



MINUTES OF THE ORDINARY MEETING OF COUNCIL

**HELD ON
THURSDAY, 16 July 2020**

**Council Chambers
Honour Avenue
Wyalkatchem
Commencement: 4:02pm
Closure: 6:34pm**

www.wyalkatchem.wa.gov.au

Preface

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

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

Unconfirmed Minutes

These minutes were approved for distribution on 27 July 2020.



Stephen Tindale
Acting Chief Executive Officer

Confirmed Minutes

These minutes were confirmed at the Ordinary Meeting of Council held 27 August 2020.

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

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

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1. DECLARATION OF OPENING

The Chairperson, Shire President Cr Davies opened the meeting at 4:02pm

2. PUBLIC QUESTION TIME

2.1. Response to Public Questions Previously Taken on Notice

Nil

2.2. Declaration of Public Question Time opened

Public Question Time opened at 4:02pm

Representatives from 'Friends of the Cemetery' Sheryl Wemm and Merle Crute asked the following questions –

- *What progress has been made on the items listed in the letter sent to all shire councillors and CEO in October 2019? (Attachment 2.1.)*

The Acting CEO advised the meeting that an apology was owing to the Friends of the Cemetery for the apparent lack of a response from the Shire to several items of correspondence dating back to August 2019.

On being made aware of the correspondence within the last fortnight, the Manager of Works had arranged the removal of rubble and concrete from the cemetery as well as the repair of reticulation and the repair of the front gate.

In relation to matters raised in other correspondence dated 15 October, 2019 the Acting CEO met with the President of the Friends of the Cemetery, Sheryl Wemm, onsite earlier this week to confirm what had been requested namely,

1. Ordering of Plaques for unmarked graves: Unfortunately there is no knowledge within current Shire staff of the list of names for the graves. I would respectfully request that the list of names be resubmitted to the Shire so that an estimate of costs for the cast bronze plaques can be made.
2. Extension of the niche wall and gazebo: There are 43 existing single niches and of those 13 remain unoccupied (30%). Of the 18 double niches, 11 are unoccupied (60%). The Committee's views on the timing of the construction of any new niche wall would be appreciated given the number of remaining empty niches.
3. Limestone seating wall: It is understood that this is intended to be placed on the eastern side of the main entrance road in the afternoon shade of the existing trees and shrubs.
4. Soil erosion: Notwithstanding recent sealing works within the cemetery, there is a problem with the exposed clay and sand soil being disturbed by heavy rain and washing down the slopes - particularly in the southeast corner of the cemetery. The concrete bases of existing grave markers have been exposed and wind erosion has also contributed to the accumulation of sand around other graves lower down in the cemetery. The erosion is likely to have been exacerbated leaf and litter raking between the graves. Some sort of soil stabilisation is required if the raking is to continue and the erosion checked.

5. Erection of an information sign: It is understood that this relates to signage indicting the religion of each section of the cemetery. In other cemeteries this sometimes consists of a routed and painted timber plank sign set low on post in the corner of each section but this has yet to be determined.

- *If the Shire is unable to carry out these requests, would it grant the Friends of the Cemetery Committee permission to complete some of these items with their existing funds donated for the purpose?*

It is understood that the Friends of the Cemetery has approximately \$4,000 to contribute towards improvements and there is no reason why the Shire should not match, if not better, any Friends of the Cemetery contribution.

- *We are concerned about the condition and access to Korrelocking Cemetery. It is very overgrown and difficult to access/ find the cemetery. The fence is also damaged. Would the shire please clear the vegetation and re fence?*

Council agreed that the Cemetery should be maintained and the fence repaired. There are strict protocols in place with the Department of Biodiversity, Conservation and Attractions regarding clearing any land on a reserve. The Shire will need to consult and gain approval for the clearing of vegetation.

- *On behalf of the Community Care group Committee, Sheryl Wemm requested permission to use Committee monies to purchase and install a sign for Lady Nova. The Heritage Department have advised that this will need council approval and that they will direct where the sign will go. Sheryl advised that the Committee is dissolving and they wanted to give any remaining funds back to the community.*

Council is in agreeance with the signage and has asked that when ready, the Committee submit their request for approval.

2.3. Declaration of Public Question Time closed

Public question Time closed at 4:22pm

Sheryl Wemm and Merle Crute left the meeting at 4:22pm.

