



MINUTES OF THE ORDINARY MEETING OF COUNCIL

**HELD ON
THURSDAY, 15 NOVEMBER 2018**

**Council Chambers
Honour Avenue
Wyalkatchem**

**Commencement: 3.35pm
Closure: 4.43pm**

Preface

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

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

Disclaimer

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

Unconfirmed Minutes


These minutes were approved for distribution on 16 November 2018.



Taryn Dayman
Chief Executive Officer
Shire of Wyalkatchem

Confirmed Minutes

These minutes were confirmed at the Ordinary Meeting of Council held on the 20 December 2018

Signed: 

Cr Quentin Davies, Shire President and Presiding Member
Shire of Wyalkatchem

Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above

TABLE OF CONTENTS

| | | |
|------------|--|----------|
| 1. | DECLARATION OF OPENING | 1 |
| 2. | PUBLIC QUESTION TIME | 1 |
| 2.1. | Response to Public Questions Previously Taken on Notice..... | 1 |
| 2.2. | Declaration of Public Question Time opened | 1 |
| 2.3. | Declaration of Public Question Time closed | 1 |
| 3. | ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE | 1 |
| 3.1. | Attendance..... | 1 |
| 3.2. | Apologies..... | 1 |
| 3.3. | Approved Leave of Absence | 1 |
| 3.4. | Applications for Leave of Absence | 1 |
| 4. | MEMORIALS..... | 1 |
| 5. | PETITIONS, DEPUTATIONS, PRESENTATIONS..... | 1 |
| 5.1. | Petitions | 1 |
| 5.2. | Deputations..... | 2 |
| 5.3. | Presentations..... | 2 |
| 6. | DECLARATIONS OF INTEREST | 2 |
| 6.1. | Financial and Proximity Interest..... | 2 |
| 6.2. | Impartiality Interests | 2 |
| 7. | CONFIRMATION AND RECEIPT OF MINUTES..... | 2 |
| 7.1. | Confirmation of Minutes..... | 2 |
| 7.1.1. | Ordinary Meeting of Council – 18 October 2018..... | 2 |
| 7.2. | Receipt of Minutes..... | 2 |
| 7.2.1. | Central East Aged Care Alliance Inc. – Special Meeting Minutes – 10 October 2018 . | 2 |
| 7.2.2. | NEWROC Committee Minutes – 23 October 2018 | 3 |
| 7.2.3. | LEMC Committee Minutes – 31 October 2018 | 3 |
| 8. | ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION | 3 |
| 9. | MATTERS FOR WHICH THE MEETING MAY BE CLOSED..... | 3 |
| 10. | REPORTS | 4 |
| 10.1. | CORPORATE AND COMMUNITY SERVICES | 4 |
| 10.1.1. | FINANCIAL MANAGEMENT – PAYMENT LISTINGS – OCTOBER 2018..... | 4 |

| | | |
|--------------|--|-----------|
| 10.1.2. | FINANCIAL MANAGEMENT – MONTHLY FINANCIAL REPORT – OCTOBER 2018 | 7 |
| 10.1.3. | CHRISTMAS / NEW YEAR OFFICE CLOSURE..... | 10 |
| 10.1.4. | DONATION TO SENIOR CITIZENS HOMES TRUST | 12 |
| 10.2. | GOVERNANCE AND COMPLIANCE..... | 15 |
| 10.2.1. | CHIEF EXECUTIVE OFFICER REPORT – OCTOBER 2018..... | 15 |
| 10.2.2. | COMMUNITY & ECONOMIC DEVELOPMENT OFFICER REPORT – OCTOBER 2018 | 18 |
| 10.2.3. | PRINCIPAL ENVIRONMENTAL HEALTH OFFICER MONTHLY REPORT | 22 |
| 10.2.4. | APPOINTMENTS – DUAL FIRE CONTROL OFFICER – SHIRE OF CUNDERDIN | 24 |
| 10.2.5. | APPOINTMENTS – DUAL FIRE CONTROL OFFICER – SHIRE OF TAMMIN | 26 |
| 10.3. | WORKS AND SERVICES | 28 |
| 10.3.1. | REGIONAL FIXED STANDPIPE PROGRAM | 28 |
| 10.3.2. | MANAGER OF WORKS – NOVEMBER 2018..... | 32 |
| 11. | MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN | 35 |
| 12. | QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN | 35 |
| 13. | URGENT BUSINESS APPROVED BY THE PERSON PRESIDING OR BY DECISION | 35 |
| 13.1. | APPOINTMENTS – DUAL FIRE CONTROL OFFICER –SHIRE OF DOWERIN..... | 35 |
| 13.2. | FINANCIAL MANAGEMENT REVIEW AND REGULATION 17 REVIEW | 37 |
| 13.3. | CEACA LEGAL EXPENSE CONTRIBUTION..... | 40 |
| 14. | MATTERS BEHIND CLOSED DOORS..... | 42 |
| 15. | INFORMATION BULLETIN..... | 43 |
| 15.1. | Information Bulletin..... | 43 |
| 15.2. | Business Arising from the Information Bulletin..... | 43 |
| 16. | CLOSURE OF THE MEETING | 43 |

1. DECLARATION OF OPENING

The Chairperson, Shire President Cr Davies opened the meeting at 3.35pm

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 3.36pm.

There were no members of the public.

2.3. Declaration of Public Question Time closed

Public Question time closed at 3.36pm.

3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

3.1. Attendance

Members:

| | |
|----------------------|------------------------------|
| Cr. Quentin Davies | President (Presiding Member) |
| Cr. Stephen Gamble | |
| Cr. Fred Butt | |
| Cr. Heather Metcalfe | |
| Cr. Emma Holdsworth | |

Staff:

| | |
|------------------|--|
| Taryn Dayman | Chief Executive Officer |
| Claire Trenorden | Manager Corporate Services |
| Sarah Hammond | Community & Economic Development Officer |

3.2. Apologies

Nil

3.3. Approved Leave of Absence

Nil

3.4. Applications for Leave of Absence

Nil

4. MEMORIALS

It was advised that Jean Maitland had passed away since the last meeting.

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 – 18 October 2018

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 18 October 2018 (Attachment 7.1.1)

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 18 October 2018 (Attachment 7.1.1) be confirmed as a true and correct record.

COUNCIL RESOLUTION:

(146/2018) Moved: Cr Gamble

Seconded: Cr Butt

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 18 October 2018 (Attachment 7.1.1) be confirmed as a true and correct record.

CARRIED 6/0

7.2. Receipt of Minutes

7.2.1. Central East Aged Care Alliance Inc. – Special Meeting Minutes – 10 October 2018

Minutes of the Central Aged Care Alliance Inc. Committee Special Meeting held on Wednesday 10 October 2018 (Attachment 7.2.1).

OFFICER RECOMMENDATION:

That the minutes of the Central East Aged Care Alliance Inc. Committee Special Meeting held on Wednesday 10 October 2018 (Attachment 7.2.1) be received by Council.

COUNCIL RESOLUTION:

(147/2018) Moved: Cr Butt

Seconded: Cr Metcalfe

That the minutes of the Central Aged Care Alliance Inc. Committee Special Meeting held on Wednesday 10 October 2018 (Attachment 7.2.1) be received by Council.

CARRIED 6/0

7.2.2. NEWROC Committee Minutes – 23 October 2018

Minutes of the NEWROC Council meeting held on Tuesday 23 October 2018 (Attachment 7.2.2).

OFFICER RECOMMENDATION:

That the minutes of the NEWROC Council meeting held on Tuesday 23 October 2018 (Attachment 7.2.2) be received by Council.

