proposing to hold a Fly – In Event with a sausage sizzle, farm, museum and gypsum mine visits for the aircraft members of the Northam Aero Club; Cunderdin Club and Royal Aero Club.

The CEO's current Delegation 1.2.32 Reduction or Waiver of Fees is authorised up until a limit of \$500.00. This is insufficient for the request received.

COMMENT

In the past the Council has agreed to waive fees to accommodate various activities and events. The CEO proposes that Council waive the following fees associated with the Fly – In Event:

\$ 50.00 Filming Permit

\$430.00 Airstrip Day Hire

\$ 55.00 Terminal Building Hire

\$535.00 TOTAL FEES

In addition, The CEO requests consideration be given to waiving the Bond amounts for the Hire of the Airstrip and Terminal Building as follows:

\$2,600.00 Airstrip use bond

\$ 100.00 Terminal Building (TB) deposit

\$ 100.00 TB Cleaning deposit

\$ 15.00 TB Key deposit

\$2815.00 TOTAL BONDS

*Note that Community Bus Cleaning and Fuel fees will apply as per fees and charges.

STATUTORY ENVIRONMENT

Local Government Act 1995 S6.12 – Power to defer, grant discounts, waive or write off debts;
 Local Government Act 1995 – Delegation Register
 Local Government (Financial Management) Regulations 1996, Regulation 26 – Discount, incentive, concession.

POLICY IMPLICATIONS

Council Policy 9.2 – Community Bus Hire.

FINANCIAL IMPLICATIONS

In providing approval to the CEO to waive the bonds, fees and charges associated with the Wyalkatchem CBH Agricultural Museum Association Incorporation, Errol Croft Fly In, Council is foregoing an income of \$535 (on the assumption that the bond money is fully refunded after the event).

COMMUNITY & STRATEGIC OBJECTIVES

The Errol Croft Fly in is in accordance with the following Goals in the Shire of Wyalkatchem Strategic Community Plan:

Goal 2 – An active, engaged and social community; Goal 4 – Capitalise Tourism Potential

Outcome No.	Outcome	Action No.	Actions
Goal 2	An active, engaged and social community	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	Capitalise Tourism Potential	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

10.5. PLANNING AND BUILDING

Nil

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



**MINUTES
OF THE
ORDINARY MEETING
OF COUNCIL
HELD ON
THURSDAY 16 May 2024**

**Council Chambers
Honour Avenue
Wyalkatchem**

**Commencement: 4:03pm
Closure: 7:11pm**


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 22 May 2024.



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

Shire President, Cr Garner, declared the meeting open at 4:03pm.

2. PUBLIC QUESTION TIME

2.2. Response to Public Questions Previously Taken on Notice

Nil Received.

2.3. Declaration of Public Question Time opened

Public Question Time opened at 4:03pm.

There weren't any questions.

2.4. Declaration of Public Question Time closed

Public Question Time closed at 4:04 pm.

3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

3.2. Attendance

Members:

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

Staff:

Sabine Taylor	Chief Executive Officer
Claire Trenorden	Manager of Corporate Services – <i>left the meeting at 4:50pm</i>
Terry Delane	Manager of Works – <i>left the meeting at 5:02pm</i>
Stephanie Elvidge	Governance Executive Officer

Visitors:

Stephen Gamble – *left the meeting at 6:20pm*
Ken Hammond – *left the meeting at 5:41pm*

3.3. Apologies

Nil

3.4. Approved Leave of Absence

Nil

3.5. Applications for Leave of Absence

Nil

4. OBITUARIES

It was advised that Ken Mews had recently passed.

5. PETITIONS, DEPUTATIONS, PRESENTATIONS

5.2. Petitions

Nil

5.3. Deputations

Nil

5.4. Presentations

Nil

6. DECLARATIONS OF INTEREST

6.2. Financial and Proximity Interest

1. Cr Mischa Stratford declared a Proximity Interest in late Item 13.1 RESTRICTED VEHICLE APPLICATION.

The extent of her interest is that the family farming business has neighbouring land to the road in question. Approval will not impact on the business in any way.

6.3. Impartiality Interests

1. Manager of Works Terry Delane declared an Impartiality interest in late Item 13.1 RESTRICTED VEHICLE APPLICATION.

The extent of his interest is that the letter received regarding the matter which is against the application is from a work colleague (non-work related.)

7. CONFIRMATION AND RECEIPT OF MINUTES

7.1. Confirmation of Minutes

7.1.1. Ordinary Meeting of Council – 18 April 2024

Minutes of the Shire of Wyalkatchem Ordinary Meeting of Council held on Thursday 18 April 2024 (Attachment 7.1.1).

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(62/2024) Moved: Cr Begley

Seconded: Cr Lawson Kerr

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 18 April 2024 (Attachment 7.1.1) be confirmed as a true and correct Record, noting that there is a date error in The Item 10.4.3 which will be corrected.

CARRIED 7/0

7.2. Receipt of Minutes

7.2.1. Great Eastern Country Zone – 11 April 2024

Minutes of the Shire of the Great Eastern Country Zone Meeting held on Thursday 11 April 2024 (Attachment 7.2.1).

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(63/2024) Moved: Cr Petchell

Seconded: Cr Dickson

That the minutes of the Great Eastern Country Zone Meeting held on Thursday 11 April (Attachment 7.2.1) be received.

CARRIED 7/0

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Nil

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Confidential Briefing Note – Wyalkatchem Swimming Pool Project.

Councillor Questions on Notice.

10.REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. ACCOUNTS FOR PAYMENT – APRIL 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	16 May 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 – April 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 April 2024 is presented to Council for endorsement.

MARCH 2024

Bank Account	Payment Type	Last Number	First Number in the report
Municipal and Trust	EFT	EFT 3666	EFT 33608
DD	DD	DD 3219.1	DD 3178.1

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

(64/2024) Moved: Cr Loton

Seconded: Cr Petchell

That Council endorse the total payments for the month of April 2024 being \$387,020.93 which comprised of:

- 1. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$335,265.85;*
- 2. Direct Debit (DD) payments in the Municipal Fund totalling \$51,755.08.*

CARRIED 7/0

10.1.3. MONTHLY FINANCIAL REPORT – APRIL 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	16 May 2024
Reporting Officer:	Rhona Hawkins, LG Consultant
Disclosure of Interest:	No interest to disclose
File Number:	25.08
Attachment Reference:	Attachment 10.1.3 – Monthly Financial Report April 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 30 April 2024 is \$3,649,159;

- cash available is made up of unrestricted cash \$340,688 (9.34%) and
- restricted cash \$3,308,471 (90.66%).

Rates Debtors balance as at 30 April 2024 is \$72,481 and Rates Notices for 2023-24 were issued in July 2023. Rates collected as at end of April 2024 was \$1,440,802 – 95.2%.

April 2024: Operating Revenue – Operating revenue of \$2,493,511 is made up of Rates – 58.11%, Grants – 16.65%, Fees and Charges – 10.38%, Interest earnings – 4.62%, profit on asset disposals – 10.23% and other – 0%.

Operating Expenses – Operating expenses of \$4,966,199 is made of Employee Costs – 24.8%, Materials and Contracts – 29.33%, Depreciation – 39.06%, Insurance – 3.56%, Finance – 0.03% and Utility – 2.67% and Other Expenditure – 0.55%.

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

(66/2024) Moved: Cr Petchell

Seconded: Cr Loton

That Council accepts the Statements of Financial Activity for the month ending 30 April 2024 (refer attachment 10.1.3).

CARRIED 7/0

10.2. WORKS AND SERVICES

10.2.1. MANAGER OF WORKS OFFICER’S REPORT APRIL 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	16 May 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 – Roads Hierarchy Attachment 10.2.1.2 – Road Maintenance Program

BACKGROUND

To inform Council of the activities of the works and services team during the period April/ May 2024.

OVERVIEW

The month of April was dominated by the gazetted public holidays of Easter and Anzac Day. These were linked to RDO’s which allowed for a more convenient use of the long weekends for our staff.

This did however affect the number of operating days available. There was a total of 16 working days available. Despite this the focus for April was to return to general town maintenance and the road maintenance grading program as detailed in this report.

COMMENT:

ROADS

Regional Road Group (RRG)

Zone meeting of RRG was held on Tuesday 23rd April.

Roads 2 Recovery (R2R)

The Shire has been advised that there will be no further funding under the R2R stream in the future.

Wheatbelt Secondary Freight Network (WSFN)

It is not confirmed in writing that the application for funding under the WSFN system has been approved. The consequence of this is that any monies spent on any Capital Road will come out of Council’s own funds.

Strategically this is critical with both the Koorda Road section earmarked for reconstruction and the Cunderdin Road work proposed both becoming urgent due to continued decline in the pavement and seal and will drive repair and maintenance costs up if we are unable to complete under Capital Works (as per our site visit observations and discussions).

The proposed Capital Road program for 2024/2025 will now solely be focused on the Wyalkatchem North Road. This is to be discussed and confirmed via the FY 2024/ 2025 Budget process.

Job	Description of works	Total Budget \$	JTD Actual	Orders released/ costs expected	Total	Variance
RRG0130 Koorda Road	Repair edges and repair edge breaks, shoving and pot holing.	\$ 90,000	\$	\$	\$	
RRG0131 Cunderdin Road	Reconstruct outer lane & repair culvert	\$ 95,000	\$	\$	\$	

Black Spot Projects

- Work has not commenced on the business case.

Road Maintenance Program

- Maintenance grading programs has recommenced with the following roads graded;
 - Garn Rd, Cox Rd, Mizen Rd, Diver Rd, DePierres Rd and the Tammin-Wyalkatchem Rd.
- There has been some verge and gutter cleaning on Cox Rd, Diver Rd and DePierres Rd. This has brought the roads back to more functional width for vehicle passing and for traversing with farm machinery.
- Maintenance will continue as per the attachment 10.2.1.2 A - 2024 / 2025 Road Maintenance Schedule.



Gamble St drain

- Asphalt repair, footpath repair and handrails are scheduled for the week after next week, refer Council Resolution below.

(55/2024) Moved: Cr Stratford

Seconded: Cr Dickson

That Council approves the footpath replacement and the other recommended minor concrete works be coded against the Capital account for the footpath work at an estimated value of \$5,700.

CARRIED 7/0

PARKS & GARDENS - TOWN SERVICES

- Green stock for Ashelford Park is still expected to be ready for planting at the end of May.
- The concrete path at Ashelford Park has been sealed.
- Metal flowers from Tidy Towns 2003 have been re-painted by the building maintenance officer.

- Dowerin Work Camp have concreted in the new flag poles and assisted with some signage.
- The town / garden crew along with the Dowerin Work Camp did an exceptional job in preparing Pioneer Park for the ANZAC Day service, which was well attended by the community.
- Some remedial work was completed on the paving on the corner of Honour Ave and Railway Terrace.



- *Currently updating the financial system, figures will be finalized 30th June.*

Swimming Pool

Tenders are still under evaluation.

Recreation Reserve

- Oval maintenance regime has been assessed and will be put forward as a budget item.
 - The Town dam remedial work has been completed, i.e. a new foot valved installed to the inlet pipe and a Variable Speed Drive installed to the main irrigation pump.
- *Currently updating the financial system, figures will be finalized 30th June*

Cemetery

- Friends of the Cemetery are purchasing a notice board with lockable glass doors.
 - Rotary have a stock of 60 rosemary plants which the garden crew will plant in the next couple of weeks along the front fence.
- *Currently updating the financial system, figures will be finalized 30th June*

RUBBISH TIP

- Some minor road construction has been completed.
 - Fencing works on hold pending budget approval.
- *Currently updating the financial system, figures will be finalized 30th June*

HUMAN RESOURCES

- Nil

OH&S

- Nil
-

VEHICLE/PLANT

- The air compressor had to be replaced on the Iveco, along with the foot valve, fixed and re-gassed air conditioner, cost: \$ 4,597.23.
-

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

***(67/2024) Moved: Cr Loton Seconded: Cr Stratford
That Council receives the Manager of Works Officer's report.***

CARRIED 7/0

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

***(68/2024) Moved: Cr Loton Seconded: Cr Stratford
That Council accept the Manager of Works late Item 13.1 as item 10.2.2.***

CARRIED 7/0

Cr Stratford declared a Proximity Interest in Late Item 13.1, known as Item 10.2.2 – see 6.2

Mr Delane declared an Impartiality Interest in Late Item 13.1, known as Item 10.2.2 – see 6.3

10.2.2. LATE ITEM 13.1 - RESTRICTED ACCESS VEHICLE APPLICATION

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	16 May 2024
Reporting Officer:	Terry Delane – Manager of Works
Disclosure of Interest:	Impartiality – the matter is in relation to a colleague’s property
File Number:	13.05.01
Attachment Reference:	13.1.1 – Main Roads RAV application email 13.1.2 – Jonas – Letter of concern 13.1.3 – Access Route Assessment

BACKGROUND

The Shire from time to time receives applications for restricted access vehicles. (RAV APPLICATIONS) These can be for special weight increases, heights, widths, lengths or axle configurations. Generally, these applications are from local farming entities or local transport companies. In these cases, the Manager of Works assesses the applications and grants or denies the permit and if granted outlines any special conditions the entity must follow.

COMMENT

The Shire of Wyalkatchem has recently received an application from Tom Fullerton Trucking (TFF) to access the Cunderdin to Wyalkatchem Rd from the boundary SLK 0.00 to the Pulford Rd intersection SLK 6.13 and Pulford Rd from the Cunderdin Rd intersection SLK 0.00 to the Shire boundary SLK 1.59.

TFF has applied to increase the rating to allow a RAV 7 vehicle (36.5m long)

The estimated annual tonnage to be shifted is 10,000 tonnes.

The contractor carts mostly grain and lime for farmers.

They have listed;



“To reduce the amount of trucks to run on these roads, and to make the grain harvest season more efficient.” as their reason for RAV Access Application.

The following roads en route:

1. Ygnattering Rd : Tandem Drive 6.1 without conditions
2. Cunderdin – Wyalkatchem Rd to shire boundary: Tandem Drive 6.1 without conditions
3. Cunderdin – Wyalkatchem Rd boundary to : Tandem 4.1 without conditions
4. Seventeen Mile Gate Rd : Tandem 4.1 without conditions
5. Watercarrin Rd : Tandem 4.1 without conditions
6. Pulford Rd : Tandem 4.1 without conditions

We have one contractor who has been given concessional loading to a level 2 which means they can cart extra tonnage on each axle, but the same as a standard road train in length.

Fullerton Trucking are applying to operate a C Train configuration.

7A	 <p>AB-Triple (Prime Mover, Semi Trailer & B-Double)</p>	<p>>27.5 m ≤36.5 m</p>	<p>108.5 t</p>	<p>RAV Network 7</p>
Or				
7B	 <p>BA-Triple (B-Double & Dog Trailer)</p>	<p>>27.5 m ≤36.5 m</p>	<p>108.5 t</p>	<p>RAV Network 7</p>

Their application to MRWA is for an estimated 10,000 tonnes, however the Pulford Rd application is to cater for harvest freight only, from 2 paddocks that border Pulford Rd. This freight is expected to be a week maximum and for one rig only carting to Cunderdin.

I have assessed the road and discussed with Fullerton Trucking with the following comments.

1. The Cunderdin Rd is rated is a level 4 rating and has not had other applications to increase it. The section of road is in currently in a reasonably poor condition, with work at this stage scheduled for the next couple of years.
2. The intersection with Pulford is very wide with very good sight lines both ways and both entering and exiting.
3. The juncture of the 2 roads shows evidence of bleeding and metal shedding.
4. The section of Pulford Road is reasonably narrow and heavily treed with Mallees and Salmon gums.
5. There is a culvert that carries the water from a creek that does overflow in heavy rains.
6. There is a short section of moral country just before Jonas’s gate which appears prone to rutting when wet.

Tom Fullerton’s comments were;

1. He needs to use Pulford Rd to access the 2 paddocks
2. He is only carting grain for a short period while those paddocks are stripped.
3. There are rating issues and road condition issues with Williams and Watercarrin Rd.
4. Those roads head the wrong direction as the grain goes to Cunderdin.
5. They would not pass other trucks at any of the slow / narrow points.
6. He is happy to accept conditions that outline these points.
7. He may not use the C train depending on yields etc, but need to know now,

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 no 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.	8.2	Developing and planning community infrastructure to improve use and social interaction.

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(69/2024) Moved: Cr Stratford

Seconded: Cr Dickson

That Council approve Fullarton Trucking being granted the RAV 7 access and appropriate conditions and that Main Roads of WA be conveyed these conditions to form part of the Approval or Rejection Notice.

LOST 2/5

For – Cr Stratford and Cr Begley

Against – Councillors Petchell, Loton, Lawson Kerr, Dickson and Garner

Mr Delane left the meeting at 5:02pm.

10.3. COMMUNITY DEVELOPMENT

10.3.1. COMMUNITY DEVELOPMENT OFFICER’S REPORT APRIL 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	16 May 2024
Reporting Officer:	Nikki Towell, Community Development Officer
Disclosure of Interest:	No interest to disclose
File Number:	38.44.04
Attachment Reference:	Nil

SUMMARY

To provide Council with an update of Community Development initiatives and events for April / May 2024.

COMMENT

Mystery Seniors Bus Trip

On Wednesday 17th April 2024, 16 community members went on the first Seniors’ Mystery Bus Trip. The group left the Shire offices at 9 am on the community bus and travelled to Meriden to attend a cultural experience by Njaki Njaki Tours.

The group experienced bush medicine, enjoyed scones infused with Lemon Myrtle, and listened to a digeridoo performance. After the activity, the group moved to the Wild Poppy Café and enjoyed an amazing lunch and refreshments.

The feedback forms received from the participants were overwhelmingly positive, and almost all rated the trip as “Excellent”. They also indicated they would like to go on another similar trip, and that they had enjoyed the day out and the company.

One area mentioned as needing improvement was the community bus needing upgrading - comfortable seats, easier access and capacity to store walkers on board. Better air-conditioning would also be desirable.



*Budget requested \$1700.00
Total Cost \$1574.70*

Ashelford Park Opening Ceremony

The opening ceremony for Ashelford Park in conjunction with the 21st Anniversary of Tidy Towns is progressing. The proposed date of event has been scheduled for Saturday 22nd June 2024 which has been confirmed.

Resolution from OMC on 21/03/2024

That Council;

“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).”

Youth Table Tennis Tournament Fridays

The 19th of April 2024 was the first of the Table Tennis Torments being held at the Recreation Center.

Children aged between 10 – 16 were invited via fliers and the W.D.H.S. The invitations included permission slips.

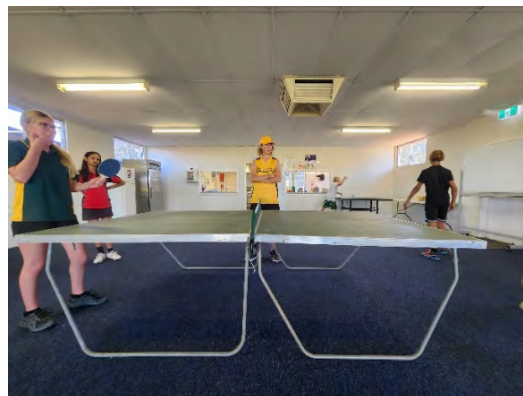
Ten children attended the first session. The order of play was determined by picking names out of a hat and games continued until there was a winner. There are no prizes given out – just bragging rights. The children were all well-behaved and also helped to referee the games when their peers were playing.

Advertising for both volunteers and youth began on the 10th of April 2024, with posters distributed at the school, a post in the Shire Newsletter via the Wylie Weekly and the shop windows in town. A roster of adult helpers will be determined weekly. Currently only two volunteers have registered from the community to help.

This event is scheduled to run every Friday of term two, a total of ten weeks. After this time, the viability of the Youth Table Tennis will be measured by the number of youths attending and the volunteer support commitment to determine if a permanent type of youth group is needed in the town.



Budget vs actual will not be accurately determined until the end of the 10 weeks when the council will be presented with the information.



Rodeo Update

An advertising campaign for the Wyalkatchem Rodeo and Camping Event to be held on 24th August 2024 commenced mid-April 2024, led by Double Barrel Entertainment. The Shire Camping booking website is up and running via the HUMANITIX platform. Currently 323 tickets have been purchased.

This will be further improved by uploading of a map of the Town, Oval and Entrances/ Camping and Caravanning areas.

Expressions of interest have been received to hold the market stalls and an invitation has been sent this week to all participants from last year and advertising will commence in the near future in local magazines in the Wheatbelt.

The working group has been well attended and an action plan drawn up to keep the group on track.

Next steps:

- The Rodeo Purpose Statement – Wednesday 15th May
- Mapping – Friday 31st May
- Meet with Double Barrell and determine roles and responsibilities – in progress
- How to measure success – Next Meeting
- Risk Management Plan – Draft discussion next meeting
- Volunteer Reward Scheme – Discussion to continue next meeting
- Grants Research to commence this week.
- Sub Group to meet asap re Site Map

POLICY IMPLICATIONS

2.1. Purchasing Policy

2.3. Transaction Card Policy

9.2. Community Bus Hire

FINANCIAL IMPLICATIONS

There are budgeted financial implications with 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	<p>“An active, engaged and social community.”</p> <ul style="list-style-type: none"> - Facilitate encourage and support community events.

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(70/2024) Moved: Cr Lawson Kerr

Seconded: Cr Dickson

That Council receives the Community Development Officer’s report.

CARRIED 7/0

10.4. GOVERNANCE AND COMPLIANCE

10.4.1. CHIEF EXECUTIVE OFFICER’S REPORT – MAY 2024

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	16 May 2024
Reporting Officer:	Sabine Taylor, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	10.4.1 – Correspondence as listed in CEO Report

SUMMARY

This report is prepared by the CEO to provide Council and the Wyalkatchem community with some insight into CEO activities and Council operations.

COMMENT

Organisationally the CEO focus has included progressing the Community Strategic Plan, continued review of the procurement process and the delivery of the Financial Year 2024 /2025 Shire of Wyalkatchem Budget. Challenges with our technology deficiencies continue and are being address by our Technology Service partner.

The key focus by the CEO for May – June 2024 will be the Community Strategic Plan, Budgeting, staff performance and position description reviews.

