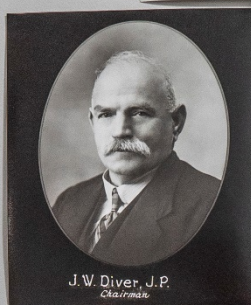


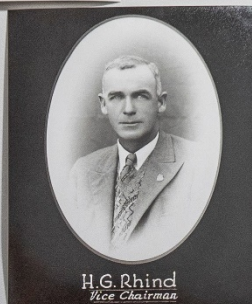


# AGENDA

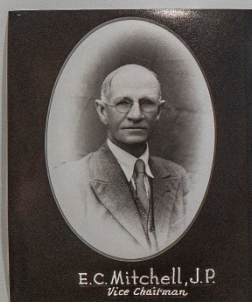
## ORDINARY COUNCIL MEETING



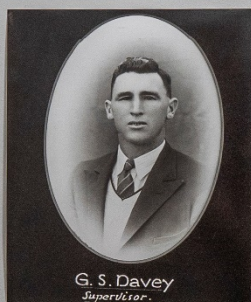
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*Chairman*



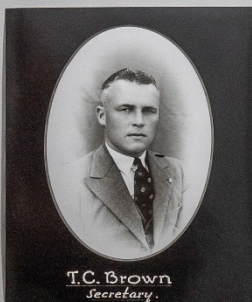
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*Vice Chairman*



E.C. Mitchell, J.P.  
*Vice Chairman*



G.S. Davey  
*Supervisor*



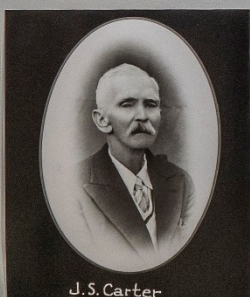
T.C. Brown  
*Secretary*



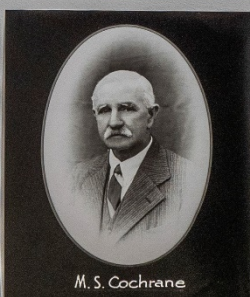
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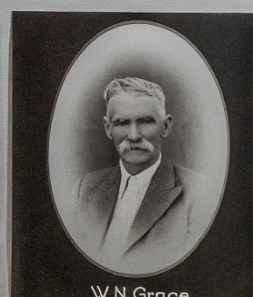
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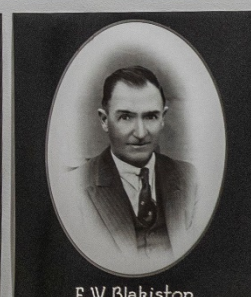
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M.S. Cochrane



W.N. Grace



F.W. Blakiston

**17 SEPTEMBER 2020**

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

**NOTICE OF COUNCIL MEETING**

The next Ordinary Meeting of the Wyalkatchem Shire Council will be held on Thursday 17 September 2020 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.

**Stephen Tindale**

**ACTING 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**
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- 3.4. Applications for Leave of Absence**

**4. OBITUARIES**

**5. PETITIONS, DEPUTATIONS, PRESENTATIONS**

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

Craig Cooper – Wyalkatchem Community Resource Centre

**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 – 27 August 2020**

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 27 August 2020 ([Attachment 7.1.1](#))

**OFFICER RECOMMENDATION:**

*That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 27 August 2020 (Attachment 7.1.1) be confirmed as a true and correct record.*

**7.2. Receipt of Minutes**

**7.2.1. NEWROC Council Minutes – 25 August 2020**

Minutes of the NEWROC Executive Meeting held on Tuesday 25 August 2020 ([Attachment 7.2.1](#))

**OFFICER RECOMMENDATION:**

*That the minutes of the NEWROC Executive Meeting of Tuesday 25 August 2020 (Attachment 7.2.1) be received by Council.*

**7.2.2. Great Eastern Country Zone Minutes – 27 August 2020**

Minutes of the Great Eastern Country Zone Meeting of Thursday 27 August 2020.  
([Attachment 7.2.2](#))

**OFFICER RECOMMENDATION:**

*That the minutes of the Great Eastern Country Zone Meeting of Thursday 27 August 2020. (Attachment 7.2.2) 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. ACCOUNTS FOR PAYMENT – AUGUST 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	4 September 2020
Reporting Officer:	Tegan Maitland, Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	<a href="#">Attachment 10.10.1 – Payment Listing</a>

### 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 subregulation (1) is to be –

- Presented to the council at the next ordinary meeting of the council after the list is prepared; and
- 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 August 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 -\$25.63.

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	16883	16885
Municipal & Trust	EFT	EFT635	EFT636
Trust	Cheque	Cheque	No Payments
Reserves	EFT	EFT	No Payments



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

## STATUTORY ENVIRONMENT

*Local Government (Financial Management) Regulations, S13.1*

## POLICY IMPLICATIONS

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

## FINANCIAL IMPLICATIONS

Expenditure in accordance with the 2019/2020 Annual Budget.

