



SHIRE OF WYALKATCHEM



DECEMBER 2018

ATTACHMENTS

LIST OF ATTACHMENTS

1. 7.1.1 Ordinary Meeting of Council Minutes – 15 November 2018
2. 7.2.1 NEWROC Council Minutes – 27 November 2018
3. 7.2.2 Central East Aged Care Alliance Inc. – Committee Meeting Minutes – 14 November 2018
4. 7.2.3 Central East Aged Care Alliance Inc. Annual General Meeting Minutes – 14 November 2018
5. 7.2.4 Great Eastern Country Zone and Local government Agricultural Freight Group Minutes – 14 November 2018
6. 10.1.1.1 Payment Listings – November 2018
7. 10.1.1.2 Credit Card Statement – October 2018
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9. 10.1.2 Monthly Financial Report – November 2018
10. 10.1.5 Community Grant application
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12. 10.4.1.1 Application for Planning Approval
13. 10.4.1.2 Photo, drawings and specification of actual proposed building
14. 10.4.1.3 Site plan for proposed building



**MINUTES
OF THE
ORDINARY MEETING OF
COUNCIL**

**HELD ON
THURSDAY, 15 NOVEMBER 2018**

**Council Chambers
Honour Avenue
Wyalkatchem**

**Commencement: 3.35pm
Closure: 4.43pm**

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.

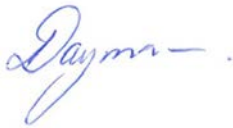
The “*Confirmed*” Minutes are then signed off by the Presiding Member

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 the 16 November 2018.



Taryn Dayman
Chief Executive Officer
Shire of Wyalkatchem

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1. DECLARATION OF OPENING

The Chairperson, Shire President Cr Davies opened the meeting at 3.35pm

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 3.36pm.

There were no members of the public.

2.3. Declaration of Public Question Time closed

Public Question time closed at 3.36pm.

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

Nil

3.4. Applications for Leave of Absence

Nil

4. MEMORIALS

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

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 – 18 October 2018

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 18 October 2018 (Attachment 7.1.1)

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 18 October 2018 (Attachment 7.1.1) be confirmed as a true and correct record.

COUNCIL RESOLUTION:

(146/2018) Moved: Cr Gamble Seconded: Cr Butt

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 18 October 2018 (Attachment 7.1.1) be confirmed as a true and correct record.

CARRIED 6/0

7.2. Receipt of Minutes

7.2.1. Central East Aged Care Alliance Inc. – Special Meeting Minutes – 10 October 2018

Minutes of the Central Aged Care Alliance Inc. Committee Special Meeting held on Wednesday 10 October 2018 (Attachment 7.2.1).

OFFICER RECOMMENDATION:

That the minutes of the Central East Aged Care Alliance Inc. Committee Special Meeting held on Wednesday 10 October 2018 (Attachment 7.2.1) be received by Council.

COUNCIL RESOLUTION:

(147/2018) Moved: Cr Butt Seconded: Cr Metcalfe

That the minutes of the Central Aged Care Alliance Inc. Committee Special Meeting held on Wednesday 10 October 2018 (Attachment 7.2.1) be received by Council.

CARRIED 6/0

7.2.2. NEWROC Committee Minutes – 23 October 2018

Minutes of the NEWROC Council meeting held on Tuesday 23 October 2018 (Attachment 7.2.2).

OFFICER RECOMMENDATION:

That the minutes of the NEWROC Council meeting held on Tuesday 23 October 2018 (Attachment 7.2.2) be received by Council.

COUNCIL RESOLUTION:

(148/2018) Moved: Cr Holdsworth

Seconded: Cr Garner

That the minutes of the NEWROC Council meeting held on Tuesday 23 October 2018 (Attachment 7.2.2) be received by Council.

CARRIED 6/0

7.2.3. LEMC Committee Minutes – 31 October 2018

Minutes of the LEMC Committee meeting held on Wednesday 31 October 2018 (Attachment 7.2.3).

OFFICER RECOMMENDATION:

That the minutes of the LEMC Committee meeting held on Wednesday 31 October 2018 (Attachment 7.2.3) be received by Council.

COUNCIL RESOLUTION:

(149/2018) Moved: Cr Holdsworth

Seconded: Cr Butt

That the minutes of the LEMC Committee meeting held on Wednesday 31 October 2018 (Attachment 7.2.3) be received by Council.

CARRIED 6/0

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Congratulations to Councillor Holdsworth on her birthday today.

Thank the internal staff as they have been undermanned, they have managed well.

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 – OCTOBER 2018

| | |
|-------------------------|--|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 5 November 2018 |
| Reporting Officer: | Claire Trenorden – Manager Corporate Services |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 12.10.02 |
| Attachment Reference: | Attachment 10.1.1.1 Payment Listing October 2018 Attachment 10.1.1.2 Credit Card Statement – October 2018 Attachment 10.1.1.3 Fuel Card Statement – October 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 October 2018 | \$272,665 |
| Total Payments October 2017 | \$364,047 |
| Variance \$ | -\$91,382 |
| Variance % | -25% |

| | |
|--|--------|
| Percentage paid by EFT October 2018 | 99.96% |
| Percentage paid by cheque October 2018 | 0.04% |

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

Percentage of suppliers used where no Wyalkatchem based option is available October 2018 91%

Dollar value spent with Wyalkatchem based suppliers October 2018 \$10,830

Trust Account – Working

No transactions

Reserve Account

No transactions

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

Relates to Policy Number 10.1 – Purchasing Policy.

FINANCIAL IMPLICATIONS

Payments of accounts payable as per the attached transaction statements to the value of \$272,665 for October 2018.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

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

Objective: Well utilised and effectively managed facilities and assets

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the Payment Listing as of 31 October 2018, as provided for in attachment 10.1.1.1

COUNCIL RESOLUTION:

(150/2018) Moved: Cr Gamble

Seconded: Cr Holdsworth

That Council receive the Payment Listing as of 31 October 2018, as provided for in attachment 10.1.1.1

CARRIED 6/0

UNCONFIRMED

10.1.2. FINANCIAL MANAGEMENT – MONTHLY FINANCIAL REPORT – OCTOBER 2018

| | |
|-------------------------|---|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 7 November 2018 |
| Reporting Officer: | Claire Trenorden – Manager Corporate Services |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 12.10.02 |
| Attachment Reference: | Attachment 10.1.2 – Monthly Financial Report – October 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

October 2018 Financial Statements

- Yearly operating revenue is \$1,719,944 inclusive of net rate income of \$1,248,202 (net of prepaid rates and discounts) – 70% of Budget;
- Yearly operating expenditure is \$1,232,697 – 32% of Budget;
- Yearly capital expenditure is \$342,773 – 26% of Budget;
- Yearly capital revenue is \$942,567 – 70% of Budget;
- Net current assets as at 31 October 2018 are \$1,777,297.

Operating Revenue

Rates: Revenue of \$1,454,232 has been raised during the rate run for 2018/19. The total Rate Run is broken down between Rates \$1,301,824, Rubbish \$96,390, Health Levy \$15,120 and ESL Levy \$40,898. To date income received is \$1,107,685 and discounts applied equate to \$18,583. Approximately 83% of Rates have been collected to date, with \$230,030 outstanding.

Capital Expenditure

| | | |
|---------------------|-----------|---|
| Land and Buildings | \$30,782 | The Recreation Centre, Shire Office, Lady Novar, Railway Station and Railway Barracks capital works have commenced as of October 2018. 1 Slocum St capital works have been completed. |
| Plant and Equipment | \$104,058 | The Doctors vehicle and Works Manager vehicle changeovers have been completed. The new cylinder mower has been purchased. |
| Roads | \$106,124 | Both Cunderdin/Wyalkatchem Rd projects, Lewis East Rd, Goldfields Rd has commenced |

as of October 2018.

Net Assets: Net Current Assets as at 31 October 2018 amount to \$1,777,297. This in the majority comprises of Cash Unrestricted – Municipal Funds (\$1,479,763).

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

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

Objective: Well utilised and effectively managed facilities and assets

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

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council receive the Statement of Financial Activity for the period ended 31 October 2018, as provided for in attachment 10.1.2.

COUNCIL RESOLUTION:

(151/2018) Moved: Cr Garner

Seconded: Cr Gamble

That Council receive the Statement of Financial Activity for the period ended 31 October 2018, as provided for in attachment 10.1.2.

CARRIED 6/0

UNCONFIRMED

10.1.3. CHRISTMAS / NEW YEAR OFFICE CLOSURE

| | |
|-------------------------|---|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 7 November 2018 |
| Reporting Officer: | Claire Trenorden – Manager Corporate Services |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 4.13.05 |
| Attachment Reference: | Nil |

SUMMARY

This report relates to Council's consideration of the closure of the Shire Administration Office over the Christmas and New Year period for 2018/19.

BACKGROUND

Council is asked to consider the closure of the Administration Office from Monday 24 December 2018 to Friday 4 January 2019, reopening on Monday 7 January 2019.

COMMENT

For the past three years the Shire Administration Office has closed for the two weeks over the Christmas and New Year holiday period.

The closure of the office will allow staff to have an extended period of leave with the inclusion of four public holidays (25 December 2018, 26 December 2018 and 1 January 2019 are Australian national public holidays and 2 January 2019 as per Council Policy GP35). Staff will be required to take six days leave (annual leave, rostered day off or leave without pay) in addition to these public holidays.

There is no record that this closure has caused any inconvenience to the community. Traditionally the Shire receives most of its communications via telephone or email. An answering machine message will be setup on the phone which will direct people to the Shire emergency mobile number in the event of an emergency. Senior staff will be available in this instance.

Council may want to consider adopting Christmas / New Year office closure policy.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

GP35 – Local Government Industry Award 2010 and Discretionary Additional Employee Conditions

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

| Outcome No. | Outcome | Action No. | Actions |
|-------------|--|------------|--|
| 5.1 | A well-governed, efficient and responsive organisation | 5.1.3 | Deliver open and transparent Council decision-making and reporting |

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council approve the closure of the Shire Administration Office from Monday 24 December 2018 to Friday 4 January 2019, reopening Monday 7 January 2019.

COUNCIL RESOLUTION:

(152/2018) Moved: Cr Holdsworth

Seconded: Cr Garner

That Council approve the closure of the Shire Administration Office from Monday 24 December 2018 to Friday 4 January 2019, reopening Monday 7 January 2019.

CARRIED 6/0

10.1.4. DONATION TO SENIOR CITIZENS HOMES TRUST

| | |
|-------------------------|---|
| Applicant: | Wyalkatchem Senior Citizens Homes Trust |
| Location: | Shire of Wyalkatchem |
| Date: | 8 November 2018 |
| Reporting Officer: | Claire Trenorden – Manager Corporate Services |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 8.11 |
| Attachment Reference: | Nil |

SUMMARY

This report relates to Council’s consideration of a donation to the Wyalkatchem Senior Citizens Homes Trust for the amount of \$19,764.91.

BACKGROUND

The Shire holds the amount of \$20,008.60 in its Unspent Grants Reserve account being the balance of the Independent Living Units project funds.

COMMENT

Between 2014 and 2018 the Shire managed the construction of four independent living units in Flint Street, Wyalkatchem. These were funded by a grant through the Country Local Government Fund (CLGF) obtained by the Shire, as well as two contributions made by the Wyalkatchem Senior Citizens Homes Trust Inc. (WSCHTI).

Council received the funding from CLGF and WSCHTI in 2014. A small amount of expenditure occurred during 2014 and the balance of the funds were transfer to the unspent funds reserves, to be used to fund future expenditure. Interest on the reserve was retained within the reserve. At the conclusion of the project there is a balance which is still held in the Shires Unspent Grants Reserve account and the WSCHTI have asked for this to be donated to them to contribute to extra works that they have had completed to the units.

The breakdown of the income and expenditure for the project is (all figures excluding GST):

| | |
|---|--------------|
| Income | |
| CLGF grant | 735,260.33 |
| Senior Citizens Homes Trust contribution #1 | 227,272.73 |
| Senior Citizens Homes Trust contribution #2 | 45,454.55 |
| Interest on funds in reserve | 36,596.08 |
| Total income | 1,044,583.69 |
| Expenditure | |
| 2014/15 | 2,955.60 |
| 2015/16 | 118,468.79 |
| 2016/17 | 851,529.29 |
| 2017/18 | 51,621.41 |
| 2018/19 | 0.00 |
| Total expenditure | 1,024,575.09 |
| Balance of funds | 20,008.60 |

The extra works the WSCHTI have had completed was to extend awnings out the front of the units to provide shade protection in Summer, these were completed at a cost of \$54,000.

A capital expenditure provision of \$10,000 is currently allocated in the 2018/2019 annual budget for Aged Care Services and Accommodation. This is a general provision and currently has not been allocated to any particular project or anticipated expenditure. However these funds may be required for the current CEACA independent living unit project.

The donation of \$19,764.91 would be considered as an unbudgeted expenditure and requires Council's approval.

The transfer of the funds within the Unspent Grant Reserve to Council's municipal account is currently not provided for within the 2018/2019 budget. Any transfer to fund this donation request would be considered as an unbudgeted transfer would require Council's approval.

STATUTORY ENVIRONMENT

Local Government Act 1995 section 6.8 Expenditure from municipal fund not included in the annual budget

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Increase in expenditure of \$19,764.91 as a donation to WSCHTI.

Increase in transfer from the unspent grant reserve of \$19,764.91.

Overall budget impact on \$Nil.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

| 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

Absolute Majority

OFFICER'S RECOMMENDATION

That Council

1. Approves the donation of \$19,764.91 to the Wyalkatchem Senior Citizens Homes Trust Inc. as a contribution towards the construction of awnings to the front of the units.
2. Approves the transfer of \$19,764.91 from the Unspent Grants Reserve account to the Municipal Account;
3. Amends the 2018/2019 budget accordingly.

COUNCIL RESOLUTION:

(153/2018) Moved: Cr Holdsworth

Seconded: Cr Metcalfe

That Council

1. Approves the donation of \$19,764.91 to the Wyalkatchem Senior Citizens Homes Trust Inc. as a contribution towards the construction of awnings to the front of the units.
2. Approves the transfer of \$19,764.91 from the Unspent Grants Reserve account to the Municipal Account;
3. Amends the 2018/2019 budget accordingly.

MOTION LOST 0/6

AMENDED COUNCIL RESOLUTION:

(154/2018) Moved: Cr Butt

Seconded: Cr Garner

That Council

1. Approves the donation of \$14,764.91 to the Wyalkatchem Senior Citizens Homes Trust Inc. as a contribution towards the construction of awnings to the front of the units.
2. Approves the transfer of \$14,764.91 from the Unspent Grants Reserve account to the Municipal Account;
3. Amends the 2018/2019 budget accordingly.

CARRIED BY ABSOLUTE MAJORITY 6/0

An amended motion was put that differs from the Officers Recommendation, being a change to the amount of donation and transfer from reserve.

10.2. GOVERNANCE AND COMPLIANCE

10.2.1. CHIEF EXECUTIVE OFFICER REPORT – OCTOBER 2018

| | |
|-------------------------|---------------------------------------|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 7 November 2018 |
| Reporting Officer: | Taryn Dayman, Chief Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 13.09.01 |
| Attachment Reference: | Nil |

SUMMARY

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

COMMENT

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

- Meeting with Angelo Nardio from ITvision
- Chris Gilmore – LGIS
- Council Workshop
- CEACA Meeting – Nungarin
- Mark Harris – LGIS
- Bush Fire Annual General Meeting
- LEMC Meeting
- Meeting with Sue Bruce, Rotary
- Council Meeting
- Meeting with Dianne Davies – CRC Chairperson
- Staff recruitment interview
- Resource Centre AGM
- NEWROC Full Council meeting – Mt Marshall
- Local Government Act Facilitated Forum Meeting – Merredin
- Meeting with Gary Martin, Local Government consultant

The CEO commitments in November include;

- Council Workshop
- Wheatbelt North-East Sub Regional Road Group Meeting – Mukinbudin
- Dowerin Work Camp – Dowerin
- Meeting with Linda Davies – Friends of the Cemetery
- Meeting with Market Creations
- CEACA AGM – Merredin
- Main Roads Meeting

- Council Meeting
- Wyalkatchem Hospital opening
- NEWROC executive Meeting – Trayning

Staff

Sarah Hammond has resigned from her position of Community and Economic Development Officer. Sarah has taken up an opportunity at Elders and we wish her the very best in her future endeavours. Sarah's last day with the Shire is the 16 November 2018.

On the resignation of two administration officers, it was timely to conduct an administration organisation review, including the review of tasks and areas of responsibilities. This review has resulted in following positions in the administration team;

- Governance Executive Support Officer
- Finance and Administration Officer
- Finance Officer
- Manager Corporate Services

The main areas of change is a reduction in the focus of Community and Economic Development. While this area of responsibility will be included as a task, it will not be the main focus of a position, which it is currently now. The restructure focused on achieving segregation of duties, increasing internal controls and increase in focus for areas such as Compliance, Occupational Health and Safety, Record Management, Human Resources, Communications and Marketing, Economic & Tourism Development, Event Management and general administration functions.

Interviews have been conducted and I'm please to advise that Stephanie Elvidge has accepted the position of Governance Executive Officer and will commence on the 26 November 2018.

The position of Finance and Administration Officer has been offered to a potential candidate, who is yet to confirm her acceptance of this officer. It is anticipated that confirmation of acceptance will occur by the end of the week.

Swimming Pool

The swimming pool was due to be open on the 1 November 2019. Water samples were taken prior to the scheduled opening day and unfortunately returned findings that required addressing to be able to open to the pool to the public. The issues were addressed and water samples were taken again and sent for testing, which again returned findings that required addressing. These were attended to and another sample sent for testing. The findings are currently pending and the pool will remain closed until a positive result has been returned and the water be deemed suitable to open to the general public.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

COUNCIL RESOLUTION:

(155/2018) Moved: Cr Holdsworth

Seconded: Cr Garner

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

CARRIED 6 / 0

10.2.2. COMMUNITY & ECONOMIC DEVELOPMENT OFFICER REPORT – OCTOBER 2018

| | |
|-------------------------|---|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 5 November 2018 |
| Reporting Officer: | Sarah Hammond, Community and Economic Development Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 13.09.01 |
| Attachment Reference: | NIL |

SUMMARY

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

BACKGROUND

Officers report to Council every month to keep Council up to date on the operational proceedings of the Officer's portfolio. The Community and Economic Development Officer reports on matters pertaining to community engagement, tourism, economic development and grants management.