3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

3.1. Attendance

Members:	Cr. Quentin Davies	President (Presiding Member)
	Cr. Owen Garner	Deputy
	Cr. Emma Holdsworth	
	Cr. Stephen Gamble	
	Cr. Mischa Stratford	
	Cr. Rachel Nightingale	
Staff:	Stephen Tindale	Acting Chief Executive Officer
	Stephanie Elvidge	Governance Executive Officer

3.2. Apologies

Nil

3.3. Approved Leave of Absence

Nil

3.4. Applications for Leave of Absence

Nil

4. OBITUARIES

It was advised that Ms Dorothy Ahrens recently passed away.

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

Councillor Holdsworth declared a financial interest in item 13.1.3 HVS NETWORK ACCESS APPROVAL APPLICATION as she is employed as a Manager with D+D Transport and her Father is the Managing director. The proposed approval would have a financial benefit to the company as it would allow different truck/ trailer combinations to be run, potentially leading to operational savings. Cr Holdsworth confirmed she would be leaving the meeting and will not take part in voting on the item.

6.2. Impartiality Interests

Councillor Garner declared an impartiality interest in item 13.1.2 TEMPORARY WAIVER OF HIRE FEES FOR THE TERMINAL BUILDING as he will be the applicant's future father in law and will be assisting with establishing the business. Cr Garner will have no financial input or return for this business.

7. CONFIRMATION AND RECEIPT OF MINUTES

7.1. Confirmation of Minutes

7.1.1. Ordinary Meeting of Council – 18 June 2020

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 18 June 2020 (Attachment 7.1.1)

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 18 June 2020 (Attachment 7.1.1) be confirmed as a true and correct record.

COUNCIL RESOLUTION:

(97/2020) Moved: Cr Gamble

Seconded: Cr Stratford

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 18 June 2020 (Attachment 7.1.1) be confirmed as a true and correct record.

CARRIED 6/0

7.1.2. Confidential Special Meeting of Council – 28 June 2020

Minutes of the Shire of Wyalkatchem Special Meeting held on Friday 28 June 2020 (Attachment 7.1.2)

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem Special Meeting of Council of Friday 28 June 2020 (Attachment 7.1.2) be confirmed as a true and correct record.

COUNCIL RESOLUTION:

(98/2020) Moved: Cr Stratford

Seconded: Cr Garner

That the minutes of the Shire of Wyalkatchem Special Meeting of Council of Friday 28 June 2020 (Attachment 7.1.2) be confirmed as a true and correct record.

CARRIED 6/0

7.2. Receipt of Minutes

Nil

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Cr Davies thanked Councillors and staff for their support and hard work over the last couple of months.

Cr Davies welcomed Acting Chief Executive Officer Stephen Tindale and thanked him for taking up the position. Cr Davies expressed his confidence in Mr Tindale's abilities and expertise. His support is very much appreciated.

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Employment matters relating to staff. Item 14.1

10.REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. ACCOUNTS FOR PAYMENT – JUNE 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	07 July 2020
Reporting Officer:	Tegan Maitland, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.1 – Accounts for Payment – June 2020

SUMMARY

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

BACKGROUND

In accordance with the *Local Government (Financial Management) Regulations 1996, s13(1)*, If a local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared.

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

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

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

COMMENT

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

After payment of the following cheque, EFT and Direct Debit payments, the balance of creditors will be \$38,810.75.

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

Bank Account	Payment Type	Last Number	First Number in report
Municipal	Cheque	16877	16879
Municipal & Trust	EFT	EFT485	EFT487
Trust	Cheque	Cheque	No Payments
Reserves	EFT	EFT	No Payments

EFT486 payment cancelled due to posting period error. Payment to be reprocessed.

Cheque Number 16878 cancelled due to cheque being issued before EFT details were entered. Now has EFT number EFT525.

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

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations, S13.1

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2019/2020 Annual Budget.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

1. Cheque 16879 – 16882 payments in the Municipal Fund totalling \$ 5,306.70;
2. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$464,924.48;
3. Direct Debit (DD) payments in the Municipal Fund totalling \$22,201.42;
4. Payroll Journal (JNL) payments in the Municipal Fund totalling \$47,356.05;
5. Total payments for the month of June 2020 being \$539,788.65.

