



**MINUTES
OF THE
ORDINARY MEETING OF
COUNCIL**

**HELD ON
THURSDAY, 20 SEPTEMBER 2018**

**Council Chambers
Honour Avenue
Wyalkatchem**

**Commencement: 3.33pm
Closure: 4.26pm**

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 25 September 2018.



Taryn Dayman
Chief Executive Officer
Shire of Wyalkatchem

Confirmed Minutes

These minutes were confirmed at the Ordinary Meeting of Council held on the 18 October 2018

Signed:

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

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

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1. DECLARATION OF OPENING

The Chairperson, Shire President Cr Q Davies opened the meeting at 3.33pm

2. PUBLIC QUESTION TIME

2.1. Response to Public Questions Previously Taken on Notice

Nil

2.2. Declaration of Public Question Time opened

Public Question time opened at 3.33pm

There were no members of the public

2.3. Declaration of Public Question Time closed

Public Question time closed at 3.33pm

3. ATTENDANCE, APOLOGIES, LEAVE OF ABSENCE

3.1. Attendance

Members:

Cr. Quentin Davies President (Presiding Member)

Cr. Stephen Gamble

Cr. Fred Butt

Cr. Heather Metcalfe

Cr. Emma Holdsworth

Staff:

Taryn Dayman Chief Executive Officer

Claire Trenorden Manager Corporate Services

Sarah Hammond Community & Economic Development
Officer

3.2. Apologies

Nil

3.3. Approved Leave of Absence

Cr. Owen Garner

3.4. Applications for Leave of Absence

Nil

4. PETITIONS, DEPUTATIONS, PRESENTATIONS

4.1. Petitions

Nil

4.2. Deputations

Nil

4.3. Presentations

Nil

5. DECLARATIONS OF INTEREST

5.1. Financial and Proximity Interest

Cr Gamble declared a proximity interest in item 9.1.4 – Wheatbelt Secondary Freight Route with the nature of his interest being that the proposed staging map plan includes upgrading the Wyalkatchem-Koorda Road (phase four) being a road that runs directly along property to which he owns.

5.2. Impartiality Interests

Cr Holdsworth declared an impartiality interest in item 9.1.4 – Wheatbelt Secondary Freight Route, with the nature of her interest being her role at D & D transport, being a transport company and provided the following statement;

“With regards to Matter 9.1.4 Wheatbelt Secondary Freight Route, I disclose that I have an impartiality interest, due to my interest in D&D Transport, being a freight transport company.

As a consequence, there may be a perception that my impartiality on the matter may be affected. I declare that I will consider this matter on its merits and vote accordingly.”

6. CONFIRMATION AND RECEIPT OF MINUTES

6.1. Confirmation of Minutes

6.1.1. Ordinary Meeting of Council – 16 August 2018

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 16 August 2018 (Attachment 6.1.1.1)

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 16 August 2018 (Attachment 6.1.1.1) be confirmed as a true and correct record.

COUNCIL RESOLUTION:

(117/2018) Moved: Cr Holdsworth Seconded: Cr Metcalfe
That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 16 August 2018 (Attachment 6.1.1.1) be confirmed as a true and correct record.

CARRIED 5/0

6.2. Receipt of Minutes

6.2.1. NEWROC Council Minutes – 28 August 2018

Minutes of the NEWROC Council Meeting held on Tuesday 28 August 2018 (Attachment 6.1.2.1)

OFFICER RECOMMENDATION:

That the minutes of the NEWROC Council Meeting of Tuesday 28 August 2018 (Attachment 6.2.1.1) be received by Council.

COUNCIL RESOLUTION:

(118/2018) Moved: Cr Gamble Seconded: Cr Butt
That the minutes of the NEWROC Council Meeting of Tuesday 28 August 2018 (Attachment 6.2.1.1) be received by Council.

CARRIED 5/0

6.2.2. Wyalkatchem Local Emergency Management Committee Minutes – 15 August 2018

Minutes of the Wyalkatchem Local Emergency Management Committee meeting of Wednesday 15 August 2018 (Attachment 6.2.2.1)

OFFICER RECOMMENDATION:

That the minutes of the Wyalkatchem Local Emergency Management Committee meeting of Wednesday 15 August 2018 (Attachment 6.2.2.1) be received by Council.