COMMENT

CRC Monthly Meeting – The CRC held a number of school holiday projects, one being a community tree where people traced their hands to create the leaves of the tree. Another event was a pastel drawing day which unfortunately no one attended. The CRC were unsuccessful in their application for a Seniors week grant, however they are still running their event for the week which is a viewing of gone with the wind. The grant would have allowed the CRC to provide lunch for those attending. Unfortunately the CRC are losing a staff member in Susan Anderson who is to commence work at the Wyalkatchem hospital. The CRC saw a large number of tourist for the wildflower season however their numbers have begun to decline. CRC Manager Craig Cooper provided feedback directly to Wheatbelt Way in regards to information from visitors in regards to the app and the need for more brochures.

CRC AGM – The CRC AGM was held on the 22 October and was attended by the Community and Economic Development officer along with CEO Ms Taryn Dayman. Mrs Dianne Davies stepped down as chairperson as did Mrs Cerena Stratford from secretary. Unfortunately these two positions were unable to be filled at the AGM and a follow up meeting has been set for Tuesday the 6 November at 5:30pm in the aim of filling both positions.

Wanslea Visit – The Community and Economic Development Officer met with Wanslea, early learning and development employee Tegan Walsh to discuss finding an educator for the Wyalkatchem Day care. Wanslea have been actively looking for an educator for a few months now however have not had any success. The Community and Economic Development Officer met with Tegan and showed the facility that has previously been used as the Wyalkatchem Day Care so they were more informed as to what infrastructure there is available for an educator to use. Tegan assured the Community and Economic Development officer that Wanslea will continue to look for an educator on our behalf.

Social Media Workshop – The Community and Economic Development Officer attended a Social Media workshop run by Meg Coffey of Coffey and Tea. This workshop was subsidised by

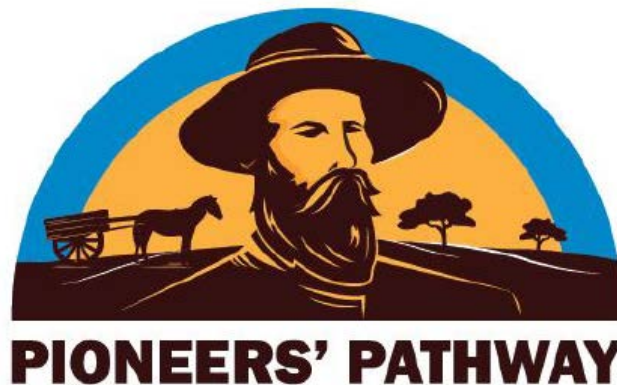
NEWTravel. The Community and Economic Development Officer gained very useful information on the uses of social media in businesses and in tourism. This information will be used to build the Shire of Wyalkatchem's Facebook page.

NEWTRAVEL AGM and General Meeting - The Community and Economic Development Officer attended the NEWTravel AGM on 25 October. All positions were declared open and were appointed as below;

- Chairperson: Kim Storer
- Deputy Chairperson: Tony Clarke
- Administrator/Treasurer: Linda Vernon

It was also discussed at the general meeting which followed the AGM that there needs to be more businesses involved with the Wheatbelt Way as it would be a great opportunity to promote their businesses. Discussion was had to look into holding workshops to encourage businesses to join.

Pioneer's Pathway Meeting – The final Pioneer's Pathway logo was voted on, see below. With the new logo design the Pioneer's Pathway name and logo will be trademarked.



Cottage Craft AGM - The Community and Economic Development Officer attended the Cottage Craft AGM where it was decided that Cottage Craft would hold a Devonshire afternoon tea at the 2019 Wyalkatchem Fair.

Wyalkatchem Fair – A Road Safety Commission Grant of \$1,000.00 was successfully obtained by the Community and Economic Development Officer. This will go towards the hire of the Colonial Clydesdales.

Council Newsletter

Articles included in the two October issues of the newsletter were;

- Message from the CEO
- Harvest Mass Management Scheme 5 Step Guide
- Death Notice – Mr Tom Cleverly
- SMS Services for Harvest Ban Notifications
- 2018/19 Wyalkatchem Aquatic Season
- Free Mammograms in Wyalkatchem
- Grants for Women, Lotterywest Heritage and Conservation Grants
- Fountain Destruction

- Employment – General Hand
- Councillor Vacancy
- Australia Day, Community Citizen of the Year Awards – nominations
- Community Groups EOI Wyalkatchem Fair and stall holders
- Restricted Burning Period Notice
- Fire Permits/Burning Information
- Appointment of Fire Control Officers
- Be Snake Aware
- Reminder Cat and Dog Registrations Due 31 October 2018
- Wyalkatchem Land Fill Facility Construction and Demolition Waste
- Firebreak and Inspection Notice
- Wyalkatchem Pet Cemetery Information

No new subscriptions for the month of October

STATUTORY ENVIRONMENT

There is no statutory environment relevant to this issue

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Various. This report covers a range of activities and is in line with a large number of outcomes as expressed in the revised Shire of Wyalkatchem Strategic Community Plan. Due to the large number of outcomes, they have not been listed individually. This report covers outcomes as identified within the following objectives;

Objective: Healthy, Strong and connected communities

Objective: A prosperous and dynamic district

Objective: A sustainable natural and built environment

Objective: An Effective Voice

Objective: A well-managed and effective Council organisation

Objective: Well utilised and effectively managed facilities and assets

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

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

COUNCIL RESOLUTION:

(156/2018) Moved: Cr Gamble

Seconded: Cr Butt

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

CARRIED 6 / 0

UNCONFIRMED

10.2.3. PRINCIPAL ENVIRONMENTAL HEALTH OFFICER MONTHLY REPORT

| | |
|-------------------------|---|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 8 November 2018 |
| Reporting Officer: | Peter Toboss – Principal Environmental Health Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 13.09.01 |
| Attachment Reference: | NIL |

SUMMARY

Council is to consider and accept the Principal Environmental Health Officer report for October 2018 as presented.

BACKGROUND

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

COMMENT

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

FOOD PREMISES AND PUBLIC BUILDINGS INSPECTION

Nil.

SWIMMING POOL WATER SAMPLING

The PEHO undertook the first swimming pool start up water sample. The test results and the water quality failed to meet the required standards. Recommended actions have been undertaken and pool was re-sampled. The PEHO is awaiting the final laboratory testing results prior to the pool being open to the public.

PRIVATE POOL FENCE INSPECTION

The PEHO completed one new private pool fence inspected in October.

WASTEWATER SAMPLING

The monthly sampling of Wyalkatchem Wastewater Treatment Plant in accordance with the Department of Health Guidelines for the Non-Portable Uses of Recycled Water in Western Australia (2011) was undertaken by the PEHO. The laboratory results met the required standards.

PROPERTY TRANSFER

The PEHO has completed about one property transfer report in the last month.

ENVIRONMENTAL HEALTH AUSTRALIA NATIONAL CONFERENCE 2018

PEHO attended the National Environmental Health Australia Conference from 30 October to 2 November at Esplanade Hotel Fremantle.

The conference was very successful. There was also good networking opportunities with Environmental Health Practitioners from all over Australia and guest speakers from New Zealand and the United States of America.

STATUTORY ENVIRONMENT

*Food Act 2008,
Public Health Act 2016*

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: Healthy, Strong and connected communities

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

Objective: A prosperous and dynamic district

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accept the Principal Environmental Health Officer Report for the month of October 2018.

COUNCIL RESOLUTION:

(157/2018) Moved: Cr Metcalfe

Seconded: Cr Garner

That Council accept the Principal Environmental Health Officer Report for the month of October 2018.

CARRIED 6/0

10.2.4. APPOINTMENTS – DUAL FIRE CONTROL OFFICER – SHIRE OF CUNDERDIN

| | |
|-------------------------|---------------------------------------|
| Applicant: | Shire of Cunderdin |
| Location: | Shire of Wyalkatchem |
| Date: | 5 November 2018 |
| Reporting Officer: | Taryn Dayman, Chief Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 9.01 |
| Attachment Reference: | Nil |

SUMMARY

This report is provided to Council to consider and endorse Dual Fire Control Officer appointments for the Shire of Cunderdin and the Shire of Wyalkatchem in accordance with the section 40 *Bush Fire Act 1954*.

BACKGROUND

In accordance with legislative requirements the Council is required to formally appoint its Bush Fire Control Officers. This is done to ensure compliance and lawfully legitimise their authorisation under the *Bush Fires Act 1954*, in fulfilling their duty. Section 40 of the *Bush Fire Act 1954* allows two or more local governments by agreement join in appointing bush fire control officers for the purpose of the act, commonly referred to as Dual Fire Control Officers.

COMMENT

Council has received correspondence from the Shire of Cunderdin nominating the following Fire Control Officers for Dual Appointment as Fire Control officers with the Shire of Wyalkatchem and Shire of Cunderdin.

- Mr Digby Wilmott
- Mr Norman Jenzen
- Mr Todd Harris

STATUTORY ENVIRONMENT

Bush Fire Act 1954, section 40

POLICY IMPLICATIONS

Current and proposed reviewed / replacement Bush Fire Control Policies.

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

| Outcome No. | Outcome | Action No. | Actions |
|-------------|--|------------|---|
| 5.1 | A well-governed, efficient and responsive organisation | 5.1.2 | Embed sound risk management frameworks to mitigate council's strategic and operational risk |
| | | 5.1.5 | Continually improve the planning readiness and support for emergency services |

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council;

- 1. Appoints Mr Digby Wilmott, Mr Norman Jenzen and Mr Todd Harris Shire of Cunderdin Fire Control Officers as Dual Fire Control Officers for the Shire of Cunderdin and Shire of Wyalkatchem.*
- 2. That the appointment of the above officer excludes the ability of issuing permits to landholders without prior consent from the Shire of Wyalkatchem in writing.*

COUNCIL RESOLUTION:

(158/2018) Moved: Cr Holdsworth Seconded: Cr Gamble

That Council;

- 1. Appoints Mr Digby Wilmott, Mr Norman Jenzen and Mr Todd Harris Shire of Cunderdin Fire Control Officers as Dual Fire Control Officers for the Shire of Cunderdin and Shire of Wyalkatchem.*
- 2. That the appointment of the above officer excludes the ability of issuing permits to landholders without prior consent from the Shire of Wyalkatchem in writing.*

CARRIED 6/0

10.2.5. APPOINTMENTS – DUAL FIRE CONTROL OFFICER – SHIRE OF TAMMIN

| | |
|-------------------------|---------------------------------------|
| Applicant: | Shire of Tammin |
| Location: | Shire of Wyalkatchem |
| Date: | 5 November 2018 |
| Reporting Officer: | Taryn Dayman, Chief Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 9.01 |
| Attachment Reference: | Nil |

SUMMARY

This report is provided to Council to consider and endorse Dual Fire Control Officer appointments for the Shire of Tammin and the Shire of Wyalkatchem in accordance with the section 40 *Bush Fire Act 1954*.

BACKGROUND

In accordance with legislative requirements the Council is required to formally appoint its Bush Fire Control Officers. This is done to ensure compliance and lawfully legitimise their authorisation under the *Bush Fires Act 1954*, in fulfilling their duty. Section 40 of the *Bush Fire Act 1954* allows two or more local governments by agreement join in appointing bush fire control officers for the purpose of the act, commonly referred to as Dual Fire Control Officers.

COMMENT

Council has received correspondence from the Shire of Tammin nominating the following Fire Control Officers for Dual Appointment as Fire Control officers with the Shire of Wyalkatchem and Shire of Tammin.

- Mr Haydn Dixon
- Mr Shayne Mackin
- Mr Tim York
-

STATUTORY ENVIRONMENT

Bush Fire Act 1954, section 40

POLICY IMPLICATIONS

Current and proposed reviewed / replacement Bush Fire Control Policies.

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

| Outcome No. | Outcome | Action No. | Actions |
|-------------|--|------------|---|
| 5.1 | A well-governed, efficient and responsive organisation | 5.1.2 | Embed sound risk management frameworks to mitigate council's strategic and operational risk |
| | | 5.1.5 | Continually improve the planning readiness and support for emergency services |

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council;

1. *Appoints Mr Haydn Dixon, Mr Shayne Mackin and Mr Tim York, Shire of Tammin Fire Control Officers as Dual Fire Control Officers for the Shire of Tammin and Shire of Wyalkatchem.*
2. *That the appointment of the above officer excludes the ability of issuing permits to landholders without prior consent from the Shire of Wyalkatchem in writing.*

COUNCIL RESOLUTION:

(159/2018) Moved: Cr Gamble

Seconded: Cr Metcalfe

That Council;

1. ***Appoints Mr Haydn Dixon, Mr Shayne Mackin and Mr Tim York, Shire of Tammin Fire Control Officers as Dual Fire Control Officers for the Shire of Tammin and Shire of Wyalkatchem.***
2. ***That the appointment of the above officer excludes the ability of issuing permits to landholders without prior consent from the Shire of Wyalkatchem in writing.***

CARRIED 6/0

10.3. WORKS AND SERVICES

10.3.1. REGIONAL FIXED STANDPIPE PROGRAM

| | |
|-------------------------|--|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 6 November 2018 |
| Reporting Officer: | Taryn Dayman, Chief Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 32.11.01 |
| Attachment Reference: | Attachment 10.3.1- Standpipe estimated pricing summary |

SUMMARY

This report is provided to Council to consider and endorse the Standpipe Classification Action plan submission to Water Corporation.

BACKGROUND

Water Corporation's review of fixed standpipes has resulted in changes to the pricing for Local Government owned fixed Standpipes. Effective 1 July 2019 Water Corporation pricing will now be based on the standpipe classifications as outlined in the table below.

| Type of standpipe: | Rates 2018/2019 New Description |
|----------------------------------|--|
| Local Authority Standpipe | <p>Use: For use by Shire only – must be locked or within a depot and not available for public access.</p> <p>Meter: Can be any size service as long as it is for direct Shire use. No contractor access for Shire projects as they need to use the Commercial standpipes and charged the appropriate commercial Town Class rate for the region.</p> <p>Service Charge: No Service Charge.</p> <p>Commercial Class 1 tariff: \$2.534 per kilolitre (kL).</p> |
| Community Use Standpipe | <p>Use: Available to assist local farmers for topping up their water tanks, households not connected to schemes etc. Limited use by Shire for their own purposes.</p> <p>Meter: 20mm and 25mm standpipes that are publicly accessible. Storage tanks can be installed by Shires at these sites to improve accessibility to larger volumes of water in a timely manner if required.</p> <p>Service Charge: 20mm Service Charge only.</p> <p>Farmlands tariff: \$2.534 per kilolitre (kL).</p> |
| Commercial Standpipe | <p>Use: For use by commercial customers; may include major road building, water carting for large projects, and farming.</p> <p>Meter: Any meter above 25mm.</p> <p>Service Charge: Meter-based service charges (according to the size of the meter).</p> <p>Town based charges: ranging from \$2.534 cents to \$8.353 per kilolitre.</p> |
| Fire Standpipe | <p>Remains as is – no changes unless the standpipe is unlocked and used as a normal standpipe then Commercial charges will apply</p> <p>Service Charge: No Fee. 100% discount.</p> <p>Water Use Charge: No Fee.</p> <p>Note: Currently some Shire standpipes with signs advising they are for fire-fighting only are unlocked. Shires will need to implement a locked system or commercial rates apply unless evidence provided it was for fire-fighting purposes to obtain a refund.</p> |

Local Governments have been entitled to access concessional pricing for water use for their own purposes. Unless access restrictions and multiple fee structures are in place, commercial customers have been able to access water from LGA owned standpipe at the concessional rates.

The intent of the proposed changes is to ensure that the rate commercial customers pay is consistent across the state.

COMMENT

The Shire of Wyalkatchem has the following standpipes.

| Account | Location | Meter Size (mm) |
|------------|-------------------------|-----------------|
| 9007631527 | Nembudding South Road | 40 |
| 9007955441 | De Pierres Road | 50 |
| 9007960005 | Elashgin Road | 50 |
| 9007960224 | Jarvis Road | 50 |
| 9018445658 | Wilson Street | 50 |
| 9019379656 | Tammin-Wyalkatchem Road | 50 |

The Water Corporation has provided a usage summary for each standpipe, including total water usage history, historical charges for 2015/16, 2015/16 and 2017/18 (YTD).

Under the new classification, unless restrictions are put in place, all the Shire’s standpipes would be classified as Commercial. Water Corporation have provided an estimated of the effects of the new pricing structure. Council’s estimates have also been calculated to the LA classification for comparable purposes. This summary is provided for under attachment 10.3.1

The attached table clearly demonstrates the \$ variance between a commercial and local government standpipes.

Based on the estimates provided by Water Corporation Council’s total charges for 2018/19 would be:

| Commercial | LA Standpipe | Variance (+/-) |
|-------------|--------------|----------------|
| \$32,871.54 | \$7,389.14 | \$25,482.40 |

For Council’s standpipes for be considered as a Local Authority Standpipe it will be for **Shire use only and must be locked** and not available for public access. Restrictions on access will be applied to Shire contractors performing works on Shire projects.

Locking a standpipe can be as simple as the provision of padlocks.

The classifications of standpipes was discussed at the September 2018 Council Workshop. On conclusion of these discussions, quotations have been sought for the installation of standpipe controllers. Quotations have been obtained and vary between \$4,000 to \$15,000 plus ongoing costs.

Councils Standpipe 9018445658 located on Wilson Street, next to the town hall is the most utilised standpipe, the classification of this standpipe will have the greatest impact on future charges. A review of its usage has indicated that the majority of water use is by the Shire.

Council standpipe water reimbursement for the last 2 years has been as follows;

| | 15/16 | 16/17 | 17/18 |
|-------------|----------|----------|----------|
| Shire works | \$1,860 | \$5,060 | \$6,891 |
| Other usage | \$717.43 | \$175.94 | \$150.13 |

The above external usage would indicate that there would be limited community impact if Council was to classify the standpipe as a Local Government Standpipe, which would include the standpipe being locked and un-assessable by the general public.

If the standpipe classification was to remain as commercial, the Shire's costs of water usage, for the constructions of roads etc would increase substantially.

