



**MINUTES
OF THE
ORDINARY MEETING OF
COUNCIL**

**HELD ON
THURSDAY, 18 April 2019**

**Council Chambers
Honour Avenue
Wyalkatchem
Commencement 4:10pm
Closure 5:25pm**

Preface

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

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

Disclaimer

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

Unconfirmed Minutes

These minutes were approved for distribution on 19 April 2019.



Taryn Dayman
Chief executive Officer

Confirmed Minutes

These minutes were confirmed at the Ordinary Meeting of Council held on the 16 May 2019

Signed: 

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

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1. DECLARATION OF OPENING

The Chairperson, Shire President Cr Davies opened the meeting at 4:10pm.

2. PUBLIC QUESTION TIME

2.1. Response to Public Questions Previously Taken on Notice

Nil

2.2. Declaration of Public Question Time

Public Question Time opened at 4:10pm.

2.3. Declaration of Public Question Time closed

Public Question Time closed at 4:10pm.

3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

3.1. Attendance

Members:	Cr. Quentin Davies	President (Presiding Member)
	Cr. Stephen Gamble	
	Cr. Owen Garner	
	Cr. Emma Holdsworth	

Staff:	Taryn Dayman	Chief Executive Officer
	Claire Trenorden	Manager Corporate Services
	Stephanie Elvidge	Governance Executive Officer
	Darryn Watkins	Manager of Works

3.2. Apologies

Cr. Fred Butt

Cr. Heather Metcalfe

3.3. Approved Leave of Absence

Nil

3.4. Applications for Leave of Absence

Nil

4. OBITUARIES

It was advised that Mr Bruce Yardley 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

Nil

6.2. Impartiality Interests

Nil

7. CONFIRMATION AND RECEIPT OF MINUTES

7.1. Confirmation of Minutes

7.1.1. Ordinary Meeting of Council – 21 March 2019

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 21 March 2019 (Attachment 7.1.1)

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 21 March 2019 (Attachment 7.1.1) be confirmed as a true and correct record.

COUNCIL RESOLUTION:

(40 /2019) Moved: Cr Garner Seconded: Cr Gamble

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 21 March 2019 (Attachment 7.1.1) be confirmed as a true and correct record.

CARRIED 4/0

7.1.2. Annual General Meeting of Electors – 21 March 2019

Minutes of the Shire of Wyalkatchem Annual General Meeting of Electors held on Thursday 21 March 2019 (Attachment 7.1.2)

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem Annual General Meeting of Electors of Thursday 21 March 2019 (Attachment 7.1.2) be received by Council.

COUNCIL RESOLUTION:

(41 /2019) Moved: Cr Gamble Seconded: Cr Holdsworth

That the minutes of the Shire of Wyalkatchem Annual General Meeting of Electors of Thursday 21 March 2019 (Attachment 7.1.2) be confirmed as a true and correct record.

CARRIED 4/0

7.1.3. Local Emergency Management Committee Meeting – 27 March 2019

Minutes of the Local Emergency Management Committee Meeting held on Wednesday 27 March 2019 (Attachment 7.1.3.1)

OFFICER RECOMMENDATION:

That the minutes of the Local Emergency Management Committee Meeting of Wednesday 27 March 2019 (Attachment 7.1.3.1) be received by Council.

COUNCIL RESOLUTION:

(42 /2019) Moved: Cr Garner

Seconded: Cr Holdsworth

That the minutes of the Local Emergency Management Committee Meeting of Wednesday 27 March 2019 (Attachment 7.1.3.1) be received by Council.

CARRIED 4/0

MATTERS ARISING

6.1 Local Emergency Management Arrangement Review

VOTING REQUIREMENT

Simple Majority

COMMITTEE RECOMMENDATION:

That the Wyalkatchem Local Emergency Management Committee endorse the reviewed Local Emergency Management Arrangements.

OFFICER'S COMMENTS:

Due to the document containing private details within the contacts and resource section (section 8), the Local Emergency Management Arrangement (LEMA) document has been provided as a confidential attachment.

An amended LEMA, with section 8 removed will be made available to the public.

