



**MINUTES
OF THE
ORDINARY MEETING OF
COUNCIL**

**HELD ON
THURSDAY, 20 December 2018**

**Council Chambers
Honour Avenue
Wyalkatchem
Commencement: 3:37pm
Closure: 5:06pm**

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 21 December 2018.



Taryn Dayman
Chief Executive Officer

Confirmed Minutes

These minutes were confirmed at the Ordinary Meeting of Council held on the 21 February 2019

Signed:


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

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1. DECLARATION OF OPENING

The Chairperson, Shire President Cr Davies opened the meeting at 3:37pm

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 3:38

There were no members of the public.

2.3. Declaration of Public Question Time closed

Public question time closed at 3:38

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. Owen Garner	
Staff:	Taryn Dayman	Chief Executive Officer
	Claire Trenorden	Manager Corporate Services
	Stephanie Elvidge	Governance Executive Officer

3.2. Apologies

Cr. Emma Holdsworth

3.3. Approved Leave of Absence

Nil

3.4. Applications for Leave of Absence

Nil

4. OBITUARIES

It was advised that John O'Grady and Selwyn Langford 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 – 15 November 2018

Minutes of the Shire of Wyalkatchem Ordinary Meeting held on Thursday 15 November 2018 (Attachment 7.1.1)

OFFICER RECOMMENDATION:

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 15 November 2018 (Attachment 7.1.1) be confirmed as a true and correct record.

COUNCIL RESOLUTION:

(168/2018) Moved: Cr Butt Seconded: Cr Gamble

That the minutes of the Shire of Wyalkatchem Ordinary Meeting of Council of Thursday 15 November 2018 (Attachment 7.1.1) be confirmed as a true and correct record.

CARRIED 5/0

7.2. Receipt of Minutes

7.2.1. NEWROC Council Minutes – 27 November 2018

Minutes of the NEWROC Executive Meeting held on Tuesday 27 November 2018 (Attachment 7.2.1)

OFFICER RECOMMENDATION:

That the minutes of the NEWROC Executive Meeting held on Tuesday 27 November 2018 (Attachment 7.2.1) be received by Council.

COUNCIL RESOLUTION:

(169/2018) Moved: Cr Gamble

Seconded: Cr Metcalf

That the minutes of the NEWROC Executive Meeting held on Tuesday 27 November 2018 (Attachment 7.2.1) be received by Council.

CARRIED 5/0

- 7.2.2. Central East Aged Care Alliance Inc. Committee Minutes– 14 November 2018**
Minutes of the Central East Aged Care Alliance Inc. Committee meeting of Wednesday 14 November 2018 (Attachment 7.2.2)

OFFICER RECOMMENDATION:

That the minutes of the Central East Aged Care Alliance Inc. Committee meeting held on Wednesday 14 November 2018 (Attachment 7.2.2) be received by Council.

COUNCIL RESOLUTION:

(170/2018) Moved: Cr Butt

Seconded: Cr Garner

That the minutes of the Central East Aged Care Alliance Inc. Committee meeting held on Wednesday 14 November 2018 (Attachment 7.2.2) be received by Council.

CARRIED 5/0

- 7.2.3. Central East Aged Care Alliance Inc. A.G.M. Minutes – November 2018**
Minutes of the Central East Aged Care Alliance Inc. Annual General Meeting of Wednesday 14 November 2018 (Attachment 7.2.3)

OFFICER RECOMMENDATION:

That the minutes of the Central East Aged Care Alliance Inc. Annual General Meeting held on Wednesday 14 November 2018 (Attachment 7.2.3) be received by Council.

COUNCIL RESOLUTION:

(171/2018) Moved: Cr Butt

Seconded: Cr Metcalf

That the minutes of the Central East Aged Care Alliance Annual General Meeting held on Wednesday 14 November 2018 (Attachment 7.2.2) be received by Council.

CARRIED 5/0

7.2.4. Great Eastern Country Zone and Local Government Agricultural Freight Group Minutes – 29 November 2018

Minutes of the Great Eastern Country Zone and Local Government Agricultural Freight Group meeting Thursday 29 November 2018 (Attachment 7.2.4)

OFFICER RECOMMENDATION:

That the minutes of the Great Eastern Country Zone and Local Government Agricultural Freight Group meeting held on Thursday 29 November 2018 (Attachment 7.2.4) be received by Council.

COUNCIL RESOLUTION:

(172/2018) Moved: Cr Gamble

Seconded: Cr Garner

That the minutes of the Great Eastern Country Zone and Local Government Agricultural Freight Group meeting held on Thursday 29 November 2018 (Attachment 7.2.4) be received by Council.

CARRIED 5/0

8. ANNOUNCEMENTS BY THE PRESIDING PERSON WITHOUT DISCUSSION

Cr Davies welcomed new staff members Sheldon Cox and Stephanie Elvidge to the Shire of Wyalkatchem.

Cr Davies thanked the organisers of the Staff Christmas Party held last Friday. It was an enjoyable evening that received great feedback.

Cr Garner commented that the people attending had noted the 'thank you speech' from both the Chief Executive Officer, Ms Taryn Dayman and Shire President, Cr Davies that it was well received and appreciated.