COUNCIL RESOLUTION:

(99/2020) Moved: Cr Holdsworth

Seconded: Cr Garner

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

- 1. Cheque 16879 – 16882 payments in the Municipal Fund totalling \$ 5,306.70;***
- 2. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$464,924.48;***
- 3. Direct Debit (DD) payments in the Municipal Fund totalling \$22,201.42;***
- 4. Payroll Journal (JNL) payments in the Municipal Fund totalling \$47,356.05;***
- 5. Total payments for the month of June 2020 being \$539,788.65.***

CARRIED 6/0

10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – MAY 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	07 July 2020
Reporting Officer:	Sheldon Cox
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.2 – Credit Cards – May 2020

SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the period 29 April 2020 to 28 May 2020.

BACKGROUND

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

Council is presented with the monthly accounts for payment at each Council meeting, providing information of payments made for the reporting period (note attachment 10.1.2). This report includes the monthly payment of the credit card debit to the National Australia Bank.

COMMENT

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

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

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

This review has been conducted and no issues are evident and all areas of compliance have been met.

STATUTORY ENVIRONMENT

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

Local Government (Financial Management) Regulations 1996, R34

POLICY IMPLICATIONS

Credit Card Policy
Purchasing Policy

FINANCIAL IMPLICATIONS

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

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council in accordance with attachment 10.1.2 endorse credit card payments made for the period 29 April 2020 to 28 May 2020 totalling \$253.14.

COUNCIL RESOLUTION:

(100/2020) Moved: Cr Gamble

Seconded: Cr Stratford

That Council in accordance with attachment 10.1.2 endorse credit card payments made for the period 29 April 2020 to 28 May 2020 totalling \$253.14.

CARRIED 6/0

10.1.3. MONTHLY FINANCIAL REPORT – JUNE 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 March 2020
Reporting Officer:	Megan Shirt- LG Consultant
Disclosure of Interest:	No interest to disclose
File Number:	12.02.02
Attachment Reference:	Attachment 10.1.3 - Monthly Financial Report – JUNE 2020

SUMMARY

For Council to review and accept the monthly financial report for the period ending 30 June 2020.

BACKGROUND

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

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

COMMENT

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

STATUTORY ENVIRONMENT

Local Government Act 1995, Part 6 – Financial Management S6.4
Local Government (Financial Management) Regulations, R34

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

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

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-governed, efficient and responsive organisation	5.1.1	Implement effective governance structures

		5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk
5.4	Robust and accountable business and financial processes	5.4.2	Ensure efficient use of resources

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accepts the Statement of Financial Activity for the month ending 30 June 2020, as included in attachment 10.1.3, as presented and notes any material variances.

COUNCIL RESOLUTION:

(101/2020) Moved: Cr Stratford

Seconded: Cr Nightingale

That Council accepts the Statement of Financial Activity for the month ending 30 June 2020, as included in attachment 10.1.3, as presented and notes any material variances.

CARRIED 6/0

10.2. GOVERNANCE AND COMPLIANCE

10.2.1 ACTING CHIEF EXECUTIVE OFFICER – JUNE 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 July 2020
Reporting Officer:	Stephen Tindale, Acting 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 Acting CEO to provide Council and the community of Wyalkatchem with information about CEO activities and the operations of the Shire.

COMMENT

In the month of June 2020 the Acting CEO has attended the following meetings and events.

- Meet and greet with Council

The CEO commitments in July 2020 include;

- Shire of Merredin CEO – CEACA
- Shire of Dowerin CEO – Resource Sharing
- Manager of Corporate Services interviews
- Ashley Richards et al – Recycling of Derelict Buildings
- WNE SRRG Meeting – 2020/2021 Road Program
- Friends of the Cemetery – Cemetery Improvements
- NEWHealth Meeting (Bencubbin) – Proposed withdrawal by Mukinbudin
- Council Meeting
- Manager of Works interviews
- CSSRF Meeting (Northam) – Tennis Courts claim process
- Wheatbelt North RRG Meeting (Northam)
- CEACA Management Committee (Kellerberrin)
- NEWROC Executive (Bencubbin)

In addition, regular weekly meetings for office staff and managers have been implemented as well as a regular monthly meeting with outside staff.

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 Acting Chief Executive Officer's report for the month of June 2020.

COUNCIL RESOLUTION:

(102/2020) Moved: Cr Garner

Seconded: Cr Holdsworth

That Council accepts the Chief Executive Officer's report for the month of June 2020.

CARRIED 6/0

10.2.2. PRINCIPAL ENVIRONMENTAL HEALTH OFFICER REPORT – MAY/ JUNE 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	08 July 2020
Reporting Officer:	Peter Toboss – Principal Environmental Health Officer
Disclosure of Interest:	NIL
File Number:	13.05.01
Attachment Reference:	NIL

SUMMARY

Council is to consider and accept the Principal Environmental Health Officer report for May and June 2020 as presented.