Once Council has endorsed the Shire's LEMA, the LEMA will be sent to State Emergency Management Committee for their endorsement. Council's LEMA requires endorsement by the 30 June 2019 in order to meet compliance.

OFFICER'S RECOMMENDATION:

That Council Receive and endorse the reviewed Local Emergency Management Arrangements (as per confidential attachment 7.1.3.2)

COUNCIL RESOLUTION:

(43 /2019) Moved: Cr Holdsworth

Seconded: Cr Gamble

That Council Receive and endorse the reviewed Local Emergency Management Arrangements (as per confidential attachment 7.1.3.2)

CARRIED 4/0

7.2. Receipt of Minutes

7.2.1. NEWROC Council Minutes – 26 March 2019

Minutes of the NEWROC Executive Meeting held on Tuesday 26 March 2019 (Attachment 7.2.1)

OFFICER RECOMMENDATION:

That the minutes of the NEWROC Executive Meeting of Tuesday 26 March 2019 (Attachment 7.2.1) be received by Council.

COUNCIL RESOLUTION:

(44 /2019) Moved: Cr Holdsworth

Seconded: Cr Gamble

That the minutes of the NEWROC Executive Meeting of Tuesday 26 March 2019 (Attachment 7.2.1) be received by Council.

CARRIED 4/0

7.2.2. WALGA Great Eastern Country Zone Minutes – 18 March 2019

Minutes of the WALGA Great Eastern Country Zone Meeting held on Monday 18 March 2019 (Attachment 7.2.2)

OFFICER RECOMMENDATION:

That the minutes of the WALGA Great Eastern Country Zone Meeting of Monday 18 March 2019 (Attachment 7.2.2) be received by Council.

COUNCIL RESOLUTION:

(45 /2019) Moved: Cr Gamble

Seconded: Cr Holdsworth

That the minutes of the WALGA Great Eastern Country Zone Meeting of Monday 18 2019 (Attachment 7.2.2) be received by Council.

CARRIED 4/0

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Cr Davies expressed his thanks and congratulations to all involved with the Wyalkatchem Fair and complimented Ms Sheldon Cox for her efforts and success.

Cr Davies fed back that everyone enjoyed the event and the community's comments were very positive. The numbers were similar to last year, however the change in format was agreed to have been a success.

Cr Davies expressed his appreciation to Cr Garner for chairing the LEMC Meeting.

Cr Davies highlighted that CEACCA has announced the position of the Independent Chair has been filled. The selection Committee's decision was unanimous to appoint the Honourable Terry Waldon.

Cr Davies felt the quality of all of the candidates interviewed was outstanding.

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

10.REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. FINANCIAL MANAGEMENT – PAYMENT LISTINGS – MARCH 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 April 2019
Reporting Officer:	Claire Trenorden – Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 10.1.1.1 Payment Listing March 2019 Attachment 10.1.1.2 Fuel Card Statement – February 2019

SUMMARY

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

BACKGROUND

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

COMMENT

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

Municipal Account

Total Payments March 2019	\$255,397
Total Payments March 2018	\$297,718
Variance \$	-\$42,321
Variance %	-14%

Percentage paid by EFT March 2019	100%
Percentage paid by cheque March 2019	0%

Percentage of Wyalkatchem based suppliers March 2019 (excluding wages, bank fees, loan payments and utilities providers)	6%
Percentage of suppliers used where no Wyalkatchem based option is available March 2019	88%
Dollar value spent with Wyalkatchem based suppliers March 2019	\$8,779

Trust Account – Working

No transactions

Reserve Account

No transactions

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Relates to Policy Number 10.1 – Purchasing Policy.

FINANCIAL IMPLICATIONS

Payments of accounts payable as per the attached transaction statements to the value of \$255,397 for March 2019.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

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

Objective: Well utilised and effectively managed facilities and assets

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the Payment Listing as of 31 March 2019, as provided for in attachment 10.1.1.1.

COUNCIL RESOLUTION:

(46 /2019) Moved: Cr Garner

Seconded: Cr Gamble

That Council receive the Payment Listing as of 31 March 2019, as provided for in attachment 10.1.1.1.

