



SHIRE OF WYALKATCHEM



March 2020

ATTACHMENTS

ATTACHMENTS

1. 7.1.1 OMC Minutes 20 February 2020
2. 7.2.1 NEWROC Council Minutes 25 February 2020
3. 7.2.2 Central East Aged Care Alliance Inc. Committee Minutes – 4 February 2020
4. 7.2.3 Northam District Operations Advisory Committee – 10 March 2020
5. 7.2.4 NEWTRAVEL General Meeting Minutes – 27 February 2020
6. 7.2.5 WALGA Great Eastern Country Zone Minutes – 26 February 2020
7. 10.1.1 Accounts for Payment - February 2020
8. 10.1.2 Credit Card Declaration and Statement - January 2020
9. 10.1.3 Monthly Financial Report - February 2020
10. 10.1.4 2019-2020 Budget Review
11. 10.1.5.1 Deed of Variation
12. 10.1.5.2 Clause 12 of Trust Deed 1994
13. 10.2.3 Community Grant application
14. 10.2.4 Draft Disability Access and Inclusion Plan 2020-2024
15. 10.4.2 Wyalkatchem Men's Shed Planning application
16. 15.1 Information Bulletin



**MINUTES
OF THE
ORDINARY MEETING OF
COUNCIL
HELD ON
THURSDAY, 20 February 2020**

**Council Chambers
Honour Avenue
Wyalkatchem
Commencement: 4:08pm
Closure: 6:02pm**

Preface

When the Chief Executive Officer approved these Minutes for distribution they are in essence “*Unconfirmed*” until the following Ordinary Meeting of Council, where the minutes will be confirmed subject to any amendments.

The “*Confirmed*” Minutes are then signed off by the Presiding Member

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

Unconfirmed Minutes

These minutes were approved for distribution on 21 February 2020



Taryn Dayman
Chief Executive Officer

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1. DECLARATION OF OPENING

The Chairperson, Shire President Cr Davies opened the meeting at 4:08pm.

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 4:08pm

There were no members of the public.

2.3. Declaration of Public Question Time closed

Public Question time closed at 4:08pm

3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

3.1. Attendance

Members:	Cr. Quentin Davies	President (Presiding Member)
	Cr. Owen Garner	Deputy
	Cr. Stephen Gamble	
	Cr. Mischa Stratford	
	Cr. Emma Holdsworth	
	Cr. Rachel Nightingale	

Staff:	Taryn Dayman	Chief Executive Officer
	Stephanie Elvidge	Governance Executive Officer
	Les Vidovich	Manager of Works

3.2. Apologies

Nil

3.3. Approved Leave of Absence

Nil

3.4. Applications for Leave of Absence

Nil

4. OBITUARIES

It was advised that former long term Wyalkatchem Councillor (1968-1984) and Shire President of 4 years (1979-1983), John Hutchinson, recently passed away. Cr Davies spoke highly of John Hutchinson both as an Elected Member and a fine cricketer.

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 2019

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 19 December 2019 (Attachment 7.1.1)

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 19 December 2019 (Attachment 7.1.1) be confirmed as a true and correct record.

COUNCIL RESOLUTION:

(01/2020) Moved: Cr Garner

Seconded: Cr Stratford

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 19 December 2019 (Attachment 7.1.1) be confirmed as a true and correct record.

CARRIED 6/0

7.2. Receipt of Minutes

7.2.1. Audit and Risk Committee Meeting Minutes – 20 February 2020

Minutes of the Audit Committee Meeting of Thursday 20 February 2020 (Attachment 7.2.1).

OFFICER RECOMMENDATION:

That the minutes of the Audit Committee Meeting of Thursday 20 February 2020 (Attachment 7.2.1) be received by Council.

COUNCIL RESOLUTION:

(02/2020) Moved: Cr Gamble

Seconded: Cr Stratford

That the minutes of the Audit Committee Meeting of Thursday 20 February 2020 (Attachment 7.2.1) be received by Council.

CARRIED 6/0

NOTE: Council adopted en bloc (moved by Cr Gamble and seconded by Cr Garner), the recommendations of the Audit Committee from the Audit Committee meeting of Thursday 20 February 2020, noting an Absolute Majority requirement for recommendation 12.1.3.

12.1.2 MEETING WITH THE AUDITOR AND MANAGEMENT LETTER

VOTING REQUIREMENT

Simple Majority

COMMITTEE RECOMMENDATION

That Council;

1. *Accepts the 2018/2019 Management Letter prepared by Office of Auditor General and accepts management comments and actions in relation to the audit outcomes and recommendations.*
2. *Accepts and endorse the Report on Significant Matters for the financial year ended 30 June 2019.*
3. *Acknowledge that the Audit and Risk Management Committee has met with the Auditors and has discharged its obligations, in accordance with Section 7.12A(2) of the Local Government Act.*

COUNCIL RESOLUTION:

(03/2020) Moved: Cr Gamble

Seconded: Cr Garner

That Council;

1. *Accepts the 2018/2019 Management Letter prepared by Office of Auditor General and accepts management comments and actions in relation to the audit outcomes and recommendations.*
2. *Accepts and endorse the Report on Significant Matters for the financial year ended 30 June 2019.*
3. *Acknowledge that the Audit and Risk Management Committee has met with the Auditors and has discharged its obligations, in accordance with Section 7.12A(2) of the Local Government Act.*

CARRIED 6/0

12.1.3 ANNUAL REPORT AND FINANCIAL STATEMENTS

VOTING REQUIREMENT

Absolute Majority

COMMITTEE RECOMMENDATION

That council;

1. *Accepts the Audit Report for the 2018/2019 financial year.*
2. *Accepts the Annual Report and Financial Statements for the year ended 30 June 2019 year.*
3. *Holds a General Meeting of Electors on the 19 March 2020 commencing at 6pm at the Shire of Wyalkatchem Council Chambers.*

COUNCIL RESOLUTION:

(04/2020) Moved: Cr Gamble

Seconded: Cr Garner

That Council;

1. *Accepts the Audit Report for the 2018/2019 financial year.*
2. *Accepts the Annual Report and Financial Statements for the year ended 30 June 2019 year.*
3. *Holds a General Meeting of Electors on the 19 March 2020 commencing at 6pm at the Shire of Wyalkatchem Council Chambers.*

CARRIED 6/0

12.2.1 COMPLIANCE STATUS REPORTS

VOTING REQUIREMENT

Simple Majority

COMMITTEE RECOMMENDATION

That Council;

1. *Receives the Audit Regulation 17 and Financial Management Review Action Plan Status Report (Attachment 12.2.1.1).*
2. *Receives the Statutory Compliance Calendar Status Report (Attachment 12.2.1.2).*
3. *Receives the Compliance Audit Return Management Action Plan Status Report (Attachment 12.2.1.3).*

COUNCIL RESOLUTION:

(05/2020) Moved: Cr Gamble

Seconded: Cr Garner

That Council;

1. *Receives the Audit Regulation 17 and Financial Management Review Action Plan Status Report (Attachment 12.2.1.1).*
2. *Receives the Statutory Compliance Calendar Status Report (Attachment 12.2.1.2).*
3. *Receives the Compliance Audit Return Management Action Plan Status Report (Attachment 12.2.1.3).*

CARRIED 6/0

12.2.2 COMPLIANCE AUDIT RETURN 2019

VOTING REQUIREMENT

Simple Majority

COMMITTEE RECOMMENDATION

That Council;

1. *Accepts the 2019 Compliance Audit Return for the period 1 January 2019 to 31 December 2019.*
2. *Notes the areas of non-compliance within the 2019 Compliance Audit Return and accepts the 2019 Compliance Audit return Management Action Plan.*
3. *Submit a certified copy of the 2019 Compliance Audit Return to the Direction General of the Department of Local Government, Sport and Cultural Industries by 31 March 2020.*

COUNCIL RESOLUTION:

(06/2020) Moved: Cr Gamble

Seconded: Cr Garner

That Council;

- 1. Accepts the 2019 Compliance Audit Return for the period 1 January 2019 to 31 December 2019.**
- 2. Notes the areas of non-compliance within the 2019 Compliance Audit Return and accepts the 2019 Compliance Audit return Management Action Plan.**
- 3. Submit a certified copy of the 2019 Compliance Audit Return to the Direction General of the Department of Local Government, Sport and Cultural Industries by 31 March 2020.**

CARRIED 6/0

7.2.2. Pioneer Pathway Advisory Committee Meeting – 30 January 2020

Minutes of the Pioneer Pathway Advisory Committee Meeting of Thursday 30 January 2020 (Attachment 7.2.2)

OFFICER RECOMMENDATION:

That the minutes of the Pioneer Pathway Advisory Committee Meeting of Thursday 30 January 2020 (Attachment 7.2.2) be received by Council.

COUNCIL RESOLUTION:

(07/2020) Moved: Cr Nightingale

Seconded: Cr Stratford

That the minutes of the Pioneer Pathway Advisory Committee Meeting of Thursday 30 January 2020 (Attachment 7.2.2) be received by Council.

CARRIED 6/0

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Cr Davies acknowledged and thanked all involved in the Community Event and thanked Council for their guidance on making a change which was well rewarded.

Cr Davies expressed his thanks to the staff and all that participated in organising the event which was well catered for and is considered to have been a great success.

Cr Davies commented on the winners of the awards and how very pleasing it was to have been the person to present these.

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

10. REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. ACCOUNTS FOR PAYMENT – DECEMBER 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	6 February 2020
Reporting Officer:	Tegan Maitland, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.1 – Accounts for Payment – December 2019

SUMMARY

To provide Council with a list of accounts paid by the Chief Executive Officer in accordance with its delegated authority and for Council to endorse the payments made for the prior month.

BACKGROUND

In accordance with the *Local Government (Financial Management) Regulations 1996, s13(1)*, If a local government has delegated to the CEO the exercise of 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 for each account paid since the last such list was prepared.

A list prepared under sub regulation (1) is to be –

- a. Presented to the council at the next ordinary meeting of the council after the list is prepared; and
- b. Recorded in the minutes of that meeting.

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

COMMENT

A payment listing for the month of December 2019 is presented for Council for their endorsement and includes payments made via cheque, Electronic Funds Transfer (EFT) and Direct Debit.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be \$23,482.66.

Previous Accounts for Payment report to enable council to check that no sequential payment numbers have been missed from the previous accounts for payment reports and the report presented as attached, the following information is provided on the last cheque or EFT number used

Bank Account	Payment Type	Last Number	First Number in report
Municipal	Cheque	16876	No Payment
Municipal & Trust	EFT	EFT223	EFT224
Trust	Cheque	Cheque	No Payments
Reserves	EFT	EFT	No Payments

Please note that the above does not include payments made via Direct Debit (DD) as they are not in sequential number order.

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 2019/2020 Annual Budget.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-governed, efficient and responsive organisation	5.1.1	Implement effective governance structures
		5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk
5.4	Robust and accountable business and financial processes	5.4.2	Ensure efficient use of resources

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse the following payments for the month of December 2019:

1. *Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$163,291.76;*
2. *Direct Debit (DD) payments in the Municipal Fund totalling \$33,172.50;*
3. *Payroll Journal (JNL) payments in the Municipal Fund totalling \$52,346.43;*
4. *Total payments for the month of December 2019 being \$248,810.69.*

COUNCIL RESOLUTION:

(08/2020) Moved: Cr Garner

Seconded: Cr Stratford

That Council endorse the following payments for the month of December 2019:

1. *Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$163,291.76;*
2. *Direct Debit (DD) payments in the Municipal Fund totalling \$33,172.50;*
3. *Payroll Journal (JNL) payments in the Municipal Fund totalling \$52,346.43;*
4. *Total payments for the month of December 2019 being \$248,810.69.*

CARRIED 6/0

10.1.2. ACCOUNTS FOR PAYMENT – JANUARY 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	6 February 2020
Reporting Officer:	Tegan Maitland, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.2 – Accounts for Payment – January 2020

SUMMARY

To provide Council with a list of accounts paid by the Chief Executive Officer in accordance with its delegated authority and for Council to endorse the payments made for the prior month.

BACKGROUND

In accordance with the *Local Government (Financial Management) Regulations 1996, s13(1)*, If a local government has delegated to the CEO the exercise of 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 for each account paid since the last such list was prepared.

A list prepared under sub regulation (1) is to be –

- c. Presented to the council at the next ordinary meeting of the council after the list is prepared; and
- d. Recorded in the minutes of that meeting.

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

COMMENT

A payment listing for the month of January 2020 is presented for Council for their endorsement and includes payments made via cheque, Electronic Funds Transfer (EFT) and Direct Debit.

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be \$4,033.32.

Previous Accounts for Payment report to enable council to check that no sequential payment numbers have been missed from the previous accounts for payment reports and the report presented as attached, the following information is provided on the last cheque or EFT number used

Bank Account	Payment Type	Last Number	First Number in report
Municipal	Cheque	16876	16877
Municipal & Trust	EFT	EFT299	EFT300
Trust	Cheque	Cheque	No Payments
Reserves	EFT	EFT	No Payments

Please note that the above does not include payments made via Direct Debit (DD) as they are not in sequential number order.

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 2019/2020 Annual Budget.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-governed, efficient and responsive organisation	5.1.1	Implement effective governance structures
		5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk
5.4	Robust and accountable business and financial processes	5.4.2	Ensure efficient use of resources

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse the following payments for the month of January 2020:

1. *Cheque 16876 – 16877 payments in the Municipal Fund totalling \$455.68;*
2. *Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$126,352.96;*
3. *Direct Debit (DD) payments in the Municipal Fund totalling \$5,192.54;*
4. *Payroll Journal (JNL) payments in the Municipal Fund totalling \$50,296.90;*
5. *Electronic Funds Transfer (EFT) payments in the Trust Fund totalling \$555.00;*
6. *Total payments for the month of January 2020 being \$182,853.08.*

COUNCIL RESOLUTION:

(09/2020) Moved: Cr Stratford *Seconded: Cr Gamble*

That Council endorse the following payments for the month of January 2020:

1. *Cheque 16876 – 16877 payments in the Municipal Fund totalling \$455.68;*
2. *Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$126,352.96;*
3. *Direct Debit (DD) payments in the Municipal Fund totalling \$5,192.54;*
4. *Payroll Journal (JNL) payments in the Municipal Fund totalling \$50,296.90;*
5. *Electronic Funds Transfer (EFT) payments in the Trust Fund totalling \$555.00;*
6. *Total payments for the month of January 2020 being \$182,853.08.*

CARRIED 6/0

10.1.3. ACCOUNTS FOR PAYMENT – CREDIT CARDS – NOVEMBER 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 February 2020
Reporting Officer:	Sheldon Cox, Finance and Administration Officer
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.3 – Credit Cards – November 2019

SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the period 29 October 2019 to 28 November 2019.

BACKGROUND

This information is provided to Council on a monthly basis in accordance with the provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

Council is presented with the monthly accounts for payment at each Council meeting, providing information of payments made for the reporting period (note attachment 10.1.3). This report includes the monthly payment of the credit card debit to the National Australia Bank.

COMMENT

Accountability in local government can be multifaceted, as council seek to achieve diverse social, political and financial goals for the community benefit. The accountability principles of local government are based on strong financial probity, financial propriety, adherence to conflict of interest principals and expectations that the local government is fully accountable for community resources.

This report provides Council with detailed information of purchases paid using the Shire of Wyalkatchem Corporate Credit Cards.

A monthly review of credit card use is independently assessed by the Finance and Administration Officer, to confirm that all expenditure has been occurred, is for the Shire of Wyalkatchem and has been made in accordance with Council policy, procedures and the Local Government Act 1995 and associated regulations. The review by the Finance and Administration Officer also ensures that misuse of any corporate credit card can be readily detected.

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

Financial implications and performance to budget are reported to Council on a monthly basis. In this regard, expenditure must be in accordance with the 2019/2020 Annual Budget.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-governed, efficient and responsive organisation	5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council in accordance with attachment 10.1.3 endorse credit card payments made for the period 29 October 2019 to 28 November 2019 totalling \$9.00

COUNCIL RESOLUTION:

(10/2020) Moved: Cr Gamble

Seconded: Cr Holdsworth

That Council in accordance with attachment 10.1.3 endorse credit card payments made for the period 29 October 2019 to 28 November 2019 totalling \$9.00

CARRIED 6/0

10.1.4. ACCOUNTS FOR PAYMENT – CREDIT CARDS – DECEMBER 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 February 2020
Reporting Officer:	Sheldon Cox, Finance and Administration Officer
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.4 – Credit Cards – December 2019

SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the period 29 November 2019 to 27 December 2019.

BACKGROUND

This information is provided to Council on a monthly basis in accordance with the provisions of the Local Government Act 1995 and Local Government (Financial Management) Regulations 1996. A Local Government is to develop procedures for the authorisation of, and payment of, accounts to ensure that there is effective security for, which money or other benefits may be obtained.

Council is presented with the monthly accounts for payment at each Council meeting, providing information of payments made for the reporting period (note attachment 10.2.1). This report includes the monthly payment of the credit card debit to the National Australia Bank.

COMMENT

Accountability in local government can be multifaceted, as council seek to achieve diverse social, political and financial goals for the community benefit. The accountability principles of local government are based on strong financial probity, financial propriety, adherence to conflict of interest principals and expectations that the local government is fully accountable for community resources.

This report provides Council with detailed information of purchases paid using the Shire of Wyalkatchem Corporate Credit Cards.

A monthly review of credit card use is independently assessed by the Finance and Administration Officer, to confirm that all expenditure has been occurred, is for the Shire of Wyalkatchem and has been made in accordance with Council policy, procedures and the Local Government Act 1995 and associated regulations. The review by the Finance and Administration Officer also ensures that misuse of any corporate credit card can be readily detected.

