



AGENDA

ORDINARY COUNCIL MEETING



19 June 2025

Commencing at 4pm in the
Shire of Wyalkatchem Council Chambers
27 Flint Street, Wyalkatchem

NOTICE OF COUNCIL MEETING

The next Ordinary Meeting of the Wyalkatchem Shire Council will be held on Thursday 19 June 2025 in the Council Chambers, 27 Flint Street Wyalkatchem, commencing at 4pm.

An Agenda for this meeting will be made available from the Shire Administration Office and on our website www.wyalkatchem.wa.gov.au

ORDER OF EVENTS

Thursday, 19 June 2025

I have reviewed this agenda, I am aware of all recommendations made to Council, and I support each as presented.

Sabine Taylor

CHIEF EXECUTIVE OFFICER

DISCLAIMER

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

DISCLOSURE OF INTEREST

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

Financial Interest:

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

Proximity Interest:

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

Impartiality Interest:

As per the Shire of Wyalkatchem Code of Conduct for Council Members, Committee Members, and Candidates for Election, and to maintain transparency, it is important to disclose all interests, including impartiality interests which include interests arising from kinship, friendship and membership of associations. If it is possible that your vote on a matter may be perceived as impartial, you should disclose your interest. Having disclosed the interest, you may declare your objectivity on the matter, and remain in the Chamber, and chair, or move/second, speak and vote on the matter.

Disclosing an Interest:

Disclosures must be made, in writing, to the Chief Executive Officer prior to the meeting, or prior to consideration of the item in which an interest exists.

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

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1. DECLARATION OF OPENING

2. PUBLIC QUESTION TIME

- 2.1. Response to Public Questions Previously Taken on Notice**
- 2.2. Declaration of Public Question Time opened**
- 2.3. Declaration of Public Question Time closed**

3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

- 3.1. Attendance**
- 3.2. Apologies**
- 3.3. Approved Leave of Absence**
- 3.4. Applications for Leave of Absence**

4. OBITUARIES

5. PETITIONS, DEPUTATIONS, PRESENTATIONS

- 5.1. Petitions**
- 5.2. Deputations**
- 5.3. Presentations**

6. DECLARATIONS OF INTEREST

- 6.1. Financial and Proximity Interest**
- 6.2. Impartiality Interests**

7. CONFIRMATION AND RECEIPT OF MINUTES

7.1. Confirmation of Minutes

7.1.1. Ordinary Meeting of Council – 15 May 2025

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

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION:

*That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of
Thursday 15 May 2025 (Attachment 7.1.1) be confirmed as a true and correct
record.*



**MINUTES
OF THE
ORDINARY MEETING
OF COUNCIL
HELD ON
15 May 2025
Council Chambers
Honour Avenue
Wyalkatchem
Commencement: 4:00pm
Closure 5:11pm**

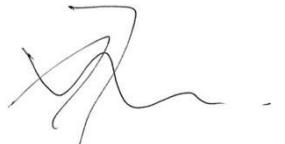
Preface

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

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

Unconfirmed Minutes

These unconfirmed minutes were approved for distribution on 22 May 2025.



Sabine Taylor

Chief Executive Officer

DISCLAIMER

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DISCLOSURE OF INTEREST

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Impartiality Interest:

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

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1. DECLARATION OF OPENING

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

2. PUBLIC QUESTION TIME

2.1. Response to Public Questions Previously Taken on Notice

Nil

2.2. Declaration of Public Question Time opened

Public Question Time opened at 4:02pm.

Nikki Hawser asked the following questions:

- If there was any news on the timeline of the opening of the daycare. The Presiding Member answered that it was being worked on and that it wouldn't be too far away.
- If Council would consider supporting the David Allen concert in November. The Presiding Member advised that this will be discussed by Council in due course as an email has been received.

Sheryl Wemm asked the following questions:

- About the bus being free of charge for the Senior Leisure Group. The Presiding Member advised that this was on the agenda for the meeting.
- She asked what the benefit of both the President and CEO attending ALGA. The Presiding Member advised that there were many benefits in attending including to target extra funding for GP services, road networks and housing.
- The status of the EV charger at the CRC. The CEO advised that action on this was currently sitting with the CRC.
- She commented that verges and roads need raking. The Presiding Member advised to put in a works request for where specifically she is referring to.

2.3. Declaration of Public Question Time closed

Public Question Time closed at 4:23pm.

3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

3.1. Attendance

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

3.2. Visitors

Eric Anderson
Jennie Gorham

Stephen Gamble
Nikki Hawser
Sheryl Wemm
Roslyn Paterson

3.3. Apologies

Nil

3.4. Approved Leave of Absence

Nil

3.5. Applications for Leave of Absence

Nil

4. OBITUARIES

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

Jean Pearse
Teresa Ludwig

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 – 14 April 2025

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Monday
14 April 2025. (Attachment 7.1.1)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(49/2025) Moved: Cr Petchell *Seconded: Cr Lawson Kerr*

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Monday 14 April 2025 (Attachment 7.1.1) be confirmed as a true and correct record.

CARRIED 7/0

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

7.2. Receipt of Minutes

7.2.1. Great Eastern Country Zone Minutes – 10 April 2025

Minutes of the Great Eastern Country Zone meeting held on Thursday 10 April 2025 (Attachment 7.2.1)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(50/2025) Moved: Cr Loton *Seconded: Cr Dickson*

That the minutes of the Great Eastern Country Zone meeting held on Thursday 10 April 2025 (Attachment 7.2.1) be received by Council.

CARRIED 7/0

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

8. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

Nil

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

14.1.1 CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW

10. REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. ACCOUNTS FOR PAYMENT – APRIL 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 May 2025
Reporting Officer:	Parul Begum, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.1 – Accounts for payment – April 2025

SUMMARY

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

BACKGROUND

The *Local Government (Financial Management) Regulations 1996, s13(1)*, requires that if a local government has delegated to the CEO its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing all payments since the last such list was prepared.

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

COMMENT

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

Bank Account	Payment Type	Last Number	First Number in the report
Municipal	Cheque	0	0
Municipal & Trust	EFT	EFT4396	EFT4366
Reserves	EFT	EFT	No Payments
DD	DD	DD3855.8	DD3826.1

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations, S13.1

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2024/2025 Annual Budget.

COMMUNITY & STRATEGIC OBJECTIVES

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

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

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(51/2025) Moved: Cr Lawson Kerr *Seconded: Cr Begley*

That Council endorse the total payments for the month of April 2025 being \$120,782.27 which comprised of:

1. *Cheque payments in the Municipal Fund totalling \$0.00;*
2. *Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$91,495.96;*
3. *Direct Debit (DD) payments in the Municipal Fund totalling \$29,286.31.*

CARRIED 6/1

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

Voted against: Cr Stratford

10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – MARCH 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 May 2025
Reporting Officer:	Parul Begum, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	File Ref: 12.10.02
Attachment Reference:	Attachment 10.1.2 – Credit Card –March 2025

BACKGROUND

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

STATUTORY ENVIRONMENT

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

Local Government (Financial Management) Regulations 1996, R34

POLICY IMPLICATIONS

Policy Number 2.1 – Purchasing Policy.

Policy Number 2.3 – Credit Card Policy.

FINANCIAL IMPLICATIONS

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

COMMUNITY & STRATEGIC OBJECTIVES

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

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

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(52/2025) Moved: Cr Begley Seconded: Cr Dickson

**That Council endorse credit card payments for the period 1 March 2025 to 28 March 2025,
totalling \$286.52. (refer to attachment 10.1.2).**

CARRIED 7/0

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

10.1.3. MONTHLY FINANCIAL REPORTS – APRIL 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 May 2025
Reporting Officer:	Claire Trenorden, MCS
Disclosure of Interest:	No interest to disclose
File Number:	25.08
Attachment Reference:	Attachment 10.1.3 – Monthly Financial Report April 2025

BACKGROUND

The *Local Government (Financial Management) Regulations 34* requires a local government to prepare a monthly financial statement that reports on actual revenue and expenditure against the annual budget prepared under regulation 22(1) (d).

Council has adopted a material variance on 10% or \$10,000 whichever is the greater.

COMMENT

The attached reports includes:

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

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

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

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

STATUTORY ENVIRONMENT

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

Local Government (Financial Management) Regulations, R34

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Total Cash Available as at 30 April 2025 is \$5,389,788;

- cash available is made up of unrestricted cash \$1,822,400 (33.81%) and
- restricted cash \$3,567,387 (66.19%).

Rates Debtors balance as at 30 April 2025 is \$99,643 and Rates Notices for 2024-25 were issued in August 2024. Rates collected as at end of January was \$1,447,441 - 94%.

April 2025: Operating Revenue – Operating revenue of \$2,526,114 is made up of Rates - 60%, Grants - 21%, Fees and Charges - 12%, Interest earnings – 7% and other – 0%.

Operating Expenses – Operating expenses of \$4,821,556 is made of Employee Costs – 23%, Materials and Contracts – 23%, Depreciation – 46%, Insurance – 4% and Utility – 3% and Other Charges – 1%.

COMMUNITY & STRATEGIC OBJECTIVES

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

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

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(53/2025) Moved: Cr Dickson Seconded: Cr Begley

That Council accepts the Statements of Financial Activity for the month ending 30 April 2025 (refer attachment 10.1.3).

CARRIED 7/0

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

10.1.4. FEES AND CHARGES – WAIVER OF FEES WYALKATCHEM SENIOR LEISURE GROUP

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	14 March 2025
Reporting Officer:	Claire Trenorden, MCS
Disclosure of Interest:	No interest to disclose
File Number:	12.05.06
Attachment Reference:	Attachment A – Letter from Wyalkatchem Senior Leisure Group Attachment B – Policy 9.7 Community Bus Hire

SUMMARY

This paper is requesting approval by Council to waive the fees and charges associated with the hiring of the Community Bus for the Wyalkatchem Senior Leisure Group on an annual basis.

COMMENT

On 11 April 2025 a representative of the Wyalkatchem Senior Leisure Group met with the CEO and requested that they be permitted to use the Community Bus without having to pay the scheduled fees and charges. There was an indication that the Wyalkatchem Senior Leisure Group may be able to contribute some money per trip, however each member only pays \$2 per outing.

On 2 May 2025 a letter was received from the Wyalkatchem Senior Leisure Group expressing their disappointment at the terms offered. (refer Attachment A.) The CEO has since contacted the representative of the Wyalkatchem Senior Leisure Group and advised that the terms offered were as per Council Policy and the Shire's Schedule of Fees and Charges. The CEO also advised the representative that the CEO did not have the delegations of authority to waive those fees and that the matter would have to go to an Ordinary Council Meeting for determination. The first opportunity to do so is at the May Ordinary Council Meeting.

BACKGROUND

The Wyalkatchem Senior Leisure Group is a casual group of Seniors who meet on a regular basis at the Community Resource Centre. There is no membership fee and a token \$2 is paid per outing.

Previously they have been able to utilise the Wyalkatchem – Koorda Hospital bus. Unfortunately, they are no longer able to meet a key condition of the usage, which is that at least one member of the group is receiving support services from the Government funded Home and Community Care program. This program has now ceased being provided.

Typically, the outings are to nearby Shires e.g. Toodyay visiting the Emu Farm, morning tea at the Café and lunch at Victoria Hotel or Perth visiting wineries, Chocolate Factory and Nougat Factory.

The fellowship provided by the group coupled with the outings is believed to have a positive affective on the mental health of the members.

ESTIMATED FINANCIAL IMPACT

The distance from Perth to Wyalkatchem is approximately 205 kilometres, allowing an average of an extra 10 kilometres per trip for consequential travel a return trip would be approximately 420 kilometres per trip at \$0.88 per kilometres which equals \$369.60 per outing.

Should the Wyalkatchem Senior Leisure Group travel to Perth for each of their six hires the fees waived would be \$2,217.60 in fees and charges. There would be additional costs for refuelling of approximately \$140.00 per outing for six hires which equals \$840.00. The total estimated financial impact is \$3,057.60.

The Wyalkatchem Senior Leisure Group have advised that it is unlikely that there will be six outings to Perth as they regularly visit neighbouring wheatbelt Shires.

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

CONSIDERATIONS

Council needs to provide direction to the CEO as to the terms and conditions of the hire agreement between the Wyalkatchem Senior Leisure Group and Shire:

- Capping the maximum financial 'in kind' support to \$3,057.60
- Waiver of the cleaning bond, which is refundable subject to conditions which is \$150.00 weekdays and \$300.00 for weekends and public holidays.
- Any constraints for the use of the Community Bus eg
 - not to be used for grocery or other domestic shopping
 - not to be used as a taxi service, such as driving to and from personal appointments
 - only to be used for outings 'in the spirit' of the examples provided to Shire
- Is Council going to also waive the Insurance Claim excess, in the event of an accident or other damage? This excess is currently set at \$500.00
- Must be compliant with all Shire Policy, Community Bus Application and Condition of Use other than payment of fee per kilometre and refuelling after each outing

STATUTORY ENVIRONMENT

Local Government Act 1995 S6.12 – Power to defer, grant discounts, waive or write off debts;

Local Government Act 1995 – Delegation Register

Local Government (Financial Management) Regulations 1996, Regulation 26 – Discount, incentive, concession.

POLICY IMPLICATIONS

Council Policy 9.7 – Community Bus Hire.

FINANCIAL IMPLICATIONS

The total estimated financial impact is \$3057.60. Additional costs of any damage or repairs to the Community Bus that are not able to be claimed via the Shire's insurance.

COMMUNITY & STRATEGIC OBJECTIVES

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

Pillar 2 Community	Statement of Strategic Outcome: Our community is inclusive, it is a place where people feel valued and have access to opportunities to build their own capacity, lead healthy lifestyles and stay connected.
Goal 5	A safe and healthy community for all ages.
Pillar 4 Civic Leadership	Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls.
Goal 11	High standard of governance

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(54/2025) Moved: Cr Lawson Kerr Seconded: Cr Begley

- 1. That Council waive the hire fee for the Wyalkatchem Senior Leisure Group including the refill of the diesel fuel tank (on return) for the Community Bus for a maximum of 6 hires in the regional and metropolitan area of Perth for a period of 12 months.*

And

- 2. Approve the CEO to draft an agreement of terms and conditions for the hire of the Community Bus that aligns with Council Policy and as determined by Council.*
- 3. That Council approve that the budget for the cost of fuel and any other associated costs are captured within the Community Development Budget on our system.*

CARRIED 7/0

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

10.2. WORKS AND SERVICES

10.2.1. WORKS OFFICER'S REPORT MAY 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 May 2025
Reporting Officer:	Jennie Gorham, & Eric Anderson, Jointly Acting Supervisors of Infrastructure and Assets.
Disclosure of Interest:	No interest to disclose
File Number:	13.05.02
Attachment Reference:	Nil

BACKGROUND

To inform Council of the activities of the Works and Services team during the month of April/May 2025.

OVERVIEW

SUMMARY - ROADS / TOWN/ BUILDINGS

Road Maintenance Program

Maintenance grading is underway with the following roads having been fully or partially completed - Maitland Rd, Parsons Rd (including repairing a washout), Elashgin East West Rd, Elashgin Rd, Bruse Rd.

Numerous potholes have been attended to using pothole mix over the past three weeks. This has included various streets in the town, Yorkrakine South Rd, Maitland Rd, Cunderdin Rd, Tammin Rd and Yorkrakine West Rd. Potholes will continue to be repaired, as time permits.

Culverts on Parsons Rd between Elashgin East West Rd and Maitland Rd have been cleaned out to allow for better drainage, and new white posts have been installed to replace the damaged posts.

[Refer to Photographs in Attachment A & B](#)

Capital Roadworks Program Update

Work on Hammond Rd SLK 8.63 – 9.41, a distance of 780 metres, has been completed.

Re-sheeting on Hammond Rd, Minnivale North East Rd and Wallambin Rd has now been completed, a total of 3.28km.

For inclusion in next year's Capital works budget, officers have identified five roads that need to be re-sheeted. Depending on funding constraints, the roads to be included are Old Nalkain Rd, Goldfields Rd, Ryan Rd, Tilbrook Rd and Parsons Rd, a total of 6.71km. Gravel pits have been sourced for these roads.

Refuse Site

Three quotes for have now been received for 100 metres x 1.8-metre-high tip fencing, to stop paper and cardboard blowing out onto Cemetery Rd. Temporary fencing was placed on the north boundary of the tip as an interim measure.

Work continues to take place at the refuse site with bunkers being installed to isolate furniture, tin and scrap metal, and recyclable items. These small changes have made a difference as Council continues to improve the site.

An officer travelled to Trayning to meet with the Works Manager from Shire of Trayning to view the new locking system they have implemented at both their refuse sites. The system has not been hugely successful however, with people cutting off the lock on the gate or cutting the fence to gain access. On the advice given by the Works Manager, this may not be the best solution for our refuse site. The Wyalkatchem refuse site is continually being used by people outside of our Shire.

[**Refer to Photographs in Attachment C**](#)

Vehicle / Plant Update

Maintenance has recently been carried out on the Liebherr loader, including-

- Triple pump resleeved
- Hand primer fuel pump serviced
- Adjustment of engine valves
- Rubber replaced on bottom step

The Shire received the new 120 Caterpillar grader on 30th April. The 120 Caterpillar grader is the first of the New Gen 120 series in the state and Caterpillar are keen to receive feedback on the machine, positive or negative. The machine has new innovations and high-tech equipment to assist the operator.

We encountered several issues with the new Cub Cadet ride-on mower, particularly with the catcher, which repeatedly became blocked during use. We reached out to the state sales representative to express our concerns. In response, the representative collected the mower and made modifications to the catcher's tube. Upon its return, the mower was tested by the town crew, who were impressed with the improved setup and its performance.

[**Refer to Photographs in Attachment D**](#)

ROADSIDE VEGETATION

Two officers attended a Roadside Native Vegetation information day in Tammin. The day was very interesting with specialists explaining the varieties of endangered species. Fines of up to \$500,000 can be incurred if it can be proven that flora and/or fauna has been damaged/destroyed or harmed. There are now coloured pictures on the wall of the depot so that all employees can see what are the most common species in our area.

A company called 2H Resources Soil and Gas Sampling will be undertaking soil and gas sampling, and survey work along our road reserves. Their crew of 4-5 staff will be working in 2-week blocks until they have collected sufficient data.

STREET LIGHTS

An officer completed an audit of the town streetlights and 22 lights were found to be not working or faulty. Western Power has been quick to repair their asset, attending to the lights within a week of being reported.

PARKS & GARDENS - TOWN SERVICES

- The Town Team has been actively undertaking tree maintenance around the community, including along verges and in public parks, in preparation for the upcoming winter weather. At Pioneer Park, low-hanging branches and dead trees have been pruned or removed to ensure the safety of pedestrians and visitors.
- Drain maintenance is ongoing throughout the town, with the drains on Swan Street recently cleared of sand and debris.
- The Welcome to Wylie event held by the Shire at the Wyalkatchem Club saw the town team setting up tables and chairs, setting out flower arrangements and displaying the Shires flags. The event was well attended, and we would like to thank Kiara for preparing the table cloths, and Belinda and Parul for their help on the night. The Shire staff completed the pack-down on Monday.
- Roads and verges are being cleared after wild weather saw trees drop branches around the town streets. This will be ongoing over the winter months.

Refer to photographs in Attachment E

SHIRE BUILDINGS

- Tree pruning was carried out in the Town Hall car park to prevent potential damage to the adjoining fence. Additionally, raking up of the leaves was completed in conjunction with the scheduled fortnightly mowing and general maintenance.
- The front and rear yards of 57 Flint Street, 1 Slocum Street and 2A Slocum Street have been cleaned and pruned by the town team. At 57 Flint Street, the olive trees have been trimmed and are now more manageable. Whilst the overgrown trees along the driveway at 1 Slocum Street have been pruned to improve accessibility and appearance. At 2A Slocum Street tree pruning has been carried out to tidy the yard improving its overall appearance.
- Although the swimming pool has closed for the season the town team is maintaining the lawns and surrounds during the winter period.

Refer to photographs in Attachment F

OH&S

- A free First Aid Course was held by St John at the Wyalkatchem Sub Centre in April. A number of Shire staff took this opportunity to update their first aid qualifications. Thank you to St John for making this available to the Wyalkatchem community.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are some financial implications in relation to this item and they are reflected in the report.

COMMUNITY & STRATEGIC OBJECTIVES

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

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

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

*(55/2025) Moved: Cr Petchell Seconded: Cr Loton
That Council receives the Works Officer's report.*

CARRIED 7/0

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

Attachment A

Elashgin East West Rd/Parsons Rd washout repairs



Parsons Rd



Attachment B

Elashgin East West Rd

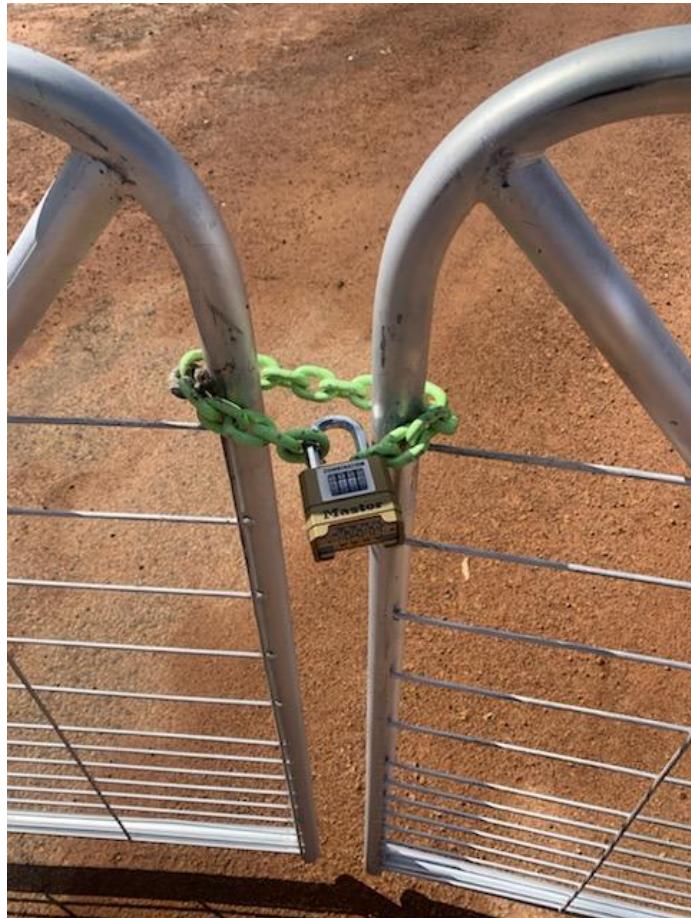


Maitland Rd



Attachment C

Trayning Refuse Sites



Attachment D

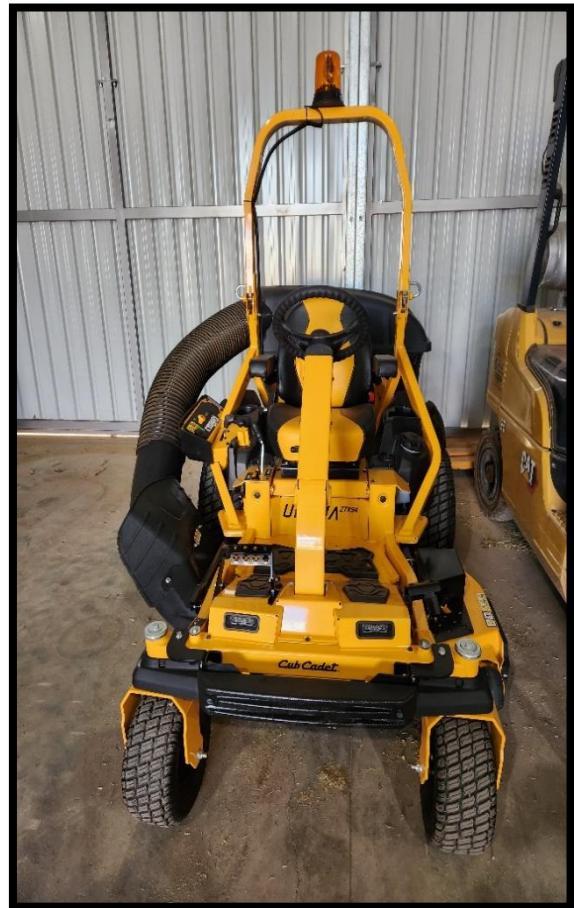
New CAT grader



Handover to Eric Anderson from Westrac manager



Cub Cadet mower before and after modifications on tube.



