



**MINUTES
OF THE
ORDINARY MEETING
OF COUNCIL
HELD ON**

27 February 2025

Council Chambers

Honour Avenue

Wyalkatchem

Commencement: 4:00pm

Closure 4:45pm

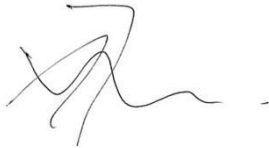
Preface

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 unconfirmed minutes were approved for distribution on 13 March 2025.

A handwritten signature in black ink, appearing to read 'Sabine Taylor', with a stylized flourish at the end.

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

The Presiding Member, Cr Garner declared the meeting open at 4:00pm.

2. PUBLIC QUESTION TIME

2.1. Response to Public Questions Previously Taken on Notice

Nil

2.2. Declaration of Public Question Time opened

Public Question Time opened at 4:00pm.

Mr Stephen Wills asked a question in regards to the Wyalkatchem Rifle Range and the progress on the management order. The Presiding Member responded that we had just received correspondence and were in the process of responding.

2.3. Declaration of Public Question Time closed

Public Question Time closed at 4:03pm.

3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

3.1. Attendance

| | |
|----------------------|--------------------------------|
| Cr Owen Garner | President and Presiding Member |
| Cr Christy Petchell | Deputy President |
| Cr Christopher Loton | |
| Cr Tracy Dickson | |
| Cr Justin Begley | |
| Cr Rod Lawson Kerr | |
| Sabine Taylor | Chief Executive Officer |
| Claire Trenorden | Manager Corporate Services |

3.2. Visitors

Mr Stephen Wills

Mr Steven Tweedie

3.3. Apologies

Cr Mischa Stratford

3.4. Approved Leave of Absence

Nil

3.5. Applications for Leave of Absence

Cr Petchell has made a leave request for the meeting of 21 August 2025.

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(1/2025) Moved: Cr Lawson Kerr

Seconded: Cr Begley

That the leave request by Cr Petchell for the meeting of 21 August 2025 be approved.

CARRIED 6/0

Voted for: Cr Garner, Cr Lawson Kerr, Cr Dickson, Cr Begley, Cr Loton

The CEO advised the Presiding Member, and Council that the audio recording equipment had failed, but that in accordance with the legislation she was recording the meeting with an alternative device. Part B of the recording is not optimal due to technology issues.

4. OBITUARIES

The President advised the following resident of Wyalkatchem had recently passed away:

Daniel Dunlop
Brendan Eaton
Marlese Boulon
Gordon Thomas
Andrew Fisher
Paul Irvine

5. PETITIONS, DEPUTATIONS, PRESENTATIONS

5.1. Petitions

Nil

5.2. Deputations

Nil

5.3. Presentations

Nil

6. DECLARATIONS OF INTEREST

6.1. Financial and Proximity Interest

Nil

6.2. Impartiality Interests

Nil

7. CONFIRMATION AND RECEIPT OF MINUTES

7.1. Confirmation of Minutes

7.1.1. Ordinary Meeting of Council – 19 December 2024

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 19 December 2024. (Attachment 7.1.1)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(2/2025) Moved: Cr Lawson Kerr

Seconded: Cr Petchell

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 19 December 2024 (Attachment 7.1.1) be confirmed as a true and correct record.

CARRIED 6/0

Voted for: Cr Garner, Cr Petchell, Cr Lawson Kerr, Cr Dickson, Cr Begley, Cr Loton

7.1.2. Annual General Electors Meeting – 2023/24

Minutes of the Shire of Wyalkatchem Annual General Electors Meeting held on Thursday 6 February 2025. (Attachment 7.1.2)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(3/2025) Moved: Cr Dickson

Seconded: Cr Loton

That the minutes of the Shire of Wyalkatchem Annual General Electors Meeting of Thursday 6 February 2025 (Attachment 7.1.2) be received by Council.

CARRIED 6/0

Voted for: Cr Garner, Cr Petchell, Cr Lawson Kerr, Cr Dickson, Cr Begley, Cr Loton

BUSINESS ARISING

Nil

7.2. Receipt of Minutes

7.2.1. Great Eastern Country Zone Meeting – 13 February 2025

Minutes of the Great Eastern Country Zone meeting held on Thursday 13 February 2025 (Attachment 7.2.1)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(4/2025) Moved: Cr Petchell

Seconded: Cr Lawson Kerr

That the minutes of the Great Eastern Country Zone meeting held on Thursday 13 February 2025 (Attachment 7.2.1) be received by Council.

CARRIED 6/0

Voted for: Cr Garner, Cr Petchell, Cr Lawson Kerr, Cr Dickson, Cr Begley, Cr Loton

7.2.2. NEWROC Council Meeting – 26 November 2024

Minutes of the NEWROC Council meeting held on Tuesday 26 November 2024 (Attachment 7.2.2)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(5/2025) Moved: Cr Lawson Kerr

Seconded: Cr Begley

That the minutes of the NEWROC Council meeting held on Tuesday 26 November 2024 (Attachment 7.2.2) be received by Council.

CARRIED 6/0

Voted for: Cr Garner, Cr Petchell, Cr Lawson Kerr, Cr Dickson, Cr Begley, Cr Loton

8. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Item 14.1.1

10.REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. ACCOUNTS FOR PAYMENT – DECEMBER 2024 AND JANUARY 2025

| | |
|-------------------------|---|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 21 February 2025 |
| Reporting Officer: | Parul Begum, Finance Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 12.10.02 |
| Attachment Reference: | Attachment 10.1.1.1 – Accounts for payment – December 2024 Attachment 10.1.1.2 – Accounts for payment – January 2025 |

SUMMARY

To provide the Council with a list of accounts paid by the Chief Executive Officer in accordance with his delegated authority and for the 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.

The council has delegated to the CEO (delegation number 1.2.17) the power to make payments from the municipal fund or trust fund.

COMMENT

The payment listing for December 2024 is presented to the Council for their endorsement.

| Bank Account | Payment Type | Last Number | First Number in the report |
|-------------------|--------------|-------------|----------------------------|
| Municipal | Cheque | 0 | 0 |
| Municipal & Trust | EFT | EFT 4219 | EFT4139 |
| Reserves | EFT | EFT | No Payments |
| DD | DD | DD3705.1 | DD3657.2 |

The payment listing for January 2025 is presented to the Council for their endorsement.

| Bank Account | Payment Type | Last Number | First Number in the report |
|-------------------|--------------|-------------|----------------------------|
| Municipal | Cheque | 0 | 0 |
| Municipal & Trust | EFT | EFT 4255 | EFT4220 |
| Reserves | EFT | EFT | No Payments |
| DD | DD | DD3742.1 | DD3707.1 |

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 2024/2025 Annual Budget.