CARRIED 4/0

10.1.2. ACCOUNTS FOR PAYMENT – CREDIT CARDS – FEBRUARY 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 April 2019
Reporting Officer:	Claire Trenorden, Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	10.1.2 Credit Card – Accounts Paid February 2019

SUMMARY

This report provides Council with a list of all financial dealings relating to the use of credit card payments for the period 30 January 2019 to 28 February 2019.

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 2018/2019 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 30 January 2019 to 28 February 2019 totalling \$753.85.

COUNCIL RESOLUTION:

(47 /2019) Moved: Cr Gamble

Seconded: Cr Holdsworth

That Council in accordance with attachment 10.1.2, endorse credit card payments made for the period 30 January 2019 to 28 February 2019 totalling \$753.85

CARRIED 4/0

10.1.3. FINANCIAL MANAGEMENT – MONTHLY FINANCIAL REPORT – MARCH 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 April 2019
Reporting Officer:	Claire Trenorden – Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	10.1.3 – Monthly Financial Report March 2019

SUMMARY

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

BACKGROUND

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

COMMENT

March 2019 Financial Statements

- Yearly operating revenue is \$2,227,745 inclusive of net rate income of \$1,248,149 (net of prepaid rates and discounts) – 87% of Budget;
- Yearly operating expenditure is \$2,631,648 – 64% of Budget;
- Yearly capital expenditure is \$805,641 – 63% of Budget;
- Yearly capital revenue is \$1,252,784 – 91% of Budget;
- Net current assets as at 31 March 2019 are \$1,290,865

Operating Revenue

Rates: Revenue of \$1,454,232 has been raised during the rate run for 2018/19. The total Rate Run is broken down between Rates \$1,301,824, Rubbish \$96,390, Health Levy \$15,120 and ESL Levy \$40,898. To date income received is \$1,358,970 and discounts applied equate to \$18,636. Approximately 95% of Rates have been collected to date, with \$49,773 outstanding.

Capital Expenditure

Land and Buildings	\$69,933	The Depot, Recreation Centre, Shire Office, Lady Novar, Railway Station and Railway Barracks capital works are underway as of March 2019. 1 Slocum St capital works have been completed.
Plant and Equipment	\$298,983	The Toro mower, Doctors vehicle and Works Manager vehicle changeovers have been completed. The roller and new cylinder mower have been purchased.
Roads	\$303,441	Cunderdin/Wyalkatchem Rd SLK 2.00-4.85 is in progress as of February 2019. Lewis East Rd,

Parks & Gardens	\$8,745	Goldfields Rd and Cunderdin/Wyalkatchem Rd SLK 4.85-7.85 have been completed. The Recreation Centre oval works have been completed.
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Net Assets: Net Current Assets as at 31 March 2019 amount to \$1,290,865. This in the majority comprises of Cash Unrestricted – Municipal Funds (\$1,187,163).

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

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

Objective: Well utilised and effectively managed facilities and assets

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

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council in accordance with attachment 10.1.3 receive the Statement of Financial Activity for the period ended 31 March 2019.

COUNCIL RESOLUTION:

(48 /2019) Moved: Cr Garner

Seconded: Cr Gamble

That Council in accordance with attachment 10.1.3 receive the Statement of Financial Activity for the period ended 31 March 2019.

CARRIED 4/0

10.1.4. OFFICERS REPORT – FINANCE AND ADMINISTRATION – MARCH 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 April 2019
Reporting Officer:	Sheldon Cox, Finance and Administration Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

SUMMARY

Council is to consider and accept the Finance and Administration report for the month of March 2019.

BACKGROUND

Officers report to Council every month to keep Council up to date on the operational proceedings of the Officer's portfolio. The Finance and Administration Officer reports on matters pertaining to finance, economic development and administration.

COMMENT

SunSmart Wyalkatchem Fair 2019 status update: Organisation for the fair is complete. There has been a good response from volunteers. Recognition to the works crew, cleaners and staff for their assistance. Food and Market stall holders documents have been assessed by the PEHO and have been passed as compliant.