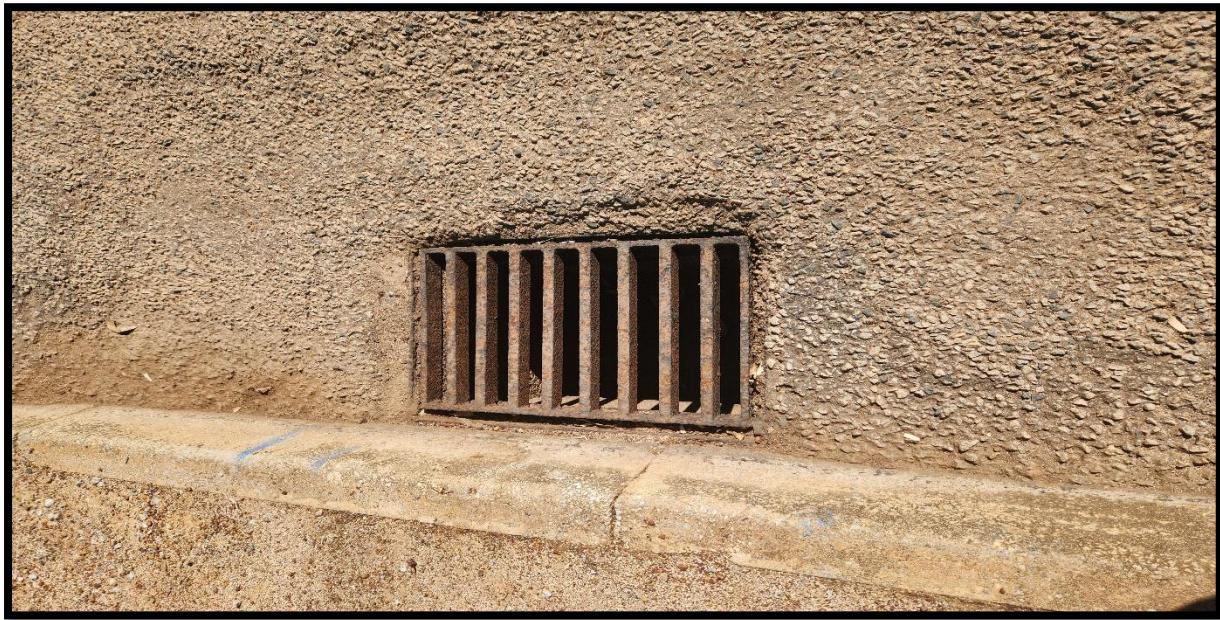
Attachment E

Tree removal and pruning at Pioneer Park.



Drains of Swan Street before and after.





Welcome to Wylie set up.



Town Crew picking up branches after wild weather.

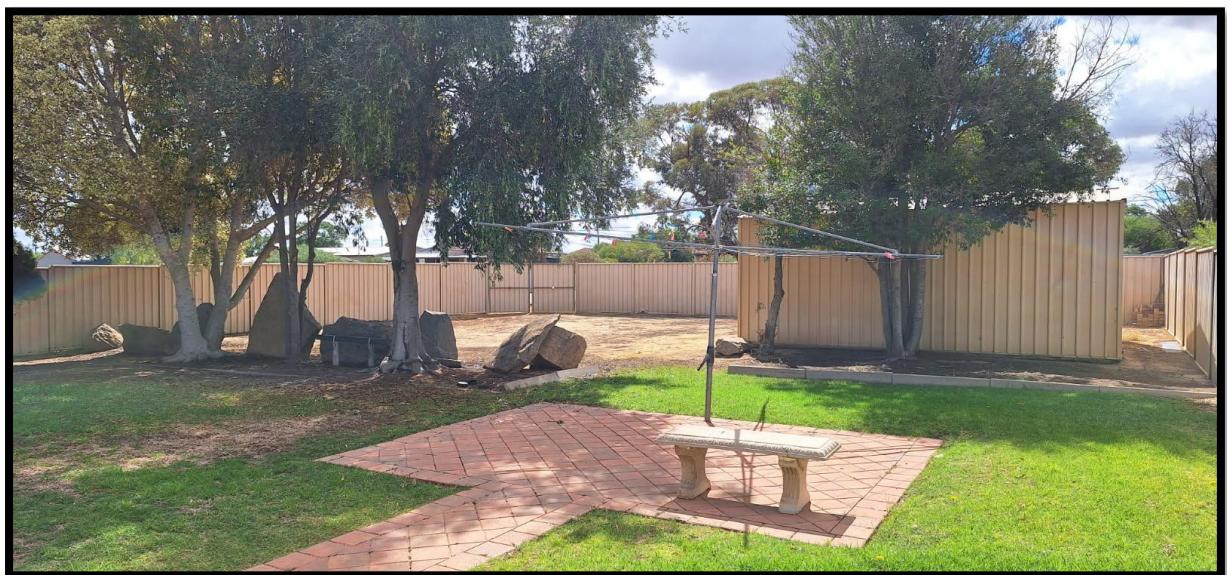


Attachment F

Town Hall car parking area – trees pruned and leaves raked.



Shire houses before and after.



Shire houses before and after.





10.3. GOVERNANCE AND COMPLIANCE

10.3.1. CHIEF EXECUTIVE OFFICER'S REPORT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 May 2025
Reporting Officer:	Sabine Taylor, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

SUMMARY

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

COMMENT

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

08 Apr 2025 Wheatbelt Way Inception Meeting

09 Apr 2025 Local Emergency Management Committee and review of Local Emergency Management Arrangements

14 Apr 2025 - 28 Apr 2025 CEO on Annual Leave

01 May 2025 Wyalkatchem Rodeo Meeting

02 May 2025 Wheatbelt Futures Forum

07 May 2025 Water Corporation

08 May 2025 Regional Housing Workshop, Northam

UPCOMING COMMUNITY EVENTS

Event	Date	Time	Place
Car Expert	16 – 21 June 2025 (date to be confirmed)		Wyalkatchem
Rodeo	Saturday 23 August, 2025		Wyalkatchem

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

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

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(56/2025) Moved: Cr Petchell Seconded: Cr Lawson Kerr

That Council accepts the Chief Executive Officer's report.

CARRIED 7/0

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

10.3.2. REVIEW OF DELEGATIONS OF AUTHORITY REGISTER

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 May 2025
Reporting Officer:	Sabine Taylor, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	22.02.02
Attachment Reference:	Attachment A – Draft Delegations Register Attachment B – Current Delegations Register

SUMMARY

The CEO commissioned an external peer review of the Shire's Register of Delegation which revealed:

- Many delegations missing, which are appropriate to the SoW,
- Some delegations were not consistent with legislation, and needed to be deleted,
- Some delegations which had been redundant for a few years, due to changes in legislation.
- Some delegations needed to be updated with new position titles, or deleted, where they no longer existed.

This report completes the review and requests Council to adopt the changes as presented and attached to this report.

The business of Local Government could not be carried out efficiently if Council were to perform all the tasks and duties required of a Local Government.

For practical administration and technical qualification reasons, Council needs to appoint the Chief Executive Officer (CEO) and employees (and sometimes, others) to carry out certain powers and duties for the Local Government to function within the confines of the many pieces of legislation it is bound by.

Local Government Act 1995

Section 5.42 allows for delegation of some powers and duties by the Council to the CEO. All delegations are to be in writing and must be determined by an absolute majority of Council.

Section 5.43 lists the powers or duties that a local government cannot delegate to the CEO.

Section 5.44 permits the CEO to delegate to an employee of the local government and also list the conditions that extend to this.

Section 5.46 requires the CEO to keep a register of delegations made to the CEO, and to employees. This section also requires that delegations made are to be reviewed by the delegator once every financial year. It also requires any person to whom a power or duty is delegated to keep a record as

prescribed by Regulation 19 of the Local Government (Administration) Regulations 1996, relating to the exercise of the power or the discharge of the duty. These records do not necessarily need to be kept in a dedicated file.

The requirement is satisfied if documentary evidence can be produced. For example, a letter of development approval to an applicant would satisfy the 'written record' requirement.

A decision to make, amend or revoke a Delegation requires an absolute majority vote of Council.

There are many other pieces of legislation that permit delegation contained within the Shire's Delegation Register, all of which comply with the principles of delegation set out in the Interpretation Act 1984.

Council has the right to impose conditions on any delegation it grants. Council, as the delegator, retains the power to make decisions, if need be, notwithstanding that a delegation has been granted.

The format of the Register follows that of the WALGA template, which has several advantages:

- WALGA has undertaken the complete legal assessment of the instruments,
- It is easy to make changes, when WALGA makes changes
- It facilitates incorporation into one of several cloud-based compliance systems, when the SoW is ready to do so.

The Shire now seeks Council approval for a few amendments to form the Shire's Delegations Register 2025/26 (refer Attachment).

COMMENT

The delegations of authority are an integral part of the Shire's governance approaches. They are supported, and in some cases conditioned by policies adopted by Council.

The Shire's Delegation Register encompasses nine Acts, many Regulations and the Shire's Local Laws, all of which have certain requirements regarding delegation, sub-delegation, conditions for delegating and the requirement or frequency for review.

Ensuring suitable and lawful delegations are in place contributes to an effective and efficient organisation, capable of meeting timelines imposed by statutory provisions and community expectations.

Council can be confident employees, and others, who are delegated powers and duties are aware of the responsibilities assigned to them, and the various strategic and statutory documents that guide decision making under delegated authority.

Section 5.46(2) of the Act requires that Delegations are reviewed at least once every financial year.

A comprehensive review of the Shire's Delegations has been undertaken, with this report detailing the outcomes and recommendations of that review. Monitoring of the Delegations Register occurs throughout the year. Refer to attachment A, for the draft Delegations Register and attachment B, for the current Delegations Register for the Shire of Wyalkatchem.

In many instances, required changes relate to matters of sub-delegation or appointments that the CEO is responsible for, these changes may include a change in employee role, new roles or a change in the level of responsibility for a particular role. These changes are administered, authorised and endorsed by the CEO and appropriate records are kept.

The requirements from the Interpretation Act 1984 apply to all delegations under Western Australian law, including the Local Government Act 1995 and all other Acts under which the local government has powers and duties.

For a delegation to be valid it must evidence compliance with the Interpretation Act 1984 requirements.

Following Council's adoption of this review, the CEO will then be charged with reviewing and approving all levels of sub delegation.

Where Council policy exists on a matter of delegation, compliance with the policy is adhered to. In instances where the policy position is unable to be upheld, the matter would likely be brought to Council for consideration.

STATUTORY ENVIRONMENT

Provisions of Local Government Act 1995, and other legislation relate.

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item beyond compliance with the Local Government Act 1995, and other relevant legislation.

FINANCIAL IMPLICATIONS

Nil

COMMUNITY & STRATEGIC OBJECTIVES

The Presidents report underpins Pillar 4 – Civic Leadership and accords with the Shire’s desired outcomes in the Shire of Wyalkatchem Strategic Community Plan 2024 – 2034.

Pillar 4 Civic Leadership	Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls.
Goal 11	High standard of governance

VOTING REQUIREMENT

Absolute Majority

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(57/2025) Moved: Cr Begley Seconded: Cr Loton

That Council, by Absolute Majority:

1. Adopts amendments to the Delegations Register 2024/25, as detailed in this Report and in the Attachment A, and that this forms the Delegations Register 2025/26.

2. Delegates the powers, duties, and functions as described in the Attachment, in accordance with section 5.42 of the Local Government Act 1995, and other legislation as described in the Register.

CARRIED 7/0

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

10.4. PLANNING AND BUILDING

10.4.1. DEVELOPMENT APPROVAL – 3 FLINT ST, WYALKATCHEM

Applicant:	B Fredericks and E Parfitt
Location:	3 Flint St, Wyalkatchem
Date:	7 May 2025
Reporting Officer:	Claire Trenorden, Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	07.02
Attachment Reference:	Attachment A – SOW Policy 11.1 Moveable Buildings Attachment B – Development Application from owner

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council approves the positioning of one 20ft container on 3 Flint St, Wyalkatchem for a period of 24 months only.

1.5 Consultation

- Chief Executive Officer

1.6 Statutory Environment

- Planning and Development Act 2005
- Shire of Wyalkatchem Local Planning Scheme No 4

1.7 Policy Implications

Under the provisions of Scheme 4, the Council has adopted various Local Planning Policies (LPPs) that deal with issues not necessarily relevant to the Scheme. These LPPs relate to the following topics;

1. Moveable Buildings
2. Homestead Lots
3. DA Delegation
4. Bed and Breakfast
5. Plantations
6. Rural Residential
7. Caretakers Residence and
8. Wylie Airstrip

1.8 Financial Implications

There are no financial implications applicable to this item.

1.9 Strategic/Risk Implications

There is a minor risk that this approval may encourage further of the same requests and that unfavourable outcomes may appear biased.

It is recommended that the proposed development only be approved for a period of 24 months to provide time for the owner to design, apply for and build a permanent structure in place of the container.

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

Pillar 4 Civic Leadership	Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls.
Goal 11	High standard of governance

VOTING REQUIREMENT

Simple Majority

COUNCILLIORS RECOMMENDATION:

(57/2025) Moved: Cr Loton Seconded: Cr Stratford

That this agenda item be deferred until the next Council Meeting.

DEFEATED 2/5

Voted for: Cr Stratford, Cr Loton

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

OFFICER RECOMMENDATION/COUNCIL RESOLUTION:

(58/2025) Moved: Cr Petchell Seconded: Cr Dickson

That Council approves the positioning of one 20ft container on 3 Flint St, Wyalkatchem for a period of 24 months only.

CARRIED 7/0

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

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

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

Nil

14. MATTERS BEHIND CLOSED DOORS

14.1.1. CHIEF EXECUTIVE OFFICER PERFORMANCE REVIEW

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	2 May 2025
Reporting Officer:	Cr Owen Garner, Shire President (author Mr S Tweedie, consultant)
Disclosure of Interest:	No interest to disclose
File Number:	22.19
Attachment Reference:	Nil

VOTING REQUIREMENT

Simple Majority

COUNCIL RESOLUTION:

(59/2025) Moved: Cr Petchell Seconded: Cr Dickson

Presiding Member to move:

That the meeting be closed to the public in accordance with Section 5.23(2) (a – c) of the Local Government Act 1995 (WA) to address the:

- Review of the 2024/25 performance of the CEO, in accordance with the Contract of Employment, CEO Standards, and LG Administration Regulations 1996.

CARRIED 7/0

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION:

(61/2025) Moved: Cr Begley Seconded: Cr Petchell

That Council move out from behind closed doors.

CARRIED 7/0

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

15. CLOSURE OF THE MEETING

There being no other business to attend to, Presiding Member Cr Garner closed the meeting at 5:11pm.

7.2. Receipt of Minutes

7.2.1. NEWROC Council Meeting Minutes – 27 May 2025

Minutes of the NEWROC Council meeting held on Tuesday 27 May 2025
(Attachment 7.2.1)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION:

*That the minutes of the NEWROC Council meeting held on Tuesday 27 May 2025
(Attachment 7.2.1) be received by Council.*

7.2.2. CEACA Management Committee Meeting Minutes – 19 May 2025

Minutes of the CEACA Management Committee meeting held on Monday
19 May 2025 (Attachment 7.2.2)

VOTING REQUIREMENT

Simple Majority

OFFICER RECOMMENDATION:

*That the minutes of the CEACA Management Committee meeting held on Monday
19 May 2025 (Attachment 7.2.2) be received by Council.*

8. ANNOUNCEMENTS BY THE PRESIDING MEMBER WITHOUT DISCUSSION

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED



**North Eastern Wheatbelt
Regional Organisation of Councils**

Council Meeting

Tuesday 27 May 2025

Bencubbin CRC

Minutes

1.30pm Light lunch and break
2pm Council Meeting

www.newroc.com.au

E caroline@newroc.com.au

ANNUAL CALENDAR OF ACTIVITIES

MONTH	ACTIVITY	MEETING
January		Executive
February	<ul style="list-style-type: none"> 👉 Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year) 👉 Council reviews NEWROC project priorities / strategic plan 	Council
March	<ul style="list-style-type: none"> 👉 WDC attendance to respond to NEWROC project priorities 👉 Submit priority projects to WDC, Regional Development and WA Planning 	Executive
April	<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 2027) 	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 (every 2yrs) 👉 NEWROC Dinner 	Council
November	<ul style="list-style-type: none"> 👉 NEWROC Induction of new Council representatives (every other year) 👉 Review NEWROC MoU (every other year) 	Executive
December	<ul style="list-style-type: none"> 👉 NEWROC Christmas / End of Year Drinks 	Council

ONGOING ACTIVITIES

Compliance

Media Releases

NEWROC Rotation

Shire of Mt Marshall
 Shire of Nungarin
 Shire of Wyalkatchem
 Shire of Koorda
 Shire of Mukinbudin
 Shire of Trayning (Oct 2023 – Oct 2025)
 Shire of Dowerin

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NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Minutes of the Council Meeting held on 27 May 2025 at the Bencubbin CRC commencing at 2pm.

MINUTES

1. OPENING AND ANNOUNCEMENTS

Cr Brown welcomed everyone and opened the meeting at 2pm.

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1. Attendance

Cr Melanie Brown	President, Shire of Trayning, NEWROC Chair
Cr Gary Shadbolt	President, Shire of Mukinbudin
Cr Pippa De Lacy	President, Shire of Nungarin
Cr Jannah Stratford	President, Shire of Koorda
Cr Tony Sachse	President, Shire of Mt Marshall
Cr Owen Garner	President, Shire of Wyalkatchem
Peter Naylor	CEO NEWROC, CEO Shire of Trayning
David Nayda	CEO, Shire of Nungarin
Tanika McLennan	A/CEO Shire of Mukinbudin
Zac Donovan	CEO Shire of Koorda
Ben McKay	CEO, Shire of Mt Marshall
Sabine Taylor	CEO, Shire of Wyalkatchem
Caroline Robinson	Executive Officer, NEWROC

2.2. Apologies

Cr Robert Trepp	President, Shire of Dowerin
Manisha Barthakur	CEO, Shire of Dowerin

2.3. Guests

Michael Heydon, Regional Engagement Manager, Telstra (2pm – 2.20pm)
Matthew Stewart, Sunrise Energy Group online

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 Mukinbudin)	Council	CEO	Council Dec 2017
NEWROC Website	CEO	NEWROC EO	Council June 2017

4. Presentations

Michael Heydon, Regional Engagement Manager, TELSTRA

- Telstra are keen to know about places where there are 4G drop outs that are within the coverage map.
- ATU's – Community Support Agents Agreement is currently under development with the State Government.
- Internet of Things is a low bandwidth option for local governments to use where there is poor reception.
- Low Orbit Satellite being released and will enable SMS to satellite where there is no coverage.

Matthew Stewart and Neil Canby, Sunrise Energy

- Microgrid is proposed to solve fringe of grid reliability issues.
- Income generation through: selling renewable energy to consumers, renewable energy certificates, capacity credits and network reliability service.
- Questions from the presentation by Sunrise included impact on the Koorda Western Power Depot and impact of residential battery uptake on the feasibility of the microgrid.

5. MINUTES OF MEETINGS

Minutes of the Executive Meeting held on 25 February 2025 have previously been circulated.

RESOLUTION

That the Minutes of the Executive Meeting held on 29 April 2025 be received as a true and correct record of proceedings.

Moved Cr Sachse

Seconded Cr De Lacy

CARRIED 6/0

Minutes of the Council Meeting held on 1 April 2025 have previously been circulated.

RESOLUTION

That the Minutes of the Council Meeting held on 1 April 2025 be received as a true and correct record of proceedings (with amendment to 9.1)

Moved Cr Sachse

Seconded Cr Garner

CARRIED 6/0

5.1. Business Arising

5.1.1 Waste Project

RPPP funding no update as its in caretaker mode.

Verbal update of the project from the Shire of Mt Marshall.

Discussion:

- There is a motion for a regional subsidiary to run the regional waste project.
- The Shire of Mt Marshall would like to lead and to drive the project, with the proposed site and associated service be under the management of the Shire of Mt Marshall. Agreements would be in place with each Shire seeking to use the regional facility.
- This approach does not exclude the NEWROC from seeking external funding for the project. Nor does it impact the current rPPP application.

RESOLUTION

That the Shire of Mt Marshall is the lead Shire for the regional waste project.

Moved Cr Shadbolt

Seconded Cr Garner

CARRIED 6/0

5.1.2 Disaster Resilience Grants

Four members of NEWROC partnered with four members of ROEROC and submitted a Disaster Resilience Grant for power switches and generators for designated Evacuation Centres.

5.1.3 NEWROC Brand

Logo adopted and implemented across Instagram, Facebook and LinkedIn. Social media posts about the NEWROC Economic Development Strategy have commenced.

Website holding page is active.

ACTION: EO to seek costs for NEWROC polo's and badges (Merino Polo)

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:	22 May 2025
ATTACHMENT NUMBER:	
CONSULTATION:	
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

Account transactions for the period 1 December 2024 to 28 February 2025 for both accounts:

Date	Description	Reference	Credit	Debit	Running Balance
BB NEWROC Funds-5557					
Opening Balance			203,756.16	0.00	203,756.16
01 Dec 2024	Bendigo Bank		0.00	1.60	203,754.56
02 Dec 2024	Xero Australia	XERO Subscription	0.00	66.50	203,688.06
09 Dec 2024	Payment: Sunrise Energy Group	IV00000000466	0.00	20,900.00	182,788.06
09 Dec 2024	Payment: Seed Studio	00339	0.00	370.00	182,418.06
09 Dec 2024	Payment: 150Square	INV-0349	0.00	4,404.13	178,013.93
09 Dec 2024	Travel	UWA Intern	0.00	582.25	177,431.68
10 Dec 2024	Payment: Merredin Tourist Park	UWA Intern	0.00	340.00	177,091.68
01 Jan 2025	Bendigo Bank	Fee	0.00	2.00	177,089.68
02 Jan 2025	Xero Australia	XERO	0.00	66.50	177,023.18
21 Jan 2025	Payment: 150Square		0.00	3,715.63	173,307.55
21 Jan 2025	Payment: Bencubbin Community Resource Centre	INV-2320	0.00	100.00	173,207.55
22 Jan 2025	Payment: Shire Of Mukinbudin	INV-0113	14,300.00	0.00	187,507.55
31 Jan 2025	Payment: Shire Of Mukinbudin	INV-0127	357.48	0.00	187,865.03
01 Feb 2025	Bendigo Bank	Fee	0.00	0.80	187,864.23
03 Feb 2025	Xero Australia	XERO	0.00	66.50	187,797.73
05 Feb 2025	Bendigo Bank	Fee	0.00	30.00	187,767.73
17 Feb 2025	Payment: Wheatbelt Business Network	Wheatbelt Futures Forum Sponsorship	0.00	2,750.00	185,017.73
17 Feb 2025	Payment: 150Square		0.00	3,715.63	181,302.10
26 Feb 2025	Bank Transfer from ATO Integrated Client Account to BB NEWROC Funds-5557	ATO Credit	1,737.00	0.00	183,039.10
Total BB NEWROC Funds-5557			16,394.48	37,111.54	183,039.10
Closing Balance			183,039.10	0.00	183,039.10
BB Term Deposit Account-1388					
Opening Balance			311,785.83	0.00	311,785.83
26 Dec 2024	Bendigo Bank		6,235.72	0.00	318,021.55
Total BB Term Deposit Account-1388			6,235.72	0.00	318,021.55
Closing Balance			318,021.55	0.00	318,021.55
Total			22,630.20	37,111.54	(14,481.34)

Balance Sheet

North Eastern Wheatbelt Regional Organisation of Councils As at 28 February 2025

28 FEB 2025

Assets	
Bank	
BB NEWROC Funds-5557	183,039.10
BB Term Deposit Account-1388	318,021.55
Total Bank	501,060.65
Total Assets	501,060.65
Liabilities	
Current Liabilities	
ATO Integrated Client Account	1,737.00
GST	(1,635.44)
Rounding	0.07
Sundry Creditors Control	24,685.63
Unpaid ATO Liabilities	(1,737.00)
Total Current Liabilities	23,050.26
Total Liabilities	23,050.26
Net Assets	478,010.39
Equity	
Current Year Earnings	(3,347.59)
Retained Earnings	481,357.98
Total Equity	478,010.39

RESOLUTION

That the income and expenditure from 1 December 2024 to 28 February 2025 and balance sheet be received.