Cr Davies and Chief Executive Officer advised that the Manager of Works would be joining the meeting at Item 10.3.1

9. MATTERS FOR WHICH THE MEETING MAY BE CLOSED

9.1 Confidential Item 14.1 – Chief Executive Officer Key Performance Indicators.

10.REPORTS

10.1. CORPORATE AND COMMUNITY SERVICES

10.1.1. FINANCIAL MANAGEMENT – PAYMENT LISTINGS – NOVEMBER 2018

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 December 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 – November 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 November 2018	\$283,093
Total Payments November 2017	\$625,729
Variance \$	-\$342,636
Variance %	-55%

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

Percentage of Wyalkatchem based suppliers November 2018 (excluding wages, bank fees, loan payments and utilities providers)	11%
Percentage of suppliers used where no Wyalkatchem based option is available November 2018	76%
Dollar value spent with Wyalkatchem based suppliers November 2018	\$20,837

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 \$283,093 for November 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 Listings for the month of November 2018, as provided for in attachment 10.1.1.1

COUNCIL RESOLUTION:

(173/2018) Moved: Cr Metcalf

Seconded: Cr Garner

That Council receive the payment Listings for the month of November 2018, as provided for in attachment 10.1.1.1

CARRIED 5/0

10.1.2 FINANCIAL MANAGEMENT– MONTHLY FINANCIAL REPORT – NOVEMBER 2018

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 December 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 – November 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

November 2018 Financial Statements

- Yearly operating revenue is \$1,934,367 inclusive of net rate income of \$1,248,202 (net of prepaid rates and discounts) – 78% of Budget;
- Yearly operating expenditure is \$1,467,251 – 38% of Budget;
- Yearly capital expenditure is \$461,459 – 36% of Budget;
- Yearly capital revenue is \$1,158,261 – 86% of Budget;
- Net current assets as at 30 November 2018 are \$1,965,116.

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 \$1,206,043 and discounts applied equate to \$18,583. Approximately 84% of Rates have been collected to date, with \$209,099 outstanding.

General Purpose: The second instalment of the FAGS – General Purpose was received in November 2018 (\$134,757).

Roads: The second instalment of the FAGS – Roads grant was received in November 2018 (\$51,491) and the Roads 2 Recovery grant for 2018/19 was received as per the Annual Budget (\$201,689).

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	\$148,033	The Toro mower, Doctors vehicle and Works Manager vehicle changeovers have been completed. The new cylinder mower has been purchased.
Roads	\$180,836	Both Cunderdin/Wyalkatchem Rd projects, Lewis East Rd, Goldfields Rd has commenced as of November 2018.

Net Assets: Net Current Assets as at 30 November 2018 amount to \$1,965,116. This in the majority comprises of Cash Unrestricted – Municipal Funds (\$1,726,842).

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 30 November 2018, as provided for in Attachment 10.1.2

COUNCIL RESOLUTION:

(174/2018) Moved: Cr Gamble

Seconded: Cr Metcalf

That Council receive the Statement of Financial Activity for the period ended 30 November 2018, as provided for in Attachment 10.1.2

CARRIED 5/0

10.1.3 FINANCIAL MANAGEMENT – MEDICAL CENTRE OPERATING EXPENSES– BUDGET AMENDMENT

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	10 December 2018
Reporting Officer:	Claire Trenorden – Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.05.06
Attachment Reference:	Nil

SUMMARY

This report relates to Council’s consideration of an amendment to the Annual Budget for 2018/19 for the Medical Centre Operating expenses.

BACKGROUND

An allocation of \$4,000 for the Medical Centre information technology has been provided for in the 2018/2019 shire budgeted within the Medical Centre Operation Expenditure budget allowance. To date the amount of \$3,560 has been expended.

The Medical Centre has been experiencing frequent reliability issues. These concerns have resulted in T & E services engaging an information technology supplier to review the stability of their IT systems and equipment and make recommendations to increase the reliability, data security and integrity and reduce the risk of data loss and downtime during system failures.

COMMENT

T & E Information Technology supplier has made the following recommendations;

- Replace 3 failing server hard drives - \$1,446 excluding GST.
- Backup solution - \$1,466 excluding GST
- Upgrade 3 workstations, including upgrading to Windows 10 and Microsoft Office 2016 - \$4,467 excluding GST

A quotation for the supply and installation of the above has been received totalling \$8,429.

T & E Services have requested that Council considers implementing the suggested recommendations as a matter of priority.

Staff have reviewed Council’s current financial position and due to a higher than anticipated opening surplus for 2018/19 the funds to facilitate this budget amendment are available.

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 – E072502 – Medical Centre operating expenses of \$8,429.

This increase in expenditure will be included in Council’s Budget Review.

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	Enhanced community well-being and participation in community life	1.1.1	Maintain asset and financial support for the independent general practitioner

VOTING REQUIREMENT

Absolute Majority

OFFICER’S RECOMMENDATION

That Council approves the amendment to the 2018/2019 Annual Budget, increasing the Medical Centre operating expenditure by \$8,429 to fund the replacement of information technology equipment at the Wyalkatchem Medical Centre.