Finance: The Administration and Finance role is developing and is soon to include the implementation of SynergySoft with further additional training.

STATUTORY ENVIRONMENT

There are no direct statutory environments 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, effective and responsive organisation	5.1.1	Implement effective governance structures
		5.1.4	Implement systems and processes to enhance organisational capability
		5.1.5	Continually improve the planning readiness and support for Emergency Services

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 receive the Finance and Administration Report for the month of March 2019.

COUNCIL RESOLUTION:

(49 /2019) Moved: Cr Gamble

Seconded: Cr Garner

That Council receive the Finance and Administration Report for the month of March 2019.

CARRIED 4/0

10.2. GOVERNANCE AND COMPLIANCE

10.2.1. OFFICERS REPORT – CHIEF EXECUTIVE OFFICER – MARCH 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 April 2019
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

SUMMARY

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

COMMENT

In the month of March 2019 the CEO has attended the following meetings and events.

- Council Workshop
- Wyalkatchem Community Resource Centre Coordinator
- ITVision – Altus ECM Demonstration
- Friends of the Cemetery
- Subin Daniel – Wyalkatchem Koorda Health Services
- ITVision – Project Briefing meetings
- Crisp Wireless
- Manager Corporate Services interviews
- WALGA Great Eastern Country Zone
- Crisp Wireless
- Council Meeting
- Annual Electors Meeting
- NEWROC executive Meeting
- LEMC
- Crisp Wireless
-

The CEO commitments in April include;

- Council Workshop
- Friends of the Cemetery
- ITVision – Project Briefing meetings
- Administration Staff Meeting
- Subin Daniel – Wyalkatchem Koorda Health Services
- CEACA

- Department of Local Government, Sports and Cultural Industries – NEWROC Regional Subsidiary Meeting
- Council Meeting
- NEWROC Council Meeting

Register of Policies

The CEO focus has been on reviewing and developing Council's Register of Policies. The Draft Policies were presented to Council at the April Council Workshop for their review and comment. The Register of Policies is being presented to Council for consideration as a separate item.

Crisp Wireless

Regular fortnightly meetings have been held with Crisp Wireless and members of NEWROC. Customer signups appear to be improving. NEWROC executive and Council's continue to provide support with identifying and forwarding details of potential customers.

Crisp Wireless hosted a morning tea at the Wyalkatchem CRC on the 18 March 2019 to promote their products and services. This event was poorly attended.

The sign up in Wyalkatchem has been poor, with the majority of the customers being Shire related. This may have improved in the last few weeks, with an increase in direct marketing and pending installations.

Discussions have been held on the options of providing services in the North of Mukinbudin. Additional desktop planning has been conducted, using alternative infrastructure and technology to provide services to potential customers in the North of Mukinbudin. The outcomes of the desktop planning to be considered by NEWROC.

SynergySoft

The Manager Corporate Services and the CEO have had weekly project briefing meetings with ITVision project team. Data is currently being extracted from the current systems. It has been agreed to amend the Go-Live date to 1 July 2019. This will provide an improved outcome with closing out End of Financial Year in one system and commencement of the new financial year in SynergySoft.

Manager Corporate Services

No appointments for the Manager Corporate Services for a 12 month fixed term have occurred. Contact has been made with Logo Appointments to fulfil the position. While there initially was interest for the 12 month period Logo Appointments have only been able to provide a potential candidate that would be available for 3 months. The CEO is currently in discussions to secure an appointment that at a minimum covers the peak period of workload, including Implementation of SynergySoft, Budget, End of Financial year and preparations of Annual Financial Statements.

The Manager Corporate Services and the CEO are currently reviewing the current structure, tasks and responsibilities with the intention of upskilling current staff to take on extra tasks and responsibilities if the position remains vacant for the remaining 8 month period.

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 receive the Chief Executive Officers report for the month of March 2019.

COUNCIL RESOLUTION:

(50 /2019) Moved: Cr Holdsworth

Seconded: Cr Gamble

That Council receive the Chief Executive Officers Report for the month of March 2019.