Based on these factors it is not recommended that the standpipe be classified as commercial.

STATUTORY ENVIRONMENT

There are no direct statutory implications in relation to this item

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There will be significant financial implications if the reclassification of the standpipes does not proceed. Council will incur an average yearly increase of approximately \$25,000 should Council's standpipes be classified as Commercial compared to a Local Authority classification

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well balance and effective Council organisation

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

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council submit the Shire’s Standpipe Classification Action plan to Water Corporation nominating all Council owned standpipes be classified as Local Authority Standpipes.

COUNCIL RESOLUTION:

(160/2018) Moved: Cr Garner

Seconded: Cr Gamble

That Council submit the Shire’s Standpipe Classification Action plan to Water Corporation nominating all Council owned standpipes be classified as Local Authority Standpipes.

CARRIED 6/0

10.3.2. MANAGER OF WORKS – NOVEMBER 2018

| | |
|-------------------------|-----------------------------------|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 8 th November 2018 |
| Reporting Officer: | Darryn Watkins – Manager of Works |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 13.09.01 |
| Attachment Reference: | Nil |

SUMMARY

Council is to consider and accept the Manager of Works report for the month of November 2018.

BACKGROUND

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

COMMENT

Road Crew

Cunderdin Road SLK 2.0 – 4.85 pavement widening in progress.
Cunderdin Road SLK 4.85 – 7.85 site preparation works ready for pavement widening.
Various road signage replacements replacing non-compliant AS signage.
Culvert clearing inlets and outfalls on Cunderdin Road.
Vegetation spraying of verges on Tammin Road in preparation for bitumen resealing.
Dewatering of water ponding at various culvert sites for structure condition assessment.
Weed spraying on Cunderdin Road bends / sweeps and weeds encroaching on existing seal.
Grave site excavation and backfilling.
Private works job at hospital grounds completed.

Parks / Town Services Crew

Town street verge maintenance.
Preparation of cricket wickets.
Preparation and maintenance of tennis courts.
Grounds maintenance to shire owned assets.
Routine mowing maintenance.
Weed spraying at rec oval reserve.
Admin park mowing and playground sand replacement.
Ongoing maintenance of landfill facility.
Town Hall garden maintenance.
Railway reserve maintenance.
Cemetery maintenance.
Pioneer Park maintenance and preparation for Remembrance Day.

Aerodrome

Grounds maintenance around buildings.

Recycled Water Scheme

Receipt of audit report from Department of Health conducted on the Town water recycling scheme.

Plant Servicing and Repairs

Repairs to auto lube grease line on Loader WM 016.
Servicing of all BFB appliances.
Replacement of broken mirror on Loader WM 016.
Replacement of indicator stalk and repair wiring on 6 wheel tipper WM 015.
Replace defective reverse alarm on 6 wheel tipper WM 015.
Transmission seal replacement on Community Bus.
Repair mud guards on side tipper.
Various small plant and equipment repairs.
Replacement axle to be fitted to dolly due to bearing failure.
Tyres fitted to WM 027 Road crew ute.
Tyres fitted to WM216 P&G ute.
Windscreen replacement to WM00.
Replace burst main hydraulic return line hose to Loader WM 016.

General Items

Works Manager is now conducting daily pre- starts with the outside crew.
Ongoing review of OH&S practices.
Review, authorise and implement current Traffic Management Plan.
Equipment audit undertaken of all BFB appliances.
AVL updates on appliances carried out.
Servicing of all first aid kits completed.
Review of WALGA E Quotes submissions. Works awarded as follows:-
Bituminous Surfacing – Downers Total value of works = \$146,504 ex GST
Cunderdin Road, Tammin Road and Martin Road floodway

Wet Mixing/ Stabilisation – Stabilisation Technology Total value of works = \$18,968.50 ex GST
(plus cement costs) – Cunderdin Road widening

STATUTORY ENVIRONMENT

Not applicable

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A prosperous and dynamic district

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

Objective: Well utilised and effectively managed facilities and assets

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council accept the Manager of Work's report for the month of November 2018 as presented.

COUNCIL RESOLUTION:

(161/2018) Moved: Cr Gamble

Seconded: Cr Metcalfe

That Council accept the Manager of Work's report for the month of November 2018 as presented.

CARRIED 6/0

11. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

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

Nil

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

COUNCIL RESOLUTION:

(162/2018) Moved: Cr Holdsworth

Seconded: Cr Garner

That Council accept item 13.1 APPOINTMENT –DUAL FIRE CONTROL OFFICER – SHIRE OF DOWERIN as Urgent Business.

CARRIED 6/0

13.1. APPOINTMENTS – DUAL FIRE CONTROL OFFICER –SHIRE OF DOWERIN

| | |
|-------------------------|---------------------------------------|
| Applicant: | Shire of Dowerin |
| Location: | Shire of Wyalkatchem |
| Date: | 12 November 2018 |
| Reporting Officer: | Taryn Dayman, Chief Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 9.01 |
| Attachment Reference: | Nil |

SUMMARY

This report is provided to Council to consider and endorse Dual Fire Control Officer appointments for the Shire of Cunderdin and the Shire of Wyalkatchem in accordance with the section 40 *Bush Fire Act 1954*.

BACKGROUND

In accordance with legislative requirements the Council is required to formally appoint its Bush Fire Control Officers. This is done to ensure compliance and lawfully legitimise their authorisation under the *Bush Fires Act 1954*, in fulfilling their duty. Section 40 of the *Bush Fire Act 1954* allows two or more local governments by agreement join in appointing bush fire control officers for the purpose of the act, commonly referred to as Dual Fire Control Officers.

COMMENT

Council has received correspondence from the Shire of Dowerin nominating the following Fire Control Officer for Dual Appointment as Fire Control officers with the Shire of Wyalkatchem and Shire of Dowerin.

- Mr Stephen Crute

STATUTORY ENVIRONMENT

Bush Fire Act 1954, section 40

POLICY IMPLICATIONS

Current and proposed reviewed / replacement Bush Fire Control Policies.

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

| Outcome No. | Outcome | Action No. | Actions |
|-------------|--|------------|---|
| 5.1 | A well-governed, efficient and responsive organisation | 5.1.2 | Embed sound risk management frameworks to mitigate council's strategic and operational risk |
| | | 5.1.5 | Continually improve the planning readiness and support for emergency services |

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council;

1. *Appoints Mr Stephen Crute Shire of Dowerin Fire Control Officers as Dual Fire Control Officers for the Shire of Dowerin and Shire of Wyalkatchem.*
2. *That the appointment of the above officer excludes the ability of issuing permits to landholders without prior consent from the Shire of Wyalkatchem in writing.*

COUNCIL RESOLUTION:

(163/2018) Moved: Cr Garner

Seconded: Cr Holdsworth

That Council;

1. *Appoints Mr Stephen Crute Shire of Dowerin Fire Control Officers as Dual Fire Control Officers for the Shire of Dowerin and Shire of Wyalkatchem.*
2. *That the appointment of the above officer excludes the ability of issuing permits to landholders without prior consent from the Shire of Wyalkatchem in writing.*

CARRIED 6/0

COUNCIL RESOLUTION:

(164/2018) Moved: Cr Gamble Seconded: Cr Garner

That Council accept item 13.2 FINANCIAL MANAGEMENT REVIEW AND REGULATION REVIEW as Urgent Business.

CARRIED 6/0

13.2. FINANCIAL MANAGEMENT REVIEW AND REGULATION 17 REVIEW

| | |
|-------------------------|---------------------------------------|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 12 November 2018 |
| Reporting Officer: | Taryn Dayman, Chief Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 12.02.02 |
| Attachment Reference: | Nil |

SUMMARY

This report is provided to Council to consider and endorse a variation to the 2018/2019 annual budget for the increase of general governance profession services allocation to conduct a Financial Management Review and a Review of Risk Management, Internal Controls and Legislative Compliance.

BACKGROUND

The *Local Government (Financial Management) Regulations 1996 5(2)(c)* requires the Chief Executive to undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

The last Financial Management Review under regulation 5 was conducted in April 2011.

The *Local Government (Audit) Regulations* under Regulation 17 requires the CEO to review the appropriateness and effectiveness of a local government's systems in relation to risk management, internal control and legislative compliance. Each of these areas is to be the subject of a review not less than once every 3 financial years.

The last review under Regulation 17 was conducted in house and reported to the Audit Committee on the 1 June 2017.

COMMENT

The CEO has identified the requirement to complete the Financial Management Review as a matter of urgency to ensure compliance.

A review of the report submitted to the Audit Committee for a Review of Risk Management, Internal Control and Legislative Compliance has indicated that it does not address all the requirements under Regulation 17 as outlined in the Department of Local Government and communities Local Government Guidelines number 9 – Audit in Local Government.

To ensure compliance and to assess the appropriateness and effectiveness of the Shire's systems and procedures as well as to set a best practice benchmark for the future, it is recommended that an external contractor be engaged to carry out both the Financial Management and Regulation 17 review.

It is recommended that the reviews be undertaken by an external party in order to engage a higher level of expertise in the relevant areas and ensure independence.

It is recommended that both reviews be conducted in conjunction with each other by the same contractor, which will increase audit efficiencies and should result in reduction of costs.

Quotations were sought from suitability qualified contractors using e-quotes. Submissions close on the 9 November 2018.

Consultants were requested to provide a quotation on either of the following;

- Financial Management Review
- Risk Management, Internal Control and Legislative Compliance Review
- Financial Management Review and Risk Management, Internal Control and Legislative Compliance Review - Combined

The above quoting structure, will allow management to decide the best approach to proceed to gain compliance within current budget restraints.

The 2018/2019 has a budget allocation of \$5,000 for professional services under General Governance. This expenditure has already been identified as being required to assist with the funding of consultants for the review of Council's Community Strategic Plan.

It should be noted that in addition to the above mentioned reviews, the CEO has identified the following that may require financial resources to complete in order to meet compliance and best practice;

- Strategic Community Plan
- Corporate Business Plan
- Workforce Plan
- Asset Management Plan
- Long Term Financial Plan
- Business Continuity Plan

Financial resources required for the above will be considered as part of the Budget Review process. It is anticipated that due to budget restraints that some plans will need to be scheduled for completion in 2019/2020.

STATUTORY ENVIRONMENT

Local Government Act 1995 section 6.8 Expenditure from municipal fund not included in the annual budget

Local Government (Financial Management) Regulations 1996 5(2)(c)

Local Government (Audit) Regulations Regulation 17

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Increase in budget provision of E041213 Professional Services from \$5,000 to \$20,000.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

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

VOTING REQUIREMENT

Absolute Majority

OFFICER’S RECOMMENDATION

That Council approves an amendment to the 2018/2019 annual budget, increasing Professional Services provision from \$5,000 to \$20,000 to allow for a Financial Management Review and a Review of Risk Management, Internal Controls and Legislative Compliance to be completed by an external contractor.

COUNCIL RESOLUTION:

(165/2018) Moved: Cr Garner

Seconded: Cr Holdsworth

That Council approves an amendment to the 2018/2019 annual budget, increasing Professional Services provision from \$5,000 to \$20,000 to allow for a Financial Management Review and a Review of Risk Management, Internal Controls and Legislative Compliance to be completed by an external contractor.

CARRIED BY ABSOLUTE MAJORITY 6/0

COUNCIL RESOLUTION:

(166/2018) Moved: Cr Garner Seconded: Cr Gamble

That Council accept item 13.3 CEACA LEGAL EXPENSE CONTRIBUTION as Urgent Business.

CARRIED 6/0

13.3. CEACA LEGAL EXPENSE CONTRIBUTION

| | |
|-------------------------|---------------------------------------|
| Applicant: | Shire of Wyalkatchem |
| Location: | Shire of Wyalkatchem |
| Date: | 12 November 2018 |
| Reporting Officer: | Taryn Dayman, Chief Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| File Number: | 3.16.01 |
| Attachment Reference: | Attachment number |

SUMMARY

This report is provided to Council to consider and endorse a variation to the 2018/2019 annual budget to include a contribution to Central East Aged Care Alliance (CEACA) towards legal fees occurred due to extended negotiations with Wyalkatchem Senior Citizen’s Homes Trust Inc (WSCHTI) in the preparation of the Development and Transfer agreement.

BACKGROUND

The Shire of Wyalkatchem is a founding member of CEACA. This organisation was initiated by eleven local governments to progress housing and aged care services in order to transform our districts into aged friendly communities.

Shires pays an annual membership subscription to cover CEACA expenditure, including expense associated with Governance, Executive Officer, Financial Management, Committee Expenses, Marketing and Communications and Project and Consultancy.

Annual membership subscriptions for 2018/2019 was set at \$20,000, bringing in a total CEACA income of \$220,000. Budget expenditure for 2018/2019 was estimated at \$219,900.

Within the CEACA 2018/2019 annual budget, an amount of \$20,000 was allocated as a general provision for CEACA legal fees.

Extended negotiations with WSCHTI to prepare an agreement suitable for signing by all parties has resulted in an increase in legal expenditure to date. Invoices associated with the WSCHTI negotiations are currently totally \$23,186.13 ex GST. These expenses alone exceed the budget allocation and doesn’t allow for a provision for any future legal fees that CEACA may incur.

COMMENT

The CEACA Senior Housing Project included the construction of four independent living units being constructed in Wyalkatchem. There was an in principal agreement that WSCHTI to provide land that they owned for the construction of the units. A Development and Transfer agreement between CEACA, WSCHTI and Shire of Merredin was required to allow access to the site for construction of the units and transfer of the four subdivided lots to CEACA on completion.

Works commenced with the preparation on the agreement in June last year. According to CEACA Executive Officer issues surrounding WSCHTI concerns over the agreement wording came to light in March this year.

WSCHTI primary concern with the proposed agreement was the clauses surrounding Power of Attorney. A number of revised agreements were drafted and presented to WSCHTI for consideration. These revised agreements were not accepted by WSCHTI and the construction of the units in Wyalkatchem were at risk.

The Chief Executive Officer and Shire President worked closely with both WSCHTI and CEACA to come to an acceptable agreement. At this time, it was acknowledged that extended negotiations were attracting additional legal fees and an offer to assist with the legal expenditure was made, however declined at the time.

It should also be recognised that there were significant costs to CEACA in terms of the time that CEACA's Acting Chair, Project Manager and Executive Officer spent in working to secure a successful outcome to the negotiations.

A revised Development and Transfer Agreement was accepted by CEACA and WSCHTI on the 17 August 2018.

A review of the CEACA invoices from Knott Gunning Lawyers, clearly show that an additional \$10,000 has occurred due to the unexpected extended negotiations.

It is recommended that Council consider making a contribution to CEACA towards the legal expenses occurred as a result of extended negotiations with WSCHTI.

An allocation of \$24,689 for CEACA has been made within the 2018/2019 annual budget, being for the annual subscription and additional unit contribution. This allocation has been fully expended.

A capital expenditure provision of \$10,000 is currently allocated in the 2018/2019 annual budget for Aged Care Services and Accommodation. This is a general provision and currently has not been allocated to any particular project or anticipated expenditure. Council also has a provision of \$3,000 for legal expenses under general governance.

STATUTORY ENVIRONMENT

Local Government Act 1995 section 6.8 Expenditure from municipal fund not included in the annual budget

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

Increase in operating expenditure – E081015 - contribution to CEACA of \$10,000

This increase in expenditure will be included in Council’s Budget review, where it is anticipated that a combination of the Aged Care Services and Accommodation Capital provision and legal expense provision will be used to offset the increase in operating expenditure.

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

Absolute Majority

OFFICER’S RECOMMENDATION

That Council approves the variation to the 2018/2019 annual budget, increasing the contribution to Central East Aged Care Alliance by \$10,000 as a contribution towards legal expenses occurred with the development of the agreement with Wyalkatchem Senior Citizens Housing Trust.

COUNCIL RESOLUTION:

(167/2018) Moved: Cr Garner

Seconded: Cr Metcalfe

That Council approves the variation to the 2018/2019 annual budget, increasing the contribution to Central East Aged Care Alliance by \$10,000 as a contribution towards legal expenses occurred with the development of the agreement with Wyalkatchem Senior Citizens Housing Trust.

CARRIED BY ABSOLUTE MAJORITY 6/0

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

There were no business arising from the information bulletin.

16. CLOSURE OF THE MEETING

There being no further business to discuss, the Chairperson thanked everyone for their attendance and closed the meeting at 4.43pm.

UNCONFIRMED



North Eastern Wheatbelt Regional Organisation of Councils
Koorda | Mt Marshall | Mukinbudin | Nungarin | Trayning | Wyalkatchem

Executive Meeting

27 November 2018

Shire of Trayning, Council Chambers
Railway Street, TRAYNING

MINUTES

NEWROC Vision Statement

NEWROC is a strong, cohesive regional leadership group that fosters economic prosperity of member Councils.

www.newroc.com.au

ANNUAL CALENDAR OF ACTIVITIES

| MONTH | ACTIVITY | MEETING |
|-----------|--|-----------|
| January | | Executive |
| February | <ul style="list-style-type: none"> ☛ Council refreshes itself on NEWROC Vision, Mission, Values (review Vision and Mission every other year) ☛ Council reviews NEWROC project priorities | Council |
| March | <ul style="list-style-type: none"> ☛ WDC attendance to respond to NEWROC project priorities ☛ Submit priority projects to WDC, Regional Development and WA Planning ☛ Discussion regarding portfolios vs projects, current governance structure ☛ Group insurance discussion | Executive |
| April | <ul style="list-style-type: none"> ☛ NEWROC Budget Preparation ☛ Review NEWTRAVEL Tourism Officer Contract - expires June 2017 | Council |
| May | <ul style="list-style-type: none"> ☛ NEWROC Draft Budget Presented ☛ NEWROC Executive Officer Contract/Hourly Rate Review (current contract expires June 2019) ☛ Local Government Week agenda to be discussed at Executive meeting to determine if EA should attend | Executive |
| June | ☛ NEWROC Budget Adopted | Council |
| July | | Executive |
| August | ☛ Information for Councillors pre-election | Council |
| September | | Executive |
| October | ☛ NEWROC CEO and President Handover | Council |
| November | <ul style="list-style-type: none"> ☛ NEWROC Induction of new Council representatives (every other year) ☛ Review NEWROC MoU (every other year) | Executive |
| December | ☛ NEWROC Drinks | Council |

ONGOING ACTIVITIES

Compliance

Media Releases

NEWROC Rotation

Shire of Mt Marshall

Shire of Nungarin

Shire of Wyalkatchem

(November 2017 – November 2019)

Shire of Koorda

Shire of Mukinbudin

Shire of Trayning

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NORTH EASTERN WHEATBELT REGIONAL ORGANISATION OF COUNCILS

Minutes for the Executive Meeting held at the Shire of Trayning, Council Chambers, Railway Street, Trayning on Tuesday 27 November 2018 commencing at 1.56pm.