COMMUNITY & STRATEGIC OBJECTIVES

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

| | |
|--|--|
| Pillar 4 Civic Leadership | Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls |
| Goal No. | GOAL 11. High standard of governance |
| 11.3 | Ongoing long term financial planning and transparent financial management |

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(6/2025) Moved: Cr Petchell

Seconded: Cr Begley

That Council endorse the total payments for the month of December 2024 being \$273,502.49 which comprised of:

- 1. Cheque payments in the Municipal Fund totalling \$0.00;*
- 2. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$229,065.92;*
- 3. Direct Debit (DD) payments in the Municipal Fund totalling \$44,436.57.*

And January 2025 being \$175,388.29 which comprised of:

- 1. Cheque payments in the Municipal Fund totalling \$0.00;*
- 2. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$151,760.85;*
- 3. Direct Debit (DD) payments in the Municipal Fund totalling \$23,627.44.*

CARRIED 6/0

Voted for: Cr Garner, Cr Petchell, Cr Lawson Kerr, Cr Dickson, Cr Begley, Cr Loton

10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – NOVEMBER AND DECEMBER 2024

| | |
|-------------------------|---|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 21 February 2025 |
| Reporting Officer: | Parul Begum, Finance Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | File Ref: 12.10.02 |
| Attachment Reference: | Attachment 10.1.2.1 – Credit Card – November 2024 |
| | Attachment 10.1.2.2 – Credit Card – December 2024 |

BACKGROUND

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

STATUTORY ENVIRONMENT

Local Government Act 1995, Part 6 – Financial Management s.6.4

Local Government (Financial Management) Regulations 1996, R34

POLICY IMPLICATIONS

Policy Number 2.1 – Purchasing Policy.

Policy Number 2.3 – Credit Card Policy.

FINANCIAL IMPLICATIONS

Nil. Reported expenditure is assessed by management as being consistent with the FY24 -25 Annual Budget.

COMMUNITY & STRATEGIC OBJECTIVES

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

| | |
|--|--|
| Pillar 4 Civic Leadership | Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls |
| Goal No. | GOAL 11. High standard of governance |
| 11.3 | Ongoing long term financial planning and transparent financial management |

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(7/2025) Moved: Cr Begley

Seconded: Cr Dickson

That Council endorse credit card payments for the period 30 October 2024 to 28 November 2024, totalling \$4,418.49. (refer to attachment 10.1.2.1) and for the period 29 November 2024 to 27 December 2024, totalling \$1,172.99 (refer to attachment 10.1.2.2).

CARRIED 6/0

Voted for: Cr Garner, Cr Petchell, Cr Lawson Kerr, Cr Dickson, Cr Begley, Cr Loton

10.1.3. MONTHLY FINANCIAL REPORTS – DECEMBER 2024 AND JANUARY 2025

| | |
|-------------------------|---|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 21 February 2025 |
| Reporting Officer: | Claire Trenorden, MCS |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 25.08 |
| Attachment Reference: | Attachment 10.1.3.1 – Monthly Financial Report December 2024 Attachment 10.1.3.2 – Monthly Financial Report January 2025 |

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 on 10% or \$10,000 whichever is the greater.

COMMENT

The attached reports includes:

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

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

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

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

STATUTORY ENVIRONMENT

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

Local Government (Financial Management) Regulations, R34

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Total Cash Available as at 31 January 2025 is \$5,697,498;

- cash available is made up of unrestricted cash \$2,173,980 (38.16%) and
- restricted cash \$3,523,318 (61.84%).

Rates Debtors balance as at 31 January 2025 is \$165,529 and Rates Notices for 2024-25 were issued in August 2024. Rates collected as at end of January was \$1,381,824 - 89%.

January 2025: Operating Revenue – Operating revenue of \$2,271,555 is made up of Rates - 66%, Grants - 18%, Fees and Charges - 11%, Interest earnings – 5% and other – 0%.

Operating Expenses – Operating expenses of \$3,716,578 is made of Employee Costs – 24%, Materials and Contracts – 26%, Depreciation – 42%, Insurance – 5% and Utility – 2% and Other Charges – 0%.

COMMUNITY & STRATEGIC OBJECTIVES

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

| | |
|--|--|
| Pillar 4 Civic Leadership | Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls |
| Goal No. | GOAL 11. High standard of governance |
| 11.3 | Ongoing long term financial planning and transparent financial management |

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(8/2025) Moved: Cr Dickson

Seconded: Cr Begley

That Council accepts the Statements of Financial Activity for the month ending 31 December 2024 (refer attachment 10.1.3.1) and for the month ending 31 January 2025 (refer attachment 10.1.3.2).

CARRIED 6/0

Voted for: Cr Garner, Cr Petchell, Cr Lawson Kerr, Cr Dickson, Cr Begley, Cr Loton

10.1.4. 2024/2025 BUDGET REVIEW

| | |
|-------------------------|---|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 21 February 2025 |
| Reporting Officer: | Claire Trenorden, MCS |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 12.05.06 |
| Attachment Reference: | Attachment 10.1.4 – 2024/25 Budget Review |

SUMMARY

To consider the Shire of Wyalkatchem financial position as at 31 January 2025 and performance for the period 1 July 2024 to 31 January 2025 in relation to the adopted budget and projections estimated for the remainder of the financial year.

BACKGROUND

The budget review has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Australian Accounting Standards. The report for the period 1 July 2024 to 31 January 2025 shown in the attachment has been prepared incorporating year to date budget variations and forecasts to 30 June 2025 and is presented for council's consideration.

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

COMMENT

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

Features of the budget review include:

| | |
|--|------------|
| Opening Balance Adjustments | (\$2,279) |
| Revenue from Operating Activities – Increase | \$30,718 |
| Expenditure from Operating Activities - Increase | (\$22,567) |
| Investing Activities – Increase | (\$12,769) |
| Financing Activities – Borrowing etc - Increase | \$6,897 |
| Overall Change (surplus) | \$0 |

Consultation:

Chief Executive Officer

STATUTORY ENVIRONMENT

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

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

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

COMMUNITY & STRATEGIC OBJECTIVES

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

| | |
|--|--|
| Pillar 4 Civic Leadership | Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls |
| Goal No. | GOAL 11. High standard of governance |
| 11.3 | Ongoing long term financial planning and transparent financial management |

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(9/2025) Moved: Cr Dickson

Seconded: Cr Begley

- 1 That Council adopt by absolute majority the 2024/25 Budget Review as attached;***
- 2 That Council adopt by absolute majority the proposed budget amendments to the 2024/25 adopted Annual Budget.***

CARRIED 6/0

Voted for: Cr Garner, Cr Petchell, Cr Lawson Kerr, Cr Dickson, Cr Begley, Cr Loton

10.2. WORKS AND SERVICES

10.2.1. WORKS OFFICER'S REPORT JANUARY 2025

| | |
|-------------------------|--|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 12 December 2024 |
| Reporting Officer: | Jennie Gorham, & Eric Anderson, Jointly Acting Supervisors of Infrastructure and Assets. |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 13.05.02 |
| Attachment Reference: | Nil |

BACKGROUND

To inform Council of the activities of the Works and Services team during the months of December 2024 – January 2025

OVERVIEW

SUMMARY - ROADS / TOWN/ BUILDINGS

Road Maintenance Program

- Summer maintenance grading and repair work has been undertaken on the following roads:
 - Wallambin Rd
 - Part of Jarvis Rd has been graded along with repairs to a washout that required cement rubble to fill, the washout has been repaired and then topped with gravel.
 - Part of Hammond Rd has been graded also some culverts have been cleaned out with the excavator.
 - Yorkrakine East West Rd has been graded and had culvert maintenance using the excavator to clean out inlet and outlet sides.
- The Shire of Kellerberrin street sweeper was engaged to sweep our streets just before Christmas.
- Trees on Ross Rd and Benjabbering- Amery Rd that had fallen over roads and were removed with the loader.
- Officers have completed the outstanding gravel royalties and have now requested invoices from the landholders for cubic meters of gravel taken, totalling 10,894 cubic meters at a cost of. \$21,390.

