



**MINUTES
OF THE
ORDINARY MEETING
OF COUNCIL
HELD ON
20 March 2025**

Council Chambers

Honour Avenue

Wyalkatchem

Commencement: 4:16pm

Closure 4:52pm

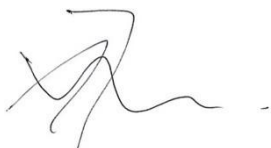
Preface

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 26 March 2025.

A handwritten signature in black ink, appearing to be 'Sabine Taylor', with a stylized, flowing script.

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 4:16pm.

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 4:16pm.

There were no questions from the public.

2.3. Declaration of Public Question Time closed

Public Question Time closed at 4:17pm.

3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

3.1. Attendance

Cr Owen Garner	President and Presiding Member
Cr Christy Petchell	Deputy President
Cr Mischa Stratford	
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

Nil

3.3. Apologies

Nil

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 14 April 2025 and Sabine Taylor has made a leave request for 14 April 2025 to 28 April 2025.

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

(21/2025) Moved: Cr Dickson

Seconded: Cr Lawson-Kerr

That the leave request by Cr Petchell for the meeting of 14 April 2025 and the leave request for Sabine Taylor for 14 April 2025 to 28 April 2025 by approved.

CARRIED 7/0

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

4. OBITUARIES

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

Rhonda Irvine
Barbara Semeni

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

Cr Garner declared a proximity interest in item 10.1.4 due to being a life member of West Yorkrakine Cricket Club

6.2. Impartiality Interests

Nil

7. CONFIRMATION AND RECEIPT OF MINUTES

7.1. Confirmation of Minutes

7.1.1. Ordinary Meeting of Council – 27 February 2025

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 27 February 2025. (Attachment 7.1.1)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(22/2025) Moved: Cr Stratford

Seconded: Cr Petchell

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 27 February 2025 (Attachment 7.1.1) be confirmed as a true and correct record.

CARRIED 7/0

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

7.2. Receipt of Minutes

7.2.1. Audit and Risk Management Committee Minutes – 27 February 2025

Minutes of the Audit and Risk Management Committee meeting held on Thursday 27 February 2025 (Attachment 7.2.1)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(23/2025) Moved: Cr Begley Seconded: Cr Petchell

That the minutes of the Audit and Risk Management Committee meeting held on Thursday 27 February 2025 (Attachment 7.2.1) be received by Council.

CARRIED 7/0

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

7.2.2. Newtravel General Meeting – 27 February 2025

Minutes of the Newtravel General meeting held on Thursday 27 February 2025 (Attachment 7.2.2)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(24/2025) Moved: Cr Begley Seconded: Cr Loton

That the minutes of the Newtravel General meeting held on Thursday 27 February 2025 (Attachment 7.2.2) be received by Council.

CARRIED 7/0

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

7.2.3. Wheatbelt North East SRRG meeting – 18 February 2025

Minutes of the Wheatbelt North East SRRG meeting held on Tuesday 18 February 2025 (Attachment 7.2.3)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(25/2025) Moved: Cr Petchell Seconded: Cr Begley

That the minutes of the Wheatbelt North East SRRG meeting held on Tuesday 18 February 2025 (Attachment 7.2.3) be received by Council.

CARRIED 7/0

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

7.2.4. CEACA Management Committee meeting – 24 February 2025

Minutes of the CEACA Management Committee meeting held on Monday 24 February 2025 (Attachment 7.2.4)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(26/2025) Moved: Cr Stratford

Seconded: Cr Lawson-Kerr

That the minutes of the CEACA Management Committee meeting held on Monday 24 February 2025 (Attachment 7.2.4) be received by Council.