CARRIED 4/0

10.2.2. OFFICERS REPORT – PRINCIPAL ENVIRONMENTAL HEALTH – MARCH 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 March 2019
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 March 2019 as presented.

BACKGROUND

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

COMMENT

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

FOOD PREMISES

The PEHO received an application for registration of a food business from Dunning’s in March to conduct food activities at Wyalkatchem service station. The application was approved and a Certificate of registration of a food business has been issued.

PUBLIC BUILDINGS INSPECTION

Nil.

WYALKATCHEM FAIR 2019

The PEHO has given a formal approval for this year’s Wyalkatchem Fair as per the requirements of the Health (Public Buildings) Regulations. The Shire is required by legislation to ensure events comply with basic requirements to ensure public safety.

SWIMMING POOL WATER SAMPLING

The March swimming pool water sampling was undertaken by the PEHO. Laboratory analysis of water samples taken from both pools met the required standards

STATUTORY ENVIRONMENT

Food Act 2008,

Public Health Act 2016

Health (Aquatic Facilities) Regulations 2007

POLICY IMPLICATIONS

There are no direct policy 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 receive the Principal Environmental Health Officer Report for the month of March 2019.

COUNCIL RESOLUTION:

(51 /2019) Moved: Cr Gamble

Seconded: Cr Garner

That Council receive the Principal Environmental Health Officers Report for the month of March 2019.

CARRIED 4/0

Ms Trenordan left the meeting at 4:45pm

Ms Trenordan re-entered the meeting at 4:47pm

10.2.3. OFFICERS REPORT – GOVERNANCE EXECUTIVE OFFICER – MARCH 2019

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 April 2019
Reporting Officer:	Stephanie Elvidge, Governance Executive officer
Disclosure of Interest:	No interest to disclose
File Number:	13.05.01
Attachment Reference:	Nil

SUMMARY

Council is to consider and accept the Governance Executive Officers report for the month of March 2019.

BACKGROUND

Officers report to Council every month to keep Council up to date on the operational proceedings of the Officer’s portfolio. The Governance Executive Officer reports on matters pertaining to Governance, Risk, Compliance, Occupational Safety and Health and Emergency Services.

COMMENT

Emergency:

One Fire Incident Report has been received for the month of April.

The reviewed LEMA was endorsed at the Local Emergency Management Committee Meeting – 27 March 2019.

Occupational Health and Safety:

The LGIS Regional Risk Coordinator Chris Gilmour visited on Tuesday 2 April.

Contractors for the SunSmart Wyalkatchem Fair have been very cooperative with the new online induction programme - VELPIC - and completed their health and safety inductions.

Health:

A local flu vaccination program has been agreed for Shire Employees.

Other Business

The Pioneer Pathway site interpretation plan has been drafted.

Wyalkatchem’s theme is focused on the Agricultural Museum and the story of John Lindsay – Pioneer.

Creative Spaces has been commissioned to provide guidance and support with the Pathway Group’s continued development of the sites.

STATUTORY ENVIRONMENT

Local Government Act 1995

Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations 1996

Emergency Management Act 2005

Emergency Management Regulations 2006

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, effective and responsive organisation	5.1.1	Implement effective governance structures
		5.1.4	Implement systems and processes to enhance organisational capability
		5.1.5	Continually improve the planning readiness and support for Emergency Services

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

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the Governance Executive Officers Report for the month of March 2019.

COUNCIL RESOLUTION:

(52 /2019) Moved: Cr Holdsworth

Seconded: Cr Gamble

That Council receive the Governance Executive Officers Report for the month of March 2019.

CARRIED 4/0

10.2.4. REGISTER OF POLICIES

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 April 2019
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	4.14.01
Attachment Reference:	10.2.4 – Register of Policies

SUMMARY

For Council to consider the adoption on the Register of Policies

COMMENT

The CEO's Compliance Audit Check had identified a number of policies that had not been reviewed for a considerable amount of time and in some instances may not be compliant with current legislation. The requirement to review all of Council's policies was incorporated in the CEO's 12 month action plan.