[Refer to photographs in Attachment A](#)

Capital Roadworks Program Update

- Resheeting works
 - Capital works has commenced on Wallambin Rd east of McNee Rd for 1.3 km, a water truck and a vibe roller has been hired in from Brooks Hire to assist with these works, the roller and water truck will be also used on the other 3 Capital works programmes (Wyalkatchem North Rd, Minnivale North East Rd and Hammond Rd) that are being undertaken in February and March.
-

PARKS & GARDENS - TOWN SERVICES

- The start of 2025 saw the Christmas decorations in the main street come down and packed away for another 12 months.
- After the Christmas shutdown the Town Crew had some catching up to do maintaining all Shire parks and gardens as well as residential properties.
- The Swimming pool, Recreation oval, parks and Shire houses have had the first round of beetle treatment with the second to follow in the next week.
- Staff located and repaired a damaged reticulation station at the oval, with parts and drying time the reticulation was off for 48hours.
- The Town Crew have been cleaning up the verges and pruning under trees that have been obstructing drivers' vision. This will be ongoing in our fortnightly planner.
- Visitors staying at the Railway Barracks had misplaced their keys and forced the doors open has causing damage to the door frames and walls. Town Maintenance have since fixed the issue.

[Refer to photographs in Attachment B](#)

REFUSE SITE

- Work is ongoing at the refuse site, Staff have picked up rubbish around the tip corner on Cemetery Road, the current fencing is insufficient to catch and hold the rubbish that blows north from the tip face, so as an interim measure to contain the rubbish, staff have now erected about 100 metres of temporary fencing on the northern side of the tip face.

[Refer to photographs in Attachment C](#)

COMMUNITY

- Due to the recent heat wave warnings the Shire initiated welfare checks on the vulnerable members of the community on two separate days. The Officers checked in on the community members offered bags of ice, hydrolyte icy poles and assistance if required. In total the Officersknocked on 22 doors, the response from the community members was a positive one.
- On a number of occasions, the Public Toilets on Railway Terrace have had toilet paper taken, the last time was caught on CCTV and the culprits were identified. The local Police contacted the community members regarding the 10 toilet rolls stolen, the offenders have paid for the 10 rolls and a caution was issued.
- Due to ill health the Wyalkatchem Traveller's Park had been unable to maintain their gardens as a result they had become overgrown, the Shire staff spent 3 hours whipper snipping and tidying up the grounds. This was an in-kind gesture on behalf of the Shire of Wyalkatchem.

[Refer to photographs in Attachment D](#)

AIRPORT

- The airstrip was rolled with the Shires Multi Tyred roller on a very hot December Day as ongoing maintenance is required to keep the seal in good condition

SHIRE DEPOT

- Ray Westphal (Razorpro Engineering) from Goomalling has made and fitted 4 new doors to the depot, the replacement of the doors has taken 2 years to come to fruition, the doors that had been installed where not fit for purpose, the new doors are excellent and a job well done.

[Refer to photographs in Attachment E](#)

OH&S

- The Shire playgrounds are having fortnightly inspections for damage and the sandpits are being raked on a weekly basis for safety reasons.
 - A Staff member rolled their ankle whilst working on uneven ground, resulting in 2 days off work.
-

VEHICLE/PLANT

- The IVECO truck will be going in for some repairs (Hydraulics' and PTO plus air leaks on the rear trailer), a quote is being sort for a (RED DOT) air conditioner for the Aaman roller.
- The Brooks roller and water cart have had a couple of issues those being air conditioners on both vehicles and a brake booster and air lines on the water truck, Brooks have quickly attended to both machines, some brake parts are being sourced.

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 and they are reflected in the report.

COMMUNITY & STRATEGIC OBJECTIVES

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

| | |
|-------------------------------|--|
| Pillar 1 Economy | Statement of Strategic Outcome: Local industry is sustained and can expand with critical and enabling infrastructure. The visitor economy diversifies our local economy and we enhance our community profile. |
| Goal No. | GOAL 1. Our transport network responds to the accessibility and connectivity needs of all |
| 1.2 | Deliver the Wheatbelt Secondary Freight Network Program |
| 1.3 | Participate in the Regional Road Group |
| Pillar 2 Community | Statement of Strategic Outcome: Our community is inclusive, it is a place where people feel valued and have access to opportunities to build their own capacity, lead healthy lifestyles and stay connected. |
| Goal No. | GOAL 5. A safe and healthy community for all ages |
| 5.9 | Upgrade facilities and equipment at the Wyalkatchem Swimming Pool |

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(10/2025) Moved: Cr Petchell

Seconded: Cr Dickson

That Council receives the Works Officer's report.

CARRIED 6/0

Voted for: Cr Garner, Cr Petchell, Cr Lawson Kerr, Cr Dickson, Cr Begley, Cr Loton

Attachment A Photos



Re sheeting Wallambin Rd



Attachment B

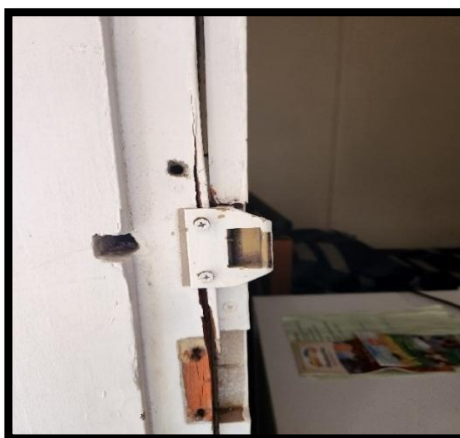
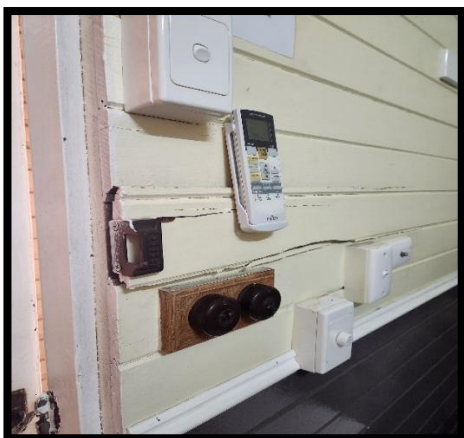


after beetle spraying, starting to come back.

Oval



Broken reticulation at Oval being fixed.



Attachment C



Temporary fencing at the refuse site



Attachment D

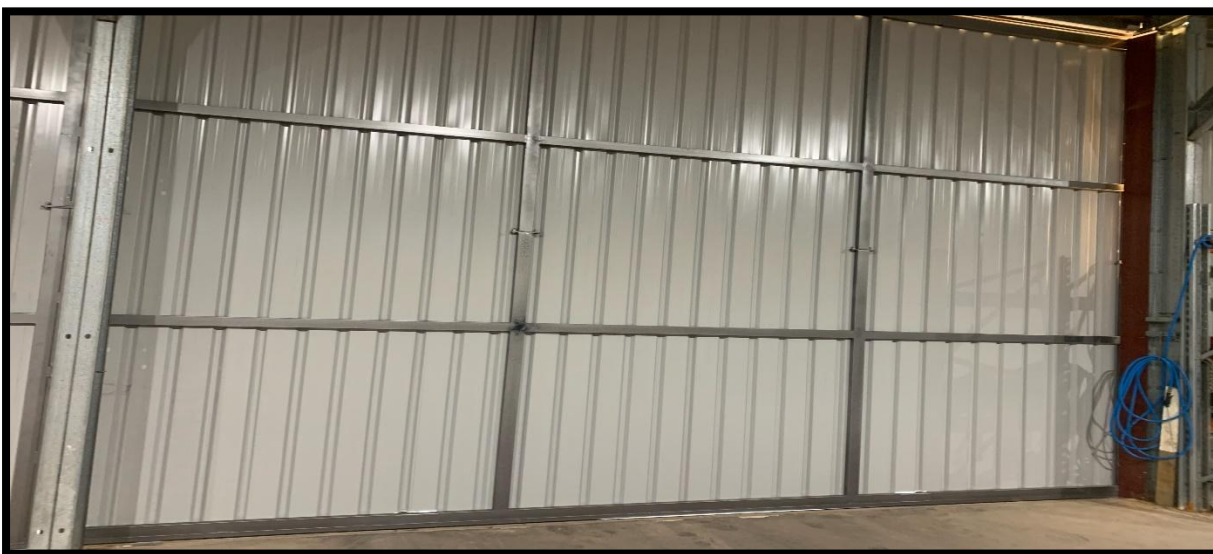


Wyalkatchem Travellers Park before and after work was completed.