CARRIED 7/0

Voted for: Cr Garner, Cr Stratford, 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

NIL

10.REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. ACCOUNTS FOR PAYMENT – FEBRUARY 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	14 March 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 – Accounts for payment – February 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 4298	EFT4256
Reserves	EFT	EFT	No Payments
DD	DD	DD3791.1	DD3746.1

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:

(27/2025) Moved: Cr Petchell

Seconded: Cr Loton

That Council endorse the total payments for the month of February 2025 being \$155,208.77 which comprised of:

- 1. Cheque payments in the Municipal Fund totalling \$0.00;*
- 2. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$119,415.27;*
- 3. Direct Debit (DD) payments in the Municipal Fund totalling \$35,793.50.*

CARRIED 7/0

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

10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – JANUARY 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	14 March 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 – Credit Card – January 2025

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:

(28/2025) Moved: Cr Begley

Seconded: Cr Dickson

That Council endorse credit card payments for the period 28 December 2024 to 29 January 2025, totalling \$573.05. (refer to attachment 10.1.2).

CARRIED 7/0

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

10.1.3. MONTHLY FINANCIAL REPORTS – FEBRUARY 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 March 2025
Reporting Officer:	Claire Trenorden, MCS
Disclosure of Interest:	No interest to disclose
File Number:	25.08
Attachment Reference:	Attachment 10.1.3 – Monthly Financial Report February

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 28 February 2025 is \$5,602,028;

- cash available is made up of unrestricted cash \$2,078,710 (37.11%) and
- restricted cash \$3,523,318 (62.89%).

Rates Debtors balance as at 28 February 2025 is \$161,339 and Rates Notices for 2024-25 were issued in August 2024. Rates collected as at end of January was \$1,385,743 - 90%.

February 2025: Operating Revenue – Operating revenue of \$2,419,968 is made up of Rates - 62%, Grants - 21%, Fees and Charges - 12%, Interest earnings – 5% and other – 0%.

Operating Expenses – Operating expenses of \$4,118,073 is made of Employee Costs – 24%, Materials and Contracts – 24%, Depreciation – 43%, Insurance – 5% and Utility – 3% and Other Charges – 1%.

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:

(29/2025) Moved: Cr Begley

Seconded: Cr Petchell

That Council accepts the Statements of Financial Activity for the month ending 28 February 2025 (refer attachment 10.1.3).

CARRIED 7/0

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

10.1.4. FEES AND CHARGES – AMENDMENT AND WRITE OFF OF DEBT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	14 March 2025
Reporting Officer:	Claire Trenorden, MCS
Disclosure of Interest:	No interest to disclose
File Number:	12.05.06
Attachment Reference:	Nil

SUMMARY

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

BACKGROUND

The Fees & Charges for 2024/25 were adopted with the annual budget in July 2024.

COMMENT

The Shire has been approached by West Yorkrakine Cricket Club to waive their outstanding debt of \$4,534 being for season charges for 2019/20, 2020/21, 2022/23 and 2023/24. It has also been suggested that Council amend the fees and charges for 2024/25 to include a \$0 for the season charge for the West Yorkrakine Cricket Club (reduction of \$1,197). The \$0 season charge is also to continue for the following 9 years through to the financial year 2033/34. Assuming that a 4% increase in fees & charges occurs each year the loss of income over the 9 years is \$13,174.

Consultation:

Chief Executive Officer

STATUTORY ENVIRONMENT

Local Government Act 1995, section 6.16.

6.16. *Imposition of fees and charges*

(3) *Fees and charges are to be imposed when adopting the annual budget but may be —*

(a) *imposed* during a financial year; and*

(b) *amended* from time to time during a financial year.*

** Absolute majority required.*

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The budget will be amended to reflect the write off (\$4,534) and the income loss for 2024/25 of \$1,197. Offset by a reduction in the budget for contributions to community.