## COMMUNITY & STRATEGIC OBJECTIVES

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

**Goal: Transparent, accountable and effective governance.**

Goal No.	Strategies		Actions
Goal 10	Transparent, accountable and effective governance	10.1	<ul style="list-style-type: none"> <li>Ensuring a well-informed Council makes good decisions for the community</li> </ul>
		10.2	<ul style="list-style-type: none"> <li>Ensuring sound financial management and plans for the Shire's long term financial sustainability</li> </ul>
		10.3	<ul style="list-style-type: none"> <li>High quality corporate governance, accountability and compliance</li> </ul>
		10.4	<ul style="list-style-type: none"> <li>Maintaining Integrated Strategic and Operational plans</li> </ul>

## VOTING REQUIREMENT

Simple Majority

## OFFICER'S RECOMMENDATION

*That Council endorse the following payments for the month of August 2020:*

- 1. Cheque 16885 payments in the Municipal Fund totalling \$ 32.00;*
- 2. Electronic Funds Transfer (EFT) payments in the Municipal Fund totalling \$352,175.65;*
- 3. Direct Debit (DD) payments in the Municipal Fund totalling \$37,849.63;*
- 4. Payroll Journal (JNL) payments in the Municipal Fund totalling \$111,534.23;*
- 5. Total payments for the month of August 2020 being \$501,591.52.*

### 10.1.2. MONTHLY FINANCIAL REPORT – JULY & AUGUST 2020

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	17 September 2020
Reporting Officer:	Ally Bryant, Manager of Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	<a href="#">Attachment 10.1.2.1 Monthly Financial Report – July 2020</a> <a href="#">Attachment 10.1.2.2 Monthly Financial Report – August 2020</a>

#### SUMMARY

For Council to review and accept the monthly financial report for the periods ending 31 July 2020 and 31 August 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% or \$10,000 whichever is the greater.

#### COMMENT

In the attachment financial activity reports have been prepared in accordance with the *Local Government (Financial Management) Regulations (34)*.

The report includes

Statement of Financial Activity by Program (p.3)

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

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

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

The remaining notes are supporting documents to the Statements of Financial Activity for Councillor's information

The notes provided are:

Note 1 – Explanation of the composition of net current assets: This note details the current funding position of the Shire.

Note 2 - Explanation of Material Variances Council adopted (in conjunction with the Annual Budget) a material reporting variance threshold of 10% or \$10,000, whichever is the greater. This note explains the reasons for any material variances identified in the Statements of Financial Activity at the end of the reporting period.

Note 3 – Cash and Financial Assets: This note provides Council with the details of the actual amounts in the Shire’s bank accounts and/or investment accounts as at the reporting date.

Note 4 - Cash Backed Reserves: This note provides summary details of transfers to and from reserve funds, and associated interest earnings on reserve funds, on a year to date basis.

Note 5 – Capital Acquisitions: This note details the capital expenditure program for the year.

Note 6 – Disposal of Assets: This note gives details of the capital asset disposals during the year.

Note 5 – Payables: This note provides details of Shire payables unpaid as at the reporting date. This Note is new to the financial statements.

Note 7 – Non-Operating Grants and Contributions Received: This note provides information on non-operating grants received.

Note 8 – Operating Grants and Contributions Received: This note provides information on operating grants received.

Note 9 – Rate Revenue: This note provides details of rates levied during the year.

Note 10 – Receivables: This note provides Council with both Rates Receivables and General Receivables outstanding as at the reporting date. This report has been expanded to further break down the detail of General Receivables.

Note 11 – Payables: This note provides details of Shire payables unpaid as at the reporting date. This Note is new to the financial statements.

Note 12 –Borrowings: This note shows the Shire’s current debt position and lists all borrowings.

Note 13 – Lease Liabilities: This note provides information relating to monies owed for equipment leases.

Note 14 – Budget Amendments: This note is used to show Council any amendments that are made to the Budget during the course of the financial year.

## **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

**Goal: Transparent, accountable and effective governance.**

Goal No.	Strategies		Actions
Goal 10	Transparent, accountable and effective governance	10.1	<ul style="list-style-type: none"> <li>Ensuring a well-informed Council makes good decisions for the community</li> </ul>
		10.2	<ul style="list-style-type: none"> <li>Ensuring sound financial management and plans for the Shire's long term financial sustainability</li> </ul>
		10.3	<ul style="list-style-type: none"> <li>High quality corporate governance, accountability and compliance</li> </ul>
		10.4	<ul style="list-style-type: none"> <li>Maintaining Integrated Strategic and Operational plans</li> </ul>

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council accepts the Statement of Financial Activity for the months ending 31<sup>st</sup> July 2020 and 31<sup>st</sup> August 2020, as included in attachment 10.1.2.1 and attachment 10.1.2.2, as presented and notes any material variances.*

### **10.1.3. REQUEST FOR FEE REDUCTION**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	17 September 2020
Reporting Officer:	Ally Bryant
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

#### **SUMMARY**

For Council to consider granting a reduction in the fees for the hire of the Town Hall allowing the Rotary Club to use the Town Hall kitchen and toilets free of charge on 4<sup>th</sup> October to facilitate the Lions Skin Cancer Screening.

#### **BACKGROUND**

The Shire has Fees and Charges set for the hire of its Town Hall and any request for reduction must be presented to Council for approval.

#### **COMMENT**

The Rotary Club of Wyalkatchem has organised a community service event to be held on 4<sup>th</sup> Oct 2020. The Lions Club Skin Cancer Screening van will be in Wyalkatchem to provide the community with free skin checks.