Attachment E



Newly constructed door at the works depot.

Attachment F



Playgrounds.

10.3. GOVERNANCE AND COMPLIANCE

10.3.1. CHIEF EXECUTIVE OFFICER'S REPORT

| | |
|-------------------------|--|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 27 February 2025 |
| Reporting Officer: | Sabine Taylor, Chief Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 13.05.01 |
| Attachment Reference: | Nil |

SUMMARY

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

COMMENT

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

- 30 Jan 2025 District Emergency Management Committee, Heatwave Incident. Incident Controller – Government of Western Australia WA Country Health Service, Wheatbelt.
- 03 Feb 2025 Department of Local Government Sport and Cultural Industries – Local Government Reform.
- 06 Feb 2025 Department of Fire & Emergency Services, Emergency Management, Road Closures.
- 13 Feb 2025 Great Eastern Country Zone Meeting, Kellerberrin.
- 14 Feb 2025 Wheatbelt & Goldfields District Emergency Management Committee – potential adverse weather briefing.
- 16 Feb 2025 Nationals WA, Campaign Launch for Lachlan Hunter (candidate), Toodyay Hotel.
- 17 Feb 2025 Meeting with Hon. Darren West MLC.

KEY CORRESPONDENCE RECEIVED / ATTACHMENTS

Nil

UPCOMING COMMUNITY EVENTS

| Event | Date | Time | Place |
|---|-------------------------|----------------|-------------------------------|
| Welcome to Wylie, Citizen of the Year | Friday 21 March, 2025 | 5.00 – 8.00 pm | Wyalkatchem Community Club |
| Town Teams Street Party Community led event, supported by Shire | Saturday 29 March, 2025 | 4.00 – 9.00 pm | Wyalkatchem Hotel |

GRANTS

Business Support Grant

The Council's Annual Business Support Grant program has now launched and closes on 31 March, 2025. The purpose of the grant is to encourage the sustainability of local small business and the adoption of business innovation. A total of \$5,000.00 is available to assist one or a number of local business to sustain their enterprise which in turn will improve local employment opportunities for residents and help achieve an interactive and inclusive community.

Heritage Consultancy Grant

This grant provides funding, to engage consultants to develop a comprehensive plan for restoring the Barracks, ensuring its historical significance is preserved while adapting the building for its current accommodation use.

| Grant Funding | Shire Contribution | Total |
|---------------|--------------------|-------------------|
| \$4,244.80 | \$1,061.20 | \$5,306.00 |

Saluting Their Service Commemoration Grant

The purpose of this grant is to acknowledge and commemorate the service and sacrifice of the men and women who served Australia and its allies in wars, conflicts and peace operations.

Life sized silhouettes of soldiers in pre-aged metal with a laser cut designs will be erected in Pioneer Park in the vicinity of our War Memorial. Relevant stakeholders will be engaged prior to any works commencing.

| Grant Funding | Shire Contribution | Total |
|---------------|---|-----------------------------------|
| \$9,500.00 | In kind labour, transport costs and concrete | \$9,500.00 Plus in kind |

Wheatbelt Rail Trail

The purpose of this grant is to build a stabilised gravel mountain biking track utilising an existing unused service / maintenance track for the railway. The Shire of Wyalkatchem is the lead on this

project, in conjunction with the Shire of Trayning and the Shire of Nungarin. The bicycle track will provide access to tourist infrastructure, museums, cafes, pools etc in the towns of Wyalkatchem, Yelbeni, Trayning, Kununoppin and Nungarin.

The project will start at the aquatic access road track in Wyalkatchem to Chandler-Nungarin Road, Nungarin. A diagram will be provided to Council once the track location has been agreed and mapped out.

The funding below is total funding for all 3 Shires. Details of the Shire of Wyalkatchem's portion of funding and contribution will be reported once a steering committee has been established.

There is a significant issue in relation to this project as ARC Infrastructure have not granted use of the corridor land due to the following issues:

- Environmentally sensitive areas
- Identified Aboriginal Heritage site (a burial site) covering the entire Nungarin portion of the corridor
- ARC's requirement access to maintain fire breaks, undertake weed spraying and maintain the railway infrastructure.

The Grant Funder, Government of Western Australia, Department of Transport are aware of the issue and have committed to work with the relevant Shires and ARC Infrastructure.

| Grant Funding | Shire Contribution | Total |
|----------------------|---------------------------|---------------------|
| \$213,570.00 | \$213,570.00 in kind | \$427,140.00 |
| Year 1 - \$68,000.00 | \$68,000.00 | \$136,000.00 |

KEY OUTGOING CORRESPONDENCE

Nil

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 financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

The CEO's activity promotes the Strategic Community Plan objectives which underpin Pillar 1 - Economy, Pillar 2 - Community and Pillar 4 – Civic Leadership. The activities accord with the Shire's desired outcomes in the Shire of Wyalkatchem Strategic Community Plan 2024-2034.

| | |
|--|---|
| Pillar 1 Economy | Statement of Strategic Outcome: Local industry is sustained and can expand with critical and enabling infrastructure. The visitor economy diversifies our local economy, and we enhance our community profile. |
| Goal 3 | Support entrepreneurship. |
| Pillar 2 Community | Statement of Strategic Outcome: Our community is inclusive, it is a place where people feel valued and have access to opportunities to build their own capacity, lead healthy lifestyles and stay connected. |
| Goal 5 | A safe and healthy community for all ages. |
| Goal 6 | Retain young people in Wyalkatchem. |
| Pillar 4 Civic Leadership | Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls. |
| Goal 11 | High standard of governance |

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(11/2025) Moved: Cr Petchell

Seconded: Cr Lawson Kerr

That Council receives the Chief Executive Officer's report.

CARRIED 6/0

Voted for: Cr Garner, Cr Petchell, Cr Lawson Kerr, Cr Dickson, Cr Begley, Cr Loton

10.3.2. REVIEW OF REGISTER OF POLICIES

| | |
|-------------------------|--|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 27 February 2025 |
| Reporting Officer: | Sabine Taylor, Chief Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 4.14.01 |
| Attachment Reference: | Attachment A – Amended Register of Policies Attachment B – Current Register of Policies |

SUMMARY

A review of the Register of Policies has commenced and is now timely given the recent tranche of reforms to the Local Government Act, 1995 and associated legislation identified in each policy. Many of the policies within the Register were /are well overdue for review and / or no longer a regulatory requirement. Sections 1 Administration and 2 Finance are submitted to Council for approval. The document has been streamlined by removing preliminary superfluous documentation.

Once approved the document will serve as the foundation for a new Register of Policies. The review of the policies is a 'work in progress' with remaining sections scheduled for review within the next 3 – 6 months. Impacted staff will be trained on amendments to Policies in their area of responsibility.