Moved Cr De Lacy

Seconded Cr Sachse

CARRIED 6/0

6.2. Income, Expenditure and Profit and Loss

FILE REFERENCE: 42-2 Finance Audit and Compliance
REPORTING OFFICER: Caroline Robinson
DISCLOSURE OF INTEREST: Nil
DATE: 22 May 2025
ATTACHMENT NUMBER:
CONSULTATION:
STATUTORY ENVIRONMENT: Nil
VOTING REQUIREMENT: Simple Majority

COMMENT

Account transactions for the period 1 March 2025 to 30 April 2025:

Date	Description	Reference	Credit	Debit	Running Balance
BB NEWROC Funds-5557					
Opening Balance					
01 Mar 2025	Bendigo Bank	Fees	0.00	0.80	183,038.30
03 Mar 2025	Xero Australia	XERO	0.00	66.50	182,971.80
04 Mar 2025	Payment: 150Square	0368	0.00	4,081.14	178,890.66
04 Mar 2025	Reconciliation adjustment	Audit adjustment	0.14	0.00	178,890.80
04 Mar 2025	Payment: Koorda CRC	Printing	0.00	17.50	178,873.30
04 Mar 2025	Payment: Trayning Hotel	Presidents Dinner	0.00	185.56	178,687.74
05 Mar 2025	Payment: Econisis	24125-1 Housing Project	0.00	3,960.00	174,727.74
05 Mar 2025	Payment: Alyce Smith	#2093	0.00	2,111.21	172,616.53
05 Mar 2025	Payment: JE Planning	Housing Project	0.00	17,424.00	155,192.53
01 Apr 2025	Xero Australia	XERO	0.00	66.50	155,126.03
01 Apr 2025	Bendigo Bank	Fees	0.00	2.40	155,123.63
10 Apr 2025	Payment: Seed Studio	00374 - Branding	0.00	1,500.00	153,623.63
10 Apr 2025	Payment: Alyce Smith	2095	0.00	2,111.21	151,512.42
22 Apr 2025	Payment: Audit Partners Australia	5506	0.00	1,155.00	150,357.42
22 Apr 2025	Payment: 150Square	INV-0356	0.00	3,715.63	146,641.79
22 Apr 2025	Payment: Sally J Design	Website	0.00	1,661.00	144,980.79
29 Apr 2025	Payment: Wheatbelt Business Network	Ticket - Futures Forum	0.00	100.00	144,880.79
29 Apr 2025	Payment: Wheatbelt Business Network	Ticket - Futures Forum	0.00	200.00	144,680.79
Total BB NEWROC Funds-5557					
Closing Balance					
Total					
			0.14	38,358.45	(38,358.31)

Balance Sheet

North Eastern Wheatbelt Regional Organisation of Councils As at 30 April 2025

30 APR 2025

Assets

Bank

BB NEWROC Funds-5557	144,680.79
BB Term Deposit Account-1388	318,021.55
Total Bank	462,702.34
Total Assets	462,702.34

Liabilities

Current Liabilities

GST	(4,226.92)
Rounding	0.21
Sundry Creditors Control	870.00
Total Current Liabilities	(3,356.71)
Total Liabilities	(3,356.71)

Net Assets

466,059.05

Equity

Current Year Earnings	(15,298.93)
Retained Earnings	481,357.98
Total Equity	466,059.05

Profit and Loss

North Eastern Wheatbelt Regional Organisation of Councils For the 5 months ended 30 April 2025

DEC 2024-APR 2025

Trading Income

Interest	6,235.72
Total Trading Income	6,235.72

Gross Profit

6,235.72

Operating Expenses

Accounting/Audit fees	1,050.00
Bank charges	46.69
Bookkeeping Charges	302.25
Catering	161.36
Consultancy / Project Fees (206)	20,940.00
Executive Officer Contract Services	16,889.25
Executive Officer Travel	1,583.31
Printing and Stationery	15.91
Records Storage	90.91
Sponsorship	2,500.00
Town Teams Contractor	3,520.00
Town Teams Travel	318.56
Website and Database	1,510.00
Total Operating Expenses	48,928.24

Net Profit

(42,692.52)

RESOLUTION

That the income and expenditure from 1 March 2025 to 30 April 2025, P and L (1 Dec to 30 April 2025) and balance sheet be received.

Moved Cr De Lacy

Seconded Cr Shadbolt

CARRIED 6/0

Ben McKay left at 2.40pm and did not return.

7. FINANCIAL MATTERS

7.1. 2025/26 NEWROC Budget

FILE REFERENCE:	032-1 Budgets
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	22 May 2025
ATTACHMENT NUMBER:	
CONSULTATION:	
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

NEWROC Budget prepared and submitted for comment.

Inclusions:

- NEW Advocacy expense, inclusive of ALGA attendance by the NEWROC President (aligned to Economic Development Strategy).
- NEW Sponsorship expense.
- Increase business cases – grant writing for the housing worker study, NEWTRAVEL accommodation study, NEWROC and WDC worker housing study.
- No income included for Disaster Readiness Grant (held by the Shire of Narembeen if successful).
- No income included for other grants (housing, waste, microgrid etc).
- Town Team Builder role is funded from reserves.
- Annual interest from Term Deposits is circa \$13K and has been included as income.

RESOLUTION

NEWROC adopt the 2025/2026 Budget

Moved Cr Garner

Seconded Cr De Lacy

CARRIED 6/0

ACTION: NEWROC EO to discuss TTM early communication – end of October 202

NEWROC Budget

North Eastern Wheatbelt Regional Organisation of Councils

1 July 2025 - 30 June 2026

Estimated Opening Balance (operations account) 1 July 2025	\$134,000.00	
Opening Balance (TD)	\$318,021.00	
<i>Income</i>		
Grants received (057)	Regional Precinct Grant	\$616,800.00 <i>To be confirmed</i>
Interest Received (076)		\$13,000.00 <i>Interest from term deposits to be transferred</i>
NEWROC Business Case / Project Work Subs (055)		\$14,000.00
NEWROC Subscriptions Received (054)		\$77,000.00
Special Projects Subscriptions Rec. (056)		\$0.00
Reserves Transfer		\$15,000.00
Total Income		\$735,800.00
<i>Less Operating Expenses</i>		
Governance / General Administration		
Accounting/Audit fees (200)		\$2,000.00
Advocacy Expenses		\$3,000.00 <i>President ALGA attendance</i>
Advertising (201)		
Bank charges (203)		\$50.00
Catering (204)		\$200.00
Computer Software/Support (205)		\$0.00
Consultancy / Project Fees (206)		\$17,000.00 <i>NEWTRAVEL accommodation study \$7000; Grant Writer (housing) \$3000; Worker Accommodation Study \$7000</i>
Event / Ceremony Expenses (207)		\$500.00
Gifts (208)		\$200.00
Legal expenses (209)		\$500.00
Printing and Stationery (213a)		\$120.00
Sponsorship		\$2,000.00
Records Storage (215)		\$70.00
Executive officer		
Executive Officer Business Case/Project Work (105)		\$0.00
Executive Officer Contract Services (100)		\$40,000.00
Executive Officer Office Expenses (103)		\$3,000.00
Executive Officer Seminars/Conferences (101)		\$1,000.00
Executive Officer Travel (102)		\$3,000.00
Grant Funding		
Regional Precinct Grant		\$646,800.00
NEWROC Literary Luncheon		
Literary Luncheon (600)		\$600.00
Wheatbelt Town Team Builder		
Contract (1 day a week)		\$15,000.00
NEWROC Promotion		
Website and Database (700)		\$760.00
Total Expenses		\$735,800.00
Net Profit		\$0.00
Closing Balance (Ops and TD)		\$452,021.00

8. MATTERS FOR DECISION

8.1. KEY PERFORMANCE INDICATORS

FILE REFERENCE:	042-2 Executive Officer
REPORTING OFFICER:	Cr Brown
DISCLOSURE OF INTEREST:	Nil
DATE:	25 April 2025
ATTACHMENT NUMBER:	#1 KPIs
CONSULTATION:	Caroline Robinson
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

At the last NEWROC Council meeting (1 April) members discussed:

- Progress of strategic projects;
- Setting realistic targets for the Executive Officer to achieve, predominantly against the NEWROC Economic Development Strategy to assist the group progress these strategic projects;
- Collaboration amongst members; and
- Promoting the NEWROC to Councillors of each Shire.

The NEWROC President has discussed this with the Executive Officer. CEO's provided input at the Executive meeting.

RESOLUTION

The 2025 NEWROC EO Key Performance Indicators be recommended to Council.

Moved Cr De Lacy

Seconded Cr Shadbolt

CARRIED 6/0

8.2. BENCUBBIN MICROGRID FEASIBILITY

FILE REFERENCE:	107-1 Power
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	
ATTACHMENT NUMBER:	#2 Economic Development SC Meeting #3 Presentation from Sunrise #4 Feasibility Study from Sunrise
CONSULTATION:	Ben McKay Sunrise Energy
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

The NEWROC Economic Development Sub Committee engaged Sunrise Energy to complete the Bencubbin Microgrid Feasibility Study as the final part of the REDS grant.

The main objective of the study was to explore the feasibility of implementing a renewable microgrid in the Bencubbin area that would improve the reliability of the electricity supply. Sub-objectives were to establish:

- How it would work
- Where it would be located
- How much it would cost
- How would it be financed
- What grant funding opportunities may be available
- A pathway towards implementation

The NEWROC Economic Development Sub Committee has received the report and a presentation from Sunrise Energy.

The Bencubbin project was based on a repeatable model in Mullewa.

A key to both projects (Bencubbin and Mullewa) being implemented is finding finance.

The outcome from the Bencubbin study is that the establishment of a renewable microgrid encompassing the town of Bencubbin and the downstream radial network is feasible, technically, commercially and practically.

The estimated capital cost to install and connect the Bencubbin assets and to establish the microgrid would be in order of \$17/18million, with expected operating costs in the first year at around \$400k (for wind + solar option solution) or \$330k (solar only option).

The commercial modelling suggests the configurations would be capable of achieving a project IRR of 10-12% over the 25 year life, which is considered the typical range necessary to attract an investor, a requirement to be deemed commercially feasible

The proposal for financing is to find investors that are willing to fund the money to build a capex intensive project for a reasonable return. Despite demonstrating an IRR of 10-12% that could be achievable, there are a number of other factors that make the process of securing investors a challenge – these being:

- The “first of its kind” factor. Ideally this can be mitigated by getting the Mullewa microgrid built as a pilot, supported by grant funding. Sunrise has received a DA for this project already.

- The small-scale factor. Ideally this could be mitigated by presenting a portfolio of rural microgrids as larger scale investment and spreading the risk across more than one project.
- The “chicken and the egg” factor. Investors would like to see some of the revenue agreements in place, however it can be difficult to secure these without the project having secured finance. Ideally this could be mitigated if Sunrise were awarded a tender from Western Power for an NSS reliability service.
- The same goes with grants. Some of the feedback we got in relation to not winning a CEFF grant for Mullewa was that Sunrise didn't have the remainder of the finance in place. Grants can certainly help.

In terms of the Bencubbin microgrid, Sunrise needs to evaluate the value in seeking a grant specifically for Bencubbin over that for Mullewa, which is much further along in the development process - noting that a success in Mullewa should help pave the way for Bencubbin and other towns.

Sunrise is able to invest in some Pre-FID works such as securing a location and liasing with WP and submitting NSS tenders, however there is still a significant amount of remaining development work that needs to be done prior to execution (if going to be well placed to secure investment) that would need to be funded, outside of financing the project execution.

The NEWROC Economic Development Sub Committee was in agreement that the pathway forward presented by Sunrise Energy, with clear opex and capex costs so too a sound IRR was good progress and feasible.

Next steps:

- Identify suitable land for the project in Bencubbin (Shire of Mt Marshall and Sunrise) and gain agreement from the owner
- Investigate costs associated with progressing the project further (in progress)
- Securing an agreement with Western Power for a reliability service for Bencubbin, based on their recent EOI for Regional Reliability Network Support Services (NSS), and the assumption that this will result in a tender request that could include Bencubbin (Sunrise)

RESOLUTION

NEWROC Council receives the Bencubbin Microgrid Feasibility Study.

NEWROC EO seek additional information on stage 2 of the project and costs involved.

NEWROC presents the project to the Wheatbelt Development Commission and seeks assistance in engaging with Western Power.

NEWROC EO contact the City of Geraldton Greenough (Mullewa) to discuss ways to collaborate.

NEWROC President and Executive Officer meet with ARENA when in Canberra for ALGA.

NEWROC Executive recommends to Council to engage with DLGSC and Sunrise Energy to further investigations on a regional subsidiary for the ownership and management of a microgrid.

Moved Cr Shadbolt

Seconded Cr De Lacy

CARRIED 6/0

Discussion:

- Discussion regarding scale of the renewables.
- Discussion regarding the reach of the microgrid.

8.3. ECONOMIC DEVELOPMENT STRATEGY

FILE REFERENCE:	Economic Development Strategy
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	22 May
ATTACHMENT NUMBER:	#5 Policy Positions
CONSULTATION:	Cr Brown; RDA Wheatbelt
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

COMMENT

PROGRAM	STRATEGY	OUTCOME	FOR DISCUSSION
REGIONAL BRAND ESTABLISHMENT	NEWROC will seek to establish a clear and compelling “brand” for the region to facilitate investment, business, funding, new resident visitor attraction and increase general State and national awareness of the region and associated Shires.	Regular meetings with regional, state and federal government representatives.	ALGA 2025 National General Assembly 24 – 27 June (Canberra). This year’s NGA theme is ‘National Priorities Need Local Solutions’.

The NEWROC EO met with the Director, RDA Wheatbelt to seek assistance on meeting partners and support in facilitating these meetings.

NEWROC is currently securing the following meetings:

- Live Sheep Transition Officer, DAFF – based in Perth
- Powering WA (contact made at the Wheatbelt Futures Forum)

Requested meetings in Canberra (June):

- ARENA (microgrid funding)
- ALGA Policy Advisor
- Inquiry into Local Government Sustainability Committee member
- National Rural Health Alliance (note the Office of the Rural Health Commissioner will be present at ALGA)

Three policy positions to be presented at the meeting:

- Ambulance Officers
- Live Sheep Transition (to be supplied)
- Provision of GP Services

RESOLUTION

NEWROC Policy Positions be adopted, used in the Canberra meetings and future State based meetings.

Moved Cr Shadbolt

Seconded Cr De Lacy

CARRIED 6/0

Discussion:

- Live Sheep policy: include Wheatbelt regional economic profile, inclusion of mental health initiatives and events in the Events Officer, green hydrogen and carbon business case, Economic Development Officer, inclusion of oilseeds in biofuel proposal, nurseries for tree planting where drought impacts natural bushland.

8.4. MAJOR EASTERN WHEATBELT PROJECTS UPDATE EVENT

FILE REFERENCE:	
REPORTING OFFICER:	Caroline Robinson
DISCLOSURE OF INTEREST:	Nil
DATE:	22 May 2025
ATTACHMENT NUMBER:	
CONSULTATION:	ROEROC EO WEROC EO Wheatbelt Development Commission
STATUTORY ENVIRONMENT:	Nil
VOTING REQUIREMENT:	Simple Majority

BACKGROUND

The Wheatbelt Development Commission recently presented at the Great Eastern Country Zone Conference. Key takeaways from the presentation were that economic development projects and priorities in the region should align with the Federal Government's Future Made in Australia Policy, and the State Government's policies; Diversify WA and Made in WA. There was also a keen focus on the Avon Arc.

The Wheatbelt Futures Forum, of which NEWROC is sponsoring and presenting at, is focused on bringing Wheatbelt businesses, local government, and government representatives together to focus on business opportunities in the coming year and beyond. The event is industry focused, with brief presentations from delegates representing a range of Wheatbelt industries. The Forum is aimed at attendees walking away with an informed plan on how they can operate their business in the current economic climate and take advantage of the opportunities that may present themselves in the future.

The Dowerin Down Town event held in July each year focuses on promoting agriculture to government, private and community stakeholders as well as promoting the Dowerin Machinery Field Days.

What is missing from these events is an opportunity for the NEWROC local governments and our key partners to promote the opportunities (aligned to the economic profile) and pitch projects and investment projects to government and gain interest from the private sector that have a major interest in our communities.

COMMENT

The [Midwest & Gascoyne Major Projects Update](#) event, held on April 8-9, 2025, at Novotel Perth Langley, focused on investment, project development, and collaboration across the region. Key topics included economic growth, diversification, renewable energy, and infrastructure development. The attendees of the event are predominantly Federal and State Government representatives, members of Parliament and major industry.

Following initial discussions with the two Executive Officers of the ROEROC and WEROC, we would like to propose that all three ROCs consider collaborating and organizing a similar event to:

- Showcase Regional Projects:** Highlight ongoing and upcoming projects within the Eastern Wheatbelt (across all three ROCs and a pipeline of projects that the WDC has)
- Attract Investment:** Provide a platform for attracting investment and partnership opportunities.

3. **Promote Collaboration:** Foster collaboration between local government, industry, and community stakeholders through networking time.
4. **Discuss Key Topics:** Address critical issues such as renewable energy, infrastructure development, and economic diversification.

The costs of the event would be jointly shared by the three ROCs.

The Executive Officer's propose to hold the event:

- During the week of WALGA Local Government Week, whilst everyone is in Perth
- Potentially using WALGA facilities to keep costs down
- Approaching the Minister for the Wheatbelt to 'host' the event
- Including time together to discuss how the three ROCs can collaborate (before or after official proceedings of the day)
- Topics put forward by EO's of WEROC, ROEROC and NEWROC for potential inclusion:
 - NEWROC Brand and NEWROC Economic Development Strategy
 - Housing Strategy (across all three ROCs) and headworks funding
 - NEWTRAVEL, RoeTourism and WEROC tourism
 - Renewable energy and land use
 - Local Government sustainability (linked to a WALGA advocacy piece)
 - Freight task

RESOLUTION

Members agreed to proceed with investigating the event further and the sponsorship allocated in the 2025/26 budget \$2000 be put towards the event.

Moved Cr Garner

Seconded Cr Sacshe

CARRIED 6/0

8.5. LATE ITEM – Key Worker Housing Project

FILE REFERENCE:**REPORTING OFFICER:**

Caroline Robinson

DISCLOSURE OF INTEREST:

Nil

DATE:

26 May 2025

ATTACHMENT NUMBER:**CONSULTATION:**Grant Arthur, WDC
WEROC EO**STATUTORY ENVIRONMENT:**

Nil

VOTING REQUIREMENT:

Simple Majority

BACKGROUND

The NEWROC Worker Housing Project's original scope of works (see following pages) was to cost the participating Shires \$75,600. This was to be split evenly across 8 Shires (inclusive of the Shire of Wongan Ballidu). This equated to \$9,450 inc GST for each Shire.

At the November NEWROC Council meeting the following resolution was passed:

RESOLUTION

NEWROC EO liaises with Wheatbelt Development Commission regarding the scope of works for all Councils regarding the housing and industrial land strategy

Together with the Commission release an EOI to seek a reasonable price for the housing strategy and reduce the financial commitment by the individual member Shires.

NEWROC commit in principle support of up to \$14,000 in total to the housing and industrial land strategy.

Moved Cr Garner Seconded Cr Sasche

CARRIED 7/0

The NEWROC has paid the fees for the project up front and will be invoicing the Shires shortly for their individual contributions. For the NEWROC Shires this will be \$7,450 (inc GST) and the Shire of Wongan Ballidu \$9,450 (inc GST).

At the same time as the NEWROC study, WEROC are also undertaking the same work.

COMMENT

The Wheatbelt Development Commission has informed the NEWROC EO and WEROC EO recently that they have an extra \$10K they can contribute to the worker housing study (see following pages on the original scope of works).

In return the WDC are requesting WEROC and NEWROC each contribute an additional \$5K to the project for an additional activity - to engage a consultant to determine the costs of servicing and developing selected sites for both WEROC and the NEWROC.

The NEWROC and WEROC housing projects cover 15 Shires with potentially multiple sites per Shire that will be recommended for development. To facilitate the development of a business case and potential public and private investment attraction, a sample of potential sites will be analysed to determine servicing requirements and costs.

WEROC and NEWROC will jointly contribute \$10,000 (\$5k each) to be matched by the \$10K grant from the WDC. It is expected that it will be possible to analyse at least 6 sites across the two sub-regions combined with these initial funds.

The output is that development proposals will be provided for at least 6 sites across the eastern Wheatbelt and the information from this work will be available to WEROC, NEWROC and their Shires to plan for, and seek, investment for land assembly and housing development.

WEROC have agreed to contribute an additional \$5,000.

RESOLUTION

NEWROC contribute an additional \$5,000 towards the housing project and enter into a grant agreement with the Wheatbelt Development Commission.

Moved Cr Sachse

Seconded Cr Garner

CARRIED 6/0

Project Component	Indicative Timeframe	Deliverables
1.0 Stakeholder Engagement	TBD Estimated 6-8 weeks Commencing mid-January 2025	<p>1.1 Engagement with key stakeholders (industry and local businesses, member Shires and key agencies) in accordance with an engagement plan to be informed by the respective Shire's.</p> <p>1.2 Preparation of Stakeholder Engagement summary report.</p>
2.0 Market & Planning (Demand Gap) Analysis	6 Weeks Commencing mid-January 2025	<p>2. 1 Assessment of the sub-region's workforce accommodation, and housing needs relative to population, demographic and workforce trends, and dwelling approval data. Includes general literature review covering strategic planning and key documents.</p> <p>2.2 Preparation of Housing Demand Profiles and Housing Demand Gap modelling for respective Shires.</p> <p>2.3 Prepare Workforce Housing Needs Analysis Report.</p>
3.0 Identification of Priority Sites 3.2 Feasibility Testing	4 Weeks Commencing February 2025 4-8 Weeks Commencing February 2025	<p>3.1 Identification of a priority site (s) for development of workforce housing in each town. This will include consideration of crown land suitable for divestment for residential and workforce housing purposes. Where possible, prioritisation of sites will consider:</p> <ul style="list-style-type: none"> a) Opportunities to leverage and coordinate service connections and headworks upgrades. b) Whether such land is subject to native title and/or ILUA processes that are likely to cause significant time delays for divestment. c) Other constraining factors which may make divestment and development of land unviable. d) Opportunities to include land to be designated for residential purposes in an overall 'package' of divestment priorities across the sub-region. <p>3.2 Housing Options Analysis and Feasibility Testing: Preparation of two transferable models for workforce housing informed by engagement with builders and the development sector. This</p>

		<p>work will detail current costings and serve as adaptable templates with applicability within the sub-region.</p> <p>The intention is that the models will be adaptable to the priority sites identified for each town (with contingencies).</p>
4.0 Development Capacity Assessment and Town Action Plans	12-16 Weeks Commencing January 2025	<p>4.1 Town planning assessment of each town from a development capacity perspective. The assessment will consider development options under the current planning framework, required planning actions to achieve preferred options (and improved ROI), servicing availability and/or capacity constraints, and estimated development potential/dwelling yield.</p> <p>WDC will assist in providing site-specific mapping data, and some planning investigation.</p> <p>4.2 Preparation of '<i>town action plans</i>' presenting the findings of 4.1 and providing guidance for the next-step actions needed from a planning and servicing perspective. Potential economic development initiatives will also be considered.</p>
5.0 Economic Modelling and Cost Benefit Analysis including Preliminary Business Case.	4 Weeks Commencing April 2025	<p>5.1 Preparation of cost-benefit analysis report for the subject sites, which includes a feasibility analysis of the local housing markets. A CBA is the most commonly used, and most comprehensive, of the economic evaluation techniques. Essentially, a CBA compares the monetised benefits and costs of a project to evaluate the desirability of a project. A CBA provides little value if it is conducted without a base case in which to compare options. The CBA steps include:</p> <ul style="list-style-type: none"> • Profiling project activity and associated assumptions – in this case details of the subject sites and associated housing market, demographic and economic attributes to inform the assumptions around market failure and product typologies. • Assessment of the present value of financial/fiscal costs (including whole of-life cycle costs and opportunity costs where relevant) • Identify the quantifiable benefits that can be monetised and calculate the value (in

		<p>monetary terms) of the quantified incremental benefits.</p> <ul style="list-style-type: none">• Calculate key assessment indicators including the net present value (NPV) terms, benefit cost ratio (BCR) and Economic and Social Rate of Return (ESRR). <p>5.2 Preparation of a <i>ready-to-go</i> business case template adaptable for each Shire. The business case template will be prepared to Treasury specifications for use by the constituent LGAs as the base for future funding submissions and applications. This will utilise the WA Government Business Case Template as the foundation of the structure and content and include:</p> <p>PROJECT PURPOSE – including Introduction, Proposal Background and Context – (locations and towns, socio-demographics), Project/Service Need, and Rationale for Intervention (market failure and intervention justification)</p> <p>STRATEGIC OPTIONS IDENTIFICATION AND ANALYSIS – including Potential Solutions (long list of potential solutions) and Preferred Project Option</p> <p>PROJECT EVALUATION – including summary of cost benefit analysis and feasibility analysis.</p>
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9. GENERAL UPDATES

Wheatbelt Futures Forum – Feedback (White Paper #6)

ACTION: NEWROC EO request revision of White Paper

NEWROC EO attendance at member Council meetings

10. 2025 MEETING SCHEDULE

- Shire of Dowerin Council meetings have been moved to the 4th Tuesday of the month. This clashes with NEWROC meetings.
- CEOs would also like to move the meeting times forward in the day.
- Note some Councillors have work commitments on other days of the week
- Proposal to move to second Tuesday of the month

1 July	Executive	Shire of Trayning
5 August	Council	Shire of Koorda
2 September	Executive	Shire of Nungarin
7 October	Council	Shire of Wyalkatchem
4 November	Executive	Shire of Mt Marshall
2 December	Council	Shire of Mukinbudin

RESOLUTION

All NEWROC Executive and Council meetings move to the first Tuesday of the month, commencing with morning tea at 9.30am, and the meeting at 10am

Moved Cr Sachse

Seconded Cr Shadbolt

CARRIED 6/0

11. CLOSURE

Cr Brown thanked everyone and closed the meeting at 4.38pm



MINUTES OF CENTRAL EAST ACCOMMODATION & CARE ALLIANCE INC MANAGEMENT COMMITTEE MEETING HELD AT 10.00AM ON MONDAY, 19 MAY 2025 AT THE KELLERBERRIN & DISTRICTS CLUB, BATES STREET, KELLERBERRIN

1. MEETING OPENING

Deputy Chairperson, Gary Shadbolt, who is Chairing the meeting in Terry Waldron's absence, opened the meeting at 10.02am.