COUNCIL RESOLUTION:

(175/2018) Moved: Cr Garner

Seconded: Cr Metcalf

That Council approves the amendment to the 2018/2019 Annual Budget, increasing the Medical Centre operating expenditure by \$8,429 to fund the replacement of information technology equipment at the Wyalkatchem Medical Centre.

CARRIED BY ABSOLUTE MAJORITY 5/0

10.1.4. FINANCE AND ADMINISTRATION OFFICER'S REPORT DECEMBER 2018

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 December 2018
Reporting Officer:	Sheldon Cox, Finance and Administration Officer
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

SUMMARY

Council is to consider and accept the Finance and Administration report for the month of December 2018.

BACKGROUND

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

Economic Development:

- Applied for a \$1,000 grant from Youth Week WA, to host a youth section at the Fair
- Approved for a \$2,000 grant from Healthways to promote the SunSmart message at the Fair.
- LotteryWest has confirmed that we have been successful for a \$10,000 grant for the fair. This money will be used to make the fair bigger and better, with loads of rides and attractions.
- The Facebook Page, Shire of Wyalkatchem, has been launched and we are currently promoting it.
- Kath Mazzella OAM has been allocated as our Australia Day ambassador. Kath was awarded Senior Australian of the Year in 2017. We are currently planning and promoting the event.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: Healthy, strong and connected communities.

Outcome No.	Outcome	Action No.	Actions
1.4	Diverse and Inclusive Community	1.4.2	Facilitate local festivals and events to connect the Community.

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council receive the Finance and Administration officer’s Report for the month of December 2018.

COUNCIL RESOLUTION:

(176/2018) Moved: Cr Butt Seconded: Cr Garner

That Council receive the Finance and Administration Officer’s Report for the month of December 2018.

CARRIED 5/0

10.1.5. WYALKATCHEM HOCKEY CLUB COMMUNITY GRANT APPLICATION

Applicant: Wyalkatchem Hockey Club

Location:	Shire of Wyalkatchem
Date:	11 December 2018
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	No interest to disclose
File Number:	15.2.1
Attachment Reference:	Attachment 10.1.5 Community Grant Application

SUMMARY

This report relates to the Council’s consideration of the Wyalkatchem Hockey Club application under Council’s Community Grants scheme.

BACKGROUND

Community groups can make application to Council for a financial contribution or granting reduction of fees and charges to community and sporting groups. Council has adopted policy FP7 – Community Grants and Users Groups to ensure transparency in the process of selecting and approving community grants.

COMMENT

An application to Council’s Community Grants Scheme has been received by the Wyalkatchem Hockey Club, requesting a financial contribution of \$1,000 to assist with funding a charity ball to be held at the Yorkrakine Hall on the 9 February 2019.

Policy FP7 outlines the criteria in regards to applications. The following is an assessment of the Wyalkatchem Hockey Club application against the required criteria.

Criteria	Criteria Met	Comments
An Incorporated Body	Yes	Wyalkatchem Hockey Club is an incorporated body
A group with an ABN	YES	Wyalkatchem Hockey Club has an ABN
A group registered for GST	NO	Wyalkatchem Hockey Club is not registered for GST
A group benefitting the community, which has been formed for a minimum of six months	YES	See comments below
Grant excludes Capital Works	YES	Funds to contribute to the costs of entertainment
Previous awarded grants correctly discharged	YES	Hockey Club was granted funding of \$750 towards umpiring fees.

The applicant submissions outlines that the event “Boots and Ball gowns” Charity Ball is being held to help increase mental health awareness in rural community and to raise funds for the RFDS. There aren’t any details on the strategies on how the event will assist in raising mental health awareness in rural community and additional information may need to be sought in this regard.

The event is being held in the Yorkrakine Hall, which is located in the Shire of Tammin.

Individuals and groups should be encouraged and supported for organising a community event such as this.

STATUTORY ENVIRONMENT

Local Government Act 1995

POLICY IMPLICATIONS

FP7 – Community Grants and Users Groups

FINANCIAL IMPLICATIONS

Expenditure of \$1,000 from the Community Assistance Grant pool budget allocation of \$5,000 which has been provided for in the 2018/2019 budget provision. \$1,000 has occurred to date.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: Healthy, strong and connected communities

Outcome No.	Outcome	Action No.	Actions
1.3	Connected and effective community groups	1.3.1	Support and strengthen community organisations and networks
		1.3.2	Encourage volunteering to create an active, confident and resilient

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council approves the Wyalkatchem Hockey Club Community Grant Application, approving a financial contribution of \$1000 towards the costs of hosting the charity ball.

COUNCIL RESOLUTION:

(177/2018) Moved: Cr Garner

Seconded: Cr Gamble

That Council approves the Wyalkatchem Hockey Club Community Grant Application, approving a financial contribution of \$1000 towards the costs of hosting the charity ball.

CARRIED 5/0

10.2. GOVERNANCE AND COMPLIANCE

10.2.1 CHIEF EXECUTIVE OFFICER'S REPORT - NOVEMBER 2018

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 December 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 November 2018 the CEO has attended the following meetings and events.