BACKGROUND

The register of Policies has not been significantly reviewed, in the last few years, in line with contemporary Local Government practices.

This has left Council with many policies that are redundant and / or not keeping up to date with the latest legislative requirements.

OFFICER COMMENT

As part of normal good governance, the Register of Policies should be reviewed on a regular basis and as per the policy adopted by Council should be reviewed every two years.

Reviewing the Policies every two years is an onerous undertaking with the amount and size of the Policies in the Register of Policies. As such in many instances, as has happened with Councils Register of Policies is that the document is reviewed lightly and put back to Council for endorsement.

In this instance a full review of the Register of Policies, section 1 and 2 has been undertaken and is presented for Council endorsement. Due to the significant changes to the Policies and many being recommended for deletion, a summary of each action is presented with the updated section 1 and 2 of the Register of Policies attached for reference as the attachment A. The current Register of Policies is attached for reference as the attachment B.

Below is a synopsis of the amendments to the Register of Policies.

Administration Policies:

- 1.1 Policy Register - reviewed and replaced as per the attachment

- 1.2 ICT Use Policy - reviewed and replaced as per the attachment
- 1.3 Social Media Policy – to be deleted
- 1.4 Public Interest Disclosure Policy – to be deleted
- 1.5 Honorary Freeman of the Shire Policy – retain as is
- 1.6 Legal Representation- Council Members and Employees Policy – retain as is
- 1.7 Social Media and Communications Policy – retain as is
- 1.8 Strategic Management Policy - reviewed and replaced as per the attachment
- 1.9 Record Keeping Policy - reviewed and replaced as per the attachment
- 1.10 Flying of Flags Policy – to be deleted
- 1.11 Rubbish Service Charge Discount Policy – to be deleted
- 1.12 Confidential Information Policy – to be deleted
- 1.13 Habitual or Vexatious Complainants Policy - reviewed and replaced as per the attachment
- 1.14 Use of the Shire of Wyalkatchem Crest and Logo Policy - reviewed and replaced as per the attachment
- 1.15 Customer Service Charter Policy – to be deleted
- 1.16 Voting Delegates to WALGA AGM Policy – to be deleted

Finance Policies:

- 2.1 Purchasing Policy – reviewed and replaced as per attachment
- 2.2 Regional Price Preference Policy - reviewed and replaced as per the attachment
- 2.3 Transaction Card Policy - reviewed and replaced as per the attachment
- 2.4 Budget Preparation Policy – to be deleted
- 2.5 Investment of Funds Policy - reviewed and replaced as per the attachment
- 2.6 Significant Accounting Policy – reviewed and renamed as per the attachment
- 2.7 Rates Request Time to Pay Policy - reviewed and replaced as per the attachment
- 2.8 Cheque Signature / EFT Requirements Policy – to be deleted
- 2.9 Related Party Disclosure Policy - reviewed and replaced as per the attachment
- 2.10 Revenue Collection Policy – to be deleted
- 2.11 Rate Exemption Policy – to be deleted

2.12 Covid 19 Hardship Policy - reviewed and replaced as per the attachment

Additionally, there is a new policy to include in the register:

| Number | Policy Description |
|--------|--------------------|
|--------|--------------------|

| | |
|--|--|
| | New Policy Planning and Building Fees Amendment or Waiver Policy – include in register |
|--|--|

DETAILS OF AMENDMENTS TO SECTION 1 ADMINISTRATION IN REGISTER OF POLICIES

1.1 Policy Register

Section 2.7(2)(b) identifies “determining the local government’s policies” as part of the governing role of the council. There are facets of this policy that, as currently listed, are concerning and, as such, it is recommended that more structure and rigor be placed into this policy without over complicating the matter as is provided.

Recommendation – Review and Revise

Section - Council

1.2 ICT Use Policy

This policy focuses on the use of Information Communication Technology by employees of the Shire. It would be expected that the Elected Members are provided ICT hardware to undertake their role and are provided Shire email addresses and access to the Shire of Wyalkatchem’s internet whilst attending the office.

Whilst the whole policy does not relate to Elected Members it also would not relate to all staff members who are provided limited ICT. As such the policy has been revised to include Elected Members noting that they are provided confidential information and access to systems and networks that if miss-treated could cause significant issues to the organisation.

Recommendation – Retain and Revise

Section - Administrative

1.3 Social Media Policy

Having reviewed this policy it is deemed not to be required as the Code of Conduct of Elected Members and Staff should cover off on this matter. It is also noted that the Shire has a Social Media and Communications Policy that is being recommended to be retained.

Recommendation – Delete

1.4 Public Interest Disclosure Policy

This policy is covered by the Public Disclosure Act 2003 and is not required to be listed in the Shire’s Policy Register but is required to be published on the Shire Website.

Recommendation –Delete

1.5 Honorary Freeman of the Shire Policy

The policy guides that as part of the selection criteria that an eligible person must have lived, worked or provided services within the Shire for a significant number of years (40 years or more).

This period of time requirement, 40 years, is a very long period of time and with communities as they are today this limitation may well restrict persons being nominated who have undertaken exceptional service to the Shire and community who may have relocated to the Shire later in life or not been able to continue residing in the Shire. It is proposed that 40 years be reduced to 20 years.

Recommendation - Retain

Section - Council

1.6 Legal Representation – Council Members and Employees Policy

This policy is reasonably new in nature and within the sector. Having reviewed the policy it meets with current standards and requirements.

One minor alteration under point 3.6 is the use of the copyright symbol © rather than a legislative clause symbol of (c) and this should be amended.

In addition, it should be considered in Section 4 “Legal Representation Costs – Limit” that the policy place a limit of \$10,000 ex GST to provide guidance to Council and the CEO. This is not a fixed limit as 4.2 allows for further applications to be made.

Recommendation – Retain

Section – Council

1.7 Social Media and Communications Policy

Having reviewed this Policy it has been assessed that this Policy does not require change and is appropriate. It is recommended that this policy sits within the Council section.

Recommendation – Retain

Section – Council

1.8 Strategic Asset Management Policy

This policy is making significant claims about the delivering of promises regarding asset management that would have to be questioned if this is economically achievable in this environment that that sector works within. Policies are not implemented to make promises but rather guide decisions.

After reviewing the Policy that has been adopted, a revised policy has been prepared and attached for review. This revised policy proposes initially a name change to Asset Management Policy as all assets are important and where does the classification of a Strategic Asset in practical terms start and finish? The main clarity around how assets are to be managed needs to be from Council’s Asset Management Plans.

The revised Policy aims to be more pragmatic around the practicalities of Asset Management and provide guidance rather than promises to the community.

Recommendation – Review and Revise

Section – Administration

1.9 Record Keeping Policy

The adopted Record Keeping Plan is the document that articulates the requirements of the Administration, Elected Members and Contractors in their actions as to records management and retention.

After reviewing the existing Policy it has been determined that this meets the requirements and does not require change to be effective. However one comment that should be considered to be included in the Policy is that *“the responsibility for the retention of key records sits with the Officer and Elected Member individually and whilst the Shire of Wyalkatchem will take all practical steps to meet the requirements of the Record Keeping Plan and the State Records Act 2000, if records are not provided to the Shire the responsibility and regulatory action will sit with the individual not the Shire of Wyalkatchem”*.

Recommendation – Review and Revise

Section – Council

1.10 Flying of Flags Policy

The flying of flags is determined by the Federal and State Government and regular updates are provided should the State require the lowering of, or changing of the status of flags. This is an administrative task and does not need to be regulated by a policy of Council.