The Lions Cancer Institute Chairman Phil Chinnery and his wife will be involved in the day and the screenings will be conducted by two Rotarian doctors Dr Allan & Dianne Wright along with three nurses.

The van used to facilitate the skin screen testing will be parked at the rear of the Town Hall and the rotary club would require access to the Town Hall kitchen and toilets for the volunteers and public to utilise.

#### **STATUTORY ENVIRONMENT**

*Local Government (Financial Management) Regulations, S13.1*

#### **POLICY IMPLICATIONS**

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

#### **FINANCIAL IMPLICATIONS**

Revenue in accordance with Fees and Charges 2020

#### **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

**Goal: Community and customer service focus**

Goal No.	Strategies		Actions
Goal 11	Community and customer service focus	11.1	<ul style="list-style-type: none"><li>• Effective communication and engagement with the community, including local groups and organisations</li></ul>
		11.2	<ul style="list-style-type: none"><li>• Providing high quality customer and community focused services and programs across the organisation</li></ul>

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That the Council provide the use of the Town Hall free of charge to the Rotary Club on the 4<sup>th</sup> October 2020.*

## **10.2. GOVERNANCE AND COMPLIANCE**

### **10.2.1 CHIEF EXECUTIVE OFFICER REPORT – AUGUST 2020**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 September 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 August 2020 the Acting CEO has attended the following meetings and events.

- NEW Health Council Meeting
- Rotary representatives re place markers
- Budget Workshop x 2
- NEWROC Council
- Dinner with WALGA, Koorda and Dowerin reps
- WALGA Zone Meeting
- Council Meeting
- Sgt Sean Doyle

In the month of September 2020 the Acting CEO will attend the following meetings and events.

- Council Meeting
- Update on transition to RPM - online
- NEWROC Dinner - Burswood
- NEWROC Executive - Wyalkatchem
- Wyalkatchem LEMC

#### **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

**Goal 10 Transparent, accountable and effective governance**

Outcome No.	Outcome	Action No.	Actions
10	<b>Transparent, accountable and effective governance</b>	10.1	Ensuring a well-informed Council makes good decisions for the community
		10.2	Ensuring sound financial management and plans for the Shire's long term financial sustainability
		10.3	High quality corporate governance, accountability and compliance
		10.4	Maintaining Integrated Strategic and Operational plans
12	<b>Form strategic partnerships and advocate for the community</b>	12.1	Developing strategic partnerships with regional, State & Federal governments
		12.2	Ensuring that the Shire of Wyalkatchem is well positioned to meet future needs

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council accepts the Acting CEO's report for the month of August 2020.*



#### **10.2.2. PRINCIPAL ENVIRONMENTAL HEALTH OFFICER REPORT**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	09 September 2020
Reporting Officer:	Peter Toboss – Principal Environmental Health Officer
Disclosure of Interest:	NIL
File Number:	13.09.01
Attachment Reference:	NIL

#### **SUMMARY**

Council is to consider and accept the Principal Environmental Health Officer report for August 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 Monday. The following meetings and events were attended in the month of August 2020:

- Planning approval meeting – Lot 66 Wilson Street, Wyalkatchem
- WA Planning Commission - strata subdivision application referral
- Building site inspection – Lot 404 Tammin-Wyalkatchem Road, Wyalkatchem
- Asbestos risk management - asbestos sample analysis for D & D Transport
- Department of Water and Environmental Regulation webinar - Waste Data Online Reporting

#### **HEALTH, BUILDING AND PLANNING ENQUIRIES**

The PEHO completed a total of fourteen (14) health, building and planning related enquiries completed in August 2020.

#### **FOOD PREMISES INSPECTION**

Nil

#### **RECYCLED WASTEWATER SAMPLING**

In August, 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 August met the required standards.

#### **STATUTORY ENVIRONMENT**

*Public Health Act 2016*

*Shire of Wyalkatchem Local Planning Scheme 4.*

#### **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.

### Goal 12 Form strategic partnerships and advocate for the community

Outcome No.	Outcome	Action No.	Actions
12	Form strategic partnerships and advocate for the community	12.1	Developing strategic partnerships with regional, State & Federal governments
		12.2	Ensuring that the Shire of Wyalkatchem is well positioned to meet future needs

### Goal 9 Sustainable management of resources

Outcome No.	Outcome	Action No.	Actions
9	Sustainable management of resources	9.1	Providing effective & efficient Waste Management Services
		9.2	Encouraging recycling & support recycling initiatives and programs
		9.3	Increase availability of water catchment and treatment options, waste re-use and recycling.
		9.4	Preservation of significant heritage properties & precincts
		9.5	Manage the natural environment within available resources

## VOTING REQUIREMENT

Simple Majority

## OFFICER'S RECOMMENDATION

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

### 10.2.3. NEWROC - MEMORANDUM OF UNDERSTANDING

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	8 September 2020
Reporting Officer:	Stephen Tindale – Acting CEO
Disclosure of Interest:	No interest to disclose
File Number:	14.09.05
Attachment Reference:	<a href="#">Attachment 10.2.3 – NEWROC Memorandum of Understanding</a>

#### SUMMARY

The North East Wheatbelt Regional Organisation of Councils (NEWROC) has recently undertaken a review of the Memorandum of Understanding (MOU) that underpins its operations and now seeks Council's agreement in adopting a revised Memorandum of Understanding.