Since the last report, the CEO has attended the following substantial meetings and events to progress community and Council’s interests:

- 12 Apr 2024 Procurement Overview – WALGA Presentation
- 17 Apr 2024 LGIS – Risk Management Advisory Group Meeting
- 18 Apr 2024 Dr Michael Cudjoe
- 19 Apr 2024 Community Forum – Wyalkatchem CRC
- 22 Apr 2024 Wyalkatchem District High School Council Meeting
- 23 Apr 2024 EPA – Considering Offsets at a Regional Scale

KEY CORRESPONDENCE RECEIVED

Attachment A Letter of Acknowledgment from Department Water and Environmental Regulation – Withdrawal of application to Clear Native Vegetation Clearing Permit 9961/1 under the EPA 1986

Attachment B Cover Letter for January 2024 Crime Statistics (received 15 April, 2024)

Attachment C Wyalkatchem Crime statistics

Attachment D Thank you from the Shire of Waroona

Attachment E Slide pack from EPA briefing – Offsets public advice WALGA

Attachment F Local Government 2024 Determination for CEO remuneration and Councillor Bands

Attachment G Message from Director General, Department of Communities about WA Student Assistant Payment

- Attachment H Information from CHSP seminar on framework and national guide to client contribution – primarily for providers of health services
- Attachment I WALGA – State Council Flying Agenda – Submission on the Inquiry into Local Government Sustainability
- Attachment J WALGA – Local Government Sustainability Submission 2024
- Attachment K Telstra – Email – Telstra Extends 3G Closure by 2 Month
- Attachment L Gas Energy Australia Letter
- Attachment M Pathway to Zero Emissions for LPG – Frontier Economics
- Attachment N Discussion paper – Seeking view on a future national water agreement
- Attachment O Correspondence from Director General – Department of Communities 2024_26242
- Attachment P Slides from LGPro – CEO Psych Safety and Wellbeing
- Attachment Q Correspondence from Chris Thomson (R.Wilson, MP) – re audit of Growing Regions Program
- Attachment R Ngalang Nation – Notice to Principal is Notice to Agent
- Attachment S Council Connect Support and Google Analytics Report – April 2024
- Attachment T WBN Annual Report - Compressed

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 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

Goal 12 Form strategic partnerships and advocate for the Community.

Goal No.	Action No.	Actions
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

(71/2024) Moved: Cr Dickson

Seconded: Cr Begley

That Council receives the Chief Executive Officer's report.

CARRIED 7/0

Mr Hammond left the meeting at 5:30pm.

10.5. PLANNING AND BUILDING

Nil

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

11.1. CEACA – CR MISCHA STRATFORD (as written)

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	16 th May 2024
Reporting Officer:	N/A
Disclosure of Interest:	Shire Delegated Committee Member
File Number:	13.05.02
Attachment Reference:	Nil

SUMMARY

The community of Wyalkatchem is in need of affordable housing for the ageing, disadvantaged, disabled and for its future workforce.

BACKGROUND

CEACA was formed in 2012 by eleven central and eastern wheatbelt shires that recognised a common issue of a lack of appropriate and affordable housing for the ageing population. The goal was to provide quality and affordable housing that would allow for residents to remain in their communities well into their retirement. Wyalkatchem was one of those 11 founding members and the alliance that was formed has remained a major part of our strategic plan over the past 12 years.

Other founding members were; Merredin, Kellerberrin, Bruce Rock, Koorda, Trayning, Nungarin, Mukinbudin, Mt Marshall, Yilgarn & Westonia.

To be successful in gaining the required funding the CEACA committee commissioned several Verso reports, including a report on Infrastructure and Service solutions for Aged People in CEACA shires. These reports were commissioned over a 4-year period and were collated to form a major part of the application processes for the required grant funding.

Ultimately CEACA were successful in gaining the required funding and the first units were tenanted in 2019.

Wyalkatchem’s contribution to the construction of the first stage of units was \$108,000 for the 4 units that our community received (\$27,000 per unit). These units have been at 100% occupancy for the past 2 years with interest regularly being shown from community members wanting to join a waitlist. CEACA continue to manage the running and maintenance of these units with the help of Elders Real Estate.

COMMENT:

At the recent strategic planning forums held by the Shire of Wyalkatchem it was a regularly commented that there is a lack of housing for the ageing and for workers. The community expressed a genuine desire for the Shire to commit to easing the housing deficiency in the township.

CEACA currently has submissions in for both Federal and State funding to support the construction of 54 additional units to be built across 11 shires. Wyalkatchem has indicated to CEACA that we would be requesting an additional 4 units to be built in our community. Upon receiving these indications from all member shires, CEACA requested that councils investigate and secure the appropriate land required.

At the previous CEO's review in 2023, it was highlighted as a required outcome that the CEO action housing plans for CEACA and Nursing Quarters. This was viewed by the council as one of the many priorities for the CEO to focus on in FY 23/24.

The previous CEO raised the issue of the availability of land for the next stage of units with the Council at several workshops in 2023. These discussions offered direction for the CEO to investigate the opportunity of acquiring the unutilised and vacant land behind the Police station. This land is currently owned by the Police Department and the proposal was that the land be vested the Shire of Wyalkatchem for the use of community housing.

Policy Implications

There are no policy implications in relation to this item.

Financial Implications

There are no financial implications for this item.

Community Objectives

This item aligns with the current Council Strategic Plan, in particular;

- Goal 3 "Advocating & supporting aged persons accommodation, facilities and services"
- Goal 5 "Town planning strategies support industry growth"
- Goal 8 "Implement an Aged Friendly plan"
- Goal 12 "Ensuring the Shire of Wyalkatchem is well positioned to meet future need"

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(72/2024) Moved: Cr Stratford

Seconded: Cr Dickson

That Council-

- 1. Request that CEO identify if the Police Department is willing to transfer ownership of the land surrounding the Police Station in Wyalkatchem for future community housing in alliance with the CEACA and if so, the proposed terms for that transfer.***
- 2. Request the CEO to explore if Council is able to meet the proposed terms of transfer and if not, whether any alternate terms of transfer should be proposed and report back to Council on progress during its Ordinary Meeting of Council on Thursday 20th June 2024.***
- 3. If Council subsequently considered the terms of transfer are unachievable the CEO is to recommend the next most suitable site for investigation.***

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(73/2024) Moved: Cr Petchell

Seconded: Cr Loton

That Council accept the CEO response report as per Standing Orders and suspend Standing Orders at 5:22pm for discussion.

CARRIED 7/0

A robust discussion on the matter was held between 5:22pm and 6:07pm.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

***(74/2024) Moved: Cr Petchell Seconded: Cr Loton
That Council resume Standing orders at 6:07pm.***

CARRIED 7/0

Following the WALGA Process of Motions, Council returned to the matter at hand.

PROPOSED AMENDMENT

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

***(75/2024) Moved: Cr Begley Seconded: Cr Petchell
That Council requests the CEO to write to CEACA to offer the Shire's support in identifying an alternative site/ sites for the potential development of the additional units if the application for the divestment of the Portion of Crown Reserve 16483 is unsuccessful.***

The amended motion was successful in the vote and became the Carried Substantive Motion.

SUBSTANTIVE MOTION

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

***(75/2024) Moved: Cr Begley Seconded: Cr Petchell
That Council requests the CEO to write to CEACA to offer the Shire's support in identifying an alternative site/ sites for the potential development of the additional units if the application for the divestment of the Portion of Crown Reserve 16483 is unsuccessful.***

CARRIED 6/1

Cr Stratford voted against.

The meeting adjourned at 6:25pm

The meeting resumed at 6:31pm

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

To be circulated and discussed separately – Confidential in nature.

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

See Item 10.2.2

14. MATTERS BEHIND CLOSED DOORS

14.1 CONFIDENTIAL BRIEFING NOTE – WYALKATCHEM SWIMMING POOL PROJECT

14.2 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(76/2024) Moved: Cr Begley

Seconded: Cr Petchell

That Council moves behind closed doors in accordance with Section 5.23 (2)(b), (c) and (e)(iii) of the Local Government Act 1995 which states, that a Council may move its meeting behind closed doors;

b) to deal with matters that relate to the personal affairs of a person;

c) a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting;

e) (1) information that has a commercial value to a person; or

(11) to deal with a matter that if disclosed, would reveal Information about the business, professional, commercial or financial affairs of a person.

CARRIED 7/0

14.1. CONFIDENTIAL BRIEFING NOTE – WYALKATCHEM SWIMMING POOL PROJECT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	16 May 2024
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Attachment 14.1 – Confidential Briefing Note Binder

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(77/2024) Moved: Cr Petchell

Seconded: Cr Loton

That Council note the confidential briefing note – Wyalkatchem Swimming Pool Project.

CARRIED 7/0

COMMENT

The attachment 14.1 Binder provides an overview of the process to date for the Wyalkatchem Swimming Pool Plantroom Upgrade and Structural Works. (the “Project”).

The Shire of Wyalkatchem (“Shire”) seeks to upgrade the plantroom and other structural works on the existing Olympic pool located in the town. A procurement specialist consultant, Procurement Associates (“PA”), was engaged to help facilitate the Request for Tender (“RFT”) process.

The objective of this Project is to renew pool equipment to achieve a reliable 20 years of operating life.

The Shire and PA is providing this summary of the current situation and future actions available, being cognisant of the overall relations with the government grants for this Project and timing. It is strongly preferred by the Shire to have the Project scope (refer 1.1 below) complete before Spring 2024.

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

Confidential Discussion took place and an updated Register will be shared with Councillors.

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(78/2024) Moved: Cr Petchell

Seconded: Cr Dickson

That Council move out from behind doors.

CARRIED 7/0

15. CLOSURE OF THE MEETING

There being no other business to attend to, Shire President Cr Garner closed the meeting at 7:11pm.





**DRAFT CONFIDENTIAL
MINUTES
OF THE
SPECIAL MEETING
OF COUNCIL
HELD ON
MONDAY 27 May 2024**

**Council Chambers
Honour Avenue
Wyalkatchem**

**Commencement: 4:02pm
Closure: 6:02pm**

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 20 June 2024.

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

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

2. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

2.1. Attendance

Members:

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

Staff:

Sabine Taylor	Chief Executive Officer
Stephanie Elvidge	Governance Executive Officer

2.2. Apologies

Nil

3. DECLARATIONS OF INTEREST

3.1. Financial and Proximity Interest

Nil

3.2. Impartiality Interests

Nil

4. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Cr Garner thanked Councillors and staff for their attendance and participation. He explained that the meeting was to clarify matters regarding 16 May meeting and address any issues that have arisen in a better forum than the current email correspondence.

5. MATTERS BEHIND CLOSED DOORS

5.1. GOVERNANCE AND COMPLIANCE

5.1.1. ORDINARY MEETING OF COUNCIL 16 MAY 2024

Applicant:	Shire of Wyalkatchem
Date:	27 May 2024
Reporting Officer:	N/A
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(79/2024) Moved: Cr Lawson Kerr Seconded: Cr Petchell

1. 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 —**
 - (i) 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.

CARRIED 6/1

Cr Stratford voted against.

SUMMARY

An ordinary Meeting of Council was held on the 16 May 2024.

COMMENT

Cr Garner held a confidential Councillor Question and Answer session based on the Ordinary Meeting of Council 16 May 2024.

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 the discussion.

COMMUNITY & STRATEGIC OBJECTIVES

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

Goal 10 Transparent, accountable and effective governance

Goal No.	Action No.	Actions
10 Transparent, accountable and effective governance	10.1	Ensuring a well-informed Council makes good decisions for the community

*Cr Garner called a short recess from the meeting at 4:45pm
Councillors supported the recess.*

The meeting and lengthy discussions continued at 4:51pm

5.1.2. HOUSING AND ACCOMMODATION

Applicant:	Shire of Wyalkatchem
Date:	27 May 2024
Reporting Officer:	N/A
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

***(80/2024) Moved: Cr Dickson Seconded: Cr Petchell
That Council discuss housing and accommodation matters.***

CARRIED 7/0

SUMMARY

The Shire of Wyalkatchem Councillors recognise that there is a need for additional housing and accommodation.

COMMENT

Cr Garner led a Councillor discussion on the matter.

It was noted:

1. That the Shire has been unsuccessful in their joint application for the Nurses Accommodation funding.

Discussion ensued.

2. That the Shire needs a diverse range of accommodation and that this requires further exploration and planning. This aspect is captured in the Community Strategic Plan (SCP).

Discussion ensued.

3. That Wyalkatchem needs to know what it wants to look like in 5 and 10 years. Is it the aim to remain as a small community or is the Shire looking to expand into a larger model EG Merredin?

Discussion ensued.

4. That the Shire will continue to explore the CEACA Model following due process.

Discussion ensued.

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 determined financial implications in the discussion.

COMMUNITY & STRATEGIC OBJECTIVES

The recommendation 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

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(81/2024) Moved: Cr xxx Seconded: Cr xxx

That Council move out from behind closed doors.

CARRIED 7/0

6. CLOSURE OF THE MEETING

Cr Garner advised that he is committed to supporting Councillors and continue to move forward.

There being no other business to attend to, Shire President Cr Garner closed the meeting at 6:02pm.





**UNCONFIRMED CONFIDENTIAL
MINUTES
OF THE
SPECIAL MEETING
OF COUNCIL
HELD ON
THURSDAY 6 JUNE 2024**

**Council Chambers
Honour Avenue
Wyalkatchem**

**Commencement: 2:30pm
Closure: 2:34pm**

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 11 June 2024



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

Shire President, Cr Garner, declared the meeting open at 2:30pm.

2. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

2.1. Attendance

Members:

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

Staff:

Sabine Taylor	Chief Executive Officer
Stephanie Elvidge	Governance Executive Officer

2.2. Apologies

Nil

2.3. Approved Leave of Absence

Nil

2.4. Applications for Leave of Absence

Nil

3. DECLARATIONS OF INTEREST

3.1. Financial and Proximity Interest

Nil

3.2. Impartiality Interests

Nil

4. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Cr Garner thanked Councillors and staff for their time and attendance.

5. MATTERS BEHIND CLOSED DOORS

POOL UPGRADE TENDER AWARD

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(82/2024) Moved: Cr Begley

Seconded: Cr Dickson

1. 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 —

(i) 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.

CARRIED 7/0

5.1. GOVERNANCE AND COMPLIANCE

5.1.1. POOL UPGRADE TENDER AWARD

Applicant:	Shire of Wyalkatchem
Date:	6 June 2024
Reporting Officer:	Stephanie Elvidge, Governance Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Confidential Attachment 5.1.1 Evaluation Report

COMMENT

Tenderer 4 is the Evaluation Panel's recommended tenderer, see confidential attachment 5.1.1 Evaluation Report.

The basis for this decision is as follows:

- Provided best value for money
- Two tenderers were above-average technically, with recommended Tenderer 4 the standout from a qualitative basis
- Lowest price
- Ability to meet tight timelines
- Best resources put forward for the Shire's proposed contract

In summary, Tenderer 4 is best suited to meet the Request requirements at a competitive price and therefore represents value for money.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

This project will likely absorb all 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 No. 2	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

Absolute Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(83/2024) Moved: Cr Petchell

Seconded: Cr Dickson

That Council;

- 1. Accepts the Tender submitted by Tenderer 4 as the most advantageous Tender to form a Contract.*
- 2. Delegates the formation of the Contract to the Chief Executive Officer, subject to any variations (of a minor nature) prior to entry to Contract.*
- 3. Authorise the Shire President and Chief Executive Officer to executive the agreement and affix the Shire’s seal.*
- 4. Engage an external consultant to provide technical support at key stages of the execution of works to verify each is satisfactory to meet the requirements.*

CARRIED 7/0

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION/ COUNCIL RESOLUTION

(84/2024) Moved: Cr Lawson Kerr

Seconded: Cr Petchell

That Council move out from behind closed doors.

CARRIED 7/0

6. CLOSURE OF THE MEETING

There being no other business to attend to, Shire President Cr Garner closed the meeting at 2:34pm.





North Eastern Wheatbelt Regional Organisation of Councils

Dowerin | Koorda | Mt Marshall | Mukinbudin | Nungarin | Trayning | Wyalkatchem

Council Meeting

Tuesday 28 May 2024

Dowerin Community Club

MINUTES

1.30pm Light Lunch
2pm Meeting

www.newroc.com.au

@northeast_roc

E caroline@newroc.com.au

ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	<ul style="list-style-type: none"> 👉 Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year) 👉 Council reviews NEWROC project priorities / strategic plan 	Council
March	<ul style="list-style-type: none"> 👉 WDC attendance to respond to NEWROC project priorities 👉 Submit priority projects to WDC, Regional Development and WA Planning 	Executive
April	👉 NEWROC Budget Preparation	Council
May	<ul style="list-style-type: none"> 👉 NEWROC Draft Budget Presented 👉 NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2027) 👉 Local Government Week agenda 	Executive
June	👉 NEWROC Budget Adopted	Council
July		Executive
August	<ul style="list-style-type: none"> 👉 Information for Councillors pre-election 👉 NEWROC Audit 	Council
September		Executive
October	<ul style="list-style-type: none"> 👉 NEWROC CEO and President Handover (every 2yrs) 👉 NEWROC Dinner 	Council
November	<ul style="list-style-type: none"> 👉 NEWROC Induction of new Council representatives (every other year) 👉 Review NEWROC MoU (every other year) 	Executive
December	👉 NEWROC Christmas / End of Year Drinks	Council

ONGOING ACTIVITIES

Compliance

Media Releases

NEWROC Rotation

Shire of Mt Marshall

Shire of Nungarin

Shire of Wyalkatchem

Shire of Koorda

Shire of Mukinbudin

Shire of Trayning (Oct 2023 – Oct 2025)

Shire of Dowerin

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NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Minutes for the Council Meeting commencing at 2.02pm on 28 May 2024 at the Dowerin Community Club

MINUTES

1. OPENING AND ANNOUNCEMENTS

Cr Stratford, Chair of the meeting welcomed everyone and opened the meeting at 2.02pm.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1 Attendance

Cr Gary Shadbolt	President, Shire of Mukinbudin
Cr Pippa De Lacy	President, Shire of Nungarin
Cr Jannah Stratford	President, Shire of Koorda
Cr Tony Sachse	President, Shire of Mt Marshall
Cr Robert Trepp	President, Shire of Dowerin
Cr Owen Garner	President, Shire of Wyalkatchem
Leanne Parola	NEWROC CEO, CEO Shire of Trayning
Dirk Sellenger	CEO Shire of Mukinbudin
Zac Donovan	CEO Shire of Koorda
Sabine Taylor	CEO, Shire of Wyalkatchem
Ben McKay	CEO, Shire of Mt Marshall
Aaron Wooldridge	Acting CEO, Shire of Dowerin
David Nayda	Acting CEO, Shire of Nungarin
Caroline Robinson	Executive Officer, NEWROC (entered 2.08pm)
Observers	
Cr Chris Loton	Councillor, Shire of Wyalkatchem
Cr Rod Lawson Kerr	Councillor, Shire of Wyalkatchem

2.2 Apologies

Cr Melanie Brown President, Shire of Trayning, NEWROC Chair

2.4 Leave of Absence Approvals / Approved

Nil

3. DECLARATIONS OF INTEREST AND DELEGATIONS REGISTER

3.1 Delegation Register

Please find below a delegations register as per the new policy adopted in March 2017:

Description of Delegations	Delegatee	Delegated to	Approval
Records Management	CEO	NEWROC EO	Council
NEWROC Financial Management	CEO	NEWROC EO	Council Dec 2017

NEWROC Council Meeting 28 May 2024 - MINUTES

Bendigo Bank Signatory (NEWROC)	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (Shire of Trayning)	Council	CEO	Council Dec 2017
NEWROC Website	CEO	NEWROC EO	Council June 2017

4. PRESENTATIONS

Nil

5. MINUTES OF MEETINGS

Minutes of the Council Meeting held on 26 March have previously been circulated.

RESOLUTION

That the Minutes of the Council Meeting held on 26 March 2024 are received as a true and correct record of proceedings.

Moved Cr Shadbolt

Seconded Cr Sachse

CARRIED 6/0

Minutes of the Executive Meeting held on 30 April 2024 have previously been circulated.

RESOLUTION

That the Minutes of the Executive Meeting held on 30 April 2024 be received.

Moved Cr Trepp

Seconded Cr De Lacy

CARRIED 6/0

5.1 Business Arising

Nil

6. FINANCIAL MATTERS

6.1 Income, Expenditure and Profit and Loss

FILE REFERENCE:	42-2 Finance Audit and Compliance
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	21 May 2024
ATTACHMENT NUMBER:	#1P and L
CONSULTATION:	
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

Account transactions for the period 1 March 2024 – 30 April 2024

Account Transactions

Date	Description	Reference	Credit	Debit	Running Balance
BB NEWROC Funds-5557					
Opening Balance			156,252.68	0.00	156,252.68
01 Mar 2024	Xero Australia	XERO Subscription	0.00	61.75	156,190.93
05 Mar 2024	Payment: Narembeen Community Resource Centre	Live Sheep Printing	0.00	778.40	155,412.53
05 Mar 2024	Payment: 150Square	INV-0272	0.00	4,038.13	151,374.40
05 Mar 2024	Payment: Econisis	24014-2	0.00	3,272.50	148,101.90
01 Apr 2024	Bendigo Bank		0.00	1.20	148,100.70
02 Apr 2024	Xero Australia	XERO Subscription	0.00	61.75	148,038.95
08 Apr 2024	Payment: 150Square	INV-0277	0.00	3,715.63	144,323.32
08 Apr 2024	Payment: Shire Of Nungarin	2076	0.00	3,000.00	141,323.32
Total BB NEWROC Funds-5557			0.00	14,929.36	141,323.32
Closing Balance			141,323.32	0.00	141,323.32
Total			0.00	14,929.36	(14,929.36)

Balance Sheet

North Eastern Wheatbelt Regional Organisation of Councils

As at 30 April 2024

30 APR 2024

Assets

Bank

BB NEWROC Funds-5557	141,323.32
BB Term Deposit Account-1388	305,671.84
Total Bank	446,995.16

Total Assets

446,995.16

Liabilities

Current Liabilities

GST	(3,322.49)
Rounding	0.07
Unpaid ATO Liabilities	(1,373.00)
Total Current Liabilities	(4,695.42)

Total Liabilities

(4,695.42)

Net Assets

451,690.58

Equity

Current Year Earnings	(17,911.12)
Retained Earnings	469,601.70
Total Equity	451,690.58

RESOLUTION

That the income and expenditure from 1 March 2024 to 30 April 2024, P and L and balance sheet be received.

Moved Cr Garner

Seconded Cr De Lacy

CARRIED 6/0

6.2 NEWROC Budget 2024/25

FILE REFERENCE: 032-1 Budgets
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 21 May 2024
ATTACHMENT NUMBER: #2 Draft Budget 24/25
CONSULTATION:
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

The draft budget for 2024 / 25 is presented for discussion. This budget was discussed at the April Executive Meeting. One amendment – NEWROC Town Team Builder reduced to one day a week for the 24/25 financial year.

A sponsorship request has also been received for the 2024 NEWROC Literary Luncheon.

RESOLUTION

2024/25 Budget is adopted

Moved Cr Sachse

Seconded Cr Garner

CARRIED 6/0

Caroline Robinson entered at 2.08pm.

7. MATTERS FOR INFORMATION

7.1 WASTE MANAGEMENT – GRANT APPLICATION

FILE REFERENCE: 103-1 Waste Management
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 21 May 2024
ATTACHMENT NUMBER: #3 Supporting documents for the grant application
CONSULTATION:
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

An application for the [Regional Precincts and Partnerships Program](#) has been completed and submitted.

As part of the application the following was required:

- Project Plan
- Budget
- Community and consultation plans
- Letters of Support
- Proof of engagement with traditional owners, RDA Wheatbelt and the Waste Authority

Since submitting the application the NEWROC EO will meet with Senior Manager, Infrastructure & Value Chains, Amanda Joseph from the Department of Water and Environmental Regulation to discuss the project (24 May 2024).

RESOLUTION

Information is received.