AGENDA

1. OPENING AND ANNOUNCEMENTS

The NEWROC CEO, Taryn Dayman declared the meeting open at 1.56pm

2. RECORD OF ATTENDANCE AND APOLOGIES

2.1. Attendance

| | |
|----------------|----------------------------------|
| Taryn Dayman | NEWROC CEO, Shire of Wyalkatchem |
| David Burton | CEO, Shire of Koorda |
| John Nuttall | CEO, Shire of Mt Marshall |
| Dirk Sellenger | CEO, Shire of Mukinbudin |
| Paul Sheedy | Acting CEO, Shire of Trayning |

NEWROC Officer

| | |
|-------------------|---------------------------|
| Caroline Robinson | Executive Officer, NEWROC |
|-------------------|---------------------------|

2.2. Apologies

| | |
|------------|------------------------|
| Adam Majid | CEO, Shire of Nungarin |
|------------|------------------------|

2.3. Guests

| | |
|----------------|--|
| Eloise Fewster | Alcohol and Other Drug Prevention Officer, Wheatbelt Community Alcohol and Drug Service, Holyoake |
| Gerry Murphy | BeingThere |

2.4. Leave of Absence Approvals / Approved

Nil

3. Declarations of Interest and Delegations Register

Nil

3.1. Delegation Register – October 2018

Please find below a delegations register as per the new policy adopted in March 2017:

| Description of Delegations | Delegatee | Delegated to | Approval |
|---|-----------|--------------|-------------------|
| Records Management | CEO | NEWROC EO | Council |
| NEWROC Financial Management | CEO | NEWROC EO | Council Dec 2017 |
| Bendigo Bank Signatory (NEWROC) | CEO | NEWROC EO | Council Dec 2017 |
| Bendigo Bank Signatory (Shire of Wyalkatchem) | Council | CEO | Council Dec 2017 |
| Management of NEWTravel EO | CEO | NEWROC EO | Council |
| NEWROC Website | CEO | NEWROC EO | Council June 2017 |

Note – Delegation regarding the management of the NEWTravel EO will need to be amended in light of NEWTravel now taking ownership for this position

4. Presentations

4.1. Eloise Fewster - Holyoake

The purpose of the short presentation by Eloise was to find out whether members would like any support in coordinated drug and alcohol campaign or activities for the community. This supports activities identified in the NEWROC Health Plan but also supports activities members may have identified in their local health plans.

- 👉 Drug and Alcohol service – being proactive and setting foundations with individuals to create positive change
- 👉 Prevention plays an important role in health outcomes, as well as social and economic impact
- 👉 Harm minimization approach – preventing demand and reduction, supply regulation and harm reduction
- 👉 Eloise can look at liquor licensing applications and localize public education campaigns in each of the member communities
- 👉 Eloise is happy to help members utilize Mental Health Commission campaigns, localizing the campaigns, training and value adding to community events, communication and training plans for community health priorities, alcohol and drug management plans so too community wellbeing plans

4.2. Gerry Murphy - BeingThere

The purpose of this presentation was to share some possible ideas for meetings and collaborations using the BeingThere video conferencing technology on the Crisp Wireless network

- 👉 BeingThere takes away the risk of holding meetings with technology (testing, organising etc)
- 👉 Some local governments use the technology for meetings with their support experts e.g. auditors, human resource staff or it is used for client meetings or with government departments
- 👉 Gerry provided an example from one local government holding a teleconference with their architects – there was a high level of accountability provided because the meeting was recorded
- 👉 Proposal of a monthly fee - \$250 plus gst for each Shire in the NEWROC – BeingThere will set up meetings both for individual members but also provide services for the members of NEWROC, training etc
- 👉 Recordings of video conferences are hosted in Melbourne and can be downloaded onto individual Shire servers at their leisure

5. Strategic Projects – Status Report

NEWROC STRATEGIC PROJECTS – Status Report

| | NEWROC PRIORITY PROJECT as developed at February 2018 Strategy Day | PROGRESS | NEWROC EO NEXT STEP CEO SUPPORT | FUTURE FUNDING |
|----------------------|---|--|---|---|
| Projects 2018 | 1. Renewable Energy Investigation Business Case | <ul style="list-style-type: none"> Summary of current energy market completed by RRE (August 2018) Submission to Energy Review (completed) | David Burton | BBRF - \$20,000 under Business Case (Announced Sept 2018) |
| | 2. IT Services Investigation into IT support for members as well as businesses in the district | <ul style="list-style-type: none"> Presentation to Executive at May Executive meeting by IWS Corporate Discussion regarding records management at Executive September meeting | <ul style="list-style-type: none"> Taryn Dayman received updated quote from IT Vision | |
| | 3. Regional Subsidiary Investigation and preparation | <ul style="list-style-type: none"> Executive working on charter and business plan (DRAFT) Requested a meeting with the Department of LG regarding our intentions (in light of LG Act Review) – emailed and phoned Kelly Howat, appointments secretary for the Minister with no response as yet | <ul style="list-style-type: none"> Meeting requested with the Minister | |
| | 4. Telecommunications – contemporary and future focused Advocacy | <ul style="list-style-type: none"> Crisp Wireless to develop a strategic infrastructure investment list to help the NEWROC identify where additional investment in the district is needed | <ul style="list-style-type: none"> Continue to promote CW for sign ups Referrals to Education and Health John Nuttall | |
| 2019 | 5. Roads Contracting to MRWA Investigation | <ul style="list-style-type: none"> EO had a brief discussion with WALGA regarding procurement approaches with this. Needs further follow up | | REDS |
| | 6. Advocacy of Education | <ul style="list-style-type: none"> David has indicated he will meet with the Mukinbudin DHS prior to the end of the year | David Burton | |

Other Projects

| Other NEWROC Project | DETAILS | PROGRESS | FUTURE FUNDING |
|-----------------------------------|---------------------|---|-----------------------|
| NEWTRAVEL multiplier effect study | Investigation | <ul style="list-style-type: none"> NEWTravel has discussed the multiplier effect study with the Wheatbelt Business Network | |
| Youth Officer / Youth Projects | | | |
| NEWROC Health Strategy | Progress strategies | <ul style="list-style-type: none"> Engagement with WAPHA and WACHS Presented to Kununoppin LHAG Presentation by Amity Health at September Executive NEWROC EO to follow up Kununoppin Bonded Medical Scholarship recipients future role in the district | |

Discussion:

- 👉 NEWROC Executive Officer met with former Director General of the Department of Regional Development Paul Rosair, now the director of NAJA consulting to discuss some of the NEWROC strategic projects in particular the regional subsidiary and regional works crew
- 👉 David Burton will be having a meeting with the Koorda PS Principal shortly regarding using video conferencing for specific subjects.
- 👉 Telecommunications – John Nuttall spoke to the Beacon and Bencubbin Primary Schools regarding an IT connection with Crisp Wireless. At this point in time, both schools don't have enough in their annual budget to commit to the plans

6. MINUTES OF MEETINGS

Minutes of the Executive Meeting held 25 September 2018 have previously been circulated.

RESOLUTION:

That the Minutes of the Executive Meeting held on 25 September 2018 be received as a true and correct record

Moved D Burton

Seconded D Sellenger

Carried 5/0

6.1. Business Arising

Nil

7. FINANCIAL MATTERS

7.1. Income, Expenditure and P and L

| | |
|--------------------------------|-----------------------------------|
| FILE REFERENCE: | 42-2 Finance Audit and Compliance |
| REPORTING OFFICER: | Caroline Robinson |
| DISCLOSURE OF INTEREST: | Nil |
| DATE: | 22 November 2018 |
| ATTACHMENT NUMBER: | Nil |
| CONSULTATION: | Dannelle Foley |
| STATUTORY ENVIRONMENT: | Nil |
| VOTING REQUIREMENT: | Simple Majority |

COMMENTS

The below list outlines the income and expenditure from 1 October 2018 to 31 October 2018

| Profit & Loss | | |
|---|--------------------|--------------------|
| NEWROC | | |
| For the month ended 31 October 2018 | | |
| Cash Basis | | |
| | Oct-18 | YTD |
| Income | | |
| Interest Received | \$15.82 | \$66.96 |
| NEWROC Subscriptions Received | \$44,000.00 | \$44,000.00 |
| Tourism Officer Subscriptions Rec. | \$10,000.00 | \$10,000.00 |
| Wheatbelt Way Marketing Subscription | \$2,000.00 | \$2,000.00 |
| Total Income | \$56,015.82 | \$56,066.96 |
| Gross Profit | \$56,015.82 | \$56,066.96 |
| Less Operating Expenses | | |
| Accounting/Audit fees | \$1,317.27 | \$1,753.62 |
| Bank charges | \$1.22 | \$7.22 |
| Consultancy Fees | \$0.00 | \$471.60 |
| Event / Ceremony Expenses | \$0.00 | \$68.18 |
| Executive Officer Business Case/Project Work | -\$8,000.00 | -\$3,000.00 |
| Executive Officer Contract Services | \$2,604.70 | \$8,917.50 |
| Executive Officer Office Expenses | \$1.82 | \$1,632.27 |
| Executive Officer Seminars/Conferences | \$0.00 | \$768.18 |
| Executive Officer Travel | \$377.89 | \$866.25 |
| Executive Officer Travelling Expenses (Accom) | \$0.00 | \$68.18 |
| Expenses for Reimbursement | \$0.00 | \$678.14 |
| Literary Luncheon | \$0.00 | \$600.00 |
| Telecommunications Contractor/Services | \$421.16 | \$505.64 |
| Tourism Officer Contract Services | \$1,000.00 | \$2,000.00 |
| Tourism Officer Travel | \$369.09 | \$369.09 |
| Total Operating Expenses | -\$1,906.85 | \$15,705.87 |
| Net Profit | \$57,922.67 | \$40,361.09 |

Profit & Loss – Actual V Budget as at 31 October 2018

Profit & Loss
North Eastern Wheatbelt Regional Organisation of Councils
For the month ended 31 October 2018
Cash Basis

[Add Summary](#)

| | Actual | Budget | Var AUD | Var % | YTD Actual | YTD Budget |
|---|------------------|--------------------|-------------------|------------------|------------------|-------------------|
| Income | | | | | | |
| Interest Received | 15.82 | 12.00 | 3.82 ▲ | 31.8% ▲ | 66.96 | 2,036.00 |
| NEWROC Business Case / Project Work Sub | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 12,000.00 |
| NEWROC Subscriptions Received | 22,000.00 | 0.00 | 22,000.00 ▲ | 0.0% | 22,100.85 | 66,000.00 |
| Tourism Officer Subscriptions Rec. | 5,000.00 | 0.00 | 5,000.00 ▲ | 0.0% | 5,000.00 | 20,000.00 |
| Wheatbelt Way Marketing Subscription | 1,000.00 | 0.00 | 1,000.00 ▲ | 0.0% | 1,000.00 | 4,000.00 |
| Total Income | 28,015.82 | 12.00 | 28,003.82 | 233365.2% | 28,167.81 | 104,036.00 |
| Gross Profit | 28,015.82 | 12.00 | 28,003.82 | 233365.0% | 28,167.81 | 104,036.00 |
| Less Operating Expenses | | | | | | |
| Accounting/Audit Fees | 1,317.27 | 3,045.00 | (1,727.73) ▼ | -56.7% ▼ | 1,753.62 | 3,180.00 |
| Advertising | 0.00 | 17.00 | (17.00) ▼ | -100.0% ▼ | 0.00 | 68.00 |
| Bank charges | 1.22 | 6.00 | (4.78) ▼ | -79.7% ▼ | 7.22 | 24.00 |
| Consultancy Fees | 0.00 | 0.00 | 0.00 | 0.0% | 471.60 | 0.00 |
| Event / Ceremony Expenses | 0.00 | 0.00 | 0.00 | 0.0% | 68.18 | 0.00 |
| Executive Officer Business Case/Project Work | (4,000.00) | 0.00 | (4,000.00) ▼ | 0.0% | 1,000.00 | 0.00 |
| Executive Officer Contract Services | 2,604.70 | 4,200.00 | (1,595.30) ▼ | -38.0% ▼ | 8,917.50 | 16,800.00 |
| Executive Officer Office Expenses | 1.82 | 136.00 | (134.18) ▼ | -98.7% ▼ | 1,632.27 | 1,908.00 |
| Executive Officer Seminars/Conferences | 0.00 | 0.00 | 0.00 | 0.0% | 768.18 | 0.00 |
| Executive Officer Travel | 377.89 | 833.00 | (455.11) ▼ | -54.6% ▼ | 866.25 | 3,332.00 |
| Executive Officer Travelling Expenses (Accom) | 0.00 | 0.00 | 0.00 | 0.0% | 68.18 | 100.00 |
| Expenses for Reimbursement | 0.00 | 0.00 | 0.00 | 0.0% | 778.99 | 0.00 |
| Literary Luncheon | 0.00 | 0.00 | 0.00 | 0.0% | 600.00 | 600.00 |
| Printing and Stationery | 0.00 | 8.00 | (8.00) ▼ | -100.0% ▼ | 0.00 | 32.00 |
| Records Storage | 0.00 | 0.00 | 0.00 | 0.0% | 0.00 | 50.00 |
| Telecommunications Contractor/Services | 421.16 | 0.00 | 421.16 ▲ | 0.0% | 505.64 | 0.00 |
| Tourism Officer Contract Services | 1,000.00 | 1,417.00 | (417.00) ▼ | -29.4% ▼ | 2,000.00 | 5,668.00 |
| Tourism Officer Travel | 369.09 | 250.00 | 119.09 ▲ | 47.6% ▲ | 369.09 | 1,000.00 |
| WBW Marketing | 0.00 | 333.00 | (333.00) ▼ | -100.0% ▼ | 0.00 | 1,332.00 |
| Total Operating Expenses | 2,093.15 | 10,245.00 | (8,151.85) | -79.6% | 19,806.72 | 34,094.00 |
| Net Profit | 25,922.67 | (10,233.00) | 36,155.67 | 353.0% | 8,361.09 | 69,942.00 |

**Balance Sheet
NEWROC**

**31 Oct
2018**

| Assets | |
|----------------------------------|---------------------|
| Bank | |
| NEWROC Funds #5557 | \$156,427.17 |
| Total Bank | \$156,427.17 |
| Current Assets | |
| Sundry Debtors Control | \$228,784.38 |
| Telecommunications (Schedule 6) | \$1,458.00 |
| Total Current Assets | \$230,242.38 |
| Total Assets | \$386,669.55 |
| Liabilities | |
| Current Liabilities | |
| Gst Payable | \$18,508.29 |
| Rounding | \$0.00 |
| Total Current Liabilities | \$18,508.29 |
| Total Liabilities | \$18,508.29 |
| Net Assets | \$368,161.26 |
| Equity | |
| Current Year Earnings | \$73,271.89 |
| Retained Earnings | \$294,889.37 |
| Total Equity | \$368,161.26 |

NEWROC Funds #5557 Transactions

North Eastern Wheatbelt Regional Organisation of Councils
For the period 1 October 2018 to 31 October 2018

| Date | Description | Reference | Credit | Debit | Running Balance | Gross |
|---------------------------------|--|-----------------------------------|-------------------|-----------------|-------------------|------------------|
| NEWROC Funds #5557 | | | | | | |
| Opening Balance | | | 127,573.30 | 0.00 | 127,573.30 | 0.00 |
| 01 Oct 2018 | Bendigo Bank | Interest Received | 15.82 | 0.00 | 127,589.12 | 15.82 |
| 01 Oct 2018 | Bendigo Bank | Transaction Fees | 0.00 | 1.20 | 127,587.92 | (1.20) |
| 01 Oct 2018 | Payment: Digit Books Pty Ltd | D1G1T Subscription | 0.00 | 50.00 | 127,537.92 | (50.00) |
| 12 Oct 2018 | Payment: Shire of Koorda | Shire of Koorda Subscriptions | 17,600.00 | 0.00 | 145,137.92 | 17,600.00 |
| 16 Oct 2018 | Payment: Shire of Mt Marshall | Shire of Mt Marshall Subscription | 17,600.00 | 0.00 | 162,737.92 | 17,600.00 |
| 16 Oct 2018 | Payment: Middleton Accountants & Business Advisers | Middleton - Audit | 0.00 | 979.00 | 161,758.92 | (979.00) |
| 16 Oct 2018 | Payment: Solum Wheatbelt Business Solutions | Solum Inv 0027 - EO Services | 0.00 | 3,403.75 | 158,355.17 | (3,403.75) |
| 16 Oct 2018 | Payment: ATO | ATO Lodgement Fee | 0.00 | 420.00 | 157,935.17 | (420.00) |
| 16 Oct 2018 | Payment: Bencubbin CRC | Bencubbin CRC - Scanning | 0.00 | 2.00 | 157,933.17 | (2.00) |
| 16 Oct 2018 | Payment: Vernon Contracting | Vernon Contracting - TO Services | 0.00 | 1,506.00 | 156,427.17 | (1,506.00) |
| 31 Oct 2018 | Payment: Shire of Wyalkatchem | Shire of Wyalkatchem Subs | 17,600.00 | 0.00 | 174,027.17 | 17,600.00 |
| 31 Oct 2018 | Payment: Shire of Trayning | Shire of Trayning Subs | 17,600.00 | 0.00 | 191,627.17 | 17,600.00 |
| Total NEWROC Funds #5557 | | | 70,415.82 | 6,361.95 | 191,627.17 | 64,053.87 |
| Closing Balance | | | 191,627.17 | 0.00 | 191,627.17 | 0.00 |
| Total | | | 70,415.82 | 6,361.95 | 64,053.87 | 64,053.87 |

Additional notes on the financials:

Business Case line item is negative

- 👉 This account is actually in credit due to subscriptions received being allocated to this account as per the budget. Not all subs have been received as yet (Shire of Mukinbudin and Shire of Nungarin outstanding)
- 👉 \$5000 spent – creditor was Rural and Regional Economic Solutions (energy project)

OFFICER RECOMMENDATION

That the list of income and expenditure and profit and loss from 1 October to 31 October 2018 be received.