- Council Workshop
- Wheatbelt North-East Sub Regional Road Group Meeting – Mukinbudin
- Meeting with Market Creations
- CEACA AGM – Merredin
- Central Regional TAFE
- Main Roads Meeting
- Ross Crute - Rotary
- Friends of the Cemetery
- Sandra Clohessy - LGIS
- Council Meeting
- Wyalkatchem Hospital opening
- Chris Gilmore - LGIS
- NEWROC executive meeting – Trayning
- WALGA Great Eastern Country Zone
- Gren Putland and Janet Hartley-West - Main Roads

The CEO commitments in December include;

- AMD Chartered Account – FMR & Reg 17 Review
- Jay Hammond and Christie Petchell – Wyalkatchem St John Ambulance
- Hon Mia Davies
- Council Workshop
- NEWROC Council meeting - Trayning
- Staff End of Year Party

Staff

Sheldon Cox commenced at the Shire on the 26 November in the position of Administration & Finance Officer. Stephanie Elvidge also commenced on the 26 November in the position of Governance Executive Officer.

Main Roads Meeting

The Chief Executive Officer, Manager of Works and Cr Gamble met with Gren Putland, Janet Hartley-West from Main Roads to discuss a number of topics including;

- Main Street Traffic
- CBH access
- Black Spot projects.

The meeting was very productive and explored a number of options to amend the CBH access route and re-direct heavy vehicles away from the Shire’s Town site main streets.

Further meetings with key stakeholders, including CBH will be coordinated in the New Year to explore potential options and ensure that the road network is meeting the future needs of CBH as well as providing a safe and efficient route for all users.

STATUTORY ENVIRONMENT

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

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well-governed, efficient and responsive organisation	5.1.1	Implement effective governance structures
		5.1.2	Embed sound risk management frameworks to mitigate council's strategic and operational risk
		5.1.3	Deliver open and transparent Council decision-making and reporting

		5.1.4	Implement systems and processes to enhance organisational capability
5.2	A customer focussed organisation	5.2.1	Improve awareness of Council's services, activities and performance
5.3	An organisation that demonstrates community inspired leadership	5.3.3	Enhance the delivery of service and advice that meets compliance and best practice
		5.3.6	Implement best practice people management policies and practices.

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the Chief Executive Officer's report for the month of November 2018.

COUNCIL RESOLUTION:

(178/2018) Moved: Cr Gamble

Seconded: Cr Metcalf

That Council receive the Chief Executive Officer's report for the month of November 2018.

CARRIED 5/0

10.2.2 PRINCIPAL ENVIRONMENTAL HEALTH OFFICER'S REPORT – NOVEMBER 2018

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	13 December 2018
Reporting Officer:	Peter Toboss – Principal Environmental Health Officer
Disclosure of Interest:	NIL
File Number:	13.09.01
Attachment Reference:	NIL

SUMMARY

Council is to consider and accept the Principal Environmental Health Officer report for November 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

One food complaint was received in the November. Formal investigation was conducted and no action further action required.

PUBLIC BUILDINGS INSPECTION

Nil.

SWIMMING POOL WATER SAMPLING

The November swimming pool water sample was undertaken by the PEHO. The test results and the water quality met the required standards. Swimming pools are bound by the Code of Practice for the design, operation, management and maintenance of aquatic facilities. The Code was prepared to ensure that public aquatic facilities operate to a consistently high health and safety standard, by minimising the occurrence of disease, injury and other health-related complaints associated with their use.

WASTEWATER SAMPLING

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

STATUTORY ENVIRONMENT

Food Act 2008,

Public Health Act 2016

Health (Aquatic Facilities) Regulations 2007

POLICY IMPLICATIONS

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

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 receive the Principal Environmental Health Officer’s Report for November 2018.

COUNCIL RESOLUTION:

(179/2018) Moved: Cr Butt

Seconded: Cr Metcalf

That Council receive the Principal Environmental Health Officer’s Report for the month of November 2018.

CARRIED 5/0

10.2.3 GOVERNANCE EXECUTIVE OFFICER'S REPORT - DECEMBER 2018

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 December 2018
Reporting Officer:	Stephanie Elvidge, Governance Executive officer
Disclosure of Interest:	No interest to disclose
File Number:	13.09.01
Attachment Reference:	Nil

SUMMARY

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

BACKGROUND

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

COMMENT

Emergency:

There was one reported bushfire incident in the month of December.

03/12/2018 16:09 CUNDERDIN-WYALKATCHEM RD WYALKATCHEM Fire - Landscape

The CEO has taken responsibility for the LEMA review. The CEO will continue further work on the document and intends to bring it to LEMC in the New Year. This will still allow enough time for the approval process to be completed and the final LEMA to be in place by June 2019.

Occupational Health and Safety:

The Governance Executive Officer, Chief Executive Officer and Manager of Works met with LGIS Regional Risk Coordinator Chris Gilmour on Tuesday 27 November to further the discussion of the Shire's participation in a regional program that involves the use of an online platform for staff and contractor induction and training (Velpic).