#### BACKGROUND

The purpose of NEWROC is to:

*Provide a means for the local governments, through voluntary participation and the integration and sharing of resources to:*

- a. Assess the possibilities and methodology of facilitating a range of projects, services and facilities on a regional basis under the themes of advocacy, community, economic, environment and governance*
- b. Promote, initiate, undertake, manage and facilitate under the themes of advocacy, community, economic, environment and governance;*
- c. Promote productive effectiveness and financial benefit to the Participants where there are common and shared community of interest linkages;*
- d. To take an active interest in all matters affecting the communities of the Participants with the view to improving, promoting and protecting them*
- e. Recognition as representing the view of community and business in the Participants*

The purpose of the NEWROC MoU is to affirm the partnership and collaboration of seven local governments and to further the shared aims of the organisation.

#### COMMENT

NEWROC envisages local governments working together in building successful communities through collective effort. The NEWROC achieves this through regional collaboration and championing opportunities for member communities. The NEWROC MoU provides the framework and vehicle to help achieve the group's purpose and mission.

The current NEWROC MoU was presented at a recent NEWROC strategy day for review and discussion. Members felt it needed to be refreshed and better aligned with a shared understanding of NEWROC's purpose, mission, vision and values. Roles and responsibilities have been clarified and amendments made in relation to membership admission and withdrawal.

It was due to be re-signed in July 2020.

The NEWROC Executive Officer, Caroline Robinson, has worked on the MoU based on member feedback from the strategy day. The NEWROC Executive (local government CEOs) and Council (local government elected representatives) have both reviewed the proposed amendments with the NEWROC Council signing-off on the revised MoU at a meeting held in Dowerin on 25 August 2020.

The NEWROC MoU is aligned to the organisations strategic planning review period (3yrs) and the minimum term of membership (3yrs).

The term of the proposed agreement is from 1 July 2020 – 30 June 2023.

The MoU is now being presented to member Councils for adoption and execution by their respective CEOs and Presidents.

### STATUTORY ENVIRONMENT

Section 3.62 of the *Local Government Act 1995* (the Act) enables the Shire of Wyalkatchem to form a regional local government with other local governments subject to the provisions of sections 3.63 to 3.68 of the Act.

#### **3.62. Constitution and purpose of regional local government**

- (1) *A regional local government —*
  - (a) *is a body corporate with perpetual succession and a common seal; and*
  - (b) *is to have as its governing body a council established under the establishment agreement and consisting of members of the councils of the participants.*
- (2) *The purpose for which a regional local government is established (referred to in this Division as the **regional purpose**) is as set out in the establishment agreement.*

### POLICY IMPLICATIONS

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

### FINANCIAL IMPLICATIONS

The operations of NEWROC are currently financed by an annual contribution from each of the member local governments (\$11,000 in 2019/20) and other project specific amounts from time to time.

### COMMUNITY & STRATEGIC OBJECTIVES

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

#### **Goal 12 Form strategic partnerships and advocate for the community**

Outcome No.	Outcome	Action No.	Actions
12	Form strategic partnerships and advocate for the community	12.1	Developing strategic partnerships with regional, State & Federal governments

		12.2	Ensuring that the Shire of Wyalkatchem is well positioned to meet future needs
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**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council*

- 1. adopt the proposed Memorandum of Understanding;*
- 2. enter into an agreement with other member local governments for the North Eastern Wheatbelt Regional Organisation of Councils for a term ending on 30<sup>th</sup> June 2023; and*
- 3. authorise the President and Chief Executive Officer to sign and affix the Common Seal of the Shire of Wyalkatchem to the agreement.*

#### 10.2.4. MARKET CREATIONS – BRAND & STYLE GUIDE

Applicant:	Market Creations
Location:	Shire of Wyalkatchem
Date:	9 Sep 2018
Reporting Officer:	Stephen Tindale – Acting CEO
Disclosure of Interest:	No interest to disclose
File Number:	2.10.01
Attachment Reference:	<a href="#">Attachment 10.2.4 – Shire of Wyalkatchem Logo Concepts</a>

#### SUMMARY

Council to consider and endorse a new logo for the Shire of Wyalkatchem.

#### BACKGROUND

In February 2020 Market Creations was engaged to deconstruct the Shire of Wyalkatchem's existing logo and then modernise the logo's elements, colour, fonts and positioning of the words 'Shire of Wyalkatchem'.

The new logo, once adopted by Council, will be the basis of a new *Shire of Wyalkatchem Brand Style Guide* which includes formats for letterheads, business cards and with compliments slips.

Council's selection of one of the several concept logo designs (see Attachment 10.2.4) is now required so that brand style guide can be finalised and work completed on the following options that have also been requested from Market Creations.

- Word letterhead template
- Signage template & style guide
- Facebook page set up
- Email template

#### COMMENT

It is understood that Council provided feedback to Market Creations in May of this year on earlier logo concepts and based on that feedback, the logos are now represented with further variations for Council's consideration.

Market Creations' recommended design is Concept 3d-1.

Concepts 3d-2 and 3d-3 are eleventh hour suggestions from the Acting CEO that have been endorsed by Market Creations.