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:

(30/2025) Moved: Cr Stratford

Seconded: Cr Loton

- 1 That Council adopt by absolute majority the fee for annual rental of the main oval and recreation facilities for West Yorkrakine Cricket Club of \$0 per season for 2024/25 and that it will remain so for the next 9 years;**
- 2 That Council writes off the outstanding debt of \$4,534 for West Yorkrakine Cricket Club being for season charges for 2019/20, 2020/21, 2022/23 and 2023/24;**
- 3 That the write off and the amendment to fees and charges for 2024/25 which totals \$5,731 be offset by a budget amendment reducing contributions to community by \$5,731.**

CARRIED 7/0

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

10.1.5. COMPLIANCE AUDIT REPORT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	14 March 2025
Reporting Officer:	Claire Trenorden, Manager of Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.05.06
Attachment Reference:	Attachment 10.1.5.1 – 2024 Compliance Audit Return Attachment 10.1.5.2 – 2024 Compliance Audit Return Action Plan

BACKGROUND

Western Australian local governments are required to complete an annual Compliance Audit Return (CAR) in accordance with the provisions of the Local Government (Audit) Regulations 1996 (Regulations). The CAR must be submitted to the Department of Local Government, Sport and Cultural Industries (Department) by 31 March 2025. The period examined by this audit is 1 January to 31 December 2024.

The completed return is required to be:

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

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

COMMENT

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

- Commercial Enterprises by Local Governments
- Delegation of Power / Duty
- Disclosure of Interest
- Disposal of Property
- Elections
- Finance
- Integrated Planning and Reporting
- Local Government Employees
- Official Conduct
- Optional Questions
- Tenders for Providing Goods and Service

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

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

COMMUNITY & STRATEGIC OBJECTIVES

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

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

AUDIT AND RISK MANAGEMENT COMMITTEE RECOMMENDATION/COUNCIL RESOLUTION:

(31/2025) Moved: Cr Petchell

Seconded: Cr Dickson

That Council:

- 1. Adopts the 2024 Compliance Audit Return for the period 1 January 2024 to 31 December 2024.*
- 2. Notes the areas of non-compliance within the 2024 Compliance Audit Return and accepts the 2024 Compliance Audit return Management Action Plan.*
- 3. Submit a certified copy of the 2024 Compliance Audit Return to the Direction General of the Department of Local Government, Sport and Cultural Industries.*

CARRIED 7/0

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

10.2. WORKS AND SERVICES

10.2.1. WORKS OFFICER'S REPORT MARCH 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	14 March 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 month of March 2025.

OVERVIEW

SUMMARY - ROADS / TOWN/ BUILDINGS

Road Maintenance Program

Road maintenance is continuing throughout the district, the areas of focus have been:

- Clearing on Lawrence Road (overhanging trees and regrowth)
- Lewis- East West Road (overhanging trees and regrowth)
- Lewis Road (overhanging trees)
- Bitumen edging with the grader on the northern end of Wyalkatchem-North road plus being able to utilise the hired water truck for a better job.
- Fallen trees on Garn Road, Martin Road, Hobden Road, and Gamble Road removed after a local storm brought them down.
- Summer grading on part of Martin road

[Refer to Photographs in Attachment A](#)

Capital Roadworks Program Update

Capital works are continuing on Minnivale North East road. The Road Crew are on target to complete Minnivale North East, by the end of March 2025.

Capital works will then commence on Hammond Road at SLK 8.63 to SLK 9.41. Gravel has been made available by Mr Kirwan Naughton. This gravel pit is less than 500 meters from the Capital Works site and will allow a significant saving in time.

Officers are working with contractors to finalise the commencement date for Capital Works on Wyalkatchem North Road. These works are still on target to be completed as scheduled.

[Refer to Photographs in Attachment B](#)

Refuse Site

Ongoing maintenance continues at the refuse site and Officers are in the process of obtaining quotes for additional fencing and a mechanism to lock the site after hours.

Officers are exploring potential sites for a new refuse site. This is a process that will take time as there are many things to consider- who owns the land, clearing permits, licences, fencing the perimeter and other new innovations that can be encompassed in a new site. A report will be provided to Council in due course.

Vehicle / Plant Update

LIEBHERR LOADER

The Liebherr loader has just had its 5000hr service. Whilst the service technician serviced the machine he noted some other work that was required.