The Financial Management Review and Regulation 17 review conducted by AMD Chartered Accountants also raised a number of issues in relation to Council's policies and recommended that a review of policies be conducted.

The Local Government Act 1995 empowers Council in the determination of policy under section 2.7 Role of Council - "(2) (b) determine the local government's policies."

In simple terms policy provides what can be done, Management practices provide how it is done and delegation provides who can do it. The Shire has Council and Operational Policies to guide both its direction and operation, and Planning policies relating to planning and development within Local planning scheme areas.

Council Policies

Council policies set governing principles and guide the direction of the organisation to align with community values and aspirations. These policies have a strategic, external focus and align with the mission, vision and strategic direction of the Shire.

Council Policies are developed to further the achievement of the Shire's strategic goals or contribute to outcomes relating to mandatory obligations. They are defined courses of action related to particular circumstances which guide staff in what is permissible when dealing with related matters.

Operational Policies

Operational policies are developed for administrative and operational requirements. They have an internal focus and form the strategies and actions for policy implementation and provide details of the actions and processes required by staff.

Operational Policies that were previously adopted as Council policies have been removed from the Register of policies. A Register of Operational Policies / procedures is being developed as per the outcomes of the Regulation 17 Review.

Planning Policies

Planning policies have been prepared in accordance with Clauses 3, 4 and 5 of Schedule 2 of the *Planning and Development (Local Planning Schemes) Regulations 2015* which allows Council to prepare local planning policies relating to planning or development within the Scheme area.

Purpose of Council Policies

Council Policies provide guidance for future decisions and behaviour and the achievement of rational outcomes. Council policies show the approach that the Council intends to be taken in a particular issue and:

1. Support consistency and equity in decision making,
2. Facilitate prompt responses to customer requirements; and
3. Promote operational efficiency.

The CEO has reviewed a number of Council's existing policies and has prepared and/or developed a number of new policies for Council's consideration. A number of resources, included WALGA policy templates, Departmental guidelines and other LG policies was used as a resource to develop the Shire of Wyalkatchem Policies.

In the past, new or reviewing of policies was conducted on an individual bases. Management have taken the approach to prepare a complete Register of Policies. The Register of Policies will be updated with any amended or newly adopted policies. In addition a new format has also been adopted.

Due to the volume of changes, the Draft Register of Policies was presented to Council at its April Workshop to review recommended policies and provide any direction for the development and finalisation of policies.

It should be noted that some policies require an absolute majority vote. It is recommended that the complete Register of Policies be adopted as a whole document and therefore an absolute majority voting requirement is required.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Development and review of Shire of Wyalkatchem Policies.

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

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

Absolute Majority

OFFICER'S RECOMMENDATION

That Council, by Absolute Majority, adopts the Register of Policies, as presented in attachment 10.2.4 and revoke all previously adopted Council policies.

COUNCIL RESOLUTION:

(53 /2019) Moved: Cr Holdsworth Seconded: Cr Gamble

That Council, by Absolute Majority, adopts the Register of Policies, as presented in attachment 10.2.4 and revoke all previously adopted Council policies.

CARRIED BY ABSOLUTE MAJORITY 4/0

Ms Dayman left the meeting at 4:47pm

Ms Dayman entered the meeting at 4:47pm

Mr Watkins entered the meeting at 4:48pm

10.3. WORKS AND SERVICES

10.3.1. OFFICERS REPORT – MANAGER OF WORKS – MARCH 2019

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	10 TH April 2019
Reporting Officer:	Darryn Watkins – Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

SUMMARY

Council is to consider and accept the Manager of Works report for the month of March 2019.

BACKGROUND

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

COMMENT

Road Crew

Bitumen patching on Cunderdin- Wyalkatchem Road, Tammin – Wyalkatchem Road.

Table drain and shoulder maintenance on Borgward Rd, Davies South Rd.

New depo site works

Cement stabilisation widening of Cunderdin- Wyalkatchem Rd SLK 2.0-4.85.

Bitumen seal widening of Cunderdin – Wyalkatchem Rd SLK 2.0 – 4.85.