The CEO is in the process of ensuring the Shires Code of Conduct is reviewed and this will be added to the system as will relevant policies. The Governance Executive Officer has completed the online training and is familiarising herself with the management of the system. This is currently being tested on the Administration staff. The CEO will provide a letter confirming the information of the online platform and the expectations of Employees and Contractors mid-January 2019. It is anticipated the e learning platform will become live for Wyalkatchem from February 2019.

The Governance Executive officer attended the Great Eastern Wheatbelt Safety advisors Group Forum 10 December. The primary messages were to promote that statistics are highest for suicide and injury in 1. Agriculture, 2. Construction and 3. Transport.

- Promote ‘think safe and work safe messages on all levels’- risk awareness.
- Promote mental health awareness and support to all- ‘Are you OK’.
- WA will be signing up to Work Health Safety act in 2019- raise awareness. Accountability increases with high penalties for Directors, CEO’s, Councillors and Officers that haven’t taken adequate risk prevention and management steps.

Governance:

Council met for workshop on Thursday 6 December. Minutes have been provided.

A Financial Management Review and Reg 17 was conducted between 3 and 6 December 2018 by AMD chartered accountants. A draft report is anticipated by the end of December.

STATUTORY ENVIRONMENT

Local Government Act 1995

Occupational Safety and Health Act 1984

Occupational Safety and Health Regulations 1996

Emergency Management Act 2005

Emergency Management Regulations 2006

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

There are no financial implications in relation to this item.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

Outcome No.	Outcome	Action No.	Actions
5.1	A well governed, effective and responsive organisation	5.1.1	Implement effective governance structures
		5.1.4	Implement systems and processes to enhance organisational capability
		5.1.5	Continually improve the planning readiness and support for Emergency Services

Objective: Well utilised and effectively managed facilities and assets

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council receive the Governance Executive Officer's Report for the month of December 2018

COUNCIL RESOLUTION:

(180/2018) Moved: Cr Gamble

Seconded: Cr Garner

That Council receive the Governance Executive Officer's Report for the month of December 2018.

CARRIED 5/0

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

Applicant:	Shire of Trayning
Location:	Shire of Wyalkatchem
Date:	11 December 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 Trayning 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 Trayning nominating the following Fire Control Officers for Dual Appointment as Fire Control officers with the Shire of Wyalkatchem and Shire of Trayning.

- Mr Marlon Hudson
- Mr Peter Barnes

STATUTORY ENVIRONMENT

Bush Fire Act 1954, section 40

POLICY IMPLICATIONS

Bushfire Policy – 10.3 Officers profile
Bushfire Policy – 10.5 Fire Hazard Reduction

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 Marlon Hudson and Mr Peter Barnes Shire of Trayning Fire Control Officers as Dual Fire Control Officers for the Shire of Trayning 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:

(181/2018) Moved: Cr Garner

Seconded: Cr Gamble

That Council;

1. ***Appoints Mr Marlon Hudson and Mr Peter Barnes Shire of Trayning Fire Control Officers as Dual Fire Control Officers for the Shire of Trayning 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 5/0

Taryn Dayman left the meeting at 4:25pm.

Taryn Dayman returned with Manager of Works, Darryn Watkins, joining the meeting at 4.26pm.

10.3. WORKS AND SERVICES

10.3.1. MANAGER OF WORKS OFFICER'S REPORT - DECEMBER 2018

Applicant:	Not Applicable
Location:	Shire of Wyalkatchem
Date:	10 th December 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 December 2018.

BACKGROUND

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

COMMENT

Road Crew

Cunderdin Road RRG SLK 2.0 – 4.85 pavement widening completed. New box culvert to be installed as soon as ground conditions permit. Wet mixing and primer seal application postponed to March 2019 due to contractor and staff availability.

Cunderdin Road SLK RRG 4.85 – 7.85 shoulder widening in progress.

Various road signage replacements replacing non-compliant Australian Standard signage.

Storm damage response, debris removal.

Parks / Town Services Crew

Town street verge maintenance, brush cutting and weed spraying.

Street sweeping of town streets completed.

Preparation of cricket wickets.

Preparation and maintenance of tennis courts.

Grounds maintenance to shire owned assets.

Routine mowing maintenance.

Admin park mowing.

Ongoing maintenance of landfill facility.

Town Hall garden maintenance.

Railway reserve maintenance.

Storm damage clean up.

Aerodrome

Replacement wind sock on order.

Aerodrome lighting inspection completed in accordance with CASA MOS 139.

Recycled Water Scheme

Nil activity to report. Project status requested sent to Water Corporation with no response received at the time of writing.

Plant Servicing and Repairs

30,000km service to utility WM 216.
 10,000km service to utility WM 000
 2 tyres replaced on WM 00.
 Service repair of pole saw.
 Compressor repair and compliance certification, registration with Worksafe.

General Items

Works Manager is now conducting daily pre- starts with the outside crew.
 Review SWMS to implement in the New Year.
 RAV route assessment carried out on Flowery Patch Road (Tandem Drive Network 4).
 RAV route assessment carried out on Wilson St between Riches and Gamble Street (Tandem Drive Network 4).
 Slocum Street school speed signs not operating. Logged with MRWA for repair.
 Payment received by MRWA for the Benji- Hindmarsh blackspot project.
 Review of WALGA E Quotes submissions for supply of one new pneumatic tyred roller.