COUNCIL RESOLUTION:

(119/2018) Moved: Cr Holdsworth

Seconded: Cr Gamble

That the minutes of the Wyalkatchem Local Emergency Management Committee meeting of Wednesday 15 August 2018 (Attachment 6.2.2.1) be received by Council.

CARRIED 5/0

7. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

The Presiding Person, Cr Davies, advised that long term resident, Mrs Thelma Maitland had passed away.

Cr Davies noted that Council's Works Manager, Darryn Watkins had commenced with the Shire at the start of September, Mr Watkins appears to have settled in well.

Cr Davies noted the resignation of Miss Ella McDonald. Cr Davies acknowledged Miss McDonald's commitment to the shire, especially noting her involvement with local emergency.

8. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

9. REPORTS

9.1. CORPORATE AND COMMUNITY SERVICES

9.1.1. FINANCIAL MANAGEMENT – MONTHLY FINANCIAL REPORT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 September 2018
Reporting Officer:	Claire Trenorden – Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 9.1.1.1- Monthly Financial Report August 2018

SUMMARY

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

BACKGROUND

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

COMMENT

August 2018 Financial Statements

- Yearly operating revenue is \$1,592,873 inclusive of net rate income of \$1,239,950 (net of prepaid rates and discounts) – 65% of Budget;
- Yearly operating expenditure is \$653,555 – 17% of Budget;
- Yearly capital expenditure is \$130,546 – 10% of Budget;
- Yearly capital revenue is \$807,973 – 60% of Budget;
- Net current assets as at 31 August 2018 are \$2,035,490.

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 \$1,073,070 and discounts applied equate to \$18,411. Approximately 75% of Rates have been collected to date, with \$339,090 outstanding.

General Purpose: The first instalment of the FAGS – General Purpose was received in August 2018 (\$134,757), with the annual amount to be received being \$36,512 higher than was anticipated in the Annual Budget.

Transport: The first instalment of the FAGS – Roads was received in August 2018 (\$51,491), with the annual amount to be received being \$11,439 lower than was anticipated in the Annual Budget.

Net Assets: Net Current Assets as at 31 August 2018 amount to \$2,035,490. This in the majority comprises of Cash Unrestricted – Municipal Funds (\$1,573,203).

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

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

Objective: Well utilised and effectively managed facilities and assets

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the Statement of Financial Activity for the period ended 31 August 2018.

COUNCIL RESOLUTION:

(120/2018) Moved: Cr Holdsworth Seconded: Cr Butt

That Council receive the Statement of Financial Activity for the period ended 31 August 2018.

CARRIED 5/0

9.1.2. FINANCIAL MANAGEMENT – PAYMENT LISTINGS

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 September 2018
Reporting Officer:	Claire Trenorden – Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.10.02
Attachment Reference:	Attachment 9.1.2.1 - Payment Listings August 2018 Attachment 9.1.2.2 - Fuel Card Statement July 2018

SUMMARY

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

BACKGROUND

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

COMMENT

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

Municipal Account

Total Payments August 2018	\$261,536
Total Payments August 2017	\$578,028
Variance \$	-\$316,492
Variance %	-55%

Percentage paid by EFT August 2018	100%
Percentage paid by cheque August 2018	0%

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

Percentage of suppliers used where no Wyalkatchem based option is available August 2018 89%

Dollar value spent with Wyalkatchem based suppliers August 2018 \$14,338

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 GP2 – Purchasing Policy.

FINANCIAL IMPLICATIONS

Payments of accounts payable as per the attached transaction statements to the value of \$261,536 for August 2018.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

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

Objective: Well utilised and effectively managed facilities and assets

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the Payment Listing as of 31 August 2018.

COUNCIL RESOLUTION:

(121/2018) Moved: Cr Gamble

Seconded: Cr Holdsworth

That Council receive the Payment Listing as of 31 August 2018.

CARRIED 5/0

9.1.3. CEACA – BUILDING APPLICATION FEES

Applicant:	CEACA
Location:	Lot 298 Wilson Street, Wyalkatchem
Date:	12 September 2018
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	8.11 & 3.16.01
Attachment Reference:	Nil

SUMMARY

Council to consider donating income derived from building applications lodged for the CEACA Seniors Housing Project to the Shire of Merredin to transfer back to the CEACA account.