2. MEETING MATTERS

2.1 Record of Attendance and Apologies

Attendance

Gary Shadbolt (Shire of Mukinbudin) – Chairperson, Richard Marshall - CEACA Executive Officer (EO), Jo Trachy - CEACA Operations Manager (OM), Stephen Strange – Shire of Bruce Rock, Manisha Barthakur – Shire of Dowerin, Raymond Griffiths & Monika Gardiner – Shire of Kellerberrin, Tony Sachse & Ben McKay - Shire of Mt Marshall, Craig Watts – Shire of Merredin, Tanika McLennan - Shire of Mukinbudin, Holly Cusack & Rebecca McCall - Shire of Narembeen, Natalie Ness & Becky Cowcill - Shire of Quairading, Bill Price & Ross Della-Bosca - Shire of Westonia, Sabine Taylor, Mischa Stratford, Christy Petchell (Observer), Chris Loton (Observer) & Rod Lawson Kerr (Observer) - Shire of Wyalkatchem, Nic Warren, Wayne Della Bosca & Bianca Bradford (Observer) - Shire of Yilgarn

Apologies

Terry Waldron – CEACA Chairperson, Mark Furr – Shire of Bruce Rock, Bradley Anderson – Shire of Merredin,

2.2 Declaration of Quorum

The Chairperson advised that the quorum for the meeting was met.

2.3 Conflicts of Interest

There were no declarations of conflicts of interest.

2.4 Minutes of the Management Committee Meeting – 24 February 2025

RESOLUTION

It was resolved that the Minutes of the Management Committee meeting held on the 24th of February 2025 be accepted as a true and accurate record of proceedings.

2.5 DRAFT Minutes of the Executive Committee Meeting – 28 April 2025

The draft minutes were noted.

2.6 Action Items

EO advised that the items would be covered in the agenda.

3. MATTERS FOR DECISION

3.1 CEACA Expansion Project

EO referred to various documentation circulated prior to the meeting including his email on 10 May 2025, the EO Report dated 12 May 2025 and a Supplementary EO Report and Annexure dated 14 May 2025, and commented as follows:

- Housing Australia ("HA") is supportive of the Project and has proposed to contribute approx \$10m, including \$4m by grant and \$6m by concessional loan. Department of Communities ("Communities") has proposed to provide a grant of \$17m.

- Following discussions with senior management at Communities, who had advised that the CEACA Project is appreciated and supported, it was apparent that concessional loans are standard practise for HA and that up to \$23m of "availability payments", based on social housing would be available over a 25 year period. EO's view based on the information received from Communities, is that the indicated funding model is unlikely to be improved upon.
- The terms and conditions of the indicated funding will need to be negotiated with Communities and HA.
- A Project cashflow forecast has not been developed as yet, however the recommendation to date has been for Shires to budget for 50% of their contribution for the 2025/26 financial year.
- As discussed previously Communities has advised that funding must be for social housing only and applicants on the Department's waitlist are prioritised. CEACA has advised that the Allocations Matrix will be utilised, which gives priority to tenants from the local communities in accordance with CEACA's strategic objectives.
- In relation to current tenants it is estimated that approx 50% would be eligible for social housing (Band A), with approx 50% being Band B category tenants.
- The EO's view is that the indicated funding proposal is attractive and should be supported by the Committee

The Chairperson advised that Members need to consider all options available and the requirements of social housing. It was agreed that Shires would need confirmation that the CEACA Allocations Matrix can be utilised prior to proceeding.

The Committee discussed the timing of the Shire contribution (10% or approx \$3m) and agreed it would be preferable for Shires to pay over 25 years instead of putting forward a lump sum, which would reduce the financial pressure on Shires.

The option of selling units was queried. The EO will request this during negotiations.

RESOLUTION

The indicated funding model provided by Communities is supported.

Based on the indicated funding model it is preferred that Shires make their 10% contribution (total approx \$3m) over 25 years and aligned with repayment of the proposed loan from Housing Australia. The Executive Officer will discuss this option with Department of Communities and Housing Australia.

Re-allocation of Houses

Shire of Merredin has advised that whilst they are supportive of CEACA and the transfer of land for additional houses, they are unwilling to make a financial contribution towards the cost of new houses.

It was agreed Management should work with Merredin to determine whether there is an alternative way forward. In the meantime, a re-allocation of the 12 houses allotted to Merredin was discussed. The following shires indicated a willingness to increase their number of houses requested:

Shire	Original Request	Updated Request
Bruce Rock	4	7
Dowerin	2	4
Kellerberrin	10	12
Mt Marshall	6	6 (no change)
Merredin	12	0
Mukinbudin	6	6 (no change)
Narembeen	3	4
Quairading	2	4
Westonia	3	4
Wyalkatchem	4	4 (no change)
Yilgarn	2	3
	54	54

The additional houses proposed above are subject to formal approval by the respective shires.

3.2 Management of Shire Owned Units – Merrittville Village, Merredin

Craig Watts left the meeting for the consideration of Merrittville. The Shire of Merredin's lease to Merrittville Retirement Village Inc. (volunteer committee) expires in October 2025 and they are looking for an alternative management arrangement. A schedule of proposed management fees was circulated. EO explained the rationale for the fee proposal, which had been supported by the Executive Committee. It was noted that Merredin intended to go to open tender for

the management of Merrittville. The Committee discussed the proposed process, noting CEACA's current priorities and resources and agreed that CEACA should not participate in a tender.

RESOLUTION

It was resolved that CEACA would not participate in a tender process for the management of Merrittville. Otherwise the proposed fee structure was supported by the Committee.

3.3 CEACA Membership Fees for FY26

EO advised that the budget has been prepared on the basis that the membership fees remain at \$15k. EO's recommendation is that it remains at \$15k given the benefits of CEACA remaining in a strong financial position.

RESOLUTION

It was resolved to set the membership fee for FY26 at \$15k per annum.

3.4 Draft Budget FY26

EO referred to the draft budget, which will be finalised closer to the end of financial year. The trend that has continued for the last 3 years is that the actuals are better than budget, due mainly to 100% occupancy and good expense management. Many of the repair costs are allocated to the defects provision and not repairs and maintenance. The Committee was supportive of the draft budget.

3.5 Rent Increases

EO referred to proposed rent increases, advising that Elders Real Estate had provided their assessment of what market rent would be in each shire for a similar house. In accordance with the *Residential Tenancies Act*, we are restricted to one increase every 12 months and tenants must be given 60 days' notice of any increase. Proposed rents are significantly below market value and increased at slightly above the CPI.

RESOLUTION

It was resolved to increase the rents as per schedule in Annexure G of the EO Report.

3.6 WALGA Associate Membership

EO advised that one of the Consultants that CEACA have been speaking to in relation to the Expansion Project procurement recommended that CEACA apply for Associate Membership of WALGA so that they could take advantage of their procurement processes and documentation. An additional benefit would be access to their insurance program (LGIS).

General discussion ensued.

RESOLUTION

It was resolved that CEACA should apply for Associate Membership of WALGA.

3.7 Updated Organisational Policies & Forms

The Operations Manager advised that a review of policies, procedures and forms is complete, and minor changes had been made to bring the documents up to date. This is done every 2 years. The EO has approved all operational policies, procedures and forms and has also reviewed the organisational and governance documents that are now ready for the Management Committee to consider.

The Operations Manager suggested that any minor changes to detail be sent via email.

RESOLUTION

It was resolved to approve the updated policies, procedures and forms as tabled.

4. MATTERS FOR DISCUSSION

4.1 Executive Officer Report

EO spoke to his report:

- In relation to the accounts to the end of March, the surplus for the 9 months is \$238k and this includes interest received and more due next week from the term deposit.
- Sale of the Kununoppin is included in the Balance Sheet Expansion Reserve. DPIRD were happy with the sale on the condition that CEACA re-invested the funds and they are kept in a separate reserve.

- Profit & Loss for the 9 months is significantly higher than budget due to lower expenses and higher revenue. Approx. \$90k has been spent on defects and when the provision runs out there will be more expensed to repairs and maintenance.
- A possible role for CEACA in managing shire owned properties. Rebecca McCall advised that there had been no word from the Department regarding the discussions and the agreement expires shortly. EO advised that given the size of the CEACA Executive Team, they would only want to take on one shire-owned property management at a time.
- Term deposit expires 27th May 2025 and the EO has compared the Westpac rates with those of other major banks and confirmed they are consistent. EO will look at re-investing for 9-12 months depending on the rate that day.
- Audit planning meeting will be set for July with AMD.
- The proposed sale of Koorda and Nungarin units is on hold. CEACA will obtain a further market appraisal in due course.

4.2 Operations Manager Report

The Operations Manager added the following comments to her report:

- The Central Tenant Register has been expanded to include information relating to how many tenants would be eligible for rent assistance, income levels and categories which assists with rent setting and future planning.
- The EO summarised the work conducted to date in relation to rent setting and explained Commonwealth Rent Assistance, the percentage of tenants who may be eligible for assistance and the impact of rent increases. The basis of this work is to explore whether it would be beneficial for CEACA to move towards a rent setting policy similar to the government's rent setting policy for social housing.

4.3 Possible Change of Name for CEACA

The Chairperson and EO both advised that they have been alerted to the fact that the current name Central East Accommodation & Care Alliance Inc may be limiting which shires would apply for membership of CEACA, especially if they are not in the Central East region and suggested a possible change of name. OM handed out a list of potential names.

General discussion ensued.

RESOLUTION

It was resolved that this item be carried over to the next meeting and members may put forward any suggestions for names to the CEACA Executive Team.

General Business

Manisha Barthakur, Shire of Dowerin, spoke of the Mortlock Gardens Project in Northam and recommended that the EO speak to the Shire of Northam President, Chris Antonio and Rob Cossart of WDC about funding from Communities for that project.

5. MEETING CLOSURE

The next meeting will be held at the Merredin Regional Community and Leisure Centre, Bates Street, Merredin on the 1st September 2025 at 10.00am.

There being no further business, the Management Committee meeting closed at 11.30am.

DECLARATION

These Minutes were confirmed by the Central East Accommodation & Care Alliance Inc at the Management Committee Meeting held on _____.

Signed _____ (Person presiding at the meeting at which these minutes were confirmed).

10. REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. ACCOUNTS FOR PAYMENT – MAY 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 June 2025
Reporting Officer:	Parul Begum, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.1 – Accounts for payment – May 2025

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse the total payments for the month of May 2025 being \$692,474.26 which comprised of:

1. *Cheque payments in the Municipal Fund totalling \$0.00;*
2. *Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$667,395.43;*
3. *Direct Debit (DD) payments in the Municipal Fund totalling \$25,078.83.*

SUMMARY

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

BACKGROUND

The *Local Government (Financial Management) Regulations 1996*, s13(1), requires that if a local government has delegated to the CEO its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing all payments since the last such list was prepared.

The council has delegated to the CEO (delegation number 1.2.25) the power to make payments from the municipal fund or trust fund.

COMMENT

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

Bank Account	Payment Type	Last Number	First Number in the report
Municipal	Cheque	0	0
Municipal & Trust	EFT	EFT4429	EFT4397
Reserves	EFT	EFT	No Payments
DD	DD	DD3901.10	DD3854.10

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations, S13.1

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2024/2025 Annual Budget.

COMMUNITY & STRATEGIC OBJECTIVES

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

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

Shire of Wyalkatchem
List of Accounts - May 2025

Chq/EFT	Date	Name	Invoice Amount	Payment Amount	Bank	Type
EFT4397	16/05/2025	Perfect Computer Solutions Pty Ltd		-170.00	1	CSH
EFT4398	16/05/2025	G&C Glass		-1400.00	1	CSH
EFT4399	16/05/2025	Five Rivers Plumbing and Gas		-230.17	1	CSH
EFT4400	16/05/2025	Infinitum Technologies Pty LTD		-358.29	1	CSH
EFT4401	16/05/2025	Brooks Hire Service Pty Ltd		-13158.69	1	CSH
EFT4402	16/05/2025	Best Practice Software Pty Ltd		-2886.62	1	CSH
EFT4403	16/05/2025	Office of Regional Architecture Pty Ltd		-3410.60	1	CSH
EFT4404	16/05/2025	Business & Safety Printing		-513.70	1	CSH
EFT4405	16/05/2025	Wyalkatchem Tyres & Traders		-907.40	1	CSH
EFT4406	16/05/2025	Safe Roads WA		-106818.80	1	CSH
EFT4407	16/05/2025	Friends of the Cemetery		-340.00	1	CSH
EFT4408	16/05/2025	Dowerin Church of Christ		-1090.00	1	CSH
EFT4409	16/05/2025	Australian Taxation Office		-6699.00	1	CSH
EFT4410	16/05/2025	BOC Gases		-56.34	1	CSH
EFT4411	16/05/2025	Bunnings Midland		-375.82	1	CSH
EFT4412	16/05/2025	Burgess Rawson (wa) Pty Ltd		-1149.97	1	CSH
EFT4413	16/05/2025	Team Global Express Pty Ltd		-160.29	1	CSH
EFT4414	16/05/2025	D & D Transport		-605.00	1	CSH
EFT4415	16/05/2025	Liebherr-Australia Pty Ltd		-9165.64	1	CSH
EFT4416	16/05/2025	Petchell Mechanical		-3511.53	1	CSH
EFT4417	16/05/2025	WA Local Government Association		-2340.00	1	CSH
EFT4418	16/05/2025	Westrac		-456280.00	1	CSH
EFT4419	16/05/2025	Wheatbelt Office & Business Machines		-326.93	1	CSH
EFT4420	19/05/2025	Perfect Computer Solutions Pty Ltd		-595.00	1	CSH
EFT4421	19/05/2025	Staff Reimbursement		-370.96	1	CSH
EFT4422	19/05/2025	Sheridans		-186.67	1	CSH
EFT4423	19/05/2025	Thompson Signs		-7507.50	1	CSH

Shire of Wyalkatchem
List of Accounts - May 2025

Chq/EFT	Date	Name	Invoice Amount	Payment Amount	Bank	Type
EFT4424	19/05/2025	The Folan Family Trust Trading as Inspired Development Solutions		-5113.33	1	CSH
EFT4425	19/05/2025	Australia Post		-31.29	1	CSH
EFT4426	19/05/2025	Nutrien Ag Solutions Ltd		-94.97	1	CSH
EFT4427	19/05/2025	Local Government Professionals WA		-200.00	1	CSH
EFT4428	19/05/2025	Wyalkatchem Community Resource Centre		-2464.68	1	CSH
EFT4429	21/05/2025	Avon Valley Toyota		-38876.24	1	CSH
Total EFT				-667395.43		
DD3854.1	06/05/2025	Suncorp Superannuation		-149.84	1	CSH
DD3854.2	06/05/2025	Aware Superannuation Fund		-2491.03	1	CSH
DD3854.3	06/05/2025	Colonial Superannuation		-666.37	1	CSH
DD3854.4	06/05/2025	HESTRA Superannuation		-525.08	1	CSH
DD3854.5	06/05/2025	Superannuation Fund		-158.54	1	CSH
DD3854.6	06/05/2025	Rest Super		-335.17	1	CSH
DD3854.7	06/05/2025	Australian Retirement		-944.88	1	CSH
DD3854.8	06/05/2025	Macquarie Super Consolidator II		-341.79	1	CSH
DD3854.9	06/05/2025	The Pease Family Superannuation Fund		-27.60	1	CSH
DD3873.1	20/05/2025	Suncorp Superannuation		-207.82	1	CSH
DD3873.2	20/05/2025	Aware Superannuation Fund		-2851.69	1	CSH
DD3873.3	20/05/2025	Colonial Superannuation		-666.37	1	CSH
DD3873.4	20/05/2025	HESTRA Superannuation		-525.08	1	CSH
DD3873.5	20/05/2025	Superannuation Fund		-106.88	1	CSH
DD3873.6	20/05/2025	Rest Super		-358.79	1	CSH
DD3873.7	20/05/2025	Australian Retirement		-944.88	1	CSH
DD3873.8	20/05/2025	Macquarie Super Consolidator II		-341.79	1	CSH
DD3873.9	20/05/2025	The Pease Family Superannuation Fund		-27.60	1	CSH
DD3876.1	15/05/2025	Department of Transport		-423.70	1	CSH
DD3880.1	02/05/2025	Water Corporation.		-3051.53	1	CSH

Shire of Wyalkatchem

List of Accounts - May 2025

Chq/EFT	Date	Name	Invoice Amount	Payment Amount	Bank	Type
DD3880.2	02/05/2025	Crisp Wireless		-625.90	1	CSH
DD3882.1	05/05/2025	Water Corporation.		-8547.92	1	CSH
DD3885.1	19/05/2025	Synergy		-103.37	1	CSH
DD3889.1	02/05/2025	Synergy		-164.67	1	CSH
DD3891.1	21/05/2025	Telstra		-299.72	1	CSH
DD3893.1	12/05/2025	Telstra		-312.28	1	CSH
DD3897.1	05/05/2025	NAB		-302.24	1	CSH
DD3901.1	15/05/2025	Department of Transport		423.70	1	CSH
TOTAL DD				-25078.83		
TOTAL DD AND EFT				-692474.26		

10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – APRIL 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 June 2025
Reporting Officer:	Parul Begum, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	File Ref: 12.10.02
Attachment Reference:	Attachment 10.1.2 – Credit Card – April 2025

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse credit card payments for the period 29 March 2025 to 29 April 2025, totalling \$302.24. (refer to attachment 10.1.2).

BACKGROUND

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

STATUTORY ENVIRONMENT

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

Local Government (Financial Management) Regulations 1996, R34

POLICY IMPLICATIONS

Policy Number 2.1 – Purchasing Policy.

Policy Number 2.3 – Credit Card Policy.

FINANCIAL IMPLICATIONS

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

COMMUNITY & STRATEGIC OBJECTIVES

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

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



SHIRE OF WYALKATCHEM
NAB BUSINESS VISA
PAYMENTS OF ACCOUNTS BY CREDIT CARD
FOR THE STATEMENT PERIOD: 29 March 2025 to 29 April 2025

DATE	PAYEE	DESCRIPTION	AMOUNT
CARD NUMBER 4557-XXXX-XXXX-0623			
04-Apr-25	WYALKATCHEM GARDEN	Refreshment for Members	\$ 15.00
04-Apr-25	DUNNINGS WYALKATCHEM	Refreshment for Members	\$ 70.00
07-Apr-25	WA POLICE	WA POLICE Finance Division	-\$ 49.60
10-Apr-25	DUNNINGS WYALKATCHEM	Refreshment for Members	\$ 210.00
22-Apr-25	JAMF SOFTWARE	JAMF Software Subscription	\$ 37.71
29-Apr-25	NAB Bank	Card Fees and Bank Charge	\$ 10.13
CARD NUMBER 4557-XXXX-XXXX-006194			
29-Apr-25	NAB Bank	Card Fees	\$ 9.00
TOTAL CREDIT CARD PAYMENTS \$			<u>302.24</u>

I, Parul Begum, Finance Officer have reviewed the credit card payments and confirm that from the descriptions on the documentation provide that;

- all transactions are expenses incurred by the Shire of Wyalkatchem;
- all purchases have been made in accordance with the Shire of Wyalkatchem policies and procedures;
- all purchases are in accordance with the Local Government Act 1995 and associated regulations;
- no misuse of the corporate credit card is evident

Parul Begum 

10.1.3. MONTHLY FINANCIAL REPORTS – MAY 2025

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Statements of Financial Activity for the month ending 31 May 2025 (refer attachment 10.1.3).

BACKGROUND

The *Local Government (Financial Management) Regulations 34* requires a local government to prepare a monthly financial statement that reports on actual revenue and expenditure against the annual budget prepared under regulation 22(1) (d).

Council has adopted a material variance on 10% or \$10,000 whichever is the greater.

COMMENT

The attached reports includes:

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

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

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

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

STATUTORY ENVIRONMENT

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

Local Government (Financial Management) Regulations, R34

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Total Cash Available as at 31 May 2025 is \$4,678,556;

- cash available is made up of unrestricted cash \$1,111,169 (23.75%) and
- restricted cash \$3,567,387 (76.25%).

Rates Debtors balance as at 31 May 2025 is \$94,778 and Rates Notices for 2024-25 were issued in August 2024. Rates collected as at end of May was \$1,452,084 - 94%.

May 2025: Operating Revenue – Operating revenue of \$2,619,064 is made up of Rates - 57%, Grants - 24%, Fees and Charges - 12%, Interest earnings – 7% and other – 0%.

Operating Expenses – Operating expenses of \$5,115,932 is made of Employee Costs – 25%, Materials and Contracts – 24%, Depreciation – 43%, Insurance – 4% and Utility – 3% and Other Charges – 1%.

COMMUNITY & STRATEGIC OBJECTIVES

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

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

SHIRE OF WYALKATCHEM

MONTHLY FINANCIAL REPORT

(Containing the required statement of financial activity and statement of financial position)

For the period ended 31 May 2025

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

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SHIRE OF WYALKATCHEM
STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025

Supplementary Information	Adopted Budget Estimates (a) \$	Budget Review	YTD Budget Estimates (b) \$	YTD Actual (c) \$	Variance* \$ (c) - (b) \$	Variance* % ((c) - (b))/b) %	Var.
OPERATING ACTIVITIES							
Revenue from operating activities							
General rates	9	1,503,424	1,499,261	1,503,424	1,498,531	(4,893)	(0.33%)
Rates excluding general rates		10,045	10,045	0	0	0	0.00%
Grants, subsidies and contributions	12	587,421	577,447	572,389	625,387	52,998	9.26%
Fees and charges		263,588	308,443	251,692	310,054	58,362	23.19%
Interest revenue		98,250	98,250	95,296	180,958	85,662	89.89%
Other revenue		50	50	44	4,134	4,090	9295.45%
Profit on asset disposals	5	46,686	46,686	46,686	0	(46,686)	(100.00%)
	2,509,464	2,540,182	2,469,531	2,619,064	149,533	6.06%	
Expenditure from operating activities							
Employee costs		(1,590,982)	(1,599,071)	(1,458,105)	(1,279,506)	178,599	12.25%
Materials and contracts		(2,202,347)	(2,203,092)	(2,245,593)	(1,250,053)	995,540	44.33%
Utility charges		(200,983)	(214,716)	(183,832)	(162,673)	21,159	11.51%
Depreciation		(2,932,949)	(2,932,949)	(2,688,411)	(2,194,110)	494,301	18.39%
Insurance		(212,415)	(212,415)	(207,572)	(204,399)	3,173	1.53%
Other expenditure		(56,866)	(56,866)	(31,933)	(25,191)	6,742	21.11%
	(7,196,542)	(7,219,109)	(6,815,446)	(5,115,932)	1,699,514	24.94%	
Non-cash amounts excluded from operating activities	Note 2(b)	2,886,263	2,886,263	2,641,725	2,194,110	(447,615)	(16.94%)
Amount attributable to operating activities		(1,800,815)	(1,792,664)	(1,704,190)	(302,758)	1,401,432	82.23%
INVESTING ACTIVITIES							
Inflows from investing activities							
Proceeds from capital grants, subsidies and contributions	13	2,007,049	1,997,049	1,795,595	868,283	(927,312)	(51.64%)
Proceeds from disposal of assets	5	164,000	164,000	0	0	0	0.00%
	2,171,049	2,161,049	1,795,595	868,283	(927,312)	(51.64%)	
Outflows from investing activities							
Payments for property, plant and equipment	4	(1,155,298)	(1,123,866)	(895,321)	(515,687)	379,635	42.40%
Payments for construction of infrastructure	4	(2,072,930)	(2,077,731)	(1,925,047)	(1,060,397)	864,650	44.92%
	(3,228,228)	(3,201,597)	(2,820,368)	(1,576,084)	1,244,284	44.12%	
Amount attributable to investing activities		(1,057,179)	(1,040,548)	(1,024,773)	(707,801)	316,972	30.93%
FINANCING ACTIVITIES							
Inflows from financing activities							
Proceeds from new debentures	10	540,000	540,000	0	0	0	0.00%
Transfer from reserves	3	435,098	412,595	0	0	0	0.00%
	975,098	952,595	0	0	0	0	0.00%
Outflows from financing activities							
Transfer to reserves	3	(177,503)	(177,503)	(160,936)	(160,936)	0	0.00%
	(177,503)	(177,503)	(160,936)	(160,936)	0	0	0.00%
Amount attributable to financing activities		797,595	775,092	(160,936)	(160,936)	0	0.00%
MOVEMENT IN SURPLUS OR DEFICIT							
Surplus or deficit at the start of the financial year							
Amount attributable to operating activities		2,060,399	2,058,120	2,058,120	2,061,952	3,832	0.19%
Amount attributable to investing activities		(1,800,815)	(1,792,664)	(1,704,190)	(302,758)	1,401,432	82.23%
Amount attributable to financing activities		(1,057,179)	(1,040,548)	(1,024,773)	(707,801)	316,972	30.93%
Surplus or deficit after imposition of general rates		797,595	775,092	(160,936)	(160,936)	0	0.00%
	0	0	(831,779)	890,458	1,722,236	207.05%	▲

KEY INFORMATION

▲▼ Indicates a variance between Year to Date (YTD) Budget and YTD Actual data as per the adopted materiality threshold.