BACKGROUND

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

COMMENT

The Principal Environmental Health Officer attends the Wyalkatchem office each Thursday. The PEHO was on leave from 28 May to 18 June 2020.

The following meetings and events were attended in the months of May and June 2020:

- Department of Communities consultation with Richard Struik
- Water Corporation Occupation Health and Safety Team – Asbestos Management and Risk Assessment.
- Local food businesses

HEALTH, BUILDING AND PLANNING ENQUIRIES

The PEHO completed a total of seven (12) health, building and planning related enquiries completed in May and June 2020.

FOOD PREMISES INSPECTION

Nil

RECYCLED WASTEWATER SAMPLING

In May and June, the PEHO respectively undertook the monthly sampling of Wyalkatchem Wastewater Treatment Plant in accordance with the Department of Health Guidelines for the Non-Portable Uses of Recycled Water in Western Australia (2011). The laboratory results of the water sample taken from the tennis tank outlet for May and June met the required standards.

NOISE COMPLAINT- 58 JOHNSON STREET

In June, the Shire received a noise complaint from a resident. The PEHO investigated the source of the noise complaint and issued an Environmental Protection (Noise) Regulations 1997 warning letter to alleged offender.

The Environmental Protection (Noise) Regulations 1997 (the Regulations) operate as a prescribed standard under the Environmental Protection Act 1986 (the Act) and set limits on noise emissions.

SHIRE OF WYALKATCHEM DISABILITY ACCESS AND INCLUSION PLAN 2020-2025

Under the Disability Services Act 1993 (amended 2004), all public authorities are required to develop, implement and review a Disability Access Inclusion Plan (DAIP) every five years.

The Shire's DAIP 2020 – 2025 has been adopted by Council at its meeting of 21 May 2020. A copy of the plan was submitted to the Department of Communities. The plan was commended by the Department of Communities for its commitment to the needs of people with disability. The DAIP will run until 30 June 2025

STATUTORY ENVIRONMENT

Public Health Act 2016

Environmental Protection (Noise) Regulations 1997

WA Disability Services Act 1993 (amended 2004)

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's Report for May and June 2020.

COUNCIL RESOLUTION:

(103/2020) Moved: Cr Stratford

Seconded: Cr Gamble

That Council accept the Principal Environmental Health Officer Report for June 2020.

CARRIED 6/0

10.2.3. MEETING DATES 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	9 July 2020
Reporting Officer:	Stephen Tindale, Acting Chief Executive Officer
Disclosure of Interest:	Nil
File Number:	13.5.12
Attachment Reference:	Nil

SUMMARY

Council to consider and endorse the date for an Ordinary Council Meeting in August 2020.

BACKGROUND

At its December 2019 Ordinary Meeting of Council, Council adopted the following schedule of meetings.

That Council;

- 1. Holds Ordinary Meetings of Council commencing at 4.00pm in the Council Chambers, 27 Flint Street, Wyalkatchem on the following dates for the coming year:***
20 February 2020
19 March 2020
21 May 2020
18 June 2020
16 July 2020
17 September 2020
15 October 2020
17 December 2020
- 2. In accordance with the Local Government (Administration) Regulations, gives Public Notice of the Ordinary Meeting dates, time and place.***
- 3. Holds Audit and Risk Committee Meetings commencing at 3.00pm in the Council Chambers, 27 Flint Street, Wyalkatchem on the following dates for the coming year:***
20 February 2020
21 May 2020
17 September 2020
17 December 2020
- 4. In accordance with the Local Government (Administration) Regulations, gives Public Notice of the Audit and Risk Committee Meeting dates, time and place.***
- 5. That the monthly Councillor Workshop, date and time be determined by the Chief Executive Officer.***
- 6. That workshop meetings to be closed to the public.***

- 7. The Chief Executive Officer to provide a report to Council on the effectiveness of the 12 month meeting structure trial at the December 2020 meeting.**
- 8. Where no ordinary meeting is scheduled for the upcoming month, the monthly financial reports to be circulated to elected members by the second Friday of the month via email for their information and review.**

The Acting CEO believes that in light of the uncertainty surrounding the current CEO's absence from the workplace, it would be appropriate for Council to convene an Ordinary Meeting of Council in August 2020 to conduct not only the normal business of a monthly Council meeting but also to adopt the 2020/21 Annual Budget.

