



# AGENDA

## ORDINARY COUNCIL MEETING



**15 NOVEMBER 2018**

Commencing at 3.30pm 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 15 November 2018 in the Council Chambers, 27 Flint Street Wyalkatchem, commencing at 3.30pm.

An Agenda for this meeting will be made available from the Shire Administration Office and on our website [www.wyalkatchem.wa.gov.au](http://www.wyalkatchem.wa.gov.au)

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



**Taryn Dayman**

**CHIEF EXECUTIVE OFFICER**

**DISCLAIMER**

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

## **DISCLOSURE OF INTEREST**

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

### Financial Interest:

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

### Proximity Interest:

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

### Impartiality Interest:

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

### Disclosing an Interest:

Disclosures must be made, in writing, to the Chief Executive Officer prior to the meeting at which the matter in which you have an interest is to be discussed.

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

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**1. DECLARATION OF OPENING**

**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. MEMORIALS**

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

**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 – 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.*

**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 Aged Care Alliance Inc. Committee Special Meeting held on Wednesday 10 October 2018 (Attachment 7.2.1) be received by Council.*

**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.*

**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.*

**8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION**

**9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED**

## 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:	<a href="#">Attachment 10.1.1.1 Payment Listing October 2018</a> <a href="#">Attachment 10.1.1.2 Credit Card Statement – October 2018</a> <a href="#">Attachment 10.1.1.3 Fuel Card Statement – October 2018</a>

#### 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*

## 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:	<a href="#">Attachment 10.1.2 – Monthly Financial Report – October 2018</a>

### 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, Lew 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.*

### **10.1.1. 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.*

**9.1.2 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**

<b>Outcome No.</b>	<b>Outcome</b>	<b>Action No.</b>	<b>Actions</b>
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.*



## 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 Dia 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.*

**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.

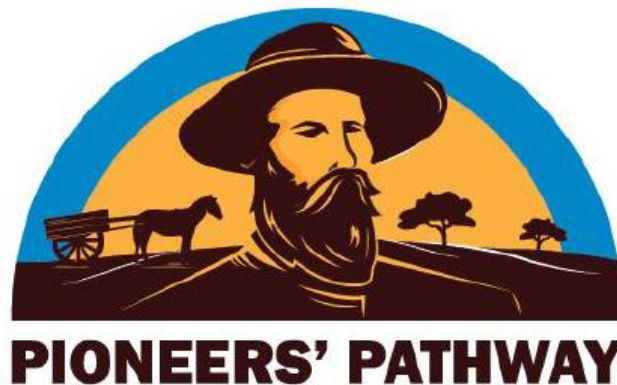
The Community and Economic Development Officer gained very useful information on the uses of social media in businesses and in tourism. This information will be used to build the Shire of Wyalkatchem's Facebook page.

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 Clevery
- 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.*

### **10.2.1. 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.*



**10.2.2. 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.*

### 10.2.3. 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.*

### 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:	<a href="#">Attachment 10.3.1- Standpipe estimated pricing summary</a>

#### 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
<b>Local Authority Standpipe</b>	<p><b>Use:</b> For use by Shire only – must be locked or within a depot and not available for public access.</p> <p><b>Meter:</b> 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><b>Service Charge:</b> No Service Charge.</p> <p><b>Commercial Class 1 tariff:</b> \$2.534 per kilolitre (kL).</p>
<b>Community Use Standpipe</b>	<p><b>Use:</b> 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><b>Meter:</b> 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><b>Service Charge:</b> 20mm Service Charge only.</p> <p><b>Farmlands tariff:</b> \$2.534 per kilolitre (kL).</p>
<b>Commercial Standpipe</b>	<p><b>Use:</b> For use by commercial customers; may include major road building, water carting for large projects, and farming.</p> <p><b>Meter:</b> Any meter above 25mm.</p> <p><b>Service Charge:</b> Meter-based service charges (according to the size of the meter).</p> <p><b>Town based charges:</b> ranging from \$2.534 cents to \$8.353 per kilolitre.</p>
<b>Fire Standpipe</b>	<p>Remains as is – no changes unless the standpipe is unlocked and used as a normal standpipe then Commercial charges will apply</p> <p><b>Service Charge:</b> No Fee. 100% discount.</p> <p><b>Water Use Charge:</b> No Fee.</p> <p><b>Note:</b> 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, 2015/16 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 for 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.

Councils 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.*



**10.3.1. MANAGER OF WORKS – NOVEMBER 2018**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	8 <sup>th</sup> 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.

**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. 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**

**16. CLOSURE OF THE MEETING**