#### STATUTORY ENVIRONMENT

Section 1.3 (3) of the *Local Government Act 1995* provides that:

*In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.*

### **POLICY IMPLICATIONS**

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

### **FINANCIAL IMPLICATIONS**

Payment of \$3,640 (ex GST) for the production of the Brand Style Guide was made in April this year. The cost of the optional work, which has been budgeted for this financial year, is \$1,690 (ex GST).

The above work is separate from work which yet to be undertaken by Market Creations for the upgrade of the Shire's website. This work was which was paid for in advance in April 2020 (\$13,976 ex GST).

### **COMMUNITY & STRATEGIC OBJECTIVES**

The matter before Council generally accords with the following goal expressed in the Shire of Wyalkatchem's Strategic Community Plan:

#### **Goal11: Community and customer service focus**

Goal No.	Strategies		Actions
Goal 11	Community and customer service focus	11.1	<ul style="list-style-type: none"><li>Effective communication and engagement with the community, including local groups and organisations</li></ul>
		11.2	<ul style="list-style-type: none"><li>Providing high quality customer and community focused services and programs across the organisation</li></ul>

### **VOTING REQUIREMENT**

Simple Majority

### **OFFICER'S RECOMMENDATION**

*That Council adopt Concept 3d-1 from Market Creations as its new logo.*

### **10.3. WORKS AND SERVICES**

#### **10.3.1. MANAGER OF WORKS REPORT – AUGUST 2020**

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	17 September 2020
Reporting Officer:	Keith Mills – Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

#### **SUMMARY**

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

#### **BACKGROUND**

To inform Council of the activities of the works and services team during the month of August 2020.

#### **COMMENT**

##### ***Road Crew***

Yearly maintenance grading is occurring in the south and southwest of the Shire with approximately two weeks to go before completing a full winter maintenance grade of the Shire's road network.

Work on the Shire's Regional Roads Group program is expected to commence in early October starting with the Tammin/Wyalkatchem Road and a shoulder widening & sealing project commencing at SLK 13.61 – SLK 16.36 = 2.75km.

Work on the Cunderdin/Wyalkatchem road has been deferred pending a rare flora survey of the road reserve by Dylan Copeland from Wheatbelt Revegetation. The results of the survey of the are expected to be with the Shire within 2 months and a clearing permit from DWER issued around mid-January.

##### ***Parks / Town Services Crew***

Vertimowing of the Rec Centre Oval commenced on 14th September and was completed on the 15th.

Town street verge maintenance, brush cutting and weed spraying.

Shire Admin garden maintenance.

Admin Park mowing.

Town Hall garden maintenance.

Railway Barracks grounds maintenance.

Road House gardens maintenance.

##### ***Buildings***

Airport Terminal building - repairs completed to windows.

Railway Barracks – repairs completed to doors & windows.

Ticket booth door repaired & toilet doors at the Rec Centre being replaced and painted.



Requests for quotes have been advertised for servicing of evaporative and split air conditioners for all the Shire's buildings with air conditioning.

**Waste Management**

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

**Plant – Servicing and Repairs**

Nil

**Vehicle/Plant – replacement quotations**

Quotations for the CEO's, MoW's & Doctor's vehicles have been received, along with quotes for the crew cab tipper truck & town gardening utility. All very acceptable pricings for new vehicles and trade-ins and well within budget.

**Private works**

Nil

**General**

Quotation for solar street lighting received-7 x solar lights (supply, deliver & install) = \$320.00 ea.

**OSH**

Two gardening staff members attended accredited chemical handling training in Kellerberrin on Tuesday 29 September 2020.

Organising chainsaw tickets for all outside staff.

**Staff**

Full-time handyman position has been advertised.

**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.

**Goal 8: Our built environment responds to the accessibility and connectivity needs of all**

Outcome No.	Outcome	Action No.	Actions
8	<b>Our built environment responds to the accessibility and connectivity needs of all</b>	8.1	Improving safety on road, cycle and footpath networks
		8.2	Developing & planning community infrastructure to improve use & social interaction
		8.3	Implement Aged Friendly Plan
		8.4	Implement the Disability Access and Inclusion Plan (DAIP

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

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

### 10.3.2. ASK WASTE MANAGEMENT REPORT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	8 September 2020
Reporting Officer:	Stephen Tindale – Acting CEO
Disclosure of Interest:	No interest to disclose
File Number:	31.11
Attachment Reference:	<a href="#">Attachment 10.3.1- Ask Waste Management Report</a>

#### SUMMARY

Council is asked to consider and provide feedback on a report prepared by ASK Waste Management for NEWROC. The report presents four options for waste collection and disposal within the North East Wheatbelt region.

The preferred option for the NEWROC is Option 4: All transfer stations (remote access) plus one staffed landfill - weekly collection.

#### BACKGROUND

A regional approach to waste management was identified as a strategic priority by NEWROC in 2018.

Later in 2018, Giles Perryman of ASK Waste Management attended a NEWROC meeting in Koorda and facilitated a discussion on how the NEWROC members could work together to improve waste management infrastructure, practices and processes.

To further develop the strategic priority, NEWROC engaged ASK Waste Management in 2019 to undertake and complete the following tasks:

- Assess current waste facilities across each member local government.
- Investigate ways to improve each member's landfill site (and to use the study as a base for grant applications).
- Investigate improved options for waste management across the region.