The week (or weeks) preceding the Ordinary Meeting of Council can then be given over to budget workshops which will assist with the timely adoption of the budget.

COMMENT

In most local governments it is the established custom and practice for the Manager of Corporate Services (or equivalent officer) to prepare the annual budget (and other financial reports) in liaison with the CEO and other managers.

The preparation of financial reports (including the budget) for the Shire of Wyalkatchem currently rests entirely with the CEO in the absence of an appointment to the position of Manager of Corporate Services.

This is an unhealthy practice as demonstrated in other local governments, where in-depth financial knowledge that has been confined to the CEO has been abused at the expense of the Council and ultimately the community.

While there is no suggestion that such abuse is occurring in Wyalkatchem, the current arrangements are unsustainable if only because of the current CEO workload.

An appointment has now been made to the position of Manager of Corporate Services and Alice Bryant is expected to commence work with the Shire on 3 August, 2020.

In the meantime the Acting CEO is relying on offsite consultants (Megan Shirt and Louise Sequerah) to do the necessary in terms of keeping the financial records of the Shire in good order, so that the annual budget and statements can be prepared.

STATUTORY ENVIRONMENT

The role of Council and the conduct of Council and Committee meetings are prescribed within the *Local Government Act 1995*, *Local Government (Administration) Regulations 1996*, and *Local Government (Rules of Conduct) Regulations 2007*.

In particular, the following statutory environment is referenced in relation to this item;

Local Government Act 1995- Section 5.3(2)

Local Government Act 1995- Section 5.8

Local Government Act 1995- Section 5.23

Local Government (Administration) Regulations 1996 – Regulation 12(1)

Local Government (Financial Management) Regulations 1996 section 34(1)(a)

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

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

COMMUNITY & STRATEGIC OBJECTIVES

The matter before Council generally accords with the following outcome as expressed in the 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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council;

- 1. Convenes an Ordinary Meeting of the Council commencing at 4.00pm in the Council Chambers, 27 Flint Street, Wyalkatchem on the 20th August 2020 and advertises the meeting in accordance with the requirements of the Local Government Act 1995.*
- 2. Convenes budget workshops on dates to be determined in August leading up to the Council meeting.*

COUNCIL RESOLUTION:

(104/2020) Moved: Cr Garner

Seconded: Cr Gamble

That Council;

- 1. Convenes an Ordinary Meeting of the Council commencing at 4.00pm in the Council Chambers, 27 Flint Street, Wyalkatchem on the 27th August 2020 and advertises the meeting in accordance with the requirements of the Local Government Act 1995.***
- 2. Convenes budget workshops on dates to be determined in August leading up to the Council meeting.***

CARRIED 6/0

The resolution varies from the recommendation as Council resolved to amend the proposed date of 20th August 2020 to 27th August 2020 to allow for maximum Elected Members attendance and budget adoption.

10.3. WORKS AND SERVICES

10.3.1. MANAGER OF WORKS REPORT – JUNE 2020

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	8 th July 2020
Reporting Officer:	Les Vidovich – Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

SUMMARY

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

BACKGROUND

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

COMMENT

Road Crew

Maintenance grading:

Yearly maintenance grading has occurred on the following roads: Bookham, Butt, Chilman, Clifford, Cowcowing West, Elsegood, Farmer, Gamble, Gangell, Goldfields, Hodgson, Holdsworth, Jarvis, Jennings, Lackman, Martin, Mcnee, Mitchell, Minnivale North East, Old Nalkain, Trenorden, Turner, Tyler, Wallambin, Williamson, Wyalkatchem North roads.

Parks / Town Services Crew

Town street verge maintenance, brush cutting and weed spraying.

Cemetery garden maintenance.

Shire Admin garden maintenance.

Admin park mowing.

Town Hall garden maintenance.

Railway Barracks grounds maintenance.

Road House gardens maintenance.

Airport slashing and spraying surrounding runway

Buildings

Plumbing repairs Korri Hall

Installation of new carpet, internal painting, replacement of damaged skirting boards and resealing of bathroom tiles is underway at 43 Wilson Street.

Aerodrome

Weekly aerodrome and lighting inspection carried out.

Airport Management Services has recently completed its Aerodrome Safety Inspection report for the Wyalkatchem airport, a copy of this report is attached.

Waste Management

Weekly push up of deposited waste at Wyalkatchem's Landfill.