MOTION:

That the list of income and expenditure from 1 October to 31 October 2018 be received.

Moved P Sheedy

Seconded D Burton

Carried 5/0

Discussion:

- 👉 Discussion regarding variances in the reports (P and L and Actual and Budget)
- 👉 NEWROC Executive Officer brought up most current Xero reports and all subscriptions paid
- 👉 Negative balances are because of project balances and their allocations
- 👉 General discussion regarding Auditor General requirements for each of the member Shires

8. MATTERS FOR CONSIDERATION

8.1. Telecommunications Project

| | |
|--------------------------------|----------------------|
| FILE REFERENCE: | 035-1 Grants General |
| REPORTING OFFICER: | Caroline Robinson |
| DISCLOSURE OF INTEREST: | Nil |
| DATE: | 22 November 2018 |
| ATTACHMENT NUMBER: | Nil |
| CONSULTATION: | Leigh Ballard |
| STATUTORY ENVIRONMENT: | Nil |
| VOTING REQUIREMENT: | Simple Majority |

COMMENT

Update regarding the telecommunications project:

- 👉 Mukinbudin tower – John Dease is connected off the Aitkins tower. A list of names (10 names, some with two houses), all located near Wialki, was provided to Crisp Wireless to follow up with, who were near John and possibly interested in a Crisp Wireless plan. Maree and Leigh contacted the names on the list and no one was interested in signing up. Crisp Wireless has a list of 5-6 businesses / residents in Mukinbudin interested in signing up however.
- 👉 A mini pop is in Beacon. Every house in Beacon now has access to the service, if they want it. The Beacon CRC will be connected the week of the 26 November 2018
- 👉 Rachael Kirby is the furthest connection north – from Merredin this is 218 kilometres. This is a remarkable achievement and should be promoted. The speeds at her property were equivalent to speeds in Merredin (46mps down and 14mps up)
- 👉 Tony Sachse is also now connected. The NEWROC Executive Officer will conduct two case studies to be promoted – Rachel Kirby and Tony Sachse
- 👉 Discussion regarding power outages and emergency situations. When power goes out in Bencubbin, generally the power goes out too, a few hours later. A small UPS can be put on the Crisp Wireless router and may resolve this situation – then phone calls can be made over the Crisp Wireless network. Tony Sachse is going to be a case study of this
- 👉 Shire of Koorda held a small event to promote the service
- 👉 Foxtel and NETFLIX issues are now resolved
- 👉 NEWROC Executive Officer has contacted WACHS (Sean Conlan) to determine whether the hospitals can be connected to Crisp Wireless. Just waiting for feedback from their IT
- 👉 NEWROC Executive Officer contacted Wyalkatchem High School to seek out their interest in the Crisp Wireless service. They deferred it to the Department. NEWROC Executive Officer has contacted Alison Ram, District Director and again waiting for feedback from their IT
- 👉 Subscriptions are now up to \$6000 plus a month (50 customers, 8 of which are complementary due to the towers on their property. Plus there are 10 coming on board the week of the 26 November 2018)
- 👉 Crisp Wireless will provide a map of the next roll out of towers in time for the Executive Meeting

RESOLUTION:

Members to encourage their Community Resource Centres' to take up plans, so too any larger businesses and government agencies. Members to continue to promote the service as much as possible.

Moved J Nuttall

Seconded D Burton

Carried 5/0

Discussion:

- 👉 Shire of Mukinbudin supportive of the Crisp Wireless service and members discussed the tower in Mukinbudin – suggestion to wait and see what alternative solutions Crisp Wireless can come forward with
- 👉 VOIP is a major attraction for the service – should be communicated and marketed
- 👉 Encourage Shire of Merredin to market Crisp Wireless as members have received queries and request for connections from Merredin residents
- 👉 Discussion regarding marketing communications – NEWROC Executive Officer to work with Crisp Wireless on this (youtube clips, social media posts, case studies)
- 👉 Project Steering committee is due to meet again – John Nuttall has requested a meeting

NEWROC Strategic Planning – Project Updates

| | |
|--------------------------------|--|
| FILE REFERENCE: | 041-5 Strategic and Future Planning |
| REPORTING OFFICER: | Caroline Robinson, Executive Officer |
| DISCLOSURE OF INTEREST: | Nil |
| DATE: | 22 November 2018 |
| ATTACHMENT NUMBER: | Submission to the Economic and Industry Standing Committee |
| CONSULTATION: | David Burton Juliet Grist |
| STATUTORY ENVIRONMENT: | Nil |
| VOTING REQUIREMENT: | Simple Majority |

COMMENT

Renewable Energy

The following resolution was made at the October Council meeting regarding the renewable energy project:

RESOLUTION:

NEWROC engage Rural and Regional Economic Solutions to make a submission to the Economic and Industry Standing Committee enquiry into micro grids (Option A in Rural and Regional Economics Quote)

Moved Cr Storer

Seconded Cr O'Connell

Carried 4/0

A submission has been made to the Economic and Industry Standing Committee (please see attached).

Regional Subsidiary

Additionally, at the last October Council meeting the following resolution was made:

RESOLUTION

A meeting be requested with the Department of Local Government regarding the desire to progress with a regional subsidiary model. Purpose is to raise our profile in the regional subsidiary discussions, push for amendments to the legislation and indicate to the Department that the NEWROC are keen to participate in a regional subsidiary to help achieve our strategic priorities. Cr Davies, CEO of Wyalkatchem, Tony and Anne WALGA, NEWROC EO – if unavailable then another CEO, Deputy Chair next in line

Moved Cr O'Connell

Seconded Cr Hudson

Carried 4/0

An email to Kelly Howat, the Appointments Secretary to the Minister for Local Government requesting a meeting with the NEWROC was sent on 15th October 2018, followed by phone calls on the 13th November and 22nd November – no response yet from the Minister's Office.

RESOLUTION:

That the information is received

Moved D Burton

Seconded P Sheedy

Carried 4/0

8.2. FUTURE PROJECTS

| | |
|--------------------------------|-------------------------------------|
| FILE REFERENCE: | 041-5 Strategic and Future Planning |
| REPORTING OFFICER: | Caroline Robinson |
| DISCLOSURE OF INTEREST: | Nil |
| DATE: | 22 November 2018 |
| ATTACHMENT NUMBER: | Nil |
| CONSULTATION: | Dale Chapman – WALGA (telephone) |
| STATUTORY ENVIRONMENT: | Nil |
| VOTING REQUIREMENT: | Simple Majority |

COMMENT

At the October Council meeting there was a brief discussion about waste procurement and also a regional road construction crew.

The NEWROC Executive Officer has contacted Dale Chapman, from WALGA who has been working with the Avon Regional Organisation of Councils on their waste procurement. It is hoped Dale can attend the Executive Meeting either in person or via phone to discuss this piece of work.

Additionally the Executive Officer is seeking direction from the members as to progressing the concept of a Regional Road Construction crew.

RESOLUTION:

Information received

Moved P Sheedy

Seconded D Burton

Carried 4/0

Discussion:

- 👉 Dale Chapman is working with the AROC on aggregated waste contracts. Purpose of this, is to encourage more contractors into the process
- 👉 AROC had different expiry dates for each of their current waste contracts. Dale Chapman worked to execute short contracts and run a longer procurement process alongside trying to align the group contract
- 👉 Discussion regarding size required for economies of scale – both waste tonnage but also as six organisations
- 👉 Dale Chapman also ‘sounded’ out the market for AROC prior to doing any work
- 👉 Discussion regarding working with neighbours e.g. WEROC on a regional waste approach
- 👉 Members could submit their waste contracts to Dale Chapman for review
- 👉 Dale Chapman can also assist with current waste contracts that are due for renewal for future alignment in the group
- 👉 Regional Price Preference Policy – if Shires are making changes to this policy does it require public advertisement? Dale Chapman will follow up for Taryn Dayman

8.3. NEWTRAVEL

| | |
|--------------------------------|-------------------|
| REPORTING OFFICER: | Caroline Robinson |
| DISCLOSURE OF INTEREST: | Nil |
| DATE: | 22 November 2018 |
| ATTACHMENT NUMBER: | Nil |
| CONSULTATION: | Nil |
| STATUTORY ENVIRONMENT: | Nil |
| VOTING REQUIREMENT: | Simple Majority |

COMMENT

Update on financial contributions from the Shire of Dowerin and Shire of Westonia to NEWTRAVEL;

- 👉 Due to a change in CEO at the Shire of Dowerin, the discussions regarding their financial contribution for \$2500 towards the NEWTravel Executive Officer were delayed. However, this has now been resolved and the Shire of Dowerin has confirmed a financial contribution of \$2500 to NEWTravel for the role of the NEWTravel Executive Officer
- 👉 Correspondence via letter, email and in person to the Shire of Westonia – will need to follow up again. Not intentional that they have not confirmed, just I think busy with Shire activities

In light of NEWROC handing over the management of the NEWTRAVEL Executive Officer to NEWTRAVEL and aspiring to see increased business participation in the group, the NEWROC Executive Officer has verbally indicated to NEWTRAVEL that:

- 👉 A contract will need to be in place between the NEWTRAVEL Executive Officer and NEWTRAVEL as an organisation and also;
- 👉 An agreement between NEWROC and NEWTRAVEL regarding the management of the NEWROC funds for the position.

A proposed outline for the agreement or MoU is below, for members to consider, between the NEWROC and NEWTRAVEL.

NEWTravel AND NEWROC MEMORANDUM OF UNDERSTANDING

Between

NEWTRAVEL (North Eastern Wheatbelt Travel Association) INC and

NEWROC (North Eastern Wheatbelt Regional Organisation of Councils)

1. Background

The role of the NEWTravel Executive Officer is as follows (direct extract from the NEWTravel job description and contract):

The position is required to;

- 👉 Implement the Wheatbelt Way Marketing Plan and support NEWTravel to undertake tourism marketing activities across NEWROC to the benefit of the member Councils; and
- 👉 Assist in the development of Tourism across NEWROC

Special conditions

- 👉 The person holding the position will be expected to work a range of hours covering meeting attendance, preparation and follow up. Preparation of correspondence and other research as required to be undertaken in a timely manner
- 👉 Use of own motor vehicle and a current driver's license is required
- 👉 There is a requirement for attendance at night meetings and some shows/expos
- 👉 The applicant needs to supply an equipped office to perform the role including their own laptop computer and mobile phone.

External

Liaise with the public and community groups in a largely unsupervised fashion, pursuing opportunities for the promotion of the Wheatbelt Way and tourist opportunities across NEWROC and the Shires of Dowerin & Westonia

Within Organisation

- 👉 Liaise with the NEWROC Director of Economic Services on matters associated with the provision of Tourism Services.
- 👉 Produce reports for NEWROC/ NEWTravel as requested.
- 👉 Liaise with NEWTravel representatives in their role as an advisory tourist body to NEWROC and report their recommendations back to NEWROC.

The NEWROC has funded and managed the NEWTravel Executive Officer for a number of years and now intends to hand the engagement and management of the position over to NEWTravel, in an effort to build their capacity and reach, so too engagement with businesses and community members to continue to improve tourism in the district.

2. Commitments by both parties

In acting upon this agreement, both parties agree to:

- 👉 To act in good faith
- 👉 To be professional in all communication and interaction
- 👉 Exercise due skill, care and diligence in working together and achieving common objectives
- 👉 Commit to innovation and continuous improvement

3. Deliverables

NEWROC will:

- 👉 Financially contribute to the position of NEWTravel Executive Officer on an annual basis, subject to the NEWROC and individual member Council budgets. In 2018/19 that will be \$15,000
- 👉 Work together collaboratively for the best interests of tourism in the member Councils

NEWTravel will:

- 👉 Continue to keep the NEWROC informed of NEWTravel activities (e-newsletter and communication with the NEWROC Executive Officer)
- 👉 NEWTravel Executive Officer will make themselves available for any NEWROC meetings when requested

- 👉 NEWTravel will directly employ / sub contract and manage the NEWTravel Executive Officer and report to the NEWTravel members regularly regarding performance – as per the position description included in this understanding
- 👉 NEWTravel will implement and manage policies and procedures around the employment of the NEWTravel Executive Officer
- 👉 Notify the NEWROC of any significant changes to the job description of the NEWTravel Executive Officer and any significant changes to the number of hours worked by the NEWTravel Executive Officer
- 👉 Work together collaboratively for the best interests of tourism in the member Councils

4. Key Contacts

Cr Quentin Davies

Chair - NEWROC

Signed: _____

Date: _____

Kim Storer

NEWTravel President

Signed: _____

Date: _____

RESOLUTION:

That the NEWROC and NEWTravel Memorandum of Understanding is recommended to the NEWROC Council and NEWTravel Committee for endorsement.

Moved D Sellenger

Seconded J Nuttall

Carried 5/0

Discussion:

- 👉 Each of the members of NEWROC are members of NEWTravel and felt confident they can provide oversight for this, however NEWROC would like to provide direction for the funding in an MoU

8.4. NEWROC Health Strategy

| | |
|--------------------------------|-------------------|
| REPORTING OFFICER: | Caroline Robinson |
| DISCLOSURE OF INTEREST: | Nil |
| DATE: | 22 November 2018 |
| ATTACHMENT NUMBER: | Nil |
| CONSULTATION: | Nil |
| STATUTORY ENVIRONMENT: | Nil |
| VOTING REQUIREMENT: | Simple Majority |

COMMENT

In the NEWROC Health Strategy, the following goal and strategy was identified:

GOAL: Facilitate and help promote a healthy lifestyle and disease prevention within the NEWROC communities

19. Undertake training for member employees to increase mental health literacy

At the September Executive meeting the NEWROC Executive Officer presented some options for mental health training, for member employees, in a central location in 2019.

This option was the most relevant to members and was presented by Jo Drayton, Suicide Prevention Coordinator, Wheatbelt Community Alcohol and Drug Service.

WORKSHOP 1

Overview of common Mental Health issues and Introduction to Suicide Prevention - currently provided FREE through funding by WA Mental Health Commission

This half day presentation can be tailored to meet the specific needs of an Organisation or community group, but primarily covers:

- What is Stress and it's symptoms
- What is Anxiety and it's symptoms
- What is Depression and it's symptoms
- What is Situational Distress?
- Introduction to Suicide Prevention – WA Stat's and the extend of the problem
- Knowing the signs that somebody may be at risk
- Pathways to Support
- De-briefing and self care for staff/community members

Additionally, LGIS was contacted regarding training they could provide. The following was submitted by LGIS and member credits can be used for training.

The LGIS HR Risk team can provide a range of services around mental health, building resilience, stress management. All workshops / services will be tailored to the members specific requirements and desired outcomes, and can be targeted at general staff or / and managers.

1. Working Well Workshop (2 hours - \$480 + GST)

This workshop educates staff on self- management techniques including the identification and management of a range of stressors. The workshop covers:

- Identifying signs and symptoms of stress

- Thriving at Work – Building resilience & stress management
- Sharpening the saw - Coping strategies and tools to enhance self-care
- Emotional Intelligence (EQ)
- Handling hassles - Utilising our Mental Skill

2. Mental Health for Managers (3 hours - \$720 + GST per workshop)

This workshop looks to provide managers with an awareness of mental health issues in the workplace including prevalence, symptoms, treatment and available resources. The workshop covers:

- The prevalence of mental health issues in Australia and the workplace
- Signs and symptoms of common mental health conditions (key focus on anxiety and depression)
- The importance of creating a supportive and open culture to minimise the stigma of mental health in the workplace
- Avenues to support staff members who:
 - Have disclosed their own mental health issues to the organisation
 - Have not disclosed any diagnosis but are showing signs and symptoms
 - Self-care for individuals in supervisory positions

RESOLUTION:

Information is received

Moved J Nuttall

Seconded P Sheedy

Carried 5/0

Discussion:

- 👉 NEWROC Executive Officer will revisit this in 2019 as a training opportunity

Taryn Dayman left at 4.27pm and returned at 4.29pm

Dirk Sellenger left at 4.29pm

9. EMERGING NEWROC ISSUES as notified, introduced by decision of the Meeting

9.1. Container Deposit Scheme

- 👉 The Shire of Mt Marshall moved a motion at its November Council meeting to offer Bencubbin as a central receipt point for containers and to provide feedback on the container scheme discussion paper
- 👉 The Shire of Mt Marshall have also indicated 100km is a large distance to drive containers to for drop off and the containers should be returned to at the point of purchase (ideally)

10. Other Business

10.1. WA Country Ambulance Service Review 2018

The NEWROC Executive Officer sought some feedback regarding the above strategy and will make a submission, it is due the 10 December 2018

<https://wacountryambulance.com.au/>

Discussion:

- 👉 Previously Ambulance Services came under Department of Health and the proposal is to put it under WACHS
- 👉 Discussion regarding the proposal to put KPI's on volunteers (WACHS and St John's arrangement) – St John's could be managing their workforce and achieving KPI's, rather than volunteers
- 👉 Patient Transfer Service is being reviewed and may require improved response rates

10.2. Records Management

Taryn Dayman requested a quote from IT Vision on records management. This was shared with members. The Shire of Mt Marshall and Shire of Koorda have expressed an interest, however timing is important.

Taryn Dayman will give a further update at the meeting.

Discussion:

- 👉 Shire of Wyalkatchem will be progressing towards implementing a records management system, so too Shire of Mt Marshall (they have allocated funding for it in their budget)
- 👉 Delivery of training gets cheaper with more members on board
- 👉 Taryn Dayman will coordinate a meeting between members and IT Vision using videoconferencing (request to BeingThere)
- 👉 Proposal to IT Vision to implement it over a period of time, rather than once off

11. 2018 MEETING DATES

| | | |
|-------------|---------|--|
| 11 December | Council | Shire of Trayning (Trayning Hotel) (2pm start, Drinks afterwards) |
|-------------|---------|--|

12. CLOSURE

The NEWROC CEO declared the meeting closed at 4.55pm



CEACA

Supporting Age Friendly Communities

**CENTRAL EAST AGED CARE ALLIANCE
INC (CEACA) COMMITTEE MEETING**

**HELD WEDNESDAY 14 NOVEMBER
2018**

**MERREDIN REGIONAL COMMUNITY
AND LEISURE CENTRE**

MINUTES



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Minutes

Central East Aged Care Alliance Inc (CEACA)

Committee Meeting

1. OPENING

The Executive Officer opened the meeting at 9.46am welcoming all in attendance.