#### COMMENT

More recently, ASK Waste Management presented a report to NEWROC which modelled four specific options to consider as a future waste management strategy for the region.

These options centred on:

- Improving waste management infrastructure, practices and procedures both individually and collectively.
- Meeting compliance and anticipated new regulations.
- Working together to attract external funding.

The options were:

Option 0: Baseline cost of current operation

Option 1: All landfills unstaffed (remote access)

- Option 2: All landfills (remote access) plus two staffed landfills
- Option 3: All transfer stations (remote access) plus two staffed landfills - weekly collection
- Option 3: All transfer stations (remote access) plus two staffed landfills - fortnightly collection
- Option 4: All transfer stations (remote access) plus one staffed landfill - weekly collection
- Option 4: All transfer stations (remote access) plus one staffed landfill - fortnightly collection

The report was circulated to NEWROC members for initial feedback and following this, at the NEWROC meeting held in Dowerin in August 2018, a preferred option was determined.

The following motion was passed:

**RESOLUTION**

**The preferred option for the NEWROC is 4: All transfer stations (remote access) plus one staffed landfill - weekly collection.**

**Member Councils to discuss this option at their next Council meeting and provide feedback to the NEWROC.**

**Moved Cr Sachse**

**Seconded Cr Shadbolt**

**CARRIED 5/1**

Option 4 (weekly collection) requires additional modelling, analysis, assessment and discussion.

In order to proceed, NEWROC has now requested feedback from member Councils on Option 4. This feedback is expected to include Council's appetite for proceeding with further investigation of Option 4.

As previously discussed, Option 4 envisages a single landfill site for the region – potentially within the Shire of Wyalkatchem.

**STATUTORY ENVIRONMENT**

Section 3.62 of the *Local Government Act 1995* (the Act) enables the Shire of Wyalkatchem to form a regional local government with other local governments subject to the provisions of sections 3.63 to 3.68 of the Act.

**3.62. Constitution and purpose of regional local government**

- (1) *A regional local government —*
  - (a) *is a body corporate with perpetual succession and a common seal; and*
  - (b) *is to have as its governing body a council established under the establishment agreement and consisting of members of the councils of the participants.*
- (2) *The purpose for which a regional local government is established (referred to in this Division as the **regional purpose**) is as set out in the establishment agreement.*

**POLICY IMPLICATIONS**

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

## FINANCIAL IMPLICATIONS

At this point in time, there are no financial implications.

## COMMUNITY & STRATEGIC OBJECTIVES

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

### Goal 9 Sustainable management of resources

Outcome No.	Outcome	Action No.	Actions
9	<b>Sustainable management of resources</b>	9.1	Providing effective & efficient Waste Management Services
		9.2	Encouraging recycling & support recycling initiatives and programs
		9.3	Increase availability of water catchment and treatment options, waste re-use and recycling.
		9.4	Preservation of significant heritage properties & precincts
		9.5	Manage the natural environment within available resources

### Goal 12 Form strategic partnerships and advocate for the community

Outcome No.	Outcome	Action No.	Actions
12	<b>Form strategic partnerships and advocate for the community</b>	12.1	Developing strategic partnerships with regional, State & Federal governments
		12.2	Ensuring that the Shire of Wyalkatchem is well positioned to meet future needs

## VOTING REQUIREMENT

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council express its strong support for Option 4 (weekly collection) requiring additional modelling, analysis, assessment and discussion before any decision is made on potential implementation.*

### **10.3.3. GOOMALLING-MERREDIN ROAD – PROPOSED CLEARING OF NATIVE VEGETATION**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 March 2018
Reporting Officer:	Stephen Tindale – Acting CEO
Disclosure of Interest:	No interest to disclose
File Number:	28.07
Attachment Reference:	<a href="#">Attachment 10.3.2 - Assessment Report &amp; Vegetation Management Plan</a>

#### **SUMMARY**

Council to consider making a submission to Main Roads in regard to proposed native vegetation clearing for the Goomalling-Merredin Road (M016) Seal Widening SLK 56-100.

#### **BACKGROUND**

Main Roads Western Australia (Main Roads) Wheatbelt region intends upgrading the Goomalling-Merredin Road within the Shires of Wyalkatchem and Trayning. According to Main Roads crash statistics, the Goomalling-Merredin Road has a poor safety record.

A total of 40 'run off road' crashes have been recorded along this road during the past five years. In an effort to improve the safety and functionality of Goomalling-Merredin Road, widening of the road to a 9 metre sealed formation will be undertaken between the towns of Wyalkatchem and Trayning.

This project will require clearing of approximately 14.62 hectares of native vegetation to accommodate the proposed widening.

#### **COMMENT**

The works are scheduled to commence in October 2020 and will involve clearing, earthworks, pavement works, sealing, line-marking, establishment of audible edge lines and new signage.

Clearing of native vegetation for this project will be undertaken using Main Roads' Statewide Purpose Clearing Permit CPS 818/15.

A Clearing Assessment Report has been prepared for the project (see Attachment 10.3.2). The report assesses the clearing against ten clearing principles and provides a summary of the biological surveys undertaken. It has identified that the clearing of native vegetation would be at variance with clearing principles c and e.