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

Financial implications and performance to budget are reported to Council on a monthly basis. In this regard, expenditure must be in accordance with the 2019/2020 Annual Budget.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-governed, efficient and responsive organisation	5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council in accordance with attachment 10.1.4 endorse credit card payments made for the period 29 November 2019 to 27 December 2019 totalling \$466.50

COUNCIL RESOLUTION:

(11/2020) Moved: Cr Stratford *Seconded: Cr Gamble*

That Council in accordance with attachment 10.1.3 endorse credit card payments made for the period 29 November 2019 to 27 December 2019 totalling \$466.50

CARRIED 6/0

10.1.5. MONTHLY FINANCIAL REPORT – DECEMBER 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 February 2020
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	12.02.02
Attachment Reference:	Attachment 10.1.5 Monthly Financial Report – December 2019

SUMMARY

For Council to review and accept the monthly financial report for the period ending 31 December 2019.

BACKGROUND

The *Local Government (Financial Management) Regulations 34* states that a local government must prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d) and states the information required to be included in the financial activity reporting.

Council has adopted a material variance on 10% with a minimum value of \$10,000.

COMMENT

Financial activity reports have been prepared in accordance with the *Local Government (Financial Management) Regulations (34)*, including reporting on the variances between budgeted and actual expenditure.

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

Nil – Monthly Statement of Financial Activity reporting on council's current financial position

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-governed, efficient and responsive organisation	5.1.1	Implement effective governance structures
		5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk
5.4	Robust and accountable business and financial processes	5.4.2	Ensure efficient use of resources

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Statement of Financial Activity for the month ending 31 December 2019, as included in attachment 10.1.5, as presented and notes any material variances.

COUNCIL RESOLUTION:

(12/2020) Moved: Cr Nightingale **Seconded: Cr Stratford**

That Council accepts the Statement of Financial Activity for the month ending 31 December 2020, as included in attachment 10.1.5, as presented and notes any material variances.

CARRIED 6/0

10.1.6. MONTHLY FINANCIAL REPORT – JANUARY 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 February 2020
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	12.02.02
Attachment Reference:	Attachment 10.1.6 Monthly Financial Report – January 2020

SUMMARY

For Council to review and accept the monthly financial report for the period ending 31 January 2020.

BACKGROUND

The *Local Government (Financial Management) Regulations 34* states that a local government must prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d) and states the information required to be included in the financial activity reporting.

Council has adopted a material variance on 10% with a minimum value of \$10,000.

COMMENT

Financial activity reports have been prepared in accordance with the *Local Government (Financial Management) Regulations (34)*, including reporting on the variances between budgeted and actual expenditure.

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

Nil – Monthly Statement of Financial Activity reporting on council's current financial position

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-governed, efficient and responsive organisation	5.1.1	Implement effective governance structures
		5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk
5.4	Robust and accountable business and financial processes	5.4.2	Ensure efficient use of resources

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Statement of Financial Activity for the month ending 31 January 2020, as included in attachment 10.1.6, as presented and notes any material variances.

COUNCIL RESOLUTION:

(13/2020) Moved: Cr Holdsworth **Seconded: Cr Stratford**

That Council accepts the Statement of Financial Activity for the month ending 31 January 2020, as included in attachment 10.1.6, as presented and notes any material variances.

CARRIED 6/0

10.2. GOVERNANCE AND COMPLIANCE

10.2.1. OFFICERS REPORT TO COUNCIL – CHIEF EXECUTIVE OFFICER – DECEMBER 2019 & JANUARY 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 February 2020
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

SUMMARY

This report is prepared by the Chief Executive Officer to provide Council and the community of Wyalkatchem with information about CEO activities and the operations of the Shire.

COMMENT

In the month of December 2019 and January 2020 the CEO has attended the following meetings and events.

- NEWROC Waste Management Project meeting – Telephone
- NEWROC – Child Care Project meeting – Telephone
- LGIS
- NEWROC
- Wyalkatchem Community Resource Centre Committee meeting
- Council Workshop
- Council Meeting
- Christmas / New Year Break.
- Wyalkatchem Men Shed – Container Deposit Refund Point.

The CEO commitments in February 2020 include;

- Community Event
- Council Meeting
- Tennis Working Group Meeting
- NEWROC
- Market Creations

Tennis Relocation and lighting of bowling green project.

The Shire of Wyalkatchem is set to receive \$194,547 to assist with the Wyalkatchem Tennis facilities relocation and lighting of Wyalkatchem Bowling Greens. The CSRFF funds represent one third of the total project cost. The Shire has also been successful in its funding submission to Tennis Australia, being awarded \$100,000 from the National Court Rebate Program.

Funding of \$294,547 from external providers, as well as the investment from Council and co-funding from community groups now puts the Shire and the working group in a financial position to commence the project.

This is welcoming news for the Shire and the working group, who have worked tirelessly over the last 6 months to progress the project and secure funding.

The principal components of the development are:

- 1) Two (2) gel-cushioned, acrylic tennis courts;
- 2) One (1) gel-cushioned, acrylic multi-use court with line markings for tennis, basketball and netball;
- 3) Court Perimeter fencing;
- 4) Lighting of Tennis Courts; and
- 5) Lighting of Bowling Greens.

Tenders seeking suitability qualified contractors will be sought, with the project commencement anticipated to occur in April / May 2020.

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

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-governed, efficient and responsive organisation	5.1.1	Implement effective governance structures
		5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk
		5.1.3	Deliver open and transparent Council decision-making and reporting

		5.1.4	Implement systems and processes to enhance organisational capability
5.2	A customer focussed organisation	5.2.1	Improve awareness of Council's services, activities and performance
5.3	An organisation that demonstrates community inspired leadership	5.3.3	Enhance the delivery of service and advice that meets compliance and best practice
		5.3.6	Implement best practice people management policies and practices.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Chief Executive Officers report for the months of December 2019 and January 2020.

COUNCIL RESOLUTION:

(14/2020) Moved: Cr Stratford *Seconded: Cr Gamble*

That Council accepts the Chief Executive Officers report for the months of December 2019 and January 2020.

CARRIED 6/0

10.2.2. OFFICER REPORT TO COUNCIL – PEHO – DECEMBER 2019 & JANUARY 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 February 2020
Reporting Officer:	Peter Toboss – Principal Environmental Health Officer
Disclosure of Interest:	NIL
File Number:	13.09.01
Attachment Reference:	NIL

SUMMARY

Council is to consider and accept the Principal Environmental Health Officer report for December 2019 and January 2020 as presented.

BACKGROUND

The report will provide an insights into the important tasks undertaken by the Principal Environmental Health Officer (PEHO) on Monthly basis

COMMENT

The Principal Environmental Health Officer attends the Wyalkatchem office each Thursday.

HEALTH, BUILDING AND PLANNING ENQUIRIES

The PEHO completed a total of eleven (11) health, building and planning enquiries completed in December through to January 2020.

FOOD PREMISES INSPECTION

The below food business was inspected for food safety standards in December:

- Wyalkatchem General Store

The inspections returned good results.

PUBLIC BUILDINGS INSPECTION

Nil.

RECYCLED WASTEWATER SAMPLING

The PEHO undertook the monthly sampling of Wyalkatchem Wastewater Treatment Plant in accordance with the Department of Health Guidelines for the Non-Portable Uses of Recycled Water in Western Australia (2011). No Samples were taken for December 2019 due to the very low water level at the Shire dam. However, the laboratory results of the water sample taken from the Shire storage dam outlet for January 2020 met the required standards.

SWIMMING POOL WATER SAMPLING

The swimming pool water sampling for December 2019 and January 2020 was undertaking and the test results met the required standards.

SHIRE OF WYALKATCHEM ASBESTOS MANAGEMENT PLAN 2020

PEHO has developed a draft Asbestos Management Plan 2020. The plan was developed to assist the Shire comply with legislative requirements in the management of asbestos containing materials

(ACM) in Shire owned or controlled buildings and workplaces (inclusive of dwellings provided to Shire Staff and Contractors.

SHIRE OF WYALKATCHEM DISABILITY ACCESS AND INCLUSION PLAN 2020-2024

PEHO has the review and developing draft Disability Access and inclusion plan for the next five years period 2020-2024. The Shire is committed to conducting an ongoing consultation and review of its services to ensure that where practicable services are accessible to people with disability, their families and carers.

STATUTORY ENVIRONMENT

Food Act 2008,

Public Health Act 2016

Health (Aquatic Facilities) Regulations 2007

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

Objective: Healthy, Strong and connected communities

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

Objective: A prosperous and dynamic district

Outcome No.	Outcome	Action No.	Actions
2.1	A Vibrant and activated public places	2.1.1	Enhance and upgrade the amenity of the shopping precinct

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accept the Principal Environmental Health Officer Report for December 2019 and January 2020.

COUNCIL RESOLUTION:

(15/2020) Moved: Cr Gamble

Seconded: Cr Holdsworth

That Council accepts the Principal Environmental Health Officer Report for December 2019 and January 2020.

CARRIED 6/0

10.2.3. ANNUAL REVIEW DELEGATIONS – COUNCIL TO THE CEO

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	8 February 2020
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	22.02.02
Attachment Reference:	Attachment 10.2.3 - Register of Delegation 2020 – Council to CEO

SUMMARY

The purpose of this report is to seek Council approval for delegations to the Chief Executive Officer (CEO) as recorded in the Delegation Register 2020.

BACKGROUND

Section 5.42 of the *Local Government Act 1995* (the Act) prescribes that Council may delegate its powers or duties to the Chief Executive Officer (CEO), Section 5.43 outlines the limitations on such delegations. Delegations to the CEO is also prescribed within other legislation.

At least once every financial year delegations are to be reviewed by the delegator (Council) under s5.46(2) of the *Local Government Act 1995*. Council last reviewed its delegations on the 21 February 2019 and therefore a formal review is required.

Sections 5.18 and 5.46(1) of the *Local Government Act 1995* require the CEO to maintain a Register of Delegations made under that Act.

Regulation 29 of the Local Government (Administration) Regulations 1996 requires the Delegation Register to be available for public inspection, with most Local Government's publishing the Delegation Register on their website.

The Delegation Register fulfils the Local Government's statutory obligation for delegations to be in writing.

COMMENT

Whilst several pieces of legislation provide Local Government with an Express Power to Delegate, only the *Local Government Act 1995*, the *Cat Act 2011* and *Dog Act 1976* require a Register of Delegations to be maintained. The *Local Government Act 1995*, *Cat Act 2012* and the *Dog Act 1975*, requires delegations to be reviewed by the Delegator (whether it is Council or the CEO) at least once every financial year. It is good governance practice to keep all delegations in a single register.

In February 2019 the CEO conducted a comprehensive review of Council delegations. There are no major changes proposed in the 2020 review.

New delegations endorsed by Council in the past 12 months have been added to the Delegation Register 2020.

CEO Delegations to Employees and sub-delegation

The *Local Government Act 1995*, *Cat Act 2011* and the *Graffiti and Vandalism Act 2016* provides an Express Power to Delegate that enables a Local Government CEO to Delegate, powers and duties directly assigned to the CEO, to Local Government employees.

Generally after Council had adopted the Council Delegation to the CEO, the CEO must make formal decision to make the:

- Sub-delegation of Council Delegation to the CEO; and
- CEO Delegations to Employees

Based on the proposed 2020 Delegation Register, the CEO has reviewed the sub-delegations including;

- Sub-delegation of Council Delegation to the CEO, inclusive of conditions and limitations; and
- CEO Delegations to Employees, inclusive of conditions and limitations.

A record of the CEO's decision must be retained as a Local Government's record. This register of sub-delegations has been included in the 2020 Delegation Register. It should be noted that the CEO is authorised to make amendments to the register of sub-delegations contained with the 2020 Delegation Register.

The CEO has reviewed the CEO delegations to Employees, with no additional amendments proposed.

STATUTORY ENVIRONMENT

Local Government Act 1995 s 5.42 – Delegation of some powers and duties to CEO

Local Government Act 1995 s5.43 – Limits on delegations to CEO

POLICY IMPLICATIONS

Various, Delegations are to be exercise in accordance with Council's policies.

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

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

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council;

- NOTES completion by Council as the Delegator, of the 2019/2020 annual statutory review of the Delegations Register, in accordance with s.5.18 and 5.46 of the Local Government Act 1995, s.47(2) of the Cat Act 2011 and s.10AB of the Dog Act 1976*
- APPROVES, by ABSOLUTE MAJORITY, to DELEGATE the local government functions as detailed in the 2020 Delegation Register to the Chief Executive Officer.*

COUNCIL RESOLUTION:

(16/2020) Moved: Cr Garner

Seconded: Cr Gamble

That Council;

- NOTES completion by Council as the Delegator, of the 2019/2020 annual statutory review of the Delegations Register, in accordance with s.5.18 and 5.46 of the Local Government Act 1995, s.47(2) of the Cat Act 2011 and s.10AB of the Dog Act 1976*
- APPROVES, by ABSOLUTE MAJORITY, to DELEGATE the local government functions as detailed in the 2020 Delegation Register to the Chief Executive Officer.*

CARRIED BY ABSOLUTE MAJORITY 6/0

10.2.4. NEWROC MEMBERSHIP – SHIRE OF DOWERIN

Applicant:	NEWROC / Shire of Dowerin
Location:	Shire of Wyalkatchem
Date:	11 February 2020
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	14.9.5
Attachment Reference:	Attachment 10.2.4 – Shire of Dowerin Intent to Join NEWROC

SUMMARY

To consider the inclusion and conditions of membership of the Shire of Dowerin to the North Eastern Wheatbelt Regional Organisation of Council's (NEWROC).

BACKGROUND

NEWROC membership currently consists of the Shire's of Koorda, Mt Marshall, Mukinbudin, Nungarin, Trayning and Wyalkatchem. The Shire's have entered into a Memorandum of understanding, which expires June 2020

In late 2019, the Shire of Dowerin informally approached the NEWROC Chief Executive Officer and Executive Officer to consider moving from Avon Regional Organisation of Councils (AROC) to the NEWROC. This then followed with a meeting between the NEWROC Chair, Chief Executive Officer and Executive Officer and the Shire of Dowerin President, Vice President and Chief Executive Officer.

Shire of Dowerin Council considered the matter at its January 2020 meeting and resolved:

“That, in accordance with Section 3.18 of the Local Government Act 1995, Council:

- 1. advises the Avon Regional Organisation of Councils (AROC) that the Shire of Dowerin intends to withdraw its membership and requests consideration to exit AROC effective 30 June 2020 without losing the Shire of Dowerin's share of net value as detailed in clause (P4) of the Memorandum of Understanding dated 3 April 2017;*
- 2. should AROC choose to hold the Shire of Dowerin to the requirements of the Memorandum of Understanding, the Shire of Dowerin requests to pay a partial annual membership fee for the 2020/21 financial year; and*
- 3. advises the North Eastern Wheatbelt Regional Organisation of Council's (NEWROC) of the Shire of Dowerin's intention to exit AROC and pursue the opportunity to enter into NEWROC as a financial member as of 1 July 2020.”*

NEWROC has received correspondence from the Shire of Dowerin in regards to the intent to join. A copy is provided in attachment 10.2.4.

The discussions at the meeting of representatives was then shared at the December 2019 Council meeting and members discussed the proposal. Key points of discussion included:

- Strategic direction of the NEWROC and the Shire of Dowerin's alignment with this
- Community sizes across the NEWROC and the 'fit' with the Shire of Dowerin
- Participation in NEWTravel and the Wheatbelt Way (they already contribute the same financial amount as NEWROC members to both groups)

- Joining fee (membership fee plus contribution to the NEWROC “investment fund” which currently is approximately Term Deposit \$151K, Operational Funds \$182K)
- Minimum time that the Shire of Dowerin must commit to the NEWROC
- Exit fees from AROC
- AROC response, risk and anticipated response

The Shire of Dowerin is exceptionally keen to join the NEWROC and to this end has officially communicated this to NEWROC and to AROC.

COMMENT

NEWROC is a well establish Regional Organisation of Council, with each Shire providing an annual contribution to fund joint ventures, projects and initiatives, which has resulted in some amazing outcomes.

NEWROC appears to be growing stronger in its regional collaboration and a number of strategic projects under development.

These projects are funding by annual contributions from each locality. Over the years NEWROC has received annual contributions that have exceeded the annual expenditure, and therefore has an accumulative balance of funds. These funds are being utilised to fund current and future joint initiatives and projects.

Currently the accumulative balance of fund, which is based on the NEWROC bank balance is approximately \$333,000.

Should the Shire of Dowerin be granted NEWROC membership, condition of membership in regards to financial contributions and “buy in” need to be considered as well as ensuring a long term commitment to NEWROC.

The NEWROC Executive has requested members to consider the following options, as a starting point for discussion at the next Executive meeting;

	OPTION 1	OPTION 2	OPTION 3
<i>Annual Membership Fee</i>	Pro rata if they participate in NEWROC meetings until the EOFY Voting rights	Participation in NEWROC meetings until the EOFY No fee No voting rights	Participation only in the strategic planning sessions, then official membership, attendance and voting in new FY
	Membership fee paid in one amount	Membership fee paid in instalments over the first year only	

<i>Contribution to the NEWROC Investment Fund</i>	Currently 6 members – equal amount \$55,500	AROC exit fee plus a % or \$amount	'Indicative' amount \$35K to \$40K
	Paid immediately upon membership	Paid over two years	Paid over three years
	Project specific contributions		
	Identification of existing projects that the Shire of Dowerin can and cannot participate in e.g. Telco project without a contribution to the data centre		
<i>Possible amendments to the NEWROC MoU</i>	Minimum term of commitment five years	Minimum term of commitment three years	
	Stipulated exit fees	Exit fees appropriate to the length of membership	
	If NEWROC Council agrees, including the Shire of Dowerin as a member		
	MoU resigned July 2020 if the Shire of Dowerin joins		

As described, the above are a number of discussion points. Other considerations and options may be discussed resulting in the executive offering alternative recommendations.

NEWROC members and the Shire of Wyalkatchem need to ensure that the inclusion of the Shire of Dowerin is beneficial now and into the future. The Shire also needs to ensure that it protects its investment, for both past NEWROC ventures, current ventures and future ventures and is not disadvantaged by the additional membership.