Moved Cr De Lacy

Seconded Cr Trepp

CARRIED 6/0

Discussion:

- Costs will escalate at implementation stage
- The project will be subject to the Shire of Trayning procurement policy and process. The Shire of Trayning has allocated \$100,000 in their forward financials for a transfer station (individual approach)
- NEWROC waste sub committee will assist with the planning of the project, subject to receiving Federal funding

7.2 HOUSING

FILE REFERENCE:	090 Housing
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	21 May 2024
ATTACHMENT NUMBER:	
CONSULTATION:	Alex MacKenzie, WDC Gavin Treasure, Shire of Dumbleyung Rob Cossart, WDC
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

NEWROC EO met with Alex MacKenzie, Senior Regional Officer from the Wheatbelt Development Commission. Alex's has a strong focus on housing, and a background in planning and development across public (local, State) and private sector. He has led the 4WD Housing Strategy which has resulted in the identification of 8 project sites for housing (not across all 4WD members though). Gavin Treasurer, CEO Shire of Dumbleyung provided some insight into their work. Gavin is the project lead for the 4WD:

- 4WD needed to investigate worker housing as they only had anecdotal information
- 4WD needed to quantify the problem for investment
- They conducted a needs analysis in 2023 and each local government invested approximately \$18K and this was matched by the WDC (market demand for worker housing, stakeholder analysis, economic modelling)
- They have now progressed to a Business Case to establish a cost benefit analysis and MVP. Each local government contributed \$6.5K.
- Econisis has undertaken the work with supporting consultants
- They intend to develop a prospectus and advocate the economic viability of the 8 project sites. Potentially a state budget submission or approach a private developer.

The Wheatbelt Development Commission is undertaking a similar project in AROC. WDC have approached NEWROC again and asked us if we want to undertake a similar project individually or collectively. WDC would match our investments into the stage one needs analysis. Potentially \$10K per Shire (either funded by individual members or by the NEWROC / combination). The NEWROC Executive discussed the proposal in February 2024 however at the time indicated it was cost prohibitive. Since then, a few member Shires participated in a Growing Regions funding application for housing which was unfortunately unsuccessful.

WEROC is considering a similar proposal from the WDC. To achieve scale, the work needs multiple participants. The Wheatbelt Development Commission has indicated the work will contribute towards their advocacy for State Government assistance with headworks funding of residential land.

Also, to note is a request from Robbie Banks which Cr De Lacy has received (attached) and needs to be discussed.

ACTION: NEWROC EO to speak to Robbie Banks. Speak to CEACA.

RESOLUTION

NEWROC does not participate in the housing strategy with the WDC.

Moved Cr Garner

Seconded Cr Trepp

CARRIED 6/0

7.3 TELECOMMUNICATIONS

FILE REFERENCE:	107-4 Communications
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	21 May 2024
ATTACHMENT NUMBER:	
CONSULTATION:	Rob Cossart (WDC)
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

The NEWROC made a submission to the Inquiry into Regional Telecommunications in WA (by a WA Parliamentary Committee).

A copy of the NEWROC submission and others is available here: [Committee Details - Inquiry \(parliament.wa.gov.au\)](https://parliament.wa.gov.au/Committee/Details/Inquiry)

The NEWROC EO will provide a verbal update to the members regarding conversations with the Wheatbelt Development Commission.

RESOLUTION

NEWROC receives the information.

Moved Cr De Lacy

Seconded Cr Trepp

CARRIED 6/0

Discussion:

- Local government will be responsible for a generator at the exchange switches

7.4 LIVE SHEEP BY SEA

FILE REFERENCE:	130-1 Economic Services
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	21 May 2024
ATTACHMENT NUMBER:	
CONSULTATION:	
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

Panel Report: agriculture.gov.au/sites/default/files/documents/3_AGR195.1123_Independent_panel_report_v9.3.pdf

Transition Plan



Australian Government Phase out of live sheep exports by sea – transition plan

- Live sheep exports by sea will end on 1 May 2028**
- \$107 million over 5 years in transition support committed**
- Legislation to be introduced in this term of government**

Commitment

- Election commitment made to sufficiently meet Australian community expectations for sheep welfare

Certainty

- The government provides certainty by announcing:
 - the phase out date for Australia's live sheep exports by sea
 - the phase out will be legislated
 - the release of the panel report and government response
 - trade may continue without caps or quotas until the trade ceases

Time

- The government has taken time to get the right balance
- For those impacted, there is time to plan and adapt
- Early action will support resilience and position individuals, businesses and communities to:
 - plan and alter on-farm practices
 - develop markets for sheep products
 - increase onshore processing
 - secure and train workers
 - access support and funding

Transition Support

- \$107 million over 5 years available from 2024-25 to assist those impacted:
 - \$64.6 million to support sheep producers and the supply chain, particularly in WA
 - \$27 million to enhance demand within Australia and internationally for sheep products
 - \$2.6 million to continue improving sheep welfare standards
 - \$1.7 million to appoint a Transition Advocate
 - \$11.3 million for implementation and engagement
- Leverage existing whole of government initiatives:
 - ACCC reviews
 - employment programs, including for First Nations people
 - programs to re-skill and up-skill
 - migration, and labour conditions
 - mental health support

Transition Oversight

- Appointment of a Transition Advocate
- Monitoring of the transition will occur via a stocktake in 2026-27

Advice

- Appointment of an independent panel and public consultation
- The panel undertook an extensive national consultation process:
 - more than 2,000 people attended WA forums
 - more than 330 people attended virtual forums
 - almost 100 stakeholder meetings were held
 - 800+ written submissions and 3300+ unique survey responses were received
- The panel made – in its report to the government – 28 recommendations focused on individuals, businesses, communities, trade and animal welfare

Animal Welfare

- Continued regulation of live sheep exports
- Funding for reviewing the standards and guidelines for land transport of sheep
- Enhanced engagement in the World Organisation for Animal Health

\$77m
ABS value of live sheep exports by sea from Australia in 2022-23

\$4.5b
ABS value of Australian sheep meat exports in 2022-23

\$3.5b
MLA estimate of value of domestic retail markets of sheep meat 2022

For more information visit: agriculture.gov.au/live-sheep-phase-out

Federal Budget Allocation

“The 2024-25 Budget includes \$107.0 million over 5 years from 2024-25 for transition support for the phase out of live sheep exports by sea.

- \$64.6 million to assist sheep producers and the supply chain, particularly in Western Australia, to capitalise on existing and emerging opportunities so that they are well positioned when the trade ends. Funding will assist businesses to plan and implement transition actions and to expand domestic sheep processing capacity. It will also support community wellbeing activities and rural financial counsellors.
- \$27.0 million to enhance demand within Australia and internationally for sheep products to maintain and develop market opportunities. With a range of delivery partners, including Austrade, this will fund activities such as market analyses, consumer studies,

product promotions and building business relationships. Agricultural counsellors and Austrade will also work to support diverse trade to and relationships in the Middle East and North Africa region.

- \$2.6 million to continue to improve sheep welfare standards so that they are practical and meet community expectations and for Australia to enhance its engagement in the World Organisation for Animal Health.
- \$1.7 million to appoint a Transition Advocate to facilitate two-way communication between industry and government, provide information to industry about the transition plan and support, and provide advice to government on how the transition is progressing.
- \$11.1 million for the implementation of the phase out, including a stocktake of transition progress in 2026-27 and to facilitate ongoing engagement with industry, communities, trading partners and other stakeholders.”

Activities:

- NEWROC EO on ABC Country Hour and Rural News 13 May in response to the Panel’s report: [Western Australia Country Hour - ABC listen](#)
- Mia Davies speech in WA Parliament: <https://www.facebook.com/MiaDaviesMLA/videos/652775423683775>
- Invitation to Senator Pocock to visit the NEWROC again, has been sent.
- Group of local governments in the Great Southern commissioned a report, similar to the NEWROC and will be made available shortly. An update on how they will use their report will be provided at the meeting (attachment).

Discussion items:

- Response to Minister Watt regarding the transition package and its inadequacy for the NEWROC communities (linked to our report)

MOTION

NEWROC receives the information.

NEWROC writes to Minister Watt.

NEWROC Executive reviews the transition package announced and implications for the district’s economy and communities.

Moved Cr Garner

Seconded Cr De Lacy

RESOLUTION

NEWROC receives the information.

NEWROC writes to Minister Watt after input from NEWROC Executive.

NEWROC Executive reviews the transition package announced and implications for the district’s economy and communities

Moved Cr Sachse

Seconded Cr Trepp

CARRIED 6/0

Discussion:

- NEWROC to focus on business and community impact
- Summary of the report and transition package as an education piece

7.5 POWER UPDATE

FILE REFERENCE:	107 -1 Power
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	21 May 2024
ATTACHMENT NUMBER:	
CONSULTATION:	ERA RAI Energy Empire Carbon
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

NEWROC President and EO met online with the Economic Regulatory Authority. Representatives included the:

- Principal Regulator;
- Executive Director Regulation and;
- Electricity Access Officer.

The ERA recommended NEWROC engage with the Energy Policy Authority to present the impact report as they currently have a focus on a regional power reliability plan. ERA was complimentary of the work to date by the NEWROC in this space as the local data and impact piece helps inform their work.

ERA said that one of the issues NEWROC experiences in determining a local solution is understanding the current power needs of customers in the location. ERA suggested we could get customer permission (signed form) and present this to Western Power.

ERA also shared with NEWROC that the Network Quality Code is currently under review and NEWROC should engage in the process to determine how Western Power is going to develop a plan to meet the new standards in performance, particularly for the NEWROC area.

NEWROC to determine what they want out of the work they are doing and ERA suggested it was network resilience.

Additionally, the NEWROC EO met with Liz Aitken from Empire Carbon and RAI Energy to discuss potential projects. It is recommended the NEWROC economic development sub committee meets with RAI.

NEWROC REDS Grant update

Purpose of the grant: Technical and engineering design for a solution that improves the reliability of electrical supply to a NEWROC townsite.

REDS Funding: \$27,500

NEWROC contribution committed and invoiced by the Shire of Koorda: \$27,500

TOTAL: \$55,000

Expenditure to date: \$14,500

Items of expenditure: Business case for Community Batteries across NEWROC communities with ARENA (technical design included). Unsuccessful.

Outstanding item under grant: Technical design for one location. Investor ready report

RESOLUTION

NEWROC Economic Development sub committee meets with RAI Energy.

NEWROC engages with the Energy Policy Authority.

Moved Cr Trepp

Seconded Cr Garner

CARRIED 6/0

7.6 2024 DRY SEASON TASKFORCE

FILE REFERENCE:	
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	21 May 2024
ATTACHMENT NUMBER:	
CONSULTATION:	Rob Cossart (WDC)
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

The State Government has announced a 2024 Dry Season Taskforce to help address concerns as farmers across Western Australia experience challenging seasonal conditions.

The taskforce will share information and identify ways in which the agriculture industry, in collaboration with Government, can support farm businesses and rural communities during current dry season challenges, which are expected to become the 'new normal' due to climate change.

In particular, the taskforce will consider:

- access and availability of fodder for livestock;
- access and availability of water for livestock and cropping operations;
- extension and adoption of drought resilient practices across different farming systems;
- opportunities for collaboration and co-ordination of industry, local and State Government activities; and
- provision of evidence-based information and tools to support on-farm decision making processes.

The taskforce is chaired by Wheatbelt Development Commission Chief Executive Officer Rob Cossart.

The taskforce communiqués are available here: [19 April 2024](#) and [3 May 2024](#)

Members should note the following:

DWER advised that the Community Water Supply Partnership Program will be expanded to regional communities with average annual rainfall >600mm (part of the \$8.6 million dry season support package). Local Governments and community groups will be able to apply for up to \$100,000 for water supply projects based on community needs for infrastructure, including additional water storage capacity and water carting.

The Grower Group Alliance has also been engaged with the Dry Season Taskforce. The GGA has been contracted via a \$250,000 package to partner in the dry season response initiatives. They have a five-part plan which will support and mobilise on-ground efforts for community wellbeing in the agriculture sector.

- Part 1 – Grants of \$5,000-\$35,000 to support existing or new initiatives led by GGA members or other local agricultural groups (GGA members in our district include: Eastern Wheatbelt Biosecurity Group, WANTFA, Rural Edge, MADFIG)
- Part 2 – On-ground intelligence gathering – GGA will provide a channel to capture local on-ground situation updates to relay to the Dry Season Taskforce to support informed decision-making as the situation evolves.

- Part 3 – Knowledge Directory – curating all known dry season events, resources and financial initiatives across organisations
- Part 4 – Communications support – driving engagement with all dry season initiatives leveraging the GGA suite of digital assets
- Part 5 – Collaboration – GGA will engage in weekly DPIRD Response communications team meetings around planned activities and attend weekly Dry Season Response team meetings for information cross-sharing.

RESOLUTION

NEWROC EO engage with the GGA to assist in the dissemination of information to members and communities.

Moved Cr De Lacy

Seconded Cr Shadbolt

CARRIED 6/0

9. OTHER MATTERS, INTRODUCED BY DECISION OF THE MEETING

Cr Sachse requested electronic meeting invites for the NEWROC

Police presentation at next Council meeting

10. GENERAL UPDATES

- Economic Development Strategy Update
 - Report has been received by the sub committee
 - Sub committee met in Trayning to discuss and develop priorities
 - Presentation to Executive, then Council
- Bringing Dowerin Down Town: [The Future of Farming is Now!](#) Friday 26th July
NEWROC to hold a Friday night dinner subject to RSVP's



- 3G Networking shut down is coming up. Cr Trepp shared information on the [Zestafy](#) antennae.

11. 2024 MEETING SCHEDULE

25 June	Executive	Shire of Trayning
30 July	Council	Shire of Murrumbidgee
23 August	Executive	Shire of Nungarin **FRIDAY
24 September	Council	Shire of Wyalkatchem
29 October	Executive	Shire of Koorda
26 November	Council	Shire of Dowerin

12. CLOSURE

Chair Cr Stratford thanked everyone and closed the meeting at 2.57pm.



PIONEERS' PATHWAY

Advisory Committee meeting

Wednesday 12th June 2024, 1.00pm,
Online

Minutes

ATTENDEES

Pioneers Pathway Executive Officer

Linda Vernon Pioneers' Pathway Project Officer

Participating Council Delegates

Stephanie Elvidge	Community & Economic Development Officer	Shire of Wyalkatchem
Jade	Dowerin CRC/CDO	Shire of Dowerin
Robyn McCarthy	Manager, CWVC	Shire of Merredin

Community stakeholders

2. APOLOGIES

Samuel Bryce	Chief Executive Officer	Shire of Goomalling
Codi Brindley-Mullen	Executive Manager Strategy and Community	Shire of Merredin

3. Finances

View the most current financials from the Shire of Goomalling [here](#).

4. **MOU 2024-2027**

See attached a proposed draft MoU for the PP [here](#).

ACTION – all LG to take this MoU to their Council for endorsement in June or July Council meeting and notify Linda of the outcome.

Background:

The Pioneers Pathway has had a MoU between member Councils since 2017. The purpose of the to provide funding to continue to collaboratively develop historical tourism in the region through the development, promotion and marketing of the Pioneers' Pathway Self Drive Trail from Perth to Merredin reminiscing the path of the Pioneers' during the gold rush in the eastern goldfields and the development of agriculture and communities in the region.

Comment:

The current Memorandum of Understanding (MoU) is set to expire on 30 June 2024. The PP Advisory Group recommends that this MoU be renewed for another three-year period, extending its validity to 30 June 2027. The intent and objectives of the MoU will remain unchanged, focusing on continued collaboration and support between the parties involved.

In alignment with the objectives of the MoU, it has been proposed to incrementally increase the Council's financial commitment over the next three years. Specifically, the recommended financial contribution is as follows:

\$3,500 for the year 2024-2025

\$4,000 for the year 2025-2026

\$4,500 for the year 2026-2027

The recommended increase in financial commitment is driven by sever factors that underscore the importance and benefits of continuing this partnership, noting that there has not been an increase in Council contributions since 2017. This is a strategic decision addressing the current environment of inflation and rising costs aimed at sustaining and enhancing the partnership, ensuring that the objectives of the MoU are met effectively and efficiently over the next three years.

Proposed Recommendation to Council:

That the Pioneers Pathway MoU 2024-2027 is endorsed and a financial commitment of \$12,000.00 over three years be committed.

PP Strategic Plan 2024-2027

See attached reviewed Strategic Plan for the PP [here](#).

Linda had updated the strategy to incorporate the feedback from the review last November and align with the intent of the next three years.

5. **Creative Spaces Brief – Feedback?**

What did your Council think of the proposed ideas from Rikki at Creative Spaces? So far, I have only heard back from the Shire of Merredin. Discussion was held and Linda confirmed that there is currently not identified external funding or grants to undertake these projects. That funds would need to come from Council budgets in the short term to proceed with anything.

View the Creative Spaces Concepts [here](#) and quote [here](#).

Wyalkatchem:

Stephanie advised, she had sent an email and that overall felt the concepts for Wyalkatchem were not very exciting and not sure if this was what they were looking to consider.

ACTION – Stephanie to take concepts to the Wyalkatchem CBH Museum Committee for their input and feedback. Linda offered to attend/support if needed.

Merredin:

Robyn asked about the Google Tour, Linda confirmed that this can be possible for the Shire of Merredin at the same price quoted for the Shire of Goomalling.

ACTION – Linda to connect Rikki and Robyn to proceed with implementing a Google Tour and 4 x interpretative panels for the Tivoli Room.

ACTIONS - All other Councils:

Linda asked if they could get in touch with her about what they are wanting to do (or not do) with the concepts provided by Creative Spaces.

6. Other Business

Robyn asked about the PP Brochures. Linda confirmed that the new brochures had been distributed to all member Councils and some key locations. Another print run will be done in the 2024-2025 Marketing plan and distribution increased.

Meeting Close:1.45pm





Shire of Wyalkatchem List of Accounts

Chq/EFT	Date	Name	Payment Amount	Bank
EFT3667	03/05/2024	Perfect Computer Solutions Pty Ltd	-\$ 5,155.00	1
EFT3668	03/05/2024	Staff Allowance	-\$ 102.60	1
EFT3669	03/05/2024	Shire of Merredin	-\$ 144.50	1
EFT3670	03/05/2024	WA Local Government Association	-\$ 726.00	1
EFT3671	03/05/2024	Wyalkatchem Weekly	-\$ 584.00	1
EFT3672	03/05/2024	Wyalkatchem General Store	-\$ 877.74	1
EFT3673	03/05/2024	Shred-X Pty Ltd	-\$ 78.01	1
EFT3674	03/05/2024	Staff Allowance	-\$ 162.45	1
EFT3675	03/05/2024	Avon Waste	-\$ 6,354.12	1
EFT3676	03/05/2024	Bunnings Midland	-\$ 285.77	1
EFT3677	03/05/2024	Team Global Services (TOLL Australia)	-\$ 91.23	1
EFT3678	10/05/2024	Digga Civil	-\$ 35,337.50	1
EFT3679	10/05/2024	Wormald Australia Pty Ltd	-\$ 448.62	1
EFT3680	10/05/2024	WA Fenceworks PTY LTD	-\$ 4,825.70	1
EFT3681	10/05/2024	NjakiNjaki Noongar Cultural Tours	-\$ 700.00	1
EFT3682	10/05/2024	Meta Maya Environmental PTY LTD	-\$ 495.00	1
EFT3683	10/05/2024	Bunnings Midland	-\$ 99.49	1
EFT3684	10/05/2024	Liebherr-Australia Pty Ltd	-\$ 544.50	1
EFT3685	10/05/2024	Local Government Professionals WA	-\$ 1,170.00	1
EFT3686	10/05/2024	WA Local Government Association	-\$ 638.00	1
EFT3687	10/05/2024	Wyalkatchem Community Resource Centre	-\$ 2,464.68	1
EFT3688	16/05/2024	Bond Refund	-\$ 20.00	1
EFT3689	16/05/2024	Bond Refund	-\$ 315.00	1
EFT3690	16/05/2024	Bond Refund	-\$ 20.00	1
EFT3691	16/05/2024	Best Practice Software Pty Ltd	-\$ 1,486.03	1
EFT3692	16/05/2024	Australia Post	-\$ 156.13	1
EFT3693	16/05/2024	Dunnings	-\$ 1,774.02	1
EFT3694	16/05/2024	Perfect Computer Solutions Pty Ltd	-\$ 977.50	1
EFT3695	16/05/2024	Market Creations Agency Pty Ltd	-\$ 1,820.50	1
EFT3696	16/05/2024	Staff Allowance	-\$ 110.20	1

Shire of Wyalkatchem

List of Accounts

Chq/EFT	Date	Name	Payment Amount	Bank
EFT3697	16/05/2024	Paynes Pest Control	-\$ 330.00	1
EFT3698	16/05/2024	Ben Jardine Carpentry & Maintenance	-\$ 13,612.50	1
EFT3699	16/05/2024	Wyalkatchem Lock & Key	-\$ 1,430.00	1
EFT3700	16/05/2024	Elyon Global Medics Pty Ltd	-\$ 11,880.00	1
EFT3701	16/05/2024	Staff reimbursement	-\$ 263.92	1
EFT3702	16/05/2024	Staff Reimbursement	-\$ 284.97	1
EFT3703	16/05/2024	AusQ Training	-\$ 4,703.00	1
EFT3704	16/05/2024	Avon Waste	-\$ 5,161.02	1
EFT3705	16/05/2024	Kleenheat Gas	-\$ 100.10	1
EFT3706	16/05/2024	Landgate	-\$ 296.15	1
EFT3707	16/05/2024	Wyalkatchem Tyre Service	-\$ 102.50	1
EFT3708	17/05/2024	Dave's Tree Services	-\$ 4,290.00	1
EFT3709	17/05/2024	McLeods Barristers & Solicitors	-\$ 1,614.80	1
EFT3710	17/05/2024	Petchell Mechanical	-\$ 1,230.05	1
EFT3711	22/05/2024	Perth Trees Direct	-\$ 1,294.00	1
EFT3712	22/05/2024	Australian Taxation Office	-\$ 8,136.98	1
EFT3713	22/05/2024	Dave's Tree Services	-\$ 3,960.00	1
EFT3714	22/05/2024	Landgate	-\$ 4,746.00	1
EFT3715	22/05/2024	WCS Concrete Pty Ltd	-\$ 1,795.20	1
EFT3716	23/05/2024	Geraldton Totally Workwear	-\$ 974.54	1
EFT3717	23/05/2024	Infinitum Technologies Pty LTD	-\$ 371.18	1
EFT3718	23/05/2024	Elyon Global Medics Pty Ltd	-\$ 14,850.00	1
EFT3719	23/05/2024	O'Loughlin Family Trust	-\$ 455.40	1
EFT3720	23/05/2024	Elders	-\$ 51.75	1
EFT3721	23/05/2024	Wheatbelt Office & Business Machines	-\$ 435.86	1
EFT3722	27/05/2024	Digga Civil	-\$ 40,735.18	1
EFT3723	28/05/2024	Perfect Computer Solutions Pty Ltd	-\$ 510.00	1
EFT3724	28/05/2024	Officeworks	-\$ 328.95	1
EFT3725	28/05/2024	Shire of Chittering	-\$ 3,603.60	1