COUNCIL RESOLUTION:

(148/2018) Moved: Cr Holdsworth

Seconded: Cr Garner

That the minutes of the NEWROC Council meeting held on Tuesday 23 October 2018 (Attachment 7.2.2) be received by Council.

CARRIED 6/0

7.2.3. LEMC Committee Minutes – 31 October 2018

Minutes of the LEMC Committee meeting held on Wednesday 31 October 2018 (Attachment 7.2.3).

OFFICER RECOMMENDATION:

That the minutes of the LEMC Committee meeting held on Wednesday 31 October 2018 (Attachment 7.2.3) be received by Council.

COUNCIL RESOLUTION:

(149/2018) Moved: Cr Holdsworth

Seconded: Cr Butt

That the minutes of the LEMC Committee meeting held on Wednesday 31 October 2018 (Attachment 7.2.3) be received by Council.

CARRIED 6/0

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Congratulations to Councillor Holdsworth on her birthday today.

Thank the internal staff as they have been undermanned, they have managed well.

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

10. REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. FINANCIAL MANAGEMENT – PAYMENT LISTINGS – OCTOBER 2018

| | |
|-------------------------|--|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 5 November 2018 |
| Reporting Officer: | Claire Trenorden – Manager Corporate Services |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 12.10.02 |
| Attachment Reference: | Attachment 10.1.1.1 Payment Listing October 2018 |
| | Attachment 10.1.1.2 Credit Card Statement – October 2018 |
| | Attachment 10.1.1.3 Fuel Card Statement – October 2018 |

SUMMARY

This report recommends that Council receive the monthly transaction financial activity statement for the Shire of Wyalkatchem as required by the *Local Government Act 1995* Section 6.8(2)(b).

BACKGROUND

Council has delegated to the Chief Executive Officer the exercise of its power to make payments from the Trust and Municipal Fund (Delegation A1). The CEO has sub-delegated these payments to the Manager Corporate Services and the Administration Officers. In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996*, a list of accounts paid is to be presented to Council and be recorded in the minutes of the meeting at which the list was presented.

COMMENT

Pursuant to Section 6.8(2)(b) of the *Local Government Act 1995*, where expenditure has been incurred by a local government it is to be reported to the next Ordinary Meeting of Council. Values have been rounded to the nearest dollar.

Municipal Account

| | |
|-----------------------------|-----------|
| Total Payments October 2018 | \$272,665 |
| Total Payments October 2017 | \$364,047 |
| Variance \$ | -\$91,382 |
| Variance % | -25% |

| | |
|--|--------|
| Percentage paid by EFT October 2018 | 99.96% |
| Percentage paid by cheque October 2018 | 0.04% |

Percentage of Wyalkatchem based suppliers October 2018 (excluding wages, bank fees, loan payments and utilities providers) 8%

Percentage of suppliers used where no Wyalkatchem based option is available October 2018 91%

Dollar value spent with Wyalkatchem based suppliers October 2018 \$10,830

Trust Account – Working

No transactions

Reserve Account

No transactions

STATUTORY ENVIRONMENT

Section 6.8(2)(b) of the *Local Government Act 1995* requires that where expenditure has been incurred by a local government it is to be reported to the next Ordinary Meeting of Council.

POLICY IMPLICATIONS

Relates to Policy Number 10.1 – Purchasing Policy.

FINANCIAL IMPLICATIONS

Payments of accounts payable as per the attached transaction statements to the value of \$272,665 for October 2018.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

| Outcome No. | Outcome | Action No. | Actions |
|-------------|---|------------|-----------------------------------|
| 5.4 | Robust and accountable business and financial processes | 5.4.2 | Ensure efficient use of resources |

Objective: Well utilised and effectively managed facilities and assets

| Outcome No. | Outcome | Action No. | Actions |
|-------------|--|------------|---|
| 6.1 | Assets are well managed and used to meet the needs of current and future generations | 6.1.1 | Provide ongoing management of existing assets |
| | | 6.1.3 | Implement Council's capital works programme |

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the Payment Listing as of 31 October 2018, as provided for in attachment 10.1.1.1

COUNCIL RESOLUTION:

(150/2018) Moved: Cr Gamble

Seconded: Cr Holdsworth

That Council receive the Payment Listing as of 31 October 2018, as provided for in attachment 10.1.1.1

CARRIED 6/0

10.1.2. FINANCIAL MANAGEMENT – MONTHLY FINANCIAL REPORT – OCTOBER 2018

| | |
|-------------------------|---|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 7 November 2018 |
| Reporting Officer: | Claire Trenorden – Manager Corporate Services |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 12.10.02 |
| Attachment Reference: | Attachment 10.1.2 – Monthly Financial Report – October 2018 |

SUMMARY

In accordance with Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, the Shire is to prepare a monthly Statement of Financial Activity for approval by the Council.

BACKGROUND

The Statement of Financial Activity was introduced by the Department of Local Government from 1 July 2005. The change was implemented to provide elected members with a better idea of operating and capital revenue and expenditure. It was also intended to link operating results with balance sheet items and to reconcile with end of month balances.

COMMENT

October 2018 Financial Statements

- Yearly operating revenue is \$1,719,944 inclusive of net rate income of \$1,248,202 (net of prepaid rates and discounts) – 70% of Budget;
- Yearly operating expenditure is \$1,232,697 – 32% of Budget;
- Yearly capital expenditure is \$342,773 – 26% of Budget;
- Yearly capital revenue is \$942,567 – 70% of Budget;
- Net current assets as at 31 October 2018 are \$1,777,297.

Operating Revenue

Rates: Revenue of \$1,454,232 has been raised during the rate run for 2018/19. The total Rate Run is broken down between Rates \$1,301,824, Rubbish \$96,390, Health Levy \$15,120 and ESL Levy \$40,898. To date income received is \$1,107,685 and discounts applied equate to \$18,583. Approximately 83% of Rates have been collected to date, with \$230,030 outstanding.

Capital Expenditure

| | | |
|---------------------|-----------|---|
| Land and Buildings | \$30,782 | The Recreation Centre, Shire Office, Lady Novar, Railway Station and Railway Barracks capital works have commenced as of October 2018. 1 Slocum St capital works have been completed. |
| Plant and Equipment | \$104,058 | The Doctors vehicle and Works Manager vehicle changeovers have been completed. The new cylinder mower has been purchased. |
| Roads | \$106,124 | Both Cunderdin/Wyalkatchem Rd projects, Lewis East Rd, Goldfields Rd has commenced |

as of October 2018.

Net Assets: Net Current Assets as at 31 October 2018 amount to \$1,777,297. This in the majority comprises of Cash Unrestricted – Municipal Funds (\$1,479,763).

STATUTORY ENVIRONMENT

Section 6.4 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Financial Management) Regulations 1996* applies.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

| Outcome No. | Outcome | Action No. | Actions |
|-------------|---|------------|-----------------------------------|
| 5.4 | Robust and accountable business and financial processes | 5.4.2 | Ensure efficient use of resources |

Objective: Well utilised and effectively managed facilities and assets

| Outcome No. | Outcome | Action No. | Actions |
|-------------|--|------------|---|
| 6.1 | Assets are well managed and used to meet the needs of current and future generations | 6.1.1 | Provide ongoing management of existing assets |
| | | 6.1.3 | Implement Council's capital works programme |

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the Statement of Financial Activity for the period ended 31 October 2018, as provided for in attachment 10.1.2.

COUNCIL RESOLUTION:

(151/2018) Moved: Cr Garner

Seconded: Cr Gamble

That Council receive the Statement of Financial Activity for the period ended 31 October 2018, as provided for in attachment 10.1.2.