Council's has appointed the Shire President as its NEWROC delegate. Any one Councillor can be the delegate proxy. The Chief Executive Officer is also a delegate proxy.

It is recommended that Council considers the matter and provide direction to the NEWROC delegate that represents the Shire's position on the inclusion of Shire of Dowerin membership to NEWROC.

That Council provide direction to the NEWROC delegation on the preference of potential options, however allows flexibility for the NEWROC delegation to vote on alternative recommendations, as long as they are in line with the overall direction of Council.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no direct financial implications in relation to this item to the Shire of Wyalkatchem at this given time.

The addition of a NEWROC member, may have a direct impact on the annual contributions.

There may be indirect financial implications, to the NEWROC financial position.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-governed, efficient and responsive organisation	5.1.1	Implement effective governance structures
		5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk
		5.1.3	Deliver open and transparent Council decision-making and reporting
		5.1.4	Implement systems and processes to enhance organisational capability
5.2	A customer focussed organisation	5.2.1	Improve awareness of Council's services, activities and performance
5.3	An organisation that demonstrates community inspired leadership	5.3.3	Enhance the delivery of service and advice that meets compliance and best practice
		5.3.6	Implement best practice people management policies and practices.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council;

1. *Directs the NEWROC voting delegate to vote in favour of the requirement that the Shire of Dowerin membership decision is made by ABSOLUTE MAJORITY.*
2. *Direct the NEWROC voting delegate to vote in favour of a recommendation that extends North Eastern Wheatbelt Regional Organisation of Councils membership to the Shire of Dowerin.*
3. *Notes the following preference in the current proposed options as conditions of membership to the Shire of Dowerin;*
 - a. *Annual Membership Fee*
 - i. *Option 2 – Participation in NEWROC meetings until 30 June 2020, No fee and no voting rights.*
 - ii. *Option 1 - Annual Membership fee paid in one amount.*
 - b. *Contribution to NEWROC Investment Fund*
 - i. *Option 3 – ‘Indicative’ amount \$35K to \$40k*
 - ii. *Option 3 – Paid over three years.*
 - c. *Project specific contributions*
 - i. *Option 1 - Identification of existing projects that the Shire of Dowerin can and cannot participate in e.g. Telco project without a contribution to the data centre*
 - d. *Possible Amendments to the NEWROC MoU*
 - i. *Minimum term of commitment five years*
 - ii. *Stipulated exit fees*
4. *That the NEWROC delegated be authorised to use their discretion on voting on Shire of Dowerin Membership conditions.*

COUNCIL RESOLUTION:

(17/2020) Moved: Cr Stratford

Seconded: Cr Holdsworth

That Council;

1. *Directs the NEWROC voting delegate to vote in favour of the requirement that the Shire of Dowerin membership decision is made by ABSOLUTE MAJORITY.*
2. *Direct the NEWROC voting delegate to vote in favour of a recommendation that extends North Eastern Wheatbelt Regional Organisation of Councils membership to the Shire of Dowerin.*

- 3. Notes the following preference in the current proposed options as conditions of membership to the Shire of Dowerin;**
 - a. Annual Membership Fee**
 - i. Option 2 – Participation in NEWROC meetings until 30 June 2020, No fee and no voting rights.*
 - ii. Option 1 - Annual Membership fee paid in one amount.*
 - b. Contribution to NEWROC Investment Fund**
 - i. Option 3 – ‘Indicative’ amount \$35K to \$40k*
 - ii. Option 3 – Paid over three years.*
 - c. Project specific contributions**
 - i. Option 1 - Identification of existing projects that the Shire of Dowerin can and cannot participate in e.g. Telco project without a contribution to the data centre*
 - d. Possible Amendments to the NEWROC MoU**
 - i. Minimum term of commitment five years*
 - ii. Stipulated exit fees*
- 4. That the NEWROC delegated be authorised to use their discretion on voting on Shire of Dowerin Membership conditions.**

CARRIED 5/1

*Cr Holdsworth left the room at 5:14pm
Cr Holdsworth returned to the meeting at 5:16pm*

10.2.5. PIONEERS PATHWAY MEMORANDUM OF UNDERSTANDING 2020-2023

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 February 2020
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	8.03.06
Attachment Reference:	Attachment 10.2.5 – Pioneers’ Pathways MoU

SUMMARY

To consider continuing Pioneers Pathway membership and approve the signing of a Memorandum of Understanding (MoU) 2020-2023.

BACKGROUND

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

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

The Pioneers Pathway Advisory group comprises of seven (7) member councils, including the Shires of Dowerin, Goomalling, Merredin, Nungarin, Toodyay, Trayning and Wyalkatchem being localities who share a common interest in the Pioneers’ Pathway and regional boundaries.

The group works collaboratively developing historical tourism in the region through the development, promotion and marketing of the Pioneers’ Pathway Self Drive Trail from Perth to Merredin reminiscing the path of the Pioneers’ during the gold rush in the eastern goldfields and the development of agriculture and communities in the community.

Council’s Governance Executive Officer, Ms Stephanie Elvidge, regularly attends the Pioneers Pathway as Council’s proxy delegation and ensures that the Shire of Wyalkatchem contributes and progresses initiatives and projects.

COMMENT

The Pioneers’ Pathway MoU expires on the 30 June 2020. The Pioneers’ Pathway Executive and members have been working collectively to improve the MoU ensuring that the document meets the needs of the advisory group and local governments.

The major changes for the proposed MoU are;

- Improved format.
- Define the Role of the Shire of Goomalling as lead agency.
- Authority to engage personnel to meet the needs of the group.
- Defined obligations of the group, members and member local governments

- Defined Key Performance Indicators – to be reviewed annually
- Increased accountability
- Define membership, including financial contributions for the duration of the MoU
- Defined in-kind support
- Defined membership withdrawal conditions, being 12 months' notice and forfeit of all financial investments contributed to date.

The MoU will be effective 1 July 2020 and expire 30 June 2023. A copy of the proposed MoU is provided under attachment 10.2.5.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

By entering into the MoU the Shire will be committing to an annual contribution of \$3,500, as well as other miscellaneous in-kind expenditure.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A prosperous and dynamic district and well managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
2.2	Informed, learning and connected district	2.2.2	Promote learning, networking and sharing opportunities
		2.2.3	Provide innovative and enticing spaces
2.3	A district with cultural vitality	2.3.4	Protect and share cultural heritage and create a legacy for the future
2.4	Thriving, profitable and sustainable local economy	2.4.2	Support regional collaboration and partnerships
4.4	Working together in productive and supportive partnerships	4.4.3	Work with other governments and agencies to strengthen services and environments

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council continues its Pioneers Pathway Membership and approves the signing of the Memorandum of Understanding 2020-2023, as presented in attachment 10.2.5.

COUNCIL RESOLUTION:

(18/2020) Moved: Cr Stratford **Seconded: Cr Holdsworth**

That Council continues its Pioneers Pathway Membership and approves the signing of the Memorandum of Understanding 2020-2023, as presented in attachment 10.2.5.

CARRIED 6/0

10.3. WORKS AND SERVICES

10.3.1. OFFICERS REPORT TO COUNCIL – MANAGER OF WORKS – JANUARY 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 February 2020
Reporting Officer:	Les Vidovich, Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

SUMMARY

Council is to consider and accept the Manager of Works report for the month of January 2020.

BACKGROUND

To inform Council of the activities of the Works and Services team during the month of January 2020.

COMMENT

Road Crew

Maintenance grading:
Fenwick Road (Complaint from School Bus Operator)

Maintenance activity:
Road sign audit list (missing or replacement)
Guide post replacement (Various Roads)

Capital Projects:

Fulton Hogan will be in town on Friday 21st February to rectify the failed seal works on the Tammin – Wyalkatchem Rd (SLK 27.37 to 28.41) which was completed last financial year.

Culvert replacement on the Cunderdin – Wyalkatchem Road at SLK 4.40, three quotes have been obtained, contract document are currently being drawn up for the successful company to commence the works during March 2020.

CRC carpark reseal – Colas Bitumen Services have been appointed, expected to seal 5th March 2020.

Martin Road Floodway (SLK 12.88 – 13.04) – Completed the stripping of existing seal and replacement of the base course to a depth of 250mm. Ready for cement stabilisation (27 February 2020 and sealing scheduled for 5th March 2020) Quotes have been obtained for 100 tonnes of rock to rock pitch the floodway and this arrives 21st February 2020.

Tammin – Wyalkatchem Road (SLK 22.60 – 25.36) – Installation of culvert headwalls completed and construction of gravel shoulder is ready for 8 meter seal (scheduled for 5th March 2020).

Hobden Road – Completed re-sheeting works SLK 0.00 – 4.00

De Pierres Road – Completed re-sheeting works SLK 6.70 – 8.53

Parks / Town Services Crew

Town street verge maintenance, brush cutting and weed spraying.
Cemetery garden maintenance.
Grounds maintenance to shire owned housing assets.
Shire Admin garden maintenance.
Medical Centre garden maintenance.
Admin park mowing.
Lady Nova grounds maintenance.
Town Hall garden maintenance.
Pioneer Park rose pruning.
Railway Barracks grounds maintenance.
Rec Oval cricket wicket preparation.
Road House gardens maintenance.
Airport Gardens

Buildings

57 Flint Street (Doctors House) Replacement of Stove and Smoke Detector, repair to dishwasher.
Rec Centre - Repair to leaking shower and taps and showers
Railway Barracks – Repair to the men's toilet flush cord
Northern Depot - Replacement of blown mains connection box by Western Power

Aerodrome

Weekly aerodrome and lighting inspection carried out.
AMS have been appointed to complete an Aerodrome Safety Inspection, proposed 16th March

Waste Management

Weekly push up of deposited waste.

Plant – Servicing, Repairs and quotations

Westrac - 2000 Hour Service on Councils Caterpillar 12m Grader
Westrac - 3000 Hour Service on Councils Caterpillar 226B Skid-Steer
Petchell Mechanical - 50,000 km Service of Mow vehicle
Four quotes have been obtained to changeover the Parks Leading Hands Vehicle
Recreation oval pump repair due to mud in dams

General Items

As previously advised, correspondence from the Department of Water and Environmental Regulation (DWER) was received in respect to the Shire of Wyalkatchem's clearing permit application (CPS8560/1) for the widening of a 10km section on the Cunderdin – Wyalkatchem Road. It was requested that further information be provided to the department including a flora identification survey.

In discussion with the Environmental Officers at DWER, it was mentioned that some of the species (listed below) would not easily be identified for the survey outside of the flowering time and that an extension of time should be sought.

- *Acacia volubilis* (T)- flowers in June
- *Daviesia cunderdin* (T) flowers in May (needs flowers)
- *Guichenotia seorsiflora* (T) flowers July to September (needs flowers)
- *Verticordia hughanii*. (T) flowers December (needs flowers)
- *Verticordia mitchelliana* subsp. *mitchelliana* (P3) September to December (needs flowers)
- *Acacia campylophylla* (P3) flowers July to August
- *Urodon capitatus* (P3) flowers September to October (needs flowers)
- *Phebalium drummondii* (P3) flowers July to September (needs flowers)
- *Boronia ericifolia* (P2) flowers Apr or Jun or Aug to Sep (needs flowers)
- *Podotheca pritzelii* (P3) flowers September to October (needs flowers)
- *Daviesia smithiorum* (P2) flowers June to December (needs flowers)

DWER have now approved the extension until the 31 October 2020.

The two shire owned traffic counters are currently placed on the Cemetery and Nembutting South Roads for vehicle usage statistics (Speed, class & numbers) these counters will be relocated onto other roads within the shire every 6 to 8 weeks for up to date data.

OSH

The topic “working outside in heat” was discussed at a toolbox meeting, preventative measure including keeping up of fluids, wearing of a wide brim hat, sunscreen location etc. was mentioned.

Private Works

55 Flint Street (Police House) Installation of reticulation and laying of turf.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A prosperous and dynamic district

Outcome No.	Outcome	Action No.	Actions
2.5	Functional roads, traffic management and transport links	2.5.1	Long term functional roads, traffic management and transport strategy

Objective: Well utilised and effectively managed facilities and assets

Outcome No.	Outcome	Action No.	Actions
6.1	Assets are well managed and used to meet the needs of current and future generations	6.1.1	Provide ongoing management of existing assets
6.3	Parks, playgrounds and reserves meet community needs	6.3.1	Develop and implement master plan for parks, playgrounds and reserves

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accept the Manager of Work's report for the month of January 2020.

COUNCIL RESOLUTION:

(19/2020) Moved: Cr Nightingale Seconded: Cr Gamble

That Council accept the Manager of Work's report for the month of January 2020.

CARRIED 6/0

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

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

COUNCIL RESOLUTION:

(20/2020) Moved: Cr Nightingale Seconded: Cr Holdsworth

That Council accept item 13.1 Reallocation of 2019/20 Regional Road Group Funding as Urgent Business.

CARRIED 6/0

13.1. REALLOCATION OF 2019/20 REGIONAL ROAD GROUP FUNDING

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	20 February 2020
Reporting Officer:	Les Vidovich, Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

SUMMARY

To seek Council's endorsement to reallocate its 2019/20 Regional Road Group allocation from Cunderdin Wyalkatchem Road to Wyalkatchem Koorda Road due to a delay in obtaining a clearing permit from the Department of Water and Environmental Regulation.

BACKGROUND

Council has allocated \$318,701 in its 2019/20 annual budget to widen and seal approximately 10kms of the Cunderdin – Wyalkatchem Road. Two thirds of this funding allocation has been provided through Main Road's WA Regional Road Group Program.

As a result of obtaining these funds, staff at the time in June 2019, made an application for a clearing permit through the Department of Water and Environmental Regulations (DWER). Following a preliminary assessment by DWER, the department wrote to the Shire of Wyalkatchem requesting that Council provide further information for its application including a flora identification survey.

In discussion with an Environmental officer at DWER, it was mentioned that some of the species listed (Attached below) would not easily be identified for the survey outside of winter and flowering time. An extension until the 31 October 2020 was approved by DWER to provide this information.

- *Acacia volubilis* (T)- flowers in June
- *Daviesia cunderdin* (T) flowers in May (needs flowers)
- *Guichenotia seorsiflora* (T) flowers July to September (needs flowers)
- *Verticordia hughanii*. (T) flowers December (needs flowers)

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- *Podotheca pritzelii* (P3) flowers September to October (needs flowers)
- *Daviesia smithiorum* (P2) flowers June to December (needs flowers)

COMMENT

The delay in obtaining a clearing permit will result in the widening of the Cunderdin Wyalkatchem Road being deferred to next financial year.

To ensure that this allocation of funds are not lost and staff have a replacement project to commence, discussion with the secretary of the Wheatbelt North-East Regional Road Group occurred. During this conversation it was suggested that it may be possible for a reallocation of funds to occur from the Cunderdin Wyalkatchem Road to the Wyalkatchem Koorda Road and that approval of Council and the Regional Road Group would need to be sought for this to eventuate. Both sections of road are identified in Council's capital roadworks program for construction.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 2.7(2) – Provides that Council is to oversee the allocation of local government finances and resources and to determine the local government policies.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Regional Road Group funding is provided on the basis that Main Roads WA contributes two-thirds to Council's one-third contribution. There will be nil effect on Council's 2019/20 budget for this reallocation as sufficient funds for either project have been allocated.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A prosperous and dynamic district

Outcome No.	Outcome	Action No.	Actions
2.5	Functional roads, traffic management and transport links	2.5.1	Long term functional roads, traffic management and transport strategy

Objective: Well utilised and effectively managed facilities and assets

Outcome No.	Outcome	Action No.	Actions
6.1	Assets are well managed and used to meet the needs of current and future generations	6.1.1	Provide ongoing management of existing assets

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council supports the reallocation of its 2019 Regional Road Group funding allocation from the Wyalkatchem – Cunderdin Road to the Wyalkatchem Koorda Road project.

COUNCIL RESOLUTION:

(21/2020) Moved: Cr Garner Seconded: Cr Stratford

That Council supports the reallocation of RRG 2019 funding allocation from the Wyalkatchem – Cunderdin Road to the Wyalkatchem Koorda Road projects.

CARRIED 6/0

14. MATTERS BEHIND CLOSED DOORS

Nil

15. INFORMATION BULLETIN

15.1. Information Bulletin

The information bulletin has been provided as an attachment (Attachment 15.1)

15.2. Business Arising from the Information Bulletin

15.2.1. Status Report OMC

20/09/2018; 122/2018 Refund of Building Fees

Ms Dayman explained the delays in progressing this item. Ms Dayman has made numerous requests for the information required in order to resolve. The information is yet to be received and so Ms Dayman has been unable to resolve. Miss Dayman will continue to follow this up.

16. CLOSURE OF THE MEETING

There being no further business to discuss, the Chairperson thanked everyone for their attendance and closed the meeting at 6:02pm.