Recommendation – Delete

1.11 Rubbish Service Charge Discount Policy

This Policy should be listed and actioned within the adopted Fees and Charges of Council and not be directed from a Policy. Guidance of this matter through a Policy does not ensure that new staff or members of the public reviewing the Fees and Charges of Council are aware of a potential discount in this area or any other.

The discount applied in this policy is only for Pensioners and is regulated by the *Rates and Charges (Rebates and Deferments) Act 1992*.

Recommendation – Delete

1.12 Confidential Information

Dealing with confidential information and the inappropriate use of such information should be dealt with in the Code of Conduct for Councillors, Committee Members and Candidates and the Code of Conduct for Employees.

Recommendation – Delete

1.13 Habitual or Vexatious Complainants

Declaring a person Habitual or Vexatious Complainants ultimately has little standing and control over what the Complainant does and nor is there verified legal standing to deny them the right of a response.

However the support of a Policy of Council in guiding Elected Members and Council Staff, when dealing with people who are unsatisfied with the prior responses given, allows the organisation to justify the limited responses, acknowledgment or nil responses if the complainant then progresses to the Department or Ombudsman.

It must be understood that a person technically can only be declared Habitual or Vexatious over a particular matter. For example an infringement that they may have received over their pet dog. If this person then writes to complain or enquire about a potential fire break hazard this matter is to be dealt with outside of the declaration.

One of the largest issues in dealing with a Vexatious Complainant is declaring the person as Habitual or Vexatious as generally the person is unaware and they feel that their issue is generally important to them and or the Community. Casting a label on the person should be the last resort and rather than declaring them Habitual or Vexatious it is recommended to write to the person and state "The Shire of Wyalkatchem has responded to you regarding this matter and there is no additional information or action that the Shire can provide. As such, we acknowledge your correspondence, however no further correspondence will be entered into regarding this matter".

Recommendation – Review and Retain

Section – Administration

1.14 Use of the Shire of Wyalkatchem Crest and Logo Policy

Having reviewed this Policy is pertinent to retain to ensure that Council provides guidance to staff and individuals who may request or require the use of the Shire's Logo, Crest and or Corporate Branding.

Recommendation - Retain and Review

Section - Council

1.15 Customer Service Charter

The Customer Service Charter is an administrative function guided by the service delivery standards provided by Council expectations.

This is a document that most Local Governments have as a standalone guiding document that is reviewed on a regular basis to enable changes in the Community, Social Media, Information Technology expectations of Council and Government Regulations. This should be flexible and adaptive if required and not tied to being a Policy of Council.

It is proposed that this Policy be Deleted, however as part of this process a new Customer Service Charter be prepared.

Recommendation – Delete

1.16 Voting Delegates to WALGA AGM Policy

Council does not require a formal Policy to provide guidance to the Elected Member and the CEO regarding who has voting rights at the AGM.

All Councils are provided the opportunity to cast two votes at the AGM and this is the normal right and action of the Elected Members to undertake this task on behalf of the Council. This should be delegated to the most senior Elected Members attending the AGM. For example the Shire President and Deputy would be the first natural choices and if there are additional Elected Members attending

the AGM then they should be listed as proxies. Failing this due to numbers then the CEO is the last person to fulfil the role on behalf of Council.

Recommendation – Delete

DETAILS OF AMENDMENTS TO SECTION 2 FINANCE IN REGISTER OF POLICIES

2.1 Purchasing Policy

The Purchasing Policy is a very important policy which assists in ensuring that the organisation meets its requirements with regard to purchasing and does so in an appropriate manner ensuring that it achieves the appropriate prices for items and services that meets all required standards.

The existing Policy does not cover off on the tender thresholds imposed by the *Local Government Act 1995*. Even though this is a legislative requirement it is pertinent to reference the information.

Additionally the policy also includes the Shire's position on regional price preference after this separate policy was repealed. Whilst regional price preference is part of the procurement framework, it should be addressed separately in the interests of clarity for staff and the public.

There are various other important items that Officers felt were pertinent to include and as such the policy has been redrafted and is now more aligned to the requirements of the Act and the Auditor General.

Recommendation – Reviewed and Revised

2.2 Regional Price Preference Policy

This policy was removed in 2022 and incorporated into the Purchasing Policy. Whilst this action is understood, Officers don't believe it is in the best interests of clarity for staff and the community. As such it is proposed to reinstate this as a separate policy.

Recommendation – Delete

Section - Finance

2.3 Transaction Card Policy

This policy is mostly contemporary, however there are a small number of additions that are proposed that will add to the strength of the policy.

Recommendation – Amended and Retain

Section - Finance

2.4 Budget Preparation Policy

Budget preparation requirements are covered by Part 6, Division 2 of the *Local Government Act 1995*. and is not needed to be controlled by Policy of Council.

There are many issues that may cause delays in the CEO and Finance Team in fulfilling this policy which would be outside of the Officers' control. If this occurred it places the CEO in contravention of the policy and would result in additional work of an item being presented to Council to inform Council and resolve to waive the policy in that instance, taking the focus away from the issue at hand of preparing the Budget.

Policy should be clear as to the direction, however in this instance it is using terms like "shall endeavour" which is not direct and clear as a policy should be.

Recommendation – Delete

Section - Nil

2.5 Investment of Funds Policy

This policy is not up to date with contemporary standards within the sector and as such needs considerable revision.

Recommendation – Replaced

Section - Finance

2.6 Significant Accounting Policy

This policy is repeating the requirements of the *Local Government Act 1995* and underlying regulations. The Shire should have a compliance calendar that outlines the due dates for matters that are required to ensure that officers don't overlook these requirements.

A policy of Council is not used as an administrative tool like a compliance calendar, which should be tabled at each monthly Executive/Manager Meeting.

In regards to the asset statements in this policy, this should be covered off in the Asset Management Plans relating to each class of asset. As the asset plans have not been reviewed by the author it is proposed to retain these parts of the Policy and re-name it the Asset Management Policy.

Recommendation – Delete Section and Re-Name

Section - Finance

2.7 Rates Request Time to Pay

This policy is now facilitated through the proposed Financial Hardship Policy (see comments for Policy 2.12) and/or under the *Local Government Act 1995* and Regulations, and should be covered off under the Delegations to the CEO.

As such, it is proposed that this policy be deleted as all facets of the policy are dealt with by other means.

Recommendation – Delete

Section - Finance

2.8 Cheque Signatory / EFT Requirements Policy

This matter is already covered in the Shire of Wyalkatchem Delegation Register and as such is not required to be a policy of Council as well. Duplication create conflict if the delegation is not 100% aligned with policy etc.

As such, it is recommended that this policy be deleted as it is not required.

Recommendation – Delete

Section - Finance

2.9 Related Party Disclosure Policy

On reviewing the policy it is clear that there are facets that can be improved to make it easier for the reader to understand and use the policy.

Due to this the policy has been redrafted with additions and re-formatting although the core of the policy remains the same.

Recommendation – Modified and Retain

Section – Finance

2.10 Revenue Collection Policy

This policy, referring to the collection of outstanding debts and rates, is covered by Legislation and Council's proposed Financial Hardship Policy.

This policy is more of a procedure than a policy and provides potential contradiction between policies that cover off on the same topic. As such it is proposed to delete this policy.