BACKGROUND

The matter of payment of development application (DA) fees by CEACA Member Councils recently generated a great deal of debate amongst members. As a result, the CEACA Executive Committee considered how the payment of building applications (BA) fees should be dealt with by a Committee as a whole.

The CEACA Executive met on the 17 May 2017 to consider the matter and resolved:

“That the CEACA Executive Committee recommend to the CEACA committee that CEACA requests Member Council’s not to include the revenue from building fees associated with the CEACA Seniors Housing Project in their 2017/2018 budgets, with all Member Councils refunding the cost of lodging its building applications by way of a donation for the amount involved to the Shire of Merredin for transfer back to the CEACA account”

The CEACA Member Council’s considered the matter on the 7 June 2017 and resolved:

“That CEACA requests Member Councils not include the revenue from building fees associated with the CEACA Senior Housing Project in their 2017/2018 budgets, with all Member Councils refunding the cost of lodging its building applications by way of a donation for the amount involved to the Shire of Merredin for transfer back to the CEACA account”

COMMENT

For a BA to be considered lodged it must be submitted to the local government and the relevant statutory fees paid.

Council has received two building applications for the CEACA Seniors Housing Project in Wyalkatchem. No payment of fees has been received to date.

There is three types of Building fees of which two are statutory and not negotiable.

1. Building Permit Fees – SHIRE
2. Building Service Levy – STATUTORY
3. BCITF – STATUTORY

It has been suggested that fees for the Shire (1) be receipted to each Shire and then a donation of that fee back to CEACA to enable the funds to be expended on the project instead of being income to individual Councils.

Items 2 and 3 as indicated above are statutory therefore will be required to be paid by CEACA and remitted to the relevant state government agencies.

Council has received two building applications to date with the following fees payable.

Application 1

Forward works – Stage 1, proposed earthworks, termite treatment to slabs, concrete building slab, pre-lay pipe work and in ground services.

1. Building Permit Fee	\$182.40
2. Building Services Levy	\$131.52
3. BCITF -	\$0 (paid directly to government agency)
Total Payable	\$313.92

Application 2

Main Works – Stage 2 proposed continuation of CEACA development.

1. Building Permit Fee	\$1,805.00
2. Building Services Levy	\$1,301.50
3. BCITF -	\$0 (paid directly to government agency)
Total Payable	\$3,106.50

Total Council income and amount to be considered as a donation to CEACA for the above applications equals \$1987.40

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

A provision of \$500 building Licence income (I133005) is included in the 2018/2019 budget. This provision is an estimate based on previous years and was not increased to take into account anticipated building application fees for the CEACA Senior Housing Project.

A provision of \$24,689 Contribution to Central East Aged Care Alliance (E081015) is included in the 2018/2019 budget. To date this allocation has been expended in full.

A donation will result in the over expenditure of this allocation.

Donating the income derived from building applications for the CEACA Senior housing project will have a \$Nil impact on the overall 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: Healthy, Strong and connected communities

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council agrees to donate the Council received Building Permit fees associated with CEACA Seniors Housing Project subject to all other CEACA Council members agree to the same undertaking.

COUNCIL RESOLUTION:

(122/2018) Moved: Cr Holdsworth Seconded: Cr Butt

That Council agrees to donate the Council received Building Permit fees associated with CEACA Seniors Housing Project subject to all other CEACA Council members agree to the same undertaking.

CARRIED 5/0

Cr Gamble having declared a proximity interest in item 8.1.4 left the meeting at 3:54pm

9.1.4. WHEATBELT SECONDARY FREIGHT ROUTE

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 September 2018
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	28.18
Attachment Reference:	Attachment 9.1.4.1 - WSFR August 2018 Briefing note Attachment 9.1.4.2 – WSFR Staging Plan Map

SUMMARY

That Council considers supporting the strategic intent of the Secondary Freight Routes project and considers the request to endorse in principal an allocation of \$6,000 in the 2019/20 budget.

BACKGROUND

Correspondence has been received from Cr Ricky Storer, President of the Koorda Shire Council on behalf of the Secondary Freight Routes Project working group seeking Council's support strategic intent of the Secondary Freight Route and requesting a commitment of \$6,000 in either the 2018/19 or 2019/20 to co-fund Secondary Freight Route Project development subject to a successful Building Better Regions Program application.