2. ELECTION OF CHAIR

With CEACA's Acting Chair, Gary Shadbolt, unable to attend the Annual General Meeting it is necessary for the Committee to elect a Chair for the purpose of this meeting.

This is in accordance with clause 8.3 of CEACA's current Constitution, which states:

8.3 *The Chair may not be an elected member or an employee of any Member Organisation, except where the position of Chair is vacant, in which case an elected member or employee of any Member Organisation may be elected until such time as the position of Chair has been elected.*

RESOLUTION: **Moved: Freda Tarr** **Seconded: Jamie Criddle**
That Onida Truran be elected to Chair the meeting.

CARRIED

The Executive Officer handed the meeting over to Onida Truran.

3. RECORD OF ATTENDANCE AND APOLOGIES

3.1 Attendance - Members

Ms Onida Truran, Chair
Mr Ken Hooper, Secretary
Ms Rachel Kirby, Treasurer

Mr Quentin Davies, Member
Mr Rod Forsyth, Member
Ms Freda Tarr, Member

Mr Jamie Criddle, Deputy Member (voting member for the meeting)
Ms Taryn Dayman, Deputy Member
Mr Raymond Griffiths, Deputy Member
Mr Darren Mollenoyux, Deputy Member (voting member for the meeting)
Mr Greg Powell, Deputy Member
Mr Tony Sachse, Deputy Member
Mr George Storer, Deputy Member (voting member for the meeting)

Ms Helen Westcott, Executive Officer

3.2 Attendance - Observers

Mr David Burton, CEO Shire of Koorda
Mr Pater Clarke, CEO Shire of Yilgarn
Mr Adam Majid, CEO Shire of Nungarin (voting member for the meeting)
Mr John Nuttall, CEO Shire of Mt Marshall
Mr Dirk Sellenger, CEO Shire of Mukinbudin (voting member for the meeting)
Mr Paul Sheedy, CEO Shire of Trayning

3.3 Apologies

Mr Louis Geier, Member
Ms Eileen O'Connell, Member
Mr Gary Shadbolt, Member
Mr Ricky Storer, Member
Mr Stephen Strange, Member

Ms Melanie Brown, Deputy Member
Ms Kerry Dayman, Deputy Member
Ms Sandie Ventris, Deputy Member

3.4 Attendance - Guests

Mr Ralton Benn, Access Housing Australia (AHA) – AHA is CEACA's project manager for its aged housing project

4. DECLARATION OF INTEREST

Pursuant to Clause 21 of the Central East Aged Care Alliance Inc Constitution, Members must declare to the Chairman any potential conflict of interest they may have in a matter before the meeting as soon as they become aware of it. Members and Deputies may be directly or indirectly associated with some recommendations of Central East Aged Care Alliance Inc. If you are affected by these recommendations, please excuse yourself from the meeting and do not participate in deliberations.

This is in accordance with Clause 21.4 of the Constitution which states:

21.4 *When a member or employee discloses a pecuniary interest he or she may neither participate in discussions nor take any part in the decision making process in respect to that matter nor be present when the matter is being discussed or voted upon*

Nil

5. MINUTES OF MEETINGS

5.1 Minutes from a Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 5 September 2018 (Attachment)

Minutes from a Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 5 September 2018 have previously been circulated.

RECOMMENDATION:

That the Minutes of the Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 5 September 2018 be confirmed as a true and accurate record of the proceedings.

RESOLUTION: **Moved: Ken Hooper** **Seconded: Freda Tarr**

That the Minutes of the Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 5 September 2018 be confirmed as a true and accurate record of the proceedings.

CARRIED

5.2 Minutes from a Special Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 10 October 2018 (Attachment)

Minutes from a Special Committee Meeting of the Central East Aged Care Alliance Inc held Wednesday 10 October 2018 have previously been circulated.

RECOMMENDATION:

That the Minutes from a Special Meeting of the Executive Committee Central East Aged Care Alliance Inc held Wednesday 10 October 2018 be confirmed as a true and accurate record of the proceedings.

RESOLUTION: **Moved: Rod Forsyth** **Seconded: Rachel Kirby**

That the Minutes from a Special Meeting of the Executive Committee Central East Aged Care Alliance Inc held Wednesday 10 October 2018 be confirmed as a true and accurate record of the proceedings.

CARRIED

5.3 Minutes from an Executive Committee Meeting of the Central East Aged Care Alliance Inc held Monday 15 October 2018 (Attachment)

Presenting the Minutes from an Executive Committee Meeting of the Central East Aged Care Alliance Inc held Monday 15 October 2018 have previously been circulated.

RECOMMENDATION:

That the Minutes from a Meeting of the Executive Committee of the Central East Aged Care Alliance Inc held Monday 15 October 2018 be received.

RESOLUTION: **Moved: Jamie Criddle** **Seconded: Dirk Sellenger**

That the Minutes from a Meeting of the Executive Committee of the Central East Aged Care Alliance Inc held Monday 15 October 2018 be received.

CARRIED

5.4 Action Sheet for November 2018 (Attachment)

Presenting the Action Sheet for November 2018.

RECOMMENDATION:

That the Action Sheet for November 2018 be received.

RESOLUTION: **Moved: Darren Mollenoyux** **Seconded: Quentin Davies**

That the Action Sheet for November 2018 be received.

CARRIED

5.5 Executive Officer Report for August 2018 (as at 7 November 2018)

The Executive Officer provides the following report based upon key performance indicators (KPIs) developed as part of the current Executive Officer Services Contract (Part 8 Key Performance Indicators).

A. Governance

- a) Committee Meeting Agendas to be issued to members 5 Business Days prior to the meeting date – the meeting agenda for a Special Meeting of the CEACA Committee held Wednesday 10 October 2018 were completed and distributed in accordance with the Executive Officer's KPIs as were the meeting papers for the CEACA Annual General Meeting scheduled for Wednesday 14 November 2018.
- b) Committee Meeting Minutes to be distributed in draft form no later than 7 Business Days after the meeting date – the minutes from the Special CEACA Meeting held Wednesday 10 October 2018 were completed and distributed within the 7 Business Days timeframe.

- c) Executive Committee Meeting Minutes to be issued to Executive for comment within 5 Business Days of meeting and then re-distributed to the Committee Members no later than 7 Business Days after the meeting date – with the Chair's approval the Executive Officer distributed the agenda and meeting papers for the CEACA Executive Committee held Monday 15 October outside the KPI framework. This extension in time resulted from the need to finalise the minutes and actions from the Special CEACA Committee held Wednesday 10 October 2018. The minutes were also late in being distributed to members of the Executive Committee, again with the approval of the CEACA Acting Chair. The minutes from this meeting have been distributed to Members.

B. Performance – (Facilitate and Communicate to Committee)

- a) Constitution Development and Sign off from Department – refer also to Agenda Item 7.4.
- b) Rent Setting Policy, Sales/Lease for Life Policy formation and Adoption – the Executive Officer has been working with Access Housing to develop a registration form to be used by all applicants for CEACA's aged housing - refer also to Agenda Item 7.5.
- c) Strategic Plan for CEACA – Incorporating an updated priority list of the VERSO report platform - work on this has yet to commence.
- d) CEACA Code of Conduct be developed and adopted by the Committee - work on this has commenced. The Executive Officer was hoping to have a draft ready for consideration at the November Committee Meeting but other work required by the Committee has meant this task is yet to be completed.
- e) The Intellectual Property of CEACA to be backed up monthly via External Hard Drive which is provided to a nominated Council for backing up onto their server – the Shire of Mukinbudin has agreed to assist the Executive Officer in meeting the KPI around backing up of CEACA documentation.

The Shire of Mukinbudin was provided with the October 2018 backup copy of the CEACA files on Friday 26 October 2018. The Executive Officer has also commenced investigations into CEACA storing its file records using “the cloud”.

The Executive Officer has also assisted in a number of other areas since the CEACA Committee last met.

Commentary on these activities are provided below:

- **Assist CEACA in fulfilling its Commitments as defined in the Financial Assistance Agreements (FAAs) for the CEACA Seniors Housing Project**

The work associated with meeting this objective has a number of tasks which must be undertaken if CEACA is to fulfil its responsibilities under the project's FAAs. This work during August included:

- a) With the Department of Planning, Heritage and Lands agreeing to the transfer of Crown land CEACA work has commenced on finalising the transfer of title for the affected sites in Merredin, Mt Marshall, Trayning and Westonia – refer also to Agenda Item 7.8.
- b) Working with the Shire of Mt Marshall to progress the sale of land from the Beacon Progress Association Inc to CEACA, with this land to be used for the construction of aged housing in Beacon – refer also to Agenda Item 7.9.
- c) Work associated with a further drawdown of funds for Stage 2 of the CEACA seniors Housing Project – the Shire of Merredin is looking to drawdown of a further \$1.4M of project funding. For the funding to be released CEACA has had to provide information relating to the management of the housing once constructed. This information has been compiled and sent to Grant Arthur from the Wheatbelt Development Commission's Northam office.
- d) With CEACA's Acting Chair, CEACA's Project Manager and the CEO Shire of Merredin, the Executive Officer met with officers from the Department of Primary Industries and Regional Development (DPIRD) on Friday 5 October 2018 to discuss the potential for

additional funding to be made available for the CEACA Seniors Housing Project. Since that meeting the Shire of Merredin and the Executive Officer have been approached by DPIRD for further information.

- e) Provide assistance to the Shire of Merredin where required.
- **Assist CEACA with Advocacy around CEACA and its Related Activities**

Work undertaken included the following:

- a) CEACA's Acting Chair, Gary Shadbolt, and the Executive Officer met with the Member for Durack, Hon Melissa Price MP on Friday 22 June 2018. An outcome from this meeting was agreement from Ms Price that she would endeavour to arrange a meeting for CEACA with the Minister for Aged Care; Indigenous Health, Hon Ken Wyatt AM MP. Gary Shadbolt and the Executive Officer met with Ministers Wyatt and Price on Wednesday 8 August 2018. Greg Powell, CEO Shire of Merredin, was to have attended the meeting but was unable to attend. The meeting was a productive one with Minister Wyatt encouraging CEACA to write to him with a funding proposal. The proposal has yet to be finalised.
 - b) Following the meeting with officers from the DPIRD the Executive Officer has contacted Hon Darren West's office to arrange a meeting for the Acting Chair to discuss CEACA's request to the State Government for potential additional funding to be made available for the CEACA Seniors Housing Project. It has been difficult to arrange a meeting but at the time of preparing this report the Executive Officer was hopeful that a meeting would be held in Northam on Monday 12 November. Should the meeting take place, a report on the outcome of the meeting will be provided at the CEACA Committee Meeting on Wednesday 14 November 2018.
- **Other Activities related to CEACA's Operations**
- a) The Executive Officer has completed training on managing the CEACA website. She has also undertaken some training on managing CEACA's Facebook page. A date for further training has yet to be finalised.
 - b) The Executive Officer met with CEACA's insurance broker, Russell Bresland of the Bresland Insurance Group on Wednesday 17 October 2018 to work through CEACA's insurance requirements for the coming year – refer also to Agenda Item 7.13.
 - c) The Executive Officer has continued to work on the development of a Privacy Policy for CEACA (with an update on this work is provided in the meeting Action Sheet)
 - d) The Executive Officer has been involved in work associated with the development of a management agreement between Access Housing Australia and CEACA – refer also to Agenda Item 7.11.
 - e) The Executive Officer has been working with CEACA's Executive Committee to develop a Confidentiality Statement for use by CEACA (with an update on this work is provided in the meeting Action Sheet).
 - f) The Executive Officer has been involved in work associated with the engagement of Deloitte's to resolve potential GST issue facing CEACA – refer also to Agenda Item 7.13.

Additional Executive Officer Comment:

The meeting enquired about the meeting with Hon Darren West MLC held Monday 12 November 2018. In the absence of the Acting Chair, the Executive Officer and Greg Powell, CEO Shire of Merredin provided a brief report on the meeting. Points to highlight from the meeting:

- The State Government still sees the project as valuable and this is the reason the project was not axed by Treasury.
- Hon Darren West MLC is willing to assist where possible. That said it will be difficult to secure additional funding at this point in the project. It is possible more funds could be made available in the next year's budget but this will be too late for the project as CEACA needs the funding now.
- In addition to its current funding difficulties CEACA has just been made aware of another problem. Since the October meeting CEACA has been advised that new rules have been put in place re the payment of interest on project funds held by Treasury Corp. Neither Greg Powell nor the Executive Officer know when this new requirement came in to effect. Even when CEACA met with officers from DPIRD, one of whom was Lorraine Fernandez, on 5 October CEACA was not made aware of this change.
- Hon Darren West has agreed to assist CEACA in efforts to gain additional funding and retain the interest accrued on remining project funds.

RECOMMENDATION:

That the Executive Officer's report as presented be received.

RESOLUTION: Moved: Darren Mollenoyux Seconded: Rod Forsyth

That the Executive Officer's report as presented be received.

CARRIED

6. MATTERS FOR NOTING

6.1 Complying with the Associations Incorporation Act 2015 – Self-Check (Attachment)

The Department of Mines, Industry Regulation and Safety publishes a self-check for incorporated bodies such as the Central East Aged Care Alliance Inc (CEACA). The purpose of the self-check is to assist in determining whether a group such as CEACA is complying with each section of the *Associations Incorporation Act 2015*.

A copy of the self-check forms an attachment to the meeting agenda.

In relation to record keeping, the Executive Officer will have available for inspection the following records:

- A copy of the certificate of incorporation;
- A copy of the CEACA constitution;
- The Members Register; and
- The Record of Office Bearers.

These records are made available for inspection at all in-person meetings.

No action is required – the matter is presented for Members' information only.

Noted

6.2 Other Matters for Noting

Nil

7. ACTING CHAIR'S REPORT

Nil Report

8. BUSINESS OF THE MEETING

8.1 Project Update (Financial) – Shire of Merredin (Attachment)

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 31 October 2018

Attachments: CEACA Statement of Income and Expenditure as at 31 October 2018

Background:

On behalf of CEACA the Shire of Merredin has signed two Financial Assistance Agreements (FAAs) with the Department of Primary Industries and Regional Development in respect to the CEACA Seniors Housing Project.

Executive Officer Comment:

The CEO Shire of Merredin, Greg Powell will respond to any questions Committee Members have with respect to the report tabled.

Additional Meeting Comment:

Greg Powell provided the additional information to the income and expenditure report provided:

- The report provided is largely historical.
- The issue of cost variations seems to have been resolved and at this point do not represent a threat to the project.
- The Shire of Merredin with the Project Manager is keeping a tight control on spend.
- Cashflow is critical being \$1.2-1.8M per month.
- CEACA needs to ensure that it has the cash to meet its payments as the Shire of Merredin will not be in a position to bankroll the project should CEACA run out of funds.

RECOMMENDATION:

That the Project Update (Financial) as at 31 October 2018 provided by the Shire of Merredin be received.

RESOLUTION: **Moved: Quentin Davies** **Seconded: Freda Tarr**

That the Project Update (Financial) as at 31 October 2018 provided by the Shire of Merredin be received.

CARRIED

8.2 Project Manager's Update – Access Housing

| | |
|--------------------------------|--|
| Author: | Ralton Benn, Project Manager Property Assets Access Housing Australia Helen Westcott, Executive Officer |
| Disclosure of Interest: | No interest to disclose |
| Date: | 5 November 2018 |
| Attachments: | Nil Note: The Project Manager's report will be provided under separate cover |

Background:

As part of its role in providing project management services to CEACA, Access Housing Australia has undertaken to provide written monthly activity reports to CEACA.

Executive Officer Comment:

With the Project Manager attending the CEACA Committee Meeting a verbal update on work around the CEACA Seniors Housing Project will be provided.

Additional Meeting Comment:

In providing a report to the Committee, Ralton Benn highlighted the following points:

- Pindan are 6-7 weeks behind the project's scheduled;
- Eight (8) houses in Kellerberrin are almost at "lockup" stage. Full "lockup" is expected soon. Completion of the housing in Kellerberrin should occur in January of next year;
- Construction is also underway in Merredin;
- Siteworks underway at all other sites;
- Believes construction will be completed by March/April 2019;
- Currently the contingency account sits at \$399-350,000. It is believed that this situation will improve;
- Transfer of land ownership is progressing;
- Work will stop over the Christmas/New Year period for around two (2) weeks; and
- Work done by AHA on rental calculations for CEACA housing has been based on REIWA data. AHA has not used Shire rentals in its calculations.

A number of questions were also asked. The questions and the answers provided by CEACA's project manager are summarised below;

- Peter Clarke from the Shire of Yilgarn raised the issue of the stormwater management issues only recently identified on the Southern Cross sites. In explaining what had occurred at the Southern Cross site, Ralton Benn noted that resolution of any stormwater issues was critical. It was agreed that he would continue discussions with the Shire of Yilgarn "out of session".
- The issue of eligibility for the CEACA housing was raised by a number of people at the meeting. Ralton Benn advised that whilst AHA had to use its waitlist for its housing, applying a matrix to determine an applicant's priority for housing, this list will not apply to CEACA.

RECOMMENDATION:

That the Project Manager's Report be received.

RESOLUTION: **Moved: Rachel Kirby** **Seconded: Jamie Criddle**
That the Project Manager's Report be received.

CARRIED

8.3 “Soft Launch” for the CEACA Seniors Housing Project

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 5 November 2018

Attachments: Nil

Background:

At a meeting held Wednesday 25 July 2018 CEACA’s Executive Committee proposed that a “soft launch” for the CEACA Seniors Housing Project be held on Friday 12 October 2018, with the Executive Committee resolving as shown below:

RESOLUTION: *Moved: Rachel Kirby* *Seconded: Ken Hooper*

That:

1. *CEACA look to hold its “soft launch” for the CEACA Seniors Housing Project on Friday 12 October 2018, with the launch to be held in Kellerberrin;*
2. *The CEACA Executive Officer liaise with the Wheatbelt Development Commission on arrangements related to the Minister for Regional Development’s attendance at the launch; and*
3. *The Executive Committee work with the CEACA Executive Committee to develop a guest list and program for the launch.*

CARRIED

It had been envisaged that CEACA would have appointed a new independent Chair by this time. As the CEACA Committee is aware, a number of recent events have delayed the appointment of a new Chair. It was agreed that the launch be delayed until the appointment of the Chair was finalised.