OH&S

Delivery of Manual Task Training by LGIS to outside crew on 21/11/18.
 Attendance of LGIS Playground Inspection Course on 23/11/18.
 Review of Velpic e portal induction by LGIS.

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 December 2018

COUNCIL RESOLUTION:

(182/2018) Moved: Cr Garner

Seconded: Cr Gamble

That Council accept the Manager of Works Report for the month of December 2018.

CARRIED 5/0

10.3.2. PLANT REPLACEMENT – TENDERING- ROLLER PURCHASE

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	12 TH December 2012
Reporting Officer:	Darryn Watkins – Manager of Works
Disclosure of Interest:	No interest to disclose
File Number:	23.17
Attachment Reference:	Attachment 10.3.2.1 Tender Document Response Attachment 10.3.2.2 Bomag Brochure

SUMMARY

Council to consider accepting the tender submitted by Tutt Bryant Equipment Pty Ltd for the supply of one new pneumatic tyred roller.

BACKGROUND

The Shire of Wyalkatchem currently has one pneumatic tyred roller in its fleet that being a 2009 Ammann AP240 showing 6129 service machine unit hours. The Reporting Officer has been advised that this machine was fitted with a replacement motor at approximately 1800hrs due to engine top end failure. Expenditure in the vicinity of \$15,000 was incurred last financial year due to a full brake replacement and overhaul of air-conditioning system.

In the 2018/2019 Statutory Budget Council has allocated funds of \$130,000 ex GST nett changeover for the purchase of a new roller.

COMMENT

The Shire of Wyalkatchem lodged a request for quote VP129055 via the WALGA E quotes portal on the 16th November 2018 with a closing date and time of 30th November 2018 at 4.00pm for the supply of one new pneumatic multi tyre roller.

The Request for Quote requested two pricing options.

Option 1 – Purchase new roller with trade of Council’s existing roller

Option 2 – Purchase new roller outright

Three submissions were received by the closing date and these are tabled below.

All the figures below are exclusive of GST.

Option 1

Supplier	Machine	Warranty	Price	Rank
Tutt Bryant	Bomag BW27RH	3yr/3000 hrs comprehensive 4yrs/4000hrs drive train	\$150,500	1
Conplant	Ammann AP240	2yrs/2000hrs comprehensive	\$158,000	2
Westrac	CAT CW34	1yr/ unlimited hrs comprehensive 4 yrs/4000hrs drive train	\$163,786.56	3

Option 2

Supplier	Machine	Machine Price	Trade in	Nett C/Over	Rank
Tutt Bryant	Bomag BW27RH	\$156,500	\$26,000	\$130,500	1
Conplant	Ammann AP240	\$162,000	\$28,000	\$134,000	2
Westrac	CAT CW34	\$163,786.56	\$23,000	\$140,786.56	3

*Same warranty conditions apply as per Option 1

There is a business case for retaining our existing roller considering Council has invested \$15,000 in parts and repairs on this machine last financial year. I am also advised by the Road Crew Leading Hand that the engine on this machine suffered catastrophic failure and subsequently had a new “short motor” fitted at 1800hrs.

Council also dry hires a pneumatic tyred roller each year for the maintenance grading period. This dry hire expenditure for the 17/18 period (5 months hire) was in the vicinity of \$20,000.

With a trade value being offered of \$26,000 for Council’s current machine, there is a strong case for Council to retain their 2009 AP240 roller and purchase a new machine outright thereby negating the need for future dry hire of the additional machine.

The Manager of Works has had dealings with both Bomag and Ammann rollers over the last 8 years across 3 Shires as well as in the private sector and in his opinion found the Bomag branded machine to more competitive and reliable on all fronts thus resulting in a lower whole cost of life to Council.

The Manager of Works and members of the road crew took the opportunity to inspect a new Bomag BW 27RH roller on the 11th December 2018 that was recently delivered to Mayday Hire. After inspecting and test driving the machine the consensus was to recommend to Council to purchase the Bomag roller.

Tutt Bryant Equipment Pty Ltd have extensive fleet presence of Bomag rollers into major hire companies servicing the Western Australian civil sector such as Brooks Hire and Mayday Hire.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions and General) Regulations 1996

POLICY IMPLICATIONS

Purchasing Policy 10.1

FINANCIAL IMPLICATIONS

Council allocated \$130,000 nett changeover in the 2018/2019 Statutory Budget for the purchase of the plant. For council to proceed with the Officer’s Recommendation that is purchase a new machine outright there would be a budget variation of (\$20,500). Should Council elect to trade their current machine there would be a budget variation of (\$500).

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
		6.1.3	Implement Council's capital works programme

VOTING REQUIREMENT

Absolute Majority

OFFICER'S RECOMMENDATION

That Council accept the tender from Tutt Bryant Equipment Pty Ltd for the supply of one new Bomag BW27RH Multi Tyre Roller for the sum of \$150,500 excluding GST as provided for in attachment 10.3.2.1

COUNCIL RESOLUTION:

(183/2018) Moved: Cr Gamble

Seconded: Cr Butt

That Council accept the tender from Tutt Bryant Equipment Pty Ltd for the supply of one new Bomag BW27RH Multi Tyre Roller for the sum of \$150,500 excluding GST as provided for in attachment 10.3.2.1

CARRIED BY ABSOLUTE MAJORITY 5/0

Cr Metcalf left the room 4:39pm.