COMMENT

The aim of the project is to develop an interconnected road network for heavy haulage across Local Government Authorities so that freight can be transported across the region linking the "first or final" mile to and from Wheatbelt towns and farms. The goal is to concentrate heavy traffic on specific routes (local roads) which will feed onto Main Roads. These roads have been selected to fit into specific criteria so as not to duplicate existing heavy vehicle routes. The upgrading of the "secondary collector routes", will encourage operators to move onto them ASAP and allow for a more concentrated focus on maintenance programs on this network, which will remain a Shire responsibility. It will still be individual local government responsibility to maintain or upgrade any connecting roads.

To achieve this, the Shires intend to upgrade the selected local roads to a minimum standard and have consistent RAV ratings along routes. This will enhance safety on our roads and alleviate the interaction between heavy traffic and local traffic.

The project has considerable merit in enabling the WSFR to be included on the Australian Governments Australia Infrastructure Priority List and therefore, the improved ability to secure funding via the Australian Government's Infrastructure Australia Fund.

The drivers behind the WSFR project were as follows:-

- Increase in heavy haulage traffic
- Closure of Tier 3 Railway lines
- Different freight routes
- Emergence of lime sand in agriculture
- Increase truck sizes
- Incumbent network narrow roads

- Road safety issues – interaction heavy freight and local traffic Statutory Environment

It is the intention of the WSFR working group to develop a business case and make application to the Federal Government’s Building Better Regions Fund (BBRF). To support their application, WSFR are requesting that all Council’s reaffirm their commitment to the Wheatbelt Secondary Freight Project and commit \$6,000 in the 2019/2020 budget as a co-contribution for phase 3 of the project which includes undertaking detailed planning and design works, to enable a Level 4 Infrastructure Australia Submission to be prepared.

Any contribution would only be required if the BBRF application is successful.

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

Commitment of \$6,000 allocation in the 2019/2020 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 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

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council:

1. *Notes the Secondary Freight Routes Project Development report;*
2. *Supports the strategic intent of the Secondary Freight Routes project;*
3. *Authorises the Chief Executive Office to prepare and sign a letter of support in favour of an application for Federal Government Funding under the Building Better Regions Program to develop the Secondary Freight project; and*
4. *Endorses in principle an allocation of [\$6,000] in 2019/20 to co-fund Secondary Freight Route Project development subject to a successful Building Better Regions Program application.*

COUNCIL RESOLUTION:

(123/2018) Moved: Cr Butt

Seconded: Cr Metcalfe

That Council:

- 1. Notes the Secondary Freight Routes Project Development report;**
- 2. Supports the strategic intent of the Secondary Freight Routes project;**
- 3. Authorises the Chief Executive Office to prepare and sign a letter of support in favour of an application for Federal Government Funding under the Building Better Regions Program to develop the Secondary Freight project; and**
- 4. Endorses in principle an allocation of [\$6,000] in 2019/20 to co-fund Secondary Freight Route Project development subject to a successful Building Better Regions Program application.**

CARRIED 4/0

Cr Butt left the meeting at 4.00pm

Cr Butt and Cr Gamble returned to the meeting at 4.01pm

9.2. GOVERNANCE AND COMPLIANCE

9.2.1. CHIEF EXECUTIVE OFFICER'S REPORT – AUGUST 2018

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 September 2018
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

SUMMARY

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

COMMENT

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

- WALGA – 2018 WA Local Government Convention
- Meeting with Central Eastern Aged Care Alliance (CEACA) representatives and Knott Gunnings Lawyers, regarding the proposed agreement between the Wyalkatchem Senior Citizens Home Trust Inc. (WSCHTI), CEACA and Shire of Merredin
- WSCHTI meeting attended by Dale Tyler, Don Eaton, David Holdsworth and Shire President Cr Davies to discuss CEACA agreement.
- Council Workshop
- Parents and Citizens meeting
- Wyalkatchem Rotary function
- August Ordinary Meeting of Council
- Meeting with Jan Trenorden, Wyalkatchem Rotary
- NewTravel
- Wendy Matthews and Kathy Balt from the Water Corporation
- LEMC Meeting
- Meeting with Dr Awogun
- NEWROC full Council meeting
- CEACA meeting (signing of the WSCHT, CEACA and Shire of Merredin agreement)

The CEO commitments in September include;

- CEACA meeting
- Council Workshop
- NAB community Discussion
- Welfare Evacuation Centre exercise – “microburst” Bruce Rock (observer only)
- Ordinary Meeting of Council

CEACA

On the 29 August 2018 the Development and Transfer of Land agreement between CEACA, WSCHTI and Shire of Merredin was formally signed.