Executive Officer Comment:

With the appointment of the independent Chair to CEACA still to be finalised the Executive Officer believes that the matter of a public launch be delayed until after an appointment is made.

RECOMMENDATION:

That the public launch for the CEACA Seniors Housing Project be delayed until after the appointment of an independent Chair to CEACA.

RESOLUTION: *Moved: Quentin Davies* *Seconded: Rachel Kirby*

That the public launch for the CEACA Seniors Housing Project be delayed until after the appointment of an independent Chair to CEACA.

CARRIED

8.4 Rewriting the CEACA Constitution

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 5 November 2018

Attachments: Nil

Background:

At the CEACA Committee Meeting held Wednesday 7 June 2017 it was resolved as shown below:

RESOLUTION: *Moved: Rod Forsyth* *Seconded: Freda Tarr*

That:

1. *A working group be established to oversee the rewriting of the CEACA Constitution, with the working group would be chaired by Graham Lovelock, the CEACA Chair and having the following membership:*
 - *Mr Ray Hooper, former Acting CEO at the Shire of Mukinbudin;*
 - *Mr Darren Mollenoyux, CEO Shire of Bruce Rock; and*
 - *Mr John Nuttall, CEO Shire of Mt Marshall;*
 - *The CEACA Executive Officer to provide research and administrative support.*
2. *Legal assistance be obtained to assist the working group where necessary; and*
3. *The working party have a draft of the new CEACA constitution ready for consideration by the CEACA Committee as a whole at the meeting scheduled for Wednesday 6 September 2017.*

CARRIED

With assistance from Kott Gunning the working group finalised a draft constitution for consideration at the CEACA Committee Meeting held Wednesday 6 September 2017. Following consideration of the draft constitution the meeting resolved as follows:

RESOLUTION: *Moved: Eileen O'Connell* *Seconded: Brian Jones*

That CEACA:

1. *Acknowledges the work undertaken by the working party in reviewing the CEACA Constitution;*
2. *Note the draft CEACA Constitution as presented: and*
3. *Requests Member Councils to provide comment to the Executive Officer on the draft constitution no later than Friday 20 October 2017 so that a final draft of the CEACA Constitution can be considered at the CEACA AGM on Wednesday 1 November 2017.*

CARRIED

The draft Constitution was considered at a Special General Meeting held 26 March 2018 at which time the motion to adopt the new constitution was lost, as shown below:

MOTION: Moved: Ken Hooper Seconded: Wayne Della Bosca

That Central East Aged Care Alliance Inc adopt the constitution of the Association (new Constitution) as detailed in Attachment 1 for the Special General Meeting in substitution for the existing constitution which is repealed provided that:

- a. clauses 1.3 and 29 of the constitution will only take effect upon compliance with section 33 of the Associations Incorporation Act 2015 and*
- b. the balance of the clauses will take effect upon compliance with section 30 of the Associations Incorporation Act 2015.*

MOTION LOST 4/7

As has been previously reported the working group charged with the overseeing the preparation of new constitution for CEACA was reconvened, with the working group meeting on Thursday 2 August 2018.

A report on the outcomes of this meeting were presented to the CEACA Committee at a meeting held Wednesday 5 September 2018. At the meeting it was resolved as shown below:

RESOLUTION: Moved: Kerry Dayman Seconded: Ken Hooper

That comment on the CEACA Constitution (Final Draft as at 8 August 2018) be provided to the Executive Officer by close of business on Friday 28 September 2018 to enable final drafting of the new constitution.

CARRIED

Executive Officer Comment:

At the time of preparing this agenda item, the Executive Officer had only received comments from the Shires of Bruce Rock, Trayning and Yilgarn. All had expressed support for the draft constitution as presented to the Special General Meeting of the CEACA Committee in March of this year.

Given that only a limited number of comments have been received and recognising that the issue of the CEACA Constitution has been ongoing for some time it is possible there are no further comments from Members. On that assumption it would be proposed to move forward with the development of a process for the finalisation by lawyers Kott Gunning to enable the formal document to be submitted to a Special Committee Meeting in early 2019 for adoption.

Additional Meeting Comment:

Greg Powell, the Shire of Merredin's CEO, commented that in light of the GST advice received from Deloitte's CEACA should look to inserting a clause into its new constitution that would allow it to operate as a charitable organisation. In obtaining charitable organisation status CEACA would potentially be able to access the GST-free provisions in the GST Act with respect to the supply of accommodation.

The Shire of Mt Marshall's CEO, John Nuttall advised the meeting that his Council remained concerned that the draft constitution still did not provide sufficient protection for CEACA's foundation members. Darren Mollenoyux, CEO Shire of Bruce Rock, commented that his Council had similar concerns.

The Executive Officer explained that as there had been no specific direction from the Committee the changes as originally proposed by the Shire of Mt Marshall had not been made.

RECOMMENDATION:

That:

1. The Executive Officer be authorised to finalise, with assistance from lawyers Kott Gunning, the new CEACA Constitution; and
2. Arrangements be made for a Special General Meeting of CEACA be to be held ahead of the first CEACA Committee Meeting for 2019, at which time adoption of the new CEACA Constitution will be considered.

RESOLUTION:

Moved: Freda Tarr

Seconded: Ken Hooper

-
1. **That a working group be established to finalise the rewriting of the CEACA Constitution, with the working group to be chaired by Gary Shadbolt, the Acting CEACA Chair, and having the following membership:**
 - **Mr Darren Mollenoyux, CEO Shire of Bruce Rock;**
 - **Mr John Nuttall, CEO Shire of Mt Marshall; and**
 - **The CEACA Executive Officer to provide research and administrative support.**
 2. **That the Working Group be authorised to finalise, with assistance from lawyers Kott Gunning, the new CEACA Constitution.**
 3. **That in finalising a new CEACA Constitution the working group include the following:**
 - **Insertion of a clause that will allow CEACA to operate as a registered charity; and**
 - **Insertion of a clause that will protect CEACA's "foundation members".**
 4. **Arrangements be made for a Special General Meeting of CEACA be to be held ahead of the first CEACA Committee Meeting for 2019, at which time adoption of the new CEACA Constitution will be considered.**

CARRIED

8.5 CEACA Application Eligibility and Rent Assessment Form (Attachment)

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 5 November 2018

Attachments: Application Eligibility and Rent Assessment Form for CEACA
Note: The application form will be provided under separate cover

Background:

A draft application and eligibility form was considered by the CEACA Committee when it met in Wednesday 5 September 2018, with the Committee resolving as shown below:

RESOLUTION: Moved: Ken Hooper Seconded: Louis Geier

That the draft Application Eligibility and Rent Assessment Form for CEACA be noted, with the Executive Officer to prepare a final draft for consideration at the CEACA Committee scheduled for Wednesday 14 November 2018.

CARRIED

Executive Officer Comment:

A final draft of the application eligibility and rent assessment form has been prepared taking into account the comments provided at the Committee Meeting on 5 September.

The final draft forms an attachment to the meeting agenda.

RECOMMENDATION:

That the Application Eligibility and Rent Assessment Form for CEACA be adopted as presented.

RESOLUTION: Moved: Rachel Kirby Seconded: Quentin Davies

That the matter lay on the table.

CARRIED

8.6 Appointment of a Chair to the Central East Aged Care Alliance Inc (CEACA)

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 5 November 2018

Attachments: Nil

Background:

With the resignation of Graham Lovelock as the CEACA Chair on 27 February 2018 the appointment of a new Chair was considered by the CEACA Committee when it met on 26 March 2018, with the meeting resolving as shown below:

RESOLUTION: Moved: Eileen O'Connell Seconded: Freda Tarr

That Gary Shadbolt be elected Chair until the commencement of the first meeting following the meeting at which the 2018/2019 CEACA Budget is adopted.

CARRIED

The matter was further considered at the CEACA Committee Meeting held Wednesday 6 June 2018, with the matter being resolved as shown below:

RESOLUTION: Moved: Quentin Davies Seconded: Louis Geier

That Gary Shadbolt be appointed Acting Chair until the appointment of an Independent Chair or the CEACA 2018 Annual General Meeting whichever is the sooner.

CARRIED

RESOLUTION: Moved: Rod Forsyth Seconded: Eileen O'Connell

That:

- 1. A Working Group be established with the terms of reference being to call for applications, conduct interviews and make a recommendation to the CEACA Committee for the appointment of an Independent Chair of CEACA;*
- 2. The Working Group's membership comprise Gary Shadbolt, as CEACA's Acting Chair, Quentin Davies and Stephen Strange.*

CARRIED

The Working Group met on two occasions during the year but due to a number of issues arising the appointment of a new independent Chair prior the CEACA Annual General Meeting has not been finalised.

Executive Officer Comment:

Whilst an Acting Chair has been appointed, there is still a need for CEACA to appoint a new independent Chair.

It is recommended that the Working Group be reconvened to oversee the appointment of an independent Chair as soon as is practical.

Working groups such as the one established to oversee the appointment of a new CEACA Chair must in accordance with CEACA's current Constitution be established (if required) following each annual general meeting.

Membership of the working group could be as previously, that is the Acting Chair and two Committee Members.

Additional Meeting Comment:

In discussing the appointment of a new independent Chair the need for a speedy resolution to this issue was highlighted, particularly given the heavy workload currently being undertaken by CEACA's Acting Chair, Gary Shadbolt.

The Executive Officer advised the meeting that every endeavour was being taken to finalise the appointment but a number of factors had worked against this from happening, including the need to finalise a management agreement with Access Housing Australia, the work associated with resolving the payment of GST by the Shire of Merredin on CEACA's behalf and work associated with CEACA's application to obtain charitable status, thereby potentially further reducing its GST liabilities.

The Executive Officer also advised that whilst appointing someone to the position of independent Chair prior to the Christmas/New Year break was the most desirable outcome, from a practical perspective it was unlikely this would occur given the commitments Committee members had leading up to this time. An appointment early in the New Year was a more likely outcome.

RECOMMENDATION:

That:

1. The Working Group to oversee the appointment of an Independent Chair for CEACA be reconvened, with its terms of reference being to call for applications, conduct interviews and make a recommendation to the CEACA Committee for the appointment of an independent Chair of CEACA; and
2. The Working Group's membership, being the Acting Chair and two Committee Members, comprise _____.

RESOLUTION: **Moved: Rod Forsyth** **Seconded: Rachel Kirby**

That:

1. **The Working Group to oversee the appointment of an Independent Chair for CEACA be reconvened, with its terms of reference being to call for applications, conduct interviews and make a recommendation to the CEACA Committee for the appointment of an independent Chair of CEACA; and**
2. **The Working Group's membership, being Gary Shadbolt as CEACA's Acting Chair, Quentin Davies, Stephen Strange and the CEACA Executive Officer to provide research and administrative support.**

CARRIED

At 10.33am Ralton Benn CEACA's project manager entered the meeting.

At this point the meeting considered Agenda Item 7.2 but for ease of reading the matter is presented in chronological order.

8.7 CEACA Committee Meeting Dates in 2019

Reporting Officer: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 5 November 2018

Attachments: Nil

Background:

Clause 19.1 of the current CEACA Constitution states that:

19.1 *The Committee shall meet together for the dispatch of business not less than one meeting per quarter year. The Secretary will issue a notice of these Committee meetings not less than 10 days before the date of the meeting.*

A meeting schedule for 2019 must therefore be adopted.

The meeting schedule should also take into account the need to hold an Annual General Meeting with Clause 19.12 stating that:

19.12 *The AGM shall be held in every calendar year within 4 months of the end of the Association's financial year. The Secretary shall ensure written notice of the meeting is sent to all members, not less than 30 days before the meeting.*

CEACA's Executive Committee considered a meeting program prepared by the Executive Officer when it met on Monday 15 October 2018, resolving as shown below:

RESOLUTION: *Moved: Ken Hooper* *Seconded: Rachel Kirby*

That the Central East Aged Care Alliance Inc (CEACA) Executive Committee recommend to the CEACA Committee that the following meeting schedule be adopted for 2019:

| | |
|-----------------------------------|---|
| <i>Wednesday 6 March 2019</i> | <i>Ordinary Committee Meeting;</i> |
| <i>Wednesday 5 June 2019</i> | <i>Ordinary Committee Meeting;</i> |
| <i>Wednesday 4 September 2019</i> | <i>Ordinary Committee Meeting; and</i> |
| <i>Wednesday 6 November 2019</i> | <i>AGM and an Ordinary Committee Meeting.</i> |

CARRIED

Executive Officer Comment:

In recommending the schedule as presented the CEACA Executive Committee recognises that it will not suit all Members but believes that meets the needs of the majority of CEACA's membership. It also takes into account a number of events/meetings that Committee Members may be required to attend, including:

- The Great Eastern Country Zone's Meetings;
- NEWROC Meetings;
- WE-ROC Meetings;
- The Ordinary Council Meetings of CEACA's Member Councils;
- WALGA elected member training sessions;

- The Dowerin Field Day;
- The WALGA Local Government Convention; and
- School Holidays in WA.

Dates for the LG Pro conferences were not factored into the planning of the 2019 meeting program as they were not known at the time of preparing the schedule. Should there be a clash of dates consideration can be given to amending the meeting date to accommodate any potential clashes.

The suggested meeting program proposed fulfils CEACA's statutory obligations.

It is proposed that the venue for in-person meetings continue to be either Merredin or Nungarin.

A 2019 meeting schedule for the CEACA Executive Committee will be presented for discussion when it meets on Wednesday 12 December 2018.

RECOMMENDATION:

That the Central East Aged Care Alliance Inc (CEACA) Committee adopt the following meeting schedule for 2019:

| | |
|----------------------------|--|
| Wednesday 6 March 2019 | Ordinary Committee Meeting; |
| Wednesday 5 June 2019 | Ordinary Committee Meeting; |
| Wednesday 4 September 2019 | Ordinary Committee Meeting; and |
| Wednesday 6 November 2019 | AGM and an Ordinary Committee Meeting. |

RESOLUTION: Moved: Quentin Davies Seconded: Freda Tarr

That the Central East Aged Care Alliance Inc (CEACA) Committee adopt the following meeting schedule for 2019:

| | |
|-----------------------------------|---|
| Tuesday 26 February 2019 | Ordinary Committee Meeting; |
| Wednesday 5 June 2019 | Ordinary Committee Meeting; |
| Wednesday 4 September 2019 | Ordinary Committee Meeting; and |
| Wednesday 6 November 2019 | AGM and an Ordinary Committee Meeting. |

CARRIED

8.8 Transfer of Crown Land to CEACA – Approval for Use of CEACA’s Common Seal

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 7 November 2018

Attachments: Nil

Background:

As Committee Members are aware, the Department of Planning, Heritage and Lands (DPHL) has agreed to transfer ownership of Crown Land to CEACA for use in the CEACA Seniors Housing Project. These transfers relate to land within the Shires of Merredin, Mt Marshall, Trayning and Westonia.

At the CEACA Committee Meeting held Wednesday 5 September 2018 the Executive Officer sought approval for use of CEACA’s common seal, with the Committee resolving as shown:

RESOLUTION: Moved: Onida Truran Seconded: Rachel Kirby

That the CEACA Committee authorises the use of the Central East Aged Care Alliance Inc common seal for the purpose of executing, in accordance with the Central East Aged Care Alliance Inc Constitution, the transfer of Crown Land to the ownership of the Central East Aged Care Alliance Inc.

CARRIED

Executive Officer Comment:

DPHL has provided the Executive Officer with instructions on how to effect the transfer of ownership from the Crown to CEACA.

The Executive Officer has commenced work on the process that will see the transfer of ownership. Notwithstanding the above resolution, the Executive Officer believes more specific approval should be granted for the use of CEACA’s common seal, identifying the land for which the transfers are to be effected, together with the details of the office bearers authorised to sign.

The Crown Land the subject of the transfer is described as follows:

Shire of Mt Marshall – Reserve 23238, Lot 40 on Deposited Plan 154962;
Shire of Mt Marshall – Reserve 22783. Lot 152 on Deposited Plan 162922;
Shire of Trayning – Portion of Reserve 47088, Lots 164 and 165 on Deposited Plan 88163, redescribed as compiled Lot 300 on Deposited Plan 410913; and
Shire of Merredin – Portion of Reserve 13876, Part Lot 165 on Deposited Plan 229842 now depicted as Lot 500 on Deposited Plan 412953.

Use of the common seal is governed by clause 25 of the CEACA Constitution which reads as follows:

25. COMMON SEAL OF ASSOCIATION

- 25.1 *The Association shall have a common seal on which its corporate name shall appear in legible characters.*
- 25.2 *The common seal of the Association shall not be used without the express authority of the Committee and every use of that common seal shall be recorded in the minute books of the Association.*
- 25.3 *The affixing of the common seal of the Association shall be witnessed by any two Office Bearers of the Association.*
- 25.4 *The common seal of the Association shall be kept in the custody of the Secretary or such other person as the Committee from time to time decides.*

The Executive Officer seeks the authority of the CEACA Committee for the Secretary and Treasurer to affix the common seal to the Crown Land Transfers.

The Executive Officer also seeks confirmation from the Committee that CEACA's common seal be held at the Executive Officer's office for safe keeping.

Given that these land transfers are part of the process of providing land for the construction of houses the cost involved in the transfers should be paid by the affected local government. This would mean that each local government in which land transfers are being undertaken should be responsible for the purchase price of \$1.10 (including GST), document preparation fee of \$536.00 and Landgate document lodgement fee of \$171.20 a total fee of \$708.30.

In addition each transfer may be subject to stamp duty under the *Duties Act 2008*, unless CEACA is successful in obtaining an exemption.

No costs have been included for conveyancing or any work involved by the Executive Officer in arranging the transfers. If it is necessary to engage someone to undertake the conveyancing process that cost would be borne by CEACA.