* Refer to Note 3 for an explanation of the reasons for the variance.

This statement is to be read in conjunction with the accompanying Financial Statements and Notes.

SHIRE OF WYALKATCHEM
STATEMENT OF FINANCIAL POSITION
FOR THE PERIOD ENDED 31 MAY 2025

	Supplementary Information		
		30 June 2025	31 May 2025
		\$	\$
CURRENT ASSETS			
Cash and cash equivalents	2	2,274,439	1,111,169
Trade and other receivables		101,467	154,342
Other financial assets		3,406,450	3,567,387
Inventories	7	1,567	73,602
TOTAL CURRENT ASSETS		5,783,923	4,906,500
NON-CURRENT ASSETS			
Trade and other receivables		34,855	34,855
Other financial assets		62,378	62,378
Property, plant and equipment		13,275,299	13,303,420
Infrastructure		55,401,497	54,755,350
TOTAL NON-CURRENT ASSETS		68,774,029	68,156,003
TOTAL ASSETS		74,557,952	73,062,503
CURRENT LIABILITIES			
Trade and other payables	8	221,761	354,897
Employee related provisions	11	93,759	93,759
TOTAL CURRENT LIABILITIES		315,520	448,656
NON-CURRENT LIABILITIES			
Employee related provisions		51,862	51,862
TOTAL NON-CURRENT LIABILITIES		51,862	51,862
TOTAL LIABILITIES		367,382	500,518
NET ASSETS		74,190,570	72,561,985
EQUITY			
Retained surplus		25,429,444	23,639,923
Reserve accounts	3	3,406,451	3,567,387
Revaluation surplus		45,354,675	45,354,675
TOTAL EQUITY		74,190,570	72,561,985

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

NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIOD ENDED 31 MAY 2025

1 BASIS OF PREPARATION AND SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PREPARATION

This prescribed financial report has been prepared in accordance with the *Local Government Act 1995* and accompanying regulations.

Local Government Act 1995 requirements

Section 6.4(2) of the *Local Government Act 1995* read with the *Local Government (Financial Management) Regulations 1996*, prescribe that the financial report be prepared in accordance with the *Local Government Act 1995* and, to the extent that they are not inconsistent with the Act, the Australian Accounting Standards. The Australian Accounting Standards (as they apply to local governments and not-for-profit entities) and Interpretations of the Australian Accounting Standards Board were applied where no inconsistencies exist.

The *Local Government (Financial Management) Regulations 1996* specify that vested land is a right-of-use asset to be measured at cost, and is considered a zero cost concessionary lease. All right-of-use assets under zero cost concessionary leases are measured at zero cost rather than at fair value, except for vested improvements on concessionary land leases such as roads, buildings or other infrastructure which continue to be reported at fair value, as opposed to the vested land which is measured at zero cost. The measurement of vested improvements at fair value is a departure from AASB 16 which would have required the Shire to measure any vested improvements at zero cost.

Local Government (Financial Management) Regulations 1996, regulation 34 prescribes contents of the financial report. Supporting information does not form part of the financial report.

Accounting policies which have been adopted in the preparation of this financial report have been consistently applied unless stated otherwise. Except for cash flow and rate setting information, the financial report has been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

THE LOCAL GOVERNMENT REPORTING ENTITY

All funds through which the Shire controls resources to carry on its functions have been included in the financial statements forming part of this financial report.

All monies held in the Trust Fund are excluded from the financial statements.

Judgements and estimates

The preparation of a financial report in conformity with Australian Accounting Standards requires management to make judgements, estimates and assumptions that effect the application of policies and reported amounts of assets and liabilities, income and expenses.

The estimates and associated assumptions are based on historical experience and various other factors believed to be reasonable under the circumstances; the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The balances, transactions and disclosures impacted by accounting estimates are as follows:

- estimated fair value of certain financial assets
- impairment of financial assets
- estimation of fair values of land and buildings, infrastructure and investment property
- estimation uncertainties made in relation to lease accounting
- estimated useful life of intangible assets

SIGNIFICANT ACCOUNTING POLICIES

Significant accounting policies utilised in the preparation of these statements are as described within the 2023-24 Annual Budget. Please refer to the adopted budget document for details of these policies.

PREPARATION TIMING AND REVIEW

Date prepared: All known transactions up to 31/05/2025

SHIRE OF WYALKATCHEM
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025

2 STATEMENT OF FINANCIAL ACTIVITY INFORMATION

	Supplementary Information	Adopted Budget	Last Year Opening	Last Year Closing	Year to Date
		30 June 2024	30 June 2024	31 May 2025	
(a) Net current assets used in the Statement of Financial Activity					
Current assets					
Cash and cash equivalents	2		\$ 214,791	\$ 2,274,439	\$ 1,111,169
Trade and other receivables			141,855	101,467	154,342
Other financial assets			3,163,556	3,406,450	3,567,387
Inventories	7		49,633	1,567	73,602
			<u>3,569,835</u>	<u>5,783,923</u>	<u>4,906,500</u>
Less: current liabilities					
Trade and other payables	8		(317,865)	(221,761)	(354,897)
Borrowings	10		(540,000)	0	0
Employee related provisions	11		(88,414)	(93,759)	(93,759)
			<u>(946,279)</u>	<u>(315,520)</u>	<u>(448,656)</u>
Net current assets			2,623,556	5,468,403	4,457,844
Less: Total adjustments to net current assets	Note 2(c)		(2,866,451)	(3,406,451)	(3,567,387)
Closing funding surplus / (deficit)			(242,895)	2,061,952	890,457

(b) Non-cash amounts excluded from operating activities

The following non-cash revenue and expenditure has been excluded from operating activities within the Statement of Financial Activity in accordance with *Financial Management Regulation 32*.

	Supplementary Information	Adopted Budget	YTD Budget (a)	YTD Actual (b)
		\$	\$	\$
Non-cash amounts excluded from operating activities				
Adjustments to operating activities				
Less: Profit on asset disposals		(46,686)	(46,686)	0
Add: Depreciation		2,932,949	2,688,411	2,194,110
Total non-cash amounts excluded from operating activities		2,886,263	2,641,725	2,194,110

(c) Current assets and liabilities excluded from budgeted deficiency

The following current assets and liabilities have been excluded from the net current assets used in the Statement of Financial Activity in accordance with *Financial Management Regulation 32* to agree to the surplus/(deficit) after imposition of general rates.

	Supplementary Information	Adopted Budget	Last Year Opening	Last Year Closing	Year to Date
		30 June 2024	30 June 2024	31 May 2025	
Adjustments to net current assets					
Less: Reserve accounts	3		(3,406,451)	(3,406,451)	(3,567,387)
Add: Current liabilities not expected to be cleared at the end of the year:					
- Current portion of borrowings	10		540,000	0	0
Total adjustments to net current assets	Note 2(a)		(2,866,451)	(3,406,451)	(3,567,387)

CURRENT AND NON-CURRENT CLASSIFICATION

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. Unless otherwise stated assets or liabilities are classified as current if expected to be settled within the next 12 months, being the Council's operational cycle.

SHIRE OF WYALKATCHEM
NOTES TO THE STATEMENT OF FINANCIAL ACTIVITY
FOR THE PERIOD ENDED 31 MAY 2025

3 EXPLANATION OF MATERIAL VARIANCES

The material variance thresholds are adopted annually by Council as an indicator of whether the actual expenditure or revenue varies from the year to date actual materially.

The material variance adopted by Council for the 2024-25 year is \$10,000 or 10.00% whichever is the greater.

Description	Var. \$	Var. %	
	\$	%	
Revenue from operating activities			
Grants, subsidies and contributions	52,998	9.26%	▲
Insurance monies have been received for a cyber claim.		Permanent	
Fees and charges	58,362	23.19%	▲
Lease income received for top and bottom depot was not budgeted and fees received from Railway Barracks have been higher than anticipated.		Permanent	
Interest revenue	85,662	89.89%	▲
Budgeted interest is always conservative and actual interest received has been higher. The higher amount is for the Reserve term deposit so it is offset by higher transfer to Reserves.		Permanent	
Profit on asset disposals	(46,686)	(100.00%)	▼
No trade ins have been completed as of yet, these will be rolled over to next budget.		Permanent	
Expenditure from operating activities			
Materials and contracts	995,540	44.33%	▲
There is underexpenditure across a number of accounts, the largest being medical services and plant operating costs		Permanent	
Utility charges	21,159	11.51%	▲
A number of accounts including street lighting and water usage for the oval are less than budgeted.		Permanent	
Inflows from investing activities			
Proceeds from capital grants, subsidies and contributions	(927,312)	(51.64%)	▼
Roads to Recovery and Regional Road Group projects are underway but not complete, restricting ability to claim funds		Timing	
Outflows from investing activities			
Payments for property, plant and equipment	379,635	42.40%	▲
Some vehicle purchases will not be completed in 2024/25, these will be rolled over to 2025/26.		Timing	
Payments for construction of infrastructure	864,650	44.92%	▲
Capital road program is in progress and will be completed by 30 June 2025.		Timing	
Surplus or deficit after imposition of general rates	1,722,236	207.05%	▲

SHIRE OF WYALKATCHEM
SUPPLEMENTARY INFORMATION

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SHIRE OF WYALKATCHEM
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025

1 KEY INFORMATION

Funding Surplus or Deficit Components

Funding surplus / (deficit)

	Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
Opening	\$2.06 M	\$2.06 M	\$2.06 M	\$0.00 M
Closing	\$0.00 M	(\$0.83 M)	\$0.89 M	\$1.72 M

Refer to Statement of Financial Activity

Cash and cash equivalents

	\$4.68 M	% of total
Unrestricted Cash	\$1.11 M	23.8%
Restricted Cash	\$3.57 M	76.2%

Refer to 2 - Cash and Financial Assets

Payables

	\$0.35 M	% Outstanding
Trade Payables	\$0.33 M	
0 to 30 Days		0.0%
Over 30 Days		0.0%
Over 90 Days		0.0%

Refer to 8 - Payables

Receivables

	\$0.06 M	% Collected
Rates Receivable	\$0.09 M	93.9%
Trade Receivable	\$0.06 M	% Outstanding
Over 30 Days		121.1%
Over 90 Days		121.1%

Refer to 6 - Receivables

Key Operating Activities

Amount attributable to operating activities

YTD Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.80 M)	(\$1.70 M)	(\$0.30 M)	\$1.40 M

Refer to Statement of Financial Activity

Rates Revenue

YTD Actual	\$1.50 M	% Variance
YTD Budget	\$1.50 M	(0.3%)

Refer to 9 - Rate Revenue

Grants and Contributions

YTD Actual	\$0.63 M	% Variance
YTD Budget	\$0.57 M	9.3%

Refer to 12 - Grants and Contributions

Fees and Charges

YTD Actual	\$0.31 M	% Variance
YTD Budget	\$0.25 M	23.2%

Refer to Statement of Financial Activity

Key Investing Activities

Amount attributable to investing activities

YTD Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
(\$1.06 M)	(\$1.02 M)	(\$0.71 M)	\$0.32 M

Refer to Statement of Financial Activity

Proceeds on sale

YTD Actual	\$0.00 M	%
Adopted Budget	\$0.16 M	(100.0%)

Refer to 5 - Disposal of Assets

Asset Acquisition

YTD Actual	\$1.06 M	% Spent
Adopted Budget	\$2.07 M	(48.8%)

Refer to 4 - Capital Acquisitions

Capital Grants

YTD Actual	\$0.87 M	% Received
Adopted Budget	\$2.01 M	(56.7%)

Refer to 4 - Capital Acquisitions

Key Financing Activities

Amount attributable to financing activities

YTD Adopted Budget	YTD Budget (a)	YTD Actual (b)	Var. \$ (b)-(a)
\$0.80 M	(\$0.16 M)	(\$0.16 M)	\$0.00 M

Refer to Statement of Financial Activity

Borrowings

Principal repayments	\$0.00 M
Interest expense	\$0.00 M
Principal due	\$0.00 M

Refer to 10 - Borrowings

Reserves

Reserves balance	\$3.57 M
Interest earned	\$0.16 M

Refer to 3 - Cash Reserves

This information is to be read in conjunction with the accompanying Financial Statements and notes.

SHIRE OF WYALKATCHEM
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025

2 CASH AND FINANCIAL ASSETS

Description	Classification	Unrestricted	Restricted	Total Cash	Trust	Institution	Interest Rate	Maturity Date
		\$	\$	\$	\$			
Municipal Bank Account	Cash and cash equivalents	1,110,969	0	1,110,969		NAB		at call
Municipal Investment	Financial assets at amortised cost	0	0	0		BOQ		
Reserve Investment Account	Financial assets at amortised cost	0	3,567,387	3,567,387		BOQ	4.35%	Jun-25
Petty Cash		200	0	200				
Total		1,111,169	3,567,387	4,678,556		0		
Comprising								
Cash and cash equivalents		1,111,169	0	1,111,169		0		
Financial assets at amortised cost		0	3,567,387	3,567,387		0		
		1,111,169	3,567,387	4,678,556		0		

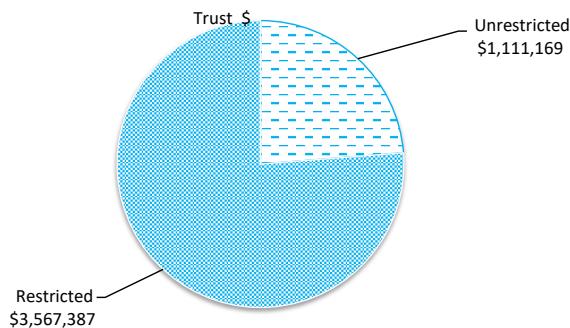
KEY INFORMATION

Cash and cash equivalents include cash on hand, cash at bank, deposits available on demand with banks and other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. Bank overdrafts are reported as short term borrowings in current liabilities in the statement of net current assets.

The local government classifies financial assets at amortised cost if both of the following criteria are met:

- the asset is held within a business model whose objective is to collect the contractual cashflows, and
- the contractual terms give rise to cash flows that are solely payments of principal and interest.

Financial assets at amortised cost held with registered financial institutions are listed in this note other financial assets at amortised cost are provided in Note 4 - Other a



SHIRE OF WYALKATCHEM
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025

3 RESERVE ACCOUNTS

Reserve name	Original					Amended					Actual YTD Closing Balance
	Budget Opening Balance	Budget Interest Earned	Budget Transfer \$ In (+)	Budget Transfers Out (-)	Budget Closing Balance	Budget Opening Balance	Budget Interest Earned	Budget Transfer \$ In (+)	Budget Transfers Out (-)	Budget Closing Balance	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Restricted by Council											
Reserve account - by council - Building	348,549	0	6,099	(37,028)	317,620	348,549	0	6,099	(37,028)	317,620	348,549
Reserve account - by council - Waste Management	117,104	0	2,049	0	119,153	117,104	0	2,049	0	119,153	117,104
Reserve account - by council - Plant & Equipment	691,416	0	79,996	(86,546)	684,866	691,416	0	79,996	(86,546)	684,866	691,416
Reserve account - by council - Community Bus	90,225	0	1,579	0	91,804	90,225	0	1,579	0	91,804	90,225
Reserve account - by council - Government Joint Venture Housing	12	0	0	0	12	12	0	0	0	12	12
Reserve account - by council - Sport & Recreation Facilities	355,706	0	6,224	0	361,930	355,706	0	6,224	0	361,930	355,706
Reserve account - by council - Community Development	556,855	0	9,744	(211,352)	355,247	556,855	0	9,744	(211,352)	355,247	556,855
Reserve account - by council - Community Health	1,177,588	0	20,605	(100,000)	1,098,193	1,177,588	0	20,605	(100,000)	1,098,193	1,177,588
Reserve account - by council - Airport Development	47,128	0	825	0	47,953	47,128	0	825	0	47,953	47,128
Reserve account - by council - Depot	170	0	2	(172)	0	170	0	2	(172)	0	170
Reserve account - by council - Leave	21,698	0	380	0	22,078	21,698	0	380	0	22,078	21,698
Reserve account - by council - Futures Fund	0	0	50,000	0	50,000	0	0	50,000	0	50,000	0
	3,406,451	0	177,503	(435,098)	3,148,856	3,406,451	0	177,503	(435,098)	3,148,856	3,406,451
											160,936
											0
											3,567,387

4 CAPITAL ACQUISITIONS

Capital acquisitions	Budget	Adopted Amended Budget	YTD Budget	YTD Actual	YTD Actual Variance
	\$	\$	\$	\$	\$
Buildings - non-specialised	264,152	302,623	59,175	44,541	(14,634)
Plant and equipment	891,146	835,943	836,146	471,146	(365,000)
Acquisition of property, plant and equipment	1,155,298	1,138,566	895,321	515,687	(379,635)
Infrastructure - roads	1,469,386	1,469,386	1,346,939	520,901	(826,038)
Infrastructure - footpaths	0	0	0	518.73	519
Infrastructure - other	603,544	608,345	578,108	538,978	(39,130)
Acquisition of infrastructure	2,072,930	2,077,731	1,925,047	1,060,397	(1,623,919)
Total capital acquisitions	3,228,228	3,216,297	2,820,368	1,576,084	(2,003,553)
Capital Acquisitions Funded By:					
Capital grants and contributions	2,007,049	1,997,049	1,795,595	868,283	(927,312)
Borrowings	540,000	0	0	0	0
Other (disposals & C/Fwd)	164,000	164,000	0	0	0
Reserve accounts					
Reserve account - by council - Building	37,028			0	0
Reserve account - by council - Plant & Equipment	86,546	86,546	0	0	0
Reserve account - by council - Community Development	211,352			0	0
Reserve account - by council - Community Health	100,000			0	0
Reserve account - by council - Depot	172			0	0
Contribution - operations	82,081	968,702	1,024,773	707,801	(316,972)
Capital funding total	3,228,228	3,216,297	2,820,368	1,576,084	(1,244,284)

SIGNIFICANT ACCOUNTING POLICIES

Each class of fixed assets within either plant and equipment or infrastructure, is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

Assets for which the fair value as at the date of acquisition is under \$5,000 are not recognised as an asset in accordance with *Financial Management Regulation 17A (5)*. These assets are expensed immediately.

Where multiple individual low value assets are purchased together as part of a larger asset or collectively forming a larger asset exceeding the threshold, the individual assets are recognised as one asset and capitalised.

Initial recognition and measurement for assets held at cost

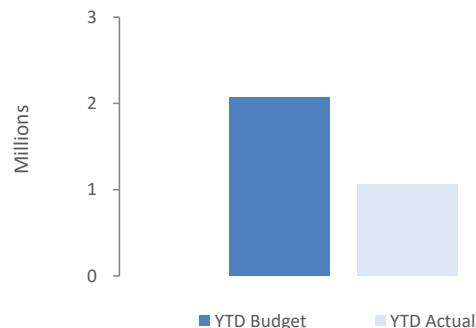
Plant and equipment including furniture and equipment is recognised at cost on acquisition in accordance with *Financial Management Regulation 17A*. Where acquired at no cost the asset is initially recognise at fair value. Assets held at cost are depreciated and assessed for impairment annually.

Initial recognition and measurement between

mandatory revaluation dates for assets held at fair value

In relation to this initial measurement, cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at zero cost or otherwise significantly less than fair value, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Shire includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

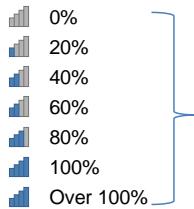
Payments for Capital Acquisitions



4 CAPITAL ACQUISITIONS - DETAILED

Capital expenditure total

Level of completion indicators



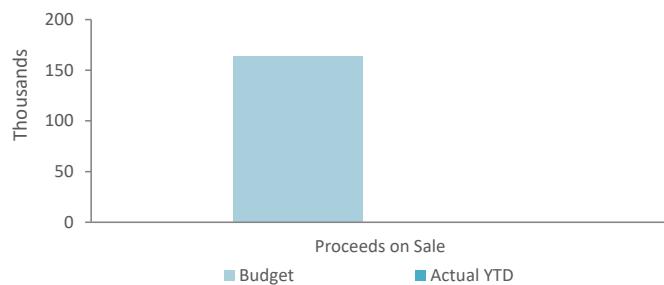
Percentage Year to Date Actual to Annual Budget expenditure where the expenditure over budget highlighted in red.

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

	Account Description	Budget	Adopted Amended Budget	YTD Budget	YTD Actual	Variance (Under)/Over
		\$	\$	\$	\$	\$
Land & Buildings						
OC047	Housing and Accommodation Project	203,752	203,752	0	0	\$0
BC040	New Depot (Grace Street) - Building Capital	45,700	45,700	45,700	33,865	\$11,835
BC041	Old NAB Bank - Building Capital	14,700	14,700	13,475	0	\$13,475
BC003	Medical Centre - Building Capital	0	38,471	0	10,676	(\$10,676)
Plant & Equipment						
PC0001	Works Manager Vehicle Replacement	62,000	62,000	62,000	0	\$62,000
PC0005	New Tractor	0	0	0	107	(\$107)
PC001	CEO Vehicle Capital	68,000	68,000	68,000	0	\$68,000
PC002	Manager Corporate Services Vehicle Replacement	36,000	36,000	36,000	0	\$36,000
PC003	Doctors Vehicle Replacement	36,000	36,000	36,000	0	\$36,000
PC007	Works Admin Ute	36,000	36,000	36,000	0	\$36,000
PC008	Maintenance Officer Ute	36,000	36,000	36,000	35,342	\$658
PC009	Swimming Pool Mower	14,546	14,343	14,546	14,343	\$203
PC010	Water tank 1500L	7,600	7,600	7,600	6,372	\$1,228
PC0105	Side Tipper Trailer	0	0	0	182	(\$182)
PC0106	Second grader	450,000	450,000	450,000	414,800	\$35,200
PC0107	Water tanker	90,000	90,000	90,000	0	\$90,000
PC011	Recreation Centre generator	55,000	0	0	0	\$0
Furniture and Equipment						
4140220	Central Second Hand	0	0	0	0	\$0
Roads						
R2R131	Cunderdin Road (R2R)	90,000	90,000	82,500	97,108	(\$14,608)
R2R029	Cemetery Road (R2R)	326,678	326,678	299,464	0	\$299,464
R2R035	Hammond Road (R2R)	50,087	50,087	45,903	26,902	\$19,001
RRG002	Wyalkatchem North Road (RRG)	0	0	0	732	(\$732)
RRG002A	Wyalkatchem North Road (RRG)	384,810	384,810	352,748	227,352	\$125,396
RRG002B	Wyalkatchem North Road (RRG)	226,000	226,000	207,174	0	\$207,174
RRG002C	Wyalkatchem North Road (RRG)	73,827	73,827	67,672	0	\$67,672
WSF130	Wyalkatchem - Koorda Road - WSFN Funding	100,000	100,000	91,663	9,505	\$82,158
LRC010	Wallambin Road - LRCIP Funding	119,450	119,450	109,505	82,460	\$27,045
LRC016	Korrellocking North Road - LRCIP Funding	16,550	16,550	15,169	14,850	\$319
LRC054	Minnivale North East Road - LRCIP/R2R Funding	81,984	81,984	75,141	58,058	\$17,083
R2R010	Wallambin Road (R2R)	0	0	0	3,933	(\$3,933)
Infrastructure - Footpaths						
LRCI030	Footpaths - LRCIP Funding	0	0	0	519	(\$519)
Infrastructure - Other						
LRCI010	Ashelford Park - LRCIP Funding	0	0	0	66	(\$66)
CIO013	Swimming Pool Repairs	0	0	0	525,535	(\$525,535)
CIO016	Korrellocking Cemetery No 1	0	0	0	1,120	(\$1,120)
LRCI052	Town Entry Statement Improvements - LRCIP Funding	0	0	0	1,723	(\$1,723)
LRCI021	Wyalkatchem Pool Refurbishment Program - LRCIP Funding	520,734	525,535	520,734	0	\$520,734
OC001	Town Entry Statements	6,500	6,500	6,500	2,655	\$3,845
OC002	Wheatbelt Way Rail Trail	76,310	76,310	50,874	0	\$50,874
PC005	Pioneer Park additions	0	0	0	7,879	(\$7,879)
		0	0	0	-	\$0
		3,228,228	3,216,297	2,820,368	1,576,084	\$1,244,284

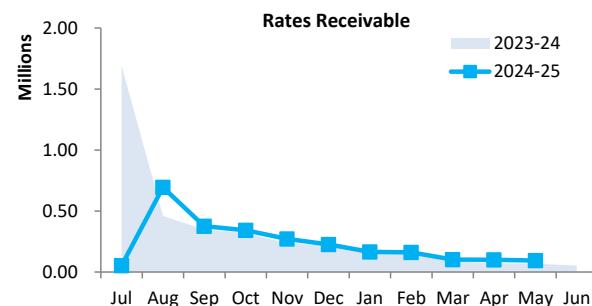
5 DISPOSAL OF ASSETS

Asset Ref.	Asset description	Budget				YTD Actual			
		Net Book Value	Proceeds	Profit	(Loss)	Net Book Value	Proceeds	Profit	(Loss)
		\$	\$	\$	\$	\$	\$	\$	\$
Plant and equipment									
10191	WM000 Toyota Hilux	40,204	48,000	7,796	0			0	0
10190	WM00 Toyota Prado	55,288	65,000	9,712	0			0	0
10184	0001WM Toyota RAV4	16,286	33,000	16,714	0			0	0
10166	000WM Toyota RAV4	5,536	18,000	12,464	0			0	0
		117,314	164,000	46,686	0	0	0	0	0



6 RECEIVABLES

Rates receivable	30 June 2024	31 May 2025
Opening arrears previous years	\$ 53,446	\$ 48,331
Levied this year	0	1,498,531
Less - collections to date	(5,115)	(1,452,084)
Gross rates collectable	48,331	94,778
Net rates collectable	48,331	94,778
% Collected	9.6%	93.9%



Receivables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Receivables - general	(5,338)	1,659	0	0	21,119	17,440
Percentage	(30.6%)	9.5%	0.0%	0.0%	121.1%	
Balance per trial balance						
Trade receivables	(5,338)	1,659	0	0	21,119	21,470
Other receivables		992		1,154	0	2,146
GST receivable	0	90,179	0	0	0	90,179
Allowance for credit losses of other	0	0	0	0	(54,231)	(54,231)
Total receivables general outstanding						59,564

Amounts shown above include GST (where applicable)

KEY INFORMATION

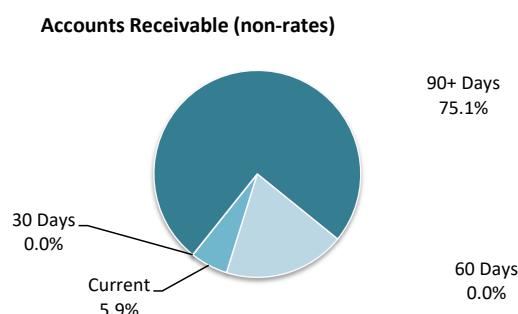
Trade and other receivables include amounts due from ratepayers for unpaid rates and service charges and other amounts due from third parties for goods and services performed in the ordinary course of business.