Cr Metcalf returned 4:42pm.

10.4. PLANNING AND BUILDING

10.4.1 APPLICATION FOR PLANNING APPROVAL LOT 411 BUTLIN STREET

Applicant:	ANMIC PTY LTD
Location:	Lot 411 Butlin Street, Wyalkatchem
Date:	10 December 2018
Reporting Officer:	Claire Trenorden – Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	12.05.06
Attachment Reference:	Attachment 10.4.1.1 Application for planning approval Attachment 10.4.1.2 Photo, drawings and specifications of actual proposed building Attachment 10.4.1.3 Site plan for proposed building

SUMMARY

This report relates to Council's consideration of an application for planning approval for lot 411 Butlin Street, Wyalkatchem.

BACKGROUND

The Shire received an application for planning approval from Azmic Pty Ltd to build a 14.4m x 4.2m 'donga style' building to be located on private land at lot 411 Butlin Street, Wyalkatchem.

COMMENT

Azmic Pty Ltd would like to relocate a 'donga style' building to lot 411 Butlin Street for the purpose of overnight accommodation for employees of D&D Transport. This lot is zoned light industry in Council's Local Planning Scheme (LPS) No. 4.

The LPS No. 4 does not allow residential buildings on a light industrial block except for a caretaker's dwelling with Council approval or a transportable dwelling with Council approval and public advertising. Not allowing residential buildings in an industrial area is usually due to the possible impact of surrounding industrial use. In this instance this is not overly relevant due to the location of the lot and the lack of immediate neighbours with an industrial use.

There is also argument that this isn't a residential building as it doesn't meet the definition of a dwelling as it won't have a full kitchen or laundry. In this case the LPS No. 4 allows that if an application falls outside of the scheme then it is up to Council to decide if it is in keeping with the objectives of the zone. The objectives of the light industry zone are listed in the scheme as:

- To provide for service industries and light industries that will not have a detrimental effect on nearby residential or other sensitive uses;
- To provide for home business type uses where caretakers dwellings may be permitted;
- To provide for a range of employment opportunities;
- To preclude the storage of bulky and unsightly goods where they may be in public view;
- To ensure the appropriate use of setback areas and the provision of landscaping to the Council's satisfaction.

Council's Moveable Building Policy PP3 states that all applications for moveable building, which by the policy's definition a relocated donga is, shall require Council's planning consent prior to the issue

of a Building Licence. If planning approval is granted by Council, an application for a building permit will have to be submitted and approved by the Shire's Building Surveyor.

The height of the proposed development is 2.4m when installed. The colour and profile of the structure is in keeping with surrounding structures and will not have an impact on amenity. The planned situation of the structure will not impact on residents or neighbours, as it will be located at the far south-western corner of the overall block. There will no separate driveway access for the building, access will be via Grace Street.

STATUTORY ENVIRONMENT

Planning and Development Act 2005

State Planning Policy 3.1; Residential Design Codes of Western Australia

POLICY IMPLICATIONS

PP3 Moveable Building Policy

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
2.4	Thriving, profitable and sustainable local economy	2.4.1	Implement strategic economic planning and policy development

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council approve the placing of a relocated donga style building at lot 411 Butlin St, Wyalkatchem with the following conditions:

- a. The building be used as overnight accommodation for D&D Transport employees*
- b. That conditional approval be advertised in the Wyalkatchem District for a minimum period of 14 days*
- c. That delegated authority be given to the Chief Executive Officer to determine the application following advertisement of the conditional approval and notify the applicant in writing of the determination of the application*
- d. That any determination not approving the development application be returned to Council for further consideration.*

COUNCIL RESOLUTION:

(183/2018) Moved: Cr Butt Seconded: Cr Gamble

That Council approve the placing of a relocated donga style building at lot 411 Butlin St, Wyalkatchem with the following conditions:

- a. The building be used as overnight accommodation for D&D Transport employees**
- b. That conditional approval be advertised in the Wyalkatchem District for a minimum period of 14 days**
- c. That delegated authority be given to the Chief Executive Officer to determine the application following advertisement of the conditional approval and notify the applicant in writing of the determination of the application**
- d. That any determination not approving the development application be returned to Council for further consideration.**

CARRIED 5/0

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:

(184/2018) Moved: Cr Butt Seconded: Cr Gamble

That Council accept item 13.1 Authorisation to affix the common seal – withdrawal of caveat LOT 85 WILSON ST, WYALKATCHEM as urgent business.

CARRIED 5/0

**13.1. AUTHORISATION TO AFFIX THE COMMON SEAL – WITHDRAWAL OF CAVEAT
LOT 85 WILSON ST, WYALKATCHEM**

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	17 December 2018
Reporting Officer:	Claire Trenorden – Manager Corporate Services
Disclosure of Interest:	No interest to disclose
File Number:	25.06
Attachment Reference:	Nil

SUMMARY

This report relates to Council's consideration to give authorisation to affix the Common Seal to a Form W1 - Withdrawal of Caveat for Lot 85 Wilson St, Wyalkatchem.