Plant – Servicing, Repairs and quotations

Servicing of town Ute – WM021

Quotations for Major Oil leak and turf tyres on New Holland Tractor - WM005

Private works

Nil

General

Blackwell Plumbing has repaired the major leak at the town standpipe, whilst onsite the system was lifted and extended outwards (north) to allow for easier water truck access.

The Draft Stormwater Management Strategy for Wyalkatchem has been completed and is to be presented to the next Council workshop for review and comment.

An onsite meeting occurred with sports surfaces and GTR contracting on Friday 26th June, the earthworks for the construction of sports courts is scheduled to commence during August 2020.

OSH

An employee whilst getting off a Councils grader hurt his shoulder in the process, this employee is being reassessed by a medical practitioner on 8th July 2020 to determine if surgery is required.

Staff

Diane McDonald has been appointed as a General Hand with the town crew replacing David Jones, Diane's commencement date is Monday 13th July.

James Jennings commenced employment with the Shire of Wyalkatchem on Monday 6th July. James is currently employed casually and is relieving Ben McMiles whilst he recovers from his car accident.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A prosperous and dynamic district

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

Objective: Well utilised and effectively managed facilities and assets

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

COUNCIL RESOLUTION:

(105/2020) Moved: Cr Stratford

Seconded: Cr Holdsworth

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

CARRIED 6/0

11.MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

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

The presiding member approved considering late item 13.1.1 GOVERNMENT GRANT LETTER OF OFFER – LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM

13.1.1. GOVERNMENT GRANT LETTER OF OFFER – LOCAL ROADS AND COMMUNITY INFRASTRUCTURE PROGRAM

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	14 July 2020
Reporting Officer:	Stephen Tindale - CEO
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	13.1.1.1 Letter of Offer 13.1.1.2 LRCI program – Work schedule – Project Nomination Form 13.1.1.3 Local Roads and Community Infrastructure Agreement

SUMMARY

Council's approval is sought for the Acting Chief Executive Officer to accept, sign and return by 31 July 2020 the Government Grant Offer- Local Roads and Community Infrastructure Program (LRCI).

BACKGROUND

The LRCI Program aims to assist a community-led recovery from COVID-19 by supporting local jobs, firms, and procurement. It is expected councils, where possible, will use local businesses and workforces to deliver projects under the LRCI Program to ensure stimulus funding flows into local communities. Program guidelines are attached and can also be accessed through the Department's website at www.investment.infrastructure.gov.au/lrci.

COMMENT

The Shire of Wyalkatchem has received an offer of \$320,734 (exclusive of GST) from the Australian Government.

The intended outcomes of the LRCI Program are to:

- provide stimulus to protect and create local short-term employment opportunities through funded projects following the impacts of COVID-19; and
- deliver benefits to communities, such as improved road safety, accessibility and visual amenity.

The Shire is required to accept this offer by 31 July 2020 and a legally binding agreement will be created once the Grant Agreement has also been signed by the Commonwealth, represented by the Department of Infrastructure, Transport, Regional Development and Communications.

Nominations for projects are not required at this point in time but should be determined during the budget setting process in August, 2020.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 2.7(2)(a) – Provides that Council is to oversee the allocation of Government Finances and Resources.

Section 2.10(a)(d) - Council is to represent the interests of the electors, ratepayers and residents of the district and
Council is to participate in local government's decision making processes at Council and Committee meetings.

POLICY IMPLICATIONS

Council has no policies in respect to this matter.

FINANCIAL IMPLICATIONS

LRCI funding is provided on the basis that a project Nomination form is completed for each project or group of small projects the Shire of Wyalkatchem would wish to undertake (attachment 13.1.1.2), and meets the terms of the LRCI Grant Agreement (attachment 13.1.1.3)

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A prosperous and dynamic district

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

Objective: Well utilised and effectively managed facilities and assets

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council supports the acceptance of the Government Grant Offer- Local Roads and Community Infrastructure Program (LRCI), and that the Acting Chief Executive Offer sign and return the Grant Agreement and supporting documentation on Council's behalf by 31 July 2020.

COUNCIL RESOLUTION:

(106/2020) Moved: Cr Nightingale

Seconded: Cr Garner

That Council supports the acceptance of the Government Grant Offer- Local Roads and Community Infrastructure Program (LRCI), and that the Acting Chief Executive Offer sign and return the Grant Agreement and supporting documentation on Council's behalf by 31 July 2020.

CARRIED 6/0

The presiding member approved considering late item 13.1.2 TEMPORARY WAIVER OF HIRE FEES FOR THE TERMINAL BUILDING

Cr Garner declared an impartiality interest in item 13.1.2 and remained in the meeting.