The signing of the agreement secures that development of 4 independent living units to be constructed in Wyalkatchem, on Flint Street, behind the existing WSCHT units

Compliance

To establish the priorities and identify tasks to be completed a compliance health check is currently being carried out. The compliance health check includes the following resources;

- WALGA compliance calendar template
- Integrity in Procurement Self-Audit Tool
- Outcomes of the Department of Local Government and Communities Better Practice Review 2016.
- Review of Risk Management, internal control and legislate Compliance June 2017 Report
- Previous Auditors reports
- Previous Compliance Audit Return

The review to date has indicated a good level of compliance for the Shire of Wyalkatchem, however a number of non-compliance items has been identified, as well as general improvements to achieve best practice for the Shire.

Outcomes of the review will be incorporated in an action plan, which will include identified items, timing and if required, allocation of resources.

Staff

Council's Governance and Emergency Services Officer, Ella McDonald, has resigned to take up a position at Landmark. We wish Ella all the best in her future endeavours. Advertising for the position will commence shortly.

Darryn Watkins, Manager of Works commences on the 3 September 2018.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

COUNCIL RESOLUTION:

(124/2018) Moved: Cr Gamble

Seconded: Cr Butt

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

CARRIED 5/0

9.2.2. GOVERNANCE AND EMERGENCY REPORT – AUGUST 2018

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 September 2018
Reporting Officer:	Ella McDonald, Administration Officer Governance and Emergency
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

SUMMARY

Council is to consider and accept the Governance and Emergency report for the month of August 2018.

BACKGROUND

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

COMMENT

Emergency:

There were no reported bushfire incidents in the month of August.

The Local Emergency Management Arrangements (LEMA) review continued throughout August. The draft document was distributed to the Local Emergency Management Committee (LEMC) on Monday 13 August. The LEMC then met on Wednesday 22 August to workshop the draft document. There was some fantastic discussion, with valid contributions made from all parties represented.

Occupational Health and Safety:

The Governance and Emergency Officer and Chief Executive Officer met with LGIS Regional Risk Coordinator Chris Gilmour on Tuesday 7 August to discuss the Shire's participation in a regional program that involves the use of an online platform for staff and contractor induction and training. The Shire opted to join twelve other regional local governments and participate in the program. The Shire will begin rolling out the program to staff and contractors alike in the near future.

Governance:

Council met for workshop on Thursday 9 August, where the Governance and Emergency Officer reported on signage along the Goomalling-Merredin Road that runs through Wyalkatchem. Following direction from Council and the Chief Executive Officer, the Governance and Emergency Officer commenced research into the development of a signage policy, with the intention of

implementing a strategy that helps to shape an effective use of signage within the Shire of Wyalkatchem.

The Governance and Emergency Officer reviewed the Local Government Operational Guidelines for Council Forums in preparation for the formalisation of Council Workshops. Multiple policies belonging to other Local Governments surrounding Council Forums were examined, in anticipation for the development of Wyalkatchem’s own policy.

An ingoing inspection was completed on 1 Slocum Street on Friday 17 August in preparation for the commencement of future Works Manager Darryn Watkins. The subsequent Property Condition Report was produced on Monday 20 August.

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accept the Governance and Emergency Report for the month of August 2018.

COUNCIL RESOLUTION:

(125/2018) Moved: Cr Butt

Seconded: Cr Metcalfe

That Council accept the Governance and Emergency Report for the month of August 2018.

CARRIED 5/0

9.2.3. PRINCIPAL ENVIRONMENTAL HEALTH OFFICER'S REPORT – AUGUST 2018

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 September 2018
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's report.

BACKGROUND

This report will provide an insight into the important tasks undertaken by the Principal Environmental Health Officer (PEHO) on a monthly basis.