Bitumen seal widening and 8mt reseal of Tammin – Wyalkatchem Rd SLK 25.36 – 28.44.

Pothole patching and edge break repairs to various roads.

Parks / Town Services Crew

Town street verge maintenance, brush cutting and weed spraying.

Street sweeping of town streets.

Maintenance of tennis courts.

Grounds maintenance to shire owned assets.

Routine mowing maintenance.

Admin park mowing.

Ongoing maintenance of landfill facility.

Town Hall garden maintenance.

Railway reserve maintenance.

Depot tidy up and maintenance.

Pioneer Park maintenance.

Wyalkatchem Fair – Rec Oval preparations.

Pruning of town verge street trees to improve sightlines at intersections.

Signage

Various faded road signage replacements.

Aerodrome

Weekly aerodrome inspection carried out.
 Monthly out of hour’s runway lighting inspection.
 Renewal of runway line marking compliant with MOS 139 Standards by Aerodrome Management Services.
 Runway sweeping carried out.
 Weed spraying of runway strip and surrounds.

Waste Management

Weekly push up of deposited waste.
 Ongoing improvement of waste segregation by the public.

Recycled Water Scheme

Installation of flow velocity and pressure monitoring telemetry to the Re-use irrigation system by Water Corporation to gather data in support of the Water Corporation’s business case to be granted licencing exemption by DWER.

Plant Servicing and Repairs

Puncture repair to Roller WM287.
 New batteries fitted to the Community Bus.
 Replacement of bitumen emulsion pump.
 Repair of air leak on 6 wheel tipper WM 015.
 Repair air leak on dolly.
 Rectify DPD fault on 6 wheel tipper WM 015.
 Service of CEO Ford Everest “Wylie”

General Items

Review of photographic survey data and ESRI Shapefile by RM Surveys for the submission of the 2019/2020 Regional Road Group Cunderdin Road Project clearing application submission to DWER.
 Receipt of Restricted Access Vehicle assessment requests from MRWA Heavy Vehicle Services for 6 roads requested for RAV 4 network approval previously granted by MRWA under the Harvest Mass Management Scheme. The following roads are being assessed.

Road #	Road Name	From SLK	To SLK	Current Network	Requested Network
4310019	Allan Rd	0.00	6.63	Nil	4
4310056	Begley Rd	0.00	4.54	Nil	4
4310027	Benji – Hindmarsh Rd	0.00	15.69	Nil	4
4310006	Davies South Rd	0.00	13.25	Nil	4
4310022	De Pierres Rd	8.53	13.32	Nil	4
4310089	Metcalf Rd	0.00	0.82	Nil	4

Review of the Shire’s traffic counters- classifiers has shown that all 3 units are non-operational. The 2 older units are unable to be repaired as parts are no longer available.

The newest unit being a 2005 model has been sent to the manufacturer for repair. It will be proposed that funding for the purchase of new traffic classifiers be considered by Council in the forthcoming budget preparations.

OSH

Training session delivered by LGIS on the 20th March 2019, VELPIC online training, the use of Safe Work Method Statements and Depot Inspection.

STATUTORY ENVIRONMENT

Not applicable.

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A prosperous and dynamic district

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

Objective: Well utilised and effectively managed facilities and assets

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

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council accept the Manager of Work’s report for the month of March 2019.

COUNCIL RESOLUTION:

(54 /2019) Moved: Cr Garner

Seconded: Cr Gamble

That Council receive the Manager of Work's Report for the month of March 2019.

CARRIED 4/0

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

Nil

14.MATTERS BEHIND CLOSED DOORS

Nil

15.INFORMATION BULLETIN

15.1. Information Bulletin

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

15.2. Business Arising from the Information Bulletin

Cr Garner raised his concern that in the report of 'Actions performed under delegated authority', the perception of others may be to question decisions relating to St Johns Ambulance and Ms Dayman. This is not Council's perception.

16.CLOSURE OF THE MEETING

There being no further business to discuss, the Chairperson thanked everyone concerned for their attendance and participation and closed the meeting at 5:25pm.