BACK

Attachment 7.2.1 NEWROC Minutes



North Eastern Wheatbelt Regional Organisation of Councils
Koorda | Mt Marshall | Mukinbudin | Nungarin | Trayning | Wyalkatchem

Executive Meeting

25 February 2020

Nungarin Recreation Centre

MINUTES

10am	Workshop
1pm	Lunch and Meeting

NEWROC Vision Statement

NEWROC is a strong, cohesive regional leadership group that fosters economic prosperity of member Councils.

www.newroc.com.au

ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	<ul style="list-style-type: none"> 🔥 Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year) 🔥 Council reviews NEWROC project priorities 	Council
March	<ul style="list-style-type: none"> 🔥 WDC attendance to respond to NEWROC project priorities 🔥 Submit priority projects to WDC, Regional Development and WA Planning 🔥 Discussion regarding portfolios vs projects, current governance structure 	Executive
April	<ul style="list-style-type: none"> 🔥 NEWROC Budget Preparation 	Council
May	<ul style="list-style-type: none"> 🔥 NEWROC Draft Budget Presented 🔥 NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2021/22) 🔥 Local Government Week agenda to be discussed at Executive meeting to determine if EA should attend 	Executive
June	<ul style="list-style-type: none"> 🔥 NEWROC Budget Adopted 	Council
July		Executive
August	<ul style="list-style-type: none"> 🔥 Information for Councillors pre-election 🔥 NEWROC Audit 	Council
September		Executive
October	<ul style="list-style-type: none"> 🔥 NEWROC CEO and President Handover (alternate yr) 	Council
November	<ul style="list-style-type: none"> 🔥 NEWROC Induction of new Council representatives (every other year) 🔥 Review NEWROC MoU (every other year) 	Executive
December	<ul style="list-style-type: none"> 🔥 NEWROC Drinks 	Council

ONGOING ACTIVITIES

Compliance

Media Releases

NEWROC Rotation

Shire of Mt Marshall

Shire of Nungarin

Shire of Wyalkatchem

Shire of Koorda (Oct 2019 – Oct 2021)

Shire of Mukinbudin

Shire of Trayning

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NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Minutes for the Executive Meeting held at the Nungarin Recreation Centre on Tuesday 25 February 2020 commencing at 12.10pm

MINUTES

1. OPENING AND ANNOUNCEMENTS

NEWROC CEO Darren Simmons welcomed everyone and opened the meeting at 12.10pm

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1. Attendance

Darren Simmons	NEWROC CEO, CEO, Shire of Koorda
Taryn Dayman	CEO, Shire of Wyalkatchem
John Nuttall	CEO, Shire of Mt Marshall
Adam Majid	CEO, Shire of Nungarin
NEWROC Officer	
Caroline Robinson	Executive Officer, NEWROC
Guest	
Alana Foote	DCEO, Shire of Koorda

2.2. Apologies

Dirk Sellenger	CEO, Shire of Mukinbudin
Brian Jones	CEO, Shire of Trayning – Permanent standing apology

2.3. Guests

Nil

2.4. Leave of Absence Approvals / Approved

Nil

3. Declarations of Interest and Delegations Register

Nil

3.1. Delegation Register

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

Description of Delegations	Delegatee	Delegated to	Approval
Records Management	CEO	NEWROC EO	Council
NEWROC Financial Management	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (NEWROC)	CEO	NEWROC EO	Council Dec 2017
Bendigo Bank Signatory (Shire of Wyalkatchem)	Council	CEO	Council Dec 2017

NEWROC Website	CEO	NEWROC EO	Council June 2017
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3.2. Register of Association

The following letter was written to Cr Storer on 6 February 2020 regarding a declaration of association by NEWROC Executive Officer, Caroline Robinson.

*Cr Ricky Storer
NEWROC Chair
C/O stor erf@koorda.wa.gov.au*

6 February 2020

Dear Cr Storer,

RE: Declaration of Association

I would like to make you aware of a recent contract one of my businesses has been awarded which I feel I should declare to the North Eastern Wheatbelt Regional Organisation of Council (NEWROC).

NEWROC is engaged in a contract with Solum: Wheatbelt Business Solutions for the delivery of Executive Officer Services. I am the sole Director of this business.

150 Square Pty Ltd is a new business established with fellow Director Amanda Walker. This business employs Rebekah Burges.

150 Square Pty Ltd recently tendered for the delivery of WEROC Executive Officer services. It was successful in this tender. The contract will be delivered solely by Rebekah Burges, under 150 Square Pty Ltd. Rebekah is based in Meckering.

I would like to make the NEWROC aware of this association and confirm that:

- separate financial management practices and software will be in place for the two*
- contracts, so too administration practices and processes,*
- both myself and Rebekah will maintain professionalism and a high degree of*
- confidentiality in performing these contracts,*

I am happy for this to be raised at a NEWROC meeting for consideration by the members. I am also happy to answer any queries members may have.

Thank you for the opportunity to send this through,

Kind regards,

Caroline Robinson

4. Presentations

Nil

5. MINUTES OF MEETINGS

Minutes of the Executive Meeting held on 26 November 2019 have previously been circulated.

RESOLUTION

That the Minutes of the Executive Meeting held on 26 November 2019 be received as a true and correct record of proceedings.

Moved J Nuttall

Seconded T Dayman

CARRIED 4/0

5.1. Business Arising

6. FINANCIAL MATTERS

6.1. Income, Expenditure and Profit and Loss

FILE REFERENCE:	42-2 Finance Audit and Compliance
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	11 February 2020
ATTACHMENT NUMBER:	#1 P and L
CONSULTATION:	Nil
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENTS

Account transactions for the period 1 December 2019 to 31 January 2020

Account Transactions

North Eastern Wheatbelt Regional Organisation of Councils

For the period 1 December 2019 to 31 January 2020

Date	Source	Description	Reference	Credit	Debit
BB NEWROC Funds-5557					
Opening Balance				201,217.60	0.00
01 Dec 2019	Payment	Bendigo Bank		0.00	1.20
02 Dec 2019	Payment	Payment: Trayning Hotel	1089	0.00	260.00
02 Dec 2019	Payment	ATO		0.00	6,008.00
02 Dec 2019	Payment	Payment: Solum Wheatbelt Business Solutions	INV-0062	0.00	3,275.50
02 Dec 2019	Payment	Payment: Co-Op (catering)	1039	0.00	86.00
02 Dec 2019	Payment	Payment: Middleton Business Advisers	1001184	0.00	1,078.00
03 Dec 2019	Payment	Payment: XERO Subscription	INV-1303	0.00	50.00
09 Dec 2019	Payment	Payment: Pj & L Longmuir	0047	0.00	258.50
10 Dec 2019	Payment	Payment: Ask Waste Management	602	0.00	3,091.00
29 Dec 2019	Payment	Payment: Solum Wheatbelt Business Solutions	INV-0063	0.00	3,295.00
29 Dec 2019	Payment	Payment: Grants Empire	00001846	0.00	1,716.00
01 Jan 2020	Payment	Bendigo Bank		0.00	3.60
03 Jan 2020	Payment	Payment: XERO Subscription	INV-2781	0.00	50.00
<hr/>					
01 Dec 2019	Income	Bendigo Bank		15.58	0.00
03 Dec 2019	Income	Payment: Shire of Trayning	INV-0062	260.00	0.00
01 Jan 2020	Income	Bendigo Bank		15.98	0.00
				291.56	19,172.80

Balance Sheet

North Eastern Wheatbelt Regional Organisation of Councils As at 31 January 2020

31 JAN 2020

Assets

Bank

BB NEWROC Funds-5557	182,336.36
BB Term Deposit Account-1388	151,603.36
Total Bank	333,939.72
Total Assets	333,939.72

Liabilities

Current Liabilities

GST	(5,686.72)
Sundry Creditors Control	6,639.50
Total Current Liabilities	952.78
Total Liabilities	952.78

Net Assets

332,986.94

Equity

Current Year Earnings	15,706.21
Retained Earnings	317,280.73
Total Equity	332,986.94

OFFICER RECOMMENDATION

That the income and expenditure from 1 December 2019 to 31 January 2020 and the P and L and balance sheet as at 31 January 2020 be received.

RESOLUTION

That the income and expenditure from 1 December 2019 to 31 January 2020 and the P and L and balance sheet as at 31 January 2020 be received.

That the NEWROC Term Deposit be renewed with Bendigo Bank for 1.55% over 7 months

Moved J Nuttall

Seconded T Dayman

CARRIED 4/0

Discussion:

- NEWROC Term Deposit expires during the last week of February. Westpac rate 1.50% for 6 months, Bankwest 1.55% for 6 months or 1.60% for 4 months

7. MATTERS FOR CONSIDERATION

7.1. NEWROC Strategic Planning – Project Updates

FILE REFERENCE: 041-5 Strategic and Future Planning

REPORTING OFFICER: Caroline Robinson, Executive Officer

DISCLOSURE OF INTEREST: Nil

DATE: 6 February 2020

ATTACHMENT NUMBER:

CONSULTATION: Darren Simmons

Giles Perryman – ASK Waste Management

STATUTORY ENVIRONMENT: Nil

VOTING REQUIREMENT: Simple Majority

COMMENT

Below is an updated status report for the NEWROC Strategic Projects:

Projects 2018	NEWROC PRIORITY PROJECT as developed at February 2018 Strategy Day	PROGRESS	NEWROC EO NEXT STEP CEO SUPPORT	FUTURE FUNDING
	1. Renewable Energy Investigation Business Case	<ul style="list-style-type: none"> • MicroGrid Report released • Renewable Energy Project Plan developed • Stage 2 Report Completed (included DPIRD and Western Power meetings) • NEWROC EO met with Western Power Design Energy Team • NEWROC EO met with Steve Mason ICM regarding their energy project • Micro Grid funding application submitted 		
	2. IT Services Investigation into IT support for members as well as businesses in the district	<ul style="list-style-type: none"> • Presentation to Executive at May Executive meeting by IWS Corporate • Three members progressing with IT Vision 	Formation of a IT steering group	
	3. Regional Subsidiary Investigation and preparation	<ul style="list-style-type: none"> • Executive working on charter and business plan (DRAFT) • Meeting held with the Minister for Local Government February 2019 • NEWROC Letter of thanks to the Minister for the meeting • NEWROC CEO and NEWROC EO met with DLG and discussed the regional subsidiary regulations (16/4/19) 		
	4. Integrated Planning	<ul style="list-style-type: none"> • Stephen Grimmer attended NEWROC Executive meeting to present on the peer support program • Discussion at October Council meeting regarding Stephen Grimmer's proposal 	<ul style="list-style-type: none"> • CEO working session in February 2020 with Stephen Grimmer • March workshop with Council, WDC and RDA Wheatbelt representatives 	

		<ul style="list-style-type: none"> • Darren Simmons, Stephen Grimmer and Caroline Robinson had a phone hook up to discuss process 	<ul style="list-style-type: none"> • Project Management plan to be presented by Stephen at the February meeting 	
	5. Childcare	<ul style="list-style-type: none"> • Proposal to engage with REED regarding childcare services in Mt Marshall Shire, Wyalkatchem and Koorda (as well as other members as required) • Taryn, John and NEWROC EO had a meeting with REED to discuss proposal • NEWROC EO had a follow up meeting with REED in Narrogin • Childcare project added to NEWROC strategic project status report • NEWROC EO has engaged with REED again • Job advert promoted • EOI received for an Early Years Educator in Wyalkatchem 	<ul style="list-style-type: none"> • REED site assessment at Wyalkatchem and Koorda (January 2020) 	
	6. Telecommunications – contemporary and future focused Advocacy	<ul style="list-style-type: none"> • Crisp Wireless has developed a strategic infrastructure investment list • NEWROC has commissioned a tower in the Shire of Mukinbudin • In principle support for a tower in Yorkokane • Mukinbudin tower completed • Agreement sent to Crisp Wireless – still no response 21/10/2019 • Response from Crisp Wireless regarding agreement and next steps including Yorkokane tower and capital raising project • Agreement refined and sent to Earshaw Lawyers for review • Yorkokane Tower discussion • Shires of Mukinbudin and Nungarin making contact with Crisp Wireless regarding additional tower proposals 	<ul style="list-style-type: none"> • Agreement sent to Crisp Wireless for review and signing 	
2019	7. Roads Contracting to MRWA Investigation	<ul style="list-style-type: none"> • NEWROC EO spoke with Shire of Chapman Valley CEO to discuss their roads contracting service under the regional council • March Executive meeting, members brought Amount (dollars) of road works that was outsourced last financial year and any previous years and the amount (dollars) of engineering that was outsourced last financial year and any previous years • Project plan and sample job description developed for an engineer across the NEWROC • Contact made with WDC regarding this position as a cash or in kind contribution to the Wheatbelt 		

	Secondary Freight Network – would only be considered in kind		
8. Waste Investigation	<ul style="list-style-type: none"> • Improving local waste sites • Giles Perryman from ASK Waste Management presented at June Council meeting • NEWROC EO met with RDA Wheatbelt EO to discuss NEWROC strategic projects and waste was raised – current Board member of RDA Wheatbelt is interested in waste and our interest will be raised with the Board • ASK Waste Mgt awarded work for the business case. • Waste steering group formed to guide ASK Waste Mgt (Taryn, Darren and Caroline). Meeting held over the phone on Tues 11 Sept • ASK Waste Mgt email providing update on scope • CEO hook up with Giles Perryman 6/12/2019 • Report received by NEWROC 	<ul style="list-style-type: none"> • Members to review the report and to be discussed at the NEWROC Feb Executive Meeting 	

Integrated Planning

The following email was received from Stephen Grimmer on the 19 December 2019 and was shared with CEO's and contact was made by the NEWROC EO in January 2020 regarding their thoughts on the proposal. The majority agreed with the proposal and hence it has proceeded, however it should be formally discussed and motioned at the Executive meeting.

Hi Caroline

We had our IPR steering group meeting at LG Professionals yesterday and the NEWROC project was approved for funding based on the scope you requested. While we are hopeful of ongoing funding, at this time we can only allocate funds for this financial year. For this reason I suggest the following deliverables

1. *IPR Assessment for all participating NEWROC Councils identifying the current level of compliance against agreed criteria and an action plan to improve.*
2. *Co-ordination of a Major Review resulting in a NEWROC Strategic Community Plan that identifies common challenges, services and projects that could be delivered at a regional level over 4yrs,*
3. *A simple, linked and fully compliant Strategic Community Plan and Corporate Business Plan for participating Councils including a Quarterly Update reporting format*
4. *Delivery of a Professional Development forum which meets WALGA Elected Member training requirements*
5. *Ongoing access to the Dropbox and phone/email support*

The overall cost for these deliverables would be \$20,000 with half of this funded meaning the cost to the NEWROC alliance would be \$10,000. If this is accepted I suggest we organise a visit in early February to conduct the IPR Assessments and to develop the Project Plan for the regional Major Review. I would expect this project to take 6 to 8 months to complete.

In addition we are looking to develop an ongoing support package for future years at a cost of around \$1000 per participant per annum that would address future IPR Reviews, Professional Development and the continual improvement of IPR documents.

Please contact me with any questions. I wish you and all NEWROC Members a happy and safe festive season.

Stephen Grimmer

Additionally, the NEWROC CEO and NEWROC EO had a teleconference with Stephen Grimmer on the 6 February 2020 to further discuss the work. Stephen Grimmer was invited to facilitate the first stage of the work (an IPR Self Assessment) at the NEWROC Executive meeting on the 25 February 2020 which would additionally present an opportunity to develop a NEWROC Strategic Vision and project priorities going forward (as members have been discussing previously). At this meeting Stephen Grimmer would also present a project plan for the year ahead for members consideration.

It is anticipated that the discussions at the 25 February Executive meeting will form the basis for the NEWROC Council Strategy Day in March.

RESOLUTION

NEWROC engage Stephen Grimmer to assist NEWROC members with:

1. IPR Assessment for all participating NEWROC Councils identifying the current level of compliance against agreed criteria and an action plan to improve.
2. Co-ordination of a Major Review resulting in a NEWROC Strategic Community Plan that identifies common challenges, services and projects that could be delivered at a regional level over 4yrs,
3. A simple, linked and fully compliant Strategic Community Plan and Corporate Business Plan for participating Councils including a Quarterly Update reporting format
4. Delivery of a Professional Development forum which meets WALGA Elected Member training requirements
5. Ongoing access to the Dropbox and phone/email support

Additionally, assistance with the development of a NEWROC Strategic Vision as a result of working with members individually and collectively.

The cost of this engagement (\$10,000) be paid by the NEWROC

Moved T Dayman

Seconded A Majid

CARRIED 4/0

Discussion:

- 👉 Discussion regarding projects on the list. Natural attrition or to be removed e.g. Roads contracting and IT Services. General consensus was to wait till the strategy session in March
- 👉 NEWROC EO to follow up with the Department of Local Government regarding the Regional Subsidiary legislation
- 👉 Workshop with Stephen Grimmer identified projects at a NEWROC level that could be pursued and these will be presented to the NEWROC Council and later member communities for further discussion and prioritisation
- 👉 NEWROC EO meeting with Anita (Kununoppin Bonded Medical Scholarship) and WAPHA on 5 March
- 👉 NEWROC EO has met with Cameron Edwards to further discuss energy and microgrids. NEWROC EO will submit a project summary to ARENA to see if it sparks their interest

7.2. NEWROC Strategic Planning Session

FILE REFERENCE: 041-5 Strategic and Future Planning
REPORTING OFFICER: Caroline Robinson, Executive Officer
DISCLOSURE OF INTEREST: Nil
DATE: 17 February 2020
ATTACHMENT NUMBER:

CONSULTATION:
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

The next NEWROC meeting will be held in Koorda in March. This will be the annual strategy day. There will be no NEWROC Council meeting on this day.

The desired outcome is to develop a NEWROC Vision Statement and set of strategic priorities.

The structure and content of the day will be discussed with Stephen Grimmer during his workshop on the 25 February and member CEO's will be asked to shape the strategic priorities prior to the March meeting so that the day is focused and as much detail is put forward into the priorities as possible.

The intention is to invite member Councillors, CEO's, the RDA Wheatbelt EO and a Wheatbelt Development Commission representative.

OFFICER RECOMMENDATION

Members identify the strategic priorities to be discussed at the March strategy session

MOTION

The NEWROC Executive request that the NEWROC EO email members to respond to an out of session item regarding the Shire of Dowerin's participation in the NEWROC Strategy Session in March

Moved J Nuttall

Seconded T Dayman

CARRIED 4/0

Discussion:

- 👉 Stephen Grimmer worked with the CEO's to identify regional priorities
- 👉 March meeting to be held in Koorda, commencing at 10am
- 👉 Invitation to all Councillors
- 👉 NEWROC CEO, NEWROC EO and Stephen Grimmer to finalise the agenda over the next week or so
- 👉 There was in principle agreement at the December Council meeting to invite the Shire of Dowerin to the March strategy session

7.3. NEWROC Membership

FILE REFERENCE:	041 - Governance
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	3 February 2020
ATTACHMENT NUMBER:	#2 Letter to the NEWROC from Shire of Dowerin
CONSULTATION:	Rebecca McCall – Shire of Dowerin
	Member CEO's
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	

COMMENT

In late 2019, the Shire of Dowerin informally approached the NEWROC CEO and EO to consider moving from AROC to the NEWROC. This then followed with a meeting between the NEWROC Chair, CEO and EO and the Shire of Dowerin President, Vice President and CEO.