BACKGROUND

At the Ordinary Meeting of Council on 21 October 2010, Council made decision number 2187 to remove a caveat on lot 85 Wilson St, Wyalkatchem presently owned by Mr David Cotton. This was never completed and the caveat on the certificate of title is still current.

COMMENT

The caveat was put in place to enforce a condition of sale when the property was sold to Mr Cotton in 2007. This land was made available for sale at a small cost with conditions to promote the construction of dwellings in the town. This particular condition of sale was to enforce building on the vacant land within two years of the date of sale. The construction didn't take place and consequently, at the request of Mr Cotton, Council made the decision to withdraw the caveat in 2010.

Mr Cotton has now received an offer on the property and in the pre-settlement stage it was discovered that the caveat is still current on the property. Settlement was due to take place on 21 December 2018 but can't take place until the caveat is lifted. While Council has already made the decision to lift the caveat, the Landgate form Withdrawal of Caveat requires the affixing of the Common Seal which requires a Council Decision to authorise the President and Chief Executive Officer to do so.

STATUTORY ENVIRONMENT

Local Government Act 1995 Section 9.49A Execution of documents

POLICY IMPLICATIONS

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

FINANCIAL IMPLICATIONS

The Landgate fee to withdraw a caveat is \$171.20.

Landgate also require each signatory on the form to perform a verification of identity check, this is done through Australia Post and the cost is \$159.00 per person. Both the President and Chief Executive Officer will be required to complete this check.

The total cost to withdraw the caveat will be \$489.20. This is unbudgeted expenditure and will come out of the Legal Expenses (E041227) budget.

COMMUNITY & STRATEGIC OBJECTIVES

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

Objective: A well-managed and effective Council organisation

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

VOTING REQUIREMENT

Simple Majority

OFFICER’S RECOMMENDATION

That Council authorise the President and Chief Executive Officer to sign and execute the Withdrawal of Caveat for Lot 85 Wilson St, Wyalkatchem and to affix the Common Seal.

COUNCIL RESOLUTION:

(185/2018) Moved: Cr Butt

Seconded: Cr Gamble

That Council authorise the President and Chief Executive Officer to sign and execute the Withdrawal of Caveat for Lot 85 Wilson St, Wyalkatchem and to affix the Common Seal.

CARRIED 5/0

14. MATTERS BEHIND CLOSED DOORS

OFFICER'S RECOMMENDATION

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

- a matter affecting an employee or employees

COUNCIL RESOLUTION:

(185/2018) Moved: Cr Garner Seconded: Cr Butt

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

- a matter affecting an employee or employees

CARRIED 5/0

Standing orders suspended at 4:49pm.

Claire Trenordan; Stephanie Elvidge and Darryn Watkins left the room at 4:49pm

14.1. CHIEF EXECUTIVE OFFICER – KEY PERFORMANCE INDICATORS

Applicant:	Shire of Wyalkatchem
Location:	Shire of Wyalkatchem
Date:	11 December 2018
Reporting Officer:	Taryn Dayman, Chief Executive Officer
Disclosure of Interest:	The Chief Executive Officer has interest in this item, as it relates to matters concerning her employment contract arrangements.
File Number:	22.05.01/Dayman Taryn
Attachment Reference:	Confidential Attachment 14.1 - CEO Key Performance Indicators.

SUMMARY

Council to consider and endorse the Chief Executive Officer's Key Performance Indicators (KPIs) for the next 12 months.

BACKGROUND

In accordance with the Chief Executive Officers employment contract clause 4.1(1) within 3 months of the commencement date, the Council and the CEO must negotiate and determine the Performance Criteria.

COMMENT

The Chief Executive Officer and Councillors have held several discussions to finalise agreed Key Performance Indicators (KPI's). Proposed KPI's have been prepared based on these discussions and further consultation with the Shire President. Copy of the proposed KPI's have been provided for under separate cover.

STATUTORY ENVIRONMENT

Local Government Act 1995 sections 5.38 and 5.39(3)(b)
Local Government (administration) Regulations

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

VOTING REQUIREMENT

Simple Majority

OFFICER'S RECOMMENDATION

That Council endorse the Chief Executive Officer's Key Performance Indicators for the next 12 months, as provided for under confidential attachment 14.1

COUNCIL RESOLUTION

(186/2018) Moved: Cr Garner

Seconded: Cr Butt

That Council endorse the Chief Executive Officer's Key Performance Indicators for the next 12 months, as provided for under confidential attachment 14.1

CARRIED 5/0

OFFICER'S RECOMMENDATION

That Council resumes Standing Orders and move out from behind closed doors.

COUNCIL RESOLUTION:

(186/2018) Moved: Cr Garner

Seconded: Cr Metcalf

That Council resumes Standing Orders and move out from behind closed doors.

CARRIED 5/0

Standing orders resumed and the meeting re-opened to the public at 5.04pm

Cr Garner left the room at 5.04pm.

Cr Garner re-joined the meeting with Claire Trenordan; Stephanie Elvidge and Darryn Watkins at 5.05pm.

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 5.06pm.