Shire of Wyalkatchem

List of Accounts

Chq/EFT	Date	Name	Payment Amount	Bank
EFT3726	28/05/2024	Department of Energy, Mines, Industry Regulation and Safety	-\$ 56.65	1
EFT3727	28/05/2024	Prompt Safety Solutions	-\$ 2,200.00	1
EFT3728	28/05/2024	Wyalkatchem Garden Cafe	-\$ 255.00	1
EFT3729	28/05/2024	Avon Waste	-\$ 5,677.32	1
EFT3730	28/05/2024	BOC Gases	-\$ 52.85	1
EFT3731	28/05/2024	Liebherr-Australia Pty Ltd	-\$ 3,158.87	1
EFT3732	31/05/2024	Staff reimbursement	-\$ 104.42	1
EFT3733	31/05/2024	Rylan Pty Ltd Atf The Moorcroft Family Trust	-\$ 7,275.40	1
EFT3734	31/05/2024	LG Best Practices	-\$ 2,904.00	1
EFT3735	31/05/2024	Staff reimbursement	-\$ 147.94	1
EFT3736	31/05/2024	Wyalkatchem Garden Cafe	-\$ 80.00	1
EFT3737	31/05/2024	Team Global Services (TOLL Australia)	-\$ 336.69	1
EFT3738	31/05/2024	Shred-X Pty Ltd	-\$ 242.62	1
EFT3739	31/05/2024	Wormald Australia Pty Ltd	-\$ 448.62	1
EFT3740	31/05/2024	Wyalkatchem Licensed Post Office(RJ+ME Crute_	-\$ 490.53	1
EFT3741	31/05/2024	Wyalkatchem Electrical and Air conditioning Services	-\$ 3,476.00	1
EFT3742	31/05/2024	GHS Enterprises	-\$ 26.15	1
EFT3743	31/05/2024	McLeods Barristers & Solicitors	-\$ 932.25	1
EFT3744	31/05/2024	Petchell Mechanical	-\$ 4,597.23	1
EFT3745	31/05/2024	WA Contract Ranger Services	-\$ 731.50	1
EFT3746	31/05/2024	Wyalkatchem Community Resource Centre	-\$ 99.00	1
TOTAL EFT			-\$ 228,804.98	
DD3229.1	07/05/2024	HESTA Superannuation	-\$ 1,036.10	1
DD3229.2	07/05/2024	Macquarie Super Consolidator II	-\$ 264.53	1
DD3229.3	07/05/2024	MTAA Superannuation Fund	-\$ 120.12	1
DD3229.4	07/05/2024	CBUS Superannuation	-\$ 891.77	1
DD3229.5	07/05/2024	Aware Superannuation Fund	-\$ 1,865.71	1
DD3229.6	07/05/2024	BT Panorama Superannuation	-\$ 995.01	1
DD3229.7	07/05/2024	Colonial Superannuation	-\$ 628.95	1

Shire of Wyalkatchem

List of Accounts

Chq/EFT	Date	Name	Payment Amount	Bank
DD3229.8	07/05/2024	Suncorp Superannuation	-\$ 170.83	1
DD3229.9	07/05/2024	Superannuation Fund	-\$ 128.52	1
DD3251.1	21/05/2024	HESTA Superannuation	-\$ 1,036.10	1
DD3251.2	21/05/2024	Macquarie Super Consolidator II	-\$ 303.03	1
DD3251.3	21/05/2024	MTAA Superannuation Fund	-\$ 277.05	1
DD3251.4	21/05/2024	The Family Superannuation Fund	-\$ 26.40	1
DD3251.5	21/05/2024	CBUS Superannuation	-\$ 891.77	1
DD3251.6	21/05/2024	Aware Superannuation Fund	-\$ 1,977.30	1
DD3251.7	21/05/2024	BT Panorama Superannuation	-\$ 995.01	1
DD3251.8	21/05/2024	Colonial Superannuation	-\$ 717.15	1
DD3251.9	21/05/2024	Suncorp Superannuation	-\$ 179.74	1
DD3252.1	21/05/2024	Telstra	-\$ 313.46	1
DD3254.1	17/05/2024	Foxtel	-\$ 140.00	1
DD3256.1	16/05/2024	Synergy	-\$ 97.79	1
DD3263.1	03/05/2024	Water Corporation.	-\$ 1,365.49	1
DD3266.1	07/05/2024	Water Corporation.	-\$ 3,392.85	1
DD3268.1	02/05/2024	Water Corporation.	-\$ 11,235.19	1
DD3278.1	06/05/2024	NAB	-\$ 2,243.77	1
DD3281.1	02/05/2024	Crisp Wireless	-\$ 625.90	1
DD3283.1	07/05/2024	Water Corporation.	-\$ 3,205.31	1
DD3287.1	28/05/2024	Synergy	-\$ 154.59	1
DD3289.1	01/05/2024	Synergy	-\$ 188.91	1
DD3290.1	13/05/2024	Telstra	-\$ 325.73	1
DD3229.10	07/05/2024	Rest Super	-\$ 229.21	1
DD3229.11	07/05/2024	Australian Retirement	-\$ 849.35	1
DD3251.10	21/05/2024	Superannuation Fund	-\$ 125.22	1
DD3251.11	21/05/2024	Rest Super	-\$ 229.21	1
DD3251.12	21/05/2024	Australian Retirement	-\$ 849.35	1
Total DD			-\$ 38,076.42	
TOTAL EFT & DD			-\$ 266,881.40	





SHIRE OF WYALKATCHEM
NAB BUSINESS VISA
PAYMENTS OF ACCOUNTS BY CREDIT CARD
FOR THE STATEMENT PERIOD: 29 March 2024 to 28 April 2024

DATE	PAYEE	DESCRIPTION	AMOUNT
CARD NUMBER 4557-XXXX-XXXX-4705			
02-Apr-24	Kmart	Purchase Table tennis,bats and net for youth comp	\$ 106.50
05-Apr-24	Dunnings	Refreshment for members	\$ 42.00
09-Apr-24	Chemcert Training Group Pty Ltd	Chemical training course for Jennie and Ethan	\$ 760.00
10-Apr-24	Blooms Nursery	Anzac day Wreath for Ceremony	\$ 100.00
11-Apr-24	Splash Alley	PPE Neck Scarfs for Staff	\$ 93.61
17-Apr-24	Australia Post	PO BOX renewal for the medical Centre	\$ 125.00
19-Apr-24	Merredin SUPA IGA	Food for Table Tennis Youth	\$ 23.75
19-Apr-24	The Nursery Broome	Refreshment for members	\$ 63.00
19-Apr-24	Wild Poppy Café	Food for Senior Mystery Bus Trip - Merriden	\$ 504.30
29-Apr-24	Card Fee	Bank Fee and other Charges	\$ 10.12
02-Apr-24	SMS Broadcast Pty Ltd	SMS Prepaid TOP UP	\$361.08
08-Apr-24	Google You Tube Premium	You Tube Premium	\$16.99
22-Apr-24	JAMF software	Subscription for JAMF Software	\$37.42
TOTAL CREDIT CARD PAYMENTS			\$ 2,243.77

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 31 May 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 31 MAY 2024

	Supplementary Information	Adopted Budget Estimates (a) \$	Budget Review (c)	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b)	Variance* % ((c) - (b))/(b)	Var.
OPERATING ACTIVITIES								
Revenue from operating activities								
General rates	9	1,447,890	1,458,642	1,447,890	1,448,812	922	0.06%	
Rates excluding general rates		10,752	0	0	0	0	0.00%	
Grants, subsidies and contributions	12	274,645	470,858	381,380	439,074	57,694	15.13%	▲
Fees and charges		211,683	279,663	311,723	285,901	(25,822)	(8.28%)	▼
Interest revenue		14,450	191,783	265,769	203,230	(62,539)	(23.53%)	▼
Other revenue		1,050	1,050	957	57	(900)	(94.04%)	▼
Profit on asset disposals	5	142,867	161,630	348,148	255,000	(93,148)	(26.76%)	▼
		2,103,337	2,563,626	2,755,867	2,632,074	(123,793)	(4.49%)	
Expenditure from operating activities								
Employee costs		(1,505,318)	(1,544,689)	(1,415,964)	(1,350,936)	65,028	4.59%	▲
Materials and contracts		(1,584,764)	(1,960,936)	(1,776,607)	(1,563,236)	213,371	12.01%	▲
Utility charges		(195,123)	(209,264)	(191,466)	(148,899)	42,567	22.23%	▲
Depreciation		(1,484,522)	(2,937,949)	(2,003,462)	(2,378,254)	(374,792)	(18.71%)	▼
Finance costs		(2,312)	(2,312)	(2,112)	(1,640)	472	22.35%	▲
Insurance		(170,847)	(189,665)	(189,665)	(176,565)	13,100	6.91%	▲
Other expenditure		(51,681)	(51,681)	(30,662)	(27,459)	3,203	10.45%	▲
		(4,994,567)	(6,896,496)	(5,609,938)	(5,646,989)	(37,051)	(0.66%)	
Non-cash amounts excluded from operating activities	Note 2(b)	1,341,655	2,776,319	1,655,314	2,123,254	467,940	28.27%	▲
Amount attributable to operating activities		(1,549,575)	(1,556,551)	(1,198,757)	(891,661)	307,096	25.62%	
INVESTING ACTIVITIES								
Inflows from investing activities								
Proceeds from capital grants, subsidies and contributions	13	1,570,316	1,722,914	1,306,874	516,447	(790,427)	(60.48%)	▼
Proceeds from disposal of assets	5	244,544	254,999	244,544	255,000	10,456	4.28%	▲
		1,814,860	1,977,913	1,551,418	771,447	(779,971)	(50.27%)	
Outflows from investing activities								
Payments for property, plant and equipment	4	(845,499)	(467,238)	(458,577)	(483,204)	(24,627)	(5.37%)	▼
Payments for construction of infrastructure	4	(1,898,646)	(1,932,103)	(1,317,910)	(1,241,577)	76,333	5.79%	▲
		(2,744,145)	(2,399,341)	(1,776,487)	(1,724,781)	51,706	2.91%	
Amount attributable to investing activities		(929,285)	(421,428)	(225,069)	(953,334)	(728,265)	(323.57%)	
FINANCING ACTIVITIES								
Inflows from financing activities								
Proceeds from new debentures	10	165,000	0	0	0	0	0.00%	
Transfer from reserves	3	472,408	167,714	0	0	0	0.00%	
		637,408	167,714	0	0	0	0.00%	
Outflows from financing activities								
Repayment of borrowings	10	(62,897)	(50,192)	(53,126)	(53,126)	0	0.00%	
Transfer to reserves	3	(184,291)	(342,239)	(176,144)	(176,144)	0	0.00%	
		(247,188)	(392,431)	(229,270)	(229,270)	0	0.00%	
Amount attributable to financing activities		390,220	(224,717)	(229,270)	(229,270)	0	0.00%	
MOVEMENT IN SURPLUS OR DEFICIT								
Surplus or deficit at the start of the financial year		2,088,640	2,202,696	2,202,696	2,182,056	(20,640)	(0.94%)	▼
Amount attributable to operating activities		(1,549,575)	(1,556,551)	(1,198,757)	(891,661)	307,096	25.62%	▲
Amount attributable to investing activities		(929,285)	(421,428)	(225,069)	(953,334)	(728,265)	(323.57%)	▼
Amount attributable to financing activities		390,220	(224,717)	(229,270)	(229,270)	0	0.00%	
Surplus or deficit after imposition of general rates		0	0	549,600	107,791	(441,809)	(80.39%)	▼

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 31 MAY 2024

	Supplementary Information	30 June 2023	31 May 2024
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	2	2,581,555	3,468,720
Trade and other receivables		322,842	325,366
Other financial assets		3,230,306	0
Inventories	7	5,168	49,633
TOTAL CURRENT ASSETS		6,139,871	3,843,719
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	13,431,685
Infrastructure		56,079,905	55,440,915
TOTAL NON-CURRENT ASSETS		69,616,930	68,963,457
TOTAL ASSETS		75,756,801	72,807,176
CURRENT LIABILITIES			
Trade and other payables	8	402,857	4,826
Other liabilities	11	236,238	236,238
Borrowings	10	53,126	0
Employee related provisions	11	88,414	88,414
TOTAL CURRENT LIABILITIES		780,635	329,478
NON-CURRENT LIABILITIES			
Employee related provisions		40,032	40,032
TOTAL NON-CURRENT LIABILITIES		40,032	40,032
TOTAL LIABILITIES		820,667	369,510
NET ASSETS		74,936,134	72,437,666
EQUITY			
Retained surplus		26,351,153	23,676,540
Reserve accounts	3	3,230,306	3,406,451
Revaluation surplus		45,354,675	45,354,675
TOTAL EQUITY		74,936,134	72,437,666

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MAY 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 POLICIES

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 00 January 1900

SHIRE OF WYALKATCHEM
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 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 31 May 2024
		\$	\$	\$
Current assets				
Cash and cash equivalents	2	2,384,124	2,581,555	3,468,720
Trade and other receivables		377,104	322,842	325,366
Other financial assets		3,230,306	3,230,306	0
Inventories	7	45,768	5,168	49,633
		<u>6,037,302</u>	<u>6,139,871</u>	<u>3,843,719</u>
Less: current liabilities				
Trade and other payables	8	(476,699)	(402,857)	(4,826)
Other liabilities	11	(176,665)	(236,238)	(236,238)
Borrowings	10	(53,126)	(53,126)	0
Employee related provisions	11	(64,992)	(88,414)	(88,414)
		<u>(771,482)</u>	<u>(780,635)</u>	<u>(329,478)</u>
Net current assets		5,265,820	5,359,236	3,514,241
Less: Total adjustments to net current assets	Note 2(c)	<u>(3,177,180)</u>	<u>(3,177,180)</u>	<u>(3,406,450)</u>
Closing funding surplus / (deficit)		2,088,640	2,182,056	107,791

(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)	(348,148)
Add: Depreciation		1,484,522	2,003,462
Total non-cash amounts excluded from operating activities		1,341,655	1,655,314

(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 31 May 2024
	\$	\$	\$
Less: Reserve accounts	3	(3,230,306)	(3,406,450)
Add: Current liabilities not expected to be cleared at the end of the year:			
- Current portion of borrowings	10	53,126	53,126
Total adjustments to net current assets	Note 2(a)	(3,177,180)	(3,406,450)

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 31 MAY 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	57,694	15.13%	▲
No material variance			
Fees and charges	(25,822)	(8.28%)	▼
No material variance			
Interest revenue	(62,539)	(23.53%)	▼
Other revenue	(900)	(94.04%)	▼
No material variance			
Profit on asset disposals	(93,148)	(26.76%)	▼
Asset disposals have yet to processed on the asset register. This will be done in June.		Timing	
Expenditure from operating activities			
Employee costs	65,028	4.59%	▲
No material variance			
Materials and contracts	213,371	12.01%	▲
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	42,567	22.23%	▲
Timing due to receipt of bills		Timing	
Depreciation	(374,792)	(18.71%)	▼
No material variance			
Finance costs	472	22.35%	▲
No material variance			
Insurance	13,100	6.91%	▲
No material variance			
Non-cash amounts excluded from operating activities	467,940	28.27%	▲
No material variance			
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(790,427)	(60.48%)	▼
Due to the timing of grants being received.		Timing	
Proceeds from disposal of assets	10,456	4.28%	▲
No material variance			
Outflows from investing activities			
Payments for property, plant and equipment	(24,627)	(5.37%)	▼
No material variance			
Payments for construction of infrastructure	76,333	5.79%	▲
Surplus or deficit after imposition of general rates	(441,809)	(80.39%)	▼
Due to variances described above			

SHIRE OF WYALKATCHEM
SUPPLEMENTARY INFORMATION

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SHIRE OF WYALKATCHEM
 SUPPLEMENTARY INFORMATION
 FOR THE PERIOD ENDED 31 MAY 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	\$2.20 M	\$2.18 M	(\$0.02 M)
Closing	\$0.00 M	\$0.55 M	\$0.11 M	(\$0.44 M)

Refer to Statement of Financial Activity

Cash and cash equivalents		
	\$3.47 M	% of total
Unrestricted Cash	\$0.06 M	1.8%
Restricted Cash	\$3.41 M	98.2%

Refer to 2 - Cash and Financial Assets

Payables		\$0.00 M	% Outstanding
Trade Payables		(\$0.05 M)	
0 to 30 Days			0.0%
Over 30 Days			0.0%
Over 90 Days			0.0%

Refer to 8 - Payables

Receivables		
	\$0.26 M	% Collected
Rates Receivable	\$0.07 M	95.5%
Trade Receivable	\$0.26 M	% Outstanding
Over 30 Days		96.4%
Over 90 Days		96.4%

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)	(\$1.20 M)	(\$0.89 M)	\$0.31 M

Refer to Statement of Financial Activity

Rates Revenue		
YTD Actual	\$1.45 M	% Variance
YTD Budget	\$1.45 M	0.1%

Refer to 9 - Rate Revenue

Grants and Contributions		
YTD Actual	\$0.44 M	% Variance
YTD Budget	\$0.38 M	15.1%

Refer to 12 - Grants and Contributions

Fees and Charges		
YTD Actual	\$0.29 M	% Variance
YTD Budget	\$0.31 M	(8.3%)

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)	(\$0.23 M)	(\$0.95 M)	(\$0.73 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	\$1.24 M	% Spent
Adopted Budget	\$1.90 M	(34.6%)

Refer to 4 - Capital Acquisitions

Capital Grants		
YTD Actual	\$0.52 M	% Received
Adopted Budget	\$1.57 M	(67.1%)

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	(\$0.23 M)	(\$0.23 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings	
Principal repayments	(\$0.05 M)
Interest expense	(\$0.00 M)
Principal due	\$0.00 M

Refer to 10 - Borrowings

Reserves	
Reserves balance	\$3.41 M
Interest earned	\$0.18 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 31 MAY 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	62,070	0	62,070		NAB		at call
Reserve Investment Account	Cash and cash equivalents	0	3,406,450	3,406,450		BOQ	4.50%	Jul-24
Petty Cash		200	0	200				
Total		62,270	3,406,450	3,468,720	0			
Comprising								
Cash and cash equivalents		62,270	3,406,450	3,468,720	0			
		62,270	3,406,450	3,468,720	0			

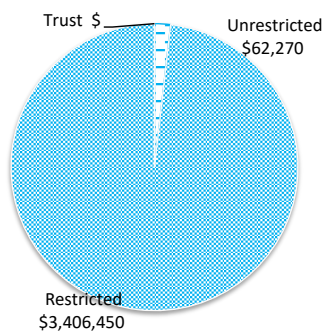
KEY INFORMATION

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 31 MAY 2024

3 RESERVE ACCOUNTS

Reserve name	Original					Amended					Actual Opening Balance	Actual Interest Earned	Actual Transfers In (+)	Actual Transfers Out (-)	Actual YTD Closing Balance
	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance	Budget Opening Balance	Budget Interest Earned	Budget Transfers In (+)	Budget Transfers Out (-)	Budget Closing Balance					
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$					
Restricted by Council															
Reserve account - by council - Building	331,555	616	0	0	332,171	331,555	16,742	0	0	348,297	331,555	16,994	0	0	348,549
Reserve account - by council - Waste Management	111,395	207	0	0	111,602	111,395	5,625	0	0	117,020	111,395	5,709	0	0	117,104
Reserve account - by council - Plant & Equipment	647,644	1,203	178,291	(312,273)	514,865	647,644	33,533	178,291	(167,714)	691,754	647,644	43,772	0	0	691,416
Reserve account - by council - Community Bus	85,826	159	0	0	85,985	85,826	4,334	0	0	90,160	85,826	4,399	0	0	90,225
Reserve account - by council - Government Joint Venture Housing	11	0	0	0	11	11	1	0	0	12	11	1	0	0	12
Reserve account - by council - Sport & Recreation Facilities	338,363	628	0	(160,135)	178,856	338,363	17,086	0	0	355,449	338,363	17,343	0	0	355,706
Reserve account - by council - Community Development	529,706	984	0	0	530,690	529,706	26,748	0	0	556,454	529,706	27,150	0	0	556,856
Reserve account - by council - Community Health	1,120,174	2,082	0	0	1,122,256	1,120,174	56,566	0	0	1,176,740	1,120,174	57,414	0	0	1,177,588
Reserve account - by council - Airport Development	44,830	83	0	0	44,913	44,830	2,264	0	0	47,094	44,830	2,298	0	0	47,128
Reserve account - by council - Depot	162	0	0	0	162	162	8	0	0	170	162	8	0	0	170
Reserve account - by council - Leave	20,640	38	0	0	20,678	20,640	1,042	0	0	21,682	20,640	1,058	0	0	21,698
	3,230,306	6,000	178,291	(472,408)	2,942,189	3,230,306	163,949	178,291	(167,714)	3,404,832	3,230,306	176,144	0	0	3,406,450

4 CAPITAL ACQUISITIONS

	Budget	Adopted Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$		\$	\$	\$
Capital acquisitions					
Buildings - non-specialised	138,632	91,099	68,106	81,101	12,995
Furniture and equipment	0	8,168	0	8,540	8,540
Plant and equipment	706,867	390,471	390,471	393,563	3,092
Acquisition of property, plant and equipment	845,499	489,738	458,577	483,204	24,627
Infrastructure - roads	827,535	901,606	826,472	797,515	(28,957)
Infrastructure - drainage	0	0	0	3,665	3,665
Infrastructure - footpaths	75,000	75,000	68,750	6,872	(61,878)
Infrastructure - other	996,111	932,997	422,688	433,526	10,838
Acquisition of infrastructure	1,898,646	1,909,603	1,317,910	1,241,577	(27,079)
Total capital acquisitions	2,744,145	2,399,341	1,776,487	1,724,781	(2,453)
Capital Acquisitions Funded By:					
Capital grants and contributions	1,570,316	1,722,914	1,306,874	516,447	(790,427)
Borrowings	165,000	0	0	0	0
Other (disposals & C/Fwd)	244,544	254,999	244,544	255,000	10,456
Reserve accounts					
Reserve account - by council - Plant & Equipment	312,273	167,714	0	0	0
Reserve account - by council - Sport & Recreation Faciliti	160,135	0	0	0	0
Contribution - operations	291,877	253,714	225,069	953,334	728,265
Capital funding total	2,744,145	2,399,341	1,776,487	1,724,781	(51,706)

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.

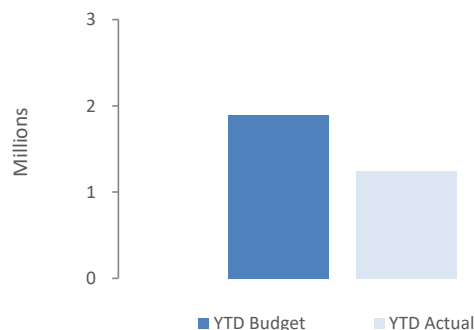
Initial recognition and measurement for assets held at cost

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 recognise 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.