CARRIED 6/0

10.1.3. CHRISTMAS / NEW YEAR OFFICE CLOSURE

| | |
|-------------------------|---|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 7 November 2018 |
| Reporting Officer: | Claire Trenorden – Manager Corporate Services |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 4.13.05 |
| Attachment Reference: | Nil |

SUMMARY

This report relates to Council's consideration of the closure of the Shire Administration Office over the Christmas and New Year period for 2018/19.

BACKGROUND

Council is asked to consider the closure of the Administration Office from Monday 24 December 2018 to Friday 4 January 2019, reopening on Monday 7 January 2019.

COMMENT

For the past three years the Shire Administration Office has closed for the two weeks over the Christmas and New Year holiday period.

The closure of the office will allow staff to have an extended period of leave with the inclusion of four public holidays (25 December 2018, 26 December 2018 and 1 January 2019 are Australian national public holidays and 2 January 2019 as per Council Policy GP35). Staff will be required to take six days leave (annual leave, rostered day off or leave without pay) in addition to these public holidays.

There is no record that this closure has caused any inconvenience to the community. Traditionally the Shire receives most of its communications via telephone or email. An answering machine message will be setup on the phone which will direct people to the Shire emergency mobile number in the event of an emergency. Senior staff will be available in this instance.

Council may want to consider adopting Christmas / New Year office closure policy.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

GP35 – Local Government Industry Award 2010 and Discretionary Additional Employee Conditions

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

| Outcome No. | Outcome | Action No. | Actions |
|-------------|--|------------|--|
| 5.1 | A well-governed, efficient and responsive organisation | 5.1.3 | Deliver open and transparent Council decision-making and reporting |

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council approve the closure of the Shire Administration Office from Monday 24 December 2018 to Friday 4 January 2019, reopening Monday 7 January 2019.

COUNCIL RESOLUTION:

(152/2018) Moved: Cr Holdsworth

Seconded: Cr Garner

That Council approve the closure of the Shire Administration Office from Monday 24 December 2018 to Friday 4 January 2019, reopening Monday 7 January 2019.

CARRIED 6/0

10.1.4. DONATION TO SENIOR CITIZENS HOMES TRUST

| | |
|-------------------------|---|
| Applicant: | Wyalkatchem Senior Citizens Homes Trust |
| Location: | Shire of Wyalkatchem |
| Date: | 8 November 2018 |
| Reporting Officer: | Claire Trenorden – Manager Corporate Services |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 8.11 |
| Attachment Reference: | Nil |

SUMMARY

This report relates to Council's consideration of a donation to the Wyalkatchem Senior Citizens Homes Trust for the amount of \$19,764.91.

BACKGROUND

The Shire holds the amount of \$20,008.60 in its Unspent Grants Reserve account being the balance of the Independent Living Units project funds.

COMMENT

Between 2014 and 2018 the Shire managed the construction of four independent living units in Flint Street, Wyalkatchem. These were funded by a grant through the Country Local Government Fund (CLGF) obtained by the Shire, as well as two contributions made by the Wyalkatchem Senior Citizens Homes Trust Inc. (WSCHTI).

Council received the funding from CLGF and WSCHTI in 2014. A small amount of expenditure occurred during 2014 and the balance of the funds were transfer to the unspent funds reserves, to be used to fund future expenditure. Interest on the reserve was retained within the reserve. At the conclusion of the project there is a balance which is still held in the Shires Unspent Grants Reserve account and the WSCHTI have asked for this to be donated to them to contribute to extra works that they have had completed to the units.

The breakdown of the income and expenditure for the project is (all figures excluding GST):

Income

| | |
|---|--------------|
| CLGF grant | 735,260.33 |
| Senior Citizens Homes Trust contribution #1 | 227,272.73 |
| Senior Citizens Homes Trust contribution #2 | 45,454.55 |
| Interest on funds in reserve | 36,596.08 |
| Total income | 1,044,583.69 |

Expenditure

| | |
|-------------------|--------------|
| 2014/15 | 2,955.60 |
| 2015/16 | 118,468.79 |
| 2016/17 | 851,529.29 |
| 2017/18 | 51,621.41 |
| 2018/19 | 0.00 |
| Total expenditure | 1,024,575.09 |

Balance of funds

20,008.60

The extra works the WSCHTI have had completed was to extend awnings out the front of the units to provide shade protection in Summer, these were completed at a cost of \$54,000.

A capital expenditure provision of \$10,000 is currently allocated in the 2018/2019 annual budget for Aged Care Services and Accommodation. This is a general provision and currently has not been allocated to any particular project or anticipated expenditure. However these funds may be required for the current CEACA independent living unit project.

The donation of \$19,764.91 would be considered as an unbudgeted expenditure and requires Council's approval.

The transfer of the funds within the Unspent Grant Reserve to Council's municipal account is currently not provided for within the 2018/2019 budget. Any transfer to fund this donation request would be considered as an unbudgeted transfer would require Council's approval.

STATUTORY ENVIRONMENT

Local Government Act 1995 section 6.8 Expenditure from municipal fund not included in the annual budget

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Increase in expenditure of \$19,764.91 as a donation to WSCHTI.

Increase in transfer from the unspent grant reserve of \$19,764.91.

Overall budget impact on \$Nil.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

| Outcome No. | Outcome | Action No. | Actions |
|-------------|---|------------|--|
| 1.1 | Enhance community well-being and participation in community life. | 1.1.3 | Promote a collaborative and visionary approach to creating an aged friendly community that supports residents to remain in the community as long as possible |

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council

- 1. Approves the donation of \$19,764.91 to the Wyalkatchem Senior Citizens Homes Trust Inc. as a contribution towards the construction of awnings to the front of the units.*
- 2. Approves the transfer of \$19,764.91 from the Unspent Grants Reserve account to the Municipal Account;*
- 3. Amends the 2018/2019 budget accordingly.*

COUNCIL RESOLUTION:

(153/2018) Moved: Cr Holdsworth

Seconded: Cr Metcalfe

That Council

- 1. Approves the donation of \$19,764.91 to the Wyalkatchem Senior Citizens Homes Trust Inc. as a contribution towards the construction of awnings to the front of the units.*
- 2. Approves the transfer of \$19,764.91 from the Unspent Grants Reserve account to the Municipal Account;*
- 3. Amends the 2018/2019 budget accordingly.*

MOTION LOST 0/6

AMENDED COUNCIL RESOLUTION:

(154/2018) Moved: Cr Butt

Seconded: Cr Garner

That Council

- 1. Approves the donation of \$14,764.91 to the Wyalkatchem Senior Citizens Homes Trust Inc. as a contribution towards the construction of awnings to the front of the units.*
- 2. Approves the transfer of \$14,764.91 from the Unspent Grants Reserve account to the Municipal Account;*
- 3. Amends the 2018/2019 budget accordingly.*

CARRIED BY ABSOLUTE MAJORITY 6/0

An amended motion was put that differs from the Officers Recommendation, being a change to the amount of donation and transfer from reserve.

10.2. GOVERNANCE AND COMPLIANCE

10.2.1. CHIEF EXECUTIVE OFFICER REPORT – OCTOBER 2018

| | |
|-------------------------|---------------------------------------|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 7 November 2018 |
| Reporting Officer: | Taryn Dayman, Chief Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 13.09.01 |
| Attachment Reference: | Nil |

SUMMARY

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

COMMENT

In the month of October 2018 the CEO has attended the following meetings and events.