Recommendation – Delete

Section - Nil

2.11 Rate Exemption Policy

Rate exceptions are covered off in the *Local Government Act 1995*. As a result, whilst Council can waive rates, it is not in a position to pick and choose who it can provide an exception for. Should this occur there would be significant issues with creating precedent across the Shire and open Council up to challenges and potential State Administrative Tribunal appearances to justify the decision made to enforce.

Due to this it is recommended that Council allow the section of the *Local Government Act 1995* s6.26 to undertake the work and utilise these guidelines and many of the exceptions only apply where the land is utilised "exclusively" for certain purposes.

Recommendation – Delete

Section - Nil

2.12 Covid 19 Financial Hardship Policy

Council should remove the wording Covid or Covid 19 from this policy and revise to make this a Financial Hardship Policy as is common throughout the sector.

Recommendation – Altered and Retain

Section - Finance

STATUTORY ENVIRONMENT

Local Government Act 1995

Part 2 – constitution of local government

Division 2 – Local governments and councils of local governments

Section 2.5 – Local governments created as bodies corporate

Section 2.7 – Role of council

Other various references to the Local Government Act and other relevant legislations is made in the Policy documents.

POLICY IMPLICATIONS

This item is proposing to review and amend Section 1 Administration and Section 2 Finance of the Shire of Wyalkatchem's Register of Policies to align with regulatory requirements.

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

The CEO's activity promotes the Strategic Community Plan objectives which underpin Pillar 4 – Civic Leadership

| | |
|--|---|
| Pillar 4 Civic Leadership | Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls. |
| Goal No. | GOAL 11. High standard of governance |

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(12/2025) Moved: Cr Begley

Seconded: Cr Lawson Kerr

That Council,

- 1. Resolve to approve the amendments documented in this report and in Attachment A, to Sections 1 Administration and 2 Finance of the Register of Policies and*
- 2. Authorise the Chief Executive Officer to make any minor formatting and error or omission changes to Sections 1 Administration and 2 Finance of the Register of Policies prior to publication.*

LOST 3/3

Voted for: Cr Garner, Cr Lawson Kerr, Cr Begley

Voted against: Cr Petchell, Cr Dickson, Cr Loton

Council referred the item for discussion at next Workshop.

The Presiding Member did not exercise a casting vote.

10.3.3. REVIEW OF POLICY 5.17 APPOINTMENT OF AN ACTING CHIEF EXECUTIVE OFFICER

| | |
|-------------------------|---|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 27 February 2025 |
| Reporting Officer: | Sabine Taylor, Chief Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 4.14.01 |
| Attachment Reference: | Attachment A – Policy 5.17 Appointment of an Acting Chief Executive Officer |

SUMMARY

In September 2024, the Department of Local Government, Sport and Cultural Industries contacted the Shire of Wyalkatchem and advised that Policy 5.17 Appointment of an Acting Chief Executive Officer was published on our website, but it did not provide for the temporary employment of a CEO. It only provided for temporary absences – Section 5.39 C (1) of the Local Government Act 1995 and Administration Regulations 29C(2)(c)).

BACKGROUND

The register of Policies has not been significantly reviewed, in the last few years, in line with contemporary Local Government practices.

This has left Council with many policies that are redundant and / or not keeping up to date with the latest legislative requirements.

The register of Policies is currently under review which is anticipated to be completed in the next 3 – 6 months. A report from Officers recommending amendments to Section 1 Administration and Section 2 Finance Policies has been submitted to the 27 February Ordinary Council meeting.

OFFICER COMMENT

Council's policy 5.17 Appointment of an Acting Chief Executive Officer (refer Attachment A) has now been reviewed to comply with the Local Government Act, 1995 and the Department's feedback.

The adoption of the amended policy is important as it ensures that Council is compliant with its' regulatory requirements.

STATUTORY ENVIRONMENT

Local Government Act 1995

Part 2 – constitution of local government

Division 2 – Local governments and councils of local governments

Section 2.5 – Local governments created as bodies corporate

Section 2.7 – Role of council

Other various references to the Local Government Act and other relevant legislations is made in the Policy documents.

POLICY IMPLICATIONS

Amended Appointment of an Acting Chief Executive Officer Policy 5.17

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

The CEO's activity promotes the Strategic Community Plan objectives which underpin Pillar 4 – Civic Leadership

| | |
|--|---|
| Pillar 4 Civic Leadership | Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls. |
| Goal No. | GOAL 11. High standard of governance |

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(13/2025) Moved: Cr Petchell

Seconded: Cr Dickson

That Council,

- 1. That Council adopt the amended policy 5.17 Appointment of an Acting Chief Executive Officer Attachment A and***
- 2. Authorise the Chief Executive Officer to make any minor formatting and error or omission changes to the policy prior to publication.***

CARRIED 6/0

Voted for: Cr Garner, Cr Petchell, Cr Lawson Kerr, Cr Dickson, Cr Begley, Cr Loton

10.3.4. STANDARDS FOR CEO RECRUITMENT PERFORMANCE AND TERMINATION POLICY

| | |
|-------------------------|--|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 27 February 2025 |
| Reporting Officer: | Sabine Taylor, Chief Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 4.14.01 |
| Attachment Reference: | Attachment A – Policy 5.24 Standards for CEO Recruitment Performance and Termination |

SUMMARY

In September 2024, the Department of Local Government, Sport and Cultural Industries contacted the Shire of Wyalkatchem and advised that Policy 5.24 Standards for CEO Recruitment Performance and Termination (Section 5.39B(6) of the Local Government Act 1995 was not published on our website.

BACKGROUND

The register of Policies has not been significantly reviewed, in the last few years, in line with contemporary Local Government practices.

This has left Council with many policies that are redundant and / or not keeping up to date with the latest legislative requirements.

The register of Policies is currently under review which is anticipated to be completed in the next 3 – 6 months. A report from Officers recommending amendments to Section 1 Administration and Section 2 Finance Policies has been submitted to the 27 February Ordinary Council meeting.

OFFICER COMMENT

In 2021, the Department of Local Government, Sport and Cultural Industries developed the Model Standards for Chief Executive Officer Recruitment, Performance and Termination along with the Guidelines for Local Government CEO Recruitment and Selection, Performance Review and Termination which outline the recommended practice for local governments in undertaking these processes.

Council's policy 5.24 Standards for CEO Recruitment Performance and Termination (Section 5.39B(6) of the Local Government Act, 1995 (refer Attachment A) has now been reviewed to comply with the Local Government Act, 1995 and the Department's feedback and consistent with the Model Standards and Guidelines provided by the Department of Local Government, Sport and Cultural Industries.

The adoption of the amended policy is important as it ensures that Council is compliant with its' regulatory requirements.

STATUTORY ENVIRONMENT

Local Government Act 1995

Part 2 – constitution of local government

Division 2 – Local governments and councils of local governments

Section 2.5 – Local governments created as bodies corporate

Section 2.7 – Role of council

Other various references to the Local Government Act and other relevant legislations is made in the Policy documents.

POLICY IMPLICATIONS

Amended Standards for CEO Recruitment, Performance and Termination Policy 5.24

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

The CEO's activity promotes the Strategic Community Plan objectives which underpin Pillar 4 – Civic Leadership

| | |
|--|---|
| Pillar 4 Civic Leadership | Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls. |
| Goal No. | GOAL 11. High standard of governance |

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(14/2025) Moved: Cr Lawson Kerr

Seconded: Cr Dickson

That Council,

- 1. That Council adopt the amended Standards for CEO Recruitment Performance and Termination, policy 5.24 Attachment A and***
- 2. Authorise the Chief Executive Officer to make any minor formatting and error or omission changes to the policy prior to publication.***

CARRIED 6/0

Voted for: Cr Garner, Cr Petchell, Cr Lawson Kerr, Cr Dickson, Cr Begley, Cr Loton

10.3.5. WHEATBELT RAIL TRAIL COMMITTEE

| | |
|-------------------------|--|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 27 February 2025 |
| Reporting Officer: | Sabine Taylor, Chief Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 15.09 |
| Attachment Reference: | Nil |

BACKGROUND

The purpose of this report is for the nomination of an elected member to a proposed new Committee for the development of the Wheatbelt Rail Trail.