Trade receivables are recognised at original invoice amount less any allowances for uncollectable amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

Classification and subsequent measurement

Receivables which are generally due for settlement within 30 days except rates receivables which are expected to be collected within 12 months are classified as current assets. All other receivables such as, deferred pensioner rates receivable after the end of the reporting period are classified as non-current assets.

Trade and other receivables are held with the objective to collect the contractual cashflows and therefore the Shire measures them subsequently at amortised cost using the effective interest rate method.



**SHIRE OF WYALKATCHEM
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025**

OPERATING ACTIVITIES

7 OTHER CURRENT ASSETS

	Opening Balance 1 July 2024	Asset Increase	Asset Reduction	Closing Balance 31 May 2025
Other current assets				
Financial assets at amortised cost	\$ 3,406,450	\$ 116,868	\$	\$ 3,567,387
Inventory				
Diesel	1,567	72,035	0	73,602
Total other current assets	1,567	72,035	0	73,602
Amounts shown above include GST (where applicable)				

KEY INFORMATION

Inventory

Inventories are measured at the lower of cost and net realisable value.

Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

8 PAYABLES

Payables - general	Credit	Current	30 Days	60 Days	90+ Days	Total
	\$	\$	\$	\$	\$	\$
Payables - general	0	0	0	0	0	0
Percentage	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
Balance per trial balance						
Sundry creditors (Includes Suspense Account)	0	0	0	0	(47,700)	325,390
Other payables	0	(3,305)	0	0	0	(3,305)
Bonds and deposits held	0	10,548	0	0	0	10,548
GST Payable	0	(1,216)	0	0	0	(1,216)
PAYG Payable	0	23,480	0	0	0	23,480
Total payables general outstanding						354,897

Amounts shown above include GST (where applicable)

KEY INFORMATION

Trade and other payables represent liabilities for goods and services provided to the Shire prior to the end of the period that are unpaid and arise when the Shire becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured, are recognised as a current liability and are normally paid within 30 days of recognition. The carrying amounts of trade and other payables are considered to be the same as their fair values, due to their short-term nature.

SHIRE OF WYALKATCHEM
SUPPLEMENTARY INFORMATION
FOR THE PERIOD ENDED 31 MAY 2025

OPERATING ACTIVITIES

9 RATE REVENUE

General rate revenue		Rate in \$ (cents)	Number of Properties	Rateable Value	Budget			Rate Revenue	YTD Actual Interim Rate Revenue	Total Revenue			
RATE TYPE					Rate Revenue	Interim Rate Revenue	Total Revenue						
Gross rental value													
Gross Rental Value - Town		0.078530	189	2,043,846	160,503	0	160,503	160,503	(370)	160,133			
Unimproved value													
Unimproved Value - Rural		0.008711	204	153,130,500	1,333,920	0	1,333,920	1,333,920	849	1,334,769			
Unimproved Value - Mining		0.008711	0	0	0	0	0	0	0	0			
Sub-Total			393	155,174,346	1,494,423	0	1,494,423	1,494,423	479	1,494,902			
Minimum payment													
Minimum Payment \$													
Gross rental value													
Gross Rental Value - Town		553	58	113,506	32,074	0	32,074	32,074	0	32,074			
Unimproved value													
Unimproved Value - Rural		615	22	810,200	13,530	0	13,530	13,530	0	13,530			
Unimproved Value - Mining		615	14	48,929	8,610	0	8,610	8,610	(1,210)	7,400			
Sub-total			94	972,635	54,214	0	54,214	54,214	(1,210)	53,004			
Discount							(45,213)			(49,376)			
Amount from general rates							1,503,424			1,498,531			
Ex-gratia rates							10,045			0			
Total general rates							1,513,469			1,498,531			

10 BORROWINGS

Repayments - borrowings

Information on borrowings	Particulars	Loan No.	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
			1 July 2024	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Grader	Grader	NEW	\$ 0	\$ 0	\$ 450,000	\$ 0	\$ 0	\$ 0	\$ 450,000	\$ 0
Water Tanker	Water Tanker	NEW	\$ 0	\$ 0	\$ 90,000	\$ 0	\$ 0	\$ 0	\$ 90,000	\$ 0
Total			\$ 0	\$ 0	\$ 540,000	\$ 0	\$ 0	\$ 540,000	\$ 0	\$ 0

All debenture repayments were financed by general purpose revenue.

New borrowings 2024-25

Particulars	Amount Borrowed	Amount Borrowed	Institution	Loan Type	Term Years	Total Interest & Charges	Interest Rate	Amount (Used)		Balance Unspent
	Actual	Budget						Actual	Budget	
	\$	\$						\$	\$	
Grader	0	450,000	WATC				4.7	0	450,000	0
Water Tanker	0	90,000	WATC				4.4	0	90,000	0
	0	540,000				0		0	540,000	0

KEY INFORMATION

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset until such time as the asset is substantially ready for its intended use or sale.

Fair values of borrowings are not materially different to their carrying amounts, since the interest payable on those borrowings is either close to current market rates or the borrowings are of a short term nature. Non-current borrowings fair values are based on discounted cash flows using a current borrowing rate.

11 OTHER CURRENT LIABILITIES

Other current liabilities	Note	Opening	Liability	Liability	Liability	Closing
		Balance 1	transferred			
		\$	\$	\$	\$	\$
Employee Related Provisions						
Provision for annual leave		93,759	0			93,759
Total Provisions		93,759	0	0	0	93,759
Total other current liabilities		93,759	0	0	0	93,759

Amounts shown above include GST (where applicable)

A breakdown of contract liabilities and associated movements is provided on the following pages at Note

KEY INFORMATION

Provisions

Provisions are recognised when the Shire has a present legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

Employee Related Provisions

Short-term employee benefits

Provision is made for the Shire's obligations for short-term employee benefits. Short-term employee benefits are benefits (other than termination benefits) that are expected to be settled wholly before 12 months after the end of the annual reporting period in which the employees render the related service, including wages, salaries and sick leave. Short-term employee benefits are measured at the (undiscounted) amounts expected to be paid when the obligation is settled.

The Shire's obligations for short-term employee benefits such as wages, salaries and sick leave are recognised as a part of current trade and other payables in the calculation of net current assets.

Other long-term employee benefits

The Shire's obligations for employees' annual leave and long service leave entitlements are recognised as employee related provisions in the statement of financial position.

Long-term employee benefits are measured at the present value of the expected future payments to be made to employees. Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures and are discounted at rates determined by reference to market yields at the end of the reporting period on government bonds that have maturity dates that approximate the terms of the obligations. Any remeasurements for changes in assumptions of obligations for other long-term employee benefits are recognised in profit or loss in the periods in which the changes occur. The Shire's obligations for long-term employee benefits are presented as non-current provisions in its statement of financial position, except where the Shire does not have an unconditional right to defer settlement for at least 12 months after the end of the reporting period, in which case the obligations are presented as current provisions.

12 GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Unspent grant, subsidies and contributions liability					Grants, subsidies and contributions revenue					YTD Revenue Actual
	1 July 2024 Liability	Increase in Liability	Decrease in (As revenue)	Liability	Current Liability	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	Expected	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Grants and subsidies											
GEN PUR - Financial Assistance Grant - General						159,809	159,809	159,809	118,804	278,613	139,307
GEN PUR - Financial Assistance Grant - Roads	0	0	0	0	0	82,347	82,347	82,347	(30,207)	52,140	191,447
OTH GOV - Grants	0	0	0	0	0	0	0	0	0	0	4,000
ESL BFB - Operating Grant	0	0	0	0	0	39,150	35,882	39,150	0	39,150	56,843
ESL BFB - Admin Fee/Commission	0	0	0	0	0	4,000	3,663	4,000	0	4,000	0
FIRE - Grants	0	0	0	0	0	0	0	0	0	0	14,300
ROADM - Direct Road Grant (MRWA)	0	0	0	0	0	165,244	165,244	165,244	0	165,244	165,244
	0	0	0	0	0	450,550	446,945	450,550	88,597	539,147	571,140
Contributions											
RATES - Reimbursements of Debt Collection Costs	0	0	0	0	0	0	0	0	0	0	8,367
OTH HEALTH - Contributions, Donations & Reimbursements	0	0	0	0	0	108,571	99,528	108,571	(98,571)	10,000	(36)
STF HOUSE - Staff Rental Reimbursements - 2 Slocum St	0	0	0	0	0	2,000	1,826	2,000	0	2,000	5,453
STF HOUSE - Staff Rental Reimbursements - 22a Flint St	0	0	0	0	0	2,800	2,563	2,800	0	2,800	108
STF HOUSE - Staff Rental Reimbursements - 45 Wilson St	0	0	0	0	0	0	0	0	0	0	1,938
STF HOUSE - Staff Rental Reimbursements - 53 Piesse St	0	0	0	0	0	2,800	2,563	2,800	0	2,800	2,046
OTH HOUSE - Rental Reimbursements - Joint Venture	0	0	0	0	0	200	176	200	0	200	261
ADMIN - Fees & Charges	0	0	0	0	0	0	0	0	0	0	2,000
ADMIN - Reimbursements	0	0	0	0	0	0	0	0	1	1	22,917
PWO - Other Reimbursements	0	0	0	0	0	0	0	0	0	0	210
POC - Fuel Tax Credits Grant Scheme	0	0	0	0	0	20,500	18,788	20,500	0	20,500	10,982
	0	0	0	0	0	136,671	125,444	136,671	(98,570)	38,301	54,247
TOTALS	0	0	0	0	0	587,421	572,389	587,421	(9,973)	577,448	625,387

13 CAPITAL GRANTS, SUBSIDIES AND CONTRIBUTIONS

	Liability 1 July 2024	Capital grant/contribution liabilities			Capital grants, subsidies and contributions revenue					
		Increase in Liability	Decrease in Liability (As revenue)	Liability 31 May 2025	Current Liability 31 May 2025	Adopted Budget Revenue	YTD Budget	Annual Budget	Budget Variations	YTD Revenue Actual
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Capital grants and subsidies										
General Purpose Funding										
GEN PUR - Other Grants	0	0	0	0	0	666,107	610,599	666,107	0	666,107
Recreation and Culture										
REC - Grants	0	0	0	0	0	210,000	210,000	210,000	(10,000)	200,000
OTH CUL - Grants - Other Culture	0	0	0	0	0	0	0	0	(9,999)	9,500
ROADC - Regional Road Group Grants (MRWA)	0	0	0	0	0	563,948	516,956	563,948	0	563,948
ROADC - Roads to Recovery Grant	0	0	0	0	0	499,684	458,040	499,684	0	499,684
	0	0	0	0	0	1,939,739	1,795,595	1,939,739	(19,999)	1,919,740
										868,283

10.2. WORKS AND SERVICES

10.2.1. WORKS OFFICER'S REPORT JUNE 2025

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 June 2025
Reporting Officer:	Jennie Gorham, & Eric Anderson, Jointly Acting Supervisors of Infrastructure and Assets.
Disclosure of Interest:	No interest to disclose
File Number:	13.05.02
Attachment Reference:	Nil

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receives the Works Officer's report.

BACKGROUND

To inform Council of the activities of the Works and Services team during the month of May/June 2025.

OVERVIEW

SUMMARY - ROADS / TOWN/ BUILDINGS

ROAD MAINTENANCE PROGRAM

Roads that have been graded during May:

- Range Road,
- part of Davies Road,
- Hammond Road,
- Hardwick Road,
- Parson Road,
- Tilbrook Road,
- Ryan Road,
- Yorkrakine East/West Road,
- Greaves Road,
- Shields Road and
- part of Allan Road.

A 'blowout' was repaired on De Pierres Road, as well as a small amount of gravel re-sheeting (200 metres) along a very slippery section of Elashgin East/West.

Bitumen crack patching has been carried out on:

- Thurston St,
- Wilson St,
- Lindsay St,
- Slocum St,
- Gamble St and
- Railways Tce.

A total of 500 litres of bitumen emulsion was used to remedy the streets. The crack patching program will continue as time permits. Twelve metres of 5/7mm blend of aggregate for the bitumen crack patching was obtained from Doodlakine Quarry.

With the Rodeo approaching rapidly we had an opportunity to cart into town 400 cubic meters of yellow sand, this will be used for the Rodeo arena and the balance will be used for the top dressing of the oval in October. We usually cart the sand for the Rodeo a week or so before the event, but we are now ahead of the curve.

PLANT & EQUIPMENT

The new 120 Caterpillar grader is proving a great investment. The second grader has increased productivity and enabled more defined road maintenance.

The IVECO truck recently received repairs to leaking air fittings. There are still unresolved minor mechanical and electrical issues which are proving difficult to repair.

The 2 plate compactors are in Perth to see if they can be repaired. One seems to be unrepairable (it has come to the end of its life) and the company repairing them is having trouble sourcing parts to repair the other one.

REFUSE SITE

The current cell at the refuse site appears to be coming to the end of its life and officers believe that a new cell will be needed within the next two years.

Officers will engage a suitable qualified consultant to provide advice and guidance as to the potential sites for the next cell. Engaging a consultant is crucial as the Shire will need advice and guidance to help reduce our environmental footprint by implementing sustainable waste management practices that comply with all relevant regulations. The location of the new cell needs to be well planned and implemented effectively and considering cost-efficiency. A separate paper addressing this issue will come to Council in due course.

PARKS & GARDENS

- The town crew have been cleaning out drains and verges as part of their ongoing weekly program.
- As a tribute to the bravery, dedication, and sacrifice of our service men and women, Saluting Their Service statues have been installed at Pioneer Park. These statues stand as a lasting symbol of gratitude and respect for those who have served and continue to serve our country. Positioned prominently within the park, they serve as a powerful reminder of the values and freedoms upheld by our military. This installation reflects our community's deep appreciation and commitment to honouring our heroes, past and present. Shire staff were honoured to have been able to install the statues.
- The Town Crew, with support from the Dowerin Work Camp, has commenced the installation of pathways in Pioneer Park to improve accessibility for both the local community and visitors.
- Path repairs have taken place at the Cemetery to enable easier access to the toilets and the niche wall.
- Town Crew have assembled a new chemical shed at the Depot, chemicals, SDS (safety data sheets) and required PPE will be stored in the shed. The new shed is located near the safety shower / eye wash station.

[**Refer to Photographs in Attachment A**](#)

SHIRE HOUSES & BUILDINGS

- A contractor has started work on repairing the NAB roof replacing broken tiles. The contractor is still trying to match up guttering to complete the job along with barge boards.
- A large tree behind the Town Hall dropped a limb which landed on the fence, causing minimal damage. A tree lopper has been asked to quote to lop trees that may cause harm to members of the public or damage to property.
- Daycare – Shire staff have been carrying out maintenance both internally and externally in preparation for the re-opening of the Daycare Centre.

- Dowerin Works Camp have removed carpet and doors from 1 Slocum Street ready for painting.

[Refer to Photographs in Attachment B](#)

OHS & TRAINING

- A Venomous Snake Handling and Relocation course was conducted at the Recreation Centre for staff in May. The training covered key topics including reptile biology and behaviour, species identification techniques, habitat awareness and selection of appropriate release sites, and the safe use of protective equipment and handling tools. Participants were also trained in the provision of snakebite first aid and the proper techniques for safely capturing and relocating venomous snakes using hooks and bags.
- The Shire staff attended a course on Accountable and Ethical Decision-Making, we gained a deeper understanding of how to navigate complex decisions with integrity, fairness, and transparency. It reinforced the importance of acting in the public interest, upholding legal and ethical standards, and maintaining accountability in all aspects of our work. We learned practical tools for identifying and managing ethical dilemmas, as well as strategies to strengthen governance, build public trust, and support more consistent and equitable outcomes for our community.

[Refer to Photographs in Attachment C](#)

MEETINGS.

Two officers and Councillor Begley attended a prison workcamp meeting in Dowerin on Thursday May 15th.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are some financial implications in relation to this item and they are reflected in the report.

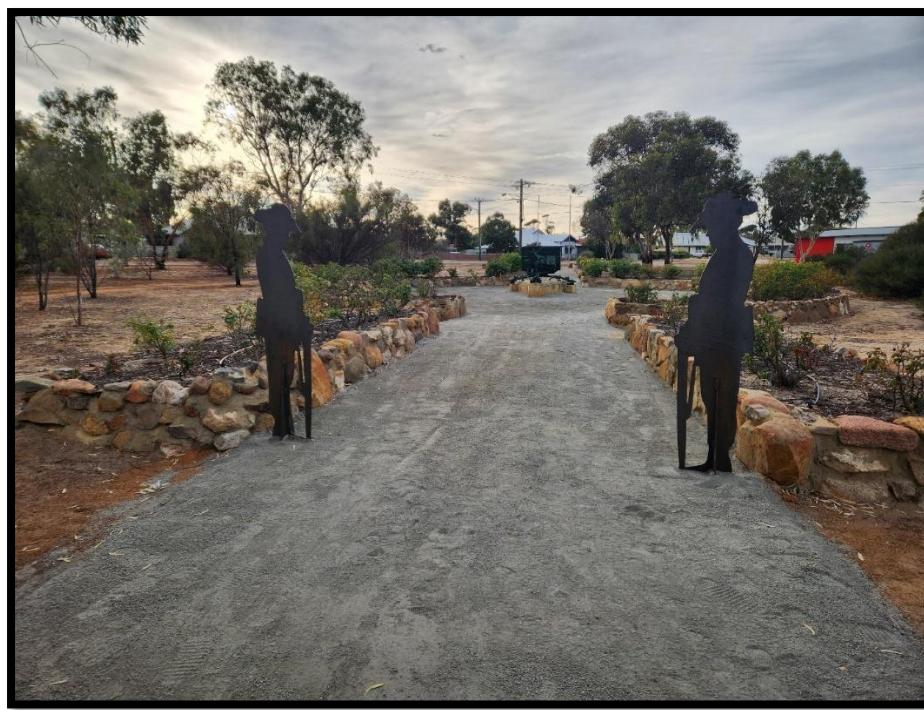
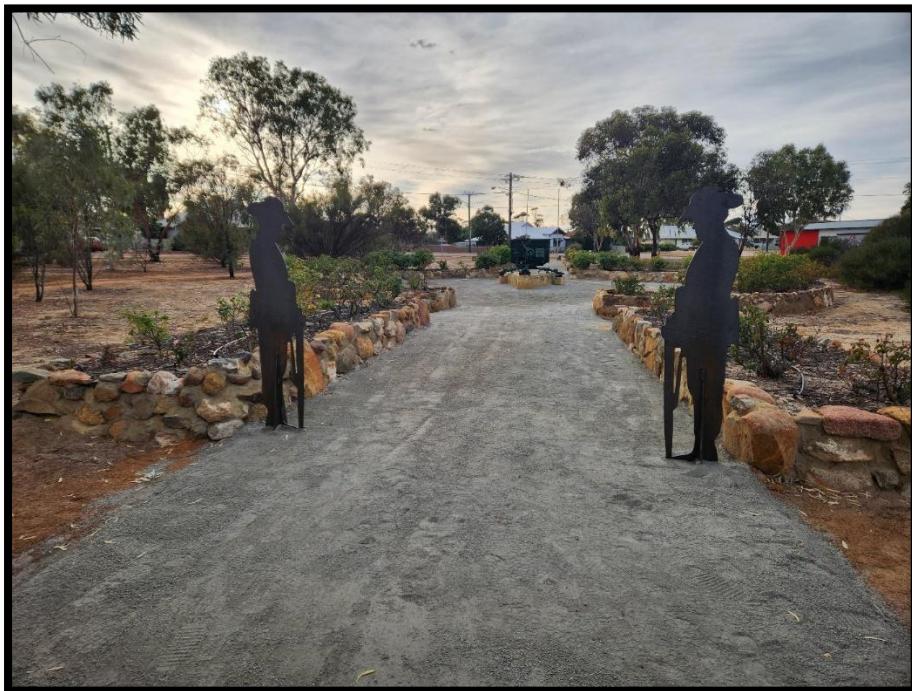
COMMUNITY & STRATEGIC OBJECTIVES

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

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

Attachment A

Saluting Their Service statues



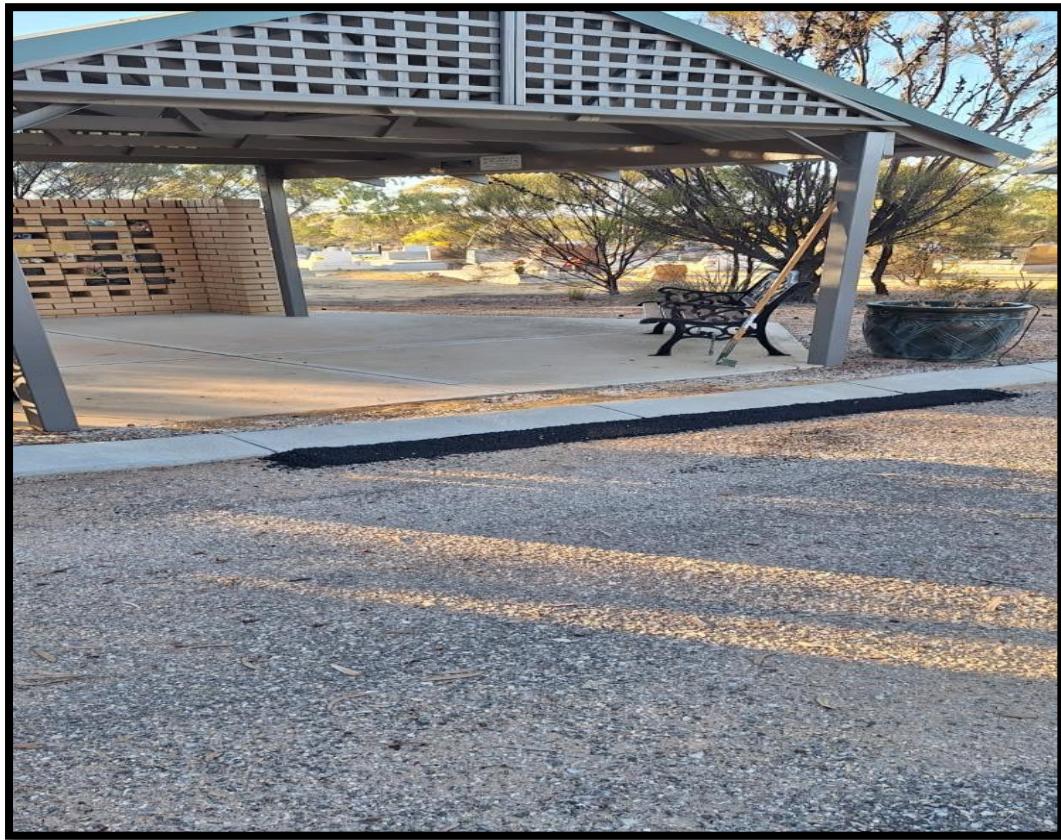


Cemetery access before repair.