- Meeting with Angelo Nardio from ITvision
- Chris Gilmore – LGIS
- Council Workshop
- CEACA Meeting – Nungarin
- Mark Harris – LGIS
- Bush Fire Annual General Meeting
- LEMC Meeting
- Meeting with Sue Bruce, Rotary
- Council Meeting
- Meeting with Dianne Davies – CRC Chairperson
- Staff recruitment interview
- Resource Centre AGM
- NEWROC Full Council meeting – Mt Marshall
- Local Government Act Facilitated Forum Meeting – Merredin
- Meeting with Gary Martin, Local Government consultant

The CEO commitments in November include;

- Council Workshop
- Wheatbelt North-East Sub Regional Road Group Meeting – Mukinbudin
- Dowerin Work Camp – Dowerin
- Meeting with Linda Davies – Friends of the Cemetery
- Meeting with Market Creations
- CEACA AGM – Merredin
- Main Roads Meeting

- Council Meeting
- Wyalkatchem Hospital opening
- NEWROC executive Meeting – Trayning

Staff

Sarah Hammond has resigned from her position of Community and Economic Development Officer. Sarah has taken up an opportunity at Elders and we wish her the very best in her future endeavours. Sarah's last day with the Shire is the 16 November 2018.

On the resignation of two administration officers, it was timely to conduct an administration organisation review, including the review of tasks and areas of responsibilities. This review has resulted in following positions in the administration team;

- Governance Executive Support Officer
- Finance and Administration Officer
- Finance Officer
- Manager Corporate Services

The main areas of change is a reduction in the focus of Community and Economic Development. While this area of responsibility will be included as a task, it will not be the main focus of a position, which it is currently now. The restructure focused on achieving segregation of duties, increasing internal controls and increase in focus for areas such as Compliance, Occupational Health and Safety, Record Management, Human Resources, Communications and Marketing, Economic & Tourism Development, Event Management and general administration functions.

Interviews have been conducted and I'm please to advise that Stephanie Elvidge has accepted the position of Governance Executive Officer and will commence on the 26 November 2018.

The position of Finance and Administration Officer has been offered to a potential candidate, who is yet to confirm her acceptance of this officer. It is anticipated that confirmation of acceptance will occur by the end of the week.

Swimming Pool

The swimming pool was due to be open on the 1 November 2019. Water samples were taken prior to the scheduled opening day and unfortunately returned findings that required addressing to be able to open to the pool to the public. The issues were addressed and water samples were taken again and sent for testing, which again returned findings that required addressing. These were attended to and another sample sent for testing. The findings are currently pending and the pool will remain closed until a positive result has been returned and the water be deemed suitable to open to the general public.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Chief Executive Officers report for the month of October 2018.

COUNCIL RESOLUTION:

(155/2018) Moved: Cr Holdsworth

Seconded: Cr Garner

That Council accepts the Chief Executive Officers report for the month of October 2018.

CARRIED 6 /0

10.2.2. COMMUNITY & ECONOMIC DEVELOPMENT OFFICER REPORT – OCTOBER 2018

| | |
|-------------------------|---|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 5 November 2018 |
| Reporting Officer: | Sarah Hammond, Community and Economic Development Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 13.09.01 |
| Attachment Reference: | NIL |

SUMMARY

Council is to consider and accept the Community and Economic Development report for the month of October 2018.

BACKGROUND

Officers report to Council every month to keep Council up to date on the operational proceedings of the Officer's portfolio. The Community and Economic Development Officer reports on matters pertaining to community engagement, tourism, economic development and grants management.

COMMENT

CRC Monthly Meeting – The CRC held a number of school holiday projects, one being a community tree where people traced their hands to create the leaves of the tree. Another event was a pastel drawing day which unfortunately no one attended. The CRC were unsuccessful in their application for a Seniors week grant, however they are still running their event for the week which is a viewing of gone with the wind. The grant would have allowed the CRC to provide lunch for those attending. Unfortunately the CRC are losing a staff member in Susan Anderson who is to commence work at the Wyalkatchem hospital. The CRC saw a large number of tourist for the wildflower season however their numbers have begun to decline. CRC Manager Craig Cooper provided feedback directly to Wheatbelt Way in regards to information from visitors in regards to the app and the need for more brochures.

CRC AGM – The CRC AGM was held on the 22 October and was attended by the Community and Economic Development officer along with CEO Ms Taryn Dayman. Mrs Dianne Davies stepped down as chairperson as did Mrs Cerena Stratford from secretary. Unfortunately these two positions were unable to be filled at the AGM and a follow up meeting has been set for Tuesday the 6 November at 5:30pm in the aim of filling both positions.

Wanslea Visit – The Community and Economic Development Officer met with Wanslea, early learning and development employee Tegan Walsh to discuss finding an educator for the Wyalkatchem Day care. Wanslea have been actively looking for an educator for a few months now however have not had any success. The Community and Economic Development Officer met with Tegan and showed the facility that has previously been used as the Wyalkatchem Day Care so they were more informed as to what infrastructure there is available for an educator to use. Tegan assured the Community and Economic Development officer that Wanslea will continue to look for an educator on our behalf.

Social Media Workshop – The Community and Economic Development Officer attended a Social Media workshop run by Meg Coffey of Coffey and Tea. This workshop was subsidised by

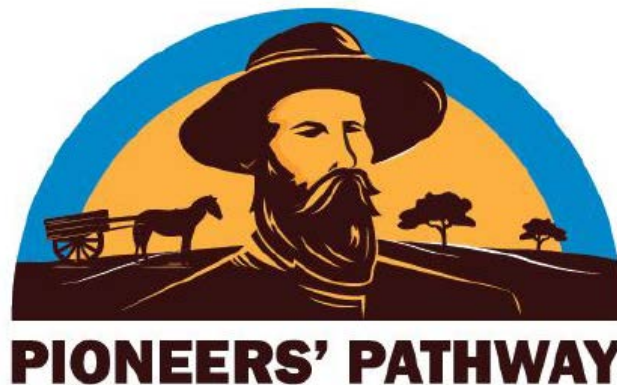
NEWTravel. The Community and Economic Development Officer gained very useful information on the uses of social media in businesses and in tourism. This information will be used to build the Shire of Wyalkatchem's Facebook page.

NEWTRAVEL AGM and General Meeting - The Community and Economic Development Officer attended the NEWTravel AGM on 25 October. All positions were declared open and were appointed as below;

- Chairperson: Kim Storer
- Deputy Chairperson: Tony Clarke
- Administrator/Treasurer: Linda Vernon

It was also discussed at the general meeting which followed the AGM that there needs to be more businesses involved with the Wheatbelt Way as it would be a great opportunity to promote their businesses. Discussion was had to look into holding workshops to encourage businesses to join.

Pioneer's Pathway Meeting – The final Pioneer's Pathway logo was voted on, see below. With the new logo design the Pioneer's Pathway name and logo will be trademarked.



Cottage Craft AGM - The Community and Economic Development Officer attended the Cottage Craft AGM where it was decided that Cottage Craft would hold a Devonshire afternoon tea at the 2019 Wyalkatchem Fair.

Wyalkatchem Fair – A Road Safety Commission Grant of \$1,000.00 was successfully obtained by the Community and Economic Development Officer. This will go towards the hire of the Colonial Clydesdales.

Council Newsletter

Articles included in the two October issues of the newsletter were;

- Message from the CEO
- Harvest Mass Management Scheme 5 Step Guide
- Death Notice – Mr Tom Cleverly
- SMS Services for Harvest Ban Notifications
- 2018/19 Wyalkatchem Aquatic Season
- Free Mammograms in Wyalkatchem
- Grants for Women, Lotterywest Heritage and Conservation Grants
- Fountain Destruction

- Employment – General Hand
- Councillor Vacancy
- Australia Day, Community Citizen of the Year Awards – nominations
- Community Groups EOI Wyalkatchem Fair and stall holders
- Restricted Burning Period Notice
- Fire Permits/Burning Information
- Appointment of Fire Control Officers
- Be Snake Aware
- Reminder Cat and Dog Registrations Due 31 October 2018
- Wyalkatchem Land Fill Facility Construction and Demolition Waste
- Firebreak and Inspection Notice
- Wyalkatchem Pet Cemetery Information

No new subscriptions for the month of October

STATUTORY ENVIRONMENT

There is no statutory environment relevant to this issue

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Various. This report covers a range of activities and is in line with a large number of outcomes as expressed in the revised Shire of Wyalkatchem Strategic Community Plan. Due to the large number of outcomes, they have not been listed individually. This report covers outcomes as identified within the following objectives;

Objective: Healthy, Strong and connected communities

Objective: A prosperous and dynamic district

Objective: A sustainable natural and built environment

Objective: An Effective Voice

Objective: A well-managed and effective Council organisation

Objective: Well utilised and effectively managed facilities and assets

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accept the Community and Economic Development report for the month of October 2018.