Main Roads has invited the Shire of Wyalkatchem to provide comment on the proposed clearing by way of a submission to Main Roads closing on 30 September 2020.

#### **STATUTORY ENVIRONMENT**

Section 1.3 (3) of the *Local Government Act 1995* intends that:

*In carrying out its functions a local government is to use its best endeavours to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity.*

#### **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**

There are no community or strategic objectives within Shire of Wyalkatchem's Strategic Community Plan which relate directly to the matter.

**VOTING REQUIREMENT**

Simple Majority

**OFFICER'S RECOMMENDATION**

*That Council make a submission to Main Roads setting out its (to be determined during the consideration of this item at the Council meeting).*



## 10.4 PLANNING

### 10.4.1 STRATA SUBDIVISION APPLICATION – FLINT STREET, WYALKATCHEM

Applicant:	Jurovich Surveying
Location:	Lot No 298 Flint Street, Wyalkatchem
Date:	06 September 2020
Reporting Officer:	Paul Bashall, Planning Consultant, Planwest
Disclosure of Interest:	No interest to disclose
File Number:	18.13
Attachment Reference:	<a href="#">Attachment A – WA Planning Commission Application Pack</a>

## SUMMARY

To consider strata subdivision application 1117-20 on Lot 298 Flint St, Wyalkatchem.

## BACKGROUND

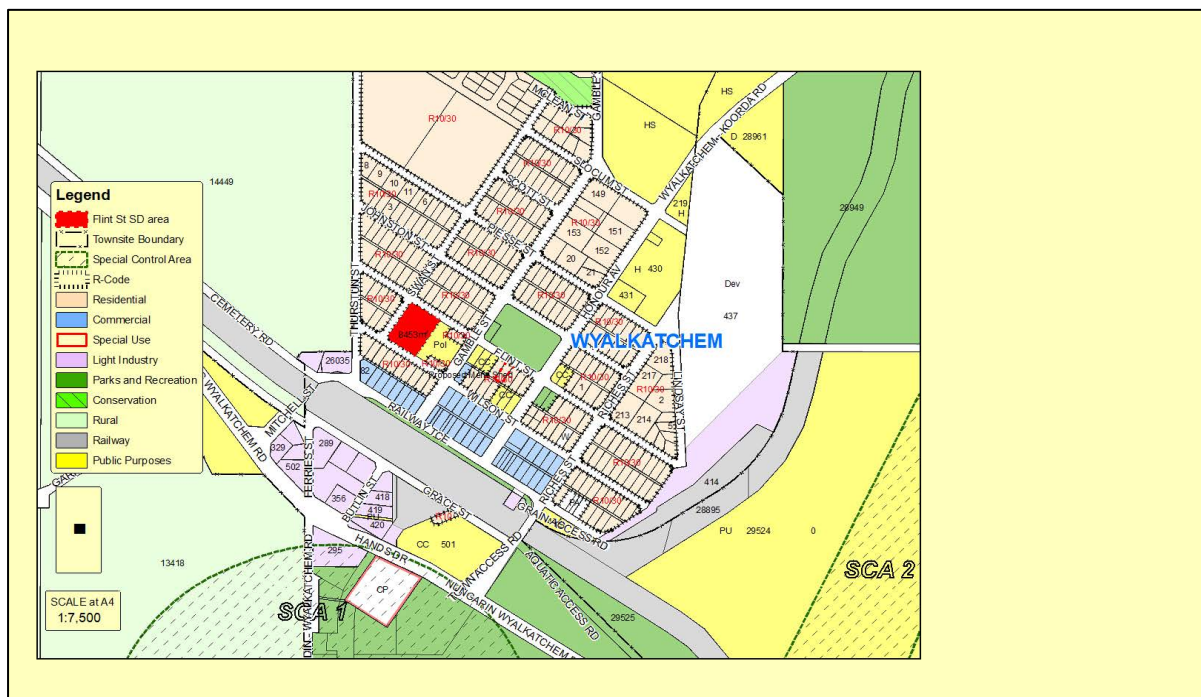
The Western Australia Planning Commission (WAPC) has referred a strata subdivision application 1117-20 to the Shire of Wyalkatchem for comment. Responses are required by 1<sup>st</sup> October 2020. If agreed, the WAPC will impose conditions requested by referral authorities.

Plans and documentations relating to the proposal are attached to this item. The site is located on the corner of Wilson, Swan and Flint Streets and abuts the town's police station.

**Figure 1** provides a location plan of the site. This figure also shows the Local Planning Scheme (the Scheme) designations.

The land is zoned Residential with a Residential Design Code (R-Code) of R10/30. This R-Code provides for a density of R-30 as the land is sewered. This equates to an average site area of 300m<sup>2</sup> (and a minimum site area of 260m<sup>2</sup>). The lot measures 8,459m<sup>2</sup>.