Cemetery access after repair.



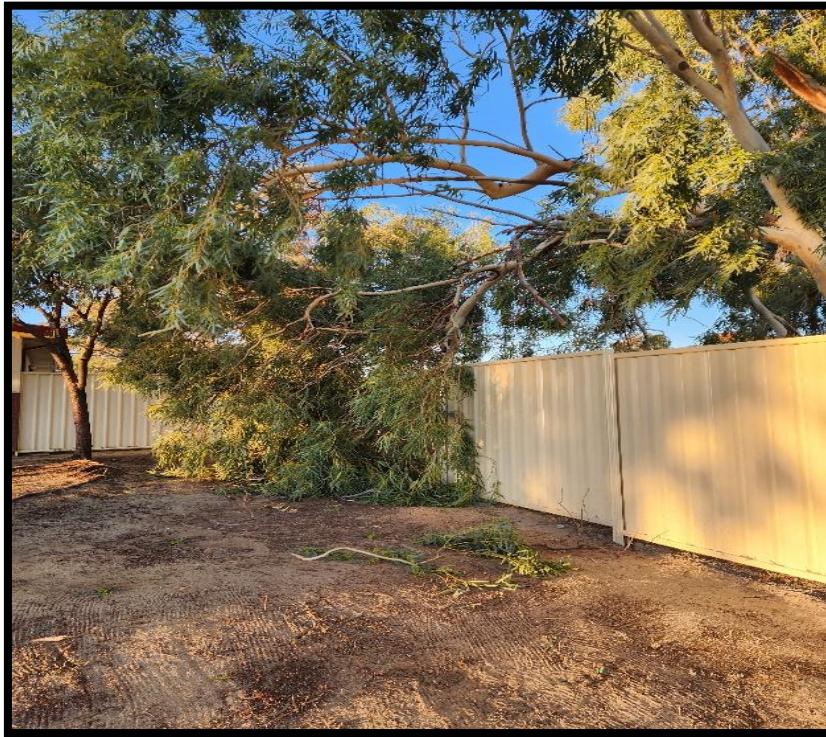


Chemical shed



Attachment B

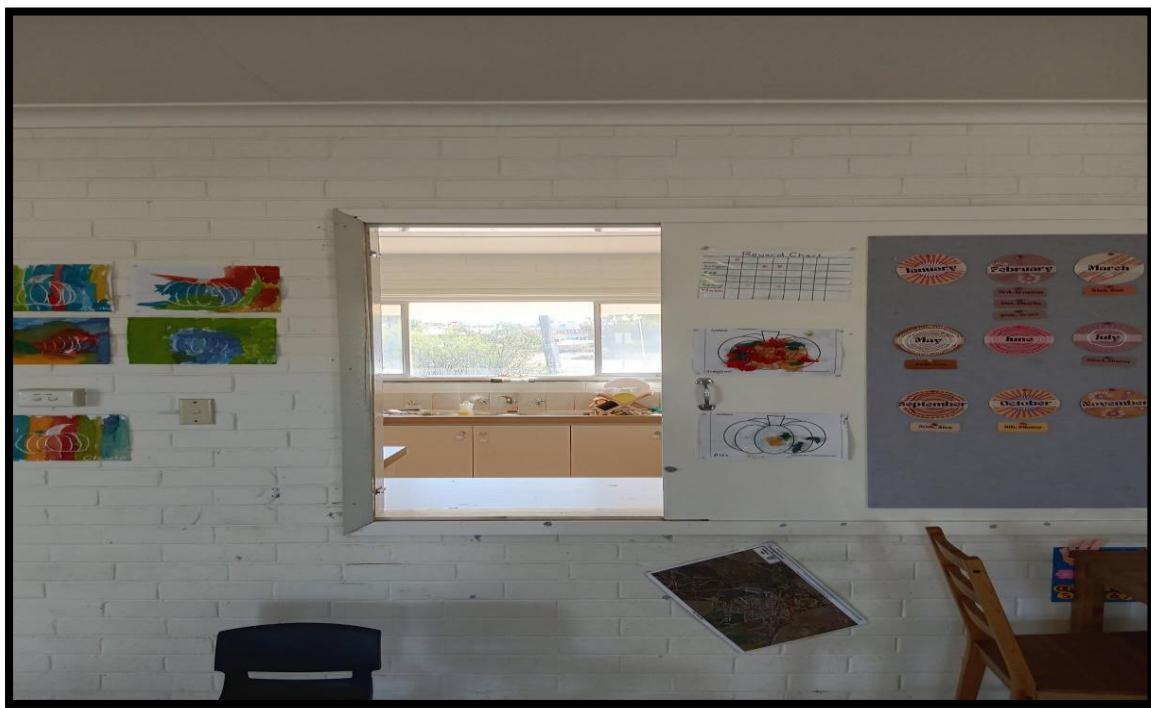
Tree limb broken behind Town Hall



Contractor working at NAB building replacing tiles.



Day care Centre – frame repairs.



Attachment C

Snake handling course



10.3. GOVERNANCE AND COMPLIANCE

10.3.1. CHIEF EXECUTIVE OFFICER'S REPORT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 June
Reporting Officer:	Sabine Taylor, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Chief Executive Officer's report.

SUMMARY

This report is prepared by the CEO to provide Council and the Wyalkatchem community, some insight into CEO and Council activities. The focus in May / June for the CEO, Officers and Councillors have been four budget preparation meetings with a fifth meeting scheduled for 19 June 2025. These meetings are crucial for Councillors to ensure that the FY 2025 / 2026 budget align with the Strategic Community Plan 2024 -2034.

COMMENT

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

13 May 2025 Pioneer Pathways meeting

15 May 2025 National Emergency Management Agency – National Messaging System

19 May 2025 CEACA Management Committee

21 May 2025 Road Wise Council Quarterly Meeting

27 May 2025 Cyber Security Webinar

27 May 2025 NEWROC Council Meeting, Mt Marshall

05 Jun 2025 WALGA on site at Shire Offices

UPCOMING COMMUNITY EVENTS

Event	Date	Time	Place
Car Expert	16 – 21 June 2025		Wyalkatchem
Rodeo	Saturday 23 August, 2025		Wyalkatchem

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

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

**10.3.2. APPOINTMENT OF PRESIDING MEMBER, DEPUTY PRESIDING MEMBER – AUDIT
AND RISK COMMITTEE**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 June 2025
Reporting Officer:	Sabine Taylor, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01A
Attachment Reference:	Nil

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council:

- *Affirms the appointment of Cr. Christy Petchell as the Presiding Member of the Audit and Risk Committee and Cr Justin Begley as Deputy Presiding Member of the Shire of Wyalkatchem Audit and Risk Committee, for terms expiring at the local government elections in October 2025; and*
- *Confirms that if the Presiding Member and Deputy Presiding Member are not able to perform the functions of Presiding Member, or Deputy Presiding Member, that the committee members present are to choose one of the members to preside at the meeting.*

SUMMARY

Section 5.12 of the Local Government Act 1995 now requires that Presiding Members of Committees established under section 5.8 of the Local Government Act 1995 are required to be appointed by an absolute majority Council decision.

Previously Committees appointed the Presiding Member, and Deputy Presiding Member.

If the Council appoints a Deputy Presiding Member of a Committee, it also requires an Absolute Majority.

The Shire of Wyalkatchem has only 1 Committee - the Audit and Risk Committee, constituted under the Local Government Act.

This needs to occur no later than 1 July 2025 and to ensure compliance Council needs to determine same before then.

COMMENT

When committees are re-established, after the 2025 Local Government Elections, Council must again appoint, by absolute majority, each Committee's Presiding Member and may appoint a Deputy Presiding Member, and if so, by absolute majority.

Currently Cr. Christy Petchell is the Presiding Member of the Audit and Risk Committee and Cr. Justin Begley is Deputy Presiding Member.

Both now need to be formally appointed/affirmed by Council.

STATUTORY ENVIRONMENT

Provisions of Local Government Act 1995, and other legislation relate.

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item, other than compliance with the relevant legislation.

FINANCIAL IMPLICATIONS

Nil

COMMUNITY & STRATEGIC OBJECTIVES

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

Pillar 4 Civic Leadership	Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls.
Goal 11	High standard of governance

10.3.3. DETERMINATION OF RELEVANT AUTHORISATIONS AND APPOINTMENTS

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 June 2025
Reporting Officer:	Sabine Taylor, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	22.02
Attachment Reference:	Attachment 10.3.3 Authorisations and Appointments

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council, by Simple Majority:

Determines the relevant Authorisations and Appointments in the attached Register - 2.1.1, 2.2.1, 2.2.2, 2.3.1, 2.4.1, 2.5.1, 2.6.1, 2.7.1, 2.8.1, 2.8.2, 2.9.1, 2.10.1, 2.10.2, 3.1.1, 3.2.1, 3.3.1, 3.4.1, 3.4.2, 3.4.3, 3.5.1, 3.6.1, 3.7.1, 3.8.1, 3.9.1, 3.10.1, 3.10.2, 3.11.1, 3.12.1 and 3.13.

SUMMARY

With Council's adoption of the Register of Delegations, and the CEO's determination of various delegations (whereas of right under legislation), and sub delegations (where delegated to the CEO by Council) there are a final set of authorisations and appointments to be determined.

The attached Register of Authorisations and Appointments is intended as a "one stop" document, including decisions of Council, of the CEO, and as of right.

Once Council determines the matters relevant to it, the CEO will formalise her determinations and the register will be included with the Register of Delegations, Sub Delegations. This will facilitate regular reviews.

COMMENT

On 15th May 2025 Council by absolute majority resolved to adopt amendments to the Delegations Register and delegates the powers, duties and functions as described in accordance with section 5.42 of the Local Government Act 1995 and other legislation as described in the register.

STATUTORY ENVIRONMENT

Provisions of Local Government Act 1995, and other legislation relate.

POLICY IMPLICATIONS

There are no direct policy implications in relation to this item, other than compliance with the relevant legislation.

FINANCIAL IMPLICATIONS

Nil

COMMUNITY & STRATEGIC OBJECTIVES

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

Pillar 4 Civic Leadership	Statement of Strategic Outcome: We lead with accountability, connection and openness through best-practice systems, policies and financial controls.
Goal 11	High standard of governance

1. Authorisations and Appointments – As of Right

NOTE: The following authorities are as of right, by virtue of specific legislative provisions, and they are included only for completeness in the Register.

1.1 Australian Citizenship Act 2017

Express Power or Duty:	Australian Citizenship Act 2017 s27(5)
Authorisations:	President Deputy President Chief Executive Officer
Function:	Pursuant to s27(5) of the Australian Citizenship Act 2017 the Shire President, Deputy President, CEO are authorised persons, as of right, to receive a Pledge of Commitment under the Act.

1.2 Litter Act 1979

Express Power or Duty:	Litter Act 1978 – S26(1)(c)(i), (ii)), S30(4a)
Authorisations:	All elected members and employees are Authorised Persons by virtue of their office.
Function:	S26(1)(c)(i), (ii) prescribes that all elected members and employees are Authorised Persons by virtue of their office.

2. Authorisations and Appointments by Council

NOTE: The following authorisations and appointments are made by Council, as the Local Government.

2.1 Criminal Code 2013

2.1.1 Person in control of Local Government Property

Appointer:	Local Government
Express Power or Duty:	Criminal Code 2013 – S70A
Appointees:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The Chief Executive Officer is deemed to be the person in authority of local government property and facilities, including the Council Chambers during Council and Committee meetings
Conditions on this Authorisation or Appointment:	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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2.2 Environmental Protection Act 1986

2.2.1 Referral of Proposals – Environmental Protection Act 1986

Appointer:	Local Government
Express Power or Duty:	Environmental Protection Act 1986 – s87, 114(3)
Appointees:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The Chief Executive Officer is authorised to refer Proposals to the Environmental Protection Authority.
Conditions on this Authorisation or Appointment:	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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2.2.2 Authorisation

Appointer:	Local Government
Express Power or Duty:	Environmental Protection Act 1986 – s87, 114(3)
Appointees:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<u>I</u> E, pursuant to s87 of the Environmental Protection Act 1986 the Chief Executive Officer of the relevant State Government Department requests nominations to be appointed as an Authorised Person for enforcement, the CEO is to be nominated. The CEO, <u>acting with the consent</u> of the CEO of the relevant State Government Department is authorised to initiate prosecutions.
Conditions on this Authorisation or Appointment:	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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2.3 Equal Opportunity Act 1984

2.3.1 Equal Employment Opportunity Management Plans

Appointer:	Local Government
Express Power or Duty:	Equal Employment Opportunity Act 1984 – S145
Appointees:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Chief Executive Officer is to prepare and implement equal employment opportunity management plans pursuant to s145 Equal Employment Opportunity Act 1984.
Conditions on this Authorisation or Appointment:	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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2.4 Food Act 2008

2.4.1 Authorised Persons

Appointer:	Local Government
Express Power or Duty:	<p><i>Food Act 2008:</i> s.122(1) Appointment of authorised officers s.126(6), (7) and (13) Infringement Officers</p>
Appointees:	<p>Chief Executive Officer Manager Corporate Services</p>
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	<p>Chief Executive Officer, Manager Corporate Services, are appointed as:</p> <ul style="list-style-type: none"> an authorised officer for the purposes of the Food Act 2008 [s.122(2)]. an Authorised Officer appointed under s.122(2) of this Act or the s.24(1) of the Public Health Act 2016, to be a Designated Officer for the purposes of issuing Infringement Notices under the Food Act 2008 [s.126(13)]. an Authorised Officer to be a Designated Officer (who is prohibited by s.126(13) from also being a Designated Officer for the purpose of issuing infringements), for the purpose of extending the time for payment of modified penalties [s.126(6)] and determining withdrawal of an infringement notice [s.126(7)].
Conditions on this Authorisation or Appointment:	<p>In accordance with s.118(3)(b), this authorisation is subject to relevant Department of Health CEO Guidelines, as amended from time to time, including but not limited to:</p> <ul style="list-style-type: none"> Appointment of Authorised Officers as Meat Inspectors Appointment of Authorised Officers Appointment of Authorised Officers – Designated Officers only Appointment of Authorised Officers – Appointment of persons to assist with the discharge of duties of an Authorised Officer

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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2.5 Gaming and Wagering Commission Act 1987

2.5.1 Authorised Persons

Appointer:	Local Government
Express Power or Duty:	<i>Gaming and Wagering Commission Act 1987 s21(2), 55(3)</i>
Appointees:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	If the Commission requests, the Chief Executive Officer is to be the authorised officer and pursuant to s55(3) if the Commission requests the relevant Reports, the CEO is authorised to provide same.
Conditions on this Authorisation or Appointment:	Only activated if the Commission requests

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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2.6 Liquor Control Act 1988

2.6.1 Issue Certificates, removal of Licences, Application for Extended Trading Permits

Appointer:	Local Government
Express Power or Duty:	<i>Liquor Control Act 1988 – S39; S40; S61(1)(d), (2; 69(7), (8)</i>
Appointees:	Chief Executive Officer Manager Corporate Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	CEO, Manager Corporate Services, are authorised to: <ul style="list-style-type: none"> issue Certificates for grant, change or removal of liquor licences pursuant to s39 (Health), 40 (Planning) Liquor Control Act 1988 provide comment and make recommendations on Applications for Extended Trading Permits pursuant to s61(1)(d), (2) Liquor Control Act 1988 intervene in Applications pursuant to S69(7), (8) of the Liquor Control Act 1988
Conditions on this Authorisation or Appointment:	The Chief Executive Officer, Manager Corporate Services, cannot recommend approval or refusal for first time applications for Extended Trading Permits to the relevant State Government authority. Such applications must be considered and determined by the Council. The Chief Executive Officer, Manager Corporate Services may recommend approval or refusal for subsequent applications.

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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2.7 Litter Act 1979

2.7.1 Authorised Officers, Withdrawal of Infringement Notices

Appointer:	Local Government
Express Power or Duty:	<i>Litter Act 1978 – S26(1)(c)(i), (ii)), S30(4a)</i>
Appointees:	Chief Executive Officer Manager Corporate Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Pursuant to S30(4a) Litter Act 1979 the Chief Executive Officer, Manager Corporate Services, are authorised to withdraw infringement notices.
Conditions on this Authorisation or Appointment:	Employees and elected members appointed under S26(1)(c)(i), (ii) must hold a certificate stating the person is authorised, in accordance with s26(4)(c). No officer may withdraw an infringement notice, issued by them.

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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2.8 Local Government Act 1995

2.8.1 Authorised Persons - Public Statements on behalf of the local government

Appointer:	Local Government
Express Power or Duty:	<i>Local Government Act 1995) S.2.8(1)(d), 5.41(f)</i>
Appointees:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The Chief Executive Officer is authorised to speak in public, on behalf of the Shire, <u>on all matters of an operational nature</u> and, where the Shire President agrees: <ul style="list-style-type: none">• on a specific occasion; or• on a specific subject matter; or• on a specified category of occasions or a specified category of subjects when they arise.
Conditions on this Authorisation or Appointment:	It is acknowledged that under s.5.41, the CEO has additional broad functions including the function of managing the day-to-day operations of the local government. That function requires the CEO from time to time to speak in public as to the local government's affairs, but the agreement of the Shire President is only required where the CEO makes a public statement on behalf of the local government of a kind which would ordinarily fall within the role of the Shire President as the spokesperson of the local government.

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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2.8.2 Complaints Officers – Division 3 Code of Conduct for Council Members, Committee Members, and Candidates for Election

Appointer:	Chief Executive Officer
Express Power or Duty:	<i>Shire of Wyalkatchem Code of Conduct for Council Members, Committee Members, and candidates for Election.</i>
Appointees:	<p>Complaints Officer for the purposes of Division 3 of the Code, means:</p> <ul style="list-style-type: none"> • Complaints about Council Members or candidates for elections that become Council Members, excluding those made by the Shire President – the Shire President, • Complaints made by the Shire President excluding those made about the Deputy Shire President – the Deputy Shire President, • Complaints about the Shire President – the Deputy Shire President, unless the complaint is made by the Deputy Shire President, then the CEO, • Complaints about the Deputy Shire President made by the Shire President – the CEO, • Complaints made jointly by the Shire President and Deputy Shire President or made jointly against the Shire President and Deputy Shire President – the CEO.
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Division 3 Shire of Wyalkatchem Code of Conduct for Council Members, Committee Members, and candidates for Election.
Conditions on this Authorisation or Appointment:	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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2.9 Rates and Charges (Rebates and Deferments) Regulation Act 1992

2.9.1 Review Officer and Determination Officer – Rates and Charges (Rebates and Deferments) Act 1992

Appointer:	Local Government
Express Power or Duty:	<i>Rates and Charges (Rebates and Deferments) Act 1992 – S12; S13; S32</i>
Appointees:	Chief Executive Officer Manager Corporate Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	The Chief Executive Officer is the Pensioner Rates Review Officer, as defined by the Act. The Manager Corporate Services is the Pensioner Rates Determination Officer as defined by the Act.
Conditions on this Authorisation or Appointment:	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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2.10 Public Health Act 2016

2.10.1 Authorised Officers

Appointer:	Chief Executive Officer
Express Power or Duty:	<i>Public Health Act 2016 s.24(1) and (3) Designation of authorised officers</i>
Appointees:	Chief Executive Officer Manager Corporate Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Chief Executive Officer, Manager Corporate Services are designated as an authorised officer under s24 of the Public Health Act 2016.
Conditions on this Authorisation or Appointment:	Must operate in accordance with the conditions within the Shire of Wyalkatchem Health Local Law 2002. A list of all officers designated as authorised officers must be kept and maintained in accordance with s27 of the Public Health Act 2016. Each person who is designed as an authorised officer must be issued with certificate of authority as an authorised officer in accordance with s30 of the Public Health Act 2016.

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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2.10.2 Appoint Authorised Officer or Approved Officer (Asbestos Regs)

Appointer:	Chief Executive Officer
Express Power or Duty:	<i>Health (Asbestos) Regulations 1992</i> <i>Pt 2 Criminal Procedure Act 2004</i>
Appointees:	Chief Executive Officer Manager Corporate Services
Function: <i>This is a precis only.</i> <i>Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Chief Executive Officer, Manager Corporate Services are appointed Authorised Persons and authorised pursuant to the Health (Asbestos) Regulations 1992 for the issuing of infringement notices. The Chief Executive Officer is appointed as an Approved Officer pursuant to the Health (Asbestos) Regulations 1992 and the Criminal Procedure Act 2004 for the withdrawal or extension to a period to pay an infringement notice.
Conditions on this Authorisation or Appointment:	Subject to each person so appointed being issued with a certificate, badge or identity card identifying the officer as a person authorised to issue infringement notices [r.15D(6)].

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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Authorisations and Appointments by CEO

NOTE: The following authorisations and appointments are made by the CEO, either as of right, or because of delegated authority from the Council, as the local government. As such they require no Council decisions but are included for completeness of the record.

3.1 Building Act 2011

3.1.1 Authorised Persons

Appointer:	Chief Executive Officer
Express Power or Duty:	<i>Building Act 2011:</i> s.96(3) authorised persons s.99(3) Limitation on powers of authorised person
Appointees:	Chief Executive Officer Manager Corporate Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority as Authorised Persons
Conditions on this Authorisation or Appointment:	A permit authority must give an identity card to each person designated by it as an authorised person and which must: (a) identify the person as an authorised person; and (b) contain a recent photograph of the person Decisions under this delegated authority should be in accordance with r.5 of the Building Regulations 2012.