13.1.2. TEMPORARY WAIVER OF HIRE FEES FOR THE TERMINAL BUILDING

Applicant:	Emily Gray
Location:	Shire of Wyalkatchem
Date:	16 July 2020
Reporting Officer:	Stephen Tindale - CEO
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	13.1.2 Temporary Waiver of hire fees for the Terminal Building

SUMMARY

Council is asked to grant approval to the Acting CEO to waive the hire fees for the Wyalkatchem Aerodrome Terminal for one day/week in order to accommodate a start-up physiotherapy clinic.

BACKGROUND

Emily Gray, Director of Emily Gray Physiotherapy, is proposing that initially, a clinic be made available to the community for one day a week at the terminal building.

Long term, Ms Gray would like to enter into a lease arrangement with the Shire subject to the viability of the business being established.

In the short term and until a lease can be discussed further, Ms Gray is requesting the waiver of fees and charges for the daily hire of the terminal to assist with the establishment of the business

The Wyalkatchem Aerodrome Terminal Building is currently hired out for a fee of \$55/ day.

The building is suitable for the intended in terms of accessibility and vacant space.

COMMENT

In the past the Shire of Wyalkatchem has agreed to lease property to accommodate the services of physiotherapists, hairdressers and veterinary services.

The Acting CEO proposes the waiver of the daily hire fee a maximum period of 4 months (16 weeks) from the proposed commencement date of 10 August 2020.

Subject to the viability of the business being established, it is intended that the CEO will enter into lease negotiations with the applicant in accordance with the following statutory environment.

STATUTORY ENVIRONMENT

In accordance with *section 3.58, Local Government Act 1995*, a disposition of property includes leasing, selling or otherwise disposing of a property whether absolute or not. Property includes the whole or any part of the interest of a local government in property.

In accordance with section 3.58 (3) the lease can occur providing the local government gives local public notice of the proposed disposition, describing the property concerned; giving details of the proposed disposition; and, inviting submissions to be made to the local government within two weeks after the notice is given.

The applicant is required to have appropriate insurance. There is no perceived increased risk to the building, facility or visitors beyond the normal risk profile of the facility.

Local Government Act 1995

Section 2.10(a)(d) - Council is to represent the interests of the electors, ratepayers and residents of the district and

Council is to participate in local government's decision making processes at Council and Committee meetings.

Section 3.58 (1) - Disposing of Property-

dispose includes to sell, lease, or otherwise dispose of, whether absolutely or not;

property includes the whole or any part of the interest of a local government in property, but does not include money.

POLICY IMPLICATIONS

Council has no policies in respect to this matter.

FINANCIAL IMPLICATIONS

Although a temporary waiver of fee is proposed for this applicant, there is no real financial loss to the local government. This is because there is no budgeted income for the facility. The only consideration is whether increased use creates increased costs (such as power use) and whether this cost is covered by any fee.

In a future lease agreement, an amount is to be determined as to the increased utility use associated with this agreement.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: Healthy, Strong and Connected communities

Objective: Well utilised and effectively managed facilities and assets

Outcome No.	Outcome	Action No.	Actions
1.1	Enhanced 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.
		1.1.5	Support people with complex needs.

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse fees and charges for the hire of the aerodrome terminal building being waived for 1 day a week for Emily Gray Physiotherapy between Monday 10 August and Monday 7 December 2020 inclusive.

COUNCIL RESOLUTION:

(107/2020) Moved: Cr Stratford

Seconded: Cr Gamble

That Council endorse fees and charges for the hire of the aerodrome terminal building being waived for 1 day a week for Emily Gray Physiotherapy between Monday 10 August and Monday 7 December 2020 inclusive.

CARRIED 6/0

The presiding member approved considering late item 13.1.3 HVS NETWORK ACCESS APPROVAL APPLICATION

Cr Holdsworth declared a financial interest in item 13.1.3 and left the meeting at 5.28pm. Cr Holdsworth did not participate in the discussion or vote on the matter.

13.1.3. HVS NETWORK ACCESS APPROVAL APPLICATION

Applicant:	Main Roads
Location:	Shire of Wyalkatchem
Date:	17 July 2020
Reporting Officer:	Stephen Tindale – Acting Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	13.1.3.1 Email Request 13.1.3.2 PBS Benefits fact sheet

SUMMARY

Council's approval is sought for the Acting CEO to email a response to the proposed Access Approval Application from the Main Roads department and return by close of business 11th August 2020.