RECOMMENDATION:

1. That the Central East Aged Care Association Inc (CEACA) Committee:
 - a) Authorise the CEACA Secretary and Treasurer to use the Central East Aged Care Alliance Inc common seal for the purpose of executing the transfer of the following Crown Land to the ownership of the Central East Aged Care Alliance Inc:
 - Shire of Mt Marshall – Reserve 23238, Lot 40 on Deposited Plan 154962 for the purchase price of \$1.10 (including GST);
 - Shire of Mt Marshall – Reserve 22783. Lot 152 on Deposited Plan 162922 for the purchase price of \$1.10 (including GST);
 - Shire of Trayning – Portion of Reserve 47088, Lots 164 and 165 on Deposited Plan 88163, redescribed as compiled Lot 300 on Deposited Plan 410913 for the purchase price of \$1.10 (including GST); and
 - Shire of Merredin – Portion of Reserve 13876, Part Lot 165 on Deposited Plan 229842 now depicted as Lot 500 on Deposited Plan 412953 for the purchase price of \$1.10 (including GST).
 - b) Authorise the Secretary and Treasurer to seek an exemption under the *Duties Act 2008* from the stamp duty on the transfer of the above properties.
2. That the Shires of Mt Marshall, Trayning and Merredin be requested to meet the purchase price of \$1.10 (including GST), document preparation fee of \$536.00 and Landgate document lodgement fee of \$171.20 a total fee of \$708.30, together with any stamp duty that may be incurred in the transfers.

3. That the CEACA Committee authorise the Executive Officer to be responsible for the safekeeping of its common seal.

RESOLUTION: **Moved: Rod Forsyth** **Seconded: Ken Hooper**

1. That the Central East Aged Care Association Inc (CEACA) Committee:
 - a) Authorise the CEACA Secretary and Treasurer to use the Central East Aged Care Alliance Inc common seal for the purpose of executing the transfer of the following Crown Land to the ownership of the Central East Aged Care Alliance Inc:
 - Shire of Mt Marshall – Reserve 23238, Lot 40 on Deposited Plan 154962 for the purchase price of \$1.10 (including GST);
 - Shire of Mt Marshall – Reserve 22783. Lot 152 on Deposited Plan 162922 for the purchase price of \$1.10 (including GST);
 - Shire of Trayning – Portion of Reserve 47088, Lots 164 and 165 on Deposited Plan 88163, redescribed as compiled Lot 300 on Deposited Plan 410913 for the purchase price of \$1.10 (including GST); and
 - Shire of Merredin – Portion of Reserve 13876, Part Lot 165 on Deposited Plan 229842 now depicted as Lot 500 on Deposited Plan 412953 for the purchase price of \$1.10 (including GST).
 - c) Authorise the Secretary and Treasurer to seek an exemption under the *Duties Act 2008* from the stamp duty on the transfer of the above properties.
2. That the Shires of Mt Marshall, Trayning and Merredin be requested to meet the purchase price of \$1.10 (including GST), document preparation fee of \$536.00 and Landgate document lodgement fee of \$171.20 a total fee of \$708.30, together with any stamp duty that may be incurred in the transfers.
3. That the CEACA Committee authorise the Executive Officer to be responsible for the safekeeping of its common seal.

CARRIED 10/1
Freda Tarr voted against the motion.

8.9 Transfer of Beacon Progress Association Land to CEACA – Approval for Use of CEACA’s Common Seal

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 7 November 2018

Attachments: Nil

Background:

As Committee Members are aware, the land in Beacon currently, owned by the Beacon Progress Association Inc is being purchased by the Shire of Mt Marshall to enable it to be transferred to CEACA for the construction of a dwelling.

Executive Officer Comment:

The Executive Officer has not commenced work on the process to transfer ownership of the land but has been working through the requirements and has been in email discussion with CEO Shire of Mt Marshall.

The land the subject of the transfer is described as follows:

Lot 31 Rowlands Street, Beacon, Plan 154962, Volume 1258, Folio 306.

The transfer will require use of CEACA’s common seal.

Use of the common seal is governed by clause 25 of the CEACA Constitution.

The Executive Officer seeks the authority of the CEACA Committee for the Secretary and Treasurer to affix the common seal to the land transfer.

Given that this land transfer is part of the process of providing land for the construction of houses, the Shire of Mt Marshall has already resolved that the purchase price and cost involved in the transfers will be paid by the Shire. In addition, should CEACA not be successful in obtaining an exemption from stamp duty payment of stamp duty may also be required.

No costs have been included for conveyancing or any work involved by the Executive Officer in arranging the transfers. If it is necessary to engage someone to undertake the conveyancing process that cost would be borne by CEACA.

RECOMMENDATION:

1. That the CEACA Committee:
 - a) Authorise the CEACA Secretary and Treasurer to use of the Central East Aged Care Alliance Inc common seal for the purpose of executing, the transfer of Lot 31 Rowlands Street, Beacon, Plan 154962, Volume 1258, Folio 306 and to the ownership of the Central East Aged Care Alliance Inc; and
 - b) Authorise the Secretary and Treasurer to seek an exemption under the *Duties Act 2008* from the stamp duty on the transfer of the above property.

2. That the Shire of Mt Marshall be requested to meet the purchase price and Landgate document lodgement fee, together with any stamp duty that may be incurred in the transfers.

RESOLUTION: **Moved: Rachel Kirby** **Seconded: Darren Mollenoyux**

1. That the CEACA Committee:
 - a) Authorise the CEACA Secretary and Treasurer to use of the Central East Aged Care Alliance Inc common seal for the purpose of executing, the transfer of Lot 31 Rowlands Street, Beacon, Plan 154962, Volume 1258, Folio 306 and to the ownership of the Central East Aged Care Alliance Inc; and
 - b) Authorise the Secretary and Treasurer to seek an exemption under the *Duties Act 2008* from the stamp duty on the transfer of the above property.
2. That the Shire of Mt Marshall be requested to meet the purchase price and Landgate document lodgement fee, together with any stamp duty that may be incurred in the transfers.

CARRIED

8.10 Development Policies Relating to the Rental of CEACA Housing Once Constructed

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 6 November 2018

Attachments: Nil

Background:

At a meeting held Wednesday 25 July 2018 the CEACA Executive Committee considered what policies should be in place for residents once construction of CEACA's housing was completed and the houses occupied, resolving as shown below:

RESOLUTION: *Moved: Raymond Griffiths* *Seconded: Rachel Kirby*

That the Executive Officer:

- 1. Prepare a draft policy for the approval of pets and management of a CEACA rental property where this is a pet, with the policy to be based on the current Access Housing Australia pet policy;*
- 2. Contact Access Housing Authority to obtain other policies that impact upon its rental policy and might be applicable for CEACA as it finalises its rental policy; and*
- 3. Prepare a list of other areas where policies may be required.*

CARRIED

Executive Officer Comment:

Part 1 of the resolution is now covered within the application form for prospective tenants.

Work on Parts 2 and 3 of the resolution has yet to commence in part due to CEACA's negotiations with Access Housing Australia (AHA) with respect to the development of a management agreement for the houses once completed and occupied.

Depending on the final terms of the agreement between AHA and CEACA it is difficult to determine what additional, if any policies will be required by CEACA. The Executive Officer believes the matter should be left until such time as a management agreement between the organisations has been agreed to.

RECOMMENDATION:

That the development of policies to cover houses within the CEACA Seniors Housing Project be deferred until an agreement between Access Housing Australia and CEACA to cover the management of CEACA's aged housing is finalised.

RESOLUTION: *Moved: Rachel Kirby* *Seconded: Jamie Criddle*

That the development of policies to cover houses within the CEACA Seniors Housing Project be deferred until an agreement between Access Housing Australia and CEACA to cover the management of CEACA's aged housing is finalised.

CARRIED

8.11 Development of a Head Lease Agreement between CEACA and Access Housing Australia (AHA)

Author: Helen Westcott, Executive Officer

Disclosure of Interest: No interest to disclose

Date: 7 November 2018

Attachments: Nil

Background:

At the CEACA Committee Meeting held Wednesday 5 September 2018 the Executive Committee was given delegated authority to finalise arrangements for a Heads of Agreement with AHA, with the resolution reading as shown below:

RESOLUTION: Moved: Stephen Strange Seconded: Onida Truran

That the CEACA Executive Committee be given delegated authority to enter into discussions with Access Housing Australia to finalise arrangements for a Heads of Agreement with respect to housing being constructed through the CEACA Seniors Housing Project.

CARRIED

In reviewing the draft Heads of Agreement, resolving by flying email as shown below on Friday 7 September 2018:

RESOLUTION: Moved: Rachel Kirby Seconded: Ken Hooper

- 1. That the Central East Care Aged Alliance Inc (CEACA) agree in principle to enter into a Head of Agreement with Access Housing Australia (AHA) for the purposes of securing the Services of Access Housing Authority as the Property and Tenancy Management Company for the properties owned by CEACA. Formal agreement will be subject to:
 - a) CEACA meeting with AHA representatives to seek clarification on aspects of the Draft Heads of Agreement provided for its consideration;*
 - b) CEACA reviewing the financial modelling data once provided by AHA; and*
 - c) CEACA seeking independent advice on the Draft Heads of Agreement.**
- 2. That CEACA work with AHA to secure a signed Heads of Agreement, allowing for a Head Lease to be developed and signed as soon as possible.*

CARRIED

Since that time the following progress has been made:

- AHA provided a response to CEACA's comments and request for additional information.
- AHA has provided a proposed budget and sensitivity analysis with explanatory notes from AHA. In sending through the spreadsheets Ralton Benn noted that AHA's approach is based on the original goals of establishing a regional capacity able to take on the portfolio should CEACA wish to do so. He also advised that some estimates of cyclical maintenance were being prepared to further assist CEACA in its assessment of the data provided.
- Independent advice on the draft Agreement has also been sought. Advice on the draft agreement was provided pro bono by both LGIS and CEACA's lawyers Kott Gunning.

The above information formed the basis for the CEACA Executive Committee's discussions with AHA on Monday 15 October 2018. Following this meeting the Executive Committee resolved as show below:

RESOLUTION: *Moved: Raymond Griffiths* *Seconded: Rachel Kirby*

1. *That the CEACA Executive Committee note the discussions with Access Housing Australia (AHA) on the draft Heads of Agreement.*
2. *That CEACA request AHA provide a detailed breakdown of maintenance costs in the financial modelling that accompanies the draft Heads of Agreement.*
3. *That CEACA discuss the 40% net rental income figures shown in the financial modelling provided by AHA as CEACA believes this figure should 40% net profit.*

CARRIED

Executive Officer Comment:

AHA provided a revised agreement to the CEACA Executive Committee on 31 October 2018, along with a copy of Access Housing's Maintenance Policy and Maintenance Sheet provided to tenants.

The Executive Committee also reviewed the confidentiality agreement that would have to be signed if CEACA were to enter into a management agreement with AHA. AHA has indicated that CEACA's Acting Chair and Executive Officer would be the only CEACA representatives expected to sign the confidentiality agreement.

The Acting Chair has requested that the Executive Officer seek legal advice on both the management agreement and the confidentiality agreement to ensure CEACA's interests are safeguarded.

In addition to the above, the Executive Officer sought clarification on why other Executive Committee members would not also be required to sign the confidentiality agreement. AHA advised that it is CEACA, not individual members that is "contracting" with AHA and therefore bound by the agreement.

Currently the Executive Officer is collating the feedback received from the Executive Committee. Once completed this information and any further request for change will be forwarded to AHA for comment and review.

RECOMMENDATION:

That the Executive Officer's report be noted.

RESOLUTION: **Moved: Rachel Kirby** **Seconded: Rod Forsyth**

That:

1. **The Executive Officer's report be noted; and**
2. **Ms Natalie Sangalli from Access Housing Australia be invited to the CEACA Committee Meeting to be held Tuesday 26 February 2018.**

CARRIED

8.12 Implications of GST for the CEACA Seniors Housing Project

Author: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 8 November 2018

Attachments: Nil

Background:

As Committee Members are aware, CEACA was recently made aware of a potential GST problem in terms of GST treatment of houses being constructed through the CEACA Seniors Housing Project.

Following discussions with representatives from Deloitte Australia, CEACA was provided with advice and action plan to address the GST issues. A costing to assist CEACA was also provided by Deloitte.

The costing was discussed at a Special Meeting of the CEACA Committee held Wednesday 10 October, with the meeting resolving as shown below:

RESOLUTION: Moved: Ken Hooper Seconded: Rod Forsyth

That:

- 1. The Executive Officer seek a further costing from Moore Stephens, who provide the WALGA Taxation Support and Advisory Service, to assist in addressing its GST issues;*
- 2. The CEACA Executive Committee be given delegated authority to review the costings from both Moore Stephens and Deloitte and finalise the appointment of one of the consultancies to assist CEACA in addressing its GST issues; and*
- 3. Funds for the above work be funded from Business Case Consultancy (Account Number 1841).*

CARRIED

A further costing was sought from Moore Stephens as per the above resolution.

Both costings were considered by the CEACA Executive Committee when it met on Monday 15 October 2018, with the Executive Committee resolving as shown below:

RESOLUTION: Moved: Raymond Griffiths Seconded: Ken Hooper

That CEACA appoint Deloitte Tax Services Pty Ltd to assist CEACA in addressing its GST relate issues at a fee of \$10,500 (excl GST) and as outlined in Phase 1 of their proposal to CEACA.

CARRIED

Executive Officer Comment:

At the time of writing the agenda Deloitte's report had not be received and as such this matter will be tabled as a late item.

Additional Meeting Comment:

The Executive Officer advised the meeting that she had received the Deloitte's report and proposal yesterday afternoon. At this point neither CEACA's Executive Committee nor the Shire of Merredin had had an opportunity to review the report.

Whilst an opportunity to review the report prepared by Deloitte's there was agreement that the matter of resolving CEACA's GST issues was urgent and that work should progress as quickly as possible.

RESOLUTION: **Moved: Rod Forsyth** **Seconded: Ken Hooper**

1. That the Central East Aged Care Alliance Inc (CEACA) engage Deloitte Tax services Pty Ltd to:
 - a) Prepare a '153-B' agreement between the Shire of Merredin and CEACA, thereby enabling the Shire of Merredin to act as an agent for CEACA for GST purposes and validate its historical claim of input tax credits for third party costs; and
 - b) Prepare an application on CEACA's behalf to obtain charitable status.
2. That, prior to the implementation of Parts 1a and 1b of the resolution, Deloitte Tax Services Pty Ltd be requested to provide CEACA with a costing for undertaking the work detailed in Parts 1a and 1b.

CARRIED

8.13 Insurance for CEACA

Author: Helen Westcott, Executive Officer

Disclosure of Interest: Nil

Date: 7 November 2018

Attachments: Nil

Background:

CEACA took out insurance cover for the first time in November last year with the CEACA Committee resolving on 1 November 2017 as follows:

RESOLUTION: Moved: Graham Merrick Seconded: Louis Geier

That:

- 1. CEACA accept the quotation provided by the Bresland Insurance Group for the amount of \$4,930.00 excluding GST; and*
- 2. CEACA appoint the Bresland Insurance Group as its insurer for a period of three (3) years with a review of CEACA's insurance requirements in the third year.*

CARRIED

Executive Officer Comment:

As noted in the Executive Officer's Report, the Executive Officer met with Russell Bresland of the Bresland Insurance Group on Wednesday 17 October 2018 to discuss CEACA's insurance requirements for the coming 12 months.

Renewal advice was received on 7 November 2018 for CEACA's insurance program for 2018/2019. A premium summary on the three policies requiring renewal is provided below.

| PREMIUM SUMMARY | | |
|------------------------|------------------------------------|--------------------|
| Insurer | Description | Premium |
| Renewal 18/19 | | |
| QBE | Office Pack Insurance | \$ 510.00 |
| Chubb | NFP Management Liability Insurance | \$ 3,840.00 |
| Chubb | Voluntary Workers Insurance | \$ 470.00 |
| TOTAL PREMIUM | | \$ 4,820.00 |

The following commentary is provided for each of the renewals:

- **Office Pack Insurance**
Premium had dropped slightly this year by 1% with no changes to the cover.
- **Voluntary Workers Insurance**
Premium had increased by \$40 this year due to an overall increase in the portfolio's rate provided by the insurer. In spite of the increase, Bresland Insurance still recommends renewing with Chubb as the premium is still very reasonable in this market given the coverage provided to CEACA.

- **Management Liability Insurance**

Premium had increased by 2% this year with the following changes to the cover. The Social Engineering Fraud Enhancement to Crime Coverage Section replaces the Identity Fraud Coverage endorsement and it offers you broader coverage as shown in the table below.

| Cover | 17/18 | 18/19 |
|------------------------|-------------------------|---|
| Crime Coverage Section | Identity Fraud Coverage | Replaced with Social Engineering Fraud Coverage |

Whilst there have been some increases in the individual premiums, overall the cost for these policies has fallen slightly. In 2017/2018 comparable insurance cover cost CEACA \$4,930.00 excluding GST.

RECOMMENDATION:

That CEACA accept the quotation provided by the Bresland Insurance Group for the amount of \$4,820.00 excluding GST.

RESOLUTION: **Moved: Rod Forsyth** **Seconded: Jamie Criddle**

That CEACA:

1. **Accept the quotation provided by the Bresland Insurance Group for the amount of \$4,820.00 excluding GST; and**
2. **Seek a quotation from the Bresland Insurance Group for CEACA's houses once construction is completed.**

CARRIED

9. OTHER BUSINESS

Nil

10. FUTURE MEETINGS

10.1 Meetings of the CEACA Committee

| | |
|----------------------------|---------------------------------------|
| Tuesday 26 February 2019 | Ordinary Committee Meeting |
| Wednesday 5 June 2019 | Ordinary Committee Meeting |
| Wednesday 4 September 2019 | Ordinary Committee Meeting |
| Wednesday 6 November 2019 | AGM and an Ordinary Committee Meeting |

10.2 Meetings of CEACA Executive Committee

| | |
|----------------------------|---|
| Wednesday 12 December 2018 | An in-person meeting held in Kellerberrin |
|----------------------------|---|

11. CLOSE OF MEETING

There being no further business the meeting was declared closed at 11.44am. in closing the meeting the Chair thanked everyone for their attendance at such a busy time in the year and wished everyone a merry Christmas. She also thanked the Shire of Merredin for its ongoing management of the CEACA Seniors Housing Project.

DECLARATION

These minutes were confirmed by the Central East Aged Care Alliance Inc Committee at the meeting held Tuesday 26 February 2019

Signed _____
Person presiding at the meeting at which these minutes were confirmed