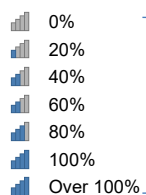
Payments for Capital Acquisitions



4 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



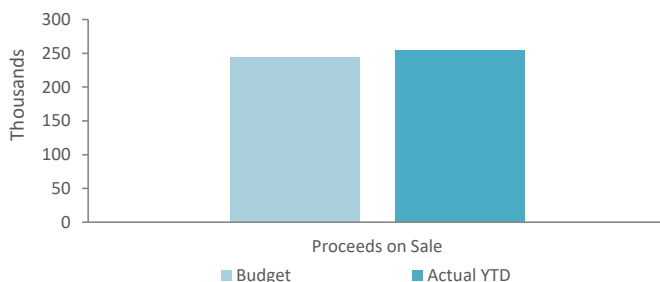
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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

Account Description		Budget	Adopted Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over	
		\$		\$	\$	\$	
Land & Buildings							
	LRC001	Railway Tce (NAB) Building Improvement	47,632	45,319	41,542	46,715	(\$5,172)
	BC001	Chambers Refurbish	0	0	0	409	(\$409)
	BC0006	2A Slocum Street	0	0	0	2	(\$2)
	BC036	Family Daycare Building	10,000	10,000	9,167	2,000	\$7,167
	BC045	Asbestos remediation program	45,000	17,397	17,397	17,397	\$0
	BC040	Depot	26,000	0	0	775	(\$775)
	BC043	Carport for light vehicles at Grace St Depot	10,000	0	0	0	\$0
	BC046	Museum Building Refurbishment	0	12,500	11,458	12,500	(\$1,042)
	LRC005	Lady Novar	0	5,883	5,393	1,303	\$4,090
Plant & Equipment							
	WM000	WM000 Toyota Hilux	53,475	57,400	57,400	57,400	\$0
	PC006	WM216 Mitsubishi Triton 4x2	30,674	33,635	33,635	33,635	(\$0)
	PC0104	Prime Mover	220,000	110,000	110,000	113,092	(\$3,092)
	PC0105	Side Tipper Trailer	80,000	80,000	80,000	80,000	\$0
	Grader	Second grader (second hand)	250,000	0	0	0	\$0
	PC0101	Dolly	0	35,800	35,800	35,800	\$0
	PC001	WM00 Toyota Prado	72,718	73,636	73,636	73,636	(\$0)
Furniture and Equipment							
	PEC002	Photocopier	0	8,168	8,168	8,168	\$0
	FE003	Council Chambers Furniture and Equipment	0	0	0	372	(\$372)
Roads							
	RRG02	Wyalkatchem North Rd	542,535	616,606	565,222	528,113	\$37,109
	R2R	Roads 2 Recovery program 2023/24	285,000	285,000	261,250	0	\$261,250
	R2R010	Roads 2 Recovery program 2023/24	0	0	0	40,907	(\$40,907)
	R2R014	Roads 2 Recovery program 2023/24	0	0	0	179	(\$179)
	R2R027	Roads 2 Recovery program 2023/24	0	0	0	17,643	(\$17,643)
	R2R03	Roads 2 Recovery program 2023/24	0	0	0	59,344	(\$59,344)
	R2R04	Roads 2 Recovery program 2023/24	0	0	0	89,158	(\$89,158)
	R2R043	Roads 2 Recovery program 2023/24	0	0	0	4,775	(\$4,775)
	R2R06	Roads 2 Recovery program 2023/24	0	0	0	57,397	(\$57,397)
Footpaths							
	LRC002	Footpath & kerbing upgrade project	75,000	75,000	68,750	6,872	\$61,878
Infrastructure - Other							
	LRCI	Wyalkatchem Pool Refurbishment program	463,650	463,650	0	0	\$0
	CSRFF	Practice Cricket Wicket	51,657	0	0	0	\$0
	CSRFF	Gymnasium	54,106	0	0	0	\$0
	LRC010	Korrelocking Cemetery No 2	6,096	6,006	5,506	4,079	\$1,427
	CIO016	Korrelocking Cemetery No 1	9,000	9,000	0	0	\$0
	LRC009	Flag poles at Admin Building	2,084	2,084	0	0	\$0
	LRC006	Town entry statement improvements	8,825	8,825	0	560	(\$560)
	LRCI/Shire	Rubbish Tip	45,000	20,000	0	0	\$0
	Shire	Rubbish Bin - CRC	3,500	3,500	0	0	\$0
	CIO015	Asset Security/Protection - CCTV (Wyalkatchem Tip)	40,000	20,000	20,000	18,042	\$1,958
	Shire	Shire Asset Signage	2,750	2,750	0	0	\$0
	CIO004	Town Beautification/Upgrades (LGRIC funded)	0	0	0	3,400	(\$3,400)
	CIO007	Cemetery	15,000	0	0	0	\$0
	CIO013	Airport Runway Reseal	294,443	306,085	306,085	306,085	\$0
	LRC004	Waterwise garden	0	91,097	91,097	101,359	(\$10,262)
	CIO014	Railway Tce And Thurston St Stormwater				3,665	(\$3,665)
Infrastructure - Drainage							
	CIO014	Railway Tce and Thurston St Stormwater	0	0	0	3,665	(\$3,665)
		2,744,145	2,399,341	1,801,506	1,728,446	\$73,060	

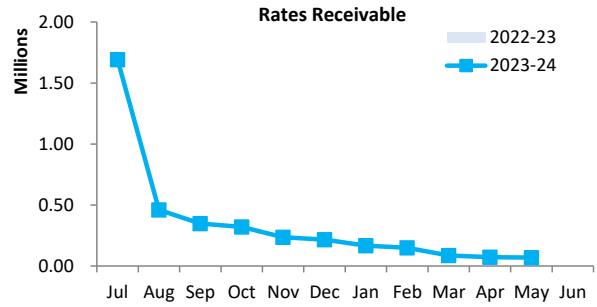
5 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
	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	31 May 2024
	\$	\$
Opening arrears previous years	54,644	64,221
Levied this year	0	1,448,812
Less - collections to date	9,577	(1,444,202)
Gross rates collectable	64,221	68,831
Net rates collectable	64,221	68,831
% Collected	(17.5%)	95.5%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(3,564)	13,510	0	55	268,404	278,406
Percentage	(1.3%)	4.9%	0.0%	0.0%	96.4%	
Balance per trial balance						
Trade receivables	0	278,406	0	0	0	278,406
GST receivable	0	14,797	0	0	0	14,797
Allowance for credit losses of other	(36,668)	0	0	0	0	(36,668)
Total receivables general outstanding						256,535

Amounts shown above include GST (where applicable)

KEY INFORMATION

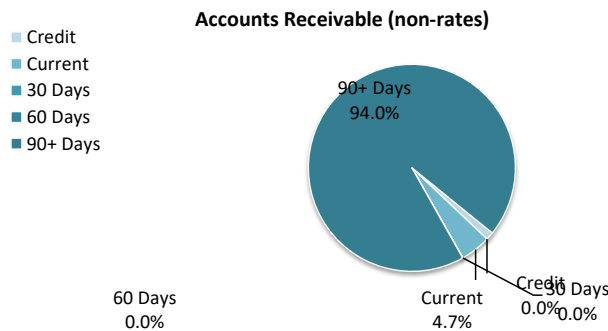
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods and services performed in the ordinary course of business.

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

Other current assets	Opening Balance 1 July 2023	Asset Increase	Asset Reduction	Closing Balance 31 May 2024
	\$	\$	\$	\$
Inventory				
Diesel	5,168	44,465	0	49,633
Total other current assets	5,168	44,465	0	49,633

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.

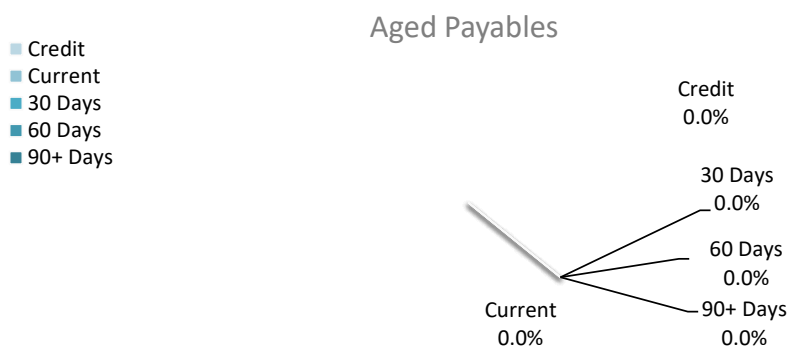
8 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	
Balance per trial balance						
Sundry creditors (Includes Suspense Account)	0	(47,700)	0	0	0	(47,700)
Other payables	0	(1,817)	0	0	0	(1,817)
Bonds and deposits held	0	10,171	0	0	0	10,171
GST Payable	0	24,705	0	0	0	24,705
PAYG Payable	0	19,467	0	0	0	19,467
Total payables general outstanding						4,826

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	0.117326	194	1,340,466	157,272	0	157,272	157,271.45	0.00	157,271.45
Unimproved value									
Unimproved Value - Rural	0.010794	209	119,273,500	1,287,438	0	1,287,438	1,287,438.28	(250.15)	1,287,188.13
Unimproved Value - Mining	0.010794	0	0	0	0	0	0.00	0.00	0.00
Sub-Total		403	120,613,966	1,444,710	0	1,444,710	1,444,709.73	(250.15)	1,444,459.58
Minimum payment									
			Minimum Payment \$						
Gross rental value									
Gross Rental Value - Town	533	53	71,787	28,249	0	28,249	28,249.00	0.00	28,249.00
Unimproved value									
Unimproved Value - Rural	593	18	521,600	10,674	0	10,674	10,674.00	0.00	10,674.00
Unimproved Value - Mining	593	17	57,595	10,081	0	10,081	10,081.00	(1,093.64)	8,987.36
Sub-total		88	650,982	49,004	0	49,004	49,004.00	(1,093.64)	47,910.36
Discount						(45,824)			(43,558.40)
Amount from general rates						1,447,890			1,448,811.54
Ex-gratia rates						10,752			0.00
Total general rates						1,458,642			1,448,811.54

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	(806)	(1,506)
	CRC Building	73	24,167	0	0	(24,167)	(24,167)	-0	0	(546)	(806)
	Total		53,126	0	165,000	(53,126)	(62,897)	0	155,229	(1,352)	7,416
	Current borrowings		53,126					0			
			53,126					0			

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 31 May 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			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					YTD Revenue Actual
	Liability	Increase in	Decrease in	Liability	Current	Adopted	YTD	Annual	Budget	Expected	
	1 July 2023	Liability	Liability	31 May 2024	Liability	Budget Revenue	Budget	Budget	Variations		
	\$	\$	(As revenue)	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies											
GEN PUR - Financial Assistance Grant - General	0	0	0	0	0	0	47,936	0	63,915	63,915	63,915
GEN PUR - Financial Assistance Grant - Roads	0	0	0	0	0	0	20,991	0	27,988	27,988	27,988
GEN PUR - Other Grants	0	0	0	0	0	0	5,100	0	9,900	9,900	5,100
ESL BFB - Operating Grant	0	0	0	0	0	36,410	33,690	36,410	8,510	44,920	44,920
ESL BFB - Admin Fee/Commission	0	0	0	0	0	4,000	4,000	4,000	0	4,000	4,000
REC - Grants	0	0	0	0	0	0	63,260	0	63,260	63,260	63,260
ROADM - Direct Road Grant (MRWA)	0	0	0	0	0	135,748	137,977	135,748	2,229	137,977	137,977
	0	0	0	0	0	176,158	312,954	176,158	175,802	351,960	347,160
Contributions											
OTH HEALTH - Contributions, Donations & Reimbursements	0	0	0	0	0	84,987	42,494	84,987	0	84,987	59,890
STF HOUSE - Staff Rental Reimbursements - 2 Slocum St	0	0	0	0	0	2,000	1,826	2,000	0	2,000	3,083
STF HOUSE - Staff Rental Reimbursements - 22a Flint St	0	0	0	0	0	2,800	2,563	2,800	0	2,800	2,585
STF HOUSE - Staff Rental Reimbursements - 43 Wilson St	0	0	0	0	0	2,800	0	2,800	(2,800)	0	0
STF HOUSE - Staff Rental Reimbursements - 45 Wilson St	0	0	0	0	0	2,800	2,563	2,800	0	2,800	2,585
STF HOUSE - Staff Rental Reimbursements - 53 Piesse St	0	0	0	0	0	2,800	2,563	2,800	0	2,800	2,585
OTH HOUSE - Rental Reimbursements	0	0	0	0	0	100	2,574	100	2,711	2,811	2,811
OTH HOUSE - Rental Reimbursements - Joint Venture	0	0	0	0	0	200	176	200	0	200	0
ADMIN - Fees & Charges	0	0	0	0	0	0	0	0	0	0	786
POC - Fuel Tax Credits Grant Scheme	0	0	0	0	0	0	13,667	0	20,500	20,500	17,590
	0	0	0	0	0	98,487	68,426	98,487	20,411	118,898	91,914
TOTALS	0	0	0	0	0	274,645	381,380	274,645	196,213	470,858	439,074

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

Provider	Capital grant/contribution liabilities					Capital grants, subsidies and contributions revenue					
	Liability	Increase in Liability	Decrease in Liability	Liability	Current Liability	Adopted Budget	YTD	Annual	Budget	YTD Revenue	
	1 July 2023		(As revenue)	31 May 2024	31 May 2024	Revenue	Budget	Budget	Variations	Expected	Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies											
GEN PUR - Other Grants	59,573	0	0	59,573	59,573	501,101	126,798	488,223	(12,878)	475,345	7,122
Recreation and Culture											
REC - Grants	0	0	0	0	0	35,615	183,326	200,000	164,385	364,385	0
ROADC - Regional Road Group Grants (MRWA)	0	0	0	0	0	436,938	417,307	455,248	18,310	473,558	391,547
ROADC - Roads to Recovery Grant	0	0	0	0	0	285,000	285,000	285,000	0	285,000	0
AERO - Grants	176,665	0	0	176,665	176,665	294,443	294,443	294,443	0	294,443	117,778
	236,238	0	0	236,238	236,238	1,553,097	1,306,874	1,722,914	169,817	1,892,731	516,447
Capital contributions											
REC - Non- Operating Contributions	0	0	0	0	0	17,219	0	0	(17,219)	(17,219)	0
	0	0	0	0	0	17,219	0	0	(17,219)	(17,219)	0
TOTALS	236,238	0	0	236,238	236,238	1,570,316	1,306,874	1,722,914	152,598	1,875,512	516,447

SHIRE OF WYALKATCHEM
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2024

14 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Council Resolution	Classification	Non Cash	Increase in	Decrease in	Amended Budget Running Balance
			Adjustment	Cash	Cash	
			\$	\$	\$	\$
Budget adoption						0
Opening Surplus	32/2024			114,056	0	114,056
RATES - Valuation Expenses	32/2024	Operating expenses		0	(10,000)	104,056
RATES - Administration Allocated	32/2024	Operating expenses		0	(4,061)	99,995
GEN PUR - Administration Allocated	32/2024	Operating expenses		0	(364)	99,631
MEMBERS - Training & Development	32/2024	Operating expenses		0	(6,997)	92,634
MEMBERS - Insurance Expenses	32/2024	Operating expenses		0	(1,131)	91,503
MEMBERS - Refreshments	32/2024	Operating expenses		0	(4,000)	87,503
MEMBERS - Administration Allocated	32/2024	Operating expenses		0	(20,838)	66,665
OTH GOV - Contributions to Community	32/2024	Operating expenses		10,000	0	76,665
OTH GOV - Other Expenses	32/2024	Operating expenses		0	(2,000)	74,665
OTH GOV - Administration Allocated	32/2024	Operating expenses		0	(2,669)	71,996
FIRE - Administration Allocated	32/2024	Operating expenses		0	(487)	71,509
ANIMAL - Administration Allocated	32/2024	Operating expenses		0	(893)	70,616
OLOPS - Administration Allocated	32/2024	Operating expenses		0	(488)	70,128
ESL BFB - Maintenance Plant & Equipment	32/2024	Operating expenses		0	(33,635)	36,493
ESL BFB - Administration Allocated	32/2024	Operating expenses		0	(530)	35,963
HEALTH - Administration Allocated	32/2024	Operating expenses		0	(238)	35,725
OTH HEALTH - Depreciation	32/2024	Operating expenses		0	(1,666)	34,059
OTH HEALTH - Administration Allocated	32/2024	Operating expenses		0	(595)	33,464
FAMILIES - Daycare Building Expense	32/2024	Operating expenses		0	(3,241)	30,223
FAMILIES - Administration Allocated	32/2024	Operating expenses		0	(326)	29,897
AGED OTHER - Administration Allocated	32/2024	Operating expenses		0	(326)	29,571
STF HOUSE - Rental Property Expenses - 2 Sl	32/2024	Operating expenses		0	(9,625)	19,946
STF HOUSE - Rental Property Expenses - 22a	32/2024	Operating expenses		3,831	0	23,777
STF HOUSE - Rental Property Expenses - 51 F	32/2024	Operating expenses		0	(10,720)	13,057
STF HOUSE - Rental Property Expenses - 43 V	32/2024	Operating expenses		0	(2,294)	10,763
STF HOUSE - Rental Property Expenses - 45 V	32/2024	Operating expenses		1,286	0	12,049
STF HOUSE - Depreciation	32/2024	Operating expenses		0	(3,409)	8,640
STF HOUSE - Administration Allocated	32/2024	Operating expenses		0	(1,512)	7,128
OTH HOUSE - Rental Property Expenses	32/2024	Operating expenses		0	(11,138)	(4,010)
OTH HOUSE - Rental Property Expenses - 57 I	32/2024	Operating expenses		0	(3,833)	(7,843)
OTH HOUSE - Other Housing Depreciation	32/2024	Operating expenses		0	(6,363)	(14,206)
OTH HOUSE - Administration Allocated	32/2024	Operating expenses		0	(1,512)	(15,718)
SAN - General Tip Maintenance	32/2024	Operating expenses		0	(49,613)	(65,331)
SAN - Administration Allocated	32/2024	Operating expenses		0	(638)	(65,969)
STORM - Administration Allocated	32/2024	Operating expenses		0	(42)	(66,011)
ENVIRON - Administration Allocated	32/2024	Operating expenses		0	(326)	(66,337)
PLAN - Administration Allocated	32/2024	Operating expenses		0	(608)	(66,945)
COM AMEN - Cemetery Maintenance/Operatio	32/2024	Operating expenses		0	(23,139)	(90,084)
COM AMEN - Public Toilets Maintenance	32/2024	Operating expenses		0	(4,363)	(94,447)
COMM AMEN - Community Bus Expense	32/2024	Operating expenses		0	(9,213)	(103,660)
COM AMEN - Depreciation	32/2024	Operating expenses		0	(2,407)	(106,067)
COM AMEN - Administration Allocated	32/2024	Operating expenses		0	(735)	(106,802)
HALLS - Town Halls Expenses	32/2024	Operating expenses		0	(1,658)	(108,460)
HALLS - Depreciation	32/2024	Operating expenses		0	(5,623)	(114,083)
HALLS - Administration Allocated	32/2024	Operating expenses		0	(486)	(114,569)
SWIM AREAS - Depreciation	32/2024	Operating expenses		49,071	0	(65,498)
SWIM AREAS - Administration Allocated	32/2024	Operating expenses		0	(1,084)	(66,582)
REC - Parks & Gardens Maintenance/Operatio	32/2024	Operating expenses		49,410	0	(17,172)
REC - Oval Maintenance/Operations	32/2024	Operating expenses		0	(65,426)	(82,598)
REC - Depreciation	32/2024	Operating expenses		0	(260,138)	(342,736)
REC - Administration Allocated	32/2024	Operating expenses		0	(1,435)	(344,171)
LIBRARY - Administration Allocated	32/2024	Operating expenses		0	(118)	(344,289)
HERITAGE - Building Expenses	32/2024	Operating expenses		0	(4,365)	(348,654)
HERITAGE - Administration Allocated	32/2024	Operating expenses		0	(359)	(349,013)
OTH CUL - Festival & Events	32/2024	Operating expenses		0	(71,661)	(420,674)
OTH CUL - Administration Allocated	32/2024	Operating expenses		0	(1,270)	(421,944)
ROADM - Road Maintenance	32/2024	Operating expenses		0	(5,199)	(427,143)
ROADM - Depreciation	32/2024	Operating expenses		0	(1,218,771)	(1,645,914)
ROADM - Administration Allocated	32/2024	Operating expenses		0	(2,857)	(1,648,771)
PLANT - Administration Allocated	32/2024	Operating expenses		0	(804)	(1,649,575)
AERO - Airstrip & Grounds Maintenance/Opera	32/2024	Operating expenses		0	(5,765)	(1,655,340)
AERO - Depreciation	32/2024	Operating expenses		0	(22,166)	(1,677,506)
AERO - Administration Allocated	32/2024	Operating expenses		0	(401)	(1,677,907)
RURAL - Administration Allocated	32/2024	Operating expenses		0	(401)	(1,678,308)
TOUR - Railway Barracks Expenses	32/2024	Operating expenses		0	(43,804)	(1,722,112)
TOUR - Administration Allocated	32/2024	Operating expenses		0	(1,780)	(1,723,892)