The Shire's of Wyalkatchem, Trayning, and Nungarin have jointly been successful in attracting a grant of \$427,140.00 for the creation of a dual use trail along the railway line between Wyalkatchem and Nungarin. The bicycle track will provide access to tourist infrastructure, museums, cafes, pools etc in the towns of Wyalkatchem, Yelbeni, Trayning, Kununoppin and Nungarin. The project will start at the aquatic access road track in Wyalkatchem to Chandler-Nungarin Road, Nungarin. A diagram will be provided to Council once the track location has been agreed and mapped out.

The CEO from the Shire of Merredin will be seeking a response from his Council as to whether they would support the inclusion of Merredin in the project which would result in an approach for additional funding for the Merredin component. Including Merredin could attract cyclists on the Prospector to bike or walk the trail to Wyalkatchem.

It is suggested that the presence of elected members as part of the committee would strengthen the case for increased funding.

COMMENT

There is a significant issue in relation to this project as ARC Infrastructure have not granted use of the corridor land due to the following issues:

- Environmentally sensitive areas
- Identified Aboriginal Heritage site (a burial site) covering the entire Nungarin portion of the corridor
- ARC's requirement access to maintain fire breaks, undertake weed spraying and maintain the railway infrastructure.

The Grant Funder, Government of Western Australia, Department of Transport are aware of the issue and have committed to work with the relevant Shires and ARC Infrastructure.

The Nungarin CEO is to approach the traditional owners for their consideration for supporting the project in view of the leaseholder of the railway reserve, ARC, being reluctant to approve the project because of heritage concerns.

It is intended that the project will be managed by the respective Works Managers in each Shire, which will reflect our “in kind” contribution.

The funding below is total funding for all 3 Shires. Details of the Shire of Wyalkatchem’s portion of funding and contribution will be reported once a steering committee has been established.

The Grant Funder, Government of Western Australia, Department of Transport are aware of the issue and have committed to work with the relevant Shires and ARC Infrastructure.

| Grant Funding | Shire Contribution | Total |
|----------------------|---------------------------|---------------------|
| \$213,570.00 | \$213,570.00 in kind | \$427,140.00 |
| Year 1 - \$68,000.00 | \$68,000.00 | \$136,000.00 |

KEY OUTGOING CORRESPONDENCE

Nil

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

In Kind commitment equivalent to the grant funding of \$213,570 and annual maintenance of the trail.

The on-going maintenance of the trail will have an impact on future budgets as weather events have the potential to erode the gravel surface.

COMMUNITY & STRATEGIC OBJECTIVES

The CEO's activity promotes the Strategic Community Plan objectives which underpin Pillar 1 - Economy, Pillar 2 - Community and Pillar 4 – Civic Leadership. The activities accord with the Shire's desired outcomes in the Shire of Wyalkatchem Strategic Community Plan 2024-2034.

| | |
|--|---|
| Pillar 1 Economy | Statement of Strategic Outcome: Local industry is sustained and can expand with critical and enabling infrastructure. The visitor economy diversifies our local economy, and we enhance our community profile. |
| Goal 3 | Support entrepreneurship. |
| Pillar 2 Community | Statement of Strategic Outcome: Our community is inclusive, it is a place where people feel valued and have access to opportunities to build their own capacity, lead healthy lifestyles and stay connected. |
| Goal 5 | A safe and healthy community for all ages. |
| Pillar 4 Civic Leadership | Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls. |
| Goal 11 | High standard of governance |

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(15/2025) Moved: Cr Dickson

Seconded: Cr Lawson Kerr

That Council nominate an Cr Christy Petchell to become its' representative on the Wheatbelt Rail Trail Committee.

CARRIED 6/0

Voted for: Cr Garner, Cr Petchell, Cr Lawson Kerr, Cr Dickson, Cr Begley, Cr Loton

10.3.6. WYALKATCHEM RODEO COMMITTEE

| | |
|-------------------------|--|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 27 February 2025 |
| Reporting Officer: | Sabine Taylor, Chief Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 8.11 |
| Attachment Reference: | Nil |

BACKGROUND

The purpose of this report is for the nomination of an elected member to a proposed new Committee for the fourth Wyalkatchem Rodeo. The date of the Rodeo has been confirmed to be 23 August 2025. Once the Committee has been formed, budget, logistics and an event management plan will be presented to Council for approval.

COMMENT

There is a Community appetite for hosting an annual rodeo event. At the inaugural Wyalkatchem Rodeo Community Committee meeting, held at the Mens Shed on 4 February 2025, there was a strong sentiment that Community wanted to be able to entirely manage the event, rather than the Shire of Wyalkatchem. The establishment of a Council led Wyalkatchem Rodeo Committee will be the first step in transitioning the event.

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

The budgetary requirements will be presented to Council once the Committee is established and budget determined. Based on recent years it is estimated that the budget ask will be between \$75 - \$100,000.

There will be a revenue stream from camping fees.

COMMUNITY & STRATEGIC OBJECTIVES

The CEO's activity promotes the Strategic Community Plan objectives which underpin Pillar 1 - Economy, Pillar 2 - Community and Pillar 4 – Civic Leadership. The activities accord with the Shire's desired outcomes in the Shire of Wyalkatchem Strategic Community Plan 2024-2034.

| | |
|--|---|
| Pillar 1 Economy | Statement of Strategic Outcome: Local industry is sustained and can expand with critical and enabling infrastructure. The visitor economy diversifies our local economy, and we enhance our community profile. |
| Goal 3 | Support entrepreneurship. |
| Pillar 2 Community | Statement of Strategic Outcome: Our community is inclusive, it is a place where people feel valued and have access to opportunities to build their own capacity, lead healthy lifestyles and stay connected. |
| Goal 5 | A safe and healthy community for all ages. |
| Pillar 4 Civic Leadership | Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls. |
| Goal 11 | High standard of governance |

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(16/2025) Moved: Cr Dickson

Seconded: Cr Begley

That Council nominate Cr Rod Lawson Kerr to become its' representative on the Wyalkatchem Rodeo Committee.

CARRIED 6/0

Voted for: Cr Garner, Cr Petchell, Cr Lawson Kerr, Cr Dickson, Cr Begley, Cr Loton

10.4. PLANNING AND BUILDING

NIL

11.MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

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

Nil

14.MATTERS BEHIND CLOSED DOORS

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(17/2025) Moved: Cr Petchell

Seconded: Cr Begley

- 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 6/0

Voted for: Cr Garner, Cr Petchell, Cr Lawson Kerr, Cr Dickson, Cr Begley, Cr Loton

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

That Council move out from behind closed doors.

(20/2025) Moved: Cr Petchell

Seconded: Cr Loton

CARRIED 6/0

Voted for: Cr Garner, Cr Petchell, Cr Lawson Kerr, Cr Dickson, Cr Begley, Cr Loton

15.CLOSURE OF THE MEETING

There being no other business to attend to, Presiding Member Cr Garner closed the meeting at 4:45pm.