COMMENT

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

FOOD PREMISES AND PUBLIC BUILDINGS INSPECTION

The below food businesses were inspected for food safety standards during August:

- Wyalkatchem IGA Express
- Sweet Tweets

In addition to the Food Premises inspections, the PEHO also completed a public building routine assessment of the following Council facilities:

- Wyalkatchem Town Hall
- Wyalkatchem Tennis Club
- Wyalkatchem Recreational Centre
- Wyalkatchem Airfield Terminal Building

All inspections returned good results, with no major issues having been identified.

2017/2018 LOCAL GOVERNMENT, FOOD ACT 2008 AND PUBLIC HEALTH ACT 2016 REPORTING

The PEHO completed two separate sets of reports for the Department of Health. In accordance with the *Food Act 2008 section 121* and the *Public Health Act 2016 section 22*, Local Government enforcement agencies are required to report to the Department of Health on their performance of functions. All responses submitted will assist the Department of Health in determining how public health risks should be managed in Western Australia and the way forward under the Public Health Act.

The second report was additional optional questions to assist with the Regulation Review Program that is currently being undertaken as part of the *Public Health Act 2016* implementation. Local

governments are being asked to answer as many of the questions as possible via the online reporting survey.

WASTEWATER WORKSHOP/TRAINING

Three members of staff, including the PEHO, attended a half day training course on 15 August 2018, organised by Water Corporation in relation to ongoing operation and maintenance of the proposed Shire of Wyalkatchem Wastewater Treatment Plant (WWTP). The training course was for Operators and Environmental Health Officers who are involved with the operation of Recycled Water Irrigation Schemes. Topics covered at the training included Department of Health wastewater requirements, safety considerations and sampling.

STATUTORY ENVIRONMENT

Food Act 2008
Public Health Act 2016

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: Healthy, Strong and connected communities

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

Objective: A prosperous and dynamic district

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accept the Principal Environmental Health Officer's report for the month of August 2018 as presented.

COUNCIL RESOLUTION:

(126/2018) Moved: Cr Gamble

Seconded: Cr Holdsworth

That Council accept the Principal Environmental Health Officer's report for the month of August 2018 as presented.

CARRIED 5/0

9.2.4. COMMUNITY AND ECONOMIC DEVELOPMENT REPORT – AUGUST 2018

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 September 2018
Reporting Officer:	Sarah Hammond, Community and Economic Development Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	NIL

SUMMARY

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

BACKGROUND

Provide background information on the matter at hand– why is this coming to council – is it a requirement, has there been a previous decision etc.

COMMENT

The Community and Economic Development officer met with Craig Cooper of the Wyalkatchem CRC to discuss upcoming projects and happenings at the CRC. The CRC was planning to hold a writers retreat to attract writers from Perth to spend a weekend in Wyalkatchem workshopping and listening to seminars by authors Fleur McDonald and John Harman. This project was to be funded through a grant, unfortunately the CRC was unsuccessful in the grant application and the event will no longer be going ahead. Craig will be applying for the grant again in the New Year to try to get the project happening next year.

The CRC asked the Shire for a letter of support for an application for a seniors week grant to host a movie day at the CRC for Seniors Week. This letter was supplied and the grant has been submitted.

The CRC AGM will be held in early October at the CRC. The Community and Economic Development Officer will be attending.

The Community and Economic Development Officer participated in a webinar on Reverse declining community and decrease communication costs. It was very interesting to hear how even large councils are effected by people not spending their money local, trying to attract young families to their area and building their economic sustainability. A recorded copy of the webinar was sent to all participants to refer to when needed.

Pioneer’s Pathway meeting was held on Tuesday 21 August, at Slater Homestead in Goomalling. The Pioneer’s stories will begin production on 3 September, as the copy writer had a six week lead time. A new logo was discussed and decided upon with only two changes to colour. The Executive Officer Linda Vernon will be putting in an expression of interest for the Stronger Communities Programme Round 4 which is tourism focused.

The 2019 Wyalkatchem Fair preparations are progressing well, two grant applications have been submitted, one to Healthway for a Sun Smart grant and a Road Safety Commission grant to raise

awareness for fatigue in drivers. Once open a youth week grant will be applied for and a Lotterywest grant is in progress due to be submitted soon. Colonial Clydesdales are available to attend with their draft horses, a petting zoo is pencilled in and contact has been made with a few community groups as to their participation on the day. Rotary has expressed an interest to help out with volunteers, Coffee Craft will be holding a stall to display and sell their handmade items and Cottage Craft have been asked to do an afternoon tea which they will confirm closer to the date. The Fair has been advertised in the Wylie Weekly in the Council Newsletter.