- Triple pump requires resealing and recommended both seals on top of hoses also,
- Hand primer pump requires attention,
- Engine valves require adjustment,
- Cracked windscreen needs replacing,
- Splitter box oil was low
- Front left- and right-hand lights are missing.

Officers have requested a quote to repair the necessary findings from Liebherr. Attendance by their field service technician on site is approximately \$2500-\$3000 in travel costs alone. Officers are exploring with Liebherr the alternative of a local mechanic with the appropriate tools to repair rather than get Liebherr to travel up from Perth.

MOBILE INDUSTRIAL EVAPORATIVE AIR CONDITIONER

Officers are obtaining quotes for the purchase of a mobile industrial evaporative air conditioner for the Depot. This purchase has been budgeted for in financial year 24/25.

In the height of summer this year the inside temperature at the depot reached 50.3°. There are no fans in the depot and no insulation in the roof or walls, which facilitates the reaching of extreme temperatures.

The crib room has a split air conditioner system which keeps the room to a very pleasant temperature in summer.

In purchasing a mobile industrial evaporative air conditioner, it will be able to be moved to other sites where an air conditioner is required, for example the town hall for events and funerals, or the recreation centre etc.

Officers anticipate the cost of a new industrial air conditioner to be approximately \$3,500 and will cool an area of about 200sqm.

PARKS & GARDENS - TOWN SERVICES

- The Swimming pool, Recreation oval, parks and Shire houses have had the second round of beetle spray and the lawns are starting to flourish again.
- Staff located a burst mains pipe in the lawn area of the swimming pool. Before this could be fixed Water Corp had to replace the meter as it was faulty. The pool was closed for 1 day whilst the glue was drying. Unfortunately, due to the pressure the pipe leaked. Staff managed to control the leak so the pool could be opened and a plumber was called in.
- Due to the recent weather several tree branches have come down on the verges and roads, requiring cutting up and removing.
- The Town team have been cleaning out the drains of grass and debris, in preparation for wet weather.
- The Shire recently advertised for a Full time Town Maintenance General Hand / Gardener to join the team. We had a number of applicants and this position has successfully been filled.

[Refer to photographs in Attachment C](#)

SHIRE BUILDINGS

- One of the Shire owned houses had a fire in the minor bedroom, which caused significant smoke damage in the house. One of the local fire officers inspected the property with a heat sensing device looking for hot spots in the walls and roof. Once this was deemed safe the town team boarded up the broken window and secured the house. Luckily no one was injured during the fire. The Shire is currently obtaining quotes for insurance purposes.
- The Railway Barracks Accommodation has had damage to a door lock as a result of the door being forced open. Town maintenance has re-attached the lock and the door is now functioning correctly.

[Refer to photographs in Attachment D](#)

OH&S

- The outside staff had a Toolbox meeting with Steve Taylor from Prompt Safety this month.
 - The toolbox meeting comprised of actions, consultation and feedback.
 - Annual WHS Inductions, including policies, Procedures, Emergency Preparedness, Reporting Hazards-Injuries and Incidents, Verification of Competency.
-

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:

(32/2025) Moved: Cr Lawson-Kerr

Seconded: Cr Begley

That Council receives the Works Officer's report.

CARRIED 7/0

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

Attachment A



Capital works Wallambin Road



Fallen tree on Hobden road.

Attachment B



Capital works Minnivale North East Road.



Capital Works Minnivale North East Road.

Attachment C



Burst mains pipe under the lawn at the swimming pool.



Cleared Drains



Admin Park after second round of beetle spray.



Trees down in the Shire.

Attachment D



Recent house fire damage, minor bedroom.



Fire damaged window boarded up.