COUNCIL RESOLUTION:

(156/2018) Moved: Cr Gamble

Seconded: Cr Butt

That Council accept the Community and Economic Development report for the month of October 2018.

CARRIED 6 / 0

10.2.3. PRINCIPAL ENVIRONMENTAL HEALTH OFFICER MONTHLY REPORT

| | |
|-------------------------|---|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 8 November 2018 |
| Reporting Officer: | Peter Toboss – Principal Environmental Health Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 13.09.01 |
| Attachment Reference: | NIL |

SUMMARY

Council is to consider and accept the Principal Environmental Health Officer report for October 2018 as presented.

BACKGROUND

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

COMMENT

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

FOOD PREMISES AND PUBLIC BUILDINGS INSPECTION

Nil.

SWIMMING POOL WATER SAMPLING

The PEHO undertook the first swimming pool start up water sample. The test results and the water quality failed to meet the required standards. Recommended actions have been undertaken and pool was re-sampled. The PEHO is awaiting the final laboratory testing results prior to the pool being open to the public.

PRIVATE POOL FENCE INSPECTION

The PEHO completed one new private pool fence inspected in October.

WASTEWATER SAMPLING

The monthly sampling of Wyalkatchem Wastewater Treatment Plant in accordance with the Department of Health Guidelines for the Non-Portable Uses of Recycled Water in Western Australia (2011) was undertaken by the PEHO. The laboratory results met the required standards.

PROPERTY TRANSFER

The PEHO has completed about one property transfer report in the last month.

ENVIRONMENTAL HEALTH AUSTRALIA NATIONAL CONFERENCE 2018

PEHO attended the National Environmental Health Australia Conference from 30 October to 2 November at Esplanade Hotel Fremantle.

The conference was very successful. There was also good networking opportunities with Environmental Health Practitioners from all over Australia and guest speakers from New Zealand and the United States of America.

STATUTORY ENVIRONMENT

Food Act 2008,
Public Health Act 2016

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: Healthy, Strong and connected communities

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

Objective: A prosperous and dynamic district

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accept the Principal Environmental Health Officer Report for the month of October 2018.

COUNCIL RESOLUTION:

(157/2018) Moved: Cr Metcalfe

Seconded: Cr Garner

That Council accept the Principal Environmental Health Officer Report for the month of October 2018.

CARRIED 6/0

10.2.4. APPOINTMENTS – DUAL FIRE CONTROL OFFICER – SHIRE OF CUNDERDIN

| | |
|-------------------------|---------------------------------------|
| Applicant: | Shire of Cunderdin |
| Location: | Shire of Wyalkatchem |
| Date: | 5 November 2018 |
| Reporting Officer: | Taryn Dayman, Chief Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 9.01 |
| Attachment Reference: | Nil |

SUMMARY

This report is provided to Council to consider and endorse Dual Fire Control Officer appointments for the Shire of Cunderdin and the Shire of Wyalkatchem in accordance with the section 40 *Bush Fire Act 1954*.

BACKGROUND

In accordance with legislative requirements the Council is required to formally appoint its Bush Fire Control Officers. This is done to ensure compliance and lawfully legitimise their authorisation under the *Bush Fires Act 1954*, in fulfilling their duty. Section 40 of the *Bush Fire Act 1954* allows two or more local governments by agreement join in appointing bush fire control officers for the purpose of the act, commonly referred to as Dual Fire Control Officers.

COMMENT

Council has received correspondence from the Shire of Cunderdin nominating the following Fire Control Officers for Dual Appointment as Fire Control officers with the Shire of Wyalkatchem and Shire of Cunderdin.

- Mr Digby Wilmott
- Mr Norman Jenzen
- Mr Todd Harris

STATUTORY ENVIRONMENT

Bush Fire Act 1954, section 40

POLICY IMPLICATIONS

Current and proposed reviewed / replacement Bush Fire Control Policies.

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

| Outcome No. | Outcome | Action No. | Actions |
|-------------|--|------------|---|
| 5.1 | A well-governed, efficient and responsive organisation | 5.1.2 | Embed sound risk management frameworks to mitigate council's strategic and operational risk |
| | | 5.1.5 | Continually improve the planning readiness and support for emergency services |

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council;

- 1. Appoints Mr Digby Wilmott, Mr Norman Jenzen and Mr Todd Harris Shire of Cunderdin Fire Control Officers as Dual Fire Control Officers for the Shire of Cunderdin and Shire of Wyalkatchem.*
- 2. That the appointment of the above officer excludes the ability of issuing permits to landholders without prior consent from the Shire of Wyalkatchem in writing.*

COUNCIL RESOLUTION:

(158/2018) Moved: Cr Holdsworth

Seconded: Cr Gamble

That Council;

- 1. Appoints Mr Digby Wilmott, Mr Norman Jenzen and Mr Todd Harris Shire of Cunderdin Fire Control Officers as Dual Fire Control Officers for the Shire of Cunderdin and Shire of Wyalkatchem.***
- 2. That the appointment of the above officer excludes the ability of issuing permits to landholders without prior consent from the Shire of Wyalkatchem in writing.***

CARRIED 6/0

10.2.5. APPOINTMENTS – DUAL FIRE CONTROL OFFICER – SHIRE OF TAMMIN

| | |
|-------------------------|---------------------------------------|
| Applicant: | Shire of Tammin |
| Location: | Shire of Wyalkatchem |
| Date: | 5 November 2018 |
| Reporting Officer: | Taryn Dayman, Chief Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 9.01 |
| Attachment Reference: | Nil |

SUMMARY

This report is provided to Council to consider and endorse Dual Fire Control Officer appointments for the Shire of Tammin and the Shire of Wyalkatchem in accordance with the section 40 *Bush Fire Act 1954*.

BACKGROUND

In accordance with legislative requirements the Council is required to formally appoint its Bush Fire Control Officers. This is done to ensure compliance and lawfully legitimise their authorisation under the *Bush Fires Act 1954*, in fulfilling their duty. Section 40 of the *Bush Fire Act 1954* allows two or more local governments by agreement join in appointing bush fire control officers for the purpose of the act, commonly referred to as Dual Fire Control Officers.

COMMENT

Council has received correspondence from the Shire of Tammin nominating the following Fire Control Officers for Dual Appointment as Fire Control officers with the Shire of Wyalkatchem and Shire of Tammin.

- Mr Haydn Dixon
- Mr Shayne Mackin
- Mr Tim York
-

STATUTORY ENVIRONMENT

Bush Fire Act 1954, section 40

POLICY IMPLICATIONS

Current and proposed reviewed / replacement Bush Fire Control Policies.