The discussions at the meeting of representatives was then shared at the December 2019 Council meeting and members discussed the proposal. Key points of discussion included:

- 🔥 Strategic direction of the NEWROC and the Shire of Dowerin's alignment with this
- 🔥 Community sizes across the NEWROC and the 'fit' with the Shire of Dowerin
- 🔥 Participation in NEWTravel and the Wheatbelt Way (they already contribute the same financial amount as NEWROC members to both groups)
- 🔥 Joining fee (membership fee plus contribution to the NEWROC "investment fund" which currently is approximately Term Deposit \$151K, Operational Funds \$182K)
- 🔥 Minimum time that the Shire of Dowerin must commit to the NEWROC
- 🔥 Exit fees from AROC
- 🔥 AROC response, risk and anticipated response

The Shire of Dowerin is exceptionally keen to join the NEWROC and to this end has officially communicated with the NEWROC its desire and to AROC.

Members are asked to consider the following options, as starting points for discussion at the next Executive meeting:

	OPTION 1	OPTION 2	OPTION 3
<i>Annual Membership Fee</i>	Pro rata if they participate in NEWROC meetings until the EOFY Voting rights	Participation in NEWROC meetings until the EOFY No fee No voting rights	Participation only in the strategic planning sessions, then official membership, attendance and voting in new FY
	Membership fee paid in one amount	Membership fee paid in installments over the first year only	
<i>Contribution to the NEWROC Investment Fund</i>	Currently 6 members – equal amount \$55,500	AROC exit fee plus a % or \$amount	'Indicative' amount \$35K to \$40K
	Paid immediately upon membership	Paid over two years	Paid over three years
	Project specific contributions		
	Identification of existing projects that		

	the Shire of Dowerin can and can not participate in e.g. Telco project without a contribution to the data centre		
<i>Possible amendments to the NEWROC MoU</i>	Minimum term of commitment five years	Minimum term of commitment three years	
	Stipulated exit fees	Exit fees appropriate to the length of membership	
	If NEWROC Council agrees, including the Shire of Dowerin as a member		
	MoU resigned July 2020 if the Shire of Dowerin joins		

OFFICER RECOMMENDATION

Members discuss the proposed membership application by the Shire of Dowerin to join the NEWROC and the position on the application – either for or against.

Whether the decision on the Shire of Dowerin's membership application should be decided by absolute majority or simple majority of members.

If members agree to their application, then submit to the next Executive meeting (25 February 2020) the conditions of membership for further discussion.

MOTION

NEWROC Executive recommend calling a special meeting of Council on Wednesday 11 March, at 3pm in Wyalkatchem to discuss the Shire of Dowerin membership application. If a meeting can occur, the motion for agenda item 7.2 be rescinded.

If a meeting can not be called / quorum not available on the 11 March then a flying meeting via email to occur prior to the March strategy session.

Moved J Nuttall

Seconded A Majid

CARRIED 4/0

Discussion:

- 🔥 Discussion regarding the Shire of Mukinbudin's email
- 🔥 Positive responses have been received from Shire of Mt Marshall, Wyalkatchem, Nungarin and Koorda regarding the Shire of Dowerin's membership subject to further discussion on membership fees and financial contributions

7.4. Waste

FILE REFERENCE:	035-1 Grants General
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	11 February 2020
ATTACHMENT NUMBER:	#3 NEWROC Regional Landfill Strategy
CONSULTATION:	Giles Perryman John Nuttall Brian Jones
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

Feedback was sought from members regarding the Draft Regional Landfill Strategy by ASK Waste Management which was received in January. The CEO feedback was provided to Giles Perryman and his responses are below:

- 👉 Probably not needed in the report but if fees are charged for gate access what are the implications for illegal dumping in the bush? This is a very real concern

This is always a concern, but many other LGAs have introduced fees and the bush hasn't filled with rubbish. There will always be someone that does, indeed at Mt Marshall people are dumping in the old quarry next to the free open unstaffed landfill... Given there wouldn't be a fee for domestic, it would only be commercial waste generators impacts, and the commercial sector generally 'do the right thing'

- 👉 The gates fees are placed on residents and the implications for this - which have not occurred in the past but may be a stumbler

Gate fees for residents: No there wouldn't be fees for domestic waste, unless folk bring in more than would be allowed under a tip passes system. The residents already pay via their rates, it's the commercial sector that are getting it free at the moment.

- 👉 And would we lose income from people / businesses outside of the NEWROC sites because we are charging fees. Has this been modelled?

Not quite sure what this question refers to, as any waste brought in from outside the region currently results in a cost not income to councils. We may need to chat about this so I can understand the question.

The NEWROC EO did request a presentation by Giles Perryman however the cost of this was circa \$1200 and the budget for the project has already been reached, hence this was not requested. If members would like to hear from Giles Perryman, then the NEWROC EO can arrange this.

The report identifies a number of recommendations including:

1. The NEWROC Shires should adopt Option 3 or Option 4 as their future waste disposal strategy.
2. Complete a thorough sensitivity analysis with the model to determine that the preferred option is consistent under all likely scenarios.
3. Ask Avon Waste to review the transport modelling assumptions and rationale.
4. The NEWROC Shires should consider and decide to either establish a single staffed Regional landfill at Bencubbin, or two staffed landfills at Bencubbin and Wyalkatchem.

5. The NEWROC Shires should agree to set one uniform waste fee (per capita) for the operation of all the facilities and transport of waste between the facilities. This will mean no Shire is disadvantaged, based on the location of the staffed landfills.
6. A maximum quantity of domestic waste per rate payer should be adopted by the NEWROC.
7. Should NEWROC adopt one of the Options then a detailed implementation plan should be developed and communicated to residents explaining the reasons for and benefits of the changes.
8. The community should be made aware of the need to 'self-police' the remote access facilities.
9. Complete a Whole of Life cost analysis of the current waste services and the estimated costs for the selected future services to determine the costs and appropriate fees and charges for residential rates and commercial gate fees.
10. Operational Management Plans (OMP) should be produced for the transfer stations, a general OMP may be sufficient for all the sites.
11. An Operational Management Plan should be produced for the staffed landfill(s).
12. Develop or purchase an electronic gatehouse records system for the staffed landfill(s).
13. Produce Landfill Closure Management Plans (LCMP) for all the landfills as required under the Rural Landfill Regulations.
14. All landfills should be surveyed to determine the current landform, this will be required to produce the LCMPs.
15. NEWROC should plan to increase the gate fees over the next 3 – 5 years to meet breakeven costs.
16. The data provided by the remote access systems (the user and when used, plus CCTV footage) and the electronic gatehouse records system for the staffed landfill(s), will provide accurate information about when facilities are used and by whom, together with waste quantities brought from each transfer station or remote access landfill to the staffed landfill(s). This information should be reviewed after 18 – 24 months, and the rationalisation of the number of facilities should be considered, based on the frequency of use.

The recommended immediate next steps are:

1. NEWROC provisionally agree to one or more of the Options for further consideration.
2. Complete a more detailed assessment of the preferred Option(s), including:
 - a) Ask Avon Waste to review and provide feedback on the transport modelling assumptions, costs and rationale.
 - b) Complete a sensitivity analysis with the financial model (changes to waste quantities and other assumptions) to quantify these impacts on the validity of the economic results.
3. NEWROC select a preferred Option for implementation.
4. Produce a detailed project plan, with costing and an implementation schedule including most of the recommendations listed above. This will provide the information for the Shires and towards any funding application. The project plan should be developed with consideration of the criteria and information required for any funding stream.
5. Develop and implement a communication plan with the NEWROC community explaining the reasons, benefits and changes to services resulting from the project.
6. Liaise with potential funding stream providers to explain the project benefits and potential for replication throughout rural WA, then complete funding applications.
7. Implement the remainder of the project.

OFFICER RECOMMENDATION

NEWROC Regional Landfill Strategy be received and provided to member Councils for additional comment and feedback.

NEWROC EO meet with Avon Waste to review and provide feedback on the transport modelling assumptions, costs and rationale

Waste to be considered by the NEWROC Council at the March Strategy Session

RESOLUTION

NEWROC EO to meet with Avon Waste to discuss the waste report and to prepare a project plan summary and consultation plan to present at the April Council meeting for further discussion

Moved J Nuttall

Seconded A Majid

CARRIED 4/0

Discussion:

- 👉 Discussion on the report, its findings and the next steps including at which point community consultation should occur, so too adoption and whether by NEWROC or individual councils
- 👉 Discussion regarding how Stephen Grimmer could assist with the next steps at a NEWROC level

7.5. Telstra

FILE REFERENCE: 107-4 Communications
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 11 February 2020
ATTACHMENT NUMBER:
CONSULTATION: Tony Brown, WALGA
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

At the December 2019 NEWROC Council meeting the issue of reliable mobile and land line infrastructure was discussed – both during normal days and days of emergencies, poor weather etc.

WALGA held a forum with Telstra at the end of December with case studies presented to them.

WALGA has provided information back to Councils and the next steps as follows (from WALGA CEO Nick Sloan on 17 December 2019):

"Telstra acknowledged that communication with Local Governments and other stakeholders is an area to work on. State agency heads also raised this as a major concern. Telstra acknowledged that in order to resolve these issues they would look into how they could better engage with Local and District emergency management committees on a consistent basis to provide more timely advice and information on the matters as they are raised. They were also cognoscente of the interdependencies with the power companies but did not offer tangible solutions to the issues raised."

"Noting WALGAs concerns, Telstra have agreed to a separate meeting to discuss the matters we have raised on your behalf. My office is currently working on the timing of this meeting as a matter of urgency and I will communicate with you all again once this is known. State Councillor Stephen Strange, will also attend to provide leadership from our members at this meeting."

RESOLUTION

Information is received

Moved A Majid

Seconded J Nuttall

CARRIED 4/0

7.6. Telecommunications Project

FILE REFERENCE:	035-1 Grants General
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	13 February 2020
ATTACHMENT NUMBER:	
CONSULTATION:	Leigh Ballard, Crisp Wireless David Earnshaw, Earnshaw Lawyers
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

Update on activities:

- 👉 Two conversations with Earnshaw Lawyers to discuss the agreement during December and January.
- 👉 Agreement sent to Crisp Wireless for their review and NEWROC EO has had a discussion with Leigh regarding the agreement and the desire to see this signed before any further towers are installed
- 👉 As at 28/1/2020
 - 125 paying customers
 - 29 free customers – landowners / free residential connections with business plans
 - 154 total customers
 - \$17,187 / month = \$137.50/paying customer average
 - Since 28/1/2020 Crisp Wireless have connected another 6 plus 4 in the pipeline for connection in the next 2 weeks.

RESOLUTION

Information is received

Moved T Dayman

Seconded J Nuttall

CARRIED 4/0

8. EMERGING NEWROC ISSUES as notified, introduced by decision of the Meeting

9. Other Business

9.1. 20 Fresh Ideas for 2020 – Deadline Extended

LogoNet and the UTS Institute for Public Policy and Governance are seeking contributions to the LogoNet 20 Fresh Ideas for 2020.

Anyone connected to Local Government in Australia is asked to submit a response of around 250 words to the following question:

"What is the most important innovation or new strategy Australian Local Government should adopt in 2020 – and how could this be implemented by Councils?"

Submissions are open until Monday, 16 March.

Information was noted

10. 2020 MEETING SCHEDULE

24 March	Strategy Workshop	Shire of Koorda
28 April	Council	Shire of Nungarin
26 May	Executive	Shire of Mukinbudin
23 June	Council	Shire of Mukinbudin
28 July	Executive	Shire of Mt Marshall
25 August	Council	Shire of Mt Marshall
29 September	Executive	Shire of Wyalkatchem
27 October	Council	Shire of Wyalkatchem
24 November	Executive	Shire of Trayning
8 December	Council	Shire of Koorda

11. CLOSURE

NEWROC CEO thanked everyone and closed the meeting at 2.10pm





CEACA

Supporting Age Friendly Communities

**CENTRAL EAST AGED CARE
ALLIANCE INC (CEACA)
MANAGEMENT COMMITTEE MEETING**

HELD TUESDAY, 4 FEBRUARY 2020

**KELLERBERRIN RECREATION
& LEISURE CENTRE**

MINUTES

Minutes

Central East Aged Care Alliance Inc (CEACA)

Management Committee Meeting

1. OPENING

The Chairman declared the meeting open at 11.40am and declared that they had a quorum.

ITEM 1.1 RECORD OF ATTENDANCE AND APOLOGIES

Attendance

Mr Terry Waldron	-	Chairman CEACA
Mr Nick Hopkin	-	Chief Executive Officer CEACA
Mr Jo Trachy	-	Minute Secretary CEACA

Members

Gary Shadbolt	-	Shire of Mukinbudin (Deputy Chairman)
Rodney Forsyth	-	Shire of Kellerberrin (Treasurer)
Quentin Davies	-	Shire of Wyalkatchem (Secretary)
Wayne Della Bosca	-	Shire of Yilgarn
John Nuttall	-	Shire of Mt Marshall
Julie Flockart	-	Shire of Merredin
Eileen O'Connell	-	Shire of Nungarin
Stephen Strange	-	Shire of Bruce Rock
Freida Tarr	-	Shire of Trayning
Louis Geier	-	Shire of Westonia

Observers

Dirk Sellenger	-	Shire of Mukinbudin
Darren Mollenoyux	-	Shire of Bruce Rock
Peter Clarke	-	Shire of Yilgarn
Tony Sachse	-	Shire of Mt Marshall
Jamie Criddle	-	Shire of Westonia
Raymond Griffiths	-	Shire of Kellerberrin
Mark Dacombe	-	Shire of Merredin

Apologies

Ricky Storer	-	Shire of Koorda
Taryn Dayman	-	Shire of Wyalkatchem
Adam Majid	-	Shire of Nungarin

ITEM 1.2 CONFLICT OF INTEREST

Julie Flockart advised that her gardening business has been contracted to CEACA Merredin and she is also a Board Member of Merritville.

Terry Waldron reminded those in attendance that he was on the Board of the WACA and the Board of the Regional Development Authority.

ITEM 1.3 PREVIOUS MINUTES

RECOMMENDATION

That the Minutes of the Management Committee Meeting held on the 12th November 2019 as circulated be accepted as a true and accurate record of proceedings.

Comments

Gary Shadbolt referred to Item 5.3 and questioned why it was referring to end of February when he believed it had to be done in December. Nick Hopkin responded by saying that the original agreement was that by the end of February, CEACA could expect answers from all Shires. Raymond Griffiths agreed and added that December was when the Members were to take the discussion item to Council.

RESOLUTION

It was resolved by the Committee that the Minutes of the Management Committee Meeting held on the 12th November 2020 be accepted as a true and accurate record of proceedings.

CARRIED

RECOMMENDATION

That the Minutes of the Special General Meeting held on the 9th January 2020 as circulated be accepted as a true and accurate record of proceedings.

Comments

- Stephen Strange commented that although he had asked before, he wanted to make sure that the changes to the Constitution would not impact on the possibility of selling units to individuals in future and asked if a sale had to be made to a Not For Profit (NFP) organisation. Nick Hopkin responded by confirming that the changes would not affect the future sale of units. In relation to being able to sell the unit to NFP organisations, the item in the Constitution was not referring to general day to day sales of the units, but rather in the case of CEACA going out of business. If this were the case, they would not be able to sell the units to any of the Shires or a For Profit Organisation.
- Nick Hopkin took the opportunity to give the attendees an update on the new Constitution:
 - A teleconference was held in January 2020 to discuss the item to be amended and these are the Minutes from that meeting.
 - The new Constitution was adopted and is now in force.
 - The Constitution will now be forwarded in support of the Charitable Status application.
- Julie Flockart asked why the Constitution makes no mention of the Executive Committee or who should be elected and asked why it was omitted.

- Nick Hopkin advised that it does refer to a Sub-Committee and that covers the Executive Committee.
- Julie Flockart disagreed and does not believe they are the same. Julie said the document needs to describe exactly what Executive Committee do and preferably have a Charter.
- John Nuttall said the Executive Committee is a Sub-Committee formed under the Constitution and there was no limit on those (2 to 20 people).
- Julie Flockart commented that the Executive Committee has a lot of input into CEACA and their responsibilities must be highlighted and documented.
- Gary Shadbolt said there would only be an Executive Committee for another 3 years and then Executive Committee will disappear, and Management Committee would take control.
- Julie Flockart still believes that the Executive Committee should be mentioned in the Constitution.
- Nick Hopkin suggested that CEACA could have a separate Charter to avoid further changes to the Constitution which would undoubtedly result in further delays in applying for Charitable Status. We had already made multiple changes to the document and if we keep changing it, we will never progress operations.
- Eileen O'Connell said TAFE have Terms of Reference for groups who make decisions and believes this would be sufficient for the Executive Committee. Eileen does not believe that the Constitution should be changed again.
- Nick Hopkin to draft a Charter or Terms of Reference for the Executive Committee and circulate for comment.

ACTION ITEM

RESOLUTION

It was resolved by the Committee that the Minutes of the Special General Meeting held on the 9th January 2020 be accepted as a true and accurate record of proceedings.

CARRIED

ITEM 1.4 ACTION ITEMS

The Action Items as at 28th January 2020 were circulated prior to the meeting and there were no questions in relation to this document.