Damage to lock at Railway Barracks

10.3. GOVERNANCE AND COMPLIANCE

10.3.1. CHIEF EXECUTIVE OFFICER'S REPORT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	14 March 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:

- 20 Feb 2025 WALGA Access and Inclusion Forum
- 24 Feb 2025 Wheatbelt Business Network – Business Evening
- 25 Feb 2025 NEWROC Executive
- 26 Feb 2025 DFES Local Government Webinar
- 27 Feb 2025 PD Training day with Councillors

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

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.
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:

(33/2025) Moved: Cr Dickson

Seconded: Cr Petchell

That Council accepts the Chief Executive Officer's report.

CARRIED 7/0

Voted for: Cr Garner, Cr Stratford, 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:	14 March 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 – separate paper submitted
- 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 – separate paper submitted
- 2.3 Transaction Card Policy - reviewed and replaced as per the attachment
- 2.4 Budget Preparation Policy – separate paper submitted
- 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
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	New Policy Planning and Building Fees Amendment or Waiver Policy – include in register
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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

A separate report is being submitted to the 20 March, 2025, Ordinary Council Meeting.

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

A separate report is being submitted to the 20 March, 2025, Ordinary Council Meeting.

Recommendation – Revised and Reinstate

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

A separate report is being submitted to the 20 March, 2025, Ordinary Council Meeting.

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

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(34/2025) Moved: Cr Lawson-Kerr Seconded: Cr Begley

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.***

CARRIED 7/0

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

10.3.3. REVIEW OF POLICY 1.5 HONORARY FREEMAN OF THE SHIRE

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	14 March 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 1.5 Honorary Freeman of the Shire (current) Attachment B – Policy 1.5 Honorary Freeman of the Shire (proposed)

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 have been submitted to Council for approval. Policy 1.5 Freeman of the Shire was identified as a document that required review and updating.

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 20 March, 2025 Ordinary Council meeting.

OFFICER COMMENT

Policy 1.5 Honorary Freeman of the Shire 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.

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 Honorary Freeman of the Shire Policy 1.5

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:

***(35/2025) Moved: Cr Loton Seconded: Cr Stratford
That Council,***

- 1. That Council adopt the amended policy 5.1 Honorary Freeman of the Shire, Attachment B and***
- 2. Authorise the Chief Executive Officer to make any minor formatting and error or omission changes to the policy prior to publication.***

LOST 0/7

Voted against: Cr Garner, Cr Stratford, Cr Petchell Cr Lawson Kerr, Cr Dickson, Cr Begley, Cr Loton

Council decided that they want to keep the selection criteria that an eligible person must have lived, worked or provided services within the Shire for 40 years or more rather than reducing it as proposed in the amended policy.

10.3.4. REVIEW OF POLICY 2.4 BUDGET PREPARATION POLICY

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	14 March 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 2.4 Budget Preparation Policy (current)

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 have been submitted to Council for approval. Policy 2.4 Budget Preparation Policy was identified as a document that was recommended to be deleted.

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 20 March, 2025 Ordinary Council meeting.

OFFICER COMMENT

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.

Councillor's have indicated that further discussion on this policy should be held at the 20 March, 2025, Ordinary Council Meeting.

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 and reinstated Policy 2.2 Budget Preparation

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:

(36/2025) Moved: Cr Loton Seconded: Cr Begley

That Council,

- 1. That Council adopt Policy 2.4 Budget Preparation, 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 7/0

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

10.3.5. REVIEW OF POLICY 2.1 REGIONAL PRICE PREFERENCE POLICY

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	14 March 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 2.1 Regional Price Preference Policy (proposed)

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 have been submitted to Council for approval. Policy 2.1 Regional Price Preference was identified as a document that required review and updating.

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 20 March, 2025 Ordinary Council meeting.

OFFICER COMMENT

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.

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 Policy 2.1 Regional Price Preference

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:

(37/2025) Moved: Cr Begley Seconded: Cr Lawson-Kerr

That Council,

- 1. That Council adopt the amended policy 2.1 Regional Price Preference, 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 7/0

Voted for: Cr Garner, Cr Stratford, 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

Nil

15.CLOSURE OF THE MEETING

There being no other business to attend to, Presiding Member Cr Garner closed the meeting at 4:52pm.