**FIGURE 1 – LOCATION PLAN**



Source: Planwest, Landgate

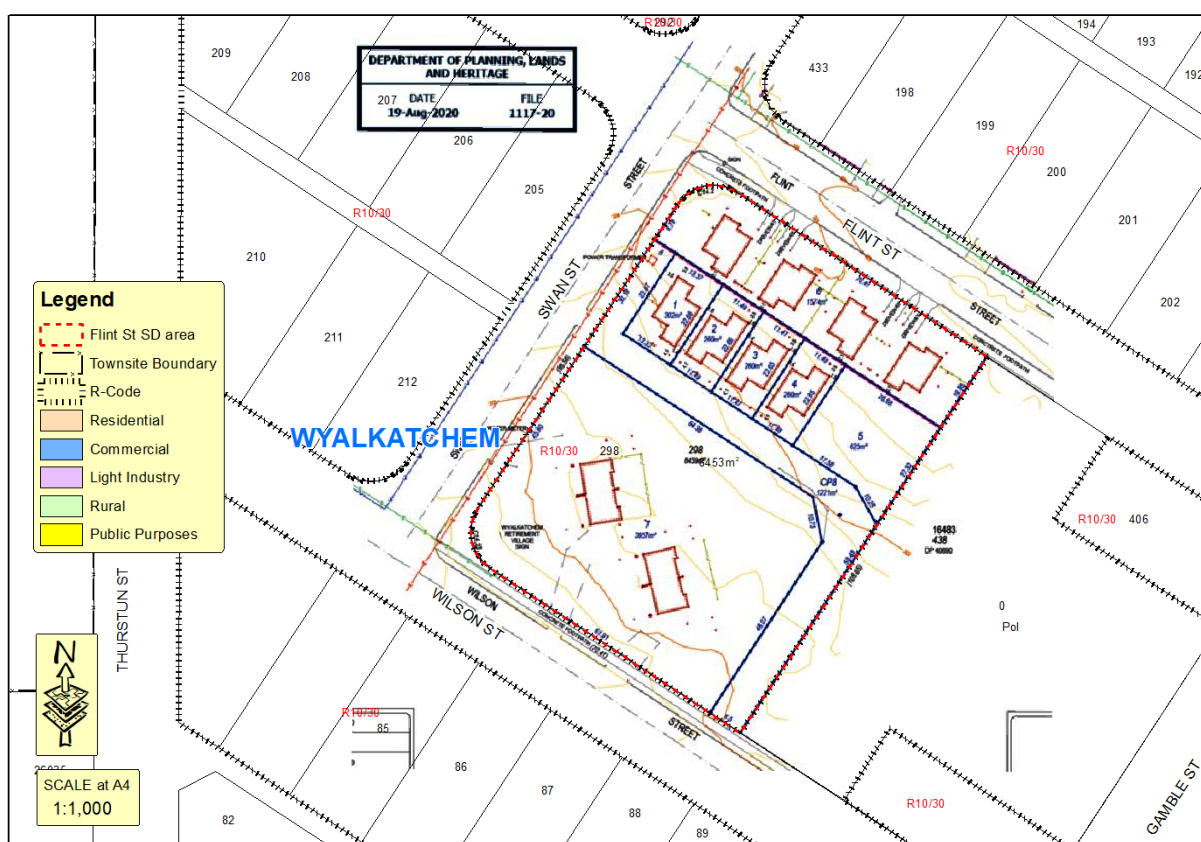
## COMMENT

The application has been provided to Council's Shire Planning consultant – Mr Paul Bashall from Planwest who has provided the following comments;

- The land is currently developed for twelve grouped dwellings as shown on the application plan shown in **Figure 2** below.
- The development has obtained the Council's approval and is now occupied.
- According to the application plan, the development complies with the setback requirements for a density of R30.
- Access to the 4 grouped dwellings on Flint Street are direct to Flint Street, whilst the other 4 grouped dwellings backing onto the Flint Street units, use a 7.5m roadway from Wilson Street through to Swan Street.
- This access way to Swan Street does not seem to raise any safety issues and may be seen to replace what would normally be a rear lane. The area is marked as CP on the application plan which probably means common property and will no doubt form part of the strata agreement.
- The two buildings on the southern part of the Lot are 4 grouped dwellings with access to both Wilson and Swan Streets.

Mr Bashall has recommended that Council supports the application, raising no objections or conditions.

**FIGURE 2 – COMPOSITE OF APPLICATION PLAN**



Source: Application Plan, Planwest, Landgate

## STATUTORY ENVIRONMENT

### *Planning and Development Act 2005*

The land is all zoned 'Residential' with an R10/30 density code in the Council's Local Planning Scheme.

The WAPC is responsible for determining all subdivision applications in the State.

## 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.

### Goal 10 Transparent, accountable and effective governance

Outcome No.	Outcome	Action No.	Actions
10	<b>Transparent, accountable and effective governance</b>	10.1	Ensuring a well-informed Council makes good decisions for the community
		10.2	Ensuring sound financial management and plans for the Shire's long term financial sustainability
		10.3	High quality corporate governance, accountability and compliance
		10.4	Maintaining Integrated Strategic and Operational plans

## VOTING REQUIREMENT

Simple Majority

## OFFICER'S RECOMMENDATION

*That the Council:*

- 1. supports the strata subdivision application 1117-20 – lot no 298 Flint Street, Wyalkatchem, as outlined in the application to the Western Australian Planning Commission, as provided in 10.4.1, and*
- 2. advises the Western Australian Planning Commission that it has no objections to the proposed strata subdivision and has no conditions to impose on the proposal.*

**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**