2. MATTERS FOR DECISION

2.1 Financial Forecast 12 months to 30 June 2020 – Operations and ILU's (circulated prior to meeting with a Paper).

Nick Hopkin summarised the points in the Agenda Item 2.1 Approval of Full Year 2020 Forecast Paper circulated to all attendees and added the following comments:

- Operations and Independent Living Units (ILU's) are reported separately.
- CEACA are now generating cash from the ILU's.
- Operations loss of \$72k worse than budget and ILU profit of \$37k better than budget.
- Operations covers everything except for ILU's.
- Cashflows in relation to ILU's until June 2020 will be overdrawn however Operations are covering that. By the end of the year that will be paid back to Operations.
- Main variances relating to \$72k loss are legal fees (for peppercorn leases etc) and the rest is for the Operations Manager role which has been required to establish systems and processes and drive occupancy.
- Forecast figure does not include surplus from project - \$345k.

Comments

- Stephen Strange referred to the assumptions in occupancy and asked if the \$160 per week rent is a figure based solely on Merredin or across other towns and whether that figure is 75% of the median rent.
- Nick Hopkin advised that advice had been sought from Landmark, a local Real Estate Agency and REIWA and they had indicated that a figure of \$200-\$225 per week would be acceptable. We chose a figure in between and applied the 75% figure to get \$160 per week. Nick also advised that we are currently charging that figure in all Shires.
- Julie Flockart wanted to clarify that Force were taking \$50 per week out of that \$160 rent which was equal to 33% to Force. Nick Hopkin confirmed that was correct.
- Terry Waldron reminded the Committee that we engaged the services of Force Real Estate as a result of a Due Diligence process undertaken and the primary purpose was to get us through the first year of operations and to assist with bedding down systems and processes for the rental properties. This gave everyone the chance to review the service and at the same time ensure that the first tenants were moved in with minimal issues.
- Nick Hopkin commented that as part of the Due Diligence process, we did obtain two other proposals, one being from a local Real Estate agency. Neither of those proposals could compete with the one submitted by Force and therefore the decision was made to engage their services for a period of 12 months with a view to reviewing and possibly cancelling the contract prior the end of that term.
- Eileen O'Connell asked why the Cashflow refers to the hire of a hall in Merredin and asked why CEACA are hiring a hall in Merredin but not in other Shires.
- Nick Hopkin advised the Committee that he had been offered a space by Kellie Bartley (Deputy CEO Shire of Merredin) prior to her departure from the Shire and his plan was to use it for the benefit of the 27 tenants on site as well as provide some office space for a part-time person with Property

Management experience, who would be employed at the end of this year to replace Force Real Estate. Nick advised the Committee that this would be covered in his CEO update.

- Eileen O'Connell said other towns have halls and CEACA can subsidise them. Eileen could not remember discussing the issue of office space in Merredin and was therefore surprised to see it in the Forecast.
- Nick Hopkin said it was merely an idea at this stage and an official agreement had not been signed with the Shire.
- Julie Flockart suggested that if CEACA are looking for office space, they could approach the local Community Resource Centre as they had office space for rent as well as other services on offer to the community (e.g. photocopying). She believed this could be more of a benefit to a future employee, as the equipment would be on site and they would have the support of other people around them.
- The Committee agreed that this was a good idea. Jo Trachy will contact the Community Resource Centre to discuss future options in Merredin.

ACTION ITEM

3. MATTERS FOR DISCUSSION

ITEM 3.1 CEACA MANAGEMENT REPORT

The CEACA Management Report was circulated to all attendees prior to the meeting.

Comments

Nick Hopkin summarised the Chief Executive Officer Report and the following additional comments or questions were raised:

Strategic Priorities

- All Shires have committed to progress with the Verso Report and with that comes a contribution from each. We have Independent Living Units (ILU) set up and now we must discuss what CEACA do next. Nick proposed at the Executive Committee Meeting that a Strategic Planning Workshop be held in March. The Executive Committee Members would review present and future operations and would present options to the Management Committee Members for consideration.
- Terry Waldron said CEACA Members need to decide what we do next as a business. Do we stay with ILU's or look at home care services. Terry said as long as we can get occupancy figures up and stable, the units can run themselves and return a profit. If we are going to be providing packages as per the Verso report, Terry wants to make sure that the Committee understands what that means, and the work involved. The Aged Care Sector is complicated, is highly regulated and comes with new risks and therefore the workshop with the Executive Committee Members will assess all future opportunities and their associated risks to present for consideration. At the same time, Terry advised that the Regional Development Association are also looking at aged care delivery for the Wheatbelt region and therefore there may be an opportunity for CEACA to work with them. Terry has spoken to Minister MacTiernan

and it may be that we have a role to play in the overall scheme and see what is best for the Shires and CEACA.

- Eileen O'Connell advised that they have new people in the Shire who are looking into the history of CEACA and are concerned that if Nungarin still have to keep putting money in, they may no longer be in a position to continue supporting it as they have their own units to support.
- Terry Waldron acknowledged Eileen's concerns and said that is why we are holding the workshop to come up with options and ascertain whether we will need future funding from the Members for new projects. Terry added that CEACA could just manage the ILU's however there has been a commitment to at least explore further services so that options can be put forward to Members for consideration.
- Raymond Griffiths said there may be 50 people in one town who need aged care services and therefore the Verso report does not relate specifically to the number of CEACA units in that town, but rather is an overall view of services required for the whole area. Raymond suggested to the Committee that they forget the CEACA units on their own when referring to the report, as they have nothing to do with the services required by the entire town or region. Raymond added that as CEACA representatives, we need to explain to any new Councillors what it will mean to their community as a whole and not just for CEACA.
- Terry Waldron agreed and added that we may have to approach the Government for extra funding if the Shires are unwilling or unable to assist, however we will not know this until the workshop has been held.

Risk Management Framework

- The draft Framework was presented to the Executive Committee and approved today. The draft was also distributed to all Management Committee Members prior to this meeting for noting.
- This framework was based on tried and tested Frameworks currently being used by other organisations.

Charitable Status Application

- A Special General Meeting was held in January 2020 and the revised Constitution was adopted. This document is effective from 29th January 2020 and will be sent to the Australian Charities and Not for Profit Commission (ACNC) this week. We have until 10th February to submit.

Amendment to Financial Assistance Agreement (FAA)

- Terry Waldron advised that he and Nick Hopkin met with the Department of Primary Industries and Regional Development (DPIRD) to put forward a recommendation that the FAA be amended from the construction of 72 units to 71 units on the basis of no demand.
- Terry and Nick also discussed the use of funds that the Department is currently holding (\$200k) and they advised the funds will be available to CEACA when the outstanding governance documents are presented.
- The Department has agreed in principle to amendment to the FAA and the use of funds for CEACA operations, however it must be discussed with Minister MacTiernan to obtain final approval. To date,

the Minister has not responded and therefore Terry and Nick will meet with the DPIRD again to keep them informed of progress and will also approach the Minister for a second time with a view to arranging a meeting.

- Now that the final governance documents have been drafted and approved by the Executive Committee in an earlier meeting today, they will be sent to the DPIRD to effect release of the \$200k.
- With regards to a CEACA Open day in Merredin, we are yet to receive a response from Minister MacTiernan's office so that a date can be set.

Stakeholder Engagement

- Nick Hopkin summarised Item 6 of his CEO report and advised that he had met with Mandy Walker, Director of the Regional Development Association to discuss CEACA's role in the development of a regional deal with the Federal Government for quality sustainable aged care and disability care service reform in the Wheatbelt. Mandy is looking to form a working party and Nick asked if he, as a representative of CEACA could form part of this working party as he has a considerable amount of experience in the aged care sector. Mandy advised that she consider his offer, but in the meantime would be happy for Nick to watch and observe proceedings for now until a decision had been made.
- Nick suggested that the CEACA Executive Committee discuss this as a possible future opportunity during their Strategic Planning Workshop.

Reputation – Concerns Raised by Merritville Village Regarding CEACA Units

- Merritville have voiced concerns in relation to CEACA's rent setting, specifically the weekly rent amount.
- Prior to agreeing on the figure of \$160 per week, the COO and CEO had liaised with a local Agent as well as REIWA and Merritville to gain accurate information on median rents for the region. The local Agent advised that \$200-\$225 per week would be achievable and although there was data for most areas from REIWA, they did not cover all Shires. We decided to go with a figure of \$213.00 and reduce it by 75%. This caused an issue for Merritville who are charging \$275 per week. The question arose as to whether CEACA were too cheap or Merritville were too expensive.
- Nick concluded that he was comfortable with the figure CEACA had set and the Committee had agreed to.
- Merritville raised it with Hon. Mia Davies as an issue as currently Merritville have lost 3 tenants to CEACA.
- Nick Hopkin and Terry Waldron met with Hon Mia Davies and are also open to meeting with Merritville if they wish to do so, however we are comfortable with that figure, as are the Department who approved our proposal to set the figure of \$160/week.
- CEACA do not wish to compete with Merritville and cause issues in the town and therefore Terry Waldron advised the Committee that he will organise a meeting between the two organisations.
- The Member for the Shire of Merredin was
- present at the meetings when the CEACA Committee discussed and approved this rental figure and did not offer any comment or objection.
- Eileen O'Connell asked if we charge the same rent in all Shires and Nick Hopkin confirmed that we do.

- Eileen O'Connell commented that some Shires are already charging a lot less than CEACA as a weekly rent and if we are considering increasing the figure of \$160k, we will struggle to secure new tenants.
- Julie Flockart commented that the \$275k per week charged by Merritville was approved by the Housing Authority and was not a figure that was simply made up. Julie also commented that they may have to review this figure in future.
- Quentin Davies asked if the tenants paying \$275 per week received rental assistance. Julie Flockart confirmed they do receive assistance.
- Rodney Forsyth advised that the units in Kellerberrin are charging the same as CEACA.
- John Nuttall commented that unless CEACA decides to assess each town and come up with a rental figure, there will be winners and losers. Mt Marshall is currently cheaper than CEACA. It is the nature of business and unless we are going to individualise, he suggests we stick to the figure set by CEACA for all.
- Raymond Griffiths said that once Government Assistance is applied, there is very little difference across the Shires. If we lower the current rate, the profits will reduce dramatically for CEACA.
- Stephen Strange recalled the Minister MacTiernan saying "if you do not fill those units I will" and therefore the onus is on the CEACA and the Shires to fill the units and keep them filled.
- Terry Waldron advised all Committee Members that he would be happy to talk to anyone in any town who had concerns.

Scheduled Completion of Sewerage Works in Bruce Rock

- Completion Bruce Rock works are expected in late February 2020.

Status of Peppercorn Lease at Wyalkatchem

- In relation to the Wyalkatchem peppercorn lease, there had been a dispute over strata plan with the Wyalkatchem Senior Citizens Home Trust Inc, however that will be sorted out and signed in the next couple of weeks. We expect occupancy to begin next month.

Management Accounts

- Prepared on accruals and not cash basis and more in line with how we are going to be audited this year.
- ILU's first month of trading Operations variance to budget \$12k adverse is made up of legal fees as we have had to change Constitution and Executive Officer handover. Doubled.

Project Status as at 31 December 2019

- Cost to complete – meeting with Ralton Benning from Access Housing last week – costs to go are \$333k. Nick advised that a lot of this cost would probably not occur. In relation to the HIA insurance of \$98k, we held an Executive Committee Meeting last year and agreed to pay insurance and covers owners if Pindan became insolvent. Pindan have not purchased this insurance yet and Bresland said it is too late. The exposure to CEACA relates to any defects or issues we do not pick up in the first 12 months (normal defect rectification period), however, we are covered for the normal 6 years for the buildings. We have engaged the services of an Independent Building Inspector to mitigate risk for CEACA. He is checking the plans for 1 x Gold Unit and 1 x Platinum Unit against what has been built. He will be travelling to Merredin to conduct these checks and will submit a report to CEACA. The cost is \$1,650 for the two units including travel and production of a report.

- Julie Flockart asked for confirmation from Nick that CEACA do not have to take out HIA Insurance and therefore not use the \$98k for this purpose. Nick said that we may have to pay for insurance if we find issues with the two units.
- John Nuttall expressed concern regarding Access Housing's role as Project Managers and what they have delivered in return for the money paid by CEACA. As far as he can see, they have not conducted thorough inspections of the units or grounds, thereby forcing Jo Trachy to conduct an extensive review of defects. John asked if we are still paying them any money.
- Terry Waldron advised that the Project Manager, Ralton Benning, had travelled to the sites a reasonable amount of times and they have fulfilled their role, but to what extent is questionable. They were dealing with the Shire of Merredin CEO, Greg Powell with regards to the project and CEACA did not have any input into use or holding of any money. Nick Hopkin advised that CEACA have concerns that in the past they have asked for payments to be made but no detail on amount paid has been provided.
- Nick Hopkin said the extension of time was out of Access Housing's control and they had an original budget. Merredin Shire has a Purchase Order raised for all payments to Access Housing and Nick is meeting with Charlie Brown from Merredin Shire shortly to discuss further.
- Gary Shadbolt said Ralton Benn did come to some of the earlier meetings, however the CEACA Members did not have building experience and therefore were unsure that what they were getting was what they had paid for.
- With regards to Home Indemnity Insurance, Gary Shadbolt said the builder usually takes out the insurance and if they don't, they can be subjected to a substantial fine. Nick Hopkin advised that they had applied for an exemption based on the fact that CEACA were considering operating under the banner of a retirement village.
- Stephen Strange asked if CEACA owe any funds to Access Housing. Nick Hopkin advised that they are owed approximately \$10k and highlighted the fact that as Ralton Benn (Project Manager) was on leave in December, CEACA should not be invoiced for that month. Ralton no longer works for Access Housing and terminated employment with them in January 2020. Stephen Strange suggested that CEACA should withhold payment of the remaining \$10k as Jo Trachy did a lot of work on the defects and follow up prior to PC. Nick Hopkin agreed to follow up with Access Housing to discuss further.

Operational Report

Jo Trachy summarised the points contained in her Operational Report and added the following:

- One more application received for Koorda since the Summary of Applications was sent out to Members.
- 49% occupancy overall.
- One more application expected for Mt Marshall.

Titles

- Outstanding paperwork expected from Nungarin in order to effect settlement.
- Yet to receive update from Yilgarn. The CEO from Yilgarn, Peter Clarke advised that an update had been sent through just prior to the meeting.

- Kott Gunning waiting on instruction from Shire of Koorda re: Lot 123. Darren Simmons advised that he did not believe that Lot 123 was to be transferred to CEACA as it may be associated with land allocated to a unit that was not built. He would investigate further and provide Jo with an update.
- Wyalkatchem plan and lease currently being reviewed by the Wyalkatchem Senior Citizens Association and until finalised, we are unable to rent units. We expect this to be resolved shortly.

Defects

- Landscaping was identified as the major issue with trees placed in inappropriate areas near fencing, soil not prepared adequately prior to planting and reticulation leaks.
- Pindan requested photos and examples to review and therefore Jo has approached two local Landscapers and tenants to provide reports and photos.
- An independent Building Inspector has been engaged at a cost of just over \$1,600 to review 1 x Gold and 1 x Platinum unit against original plans. This will give CEACA an idea as to whether we will need further checks carried out and meetings held with Pindan to discuss prior to the end of the rectification period.
- Another issue of concern for Jo Trachy is road surfaces. Although not an expert in this area, Jo has concerns that the surfaces are not finished off properly in some areas such as Merredin.
- Jo acknowledged that the internal access roads and driveways are the responsibility of CEACA to maintain but asked all Members if they could offer assistance to CEACA in future if minor repairs were required due to normal wear and tear. The Members will discuss this with their Shires and will respond to Jo directly.
- Jo advised the Committee that if they wanted an independent review of the road surfaces and quality, they would need to approve the engagement of a contractor.
- It was agreed that the Committee Members would check any internal roads and would let Jo know of any concerns. These concerns would be discussed with Pindan.

Other Issues

- With regards to internal roads, a discussion was held regarding the naming of internal roads and responsibility for these roads, once named and gazetted by Shires. The only Shire that had done this to date was Merredin.
- Julie Flockart asked who gave the order from the Shire to name the roads as she was not aware of it. Jo responded that she had received a call from Kellie Bartley (previously Deputy CEO) advising her that CEACA had to name the two roads and if they did not, then emergency services and other providers would not recognise the roads to service them. Kellie advised Jo that it would have to be discussed at the Shire meeting and they would choose two names and let CEACA know what they were going to be. Kellie advised that CEACA would have to order the signs and the Shire would install them. When the signs were erected, Kellie advised Jo that she had spoken to Emergency Services and other relevant places around town such as the Post Office and they would now recognise the new addresses.
- Jo advised the Committee that this change caused a great deal of frustration for CEACA and the tenants who had already moved in and connected their new services to their unit numbers and at no time would CEACA have done this if it was not directed to do so by the Shire.
- CEACA had to pay for a contractor to remove all unit numbers and replace with the new street numbers.

- Julie Flockart confirmed that now that the roads had been named, they became the responsibility of the Shire and she would check if the relevant documentation had been sent to Landgate to formalise.

ACTION ITEM

Utilities

- Jo advised that she had been working on the issue of reading sub-meters with River Engineering and they were assisting with paperwork to be submitted to the Water Corporation to effect future readings.
- Jo advised that the applications had been submitted and the Water Corporation had advised that the sub-meters installed by Pindan were not compliant as they had changed their rules 2 years ago.
- If CEACA want to have their meters read, they have to take out the existing sub-meters and replace them with the approved WC meters.
- After some discussion the Committee gave their approval for the existing sub-meters to be replaced at a cost of \$265 each. Jo advised that not all sites would need them.
- Until this has been completed, Jo asked the Committee for their ongoing support with regards to reading sub-meters in order to bill tenants.
- Julie Flockart suggested that Jo approach the Community Resource Centre as they read the meters for Merritville and this would save the Shires from doing it. Jo will follow up with them this week.

ACTION ITEM

- If the Shire had not transferred the land to CEACA, the bill would still be in their name and they would have to pay it and invoice the tenants as CEACA would not be able to do it.
- Jo is currently working on transfer of all Synergy accounts (common/vacant units) from Pindan to CEACA. This is challenging due to the differences in locations given to Jo and what the providers have on their files.
- When all work is complete on both utilities (Water/Power) and we have received notification of a successful charitable status application, Jo will liaise with both providers to set all Shire accounts up on the discounted rates applicable to charities. This can only be done for accounts in the name of CEACA. As and when settlements go through, those accounts will be added to the discounted tariff.