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

| Outcome No. | Outcome | Action No. | Actions |
|-------------|--|------------|---|
| 5.1 | A well-governed, efficient and responsive organisation | 5.1.2 | Embed sound risk management frameworks to mitigate council's strategic and operational risk |
| | | 5.1.5 | Continually improve the planning readiness and support for emergency services |

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council;

- 1. Appoints Mr Haydn Dixon, Mr Shayne Mackin and Mr Tim York, Shire of Tammin Fire Control Officers as Dual Fire Control Officers for the Shire of Tammin and Shire of Wyalkatchem.*
- 2. That the appointment of the above officer excludes the ability of issuing permits to landholders without prior consent from the Shire of Wyalkatchem in writing.*

COUNCIL RESOLUTION:

(159/2018) Moved: Cr Gamble

Seconded: Cr Metcalfe

That Council;

- 1. Appoints Mr Haydn Dixon, Mr Shayne Mackin and Mr Tim York, Shire of Tammin Fire Control Officers as Dual Fire Control Officers for the Shire of Tammin and Shire of Wyalkatchem.***
- 2. That the appointment of the above officer excludes the ability of issuing permits to landholders without prior consent from the Shire of Wyalkatchem in writing.***

CARRIED 6/0

10.3. WORKS AND SERVICES

10.3.1. REGIONAL FIXED STANDPIPE PROGRAM

| | |
|-------------------------|--|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 6 November 2018 |
| Reporting Officer: | Taryn Dayman, Chief Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 32.11.01 |
| Attachment Reference: | Attachment 10.3.1- Standpipe estimated pricing summary |

SUMMARY

This report is provided to Council to consider and endorse the Standpipe Classification Action plan submission to Water Corporation.

BACKGROUND

Water Corporation's review of fixed standpipes has resulted in changes to the pricing for Local Government owned fixed Standpipes. Effective 1 July 2019 Water Corporation pricing will now be based on the standpipe classifications as outlined in the table below.

| Type of standpipe: | Rates 2018/2019 New Description |
|----------------------------------|--|
| Local Authority Standpipe | <p>Use: For use by Shire only – must be locked or within a depot and not available for public access.</p> <p>Meter: Can be any size service as long as it is for direct Shire use. No contractor access for Shire projects as they need to use the Commercial standpipes and charged the appropriate commercial Town Class rate for the region.</p> <p>Service Charge: No Service Charge.</p> <p>Commercial Class 1 tariff: \$2.534 per kilolitre (kL).</p> |
| Community Use Standpipe | <p>Use: Available to assist local farmers for topping up their water tanks, households not connected to schemes etc. Limited use by Shire for their own purposes.</p> <p>Meter: 20mm and 25mm standpipes that are publicly accessible. Storage tanks can be installed by Shires at these sites to improve accessibility to larger volumes of water in a timely manner if required.</p> <p>Service Charge: 20mm Service Charge only.</p> <p>Farmlands tariff: \$2.534 per kilolitre (kL).</p> |
| Commercial Standpipe | <p>Use: For use by commercial customers; may include major road building, water carting for large projects, and farming.</p> <p>Meter: Any meter above 25mm.</p> <p>Service Charge: Meter-based service charges (according to the size of the meter).</p> <p>Town based charges: ranging from \$2.534 cents to \$8.353 per kilolitre.</p> |
| Fire Standpipe | <p>Remains as is – no changes unless the standpipe is unlocked and used as a normal standpipe then Commercial charges will apply</p> <p>Service Charge: No Fee. 100% discount.</p> <p>Water Use Charge: No Fee.</p> <p>Note: Currently some Shire standpipes with signs advising they are for fire-fighting only are unlocked. Shires will need to implement a locked system or commercial rates apply unless evidence provided it was for fire-fighting purposes to obtain a refund.</p> |

Local Governments have been entitled to access concessional pricing for water use for their own purposes. Unless access restrictions and multiple fee structures are in place, commercial customers have been able to access water from LGA owned standpipe at the concessional rates.

The intent of the proposed changes is to ensure that the rate commercial customers pay is consistent across the state.

COMMENT

The Shire of Wyalkatchem has the following standpipes.

| Account | Location | Meter Size (mm) |
|------------|-------------------------|-----------------|
| 9007631527 | Nembudding South Road | 40 |
| 9007955441 | De Pierres Road | 50 |
| 9007960005 | Elashgin Road | 50 |
| 9007960224 | Jarvis Road | 50 |
| 9018445658 | Wilson Street | 50 |
| 9019379656 | Tammin-Wyalkatchem Road | 50 |

The Water Corporation has provided a usage summary for each standpipe, including total water usage history, historical charges for 2015/16, 2016/17 and 2017/18 (YTD).

Under the new classification, unless restrictions are put in place, all the Shire's standpipes would be classified as Commercial. Water Corporation have provided an estimated of the effects of the new pricing structure. Council's estimates have also been calculated to the LA classification for comparable purposes. This summary is provided for under attachment 10.3.1

The attached table clearly demonstrates the \$ variance between a commercial and local government standpipes.

Based on the estimates provided by Water Corporation Council's total charges for 2018/19 would be:

| Commercial | LA Standpipe | Variance (+/-) |
|-------------|--------------|----------------|
| \$32,871.54 | \$7,389.14 | \$25,482.40 |

For Council's standpipes to be considered as a Local Authority Standpipe it will be for **Shire use only and must be locked** and not available for public access. Restrictions on access will be applied to Shire contractors performing works on Shire projects.

Locking a standpipe can be as simple as the provision of padlocks.

The classifications of standpipes was discussed at the September 2018 Council Workshop. On conclusion of these discussions, quotations have been sought for the installation of standpipe controllers. Quotations have been obtained and vary between \$4,000 to \$15,000 plus ongoing costs.

Council's Standpipe 9018445658 located on Wilson Street, next to the town hall is the most utilised standpipe, the classification of this standpipe will have the greatest impact on future charges. A review of its usage has indicated that the majority of water use is by the Shire.

Council standpipe water reimbursement for the last 2 years has been as follows;

| | 15/16 | 16/17 | 17/18 |
|-------------|----------|----------|----------|
| Shire works | \$1,860 | \$5,060 | \$6,891 |
| Other usage | \$717.43 | \$175.94 | \$150.13 |

The above external usage would indicate that there would be limited community impact if Council was to classify the standpipe as a Local Government Standpipe, which would include the standpipe being locked and un-assessable by the general public.

If the standpipe classification was to remain as commercial, the Shire's costs of water usage, for the constructions of roads etc would increase substantially.

Based on these factors it is not recommended that the standpipe be classified as commercial.

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 will be significant financial implications if the reclassification of the standpipes does not proceed. Council will incur an average yearly increase of approximately \$25,000 should Council's standpipes be classified as Commercial compared to a Local Authority classification

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well balance and effective Council organisation

| Outcome No. | Outcome | Action No. | Actions |
|-------------|---|------------|-----------------------------------|
| 5.4 | Robust and accountable business and financial processes | 5.4.2 | Ensure efficient use of resources |

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council submit the Shire's Standpipe Classification Action plan to Water Corporation nominating all Council owned standpipes be classified as Local Authority Standpipes.

COUNCIL RESOLUTION:

(160/2018) Moved: Cr Garner

Seconded: Cr Gamble

That Council submit the Shire's Standpipe Classification Action plan to Water Corporation nominating all Council owned standpipes be classified as Local Authority Standpipes.

CARRIED 6/0

10.3.2. MANAGER OF WORKS – NOVEMBER 2018

| | |
|-------------------------|-----------------------------------|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 8 th November 2018 |
| Reporting Officer: | Darryn Watkins – Manager of Works |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 13.09.01 |
| Attachment Reference: | Nil |

SUMMARY

Council is to consider and accept the Manager of Works report for the month of November 2018.

BACKGROUND

To inform Council of the activities of the Works team during the last month.