14 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Council Resolution	Classification	Non Cash	Increase in	Decrease in	Amended Budget Running Balance
			Adjustment	Available Cash	Available Cash	
			\$	\$	\$	\$
BUILD - Administration Allocated	32/2024	Operating expenses		0	(401)	(1,724,293)
SALEYARDS - Administration Allocated	32/2024	Operating expenses		0	(194)	(1,724,487)
ECONOM - Old NAB Bank Expenses	32/2024	Operating expenses		0	(1,510)	(1,725,997)
ECONOM - Depreciation	32/2024	Operating expenses		0	(726)	(1,726,723)
ECONOM - Administration Allocated	32/2024	Operating expenses		0	(1,556)	(1,728,279)
PRIVATE - Private Works Expenses	32/2024	Operating expenses		0	(11,077)	(1,739,356)
PRIVATE - Administration Allocated	32/2024	Operating expenses		0	(572)	(1,739,928)
ADMIN - Recruitment	32/2024	Operating expenses		0	(11,687)	(1,751,615)
ADMIN - Insurances	32/2024	Operating expenses		0	(13,438)	(1,765,053)
ADMIN - Consultants	32/2024	Operating expenses		11,687	0	(1,753,366)
ADMIN - Valuations	32/2024	Operating expenses		0	(26,460)	(1,779,826)
ADMIN - Admin Office Building Expenses	32/2024	Operating expenses		0	(6,175)	(1,786,001)
ADMIN - Depreciation	32/2024	Operating expenses		0	(4,297)	(1,790,298)
ADMIN - Administration Overheads Allocated to	32/2024	Operating expenses		50,901	0	(1,739,397)
PWO - Motor Vehicle Expenses	32/2024	Operating expenses		0	(39,900)	(1,779,297)
PWO - Insurances	32/2024	Operating expenses		3,419	0	(1,775,878)
PWO - Depot Building Expenses	32/2024	Operating expenses		0	(7,252)	(1,783,130)
PWO - Depreciation	32/2024	Operating expenses		0	(4,742)	(1,787,872)
POC - Internal Plant Repairs - Wages & O/Hea	32/2024	Operating expenses		0	(31,977)	(1,819,849)
POC - External Parts & Repairs	32/2024	Operating expenses		0	(83,000)	(1,902,849)
POC - Insurance	32/2024	Operating expenses		1,078	0	(1,901,771)
POC - Depreciation	32/2024	Operating expenses		27,810	0	(1,873,961)
POC - LESS Plant Operation Costs Allocated to	32/2024	Operating expenses		86,089	0	(1,787,872)
GEN PUR - Financial Assistance Grant - Gener	32/2024	Operating Revenue		63,915	0	(1,723,957)
GEN PUR - Financial Assistance Grant - Roads	32/2024	Operating Revenue		27,988	0	(1,695,969)
GEN PUR - Other Grants	32/2024	Capital Revenue		0	(2,978)	(1,698,947)
GEN PUR - Interest Earned - Reserve Funds	32/2024	Operating Revenue		135,859	0	(1,563,088)
GEN PUR - Interest Earned - Municipal Funds	32/2024	Operating Revenue		41,474	0	(1,521,614)
ESL BFB - Operating Grant	32/2024	Operating Revenue		8,510	0	(1,513,104)
STF HOUSE - Staff Rental Reimbursements - 4	32/2024	Operating Revenue		0	(2,800)	(1,515,904)
OTH HOUSE - Rental Reimbursements	32/2024	Operating Income		20,910	0	(1,494,994)
PLAN - Planning Application Fees	32/2024	Operating Income		3,058	0	(1,491,936)
COM AMEN - Cemetery Fees (Burial)	32/2024	Operating Income		2,955	0	(1,488,981)
REC - Non- Operating Contributions	32/2024	Operating Income		0	(17,219)	(1,506,200)
REC - Grants	32/2024	Capital Revenue		227,645	0	(1,278,555)
REC - Annual Sporting Group Hire	32/2024	Operating Income		1,604	0	(1,276,951)
OTH CUL - Fees & Charges	32/2024	Operating Income		32,139	0	(1,244,812)
ROADC - Regional Road Group Grants (MRW/	32/2024	Capital Revenue		18,310	0	(1,226,502)
ROADM - Direct Road Grant (MRWA)	32/2024	Operating Income		2,229	0	(1,224,273)
PLANT - Profit on Disposal of Assets	32/2024	Operating Income		22,603	0	(1,201,670)
AERO - Other Income Relating to Aerodromes	32/2024	Operating Income		0	(4,844)	(1,206,514)
ECONOM - Other Fees & Charges	32/2024	Operating Income		2,869	0	(1,203,645)
PRIVATE - Private Works Income	32/2024	Operating Income		12,000	0	(1,191,645)
ADMIN - Profit on Disposal of Assets	32/2024	Operating Income		0	(6,364)	(1,198,009)
PWO - Profit on Disposal of Assets	32/2024	Operating Income		2,524	0	(1,195,485)
POC - Fuel Tax Credits Grant Scheme	32/2024	Operating Income		20,500	0	(1,174,985)
Railway Tce (NAB) Building improvement	32/2024	Capital Expenses		2,313	0	(1,172,672)
Lady Novar	32/2024	Capital Expenses		0	(5,883)	(1,178,555)
Asbestos remediation Program	32/2024	Capital Expenses		27,603	0	(1,150,952)
Carport for Light vehicle at new Depot	32/2024	Capital Expenses		10,000	0	(1,140,952)
New Depot - Grace Street	32/2024	Capital Expenses		26,000	0	(1,114,952)
Photocopier	32/2024	Capital Expenses		0	(8,168)	(1,123,120)
Works Manager Vehicle Replacement	32/2024	Capital Expenses		0	(3,925)	(1,127,045)
Leading Hand Dual Cab Replacement PWM21	32/2024	Capital Expenses		0	(2,961)	(1,130,006)
Prime Mover	32/2024	Capital Expenses		110,000	0	(1,020,006)
Dolly TDM	32/2024	Capital Expenses		0	(35,800)	(1,055,806)
Second grader	32/2024	Capital Expenses		250,000	0	(805,806)
CEO Vehicle Capital	32/2024	Capital Expenses		0	(918)	(806,724)
R2R Wallambin Rd	32/2024	Capital Expenses		0	(61,458)	(868,182)
Wyalkatchem-Koorda Road (rural road), Wyalk	32/2024	Capital Expenses		0	(17,643)	(885,825)
Elsegood Road (Rural road), Elsegood, betwee	32/2024	Capital Expenses		0	(59,344)	(945,169)
R2R Yorkrakine West Rd	32/2024	Capital Expenses		0	(89,158)	(1,034,327)

14 BUDGET AMENDMENTS

Amendments to original budget since budget adoption. Surplus/(Deficit)

Description	Council Resolution	Classification	Non Cash Adjustment \$	Increase in Available Cash \$	Decrease in Available Cash \$	Amended Budget Running Balance \$
R2R Davies South Rd	32/2024	Capital Expenses		0	(57,397)	(1,091,724)
Roads 2 Recovery	32/2024	Capital Expenses		285,000	0	(806,724)
RRG Wyalkatchem North Road	32/2024	Capital Expenses		0	(74,070)	(880,794)
Practice Cricket Wicket	32/2024	Capital Expenses		51,657	0	(829,137)
Gymnasium	32/2024	Capital Expenses		54,106	0	(775,031)
Rubbish Tip	32/2024	Capital Expenses		25,000	0	(750,031)
Korrelocking Cemetery	32/2024	Capital Expenses		89	0	(749,942)
Asset Security/Protection	32/2024	Capital Expenses		20,000	0	(729,942)
Museum Building Refurbishment	32/2024	Capital Expenses		0	(12,500)	(742,442)
Ashelford Park	32/2024	Capital Expenses		0	(91,097)	(833,539)
Cemetery	32/2024	Capital Expenses		15,000	0	(818,539)
Airport Runway Reseal	32/2024	Capital Expenses		0	(11,642)	(830,181)
Non-cash amounts excluded from operating act	32/2024	Non Cash Item		1,434,664	0	604,483
Proceeds from disposal of assets	32/2024	Operating revenue		10,455	0	614,938
Repayment of borrowings	32/2024	Capital expenses		12,705	0	627,643
Proceeds from new borrowings	32/2024	Operating revenue		0	(165,000)	462,643
Transfers to reserves	32/2024	Capital expenses		0	(157,949)	304,694
Transfers from reserves	32/2024	Capital revenue		0	(304,694)	0
Ashelford Park	39/2024	Capital expenses			(5,600)	(5,600)
Public Relations	39/2024	Operating expenses		2,000		(3,600)
Legal Expenses	39/2024	Operating expenses		2,400		(1,200)
				3,394,722	(3,395,922)	(1,200)





PIONEERS' PATHWAY

MEMORANDUM OF UNDERSTANDING 2024-2027

For: Pioneers' Pathway Self Drive Trail

Between: SHIRE OF DOWERIN
SHIRE OF GOOMALLING
SHIRE OF MERREDIN
SHIRE OF NUNGARIN
SHIRE OF TOODYAY
SHIRE OF WYALKATCHEM

1. Parties to the Agreement

This document represents an agreement between the following parties (to be known as Member Councils):

- **SHIRE OF DOWERIN**
- **SHIRE OF GOOMALLING**
- **SHIRE OF MERREDIN**
- **SHIRE OF NUNGARIN**
- **SHIRE OF TOODYAY**
- **SHIRE OF WYALKATCHEM**

2. Preamble

- 2.1 Memorandums of Understanding (MOUs) covering the periods 1 July 2024 – 30 June 2027^[LV1], in place to provide funding to continue to collaboratively develop historical tourism in the region through the development, promotion and marketing of the Pioneers' Pathway Self Drive Trail from Perth to Merredin reminiscing the path of the Pioneers' during the gold rush in the eastern goldfields and the development of agriculture and communities in the region.
- 2.2 The Pioneers' Pathway Advisory Group was established in the late 1990s as a Shire of Goomalling Council Sub-Committee and comprises of the seven Member Councils who share a common interest in the Pioneers' Pathway and regional boundaries.
- 2.3 The Shire of Trayning was a stakeholder and member of the Pioneers' Pathway Advisory Group up until 30 June 2020, where by they made the decision to not continue its membership with the reason that " Council is of the view that given our size and tourism product, our commitment to NEWTRAVEL alone represents a significant investment for our ratepayers." The Pioneers' Pathway Advisory Group have asked them to remove all current Pioneers' Pathway signage located within the Shire of Trayning (various roadside markers and signs in Information Bay) and that the Shire of Trayning would not receive reimbursement/refund on any of its contribution into the Pioneers' Pathway Development fund held by the Shire of Goomalling. They will no longer be included in product development and marketing activities.
- 2.4 The Parties to this MOU acknowledge the strategic context within which this MOU is signed, that being the current Pioneers' Pathway Strategic Plan 2024^[LV2]-2027 and the outcomes this Strategic Plan (and future Strategic Plans) has identified for the Pioneers' Pathway Self Drive Trail for product development and marketing and this MOU purpose is to address how we govern to achieve this.
- 2.5 This MOU may be renegotiated or renewed by further agreement between the parties to this MOU.
- 2.6 The Parties to this MOU have recorded their understandings and obligations and as signatories to this document agree to the following as outlined in this document.

3. PIONEERS' PATHWAY ADVISORY GROUP

3.1 Objectives of Pioneers' Pathway Advisory Group

- a. To be the independent advisory body for the Member Councils served by the Pioneers' Pathway Self Drive Trail.
- b. To maximise the economic return from the visitor economy through promoting and developing the tourism industry of the region through the Pioneers' Pathway Self Drive Trail.
- c. To implement the Strategic Plans and Marketing Plans for the Pioneers' Pathway Drive Trail.

3.2 Pioneers' Pathway Advisory Group Role

- a. The role of the Pioneers' Pathway Advisory Group for the duration of this MOU will be to:
 - i. Develop and oversee the delivery of the 2024 – 2027 Strategic Plan^[LV3] (and following ones) for the Pioneers' Pathway.
 - ii. Develop and oversee the delivery of the yearly Activity and Marketing Plan for the Pioneers' Pathway.
 - iii. Ensure industry relationships are nurtured and developed through communication channels, activities, events, professional development and other appropriate mechanisms.
 - iv. Ensure regular and formal communication with key stakeholders including Member Councils, Regional Tourism Organisations, Local Tourism Associations, peak industry bodies and relevant government agencies
 - v. Develop and coordinate policy and mechanisms to provide a consistent approach and application to historical tourism activities across the region.
 - vi. Provide Council and key stakeholders with statistical reports relating to tourism performance in the region.
 - vii. Work with other Local and Regional Tourism Organisations to identify and engage in opportunities of benefit to tourism in the region.
 - viii. Source, wherever possible, additional funding through industry and funding bodies to support the continued development of projects along the Pioneers' Pathway Self Drive Trail (as identified).
 - ix. The Pioneers' Pathway Advisory Group will have a nominated Chairperson who will be elected annually from the Member Councils delegates.
 - x. Role of the Chairperson is to establish, facilitate and support effective Advisory Group outcomes and ensure good governance
 - xi. The Pioneers' Pathway Advisory Group has the authority to engage personnel to assist with record keeping, sourcing and apply for external funding, project management, reporting and marketing activities as identified.

4. SHIRE OF GOOMALLING

4.1 Objectives of Shire of Goomalling

- a. To be the lead agency for the Pioneers' Pathway Self Drive Trail.
- b. To be responsible for the financial reporting requirements as outlined in the MOU.

4.2 Shire of Goomalling Role

- a. The role of the Shire of Goomalling for the duration of this MOU will be to:
 - i. Oversee the overall governance, planning and coordination of the Pioneers' Pathway Advisory Group.
 - ii. Management of a trust account for the sole purpose of the Pioneers' Pathway Self Drive Trail and all income and expenditure related to it.
 - iii. Reviewing and balancing the collective funding budget – income and expenditure statements will be provided to the Advisory Group on request.
 - iv. Financial record keeping for the purposes of the reporting as required.
 - v. Overall financial acquittals and auditing as required for the external funding bodies.
 - vi. Processing financial claims from Member Councils and partner organisations as required.

5. MEMBER COUNCILS

5.1 Objectives of Member Councils

- a. To have an effective independent body for the Member Councils that works collectively and must maximise the impact of its marketing resources (time, money and relationships) to better promote the Pioneers' Pathway Self Drive Trail.
- b. To have the Pioneers' Pathway Advisory Group deliver specific strategic functions for the Pioneers' Pathway Self Drive Trail including:
 - marketing
 - development
 - industry
 - product
 - skills
 - investment
 - engagement
 - advocacy

5.2 Member Council Role

- a. The role of each Member Council for the duration of this MOU will be to:
 - i. Acknowledge the role of Pioneers' Pathway Advisory Group and actively promote the Pioneers' Pathway Self Drive Trail and assets via council collateral.

- ii. Undertake or support the day to day management of the Pioneers' Pathway Self Drive Trail (product development and maintenance) in their respective local government.
- iii. Annually nominate a Council (Councillor or Staff member) delegate to be a member of the Pioneers' Pathway Advisory Group.
- iv. Annually nominate a Community representative (optional) to be a member of the Pioneers' Pathway Advisory Group.
- v. Work cooperatively with Pioneers' Pathway Advisory Group on agreed projects, activities and standards in line with the 2019-2021 Strategic Plan and future plans.
- vi. Ensure regular communication, both formal and informal, is maintained with the Pioneers' Pathway Advisory Group on matters of joint interest.
- vii. Support the involvement of relevant Council staff in appropriate Pioneers' Pathway Advisory Group activities.
- viii. Recognise and promote Pioneers' Pathway Self Drive Trail through Council distribution channels as appropriate.
- ix. Provide a summary of relevant data and statistics from your respective community as required.
- x. Deliver and coordinate tourism functions at a council level including the management of signage, events, applications, compliance and associated activities.
- xi. Work with entities as represented by (but not limited to) Local Tourism Associations, Chambers of Commerce, special interest groups and industry associations to develop tourism at a local level.

6. Communication between Parties

- 6.1 All parties recognise the importance of regular communication – both formal and informal to the success of tourism in the region and commit to open and regular dialogue.
- 6.2 Pioneers' Pathway Advisory Group will:
 - i. report to Member Councils on an annual basis on progress against key performance indicators.
 - ii. attend Council meetings or briefings to discuss or present on tourism related issues if requested.
 - iii. circulate draft minutes of Advisory Group meetings to Member Council delegates in a timely manner.
 - iv. communicate with delegates, Member Councils and relevant staff via regular electronic communication.
 - v. raise directly with member Councils any issues, concerns, queries or questions it may have in relation to activities, function, performance or obligations under this MOU.

- 6.3 Member Councils will:
- i. Have delegates attend all meetings and if necessary, nominate a proxy.
 - ii. ensure that Pioneers' Pathway Advisory Group is briefed on, and kept informed of, tourism matters that have regional significance as and when appropriate.
 - iii. provide opportunities for Pioneers' Pathway Advisory Group to brief or present to Councillors as and when deemed necessary.
 - iv. recognise and promote Pioneers' Pathway Self Drive Trail through Council distribution channels as appropriate.
 - v. raise directly with Pioneers' Pathway Advisory Group any issues, concerns, queries or questions it may have in relation to its activities, function, performance or obligations under this MOU.

7. Key Performance Indicators

- 7.1 The key performance indicators that Pioneers' Pathway Advisory Group will aim to achieve for the life of the MOU will be subject to negotiation between the Group and Member Councils on an annual basis. The Key Performance Indicators will be detailed annually in Schedule A of this MOU.
- 7.2 Continued investment for years two and three of the MOU will be subject to agreement between Member Councils and Pioneers' Pathway Advisory Group that satisfactory progress has been made against the key performance indicators, detailed in Schedule A of this MOU.

8. Member Council Investment

- 8.1 The agreed level of investment from Member Councils (exclusive of GST) is contained in Schedule B of this MOU.
- 8.2. By signing this MOU, Member Councils acknowledge that they are committing to expenditure in future budgets, for the life of the MOU, providing Pioneers' Pathway Advisory Group delivers on the key performance indicators as detailed in Schedule A to the satisfaction of Member Councils.
- 8.3. Annual payments are to be made following the receipt of a tax invoice from Shire of Goomalling.
- 8.4. The In-kind support from Member Councils is contained in Schedule C of this MOU. Nothing in Schedule C reduces the Member Council contributions as outlined in Schedule B of this MOU.

9. Dispute Resolution

- 9.1 If any dispute arises between the parties carrying out the principles of this Memorandum of Understanding, the parties will seek genuine resolution to solve the difference or dispute between them.
- 9.2 Any disputes arising from this MOU will be first referred to a Special Meeting of the Pioneers' Pathway Advisory Group who will convene and manage this process unless it is deemed to be a party to the dispute or otherwise decline to participate, an external independent mediator will oversee the process.

10. Parties Agree to be Bound

- 10.1 It is the intention that this MOU be binding on the parties without the right of withdrawal from the agreement except where there is fundamental breach of any term or condition of this MOU or where there is a fundamental material change in the strategic context within which Pioneers' Pathway Advisory Group operates.
- 10.2 If a member Council decides to withdraw from this MOU before the end of the Term, then 12 months' notice is to be provided to the Pioneers' Pathway Advisory Group and the member Council will forfeit all financial investment contributed to date.
- 10.3 In the case of a dispute, all parties agree that they will not withdraw from this MOU until such time as the prescribed dispute resolution process has been employed and it has been established that a fundamental breach has occurred and that this fundamental breach cannot be remedied to the satisfaction of the parties in dispute.

11.0 Terms of MOU

- 11.1 This Memorandum of Understanding lapses on 30 June 2027.^[LV4]
 - a. Negotiations to renew the extension of the MOU with Member Councils for a further period beyond this MOU must be commenced by 31 December 2026 and must be completed by 31 March 2027.^[LV5]
- 11.2 Each party maintains the right to exercise its individual powers as it sees fit.

The parties to this Memorandum of Understanding are:

SHIRE OF DOWERIN

*Chief Executive
Officer*

PRINT FULL NAME OF AUTHORISED PERSON

SIGNATURE

President

PRINT FULL NAME OF AUTHORISED PERSON

SIGNATURE

SHIRE OF GOOMALLILNG

*Chief Executive
Officer*

PRINT FULL NAME OF AUTHORISED PERSON

SIGNATURE

President

PRINT FULL NAME OF AUTHORISED PERSON

SIGNATURE

SHIRE OF MERREDIN

*Chief Executive
Officer*

PRINT FULL NAME OF AUTHORISED PERSON

SIGNATURE

President

PRINT FULL NAME OF AUTHORISED PERSON

SIGNATURE

SHIRE OF NUNGARIN

*Chief Executive
Officer*

PRINT FULL NAME OF AUTHORISED PERSON

SIGNATURE

President

PRINT FULL NAME OF AUTHORISED PERSON

SIGNATURE

SHIRE OF TOODYAY

***Chief Executive
Officer***

PRINT FULL NAME OF AUTHORISED PERSON

SIGNATURE

President

PRINT FULL NAME OF AUTHORISED PERSON

SIGNATURE

SHIRE OF WYALKATCHEM

***Chief Executive
Officer***

PRINT FULL NAME OF AUTHORISED PERSON

SIGNATURE

President

PRINT FULL NAME OF AUTHORISED PERSON

SIGNATURE

DRAFT

SCHEDULE A: 2024-2027 Performance Indicators

Pioneers' Pathway Advisory Group has identified several strategic areas of priority for the life of 2024-2027 MOU:

- Developing Our Product
- Marketing Our Product
- Governing Our Organisation

The strategic priority areas will be reviewed annually, in accordance with the 2014-2027 Strategic Plan. Subsequent key performance indicators will be developed for incorporation into Schedule A on an annual basis.

The 2024-2027 tactics for delivery and key performance indicators, against the Strategic Areas, are listed below.

Performance Indicator	
Developing Our Product	
1.	<ul style="list-style-type: none"> • A second story concept (or extending on the first one)^[LV6] for each Member Council is identified and implemented or assistance provided to source external funding to implement.
2.	<ul style="list-style-type: none"> • Mechanisms for data collection are identified and begun to be implemented to measure the impact of the Pioneers' Pathway Self Drive Trail on tourism in the
Marketing Our Product	
4.	<ul style="list-style-type: none"> • Annual Marketing Plan is implemented.
5.	<ul style="list-style-type: none"> • Pioneers' Pathway Website is updated and current.
6.	<ul style="list-style-type: none"> • Pioneers' Pathway is active on Social Media (Facebook and Instagram).
Governing Our Organisation	
7.	<ul style="list-style-type: none"> • Agendas and Minutes are prepared in a timely manner.
8.	<ul style="list-style-type: none"> • Financial reporting is current and accurate.
9.	<ul style="list-style-type: none"> • Attendance by all Member Council delegates to Advisory Group meetings.

SCHEDULE B: Member Council Investment

The annual investment by Member Councils for the life of this MOU is set out below. It is noted that all amounts are exclusive of GST.

Annual Investment	2024-2025	2025-2026	2026-2027	Total
SHIRE OF DOWERIN	\$3,500.00	\$4,000.00	\$4,500.00 ^[LV7]	\$12,000.00
SHIRE OF GOOMALLING	\$3,500.00	\$4,000.00	\$4,500.00	\$12,000.00
SHIRE OF MERREDIN	\$3,500.00	\$4,000.00	\$4,500.00	\$12,000.00
SHIRE OF NUNGARIN	\$3,500.00	\$4,000.00	\$4,500.00	\$12,000.00
SHIRE OF TOODYAY	\$3,500.00	\$4,000.00	\$4,500.00	\$12,000.00
SHIRE OF WYALKATCHEM	\$3,500.00	\$4,000.00	\$4,500.00	\$12,000.00
Total	\$21,000.00	\$24,000.00	\$27,000.00	\$72,000.00

SCHEDULE C: IN KIND SUPPORT

The in-kind support to be provided by Member Councils for the life of the MOU is set out below.

Nothing in this Schedule prevents Member Councils providing additional in-kind support to Pioneers' Pathway Advisory Group over the life of the MOU. Nothing in this Schedule prevents Pioneers' Pathway Advisory Group making a request for additional in-kind support over the life of the MOU. Such a request can be accepted or rejected by Member Councils.

<p>SHIRE OF DOWERIN SHIRE OF MERREDIN SHIRE OF NUNGARIN SHIRE OF TOODYAY SHIRE OF WYALKATCHEM</p>	<ul style="list-style-type: none">• Meeting space and catering including but not limited to Council facilities as available and required.• Support for the delivery of key activities through communication channels, utilising existing staffing personnel skills, participation in working groups and other appropriate activities.• Assistance with staffing regional tourism promotions if required.
<p>SHIRE OF GOOMALLING</p>	<ul style="list-style-type: none">• Financial record keeping support to the Pioneers' Pathway Advisory Group.• Meeting space and catering including but not limited to Council facilities as available and required.• Support for the delivery of key activities through communication channels, utilising existing staffing personnel skills, participation in working groups and other appropriate activities.• Assistance with staffing regional tourism promotions if required.

SCHEDULE D: TERMS OF REFERENCE, PIONEERS' PATHWAY ADVISORY GROUP MEMBER COUNCIL DELEGATE

1. The membership of the Pioneers' Pathway Advisory group will commit to:
 - Attending all scheduled Advisory Group meetings, and if necessary, nominate a proxy.
 - Wholeheartedly championing the Advisory Group within and outside of work areas.
 - Sharing all communications and information across all Advisory Group members.
 - Making timely decisions and undertaking required actions so as to not hold up the implementation of activities.
 - Only making financial decisions on behalf of Member Councils in relation to the agreed Member Council Investment (Schedule B).
 - Any financial decisions that exceed or are beyond the scope of the Member Council Investment are to be taken back to the Member Council/s before proceeding.
 - Notifying members of the Advisory Group, as soon as practical, if any matter arises which may be deemed to affect the development of the Network.