NBN/Crisp

- Jo will be liaising with NBN contractors, Quantum Blue, to connect all remaining units in Kellerberrin and Merredin to the NBN network.
- This can only be done once the CEACA keys have been placed in the lockboxes for each unit.
- Jo will provide a key for each unit to each Shire at the end of the meeting to place in the lockboxes. Instructions have been included in the pack, as well as details of the PIN to be set for each Shire.
- Jo highlighted the importance of these keys being placed in the lockboxes and advised that it was not only for connection of the internet, but for Force to use for inspections and emergency services in the event that the tenant was locked inside their unit and required medical assistance.
- Rod Forsyth questioned why the tenants could not have the PIN codes to these boxes. Jo Trachy said the reason why we were doing this was to ensure that a key was always available to Force Real Estate for inspections or emergency services and if we gave the PIN out to the tenants, the danger is that they would remove the key and not put it back.

- Rod Forsyth said that his family member in one of the units had previously given their PIN code to their home care service provider so that they could respond to a medical emergency (eg. when pendant was used). Jo confirmed that the code could be provided to this agency as they were providing similar services to local Emergency Services personnel to his family member. Jo also confirmed that the code would be periodically changed for each Shire to protect the security of the tenants and the units.
- Julie Flockart questioned whether it would be a good idea to provide the PIN codes to Emergency Services workers. Jo Trachy and Eileen O'Connell both commented on the strict policies and checks that emergency workers must go through with regards to confidentiality and Police checks and therefore they had no concerns with regards to giving it to them.
- Jo advised that she had approached Crisp Wireless regarding options for connecting to those Shires who do not have access to NBN, and they will submit a proposal shortly for consideration.
- Rod Forsyth asked if CEACA tenants were entitled to a reimbursement for connection to NBN if they had already done so. Jo confirmed that there was a process in place to reimburse tenants for the one-off connection fee. Rod asked if CEACA had budgeted for this and Nick Hopkin confirmed that they had.

Plants and Reticulation

- Jo highlighted the fact that at no time should reticulation be switched off by any tenant. CEACA were aware of issues with dripping taps and reticulation, however, if we were to switch it off, it will void the warranty with Pindan.
- Jo was reporting all leaks and faults to Pindan and they had already authorised repairs on some.
- Pindan would only replace plants if the reticulation remained on.
- Jo recommends monthly spraying for weeds at most sites as they have a large number of weeds and saplings, as evidenced in Merredin.
- Eileen O'Connell asked what watering costs the tenants were responsible for. Jo confirmed that anything within their unit boundary was their responsibility and CEACA would pay for common areas.
- A quotation was received for installation of gutter guards and after some discussion, it was agreed by the Committee that they would be assessed on a case by case basis and installed wherever necessary. The Committee did not feel it would be necessary to install them to all units.
- Committee Members agreed to check their sites and report back to Jo on which ones would need them.

ACTION ITEM

Marketing

- Jo advised that Marketing would now be a focus in order to fill the remaining units.
- A meeting had been held between Jo and Market Creations to discuss Facebook and website updates, referral program, posters and updates in local papers.
- Jo advised the Committee that previous articles had been sent to the Phoenix newspaper.
- The Committee Members suggested that CEACA should advertise in other local papers, not just the Phoenix, as that did not cover all Shires. Jo will investigate and contact the appropriate offices to discuss.

ACTION ITEM

ITEM 3.2 OPERATIONAL RISK REVIEW

- Nick Hopkin tabled the new CEACA Risk Register for Committee Members to review.

- Nick discussed how the Register worked and talked of the top risks identified for CEACA and said the key to sound risk management is that the controls can be relied upon.
- This Register had been tabled in the Executive Committee Meeting held prior to this meeting and John Nuttall suggested that a further risk be added relating to Local Government elections and the risk of CEACA Members leaving prior to conducting a handover.
- It was agreed by the Executive Committee Members that Nick Hopkin and Jo would review the new item, add it to the Register and send it out to the Members for review. This may include an orientation pack for all CEACA Members which requires them to sign an agreement that they will provide information on an ongoing basis to Council and participate in a handover process if they were not re-elected.

ACTION ITEM

- Nick raised concerns regarding Disaster Planning and highlighted the fact that to date only three Shires had sent through their Disaster Recovery Plan. This was an issue and of concern to CEACA as they needed these to dove-tail into the Shire plans.
- Nick asked for all Shires to send their Disaster Recovery Plans to Jo Trachy as soon as possible and to let Jo know if they do not have one.

ACTION ITEM

ITEM 3.3 COMMITMENT OF MEMBERS TO CEACA'S PROGRESSION OF THE VERSO REPORT

This has been deferred until such time as the Strategic Planning Workshop has been held.

ITEM 3.4 CEACA'S GOVERNANCE FRAMEWORK

- Processes and documentation had to be finalised to allow the Department to release the balance of the progress claim 6 of \$200k to CEACA.
- CEACA have used the Governance Framework established by the Australian Institute of Company Directors for the Not for Profit community to report against.
- All remaining documents have been tabled at both the Executive Committee Meeting and the Management Committee Meeting held today and they were all accepted and adopted by the Executive Committee Members.
- The documents will be sent to the Department for processing in the next week.

4. MATTERS FOR NOTING

ITEM 4.1 DELEGATION OF AUTHORITY

Changes made and tabled at Special General Meeting in January 2020. Adopted by all Members and finalised.

ITEM 4.2 RISK MANAGEMENT FRAMEWORK

- The Framework was approved by the Executive Committee Members and circulate to all Members of the Management Committee prior to the meeting.
- Nick gave an overview of the Framework for the Management Committee Members.

- Nick advised that the Risk Register will be tabled at future Management Committee Meetings.
- Jo has reported on Incidents and Accidents. If our incidents start to rise, we need to review controls and will subsequently increase the risk rating.
- John Nuttall suggested an additional risk regarding Local Government Elections and the risk of departing CEACA Members with no notice be added. Jo Trachy will review process with Nick and add to the Register.
- Julie Flockart advised the Committee that Page 2 of the CEACA Management Committee Minutes (Item 2.3) refers to CEACA Executive when it should read CEACA Management Committee. Jo Trachy to review and make the correction to the Minutes.

ACTION ITEM

ITEM 4.3 DATA PROTECTION POLICY

- Tabled at the earlier Executive Committee Meeting and adopted.
- This policy is primarily based on our Provider, Market Creations' policies, who manage CEACA internet, email and Sharepoint.
- Jo Trachy advised that the CEACA domain and hosting went down last week and both were with a third-party provider set up by Helen Westcott. Jo is working with Market Creations to transfer the domain and hosting to them to reduce further risk of downtime and loss of information.

ITEM 4.4 ASSET MANAGEMENT PLAN

- Assumption is that we run 71 ILU'S on a stand-alone basis.
- The contract with Force ends in November 2020. We are proposing to employ a part-time Property Manager in the Merredin area to assist with managing the properties.
- Forecast for June 20 and next year shows Force being removed as Property Managers and introduction of an Operations Manager and part time Property Manager.
- If we see 94% occupancy at \$160/week we should have \$154k per annum surplus cash generated from just ILU's.
- Fees for Terry Waldron and Nick Hopkin would reduce if the Operations Manager was employed on a full-time basis.
- The Plan was based on worst case scenario in relation to refurbishment of units and it may not be necessary for all to be done at once or at all.
- Executive approved the Plan on the basis that Nick Hopkin give updated figures on 70%, 80% and 90% occupancy rates. Nick will conduct this exercise and will report back to the Committee Members.

ITEM 4.6 UPDATED CONSTITUTION

The updated Constitution was sent to all Management Committee Members prior to the meeting for their information and no further comments were made.

ITEM 4.7 ANY OTHER BUSINESS

- Terry Waldron advised the Management Committee that a discussion had been held at the Executive Committee Meeting this morning and the Members had agreed to employment of Jo Trachy as Operations Manager for CEACA on a full-time basis. They also agreed to replace Force with a part time Property Manager who would be based in Merredin to assist with management of the 71 units. Terry felt that local knowledge is important, and many tenants have been saying that they need someone out

there who knows the region. Nick Hopkin and Jo Trachy will research options for Property Manager shortly.

ACTION ITEM

- Terry Waldron advised that the Committee would be monitoring these changes carefully and the CEO's level of involvement in CEACA will depend on whether CEACA progress home care services. Nick Hopkin reminded the Committee that the Forecast numbers included these two positions. All Committee Members were happy with that result.
- Eileen O'Connell asked if Nick Hopkin or Jo Trachy could send updates to the Committee Members when to hand with regards to hiring of halls or office space. Jo Trachy confirmed that this would be done.

ACTION ITEM

5. NEXT MEETING

Nick Hopkin would send out details of the next meeting to all Members shortly.

6. MEETING CLOSURE

There being no further comments, the Chairman declared the meeting closed at 1.25pm

DECLARATION

These minutes were confirmed by the Central East Aged Care Alliance Inc at the Management Committee Meeting held Tuesday, 12th November 2019.

Signed _____

Person presiding at the meeting at which these minutes were confirmed



NORTHAM DISTRICT OPERATIONS ADVISORY COMMITTEE

MINUTES DRAFT

Tuesday 10th March 2020 @ 0830hrs

Chairman: Ross Lane

1. Record of Attendance – Committee Members

Ross Lane	CHAIR/ CBFCO	Shire of Wongan Hills/ Ballidu
Darrel Krammer	Executive Officer/ District Officer Northam	DFES
Andrae Moore	Minutes Secretary	DFES
George Storer	CBFCO	Shire of Koorda
Robert Koch	CESM	Shires of Toodyay and Goomalling
Brendon Rutter	CESM	Shire of Northam
Craig Stewart	CBFCO	Shire of Toodyay
Paul Millsteed	CBFCO	Shire of Dowerin
Nigel Gelmi	CBFCO	Shire of Quairading
Ashley Burges	CBFCO	Shire of Cunderdin
Simon Bell	CESM	Shires of Quairading and Cunderdin
Troy Granville	CESM	Shires of Beverley and York
Bruce Kilpatrick	CBFCO	Shire of Beverley
Bill Cleland	DCBFCO	Shire of Beverley

Invited Members

Paul Ryan	Assistant Commissioner	DFES
Paul Rogers	A/Area Officer Central Wheatbelt	DFES
Justin Corrigan	Area Officer Lower Wheatbelt	DFES
Russell Well	RFD Bush Fire Centre of Excellence	DFES
Antony Sadler	Superintendent	DFES
Graeme Keals		DBCA
Rob Towers		DBCA

Apologies

Gary Butcher	CBFCO	Shire of Dalwallinu
Stephen Gollan	CEO	Shire of Beverley
Keith Jones	DCEO	Shire of Dalwallinu
Lindsay White	CBFCO	Shire of Goomalling
Wayne Collins	CBFCO	Shire of York
Dave Gossage	President	VABFB

The meeting was declared open at 0828hrs by Ross Lane – Chairperson

Ross welcomed everyone to the meeting, special welcome to Assistant Commissioner Ryan and Russell Wells from Bushfire Centre of Excellence. Ross then asked that everyone introduce themselves.

NORTHAM DISTRICT OPERATIONS ADVISORY COMMITTEE

2. Confirmation of Previous Minutes

That the minutes of the meeting held on 12th March 2019 be confirmed as a true and accurate record.

Moved: Bruce Kilpatrick
Seconded: George Storer
All in Favour

3. Business Arising –

3.1 George Storer – Asked about new committee Structure - Advised there is now a group, BOC, that take anything from DOACs and ROACS to State – Craig Stewart and Ross Lane are currently the representatives from this DOAC

4. Action List

Discussion was held that nothing had been done for either action item and to leave them on the Action list for the March meeting. See notes.

	Action	By/When
1	<p>It was noted by AVBFB rep that “District” is the wrong terminology for this committee and should in fact be a “Regional” committee as per the ACT. A motion was presented in favour of name change, did not pass.</p> <p>Additional discussion required with full membership. Letter to CEO’s of Local Governments requesting input to the above motion. The attendance issue to be raised again also.</p> <p>10/3/2020 - September 2019 meeting discussed this and a Motion to have Status Quo remain was moved by Craig Stewart and Alec McRae and was passed. Will remove for March 2020 Meeting</p>	Tracy CEO Shire of Toodyay Stan Scott made comment via email (presented in correspondence) NOTE no decision/motion proposed for this item Remove
2	<p>Terms of Reference were discussed in general and was decided they were due for review.</p> <p>Members are to review Terms of Reference document and send through suggested changes to Tracy for collating.</p> <p>10/3/2020 – Nothing has been done- Carry forward</p>	Carried over September 2018 AVBFB suggested further alterations Motion to go back to LG’s for further discussions, see Agenda item 8 Remain

NORTHAM DISTRICT OPERATIONS ADVISORY COMMITTEE

5. Correspondence

5.1 Correspondence In

NIL

5.2 Correspondence Out

NIL

6. Matters arising from Correspondence - Nil

7. Submitted Agenda Items

7.1 Volunteer Management Support Officer – the first 12 months and what ideas are on the horizon

Tracy McBride sent her apologies- Unwell- Ant Sadler gave a summary on her behalf.

- Handed out Support to Fire Incidents Snap Shot
- Ant thanked everyone for their support for the Norseman Complex fires.
- Tracy will catch up with those that were deployed this year to get feedback to pass up to the coming Post Incident Analysis that will be undertaken soon.
- DFES increased their High Season fleet this year and it meant only personnel were needed to go to the Goldfields. This seemed to work well.

7.2 Bushfire Operations Committee – Craig Stewart

- Great effort is being made to align BOC meetings with DOAC and ROAC meetings. BOC meet this Thursday
- Legislation- Ongoing issues- Some of the Bushfires Act is being rewritten in regard to mitigation works and the destruction on vegetation and protected Flora and Fauna Areas
- Discussion held about lighting for appliances
- New appliances – Resource to Risk coordination through the DOAC/ROACs instead of the Shires putting in individually. If there is a regional approach of what resources are needed through the DOAC/ROAC, it might have more weight going up through the BOC and up to state. Save the Shires effort and fight individually.

NORTHAM DISTRICT OPERATIONS ADVISORY COMMITTEE

8. Tabled Reports/Information from invited members

Department of Biodiversity, Conservation and Attractions – Graeme Keals and Rob Towers

- Fires We have been involved in.
 - Goldfields fires
 - Stirlings fires
 - Wellington Fires
 - A couple of swan region fires.
 - 27 local fires in our own Region.
- Planned Burns - We have 7 Burns planned across the Central Wheatbelt for this autumn. One is in this DOAC:
 - Mollerin - Species recovery burn to be completed within the Mollerin Nature Reserve. 13ha.
- Wongan Hills - Species recovery and Townsite Protection burn in the Wongan Hills Conservation Park. Public meeting held on the 26th February.
- Very dry summer with conditions extreme for long periods at a time
- Currently planning for Fire Access track Program for North of the Wongan Hills townsite.

AVBFB - Dave Gossage

Dave sent his apologies. His update is attached to Minutes

DFES – Superintendent Antony Sadler

- Northam Office is going through the Risk Identification Process regionally at the moment. This will highlight capabilities across the wheatbelt and will identify where holes for resources are and where we need to concentrate when applications are submitted.
- Corona Virus – COVID-19 – The DEMC held an emergency meeting yesterday and will be meeting weekly about COVID-19
 - They will be getting frequent updates and look at how it will affect the wheatbelt.
 - 20-30% of the population could be affected at any one time. How could this effect your capacity to respond?
 - Best source of information is the Department of Health WA website as this is updated daily and is the 'source of truth'
 - Advice to your people is
 - Washing hands regularly and using hand sanitiser.
 - There is no need to panic
 - Keep an eye on the website
- Areas of the Great Southern – Salmon Gums for one- have been declared as Drought Affected Areas. The LGGS system may allow for access to Water Tanks.
 - State Government has asked DFES what they are doing about it? so DFES are currently looking into it.

NORTHAM DISTRICT OPERATIONS ADVISORY COMMITTEE

- ESL Appeal referrals – there is now a Grant Advisory Committee. This sits above the LGGS Committee – It is chaired by the Chair of the SEMC.
- Bush Fire Risk Management Consultants (BFRMC) have been approved for the Goldfields Midlands Region.
 - 1 in the Goldfields and 1 will start in the Wheatbelt with Quairading, Cunderdin and Tammin
- Flu Vaccination this year are going to be important – Try to get it early

DFES – District Officer Northam Darrel Krammer

- Staffing levels at the Northam office are now stable and have been for about 12months.
- We have been very busy with deployments both in the Wheatbelt, Goldfields, out of region and interstate.
- We are now going into our training time.
 - The eAcademy has been updated
 - If you need assistance to get onto a course, please contact your relevant Manager and they will help you out.
- RDC number has now been going for 6 months. Going well. 1800 966 077
- DFES Officer uniforms are going to be changing soon. The Chief Superintendent sand above will be wearing White Shirts and the Superintendent and below will have dark blue. This will start to occur over the next few months.

DFES- Assistant Commissioner- Paul Ryan

- Thank you for the warm country welcome.
- Bushfire Royal Commission is taking place – being led by Mark Viscome
 - They will be reporting tot the Prime Minister by the end of August
 - They are looking into Mitigation, Climate Change, Previous Enquiries and the Traditional Land Management Techniques
- Fire Working Groups have been established around the state.
 - 1 in the Goldfields/ Midlands
 - 1 in the Midwest
 - 1 in the Gascoyne
 - 1 in Kimberley (already started)
 - 1 in the Pilbara (already started)
 - 1 in the South East (already started)

The Goldfields group are meeting tomorrow in Northam and all groups will be working with the Rural Fire Division.