BACKGROUND

The former Manager of Works was sent an email on 14 July 2020 from the Heavy Vehicle Services Officer of Main Roads WA, requesting road owner support (the Shire's) for AMMS Level 1 Mass vehicle access to local business.

It is proposed that sections of Grace Street, Riches Street, Wilson Street and Gamble Street be added as approved routes for access by 29.53m B Triple performance Based Standard (PBS) Scheme vehicles. *See Attachment 10.1.3.1.*

Due to the short response timeframe, the Acting Chief executive requests that this matter be considered before council as a late item.

COMMENT

In the absence of a Manager of Works, the CEO has no understanding of the consequences of supporting the proposal in terms of turning circles, road safety and potential damage to the roads in question and any other considerations that may be appropriate.

In the absence of any understanding, the advice of Council is sought.

STATUTORY ENVIRONMENT

Local Government Act 1995

Section 2.10(a)(d) - Council is to represent the interests of the electors, ratepayers and residents of the district and
Council is to participate in local government's decision making processes at Council and Committee meetings.

POLICY IMPLICATIONS

Council has no policies in respect to this matter.

FINANCIAL IMPLICATIONS

Nil unless road damage is identified as a likely outcome of any support given.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A prosperous and dynamic district

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

Objective: Well utilised and effectively managed facilities and assets

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council advises the Acting Chief Executive on a preferred course of action and response to the request from Main Roads WA.

COUNCIL RESOLUTION:

(108/2020) Moved: Cr Stratford

Seconded: Cr Gamble

That Council advises the Acting Chief Executive on a preferred course of action and response to the request from Main Roads WA.

CARRIED 5/0

Cr Holdsworth returned to the meeting at 5:31pm

14. MATTERS BEHIND CLOSED DOORS

OFFICER'S RECOMMENDATION

That Council suspends Standing Orders and moves behind closed doors in accordance with Section 5.23 (2)(a) & (b) and 5.23 (2)(c) of the Local Government Act 1995, to deal with matters that relate to:

- *a matter affecting an employee or employees;*
- *the personal affairs of a person and*
- *matters of a contract which may be entered into, by the local government*

COUNCIL RESOLUTION:

(109/2020) Moved: Cr Holdsworth

Seconded: Cr Garner

That Council suspends Standing Orders and moves behind closed doors in accordance with Section 5.23 (2)(a) & (b) and 5.23 (2)(c) of the Local Government Act 1995, to deal with matters that relate to:

- ***a matter affecting an employee or employees;***
- ***the personal affairs of a person and***
- ***matters of a contract which may be entered into, by the local government***

CARRIED 6/0

14.1. EMPLOYMENT MATTERS RELATING TO STAFF

Applicant:	Nil
Location:	Shire of Wyalkatchem
Date:	12 May 2020
Reporting Officer:	Nil
Disclosure of Interest:	No interest to disclose
File Number:	Confidential
Attachment Reference:	Nil

Reason for Confidentiality

The Chief Executive Officer discussion is confidential in accordance with section 5.23(2)(a) & (b) of the Local Government Act because it deals with matters affecting an employee and the personal affairs of a person.

OFFICER'S RECOMMENDATION

That Council resumes Standing orders and move out from closed doors.

COUNCIL RESOLUTION:

(110 /2019) Moved: Cr Holdsworth

Seconded: Cr Gamble

That Council resumes Standing orders and move out from closed doors.

CARRIED 6/0

15. INFORMATION BULLETIN

15.1. Information Bulletin

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

15.2. Business Arising from the Information Bulletin

15.2.1. REED CHILDCARE

REED childcare advised of some work required at the tennis club prior to being acceptable for use. These works need to be identified and followed up.

15.2.2. DOCTORS RESIDENCE

The kitchen needs a makeover- dishwasher is unsuitable, a breather valve needs to be relocated and new cabinetry installed. We are currently sourcing the 3 quotes as per policy.

15.2.3. COUNCIL PROPERTY MAINTENANCE

Arrange to coordinate a tour for the Councillors of the shire properties.

15.2.4. BUSHFIRE ADVISORY COMMITTEE

Councillors advised that this was not required and is to be removed from the Status Report. It is a LEMP issue. Ms Elvidge to look into Minutes and Resolution.

16. CLOSURE OF THE MEETING

There being no further business to discuss, the Chairperson thanked everyone for their attendance and closed the meeting at 6:34pm.