2. Members of the Advisory Group will expect:
 - That each member will be provided with complete, accurate and meaningful information in a timely manner.
 - To be given reasonable time to make key decisions.
 - To be alerted to potential risks and issues that could impact the project, as they arise.
 - Open and honest discussions, without resort to any misleading assertions.

3. Meetings
 - All meetings will be chaired by the Pioneers' Pathway Advisory Group Chairperson (appointed annually).
 - A meeting quorum will be four (4) members of the Advisory Group.
 - Decisions made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, Advisory Group Chair makes final decision.
 - Meeting agendas and minutes will be provided by an independent source (appointed by the Advisory Group) this includes:
 - preparing agendas and supporting papers.
 - preparing meeting notes and information.
 - Meetings will be held 3-4 times per year for 2 hours hosted on rotation by each Member Council.
 - If required sub-group meetings will be arranged outside of these times at a time convenient to sub-group members.





1.1. ELECTRONIC MEETINGS AND ATTENDANCE AT COUNCIL MEETINGS AND COMMITTEE MEETINGS VIA ELECTRONIC MEANS and RECORDING OF MEETINGS

Responsible Department	Office of the Chief Executive Officer
Former policy Reference	Nil
Resolution Number	OMC XXX
Resolution Date	25 June 2024
Last Amendment Date	New Policy
Shire Related Documents	Hints and Tips Sheet for Recorded Meetings*
Related Legislation	<i>Local Government Act –s5.3</i> <i>Local Government (Administration) Regulations – Regulation 12</i> <i>Standing Orders Local Law 1999</i>

*To be developed.

OBJECTIVE

To provide guidance on the attendance and conduct of Council and Committee Meetings held via electronic means.

POLICY SCOPE

This policy applies to:

1. All Council and Committee Members.
2. Meetings with attendees participating via electronic means in accordance with Regulations 14C and 14CA of the *Local Government (Administration) Regulations 1996* (the Regulations).
3. Meetings held by electronic means in accordance with Regulations 14D and 14E of the Regulations.

POLICY STATEMENT:

PRINCIPLES

1. Behaviour Protocols

The Western Australia Local Government Association (WALGA)'s guidance material on electronic meetings is states:

"The pace of an e Meeting should be slow and orderly. The following practices will help avoid confusion and support effective eMeetings:

- *Speak clearly and slowly, as connections may be distorted or delayed.*
- *Always state your name to indicate to the Presiding Member that you wish to speak. Restate your name if the Presiding Member has not heard you at first.*
- *In debate, only speak after the Presiding Member has acknowledged you. Then state your name so that others know who is speaking.*
- *Follow the Presiding Member's directions and rulings.*
- *If you are unclear about what is happening in an eMeeting, immediately state your name to draw the Presiding Member's attention and enable you to then seek clarification from the Presiding Member.*
- *Avoid looking for opportunities to call Points of Order, instead politely and respectfully gain the Presiding Member's attention and explain any deviation from your Meeting Procedures, the Local Government Act 1995 or any other relevant matter."*

2. Logistical Considerations

- 2.1 Participating in meetings via electronic means, whether the meeting is electronic or a physical meeting, presents logistical challenges and can impact the effective conduct of the meeting.
- 2.2 An electronic meeting is as effective as the worst connection at the meeting.
- 2.3 In addition to the behavioural protocols mentioned above, members should ensure they have a stable connection to the meeting and are able to give the meeting their full and proper attention.
- 2.4 To ensure the best connection possible, members are requested to mute their microphone when not speaking.

3. Confidentiality

In accordance with Regulations 14CA (5) and (6), members attending via electronic means must ensure they are in an appropriate location, being private and free from distractions (both to themselves and to other meeting attendees). When a meeting is closed to the public (Behind Closed Doors) in accordance with Section 5.23 of the *Local Government Act 1995* (the Act), members must ensure that the deliberations cannot be observed or overheard by any other person.

MEETINGS WITH ATTENDEES PARTICIPATING VIA ELECTRONIC MEANS

1. **REQUESTS FOR ATTENDANCE**

1.1 Regulation 14C (2) stipulates a member may attend a meeting via electronic means:

“(a) if —

- (i) a public health emergency or state of emergency exists or a natural disaster has occurred; and*
- (ii) because of the public health emergency, state of emergency or natural disaster, the member is unable, or considers it inappropriate, to be present in person at the meeting; and*
- (iii) the member is authorised to attend the meeting by electronic means by the mayor, president or council;*

or

(b) if the member is otherwise authorised to attend the meeting by electronic means by the mayor, president or council.”

- 1.2 An application to participate via electronic means is to be made in writing (email will suffice) to the Shire President at least twenty-four (24) hours prior to the meeting. This enables appropriate record keeping and monitoring of the 50% attendance cap stipulated in Regulation 14C (3).
- 1.3 The member applying for electronic participation is to provide sufficient information in the request to enable the decision-maker to determine if the requirements of Regulation 14C (5) are met and provide reasons why the member is unable to attend the meeting in person.
- 1.4 In instances where the Shire President authorises attendance via electronic means, the Shire President will notify the Chief Executive Officer to enable the electronic meeting invitation to be sent to the attendee.

In some instances, the President may determine the request is to be presented to Council, in which case the application will be presented for consideration as part of the attendances portion of the meeting. Council may authorise participation via a simple majority decision. Officers assisting the meeting will generate the electronic meeting invitation and send it to the attendee immediately following Council’s resolution.

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- 1.5 The minutes of the meeting shall record whether a member's electronic participation was granted or refused by the President, or by Council.
 - 1.6 The Administration will appropriately monitor these authorisations to ensure the 50% cap referenced in Regulation 14C (3) is not exceeded.

2. CONSIDERATION OF A SUITABLE LOCATION AND EQUIPMENT

- 2.1 In deciding whether to authorise a member to attend a meeting via electronic means, the President or Council must consider whether the location from which the member intends to attend the meeting, and the equipment the member intends using to attend the meeting, are suitable for the member to effectively engage in deliberations and communication during the meeting.
- 2.2 To attend a meeting via electronic means, the member is to ensure that the location is quiet and private, such as a room without distractions and where all the doors and windows can be closed to other people.
- 2.3 In rooms where sound may travel, and particularly where a meeting is closed to the public (Behind Closed Doors), the member is to use headphones to ensure the deliberations cannot be inadvertently overheard.

3. MAINTAINING CONFIDENTIALITY

- 3.1 In accordance with Regulation 14CA (5), the member is to declare either prior to the meeting, or prior to the closed part of the meeting, that confidentiality can be maintained (as the case requires).
- 3.2 The members' declaration is to be recorded in the minutes of the meeting.
- 3.3 Where confidentiality cannot be maintained, a member cannot attend and is required to leave the closed part of the meeting.
- 3.4 Where a member is required to leave the meeting, the Officer assisting the meeting will place the member in the Waiting Room and manage the transition of the member to and from the meeting.
- 3.5 The time the member left the meeting and returned to the meeting is to be recorded in the minutes of the meeting in accordance with Regulation 11.

4. PREFERRED ELECTRONIC MEANS AND EQUIPMENT FOR ATTENDANCE

- 4.1 The Shire of Wyalkatchem utilises either Zoom or the Microsoft Teams platform for electronic meetings. The platform to be used will be notified prior to the meeting.
- 4.2 In the case of Councillors, members are to utilise the Shire-provided iPad as it is the equipment supported by the Shire's ICT specialists. If there is a fault with the Shire- provided iPad, Councillors may use their own laptop or desktop computer so long as it has facilities for a microphone, webcam and headphones.
- 4.3 External members may use their own mobile device, laptop or desktop computer so long as it has facilities for a microphone, webcam and headphones.

5. GENERAL CONDUCT OF ELECTRONIC ATTENDANCE AT MEETINGS

Suspension of Local Government (Council Meetings) Local Law 1999

At the commencement of a meeting where a member is attending via electronic means, Council, under Part 18 of the Council Meetings Local Law should resolve to suspend, for the duration of the meeting, Members are to remain in their proper places.

Procedure for Speaking

Part 9 Section 9.1 of the Council Meetings Local Law provides that every member who wishes to speak is to indicate his or her intention to speak by raising his or her hand or by another method agreed by the Council. To facilitate electronic meetings and electronic participation at physical meetings, each member present shall exhibit due courtesy when wishing to speak, to enable the effective and orderly conduct of the meeting.

Procedure for Voting

In accordance with Regulation 9, voting is to be conducted so that no-one's vote is secret. For meetings where a member or members are participating via electronic means, the Presiding Member will ask if there is any member opposed to a recommendation/motion and pause. If a member is opposed, they are to speak their name. If there is no member opposed, the item is passed unanimously. Where an item has been debated, the voting method shall be by the Presiding Member calling each member participating by electronic means to state whether they are 'for' or 'against' the motion being put forward and then each member in the physical location by a show of hands.

Procedure for dealing with Conflicts of Interest

Any members participating via electronic means who declare a Financial or Proximity Interest in an item must leave the meeting as is required when attending in person. Where a member is required to leave the meeting, the Officer assisting the meeting shall initiate the disconnection of the member from the meeting, and subsequent reconnection. The time the member left the meeting and returned to the meeting will be declared by the Presiding Member and is to be recorded in the minutes of the meeting in accordance with Regulation 11.

Record of Attendance and Leaving and Re-entering the Meeting

The Presiding Member will regularly check the attendance of any members attending via electronic means. Members' faces must always be visible. A member is taken to no longer be in attendance at a meeting if they cease to be in instantaneous communication with each other person present at the meeting. The member's title (i.e. President, Cr) is to be displayed at all times.

To request leave from the meeting, the member is to raise their hand, wait for verbal acknowledgement from the Presiding Member, and advise the Presiding Member of their reason for requesting leave and the anticipated period of time (for example, I request leave from the meeting for two minutes). The Presiding Member will verbally confirm that the leave has been granted. Any such cessation in attendance of a member will be recorded in the minutes of the meeting in the chronological order it occurs in accordance with Regulation 11. The Presiding Member will consider the effect of this on the quorum requirements and act as necessary.

MEETINGS HELD VIA ELECTRONIC MEANS

1. DETERMINING ELECTRONIC MEETINGS

1.1 Regulation 14D (2) enables meetings to be held via electronic means:

“(a) if —

- (i) *a public health emergency or a state of emergency exists in the whole or a part of the area of the district of a local government; and*
- (ii) *the mayor, president or council considers it appropriate for the meeting to be held by electronic means because of the public health emergency or state of emergency and having regard to the matters in sub regulation (2B);*

or

(b) if —

- (i) *a direction is issued under the Public Health Act 2016 or the Emergency Management Act 2005 that prevents the meeting from being held in person; and*
- (ii) *the mayor, president or council authorises the meeting to be held by electronic means;*

or

(c) *if the council otherwise authorises the meeting to be held by electronic means.”*

1.2 In accordance with Regulation 14D(2)(c), the decision of Council whether to conduct a meeting via electronic means is to be made either at a Special Council Meeting called for that purpose, or at the Ordinary Meeting of Council held prior to the proposed electronic meeting.

1.3 Circumstances where Council may consider it appropriate to conduct a meeting via electronic means (outside Regulation 14D(2)(a) or (b)) include, for example, seeding or harvest to reduce the need for travel time.

1.4 In-person attendance at a meeting held via electronic means under Regulation 14D is not possible. This includes participation by members of the public.

2. CONSIDERATION OF A SUITABLE LOCATION AND EQUIPMENT

2.1 In deciding whether to conduct a meeting via electronic means, the President or Council must consider whether the location from which each member intends to attend the meeting, and the equipment each member intends using to attend the meeting, are suitable to effectively engage in deliberations and communication during the meeting.

2.2 When attending an electronic meeting, members are to ensure that their location is quiet and private, such as a room without distractions and where all the doors and windows can be closed to other people.

2.3 In rooms where sound may travel, and particularly where a meeting is closed to the public, members are to use headphones to ensure the deliberations cannot be inadvertently overheard.

3. MAINTAINING CONFIDENTIALITY

- 3.1 In accordance with Regulation 14D (6), each member is to declare either prior to the meeting, or prior to the closed part of the meeting, that confidentiality can be maintained (as the case requires).
- 3.2 The members' declarations are to be recorded in the minutes of the meeting.
- 3.3 Where confidentiality cannot be maintained, a member cannot attend and is required to leave the meeting.
- 3.4 Where a member is required to leave the meeting, the Officers assisting the meeting shall initiate the disconnection of the member from the meeting, and any subsequent reconnection.
- 3.5 The time the member left the meeting and returned to the meeting is to be recorded in the minutes of the meeting in accordance with Regulation 11.

4. PREFERRED ELECTONIC MEANS AND EQUIPMENT FOR ATTENDANCE

- 4.1 The Shire of Wyalkatchem utilises either Zoom or the Microsoft Teams platform for electronic meetings. The platform to be used will be notified prior to the meeting.
- 4.2 In the case of Councillors, members are to utilise the Shire-provided iPad as it is the equipment supported by the Shire's ICT specialists. If there is a fault with the Shire- provided iPad, Councillors may use their own laptop or desktop computer, as long as it has facilities for a microphone, webcam and headphones.
- 4.3 External members of Committees may use their own mobile device, laptop or desktop computer so long as it has facilities for a microphone, webcam and headphones.
- 4.4 Members of the public may use their own mobile device, laptop or desktop computer which has facilities for a microphone, webcam and headphones.

5. NOTICE OF ELECTRONIC MEETINGS

Following Council's decision to conduct a meeting via electronic means, the Chief Executive Officer is to provide notice via the Shire's website, social media, and administration and library noticeboards, that the meeting(s) will be held via electronic means.

6. PUBLIC QUESTION TIME

- 6.1 The public are invited to submit questions in writing to the Shire prior to 1pm on the day of the meeting (or 12pm for Audit & Risk Committee Management Meetings).
- 6.2 Questions are to be emailed to admin2@wyalkatchem.wa.gov.au or delivered to the Shire Administration Office and must include the person's full name and address.
- 6.3 Questions at an Ordinary Meeting of Council can relate to any matter affecting the Shire. Questions at a Special Council Meeting or Audit & Risk Committee Management Meeting must relate to items on the agenda for that meeting. The Presiding Member will read the questions during Public Question Time but cannot exceed 2 minutes on each question. Responses to all questions will be provided in writing and included in the next Council or Committee Meeting Agenda.
- 6.4 Responses to all questions will be provided in writing and included in the next Council or Committee Meeting Agenda.

7. DEPUTATIONS.

This can be a particular matter of concern to either an individual or a group of people. (Note that Deputies cannot participate in the debate or ask any questions of Council.)

7.1 The public can request a Deputation at a meeting held via electronic means in accordance with Clause 6.9 of the Shire of York Local Government (Council Meetings) Local Law 2016.

7.2 The request for a Deputation is to include confirmation that the person can participate in the meeting using their own mobile device, laptop or desktop computer which has facilities for a microphone, webcam and headphones.

7.3 Requests which cannot fulfil the requirements of clause 12.2 above, cannot be accepted at an electronic meeting.

7.4 A copy of the deputation to be made at an electronic meeting is to be emailed to admin2@wyalkatchem.wa.gov.au or delivered to the Shire Administration prior to 1pm on the day of the meeting and must include the person's full name and address.

7.5 Copies of the deputation will be provided to members prior to the meeting.

8. CONFLICTS OF INTEREST

8.1 Members declaring an Interest in a matter presented to a meeting held via electronic means are to email the completed Disclosure of Interest Form to admin2@wyalkatchem.wa.gov.au prior to 1pm on the day of the meeting (or 12pm for Audit & Risk Committee Management Meetings).

8.2 Members who declare a Financial or Proximity Interest in an item must leave the meeting as is required when attending in person. Where a member is required to leave the meeting, the Officer assisting the meeting will place the member in the Waiting Room and manage the transition of the member to and from the meeting. The time the member left the meeting and returned to the meeting will be declared by the Presiding Member and is to be recorded in the minutes of the meeting in accordance with Regulation 11.

8.3 At the Declaration /Disclosure of Interest Item of Business, the Presiding Member will read aloud each disclosure of interest. The Presiding Member will then ask if there are any further disclosures to be made. Members should ensure they make any necessary disclosures at this point so the Minute Taker can record the relevant Agenda Items.

8.4 Subsequently, the Presiding Member will call on each member to read their declaration immediately prior to the relevant Agenda Item being discussed.

9. LEAVE OF ABSENCE

9.1 Members who need to request Leave of Absence can apply for leave by emailing admin2@wyalkatchem.wa.gov.au prior to 3pm on the day of the meeting.

9.2 The email must include the dates of the requested leave of absence and a reason for requesting the leave (for example, work commitments or a holiday).

10. TECHNICAL DIFFICULTIES

- 10.1 The Presiding Member may adjourn the meeting for a short period of time to allow technical difficulties to be resolved. The Presiding Member will state the reason for the adjournment and anticipated length, prior to the meeting being adjourned.
- 10.2 Once the technical difficulty is resolved the Presiding Member will explain the technical difficulty prior to the meeting recommencing.

11. GENERAL CONDUCT OF ELECTRONIC MEETINGS

At the commencement of an electronic meeting, Council should resolve to suspend, for the duration of the meeting, – Members to be in their proper places.

Procedure for Speaking

All members are encouraged to mute their microphone when not speaking to minimise background noise.

Part 9.1 of the Council Meetings Standing Orders provides that every member who wishes to speak is to indicate his or her intention to speak by raising his or her hand or by another method agreed by the Council. To facilitate electronic meetings, each member present shall exhibit due courtesy when wishing to speak, to enable the effective and orderly conduct of the meeting.

Procedure for Voting

In accordance with Regulation 9, voting is to be conducted so that no-one's vote is secret. For meetings held via electronic means, the Presiding Member will ask if there is any member opposed to a recommendation/motion and pause. If a member is opposed, they are to speak their name. If there is no member opposed, the item is passed unanimously. Where an item has been debated, the voting method shall be by the Presiding Member calling each member to state whether they are 'for' or 'against' the motion being put forward. The Presiding Member will then confirm whether the motion has been Carried or Lost.

12. RECORD OF ATTENDANCE AND LEAVING AND RE-ENTERING THE MEETING

The Presiding Member will regularly check the attendance of members. Members' faces must always be visible. A member is taken to no longer be in attendance if they cease to be in instantaneous communication with each other person present at the meeting. Members' titles (i.e. President, Cr) must be displayed at all times.

To request leave from the meeting, the member is to raise their hand, wait for verbal acknowledgement from the Presiding Member, and advise the Presiding Member of their reason for requesting leave and the anticipated period of time (for example, I request leave from the meeting for two minutes).

The Presiding Member will verbally confirm that the leave has been granted. Any cessation in attendance of a member will be recorded in the minutes of the meeting in the chronological order it occurs in accordance with Regulation 11.

The Presiding Member will consider the effect of this on the quorum requirements and act as necessary.

RECORDING OF COUNCIL AND COMMITTEE MEETINGS

1. Recordings will be made via audio from the Council Chamber Com box and desk microphones a via video using Zoom or Microsoft Teams. The recording will be conducted by Shire Officers.
2. Members of the public will be advised that a recording of the meeting will be made via the Agenda for the meeting and a sign will be prominently displayed in Council Chambers.
3. The Presiding Member will make an announcement at the start of every meeting drawing attention to the fact that the meeting will be recorded.
4. In accordance with the requirements for a Class 4 local government, the recording of the meetings will be made available on the Shire's website at the time the unconfirmed minutes are published, excluding those matters considered Behind Closed Doors.
5. The Shire will make every reasonable effort to ensure the recording is available. However, should any technical difficulties arise, the recording may not be available. Notification of such will be provided in accordance with the Regulations.
6. The Presiding Member may decide to cease recording at any time during the meeting.
7. Copying or distribution of any part of the recording is not permitted. The Shire reserves all rights in relation to its copyright. Video, images and audio contained in a recording must not be altered, reproduced or republished without the written permission of the Shire.
8. In accordance with Part 8.1 of the Shire of Wyalkatchem Standing Orders Local Law 1999, nobody shall use any visual or Visual or vocal recording device or instrument to record the proceedings of Council without the written permission of the Presiding Member, which is to be received at least 24 hours prior to the meeting.

Training

Training will be provided by WALGA or other suitable providers and a Hints and Tips sheet for recorded meetings will be developed and provided to all Councillors.

Meeting or Items of Business Behind Closed Doors

Recordings of meetings closed for consideration of matters under Section 5.23 of the *Local Government Act 1995* (the Act) is permitted for minute taking purposes but will not be released to the public or made available on the Shire's website.

Confidential recordings may be released, if requested, to the Local Government Standards Panel, the Department of Local Government, Sport & Cultural Industries, the Police or the Court.

Record Keeping

The official record of the meeting will be the written minutes kept in accordance with the Act and any relevant Regulations.

All recordings will be retained as part of the Shire's records for at least seven (7) years, or in accordance with the *State Records Act 2000* (whichever is the longer period of time).

Conduct and Responsibilities

Councillors and Committee Members are required to act in accordance with the Act (and Regulations), Shire of Wyalkatchem Standing Orders Local Law 1999, Code of Conduct – Council Members, Committee Members and Candidates and other relevant policies.

Staff are required to act in accordance with the *Act (and Regulations)*, Shire of Wyalkatchem Standing Orders Local Law 1999, Employee Code of Conduct and other relevant policies.

Members of the public are required to extend due courtesy and respect to the Council, Presiding Member, staff and other members of the public in attendance. Standing Orders section 8.6 Prevention of Disturbance applies to all members of the public gallery.

Liability and Defamation

Under Section 9.57A of the *Local Government Act 1995*), the Shire is not liable for an action of defamation in relation to a matter published on its official website as part of a recording of Council proceedings.

Under Section 9.56 of the Act Councillors and employees are not liable to defamation for any statements made in good faith.

Further defences under the *Defamation Act 2005* may also be applicable.

As a general principle, the Shire will not edit recordings of meetings. This is to ensure open and transparent governance. The onus is on those in attendance at the meeting to ensure that their conduct, content and language are appropriate for the audience. The Presiding Member is responsible for maintaining the orderly proceedings of the meeting.

Following any meeting, the Chief Executive Officer in concurrence with the Presiding Member, may mute/exclude all or part of any meeting recording considered inappropriate to be published. The muting/excluding of any part of the meeting recording must be reported and confirmed to the Council at the next available Ordinary Meeting of Council, whereby Council may revoke or change the decision.

PENALTIES:

The *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996* do not provide for penalties applicable to this policy.

KEY TERMS/DEFINITIONS:

***Act* means the *Local Government Act 1995*.**

***Regulations* means the *Local Government (Administration) Regulations 1996*.**

***Member* means a Councillor or a Committee Member.**

***Meeting* means an Ordinary Meeting of Council, a Special Meeting of Council or a Meeting of a Committee of Council (including the Audit & Risk Management Committee).**

***Electronic Means* telephone, video conference or any other form of instantaneous communication.**

***Behind Closed Doors* means where a meeting is closed to members of the public in accordance with Section 5.23(2) of the Act.**

***Public Gallery* means any person attending a meeting who is not a Member, CEO or an Officer that is required to attend the meeting.**





1.7. SOCIAL MEDIA AND COMMUNICATIONS POLICY

Responsible Department	Corporate Services
Former policy Reference	GP44 – Social Media & Communication Policy First Adopted 17 May 2018
Resolution Number	OMC 68/2018
Resolution Date	17 May 2018
Last Amendment Date	18 April 2019 – Minor Amendments
Shire Related Documents	Shire’s Record Keeping Plan
Related Legislation	<i>Local Government Act 1995, s – 2.8, 2.9, 5.34 and 5.41</i> <i>Local Government (Rules of Conduct) Regulations 2007</i> <i>State Records Act 2000</i> <i>Freedom of Information Act 1992</i>

OBJECTIVE

This policy establishes protocols for the Shire of Wyalkatchem’s official communications with our community to ensure the Shire of Wyalkatchem is professionally and accurately represented and to maximise a positive public perception of the Shire of Wyalkatchem

POLICY

This policy applies to:

1. Communications initiated or responded to by the Shire of Wyalkatchem with our community; and
2. Council Members when making comment in either their Shire of Wyalkatchem role or in a personal capacity.