- WAERN – DFES are doing a quick spend on monitors for our repeaters. There is a business case being written for the replacement of the WAERN as they are end of life and due to be replaced at the end of 2021
- DFES are working hard on completing the Capability of Risk analysis. It was started 12months ago and is being worked on now across the state.

NORTHAM DISTRICT OPERATIONS ADVISORY COMMITTEE

9. Local Government Reports

Shire of Koorda – George Storer

- Quiet Season
- Membership numbers are low
- Waiting for another appliance

Shire of Goomalling – on behalf of Lindsay White.

- Mobile towers in the region when there are power outages (storms) are a real problem.
- Lindsay is after feedback>Show if interest- Experience of Weather stations to assist with Harvest Movement Bans etc.

Ross Lane suggested maybe it could be something DFES could look into weather training in this area and recommendation for types of devices to be used.

Ashe Burges said they have stations at BaffleWest (Property) and at the airfield. These locations are giving inaccurate reading and are always high. - They would mean a HMB everyday if they went by them.

Rob Koch suggested a coordinated response from neighbouring shires. This could assist with more accurate HMBs

AC Ryan said he will raise this as something the iBOC group may be able to look at. iBOC consists of DFES, DBCA and WALGA – Ant Sadler to provide feedback to the DOAC

Shire of Northam – Brendon Rutter

- Quiet Season
- New Chief has been appointed – Chris Marrs
- Concern during Fire Season with Telstra Mobile towers over heating and backup generators not working.

Ant Sadler mentioned that this has been heavily raised and the DEMC meetings and we got a reply from Telstra recently. It basically said that if there is a fault, report it and they will get to it when they can.

Ant Sadler said this is being raised with Assistant Commissioner Ryan during meetings over the next couple of days.

Rob Towers mentioned that it is not just an issue of the generators but possibly a fault in the towers designs, not being able to cope with the heat which is leading to the overheating.

Shire of Toodyay – Craig Stewart

- Had a couple of fires in Toodyay – lasting multiple days – Had great support from neighbouring shires and the DFES ROC and RDC. Needed to have Emergency Warnings out and use Air support so their help is invaluable.
- MAF Funding projects are going ahead.

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- Have had Chaining and preparation works causing large dust clouds which are being mistaken for smoke and being called into 000. Have advised those farmers to call 000 themselves to advise them in case calls come in.
- The Bindoon Range repeater – General 150 is now useable by all services.
- Deployments have been well supported and sending personnel to the Goldfields seemed to go well – hasn't had any complaints to him.

Shire of Dowerin – Paul Millsteed

- 1st fire season as CBFCO
- 3 incidents so relatively quiet
- Held an information meeting preseason and had 93 people attend, representing 63 properties – He conducted a fire chat as well as St John doing a presentation. Gave out laminated 5-point guards. Was well received and great to see the cards in vehicles when they attended incidents during the season.
- Putting together a log of what capability the farmers have on their properties.

Shire of Quairading – Nigel Gelmi

- Quiet year.
- Had workshop and pole top fires and 60-70hectares of crop fires

Shire of Cunderdin – Ashley Burges

- Reasonably quiet
- Small fires only – couple of Header fires
- Had communications issues in December- Still waiting for Comms Support to come out and fix it. They need to do upgrades to the WAERN System
- Still waiting on 4.4 for Gnattering – Timeframe?
 - Phil Hay said that he is going to a meeting later in the week about the 4.4s. He will report back to Cunderdin and Wongan Hills after it.
- Has there been any word on the arsonist lit fires? – Darrel said he has not heard anything but will look into it.

Shire of York – Troy Granville

- Quiet Season so far – traditionally gets busier for York once restrict burning begins up until May

Shire of Beverley – Bruce Kilpatrick

- Medium incidents- Had great support from DFES and York brigades
- Mobile towers are a problem for them too. Backup battery did not work for them
- WAERNs are an issue as people are swapping them. – Seems to be a great issue getting the technicians to come from Perth – They say they must have multiple jobs in the area for them to come out. Were requested in August last year and it was finally

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sorted in December which was too late in the season.

- Can there be local area technicians used to fix things in the Wheatbelt?

Shire of Wongan Hills/ Ballidu – Ross Lane

- 20 incidents – Pole tope fires and the like
- Had trouble with juveniles lighting bush around the townsites
- Shire have now purchased an old water tanker, 30000l, to assist in firefighting. It can be towed to wherever it is required. Hasn't been used yet.
- Lawsons Grain Fire west of Wongan Hills burnt through 250 Hectares of Barley – air support was requested as it was heading towards communication towers. – not needed in the end. Also had support from Quairading which was greatly appreciated.
- Have had 50-200ml rain across the shire.

10. Late Items

Presentation by District Officer Training Delivery, Russell Wells – Rural Fire Division

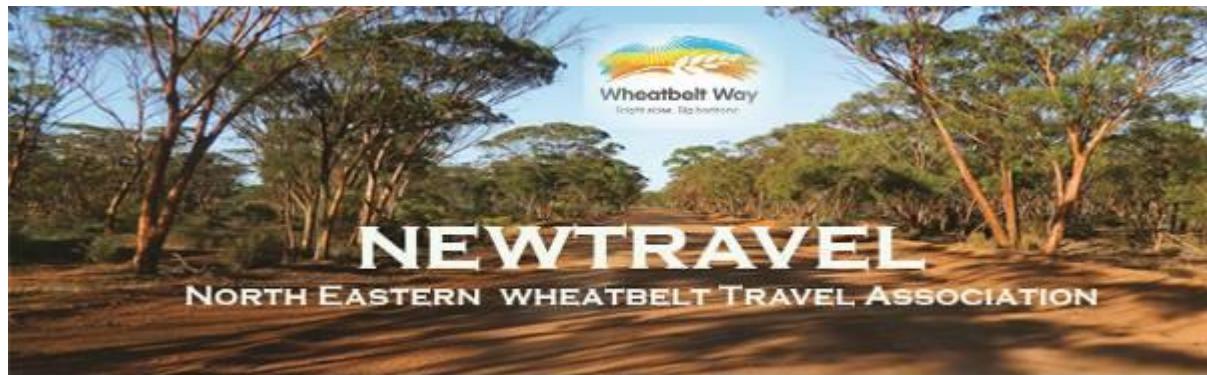
- Gave an overview of where the Bushfire Centre of Excellence is up to.
- Siteworks have now begun on the centre. Building to commence this month. Completion planned for December 2020.
- Training – new modularised system is now being rolled out for base Bush Fire Fighting courses. – Still able to do the old courses till the end of June. If you have IFF and still need to do BFF, it is advised to do this before June so that you don't have to start again.
- New courses are being written
 - Assist with Planned Burning
 - Simple and Complex Prescribed Burning
 - Introduction to Fire Weather
- Reviewing
 - Mechanical Supervision
 - Plantation Firefighting
 - FCO
- Professional Development Opportunity - Leadership Courses for Senior Volunteer firefighters and staff commencing in June

Powerpoint attached to minutes

Meeting closed at 0947hrs

**Date for the next Northam DOAC is March 10th, 2020
and will be chaired by the Shire of York**





Minutes – GENERAL MEETING

Thursday 27th February 2020,
at Bencubbin Community Resource Centre.

Opening 10.05am

Attendees:

NEWTRAVEL MEMBER

Bencubbin CRC
Dukin Short-Term Stay
Mukinbudin CRC
Nungarin CRC
Shire of Dowerin
Shire of Koorda
Shire of Mt Marshall

Shire of Mukinbudin
Shire of Nungarin
Shire of Trayning
Shire of Westonia

Shire of Wyalkatchem

MEMBER VOTING DELEGATE

Alyce Ventris

Rebecca McCall (CEO)
Darren Simmons (CEO)
Cr Nick Gillett

Cr Sandra Ventris
Cr Ray Mizia
Cr Freda Tarr

Stephanie Elvidge

ASSOCIATE MEMBERS & OTHERS

Linda Vernon (NEWTRAVEL TO)
Sharon Kett (Bencubbin CRC)

Melinda Brown
Sam Williams (CDO)

John Nuttall (CEO)
Rebecca Watson (CDO)
Nola Comerford-Smith

Stacey Geier
Cr Bill Huxtable

Apologies:

Kim Storer (NEWTRAVEL Chair)
Tony Clarke
Marcus Falconer

Cr Tanya Gibson
Jamie Criddle
Dirk Sellenger

Madeline Hayles
Adam Majib

As there was no Chairperson or Deputy Chairperson it was asked that a voting delegate be nominated to act as Acting Chairperson for this meeting.
Rebecca Watson nominated Cr Sandra Sandie Ventis, who accepted.

Sandie welcomed everyone to the meeting and facilitated introductions.

1. Previous Minutes

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

RESOLUTION:

That the Minutes of the NEWTRAVEL Meeting held in Mukinbudin on 24th October 2019 be confirmed as a true and correct record of proceedings.

Moved: Nola Comerford-Smith Seconded: Ray Mizia

CARRIED

1.2 Business arising from previous minutes

ACTIONS	UPDATE
<p>ACTION – Rebecca McCall to see if there was an opportunity with Dowerin Events Management to work together with them to improve the tourism focus, exhibitors and location at the Dowerin Field Days in 2020.</p>	<p>Has had casual conversations with Dowerin Events Management, but just awaiting new staff appointments to further the conversation.</p>
<p>ACTION – Linda to look into cost of programs(i.e. Hootesuite) and options (i.e. 20/20 Marketing) for measuring effectiveness of Wheatbelt Way Marketing and present to February 2020 NEWTRAVEL meeting.</p>	<p>See Agenda Item</p>
<p>ACTION – Linda to distribute this feedback directly to relevant Shires for them to look into further.</p>	<p>Circulated in previous minutes.</p>
<p>ACTION – All members to consider and forward ideas on possible initiatives for a visit friends and relatives and local community program as a community pride, buy local ad value of tourism campaign by the end of November to Linda for consideration by a sub-committee. Sub-committee to consist of Linda Vernon, Nola Comerford-Smith and Tony Clarke, meet in December and present something back to February NEWTRAVEL meeting. Linda to ask Graham Thompson from Curtin University if there is any scope for marketing students to work with NEWTRAVEL on this.</p>	<p>See Agenda Item</p>
<p>ACTION – can these be written up as case studies (Koorda Interest Group Weekends).</p>	<p>Linda to follow this up with Kim Storer.</p>

2. Correspondence

2.1 Correspondence In

- 2.1.1 Various Emails inward.
- 2.1.2 Shire of Mt Marshall, Shire Representative to NEWTRAVEL
- 2.1.4 Shire of Trayning, Shire Representatives for NEWTRAVEL
- 2.1.3 WDC Unsuccessful REDS Grant Application Notification

2.2 Correspondence Out

- 2.2.1 Various Emails outward.
- 2.2.2 Letter of Support Dowerin Events Management Regional Agricultural Show Development Grant
- 2.2.3 Letter of Support Gingin Gravity Discovery Centre Regional Events Funding Application
- 2.2.4 Letter of Support Shire Mt Marshall Regional Agricultural Show Development Grant

RESOLUTION: That the NEWTRAVEL inward correspondence is accepted and the outward correspondence be endorsed.	Moved: Cr Freda Tarr	Seconded: Rebecca McCall	CARRIED
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2.3 Business arising from Correspondence

- Encouraged strongly to seek feedback from WDC about the REDS application and that felt there was another round coming shortly.
- John Nuttall noted that RDA Wheatbelt had presented at Great Eastern Zone Meeting yesterday and had included in their upcoming projects/concept on Tourism Marketing/Branding.(Linda will follow up with Mandy Walker).

3. Financial Report

Cheque Acc Opening Balance 1 October 2019		\$94,861.01
INCOME		
Memberships	Shire of Trayning 2019-2020 - Membership and Council Contributions	\$6,500.00
	Koorda CRC	\$500.00
	Dukin Short Term Stay - M Hayles	\$100.00
	Total Income	\$7,100.00
EXPENSES		
Press Advertising	Australia's Golden Outback 2020 Holiday Planner Advertising	\$2,940.25
Tourism Association Membership	Shire of Merredin - CWVC Membership	\$187.00
Postage & Freight	Mukinbudin Trading Post – September Postage	\$90.82
	Mukinbudin Trading Post – October Postage	\$15.35
	Shire of Merredin – Annual Postage Fees 2018-2019	\$214.80
Internet Marketing	PP & LA Vernon – Facebook advertising Reimbursements Sept 2019	\$277.95
	PP & LA Vernon – Facebook advertising Reimbursements Oct 2019	\$45.16
	Extra Mile Writing - Blogs and Photography	\$1,410.00
Tourism Officer Services	PP & LA Vernon – September 2019	\$1,210.00
	PP & LA Vernon – October 2019	\$1,210.00
	PP & LA Vernon – November 2019	\$1,472.57
	PP & LA Vernon – December 2019	\$1,741.07
Other	Wheatbelt Business Network – Strategic Planning Services	\$1,320.00
	Total Expenditure	\$12,134.72
Cheque Acc Closing Balance 31 January 2020		\$89,826.29
Other Income		
Outstanding Payments	Mukinbudin CRC – Printing	\$48.00
	Mukinbudin CRC – Printing	\$66.00
	Tangelo Creative – Membership page design and development	\$1,518.00
	PP & LA Vernon- January 2020	\$1,210.00
	Mukinbudin Trading Post – Dec-Jan Postage	\$4.45
	Executive Media – Caravanning Australia Advertising	\$950.00
Ending Financial Position at 19 February 2020		\$86,029.84

Signage Funds Remaining

Total Signage Funds Remaining	\$4,279.56
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Resolution:

That the NEWTRAVEL finance report be received.

Moved: Cr Nick Gillett

Seconded: Cr Freda Tarr

CARRIED

4.0 NEWTRAVEL Tourism Officer (0.2FTE) November 2019 – February 2020 Report

Main Activities	Description	Progress/Update
1. NewTravel Administration		
a. Organise, attend and minute NEWTRAVEL meetings. Attending to any correspondence or motions at these meetings.	Organise and attend NEWTRAVEL Meetings	<ul style="list-style-type: none"> October NEWTRAVEL Meeting 4 December 2019 Sub-Committee Meeting for local marketing campaign ideas.
b. Undertake governance and financial reporting activities.	Prepare Agendas and Minutes; attend to correspondence and motions as directed.	<ul style="list-style-type: none"> October Meeting Minutes prepared and circulated. February Meeting Agenda prepared and circulated
	Undertake financial responsibility for NEWTRAVEL including invoicing, paying accounts, preparing and presenting financial reports.	<ul style="list-style-type: none"> Monthly financials completed and accounts paid.
2. Marketing		
a. Implement the Wheatbelt Way Marketing Plan	Develop, adopt and implement annual marketing plan.	<ul style="list-style-type: none"> 2020 Marketing Plan finalised.
b. Support NEWTravel to undertake tourism marketing activities to the benefit of the members.	Promote the Wheatbelt Way through press advertising and any other opportunities as they arise.	<ul style="list-style-type: none"> Implemented marketing material for: - AGO Annual Planner Caravanning Australia – Autumn Edition Eastern Wheatbelt Visitor Guide Sunday Times Travel Feature – 22 March 2020.
	Update and distribute Wheatbelt Way Brochures and Booklets.	<ul style="list-style-type: none"> Booklet updated. Feedback sought from NEWTRAVEL meeting before finalising and going to print.
	Arrange for the preparation of promotional packages for individuals, groups, companies and arrange appropriate distribution	<ul style="list-style-type: none">
3. Website and Social Media		
a. Develop and maintain a presence for the Wheatbelt Way on internet and social media.	Maintain the Wheatbelt Way website	<ul style="list-style-type: none"> Website updated as required ready for 2020. NEWTRAVEL Membership section developed and included.
	Answer all Wheatbelt Way enquiries via the website and respond to requests for merchandise as required.	<ul style="list-style-type: none"> 12 Wheatbelt Way website enquiries.
	Create a Wheatbelt Way Facebook Page and maintain it regularly.	<ul style="list-style-type: none"> Posting and sharing of Wheatbelt Way content as required on Facebook and Instagram during this period. 2020 Social Media Content Planner completed.
4. Stakeholder Communications		
a. Maintain relationships with Central Wheatbelt Visitors Centre and Australia's Golden Outback	Attend Regional Working Group Meetings	<ul style="list-style-type: none"> AGO Facebook Live events with AGO CEO and maintained regular contact with CWVC staff. Meet with AGO CEO also at DBCA meeting on 20 Nov. Presentation to RDA Wheatbelt on 13 November in Bencubbin. Meeting with DBCA (20 Nov) about their Regional Parks for People plan

		and how this is to be implemented in the Wheatbelt.
<i>b. Communicate with members.</i>	<p>Quarterly Newsletter to Stakeholders</p> <p>Provide information and updates as identified.</p>	<ul style="list-style-type: none"> • E-news in November. • Presentations to Mukinbudin Shire Council (19 Nov), Wyalkatchem Shire Council (5 Dec), Dowerin Shire Council (17 Dec).
5. Maintenance and Monitoring		
<i>a. Assist in the maintenance of the Wheatbelt Way Infrastructure and monitoring of Tourism across NEWROC</i>	<p>Coordinate and collate tourism data for the region.</p>	<ul style="list-style-type: none"> • 2019 Visitor Statistics summarised. • Undertook site visits on 7th December to Westonia, Mukinbudin, Nungarin, Trayning and Dowerin LG accommodation with Graham Thompson from Curtin University and developing survey to collate visitor feedback.
	<p>Coordinate annual auditing of Wheatbelt Way sites with individual shires and reporting of recommendations back to shires.</p>	<ul style="list-style-type: none"> •
6. Supporting additional activities		
<i>a. Any other duties within the Contractors range of abilities as directed by the Director of Economic Services if time and resources allow.</i>	<p>Assist with planning and conducting tourism initiatives as required (incl. local famils and trade shows).</p>	<ul style="list-style-type: none"> - Perth Caravan and Camping Show preparation - March 18-22, 2020..
	<p>Carry out research and manage projects as required</p>	<ul style="list-style-type: none"> •