COMMENT

Road Crew

Cunderdin Road SLK 2.0 – 4.85 pavement widening in progress.
 Cunderdin Road SLK 4.85 – 7.85 site preparation works ready for pavement widening.
 Various road signage replacements replacing non-compliant AS signage.
 Culvert clearing inlets and outfalls on Cunderdin Road.
 Vegetation spraying of verges on Tammin Road in preparation for bitumen resealing.
 Dewatering of water ponding at various culvert sites for structure condition assessment.
 Weed spraying on Cunderdin Road bends / sweeps and weeds encroaching on existing seal.
 Grave site excavation and backfilling.
 Private works job at hospital grounds completed.

Parks / Town Services Crew

Town street verge maintenance.
 Preparation of cricket wickets.
 Preparation and maintenance of tennis courts.
 Grounds maintenance to shire owned assets.
 Routine mowing maintenance.
 Weed spraying at rec oval reserve.
 Admin park mowing and playground sand replacement.
 Ongoing maintenance of landfill facility.
 Town Hall garden maintenance.
 Railway reserve maintenance.
 Cemetery maintenance.
 Pioneer Park maintenance and preparation for Remembrance Day.

Aerodrome

Grounds maintenance around buildings.

Recycled Water Scheme

Receipt of audit report from Department of Health conducted on the Town water recycling scheme.

Plant Servicing and Repairs

Repairs to auto lube grease line on Loader WM 016.
Servicing of all BFB appliances.
Replacement of broken mirror on Loader WM 016.
Replacement of indicator stalk and repair wiring on 6 wheel tipper WM 015.
Replace defective reverse alarm on 6 wheel tipper WM 015.
Transmission seal replacement on Community Bus.
Repair mud guards on side tipper.
Various small plant and equipment repairs.
Replacement axle to be fitted to dolly due to bearing failure.
Tyres fitted to WM 027 Road crew ute.
Tyres fitted to WM216 P&G ute.
Windscreen replacement to WM00.
Replace burst main hydraulic return line hose to Loader WM 016.

General Items

Works Manager is now conducting daily pre- starts with the outside crew.
Ongoing review of OH&S practices.
Review, authorise and implement current Traffic Management Plan.
Equipment audit undertaken of all BFB appliances.
AVL updates on appliances carried out.
Servicing of all first aid kits completed.
Review of WALGA E Quotes submissions. Works awarded as follows:-
Bituminous Surfacing – Downers Total value of works = \$146,504 ex GST
Cunderdin Road, Tammin Road and Martin Road floodway

Wet Mixing/ Stabilisation – Stabilisation Technology Total value of works = \$18,968.50 ex GST
(plus cement costs) – Cunderdin Road widening

STATUTORY ENVIRONMENT

Not applicable

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A prosperous and dynamic district

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

Objective: Well utilised and effectively managed facilities and assets

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accept the Manager of Work's report for the month of November 2018 as presented.

COUNCIL RESOLUTION:

(161/2018) Moved: Cr Gamble

Seconded: Cr Metcalfe

That Council accept the Manager of Work's report for the month of November 2018 as presented.

CARRIED 6/0

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

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

COUNCIL RESOLUTION:

(162/2018) Moved: Cr Holdsworth

Seconded: Cr Garner

That Council accept item 13.1 APPOINTMENT –DUAL FIRE CONTROL OFFICER – SHIRE OF DOWERIN as Urgent Business.

CARRIED 6/0

13.1. APPOINTMENTS – DUAL FIRE CONTROL OFFICER –SHIRE OF DOWERIN

| | |
|-------------------------|---------------------------------------|
| Applicant: | Shire of Dowerin |
| Location: | Shire of Wyalkatchem |
| Date: | 12 November 2018 |
| Reporting Officer: | Taryn Dayman, Chief Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 9.01 |
| Attachment Reference: | Nil |

SUMMARY

This report is provided to Council to consider and endorse Dual Fire Control Officer appointments for the Shire of Cunderdin and the Shire of Wyalkatchem in accordance with the section 40 *Bush Fire Act 1954*.

BACKGROUND

In accordance with legislative requirements the Council is required to formally appoint its Bush Fire Control Officers. This is done to ensure compliance and lawfully legitimise their authorisation under the *Bush Fires Act 1954*, in fulfilling their duty. Section 40 of the *Bush Fire Act 1954* allows two or more local governments by agreement join in appointing bush fire control officers for the purpose of the act, commonly referred to as Dual Fire Control Officers.

COMMENT

Council has received correspondence from the Shire of Dowerin nominating the following Fire Control Officer for Dual Appointment as Fire Control officers with the Shire of Wyalkatchem and Shire of Dowerin.

- Mr Stephen Crute

STATUTORY ENVIRONMENT

Bush Fire Act 1954, section 40

POLICY IMPLICATIONS

Current and proposed reviewed / replacement Bush Fire Control Policies.

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

| Outcome No. | Outcome | Action No. | Actions |
|-------------|--|------------|---|
| 5.1 | A well-governed, efficient and responsive organisation | 5.1.2 | Embed sound risk management frameworks to mitigate council's strategic and operational risk |
| | | 5.1.5 | Continually improve the planning readiness and support for emergency services |

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council;

- 1. Appoints Mr Stephen Crute Shire of Dowerin Fire Control Officers as Dual Fire Control Officers for the Shire of Dowerin and Shire of Wyalkatchem.*
- 2. That the appointment of the above officer excludes the ability of issuing permits to landholders without prior consent from the Shire of Wyalkatchem in writing.*

COUNCIL RESOLUTION:

(163/2018) Moved: Cr Garner

Seconded: Cr Holdsworth

That Council;

- 1. Appoints Mr Stephen Crute Shire of Dowerin Fire Control Officers as Dual Fire Control Officers for the Shire of Dowerin and Shire of Wyalkatchem.***
- 2. That the appointment of the above officer excludes the ability of issuing permits to landholders without prior consent from the Shire of Wyalkatchem in writing.***

CARRIED 6/0

COUNCIL RESOLUTION:

(164/2018) Moved: Cr Gamble Seconded: Cr Garner

That Council accept item 13.2 FINANCIAL MANAGEMENT REVIEW AND REGULATION REVIEW as Urgent Business.

CARRIED 6/0

13.2. FINANCIAL MANAGEMENT REVIEW AND REGULATION 17 REVIEW

| | |
|-------------------------|---------------------------------------|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 12 November 2018 |
| Reporting Officer: | Taryn Dayman, Chief Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 12.02.02 |
| Attachment Reference: | Nil |

SUMMARY

This report is provided to Council to consider and endorse a variation to the 2018/2019 annual budget for the increase of general governance profession services allocation to conduct a Financial Management Review and a Review of Risk Management, Internal Controls and Legislative Compliance.

BACKGROUND

The *Local Government (Financial Management) Regulations 1996 5(2)(c)* requires the Chief Executive to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

The last Financial Management Review under regulation 5 was conducted in April 2011.

The *Local Government (Audit) Regulations* under Regulation 17 requires the CEO to review the appropriateness and effectiveness of a local government's systems in relation to risk management, internal control and legislative compliance. Each of these areas is to be the subject of a review not less than once every 3 financial years.

The last review under Regulation 17 was conducted in house and reported to the Audit Committee on the 1 June 2017.

COMMENT

The CEO has identified the requirement to complete the Financial Management Review as a matter of urgency to ensure compliance.

A review of the report submitted to the Audit Committee for a Review of Risk Management, Internal Control and Legislative Compliance has indicated that it does not address all the requirements under Regulation 17 as outlined in the Department of Local Government and communities Local Government Guidelines number 9 – Audit in Local Government.

To ensure compliance and to assess the appropriateness and effectiveness of the Shire's systems and procedures as well as to set a best practice benchmark for the future, it is recommended that an external contractor be engaged to carry out both the Financial Management and Regulation 17 review.

It is recommended that the reviews be undertaken by an external party in order to engage a higher level of expertise in the relevant areas and ensure independence.