Official Communications

The purposes of the Shire’s official communications include:

- Sharing information required by law to be publicly available.
- Sharing information that is of interest and benefit to the Community.
- Promoting Shire of Wyalkatchem events and services.
- Promoting Public Notices and community consultation / engagement opportunities.
- Answering questions and responding to requests for information relevant to the role of the Shire.
- Receiving and responding to community feedback, ideas, comments, compliments and complaints.
- Communicate and advise the community regarding emergency management.

The Shire’s official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council. Our communications will always be respectful and professional.

The Shire will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

- Website;
- Advertising and promotional materials;
- Media releases prepared for the Shire President, to promote specific Shire of Wyalkatchem positions;
- Social media; and
- Community newsletters, letter drops and other modes of communications undertaken by the Shire's Administration at the discretion of the CEO.

Speaking on behalf of the Shire

The Shire President is the official spokesperson for the Shire of Wyalkatchem and may represent the Shire in official communications, including; speeches, comment, print, electronic and social media.

[s.2.8(1)(d) of the Local

Government Act 1995]

Where the Shire President is unavailable, the Deputy Shire President may act as the spokesperson.

[s.2.9 and s.5.34 of the Local Government

Act 1995]

The CEO may speak on behalf of the Shire of Wyalkatchem, where authorised to do so by the Shire President.

[s.5.41(f) of the Local Government Act

1995]

The provisions of the *Local Government Act 1995* essentially direct that only the Shire President, or the CEO if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the office of Shire President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Shire President has had opportunity to speak on behalf of the Shire of Wyalkatchem.

Communications by Council Members and employees, whether undertaken in an authorised official capacity or as a personal communication, must not:

- bring the Shire of Wyalkatchem into disrepute,
- compromise the person's effectiveness in their role with the Shire,
- imply the Shire's endorsement of personal views,
- imply the Council Member or employee is speaking on behalf of the Shire, unless authorised to do so; or
- disclose, without authorisation, confidential information.

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire of Wyalkatchem.

Council member communications must comply with the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*. Employee communications must comply with the Code of Conduct and Council policies.

Responding to Media Enquiries

All enquiries from the Media for an official Shire of Wyalkatchem comment, whether made to an individual Council Member or Employee, must be directed to the CEO or a person authorised by the CEO. Information will be coordinated to support the Shire President or CEO (where authorised) to make an official response on behalf of the Shire of Wyalkatchem.

Council Members may make comments to the media in a personal capacity – refer to Personal Communication clause below.

Website

The Shire of Wyalkatchem will maintain an official website, as our community's on-line resource to access to the Shire's official communications.

Social Media

The Shire of Wyalkatchem uses Social Media to facilitate interactive information sharing and to provide responsive feedback to our community. Social Media will not however, be used by the Shire to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

The Shire of Wyalkatchem maintains the following Social Media accounts:

- Social networks, including - Facebook;
- Apps (applications), including – Localeye,

The Shire of Wyalkatchem may also post and contribute to Social Media hosted by others, so as to ensure that the Shire's strategic objectives are appropriately represented and promoted.

The Shire actively seeks ideas, questions and feedback from our community however, we expect participants to behave in a respectful manner. The Shire of Wyalkatchem will moderate its Social Media accounts to address and where necessary delete content deemed to be:

- Offensive, abusive, defamatory, objectionable, inaccurate, false or misleading;
- Promotional, soliciting or commercial in nature;
- Unlawful or incites others to break the law;
- Information which may compromise individual or community safety or security;
- Repetitive material copied and pasted or duplicated;
- Content that promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot;
- Content that violates intellectual property rights or the legal ownership of interests or another party; and
- Any other inappropriate content or comments at the discretion of the Shire.

Where a third party contributor to a Shire of Wyalkatchem's social media account is identified as posting content which is deleted in accordance with the above, the Shire may at its complete discretion block that contributor for a specific period of time or permanently.

Shire President Social Media Official Accounts

The Shire of Wyalkatchem supports the Shire President in using official social media account/s to assist the Shire President in fulfilling their role under section 2.8 of the *Local Government Act*, to speak on

behalf of the Local Government. The content will be administered and moderated in accordance with this policy.

These official Shire of Wyalkatchem accounts must not be used by the Shire President for personal communications.

Use of Social Media in Emergency Management and Response

The Shire of Wyalkatchem will use the following channels to communicate and advise our community regarding Emergency Management:

- Facebook
- Website

Record Keeping and Freedom of Information

Official communications undertaken on behalf of the Shire of Wyalkatchem, including on the Shire's Social Media accounts and third party social media accounts must be created and retained as local government records in accordance with the Shire's Record Keeping Plan and the *State Records Act 2000*. These records are also subject to the *Freedom of Information Act 1992*.

Council Member communications that relate to their role as a Council Member are subject to the requirements of the Shire's Record Keeping Plan and the *State Records Act 2000*. Council Members are responsible for transferring these records to the Shire's administration. Council Member records are also subject to the *Freedom of Information Act 1992*.

Personal Communications

Personal communications and statements made privately; in conversation, written, recorded emailed, texted or posted in personal social media, have the potential to be made public, whether intended or not.

On the basis that personal or private communications may be shared or become public at some point in the future, Council Members should ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

Council Member Statements on Shire

A Council Member may choose to make a personal statement publicly on a matter related to the business of the Shire of Wyalkatchem.

Any public statement made by a Council Member, whether made in a personal capacity or in their Local Government representative capacity, must:

1. Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of Shire of Wyalkatchem.
2. Be made with reasonable care and diligence;
3. Be lawful, including avoiding contravention of; copyright, defamation, discrimination or harassment laws;
4. Be factually correct;
5. Avoid damage to the reputation of the local government;
6. Not reflect adversely on a decision of the Council;

7. Not reflect adversely on the character or actions of another Council Member or Employee;
8. Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Council Member, Employee or community member.

A Council Member who is approached by the media for a personal statement may request the assistance of the CEO.

Comments which become public and which breach this policy, the Code of Conduct or the *Local Government (Rules of Conduct) Regulations 2007*, may constitute a minor breach of the *Local Government Act 1995* and may be referred for investigation.





1.7. SOCIAL MEDIA AND COMMUNICATIONS POLICY

Responsible Department	Governance
Former policy Reference	GP44 – Social Media & Communication Policy First Adopted 17 May 2018
Resolution Number	OMC 68/2018 OMC xxxxxxxx
Resolution Date	17 May 2018 25 June 2024
Last Amendment Date	18 April 2019 – Minor Amendments 10 June 2024 – Minor Amendments
Shire Related Documents	Shire’s Record Keeping Plan
Related Legislation	<i>Local Government Act 1995, s – 2.8, 2.9, 5.34 and 5.41</i> <i>Local Government (Rules of Conduct) Regulations 2007</i> <i>State Records Act 2000</i> <i>Freedom of Information Act 1992</i> <i>Standing Orders Local Law</i>

OBJECTIVE

This policy establishes protocols for the Shire of Wyalkatchem’s official communications with our community to ensure the Shire of Wyalkatchem is professionally and accurately represented and to maximise a positive public perception of the Shire of Wyalkatchem

POLICY

This policy applies to:

1. Communications initiated or responded to by the Shire of Wyalkatchem with our community; and
2. Council Members when making comment in either their Shire of Wyalkatchem role or in a personal capacity.

1. Official Communications

The purposes of the Shire’s official communications include:

- Sharing information required by law to be publicly available.
- Sharing information that is of interest and benefit to the Community.
- Promoting Shire of Wyalkatchem events and services.
- Promoting Public Notices and community consultation / engagement opportunities.
- Answering questions and responding to requests for information relevant to the role of the Shire.

- Receiving and responding to community feedback, ideas, comments, compliments and complaints.
- Communicate and advise the community regarding emergency management.

The Shire's official communications will be consistent with relevant legislation, policies, standards and the positions adopted by the Council. Our communications will always be respectful and professional.

The Shire will use a combination of different communication modes to suit the type of information to be communicated and the requirements of the community or specific audience, including:

- Website;
- Advertising and promotional materials;
- Media releases prepared for the Shire President, to promote specific Shire of Wyalkatchem positions;
- Social media; and
- Community newsletters, letter drops and other modes of communications undertaken by the Shire's Administration at the discretion of the CEO.

2. Speaking on behalf of the Shire

The Shire President is the official spokesperson for the Shire of Wyalkatchem and may represent the Shire in official communications, including; speeches, comment, print, electronic and social media.

[s.2.8(1)(d) of the Local Government Act 1995]

Where the Shire President is unavailable, the Deputy Shire President may act as the spokesperson.

[s.2.9 and s.5.34 of the Local Government Act 1995]

The Chief Executive Officer (CEO) may speak on behalf of the Shire of Wyalkatchem, where authorised to do so by the Shire President.

[s.5.41(f) of the Local Government Act 1995]

The provisions of the *Local Government Act 1995* essentially direct that only the Shire President, or the CEO if authorised, may speak on behalf of the Local Government. It is respectful and courteous to the office of Shire President to refrain from commenting publicly, particularly on recent decisions or contemporary issues, until such time as the Shire President has had opportunity to speak on behalf of the Shire of Wyalkatchem.

Communications by Council Members and employees, whether undertaken in an authorised official capacity or as a personal communication, must not:

- bring the Shire of Wyalkatchem into disrepute, *[Rules of Conduct Reg.3(d)]*
- compromise the person's effectiveness in their role with the Shire,
- imply the Shire's endorsement of personal views, *[s.2.8(1)(d) of the Local Government Act 1995]*,
- imply the Council Member or employee is speaking on behalf of the Shire, unless authorised to do so; *[s.2.8(1)(d) of the Local Government Act 1995]* OR
- disclose, without authorisation, confidential information. *[s.5.93 of the Local Government Act 1995].*

Social media accounts or unsecured website forums must not be used to transact meetings which relate to the official business of the Shire of Wyalkatchem. *[State Records Act 2000 / Local Government Record Keeping Plan, s's 5.23(2) and 5.93 of the Local Government Act 1995].*

Council member communications must comply with the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*. Employee communications must comply with the Code of Conduct and Council policies.

3. Responding to Media Enquiries

All enquiries from the Media for an official Shire of Wyalkatchem comment, whether made to an individual Council Member or Employee, must be directed to the CEO or a person authorised by the CEO. Information will be coordinated to support the Shire President or CEO (where authorised) to make an official response on behalf of the Shire of Wyalkatchem.

Council Members may make comments to the media in a personal capacity – refer to Personal Communication clause 7.1 below.




4. Website

The Shire of Wyalkatchem will maintain an official website, as our community's on-line resource to access to the Shire's official communications.

5. Social Media

The Shire of Wyalkatchem uses Social Media to facilitate interactive information sharing and to provide responsive feedback to our community. Social Media will not however, be used by the Shire to communicate or respond to matters that are complex or relate to a person's or entity's private affairs.

The Shire of Wyalkatchem maintains the following Social Media accounts:

- Social networks, including - Facebook; LinkedIn
- Apps (applications), including –
 -  WhatsApp
 -  Snap, Send, Solve
 -  Twitter

The CEO has at their discretion the right to sanction the use of emerging platforms such as YouTube etc.

The Shire of Wyalkatchem may also post and contribute to Social Media hosted by others, so as to ensure that the Shire's strategic objectives are appropriately represented and promoted.

The Shire actively seeks ideas, questions and feedback from our community however, we expect participants to behave in a respectful manner. The Shire of Wyalkatchem will moderate its Social Media accounts to address and where necessary delete content deemed to be:

- Offensive, abusive, defamatory, objectionable, inaccurate, false or misleading;
- Promotional, soliciting or commercial in nature;
- Unlawful or incites others to break the law;
- Information which may compromise individual or community safety or security;

- Repetitive material copied and pasted or duplicated;
- Content that promotes or opposes any person campaigning for election to the Council, appointment to official office, or any ballot;
- Content that violates intellectual property rights or the legal ownership of interests or another party; and
- Any other inappropriate content or comments at the discretion of the Shire.

Where a third-party contributor to a Shire of Wyalkatchem's social media account is identified as posting content which is deleted in accordance with the above, the Shire may at its complete discretion block that contributor for a specific period of time or permanently.

5.1. Shire President Social Media Official Accounts

The Shire of Wyalkatchem supports the Shire President in using official social media account/s to assist the Shire President in fulfilling their role under section 2.8 of the *Local Government Act*, to speak on behalf of the Local Government. The content will be administered and moderated in accordance with this policy.

These official Shire of Wyalkatchem accounts must not be used by the Shire President for personal communications.

5.2. Use of Social Media in Emergency Management and Response

The Shire of Wyalkatchem will use the following channels to communicate and advise our community regarding Emergency Management:

- Facebook
- Website
- SMS

6. Record Keeping and Freedom of Information

Official communications undertaken on behalf of the Shire of Wyalkatchem, including on the Shire's Social Media accounts and third-party social media accounts must be created and retained as local government records in accordance with the Shire's Record Keeping Plan and the *State Records Act 2000*. These records are also subject to the *Freedom of Information Act 1992*.

Council Member communications that relate to their role as a Council Member are subject to the requirements of the Shire's Record Keeping Plan and the *State Records Act 2000*. Council Members are responsible for transferring these records to the Shire's administration. Council Member records are also subject to the *Freedom of Information Act 1992*.

7. Personal Communications

Personal communications and statements made privately; in conversation, written, recorded, emailed, texted or posted in personal social media, have the potential to be made public, whether intended or not.

On the basis that personal or private communications may be shared or become public at some point in the future, Council Members should ensure that their personal or private communications do not breach the requirements of this policy, the Code of Conduct and the *Local Government (Rules of Conduct) Regulations 2007*.

7.1. Council Member Statements on Shire

A Council Member may choose to make a personal statement publicly on a matter related to the business of the Shire of Wyalkatchem.

Any public statement made by a Council Member, whether made in a personal capacity or in their Local Government representative capacity, must:

1. Clearly state that the comment or content is a personal view only, which does not necessarily represent the views of Shire of Wyalkatchem.
2. Be made with reasonable care and diligence *Rules of Conduct Reg.3(a)*;
3. Be lawful, including avoiding contravention of; copyright, defamation, discrimination or harassment laws;
4. Be factually correct [*Rules of Conduct Reg.3(b) and (f)*];
5. Avoid damage to the reputation of the local government *Rules of Conduct Reg.3(d)*;
6. Not reflect adversely on a decision of the Council;
7. Not reflect adversely on the character or actions of another Council Member or Employee *Rules of Conduct Reg.10(3)*;
8. Maintain a respectful and positive tone and not use offensive or objectionable expressions in reference to any Council Member, Employee or community member *Rules of Conduct Regs. 3(g) and 10(3)*

A Council Member who is approached by the media for a personal statement may request the assistance of the CEO.

Comments which become public and which breach this policy, the Code of Conduct or the *Local Government (Rules of Conduct) Regulations 2007*, may constitute a minor breach of the *Local Government Act 1995 refer s.5.105* and may be referred for investigation.





1.1. ELECTED MEMBER TRAINING AND DEVELOPMENT

Responsible Department	Office of the Chief Executive Officer
Former policy Reference	6.4. ELECTED MEMBER TRAINING AND DEVELOPMENT
Resolution Number	OMC 53 /2019 To be updated with 25 June 2024 OMC resolution
Resolution Date	18 April 2019 25 June 2024
Last Amendment Date	17 April 2019 – New Policy 11 June 2024 – Major Review
Shire Related Documents	Policy 6.5 ELECTED MEMBER TRAINING & TRAVEL Policy 6.7 ELECTED MEMBER'S FEES, ALLOWANCE,
Related Legislation	Sections 5.126, 5.127 and 5.128, Local Government Act 1995 Regulation 36, Local Government (Administration) Regulations

OBJECTIVE

To give effect to the Shire of Wyalkatchem's commitment to facilitate continuing professional development of Council Members, which enhances their knowledge and develops their skills, thus augmenting Council's capacity for well-informed decision-making and the provision of good government for our community.

POLICY

This policy provides a framework to assist Council Members to identify and access relevant training and defines the expenses that will be paid by the Shire of Wyalkatchem.

This policy supports compliance with sections 5.127 and 5.128 of the *Local Government Act 1995* (the Act), which require Local Governments to prepare and adopt a policy in relation to the continuing professional development of Council Members, and to provide annual reports on training.

BUDGET ALLOCATIONS

The Shire of Wyalkatchem Annual Budget will include:

a. Whole of Council Training and Development

An allocation for Council as a whole, to be used for:

- Council Member Induction, dealt with under Part 2 of this Policy, and
- Local Government Conferences

b. Council Member Professional Development

Council shall ensure adequate resources are allocated annual in the Shire's budget to provide the opportunity for Councillors to participate in appropriate training and development. (i.e. \$2,000 per Councillor plus an additional \$3,000 for the President, to attend an interstate conference or function

annually EG the WALGA LG Conference.). Approval will be at the discretion of the CEO. If recommended to be refused, the request will be presented to Council to make the final decision.

Unexpended allocations at the end of a financial year will not be carried forward to the next financial year.

Council Member Induction

Following each election, the Shire of Wyalkatchem will conduct a comprehensive induction program, providing newly elected Council Members with information that will support them to understand Council Member roles and responsibilities; legislative obligations; personal responsibilities; and strategic direction of the Local Government. Continuing/previously elected Council Members are encouraged to participate in nominated elements of the induction program, to assist in fostering a team culture and to refresh their understanding.

Mandatory Council Member Training

Council Members are required to complete the Council Member Essentials Course within 12-months from the day on which they are elected, unless exempt under Regulation 36 of the *Local Government (Administration) Regulations 1996*. Council Members should confirm with the Chief Executive Officer whether they are eligible for an exemption.

The Shire's preferred provider is WALGA, and course delivery is available face to face and via webinars. Council Members will be provided with enrolment options and the Shire will coordinate bookings and arrangements to implement their selection.

Where a majority of Council Members would prefer face to face training, the Shire may arrange on-site delivery and may coordinate this in cooperation with neighboring Local Governments to achieve cost savings.

Council Members who are not yet required to complete the Mandatory Training may still choose to participate, with associated costs attributed to the Whole of Council Training and Development budget allocation.

The Chief Executive Officer is authorised to approve requests from Elected Members for professional development, training and forum attendance without referral to Council providing that the costs do not exceed a total of \$200 for a Councillors and \$300 for the President in any 12-month period, and the course or forum is organised by an identified, industry-recognised training provider.

The Chief Executive Officer will be responsible for the record keeping of Councillor professional development and training.

Council Members are encouraged to identify and share relevant Continuing Professional Development opportunities with Council and the CEO. The CEO will also identify and inform Council Members of relevant opportunities.

Application and Approval

Council Members who wish to attend training or professional development may make application by providing the following details to the CEO in writing:

- a) Course or event title, provider or organiser name, location and date;
- b) Copy of, or link to program, course outline or other summary of content;
- c) An outline of the anticipated benefits of attendance, with reference to the eligibility criteria in this policy; and
- d) Total estimated costs including accommodation, travel and sundry expenses.

Applications, including all required details, are to be submitted in reasonable time for registration. Where possible, the Shire will seek to take advantage of reduced prices for early registration.

Approval

Approval for Council Member attendance may be granted by:

- (a) the Chief Executive Officer where the:
 - (i) application complies with this policy;
 - (ii) event is to be held within Australia or New Zealand; and
 - (iii) the Council Member has sufficient funds available in their professional development allocation to meet all costs of attendance.
- (b) resolution of Council where the:
 - (i) application has been refused by the Chief Executive Officer;
 - (ii) application does not comply with this policy.

Approval will not be granted for training or continuing professional development that is scheduled to occur in the last six months of a Council Member's term of office.

Sharing of knowledge

In order to realise the maximum benefit for the Shire of Wyalkatchem, Council Members will be required to provide a report on their attendance, key features and benefits of the training or professional development within one month after completion. Council Members may include ideas and innovations identified through the professional development for discussion at future Council Member workshops, where the matter relates to the Shire of Wyalkatchem's strategic objectives.

Knowledge sharing may be provided as a presentation or verbal update to an informal Council workshop, or a written report provided to the Chief Executive Officer and circulated to all Council Members. Where relevant, copies of resources obtained at the event may also be shared.

Accompanying persons/entertainment costs

Council Members are responsible and will be required to pay all costs associated with an accompanying person attending an event (including conference dinners and functions).

The Shire of Wyalkatchem may coordinate accompanying person bookings and registrations for travel, accommodation and the event / function, with costs incurred to be paid to the Shire by the Council Member prior to the Shire confirming the booking/s.

Booking Change / Modification Costs

Costs incurred for changing or modifying a booking for travel or accommodation, where the change or modification is:

- a. At the request of the Council Member, are to be paid by the Council Member; or
- b. A requirement or for the convenience of the Shire, are to be paid by the Shire of Wyalkatchem.

Cancellations

Costs incurred for cancellation of registration, travel or accommodation, where the cancellation is:

- a. At the request of the Council Member, are to be attributed to the Council Member's individual allocation; or
- b. A requirement or for the convenience of the Shire of Wyalkatchem, are to be paid by the shire.





BUSH FIRE BRIGADES LOCAL LAW

BUSH FIRES ACT 1954

LOCAL GOVERNMENT ACT 1995

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FIRST SCHEDULE - RULES GOVERNING THE OPERATION OF BUSH FIRE BRIGADES

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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 25 June 2025 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 2022~~3~~* 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





WYALKATCHEM CBH & AGRICULTURAL MUSEUM ASSOCIATION INC



June 4th 2024

Request for Waiver of Fees – Aerodrome Fly-In Event 13th July 2024.

To Whom it May Concern,

The Wyalkatchem CBH & Agricultural Museum Ass Inc seeks council approval to waive fees for the use of the Shire of Wyalkatchem Aerodrome, Airstrip and Bus for a Tourism motivated Fly-In..

The Wyalkatchem CBH & Agricultural Museum Association Inc. is proposing a Fly-In for Aircraft from the Northam Aero Club, Cunderdin Club and Royal Aero Club.

This follows incident free fly-ins held in 2013 & 2016 and will involve a fly-in, social sausage sizzle as well as farm, museum and gypsum mine visits.

Many Thanks for your consideration of this request.

Sincerely yours,

David Holdsworth

Chairperson

Kevin Jones

Vice Chairperson

Trevor Webb

Curator

Email: wylmuseum@westnet.com.au Ph: 0428 354 650 ABN: 85 860 267 711

Lot 377, Railway Terrace. - P.O. Box 9 Wyalkatchem. W.A. 6485