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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3.2 Caravan Parks and Camping Grounds Act 1995

3.2.1 Authorised Persons

Appointer:	Chief Executive Officer
Express Power or Duty:	<i>Local Government Act 1995 s9.10 Caravan Parks and Camping Grounds Act 1995 – s17(1)</i>
Appointees:	Chief Executive Officer Manager Corporate Services Manager Works
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority as Authorised Persons
Conditions on this Authorisation or Appointment:	<p>The CEO must give to each person appointed an identity card that —</p> <ul style="list-style-type: none"> (a) on the front of the card, sets out — <ul style="list-style-type: none"> (i) the name and official insignia of the local government; and (ii) the name of the person; and (iii) a recent photograph of the person; and (b) on the back of the card, specifies each law to which the person's appointment relates. <p>(5) A person appointed under subsection (2) (the authorised person) must —</p> <ul style="list-style-type: none"> (a) carry their identity card at all times when performing functions under a specified law; and (b) produce their identity card for inspection when required to do so by a person in respect of whom the authorised person has performed or is about to perform a function under a specified law. <p>A person who, without reasonable excuse, fails to return their identity card to the CEO within 14 days after their appointment ceases to have effect commits an offence.</p>

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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3.3 Bush Fires Act 1954

3.3.1 Bush Fire Control Officers

Appointer:	Chief Executive Officer
Express Power or Duty:	<i>Bush Fires Act 1954:</i> s.38 Local Government may appoint bush fire control officer
Appointees:	Chief Executive Officer Manager Corporate Services Manager Works
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	CEO appoints CEO, Manager Corporate Services, Manager Works to be a Bush Fire Control Officer for the purposes of the Bush Fires Act 1954; and <ul style="list-style-type: none">• appoints the the Chief Bush Fire Control Officer and as the Deputy Chief Bush Fire Control Officer; and• determines the respective seniority of the other Bush Fire Officers so appointed [s.38(1)].• to issue directions to a Bush Fire Control Officer to burn on or at the margins of a road reserve under the care, control and management of the Shire [s.38(5A)]
Conditions on this Authorisation or Appointment:	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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3.4 Caravan Parks and Camping Grounds Act 1995

3.4.1 Authorised Persons

Appointer:	Chief Executive Officer
Express Power or Duty:	<i>Local Government Act 1995 s9.10</i> <i>Caravan Parks and Camping Grounds Act 1995 – s17(1)</i>
Appointees:	Chief Executive Officer Manager Corporate Services Manager Works
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Chief Executive Officer , Manager Corporate Services, Manager Works are appointed Authorised Persons, with powers of entry and inspection pursuant to s17(1) Caravan Parks and Camping Grounds Act.
Conditions on this Authorisation or Appointment:	<p>The CEO must give to each person appointed an identity card that —</p> <ul style="list-style-type: none"> (a) on the front of the card, sets out — <ul style="list-style-type: none"> (i) the name and official insignia of the local government; and (ii) the name of the person; and (iii) a recent photograph of the person; and (b) on the back of the card, specifies each law to which the person's appointment relates. <p>(5) A person appointed under subsection (2) (the authorised person) must —</p> <ul style="list-style-type: none"> (a) carry their identity card at all times when performing functions under a specified law; and (b) produce their identity card for inspection when required to do so by a person in respect of whom the authorised person has performed or is about to perform a function under a specified law. <p>A person who, without reasonable excuse, fails to return their identity card to the CEO within 14 days after their appointment ceases to have effect commits an offence.</p>

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

1	
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3.4.2 Authorised Persons - Infringement Notice

Appointer:	Chief Executive Officer
Express Power or Duty:	<i>Local Government Act 1995 s9.10 Caravan Parks and Camping Grounds Act 1995 – s23(2)</i>
Appointees:	Chief Executive Officer Manager Corporate Services Manager Works
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority as Authorised Persons pursuant to s23(2) Caravan Parks and Camping Grounds Act 1995.
Conditions on this Authorisation or Appointment:	<p>The CEO must give to each person appointed an identity card that —</p> <ul style="list-style-type: none"> (a) on the front of the card, sets out — <ul style="list-style-type: none"> (i) the name and official insignia of the local government; and (ii) the name of the person; and (iii) a recent photograph of the person; and (b) on the back of the card, specifies each law to which the person's appointment relates. <p>(5) A person appointed under subsection (2) (the authorised person) must —</p> <ul style="list-style-type: none"> (a) carry their identity card at all times when performing functions under a specified law; and (b) produce their identity card for inspection when required to do so by a person in respect of whom the authorised person has performed or is about to perform a function under a specified law. <p>A person who, without reasonable excuse, fails to return their identity card to the CEO within 14 days after their appointment ceases to have effect commits an offence.</p>

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

1	
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3.4.3 Authorised Persons - Infringement Notice

Appointer:	Chief Executive Officer
Express Power or Duty:	<i>Local Government Act 1995 s9.10 Caravan Parks and Camping Grounds Act 1995 – s23(3)(5)(7)</i>
Appointees:	Chief Executive Officer Manager Corporate Services Manager Works
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Authority as Authorised Persons for the purposes of s23(3)(5)(7) Caravan Parks and Camping Grounds Act 1995.
Conditions on this Authorisation or Appointment:	<p>The CEO must give to each person appointed an identity card that —</p> <ul style="list-style-type: none"> (a) on the front of the card, sets out — <ul style="list-style-type: none"> (i) the name and official insignia of the local government; and (ii) the name of the person; and (iii) a recent photograph of the person; and (b) on the back of the card, specifies each law to which the person's appointment relates. <p>(5) A person appointed under subsection (2) (the authorised person) must —</p> <ul style="list-style-type: none"> (a) carry their identity card at all times when performing functions under a specified law; and (b) produce their identity card for inspection when required to do so by a person in respect of whom the authorised person has performed or is about to perform a function under a specified law. <p>A person who, without reasonable excuse, fails to return their identity card to the CEO within 14 days after their appointment ceases to have effect commits an offence.</p>

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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3.5 Cat Act 2011

3.5.1 Authorised Persons

Appointer:	Chief Executive Officer
Express Power or Duty:	<i>Local Government Act 1995 s9.10 Cat Act 2011: s. 48 Authorised persons</i>
Appointees:	Chief Executive Officer Manager Corporate Services Manager Works
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Chief Executive Officer, Manager Corporate Services, Manager Works, are designated Authorised Persons for the purposes of s62 Cat Act. Chief Executive Officer, Manager Corporate Services, Manager Works, are designated Authorised Persons for all purposes of the Cat Act, except as otherwise provided.
Conditions on this Authorisation or Appointment:	<p>The CEO must give to each person appointed an identity card that —</p> <ul style="list-style-type: none"> (a) on the front of the card, sets out — <ul style="list-style-type: none"> (i) the name and official insignia of the local government; and (ii) the name of the person; and (iii) a recent photograph of the person; and (b) on the back of the card, specifies each law to which the person's appointment relates. <p>(5) A person appointed under subsection (2) (the authorised person) must —</p> <ul style="list-style-type: none"> (a) carry their identity card at all times when performing functions under a specified law; and (b) produce their identity card for inspection when required to do so by a person in respect of whom the authorised person has performed or is about to perform a function under a specified law. <p>A person who, without reasonable excuse, fails to return their identity card to the CEO within 14 days after their appointment ceases to have effect commits an offence.</p>

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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3.6 Control of Vehicles (Off Road Areas) Act 1978

3.6.1 Authorised Persons

Appointer:	Chief Executive Officer
Express Power or Duty:	<i>Local Government Act 1995 s9.10 Control of Vehicles (Off Road Areas) Act 1978 – s38(3)</i>
Appointees:	Chief Executive Officer Manager Corporate Services Manager Works,
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Chief Executive Officer, Manager Corporate Services, Manager Works, are designated Authorised Persons for the purposes of the Act.
Conditions on this Authorisation or Appointment:	<p>The CEO must give to each person appointed an identity card that —</p> <ul style="list-style-type: none"> (a) on the front of the card, sets out — <ul style="list-style-type: none"> (i) the name and official insignia of the local government; and (ii) the name of the person; and (iii) a recent photograph of the person; and (b) on the back of the card, specifies each law to which the person's appointment relates. <p>(5) A person appointed under subsection (2) (the authorised person) must —</p> <ul style="list-style-type: none"> (a) carry their identity card at all times when performing functions under a specified law; and (b) produce their identity card for inspection when required to do so by a person in respect of whom the authorised person has performed or is about to perform a function under a specified law. <p>A person who, without reasonable excuse, fails to return their identity card to the CEO within 14 days after their appointment ceases to have effect commits an offence.</p>

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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3.7 Dog Act 1976

3.7.1 Authorised Persons

Appointer:	Chief Executive Officer
Express Power or Duty:	<i>Local Government Act 1995 s9.10 Dog Act 1976: s.11(1) Staff and Services s.33E(1) Individual dog may be declared to be dangerous dog (declared)</i>
Appointees:	Chief Executive Officer Manager Corporate Services Manager Works
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Chief Executive Officer, Manager Corporate Services, Manager Works, are designated Authorised Persons for the purposes of the Act. Chief Executive Officer, Manager Corporate Services are designated as Registration Officers to exercise the powers and duties conferred on a Registration Officer by this Act [s.3]. Chief Executive Officer, Manager Corporate Services, are designated as Authorised Persons to exercise the powers conferred on an authorised person by this Act [s.11(1)] and specifically to make declarations pursuant to s.33E(1) Individual dog may be declared to be dangerous dog.
Conditions on this Authorisation or Appointment:	The CEO must give to each person appointed an identity card that — (a) on the front of the card, sets out — (i) the name and official insignia of the local government; and (ii) the name of the person; and (iii) a recent photograph of the person; and (b) on the back of the card, specifies each law to which the person's appointment relates. (5) A person appointed under subsection (2) (the authorised person) must — (a) carry their identity card at all times when performing functions under a specified law; and (b) produce their identity card for inspection when required to do so by a person in respect of whom the authorised person has performed or is about to perform a function under a specified law. A person who, without reasonable excuse, fails to return their identity card to the CEO within 14 days after their appointment ceases to have effect commits an offence.

Compliance Links:

Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996
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Version Control:

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3.8 Freedom of Information Act 1992

3.8.1 Information Coordinator and Principal Decision Maker

Appointer:	Chief Executive Officer
Express Power or Duty:	<i>Freedom of Information Act 1992 – S11, 12, 41, 100</i>
Appointees:	CEO as Principal Review Officer Manager Corporate Services as Freedom of Information Coordinator
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Manager Corporate Services as the Freedom of Information Coordinator to undertake the duties and functions associated with the lodgement and collation of an application for information in accordance with S11, 12, of the Freedom of Information Act 1992 Manager Corporate Services as the Principal Decision Maker The Chief Executive Officer is the Principal Review Officer.
Conditions on this Authorisation or Appointment:	Principal Decision Maker is the Manager Corporate Services, or an employee directed by the Chief Executive Officer to undertake the duties and functions s100 Principal Review Officer cannot be subordinate to Principal Decision Maker s41

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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3.9 Graffiti Vandalism Act 2016

3.9.1 Authorised Persons

Appointer:	Chief Executive Officer
Express Power or Duty:	<i>Part 9 of the Local Government Act 1995 as the enabling power [s. 15 of the Graffiti Vandalism Act 2016].</i>
Appointees:	Chief Executive Officer Manager Corporate Services Manager Works
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	
Conditions on this Authorisation or Appointment:	Cannot determine Objections or Suspension of effect in relation to Notice issued by the employee - s.22(3) Objection may be lodged s.24(1)(b) & (3) Suspension of effect of notice

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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3.10 Local Government Act 1995

3.10.1 Authorised Persons - Legal Proceedings, Infringements and Enforcements

Appointer:	Chief Executive Officer
Express Power or Duty:	<i>Local Government Act 1995) s9.10(1), 9.11, 9.13, 9.16 and 9.24 s.3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land]</i>
Appointees:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	CEO is an Authorised Person for the purposes of s.3.24 Authorising persons under this subdivision [Part 3, Division 3, Subdivision 2 – Certain provisions about land] and s9.10(1), 9.11, 9.13, 9.16 and 9.24
Conditions on this Authorisation or Appointment:	<p>Only the CEO may commence legal proceedings.</p> <p>The CEO must give to each person appointed an identity card that —</p> <ul style="list-style-type: none"> (a) on the front of the card, sets out — <ul style="list-style-type: none"> (i) the name and official insignia of the local government; and (ii) the name of the person; and (iii) a recent photograph of the person; and (b) on the back of the card, specifies each law to which the person's appointment relates. <p>(5) A person appointed under subsection (2) (the authorised person) must —</p> <ul style="list-style-type: none"> (a) carry their identity card at all times when performing functions under a specified law; and (b) produce their identity card for inspection when required to do so by a person in respect of whom the authorised person has performed or is about to perform a function under a specified law. <p>A person who, without reasonable excuse, fails to return their identity card to the CEO within 14 days after their appointment ceases to have effect commits an offence.</p>

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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3.10 Local Government Act 1995

3.10.2 Complaints Officer – Division 4 Code of Conduct for Council Members, Committee Members, and Candidates for Election

Appointer:	Chief Executive Officer
Express Power or Duty:	<i>Local Government Act 1995) s5.120, Shire of Wyalkatchem Code of Conduct for Council Members, Committee Members, and candidates for Election.</i>
Appointees:	CEO
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	CEO is the Complaints Officer for the purposes of s5.120 Local Government Act 1995, and Division 4 Shire of Wyalkatchem Code of Conduct for Council Members, Committee Members, and candidates for Election.
Conditions on this Authorisation or Appointment:	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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3.11 Local Government (Financial Management) Regulations 1996

3.11.1 Authority to Incur Liabilities

Appointer:	Chief Executive Officer
Express Power or Duty:	<i>Reg 5, 11 Local Government (Financial Management) Regulations 1996</i>
Appointees:	As detailed below
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Requisitions and Purchase Orders Authority is provided to the following employees to raise requisitions (where appropriate) and to incur liabilities through the issue of Purchase Orders, within the following limits: Chief Executive Officer up to \$250,000 Manager Corporate Services up to \$ Manager Works up to \$ Credit and Debit Cards Authority is provided to the following employees to incur liabilities through Shire of Wyalkatchem credit or debit cards, within the following limits: Chief Executive Officer \$
Conditions on this Authorisation or Appointment:	Use of corporate credit or debit cards must be consistent with Council Policies, and instructions and procedures determined by the CEO.

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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3.12 Planning and Development Act 2005

3.12.1 Authorised, Designated Persons - Infringement Notices

Appointer:	Chief Executive Officer
Express Power or Duty:	<i>Planning and Development Act 2005 s228,229,230, 231, 234 Clause 82, Schedule 2, Planning and Development (Local Planning Schemes) Regulations 2015</i>
Appointees:	Chief Executive Officer Manager Corporate Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Chief Executive Officer designates the Chief Executive Officer as a Designated Person for the purposes of s230, 231. Chief Executive Officer designates the Manager Corporate Services as Designated Persons for the purposes of s.228, 229 Chief Executive Officer designates the Chief Executive Officer, Manager Corporate Services as Authorised Persons.
Conditions on this Authorisation or Appointment:	A Designated Person pursuant to s228 cannot be appointed for the purposes of any other Sections as a Designated person

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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3.13 Public Interest Disclosure Act 2003

3.13.1 Public Interest Disclosures

Appointer:	Chief Executive Officer
Express Power or Duty:	<i>Public Interest Disclosure Act 2003 – s23(1)(a)</i>
Appointees:	Chief Executive Officer Manager Corporate Services
Function: <i>This is a precis only. Delegates must act with full understanding of the legislation and conditions relevant to this delegation.</i>	Pursuant to s23(1)(a) Public Interest Disclosure Act 2003 the Principal Executive Officer (Chief Executive Officer) designates the occupant of a specified position within the authority as the person responsible for receiving disclosures of public interest information. Manager Corporate Services of the Shire of Wyalkatchem is designated accordingly.
Conditions on this Authorisation or Appointment:	

Compliance Links:	
Record Keeping:	In accordance with r19 Local Government (Administration) Regulations 1996

Version Control:

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10.3.4. PROPOSED LICENCE AGREEMENT – TENNIS CLUB BUILDING

Applicant:	Tzarina Loton
Location:	Tennis Club building on reserve 15004
Date:	11 June 2025
Reporting Officer:	Claire Trenorden, Manager Corporate Services
Disclosure of Interest:	Impartiality Interest
File Number:	5.19.14
Attachment Reference:	Attachment 10.3.4.1 - Draft Licence Agreement Attachment 10.3.4.2 – Letter of support Community Resource Centre

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council:

1. *Determine that it does not consider that the ownership (possession) of the land (Tennis Club building) would be of significant benefit to anyone other than the transferee (Tzarina Loton).*
2. *Authorises the signing of the licence agreement by the CEO.*

SUMMARY

Council to consider the grant of a licence agreement for the use of the Tennis Club building by Tzarina Loton for a term commencing 23 June 2025 to 31 December 2025 for use as a family day care centre.

BACKGROUND

In April this year the Shire was approached about the possibility of the family day care centre reopening with a new operator.

COMMENT

At the outset and as a general observation, this service provides a significant benefit for the Wyalkatchem community.

Council has previously agreed to a licence agreement for use of dedicated space at the Tennis Club. Specifically, a license agreement was granted to a prior day care operator. Two other prior day care operators have also been granted permission to occupy with no agreement. As the operator will have sole usage of the building, it is felt that having an agreement in place that will also give a certainty over utilities to the operator is more appropriate.

Using that the prior licence agreement as a reference document, a new licence agreement has been developed for Tzarina Loton (see Attachment 10.3.4.1)

The proposed license agreement incorporates a lease fee of \$1 per annum inclusive of GST which is to be payable if and when requested. It also incorporates an allowance for utilities in the amounts of:

- Electricity up to \$2,500 per annum
- Water usage up to \$1,000 per annum

These amounts have been based on prior utilities usage bills when the centre was operating up to 5 days per week. It is felt that this will give the operator time to build her business and judge the needs of the Wyalkatchem community in regards to the service.

Tzarina is required to clean the premises and to make good any damage to the Tennis Club up to a maximum of \$1,000 subject to that damage being associated with her use of the premises.

The proposed lease has been publicly advertised for comment and the only comment received was of support from the Community Resource Centre.

STATUTORY ENVIRONMENT

Local Government Act 1995, section 3.58 – Disposing of Property.

Local Government (Functions and General) Regulations 1996 – regulation 30 Disposition of property excluded from Act s.3.58

Section 3.58 of the *Local Government Act 1995* provides that the Shire may dispose of property (this includes licencing) by one of three methods, each with varying compliance requirements:

- Public Tender,
- Public Auction; or
- Private Treaty.

Regulation 30 of the *Local Government (Functions and General) Regulations 1996* provides that a disposal of property may be exempt from compliance with the s.3.58 requirements if the market value is less than \$5,000 and the Shire does not consider that the ownership (possession) of the land would be of significant benefit to anyone other than the transferee.

In this instance the possession of the Tennis Club building is not considered to be of significant benefit to anyone other than the transferee. The Tennis Club building is not currently utilised and is set up as a family day care.

The value of the proposed lease is \$1 and therefore the Shire is not required to comply with the Section 3.58 requirements. This may need to be reviewed if any further extension of the licence agreement is to be considered by Council and the total consideration exceeds \$5,000.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2024/2025 Annual Budget.

COMMUNITY & STRATEGIC OBJECTIVES

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

Pillar 1 Economy	Statement of Strategic Outcome: Local industry is sustained and can expand with critical and enabling infrastructure. The visitor economy diversifies our local economy, and we enhance our community profile.
Goal 2	Essential services and infrastructure enable local economic growth

AGREEMENT

between

Shire of Wyalkatchem

And

Tzarina Loton (“Lessee”)

BACKGROUND

The Shire of Wyalkatchem (“Lessor”) is the owner of the Wyalkatchem Tennis Club

Tzarina Loton (“Lessee”) is the operator of the family day care centre registered with Great Beginnings Family Day Care Service

The lessor and lessee enter into this deed to set the terms and conditions of this agreement.

AGREEMENT

1. The “Tennis Club” means the facilities located on reserve 15004, Riches Street, Wyalkatchem. The lessee has a designated area for the family day care facility.
2. Subject to the conditions set out hereafter, the shire agrees to grant the lessee the right to enter the tennis club for the purposes of operating the family day care service.
3. The terms of the lessee agreement (“the agreement”) shall commence 23 June 2025 and will be valid until 31 December 2025.
4. The agreement is conditional upon the following:
 - I. The room is to be left clean and tidy and any breakages are to be reported to the Shire immediately. In the event that the area designated to family day care is not left clean, the Shire’s cleaning staff will be requested to carry out the cleaning and the lessee will be charged these additional costs.
 - II. The lessee has been allocated one key for the rooms. This key will remain in their possession for the duration of the agreement. A bond of \$15 for the key is payable.
 - III. Access is only permitted on the relevant day care days. A request for access outside these days may be made to the Shire of Wyalkatchem for consideration.
 - IV. The lessee agrees that this is a non-exclusive lease.
 - V. The building must be LOCKED on exit and all lights are to be switched off.
5. The lessee agrees that she will at all times remain responsible for her own health, safety and welfare and further acknowledges that the Shire does not have any responsibility to her in this regard whatsoever.
6. The lessee agrees to indemnify the Shire against any loss or damage that the Shire may suffer as a result of any act or omission by her regardless of whether or not that act or omission is negligent or careless
 - I. The lessee is required to obtain public liability Insurance (\$10,000,000) and agrees to indemnify the Shire against all actions, claims, demands and costs arising out of or in connection with the use/hire of this facility. Copies of certificates of currency are required to be submitted to the shire each year.
 - II. The lessee is required to obtain Property Insurance for all of their own equipment held in their possession. Copies of certificates of currency are required to be submitted to the shire each year.
 - III. In the event that the tennis club is damaged during use, the lessee will be responsible for the first \$1000 damage (insurance excess).

7. The lessee will pay a \$1/annum lease if and when requested. This will be reviewed during the budget process.
8. The lessee shall not make any building alterations or affix fittings/fixtures without receiving prior approval from the Shire.
9. **Breach of licence conditions.** If not remedied within 14 days from date of notice, the Shire will withdraw permission to use the facility and cancel this agreement without further notice.

PAYMENT OF MONEY

- I. The lessee is responsible for electricity usage in excess of \$2,500 per annum
- II. The Shire of Wyalkatchem is responsible for the water usage costs up to an amount of \$1,000 per annum

Any Amounts Payable to the Shire under this agreement must be paid to the Shire at the address of the Shire referred to in the Licence or as otherwise directed by the Shire by Notice from time to time.

USE

Restrictions on Use

Generally

The lessee must not and must not suffer or permit a person to –

- I. Use the tennis club or any part of it for any purpose other than family day care.
- II. Use the tennis club for habitation purposes or as a permanent or temporary residence;

No offensive or illegal acts

The lessee must not and must not suffer or permit a person to do or carry out on the Licensed Premises any harmful, offensive or illegal act, matter or thing.

No nuisance

The lessee must not and must not suffer or permit a person to do or carry out on the Licensed Premises anything which causes a nuisance, damage or disturbance to the Shire or to owners or occupiers of neighbouring properties.

No dangerous substances

The lessee must not and must not suffer or permit a person to place any explosive or highly flammable material on the Licensed Premises without appropriate precautions and without having first obtained the written approval of the Shire.

NO ASSIGNMENT, SUBLetting AND CHARGING

No Assignment or Subletting

The rights in this agreement are personal to the lessee, and the lessee may not transfer, assign, sublet, assign or otherwise part with possession or in any way dispose of any of its rights or obligations.

OBLIGATIONS ON EXPIRY OR TERMINATION OF LICENCE

Peacefully Surrender

On Termination the lessee must peacefully surrender and return to the Shire the Licensed Area in a condition consistent with the performance of the lessee's Obligations under this Licence.

Restoration of Licensed Area

If directed to do so by the Shire, the lessee must at own cost and expense and to the Shire's satisfaction restore the Licensed Area to the same or substantially the same condition as it was immediately prior to the Commencement Date.

Removal and Sale of Improvements

- I. Unless otherwise agreed by the Shire in writing in the event this Licence is terminated or otherwise determined the lessee must at its own cost and to the Shire's satisfaction remove all fixtures, buildings, improvements and structures erected on the Licensed Area by the lessee .

Obligation to continue

The lessee obligations under this clause will continue, notwithstanding the end or Termination of this Licence.

DISPUTES

Appointment of Arbitrator

Any dispute or difference arising between the parties to this Licence touching any aspect of this Licence or the operation or construction hereof shall be referred to a single arbitrator in accordance with and subject to the provisions of the *Commercial Arbitration Act 1987* and in any such proceedings the parties shall be entitled to be represented by a legal practitioner.

NOTICE

Form of Delivery

A Notice to a person must be in writing and may be given or made:

- (a) By a delivery to the person personally; or
- (b) By addressing it to the person and leaving it, e-mailing or posting it by registered post to the address of the Party appearing in this Licence or any other address nominated by a Party by notice to the other.

Service of Notice

A Notice to a person is deemed to be given or made:

- (a) If by personal delivery, when delivered;
- (b) If by leaving the Notice at the Shire of Wyalkatchem, Cnr Honour Avenue and Flint Street, Wyalkatchem during business hours. Or by e-mailing general@wyalkatchem.wa.gov.au

AMENDMENTS TO LICENCE

Subject to such consents as are required by this Licence or at law, this Licence may be varied by the agreement of the parties in writing.

ACTS BY AGENTS

All acts and things which the Shire is required to do under this Licence may be done by the Shire, the CEO, an officer or the agent, solicitor, contractor or employee of the Shire.

FURTHER ASSISTANCE

The Parties must execute and do all acts and things necessary or desirable to implement and give full effect to the terms of this Licence.

SEVERANCE

If any part of this Licence is or becomes void or unenforceable, that part is or will be severed from this Licence to the intent that all parts that are not or do not become void or unenforceable remain in full force and effect and are unaffected by that severance.

Executed by the parties as a deed

Shire of Wyalkatchem:

Signature of Chief Executive Officer

Name of Chief Executive Officer in full

Date: _____

Family Day Care:

Signature of lessee

Name of lessee in full

Date: _____

In the presence of:

Signature of Witness

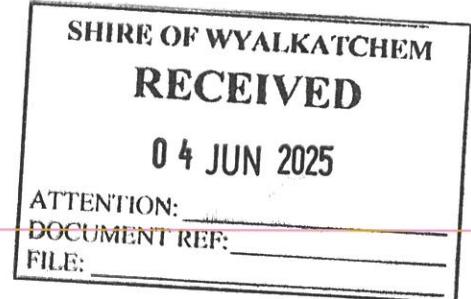
Name of Witness in full



Wyalkatchem Community Resource Centre
Lot 5700 Railway Terrace
PO Box 156
Wyalkatchem WA 6485
P: (08) 9681 1500
E: admin@wyalkatchemcrc.com
W: www.wyalkatchemcrc.com
29 May 2025

Sabine Taylor
Chief Executive Officer
Shire of Wyalkatchem
PO Box 224
Wyalkatchem WA 6485

Good morning, Sabine,



I am writing both personally, and on behalf of the Wyalkatchem Community Centre Committee and staff, in support of the proposed Family Day Care Service to be run by Tzarina Loton.

We are in favour of the lease agreement of \$1.00 per annum and acknowledge that this is a vital service to our community.

We wish Tzarina and the Shire, all the very best in this endeavour.

Kind regards

Nikki Hawser

Wyalkatchem Community Resource Centre
Lot 5700 Railway Terrace
Wyalkatchem WA 6485

Strange Name, Beaut Place

Open Monday to Friday, 9 AM to 4:30 PM
Licensing Mon-Tues, Thurs-Fri 10 AM to 3PM



Department of
Primary Industries and
Regional Development



Shire of Wyalkatchem

10.4. PLANNING AND BUILDING
NIL

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

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

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

14. MATTERS BEHIND CLOSED DOORS

15. CLOSURE OF THE MEETING