It is recommended that both reviews be conducted in conjunction with each other by the same contractor, which will increase audit efficiencies and should result in reduction of costs.

Quotations were sought from suitability qualified contractors using e-quotes. Submissions close on the 9 November 2018.

Consultants were requested to provide a quotation on either of the following;

- Financial Management Review
- Risk Management, Internal Control and Legislative Compliance Review
- Financial Management Review and Risk Management, Internal Control and Legislative Compliance Review - Combined

The above quoting structure, will allow management to decide the best approach to proceed to gain compliance within current budget restraints.

The 2018/2019 has a budget allocation of \$5,000 for professional services under General Governance. This expenditure has already been identified as being required to assist with the funding of consultants for the review of Council's Community Strategic Plan.

It should be noted that in addition to the above mentioned reviews, the CEO has identified the following that may require financial resources to complete in order to meet compliance and best practice;

- Strategic Community Plan
- Corporate Business Plan
- Workforce Plan
- Asset Management Plan
- Long Term Financial Plan
- Business Continuity Plan

Financial resources required for the above will be considered as part of the Budget Review process. It is anticipated that due to budget restraints that some plans will need to be scheduled for completion in 2019/2020.

STATUTORY ENVIRONMENT

Local Government Act 1995 section 6.8 Expenditure from municipal fund not included in the annual budget

Local Government (Financial Management) Regulations 1996 5(2)(c)

Local Government (Audit) Regulations Regulation 17

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Increase in budget provision of E041213 Professional Services from \$5,000 to \$20,000.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

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

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council approves an amendment to the 2018/2019 annual budget, increasing Professional Services provision from \$5,000 to \$20,000 to allow for a Financial Management Review and a Review of Risk Management, Internal Controls and Legislative Compliance to be completed by an external contractor.

COUNCIL RESOLUTION:

(165/2018) Moved: Cr Garner

Seconded: Cr Holdsworth

That Council approves an amendment to the 2018/2019 annual budget, increasing Professional Services provision from \$5,000 to \$20,000 to allow for a Financial Management Review and a Review of Risk Management, Internal Controls and Legislative Compliance to be completed by an external contractor.

CARRIED BY ABSOLUTE MAJORITY 6/0

COUNCIL RESOLUTION:

(166/2018) Moved: Cr Garner

Seconded: Cr Gamble

That Council accept item 13.3 CEACA LEGAL EXPENSE CONTRIBUTION as Urgent Business.

CARRIED 6/0

13.3. CEACA LEGAL EXPENSE CONTRIBUTION

| | |
|-------------------------|---------------------------------------|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 12 November 2018 |
| Reporting Officer: | Taryn Dayman, Chief Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 3.16.01 |
| Attachment Reference: | Attachment number |

SUMMARY

This report is provided to Council to consider and endorse a variation to the 2018/2019 annual budget to include a contribution to Central East Aged Care Alliance (CEACA) towards legal fees occurred due to extended negotiations with Wyalkatchem Senior Citizen's Homes Trust Inc (WSCHTI) in the preparation of the Development and Transfer agreement.

BACKGROUND

The Shire of Wyalkatchem is a founding member of CEACA. This organisation was initiated by eleven local governments to progress housing and aged care services in order to transform our districts into aged friendly communities.

Shires pays an annual membership subscription to cover CEACA expenditure, including expense associated with Governance, Executive Officer, Financial Management, Committee Expenses, Marketing and Communications and Project and Consultancy.

Annual membership subscriptions for 2018/2019 was set at \$20,000, bringing in a total CEACA income of \$220,000. Budget expenditure for 2018/2019 was estimated at \$219,900.

Within the CEACA 2018/2019 annual budget, an amount of \$20,000 was allocated as a general provision for CEACA legal fees.

Extended negotiations with WSCHTI to prepare an agreement suitable for signing by all parties has resulted in an increase in legal expenditure to date. Invoices associated with the WSCHTI negotiations are currently totally \$23,186.13 ex GST. These expenses alone exceed the budget allocation and doesn't allow for a provision for any future legal fees that CEACA may incur.

COMMENT

The CEACA Senior Housing Project included the construction of four independent living units being constructed in Wyalkatchem. There was an in principal agreement that WSCHTI to provide land that they owned for the construction of the units. A Development and Transfer agreement between CEACA, WSCHTI and Shire of Merredin was required to allow access to the site for construction of the units and transfer of the four subdivided lots to CEACA on completion.

Works commenced with the preparation on the agreement in June last year. According to CEACA Executive Officer issues surrounding WSCHTI concerns over the agreement wording came to light in March this year.

WSCHTI primary concern with the proposed agreement was the clauses surrounding Power of Attorney. A number of revised agreements were drafted and presented to WSCHTI for consideration. These revised agreements were not accepted by WSCHTI and the construction of the units in Wyalkatchem were at risk.

The Chief Executive Officer and Shire President worked closely with both WSCHTI and CEACA to come to an acceptable agreement. At this time, it was acknowledged that extended negotiations were attracting additional legal fees and an offer to assist with the legal expenditure was made, however declined at the time.

It should also be recognised that there were significant costs to CEACA in terms of the time that CEACA's Acting Chair, Project Manager and Executive Officer spent in working to secure a successful outcome to the negotiations.

A revised Development and Transfer Agreement was accepted by CEACA and WSCHTI on the 17 August 2018.

A review of the CEACA invoices from Knott Gunning Lawyers, clearly show that an additional \$10,000 has occurred due to the unexpected extended negotiations.

It is recommended that Council consider making a contribution to CEACA towards the legal expenses occurred as a result of extended negotiations with WSCHTI.

An allocation of \$24,689 for CEACA has been made within the 2018/2019 annual budget, being for the annual subscription and additional unit contribution. This allocation has been fully expended.

A capital expenditure provision of \$10,000 is currently allocated in the 2018/2019 annual budget for Aged Care Services and Accommodation. This is a general provision and currently has not been allocated to any particular project or anticipated expenditure. Council also has a provision of \$3,000 for legal expenses under general governance.

STATUTORY ENVIRONMENT

Local Government Act 1995 section 6.8 Expenditure from municipal fund not included in the annual budget

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Increase in operating expenditure – E081015 - contribution to CEACA of \$10,000

This increase in expenditure will be included in Council's Budget review, where it is anticipated that a combination of the Aged Care Services and Accommodation Capital provision and legal expense provision will be used to offset the increase in operating expenditure.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: Healthy, strong and connected communities

| Outcome No. | Outcome | Action No. | Actions |
|-------------|---|------------|--|
| 1.1 | Enhance community well-being and participation in community life. | 1.1.3 | Promote a collaborative and visionary approach to creating an aged friendly community that supports residents to remain in the community as long as possible |

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council approves the variation to the 2018/2019 annual budget, increasing the contribution to Central East Aged Care Alliance by \$10,000 as a contribution towards legal expenses occurred with the development of the agreement with Wyalkatchem Senior Citizens Housing Trust.

COUNCIL RESOLUTION:

(167/2018) Moved: Cr Garner

Seconded: Cr Metcalfe

That Council approves the variation to the 2018/2019 annual budget, increasing the contribution to Central East Aged Care Alliance by \$10,000 as a contribution towards legal expenses occurred with the development of the agreement with Wyalkatchem Senior Citizens Housing Trust.

CARRIED BY ABSOLUTE MAJORITY 6/0

14. MATTERS BEHIND CLOSED DOORS

Nil

15. INFORMATION BULLETIN

15.1. Information Bulletin

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

15.2. Business Arising from the Information Bulletin

There were no business arising from the information bulletin.

16. CLOSURE OF THE MEETING

There being no further business to discuss, the Chairperson thanked everyone for their attendance and closed the meeting at 4.43pm.