The Wyalkatchem Art Group held their AGM on Sunday 26 August, this meeting was also to discuss if the group would continue. From the meeting it was decided the group would continue and they are interested in attracting new members. It was also discussed with the group if they would be interested in holding an art exhibit at the 2019 Fair. The general consensus was yes an exhibit would be great, the Community and Economic Development Officer will continue to discuss this with the group in the lead up to the Fair.

The Community and Economic Development Officer created a Council Newsletter with direction and guidance from Chief Executive Officer, Ms Taryn Dayman. The first edition was placed into the Wylie Weekly, circulated to staff and councillors and placed onto the Shire website under publications. Feedback for the Council Newsletter has been positive. This newsletter will be used as a tool to engage with the community and to inform the community of outcomes, events or opportunities that may affect the community in some way.

STATUTORY ENVIRONMENT

There is no statutory environment relevant to this issue

POLICY IMPLICATIONS

There is no Council Policy relative to this report.

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: Healthy, Strong and connected communities

Outcome No.	Outcome	Action No.	Actions
1.3	Connected and effective community groups	1.3.1	Support and strengthen community organisations and networks
		1.3.4	Actively partner the Community Resource Centre in community development planning and programmes.
1.4	A diverse and inclusive community	1.4.1	Promote intergenerational activities and spaces
		1.4.2	Facilitate local festivals and events to connect the community

Objective: A prosperous and dynamic district

Outcome No.	Outcome	Action No.	Actions
2.4	Thriving, profitable and sustainable local economy	2.4.3	Foster innovation and technology adoption

Objective: An Effective Voice

Outcome No.	Outcome	Action No.	Actions
4.1	Being the voice on community issues beyond Council's authority	4.1.1	Identify key issues on which Council should advocate
		4.1.2	Advocate effectively on significant issues affecting the community
4.3	Enhanced understanding of complex issues impacting Council decisions and outcomes	4.3.1	Proactive communication on key issues to inform community understanding
		4.3.2	Proactive communication of decision and outcomes

Objective: Well utilised and effectively managed facilities and assets

Outcome No.	Outcome	Action No.	Actions
6.4	A community linked through trails, tracks and pathways	6.4.1	Develop master plan for trails, tracks and pathways

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

COUNCIL RESOLUTION:

(127/2018) Moved: Cr Holdsworth

Seconded: Cr Metcalfe

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

CARRIED 5/0

9.2.5. PROPERTY AND FINANCE REPORT - AUGUST 2018

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 September 2018
Reporting Officer:	Tegan McCarthy - Property and Finance Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

SUMMARY

This report is prepared by the Property and Finance Officer to provide Council and the Community of Wyalkatchem with information on building and financial operations of the Shire.

COMMENT

There was no major activity in Property in August.

Finance work was operational and included reconciliations; rates related duties; bill payments; records filling; and general enquiries.

There were no project or strategic duties in August.

Rates payments were due in August. Early payment closed 10 August and instalment/full payments closed 24 August. Majority of rates payments were paid before 24 August with a small amount of rate payers receiving an overdue notice.

In August Council property hired out included

- Korrelocking hall for 12 hours.
- Railway Station for one day.
- Community Bus for five days.
- Tree planter for six days.
- Railway Barracks 60 nights/ 12 bookings

STATUTORY ENVIRONMENT

There is no statutory environment relevant to this issue

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.4	Robust and accountable business and financial processes	5.4.1	Maintain long term financial plan that is integrated with asset management plans

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 accepts the Property and Finance report for the month of August 2018.

COUNCIL RESOLUTION:

(128/2018) Moved: Cr Gamble

Seconded: Cr Butt

That Council accepts the Property and Finance report for the month of August 2018.

CARRIED 5/0

10. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

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

Nil

13. MATTERS BEHIND CLOSED DOORS

Nil

14. INFORMATION BULLETIN

14.1. Information Bulletin

The information bulletin has been provided as an attachment (Attachment 14.1.1.1)

14.2. Business Arising from the Information Bulletin

There were no business arising from the information bulletin.

15. CLOSURE OF THE MEETING

There being no further business to discuss, the Chairperson thanked everyone for their attendance and closed the meeting at 4.26pm.